

**Moving on with the new school year
2026/27 - 1st October 2026**

For Brightbooks users



Webinar

2



Technical
Support:
info@fssu.ie



Recording



Email



Handouts &
Slides



Website:
www.fssu.ie



Q&A

Timeline for the year end process

30 th of September	30 th of November	31 st of December
• External Accountant notified that accounts are ready for them	• Draft accounts ready for BOM approval	• Accounts approved by BOM for submission to FSSU by the external accountant

Timeline for the year end process

28th February

- External Accountant needs to upload the final signed approved accounts to the FSSU online portal by 28th Feb 2027

Failure to submit accounts by 28th Feb 2027 will mean the school will be the subject of an audit.

Agenda

**What is new to
the FSSU chart of
accounts for
2026-27**

**List of tasks you
should
complete**

What is new to the FSSU chart of accounts for 2026-27

Codes to be added,



Codes to be edited &



Codes no longer in use



FSSU Chart of Accounts

Effective for the year ended 31st August 2027

Income and Expenditure Codes

A/C No	Description	Type	Category
3010	Capitation/Non Pay Budget	Income	Department of Education
3020	DEIS Grant	Income	Department of Education
3021	Early Start Programme Materials/Equipment/Parental Involvement Grant Income	Income	Department of Education
3022	Early Start Programme Capitation	Income	Department of Education
3030	Non Teachers Pay Budget	Income	Department of Education
3050	Ancillary/School Support Services Grant	Income	Department of Education
3100	Secretarial Grant	Income	Department of Education
3130	Caretaker Grant	Income	Department of Education
3140	Special Education Equipment Grant	Income	Department of Education
3151	Free Schoolbook Grant	Income	Department of Education
3152	Free Schoolbook Admin Grant	Income	Department of Education
3155	School Library Books Capital Grant	Income	Department of Education

FSSU Chart of accounts – what's new for 2026/27

FSSU Chart of accounts 2026-2027

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New account codes to be added

Nominal code	Description	Type	Category
4540	JCSP Expense	Expenditure	Education Other Expense
4931	After School Study/Club Non-Wages expense	Expenditure	Education Other Expense

FSSU Chart of accounts 2026-2027

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Income and Expenditure Codes

A/C No	Description	Type	Category
4540	JCSP Expense	Expenditure	Education Other Expenditure

**Add a new
nominal code**

FSSU Chart of accounts 2026-2027

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Chart of Accounts

Print

New



New Account

ACCOUNT GROUP

Education Other Expenditure



ACCOUNT CODE

4540

DESCRIPTION

JCSP Expense

ACCOUNT TYPE

Income & Expenditure

CODE RANGE

From 4300 To 4999

☐

Is this a Bank Account

Add a new
nominal code

FSSU Chart of accounts 2026-2027

Changes to nominal code descriptions

Code	Existing Description	Change Description to:
3170	Other Subjects Grant	Curriculum/Subjects Grant
4490	Other Subjects Expense	Curriculum/Subjects Expense

FSSU Chart of accounts 2026-2027

Changes to nominal code descriptions

Code	Existing Description	Change Description to:
3530	School tours Income	School Tours/Trips Income
4710	School tours Expense	School Tours/Trips Expense

FSSU Chart of accounts 2026-2027

Changes to nominal code descriptions

Code	Existing Description	Change Description to:
3573	School dance Income	Extracurricular Activities Income
4920	School dance Expense	Extracurricular Activities Expense

FSSU Chart of accounts 2026-2027

Changes to nominal code descriptions

Code	Existing Description	Change Description to:
4620	Teacher In-service and Training Expenses	In-service and Training Expense
5610	Refuse expense	Refuse & waste disposal expense

FSSU Chart of accounts 2026-2027

**Changes to nominal code descriptions –
Balance sheet - Capital & Reserves**

Code	Existing Description	Change Description to:
3907	Capital Donations Income	Capital Donations/Funding income
3992	Capital Donations Land/Building Expense	Capital donations/funding Land/Building expense

