



Education  
Funding  
Agency

# **Budget forecast return: 2014 to 2015 financial year**

**Guide for all academy trusts**

**June 2014**

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## Part 1 Introduction

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

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

### 1.1 Scope

#### Organisations included within the exercise

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

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

All academy trusts are required to complete the 2014 to 2015 budget forecast return, and will need to complete the return on an accruals and prepayments basis.

### 1.2 The online form

We are replacing the Excel template with a new online form, which will provide better quality returns. Rather than completing and then uploading an Excel document, you will be able to submit your return to us online, without the need to upload any documents. The new form provides a higher level of information: we have built some checks into the form, which will lead to fewer queries for academies when we validate your budget forecasts.

You can access the online form at <https://form.education.gov.uk/service/budgetforecast>. Please make sure you have this guide to hand when you are completing it.

The form is hosted by the DfE's online forms website, so unless you have already registered to use it, you will need to follow the online instructions to register as a user and create an account.

## 1.3 Using the system

### 1.3.1 Browser

You should upgrade your web browser (the software you use to access the internet) if it is out of date. Using an outdated browser may mean that some forms/systems do not display correctly.

If you are completing the form at your academy, please check with your local IT support before updating your browser.

Upgrading to a newer browser will mean:

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

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

### 1.3.2 Registering and logging in

The first time you access the online form, you will need to register and then log in. You will need to create a password when you register.

On occasion, when information is processing / uploading, you may experience some delay in moving from screen to screen. This can be between 30 to 60 seconds. Please wait for the screen or information to load: you will receive an error message if there is a problem.

In addition, please do not log out of the actual window once you have saved the form that requires editing, as you may not be able to access the saved version. Guidance on saving your return during completion is in section 1.3.3 below.

### 1.3.3 Moving around the return

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

To make sure you don't lose any information you should use the navigation buttons (e.g. the Previous button shown below) in the system and should not use the back arrow in your browser.

Update Now



If you wish to exit the system whilst in the middle of completing the return, select the Save button, and then exit from the system. You will have to use your login details when you re-enter the system, but the information you have entered will have been saved and you can continue completing the return.

You can also move from section to section by selecting the appropriate tab at the top of the screen.



### 1.3.4 Entering information

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

You have the option to enter comments against lines if you wish to supply supplementary or clarifying information. There is a character limit within the comments box of 400 characters. You will see a countdown of the characters available to you as you enter comments. Please do not use semi-colon (;) or inverted commas (") characters in this box.

### 1.3.5 Submitting

If you would like to print and save a copy of the return that you are submitting, then you can do this before you submit it. When you submit the form, you will receive a confirmation email, sent to the preparer's email address. A copy of the return will be attached to the confirmation email.

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

The Submit button is at the lower left-hand side of the Summary tab.

## 1.4 The structure of the return

The online return consists of following seven tabs:

1. **Standing data** – information on your academy trust and the academies within it: this section provides EFA and DfE with background information for the consolidation of the budget forecasts.

The remaining sections are split into two academic years: September 2013 to August 2014 and September 2014 to August 2015.

2. **Revenue – Income** – covers grants and income that the academy has received or generated which is not for the purpose of capital programmes.
3. **Revenue – Expenditure** – covers all expenditure within the academy which is not included in the fixed asset section of the balance sheet.
4. **Capital** – for funding that is received under capital grant or funding received for the express purposes of a capital programme. This section also shows the expenditure spent on land and buildings and other fixed assets.
5. **Other** – covers a number of items that would normally appear on the balance sheet such as cash, provisions, depreciation and loans.
6. **Assets** – if your academy was previously a local authority maintained school then you will need to complete this section. For multi-academy trusts (MATs) you will need to separately report each academy included in the return. For pension liability, you should include the value of pension net liability transferred on conversion with indication of pension scheme providers.

If you are submitting a consolidated return for multiple academies within a MAT that have not prepared August 2014 year-end financial statements and none of the academies included in the return have converted/opened between 1 April 2014 and 31 March 2015, then **you will not see the Assets tab on the online form.**

7. **Summary** – the person who prepares the return should complete the Preparer section and the academy trust's accounting officer should sign off the Declaration section.

## 1.5 The length of the return

We have revised the return to enable DfE to submit an accurate Statement of Parliamentary Supply to HM Treasury. The level of information provided in the return will enable DfE to eliminate group transactions and consolidate the accounts of academies.

