



Education
Funding
Agency

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Academies budget forecast return 2016 to 2017

**Guide to completing the online form for
all academies**

June 2016

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1 Introduction

This guide explains how to complete and submit academy trusts' budget forecast returns to the Education Funding Agency (EFA), using the new online return.

The Department for Education (DfE) is required to provide supplementary estimates to HM Treasury, and these estimates will include academies' budget forecasts.

The screenshots in this guide are for guidance only.

Useful links

Workbook and guidance documentation

<https://www.gov.uk/government/publications/academies-budget-forecast-form>

New online budget forecast return

<http://www.education.gov.uk/budgetforecast16-17>

Information Exchange

<https://www.gov.uk/government/publications/efa-information-exchange>

Training video and live webinar recording

[EFA training site](#)

EFA enquiries form

<http://www.education.gov.uk/kc-enquiry-form>

Who needs to complete the return?

All academy trusts are required to complete the 2016 to 2017 budget forecast return.

You will need to complete the return on an accruals and prepayments basis.

Throughout this document and the associated return, the terms “academy trusts” and “academy” include the following entities:

- sponsored academies
- academy converters
- free schools
- university technical colleges
- special schools
- studio schools

Submission of the return by multi-academy trusts (MATs)

MATs preparing aggregated financial statements comprising more than one academy must submit a consolidated return which aggregates the budgets of each of its academies. MATs will be asked to identify the names of the academies that the return is for by selecting those that apply.

If a new academy joins the MAT on or after the submission deadline of 31 July 2016 then a separate return for that academy will be required.

Using the published workbook and guidance

The [workbook and guidance](#) that has been published will help you prepare your forecast for the new online return, published on 7 April. You will need to submit your forecast using the online return. The workbook and guidance are there to help you prepare your figures, to make it easier to complete the online form.

The workbook is available in an open document spreadsheet format as well as in Microsoft Excel.

Deadline for submission

All academy trusts open as at 31 March 2016 must submit a completed budget forecast return to EFA by **31 July 2016**.

For those trusts that opened on or after 1 April 2016 the deadline is either 6 weeks after receiving their final funding letter or 31 July 2016, whichever is the later.

2 The online return

The old spreadsheet-based form has been replaced with a new online return that will make it easier to submit the information.

The new return is available via the Department for Education's (DfE) Secure Access which requires you to login with a username and password.

Updating your browser

You should upgrade your web browser (the software you use to access the internet) if it's out of date. Using an outdated browser may mean that the return does not display correctly.

Please check with your local IT support at your academy trust before updating your browser.

Upgrading to a newer browser will mean:

- your computer will be more secure
- it will be faster to browse the internet
- you'll see more features on many websites

You can find more information on upgrading your browser on [gov.uk](https://www.gov.uk).

Accessing online returns

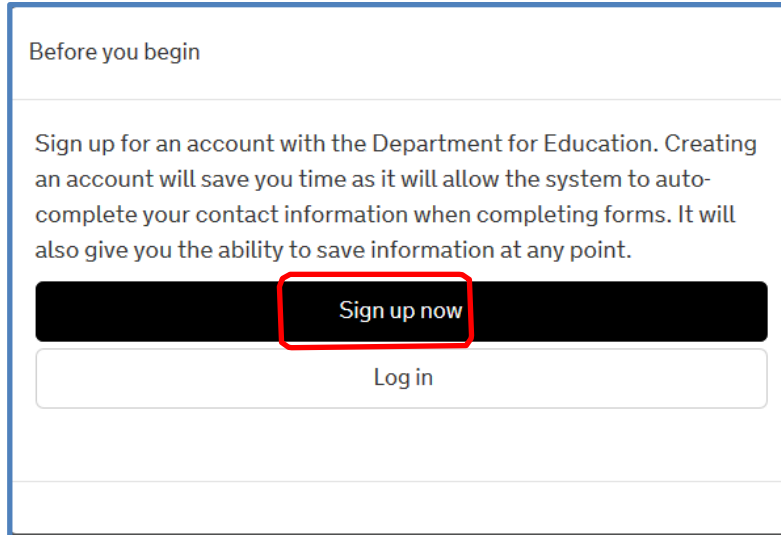
The return is accessed either directly from [gov.uk](https://www.gov.uk) or via Information Exchange. All academy trusts should have a Secure Access account, and you will need to login using your username and password

Please make sure you have this guide to hand when you are completing the online return.

