



Education & Skills
Funding Agency

Academies accounts return 2020/21

**Updates and additional information
requirements**

August 2021

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Introduction

This document highlights the updates to information that will be required by the Department for Education (DfE) for the 2020/21 accounts return (AR). The document also sets out the differences between the financial statements prepared by trusts in accordance with the academies accounts direction (AAD) and the information required for the AR, as there are some areas where the AR requires additional information or information that is more detailed compared to that required in the financial statements. We have provided this information to help trusts and auditors prepare for and plan their returns.

Updates to the 2020/21 AAD are summarised in the latest version of this document published on the DfE website under the heading “What has changed in this edition?” Link to AAD web page 2020/21: [Academies Accounts Direction 2020 to 2021](#).

New items for the 2020/21 AR

As with previous years, updates to the AR are as a result of responding to user feedback, for policy and regulatory changes. In summary, the main changes to this year are:

- addition of an academies dashboard for academy level tables
- updated navigation through academy level tables
- additional information provided on error message when a validation is triggered
- the losses and special payments table has been redesigned along with updates to the information required
- additional question asking trusts whether they have adopted the academies chart of accounts
- updates to the information required for COVID-19 funding
- off-payroll arrangements to be included in “Number of employees whose emoluments exceeds £60k and £100k”
- reduced number of fields in the counterparty data section
- new validations in the “Pensions – major assumptions” table
- capital and revenue grant fields for “Equality and Human Rights Commission (EHRC)” removed from DfE Group
- ESFA funded assets under construction section removed
- Prior year (2018/19) data: Numbers of employees whose emoluments exceed £60k and all paid trustees table removed

Detailed updates are listed below.

AR detailed updates

Detailed updates are listed for each table within the AR where applicable.

Academy trust Information

- an additional question asks trusts if they have adopted the academies chart of accounts

Questionnaire

- user no longer needs to provide an answer for question 14 which previously asked trusts if they had recorded ESFA-funded assets under construction in their local accounts
- when a user changes an answer from “Yes” to “No”, a tick box confirmation will appear at the bottom of the page and will be required in order to proceed, ensuring the user does not accidentally clear data they had previously entered onto the applicable tables

SOFA – income

- Capital grants – one field removed, CGG020 – “Equality and Human Rights” Commission (EHRC) - as the organisation is no longer in the DfE group. Funding should now be reported in OCG020 – “Other Government Capital Grants”
- Revenue grants - one field removed, RGG020 "Equality and Human Rights Commission (EHRC)" as the organisation is no longer in the DfE group. Funding should now be reported in ORG040 – “Other Government Revenue Grants”
- Revenue grants – updates to COVID-19 related grant fields:
 - field name and guidance change - RGR151 “Other DfE/ESFA COVID-19 funding” changed from “Coronavirus funding support DfE/ESFA” to report all DfE/ESFA COVID-19 funding except for Catch-up premium.
 - new field – RGR152 “Catch-up premium” added so trusts can report allocate Catch-up funding received
 - field name change - ORG042 “Coronavirus government funding – other” updated to “Other COVID-19 funding”

SOFA – Staff and Trustees

- off-payroll arrangements to be included in “Number of employees whose emoluments exceeds £60k and £100k”
- “Prior year (2018/19) data: Number of employees whose emoluments exceed £60k and all paid trustees” table, has been removed

Balance sheet funds and other disclosures

- Losses and special payments:
 - table redesigned - changed from selecting a new row for each individual payment to keying a total value for each payment type, and the total number of payments for each category
 - new group soft validation (VAL2293S) - when the average value (total value divided by total number of payments) exceeds £250,000, the user would be asked to list all individual payments over £300,000 including the nature and the amount paid
- Pensions - Major assumptions for pension:
 - layout – the order of fields has been updated to match the academies model accounts (Coketown)
 - new soft validations (VAL2304H, VAL2305H, VAL2306H & VAL2307H) - require tick box confirmation for any value greater than 9%

Benchmarking – Academies - Income

- updated field name, guidance and validation –
 - field name - BAI061 “Coronavirus Government funding” field name updated to “COVID-19 government funding”

