

FSSU Video Series

Preparing the Year-End Accounts Information

Reviewing the Income & Expenditure Report



Year End Accounts Preparation Checklist

Before you send your end of year accounts to your accountant for submission to FSSU, please ensure you have completed the following checklist.

	Action	Completed
1	Post all day-to-day transactions for the year. This ensures that your management reports and year end postings are accurate. Ideally any audit adjustments from the accountants should be posted to the income and expenditure codes within a reasonable time frame.	☐
2	Ensure you have bank statements for all school bank accounts covering the period 1st September to 31st August and ensure all bank accounts are reconciled up to 31st August.	☐
3	Review the bank reconciliation report as follows: a. Review the list of outstanding payments and receipts on the bank reconciliation to ensure they are accurate. b. Any duplicate entries should be corrected. c. Any outstanding payments/receipts more than six-months-old should be investigated.	☐
4	Ensure that the petty cash and credit card transactions are recorded for the year and that the balances in the petty cash and credit card account are correctly stated at the end of the year.	☐
5	Ensure that the balance in the Cash Control Account equates to the amount of cash and cheques held in the safe on 31st August.	☐
6	Ensure that the balance in the online payment solution clearing	☐

Year-end Accounts Preparation checklist

Reviewing the Income and Expenditure Account

- A) Review a demo Income and Expenditure Report.
- B) Department Grant Income
- C) School Generated Income
- D) Expenditure
- E) Review the Income and Expenditure after adjustments made for
 - income in advance,
 - ringfenced Grants,
 - capital items,
 - prepayments and
 - accruals



The Income and Expenditure Report

4

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

**Variances Accurate
Explainable?**

Code	Description	20XX Current €	20XX Budget €	Variance €	Comp. Balance €
Income and Expenditure Account					
Department of Education & Youth Income					
		248,058.80	246,897.35	1,161.45	206,285.95
	Other State Income	3,964.00	3,964.00	-	4,000.00
	School Generated Income	32,768.50	29,900.00	2,868.50	29,302.00
TOTAL INCOME:		284,791.30	280,761.35	4,029.95	239,587.95

Expenditure

Education Salaries

Education Other

Repairs Maintenance & Establishment

Administration

Financial

27,151.37	29,263.37	-	2,112.00	26,510.70
194,528.24	133,217.00	61,311.24		97,056.40
158,373.45	87,880.00	70,493.45		87,343.00
9,561.87	14,250.00	-	4,688.13	13,890.00
700.00	680.00	-		150.00

TOTAL EXPENDITURE:

390,314.93 265,290.37 125,004.56 224,950.10

NET PROFIT/(LOSS)

- 105,523.63 15,470.98 - 120,974.61 14,637.85



Bottom Line Reasonable

Section B

Department Grant Income

5



Financial Guideline 20XX/20XX

Community & Comprehensive Schools

XX

Grants payable to Community & Comprehensive Schools School year 20XX/20XX

SUMMARY OF GRANTS PAYABLE 20XX/ 20XX					
No	Grant Description	Rate per Pupil	Instalments	Notes	Nominal Code in FSSU Chart of Accounts
1	Non-pay grant	€340.00 per pupil And Minor Works Grant: €10,000 + €6 per pupil	4	25% deduction is applied to PPP schools Minor Works grant is not payable to PPP schools	<3010>
2	Non-teaching pay grant	Sanctioned staff at Dept approved Pay scales	4	There is no Departmental sanction given for Caretakers and Cleaners in PPP schools	<3030>
3	DEIS Grant DEIS (Delivering Equality Of Opportunity in Schools)	-	1	Queries in relation to DEIS Grant should be directed to Social Inclusion Unit in the Dept.	<3020>

Department Grant Income

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Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Income					
3010	Capitation/Non Pay Budget	97,500.00	96,499.15	- 1,000.85	94,569.17
3030	Non Teachers Pay Budget	23,900.00	23,980.00		23,500.40
3050	Ancillary/School Support Services Grant	4,001.33	3,417.83	- 583.50	2,941.96
3151	Free Schoolbook Grant	71,980.10	68,823.00	- 3,157.10	35,599.00
3152	Free Schoolbook Admin Grant	4,486.37	4,486.37	-	1,783.70
3190	JCSP Grant	3,780.00	3,780.00	-	3,704.40
3200	Transition Year Grant	5,000.00	5,000.00	-	4,900.00
3210	Leaving Certificate Applied Grant	3,180.00	3,180.00	-	3,116.40
3220	Grant for Traveller Students	479.00	479.00	-	469.42
3230	ICT Grant Non Capital	11,500.00	11,500.00	-	10,039.00
3240	Supervision and Substitution Grant	21,277.00	21,277.00	-	21,277.00
3245	Science Subjects Grant	975.00	975.00	-	955.50
3255	State Exam Income	-	3,500.00	3,500.00	3,430.00
		248,058.80	246,897.35	1,161.45	206,285.95

Department Grant Income School Support Services Grant

7

Need Help?