Create new account

Go to <http://www.education.gov.uk/budgetforecast16-17>

If you don't have an account, then select **Sign up now**, enter your email address and a password (and confirm it):



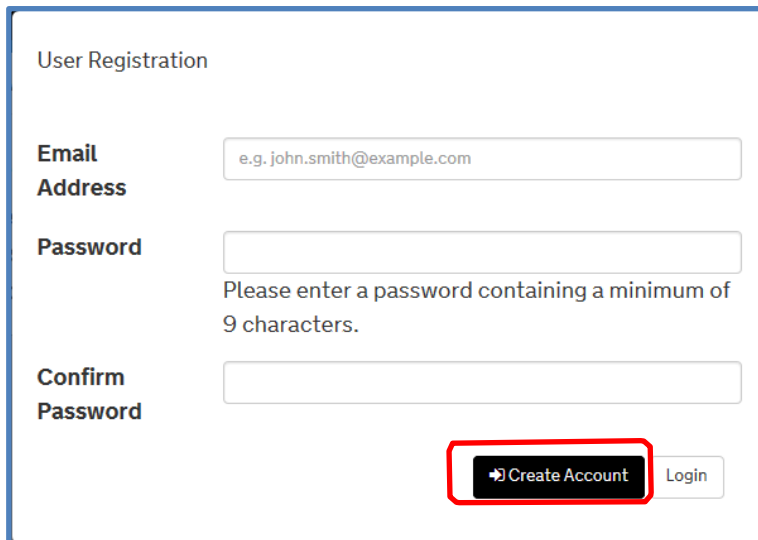
Before you begin

Sign up for an account with the Department for Education. Creating an account will save you time as it will allow the system to auto-complete your contact information when completing forms. It will also give you the ability to save information at any point.

Sign up now

Log in

Select **Create account**, and follow the instructions on screen for creating an account.



User Registration

Email Address

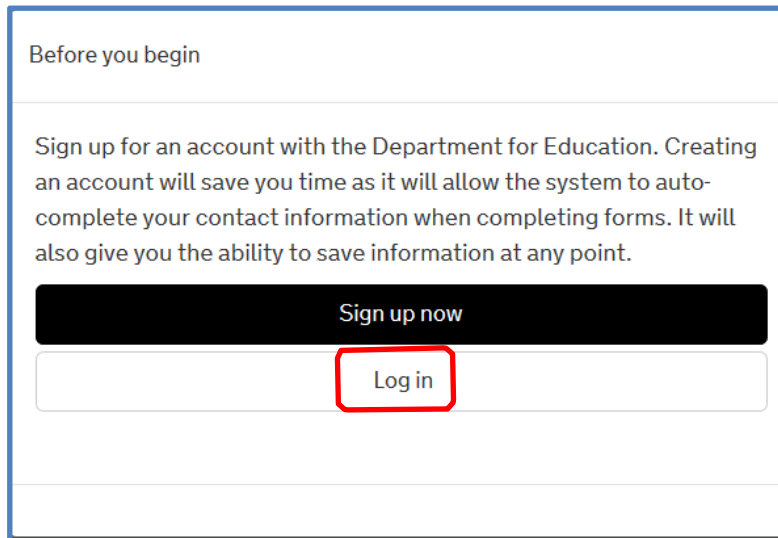
Password
Please enter a password containing a minimum of 9 characters.

