

**SUMMARY OF CHANGES - AGENCY PINK: ILLUSTRATIVE ACCOUNTS**Changes published December 2012:

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

Changes published December 2013:

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

**Key:**

SoFP - Statement of Financial Position

SoCNE - Statement of Comprehensive Net Expenditure

SoCF - Statement of Cash Flows

SoCiTE - Statement of Changes in Taxpayers' Equity

## 201X–1Y Agency Pink: illustrative accounts

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

# Statement of Comprehensive Net Expenditure

for the year ended 31 March 201Y

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

# Statement of Financial Position

as at 31 March 201Y

	Note	201Y £000	201X £000
<b>Non-current assets:</b>			
Property, plant and equipment	7		
Intangible assets	8	<i>Intangible</i>	
Financial assets	12	<i>Investments</i>	
<b>Total non-current assets</b>			<i>Total non-current assets (A)</i>
<b>Current assets:</b>			
Assets classified as held for sale		<i>IFRS 5 disclosures should be provided as necessary</i>	
Inventories	11	<i>Inventories</i>	
Trade and other receivables	12		
Other current assets	12		
Financial Assets	12		
Cash and cash equivalents	13	<i>Cash</i>	
<b>Total current assets</b>			<i>Total current assets (B)</i>
<b>Total assets</b>			<i>Total</i>
<b>Current liabilities</b>			
Trade and other payables	14	<i>&lt;1 year</i>	
Financial Liabilities			
Provisions	15	<i>Provisions</i>	
Other liabilities			
<b>Total current liabilities</b>			<i>Total current liabilities (C)</i>
<b>Non-current assets plus/less net current assets/liabilities</b>			<i>Total (A+B-C)</i>
<b>Non-current liabilities</b>			
Provisions	15	<i>Provisions</i>	
Other payables		<i>&gt;1 year</i>	
Financial Liabilities	9		
<b>Total non-current liabilities</b>			<i>Total non-current liabilities (D)</i>
<b>Assets less liabilities</b>			<i>Total (A+B-C-D)</i>
<b>Taxpayers' equity:</b>			
General fund			<i>General</i>
Revaluation reserve			<i>Revaluation</i>
<b>Total taxpayers' equity</b>		<i>Total</i>	

(Signed) ..... (Accounting Officer)  
[date]

## Statement of Cash Flows

for the year ended 31 March 201Y

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

## Statement of Changes in Taxpayers' Equity for the year ended 31 March 201Y

Note	General Fund £000	Revaluation Reserve £000	Total Reserves £000
<b>Balance at 31 March 201W</b>			
Changes in accounting policy			
<b>Restated balance at 1 April 201W</b>			
Net Parliamentary Funding – drawn down			
Net Parliamentary Funding – deemed			
Consolidated Fund Standing Services			
National Insurance Fund			
Supply payable/(receivable) adjustment			
CFERs payable to the Consolidated Fund			
Comprehensive expenditure for the year			
Non-Cash Adjustments:			
Non-cash charges – auditor's remuneration	4, 5		
<u>Transfers between reserves</u>			
Movements in Reserves:			
Additions			
Recognised in Statement of Comprehensive Expenditure			
Transfers between reserves			
<i>Note: the lines provided above represent those items most likely to be required by an 'average' agency. You should refer to IAS 1 (implementation guidance) for other entries that might be required.</i>			
<b>Balance at 31 March 1X</b>			
<u>Net Parliamentary Funding – drawn down</u> Net Parliamentary Funding – drawn down			
<u>Net Parliamentary Funding – deemed</u> Net Parliamentary Funding – deemed			
<u>Consolidated Fund Standing Services</u> Consolidated Fund Standing Services			
<u>National Insurance Fund</u> National Insurance Fund			
<u>Supply payable/(receivable) adjustment</u> Supply payable/(receivable) adjustment			
<u>CFERs payable to the Consolidated Fund</u> CFERs payable to the Consolidated Fund			
<u>Comprehensive expenditure for the year</u>			
<u>Non-cash charges – auditor's remuneration</u>	4, 5		
<u>Transfers between reserves</u> Comprehensive Expenditure for the Year			
Non-Cash Adjustments			
Non-cash charges – auditor's remuneration	4, 5		
Movements in Reserves			
Additions			
Recognised in Statement of Comprehensive Expenditure			
Transfers between reserves			
<i>Note: the lines provided above represent those items most likely to be required by an 'average' agency. You should refer to IAS 1 (implementation guidance) for other entries that might be required.</i>			
<b>Balance at 31 March 1Y</b>			

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

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

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

## Notes to the Agency's Accounts

### 1. Statement of accounting policies

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

#### 1.1 Accounting convention

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

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

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

*Agencies must include the following notes in the appropriate place in the sequence where material and should tailor them to the agency's circumstances.*

#### 1.aa Administration and programme expenditure

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

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

#### 1.ab Pensions

Past and present employees are covered by the provisions of the [name of the scheme]. The defined benefit schemes are unfunded and are non-contributory except in respect of dependants' benefits. The agency



recognises the expected cost of these elements on a systematic and rational basis over the period during which it benefits from employees' services by payment to the [name of the scheme] of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the [name of the scheme]. In respect of the defined contribution schemes, the Agency recognises the contributions payable for the year.