General Ledger

[Chart of Accounts](#) [Journals](#) [VAT Returns](#) [VIES](#) [INTRASTAT](#)

Chart of Accounts [Print](#) [New](#) [View](#) [Budget](#) [This Year](#)

☒ Suppress Zero

Code	Description	20XX		20XX		
		Debit	Credit	Debit	Credit	
Income and Expenditure Account						
Income						
Department of Education						
3050	Ancillary/School Support Services Grant	-	4,001.33	-	2,941.66	
		-	4,001.33	-	2,941.66	

School Support Service Grant- General Ledger Card Activity

8

General Ledger Card

3050 - Ancillary/School Support
Services Grant

Select Code

Print

Back

Run

Period

Financial Year

Sep-20XX

XXX-20XX

Date	Period	Description	Notes	Product	Debit	Credit	Balance
01 Sep 20XX	Sep-20XX	Nominal Journal 8 DE SSSF Grant June XX Rev. YE Jr	DE SSSF Grant June XX		-	500.33	-500.33
11 Nov 20XX	Nov-20XX	Receipt SSSF Nov Instalment Nov Instalment	SSSF Nov Instalment		-	1,167.00	-1,667.33
02 Mar 20XX	Mar-20XX	Receipt SSSF March Instalment Marc Instalment SSSF	SSSF March Instalment		-	1,167.00	-2,834.33
06 Jun 20XX	Jun-20XX	Receipt SSSF June Instalment June Instalment SSSF	SSSF June Instalment		-	1,167.00	-4,001.33

1/2

Total 0.00 4,001.33 -4,001.33

-4,001.33

Journal Adjustment- Grant in Advance

9

BrightBooks

Need Help?

Overview

Customers

Purchases

Banking

General Ledger

CRM

Reports

Add-in

General Ledger

Chart of Accounts

Journals

VAT Returns

VIES

Journals

New

View

Delete

All (9)

Current (9)

Code

If the Nominal Code exists and you know its code, type it here. Otherwise, click the lookup button to select.

JOURNALS DETAILS

DATE

XX/XX/20XX

REF NO.

SSSF June Instalment 50%

TYPE

Journal

Add Attachment

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
3050	Ancillary/School Support Services Grant		583.50	0.00	SSSF
2150	Grants Received in Advance		0.00	583.50	SSSF

Add New Line

Delete

Total Debit Amount

583.50

Total Credit Amount

583.50

Balance

0.00

Save

Department Income

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Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Income					
3010	Capitation/Non Pay Budget	97,500.00	96,499.15	- 1,000.85	94,569.17
3030	Non Teachers Pay Budget	23,900.00	23,980.00		23,500.40
3050	Ancillary/School Support Services Grant	3,417.83	3,417.83	-	2,941.96
3151	Free Schoolbook Grant	71,980.10	68,823.00	- 3,157.10	35,599.00
3152	Free Schoolbook Admin Grant	4,486.37	4,486.37	-	1,783.70
3190	JCSP Grant	3,780.00	3,780.00	-	3,704.40
3200	Transition Year Grant	5,000.00	5,000.00	-	4,900.00
3210	Leaving Certificate Applied Grant	3,180.00	3,180.00	-	3,116.40
3220	Grant for Traveller Students	479.00	479.00	-	469.42
3230	ICT Grant Non Capital	11,500.00	11,500.00	-	10,039.00
3240	Supervision and Substitution Grant	21,277.00	21,277.00	-	21,277.00
3245	Science Subjects Grant	975.00	975.00	-	955.50
3255	State Exam Income	-	3,500.00	3,500.00	3,430.00
		247,475.30	246,897.35	577.95	206,285.95



Free Schoolbook Grant

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Ringfenced

Paid In Advance

Income and
Expenditure

- Applicable to the **current balance**.
N/C 3151 Free Schoolbook Scheme Grant
- Grant should **not exceed amount expended**.
N/C 4731 Free Schoolbook Scheme Grant Expense

Free Schoolbook Grant

12

Balance Sheet

- Grant received for the **next academic year**
N/C 2151 Book grant in Advance
 - Expenditure related to the **next academic year**
N/C 1720 Prepayments
-
- **Unspent Grant Balance**
N/C 2160 Unspent Book Grant

Free Schoolbook Grant Activity

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Explainable

Code	Description	Current €	Budget €	Variance €	Comp. Period €
Income					
Department of Education					
3151	Free school book grant	71,980.10	68,823.00	3,157.10	35,599.00

General Ledger Card

3151 - Free school book grant

Select Code

Print

Back

Run

Period ▼

Financial Year ▼

Sep-20XX ▼

Aug-20XX ▼

Date	Period	Description	Notes	Product	Debit	Credit	Balance
01 Sep 20XX	Sep-20XX	<u>Nominal Journal</u> Free School Book Scheme Grant Rev. YE Jr	Free School Book Scheme Grant			863.00	-863.00
05 Apr 20XX	Apr-20XX	<u>Receipt 64</u> FSBS grant 20XX/20XX ⓘ DE FSBS 20XX/20XX	FSBS grant 20XX/20XX		-	71,117.10	-71,980.10
Total					0.00	71,980.10	-71,980.10
							-71,980.10 BALANCE

Edit Nominal code on a Bank Receipt 14

05 Apr 20XX Apr-20XX **Receipt 64**
FSBS grant 20XX/20XX ⓘ
DE FSBS 20XX/20XX

FSBS grant
20XX/20XX - 71,117.10

Quick Receipt

BANK ACCOUNT **LODGEMENT NO.** **LODGEMENT DATE**

1800 Current Account 1 ▼ DE 156942 05/04/20XX

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code	
05/04/20XX	EFT ▼	FSBG ▼	DE FSBS 20XX/20XX	▼	FSBS grant 20XX/20XX ⓘ	71117.10	Z 0.00% (Zero) ▼	0.00	2151	ⓘ