Confirm Password

Create Account Login

Login to existing account

Go to <http://www.education.gov.uk/budgetforecast16-17>



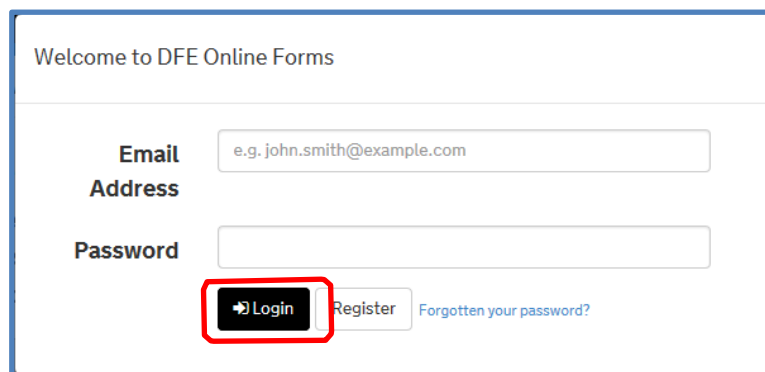
Before you begin

Sign up for an account with the Department for Education. Creating an account will save you time as it will allow the system to auto-complete your contact information when completing forms. It will also give you the ability to save information at any point.

Sign up now

Log in

Enter your email address and password and **Login**



Welcome to DFE Online Forms

Email Address

Password

Login Register [Forgotten your password?](#)

Information Exchange

If you already use the EFA's digital portal Information Exchange, then you can also access the budget forecast return under the digital forms section of [Information Exchange](#). You will still need a Secure Access login.

Organisation details Revenue income Revenue expenditure Capital income Capital expenditure

Revenue totals Capital totals Other items Validation Your details

Budget Forecast Return 2016 to 2017

All academy trusts need to complete this form for the academic year 2016 to 2017. Please complete it on an accruals and prepayments basis.

If you have previously saved a copy of this form, you can access it on the [saved forms page](#).

Organisation details

Please enter the company number for your trust. If you are unsure of your company number please refer to the [Companies House website](#).*

Navigating around the return

You can use the tab key on your keyboard to move from cell to cell just as you would on a spreadsheet. If there are large areas that you do not need to complete, then just move your cursor to the next cell you want to complete.

You can also move from section to section by selecting the appropriate tab at the top of the screen. The **blue underline** in the header of each page shows the section you are currently completing.

Organisation details Revenue income Revenue expenditure Capital income Capital expenditure

Revenue totals Capital totals Other items Reserves Validation Your details

The return is prepopulated with zeroes (0), so you only need to complete the sections that are applicable to your academy trust. Every cell must have a number in it, even if it is the default zero (0). If you delete a zero in a cell and leave it blank, an error message will be generated.

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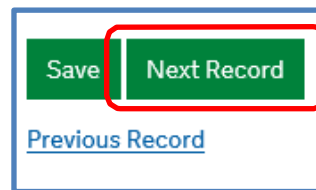
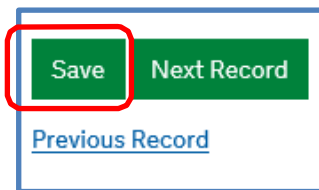
GAG (excluding 16 to 19 allocation and student service grant) (102)	0	0	0	0	0	0	<input checked="" type="checkbox"/>	Edit
Student services grant (academy post-16 bursary funding) (103)	0	0	0	0	0	0	<input checked="" type="checkbox"/>	Edit

You can use the tab button on the keyboard to move from section to section.

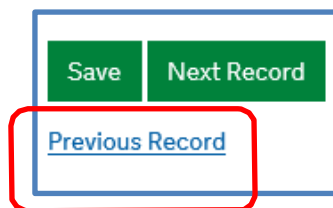
You can move from section to section or record to record within each section. Select **Edit** at the start of each section, and you will go to the first record of the section. You can also go to individual lines by selecting Edit.

GAG (excluding 16 to 19 allocation and student service grant) (102)	0	0	0	0	0	0	<input checked="" type="checkbox"/>	Edit
Student services grant (academy post-16 bursary funding) (103)	0	0	0	0	0	0	<input checked="" type="checkbox"/>	Edit

If you enter the figures in the individual record and then select **Save**, it will take you back to the main section; if you enter figures and then select **Next Record**, it takes you to the next line to be completed.



Selecting **Previous Record** takes you back to the previous record in the section.