## 1.6 Logic and criteria validations

Individual cells have value restrictions to prevent incorrect values being entered. If an incorrect value is entered a dialogue box will appear to inform the preparer of the restrictions. For example, cells will not accept decimals since the return should be populated in £000s, not pounds and pence.

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

## 1.7 Submission of a return by multi-academy trusts

Multi-academy trusts (MATs) preparing aggregated financial statements comprising more than one academy have the option to submit:

- a consolidated return which aggregates the budgets of each of its academies; or
- a separate return for each academy.

If a MAT submits a consolidated return for more than one academy, it should identify the names of the academies included, using the space provided on the form.

If a new academy joins the MAT on or after 1 April 2014 then a separate return for that academy will be required.

## 1.8 Deadline for submission

All academy trusts open as at 31 March 2014 must submit a completed budget forecast return to EFA by **31 July 2014**.

For those trusts that opened on or after 1 April 2014 the deadline is either 6 weeks after receiving their funding letter or 31 July 2014 whichever is the later.

The Excel template will remain available until 31 July, and you will have the option to use this submission route if you have already completed the form. Alternatively, if you have started but not yet finished the return, you can opt to transfer your data from the Excel template to the online form, to benefit from the built-in validation checks. No additional data is required and the line numbers correspond to those in the Excel version.

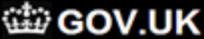
For budget forecasts due after 31 July, academy trusts need to use the online form instead of the Excel spreadsheet.

## **1.9 Return sign-off**

The trust's accounting officer must "sign off" the Declaration section of the completed return in the Summary tab by typing their name and the date in the "signed" box.




## Part 2 Standing data tab

👤

BETA: This is a new service - if you have any issues/feedback please let us know


**Standing Data** Revenue - Income Revenue - Expenditure Capital Other Summary


### Academy Trust

Academy Trust Company Name \* 

Has the Academy Trust changed it's name in the period? \*

Yes  No

Incorporation Date 

MM ▾ DD ▾ 

### Academy(s)

Academy*	Academy UPIN*	Region	Local Authority	Academy Type*	Valid	Options
<input type="button" value="Add Academy"/>						

For any academies marked with a red X, please click edit and validate/complete your academy's information.

## 2.1 Introduction

Complete the data sheet with the following:

- Academy trust company name: this is the corporate legal entity name. For MAT/federation submissions, this should be the MAT's own corporate legal entity name, and not that of the lead school. If the trust has changed its name during the period then please provide the new trust name.
- Incorporation date: if completing a consolidated forecast return for a MAT, please input the MAT's incorporation date, and not that of the lead school.
- Select "Add academy", and input the academy trust's trading name. Once you start typing it, a drop-down list of academy/academy trust names should appear. Select yours and click "Load academy details". If completing a consolidated forecast return for a MAT, add the details of all academies covered in the return.

- Academy UPIN, region, local authority and date of conversion will automatically populate. . If the prepopulated details are incorrect then please update with the correct details.
- Select the appropriate academy type from the drop down list.
- For each academy added, you will be asked to confirm that the details are correct by selecting Yes from the drop-down list. If the details are not correct, then please select No from the drop-down list and input the correct details.

## Part 3 Budget forecast return tabs

### 3.1 Introduction

The budget forecast return will be used by EFA as the basis of the consolidation of trusts' forecast position into the DfE Statement of Parliamentary Supply to HM Treasury. Each trust will populate their budget forecast from their underlying financial ledger and complete all relevant sections covering all of its revenue, capital and other items.

### 3.2 Sign convention

The budget forecast return sign convention follows the normal financial statements sign convention; this means you should enter both income and expenditure as positive figures.

### 3.3 Guidance for each tab

#### 3.3.1 Revenue income tab

Standing Data	Revenue - Income	Revenue - Expenditure	Capital	Other	Summary			
<b>Update Now</b>								
Revenue Income								
	Line No.	Actuals Sept 13 - Mar 14 (£000)	Forecast Apr 14 - Aug 14 (£000)	Outturn 13/14 (£000)	Forecast Sept 14 - Mar 15 (£000)	Forecast Apr 15 - Aug 15 (£000)	Forecast 14/15 (£000)	Comments
								400) left.
Pupil Led factors	102	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> 400 characters (of 400) left.
Academy Post 16 Bursary Funding	103	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> 400 characters (of 400) left.
Start Up Grant - A	104	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> 400 characters (of 400) left.
Start Up Grant - B Formula	105	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> 400 characters (of 400) left.
Start Up Grant - B Assessment	106	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> 400 characters (of 400) left.
Insurance	107	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> 400 characters (of 400) left.

