FSSU Video Series

Preparing the Year-End Accounts Information

Reviewing the Income and 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

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Reviewing the Income and Expenditure Account

A) Sample 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

FSSU Financial Support Services Unit

Total Repairs Maintenance & Establishment:

The Income and Expenditure Report

Date: **SCHOOL DEMO DATA**
Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month 12, August 20XX
Chart of Accounts: FSSU

Month 12, August 20XX

Variances Explainable?

Compare Current Period to
- Budget
- Prior Year

	Period	Budget	Difference	Prior Year
Income				
Department Income				
Total Department Income:	451,920.69	451,427.99	492.70	373,659.46
Total School Generated Income:	33,868.50	27,950.00	5,918.50	27,257.70
Other Income				
TOTAL Income:	**485,789.19**	**479,377.99**	**6,411.20**	**400,917.16**
Expenditure				
Education Salaries				
Total Education Salaries:	28,277.10	30,339.23	- 2,062.13	26,510.70
Total Education Other:	186,133.91	167,785.00	18,348.91	108,305.24
Total Repairs Maintenance & Establishment:	249,403.25	185,885.00	63,518.25	177,744.83
Total Administration:	12,472.86	17,765.00	- 5,292.14	17,668.33
Total Financial:	700.00	680.00	-	150.00
Depreciation				
TOTAL Expenditure:	**476,987.12**	**402,454.23**	**74,512.89**	**330,379.10**
NET PROFIT/(LOSS)	**8,802.07**	**76,923.76**	**-68,101.69**	**70,538.06**

? Bottom Line Reasonable

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Section B

Department Grant Income

FSSU Financial Support Services Unit

Financial Guideline 20XX/20XX

Voluntary Secondary Schools

XX

Grants payable to Non-Fee Charging Voluntary Secondary Schools School Year 20XX/20XX

	SUMMARY OF GRANTS PAYABLE 20XX/20XX				
No.	Grant Description	Current Rate per Pupil	Instalments	Notes	Nominal Code in FSSU Chart of Accounts
1	**Capitation** Standard Rate	€	3		<3010>
2	**DEIS Grant** **DEIS (Delivering Equality Of Opportunity in Schools)**		1	Payable only to schools classified as DEIS.	<3020>
3	**Support Services Grant** **1*	€	3	Minimum for 2025/26 - €44,900	<3050>

Department Grant Income

Date: **SCHOOL DEMO DATA**
Time:

BOM Income and Expenditure Account

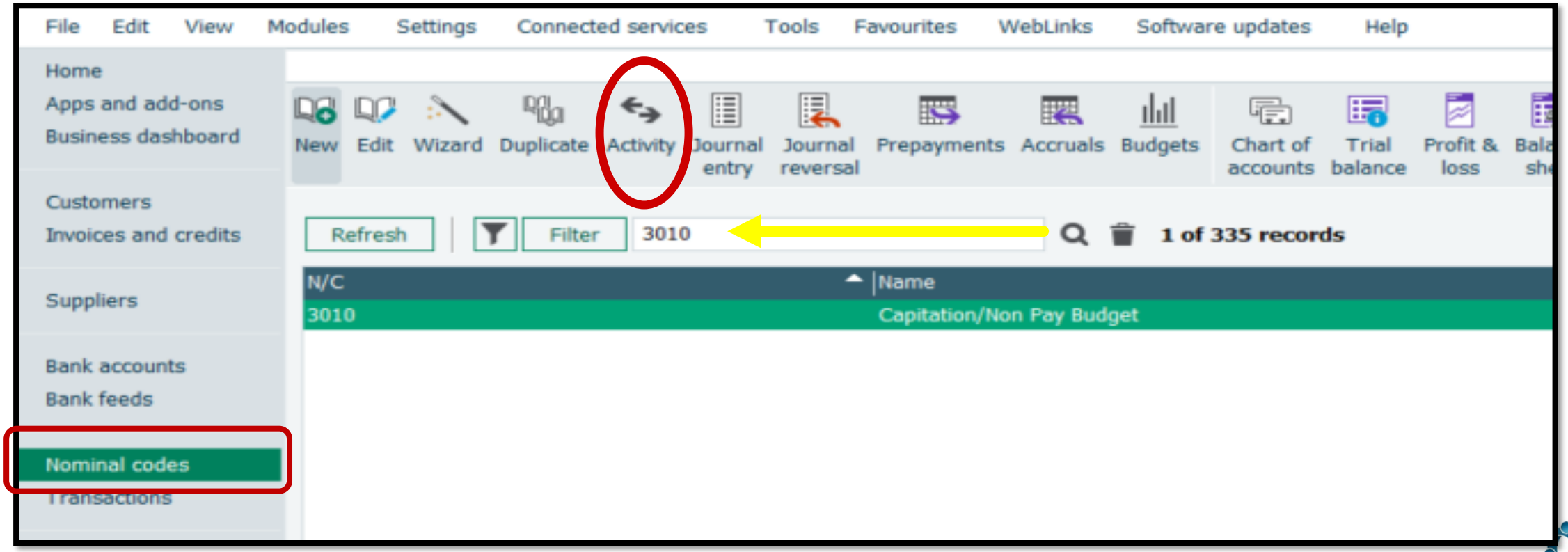
Fro Month 1, September 20XX Month 12, August 20XX
Chart of Accou FSSU

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3010	Capitation/Non Pay Budget	111,940.00	171,770.00	59,830.00	167,910.00
3020	DEIS Grant	-	-	-	-
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,889.00
3100	Secretarial Grant	59,830.00	-	- 59,830.00	-
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00
3151	Free Schoolbook Grant	140,635.57	136,642.00	- 3,993.57	83,520.00
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	2,318.81
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26
3190	JCSP Grant	6,300.00	6,300.00	-	6,158.43
3200	Transition Year Grant	1,900.00	1,900.00	-	1,875.30
3210	Leaving Certificate Applied Grant	1,590.00	1,590.00	-	1,554.27
3220	Grant for Traveller Students	239.50	239.50	-	239.50
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00
3245	Science Subjects Grant	13,000.00	13,000.00	-	13,000.00
3255	State Exam Income		3,500.00	3,500.00	3,500.00
Total Department Income:		451,920.56	451,427.99	492.57	388,521.57

