

# **NHS Foundation Trust FTC Completion Instructions Month 12 2014/15**

Updated: March 2015

A decorative graphic consisting of two thick, curved blue lines that overlap in the center. One line is a darker shade of blue and curves from the bottom left towards the top right. The other line is a lighter shade of blue and curves from the bottom right towards the top left. The background of the lower half of the page has a light blue halftone dot pattern.

# Contents

1 Introduction .....	2
1.1 Purpose of this document.....	2
1.2 Purpose of the FTC template .....	2
1.3 Timetable and submission.....	3
1.4 Audit issues.....	4
1.5 Supporting guidance .....	5
2 Changes for month 12 2014/15 since month 9 2014/15 .....	6
2.1 Summary of changes .....	6
2.2 Pre-population of comparatives .....	6
2.3 New data requirements .....	6
2.4 Optional accounts templates .....	7
2.5 Comparatives to revisit.....	7
3 Changes for 2014/15 as previously seen at month 9.....	8
3.1 Summary of changes .....	8
3.2 New PFI tables.....	8
3.3 Off-payroll disclosures .....	9
3.4 New group accounting tables .....	9
3.5 Prior period adjustments.....	9
3.6 Information buttons.....	10
3.7 Comparatives to revisit.....	10
3.8 Other key changes .....	10
4 Information on specific tables .....	12
4.1 Operating expenditure .....	12
4.2 Employee expenses .....	13
4.3 Impairments .....	14
4.4 Asset valuations .....	15
4.5 Analysis of inventory and provisions charges to expenditure.....	16
4.6 Revenue costs of IFRS: Arrangements brought on SoFP under IFRIC12 (e.g PFI) (Table 34D, sheet 29).....	17
5 How to record a transfer by absorption in the FTC file (NEW) .....	18
6 Consolidation of NHS charitable funds (unchanged from 2013/14) .....	20
6.1 Charities – IFRS 10 and ONS.....	20
6.2 Monitor’s objectives.....	21
6.3 How to complete the FTC.....	22
Annex A: Full list of changes made to FTC .....	26
Annex B: Monitor Portal Upload Instructions .....	30

# 1 Introduction

## 1.1 Purpose of this document

These FTC Completion Instructions have been updated with a focus on what you need to know to complete the month 12 FTCs for 2014/15. The emphasis in this document is on:

- what has changed since month 9 2014/15;
- standing guidance on completing specific tables within the FTC; and
- explaining Monitor's approach to the consolidation of charitable funds (unchanged from 2013/14).

A new section 5 has been added to provide guidance on how to record a transfer by absorption in the FTC file. Please note that the functionality and principles in the FTC file have not changed.

This document does not explain each tab in the form individually. If you are a new FT you may find it helpful to refer to the 2012/13 FTC Completion Instructions available [here](#), but please be advised that some of the information in this document is now out of date.

## 1.2 Purpose of the FTC template

Monitor is required by statute to prepare consolidated financial statements for the NHS Foundation Trust sector and a direction from the Department of Health requires Monitor to lay these before Parliament. Monitor collects the information necessary to complete these accounts via the Foundation Trust Consolidation (FTC) template.

Since 2011-12 under HM Treasury's 'Clear Line of Sight' initiative, the Department of Health has been required to consolidate all entities within its accounting boundary into the Department's resource accounts for the year. This includes NHS foundation trusts. Monitor provides a consolidation of information contained in FTC templates to the Department of Health.

The accounts of all NHS foundation trusts will also be consolidated into the Whole of Government Accounts (WGA) prepared by the HM Treasury. Monitor collects the information required for WGA purposes as part of the FTC template.

The purpose of the FTC is to collect the information necessary for the FT Consolidated Accounts, Department of Health resource accounts and Whole of Government accounts, and is not itself a set of pro-forma accounts. Paragraph 3.6 of the FT Annual Reporting Manual (FT ARM) states:

*"NHS foundation trusts must also include notes to the accounts corresponding to those notes included in the FTC forms, unless explicitly not required for example because these are nil or immaterial disclosures, as agreed with the NHS foundation trust's own auditors. The content of these notes, however, need not follow the format of the FTC forms, as long as the NHS foundation trust complies with IFRS and the additional requirements of this*

*manual. The FTC forms must be consistent with the accounts. This means that they should be prepared using the same accounting policies and the same amounts should be disclosed in both the accounts and FTCs. The FTCs also collect additional information which is not expected to be replicated in an NHS foundation trust's accounts, but may be included at an NHS foundation trust's discretion if agreed with the NHS foundation trust's own auditors. These additional tables are given 'table' rather than 'note' numbers in the FTCs."*

Disclosures titled '**Note**' in the FTC should be replicated in the FT's accounts where applicable, although detail such as counterparty columns can be omitted. Disclosures titled '**Table**' are collected for the purposes of the consolidated accounts or Departmental resource accounts only and are not required to be included in local accounts.

The FTC template is only supported by Excel 2010. This is in line Monitor policy (as communicated via the August 2012 FT Bulletin) and is consistent with other templates (e.g. In Year Financial Returns). Monitor has no current plans to migrate to Excel 2013.

### 1.3 Timetable and submission

#### **IMPORTANT – BREAKING LINKS**

**All links to other workbooks should be broken before the FTC is submitted to Monitor.**

The protection in the FTC means it is not possible to use the tools within Excel to break all the links. NHS foundation trusts should use the 'break links' button on the cover - this macro bypasses the security in the FTC and will break all the links in the document

As set out in our letter to NHS foundation trust finance directors on 7 November 2014, month 12 submissions are required to be made in line with the table below.

Date	Detail
Thursday 23 April 2015 (noon)	<p><b>NHS foundation trusts submit unaudited FTCs and accounts to Monitor (refer to FT ARM for full instructions).</b> This submission will include income/expenditure and receivables/payables WGA data.</p> <p>FTCs uploaded to Monitor portal as '<b>Trust Return</b>' and with activity name '<b>FTC Statement M12-Unaudited</b>'. File name should be "[MARS ID] 1415 Draft FTC.xlsm".</p> <p>Accounts uploaded to Monitor portal as '<b>Trust Return</b>' and with activity name '<b>FTC Statement M12-Unaudited</b>'.</p> <p>There should be no validation errors in this submission.</p>

Date	Detail
<p>Wednesday 6 May 2015 (noon)</p>	<p><b>NHS foundation trusts re-submit FTCs to provide updated agreement of balances information to Monitor.</b></p> <p>Accounts information does not need to be updated in this submission. The accounts tabs will not be utilised by Monitor in this submission. Any changes to the accounts must be agreed with your auditors and should form part of the audited submission of the accounts and FTCs on 29 May.</p> <p><b>With the exception of validations 128, 153, 154 and 155 (which must be passed), validation errors can be ignored in this submission.</b></p> <p>These validations are highlighted in blue for your reference on the validation summary in the FTC form.</p> <p><b>The ‘Reconcile to Q4’ tab should be completed in this submission.</b></p> <p>FTCs uploaded to Monitor portal as ‘<b>Trust Return</b>’ and with activity name ‘<b>FTC Statement M12-Resubmission</b>’. File name should be “[MARS ID] 1415 Draft FTC – AoB resubmission.xlsm”.</p>
<p>Friday 29 May 2015 (noon)</p>	<p><b>NHS foundation trusts submit audited FTCs and accounts to Monitor (refer to FT ARM for full details and required submissions on this date, including quality reports assurance work).</b></p> <p>FTCs uploaded to Monitor portal as ‘<b>Trust Return</b>’ and with activity name ‘<b>FTC Statement M12-Audited</b>’. File name should be “[MARS ID] 1415 Audited FTC.xlsm”.</p> <p>Accounts related documents uploaded to Monitor portal as ‘<b>Trust Return</b>’ with activity name ‘<b>FTC Statement M12-Audited</b>’.</p> <p>There should be no validation errors in this submission.</p>

A full timetable for the Agreement of Balances process was provided in our letter to Finance Directors and can also be found on Monitor’s Accounts Process Website.

