HM Treasury

Whole of Government Accounts:
Local Government Guidance

May 2019

Contents

Chapter 1
Introduction to WGA 2018-19

Summary

1.1 The Whole of Government Accounts (WGA) are prepared by HM Treasury in accordance with the Government Resources and Accounts Act 2000.

1.2 These financial statements consolidate more than 6,000 entities that appear to HM Treasury to exercise functions of a public nature or to be entirely or substantially funded from public money and as such includes central government departments, non-departmental public bodies, public corporations, local authorities, the National Health Service and the devolved administrations.

1.3 This guidance is for those within local government that are involved in the production of Whole Government Accounts 2018-19.

1.4 Data is collected from entities using a Data Collection Tool (DCT). This is made available on the Treasury WGA website https://www.gov.uk/government/collections/whole-of-government-accounts

1.5 The external auditors of a local government entity have a statutory responsibility to review and report on the Whole of Government Accounts return (the Data Collection Tool) if the entity is above the DCT audit threshold limit.

Roles and Responsibilities

1.6 The key deliverable for local government entities is the Data Collection Tool (DCT), including the input of counterparty transaction data.

1.7 Other forms which may need to be completed (see Chapter 6) are:

- CG-03 – Confirmation of Minor Body status

- CG-04 – Management Review Checklist

1.8 The forms are available on the Treasury WGA website: https://www.gov.uk/government/collections/whole-of-government-accounts

1.9 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.

Chapter 2

Key Dates, Deadlines & Thresholds

Key Dates and Deadlines

Please note these deadlines have been revised since the training video and webinar were recorded

2.1 The WGA deadlines apply to all local government bodies except for those listed in point 2.3.

Submissions	Friday 28th June 2019	Friday 13th September 2019
Data Collection Tool	Unaudited Data DCT (Cycle 1)	Audited Data DCT (Cycle 2)
Forms & Documents	Draft CG04 Management Review Checklist	Final CG04 Management Review Checklist Copy of Final Published Accounts

2.2 **It is important that these deadlines are met, so that the overall process and publication of the accounts are not delayed.** Please contact the WGA team as soon as possible if you anticipate that you will not meet these deadlines.

2.3 If you are a local government body within a devolved administration, you will have separate deadline arrangements, which will be communicated to you directly.

Thresholds

2.4 **DCT Audit**: A local government entity's DCT must be audited if it breaches any of the items below:

Any of these items above £500m:

- Total assets excluding PPE
- Total liabilities less pension liabilities
- Total income
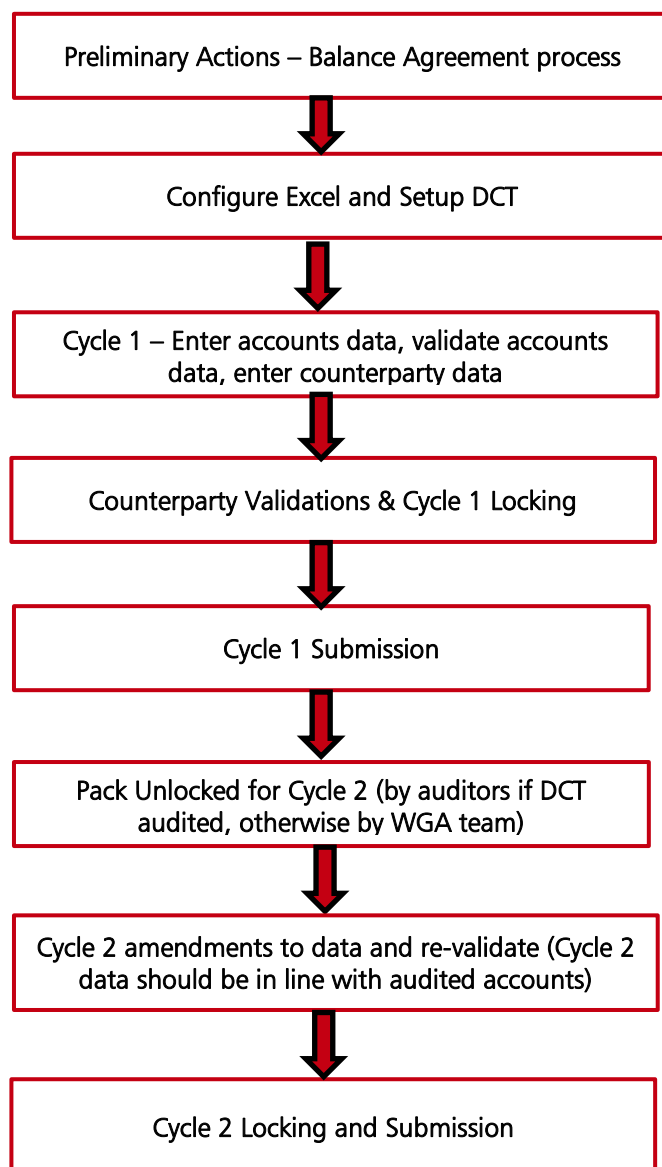- Total expenditure

