



---

# **Guidance to the Whole of Government Accounts Year ended 31 March 2014**

---



This document has been prepared by:

Whole of Government Accounts (WGA)  
Financial Management and Reporting Group  
Her Majesty's Treasury  
1 Horse Guards Road  
London  
SW1A 2HQ

March 2014

# Contents

---

<b>Chapter 1</b>	<b>Introduction to WGA 2013-14</b>
<b>Chapter 2</b>	<b>Summary: Critical information</b>
<b>Chapter 3</b>	<b>WGA process</b>
<b>Chapter 4</b>	<b>WGA timetable</b>
<b>Chapter 5</b>	<b>WGA bodies</b>
<b>Chapter 6</b>	<b>WGA2013-14: what's new</b>
<b>Chapter 7</b>	<b>WGA 2013-14: the DCT</b>
<b>Chapter 8</b>	<b>WGA 2013-14: the forms</b>
<b>Chapter 9</b>	<b>Transactions between WGA bodies</b>
<b>Chapter 10</b>	<b>Unallocated</b>
<b>Chapter 11</b>	<b>Grants: WGA treatment</b>
<b>Chapter 12</b>	<b>Unallocated</b>
<b>Chapter 13</b>	<b>PCs: WGA treatment</b>
<b>Chapter 14</b>	<b>Charities: WGA treatment</b>
<b>Chapter 15</b>	<b>General comments and FAQ</b>
	<b>Glossary</b>
	<b>Appendix 1: List of minor bodies</b>

# Chapter 1

## Introduction to WGA 2013-14

- 1.1. This guidance applies to central government bodies and public corporations required to provide information for the 2013-14 Whole of Government Accounts (WGA). Their information is to be provided to the Treasury WGA team in an Excel spreadsheet called the Data Collection Tool (DCT). The DCT 2013-14 is available on the Treasury WGA website: (<https://www.gov.uk/government/collections/whole-of-government-accounts>) with accompanying detailed instructions on how to complete it. The WGA team at the Treasury consolidate all the completed DCTs, with information from the rest of the public sector, to prepare the consolidated financial statements for the whole of the Government of the United Kingdom of Great Britain and Northern Ireland.

### Whole of Government Accounts (WGA)

- 1.2. The Whole of Government Accounts are the consolidated financial statements for the whole of the Government of the United Kingdom of Great Britain and Northern Ireland.
- 1.3. Legislation has been laid which requires publication of the 2013-14 Whole of Government Accounts.
- 1.4. Her Majesty's Treasury prepares WGA for the whole of the UK public sector (central government, local government, health and public corporations) under section 9 of the Government Resources and Accounts Act 2000 (the GRAA). The Treasury is required to prepare in respect of each financial year a consolidated set of accounts for the entities which appear to the Treasury to exercise functions of a public nature; or to be entirely or substantially funded from public money.
- 1.5. The accounts are prepared on an accruals basis and must give a true and fair view of the UK public sector and conform to generally accepted accounting practice subject to such adaptations as are necessary in the context.
- 1.6. Sections 9 to 11 of the GRAA provide the statutory framework for preparing WGA, obtaining the necessary information, and for scrutiny by the Comptroller and Auditor General.

### Aims and benefits of WGA

- 1.7. The Government's aims in making the commitment to WGA were to provide improved data for fiscal planning, to increase transparency and to improve accountability to Parliament. WGA requires bodies within the public sector to prepare data on a consistent basis. It is thereby improving the comparability of financial data. WGA will increase the completeness of public sector financial data through the inclusion of provisions, contingent liabilities and so forth, and will be independently audited and certified by the Comptroller & Auditor General.
- 1.8. WGA will have the ability to provide additional and complementary information to that in national accounts, (which is currently used for fiscal management), for use by government, Parliament and the taxpayer, where the scope of the accounts is consistent with that of the national accounts.

### Policy background

- 1.9. In July 1998, the Treasury published a scoping study report into the development of Whole of Government Accounts. The report concluded that the Government should aim to develop a fully audited set of WGA based on Generally Accepted Accounting Practice (GAAP), adapted as necessary for the public sector context with the approval of the Financial Reporting Advisory Board, and covering the whole of the public sector as far as practically possible.
- 1.10. The scoping study report also concluded that fully reliable GAAP-based WGA would take some time to produce and that a staged approach should therefore be adopted, using a process of "dry runs" starting with a consolidation of central government bodies and funds (CGA). Following further research on the costs and practical considerations involved, the scope of the accounts extended to include health bodies, local authorities and public corporations, so that the accounts cover the Whole of Government.

## 2013-14 WGA – what's new

- 1.11. WGA started using a new consolidation system in 2012-13 which also resulted in a new data collection pack being used. The new system is called the Online System for Central Accounting and Reporting (OSCAR) and replaces the Combined On-line Information System (COINS).
- 1.12. Last year we had quite a few issues with the new data collection tool and OSCAR. The key aim for us is to fix all the bugs and ensure the pack is working as intended. There are no FReM or IFRS updates to contend with so this year will be a year to improve the usability of the tools available.
- 1.13. The biggest challenge facing WGA is the recommendation from the Public Accounts Committee (PAC) to produce the account faster. Therefore, the biggest actual change this year is the timetable. Our aim is to ensure that all relevant documents and guidance notes are available to allow the users to integrate WGA with their own year-end process. Please see chapter 4 for more details on the timetable.
- 1.14. WGA has previously had a reporting threshold of £1 million for internal data or CPID (counter-party identifier) data. Internal data often exceeds 50,000 rows and back in the days of Excel 2003 there was a limit of rows available. That and the fact that we are very unlikely to be able to solve imbalances of £1 million or less meant that we tried to avoid having these in the system, hence the threshold. However, with the new system and advances in Excel, together with the fact that many departments do report CPID balances of less than £1 million, we feel that this threshold is no longer required. Please enter all CPID balances. Note that we now fully expect grant related balances to be fully allocated to CPID codes.

# Chapter 2

## Summary: Critical information

2.1. Critical information summarised in this chapter includes:

- Critical dates
- Key deliverables
- Eliminations
- Agreement thresholds
- Departments DCT returns
- Responsibilities / sign-off
- Actions to begin now

### Critical dates

- 2.2. The punctual completion of WGA returns is a crucial step toward delivery of Whole of Government Accounts for 2013-14. Finance Directors are reminded that, as set out in Annex 4.1 of Managing Public Money, they are responsible for preparing consolidation data for WGA and for the accuracy of the data.
- 2.3. The WGA timetable applies to all central government bodies, including government departments, Arm's Length Bodies (ALBs), public corporations (PCs), pension schemes, and managed funds.
- 2.4. The key deadlines are set out in Chapter 4.

### Key deliverables

- 2.5. The key deliverables are the DCT, and the resulting upload of Resource Accounts data and CPID data into OSCAR.
- 2.6. Other forms which need to be completed are:
- CG-01 – WGA Agreement of Balances and Transactions Form
  - CG-02 – Notification of Completion of WGA Agreement Process
  - CG-03 – Confirmation of Minor Body status
  - CG-04 – Management Review Checklist
  - CG-05 – Notification of Audit Completion
- 2.7. These forms are all available on the Treasury WGA website:  
<https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>

### Eliminations

- 2.8. A key part of the WGA process is the elimination of transactions and balances between WGA bodies. These must be eliminated completely and accurately for the Whole of Government Accounts to give a true and fair view.
- 2.9. The importance of recording complete and accurate counter-party information cannot be overstressed, as it is the only way in which transactions and balances between WGA bodies can be identified and eliminated. Inaccurate recording of counterparty data is, by far, the biggest contributor to delays in preparing the consolidated accounts.

## Agreement thresholds

- 2.10. Central government departments, ALBs and administered funds must report and agree transactions streams and balances with other departments, ALBs and administered funds above certain thresholds for the purposes of WGA. These thresholds are:

Counter-party	Reporting threshold	Agreement threshold
Central government departments <sup>1</sup> , ALBs and administered funds	None, please report all internal balances	£5 million
Local authorities, NHS trusts and foundation trusts and public corporations	None, please report all internal balances	No agreement is required <sup>2</sup>

<sup>1</sup> This includes bodies that are within the departmental resource account boundary such as clinical commissioning groups and executive agencies

<sup>2</sup> No agreement is required but is recommended. Agreement of balances may be required for these bodies in future years. The CG-02 Annex 'Notification of Completion of WGA Agreement Process' form can be found at:

<https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>

We highly recommend that bodies do agree, as well as report, all balances and transactions with central government department, ALB and administered fund counter-parties.

- 2.11. This will reduce the number of reported counterparty transactions below £5 million that do not agree. When counterparty transactions do not agree, the difference between the reported amounts is posted to a suspense account, which if material for 2013-14 may lead to an audit qualification to the accounts. Additionally, agreeing balances and transactions early should reduce further work that the Treasury WGA team and you may have to carry out later in the year during the eliminations process.
- 2.12. The reporting and agreement thresholds are reviewed annually. The reporting threshold used to be £1 million. We used to have this threshold because Excel 2003 could only handle approx. 60,000 rows of data. In addition, resolving mismatches of £1 million or less was very difficult and the data volume was virtually impossible for WGA to handle. However, the new system (OSCAR) allows quicker reporting of large volumes of data and a lot of departments already report all CPID data. Furthermore, we are looking to ensure that grant income and expenditure account codes are 100% allocated to internal CPID codes. This is not possible if items below £1 million are excluded from the CPID analysis.

## Departments' DCT returns

- 2.13. Since 2011-12, the Clear Line of Sight initiative has required departments to consolidate all ALB's within their departmental group reporting boundary. A single DCT return is therefore required for the Departmental Group although the department's ALB's still need to supply counterparty (CPID) information on transactions and balances outside their Departmental Boundary.
- 2.14. Departments are also responsible for co-ordinating the DCT returns for linked entities and accounts that are not consolidated within the departmental group. These include Trust Statements, Fund Accounts and Public Corporations.

## Responsibilities

- 2.15. In accordance with Annex 4.1 of 'Managing Public Money' the Finance Director is responsible for preparing the WGA return for Treasury. He or she is the Consolidation Manager, though in practice this function is normally delegated.

- 2.16. The Consolidation Officer is the person who signs the Resource Accounts and the final WGA return. This Consolidation Officer will normally be the Accounting Officer or Financial Controller.
- 2.17. If the Accounting Officer is unavailable to sign off WGA returns, in the first instance we recommend that you send an email to the Treasury WGA team at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk) outlining the situation. Generally we would suggest that, in order not to delay the DCT process, a person with delegated authority act on the Accounting Officer's behalf in their absence, and that the Accounting Officer then signs the WGA returns later.

**Actions to begin with now:**

- 2.18. Read WGA and DCT Guidance, and note the key dates
- 2.19. Identify counterparty contacts
- 2.20. Agree balances and transactions
- 2.21. Check SCOA's and match relationships
- 2.22. Include WGA deadlines in your workplans
- 2.23. Book any OSCAR or DCT training you may need

Engage with auditors - check if subject to audit with the NAO and agree deadlines. NAO email address: [wgaudit-team@nao.gsi.gov.uk](mailto:wgaudit-team@nao.gsi.gov.uk)



# Chapter 3

## WGA process

3.1. Information included in this chapter:

- Stages of the WGA process

### Stages of the WGA process

3.2. The stages of the WGA process can be summarised as follows:

First: Actions to begin with now

Stage 1: Identify and agree balances and transactions with other WGA bodies

Stage 2: Enter data into the DCT and complete the validation checks

Stage 3: Complete the Management Review and sign-off the DCT

Stage 4: Upload of DCT into OSCAR

Stage 5: Audit of the DCT

Stage 6: Audit process and final sign-off

3.3. For the timetable for each stage, please refer to Chapter 4 'WGA timetable'.

#### FIRST: Actions to begin with now

3.4. Read the WGA and DCT Guidance, and note the key dates and flowcharts

3.5. Identify counter-party contacts

3.6. Agree balances and transactions

3.7. Check SCOAs and match relationships

3.8. Include WGA deadlines in your workplans

3.9. Book any OSCAR or DCT training you may need

Engage with auditors - check if subject to audit with the NAO and agree deadlines. NAO email address: [wgaaudit-team@nao.gsi.gov.uk](mailto:wgaaudit-team@nao.gsi.gov.uk)

#### Stage 1: Identify and agree balances and transactions with other WGA bodies

#### Actions

3.10. Read and follow the Guidance on how to identify and agree counter-party transactions in Chapter 9 'Transactions between WGA bodies', and how to complete the forms CG-01 and CG-02 in Chapter 8 'WGA 2013-14: the forms'.

3.11. Identify and agree counter-party transactions.

- Complete form CG-01- 'WGA Agreement of Balances and Transactions Form'
- Complete form CG-02 'Notification of Completion of WGA Agreement Process'

3.12. All bodies (except ALBs) should send the CG-02 and supporting papers to the Treasury WGA Team. ALBs should send a copy to their sub-consolidating department. Under CLOS, ALBs provide the

agreement of balances back to the consolidating department to provide additional assurances that CPID balances are accurate.

### **Timeline**

- 3.13. 'CG-01 'WGA Agreement of Balances and Transactions Form should be submitted as set out in Chapter 4'
- 3.14. 'CG-02 ' Notification of Completion of WGA Agreement Process and the Annex 'Departments balances with Local Authorities' should be submitted as set out in Chapter 4.

