

SUMMARY OF CHANGES - AGENCY PINK: ILLUSTRATIVE ACCOUNTS

Changes published December 2012:

Statement/ note	Change	Reason
SoCNE	Amendments to the presentation of 'Other Comprehensive Expenditure'	Application of IAS 1 amendments for the public sector context

Changes published December 2013:

Statement/ note	Change	Reason
Note 2.1	Rename first row of reconciliation to <i>Total net expenditure reported for operating segments</i> and add a corresponding reconciliation between Operating Segments and the CSoFP.	To correct an error in the reconciliation and to provide an illustrative example of a CSoFP reconciliation
Note 3	Reversed order of columns in the analysis of average number of persons employed	To improve the reporting layout
Note 18	Rows renamed to draw a clearer distinction between rentals and service charges due under PFI schemes	To improve the reporting layout
Note 19	Row for 'less interest' removed, to reflect total payments, rather than NPV	To improve the reporting layout
Note 20	Supporting guidance notes altered to reflect the fact that agencies would not normally provide guarantees, indemnities or letters of comfort.	Clarification of supporting guidance
Note 21	Change reporting thresholds from £250,000 to £300,000	To reflect changes to Managing Public Money
Guidance	Supporting guidance notes altered throughout to emphasise that each agency should assess whether disclosures are relevant and material to its circumstances.	Clarification of supporting guidance

Key:

SoFP - Statement of Financial Position

SoCNE - Statement of Comprehensive Net Expenditure

SoCF - Statement of Cash Flows

SoCiTE - Statement of Changes in Taxpayers' Equity

201X–1Y Agency Pink: illustrative accounts

1. The illustrative accounts for “Agency Pink” (a fictitious agency) comprise:
 - a Statement of Comprehensive Net Expenditure;
 - b Statement of Financial Position;
 - c Statement of Cash Flows;
 - d Statement of Changes in Taxpayers’ Equity;
 - e Notes to the accounts.
2. The accounts are for illustration only and should only be followed as the circumstances of an individual agency dictate. The accounts do not show every line item which may be necessary in the circumstances of an individual agency.

Statement of Comprehensive Net Expenditure

for the year ended 31 March 201Y

	Note	201X-1Y £000	201W-1X £000
Administration costs			
Staff costs	3		
Other administrative costs	4		
Operating Income	6		
Programme costs			
Staff costs	3		
Programme costs	5		
Income	6		
Net operating cost			
<u>Other comprehensive net expenditure</u>			
Items that will not be reclassified to net operating costs:			
Net (gain)/loss on revaluation of property plant & equipment			
Net (gain)/loss on revaluation of intangibles			
Items that may be reclassified to net operating costs:			
Net (gain)/loss on revaluation of available for sale financial assets			
Total comprehensive net expenditure			

Statement of Financial Position as at 31 March 201Y

	Note	201Y £000	201X £000
Non-current assets:			
Property, plant and equipment	7		
Intangible assets	8		
Financial assets	12		
Total non-current assets			
Current assets:			
Assets classified as held for sale			
Inventories	11		
Trade and other receivables	12		
Other current assets	12		
Financial Assets	12		
Cash and cash equivalents	13		
Total current assets			
Total assets			
Current liabilities			
Trade and other payables	14		
Financial Liabilities			
Provisions	15		
Other liabilities			
Total current liabilities			
Non-current assets plus/less net current assets/liabilities			
Non-current liabilities			
Provisions	15		
Other payables			
Financial Liabilities	9		
Total non-current liabilities			
Assets less liabilities			
Taxpayers' equity:			
General fund			
Revaluation reserve			
Total taxpayers' equity			

(Signed) (Accounting Officer)
[date]

