

Period End Closedown Your Financial Year End

User Guide

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Contents

| | |
|--|----------|
| Introduction | 1 |
| Am I ready to do a year end? | 1 |
| Can I continue to enter transactions in the new year before closing the previous year? | 2 |
| What are the stages you go through to close the year? | 2 |
| What if I don't understand something or I need more help? | 3 |
| Preparing for year end | 9 |
| 1. Do I know my year end date? | 11 |
| 2. Have I received all bank statements up to the year end date? | 11 |
| Can I enter transactions for the new school year even although I haven't closed the previous year? | 12 |
| Can I enter transactions for the previous year? | 12 |
| Troubleshooting | 13 |
| 3. Which accounts will I use next year and which will I close? | 13 |
| Troubleshooting | 15 |

Period End Closedown - Your Financial Year End User Guide

| | |
|--|-----------|
| 4. Have I moved the account balances for accounts which won't be used again? | 16 |
| Troubleshooting | 17 |
| 5. Have I reconciled all bank accounts (even those with a balance of £0.00 (zero) up to or beyond the year end date? | 18 |
| Identify all the bank accounts you need to reconcile | 19 |
| Reconcile bank statements | 19 |
| Troubleshooting | 21 |
| 6. Have I printed a list of cancelled transactions? | 22 |
| Troubleshooting | 22 |
| 7. Is my pupil data up-to-date and have I mapped all relevant unmapped transactions? | 22 |
| Integrate with ParentPay, from the ParentPay menu in Fund Manager | 23 |
| Integrate with sQuid, from the sQuid menu in Fund Manager | 23 |
| 8. If my Fund Manager is integrated with ParentPay, do I know what the expected payments from ParentPay are for the last 7 - 14 days up to my year end date? | 24 |
| How to I check that the Unsettled epayments values match? | 24 |
| Troubleshooting | 25 |
| 9. Am I ready to do a draft close-down? | 25 |
| Draft close-down | 27 |
| 1. Create the draft close-down | 28 |
| Troubleshooting | 30 |
| 2. Have I checked the Account Summary report? | 31 |
| Troubleshooting | 33 |

| | |
|--|-----------|
| 3. Have I checked the Transactions report? | 35 |
| Troubleshooting | 35 |
| 4. Have I checked the Account Balances report? | 36 |
| Troubleshooting | 37 |
| 5. Have I checked the Bank History report? | 37 |
| Troubleshooting | 38 |
| 6. Have I checked the Cash History report? | 38 |
| Troubleshooting | 39 |
| 7. Have I checked the Bank Balances report? | 39 |
| Troubleshooting | 40 |
| 8. Am I ready to present the accounts to the auditor? | 40 |
| Are you satisfied everything is correct? | 40 |
| Do you know how the auditors like to receive the accounts? | 41 |
| Signing off the final close-down | 42 |
| Final close-down | 43 |
| Your Checklists and Notes | 45 |
| Glossary | 53 |
| Index | 59 |

Period End Closedown - Your Financial Year End User Guide

Chapter 1

Introduction

Closing the accounts for the year is usually something that people find difficult because it's only done once a year and the final closure is ... well *final*. Once you close down the year's accounts, everything is locked down and you can't go back and make changes. That's why there is a draft close-down so you can prepare everything in advance of taking the final step but still be able to cancel if you need to. Then you only need take that final step when you have everything organised to do so.

Important! It's not as scary as you think. Follow the steps documented in this guide to close down your year. Remember, we are with you each step of the way. And your auditors are there to support you too. You should only do a final close-down on their say-so once they have approved the draft close-down accounts.

Am I ready to do a year end?

If you are thinking about closing year end, ask yourself:

- Have I received all the bank statements up to the year end date?

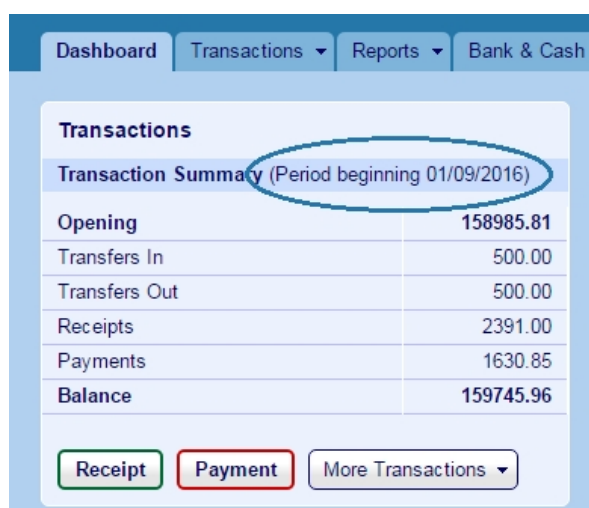
Tip: You cannot close the year until you have received these because you need to reconcile all your accounts against the bank statements for the year,

although if you are asked to, you can perform a blank reconciliation for the missing period at the year end and carry forward any unreconciled transactions to the next year. It isn't something we recommend but you may be asked to do this by your auditors.

What if I don't know my year end date?

If you don't know your year end date, you can see the start date of the current year on the Transactions section of the Fund Manager Dashboard.

For example, here we can see the year started on 1/9/2016:



The screenshot shows the Fund Manager Dashboard with the 'Transactions' tab selected. A 'Transaction Summary' table is displayed for the period beginning 01/09/2016. The table includes the following data:

| Transaction Summary (Period beginning 01/09/2016) | |
|---|-----------|
| Opening | 158985.81 |
| Transfers In | 500.00 |
| Transfers Out | 500.00 |
| Receipts | 2391.00 |
| Payments | 1630.85 |
| Balance | 159745.96 |

Below the table are three buttons: 'Receipt' (green), 'Payment' (red), and 'More Transactions' (grey).

so the year end date will be 31/8/2017.

Can I continue to enter transactions in the new year before closing the previous year?

One of the questions we are asked most frequently when people come to do year end, is "Can I continue to enter transactions in the new year without closing the previous year first?" The answer is **YES**. Transactions apply on the date they are entered in Fund Manager, so transactions that you enter on dates that fall in the new financial year are not counted within the previous year's dates.

What are the stages you go through to close the year?

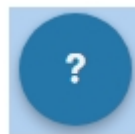
There are three stages and we'll go through each in a separate chapter.

1. Preparation - get ready to close the year
2. Draft close-down - do a dummy run and prepare accounts to hand to the auditors
3. Final close-down.- only do this if your auditors have signed off on the accounts you presented from the draft close-down

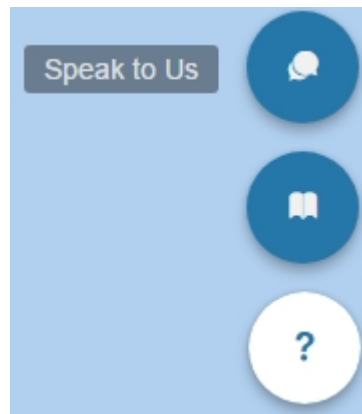
What if I don't understand something or I need more help?

- You can see helpful information we share with you or have a conversation with us through Fund Manager's Conversations feature.

1. Hover the mouse over the Help icon.



This produces a pop-up menu to choose from.

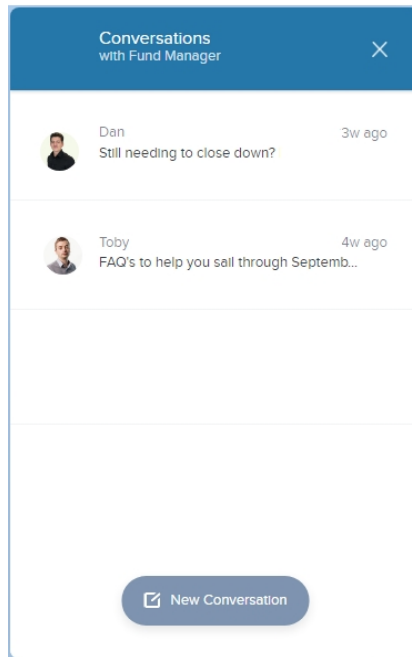


2. Select the Speak to Us icon.

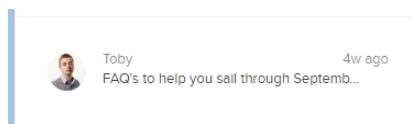


Period End Closedown - Your Financial Year End User Guide

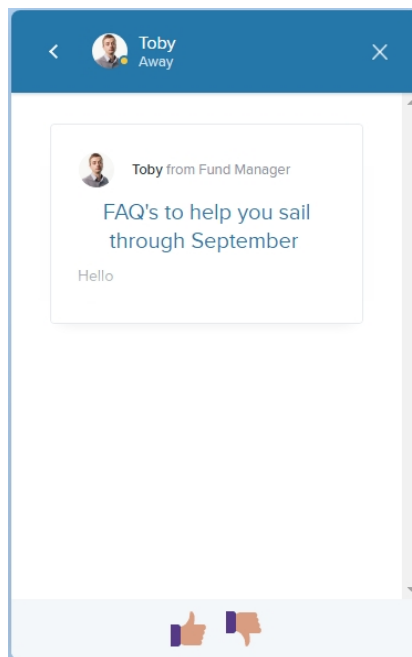
This produces the Conversations with Fund Manager window.



