Education Funding Agency

Academies accounts return 2015 to 2016

Guide to completion – the optional Excel workbook

November 2016

Contents

Part 1: Introduction

This guide provides explanations to academy trusts on how to use the excel workbook to assist them to complete and submit their 2015 to 2016 accounts return to the Education Funding Agency (EFA).

You should complete the return if:

- your academy trust is preparing financial statements as at 31 August 2016; and/or
- your trust had academies open during the year ended 31 August 2016

Please note that new trusts incorporated on or after 1 March have previously been able to defer submission of the annual return to match the deferral of their first set of financial statements. This will no longer be the case and an accounts return is required from these trusts.

This change has arisen because it has now been agreed with Treasury and the National Audit Office that we can report an academies sector annual return and accounts (SARA) with a reporting period to 31 August. Previously we have asked newly incorporated academy trusts to produce a separate accounts return for the period end March of the year of incorporation to match the department's financial reporting period to 31 March. Ultimately, the financial performance and position of academies will form part of the Whole of Government Accounts (WGA).

Trusts that did not have any open academies during the year ended 31 August 2016 should not complete this return.

If this is the first August return the trust will complete, the return should cover the entire period from incorporation to 31 August 2016. Trusts may also have completed a March return covering the period from incorporation.

Trusts should read this guide in conjunction with the 2015 to 2016 accounts return online form and/or accompanying workbook (referred to in this guide as 'the 2015 to 2016 return' or 'the return'), and the [2015 to 2016 Academies Accounts Direction](#).

Academy trusts' financial statements are now prepared in accordance with the Charities Statement of Recommended Practice (FRS102), known as the SORP. However, Government Departments, including the DfE and its executive agencies such as the EFA, prepare accounts based on international financial reporting standards (as amended for the public sector context) described in HMT's financial reporting manual (FReM). We therefore need to request through the accounts return some information which will not appear in trusts' financial statements to bridge the financial reporting gap between SORP and FReM.

Throughout the return, additional analysis is often required so we can identify academy trust balances with the wider DfE group of organisations, composed of the core department, its executive agencies and directorates:

- Department for Education (DfE)
- Education Funding Agency (EFA)
- National College for Teaching and Leadership (NCTL)
- Standards and Testing Agency (STA)
- Office of the Children’s Commissioner (OCC)
- Equality and Human Rights Commission (EHRC)
- Skills Funding Agency (SFA)
- Academy trusts

Collectively, these bodies are referred to as the DfE/EFA family group.

New features of the return

Trusts may have completed this return in previous years and be familiar with its content. While this section is not intended to substitute for a full reading of the guidance, it does try to highlight the areas where changes have been made so trusts can focus on those.

The principal changes to the return are:

- The submission of the return should be through an online form. Trusts will ONLY be able to submit the excel workbook to the EFA providing that it is submitted by 31 December 2016, completed with no validation errors and contains a signed auditor assurance statement,. The workbook can be used to assist trusts prepare their data for return through the online form, using inbuilt validations to help identify potential issues or errors. The completion of the workbook is optional. Anyone completing this workbook will find it different to prior years due to the structure following the online form.
- Trusts incorporated in the 2015 to 2016 year but on or after 1 March 2016 will be required to submit a return. Previously trusts with these ‘short period accounts’ have been able to defer their first return to the following August.
- Academies are now referenced by their more familiar LAESTAB number, rather than the former UPIN.
- A new table to capture the changes to the opening balance values arising from the transition to FRS102.
- Additional breakdown of capital grant accounting to reconcile grant values in the accounts with amounts received during the accounting period.

- The net book value of tangible and intangible fixed assets requires a new disclosure to show the total value of each category of asset by ownership.
- The loan maturity analysis has been replaced by a loan movement table with headings for DfE loans and other loans.
- Additional pension note disclosures to capture sensitivity analysis, the major categories of planned assets and major assumptions behind the valuation.
- Exit packages are to be broken down between contractual and non-contractual payments.
- As the SARA will only reflect academy information, rather than as part of the wider Department, there are some additional disclosures required in order to produce the remuneration and staffing section of the SARA. This includes a gender analysis of staff at the balance sheet date and the number of days lost to sickness.
- Removal of a significant amount of data at fund level as the majority of data at unrestricted or restricted fund level is not required for accounting under FReM.

1.1 Scope of the 2015 to 2016 accounts return exercise

Organisations included within the exercise

Throughout this document and the associated return, the term ‘academy’ or ‘trusts’ includes the following entities:

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

These guidance notes use the terms ‘academy trusts’ and ‘trusts’ deliberately to avoid confusion as to the nature of the reporting entity. Academies do not prepare financial statements. The individual academies are the operational units, or trading names, of the charitable companies that manage or own them, known as academy trusts. The legal requirement to prepare, have audited and file financial statements sits with the charitable companies (academy trusts) and arises from the Companies Act 2006. This means that multi-academy trusts (MATs), which operate more than one academy, have one corporate legal entity (the charitable company) but several operational units and trading names (the individual academies).

The requirements to file their audited financial statements and provide information to enable EFA and the department to fulfil their statutory duty to prepare their own consolidated accounts, fall on the directors (trustees) of the charitable companies (the trusts).

The return dataset

The return for 2015 to 2016 should be through an online form. The published excel workbook is an optional tool for trusts to use to prepare their data for submission through the online form route. However, the EFA will accept the submission of a workbook by trusts providing that it is submitted by 31 December 2016, completed with no validation errors and contains a signed auditor assurance statement. We have designed the return to capture the financial results and financial position of trusts as at 31 August 2016, which explains the reliance placed on trusts' audited financial statements for the period ended 31 August 2016.

Academy trusts in scope are set out in the introduction on page 4.

Charities SORP 2015 (FRS102)

The Charities SORP (FRS102) applies to all accounting periods starting on or after 1 January 2015. All trusts completing this return will therefore be preparing their accounts to comply with the SORP (FRS102).

Trusts incorporated before 1 January 2015 will have completed the 2014 to 2015 accounts return on the basis of the previous SORP (SORP 2005). Their 2015 to 2016 accounts will be reported under FRS102 and there may be adjustments to opening balances as a result of the transition to the new SORP. Additional rows and a reconciliation table have been included in this return in order to capture the effect of the transition to the new SORP.