### **Commentary**

- 3.15. The forms are available on the Treasury WGA website:  
<https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>
- 3.16. Key point to note:  
If there are significant differences (more than £200,000) between amounts recorded by bodies, then explanations and supporting documentation need to be compiled and provided with the CG-01.

## **Stage 2: Enter data into the DCT and complete the validation checks**

### **Actions**

- 3.17. Read and follow the Instructions for the Completion of the DCT on the Treasury website at <https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers> and Chapter 7 of this Guidance 'WGA 2013-14: the DCT'.
- 3.18. Enter the following data into the DCT:  
(1) financial information, based on audited resource or statutory accounts, and  
(2) balances and transactions with other WGA bodies.
- 3.19. Complete the DCT validation
- 3.20. Use the 'DCT Trouble Spot Checklist' at the end of this Chapter as an aid to completion.

### **Timeline**

- 3.21. The deadline for submission of the DCTs is detailed in Chapter 4.

### **Commentary**

- 3.22. The 'DCT Trouble Spot Checklist' lists areas that many preparers have difficulty with and should double-check.
- 3.23. DCT preparers should ensure that they collect evidence of agreed WGA counter-party balances to support CPID balances reported in the DCT.
- 3.24. Double-check that the common mapping and CPID errors are correct in your DCT.
- 3.25. **Three Common mapping errors:**
  - Programme expenditure - should be properly analysed and allocated to the correct SCOAs (e.g. salary, costs of goods and services, etc. should be allocated to the relevant SCOAs)
  - Grants – should be properly analysed and allocated to the different grant SCOAs (see Chapter 11 for further guidance)
  - CFERS – ensure you comply with the guidance in Chapter 10

### 3.26. Common CPID errors:

- Failing to report balances with expenditure with local authorities, pension schemes within WGA, and grants appropriately
- Failing to report balances that have been agreed
- Failing to report balances for SCOAs that are expected to have CPID (generally the SCOAs which generate rows in the 'CPID Input' sheet of the DCT)
- Agency transactions – see Chapter 11 for further guidance
- Investments in government securities – for investments of gilts use the CPID for the National Loans Fund (NLF888); for investments of cash deposits and treasury bills use the CPID for the Debt Management Office (DMA888)
- Taxation and social security receivables and payables – should be coded to IRT813

## Stage 3: Complete the Management Review and sign-off the DCT

### Actions

- 3.27. The DCT must be subject to management review and the WGA form CG-04 'Management Review Checklist' completed by the Consolidation Manager.
- 3.28. The DCT preparer should print out the following:
- (1) the DCT financial statements and notes
  - (2) The DCT trial balance
  - (3) The DCT 'CPID Input' sheet
  - (4) the DCT validation sheets: validation errors, accounting test details, and CPID errors
  - (5) the DCT Trouble Spot Checklist
  - (6) The WGA Management Review checklist (CG-04).
- 3.29. The Consolidation Manager should:
- (1) review the documents listed above
  - (2) sign the certificate at the bottom of the DCT Statement of Financial Position
  - (3) print and sign the DCT financial statements (i.e. the Statement of Financial Position, Statement of Comprehensive Income and Cash Flow Statement)
  - (4) complete the WGA Management Review checklist; and
  - (5) confirm that the OSCAR uploads should be generated
- 3.30. This stage is completed when the Consolidation Manager confirms that the OSCAR upload files can be submitted.

### Timeline

- 3.31. See Chapter 4.

### Commentary

- 3.32. **WGA Management Review checklist** – this must be completed.
- 3.33. It provides assurance that bodies are submitting WGA data that is in line with their resource accounts and that the quality of the data (particularly the counter-party data) is of the standard required to prepare Whole of Government Accounts that present a true and fair view.
- 3.34. The management review checklist is split into two parts:
- (1) Part 1 should be completed by all central government bodies (including sub-consolidating departments in respect of the departmental submission).

- (2) Part 2 should be completed by sub-consolidating departments in respect of their sub-consolidations.
- 3.35. The management review checklist should be completed by the Consolidation Manager at the pre-audit stage and signed off by the Consolidation Officer at the post-audit stage.
- 3.36. Consolidation Managers should review the completed management review checklist and supporting working papers, and should check that all tasks on the checklist have been completed. They should initial the checklist to confirm that they have completed their review and that they are satisfied that it is supported by appropriate working papers. Finally, they should sign the checklist to confirm that they are satisfied that management review of the WGA submission has taken place.

#### Stage 4: Upload of DCT into OSCAR

##### Actions

- 3.37. The DCT preparer should:
- (1) Complete the pack by reaching Step 4 (as per the 'Instructions' tab in the DCT).
  - (2) Upload the DCT into the OSCAR environment.
  - (3) See the Instructions for the completion of the DCT on the Treasury website at <https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>
  - (4) Obtain an OSCAR trial balance and OSCAR CPID report (from OSCAR, or if no access to OSCAR from your sub-consolidating department or the Treasury WGA team).
  - (5) Reconcile the OSCAR trial balance to the DCT trial balance, and check the OSCAR CPID report to the DCT CPID Input sheet.
- 3.38. Sub-consolidating departments or Treasury who have uploaded files into OSCAR on behalf of other WGA bodies must send a copy of the OSCAR trial balance and the CPID report from OSCAR to the DCT preparer.

##### Timeline

- 3.39. By the date set out in Chapter 4.

#### Stage 5: Audit of the DCT

##### Actions

- 3.40. Confirm with your auditors what documents they require for the WGA audit. We would expect that, as a minimum, hard copies of the following documents should be provided to the auditors:
- (1) The completed DCT financial statements.
  - (2) Evidence of agreed WGA counter-party balances to support CPID balances reported in the DCT.
  - (3) The Consolidation Manager's signature at the bottom of the DCT Statement of Financial Position.
  - (4) OSCAR trial balance and CPID report.
  - (5) Completed management review checklist.

##### Timeline

- 3.41. The deadline for audit clearance is detailed in Chapter 4.

## Commentary

- 3.42. WGA submissions must be audited.
- 3.43. The extent of the audit required will be determined by the National Audit Office (NAO). Bodies should talk to their auditors on this issue. The auditors of WGA submissions will provide their audit report to the NAO's Central WGA Team on completion of their audits.
- 3.44. Note that the NAO and other auditors have a strong preference for completing the audit work on the packs at the same time as the audit of bodies' statutory accounts. This practice aids efficiency for both the department and the auditors who will complete the audit of the pack at the same time as the audit of the statutory accounts.
- 3.45. Audit gateway tests: NAO undertake gateway tests that WGA submissions must satisfy before the auditors will start work. They have advised auditors not to proceed with a WGA audit until a DCT has passed the gateway tests.
- 3.46. The audit gateway tests are:
- Is the Treasury management review checklist complete?
  - Are reasonable, evidence-based explanations provided for warnings flagged up on the - 'Validation Errors' tab in the DCT?
  - Is an evidence/supporting information pack available to auditors?
  - Do the gross income and expenditure, net surplus/deficit, gross assets and liabilities reconcile to the statutory accounts?
  - Has the body clicked DCT steps up to and including Step 4 on the 'Instructions' tab of the DCT?
  - Is the DCT consistent with what has been uploaded onto OSCAR (i.e. the DCT trial balance matches with that uploaded and version control has been maintained)?
- 3.47. In particular, the auditors will be checking that the DCT data is consistent with OSCAR data and that the management review checklist has been completed thoroughly.
- 3.48. For more details, please speak with your auditor.

## **Stage 6: Audit Process and final sign-off**

### Actions

- 3.49. The DCT preparer should:
- (1) Request the auditor unlocks the DCT – Step 5 on the 'Instructions' tab of the DCT (the local NAO auditor should get the password from the central team).
  - (2) Amend the DCT as applicable with any agreed changes. – Step 6 on the 'Instructions' tab of the DCT.
  - (3) Validate and lock the changes for upload to cycle 2 – Step 7 on the 'Instructions' tab of the DCT.
  - (4) Request the auditor signs-off and re-locks the DCT ready for upload to OSCAR - Step 8 on the 'Instructions' tab of the DCT
- 3.50. Consolidation Officers must sign the "review documents" being:
- (1) The amended DCT financial statements.
  - (2) Consolidation Officer's certificate at the bottom of the audited DCT Statement of Financial Position.
  - (3) Management review checklist (CG-04).
  - (4) Notification of Audit Completion (CG-05)

3.51. Bodies should send this form to the Treasury WGA Team - or if they're a Arms Length Body (ALB) to their sub-consolidating department - by 01 August 2014 (this applies only to non CLOS departments)

Sub-consolidators should return this form to the Treasury WGA by 15 August 2014. **Timeline**

3.52. The deadline for audit clearance is detailed in Chapter 4.

**Commentary**

3.53. To see how to make adjustments and use the automated journal facility in the DCT, please refer to the Instructions for the Completion of the DCT on the Treasury website at <https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>

## Completing the DCT - Checklist

### Trouble spots - have you got this right?

There are some areas that many preparers have difficulty with and should double-check.

#### When you've completed the DCT, check:

- The mapping of SCOAs is correct – for common errors see Chapter 3 CPID is correct – for common errors see Chapter 3
- You have put CPIDs against the expected SCOAs – generally the SCOAs which generate rows in the "CPID Input" sheet of the DCT
- SCOAs in CPID are in the right match relationships – refer to chapter 9 if you need more guidance
- There is evidence of agreed CPID amounts to support those reported in the DCT
- Opening balances and PPA – these must be reconciled
- Grants – check SCOAs are right and check CPID data has been provided - refer to chapter 11 if you need more guidance
- Financial Instruments – refer to paragraphs Chapter 7 if you need more guidance
- PFI disclosures – refer to paragraphs Chapter 7 if you need more guidance
- Reserves – have you put amounts to the right SCOAs/lines?
- Accounting test failures – have you provided detailed explanations?
- Management review checklist – is it complete?
- Is the DCT consistent with what has been uploaded onto OSCAR?

#### Sub-consolidations:

- Have you printed out the matches report and resolved all no matches and mismatches within your group?
- Have you resolved no matches and mismatches above £5 million with other bodies?

# Chapter 4

## WGA timetable

4.1. Information included in this chapter:

- Timetable for WGA submissions
- Key dates

4.2. The WGA timetable applies to all central government bodies, and the key deadlines for submission of the WGA DCTs are:

WGA submissions from...	Submission of the unaudited DCT	Audit Clearance
Central government bodies	30 June 2014	15 August 2014
Central government departments' sub-consolidation	15 August 2014	15 September 2014

4.3. **It is essential that these deadlines be met, so that the overall process and publication of the accounts are not delayed.**

4.4. The timetable above does not apply to the Devolved Administrations and their sponsored bodies, local authorities, and NHS trusts and foundation trusts, all of which are covered by separate arrangements.

4.5. Note that the OSCAR - will be closed on **3 October 2014**. After that, no journal adjustments can be made by departments, and can only be made by the Treasury WGA team.

4.6. Key dates are set out on the next page.

### Action Required

4.7. Consolidation Officers and Consolidation Managers should note these deadlines and ensure appropriate action is taken to meet deadlines.

4.8. Consolidation Managers should draw the contents of this note to the attention of all staff that will be involved in the preparation and submission of data for the Whole of Government Account.



## WGA key dates for 2013-14:

Dates	Deadline for submitting...
31 March	Details of WGA contacts to be provided to HMT
1 April	Start process of agreeing transaction streams and balances with other central government WGA bodies
1 May	Final alterations to the minor bodies list for 2013-14, after which no further alterations will be accepted
31 May	Complete agreement of transactions and balances with other central government WGA bodies
31 May	CG-02 "Notification of Completion of the WGA Agreement Process" form by central government bodies and CG-02 Annex 'Departments balances with local authorities'
30 June	CG-03 "Confirmation of Minor Body Status" form by any body that believes it should be treated as minor for 2014-15
<b>30 June</b>	<b>The unaudited WGA Data Collection Tool - by all central government and local government WGA bodies</b>
15 August	The unaudited WGA sub-consolidations of central government departments
<b>15 August</b>	<b>The audited WGA Data Collection Tool - by central government WGA bodies</b>
15 August	Submission of CG-05 "Confirmation of Audit Completion" by all central government
<b>15 September</b>	<b>The audited WGA sub-consolidations of central government departments</b>
<b>3 October</b>	<b>The audited WGA Data Collection Tool - by local government WGA bodies</b>
3 October	OSCAR WGA module ("Controller") will be closed

\*note that local government WGA bodies in Northern Ireland and Scotland may have different deadlines, as agreed with the relevant devolved administrations

# Chapter 5

## WGA bodies

- 5.1. Information included in this chapter:
- List of WGA bodies
  - CPID
  - The WGA boundary
  - Designation order
  - Types of central government WGA bodies
  - Minor bodies

### List of WGA bodies

- 5.2. A list of bodies within the WGA boundary is on the Treasury WGA website:  
<https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>
- 5.3. This spreadsheet contains the WGA list of bodies and Counter-Party Identifiers (CPIDs) for 2013-14. It also provides details of new bodies (or CPIDs) added.