3. To view a message we have sent, click the conversation.




- The conversation is expanded.
- Click the box with the conversation to see the full message.



Note:

You can give us feedback on how helpful you found the message and this will help us to improve the help we give you in future.

- Click Thumbs Up  if you found it helpful

- Click Thumbs Down



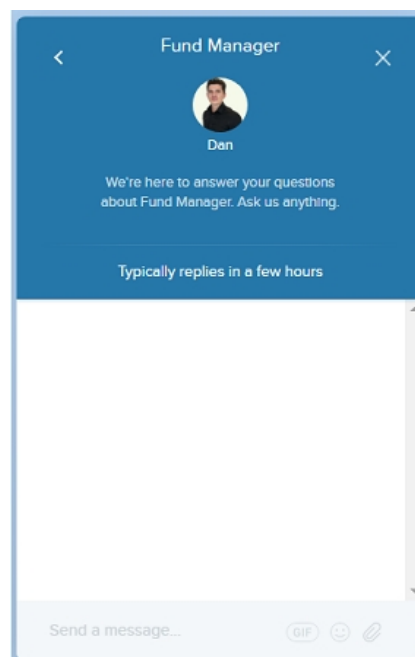
if you found it

unhelpful

4. To start a new conversation or ask us a question, click New Conversation.

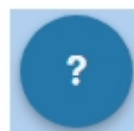


This opens a new conversation and you can type in your question to us in that window.

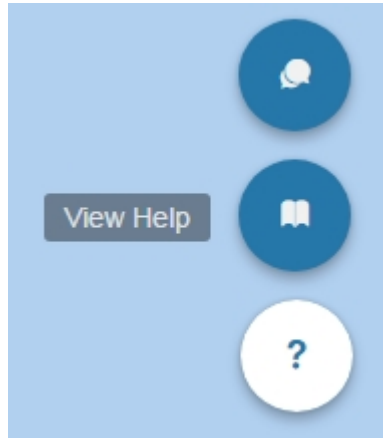


- You can find out what the fields mean, what you can do on a screen and how to perform different tasks from Fund Manager's Embedded Help feature.

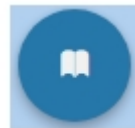
1. Hover the mouse over the Help icon.



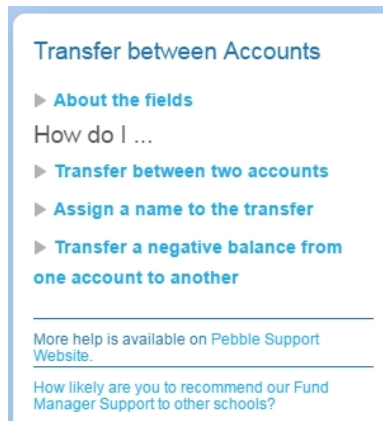
This produces a pop-up menu to choose from.



2. Select the View Help icon.



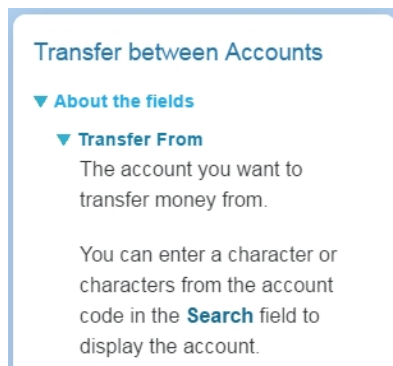
This produces the Help window for the screen.



3. To view more information about a field, click About the fields.

▶ **About the fields**

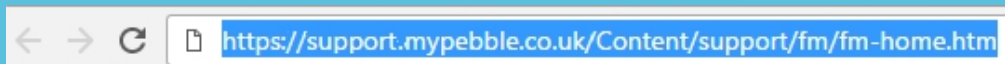
This expands the drop-down to show the list of fields on the screen. Selecting a field expands the drop-down to show the description for the field.



- You can find more support on using Fund Manager on Pebble’s Support Website, available by clicking [here](#).

Tip:

If you are reading this from a printed version, you can access the Support Website by opening a browser, and entering ‘https://support.mypebble.co.uk/Content/support/fm/fm-home.htm’ in the URL (without the inverted commas) like this:



- If you need hands-on help or a confidence boost that you are closing down everything correctly, you can book a chargeable session with one of our specialists who will be able to help you. Please use this [You can book me](#) link - to book a session and we will guide you through your year end. If we need you to do something in order to close down successfully, we can also schedule another session to finish the process off.

Chapter 2

Preparing for year end

This chapter describes what you need to do **before** you begin to close down the year end.

| Year End Preparation Actions | Check |
|--|--------------------------|
| <p>1. Do I know my year end date?</p> <p>Note: Remember if you're not sure when your year end is, check your start date on the Transactions section on the Fund Manager Dashboard.</p> | <input type="checkbox"/> |
| <p>2. Have I received all bank statements up to the year end date?</p> <p>If you have, that's great. If you haven't, you can wait until you have received them all. You can continue to enter transactions in the new year without closing the previous year first. However, if your auditors require you to close the year even although you don't yet have all the bank statements up to the year end date, you can perform a blank reconciliation for the missing period at year end and carry forward unreconciled transactions to the next financial year. It isn't something we recommend but you may be</p> | <input type="checkbox"/> |

| Year End Preparation Actions | Check |
|---|--------------------------|
| asked to do this by your auditors. | |
| <p>3. Have I identified and recorded which accounts I will use in the new year and which accounts won't be used again?</p> <p>Note: You may seek guidance from the external auditor, Head Teacher or School Business Manager if you are unsure which accounts you can close and which you will use again.</p> <p>Tip: Keep a list of those accounts in the best way for yourself. That might be in an office document or spreadsheet.</p> | <input type="checkbox"/> |
| <p>4. Have I moved the account balances for accounts which won't be used again?</p> <p>Note: You may seek guidance from the external auditor, Head Teacher or School Business Manager if you are unsure which accounts you can close and which you will use again.</p> <p>Tip: Keep a list of those accounts in the best way for yourself. That might be in an office document or spreadsheet.</p> | <input type="checkbox"/> |
| <p>5. Have I reconciled all bank accounts (even those with a balance of £0.00 (zero) up to or beyond the year end date?</p> | <input type="checkbox"/> |
| <p>6. Have I printed a list of cancelled transactions?</p> | <input type="checkbox"/> |
| <p>7. Have I checked my pupil data is up-to-date and mapped all relevant unmapped transactions?</p> | <input type="checkbox"/> |
| <p>8. If my Fund Manager is integrated with ParentPay, do I know what the expected payments from ParentPay are for the last 7-14 days up to my year end date?</p> | <input type="checkbox"/> |
| <p>9. Am I ready to do a draft close-down?</p> | <input type="checkbox"/> |

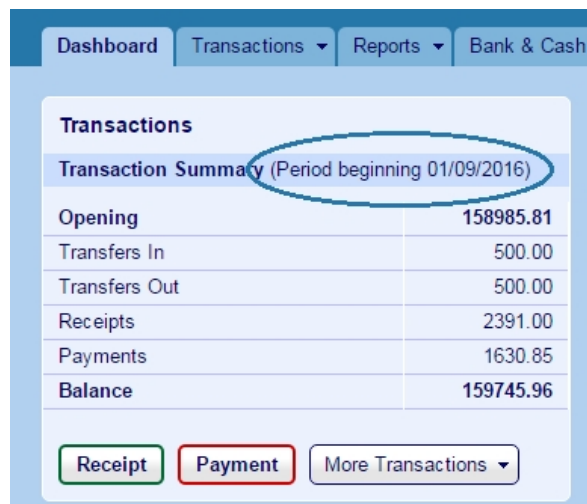
The following pages in the chapter will take you through these preparation actions step-by-step.

Tip: For your own records, we recommend keeping a track of what you do at year end. This will help you when you or someone else comes to do the year end close-down the following year. We have included checklists and space for notes in the Appendix [Your Checklists and Notes](#)

1. Do I know my year end date?

If you don't know your year end date, you can see the start date of the current year on the Transactions section of the Fund Manager Dashboard.

For example, here we can see the year started on 1/9/2016:



| Transactions | |
|---|------------------|
| Transaction Summary (Period beginning 01/09/2016) | |
| Opening | 158985.81 |
| Transfers In | 500.00 |
| Transfers Out | 500.00 |
| Receipts | 2391.00 |
| Payments | 1630.85 |
| Balance | 159745.96 |

Receipt Payment More Transactions ▾

so the year end date will be 31/8/2017.

2. Have I received all bank statements up to the year end date?

You know your year end date from step 1.

