

SUMMARY OF CHANGES - DEPARTMENT YELLOW: ILLUSTRATIVE ACCOUNTS

Statement/ note	Change	Reason
FReM Proformas	Clarifications to the FReM	To reflect feedback following to implementation of the <i>Simplifying and Streamlining Accounts</i> project

Key:

- CSoFP - Consolidated Statement of Financial Position
- CSoCNE - Consolidated Statement of Comprehensive Net Expenditure
- CSoCF - Consolidated Statement of Cash Flows
- CSoCiTE - Consolidated Statement of Changes in Taxpayers' Equity

201X-1Y Department Yellow: illustrative resource accounts

1. The illustrative resource accounts for "Department Yellow" (a fictitious departmental grouping) comprise:

A) Accountability

- Remuneration and Staff Report
- Statement of Parliamentary Supply
- Notes to the Statement of Parliamentary Supply
- Parliamentary Accountability Disclosures

B) Financial Statements

- Consolidated Statement of Comprehensive Net Expenditure
- Consolidated Statement of Financial Position
- Consolidated Statement of Cash Flows
- Consolidated Statement of Changes in Taxpayers' Equity
- Notes to the accounts

2. The resource accounts are for illustration only and should only be followed as the circumstances of an individual department dictate. The accounts do not show every line item which may be necessary in the circumstances of an individual department and each department should assess whether disclosures are relevant and material to its circumstances.
3. In line with the implementation of the Simplifying and Streamlining Accounts project, notes to the accounts will only be required for material balances. The removal of non-material balances, with a recognition that materiality is not restricted to just monetary value, will significantly streamline and simplify the accounts ensuring that the user is only presented with and can focus on relevant and material information. There will be no diminution of audit scope or depth, only the presentation of the information will be affected. However, specific notes should still be reported for those entities covered by Managing Public Money or Managing Public Money Northern Ireland, where additional disclosures are necessary to meet Parliamentary Accountability requirements.

A) Accountability

Remuneration and Staff Report

1. Remuneration Report

Entities should prepare the remuneration report as specified in the FReM.

2. Staff Report

- 1) Staff numbers and related costs (and relevant disclosures) have been relocated to the Remuneration and Staff Report.
- 2) Entities should provide an analysis of staff costs and numbers distinguishing between:
 - Staff with a permanent (UK) employment contract with the entity;
 - Other staff engaged on the objectives of the entity (for example, short term contract staff, agency/temporary staff, locally engaged staff overseas and inward secondments where the entity is paying the whole or the majority of their costs). Where under any one category of 'other staff' is significant (by number or cost), that category should be separately disclosed.
 - Ministers; and
 - Special advisers

3. Department's should refer to the FReM and disclosures promulgated in PES papers for details of other elements that will be required to be disclosed in the staff report. These comprise of:

- Staff composition
- Off payroll disclosures
- Consultancy costs
- Sickness absence data
- Number of SCS (or equivalent) staff by band
- Staff policies applied in year

2.1 Staff Costs

The following section is subject to audit

					201X-1Y £000	201W-1X £000
	Permanently employed staff	Others	Ministers	Special advisers	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 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).

2.2 Average number of persons employed

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

Activity	Permanently employed staff	Others	Ministers	Special advisers	201X-1Y	201W-1X
					Number	Number
					Total	Total
[List separately]						
Staff engaged on capital projects						
Total						
Of which:						
Core department						
Agencies						
Other designated bodies						
Total						

Other columns can be added where appropriate – e.g. Armed Forces personnel in MOD.

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

The following section is subject to audit

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

Exit package cost band	Core Dept. & Agencies			Departmental Group		Total number of exit packages by cost band
	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Number of compulsory redundancies	Number of other departures agreed	
<£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 cost /£000						

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.

Departments 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. Other schemes are most likely to apply in other designated bodies not listed in Schedule I to the Superannuation Act 1972 and may apply different statutory compensation term

Statement of Parliamentary Supply

In addition to the primary statements prepared under IFRS, the Government Financial Reporting Manual (FRoM) requires [the Department] to prepare a Statement of Parliamentary Supply (SoPS) and supporting notes to show resource outturn against the Supply Estimate presented to Parliament, in respect of each budgetary control limit. The SoPs and related notes are subject to audit.

In line with the implementation of the Simplifying and Streamlining Accounts project the SoPS has been moved away from the core IFRS financial statements and included within the 'Accountability' section. This will ensure it retains its prominence and is positioned next to the report of the Comptroller and Auditor General to the House of Commons.

In addition the number of mandatory notes to the SoPS have been reduced and grouped together with other disclosures from elsewhere in the FRoM which relate to Parliamentary accountability.