FSSU Chart of accounts 2026-2027

Code no longer in use

Code	Description
3289	Once-Off Cost of Living Grant



FSSU Chart of accounts 2026-2027

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Edit a
nominal code

Department of Education

3289

Once-Off Cost of Living Grant



FSSU Chart of accounts 2026-2027

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Edit Account

ACCOUNT GROUP	ACCOUNT CODE
Department of Education	3289
DESCRIPTION	
Once-Off Cost of Living Grant - DO NOT USE	
ACCOUNT TYPE	CODE RANGE
Income & Expenditure	From 3000 To 3294
☐ Is this a Bank Account	
▼ Advanced	
Cancel	Save

Edit a
nominal code -
no longer in use



2. Tasks in the New financial year 2026/27

Tasks in the New financial year 2026/27

a) Set up new folders for the new year 26/27

b) Lock the accounts period for 2025/26

c) Keeping your Brightbooks accounts up to date

d) Deal with 2025/26 transactions in the new school year.

e) Journal adjustments to be posted on 1/9/2026

f) Import the budget for 2026/27

a) New finance files for 2026/2027

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School Income

School Payments

RCT

VAT

Monthly Finance reports

School Meals Grants

Capital Project



b) Lock the periods for the year 2025/26

Year ended 31 Aug 2026 [Current]

START DATE
01/09/2025

END DATE
31/08/2026

NO. OF PERIODS
12

Generate

Period	From	To	Locked
Sep-2025	01 Sep 2025	30 Sep 2025	☒
Oct-2025	01 Oct 2025	31 Oct 2025	☒
Nov-2025	01 Nov 2025	30 Nov 2025	☒
Dec-2025	01 Dec 2025	31 Dec 2025	☒
Jan-2026	01 Jan 2026	31 Jan 2026	☒
Feb-2026	01 Feb 2026	28 Feb 2026	☒
Mar-2026	01 Mar 2026	31 Mar 2026	☒
Apr-2026	01 Apr 2026	30 Apr 2026	☒
May-2026	01/05/2026	31/05/2026	☒

Close **Remove** **Add** **Save**

c) Keeping your Brightbooks accounts up to date

Ensure the bank reconciliations on all school bank accounts have been prepared to the 31-8-26

The balances on the supplier's ledger has been reconciled to 31-8-26

Ensure all year-end reports have been run & reviewed

The accounts are with external accountant & they have access to the school data

d) 2025/26 transactions in the new school year

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Payment of July/August 2026 VAT liability to Revenue

Payment of August 2026 Payroll Taxes liability to Revenue

Payment for My Future Fund for August 2026

Payment of August 2026 RCT

Recording receipt of State exams Income for the June 2026 exams

Recording receipt of Non-teachers pay grant received after 1st September

Balance sheet “Before & After”

d) 2025/26 transactions in the new school year

e) Journal adjustments - at the 01-09-2026

Balance sheet BEFORE – Current Assets

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Balance Sheet

Date Range 1st Sep 2026 To 31st Aug 2027

		2027	2026
Code	Description	Current	Comparative
		€	€

Current Assets

Debtors & Prepayments

1720	Prepayments	15,420.00	15,420.00
1730	Grants Due	41,038.66	41,038.66
		€56,458.66	€56,458.66

Bank			
1000	Current Account 1	506,125.15	525,452.00

Balance sheet BEFORE – Current Liabilities

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Balance Sheet

Date Range

1st Sep 2026 To 31st Aug 2027

		2027	2026
Code	Description	Current	Comparative
		€	€
Current Liabilities			
Accruals			
2105	School Income Received in Advance	18,020.00	18,020.00
2150	Grants Received in Advance	21,500.00	21,500.00
2151	Book Grant Received in advance	90,808.34	90,808.34
2160	Book Grant Unspent	15,456.00	15,456.00
2241	Auto-Enrolment Pension control account	570.88	570.88
2250	PAYE/PRSI/USC/LPT Control Account	15,414.37	15,414.37
2260	Reverse VAT Control Account	351.00	351.00
2270	RCT Control Account	520.00	520.00
2440	Accruals	4,500.00	4,500.00
		€167,140.59	€167,140.59
Current Assets less Current Liabilities		€450,526.27	€460,852.22

