FSSU Video Series

Financial Training for Newly Appointed Principals

MONTHLY REPORTING REVIEW

Training Resources

Training videos:

- Financial Internal Controls
- ***Monthly Reporting Review***
- Monthly Reporting Review - Balance Sheet Review

Further Resources:

Key Internal Financial Controls Checklist

This checklist will help new Principals to develop and implement best practice internal financial controls within their schools.

Agenda

- Monthly reporting process
- Reports to review
- How to review

Financial Reporting Responsibilities

Accounts Preparation	• Prepare financial reports each month • Prepare on a timely basis after month end
Principal	• Reviews financial reports each month • Monthly meeting with secretary/treasurer
Treasurer	• Prepare summary financial report for BOM
Board of management	• Overall responsibility for financial governance

Step 1:
Financial reports to be reviewed

1. A list of balances on all school bank and cash accounts
2. Up to date bank reconciliation statement for each bank account
3. Payments and receipts listings for each bank account
4. Income and Expenditure Account report showing actual versus budget figures
5. Balance Sheet report (if using an accounts package)

Step 1: Financial reports to be reviewed
Supporting documentation

- List of all outstanding invoices/ prepayments/ summary of income/grants received in advance for the next school year
- Capital income and expenditure account
- Gross to net payroll reports
- Bank statements / credit card statements
- FSSU guidelines issued

Step 2:

How to review the financial reports

COMPLETENESS

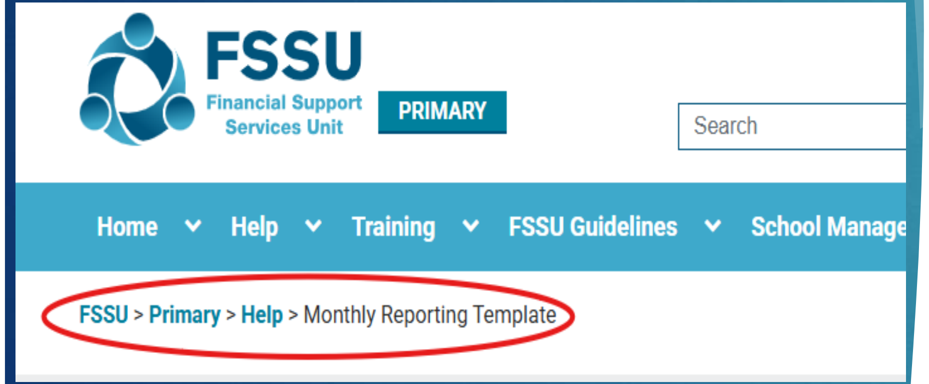
All data included

ACCURACY

Correct headings

Up to date data

Checklist



Month End Checklist

Financial Reports	Actions	Yes/No
Bank Balances	• Check to see if bank accounts have been opened or closed during the period • If yes, have proper procedures been followed? • Are the bank balances within the limit set by the BOM?	
Bank Reconciliations	• Check the bank reconciliations to ensure there are no differences on the reconciliation report. • Check the date on the bank reconciliation report to ensure it is reconciled to the accounting period under review	
Receipts and Payments / Income & Expenditure	This report should show current periods figures, year-to-date figures, annual budget figures, previous year's figures. • Examine this report in detail and check any unusual or large amounts. • Assess that the school is on target to meet its budgetary plan.	
Balance Sheet (if available)	This report will show the year-to-date figures and the previous year's figures. • Check that the balance sheet balances. • Look for additions to fixed assets, changes in debtors and prepayments, changes to creditors and accruals. • If there is any balance in the suspense account, it should be examined.	
List of Creditors / Accruals	• The list of accruals/outstanding invoices should be totalled and check if the school has sufficient funds to pay its liabilities. • If the school is currently undertaking any capital works, ensure that you receive a list of the outstanding invoices. • If the school is running the purchase ledger system examine the list of creditors to ensure that the school are paying their bills on time.	
Income received in advance	• A list should be prepared showing a summary of advance receipts and it is important that these funds are accounted for separately in the accounts. • The school will on occasion receive grants for summer work schemes etc. in advance of the work being done therefore this income needs to be identified and accounted for separately.	
Prepayments	• Examine the list of prepayments to ensure that they have been allocated to the correct period.	
Capital Income & Expenditure Account	• This report should be given when there is a capital project such as an extension, Summer Works Scheme or major refurbishment in progress. • This report should be examined to ensure that the project is running within budget.	

