

Supplement A

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Section 1 **Financial Return Spreadsheets**

Three-year financial plan

1 The workbook called FinPlan02.XLS contains the three-year financial plan forms and schedules.

Finance record 2001-2002

2 The pro-forma for the finance record 2002 is now part of the Sector Accounting Policies Circular 02/07.

Mid-year Update 2002-2003

3 The mid-year update contains forms 1, 2A, 2B, 3 and 4 and schedule 1 (schedule 1B of the three-year financial plan). The headings in each of the forms are identical to those used in the three-year financial plan. There are four columns of figures in this return. The first column is the provider's original estimate of the out-turn for the year ending 31 July 2003. This column will be consistent with the provider's plan for this period returned to the Council in the three-year financial plan. The second column is used for the provider's revised financial plan for the year. Columns 3 and 4 are calculated automatically and show the variation between the original plan and the mid-year update of the figures. The variation is displayed as an actual difference and as a percentage.

4 Where there are variances between the final out-turn for 2002/2003 and the mid-year update provided in February 2003 of greater than 1%, providers should explain the variances in an accompanying commentary.

5 The workbook called Midyr03.XLS contains the mid-year update forms for the year 2002/2003.

Potential problems

6 A number of issues caused providers problems completing past years' financial plans. The most common problems were:

- a balance sheet or cashflow does not balance;
- b saving data to disk;
- c printing forms;
- d Council support for capital projects.

Solutions to these problems are suggested below

Balance sheet does not balance

7 Many providers 'completed' their plans only to find that the balance sheet did not balance. In most cases, the error was due to incomplete recording of transactions. The following checklist will help identify the reason for imbalance in the majority of cases:

- a the balance sheet should balance at lines 8 and 15. If it does not balance the forecast is incomplete;
- b the most common area where errors occur is schedule 7, creditors. The following lines in the schedule should be equal. If they are not equal then the balance sheet will not balance:
 - 1 line 1(b)(v) will equal line 1(b)(viii)
 - 2 line 2(c) will equal line 2(f)
 - 3 line 4(d) will equal line 4(g);
- c after schedule 7, capital grants cause the most problems. 'Payments on account' or 'capital debtors' require particular care
- d other entries to check if the two schedules above are correct are:
 - 1 debtors, schedule 6
 - 2 provisions and deferred capital grants, schedule 8.

8 Please note that unrealised gains or losses on assets will be accounted for in schedule 11, revaluation reserve.

Copying data to disk

9 If providers have any problems with the operation of the workbook they should contact their local Learning and Skills Council. Providers will be able to access details of their local Council office from the Council website at www.lsc.gov.uk/contact/contact.cfm.

Installation

10 The workbooks for the three-year financial plan will be available on the Council's website (www.lsc.gov.uk). Providers will be able to download the workbooks as Microsoft Excel 97-2000 5.0/95 workbooks.

Website

11 To download the workbooks from the Council's website go to www.lsc.gov.uk. Click on the **Documents**, then **Circulars**, then scroll down to the circular titled **Financial Plans and Associated Data**. Below this you will need to click on the link for the templates. Providers will be able to download the spreadsheet as an Excel 97-2000 5.0/95 workbook (please save the workbook in the same format). **Please return the workbook via floppy disk.**

Form layout

12 The screen titles will differ depending on the form selected. Depending on the screen settings of the monitor only part of a form may be seen at any time. The display can be changed within the current screen settings by choosing the percentage adjuster on the standard toolbar. Click on the scroll bar or the up and down arrows on the scroll bar to move up and down within the form.

13 The forms contain either data entry fields or data entry and calculated fields. Calculated fields are shaded and it is not possible to enter data into these fields. It is only possible to enter data into the data entry fields. All the other cells are locked and if an attempt is made to input data, an error message will inform the user that the field is locked. This means that data cannot be entered in this field.

Saving and exiting forms and schedules

14 To save information that you have entered or amended, select Save from the File menu or select Close from the File menu. If amendments are made to the workbook, the program will prompt you to save the changes before closing the workbook. You can use your own appropriate file names at this stage. Make sure you keep copies of this workbook.

15 Error messages will be shown on the individual forms if all schedules are not completed. These messages are explained in previous sections. It is necessary to save a form or schedule before exiting and the application will prompt you to do so when you try to close the file from a form or schedule. If no amendments are made the form will close without prompting a save. Amendments made to the form or schedule will be lost if the form or schedule is not saved.

Printing forms

16 To print the details of an individual form or to print details of all forms:

- 1 select Print from the File menu options
- 2 the print option is set up to print sheets individually. If you wish to print all of the worksheets, select 'entire workbook' from the 'print what' option

3 click on the OK button.

17 The printout will be sent to the current Windows default destination printer. If you wish to confirm or amend the destination printer, select Print from the File menu options. Check which printer is selected in the name box.

18 To select a different printer, press the arrow to the right of the Name box. This will provide you with a drop-down list of all available printers. Select the printer you require.

19 The page set up defaults for each form is A4 paper size with portrait orientation.

Copying data for return to the Council

20 The workbook can be saved on any available secure drive including networked drives (providers are advised to store copies of the workbook in a safe place i.e. on a backed up drive, or save a copy to floppy disk). When complete the workbook should be saved to floppy disk using Files, Save As, highlight drive A: and save the workbook as FinPlan02.xls. The workbook can also be copied onto disk from the drive it is stored in by using Windows Explorer. To save the workbook FinPlan02.xls onto disk using this method, ensure that the file to be saved is closed and insert a formatted disk in the computer disk drive (normally drive A:). In Windows Explorer select the folder where the workbook is stored on the hard drive, click on the workbook name, right mouse click and click copy. Then select your floppy drive (usually A:drive), right mouse click and click paste. When completed the workbook should be saved to a floppy disk with the file name FinPlan02.xls.

Section 2 Notes and Guidance on the Financial Returns

2001/2005

(FE Colleges only)

Guidance on Completing the Financial Plan

Introduction

21 This section provides guidance on accounting policies and on completing the financial plan schedules and forms. Also refer to Circular 02/07: *Sector Accounting Policies*.

22 Prepare all figures on the accruals basis of accounting unless otherwise stated. Show all income and expenditure gross. Where boxes are shaded on the forms the software automatically calculates their value.

Financial Plan

23 The financial plans are used for a number of purposes. The Council expects providers to use the plan for internal planning and monitoring purposes, and reviews

each plan alongside the associated data. This is to form an opinion on the financial health of the provider and to determine if there are issues to raise with the provider. The Council also considers whether it agrees with the provider's self-assessment of its financial health.

24 The Council aggregates all financial plans to give a summarised view of the financial health of the sector. This summary is reported to Council and is used to provide a benchmark for providers in the sector. It also provides a basis for advice to the Secretary of State for education and employment.

25 It is important that a provider's financial plan presents a realistic view of its position so that the Council gets a realistic view of the financial health of the sector. The Council also uses the aggregate data to respond to ad-hoc queries from providers and the department.

Details

26 Please enter the provider's details i.e. name, provider code and payment code in the relevant cells on the Details worksheet.

Form 1 Income

27 The financial plan requires providers to analyse income sources and movements in these income sources. Income is split into Funding Council Grants, Tuition Fees and Education Contracts, Research and Contracts Income, Other Income and Endowment and Investment Income to determine the dependency of a provider on particular sources of income.

28 Income from catering, residences, conferences, farming activities and other subsidiary activities are compared with the cost to see if these activities are subsidised or contribute to fixed costs. The contribution is calculated and recorded on schedule 14B.

29 *Line 1, Funding Council Grants*

This will include:

- a LSC grants
 - i recurrent grant, including growth allocation from schedule 1A;
 - ii work based learning, including income from youth training (YT), employment (ET), income from youth credits and trainee allowances
 - iii release of capital grants. This line is calculated automatically by the application from schedule 2, line 5(h). It matches the release from deferred capital grants held on the balance sheet to the corresponding expenditure (depreciation of assets funded by capital grants). This covers capital grants from the Council and

other bodies.

30 Treat funds identified for capital purposes as deferred capital grants and credit them to a deferred capital grant account on the balance sheet. Release the allocation to the income and expenditure account in accordance with the *Statement of Standard Accounting Practice (SSAP) 4 Accounting for Government Grants*, to reflect the revenue charges arising from the capital expenditure which the allocation supports. Do this via entries in schedule 2 to the plan. Funds identified for capital purposes include sums set aside from the provider's main allocation, other capital support, Hunter 1(a) and 1(b) allocations, and retrospective support for capital projects approved by the Department for Education and Employment (DfEE) before 1 April 1993. Also, treat capital payments from other funds as deferred capital grant.

iv other Learning and Skills Council income. This includes income from other initiatives such as summer schools, University for Industry (UFI) and the further education (FE) standards fund from schedule 1B

b *HEFCE grants*

i recurrent grant(HE) income: Higher Education Funding Council for England (HEFCE) – include income received direct from the HEFCE for prescribed higher education including that transferred from Learning and Skills Council income to the provider from higher education institutions for the provision of HE courses

ii franchised and associated providers – income to the college from higher education institutions

iii other HEFCE income

31 *Line 2 Tuition Fees and Education Contracts*

This will include:

a EU

i United Kingdom (UK)

ii Other EU;

b non-EU – tuition fees and charges received from learners from outside the EU;

c HE – tuition fees and charges received for all courses of prescribed HE higher education;

d employer-led provision

i dedicated

- ii other
- e LEA
- f New Deal income;
- g other – include income for courses run for other authorities such as health authorities, and the Home Office (prison education).

32 To assist the Council to monitor the achievement of targets for employer contributions, we ask providers to record separately tuition fees for employer-led provision and, as a subset of this, fees for dedicated employer provision. Include in these headings the fees associated with learners recorded on the individualised student record in any of the following fields:

S16 major source of tuition fees as employer code (3);

Q09 major source of tuition fees as employer code (3);

Q13 franchised out arrangements codes (22) and (23);

Q35 employer role as employed and released by the employer to study a vocational qualification relevant to that employer (1), attending dedicated employer

33 *Line 3, Research grants and contracts*

This will include:

a European funds – revenue grant income from European structural funds. Include the release of European Regional Development Fund (ERDF) capital grants in line 2. Providers receiving funds before incurring the cost relating to the grant will match the income and expenditure in their forecast by crediting current liabilities with the unexpended proportion of the grant;

i repayment of funds – this will include repayments of European funding as a *negative* figure. Disclose the type of European funding, for example European Social Fund (ESF), in the commentary;

b other funds – this will include income from the post-16 partnership funds and the skills development fund and all income in respect of research carried out by the provider.

34 *Line 4, Other Income*

a Catering, residence and conferences. Income from catering, residences and conferences. Enter surpluses paid to the provider from contracted-

out services here

- b farming activities. Income from farm operations.
- c other income-generating activities. Income not covered under other headings, in respect of services rendered to outside bodies. This item will cover income from consultancy and any other non-teaching related activity not already separately identified.
- d profits/losses from subsidiary companies not consolidated. Agree the accounting treatment of subsidiary companies with the provider's auditors. Note that materiality is not an appropriate reason for non-consolidation of accounts. The profit or loss from any other partnership arrangements should also be included in this line.
- e release from deferred capital grants (non LSC) – this is automatically calculated from other schedules.
- f miscellaneous income (excluding investments). This will include other income – include all other sources of income not shown elsewhere and income from training restaurants and bars, beauty treatments, learner stationery sales, income from educational visits, value added tax and rates recovered, conference income, nursery, gym, sundry income (i.e., library).