### Counter Party Identifier (CPID) code

- 5.4. Previously, each WGA body within the WGA boundary had a unique CPID code issued by HM Treasury. This CPID is used to identify other WGA bodies in the agreement process for agreeing transaction streams and balances between WGA bodies.
- 5.5. From 2012-13, some bodies did not have their own CPID and took on another body's CPID. For example, a body may be part of a department's own boundary and consolidated into their resource accounts. For example, the Highways Agency is an executive agency of the Department for Transport and therefore shares the same CPID code as the sponsoring department.
- 5.6. Sub-consolidating departments should send an email to the Treasury WGA team to advise when a body enters or leaves their group. This process is usually undertaken during the designation order process at the start of a new WGA cycle.

### The WGA boundary

- 5.7. Treasury prepares WGA for the whole of the UK public sector (central government, local government and public corporations) under section 9 of the Government Resources and Accounts Act 2000 which requires the Treasury to prepare a consolidated set of accounts for a group of entities each of which appears to the Treasury to "exercise functions of a public nature, or are entirely or substantially funded from public money".
- 5.8. When determining the WGA boundary, the Treasury identifies bodies by reference to the Office for National Statistics (ONS) classification of public bodies for the purposes of the national accounts.
- 5.9. Public sector entities that are considered minor are excluded from the WGA consolidation. Minor bodies are defined later in this chapter.
- 5.10. Note that Machinery of Government (MoG) changes (where a department structure changes as a result of changes to ministerial responsibilities) do not change the WGA boundary as they are internal government reorganisations. Details regarding machinery of Government changes can be found on the website of the Cabinet Office <https://www.gov.uk/government/publications/machinery-of-government-changes-information>.

### Designation Order

- 5.11. Bodies that are designated have a legal obligation to provide WGA information to the Treasury.

- 5.12. The Whole of Government Accounts (Designation of Bodies) Order 2014 (the “Designation Order”) is the statutory instrument which identifies the bodies from which data is to be collected for WGA for the year ending 31 March 2014, subject to the comments below.
- 5.13. The composition of central government and to a lesser extent public corporations changes each year as bodies are created, merged or dissolved. Therefore, the Designation Order must be made annually in respect of each set of accounts towards the end of the financial year or shortly thereafter to reflect the final scope of the WGA boundary.
- 5.14. Certain bodies that must provide WGA information are not designated:
- Health sector bodies are not included in the Designation Order since the audited financial information they are required to provide under the Department for Health’s Clear Line of Sight boundary (since 2011-12) is also used for WGA purposes.
  - Northern Ireland bodies that are subject to the requirements of the Government Resources and Accounts (Northern Ireland) Act 2001 are designated by the Northern Ireland Department of Finance and Personnel.
  - Bodies whose activities are confined to Scotland are not covered by this order. The Scottish Executive relies either on administrative powers or the Public Finance and Accountability Act (Scotland) 2001 to collect audited financial information from them.

#### **Types of central government WGA bodies**

- 5.15. WGA covers the whole of the UK public sector: central government, local government and public corporations. Within central government, there are 3 common types of bodies: core departments, executive agencies, and arm’s length bodies (ALBs).
- 5.16. Executive Agencies: These are well-defined business units that carry out services or functions. They can be set up or disbanded without legislation, and they are organisationally independent from the department, although they are shown in the departmental accounts. Legally, they act on behalf of the secretary of state and are indistinguishable from the department itself. Therefore they do not have their own CPID and instead take on the CPID of their department.
- 5.17. ALBs: An arm’s length body is a body which plays a role in the processes of national government, but is not a government department or part of one. ALBs are established by statute and carry out administrative, regulatory and commercial functions. They employ their own staff and are allocated their own budgets. ALBs are subject to external audit. ALBs will normally have their own CPID if they transact with other government bodies.

#### **Minor bodies**

- 5.18. Attached in Appendix 1 is a list of minor bodies for 2013-14.
- 5.19. Minor bodies do not need to complete a WGA DCT and do not have any WGA audit requirements. Minor bodies are also not required to participate in the agreement of balances and transactions process.
- 5.20. To qualify for minor body status, bodies must be below £10 million for all four criteria below:
- a) Gross annual expenditure during the year
  - b) Gross annual income during the year
  - c) Gross assets as at year end
  - d) Gross liabilities as at year end
- 5.21. Bodies that exceed the £10 million threshold for at least one of the above criteria will not be eligible for minor body status.
- 5.22. The categorisation of bodies is based primarily on their size in the preceding year.
- 5.23. Where a body has been treated as a minor body but (1) is expected to grow substantially between years, or (2) is expected to grow temporarily due to abnormal workloads, or (3) where machinery of government changes have taken place or are planned, then it should contact the Treasury WGA team for a judgement on the continued application of minor body status.

- 5.24. Bodies that take advantage of the minor body exemption will still be designated in the normal way, as they are still required to provide limited information to the Treasury.
- 5.25. Under CLOS, minor bodies need not be stripped out from the consolidated account. We would not expect any CPID data to be collected and loaded against a minor body.
- 5.26. **2013-14:** The minor bodies list for 2013-14 attached in Appendix 1 is based on the data provided by departments in their returns pertaining to the 2013 designation order.
- 5.27. If before **1 May 2014** a body finds that its financial results indicate that it should be treated as a minor body in 2013-14, it may contact the Treasury WGA team to request it be added to the minor body list for 2013-14. No changes can be made after 1 May.
- 5.28. **2014-15:** 2013-14, bodies that believe they will qualify for minor body status in 2014-15 should complete the CG-03 "Confirmation of Minor Body Status" form before the date in Chapter 4. The information on the CG-03 form will be used in calculating the body's entitlement to minor body status in 2014-15. Failure to submit by the deadline may affect their minor body status for 2014-15.

#### **Minor Bodies: Actions Required**

- 5.29. For 2013-14, bodies should review the minor bodies list and raise any queries with the Treasury WGA team.
- 5.30. For 2014-15, bodies believing they should qualify for minor body status should submit the **CG-03** 'Confirmation of Minor Body status' form to the Treasury WGA team ([wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk)), and send a copy to their sub-consolidating department's Consolidation Manager.
- 5.31. Bodies in Scotland, Wales and Northern Ireland should in the first instance consult the appropriate devolved administration contacts.

## Chapter 6

### WGA 2013-14: what's new

- 6.1. Information included in this chapter: changes to the 2013-14 the WGA process and its components.
- 6.2. No significant accounting changes or FReM disclosures have been notified in 2013-14. The DCT has been updated to remove known bugs and other issues from 2012-13. A complete SCOA (Standard Chart of Accounts) list, including a section that shows new account codes is on the WGA website to assist with the trial balance method of DCT completion.

# Chapter 7

## WGA 2013-14: the DCT

- 7.1. The essential part of the process for the collection and submission of WGA data is for bodies to fill out a Consolidation Pack or DCT. The key output of the pack is two spreadsheets: (1) one containing resource account data; and (2) one containing counter-party data. This data must then be submitted or uploaded into OSCAR. Please note the exception of consolidating departments who collect CPID data from the ALB's separately. The department should upload the resource data produced by the DCT but should send WGA team the DCT and the CPID returns from the ALB's so that the WGA team can generate a CPID upload file that shows the CPID data against each individual originator.
- 7.2. The DCT may not necessarily be fully reflective of FReM guidance or a body's resource accounts, as it captures data from a range of bodies with different accounting frameworks and needs to get information for WGA purposes which are compliant with IFRS and the needs of WGA.
- 7.3. This guidance highlights certain key points regarding the DCT and should be read in conjunction with the detailed Instructions for the Completion of the DCT which is available on the Treasury WGA website at:

<https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>

### Critical components

- 7.4. The critical components to completing the DCT are
- SCOA codes
  - CPID codes
  - match relationships
- 7.5. It is essential that the correct SCOA codes are used such that counter-parties are using SCOA codes in the same match relationship. If counter-parties are using SCOA codes in different match relationships, then this will give rise to a mismatch and the transaction or balance will not eliminate without further work and adjustments being required. Details of SCOA codes and their match relationships, indicated as initiating or receiving, are available on the Treasury WGA website at:

<https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>

### Areas to focus on

- 7.6. In past years, there have been areas where the quality and accuracy of data submitted has created difficulties in preparing the Whole of Governments Accounts that represent a true and fair view. The main areas are:
- Mapping SCOA's
  - Identifying and recording accurately all counter-party transactions and balances
  - Reporting counter-party transactions using SCOA's in the right match relationships
- 7.7. DCT preparers should also check that they have not committed any of the common SCOA mapping errors:
- Administrative and programme expenditure - should be properly analysed and allocated to the correct SCOA's (e.g. salary, costs of goods and services, etc. should be allocated to the relevant SCOA's)
  - Grants – should be properly analysed and allocated to the different grant SCOA's (see Chapter 11 for further guidance)
- 7.8. DCT preparers should also check that they have not committed any of the common CPID errors:

- Failing to report balances with expenditure with local authorities, pension schemes within WGA, and grants appropriately.
- Failing to report balances that have been agreed.
- Failing to report balances for SCOAs that are expected to have CPID. (generally the SCOAs which generate rows in the "CPID Input" sheet of the DCT)
- Investments in government securities – for investments of gilts use CPID for the National Loans Fund (NLF888); for investments of cash deposits and treasury bills use CPID for the Debt Management Office or DMO (DMA888).
- Taxation and social security receivables and payables – should be coded to IRT813.

7.9. Checklist for Trouble Spots:

DCT preparers should use the Trouble Spot Checklist - at the end of Chapter 3, to check all areas that many preparers have difficulty with.

- 7.10. There is a risk that, if the quality and accuracy of data submitted in these particular areas is not improved, the auditors will issue a qualified opinion in respect of these areas in the 2013-14 Whole of Governments Accounts. Therefore we recommend that preparers focus on these areas and spend more time to ensure that the data submitted is accurate.

### Opening balances

- 7.11. Treasury take a keen interest in Opening Balances and Prior Period Adjustments (PPA) entered by bodies. Bodies are required to provide a justification and explanation for raising PPAs. Validation errors will arise if this information is not complete. Consolidating departments will have to change their opening balances for any new bodies entering into their boundary. The DCT has tried to mimic the consolidating departments' opening balances by providing the opening balances that relate to the prior year sub-consolidation exercise in OSCAR. Please contact the WGA team if the opening balances provided differ greatly to the underlying resource account.
- 7.12. Consolidation Managers and Consolidation Officers should review these carefully.

### Financial Instrument disclosures

- 7.13. DCT preparers need to complete the financial instruments disclosures in line with WGA disclosure requirements which are in accordance with IFRS (specifically IAS 32, IAS 39 and IFRS 7) and which must be standardised to record information from all WGA bodies. While bodies should provide information that is consistent with their resource accounts, they must ensure that they complete the standardised format and disclosures required for WGA purposes.
- 7.14. Definitions and classifications of financial assets and liabilities can be found in these accounting standards. Financial guarantees are a common form of financial instrument and should be disclosed as such, rather than in provisions or elsewhere.

#### *Risk disclosures*

- 7.15. The disclosure of risk exposures arising from financial instruments is intended to capture material exposures for the purposes of WGA, and we have tried to simplify the disclosures compared to last year.

#### *Credit Risk disclosures*

- 7.16. In the 'Financial Instruments' sheet, in the 'Credit Risk' section, there is table entitled 'Gross credit exposure by credit rating at year end' that requires financial assets to be categorised by their credit rating from external rating agency designation or equivalent at year end. The column 'Not rated' is for those financial assets that have no rating because, for example, the financial asset relates to a company in liquidation. If a body has not undertaken the exercise of rating its financial assets for its statutory accounts, it may be because credit risk is not material so there is no need to complete this table. If credit risk is material, the body should look at each category of financial asset and consider what it would be rated as. For example, if investments or financial guarantees relate to a company owned by the government, a government rating (AAA) may be appropriate.

## Private Finance Initiative (PFI)

7.17. DCT preparers need to complete the private finance initiative (PFI) disclosures in the DCT in line with WGA disclosure requirements which are in accordance with the 2013-14 FReM. In line with paragraph 5.4.54 of the 2013-14 FReM, PFI projects are required to be disclosed as follows: for each 5-year banding disclose the total payments (i.e. not an annual payment) for contracts expiring within that period. Essentially the PFI disclosure now explicitly asks for capital, interest and service cost element of the contract which must be analysed over the various time brackets on a cash flow basis.

## Joint Ventures and Associates

7.18. The DCT is governed by the disclosure of IAS 28 and IAS31 and follow the FReM: Joint ventures and associates are accounted for on an equity basis, meaning that only a body's proportion of its holding is shown in the accounts. The initial investment is recorded as an asset and is then adjusted to any subsequent movement on post acquisition reserves.

7.19. We would expect the following double entries and SCOAs to be used:

1) Initial recording of investment:

DR Asset to SCOA 16612000 (NCA –Joint Ventures- Additions) or 16622000 (NCA-Associates-Additions)

CR Bank

2) Subsequent recording of profit:

DR Asset to SCOA 16616000 (NCA-Joint Ventures-Profit/(Loss)) or 16626000 (NCA-Associates-Profit/(Loss))

CR Profit to SCOA 63311500 (Other I&E –Share of Loss JV&A)

3) Subsequent recording of loss:

DR Loss to SCOA 63311500 (Other I&E –Share of Loss JV&A)

CR Asset to SCOA 16616000 (NCA-Joint Ventures-Profit/(Loss)) or 16626000 (NCA-Associates-Profit/(Loss))

4) Other scenarios: Dividends received from the associate of joint venture are treated as a reduction in the asset so the double entry is:

DR Bank

CR Dividends to SCOA 16617000 (NCA-Joint Ventures-Dividends) or 16627000 (NCA-Associates-Dividends)

7.20. Acquisition and disposals are self explanatory, these increase or decrease the investments made.

7.21. Transfers should be used when joint ventures and associates may be re-classified and or the investments are transferred to another government entity.