Screen refresh

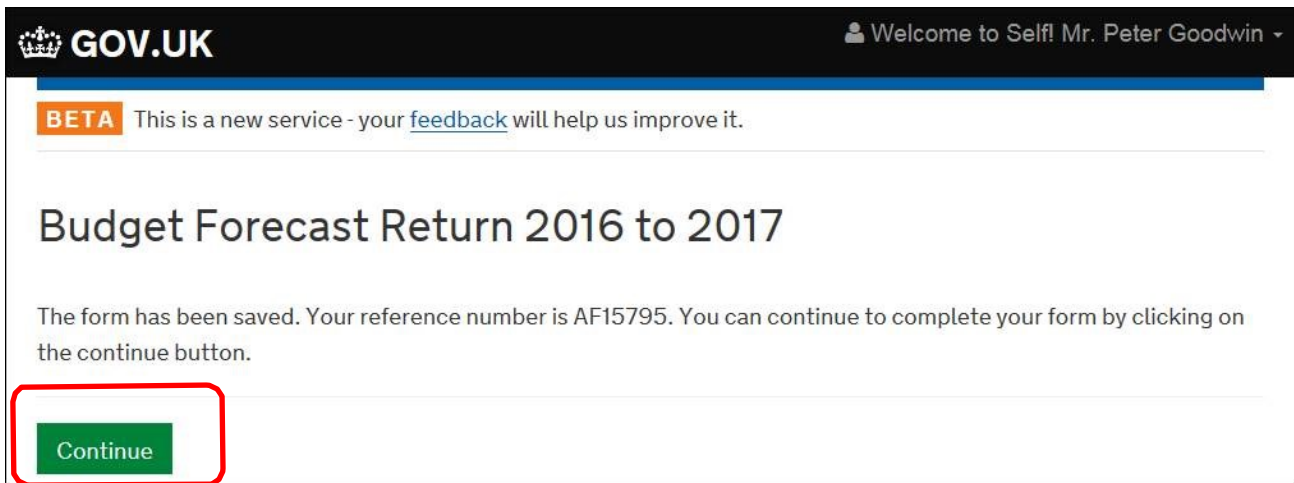
When information is uploading to the system, the screen will go grey and there can be a 10 second or so delay. This is normal because of the amount of information being processed. Please wait for the next screen or information to load: you will receive an error message if there is a problem.

Auto-calculate

When you enter figures in the first line of any section, if you then save and return to the main screen, the figures will not initially auto-calculate in the totals at the end of the section. However, when you have entered more than one line of figures, or moved to another section and then back to the original, you will see the auto-calculation. Final figures and information on the printable .pdf document will be correct.

Saving the return

You can **Save** the return at any stage, and will see a notification that confirms this. You can either select **Continue** to complete the return, or exit from the system. After exiting, you will have to login again. The information you have entered will be saved and you can continue completing the return.



The screenshot shows the GOV.UK website interface. At the top left is the GOV.UK logo. At the top right, it says 'Welcome to Self! Mr. Peter Goodwin'. Below the logo is a 'BETA' banner with the text 'This is a new service - your [feedback](#) will help us improve it.' The main heading is 'Budget Forecast Return 2016 to 2017'. Below the heading, a message states: 'The form has been saved. Your reference number is AF15795. You can continue to complete your form by clicking on the continue button.' At the bottom of the message area, there is a green 'Continue' button, which is highlighted with a red rectangular box.

Entering information

Throughout the return all monetary balances should be entered in round £000s, not pounds and pence. For example, you should input an amount of £21,471.23 as 21 and £10,891.25 as 11.

At the end of each record line, you can insert any relevant **Comments**. Note that the 400 characters limit shown includes spaces. You will see a countdown of the characters available to you as you enter comments.

You have the option to enter comments against lines if you wish to supply supplementary or clarifying information.

Comments

400 characters (of 400) left.

Save
Next Record

[Previous Record](#)

The numbers in brackets on each line (below is an example in the revenue income section) refer to the numbering of the lines in the workbook that you will have used to gather the information before filling in the return. The red asterisk next to the column headers denotes that these are mandatory fields that must be completed. Remember the fields are all filled in with zeroes (0) anyway.