[www.gov.uk/monitor/accountsprocess](http://www.gov.uk/monitor/accountsprocess)

#### 1.4 Audit issues

Not achieving a clean, unmodified audit opinion by the deadline is a serious issue and NHS foundation trusts must make every effort to avoid this situation arising. However, circumstances may arise where an NHS foundation trust is unable to avoid a qualified or modified audit report or may not receive audit sign off by the deadline.

To prevent the situation highlighted above from affecting the Consolidated Accounts, NHS foundation trusts must:

- Inform their Relationship Manager within Monitor of the likely qualification/modified

audit opinion as soon as possible. Please copy [ft.accounts@monitor.gov.uk](mailto:ft.accounts@monitor.gov.uk) into any emails;

- Submit an FTC with the latest position via the Monitor Portal on 29 May 2015; and
- Once audit sign off is achieved, send all the required items to Monitor immediately.

Monitor will discuss with the auditors of the consolidated accounts the treatment of the NHS foundation trust's entry into the consolidated accounts. Monitor's aim will be to ring fence the amount covered by audit qualifications to the extent that the amount affected is not material to the Consolidated Accounts. To achieve this we may need additional information from NHS foundation trusts which receive a qualified/modified audit opinion.

## 1.5 Supporting guidance

This guidance accompanies the following documents:

- The [NHS Foundation Trust Annual Reporting Manual 2014/15](#) which provides mandatory guidance on the format of NHS foundation trusts' annual report and accounts in 2014/15.
- The [Supplementary Agreement of Balances Guidance](#) which is applicable to all bodies in the Department of Health group. This page also includes the agreement of contacts list updated for month 12.

These documents and subsequent updates are posted to [www.gov.uk/monitor/accountsprocess](http://www.gov.uk/monitor/accountsprocess).

If you have any queries please contact [ft.accounts@monitor.gov.uk](mailto:ft.accounts@monitor.gov.uk)

## 2 Changes for month 12 2014/15 since month 9 2014/15

### 2.1 Summary of changes

The following is a summary of the key changes in the month 9 FTC compared to month 12 2013/14.

Area of change	Reference point for detail
Pre-population of comparatives	Section 2.2 below
New data requirements	Section 2.3 below
Optional accounts templates	Section 2.4 below
Comparatives to revisit	Section 2.5 below
Full list of changes at month 12 2014/15	See Annex A

A full list of changes made to the FTC since month 12 2013/14 is provided in Annex A.

### 2.2 Pre-population of comparatives

Unless otherwise requested, FTC templates have been pre-populated with your 2013/14 comparatives. In a change from what was communicated at some of the HFMA pre-accounts planning events in January, these have been taken from your audited month 12 2013/14 submission rather than your 2014/15 month 9 FTC. Therefore any amendments made to your comparatives at month 9 will not be reflected in the FTC template and you will need to edit the relevant cells again where applicable. The reasons for this approach are two-fold:

- As a significant number of disclosures were not required at month 9, some FTs removed the comparative information from these notes before making their month 9 submission; and
- Prior period restatements recorded at month 9 were minimal.

As at month 9, where Monitor contacted your trust in the prior year in relation to an error identified in your FTC, the adjustments agreed with you have been reflected in your populated comparatives. This also relates to any NLF deposits confirmed by Monitor.

The accuracy of comparative information remains the responsibility of the trust and remain open for editing if you believe the populated data to be incorrect.

### 2.3 New data requirements

Changes to the FTC template since month 9 largely relate to functional improvements only but the following additional data requirements have been added which FTs will want to note:

- Sheet '6. Op Inc (source)': A new row in the analysis of other income for 'staff contributions to employee benefit schemes' – This has been added following our review of material items recorded in 'other income'.

- Sheet '7. Op Exp': A new row in the expenditure note for 'purchase of social care (under s.75 or other integrated care agreements)' – This has been added following review of material items recorded in 'other expenditure'. It is expected to mainly be relevant to mental health trusts.
- Sheet '29. PFI (on-SoFP)': A new row has been added to the analysis of unitary payment table for 'PFI support income recognised in the I&E'.
- Sheet '30. PFI (off-SoFP)': Two new rows have been added to table 35A which should be completed with an estimate of the value of scheme assets or an explanation if this is not possible to estimate. This is a WGA requirement.

## 2.4 Optional accounts templates

This year, Monitor has issued an optional accounts template alongside the FTC template. This template does not form part of Monitor's accounts direction to FTs and use of the template is entirely down to local discretion. Monitor has no current plans to mandate the use of its accounts template in future years. The template has been developed in two forms: one to assist the preparers of consolidated financial statements and one to assist with trust only financial statements. The templates are issued with links to an FTC file and can be redirected easily to your locally completed FTC. For further information relating to the optional accounts template please refer to the FT accounts email dated 10 March 2015.

Following the development of these templates, the previously functionality on the cover of the FTC file which could reproduce the FTC tables in Word 2010 has now been removed. The 'break links' button on the cover sheet is unaffected.

## 2.5 Comparatives to revisit

In response to FT feedback, a new cell style has been added to the FTC form to highlight where new categories have been added to notes / tables which have the potential to affect the comparative year data. Where applicable FTs will need to revisit their comparative information and potentially reclassify comparative information. These new comparative cells are now highlighted in bright green.

Pharmacy sales				120	+
Staff accommodation rentals				125	+
Staff contributions to employee benefit schemes				127	+
Crèche services				130	+
Clinical tests				135	+



### 3 Changes for 2014/15 as previously seen at month 9

#### 3.1 Summary of changes

The following is a summary of the key changes in the month 9 FTC compared to month 12 2013/14.

Area of change	Reference point for detail
New PFI tables	Section 3.2 below
Off-payroll disclosures	Section 3.3 below
New group accounting tables	Section 3.4 below
Prior period adjustments	Section 3.5 below
Information buttons	Section 3.6 below
Comparatives to revisit	Section 3.7 below
Other key changes	Section 3.8 below

#### 3.2 New PFI tables

Three new tables have been added to the PFI tabs. These disclosures are not required to be reproduced in your accounts. Table 34C collects information on the split of the unitary payment paid to the PFI or other service concession provider. This breakdown has been added to assist Monitor in understanding the impact of PFI schemes and be able to answer Parliamentary questions relating to PFI expenditure. Elements of expenditure recorded here are populated to expenditure notes in the FTC (e.g. interest and contingent rent). There is a validation to ensure all checks are passed and some JOCs which assess the reasonableness of in-year costs against previous commitments.