7.22. Additional disclosures are required to record the total assets, liabilities and profit and loss of the joint venture and associate. Please provide this information in the relevant boxes.

## Other key points to note

7.23. Other key points to note when completing the DCT:

- Decimals should not be used unless specifically required. If decimals are used, this may prevent the trial balance from balancing and therefore the upload files from being able to be uploaded into OSCAR.
- Income and liabilities should be input as negative amounts, and expenditure and assets should be input as positive amounts. If this is not done, the DCT will not be completed correctly and validation checks and/or accounting tests will be failed.
- Validation checks and accounting tests must be resolved in order to complete the packs.



## IT issues

7.24. Over the years, IT systems have become more and more secure. This can mean that the DCT may not get through the firewalls of the internet due to features in the DCT such as macros and password protection. Please ensure that you have permission to receive and send macro enabled attachments via email with your IT department. Linked with the above, many default settings on security related matters are set to 'high'. However, to run the DCT, security settings of macros must be set to 'low' or 'medium'. Again, you may need to get permission from your IT department to do this. Please refer to the Instructions for the Completion of the DCT available on the WGA website at <https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers> for guidance on macro settings.

## Queries

- 7.25. If you have any queries regarding the completion of the DCT, you can:
- refer to the Instructions for the Completion of the DCT on the WGA website at <https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>;
  - check Chapter 15 of this Guidance for FAQ ;
  - check the FAQ on the WGA website which will more complete and up-to-date; or
  - email the Treasury WGA team at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk).

# Chapter 8

## WGA 2013-14: the forms

8.1. Information included in this chapter:

- CG-01 – WGA Agreement of Balances and Transactions Form
- CG-02 – Notification of Completion of WGA Agreement Process
- CG-03 – Confirmation of Minor Body status
- CG-04 – Management Review Checklist
- CG-05 – Notification of Audit Completion

8.2. These forms are all available on the Treasury WGA website:

<https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>

### CG-01 – WGA Agreement of Balances and Transactions Form

- 8.3. This form is to document the agreement of transaction streams and balances between WGA bodies. Forms are available as an Excel workbook on the Treasury WGA website. The form includes further detailed instructions on how to complete it.
- 8.4. The purpose of the form is to help the agreement process and to provide evidence that balances and transaction streams have been agreed.
- 8.5. Consolidation Managers should ensure that the form is completed in respect of all balances and transactions above £5 million with other WGA bodies, as set out in Chapter 9 of this guidance.
- 8.6. Lottery distributors and recipients should use this form to agree cash amounts paid and received in relation to lottery grants, as set out in Chapter 12 of this guidance.
- 8.7. Where there are significant differences (more than £200,000) between amounts recorded by two bodies:
- The CG-01 should include details of the differences, including supporting papers.
  - The supporting papers should include detailed explanations and further details that may be relevant, such as extracts from the accounts and nominal amounts of contracts.
  - A copy of the CG-01 and supporting papers should be attached to CG-02 'Notification of Completion of WGA Agreement Process'.
- 8.8. The deadline for completion detailed in Chapter 4 but the process should be started as soon as possible.

### CG-02 – Notification of Completion of WGA Agreement Process

This form is to confirm that transaction streams and balances have been agreed with other WGA bodies and to detail where there have been any differences in the amounts to be agreed.

8.9. Attached to the CG-02 should be:

- 1) A copy of the CG-01 and supporting papers where there are significant differences (more than £200,000) between amounts recorded by two bodies
- 2) Annex 'Departments balances with Local Authorities'.

8.10. The information in the Annex should be completed by central government departments to record balances with local authorities. This information will be used for the WGA eliminations.

8.11. All bodies (except ALBs) should send a hard copy of the form and supporting papers to the Treasury WGA Team. ALBs should send a copy to their consolidating departments

8.12. The deadline for completion is detailed in Chapter 4.

#### **CG-03 – Confirmation of Minor Body status**

8.13. This form is to confirm minor body status for 2013-14.

8.14. Consolidation Managers of minor bodies should complete the form.

8.15. Completed forms should be sent to the Treasury WGA Team at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk) and copied to sub-consolidating departments.

8.16. The deadline for completion is detailed in Chapter 4.

#### **CG-04 – Management Review Checklist**

8.17. This form is to document management's review of the WGA submission.

8.18. The Management Review Checklist provides assurance that proper procedures are in place for providing WGA data in line with the entity's accounts and that the quality of WGA data is of the standard required for a true and fair audit opinion. This checklist informs and records the management processes of preparation, review and validation of WGA submissions. Evidence of these processes having been undertaken should be maintained so that there is a clear management trail.

8.19. Part 1 - should be completed by central government bodies consolidated within WGA, including departments (and sub-consolidating departments in respect of the departmental submission), ALBs (ALB's that are consolidated in CLOS will not need to complete such forms), PCs, pension schemes and managed funds.

Part 1b – has additional questions only for public corporations.

8.20. Part 2 – should be completed by sub-consolidators as it covers the sub-consolidation process

8.21. **Timing:** The checklist must be completed after the validation of WGA data in the WGA Consolidation Pack (DCT) and before generating upload files of WGA data from the DCT. The deadlines for completion are prior to submission of the WGA data to the auditor, i.e. by 14 August 2014, and by 6 September 2014 for sub-consolidations.

8.22. **Consolidation Managers:** should initial and date each item on a hard copy of Part 1 of the checklist once content that the item has been addressed. This should be done after the validation of WGA data in the WGA Consolidation Pack (DCT) and before generating upload files of WGA data from the DCT.

8.23. **Consolidation Officers:** should initial and date this checklist once his/her review has been completed. This can be done after the WGA data has been audited when they sign off the WGA financial statements, in the same way an Accounting Officer would sign the Resource Accounts.

8.24. All bodies (except ALBs) should send a hard copy of the management review checklist to the Treasury WGA Team. ALBs should send completed forms to their sub-consolidating departments (ALB's that are consolidated in CLOS will not need to complete such forms), Auditors will expect to see the signed management review checklist on commencement of their audit.

8.25. Further guidance is in Chapter 3 of this guidance.

#### **CG-05 - Notification of Audit Completion**

This form is completed at the end of the audit process and signed-off by the Consolidation Manager. The signed audit completion form should be accompanied by details of any material audit adjustments and whether or not these have been processed in the final DCT.

##### **Sub-consolidators**

8.26. In summary, sub-consolidating departments should expect to receive copies of CG-02 (and supporting papers) and CG-04 forms from ALBs within their group.

# Chapter 9

## Transactions between WGA bodies

- **Transactions and balances between Whole of Government Accounts bodies must be eliminated so the accounts give a true and fair view.**
- **The importance of recording complete and accurate counter-party information cannot be overstressed, as it is the only way in which transactions and balances between WGA bodies can be identified and eliminated.**

9.1. Information included in this chapter on transactions between WGA bodies:

1. Key components
  2. Actions required now
  3. Common CPID errors
  4. Timetable - post-recess resource accounts
  5. The forms to be completed – CG-01 'WGA Agreement of Balances and Transactions Form' and CG-02 'Notification of Completion of WGA Agreement Process' form
  6. Thresholds – for reporting and agreeing balances and transactions, executive agencies
  7. Identifying WGA bodies (CPID codes) – executive agencies, when to use a parent CPID, what CPID to use when a body has changed, and what CPID code to use for taxes
  8. Identifying transactions and balances between WGA bodies - VAT, agency transactions, reporting on a gross or net basis, recharged costs
  9. The agreement process - with whom and what to agree, resolution of significant differences
  10. Resolution of mismatches - the matches report
  11. Agreement process for pensions and pension schemes
- 9.2. This guidance sets out essential ground rules that must be followed, to ensure that WGA bodies adopt a common approach for reporting and agreeing balances and transactions with each other.
- 9.3. At the end of this chapter is a flowchart which summarises the Agreement of Balances process.

### 1. The key components

- 9.4. The basic principle is that WGA bodies should identify both transactions and balances with other WGA bodies using a Counter-Party Identifier (CPID).
- 9.5. The elimination process works on a number of match relationships and is automated in the HM Treasury Online System for Central Accounting and Reporting (OSCAR). Once two reported transactions or balances match each other, the OSCAR elimination module will automatically reverse the entries to eliminate them.
- 9.6. It is essential that the correct SCOA codes are used such that both counter-parties are using SCOA codes in the same match relationship. If counter-parties are using SCOA codes in different match relationships, then this will give rise to a mismatch and the transaction or balance will not eliminate without further work and adjustments being required.

- 9.7. Details of SCOA codes and their match relationships, indicated as initiating or receiving, are available on the Treasury WGA website (<https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>).

## 2. Actions required now

9.8. Consolidation Managers should:

- Note the contents of this guidance note;
- Ensure that staff responsible for agreeing balances and transactions are aware of the process for agreeing balances with other central government departments and bodies;
- Put systems in place to extract data from financial systems and for agreeing balances; and
- Note the deadlines for the completion of tasks specified in the guidance note and particularly the requirement to provide contact details and the return confirming that the agreement process was completed.

## 3. Common CPID errors

9.9. Consolidation Managers and DCT preparers should be alert to common CPID errors.

- Failing to correctly report balances with local authorities, pension schemes, and grants.
- Failing to report balances that have been agreed.
- Failing to report balances for SCOA's that are expected to have CPID (generally the SCOA's which generate rows in the "CPID Input" sheet of the DCT)
- Agency transactions – see paragraphs Section 9 in this Chapter for further guidance
- Investments in government securities – for investments of gilts use CPID for the National Loans Fund (NLF888); for investments of cash deposits and treasury bills use CPID for the Debt Management Office or DMO (DMA888)
- Taxation and social security receivables and payables - coded to IRT813

9.10. Double-check that these areas are correct in your DCT.

## 4. Timetable

9.11. Chapter 4 sets out the key deadlines for agreeing balances.

9.12. Formal agreement of balances and transaction streams should occur **as soon as possible** after the year-end. The Agreement of Balances form should be sent out as soon as possible after this date so that the purchasing entity can investigate and confirm the balance to the providing body as soon as possible.., Agreement of balances must be completed by the date set out in Chapter 4 at the latest.

9.13. If an anticipated Agreement of Balances form not been received in a timely manner from the provider entity then the receiving or purchasing entity should initiate the process and forward a Agreement of Balances form with a view to completing the process by the date set out in Chapter 4 at the latest.

### *Post-recess Resource Accounts*

- 9.14. It is possible that some departments or bodies will not be able to agree balances and transaction streams in accordance with the timetable because they are unable to complete their resource or statutory accounts before the summer recess – i.e. they are “post-recess departments or bodies”. The departments or bodies seeking agreement of balances or transaction streams with post-recess departments or bodies should:
- Complete the agreement process on draft data
  - Ensure they submit their WGA data in accordance with the timetable without getting agreement from the post-recess departments or bodies
  - Document clearly how they have estimated the balances or transaction streams to provide clear audit trails which supports both their resource / statutory accounts and WGA submissions
  - Email the Treasury WGA Team (at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk)) with details of the balances or transaction streams they were unable to agree so that the Treasury WGA Team has early warning of potential mismatches
- 9.15. Mismatches which arise following the submission of WGA data by post-recess departments or bodies should be investigated by both parties and appropriate action taken which could include the revision of future estimation techniques by one or both parties, or the restatement of 2013-14 transaction streams or balances by one or both parties. Any changes to data should be reflected in journal adjustments and notified to the auditor so that this can be considered.

## **5. The forms to be completed**

- CG-01 – WGA Agreement of Balances and Transactions Form
- The CG-01 “ WGA Agreement of Balances and Transactions Form

“ form is to document the agreement of transaction streams and balances above £5 million between WGA bodies in line with this guidance.

9.16. The deadline for completion is detailed in Chapter 4 but the process should be started as soon as possible.

9.17. See Chapter 8 for more information regarding the form.

CG-02 – Notification of Completion of WGA Agreement Process

The CG-02 “ Notification of Completion of WGA Agreement Process” form is to confirm that transaction streams and balances have been agreed with other WGA bodies and to detail where there have been any differences in the amounts to be agreed.

9.18. The deadline for completion and submission is detailed in Chapter 4.

9.19. See Chapter 8 for more information regarding the form.

## 6. Thresholds

- 9.20. Central government departments, ALBs and administered funds must report and agree transactions streams and balances with other departments, ALBs and administered funds above certain thresholds for the purposes of WGA. These thresholds are:

Counter-party:	Reporting threshold	Agreement threshold
Central government departments <sup>1</sup> , ALBs and administered funds	None, please report all internal balances	£5 million <sup>2</sup>
Local authorities, NHS trusts and foundation trusts and public corporations	None, please report all internal balances	No agreement is required <sup>2</sup>

<sup>1</sup> This includes bodies that are within the departmental resource account boundary such as clinical commissioning groups and executive agencies

<sup>2</sup> No agreement is required but is recommended. Agreement of balances may be required for these bodies in future years.

- 9.21. **Agreement threshold:** We strongly recommend that bodies agree, as well as report, all balances with central government department, ALB and administered fund counter-parties. This will reduce the number of matches below £5 million that do not agree. The difference between the reported amounts is posted to the WGA suspense account, which if material may lead to an audit qualification. Agreeing balances and transactions early will reduce the burden of investigations you may have to carry out later in the year during the WGA eliminations process.