Step 2: How to review the financial reports

1. Balances on all school bank accounts

- All bank accounts listed with balances and date of last reconciliation
- Bank statements in the name and address of the board of management
- Are all bank accounts necessary
- Board approval for new or closed bank accounts

September Bank Accounts Reconciliation Statement

Bank Account No.:				
Bank Account:	BOI Main	BOI Meals	BOI Deposit	Petty Cash
Bank Balances:	100,000.00	5,000.00		
Opening Balance	This figure is the sum of the amounts on the bank statements as at the beginning of the month and is populated			105,000.00
Year Cheques Per Bank	300.00	200.00		
	Cheques drafted and recorded in prior year and not cashed (This figure is the sum of the amounts for all prior year			500.00
Lodgements				
Lodgements	(This figure is the total of the lodgements extracted from monthly income worksheet)			45,157.50
Payments				
Bank Payments	(This figure is extracted from payments records above)			14,771.95
Closing Balanc	(This figure automatically is calculated)			134,885.55
	BOI Main	BOI Meals	BOI Deposit	Petty Cash
Enter Closing Bank	124,174.57	10,148.70	573.00	489.28
Bank Balance	This figure is the sum of the amounts on the bank statements as at the end of the month and is populated			135,385.55

Outstanding Ch	(These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank			
Bank	Description	Cheque no.	Amount	
BOI Main	JD Repairs	12344	300.00	
BOI Main	6th Class Tour Bus Deposit	12351	50.00	
BOI Main	6th Class Tour Trip Deposit	12352	150.00	
BOI Main	BOI Meals	BOI Deposit	Petty Cash	-500.00
500.00	0.00	0.00	0.00	
Reconciled Balance	(This figure is relates to the bank balance less any outstanding cheques not cashed)			134,885.55
BOI Main	BOI Meals	BOI Deposit	Petty Cash	
0.00	0.00	0.00	0.00	
Unreconciled Difference	(This figure should be reconciled to 0.00 before being presented to the BOM)			0.00
			All Banks Reconcile	✓

Reviewed By Treasurer of the Board of Managem

Date:

Signed:

Reviewed By Chairperson of the Board of Management:

Date:

Signed:

Step 2: How to review the financial reports

2. Bank reconciliation statement for each active bank account

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Step 2: How to review the financial reports

3. Payments and receipts report

Receipts Report | Main Menu | Print Report

Category	Date	Description	Sum of Amount
Bank Interest Received	23 November	Interest	2.95
Bank Interest Received Total			2.95
Capitation/Non Pay Budget	01 January	Capitation Grant	15,000.00

Payments Report | Main Menu | Print Report

ll changes have been saved

Category	Date	Description	Sum of Amount
Advertising / Public Relations Expense	30 September	The Telegraph Teacher Ad	55.00
Advertising / Public Relations Expense Total			55.00
Annual Subscriptions Expense	04 September	IPPN	260.00
Annual Subscriptions Expense Total			260.00
Bank Charges Expense	31 October	BOI BOL CHARGE	25.00
	22 September	Notitied Fees	26.50
	01 December	Bank charges	51.00
Bank Charges Expense Total			102.50
Bus Escort Salary Expense	04 September	Bus Escort	215.00
	30 September	Bus Escorts Wages	1,184.22
Bus Escort Salary Expense Total			1,399.22

Main Menu

Receipts	Bank	Start Date	Finish Date	Description	Category	Amount

Filter Data | Report | Clear Selection | Multiple Report Selection

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Step 2: How to review the financial reports

3. Payments and receipts reports

Step 2: How to review the financial reports

4. Income & Expenditure report

Income

- Department of Education and Youth Grants
- Other State Income
- School Generated Income
- Other Income

Expenditure

- Education Salary
- Education Other Expenditure
- Repairs, Maintenance & Establishment
- Administration
- Financial
- Depreciation

Ringfenced v's non ringfenced

Ringfenced e.g.