Free School book Grant

- Grant in Advance removed

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Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX Current €	20XX Budget €	Variance €	Comp. Balance €
Income and Expenditure Account					
Income					
3010	Capitation/Non Pay Budget	97,500.00	96,499.15	- 1,000.85	94,569.17
3030	Non Teachers Pay Budget	23,900.00	23,980.00		23,500.40
3050	Ancillary/School Support Services Grant	3,417.83	3,417.83	-	2,941.96
3151	Free Schoolbook Grant	863.00	68,823.00	67,960.00	35,599.00
3152	Free Schoolbook Admin Grant	4,486.37	4,486.37	-	1,783.70
3190	JCSP Grant	3,780.00	3,780.00	-	3,704.40
3200	Transition Year Grant	5,000.00	5,000.00	-	4,900.00
3210	Leaving Certificate Applied Grant	3,180.00	3,180.00	-	3,116.40
3220	Grant for Traveller Students	479.00	479.00	-	469.42
3230	ICT Grant Non Capital	11,500.00	11,500.00	-	10,039.00
3240	Supervision and Substitution Grant	21,277.00	21,277.00	-	21,277.00
3245	Science Subjects Grant	975.00	975.00	-	955.50
3255	State Exam Income	-	3,500.00	3,500.00	3,430.00
		176,358.20	246,897.35	- 70,539.15	206,285.95

General Ledger Card Activity 2151

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General Ledger Card
2151 - Book Grant Received in
Advance

Print

Back

Run

Period

Financial Year

Sep-20XX

Aug-20XX

Select Code

Date	Period	Description	Notes	Product	Debit	Credit	Balance
01 Sep 20XX	Sep-20XX	O/B TB Journal 1 Opening Balance ⓘ OB	Opening Balance		-	68,823.00	-68,823.00
05 Apr 20XX	Apr-20XX	Receipt 64 FSBS grant 20XX/20XX ⓘ DE FSBS 20XX/20XX	FSBS grant 20XX/20XX		-	71,117.10	-139,940.10
Total					0.00	139,940.10	-139,940.10
							-139,940.10 BALANCE



Journal - Book Grant Income

17

Journals

Code

If the Nominal Code exists and you know its code, type it here. Otherwise, click the lookup button to select.

JOURNALS DETAILS

DATE	REF NO.	TYPE		
XX/XX/20XX	Grant in Advance -revers	Journal	Add Attachment Max file size 4 MB.	

Code	Description	Notes		Debit	Credit	DEP
2151	Book Grant Received in Advance	FSBS Grant Applicable to current academic year		68,823.00	0.00	FSBG
3151	Free school book grant	FSBS Grant Applicable to current academic year		0.00	68,823.00	FSBG

[Add New Line](#) [Delete](#)

Total Debit Amount	68,823.00
Total Credit Amount	68,823.00
Balance	0.00

Save

Free School book Grant Reviewed

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Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Income					
3010	Capitation/Non Pay Budget	97,500.00	96,499.15	- 1,000.85	94,569.17
3030	Non Teachers Pay Budget	23,900.00	23,980.00		23,500.40
3050	Ancillary/School Support Services Grant	3,417.83	3,417.83	-	2,941.96
3151	Free Schoolbook Grant	69,686.00	68,823.00	- 863.00	35,599.00
3152	Free Schoolbook Admin Grant	4,486.37	4,486.37	-	1,783.70
3190	JCSP Grant	3,780.00	3,780.00	-	3,704.40
3200	Transition Year Grant	5,000.00	5,000.00	-	4,900.00
3210	Leaving Certificate Applied Grant	3,180.00	3,180.00	-	3,116.40
3220	Grant for Traveller Students	479.00	479.00	-	469.42
3230	ICT Grant Non Capital	11,500.00	11,500.00	-	10,039.00
3240	Supervision and Substitution Grant	21,277.00	21,277.00	-	21,277.00
3245	Science Subjects Grant	975.00	975.00	-	955.50
3255	State Exam Income	-	3,500.00	3,500.00	3,430.00
		245,181.20	246,897.35	- 1,716.15	206,285.95

Department Income

Income & Expenditure

Demo C&C School

Prior to Review

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Income					
3010	Capitation/Non Pay Budget	97,500.00	96,499.15	- 1,000.85	94,569.17
3030	Non Teachers Pay Budget	23,900.00	23,980.00		23,500.40
3050	Ancillary/School Support Services Grant	4,001.33	3,417.83	- 583.50	2,941.96
3151	Free Schoolbook Grant	71,980.10	68,823.00	- 3,157.10	35,599.00
3152	Free Schoolbook Admin Grant	4,486.37	4,486.37	-	1,783.70
3190	JCSP Grant	3,780.00	3,780.00	-	3,704.40
3200	Transition Year Grant	5,000.00	5,000.00	-	4,900.00
3210	Leaving Certificate Applied Grant	3,180.00	3,180.00	-	3,116.40
3220	Grant for Traveller Students	479.00	479.00	-	469.42
3230	ICT Grant Non Capital	11,500.00	11,500.00	-	10,039.00
3240	Supervision and Substitution Grant	21,277.00	21,277.00	-	21,277.00
3245	Science Subjects Grant	975.00	975.00	-	955.50
3255	State Exam Income	-	3,500.00	3,500.00	3,430.00
		248,058.80	246,897.35	1,161.45	206,285.95