Table 34B Analysis of amounts payable to service concession operator	29S	29S1	29S2	29S3	29S4	29S5	29S6	29S7	Maincode	Expected Sign	Check:	Analysis
	2014/15	2014/15	2014/15	2014/15	2013/14	2013/14	2013/14	2013/14	Other service concessions			
For Consolidation purposes only	Total £000	PFI schemes £000	LIFT schemes £000	Other service concessions £000	Total £000	PFI schemes £000	LIFT schemes £000	Other service concessions £000	Subcode			
Unitary payment payable to service concession operator (total of all schemes)	0				0				100	+	PASS	
Consisting of:												
- Interest charge	0				0				110	+		
- Repayment of finance lease liability	0				0				115	+		
- Service element	0				0				120	+		
- Capital lifestyle maintenance	0				0				125	+		
- Revenue lifecycle maintenance	0				0				130	+		
- Contingent rent	0				0				135	+		Details c
- Other (free text required)	0				0				140	+		
Any other amounts paid to operator due to a commitment under the service concession contract but not part of the unitary payment (expected to be apply only to a small number of schemes)	0				0				150	+		
Consisting of:												
- Services purchased	0				0				160	+		Details c
- Other (free text required)	0	0	0	0	0	0	0	0	165	+		
Total amount paid to service concession operator	0	0	0	0	0	0	0	0	170	+	PASS	Other

Please note that subcode 150 is only looking for other payments that are part of the PFI scheme but outside the unitary payment. You should not disclose amounts payable for other services or other capital schemes.

Tables 34C and 35B collect details of where the service element of the unitary payment has been charged within operating expenditure. This is similar to the inventories and provisions tables added in 2013/14. This enables Monitor to reclassify expenditure on PFI schemes for Whole of Government Accounts without imposing a new reporting format on local foundation trust accounts.

Completion of these tables will require comparative information to be provided retrospectively for 2013/14 but we anticipate that this information should not be burdensome to obtain.

### **3.3 Off-payroll disclosures**

A new sheet has been added '8A. Off-payroll' which contains the off-payroll tables set out in Annex 8 to Chapter 7 of the FT ARM. These have been added to the FTC for two reasons. Firstly it permits us to consolidate this annual report disclosure for the sector. The FTC also allows us to add a number of checks to ensure internal consistency and help foundation trusts understand how these tables are intended to work.

### **3.4 New group accounting tables**

The new group accounting standards IFRS10, 11 and 12 are applicable in full for foundation trusts from 2014/15. IFRS 12 requires a number of disclosures in relation to subsidiaries, joint ventures, associates, and non-consolidated structured entities. This includes but is not limited to the disclosure of summary financial information. Foundation trusts will need to assess locally the extent to which these disclosures need to be added to annual accounts. For most FTs with simple group structures, these additional disclosures are not expected to be burdensome but could be more onerous for those FTs with more complex arrangements.

For the consolidated sector accounts, the consolidation of FT subsidiaries, joint ventures and associates are not material. However the omission of these disclosures is only permitted as long as FT interests remain immaterial at the group level. We are therefore collecting summary information in relation to subsidiaries, joint ventures and associates (including those not consolidated on the basis of local materiality) within the FTC to assess the impact on the consolidated foundation trust sector accounts.

### **3.5 Prior period adjustments**


In movements notes throughout the FTC, the PPA line at the start of current year movements notes (i.e. 1 April 2014 in this case) has now been locked. This has rarely been used by foundation trusts. As previously noted, material prior period errors should be restated from the opening balance sheet date and therefore disclosed in the prior year movements note. Any non-material prior period adjustment would usually be accounted for in the current year as the relevant movement and the comparative balance sheet would not be restated. E.g. an immaterial prior year valuation error should be recorded as a current year revaluation/impairment.

Tab '38. PPA' has been redesigned and balances as previously stated in audited 2013/14 FTC submissions are now pre-populated and locked for comparison against the current submitted numbers to identify any restatements in the SoFP or SoCI. This ensures that any

restatements in FTC submissions this year are fully captured and explanations are collected. It is hoped that this will reduce the need for Monitor to contact trusts with follow-up questions where we identify that a prior period adjustment has been made but not disclosed.

		54I	54J	54K	54L	54M	
Table 41 Prior period adjustments		As previously stated in 2013/14 audited FTC	As stated in 2014/15 FTC	Total PPA	PPA due to prior period error	PPA due to change in accounting policy	Explanation of PPA
Financial statement line item	Period						
<b>Non-current assets:</b>							
Intangible assets	31 Mar 2014		0	0			
Intangible assets	01 Apr 2013		0	0			
Property, plant and equipment	31 Mar 2014	50,123	50,123	0			
Property, plant and equipment	01 Apr 2013	10,365	9,365	(1,000)	(1,000)		Error in accounting for prior year valuation
Investment property	31 Mar 2014		0	0			

### 3.6 Information buttons

Throughout the FTC you will now note grey 'information' buttons which will open a pop-up box if pressed. These contain information relevant to the completion of that  cell/row/column/table. Previously this information was included within in-cell comments but it became apparent that not all trusts were aware of these.

### 3.7 Comparatives to revisit

In the month 9 changes to the FTC, there were 3 areas where comparative information may be required and FTs were requested to revisit. These are:

- an additional line in operating expenditure for business rates payable to local authorities (the previous premises line has now been split in two to collect this information for WGA);
- an additional line in operating expenditure for clinical negligence costs not payable to the NHSLA (excesses payable or premiums paid to other insurers); and
- New PFI tables on sheets 29 and 30 to collect information on the unitary payment for on-SoFP and off-SoFP schemes. More detail on this change has been provided above.

New data requirement changes for month 12 are listed in section 2.3 above.

### 3.8 Other key changes

Other changes made in the month 9 FTC include:

- comprehensive updating of WGA counterparties list to reflect changes in the DH group since month 6 and the most up to date WGA counterparty list for local government and other WGA bodies;
- separate lines added for cash and non-cash expenditure by consolidated and non-consolidated charitable funds;
- three new categories for contingent liabilities have been added;

- staff sickness absence disclosure has been simplified; and
- the agency row of the staff costs note now has a restricted counterparty analysis (please see clarification on the definition of this row included in section 3 of this document).

## 4 Information on specific tables

This section provides information on the completion of specific notes in the FTC template. **Additions to this information since month 9 are enclosed within boxes.**

### 4.1 Operating expenditure

#### Recording drugs spend and inventory consumption

*Note 3. Operating expenses* includes 3 lines relating to drug costs and consumption of inventories:

- *'Drugs inventories consumed'* is populated from the *'Drugs'* category of *Note 19.1 Inventory Movements*.
- *'Drug costs (non-inventory drugs only)'* is free entry and should be used to record drugs which are not passed through inventory (such as FP10s).
- Foundation trusts are encouraged to use *'Inventories consumed'* for the remaining inventories recognised in expenses in year however this remains free entry as it is understood that some NHS foundation trusts believe it to be more appropriate to recognise some items within *'Supplies and Services'*.

Where foundation trusts use other rows in operating expenditure for inventory movements, additional information is required as part of tab 19. This is explained under section 3.5 below.

This format assists Monitor in meeting the WGA and Departmental reporting requirements for the FT sector.

#### **Counterparty analysis of inventories consumed**

Where inventories consumed were purchased from other NHS bodies, the Department of Health considers the expense recognised to be an accounting adjustment as opposed to the initial expenditure incurred on purchasing the inventories. As such where inventories purchased from non-FTs are consumed in year, the expense should be recorded as external to government, and the notified expenditure in the AoB sheets adjusted back out through the adjustments column. The Department of Health recognises that this will result in mismatches in the AoB exercise.

For inventories purchased from other FTs however, the potential value of the mismatch is material to the consolidated NHS Foundation Trust Accounts. As such, FTs are permitted to record the consumption of inventories purchased from FTs against the relevant counterparty and this will allow Monitor to make the relevant eliminations from the inventories movement note.

#### **Consultancy costs (within *Note 3. Operating expenses*)**

Costs included within Consultancy costs *Note 3. Operating Expenses*, should meet the following definition:

*“The provision to Management of objective advice relating to strategy, structure, management or operations of an organisation, in pursuit of its purposes and objectives. Such advice will be provided outside the ‘business-as-usual’ environment when in-house skills are not available and will be time-limited.”*

Counterparties for this line have therefore been restricted as it is not deemed that bodies within the Departmental Group would be providing such services outside of business-as-usual.