1.2 The workbook structure

The workbook is split into 15 worksheets (3 separate returns), which have different purposes:

- **Financial return** - This return provides EFA and the Department with sufficient information to consolidate the trusts' financial positions and results into the SARA and the Department's consolidated accounts. Most of the information in this return should be sourced directly from information that appears in trusts' financial statements (or the accounting working papers) and is split into 8 worksheets:

  - statement of financial activities (SoFA) and SoFA summary
  - balance sheet assets
  - balance sheet liabilities
  - balance sheet funds and other disclosures
  - balance sheet summary
  - transfers and conversions

- **Counterparty return** – This return supports the financial return and is focused on identifying trusts' balances (transactional and period end) for the period ending 31 August 2016, with government bodies other than the departmental group. Balances identified in this return will be used to prepare the WGA.
- **Benchmarking return** – This return will enable benchmarking among academies and maintained schools. The department publishes benchmarking information at individual academy level to support local transparency and closer comparability between the income and expenditure data of local authority maintained schools and academies.

There are 3 standing data worksheets at the beginning of the return which request information to identify the trust and its member academies covered by the return. This includes a section to log the preparer of the return's contact details but this is solely for information as the submission of the return will be through an online form. There are 2 worksheets that mirror the approval process for the academy trust and their auditors, which are also for information only. Grey cells within the standing data screens will pre-populate from data held against the trust company number, which is input in standing data screen 1, cell D8.

1.3 The return length

Although the return is extensive, nothing goes beyond what is required to prepare the SARA and Whole of Government Accounts (WGA).

It is not expected that trusts will have to complete all the cells in the return and some tables may only apply to a handful of the larger trusts. However, for purposes of completeness and transparency EFA requires positive confirmation from the trusts, via the accounting officer's declaration that will be included in the online form, that they do or do not have such balances. If a cell is not relevant to a trust and no entry is required, it may be left blank.

Similarly we do not expect trusts to complete every line of the counterparty return. Once trusts have identified the required transaction totals and closing balances, they can be recorded on the workbook in individual columns and you will be able to search for the counterparty by name on the online form.

1.4 Data entry

Throughout the return all monetary balances should be entered in £000s, not pounds and pence. For example, an amount of £1,533,974 should be entered as 1,534.

Only shaded cells require data entry. Please note that the cell shading is consistent throughout the workbook to aid completion.

Shading	Meaning
BLUE	Non-financial data cells whose contents are either found from dropdown boxes or typed directly into the cell.
GREY	Cells that populate from elsewhere in the return. Trusts will not be able to enter data into the grey shaded cells.
GREEN	Cells that are sourced directly from the trust's financial statements.
ORANGE	Cells that require: • aggregation or disaggregation of disclosures that will be required in trusts' financial statements • additional disclosures within SORP classifications.
YELLOW	Cells that indicate completion errors within the return. These will appear in the 'validation' columns each worksheet. Please note there are columns for hard and soft validations, which are explained below.

1.5 Validations

There are validation checks throughout the workbook to ensure that different parts do not conflict with other sections; for example the total of a particular note must agree to the respective line totals in the primary statements (SoFA and balance sheet). These validations appear to the right hand side of the tables. Any flagged as 'error' can be investigated by clicking on the word, which will take you to the specific validation test in the workbook.

Validation checks are defined as 'hard' or 'soft' and there are separate columns in the worksheets for each. Hard validations occur where data in different parts of the return should match, but do not. Hard validation errors will require resolution as trusts will not be able to submit the online form with hard validation errors within it. Soft validations occur where data is entered outside a particular threshold, but may be a correct value. Soft validation errors will be able to be submitted providing an explanation for the difference is provided. Each soft validation provides guidance on what level of additional information will be required, which can be seen when you use the hyperlink by clicking on the word 'error'.

There are error counters located at the top of each worksheet to highlight the number of validation issues on that worksheet. There is also a validation summary tab that shows the position across the whole workbook. We would advise trusts to complete the workbook first as validations will trigger when the first data entry is made, then resolve itself when the corresponding data entry is made.

As well as error checks across the return, individual cells also have value restrictions to prevent inappropriate values being entered. If an inappropriate value is entered a dialogue box will appear to inform the preparer of the restrictions. For example, entering a negative cash figure as overdrafts should be entered in the creditors note.

1.6 Selection of academies and counterparties

At various places in the return, trusts have to identify academies and counterparties.

There are now 5,500 academies and over 7,000 counterparties. Although this workbook contains a drop-down list to find the counterparty, the online form includes a search facility which will make the selection of counterparties much easier.

If using the workbook to prepare your data you may also find it useful to refer to the 'WGA CPID list' tab where we have provided a list of academies and LAESTABs counterparty where there are multiple academies with similar names.

1.7 Submission of returns for MATs

Submission of the return should be through an online form, not the Microsoft Excel workbook. However, the EFA will accept the submission of a workbook by trusts providing that it is submitted by 31 December 2016, completed with no validation errors and contains a signed auditor assurance statement. A trust should submit a return that matches the contents of its financial statements. Therefore, a trust preparing consolidated financial statements should also submit a consolidated return, which includes the same academies and/or trading subsidiaries.

A MAT will only prepare or submit consolidated financial statements or a consolidated return if they own trading subsidiaries. Whilst the MAT will cover more than one academy, there is only one reporting entity - the company. Remember, the individual academies are not the reporting entities as these requirements are focussed on companies, and arise primarily from the Companies Act 2006.

If a MAT or a single academy trust (SAT) has subsidiary companies (for example to manage its property portfolio or letting its facilities out), then that company (MAT or SAT) should prepare consolidated financial statements for the trust and any subsidiaries. For clarity, if the trust is required to prepare consolidated financial statements, including all its subsidiaries, then the trust should also prepare and submit a consolidated return.

Federations should follow their corporate structure and complete returns, if relevant, for each member trust.

1.8 Return signoff

The workbook includes a declaration by the trust's accounting officer. The trust must ensure that the person submitting the return is the accounting officer, or someone with the delegated authority to act on behalf of the accounting officer.

The workbook includes a worksheet for securing external auditor sign-off of the submitted return. This process includes the independent reporting accountant’s report on the accounts return, the ‘auditor’s declaration’.

1.9 Submitting the return

Should trusts wish to submit the excel workbook to the EFA, they can do so providing that it is submitted by 31 December 2016, completed with no validation errors and contains a signed auditor assurance statement. Trusts can use the online form to submit their completed return and must do so by 31 January 2017.

1.10 The submission process

The completed excel workbook should be submitted by email to accountsreturn@fasst.org.uk before 31 December 2016. We will not be able to accept workbooks submitted after this date. A pdf of the signed auditor assurance statement should also be submitted alongside the excel workbook, a draft of which can be found in the ‘external auditor approval’ tab of the workbook.