FSSU Financial Support Services Unit ©

Department Grant Income - Capitation

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3010	Capitation/Non Pay Budget	111,940.00	171,770.00	59,830.00	150,075.00



Nominal Code Activity

Activity

Help

View transaction | Edit transaction | Delete transaction | View item | View attachment | Hide detail | Show detail | Print list | Send to Excel

3010 Capitation/Non Pay Budget

Show: This Financial Year Date: Type: All O/S Only Trans. 1 to 578

No	Type	Date	Ref.	Dept	Details	Amount	Debit	Credit
297	B..	20/09/20XX	DOE CAP1	0	Capitation Grant Sep	55970.00		55970.00
325	B..	20/01/20xx	DOE CAP2	0	Capitation Grant Jan	55970.00		55970.00

SUMMARY OF GRANTS PAYABLE 20XX/20XX

No.	Grant Description	Current Rate per Pupil	Instalments	Notes	Nominal Code in FSSU Chart of Accounts
1	**Capitation** Standard Rate	€	3		<3010>

FSSU Financial Support Services Unit ©

Department Income –Secretarial Grant

Activity

Help

View transaction | Edit transaction | Delete transaction | View item | View attachment | Hide detail | Show detail | Print list | Send to Excel

3100 | Secretarial Grant

Show: This Financial Year | Date: | Type: All | O/S Only | Trans. 1 to 578

No	Type	Date	Ref.	Dept	Details	Amount	Debit	Credit
295	BR	14/04/20XX	DOE CAP 3	0	Capitation Grant Apr	59830.00		59830.00

FSSU Financial Support Services Unit

Bank Receipt Window

Number 299, Bank Receipt

Help

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Bank Receipt Details

Bank	1800		
Reference	DOE CAP 3		
Description	Capitation Grant Apr26	Posted by	MANAGER
Created on	14/04/20XX	Edited by	MANAGER
Posted on	XX/XX/20XX	Bank rec. on	
Edited on	XX/XX/20XX	VAT Rec. Date	/ /
Net	59830.00	Paid	59830.00
Tax	0.00		
Currency	3 Euro	Foreign gross	59830.00
Exchange rate	1.000000		

☑ Paid in full ☐ Finance charge ☐ Disputed ☐ Printed
☐ Opening balance ☐ CIS reconciled ☐ Revaluation

Item Line Details

No	N/C	Details	Net	T/C	Tax
299	3010	Capitation Grant Apr	59830.00	T9	0.00

To edit details of a specific item on this Bank Receipt, highlight the item and click 'Edit'.

Edit

Save Close

FSSU Financial Support Services Unit

Editing the Nominal code

Number 299, Bank Receipt

Help

Bank Receipt Details

N/C 3010

Details Capitation Grant Apr26

Date 14/04/20XX

Department* 0

Ex.Ref

Net 59830.00

Tax 0.00

T/C T9 0.00

Paid 59830.00

Paid in full

Disputed

RTD Reconciled

Payment Allocations

Type	Date	Payment Ref	Details	Amount

Edit

Close

FSSU Financial Support Services Unit ©

Bank Receipt Transaction

Number 299, Bank Receipt

Help

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Bank Receipt Details

Bank	1800		
Reference	DOE CAP 3		
Description	Capitation Grant Apr	Posted by	MANAGER
Created on	14/04/20XX	Edited by	MANAGER
Posted on	XX/XX/20XX	Bank rec. on	
Edited on	XX/XX/20XX	VAT Rec. Date	/ /
Net	59830.00	Paid	59830.00
Tax	0.00		
Currency	3 Euro	Foreign gross	59830.00
Exchange rate	1.000000		

☑ Paid in full ☐ Finance charge ☐ Disputed ☐ Printed
☐ Opening balance ☐ CIS reconciled ☐ Revaluation

Item Line Details

No	N/C	Details	Net	T/C	Tax
299	3010	Capitation Grant Apr26	59830.00	T9	0.00

To edit details of a specific item on this Bank Receipt, highlight the item and click 'Edit'. Edit

Save Close

FSSU Financial Support Services Unit ©

Department Income

Date:
Time:

SCHOOL DEMO DATA

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month 12, August 20XX
Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3010	Capitation/Non Pay Budget	171,770.00	171,770.00	-	160,075.00
3020	DE	-	-	-	-
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,667.00
3100	Secretarial Grant	-	-	-	-
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00
3151	Free Schoolbook Grant	140,635.70	136,642.00	- 3,993.70	77,250.00
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	1,783.70
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26
3190	JCSP Grant	6,300.00	6,300.00	-	6,158.43
3200	Transition Year Grant	1,900.00	1,900.00	-	1,875.30
3210	Leaving Certificate Applied Grant	1,590.00	1,590.00	-	1,554.27
3220	Grant for Traveller Students	239.50	239.50	-	239.50
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00
3245	Science Subjects Grant	13,000.00	13,000.00	-	13,000.00
3255	State Exam Income	-	3,500.00	3,500.00	3,500.00
Total Department Income:		451,920.69	451,427.99	492.70	373,659.46

FSSU Financial Support Services Unit ©

Free Schoolbook Grant

Ringfenced

Paid In Advance

Income and Expenditure

- Grant for the **current period.**
  N/C 3151 Free Schoolbook Grant
- Grant should **not exceed amount expended**.
  N/C 4731 Free Schoolbook Grant Expense