## **4.2 Employee expenses**

### **Interaction between Note 4. Employee Expenses and Note 3. Operating Expenses**

Note 4 includes an analysis of net employee expenses between relevant operating expenditure lines. These then populate Note 3. Where lines may include an element of employee and non-employee expenditure these lines have been split in two.

This mechanism enables Monitor to meet the WGA and Departmental reporting requirements for the FT sector.

### **Staff costs – counterparties and net accounting**

The Department of Health now requires separate counterparty analyses to be provided for permanent employees and other staff costs. Counterparty analysis for expenditure relating to permanent employees is restricted to Other WGA bodies (for employer NI and pension contributions) and external to government (gross salary and other payments) only. Expenditure relating to ‘other’ is unrestricted.

A counterparty analysis is not expected for this income. Both parties to the recharge arrangement should account for the income/expenditure as ‘external to government’ (as with an agency arrangement).

### **Staff costs – permanently employed / other staff**

Please note the following definitions when completing this table:

- *Permanently employed* – this relates to staff who are permanently employed by the FT and includes staff who are on outward secondment or loan to other organisations.
- *Others* – this relates to others engaged on the objectives of the FT and will include staff on inward secondment or loan from other organisations, agency/temporary staff and contract staff.
- *Agency / contract* - This line is intended to meet the FReM requirement for reporting temporary staff spend. This relates to non-payroll staff only such as agency workers, interim managers and specialist contractors. It should not include bank staff or staff borrowed or seconded from other NHS bodies. These should be recorded in salaries and wages. As such, this line has a restricted counterparty analysis. The ‘Other WGA’ counterparty column is unlocked to permit spend with NHS professionals to be recorded in the agency line.

- *Contract staff* – this means contractors engaged by the FT on a contract to undertake a project, task or interim role. It does not include amounts payable to contractors in respect of the provision of services (e.e. cleaning or security) which should not be recorded within staff costs.

### **Staff sickness absence**

The HM Treasury FReM requires public sector bodies to disclose annual staff sickness data in their annual report. This information is also collected in the FTC form for consolidation at the group level.

Where FTs do not have data available locally to produce this disclosure, the Department of Health provides information later in the year which is made available by HSCIC (for ESR users only). This relates to the calendar year as a proxy for the financial year but may be used where more accurate local information is not available.

The timing of information provided by the Department at year end is usually after the draft accounts submission deadline. Therefore if you require this information to complete the disclosure, you may leave this table blank at the draft submission at month 12 (and at month 9) but must complete the disclosure for the audited submission at month 12.

The following definitions should be observed when completing this table:

- *Total days lost* - This is the total working days lost due to illness for staff working for the foundation trust during the year.
- *Total staff years* – A full time employee working all year, is equivalent to 1 staff year. For part-time workers, the ratio of their contracted hours to those of a full-time employee are used to pro-rate their available time. E.g. a part time worker working 2.5 days a week will represent 0.5 staff years.

### **4.3 Impairments**

Impairments are entered into the FTC on sheet '12. Impairments'. They must be analysed by the nature of the impairment to permit the correct budgeting treatment in the group accounts.

Additional functionality is included in rows 51 & 52 and 64 & 65 of tab 12. *Impairments* to allow FTs to specify whether they wish to present their impairments through cost or accumulated depreciation. This is in response to the number of historic FTC to accounts inconsistencies arising from different presentation of impairments in PPE notes. Where FTs do not wish to differ from the presentation previously used in the FTCs, the default on this additional functionality remains in line with years prior to 2013/14.

**Table 10A Impairments workings** (excludes consolidated charitable funds - for impairments to charitable fund assets, enter these on tab 41X)  
**For Alignment purposes only**

This table facilitates the population of impairment figures throughout the FTC. This table should not be replicated within F

Impairments for period ending 31 December 2013	12C	12D	12E	12F	12H	12I	12J	12L
	Total	PPE			Intangibles			
		Operating income	Operating expenses	Revaluation Reserve	Operating income	Operating expenses	Revaluation Reserve	Operating income
Impairments	£000	£000	£000	£000	£000	£000	£000	£000
Loss or damage from normal operations	0							
Loss as a result of catastrophe	0							
Abandonment of assets in course of construction	0							
Unforeseen obsolescence	0							
Over specification of assets	0							
Other [complete free text below]	0							
Changes in market price	0							
<b>TOTAL GROSS IMPAIRMENT</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	

The following rows allow you to specify whether you wish to recognise your impairment within the cost or depreciation section of your PPE or intangibles note to aid consistence (impairments through cost and intangible impairments through depreciation)

To be disclosed within:	12C	12D	12E	12F	12H	12I	12J	12L
Cost or Valuation	0			0			0	
Depreciation / Amortisation	0		0			0		

#### 4.4 Asset valuations

To facilitate the production of the accounting policies note in the FT Consolidated Accounts, Monitor needs to collect additional information about how foundation trusts determine the valuation of their assets. This information is collected in the *Asset Valuations table* in worksheet 15. *NCA Misc*. For non-property assets, the method for determining fair value (e.g. historic cost as proxy for fair value) should be entered in the relevant cells, with the net book value of assets valued using this method in columns C to D.

In the property valuations table, please enter the current NBV of those assets. For example, if buildings were revalued using Modern Equivalent Asset, without using the option for Alternative Site, and their current Net Book Value is £10m, enter £10,000k in the cell for Buildings excluding dwellings, Modern Equivalent Assets (no Alternative Site).

An example of how to complete this table is below.



Asset Valuations Table				
These tables are used to assist Monitor in the creation of the accounting policies note in the consolidated accounts and consolidating adjustments. This tables are not required in individual FT accounts. Completion of these tables is a compulsory requirement.				
Non-Property Valuations				
Method for determining fair value	Net Book Value covered by each method for determining fair value			
	Plant & machinery £000	Transport equipment £000	Information Technology £000	Furniture & fittings £000
Historic cost as proxy for fair value	100		40	
Indexed historic cost				70
Professional revaluation		50		
Total	100	50	40	70
Property Valuations				
NBV of assets covered by valuation method	Land £000	Buildings excluding dwellings £000	Dwellings £000	
Modern Equivalent Asset (no Alternative Site)	5,000	10,000		
Modern Equivalent Asset (Alternative Site)				
Other Professional Valuations				50
Total	5,000	10,000		50

#### 4.5 Analysis of inventory and provisions charges to expenditure

In reporting to the Department of Health, the Department requires that inventory charges and provisions charges be recorded on specific lines within operating expenditure, rather than allocated to detailed lines within that note as NHS foundation trusts are currently able to. NHS foundation trusts have fed back to Monitor that they would not want this change to be imposed on them.

Additional tables have been included on sheets 19 and 25 for NHS foundation trusts to analyse where 'inventories consumed' and 'provisions arising in year' have been charged within operating expenses. This analysis will enable Monitor to meet the Department's requirement within the consolidated accounts without imposing a mandated format on foundation trusts.