- ICT grant / Minor works grant
- Free schoolbook grant
- Capital grants
- Restricted fundraising

Can only be spent on specific purpose

Non ringfenced e.g.

- Capitation
- Ancillary grant
- Rental income
- Unrestricted fundraising

Board of management discretion

** NB** Ringfenced grants should be reconciled at year-end.
Advise accountant of unspent amount to be carried forward to next year

How to review the financial reports

4. Income and expenditure account report showing actual versus budgeted figures

Main Menu Scoil

Nominal Code	YEAR TO DATE ACTUAL VERSUS BUDGET	Year to Date	Budget (Input/Import)	Year to Date v Budget	Year to Date v Budget	Oct Rolling Period	Oct Period Prior Year	Period v Period Prior Yr	Period v Period Prior Yr
	SCHOOL INCOME	Actual		Difference	% Difference	Actual	Actual	Difference	% Difference
3010	Capitation/Non Pay Budget	15,000	25,000	(10,0[illegible]0)	-40.00%	-	-	-	0.00%
3020	DEIS Grant	5,405	15,680	(1[illegible]275)	-65.53%	5,4[illegible]5	-	5,405	0.00%
3050	Ancillary/School Support Services Grant		5,625	[illegible]5,625)	-100.00%	-	-	-	0.00%
3140	Special Education Equipment Grant	10,27[illegible]	-	10,275	0.00%	5,0[illegible]0	-	5,000	0.00%
3151	Free Schoolbook Grant	-	10,000	(10,000)	-100.00%		-	-	0.00%
3152	Free Schoolbook Admin Grant	-	892	(892)	-100.00%		-	-	0.00%
3230	ICT Grant	2,6[illegible]0	6,966	(4,286)	-61.53%	2,680	-	2,680	0.00%
3275	Minor Works Grant-Non Capital	-	7,813	(7,813)	-100.00%	-	-	-	0.00%
3276	Temporary Accommodation Grant Income	-	-	-	0.00%	-	-	-	0.00%
3289	Once-Off Cost of Living Grant		-	-	0.00%	-		-	0.00%
3290	Other Non Capital DE Grant Income	-	12,560	(12,560)	-100.00%	-	[illegible]00	(500)	-100.00%
3292	Standardised Testing Grant	-	750	(750)	-100.00%	-	-	-	0.00%
3293	Summer Provision Grant	-	-	-	0.00%	-	-	-	0.00%
3294	Bus Escort Grant	-	-	-	0.00%	-	-	-	0.00%
3296	DSP School Meals Grant	6,7[illegible]	24,[illegible]0	(17,2[illegible]4)	-71.73%	6,786	-	6,786	0.00%
3299	Other State Funding	-	1,800	(1,800)	-100.[illegible]%	-	-	-	0.00%
3335	Classroom Books/Resources Income	-	-	-	0.00%	-	-	-	0.00%
3350	Hire of Facilities Rental Income	300	2,400	(2,100)	-87.50%	-	-	-	0.00%
3370	Locker Income	-	-	-	0.00%	-	-	-	0.00%
3380	Student Photocopying Income	-	-	-	0.00%	-	-	-	0.00%
3390	School Administration Charges	-	500	(500)	-100.00%	-	-	-	0.00%
3410	Adult Education Income	-	-	-	0.00%	-	1,260	(1,260)	-100.00%
3430	Tuck Shop Income	-	-	-	0.00%	-	-	-	0.00%
3440	Uniforms Income	405	-	405	0.00%	135	-	135	0.00%
3450	Religion/Ethos Income	-	-	-	0.00%	-	-	-	0.00%
3490	After School Study/Club Income	-	-	-	0.00%	-	-	-	0.00%
3500	Games Income	-	-	-	0.00%	-	-	-	0.00%
3510	Bus Hire for Games Income	-	250	(250)	-100.00%	-	-	-	0.00%
3511	Bus Hire Other Income	-	250	(250)	-100.00%	-	1,669	(1,669)	-100.00%
3520	School Musical/Drama Income	1,758	-	1,758	0.00%	586	-	586	0.00%