## **DfE revenue grants income (lines 101-199)**

Include all DfE revenue grants funding receivable in the period, broken down into the various EFA funding streams including new funding streams for April 2014 to March 2015. For the September 2013 to August 2014 academic year:

- Input the September 2013 to March 2014 actuals in the first column. These are not relevant to academies opening after 1 April 2014.
- The April 2014 to August 2014 forecast outturn will automatically be populated when the Update Now button is selected at the end of the tab. No input is required.
- Input the year-end forecasts outturn.
- For the September 2014 to August 2015 academic year:
  - input the September 2014 to March 2015 forecasts.
  - input the April 2015 to August 2015 forecasts.
  - the year-end forecast outturn will automatically be populated when the Update Now button is selected at the end of the tab. No input is required.
- **Lines 101 – 129** – include EFA revenue grants received or receivable for the September 2013 to August 2014 academic year, and where applicable for the September 2014 to August 2015 academic year. Please note that you will need to gross up the expected GAG cash receipts by the RPA (Risk Protection Agreement) charge in line 102 (pupil-led factors). You should record the relevant RPA expense of £25 per pupil in line 340 (insurance).
- **Line 130 EFA other income revenue** – include any remaining EFA revenue grants receivable for the September 2013 to August 2014 and September 2014 to August 2015 academic years not included in lines 101-129.
- **Line 131 other DfE family revenue grants** – include revenue grants received or receivable from the Teaching Agency, National College for Teaching and Leadership (NCTL), Standards and Testing Agency and revenue grants received directly from DfE.

## **Other revenue income (lines 200-250)**

- **Line 200 local authority revenue income** – include all revenue income received or receivable from local authorities, but exclude revenue surplus transfers from predecessor local authority maintained schools on conversion.
- **Line 201 transfer of revenue surplus from local authority on conversion (excluding pensions and fixed assets)** – include all revenue surplus received or receivable on conversion from local authorities, i.e. surpluses received from local authorities on conversion excluding pensions and fixed assets. Details of all assets and liabilities that have been transferred on conversion will need to be analysed further from line 800 onwards.

- **Line 202 voluntary income (Transfer from other on conversion)** – include all revenue donations received on conversion from other sources excluding pensions and fixed assets. For example donations from dioceses, or other sponsors but NOT local authorities. Details of all assets and liabilities that have been transferred on conversion will need to be analysed further from line 900 onwards.
- **Line 203 donated assets in year** – include all funding elements recognised as income that relates to donated assets in year. Donated assets are assets donated by third parties either by gift of the asset or by way of funds to acquire assets (including national lottery-funded assets).
- **Line 204 other voluntary income** – include all revenue donations and/or voluntary funds that are receivable from private sources during the period. This should include all income from private sources under the control of the trust and available for its purposes. Including: income provided from trust funds to support educational needs at the trust, endowment funds, business sponsorship, income from fund-raising activities, and any contributions from parents that are used to provide educational benefits for students.
- **Line 205 other government grant revenue income** – include all revenue grants receivable from other government sources (i.e. excluding DfE, other bodies within the DfE family, EFA and local authority) that are not included in the lines above. This should include, but is not limited to, grants receivable from any government funding intended to promote access and opportunity for minority ethnic pupils in support of English as an additional language or as part of a wider focus on raising attainment.
- **Line 206 activities for generating funds** – include all school funds/revenue receivable from the following:
  - income from assets such as the outbound hire of premises or equipment;
  - income from meals provided to external customers, including other schools or trusts;
  - income for consultancy, training courses and examination fees;
  - income from sale of school uniforms, photocopying, books etc;
  - income from before and after school clubs;
  - income from resale of items to pupils, e.g. musical instruments;
  - income from non-catering vending machines;
  - income from catering, milk provision and catering vending machines where the trust runs its own catering service;
  - income from a pupil-focused special facility;
  - rent deducted from the site manager's salary;
  - income from universities for student/teacher placements; and

- income from parental contributions requested by the trusts for events within the period of the budget forecast e.g. field trips, boarding fees etc. Do not include donations not expressly requested by the trust.

Do not include payments receivable from other schools or trusts for which you have not provided a service or income from community-focused facilities.

- **Line 207 investment income** – any interest receivable from bank accounts held in the trust's name.
- **Line 208 gift aid from trading subsidiary** – include gift aid receipts from subsidiary companies which the trust controls.
- **Line 209 other income (other)** – include any other revenue income not covered by the above categories e.g. insurance claims, disposal of assets etc.

