Whole of Government Accounts (WGA)

Guidance for the completion of the 2012-13 Data Collection Pack for Local Authorities in England

Version: 1.0

CONTENTS

Section 1 - Introduction

Background to WGA

1.0   Preparing the Whole of Government Account (WGA) is necessary to meet the undertaking in the Code for Fiscal Stability to produce consolidated accounts for the whole public sector on the basis of International Financial Reporting Standards (IFRS). Publishing audited WGA also improves the transparency of government's finances. It attempts to show in a single document what the government owes, owns, spends and receives.

1.1   WGA increases the completeness of public sector financial data by showing information on items not otherwise in existing measures of public finance: such as provisions; contingent liabilities and future contract expenditure. In addition, the WGA programme will progressively increase the amount of audited data included directly in the UK National Accounts, for example by replacing statistically modelled depreciation data with actual data.

1.2   Local Government is a significant part of the total UK Government sector. In the latest published WGA statements (2010-11) the Local Government controls around 45% of public sector Property Plant & Equipment (PP&E) and accounts for about 30% of public operating expenditure (including approximately 44% of staff costs).

1.3   We believe that the completion of WGA will offer benefits to Local Government. WGA will develop into a source of robust audited financial data for central government. This supports a move towards a single data set, which may lead to a reduced burden on local authorities as data can be collected once and used for several purposes, e.g. to support policy analysis and resource allocation within Local Government, as well as achieving the wider benefits set out above. WGA aims to provide incentives for more proactive balance sheet management and policy determination.

1.4   The 2012-13 Data Collection Tool (DCT) is designed to follow the CODE (the CIPFA code of practice on local authority accounting) and the supporting practitioners' guidance notes. We remain committed to minimising the burden on all concerned by using the statutory accounts data for local authorities, but that still achieves consistency with FReM disclosure requirements. Most of the data we require continues to be the same as that required for authorities' published accounts, with the additional requirement to collect information on major transaction streams and balances within the public sector to allow these to be eliminated upon consolidation.

2011-12 WGA Update

1.5   The 2011-12 WGA was published on 16 July 2013 after it had been audited by the National Audit Office, which under legislation has to be completed by December 2013. the same day as the publication of the OBR's Fiscal Sustainability Report. The biggest consolidation issues facing HM Treasury are around eliminations, opening balances, restatements and the Cash Flow Statement.

1.6 The role of the preparers is critically important to the success of WGA. This is pertinent to providing information of sufficient quality to withstand scrutiny by the auditors and the taxpayer to whom government is accountable. The challenge going forward is to improve the accuracy so that there is improved transparency over the Government's spending commitments over time.

The Focus in 2012-13

1.7 The initial focus for local government will be to become familiar with the new Data Collection Tool (DCT) which has replaced the L Pack and understand the 'tweaked' WGA process and this guidance and other related materials.

1.8 Local government will be encouraged to build on the progress made with identifying and reporting counterparty transactions. This is crucial for material amounts (e.g. large grants from central government). The elimination of the major government grant balances with Local Authorities is the most significant part of the WGA elimination process. Continuous improvement in this area is a priority.

1.9 As WGA becomes more familiar we anticipate that the correct SCOAs are being used, that is in the right match relationship with the counterparty, allowing them to be eliminated at WGA level. If the two sides of a transaction are in different match relationships then these transactions will not eliminate and will increase the number of 'no matches' that require investigation.

1.10 With the faster timetable for producing and publishing the audited WGA statements, local government bodies will understand the importance of meeting the DCT delivery deadlines, as an incomplete dataset will delay the top level consolidation process carried out by HM Treasury.

Section 2 – Timetable, Audit Requirements & Submission Flowcharts

Deadline for Completion

2.0   The DCT submission deadlines for 2012-13 are similar to those for 2011-12:

- The unaudited WGA DCT to be submitted by 14th **August 2013 (an extra week given); and**.
- The audited WGA DCT to be submitted by **4th October 2013**.

2.1   Completion of the WGA return by the deadlines is a requirement under the Government and Resources Accounts Act (GRAA) 2000. Failure to submit both an unaudited and audited form by the above dates will result in authorities being in breach of this legislation.

2.2   Authorities are required by the Accounts and Audit Regulations to prepare accounts and have these accounts approved by the s.151 finance officer by 30th June 2013. We anticipate that local government bodies will have sufficient time to prepare their unaudited WGA return by the 14th August submission deadline.

2.3   This deadline will also allow DCLG, HM Treasury and Local Government extra time to address any sub-consolidation issues. In previous years the sub-consolidation timetable for DCLG and HM Treasury has been challenging when there has been nearly 450 local government bodies to consolidate and the value and volume of counterparty mismatches continues to be significant. NAO has reported that elimination of grants made by central government departments continues to be a sub-consolidation problem.

2.4   This requirement to have an unaudited return followed by an audited return is key to helping us to achieve good quality data for the WGA sub-consolidation. All returns should be submitted to DCLG.

2.5   The unaudited DCT is necessary to assess the validations and allow considerably more time to look at the explanations provided, resolve data integrity issues and contact local authorities if required. The intention is also to review the counterparty differences at an earlier stage. Therefore, any differences identified could be resolved as part of audit adjustments made by the local authorities.

2.6   Local authorities will be sent an email reminder by DCLG periodically to ensure receipt of a completed return from all authorities.

Completion of the audited/final return

2.7   To avoid duplication of effort the DCT has functionality built in so that only those areas impacted by the audit need to be changed.

Audit Requirements

2.8   **To submit the <u>audited</u> DCT**, the body or the auditors (copying in the local authority), should send the audited DCT to DCLG by email to

wga.returns@communities.gsi.gov.uk, with the following title format:
CPID Code_ Local Authority name_Audit status_ WGA 2012-13
Where: CPID code: is the code entered on the DCT (please note the inclusion of 'X' after the E code effective from 2012-13).
Local Authority Name: please use reasonable abbreviations e.g. LB for London Borough or DC for District Council.
Audit Status: Unaudited / Audited
Please also give the DCT a filename using the above convention. This will assist us enormously to process the returns promptly and efficiently.
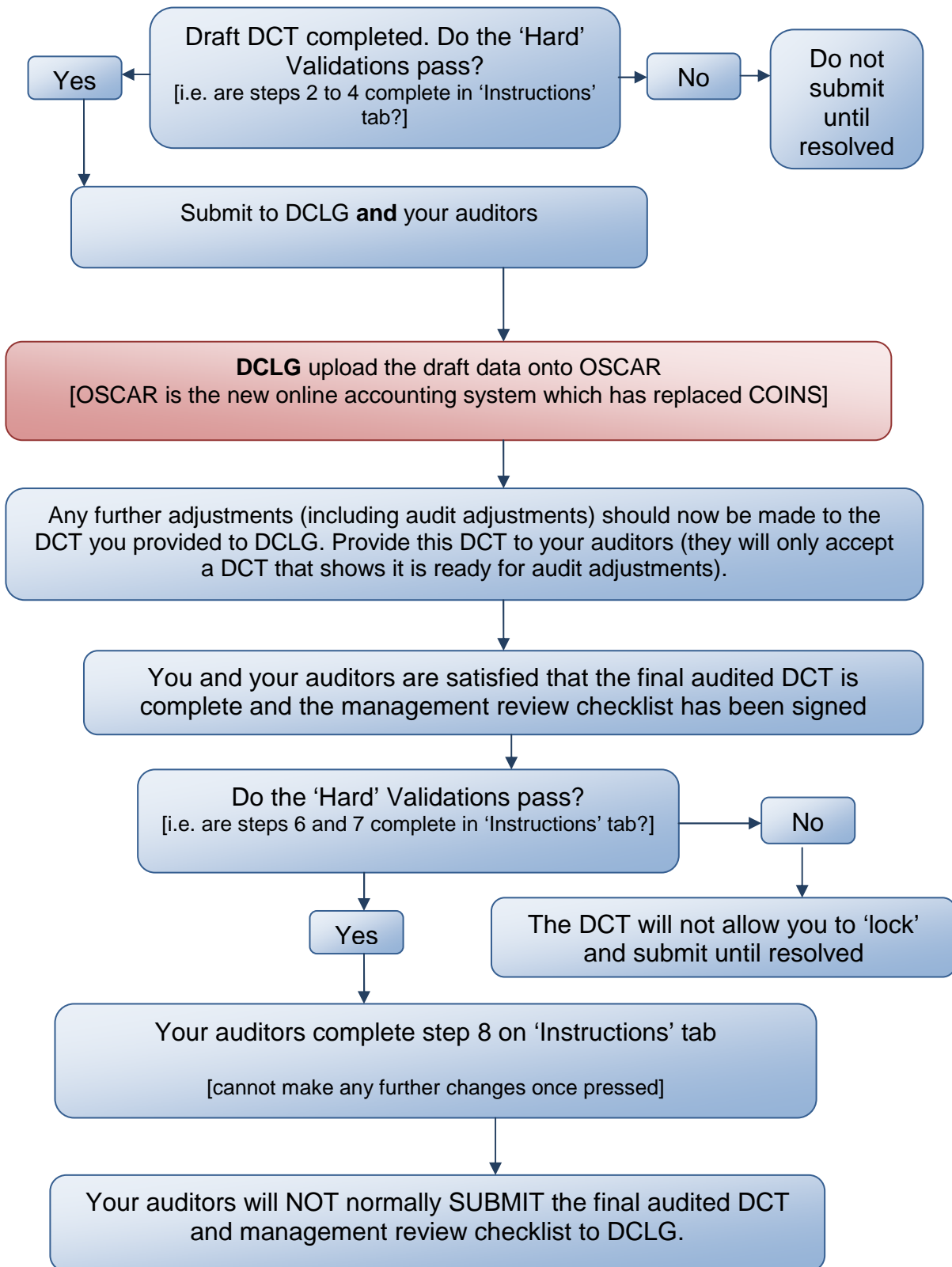
2.9   When the return is sent to DCLG, the audit certificate is required to be **sent to the National Audit office** (NAO), **not** to DCLG. The NAO are collating the audit certificates in their overall assessment of the WGA. Your auditors will receive guidance directly from the Audit Commission as to the process and the email account that the certificate should be sent to.

2.10   Local authorities are responsible for agreeing audit timetables with their auditors so that the audited DCT is submitted to DCLG by the set WGA deadline. **Please note that DCLG will normally liaise with the designated WGA contact person at the local authority and not the auditor.**

2.11   DCLG will only accept DCT where the macros have not been removed or disabled. Local authorities should liaise beforehand with their local IT team to ensure the firewall setting will enable the DCT to operate properly after it has been downloaded from the GOV.UK website and for emails containing the DCT not to be blocked by your firewall. The DCT itself will not work unless the macro settings are correct as per the guidance. Please ensure that your IT department assist you in complying with this requirement.

2.12   **Those authorities whose audit is not complete by the 4th October 2013 must notify DCLG by email of the reason for the delay and a date when the DCT will be submitted.   Significantly late submission of the DCT will compromise the sub-consolidation process and consequently HM Treasury may decide to publish a list of authorities that failure to meet the specified WGA deadlines.**

2.13   Please note the auditors Gateway tests from the NAO pertaining to Local Government Audit Instructions, they will not start their audit until all three have been met.

G1 DCT Integrity	AUDITORS SHOULD NOT PROCEED WITH THE WGA AUDIT UNTIL THE COMPONENT BODY CAN CONFIRM THAT THE DCT FOR AUDIT IS CONSISTENT WITH THE DCT SENT TO THE SUB-CONSOLIDATOR.
G2 Checklist	AUDITORS SHOULD NOT PROCEED WITH THE WGA AUDIT UNTIL THE COMPONENT BODY HAS PROVIDED AN AUDIT PACK AND MANAGEMENT CHECKLIST. Confirm that the Consolidation Manager has properly completed HM Treasury's Management Review Checklist. Confirm that the explanations for secondary validations 'failures' are reasonable and supported by evidence. Confirm that the organisation has prepared an audit pack of evidence.

G3 Mapping to DCT	AUDITORS SHOULD NOT PROCEED WITH THE WGA AUDIT UNTIL THE COMPONENT BODY CAN CONFIRM THE DCT AGREES TO THE UNDERLYING ACCOUNT.
	Reconcile the primary statements in the DCT against the statutory accounts:
	1. Do gross assets and liabilities in the DCT agree to the statutory account?
	2. Does the surplus/deficit in the DCT reconcile to the statutory account?
	3. Does the cashflow balance and do the cash-flow reconcile to the cash movement on the balance sheet?
	Consider whether there is any evidence of mis-mapping (the component body should have already done this as part of their management review).

2.14   The following flowchart shows the required process for the validation and submission of the DCT, and the required stages of completion.

Flowchart: Validation & Submission of the DCT / Stages of completion

Draft DCT completed. Do the 'Hard' Validations pass?
[i.e. are steps 2 to 4 complete in 'Instructions' tab?]

Yes

No → Do not submit until resolved

Submit to DCLG **and** your auditors

DCLG upload the draft data onto OSCAR
[OSCAR is the new online accounting system which has replaced COINS]

Any further adjustments (including audit adjustments) should now be made to the DCT you provided to DCLG. Provide this DCT to your auditors (they will only accept a DCT that shows it is ready for audit adjustments).

You and your auditors are satisfied that the final audited DCT is complete and the management review checklist has been signed

Do the 'Hard' Validations pass?
[i.e. are steps 6 and 7 complete in 'Instructions' tab?]

No → The DCT will not allow you to 'lock' and submit until resolved

Yes

Your auditors complete step 8 on 'Instructions' tab

[cannot make any further changes once pressed]

Your auditors will NOT normally SUBMIT the final audited DCT and management review checklist to DCLG.

Section 3 – Updates to the 2012-13 DCT & General Requirements

Updates to the 2012-13 DCT

2012-13 CIPFA CODE

3.0   The WGA data in the Data Collection Tool (DCT) should be consistent with the requirements of the 2012-13 CIPFA CODE (CIPFA code of practice on local authority accounting). As in previous years any alignment to central government accounting requirements is achieved using the Standard Chart of Account (SCOA) codes of the Online System for Central Accounting and Reporting (OSCAR). The most notable changes in the 2012-13 code are:

- Disclosure of transfers of financial assets under IFRS 7 Financial Instruments (see paragraph 7.4.2.4 of the CODE).

- Clarification on recognition of income for Business Rate Supplements and Community Infrastructure Levy (see section 2.2 of the CODE).

- The new requirements for the Housing Revenue Account (see section 3.5 of the CODE).

- Accounting of allowances in respect of the Carbon Reduction Commitment Energy Efficiency Scheme (see section 2.4 of the CODE).

- Clarification on treatment of general and unringfenced grants (see paragraphs 2.3.2.9 and 2.3.2.10 of the Code), disclosure requirements in respect of the HRA and the Major Repair Reserve (see paragraph 3.4.2.40 of the CODE).

- Clarification of accounting treatment of IAS 19 Employee Benefits, IAS 32 Financial Instruments: Presentation, IAS 39 Financial Instruments: Recognition and Measurement and IFRS 7 Financial Instruments: Disclosures in relation to pension funds, particularly in relation to disclosures concerning the financial instruments held by funds (see paragraph 6.5.1.2 of the CODE).

General Requirements

Group Accounts & Local Authority Accounts

3.1   Where an authority prepares statutory group accounts, then their WGA DCT Return should also be prepared on a group basis. The cells in the DCT that have 'disclosure description text' in blue are used for data entry specific for group accounts.

3.2   The CODE require local authorities to disclose the "single entity" equivalent figures alongside the group accounts amount, however only the Group Account figures will be required in the DCT prepared on a group basis.

3.3   The DCT will only collect data necessary for the production of the WGA statements and disclosure notes, and will exclude information specified in the CODE for disclosure in the statutory accounts.

Transferred Debt

3.4   Transferred debt, also known as deferred liabilities or inherited debt, that were created during various local government reorganisations, are accounted in different ways by the relevant authorities. The different accounting treatments makes the WGA elimination of these significant debt amounts somewhat complicated.

3.5   For the WGA team at HM Treasury to eliminate the transferred debt centrally using OSCAR journal postings, the DCT has a worksheet called LP-Add info-Transferred debt to collect information that is held outside the statutory accounts. This worksheet should be completed if your authority has inherited debt from the ***dissolution of a former metropolitan county.***

3.6   The LP-Add info-Transferred debt worksheet should be completed by an authority that is a debt administrator. Please provide the total deferred liability held by your authority, and the total remaining debt to be paid by all of the authorities. Where your authority is not the administrator, you only need supply the amount of deferred liability held by your authority.

3.7   The information submitted in the 'LP-Add info-Transferred debt' worksheet should not interfere with the "consistent with" opinion issued by the auditors.

3.8   Please contact DCLG at wga.queries@communities.gsi.gov.uk if you think this worksheet needs to be modified in any way for your authority.

Counterparty Information

3.9   Counterparty data is collected in the i.CPID_Transactions worksheet of the DCT. The worksheet contains macro buttons to insert or delete rows as required which will allow the authority to tailor the worksheet according to their CPID analysis. Over the last few years we have seen improvements in the

counterparty data provided. However there remain considerable variations between the amounts identified as counterparty information, both within the English Local Government sector and between central government and local authorities.

3.10   One key reason noted for these differences is the inconsistent way in which transactions are recorded. For example, one authority may record levy income received, whilst the corresponding authority records the levy paid as payment of goods and services. This had caused a number of transactions not to eliminate as the online system used to consolidate the accounts will only recognise two sides of a transaction if they fall within the same "Match Relationship".

3.11   Another elimination issue is that the i.CPID_Transactions worksheet should include counterparty transactions with a specific WGA entity where the aggregate total is greater than £1 million within any Match Relationship. Some authorities have incorrectly interpreted the £1 million threshold to apply to individual single transactions, which has caused large numbers of no matches to arise at the sub-consolidation stage.

Presentation of the Accounts

3.12   We have endeavoured to keep the DCT very similar to previous version of the L-Pack where possible. Given the move to IFRS implementation in 2010-11 there are changes in the Local Government sector's accounts that we need to be faithful to. However, the CODE does allow choice. This presents a challenge for us in the development of the DCT. The CODE guidance notes for practitioners has a very helpful proforma set of accounts on pages 293 to 419 of Module 3 and the DCT attempts to follow this where possible. Deviations are usually explained in comment boxes within the form as to what it is and most importantly why it is required.

Comprehensive Income & Expenditure Account

3.13   The Comprehensive Income and Expenditure Account (CI&E) for the WGA has always been different to the presentation in a local authority's Statement of Accounts (SoA) in that a subjective analysis is required. The presentation is based on the Service Reporting Code of Practice (SerCOP) and the CODE Guidance segmental reporting note. The reason that we follow this is that it is necessary for the format of the WGA CI&E, and to ensure that aggregates across the sectors are on a consistent basis. Further, it is necessary for the completion of the counterparty income and expenditure analysis.

3.14   The CI&E is split over 2 worksheets - LP-I&E NCS Subjective analysis and LP-CI&E sheets. LP-I&E NCS Subjective analysis calculates up to the Net Cost of Services. LP-CI&E requires details to calculate the Surplus or Deficit on the provision of services. The other comprehensive income and expenditure is obtained from the Movement in Reserves sheet (LP-Reserves). It is a hybrid of the segmental reporting note required in the accounts and the CIPFA service reporting code of practice (SeRCOP) subjective analysis.

3.15   To help cross check to the SoA data we have sections that act as check points, (for example Other operating expenditure – this is example disclosure Note 9 in the CODE guidance notes for practitioners, and Financing and Investment income and expenditure is the same as the disclosure required in example disclosure Note 10 in the CODE guidance notes for practitioners). Therefore, although presentationally this looks more involved than the minimum suggested in the proforma, it is the same as required for the SoA.

Balance Sheet

3.16   This is based on the CODE IFRS requirements. The data in this worksheet flows from the information entered in the other worksheets of the DCT. Note that adjustment to the opening balance values have to be entered in the Balance sheet worksheet, and as disaggregated equivalents in the disclosure note worksheets; this also applies to any restatements of the opening balances. The Balance Sheet must balance otherwise we cannot upload the information into the Treasury OSCAR system. This requirement is a primary validation check of the DCT. The derived year-end Balance Sheet is for information only and is used to check that the detail in the underlying sheets balances overall.

Some items may show against different lines or headings to the presentation in your SoA. If this is the case, please DO NOT change the allocation in the underlying sheets to mimic the disclosures in the SoA.

Cash Flow

3.17   The Cash Flow Statement is a prepared using the derived Cash Flow (indirect method). We appreciate that the CODE practitioners' guidance notes allows the option to choose either the direct or indirect method, but for the purpose of WGA the derived Cash Flow is used to be produce a consolidated Cash Flow statement. It is very difficult to produce a "one size fits all" Cash Flow especially where there is such variety in the local authorities that we are required to sub consolidate.

3.18   In 2009-10 the Cash Flow worksheet was changed so that most balances were no longer pre-filled from other sections of the L-Pack. This change was well received and to maintain consistency this approach has been maintained in the DCT. The 2011-12 Cash Flow was adapted slightly from the 2009-10 format, so that it follows the Cash Flow disclosure requirements outlined in the CODE and the CODE guidance notes for practitioners, and also reflects changes that were made to the CIPFA Cash Flow model. The structure of the Cash Flow worksheet for 2012-13 remains the same as for 2011-12.

3.19   The Cash Flow statement is a primary validation check and so it must agree to the movement in cash.

Additional Data Requirements

3.20   In order to produce other notes to the accounts some additional information is required, including summary details of PFI, commitments, contingent assets and liabilities. We require the opening and closing numbers of full time equivalent staff employed (NOT headcount), including both employees and agency staff.

3.21   This information will already be available to local authorities as many disclose these number in their statutory accounts (where the balance from last year's SoA can be used as the opening balance), and most authorities also report it to ONS on a quarterly basis through the Quarterly Public Sector Employees Survey. The information required should be equivalent to that provided as at 31 March 2012 for opening and 31 March 2013 for closing. The relevant guidance for the ONS QPSES return is included in Annex A for reference. It is compulsory to provide staff numbers, but it is not compulsory that they be sourced from the ONS Quarterly Survey.

3.22   Other additional breakdown is required on the PFI commitments – more information is included in the relevant section of this guidance. The format of the future payments tables for leases, PFI and other commitments have all been standardised so that they require analysis based on future Cash Flows.

Data Integrity Checks and Validations

3.23   The K.Validation_Errors worksheet highlights validation checks that authorities and auditors should review. The sheet will list the total number of validations warnings identified as 'hard items' (highlighted in red) that must be corrected and revalidated before the DCT is locked for submission and 'soft items' (highlighted in amber) that must have a valid explanation entered on the worksheet before the DCT is locked. As in previous years the validation tests focus on:

- Opening/closing balance reconciliation and prior year restatement as WGA must be able to reconcile last year's closing balances with this year's opening balances;

- Internal inconsistencies (e.g. provisions' expense matches the movement on the balance sheet liability, and similar concepts for impairments; depreciation; reclassifications between assets; transfers between reserves; lease disclosures; PFI; etc); and

- Counterparty integrity and completeness checks.

3.24   Note that all 'soft' (amber) validations warnings must have a valid explanation that is at least 10 characters long otherwise it will not be possible to lock the DCT. We know that valid reasons exist for these secondary data integrity checks to fail, however, we need to understand the causes (using your explanations) in order to justify these issues at a WGA level.

3.25   A 'Summary of Validation Issues' table, at the top of the K.Validation_Errors sheet is there to assist you in quickly identifying the issues to be resolved or explained.

3.26   The 'hard' (red) validations include counterparty tests; to ensure cells that should be completed have a value (even if it is zero); and to ensure there is an explanation for all other 'soft' tests that fail. These primary tests must be PASSED before the DCT can be locked for submission; this is indicated by a zero in cell G5 of the K.Validation_Errors sheet. The primary validations include:

- The Balance Sheet Balances

- The Upload accounts (i.e. the trial balance) totals zero

- The prior year balance sheet must balance

- The Cash Flow balances

- All secondary data integrity check failures have an explanation of at least 10 characters

- Mandatory cells have a value (even if it is zero)

- Counterparty data integrity checks

3.27   This is a key sheet for DCLG and the subsequent audit review in assessing the quality of each DCT.

Capital and Revenue Grants

3.28   The auditors are likely to check all government and other contributions back to source documentation/grant determination letters. Therefore please obtain these from the business areas to support the information in the counterparty sheet. *We anticipate that the auditors will be placing considerable effort in this area due to the significance of eliminations issues*.

3.29   Following the move to full IFRS implementation the distinction of capital and revenue grant income and their accounting has changed. Capital grant income is now recognised immediately in the CI&E when no grant condition applicable. Where there is a clawback condition made by the grant provider then the grant paid is recognised as a 'Receipt in Advance' component of the liabilities.

3.30   All grants recognised as received 'from Government" are expected to be allocated to a CPID. There is now a data integrity check to ensure that this has been done. "Government" here refers to any entity with an allocated CPID code. Counterparty transactions will also include contributions made by other WGA bodies. The only portion of these balances identified as 'from Government' that are accepted as not requiring a CPID is where the underlying amounts fall below the CPID reporting threshold of £1m.

Financial Instruments & Investments

3.31   The Financial Instruments requirements have significantly reduced in size and complexity since 2009-10 so that there is now only one sheet (previously two sheets prior to 2010-11), but the disclosure requirements are still substantial in the LP-Fin Inst worksheet. Financial guarantees; derivatives and hedges details are not collected in the DCT, because our experience from previous years was that these overall balances in Local Government were very immaterial at the consolidated WGA level.

3.32   The LP-Inv, JVs & Assoc sheet **does not** follow the example disclosure Note 16 of the CIPFA guidance notes for practitioners (page 349), because the required breakdown for WGA is quite different. WGA requires Investments to be split between Investments with bodies inside the WGA boundary and those that are outside. Investments outside of the WGA boundary require greater analysis for disclosure purposes, whilst those with other WGA bodies will be eliminated on consolidation.

3.33   Fair value assessment has been limited to those assets and liabilities which are not explicitly held at fair value, e.g. long term loans and receivables held at amortised cost.

3.34   The financial instruments risks tables for Credit Risk and Market Risk (Interest Rate Risk) have to be completed by the WGA bodies if they have financial assets or liabilities of more than £50 million.

Additional Information – Highways Infrastructure Assets

3.35   Note the LP-Add info – Hways Infr worksheet will not be audited this year. We appreciate that the transition towards valuing the highways infrastructure assets on a Depreciated Replacement Cost (DRC) basis is complicated and technical; however the collection of the data on a dry-run basis will help to embed the relevant processes in the local authorities that have this type of asset.

3.36   It is important to note that Highways Infrastructure Assets data in the LP-PP&E & Invest Prop worksheet should still be recorded at Historic Cost and therefore be consistent with the PP&E disclosure note in your statutory accounts,. The LP-Add info - Hways Infr worksheet should be used to record the DRC details.

3.37   Please refer to the guidance listed in the LP-Add info Hways Infr worksheet and the WGA timetable paper "Accounting for Highways Infrastructure Assets in the Local Authority Sector on a Depreciated Replacement Costs Basis: Interim Accounting Arrangements for the Period up to 2012-13" which is accessible from the Gov.UK website at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/141784/wga_hia_timetable_2012_13.pdf

3.38   The data should be calculated on the basis set out in the new CIPFA Code of Practice on Transport Infrastructure Assets - Guidance to Support Asset Management, Financial Management and Reporting. Refer to http://www.cipfa.org.uk/pt/infrastructure/index.cfm for information on the development of this Code. This sheet of the DCT includes a CIPFA questionnaire about the adequacy of this Code and its supporting materials.

3.39   To ensure that robust data is returned to DCLG we expect the central finance team preparing the WGA return to liaise with their colleagues responsible for the managing and maintaining these infrastructure assets.

Recommended Order of Completion of the DCT

3.40   The DCT has been designed so that data entry is kept to the minimum and that related worksheets using the same data are pre-populated to ensure data consistency across the DCT. **We strongly recommend that you complete the DCT worksheets in the following order:**

   1)   Instructions – create your copy of the DCT by using the drop down list to select the CPID code for your entity (note that you have to click cell I5 before the drop down list will work properly)

   2)   LP-Balance sheet and LP-Restatement CI&E – use the adjustment columns I to L of the LP-Balance sheet worksheet to amend the data in column H because column M is protected. Please check that cells H74 and M74 are showing the "Balances" message as this indicates that the DCT is working properly, otherwise contact DCLG if there is a problem,

3) <u>LP-Add info-Transferred debt</u> – complete this worksheet if it is applicable for your entity, and contact HMT and DCLG if this worksheet needs to be amended,

4) <u>LP-Liabilities & Prov</u> **–** note that any adjustments to opening balances has to be entered on this worksheet on a disaggregated basis.

5) <u>LP-Fin Inst</u> – complete the Income, Expenses, Gains and Losses table.

6) <u>LP-I&E NCS Subjective analysis</u> and subsequent worksheets – populate all relevant data cells.

7) <u>K.Validation_Errors</u> – First validate your data by pressing the Validate macro button (row 17 of the Instructions worksheet). Cell G4 of the validation error worksheet will give the total number of validation warnings that require action.

8) <u>i.CPID_Transactions</u> - You cannot create the CPID transaction worksheet unless cell G4 of the K.Validations_errors worksheet is zero. This worksheet is created by pressing the Create CPID macro button (row 21 of the Instructions worksheet).

9) <u>Locking the Unaudited DCT</u> – Ensure that contact details for the entity and the auditor have been entered in rows 57 to 64 of the Instructions worksheet, and then press the Lock for Submission Cycle 1 macro button (row 27 of the Instructions worksheet). Successful locking is indicated by a 'G' message in cell M27 of the Instructions worksheet. Only locked DCTs will be accepted by DCLG and should be emailed to wga.returns@communities.gsi.gov.uk . Contact DCLG at wga.queries@communities.gsi.gov.uk if there is a problem with locking the DCT,

Section 4 - Coverage of the DCT

4.0   **This section highlights some key areas of Local Government finance which either require special treatment, or must be included or excluded**.

Housing Revenue Account

4.1   The HRA should be included in the WGA return. Transactions within HRA Net Cost of Services should be included on the LP-I&E NCS Subjective analysis worksheet. The movement in reserves sheet (MiRS) requires HRA transactions to be disclosed separately from the general fund. This means that the surplus or deficit on the provision of services must be split between the general fund and the HRA reserve in cells D13 and E13 of the LP-Reserves worksheet as this mirrors the disclosure in the statutory accounts and makes completion of this worksheet easier.

Collection Fund

4.2   The collection fund itself does not need to be included in the WGA return. Council Tax and Business Rates income should be included on an agency basis. These transactions are incorporated into the DCT and so will be picked up from the relevant worksheets.

4.3   If local authorities must record their share of the collection fund, and normally there will be either a year-end debtor or creditor balance in the billing and precepting authorities accounts. Therefore these counterparty balances need to be disclosed in the i.CPID_Transactions worksheet.

Pensions Fund and Other External Funds

4.4   These should not be included in the WGA return <u>except</u> where consolidated into the authority's group accounts. Transactions between the authority and these funds do not constitute transactions with another public sector body for WGA purposes unless, exceptionally, an external fund has been specifically designated for WGA purposes. However, IAS19 Pension liabilities and expenses should be included as recognised in the authority's own accounts.

Trading Accounts & Trading Operations

4.5   Trading organisations that are consolidated within the the authority's statutory accounts should be included in the WGA return.

4.6   Where a trading operation within the authority's accounts provides services to third parties (see paragraph 2.38.5 of SeRCOP) the gross income and expenditure of the operation should be reported. Where the operation trades with other WGA designated bodies the transaction streams and any year end balances should be disclosed in the iCPID_Transactions sheet. See section 7 and section 9 for further guidance.