Summary of Resource and Capital Outturn 201X-1Y

								201X-1Y £000	201W-1X £000
	Estimate				Outturn			Voted outturn compared with Estimate: saving/ (excess)	Outturn
	SoPS Note	Voted	Non- Voted	Total	Voted	Non- Voted	Total		
Departmental Expenditure Limit									
- Resource	2.1								
- Capital	2.2								
Annually Managed Expenditure									
- Resource	2.1								
- Capital	2.2								
Total Budget									
Non-Budget									
- Resource	2.1								
Total									

Total Resource							
Total Capital							
Total							

Net Cash Requirement 201X-1Y

SoPS Note	201X-1Y £000	201X-1Y £000		201W-1X £000
	Estimate	Outturn	Outturn compared with Estimate: saving/ (excess)	Outturn
3				

Administration Costs 201X-1Y

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

Figures in the areas outlined in bold are voted totals subject to Parliamentary control. In addition, although not a separate voted limit, any breach of the administration budget will also result in an excess vote.

Explanations of variances between Estimate and outturn are given in SoPS Note 2 (Analysis of net outturn by section) and in the Management Commentary.

Where the department has an Excess Vote for one of the reasons given in the 'Supply Estimates Manual', 'Managing Public Money' or 'Government Accounting Northern Ireland' (as appropriate) the department should insert this note here:

The Department has incurred an Excess of *[insert amount]* because *[insert reason]*. The Department will seek Parliamentary approval by way of an Excess Vote in the next Supply and Appropriation Act [Budget Act in Northern Ireland].

Where the department has a reportable Prior Period Adjustment, the department should insert this note here:

The Department has Prior Period Adjustments (PPAs) resulting from *[insert reason]*. It is proper for the department to seek Parliamentary authority for the provision that should have been sought previously. In 201X-1Y, the following such PPAs have been made, which have been included within voted Supply in the Estimate:

PPA Description	Resource/ Capital	DEL/AME	Amount/ £000

Notes to the Statement of Parliamentary Supply

SOPS 1. Net outturn

SOPS1.1 Analysis of net resource outturn by section

							201X-1Y £000	201W-1X £000		
Outturn						Estimate			Outturn	
Administration			Programme			Total	Net Total	Net total compared to Estimate	Net total compared to Estimate, adjusted for virements	Total
Gross	Income	Net	Gross	Income	Net					
Spending in Departmental Expenditure Limit										
Voted:										
A										
B										
C										
Non-voted:										
D										
E										
F										
Annually Managed Expenditure										
Voted:										
G										
H										
I										
Non-voted:										
J										
K										
L										
Non-budget*										
Total										

*For use only for block grants to the devolved administrations

SOPS1.2 Analysis of net capital outturn by section

						201X-201Y £000	201W-201X £000
Outturn			Estimate			Outturn	
Gross	Income	Net	Net	Net total compared with Estimate	Net total compared to Estimate, adjusted for virements	Net	
Spending in Departmental Expenditure Limit							
Voted:							
A							
B							
C							
Non-voted							
D							
E							
F							
Annually Managed Expenditure							
Voted							
G							
H							
I							
Non-voted							
J							
K							
L							
Total							

Departments should provide a brief explanation of the reasons for variances between the Estimate and outturn.

SOPS2. Reconciliation of outturn to net operating expenditure

The requirements of Note 2 (Previously called "Reconciliation of outturn to net operating expenditure and against Administration Budget") have been reduced such that the reconciliation is only needed for the resource outturn. All reconciling items must be briefly explained.

SOPS2.1 Reconciliation of net resource outturn to net operating expenditure

		201X-1Y £000	201W-1X £000
	SoPS Note	Outturn	Outturn
Total resource outturn in Statement of Parliamentary Supply			
Budget	1.1		
Non-Budget	1.1		
Add:			
Capital grants			
Other (provide details e.g. PFI adjustments)			
Less:			
Income payable to the Consolidated Fund			
Other (provide details e.g. PFI adjustments)			
Net Operating Expenditure in Consolidated Statement of Comprehensive Net Expenditure			

This note is not required if the total resource outturn in the SoPS is the same as net operating expenditure in the CSoCNE.

SOPS3. Reconciliation of Net Resource Outturn to Net Cash Requirement

The requirement to produce Note 3 (Reconciliation of net resource outturn to net cash requirement) remains and will continue to be audited, however, this note may be published as a note to the SoPS or by way of an annex to the main annual report and accounts.