You need to have bank statements that include all transactions entered up until the year end date in order to perform a year end.

Can I enter transactions for the new school year even although I haven't closed the previous year?

The answer is **Yes**. You can enter transactions in the new financial year before you close the year end for the previous financial year. This is because transactions are tied to the year by the transaction date you select when you enter them onto Fund Manager, so as long as you are entering the transactions with a date in the new year, they will not be included in the previous year accounting.

Can I enter transactions for the previous year?

The answer is **Yes**. You can enter back-dated transactions for the previous year if you haven't closed it yet.

For example, say you come back to school on the 2nd of September and are very busy with the start of the new school year. It is only by the end of the first week in September that you open a backlog of letters which contain payments from parents for items purchased in the previous school year. You haven't closed the previous year yet. What do you do? You enter the payments with a date in August. Then when you close the year which ends on 31 August, these transactions will be included in that year's accounts.

Receive printed bank statements? You may need to wait a few weeks until after year end for the printed statements to arrive before you can close the year end.

Work from online bank statements? If you have access to online banking, you can log on and see the online bank statements sooner than you can if you receive printed bank statements. It's sensible to wait until the year end date has passed to be sure that all the transactions up to that date have been captured on the statement online.

Depending on your bank, your online statement may show

something like a Pending Transactions section. This shows you what is coming soon to your statement but isn't yet recorded on the statement. Wait until all pending transactions for the year have been recorded on the bank statement.

Troubleshooting

| | |
|---|---|
| <p>I need to close the year but I don't have bank statements up to year end. Can I do this?</p> | <p>This isn't something we recommend but we understand that it is something you may be asked to do. So if you can't wait until all bank statements come in to the year end date, you can create a blank reconciliation statement in order to close the year ahead of getting all bank statements in.</p> <p>To do this:</p> <ol style="list-style-type: none"> 1. Open Bank & Cash > Reconcile a Bank Statement. 2. Select the Bank Account. 3. Enter the End Date as the year end date. 4. Enter the Closing Balance to be the same value as the Opening Balance value. 5. Click Reconcile. <p>Any outstanding items in the year are then carried forward to the new year for you to reconcile later. The effect of this is that items you might have completed at year end are carried forward and completed in the new year.</p> |
|---|---|

3. Which accounts will I use next year and which will I close?

We cannot advise you on which accounts you need to close at year end because every school is different. If you are at all unsure about which accounts to close, or what account to move funds into if there are any left from the

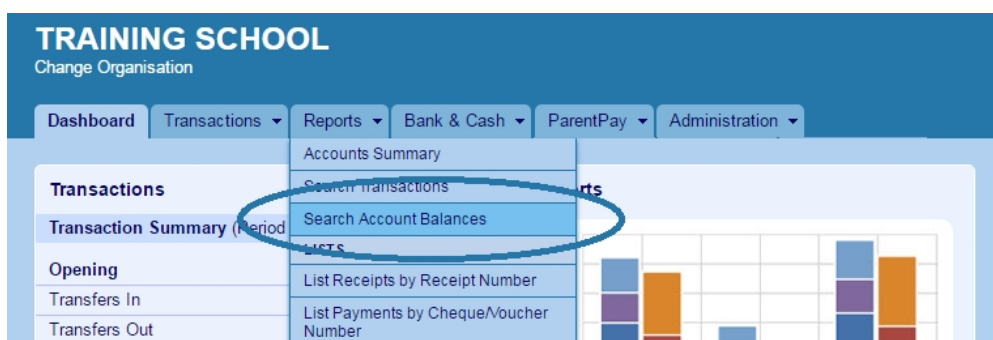
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previous year in an account you need to close, then please check with your Head Teacher, School Business Manager, or external Auditor for guidance.

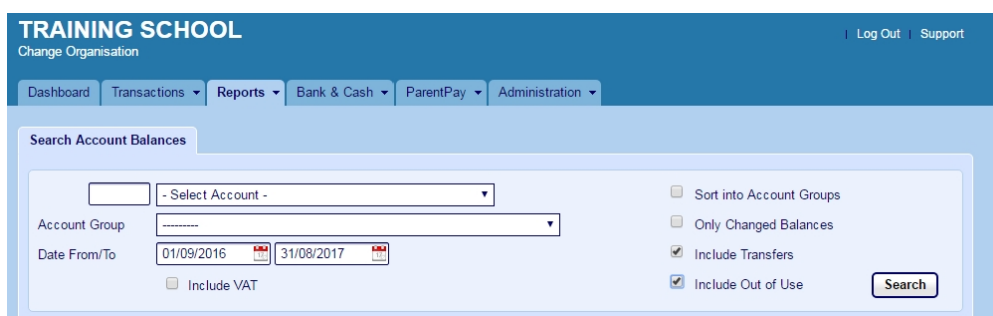
For example, you might want to close accounts that were set up during the current financial year for one-off or non repeating offers, such as:

- A specific trip that has now expired.
- Temporary supplies (revision guides or uniform).
- One-off offers (discos, tea and coffee).
- Charity fund.

1. Open Reports > Search Account Balances.



2. At the top of the report, enter the details which will give you a report that includes everything you need to get an overview of the accounts and how they performed during the financial year you want to close.

A screenshot of the 'Search Account Balances' form in the 'TRAINING SCHOOL' software. The form includes a search bar, a dropdown menu for '- Select Account -', and another dropdown for 'Account Group' set to '-----'. The 'Date From/To' field shows '01/09/2016' to '31/08/2017'. There are checkboxes for 'Include VAT', 'Sort into Account Groups', 'Only Changed Balances', 'Include Transfers', and 'Include Out of Use'. A 'Search' button is located at the bottom right.

- Leave the account field blank as - Select Account -
- Leave the Account Group as -----

- Enter the start and end dates for the year e.g. if the year started on 01/09/2016, enter this in the From box and enter 31/08/2017 in the To box.
 - Select Include Transfers.
 - Select Include Out of Use.
 - Click Print.
3. Check the report that is output as a PDF.

Search Account Balances

| Accounts | Movement in Period | Opening Balances | Transfers In | Transfers Out | Receipts | Payments | Closing Balance |
|----------|--------------------|------------------|--------------|---------------|----------|----------|-----------------|
| 39 | 231.15 | 159785.37 | 1785.00 | 1785.00 | 2387.00 | 2155.85 | 160016.52 |

The header outlines how many accounts you have for school funds. As we included out of use accounts, this is the total number of accounts that you have, including out of use accounts.

| Code | Account | S | Opening | Transfers In | Transfers Out | Receipts | Payments | Balance |
|--------|--------------------|---|---------|--------------|---------------|----------|----------|---------|
| SKI17 | Ski Trip 2017/2018 | | 1715.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1715.00 |
| FILE13 | Filey 2013 | * | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Each row on the report shows the figures for an account. *Out of use* accounts are greyed out. Each account shows the Opening balance, Transfers In, Transfers Out, Receipts, Payments and the closing Balance for the financial year.

4. Use this report to check and verify:
- the closing balances are correct and can be used as the opening balances in the new period.
 - the account will be used in the next financial period.

Troubleshooting

| | |
|--|--|
| I don't know which accounts I need to close. | Check with your School Business Manager, Head Teacher or external auditor. |
|--|--|

| | |
|---|---|
| What should I do? | |
| I don't think the closing balance is correct. | The first thing you need to do is identify what the balance should be. Then you can begin to consider how it might have become out of balance. |
| What should I do? | For example, if you credited an amount to the account that should have been credited to a different account, you can resolve this by transferring money from this account to the correct account, using Transactions > Transfer Between Accounts. |

4. Have I moved the account balances for accounts which won't be used again?

For the accounts that are **not** to be used in the next period:

1. If the accounts have a closing Balance that isn't £0.00 (zero), we recommend that you transfer the balance to an account which is in use, preferably a year end closing account.

Important! Remember, if you are at all unsure about which accounts to close, or what account to move funds into if there are any left from the previous year in an account you need to close, then please check with your Head Teacher, School Business Manager, or external Auditor for guidance.

2. If the accounts have a closing Balance of £0.00 (zero), mark these accounts out of use.

Warning! You should not mark an account out of use when it still has funds in it because these can easily be forgotten and lost.