The threshold has changed since 2016-17

2.5 **Minor Bodies:** Any entity that believes they are exempt from the WGA process due to being a minor body must complete and submit form CG03 by 5th July. The minor body thresholds can be found within the CG03 form, which is published on the Treasury WGA website.

2.6 **Reporting Balances on the CPID Transactions sheet:** There is no threshold, please report all balances with WGA counterparties to the granularity level which you have available.

Chapter 3

Overview of the WGA Process

Process flowchart

3.1

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┌─────────────────────────────────────────────────┐
│   Preliminary Actions – Balance Agreement process │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│          Configure Excel and Setup DCT            │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│   Cycle 1 – Enter accounts data, validate accounts │
│         data, enter counterparty data             │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│     Counterparty Validations & Cycle 1 Locking    │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│                Cycle 1 Submission                 │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│   Pack Unlocked for Cycle 2 (by auditors if DCT   │
│      audited, otherwise by WGA team)              │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│  Cycle 2 amendments to data and re-validate (Cycle 2 │
│   data should be in line with audited accounts)   │
└─────────────────────────────────────────────────┘
                        ↓
┌─────────────────────────────────────────────────┐
│          Cycle 2 Locking and Submission           │
└─────────────────────────────────────────────────┘
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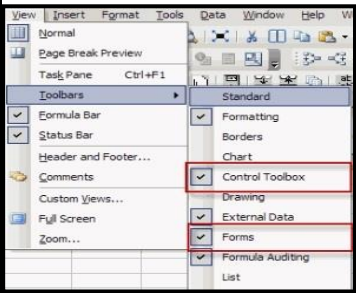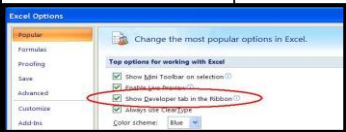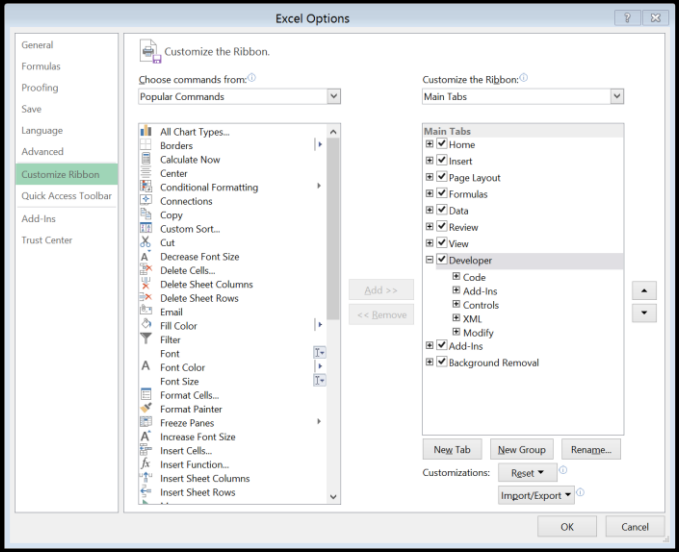
Chapter 4

IT Setup & Configuring the DCT

IT Setup

4.1   You first need to ensure that your local copy of Microsoft Excel has the correct macro settings enabled before downloading a copy of the DCT.