4.7   Trading operations that are internal (see paragraph 2.38.5 of SeRCOP) and which generate a surplus or deficit which would lead to material misstatement of

Total Cost, then paragraph 2.36 of SeRCOP requires the surplus or deficit to be reapportioned to client Divisions of Service. See section 7 for further guidance.

Section 5 – Materiality & Input Conventions

General Guidance

5.0   The DCT will follow the accounting concepts and practices specified in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the UK for 2012-13 (the CODE) and the CIPFA Service Reporting Code of Practice (SeRCOP), unless alternative treatment is specified in this WGA guidance.

Materiality & Input Conventions

5.1   The data in the DCT should use the same materiality criteria in the authority's statement of accounts, unless an alternative criterion is specified below.

5.2   The data entered in the DCT has to be in £'000s without the pound sign (not £0.00) and with zero decimal places (i.e. whole numbers). For example, £5,000,000.00 will be entered as 5000 in the DCT and appear in the data cell as £5,000. Although the DCT permits decimal numbers to be entered, the default formatting is zero decimal places and also will cause problems when creating the uploading data for the OSCAR system. The only exception to this rule is the percentage disclosures section on LP-IAS 19 Pensions worksheet and the interest rate risk section on the LP-Fin Inst worksheet. These should be entered as numbers without percentage signs, for example 3.55% as 3.55. The same restrictions apply to copying and pasting, and to linking to other spreadsheets.

5.3   *SIGNAGE*: **Debit amounts (normally for assets and expenditure) are entered in the DCT as positive numbers whilst credit amounts (normally for income, liabilities, provisions and reserves) are negatives.**

5.4   For the DCT to work properly the macros must be enabled so that the correct data entry worksheets are created for the entity and the submitted data configured for uploading onto OSCAR. Therefore, in cases where the macros in the DCT has been tampered or removed, then DCLG will not accepted that DCT as having been submitted by the entity.

5.5   The DCT also include a number of questionnaires on certain worksheets, where a YES or No response is required. For example, the LP-Additional Data worksheet includes:

- Questions concerning Contingent Assets/Liabilities - cells G59 to G61 require a YES or NO response. If you do not have Contingent Assets/Liabilities greater than £500 million, please enter '0' for a NO response (otherwise a '1' for a YES response). Where the quantifiable liabilities amounts exceed £500 million, then actual details should be entered in cells G64 to G70 where relevant.

- Questions concerning Post Balance Sheet Events require a YES or NO response in cells G75 to G76. If you do not have Post Balance Sheet Events exceeding £100 million, please enter '0' for a NO response

(otherwise a '1' for a YES response).

5.6   The iCPID_Transactions sheet requires counterparty data on income, expenditure or year-end debtor / creditor balances where the respective aggregates are **£1 million or over** according to their Match Relationship category with each WGA entity. Note that the CPID code has to be in capitals (e.g. DCLG code entered in as COM085 and not com085, Com085 etc). Also only the aggregate should be entered against any OSCAR account code e.g. 52241000 (EXP – GOODS/SERVICES – OTHER) should include single entry for COM085 of 5000 and not multiple entries for COM085 (i.e. 1000 / 500 / 3500 entered as three items with against the same CPID code) as this allows the DCT macros to operate correctly. Data has to be entered to the nearest whole number rounded in thousand. Counterparty transaction streams should be reported on an accruals basis. Further extensive guidance is provided in sections 8 and 9.

VAT

5.7   Irrecoverable VAT should be included in the relevant item of expenditure. Note that recoverable VAT receipts received from HM Revenue and Customs should not be recognised as income in your statutory accounts or the DCT. Any VAT debtor (or creditor) is normally disclosed as a counterparty balance with HM Revenue and Customs Taxes and Duties (IRT813) in the i.CPID_Transactions worksheet (see section 8 for further Counterparty guidance).

Line Signage Checks

5.8   The DCT convention is that **debit amounts are entered as positives numbers and credit amounts as negative numbers**. For many data entries we can anticipate the correct signage, for example, all expense accounts should be debits and thus positive numbers.

5.9   Where the WGA entity is of the opinion that the default signage in the DCT template is not appropriate, the entity should contact DCLG at wga.queries@communities.gsi.gov.uk to request an amendment to their DCT where there is a reasonable justification for the amendment.

Hard Validations

5.10   **The DCT cannot be locked for submission if there are any Hard (Red) Validation warning reported in cell G4 of the** K.Validation_Errors worksheet. The 'hard' validation warnings will identify (a) soft (Amber) validations that do not have a valid text explanation or the explanation is less than ten characters in length, and (b) OSCAR accounts codes where an counterparty entry is anticipated (e.g. the data amount does not in aggregate to the account code total). The primary validations in the DCT include:

-       The Balance Sheet Balances – the opening and closing position (see row 74 of the LP-Balance sheet worksheet)

- The Upload accounts (i.e. the trial balance) totals zero – this is generate after the DCT is locked and is displayed in cell D1 and H1 of the Trial_Balance_Output worksheet.

- The Cash Flow balances – see rows 103 and 104 of the LP-Cash Flow worksheet

- All soft (Amber) validation warnings have a valid text explanation that's at least 10 characters in length (see cell G6 and column K of the K.Validation_Errors worksheet)

- Mandatory cells have a value (even if it is zero) – this is a hard (Red) validation (see cell G5 of the K.Validation_Errors worksheet)

- Counterparty data integrity checks – this is a hard (Red) validation (see cell G5 of the K.Validation_Errors worksheet)

Balance Sheet Validation

5.11   The audited DCT must be consistent and reconcilable with the authority's audited accounts. The DCT generates the opening and closing Balance Sheet position from the data in the DCT disclosure worksheets (e.g. LP-PP&E & Invest Prop etc) and it will balance if the data has been correctly transcribe. Note that for the purposes of the WGA consolidation the DCT Balance Sheet may disclose some items in a different way to the disclosures in your statutory accounts. If this is the case, please DO NOT change the data allocation in the DCT worksheets to match your statutory accounts.

5.12   Row 74 of the LP-Balance sheet worksheet will tell you if the DCT Balance sheet position is in balance or if not then an error message will appear. Please contact DCLG if there is an error message in cell M74.

5.13   The entity will not be able to lock the DCT if the DCT Balance sheet worksheet displays an error message in row74. The problem should be resolved by carefully checking the data entered on the other DCT worksheets. Note that DCLG will not normally accept an unlocked DCT for submission unless there is a valid reason e.g. a design error in the DCT macro.

5.14   If the balance sheet does balance, a message reading "Balances" is displayed. This does not indicate that the DCT has been correctly completed in other respects. Please do NOT add in balancing figures in order to 'make' the balance sheet balance or to other sections of the DCT.

The Trial Balance Output

5.15   The Trial_Balance_Output worksheet is a blank template created when the DCT is initially configured for the entity following the opening of the DCT template for the first time. The DCT template can be downloaded from the WGA webpage of the GOV.uk website (https://www.gov.uk/government/publications/whole-of-government-accounts-guidance-for-preparers-2012-to-2013).

5.16   When the DCT has been successfully locked by the entity at the end of cycle 1 (the Unaudited stage) or cycle 2 (the Audited stage) the relevant Lock for Submission macro button will auto-populate the Trial_Balance_Output worksheet and will disclose a '0' in cell D1 for the Unaudited trial balance (in column C) and a '0' in cell H1 for the Audited trial balance (in column G) provided these trial balances are in balance. **No action is required by the entity regarding the Trial_Balance_Output because DCLG is responsible for uploading this data into the OSCAR system**.

Cash Flow Validation

5.17   The Cash Flow statement is prepared using the indirect method and complies with the CODE requirements (see example Cash Flow Statements 26 to 28 in the CIPFA guidance notes for practitioners on pages 366 to 367) and the CIPFA Cash Flow Model. The LP-Cash Flow worksheet relies on data entered on other DCT worksheets and, therefore, should be populated after the other relevant worksheets have been completed. Note that the DCT cash flow statement has additional data entry lines compared to the statutory accounts because this additional information is necessary for the disclosure notes of the consolidated WGA statements publication.

5.18   The LP-Cash Flow worksheet will be audited. Please ensure that the movement on the cash and cash equivalents balance (including the bank overdraft) agrees to the disclosure in your statutory accounts.

5.19   Rows 103 and 104 of the LP-Cash Flow worksheet will confirm if the cash flow statement is in balance or out of balance. Note that the DCT cannot be locked if there is an error warning message on this worksheet. Entering the correct data and revalidating the data by pressing the Validate macro button on the Instructions worksheet is the only way to correct a cash flow statement that is out of balance.

Soft (Amber) validation warnings

5.20   Soft (Amber) validation warnings require a valid text explanation of at least 10 characters minimum. This information is used by the WGA team at HM Treasury to underpin the preparation of the disclosure notes for the published consolidated WGA statements. Cell G6 of the K.Validation_Errors worksheet will identify the total number of soft (Amber) validations warnings in the DCT, but you will need to check that a valid explanation (minimum of 10 characters) has been entered in column K (not J as specified in the Instructions worksheet). Note that any new data entry (including text explanations) will have to be revalidated (step 2 of the Instructions) but this means that any work done previously on the i.CPID_Transactions worksheet will be overwritten when the new CPID transaction worksheet is recreated (step 3 of the Instructions worksheet). We appreciate that the DCT procedures are complex because of the need to quality assure the WGA data and sometimes it is unavoidable that the entity has to go back to step2 when new significant information comes to the attention of the entity. We suggest that in these circumstances the entity should save two copies of their current (incorrect) DCT but under different filenames

and then correct one of the copies by pressing the validate macro button to revalidate the data (step 2) and create a new i.CPID_Transactions worksheet (step 3). The entity can then use the paste and copy function to populate the new i.CPID_Transactions worksheet.

Mandatory cells

5.21   The DCT will validate whether the mandatory cells have been completed, including those cells requiring a '0' or '1' entry. Please ensure that appropriate entries are made in the DCT e.g. full time equivalent of staff numbers in whole number (not thousands) calculated on the average of the opening and closing staff numbers; additional information questions regarding contingent assets/liabilities and post balance sheet adjustments; and the Highways Infrastructure Assets. If these cells are inapplicable to you, you must enter '0' in the relevant cell. In some cases, an explanation will be required for certain zero data entry (for example, staff numbers).

Counterparty data validations

5.22   The DCT will generate hard (Red) validations display in column R of the iCPID_Transactions worksheet under the following circumstances:

- Missing CPID code in column O of the iCPID_Transactions worksheet when an amount has been entered in column M – please enter the missing code;

- Invalid CPID code entered in column M of the iCPID_Transactions worksheet (note that will result in a "#N/A" value in column N) – please enter a valid CPID code or

- Valid CPID code entered in column M but this does not match the anticipated CPID code for the OSCAR account code – please amend the CPID code or contact DCLG if there is a valid reason (e.g. DCLG was acting as an agent when the grant payment was made on behalf of another government department).

5.23   The iCPID_Transactions worksheet is validated every time the 'Lock for Submission ….' Macro buttons are pressed at the end of cycle 1 (the Unaudited stage) or cycle 2 (the Audited stage). Validated CPID transactions display a 'G' (Green) status in column R of the iCPID_Transactions worksheet

Counterparty data: Investment balances identified as internal to WGA on the LP-Inv, JVs & Assoc sheet have been allocated in full to CPID(s)

5.24   The investments identified as internal to WGA (i.e. a transaction with a WGA designated entity) must be 100% allocated to CPIDs on the iCPID_Transactions sheet. In other words cells D64 and D74 of the LP=Inv, JVs & Assoc worksheet should match the entries in the iCPID_Transactions sheet. **See the example below**.

From LP-Inv, JVs & Assoc sheet: See cell C64

Joint Ventures and Associates

Step 2: Split the balances disclosed in Step 1 between the balances held with bodies outside

	External Balances	Internal Balances
	Balance as at 31 March 2013 £'000	Balance as at 31 March 2013 £'000
Short Term Investments		
Shares and equity type investments		
Deposits		20,000
Loans		
Other		
Balance for the year ended 31 March 2013	0	20,000
Long Term Investments		
Shares and equity type investments		
Deposits		
Loans		
Other		
Balance for the year ended 31 March 2013	0	0

From iCPID_Transactions sheet: See row 100

CPID Transactions Interface

| Entity Completing Pack | E5011X - Camden London Borough Council |
| CPID Data Status | G | Ready |

Add CPID Rows

Delete Selected Rows

Account Code	Account Description	Trial Balance Account Balance £	Instigating Entity Code	Instigating Entity Description	Counter Party Code	Counter Party Description
23121000	NCL - BANK AND OTHER BORROWINGS					
23122000	NCL - PWLB BORROWINGS	-200012	E5011X	Camden London Borough Council	PWL888	Public Works Loans Board
23122000	NCL - PWLB BORROWINGS					
23122000	NCL - PWLB BORROWINGS					
23172000	NCL - TRADE PAYABLES	0				

5.25   Note that if the amounts in D64 and D74 of the LP-Inv, JVs & Assoc worksheet are individually below the elimination threshold of £1 million, the entity should reclassify these individual amounts as external to WGA by entering these amounts either in cells C64 or C74 as appropriate.
Example where the entity has reclassified £800k

Joint Ventures and Associates

Step 2: Split the balances disclosed in Step 1 between the balances held with bodies outside

	External Balances	Internal Balances
	Balance as at 31 March 2013 £'000	Balance as at 31 March 2013 £'000
Short Term Investments		
Shares and equity type investments		
Deposits	800	19,200
Loans		
Other		
Balance for the year ended 31 March 2013	**800**	**19,200**
Long Term Investments		
Shares and equity type investments		
Deposits		
Loans		
Other		
Balance for the year ended 31 March 2013	**0**	**0**

SECTION 6 - TREATMENT OF INTERNAL CHARGES

Background

6.0   A key aim of local authority accounting statements is to highlight the total cost of individual services. As such it is normal for overheads to be recharged to services and for these charges to be recorded by those services according to the origin of the recharge (for example, finance department recharge). Recharges typically come from support departments and trading operations, but may be between two 'front-line' services.

6.1   It is the basic principle of consolidation that charges within the group should be eliminated leaving only the income and expenditure with the "outside world" in the consolidated statements. IFRS also requires certain disclosures (for example, of staff costs) that require the 'true' total of an item to be shown not including recharges (i.e. disclosure of staff costs including finance staff as a staff cost not as a recharge). WGA requires data in this format.

6.2   For all of these reasons it is necessary that internal recharges are disregarded in preparing WGA, with all income and expenditure being accounted for according to its nature (i.e. a "subjective classification"). Naturally materiality and cost-benefit considerations apply.

Overall Approach

6.3   The process will remain the same as for previous years, in that all items above the Net Cost of Services (NCS) should be analysed by the nature of the expenditure according Recommended Subjective Analysis (RSA) in the SeRCOP guidance.

6.4   Conceptually this is straightforward. It is not necessary to "reverse out" recharges between services. A 'cross-tab' of all cost centres above NCS would show income and expenditure for both front-line and support services. Direct costs to support service cost centres would be recorded by their nature, as this is the information support service managers require. A total for each RSA category should then provide the necessary data on external transactions, after recharge expenses have been off-set against income. No analysis between services is required.

6.5   One difficulty is that there is 'leakage' into and out of NCS because of recharges from and to trading operations. We will continue to accept that the income and expenditure of trading operations will not be reallocated according to its nature if it is not material. Accordingly, where it is immaterial, there is no requirement on authorities to remove recharges from/to trading operations. However, if an authority can easily remove recharges from/to trading operations we would encourage you to do so.

Section 7 - Transactions between an authority & other public bodies (Counterparty Analysis)

7.0   Advice on how to complete the counterparty information can be found in section 9 sheet by sheet guidance.

Overview of Counterparty Identification Codes (CPID)

7.1   Consolidated Accounts require income and expenditure transaction streams and year-end debtor and creditor balances between the bodies comprising the consolidation to be cancelled out (or eliminated) in order to present the overall financial position as if it were a single entity.

7.2   The WGA consolidation is higher step consolidation of designated WGA entities that includes central and Local Government sector, health bodies and public corporations throughout the UK. A list of the WGA bodies (with their CPID codes) can be downloaded from the WGA webpage[1] or can be seen in the CPID_List worksheet of the DCT.

7.3   The WGA consolidation eliminations use the counterparty transactions data collected on the iCPID_Transactions worksheet of the DCT. Counterparty transactions are matched using the unique CPID codes allocated to each WGA entity.

7.4   For example: Local Authority A received grant income from Department X in four instalments over the year, to a total of £18,000k. At year end, Local Authority A was owed £1,500k from Department X for grant income which is unpaid at the balance date. That is, Local Authority A would have a debtor on the balance sheet owing from Department X for £1,500k.

7.5   In this instance, Local Authority A would record the CPID code of Department X against the grant income line for £19,500k and also against the Short Term Debtors line for £1,500k.

7.6   At the WGA level, the consolidation system will search for a matching transaction and balance, and once found, these will be eliminated. For the above example, the consolidation system will search for a grant expense recorded by Department X for £18,000K with the CPID of Local Authority A and a creditor for £1,500k with the CPID of Local Authority A.

7.7   To simplify the elimination process the OSCAR account codes are grouped in various Match Relationships, for example debtors are in the same match relationship as creditors. This matching process is carried out on the Treasury's On-line System for Central Accounting and Reporting (OSCAR). The list of Match Relationships can be found in Annex B of this document.

7.8   It is crucial that all WGA entities use the correct OSCAR account codes

---

[1] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/224048/01_2012-13_CPID_18072013.xls

when mapping their WGA transactions because the use of the inappropriate account code will create mismatches of the counterparty transactions which then have to be reviewed manually by the WGA team and contact made by DCLG with the local authorities to resolve the most significant transaction amounts and balances. Whilst there has been improvement in the quality of the counterparty data over the past few years, a very significant number of mismatches for significant amounts have caused the WGA statements to be qualified by the NAO.

7.9   Whilst there is no requirement (at present) for local government bodies to agree their counterparty figures, we would encourage local authorities to do so as this reduces the number of mismatches to be resolved by the WGA team at HM Treasury at the sub-consolidation stage. Note that central government entities are required to agree with non-local government bodies where they have counter party figures exceeding £5 million in aggregate.

The most common counterparty transaction errors

7.10   Sufficient and good quality data is paramount for the success of WGA and the most common and significant errors are as follows:

a) Failure to identify grant transactions received from central government departments;

b) Failure to report CPID balances that have been agreed; and

c) Failure to report CPID balances against specific SCOA codes e.g. current grants from central government which auditors expect to be fully eliminated during the sub-consolidation stage.

Identifying counterparties

7.11   The local government entities can use various approaches to identify their counterparty transactions, such as:

- The CODE requires that the Related Parties note include transactions with the rest of the public sector. The example disclosure Note 40 in the CIPFA guidance notes for practitioners (page 383) may be helpful.

- Authorities adopting the full SeRCOP Recommended Subjective Analysis should find the Third Party Payments group useful as it is structured by sector.

- DCLGs RO form includes a list of specific and special grants by government department.

- Certain items, such as PWLB debt or NI payments have fixed counterparties; these are built into the return.

- Authorities will of course also find searching their debtors and creditors ledgers a robust method of identifying counterparties, *although the transactions shown on these ledgers as occurring in the year will need adjusting to an accruals basis for WGA purposes.*

- Several sections in the authorities' Statement of Accounts distinguish transactions with government from those 'outside government', for example, the government grants disclosure(s). Similarly, the example disclosure notes for debtors (Note 19) and creditors (Note 22) in the CIPFA guidance notes for practitioners (pages 356 and 357 respectively) recommend that the authorities' Statement of Accounts disclose balances with central government; local authorities; NHS bodies; and Public Corporations separately. The working papers for these notes to the Statement of Accounts should assist in completing the iCPID_Transactions sheet.

7.12   It is important to consider that some bodies may not be on the CPID list because they are included within the central government department's Resource Accounts or use the same CPID code of another larger body. For example, all Primary Care Trusts are included under the Department of Health CPID for WGA (DOH033). Similarly, you should also ensure that all transactions involving academies are allocated to the central academy CPID code CAD022.

Thresholds

7.13   No formal agreement is necessary between Local Government, Central Government, Health Trusts or Public Corporations. Amounts greater than £1 million in aggregate *per transaction stream* with another public sector body must be reported, although no prior agreement is required. As part of your normal accounts preparation work we expect that authorities will agree material balances (including and ***specifically*** grants) with key suppliers/customers/grant contributors. This is in accordance with best practice and should assure authorities of the integrity of their material balances. For WGA purposes, we will rely on the authority's own assurance and if a significant difference in balances appears between two bodies, we are likely to contact both bodies to enquire as to the nature of the discrepancy.

7.14   If a body has a number of flows or balances with a particular counterparty, **the £1m threshold will apply to the total if they all fall under the one description line in the form, or under one Match Relationship**. Match relationships are no longer colour coded on the counterparty sheet in the DCT. In all other instances, counterparties for transactions below £1 million should be ignored.

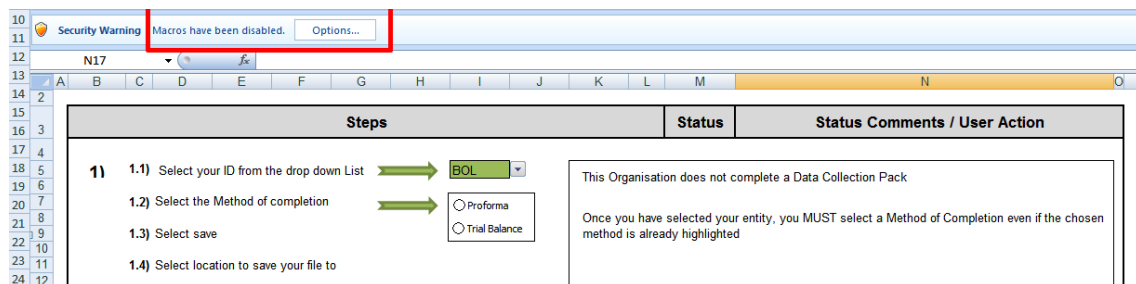# SECTION 8 – GUIDANCE ON EACH DCT WORKSHEET

8.0   A completed 2012-13 WGA DCT pack at the pre-audit stage will consist of the following worksheets:

Instructions
CPID_Transactions
CPID_List
K.Validation_Errors
Trial_Balance_Output
LP-Balance sheet
LP-PP&E Invest Prop
LP-Intangibles
LP-Cash Flow
LP-Restatement CI&E
LP-I&E NCS Subjective analysis
LP-CI&E
LP-Inv,JVs & Assoc
LP-Current Assets & AHFS
LP-Liabilities & Provs
LP-IAS 19 Pensions
LP-Fin Inst
LP-Reserves
LP-Additional Data
LP-Add info-Transferred debt
LP-Add info - Hways Infr
LP-Academies

Instructions

8.1   The Overview sheet in the L-Pack has been replaced in the DCT by an Instructions worksheet which contains several mandatory fields. These fields must be completed before further data input to the rest of the form is allowed.

8.2   When downloading the DCT template from the WGA webpage[2] please save the file using the 'save as' option whilst the macros have been disabled. Only enable the macros when you want to create a DCT by selecting your CPID code for your entity as this will then configure the DCT template.

---

[2] https://www.gov.uk/government/publications/whole-of-government-accounts-guidance-for-preparers-2012-to-2013

After opening the DCT template, enable the macros and then:

1) click on cell I5 of the Instructions worksheet to enable the drop down list to be activated and select your CPID code;

2) Selecting the CPID code will display the name of the WGA entity in rows 5 and 6 of columns K to L, and then

3) Select the Proforma radio button (the default method of completing the DCT for local government.

4) Use the 'save as' option to save the configured DCT under a different filename in the selected folder on your computer.
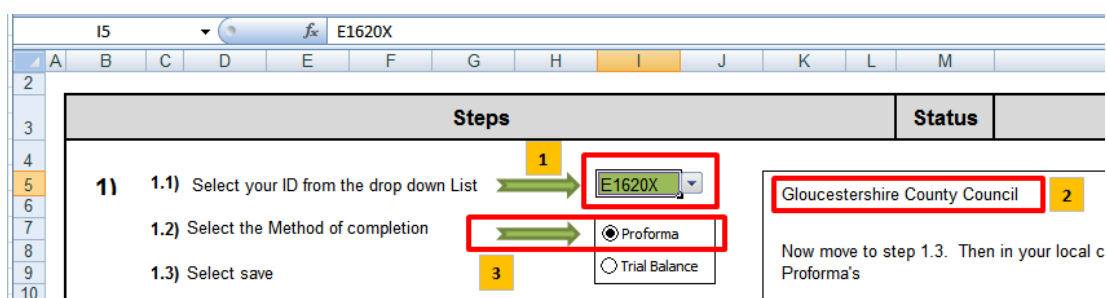
The configuration of the DCT will take a maximum of 15 seconds depending on the processing power of your computer and it will display a 'Please wait …' message in the status bar at the bottom left-hand corner of the Excel screen, and then close down automatically to save the configuration settings of the DCT for your entity.
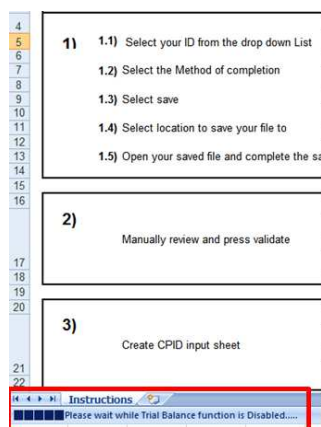
We suggest that the DCT filename should follow the following convention – 'CPID code – shorten name of the entitle – DCT 2012-13_ xxxx' where xxxx is a local reference such as the date or version control reference e,g, before CPID, with CPID, Unaudited submitted etc.
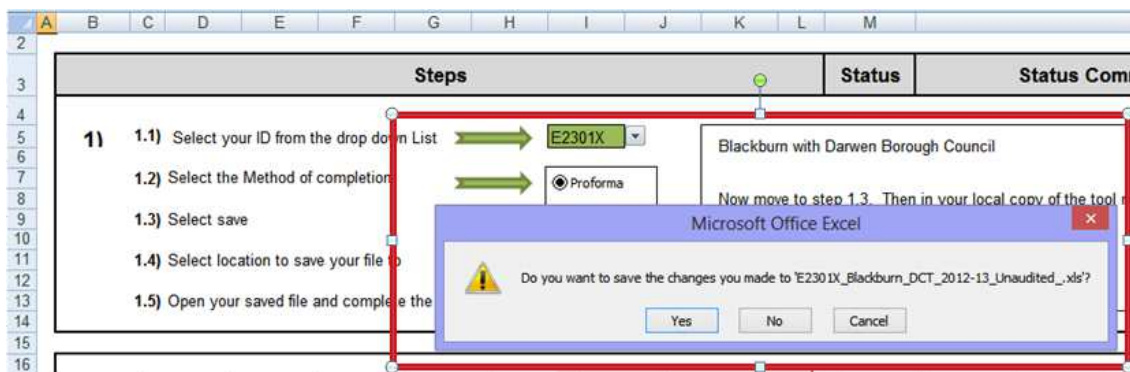
8.3   Mandatory fields in the DCT includes:

- The CPID code of the WGA entity Method of completion – Only the 'proforma' approach has been enabled for Local Authorities and this must be selected.

- Contact details – Entity contact details are entered in cells G57 to G59 and the auditor's details in cells G61 to G64 of the Instruction worksheet. This will facilitate swift resolution of any queries related to the submitted DCT at the end of Cycle 1 (the Unaudited stage) and Cycle (the Audited stage). This ensure that the relevant person is contacted and the email address given will also be used to return the Unaudited DCT ready for any audit adjustments (see the submission flowchart).
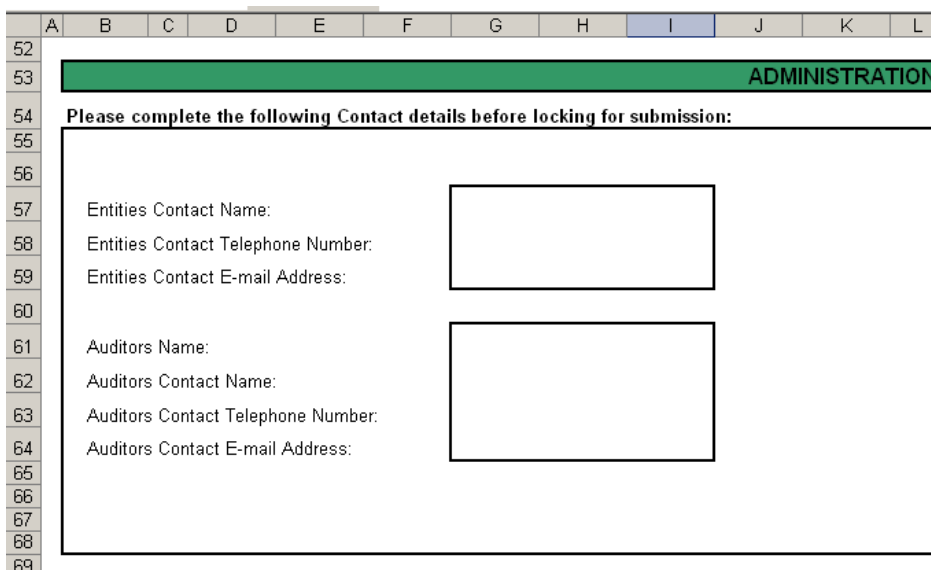
- Note that the Group or Single Entity option no longer exist in the DCT. Worksheets will contain additional data cells that are specific to group-based accounts.

- The DCT does not require a second contact person at the entity to be given. We suggest that these contact details are provided at the time the DCT and the completed Management Review form is submitted by email to DCLG by including the person as a copy recipient.

8.4   DCLG will review your Unaudited DCT before the data is uploaded onto the OSCAR system. The entity is responsible for sending their Unaudited DCT to

the auditor and agreeing the audit timetable. Where the WGA team at HM Treasury has to intervene, for example, in cases where the macro is not functioning properly and this had not been caused by the entity, the repaired DCT will be sent back to the entity for it to be forwarded to their auditor.

8.5 Note that the entity must use the copy of the DCT that has been unlocked by the auditor in order to add the audit adjustments required by the auditor. Only locked Audited DCT Returns will be accepted by DCLG for uploading onto the OSCAR system.

8.6 Please fill in white cells only in the DCT as the grey cells are auto-populated cells and are locked to prevent the formulae being overwritten.

8.7 The Instructions worksheet displays the status of each significant stage in the completion of the DCT.
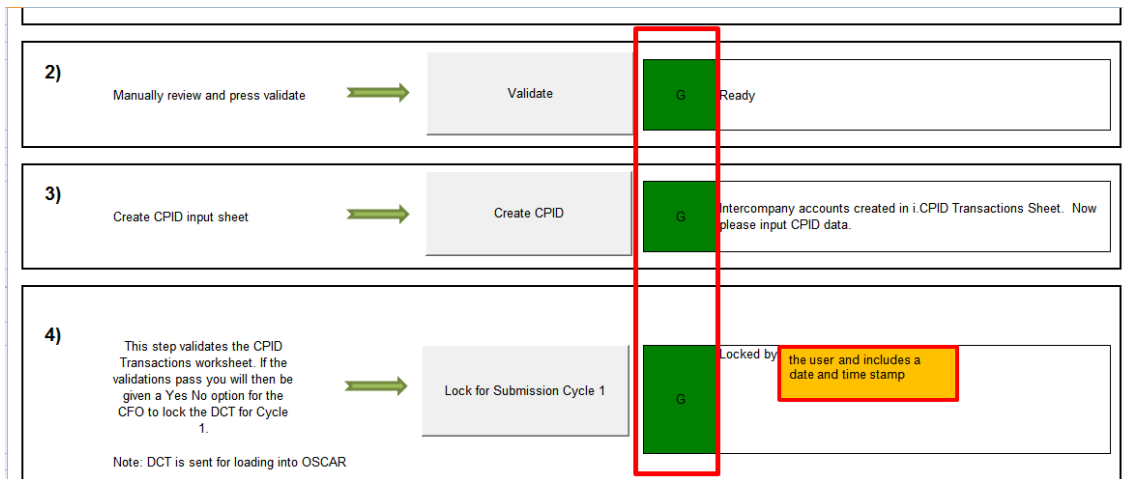
Validation Errors

8.8 We recommend that you refer to this sheet last, once all other sections are complete, and before you are about to submit the draft/audited Pack.

