



Education & Skills  
Funding Agency

# **Academies accounts return 2021/22**

**Updates and additional information  
requirements**

**August 2022**

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## Introduction

This document highlights the updates to information that will be required by the Department for Education (DfE) for the 2021/22 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 2021/22 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 2021/22: [Academies Accounts Direction 2021 to 2022](#).

## New items for the 2021/22 AR

As with previous years, the AR has been updated to respond to user feedback and policy and regulatory changes. The main changes to this year are:

- additional question asking trusts whether they have outsourced the completion of the AR
- guidance on Question 24 Does the trust have any non-cancellable contracts? updated
- guidance on how to report business rates paid by DfE/ESFA updated in General Annual Grant
- new SOFA field to report Recovery premium
- field for grants - Equality and Human Rights Commission (EHRC) removed from Provision of boarding activities table
- staff costs guidance on where to report teaching assistants updated
- guidance on administrative ICT costs in SOFA updated to remove duplication
- new SOFA field to report conversion legal fees separately from other legal and professional fees
- land and buildings section for Single Academy Trust (SAT) to be prepopulated with data keyed in the tangible fixed assets tables
- guidance on sensitivity analysis and average future life expectancies for trusts that are part of multiple LGPS updated
- guidance on grants for trust activity in Benchmarking section updated
- new benchmarking field to report COVID-19 Government funding for MAT Central services
- references to “teaching school” updated to “teaching school hub”
- guidance on non-cash transactions in administrative supplies - non educational in the Benchmarking section updated
- guidance on where to report operating lease costs in the Benchmarking section updated
- guidance on how to report employer national insurance contribution in Staff costs in counterparty section updated.

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 has been added to the Academy trust information table in the Overview section.  
*Has the trust commissioned a third-party (e.g. auditor or accountant) to prepare and/or complete the AR online form on their behalf?*

### Questionnaire:

- The guidance for Question 24 - Does the trust have any non-cancellable contracts? has been updated to reinforce that other PFI arrangements where the Trust has a contract with the Local Authority for support costs should be disclosed in the non-cancellable contracts table.

### SOFA – income:

- Revenue grants
  - Guidance on RGR010 – General Annual Grant in Grant Income section has been updated to include business rates paid by DfE/ESFA.  
A new field, RGR153 - Recovery premium has been added so trusts can report the related income.
- Provision of boarding activities
  - Field PBI040 - Grants - Equality and Human Rights Commission (EHRC), has been removed from the DfE group income. This grant income is now recoded under PBI060 - Grants - other Government, and the guidance text to this field has been updated.

### SOFA – Staff and Trustees:

- The guidance on STF030-A, STF030-B (Wages and salaries - administration and support) in staff costs and SSN030 - Administration and support in Staff numbers (full time equivalent) has been updated to include teaching assistants.

### SOFA – Charitable activities – support costs:

- The guidance for CAS180 -Technology costs has been updated to clarify that operating leases of ICT for administrative purpose should be reported under CAS110 Operating lease rentals - other.
- The guidance for CAS380 - Other support costs has been updated to remove reference to administrative ICT costs which should be reported under CAS180 - Technology costs only.

- A new field, CAS261 - Legal – conversion has been added to report legal costs incurred as part of conversion or incorporation of a new academy separately from other legal and professional costs. Guidance for CAS260 - Legal and professional has been updated.

## **Land and buildings**

- The Land and buildings section for Single Academy Trust (SAT) will now be prepopulated with data keyed by trusts in the tangible fixed assets tables.

## **Balance sheet funds and other disclosures**

- In the sensitivity analysis table, trusts that are part of multiple LGPS should enter the value of the LGPS with the largest liability.
- In the Average future life expectancies table, trusts that are part of multiple LGPS should enter the value of the LGPS with the largest liability.

## **Benchmarking – Income:**

- The guidance on BTI050/BAI050 - Grants for trust activity has been updated to include Trust Capacity Funds (TCaF).
- A new field BTI061 - COVID-19 government funding has been added so that trusts can report COVID-19 funding in MAT central services.
- All references to "Teaching school" or "teaching schools" have been updated to "Teaching school hub" throughout the form, texts, and links.

## **Benchmarking – Expenditure:**

- Agency catering staff and operating leases relating to catering should be reported under BTE250/ BAE250 - Catering supplies
- Operating Leases costs for ICT learning resources should now be reported under BTE210/BAE210 - ICT learning resources
- Operating Leases costs for Non-ICT equipment should now be reported BTE200/BAE200 - Learning resources (not ICT equipment) Non-cash transactions such as movement in provisions, gains/losses on disposal of assets/investments should no longer be included in any benchmarking fields including BTE280/BAE280 - Administrative supplies - non educational.

## Counterparty data

- Trusts should report employer national insurance payable to other academy trusts in CPE010 - Staff costs.

## Chart of accounts mapping: new fields for 2021/22

Trusts that are using the DfE's academies chart of accounts (CoA) or mapping their financial management system (FMS) to the DfE's CoA via supplier software should take the following actions in relation to new fields:

- RGR153 - Recovery premium: FMS coding in CoA is 510950 which is mapped to RGR150. However, trusts using CoA and automation should manually reallocate this from RGR150 to RGR153 in the online form.

## Comparison to financial statements

The following information details additional information requirements for the AR 2021/22 compared to the financial statements outlined in the [Academies Accounts Direction 2021 to 2022](#).

### 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 arrangement’ as if they were a staff member. See section 2.138 of the <a href="#">Academy Accounts Direction</a> .	Additional information



<b>Details of further information required for the accounts return</b>	<b>Comparator</b>
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"> <li>• Chief Executive Officer or equivalent</li> <li>• Headteacher/Principal</li> <li>• Deputy/Assistant Headteacher – business lead</li> <li>• Deputy/Assistant Headteacher – predominantly teaching</li> <li>• Chief Financial Officer or equivalent</li> <li>• Other (please specify)</li> </ul> <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's 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"> <li>• number of compulsory redundancies</li> <li>• value of compulsory redundancies (contractual)</li> <li>• value of compulsory redundancies (non-contractual)</li> <li>• number of other agreed departures</li> <li>• value of other agreed departures (contractual)</li> <li>• value of other agreed departures (non-contractual)</li> </ul> <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	

<b>Details of further information required for the accounts return</b>	<b>Comparator</b>
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:

<b>Details of further information required for the accounts return</b>	<b>Comparator</b>
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:

<b>Details of further information required for the accounts return</b>	<b>Comparator</b>
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 contracts	
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	Detailed breakdown

academy has a PFI contract, not where an academy makes payments to a local authority to lease/use an asset.	
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## 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

The Land and buildings section for Single Academy Trust (SAT) will now be prepopulated with data keyed 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. There is a separate table for MAT central services.

### Revenue income

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



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