35 *Line 5, Endowment and Investment income*

- a investment income – include income earned on restricted endowments to the extent that the income is spent on capital or revenue items
- b interest receivable. Include interest from all sources

36 *Line 6, total income.*

Sum of lines 1 to 5

37 *Line 7, total expenditure*

taken from form 2B

38 *Line 8, surplus/(deficit)*

Total income less total expenditure (line 6 less line 7). Also known as the operating surplus or deficit. This is shown before and after taxation and excluding asset transactions. The taxation charge is recorded on form 2A, non-pay expenditure.

39 *Line 9 surplus/(deficit) on asset disposals.*

This line shows the surplus/(deficit) on assets disposals, net of any disposal expenses.

40 *Line 10, surplus/(deficit) including asset transactions (after tax).*

This line shows the surplus/(deficit) excluding asset transactions after taxation (line 8(b), surplus/(deficit) after tax plus line 9, surplus/(deficit) on asset disposals).

Appropriation of surplus/(deficit)

41 *Line 11, transfer (to)/from revaluation reserves*

The sum transferred from the revaluation reserve to the income and expenditure account to balance the depreciation charge on revalued assets and to release from the revaluation reserve any sums related to assets disposed of in the period.

42 *Line 12, historical cost surplus/(deficit)*

Surplus or deficit in the year after transfer to or from the revaluation reserve (line 10 plus line 11).

43 *Line 13, transfer (to)/from restricted reserves*

Include any sums brought back from restricted reserves to match specific items of expenditure and all appropriations of income to restricted reserves.

All such transfers to or from reserves must be explained in the commentary.

44 *Line 14, transfer (to)/from designated reserves*

Include sums brought back from designated reserves to match specific items of expenditure and all appropriations of income to designated reserves.

Explain all such transfers to or from reserves in the commentary.

45 *Line 15, surplus/(deficit) carried forward to the income and expenditure account*

This is the sum of lines 12,13 and 14.

46 *Line 16, balance brought forward on the income and expenditure account*

The provider's general funds carried over from the previous period as set out in the provider's audited accounts.

Form 2A Non-pay expenditure

47 A similar breakdown of information is requested for non-pay and pay expenditure using the broad headings of teaching, other support, administration and

premises. The analysis assists the Council in responding to queries on teaching costs versus administration costs. We use the analysis to prepare benchmarking data for providers on levels of expenditure. The Council refers to the financial plans when considering provider applications for capital projects, to assess the impact on expenditure and efficiency.

48 Form 2A is for recording non-pay expenditure, including materials, consumables, un-capitalised equipment, stationery, travel and subsistence, postage, telephone charges, books, periodicals, copyright licences, advertising, relocation contributions, consultancy fees, insurance and revenue building works. Include these in the appropriate expense categories below.

49 *Line 1, teaching departments*

This item will cover all revenue expenditure on teaching and demonstrating such as equipment maintenance, stationery, transport and field trips and open learning costs.

50 *Line 2, teaching support services*

This item will cover the cost of centrally organised services providing teaching support to all learners, including:

library – collections of learning-support materials such as books, periodicals, slides and video tapes and including learning support centres if these are organised under the control of the provider library;

computer-and resource-based learning centres – the provision of computing facilities for the learner body as a whole. The running costs of administrative computers and charges for the administrative use of a central computer will be shown under line 4 and not here;

additional support costs – the non-pay cost of any additional support provided over and above the programme activities included in a standard learning programme to help an individual learner complete their learning programme. This could include the cost of a diagnostic assessment, specialist support, transport between provider sites, and materials. Equipment purchases will not be included here;

learner guidance on enrolment;

learner support;

payment to student unions;

recreation services such as non-curricular music, drama and sport;

medical services;

learner services such as careers advisory services, welfare services and specific charges for counselling;

learner transport;

general support fund payments;

residential bursary payments.

51 *Line 3, other support services*

This will include:

staff training (including costs of seminars);

print services;

expenditure on facilities such as theatres and galleries, except those run by teaching departments which will be included in line 1;

curriculum-development costs;

nursery, work placements.

52 *Line 4, administration and central services*

This will cover the general running costs of the provider and those specifically charged to central services such as:

the revenue costs of administrative computing;

bank charges (excluding interest charges that are covered at line 16 below);

legal and audit fees;

insurance premiums other than buildings insurance that is covered at line 6(a) below;

travel and subsistence costs of the principalship and administrative staff;

recruitment costs, surveyors' fees, postage, telephones, subscriptions, and payroll services;

copyright licence, revenue-running costs of payroll, central licences;

administration costs of using agency or part time staff, whether this function is carried out centrally or in departments.

53 *Line 5, general education expenditure*

This will include:

- a marketing – overseas learner recruitment costs, publicity and promotion, including course advertising, prospectuses, and market research, except where these are charged directly to provider teaching departments;
- b examination costs.

54 *Line 6, premises*

Please show:

- a running costs other than maintenance, for example heating, lighting, cleaning, care-taking, water charges, security, insurance and national non-domestic rates;
- b maintenance. Short-term and long-term maintenance costs, for example unblocking drains and repairing breakages;
- c rents and leases – the cost of acquiring space which is not owned by the provider, including:

moving costs, refurbishment costs

minor building improvements and alterations not capitalised.

55 *Lines 7 to 9, other income-generating activities, catering, residences and conferences and farming activities*

The costs shown under these three headings will be the marginal costs of providing the activities that generate the corresponding streams of income shown in form 1. Where catering services are contracted out, enter any subsidy here. Marginal costs in these cases are defined as the additional costs incurred to secure the income.

56 *Line 10, franchising provision costs*

Include all franchising provision payments other than staff in this heading. Provide an account of significant franchising arrangements in the commentary.

57 *Line 11, miscellaneous*

This includes costs not shown elsewhere and will include trainee allowance costs where the provider acts as the managing agent. Providers should avoid charging items to this heading wherever possible and need to explain any costs charged here in the commentary. Other expenses to be included:

provision for bad debts;

costs for training restaurants/hair and beauty salons;
revaluation loss on equipment financed by grant.

58 *Line 12, depreciation*

These lines are calculated automatically from schedule 5.

59 *Line 13, interest on SSAP 24 provision*

Interest on SSAP 24 provisions brought forward from schedule 8.

60 *Line 14, other interest payable*

Include interest on long-term loans, bank overdrafts and local authority deficit loans.

61 *Line 15, taxation*

Include any taxation charges. Non-recoverable value added taxation charges will be allocated to the appropriate expenditure heading.

62 *Line 16, total non-pay expenditure*

Sum of lines 1 to 15.

63 *Line 17, premises area (m²)*

Please enter the area of the provider's premises in this line. Without this figure the premises cost per m² in schedule 14B, line 2(g), cannot be calculated. Incorrect data may result in adverse and mistaken conclusions being drawn in respect of providers' estates utilisation, and may hinder capital consent and support applications being processed.

Form 2B Pay expenditure

64 Pay expenditure will include basic payroll costs, overtime and other allowances and additions, employers' superannuation costs, employers' national insurance contributions, premature retirement costs and redundancy costs.

65 *Line 1, teaching departments*

Please show:

- a teaching – include the cost of staff who teach on courses where the provider charges full or partial-cost recovery and on short and special courses. Where the effect is material apportion the costs of teaching staff who split their time between teaching and other income-generating activity (line 8 below) between line 1(a) and line 8 below. Include any

costs of staff cover for teaching staff in this line;

- b other – include pay for other teaching department staff such as technicians and clerical teaching support staff. Record the costs of departmental staff involved in administrative tasks such as registry, procurement or finance under administration and central services.

66 *Line 2, teaching support services*

This will include the costs of any staff predominantly employed for:

libraries – the cost of all employees, wholly or mainly engaged in library duties or with other learning support centres under the control of the library;

computer - and resource-based learning centres – the cost of staff managing and running such centres. The cost of staff engaged in administrative computing work will be shown under line 4;

additional support – the cost of staff providing additional support to individual learners over and above the programme activities included in a standard learning programme. This could include literacy or numeracy support, counselling, teachers of the deaf, Braille support and communicators/interpreters;

learner guidance on enrolment;

learner support, including the cost of administering access funds;

provider nurses, learner welfare officers, recreation tutors, accommodation officers, careers officers and counsellors.

67 *Line 3, other support services*

This will include:

staff training costs – the directly identifiable costs of staff training and development including the cost of staff tutors and their support staff;

print services staff, student union staff (if the student union is not a separate legal entity) and curators;

nursery staff;

work placement team reception.

68 *Line 4, administration and central services*

Include the pay and costs of other emoluments of staff such as the principalship, the directorate and support staff such as the finance staff,

personnel staff and administrative staff. It also includes;

MIS;

registry (examinations);

computer maintenance/software development;

staff involved in fund raising/community focused roles;

data input staff;

WBL and New Deal administration costs;

time tabling staff;

quality unit.

69 *Line 5, premises*

This will include:

- a running costs – the cost of cleaning, care-taking and security staff;
- b maintenance – the cost of staff engaged on routine and long-term maintenance, including the salaries of health and safety officers.

70 *Lines 6 to 8, other income-generating activities, catering, residences and conferences and farming activities.*

Lines 6, 7 and 8 will include all relevant pay-related costs on the same basis as in form 2A, lines 7 to 9. Where teaching staff carry out consultancy contracts, separately identify costs.

71 *Line 9, franchising provision costs*

Include franchising provision pay costs of the provider's own employees under this heading. Provide an account of significant franchising arrangements in the commentary.

72 *Line 10, miscellaneous*

Include any staff costs not included in previous lines. Please provide an analysis of amounts making up this line. If there are any staff costs associated with training restaurants or hair and beauty salons linked to income generation, then they will be included here.

73 *Line 11, contracted tuition services*

This will include the pay costs of agencies used for providing tuition services.

74 *Line 12, total pay expenditure before restructuring*

Sum of lines 1 to 11. This line is used in calculating ratios.

75 *Line 13, staff restructuring*

This will include:

- i initial cost – include all staff-related initial payments in respect of restructuring (redundancy compensation and enhanced lump sum payments);
- ii SSAP 24 provision – this is both the provision for any enhanced pension entitlement given and any provision necessary because of the under-funding of the provider’s liability under the Local Government Superannuation Scheme (LGSS). The split of costs under this heading should be detailed in the commentary.

Providers undertaking a staff restructuring scheme, whereby they grant enhanced pensions, will be required to calculate a provision for future pension costs as described in SSAP 24, *Accounting for Pension Costs*. This provision should appear on line 13(b). The provision required is automatically entered for all periods from entries made on schedule 8.

Providers should record any payments of enhanced pension costs and the interest payable on the SSAP 24 provision on schedule 8.

Guidance on calculating SSAP 24 provisions is contained in Supplement B to Circular 02/07 Sector Accounting Policies.

76 *Line 14, total pay expenditure after restructuring*

Sum of lines 12 and 13(a) and 13(b).

77 *Line 15, total non-pay expenditure*

Line 16 from form 2A.