Validation & Progress Macros

8.9 The macros in the Instruction sheet (as shown below) are designed to help reduce the workload for both Local Government colleagues and central government managing the data flow onto the Treasury OSCAR system. **Refer to flowcharts in section 2 of this guidance for the use of these macros.**

8.10   The DCT is required to be completed and submitted to DCLG by the deadline of 14th August 2013 or an alternative date that will allow the Audited DCT to be submitted to DCLG by the 4th October 2013 deadline. When the DCT has been completed then select the button "Lock for Submission Cycle 1" in section 4 of the Instructions sheet. This will not work if there are still 'hard' validation errors (see cell G5 of K.Validation_Errors sheet) and these have to be corrected before the DCT can be locked for submission. DCLG will normally not accepted unlocked CTs unless there is a valid reason. Please complete and submit the Management Checklist at the end of Cycle 1 to DCLG and your auditor.

8.11   Please ensure that the DCT is ready before clicking the "Lock for Submission Cycle 1" button, as any amendments will only be allowed as audit adjustments in the DCT that DCLG sends back to your entity.

8.12   If the DCT is deemed to be satisfactory then it will be loaded and submitted onto OSCAR. DCLG will return the 'uploaded unaudited' DCT to the local authority. This is the version local authorities must use to input any changes to the data following audit/internal review.

8.13   This procedure of locking and unlocking the DCT aims to avoid having to complete a DCT twice and to ensure the integrity of the WGA data submitted.

8.14   Once all audit adjustments have been reflected in the DCT (after the auditor has actioned the 'Unlock' button in section 5 of the Instructions sheet (see screenshot below), and the management checklist has been updated, then the

preparers must click on the box titled "Validate" in section 6. The reason for this is to enable the preparer to check their DCT before locking for Cycle 2. The CFO (or preparer on behalf of CFO) is required to click the button titled "CFO for Submission Cycle 2" in section 7, after carrying out a management review of the DCT. The auditor then has to click the button titled "Lock for Submission Cycle 2" before they return the audited DCT to the entity so that the entity can send the Audited DCT to DCLG. This last button will auto-generate a journal to be uploaded by DCLG that reflects only the changes between the draft and final accounts. This will negate the need to remove all draft data sets from OSCAR and then re-input the final audited data.
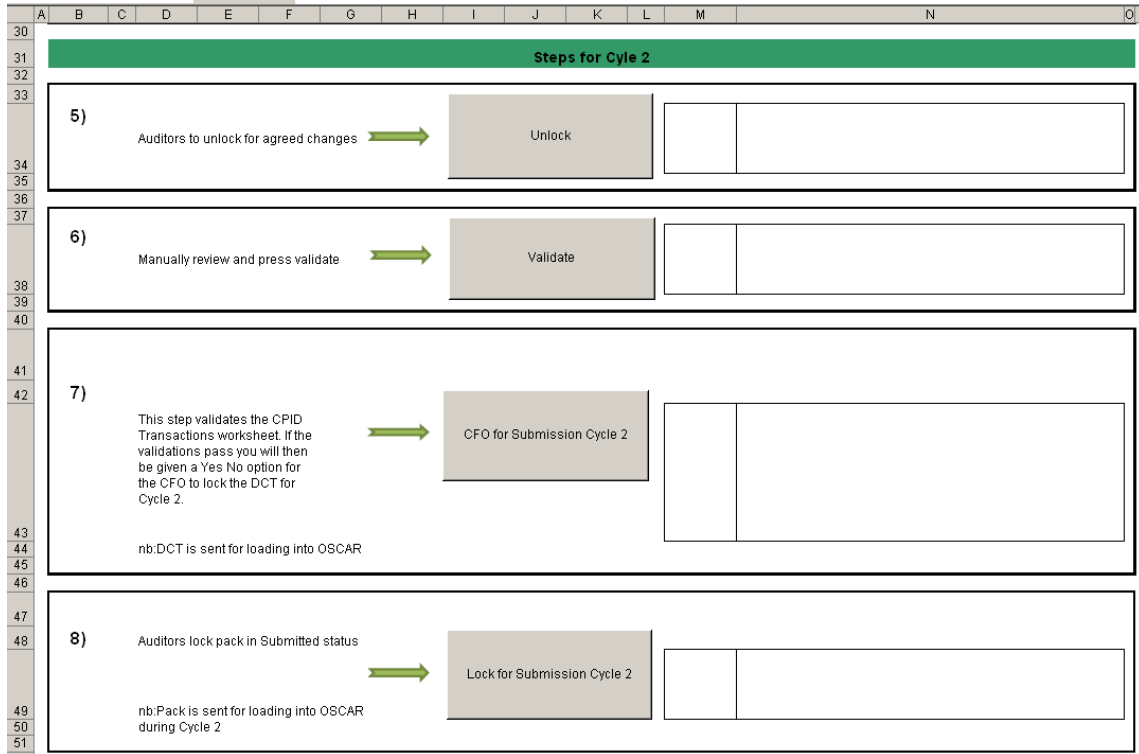
8.15   This may appear rather confusing at first sight but we hope that the time saved in just updating the existing DCT will outweigh the need to re-perform the whole of the DCT or to track audit adjustments and manually create a journal that could have a negative impact on the Validations. This has the additional benefit of saving time at the centre in loading, removing and re uploading the data. However, to balance this we need to carefully manage the locking of the data so that only the changes are uploaded via a journal. Hence the need to have these strict sequencing.

HARD VALIDATIONS AND SOFT DATA INTEGRITY CHECKS

8.16   **Refer to section 6 "Validation and Data Integrity Checks".**

8.17   The validation sheet highlights key validation checks for authorities and auditors to observe. This is in two sections: the hard (cells in red) validations and the soft (cells in amber) data integrity checks.

8.18   A "**Summary of Validation Issues**" table is towards the top of the K.Validations_Errors sheet to assist you in quickly identifying the issues to be resolved or explained. Hyperlinks have been added to the tests so that you can more easily locate the area of the Pack that is being referred to.

Hard Validations

8.19   The hard validations have increased by one since 2011-10 when they were increased to include counterparty tests; to ensure cells that should be completed have a value (even if it is zero); and to ensure there is an explanation for all other secondary tests that fail. One additional validation has been included to ensure the sign off sheet is completed prior to submission, this is part of the management review checklist process. These primary tests must be PASSED before the Pack can be submitted, indicated by a zero in cell G5 of the K.Validation_Errors sheet.

8.20   **Refer to section 6 "Validation and Data Integrity Checks" in this guidance, which explains each of the Primary Validation checks.**

Soft Data Integrity Checks

8.21   We know that valid reasons exist for many of these data integrity checks to 'fail', all that we ask is that an explanation is given, as they represent areas in WGA that are expected to be internally consistent or explained. Much of these expectations were learnt from the 2009-10 WGA exercise when an additional review and audit work was conducted in view of the first 'live' publication. These lessons learnt have been feed into the 2012-13 DCT. We require your explanations in order to understand and justify these issues at a global level for WGA. As we understand the primary reasons for the differences, some of these accounting tests may change or be removed from future DCT templates. For example, the PPE note has been expanded to distinguish the revaluation depreciation charged to the CI&E and reserves, which allow a consistency validation check to be made on the CI&E and the PPE note.

8.22   The number of soft data integrity checks has remained broadly the same. These are particularly helpful to identify and resolve issues when preparing and auditing the DCTs. These focus on the following:

- Opening/closing balance reconciliation and prior year restatement, as WGA

must be able to reconcile last year's closing balances with this year's opening balances;

- Internal inconsistencies (e.g. provisions expense aligns with the movement on the balance sheet liability, and similar concepts for impairments; depreciation; reclassifications between assets; pensions; transfers between reserves; lease disclosures; PFI; etc);

- Counterparty integrity and completeness checks;

- Explaining material amounts that have been allocated to 'Other' lines in the LP-Reserves sheet and LP-Cash Flow sheet; and

- Explaining why cells that are expected to have a value only show '0' (for example, staff numbers).

8.23   It is compulsory that all secondary tests that fail have an explanation of at least 10 characters. As explained above, we know that valid reasons exist for these secondary data integrity checks to fail, however we need to understand the causes (using your explanations) in order to justify these issues at a WGA level. If these secondary tests fail, and are justified, please provide an explanation (either on the K.Validation_Errors sheet; LP-IAS 19 Pensions sheet; or LP_Reserves sheet as appropriate). The primary validations will not pass unless all secondary data integrity errors have an explanation. DCTs will not be accepted by DCLG unless all primary validations are passed.

8.24   The "Summary of Validation Issues" table near the top of the K.Validation_Errors sheet will tell you the number of errors that are yet to be explained (cells G5 and G6). Please provide explanations as necessary until cells G5 and G6 show as zero.

Counterparty integrity checks

8.25   Due to the significance of the counterparty eliminations issues in WGA, counterparty data integrity checks are included on the K.Validation_Errors sheet. The primary counterparty validation checks have been explained in section 6 of this guidance. The secondary data integrity checks pulled through from the iCPID_Transactions sheet fall in the following categories:

- **The counterparty breakdown provided is greater than the trial balance amount.** For instance, total sales income is "pulled though" from the CI&E and is £10m. However the counterparty breakdown provided is £12m. This typically cannot be the case, unless there has been a large reversal or offsetting amount on that line balance. Usually it would suggest that either the account balance is wrong; the wrong amount has been input on the Counterparty sheet; or the amount has been allocated against the wrong account balance on the Counterparty sheet. An explanation is required if this occurs in your DCT and you believe it is appropriate.

- **Signage**: CPIDs in column O of the Counterparty sheet are expected to be the same sign as the balance in column J (e.g. positive for expenses etc). An explanation is required for CPID amounts with the opposite sign to the

column J balance.

- **Under-allocation of CPIDs on lines that are expected to be fully allocated to CPIDs (for example, government grants)**: There are internal to WGA balances in the Pack that we expect to be fully allocated to CPIDs (except for a small balance for individual amounts below the CPID reporting threshold of £1 million). For example, on the CI&E sheets (LP-I&E NCS Subjective analysis and LP-CI&E), grants received from government have been asked for separately from non-government contributions. Therefore, we would expect all of the balance identified as with government (except for amounts below the reporting threshold) to be allocated to CPIDs on the iCPID_Transactions sheet. Where these balances have not been fully allocated to CPIDs, please take the following steps:

  – ensure any amounts not internal to WGA are reallocated to the equivalent 'non-government' line item;

  – ensure all amounts that meet the £1m reporting threshold have been allocated to CPIDs;

  – provide an explanation for remaining balances over £5 million.

  In respect of the lines in this validation section that relate to government grants, we would expect that the only reasonable explanation is that the remaining balance consists of individual counterparty amounts that are below the £1m reporting threshold. The auditors are likely to be checking this section, as counterparty data will be more of a focus in the 2010-11 WGA audits.

  Example: if the Other government grants line on the I&E sheet has an amount of £10m, but there is only £2m of this balance allocated to CPID on the iCPID_Transactions sheet, then the unallocated balance of £8m is significant. You will be required to justify why the £8m is not allocated to CPIDs, confirming that the remaining £8m is all due to small individual grants under £1m from different bodies.

RESTATEMENTS - BALANCE SHEET AND CI&E

8.26   **Completion of the prior year restatements is <u>important to identify the differences between the closing balances in the 2011-12 WGA returns and the opening balances in the 2012-13 statutory accounts</u>.**

8.27   Restatement of the Balance Sheet is now completed in columns I to L of the LP-Balance Sheet worksheet and has to be analysed under the following categories: accounting policy changes, changes in body's structure, other adjustments and adjustments to opening WGA numbers. The restatement figures do not auto-populate other worksheets and therefore have to be entered onto to the relevant worksheets.

Opening Balance Sheet - Restated

Please complete the form in order of the steps shown	Worksheet Reference	Balance sheet as at 31 March 2013 £'000	As per your 2011-12 Statement of Accounts £'000	Policy changes £'000	Change in body's structure £'000	Other adjustment £'000	Adjustments to opening WGA numbers to align with your final 2010-11 Stat A/c £'000	Opening 1 April 2012 £'000
LONG-TERM ASSETS								
Property Plant and Equipment	LP-PP&E & Invest Prop	2,009,755	1,996,015			-56,717		2,052,732
Revaluation Reserve	LP-Reserves	-533,293	-511,538			-4,500		-507,038
Capital Adjustment Account	LP-Reserves	-1,182,608	-1,189,778			61,217		-1,250,995
Deferred Capital Receipts	LP-Reserves	-6,086	-6,115					-6,115
Collection Fund Adjustment Account	LP-Reserves	-424	713					713
Financial Instruments Adjustment Account	LP-Reserves	1,006	1,045					1,045
Available for sale Financial Instruments Reserve	LP-Reserves	-19	-15					-15
Pension Reserve	LP-Reserves	198,205	155,647					155,647
Unequal Pay Back Reserve	LP-Reserves	0	0					0
Accumulated Absences Account	LP-Reserves	4,147	4,082					4,082
Usable Reserves		**-89,507**	**-87,482**	**0**	**0**	**0**	**0**	**-87,482**
General or County Fund Balance	LP-Reserves	-22,332	-16,976					-16,976
HRA Balance	LP-Reserves	-6,061	-6,720					-6,720
Capital Receipts Reserves	LP-Reserves	-4,498	-3,594					-3,594
Major Repairs Reserves	LP-Reserves	0	0					0
Capital Grants Unapplied Account	LP-Reserves	-3,142	-2,510					-2,510
Other earmarked and ring-fenced Reserves	LP-Reserves	-53,474	-57,682					-57,682
Reserves of Group Entities (Group Accounts Only)	LP-Reserves	0	0					0
Minority Interest (Group Accounts Only)	LP-Reserves	0	0					0
TOTAL RESERVES		**-1,608,579**	**-1,633,441**	**0**	**0**	**56,717**	**0**	**-1,690,158**
		0	**0**	**0**	**0**	**0**	**0**	**0**
Checks		Balances	Balances	ok	ok	ok	ok	Balances

8.28 The prior year balance sheet balance is now shown in column H and the closing balances are given in column F. The figures in column M are extracted from the OSCAR system and represent the data returns in last year's WGA return (the 2011-12 L-Pack).

8.29 Note that cells in the DCT which are greyed out are protected cells that either contain formulae links to other DCT worksheets or data from the OSCAR system.

31 March 2012 Comparatives and Opening Balance Sheet restatement (LP-Balance Sheet)

8.30 The balance sheet restatement process must separately identify changes to arrive at the 1 April 2012 opening balance. The identification of changes is split into four steps.

Step 1 – Adjustments to opening WGA numbers to align with final 2011-12 Statutory Accounts figures.

This column is for adjustments made to statutory accounts after final 2011-12 DCT data was submitted – there will be no entries if the audited return was submitted in time. This may be different for former band 3 bodies as they were not required to submit an audited return but there could have been audit adjustments in their SoA.

Step 2 - Policy changes

Accounting policy changes should be restated at step 2.

Step 3 - Change in body's structure

Where your organisation has undergone reorganisations and other combinations changes (see Section 2.5 of the CIPFA Code).

Step 4 - Other adjustment

Restatements for other adjustments, such as material errors in prior year balances.

Opening Balance Sheet - Restated

Please complete the form in order of the steps shown	Worksheet Reference	Balance sheet as at 31 March 2013 £'000	As per your 2011-12 Statement of Accounts £'000	Policy changes £'000	Change in body's structure £'000	Other adjustment £'000	Adjustments to opening WGA numbers to align with your final 2010-11 Stat A/c £'000	Opening 1 April 2012 £'000
LONG-TERM ASSETS								
Property Plant and Equipment	LP-PP&E & Invest Prop	53,773	53,773					53,773
Investment Properties	LP-PP&E & Invest Prop	40,028	40,028					40,028
Intangible Assets	LP-Intangibles	0	542					542
Long-term Investments	LP-Inv, JVs & Assoc	0	20					20
Net assets/liabs in Associates and Joint ventures (can be negative)	LP-Inv, JVs & Assoc	0	0					0
Long-term Debtors	LP-Current Assets & AHFS	0	0					0
Total Long-Term Assets		93,801	94,363	0	0	0	0	94,363
CURRENT ASSETS								
Short-term Investments	LP-Inv, JVs & Assoc	0	0					0
Assets Held for Sale	LP-Current Assets & AHFS	185	0					0
Landfill Allowance Stock	LP-Current Assets & AHFS	0	0					0
Inventories	LP-Current Assets & AHFS	78	78					78
Short-term Debtors	LP-Current Assets & AHFS	-859	0					0
Cash and Cash Equivalents	LP-Current Assets & AHFS	0	0					0
Total Current Assets		-596	78	0	0	0	0	78
CURRENT LIABILITIES								
Bank overdraft/Cash and Cash Equivalents	LP-Liabilities & Provs	0	0					0
PWLB and other borrowings	LP-Liabilities & Provs	0	0					0
Trade creditors, Other creditors, Other taxes & social security	LP-Liabilities & Provs	0	0					0
Receipts in Advance / Deferred Income (from Govt)	LP-Liabilities & Provs	0	0					0
Receipts in Advance / Deferred Income (Non-Govt)	LP-Liabilities & Provs	0	0					0
Short-term part of finance lease liability on balance sheet PFI contracts	LP-Liabilities & Provs	0	0					0
Provisions (short-term)	LP-Liabilities & Provs	0	0					0
Liabilities in Disposal Groups	LP-Current Assets & AHFS	0	0					0
Total Current Liabilities		0	0	0	0	0	0	0
TOTAL ASSETS LESS CURRENT LIABILITIES		93,205	94,441	0	0	0	0	94,441
LONG-TERM LIABILITIES								
PWLB, Bank & Other Borrowing	LP-Liabilities & Provs	0	0					0
Long-term Creditors (including Deferred liability -Transferred Debt)	LP-Liabilities & Provs	0	0					0
Finance lease liability of on-balance sheet PFI contracts	LP-Liabilities & Provs	0	0					0
Provisions (net of short-term component above)	LP-Liabilities & Provs	0	0					0
Donated Assets Account	LP-Liabilities & Provs	0	0					0
Receipts in Advance (incl Cap Grants) / Deferred Income (from Govt)	LP-Liabilities & Provs	0	0					0
Receipts in Advance (incl Capital) / Deferred Income (Non- Govt)	LP-Liabilities & Provs	0	0					0
IAS19 Pension Liability	LP-IAS 19 Pensions	-26,027	-26,027					-26,027
Total Long-Term Liabilities		-26,027	-26,027	0	0	0	0	-26,027
TOTAL ASSETS LESS LIABILITIES		67,178	68,414	0	0	0	0	68,414
TAXPAYERS FUNDS								
Unusable Reserves		0	0	0	0	0	0	0
Revaluation Reserve	LP-Reserves	0	0					0
Capital Adjustment Account	LP-Reserves	0	0					0
Deferred Capital Receipts	LP-Reserves	0	0					0
Collection Fund Adjustment Account	LP-Reserves	0	0					0
Financial Instruments Adjustment Account	LP-Reserves	0	0					0

8.31 The balance sheet restatements must balance in each individual Step. Data integrity checks in row 74 will notify you if otherwise.

8.32 Some line items on the balance sheet restatement may differ in location to your own balance sheets, for example, Assets Held for Sale are treated as current assets only because they are usually restricted to property or disposal groups that are expected to be sold within 12 months (section 4.9 of the CIPFA Code). Some Assets Held for Sale may be classed as non-current in your accounts. You should keep these assets in the current Assets Held for Sale line in the DCT and not move them to a non-current line item.

8.33 Specific restatement is expected for the following notes:

- Property, Plant and Equipment adjustments to comparatives

- Intangible assets adjustments

- Investments adjustments

- Inventories adjustments

- Provision for bad debts adjustments (combining short term and long term)

- Provisions adjustments

- Donated Assets Account

- IAS 19 pension liability adjustments

- Reserves adjustments

Restatement – CI&E

8.34   This sheet is for used for the entering the adjustment data to restate the comprehensive income and expenditure statement of the prior year.

8.35   This is essentially a summarised version of an analysis of changes to the 2011-12 CI&E. The summarised groupings have been determined by what is reflected on the face of the WGA consolidated I&E.

8.36   Changes should be allocated according to their relevant category (e.g. Council tax) and the balance to Purchase or sales of Goods and Services.

8.37   In addition, cell J11 in the sheet requires manual input from preparers. This should be the net surplus/deficit figure in the 2011-12's resource accounts and as reported to WGA in 2011-12.

8.38   Note – changes on the sheet must show the **adjustments only**, not the full restated balances.

EXAMPLE OF A KEY RESTATEMENT

Material restatement of Property Plant and Equipment

A material misstatement of land and building valuations was confirmed during 2012-13, whereby the 2011-12 balance sheet was understated by £Xm. Restatement was considered appropriate under IAS 8, as applied by Section 3.3 of the CIPFA Code. This adjustment, net of restated depreciation must be taken to the revaluation reserve.

Higher depreciation should have been charged during 2011-12, had the buildings full value been disclosed. If it is a restatement then you would restate the CI&E on the depreciation line (this is in effect the b/f general fund balance). The other side of the transaction is on the PPE note (LP-PP&E Invest Prop). So, Debit the General Fund opening balance and Credit the PPE depreciation.

LP-Restatement CI&E would show the **adjustment to depreciation only**.

The net PP&E revaluations are taken through the revaluation reserve (column K of LP- Reserves sheet).

COMPREHENSIVE INCOME & EXPENDITURE ACCOUNT: NET COST OF SERVICES – SUBJECTIVE ANALYSIS (LP-I&E NCS SUBJECTIVE ANALYSIS)

8.39   The Income & Expenditure Net Cost of Services (I&E NCS) sheet is a

hybrid of the segmental reporting disclosure notes in the CIPFA guidance notes for practitioners (Section F of Module 3) and the CIPFA service reporting code of practice (SeRCOP). Where necessary we have included broken down items explicitly required for WGA disclosures, for example, Audit Fees and PFI Service Charges. Typically these additional WGA disclosure lines will be otherwise reported in the notes to your SoA, for example, Audit Fees.

8.40   While the CI&E NCS in the SoA is presented by service area, the WGA's Trial Balance, CI&E and Notes require and disclose the income and expense by type/nature. This is necessary for comparability when aggregating with the data of the other bodies in WGA, and is also needed as a reasonable basis for identifying and analysing intra government counterparty information. This analysis should be readily available from the local authority trial balance; the work papers for the segmental analysis notes to the SoA; or if you have produced the schedule based on the SeRCOP.

8.41   All income and expenditure within the Net Cost of Services (NCS) in the authority's Income and Expenditure Account should be included - incorporating both the General Fund and Housing Revenue Account. The input for each line should include income and expenditure for all front-line and support services according to its nature.

8.42   The balance on the Net Cost of Services should be the same as in the SoA, which is a typical check for auditors.

8.43   Key points to consider when completing this section are included below.

Employee Costs (Group 1 - Section 4 of SeRCOP)

8.44   Include all employee costs charged to Net Cost of Services.

8.45   Details of Employers National Insurance Contributions (NIC) are required to allow the transaction with HM Revenue and Customs to be identified. NB – Employ**ee** NIC are a transaction between the employee and HM Revenue and Customs, i.e. they are 'external' to WGA. They should not be included in the intra-group transaction with HM Revenue and Customs.

8.46   Data integrity checks have been added to ensure that the Employers NIC cell contains a value (even if it is zero). There is also a request for an explanation where NIC contributions as a percentage of local salaries are outside the typical range of 6% to 12%.

8.47   Separate identification of transactions with unfunded centrally administered pension schemes (such as the Teachers' Pension scheme) will allow Employer's Contributions to the relevant pension's agency to be separately identified from the IAS 19 pension expenses. These IAS 19 pension expenses have data integrity checks to ensure they match to the movement in the pension liability (LP-IAS 19 Pensions).

8.48   Note where there have been any payments as a result of the unequal pay

back ruling these amounts should be included in the "employee expenses" section under direct employee costs.

Premises Costs (Group 2 - Section 4 of SeRCOP)

8.49   Business Rates should be disclosed separately in order that an appropriate adjustment can be made, – please note there is no need for the counterparty to be disclosed.

Supplies and Services (Group 4 - Section 4 of SeRCOP)

8.50   Audit Fees and PFI Service Charges are required to be disclosed separately in the WGA and so we need this information separately here. Provisions expense is also separately included, as shown in the BVACOP, as it is an expense line that is required to be disclosed on the face of the WGA CI&E. In England, the audit fees feed through to the iCPID_Transactions sheet.

Third Party Payments (Group 5 - Section 4 of SeRCOP)

8.51   A third party payment is a payment to an outside provider (or an internal delivery service unit of the authority defined as a trading operation in accordance with the SeRCOP) in return for the provision of a service.

8.52   Recharges from internal trading operations should be included within 'Independent Units Within the Council'. Recharges from support services that are not defined as internal trading operations should be included in Support Services (Group 7) in accordance with SeRCOP.

8.53   Payments to NHS Trusts and NHS Foundation Trusts should be recorded in the relevant cell, and counterparty data entered in the counterparty data sheet for payments greater than £1 million. Payments to Primary Care Trusts and Strategic Health Authorities should be entered in the 'Government Departments' cell and counterparty data entered as relevant (typically, the Department of Health).

8.54   Levies have been separately analysed within this group to assist in the automatic eliminations process. The CIPFA Code (paragraph 3.4.2.43) and SeRCOP (paragraph 2.22) is not prescriptive, and levies can be shown above or below the net cost of services line. Therefore there are cells to accommodate levies both above and below the NCS line. WGA Packs should be completed in line with authorities own accounts, with the relevant counterparty data for amounts over £1 million entered in the counterparty data sheet. Income from levies or net expenses funding arrangements should be included in LA Levy Income.

8.55   Analysing this Group into the SeRCOP Sub-Groups representing the various parts of the public sector should help local authorities identify those transactions that are "internal" to WGA. Authorities may be able to use this analysis in identifying counterparty transactions for the iCPID_Transactions sheet. Details of transactions with internal units are required for the reasons set

out in section 7 of this guidance.

Transfer Payments (Group 6 - Section 4 of SeRCOP)

8.56   Transfer payments are payments to individuals for which no goods or services are received by the authority. Include all transfer payments made by the authority whether chargeable to the General fund or HRA.

8.57   Row 53 is for the HRA reform in 2011/12 when the subsidy system was removed. Local Authorities will either be making a payment to CLG to buy out the subsidy or will receive a one off grant from CLG.

8.58   Please only reflect payments made to CLG to buy out the subsidy here. Income is included as a separate line – row 72. This is likely to be funded through additional PWLB borrowing. [see LAAP Bulletin 92 for more details]

Support Services (Group 7 - Section 4 of SeRCOP)

8.59   Recharges from support services should be allocated or apportioned to front line services in accordance with the CIPFA Code and the SeRCOP. It is not necessary for authorities to analyse which support service 'originated' the debit.

8.60   Preferably amounts should not be allocated to this line, as a full subjective breakdown to the actual expense types is favoured. If this is not readily achievable, include all recharged expenses from support services here.

Depreciation and Impairment losses (Group 8 - Section 4 of SeRCOP)

8.61   The impacts of capital items on NCS should be included here. These have been sub-divided into the following categories:

- Depreciation

- Amortisation of intangible assets

- Revaluations

- Loss on Impairments, including impairments due to a change in market value as well due to the consumption of economic benefits. This line excludes Financial Instrument Impairments as they are included in the LP-CI&E sheet.

- Movement in fair value of investment property. We do not expect the associated gains and losses to be included here in the NCS, as Investment Properties should not be used in the supply of goods and services, (paragraph H2 of Section H of Module 4 of the CIPFA guidance notes for practitioners). However, this line is here for completeness in accordance with the SeRCOP. Most of the movement will be in the CI&E worksheet 14 under rows 46 to 50 in the Financing and Investment Income and Expenditure section.

- Revenue Expenditure Funded from Capital under Statute. This is included here for completeness, although it is preferred if expenditure is allocated to the subjective expense type to which it relates rather than here in

Depreciation and Impairment losses.

Income (Group 9 - Section 4 of SeRCOP)

8.62   All income credited to NCS should be included in this Group.

8.63   Generally recharge receipts will be shown in this Group. It is important that this figure be separately identified for the reasons set out in Section 7.

8.64   Over the last few years the WGA process has required more information on the government grants received so that we can better understand and match/ eliminate with the data provided by central government departments.

8.65   Government grants recognised within the NCS should be identified as counterparty transactions. To assist the counterparty identification process the Pack automatically populates the amount and CPID in the iCPID_Transactions sheet.

Specific grant streams (in rows 73 to 84) that require explicit and separate disclosure in the LP_I&E NCS Subjective analysis sheet include:

DCLG: Housing Revenue Accounts Subsidy
            Supporting People
            PFI Special Grant
DWP: Council Tax Benefit
            Rent Allowance
            HRA Rent Rebates
            Non-HRA Rent Rebates
            Housing Benefit & Council Tax Benefit Admin Grant
DfE: Dedicated Schools Grant
            Schools Standard Grant & Schools Standard Fund
            Sure Start Grants
DFT: Greater London Authority Transport grant

8.66   As we have done in previous years, we are working with the central departments who issue major grant streams to try and make available to local authorities the transaction balances held with them.

8.67   There is no expectation that there should be any formal agreement of balances, however local authorities should assure themselves of the completeness and accuracy of the information included in the iCPID_Transactions sheet. Whilst considerable improvement has been made by many authorities, the quality of data provided remains inconsistent and needs improvement. This is the biggest single issue in the completion of the sub-consolidation. Hence the introduction of further data integrity checks on the completeness of CPID information, particularly for amounts recognised as 'with government' (for example, the "Other revenue grants & contributions (from Govt)" line in the LP-I&E NCS Subjective Analysis sheet.

8.68   Row 72 is for the HRA reforms in 2011/12 when the subsidy system was

removed. Local Authorities will either be making a payment to CLG to buy out the subsidy or will receive a grant from CLG to settle existing PWLB borrowing.

8.69   Only use this cell if you have received a payment from CLG to settle PWLB debt. If you are buying out the subsidy (i.e. making a payment to CLG) please use the expenditure line above – row 53 (under Transfer Payments).

8.70   Also include any grant to settle early redemption charges with PWLB. [See LAAP bulletin 92 for more details].

8.71   Accounting entries are (i) Dr Loans, Cr HRA capital grants and (ii) Dr HRA Interest payable, Cr HRA capital grants.

Revenue & capital grants that have an inherent receipt in advance element

8.72   Row 92 of the Income section has to reconcile to the LP-Liabilities & Provisions worksheet at rows 73 and 74 for "Amounts released [to income] from receipts in advance (deferred income)". This is only applicable where you have recognised a receipt in advance liability component in your SoAs calculations, (see Section 2.3 of the CIPFA Code as many grants that had a liability component will now be recognised as income in full where they do not have certain conditions attached).

8.73   For example, a grant that has conditions attached runs for a period of 17 months, as the 2011-12 grant determination covers the period from 1st April 2011 to 31st August 2012.