Statement of Cash Flows

for the year ended 31 March 201Y

	Note	201Y £000	201X £000
Cash flows from operating activities			
Net operating cost			
Adjustments for non-cash transactions	4, 5		
(Increase)/decrease in trade and other receivables			
<i>less movements in receivables relating to items not passing through the Statement of Comprehensive Net Expenditure</i>			
(Increase)/decrease in inventories			
Increase/(decrease) in trade and other payables			
<i>less movements in payables relating to items not passing through the Statement of Comprehensive Net Expenditure</i>			
Use of provisions	15		
Net cash outflow from operating activities			
Cash flows from investing activities			
Purchase of property, plant and equipment	7		
Purchase of intangible assets	8		
Proceeds of disposal of property, plant and equipment			
Proceeds of disposal of intangibles			
Loans to other bodies			
Repayments from other bodies			
Net cash outflow from investing activities			
Cash flows from financing activities			
Loans received from the National Loans Fund			
Repayments of loans from the National Loans Fund			
Capital element of payments in respect of finance leases and on-balance sheet PFI contracts			
Net financing			
Net increase/(decrease) in cash and cash equivalents in the period			
Cash and cash equivalents at the beginning of the period	13		
Cash and cash equivalents at the end of the period	13		

Statement of Changes in Taxpayers' Equity

for the year ended 31 March 201Y

Note	General Fund £000	Revaluation Reserve £000	Total Reserves £000
Balance at 31 March 201W			
Changes in accounting policy			
Restated balance at 1 April 201W			
Net Parliamentary Funding – drawn down			
Net Parliamentary Funding – deemed			
Consolidated Fund Standing Services			
National Insurance Fund			
Supply payable/(receivable) adjustment			
CFERs payable to the Consolidated Fund			
Comprehensive expenditure for the year			
Non-cash charges – auditor's remuneration			
Transfers between reserves			
Balance at 31 March 1X			
Net Parliamentary Funding – drawn down			
Net Parliamentary Funding – deemed			
Consolidated Fund Standing Services			
National Insurance Fund			
Supply payable/(receivable) adjustment			
CFERs payable to the Consolidated Fund			
Comprehensive expenditure for the year			
Non-cash charges – auditor's remuneration			
Transfers between reserves			
Balance at 31 March 1Y			

Agencies should insert additional lines and columns as necessary to capture all transactions passing through reserves.

Where not shown on the face of the Statement of Changes in Taxpayers Equity agencies should separately disclose the opening and closing element of the revaluation reserve that relates to intangibles detailing changes during the year.

Agency Pink – Annual Report and Accounts 201X-1Y

Notes to the Agency's Accounts

1. Statement of accounting policies

These financial statements have been prepared in accordance with the 201X-1Y *Government Financial Reporting Manual (FReM)* issued by [*insert name of issuing authority*]. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the [*insert name of Agency*] for the purpose of giving a true and fair view has been selected. The particular policies adopted by the [*insert name of Agency*] [for the reportable activity] are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

1.1 Accounting convention

These accounts have been prepared under the historical cost convention modified, to account for the revaluation of investment property, property, plant and equipment, intangible assets and certain financial assets and liabilities.

A description of the accounting policies for all material items should then follow. Headings might include:

- *property, plant and equipment, with other headings for donated, heritage and infrastructure assets as appropriate*
- *depreciation*
- *intangible assets*
- *investments*
- *inventories*
- *research and development expenditure*
- *operating income*
- *foreign exchange*
- *leases*
- *Service Concessions (PPP/PFI)*
- *financial instruments*
- *provisions (including the discount rate used where the time value of money is significant and the estimated risk-adjusted cash flows are discounted)*
- *estimation techniques used and changes in accounting estimates (see in particular IAS 8.32 to 40)*
- *value added tax*
- *third party assets*

Agencies must include the following notes where material and should tailor them to the agency's circumstances.

1.aa Administration and programme expenditure

The Statement of Comprehensive Net Expenditure is analysed between administration and programme income and expenditure. The classification of expenditure and income as administration or as programme follows the definition of administration costs set out in [*insert reference to guidance*] by [*insert name of authority*].

Agencies might expand the note to reflect the definition as it is reflected in their own circumstances.