Free Schoolbook Grant

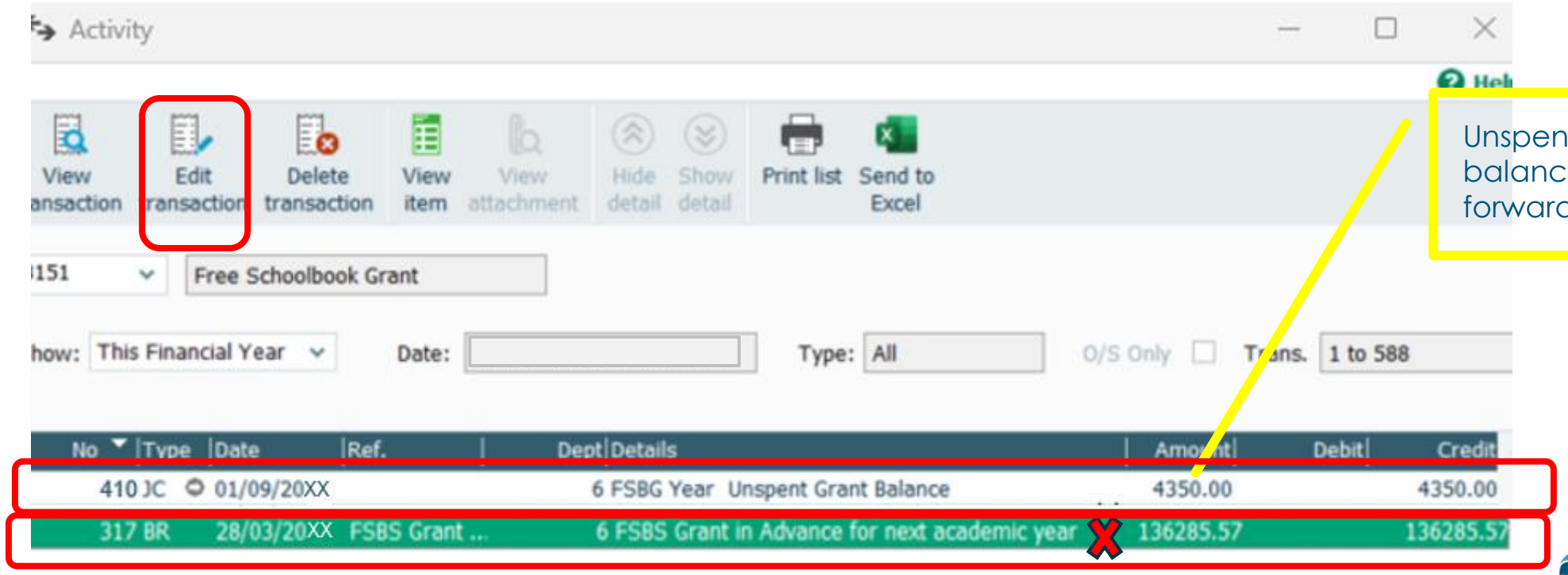
Balance Sheet

- 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 Scheme Grant Activity

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3151	Free Schoolbook Grant	140,635.57	136,642.00	- 3,993.57	83,520.00



Unspent Grant balance brought forward Prior Year

FSSU Financial Support Services Unit ©

Correcting the Nominal code

Number 317, Bank Receipt

Help

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Bank Receipt Details

Bank	1800		
Reference	FSBS Grant next acac		
Description	FSBS Grant in Advance for next a	Posted by	MANAGER
Created on	xx/xx/xxxx	Edited by	
Posted on	xx/xx/xxxx	☑ Bank rec. on	xx/xx/xxxx
Bank rec. ref.	1800-18002025-11-2401		
Edited on	/ /	VAT Rec. Date	/ /
Net	136285.57	Paid	136285.57
Tax	0.00		
Currency	3 Euro	Foreign gross	136285.57
Exchange rate	1.000000		

☑ Paid in full ☐ Finance charge ☐ Disputed ☐ Printed
☐ Opening balance ☐ CIS reconciled ☐ Revaluation

Item Line Details

No	N/C	Details	Net	T/C	Tax
317	3151	FSBS Grant in Advance for n...	136285.57	T9	0.00

To edit details of a specific item on this Bank Receipt, highlight the item and click 'Edit'. Edit

Save Close

Number 317, Bank Receipt

Help

Bank Receipt Details

N/C	2151		
Details	FSBS Grant in Advance for next acad		
Date	28/03/2026		
Department*	6		
Ex.Ref			
Net	136285.57	T/C	T9 0.00
Tax	0.00	Paid	136285.57