Balance sheet BEFORE – Current Liabilities

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Balance Sheet

Date Range 1st Sep 2026 To 31st Aug 2027

Code	Description	2027	2026
		Current	Comparative
		€	€
Current Liabilities			
Accruals			
2105	School Income Received in Advance	18,020.00	18,020.00
2150	Grants Received in Advance	21,500.00	21,500.00
2151	Book Grant Received in advance	90,808.34	90,808.34
2160	Book Grant Unspent	15,456.00	15,456.00
2241	Auto-Enrolment Pension control account	570.88	570.88
2250	PAYE/PRSI/USC/LPT Control Account	15,414.37	15,414.37
2260	Reverse VAT Control Account	351.00	351.00
2270	RCT Control Account	520.00	520.00
2440	Accruals	4,500.00	4,500.00
		€167,140.59	€167,140.59

d) 2025/26 transactions in the new school year

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Payment of July/August 2026 VAT liability

Payment of August 2026 Payroll Taxes liability

Recording receipt of State exams Income for the June 2026 exams

Recording the receipt of NTP Grant when received after 1st September

d) 2025/26 transactions in the new school year

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Balance Sheet

Date Range 1st Sep 2026 To 31st Aug 2027

Code	Description	2027	2026
		Current	Comparative
		€	€
Current Liabilities			
Accruals			
2105	School Income Received in Advance	18,020.00	18,020.00
2150	Grants Received in Advance	21,500.00	21,500.00
2151	Book Grant Received in advance	90,808.34	90,808.34
2160	Book Grant Unspent	5.00	5.00
2241	Auto-Enrolment Pension control ac	0.88	0.88
2250	PAYE/PRSI/USC/LPT Control Account	15,414.37	15,414.37
2260	Reverse VAT Control Account	351.00	351.00
2270	RCT Control Account	520.00	520.00
2440	Accruals	4,500.00	4,500.00
		€167,140.59	€167,140.59

July/Aug Vat 3 liability

2025/26 transactions in the new school year

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Quick Payment

BANK ACCOUNT

1800 Current Account 1

July/Aug Vat 3 liability

Date	Payment Type	DEP	Ref. No.	Supplier	Payee	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
23/09/2026	EFT	AOD	VAT			Jul/Aug VAT	351	Z 0.00%	0.00	2260
23/09/2026	EFT	AOD	Payroll			Payroll taxes August	15,414.00	Z 0.00%	0.00	2250
23/09/2026	EFT	AOD	RCT			RCT for August	520.00	Z 0.00%	0.00	2270
23/09/2026 	EFT 	AOD 	NAERSA			My Future Fund 	570.88	Z 0.00% (Zero) 	0.00	2241

2025/26 transactions in the new school year

General Ledger Account Activity

Demo C&C School

Date Range 1st Sep 2026 To 30th Sep 2026

July/Aug Vat 3 liability

2260-Reverse VAT Control Account

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2260	02/09/2026	987/26	PINV	VAT Plumbers & Tilers Ltd	-	351.00	351.00
2260	23/09/2026	459	PMT	-Jul/Aug VAT	351.00	-	-
2260	25/09/2026	12	NJRN	Sept Vat due on Plumbing Co	-	246.00	246.00
Totals:					€351.00	€597.00	€246.00

Balance Sheet

Date Range

1st Sep 2026 To 31st Aug 2027

Code	Description	2027	2026
		Current	Comparative
		€	€
Current Liabilities			
Accruals			
2105	School Income R	18,020.00	18,020.00
2150	Grants Received	21,500.00	21,500.00
2151	Book Grant Received	90,808.34	90,808.34
2160	Book Grant Unspent	15,456.00	15,456.00
2241	Auto-Enrolment Pension control account	570.88	570.88
2250	PAYE/PRSI/USC/LPT Control Account	15,414.37	15,414.37
2260	Reverse VAT Control Account	351.00	351.00
2270	RCT Control Account	520.00	520.00
2440	Accruals	4,500.00	4,500.00
		€167,140.59	€167,140.59
Current Assets less Current Liabilities		€450,526.37	€469,853.22