### *1.ac Contingent liabilities*

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

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

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

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

## 2. Statement of Operating Costs by Operating Segment

Narrative to disclose:

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

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

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

*Agencies should also provide reconciliations of:*

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

**Note 2.1 Reconciliation between Operating Segments and SoCNE**

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

**Note 2.2 Reconciliation between Operating Segments and SoFP**

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

## 2 Statement of Operating Costs by Operating Segment

**Narrative to disclose;**

- Describe factors used to identify the reportable segments.
- Describe the types of activities for which each reportable segment attracts funding
- How reportable segments are reported to the CODM (any differences between info and primary financial statements)
- Basis of accounting for any transactions between reportable segments
- Changes from prior year segment identification methods
- Reliance on major customers

Note	201X-1Y				201W-1X			
	Segment 1	Segment 2	Segment 3	Total	Segment 1	Segment 2	Segment 3	Total
<b>Gross Expenditure</b>								
<b>Income</b>								
<b>Net Expenditure</b>	-	-	-	-	-	-	-	-
<b>Total assets*</b>								
<b>Total Liabilities*</b>								
<b>Net assets*</b>								
<b>Other information*</b>								

**Description of segments**

- Segment 1
- Segment 2
- Segment 3

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

### Note 2.1 Reconciliation between Operating Segments and SoCNE / SoFP

Note	201X-1Y				201W-1X			
	Segment 1	Segment 2	Segment 3	Total	Segment 1	Segment 2	Segment 3	Total
<b>Total net expenditure per statement of operating cost by operating segment</b>								
<b>Reconciling items:</b>								
Income #1								
Expenditure #2								
<b>Total net expenditure per Operating Cost statement</b>	-	-	-	-	-	-	-	-

### 3. Staff numbers and related costs

Staff costs comprise:

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

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

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

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

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

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

#### Average number of persons employed

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

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

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Total

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

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

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

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.

*[Note: entities/Agencies should provide additional text if any payments are not covered by the CSCS, for instance, ex-gratia payments agreed with the Treasury or scheme details where using another scheme. Other schemes are most likely to apply in NDPBs not listed in Schedule I to the Superannuation Act 1972 and may apply different statutory compensation terms]*

### 4. Other Administrative Costs

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

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

## 5. Programme Costs

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

## 6. Income

*Drafting note: this note analyses the Income recorded in the Statement of Comprehensive Net Expenditure. Income should be analysed by type (sales of services; sales of goods; interest; royalties; and dividends) as required by IAS 18 with any significant items listed individually (examples might be sales of publications, passport fees). Non-cash Income should be disclosed separately where material.*

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

	201X-1Y £000	201W-1X £000
<b>Total</b>		<b>Total</b>

Income source 1

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

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

Income source 2, etc

Total

## 6.1 Consolidated Fund Income

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

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

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

	<u>201X-1Y</u>	<u>201W-1X</u>
	<u>£000</u>	<u>£000</u>
<u>Taxes and licence fees</u>		
<u>Fines and penalties</u>		
<u>Other Income</u>		
<u>Less:</u>		
<u>Costs of collection – where deductible</u>		
<u>Uncollectible debts</u>		
<u>Amount payable to the Consolidated Fund</u>		



<u>Balance held at the start of the year</u>		
<u>Payments into the Consolidated Fund</u>		
<u>Balance held on trust at the end of the year</u>		

*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.*

### 6.1 Consolidated Fund Income

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

~~The above statement should be included where separate trust statements are published for the agency. Otherwise, disclosure of the Consolidated Fund Income should be made in the note below.~~

~~The amounts collected by Agency Pink acting as agent for the Consolidated Fund (which are otherwise excluded from these financial statements) were:~~

	201X-1Y	201W-1X
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.~~

## 7. Property, plant and equipment

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

### Notes

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

Insert here a note if relevant, agencies should disclose giving 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.