Therefore, in the NCS there will be brought forward grant deferred income from 2011-12 (covering 1st April 2012 to 31st August 2012). This should be recorded at rows 56 or 57 for revenue grants and rows 73 or 74 for capital grants in the LP-Liabilities & Provisions worksheet. This represents the amount recognised as a current liability (receipt in advance revenue grant income) in 2011-12, released to income in 2012-13.

	From Government		Non-Government contributions (short term)	Total
Short Term Receipts in advance (Deferred Income)	Revenue Grants	Capital Grants (in short term)		
	£'000	£'000	£'000	£'000
Carried forward at 31 March 2012 (closing bal from last year's WGA)			0	-853
Adjustments				0
Restated balance at the begining of the year	0	0	0	0
Opening balance at 1 April 2012	0	0	0	0
Additions:				0
Supporting People				0
PFI Special Grant				0
Dedicated Schools Grant				0
Schools Standard Grant & Schools Standard Fund				0
Transferred from long term (below)				0
Released to CI&E (in NCS)				0
Released to CI&E (outside NCS)				0
Repaid (conditions not met)				0
	0	0	0	0

	Government Capital Grants £'000	Non-Govt Contributions £'000	Total £'000
Long Term Capital Grants & Other Receipts in Advance (Deferred Income)			
Carried forward at 31 March 2012 (closing bal from last year's WGA)	0	0	0
Adjustments			
Restated balance at the begining of the year	0	0	0
Opening balance at 1 April 2012			0
Additions			0
Transferred to short term receipts in advance			0
Released to CI&E (in NCS)			0
Released to CI&E (outside NCS)			0
Repaid (conditions not met)			0
	0	0	0

This will then populate the CI&E NCS worksheet with the income credit in cell E70 (see screenshot below). This does not need to be allocated to CPID as it should already have eliminated last year in WGA, (as we do an elimination adjustment centrally to remove the carried over balance).

		D	E	F	G
58	Taxation and Non Specific Grant Incomes				
59	Income from Council Tax				
60	CLG Grants: Revenue Support Grant	CLG			
61	CLG Grants: Local Services Support Grant	CLG			
62	Non domestic rates (Distributed Non-Domestic Rate pool)	CLG			
63					
64	Greater London Authority General Grant	CLG			
65	PFI Special Grant (not in NCS)	CLG			
66	Other Government Grants (non-capital)				
67	Other Grant Income & contributions (from non-Govt bodies)				
68	LA Levy Income				
69	Business Rates Supplement Income				
70	Amounts released from receipts in advance (deferred income)	[no CPID]	0		
71	Capital Grants and Contributions				
72	Capital grant income (from Govt)				
73	Capital grant & contribution income (from non-Govt bodies)				
74	Taxation and Non Specific Grant Incomes			0	
75					
76	SURPLUS(-)/DEFICIT ON THE PROVISION OF SERVICES			0	
77					
78	Other Comprehensive income and expenditure (taken from top of Reserves sheet)			0	
79					
80	TOTAL COMPREHENSIVE INCOME AND EXPENDITURE			0	
81					
82					
83	COMMENTS				

Any receipt in advance to be recognised for grant income for 2013-14 should be recognised as an addition to the receipt in advance liability at rows 50 to 55 or 71 in the LP-Liabilities & Provs sheet. From 2011-12 this has been split out into the main grant categories from Central Government to Local Authorities. This amount should be allocated to CPIDs as appropriate on the iCPID_Transactions sheet.

Example (revenue grant is from Government)

2010-11 grant £17m for 1/4/10 to 31/8/11
Deferred liability: 1/4/11 to 31/8/11 £5m (5 months)

2011-12 grant £34m for 1/4/11 to 31/8/12
B/f £5m from 2010-11.
c/f deferred income 1/4/12 to 31/8/13 is £10m (5 months)

From LP-Liabilities & Provs sheet:

Liabilities & Provisions

Short Term Receipts in advance (Deferred Income)	From Government		Non-Government contributions (short term)	Total
	Revenue Grants	Capital Grants (in short term)		
	£'000	£'000	£'000	£'000
Carried forward at 31 March 2012 (closing bal from last year's WGA)				0
Adjustments	-18,324	-19,158	0	-37,482
Restated balance at the begining of the year	-18,324	-19,158	0	-37,482
Opening balance at 1 April 2012	-18,324	-19,158	0	-37,482
Additions:				
Supporting People				0
PFI Special Grant				0
Dedicated Schools Grant				0
Schools Standard Grant & Schools Standard Fund				0
Other additions	-750	-16,714		-17,464
Transferred from long term (below):		0	0	0
Released to CI&E (in NCS)	14,645			14,645
Released to CI&E (outside NCS)		3,719		3,719
Repaid (conditions not met)				0
	-4,429	-32,153	0	-36,582

From LP-I&E NCS Subjective analysis sheet:

Comprehensive Income and Expenditure Accounts: Net Cost of Services

Income

Dwelling rents (gross) within the Housing Revenue Account (HRA)		-122,591	
Cost of NNDR Collection Allowance (treated as income)	[no CPID]	-1,182	
Miscellaneous income		-1,004	
Government Grants (received from bodies within WGA boundary)			
Income from CLG to settle HRA subsidy	CLG	0	
Housing Revenue Accounts Subsidy	CLG	-13,486	
Supporting People	CLG	0	
PFI Special Grant (component recognised in NCS)	CLG	0	
Council Tax Benefit: subsidy	DWP	-26,566	
Rent Allowance: subsidy	DWP	-109,246	
HRA Rent Rebates: subsidy	DWP	-76,641	
Non-HRA Rent Rebates: subsidy	DWP	0	
Housing Benefit & Council Tax Benefit Admin Grant	DWP	0	
Sure Start Grants	DfE	0	
Dedicated Schools Grant	DfE	-154,961	
Schools Standard Grant & Schools Standard Fund	DfE	-1,317	
Greater London Authority Transport Grant	DfT	0	
EU current grants		0	
Other revenue grants & contributions (from Govt)		-26,639	
Other Non-Govt revenue grants & contributions		-21,912	
Capital Grants and Contributions			
Capital grant income (from Govt bodies)		0	
Capital grant income (EU grants)		0	
Capital grants & contribution income (from non-Govt)		0	
Amounts released from receipts in advance (deferred income)	[no CPID]	-14,645	VALIDATION TO BE DONE TO AGREE THIS NO TO THE LIAB AND PROV SHEET
Customer & client receipts			
recharge receipts		-191,203	
external receipts (fees & charges for services)		-116,595	
Other Operating Income		0	
Total Income		**-877,988**	

From iCPID_Transactions sheet:

Landfill Allowance Trading Scheme

8.74   The various accounts that are used in this scheme are separately categorised to enable elimination within the consolidated accounts. The breakdown also facilitates more consistent treatment as to where to disclose these amounts.

Other Items (Group Accounts only)

8.75   Include the total "Share of Surplus/Deficit of Assocs & JVs (Recognised within NCS, net of tax)" as included in the Authority's own Group I&E NCS in the Accounts. We only require sufficient detail for associates and joint ventures to meet the IFRS disclosure requirements.

Net Cost of Services

8.76   This automatically generated total should be the same as the Net Cost of Services shown in the Authority's own Accounts. It is understood that when Auditors review the DCT they apply a "consistent with" (the SoAs) opinion. Therefore, the Net Cost of Services figure is typically one of the Auditor's review checks.

COMPREHENSIVE INCOME & EXPENDITURE ACCOUNT: NET OPERATING EXPENDITURE & SURPLUS/DEFICIT FOR THE YEAR (LP-CI&E)

8.77   The section headings mainly follow the example Comprehensive Income and Expenditure Statement in the CIPFA guidance notes for practitioners (see Module 3, disclosure Notes 9 to 11 of the example Accounts, pages 336 to 337).

8.78   The net cost of services figure is automatically transferred across from the LP-I&E NCS Subjective analysis sheet.

8.79   All items included in the Income and Expenditure account (below the NCS) should be reported on this page, in accordance with the authority's Statutory Accounts. This includes transactions on the Housing Revenue Account (HRA), if applicable, and General Fund Services. 'Other Comprehensive Income & Expenditure' lines have been included at the top of the LP-Reserves sheet, as they represent movements on the reserves.

Provisions expense

8.80   Provisions expense lines are in LP-I&E NCS Subjective analysis sheet & LP-CI&E sheet, as it is an expense line that is required to be disclosed on the face of the WGA CI&E.

Trading Operation Income & Expenditure

8.81   It is preferred if the income and expenditure from trading operations could be included in the respective subjective analysis lines. If this is not feasible and would not create a material misstatement, the results of trading operations can be included here.

Other Corporate Income & Expenditure

8.82   For all other income or expenditure included within Net Operating Expenditure in the authority's accounts.

Group Accounts Only

8.83   See row 109 of the LP-I&E NCS Subjective analysis sheet. There is a less detailed breakdown required for group lines. We only require sufficient detail for associates and JVs to meet the IFRS disclosure requirements. The items required are:

- Share of surplus/deficit of associates & JVs (not recognised within NCS, net of tax);

- Taxation payable of subsidiaries; and

- Minority Interest Share of Profits or Losses of Subsidiaries.

Levies

8.84   This should include levies made on the authority and net expenses funding for other public sector bodies charged to the authority, which are disclosed below the net cost of services line within the authority's accounts. Most bodies whose funding is included in this line will be included in WGA and the authority should also report the details of amounts over £1million on the iCPID_Transactions sheet. Typically, this will include levy payments made to

waste or transport authorities (re-named the integrated transport authorities).

8.85   Income from levies or net expenses funding arrangements should be included in LA Levy Income.

Gains/Losses on Disposal of Fixed Assets

8.86   Include gains and losses as shown on the face of the authority's CI&E. Please see Section E of Module 4 of the CIPFA guidance notes for practitioners on the detailed accounting treatment. Disposal gains/losses have been split between the amounts relating to PP&E; Intangibles; and Assets held for sale.

Local Precepts

8.87   Include precepts from all local precepting bodies such as Town, Parish and Community Councils (but excluding major precepting authorities, such and police, fire and county councils).

8.88   These bodies are excluded from WGA on materiality grounds and it is not necessary for authorities to identify transactions with these bodies on the Counterparty worksheet 2.

Amounts Payable to the Housing Capital Receipts Pool

8.89   Only Housing Authorities should enter any value in row 30 of the LP-CI&E sheet.. This payment should equal the payment debited to the I&E account and shown on the face of the account. Values entered in here automatically update the relevant cell in the iCPID_Transactions sheet with DCLG automatically entered as the relevant CPID code.

Interest Payable and similar charges

8.90   This section is consistent with last year, and requires that the interest payable and similar charges is analysed into the following:

	B	C	D	E
33		**Financing and Investment Income and Expenditure**		
34		Interest Payable and similar charges		
35		Interest element of on-balance sheet PFI contract		
36		Finance charges for finance leases (non-PFI)		
37		Impairment losses - debtors		
38		Impairment losses on other financial instrumts in the loan & receivables (less debtor impmt shown separately above) & available-for-sale assets categories		
39		Losses arising on the derecognition of financial instruments		0
40		Interest paid - within Govt		
41		Interest paid - Bank Loans & Overdrafts (Non-Govt)		
42		Interest paid - Other borrowings (Non-Govt)		

8.91   Interest paid is required to be analysed into intra WGA boundary bodies. Payments to the PWLB or other local authorities should be included here, and any relevant transactions streams and balances over £1 million between the two bodies must be recorded on the iCPID_Transactions sheet.

8.92   Consistent with last year, Losses arising on the derecognition of financial instruments is auto-populated from the data in the Financial Instruments gains and losses table on the LP-Fin Inst sheet. This Financial Instruments gains and losses table mirrors the required disclosure in the SoAs, in accordance with paragraph 7.4.2.9 of the CIPFA Code and the example disclosure note 16 (see page 349) in the CIPFA guidance notes for practitioners.

Pension Interest Costs & Expected Return on Pensions Assets

8.93   Include the total of each of these items charged to the I&E in accordance with the CIPFA Code. It is expected that the pensions interest cost would be a debit (i.e. a positive value) and the expected return on assets a credit. A data integrity check exists to make sure that these are equal to the corresponding movement on the pension liability (LP-IAS 19 Pension sheet).

Interest and investment income

8.94   Include all interest and other investment income not received as dividends. This includes financial assets income as classified in the CIPFA Code (Section 2.7) and this balance feeds through from rows 16 to 19 of the Financial Instruments gains and losses table on the LP_Fin Inst sheet (see second screenshot below). This table mirrors the required disclosure in the SoAs, in accordance with the paragraph 7.4.2.9 of the CIPFA Code and the example disclosure note 16 (see page 349) in the CIPFA guidance notes for practitioners. This includes:

- Loans and receivables: any interest income and gains on de-recognition.

- Available for sale assets: any interest income and gains on de-recognition.

	B	C	D	E	F	G
33		**Financing and Investment Income and Expenditure**				
34		Interest Payable and similar charges				
35		Interest element of on-balance sheet PFI contract				
36		Finance charges for finance leases (non-PFI)				
37		Impairment losses - debtors				
38		Impairment losses on other financial instrumts in the loan & receivables (less debtor impmt shown separately above) & available-for-sale assets categories				
39		Losses arising on the derecognition of financial instruments		0	validation	
40		Interest paid - within Govt				
41		Interest paid - Bank Loans & Overdrafts (Non-Govt)				
42		Interest paid - Other borrowings (Non-Govt)				
43		Pensions Interest Cost				
44		Expected return on pension assets				
45		Interest and investment income			validation to fin inst sheet	
46		Income & exp in relation to investment properties and changes in their fair value				
47		Rental Income from investment properties				
48		Direct operating expenses arising from Investment Properties				
49		Net Gains/Losses on Disposal of Investment Properties				
50		Movement in fair value of investment property				
51		Dividends receivable - Associates, Joint Ventures & subsidiaries				
52		Dividends receivable - Other (within Government)				
53		Dividends receivable - Other (non-Government)				
54		Net gains/losses on financial instruments carried at fair value through profit or loss		0		
55		Financial Instruments Fee Income/Expense (from sheet Fin Inst (15))		0		
56		**Financing and Investment Income and Expenditure**				0
57						

	B	C	D	E	F	G	H	I
2	**Financial Instruments**							
3								
4								
5								
6	Income, Expense, Gains and Losses (feeds into CI&E sheet)	Financial Liabilities		Financial Assets			TOTAL	
7	Table as per disclosure required in the CODE para 7.4.2.9 and Guidance notes example on page 344	Liabilities measured at amortised cost	At fair value through P&L	Loans and receivables at amortised cost	Available for sale assets	At fair value through P&L		
8		£'000	£'000	£'000	£'000	£'000	£'000	
9	Interest expense (do not populate I&E - here for completeness with CODE format)							0
10	Loss on derecogntion (disposals)							0
11	Reductions in fair value							0
12	Impairment losses							0
13	Fee expense							0
14	Total expense in surplus or deficit on the provision of services	0	0	0	0	0	0	
15								
16	Interest income							0
17	Increases in fair value							0
18	Gains on derecognition (disposals)							0
19	Fee Income							0
20	Total Income in Surplus or Deficit on the Provision of services	0	0	0	0	0	0	
21					AFS reserve			
22	Gains on revaluation							
23	Losses on revaluation							
24	Amounts recycled from the (AFS Reserve) to the I&E Account after impairment (reversing previously recognised revaluation loss)							
25	Amounts recycled from the (AFS Reserve) to the I&E Account after derecognition							
26	Surplus / deficit arising arising on revaluation of financial assets				0			
27								
28	Net gain(loss) for the year	0	0	0	0	0		
29								
30	Cells in this colour can be completed for consistency with your statutory accounts presentation (per CODE Guidance), but are not used to prepopulate CI&E(5), as they should be included within other CI&E lines that are open for input.							
31								

Net gains/losses on financial instruments carried at fair value through profit or loss and Financial Instruments Fee Income/Expense

8.95   The Net gains/losses on financial instruments carried at fair value through profit or loss (see row 54 of the LP-CI&E sheet) and Financial Instruments fee income/expense (see row 55 of the LP-CI&E sheet) are also auto-populated from the data in the Financial Instruments gains and losses table on the LP-Fin Inst sheet. As above, this Financial Instruments gains and losses table mirrors the required disclosure in the SoA, in accordance with paragraph 7.4.2.9 of the CIPFA Code and the example disclosure note 16 (see page 349) in the CIPFA guidance notes for practitioners.

8.96   All amounts recognised through the I&E for financial instruments carried at fair value through profit and loss (held for trading & derivatives) are recognised here in the Net gains/losses on financial instruments carried at fair value through profit or loss line at row 54 of the LP-CI&E sheet, i.e. revaluation movements and gains/losses on derecognition.

Income & expenditure in relation to investment properties

8.97   The investment properties lines are in accordance with paragraph 4.4.4.2 of the CIPFA Code, the IAS 40 disclosure requirements, and the example disclosure Note 14 of the CIPFA guidance notes for practitioners (see page 345).

Dividends receivable

8.98   Include dividends receivable from all local authority investments in shares (other than the return on pension scheme assets reported under IAS 19).

Income from Council Tax

8.99   This was a result of the changes in the SORP 2009, requiring Council tax to be accounted for on an agency basis. Therefore, billing and precepting authorities will include their respective portion of the income from council tax

here (regardless of who actually collects this money).

LA Levy Income, Revenue Support Grant, Distributed Non-Domestic Rate Pool, Police Grant and Local Service Support Grant

8.100   These are general government grants which local authorities are free to spend on locally determined priorities. Note the distributed domestic rate pool figure is that amount which Local Government receives from DCLG. The actual collection of NNDR is recorded on an agency basis.

8.101   The amount of grant receivable for the year should be reported as a transaction stream on the iCPID_Transactions sheet. Any balance outstanding at the yearend should be reported as a debtor (creditor if overpaid). To assist the counterparty identification process, with the exception of LA Levy income, the Pack automatically populates the amount and CPID in the iCPID_Transactions sheet.

8.102   As we have done for previous years, government grant information from the major grant providing bodies will be made available on the DCLG WGA website (when this is available from central government departments).

General Greater London Authority Grant

8.103   Greater London Authority and Functional Body use only.

PFI Special Grant (not in the NCS)

8.104   Following feedback from the previous years' exercises, some Local Government colleagues stated that they recognised some of the PFI special grants outside the NCS. Hence this cell has been introduced here.

Other Government Grants (non capital)

8.105   Include any other general (un-hypothecated) grants received from government not included in the above and recognised in the authority's I&E below the NCS. This may include LABGI – a prior year technical query answer refers -this is a non-specific grant and therefore should be included with general government grants at the bottom of the I&E, below the NCS.

8.106   This amount should be fully allocated to CPIDs on the iCPID_Transactions sheet, except for the component for grants below the £1 million CPID reporting threshold. A data integrity check exists, requiring an explanation for balances that have not been allocated to CPIDs.

Other Grant Income & contributions (from non-Government bodies)

8.107   Include any grants and other contributions received from bodies outside WGA that have not been included in the LP-I&E NCS Subjective analysis sheet.

Amounts released [to income] from receipts in advance (deferred income)

8.108   The Taxation and Non Specific Grant Income section has a pre-filled line from the LP-Liabilities & Provs sheet for "Amounts released [to income] from receipts in advance (deferred income)". This is only applicable where you have recognised a receipt in advance liability component in your SoAs calculations, (given that under the CIPFA Code changes, many grants that had a liability component will now be recognised as income in full where they do not have certain conditions attached).

8.109   This line is fully explained (with an example) in the previous section (paragraph 9.73) of this guidance for the LP-I&E NCS Subjective analysis sheet, as the LP-I&E NCS Subjective analysis sheet contains an equivalent entry. See the section titled "Revenue & capital grants that have an inherent receipt in advance element".

Capital grants & contributions

8.110   Include the capital grants/contributions in this section. These should be split between amounts received from government and non-government bodies. "Government" is defined as bodies within the WGA boundary, and therefore the amount allocated to capital grants received from Government is expected to be allocated to CPIDs on the iCPID_Transactions sheet, except for amounts that are under the £1 million CPID reporting threshold. A data integrity check exists for this, and an explanation will be required for amounts not allocated to CPIDs.

Surplus/Deficit on the provision of services

8.111   This automatically generated total should be the same as the surplus/deficit shown in the authority's own accounts. Auditors will check this figure to ensure that the DCT is consistent with the authority's statutory accounts.

Other CI&E

8.112   Row 78 of the LP-CI&E sheet is here for completeness and information purposes only, and feeds through from the top section of the LP-Reserves sheet. The 'Other CI&E' lines are at the top of the LP-Reserves sheet, as they represent movements on the reserves balances.

PROPERTY PLANT & EQUIPMENT (PP&E) & INVESTMENT PROPERTIES (LP-PP&E INVEST PROP)

Classification of Property plant & equipment

8.113   The asset classes available in the return follow the Balance Sheet Format in paragraph 4.1 of the CIPFA Code, and the example disclosure Note 12 in the CIPFA guidance notes for practitioners (see page 338). Authorities should include all property plant & equipment in the relevant class in line with their accounts. Column K is for Heritage Assets.

8.114   The 2012-13 CIPFA Code (paragraph 4.10) includes the requirements of FRS 30 Heritage Assets.   Heritage assets are carried at valuation where possible and additional disclosures are required. These changes amount to changes in accounting policy that will require additional disclosures in both the restatement and PP&E sheets.

8.115   The only exception to the CIPFA Code categories is the split of land and buildings (see paragraph 4.1.2.37 of the Code). If you have not split land and buildings in your statutory accounts and this cannot be easily obtained from your asset register or depreciation schedules, then allocate the full balance to the buildings classification.

8.116   The split between land and buildings is in accordance with IFRS, and the CIPFA guidance notes to practitioners (paragraph D13 of Section D - page 473) which requires land and buildings be accounted for separately in order to calculate depreciation on buildings. Paragraph D14 of the CIPFA guidance notes (page 473) allows 'de minimis' limits to be set whereby land and buildings do not need to be separated if the authority can assure itself that depreciation charges are still materially correct. If you do not split land and buildings as a result of this 'de minimis' exception, as above, please allocate the whole balance to the buildings column.

8.117   From paragraph D13 of the CIPFA guidance notes (page 473): "The CODE requirements are ... Land and buildings should be accounted for separately, even where they are acquired together (paragraph 4.1.2.37 of the CIPFA Code). This is required because land generally has an unlimited useful life, whereas buildings are depreciable assets."

8.118   Paragraph D14 of the CIPFA guidance notes (page 473): "These requirements appear demanding, but the provisions only need to be applied to the extent that an authority can assure itself that depreciation charges are materially correct. For instance, de minimis limits can be set below which land and buildings are not separated for particular assets or categories of assets."

8.119   PFI assets should be included within the appropriate asset class. The additional column for movement on PFI assets included in the example disclosure Note 12 (PP&E) of the CIPFA guidance notes to practitioners (page 338) is not required for WGA.

8.120   Investment properties now have a separate section below the main PP&E table (see rows 61 to 96 of the PP&E Invest Prop worksheet 9) to follow the disclosure format of the example disclosure Note 14 in the CIPFA guidance notes to practitioners (see page 345), as required in a separate note in the authority's own SoAs.

Impairments included as a gross cost movement (not in the depreciation movements)

8.121   Impairments are included in the gross cost section rather than in the depreciation section for WGA. The net book value will be the same, but it may

mean that the subtotals for Gross Cost and Depreciation will be different to your SoAs. We recognise that the example PP&E disclosure Note format (Note 12 in the CIPFA guidance notes for practitioners - page 338) shows impairments under the Depreciation heading, however, impairments have been left in the 'Cost' section consistent with last year's WGA template and the presentation of many LA Fixed Asset notes from last year. Maintaining this format prevents the need for adjustments between the Cost and Depreciation opening balances for carried forward impairments, (i.e. the pre-populated cost opening balances will include the impairment balances from last year).

Valuation of Property plant & equipment

8.122   PP&E should be valued in accordance with the CIPFA Code, as included in the authority's accounts. Movements in the value, other than depreciation, should be grouped as follows:

- Additions should include all purchases of PP&E and recognition of any internally constructed assets.

- Disposals represent the writing out of the gross book value on the sale of PP&E or their transfer to another party. It does not include the writing-off of assets which no longer have readily ascertainable market value. Disposals of assets under construction are not recognised within the CIPFA Code, so the relevant cell has been greyed out.

- Impairments include all diminutions of value below the previous carrying value of the asset, other than depreciation; this includes the writing-off of assets. These are now required to be split between impairments taken to the CI&E and impairments taken to reserves in accordance with the example disclosure Note 12 of the CIPFA guidance notes to practitioners (page 338). Note the section above explaining that impairment movements are included in the gross cost section as opposed to the depreciation section (as in the example disclosure Note 12 of the CIPFA guidance notes to practitioners (page 338). This is purely presentational, and will have no impact on the net book value.

- Reclassifications should be between classes of assets, (i.e. other classes of PP&E; assets held for sale; investment properties; and less likely, but possibly inventories or intangible assets). There is a 'soft' data integrity check (LP-PP&E Invest Prop sheet) that requires an explanation if reclassifications across these categories do not net to zero.

- Revaluations both upwards and downwards (except for impairment losses) should be included here. Note that as per the CIPFA guidance notes to practitioners (paragraph C24 of Section C of Module 4), infrastructure and community assets are held at depreciated historical cost and **should not be revalued upwards**. Revaluations has also been split out into 2 lines in the LP-PP&E Invest Prop sheet, rows 53 and 54 to reflect where local authorities have allocated the movement in their Statutory Accounts. From 2011-12 this will improve the validation checks as local authorities either recognise the movement through the CI&E or through the Revaluation Reserve. The validation check now only picks up depreciation charged

through the CI&E.

- Other Movements may be used for any other movements in the un-depreciated value of the asset. If an authority is unable to distinguish movements the undifferentiated movement should be included here.

- Separate local agreement as to the accounting treatment applied may exist - for example, some authorities do indeed revalue the community assets as agreed with their auditors. As the revaluations cell is locked, these non CIPFA Code amendments should be reflected in the 'other movements' column.

- Comment boxes have been added to clarify where the boxes have been locked to prevent input. This was the source of many of the queries raised with DCLG and THET. The comments highlight the relevant guidance in the CIPFA Code that for example requires the infrastructure and community assets to be held at depreciated historical cost and not subject to revaluations – hence there is no facility on the form to do so.

Depreciation of Property plant & equipment

8.123   Authorities will adopt different policies for depreciation methods and asset lives. It is neither practical nor desirable to specify the depreciation policy to be followed for specific assets. For WGA, authorities should use the policies that apply in their statutory accounts.

8.124   As in 2011-12 the depreciation has also been split out into 3 lines (see LP-PP&E Invest Prop sheet, rows 29 to 31) to reflect where local authorities have allocated the movement in their Statutory Accounts.

8.125   The reason for this is to enable transactions in the CI&E and revaluation reserve to be separated and any variance identified on the validation checks should therefore be legitimate and require explanation.

8.126   It should also be noted that Heritage Assets are not normally depreciated, therefore, this element of the sheet has been greyed out to ensure erroneous figures cannot be transposed into those cells in column K. Paragraph 4.10.2.10 of the CIPFA Code states that no depreciation is charged on heritage assets which have indefinite lives (see also example disclosure Note 13 of the CIPFA guidance notes for practitioners, page 343).

Asset Financing

8.127   For each class of asset, the Net Book Value (NBV) of public sector assets must be analysed by how they are financed, (i.e. owned; leased; donated; PFI on balance sheet; PFI residual interest). The totals of the asset financing section should equal the NBV of fixed assets as at 31 March 2013.

Investment Properties

8.128   Investment properties have had a separate section since 2010-11 below the main PP&E table to follow the format of the example disclosure Note 14 of the

CIPFA guidance notes for practitioners (page 345), as required in a separate note in the authority's own SoAs.

8.129   Investment properties **are not subject to impairment**; as per SSAP 19 they are held at the balance sheet at market value, and downward movements in value should be classified within revaluations.

Soft Data Integrity Checks

8.130   There are PP&E data integrity checks on the LP-PP&E Invest Prop sheet to consider when completing this sheet.

	B	C	D
2	**Property, Plant & Equipment and Investment Properties**		
3	**31 March 2013**		
103	Rationale	Test cell	Result
104	PP&E opening bal check (BA cell above = reason for restatement on balance sheet)	0	should be 0
105	PP&E Cost restated balance is the same as the balance at 1 April	0	should be 0
106	PP&E Depreciation restated balance is the same as the balance at 1 April	0	should be 0
107	NBV of assets should equal total recognised in the Asset Financing split	0	should be 0
108	PP&E impairment breakdown equals impairments recognised in the TB	0	should be 0
109	Investment property opening bal check (BA cell above = reason for restatement on balance sheet)	0	should be 0
110	Investment property restated balance is the same as the balance at 1 April	0	should be 0
111	Carrying value of investment property should equal total recognised in the Asset Financing split	0	should be 0
113			
114			

Intangible Assets (LP_intangibles)

8.131   The opening balances on this sheet are pre-filled from the figures in last year's DCT. Adjustments will need to be allocated as necessary across the class of asset.

8.132   The format of the worksheet has been slightly modified so that column G is for Heritage Assets and columns H and I are for Intangible Assets specific to group accounts. Row 8 is for any prior year restatement adjustments.

8.133   The movement line items and Cost and Amortisation sub-totals are largely consistent with last year's presentation, as maintaining this format prevents the need for adjustments between the Cost and Amortisation opening balances. The net book value will be the same, but it could potentially mean that the subtotals for Cost and Amortisation will be different to your SoAs.

Classification of Intangible Assets

8.134   For single entity accounts, intangible assets will consist mainly of purchased software licences, internally developed software, other purchased franchises, licences, copyrights, trademarks and patents. Refer to Section I of Module 4 of the CIPFA guidance notes for practitioners (page583).

Impairments included as a gross cost movement (not in the amortisation movements)

8.135   Consistent with the LP-PP&E Invest Prop sheet, impairments are included in the gross cost section rather than in the amortisation section for WGA. The net book value will be the same, but it may mean that the subtotals for Gross Cost and Amortisation will be different to your SoAs.

Valuation of Intangible Assets

8.136   Intangibles should be valued in accordance with the CIPFA Code (paragraph 4.5) as included in the authority's accounts.

8.137   Movements in value, other than amortisation, should be grouped as follows:

- Additions: should include all purchases of Intangibles and recognition of any internally generated assets that can be measured reliably.

- Disposals: represent the writing out of the gross book value on the sale of intangible assets or their transfer to another party. It does not include the writing-off of assets which no longer have a readily ascertainable market value.

- Impairments: include all diminutions of value below the previous carrying value of the asset, other than amortisation; this includes the writing-off of assets which no longer have readily ascertainable market value. These are now required to be split between impairments taken to the I&E and impairments taken to reserves in accordance with the example disclosure Note 15 in the CIPFA guidance notes for practitioners (page 346).

- Reclassifications: are likely to be between classes of intangible assets. There is a soft data integrity check (LP-PP&E Invest Prop) that requires an explanation if reclassifications across PP&E classes; intangibles categories; assets held for sale; investment properties; and inventories do not net to zero.

- Revaluations: of intangible assets can be made where this is an active market value.

- Other Movements: may be used for any other movements in the unamortised value of the asset. If an authority is unable to distinguish movements the undifferentiated movement should be included here.

Amortisation of Intangible Assets

8.138   It is likely that most intangible assets in Local Government will have finite lives and thus be subject to amortisation.

8.139   Authorities may adopt different policies for amortisation methods or asset lives. It is neither practical nor desirable to specify the amortisation policy to be followed for specific assets. For WGA, authorities should use the policies that apply in their statutory accounts.