Troubleshooting

| | |
|---|---|
| <p>I need to create a year end account to hold unused balances. How do I do that?</p> | <ol style="list-style-type: none"> 1. Open Administration > Manage Accounts. 2. Select Create New Account. 3. Create the new Account with an Account Code e.g. <i>TEMP - End of Year Temporary Account</i>. 4. Click Save. |
| <p>I need to transfer money to an end of year account. How do I do that?</p> | <ol style="list-style-type: none"> 1. Open Transactions > Transfer Between Accounts. 2. Select the account you want to mark out of use in the Transfer From box. 3. Select the year end closing account in the Transfer To box. 4. Enter the closing Balance in the account you want to mark out of use in the Amount box. 5. Select a Date within the current financial period which you are closing. 6. Enter Notes to help you identify the reason for the transfer e.g. <i>Marking account out of use in financial year 2016/2017</i>. <div style="background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>Note: You can't transfer the money without entering notes.</p> </div> <ol style="list-style-type: none"> 7. Click Transfer. |
| <p>I need to mark an account out of use. How do I do that?</p> | <ol style="list-style-type: none"> 1. Open Administration > Manage Accounts. 2. Select the check box at the left alongside the accounts you want to mark out of use and which now have a balance of £0.00 (zero). |

| | |
|---|---|
| | <ol style="list-style-type: none"> 3. Select Out of Use in the Batch Actions section of the screen. 4. Click Update Account(s). |
| <p>I know I created an account but I can't see it in the list of accounts. Why not?</p> | <p>The account may have been marked out of use.</p> <ol style="list-style-type: none"> 1. Open Administration > Manage Accounts. 2. Click Show out of use. 3. Enter the name of the account in the Filter field. 4. Select the account. 5. Select In Use. 6. Click Update Account. |

5. Have I reconciled all bank accounts (even those with a balance of £0.00 (zero) up to or beyond the year end date?

Reconciliation is the process by which you and the bank agree the transactions that have been entered and cleared on each bank account. As soon as the bank statement(s) arrive you should reconcile the items that match with that statement. This means that you won't have to do a huge amount of reconciliation at the year end, just the most recent bank statements.

Note: Transactions may remain *Unreconciled* if you have issued cheques to someone who has not yet presented them. Where ePayments are made, the reconciliation process tends to be quicker.

Often it might seem as if you don't need to reconcile accounts which have a balance of £0.00 (zero) because there is nothing to reconcile. However, you still need to select the bank account and click Reconcile in order to record that you have reconciled the account.

If you attempt to close year end and you haven't reconciled all bank accounts you will see the message "You have not yet reconciled all of your bank accounts".

Identify all the bank accounts you need to reconcile

To check what bank accounts you have:

- Open Administration > Manage Bank Accounts.

This list of accounts shows accounts which are no longer in use in grey italics and accounts which are in use.

You need to reconcile all bank accounts that are still in use except for the Cash account and the ParentPay Settlement account, if you have one.

To see which statements you have reconciled throughout the year:

1. Open Bank & Cash > List Reconciled Bank Accounts.
2. Click Bank Account to order the list by account.

This shows you the accounts that have reconciled statements.

Reconcile bank statements

1. Open Bank & Cash > Reconcile a bank statement.
2. For each bank account you want to reconcile:
 1. Select the bank account that you want to reconcile.
 2. Click Reconcile this account.

The screenshot shows a software interface for reconciling bank statements. It includes a dropdown for the bank account, a section for the last reconciled statement with page and date information, and a section for details to be reconciled with input fields for page numbers, dates, and balances.

3. Enter the First Page, Last Page, Start Date, End Date and Closing Balance details from the statement you are reconciling.

Note: The Opening Balance should always match the figure on the last bank statement you reconciled.

| Reconcile Entries | | | | | |
|--------------------------|------------|------------------|------------|--------|--------|
| | Date | Reference Number | Notes | Debit | Credit |
| <input type="checkbox"/> | 12/01/2017 | P000488 | | | 742.25 |
| <input type="checkbox"/> | 06/02/2017 | P000489 | | | 316.00 |
| <input type="checkbox"/> | 09/02/2017 | Q4512595 | | 200.00 | |
| <input type="checkbox"/> | 01/03/2017 | Q4512596 | invoice | 500.00 | |
| <input type="checkbox"/> | 22/03/2017 | Q5545457 | Lakes trip | 200.00 | |
| <input type="checkbox"/> | 23/03/2017 | P000490 | | | 200.00 |
| <input type="checkbox"/> | 30/03/2017 | Q4512597 | | 500.00 | |

4. Select the transactions in Fund Manager that match those on your bank statement.

Tip: Remember that you can only reconcile transactions that lie inside your start and end date.

5. Click Reconcile.

You will now see a list of all your reconciled bank statements.

Note: You can leave a reconciliation part-way through by clicking Leave. However, if you do, you won't be able to reconcile another bank account until you either reconcile it (by clicking Reconcile) or abandon it (by clicking Abandon). This is because whenever you go back to the option Reconcile a Bank Statement, it will display the part-completed reconciliation for you to continue.

3. For each bank account you have reconciled, you can print the reconciled statement details in the following way:
 1. Open Bank & Cash > List Reconciled Bank Accounts.
 2. Click the Start Date OR End Date of the reconciliation you want to print. This displays the statement for your reconciliation.
 3. Click Print.

Troubleshooting

| | |
|---|--|
| <p>I'm trying to reconcile another bank account, but I am stuck in my Current Account. Why?</p> | <p>This is because you are part-way through reconciling the Current Account. You must either complete reconciling the Current Account, or click Abandon to come out of it. You will then be able to select the bank account you need to from the Account drop-down menu.</p> |
| <p>I'm trying to reconcile but I'm getting an error. Why?</p> | <p>If all the transactions are not within the period specified the statement won't reconcile. You can: change the statement dates or amend the transaction date. If you choose to amend the transaction date, you will need to clear the selection on the Bank Reconciliation screen first. Then you will be able to select the transaction to amend it.</p> |
| <p>I recorded a cheque receipt but it's not showing on my bank reconciliation screen. Why?</p> | <p>Cheque receipts don't show on the bank screen like cheque payments. They need to be recorded on a paying-in slip which requires them to be paid to the bank. Then they will appear on the bank reconciliation screen.</p> |
| <p>How do I find a list of unreconciled bank entries?</p> | <ol style="list-style-type: none"> 1. Open Bank & Cash > Bank History. 2. Select Unreconciled from the Status drop-down menu. 3. Click Search. |
| <p>How do I perform a blank reconciliation for Period End?</p> | <ol style="list-style-type: none"> 1. Open Bank & Cash > Reconcile Bank Statement. 2. Select the Bank Account. 3. Set the end date on your system to match the year end date. 4. Set the opening balance on the system from the bank |

| | |
|--|--|
| | <p>reconciliation as your closing balance.</p> <p>5. Click Reconcile.</p> <p>This will force a blank statement through Fund Manager so you will now have reconciled statements up to the year end.</p> |
|--|--|

6. Have I printed a list of cancelled transactions?

You need to print the report of transactions that have been cancelled throughout the year before you proceed to prepare a draft period close-down.

Warning! If you don't print these now, you won't be able to once you move to the next stage.

1. Open Reports > List of Cancellations.
2. Click Print.

Troubleshooting

| | |
|--|---|
| I've spotted a transaction I cancelled in error. What do I do? | <p>If this is a single item transaction, re-enter the transaction.</p> <p>If it already paid into the bank, when you re-enter the transaction, enter it back-dated.</p> |
|--|---|

7. Is my pupil data up-to-date and have I mapped all relevant unmapped transactions?

If you import online transactions from a third party, such as ParentPay or sQuid, you will need to ensure that your pupil data is up-to-date and you have mapped all relevant unmapped transactions.

Tip: It is most likely that you have done this already, but it is worth checking because once you have done your year end you will be unable to import retrospective transactions from the previous year.

Integrate with ParentPay, from the ParentPay menu in Fund Manager

Use the Unmapped ParentPay Transactions report to view transactions that have not been mapped.

Note: There may be transactions that you don't want to map - in this case you can 'hide' these.

Use Map Accounts/Payment Items to map accounts in Fund Manager with Payment Items accounts in ParentPay. Use Map Names to match names

For more information, see our online topic [Importing ParentPay transactions automatically using the integration tab](#).

Integrate with sQuid, from the sQuid menu in Fund Manager

Use Pending Import to view transactions that will be imported from sQuid offers into accounts on Fund Manager. If transactions are greyed out this is because you haven't yet mapped the offers to accounts.

Note: There may be accounts you do not want to import transactions from and you would leave these unmapped.

Use Map Offers to Accounts to match sQuid offers to Fund Manager Accounts. Use Map Contacts to match imported names with names in Fund Manager.

For more information, see our online topic [Using sQuid with Fund Manager](#).

8. If my Fund Manager is integrated with ParentPay, do I know what the expected payments from ParentPay are for the last 7 - 14 days up to my year end date?

If your Fund Manager is integrated with ParentPay, you need to know the total expected payments from ParentPay for the 7 -14 days leading up to your year end. This is because ParentPay pay schools 7-14 days after parents have paid online. Therefore, if a parent pays for a trip two days before your year end date, the money will not be paid into the school fund until the next financial year. This results in an unsettled epayment value. As long as you know what that figure should be, there is no problem. But if the unsettled epayments value doesn't match what you expect it to be, you need to consider why that might be.

How to I check that the Unsettled epayments values match?

Identify the unsettled epayments value for the year

1. .Select Administration > Period End Closedown.
2. Enter your Date to for closedown.
3. Click Preview.to view the Account Summary (Preview) for the period.
4. In section 2, you will see in the right hand column, the Unsettled ePayments value for the period.

