



Department
for Education

Academies accounts return 2023 to 2024

Additional information requirements

November 2024

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Introduction

Government departments, including the Department for Education (DfE) and its executive agencies, prepare accounts based on International Financial Reporting Standards (as amended for the public sector context) described in HM Treasury's Financial Reporting Manual ([FReM](#)).

The annual accounts prepared by the DfE for the academies sector is known as the [Sector Annual Report & Accounts \(SARA\)](#). The AR is the tool used to collect financial data to produce the Sector Annual Report & Accounts (SARA).

Academy trusts' annual financial statements are prepared in accordance with the Charities Statement of Recommended Practice (FRS102), known as the Statement of Recommended Practice (SORP), with guidance and requirements given in the [Academies Accounts Direction](#).

As a result of the AR and academy trusts' financial statements being prepared under different reporting frameworks, there are some areas where the AR requires additional information or information that is more detailed compared to that required in the financial statements.

This document sets out the said differences to help trusts and auditors prepare for and plan their returns.

Updates to the 2023/24 AAD are summarised under the heading "What has changed in this edition?".

Comparison to financial statements

The following information details additional information requirements for the AR 2023/24 compared to the financial statements outlined in the [model set of accounts for academy trusts 2023 to 2024](#).

Statement of financial activities

Grants – revenue and capital

Details of further information required for the accounts return	Comparator
Revenue and capital grants are broken down into DfE, 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

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

Staff costs

Details of further information required for the accounts return	Comparator
Wages and salaries are split into three categories: teachers, leadership, and administration and support.	Detailed breakdown

Average staff numbers

Details of further information required for the accounts return	Comparator
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

Details of further information required for the accounts return	Comparator
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)

Details of further information required for the accounts return	Comparator
<p>Trusts should disclose further details for employees whose full time equivalent annualised emoluments exceed £60k.</p> <p>Employer pension contributions and benefits must be included when calculating the annualised emolument.</p> <p>Trusts must supply the number of trustee and employee remuneration as well as the value of salary, pension and other benefits in £10k bandings.</p> <p>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 arrangement' as if they were a staff member. See section 2.140 of the Academies account direction 2023 to 2024.</p>	Additional information

Number of employees whose emoluments exceed £100k (in £10k bandings)

Details of further information required for the accounts return	Comparator
<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

Details of further information required for the accounts return	Comparator
Trusts should disclose days lost to sickness.	Additional information

Related party transactions - trustee's remuneration

Details of further information required for the accounts return	Comparator
<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

Details of further information required for the accounts return	Comparator
<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

Details of further information required for the accounts return	Comparator
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

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

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

Tangible and intangible assets

Details of further information required for the accounts return	Comparator
Trusts should indicate whether their assets are owned, finance leased, other, or on-balance sheet PFI contracts.	Detailed breakdown

Debtors

Details of further information required for the accounts return	Comparator
Debtors, particularly prepayments and accrued Income, are further broken down into categories contained within the guidance.	Detailed breakdown

Balance sheet liabilities

Creditors

Details of further information required for the accounts return	Comparator
Creditors are further broken down into categories contained within the AR guidance.	Detailed breakdown

Loan movement table

Details of further information required for the accounts return	Comparator
Creditors are further broken down into categories contained within the AR guidance.	Detailed breakdown

Loan analysis

Details of further information required for the accounts return	Comparator
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)

Details of further information required for the accounts return	Comparator
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

Details of further information required for the accounts return	Comparator
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 contracts

Details of further information required for the accounts return	Comparator
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

Capital commitments

Details of further information required for the accounts return	Comparator
These are broken down into property, plant and equipment (PPE) and intangible assets.	Detailed breakdown

Operating leases

Details of further information required for the accounts return	Comparator
Alongside the aging details, operating leases are broken down into land, buildings and other. They are then further broken down into DfE, other government and other.	Detailed breakdown

Commitments under finance leases

Details of further information required for the accounts return	Comparator
Trusts must split finance leases into buildings and other. They are then further broken down into DfE, 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

Details of further information required for the accounts return	Comparator
These are broken down into DfE group, other government and other. Trusts must also provide ageing details.	Additional information

Breakdown of SOFA pension charge

Details of further information required for the accounts return	Comparator
Trusts must provide the number of paid trustees who were not part of a main pension scheme.	Additional information

Losses and special payments

Details of further information required for the accounts return	Comparator
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

Details of further information required for the accounts return	Comparator
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

The Land and buildings section for Single Academy Trust (SAT) is prepopulated with data entered by trusts in the tangible fixed assets tables.

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 hub.

There is a separate table for MAT central services.

Revenue income

- grant funding – DfE/ revenue grants, other DfE 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 for transactions with other academy trusts.



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