Organisation details Revenue income Revenue expenditure Capital income Capital expenditure

Revenue totals Capital totals Other items Reserves Validation Your details

Budget Forecast Return 2016 to 2017

Revenue income

	Actuals Sept 15 to Mar 16 (£000)*	Forecast Apr 16 to Aug 16 (£000)	Outturn 15 to 16 (£000)*	Forecast Sept 16 to Mar 17 (£000)*	Forecast Apr 17 to Aug 17 (£000)*	Total 16 to 17 (£000)	Valid	
20% Rates relief (101)	0	0	0	0	0	0	✔	Edit
GAG (excluding 16-19 allocation and student service grant) (102)	0	0	0	0	0	0	✔	Edit
Student services grant (academy post-16 bursary funding) (103)	0	0	0	0	0	0	✔	Edit
Start-up grants (105)	0	0	0	0	0	0	✔	Edit
Pupil premium (108)	0	0	0	0	0	0	✔	Edit
16-19 allocation (116)	0	0	0	0	0	0	✔	Edit
Other DfE family revenue grants (131)	0	0	0	0	0	0	✔	Edit
Pupil number adjustment (132)	0	0	0	0	0	0	✔	Edit
PFI revenue (133)	0	0	0	0	0	0	✔	Edit
Other non-GAG grants (134)	0	0	0	0	0	0	✔	Edit

Error messages

If you enter an incorrect figure (one with decimal points, for example), you will see an error message in the main section and in the detail when you select the Edit button.

Organisation details Revenue income Revenue expenditure Capital income Capital expenditure

Revenue totals Capital totals Other items Reserves Validation Your details

Budget Forecast Return 2016 to 2017

Revenue income

	Actuals Sept 15 to Mar 16 (£000)*	Forecast Apr 16 to Aug 16 (£000)	Outturn 15 to 16 (£000)*	Forecast Sept 16 to Mar 17 (£000)*	Forecast Apr 17 to Aug 17 (£000)*	Total 16 to 17 (£000)	Valid	
20% Rates relief (101)	19.1	0	0	0	0	0		Edit
GAG (excluding 16-19 allocation and student service grant) (102)	0	0	0	0	0	0		Edit
Student services grant (academy post-16 bursary funding) (103)	0	0	0	0	0	0		Edit
Start-up grants (105)	0	0	0	0	0	0		Edit
Pupil premium (108)	0	0	0	0	0	0		Edit
16-19 allocation (116)	0	0	0	0	0	0		Edit

20% Rates relief (101)

Please enter all amounts to the nearest £1000. So if your answer is £5000, enter 5.

Actuals Sept 15 to Mar 16 (£000) *

Please enter only whole numbers (no decimals)

Outturn 15 to 16 (£000) *

Forecast Sept 16 to Mar 17 (£000) *

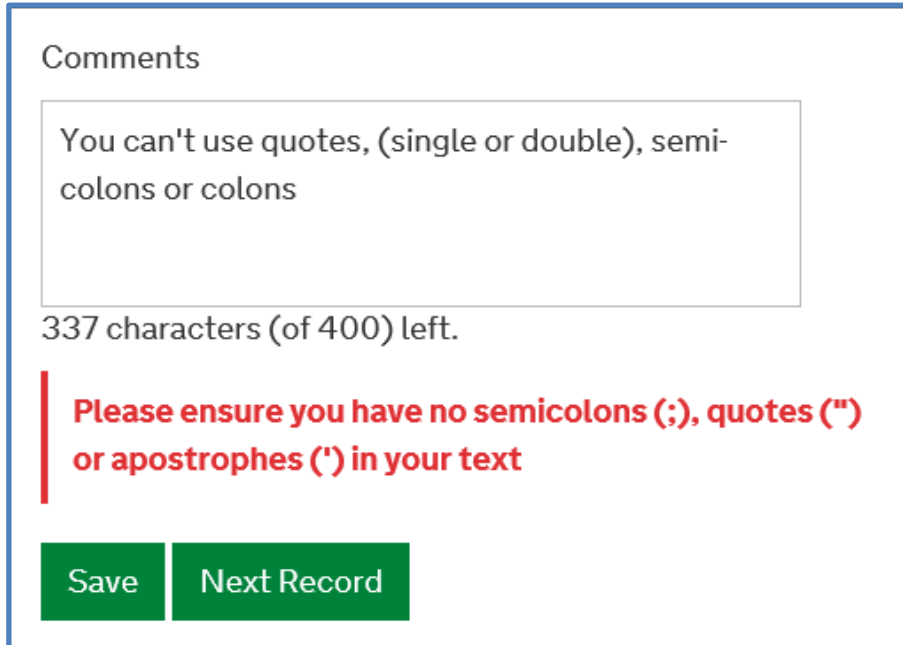
Forecast Apr 17 to Aug 17 (£000) *

Comments

400 characters (of 400) left.