78 *Line 16, total expenditure*

Sum of lines 14 and 15.

79 *Lines 17 and 18, number of staff (excluding contract tuition service staff)*

Enter the number of teaching (i.e., those staff whose costs are included in line 1(a) and non-teaching staff (i.e. those staff whose costs are included in lines 1(b) to 12 inclusive) in full time equivalents at lines 19 and 20. It is important that these figures are entered correctly, as without them some key indicators cannot be calculated. Please note that contract tuition staff should be excluded from this line.

Form 3 Balance sheet

80 The majority of the entries in the balance sheet are automatically calculated from the supporting schedules.

81 *Line 1, fixed assets*

The analysis of fixed assets is detailed to allow for ease of calculation.

Fixed assets include:

- a inherited land and buildings – the value of land and buildings acquired on vesting day;
- b the value of land and buildings acquired post-vesting day, funded by capital grant and valued at cost or subsequent revaluation;
- c the value of all other land and buildings valued at cost or subsequent revaluation;
- d the value of equipment acquired on vesting day;
- e the value of equipment acquired post-vesting day, funded by capital grant and valued at cost;
- f the value of all other capitalised equipment valued at cost or subsequent revaluation;
- g investments held as long-term assets valued at the lower of cost or market value;
- h other fixed assets;
- i total of lines 1(a) to 1(h).

82 For the year ended 31 July 2001 lines 1(a) to 1(h) should be entered manually, using the figures in the provider's audited financial statements for that year.

83 *Line 2, current assets*

Current assets include:

- a stocks – the value of stocks such as farm stock at the lower of cost or realisable value;
- b debtors;
- c the value of money market investments held as short-term assets valued at the lower of cost or net realisable value;
- d cash and bank balances the cash figure should be entered manually. *This figure should **not** be negative – overdrafts should be entered in line 3a (see below).*
- e total of lines 2(a) to 2(d).

84 *Line 3, creditors: amounts falling due within one year*

Creditors: amounts falling due within one year include:

- a overdrafts;
- b other loans falling due for repayment within one year;
- c LEA deficit loan repayable inside one year;
- d trade creditors;
- e amounts due to the inland revenue and pension funds;
- f payments on account and deferred income;
- g all other short-term creditors;
- h total of lines 3(a) to 3(g).

85 *Line 4, net current assets/(liabilities)*

Line 2(e) minus line 3(h).

86 *Line 5, total assets less current liabilities*

Line 1(i) plus line 4.

87 *Line 6, creditors: amounts falling due after one year*

Creditors: amounts falling due after one year include:

- a loans falling due for repayment after one year;

- b the portion of any LEA deficit loan falling due for repayment after one year;
 - c other long-term liabilities;
 - d total of lines 6(a) to 6(c).
- 88 *Line 7, total provisions,*
- This should include long-term provisions. All entries should be explained in the commentary.
- 89 *Line 8, total assets less liabilities*
- Line 5 minus line 6(d) minus line 7.
- 90 *Line 9, deferred capital grants*
- This line is commuted from schedule 8.
- 91 *Line 10, revaluation reserves*
- The amount by which tangible fixed assets were revalued, adjusted for sums released to the income and expenditure account and unrealised gains and losses.
- 92 *Line 11, restricted reserves*
- The value of funds earmarked for specific purposes that cannot be used at the discretion of the governors for any other purpose – for example charitable bequests.
- 93 *Line 12, designated reserves*
- The value of funds set aside for specific purposes by the governors, for example for capital purposes.
- 94 *Line 13, income and expenditure account*
- The accumulated balance on the income and expenditure account.
- 95 *Line 14, total reserves*
- The sum of lines 10 to 13.
- 96 *Line 15, total (including deferred capital grants)*
- The sum of lines 9 and 14

Form 4 Cashflow statement

97 This schedule calculates a cashflow statement, as required by Financial Reporting Standard 1 (FRS1), largely from entries made on other forms and schedules. Providers may need to make some entries on this form. The entries on this form are:

cash is regarded as cash in hand, deposits and overdrafts repayable on demand (under one working day's notice);

liquid resources are (readily disposable) current asset investments. They are capable of disposal without disrupting the business and are either traded in an active market or readily convertible into known amounts of cash. Liquid resources include items such as money market deposits, listed investments and local authority bonds;

net debt is defined as borrowings under FRS4, plus obligations under finance leases less cash and liquid resources. This includes any loans, debentures or balance on inherited deficit loans;

an additional section on management of liquid resources is included in the cashflow statement. Cash inflows include withdrawals from deposit accounts or disposal of investments. Cash outflows include the placing of a deposit or acquisition of investments;

the standard requires a separate reconciliation of net cashflow to movement in net debt. This is incorporated as a continuation of form 4.

The reconciliation of the operating surplus/(deficit) to net cash inflow/(outflow) from operating activities is automatically calculated and shown on schedule 12.

98 *Line 1 net cash inflow/(outflow) from operating activities*

Shows the net increase or decrease in cash and cash equivalents resulting from operations shown in the income and expenditure account. This is calculated from the surplus/deficit generated in the period by adjusting for:

depreciation;

deferred capital grants released to income;

profit/loss on disposal of fixed assets;

increase/decrease in stocks;

interest payable;

increase/decrease in debtors;

increase/decrease in trade creditors;
increase/decrease in tax and pension contributions;
increase/decrease in other payments on account;
increase/decrease in other liabilities;
increase/decrease in provisions;
interest receivable.

The software calculates these adjustments automatically and discloses them on schedule 12.

99 *Line 2, returns on investments and servicing of finance*

Shows the cash inflow/(outflow) in the period through:

- a interest received;
- b interest paid;
- c interest element of finance lease rental payments;
- d net cash inflow/(outflow) from returns on investment and servicing of finance (the sum of lines 2(a) to 2(c)).

100 *Line 3, taxation*

This line needs to be entered manually where appropriate. Include cashflows to or from taxation authorities in respect of the institution's revenue and capital surpluses. Deal with cashflows in respect of other taxation, including payments and receipts in respect of VAT within operating activities.

101 *Line 4, capital expenditure and financial investment.*

- a payments to acquire fixed assets – includes all expenditure irrespective of how the acquisition was financed;
- b receipt from the sale of fixed assets;
- c deferred capital grants received – include all capital grants received in the period whether from the Council or any other source;
- d net cash inflow/(outflow) from capital expenditure. The sum of lines 4(a) to 4(c).

102 *Line 5, management of liquid resources*

Shows the cash inflow/(outflow) in the period from:

- a withdrawals or disposals – this will be positive;
- b deposits or acquisitions – this will be negative;
- c net cash inflow/(outflow) from management of liquid resources – the sum of lines 5(a) and 5(b).

103 *Line 6, financing*

Shows the cash inflow/(outflow) in the period from:

- a new secured loans;
- b new unsecured loans;
- c repayments of amounts borrowed – secured and unsecured loans;
- d repayment of the LEA deficit loan;
- e capital element of finances lease rental payments;
- f net cash inflow/(outflow) from financing. The sum of lines 6(a) to 6(e).

104 *Line 7, increase/(decrease) in cash*

The sum of lines 1, 2(d), 3, 4(d), 5(c) and 6(f).

105 *Line 8, reconciliation of net cash inflow/(outflow) to movement in net funds/(debt)*

Shows the change in net debt or net funds during the course of each year:

- a increase/(decrease) in cash. This will equal line 7;
- b cash to repay debt. This will equal the sum of lines 6(c) and (d);
- c cash used to increase liquid resources. This will equal line 5(c);
- d new loans and finance leases. This will equal the sum of schedule 7, lines 1(b)(ii), 1(b)(iii) and 4(b);
- e change in net funds/(debt) is the sum of lines 8(a) to (d);
- f net funds/(debt) at the beginning of the year. This comes from schedule 13, line 7 of the previous year;

g net funds/(debt) at the end of the year. This comes from schedule 13, line 7.

Please note that line 8(g) will be the sum of lines 8(e) and 8(f).

Form 5 Principal's certificate of reconciliation of movements between years

106 The purpose of this reconciliation is to attribute the movements in each provider's expenditure between years to changes in price and volume. Treat changes in salary costs due to promotions and annual increments as volume variances.

Calculate the movement in cost due to volume changes first, attribute the remaining movement to price changes.

Measure the changes from 2001/2002 to 2002/03 against the column that gives the expenditure for the teaching year 2001/2002. Only certain expenditure lines lend themselves to this type of analysis so exclude movement on the following from the analysis:

non-pay expenditure– depreciation, interest on SSAP 24 provision, other interest payable and taxation;

pay expenditure – restructuring costs

initial cost

SSAP 24 provision and contract tuition services.

Non-pay expenditure

107 *Line 1, total non-pay expenditure for previous year*

For each year this is the total relevant non-pay expenditure for the previous year. For example, in line 1 for 2001-2002 this is the sum of lines 1 to 10 plus lines 12 and 13 from form 2A for the year ending 31 July 2001.

108 *Line 2, increase/(decrease) in year attributable to volume changes*

Show the cost of volume changes planned for each year.

109 *Line 3, increase/(decrease) in year attributable to price changes*

Include the cost of price changes expected for each year. It is expected that this will equal the inflation rates set out in the commentary. If this is not the case, please explain this in the commentary.

110 *Line 4, total of non-relevant non-pay expenditure in year*

This is calculated as the sum of form 2A lines 12, 13, 14, and 15.

111 *Line 5, total non-pay expenditure planned for the year*

The sum of lines 1 to 4. This figure will be equal to form 2A line 16 for the relevant year.

112 *Line 6, percentage price increase for non-pay expenditure*

The level of non-pay inflation implied by the figures entered in line 1 to 5.

Pay expenditure

113 *Line 7, total relevant pay expenditure for previous year*

This is calculated as the sum of lines 1 to 11 of form 2B.

114 *Line 8, increase/(decrease) in year attributable to volume changes*

This is the cost of volume changes planned for each year.

115 *Line 9, increase/(decrease) in year attributable to price changes*

This is the cost of price changes expected for each year.

116 *Line 10, total of non-relevant pay expenditure in year*

This is calculated as the sum of lines 11, 13(a) and 13(b) from form 2B.

117 *Line 11, total pay expenditure planned for the year*

The sum of lines 7 to 10. The sum entered here will equal the amount entered at form 2B line 16 for the relevant year.

118 *Line 12, percentage price increase for pay expenditure*

The level of pay inflation implied by the figures entered in lines 7 to 11.

119 *Line 13, has the provider revalued its assets since incorporation?*

This is linked to an error message on form 3. Please enter 'Y' or 'N'.

120 *Line 14, indicative financial health group*

This line is calculated automatically. Details on how the indicative financial health group is calculated are outlined in Annex C to this circular.

Provider's self-assessment of financial health

121 The Council requests providers to insert their assessment of the most appropriate financial health group for the provider on form 5 (at line 15). Provide

comments on the provider's decision and any difference to the computed health group in the commentary.

Provider's budget statement

122 The Council requests providers to say whether or not the plan for 2002/03 is also the budget approved by the corporation for the provider in that year, by entering a 'Y' or 'N' in the box provided at line 16. If the plan is not the budget for 2002/03 then state the reasons in the commentary.

Provider's risk management plan

123 Confirm the risk management plan complies with the Turnbull Report and the board of governors approval of the plan by entering 'Y' or 'N' in the box provided at line 17.