**Aug payroll
taxes liability**



d) 2025/26 transactions in the new school year

2025/26 transactions in the new school year

Quick Payment

BANK ACCOUNT

1800 Current Account 1

Date	Payment Type	DEP	Ref. No.	Supplier	P	nt	VAT Code	VAT	Nom. Code
23/09/2026	EFT	AOD	VAT			Jul/Aug v	351 Z 0.00%	0.00	2260
23/09/2026	EFT	AOD	Payroll			Payroll taxes August	15,414.00 Z 0.00%	0.00	2250
23/09/2026	EFT	AOD	RCT			RCT for August	520.00 Z 0.00%	0.00	2270
23/09/2026	EFT	AOD	NAERSA			My Future Fund	570.88 Z 0.00% (Zero)	0.00	2241

Aug payroll taxes liability



2025/26 transactions in the new school year

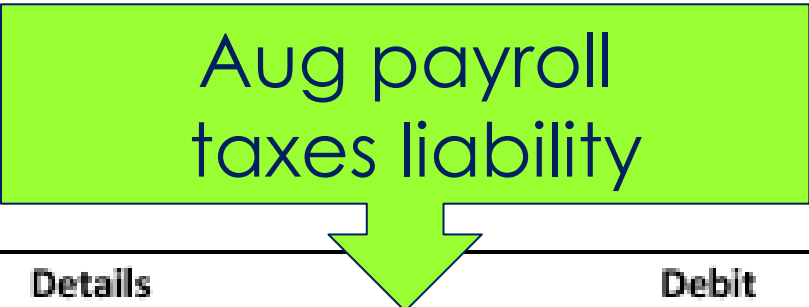
General Ledger Account Activity

Demo C&C School

Date Range 1st Sep 2026 To 30th Sep 2026

2250-PAYE/PRSI/USC/LPT Control Account

Aug payroll
taxes liability



Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2250	01/09/2026			Balance Forward	-	15,414.37	15,414.37
2250	23/09/2026	460	PMT	-Payroll taxes August	15,414.37	-	-
2250	30/09/2026	11	NJRN	Revenue taxes for Sept	-	9,922.37	9,922.37
Totals:					<u>€15,414.37</u>	<u>€25,336.74</u>	<u>€9,922.37</u>

2025/26 transactions in the new school year

Quick Payment

BANK ACCOUNT

1800 Current Account 1

Date	Payment Type	DEP	Ref. No.	Supplier	Payee	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
23/09/2026	EFT	AOD	VAT			Jul/Aug VAT	351	Z 0.00%	0.00	2260
23/09/2026	EFT	AOD	Payroll			Payroll taxes August	15,414.00	Z 0.00%	0.00	2250
23/09/2026	EFT	AOD	RCT			RCT for August	520.00	Z 0.00%	0.00	2270
23/09/2026	EFT	AOD	NAERSA			My Future Fund	570.88	Z 0.00% (Zero)	0.00	2241

2025/26 transactions in the new school year

Journals

JOURNALS DETAILS

DATE

01/09/2026

REF NO.

Reverse SEC due

TYPE

Journal

Add Attachment

Max file size 4 MB.

▶ DR 3255 State Exam Income

▶ CR 1730 Grants due

Code	Description	Notes	Debit	Credit	DEP
3255	State Exam Income	June 26 SEC Grant balance due	20,038.66	0.00	SEC
1730	Grants Due	June 26 SEC Grant balance due	0.00	20,038.66	SEC

2025/26 transactions in the new school year

General Ledger Account Activity
Demo C&C School

▶ Receipt of State Exams grant
due after 1st of September

Date Range: 1st Sep 2026 To 30th Sep

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
3255-State Exam Income							
3255	01/09/2026			Balance Forward	-	-	-
3255	01/09/2026	8	NJRNL	June 26 SEC Grant balance due	20,038.66	-	20,038.66
3255	23/09/2026	11	RCPT	SEC June 26 exams balance	-	20,038.66	-
Totals:					€20,038.66	€20,038.66	-
Totals:					€20,038.66	€20,038.66	-

Non-Teachers Pay grant 3rd instalment

39

Year-end implications of non-teaching pay grant not being issued to schools before the 31st of August 2026

The treatment instead is a journal posting
DR 1730 and CR 3030

GRANT	Balance Unspent B/fwd		Current Year Grant Income		Current Year Expenditure		Current Year Surplus (Deficit)	Total Grant Unspent	
	NOMINAL CODE	ENTER € AMOUNT	NOMINAL CODE	ENTER € AMOUNT	NOMINAL CODE	ENTER € AMOUNT	€	NOMINAL CODE	€ AMOUNT
Non-Teacher Pay Grant	2168		3030	175,033.00					
								68	-21000

The non teachers pay grant should be excluded from the calculations of the grant received in advance for 26/27

2025/26 transactions in the new school year

JOURNALS DETAILS

DATE

01/09/2026

REF NO

NTP Grant due

Jour

▼

Add Attachment

Max file size 4 MB.