	Estimate	Outturn	Net total outturn compared with Estimate: saving/(excess)
	£000	£000	£000
Resource Outturn	1.1		
Capital Outturn	1.2		
Accruals to cash adjustments:			
<i>Adjustments for ALBs:</i>			
Remove voted resource and capital			
Add cash grant-in-aid			
<i>Adjustments to remove non-cash items:</i>			
Depreciation			
New provisions and adjustments to previous provisions			
Departmental Unallocated Provision			
Supported capital expenditure (revenue)			
Prior period adjustments			
Other non-cash items			
<i>Adjustments to reflect movements in working balances:</i>			
Increase/(decrease) in inventories			
Increase/(decrease) in receivables			
Increase/(decrease) in payables			
Use of provisions			
Removal of non-voted budget items:			
Consolidated Fund Standing Services			
Other adjustments			
Net cash requirement			

SOPS4. Income payable to the Consolidated Fund

The requirement to produce Note 4 (Analysis of income payable to the Consolidated Fund) remains, and will continue to be audited, however, this note may be published by way of an annex to the main annual report and accounts.

SOPS4.1 Analysis of income payable to the Consolidated Fund

In addition to income retained by the department, the following income is payable to the Consolidated Fund (cash receipts being shown in italics)

	Outturn 201X-1Y		Outturn 201W-1X	
	Income	<i>Receipts</i>	Income	<i>Receipts</i>
Income outside the ambit of the Estimate				
[Excess] cash surrenderable to the Consolidated Fund				
Total amount payable to the Consolidated Fund				

SOPS4.2 Consolidated Fund Income

The below statement should be included where separate trust statements are published for the department:

Consolidated Fund income shown in note 4.1 above does not include any amounts collected by the department 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 department's Trust Statements published separately from but alongside these financial statements.

Otherwise, where the department 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 4.1 above does not include any amounts collected by the department 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	201W-1X
	£000	£000
Taxes and licence fees		
Fines and penalties		
Other Income		
Less:		
Costs of collection – <i>where deductible</i>		
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.

3. Parliamentary Accountability Disclosures

Department's should refer to the FReM and disclosures progmulated in PES papers for details of other disclosures that will be required to be disclosed under the parliamentary accountability section.

3.1. Losses and special payments

The following sections are subject to audit

3.1.1 Losses Statement

Departments 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	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Total number of losses				
Total value of losses (£000)				
Details of losses over £300,000				
Cash losses				
[List cases]				
Claims abandoned				
[List cases]				
Administrative write-offs				
[List cases]				
Fruitless payments				
[List cases]				
Store Losses				
[List cases]				

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

Departments should provide details of individual cases over £300,000 including the name of the entity where the loss arose. Where the headings for different types of losses are not appropriate they do not need to be disclosed.

3.1.2 Special Payments

Departments 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		201W-1X	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Total number of special payments				
Total value of special payments (£000)				
Details of special payments over £300,000				

[List cases]

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

Departments should provide details of individual cases over £300,000 including the name of the entity where the special payment arose. In the case of reporting on special payments which are severance payments, the detail to be disclosed should include the number of special severance payments made, the total amount paid out, and the maximum (highest), minimum (lowest) and median values of payments made. Where a department's reporting of special severance payments does not include some or all of these details in circumstances in which doing so would conflict with a legal obligation arising as a result of the Data Protection Act 1998, or otherwise, this fact should also be disclosed.

3.1.3 Other payments

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

3.2 Fees and Charges

This section is subject to audit

Where the income and full cost of the service are material in the context of the financial statements departments should provide the additional fees and charges disclosures as detailed in the FReM. The analysis should include the following information for each service:

- i. the financial objective (s) and performance against the financial objective(s);*
- ii. the full cost and unit costs charged in year;*
- iii. the total income received in year;*
- iv. the nature/extent of any subsidies or overcharging*

3.3 Remote Contingent Liabilities

This section is subject to audit

In addition to contingent liabilities reported within the meaning of IAS 37, the department 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]**

B) Financial Statements

In line with the implementation of the *Simplifying and Streamlining Accounts* project, notes to the accounts will only be required for material balances. The removal of non-material balances, with a recognition that materiality is not restricted to just monetary value, will significantly streamline and simplify the accounts ensuring that the user is only presented with and can focus on relevant and material information. There will be no diminution of audit scope or depth, only the presentation of the information will be affected.

Consolidated Statement of Comprehensive Net Expenditure

for the Year ended 31 March 201Y

This account summarises the expenditure and income generated and consumed on an accruals basis. It also includes other comprehensive income and expenditure, which include changes to the values of non-current assets and other financial instruments that cannot yet be recognised as income or expenditure.