Principal's certificate

124 The principal signs form 5 to indicate that the plan is complete and that the key ratios have been reviewed by the governing body. If any part of this form is incomplete, or not completed correctly, a message is printed where the principal signs stating that the form has not been fully completed.

125 All forms produced by the application have the time and date printed at the foot of the page. The time and date on form 5 will be the same as the time and date on all other forms and schedules returned to the Council. The Council will ask providers for another signed copy of their plan if this is not the case.

Schedule 1A Learning and Skills Council Funding Allocation

Purpose of schedule

126 This schedule is used to:

estimate the planned funding allocation to be included in form 1;

estimate the learner funding rate per FTE.

Completion of schedule

127 This schedule has been amended to reflect the revisions to the funding allocation. Providers should enter their 2001/02 allocation in pounds (£000s) in line 1 for 2001/02.

Total allocation

128 *Line 1, total allocation (£000s)*

Providers should enter their total allocation, in pounds (£000s) manually for 2001/02, at line 1

129 *Line 2, cash baseline allocation (£000s)*

Providers should enter their cash baseline allocation, in pounds (£000s) manually from 2002/2003 onwards. (This figure is sum of boxes aa, ab, ac and ad on the provider's 2002/03 initial baseline funding allocation, for 2002/2003)

130 *Line 3, additional growth to support recovery plan (£000s)*

If the provider has been allocated additional growth for recovery plan purposes, for 2002/2003 it should enter the figure on this line. (This is also given on the 2002/2003 Initial Baseline Funding Allocation).

Providers who have included additional growth funds in support of recovery plans should explain this in the commentary to the plan.

131 *Line 4, funds for exceptional support (£000s)*

If the provider has been allocated funds for exceptional support for 2002/2003, it should enter the figure on this line. (See the 2002/2003 Initial Baseline Funding Allocation)

Providers who have funds for exceptional support should explain this in the commentary to the plan.

132 *Line 5, other baseline funding adjustments (£000s)*

Enter here any adjustments to the baseline funding. Only a small number of provider's should have figures on this line. Reductions in funding should be entered as **negative** figures.

133 *Line 6, total baseline allocation (£000s)*

This line is the sum of lines 2 to 5.

Growth funding

134 *Lines 7-12, growth funding*

Providers should enter funds associated with over achievement of 16-18 FT growth in 2002/03. Allocations for growth in 2002/03 for 16-18 year-old full-time learner funds and adult and part-time 16-18 learner funds should be entered in lines 8 and 9 respectively. Enter any assumed further growth allocation in subsequent years in lines 8 and 9. The model assumes consolidation of previous year's growth.

135 *Line 13, additional funds (£000s)*

Calculates the total growth funding

Area weighting factor

136 *Line 14, area weighting factor*

Enter the appropriate area weighting factor for 2001/2002 and subsequent years.

Uplift for specialist providers

137 *Line 15, uplift for specialist providers*

Enter the appropriate uplift for specialist providers for 2001/2002 and subsequent years.

Average level of funding (ALF)

138 *Line 16, average level of funding (ALF)*

Enter the provider's assumption for the ALF for 2001/2002.

Learner Funding Rate (LFR)

139 *Line 17, learner funding rate*

This is automatically calculated by the model. Total allocation divided by total planned FTE's

Revenue allocation

140 *Line 18, adjustment for recovery of funds (£000s)*

Enter any anticipated recovery of funds for previous years.

141 *Line 19, additional in year allocation (£000s)*

Where a provider has received additional funds that will not be consolidated into the baseline for future years enter these here. The model does not assume consolidation of previous year's growth.

Main allocation

142 *Line 20 main allocation (to form 1)*

This is calculated by the model. Total allocation minus adjustment for recovery of funds minus additional in year allocation.

Memorandum lines

- 143 *Lines 21 and 22 are memorandum lines.* Line 21, planned learner FTEs is split between a) 16-18 full-time and b) other. Line 23 is franchised provision in pounds (£000s).
- 144 The publication *Funding Guidance in Further Education 2002-03* sets out the methodology and explanation of how to calculate learner full-time equivalents. This publication is available on the LSC website under *documents/other documents*.

Schedule 1B Other Learning and Skills Council Income

Purpose of schedule

- 145 This schedule is used to estimate the amount of other income received from the Council and is split into revenue and capital income. The total revenue income received is carried forward to form 1 line 1(a, iv).

Completion of the schedule

- 146 This schedule is included to show the breakdown of other Learning and Skills Council income as shown in form 1 line 1(a, iv) of the plan.

147 *Line 1, learner support funds*

This is estimated income expected to be received from childcare support funds and residential bursaries. Further details are in Circulars 01/08: *FE Learner Support Funds 2001/02* and 01/12: *The FE Childcare Places Grant Programme 2001/02 to 2003/04*.

148 *Line 2, ethnic minority student achievement grant (section 11)*

This is income received for projects previously carried out under section 11 of the Local Government Act 1966.

149 *Line 3, basic skills quality initiative*

This is additional income expected for basic skills provision.

150 *Line 4, individual learning accounts*

This is income received for individual learning accounts.

151 *Line 5, rationalisation fund*

This is income revenue received as a result of rationalisation. Further details regarding this fund are in Circular 01/10: *Further Education Corporation Reorganisations and Rationalisation Fund Support*.

152 *Line 6, FE standards fund*

This is income expected to be received from the FE standards fund. Further details regarding this fund are in Circular 01/02: *Standards Fund 2001/2002*

153 *Line 7, widening participation strategic partnerships*

This is income expected from these partnerships

154 *Line 8, Local initiative fund.*

155 *Line 9, University for Industry projects*

This is income expected for University for Industry projects separate from that included at schedule 1A.

156 *Line 10, Centres of vocational excellence*

This is income relating to the funding of centres of vocational excellence. Further details regarding this fund can be found in Circular 01/14: *Centres of Vocation Excellence*.

157 *Line 11, Teachers pay initiative*

158 *Line 12, Foot and Mouth*

This is income in the form of compensation to providers following the foot and mouth epidemic.

159 *Line 13-15 Other LSC Income*

The lines should be used for other LSC income not covered in the lines above.

160 *Line 16, total*

Calculates the total of other LSC income

Memorandum line for learner support funds

161 *Line 17, Learner support funds; Access funds*

Include access funds here. Access funds have been removed from other LSC income and are no longer included in the income and expenditure account. This is in line with the guidance issued in the FE and HE Statement of Recommended Practice (SORP).

Memorandum table for new capital grant expected cash flows

162 Include the expected cash flows from these initiatives in this table. This helps the Council in its planning. Providers should account for these grants on schedule 2 as for other capital grants.

163 *Line 18, childcare places (learner support fund)*

This is income expected from the childcare places fund.

164 *Line 19, rationalisation fund (capital element)*

This is the estimated capital grants to be received from rationalisation. Further details regarding this fund are in circular 99/15.

165 *Line 20, income to support financing of major works*

This is the estimated income to support the financing of major works.

166 *Line 21, IT infrastructure*

This is the estimated income to support the financing of information technology for learners.

167 *Line 22, other Learning and Skills Council capital grants*

This is any other capital grant income from the Learning and Skills Council.

168 *Line 23, total*

The sum of lines 18 to 22.

169 *Line 24, provider spend on Information Learning Technology (ILT).*

Providers are asked to identify funds (capital and revenue converted to capital), from any source, expended on information learning technology. Information learning technology (ILT) activities can be categorised as follows:

hardware;

communications;

learning materials;

training and staff development.

170 *Line 25, total provider spend on ILT*

Schedule 2 Funds for Capital Purposes

Purpose of schedule

171 This schedule is used to:

record the amount of capital grants received by providers;

ascertain the nature of expenditure made from capital grants received by providers;

calculate the release of capital grants to income and expenditure account.

Completion of schedule

172 Capital grants are categorised into four types:

For 2001-02 only, Council funds for capital purposes expended on equipment;

major capital works grant received from the Council;

Council funds for capital purposes expended on land and buildings;

other capital grants.

173 For 2001/02 only, the amount entered for category (a) must correspond to that entered in line 20 of schedule 1A, Learning and Skills Council funding allocation. Where this corresponding entry is not made, the cashflow forecast will not balance.

Providers need to analyse:

how capital grants received, or main allocation used for capital purposes was spent;

any grants estimated to be unspent at the end of a period;

grants spent in advance of receipt at the end of a period;

any grants received in a prior period spent in the current period;

any grants spent in current period planned to be received in a future period.

174 *Line 1. The details are necessary to calculate the release of capital grant and produce the cashflow statement.*

For Council funds for capital purposes expended on equipment, enter:

in line 1(b) any revenue expenditure made on equipment from the grant, even if the expenditure is made before the grant is received;

in line 1(c) any grant received in the accounting period that is unspent at the end of that accounting period;

in line 1(d) any expenditure made, either on revenue or on fixed assets, from grants due to be received but not yet received;

in line 1(e) any grants received in a previous period but not spent until the current period, that is, the expenditure is included in 1(a) or 1(b) above in the current period;

in line 1(f) any grants spent in a previous period but not received until the current period, that is, the expenditure is included in 1(a) or 1(b) above in the previous period.

Line 1(g) is automatically calculated. Please check that this equals total capital equipment grant received in each period.

175 *Line 2. Providers that benefit from major capital works grant should enter:*

in line 2(a) any expenditure made on fixed asset land and buildings from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 2(b) any revenue expenditure made on land and buildings from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 2(c) any expenditure made on fixed asset equipment from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 2(d) any revenue expenditure made on equipment from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 2(e) any grant received in the accounting period that is unspent at the end of that accounting period;

in line 2(f) any expenditure made either on revenue or on fixed assets from grants due to be received but not yet received;

in line 2(g) any grants received in a previous period but not spent until the current period, that is, the expenditure is included in 2(a), 2(b), 2(c) or 2(d) above in the current period;

in line 2(h) any grants spent in a previous period but not received until the current period, that is, the expenditure is included in 2(a), 2(b), 2(c)

or 2(d) above in the previous period;

in line 2(i) any capital element of retrospective Council assistance in the year in which the grant is received;

in line 2(j) any revenue element of retrospective Council assistance in the year in which the grant is received.

Only a few providers will need to complete the above part and most of these only need to complete lines 2(a), 2(b), 2(c) and 2(d).

Line 2(j) will include, for the year in which the retrospective grant is received, a proportion of the cumulative depreciation-to-date charged to income and expenditure against the asset for which assistance was awarded. The proportion of the total depreciation charge entered will correspond to the proportion of support for the total project cost agreed by the Council. Transfer the amount of Council assistance allocated to revenue expenditure for cumulative depreciation to the income and expenditure account, form 1 line 2, release of capital grants, in the year of receipt.

Line 2(k) is automatically calculated. Please check that this equals total major capital works grant received in each period.

176 *Line 3. For Council funds for capital purposes expended on land and buildings enter:*

in line 3(a) any expenditure made on fixed asset land and buildings for maintenance work or from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 3(b) any revenue expenditure made on land and buildings for maintenance work or from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 3(c) any grant received in the accounting period which is unspent at the end of that accounting period – payment on account;

in line 3(d) any expenditure made, either on revenue or on fixed assets, from grants due to be received but not yet received;

in line 3(e) any grants received in a prior period but not spent until the current period, that is, the expenditure is included in 3(a) or 3(b) above in current period;

in line 3(f) any grants spent in a prior period but not received until the current period, that is, the expenditure is included in 3(a) or 3(b) above in a previous period.

line 3(g) is automatically calculated. Please check that this equals total minor capital works grant received in each period.

