



Education & Skills  
Funding Agency

# **Academies accounts return 2019/20**

**Updates and additional information  
requirements**

**August 2020**

**(updated October 2020)**

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## Introduction

This document highlights the updates to information that will be required by the Department for Education (DfE) for the 2019/20 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 guidance to help trusts and auditors prepare for and plan their returns.

Updates to the 2019/20 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 2019/20: [Academies Accounts Direction 2019 to 2020](#).

### October 2020 Update

Two new sections have been added to this paper since it was first issued in August 2020. These are:

- High pay – the new sections are shown with a box outline in this document
- The selection of job roles for employees earning over £100k has been amended

Both of the above have also been reflected in the Comparison to financial statements - Statement of financial activities table.

## New items for the 2019/20 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 this year are:

- counterparty reporting now limited to transactions with the academy sector
- new SOFA and benchmarking fields to report Coronavirus grant income
- updated SOFA and benchmarking fields due to benchmarking categorisation updates to reflect new requirements to report rental and lettings income separately from 'Income from facilities and services'
- new SoFA expenditure field to report revenue expenditure from capital funding
- expanded reporting requirements for 'Employees whose emoluments exceed £100k'
- expanded reporting requirements for 'Related party transaction: trustee remuneration' table
- a new table, 'Prior year (2018/19) data: Number of employees whose emoluments exceed £60k and all paid trustees' has been added

## AR detailed updates

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

### Academy trust Information:

- data breaches reported by third parties should now be included
- the following questions have been removed:
  - 'How have you accounted for the McCloud judgment and GMP equalisation judgment in your audited financial statements?'
  - 'During this financial year, have you received any gifts per the description in Managing Public Money?'

### Academy Information:

- if an Academy has transferred in or out of the trust, the trust will be asked to confirm that both trusts agreed the transfer balance, if not an explanation will be required

### Questionnaire:

- a new question has been added, to provide the trust a choice of whether they wish to include the 'preparer declaration' table in the 'Approvals and Submission' tables

- a new question has been added which asks the trust if they have any transactions with other academies or academy trusts, the counterparty table will then be available depending the response

## SOFA – income:

- Revenue grants – 3 new fields have been created:
  - RGR151 ‘Coronavirus funding support’ (DfE/ESFA)
  - ORG041 ‘Coronavirus Job Retention Scheme Grant’ and
  - ORG042 ‘Coronavirus Government funding – other’
- Due to changes in the benchmarking income classifications, updates have been made to the following fields:
  - OTA010, previously ‘Income from facilities and services’, amended to ‘Rentals and lettings income’ and therefore lettings income should now be reported along with rental income
  - OTA030, previously ‘Rental Income’, amended to other ‘Income from facilities and services’, which will now exclude lettings income

## SOFA – expenditure:

- updated guidance for both CAD110 ‘Technology costs’ and CAD120 ‘Education consultancy’, to clarify that costs relating to consultation of contracts, equipment and software should be allocated to CAD120 ‘Education consultancy’
- new field added CAS390 ‘Revenue expenditure from capital funding’ so trusts have a specific field to allocate revenue expenditure from capital funding and is not included within the benchmarking tables

## SOFA – Staff and Trustees:

- a new validation has been added to the ‘Number of employees whose emoluments exceeds £60k table, if an FTE is entered, the trust will be asked to confirm that the annualised emolument includes employer pension contribution

• the ‘Employees whose emoluments exceed £100k’ now requires separate reporting by bands for salary, employer pension contributions and other benefits for each employee

- each row in ‘Employees whose emoluments exceed £100k’ will now include a drop-down menu to select a job role, rather than entering free text, and specify if ‘Other’ is selected. Specific job roles are:
  - 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)

- the 'Related party transaction: trustee remuneration' table now has additional columns for trusts to confirm, for each band selected, whether or not it includes salary, employer pension contributions and other benefits
  - a new table, 'Prior year (2018/19) data: Number of employees whose emoluments exceed £60k and all paid trustees' has been added. Trusts must provide, by bands, the full-time equivalent number of staff (above £60k), number of trustees paid as trustees and number of trustees paid as staff. Note that this data relates to the accounting period 1 September 2018 to 31 August 2019 and is a resubmission of the data provided in last year's AR.
- in the 'Related party transactions' table, the guidance for what should be included in field NUT010 'Number of Unpaid non-staff trustees' has been amended from 'full time equivalent number of unpaid non-staff trustees' to 'number of unpaid non-staff trustees'

### Balance sheet – assets:

- trusts will now be requested to also provide their capitalisation policy and depreciation policy for fixed assets that have net book value of zero

### Benchmarking – Income:

- new field – BAI020-B 'Other DfE Group grants (revenue)' allows trusts to key data against this category for teaching schools.
- new field – BAI061 Coronavirus Government funding, captures funding allocated to the three new associated fields in the SOFA. Data will be collected at academy level, and the total must be equal to the total of RGR151 plus ORG041 plus ORG042 in the SOFA tables
- due to changes in the benchmarking income classifications, updates have been made to the following fields:
  - BTI100/BAI100 - previously 'Income from facilities and services', amended to 'Rentals and lettings income', this field now reports rental and lettings income separately which must be equal to OTA010 in the SOFA tables
  - BTI101/BAI101 - new field 'Other income from facilities and services', previously BTI101/BAI101, will no longer include rental and lettings income and must be equal OTA030 in the SOFA tables