FTs should use this table to identify where inventories have been recognised in expenses

Table 21A Breakdown of inventories recognised in expenses	19P	19Q	Maincode	Expected Sign
	2013/14	2012/13		
	£000	£000	Subcode	
<b>Total inventories consumed (per note 21.1)</b>	0		390	
Charged to:				
Drugs inventories consumed	0		400	+
Inventories consumed (excluding drugs)	0		410	+
Supplies and services - clinical	0		420	+
Supplies and services - non clinical			430	+
Other			440	+
<b>TOTAL</b>	0	0	450	+

Figure drawn from 7.0p Exp

Figure drawn from 7.0p Exp

Balancing figure

#### **4.6 Revenue costs of IFRS: Arrangements brought on SoFP under IFRIC12 (e.g PFI) (Table 34D, sheet 29)**

This table is a comparison between PFI revenue costs on an IFRS basis and on a UKGAAP/ESA95 basis. This should be completed by all FTs who are disclosing a commitment at the balance sheet date. If the Trust's PFI scheme was accounted for on balance sheet under UK GAAP prior to the transition to IFRS, this note should be completed with equal costs under each basis.

Capital expenditure on a UKGAAP basis is expected to relate to the build up of a residual interest over the life of the scheme.

## 5 How to record a transfer by absorption in the FTC file (NEW)

The principles for how to record a transfer by absorption in the FTC file have not changed at month 12 2014/15 but this section has been added to the FTC Completion Instructions to help FTs avoid common errors or omissions.

This section has been drafted on the basis of an incoming absorption transfer, but the principles apply equally to an outgoing transfer.

### **Step 1: Determine the transferring balance sheet numbers and complete the relevant FTC notes**

The first step is for the FT to have working papers for the balances of the SoFP at the point of transfer. Please be reminded that as set out in the FT Annual Reporting Manual, the recipient of an absorption transfer should recognise assets and liabilities at their book value on transfer. If the FT needs to make any adjustments to the values or classifications either on the basis of available supporting information or accounting policy alignment, these adjustments should be made by the FT **after** recognising the transfer. The FT ARM sets out that these subsequent adjustments are made directly in taxpayers' equity (reserves). All numbers in the FTC recognised as 'transfer by absorption' (and covered by the steps below) must be the unadjusted numbers sent by the divesting body. This also allows eliminations across the DH group.

With these numbers, the FT should complete the relevant balance sheet movement notes – for example tab 14 PPE, using 'transfers by absorption' rows to reflect the transferred balances.

### **Step 2: Complete the tab 36 summary note 40.1 for details of the transfer(s)**

Note 40.1 on tab 36 should then be completed with summary details of the transfer(s). The gain/loss computed here then feeds into the Statement of Comprehensive Income, so it is important that this table is completed accurately.

### **Step 3: Complete the tab 36 analysis table 40A for details of the transfer(s)**

In order to complete eliminations across the DH group, Monitor and the Department of Health need to know which body is sending/receiving balances to/from which body.

#### *Step 3A: Enter the totals in row 82*

Where there are balance sheet movement notes (for example PPE), row 82 pulls through the total transfer by absorption figure entered elsewhere in the FTC. Where more than one transfer has occurred in year, this will be the total for all transfers. For some parts of the balance sheet – for example receivables – the analysis note in the FTC is an analysis of the year end, rather than being an analysis of balance sheet movements. You therefore need to complete the yellow cells on row 82 with the information not already contained in the FTC.

Total assets in cell Q82 and total liabilities in cell Z82 should then agree to the totals for the transfer(s) completed in note 40.1 on this tab, as covered in step 2 above.

#### *Step 3B: Allocate these figures to individual transfers*

The totals from row 82 should then be analysed in rows 84-88 by which body the balances were transferred from/to. Columns B and C here are fed from the transactions completed in note 40.1 on this tab. Even if you only have one transfer transaction, you will still need to complete the first analysis row in this table. There are checks in row 98 to ensure that all balances have been analysed by counterparty. Ensure the counterparty type (e.g. 'NHS Trust') is selected in column D.

#### **Step 4: Record transfers between reserves in the SOCIE**

Any revaluation reserve balances associated with transferred assets should be reinstated in the receiving body's revaluation reserve following transfer. This should be recorded on tab '26. Revaluation Reserve', row 20. This will flow through to the SOCIE where the corresponding entry will automatically be made in the I&E reserve.

PDC transferring from the predecessor body in accordance with the FT ARM should also be recognised as a transfer from the I&E reserve to the PDC reserve. This is recorded by entering the transferring amount in cell G23 of the SOCIE and the corresponding I&E reserve entry will automatically be recorded.

#### **Step 5: Double check that inter-company balances have been eliminated**

If the transfer relates to the FT taking over another provider and the two finance functions have not yet been merged, additional care should be taken to ensure that any internal balances between the predecessor organisations after the point of transfer have been eliminated prior to completion of the FTC. For example, if as an interim measure the FTC has been completed by adding together FTCs from the two former bodies, please ensure that any items such as loans between the bodies have been eliminated in the entity's closing balance sheet.

Income and expenditure transactions between the two entities before the point of transfer should not be eliminated.

#### **Step 6: Check impact on cash flow statement**

The automation within the cash flow statement of the FTC file calculates gross balance sheet movements for receivables and payables. As such, any movements in receivables / payables that have resulted from the transfer by absorption must be removed from these calculations as they do not represent cash flows. These amounts should be adjusted from the movements in receivables / payables using cells D93 and D105. They should not be adjusted through cell D35.

The amounts adjusted out should relate to operating balances only (i.e. exclude items that do not relate operating cash flows such as capital payables, interest receivable etc) as these are already removed from the calculated movement.

## 6 Consolidation of NHS charitable funds (unchanged from 2013/14)

### 2014/15 UPDATE

The consolidation of charitable funds is unchanged, except for:

- the rows for resources expended have been split in two to record separately cash and non-cash expenditure;
- a new row added for absorption gains to be recognised where control of a charitable funds passes to the FT; and
- a new row has been added to the charity cash flow statement to bring in opening charity cash balances for newly authorised FTs.
- **NEW FOR MONTH 12: Working capital movements in the charity cash flow have been split into 3 lines: receivables, payables and other to permit accurate deconsolidation. The prior year movement remains in a single line and need not be restated.**

### IMPORTANT

NHS charitable funds are considered external to government and do not form part of agreement of balances. Therefore:

- any charitable funds numbers in accounts tabs are 'external to government';
- if you transact with another NHS body's charitable funds, you will exclude these amounts from the balance with that counterparty on the WGA tabs; and
- you will exclude charitable funds from any agreement of balances schedules you send.

### 6.1 Charities – IFRS 10 and ONS

#### Application of IFRS 10 to NHS charitable funds

When International Financial Reporting Standards (IFRS) were adopted in the NHS, HM Treasury approved a dispensation whereby NHS bodies did not apply International Accounting Standard (IAS) 27 Consolidated and Separate Financial Statements to their NHS charitable funds. This dispensation ceased to apply from 1 April 2013. NHS foundation trusts consolidated their NHS charities into their accounts for the first time in 2013/14 where the control tests in IAS 27 were met and this treatment continues under IFRS 10 for 2014/15 and beyond.