Soft Data Integrity Check

8.140   A soft data integrity check was introduced in 2010-11 to the K.Validation_Error sheet for intangible assets, which requires an explanation if the in year amortisation charge on the intangible fixed asset sheet is not the same as that charged to the Income and Expenditure Account (LP-I&E NCS Subjective analysis).

	B	C	D	
2	**Intangible Assets**			
51				
52	Rationale	Test cell	Result	
53	IFA opening bal check (BA cell above = reason for restatement on balance sheet)	0	should be 0	
54	IFA Cost restated balance is the same as the balance at 1 April	0	should be 0	
55	IFA Amortisation restated balance is the same as the balance at 1 April	0	should be 0	
56	IFA impairment breakdown equals impairments recognised in the TB	0	should be 0	
57				
58				

INVESTMENTS AND JOINT VENTURES (JVS) & ASSOCIATES (LP-INV, JVS & ASSOC)

Joint Ventures (JVs) & Associates

8.141   Net assets/liabilities held in joint ventures (JVs) and associates are now included as a separate table at the top of the sheet that is compliant with the IFRS disclosure requirements. This is consistent with it being a separate disclosure line in the Balance Sheet within the SoAs (see paragraph 3.4.2.53 of the CIPFA Code). Sub-paragraph G7.g of the CIPFA guidance notes for practitioners (page 174) requires interests in JVs and associates to be carried separately from the financial instrument investments, (hence them now having the separate tables/sections on the sheet), and exempts them from being treated as a financial instrument.

8.142   In previous years, investments in JVs and associates were included as an additional column in the investments table, and also had a line in the liabilities sheet. Now, the disclosure table for the share of net of assets/liabilities in JVs and associates is in one place at the top of the sheet, (there is no longer a separate line in the liabilities sheet, as liabilities should be netted off and included here).

8.143   Note that some authorities will have an overall net liability balance for this table, but this will still feed through to the long-term assets section in the DCT Balance Sheet. This may not align with the allocation in your SoAs Balance Sheet (as you may have included this in liabilities), but this is still the correct allocation for the DCT, as the DCT derived Balance Sheet allocations are only notional to ensure that the Balance Sheet and Trial Balance are balancing.

Investments

8.144   This sheet requires the detail of local authority investments, (other than

investment properties which are disclosed with LP-PP&E Invest Prop sheet).

8.145   Greater detail on the accounting for financial instruments is included in Module 7 of the CIPFA guidance notes for practitioners.

8.146   The data requirements in this sheet have changed since the 2009-10 DCT, but have enabled a decrease in the amount of information required in the Financial Instruments sheets, which have now reduced from 2 to 1 sheet. This also reduces the complexity in the Financial Instruments sheet. Presentationally, this does not follow the example disclosure Note 16 of the CIPFA guidance notes for practitioners (page 349) as the breakdown required is different.

8.147   The investments are required to be analysed into the short term and long term components.

8.148   We also require a split between the investments held with bodies inside the WGA boundary (only those that are allocated to CPIDs, which are above the CPID reporting threshold of £1 million), and the investments held with bodies outside the WGA boundary (external).

8.149   The split between internal and external does not require additional work from that required in previous years, as the internal to WGA component always needed to be calculated for the counterparty sheet. The change is just that it is now also being shown on the face of the LP-Inv, JVs & Assoc sheet. This is actually to simplify the reporting of investments in the DCT, as while this sheet may look daunting, presenting it this way means:

- CPID only needs to be reported against one closing balance. Previously the CPIDs was required for each transaction type i.e. opening balance, additions, repayments etc.

- The breakdown of movements on investments and the allocation to financial instruments categories is only required on the external balances.

- Less information is being requested on the Financial Instruments sheet, as it is now captured on this sheet.

8.150   The investments held with bodies within the WGA consolidation boundary (allocated to internal) **must be 100% allocated to CPIDs on the iCPID_Transactions sheet**. For example, some loans or other investments may be with other local authorities. There is a primary validation to check that all amounts allocated to the internal line on the LP-Inv, JVs & Assoc sheet are 100% allocated to CPIDs. Any internal balances that are not reported against CPIDs because they are below the reporting threshold of £1 million should be **treated as external**.

8.151   Only investments outside of the WGA boundary require greater analysis (as can be seen below). Those within the boundary will be eliminated, so such a breakdown is unnecessary, but identification of brought forward investments within the WGA boundary is required.

8.152   The investments held **outside** the WGA boundary are required to be further analysed by movement, into opening balances; additions; disposals; repayments; revaluations; impairments; and reclassifications to give the final closing balance. This is required as the presentation of investments in WGA is on this basis. It is hoped that this break-down is typically readily available for investment assets, although not reported in this format in the SoAs.

	A	B	C	D	E	F	
26		Investments					
32			Balance as at 31 March 2013	Restated Balance as at 31 March 2012	adjustment	Submitted Balance as at 31 March 2012	
33			£'000	£'000	£'000	£'000	
34		Short Term Investments					
35							
36		Shares and equity type investments		0		0	
37		Deposits		0		0	
38		Loans		0		0	
39		Other		0		0	
40							
41			0	0	0	0	
42		Long Term Investments					
43							
44		Shares and equity type investments		0		0	
45		Deposits		0		0	
46		Loans		0		0	
47		Other		0		0	
48							
49			0	0	0	0	
50							
51							
52		**Step 2: Split the balances disclosed in Step 1 between the balances held with bodies outside the WGA boundary (External) and those that are with bodies within the WGA boundary (Internal). Internal bodies are listed on the "CPID_List" worksheet**					
53							
54			External Balances	Internal Balances			
55			Balance as at 31 March 2013	Balance as at 31 March 2013			
56			£'000	£'000			
57		Short Term Investments					
58							
59		Shares and equity type investments					
60		Deposits					
61		Loans					
62		Other					
63							
64		Balance for the year ended 31 March 2013	0	0			
65		Long Term Investments					
66							
67		Shares and equity type investments					
68		Deposits					
69		Loans					
70		Other					
71							
72		Balance for the year ended 31 March 2013	0	0			
73							
74							

Categories of Investments

8.153   Short term and Long term Investments should be analysed as follows:

- Loans

- Deposits – this does not include deposits included in the Cash & Cash

Equivalents section of the LP-Current Assets & AHFS sheet.

- Equity and other equity type investments, including investments listed on a recognised stock exchange (see paragraph A7 of Module 7 of the CIPFA guidance notes for practitioners, page 731).

- Other Investments should include all other financial asset investments except investment properties. The opening balance includes amounts reported in the "Investments in Subsidiaries" column last year (long term). Subsidiaries no longer have their own category as they are expected to be consolidated line by line throughout the Pack. Derivative assets reported last year are included in the opening balance of this column also, because they are no longer required to be shown separately in the DCT, (given that the total balance across all of Local Government is immaterial at a WGA level).

Note – Net assets/liabilities held in Joint Ventures and Associates are now included as a separate table at the top of this sheet to follow the IFRS disclosure requirements (see above). The CIPFA guidance notes for practitioners requires interests in JVs and associates to be carried separately from the financial instrument investments, (hence them having the separate tables/sections on the LP-I&E NCS Subjective analysis sheet), and exempts them from being treated as a financial instrument.

Example of investment disclosure:

The local authority had non-current loans of £28,646k at 31 March 2011. £5,000k of these has been identified as loans taken out by DCLG. During 2011-12 this loan is still outstanding and is now due within one year.

	B	C	D	E	F
2	**Joint Ventures and Associates**				
3					
30	Step 1: Enter in the table below short term and long term investments. Do not split balances between those that are with bodies within or outside the WGA boundary.				
31					
32/33		**Balance as at 31 March 2013 £'000**	**Restated Balance as at 31 March 2012 £'000**	**adjustment £'000**	**Submitted Balance as at 31 March 2012 £'000**
34	**Short Term Investments**				
35					
36	Shares and equity type investments		0		0
37	Deposits		0		0
38	Loans		0		0
39	Other		0		0
40					
41		**0**	**0**	**0**	**0**
42	**Long Term Investments**				
43					
44	Shares and equity type investments		0		0
45	Deposits		0		0
46	Loans		0		0
47	Other		0		0
48					
49		**0**	**0**	**0**	**0**
50					
51					
52	Step 2: Split the balances disclosed in Step 1 between the balances held with bodies outside the WGA boundary (External) and those that are with bodies within the WGA boundary (Internal). Internal bodies are listed on the "CPID_List" worksheet				
53					
54		**External Balances**	**Internal Balances**		
55/56		**Balance as at 31 March 2013 £'000**	**Balance as at 31 March 2013 £'000**		
57	**Short Term Investments**				
58					
59	Shares and equity type investments				
60	Deposits				
61	Loans				
62	Other				
63					
64	**Balance for the year ended 31 March 2013**	**0**	**0**		
65	**Long Term Investments**				
66					
67	Shares and equity type investments				
68	Deposits				

Data integrity checks require CPID identification of the £5,000k loan within the WGA boundary on the iCPID_Transactions sheet. Without full allocation, the validation check will fail. This is a 'hard' validation error, so the "Lock for Submission Cycle 1" button will not work until this is cleared. Submissions will not be accepted unless the Pack has been locked using this macro button.
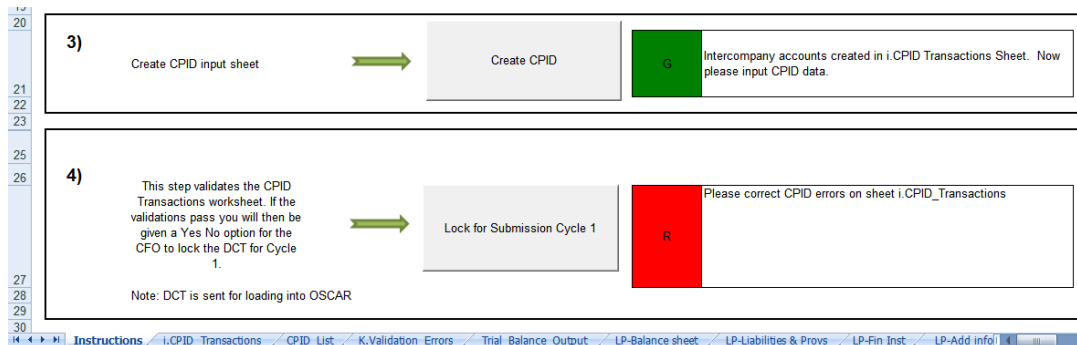
CURRENT ASSETS AND ASSETS HELD FOR SALE (LP-CURRENT ASSETS & AHFS)

Inventories

8.154   The inventories table is consistent with the example disclosure Note 17 of the CIPFA guidance notes for practitioners (page 355). The column headers differ slightly to mirror the WGA categories, but they are largely comparable as follows:

- Raw materials & consumables - this combines the two categories 'Consumables Stores' and 'Maintenance Materials'.

- WIP - 'Client Services Work in Progress'.

- Finished goods - 'Property Acquired or Constructed for Sale'.

Current Assets (including long-term debtors) & Assets Held for Sale

Inventories	Raw materials & consumables £'000	WIP £'000	Finished goods £'000	Total £'000
Carried forward at 31 March 2012 (closing bal from last year's WGA)	0	0	78	78
Adjustments				0
Restated balance at the beginning of the year	0	0	78	78
Opening balance at 1 April 2012	0	0	78	78
Additions (purchases)				0
Reclassifications/transfers				0
Revaluations				0
Disposals (recognised as an expense in the year)				0
Written-off balances/Impairments				0
Closing balance 31 March 2013	0	0	78	78

Landfill Allowance Asset

8.155   The value of the year end current asset relating to landfill usage allowance should be inserted here. Refer to paragraph D6 of Section D of Module 2 of the CIPFA guidance notes for practitioners (page 77).

Current Assets (including long-term debtors) & Assets Held for Sale

Landfill Allowance Asset

Only the adjustment to last year's balance and the closing balance this year are collected in this table.

	Landfill Allowance £'000
Carried forward at 31 March 2012 (closing bal from last year's WGA)	0
Adjustment	0
Restated balance at the begining of the year	0
Balance at 31 March 2013	

Debtors

8.156   Note that loans and deposit assets are expected to be included in the LP-Inv, JVs & Assoc sheet. The exception is liquid deposits classified as cash and cash equivalents. Cash and cash equivalent deposits should be included in the

cash holdings section on the LP-Current Assets & AHFS sheet.

8.157   In England, Council Tax is accounted for on an agency basis, so there is likely to be either a debtor or creditor at year end between the preceptor and billing authority. Please record the debtor at row 36 (see screenshot below) and ensure this amount is allocated to the relevant CPID. Any council tax amounts outstanding from local tax payers are required to be disclosed separately at row 38 (see screenshot below).

	B	C	D	E	F	G
2	**Current Assets (including long-term debtors) & Assets Held for Sale**					
30	**Debtors**					
31						
32						
33						
34	IMPORTANT: Loan and Deposit investments should be included in the Investments sheet		Balance at 31 March 2013	Restated balance at the begining of the year	Adjustment	Carried forward at 31 March 2012 (closing bal from last year's WGA)
35	**Debtors falling due within one year:**		£'000	£'000	£'000	£'000
36	Council Tax debtor (between preceptor/billing authority)			0		
37	NNDR (debtor for prior overpayments due back from DCLG)			0		0
38	Council Tax receivable from taxpayers			0		
39	Business Rate Supplement debtor (between levying/billing authority)			0		
40	Trade debtors			0		0
41	Other debtors			0		0
42	Prepayments & accrued income			0		0
43	Provision for bad debts (short term - from table below)		-859	-859	-859	0
44	**Total Debtors falling due within one year**		-859	-859	-859	0
45						
46	**Debtors falling due after more than one year:**					
47	Trade debtors (long term)			0		
48	Other long term debtors (including transferred debt)			0		0
49	Prepayments & accrued income (long term)			0		0
50	Provision for bad debts (long term - from table below)		0	0	0	0
51	**Total Debtors falling due after more than one year**		0	0	0	0
52						

8.158   The NNDR debtor is included for any debtor that may be due back from DCLG as a result of previous overpayments of NNDR.

8.159   To complete the debtor analysis, please include any trade debtors; other debtors; prepayments and accrued income. Note row 39 (see screenshot above) for Business Rate Supplements and that it is accounted for on an agency basis (see paragraph 2.2.2.2 of the CIPFA Code.

8.160   "For final accounts purposes, the balances will be consolidated into a single agency account, with the figures netting down to the debtor/creditor to the levying authority." [Paragraph B26 of Section B of Module 2 of the CIPFA guidance notes for practitioners, page 46]

8.161   Debtors for transferred debt arising from Local Government reorganisation should be allocated to the relevant CPIDs on the iCPID_Transactions sheet.

Provision for bad debts movement (combining short term and long term)

8.162   This section requires disclosure of the short and long term provision for bad debts, and a reconciliation showing the movements on total provisions from the carry-forward opening balance. To ensure that the analysis of the provision for bad debts is complete, a secondary validation check exists in cells D112 and D113 of worksheet 16 (Current Assets & AHFS).

Cash Holdings

8.163　　This includes all cash and cash equivalents except for bank overdrafts which have a separate line at row 7 of the Liabilities & Provisions worksheet 17. This Cash Holdings section follows the example disclosure Note 20 of the CIPFA guidance notes for practitioners (page 356).

	Cash held by Authority £'000	Cash in current bank accounts £'000	Short term / liquid deposits £'000
Carried forward at 31 March 2012 (closing bal from last year's WGA)	0	0	0
Adjustment	0	0	0
Restated balance at the begining of the year	0	0	0
Balance at 31 March 2013			

Only the adjustment to last year's balance and the closing balance this year are collected in this table. Short term deposits with building societies and other entities within the WGA boundary should be shown under short term / liquid deposits.

Liabilities & Provisions

Short term creditors

	Balance at 31 March 2013 £'000	Restated balance at the begining of the year £'000	Adjustment £'000	Carried forward at 31 March 2012 (closing bal from last year's WGA) £'000
Bank overdraft (Cash & Cash Equivalents Liability)		0		0
Short term borrowing (from the PWLB only)		0		0
Short term borrowing (all sources other than the PWLB)		0		0
Interest Payable (includes interest payable to the PWLB)		0		0
Trade creditors		0		0
Council Tax creditor (between preceptor/billing authority)		0		
Business Rate Supplement creditor (between levying/billing authority)		0		0
NNDR taxpayer receipts not yet paid to Government pool		0		0
Council Tax refundable to taxpayers		0		0
Other tax and social security payable		0		0
Other creditors		0		0
Former met/county transferred debt (see "LP-Add info-Transferred debt" sheet)		0		0
PFI Finance Lease Liability (short term):		0		
Short term part of finance lease liability on balance sheet PFI contracts		0		
Less: PFI Prepayment (short term)				
	0	0	0	0
Obligations under finance leases and hire purchase contracts (non-PFI)		0		0
	0	0	0	0

8.164　　Deposit assets are typically included on the LP-Inv, JVs & Assoc sheet, except where they are highly liquid and classified as cash and cash equivalents. Those deposits classified as cash and cash equivalents should be included here in the Cash Holdings section of the LP-Current Assets &AHFS sheet.

Assets held for sale (AHFS) & Liabilities in disposal groups

8.165　　The presentation of the AFHS section is similar to the example disclosure Note 21 in the CIPFA guidance notes for practitioners (page 357). This has been modified slightly to meet the requirements of IFRS 5 paragraph 38 to 42, which requires the split of the major classes of assets/liabilities classified as held for sale. Hence the full split between PP&E and Intangibles & Other Assets, (Note 21 in the CIPFA guidance notes went part way to provide this split).

8.166　　Assets should be shown in the table gross (i.e. NOT net of liabilities in

disposal groups). The Liabilities in disposal groups are shown separately (gross) in the box provided below the AHFS table.

8.167   AHFS in the DCT only shows against current assets, as this classification is usually restricted to property or disposal groups that are expected to be sold within 12 months. As the material majority of this balance for WGA is current, the split between short-term and long-term AHFS is not necessary in the Pack, and the full balance shows in the derived Balance Sheet as Current. This may differ from your statutory accounts presentation if you have recognised any of this balance as a Long-Term Asset, but is appropriate for WGA.

LIABILITIES & PROVISIONS (LP_LIABILITIES & PROV)

8.168   The requirements of this sheet have significantly reduced and are less complex due to the IFRS-based CODE changes in accounting for capital grants. This led to the removal of the Capital Grants Unapplied and Deferred sections, replaced by a simpler and much smaller Receipts in Advance section.

8.169   The Financial Instruments liabilities table has been removed since 2010-11, (financial guarantees and derivative liabilities), as the balance reported by local authorities in 2009-10 was very immaterial at a WGA level.

8.170   The Landfill Allowance Trading Scheme (LATS) no longer has a section on this sheet following the CODE changes, and also that the consolidated WGA balance is relatively small to the extent that it did not warrant separate disclosure. Similarly, due to the relatively small consolidated balance, the BMW Landfill Usage Provision no longer requires separate disclosure, and should be included in 'Other Provisions'.

8.171   Liabilities in disposal groups in respect of assets held for sale are captured on the LP-Current Assets & AHFS sheet.

8.172   The Liabilities held in Joint Ventures (JVs) and Associates are captured on the LP-Inv, JVs & Assoc sheet.

8.173   Borrowings and creditors are to be split between those due after one year and those amounts falling due within one year. This is consistent with the required split between short and long term creditors on SoAs Balance Sheet.

Creditors – Amounts falling due within one year

	B	C	D	E	F	G
2	**Liabilities & Provisions**					
3						
4						
5	**Short term creditors**		Balance at 31 March 2013	Restated balance at the begining of the year	Adjustment	Carried forward at 31 March 2012 (closing bal from last year's WGA)
6			£'000	£'000	£'000	£'000
7	Bank overdraft (Cash & Cash Equivalents Liability)			0		0
8	Short term borrowing (from the PWLB only)			0		0
9	Short term borrowing (all sources other than the PWLB)			0		0
10	Interest Payable (includes interest payable to the PWLB)			0		0
11	Trade creditors			0		0
12	Council Tax creditor (between preceptor/billing authority)			0		
13	Business Rate Supplement creditor (between levying/billing authority)			0		0
14	NNDR taxpayer receipts not yet paid to Government pool			0		0
15	Council Tax refundable to taxpayers			0		0
16	Other tax and social security payable			0		0
17	Other creditors			0		0
18	Former met/county transferred debt (see "LP-Add info-Transferred debt" sheet)			0		0
19	PFI Finance Lease Liability (short term):			0		
20	Short term part of finance lease liability on balance sheet PFI contracts			0		
21	Less: PFI Prepayment (short term)					
22			0	0	0	0
23	Obligations under finance leases and hire purchase contracts (non-PFI)			0		0
24			0	0	0	0
25						

8.174   Current liabilities should be analysed as follows:

- Bank Overdraft: This is the cash and cash equivalents bank overdraft liability. This has been split out from bank and other borrowings in the WGA (since 2008-09) to facilitate the workings of the Cash Flow.

- PWLB Borrowing: Separate analysis of local authority borrowing from the PWLB should facilitate authorities' identification of balances and transactions within the public sector. Authorities will be able to identify this item from the Residual Maturity Letter provided by PWLB after the end of the year. The balance should be included here and will automatically populate the iCPID_Transactions sheet. Repayments of debt and new borrowings increase or decrease the liability balance, they are <u>not</u> recognised as income and expenditure and should not be reported as separate transactions on the Counterparty sheet, (as this will all be reflected within the liability closing balance. ***From 2011-12, this now also includes additional borrowing used to buy out HRA subsidy.*** [See LAAP Bulletin 92 for details]

- Other borrowings: Include borrowing from commercial lenders and other public sector bodies. Where borrowing is from another public sector body the balance should be included here and disclosed on the iCPID_Transactions sheet. Where relevant, borrowing from the pension fund should be treated as borrowing from the private sector as the fund itself is outside the WGA boundary. Repayments of debt and new borrowings increase or decrease the liability balance, they are <u>not</u> recognised as income and expenditure and should not be reported as separate transactions on the Counterparty sheet, (as this will all be reflected within the liability closing balance.

- Trade creditors: This should include all balances arising from contractual commitments in respect of normal day to day acquisition of goods and services, other than those payable after one year. Where Trade and Other Creditors cannot be separately identified the unanalysed balance

should be included here.

- **Interest Payable – Government (including PWLB):** This ensures that we capture intra government interest payable usually, but not exclusively, to the Public Works Loan Board (PWLB). This amount is taken to the counterparty sheet. This is separated to act as a reminder, as PWLB interest has often been omitted from the iCPID_Transactions sheet.

- **Interest Payable – Non Government:** to complete the total interest paid amount the non government interest paid is required to be disclosed separately.

- **NNDR taxpayer's receipts not yet paid to DCLG: paragraph 2.8.2.1 of the CIPFA Code** requires NNDR to be accounted for on an agency basis. The amount not yet paid to Government at the Balance Sheet date shall be included in the Billing Authority's Balance Sheet as a creditor (net of cost of collection allowance for England & Wales). Refer to Section H of Module 2 of the CIPFA guidance notes for practitioners (page 101). No creditor is recognised for NNDR payable back to taxpayers (paragraph 2.8.2.1(b) of the CIPFA Code). This is not allocated to the DCLG CPID as DCLG do not recognise a corresponding debtor. The cost of collection allowance is to be included in the LP-I&E NCS Subjective analysis sheet (England & Wales).

- **Council Tax creditor (between preceptor/billing authority):** In England, Council Tax is accounted for on an agency basis, so there is likely to be either a debtor or creditor at year end between the preceptor and billing authority. If applicable, please record the creditor here (a debtor would go on the LP-Current Assets & AHFS sheet), and ensure this amount is allocated to the relevant CPID.

- **Council Tax refundable to taxpayers**: Please record any council tax refundable to council tax payers here - this could be where they have made an overpayment in the previous year.

- **PFI Finance Lease Liability (short-term):** This is required to be analysed into the short term part of finance lease liability on balance sheet PFI contracts less the PFI prepayments (short term) to be identified separately since the introduction of IFRIC 12 in 2009-10.

- **Obligations under finance leases and hire purchase contracts (non-PFI):** To complete the short term liabilities please input any obligations under finance leases (non PFI).

- **Other tax and social security payable:** This balance should include all amounts payable in respect of employers and employees contributions and taxation. The relevant amount should be included here and automatically populates the iCPID_Transactions sheet with the THERC taxes and duties CPID.

- **Former met/county transferred debt:** This feeds through from the LP-Add info - Transferred debt sheet, and only relates to the 41 English bodies that have Metropolitan Borough Council Transferred Debt. If bodies only recognise the transferred debt balance in long-term liabilities, there is no requirement to separate out the short-term portion just for the DCT. This

has only been included here for those bodies that do recognise a short-term component. This balance is automatically allocated to CPID on the iCPID_Transactions sheet.

- **Other creditors:** This should include all balances arising from contractual commitments that are not related to normal day to day acquisition of goods and services, and are payable within one year. Examples include unpaid salaries. Where Trade and Other Creditors cannot be separately identified the unanalysed balance should be included in Trade Creditors.

Short Term Receipts in Advance

		From Government		Non-Government contributions (short term)	Total
		Revenue Grants	Capital Grants (in short term)		
		£'000	£'000	£'000	£'000
46	Carried forward at 31 March 2012 (closing bal from last year's WGA)			0	-853
47	Adjustments				0
48	Restated balance at the begining of the year	0	0	0	0
49	Opening balance at 1 April 2012	0	0	0	0
50	Additions:				0
51	Supporting People				0
52	PFI Special Grant				0
53	Dedicated Schools Grant				0
54	Schools Standard Grant & Schools Standard Fund				0
55	Transferred from long term (below)				0
56	Released to CI&E (in NCS)				0
57	Released to CI&E (outside NCS)				0
58	Repaid (conditions not met)				0
59		0	0	0	0

(Liabilities & Provisions)

8.175   This follows income recognition principles in chapter 2 of the CIPFA Code, and is applicable where you have recognised a receipt in advance liability component in your SoAs calculations. Under the CIPFA Code, many grants that had a liability component will now be recognised as income in full where they do not have certain conditions attached. Although the concept of deferred income no longer exists in the same way as in previous years under the SORP, we have left the terminology here as it is readily understood by practitioners.

8.176   **The additions should be allocated to CPIDs as appropriate** (as should any returned/repaid amounts), however as the other movements are internal entries they should not be allocated to CPIDs as the amount has already been eliminated in WGA when it was an addition to this account i.e. the opening balance would have been eliminated against the counterparty expense last year. WGA prepare a standing consolidation adjustment to reverse out previously eliminated balances for receipts in advance (deferred income), which is why only the additions (and returned/repaid amounts) need to be allocated to CPIDs.

8.177   Released to CI&E (in NCS) - Where the grant conditions are met in year, at that point the income is recognised in the CI&E. See the flowchart diagram that explains the capital grant process in paragraph C31 of Module 2 of the CIPFA guidance notes for practitioners (page 66).

8.178   For the above two figures which are released to the CI&E, these amounts

are automatically use to populate the LP-I&E NCS Subjective analysis sheet and the LP-CI&E sheet where applicable, as denoted by the links to the relevant sections in rows 73 and 74 of the LP_Liabilities & Provs sheet.

Provisions

	Legal Claims £'000	Early Departure Provision £'000	Untaken Staff Leave £'000	Emissions Liability £'000	Other Provisions £'000	Total Provisions £'000
Liabilities & Provisions						
Provisions						
Carried forward at 31 March 2012 (closing bal from last year's WGA)	0	0	0	0	-708	-708
Adjustments						0
Restated balance at the begining of the year	0	0	0	0	-708	-708
Opening balance at 1 April 2012						0
Additional provisions made in 2011-12						0
Provision utilised in year						0
Unused amounts reversed in year						0
Unwinding of discount						0
Transfers in-year						0
At 31 March 2013	0				0	0
Split between short & long term						
Short term component of provisions balance						0
Long term component of provisions balance	0	0	0	0	0	0
Total	0	0	0	0	0	0
Break down into expected timing of discounted cash flows:						
Due within 1 year (populated from short term balance)	0	0	0	0	0	0
Due between 1 and 5 years						0
More than 5 years						0
Total future payments (should balance to Net liability above)	0	0	0	0	0	0

8.179 Provisions are split between short and long term in accordance with paragraph 8.2 of the CIPFA Code. The timing of discounted cash flows for provisions has been moved to this sheet, (previously on the Additional Data sheet), so that it is simpler to ensure that the total breakdown is equal to the total provisions balance.

8.180 The BMW Landfill Usage Provision should be included here in 'Other Provisions'. Due to the relatively small balance on consolidation in WGA, it no longer requires separate disclosure in the DCT Pack as it did in the past. This liability arises when an authority has used more than its allocation of landfill usage.

Long Term Creditors (Amounts falling due after one year)

8.181 Long-term liabilities should be analysed as follows:

- PWLB Borrowing: Separate analysis of local authority borrowing from the PWLB should facilitate authorities' identification of balances and transactions within the public sector. Authorities will be able to identify this item from the Residual Maturity Letter provided by PWLB after the end of the year. The balance should be included here and will automatically populate the iCPID_Transactions sheet. Repayments of debt and new borrowings increase or decrease the liability balance, they are <u>not</u> recognised as income and expenditure and should not be reported as separate transactions on the Counterparty sheet, (as this will all be reflected within the liability closing balance.

- Bank and other borrowings: Bank and other borrowings should include borrowing from commercial lenders and other public sector bodies. Where borrowing is from the public sector the balance should be included here and disclosed on the counterparty sheet. Borrowing from

the pension fund should be treated as borrowing from the private sector as the fund is outside the WGA boundary. Repayments of debt and new borrowings increase or decrease the liability balance, they are <u>not</u> recognised as income and expenditure and should not be reported as separate transactions on the Counterparty sheet, (as this will all be reflected within the liability closing balance.

- Trade Creditors: This should include all balances arising from contractual commitments in respect of normal day to day acquisition of goods and services, other than those payable within one year. Where Trade and Other Creditors cannot be separately identified the unanalysed balance should be included here.

- PFI Finance lease liability (long-term): This is required to be analysed into the long term part of finance lease liability on balance sheet PFI contracts less the PFI prepayments (long term) to be identified separately since the introduction of IFRIC 12 in 2009-10.

- Obligations under finance leases and hire purchase contracts (non-PFI): To complete the long term liabilities please input any obligations under finance leases (non PFI).

- Former met/county transferred debt: This feeds through from the LP-Add info - Transferred debt sheet, and only relates to the 41 English bodies that have Metropolitan Borough Council Transferred Debt. This balance is automatically allocated to CPID on the iCPID_Transactions sheet.

- Other creditors: This should include all balances arising from contractual commitments that are not related to normal acquisition of goods and services that are not payable within one year. Where Trade and Other Creditors cannot be separately identified the balance should be included in Trade Creditors.

Donated Asset Account

8.182   This section was added following the 2010-11 CIPFA Code changes. These donated assets are only from private individuals or entities outside WGA, as donated assets from government bodies should be accounted for as a government grant (see paragraph C16 of section C of Module 2 of the CIPFA guidance notes for practitioners, page 60). Therefore, this is not taken to the Counterparty worksheet 2 as there will not be an intra-government component, so CPIDs are not applicable.

8.183   In accordance with paragraph E20 of Section E of Module 4 of the CIPFA guidance notes for practitioners (page 490), disposals are required to be transferred to the CI&E.

Long Term Capital Grants & Other Receipts in Advance

8.184   This follows the changes in the CIPFA Code (paragraph 2.3), and is applicable where you have recognised a receipt in advance liability component in your SoAs calculations. Following the CIPFA Code changes, many grants that had a liability component will now be recognised as income in full where

they do not have certain conditions attached.