Part 2: Financial Return

2.1 Introduction

EFA will use the financial return to consolidate trusts' financial results and position into the Sector report and accounts (SARA). Each trust should complete their financial return from their own audited financial statements for the period ended 31 August 2016.

Wherever possible, entries in this workbook should be sourced directly from what appears in the financial statements without any amendment (green cells). Some entries will require some degree of aggregation or disaggregation of financial statement balances or new SORP-style disclosures (amber cells).

To streamline the process of completing the financial return, we have split it into 8 worksheets; the statement of financial activity (SoFA), balance sheet assets, balance sheet liabilities, balance sheet funds and other disclosures and transfers and conversions, plus 2 summary worksheets that reproduce the SoFA and balance sheet primary statements.

Local guidance notes

Extensive guidance has been built into the workbook, which can be accessed by placing your cursor in each data entry cell. Each cell contains guidance on the information required to populate it including, where relevant, links to the relevant note to the accounts where the data should be found.

More extensive notes for specific issues are also included in this guidance document.

Sign convention

By placing your cursor over the question mark found next to each data entry cell, the guidance notes relating to that cell will also include guidance detailing the sign convention trusts should follow when entering their data.

The financial return sign convention follows the normal accounting sign convention; which is dependent upon the specific primary statement and/or note in which the balance is found. For example, in the SoFA, both income and expenses are positive since they are clearly denominated. Elsewhere it may be different and fluid; entries in the notes to the financial statements are always positive if they are the expected value for that specific note. For example both debtors and creditors are represented as positive numbers since they have specific notes that clearly separate the balances.

Conflict between the return and financial statements

The accounts return, and specifically the financial return, is not designed to be an exact facsimile of a trust's financial statements. The return is designed to support the integration of trusts' financial statements into the consolidated the SARA. Therefore, the return is formatted to mirror the SARA.

As the EFA expects to receive more than 3,000 returns from the sector, it requires an automated aggregation tool to consolidate the data. One of the significant weaknesses of the previous system of submitting the Microsoft Excel workbook was that returns had been compromised by the addition of with rows and columns. This had significantly slowed the consolidation process. The move to submission through an online form will remove this issue. Should trusts opt to submit this workbook but amend it by adding rows and columns , their submission will not be accepted and they will have to submit their final return through the online form as their completed workbook will not be consistent with the online form layout.

If there are differences between the disclosures in the accounts of individual trusts and those set out in the return, trusts will have to re-analyse their disclosures to fit those required by the return.

Opening balances

In previous years the largest number of validation errors resulted from differences between opening balance values entered by trusts and the closing balance from their final previous year's return.

For trusts that submitted an August accounts return for 2014 to 2015 the opening balances will be pre-populated with the closing balance from that accounts return. Trusts will notice that additional rows have been provided throughout the return where changes to opening balances can be recorded, for example for the transition to FRS102 or prior period adjustments.

For new academy trusts, the opening balance values should be zero and all transactions should be recorded in year using the 'transfer on conversion' or 'transfer in' rows depending on how each academy joined the new trust. Similarly, where academy trusts completing this return have prepared audited accounts for periods prior to the opening of their first academy, the opening balances for the current accounting period should be shown as 'transfers on conversion' in the return.

2.2 Specific guidance

Statement of financial activity (SoFA)

Unlike previous year's the SoFA will be populated by data feeding from the tables in the workbook as they are completed. Trusts should be able to reconcile the SoFA in this accounts return to the SoFA in their annual accounts. Hyperlinks are provided against the row headings so that trusts can easily see where the data is feeding from should they need to investigate any anomalies to the figures in their accounts.

Donations

Trusts should note that the information to be included under this heading will be found in the donations and capital grants disclosure in their accounts. Capital grants should not be included in this heading but under capital grant income below.

Any capital donations entered in this section should equal donations shown in the fixed asset notes in the balance sheet assets worksheet.

A capital donation is the gift of an asset. Where cash is donated, even if it is specifically for capital purposes, trusts should record it as other donations.

Transfers on conversion are not donations and should be shown under transfers on conversion, and not in this section.

Capital grant income

Irrespective of how trusts account for their capital grant income in their financial statements, EFA requires all grant income (revenue and capital) to be included within the 'charitable activities – academy's educational operations' section.

The inclusion of all grant income into a single section will greatly simplify the consolidation process. Any re-presentation compared to a trust's financial statements will therefore be reflected in the SoFA section of the financial return.

In addition there is a significant difference in how capital grants are recognised in the accounts between the SORP and FReM. A new table has been added which identifies the difference between the grant recognised in the SORP compared to what has been paid. Trusts should also note the table includes a request for information of expenditure against those grants. These figures should be within the information disclosed in the 'funds' note on the balance sheet funds and other disclosures tab, but should also be included here as it is part of the FReM grant recognition issue.

Any re-presentation does not suggest that a trust's financial statements are incorrect.

Trusts should include capital grants in this section not under donations.

Revenue grant income

As part of the consolidation process at both EFA and DfE level, all trust balances with members of DfE/EFA family group will need to be identified and eliminated. Therefore, unlike SORP, which requires grants to be disclosed based on programme type, the EFA requires grant funding income to be split by issuer body.

The grant headings have been updated in this return, so trusts should be able to identify the correct grant heading to record income against.

Local authority grants, e.g. for special educational needs and early years, should be recorded as grants as they are being given for the purpose of education for those groups of pupils. They should be recorded in the relevant headings of the 'other revenue grants' section not as general income in the 'other income' section.

Risk protection arrangement (RPA)

RPA fees are deducted from the general annual grant (GAG) paid by EFA. In accounting terms, the contractual GAG amount, before deduction of RPA fees, should be accounted for as income. We expect trusts to make a monthly journal adjustment in their financial ledgers to gross up the GAG cash receipt to the contractual amount and thereby recording the RPA fees paid by the trust as educational activities.

The RPA disclosure in the return should follow that of trusts' own financial ledgers and be included in the relevant line in the charitable activities – academies educational operations expenditure section of the return.

Any income in respect of claims made under the arrangement should be shown as income in the 'other trading activities' section following on from trust's own entries in their financial ledgers.

Conversions and academy transfers

Trusts should include (as a separate line) the resources transferred to the trust when academies convert or transfer into the trust, split between capital and revenue. Trusts should show these on the relevant line regardless of whether the net transfer in was an asset (income) or a liability (expense).