Evidence obtained during the Simplifying and Streamlining Accounts project has highlighted that some users still value the disclosure of spend for administration. While this will be removed from the main statements, transparency over the split between administration and programme expenditure and income will remain through the retention of the administration control total and the retained Common Core Table providing an analysis of administration budgets. Row headings in this statement should be based on a department's material sources of income and expenditure. Where a department considers that an alternative format is required to improve the understanding of the body's financial performance, they should seek the approval of the relevant authority.

	Note (if material)	201X-1Y		201Y-1W	
		Core Dept. & Group Agencies		Core Dept. & Group Agencies	
		£000	£000	£000	£000
Income from sale of goods and services	5				
Other operating income	5				
Total operating income					
Staff costs	3				
Purchase of goods and services	4				
Depreciation and impairment charges	4 or 6/7				
Provision expense	4 or 17				
Other operating expenditure	4				
Total operating expenditure					
Net operating expenditure					
Finance income					

Finance expense	
<hr/>	
Net expenditure for the year	
Other comprehensive net expenditure	
Items which will not be reclassified to net operating costs:	
- Net gain/loss on revaluation of property, plant and equipment	6
- Net gain/loss on revaluation of intangible assets	7
- Actuarial gain/loss on pension scheme liabilities	
Items which may be reclassified to net operating costs:	
- Net gain/loss on revaluation of investments	10
<hr/>	
Comprehensive net expenditure for the year	

Consolidated Statement of Financial Position

as at 31 March 201Y

In line with the implementation of the Simplifying and Streamlining Accounts project, departments will still be responsible for adding sub-headings to the statement as necessary.

This statement presents the financial position of the department. It comprises three main components: assets owned or controlled; liabilities owed to other bodies; and equity, the remaining value of the entity.

	Note (if material)	201X-1Y		201Y-1W	
		Core Dept. and Agencies	Group	Core Dept. and Agencies	Group
		£000	£000	£000	£000
Non-current assets:					
Property, plant & equipment	6				
Intangible assets	7				
Financial assets	10				
Total non-current assets					
Current assets					
Assets classified as held for sale	12				
Inventories	13				
Trade & other receivables	15				
Other current assets	15				
Financial assets	10				
Cash & cash equivalents	14				
Total current assets					
Total assets					
Current liabilities					
Trade and other payables	16				
Provisions	17				
Other liabilities	16				
Total current liabilities					
Total assets less current liabilities					
Non-current liabilities					
Provisions	17				
Other payables	16				
Financial liabilities	10				
Total non-current liabilities					
Total assets less total liabilities					
Taxpayers' equity and other reserves:					
General Fund					
Revaluation Reserve					

Total equity

Signed:

Date:

Accounting Officer

Consolidated Statement of Cash Flows

for the year ended 31 March 201Y

The Statement of Cash Flows shows the changes in cash and cash equivalents of the department during the reporting period. The statement shows how the department generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of service costs and the extent to which these operations are funded by way of income from the recipients of services provided by the department. Investing activities represent the extent to which cash inflows and outflows have been made for resources which are intended to contribute to the departments' future public service delivery.

In line with the implementation of the Simplifying and Streamlining Accounts project proposes cash flows arising from financing activities have been amalgamated to show only net flows. Additional lines not currently shown related to finance costs and revenues have also been included. Departments will retain the flexibility and freedom to add additional headings as necessary for their individual circumstances.

	Note (if material)	Core Dept. & Agencies	201X-1Y		201W-1X	
			Group	Core Dept. & Agencies	Group	Core Dept. & Agencies
			£000	£000	£000	£000
Cash flows from operating activities						
Net operating cost						
Adjustments for non-cash transactions						
(Increase)/Decrease in trade and other receivables ¹						
(Increase)/Decrease in inventories						
Increase/(Decrease) in trade and other payables ¹						
Use of provisions						
Net cash outflow from operating activities						
Cash flows from investing activities						
Purchase of property, plant and equipment						
Purchase of intangible assets						
Proceeds of disposal of property, plant and equipment						

Proceeds of disposal of intangibles	
Net cash outflow from investing activities	
Cash flows from financing activities	
From the Consolidated Fund (Supply) – current year ²	
From the Consolidated Fund (Supply) – prior year ³	
From the Consolidated Fund (non-Supply) ⁴	
Net financing from the National Insurance Fund	
Net financing from the Contingencies Fund and National Loans Fund	
Capital element of payments in respect of finance leases and on-balance sheet (SoFP) PFI contracts ⁵	
Net financing	
Net increase/(decrease) in cash and cash equivalents in the period before adjustment for payments to the Consolidated Fund	
Payments of amounts due to the Consolidated Fund ⁶	
Net increase/(decrease) in cash and cash equivalents in the period after adjustment for receipts and payments to the Consolidated Fund	
Cash and cash equivalents at the beginning of the period	
Cash and cash equivalents at the end of the period	

1. Less movements in receivables relating to items not passing through the Statement of Comprehensive Net Expenditure. Movements include: departmental balances with the Consolidated Fund; and payables linked to financing – NLF loans

(principal and interest), capital debtors, finance leases and PFI and other service concession arrangements. Where material these lines should be included in the Statement.

