



Education
Funding
Agency

2013 to 2014 Financial Year Budget Forecast Return

**Guide for academy trusts with new
academies opening between 1 April 2013 and
31 March 2014**

July 2013 (section 1.10 updated January 2014)

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Part 1 Introduction

These notes explain how to complete and submit the budget forecast return (the return) for new academies opening between 1 April 2013 to 31 March 2014.

The Department for Education (DfE) is required to provide supplementary estimates to HM Treasury, and these estimates will include academies' budget forecasts.

1.1 Scope

Organisations included within the exercise

Throughout this document and the associated return, the terms “academy trusts” (trusts) and “academy” are defined to include the following entities:

- sponsored academies
- academy converters
- free schools
- university technical colleges
- special schools
- studio schools

All trusts with academies opening on or after 1 April 2013 are required to complete this return. These may be new single academy trusts (SATs) opening new academies, new multi academy trusts (MATs) opening new academies or existing multi academy trusts (MATs) opening new academies.

Please note that the current budget forecast return only includes the list of academies opened before 12 July 2013. EFA will update the budget forecast to include newly opened academies, usually in the third week of each month.

The return will need to be prepared on an accruals and prepayments basis.

1.2 The structure of the return

The return consists of two sheets, a standing data sheet and the budget forecast sheet:

- **Standing data** – Provides EFA and DfE with background information for the consolidation of the budget forecasts. It also contains the preparer sign off section which needs to be completed by the preparer of the return and the declaration section which needs to be completed by the trust's Accounting Officer.
- **Budget forecast** – The return is split into two academic years: September 2012 to August 2013 and September 2013 to August 2014. There are four sections that

need to be completed; revenue income and expenditure, capital income and expenditure, balance sheet and new academies' assets.

1.3 The length of the return

The return has been revised to enable DfE to submit an accurate Statement of Parliamentary Supply to HM Treasury. The level of information provided in the return will enable DfE to eliminate group transactions and consolidate the accounts of new academies that open during the 2013 to 2014 financial year and have not been in operation for 12 months.

1.4 Data entry

Throughout the return all monetary balances should be entered in £000s, not pounds and pence. For example, an amount of £10,000 should be input as 10.

Only shaded cells require data entry. The cell shading is consistent across the budget forecast worksheet and the standing data worksheet to aid completion.

Shading	Meaning
Blue	Financial and non-financial data cells whose contents are either found from dropdown boxes or typed directly into the cell.
Grey	Cells that automatically populate from elsewhere in the Return.
Peach	Cells where comments can be added.

1.5 Logic validations

Individual cells have value restrictions to prevent incorrect values being entered. If an incorrect value is entered a dialogue box will appear to inform the preparer of the restrictions. For instance no cells will accept decimals since the return should be populated in £000s, not pounds and pence

1.6 Submission of a return by multi academy trusts

MATs that existed at 31 March 2013 will have completed a budget forecast for their academies open at that date. If these MATs then open further academies in the period covered by this return, they need to complete a copy of the return for each academy they open. New MATs have the option to submit:

- a single return which aggregates the budgets of each of its academies; or
- a separate return for each academy.

If a new MAT submits a single return it should identify the names of the academies included, using the space provided on the form.

If during the year a new academy joins a new MAT then a separate return for that academy is required.

1.7 Deadline for submission

For all trusts that open on or after 1 April 2013 and for newly opened academies joining an existing MAT on or after 1 April 2013, the completed budget forecast return must be submitted to EFA **within six weeks after the receipt of their final funding letter.**

1.8 Return signoff

The declaration section of the completed return must be signed off by the trust's accounting officer on the Excel spreadsheet. Since we require workable Excel files accounting officers should type their name and date into the cells at the foot of the 'standing data' tab to sign the return.

1.9 Saving the return

From the toolbar select File, Save As, and use the following file name convention: your UPIN number first, then a hyphen, then 2013BF (example: 119670 - 2013BF). This will help us to identify the return when you email it to us.