Instructions | COA | Monthly Income & Exp. Reports | Actual v Budget | Bank Summary Page | September Income | September Payments | October Income | Octob

4. Income and expenditure report showing actual versus budget

Main Menu Scoil

Import

Budge

Nominal Code	SCHOOL INCOME	Year to Date Actual	Input/Import Budget	Year to Date v Budget Difference	Year to Date v Budget % Difference	Dec Rolling Period Actual	Dec Period Prior Year Actual	Period v Period Prior Yr Difference	Period v Period Prior Yr % Difference
	YEAR TO DATE ACTUAL VERSUS BUDGET							PERIOD ACTUAL v PRIOR YR	
3370	Locker Income	-	-	-	0.00%	-	-	-	0.00%
3380	Student Photocopying Income	-	-	-	0.00%	-	-	-	0.00%
3390	School Administration Charges	-	500	(500)	-100.00%	-	-	-	0.00%
3410	Adult Education Income	-	-	-	0.00%	-	2,108	(2,108)	-100.00%
3430	Tuck Shop Income	-	-	-	0.00%	-	-	-	0.00%
3440	Uniforms Income	405	-	405	0.00%	270	-	270	0.00%
3450	Religion/Ethos Income	-	-	-	0.00%	-	-	-	0.00%
3490	After School Study/Club Income	-	-	-	0.00%	-	-	-	0.00%
3500	Games Income	-	-	-	0.00%	-	-	-	0.00%
3510	Bus Hire for Games Income	-	250	(250)	-100.00%	-	-	-	0.00%
3511	Bus Hire Other Income	-	250	(250)	-100.00%	-	1,861	(1,861)	-100.00%
[illegible]	[illegible]	[illegible]	-	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
3530	School Tours Income	148	2,500	(2,352)	-94.08%	148	-	148	0.00%
[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	1,464	1,225	239	19.47%
3535	Student Insurance Income	1,415	3,090	(1,675)	-54.21%	815	348	467	134.20%
3540	Pre-School Income	-	-	-	0.00%	-	-	-	0.00%
3550	Reimbursable Income	-	-	-	0.00%	-	792	(792)	-100.00%
[illegible]	[illegible]		[illegible]	[illegible]	[illegible]	-	-	-	0.00%
3572	School Arts and Crafts Income	1,455	-	1,455	0.00%	970	-	970	0.00%
[illegible]	[illegible]				[illegible]	-	-	-	0.00%
3574	Restricted School Fundraising (Non Capital)	1,358	-	1,358	0.00%	1,358	-	1,358	0.00%
3575	Unrestricted School Fundraising (Non Capital)	1,486	2,455	(970)	-39.49%	1,486	-	1,486	0.00%
3650	Voluntary Contributions	2,425	7,750	(5,325)	-68.71%	1,925	-	1,925	0.00%
3700	Income from Parents Association	-	-	-	0.00%	-	-	-	0.00%
3770	Insurance Claim Income	-	3,700	(3,700)	-100.00%	-	-	-	0.00%
3800	Bank Interest Received	3	3	[illegible]	[illegible]	3	3	(0)	-6.05%
3850	Other Income	-	-	-	0.00%	-	-	-	0.00%

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4. Income and expenditure report showing actual versus budget