8.185   **The additions should be allocated to CPIDs as appropriate** (as should any returned/repaid amounts), however as the other movements are internal entries, they should not be allocated to CPIDs as the amount has already been eliminated in WGA when it was an addition to this account - i.e. the opening balance would have been eliminated against the counterparty expense last year. WGA prepare a standing consolidation adjustment to reverse out previously eliminated balances for receipts in advance (deferred income), which is why only the additions (and returned/repaid amounts) need to be allocated to CPIDs.

8.186   The amounts released to the LP-I&E NCS Subjective analysis sheet and the LP-CI&E sheet automatically populate the corresponding cell on these sheets. Refer to the section "Revenue & capital grants that have an inherent receipt in advance element" in the LP-I&E NCS Subjective analysis sheet section of this guidance for further details and an example.

8.187   The Capital Grants Unapplied and Deferred liability sections that existed here previously have been removed and are no longer relevant following the CIPFA Code changes to accounting for government grants. Any liability component of capital grants that still exists under the new accounting arrangements should be allocated to the Receipts in Advance section(s).

IAS 19 PENSIONS (LP-IAS 19 PENSIONS)

8.188   Public sector pensions have been of considerable public interest since the introduction of FRS 17 (now IAS 19). WGA reflects this, providing the fullest possible disclosures, which mirror the SoAs disclosures.

8.189   Note that row 7 for prior year restatement is not auto-populated. Instead, following feedback from the 2010-11 exercise, we have changed this to allow preparers to input adjustments directly. However, there is a validation check in rows 63 and 64 of the worksheet to ensure the total adjustment matches the restatement in the Balance Sheet.

8.190   The definition of all items on this sheet is in accordance with chapter 6 of the CIPFA Code. The amounts included for each scheme should reflect the amounts included in the authority's own accounts. All IAS 19 pension liability / asset movements and disclosure items required for WGA can be drawn from the notes to the authority's accounts.

8.191   As per last year, for funded schemes this sheet now separates the movements on gross liabilities from scheme assets. Previously we had one table which netted the scheme assets against the liability. Separating these tables now follows the presentation in the SoAs, (see Sections D and E of Module 6 of the CIPFA guidance notes for practitioners, pages 668 to 700). The opening balances for the liabilities and assets of the scheme are auto-populated for 2012-13 using the closing balances from last year and to mitigate the chances of error or incompletion. <u>Please check these opening balances to</u>

<u>ensure the split and grossing up of the figures are accurate.</u>

8.192   The analysis of movements in the IAS 19 pension liability is required for disclosure purposes and to allow the IAS 19 pension cost recognised in WGA to be properly analysed between the I&E and the Actuarial Gains & Losses that go through reserves (Other Comprehensive Income & Expenditure). An analysis of IAS 19 pension costs and liabilities between unfunded and funded schemes is required for policy and disclosure purposes, fully consistent with the SoAs' disclosures.

8.193   There are additional data integrity validations at the bottom of this sheet to check for internal consistency with the corresponding amounts allocated to the CI&E and Reserves, and also to check the reasonableness of information on this page. An explanation is required if any of these data integrity/reasonableness checks fail.

8.194   All schemes should be accounted for as required by the CODE. Therefore, the Teachers' scheme should be accounted for on a "defined contribution" basis through the CI&E. The material unfunded schemes are the Police and Fire-fighters schemes, with the Local Government Pension Scheme as the main funded scheme. Any other schemes that have been included in your SoAs should also be included here.

8.195   A comment made in earlier years was that the breakdown required to calculate the Actuarial Gains or losses was not provided by the Actuary. The actuary is required to have this assessment to complete their analysis, so please ensure that the requirement for this breakdown has been stipulated to the Actuary when requesting this information for the SoAs.

Signage

8.196   Cell validations exist to check that the signage of pension entries is consistent with what is expected. The Past Service Cost cell was previously locked down as a negative, but debits are also now allowed here as many bodies require this to accommodate the debit for the CPI/RPI change which occurred in 2010-11.

Additional Percentage Disclosures

8.197   Additional information is required using the following format for rows 43 to 56 of the worksheet: Input as a number without the percentage sign, using as many decimals as relevant. Please do not forget to complete this section as we require this information for the pension disclosure in the final consolidated WGA and for audit purposes.

8.198   Percentage disclosures: If the rate is 2.5%, please record as 2.5; for 2.326%, record as 2.3; for 10% record as 10. **Do not enter 2.5% as .025**.

8.199   Rows 49 to 51 of the worksheet will also follow this input format. However the input required is the proportion of the scheme invested in Equities, Bonds

and Other. Therefore, the total of the 3 cells must add to 100. Again, these numbers should be entered without the percentage sign, for example, 40%; 50%; 10% must be included as 40; 50; 10.

RESERVES (LP-RESERVES)

8.200   Local authorities maintain a number of specialised reserves to meet accounting needs related to the capital and revenue control regimes. While these reserves are necessary adaptations to IFRS in a local authority context, they are generally not required at WGA level. We will therefore adjust local authority reserves to an IFRS basis, where possible, on consolidation.

8.201   We expect that this sheet will be simpler to complete now, due to its close relationship with the Movements in Reserves Statement (MIRS) and 'Adjustments Between Accounting Basis and Funding Basis Under Regulations' Note disclosures that are required in the SoAs. This sheet was largely developed following the example disclosures in the CIPFA guidance notes for practitioners (Movement in reserves Statement on page 296; Notes 24 and 25 on page 359 to 365). Line descriptions have been referenced back to the CIPFA Code descriptors (see paragraph 3.4.2.38 of the Code) in the comment boxes on the sheet.

General Guidance

8.202   Movements in reserves should be included in the most appropriate line. Transfers between reserves should be included in the relevant line of the reserves sheet, wherever possible. Any movements that cannot be separately identified, or for which a specific line has not been provided, may be included in Other Movements.

Main elements in the LP-Reserves Sheet

8.203   The HRA reserve has been completely separated from the General Fund, enabling direct input to adjust for movements between the HRA and other reserves. **This means that the surplus or deficit on provision of services must be split between the general fund and HRA balance (cells D16 and E16).**

8.204   'Transfers in respect of Community Infrastructure Levy (CIL) receipts' at row 38 of the Reserves worksheet - see paragraphs B62 to B68 of Scetion B of Module 2 of the CIPFA guidance notes for practitioners (pages 55 to 56). Where CIL charges have been used to fund capital, the charge will be reversed from general fund to capital grants unapplied account.

8.205   'HRA capital expenditure to fund subsidy buy out' ar row 42 – please refer to previous guidance on the LP-I&E NCS Subjective Analysis sheet. This relates to the capital grant transfer out of the general fund for the HRA subsidy buy out.

Carried Forward Balances

8.206   The balances carried forward from 2011-12 have been pre-filled from last year's WGA accounts. The adjustments to opening balances are carried through from the adjustments that you identified in the LP_Balance sheet sheet.

Other Comprehensive Income and Expenditure

8.207   The "Other Comprehensive Income & Expenditure" section begins from row 18 of the LP-Reserves sheet and is consistent with the example MIRS in the CIPFA guidance notes for practitioners (page 296), as these items result in a movement in the Reserves balances. This section essentially replaces the Statement of Recognised Gains & Losses (STRGL) section which no longer exists under the CIPFA Code.

8.208   The 'Amounts recycled (AFS Reserve) to the CI&E Account after impairment or derecognition' at row 21 of the LP-Reserve sheet feed through from the gains/losses table in the LP-Fin Inst sheet. For guidance see Section C of Module 7 of the CIPFA guidance notes for practitioners: paragraph C13 on pages 777 to 778; paragraphs C21 to C22 on pages 787 to 789 and paragraph C33 on pages 793 to 794.

Adjustments between accounting basis & funding basis under regulations (as titled SMGFB)

8.209   This section follows the example disclosure Note 7 in the CIPFA guidance notes for practitioners (pages 328 to 335. Descriptions have been kept consistent with 'SMGFB' lines where possible. See also paragraph 3.4.2.39 of the CIPFA Code. This section of the Reserves sheet should be relatively straight forward to complete from the corresponding note disclosure in your SoAs.

8.210   Invariably we start with a deficit from the I&E and end up with a Surplus to be taken to reserves as a result of these adjustments, (this is usually the case but as ever with Local Government there are always exceptions!).

8.211   Each line/row in this section should net to zero. A data integrity check has been added for this, and an explanation is required where the row does not balance to zero.

8.212   This section is embedded in the Reserves sheet given that it reflects movements between the General Fund and other reserves.

8.213   This section takes the IFRS compliant I&E and adjusts for items (as allowed by regulation) so that these do not score against the reserves and impact the Council tax requirement. Therefore, items such as depreciation and impairments are removed via the Capital Adjustment Account.

8.214   Refer to the paragraphs E6 to E8 of Module 3 of the CIPFA guidance notes for practitioners (pages 159 to 164) for details of the individual lines in this

section.

Transfers to or from Reserves

8.215   These lines for 'Transfers to/from other Reserves' and 'Transfers to/from other Earmarked Reserves' are expected to net to zero across all reserves. There is a secondary data integrity check for this, which requires an explanation if there is a balance of more than £1 million remaining when the transfers between all reserves are netted off.

Other Movements

8.216   This line should only be used if the movement type does not reasonably fit in any of the other given movement lines. There is a secondary data integrity check for this line, which requires an explanation if there is a net balance across the reserves of more than £1 million allocated to Other Movements.

General, County or Police Fund

8.217   All residual transactions on the CI&E should be reflected in this reserve. Any Transfer to/from Other Reserves or Other Movements should be included in line with the general guidance above.

Housing Revenue Account (HRA) Balance

8.218   The form is designed on the assumption that the Housing Revenue Account (HRA) Balance and the Housing Repairs Account (HRepA) Balance are similar in nature, and so are amalgamated into this column. Where an authority does not account for these together it will be acceptable for the reserves to appear in whichever group on this sheet is most appropriate.

8.219   The Major Repairs Reserve was separated out from 2007-08 because the Major Repairs Reserve is different in nature to the Housing Revenue Account (HRA) Balance and the Housing Repairs Account (HRepA) Balance.

Capital Receipts Reserve (formerly 'Useable Capital Receipts')

8.220   The example disclosure Note 7 of the CIPFA guidance notes for practitioners (page 329) states that this balance 'holds the proceeds from the disposal of land or other assets, which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure.'

8.221   Note that the reversal out of the Capital adjustment Account should be debited to the "Capital expenditure financed from Unapplied Capital Receipts (UCR)" line.

Major Repairs Reserve (MRR)

8.222   This reserve records the amount of unspent balance of HRA subsidy paid to

English housing authorities in the form of the Major Repairs Allowance.

8.223   The main credit to the Major Repairs Reserve will be an amount equivalent to the total depreciation charges for all HRA assets. This will have a matching entry to the capital adjustment account. Where there is a difference between the HRA depreciation charges and the Major Repairs Allowance there is either a transfer to or from HRA to the Major Repairs. This entry is shown in the "difference between HRA depreciation and Major Repairs Allowance" line.

8.224   Where the MRR is used (for example to finance capital expenditure or repay debt) the amount will be debited to the MRR and credited to the Capital Adjustment Account (CAA). These entries should be shown in the transfers to/from other reserves line.

Capital Grants Unapplied Account

8.225   This new reserve was introduced in the 2010-11 CIFPA Code following the change in accounting requirements for capital grants.

8.226   Paragraph 2.3.3.5 of the CIPFA Code explains that this reserve is to be used where the "Capital grant or contribution (or part thereof) has been recognised as income in the CI&E, but the expenditure to be financed from that grant or contribution has not been incurred at the Balance Sheet date", as this "represent(s) capital resources not yet utilised". See paragraph G3 of Section G of Module 3 of the CIPFA guidance notes for practitioners (page 171).

8.227   Section 2.3 of the CIPFA Code requires amounts in the Capital Grants Unapplied reserve to be transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

Other Earmarked Reserves

8.228   This group is designed for those earmarked reserves (statutory or discretionary) that the authority discloses separately from the General Fund balance. They are not necessarily ring fenced reserves - their purpose can be amended and the funds utilised on other activities.

8.229   **Schools Balances and the Hedging Reserve (if applicable) are to be included in this column. The pre-filled opening balance of 'Other Earmarked Reserves' will include the carried forward balances of the Schools Balances and Hedging Reserve**, which were disclosed separately in last year's DCT.

8.230   There is no requirement for this column to be completed if the authority does not separately account for such reserves in its own published accounts; it is purely for convenience in completing the WGA return. **Amounts may be included in the General Fund column if that is more convenient.**

Revaluation Reserve

8.231   This records the unrealised revaluation gains arising (since 1st April 2007)

from holding the non-current assets. However, for groups the balance brought forward should include the balances included in the group revaluation reserve from earlier years – as these two have historically been amalgamated in the DCT.

8.232   Note, further to the LAAP Bulletin 73 (point 49) local authorities which operate an investment revaluation reserve for investment properties should include any movements in the revaluation reserve. This is in alignment with the accounting for investments in central government. See also page 359 of the CIPFA guidance notes for practitioners.

Capital Adjustment Account (CAA)

8.233   Page 360 of the CIPFA guidance notes for practitioners states that the CAA: "absorbs the difference arising from the different rates at which non-current assets are accounted for as being consumed and at which resources are set aside to finance their acquisition".

8.234   The CAA is not an IFRS concept. The balance on this account represents timing differences between the amount of the historical cost of non-current assets that have been consumed and the amount that has been financed in accordance with statutory requirements:

- Revaluations/impairments: Debit the reversal out of the General Fund.
- Transfer to/from Other Reserves: Treat any appropriations from the I&E and the transfer of capital receipts applied from UCR as transfers from other reserves; these should net to zero.

Deferred Capital Receipts (England & Wales)

8.235   Page 363 of the CIPFA guidance notes for practitioners states that: "The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the Authority does not treat these gains as usable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve."

Collection Fund Adjustment Account

8.236   Income from Council Tax and NNDR is recognised in authorities' accounts on an agency basis as a result of the SORP 2009-10 changes (now reflected in CIPFA Code from 2011-12). Therefore, this additional reserve was introduced to negate the impact on council tax.

Financial Instruments Adjustment Account and Available for Sale Financial Instruments Reserve

8.237   This is similar to the requirements governing PP&E assets. Financial assets are required to be carried at fair value (unless they have fixed or determinable

payments but are not quoted in an active market). Note the outcome of proper accounting practices for the Income and Expenditure Account is different from that required for assessing the impact of local taxes.

The Financial Instruments Adjustment Account

8.238   This provides a balancing mechanism between the different rates at which the gains or losses (such as premiums on the early repayment of debt) are recognised under the CIPFA Code and are required by statute to be met from the General Fund (see page 362 of the CIPFA guidance notes for practitioners).

Available for Sale Financial Instruments Reserve

8.239   This records the unrealised gains arising from holding available for sale investments, plus any unrealised losses that have not arisen from impairment of the assets.

Pension Reserve

8.240   The pensions reserve is an adjustment that manages the effects of IAS 19 pension charges made to the Income and Expenditure Account against the statutory requirements for meeting the cost of retirement benefits from local taxes, as well as absorbing the impact of actuarial gains and losses. The movements in the Pension Reserve should mirror those in the authority's own accounts.

Unequal Pay back Reserve

8.241   This was introduced as a separate column in the 2007-08 DCT. The purpose of this reserve is to effectively remove the impact of the provision created by local authorities by including a provision on the CI&E and then removing this charge via the "Adjustments between accounting basis & funding basis under regulations" (titled SMGFB).

8.242   As several authorities are making interim payments – these will need to be included in the LP-CI&E NCS Sujective analysis sheet in the Employees group subjective heading.

Accumulated Absences Account

8.243   This new reserve was introduced in the 2010-11 CIPFA Code following the changes in accounting for employee absences in accordance with IAS 19.

8.244   Page 365 of the CIPFA guidance notes for practitioners states that: "The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, for example, annual leave entitlement carried

forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

Group Accounts Only

Reserves of Group Entities

8.245   The movements in the reserve should mirror those in the authority's own group accounts and should include the opening balance plus a total for any other movements.

8.246   A cell was added in 2010-11 to this column to show any **actuarial gains & losses** that impact the IAS 19 pension liability within the Accounts, but go through this reserve rather than the Pension Reserve, as this was a common explanation given for the difference on the data integrity check for the pension liability actuarial gain and losses matching the actuarial gain and losses through reserves.

Minority Interest

8.247   Movements on this Account can only be reflected in 'Other Movements', unless they are an adjustment to the carried forward opening balance, in which case the adjustment should be reflected on the LP-Balance sheet worksheet which will feed through as an adjustment to the opening balance on the LP-Reserves sheet.

BALANCE SHEET (LP-BALANCE SHEET)

8.248   The end year balance sheet is automatically derived from the individual notes and is on the same sheet as the opening balance restatements. Previously, the year-end balance sheet was on a different tab, but we have merged these together.

8.249   The derived Balance Sheet is for information only and to check that the detail in the underlying sheets balances overall. **Some items may show against different lines or headings to the presentation in your Statutory Accounts. If this is the case, please DO NOT change the allocation in the underlying sheets.**

8.250   If the Balance Sheet is out of Balance the following warning appears:

<p style="text-align:center; color:red;">Balance Sheet does not Balance; do NOT submit</p>

8.251   If the authority considers it has completed the return and the Balance Sheet is out of balance, start by reviewing the opening balance adjustments, and then carefully checking the Pack against the SoAs. Correct as required until the Balance Sheet balances.

8.252   **Authorities <u>must not</u> submit returns if the Balance Sheet is out of balance. The OSCAR system cannot accept the data if the Balance Sheet**

does not balance.

8.253   In previous year's some authorities ignored this primary validation and submitted the Pack. The Treasury OSCAR system would reject the data. These were invariably sent back to local authorities for further action and resolution. This is very time consuming and delays the process for all parties. If there is a 'hard' validation failure then you will not be able to 'Lock' the DCT. Sub-consolidators will only be accepting Locked DCTs where all 'hard' validations are passed.

8.254   Passing the balance sheet validation should not be taken as confirmation that the form has been correctly completed in all other respects.

CASH FLOW (LP_CASH FLOW)

8.255   The Cash Flow is based on the indirect method, and follows the CIPFA Code requirements (see paragraphs 3.4.2.61 to 3.4.2.75); the example Cash Flow statements 26 to 28 in the CIPFA guidance notes for practitioners (pages 366 to 367); and the CIPFA Cash Flow Model.

8.256   A major criticism in 2008-09 was the assumptions inherent in pre-populating cells. Several practitioners identified reasons why these would not work unless the Cash Flow and additional data requirements expanded considerably to capture more detailed information. Those authorities that have the CIPFA Cash Flow Model will appreciate the significant number of additional data requirements. Therefore, since 2009-10 there was a conscious decision to have significantly less automatically linked cells rather than ask for considerably more information in order to obtain a derived, pre-filled Cash Flow.

8.257   Based on the positive feedback surrounding this change, and given all local authorities were able to provide a balancing Cash Flow in 2011-12, the 2012-13 Cash Flow works on the same basis (minimal pre-population).

8.258   In order to have the necessary assurance that this has been completed correctly, the Cash Flow (as with the rest of the Pack) is subject to audit review, and if material amounts have been allocated to the 'Other' lines, the secondary data integrity checks will flag that an explanation is required.

8.259   We appreciate that the CIPFA Code allows the option to follow the direct method or the indirect method, but practitioners will appreciate that only one method can be allowed for WGA so that the consolidation is comparing data prepared on a consistent basis. The indirect method is considered more appropriate in order for WGA to subsequently apply the impact of elimination adjustments. Paragraph H6 (page 180) of the CIPFA guidance notes for practitioners does recommend that practitioners use the indirect method on the basis that it is required for WGA.

8.260   The "(Surplus) or deficit on the provision of services" is pulled through to the Cash Flow as the same sign as it appears in the CI&E. Therefore, all adjustments for non-cash movements will be the opposite sign to how they are

reflected in the CI&E (for example, the removal of depreciation will be negative). For those that use the CIPFA Cash Flow Model, this works on the opposite signing convention, (which treats the starting CI&E surplus as positive and deficit as negative).

Sections C and D in the Operating Activities part of the DCT Cash Flow

8.261   Sections C and D (see rows 48 to 49 and 52 to 61) of the DCT Cash Flow have been added in order to capture the Operating Activities line detail that is requested in section D. This would not otherwise be available on the face of a local authority indirect method Cash Flow. However, these lines require separate disclosure to comply with paragraphs 3.4.2.66 and 3.4.2.71 of the CIPFA Code (usually disclosed in the Notes). These lines are explicitly required in the WGA Cash Flow.

8.262   In order to separately show these lines, and for the Cash Flows from Operating Activities section to still balance (and to prevent double counting), these amounts disclosed in section D must first be reversed out in section C from the surplus/deficit on the provision of services.

8.263   As above, follow the detailed comment boxes within the LP_cash Flow sheet.

FINANCIAL INSTRUMENTS (LP-FIN INST)

8.264   The Financial Instruments requirements have reduced in size and complexity since 2009-10. Financial guarantees, derivatives and hedges have been removed from the Pack, as the data collected in 2009-10 indicated that these overall balances in Local Government were very immaterial at a WGA level.

8.265   Risk Management disclosures have now been brought into this sheet (this is explained below).

8.266   The CIPFA Code and the guidance notes for practitioners references have been included in the Pack (as comments) to clarify what is required.

Financial Instruments Income, Expense, Gains and Losses table

8.267   The Financial Instruments gains and losses table at the top of the sheet exactly mirrors the required disclosure in the SoAs, in accordance with paragraph 7.4.2.9 of the CIPFA Code and the example disclosure Note 16 of the CIPFA guidance notes for practitioners (page 349). The white cells in this table feed into the LP-CI&E sheet, which is why in the 'Recommended Order of Completion' (section 3) it is suggested that this table is completed before the LP-I&E NCS Subjective analysis sheet and the LP-CI&E sheet.

8.268   The light blue cells in this table can be completed for consistency with your statutory accounts presentation (per example disclosure Note 16 of the CIPFA

guidance notes, page 349), but are not used to pre-populate the LP-CI&E sheet, as these amounts should be included within other I&E lines that are open for input in the I&E sheets (LP-I&E NCS Subjective analysis sheet and the LP-CI&E sheet).

	B	C	D	E	F	G	H	I	J
2	**Financial Instruments**								
3									
4									
5									
6	Income, Expense, Gains and Losses (feeds into CI&E sheet)	**Financial Liabilities**		**Financial Assets**					
7	Table as per disclosure required in the CODE para 7.4.2.9 and Guidance notes example on page 344	Liabilities measured at amortised cost	At fair value through P&L	Loans and receivables at amortised cost	Available for sale assets	At fair value through P&L	TOTAL		
8		£'000	£'000	£'000	£'000	£'000	£'000		
9	Interest expense (do not populate I&E - here for completeness with CODE format)						0		
10	Loss on derecogntion (disposals)						0		Feeds into CI&E
11	Reductions in fair value						0		Feeds into CI&E
12	Impairment losses						0		
13	Fee expense						0		Feeds into CI&E
14	Total expense in surplus or deficit on the provision of services	0	0	0	0	0	0		
15									
16	Interest Income						0		Feeds into CI&E
17	Increases in fair value						0		Feeds into CI&E
18	Gains on derecognition (disposals)						0		Feeds into CI&E
19	Fee Income						0		Feeds into CI&E
20	Total Income in Surplus or Deficit on the Provision of services	0	0	0	0	0	0		
21					*AFS reserve*				
22	Gains on revaluation								
23	Losses on revaluation								
24	Amounts recycled from the (AFS Reserve) to the I&E Account after impairment (reversing previously recognised revaluation loss)								
25	Amounts recycled from the (AFS Reserve) to the I&E Account after derecognition								
26	Surplus / deficit arising arising on revaluation of financial assets				0				
27									
28	Net gain(loss) for the year	0	0	0	0	0			
29									
30	Cells in this colour can be completed for consistency with your statutory accounts presentation (per CODE Guidance), but are not used to prepopulate CI&E(5), as they should be included within other CI&E lines that are open for input.								
31									

8.269   There are a number of greyed out cells – these are auto-populated from other cells, or are not relevant for data input (for example, reduction in fair value for Loans and Receivables held at amortised cost).

Fair Values

8.270   Fair value assessment has been limited to those assets and liabilities which are not explicitly held at fair value, i.e. long-term loans and receivables assets held at amortised cost, and long-term financial liabilities held at amortised cost.

8.271   This is not applicable for short term or other Financial Asset/Liability categories because their carrying amount is already equal to their fair value.

8.272   You MUST complete these cells, as these are mandatory data cells that require a value – even if it is zero – in order for the Pack to validate. For many bodies, the fair value will equal the carrying value. **Unless your fair values are different, please enter the Carrying Value (the same as the column E value) in the Fair Value cell in column F**.

8.273   Refer to the CIPFA guidance notes for practitioners: paragraph D14 of Module 7 (page 799); and the example disclosure Note 16 (page 349 to 354).

Risk Management

8.274   **Credit and market risk tables now only require completion if there is a material risk in WGA terms, where financial assets (or liabilities, as appropriate) are over £50 million.** The Liquidity Risk table does not have this de minimis test given that it mirrors a disclosure in your SoAs.

8.275   It may be that your local Treasury team complete this information for the

main accounts – they should have the information to complete this section too.

8.276   Details of the risk disclosures [refer also to the references within the the LP-Fin Inst sheet:

- Credit Risk (only required if financial assets exceed £50 million)

    Module 7 of the CIPFA guidance notes for practitioners: paragraphs D24 to D25 (pages 802 to 804); paragraph D27 (page 804); and paragraph 7.4.3.6(c) of the CIPFA Code (page 224) requires 'information about the credit quality of financial assets that are neither past due nor impaired'. The CIPFA Code does not prescribe how the information should be presented, so the disclosures vary greatly between local authorities. The information needs to be captured on a uniform basis for WGA, and it is probable that authorities will have this information available in this format for internal credit management. Geographical locations of financial assets should also be readily available.

- Liquidity Risk

    This table is in accordance with paragraph 7.4.3.9 of the CIPFA Code (page 225); and the CIPFA guidance notes for practitioners: paragraph D25 of Module 7 (pages 803 to 804) and the example disclosure Note 51 of Module 3 (pages 399 to 400). The Liquidity Risk table does not have the 'de minimis' test of £50 million as with credit and market risk, given that it mirrors a disclosure in your SoAs.

- Market Risk (only required if financial assets/liabs exceed £50 million)

    Paragraph 7.4.3.10 of the CIPFA Code (page 225); and the CIPFA guidance notes for practitioners: paragraph D25 of Module 7 (page 804) and the example disclosure Note 51 of Module 3 (pages 400 to 401). This includes a sensitivity analysis of a 1% base point movement and the impact on interest.

Checklist of other significant (>£50 million) Financial Instrument scenarios

8.277   The last section in this sheet is a yes or no checklist. You are only required to answer 'Yes' if the local authority has a significant financial instrument scenario from this list that is greater than £50 million. Refer to paragraph D8 of Module 7 of the CIPFA guidance notes for practitioners (pages 797 to 798).

COUNTERPARTY DATA SHEET (ICPID_TRANSACTIONS)

Introduction

8.278   The iCPID_Transactions sheet facilitates the recording of counterparty identifier (CPID) information. It is an integral part of the form as it is the only way we can identify intra-group transactions and balances. This information is essential as it enables us to eliminate "internal" trading when consolidating all the bodies in the WGA boundary.

8.279   The amounts entered in the earlier worksheets against each of the description lines have been linked through to the iCPID_Transactions sheet in Column J (see screenshot below). The only update to this sheet in 2012-13 is the incorporation of additional lines/sheets due to the relevant updates to the DCT as described in sections above.   Users are required to split out any components of these totals auto-populated from the earlier worksheets which may relate to other public sector bodies. A complete list of public sector bodies included within the WGA boundary can be found in the CPID_List sheet of the DCT.

8.280   **Threshold: WGA is concerned with transaction streams and balances over £1 million per category (Match Relationship).**

8.281   **Use the "Insert Rows" macro if you need additional lines for CPID breakdown**. Place your cursor into the relevant area in column A and click the "Add CPID Rows" button in the top left hand corner of the sheet.

Completing the form

8.282   Not all data lines in the WGA form will require CPID information. If the counterparty is outside of the government boundary, (for example, private firms), or is a "book" entry only (for example, capital charges), then **no counterparty information is required.** Please leave the cell blank, do not enter a dash. *For further detail on whether or not a transaction should be included on the counterparty sheet, please see further in this section, and read section 8.*

8.283   The counterparty information is drawn from information provided in the accounts. For example, the Revenue Support Grant is taken from the information provided in LP-I&E NCS Subjective analysis or the LP-CI&E sheet.

One key difference in 2012-13 is that authorities will need to enter an instigating entity in column K for each disclosed transaction. For Local Authorities this will always be your own CPID and will automatically populate column L. This is a requirement for the OSCAR system and we will endeavour to make both these columns automatically populate in future years.

Match Relationships

8.284   The Match Relationships are detailed at the end of this guidance. OSCAR has been set up to automatically eliminate transactions in the same groups based on Match Relationships. For instance purchases of goods and services will eliminate with sales of goods and services. Consider all transaction lines within each Match Relationship code, and include any that total more than **£1 million** with any counterparty. For example, total transport related expenditure; total purchases of supplies and services and other premises related expenditure are all included in the same Match Relationship.

Example

If in the LP-I&E NCS Sunbjective analysis sheet we included the following information:

Other premises related expenditure   £3,000*
Transport related expenditure   £2,500

Audit Costs   £1,000
Third party payments – other local authorities   £4,500

* note these are all rounded to thousands – therefore the £3,000 represents £3 million.

These amounts would then be automatically copied into the counter-party sheet requiring further analysis.

In this example we have identified that of the total expenditure by subjective analysis we have transactions with London Borough of Lambeth:

Of the:
Other premises related expenditure   £3,000   £700K relates to LB Lambeth
Transport related expenditure   £2,500   £500K relates to LB Lambeth
Third party payments (other LAs) £4,500   £1,500K relates to LB Lambeth

If we were adhering to the items over £1m then the first two items would not be included in the analysis. This would not be correct and we are understating the level of counterparty transactions with Lambeth.

Why?

These relate to the same Match Relationship 15 (previously MR0201). The total amount of £2,700K with Lambeth exceeds the £1 million threshold, so should be reported on the iCPID_Transactions sheet.

LP-I&E NCS Subjective analysis extract:

	B	C	D	E	F
2	**Comprehensive Income and Expenditure Accounts: Net Cost of Services**				
67	Income				
68		Dwelling rents (gross) within the Housing Revenue Account (HRA)			
69		Cost of NNDR Collection Allowance (treated as income)	[no CPID]		
70		Miscellaneous income			
71		Government Grants (received from bodies within WGA boundary)			
72		Income from CLG to settle HRA subsidy	CLG		
73		Housing Revenue Accounts Subsidy	CLG		
74		Supporting People	CLG		
75		PFI Special Grant (component recognised in NCS)	CLG		
76		Council Tax Benefit: subsidy	DWP		
77		Rent Allowance: subsidy	DWP		
78		HRA Rent Rebates: subsidy	DWP		
79		Non-HRA Rent Rebates: subsidy	DWP		
80		Housing Benefit & Council Tax Benefit Admin Grant	DWP		
81		Sure Start Grants	DfE		
82		Dedicated Schools Grant	DfE		
83		Schools Standard Grant & Schools Standard Fund	DfE		
84		Greater London Authority Transport Grant	DfT		
85		EU current grants			
86		Other revenue grants & contributions (from Govt)			
87		Other Non-Govt revenue grants & contributions			
88		Capital Grants and Contributions			
89		Capital grant income (from Govt bodies)			
90		Capital grant income (EU grants)			
91		Capital grants & contribution income (from non-Govt)			
92		Amounts released from receipts in advance (deferred income)	[no CPID]		VALIDATION TO BE DO
93		Customer & client receipts			
94		recharge receipts			
95		external receipts (fees & charges for services)			
96		Other Operating Income			
97		**Total Income**			0
98					

iCPID_Transactions sheet extract:

In the Lambeth Counterparty sheet, Lambeth have identified that they have sales with Sample Authority (E1111) of £2,700K (of a total of £7 million).