Similarly, the table includes a line for the resources transferred from the trust on the transfer out of existing academies to another trust. Trusts should show on this line regardless of whether the net transfer out was an asset (expense) or a liability (income).

The return requires trusts to present transfers of existing academies between trusts separately because such movements are becoming increasingly common.

The related notes in the transfer and conversions worksheet are validated against the values that are entered in the SoFA.

Staff costs

SORP does not require trusts to separately present pay costs dependent upon employment status (permanent and interim/temporary). Accounting standards applicable to EFA/DfE require this. Therefore, trusts are required to breakdown their total pay costs as disclosed under SORP between staff members on permanent contracts and those on temporary or interim contracts.

The split between permanent and interim/temporary staff is not based on hours worked but on length of contract. Accordingly, all supply and maternity cover teachers would automatically be classified as interim staff since they are employed by the trust for a specific period of time, that is the period of illness and maternity leave.

Part-time staff such as teaching assistants and lunch-time staff could be either permanent or temporary staff depending on the terms stipulated in their contract. For example a teaching assistant who has an open-ended contract of employment with a trust, but may not have guaranteed weekly hours, would still be classified as a permanent staff member. However, a teaching assistant brought into a trust to cover a known staff absence would be temporary, since their contract has a set end date.

Agency staff are by definition temporary. The total cost of agency staff included in trust's accounts should be shown as temporary staff costs on the agency line.

The term 'pay costs' is used throughout to indicate all staff pay costs, including employer's national insurance and pension contributions. Staff-related non-pay costs such as travel and training should not be included in pay costs. These should be disclosed under another appropriate heading according to the format of the particular analysis being completed.

Under SORP (FRS102) trusts are now required to accrue for any outstanding holiday entitlement at the end of the accounting period. Trusts completing the return should accrue for the value of untaken holiday entitlement at 31 August 2016 for academies covered by the return.

Pay costs should include pension finance costs as detailed below.

Staff numbers

SORP requires disclosure of the average number of full time equivalent staff undertaking a trust's charitable activities. EFA requires such an analysis for all staff at the trust split by employment status. To allow for an audit trail we require trusts to complete their SORP disclosures and then provide additional fuller disclosures for all staff employed by the company.

Calculations of full time equivalents should be based on contracted hours. Teachers are generally contracted and paid 12 months per year. If a teacher is contracted to work 25 hours per week then the FTE should be calculated by dividing 25 by the number of 'standard' contracted hours of a fulltime teacher, usually 32.5 hours. Such an individual would therefore be counted as 0.77 of an FTE.

Workers who only work part of the year (e.g. those on term time only contracts) should be counted only at the time they are being paid. If someone works full time in term time only but they are paid as if they worked for the full 12 months per year they should be counted as 1 FTE.

If someone works full time in term time only and is only paid in term time, they should only be counted for the period they work (plus any deemed paid holiday). For example, if someone works 39 weeks and has 4 weeks deemed paid holiday, they should count as 0.83 (43/52) of an FTE.

The Teachers category should include staff with day to day teaching duties, including senior leadership team members with day to day teaching duties. Management category should include senior leadership team members who do not have day to day teaching duties. Administration and Support includes all other staff.

Trusts should also 'annualise' the impact on staff of any academy transfers during the period. So full time staff should still be recorded as 1FTE if the academy they work at was only in the trust for part of the year.

The EFA reporting requirements also include new disclosures on gender and sickness. For permanent staff only, the number (not FTE) of male and female employees is required as at the balance sheet date, split by those serving as trustees and all other staff. A disclosure is also required on the total number of days lost in the trust to sickness.

Exit packages and loss of office payments

EFA and DfE disclose breakdowns of employee exit packages agreed during the period of the accounts. Consequently, the consolidated SARA will require trusts to provide similar disclosures.

EFA and DfE disclosures are split between civil service and non-civil service exit schemes, although it is expected that only non-civil service schemes will be applicable to trusts. The value of the packages disclosed is the total cost including pension contributions, split by the contractual element of the package and the non-contractual element, and not just sums paid directly to the departing employees.

Any non-contractual element of exit packages reported must also be included as a special payment in the 'losses and special payments' section as detailed below.

Separately, should trusts make any loss of office payments to the accounting officer, or any other trustee, these are required to be disclosed.

Trustee remuneration

The trustee remuneration table has been expanded to provide greater clarity between it and the staff emoluments table. Information is requested on remuneration payments to trustees by number of trustees receiving payments of up to £60,000 and then in £10,000 bands. Remuneration payment includes gross salary, benefits and exit packages.

For completeness the return includes a column for trustee remuneration as a staff member and a column for remuneration as a trustee. We would normally only expect trustees to receive remuneration because they are also a paid staff member of the trust, for example a headteacher. Trusts require prior approval to pay remuneration to trustees where they are only carrying out the role of trustee. If the trust has no disclosable transactions the online form will require trusts to explicitly confirm this.

Trusts should note that a staff member receiving remuneration above £60k and serving as a trustee should be disclosed in this section **and** the staff emoluments disclosure.

Off-payroll arrangements

The disclosure for off-payroll arrangements is intended to capture details where individuals who use private service companies instead of being paid through the academy payroll. It is intended to capture payments that do or are expected to exceed £220 per day for a period of 3 months or more.

This disclosure is NOT intended to capture temporary supply staff cover paid by invoice to an employment agency. It is also NOT intended to cover bought in curriculum services such as peripatetic teachers, often in subject areas such as music, PE. It is also NOT intended to capture reimbursement of expenses incurred by staff paid through expenses or petty cash.

The disclosure should capture payments made for members of staff for work that is essentially paid employment, but where those payments are not paid through payroll. This will capture where the individual is working regular hours set by the trust, e.g. within a curriculum plan, and work is always carried out by that individual.

Other expenditure

This line is provided where trusts have expenditure that is not possible to be allocated to other expenditure headings in the accounts. Trusts should manually enter this data if they have a value for 'other expenditure' in the SOFA in their accounts.

Balance sheet

The balance sheet notes are separated over 3 worksheets to help make the workbook manageable. As with the SOFA, the workbook will produce a Balance Sheet as the tables in the workbook are completed. The balance sheet is provided on a separate worksheet.

Tangible fixed assets

Trusts should complete the tangible fixed asset section using the asset classifications from their financial statements.