1.ab Pensions

Past and present employees are covered by the provisions of the [name of the scheme]. The defined benefit schemes are unfunded and are non-contributory except in respect of dependants' benefits. The agency recognises the expected cost of these elements on a systematic and rational basis over the period during which it

benefits from employees' services by payment to the [name of the scheme] of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the [name of the scheme]. In respect of the defined contribution schemes, the Agency recognises the contributions payable for the year.

1.ac Contingent liabilities

In addition to contingent liabilities disclosed in accordance with IAS 37, the agency discloses for parliamentary reporting and accountability purposes certain statutory and non-statutory contingent liabilities where the likelihood of a transfer of economic benefit is remote, but which have been reported to Parliament in accordance with the requirements of *[Managing Public Money/Government Accounting Northern Ireland]*.

Where the time value of money is material, contingent liabilities which are required to be disclosed under IAS 37 are stated at discounted amounts and the amount reported to Parliament separately noted. Contingent liabilities that are not required to be disclosed by IAS 37 are stated at the amounts reported to Parliament.

1.ad Impending application of newly issued accounting standards not yet effective

Where material, the agency must disclose that it has not yet applied a new accounting standard, and known or reasonably estimable information relevant to assessing the possible impact that initial application of the new standard will have on the department's financial statements.

2. Statement of Operating Costs by Operating Segment

Narrative to disclose:

- factors used to identify the reportable segments;
- the types of activities for which each reportable segment attracts funding;
- how reportable segments are reported to the CODM ;
- a description of each segment and how it fits into the department's activities;
- any differences between information in the statement of operating costs by operating segment and primary financial statements;
- the basis of accounting for any transactions between reportable segments;
- changes from prior year segment identification methods; and
- reliance on major customers.

	201X-1Y				201W-1X			
	[Reportable Segment 1]	[Reportable Segment 2]	[Reportable Segment 3]	Total	[Reportable Segment 1]	[Reportable Segment 2]	[Reportable Segment 3]	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Gross Expenditure								
Income								
Net Expenditure								
Total assets								
Total liabilities*								
Net assets*								
Other information*								

*In accordance with IFRS 8, if total liabilities, net assets or additional information is reported separately to the Chief Operating Decision Maker, disclosure should be made in the resource accounts.

Agencies should also provide reconciliations of:

- the total of the reportable segments' net expenditure to total net expenditure per the SoCNE if different;
- the total of the reportable segments' assets to the department's assets per the SoFP if different;
- the total of the reportable segments liabilities to the department's liabilities per the SoFP if they are reported separately to the Chief Operating Decision Maker and are different.

Note 2.1 Reconciliation between Operating Segments and SoCNE

	201X-1Y	201W-1X
	£000	£000
Total net expenditure reported for operating segments		
Reconciling items:		
<i>[List separately]</i>		
Total net expenditure per the Statement of Comprehensive Net Expenditure		

Note 2.2 Reconciliation between Operating Segments and SoFP

	201X-1Y	201W-1X
	£000	£000
Total assets reported for operating segments		
Reconciling items:		
<i>[List separately]</i>		
Total assets per Statement of Financial Position		
 <i>If liabilities are reported:</i>		
Total liabilities reported for operating segments		
Reconciling items:		
<i>[List separately]</i>		
Total liabilities per Statement of Financial Position		
Total net assets per Statement of Financial Position		

3. Staff numbers and related costs

Staff costs comprise:

		201X-1Y £000	201W-1X £000
	Permanently employed staff	Others	Total
		Total	Total
Wages and salaries			
Social security costs			
Other pension costs			
Sub Total			
Less recoveries in respect of outward secondments			
Total net costs			

The following text is written in the context of membership of the Principal Civil Service Pension Scheme. Departments and agencies should write the note in the context of the scheme of which they are members. The wording is illustrative only and, for application to the PCSPS, reference should be made to guidance issued by the Cabinet Office in its Employer Pension Note series for the recommended wording for the year in question.