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Income					
3010	Capitation/Non Pay Budget	97,500.00	96,499.15	- 1,000.85	94,569.17
3030	Non Teachers Pay Budget	23,900.00	23,980.00		23,500.40
3050	Ancillary/School Support Services Grant	3,417.83	3,417.83	-	2,941.96
3151	Free Schoolbook Grant	69,686.00	68,823.00	- 863.00	35,599.00
3152	Free Schoolbook Admin Grant	4,486.37	4,486.37	-	1,783.70
3190	JCSP Grant	3,780.00	3,780.00	-	3,704.40
3200	Transition Year Grant	5,000.00	5,000.00	-	4,900.00
3210	Leaving Certificate Applied Grant	3,180.00	3,180.00	-	3,116.40
3220	Grant for Traveller Students	479.00	479.00	-	469.42
3230	ICT Grant Non Capital	11,500.00	11,500.00	-	10,039.00
3240	Supervision and Substitution Grant	21,277.00	21,277.00	-	21,277.00
3245	Science Subjects Grant	975.00	975.00	-	955.50
3255	State Exam Income	-	3,500.00	3,500.00	3,430.00
		245,181.20	246,897.35	- 1,716.15	206,285.95

Section C

School Generated Income

- First Year Charges
- Transition Year Income
- School Administration Charges
- Voluntary Contributions

Income for the current year ✓

Income related to next academic year ✗

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Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€

Income and Expenditure Account

School Generated Income

3310	Transition Year Income	7,950.00	5,850.00	- 2,100.00	5,733.00
3350	Hire of Facilities Rental Income	6,030.00	6,000.00	- 30.00	5,880.00
3370	Locker Income	3,626.00	3,000.00	- 626.00	2,940.00
3375	Journals and Year Book Income	1,212.50	850.00	- 362.50	833.00
3390	School Administration Charges	6,200.00	6,250.00	50.00	6,125.00
3495	Mock Exam Income	1,300.00	1,350.00	50.00	1,323.00
3510	Bus Hire for Games Income	1,050.00	1,000.00	- 50.00	980.00
3530	School Tours Income	4,800.00	5,000.00	200.00	4,900.00
3535	Student Insurance Income	600.00	600.00	-	588.00
		32,768.50	29,900.00	2,868.50	29,302.00

General Activity -Transition Year Income

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General Ledger Card
3310 - Transition Year Income
[Select Code](#)

Print

Back

Run

Period

▼

Financial Year

▼

Sep- 20XX

▼

Aug- 20XX

▼

Date	Period	Description	Notes	Product	Debit	Credit	Balance
01 Sep 20XX	Sep- 20XX	Nominal Journal 5 Transfer from Income received in advance 25/26 Transfer	Transfer from Income received in advance 20XX		-	500.00	-500.00
24 Sep 20XX	Sep- 20XX	Receipt 40 TY  TY	TYXX/XX		-	4,020.00	-4,520.00
10 Oct 20XX	Oct- 20XX	Receipt 65 TY Income 20XX/20XX  TY Income	TY Income 20XX/20XX		-	1,480.00	-6,000.00
12 May 20XX	May- 20XX	Receipt 123 TY Income 20XX/20XX  TY Income next year	TY Income 20XX/20XX		-	1,950.00	-7,950.00
Total					0.00	7,950.00	-7,950.00
							-7,950.00 BALANCE

2105
School Generated Income In Advance

Amend the Nominal Code -Transition Year Income

22

Quick Receipt

BANK ACCOUNT

1800 Current Account 1

LODGEMENT NO.

May TY

LODGEMENT DATE

12/05/20XX

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
12/05/20XX	EFT	TY	TY Income next year		TY Income 20XX	1950.00	Z 0.00% (Zero)	0.00	2105

Cancel

Save

Amend the Nominal Code -Locker Income

23

Quick Receipt

BANK ACCOUNT	LODGE MENT NO.	LODGE MENT DATE
1800 Current Account 1 ▼	Locker Income received for next year	12/06/20XX 

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code	
12/06/20XX 	EFT ▼	LOCK ▼	Locker Income next yr	▼	Locker 20XX 	620.00	Z 0.00% (Zer) ▼	0.00	2105	

CancelSave

School Generated Income

– Income in Advance removed

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Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€

Income and Expenditure Account

School Generated Income

3310	Transition Year Income	6,000.00	5,850.00 -	150.00	5,733.00
3350	Hire of Facilities Rental Income	6,030.00	6,000.00 -	30.00	5,880.00
3370	Locker Income	3,006.00	3,000.00 -	6.00	2,940.00
3375	Journals and Year Book Income	1,212.50	850.00 -	362.50	833.00
3390	School Administration Charges	6,200.00	6,250.00	50.00	6,125.00
3495	Mock Exam Income	1,300.00	1,350.00	50.00	1,323.00
3510	Bus Hire for Games Income	1,050.00	1,000.00 -	50.00	980.00
3530	School Tours Income	4,800.00	5,000.00	200.00	4,900.00
3535	Student Insurance Income	600.00	600.00	-	588.00

30,198.50	29,900.00	298.50	29,302.00
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Section D Expenditure

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Expenditure relates to the current year ✓

Expenditure related to next academic year ✗

Expenditure

- Education Salaries
- Education Other
- Repairs maintenance & Establishment
- Administration
- Financial

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Expenditure					
	Education Salaries	27,151.37	29,263.37	- 2,112.00	26,510.70
	Education Other	194,528.24	133,217.00	61,311.24	97,056.40
	Repairs Maintenance & Establishment	158,373.45	87,880.00	70,493.45	87,343.00
	Administration	9,561.87	14,250.00	- 4,688.13	13,890.00
	Financial	700.00	680.00	-	150.00
TOTAL EXPENDITURE:		390,314.93	265,290.37	125,004.56	224,950.10

TOTAL EXPENDITURE:

NET PROFIT/(LOSS)