2. *This is the amount received from the Consolidated Fund in respect of the current year.*
3. *This is the amount received from the Consolidated Fund that relates to the prior year.*
4. *This is the financing associated with Consolidated Fund Standing Services and should equal the figure shown as Standing Services in the General Fund note.*
5. *Capital expenditure in respect of finance leases and on-balance sheet (SoFP) PFI contracts and other service concession arrangements adjusted for relevant receivables and payables.*
6. *Cash paid over to the Consolidated Fund under any category.*

Consolidated Statement of Changes in Taxpayers' Equity

for the year ended 31 March 201Y

This statement shows the movement in the year on the different reserves held by [the Department], analysed into 'general fund reserves' (i.e. those reserves that reflect a contribution from the Consolidated Fund). The Revaluation Reserve reflects the change in asset values that have not been recognised as income or expenditure. The General Fund represents the total assets less liabilities of a department, to the extent that the total is not represented by other reserves and financing items.

In line with the implementation of the Simplifying and Streamlining Accounts project proposes a change to this statement which removes unnecessary complexity and a significant amount of extraneous detail that does not assist the user, while retaining those elements that are essential to reflect the supply funded nature of departments – e.g. departments funded from Supply (or grant-in-aid) will need to adapt the format to disclose transactions with the General Fund. Departments will retain the flexibility and freedom to add additional headings as necessary to capture all transactions passing through reserves; for example CFERs payable to the consolidated fund. This information should be provided for the core department and its agencies and for the departmental group on a consolidated basis.

	Note (if material)	General Fund £000	Revaluation Reserve £000	Taxpayers' equity £000
Balance at 31 March 201W				
Net Parliamentary Funding				
Comprehensive net expenditure for the year				
Auditors Remuneration				
Revaluation gains and losses	x			
Transfers between reserves				
Balance at 31 March 201X				
Net Parliamentary Funding				
Comprehensive net expenditure for the year				
Auditors Remuneration				
Revaluation gains and losses	x			
Transfers between reserves				
Balance at 31 March 201Y				

Notes to the Departmental Resource Accounts

*The notes to the financial statements provide additional detail to users on the accounting policies of the entity and the numbers included in the core financial statements. In line with the implementation of the Simplifying and Streamlining Accounts project notes should only be included where additional information is material - i.e. where its omission or misstatement could influence the economic decisions of users taken on the basis of the financial statements. In the public sector context materiality can be by nature and context as well as in value, and the decisions of users can be of a non-economic nature. **HM Treasury does not require departments to produce notes where the information is immaterial to the user. The Financial Reporting Manual clearly notes that disclosures should be limited to those necessary for an understanding of the entity's circumstances or are necessary to meet Parliamentary Accountability requirements.***

Significant accounting policies should be disclosed particularly in the event of a change in policy or in relation to a material item. The accounting policy for a particular item within the financial statements may be disclosed within the note for that item.

1. Statement of accounting policies

Accounting policies – The notes to the accounts must include a statement that the accounts have been prepared in accordance with International Financial Reporting Standards (IFRS) as adapted and interpreted by the FRM. Executive agencies that are not whole departments and ALBs must also include a note that the accounts have been prepared under a direction issued by [relevant authority] under [reference to appropriate legislation].

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.

Note	201X-1Y				201W-1X			
	[Reportable Segment 1] £000	[Reportable Segment 2] £000	[Reportable Segment 3] £000	Total £000	[Reportable Segment 1] £000	[Reportable Segment 2] £000	[Reportable Segment 3] £000	Total £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.

Departments should also provide reconciliations of:

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

Note 2.1 Reconciliation between Operating Segments and CSoCNE

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

Note 2.2 Reconciliation between Operating Segments and CSoFP

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

3. Expenditure

Entities should provide an analysis of operating costs as recorded in the Statement of Comprehensive Net Expenditure in separate notes to the financial statements. This should include service charges under PFI contracts, the individual components of non-cash items, and an analysis of other significant expenditure items. A brief summary of staff costs should also be included with a reference to more detailed disclosures (per 5.3.27 b) in the Accountability Report.

Under the streamlining project there is no longer a need to separately classify administration and programme costs. However entities should ensure they are able to provide a breakdown to their auditors in order to audit the Statement of Parliamentary Supply

		201X-1Y £000		201W-1X £000
Note	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group

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.