1.10 Submission of the return

You should submit your return via the [online facility](#) hosted by our delivery partner Deloitte. You can find instructions on how to use the site on our [budget forecast web page](#) as well as on the new [Deloitte OnLine site](#).

Before submitting please ensure that the standing data sheet has been fully completed.

Part 2 Standing data sheet

2.1 Introduction

Complete the data sheet with the following:

- Academy trust company name in cell D3, this is the corporate legal entity name. For Multi-academy trust/federation submission, this should be the multi-academy trust's corporate legal entity name.
- Select the academy's trust trading name in cell D6. If completing a consolidated forecast returns for a MAT:
 - select "Multi-academy trust" from the drop down list, and complete cells D33-D42 with the names of academies included in the consolidated return. If you need more lines open up cells D52 – D132 by clicking on the + sign on the left hand side of rows 52 – 132.
 - indicate in cells F33 –F42 that the academies within the multi-academy trust are new. Indicate in cells G33 – G42 the date the academies joined.
- Academy UPIN will automatically populate in cell D10. No input required
- Conversion date in cell D13 will automatically populate. No input required.
- Incorporation date in cell D16. If completing a consolidated forecast return for a multi-academy trust, please input the incorporation date of the lead school as identified in D33.
- Region in cell D20 will automatically populate. No input required
- Local authority in cell D23 will automatically populate. No input required.
- Academy type in cell D26, select the appropriate academy type from the drop down list. For multi-academy trust submission, select multiple.
- Multi academy trust in cell D29 will automatically populate. No input required.

2.2 Preparer signoff section

Rows 136 – 141, need to be completed by the preparer of the return.

2.3 Academy trust declaration

Rows 148 – 154 need to be completed by the trust's accounting officer. The accounting officer is usually the academy principal in a SAT or the chief executive in a MAT.

Part 3 Budget forecast tab sheet

3.1 Introduction

The budget forecast return will be used by EFA as the basis of the consolidation of trusts' forecast position into the DfE Statement of Parliamentary Supply to H M Treasury. Each trust will populate their budget forecast from their underlying financial ledger.

3.2 Sign convention

The budget forecast return sign convention follows the normal financial statements sign convention; both income and expenditure are entered as positive figures.

3.3 Specific guidance

DfE Revenue Grants income (Lines no 1 – 33)

Include all DfE revenue grants funding receivable in the period, broken down into the various EFA funding streams including new funding streams for April 2013 to March 2014. For the September 2012 to August 2013 academic year:

- The September 2012 to March 2013 actuals in column D. No input required. These are not relevant to academies opening after 1 April 2013.
- Input the April 2013 to August 2013 forecast outturn in column E.
- The year-end forecasts will automatically be populated in column F. No input required.

For the September 2013 to August 2014 academic year:

- Input the September 2013 to March 2014 forecasts in column H.
- Input the April 2014 to August 2014 forecasts in column I.
- The year-end forecast outturn will automatically be populated in Column J. No input required.
- **Lines 1 – 19** include EFA revenue grants received or receivable for the September 2012 to August 2013 academic year, and where applicable for the September 2013 to August 2014 academic year.
- **Lines 20 – 31** include EFA revenue grants received or receivable for the September 2013 to August 2014 academic year. (Please note that these are the new funding streams for 2013 to 2014.)

- **Line 32 EFA other income revenue** – include any remaining EFA revenue grants receivable for the September 2012 to August 2013 and September 2013 to August 2014 academic years not included in lines 1-31.
- **Line 33 other DfE family revenue grants** – include revenue grants received or receivable from the National College for Teaching and Leadership (NCTL), Standards and Testing Agency and revenue grants received directly from DfE.