- 105,523.63 15,470.98 - 120,974.61 14,637.85

Educational Salaries

26

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX To 31st Aug 20XX

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX To 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Period
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Income					
Department of Education					
3152	Free School Book Admin Grant	4,486.37	4,486.37	-	1,783.70

Code	Description	20XX	20XX	Variance	Comp. Period
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Expenditure					
Education Salary					
4113	Free School Book Admin Wages Expense ✓	4,486.37	4,486.37	-	1,783.70
4150	Supervision and Substitution Salaries Expense	19,376.00	21,277.00	-1,901.00	21,277.00
4155	State Exam Wages Expense ✓	3,289.00	3,500.00	-211.00	3,430.00
		€27,151.37	€29,263.37	-€2,112.00	€26,490.70

Supervision and Substitution Unspent

27

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€

Income and Expenditure Account

Income

3240	Supervision and Substitution Grant	21,277.00	21,277.00	-	21,277.00
------	------------------------------------	-----------	-----------	---	-----------

Expenditure

Education Salaries

4150	Supervision and Substitution Wages Expense	19,376.00	21,277.00	- 1,901.00	21,227.00
------	--	-----------	-----------	------------	-----------

€21,277 - €19,376 = €1,901 unspent at year end

Move
to 2170

Education Other Expenditure

28

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX Current €	20XX Budget €	Variance €	Comp. Balance €
Income and Expenditure Account					
Education Other					
4310	Teaching Aid Expenses	235.00	250.00	- 15.00	359.00
4315	Student Photocopying Expenses	1,064.06	1,200.00	- 135.94	1,430.00
4330	Religion / Ethos Expense	1,127.14	1,000.00	127.14	1,860.00
4350	Art Expense	3,280.00	3,200.00	80.00	3,800.00
4370	Home Economics Expense	2,599.00	2,500.00	99.00	2,923.00
4390	Science Subjects Expense	9,968.00	10,000.00	- 32.00	8,514.00
4410	ICT Grant Non - Capital Expense	15,330.00	11,500.00	3,830.00	10,039.00
4420	Computer maintenance and Support expense	2,026.25	2,000.00	26.25	900.00
4490	Other Subjects Expense	268.00	250.00	18.00	250.00
4550	Leaving Cert Applied Expense	3,180.00	3,180.00	-	3,116.40
4590	Transition Year Expense	10,839.00	10,850.00	- 11.00	10,633.00
4620	Teacher inservice & trailing Expense	247.34	250.00	- 2.66	250.00
4635	Student Wellbeing	482.00	450.00	32.00	450.00
4650	Physical Education Expense	322.87	300.00	22.87	500.00
4670	Games (excl. Travel) Expense	522.00	500.00	22.00	450.00
4671	Bus Hire for Games Expense	2,498.00	2,500.00	- 2.00	2,350.00
4690	Bus Hire Expense	986.00	1,000.00	- 14.00	850.00
4710	School Tours Expense	5,498.00	5,500.00	- 2.00	5,000.00
4720	School Musical / Drama Expense	1,026.00	1,000.00	26.00	850.00
4731	Free Schoolbook Grant Expense	126,027.61	68,823.00	57,204.61	35,599.00
4750	Mock Exams Expense	1,368.00	1,350.00	18.00	1,323.00
4760	School Yearbook/ Journal Expense	855.00	850.00	5.00	850.00
4770	Trophies & Prizes Expense	214.97	200.00	14.97	180.00
4916	Student Insurance Expense	600.00	600.00	-	580.00
4929	Other State Funding Expense	3,964.00	3,964.00	-	4,000.00
		194,528.24	133,217.00	61,311.24	97,056.40

General Ledger Card Activity

- ICT Grant Non- Capital Expense

29

General Ledger Card
4410 - ICT Grant Non - Capital
Expense
Select Code

Print

Back

Need Help?

Run

Period

Financial Year

Sep-20XX

Aug-20XX

Date	Period	Description	Notes	Product	Debit	Credit	Balance
01 Sep 20XX	Sep- 20XX	Payment 58 Oide annual sub 487482 ⓘ	Oide annual sub		750.00	-	750.00
01 Sep 20XX	Sep- 20XX	Payment 55 Annual Maintenance and Support 167498 ⓘ	Annual Maintenance and Support		1,000.00	-	1,750.00
01 Sep 20XX	Sep- 20XX	Payment 60 Autodesk 15733 ⓘ	Autodesk		500.00	-	2,250.00
01 Sep 20XX	Sep- 20XX	Payment 57 Moodle annual Sub 18575 ⓘ	Moodle annual Sub		500.00	-	2,750.00
01 Sep 20XX	Sep- 20XX	Payment 59 Matlab 1857456 ⓘ	Matlab		500.00	-	3,250.00
01 Oct 20XX	Oct- 20XX	Payment 56 Antivirus annual sub 18751 ⓘ	Antivirus annual sub		1,200.00	-	4,450.00
18 Nov 20XX	Nov- 20XX	Payment 61 Replacement cables IT room 487 ⓘ	Replacement cables IT room		150.00	-	4,600.00
18 Nov 20XX	Nov- 20XX	Payment 62 USB for projects 489 ⓘ	USB for projects		930.00	-	5,530.00
12 Dec 20XX	Dec- 20XX	Payment 53 Projector for Art Room PR1843 ⓘ	Projector for Art Room		1,800.00	-	7,330.00
15 Dec 20XX	Dec- 20XX	Payment 63 Paper, Toners and Printer Ink 18789 ⓘ	Paper, Toners and Printer Ink		6,500.00	-	13,830.00
04 May 20XX	May- 20XX	Payment 54 White board Geography Room WB3684 ⓘ	incl. Instal and delivery		1,500.00	-	15,330.00
					0.00		15,330.00