The Principal Civil Service Pension Scheme (PCSPS) is an unfunded multi-employer defined benefit scheme in which *[insert employer's name]* is unable to identify its share of the underlying assets and liabilities. A full actuarial valuation was carried out as at 31 March 20*[year]*. Details can be found in the resource accounts of the Cabinet Office: Civil Superannuation (www.civilservice-pensions.gov.uk).

For 201X-1Y, employers' contributions of £ 0,000,000 were payable to the PCSPS (201W-1X £0,000,000) at one of four rates in the range 0.0 to 0.0 per cent (201W-1X: 0.0 to 0.0 per cent) of pensionable pay, based on salary bands. The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. The salary bands and contribution rates were revised for 20*[year]*-*[year]* and will remain unchanged until 20*[year]*-*[year]*. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. Employers' contributions of £00,000 (201W-1X £00,000) were paid to *[an][one or more of a panel of]* appointed stakeholder pension provider*[s]*. Employer contributions are age-related and range from 0.0 to 0.0 per cent (201W-1X: 0.0 to 0.0 per cent) of pensionable pay. Employers also match employee contributions up to x per cent of pensionable pay. In addition, employer contributions of £0,000 (0.0 per cent; 201W-1X: £0,000, 0.0 per cent) of pensionable pay, were payable to the PCSPS to cover the cost of the future provision of lump sum benefits on death in service and ill health retirement of these employees. Contributions due to the partnership pension providers at the reporting period date were £*[x]*. Contributions prepaid at that date were £*[y]*.

[Number] persons (201W-1X: *[number]* persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £0,000 (201W-1X: £ 0,000).

Average number of persons employed

The average number of whole-time equivalent persons employed during the year was as follows.

		201X-1Y £000	201W-1X £000
	Permanently employed staff	Others	Total
Directly employed			
Other			
Staff engaged on capital projects			
Total			

3.1 Reporting of Civil Service and other compensation schemes - exit packages

Comparative data to be shown (in brackets) for previous year.

Exit package cost band	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band
<£10,000			
£10,000 - £25,000			
£25,000 - £50,000			
£50,000 - £100,000			
£100,000- £150,000			
£150,000- £200,000			
Total number of exit packages			
Total resource cost /£			

Redundancy and other departure costs have been paid in accordance with the provisions of the Civil Service Compensation Scheme, a statutory scheme made under the Superannuation Act 1972. Exit costs are accounted for in full in the year of departure. Where the department has agreed early retirements, the additional costs are met by the department and not by the Civil Service pension scheme. Ill-health retirement costs are met by the pension scheme and are not included in the table.

[Agencies should provide additional text if any payments are not covered by the CSCS, for instance, ex-gratia payments agreed with the Treasury or scheme details where using another scheme.]

4. Other Administrative Costs

	201X-1Y £000	201W-1X £000
Note		
<i>The following expenditure items (if material) must be listed individually within this note, although not necessarily in this order. Best practice suggests that the items are presented in descending order of magnitude.</i>		
Rentals under operating leases		
Interest charges		
PFI service charges		
Research and Development expenditure		
Non-cash items		
Depreciation		
Amortisation		
Profit on disposal of asset		
Loss on disposal of property, plant and equipment		
Auditors' remuneration and expenses		
<i>In addition, other expenditure should be analysed and any significant items listed individually as part of this table. You should NOT insert a shoulder heading of 'other' and then provide a separate note analysing 'other'.</i>		
Total		

During the year the Agency purchased the following non-audit services from its auditor, [name Auditor, e.g. the National Audit Office][list services received with details of cost]