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

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

**8. Intangible assets**

	201X-1Y							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
<b>Cost or valuation</b>									
At 1 April 201X									
Additions									
Donations									
Disposals									
Impairments									
Reclassifications									
Revaluations									
<b>At 31 March 201Y</b>									
<b>Amortisation</b>									
At 1 April 201X									
Charged in year									
Disposals									
Impairments									
Reclassifications									
Revaluations									
<b>At 31 March 201Y</b>									
<b>Carrying value at 31 March 201X</b>									
<b>Carrying value at 31 March 201Y</b>									
<b>Asset financing:</b>									
Owned									
Finance Leased									
Contracts									
<b>Carrying value at 31 March 201Y</b>									

*Notes*

*Insert here a note giving 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.*

	201W-1X								
	Information Technology	Software Licences	Websites	Development Expenditure	Licences, Trademarks & Artistic Originals	Patents	Goodwill	Payments on Account & Assets under Construction	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Cost or valuation</b>									

At 1 April 201W										
Additions										
Donations										
Disposals										
Impairments										
Reclassifications										
Revaluations	-	-	-	-	-	-	-	-	-	-
<b>At 31 March 201X</b>	-	-	-	-	-	-	-	-	-	-
<b>Amortisation</b>										
At 1 April 201W										
Charged in year										
Disposals										
Impairments										
Reclassifications										
Revaluations	-	-	-	-	-	-	-	-	-	-
<b>At 31 March 201X</b>	-	-	-	-	-	-	-	-	-	-
<b>Carrying value at 31 March 201W</b>	-	-	-	-	-	-	-	-	-	-
<b>Carrying value at 31 March 201X</b>	-	-	-	-	-	-	-	-	-	-
<b>Asset financing:</b>										
Owned										
Finance leased										
Contracts	-	-	-	-	-	-	-	-	-	-
<b>Carrying value at 31 March 201X</b>	-	-	-	-	-	-	-	-	-	-

	<u>201W-1X</u>								
	<u>Information Technology</u>	<u>Software Licences</u>	<u>Websites</u>	<u>Development Expenditure</u>	<u>Licences, Trademarks &amp; Artistic Originals</u>	<u>Patents</u>	<u>Goodwill</u>	<u>Payments on Account &amp; Assets under Construction</u>	<u>Total</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
<b><u>Cost or valuation</u></b>									
At 1 April 201W									
Additions									
Donations									
Disposals									
Impairments									
Reclassifications									
Revaluations	-	-	-	-	-	-	-	-	-
<b>At 31 March 201X</b>	-	-	-	-	-	-	-	-	-
<b><u>Amortisation</u></b>									
At 1 April 201W									

Charged in year									
Disposals									
Impairments									
Reclassifications									
Revaluations	-	-	-	-	-	-	-	-	-
<b>At 31 March 201X</b>	-	-	-	-	-	-	-	-	-
<b>Carrying value at 31 March 201W</b>	-	-	-	-	-	-	-	-	-
<b>Carrying value at 31 March 201X</b>	-	-	-	-	-	-	-	-	-
<b>Asset financing:</b>									
Owned									
Finance leased									
Contracts	-	-	-	-	-	-	-	-	-
<b>Carrying value at 31 March 201X</b>	-	-	-	-	-	-	-	-	-

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

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

## 9. Financial Instruments

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

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

## 10. Impairments

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

## 11. Inventories

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

201X-1Y  
£000

201W-1X  
£000

*[List separately]* inventories

*Inventories should be listed by appropriate classification (e.g., publications, medical supplies).*

## 12. Trade receivables, financial and other assets

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

**Amounts falling due within one year:**

Trade receivables

Deposits and advances

Other receivables

*Other receivables should be analysed and any significant items disclosed separately*

Prepayments and accrued Income

Current part of PFI prepayment

Current part of NLF loan

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

**Amounts falling due after more than one year:**

Trade receivables

Other receivables

Deposits and advances

Prepayments and accrued Income

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

## 13. Cash and cash equivalents

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

Balance at 1 April

Net change in cash and cash equivalent balances

Balance at 31 March

The following balances at 31 March were held at:

Government Banking Service

Commercial banks and cash in hand

Short term investments

Balance at 31 March

## 14. Trade payables and other current liabilities

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

## 15. Provisions for liabilities and charges

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

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

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

*Analysis of expected timing of discounted flows*

	Early departure costs £000	Other £000	Total £000
--	----------------------------------	---------------	---------------



£000

Not later than one year  
 Later than one year and not later than five years  
 Later than five years

**Balance at 31 March 201Y**

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

**15.1** *Early departure costs*

The agency meets the additional costs of benefits beyond the normal [name of scheme] benefits in respect of employees who retire early by paying the required amounts annually to the [name of scheme] over the period between early departure and normal retirement date. The agency provides for this in full when the early retirement programme becomes binding by establishing a provision for the estimated payments discounted by the Treasury discount rate of [insert rate] per cent in real terms.