Receipts Report | Main Menu | Print Report

Category	Date	Description	Sum of Amount
Bank Interest Received	23 November	Interest	2.95
Bank Interest Received Total			2.95
Capitation/Non Pay Budget	01 January	Capitation Grant	15,000.00
Capitation/Non Pay Budget Total			15,000.00
DE Capital Building Grant Income	01 September	SummerWorks Grant DE	23,472.00
DE Capital Building Grant Income Total			23,472.00
DE Fixtures, Fittings & Equipment Grant Income	07 September	Equipment Grant DE	5,000.00
DE Fixtures, Fittings & Equipment Grant Income Total			5,000.00
DEIS Grant	28 September	DEIS	5,405.00
DEIS Grant Total			5,405.00
DSP School Meals Grant	18 September	Meals Grant	6,786.00
DSP School Meals Grant Total			6,786.00
Hire of Facilities Rental Income	29 November	Hall Rental	300.00
Hire of Facilities Rental Income Total			300.00
ICT Grant	07 September	ICT Grant	2,680.00
ICT Grant Total			2,680.00
Restricted School Fundraising (Non Capital)	26 September	Fund for new bike racks	357.50
	05 December	Restricted Fundraising jerseys for Football team	1,000.00
School Arts and Crafts Income	10 October	Pupils supply of Arts and Crafts	485.00
	05 December	Pupils supply of Arts and Crafts	485.00
	01 January	Pupils supply of Arts and Crafts	485.00
School Arts and Crafts Income Total			1,455.00
Drama Income	10 October	Music Course	[illegible]

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June Payments | July Income | July Payments | August Income | August Payments | Cashflow | Receipts Report | Receipt Transactions | Payments Report | Payment Transactions

4. Income and expenditure report showing actual versus budget

Main Menu Scoil

Import | Print YTD v BUD

Nominal Code	YEAR TO DATE ACTUAL VERSUS BUDGET	Year to Date	Input/Import Budget	Year to Date v Budget	Year to Date v Budget
	SCHOOL INCOME	Actual		Difference	% Difference
	SCHOOL EXPENDITURE	Actual		Difference	% Difference
4110	Substitute Teachers Expense	-	-	-	0.00%
4111	Privately Paid Teachers Expense	-	-	-	0.00%
4113	Free Schoolbook Admin Salaries Expense	-	892	892	100.00%
4190	After School Study/Club Salaries Expense	-	-	-	0.00%
4196	Bus Escort Salary Expense	1,184	-	(1,184)	0.00%
4198	Other Educational Salaries Expense	-	-	-	0.00%
4310	Teaching Aids Expense	174	1,140	966	84.74%
4315	Student Photocopying Expenses	791	1,140	349	30.61%
4330	Religion/Ethos Expense	-	50	50	100.00%
4410	ICT Grant Expense	7,657	6,966	(691)	-9.[illegible]2%
4420	Computer Maintenance & Support Expense	260	820	560	68.29%
4610	Learning Support Expense	-	-	-	0.00%
4620	Teacher Inservice and Training Expense	-	-	-	0.00%
4635	Student Wellbeing Expense	-	1,446	1,446	100.00%
4641	School Library Books Capital Grant Expense	-	-	-	0.00%
4650	Physical Education Expense	-	-	-	0.00%
4670	Games (excl. travel) Expense	-	-	-	0.00%
4671	Bus Hire for Games Expense	-	-	-	0.00%
4690	Bus Hire Other Expense	-	380	380	100.00%
4710	School Tours Expense	350	3,100	2,750	88.71%
4720	School Musical/Drama Expense	-	-	-	0.00%
4731	Free Schoolbook Grant Expense	301	10,000	9,699	96.99%
4741	Classroom Books/Resources Expense	-	1,007	1,007	100.00%
4760	School Yearbook/Journal Expense	-	-	-	0.00%
4770	Trophies and Prizes Expense	-	100	100	100.00%
4780	Uniform Expense	35	-	(35)	0.00%
4810	Home School Liaison Expense	-	4,000	4,000	100.00%

- Overspending ?
- Approved by board?
- Purchasing controls in place ?
- Procurement?
- Mis posting?
- Budget not sufficient?