Other Revenue Income (Lines no 35 – 44)

- **Line 35 local authority revenue income** – include all revenue income received or receivable from local authorities, but exclude revenue surplus transfers from predecessor local authority maintained schools on conversion.
- **Line 36 transfer of revenue surplus from local authority on conversion (excluding pensions and fixed assets)** – include all revenue surplus received or receivable on conversion from local authorities, i.e. surpluses received from local authorities on conversion excluding pensions and fixed assets. Details of all assets and liabilities that have been transferred on conversion will need to be analysed further from line 109 onwards.
- **Line 37 voluntary income (transfer from other on conversion)** – include all revenue donations received on conversion from other sources excluding pensions and fixed assets. For example donations from dioceses, or other sponsors but NOT local authorities. Details of all assets and liabilities that have been transferred on conversion will need to be analysed further from line 209 onwards.
- **Line 38 donated assets in year** – include all funding elements recognised as income that relates to donated assets in year. Donated assets are assets donated by third parties either by gift of the asset or by way of funds to acquire assets (including national lottery-funded assets).
- **Line 39 other voluntary income** - include all revenue donations and/or voluntary funds that are receivable from private sources during the period. This should include all income from private sources under the control of the trust and available for its purposes. Including: income provided from trust funds to support educational needs at the trust, endowment funds, business sponsorship, income from fund-raising activities, and any contributions from parents that are used to provide educational benefits for students.
- **Line 40 other government grant revenue income** - include all revenue grants receivable from other government sources (i.e. excluding DfE, other DfE family bodies, EFA and local authority) that are not included in the lines above. This should include, but is not limited to, grants receivable from any government funding intended to promote access and opportunity for minority ethnic pupils in

support of English as an additional language or as part of a wider focus on raising attainment.

- **Line 41 activities for generating funds** - Include all school funds/revenue receivable from the following:
 - income from assets such as the outbound hire of premises or equipment;
 - income from meals provided to external customers, including other schools or trusts;
 - income for consultancy, training courses and examination fees;
 - income from sale of school uniforms, photocopying, books etc.;
 - income from before and after school clubs;
 - income from resale of items to pupils, e.g. musical instruments;
 - income from non-catering vending machines;
 - income from catering, milk provision and catering vending machines where the trust runs its own catering service.
 - income from a pupil-focused special facility;
 - rent deducted from the site manager's salary;
 - income from universities for student/teacher placements; and
 - income from parental contributions requested by the trusts for events within the period of the budget forecast e.g. field trips, boarding fees etc. Do not include donations not expressly requested by the trust.

Do not include payments receivable from other schools or trusts for which you have not provided a service or income from community-focused facilities.

- **Line 42 investment income** – any interest receivable from bank accounts held in the trust's name.
- **Line 43 gift aid from trading subsidiary** – include gift aid receipts from subsidiary companies which the trust controls.
- **Line 44 other income (other)** - include any other revenue income not covered by the above categories e.g. insurance claims, disposal of assets etc.

Revenue Expenditure (lines 47 – 74)

- **Staff costs: (Lines 47 –52)** Include the full costs of employment for staff employed directly/indirectly by the trust including gross pay, bonuses, overtime, allowances, maternity, sick pay, employer's national insurance and superannuation contributions. It should include actual pension contribution. The staff costs should be broken down as follows:
 - **Line 47 teaching staff** – include full cost of all teachers employed directly by the trust including all contracted full-time, part-time teachers and any

supernumerary or peripatetic teachers on short term-contracts. Also include threshold payments and other payments relating to teacher pay reforms. Do not include supply teachers.