Check the epayments value matches what is found in the Bank History for the year

1. Select Bank & Cash > Bank History.
2. Select the ParentPay Settlement Account in the Bank Account drop-down
3. Enter the Date From and Date To dates for the period.
4. Click Search to display the epayments for the period.
5. Add the Opening balance Credit and the Total Credit value for the year together and then deduct the Total Debit value.

This value should match the Unsettled ePayments value you found when previewing the Account Summary for the period.

If the values don't match, try to identify why not, using the suggestions in the Troubleshooting section that follows.

Troubleshooting

| | |
|---|---|
| Have you switched bank accounts in ParentPay? | If so, some money may have been paid into the wrong account and you may need to make a manual adjustment. |
| Have you entered adjustments in ParentPay that are not needed in Fund Manager and therefore not cancelled the same in Fund Manager? | If so, you will need to cancel the adjustments you made in ParentPay within Fund Manager. |
| Have you re-mapped account codes in Fund Manager? | If so, you may need to make a manual adjustment from the original account to the re-mapped account. |
| Have you pulled through duplicated transactions from ParentPay to Fund Manager? | If so, you need to remove the duplicated transactions from Fund Manager. |

9. Am I ready to do a draft close-down?

If you have successfully completed all the preparation tasks, you are ready to do a draft-closedown.

If you have encountered any issues, you will need to resolve these before proceeding. Use the Troubleshooting sections in this chapter to help you and if you are stuck, open a conversation with us, using the Fund Manager

Conversations Feature described in *What if I don't understand something or I need more help?* (see [Introduction on page 1](#))

Chapter 3

Draft close-down

This chapter describes the reports which must print **after** you have done year end preparation actions, described in the previous chapter [Preparing for year end on page 9](#) and **before** you do a final close-down.

The point of a draft close-down is to allow you to do a dummy run at the final close-down and prepare the accounts for auditing.

When you prepare a draft close-down, this locks transactions within the time period you are closing to give the view of the time period in entirety. This lets you see what the final close-down will look like but allows you to cancel and unlock the transactions during that time period if you made a mistake or need to include more recent transactions within the final close-down.

Tip: You can cancel a draft close-down but you cannot cancel a final close-down.

| Draft Close-down Actions | Check |
|---|--------------------------|
| 1. Have I created the Draft Close-down? | <input type="checkbox"/> |
| 2. Have I checked the Account Summary report? | <input type="checkbox"/> |
| 3. Have I checked the Transactions report? | <input type="checkbox"/> |

| Draft Close-down Actions | Check |
|---|--------------------------|
| 4. Have I checked the Account Balances report? | <input type="checkbox"/> |
| 5. Have I checked the Bank History report? | <input type="checkbox"/> |
| 6. Have I checked the Cash History report? | <input type="checkbox"/> |
| 7. Have I checked the Bank Balances report? | <input type="checkbox"/> |
| 8. Am I ready to present the accounts to the auditor? | <input type="checkbox"/> |

The following pages in the chapter will take you through these actions step-by-step.

Tip: For your own records, we recommend keeping a track of what you do at year end. This will help you when you or someone else comes to do the year end close-down the following year. We have included checklists and space for notes in the Appendix [Your Checklists and Notes](#)

1. Create the draft close-down

1. Open Administration > Period End Closedown.

2. Enter the period end date in the Date To field.
3. Click Preview to view a preview of the Account Summary for the Period.

Dashboard Transactions Reports Bank & Cash Administration

Account Summary for the Period: 01/09/2014 to 24/08/2015 (Preview)

This report is for preview purposes only, and is not necessarily a final representation of the state of this fund's accounts.

Section 1

| Income | | Expenditure | |
|--|--------------|--|--------------|
| FREEWILL DONATIONS | 50.00 | FREEWILL DONATIONS | 0.00 |
| Total Income | 50.00 | Total Expenditure | 0.00 |
| Excess of Expenditure over Income | 0.00 | Excess of Income over Expenditure | 50.00 |

Section 2

| Balance b/f 01/09/2014 | | Balance c/f 24/08/2015 | |
|------------------------|----------------|------------------------|----------------|
| Cash | 84.06 | Cash | 134.06 |
| Cheques in Hand | 0.00 | Cheques in Hand | 0.00 |
| Unsettled ePayments | 0.00 | Unsettled ePayments | 0.00 |
| Current Account | 4598.90 | Current Account | 4598.90 |
| Deposit Account | 3000.00 | Deposit Account | 3000.00 |
| Unbanked Cheques | 122.50 | Unbanked Cheques | 122.50 |
| Total | 7805.46 | Total | 7855.46 |

| Income | | Expenditure | |
|---------------------------|--------------|---------------------------|-------------|
| Movement in Period | 50.00 | Movement in Period | 0.00 |

Section 3

| Amount owing to the Fund at Period End | | Amount owed by the Fund at Period End | |
|--|----------|--|----------|
| Amount received in advance for a committed expense | | Valuation at cost price of Stock in Hand at period end | |
| Total | 0 | Total | 0 |

This report is for preview purposes only, and is not necessarily a final representation of the state of this fund's accounts.

Print Proceed to Close Down Abandon

There are three sections in the Preview:

- Section 1 This lists all the accounts that have been in use during the period.
- Section 2 This lists your bank and cash accounts with their brought forward (b/f) balance and carried forward (c/f) balances.
- Section 3 This lists unreconciled bank items in the period about to be closed.

4. Complete the draft close-down by clicking Proceed to Closedown.

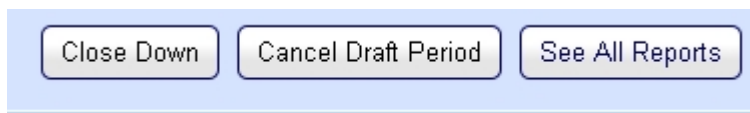
Note: This only creates the draft close-down. It does **not** perform a final close-down.

This produces all the reports you need for financial period you are closing.

Period End Closedown - Your Financial Year End User Guide

Tip: The Closed column is empty. It will display an asterisk when you do the final close-down.

Warning! When you click Report under Account Summary you will see there are now three new buttons at the foot of the report.



DO NOT click Close Down here until you are ready to close the accounts for the year in the final close-down.

Troubleshooting

| | |
|--|---|
| <p>How will I know if I am satisfied with the information presented in the Account Summary report preview?</p> | <p>Once you have clicked Proceed to Closedown in step 4 above, you will be able to examine all the reports generated in detail.</p> <p>If you are unsatisfied or need to make an amendment to anything you can click Cancel Draft Period.</p> |
| <p>I'm trying to amend a cheque payment but it's not showing on</p> | <p>This is usually because you have it selected on the Bank Reconciliation screen. You must clear the selection on the Bank Reconciliation screen first. Then you will be able to select the cheque payment to amend it.</p> |

| | |
|---|---|
| the list so I can't select it. Why? | |
| Why can't I see my cheque receipts after saving them on the paying-in screen? | Usually this is because instead of going through as a cheque receipt, the transaction has gone through as cash. If this is the case, you need to cancel the transaction and record it again, making sure the Type is set to Cheque (on Receipts). |
| I want to pay my cash into the bank on the Bank & Cash > Pay Receipts to Bank screen but my cash is showing less than I thought I had. What's happened? | The first thing to check in this case is whether you have recorded a cash payment instead of a cheque payment because this reduces the cash in hand. The second thing to check is whether you have recently cancelled cash transactions. If you are in any doubt, the best way to identify what's happened is to look at the Bank & Cash > Cash History report as this will help you to identify your most recent transactions and possibly help you work out from there what has happened. |

2. Have I checked the Account Summary report?

The Account Summary report shows details of the income and expenditure for each account during the year you are closing. It shows the balance of all bank accounts, including cash and cheques in hand and any unsettled ePayments.

The Account Summary report has six sections. You've met the first three of these in the Preview above. When you click Proceed to Closedown in step 1 above, three new sections are added to this report. These sections are for signatories, signing off on the final year end accounts.

Section 1 This lists all the accounts that have been in use during the period.

Section 2 This lists your bank and cash accounts with their brought forward (b/f) balance and carried forward (c/f) balances.

Note: The Current Account (c/f) balance is the balance at the end of the year and includes all unreconciled items, which are listed separately in Section 3.

Section 3 This lists unreconciled bank items in the period about to be closed.

The Amount owing to the fund at period end comprises:

- Cheques received by the school that have not yet been presented to the bank i.e. they are not on the paying-in slip to the bank in the period in which the cheque appears.

You can add these cheques on the paying-in slip and then they won't appear under Amount owing to the fund at period end:

- Cheques that have been presented to the bank but have not yet appeared on the bank statement i.e. the cheques are on the deposit slip within the period but don't appear on the bank statement until the subsequent period. For example, you deposited a cheque to the bank on 31st August but the cheque doesn't appear on the bank statement until 4th September.