5. Programme Costs

	201X-1Y £000	201W-1X £000
Note		
<i>The following expenditure items (if material) must be listed individually within this note, although not necessarily in this order. Best practice suggests that the items are presented in descending order of magnitude.</i>		
Rentals under operating leases		
Interest charges		
PFI service charges		
Research and Development expenditure		
Non-cash items		
Depreciation		
Amortisation		
Profit on disposal of asset		
Loss on disposal of property, plant and equipment		
Auditors' remuneration and expenses		
Provision provided for in year	15	
Borrowing costs of provisions (Unwinding of discount on provisions)	15	
<i>In addition, other expenditure should be analysed and any significant items listed individually as part of this table. You should NOT insert a shoulder heading of 'other' and then provide a separate note analysing 'other'.</i>		
Total		

6. Income

Income should be analysed by type (sales of services; sales of goods; interest; royalties; and dividends) as required by IAS 18 with any significant items listed individually (examples might be sales of publications, passport fees). Non-cash Income should be disclosed separately where material.

Care should be taken in describing the Income so that a reader of the accounts can understand what it is that the agency does to earn the Income. Descriptions on their own of 'fees and charges from external customers' and 'fees and charges from internal customers' are not helpful.

	201X-1Y £000	201W-1X £000
	Total	Total
Income source 1		
Income source 2, etc		
Total		

6.1 Consolidated Fund Income

The following statement should be included where separate trust statements are published for the agency:

Consolidated Fund income shown in note 6 above does not include any amounts collected by the agency where it was acting as agent of the Consolidated Fund rather than as principal. Full details of income collected as agent for the Consolidated Fund are in the agency's Trust Statements published separately from but alongside these financial statements.

Otherwise, where the agency collects income on behalf of the Consolidated Fund and doesn't prepare a Trust statement, disclosure should be made in the note in the format below:

Consolidated Fund income shown in note 6 above does not include any amounts collected by the agency where it was acting as agent for the Consolidated Fund rather than as principal. The amounts collected as agent for the Consolidated Fund (which are otherwise excluded from these financial statements) were:

	201X-1Y £000	201W-1X £000
Taxes and licence fees		
Fines and penalties		
Other Income		
Less:		
Costs of collection – where deductible		
Uncollectible debts		
Amount payable to the Consolidated Fund		
Balance held at the start of the year		
Payments into the Consolidated Fund		
Balance held on trust at the end of the year		

A description of the main income streams should be included together with any other explanations that may be necessary to provide a full understanding of the reported transactions.

7. Property, plant and equipment

	Land	Buildings	Dwellings	Information Technology	Plant & Machinery	Furniture & Fittings	Payments on Account & Assets under Construction	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Cost or valuation								
At 1 April 201X								
Additions								
Donations								
Disposals								
Impairments								
Reclassifications								
Revaluations								
At 31 March 201Y								
Depreciation								
At 1 April 201X								
Charged in year								
Disposals								
Impairments								
Reclassifications								
Revaluations								
At 31 March 201Y								
Carrying value at 31 March 201X								
Carrying value at 31 March 201Y								
Asset financing:								
Owned								
Finance leased								
On-balance sheet PFI contracts								
Carrying value at 31 March 201Y								

The headings used to analyse assets and sources of financing should reflect the agency's material items.

If relevant, agencies should disclose the value and category of any donated assets during the year. Where the assets were donated by a related party, the name should be given.

Agencies should disclose the names and qualifications of the valuers of any assets, what assets they valued, and the date on which they were valued during the year. If relevant, the note should also state that property, plant and equipment are valued using indices.

	Land	Buildings	Dwellings	Information Technology	Plant & Machinery	Furniture & Fittings	Payments on Account & Assets under Construction	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Cost or valuation							-	
At 1 April 201W								
Additions								
Donations								
Disposals								
Impairments								
Reclassifications								
Revaluations								
At 31 March 201X								
Depreciation								
At 1 April 201W								
Charged in year								
Disposals								
Impairments								
Reclassifications								
Revaluations								
At 31 March 201X								
Carrying value at 31 March 201W								
Carrying value at 31 March 201X								
Asset financing:								
Owned								
Finance leased								
On-balance sheet PFI contracts								
Carrying value at 31 March 201X								