This is the same as that identified in the Sample Authority's Counterparty sheet, and as these two are exactly the same amount and are in the same Match Relationship this will eliminate completely. This is called a "Match Perfect".

| Sample Authority (previously MR0201) | Purchases | £2.7m | with | Lambeth | 15 |
| Lambeth (previously MR0201) | Sales | £2.7m | with | Sample Authority | 15 |

However, if Sample Authority excludes the amounts under £1million then there would be a mismatch:

| Sample Authority (previously MR0201) | Purchases | £1.5m | with | Lambeth | 15 |
| Lambeth (previouisly MR0201) | Sales | £2.7m | with | Sample Authority | 15 |

In this case OSCAR will not eliminate the two as there is a difference of £1.2m, (the £700k and £500k are not included). Therefore, as can be seen from this example completeness and accuracy of the information included in the Counterparty sheet is extremely important.

Other key points to note

8.285   If an invalid CPID is entered in column M then **#NA** will appear in column N. (you may have noted in the example above this was the case – as the fictitious local authority called Sample Authority with E code E1111X led to an #N/A in the CPID description.

8.286   Do not submit your form with an invalid CPID. This is a primary validation error. Please contact us if you are unsure of any codes, and we will locate the correct CPID. WGA.Queries@communities.gsi.gov.uk.

8.287   **When completing the counterparty information, the following important points should be considered:**

- Consider all lines that may require input and ascertain if your entity holds any part of this balance or transaction stream with another government body.

- **How do I know if the counterparty data is needed?** We require you to note the counterparty for any transactions and balances greater than **£1 million** with any other WGA body. We also require counterparty information for individual balances of less than £1m in several different lines when the combined total of separate amounts in the same **Match Relationship** exceeds £1 million.

- Input whole numbers only, rounded to thousands (£'000s). **Do not** input decimals, or cut and paste any figures, or link to other spreadsheets. This can prevent the extraction of data and its upload onto OSCAR. These points are important, otherwise it can lead to "referencing" errors causing the primary validations to fail, preventing the automatic upload of the information onto the COINS system.

- **Signage:** Amounts entered in column O should follow the same sign convention as the total in column J. For example, if the Total Transport Related Expenditure in column B is a debit £100,000, then any CPID amounts recorded will also be debit.

- **CPID breakdown totals:** The total of the CPID breakdown should not exceed the total in column J. If the CPID breakdown total in column O is greater than the line balance in column J, then a validation error message will exist, requiring an explanation.

- To **insert additional rows** as needed into the counterparty sheet, place your cursor into the relevant area in column A and click the "Add CPID Rows" button in the top left hand corner of the sheet. If this fails to work, please email us stating the number of additional lines required and where. We will add in the extra rows and return the form to you. WGA.Queries@communities.gsi.gov.uk.

- Some balances are also expected to be all internal to WGA, and therefore fully allocated to CPIDs, (except for a small component for amounts below the reporting threshold of £1 million). For example, 'Other revenue grants received from government'. Data integrity checks now exist for these balances (explained below), and an explanation will be required if these lines have not been fully allocated to CPIDs, (in most cases we expect the justification to be that the remaining balances are individually below the CPID reporting threshold).

General Omissions

8.288   Many of the local authorities did not provide complete counterparty information which resulted in numerous no matches and mismatches requiring significant remedial work to identify whether the original information was included in error; there was an omission from the recipient; there was a miscoding of the balance; or the incorrect recipient had been included. As a result of the issues in counterparty data in previous years, the CPID data integrity checks have increased since 2010-11 (explained below), and it is understood that auditors will be focussing more heavily on the iCPID_Transactions sheet.

Scope / WGA boundary

8.289   As a general rule, bodies such as internal drainage boards, housing associations, charities, and town and parish councils fall outside the scope of WGA, and so do not require identifying on the counterparty sheet.

8.290   Some bodies are recorded against their central department and do not have their own counterparty identifier code. For example, Primary Care Trusts and Strategic Health Authorities are recorded as the Department of Health.

8.291   Greater London Authority (GLA) functional bodies have separate CPID codes from the GLA. Please record counterparties against these organisations and not the GLA. This includes TFL, Mayors Office for Policing and Crime, and the London Fire and Emergency Planning Authority.

8.292   Any transactions with academies should be allocated to the CPID code CAD022, there are no individual CPID's for each academy.

Billing - Precepting Authorities

8.293   Local authorities are required to show their income from council tax regardless of the collection arrangements. As a result there could either be a debtor or creditor situation at year end. This debtor/creditor will need to be disclosed in the counterparty sheet.

PTEs and ITAs (previously PTAs)

8.294   In previous years there have been several instances where payments (including levies) for transport services were recorded against the wrong code and attributed to the Passenger Transport Executive, rather than the correct Passenger Transport Authority (PTA). The PTAs have since been renamed Integrated Transport Authorities (ITAs). Please ensure that you use the ITA CPID and not that for the executive.

Joint Committees & Similar Joint Arrangements

8.295   Where a joint committee has been designated for inclusion in WGA (and so allocated with a CPID code); transaction streams and balances should be

treated in the same way as any other transactions in WGA. Where no CPID exists, it should be treated as outside of the public sector, and no counterparty recorded.

Agency arrangements & delegated functions

8.296   If an authority is acting as agent of another public body, or is the principal in an agency agreement, the CPID allocations will depend on how the body accounts for the arrangement. If they account net, and do not have any balances in their accounts, then no CPID should be recognised. If they report all income and expenditure in relation to the agency agreement in their Accounts, they should then also record the relevant CPID information against these balances.

Third Party Payments – NHS Trusts & Foundation Trusts

8.297   Health Authorities include NHS Trusts, Foundation Trusts, Primary Care Trusts and Strategic Health Authorities. NHS Trusts and Foundation Trusts have an individual counterparty identifier code. Primary Care Trusts and Strategic Health Authorities are agencies of the Department of Health and will therefore carry the CPID: DOH033.cpid.

Government Grants Income

8.298   If there is confusion as to which government department is responsible for the funding, i.e. if the payment is made via another department, please confirm the appropriate CPID by contacting DCLG at wga.queries@communities.gsi.gov.uk.

8.299   For the Schools Standard Grant & Schools Standard Fund total include - School Standards **Grant** (SSG) - paid by DfE to local authorities. This is a formula driven grant paid via the local authority to all maintained schools. Schools are free to spend the grant on any purpose. Local authorities request this funding in Table 1 of the Section 52 budget statement.

8.300   This line also includes the School Standards **Fund** (SSF). This is the umbrella term for a suite of grants paid by DfE to local authorities for a variety of specific purposes including the raising of standards of teaching and learning in schools; extended services in schools; and the extension of the early years free entitlement. Largely devolved to schools, but some expenditure can be incurred at local authority level.

Counterparty Integrity Checks

8.301   Due to the significance of the counterparty eliminations issues in WGA, more counterparty data integrity checks have been added to this sheet since 2010-11 (both to the right and below the main table), and flow through to the K.Validation_Errors sheet. Many existed in the 2009-10 Pack, but were less prominent as they only showed on the iCPID_Transactions sheet, and were not pulled through to the K.Validation_Errors sheet.

CPID Primary Validation tests

8.302 **Counterparty data: Investment balances identified as internal to WGA on the LP-Inv, JVs & Assoc sheet have been allocated in full to CPID(s).** The investments identified as internal to WGA/held with bodies within the WGA consolidation boundary must be 100% allocated to CPIDs on the iCPID_Transactions sheet. If this test fails, the balances you have entered in rows 64 and 72 of the LP-Inv, JVs & Assoc sheet, which is only for internal to WGA balances that are allocated to CPIDs, are not equal to the amounts allocated to CPIDs on the iCPID_Transactions sheet. See the example below. If any amounts allocated to rows 64 and 72 of the LP-Inv, JVs & Assoc sheet are individually below the reporting threshold of £1m, they should be treated as external to WGA, and included in the 'External' section of the LP-Inv, JVs & Assoc sheet.

Example
From LP-Inv, JVs & Assoc sheet:

	B	C	D	E	F	
2	Joint Ventures and Associates					
49		0	0	0	0	
50						
51						
52	Step 2: Split the balances disclosed in Step 1 to disclose those that are with bodies within the WGA boundary (Internal). Internal bodies are listed on the "CPID_List" worksheet					
53						
54		Internal Balances	Internal Balances	Internal Balances	Internal Balances	
55		Balance as at 31 March 2013	Restated portion of closing balance as at 31 March 2012	Adjustment	Portion of 2011-12's closing balance from above that was held with bodies internal to WGA	
56		£'000	£'000	£'000	£'000	
57	Short Term Investments					
58						
59	Shares and equity type investments		0			
60	Deposits	20,000	0			
61	Loans		0			
62	Other		0			
63						
64	Balance for the year ended 31 March 2013	20,000	0	0	0	
65	Long Term Investments					
66						
67	Shares and equity type investments		0			
68	Deposits		0			
69	Loans		0			
70	Other		0			
71						
72	Balance for the year ended 31 March 2013	0	0	0	0	
73						
74						
75						

From iCPID_Transactions sheet:

8.303 **CPID amounts identified have not been allocated to a valid CPID**. This test will fail if:

- you have entered an amount in column O of the iCPID_Transactions sheet without providing a CPID in column M; or

- a CPID you have given in column M is not valid and does not exist on the CPID_List sheet, indicated by an "#N/A" in column N.

This would result in an upload that is rejected by OSCAR, so is a primary validation error. Please rectify by ensuring that all CPIDs given in column M of the iCPID_Transactions sheet exist on the CPID_List sheet, and that you have provided a CPID against all amounts that you have entered in column O, (otherwise the amount should be removed from column O as appropriate).

CPID Soft Data Integrity Checks

8.304 **The counterparty breakdown provided is greater than the trial balance amount.** For instance, total sales income is "pulled though" from the CI&E and is £10m. However the counterparty breakdown provided is £12m. This typically cannot be the case, unless there has been a large reversal or offsetting amount on that line balance. Usually it would suggest that either the account balance is wrong; the wrong amount has been input on the Counterparty sheet; or the amount has been allocated against the wrong account balance on the Counterparty sheet. An explanation is required if this occurs in your DCT and you believe it is appropriate.

8.305 **Signage**: CPIDs in column O of the Counterparty sheet are expected to be the same sign as the balance in column J (for example, positive for expenses etc). An explanation is required for CPID amounts with the opposite sign to the column J balance.

8.306 **Under-allocation of CPIDs on lines that are expected to be fully allocated to CPIDs (for example, government grants)**: There are internal to WGA balances in the Pack that we expect to be fully allocated to CPIDs (except for a small balance for individual amounts below the CPID reporting threshold of £1 million). For example, on the LP-I&E NCS Subjective analysis sheet or the

LP-CI&E sheet, grants received from government have been asked for separately from non-government contributions. Therefore, we would expect all of the balance identified as with government (except for amounts below the reporting threshold) to be allocated to CPIDs on the iCPID_Transactions sheet. Where these balances have not been fully allocated to CPIDs, please take the following steps:

- ensure any amounts not internal to WGA are reallocated to the equivalent 'non-government' line item;

- ensure all amounts that meet the £1m reporting threshold have been allocated to CPIDs;

- provide an explanation for remaining balances over £5 million.

In respect of the lines in this validation section that relate to government grants, we would expect that the only reasonable explanation is that the remaining balance consists of individual counterparty amounts that are below the £1m reporting threshold. The auditors are likely to be checking this section, as counterparty data will be more of a focus in the 2012-13 WGA audits.

Example: if the Other government grants line on the I&E sheet has an amount of £10m, but there is only £2m of this balance allocated to CPID on the iCPID_transactions sheet, then the unallocated balance of £8m is significant. You will be required to justify why the £8m is not allocated to CPIDs, confirming that the remaining £8m is all due to small individual grants under £1m from different bodies.

ADDITIONAL DATA (LP-ADDITIONAL DATA)

8.307   This sheet is used to collect data for disclosure or adjustments that cannot be collected as part of the balanced WGA account.

8.308   Additional information should be entered as positive numbers, unless it is explicitly asked for as negative.

8.309   The lease, PFI and other commitments tables have now been standardised, and all require the information in the same format of future projected cash flows, as follows:

- Payments due within 1 year

- Payments due between 2 & 5 years

- Total payments due thereafter

Example: Operating Leases – Projected cash flow of total future payments

8.310   Please show aggregate amounts. For example, a building lease contract which is for ten years and the annual payment is £100 should be recorded as £100 due within 1 year, £400 between 2 & 5 years, and £500 due thereafter.

Enter all numbers as positive in rows 90 and 10 (for this example).

	B	C	D	E	F	G
2	**Additional Disclosures**					
3						
4						
5	**Maturity Profile of Lease Commitments (non-PFI)**					
6		Timing of total future minimum lease payments			Operating Leases (non-PFI)	
7		*(Please split the land and buildings leases into separate elements)*		Land	Buildings	Other
8				£'000	£'000	£'000
9		Payments due within 1 year				
10		Payments due between 2 and 5 years				
11		Total payments due thereafter				
12				0	0	0
13					Finance Leases (non-PFI)	
14		Payments due within 1 year				
15		Payments due between 2 and 5 years				
16		Total payments due thereafter				
17				0	0	0
18		Less: Interest element				
19				**0**	**0**	**0**
20						

The same concept of projected future cash flows applies to Finance Leases; each component of PFI (capital; interest; and service charges); and for Other Financial Commitments.

Mandatory cells

8.311   To ensure the completeness of data, the K.Validation_Errors sheet contains checks that ensure you have a value in mandatory cells, even if the value is '0'. This includes staff numbers and question responses for contingent assets/liabilities and post balance sheet adjustments.

Maturity Profile of Lease Commitments (not PFI)

8.312   This data is required to prepare the notes to the accounts. This should be presented on a projected future cash flows basis, consistent with the presentation in the building operating lease example above.

PFI Additional Disclosures

8.313   Given the interest in PFI there are a few additional data requirements, such as the number of PFI schemes to build schools and for housing renovations. Note this is not the number of PFI schools that are being requested but the number of PFI schemes to build the schools. For example, a local authority may have a PFI agreement to rebuild all the primary schools in their area. This should be recorded as one scheme.

8.314   This also asks for details of other PFI contracts worth over £500m (therefore material to WGA), and the total number of PFI schemes committed to all together, including those in these other categories already mentioned.

Other Financial Commitments

8.315   Here we require details of the total financial commitments at the balance sheet date (either capital commitments or non cancellable contracts). This will give us a true picture across WGA of committed public sector expenditure.

Contingent Assets/Liabilities

8.316   At the WGA level we are only interested in contingent assets/liabilities

greater than £500 million. Regardless, the contingent assets/liabilities questions in cells G59 to G61 always require a response. If you do not have contingent assets/liabilities greater than £500 million, please enter '0' to confirm. Values for quantifiable liabilities are only required where they exceed £500 million.

	B	C	D	E	F	G	
2	**Additional Disclosures**						
-							
56	Contingent Assets/Liabilities						
57							
58	**Do you have any:**						
59	IAS37 Contingent Assets > £500m individually or as a group?(1=Yes,0=No)				Please reply to this question.		
60	IAS37 Contingent Liabilities > £500m individually or as a group?(1=Yes,0=No)				Please reply to this question.		
61	IAS37 Unquantifiable Contingent Liabilities with a possible worth of > £500m?(1=Yes,0=No)				Please reply to this question.		
62							
63	**Please enter amounts (Enter all as positive numbers)**					£'000	
64	IAS37 Quantifiable Cont Liabilities-Guarantees (excludes pensions)						
65	IAS37 Quantifiable Contingent Liabilities - Indemnities						
66	IAS37 Quantifiable Cont Liabilities-Environment damage & decom costs						
67	IAS37 Quantifiable Contingent Liabilities - Pension guarantees						
68	IAS37 Quantifiable Contingent Liabilities-Litigation (non-employee related)						
69	IAS37 Quantifiable Contingent Liabilities-Litigation (employee related)						
70	IAS37 Quantifiable Contingent Liabilities - Other						
71	IAS37 Quantifiable Contingent Assets						
72							

8.317   These are areas of acute interest in public sector accounts. If you answer 'Yes' to having contingent assets/liabilities greater than £500 million, it is probable that we will contact you to obtain further details for the WGA narrative disclosures.

Post Balance Sheet Events

8.318   The Post Balance Sheet Events questions in cells G75 to G76 require a response. If you do not have Post Balance Sheet Events worth more than £100 million, please enter '0' to confirm.

Staff Numbers

8.319   Please ensure that you enter **full-time equivalents**, (not headcount). The opening balance and closing balance of full-time equivalent staff numbers must be given in order for the table to calculate the average staff numbers for the year. If the authority discloses this number in their Accounts, that would be the appropriate source, otherwise the authority can choose the most reliable source for this data, whether it is from their HR system or similar. As a suggestion, to avoid any duplication of work, authorities can use the figures provided to the ONS in the Quarterly Public Sector Employment Survey (QPSES). We know that not all authorities are required to complete this ONS quarterly return, such as police authorities, so those bodies would obtain the data from another appropriate internal source, such as their HR system.

8.320   The staff numbers tables are mandatory cells for completion, and the primary validations will not pass unless they contain a value (even if it is '0'). If the value entered is '0', an explanation will be required. We know a *very* small number of authorities (for example, some waste authorities) do not report staff, as these bodies do not have staff of their own as such, and are part of another local authority that includes them in their WGA return. If this is the case, a brief explanation in column K of the relevant section in the K.Validation_errors sheet will suffice.

8.321   Refer to Annex A, which contains a copy of ONSs guidance notes for

completing the Quarterly Public Sector Employees Survey (QPSES) Questionnaire.

Exit Costs

8.322   The table for exit packages has been included in the Additional Data worksheet 21 at rows 91 to 93. This has come about due to the 2011-12 update to the CIPFA Code (Section 6.3) and the example disclosure Note 36 (pages 376 to 378) and Note 46 (page 391) of the CIPFA guidance notes for practitioners are required.

8.323   Please ensure staff numbers are transposed as Full Time Equivalents (FTE) as accurately as possible and that 'Total cost of exit packages' is rounded to the nearest thousand (£000).

	B	C	D	E	F	G
2	**Additional Disclosures**					
87	Exit Costs					
88						
89	*For the period 1 April 2012 to 31 March 2013*			For exit packages costing < £50,000	For exit packages costing £50,000 - £100,000	For exit packages costing £100,000+
90	*(Disclosure is as per the proforma in the Code of Practice)*					
91	Number of compulsory redundancies					
92	Number of other exit packages agreed					
93	Total cost of exit packages	In £000s				
94						

ADDITIONAL INFORMATION – TRANSFERRED DEBT (LP-ADD INFO - TRANSFERRED DEBT)

8.324   Any authority with a transferred debt liability arising from the end of a former Metropolitan (or county) council should complete this page. This sheet exists to facilitate a central elimination adjustment. If you are not on the list on this sheet and should be, or if you have been included incorrectly, please contact DCLG by email at WGA.Queries@communities.gsi.gov.uk.

8.325   This area caused many elimination issues in past years, hence the existence of this sheet since 2008-09. This sheet has been revised and simplified since 2010-11 following the analysis of data collected in previous DCTs.

8.326   The liability recognised on this sheet now feeds through to the LP-Liabilities & Provs sheet, hence the Recommended Order of Completion (section 3) suggests that this sheet is completed before the LP-Liabilities & Provs sheet. The data from this Transferred Debt sheet also automatically populates the iCPID_Transactions sheet.

8.327   There is no need to split your debt between long and short term if you don't in your published accounts. If you do not typically recognise a short term component please allocate all of the balance to Long Term (column G of this sheet.

8.328   The outstanding debt obligation data from this sheet feeds through to the LP-Liabilities & Provs sheet and iCPID_Transactions sheet. Interest paid does

not feed into the CI&E sheet, but is required to facilitate a central elimination adjustment and must be included in the interest allocated to cell E40 on the LP-CI&E sheet.

8.329   The data on this sheet is important to ensure that we can raise the appropriate elimination adjustment journals centrally.

8.330   This sheet will continue to have the validations introduced in 2011-12 as additional information is now required for disclosures as a check of the data and to facilitate the central elimination journals.

8.331   The data integrity check reflects 'ERROR' if the total debt liability in column G is not higher than the administrating authorities share of the debt.

8.332   Columns I and O were introduced in 2011-12 in order to provide more assurance through the validation above.

8.333   Column K and M reflects the total debt obligation between the administering authority and PWLB, therefore this figure should be larger than the entities contribution (F and G), as it includes all other authorities outstanding transferred debt.

8.334   Column Q requires the preparer to include the share of interest paid in year relating to your local authority **only** that has been debited to cell E40 of the LP-CI&E sheet.

ADDITIONAL INFORMATION - HIGHWAYS INFRASTRUCTURE (LP-ADD INFO - HWAYS INFR)

Requirement

8.335   This Highways Infrastructure Assets data will be included in the 2012–13 WGA on an unaudited basis. The original timetable required a full dry run audit review of GRC data in the 2011–12 Return. This was based on the assumption that local authorities would have moved to the depreciated replacement cost method of valuing highways infrastructure assets for its statutory accounts. Given the resources and cost involved in additional audit procedures in an era of substantially tighter public spending, there will be no separate audit of the 2012–13 data.

8.336   We stress the importance of providing the data to the same quality required for audit review, given the size and complexity of the task, and so that the momentum of the work is maintained.

8.337   If you are a body that does not have Highways Infrastructure, or if you are unable to obtain the data to complete certain mandatory cells, please enter zeros in order for your Pack to validate. Please provide an explanation to support the entry of zero balances.

Changes for 2012–13

8.338   The key change in 2012–13 is the requirement to provide more information on the in year movements on Highways Infrastructure Assets. This is essentially a data capture exercise to analyse the 'to date' estimate of the valuation on a GRC basis. Further guidance is contained below.

UNCLASSIFIED

Overview of Section 2: Estimate of DRC using CIPFA Model

8.339 All estimates should be calculated on the basis set out in the CIPFA Code of Practice on Transport Infrastructure Assets – Guidance to Support Asset Management, Financial Management and Reporting (published March 2010).

8.340 This section of the DCT only requires the high level totals for gross replacement cost (GRC) and depreciation for each Level 1 Highway Asset Type, defined in the Table *"Classification of highway assets"* of the transport Code. Some of these materials are being updated to reflect experience from previous years so authorities are advised to ensure that they are using the most up to date versions. *See [A] in image above.*

8.341 For each GRC estimate, please input the data into the appropriate column representing whether the underlying data used to calculate the estimate was based on actual inventory; sample inventory; default values; or a combination of these. *See [B] in image above.*

8.342 Figures must be rounded to thousands (£'000s), and the 2012-13 figures in PP&E that feed into the Balance Sheet should still be Historic Cost in the DCT. If the preparer of the form has received the figures from a different department, please be sure to confirm the level that the figures have been rounded to so that they are input correctly as thousands in the return.

8.343 A rounding validation check is included in the form, and if total GRC is greater than £10bn, the following message will appear: *"You have*

reported more than £10bn of GRC data, please ensure this is correct, and that you have not failed to round to thousands." Some authorities will have more than £10bn, in which case if you have rounded correctly you should ignore this message. *See [B] in image above.*

8.344   Please provide the estimated percentage of completion on the work done to achieve the full and complete Depreciated Replacement Cost valuation for each of the asset types. Section B of this guidance below, "How to Evaluate the Estimated Percentage of Work Complete", provides the methodology for determining these percentages. We ask for this approximation in order for CIPFA, the Project Implementation Steering Group (PISG), HAMFIG and the Treasury to get an impression of the progress to date.

8.345   Please also provide a brief explanation of the plans and progress on the valuation work in the comment box provided, even where estimated values are not yet available.

8.346   Please complete CIPFAs Questionnaire in respect of the *Code of Practice on Transport Infrastructure Assets* and supporting materials, which has been included at the bottom half of this sheet in the WGA Return. Please keep the narrative responses within the space provided.

How to Evaluate the Estimated Percentage of Work Complete

8.347   Your answers to question 6 to 9 in the CIPFA questionnaire (see DCT template) should be used to help guide your assessment of progress in each area. Note that this relates specifically to the **DRC** calculation for each asset type.

8.348   A score of 0% might indicate that you have none of the required data to implement the code for that asset type and that no progress has been made on gathering the data. Your authority is therefore unable to return a DRC value for this asset type.

8.349   A score of 100% should indicate that you have all of the inventory and condition/age data that you need; that none of it is relying on

defaults that are being withdrawn; and that the data is sufficiently comprehensive and robust as to be fully auditable. You are able to successfully produce the DRC for this asset and feel that there is nothing further that you need to do in preparation for the full, audited implementation of the Code.

8.350   To assess your level of progress between those two points, you might consider 40% of the score to relate to the **inventory**, 40% to the **condition/age** data (as appropriate) and 20% to your ability and readiness to **process** the data to produce the DRC.

8.351   For instance, if you have full length data for your carriageways but no widths other than the default widths (which will be withdrawn), then you might give yourself 20 out of 40 for this part. If you have commissioned a series of surveys to gain this data, but don't yet have it, you might instead warrant 30 out of 40.

8.352   If you have full, reasonably current condition information for the same assets and intend to continue to collect this data to keep it up to date, you could rate 40 out of 40 for the 'condition data' element. If, on the other hand, you have no data or the data you have is out of date or not a representative sample of your whole asset, chances are you will need to gather more data and should therefore rate 0 – 20 out of 40 for this section, depending on how lacking you are.

8.353   If you have fully understood the process for arriving at the DRC, have the tools you need, have tried it out and arrived at a result with which you are comfortable (possibly after having compared results with similar authorities); then you should rate 20 out of 20 for the 'process' element. If you would be unable to complete the DRC, even with all the right data, you should rate 0 out of 20. If you have made progress towards calculating the DRC but are not yet fully confident of the process or results, you should assign 10 out of 20 for process.

Completion of section one: DRC disclosure for PPE note

8.354   This section is new to the 2012-13 Data Collection Pack and represents our commitment to capturing detailed information on the in-year movements on a DRC basis. While we recognise that many local authorities are in varying stages of preparation and some authorities may not be able to meet these data requirements, capturing information during 2012/13 is an important step.

8.355   The new disclosure table is set out below and is effectively a representation of the early table to meet the format required to incorporate DRC information into the PPE note. The starting point is the opening balances, these can be obtained from the GRC information provided in the previous year's L Pack as the estimate of the closing balance (as determined under the section 2 methodology) from 2011-12 will be the same as the opening balance for 2012-13. If you have refined your valuation methodology and updated this figure then please use the latest estimate.

8.356   The closing balances for 2012-13 in section one are a calculated figure based on the movements in year, but should be the same as the closing balances reported in section two. Therefore, the total in-year movements represent the difference between the opening and closing balances and can be calculated using the existing CIPFA methodology.

8.357   The next step is to split this in-year movement between the individual columns in the table above. While local authorities may not be in a position to fully determine these movements we can use

assumptions to identify a best fit for the data. The process for this is detailed below.

8.358   **Step 1**: Identify the in-year additions figure for gross cost. This is the same under historic cost as DRC, therefore the in-year capital spending on infrastructure should be used as a proxy for this data. *See [A] above.*

8.359   **Step 2**: Identify the disposals figure for gross cost. It is anticipated that infrastructure disposals will be minimal across local government and therefore we expect this to be zero. *See [B] above.*

8.360   **Step 3**: The difference between the opening and closing balance, once step 1 and step 2 have been completed, can be assumed to be a revaluation. This is an assumption made by HM Treasury, if you have a different methodology for this then do please use this data, but provide an explanation for this in the narrative box.

8.361   **Step 4**: Calculating the depreciation figures. We accept that the calculations for determining the depreciation movements are more complex and will develop over time. The difference between the opening and closing balances should ideally be split between the in-year charge, revaluations and disposals. As set out in step 2 we anticipate the disposals figure to be minimal, therefore the key decision is to split the movement between an in-year charge and revaluations. To determine the revaluation figure we recommend, as a pragmatic, interim approach, that you use the same proportion as used in the GRC section. See example below:

   Opening balance of GRC = £1,000
   Revaluation   = £200
   Percentage movement relating to revaluation = 20%
   Depreciation opening balance = £500
   Depreciation revaluation assumption = £500 x 20% = £100

8.362   **Step 5**: The in-year depreciation charge will therefore be the difference between the opening and closing balances (as calculated

using the CIPFA model), once the revaluation in step 4 has been calculated.

Further information and background

8.363   In October 2009, the draft CIPFA *Code of Practice on Transport Infrastructure Assets* was sent to all local authority finance directors for consultation, and all local authorities were invited to attend a series of workshops on the Code. Section 1.5.2 of the Code stated that information will be gathered via the WGA data collection process (DCT), starting with limited, unaudited data submissions for 2009-10, building up to a full audited dry run in 2011-12 and the withdrawal of historic cost based reporting from 2012-13.

8.364   This is for information purposes only, and is to capture the progress being made by local authorities on revaluing their Highways Infrastructure Assets for Gross Replacement Cost (GRC) and Depreciated Replacement Cost (DRC). Please be aware that, in many cases, local authority staff outside of the central finance team, such as asset management and engineering staff, are undertaking this work.

8.365   Refer to the WGA timetable paper "Accounting for Highways Infrastructure Assets in the Local Authority Sector on a Depreciated Replacement Costs Basis: Interim Accounting Arrangements for the Period up to 2012-13". This paper is available on the WGA page of the Treasury; DCLG; Scottish Government; and Welsh Assembly Government websites, and is based on the decisions made by the CIPFA Project Implementation Steering Group (PISG).
See
http://webarchive.natonalarchives.gov.uk/20130410173120/http://www.hm-treasury.gov.uk/d/wga hia timetable 2012 13.pdf

8.366   The intention of this incremental approach is that in the absence of a formal trigger point process, it will help encourage and maintain the momentum of the highways infrastructure asset management and revaluation work.

8.367   Refer to http://www.cipfa.org.uk/pt/infrastructure/index.cfm for more information about the development of the CIPFA *Code of Practice on Transport Infrastructure Assets*.

Asset Transfers to Academies (LP-Academies)

8.368   The Academies sheet was added to the 2011-12 DCT. This sheet has been added due to the difficulties with local authorities' assets written out of their accounts when schools take on academy status.   There is an issue with reconciliation between these figures and the figures academies provide.   We hope that this sheet will help reduce some of these errors and resolve difficulties at WGA level.

8.369   The intention of the sheet is to capture information for schools who have converted to academy status during the 2012-13 financial year and the Local Authority has written out the related assets from the balance sheet.

8.370   Please ensure you complete a row for each academy that converted during 2012-13 as this will enable a complete reconciliation to take place. If you need additional rows select a cell in column C within the table and use the 'insert row' button (note there is a button for each table - do not try and insert rows any other way). If the insert rows button does not work please contact DCLG by email at wga.queries@communities.gsi.gov.uk.

SIGN OFF (SEE INSTRUCTIONS SHEET)

8.371   Once the DCT has been completed this sheet should be normally signed by the Senior Finance person, for example, Director of Finance or Chief Accountant. The completion of the sign off is now a primary validation and you will not be able to submit the pack without completing the relevant cells.