The return requires separate disclosure of tangible fixed assets:

- funded through the free schools or priority schools building programmes, for example assets constructed by the EFA and transferred to the trust
- funded from other DfE/EFA capital grant
- transferred in on conversion of academies and on the transfer in of existing academies
- transferred out on the transfer out of existing academies

As well as the closing net book value (NBV) EFA and DfE also have to disclose the split of the NBV by the owner of the asset, for example, assets owned by the trust, finance leased, licence to occupy (e.g. faith schools occupying their building on licence from their Diocese), or on-balance sheet PFI schemes. All trusts should provide an analysis of their closing net book values accordingly.

Please note that under SORP 2015 software has been reclassified as an intangible fixed asset and therefore should be disclosed under that heading.

Intangible fixed assets

As with tangible fixed assets, trusts should provide separate disclosure of intangible fixed assets:

- transferred in on conversion of academies and on the transfer in of existing academy trusts
- transferred out on the transfer out of existing academies

Under SORP 2015 trusts should disclose software fixed assets here.

Depreciation and amortisation periods

These rows do not refer to the period of the financial statements or return. Trusts should enter the periods of the useful economic lives used to calculate the depreciation (tangible fixed assets) and amortisation charges (intangible fixed assets), as disclosed in the trust's accounting policies note.

For example, if a trust's accounting policy is to depreciate buildings over 50 years, the value to be entered is 600 (50 years x 12 months).

If trusts have a range of periods for any single asset class, they should disclose the lower and upper ranges in the rows provided.

If trusts use a reducing balance methodology for an asset class, they should enter the rate used in the row provided.

Land and property

EFA and DFE need to capture certain information about trusts' land and property assets to reflect them properly in their consolidated accounts. The previously separate land and property worksheet has been recreated as a table within the tangible fixed assets section.

Trusts are required to enter details of each separate land and property asset that they hold. The details required are:

- academy name
- LAESTAB
- description of the property – selected from a dropdown menu
- whether freehold or leasehold
- lease term (if relevant) – in years
- lease type (if relevant) – operating or finance; this should match the classification adopted in the finance return
- donor/lessor/purchaser type – selected from a dropdown menu
- rental type (if relevant) – whether market value, nominal or not applicable (if freehold)
- net book value – as it is included as part of the fixed asset note in the financial return

The net book value is validated against the total net book value for freehold and leasehold property and leasehold improvements in the fixed asset note of the financial return.

Investment asset classes

Two tables are provided for investments, 1 for fixed investments (longer than 1 year) and 1 for current investments (held less than 1 year). Both tables require the same level of disclosure and include 2 broad categories of investments:

- investments carried at market (fair) value
- investments carried at cost

The investment asset classes appear in more than one place as asset class can be accounted for under either cost or market value depending on the individual circumstances.

A summary of the assets that we expect to find within each asset class is given below.

Subsidiaries are companies wholly owned by the trust but not included in the trust's consolidated financial statements, which is why the shares held are recorded as investments. In addition we would expect the subsidiaries to be limited by shares with all issued shares owned by the trust. Subsidiaries are only carried at cost.

Investment properties are properties owned by a trust that are not used in the furtherance of their educational activities, such as rental houses and flats. Under UK generally accepted accounting principles (GAAP) such assets can be carried at either costs (depreciated) or fair value (non-depreciated).

Shares; refer to any shares held by the trust but not subsidiaries. These shares should be held for investment purposes (capital growth or dividend income). Therefore, these shares can be carried at either cost (unlisted private companies) or market value (listed public limited companies such as Marks and Spencer or BP). In all cases the percentage of shares held will not be significant compared to the number the investment has issued otherwise the non-subsidiary classification would not be permitted.

Corporate bonds are securities that operate in a similar manner to loans. A trust owning a bond will receive interest income (coupon) and on the maturity of the bond will receive the face value of the bond.

Like shares bonds can be either held at cost (generally issued by an unlisted private company without a secondary market) or at market value when issued by a public limited company (such as Marks and Spencer, BP, Shell etc.).

Managed funds are listed investment funds that allow investors to buy in by acquiring individual units. Temporarily, uninvested cash balances held by the money manager should be classified as unit trust funds.

Cash term deposits are bank accounts that have set maturities and often offer restricted access rights. For instance a trust with surplus cash may want to use the surplus cash wisely by investing it until it is needed. Fixed term accounts often offer attractive interest rates since the banks know how long the cash will be deposited with them for. These bank accounts are accounted for as market (fair) value as the cash is effectively fair valued.

Other is a generic asset class for all other asset types held by a trust such as art, which could be carried at either cost or fair value; or derivatives, which are specialised financial instruments which are designed to perform specific risks/tasks such as mitigate foreign exchange risk. All derivatives are carried at fair value.

Endowments are not an asset class. Endowment refers to restrictions a trust may have holding and/or using the investment's income stream. Endowments do not feature in DfE or EFA's FReM-based accounts.

Loan creditors

Balances owed on loans are included in the relevant creditor notes (due within 1 year or due after more than 1 year). These are brought together and analysed by loan movement and loan maturity. Loan movement reconciles the opening and closing balances on loans through providing details of new borrowing, repayments and interest charges. The loan maturity analyses the outstanding loan over time periods.

Loan interest paid to DfE group and to others is separately disclosed in academies educational operations expenditure.

Provisions for liabilities and charges

Disclosure requirements applicable to EFA and DfE, set out in the FReM, require provisions to be broken down into various headings - SORP does not require any breakdown across provision types. The analysis, for those trusts with multiple provisions, should be available from accounting records.

EFA also require a maturity analysis across the 3 financial reporting time steps provided, which are less than 1 year, between 1 year and 5 years, and greater than 5 years. The totals here must agree to those in the provision class given previously.

Contingent liabilities

A breakdown of any contingent liabilities disclosed in the trust's financial statements should be provided. This should include the closing position and a schedule of movements across the period.

In order to support accurate consolidation the table provides a list of common headings for contingent liabilities. If none of those applies then the 'other' heading should be used. Please note that the online form will ask trusts to provide sufficient description of the 'other' closing balance to allow EFA and DfE to understand the underlying issue.

We do not expect trusts to have contingent assets.

PFI commitments

PFI commitments are required to be split between off-balance sheet PFI and on-balance sheet PFI. Should any trust PFI contracts have been deemed to be 'on-balance sheet' they will have disclosed the future costs as imputed finance lease charges.

Operating lease commitments

An operating lease is a short-term lease in which rental payments (usually monthly) are made by the trust in order to use the asset without acquiring ownership of that asset. It is a type of lease in which the contract period is shorter than the useful economic life of the asset. Cost associated with operating leases are classified as expenses, not assets as is the case with finance leases.