8. Intangible assets

	201X-1Y								
	Information Technology	Software Licences	Websites	Development Expenditure	Licences, Trademarks & Artistic Originals	Patents	Goodwill	Payments on Account & Assets under Construction	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Cost or valuation									
At 1 April 201X									
Additions									
Donations									
Disposals									
Impairments									
Reclassifications									
Revaluations									
At 31 March 201Y									
Amortisation									
At 1 April 201X									
Charged in year									
Disposals									
Impairments									
Reclassifications									
Revaluations									
At 31 March 201Y									
Carrying value at 31 March 201X									
Carrying value at 31 March 201Y									
Asset financing:									
Owned									
Finance Leased									
Contracts									
Carrying value at 31 March 201Y									

	201W-1X								
	Information Technology	Software Licences	Websites	Development Expenditure	Licences, Trademarks & Artistic Originals	Patents	Goodwill	Payments on Account & Assets under Construction	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Cost or valuation									
At 1 April 201W									
Additions									
Donations									
Disposals									
Impairments									
Reclassifications									
Revaluations									
At 31 March 201X									
Amortisation									
At 1 April 201W									
Charged in year									
Disposals									
Impairments									
Reclassifications									
Revaluations									
At 31 March 201X									
Carrying value at 31 March 201W									
Carrying value at 31 March 201X									
Asset financing:									
Owned									
Finance leased									
Contracts									
Carrying value at 31 March 201X									

The headings and rows used to analyse assets and sources of financing should reflect the agency's material items.

If relevant, agencies should disclose the value and category of any donated assets during the year. Where the assets were donated by a related party, the name should be given.

9. Financial Instruments

As the cash requirements of Agency Pink are met through the Estimate process, financial instruments play a more limited role in creating and managing risk than would apply to a non-public sector body. The majority of financial instruments relate to contracts to buy non-financial items in line with the Agency's expected purchase and usage requirements and the Agency is therefore exposed to little credit, liquidity or market risk.

ONLY where the Agency is exposed to risk should the appropriate IFRS 7 disclosures be made: Disclosures should be given only where they are necessary because the Agency holds financial instruments that are complex or play a significant medium to long-term role in the financial risk profile of the Agency. In such cases Agencies should explain the significance of such instruments as required by IFRS 7 and disclose the carrying values following the requirements of the FReM and IAS 32 and IAS 39 and within the IFRS 7 headings to the extent they are relevant. Where the Agency does not face significant medium to long-term financial risks, then it is sufficient to make a statement to that effect – similar to that above. (Given that all Agencies have financial instruments within the scope of IAS 32, silence is not an option.)

10. Impairments

Where material, agencies should insert a note that reports the total impairment charge for the year, showing how much has been charged direct to the Statement of Comprehensive Net Expenditure and how much has been taken through the revaluation reserve.

11. Inventories

Where material, agencies should provide a note analysing inventories by significant categories.

	201X-1Y £000	201W-1X £000
<i>[List separately]</i>		

12. Trade receivables, financial and other assets

	201X-1Y £000	201W-1X £000
--	-----------------	-----------------

Amounts falling due within one year:

Trade receivables

Deposits and advances

Other receivables

Prepayments and accrued Income

Current part of PFI prepayment

Current part of NLF loan

Amounts falling due after more than one year:

Trade receivables

Other receivables

Deposits and advances

Prepayments and accrued Income

Included within trade payables is £,000 (201W-1X: £,000) that will be due to the Consolidated Fund once the debts are collected.