Paid in full ☑ Disputed ☐
RTD Reconciled ☐

Payment Allocations

Type	Date	Payment Ref	Details	Amount

Edit

Close

Book Grant In Advance

FSSU Financial Support Services Unit ©

Free Schoolbook Grant

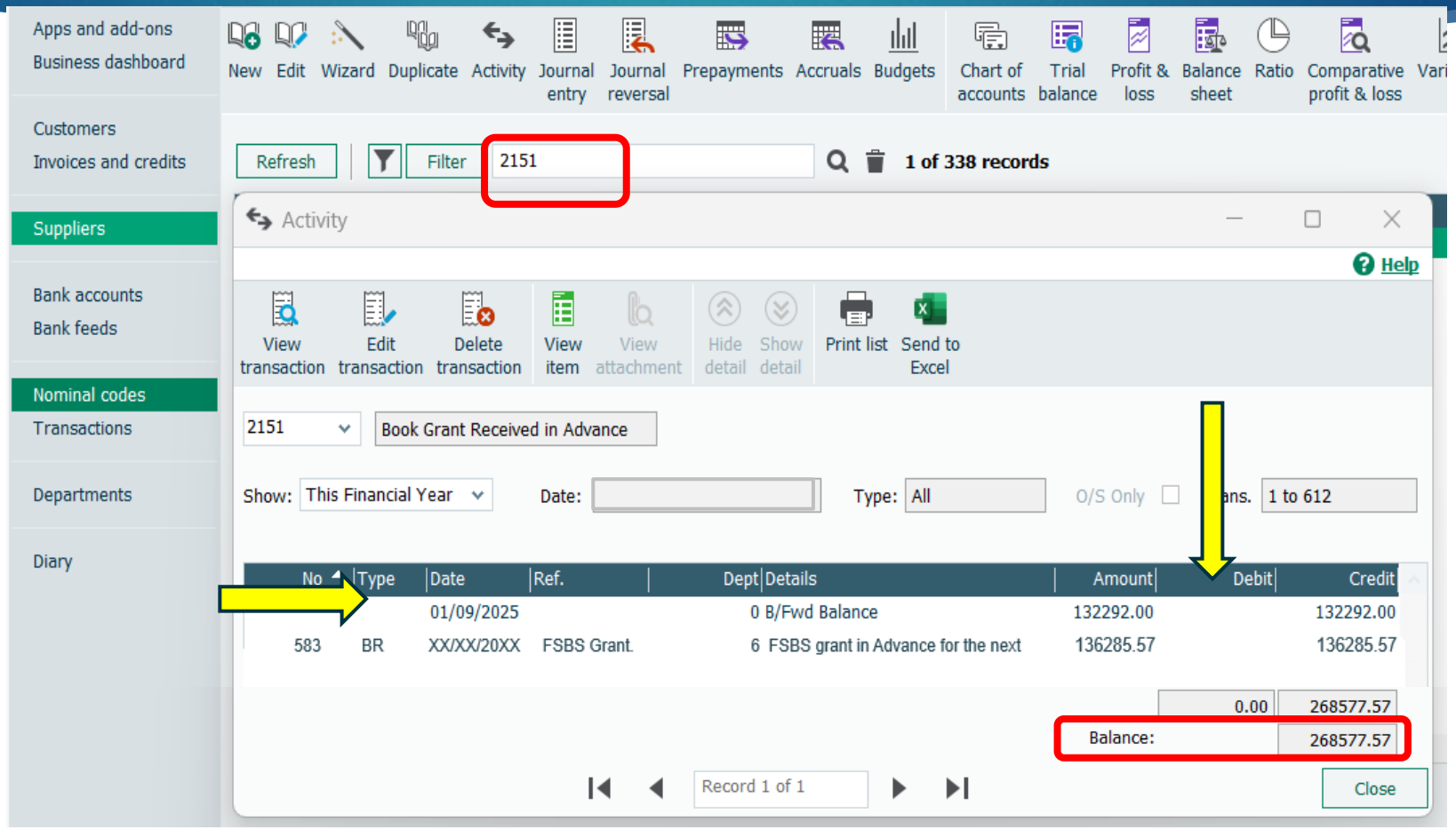
Date: **SCHOOL DEMO DATA**
Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month 12, August 20XX
Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3151	Free Schoolbook Grant	4,350.00	136,642.00	132,292.00	77,250.00
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	1,783.70
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26

Nominal Activity
Book Grant Received in Advance 2151



FSSU Financial Support Services Unit ©

Journal
Recognise Grant in the Current Period

Journal Entry

Help

Clear form | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Memorise | Recall | Add attachment | Print list | Send to Excel

FSBS grant B/f

Reference

Posting Date XX/XX/20XX

Balance 0.00

N/C*	Name	Depart	Details	T/C*	Debit	Credit
2151	Book Grant Received in Advance	6	FSBS grant applicable to current academic year	T9	132292.00	0.00
3151	Free Schoolbook Grant	6	FSBS grant applicable to current academic year	T9	0.00	132292.00
					132292.00	132292.00

Reverse Journals ☐ Reversing Date XX/XX/20XX

Save | Close

Free Schoolbook Grant

Date: **SCHOOL DEMO DATA**
Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month 12, August 20XX
Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3010	Capitation/Non Pay Budget	171,770.00	171,770.00	-	160,075.00
3020	DE	-	-	-	-
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,667.00
3100	Secretarial Grant	-	-	-	-
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00
3151	Free Schoolbook Grant	136,642.00	136,642.00	-	77,250.00
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	1,783.70
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26
3190	JCSP Grant	6,300.00	6,300.00	-	6,158.43
3200	Transition Year Grant	1,900.00	1,900.00	-	1,875.30
3210	Leaving Certificate Applied Grant	1,590.00	1,590.00	-	1,554.27
3220	Grant for Traveller Students	239.50	239.50	-	239.50
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00
3245	Science Subjects Grant	13,000.00	13,000.00	-	13,000.00
3255	State Exam Income	-	3,500.00	3,500.00	3,500.00
Total Department Income:		447,926.99	451,427.99	- 3,501.00	373,659.46

FSSU Financial Support Services Unit ©

Prior to Review

Date: **SCHOOL DEMO DATA**
Time:

BOM Income and Expenditure Account

Frc Month 1, September 20XX **To:** Month 12, August 20XX
Chart of Account FSSU

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3010	Capitation/Non Pay Budget	111,940.00	171,770.00	59,830.00	160,075.00
3020	DE				
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,667.00
3100	Secretarial Grant	59,830.00	-	- 59,830.00	-
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00
3151	Free Schoolbook Grant	140,635.70	136,642.00	- 3,993.70	77,250.00
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	1,783.70
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26
3190	JCSP Grant	6,300.00	6,300.00	-	6,158.43
3200	Transition Year Grant	1,900.00	1,900.00	-	1,875.30
3210	Leaving Certificate Applied Grant	1,590.00	1,590.00	-	1,554.27
3220	Grant for Traveller Students	239.50	239.50	-	239.50
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00
3245	Science Subjects Grant	13,000.00	13,000.00	-	13,000.00
3255	State Exam Income	-	3,500.00	-,500.00	3,500.00
Total Department Income:		451,920.69	451,427.99	492.70	373,659.46

