



Common issues identified when validating academy trusts' accounts returns

EFA has nearly completed validating academy trusts' accounts returns for the academic year 2012 to 2013, which we received earlier this year. We have identified a number of common issues in how academy trusts completed their returns and we want to share our knowledge with those academy trusts still completing their March 2014 accounts returns.

Key points to note in completing your March accounts return

- **Multi-academy trusts (MATs) should make a single consolidated return for all their member academies included in the March 2014 accounts return.**
- Please complete **all** parts of the return. If you have any doubts, or questions about how to complete a section of the accounts return, please first check the Academies Accounts Direction and the [guidance on the return](#), and if you still require support, please contact EFA at academy.questions@education.gsi.gov.uk
- Please make sure that throughout the accounts return you insert balances in round thousands, and not in absolute numbers. So a balance of fifty thousand pounds, should be entered as "50", not as "50,000".
- Please ensure that your **transfer on conversion balances** are recorded in the section of the form related to transfer on conversion (Rows 1035 to 1069), with the income and expenses recorded as a result of the transfer shown on line 21 in the SoFA. Please do not record these balances as voluntary income, donated assets or other income and expense related lines.
- Please record **transfer of fixed assets** on line 484. Do not record these transfers as in year additions. Please also ensure that all information on transfer of fixed assets you enter is allocated to an academy trust in line 1031 and there is no data unallocated. Please apportion appropriately 'transfer of fixed assets' balances shared between several academies in a MAT. For detailed guidance on the treatment transfer on conversion, please see section 8.7 of the academic year 2012/13 Accounts Direction: new converter academy issues.
- Please ensure all staff costs figures include national insurance (NI) and pension costs.
- Please record all staff number figures as full time equivalents.

- Please ensure the emoluments disclosure (lines 380 to 409) is completed for all staff whose costs exceed £60,000 per annum.
- Where compensation payments are shown in line 361, please check the related exit payments disclosure in rows 1334 to 1347 is completed.
- If your trust has DfE Family Capital Grants you will get an error message in cell G234 or H234 due to an error in the totalling in line 218. You can ignore this message.
- For the avoidance of doubt, all March 2014 accounts returns will have opening balances of £nil as this is the first year of completing an accounts return.
- Please ensure that you complete all parts of the counterparty tab. You should disclose all transactions and balances with public bodies external to the trust. This will include most (though not necessarily all) of your income that falls within 'funding for academies educational operations', as well as transactions with pension schemes (LGPS and TPS) and VAT debtors and creditors. Trusts' disclosure of this information is critical, as it feeds into the government's consolidated accounts (the 'whole of government accounts', or WGA).
- Please ensure you complete the disclosures on the financial commitments (finance and operating lease) sections of the accounts return.
- For MATs, please note that there are additional requirements within the accounts return, including the population of the 'funds – multi academy trusts (MATs) only' note. All MATs should fill out the 'funds – multi academy trusts only' note, even if the MAT includes only one member academy in the return.

EFA has already contacted all those academy trusts Deloitte will visit for assurance work. Deloitte will agree sums reported in the accounts return through to the academy trust's accounting records and supporting documentation.

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