The Amount owed by the fund at period end comprises:

- Cheques you have written but which have not yet been presented to the bank.

Section 4 This is for the Treasurer and Headteacher to sign when the final accounts are closed for the year.

Section 5 This is for your Auditors to sign and fill in when the final accounts are closed for the year.

Section 6 This is for the Chairman of the Board of Governors to complete when the final accounts are closed for the year.

Troubleshooting

I want to add cheques on a paying-in slip so they won't appear under Amount owing to the fund at period end. How do I do that?

Open Bank & Cash > Pay Receipts to Bank.

Here you have the option to pay any outstanding cheque receipts into the bank onto a paying-in slip. This will then clear these transactions from showing as owing to the fund at period end. For example, if amounts owing to the fund at period end are shown,

| Section 3 | |
|--|---------------|
| Amount owing to the fund at period end | |
| 000050 | 10.00 |
| 000048 | 10.00 |
| 000047 | 10.00 |
| 000046 | 10.00 |
| 000042 | 50.00 |
| 000039 | 25.00 |
| 000040 | 172.00 |
| 000036 | 10.00 |
| 000035 | 50.00 |
| Amount received in advance for a committed expense | |
| Total | 347.00 |

creating a new paying-in slip for these amounts

| New Paying-in Slip | | | | | | | |
|------------------------------|------------|---------------------------|------------------------------|--------------------|-------|------|--------------------|
| Cheques in Hand | | | | | | | |
| Filter: <input type="text"/> | | | | | | | |
| <input type="checkbox"/> | Date | Account | Description | Name | Class | Year | Receipt No. Amount |
| <input type="checkbox"/> | 13/02/2015 | SPORT2 Swimming | Swimming Club Payments | Bailey, Lauren | | | 50 10.00 |
| <input type="checkbox"/> | 13/02/2015 | SPORT2 Swimming | Swimming Club Payments | COOPER, Colt | | | 48 10.00 |
| <input type="checkbox"/> | 13/02/2015 | SPORT2 Swimming | Swimming Club Payments | BARDELL, Mark | | | 47 10.00 |
| <input type="checkbox"/> | 13/02/2015 | SPORT2 Swimming | Swimming Club Payments | CARRUTHERS, Thomas | | | 46 10.00 |
| <input type="checkbox"/> | 12/12/2014 | TRIP2 Metroland | Metroland Payment | BARDELL, Mark | | | 42 50.00 |
| <input type="checkbox"/> | 04/12/2014 | SPORT2 Swimming | Swimming Lessons | BROWN, Jack | | | 36 10.00 |
| <input type="checkbox"/> | 04/12/2014 | SPORT1 Five A Side League | Five-a-side Pitch Booking | Cartmel, Jack | | | 35 50.00 |
| <input type="checkbox"/> | 01/11/2014 | SPORT1 Five A Side League | Five A Side Team Sponsorship | Asson, Ashleigh | | | 40 172.00 |
| <input type="checkbox"/> | 01/11/2014 | TRIP1 Beamish | Beamish Trip Deposit | BROWN, Jack | | | 39 25.00 |

Cheques to be Paid in: 0
Total Value of Cheques: 0.00

will result in Section 3 of the report showing

3. Have I checked the Transactions report?

This report shows the volume and value of the transactions that have occurred within the year.

Clicking the link for the Transactions report displays the report.

Here you can interrogate the report to find and view different types of transactions, for example, transactions which have VAT included or those which you have imported using Transactions > Import ePayments.

Transaction Report: 01/09/2014 to 24/08/2015

Account: Date From/To:

Group: Type: Amount:

Name: Keyword:

Class: Year: Aggregate:

| Transactions | Accounts | Names | Transfers In | Transfers Out | Receipts | Payments | Total |
|--------------|----------|-------|--------------|---------------|----------|----------|-------|
| 1 | 1 | 1 | 0.00 | 0.00 | 50.00 | 0.00 | 50.00 |

| Date | Account | Name | Class | Description + Notes | Type | Receipt | Payment | Reference | GA |
|----------------------------|-------------------------|---------------|-------|---------------------|------|---------|---------|-----------|----|
| 30/01/2015 | DONS FREEWILL DONATIONS | OMS - General | | Donations Money | Cash | 50.00 | | | |
| Totals including Transfers | | | | | | 50.00 | 0.00 | | |

Troubleshooting

| | |
|---|---|
| <p>I have incorrectly recorded a paying-in slip. What can I do?</p> | <p>If the paying-in slip number is incorrect, or the amount you entered is wrong, you can amend the slip.</p> <ol style="list-style-type: none"> 1. Open Bank & Cash > Cancel/Amend Bank Transaction. 2. Select the paying-in slip number (in blue) and it will open the slip. 3. Make the amendment. 4. Click Amend Paying-in Slip to save the changes. |
| <p>I'm trying to amend a</p> | <p>This is usually because you have it selected on the</p> |

| | |
|---|--|
| <p>paying-in slip but it's not showing on the list so I can't select it. Why?</p> | <p>Bank Reconciliation screen. You must clear the selection on the Bank Reconciliation screen first. Then you will be able to select the paying-in slip to amend it.</p> |
| <p>I'm trying to amend a cheque payment but it's not showing on the list so I can't select it. Why?</p> | <p>This is usually because you have it selected on the Bank Reconciliation screen. You must clear the selection on the Bank Reconciliation screen first. Then you will be able to select the cheque payment to amend it.</p> |

4. Have I checked the Account Balances report?

The Account Balances report you view from the draft period end shows the opening balances, receipts and payments, movement in period and closing balances for all accounts. Transfer values are excluded from the report by default but you should select Include Transfers to show the internal movement of funds.

Note: If you have outstanding balances in out-of-use accounts, we recommend you transfer these to an account which is in use, preferably a year end closing account, so it will be easier for you to identify this pot of money. If you don't want to do this, then you must select Include Out of Use so that your overall year end figures will show your true balance for the year.

Tip:

A balance is a calculated value. From the **Reports** menu you can see account balances using three different reports which display a different set of

transactions so the calculation of the account balance may produce a different result:

- Account Summary

This report is most similar to the one you can view from the Draft Period End. It displays only the income and expenditure for the current period and the balance of those transactions. Transfer values can be included or excluded from this report. By default they are excluded. If you choose to **Include Transfers**, their values will be added to the receipts and payments totals. That is what we recommend for the year end account balances report because this then includes internal movement of funds.

- Search Transactions

If you select a single account this report will display the same values and balances as the Account Summary report, however here the transfer values are included by default. On this report, however, they are identified as transfer transactions and are NOT added to the receipts and payments totals.

- Search Account Balances

This report is the most comprehensive; for each account it includes an Opening Balance, Receipts, Payments, Transfers and a Balance.

Troubleshooting

| | |
|---|--|
| I don't think the balance is correct. What should I do? | The first thing you need to do is identify what the balance should be. Then you can begin to consider how it might have become out of balance. It might be as simple as not having selected Include Transfers or Include Out of Use. |
|---|--|

5. Have I checked the Bank History report?

This report shows the debits and credits associated to each bank account within the period.

Period End Closedown - Your Financial Year End User Guide

Account History: 01/09/2012 to 31/08/2013

Bank Account: CURRE (CURRE Current Account (15362.00))

Type: All Status: All Date From: Date To: Search

| Date | Description | Reference | Debit | Credit | R |
|--------------------|-----------------|-----------|---------|----------|---|
| | Opening Balance | | | 15446.00 | * |
| 18/12/2012 | Direct Debit | D000001 | | | * |
| 01/02/2013 | Paying-in Slip | P000124 | 158.00 | 20.00 | * |
| 07/02/2013 | Paying-in Slip | P000001 | | 350.00 | * |
| 05/03/2013 | Direct Credit | C000089 | | 20.00 | * |
| 05/03/2013 | Cheque Payment | Q100236 | 10.00 | | * |
| 05/03/2013 | Cheque Payment | Q100237 | 20.00 | | * |
| 05/03/2013 | Direct Debit | D100238 | 160.00 | | * |
| 05/03/2013 | Direct Debit | D100239 | 20.00 | | * |
| 05/03/2013 | Paying-in Slip | P000002 | | 590.00 | * |
| 20/03/2013 | Paying-in Slip | P000123 | | 575.00 | * |
| 08/05/2013 | Paying-in Slip | P000125 | | 20.00 | * |
| 28/05/2013 | Cheque Payment | Q100238 | 500.00 | | * |
| 28/05/2013 | Transfer | T001735 | | 999.00 | * |
| 06/06/2013 | Cheque Payment | Q100239 | 700.00 | | * |
| 21/06/2013 | Cheque Payment | Q100240 | 300.00 | | * |
| 24/06/2013 | Transfer | T002095 | 122.00 | | * |
| 02/08/2013 | Cheque Payment | Q100249 | 3000.00 | | * |
| 05/08/2013 | Cheque Payment | Q100250 | 3000.00 | | * |
| 13/08/2013 | Cheque Payment | Q100248 | 13.00 | | * |
| Total Debit/Credit | | | 7960.50 | 6792.90 | |

< 12 >

Print Export CSV See All Reports

It can also show you your unreconciled items for the period if you select Unreconciled from the Status drop-down and click Search.