### **Transfer in Revenue from Capital (line 255)**

Include all amounts transferred to be accumulated to fund revenue works. Schools that choose not to use the academy capital maintenance fund as capital under the balance sheet need to transfer it to the revenue income section and treat it as premises maintenance and services within the revenue expenditure section. This line links to line 585 (transfer to revenue from capital) and will be automatically populated.

### 3.3.2 Revenue expenditure tab

		Standing Data	Revenue - Income	Revenue - Expenditure	Capital	Other	Summary	
<div style="background-color: #2e7d32; color: white; padding: 2px 5px; display: inline-block;">Update Now</div>								
Staff Expenditure								
	Line No.	Actuals Sept 13 - Mar 14 (£000)	Forecast Apr 14 - Aug 14 (£000)	Outturn 13/14 (£000)	Forecast Sept 14 - Mar 15 (£000)	Forecast Apr 15 - Aug 15 (£000)	Forecast 14/15 (£000)	Comments
Supply/Agency Teaching staff	301	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	400) left. 400 characters (of 400) left.
Educational support	302	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	400 characters (of 400) left.
Other staff	303	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	400 characters (of 400) left.
Indirect employee expenses	304	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	400 characters (of 400) left.
Staff development	305	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	400 characters (of 400) left.

#### Revenue expenditure (lines 300 – 430)

- **Staff costs (lines 300 –310)** – include the full pay costs of employment for staff employed directly/indirectly by the trust including gross pay, bonuses, overtime, allowances, maternity, sick pay, employer’s national insurance and superannuation contributions. It should include actual pension contribution. The staff costs should be broken down as follows:
  - **Line 300 teaching staff** – include full pay costs (including employer’s NI contribution and actual pension contributions) of all teachers employed directly by the trust including all contracted full-time, part-time teachers and any supernumerary or peripatetic teachers on short term-contracts. Also include threshold payments and other payments relating to teacher pay reforms. Do not include supply teachers.
  - **Line 301 supply/agency teaching staff** - include full pay costs of all supply teachers employed by the trust that are covering curriculum release, long-term absence, sickness absence or training absence.
  - **Line 302 educational support** - include full pay costs (including employer’s NI contribution and actual pension contributions) of all staff

directly employed by the trust in support of pupils' learning but who are not teachers. For example: teaching assistants, learning support assistants, childcare staff, librarians, nursery assistants, pianists, supply education support staff, educational welfare officers, cover supervisors, laboratory, workshop and technical assistants and technicians, exam invigilators and exam officers, and foreign language assistants.

- **Line 303 other staff** – include full pay costs (including employer's NI contribution and actual pension contributions) of other staff directly employed by the trust and not covered in lines 300 – 302 above. This includes business managers, bursars, finance directors, office administrators, finance officers, clerks to the governing body, attendance officers, personal assistants, secretaries, receptionists, telephonists, typists, other administrative staff, caretakers, cleaners, security staff, staff employed on routine and long-term maintenance, grounds staff, porters, messengers, cashiers, chefs and cooks, kitchen porters, servers, snack bar staff, mid-day supervisors, meal time assistants, boarding staff of a residential trust, escorts (e.g. for pupils with medical or special educational needs), liaison officers, staff employed to manage and support pupil-focused special facilities available at the trust, staff supervising students during before and after trust sessions or clubs and during breaks, youth workers, nurses and medical staff.
- **Line 304 indirect employee expenses** – include employee travel and subsistence, staff related insurance, duty meals, pension payments including any premature retirement payments made by the trust, lump sum compensation, redundancy payments, medical fees, car leasing expenditure, teacher inter-site travel costs, childcare vouchers and payments to site officers (caretakers, school keepers) for expenses such as house gas, rates, council taxes, electricity and telephone rental. Also, include recruitment and support cost such as advertising, interviews, relocation expenses. Do not include salary costs given in line 303 above.
- **Line 305 staff development** – include the development and training costs for all staff (directly and not directly employed) at the trust, cost of all in-service training courses and other development opportunities, and the cost of equipment and resources to provide in service training.
- **Line 320 transfer of revenue deficit from local authorities on conversion (excluding pension and fixed assets)** – include the value of the deficit held by predecessor school(s) at the point of conversion to an academy, which was transferred to the trust.
- **Premises (lines 330 – 332)** – include all premises-related costs, including maintenances and services. The premises costs should be broken down as follows:



- **Line 330 rent** – include all rents or hire charges for premises and property rental lease payments.
- **Line 331 rates** – include all non-domestic rates expenditure.
- **Line 332 maintenance and services** – include all costs relating to the maintenance or repair of premises other than costs of directly employed staff. In cases where there is an uncertainty as to how much will be spent on costs that will be capitalised, please provide best estimate using the information available at the time to allocate planned expenditure between maintenance and capital. Exclude costs which have been capitalised under the trust's accounting policies. Such costs should be included within the capital section below. Include the following:
  - charges by contractors for internal and external repair and maintenance to buildings and fixed plant, including costs of labour and materials;
  - related professional and technical services, including labour costs where supplied as part of the contract or service;
  - costs of materials and equipment used by directly employed staff for internal and external repair and maintenance to buildings and fixed plant;
  - non-capitalised fixtures and fittings, e.g. carpets, curtains;
  - maintenance and repair of gardens and grounds, including car parking, play areas, playground equipment, sports fields and pitches on the trust campus. Also include related professional and technical services, including labour costs where supplied as part of the contract or service;
  - all costs related to water and sewerage including emptying of septic tanks, including any costs arising from repairs or maintenance to water or sewerage systems;
  - any costs arising from repairs or maintenance to energy supplies;
  - other maintenance and service expenditure e.g. landlord service charges, health and safety costs, fire-fighting equipment, electrical testing and pest control; and
  - all utilities charges (water, electricity, gas, heating, costs related to fuel and energy);
  - It is possible that some of the expenditure entered in this line will be funded through capital maintenance funds. Please see the guidance below on how to treat elements of DfE capital grant funding (lines 500-504) applied to fund revenue expenditure via line 585.
- **Line 333 other premises** – include all other premises costs related to the occupancy of the premises and grounds (e.g. cleaning, security costs), other than staff and maintenance costs.

- **Line 334 operating leases (excluding land and buildings)** – include all non-land and building operating lease payments in the period.
- **Line 340 insurance** – include all non-staff related insurance costs, premises-related insurance, vehicle insurance, school trip insurance, accident and public liability insurance for persons not employed directly by the trust. You should record the RPA expense of £25 per pupil in this line. The relevant RPA charge is to be grossed up and accounted for in expected GAG cash funding in line 102 (pupil-led factors) to eliminate under recording of income and expenditure.
- **Supplies and services (lines 345 – 347)** – include the cost of supplies, services and consumables into the following categories:
  - **Line 345 educational IT** – include the costs of supplies and services used directly for educational IT purposes during the period of the return. Include:
    - purchase, lease, hire and maintenance contracts of all computer hardware, software and other ICT equipment used directly for educational purposes;
    - costs of broadband or other dedicated phone lines.
  - **Line 346 educational other (exclude educational IT)** – include the costs of supplies and services used directly for educational purposes during the period of the return. Do not include costs which have been capitalised under the trust’s accounting policies and any educational IT. Include:
    - all learning resources;
    - achievement prizes awarded to pupils;
    - books, library charges, classroom and learning equipment;
    - curriculum transport;
    - furniture used for teaching purposes;
    - pupil travel for work experience;
    - purchase, lease, hire or maintenance contracts of audio-visual or other equipment used for teaching;
    - reprographic resources used specifically for teaching purposes;
    - school trips and educational visits;
    - servicing and repairs to musical instruments and PE equipment used as part of the curriculum;
    - subscriptions, publications, periodicals and copyright fees associated with the curriculum;
    - television license fees used for teaching purposes;
    - payments to alternative provision services;

- primary school PIP exam costs;
  - costs of test and examination entry fees;
  - any accreditation costs related to pupils, and any administrative costs, e.g. external marking;
  - professional services, consultancy and advice purchased during the period from a third party in support of the curriculum such as fees for external educational advisers;
  - ICT consultancy services for the curriculum;
  - payments to any visiting lecturers or speakers;
  - courses purchased for students from external providers; and
  - exam invigilators and music teachers who are self-employed.
  - provide brief notes to describe the expenses entered in the category in order to help reduce queries.
- **Line 347 non educational (include non-educational IT)** – include the costs of all non-educational supplies and services, other than occupancy costs. Include:
    - all supplies used for administrative purposes such as stationery, printing, reprographics, postage;
    - advertising (not for recruitment which should be included in line 304 above);
    - telephone charges (but not dedicated internet lines);
    - medical and domestic supplies;
    - purchase of maintenance contracts for furniture and or other non-ICT equipment not to be used for teaching purposes;
    - subscriptions, publications, periodicals and copyright fees not related to the curriculum;
    - school publications; and
    - catering provision;
    - provide brief notes to describe the expenses entered in the category in order to help reduce queries.
- **Line 360 other support costs** – include all other administrative supplies and services not included in the expenditure lines above.
  - **Line 361 bank interest and charges** – include all bank charges and interest.
  - **Line 362 PFI Charge** – include all PFI charge payments in the period.