4.2   The precise steps that you will need to take depend on the version of Excel you are using and the security settings on your PC.

4.3   Firstly, you need to ensure the Developer Options are visible within Excel.

Table 4.A: Enabling Developer Option

Excel Version	Actions Required
2003	The developer ribbon is divided between two toolbars: 'Control Toolbox' and 'Forms'. To display the toolbars: • Press View on the main toolbar • Select Toolbars • Check the toolbars 'Control Toolbox' & 'Forms
2007	• Click Office Button • Click Excel Options at the bottom • Ensure 'Popular' tab on left menu is selected • Check the option 'Show developer tab in the ribbon'

Excel Version	Actions Required
2010 or later	Please open Excel, go to 'File', then 'Options', then go to 'Customize Ribbon' and then make sure 'Developer' is ticked.

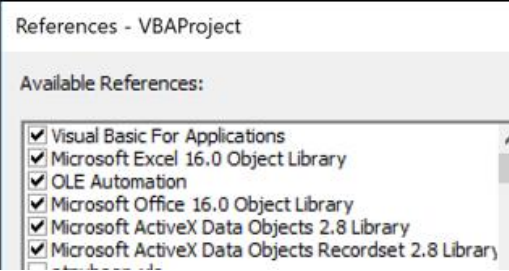4.4   Now use the enabled Developer option to select relevant Add ins, as shown below.
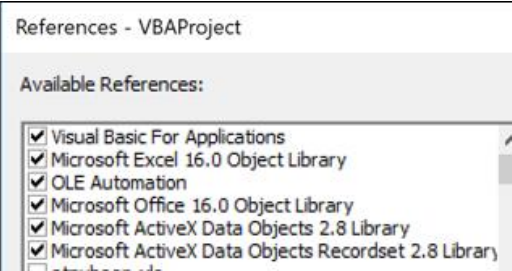

Table 4.B: Add ins

Excel Version	Actions Required
2003	• Click on 'Tools' • Click on 'Options' • Click 'Other • Click 'Advanced Options' • Select 'Add-Ins Manager' • Tick 'Analysis Toolpak' and 'Analysis Toolpak VBA'
2007	• Click Office Button • Click Excel Options at the bottom • Click 'Add Ins' on the left

Excel Version	Actions Required
	• Select 'Excel Add ins' in the bottom drop down menu and click Go to reach the Add Ins menu • Tick 'Analysis Toolpak' and 'Analysis Toolpak VBA'
2010 or later	• Select the Developer option in the ribbon at the top • Select 'Add ins', or 'Excel Add ins' in newer versions • Tick 'Analysis Toolpak' and 'Analysis Toolpak VBA'

4.5   Next, you must select certain references within Visual Basic, as shown below.

Table 4.C: Visual Basic References

Excel Version	Actions Required
2003	To access Visual Basic, select Tools > Macro > Visual Basic Editor In the menu bar, click 'Tools' and then 'References' Select the following reference libraries, or the most up to date equivalent on your system.

Excel Version	Actions Required
2007 or later	To access Visual Basic, select Visual Basic from within the Developer Ribbon. In the menu bar, click 'Tools' and then 'References' Select the following reference libraries, or the most up to date equivalent on your system.

4.6   The final Excel configuration setting is to adjust your macro trust settings.

Table 4.D: Macro Trust Settings

Excel Version	Actions Required
2003	• Click 'Tools' then 'Options • Click Security • Click Macro Security • Tick 'trust access to the VBA project object model'
2007	• Click the Office button • Click Excel Options • Select Trust Centre • Click Trust Centre settings • Click Macro Settings • Tick 'trust access to the VBA project object model'
2010 or later	• Select 'File' then 'Options' • Click on Trust Centre • Click on Trust Centre Settings • Click on Macro Settings • Tick 'trust access to the VBA project object model'

Downloading and Configuring the DCT

4.7 Now you can download the 2018-19 Data Collection Tool from the Treasury WGA website https://www.gov.uk/government/collections/whole-of-government-accounts

4.8 Once you have downloaded the pack and opened it, you will need to select the counterparty ID for your organisation from the drop-down list. You can check your CPID by referring to last year's return, or by checking the CPID list published on our gov.uk pages. You will need to click into the CPID selection cell first so that the dropdown option works.

