

SUMMARY OF CHANGES - NDPB GREEN: ILLUSTRATIVE ACCOUNTS

| Statement/ note | Change | Reason |
|----------------------------|--|---|
| <u>Note 4</u> | <u>Remove row for profit on asset disposal</u> | <u>To reflect changes in the 2014-15 FReM</u> |
| <u>Note 5</u> | <u>Remove row for profit on asset disposal</u> | <u>To reflect changes in the 2014-15 FReM</u> |
| <u>Note 21.2</u> | <u>Add guidance notes for reporting special severance payments</u> | <u>To reflect changes in the 2014-15 FReM</u> |

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 NDPB Green: illustrative accounts

1. The illustrative accounts for “NDPB Green” (a fictitious NDPB) 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 NDPB dictate. The accounts do not show every line item which may be necessary in the circumstances of an individual NDPB.

Statement of Comprehensive Net Expenditure

for the year ended 31 March 201Y

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

Statement of Financial Position

as at 31 March 201Y

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

(Signed) (Accounting Officer)
[date]

Statement of Cash Flows

for the year ended 31 March 201Y

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

Statement of Changes in Taxpayers' Equity

for the year ended 31 March 201Y

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

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

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

NDPB Green – Annual Report and Accounts 201X-1Y

Notes to the NDPB'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 NDPB*] for the purpose of giving a true and fair view has been selected. The particular policies adopted by the [*insert name of NDPB*] [for the reportable activity] are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

1.1 Accounting convention

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

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

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

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

1.aa Administration and programme expenditure

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

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

1.ab Pensions

Past and present employees are covered by the provisions of the [name of the scheme]. *Details of Scheme here.*

In accordance with IAS 19, the Scheme Managers/trustees are required to undertake a sensitivity analysis for each significant actuarial assumption as of the end of the reporting period, showing how the defined benefit

obligation would have been affected by changes in the relevant actuarial assumption that were reasonably possible at that date.

Entities should disclose details of the methods and assumptions used in preparing the sensitivity analyses, the limitations of these methods, and the reasons for any changes in methods and assumptions used in preparing the sensitivity analyses. To provide an indication of the effect of the defined benefit plan on the entity's future cash flows, entities should disclose a description of any funding arrangements and funding policy that affect future contributions, the expected contributions to the plan for the next annual reporting period, and information about the maturity profile of the defined benefit obligation. Where relevant, an entity should disclose a description of any asset-liability matching strategies used by the entity, including the use of annuities and other techniques.

1.ac Contingent liabilities

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

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

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

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

2. Statement of Operating Costs by Operating Segment

Narrative to disclose:

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

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

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

Agencies should also provide reconciliations of:

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

Note 2.1 Reconciliation between Operating Segments and SoCNE

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

Note 2.2 Reconciliation between Operating Segments and SoFP

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

3. Staff numbers and related costs

Staff costs comprise:

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

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

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

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

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

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

Average number of persons employed

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

| | | 201X-1Y £000 | 201W-1X £000 |
|-------------------|----------------------------------|-----------------|-----------------|
| | Permanently employed staff | Others | Total |
| Directly employed | | | |
| Other | | | |

Staff engaged on capital projects

Total

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

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

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

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

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

4. Other Administrative Costs

| | 201X-1Y £000 | 201W-1X £000 |
|--|-----------------|-----------------|
| Note | | |
| <i>The following expenditure items (if material) must be listed individually within this note, although not necessarily in this order. Best practice suggests that the items are presented in descending order of magnitude.</i> | | |
| Rentals under operating leases | | |
| Interest charges | | |
| PFI service charges | | |
| Research and Development expenditure | | |
| Non-cash items | | |
| Depreciation | | |
| Amortisation | | |
| Profit on disposal of asset | | |
| Loss on disposal of property, plant and equipment | | |
| Auditors' remuneration and expenses | | |

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'.

Total

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

6. Income

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

Care should be taken in describing the Income so that a reader of the accounts can understand what it is that the NDPB 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 | 201W-1X |
|----------------------|---------|---------|
| | £000 | £000 |
| | Total | Total |
| Income source 1 | | |
| Income source 2, etc | | |
| Total | | |

6.1 Consolidated Fund Income

The following statement should be included where separate trust statements are published for the NDPB: Consolidated Fund income shown in note 6 above does not include any amounts collected by the NDPB 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 NDPB's Trust Statements published separately from but alongside these financial statements.

Otherwise, where the NDPB 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 NDPB 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.