- **Line 48 supply/agency teaching staff** - include full costs of all supply teachers employed by the trust who are covering curriculum release, long-term absence, sickness absence or training absence.
- **Line 49 educational support** - include full costs of all staff directly employed by the trust in support of pupils' learning but who are not teachers. For example: teaching assistants, learning support assistants, childcare staff, librarians, nursery assistants, pianists, supply education support staff, educational welfare officers, cover supervisors, laboratory, workshop and technical assistants and technicians, exam invigilators and exam officers, and foreign language assistants.
- **Line 50 other staff** – include full costs of other staff directly employed by the trust and not covered in lines 47 – 49 above. This includes business managers, bursars, finance directors, office administrators, finance officers, clerks to the governing body, attendance officers, personal assistants, secretaries, receptionists, telephonists, typists, other administrative staff, caretakers, cleaners, security staff, staff employed on routine and long-term maintenance, grounds staff, porters, messengers, cashiers, chefs and cooks, kitchen porters, servers, snack bar staff, mid-day supervisors, meal time assistants, boarding staff of a residential trust, escorts (e.g. for pupils with medical or special educational needs), liaison officers, staff employed to manage and support pupil-focused special facilities available at the trust, staff supervising students during before and after trust sessions or clubs and during breaks, youth workers, nurses and medical staff.
- **Line 51 indirect employee expenses** – include employee travel and subsistence, staff related insurance, duty meals, pension payments including any premature retirement payments made by the trust, lump sum compensation, redundancy payments, medical fees, car leasing expenditure, teacher inter-site travel costs, childcare vouchers and payments to site officers (caretakers, school keepers) for expenses such as house gas, rates, council taxes, electricity and telephone rental. Also, include recruitment and support cost such as advertising, interviews, relocation expenses. Do not include salary costs given in line 50 above.
- **Line 52 staff development** - include the development and training costs for all staff (directly and not directly employed) at the trust, cost of all in-service training courses and other development opportunities, and the cost of equipment and resources to provide in service training.
- **Line 53 transfer of revenue deficit from local authorities on conversion (excluding pension and fixed assets)** - include the value of the deficit held by predecessor

school(s) at the point of conversion to an academy, which was transferred to the trust.

- Premises: (Lines 54 – 57) include all premises-related costs, including maintenances and services. The premises costs should be broken down as follows:
 - **Line 54 rent** – include all rents or hire charges for premises and property rental lease payments.
 - **Line 55 rates** – include all non-domestic rates expenditure.
 - **Line 56 information technology** – include all ICT revenue costs NOT used directly for educational purposes, i.e. ICT costs not used for teaching purposes.
 - **Line 57 maintenance and services** - Include all costs relating to the maintenance or repair of premises other than costs of directly employed staff. Exclude costs which have been capitalised under the trust's accounting policies. Such costs should be included within the capital section below. Include the following:
 - charges by contractors for internal and external repair and maintenance to buildings and fixed plant, including costs of labour and materials;
 - related professional and technical services, including labour costs where supplied as part of the contract or service;
 - costs of materials and equipment used by directly employed staff for internal and external repair and maintenance to buildings and fixed plant;
 - non-capitalised fixtures and fittings, e.g. carpets, curtains;
 - maintenance and repair of gardens and grounds, including car parking, play areas, playground equipment, sports fields and pitches on the trust campus. Also include related professional and technical services, including labour costs where supplied as part of the contract or service;
 - include all costs related to water and sewerage including emptying of septic tanks, including any costs arising from repairs or maintenance to water or sewerage systems;
 - include any costs arising from repairs or maintenance to energy supplies;
 - include other maintenance and service expenditure e.g. landlord service charges, health and safety costs, fire-fighting equipment, electrical testing and pest control; and
 - include all utilities charges (water, electricity, gas, heating, costs related to fuel and energy).

- **Line 58 other premises** – include all other premises costs related to the occupancy of the premises and grounds, other than staff and maintenance costs e.g. cleaning, security costs etc.
- **Line 59 operating leases (excluding land and buildings)** – include all non-land and building operating lease payments in the period.
- **Line 60 insurance** – include all non-staff related insurance costs, premises-related insurance, vehicle insurance, school trip insurance, accident and public liability insurance for persons not employed directly by the trust.
- **Supplies and services: (Lines 61 – 62)** - include the cost of supplies, services and consumables into the following categories:
 - **Line 61 educational** – include the costs of supplies and services used directly for educational purposes during the period of the Return. Do not include costs which have been capitalised under the trust’s accounting policies. Include:
 - all learning resources;
 - achievement prizes awarded to pupils;
 - books, library charges, classroom and learning equipment;
 - curriculum transport;
 - furniture used for teaching purposes;
 - pupil travel for work experience;
 - purchase, lease, hire or maintenance contracts of audio-visual or other equipment used for teaching;
 - reprographic resources used specifically for teaching purposes;
 - school trips and educational visits;
 - servicing and repairs to musical instruments and PE equipment used as part of the curriculum;
 - subscriptions, publications, periodicals and copyright fees associated with the curriculum;
 - television license fees used for teaching purposes;
 - payments to alternative provision services;
 - primary school PIP exam costs;
 - purchase, lease, hire and maintenance contracts of all computer hardware, software and other ICT equipment used directly for educational purposes;
 - costs of broadband or other dedicated phone lines;
 - costs of test and examination entry fees;
 - any accreditation costs related to pupils, and any administrative costs, e.g. external marking;