4.9 You will then need to select 'Pro Forma' as the method of completion. Once you have chosen the method of completion, you can now save down a copy of the DCT.

4.10 When you navigate to 'Save as' and click on 'Browse' to select a destination, the DCT will take some time before it allows you to choose a destination, as it is working through part of the setup process at this point.

4.11 Once you have saved the DCT, close it down, clicking Yes to save changes. Then navigate to where this has been saved and open it up. If you are prompted to Enable Content or Enable Macros, please do so. You should see that a large number of tabs have now appeared within the DCT. The DCT pack is now ready to use.

4.12 **Ensure that you make the following checks and adjustments:**

4.13 Read the DCT Updates tab to familiarise yourself with changes to CPIDs and SCOAs.

4.14 Navigate to the LP Balance Sheet tab and check that your opening balances have populated correctly by checking to last year's closing balances, and that last year's balance sheet does balance. **If the opening balances are incorrect, do not proceed further but contact the WGA team for support. Do not attempt to correct opening balances by using the restatement column**.

4.15 There's also one mandatory adjustment to make to your opening balances. Your prior year provisions figures are brought through as one figure in the non-current provisions row. However, we ask you to please separate this into non-current and current provisions to reflect the actual split for the prior year. You can find out your prior year long term/short term provisions split by referring to your prior year statement of accounts or your previous DCT return.

4.16 Please enter the correct current provisions figure from last year's closing balances into the current provisions row. This is entered as a negative. You can enter this directly into the blank cell in the prior year submitted balance sheet row, there is no need to use an adjustments column. Making the adjustment in this cell will automatically adjust the non-current figure for you.

4.17 Finally, if you have any restatements for prior year comprehensive income and expenditure, please navigate to the LP – Restatement CI & E tab. You

will need to enter last year's CI&E figure, and then enter any necessary restatements according to the income or expenditure type (such as staff costs, or grants and subsidies), and according to the reason for the adjustment (such as accounting policy changes, or changes to your authority's structure).

Chapter 5

Completing the DCT

Entering accounts data

5.1   Below, we have listed each of the accounts data tabs, with some key comments to support you to complete the data. You will also need to enter contact details in the table at the bottom of the Instructions tab before moving on to Step 2 (validations).

Worksheet	Description	Comments / Action
CI&E	Comprehensive Income & Expenditure Accounts: Net Operating Expenditure and Surplus/Deficit for the year	The C I & E tab collects income and expenditure information, including grant and taxation income.
Restatement CI&E	Prior Year Comprehensive Income & Expenditure Statement - Restated	If you have any restatements for prior year comprehensive income and expenditure, enter last year's CI&E figure, and then enter any necessary restatements according to the income or expenditure type (such as staff costs, or grants and subsidies), and according to the reason for the adjustment (such as accounting policy changes, or changes to your authority's structure).
Balance Sheet	Balance Sheet – Including Restatements	Begin by checking your opening balances and making the prior year provisions adjustment (see Chapter 4). Enter any prior year restatements, which will also need to be made on the individual tabs which relate to that line of the accounts, and analysed on the Restatement Analysis tab.
Restatement Analysis	Restatement Analysis	The aim of this sheet is to provide further details of any prior period restatements, which have been entered onto your primary statements and onto the relevant tabs of the DCT. Any entity who has made a prior period adjustment must complete this tab. Please select the name of the affected sheet and cell reference (SCOA will then automatically complete). Then enter the debits and credits into the schedule.