13. Cash and cash equivalents

	201X-1Y £000	201W-1X £000
Balance at 1 April		
Net change in cash and cash equivalent balances		
Balance at 31 March		
The following balances at 31 March were held at:		
Government Banking Service		
Commercial banks and cash in hand		
Short term investments		
Balance at 31 March		

14. Trade payables and other current liabilities

	201X-1Y £000	201W-1X £000
Amounts falling due within one year		
VAT		
Other taxation and social security		
Trade payables		
Other payables		<i>Other payables should be analysed and any significant items disclosed separately</i>
Accruals and deferred Income		
Current part of finance leases		
Current part of imputed finance lease element of on balance sheet PFI contracts		
Current part of NLF loans		
Amounts falling due after more than one year:		
Other payables, accruals and deferred Income		
Finance leases		
Imputed finance lease element of on-balance sheet PFI contracts		
NLF loans		

15. Provisions for liabilities and charges

Key provisions should be analysed. Headings might include 'legal', 'nuclear decommissioning' etc

	Early departure costs £000	Other £000	Total £000
Balance at 1 April 201X			
Provided in the year			
Provisions not required written back			
Provisions utilised in the year			
Unwinding of discount			
Balance at 31 March 201Y			

Analysis of expected timing of discounted flows

	Early departure costs £000	Other £000	Total £000
Not later than one year			
Later than one year and not later than five years			
Later than five years			
Balance at 31 March 201Y			

Agencies should include brief details of material provisions and an indication of the contents of the 'Other' column where used.

16. Capital commitments

	201X-1Y £000	201W-1X £000
Contracted capital commitments at 31 March 201Y not otherwise included in these accounts		
<i>[List separately]</i>		
Total		

17. Commitments under leases

Where material, agencies should disclose commitments under leases.

17.1 Operating leases

Total future minimum lease payments under operating leases are given in the table below for each of the following periods.

	201X-1Y £000	201W-1X £000
Obligations under operating leases for the following periods comprise:		
Land		
Not later than one year		
Later than one year and not later than five years		
Later than five years		
<hr/>		
Buildings		
Not later than one year		
Later than one year and not later than five years		
Later than five years		
<hr/>		
Other:		
Not later than one year		
Later than one year and not later than five years		
Later than five years		
<hr/>		
<hr/>		

17.2 Finance leases

Total future minimum lease payments under finance leases are given in the table below for each of the following periods.

	201X-1Y £000	201W-1X £000
Obligations under finance leases for the following periods comprise:		
Buildings		
Not later than one year		
Later than one year and not later than five years		
Later than five years		
Less interest element		
Present Value of obligations		
<hr/>		
Other		
Not later than one year		
Later than one year and not later than five years		
Later than five years		
Less interest element		
Present Value of obligations		
<hr/>		
<hr/>		

18. Commitments under PFI contracts

18.1 Off-balance sheet (SoFP)

For each material PFI (and other service concession arrangement) contract, this note should:

- state what the contract is for and note that the property is not an asset of (agency);
- give the estimated capital value; and
- give details of any prepayments, reversionary interests, etc and how they are accounted for.
- disclose the total payments to which they are committed for each of the following periods

Total future minimum payments under off-balance sheet PFI and other service concession arrangements are given in the table below for each of the following periods.

	201X-1Y £000	201W-1X £000
Obligations under off balance sheet (SoFP)		
Service Concessions for the following periods comprise		
Not later than one year		
Later than one year and not later than five years		
Later than five years		

18.2 On-balance sheet (SoFP)

For each material PFI (and other service concession arrangement) contract, this note should:

- state what the contract is for and note that, under IFRIC 12, the asset is treated as an asset of the agency;
- note that the substance of the contract is that the agency has a finance lease and that payments comprise two elements – imputed finance lease charges and service charges – and provide details of the imputed finance lease charges in the table below.

Details of the imputed finance lease charges are given in the table below for each of the following periods.

	201X-1Y £000	201W-1X £000
Rentals due not later than one year		
Rentals due later than one year and not later than five years		
Rentals due later than five years		
Less interest element		
Present value of obligations		

Details of the minimum service charge are given in the table below for each of the following periods.

	201X-1Y £000	201W-1X £000
Service charge due within one year		
Service charge due later than one year and not later than five years		
Service charge due later than five years		
Total		

18.3 Charge to the Statement of Comprehensive Net Expenditure and future commitments

The total amount charged in the Statement of Comprehensive Net Expenditure in respect of off-balance sheet (SoFP) PFI (and other service concession arrangement) transactions and the service element of on-balance (SoFP) sheet PFI (and other service concession arrangement) transactions was £s,000 (201W-1Y: £t,000); and the payments to which the agency is committed is as follows.