- guidance – updated to include Catch-up premium, Coronavirus (COVID-19) exception support funding received from the ESFA under the financial support scheme for schools’ scheme, Coronavirus Job Retention Scheme grant and other COVID-19 Government funding
- updated validation (VALXXXH) – BOI061 must now be equal to the total of RGR152 - Catch-up premium, RGR151 - Other DfE/ESFA COVID-19 in SoFA, Revenue Grants, DfE and ESFA, ORG041 - Coronavirus Job Retention Scheme Grant, ORG042 - Other COVID-19 funding in SoFA, Revenue Grants, Other Revenue Grants

Counterparty tables

The following form fields have been removed:

Counterparty section heading	Counterparty field reference/description
Income:	CPI060 - Investment income
Expenditure:	CPE050 - Finance lease interest payments
Liabilities (less than one year):	CPL010 - Loans within one year
Liabilities (greater than one year):	CPL090 - Loans CPL130 - Deferred Government grants
Other:	CPO010 - Provisions CPO020 - Pension scheme surplus/(deficit)

Navigation and functionality changes to the AR form

The main changes to the navigation and functionality of the AR form are as follows:

Academy level tables:

- additional academy dashboard added to academy level input tables; benchmarking, land and buildings and transfers and conversions
- input for academy level data is now on one table per academy, for example, income, expenditure and closing balance fields within benchmarking tables now shows on one table, not three, and sections are easily reached by new navigation links at the top of each table to take the user to the starting point of the heading

Validation errors:

- where validations trigger on a pre-populated total table, additional links are now provided to each table included in the total
- validation error messages have been updated to show the value (£000s) reported in each field included in the message
- validation error messages within the online form now include links to other tables where the validation has triggered

- when a validation refers to an academy school, the relevant academy school name will now be included in the validation error message, along with a table showing the value reported in the relevant field

Deleted section/table:

- ESFA-funded assets under construction section
- Prior year (2018/19) data: Numbers of employees whose emoluments exceed £60k and all paid trustees table

Academies chart of accounts mapping: COVID-19 income

Trusts who are using the DfE's academies chart of accounts (CoA) or mapping their FMS to the DfE's CoA via supplier software should take the following actions:

- **RGR151 - Other DfE/ESFA COVID-19 funding:** allocate to account 510950 which will map to RGR150 on the AR, values will then have to be manually updated in the AR online form to split COVID-19 funding to RGR151 in the AR and BTI061 in the benchmarking section
- **RGR152 - Catch-up premium:** allocate to account 510950 which will map to RGR150 on the AR, values will then have to be manually updated in the AR online form to split COVID-19 funding to RGR152 in the AR and BTI061 in the benchmarking section
- **ORG041 - Coronavirus Job Retention Scheme Grant:** allocate to account 520300 which will map to ORG040 on the AR, values will then have to be manually updated in the AR online form to split COVID-19 funding to ORG041 in the AR and BTI061 in the benchmarking section
- **ORG042 - Other COVID-19 funding:** allocate to account 520300 which will map to ORG040 on the AR, values will then have to be manually updated in the AR online form to split COVID-19 funding to ORG042 in the AR and BTI061 in the benchmarking section

Trusts may wish to keep this information separate on their chart of accounts by either allocating to a separate cost centre or by using the flexible 6th digit of the existing account codes stated above to set up additional income codes. Ultimately these amounts need to be shown in RGR151, RGR152, ORG041 & ORG042 within the AR.

Comparison to financial statements

The following information details additional information requirements for the AR 2020/21 compared to the financial statements outlined in the [Academies Accounts Direction 2020 to 2021](#).