Troubleshooting

I need to see unreconciled items for the period. How do I do that?

1. Open Bank & Cash > Bank History.
2. Select the bank account or All Bank Accounts.
3. Select Unreconciled from the Status drop-down menu.
4. Click Search.

6. Have I checked the Cash History report?

This report shows the debits and credits associated with your Cash in Hand account within the period.

Cash History 01/09/2012 to 31/08/2013

Select Date Range
 Date From Date To

| Date | Type | Details | Reference | Debit | Credit |
|----------------|------|-----------------|-----------|-------|----------------|
| | | Opening Balance | | | 783.35 |
| 31/10/2012 | Cash | Dinner Money | 000001 | | 10.00 |
| 09/11/2012 | Cash | Art Club Fees | 000003 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000004 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000005 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000006 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000007 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000008 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000009 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000010 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000011 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000012 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000013 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000014 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000015 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000016 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000017 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000018 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000019 | | 2.00 |
| 09/11/2012 | Cash | Art Club Fees | 000020 | | 2.00 |
| Balance | | | | | 1462.70 |

< < 1 2 3 4 5 6 7 8 9 > >

Troubleshooting

| | |
|---|---|
| <p>I want to pay my cash into the bank on the Bank & Cash > Pay Receipts to Bank screen but my cash is showing less than I thought I had. What's happened?</p> | <p>The first thing to check in this case is whether you have recorded a cash payment instead of a cheque payment because this reduces the cash in hand. The second thing to check is whether you have recently cancelled cash transactions. If you are in any doubt, the best way to identify what's happened is to look at the Bank & Cash > Cash History report as this will help you to identify your most recent transactions and possibly help you work out from there what has happened.</p> |
|---|---|

7. Have I checked the Bank Balances report?

This report shows the opening and closing balances for the period for each of your bank accounts.

Bank Balances: 01/09/2012 to 31/08/2013

| Account | | Opening Balance | Balance |
|---------------|-----------------------------|-----------------|-----------------|
| Code | Account | | |
| | Cash in Hand | 104.00 | 783.35 |
| | Cheques in Hand | 0.00 | 0.00 |
| DEPO | Budget | 32001.00 | 32001.00 |
| CURR | Current Account | 15446.00 | 14278.40 |
| SETT | Settlement Account | 2289.00 | 1414.80 |
| WELL | WELLBEING NAT WEST 40374742 | 0.00 | 0.00 |
| Totals | | 49840.00 | 48477.55 |

Troubleshooting

| | |
|---|--|
| I don't think the balance is correct. What should I do? | The first thing you need to do is identify what the balance should be. Then you can begin to consider how it might have become out of balance. It might be as simple as not having selected Include Transfers or Include Out of Use. |
|---|--|

8. Am I ready to present the accounts to the auditor?

Are you satisfied everything is correct?

Note: Your close-down can't be reversed and we recommend that you always leave your close-down in a draft state until you are given audit approval.



Do you know how the auditors like to receive the accounts?

All six reports - Account Summary, Transaction Report, Account Balances report, Bank History report, Cash History report and Bank Balances report - must be made available to the auditors.

The screenshot shows the "Period End Closedown" interface in the fund manager software. It includes a "Set Period Dates" section with input fields for "Period Beginning Date" (01/09/2015) and "Date to" (01/09/2015). Below this is a "Confirm" button and a "Preview" button. A table lists reports for the previous financial period, with red arrows pointing from the text "Reports for your previous Financial Period" to each report name. The table has columns for "Date From", "Date To", "Account Summary", "Transaction Report", "Account Balances", "Bank History", "Cash History", "Bank Balances", and "Closed".

| Date From | Date To | Account Summary | Transaction Report | Account Balances | Bank History | Cash History | Bank Balances | Closed |
|------------|------------|-----------------|--------------------|------------------|--------------|--------------|---------------|--------|
| 01/09/2014 | 31/08/2015 | Report | Transactions | Account Balances | Bank History | Cash History | Bank Balances | |

Logos for "fund manager" and "pebble" are visible at the bottom of the interface.

The most usual process is to print the reports and submit the printed copies through the post. But some auditors may prefer to receive PDFs of the reports. There is also an option to export each report to a CSV file for auditing.

Note: It is your responsibility to handle personal data in accordance with GDPR law.

Signing off the final close-down

You may remember from earlier that section 4 on the Account Summary Report is to be signed by the Treasurer and Headteacher, section 5 is to be filled in and signed by your Auditors and section 6 is to be completed by the Chairman of the Board of Governors to complete.

| | | | |
|---|-------|-------------|-------|
| Section 4 | | | |
| We certify that, to the best of our knowledge, the accounts shown above are correct. | | | |
| Treasurer | _____ | Headteacher | _____ |
| Date | _____ | Date | _____ |
| Section 5 | | | |
| Audit Certificate | | | |
| We have audited the accounts of the above Fund in accordance with _____ (guidelines). In my/our opinion, there has been reasonable management of the Fund and the above Summary of Accounts is a true representation of the state of the Fund's affairs at and its assets at that date were sufficient to meet all the liabilities of the Fund in full. | | | |
| Signature of Auditor | _____ | Date | _____ |
| Financial Qualification/Experience | _____ | | |
| Section 6 | | | |
| I can confirm that I am familiar with the contents of the _____ Guidelines and that the audited Summary of Accounts has been presented to the Board of Governors and I am satisfied with the state of affairs of the fund(s). | | | |
| Chairman of Governors | _____ | Date | _____ |

Whether you get all of these sections completed and the order in which you get them completed depends on your school's usual process for completing year end close-down. If you are unsure, check with the Head Teacher or School Business Manager. The usual process followed by most schools is:

1. Present the accounts to the auditors first as they will take most time to go through the accounts and return them.
2. Present them to the Headteacher after the auditors approve the accounts, when the Headteacher will sign.
3. Present the accounts to the Chairman of the Board of Governors.

Note: You must get audit sign off before you do the final close-down. Once you have audit sign off and any adjustments have been made (if necessary), the draft close-down can be confirmed by closing the year and doing the final close-down.

Chapter 4

Final close-down

This chapter describes how to do a final close-down.

Warning! Do not do a final close-down until you have ticked off all the necessary final close-down actions required by your school's auditors.

| Final Close-down Actions | Check |
|---|--------------------------|
| 1. Have I got sign-off from the auditors? | <input type="checkbox"/> |
| 2. Have I got sign-off from the Head Teacher? | <input type="checkbox"/> |
| 3. Have I got sign-off from the Governors? | <input type="checkbox"/> |

Tip: For your own records, we recommend keeping a track of what you do at year end. This will help you when you or someone else comes to do the year end close-down the following year. We have included checklists and space for notes in the Appendix [Your Checklists and Notes](#)

To do the final close-down

1. Open Administration > Period End Closedown.

The screenshot shows the 'Period End Closedown' interface. At the top, there's a 'Set Period Dates' section with a 'Period Beginning Date' field set to '25/08/2015' and an empty 'Date to:' field. Below this is a note: 'Period end closedown will save all of your transactional records between the dates provided. This will then lock all your history and produce archived reports.' There are 'Confirm' and 'Preview' buttons. Below the buttons is an 'Archive' section with a table of report options.

| Date From | Date To | Account Summary | Transaction Report | Account Balances | Bank History | Cash History | Bank Balances | Closed |
|------------|------------|-----------------|--------------------|------------------|--------------|--------------|---------------|--------|
| 01/09/2014 | 31/08/2015 | Report | Transactions | Account Balances | Bank History | Cash History | Bank Balances | |

2. Click Report under Account Summary for the year you are closing.
3. Click Close Down at the foot of the report.

You will now see a prompt notifying you that once you close down a period you can no longer record any transactions within the period date range and that a confirmed period end close-down cannot be reversed.

In the Closed column you will see an asterisk *. This confirms you have successfully done the final close-down for this period in Fund Manager.

All the reports for the period will remain on this screen so you can print and re-print these as required.

Note: The Who's not Paid report is NOT affected by close-down dates and will continue to report transactions spanning a number of periods. All other reports will now have a default date range that begins on the new period start date.

Tip: Congratulations on closing the year. Remember to keep your notes and checklists to help you next time.

Appendix

Your Checklists and Notes

All the checklists shown in the guide are available here for you to print out and keep as you go through the year end process. There is blank space on the back of each checklist upon which you can keep notes about your own process as you work through it.

Note: We recommend that you retain the checklists and notes from year to year to help you remember the following year what you did during the previous year end.