4. Income and expenditure report showing actual versus budget

Searchable dropdowns: double click to activate the cell to search for a category.

Income Selection	Amount	Expense Selection	Amount	Balance
School Swimming Income	2,143.50	School Swimming Expense	-	2,143.50
School Arts and Crafts Income	1,455.00	School Arts and Crafts Expense	140.00	1,315.00
Total Selection Income	3,598.50	Total Selection Expense	140.00	3,458.50

Print Inc. and Exp. Selection

Back to the top

Step 2: How to review the financial reports

4. Income and expenditure account report showing actual versus budgeted figures

Bottom Line Position

Main Menu Scoil

Row	Nominal Code	YEAR TO DATE ACTUAL VERSUS BUDGET	Year to Date	Input/Import Budget	Year to Date v Budget	Year to Date v Budget	Dec Rolling Period	Dec Period Prior Year	PERIOD ACTUAL v PRIOR YR Period v Period Prior Yr	Period v Period Prior Yr
5		SCHOOL INCOME	Actual		Difference	% Difference	Actual	Actual	Difference	% Difference
94		TOTAL SCHOOL EXPENDITURE	25,342	128,863	103,521	80.33%	25,342	14,460	(10,882)	-75.26%
95										
96		NET SURPLUS / (DEFICIT)	27,699	10,188	17,512	171.89%	9,713	142	9,572	6751.09%
97										

Inform patron of deficits

Step 2: How to review the financial reports

5. Balance sheet report (if using an accounts package)

- Fixed Assets
- Current Assets
- Current Liabilities
- Long Term Liabilities
- Capital & Reserves

Step 2: How to review the financial reports
Supporting documentation

i. List of all outstanding invoices/prepayments/ summary of income/grants received in advance for the next school year

ii. Capital income and expenditure report (if relevant)

iii. Gross to net payroll reports

iv. Bank statements / Credit card statement

v. Bank summary report

vi. FSSU guidelines issued

Step 2: How to review the financial reports

i. List of outstanding invoices/prepayments/income in advance

List of outstanding invoices	• Invoices received not paid • Invoices not received but due
List of prepayments	• Invoice paid in advance • Invoice part paid in advance e.g. insurance
Income received in advance	• Free schoolbook grant • School generated income

Step 2:
How to review the financial reports

ii.Capital income and expenditure account report

Main Menu | Print Income & Expenditure Report | Income & Exp. | Capital & Res.

Scoil | Print Capital & Reserves Report

Management Information Board of Management Only

MONTHLY SCHOOL INCOME AND EXPENDITURE REPORT

SCHOOL INCOME	September	October	November	December	January	February

CAPITAL AND RESERVES REPORT

CAPITAL INCOME	September	October	November	December	January	February
DE Capital Building Grant Income	23,472	-	-	-	-	-
Capital Projects Fundraising Income	-	-	-	-	-	-
Parents Contribution to Capital Projects Income	-	-	-	-	-	-
Patron/Trustee Contribution to Capital Projects Income	-	-	-	-	-	-
Other State Capital Projects Income	-	-	-	-	-	-
Capital Donations Income	-	-	-	-	-	-
DE Fixtures, Fittings & Equipment Grant Income	5,000	-	-	-	-	-
DE ICT Grant Capital Income	-	-	-	-	-	-
TOTAL CAPITAL INCOME	28,472	-	-	-	-	-

CAPITAL EXPENDITURE	September	October	November	December	January	February
DE Capital Building Grant Expense	-	-	-	-	-	-
Capital Land/Building Fundraising Expense	-	-	-	-	-	-
Parents Contribution to Capital Land/Building Expense	-	-	-	-	-	-
Patron/Trustee Contribution to Capital Building Expense	-	-	-	-	-	-
Other State Capital Land/Building Expense	-	-	-	-	-	-
Capital Donations Land/Building Expense	-	-	-	-	-	-
DE Fixtures, Fittings & Equipment	-	-	-	-	-	-
ICT Grant Capital	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE	-	-	-	-	-	-
NET SURPLUS / (DEFICIT)	28,472	-	-	-	-	-
TOTAL NET SURPLUS / (DEFICIT) including CAPITAL	26,386	5,651	133	7,616	16,386	-