**15.2** *Other*

*Agencies should give brief details of each of the other provisions: what they are, how the provision is calculated, the period over which expenditure is likely to be incurred; and the discount rate where the time value of money is significant.*

**16. Capital commitments**

**201X-1Y**  
**£000**

**201W-1X**  
**£000**

Contracted capital commitments at 31 March 201Y not otherwise included in these accounts

*Property, plant and equipment* [List separately]

Intangible assets

**Total**

**17. Commitments under leases**

*Where material, agencies should disclose commitments under leases.*

**17.1** *Operating leases*

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

**201X-1Y**  
**£000**

**201W-1X**  
**£000**

**Obligations under operating leases for the following periods comprise:**

Land

Not later than one year

Later than one year and not later than five years

Later than five years

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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

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17.2 Finance leases

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

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

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

## 18. Commitments under PFI contracts

### 18.1 Off-balance sheet (SoFP)

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

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

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

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

### 18.2 On-balance sheet (SoFP)

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

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

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

	201X-1Y	201W-1X
	£000	£000
<del>Total obligations under on-balance sheet service concession arrangements for the following periods comprises:</del>		
<del>Rentals due <u>N</u>ot later than one year</del>		
<del>Rentals due <u>L</u>ater than one year and not later than five years</del>		
<del>Rentals due <u>L</u>ater than five years</del>		
Less interest element		
Present value of obligations		

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

	<u>201X-1Y</u>	<u>201W-1X</u>
	<u>£000</u>	<u>£000</u>

<u>Service charge due within one year</u>	
<u>Service charge due later than one year and not later than five years</u>	
<u>Service charge due later than five years</u>	
<b><u>Total</u></b>	

	201X-1Y £000	201W-1X £000
<b>Present Value of obligations under on balance sheet service concession arrangements for the following periods comprise:</b>		
Not later than one year		
Later than one year and not later than five years		
Later than five years		
Total Present Value of obligations		

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

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

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

**19. Other financial commitments**

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

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

Total Present value of obligations

## 20. Contingent liabilities disclosed under IAS 37

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

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

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

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

by offering guarantees, indemnities or by giving letters of comfort. None of these is a contingent liability within the meaning of IAS 37 since the possibility of a transfer of economic benefit in settlement is too remote.

Statutory guarantees [listed]

Statutory indemnities [listed]

Letters of comfort [listed]

Agencies should give an explanation as to why the liabilities are unquantifiable and, should any of them relate to an agency, that fact should be noted.

## 21. Losses and special payments

### 21.1(a) Losses Statement

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

	201X-1Y	201W-1X
	£000	£000
<u>Total number of losses</u> <u>Total [Insert total number of cases and total amount]</u>		
<u>Total value of losses (£000)</u>		
<b>Details of cases over £30250,000</b>		
<b>Cash losses</b>		
[List cases]		
<b>Claims abandoned</b>		
[List cases]		
<b>Administrative write-offs</b>		
[List cases]		
<b>Fruitless payments</b>		
[List cases]		
<b>Store Losses</b>		
[List payments]		

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

*Details of the individual cases should include the name of the entity where the loss (note 33(a)) or special payment (note 33(b)) arose.*

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

**21.2(b) Special Payments**

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

*(Drafting note: if any)*

	201X-1Y £000	201W-1X £000
<u>Total number of special payments Total</u> <del>[Insert total number of cases and total amount]</del>		
<u>Total value of special payments (£000)</u>		

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

**Details of cases over £30250,000**

[List cases]

**21.3(c) Other notes** *(Drafting note: if any)*

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

*The Agencies should insert relevant text.*

**22. Related-party transactions**

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

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

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

**23. Third-party assets**

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

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

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

*Any necessary details should be given of any investments in unlisted non monetary financial assets and of physical assets, the numbers of which should be disclosed in the following categories:*

	31 March 201Y Number	31 March 201X Number
Residential property		
Farms and other agricultural holdings		
Other property assets		
Motor vehicles, boats and caravans		
Chattels deemed of significant value:		
Works of art		

Antiques and collections

Silverware and jewellery

*Other significant categories*

Miscellaneous

*[Drafting note: the note should also refer to where any additional information might be found about the activities giving rise to the third party assets.]*

## **24. Events after the reporting period date**

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

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