Statement of financial activities

Details of further information required for the accounts return	Comparator
Grants – revenue and capital	
Revenue and capital grants are broken down into DfE and ESFA, DfE Group and Other. Within these categories, they are then split into detailed rows. Please refer to AR guidance as to how these are further broken down.	Detailed breakdown
Charitable activities – direct and support costs	
These are split into detailed categories. Please refer to the AR guidance as to how these are broken down.	Detailed breakdown
Staff costs	
Wages and salaries are split into three categories: teachers, leadership, and administration and support.	Detailed breakdown
Average staff numbers	
Teachers, leadership and administration and support staff must be categorised into permanently employed or temporary/interim staff on a full-time equivalent basis.	Additional information
Gender analysis	
Permanent employees (accounting officer, staff who serve as trustees, teachers, leadership and administration and support staff) must be categorised by gender on an average full time equivalent: male or female.	Additional information
Number of employees whose emoluments exceeds £60k and £100k (in £10k bandings)	
Trusts should disclose further details for employees whose full time equivalent annualised emoluments exceed £60k. Employer pension contributions and benefits must be included when calculating the annualised emolument. Trusts must supply the number of trustee and employee remuneration as well as the value of salary, pension and other benefits in £10k bandings. To note the definition of an employee has been clarified within the Academies Accounts Direction and this section should be completed to include any ‘off-payroll engagement’ as if they were a staff member. See section 2.138 of the Academy Accounts Direction .	Additional information

Details of further information required for the accounts return	Comparator
Number of employees whose emoluments exceed £100k (in £10k bandings)	
<p>Further details required to define the job role as:</p> <ul style="list-style-type: none"> • Chief Executive Officer or equivalent • Headteacher/Principal • Deputy/Assistant Headteacher – business lead • Deputy/Assistant Headteacher – predominantly teaching • Chief Financial Officer or equivalent • Other (please specify) <p>The full time equivalent and the value of salary, pension and other benefits in £10k bandings is also required for each employee.</p>	Additional information
Staff sickness	
Trusts should disclose days lost to sickness.	Additional information
Related party transactions - trustee remuneration	
<p>In addition to the related party transactions disclosures, trusts must indicate the number of unpaid trustees.</p> <p>Trusts must confirm that salary, pension and other benefits have been included in this band.</p>	Additional information
Exit packages – non-civil service schemes	
<p>Trusts should identify exit packages on a value scale and categorise into the following:</p> <ul style="list-style-type: none"> • number of compulsory redundancies • value of compulsory redundancies (contractual) • value of compulsory redundancies (non-contractual) • number of other agreed departures • value of other agreed departures (contractual) • value of other agreed departures (non-contractual) <p>Any non-contractual redundancy payments should also be disclosed in the losses and special payments table in balance sheet funds and other disclosures.</p>	Detailed breakdown
Loss of office payments	
The value of loss of office payments for accounting officers and other trustees should be disclosed.	Detailed breakdown
Provision of boarding activities – income and expenditure	
Trusts should break these down into detailed categories. Please refer to the AR guidance as to how these are broken down.	Detailed breakdown
Teaching Schools – income and expenditure	

Details of further information required for the accounts return	Comparator
Trusts should break these down into detailed categories. Please refer to the AR guidance as to how these are broken down.	Detailed breakdown

Balance sheet assets

Details of further information required for the accounts return	Comparator
Tangible and intangible assets	
Trusts should indicate whether their assets are owned, finance leased, other, or on-balance sheet PFI contracts.	Detailed breakdown
Debtors	
Debtors, particularly prepayments and accrued Income, are further broken down into categories contained within the guidance.	Detailed breakdown

Balance sheet liabilities

Details of further information required for the accounts return	Comparator
Creditors	
Creditors are further broken down into categories contained within the AR guidance.	Detailed breakdown
Loan movement table	
Trusts should categorise loans into DfE group, other government and other. They then must be broken down into categories contained within the AR guidance.	Detailed breakdown
Loan analysis	
Trusts should break down their loans into due within one year, between two and five years and after more than five years.	Detailed breakdown
Provisions (ageing)	
Trusts must break down their provisions into due within one year, between two and five years and after more than five years.	Detailed breakdown
Contingent liabilities	
Contingent liabilities must be broken down into the following categories: premises issues, potential repayment of grants, disputed invoices, contract termination costs, unrecovered fees and other. Trusts should provide a numerical indication rather than a narrative.	Detailed breakdown
Commitments under PFI	
Trusts must break down their commitments under PFI contracts into due within one year, between two and five years and after more than five years. Trusts must indicate whether these are off or on balance sheet. Please note a PFI commitment is one where the academy has a PFI contract, not where an academy makes payments to a local authority to lease/use an asset.	Detailed breakdown