### (1) Reporting threshold

- 9.22. Central government departments, ALBs and administered funds should report transaction streams with any counterparty within the WGA boundary.
- 9.23. Bodies should reconcile the reported CPID amounts to the same SCOA used in their statutory account disclosures in the DCT. This is a check to improve the accuracy of reported counter-party data.

### (2) Agreement threshold

- 9.24. Central government departments, ALBs and administered funds should formally agree transaction streams and balances that are above £5 million with central government counterparties.
- 9.25. The £5 million threshold applies to the aggregate of each type of balance or transaction stream with a counterparty. For example, if a body has a number of receivable balances with a counterparty which are each below £5 million but when aggregated exceed £5 million, then the aggregate balance should be agreed. \*

## 7. The agreement process

- 9.26. The initiating body (or service provider) is the WGA body that originates a transaction with another WGA body.
- 9.27. The receiving body (or purchaser) is the other WGA body.

### Actions

- 9.28. The initiating body should use the Agreement of Balances form and take the lead in confirming both the balance outstanding at the year-end together with the total value of transactions between the bodies during the year. The receiving body should agree or disagree with the figures issued.
- 9.29. The receiving body should use the Agreement of Balances form and take the lead if they have not received an Agreement of Balances form from the initiating body in time to meet the deadline set out in Chapter 4.
- 9.30. If the entries are agreed, the Agreement of Balances form should be signed and returned to the originating body.
- 9.31. If the balances cannot be agreed, significant balances (£200,000+) must be resolved as set out below.
- 9.32. After the agreement process– has been completed, the Consolidation Manager for each body (except ALBs) should complete and send the CG-02 “Notification of Completion of WGA Agreement Process” form to the Treasury WGA Team. ALBs should send completed forms to their sub-consolidating departments.

#### Deadlines

- 9.33. Start the process of agreeing transaction streams and balances **from 1<sup>st</sup> April 2014**.
- 9.34. Complete agreement process **by 31<sup>st</sup> May 2014**.
- 9.35. Submit CG-02 **by 31<sup>st</sup> May 2014**.
- 9.36. **See chapter 4 for a full list of WGA deadlines.**

#### Commentary

- 9.37. Agreement is regarded as being achieved when the difference between provider and purchaser is less than £200,000.
- 9.38. Provider bodies should ensure when they complete the Agreement of Balances form that they include the SCOA code to which they are allocating the balance or the transaction. This is essential to help the receiving bodies ensure they use the appropriate SCOA codes that are in the same matching relationship as the ones used by the provider bodies.
- 9.39. To assist the agreement process, a listing of invoices and accruals that comprise the balance outstanding should be attached to the Agreement of Balances form. The listing should clearly set out those invoices, which were issued and entered into the accounting system before the year-end, and those invoices/other accruals entered after year-end relating to the previous year.
- 9.40. Once a balance has been agreed between two bodies it can only be amended with their joint agreement.

#### *Contact list for agreement of balances*

- 9.41. The Treasury WGA team maintains a current contact list for agreement of balance contacts. Please send them an email at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk) if there are any changes to the current contact in your organisation for the WGA agreement of balance process.

#### Resolution of significant differences

- 9.42. A significant difference is defined as one that is greater than £200,000.
- 9.43. If significant differences are detected between balances and/or transaction streams advised by the provider body and those recorded by the counterparty purchaser, then contact should be made by the counterparty advising that a significant difference is apparent. Both parties should work together to ascertain how and why the difference has occurred. If an error has occurred, then the entity holding the error should adjust their records. If the difference is due to timing, then the Agreement of Balances form should carry a brief note to this effect.
- 9.44. Where differences are identified individual bodies may be asked to revise their submissions. In some cases this could also have an impact on the statutory financial statements of the body concerned.
- 9.45. As part of the agreement process, adjustments may be required to adjust the balances initially recorded. Agreement is the responsibility of the transacting bodies. Where a dispute cannot be resolved the usual practice is that the entity owing money to another entity should always accrue



for the amount notified to them (i.e. the purchaser's ledger is adjusted). However, there may be a small number of instances where differences between balances or transaction streams recorded by bodies cannot be resolved because of differences in the way the bodies account for them. Such differences should be reported to the Treasury WGA Team ([wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk)) as soon as the differences are known.

## 8. Identifying other WGA bodies

### CPID codes

- 9.46. The OSCAR system eliminates balances and transactions between entities based on a Counter Party Identifier code (CPID). Every body and fund has its own unique CPID. These codes must be used when balances and transactions with other bodies within the WGA boundary are recorded in OSCAR.
- 9.47. A summary of the updated Standard Chart of Accounts (SCOA) for 2013-14 is available on the Treasury WGA website at <https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>. It includes details of all valid SCOA for 2013-14 and changes since last year. A full list of CPIDs for WGA bodies and funds who will submit 2013-14 data is also available.
- 9.48. Some SCOA codes have CPID codes attached to them automatically; where only one counter-party is possible. For example, tax SCOA are "hard-coded" with the CPID for HM Revenue and Customs (IRT813) and SCOA for payments to the Consolidated Fund are "hard-coded" with the CPID for the Consolidated Fund (COF888).

### *Situations where a parent CPID is used*

- 9.49. Some CPIDs, in effect, represent a department's resource account, which may be a consolidation of the core department's account and the accounts of a number of executive agencies which will not have their own CPIDs.
- 9.50. DWP: There are cases where Departments such the Department for Work and Pensions that prefer to manage the agreement process centrally (i.e. by the core Department) on behalf of all entities that are consolidated into the departmental resource accounts.
- 9.51. DOH and CCGs: The Department of Health resource account (DOH033) consists of the core department and its clinical commissioning groups (CCGs). Transactions and balances with the CCGs are treated as if they were with the Department of Health (using CPID DOH033) but counterparties are required to agree balances and transactions with CCGs directly instead of the Department.

### *Situations where a body has changed*

- 9.52. As stated earlier, if a WGA body has been dissolved, merged with another body or otherwise been replaced by another body, the CPID to be used for the whole of the current year is the new CPID for the new successor body.

### *What CPID to use for taxes*

- 9.53. HM Revenue and Customs (HMRC) are responsible for the collection of taxes. HMRC produces two accounts – the Trust Statement, which records the taxes collected, and the Resource Account, which records the administrative costs of the department. Taxes and duties balances, including VAT, should be reported using IRT813.cpid, the code for the Trust Statement. Balances and transactions with the Department should be reported using HMR041.cpid.
- 9.54. National insurance is collected by HMRC and recorded in the Trust Statement. It is not collected by the National Insurance Fund. Therefore national insurance should be reported using IRT813.cpid, the code for the Trust Statement.

### With whom to agree

- 9.55. Agreement of all balances at 31 March and transaction streams in the year ending 31 March is required between all central government WGA bodies.
- 9.56. Where bodies are allocated an individual CPID then agreement should take place between those individual bodies. For example if a DCMS ALB needs to agree a balance with a DTI ALB then the

agreement process should be undertaken between the ALBs themselves and not between DCMS and BIS.

- 9.57. In Northern Ireland the Department of Finance and Personnel, and in Wales the Welsh Assembly Government, have made arrangements for all bodies (central government, health and local government) to agree balances and transaction streams to minimise the level of mismatches.

### **Exceptions**

- 9.58. Intra-group transaction streams and balances are not required to be agreed with the following entities/sectors:
- HMRC (in relation to tax and duties)
  - National Insurance Funds
  - Academies
  - Local Authorities
  - Clinical Commissioning Groups, NHS Trusts and Foundation Trusts
  - Public corporations
  - Minor bodies
- 9.59. Minor bodies: Bodies are not required to agree, or report, balances and transactions with minor bodies. Minor bodies are exempt from the requirement to provide information for WGA purposes. They are therefore not required to take part in the agreement process on either the provider or purchaser side. Transactions with minor bodies are treated as if they were with external bodies.

### **Situations where a body has changed**

- 9.60. If a WGA body has been dissolved, merged with another body or otherwise been replaced by another body, the successor body should contact other WGA bodies with which it has transactions and balances to inform them of the new CPID code for the new body. The new body should submit report and agree balances and transactions for the whole of the current year using the new CPID code. For the purposes of this exercise, the "successor body" is that which has assumed the responsibility of preparing and publishing the statutory annual accounts.
- 9.61. Where bodies have changed, entered or left a group, sub-consolidating departments should send an email to the Treasury WGA team to advise them and agree the WGA treatment if necessary.

### **Executive agencies and CCGs**

- 9.62. What CPID to use: Bodies should treat balances and the transaction streams with executive agencies as if they were with the department and use the department CPID. As a general guide if the executive agencies or bodies such as clinical commissioning groups are included within the departmental resource account boundaries then any transactions with such bodies should be treated as if they were with the department.
- 9.63. Contacts: The Treasury WGA team have not maintained a list of contacts for all executive agencies because of the number of agencies, frequent changes in the status of agencies and staff turnover. Therefore, the first contact will need to be made with (or by) the core department who may then choose to handle the agreement process themselves or to delegate it to the executive agency (or agencies) concerned.
- 9.64. Executive agencies need to identify any balances and transaction streams with other central government bodies. If their accounts are part of a department's resource accounts, their information will be reported as part of the information from that department.
- 9.65. In such instances departments may set a threshold lower than the £5 million agreement threshold within their departmental groups, if they believe this approach would materially improve their data quality. The choice of threshold will depend on the number of agencies and their contribution to the consolidated departmental resource account. However, departments will need to show that the thresholds they have set do not result in a material understatement of counter-party transactions. Each department will require a different treatment so there is no general guidance on what suitable thresholds would be, but for advice and help contact the Treasury WGA team at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk).

- 9.66. For example, the Department for Education (DfE) has a number of transaction streams and balances with several NHS clinical commissioning groups (CCGs) that are included within the Department of Health resource account. Although the transaction streams and balances with each CCG are in the main less than £5 million, when they are aggregated they can amount to sums in excess of £100 million. Setting the agreement threshold at £5 million for each CCG is therefore inappropriate since the total of DfE transaction streams or balances with CCGs will not be agreed. This will increase the risk of mismatches in the amounts reported. In such cases the choice of threshold will depend on circumstances such as the number of entities involved but it should enable both parties to agree about 80% of their transaction streams or balances. Based on past years' WGA data the agreement threshold for CCGs/ DfE should be set at £1 million.

## 9. Identifying transactions and balances with other WGA bodies

### What to agree

- 9.67. Central government departments, ALBs and administered funds are required to identify and agree all balances as at 31 March and transaction streams in the year ending 31 March with other designated bodies within central government. This will include any imprests or standing deposits.
- 9.68. Receivable and payable balances with the same counter party should be reported gross and not netted off.
- 9.69. Accruals and invoiced amounts should be reported. Bodies are reminded that invoices may be dated and/or received after **1<sup>st</sup> April 2014 but relate to 2013-14**. Similarly invoices dated **April or May 2013** may relate to the previous year and should therefore be excluded when reporting transactions with other counterparties.
- 9.70. Bodies should not confuse cash transactions with income and expenditure. For example, body A may receive cash on behalf of body B and then pay it over to body B without recording the receipt as income and the payment as expenditure in its Statement of Comprehensive Income. In such instances body A should not report the transactions. Similarly body B should treat the "income" as external.
- 9.71. The recorded balances will be made up of two elements:
- Payables: invoices issued up to 31 March, which must be agreed with the counter party; and
  - Accrued amounts: this can comprise invoices issued after the year-end, but relating to goods or services supplied in the previous year or accruals based on agreed documentation between two bodies. Departments may wish to specify a date by which such invoices must be issued within their own consolidation groups.

#### Exceptions:

- 9.72. Tax balances or transaction streams such as VAT, income tax and national insurance contributions with Her Majesty's Revenue and Customs (HMRC) are not required to be agreed, although these must be reported. However, non-tax transaction streams and balances with HMRC themselves must be agreed if over £5 million.

#### VAT:

- 9.73. Where services are contracted out from another WGA body, the income and expenditure transaction reported in the DCT should be net of VAT, as the net amounts need to be eliminated during the WGA consolidation process. Where VAT is not recoverable by one of the parties to the transaction the CPID reported income and expenditure amounts should also be net of VAT. This is so that both sides of the transaction are viewed on the same net basis in order to facilitate elimination.
- 9.74. VAT balance as at 31 March should be reported against HM Revenue & Customs, IRT813. However VAT payments or refunds during the year should not be recorded on the CPID input sheet in the DCT.

### **Gross or net amounts:**

- 9.75. In some situations, two WGA bodies may recognise a balance or transaction in their accounts on a differing (gross or net) basis. If a body believes that the counter-party may have recognised the transaction or balance on a different basis, e.g. gross instead of net, then the bodies involved should contact each other to ensure that that the transaction and/or balance has been consistently treated and reported for WGA purposes.
- 9.76. Transactions and balances should be reported on a gross basis by both counter-parties, and the body that has recognised the amount on a net basis should make an adjustment to gross it up in the DCT and report the grossed up CPID amount. This may mean that their WGA submission will not fully reflect their resource accounts, but this should not present any difficulties provided they are able to reconcile their WGA submission with their resource accounts. Note that this will only impact on the Whole of Government Accounts.
- 9.77. Key requirement:
- WGA bodies should agree and report CPID amounts on a gross basis. Bodies that are not using a gross basis of accounting must notify the WGA tem that this is the case in the CG-02.