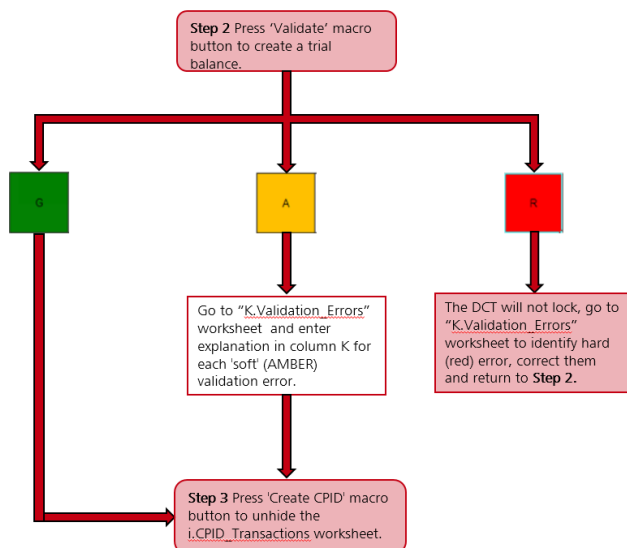| Worksheet	Description	Comments / Action
Liabilities & Provs	Liabilities & Provisions	This tab collects data on long and short term creditor balances, long and short term receipts in advance, provisions and donated assets. Note that certain short term creditor cells are linked to the Collection Fund tab. There are additional analysis sections to further split out "other" short term and long term creditor balances.
Fin Inst	Financial Instruments	This worksheet is included in the DCT to comply with the requirements of the new IFRS 9. The public sector will apply retrospective application without restatement of comparatives from 1 April 2018. The financial instruments tab collects information on financial assets and liabilities, as well as their fair values. Introduces a new approach based on the financial asset's contractual cash flow characteristics and business model in which it is held, that will see financial assets classified and measured at amortise cost, fair value through comprehensive income or fair value through profit and loss. The existing IAS 39 categories of held to maturity, loans and receivables, and available for sale are removed. If you have a material risk in particular areas, such as credit risk, additional information will also be required on the tab. In the fair values section, we ask you to confirm the amount of the balance which is held with WGA counterparties, and then only disclose the fair value of the remaining, externally held amount. In the expected credit loss section, you need to identify expected credit loss impacting financial assets held at amortised costs, split between the categories for Stage 1, 2, 3 or simplified impairment rule & paragraph 5.5.15 rule (trade receivables, contract assets or lease receivables for which the loss allowances are measured in accordance with paragraph 5.5.15 of IFRS 9) The financial instruments tab will contain data fed through from the Investments, JVs and Associates tabs, as well as from trade and other payables and trade and other receivables. Therefore, please ensure you have entered data into those tabs before beginning financial instruments.

Worksheet	Description	Comments / Action
Non-Curr Assets – Add Info	Non-Current Assets – Additional Information	The NCA Additional Information tab is used to identify material assets not consolidated into WGA, such as voluntary aided schools or shared ownership assets.
PP&E & Invest Prop	Property, Plant & Equipment and Investment Properties	For PP&E, please note that we require land to be split out separately from buildings. Please also remember to fill out the cash flow information section at the bottom of the tab.
Intangibles	Intangible Assets	One point to note is that heritage assets have been designed so that they cannot be depreciated. If you need to depreciate an intangible heritage asset, this will need to be entered in the other movement line.
Inv, JVs & Assoc	Joint Ventures & Associates and Investments	We have incorporated changes made to IFRS 9. The public sector will apply retrospective application without restatement of comparatives from 1 April 2018. We collect short term and long term investment totals, and then ask you to split these between amounts with WGA counterparties ("internal" amounts) and amounts with external parties. Please ensure this split is in line with the counterparty allocations you plan to make on the CPID transactions tab later on. For the other financial assets table, there are three new implemented categories. The categories are now "amortised cost", "Fair value through profit or loss" and "Fair value through OCI". External balance will be brought through from the earlier tables and split out manually. You also need to categorise the assets for current deposits and current loans as either "Fair value through profit or loss" or "Fair value through OCI". If you do not have external balances for current loans or current deposits, please do not complete this table.
Current Assets & AHFS	Current Assets (including long-term debtors) & Assets Held for Sale	This tab collects data on inventories, debtors, cash holdings and assets held for sale.