- **Line 370 interest on loans** – include any interest payments made on loan repayment. Including the interest element of finance leases and other liabilities.
- **Governance costs (lines 375 – 377)** – include all governance costs, broken down to the following categories:
  - **Line 375 auditors’ remuneration** – include total auditor fees incurred during the period (including audit and other services).
  - **Line 376 legal & professional** – include professional services, consultancy and advice to staff and governors purchased from a third party relating to: management, finance, legal, personnel, premises, clerking service (if a clerk is not directly employed by the trust) and management fees on PPP contracts.
  - **Line 377 other** – include other governance cost not included in the above expenditure lines, including any governors’ expenses.
- **Line 410 balance B/Fwd from previous period** – input the closing balance of revenue funds from previous financial year. If the trust submitted an August 2013 accounts return covering the same academies as covered by the budget forecast return, then the amount entered into this cell should agree to the sum of cell G91 “Endowment Funds”, cell G94 “Restricted Funds – General Fund(s)”, and cell G99 “Unrestricted Funds – General Fund(s)” in the August 2013 accounts return.
- **Line 420 less transfers to capital fund** – include any revenue funds from lines 202 and 203 plus any other revenue funds used to purchase capital items: include the full cost of the purchases, not just the depreciation charge. This is a match to line 565 in capital income.
- **Line 430 balance C/Fwd to next period** – this is an automatic sum of lines 400, 410 and 420.

### 3.3.3 Capital tab

		Standing Data	Revenue - Income	Revenue - Expenditure	Capital	Other	Summary
<div style="background-color: #2e7d32; color: white; padding: 2px 5px; display: inline-block; margin-bottom: 10px;">Update Now</div>							
<b>Capital Income</b>							
Line No.	Actuals Sept 13 - Mar 14 (£000)	Forecast Apr 14 - Aug 14 (£000)	Outturn 13/14 (£000)	Forecast Sept 14 - Mar 15 (£000)	Forecast Apr 15 - Aug 15 (£000)	Forecast 14/15 (£000)	Comments
Growth Capital Fund							400) left.
Devolved formula capital for young people aged 16 at academies	501	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 400 characters (of 400) left.
EFA Devolved programmes - academies capital maintenance	502	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 400 characters (of 400) left.
EFA - Other income - Capital	503	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 400 characters (of 400) left.
<b>DfE</b> Other DfE family Capital Grants	504	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 400 characters (of 400) left.

#### DfE capital grants income (lines 500 – 504)

Include all DfE capital grants funding receivable in the period, broken down into the EFA funding streams:

- **Line 500 – 502** – include the total amount of various capital funding grants receivable from EFA. Any funds applied to cover revenue expenditure, for example on maintenance, should be transferred to the revenue section of the report via Transfer to Revenue from Capital (line 585).
- **Line 503 EFA other income capital** – include other capital income receivable from EFA but not included in the above lines.
- **Line 504 other DfE family capital grant** - include other capital grants paid directly to the trust by the DfE or other DfE-sponsored bodies for new buildings and other major capital projects.

#### Other capital grants income (lines 560 – 571)

- **Line 560 local authority capital income** – include any local authority capital funding receivable.

- **Line 565 transfer from revenue reserves** – the amount from revenue expenditure applied to capital financing within the trust. This is a match to line 420. No input required.
- **Other capital income (lines 570 – 571)** – include all other capital income broken down into the following categories:
  - **Line 570 non-governmental capital income** – include:
    - voluntary, private capital income or other capital funding;
    - donations dedicated for use as capital funds. This should include all capital donations from private sources under the control of the trust and available for its purposes;
    - all capital donations payable into endowment funds arising under a deed of gift with a sponsor; and
    - all other capital income such as proceeds from the sale of fixed assets. Please specify what the other income relates to in the comments column and the amount specific to each.
  - **Line 571 other government grant capital income** – include any other government capital grants received, which are not included in the above lines. Please specify which government body the grants are from in the comments column.