	201X-1Y £000	201W-1X £000
Not later than one year		
Later than one year and not later than five years		
Later than five years		

19. Other financial commitments

The agency has entered into non-cancellable contracts (which are not leases or PFI (and other service concession arrangement) contracts), for *[state what service is being provided to the agency]*. The total payments to which the agency is committed are as follows *[agencies may decide that this disclosure is not necessary if the totals can be easily identified by a reader from the notes above]*:

	201X-1Y £000	201W-1X £000
Not later than one year		
Later than one year and not later than five years		
Later than five years		
Total		

20. Contingent liabilities disclosed under IAS 37

The Agency has the following contingent liabilities (list with explanatory narrative).

The Agency has entered into the following unquantifiable contingent liabilities (list with explanatory narrative).

In addition to contingent liabilities reported within the meaning of IAS 37, the agency also reports liabilities for which the likelihood of a transfer of economic benefit in settlement is too remote to meet the definition of contingent liability. *[Insert list with explanatory narrative]*

Guarantees, indemnities and letters of comfort should normally be issued by departments rather than agencies or other designated bodies. Where, exceptionally, an agency or other designated body has given a guarantee, indemnity or letter of comfort and it is significant in relation to the department, details should be noted here.

21. Losses and special payments

21.1 Losses Statement

Agencies should include a note on losses if the total value exceeds £300,000. Individual losses of more than £300,000 should be noted separately.

	201X-1Y	201W-1X
Total number of losses		
Total value of losses (£000)		
Details of cases over £300,000		
Cash losses		
[List cases]		
Claims abandoned		
[List cases]		
Administrative write-offs		
[List cases]		
Fruitless payments		
[List cases]		
Store Losses		
[List payments]		

Comparatives need be given for category totals. The list of cases need only be provided for the current year.

Where the headings are not appropriate they do not need to be disclosed.

21.2 Special Payments

Agencies should include a note on special payments if the total value exceeds £300,000. Individual payments of more than £300,000 should be noted separately.

		201X-1Y £000	201W-1X £000
Total number of special payments	<i>Comparatives need be given for category totals. The list of cases need only be provided for the current year.</i>		
Total value of special payments (£000)			
Details of cases over £300,000			
[List cases]			

21.3 Other notes

If agencies have made any other significant payments, including making gifts, these should be disclosed.

22. Related-party transactions

The Agency should disclose here its parent and other bodies sponsored by its parent. These bodies are regarded as related parties with which the Agency has had various material transactions during the year.

In addition, the Agency has had [a small number of][various material] transactions with other government departments and other central government bodies.

No board member, key manager or other related parties has undertaken any material transactions with the Agency during the year. *[If there have been material transactions, they should be disclosed.]*

23. Third-party assets

Where the or agency has third party assets as defined in the Financial Reporting Manual, a brief statement should be made here about the capacity in which the or agency acts that gives rise to these assets. The note should then go on to say: These are not agency assets and are not included in the accounts. The assets held at the reporting period date to which it was practical to ascribe monetary values comprised monetary assets, such as bank balances and monies on deposit, and listed securities. They are set out in the table below.

	31 March 201X £000	Gross inflows £000	Gross outflows £000	31 March 201Y £000
Monetary assets such as bank balances and monies on deposit				
Listed securities				
Other				
Total				

Other significant assets held at the reporting period date to which it was not practical to ascribe monetary values comprised [insert details of any investments in unlisted non monetary financial assets and of physical assets].

24. Events after the reporting period date

The Agency should insert here, if relevant, a note that reports the non-adjusting events after the reporting period date that are of such importance that non-disclosure would affect the ability of users to make proper evaluations and decisions.

The Agency should disclose the date when the financial statements were authorised for issue and who gave the authorisation.