Worksheet	Description	Comments / Action
CollFund	Collection Fund	The collection fund tab will not be visible to Welsh, Scottish or Northern Irish local authorities. **Only English local authorities will complete this.** This worksheet is used to record the breakdown of the Collection Fund Adjustment Account balance as at year end. This tab is used for both preceptor and billing authority. So, depending on which one you are will depend on how you fill in this spreadsheet. The worksheet is divided into two sections – the top section is for Council Tax and the bottom section is for Business Rates. Data is required on any line **not** marked "Leave row blank". Where the WGA preparer is a Billing Authority – the Council Tax section will disclose the name of the Billing Authority and its Major Preceptors, and the Business Rates section will disclose the name of the Billing Authority and its Major Preceptors and Central Government. Where the WGA preparer is a County Council or Fire Authority – the Council Tax and Business Rates sections will disclose the names of each Billing Authority. Where the WGA preparer is a Police and Crime Commissioner – the Council Tax section will disclose the name of each Billing Authority, but the Business rates section shows the message "leave row blank". Where the WGA preparer is a body that does not receive Council Tax or Business Rates, then both sections will be marked "leave row blank".
IAS 19 Pensions	IAS 19 Pension Liability	This tab collects information on your scheme assets and liabilities, as well as additional disclosure and analysis information. Please provide the additional information if it is available to you in your actuarial report.
Reserves	Reserves	When completing your reserves data, if you cannot locate a column for a particular usable reserve, please note there is an "other earmarked reserves" column available.

Worksheet	Description	Comments / Action
I&E NCS Subjective Analysis	Comprehensive Income and Expenditure Accounts: Net Cost of Services	This tab collects income and expenditure information according to your net cost of services, with pensions and staff data feeding from the applicable tabs. Please only use the miscellaneous income category as a last resort.
Additional Data	Additional Disclosures	This tab looks at your finance and operations leases, and PFI contracts. Please note that staff numbers must be entered as whole numbers (not £000's).
Add Info Hways Infr	Additional Information – Highways Infrastructure	This tab is relevant for English, Welsh and Scottish local government, but not Northern Irish. This tab is used to capture the progress being made by local authorities on revaluing their Highways Infrastructure Assets.
Add Info transferred debt	Additional Disclosure: transferred debt	This tab is only relevant for English local government, who should complete this tab if they are holding transferred debt as a balance sheet liability.

Step 2 – Validation

5.2   Overview of the validation process. This runs your data past the checks built into the DCT to ensure robust data.

Please note – K.Validation Errors is now Validation Errors, i.CPID Transactions is now CPID Transactions

5.3   You can view your validations using the Validations tab before running the validations macro. The validations tab will show you the green, amber and red validation messages based on the data within your DCT at that point in time.

5.4   To run the validation macro, on the 'Instructions' tab click the 'Validate' button in step 2. If any of the validations fail you will be taken to the

Validation Errors tab, which will provide the required details to rectify the validation breaches.

5.5   A soft validation failure will appear with an Amber status and tell you why the validation has been breached, asking you to provide commentary. You will be given the cell reference to identify where in the document it is, as well as space to enter your comments. A DCT can still be validated with soft validation failures, as long as you provide comments.

5.6   Hard validation failures will appear with a Red status, instructing you on the reason for the failure and directing you to the sheet name and cell reference to go to the proforma and correct the validation breach. These must be resolved. If not, your DCT will <u>not</u> lock.

5.7   After going through the DCT and providing commentary on the soft validation errors and resolving the hard validation failures, return to the Instructions tab and press the 'Validate' button again.

Step 3 – Counterparty ID (CPID) Transactions

5.8   Once you have successfully validated your DCT at step 2, you can move on to inputting the CPID data.

5.9   NEW for 18-19: The CPID transactions sheet is the main sheet similar to previous years, where you will review your CPID data, and where the validations will occur.

Method 1 – CPID Input

5.10   We have now created a CPID input sheet which we believe may make it easier for some entities who have a lot of CPID data, as you don't need to individually count and insert the number of lines for each SCOA.

5.11   Navigate to the CPID Transactions tab; you will see that the account codes and account descriptions have been automatically populated.