7. Property, plant and equipment

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

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

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

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

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

8. Intangible assets

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

| | 201W-1X | | | | | | | | |
|--------------------------|------------------------|-------------------|----------|-------------------------|---|---------|----------|---|-------|
| | Information Technology | Software Licences | Websites | Development Expenditure | Licences, Trademarks & Artistic Originals | Patents | Goodwill | Payments on Account & Assets under Construction | Total |
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Cost or valuation | | | | | | | | | |
| At 1 April 201W | | | | | | | | | |
| Additions | | | | | | | | | |
| Donations | | | | | | | | | |
| Disposals | | | | | | | | | |

Impairments
 Reclassifications
 Revaluations
At 31 March 201X

Amortisation
 At 1 April 201W
 Charged in year
 Disposals
 Impairments
 Reclassifications
 Revaluations
At 31 March 201X
**Carrying value at
 31 March 201W**
**Carrying value at
 31 March 201X**

Asset financing:
 Owned
 Finance leased
 Contracts
**Carrying value at
 31 March 201X**

The headings and rows used to analyse assets and sources of financing should reflect the NDPB'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 NDPB Green 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 NDPB's expected purchase and usage requirements and the NDPB is therefore exposed to little credit, liquidity or market risk.

ONLY where the NDPB is exposed to risk should the appropriate IFRS 7 disclosures be made: Disclosures should be given only where they are necessary because the NDPB holds financial instruments that are complex or play a significant medium to long-term role in the financial risk profile of the NDPB. 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 NDPB does not face significant medium to long-term financial risks, then it is sufficient to make a statement to that effect – similar to that above. (Given that all Agencies have financial instruments within the scope of IAS 32, silence is not an option.)

10. Impairments

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

11. Inventories

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

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

12. Trade receivables, financial and other assets

| | 201X-1Y £000 | 201W-1X £000 |
|---|-----------------|-----------------|
| Amounts falling due within one year: | | |
| Trade receivables | | |
| Deposits and advances | | |
| Other receivables | | |
| Prepayments and accrued Income | | |
| Current part of PFI prepayment | | |
| Current part of NLF loan | | |

Amounts falling due after more than one year:

| | | |
|--------------------------------|--|--|
| Trade receivables | | |
| Other receivables | | |
| Deposits and advances | | |
| Prepayments and accrued Income | | |

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

13. Cash and cash equivalents

| | 201X-1Y £000 | 201W-1X £000 |
|---|-----------------|-----------------|
| Balance at 1 April | | |
| Net change in cash and cash equivalent balances | | |
| Balance at 31 March | | |

The following balances at 31 March were held at:

| | | |
|-----------------------------------|--|--|
| Government Banking Service | | |
| Commercial banks and cash in hand | | |
| Short term investments | | |

Balance at 31 March

14. Trade payables and other current liabilities

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

15. Provisions for liabilities and charges

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

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

Analysis of expected timing of discounted flows

| | Early departure costs £000 | Other £000 | Total £000 |
|---|----------------------------------|---------------|---------------|
| Not later than one year | | | |
| Later than one year and not later than five years | | | |
| Later than five years | | | |

Balance at 31 March 201Y

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

16. Capital commitments

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

17. Commitments under leases

Where material, agencies should disclose commitments under leases.

17.1 Operating leases

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

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

17.2 Finance leases

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

| | 201X-1Y £000 | 201W-1X £000 |
|---|-----------------|-----------------|
| Obligations under finance leases for the following periods comprise: | | |

Buildings

Not later than one year

Later than one year and not later than five years

Later than five years

Less interest element

Present Value of obligations

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

18. Commitments under PFI contracts

18.1 Off-balance sheet (SoFP)

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

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

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

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

18.2 On-balance sheet (SoFP)

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

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

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

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

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

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

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

The total amount charged in the Statement of Comprehensive Net Expenditure in respect of off-balance sheet (SoFP) PFI (and other service concession arrangement) transactions and the service element of on-balance (SoFP) sheet PFI (and other service concession arrangement) transactions was £s,000 (201W-1Y: £t,000); and the payments to which the NDPB 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 NDPB 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 NDPB]*. The total payments to which the NDPB is committed are as follows *[agencies may decide that this disclosure is not necessary if the totals can be easily identified by a reader from the notes above]*:

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

20. Contingent liabilities disclosed under IAS 37

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

The NDPB 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 NDPB 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 NDPB or other designated body has given a guarantee, indemnity or letter of comfort and it is significant in relation to the department, details should be noted here.

21. Losses and special payments

21.1 Losses Statement

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

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

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

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

21.2 Special Payments

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

| | 201X-1Y £000 | 201W-1X £000 |
|---|-----------------|-----------------|
| Total number of special payments | | |
| Total value of special payments (£000) | | |
| Details of cases over £300,000 | | |
| [List cases] | | |

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

21.3 Other notes

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

22. Related-party transactions

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

In addition, the NDPB 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 NDPB during the year. *[If there have been material transactions, they should be disclosed.]*

23. Third-party assets

Where the or NDPB 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 NDPB acts that gives rise to these assets. The note should then go on to say: These are not NDPB assets and are not included in the accounts. The assets held at the reporting period date to which it was practical to ascribe monetary values comprised monetary assets, such as bank balances and monies on deposit, and listed securities. They are set out in the table below.

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

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

24. Events after the reporting period date

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