### **Recharged Costs**

- 9.78. Recharged costs are a common example where two counter-parties may recognise a balance or transaction in their accounts on a differing (gross or net) basis. This is when balances reported by two WGA bodies do not agree because one body recharges another for an expense and nets off any contribution received against the cost, rather than recognising the contribution as income. For example, a body may sublease part of a building to another WAG body which it recharges for the cost. This body then might record this contribution as a negatives expense against the cost rather than as income.
- 9.79. We require the service provided (eg the landlord) accounts for the cost of the services on a GROSS basis and records the recovered costs as income from the service user (eg the tenant). The service user should record the payment to the service provides as an expense. Both the service provider and service user should agree the transaction streams so they can be eliminated on WGA consolidation. Although this approach may mean the WGA data is not in line with the departmental resource accounts, it is necessary to correctly eliminate these transactions and minimise the risk of misstatement of income and expenditures leading to qualification of WGA.
- 9.80. Key requirement:
- Service providers recognise and report in the DCT for the cost of the service on a gross basis as well as the recovered costs from the service user as income with an appropriate CPID.
  - Service users should record the payment to the service provider as an expense with an appropriate CPID.
  - Bodies not using a gross basis of accounting for these transactions or balances should notify the Treasury WGA Team that this is not the case on the CG-02.

### **Agency transactions**

- 9.81. An agency transaction is where a body acts as an agent for another body. Agency transactions are quite common and have often given rise to mismatches in prior years when the counter-parties involved have used different CPIDs. If a body believes that it is involved in an agency transaction, it should contact the other WGA counter-parties involved in the agency transaction to ensure that the transaction has been consistently treated and reported for WGA purposes. Bodies should determine how the other counter-parties account for the transaction and agree how to report the transaction.
- 9.82. All counter-parties involved should recognise all parts of an agency transaction on a gross basis, and that if a body acting as agent has not recognised an amount or has recognised it on a net basis in its resource accounts, it amends its DCT to report the full amounts of all parts of the transaction and the full grossed up CPID amount. Comments should be included in the DCT to document the rationale for any amendment.
- 9.83. This may mean that their WGA submission will not fully reflect their resource accounts, but it will ensure that the amounts are eliminated properly for the purposes of WGA.

- 9.84. If the counter-party acting as agent does not do this, and instead records the transaction in the DCT on a net basis, or not at all, then the other counter-party should not record a CPID. It is important to reach an agreement to ensure the transaction can be eliminated correctly. If bodies are unable to reach agreement on the appropriate adjustments, please document this in the CG-02 " Notification of Completion of WGA Agreement Process" form to be sent to the Treasury WGA team so we can consider what adjustments are required to be made for the WGA consolidation.
- 9.85. Key requirement:
- All counter-parties to an agency transaction agree and report the grossed-up value of all parts of the agency transactions in their DCT and CPID data.
- 9.86. Key requirement:
- All counter-parties amend their DCT to record the gross amount of income or expenditure and that the gross amount is reported in the CPID data.

## 10. Resolution of mismatches: the Matches Report

- 9.87. Counter-party data that has been reported by WGA bodies is available in the following reports:

Report	Availability
OSCAR CPID report	Available in OSCAR – under Intercompany Reports. This report is very versatile and can be set up to show any number of combinations of mismatches <a href="https://oscar.gsi.gov.uk/vpn/index.html">https://oscar.gsi.gov.uk/vpn/index.html</a>
Matches Report	easy to use matches analysis available on request via the Treasury WGA Team showing all counterparty data of all WGA bodies submitted into OSCAR, used to identify mismatched data which needs to be resolved

## 11. Agreement process for pension schemes

- 9.88. The Principal Civil Service Pension Scheme (PCSPS) will provide reports to Consolidation Managers containing details of pension contributions receivable during 2013-14 and those unpaid at 31 March to initiate the agreement process. As these figures are one of the key areas of elimination within WGA it is important that bodies reach agreement on these numbers. That is, bodies will have to confirm that they agree where the balances or transactions are over £5m and that differences do not exceed £200,000.
- 9.89. Those bodies that have transactions with the other WGA pension schemes (i.e. Armed Forces Pension Scheme, Judicial Pension Scheme, NHS Pension Scheme, Research Councils Pension Scheme, Teachers Pension Scheme and UKAEA Pension Scheme) should initiate the process themselves. Bodies are not required to report or agree transactions and balances with local government pension schemes since these are outside the WGA boundary.
- 9.90. The following table summarises the procedure related to the agreement process and the provision of counter-party information - from the point of view of both WGA bodies and Pension Schemes. No agreement is necessary for balances, as the scheme's figures will reflect those of the WGA body. However, departments will need to report such balances.

Agreement process for pensions: Central Government Body

	Payroll provided externally / outsourced		Payroll provided in-house	
	Agreement?	Reported?	Agreement?	Reported?
Transaction Streams employer pension contributions	Yes	Pension fund.CPID	Yes	Pension fund.CPID
Balances Payable employer & employee contributions	No	No	No*	Pension fund.CPID

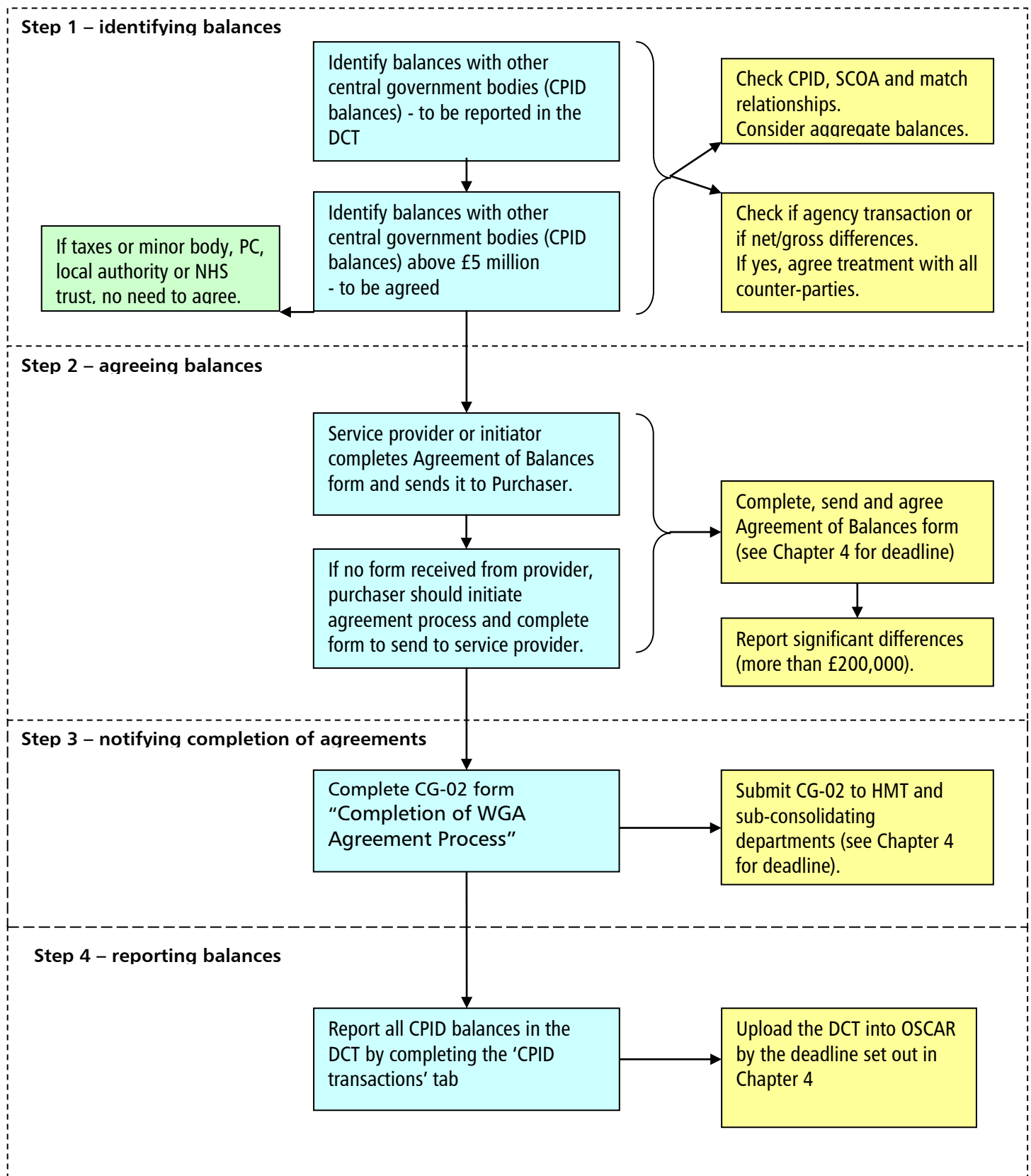
\* except for the PCSPS where balances are agreed, and the NHS pension scheme in respect of primary care trusts which are included in the DoH resource account, the core DoH and any other central government bodies which will include the devolved administrations, central government departments and ALBs.

Agreement process for pensions: Pension Scheme

	Payroll provided externally / outsourced		Payroll provided in-house	
	Agreement?	Reported?	Agreement?	Reported?
Transaction Streams employer pension contributions	Yes	Central Govt body.CPID	Yes	Central Govt body.CPID
Balances Payable employer & employee contributions	No	No	No*	Central Govt body.CPID

\* except for the PCSPS where balances are agreed, and the NHS pension scheme in respect of primary care trusts which are included in the DoH resource account, the core DoH and any other central government bodies which will include the devolved administrations, central government departments and ALBs.

## Flowchart – Agreement of Balances process



# Chapter 10

Unallocated



# Chapter 11

## Grants: WGA treatment

- 11.1. **Grants is one of the top three most common mapping errors. Please ensure you read and follow the guidance in this chapter. In particular, please ensure grants are properly analysed and allocated to the correct grant SCOA's.**
- 11.2. Information included in this chapter:
- WGA treatment of grant-in-aid and grants for Arm's Length Bodies (ALBs).
- 11.3. The guidance in this chapter applies to Arm's Length Bodies (ALBs), including those that are charities and companies.
- 11.4. ALBs that are charities or companies will follow the accounting standards that apply to them for their resource accounts. However, for WGA purposes they should follow this guidance. This will mean that their WGA submissions will not fully reflect their resource accounts and so should reconcile their WGA submissions with their resource accounts.
- 11.5. The recording of grants within the DCT depends on whether they:
- Are from the parent department; and
  - Are restricted such that they can only be used for capital expenditure (i.e. capital grants) or are unrestricted and can be used for either capital or resource expenditure (i.e. current grants).

### **Grant-in-aid and grants from parent departments**

- 11.6. For accounting purposes, grant in aid (GiA) and specific grants received from sub-consolidating parent departments by ALBs are treated as financing and credited to reserves, in line with the FReM
- 11.7. The actions required to reflect this treatment in the DCT is to map grant-in-aid and grants (received from the parent department) to SCOA 31119000 (Reserves-General Fund- Grant-in-Aid received by ALBs) and the relevant CPID code. The contra-entry to this would be SCOA 18411000 (CA –Cash balances with GBS). The DCT shows the balance against SCOA 31119000 in cell D40 on the 'Reserves' tab.
- 11.8. If ALBs intend to use an alternative accounting treatment, please talk to the Treasury WGA team.

### **Grant to ALBs from other departments (i.e. grants by other departments not channelled through the parent department's grant-in-aid)**

- 11.9. Grants received by ALBs direct from other departments, not the parent, are treated as income and not financing. In the DCT map the grant income received from other departments, that is not via their sub-consolidating departments, to SCOA 44111000 (Inc - Current Grants from Central Government) for non-asset related income and to SCOA 44121000 (Inc - Capital Grants from Central Government) for asset related income. The contra-entry to both these transactions would be SCOA 18411000 (CA –Cash balances with GBS). The DCT shows the balance against SCOA 44111000 in cell D48 on the 'O-Inc' tab and SCOA 44121000 is shown in cell D49 on the 'O-Inc' tab
- 11.10. If ALBs intend to use an alternative accounting treatment, please talk to the Treasury WGA team.

# Chapter 12

## Unallocated

# Chapter 13

## PCs: WGA treatment

13.1. Information included in this chapter:

- Specific guidance for Public Corporations (PCs) completing the WGA DCT.

13.2. This chapter is in addition to the guidance that is included in all the other chapters. Public Corporations should follow the guidance in other chapters unless specifically directed otherwise in this chapter. This chapter addresses specific departures applicable to public corporations and specific queries that have been raised in the past.

### Terminology

13.3. The WGA Guidance and DCT contain some terminology that is not normally used by PCs:

- Resource Accounts – is the same as Statutory Accounts.
- Accounting Officer or Consolidation Officer – is the same as the person who signs the Statutory Accounts.
- Consolidation Manager – is the same as the Finance Director or the person delegated to be responsible for the WGA return.

### **Timetable**

13.4. PCs follow the same timetable as for central government departments. See chapter 4 for details. The deadline for PCs providing unaudited DCTs and supporting papers to their sponsoring department or the Treasury WGA team is identical to that for central government departments and local authorities.