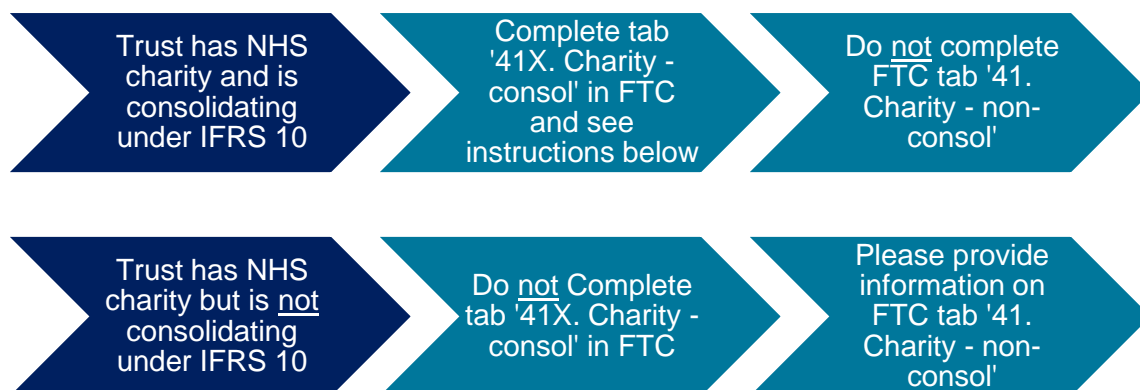
The FTC file should be consistent with the FT's group accounts. If an NHS foundation trust does not consolidate its charity in its accounts, then it will not consolidate the charity into the FTCs.

#### Department of Health consolidation under ONS definitions

Since 2012/13, a change in the definition of the consolidation boundary by ONS has meant that the Department of Health is required to consolidate all NHS charitable funds into the departmental accounts. This is regardless of any local control or otherwise under IFRS 10.

Therefore even where you do not consolidate your charity under IFRS 10, the Department of Health and Monitor request that you provide summarised information to assist the Department in performing their consolidation under the ONS definition.

#### Charity tabs in FTC template



If you are not consolidating (either due to control tests or on materiality grounds), please provide information on tab '41. *Charity – non-consol*' wherever possible. Monitor acknowledges that in some instances the charity might not provide this information to the trust.

In the unlikely scenario that you have more than one NHS charity and are consolidating one/some but not others, then please complete both tabs 41X and 41 as appropriate. Please also advise Monitor by email to [FT.Accounts@monitor.gov.uk](mailto:FT.Accounts@monitor.gov.uk).

**The remainder of this chapter concentrates on how to perform local consolidation of charities under IFRS 10.**

## **6.2 Monitor's objectives**

In preparing the Consolidated NHS Foundation Trust Accounts, Monitor will consolidate the accounts of NHS foundation trusts, including local consolidation of charitable funds where this is performed under IFRS 10. Some NHS foundation trusts already prepare group accounts, due to other subsidiaries they already have.

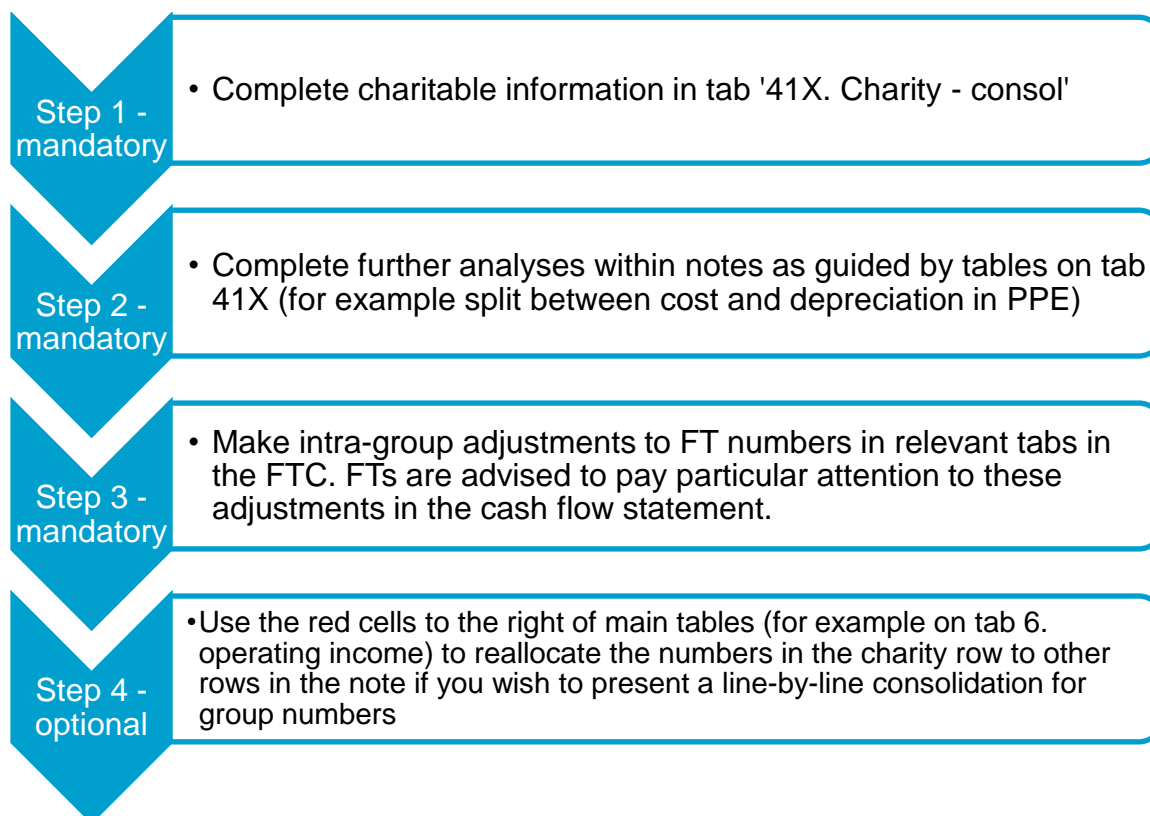
As set out in the FT Annual Reporting Manual, NHS foundation trusts preparing group accounts will have 'group' and 'trust' columns in their accounts. For some foundation trusts, the 'group' column will include other subsidiaries, alongside the charitable funds. The FTC template has always captured 'group' numbers and will continue to do so. In designing the form of the FTC template, capturing 'group without charities' was not feasible as this would not enable auditors to confirm consistency between accounts and FTCs for all bodies.

The Department of Health intends to consolidate all charities as a separate exercise for its compliance with the ONS definition of the departmental group. Monitor needs to be able to report consolidated FT sector numbers to the Department excluding charity numbers. Rather

than require NHS foundation trusts to additionally provide 'group excluding charity' numbers throughout to Monitor, Monitor has designed the FTC template to enable Monitor to de-consolidate charities, while seeking to simplify the process for NHS foundation trusts as much as possible.

### 6.3 How to complete the FTC

In summary, the approach to consolidating charities in the FTC is as follows:



#### Step 1 – complete charity information in tab '41X. Charity – consol'

Tab 41X has been designed to collect both charitable fund information (in a simplified format) on a gross (un-consolidated) basis as well as the elimination adjustments. Post-elimination charitable fund numbers then feed from this tab throughout the FTC in dedicated charitable fund columns / rows (identifiable by blue highlighting). This format enables deconsolidation by Monitor at a group level, as explained in section 4.2 above.

#### *Table A – Consolidated charitable funds information*

Provide the name and the registered charity number of all charities consolidated within the FT's annual accounts.

Where multiple charities are consolidated, gross charity figures (pre-elimination adjustments) should be added together in the following tables.

*Table B – Statement of comprehensive income / Statement of financial activities*

- Charitable funds numbers should be initially entered gross (prior to elimination adjustments for business with the FT) but after restatement for alignment of accounting policies, in columns C and G.
- The elimination adjustments (only the charity side of these adjustments) should then be included in columns E and H.
- Net charity numbers (after elimination adjustments) are then calculated in columns F and I which are populated into dedicated rows and columns in the operating income and expenditure notes and SOCITE.
- Note the text to the right of the table – red text indicates some manual input is required within the related note. (Step 2 of the consolidation process)

*Table C – Statement of financial position / Balance sheet*

- Three years of charitable funds balance sheet should be provided to enable restatement under IAS 8. Gross charitable funds figures should be entered in columns C, F and I.
- Elimination adjustments should be entered in columns D, G and J.
- Calculated net charitable fund balances are populated into dedicated rows and columns of related notes.
- Refer to text to the right hand side of the table – red text indicates some manual input is required within the note. (Step 2 of the consolidation process)

*Table D – Movement in Charitable Funds reserve*

- This is a simplified SOCIE (current year only). Where possible, movements are populated from previous tables however FTs should review the split between restricted and unrestricted reserves and clear the check with validates closing reserves against the SOFP.