177 *Line 4, Other capital grants*

in line 4(a) any expenditure made on fixed asset land and buildings from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 4(b) any revenue expenditure made on land and buildings from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 4(c) any expenditure made on fixed asset equipment from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 4(d) any revenue expenditure made on equipment from the grant, even if the expenditure is made in advance of receipt of the grant;

in line 4(e) any grant received in the accounting period that is unspent at the end of that accounting period;

in line 4(f) any expenditure made, either on revenue or on fixed assets, from grants due to be received but not yet received;

in line 4(g) any grants received in a prior period but not spent until the current period, that is, the expenditure is included in 4(a), 4(b), 4(c) or 4(d) above in the current period;

in line 4(h) any grants spent in a prior period but not received until the current period, that is, the expenditure is included in 2(a), 2(b), 2(c) or 2(d) above in the prior period. (For many providers this section is not applicable.)

line 4(i) is automatically calculated. Please check that this equals the total of other capital grants received in each period.

178 *Line 5. Release of capital grants, section 5 (lines a to j), is automatically calculated from entries made on this schedule, schedule 3 disposal of fixed assets, and schedule 5, fixed asset depreciation.*

Treatment of Council Support for a Project

179 Council support for capital projects is now granted as:

continued loan support arrangements;

lump sum commutation of loan support;

lump sum grant over three years.

Loan support

180 For the first year only, the loan support is shown as major capital works grant in lines 2(a) and 2(b) of schedule 2, capital grants – capital element in line 2(a) and revenue element in line 2(b). For the first year only, the total cost of the project, net of the first year's capital element, is shown as other land and buildings additions.

In subsequent years, the Council support is shown as retrospective Council assistance in lines 2(i) and 2(j) of schedule 2, split appropriately between capital and revenue. The software makes all further adjustments automatically.

Commuted support

181 For planning purposes providers should assume commuted support will be paid over three years in three equal instalments. In year one show the lump sum commuted support as retrospective Council assistance (line 2(i) of schedule 2) with the commuted support to be received in years two and three shown as a Council debtor (line 2(f) of schedule 2). The actual commuted support received in years two and three should be included in line 2 (h) of schedule 2.

Example – commuted support

182 A provider receives a lump sum payment of £300,000 (commuted capital support) to be paid over three years in three equal instalments as follows:

Year 1 – year ending 31 July 2002	£100,000
Year 2 – year ending 31 July 2003	£100,000
Year 3 – year ending 31 July 2004	£100,000

The receipts should be input in the financial plan workbook as follows:

Schedule 2, Funds for capital purposes

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 2(f), grants claimed and spent but not rec'd (Council debtor)	200		
Line 2(h), grants expended in prior year rec'd in current year		100	100
Line 2(i), capital element of retrospective Council assistance	300		

The following entries are automatically calculated via the schedules:

Schedule 4, Fixed asset additions

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 1(a), total additions cash purchases	300		
Line 2 (c), total additions (net of retrospective grants received)	(300)		

Schedule 6, Debtors

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 2, Council capital grants	200	100	

Schedule 8, Provisions

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 1(a) balance b/fwd		300	300
Line 1(b) capital grants rec'd	100	100	100
Line 1(c) capital grant debtors	200		
Line 1(h) balance c/fwd	300	300	300

Form 3, Balance Sheet

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 1(b), land and building financed by capital grant	300	300	300
Line 1(c), other land and buildings	(300)	(300)	(300)
Line 2(b), debtors	200	100	
Line 2(d), cash (manual entry)	100	200	300
Line 9, deferred capital grant	300	300	300

Form 4, Cashflow statement

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 4(c) deferred capital grants rec'd	100	100	100
Line 7 increase/ (decrease) in cash	100	100	100
Line 8(g) net funds/(debt) at end of year	100	200	300

The £100,000 is also automatically input at lines 4(d), 8(a), 8(e) and 8(f).

Capital grant

183 For the first year show the grant received in year as major capital works grant in lines 2(a) and 2(b) of schedule 2. Record the total cost of the project, net of grant in other land and building additions (schedule 4 line 2(a)). In years 2 and 3 enter grants claimed and spent but not received in schedule 2 line 2(f) and enter any grants expended in the prior year but received in the current year in schedule 2 line 2(h).

Example – capital grant

184 A provider has a capital project approved by the Council with capital support of 35% on its eligible project cost of £1 million. The capital support of 35% (£350,000) will be paid by the Council over three years on support of evidence from the provider that the expenditure has been made. The maximum that the provider can claim will be as follows:

Year		%	£
1	2001/02	10.0	100,000
2	2002/03	12.5	125,000
3	2003/04	12.5	125,000
Total		35.0	350,000

The capital project eventually costs the provider the estimated £1 million to be built. However, the building costs are spread evenly over two years as follows:

Year		Project costs £	%	Capital Grant £
1	2001/02	500,000	35.0	175,000
2	2002/03	500,000	35.0	175,000
Total			35.0	350,000

The transactions should be recorded as follows:

Schedule 2, Funds for capital purposes

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 2(a), expenditure	175	175	
Line 2(f), claimed and spent but not received	75	125	
Line 2(h), grants expended in prior year received in current year		75	125
Line 2(k), total	100	125	125

The following entries are automatically input via the schedules:

Schedule 4, Fixed asset additions

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 1(a) total additions - cash	175	175	
Line 2(a) additions – cash purchases	325	325	

Schedule 6, Debtors

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 2, Council capital grants	75	125	

Schedule 8, Provisions

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 1(a) balance b/fwd		175	350
Line 1(b) capital grants received	100	125	125
Line 1(c) capital grant debtors	75	125	

Line 1(e) grants expended in prior year received in current Year		75	125
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Line 1(h) balance c/fwd	175	350	350
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Form 3, Balance sheet

The majority of the entries on form 3 and form 4 are calculated automatically via the schedules.

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 1(b) L&B financed by capital grant	175	350	350
Line 1(c) other L&B	325	650	650
Line 2(b) debtors	75	125	
Line 2(d) cash (manual entry)	(400)	(775)	(650)
Line 9, deferred capital grants	175	350	350

Form 4, cashflow statement

	2001/2002 £000s	2002/2003 £000s	2003/2004 £000s
Line 4(a) payments to acquire fixed assets	(500)	(500)	
Line 4(c) deferred capital grants rec'd	100	125	125
Line 4(d) net cash inflow/ (outflow) from capital expenditure	(400)	(375)	125
Line 7 increase/(decrease) in cash	(400)	(375)	125
Line 8(e) change in net funds/ (debt)	(400)	(375)	125
Line 8(f) net funds/(debt) at beginning of year	0	(400)	(775)

Line 8(g) net funds/(debt)
at end of year (400) (775) (650)

Schedule 3 Disposal of Fixed Assets

Purpose of schedule

185 This schedule:

- records the sales proceeds received from disposal of fixed assets;
- records the initial cost or valuation of the fixed assets which were sold;
- records the accumulated depreciation at the date of disposal of assets.

Completion of schedule

186 For the 12-month accounting period to 31 July 2002 and three financial plan years to 31 July 2003, 31 July 2004 and 31 July 2005 providers enter, for each category of fixed asset:

- the sale proceeds received from disposal of fixed assets in lines 1(a), 2(a), 3(a), 4(a), 5(a), 6(a), 7(a) and 8(a);
- the valuation of inherited fixed assets disposed of in lines 1(b) and 4(b);
- the initial cost or subsequent valuation of those fixed assets disposed of which were acquired after 1 April 1993 in lines 2(b), 3(b), 5(b), 6(b), 7(b) and 8(b);
- the accumulated depreciation at date of disposal of assets in lines 1(c), 2(c), 3(c), 4(c), 5(c), 6(c) and 8(c).

Information entered onto this schedule is used in:

- form 3 balance sheet, lines 1(a) to 1(h), to calculate fixed asset values;
- form 4 cashflow, line 4(b), to calculate cash received from the sale of fixed assets;
- schedule 2 capital grants, line 5(g), release of capital grants on assets disposed;
- schedule 11 revaluation reserve, line 8, transfer to income account in the current period – net book value of disposed inherited fixed assets;
- schedule 12 cashflow reconciliation, line 4, profit/(loss) on disposal of fixed assets.

Providers are reminded that any surplus or deficit on disposals of fixed assets should be recorded on form 1, line 9.

Example

187 During 2001/2002, a provider sells inherited land and buildings for £50,000. At 1 April 1993 these assets were valued at £45,000 and at the date of disposal were depreciated by £5,000. During 2002/2003, equipment financed by capital grant is scrapped (nil sales proceeds). The equipment had initially cost £10,000 and had been depreciated by £7,000.

Extract from schedule 3 following entry of these transactions:

	Year ended 31 Jul 2002 £000	Year ended 31 Jul 2003 £000
Inherited land and buildings		
Sale proceeds	50	–
Valuation at 1 April 1993	45	–
c. Accumulated depreciation at date of disposal	5	–
5 Equipment financed by capital grant		
a. Sale proceeds	–	0
b. Cost or valuation	–	10
c. Accumulated depreciation at date of disposal	–	7

At form 1, line 9, a surplus on disposal of fixed assets of £10,000 would be recorded in 2001/2002 and a loss of £3,000 would be recorded in 2002/2003.

Schedule 4 Fixed Asset Additions

Purpose of schedule

188 This schedule is used to:

- record additions to fixed assets purchased from cash;
- record additions to fixed assets financed by finance leases.

Completion of schedule

189 For the 12-month accounting period to 31 July 2002 and three financial plan years to 31 July 2003, 31 July 2004 and 31 July 2005 providers should enter:

additions to other land and buildings, other equipment, investments and other assets purchased from cash in lines 2(a), 4(a), 5(a) and 6(a);

additions to other land and buildings, other equipment, investments and other assets financed by finance leases in lines 2(b), 4(b) and 6(b).

Additions to assets financed by capital grants are automatically calculated from entries made on schedule 2 lines 1(a), 2(a), 2(c), 2(i), 3(a), 4(a) and 4(c). Inherited fixed assets cannot be added to.

If retrospective Council assistance is received for a capital project for the period in which the retrospective grant is received, the figure for 2(c), total additions, will be quoted net of retrospective capital grant.

Example

190 During 2001/2002, a provider purchases equipment (categorised as other equipment) for £20,000. This purchase is made using a finance lease. During 2002/2003 other fixed assets are purchased from cash at a cost of £30,000.

Extract from schedule 4 following entry of these data

	Year ended 31 Jul 2002 £000	Year ended 31 Jul 2003 £000
4 Other equipment		
a. Additions - cash purchases	-	-
b. Additions - financed by finance leases	20	-
c. Total additions	20	-
6 Other		
a. Additions - cash purchases	-	30
b. Additions - financed by finance leases	-	-
c. Total additions	-	30

191 Providers may use the capital allocation for the capital and interest element of new finance leases. The sum charged to the Council's capital allocation should not exceed the actual sum paid to the finance house. (It is feasible under some methods of allocating interest charges to the life of the lease that the combined depreciation and interest charges may exceed the sum paid in early years). The grant received in any year will be set against the lease payment for that year. Grant may not be set aside to meet future years' lease payments. Any assets acquired under finance leases met by Council grants should be treated as Council-funded assets.