Leasing of land should always be treated as operating leases and never finance leases, as land is considered to have an infinite economic life.

Under SORP (FRS 102), there is no longer any difference between the operating lease commitment disclosures required of academy trusts and those required by EFA and DfE. The whole remaining cost of the lease in apportioned across one year, 2 to 5 years and 5 years plus time steps.

For example, for a lease with 10 years remaining with an annual cost of £10,000 all 3 time steps would have disclosures relating to the lease: £10,000 in 'within 1 year'; £40,000 for '2 years to 5 years' and £50,000 for 'more than 5 years'.

Worked example

Lease A – 10 years remaining at £10,000 per year.
Lease B – 4 years remaining at £5,000 per year.
Lease C – 2 years remaining at £15,000 per year.

	Lease A	**Lease B**	**Lease C**	**Total**
	£000	**£000**	**£000**	**£000**
Within 1 year	10	5	15	30
Within 2 and 5 years	40	15	15	70
Over 5 years	50	-	-	50
Total	**100**	**20**	**30**	**150**

Finance lease disclosures

A finance lease (also called a capital lease) is a type of lease in which while the trust has operating control over the asset and substantial share of the economic risks and returns from the change in the valuation of the underlying asset. The lease will therefore run for most of the useful economic life of the asset.

The disclosures required for finance leases are similar to those required for operating leases. We do not expect there to be many trusts with finance leases as they are classed as a form of borrowing, but have added the disclosures for completeness.

Pension schemes

The majority of the pension disclosures are as required by SORP. The EFA needs to identify the different pension schemes and classify them depending upon the FRS17 scheme type (eg defined benefit and defined contribution). Other than the scheme analysis required in the amber cells all other disclosures should be a straight lift from the trust's financial statement pension disclosures or actuarial report.

There is an additional analysis of the SoFA pension charge to allow EFA to correctly aggregate the charges for the different scheme types. In addition defined benefit SoFA charges will need to be analysed out between contributions payable for the period and the FRS17 adjustment.

Trusts are required to break down employer pension contributions further according to the FRS17 scheme type in the pension commitments note. We expect that the majority of trusts will only have two pension schemes: Teachers' Pension Scheme (TPS) and a Local Government Pension Scheme (LGPS).

Pension finance costs

The breakdown of the SoFA pension charge at 'balance sheet funds and other disclosures' cell G126 is validated against the pension costs shown in the staff note in the 'SOFA' worksheet at cell G205. The SoFA pension charge includes pension finance costs. Therefore, trusts need to include pension finance costs in the staff costs note, even if the trust has legitimately chosen not to include pension finance costs as part of staff costs in their published financial statements.

The return requires pension finance costs split between permanently employed and temporary or interim staff. We would normally expect such costs only relate to permanent staff.

Other Pensions Disclosures

The EFA will also have to report on underpinning data behind the pension disclosures. New tables have been included that identify the impact of sensitivity analysis, the major categories of plan assets, the major assumptions and expected future life expectancies. These tables may be disclosed in trust accounts or be found within the actuarial report received from your pension fund actuary.

Academy trusts' own related parties

As indicated in the introduction on page 3, EFA is collecting information on trust's own related parties as part for the sector annual report and accounts. This is not at the level of detail of the disclosures required in trusts financial statements.

This section should NOT include trustee remuneration, as this will be covered in the separate table on the SOFA worksheet. But, if a trustee received remuneration and also has other transactions with the trust, then these may appear in both sections.

The disclosure in these tables relates to transactions with related parties. The 'payments to a related party' table is to capture transactions where the related party has provided goods or services to the trust and the trust has paid them for those goods or services. The 'payments from a related party table' is to capture transactions where the trust has provided goods or services to the related party and the related party has paid the trust for those goods or services.

Trusts should disclose the number of related parties for whom total payments received from the trust and separately total payments made to the trust fall into the bandings in the table provided. Further to this we are required to disclose the total value of transactions for each band.

If the trust has no disclosable transactions the online form will ask for them to explicitly confirm this.

Losses and special payments

All government departments and their consolidated bodies are required to disclose losses and special payments under the terms of the HM Treasury publication 'Managing Public Money'. The scope of the disclosures requires trusts to capture payments that fall into the categories provided for inclusion in EFA and DfE's consolidated accounts.

It is important to note that any non-contractual element of the exit packages reported in the previous section must be reported here as a special payment. The dropdown box in column I includes a descriptor for such payments.

For more information regarding losses and special payments please refer to:

- losses and write-offs – annex 4.10 of 'Managing Public Money'
- gifts – annex 4.12 of 'Managing Public Money'
- the Academies Financial Handbook

All applicable payments and losses should be listed in the space provided, overtyping the details of the payment in column C and the value in column D. Also details on when the loss or payment occurred (recognition date) and when the payment occurred should be provided. If the payment or write-off has not yet occurred as at the balance sheet date, leave the cell in column G should be left blank.

Agency Arrangements

A new table has been included to capture any circumstances where trusts are managing/holding funds on behalf of others even when the trust has no discretion on how the funds are used. Under the SORP, trusts are required to disclose such funds in their accounts as a note for agency arrangements and the new table in the return is designed to capture the content of this note.

Transition to FRS102

Trusts incorporated before 1 January 2015 may have prepared their 2014 to 2015 accounts under SORP 2005. Those trusts are now required to prepare their 2015 to 2016 accounts under SORP 2015 (FRS102) and the transition may require previous year closing balances to be restated for comparative purposes.

Throughout the return trusts are able to record the adjustment caused by this restatement to previous years closing balances by restating the current year opening balance. However, trusts are also required to disclose a table reconciling the transition to FRS102 in the notes to their accounts. The EFA also needs to capture the effects of the transition for consolidation purposes, and therefore in addition to the individual lines throughout the return, trusts are required to populate the transition table summarising the changes.

Conversion to an academy and academy transfers

Incoming resources and resources expended on conversion to an academy are shown in the SoFA. EFA and DfE will have to provide extensive disclosures covering the entry of new trusts, and new academies for existing trusts, into their consolidated accounts. The ‘transfers and conversions’ worksheet is designed to capture in more detail all assets and liabilities transferred into the new academies from their local authorities or elsewhere. Similar information is captured for existing academies moving between trusts in the relevant sections. The level of disclosures presented in the financial return provides EFA with sufficient information to support its disclosures.

For MATs, the online form will validate the number of academies converting against the number identified in the trust standing data.