*Table E – Cash flow statement*

Monitor recognises that charitable funds meeting the definition of a ‘small company’ are not ordinarily required to produce a cash flow statement. This table has therefore been designed to facilitate the foundation trust in producing simplified cash flows which are then populated directly into the consolidated cash flow statement.

Cash flows should be entered based on gross charitable funds activities (prior to eliminations) in columns C and F, then adjusted for the impact of elimination adjustments (e.g. movement in payables) in columns D and G. Cash flows post elimination are then fed directly into the consolidated cash flow statement in dedicated charitable fund rows.

*Table F – Analysis of charitable income received by the FT*

As explained in section 4.2 above, Monitor will de-consolidate charities for reporting to the Department of Health. Intra-group adjustments will be reversed using the information provided on tab 41X. For intra-group income in the NHS foundation trust, Monitor needs to know where this income is recorded in the trust accounts, in order to allow these adjustments to be made. This table asks FTs to analyse the charity’s expenditure with the FT into where this income is recorded.



### *Table G - Transfers reconciliation*

Where an FT has gained control another NHS body's charitable funds during the year and this meets the definition of a subsidiary for the FT, this should be accounted for as an absorption transfer within the FT's group accounts. A gain on transfer may be recognised (within the group accounts only) and financial activity of the charitable fund should be consolidated for the current year only (i.e. no restatement of prior periods). By completing this note, assets and liabilities transferred will be automatically populated into movements note throughout the FTC.

This will not apply where the funds of a demising charity have transferred into the funds of the foundation trust's existing charity. This would be recorded as incoming resources in the underlying charity's accounts.

### *Checks*

A number of checks have been included to ensure the internal consistency of charitable funds figures prior to elimination adjustments and also to ensure the consistency of movement notes with the information provided on Sheet 41X.

### Step 2 – Complete further analyses within notes as guided by tables on tab 41X

The information provided on tab 41X is then fed automatically into dedicated charitable funds rows/columns throughout the rest of the FTC template. These are coloured blue for ease of identification.

Some information is entered in a summarised form in tab 41X and further analysis will be required in the corresponding group accounts note. For example, the net book value of PPE needs to be split into cost and accumulated depreciation in the PPE note. Narrative in column K/N on tab 41X identifies where this analysis is required.

### Step 3 - Make intra-group adjustments to FT numbers in relevant tabs in the FTC

The completion of tab 41X allows charity numbers after intra-group eliminations to be fed to the rest of the FTC. Numbers in the remainder of the FTC for the FT therefore need to be adjusted to remove intra-group transactions. For example income from donations received by the FT from the charity will need to be eliminated. It is therefore very important that the analysis referred to above in Step 1 in Table F is completed so that Monitor can understand where this income arises for the FT.

Monitor advises FTs to not overlook the intra-group adjustments needed to be made to FT numbers in the cash flow statement, e.g. movements in working capital.

Step 4a – Optional - Use the red cells to the right of main tables to reallocate the numbers in the charity row in FTC notes

Monitor does not expect the overall consolidation of charitable funds in the NHS foundation trust sector to be material to the consolidated NHS foundation trust accounts. Monitor currently intends to use dedicated rows/columns for charitable fund balances, as shown in the FTCs. However Monitor is conscious that for some FTs, consolidated charitable funds may be material to the local group accounts being prepared. FTs may wish to prepare a full line-by-line consolidation within notes in their accounts.

During the testing of the FTC template in 2013/14, some FTs fed back to us that they like to link their accounts to the FTC template and would not welcome having to do this reallocation within their accounts spreadsheet. The red columns to the right of relevant notes (for example income, expenditure, receivables, payables) have been added to allow FTs to reallocate the charity number in that note to other rows. It then calculates a revised total that FTs can use for linking to their accounts. Completion is optional and will not be used by Monitor.

Step 4b – Optional – Use the blue cells to the right of main tables to create ‘Trust’ numbers

As explained throughout section 4 of this document, Monitor needs to collect Group numbers in the FTC. Monitor considered adding ‘Trust’ columns to the FTC throughout, but this would create additional burden for FTs in providing information that Monitor does not need. The FTC therefore does not contain ‘Trust’ numbers.

In testing the FTC file in 2013/14, some FTs fed back to us that they like to fully link their accounts template to the FTC and seek to minimise the adjustments made in their accounts spreadsheet file. Monitor has added additional optional columns (the blue columns) to the right of relevant notes to enable FTs to record ‘Trust’ numbers in the FTC. This is purely for the purpose of being able to link to these numbers from accounts spreadsheets. Completion is optional and will not be used by Monitor.

## Annex A: Full list of changes made to FTC

The following table lists all changes made in the month 12 FTC compared to month 9 2014/15. In order to assist FTs in assessing the impact of changes made since month 9, these have been categorised by nature of change.

### 1. New or amended data requirements

The following table lists new data requirements (as listed in section 2.3 above):

Tab Affected	Statement/ Note affected	Change	Reason
6. Op Inc	Analysis of other income	A new 'other income' row has been added for 'staff contributions to employee benefit schemes'.	FT request
7. Op Ex	Note 3	A new expenditure row for 'purchase of social care (under s.75 or other integrated care agreements)' has been added.	FT request
29. PFI (on SoFP)	Table 34B	A new row has been added for 'PFI support income recognised in the I&E'.	To allow FTs to capture this rather than net off the unitary payment row
30. PFI (off-SoFP)	Table 35A	Two new rows have been added to table35A asking for an estimate of the value of scheme assets or an explanation if not possible to estimate this value.	WGA requirement

The following table lists other structural changes or changed analyses:

Tab Affected	Statement/ Note affected	Change	Reason
4. CF	N/A	Two new rows have been added to the cash flow working capital tables (subcodes 404A and 444A) to permit new FTs to adjust out non-operating receivables and payables included in their opening balances at the start of their period as an FT.	Improved cash flow functionality
6. Op Inc (source)	Note 2.4	A prior year comparative column has been added to the overseas income table and prior year numbers prepopulated from 2013/14 FTCs.	Roll forward
41X. Charity-consol	Table E	Working capital movements in the charity cash flow have been split into 3 lines: receivables, payables and other to permit accurate deconsolidation. The prior year movement remains in a single line and need not be restated.	Monitor consolidation requirement

<b>Tab Affected</b>	<b>Statement/ Note affected</b>	<b>Change</b>	<b>Reason</b>
WGA tabs (balances & transactions)		This sheet has been updated for changes in the DH group since month 9 including FT authorisations, mergers and other changes in status.	Changes in DH group