Schedule 5 Fixed Asset Depreciation

Purpose of schedule

192 This schedule is used to record depreciation provided on all categories of fixed asset, including depreciation on revalued assets.

Completion of schedule

193 Providers are required to enter a depreciation provision, based on cost or the revalued amount, for each category of fixed asset in all accounting periods. Totals are calculated for depreciation on inherited assets, on assets funded by deferred capital grants (LSC and non-LSC) and other assets.

Information entered onto this schedule is used in:

form 3 balance sheet, lines 1(a) to 1(h), to calculate the net value of fixed assets;

form 2A non-pay expenditure, line 12, depreciation;

schedule 2 capital grants, lines 5(a), 5(b), 5(c) and 5(d) release of capital grants depreciation on assets funded by capital grants;

schedule 11 revaluation reserve, line 7, transfer to income and expenditure account depreciation on inherited fixed assets for revalued amount, line 30, transfer to income and expenditure account depreciation on other fixed assets for revalued amount;

schedule 12 cashflow reconciliation, line 2, depreciation.

Schedule 6 Debtors

Purpose of schedule

194 This schedule is used to record and analyse debtors in a way that assists the production of the cashflow statement.

195 *Line 1 includes Learning and Skills Council recurrent funding.*

196 *Line 2, Learning and Skills Council capital grants,*

and line 3, other capital grants, are automatically calculated from entries made on schedule 2, capital grants lines 1(d), 2(f), 3(d) and 4(f) for each of the accounting periods after 31 July 2001.

Schedule 7 Creditors

Purpose of schedule

197 This schedule is used to record and analyse creditors

198 *Line 1. Bank overdrafts and loans*

Enter bank overdrafts at line 1(a).

For loans enter:

in line 1(b)(i) in 31 July 2001 column any balance outstanding on loans at that date;

in line 1(b)(ii) any new secured loans taken out in the period;

in line 1(b)(iii) any new unsecured loans taken out in the period;

in line 1(b)(iv) any repayment of loan capital made in the period.

Line 1(b)(v) total loans is automatically calculated.

To comply with standard accounting practice providers should analyse the total loans outstanding at line 1(b)(v) between those repayments falling due within one year and those falling due after more than one year. The analysis should be entered at lines 1(b)(vi) and 1(b)(vii). A total is automatically calculated at line 1(b)(viii).

Lines 1(b)(v) and 1(b)(viii) should be equal.

199 *Line 2. For LEA deficit loan enter:*

in line 2(a) in 31 July 2001 column any balance outstanding on LEA loan deficit at that date;

in line 2(b) any repayment of loan capital made in the period.

Line 2(c) total LEA deficit loan is automatically calculated.

Providers should analyse the total LEA deficit loan outstanding at line 2(c) between those repayments falling due within one year and those falling due after more than one year. The analysis should be entered at lines 2(d) and 2(e). A total is automatically calculated at line 2(f). Lines 2(c) and 2(f) should be equal.

200 *Line 3. Payments on account*

For payments on account enter:

in line 3(a) in 31 July 2001 column any capital grants payments on account;

in line 3(b) any other payments on account;

line 3(c) total payments on account is automatically calculated.

201 *Line 4. Finance Leases*

For finance leases enter:

in line 4(a) in 31 July 2001 column any balance outstanding on finance leases at that date;

in line 4(b) any new finance leases taken out in the period;

in line 4(c) the capital element of any finance lease payments made in the period;

a total is automatically calculated at line 4(d).

Providers should analyse lease payments falling due within one year at line 4(e) and those falling due after more than one year at line 4(f). A total is automatically calculated at line 4(g). Lines 4(d) and 4(g) should be equal.

202 *Line 5, other liabilities*

For other liabilities enter:

in line 5(a) any recovery of Council funds relating to the period;

in line 5(b) any interest payable at 31 July unpaid at that date;

in line 5(c) any other liabilities.

Line 5(d) total other liabilities is automatically calculated.

Providers should analyse the total other liabilities outstanding at line 5(d) between those repayments falling due within one year and those falling due after more than one year. The analysis should be entered at lines 5(e) and 5(f). A total is automatically calculated at line 5(g). Lines 5(d) and 5(g) should be equal.

Schedule 8 Provisions

Purpose of schedule

203 This schedule records:

movements in provisions;
period end balances on provisions.

Completion of schedule

204 Most of this schedule is calculated from information entered on other forms and schedules. For deferred capital grants, line 1, only enter figures for the 31 July 2001 balance sheet in lines 1(a) balance brought forward, 1(b) capital grants received, 1(e) grants expended in prior year received in current year, 1(f) grants received in prior year expended in current year and 1(g) capital grants released to income and expenditure account in period. All other information is automatically calculated.

205 For SSAP 24 provision, line 2(a), enter any balance brought forward at 1 August 2001 at line 2(a)(i), any provision made in the period in line 2(a)(ii), the interest due on the provision in the period in line 2(a)(iii) and any expenditure from the provision at line 2(a)(iv).

For other provisions, line 2(b), enter any provision carried forward at 31 July 2001 in line 2(b)(i), any provision made in the period in line 2(b)(ii) and any release of provision in line 2(b)(iii).

Schedule 9 Finance Leases

Purpose of schedule

206 Analyses payments made under finance leases between the capital element and interest element.

Completion of schedule

207 Providers should enter total payments made under finance leases into line 3. The capital element of the repayment, line 1, is automatically included from the entry made on schedule 7, creditors, line 4(c). The interest element of payments made under finance leases, line 2, is automatically calculated, as line 3 less line 1.

Example

208 A provider has continued obligations under finance leases and hire purchase agreements of £10,000 in 2001/2002 and £12,000 in 2002/2003, 2003/2004 and 2004/2005. Repayments of capital are £9,000 during 2001/2002 and £10,000 during 2002/2003, 2003/2004 and 2004/2005.

In addition, the provider has a new three-year finance lease of £54,000, forecast to begin in 2001/2002. The provider has obligations of £20,000 in 2002/2003, 2003/2004 and 2004/2005 in this respect. Repayments of capital are £18,000 in 2002/2003 to 2004/2005 inclusive.

The example requires manual entries in schedule 9, finance leases, line 3; schedule 7, creditors, lines 4(a) to 4(g); and schedule 4, fixed asset additions,

line 4(b). The example also affects form 4, cashflow (in the financing and reconciliation sections) and form 3, balance sheet (in the fixed asset section). The abridged schedules below show the entries described in the example above.

For the purpose of clarity, depreciation is excluded from this example. Providers are reminded that failure to fully complete the above schedules, where appropriate, can lead to cashflow and/or balance sheet errors.

Completion of schedule 9, finance leases

	Year ended 31 Jul 2002 £000	Year ended 31 Jul 2003 £000	Year ended 31 Jul 2004 £000	Year ended 31 Jul 2005 £000
1 Capital element	9	28	28	28
2 Interest element *	1	4	4	4
3 Total finance lease payment	10	32	32	32

* please update Form 2A, other interest payable as appropriate

Completion of schedule 7, creditors

	Year ended 31 Jul 2002 £000	Year ended 31 Jul 2003 £000	Year ended 31 Jul 2004 £000	Year ended 31 Jul 2005 £000
4 Finance leases				
a) Finance lease balance brought forward	39	84	56	28
b) New finance leases	54			
c) Capital element of finance lease payments	9	28	28	28
d) Total finance lease obligations	84	56	28	0
e) Lease payments falling due within 1 year	28	28	28	0
f) Lease payments falling due after 1 year	56	28	0	0
g) Total finance lease obligations	84	56	28	0

Completion of schedule 4, fixed asset additions

	Year ended 31 Jul 2002 £000	Year ended 31 Jul 2003 £000	Year ended 31 Jul 2004 £000	Year ended 31 Jul 2005 £000
4 Other equipment				
a) Additions - cash purchases				
b) Additions - financed by finance leases	54			
c) Total additions	54	0	0	0

Schedule 10 Analysis of Pay Expenditure

Purpose of schedule

209 This schedule is used to obtain an analysis of pay expenditure between permanent staff, other staff and staff restructuring expenditure. This analysis is required in financial statements for the sector and is also used for benchmarking.

Completion of schedule

210 For each of the accounting periods providers will analyse total pay expenditure from form 2B line 16. Enter the analysis of expenditure between permanent staff and other staff into lines 1 and 2. The entry for line 3 contracted tuition service staff is automatically calculated from data on form 2B line 11, contracted tuition services. The entry for line 4 staff restructuring is automatically calculated from data on form 2B lines 13(a) and 13(b), staff restructuring initial cost and SSAP 24 provision.

Line 5, total pay expenditure, is automatically calculated as the sum of lines 1 to 4. Reasoned estimates of the proportion of expenditure of each category of work are acceptable but ensure that the total on this form, line 5, is the same as the total pay expenditure for form 2B line 16.

Schedule 11 Revaluation Reserves

Purpose of schedule

211 This schedule is used to record movements in the revaluation reserve.

Completion of schedule

212 The schedule is split into the following categories of assets:

inherited land and buildings;

inherited equipment;

land and buildings financed by capital grant;

equipment financed by capital grant;

other land and buildings;

other equipment;

investments;

other fixed assets.

213 Lines 1 to 10 of the schedule cover the movements in the revaluation reserve for inherited land and buildings and equipment.

214 *Line 1, inherited land and buildings brought forward*

This is the value of inherited land and buildings brought forward.

215 *Line 2, new inherited land and buildings revaluations*

The entry discloses new revaluations for inherited land and buildings.

216 *Line 3, inherited equipment brought forward*

This is the value of inherited equipment brought forward.

217 *Line 4, new inherited equipment revaluations*

This is new revaluations for inherited equipment.

218 *Line 5, total inherited fixed asset revaluations*

The sum of lines 1 to 4.

219 *Line 6, accumulated transfers to the income and expenditure account brought forward for inherited fixed assets*

This is the accumulated transfers (depreciation) to the income and expenditure account brought forward for all inherited fixed assets.

220 *Line 7, transfer to income account in current period - depreciation on inherited fixed assets for revalued amount*

This line is automatically calculated (schedule 5, line 3, total depreciation on inherited assets).

221 *Line 8, transfer to income account in the current period - net book value of disposed inherited fixed assets*

This line is automatically calculated (schedule 3, line 1(b) minus line 1(c) plus line 4(b) minus line 4(c)).

222 *Line 9, unrealised gain/(loss) on inherited land and buildings*

This is the unrealised gain or loss on inherited land and buildings.

223 *Line 10, unrealised gain/(loss) on inherited equipment*

This is the unrealised gain or loss in inherited equipment.

224 *In lines 11 to 28 enter revaluations brought forward and new revaluations for:*

land and buildings financed by capital grant;
equipment financed by capital grant;
other land and buildings;
other equipment;
investments;
other fixed assets.

The sum of revaluations brought forward and new revaluations, for each category of asset, is calculated automatically.