▶ DR 3030 Non-Teacher Pay Grant

▶ CR 1730 Grants due

Code	Description	Notes	Debit	Credit	DEP
3030	Non Teachers Pay Budget	NTP Grant due for Jul & Aug	21,000.00	0.00	NTP
1730	Grants Due	NTP Grant due for Jul & Aug	0.00	21,000.00	AOD

2025/26 transactions in the new school year

General Ledger Account Activity

Demo C&C School

Date Range: 1st Sep 2026 To 31st Aug

▶ Receipt of NTP Grant due after 1st of September

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
3030-Non Teachers Pay Budget							
3030	01/09/2026			Balance Forward	-	-	-
3030	01/09/2026	21	NJRNL	NTP Grant due for Jul & Aug	21,000.00	-	21,000.00
3030	02/09/2026	16	RCPT		-	42,000.00	-21,000.00
Totals:					€21,000.00	€42,000.00	€-21,000.00
Totals:					€21,000.00	€42,000.00	€-21,000.00

e) Journal adjustments - at the 01.09.2026

- ✓ DE Grants in Advance
- ✓ Unspent Ringfenced grants
- ✓ School Income in advance
- ✓ Reversing Accruals
- ✓ Reversing Prepayments
- ✓ Review Balance Sheet after journal adjustments

e) Journal adjustments - at the 01.09.2026

- ✓ **DE Grants in Advance 2150 - 2152**
- ✓ Unspent Ringfenced grants – 2160 to 2187
- ✓ School Income in advance
- ✓ Reversing Accruals
- ✓ Reversing Prepayments
- ✓ Review Balance Sheet after journal adjustments

Journals 01.09.2026: DE Grants in advance

Year-end implications of non-teaching pay grant not being issued to schools before the 31st of August 2026



The non teachers pay grant should be excluded from the calculations of the grant received in advance for 26/27

Calculation of Grants Received in Advance Template					
School Name	Sample C&C school				
School Roll Number	12345A				
Year Ended	31st August 20XX			Enter € in yellow box below	
Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	BrightBooks Accounts Debit Code	BrightBooks Accounts Credit Code
Non-Pay Grant - July Instalment	€0.00	1/3	€0.00	3010	2150
NTP Grant -July Instalment *** Exclude not where not received before 31st August		1/3	€0.00	3030	2150
SSSF Grant - June Instalment	€0.00	50%	€0.00	3050	2150
Subtotal	€0.00		€0.00		
Grant's below are received in full for the next school year. On receipt of the grant it can be posted directly to the grant received in advance code					
	€ Amount Received		€ In Advance	Brightbooks code	
	€0.00	100%	€0.00		

DE Grants in advance

Calculation of Grants Received in Advance Template

School Name Sample C&C school
 School Roll Number 12345A
 Year Ended 31st August 20XX

Enter € in yellow box below

Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	BrightBooks Accounts Debit Code	BrightBooks Accounts Credit Code
Non-Pay Grant - July Instalment	€0.00	1/3	€0.00	3010	2150
NTP Grant -July Instalment *** Exclude not where not received before 31st August		1/3	€0.00	3030	2150
SSSF Grant - June Instalment	€0.00	50%	€0.00	3050	2150
Subtotal	€0.00		€0.00		

Grant's below are received in full for the next school year. On receipt of the grant it can be posted directly to the grant received in advance code

	€ Amount Received		€ In Advance	Brightbooks code
	€0.00	100%	€0.00	

DE Grants in advance

NPG - DR 2150 & CR 3010

SSSF - DR 2150 & CR 3050

DE Grants in advance

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JOURNALS DETAILS

DATE

REF NO.