- professional services, consultancy and advice purchased during the period from a third party in support of the curriculum such as fees for external educational advisers;
- ICT consultancy services for the curriculum;
- payments to any visiting lecturers or speakers;
- courses purchased for students from external providers; and
- exam invigilators and music teachers who are self-employed.
- **Line 62 non educational** - include the costs of all non-educational supplies and services, other than occupancy costs. Include:
 - all supplies used for administrative purposes such as stationery, printing, reprographics, postage;
 - advertising (not for recruitment);
 - telephone charges (but not dedicated internet lines);
 - medical and domestic supplies;
 - purchase of maintenance contracts for furniture and or other Non-ICT equipment not to be used for teaching purposes;
 - subscriptions, publications, periodicals and copyright fees not related to the curriculum;
 - school publications; and
 - catering provision.
- **Line 63 other support costs** – include all other administrative supplies and services not included in the expenditure lines above.
- **Line 64 bank interest and charges** – include all bank charges and interest.
- **Line 65 PFI Charge** – include all PFI charge payments in the period.
- **Line 66 interest repayments of loans** – include any interest payments made on loan repayment. Including the interest element of finance leases and other liabilities.
- **Governance costs (Lines 67 – 69)** Include all governance costs, broken down to the following categories:
 - **Line 67 auditors' remuneration** – include total auditor fees incurred during the period (including audit and other services)
 - **Line 68 legal & professional** - include professional services, consultancy and advice to staff and governors purchased from a third party relating to: management, finance, legal, personnel, premises, clerking service (if a clerk is not directly employed by the trust) and management fees on PPP contracts.

- **Line 69 other** - include other governance cost not included in the above expenditure lines, including any governors' expenses.
- **Line 73 less transfers to capital fund** – include balances from lines 37 and 38 plus any other revenue funds used to purchase capital items, include the full cost of the purchases, not just the depreciation charge. This is a match to line 85 in capital income.
- **Line 74 balance C/Fwd to next period** – this is an automatic sum of lines 71, 72 and 73.
- **Line 75 amount of school budget share within balance C/Fwd** - enter the amount of School Budget Share fund included in the balance carry forward in line 74.

DfE Capital grants income (Lines 75 – 83)

Include all DfE capital grants funding receivable in the period, broken down into the EFA funding streams:

- **Line 76 – 81** – include the various capital funding grants receivable from EFA.
- **Line 82 EFA other income capital** – include other capital income receivable from EFA but not included in the above lines.
- **Line 83 other DfE family capital grant** - include other capital grants paid directly to the trust by the DfE or other DfE-sponsored bodies for new buildings and other major capital projects.

Other Capital grants income (Lines 85 – 88)

- **Line 85 local authority capital income** – include any local authority capital funding receivable.
- **Line 86 transfer from revenue reserves** – the amount from revenue expenditure applied to capital financing within the trust. This is a match to line 72. No input required.
- **Other capital income (Lines 87 – 88)** Include all other capital income broken down into the following categories:
 - Line 87 non-governmental capital income – Include:
 - voluntary, private capital income or other capital funding;
 - donations dedicated for use as capital funds. This should include all capital donations from private sources under the control of the trust and available for its purposes;
 - all capital donations payable into endowment funds arising under a deed of gift with a sponsor; and
 - all other capital income such as proceeds from the sale of fixed

assets. Please specify what the other income relates to in the comments column and the amount specific to each.

- **Line 88 other government grant capital income** – include any other government capital grants received, which are not included in the above lines. Please specify which government body the grants are from in the comments column.