Staff Costs¹:

- Wages and Salaries
- Social Security Costs
- Other Pension Costs

Grants

Goods and services

Rentals under operating leases

Interest charges

- PFI and other service
concession arrangements
- service charges

Research and Development
expenditure

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'.

Non-cash items:

- Depreciation

- Amortisation

- Loss on disposal of
property, plant and
equipment

- Auditors' remuneration
and expenses

- Increase/Decrease in
provisions (Provision
provided for in year less any
release)

- Borrowing costs
(Unwinding of discount) on
provisions

Total

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

¹ Further analysis of staff costs is located in the Staff Report on page XX or in the Accountability Report

4. Income

All reporting entities should provide an analysis of operating income, together with commentary where appropriate, that enables users of the financial statements to understand the nature of the entity's operating income.

		201X-1Y			201W-1X
		£000			£000
Core Department & Agencies	Departmental Group			Core Department & Agencies	Departmental Group

Income should be analysed by type (sales of services; sales of goods; interest; royalties; and dividends) as required by IAS 18. 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 department 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.

Total

5. Property, plant and equipment

Consolidated

	Land	Buildings	Dwellings	Information Technology	Plant & Machinery	Furniture & Fittings	Payments on Account & Assets under Construction	201X-1Y 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 amount at 31 March 201X								
Carrying amount at 31 March 201Y								
Asset financing:								
Owned								
Finance Leased								
On-balance sheet (SoFP) PFI and other service concession arrangements								
Contracts								
Carrying amount at 31 March 201Y								
Of the total:								
Department								
Agencies								
Other designated bodies								
Carrying amount at 31 March 201Y								

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

If relevant, departments 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.

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

Consolidated**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
Of the total:									
Department									
Agencies									
Other designated bodies									
Carrying amount at 31 March 201Y									

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

If relevant, departments 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.

Consolidated

**201W-1X
Total**

	Information Technology	Software Licences	Websites	Development Expenditure	Licences, Trademarks & Artistic Originals	Patents	Goodwill	Payments on Account & Assets under Construction	
	£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 amount at
31 March 201W**

**Carrying amount at
31 March 201X**

Asset financing:

Owned

Finance Leased

Contracts

**Carrying amount at
31 March 201X**

7. Impairments

Where material, departments should insert a note that reports the total impairment charge for the year (for all current and non current asset classes) and showing any movement between the revaluation reserve and the general reserve.

8. Capital and other commitments

8.1 Commitments under leases

Where material, departments should disclose commitments under leases.

8.1.1 Operating leases

Entities should refer to the requirements of IAS 17 for narrative disclosure requirements.

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	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Land				
Not later than one year				
Later than one year and not later than five years				
Later than five years				
Buildings				
Not later than one year				
Later than one year and not later than five years				
Later than five years				
Other				
Not later than one year				
Later than one year and not later than five years				
Later than five years				

8.1.2 Finance leases

Entities should refer to the requirements of IAS 17 for narrative disclosure requirements.

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	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Buildings				
Not later than one year				
Later than one year and not later than five years				
Later than five years				
<i>Less interest element</i>				
Present Value of obligations				
Other	<i>Where other is material, Departments should split out significant categories.</i>			
Not later than one year				
Later than one year and not later than five years				
Later than five years				
<i>Less interest element</i>				
Present Value of obligations				
Total Present value of obligations				

8.2 Commitments under PFI and other service concession arrangements

8.2.1 Off-balance sheet (SoFP)

For each material PFI or other service concession contract, this note should:

- state what the contract is for and note that the property is not an asset of the Department;
- 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.

The total amount charged in the Statement of Comprehensive Net Expenditure in respect of off-balance sheet (SoFP) PFI or other service concession transactions was £s,000 (201W-11: £s,000). 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		201W-1X	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Not later than one year				
Later than one year and not later than five years				
Later than five years				

8.2.2 On-balance sheet (SoFP)

Departments [its agencies and NDPS where appropriate] should ensure they disclose total commitments which consist of:

- Imputed finance lease charges; and
- Ongoing service elements committed – these are considered to be charges made to the statement of comprehensive net expenditure (excluding interest).

Where there are other charges in the contracts, these should be attributed to capital, interest or service elements, unless considered material to be reported separately. Departments are reminded to refer to the disclosure requirements provided in IAS 17, IFRIC 12 and SIC 29 when producing PFI and other service concession arrangement disclosures.