Error messages can relate to numbers or characters. Numbers should be entered as whole numbers.

Do not use semi-colons (;) colons (:) single or double inverted commas (“) characters in the comment box. Entering these punctuation marks will also generate an error message.



The screenshot shows a 'Comments' section with a text input field. The input field contains the text: 'You can't use quotes, (single or double), semi-colons or colons'. Below the input field, it says '337 characters (of 400) left.' A red vertical bar is on the left side of the error message. The error message text is: 'Please ensure you have no semicolons (;), quotes (“) or apostrophes (') in your text'. At the bottom of the form, there are two green buttons: 'Save' and 'Next Record'.

Printing the return

In the **Your details** section, there is the option to print an Adobe .pdf version of the return. This contains full details of the figures you have entered, comments you have made, and responses to validation queries.

Submitting the return

When you have completed the return and the declaration at the end, select Submit and the return will be submitted.

The person completing the return and the accounting officer (if different from the submitter), will receive a confirmation email.

A copy of the return will be attached to the email.

You will not be able to edit your return once you have submitted it, so please ensure you have completed it fully before you select Submit.

3 Budget forecast return - sections

Organisation details Revenue income Revenue expenditure Capital income Capital expenditure

Revenue totals Capital totals Other items Validation Your details

Budget Forecast Return 2016 to 2017

All academy trusts need to complete this form for the academic year 2016 to 2017. Please complete it on an accruals and prepayments basis.

If you have previously saved a copy of this form, you can access it on the [saved forms page](#).

Organisation details

Please enter the company number for your trust. If you are unsure of your company number please refer to the [Companies House website](#). *

There are 11 sections in the return.

Organisation details Revenue income Revenue expenditure Capital income Capital expenditure

Revenue totals Capital totals Other items Reserves Validation Your details

Organisation details

Once you are logged in to Secure Access you will need to enter the company number for your trust.

Organisation details

Please enter the company number for your trust. If you are unsure of your company number please refer to the [Companies House website](#). *

The first section of the return is where you complete your organisation details, confirm which academies you want to complete the return for, and answer some qualifying questions that will affect which parts of the rest of the form you see.

Enter the company number for your trust, and you will then see a list of the academies in your trust, you should select the name of the academies you want to include in the return by clicking on the button to the left of the academy name.

If you are unsure of your company number, please refer to the Companies House website.

Organisation details Revenue income Revenue expenditure Capital income Capital expenditure

Revenue totals Capital totals Other items Reserves Validation Your details

Budget Forecast Return 2016 to 2017

All academy trusts need to complete this form for the academic year 2016 to 2017. Please complete it on an annual and prepayments basis.

If you have previously saved a copy of this form, you can access it on the [saved forms page](#).

* denotes mandatory field

Organisation details

Please enter the company number for your trust. If you are unsure of your company number please refer to the [Companies House website](#). *

Name of Trust
CARMEL EDUCATION TRUST

Incorporation date
13 Oct 2011

Trust type
MAT

I am submitting an: * ?

annual forecast return
 in-year forecast return

Please select the name of the academies you want to include in this return *

Select all academies

- Our Lady & St Bede Catholic School
- St Bede's Catholic Academy
- St Michael's Catholic Academy
- Holy Family RC Primary School
- St Augustine's RC Primary School
- St Gregory's Catholic Primary School
- Carmel College

If the name of an academy that is part of your MAT is missing from the list, then please

[contact us](#) using the EFA enquiry form.

Multi-academy trusts (MATs) will also see an extra section on the form when they enter the company number – the **Reserves** section.