225 Please note that in lines 29, 30, 31 and 32 the term “other fixed assets” includes all the categories of fixed assets listed in paragraph 188 above.

226 *Line 29, accumulated transfers to the income and expenditure account brought forward for other fixed assets*

This is accumulated transfers to the income and expenditure account brought forward for other fixed assets.

227 *Line 30, transfer to income account in current period - depreciation on other fixed assets for revalued amount*

This line is automatically calculated (the sum of lines 7 and 13 from schedule 5).

228 *Line 31, transfers to income and expenditure account in the current period - revaluation portion of the net book value of disposed other fixed assets*

This is the revaluation portion of the net book value of disposed other fixed assets.

229 *Line 32, unrealised gain/(loss) on other fixed assets*

This is the unrealised gain or loss on other fixed assets.

230 *Line 33, revaluation reserve balance*

This line is calculated automatically from figures entered in schedule 11 (line 5 minus lines 6, 7 and 8, plus lines 9, 10, 13, 16, 19, 22, 25, 28, minus lines 29, 30 and 31 plus line 32).

Example

231 Schedule 11 is revised to allow for revaluations of assets acquired since incorporation and further revaluation of inherited assets. An example is set out below

of how to account for a revaluation of assets and subsequent disposal.

A provider holds the following assets that it revalues at 31 July 2002.

	Net book value of assets at 31 July 2002 £000	Depreciation charge in year to 31 July 2002 £000	Revaluation at 31 July 2003 £000	Amount of revaluation £000
Inherited land and buildings †	400	20	500	120 (a)
Land and buildings financed by capital grant	200	10	250	60 (b)
Other land and buildings	200	20	250	70 (c)
Inherited equipment *	50	10	30	(10) (d)
Equipment financed by grant	200	10	150	(40) (e)
Other equipment	600	100	500	0
Other assets	30	5	25	0
Total	1680	175	1705	200

† valuation at 1 April 1993 £600,000 (f) less depreciation £200,000 (g)

* valuation at 1 April 1993 £100,000 (h) less depreciation £50,000 (i).

The net book value at 31 July 2002 will be entered on form 3 as normal. The depreciation charge for 2002 will be recorded on schedule 5 as normal.

The revaluation will be recorded as follows:

Schedule 11

Line		£000
1	inherited land and buildings brought forward	600(f)
2	new inherited land and building revaluations	120(a)
3	inherited equipment brought forward	100(h)
4	new inherited equipment revaluations	(10)(d)
5	total inherited fixed asset revaluations	810 total of 1–4 above
6	accumulated depreciation transfers to income and expenditure account brought forward for inherited assets	(250) (g) plus (i)
7	transfer to income and	(30) from schedule 5

	expenditure account depreciation on inherited assets	
12	new land and buildings financed by capital grant revaluations	60 (b)
18	new other land and buildings revaluations	70 (c)
33	revaluation reserve balance	660 total

Form 2a

		£000
line 11	miscellaneous	40 (e)

schedule 3

line 5b	cost or valuation	£000 40 (e)
------------	-------------------	----------------

These two entries cover the revaluation loss on equipment financed by grant that will be taken to the income and expenditure account. The revaluation loss on inherited equipment can be taken to the revaluation reserve as there is an existing revaluation gain for these assets.

Depreciation on the revalued amount will then be recorded as follows:

	year ended 31 July 2002 £000
--	------------------------------------

inherited assets on schedule 5 as previously

– line 1, (assuming 20 years remaining life)	25
– line 2, (assuming 3 years remaining life)	10

land and buildings financed by grant

schedule 5

– line 4(a) depreciation cost	10
– line 4(b) depreciation on revalued amount	3
- assuming 20 years remaining life before and after revaluation	

equipment financed by grant

schedule 5

– line 5(a) depreciation on cost 30

(entry on this line only as no release from revaluation reserve)

(assuming 5 years remaining life)

other land and buildings

schedule 5

– line 9(a) depreciation on cost 10

– line 9(b) depreciation on revalued amount 3

– (assuming 20 years remaining life before and after revaluation)

The provider then disposes of the following assets in 2002/03:

inherited land and buildings valued at £250,000 (that is 50% of the inherited assets) in 2002 for proceeds of £150,000;

other land and buildings valued at £100,000 (that is 40% of the other land and buildings) in 2002 for £200,000.

The following entries are needed:

Schedule 3

line		year ended 31 July 2003
		£000
1(a)	sale proceeds	150
1(b)	valuation	250
1(c)	accumulated depreciation	13 (1)
3(a)	sale proceeds	200
3(b)	valuation	100
3(c)	accumulated depreciation	4 (2)

Form 1

Line		£000
17	surplus/(deficit) on asset disposals	17

(loss on (a) of £87,000 and profit on (b) of £104,000)

50% of the charge at paragraph 311(a) line 1

40% of charge at paragraph 311(d) line 9a

Schedule 11

line		£000
31	transfer to income account in current period – revaluation portion of net book value of disposed other fixed assets (40% of figure c) at paragraph 305)	28

Form 3

Line		£000
2(d)	Cash	350

Schedule 12 Cashflow Reconciliation

Purpose of schedule

232 To reconcile the operating surplus/(deficit) to net cash inflow/(outflow) from operating activities for form 4 cashflow statement.

Completion of schedule

233 This schedule is automatically calculated from entries made on other forms and schedules.

Points to note:

line 1, surplus/(deficit), is taken from form 1, line 10, surplus/(deficit) including asset transactions (after tax);

line 7, (increase)/decrease in debtors – excludes any debtors for interest and capital grants;

line 10, increase/(decrease) in other payments on account – excludes any capital grant debtors;

line 11, increase/(decrease) in other liabilities – excludes interest creditors and finance lease balances;

line 12, increase/(decrease) in provisions – includes total provisions.

Schedule 13 Analysis of Net Debt

Purpose of schedule

234 To obtain an analysis of net debt relevant to the cashflow statement, form 4.

Completion of schedule

235 This schedule is automatically calculated from data entered on:

form 3, balance sheet, line 2(c) short-term investments;

form 3, balance sheet, line 2(d) cash;

schedule 7, creditors, line 1(a) bank overdraft.

Entries cannot be made directly onto this schedule.

Information contained on this schedule is used on form 4, cashflow statement, lines 8(f) net funds/(debt) at beginning of year and 8(g) net funds/(debt) at end of year.

Schedule 14 Forms A and B Ratio Analysis

Purpose of schedule

236 This schedule is used to inform providers of key financial indicators from the plans prepared. The calculations for each indicator are set out in section 4 of this supplement.

Completion of schedule

237 The income figure used in this schedule is total income, excluding asset transactions (line 6, form 1) release of capital grants (line 1a iii, form 1).

Error messages

238 If any of the schedules or forms are incomplete an error message will appear. Ignore them until all forms and schedules are completed. If error messages continue to be displayed after all figures are entered then investigate the cause.

The error messages are:

Form 2A

“please enter your premises area (m²).”

Form 2B

“analysis of pay costs does not equal total pay expenditure form 2B.” If line 5 schedule 10 and line 16 form 2B are not equal in any period;

“total pay expenditure does not equal form 2B”. If line 11 form 5 and line 16 form 2B are not equal in any period;

“total non-pay expenditure does not equal form 2A”. If line 5 form 5 and line 16 form 2A are not equal in any period;

“please enter the number of teaching staff (FTEs)”;

“please enter the number of non-teaching staff (FTEs)”.

Form 3

“the balance sheet does not balance”. If line 8 and line 15 on form 3 are not equal in any period;

“the total of inherited assets (line 1a plus line 1d) does not equal the balance on revaluation reserve”. This error message will only be triggered if the provider has answered no to line 13 of form 5.

Form 4

“the cashflow statement does not balance for 2002, 2003, 2004 or 2005.” If line 8(e) plus line 8(f) does not equal line 8(g)

Form 5

“insert Y or N to comment on whether the provider has revalued its assets”;

“assign provider to health group A, B or C”;

“insert Y or N to comment on whether the figures for the year ending 31 July 2002 are also the budget for the year ended 31 July 2002 and are approved by the corporation”;

“insert Y or N to confirm that the provider’s risk management plan, as attached, is approved by the corporation and complies with the Turnbull Report”

Schedule 1A

“please enter planned FTEs, 16 to 18 full-time”

“please enter planned FTEs, other”

“please enter franchised provision funds, if applicable”

Schedule 7

“analysis of loans falling due within one year and after one year does not equal total loans”. If lines 1(b)(v) and (viii) schedule 7 are not equal in any period;

“the value in line 2(c) must equal line 2(f)”;

“the value in line 4(d) must equal line 4(g)”;

“the value in line 5(d) must equal line 5(g)”.

Schedule 8 provisions

“insufficient SSAP 24 provision made to allow for release of provision.” If schedule 8 line 2(a)(iv) is greater than the sum of lines 2(a)(i), 2(a)(ii) and 2(a)(iii) in any period.

Please ensure all error messages are cleared before the financial plan is returned to the Council.

Negative figures

239 Within the financial plan application, entry of negative figures is only permitted in the following lines:

Form 1

form 1 line 3 (a)(i) repayment of European funding;

form 1 line 4 (d), results of subsidiary companies not consolidated;

form 1 asset disposals in lines 9 and 10, surplus/(deficit) on asset disposals/transactions;

form 1 line 11, transfer (to)/from revaluation reserves;

form 1 lines 13 and 14, transfer to/from reserves;

form 1 line 16, balance brought forward on income and expenditure account at 1 August 2002 only.

Form 5

reconciliation of movements between years.

Schedule 11

lines 6, 7 and 31 unrealised gains or losses on revaluation reserve.

240 If negative figures are input into any other lines, an error message will appear on the relevant form.

241 The use of negative figures is not restricted in the mid-year update. When entering data into this application, it is important to ensure the negative value is input if applicable. This is particularly important when entering data onto the cashflow statement.

Section 3 Changes to format of the plan

242 The Council will make the pro forma available on the Council 's website (www.lsc.gov.uk) as a Microsoft Excel workbook. The Council will not send disks to providers, unless specifically requested. A separate application is not needed to access the pro forma.

Form 1 Income

243 The income and expenditure account has changed quite significantly from last year. The format is now more representative of the presentation guidelines in the Further Education Statement of Recommended Practice (SORP).

244 Line 1ai, participation allocation is now 'recurrent funding'. An additional line has been added at 1aii, Work Based Learning (WBL); to enable providers to record the income from WBL.

245 Types of income have been grouped together under the following headings: Funding Council Grants, Tuition Fees and Education Contracts, Research Grants and Contracts Income, Other Income and Endowment and Investment Income.

Form 2A Non-pay expenditure

246 Line 7, Research has been removed to reflect the presentation recommended in the SORP.

Form 2B Pay Expenditure

247 Line 5, General Education Expenditure (marketing and examinations) has been removed, to reflect the presentation recommended in the SORP.

248 Line 7, Research has been removed to reflect the presentation recommended in the SORP.

Schedule 1A LSC Funding Allocation

249 Line 1, Target Units has been removed to reflect the changes in the measurement of funding from units to Full-time Equivalents (FTEs)

250 Lines 2 to 6, Baseline Allocation lines are now manual entries.

251 The lines in the Growth Funding Section (7 to 12) should be entered in £000s instead of units as previously required.