The total amount charged in the Statement of Comprehensive Net Expenditure in respect of the service element of on-balance sheet PFI or other service concession transactions was £s,000 (201W-11: £s,000). Total future obligations under on-balance sheet PFI and other service concession arrangements are given in the table below for each of the following periods:

	201X-1Y		201W-1X	
	£000		£000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Minimum lease payments:				
Due within one year				
Due later than one year and not later than five years				
Due later than five years				
Total				
Less interest element				
Present value				
Service elements due in future periods:				
Due within one year				
Due later than one year and not later than five years				
Due later than five years				
Total service elements due in future periods				
Total Commitments				

8.3 Capital commitments

Where material, departments should disclose contracted capital commitments.

	201X-1Y		201W-1X	
	£000		£000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Contracted capital commitments at 31 March not otherwise included in these financial statements				
<i>[List separately]</i>				
Total				

8.4 Other financial commitments

Where a department has other material financial commitments these should be disclosed.

The department has entered into non-cancellable contracts (which are not leases, PFI contracts or other service concession arrangements), for [state what service is being provided]. The payments to which the department are committed are as follows.

	201X-1Y		201W-1X	
	£000		£000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Not later than one year				
Later than one year and not later than five years				
Later than five years				

9. Financial Instruments

ONLY where the Department is exposed to material financial instrument risk should the appropriate IFRS 7 disclosures be made. Material financial risk includes significant credit risk from receivables. Disclosures should be given only where they are necessary because the Department holds financial instruments that are complex or play a significant in the financial risk profile of the department. The headings in IFRS 7 should be used to the extent that they are relevant. Where the Department does not face significant financial risks, then it is sufficient to make a statement to that effect – similar to that below.

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

10. Investments and loans in other public sector bodies

	Ordinary shares £000	Loans £000	Public Dividend Capital £000	Other investments £000	Total £000
Balance at 1 April 201W					
Additions					
Disposals					
Repayments and redemptions					
Interest capitalised					
Revaluations					
Impairments					
Balance at 31 March 201X	<hr/>				
Additions					
Disposals					
Repayments and redemptions					
Interest capitalised					
Revaluations					
Impairments					
Balance at 31 March 201Y	<hr/> <hr/>				

Where applicable, the accounts should show here an analysis of investments and loans between those held by the core department, those held by agencies and those held by NDPBs.

The department's share of public sector bodies accounted for as associates' assets, liabilities, revenue and net profit or loss is shown below:

	Share of holding %	Assets £000	Liabilities £000	Revenue £000	Net profit or loss £000
Associate 1					
Associate 2					
Balance at 31 March 201Y	<hr/> <hr/>				

11. Assets Held for Sale

Where material, departments should provide a note analysing movements in assets held for sale.

12. Inventories

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

	201X-1Y £000		201W-1X £000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
<i>[List separately]</i>				

13. Cash and cash equivalents

Entities shall disclose the opening position, the net change in balances and the closing position separately for cash and cash equivalents. Where applicable, the closing position should be further analysed between balances held with the Government Banking Service (GBS) and balances held in commercial banks.

	201X-1Y £000		201W-1X £000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
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 receivables, financial and other assets

	201X-1Y £000		201W-1X £000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Amounts falling due within one year:				
Trade receivables				
Deposits and advances				
Other receivables				
Prepayments and accrued income				
Current part of PFI and other service concession arrangements prepayment				
Current part of NLF loan				
Amounts due from the Consolidated Fund in respect of supply				
<hr/>				
Amounts falling due after more than one year:				
Trade receivables				
Deposits and advances				
Other receivables				
Prepayments and accrued income				
<hr/>				
<hr/>				

Where material, other receivables should be analysed and any significant items disclosed separately

15 Trade payables and other current liabilities

	201X-1Y £000		201W-1X £000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Amounts falling due within one year				
VAT				
Other taxation and social security				
Trade payables				
Other payables				
Accruals and deferred income				
Current part of finance leases				
Current part of imputed finance lease element of on balance sheet (SoFP) PFI contracts and other service concession arrangements				
Current part of NLF loans				
Amounts issued from the Consolidated Fund for supply but not spent at year end				
Consolidated Fund extra receipts due to be paid to the Consolidated Fund				
received				
receivable				
<hr/>				
Amounts falling due after more than one year:				
Other payables, accruals and deferred income				
Finance leases				
Imputed finance lease element of on-balance sheet (SoFP) PFI contracts and other service concession arrangements				
NLF loans				
<hr/>				
<hr/>				

Where material, other payables should be analysed and any significant items disclosed separately

16. Provisions for liabilities and charges

	201X-1Y		201W-1X	
	£000		£000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Balance at 1 April				
Provided in the year				
Provisions not required written back				
Provisions utilised in the year				
Borrowing costs (unwinding of discounts)				
Balance at 31 March				

16.1 Analysis of expected timing of discounted flows

	201X-1Y		201W-1X	
	£000		£000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Not later than one year				
Later than one year and not later than five years				
Later than five years				
Balance at 31 March				

Department should breakdown material categories of provisions for example legal, nuclear decommissioning and early departure etc.