You will then be asked a number of qualifying finance questions. The answers you give to these questions will determine what questions you see in the full return, for example, if you have no overdrafts, you will not be presented with questions about overdrafts.

Finance questions

Do you have any provisions (excluding pension liability)? *

yes no

Do you have any loans? *

yes no

Do you have PFI? *

yes no

Do you have any investments? *

yes no

Do you have any overdrafts? *

yes no

Do you have any deficits? *

yes no

Revenue income/Revenue expenditure

The revenue sections cover most of the grants and incomes that the academy has received or generated which is not for the purpose of capital programmes. In addition, the sections cover all expenditure within the academy excluding depreciation and Local Government Pension Scheme (LGPS) movements.

Capital income/Capital expenditure

The Capital sections are for funding that is received under capital grants or funding received for the express purpose of a capital programme. This section also shows the expenditure spent on land and buildings (L&B), intangibles and other fixed assets.

Revenue totals

The net revenue income (expenditure) for the period will automatically calculate from the revenue sections. You will need to input your balance B/Fwd balance from the previous period, less any transfers to capital. This will then automatically calculate the balance to carry forward to the next period.

Capital totals

The net capital income (expenditure) for the period will automatically calculate from the capital sections. You will need to input your balance B/Fwd from the previous period. This will then automatically calculate the balance to carry forward to the next period.

Other items

This section covers a number of items that would normally appear on the balance sheet such as cash, depreciation, provisions, investments and loans.

Reserves

This section covers revenue reserves and will only be visible to multi-academy trusts (MATs). You will need to separately report reserves information for each academy included in the return. Single academy trusts (SATs) will not see this section.

Budget Forecast Return 2016 to 2017

Reserves

	Balance b/fwd at 1 Sept 15 (£000)*	Balance c/fwd at 31 Mar 16 (£000)*	Balance c/fwd at 31 Aug 16 (£000)*	Balance c/fwd at 31 Mar 17 (£000)*	Balance c/fwd at 31 Aug 17 (£000)*	Valid	
Harrogate High School (800)	0	0	0	0	0	<input checked="" type="checkbox"/>	Edit
New Park Primary Academy (801)	0	0	0	0	0	<input checked="" type="checkbox"/>	Edit
Skipton Girls' High School (802)	0	0	0	0	0	<input checked="" type="checkbox"/>	Edit
Centrally held reserves (1000)	0	0	0	0	0	<input checked="" type="checkbox"/>	Edit

Validations

If information is entered into a cell that exceeds pre-set criteria, e.g. the amount of cash that is held per academy, then you will be asked to confirm that the information entered is correct in this validations section.

The validation may require a comment or confirmation of a yes or no answer.

The screenshot shows a web form titled "Budget Forecast Return 2016 to 2017". At the top, there are navigation tabs: "Organisation details", "Revenue income", "Revenue expenditure", "Capital income", "Capital expenditure", "Revenue totals", "Capital totals", "Other items", "Reserves", "Validation" (highlighted with a red box), and "Your details". Below the tabs, the form is divided into sections. The first section is "Revenue expenditure" with the question "Please can you confirm that you are not in the RPA scheme *". Below this question are two radio buttons: "yes" and "no". The second section is "Revenue totals" with the question "Please provide details on how and from where the 2015 opening balance (410) has been derived *". Below this question is a large text input area. At the bottom left of the input area, it says "400 characters (of 400) left."

For multi-academy trusts (MATs), the validation tests in the return will take into consideration the number of academies in the MAT. For example, if a validation threshold of £1,000 is set per academy, and you are submitting a return for a MAT with 4 academies, an entry below £4,000 will not require a response to a validation test

You will not be able to go to the **Your details** section of the form without having completed the validation section (if any validations have failed).

Organisation details Revenue income Revenue expenditure Capital income Capital expenditure

Revenue totals Capital totals Other items Reserves Validation **Your details**

There is an error with this section of the form.

Budget Forecast Return 2016 to 2017

Revenue expenditure

Please can you confirm that you are not in the RPA scheme *

yes no

You must enter a value for this field

Revenue totals

Please provide details on how and from where the 2015 opening balance (410) has been derived *

400 characters (of 400) left.