8.372   In previous years a hard copy signed version was required. From 2009-10 we did not require a hard copy of this sign off. Electronic sign-off of the audited final version of the Pack is sufficient (see section 4 of the Instruction sheet - Lock for Submission Cycle 1 button).

8.373   As part of this process the management review checklist must be completed and sent as part of your return.

CPID (CPID_LIST)

8.374   This sheet lists all organisations that fall within the WGA boundary for 2012-13 and includes the counterparty ID (CPID) that should be used in the iCPID_Transactions Sheet.

Track changes

8.375   If there are any further amendments required following the issue of the form this sheet will be updated with the change. At the time of writing this guidance we are at version 1.0.

8.376   We recommend that you download the latest version of the DCT just before you plan to complete it, so that you are using the most up to date version. If you have already begun to complete the form, we do not require you to start again on a revised version. We can update your partially completed form and return it to you if the change is necessary for the functionality of the form.

SECTION 9 - OTHER SOURCES OF GUIDANCE & CONTACTS

Other Sources of Guidance

9.0   For guidance on the accounting practices to be adopted in completing the returns authorities should refer to the 2012-13 CIPFA Code and CIPFA SeRCOP guidance in the first instance.

9.1   Authorities will also find the 2012-13 CIPFA guidance notes for practitioners useful.

Contacts

9.2   If there are any queries about the timetable and/or completion of the form these should be addressed to Communities & Local Government:
E-Mail: wga.queries@communities.gsi.gov.uk.

9.3   Upon completion of the form this should be forwarded to Communities and Local Government. Please observe the naming convention as outlined in section 2.

   E-Mail: wga.returns@communities.gsi.gov.uk

9.3   General queries about the WGA programme can be addressed to the WGA team at the address below:

   WGA Team Inbox, THE Treasury
   E-Mail: WGA.Team@hmtreasury.gsi.gov.uk

9.4   Authorities that subscribe to the CIPFA/IPF Finance Advisory Network may contact their Regional FAN advisor. CIPFA members may also contact the CIPFA Technical Enquiry Service for Guidance on the application of the CODE or SeRCOP:

   Phone: 0207 543 5888
   E-Mail: technical.enquiry@cipfa.org

SECTION 10 - FREQUENTLY ASKED QUESTIONS

10.1 Is this the final version of the DCT?

At the time of issuing the guidance we are at live version 1.0. Before issuing the DCT it is sent for management review and the illustrative version is made available where we hope that any outstanding errors are picked up. Unfortunately, we cannot guarantee that all issues will have been identified and corrected. For this reason, it is possible that a later version may be uploaded onto DCLGs website, if significant issues are found. If a revised version is issued, we will email the named WGA contact in each authority to ensure that they are aware of any changes. The latest version of the form will always be available on our website.

We strongly recommend that this website is saved as a favourite and periodically reviewed. We hope to add in other information that may be of assistance to you in the completion of the form.

10.2 If I have started completing the DCT and DCLG make a change to the form do I have to complete the new form?

No. If there is a change to the form then DCLG will accept the form that you have started to complete. If these changes impact you in completing the form, you can send it to us to make the changes and we will return it to you. Any changes that are made will be noted in the track changes sheet of the revised Pack, and included in an email to all authorities. You may note that certain checks/validations fail on your version because of outstanding errors on the DCT, amended in later versions. You should assure yourselves that the form would work without failing validation checks if the DCT errors were not in place, and then proceed with audit and submission as normal. Please note in your email which version of the DCT you have used and highlight any validation failures that remain as a result of the errors to the DCT.

10.3 Why do DCLG keep making changes to the form?

DCLG will only make changes to the form where significant issues are identified that impact on the completion of the form. For instance, in 2007-08 the first change was made to correct an incorrect Counterparty identifier code. Left uncorrected this would have caused huge issues in completing the appropriate intra government eliminations. We give careful consideration for the need to make changes and weigh up the impact of leaving things unchanged. The aim is to make things as clear as possible to the preparer of the returns.

10.4 What is the deadline for the returns?

There are two deadlines, consistent with last year: Firstly, we require the unaudited return to be submitted to us by 14th **August 2013 (this is latest revised deadline)**. The deadline for the submission of the audited return is **4th October 2013.**

All completed returns should be sent to DCLG by email at wga.returns@communities.gsi.gov.uk. Please follow the naming convention so that it is easier for us to process upon receipt. The subject field and file name should state:

CPID_ Local Authority name_WGA 2012-13_Audit status (Unaudited or Audited).

Refer to Flowcharts 1 to 4 in section 2 of this guidance for the process in validating and submitting the DCT.

10.5 Do I have to send in an unaudited return as well as an audited return?

Yes. The unaudited return is required to allow DCLG and the Treasury the opportunity to review all the elimination differences. Presently Local Government is the last major data set to be added onto the Treasury OSCAR system allowing very little time to complete the sub-consolidation and review all the material elimination differences. Only bodies that the auditors agree are too small to require audit (as agreed with the NAO), will not be required to submit an audited DCT. The Treasury and DCLG have no say in the bodies that will not require an audit; this is completely at the discretion of the auditors.

10.6 Am I required to fill in the Pack twice?

No. The functionality in the Pack has been included so that the unaudited DCT that is submitted to DCLG is simply updated for audit adjustments. The DCT will automatically convert this information into two journals – one for the accounts and the other relating to any counterparty changes.

10.7 Can I send these in before the deadline?

Yes. Please send your return **as soon as it is completed** to DCLG, following the guidance in Q4.

10.8 What should we do if the audit of the DCT will not be completed by the deadline?

Please advise DCLG immediately of any change in delivery of the completed DCT by emailing wga.queries@communities.gsi.gov.uk. Explain the reason for the delay and provide an indication as to when the audited DCT return is likely to be completed. It is imperative that the DCT is sent in as close as possible to the deadline, as this impacts on the timeliness of the full WGA publication.

10.9 Are there any training events for the new DCT?

Yes. These training events are being delivered through the CIPFA FAN network. Non CIPFA FAN members are also welcome to attend. Based on feedback for timing, as local authorities are focussing on the statutory accounts until 30 June, **training was held during April and May 2013**.

ANNEX A: GUIDANCE NOTES ACCOMPANYING THE ONS QUARTERLY PUBLIC SECTOR EMPLOYEES SURVEY QUESTIONNAIRE

Guidance Notes for completing the Quarterly Public Sector Employees
Survey Questionnaire

Introduction

The Quarterly Public Sector Employees Survey is the main data source for measuring the number of employees in the public sector. The definitions used for this survey have been agreed by an interdepartmental committee to help bring greater consistency across different sources of public sector statistics.

Employees

Please report the number of employees with an employment contract who are being paid by the organisation, rather than the number of jobs/posts. There is a difference between counting employees (which is a measure of people) compared to jobs or posts (where one person may have more than one job). For example, where an individual works for a local authority run leisure centre they may work as a lifeguard and a fitness instructor. If an employee has more than one job within your organisation please categorise the employee based on the characteristics of the post in which the employee works the most hours i.e. permanent/casual, full-time/part-time

Include:

- Overseas workers, for example, those employees working in the Armed Forces, Diplomatic Service and the British Council serving abroad. However, exclude locally engaged staff as these are not considered UK residents

- Employees on secondment or loan **only** if your organisation is paying for the majority (more than 50 per cent) or all of their wages. If the costs are split equally, the sending rather than the receiving organisation should count the employee. Employees seconded in from the private sector should be included if your organisation is paying for the majority or all of their wages. However, please exclude employees seconded out to the private sector

- Workers who only work part of the year (for example, those on casual or annualised hours contracts) if they are being paid at the reference point

- All those on paid maternity or paternity leave

- All those on paid sick leave (being paid either in full or part)

- All those on paid special leave

- Those employees on short-term unpaid leave (for example for bereavement, or parental leave) if they are absent

- On the reference date and they are on leave for a period less than their pay period.

Exclude:

- Workers who only work part of the year (for example, those on casual or annualised hours contracts) if they are **not** being paid at the reference point

- Self-employed, contract workers and agency workers not paid directly from the payroll

- Those employees on unpaid leave if they are on leave for a period longer than their pay period

- All those on career breaks

- All those on unpaid leave.

Employee Status - Permanent, Temporary, Casual and Fixed Term
Include:

- Permanent employees, temporary employees, casual employees and employees with a fixed-term contract.

- Employees with fixed-term contracts of more than 12 months as permanent employees (regardless of the amount of time remaining on the contract)

- Employees with fixed-term contracts of 12 months or less as temporary employees, and report together with casual employees.

Part Time Employees

Part-time employees should be defined as those who work less than standard contracted hours, that is, your organisation's normal weekly hours.

Full Time Equivalents (FTE)
Exclude:

- Full-time employees from your calculations.

- Paid and unpaid overtime from FTE calculations.

- Contracted hours are used for the basis to calculate FTE. The number of hours worked should be those that the employee is contracted to work for each week, so breaks should be excluded in the calculations.

- Contracted hours of those people on leave (for example, maternity leave) should be those that they were working before they left.

ANNEX B: MATCH RELATIONSHIPS IN THE COUNTERPARTY SHEET

The Match Relationships have been updated for the OSCAR system. In the L-Pack last year the Match Relationships in the Counterparty sheet (16) (refer to column G on the sheet), were colour coded.

MR	Description	Colour
MR0101	General Debtors and Creditors	Light Green
MR0102	Financial Assets and Liabilities	Light Yellow
MR0103	THERC Taxes and Duties	Grey
MR0201	Income and Expenditure	Pink
MR0203	Group Accounts tax	Grey
MR0204	NIC tax	Grey
MR0206	Interest and dividends	Olive Green
MR0208	EU grants	Tan
MR0501	RSG; ABG & Redistributed NNDR	Grey
MR0502	DCLG specific grant streams	Light Blue
MR0503	DfE specific grant streams	Green
MR0504	DWP specific grant streams	Purple
MR0601	Contributions teachers pension scheme	Blue

The DCT does not disclose the Match Relationships information in the i.CPID_Transactions worksheet. To assist local government entities the following tables sets out the OSCAR account codes within each Match Relationship for the 2012-13 WGA framework.

NEW OSCAR DATA	
Match Relationship Code	Match Relationship
10	General receivables and payables (including provisions)
11	Loans and Deposits / Financial Assets & Liabilities
12	Taxation and Social Security Balances
13	Public Dividend Capital Balances
14	Balances With The Consolidated Fund
15	Income and Expenditure including Grants
17	Corporation Tax
18	Social Security Employers' Contributions
19	Public Dividend Capital Dividends Payable
20	Interest

NEW OSCAR DATA	
Match Relationship Code	**Match Relationship**
40	EU Grants
22	Emissions Allowances
23	Principal Grants from DCLG
25	Specific Grants from DfE
26	Specific Grants from DWP
39	Pensions Transactions
LotteryCash	Receipts and payments for lottery cash

NEW OSCAR DATA		
MATCH RELATIONSHIP	**SCOA**	**SCOA DESCRIPTION**
10	16161000	NCA - TRADE RECEIVABLES
10	16169000	NCA - OTHER RECEIVABLES
10	16159000	NCA - OCCUPATIONAL PENSION RECEIVABLES
10	16155000	NCA - PREPAYMENTS (NON-PFI)
10	16157000	NCA - GOVERNMENT GRANTS RECEIVABLE
10	18161000	CA - TRADE RECEIVABLES
10	18169000	CA - OTHER RECEIVABLES (CA)
10	18165000	CA - COUN TAX DR BTW PRECEPTOR & BILLING AUTHORITY
10	18159000	CA - OCCUPATIONAL PENSION RECEIVABLES
10	18155000	CA - PREPAYMENTS (NON-PFI)
10	18157000	CA - GOVERNMENT GRANTS RECEIVABLE
10	18413000	CA - FUNDS HELD WITH NATIONAL LOTTERY DIST FUND
10	26179000	CL - OTHER PAYABLES
10	26134000	CL - Council Tax - PRECEPTOR & BILLING AUTHORITY
10	26171000	CL - ACCRUED EXPENSES
10	26172000	CL - TRADE PAYABLES
10	26173300	CL - GOVERNMENT GRANTS UNAPPLIED - OPENING BALANCE
10	26177000	CL - OCCUPATIONAL PENSION LOANS PAYABLE
10	23172000	NCL - TRADE PAYABLES

	NEW OSCAR DATA	
MATCH RELATIONSHIP	**SCOA**	**SCOA DESCRIPTION**
10	23179000	NCL - OTHER PAYABLES
10	23171000	NCL - ACCRUED EXPENSES
10	23173000	NCL - GOVERNMENT GRANTS PAYABLE
10	23711000	NCL - PROV - EARLY DEP - O/BAL
10	23712000	NCL - PROV - EARLY DEP - INCREASE
10	23713000	NCL - PROV - EARLY DEP - UTILISATION
10	23716000	NCL - PROV - EARLY DEP - TRANSFERS IN YEAR
10	23731000	NCL - PROV - ENV DAMAGE - O/BAL
10	23732000	NCL - PROV - ENV DAMAGE - INCREASE
10	23733000	NCL - PROV - ENV DAMAGE - UTILISATION
10	23736000	NCL - PROV - ENV DAMAGE - TRANSFERS IN YEAR
10	23741000	NCL - PROV - NUCLEAR DECOM - O/BAL
10	23742000	NCL - PROV - NUCLEAR DECOM - INCREASE
10	23743000	NCL - PROV - NUCLEAR DECOM - UTILISATION
10	23746000	NCL - PROV - NUCLEAR DECOM - TRANSFERS IN YEAR
10	23751000	NCL - PROV - CLINICAL NEGLIGENCE - O/BAL
10	23752000	NCL - PROV - CLINICAL NEGLIGENCE - INCREASE
10	23753000	NCL - PROV - CLINICAL NEGLIGENCE - UTILISATION
10	23754000	NCL - PROV - CLINICAL NEGLIGENCE - REVERSAL
10	23755000	NCL - PROV - CLINICAL NEGLIGENCE - DISC UNWIND
10	23756000	NCL - PROV - CLINICAL NEGLIGENCE - TRANS IN YEAR
10	23891000	NCL - PROV - OTHER - O/BAL
10	23892000	NCL - PROV - OTHER - INCREASE
10	23893000	NCL - PROV - OTHER - UTILISATION
10	23896000	NCL - PROV - OTHER - TRANSFERS IN YEAR
11	18531000	CA - SHARES AND EQUITY TYPE INV
11	18511000	CA - DEPOSITS
11	18592000	CA - LOANS
11	18521000	CA - DERIVATIVES
11	18911000	CA - OTHER CURRENT FINANCIAL ASSETS
11	16532100	NCA - SHARES AND EQUITY
11	16512000	NCA - DEPOSITS

MATCH RELATIONSHIP	SCOA	SCOA DESCRIPTION
	NEW OSCAR DATA	
11	16592100	NCA - OTHER LOANS
11	16522000	NCA - DERIVATIVES
11	16912000	NCA - OTHER FINANCIAL ASSETS
11	16158000	NCA - INTEREST RECEIVABLE
11	18158000	CA - INTEREST RECEIVABLE
11	18414000	CA - LIQUID DEPOSITS
11	61111000	FI - INCREASE IN FAIR VALUE - FINANCIAL ASSETS
11	62111000	FE - INCREASE IN FAIR VALUE - FINANCIAL LIAB
11	26512000	CL - FINANCIAL GUARANTEES
11	26522000	CL - DERIVATIVES
11	26592000	CL - OTHER CURRENT FINANCIAL LIAB
11	23512000	NCL - FINANCIAL GUARANTEES
11	23522000	NCL - DERIVATIVES
11	23592000	NCL - OTHER FINANCIAL LIABILITIES
11	26122000	CL - OTHER BORROWINGS
11	26178000	CL - CONTINGENCIES FUND ADVANCES
11	26174000	CL - FINANCE LEASE OBLIGATIONS & HIRE PURCHASE
11	26176000	CL - INTEREST PAYABLE
11	26176000	CL - INTEREST PAYABLE
11	26176500	CL - INTEREST PAYABLE - GILT EDGED STOCK
11	26532000	CL - GILT EDGED STOCK - ADDITIONS
11	23121000	NCL - BANK AND OTHER BORROWINGS
11	23174000	NCL - FINANCE LEASE OBLIGATIONS & HIRE PURCHASE
11	23176000	NCL - INTEREST PAYABLE
11	23177000	NCL - OCCUPATIONAL PENSION LOANS PAYABLE
11	23532000	NCL - GILT EDGED STOCK - ADDITIONS
11	62112000	FE - DECREASE IN FAIR VALUE - FINANCIAL ASSETS
11	61112000	FI - DECREASE IN FAIR VALUE - FINANCIAL LIAB
11	58323000	EXP - LOSS ON DISPOSAL - FINANCIAL ASSETS
11	58327000	EXP - LOSS ON DISPOSAL - NCA HELD FOR SALE
12	16151000	NCA - TAXATION AND DUTIES DUE
12	18151000	CA - TAXATION & DUTIES DUE

MATCH RELATIONSHIP	SCOA	SCOA DESCRIPTION
**NEW OSCAR DATA**	
12	18152000	CA - PREPAYMENT OF TAXES
12	18162000	CA - VAT ASSET
12	26131000	CL - REFUNDS OF TAXATION
12	26132000	CL - TAXATION AND SOCIAL SECURITY PAYABLE TO HMRC
12	26132000	CL - TAXATION AND SOCIAL SECURITY PAYABLE TO HMRC
12	26133000	CL - TAXATION AND SOCIAL SECURITY PAYABLE TO NIF
12	23131000	NCL - TAXATION & SOCIAL SECURITY PAYABLE/REFUNDS
12	23761000	NCL - PROV - DEFERRED CORP TAX - O/BAL
12	23762000	NCL - PROV - DEFERRED CORP TAX - INCREASE
12	23763000	NCL - PROV - DEFERRED CORP TAX - UTILISATION
12	23764000	NCL - PROV - DEFERRED CORP TAX - REVERSAL
12	23766000	NCL - PROV - DEFERRED CORP TAX - TRANS IN YEAR
13	16552000	NCA - PUBLIC DIVIDEND CAPITAL (PDC)
13	34411000	RES - PDC RESERVE - O/BAL
13	34412000	RES - PDC RESERVE - ADDITIONS
13	34413000	RES - PDC RESERVE - TRANS TO/FROM OTHER RESERVES
13	34414000	RES - PDC RESERVE - REPAYMENTS
14	18163000	CA - SUPPLY RECEIVABLE FROM THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND

MATCH RELATIONSHIP	SCOA	SCOA DESCRIPTION
	NEW OSCAR DATA	
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
14	26141000	CL - AMOUNTS DUE TO THE CONSOLIDATED FUND
15	26173100	CL - GOVERNMENT GRANTS UNAPPLIED - PFI
15	26173200	CL - Gov grants unpld - SUPPORTING PEOPLE
15	26173700	CL - GOVERNMENT GRANTS UNAPPLIED - OTHER
15	26112000	CL - RECEIPTS IN ADVANCE - ADDITIONS
15	26111000	CL - RECEIPTS IN ADVANCE - O/BAL
15	23111000	NCL - RECEIPTS IN ADVANCE - O/BAL
15	23112000	NCL - RECEIPTS IN ADVANCE - ADDITIONS
15	23113000	NCL - RECEIPTS IN ADVANCE - TRANS TO CURRENT LIAB
15	31119000	RES - I&E - GEN FUND - GRANT IN AID REC BY ALBS
15	34712000	RES - REVAL RESERVE - ADDITIONS
15	41567000	INC - BROADCAST LICENSE FEE
15	41562000	INC - VALUE ADDED TAX (VAT)
15	41812000	INC - NATIONAL NON-DOMESTIC RATES (NNDR)
15	41566000	INC - REGULATORY FEES
15	41569000	INC - OTHER TAXATION INCOME
15	44714000	INC - RENTAL INCOME - OTHER
15	44850000	INC - EDUCATION AND TRAINING
15	44825000	INC - SALES OF OTHER GOODS AND SERVICES
15	44811000	INC - RECEIPT OF FEES AND CHARGES
15	44849000	INC - MISCELLANEOUS INCOME
15	44813000	INC - LICENCES
15	44111000	INC - CURRENT GRANTS FROM CENTRAL GOVERNMENT

NEW OSCAR DATA		
MATCH RELATIONSHIP	**SCOA**	**SCOA DESCRIPTION**
15	44111900	INC - CURRENT GRANTS FROM LOTTERY DISTRIBUTORS
15	44819000	INC - INCOME FROM NATIONAL LOTTERY DIST FUND
15	41567000	INC - BROADCAST LICENSE FEE
15	44110300	INC - CURRENT GRANTS FROM CG - PFI SPEC (IN NCS)
15	44111700	INC - GENERAL GLA (CURRENT) GRANT (LG)
15	44110500	INC - Curr GRANTS FROM CG - SUPPORTING PEOPLE
15	44111000	INC - CURRENT GRANTS FROM CENTRAL GOVERNMENT
15	44111000	INC - CURRENT GRANTS FROM CENTRAL GOVERNMENT
15	44121000	INC - CAPITAL GRANTS FROM CENTRAL GOVERNMENT
15	44823000	INC - HOUSING REVENUE ACCOUNT SURPLUSES
15	44112000	INC - CURRENT GRANTS FROM LOCAL GOVERNMENT
15	44122000	INC - CAPITAL GRANTS FROM LOCAL GOVERNMENT
15	44110600	INC - Curr GRANTS FROM CG - HRASUBSIDY
15	44116000	INC - CURRENT GRANTS RECEIPTS IN ADVANCE
15	44815000	INC - RECEIPTS IN ADVANCE
15	44817000	INC - RECOVERY OF SECONDEE COSTS
15	63312000	OTHER I&E - MINORITY INTEREST P/L OF SUBSIDIARIES
15	51111000	EXP - PERMANENT UK STAFF - BASIC SALARY
15	51118000	EXP - PERMANENT UK STAFF - NET MVMNT EMP BENEFITS
15	51138000	EXP - MINISTERIAL - NET MVMNT EMP BENEFITS
15	51148000	EXP - SPECIAL ADVISORS - NET MVMNT EMP BENEFITS
15	51151000	EXP - LOCALLY EMPLOYED STAFF - BASIC SALARY
15	51158000	EXP - LOCALLY EMP STAFF - NET MVMNT EMP BENEFITS
15	58111000	EXP - RENTALS UNDER NON-PFI OP LEASES - LAND
15	59121000	EXP - BUSINESS RATES
15	52112000	EXP - GOODS/SERVICES - CONSULTANCY
15	52251000	EXP - RESEARCH & DEVELOPMENT COSTS
15	52241000	EXP - GOODS/SERVICES - OTHER
15	51171000	EXP - FULL COST SHORT-TERM CONTRACT & AGENCY STAFF
15	52241000	EXP - GOODS/SERVICES - OTHER
15	55111200	EXP - LOCAL GOV HOUSING AND OTHER BEN

	NEW OSCAR DATA	
MATCH RELATIONSHIP	**SCOA**	**SCOA DESCRIPTION**
15	55112100	EXP - OTHER BENEFITS
15	52115100	EXP - GOODS/SERVICES - AUDIT SERVICES - CASH
15	52115200	EXP - GOODS/SERVICES - ASSURANCE SERVICES - CASH
15	53551000	EXP - IMPAIRMENT - LOANS (CENTRAL GOVERNMENT)
15	59123000	EXP - LEVIES & LOCAL PRECEPTS (INC IN SERV LINES)
15	59131000	EXP - MISCELLANEOUS EXPENDITURE
15	54811000	EXP - GRANT-IN-AID TO ARMS LENGTH BODIES
15	54112000	EXP - CAPITAL GRANTS TO LOCAL GOVERNMENT
15	54111000	EXP - CAPITAL GRANTS TO CENTRAL GOVERNMENT
15	54152000	EXP - CURRENT GRANTS TO LOCAL GOVERNMENT
15	54152600	EXP - Curr GRANTS TO LG - HRA SUBSIDY
15	54152300	EXP - CURRENT GRANTS TO LG - PFI SPECIAL GRANT
15	54153700	EXP - GENERAL GLA (CURRENT) GRANT (LG)
15	54152500	EXP - Curr GRANTS TO LG - SUPPORTING PEOPLE GRANT
15	54151000	EXP - CURRENT GRANTS TO CENTRAL GOVERNMENT
15	54812000	EXP - TRANSFERS TO DEVOLVED ADMINISTRATIONS
15	54152400	EXP - CURRENT GRANTS TO LG - GLA TRANSPORT GRANT
15	54611000	EXP - SUBSIDIES TO PUBLIC CORPORATIONS (PCS)
17	41112000	INC - CORPORATION TAX
17	59122000	EXP - CORPORATION TAXATION
18	41115000	INC - SOCIAL SECURITY CONTRIBUTIONS
18	51112000	EXP - PERMANENT UK STAFF - EMPLOYER SOCIAL SEC
18	51132000	EXP - MINISTERIAL - EMPLOYER SOCIAL SEC
18	51142000	EXP - SPECIAL ADVISORS - EMPLOYER SOCIAL SEC
18	51152000	EXP - LOCALLY EMP STAFF - EMPLOYER SOCIAL SEC
19	61521000	FI - DIVIDENDS REC FROM PC - PUBLIC DIVIDEND CAP
19	62521000	FE - DIVIDENDS PAYABLE BY PCS - OTHER (NON PDC)

	NEW OSCAR DATA	
MATCH RELATIONSHIP	**SCOA**	**SCOA DESCRIPTION**
19	62522000	FE - DIVIDENDS PAYABLE BY PCS - PDC
19	53553000	EXP - IMPAIRMENT - LOANS (PUBLIC CORP) (INC PDC)
20	61513000	FI - INTEREST REC FROM LOCAL GOVERNMENT
20	61514000	FI - INTEREST REC FROM PUBLIC CORPORATIONS (PCS)
20	61511000	FI - INTEREST REC FROM CG - NLF NIF NLDF
20	61512000	FI - INTEREST REC FROM CG - NOT NLF NIF NLDF
20	61517000	FI - INTEREST REC FROM OTHER PRIVATE SECTOR
20	61523000	FI - DIVIDENDS REC FROM PC - JV&A
20	61524000	FI - DIVIDENDS REC FROM PC - SHARES & SIMILAR
20	62511000	FE - INTEREST PAYABLE TO CENTRAL GOVERNMENT
20	62512000	FE - INTEREST PAYABLE TO LOCAL GOVERNMENT
20	62513000	FE - INTEREST PAYABLE TO PUBLIC CORPORATIONS (PCS)
20	62517000	FE - INTEREST TO PRIV SECTOR - NON-PFI FIN LEASE
20	62511000	FE - INTEREST PAYABLE TO CENTRAL GOVERNMENT
22	14912000	IA - EMISSIONS ALLOWANCES - COST - ADDITIONS
22	14917000	IA - EMISSIONS ALLOWANCES - COST - DISPOSALS
22	31131000	RES - I&E - GEN FUND - OTHER MVMENT - ASSETS TRANS
23	44110100	INC - CURRENT GRANTS FROM CG - NNDR
23	44110200	INC - Curr GRANTS FROM CG - REVENUE SUPPORT GRANT
23	44110700	INC - CURRENT GRANTS FROM CG - AREA BASED GRANTS
23	54152700	EXP - CURRENT GRANTS TO LG - AREA BASED GRANTS
23	54152100	EXP - CURRENT GRANTS TO LG - NNDR
23	54152200	EXP - CURRENT GRANTS TO LG - REVENUE SUPPORT GRANT
25	26173600	CL - Gov grants unpld - DEDICATED SCHOOLS GRANT

NEW OSCAR DATA		
MATCH RELATIONSHIP	**SCOA**	**SCOA DESCRIPTION**
25	26173400	CL - Gov grants unpld - SCHOOL STANDARD GRANT
25	44111400	INC - Curr GRANTS FROM CG - DEDICATED SCHOOLS
25	44111500	INC - Curr GRANTS FROM CG - OTHER SCHOOLS RELATED
25	44111300	INC - CURRENT GRANTS FROM CG - SURE START
25	54153400	EXP - Curr GRANTS TO LG - DEDICATED SCHOOLS GRANT
25	54153500	EXP - Curr GRANTS TO LG - OTHER SCHOOLS RELATED
25	54153300	EXP - CURRENT GRANTS TO LG - SURE START
26	44111600	INC - Curr GRANT FROM CG - HB & COUNTIL TAX ADMIN
26	44111200	INC - Curr GRANTS FROM CG - NON HRA RENT REBATES
26	44111100	INC - CURRENT GRANTS FROM CG - HRA RENT REBATES
26	44110900	INC - CURRENT GRANTS FROM CG - RENT ALLOWANCES
26	44110800	INC - CURRENT GRANTS FROM CG - COUNCIL TAX BENEFIT
26	54153600	EXP - Curr GRANTS TO LG - HB & COUNTIL TAX ADMIN
26	54153200	EXP - CURRENT GRANTS TO LG - NON HRA RENT REBATES
26	54153100	EXP - CURRENT GRANTS TO LG - HRA RENT REBATES
26	54152900	EXP - CURRENT GRANTS TO LG - RENT ALLOWANCES
26	54152800	EXP - CURRENT GRANTS TO LG - COUNCIL TAX BENEFIT
39	44512000	INC - PENSION CONTRIBUTIONS REC - FROM EMPLOYER
39	44513000	INC - PENSION CONTRIBUTIONS REC - OTHER INCOME
39	44523000	INC - PENSION GRP TRANS IN - FROM PUBLIC UNFUNDED
39	44513000	INC - PENSION CONTRIBUTIONS REC - OTHER INCOME
39	21221000	NCL - FUNDED SCH LIAB - GRP TRANS TO PUB UNFUNDED
39	21321000	NCL - UNF SCH LIAB - GRP TRANS TO PUBLIC UNFUNDED
39	21241000	NCL - FUNDED SCH LIAB - EMPLOYEES CONTRIBUTIONS

MATCH RELATIONSHIP	SCOA	SCOA DESCRIPTION
NEW OSCAR DATA		
39	51113000	EXP - PERMANENT UK STAFF - EMPLOYER PENSION COSTS
39	51133000	EXP - MINISTERIAL - EMPLOYER PENSION COSTS
39	51143000	EXP - SPECIAL ADVISORS - EMPLOYER PENSION COSTS
39	51153000	EXP - LOCALLY EMP STAFF - EMPLOYER PENSION COSTS
39	51113000	EXP - PERMANENT UK STAFF - EMPLOYER PENSION COSTS
39	51133000	EXP - MINISTERIAL - EMPLOYER PENSION COSTS
39	51143000	EXP - SPECIAL ADVISORS - EMPLOYER PENSION COSTS
39	56131000	EXP - PENSION BENEFITS PAYABLE - INJURY BENEFITS
39	56132000	EXP - PENSION BENEFITS PAYABLE - AGENCY ARRANGE
39	56133000	EXP - PENSION BENEFITS PAYABLE - MINOR AGENCY ETC
39	56113000	EXP - PENSION COSTS - ENHANCEMENTS
39	56123000	EXP - PENSION GRP TRANS IN - FROM UNFUNDED PUBLIC
39	51153000	EXP - LOCALLY EMP STAFF - EMPLOYER PENSION COSTS
39	55111100	EXP - STATE RETIREMENT PENSION
40	18164000	CA - ACCRUED INCOME RELATING TO EU FUNDING
40	44113200	INC - CURRENT GRANTS FROM OVERSEAS (DEPT AN AGENT)
40	44123200	INC - CAPITAL GRANTS FROM OVERSEAS DEPT AN AGENT
40	54118000	EXP - EU CAPITAL GRANTS TO LOCAL GOVERNMENT
40	54158000	EXP - EU CURRENT GRANTS TO LOCAL GOVERNMENT