TYPE

01/09/2026



Reverse Grants in advance

Journal

Add Attachment

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2150	Grants Received in Advance	NP Grant in advance 1/3 for Sept 26	14,000.00	0.00	AOD
3010	Capitation/Non Pay Budget	NP Grant in advance 1/3 for Sept 26	0.00	14,000.00	NPG
2150	Grants Received in Advance	SSSF Grant in advance 1/2 for 26/27	7,500.00	0.00	AOD
3050	Ancillary/School Support Services Grant	SSSF Grant in advance 1/2 for 26/27	0.00	7,500.00	SSSF

DR 2150 Grants in advance
CR the respective Grant code

Post-Primary Schoolbooks Scheme Grant and Administration Support Grant 2026/2027

DE Grants in advance

Link [here](#)

DE Grants in advance

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JOURNALS DETAILS

DATE

01/09/2026



REF NO.

Rev Bk Grants in advance

TYPE

Journal



Add Attachment

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2151	Book Grant Received in Advance	Book grant in advance 26/27	84,983.00	0.00	FSBG
3151	Free Schoolbook Grant	Book Grant in advance 26/27	0.00	84,983.00	FSBG
2151	Book Grant Received in Advance	Admin grant in advance 26/27	5,825.34	0.00	FSBG
3152	Free schoolbook Admin Grant	Admin grant in advance 26/27	0.00	5,825.34	FSBG

DR 2151 Book Grant in advance
CR 3151 & 3152

****Use
departments**

e) Journal adjustments - at the 01.09.2026

- ✓ DE Grants in Advance
- ✓ **Unspent Ringfenced grants – 2160 to 2187**
- ✓ School Income in advance
- ✓ Reversing Accruals
- ✓ Reversing Prepayments
- ✓ Review Balance Sheet after journal adjustments

Unspent ring-fenced grants

Journals

JOURNALS DETAILS

DATE

01/09/2026



REF NO.

Unspent RFG

TYPE

Journal

[Add Attachment](#)

Max file size 4 MB.

Code	Description	Notes	Debit	Credit
2160	Book Grant Unspent	Unspent Bk Grant 25/26	15,456.00	0.00
3151	Free Schoolbook Grant	Unspent FSB Grant c/f to 26/27	0.00	15,456.00

DR 2160 Book grant unspent
CR 3151 Free Schoolbook Grant

e) Journal adjustments - at the 01.09.2026

- ✓ DE Grants in Advance
- ✓ Unspent Ringfenced grants
- ✓ **School Income in advance 2105**
- ✓ Reversing Accruals
- ✓ Reversing Prepayments
- ✓ Review Balance Sheet after journal adjustments

School Income in advance

JOURNALS DETAILS

DATE: 01/09/2026 REF NO.: Inc in advance TYPE: Journal [Add Attachment](#) Max file size 4 MB.

Code	Description	Notes	Debit	Credit
2105	School Income Received in Advance	Income in advance	18,020.00	0.00
3310	Transition Year Income	TY 26/27 in advance	0.00	4,560.00
3390	School Administration Charges	School Admin 26/27 In advance	0.00	11,460.00
3440	Uniforms Income	Uniforms 26/27 in advance	0.00	2,000.00

DR 2105 School Income received in advance
CR respective income code

e) Journal adjustments - at the 01.09.2026

- ✓ DE Grants in Advance
- ✓ Unspent Ringfenced grants
- ✓ School Income in advance
- ✓ **Reversing Accruals - 2440**
- ✓ Reversing Prepayments
- ✓ Review Balance Sheet after journal adjustments

Reversing Accruals

Code	Description	Notes	Debit	Credit
2440	Accruals	Reverse Accrue Audit Fee 2026 ABC Accountants	4,500.00	0.00
6400	Accounting / Auditing Expense	Reverse Accrue Audit fee 2026 ABC Accountants	0.00	4,500.00

DR 2440 Accruals

CR Relevant expense

Reversing Accruals

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General Ledger Account Activity

Demo C&C School

Date Range 1st Sep 2026 To 30th Sep 2026

2440-Accruals

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2440	01/09/2026			Balance Forward	-	4,500.00	4,500.00
2440	01/09/2026	14	NJRN	Reverse Accrue Audit Fee 2026 ABC Accountants	4,500.00	-	-
Totals:					€4,500.00	€4,500.00	€4,500.00