30

BANK ACCOUNT

1800 Current Account 1

Add Split Allocation Notes Attachments

ICT Grant Non- Capital Expense after adjustment

31

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX To 31st Aug 20XX

		20XX	20XX	Variance	Comp. Period
Code	Description	Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Expenditure					
Education Other Expenditure					
4310	Teaching Aids Expense	235.00	250	-15.00	359
4315	Student Photocopying Expenses	1,282.00	1200	82.00	1430
4330	Religion/Ethos Expense	1,358.00	1000	358.00	1860
4350	Art Expense	3,280.00	3,200.00	80.00	3,800.00
4370	Home Economics Expense	2,599.00	2,500.00	99.00	2,923.00
4390	Sciences Subjects Expense	9,968.00	10,000.00	-32.00	8,514.00
4410	ICT Grant Non - Capital Expense	12,030.00	11,500.00	530.00	10,039.00



Free Schoolbook Expense

Code	Description	Current	Budget	Variance	Comp. Period
		€	€	€	€
Education Other Expenditure					
4731	Free school book grant Expense	126,027.61	68,823.00	57,204.61	35,599.00



General postings are complete and accurate



All expenditure related to the current Balance
Check Prepayments Account 1720



Expenditure for the next academic year are not reflected.

Free School Book Grant Expense

33

Overview

Customers

Purchases

Banking

General Ledger

CRM

Reports

General Ledger

Chart of Accounts

Journals

VAT Returns

VIES

INTRASTAT

Chart of Accounts

Print

New

View

Budget

This Year

Income and Expenditure Account

Income

TOTAL Income

Expenditure

Education Other Expenditure

4731

Free school book grant

126,027.61

-

35,599.00

-

Need Help?

Suppress Zero

4731

Debit

Credit

Debit

Credit

-

-

-

-

126,027.61

-

35,599.00

-

FSSU

Financial Support Services Unit

Account Activity N/C 4731

34

General Ledger Card

4731 - Free school book grant

Select Code

Print

Back

Run

Period

Financial Year

Sep- 20XX

Aug- 20XX

Date	Period	Description	Notes	Product	Debit	Credit	Balance
01 Sep 20XX	Sep- 20XX	Prepayment 2 Text boopoks 25/26 expense Year end A	Text boopoks 25/26 expense		66,993.81	-	66,993.81
23 Nov 20XX	Nov- 20XX	Payment 49 Books Current year Junior Cycle fc15215	Books Current year Junior Cycle		1,890.00	-	68,883.81
02 May 20XX	May- 20XX	Payment 51 JC Books payment for next year FC 2756	JC Books payment for next year		35,406.28	-	104,290.09
02 May 20XX	May- 20XX	Payment 50 Books Senior cycle payment for next year fc1526	Books Senior Cycle payment for next year		21,737.52	-	126,027.61
Total					126,027.61	0.00	126,027.61
							126,027.61 BALANCE

Quick Payment

- Edit the Nominal Code

35

Quick Payment

BANK ACCOUNT

1800 Current Account 1 ▼

Date	Payment Type	DEP	Ref. No.	Supplier	Payee	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code	
02/05/20XX	EFT	FSBG	fc1526			Books Senior Cycle payment for next year	21,737.52	Z 0.00%	0.00	1720	
02/05/20XX	EFT	AOD	FC 2756			JC Books payment for next year	35,406.28	Z 0.00%	0.00	1720	

Free Schoolbook Expense Reviewed 36

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX To 31st Aug 20XX

		20XX	20XX	Variance	Comp. Period
Code	Description	Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Income					
Department of Education					
3151	Free school book grant	69,686.00	68,823.00	863.00	35,599.00
Expenditure					
Education Other Expenditure					
4731	Free school book grant	68,883.31	68,823.00	60.31	35,599.00

Education Other Expense Reviewed 37

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Education Salaries					
Education Other					
4310	Teaching Aid Expenses	235.00	250.00	-	359.00
4315	Student Photocopying Expenses	1,064.06	1,200.00	-	1,430.00
4330	Religion / Ethos Expense	1,127.14	1,000.00	127.14	1,860.00
4350	Art Expense	3,280.00	3,200.00	80.00	3,800.00
4370	Home Economics Expense	2,599.00	2,500.00	99.00	2,923.00
4390	Science Subjects Expense	9,968.00	10,000.00	-	8,514.00
4410	ICT Grant Non - Capital Expense	12,030.00	11,500.00	530.00	10,039.00
4420	Computer maintenance and Support exp	2,026.25	2,000.00	26.25	900.00
4490	Other Subjects Expense	268.00	250.00	18.00	250.00
4550	Leaving Cert Applied Expense	3,180.00	3,180.00	-	3,116.40
4590	Transition Year Expense	10,839.00	10,850.00	-	10,633.00
4620	Teacher inservice & trailing Expense	247.34	250.00	-	250.00
4635	Student Wellbeing	482.00	450.00	32.00	450.00
4650	Physical Education Expense	322.87	300.00	22.87	500.00
4670	Games (excl. Travel) Expense	522.00	500.00	22.00	450.00
4671	Bus Hire for Games Expense	2,498.00	2,500.00	-	2,350.00
4690	Bus Hire Expense	986.00	1,000.00	-	850.00
4710	School Tours Expense	5,498.00	5,500.00	-	5,000.00
4720	School Musical / Drama Expense	1,026.00	1,000.00	26.00	850.00
4731	Free Schoolbook Grant Expense	68,883.81	68,823.00	60.81	35,599.00
4750	Mock Exams Expense	1,368.00	1,350.00	18.00	1,323.00
4760	School Yearbook/ Journal Expense	855.00	850.00	5.00	850.00
4770	Trophies & Prizes Expense	214.97	200.00	14.97	180.00
4916	Student Insurance Expense	600.00	600.00	-	580.00
4920	Other State Funding Expense	2,064.00	2,064.00	-	4,000.00
		134,084.44	133,217.00	867.44	97,056.40