Date: **SCHOOL DEMO DATA**
Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month 12, August 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3010	Capitation/Non Pay Budget	171,770.00	171,770.00	-	160,075.00
3020	DE	-	-	-	-
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,667.00
3100	Secretarial Grant	-	-	-	-
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00
3151	Free Schoolbook Grant	136,642.00	136,642.00	-	77,250.00
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	1,783.70
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26
3190	JCSP Grant	6,300.00	6,300.00	-	6,158.43
3200	Transition Year Grant	1,900.00	1,900.00	-	1,875.30
3210	Leaving Certificate Applied Grant	1,590.00	1,590.00	-	1,554.27
3220	Grant for Traveller Students	239.50	239.50	-	239.50
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00
3245	Science Subjects Grant	13,000.00	13,000.00	-	13,000.00
3255	State Exam Income	3,500.00	3,500.00	-	3,500.00
Total Department Income:		451,426.99	451,427.99	- 1.00	373,659.46

FSSU Financial Support Services Unit ©

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 ✗

Date: School Demo Data

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month X, XXXX 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
School Generated Income					
3310	Transition Year Income	7,950.00	5,850.00	- 2,100.00	5,750.00
3350	Hire of Facilities Rental Income	6,030.00	6,000.00	- 30.00	5,897.44
3370	Locker Income	3,626.00	3,000.00	- 626.00	2,948.72
3375	Journals and Year Book Income	1,212.50	850.00	- 362.50	835.47
3390	School Administration Charges	9,200.00	6,250.00	- 2,950.00	6,143.16
3510	Bus Hire for Games Income	1,050.00	1,000.00	- 50.00	982.91
3530	School Musical/Drama Income	4,800.00	5,000.00	200.00	4,700.00
Total School Generated Income:		33,868.50	27,950.00	- 5,918.50	27,257.70

FSSU Financial Support Services Unit

Nominal Activity - Transition Year Income

Apps and add-ons
Business dashboard
Customers
Invoices and credits
Suppliers
Bank accounts
Bank feeds
Nominal codes
Transactions
Departments
Diary

New | Edit | Wizard | Duplicate | Activity | Journal entry | Journal reversal | Prepayments | Accruals | Budgets | Chart of accounts | Trial balance | Profit & loss | Balance sheet | Ratio | Comparative profit & loss | Variances

Refresh | Filter | 3310 | 1 of 335 records

N/C	Name	Inactive
3310	Transition Year Income	

Activity

View transaction | Edit transaction | Delete transaction | View item | View attachment | Hide detail | Show detail | Print list | Send to Excel

3310 | Transition Year Income

Show: This Financial Year | Date: | Type: All | O/S Only | Trans. 1 to 592

No	Type	Date	Ref.	Dept	Details	Amount	Debit
574	BR	30/05/20XX		4	School charges TY paid in advance	825.00	
570	BR	23/05/20XX		4	School charges TY paid in advance	725.00	
566	BR	15/05/20XX		4	School charges TY paid in advance	275.00	
562	BR	08/05/20XX		4	School charges TY paid in advance	125.00	

2105 School Generated Income In Advance

FSSU Financial Support Services Unit ©

School Generated Income Revised

Date: **School Demo Data**

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month X, XXXX 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
School Generated Income					
3310	Transition Year Income	6,000.00	5,850.00	- 150.00	5,750.00
3350	Hire of Facilities Rental Income	6,030.00	6,000.00	- 30.00	5,897.44
3370	Locker Income	3,060.00	3,000.00	- 60.00	2,948.72
3375	Journals and Year Book Income	875.00	850.00	- 25.00	835.47
3390	School Administration Charges	6,500.00	6,250.00	- 250.00	6,143.16
3510	Bus Hire for Games Income	1,050.00	1,000.00	- 50.00	982.91
3530	School Musical/Drama Income	4,800.00	5,000.00	200.00	4,700.00
Total School Generated Income:		28,315.00	27,950.00	- 365.00	27,257.70

FSSU Financial Support Services Unit ©

Section D Expenditure

Expenditure relates to the current year ✓

Expenditure related to next academic year ✗

Expenditure

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

Date: **SCHOOL DEMO DATA**
Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX Month 12, August 20XX
Chart of Accounts: FSSU

	Period	Budget	Difference	Prior Year
Expenditure				
Total Education Salaries:	28,277.10	30,339.23	- 2,062.13	26,510.70
Total Education Other:	186,133.91	167,785.00	18,348.91	108,305.24
Total Repairs Maintenance & Establishment:	249,403.25	185,885.00	63,518.25	177,744.83
Total Administration:	12,472.86	17,765.00	- 5,292.14	17,668.33
Total Financial:	700.00	680.00	-	150.00
Depreciation				
TOTAL Expenditure:	**476,987.12**	**402,454.23**	**74,512.89**	**330,379.10**
NET PROFIT/(LOSS)	**- 745.13**	**76,923.76**	**- 77,648.89**	**70,538.06**

FSSU Financial Support Services Unit

Educational Salaries

Date: **SCHOOL DEMO DATA**

Time:

BOM Income and Expenditure Acc

From: Month 1, September 20X **To:** Month 12,

Chart of Accounts: FSSU

Date: **SCHOOL DEMO DATA**

Time:

BOM Income and Expenditure Account

From: Month 1, September 20X **To:** Month 12, August 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	1,783.70

Expenditure

Education Salaries

4113	Free Schoolbook Admin Wages Expense	5,612.10	5,612.23	-	0.13	1,783.70
4150	Supervision and Substitution Wages Expense	19,376.00	21,227.00	-	1,851.00	21,227.00
4155	State Exam Wages Expense	3,289.00	3,500.00	-	211.00	3,500.00
Total Education Salaries:		28,277.10	30,339.23	-	2,062.13	26,510.70

FSSU Financial Support Services Unit ©

Education Other

Date: **School Demo Data**

Time:

BOM Income and Expenditure Account

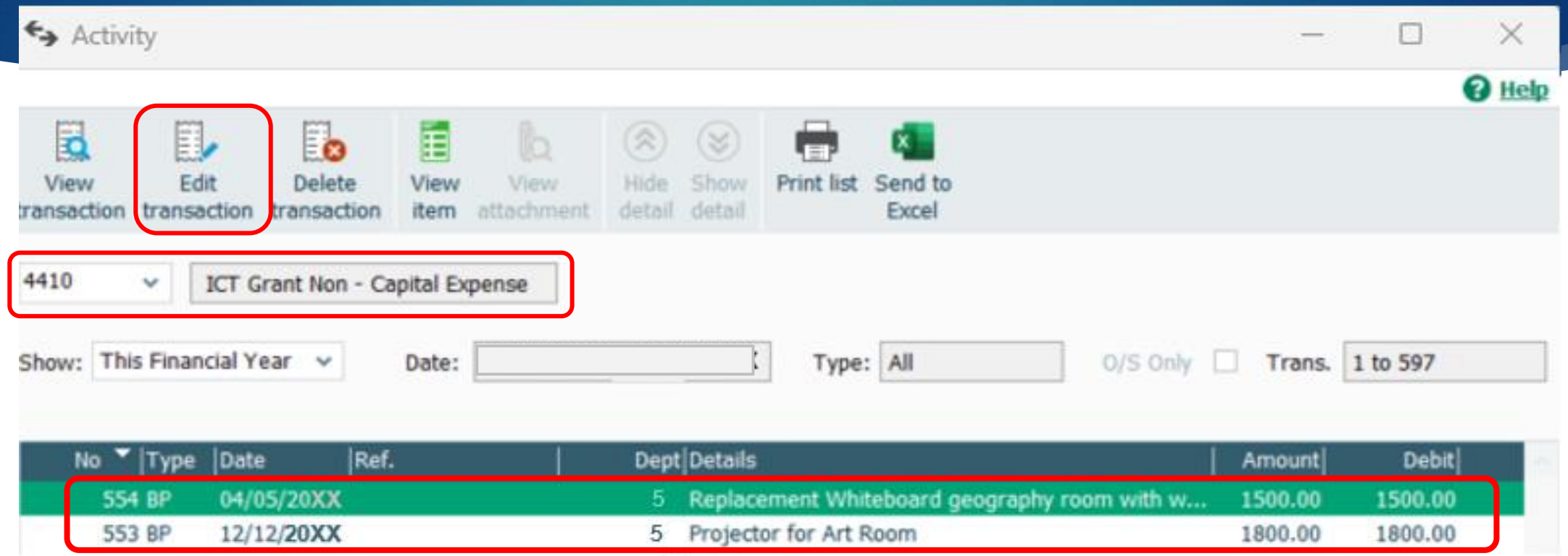
From: Month 1, September 20XX **To:** Month X, XXXX 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
Expenditure					
Education Other					
4390	Science Subjects Expense	12,514.23	13,000.00	- 485.77	12,891.00
4410	ICT Grant Non - Capital Expense	15,330.00	11,500.00	3,830.00	11,381.66
4420	Computer maintenance and Support expense	2,026.25	2,000.00	26.25	2,200.00
4550	Leaving Cert Applied Expense	1,589.00	1,590.00	- 1.00	1,489.62
4590	Transition Year Expense	1,899.00	1,900.00	- 1.00	1,722.96
4671	Bus Hire for Games Expense	2,500.00	2,500.00	-	1,400.00
4710	School Tours Expense	4,800.00	5,000.00	- 200.00	4,700.00
4731	Free Schoolbook Grant Expense	145,475.43	130,295.00	15,180.43	72,520.00
Total Education Other:		186,133.91	167,785.00	18,348.91	108,305.24

FSSU Financial Support Services Unit ©

Nominal Activity
ICT Grant Non- Capital Expense



1461 – Capital ICT Additions

ICT Grant Non –Capital Expense Revised

Date: **School Demo Data**

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month X, XXXX 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Expenditure				-	
Education Other				-	
4390	Science Subjects Expense	12,514.23	13,000.00	- 485.77	12,891.00
4410	ICT Grant Non - Capital Expense	12,030.00	11,500.00	530.00	11,381.66
4420	Computer maintenance and Support expense	2,026.25	2,000.00	26.25	2,200.00
4550	Leaving Cert Applied Expense	1,589.00	1,590.00	- 1.00	1,489.62
4590	Transition Year Expense	1,899.00	1,900.00	- 1.00	1,722.96
4671	Bus Hire for Games Expense	2,500.00	2,500.00	-	1,400.00
4710	School Tours Expense	4,800.00	5,000.00	- 200.00	4,700.00
4731	Free Schoolbook Grant Expense	145,475.43	130,295.00	15,180.43	72,520.00
Total Education Other:		182,833.91	167,785.00	15,048.91	108,305.24

FSSU Financial Support Services Unit ©

ICT Grant Non –Capital Grant Income Revised

Date: **SCHOOL DEMO DATA**

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month 12, August 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
Department Income					
3230	ICT Grant Non Capital	12,228.00	15,528.00	3,300.00	7,500.00
Expenditure					
Education Other					
4410	ICT Grant Non - Capital Expense	12,030.00	11,500.00	530.00	11,381.66

€12,228 - €12,030 = €198 unspent at year end

FSSU Financial Support Services Unit ©

Free SchoolBook Grant Expense

		Period	Budget	Difference	Prior Year
Expenditure					
Education Other					
4731	Free Schoolbook Grant Expense	145,475.43	130,295.00	15,180.43	72,520.00

Nominal postings are complete and accurate

- All expenditure related to the current period
  Prepayments Prior Year 1720 – Expense current year 4731

- Expenditure for the next academic year are not reflected.
  Prepayment 1720.