Preparing for year end

| Year End Preparation Actions | Check |
|---|--------------------------|
| <p>1. Do I know my year end date?</p> <p>Note: If you're not sure when your year end is, check your start date on the Transactions section on the Fund Manager Dashboard.</p> | <input type="checkbox"/> |
| <p>2. Have I received all bank statements up to the year end date?</p> <p>If you have, that's great. If you haven't, you can wait until you have received them all. You can continue to enter transactions in the new year without closing the previous year first. However, if your auditors require you to close the year even although you don't yet have all the bank statements up to the year end date, you can perform a blank reconciliation for the missing period at year end and carry forward unreconciled transactions to the next financial year. It isn't something we recommend but you may be asked to do this by your auditors.</p> | <input type="checkbox"/> |
| <p>3. Have I identified and recorded which accounts I will use in the new year and which accounts won't be used again?</p> <p>Note: Seek guidance from the external auditor, Head Teacher or School Business Manager if you are unsure.</p> <p>Tip: Keep a list of those accounts in the best way for yourself. That might be in an office document or spreadsheet.</p> | <input type="checkbox"/> |
| <p>4. Have I moved the account balances for accounts which won't be used again?</p> | <input type="checkbox"/> |

| Year End Preparation Actions | Check |
|--|--------------------------|
| <p>Note: Seek guidance from the external auditor, Head Teacher or School Business Manager if you are unsure.</p> <p>Tip: Keep a list of those accounts in the best way for yourself. That might be in an office document or spreadsheet.</p> | |
| 5. Have I reconciled all bank accounts (even those with a balance of £0.00 (zero) up to or beyond the year end date? | <input type="checkbox"/> |
| 6. Have I printed a list of cancelled transactions? | <input type="checkbox"/> |
| 7. Is my pupil data up-to-date and have I mapped all relevant unmapped transactions? | <input type="checkbox"/> |
| 8. Am I ready to do a draft close-down? | <input type="checkbox"/> |

Your notes on preparing for year end

Draft Close-down

| Draft Close-down Actions | Check |
|---|--------------------------|
| 1. Have I created the Draft Close-down? | <input type="checkbox"/> |
| 2. Have I checked the Account Summary report? | <input type="checkbox"/> |
| 3. Have I checked the Transactions report? | <input type="checkbox"/> |
| 4. Have I checked the Account Balances report? | <input type="checkbox"/> |
| 5. Have I checked the Bank History report? | <input type="checkbox"/> |
| 6. Have I checked the Cash History report? | <input type="checkbox"/> |
| 7. Have I checked the Bank Balances report? | <input type="checkbox"/> |
| 8. Am I ready to present the accounts to the auditor? | <input type="checkbox"/> |

Your notes on preparing the draft close-down

Final close-down

| Final Close-down Actions | Check |
|---|--------------------------|
| 1. Have I got sign-off from the auditors? | <input type="checkbox"/> |
| 2. Have I got sign-off from the Head Teacher? | <input type="checkbox"/> |
| 3. Have I got sign-off from the Governors? | <input type="checkbox"/> |

Your notes on doing the final close-down

Glossary

Glossary

B

Bank account

An account held with a bank for purposes of managing your funds, e.g. current account, savings account.

Box

Another name for an entry field in software e.g. a text box where you can enter text information to be used by the program.

Browser

A program, sometimes known as a web browser, which lets you navigate and browse the Internet e.g. Microsoft Internet Explorer,

Google Chrome, Mozilla Firefox or Apple Safari.

Button

Something which you can click in the program to make something happen e.g. click the Save button to save the information.

C

Charity

An organisation - normally non-profit-making - which has a charitable status within the UK government's definition.

Cheque in hand

A cheque or cheques which you have not yet paid into the bank.

Close a period

The objectives of closing a period are to: draw a line under

your transactions for the period; close any accounts that will not be used in the next period; determine which accounts will have their balances transferred to the new period; balance your income and expenditure for the period with that of your bank

Comma Separated Value

The name given to a file which stores values that can be read by computer programs. Each line in the file is a record and each record is separated by a comma.

CSV

The name given to a file which stores values that can be read by computer programs. Each line in the file is a record and each record is separated by a comma.

CVV

Three digit card security number, usually on the back of the card.

D

Dashboard

A particular screen within a program which provides you with the ability to access and use the features within a module.

Database

A store of information for use in a computer.

Dfe number

A seven digit number, identifying English or Welsh schools.

Direct Credit

Payment direct into a person's or organisation's bank account. For example, payment via BACS or bank interest.

Direct Debit

Payment direct out of a person's or organisation's bank account. For example, payment via BACS or bill payment.

Draft period end

A preview of what the period end report will show. Producing a draft

period end will generate all the reports required for a financial period e.g. Account Summary Income and Expenditure; Transactions; Account Balances; Bank History; Cash History; Closing Bank Balances.

E

ePayment

Payment made across the Internet, for example, parent online transactions.

eReceipt

Payment received across the Internet, for example, Paypal transactions.

F

Field

The name given to a box where you enter information in a computer program. This may be text, numbers or a date, depending on the type of field.

Fiscal Accountability

Accountability for the way that money in your school is used and managed. This may be the domain of the school business manager but will more likely involve a number of senior management staff within the school.

For Profit

This is used to describe an organisation whose purpose is to make a profit. Charities are not for profit.

Fund Manager

Pebble's fund management software, helping you to manage the income that comes in and goes out of your school.

G

Gift Aid

This is a UK government scheme which lets registered charities reclaim a percentage of tax on donations from UK taxpayers.

H

HMRC

Her Majesty's Revenue and Customs department within the UK government.

I

Icon

A button in a computer program which represents an action or an object and is usually identified by a picture.

Intercom

Pebble's online support platform. This is what you use when you communicate with our support team.

N

Negative Payments

Payments where monies are returned to the pupil for over-payment or refund.

O

Offline

An activity which takes place on a computer while the computer is not connected to the Internet.

P

ParentPay

An ePayment system which allows parents (also staff) to pay for items online.

Pop-up

A window in the computer program which pops up on top of another window on a computer screen.

S

School Reference Number

A seven digit number, usually made up from three digits and four digits.

Screen

A window of the computer program e.g. the dashboard of a module.

Support

Material assistance for your projects. Or in the case of software queries, advice and guidance on how to provide a solution.

Window

A screen in the computer program e.g. the dashboard of a module.

U

Unpresented transactions

Transactions that have not been presented to the bank. For example, you have received monies in or made payments out but these have not yet been recorded by the bank and so don't appear on bank statements.

Unreconciled transactions

Synonymous with Unpresented transactions.

W

Web Browser

A program, sometimes known as a web browser. which lets you navigate and browse the Internet e.g. Internet Explorer, Google Chrome, Mozilla Firefox or Apple Safari.

Period End Closedown - Your Financial Year End User Guide

Index

A

- account balances 10, 13-14
- account balances report 36
- account summary report 30-31
- annual income and expenditure 31
- auditing accounts 27, 40
- auditor approval of final accounts 43

B

- balance calculations 36
- bank accounts 19
- bank balances report 39
- bank history report 37
- bank reconciliation 1, 10, 18-19
- bank statements 1, 9, 11-12, 19
- blank reconciliation 9, 21

C

- calculating balances 36
- can I enter transactions in the new year before I close the previous year 12
- can I enter transactions in the previous year 12
- cancelled transactions 10, 22
- cancelling draft close-down 27
- cash account 19
- cash history report 38
- cash in hand account 38
- checklists 45
- closing balances 15-16, 39
- complete draft close-down 29
- complete final close-down 44
- conversations feature 3, 25

create draft close-down 28

D

draft year end 27-28

draft year end preview 29

draft year end reports 29

E

embedded help feature 5

F

final close-down 43

final close-down approval 43

final close-down confirmation 44

final year end 43

H

help 3

I

include out of use 15

include transfers 15

L

list reconciled bank accounts 19

M

moving account balances 16

N

notes 45

O

online bank statements 12

opening balances 39

out of use 15

out of use accounts 17

P

parentpay settlement account 19

part-complete reconciliation 20

prepare accounts for auditing 27

presenting accounts to auditors 40

print list of cancelled transactions 22

print reconciled statements 20

printed bank statements 12

R

reconciliation 1, 10, 18-19

reconciliation part-complete 20

reports not affected by close-down 44

S

search account balances 14

support website 7

T

transactions report 35

transfers 15, 17, 36

troubleshooting

 account balances 15, 37

 account summary report 33

 bank balances 40

 bank history 38

 bank statements 13

 cancellations 22

 cash history 39

 draft close-down 30

 moving balances 17

 reconciliation 21

 transactions report 35

U

unreconciled transactions 2, 9, 21,
 32, 38

W

who's not paid report 44

Y

year end date 2, 9, 11

year end draft 3, 27

year end final 3, 43

year end preparation 3, 9

year end reports

 account balances 36

 account summary 31

 bank balances 39

 bank history 37

 cash history 38

 transactions 35

year end stages 2

year start date 2, 11

Period End Closedown - Your Financial Year End User Guide