- ▶ DR 2440 Accruals
- ▶ CR Relevant expense

Reversing Accruals

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General Ledger Account Activity

Demo C&C School

Date Range: 1st Sep 2026 To 30th Sep 2026

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
6400-Accounting / Auditing Expense							
6400	01/09/2026			Balance Forward	-	-	-
6400	01/09/2026	14	NJRNL	Reverse Accrue Audit fee 2026 ABC Accountants	-	4,500.00	-4,500.00
6400	25/09/2026	467	PMT	Accountants-Accounts preparation 31-8-2026	4,500.00	-	-
Totals:					€4,500.00	€4,500.00	-
Totals:					€4,500.00	€4,500.00	-

- ▶ DR 2440 Accruals
- ▶ CR Relevant expense

e) Journal adjustments - at the 01.09.2026

- ✓ DE Grants in Advance
- ✓ Unspent Ringfenced grants
- ✓ School Income in advance
- ✓ Reversing Accruals
- ✓ **Reversing Prepayments -1720**
- ✓ Review Balance Sheet after journal adjustments

Reversing Prepayments

JOURNALS DETAILS

DATE

01/09/2026



REF NO.

Reverse Prepd 26/27

TYPE

Journal

[Add Attachment](#)

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
4731	Free Schoolbook Grant Expense	School books bought in advance	15,420.00	0.00	FSBG
1720	Prepayments	School books bought in advance	0.00	15,420.00	FSBG

DR respective expense
CR 1720 Prepayments

****Use
departments**

Reversing Prepayments

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General Ledger Account Activity							
Demo C&C School							
Date Range 1st Sep 2026 To 30th Sep 2026							
1720-Prepayments							
Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
1720	01/09/2026			Balance Forward	15,420.00	-	15,420.00
1720	01/09/2026	13	NJRNL	School books bought in advance		15,420.00	-
Totals:					€15,420.00	€15,420.00	

- ▶ DR 4731 Free schoolbook Expense
- ▶ CR 1720 Prepayments

Reversing Prepayments

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General Ledger Account Activity

Demo C&C School

Date Range: 1st Sep 2026 To 30th Sep 2026

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
4731-Free Schoolbook Grant Expense							
4731	01/09/2026			Balance Forward	-	-	-
4731	01/09/2026	13	NJRNL	School books bought in advance	15,420.00	-	15,420.00
Totals:					€15,420.00	-	€15,420.00
Totals:					€15,420.00	-	€15,420.00

- ▶ DR 4731 Free schoolbook Expense
- ▶ CR 1720 Prepayments

e) Journal adjustments - at the 01.09.2026

- ✓ DE Grants in Advance
- ✓ Unspent Ringfenced grants
- ✓ School Income in advance
- ✓ Reversing Accruals
- ✓ Reversing Prepayments -1720
- ✓ **Review Balance Sheet after journal adjustments**

Balance sheet review

Current Assets

- Grants due
- Prepayments

Current Liabilities

- School Income in advance
- DE grants in advance
- Unspent ringfenced grants
- Taxes control accounts
- Accruals

Balance sheet review – Current Assets

Balance Sheet

Date Range 1st Sep 2026 To 31st Aug 2027

		2027	2026
Code	Description	Current	Comparative
		€	€
Current Assets			
Debtors & Prepayments			
1720	Prepayments	-	15,420.00
1730	Grants Due	-	41,038.66
		-	€56,458.66
Bank			
1800	Current Account 1	557,015.66	525,452.00

Balance sheet review – Current Liabilities

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Balance Sheet

Date Range 1st Sep 2026 To 31st Aug 2027

		2027	2026
Code	Description	Current	Comparative
		€	€
Current Liabilities			
Accruals			
2105	School Income Received in Advance	€0.00	€18,020.00
2150	Grants Received in Advance	€0.00	€21,500.00
2151	Book Grant Received in Advance	€0.00	€90,808.34
2160	Book Grant Unspent	€0.00	€15,456.00
2241	Auto-Enrolment Pension control account	€227.06	€570.88
2250	DAVE/DBSI/USC/LPT Control Account	€0.00	€15,414.27