EFA does not require trusts to calculate a full balance sheet for converted schools or transferring academies including accruals and prepayments. Rather, EFA is looking for an analysis of assets and liabilities transferred. The majority of transferred assets and liabilities are the land and buildings housing the school and the LGPS deficit.

Completion of this section is only required for the first accounting period after the school converts or the academy transfers. The balances disclosed should be those immediately after conversion and not those as at the period end.

This section will also be used to support the production of consolidated cash flow statements. The movement of opening to closing balance sheet items used in cash flow statements will need to be adjusted to reflect the ‘new’ assets and liabilities received by EFA and DfE through schools converting.

The total assets and liabilities transferred are validated against the relevant line of the SOFA. Tangible and intangible fixed assets and investments transferred are validated against the relevant lines in those notes as are pension scheme surpluses or deficits transferred.

Part 3: Counterparty return

3.1 Introduction

The consolidation of the trusts' accounts into the government's published accounts requires the identification of all transactions between, and closing balances with, trusts and government bodies during the period. All balances between trusts and government bodies must be identified in order to remove them during the consolidation process. The end result is the Whole of Government Accounts (WGA).

The method chosen to report trusts' identified government balances is the counterparty return contained within the return in the worksheet titled 'Counterparty data'.

3.2 Format of the counterparty return

The online form will allow trusts to select a counterparty and then populate with the data relevant to that counterparty. To help trusts prepare for this the 'counterparty data' worksheet has been set up so that trusts can add columns for each counterparty that they have, then work down the rows entering relevant data for that counterparty.

As the return covers the income, expenditure, assets and liabilities for a counterparty in a single column, an appropriate sign convention has been adopted. Trusts should enter expenditure and assets as positive numbers, and income and liabilities as negative numbers.

3.3 Specific completion guidance

Transactions between the trust and other public bodies for the period

Preparers will need to identify transactions between the trust and other public bodies included within the financial statements for the period.

For each category of transaction and closing balance, a breakdown should be provided by entering the counterparty name in row 16, adding columns to the spreadsheet to add further counterparties if required. Trusts are only required to provide totals by counterparty, not individual transactions.

Excluded transactions

Some transactions and caption balances are excluded from the counterparty return.

Although most trusts are stand-alone companies others are part of corporate groups. In certain circumstances, these groups may prepare financial statements that do not include all members of the group. Consequently, those financial statements will include amounts due to or from the reporting entity and other members of the corporate group. However, since those counterparties have not been included within the return, their balances fall outside the scope of the counterparty return.

Other excluded counterparties are universities and higher education organisations. Such organisations have been classified by the Office for National Statistics as non-public sector and are therefore outside the scope of the WGA exercise.

List of applicable counterparties

The list of disclosable counterparties is shown on the 'WGA CPID List 'worksheet. There are a large number of possible counterparties once all academies are included.

Completing the return

A breakdown of income and expenditure, closing assets and liabilities with other public bodies should be provided, based on financial return classifications.

Wages and salaries paid to trust employees, including employees' national insurance and pension contributions, are not counterparty transactions as they are paid to or on behalf of employees. Employer national insurance and pension contributions (where paid to a public sector pension scheme) are counterparty transactions as they are a trust resource expended directly with another public body.

In some circumstances, wages and salaries are paid to employees of other disclosable government bodies on behalf of those bodies. Within central government there are many inter-departmental staff secondments. In such a situation the seconded department may reimburse the seconding department their employee's salary; which would be disclosed here.

The online form will check to make sure the value of the rows in the counterparty data do not exceed the value the trust has declared in the accounts return. The validations within the workbook will help trusts ensure the values are not exceeded.

Transactions within and between trusts

All transactions within a trust should have been removed in the preparation of their own financial statements. The removal of such transactions for financial statements will be echoed in the return.

Transactions between trusts will need to be identified so that we can eliminate such intra-group transactions when we prepare DfE group and EFA group consolidated accounts.

Transactions between trusts should therefore be treated just like other transactions between a trust and any other public body.

Part 4: Benchmarking return

4.1 General notes on completion

The accounting and disclosure framework underpinning the benchmarking return is not fully aligned with that underpinning a trust's statutory financial statements. In some areas of the return, the disclosure aggregations do not match those found in the trust's financial statements, and therefore some information required is not captured in the financial returns.

The analysis of staff costs described below is an illustration of such a divergence. Specifically, the financial return analyses pay costs into 3 cost types (salaries, NIC and pension contributions) split across 3 broad staff types (teachers, support and management). The benchmarking return requires a much more focused staff-type analysis for all costs, such as teaching staff, or education support staff.

In addition, the benchmarking return focuses on the classification of grant income received by trusts. Government spending is split into 2 broad groups: capital spending and revenue spending. **Analysis of capital spending is not required in the benchmarking return.**

This divergence in terminologies and treatments generates differences between the financial return and benchmarking return. Consequently, we do not expect a trust's retained surplus or deficit for the two returns to agree.

4.2 Completion of benchmarking tab

Trusts are required to show the income and expenditure for the individual academies included with their consolidation return. This is to allow comparison of the benchmarking data across academies. MATs should detail central services costs from the overall trust income and expenditure amounts as well as by individual academy. When producing the benchmarking information, the EFA will allocate central service costs across academies based on pupil numbers. Should the trust wish any individual line to be allocated on a different basis, it should specify their preferred method in the 'allocation basis' heading.

In the online form, separate tables will be available for each academy within the trust. If trusts wish to use the excel workbook to assist the preparation of their submission, they should add columns to the 'benchmarking' worksheet for each academy within the trust.

4.3 Data entry

Detailed line notes

We have reviewed the consistency between the financial statements disclosures and the benchmarking data published for all schools. This has identified a number of differences between previous disclosures for academies and maintained schools. We have updated the benchmarking rows, and our guidance, to remove these discrepancies. As a result all trusts, including single academy trusts (SATS), should fully complete the benchmarking tab, entering the academy data in column G. In previous years SATs were asked to only disclose additional staffing information. This is no longer the case.

4.4 Revenue income

Detailed guidance can be found by placing your cursor in the data entry cell. Trusts should refer to this guidance to calculate the correct value to be entered into each cell. The following section highlights any significant points trusts should note when completing this worksheet.

<u>DfE/EFA revenue grants (line 1)</u>

This line is deliberately blocked for MAT central costs as we do not expect grant income to be defaulted to central services. All contributions from academy allocations should be included on row 17 'Contributions from academies to the trust'. The total DfE/EFA revenue grants should match cell E82 of the SOFA worksheet.