#### **Transfer to Revenue from Capital (line 585)**

Include all amounts transferred to be accumulated to fund revenue works. Schools that choose not to use the academy capital maintenance fund as capital under the balance sheet need to transfer it to the revenue income section and treat it as premises maintenance and services within the revenue expenditure section

#### **Capital Expenditure (lines 600 – 601)**

- **Line 600 capital expenditure land and buildings** – include cost of land acquisition including fees and charges related to the acquisition, cost of acquiring existing buildings, including fees and charges related to the acquisition, cost of new construction, including fees, cost of conversions and renovations and cost of extension to existing premises.
- **Line 601 capital expenditure other additions** – include any capitalised expenditure, including the acquisition, renewal or replacement of vehicles, equipment or machinery to be used at the academy. Include purchase of computer hardware and software where these are capitalised. Exclude costs of ICT consultancy that can be identified separately: they should be allocated under the specific revenue expenditure lines. Exclude cost of training staff in the use of ICT systems. Exclude leasing cost and all operating lease costs, which are all revenue.

- **Line 670 balance B/Fwd from previous period** – input the closing balance of capital funds from previous financial year. If the trust submitted an August 2013 accounts return covering the same academies as covered by the budget forecast return, then the amount entered in this cell should agree to cell G93 “Restricted Funds – Fixed Asset Fund(s)” less cells G65 “Total Tangible Fixed Assets c/fwd” and G66 “Total Intangible Fixed Assets c/fwd” in the August 2013 accounts return.
- **Line 680 balance C/Fwd to next period** – no input required.

### 3.3.4 Other tab

Standing Data	Revenue - Income	Revenue - Expenditure	Capital	Other	Summary
---------------	------------------	-----------------------	---------	-------	---------

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Cash

Line No.	Balance b/fwd at 1 Sept 13	Balance c/fwd at 31 Mar 14	Balance c/fwd at 31 Aug 14	Balance c/fwd at 31 Mar 15	Balance c/fwd at 31 Aug 15	Comments
Cash at bank and in hand	700	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 400 characters (of 400) left.

Depreciation

Line No.	Actuals Sept 13 - Mar 14 (£000)	Forecast Apr 14 - Aug 14 (£000)	Outturn 13/14 (£000)	Forecast Sept 14 - Mar 15 (£000)	Forecast Apr 15 - Aug 15 (£000)	Forecast 14/15 (£000)	Comments
Depreciation Building	750	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 400 characters (of 400) left.
Donated assets	751	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 400 characters (of 400) left.
Other	752	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 400 characters (of 400) left.

#### Other (lines 700 – 791)

Normal asset and liability sign convention should be followed: net assets as positive numbers and net liabilities as negative numbers.

- **Line 700 cash at bank and in hand** – include all bank balances and cash balances, please specify the liquid cash balance.
- **Depreciation (lines 750 – 770)** – include all depreciation charges broken down to the following categories:

- **Line 750 buildings** - include depreciation charges for buildings only, excluding depreciation relating to donated buildings.
- **Line 751 donated assets** – include depreciation charges for donated assets.
- **Line 752 other** – include depreciation charges for other assets, excluding buildings or donated assets.
- **Line 780 opening provision** – include closing provision balance from previous financial year. No input required.
- **Line 781 provisions creation / increase** – include any new provision (which is a known liability but the timing and amount of payment are uncertain) that have been created or increased in the year; an example of this would be an announcement of a future severance scheme.
- **Line 782 provisions release** – include any reductions to the value of the provisions in the year. No input required.
- **Line 783 provisions in year utilisation**– include any payments made out against the provisions in the year. No input required.

#### **Amounts entered in the Provision section (Lines 781 to 783)**

When entering amounts in the Provision section, you must use negative values, and provide an explanation in the comments box.

- **Line 790 Opening outstanding loans** – include the value of any closing loans balance outstanding from previous financial year. Please specify in the comments box to whom the loans relate, the amounts specific to each, whether transferred on conversion, reason for loan and duration of loan.
- **Line 791 Increase / Decrease in outstanding loans** – include the value of any increase or decrease in outstanding loans. Please specify in the comments box to whom the loans relate, the amounts specific to each, whether transferred on conversion, reason for loan and duration of loan term.

### **3.3.5 Assets tab**

If you are submitting a consolidated return for multiple academies within a MAT, and none of these academies have converted/opened between 1 April 2014 and 31 March 2015, and none of your academies will be preparing August 2014 year-end financial statements, then you will not see this tab at all.