Account Activity
Free School Book Grant Expense

Activity

Help

View transaction | Edit transaction | Delete transaction | View item | View attachment | Hide detail | Show detail | Print list | Send to Excel

4731 Free Schoolbook Grant Expense

Show: This Financial Year Date: Type: All O/S Only Trans. 1 to 585

No	Type	Date	Ref.	Dept	Details	Amount	Debit	Credit
306	JD	01/09/20XX		6	Books Purchase Current Year First years	30895.00	30895.00	
307	JD	01/09/20XX		6	Books Purchased Current year 2nd years	17367.00	17367.00	
308	JD	01/09/20XX		6	Books Purchase current year year 3	10648.00	10648.00	
309	JD	01/09/20XX		6	Books Purchase current year year 5	32156.00	32156.00	
310	JD	01/09/20XX		6	Books Purchased Current year year6	6157.00	6157.00	
518	BP	17/11/20XX		6	Science Supplement books required year 3	6500.00	6500.00	
582	BP	12/12/20XX		6	Art history books updated	7515.00	7515.00	
736	BP	19/05/20XX		6	FSBS Grant purchase books for next academic year	25255.43	25255.43	

Free Schoolbook Grant Expense Revised

Date: **School Demo Data**

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month X, XXXX 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Expenditure				-	
Education Other				-	
4390	Science Subjects Expense	12,514.23	13,000.00	- 485.77	12,891.00
4410	ICT Grant Non - Capital Expense	12,030.00	11,500.00	530.00	11,381.66
4420	Computer maintenance and Support expense	2,026.25	2,000.00	26.25	2,200.00
4550	Leaving Cert Applied Expense	1,589.00	1,590.00	- 1.00	1,489.62
4590	Transition Year Expense	1,899.00	1,900.00	- 1.00	1,722.96
4671	Bus Hire for Games Expense	2,500.00	2,500.00	-	1,400.00
4710	School Tours Expense	4,800.00	5,000.00	- 200.00	4,700.00
4731	Free Schoolbook Grant Expense	120,220.00	130,295.00	- 10,075.00	72,520.00
Total Education Other:		157,578.48	167,785.00	- 10,206.52	108,305.24

FSSU Financial Support Services Unit ©

Repairs Maintenance & Establishment

Date:
Time:

SCHOOL DEMO DATA

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month 12, August 20XX
Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Expenditure					
Repairs Maintenance & Establishment					
5010	Caretaker Wages Expense	47,333.33	56,800.00	- 9,466.67	54,190.00
5030	Caretaker Employer Pension Expense	355.00	568.00	- 213.00	-
5110	Cleaners Wages Expense	45,583.33	54,700.00	- 9,116.67	52,186.00
5112	Cleaners Employers Pension Expense	341.88	547.00	- 205.12	-
5170	Cleaning Materials Expense	667.95	700.00	- 32.05	659.24
5175	Other Cleaning and Sanitation Expense	2,529.31	3,000.00	- 470.69	2,792.56
5310	Repairs to Buildings and Grounds Expense	79,383.00	3,500.00	75,883.00	3,187.26
5350	Repairs to Furniture, Fittings and Equipment	989.95	1,500.00	- 510.05	954.94
5400	Routine Security	2,187.50	3,750.00	- 1,562.50	3,750.00
5450	General Insurance Expense	43,542.00	27,500.00	16,042.00	27,500.00
5510	Heating Expense	6,090.00	8,120.00	- 2,030.00	7,524.83
5550	Light and Power Expense	11,025.00	14,700.00	- 3,675.00	15,000.00
5610	Refuse expense	3,375.00	4,500.00	- 1,125.00	4,000.00
5611	Water Rates Expense	6,000.00	6,000.00	-	6,000.00
Total Repairs Maintenance & Establishment:		249,403.25	185,885.00	63,518.25	177,744.83

Wages Expense posted up to review date

Year End – Accrue for any missing Expense.

FSSU Financial Support Services Unit ©

Nominal Activity
Repairs to Buildings and Grounds Expense

		Period	Budget	Difference	Prior Year
Expenditure					
Repairs Maintenance & Establishment					
5310	Repairs to Buildings and Grounds Expense	79,383.00	3,500.00	75,883.00	3,187.26

5310 | Repairs to Buildings and Grounds Expense

Show: This Financial Year | Date: | Type: All | O/S Only ☐ | Trans. 1 to 601

No	Type	Date	Ref.	Dept	Details	Amount	Debit
601	BP	15/08/20XX	Stage payment 1 ...	10	Invoice for stage 1 payment - Special Class Capital	75000.00	75000.00
507	BP	28/06/20XX		0	Repair to window and door classroom 22	500.00	500.00
506	BP	18/04/20XX		0	Repair to lights	1000.00	1000.00

Capital Expense ✗

Balance Sheet - 3940 DE Capital Building Grant Expense

		Period	Budget	Difference	Prior Year
Expenditure				-	
Repairs Maintenance & Establishment					
5310	Repairs to Buildings and Grounds Expense	4,383.00	3,500.00	883.00	3,187.26

FSSU Financial Support Services Unit ©

General Insurance

		Period	Budget	Difference	Prior Year
Expenditure					
Repairs Maintenance & Establishment					
5450	General Insurance Expense	43,542.00	27,500.00	16,042.00	27,500.00

Expense paid in advance – Prepayment N/C1720

Activity

Help

View transaction | Edit transaction | Delete transaction | View item | View attachment | Hide detail | Show detail | Print list | Send to Excel

5450 General Insurance

Show: This Financial Year Date: 01/09/20XX to 31/08/20XX Type: All O/S Only Trans.: 1 to 17759

No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit	Credit
17760	JD	01/09/20XX	prepayment rev...	reversal of prep...	0		16042.00	16042.00	
17758	BP	01/04/20XX	insurance apr-apr		0	insurance apr-apr	27500.00	27500.00	

43542.00 | 0.00

Balance: 43542.00

FSSU Financial Support Services Unit ©

General Insurance – Prepayment for year end

Reference: YE PP

Posting Date: 31/08/20XX

Balance: 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
5450	General Insurance	insurance prepayment	0	insurance prepayment	T9	0.00	16401.66
1720	Prepayments	insurance prepayment	0	insurance prepayment	T9	16401.66	0.00
						16401.66	16401.66