Monthly Income & Exp. Reports | Bank Summary Page | September Income

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Step 2: How to review the financial reports

iii. Gross to net payroll reports

Review

- No of Employees
- New employees added / leavers removed
- Contracts for all staff
- Revenue Payments are up to date
- Selection committee /tutors/ supervisors
- Prior period comparison
- Increases approved by BOM
- Mandated increases applied
- Enhanced Reporting Requirements

Step 2:
How to review the financial reports

iv. Bank statement & Credit card statement

- Are all statements in the name and address of the school
- Has any bank accounts been opened or closed during the month
- Was all transactions approved by Principal beforehand
- Are all receipts attached to credit card statement
- Approval – chairperson & treasurer

Step 2: How to review the financial reports

v. Bank summary report

A	B	C	D	E	F	G
Scoil	Main Menu	Grant Analysis	Income Analysis	Expenditure Analysis	Print Grant Analysis	
Bank Lodgements Summary						
HIDE DETAILED ANALYSIS	UNHIDE DETAILED ANALYSIS		Select Mth or YTD from dropdown to refresh reports			
Balance Brought Forward from previous year	104,500.00			Dec		
Breakdown of amount included in the above balance over the departments listed below	Reserve	Receipts	Payments	Balance Remaining - New Reserve	Isolate Reserve Balance	Right Click to tick✓
General Funding						
Capitation and Deis	36,500.00	5,407.95	5,008.31	36,899.64	36,899.64	✓
Ancillary	30,000.00	0.00	1,60[illegible].50	28,397.50	28,397.50	✓
Other Sch Grant Inc/Exp		[illegible]	[illegible]	[illegible]	[illegible]164.00	✓
School Activities		3,753.50	4[illegible]0.00	3,313.50	3[illegible]313.50	✓
Designated Reimburse Inc/Exp		0.00	0.00	0.00	0.00	✓
Fundraising	1,000.00	2,843.00	0.00	3,843.00	3,843.00	✓
Total General Funding	67,500.00	15,314.45	8,[illegible]96.81	74,617.64	[illegible]4,617.64	
Ringfenced Grants						
Book Grants	2,500.00	0.00	[illegible]50.00	2,250.00		
Bus Escort	4,500.00	0.00	1,[illegible]84.22	3,315.78		
ICT Grant	10,000.00	2,680.00	7,6[illegible]7.00	5,023.00		
Minor Works	5,000.00	0.00	3,750.00	1,250.00		
Other DE Grants		0.00	0.00	0.00		
Other State Funding		0.00	0.00	0.00		
School Meals	9,500.00	6,786.00	2,70[illegible].95	13,582.05		
Special Edu Equip	5,000.00	10,275.00	0.00	15,275.00		
Standardised Testing	500.00	0.00	0.00	500.00		
Summer Programmes		0.00	0.00	0.00		
Capital Inc/Exp		28,472.00	0.00	28,472.00		
Total Ringfenced Grants	37,000.00	48,213.00	15,54[illegible].17	69,667.83	0.00	
Other						
Bank Transfers		500.00	500.00	0.00		
Misc		0.00	0.00	0.00		
Grand Total	104,500.00	64,027.45	24,241.98	144,285.47	74,617.64	
			O/S cheques			
			Bank Balance	144,285.47		

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Scoil | Main Menu | Grant Analysis | Income Analysis | Expenditure Analysis