- Standing Data
- Revenue - Income
- Revenue - Expenditure
- Capital
- Other
- Assets
- Summary

If your academy was previously a local authority maintained school then you will need to complete the section starting at 800. For Multi Academy Trust you will need to separately report each academy included in the return. For Pension liability, you should include the value of pension net liability transferred on conversion with indication of pension scheme providers.

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Transfer of Assets/Liabilities on Conversion from Local Authorities

Local Authority	Line No	Land Total	Other Fixed Building Assets	Cash Surplus/Deficit	Pension Liability	Other	Comments
<input type="text" value="Please"/>	801	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>

[Add](#)

400 characters (of 400) left.

Normal asset and liability sign convention should be followed: assets as positive numbers and liabilities as negative numbers. You will need to complete this for all academies that have converted/opened between 1 September 2013 and 31 August 2015. Include the value of all assets and liabilities transferred to the academy on conversion.

**Lines 800 – 899 local authorities**

If transferred from a local authority, specify in line 800 onwards and select from the drop down list the local authority which transferred the assets. The balances disclosed should be those immediately after conversion not those as at the period end. Please enter the values in the following categories:

- Land and buildings.
- Other fixed assets – include other fixed assets e.g. fixtures and fittings, motor vehicle, IT equipment etc.
- Cash surplus/deficit – include value of (surplus)/deficit transferred on conversion. Please enter surplus as negative and deficit as positive.
- Pension liability – include the value of pension net liability transferred on conversion with indication of pension scheme providers. Enter pension net liability as negative and pension net gain as positive. You will require a separate valuation

of the pension liability for your accounts. **New academies should contact their pension scheme providers as soon as possible after conversion.**

- Other – include value of other assets/liabilities transferred on conversion.

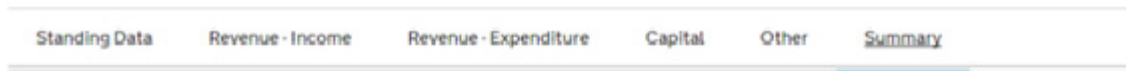
### **Lines 900 – 931 other**

If transferred from an organisation other than a local authority, specify in line 900 onwards and input the name of the organisation which transferred the assets. The balances disclosed should be those immediately after conversion not those as at the period end. Please enter the values in the following categories:

- Land and buildings.
- Other fixed assets – include other fixed assets e.g. fixtures and fittings, motor vehicle, IT equipment etc.
- Cash surplus/deficit – include value of (surplus)/ deficit transferred on conversion. Please enter surplus as negative and deficit as positive.
- Pension liability – include the value of pension net liability transferred on conversion. Enter pension net liability as negative and pension net gain as positive.
- Other – Include value of other assets/liabilities transferred on conversion.

### 3.3.6 Summary tab

This final tab confirms any validations that may be needed, and is also where the preparer signs the return and the declaration is made.



#### Preparer

Contact details of person completing the form

Contact Name \*

Contact Telephone Number \*

Contact Email Address \*

#### Academy Trust Declaration

This needs to be completed by the trust's accounting officer. The accounting officer is usually the academy principal in a Single Academy trust or the chief executive in a multi academy trust.

#### Preparer signoff section

The preparer of the return needs to complete this section.

#### Academy trust declaration

This section needs to be completed by the trust's accounting officer. The accounting officer is usually the academy principal in a single academy trust or the chief executive in a MAT.

#### Submitting the form

At the bottom of this section, you have the options to save the return, access a printable version, and submit.

If you need a printed/saved version of your return, then you must select the Printable Version tab and print/save a copy of the document **before** you submit it. Once you select Submit, then you will not be able to print or to save a pdf copy of the return.



## Queries

If you have specific queries about completing the return that have not been answered by this guide, please email EFA's [Academies Enquiries Service](#).

If you have technical issues using the online form, then click on the help link in the orange beta banner on the form.



BETA: This is a new service - [if you have any issues/feedback please let us know](#)

Clicking the help link will direct you to an online feedback form. Please provide the following information to help us fix your problem:

- select the budget forecast return from the drop-down list of forms;
- the academy or MAT name;
- your name, contact number and email address;
- the submission reference number, if known;
- date and time the problem occurred;
- a description of the issue, which should include:
  - what you were trying to do, and the data you entered;
  - what outcome you expected to see;
  - what the actual outcome was and the problem this causes;
  - the web-browser you used (if known);
  - any further comments you want to add;
  - screen-shots of the problem or error message received if you can provide them.



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Reference: EFA-00066-2014