<u>Other DfE/EFA grant funding (line 2)</u>

This line is deliberately blocked for MAT central costs as we do not expect grant income to be defaulted to central services. All contributions from academy allocations should be included on row 17 'Contributions from academies to the trust'. The total should match cell E90 of the SOFA worksheet

<u>LA SEN</u>

This relates to special educational needs funding from any local authority. The total should match cell E93 of the SOFA worksheet.

<u>LA Other Income</u>

The total should match the sum of cells E94 and E95 of the SOFA worksheet.

<u>Other Grants</u>

This should capture any other grant funding and match the sum of cells E96 and E97 of the SOFA worksheet.

Other Revenue Income

There are 3 lines to capture other revenue income which correspond to the same line in cells E101, E102 and E103 of the SOFA worksheet. The totals for each line should match the respective total in the SOFA worksheet.

Self-Generated Income

There are 4 lines to capture self-generated income. These lines should correspond to the table 'other trading activities' on the SOFA worksheet. The 'other income – revenue' line should also include all income from 'boarding activities' in cell E344 of the SOFA worksheet. Specific guidance is given on the form on how to complete this section and the total of cells E117 and E384 of the SOFA worksheet should match the total of row 36 of the benchmarking worksheet.

Donations

This should capture revenue donations only so should not capture any capital donations received. The total should match cell F23 of the SOFA worksheet.

Investment Income

This should capture all investment income items and the total should match cell E123 of the SOFA worksheet.

4.5 Funds inherited on conversion

This includes the value of the revenue assets held by predecessor school(s) at the point of conversion to an academy, or by an existing academy joining the trust, which was (were) transferred to the trust. This value match the revenue column of the transfers table found at F129, F130 and F131 of the SOFA worksheet.

4.6 Contributions from academies to the trust (MATs only)

This line should capture the contribution from each academy to the MAT central costs. The total value of this row should be zero as the MAT receives the allocation from each academy. The contribution under each academy should be entered as a negative figure, with the contribution under 'central services' shown as a positive figure.

4.7 Revenue expenditure

Staff costs

This should include the full costs of employment for staff employed directly by the trust including gross pay, bonuses, overtime, allowances, maternity and sick pay, all costs relating to redundancies, early retirements and severance packages, employer's national insurance and superannuation contributions. Do not include any staff not directly employed by the trust (e.g. contractors or agency staff). Include all costs relating to redundancies, early retirements and severance packages.

Trusts should use the 'other staff' line to capture the costs for staff that do not fit under one of the specific headings. Examples of categories of staff that might fall under 'other staff' are provided in the detailed cell guidance on the workbook.

As a guide, the total value of the benchmarking staff pay costs should be lower than the total of the staff costs table found at cell G211 of the SOFA worksheet. The 2 tables will not balance as the SOFA worksheet total includes agency costs and pension finance costs

Indirect employee expenses

This value should match the 'staff expenses' value in cell E144 of the SOFA worksheet.

Staff development and training

This value should match the sum of the 2 'other staff costs' values found in cells E145 and E160 on the SOFA worksheet.

Staff-related insurance

This value should match the sum of the 2 'staff related insurance' values found in cells E151 and E159 of the SOFA worksheet.

Maintenance of premises

This value should match the 'maintenance of premises' value in cell E164 of the SOFA worksheet.

Other occupancy costs and special facilities

This includes all costs, other than staff and maintenance costs, related to the occupancy of the premises and grounds and the provision of any special facilities. It should not include any pay costs for directly employed staff as these will be included within the staff costs section. Do not include any depreciation, amortisation or impairment costs as these relate to capital items.

Some rows in this table correlate to lines in the SOFA worksheet, such as the cleaning and caretaking line. Some rows do not correlate, such as water and sewerage, which is found within 'other premises' costs on the SOFA worksheet.

However, the total value of this section, which is the sum of rows 76 and 78 should match the sum of the following rows from the SOFA worksheet:

- 'cost of raising funds' (cells E136 and E137)
- special facilities (cell E165)
- cleaning and caretaking (cell E166)
- operating lease rentals (land and buildings) (cell E167)
- rates (cell E169)
- energy (cell E170)
- security (cell E172)
- other premises costs (cell E176)
- 'boarding activities' direct costs (cells E350 and E351)
- 'boarding activities' indirect costs (cells E356, E357 and E361)

Educational supplies and services

This includes the costs of supplies and services used directly for educational purposes during the period of the financial statements. This section should not include any capital expenditure on ICT or other equipment.

The total value of this section, which is row H86, should match the sum of the following rows from the SOFA worksheet:

- educational supplies (cell E149)
- 'direct costs' technology costs (cell E152)
- examination fees (cell E150)
- educational consultancy (cell E153)
- other direct costs (cell E154)
- agency staff costs (cell G206)

Other supplies and services

This includes the costs of supplies and services used as support costs during the period of the financial statements. This section should not include any capital expenditure.

The total value of this section, which is row 96, should match the sum of the following rows from the SOFA worksheet, with the exception of the revenue contributions to capital line which is sourced separately as detailed below:

- operating lease rentals (other) (cell E168)
- risk protection arrangement fees (cell E171)
- transport (cell E173)
- catering (cell E174)
- ‘support costs’ technology (cell E175)
- non-educational consultancy (E181)
- legal and professional (E182)
- auditor costs (cells E183, E184 and E185)
- governor and trustee reimbursements (cells E186, E187, E188 and E189)
- net movement in provisions (cell E190)
- gain or loss on assets and investments (cells E191, E192 and E193)
- other support costs (cell E194)
- revenue contribution to capital, which is the ‘gross transfer between funds’ into the restricted fixed asset fund, which can be found in cells L25, L26 and L27 of the ‘balance sheet funds and other disclosures’ worksheet.

Funding costs

This includes the cost of any interest charges from banks, loans and finance leases, plus the costs of any PFI service charges.

The total value of this section, which is row 100, should match the sum of the following rows from the SOFA worksheet:

- PFI service costs (cell E177)
- loan interest (cells E178 and E179)
- finance lease interest (cell E180)

Closing balances

This is the closing balance of any ‘restricted general funds’ and ‘unrestricted funds’ at each academy in the trust. This would be found in the ‘analysis of academies by fund balance’ as shown in note 18 ‘funds’ in the accounts direction model accounts and should agree to the total of these two funds found within the ‘funds’ section of the balance sheet.

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