Capital Expenditure (Lines 91 – 101)

- **Line 91 capital expenditure land and buildings** – include cost of land acquisition including fees and charges related to the acquisition, cost of acquiring existing buildings, including fees and charges related to the acquisition, cost of new construction, including fees, cost of conversions and renovations and cost of extension to existing premises.
- **Line 92 capital expenditure other additions** – include any capitalised expenditure, including the acquisition, renewal or replacement of vehicles, equipment or machinery to be used at the academy. Purchase of computer hardware and software where these are capitalised. Exclude where cost of ICT consultancy can be identified separately, they should be allocated under the specific revenue expenditure lines. Exclude cost of training staff in the use of ICT systems. Exclude leasing cost and all operating lease costs, which are all revenue.
- **Depreciation (Lines 94 – 96)** Include all depreciation charges broken down to the following categories:
 - **Line 94 buildings** - include deprecation charges for buildings only, excluding deprecation relating to donated buildings during the year.
 - **Line 95 donated assets** – Include depreciation charges for donated assets.
 - **Line 95 other** – include depreciation charges for other assets, excluding buildings or donated assets.
- **Line 100 balance B/Fwd from previous period** – Input the closing balance of capital funds from previous financial year.
- **Line 101 balance C/Fwd to next period** – no input required.

Balance Sheet items (Lines 102 – 108)

Normal asset and liability sign convention should be followed: net assets as positive numbers and net liabilities as negative numbers.

- **Line 102 cash at bank and in hand** – include all bank balances and cash balances, please specify the liquid cash balance.

- **Line 103 opening provision** – Include closing provision balance from previous financial year. No input required.
- **Line 104 provisions creation / increase** – Include any new provision (which is a known liability but the timing and amount of payment are uncertain) that have been created or increased in the year; an example of this would be an announcement of future severance scheme.
- **Line 105 provisions release** – include any reductions to the value of the provisions in the year. No input required.
- **Line 106 provisions in year utilisation** – include any payments made out against the provisions in the year. No input required.
- **Line 108 outstanding Loans** – include the value of any loans outstanding. Please specify in the comments box to whom the loans relate, the amounts specific to each, whether transferred on conversion, reason for loan and duration of loan.

New academies' assets

Normal asset and liability sign convention should be followed: assets as positive numbers and liabilities as negative numbers. You will need to complete this for all academies that have converted/opened since 1 April 2013. Include the value of all assets and liabilities transferred to the academy on conversion.

Line 109-208 local authorities

If transferred from a local authority, specify in line 109 onwards and select from the drop down list the local authority which transferred the assets. The balances disclosed should be those immediately after conversion not those as at the period end. Please enter the values in the following categories:

- Land and buildings
- Other fixed assets – include other fixed assets e.g. fixtures and fittings, motor vehicle, IT equipment etc.
- Cash surplus/deficit – include value of (surplus)/ deficit transferred on conversion. Please enter surplus as negative and deficit as positive.
- Pension liability – include the value of pension net liability transferred on conversion. Enter pension net liability as negative and pension net gain as positive
- Other – include value of other assets/liabilities transferred on conversion.

If you need more lines, open up cells B174 – D254 by clicking on the + sign on the left hand side of rows 174 – 254.

Line 209-240 other

If transferred from an organisation other than a local authority, specify in line 209 onwards and input the name of the organisation which transferred the assets. The balances disclosed should be those immediately after conversion not those as at the period end. Please enter the values in the following categories:

- Land and buildings
- Other fixed assets – include other fixed assets e.g. fixtures and fittings, motor vehicle, IT equipment etc.
- Cash surplus/deficit – include value of (surplus)/ deficit transferred on conversion. Please enter surplus as negative and deficit as positive.
- Pension liability – include the value of pension net liability transferred on conversion. Enter pension net liability as negative and pension net gain as positive
- Other – Include value of other assets/liabilities transferred on conversion.

If you need more lines, open up cells B257 – D288 by clicking on the + sign on the left hand side of rows 257 – 288.

3.4 Queries

If you have specific queries about completing the return please email the [Academies Enquiries Service](#).



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