Repairs Maintenance & Establishment 38

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Expenditure					
Repairs Maintenance & Establishment					
5010	Caretaker Wages Expense	12,112.90	13,189.00	- 1,076.10	12,682.00
5110	Cleaners Wages Expense	9,890.75	10,791.00	- 900.25	10,385.00
5170	Cleaning Materials Expense	753.00	750.00	3.00	650.00
5175	Other Cleaning and Sanitation Expense	869.00	850.00	19.00	787.00
5310	Repairs to Buildings and Grounds Expense	76,569.00	1,500.00	75,069.00	1,863.00
5350	Repairs to Furniture, Fittings and Equipment Expense	189.00	200.00	- 11.00	562.00
5400	Routine Security	3,750.00	3,750.00	-	3,750.00
5450	General Insurance Expense	27,500.00	27,500.00	-	27,500.00
5510	Heating Expense	4,833.30	5,800.00	- 966.70	5,400.00
5550	Light and Power Expense	12,298.50	13,800.00	- 1,501.50	14,189.00
5610	Refuse expense	2,850.00	3,000.00	- 150.00	2,575.00
5611	Water Rates Expense	6,000.00	6,000.00	-	6,000.00
5800	Other Repairs & Maintenance Expense	758.00	750.00	8.00	1,000.00
		158,373.45	87,880.00	70,493.45	87,343.00

General Ledger Card Activity

- Repairs to Buildings and Grounds Expense

39

Code	Description	Current	Budget	Variance	Comp. Period
		€	€	€	€
Income and Expenditure Account					
Expenditure					
Repairs, Maintenance & Establishment					
5310	Repairs to Buildings and Grounds Expense	76,569.00	1,500.00	75,069.00	1,863.00

Date	Period	Description	Notes	Product	Debit	Credit
18 Sep- 20XX	Sep- 20XX	Purchase Invoice OSR197423 Ciaran Edmond Plumbing Contractor 943	Repairs to Buildings and Grounds Expense		845.00	
01 Jun- 20XX	Jun- 20XX	Payment 64 Window and door repair classroom 5 RCT196	Window and door repair classroom 5		374.00	-
08 Jun- 20XX	Jun- 20XX	Purchase Invoice SI 1679 Ormond Building Contractor Invoice 1 SPC	Special Class Build Stage 1		75,000.00	-
		Payment 65	Repair to external and			76,219.00

Capital Expense X

Code	Description	Current	Budget	Variance	Comp. Period
		€	€	€	€
Income and Expenditure Account					
Expenditure					
Repairs, Maintenance & Establishment					
5310	Repairs to Buildings and Grounds Expense	1,569.00	1,500.00	69.00	1,863.00

Repairs Maintenance & Establishment Reviewed

40

Income & Expenditure					
Demo C&C School					
Date Range		1st Sep 20XX To 31st Aug 20XX			
Code	Description	20XX	20XX	Variance	Comp. balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Expenditure					
Repairs, Maintenance & Establishment					
5010	Caretaker Wages Expense	12,112.90	13,189.00	-€1,076.10	12,682.00
5110	Cleaners Wages Expense	9,890.75	10,791.00	-€900.25	10,385.00
5170	Cleaning Materials Expense	753.00	750.00	€3.00	650.00
5175	Other Cleaning and Sanitation Expense	869.00	850.00	€19.00	787.00
5310	Repairs to Buildings and Grounds Expense	1,569.00	1,500.00	€69.00	1,863.00
5350	Repairs to Furniture, Fittings and Equipment Expen	189.00	200.00	-€11.00	562.00
5400	Routine Security Expense	3,750.00	3,750.00	-	3,750.00
5450	General Insurance Expense	27,500.00	27,500.00	-	27,500.00
5510	Heating Expense	4,833.30	5,800.00	-€966.70	5,400.00
5550	Light and Power Expense	12,298.50	13,800.00	-€1,501.50	14,189.00
5610	Refuse Expense	2,850.00	3,000.00	-€150.00	2,575.00
5611	Water Rates Expense	6,000.00	6,000.00	-	6,000.00
5800	Other Repairs and Maintenance Expense	758.00	750.00	€8.00	1,000.00
		€83,373.45	€87,880.00	-€4,506.55	€87,343.00

Administration

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Year end no
expense –
Accrual
Journal