Balance sheet funds and other disclosures

Details of further information required for the accounts return	Comparator
Capital commitments	
These are broken down into property, plant and equipment (PPE) and intangible assets.	Detailed breakdown
Operating leases	
Alongside the aging details, operating leases are broken down into land, buildings and other. They are then further broken down into DfE/ESFA, other government and other.	Detailed breakdown
Commitments under finance leases	
Trusts must split finance leases into buildings and other. They are then further broken down into DfE/ESFA, other government and other. Trusts must indicate whether their commitments under finance leases are pre-discounted or discounted values, give ageing details and subtract the interest element.	Additional information
Non-cancellable contracts	
These are broken down into DfE group, other government and other. Trusts must also provide ageing details.	Additional information
Breakdown of SOFA pension charge	
Trusts must provide the number of paid trustees who were not part of a main pension scheme.	Additional information
Losses and special payments	
For each category of losses and special payments, trusts must provide the total value and total number of payments. If the average value of each payment is greater than £250,000, the trust will need to provide an explanation for any payment greater than £300,000.	Detailed breakdown
Analysis of net assets between funds	
Trusts must also split out provisions between unrestricted funds, restricted general funds, restricted asset funds and endowment funds.	Detailed breakdown

Breakdown required at individual academy level

Land and buildings

In this section, trusts should provide details of trust owned and academy owned land and buildings. Details of academy owned land and buildings must be on an individual academy basis. The data required must be broken down into freehold land and buildings, leasehold land and buildings, leasehold improvements and assets under constructions.

Details required are:

- cost
- depreciation
- impairment

ESFA-funded Assets under construction

Trusts are no longer required to provide details of any ESFA funded assets under construction and this table has been removed from the AR.

Transfers and Conversions

Transfers in (Existing academies joining the trust) - For each academy that has transferred into the trust during the period, trusts must provide the value received, adjustments and value per accounts for the following:

- tangible fixed assets – land, buildings, other assets
- intangible fixed assets
- investments – non-current investment, current investment
- stock
- debtors less than one year – trade debtors before bad debt, prepayments and accrued income, VAT, other debtors
- debtors after more than one year
- cash at bank and in hand
- creditors less than one year – bank overdrafts, loans, trade creditors, other taxation and social security, finance leases, VAT, other creditors, accruals and deferred income
- creditors more than one year – loans, finance leases, other creditors
- provisions for liabilities and charges
- pension scheme surplus/deficit

Transfers out (Existing academies leaving the trust) - For each academy that has transferred out of the trust during the period, trusts must provide the value per accounts according to the detail given in the transfers in section.

Newly converted academies - For each school that has converted to an academy during the period, trusts must provide the value per accounts according to the detailed given in the transfers in section.

Benchmarking

In this section, trusts should provide the following values for each individual academy, an additional column is provided for academies who have a teaching school. There is a separate table for MAT central services.

Revenue income

- grant funding – DfE/ESFA revue grants, other DfE/ESFA revenue grants, SEN, other income, start-up grants, COVID-19 funding, other grants
- other revenue income – government source (non-grant), academies, non-government
- self-generated income – income from rentals and lettings, income from facilities and services, income from catering, receipts from supply teacher insurance claims, other income - revenue
- donations – donations and/or voluntary funds – revenue
- investment income
- funds inherited on conversions/transfers
- contribution from academies to trust

Revenue expenditure

- staff costs – teaching staff, supply teaching staff, education support staff, administration and clerical staff, premises staff, catering staff, other staff, indirect employee expenses, staff development and training, supply-teacher insurance, staff-related insurance
- maintenance of premises
- other occupancy costs – cleaning and caretaking, water and sewerage, energy, rent and rates, grounds maintenance, other occupation costs
- special facilities
- educational supplies and services – learning resources (not ICT equipment), ICT learning resources, examination fees, educational consultancy, agency supply teaching staff
- other supplies and services – catering supplies, auditor costs, other insurance premiums, administrative supplies (non-educational), direct revenue financing (revenue contributions to capital), professional services (non-curriculum)
- funding costs – interest charges for loan and bank, PFI charges

Counterparty data

Counterparty information must be provided only for inter-trust financial activity.



Education & Skills Funding Agency

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