## 2. Formula changes / locked cells

<b>Tab Affected</b>	<b>Statement/ Note affected</b>	<b>Change</b>	<b>Reason</b>
5. Op Inc (nature)	Note 2.1	Community income from other sources has been unlocked to permit FTs to record such income received from other FTs (assuming gross accounting is applied). (maincode 05B, subcode 190)	FT feedback
7. Op Exp	Note 3	The 'Consultancy costs' line has been opened up to permit spend to be recorded against local authorities. (maincode 07M, subcode 280)	DH requirement
8. Staff	Note 4.2	The cell for 'permanent staff numbers' has been unlocked for bank staff. (maincode 08L & 08O, subcode 142). FTs should determine locally whether bank staff are permanent or other employees on the basis of contractual or other arrangements in place.	FT feedback
20. Receivables	Note 22.2	In the finance lease details table, contingent rents received and allowance for uncollectable lease payments are now formula driven from income and lease receivables. (maincodes 20I & 20J, subcodes 105 & 110)	Improve internal consistency
41. Charity-non-consol	Charity's balance sheet	Non-consolidated charity numbers as previously submitted to Monitor in 2013/14 are now protected. Any changes to these prior period numbers must be recorded in column E. (maincode 41D)	Improved data quality

### 3. Validation and JOC changes

Validation / JOC	Change	Reason
41X. Charity - consol	A new check (no. 19) has been added ensuring that where donations of physical assets have been eliminated from FT income, a reclassification of the addition from donations to purchases has also been recorded on tab 15.	Improve internal consistency
JOC 12 & 13	Two new checks have been added comparing the balance sheet movement on DH, FTFF and other loans with receipts and repayments of loans in the cash flow. Free-entry rows are included for balances at start of period for new FTs and for loans transferring under absorption accounting.	Improve internal consistency
JOC 21	A new check has been added to check the impairments of financial assets against the investments note.	Improve internal consistency
JOC 40	A new check has been added checking that total NHS Pensions spend in the 'Other WGA bodies' column of the staff costs note agrees to the total spend against NHP903 in the Other WGA bodies transaction sheet.	DH requirement
JOC 41	A new check has been added checking spend on social security costs in the 'other WGA bodies' column of the staff costs note against IRT813 (social security and other tax) in the other WGA bodies transaction sheet.	DH requirement
JOC 6 JOC 39	Additional narrative has been added to JOC 6 (reconciliation of losses on disposal) and JOC39 (negative balances recorded in WGA payables/receivables) to assist FTs in addressing fails on these checks.	Improved data quality
Validation 17	A new validation has been added to check that physical asset donations per the PPE note and intangibles note agree to the gain recognised in tab 6. Narrative has also been added to assist in completion where a charitable fund has been consolidated.	Improve internal consistency
Validation 51/52	The original validation has been expanded to check all ageing categories in the gross lease receivable breakdown as opposed to the total. Current and prior year have been split into separate checks.	Improved data quality
Validations 51, 53, 54	The validations on finance lease payables have been updated to reflect the extended table structure (table changed at M12 13/14).	Correction of error
Validation 62 / Table 28B	Validation 62 has been updated to incorporate a new check on Table 28B (analysis of provisions expenditure), checking that only categories specified in the drop down list have been selected.	Improve data quality
Validation 84	A new validation has been added to check that where an off-SoFP PFI commitment has been disclosed that either a capital value or an explanation has been given.	WGA requirement

#### 4. Other changes

Tab affected	Statement/ Note affected	Change	Reason
Information sheet	N/A	An information sheet has been added, providing information relevant to understanding FTC functionality for new users.	Functional improvement
Multiple	N/A	A new cell style has been defined to highlight new comparative cells arising from current year changes. This highlights comparatives that may need to be revisited by FTs. Relevant cells are highlighted in bright green. More information is given in section 2 of this document.	Improve clarity
Confirmations	N/A	A new confirmation 6c has been added relevant to those FTs with non-consolidated linked charities who provide figures directly to the Department of Health. Where this is the case, those FTs should answer 'no' to confirmation 6b.	Improved functionality
Confirmations	N/A	Confirmation 2 has been updated and now requests a brief explanation where a restatement relates to disclosure / presentation / reclassification.	Functional improvement
6. Op Inc (source)	Note 2.3	Narrative descriptions for donations and grant income lines in other operating income have been updated to make clear which lines relate to non-cash donations. This is a clarification only and not a change to the data requirement.	Improve internal consistency
14. PPE & 13. Intangibles	12.1/ 12.2/ 11.1/ 11.2	The narratives for the donated additions lines have been updated to provide clarity over which line relates to non-cash donations. This is a clarification only and not a change in the data requirement.	Improve clarity
29. PFI (on-SoFP)	34B	Clarification added to the 'unitary payment payable' row specifying that the amount disclosed should be gross and any PFI support should not be netted off.	Improve data quality
41X. Charity-consol	N/A	The prior period checks on this tab have been amended to accommodate the opening charity balance sheets for newly authorised FTs.	Correction of error

## Annex B: Monitor Portal Upload Instructions

Following the instructions below will ensure that all files are submitted to Monitor correctly and submissions are not classed as late due to errors in the Monitor Portal upload process.

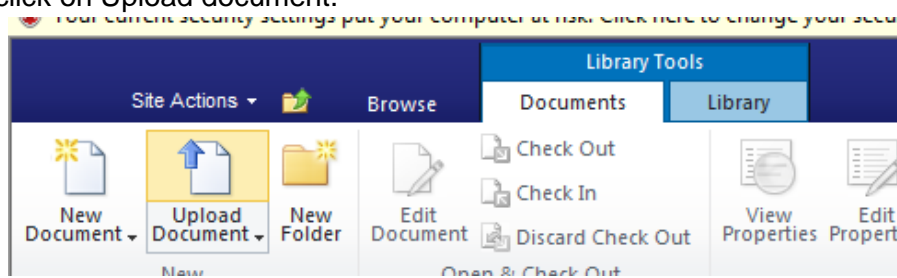
You are advised to check your Monitor Portal log in works as planned several days prior to the submission deadline. Due to the high volume of queries Monitor receives around submission day, it may prove difficult to contact a member of Monitor staff who can help you with any log in problems.

1. Open the Internet Browser (Internet Explorer 7 and higher is recommended as the system is not supported on Firefox and Chrome as well as earlier versions of Internet Explorer)
2. Browse to [https://portal.monitor-nhsft.gov.uk/trusts/\[MARSID\]](https://portal.monitor-nhsft.gov.uk/trusts/[MARSID]) with MARS being the ID as communicated to you by monitor.
3. Enter your username and password into the dialog box which appears. These will have been emailed to the person whose name the account is in. All usernames begin with IRNHSFT\ and there is a full stop in between the first and last name. You will then see the screen below

4. Click on Outbox (to send to Monitor) and you will see the screen below.

Type	Name	Activity	Modified	Modified By	Notes
Document	110722 pack MASTER	Other	26/03/2012 05:17 PM	[Redacted]	[Redacted]
Document	M07 Financial Report for Monitor	Other	02/12/2011 12:52 PM	[Redacted]	[Redacted]
Document	1213 Initial (capex) plan return template v1	Return for DH	13/01/2012 05:33 PM	[Redacted]	[Redacted]
Document	11-12_FTC_for_9_months_data revised after fixer and further change for revaluation Feb 03 Final	FTC 9 Months	10/02/2012 04:17 PM	[Redacted]	[Redacted]

- Click on the documents tab at the top of the screen, (see below tab in white) then click on Upload document.



- Click on browse and find the file which you wish to upload then click on OK.
- Once the file has uploaded, you need to tell the system what kind of file it is. Choose **Trust Return under Content Type** for all your FTC and accounts submissions.
- Choose the Activity for what you are returning. This activity should have been communicated to you by Monitor prior to the returns process. If you are unsure, refer to Monitor.
- Important Note: The 2 fields above MUST be filled out correctly otherwise Monitor's automated systems cannot recognise the files. There will be a delay in analysing your data and your return might be considered late by Monitor.**