Save | Close

		Period	Budget	Difference	Prior Year
Expenditure					
Repairs Maintenance & Establishment					
5450	General Insurance Expense	27,500.00	27,500.00	-	27,500.00

FSSU Financial Support Services Unit ©

Repairs Maintenance & Establishment Expense Revised

		Period	Budget		Difference	Prior Year
Expenditure						
Repairs Maintenance & Establishment						
5010	Caretaker Wages Expense	47,333.33	56,800.00	-	9,466.67	54,190.00
5030	Caretaker Employer Pension Expense	355.00	568.00	-	213.00	-
5110	Cleaners Wages Expense	45,583.33	54,700.00	-	9,116.67	52,186.00
5112	Cleaners Employers Pension Expense	341.88	547.00	-	205.12	-
5170	Cleaning Materials Expense	667.95	700.00	-	32.05	659.24
5175	Other Cleaniing and Sanitation Expense	2,529.31	3,000.00	-	470.69	2,792.56
5310	Repairs to Buildings and Grounds Expense	4,383.00	3,500.00		883.00	3,187.26
5350	Repairs to Furniture, Fittings and Equipment	989.95	1,500.00	-	510.05	954.94
5400	Routine Security	2,187.50	3,750.00	-	1,562.50	3,750.00
5450	General Insurance Expense	27,500.00	27,500.00		-	27,500.00
5510	Heating Expense	6,090.00	8,120.00	-	2,030.00	7,524.83
5550	Light and Power Expense	11,025.00	14,700.00	-	3,675.00	15,000.00
5610	Refuse expense	3,375.00	4,500.00	-	1,125.00	4,000.00
5611	Water Rates Expense	6,000.00	6,000.00		-	6,000.00
Total Repairs Maintenance & Establishment:		158,361.25	185,885.00	-	27,523.75	177,744.83

FSSU Financial Support Services Unit ©

Administration

Year end no expense – Accrual Journal

Date: **School Demo Data**

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month X, XXXX 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Income					
Expenditure					
Administration					
6250	Telephone Expense / SMS Text	1,980.45	2,500.00	- 519.55	2,347.20
6400	Accounting / Auditing Expense	-	4,500.00	- 4,500.00	4,500.00
6500	Travel and Subsistence	1,479.68	1,600.00	- 120.32	1,459.16
6600	Princiapls Expense	483.95	500.00	- 16.05	491.82
6650	Board of Mamnagement Expense	892.89	900.00	- 7.11	834.15
6700	Annual Subscription Expense	3,040.00	3,040.00	-	3,040.00
6730	InSchool Administration System Expense	2,895.00	3,000.00	- 105.00	2,784.00
6731	Accounting Software / Payroll Software Expense	825.00	825.00	-	825.00
6755	Medical and First aid Expense	378.00	400.00	- 22.00	895.00
6780	Staff room expense	497.89	500.00	- 2.11	492.00
Total Administration:		12,472.86	17,765.00	5,292.14	17,668.33

FSSU Financial Support Services Unit ©

Administration

Date: **SCHOOL DEMO DATA**

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month 12, August 20XX

Chart of Accounts: FSSU

		Period	Budget	Difference	Prior Year
Expenditure					
Administration				-	
6250	Telephone Expense / SMS Text	1,980.45	2,500.00	- 519.55	2,347.20
6400	Accounting / Auditing Expense	4,400.00	4,500.00	- 100.00	4,500.00
6500	Travel and Subsistence	1,479.68	1,600.00	- 120.32	1,459.16
6600	Princiapls Expense	483.95	500.00	- 16.05	491.82
6650	Board of Mamnagement Expense	892.89	900.00	- 7.11	834.15
6700	Annual Subscription Expense	3,040.00	3,040.00	-	3,040.00
6730	InSchool Administration System Expense	2,895.00	3,000.00	- 105.00	2,784.00
6731	Accounting Software / Payroll Software Expense	825.00	825.00	-	825.00
6755	Medical and First aid Expense	378.00	400.00	- 22.00	895.00
6780	Staff room expense	497.89	500.00	- 2.11	492.00
Total Administration:		16,872.86	17,765.00	- 892.14	17,668.33

After Year end Accrual has been done

FSSU Financial Support Services Unit ©

Section E

Income and Expenditure

After Review and adjustments for

- **Income in advance**
- **Expenditure in advance**
- **Capital Expenditure**

Date: **SCHOOL DEMO DATA**
Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month 12, August 20XX

Chart of Accounts: FSSU

Variances are accurate and explainable

	Period	Budget	Difference	Prior Year
Income				
Total Department Income:	451,426.99	451,427.99	- 1.00	373,659.46
Total School Generated Income:	28,315.00	27,950.00	365.00	27,257.70
Other Income				
TOTAL INCOME:	**479,741.99**	**479,377.99**	**364.00**	**400,917.16**
Expenditure				
Education Salaries				
Total Education Salaries:	28,277.10	30,339.23	- 2,062.13	26,510.70
Total Education Other:	157,578.48	167,785.00	- 10,206.52	108,305.24
Total Repairs Maintenance & Establishment:	158,361.25	185,885.00	- 27,523.75	177,744.83
Total Administration:	16,872.86	17,765.00	- 892.14	17,668.33
Total Financial:	700.00	680.00	-	150.00
Depreciation				
TOTAL EXPENDITURE:	**361,789.69**	**402,454.23**	**-40,684.54**	**330,379.10**
NET PROFIT/(LOSS)	**117,952.30**	**76,923.76**	**41,048.54**	**70,538.06**

Bottom Line Reasonable

FSSU Financial Support Services Unit

Further resources

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

FSSU Financial Support Services Unit

FSSU Contact Details

Financial Support Services Unit

Phone

01 269 0677

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Please contact the FSSU if you need support.

www.fssu.ie

Thank You

FINANCIAL SUPPORT SERVICES UNIT (FSSU)

FSSU Financial Support Services Unit