### **Process**

13.5. PCs follow the same process as for other central government bodies, subject to the comments below.

13.6. Agreements: The only exception is that they are not required to agree balances and transactions with other WGA bodies, although they are recommended to do so. PCs are still required to complete the CPID input sheet within the DST whether or not transactions and balances have to be agreed with another entity. Completing the DCT: WGA is prepared in accordance with the Government Financial Reporting Manual (FReM), which follows GAAP using IFRS standards adapted as appropriate for the public sector context. However, most public corporations are not required to comply with the FReM or IFRS simply for the purposes of WGA and can complete the DCT using the information from their accounts. For further guidance on completing the DCT, see the comments below in this Chapter.

13.7. Submitting data: PCs are not part of a department's sub-consolidation, but the sponsoring department is still responsible for uploading the PC's data into OSCAR. PCs must provide their sponsoring department with: an electronic version of the un-audited DCT, signed Statement of Financial Position certificate, and signed management review. Audit: As set out in Section 10 (2) of The Government Resources and Accounts Act 2000 (the Act), the Treasury requires all public bodies it has designated to provide audited WGA information. The information will need to be audited by your external auditor. Section 11 (5) of the Act allows the National Audit Office (NAO), as auditors of the overall WGA consolidation, access to your external auditors to satisfy themselves that the information to be included in WGA can be relied upon, but not to access the audited body itself. The NAO, as auditors of WGA, will agree a protocol with your auditor to ensure they have sufficient assurance to audit the consolidated WGA figures. The new DCT now also contains a confirmation button on the administration sheet that should be used by your auditors to confirm that the audit of the pack is complete. The pack is then locked and cannot be further amended.

13.8. See Chapter 3 for details of the WGA process and Chapter 9 for guidance on the agreement and reporting of balances and transactions with other WGA bodies.

### **Forms**

- 13.9. PCs may complete CG-03 if they believe they should be treated as a minor body for WGA purposes.
- 13.10. PCs must complete Parts 1 and 1b of CG-04 'Management Review Checklist'.
- 13.11. See Chapter 9 for details regarding the forms.
- 13.12. **Judgements on completing the DCT:** A PC may need to make certain judgements and amendments when it completes the DCT which give rise to anomalies between the statutory accounts and the WGA submission. This is particularly the case as the pack is designed primarily for government departments rather than commercial companies so some categories within the spreadsheet are not always relevant to PCs.
- 13.13. **Non-current assets:** If a PC's accounts have been prepared on a break-up basis (ie not on the going concern basis), all assets, including tangible non-current assets will have been disclosed as current within its statutory accounts. As no category exists for tangible assets within current assets in the DCT, these should be disclosed as fixed assets.
- 13.14. **Non-current assets valuation:** WGA will be prepared using Modified Historic Cost Accounting (MHCA) as the basis for valuing fixed assets. IFRS allows other valuation methods and it may be that a PC's non-current assets are not valued on a MHCA basis. To minimise your workload, the figures in your statutory accounts should be used to complete the DCT spreadsheet. However PCs will be asked by the Treasury to confirm the accounting convention and policies used to value non-current assets and for details of any comparisons that may have been carried out between assets values in the statutory accounts and estimated asset values on an MHCA basis.

#### **Restructuring of PC's**

- 13.15. In accordance with the boundary definition of WGA, a public corporation must be consolidated for the period in which it is classified to the public sector. With public sector reform, there have been several instances where PC's have been reclassified to and from the public sector during the financial year. During such restructuring, arrangements should be made to ensure the relevant information is available for WGA.
- 13.16. PC's sold or transferred to the private sector should provide DCT's for the period up to the date of transfer, whether or not they produce closing accounts.
- 13.17. Entities transferring into the PC sector from the private sector should prepare WGA information only from the date of transfer.
- 13.18. PCs closing down should provide WGA information to the date of liquidation.

# Chapter 14

## Charities: WGA treatment

- 14.1. Information included in this chapter:
- Specific guidance for stand-alone charities completing the WGA DCT.
- 14.2. This chapter applies to bodies that prepare statutory accounts that comply with the Charities Statement on Recommended Practice (Charities SORP). It is in addition to the guidance that is included in all the other chapters.
- 14.3. Bodies that prepare statutory accounts that comply with the charities SORP need to present their data for WGA in a format that is compliant with IFRS. To this end, this chapter provides general guidance on how this can be achieved and particularly how the Consolidation Pack or DCT should be completed.
- 14.4. The DCT can be populated by typing data directly into the proforma worksheets or by loading a trial balance. The latter approach requires bodies to map their local chart of accounts to the WGA standard chart of account (SCOAs). The recommended approach for bodies that prepare Charities SORP statutory accounts is to complete the DCT by entering data directly into the proforma worksheets.
- 14.5. The DCT does not differentiate between the different funds that charities are required to maintain such as Unrestricted, Restricted and Endowment Funds. The DCT treats all transactions as general fund or unrestricted fund transactions. Bodies that follow the Charities SORP should not attempt to split transactions between the various funds when entering data in the various DCT worksheets. However, when they complete the "Reserves" worksheet in the DCT they should make the necessary transfers from the general fund to the restricted reserves so that the reserves balances are in line with the statutory accounts.
- 14.6. The following pages show for each item in the statements how and where they should be included on the DCT worksheets. The aim is to provide general guidance. It cannot be comprehensive since all bodies will have some local variations. If bodies require more specific guidance they should consult the Treasury WGA team at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk).

### Completing the DCT: Key points

- 14.7. Note the signage convention and that amounts should be entered in £000's.
- 14.8. Consolidated data should be used when completing the DCT for consolidated group accounts.
- 14.9. Complete the proforma sheets which will automatically populate the Statement of Comprehensive Income and Statement of Financial Position.
- 14.10. The DCT will generate financial statements and notes that differ from the statutory accounts. Bodies should show their workings in the peach coloured cells to the right of each proforma worksheet in the DCT, to ensure bodies have a clear audit trail.
- 14.11. Enter data in the blue cells on the Statement of Financial Position to record changes to last year's carried forward balances.
- 14.12. All transactions and balances should be treated as if they were all general fund transactions and balances. When the DCT is completed, transfers should be made on the "Reserves" worksheet from general fund to restricted and other reserves to reflect the reserves balances in the statutory accounts.
- 14.13. Heritage Assets: FRS 30 applies for accounting periods starting on or after 1 April 2010 and requires additional disclosures in the accounts of charities. For WGA purposes, the DCT does not require further information in relation to heritage assets.

## Charities: Statement of Comprehensive Income

- The table below provides guidance on which proforma worksheet in the DCT should be completed. These worksheets then automatically feed through to the Statement of Comprehensive Income

Key Items in a typical charity accounts	Recommended WGA approach
<b>Incoming resources</b>	
Incoming resources from generated funds	
Grant-in-aid	<ul style="list-style-type: none"> <li>Grant-in-aid should be shown in cell D51 on the "O-INC" worksheet of the DCT.</li> <li>If part of the grant is for capital purposes the capital element should be included in cell D51.</li> <li>The total grant (revenue and capital) received from the sub-consolidating department should be shown on the "CPID Input" sheet. The grant will be eliminated when the data is loaded into OSCAR by the sub-consolidating department. The grant-in-aid should be recorded as a negative amount.</li> </ul>
Grants, gifts & donations	<ul style="list-style-type: none"> <li>Grants, gifts and donations should be allocated as appropriate to cells D25 (other non trading income) and D62 (charity income) on the "O-INC" worksheet.</li> <li>Capital grants should be included in the analysis.</li> <li>Cell D51 should only be used for grant-in-aid and not for grants, gifts and donations.</li> <li>Instances may arise when the grant etc is "income in kind". The amount should be recorded on the "O-INC" worksheet. Income in kind should not be recorded under notional income. Grants, gifts and donations should be recorded as negative amounts.</li> </ul>
Activities for generating funds – trading	<ul style="list-style-type: none"> <li>Income from activities for generating funds should be allocated to cell D11 (sale of goods and services) on the "O-INC" worksheet.</li> <li>All income transactions should be recorded as negative amounts.</li> <li>Income arising from transfers from the government grant reserve or other capital grant reserve should be allocated to deferred grants income in cell C59 on the "O-INC" worksheet and adjusted as a non-cash transaction in the cash flow statement.</li> </ul>
Investment income	<ul style="list-style-type: none"> <li>Investment income should be recorded on the "FinCost" worksheet.</li> <li>Both income, such as interest and dividends received, and expenditure, such as interest on borrowing are recorded on this worksheet.</li> <li>Income should be recorded as negative whilst expenditure is positive.</li> </ul>
Incoming resources from charitable activities	<ul style="list-style-type: none"> <li>Typical sources of income will consist of admission fees, catering income, rents and fees for services such as consultancy. All such income should be recorded on the "O-INC" worksheet.</li> <li>Admission charges should be shown in cell D19 (fees, and charges), rents in cell D16 (rental income), catering income and fees for services should be recorded in cell D11 (sale of goods and services). There is also "Charity income" in the O-INC worksheet, D62.</li> <li>Income arising from transfers from the government grant reserve or other capital grant reserve should be allocated to deferred grants income in cell C59 on the "O-INC" worksheet and adjusted as a non-cash transaction in the cash flow statement.</li> </ul>

Key Items in a typical charity accounts	Recommended WGA approach
<b>Total incoming resources</b>	
<b>Costs of generating funds – trading</b>	<ul style="list-style-type: none"> <li>• The split between costs of generating funds – trading, charitable activities and governance is not used for WGA purposes.</li> <li>• A subjective analysis of costs is required. The notes in the statutory accounts may provide the required breakdown of costs to complete the DCT. If the notes in the statutory accounts are not sufficiently detailed bodies may need to extract data from their accounting systems or working papers.</li> <li>• Analyse costs in the “O-COST” worksheet as follows:  Staff costs: salaries, social security costs, staff pensions – rows 54-62  Depreciation – rows 206-217  Other direct costs – rows 34-41 (provided key elements such as impairments, audit costs, and business rates are allocated to the appropriate cells, the balance can be shown in row 31 (purchase of goods and services) and row 41 (other expenses)).</li> </ul>
<b>Net incoming/(outgoing) resources</b>	
Gains on investment assets	<ul style="list-style-type: none"> <li>• Impairment of investments should be shown on the “O-Cost” worksheet in rows 231-234.</li> <li>• Revaluations of investments should be shown in “FinCost” worksheet in rows 43-46. Unrealised losses should be recorded as negative amounts and unrealised gains as positive amounts.</li> <li>• Realised profits or losses on the sale of investments should be recorded on the “O-COST” worksheet in row -309</li> </ul>
Revaluation of non-current assets	The revaluation of non-current assets should be recorded on the “Reserves” worksheet
<b>Net movement in reserves</b>	
Reserves at 1 April	<ul style="list-style-type: none"> <li>• Reserves balances brought forward should be recorded on the “Reserves” worksheet in rows 17-19.</li> <li>• The DCT treats the retained surplus/deficit for the year as a “General Fund” balance in cell D20 which is protected.</li> <li>• Transfers should be made from the “General Fund” reserves to the other reserves so that they reflect the position in the statutory accounts.</li> </ul>
<b>Reserves at 31 March</b>	

# Chapter 15

## General comments and FAQ

15.1. Information included in this chapter:

- Training
- Some Frequent Asked Questions (FAQ)
- Contact for remaining queries

### Training

15.2. WGA specific training is offered from May –early July each year. More information is available in the Spring Newsletter. Also, you may send an email to the Treasury WGA team requesting WGA specific training.

### FAQ

15.3. Listed below are some Frequently Asked Questions (FAQ) that have arisen in the past. There is also a complete and up-to-date list of FAQ on the Treasury WGA website:

<https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>

15.4. *Q: When I go to the WGA guidance page at <https://www.gov.uk/government/publications/whole-of-government-accounts-guidance-for-preparers-2013-to-2014> the link to the DCT is to an old version - why is this and what can I do?*

A: This is because the page has been cached on your PC or firewall and you are seeing that old version. Hold down the CTRL key and click the refresh button on your browser toolbar. This will ensure you see the current version of the guidance page.

15.5. *Q: The DCT's macros do not work properly, why is this?*

A: Check that the Excel security level is set at 'medium' (Tools – Macro – Security). If security is set at high it will disable all macros thus making the spreadsheet unusable (further details can be found in the DCT Completion Instructions). For any other problems, please consult the Treasury WGA team ([wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk)).

15.6. *Q: Which versions of Excel will the DCT work with?*

A: The DCT is supported by Excel 2007. If you have an earlier version of Excel, such as Excel 2003, we would suggest that you speak with your IT department to see if they have a more recent version of Excel that you can use in order to complete the DCT. If you cannot access a more up to date version of Excel or have a particular issue with accessing the DCT, please email the Treasury WGA team at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk) for advice and we will investigate other possible solutions for you.

15.7. *Q: I have a new body this year. What do I do?*

A: New bodies are recognised via the annual process of compiling the WGA Designation Order. Depending at which point in the year that the new body is notified to HM Treasury it could be as long as a year before they are recognised within the WGA consolidation. Please notify the WGA team with the details of any new bodies as soon as possible at: [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk)

15.8. *Q: I have a different year end to 31 March. What do I do?*

A: The first sheet of the DCT asks for details of a body's year end and you will be required to complete this. Otherwise, a body will not usually be required to make further adjustments, subject to review by the Treasury in which case they will contact the body for further information.