	Provision A	Provision B	Provision C	Provision D	Other	Total
Not later than one year						
Later than one year and not later than five years						
Later than five years						
Balance at 31 March						

Departments should include brief details of material provisions per IAS 37 disclosure requirements and an indication of the contents of the 'Other' column where used.

17. Contingent liabilities

The Department has the following quantifiable contingent liabilities: **[insert list with explanatory narrative]**

The Department has entered into the following unquantifiable contingent liabilities. **[Insert list of unquantifiable contingent liabilities.** Departments should give an explanation as to why the liabilities are unquantifiable and, should any of them relate to an agency or other designated body, that fact should be noted.]

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.

Where the department has material quantifiable guarantees, indemnities and letters of comfort these should be disclosed, including an explanation of movements where necessary.

	1 April 201X	Increase in year	Liabilities crystallised in year	Obligation expired in year	31 March 201Y	Amount reported to Parliament by departmental Minute
	£000	£000	£000	£000	£000	£000
Guarantees (listed)						
Indemnities (listed)						
Letter of comfort (listed)						

18. Related-party transactions

The Department is the parent of its agencies and other designated bodies [named if appropriate or insert a cross reference to note 20] and sponsor of its public corporations [named if appropriate or insert a cross reference to note 20]. These bodies are regarded as related parties with which the Department has had [insert description, for example a small number of transactions or various material transactions] during the year:

In addition, the Department has had [insert description, for example a small number of transactions or various material transactions] with other government departments and other central government bodies.

No minister, board member, key manager or other related parties has undertaken any material transactions with the Department during the year.

If there have been material transactions with other related parties, these should be disclosed.

If not disclosed elsewhere in the annual report and accounts, entities shall disclose the name of each of its subsidiaries, or provide a web link to where this information is available. If the entity has significant holdings in undertakings other than subsidiary undertakings, then the following must be disclosed:

- The name of the undertaking;
- If the undertaking is incorporated outside the UK, the country in which it is incorporated, or, if it is unincorporated, the address of its principal place of business;

- The identify of each class of shares in the undertaking held by the company and the proportion of the nominal value of the shares of that class represented by those shares; and
- If the entity holds more than 50% of the nominal value of the shares in the undertaking, the aggregate amount of the capital and reserves of the undertaking as at the end of its financial year and its profit or loss for that year, if material.

19. Third-party assets

These are assets for which an entity acts as custodian or trustee but in which neither the entity nor government more generally has a direct beneficial interest.

Third party assets are not public assets, and should not be recorded in the primary financial statements.

Material third party assets should be disclosed.

Where significant the note should differentiate between:

- Third party monies and listed securities: the minimum level of numerical disclosure required is a statement of closing balances at financial year-end. For listed securities, this will be the total market value. Optionally, when considered significant by the entity and at its discretion, further disclosures may be made, including gross inflows and outflows in the year and the number and types of securities held;
- Third party physical assets and unlisted securities: disclosure may be by way of narrative note. For physical assets, the note should provide information on the asset categories involved. Such disclosure should be sufficient to give users of the financial statements an understanding of the extent to which third-party physical assets and unlisted securities are held by the entity; and
- In the event that third party monies are found to have been in a public bank account at the end of an accounting year, commentary should be included in the note on cash at bank and in hand and in the disclosures above on the amount of third party monies held in the bank account.

The assets held at the reporting period date to which it was practical to ascribe monetary values comprised [insert as relevant, for example: monetary assets, such as bank balances and monies on deposit, and listed securities]. They are set out in the table below.

	201X-1Y		201W-1X	
	£000		£000	
	Core Department & Agencies	Departmental Group	Core Department & Agencies	Departmental Group
Monetary assets such as bank balances and monies on deposit				
Listed securities				
Total				

[Disclosures as detailed above to follow]

20. Entities within the departmental boundary

The entities within the boundary during 201X-1Y comprise supply financed agencies and those entities listed in the Designation and Amendment Orders presented to Parliament. They are:

Insert list of entities analysed between:

- Supply financed agencies
- Non-departmental public bodies (executive and non-executive being listed under subheadings)
- Others]

This note should also refer to where the annual reports and accounts (where appropriate) of the above bodies might be found - this could be a statement that the annual reports and accounts are published separately, or a HC number or other reference.

21. Events after the reporting period date

Departments 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.

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