Print Grant Analysis

Print Income Analysis

Print Expenditure Analysis

Bank Lodgements Summary

HIDE DETAILED ANALYSIS

UNHIDE DETAILED ANALYSIS

Select Mth or YTD from dropdown to refresh reports

Balance Brought Forward from previous year	104,500.00		Dec		
Breakdown amounts included in the above balance over the departments listed below	Reserve	Receipts	Payments	Balance Remaining - New Reserve	Isolate Reserve Balance	Right click to tick✓
General Funding						
Capitation and Deis	36,500.00	5,407.95	5,008.31	36,899.64	36,899.64	✓
Ancillary	30,000.00	0.00	1,602.50	28,397.50	28,397.50	✓
Other Sch Generated Inc/Exp		3,310.00	1,146.00	2,164.00	2,164.00	✓
School Activities		3,753.50	440.00	3,313.50	3,313.50	✓
Designated Reimburse Inc/Exp		0.00	0.00	0.00	0.00	✓
Fundraising	1,000.00	2,843.00	0.00	3,843.00	3,843.00	✓
Total General Funding	67,500.00	15,314.45	8,196.81	74,617.64	74,617.64	
Ringfenced Grants						
Book Grants	2,500.00	0.00	250.00	2,250.00		
Bus Escort	4,500.00	0.00	1,184.22	3,315.78		
ICT Grant	10,000.00	2,680.00	7,657.00	5,023.00		
Minor Works	5,000.00	0.00	3,750.00	1,250.00		
Other DE Grants		0.00	0.00	0.00		
Other State Funding		0.00	0.00	0.00		
School Meals	9,500.00	6,786.00	2,703.95	13,582.05		
Special Edu Equip	5,000.00	10,275.00	0.00	15,275.00		
Standardised Testing	500.00	0.00	0.00	500.00		
Summer Programmes		0.00	0.00	0.00		
Capital Inc/Exp		28,472.00	0.00	28,472.00		
Total Ringfenced Grants	37,000.00	48,213.00	15,545.17	69,667.83	0.00	
Other						
Bank Transfers		500.00	500.00	0.00		
Misc		0.00	0.00	0.00		
Grand Total	104,500.00	64,027.45	24,241.98	144,285.47	74,617.64	

O/S Cheques	
Bank Balance	144,285.47

Dec

Income	BOI Deposit	BOI Main	BOI Meals	Petty Cash	Grand Total
Capitation and DEIS	2.95	5,405.00			5,407.95
DEIS Grant		5,405.00			5,405.00
Bank Interest Received	2.95				2.95
Other School Generate Inc/Exp		3,310.00			3,310.00
Student Insurance Income		815.00			815.00
Voluntary Contributions		1,925.00			1,925.00
Uniforms Income		270.00			270.00
Hire of Facilities Rental Income		300.00			300.00
School Activities		3,723.50		30.00	3,753.50
School Swimming Income		1,433.50		30.00	1,463.50
School Tours Income		148.00			148.00
School Arts and Crafts Income		970.00			970.00
School Musical/Drama Income		1,172.00			1,172.00
Fundraising	628.00	2,215.00			2,843.00
Unrestricted School Fundraising (Non Capital)	270.50	1,215.00			1,485.50
Restricted School Fundraising (Non Capital)	357.50	1,000.00			1,357.50
ICT Grant		2,680.00			2,680.00
ICT Grant		2,680.00			2,680.00
School Meals			6,786.00		6,786.00
DSP School Meals Grant			6,786.00		6,786.00
Special Edu Equip		10,275.00			10,275.00
Special Education Equipment Grant		10,275.00			10,275.00
Capital Inc/Exp		28,472.00			28,472.00
DE Capital Building Grant Income		23,472.00			23,472.00
DE Fixtures, Fittings & Equipment Grant Income		5,000.00			5,000.00
Transfers				500.00	500.00
Transfer In				500.00	500.00
Grand Total	630.95	56,080.50	6,786.00	530.00	64,027.45

Conclusion

- Monthly Financial Reports-Process
- Recommended financial reports
- Reviewing the financial reports

Thank you for viewing this recording

If you have any other questions, please call or email us:

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Email: primary@fssu.ie