- 15.9. Q: I have a different accounting policy to FReM or I depart from the accounting standards on a specific matter. What do I do?
- A: These details are required in the additional information and accounting test sheets of the DCT and you will be required to complete these disclosures. Otherwise, a body will not usually be required to make further adjustments, subject to review by the Treasury in which case they will contact the body for further information.
- 15.10. Q: The Accounting Officer is unavailable to sign off WGA returns, can someone else sign on their behalf?
- A: In the first instance we recommend that you send an email to the Treasury WGA team at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk) outlining the situation. Generally we would suggest that, in order not to delay the DCT process, a person with delegated authority act on the Accounting Officer's behalf in his or her's absence and that the Accounting Officer sign the WGA returns when they return.
- 15.11. Q: Why isn't the matches report freely available on the WGA website?
- A: We have to balance the requirement to keep data secure and our desire to make it available to those who need it. The matches report is restricted to gsi (government secure intranet) access and not on the HMT website because the information would not be sufficiently secure; even if it were a password protected spreadsheet. So the current solution is: (1) we make the matches report available periodically to WGA bodies; and (2) send the report to WGA bodies who specifically request it from the Treasury WGA team.
- Q: I cannot find a CPID code. Why is this and what should I do?
- A: Firstly check that the counterparty is within the WGA boundary (a list can be found at <https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>). The body you're looking for may be part of a department. In this case, note that some CPIDs, in effect, represent a department's resource account, which may be a consolidation of the core department's account and the accounts of a number of executive agencies, which will not have their own CPIDs. For example, the Highways Agency is part of the Department for Transport. If you still cannot find a CPID code, please send an email to the Treasury WGA team at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk).
- 15.12. Q: I cannot agree a balance with another department/body, what happens?
- A: If the difference is significant, i.e. about £200,000, complete the CG-02 " Notification of Completion of WGA Agreement Process" form explaining the difference and email it to the Treasury WGA team at [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk).
- 15.13. Q: Should I report and agree accruals?
- A: Yes. See the chapter 9 on what to agree. In respect of ALBs that account for their grant in aid and other grants on an accruals basis, they need to complete the "Accrued GiA" worksheet in the DCT. See chapter 11 for more guidance in relation to accruals for grants.
- 15.14. Q: How should I report additional information in the DCT such as off-balance sheet PFI or financial commitments where they are with other WGA bodies?
- A: Report all PFI and financial commitments in the additional information, including those with other WGA bodies.
- 15.15. Q: How do I treat transactions with the Commissioners for the Reduction of the National Debt (CRND)? How should I treat investments in government securities?
- A: CRND manage the investments of about a dozen funds, NESTA's (National Endowment for Science, Technology and Arts) investment account being one of these funds. CRND are part of the DMO and will only invest in treasury bills, gilts and cash deposits. CRND provide the funds with details of the investments they manage which would allow the funds to allocate the appropriate CPID codes to the investment balances and the income they receive. If the investments consist of gilts the CPID to use is the National Loans Fund CPID which is NLF888. If the investments are cash deposits or treasury bills with the DMO the CPID code to use is DMA888.



15.16. Q: How do I report balances and transactions with CCGs?

A: Clinical Commissioning Groups come under Department of Health and so the CPID would be DOH033.

15.17. Q: Do PTEs (Passenger Transport Executives) and ITAs (Integrated Transport Authorities) have the same CPID code?

A: Some of passenger transport executives (PTEs) do have the same CPID as the Integrated Transport Authorities (ITAs) where they are consolidated into their accounts. Other transport executives, like Greater Manchester, have their own CPID and the ITA has their own CPID. Where you find on the CPID list that the code is the same for both, please use that the contact for the ITA.

15.18. Q: How do I treat joint ventures in the DCT?

A: The 'Assocs & JV' tab in the DCT records the investment part of the joint venture, whilst a single entry on the 'FinCost' tab records either the profit or loss element.

15.19. Q: Entering staff information in the DCT, what is meant by "Staff Other" and "Permanent"?

A: The category of "Other" includes secondments and temporary staff. "Permanent" includes part-time and full-time staff.

#### Contact for queries

15.20. If you have any queries regarding the WGA process or completion of the DCT, and you have not found the answer in this Guidance or in the FAQ listed above, you can:

- refer to the Instructions for the Completion of the DCT on the WGA website <https://www.gov.uk/government/publications/whole-of-government-accounts-2013-to-2014-guidance-for-preparers>; check the FAQ on the WGA website which will more complete and up-to-date; or
- email the Treasury WGA team on [wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk).

# Glossary

## **ALB: Arms Length Bodies (formerly known as NDPBs)**

A body which has a role in the processes of national Government, but is not a Government Department or part of one, and which accordingly operates to a greater or lesser extent at arm's length from Ministers. ALBs are established by statute and carry out administrative, regulatory and commercial functions. They employ their own staff and are allocated their own budgets. ALBs are subject to external audit. ALBs will have their own CPID. See relevant sections of this guidance document for actions to be taken for those ALB's that are consolidated as part of the CLOS initiative

## **DCT:**

WGA Consolidation Pack – to be completed by central government bodies within the WGA boundary.

## **Central government departments:**

The largest central government departments include:

BIS: Department for Business, Innovation and Skills

DCLG: Department for Communities and Local Government

DCMS: Department for Culture, Media and Sport

DECC: Department of Energy and Climate Change

Defra: Department for Environment, Food and Rural Affairs

DfE: Department for Education

DFID: Department for International Development

DfT: Department for Transport

DH: Department of Health

DWP: Department for Work and Pensions

FCO: Foreign and Commonwealth Office

HMRC: HM Revenue and Customs

HMT: HM Treasury

MoD: Ministry of Defence

MoJ: Ministry of Justice

**CCG:** Clinical Commissioning Groups are NHS organizations set up by the Health and Social Care Act 2012 to organize the delivery NHS services in England. They replace Primary Care Trusts (PCTs).

## **CLOS:** Clear line of Sight

Clear Line of Sight is an initiative to align estimates, budgets and resource accounts. It has meant that many previous stand alone ALB's are being consolidated in Departmental Accounts.

## **CPID:**

Counter-Party Identifier is a unique code for every WGA body. The OSCAR system eliminates balances and transactions between entities based on a CPID. Every body and fund has its own unique CPID. These codes must be used when intra-group balances and transactions are recorded in OSCAR. CPIDs for WGA are defined annually by the Treasury WGA team and a list is available on the Treasury WGA website. See chapter 9 for more information.

## **COINS**

The Combined On-line Information System (COINS) was the database of UK Government expenditure provided by government departments until 2012-13. The data was used to produce reports for Parliament and the public including WGA. This system has now been superseded by the On-line System for Central Accounting and Reporting (OSCAR)

## **CFERs:**

Consolidated Fund Extra Receipts – see chapter 10 for more information.

## **Executive Agencies:**

These are well-defined business units that carry out services or functions. They can be set up or disbanded without legislation, and they are organisationally independent from the department, although they are shown in the departmental accounts. Legally, they act on behalf of the secretary of state and are indistinguishable from the department itself. Therefore they do not have their own CPID and instead take on the CPID of their department

## **FReM:**

Government Financial Reporting Manual

## **GiA:**

Grant in Aid – see chapter 11 for more information.

**GSI:** Government Secure Intranet - This is a wide area network whose purpose is to enable the secure transfer of data between central government departments.

## **HMG:**

HM Government

**ITA:** Integrated Transport Authorities – formerly Passenger Transport Authorities (PTAs) prior to the Local Transport Act (2008) are the strategic bodies responsible for transport in large urban areas to which Passenger Transport Executives (PTEs) report.

## **Match relationship:**

A match relationship includes a group of similar or matching SCOA's. The elimination process works on a number of match relationships (such as Receivables and Payables or Loans and Deposits). Once two transactions or balances are reported and are in the same match relationship, the OSCAR elimination module will automatically eliminate them. Match relationships are defined annually by the Treasury WGA team and a list is available on the Treasury WGA website. See chapter 9 for more information.

## **Matches report:**

Report prepared by the Treasury WGA Team from OSCAR data listing all CPID data identified as perfect matches, mismatches or no matches.

**Minor bodies:**

Minor bodies do not need to complete a WGA DCT and do not have any WGA audit requirements. They must satisfy certain criteria demonstrating that they are “minor” from a WGA perspective. See chapter 5 for details.

**MoG:**

Machinery of Government (change)

**NAO:**

National Audit Office

**NHS:**

National Health Service

**ONS:**

Office for National Statistics

**OSCAR:** The On-line System for Central Accounting and Reporting (OSCAR) is the current database of UK Government Expenditure. In 2012-13 this system replaced COINS (the Combined On-line information System) as the means by which financial reports on government expenditure are produced for Parliament and the public; including WGA.

**Public corporations (PCs):**

Public corporations (PCs) undertake or deliver a public service in a given industry. These are public trading bodies which have a substantial degree of financial independence from the public authority which created them, although some PCs, which are not self-financing, receive a subsidy or grant. They have substantial day-to-day operating independence and are governed by a board. A PC is publicly controlled to the extent that the public authority, that is central or local government, usually appoints the whole or a majority of the board of management. PCs will have their own CPID.

**PFI:**

Private Finance Initiative – see chapter 6/7 for more information.

**PTE:** Passenger Transport Executives – are local government bodies responsible for organising public transport within large urban areas.

**SCOA:**

Standard Chart of Accounts (SCOA) in OSCAR provides a standard set of accounts to enable consolidation of trial balances from a range of different bodies. SCOA for WGA purposes are defined annually by the Treasury WGA team and a list is available on the Treasury WGA website. See chapter 9 for more information.

**WGA:**

# Appendix 1: List of minor bodies

## List of minor bodies for the 2013-14 Whole of Government Accounts

Queries and requests for further bodies to be considered should be addressed to the Treasury's WGA team ([wga.team@hmtreasury.gsi.gov.uk](mailto:wga.team@hmtreasury.gsi.gov.uk)). Preparers should refer to the CPID list available on the Treasury website for the most up-to-date list.

2013 World Police & Fire Games	Film Industry Training Board for England and Wales
Architects Registration Board	Firebuy Limited
Armagh Planetarium and Observatory	Football Licensing Authority
Brecon Beacons National Park Authority	Gangmasters Licensing Authority
British Hallmarking Authority	General Consumer Council for Northern Ireland
Cairngorms NPA	General Teaching Council for Wales
Capital for Enterprise Ltd	General Teaching Council for Northern Ireland
Central Arbitration Committee	Great Britain-China Centre
Certification Officer	Groceries Code Adjudicator
Charity Commission for Northern Ireland	Health and Safety Executive for Northern Ireland
Children's Commissioner for Wales	Highlands and Islands Transport Partnership (HITRANS)
Churches Conservation Trust	The Housing Ombudsman
Civil Service Commission	Human Fertilisation and Embryology Authority
Comhairle na Gaelscolaíochta	Human Tissue Authority
Commission for Judicial Appointments	Industrial Development Advisory Boards
Commission for Victims and Survivors for Northern Ireland	Insolvency Practitioners Tribunal
Commissioner for Children and Young People for Northern Ireland	Insolvency Service Investment Account
Commissioner for Older People in Wales	Joint Nature Conservation Committee
Commissioner for Older People in Northern Ireland	Labour Relations Agency
Committee on Climate Change	Leasehold Advisory Service
Competition Appeal Tribunal	Learning and Skills Improvement Service
Competition Service	Legal Services Ombudsman
Consumer Council for Water	Livestock & Meat Commission
Copyright Tribunal	Local Government Boundary Commission for Wales
Council for Catholic Maintained Schools	Local Government Staff Commission for Northern Ireland
Council for Science and Technology	Local Partnerships LLP
Criminal Cases Review Commission	Loch Lomond & the Trossachs NPA
Criminal Justice Inspection Northern Ireland	London Pension Fund Authority
Culture Company 2013 Limited	Low Pay Commission
Economic Research Institute of Northern Ireland	Marshall Aid Commemoration Commission

National Forest Company  
National Lottery Commission  
North West Regional Waste Management Group  
North-East of Scotland Transport Partnership (NESTRANS)  
Northern Ireland Construction Industry Training Board  
Northern Ireland Events Company Limited  
Northern Ireland Guardian ad Litem Agency  
Northern Ireland Judicial Appointments Commission  
Northern Ireland Memorial Fund  
Northern Ireland Museums Council  
Northern Ireland Police Fund  
Northern Ireland Practice & Education Council for Nursing and Midwifery  
Northern Ireland Social Care Council  
Office for Fair Access  
Office for the Children's Commissioner  
Patient and Client Council  
Police Complaints Commissioner for Scotland  
Police Rehabilitation & Retraining Trust  
Postal Services Holding Company  
Professional Standards for Health and Social Care  
Queen Elizabeth II Conference Centre  
Registrar of the Public Lending Right  
Risk Management Authority  
RUC George Cross Foundation  
Scottish Criminal Cases Review Commission  
Shetland Transport Partnership  
Sir John Soane's Museum  
Southern Waste Management Partnership  
South-West of Scotland Transport Partnership  
Staff Commission for Education & Library Boards  
Tayside and Central Scotland Transport Partnership (TACTRAN)  
UK Anti Doping  
UK China Forum  
UK Energy Efficiency Investments 1 LP  
UK Financial Investments Limited  
Wales Centre for Health  
Wave Hub Ltd  
Welsh Levy Board  
Westminster Foundation for Democracy