Balance Sheet

Date Range

1st Sep 2026 To 31st Aug 2027

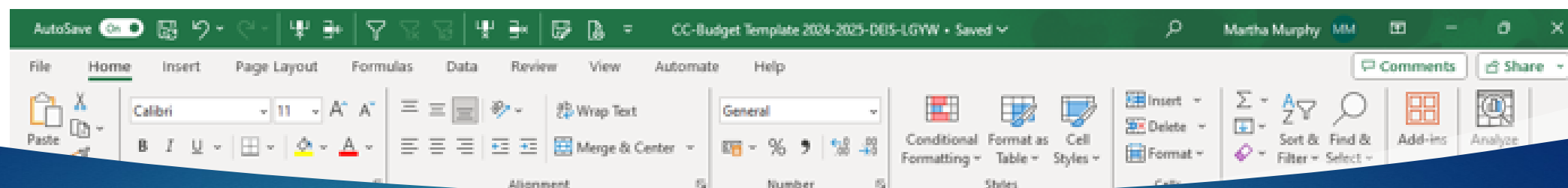
		2027	2026
Code	Description	Current	Comparative
		€	€
Current Liabilities			
Accruals			
2105	School Income Received in Advance	€0.00	€18,020.00
2150	Grants Received in Advance	€0.00	€21,500.00
2151	Book Grant Received in Advance	€0.00	€90,808.34
2160	Book Grant Unspent	€0.00	€15,456.00
2241	Auto-Enrolment Pension control account	€227.06	€570.88
2250	PAYE/PRSI/USC/LPT Control Account	€9,922.74	€15,414.37
2260	Reverse VAT Control Account	€246.00	€351.00
2270	RCT Control Account	€0.00	€520.00
2440	Accruals	€0.00	€4,500.00

Balance sheet review – Current Liabilities

Importing the Budget

1 C&C Budget 2026-27 New BrightBooks Import sheet

Included in the Budget Template 2026/2027 is a sheet called “Budget Import Sheet” which provides a summary of the nominal codes and the total budget figures for the year.



f) Import the budget for 2026/27

[**LINK
HERE**](#)

Year-end adjustments

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**Trial Balance on
BrightBooks
Accounts at the
31-08-2026**

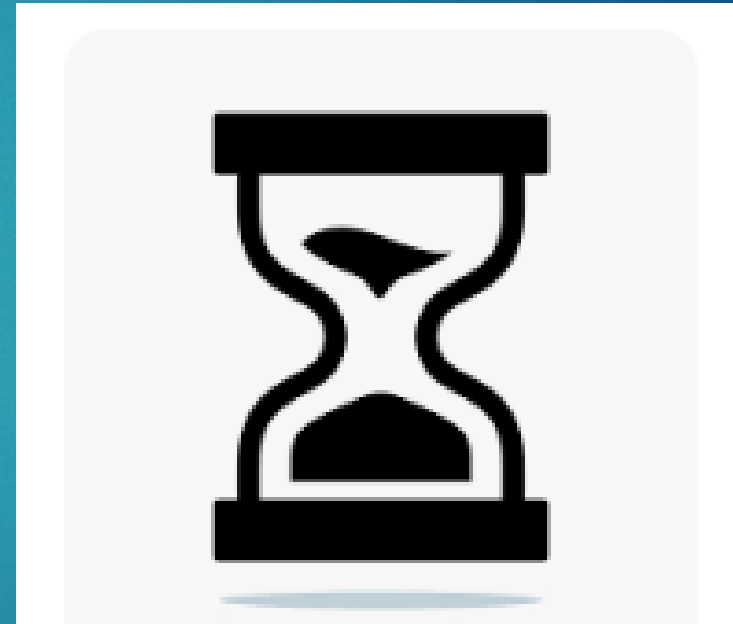
**Final Trial Balance
Prepared by
external
accountants for
31-08-2026**



**Get a
breakdown of
these
adjustments.**

Running the Year end & school Accountant

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Summary of today's topics

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- **Recap of timeline for the Year-end Process**
- **What is new on the FSSU Chart of accounts for new school year 2026/27**
- **Tasks to complete before moving forward to 2026/27**



Resources available – where to get more help

Thank you for attending our webinar

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

Phone: (01) 269 0677

Email: Info@fssu.ie



Q&A

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