### Counterparty tables

Trusts will now only be required to collect transactions and balances with other academy trusts under a single counterparty. Detailed updates to the counterparty section are:

- 'Income', 'Expenditure', 'Debtors', 'Liabilities' and 'Other' sections will now be one page as opposed to five individual pages

- there is an additional question 'Counterparty Data - Did the trust have any transactions with other academies or academy trusts?' with Yes/No options. If the user selects 'No' the counterparty section will be unavailable
- the form fields in the following table have been removed as they are no longer applicable

Counterparty section heading	Counterparty field reference/description
Income:	CPI020 - Capital Grants - DfE (ESFA) CPI030 - Capital Grants - DfE Group CPI070 - Revenue Grants - DfE (ESFA) CPI080 - Revenue Grants DfE Group
Expenditure:	CPE020 - Employer's pension contributions CPE060 - Rates
Debtors (under one year):	CPD030 - Accrued Government grants CPD040 - VAT recoverable
Debtors (over one year):	CPD080 - Accrued Government grants CPD090 - VAT recoverable
Liabilities (less than one year):	CPL030 - Other taxation and social security CPL040 - Finance lease creditors within one year CPL060 - VAT payable CPL080 - Deferred Government grants
Liabilities (greater than one year):	CPL130 - Deferred Government grants

## Navigation and functionality changes to the AR form

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

- the 'Benchmarking overview' table name has been amended to 'Benchmarking central services' table
- an error message to appear at the bottom of the page once "mark as complete" is clicked and a validation has been triggered
- a new benchmarking report has been added which displays central services and academies information side by side in one table

## Chart of accounts mapping: Coronavirus income

For those trusts who are using the DfE's chart of accounts (CoA) or mapping their FMS to the DfE's CoA via supplier software, no chart of accounts codes exist for coronavirus funding, therefore please take the following action:

- **RGR151 'Coronavirus funding support' (DfE/ESFA):** allocate to account 510950 which will map to RGR150 on the AR, values will then have to be manually updated to split coronavirus funding to RGR151

- **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 to split coronavirus funding to ORG041
- **ORG042 'Coronavirus Government funding – other'**: allocate to account 520300 which will map to ORG040 on the AR, values will then have to be manually updated to split coronavirus funding to ORG042

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 6<sup>th</sup> digit of the existing account codes stated above to set up additional income codes. Ultimately these amounts need to be shown in RGR151/ORG041 & ORG042 within the AR.



## Comparison to financial statements

The following information details additional information requirements for the AR 2019/20 compared to the financial statements outlined in the [Academies Accounts Direction 2019 to 2020](#).

### 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.	Additional information
Number of employees whose emoluments exceed £100k (in £10k bandings)	
Further details required to define the job role as: <ul style="list-style-type: none"> <li>Chief Executive Officer or equivalent</li> <li>Headteacher/Principal</li> </ul>	Additional information

<b>Details of further information required for the accounts return</b>	<b>Comparator</b>
<ul style="list-style-type: none"> <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>	
<b>Staff sickness</b>	
Trusts should disclose days lost to sickness.	Additional information
<b>Related party transactions - trustee's remuneration</b>	
<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
<b>Exit packages – non-civil service schemes</b>	
<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
<b>Loss of office payments</b>	
The value of loss of office payments for accounting officers and other trustees should be disclosed.	Detailed breakdown
<b>Provision of boarding activities – income and expenditure</b>	
Trusts should break these down into detailed categories. Please refer to the AR guidance as to how these are broken down.	Detailed breakdown
<b>Teaching Schools – income and expenditure</b>	
Trusts should break these down into detailed categories. Please refer to the AR guidance as to how these are broken down.	Detailed breakdown
Prior year (2018/19) data: Number of employees whose emoluments exceed £60k and all paid trustees.	
For the 2019/20 AR collection only, trusts must provide, by bands, the full-time equivalent number of staff (above £60k), number of	Detailed breakdown

<b>Details of further information required for the accounts return</b>	<b>Comparator</b>
trustees paid as trustees and number of trustees paid as staff. Note that this data relates to the accounting period 1 September 2018 to 31 August 2019 and is a resubmission of the data provided in last year's AR.	

## 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	Detailed breakdown

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.	
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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	
Trusts must provide the amount, recognition date, payment date and type of any losses or special payments.	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

### Assets under construction:

In this section, trusts should provide details of any ESFA funded assets under construction. Details required are:

- capital grants (listed in excel workbook)
- donations
- transfers – transferred in on conversion – local authority, transferred in on existing academies joining the trust, transferred out on existing academies leaving the trust
- tangible fixed assets (cost, depreciation and impairment) – broken down into freehold land and buildings, leasehold land and buildings, leasehold improvements, plant and machinery, computer equipment and assets under construction
- debtors
- other (commentary)

### 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, coronavirus 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 will no longer need to be provided at organisation level.



# Education & Skills Funding Agency

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