Income & Expenditure					
Demo C&C School					
Date Range		1st Sep 20XX To XX/XX 20XX			
Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Administration					
6100	Recruitment Expense	189.00	200	-11.00	200.00
6150	Advertising / Public Relations Expense	426.00	400	26.00	400.00
6210	Postage Expense	202.00	200	2.00	200.00
6250	Telephone Expense / SMS Text	617.00	600	17.00	600.00
6300	Printing and Stationery Expense	798.00	800	-2.00	800.00
6350	Office Equipment (Non Capital) Expense	425.00	500	-75.00	500.00
6355	Non-ICT Grant Funded Office Computers	1,800.00	2,000.00	-200.00	1,590.00
6400	Accounting / Auditing Expense		4500	-4,500.00	4,200.00
6500	Travel and Subsistence Expense	159.00	150	9.00	100.00
6600	Principals Expenses	90.00	100	-10.00	100.00
6650	Board of Management Expense	546.00	500	46.00	500.00
6700	Annual Subscriptions Expense	550.00	550	-	550.00
6730	InSchool Administration System Expense	2,496.00	2500	-4.00	2,250.00
6731	Accounting / Payroll Software Expense	500.00	500	-	500.00
6755	Medical and First Aid Expense	259.00	250	9.00	350.00
6780	Staff Room Expenses	156.87	150	6.87	200.00
6800	Hospitality Expense	348.00	350	-2.00	550.00
		€9,561.87	€14,250.00	-€4,688.13	€13,590.00

Administration

42

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Code	Description	20XX	20XX	Variance	Comp. Balance
		Current	Budget		
		€	€	€	€
Income and Expenditure Account					
Education Salaries					
Administration					
6100	Recruitment Expense	189.00	200.00	- 11.00	200.00
6150	Advertising/ Public Relations Expense	426.00	400.00	26.00	400.00
6210	Postage Expense	202.00	200.00	2.00	200.00
6250	Telephone Expense / SMS Text	617.00	600.00	17.00	600.00
6300	Printing & Stationary Expense	798.00	800.00	- 2.00	800.00
6350	Office Equipment (Non Capital) Expense	425.00	500.00	- 75.00	500.00
6355	Non-ICT Grant Funded Office Computers	1,800.00	2,000.00	- 200.00	1,590.00
6400	Accounting / Auditing Expense	4,400.00	4,500.00	- 100.00	4,500.00
6500	Travel and Subsistence	159.00	150.00	9.00	100.00
6600	Principals Expense	90.00	100.00	- 10.00	100.00
6650	Board of Management Expense	546.00	500.00	46.00	500.00
6700	Annual Subscription Expense	550.00	550.00	-	550.00
6730	InSchool Administration System Expense	2,496.00	2,500.00	- 4.00	2,250.00
6731	Accounting Software / Payroll Software	500.00	500.00	-	500.00
6755	Medical and First aid Expense	259.00	250.00	9.00	350.00
6780	Staff room expense	156.87	150.00	6.87	200.00
6800	Hospitality Expense	348.00	350.00	- 2.00	550.00
		13,961.87	14,250.00	- 288.13	13,890.00

After Year end
Accrual
Journal has
been done

Section E

Income and Expenditure

After adjustments made for

- Income in advance
- Expenditure in advance
- Capital Expenditure

43

Income & Expenditure

Demo C&C School

Date Range 1st Sep 20XX TO 31st Aug 20XX

Variances are Accurate & Explainable

Code	Description	20XX Current €	20XX Budget €	Variance €	Comp. Balance €
Income and Expenditure Account					
Department of Education & Youth Income					
		243,280.20	246,897.35	- 3,617.15	206,285.95
Other State Income					
		3,964.00	3,964.00	-	4,000.00
School Generated Income					
		30,198.50	29,900.00	298.50	29,302.00
TOTAL INCOME:		277,442.70	280,761.35	- 3,318.65	239,587.95
Expenditure					
Education Salaries					
		27,151.37	29,263.37	- 2,112.00	26,510.70
Education Other					
		134,084.44	133,217.00	867.44	97,056.40
Repairs Maintenance & Establishment					
		83,373.45	87,880.00	- 4,506.55	87,343.00
Administration					
		13,961.87	14,250.00	- 288.13	13,890.00
Financial					
		700.00	680.00	-	150.00
TOTAL EXPENDITURE:		259,271.13	265,290.37	- 6,039.24	224,950.10
NET PROFIT/(LOSS)		18,171.57	15,470.98	2,720.59	14,637.85

Bottom Line
Reasonable

Preparing for the Year-End

Preparing for the year end is an important part of the school's financial reporting process. The accounts personnel is responsible for completing the year-end accounts package and gathering the supporting documentation required by the school's accountant to prepare the annual accounts.

To help you with this process, we have developed a range of resources:

Year-End Guideline and Checklist

The Year-End Guideline includes a practical checklist to help you complete each stage of the year-end process and ensure all required information is available for the accountant.

- Guideline on preparation of the year end

Webinar – Preparing for the Year End

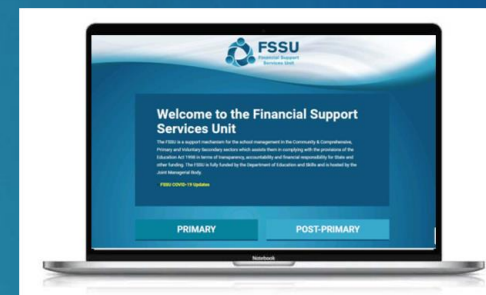
. It provides guidance on getting ready for the Year end process in terms of reviewing and gathering information for the accountant and making use of the FSSU Year end resources that are available.

- Presentation slides

Year-End Video Series

Our short videos follow the Year-End Guideline and Checklist, with each topic covered separately. You can watch the full series or go directly to the area where you need additional guidance

Further resources



FSSU Contact Details

Financial Support Services Unit



Phone

01 269 0677



Email

info@fssu.ie

Please contact the FSSU if you need support.



www.fssu.ie



Thank You

FINANCIAL SUPPORT SERVICES UNIT
(FSSU)