252 Line 16, ALF is unavailable from 2002/2003 to reflect the change in the funding arrangements. A new line, 17 has been added, Learner Funding Rate (LFR), this is to be used from 2002/2003 onwards.

253 Lines 18 to 19 should now be entered in £000s instead of units as previously required.

Schedule 1B. Other LSC Income

254 Line 9, Inclusive learning quality initiative has been removed, to reflect the presentation recommended in the SORP.

255 Local Initiative Fund has been added at line 8, to enable providers to include income from the local initiative fund.

256 Teachers Pay Initiative has been added at line 11, to enable providers to enter the income received from the fund.

257 Foot and Mouth Income has been added at line 12, to enable providers to enter here any funds received in connection with the foot and mouth epidemic.

258 Lines 13, 14 and 15 have been left blank, to allow providers to enter any other sources of LSC income.

Schedule 14a. Ratio Analysis

259 Line 7, Learner Funding Rate has been added to reflect the change in the funding arrangements from 2002/2003.

Schedule 14a. Ratio Analysis

260 Line 3g, Other. A Space Per FTE indicator had been added.

Changes to format of the mid-year update

Form 1

261 The income and expenditure account has changed quite significantly from last year. The format is now more representative of the presentation guidelines in the Further Education Statement of Recommended Practice (SORP).

262 Line 1ai, participation allocation is now 'recurrent funding'. An additional line has been added at 1aii, Work Based Learning (WBL); to enable providers to record the income from WBL.

263 Types of income have been grouped together under the following headings: Funding Council Grants, Tuition Fees and Education Contracts, Research Grants and Contracts Income, Other Income and Endowment and Investment Income.

Form 2A Non-pay expenditure

264 Line 7, Research has been removed to reflect the changes on Form 1.

Form 2B Pay Expenditure

265 Line 5, General Education Expenditure (running costs and premises) has been removed, to reflect the presentation recommended in the SORP.

266 Line 7, Research has been removed to reflect the changes on Form 1.
41 Former line 10, income for payments under section 6(5) of the *Further and Higher Education Act 1992*, has been removed. This is to reflect the direct funding of adult and community learning providers under the Learning and Skills Council.

Schedule 1

267 Line 9, Inclusive learning quality initiative has been removed, to reflect the presentation recommended in the SORP.

268 Local Initiative Fund has been added at line 8, to enable providers to include income from the local initiative fund.

269 Teachers Pay Initiative has been added at line 11, to enable providers to enter the income received from the fund.

270 Foot and Mouth Income has been added at line 12, to enable providers to enter here any funds received in connection with the foot and mouth epidemic.

271 Lines 13,14 and 15 have been left blank, to allow providers to enter any other sources.

Section 4 Calculation of ratios

Schedule 14A

1 Income used in ratio analysis

Calculation: total income, excluding asset transactions (form 1 line 6) less release of capital grants (form 1 line 2).

2 Short-term solvency

a cash days in hand

Calculation: total cash (form 3 line 2(d)) plus current asset investments (form 3 line(c)) less bank overdrafts (form 3 line 3(a)) multiplied by 365 (days) divided by total income (calculated at 1 above);

b current ratio

Calculation: total current assets (form 3 line 2(e)) divided by total current liabilities (form 3 line 3(h));

c debtors days – excluding the Learning and Skills Council (LSC) and Higher Education Funding Council for England (HEFCE);

Calculation: [other accrued income (schedule 6 line 5) plus prepaid expenditure (schedule 6 line 6) plus trade debtors (schedule 6 line 7) plus other debtors (schedule 6 line 8)] divided by total income (form 1 line 6) minus LSC recurrent grant (form1 line 1(a)(i) minus WBL (form 1 line 1(a)(ii) minus release of capital grants (form 1 line 1(a)(iii) minus other LSC income (form 1 line 1(a)(iv) minus HEFCE recurrent grant (form1 line 1(b)),

d creditors days – non-pay expenditure

Calculation: trade creditors (form 3 line 3(d)) divided by [total non-pay expenditure (form 2A line 16) less the interest payable (form 2A line 14) less depreciation (form 2A line 12)) less interest on SSAP 24 provision (form 2A line 13] multiplied by 365 (days);

e quick ratio

Calculation: total current assets (form 3 line 2(e)) less stock (form 3 line 2(a)) divided by total liabilities (form 3 line 3(h)).

3 Ability to generate cash

a cash generated from operations to income

Calculation: net cash inflow/(outflow) from operating activities (form 4 line 1) divided by income (calculated at 1 above).

4 Indebtedness

a debt charges as a percentage of income

Calculation: repayment of amounts borrowed (form 4 line 6 (c)) plus repayment of local education authority (LEA) deficit loan (form 4 line 6(d)) plus interest paid (form 4 line 2(b)) plus interest element of finance lease rental payments (form 4 line 2(c)) divided by income (calculated at 1 above);

b total borrowing of a percentage of income

Calculation: bank overdraft (schedule 7 line 1(a)) plus total loans (schedule 7 line 1(b)(viii)) plus total LEA deficit loan (schedule 7 line 2(f)) divided by income (calculated at 1 above);

c total borrowing as a percentage of reserves

Calculation: bank overdraft (schedule 7 line 1(a)) plus total loans (schedule 7 line 1(b)(viii)) plus LEA deficit loan (schedule 7 line 2(f)) divided by total reserves (form 3 line 14) less revaluation reserve (form 3 line 10).

5 Reserves

a surplus/(deficit) as a percentage of income

Calculation: surplus/(deficit) after tax, excluding asset transactions (form 1 line 8(b)) divided by income (calculated at 1 above);

b historical cost surplus/(deficit) as a percentage of income

Calculation: historical cost surplus/(deficit) (form 1 line 12) divided by income (calculated at 1 above);

c available reserves as a percentage of income

Calculation: income and expenditure account (form 3 line 13) plus designated reserves (form 3 line 12) divided by income (calculated at 1 above);

d reserves as a percentage of income

Calculation: total reserves (form 3 line 14) less revaluation reserve (form 3 line 10) divided by income (calculated at 1 above).

6 Funding Rate

a average level of funding (ALF)

value taken from schedule 1a line 16

b learner funding rate (LFR)

value taken from schedule 1a line 17.

Schedule 14B

1 Income

a year-on-year increase - income

Calculation: total income as calculated in schedule 14, form A, line 1) divided by (total income for previous year) minus 100%;

b dependency on Learning and Skills Council income

Calculation: [Learning and Skills Council recurrent grant (form 1 line 1(a)(i)) plus WBL (form 1 line 1(a)(ii)) plus other LSC income (form 1 line 1(a)(iv))] divided by income (schedule 14A line 1);

c dependency on European income

Calculation: [grant income European funds ((form 1 line 3(a) minus repayment of European funds (form 1 line 3(a)(i)))] divided by income (schedule 14A line 1));

d dependency on higher education income

Calculation: [higher education income: recurrent grant (form 1 line 1(b)(i)) plus franchised and associated providers (form 1 line 1(b)(ii)) plus other HEFCE income (form 1 line 1(b)(iii)) plus tuition fees and charges: HE (form 1 line 2(c))] divided by income (schedule 14A line 1);

e dependency on other income

Calculation: all other income not included in the above income ratios (form 1 lines 2(a)(i), 2(a)(ii), 2(b), 2(d)(i), 2(d)(ii), 3(b), 4(a), 4(b), 4(c), 4(d), 4(e), 4(f), 5(a), 5(b) divided by income (schedule 14A line 1);

f surplus/(deficit) on franchised provision

Calculation: franchised provision (schedule 1A line 23) multiplied by area weighting factor (schedule 1A line 14) less franchised provision costs (form 2A line 10) less franchised provision costs (form 2B line 9);

g surplus/(deficit) on catering, residences and conferences

Calculation: catering, residences and conference income (form 1 line 49) minus catering and residences expenditure (form 2A line 7 plus form 2B line 6);

h surplus/(deficit) on other income-generating activities

Calculation: other income-generating activities income (form 1 line 4(c)) minus other income generating activities expenditure (form 2A line 8 plus form 2B line 7);

i surplus/(deficit) on farming

Calculation: farming income (form 1 line 4(b)) minus farming expenditure (form 2A line 9 plus form 2B line 8).

2 Expenditure

- a pay expenditure as a percentage of income (including contract tuition services)

Calculation: total pay before restructuring (form 2B line 12) divided by income (schedule 14A line 1);

- b pay expenditure as a percentage of income (excluding contract tuition services)

Calculation: total pay before restructuring (form 2B line 12) minus contract tuition services (form 2B line 11) divided by total income (schedule 14A line 1);

- c permanent payroll proportion

Calculation: permanent staff expenditure (schedule 10 line 1) divided by total payroll expenditure (schedule 10 line 5);

- d year-on-year increase – pay expenditure

Calculation: total pay expenditure before restructuring (form 2B line 12) divided by (total pay expenditure before restructuring for previous year) minus 100%;

- e administration costs proportion

Calculation: total admin costs (form 2A line 4 plus form 2B line 4) divided by total expenditure (form 2B line 16);

- f year-on-year increase – non-pay expenditure

Calculation: total non-pay expenditure (form 2B line 15) divided by (total non-pay expenditure for previous year) minus 100%;

- g premises cost per metre squared

Calculation: premises costs [non-pay expenditure (form 2A lines 6(a) running costs 6(b) maintenance and 6(c) rents and leases) plus pay expenditure (form 2B lines 6(a) running costs and 6(b) maintenance)] multiplied by 1000 divided by total college area (input by college at form 2A line 17)).

3 Other

- a trading ratio

Calculation: total income as defined above, divided by total reserves (form 3 line 14);

- b average cost per teaching post

Calculation: teaching departments; teaching staff (form 2B line 1(a)) divided by number of teaching staff (FTEs) (input by college at form 2B line 17);

c average costs per non-teaching post

Calculation: total pay expenditure before restructuring (form 2B line 12) minus teaching departments; teaching staff (form 2B line 1(a)) minus contract tuition services (form 2B line 11) divided by number of non-teaching staff (FTEs) (input by college at form 2B line 18);

d. (i) staff costs per learner (FTE): teaching

Calculation: teaching departments; teaching staff (form 2B line 1(a)) plus contracted out tuition costs (form 2B line 11) divided by planned learner FTEs (schedule 1A 21(a) and 21(b));

e (ii) staff costs per learner (FTE): non-teaching

Calculation: total pay expenditure before restructuring (form 2B line 12) minus contracted out tuition services (form 2B line 11) minus teaching departments; teaching staff (form 2B line 1(a)) divided by planned learner FTEs 16-18 full time (schedule 1A line 21(a)) plus planned learner FTEs, other (schedule 1A line 21(b));

f number of learners (FTEs) per teaching staff (FTEs)

Calculation: planned learner FTEs 16-18 full time (schedule 1A line 21(a)) plus planned learner FTEs other (schedule 1A line 21(b)) divided by number of teaching staff (FTEs) (form 2B line 17);

g total cost per learner (FTEs)

Calculation: total expenditure (form 2B line 16) divided by planned learner FTEs 16-18 full time (schedule 1A line 21(a)) plus planned learner FTEs other (schedule 1A line 21(b));

h space per FTE

Calculation: premises area (form 2A line 17) / total planned FTEs (form 2A line 22).