Your details

This is the final section of the return where you need to fill in the details of the person completing the return, and if this is **not** the accounting officer, you will also be asked to provide details of the accounting officer.

Both the person completing the return and the accounting officer (if different) will receive an email when the return is submitted. The accounting officer needs to verify that the information is supported by appropriate working papers and is accurate and complete.

Organisation details Revenue income Revenue expenditure Capital income Capital expenditure

Revenue totals Capital totals Other items Reserves Validation Your details

Budget Forecast Return 2016 to 2017

Your details

Title *

First name *

Surname *

Email address *

Are you the accounting officer? *

yes no

I verify that the information contained in this budget forecast form is supported by appropriate working papers and is accurate and complete.

Submit

Save

Printable Version

[Back](#)

You can see a printable version of the return as a .pdf including comments you have made, and responses to validation queries.

The screenshot shows a printed version of the 'Budget Forecast Return 2015 to 2016' form. The form includes sections for 'Organisation details', 'Finance questions', and 'Revenue income'. The 'Revenue income' section contains a table with columns for 'Actuals', 'Forecast', and 'Total 15'. The table data is as follows:

	Actuals	Forecast	Forecast	Forecast	Total 15	
	Apr 14 to Aug 15 (£000)	Apr 15 to Aug 15 (£000)	Apr 15 to Aug 15 (£000)	Apr 15 to Aug 15 (£000)	Apr 15 to Aug 15 (£000)	
20% Rates relief (2015)	19	-13	6	6	8	14
CGI (including 16 to 19 December and student services) (2015/16)	0	0	0	0	0	0
Student services (2015/16) (including 16 to 19 Dec)	0	0	0	0	0	0

To the right of the form is a large data table with multiple columns and rows, including a 'Total 15' column. Below the table, there is a small form with the text 'Email address: info.writes@education.gov.uk' and 'Are you the accounting officer? Yes'.

4 Queries and help

More information

Throughout the return, where more information is available; if you select the **question mark icon**, you will find a more detailed explanation

	Actuals	Forecast	Outturn 15 to 16 (£000)*	Forecast Sept 16 to Mar 17 (£000)*	Forecast Apr 17 to Aug 17 (£000)*	Total 16 to 17 (£000)	Valid	
<div style="border: 2px solid red; padding: 5px;"> Please include all expenditure that relates to land and buildings. This will include costs of acquiring land and buildings and costs of any construction which you are undertaking or planning to undertake. </div>								
Land & buildings additions (600)	?	0	0	0	0	0	✓	Edit
Land & buildings disposals (net book value) (601)	?	0	0	0	0	0	✓	Edit
Other fixed asset additions (602)		0	0	0	0	0	✓	Edit
Other fixed asset disposals (net book value) (603)		0	0	0	0	0	✓	Edit
Intangible assets additions (604)		0	0	0	0	0	✓	Edit
Intangible assets disposals (net book value) (605)		0	0	0	0	0	✓	Edit
Total Capital Expenditure (650)		0	0	0	0	0		

Error messages

Error messages can relate to numbers or characters. Numbers should be entered as whole numbers.

Do not use semi-colons (;) colons (:) single or double inverted commas (") characters in the comment box. Entering these punctuation marks will also generate an error message.

Budget Forecast Return 2016 to 20

20% Rates relief (101)

Please enter all amounts to the nearest £1000. So if your answer is £5000, enter 5.

Actuals Sept 15 to Mar 16 (£000) *

Please enter only whole numbers (no decimals)

Comments

You can't use quotes, (single or double), semi-colons or colons

337 characters (of 400) left.


Please ensure you have no semicolons (;), quotes (") or apostrophes (') in your text

Save

Next Record

Sending feedback/report an issue

If you are experiencing any problems completing the budget forecast return or have any feedback you would like to share with us, then please click on the orange BETA button at the top of the form, and you can leave feedback or report an issue.



BETA This is a new service - your [feedback](#) will help us improve it.

Send feedback/report an issue

If you are experiencing any problems completing an online form or have any feedback you would like to share with us please complete the sections below.

* denotes mandatory field

Which form did you use? *

please select ...

Do you want to: *

leave feedback

report an issue



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