	A	B	C	D	G	H
1	Transfer SCOA to CPID Input sheet		Switch Method	Method of Use	CPID Input Sheet	
2				To switch to the "Add Rows" method, press the "Switch Method" button. Please note this cannot be reversed - your CPID input sheet will be deleted.		
3	Account Code	Account Description	Trial Balance	Total External Balance	Instigating Entity Code	Counter Party Code
4	14912000	IA - EMISSIONS ALLOWANCES - COST - ADDITIONS	987	987		
5	14917000	IA - EMISSIONS ALLOWANCES - COST - DISPOSALS	12,345	12,345		
6	16151000	NCA - TAXATION AND DUTIES DUE	3,567	3,567		
7	16155000	NCA - PREPAYMENTS (NON-PFI)	87,543	87,543		
8	16156000	NCA - ACCRUED INCOME	125,690	125,690		
9	16157000	NCA - GOVERNMENT GRANTS RECEIVABLE	0	0		
10	16158000	NCA - INTEREST RECEIVABLE	0	0		
11	16159000	NCA - OCCUPATIONAL PENSION RECEIVABLES	0	0		
12	16161000	NCA - TRADE RECEIVABLES	10,000,000	10,000,000		
13	16169000	NCA - OTHER RECEIVABLES	0	0		

5.12   You will see a CPID record for all account codes in the DCT, so there will be some records that have a 0 value against them. If you enter values in the CPID against a TB value of 0, the DCT validations will fail and you will have to correct this before you can lock the pack.

5.13   The record that is created for each CPID transaction allows you to split out the intercompany transactions that make up the final number.

5.14   If you want to allocate CPID transactions for a particular SCOA, click 'transfer SCOA to CPID input' button.

5.15   This will feed the SCOA through into CPID input sheet – no need to manually enter it. Alternatively, the data can be selected from the dropdown list, or pasted in from another file.

1   after selecting the instigating entity, select the organisation ID for the counterparty organisation for the transaction. You can choose any organisation code from the Counter Party ID List on the 'CPID List' tab.

2   the counterparty description will be automatically populated. Ensure that there are no rows with duplicated instigating and counterparty transaction organisations for any single CPID transaction.

3   when you have the list of instigating and counterparty organisations you can enter the values of the transactions between the organisations that make up the TB amount, in the CPID Amount column.

4   when entering the financial break-down of the transaction between two parties only input the net transaction between them, don't break it down to the individual transaction level.

5   the CPID total does not need to equal the TB amount, the remaining amount will be written as an external transaction when the DCT is locked.

5.16   The total amount for the CPID transactions that make up the Trial Balance Account Balance will be automatically populated on the top row of the data

set for that transaction. This will allow you to compare the total value of your CPID transactions, particularly if there are numerous transactions for that CPID, against the Trial Balance Value.

5.17   If you want to enter multiple CPID transactions for the same SCOA then click the 'copy new lines' button, which will add the same SCOA to the bottom of the sheet.

5.18   Using this new method, you can now duplicate lines for a particular CPID as they will be summed on the CPID transaction sheet - however you are restricted to a maximum of 3000 transaction lines in order to keep the file size down.

5.19   You can also leave placeholders in the CPID input sheet if you are still finalising your data – the data will transfer to the CPID transaction sheets even if it is incomplete (for example if you still need to confirm the amount or CPID). However, any incomplete data will not pass the CPID validations check at stage 3.

5.20   You can make comments in the far-right hand column if need be.

5.21   When you are done click 'refresh CPID transactions' and this will transfer all data to the CPID transactions tab, user comments are not transferred.

5.22   Here you can review the data again, and amend the CPID input sheet as needed – you can refresh as many times as you like.

5.23   Towards the later stages of your Cycle 1 when most of your CPID data is in place, you can switch to the other method if you find this easier – however this is a permanent change and your CPID input sheet will be deleted.

5.24   For example, if you have left placeholders in your data it may be easier to fill those in using the add rows method rather than switching screens to the CPID input sheet. Also, the comments on the CPID transactions sheet will also be deleted on refresh.

Method 2 – Add Rows

5.25   The second method – "add rows" method is the same method used in previous years. This method may be easier for entities who do not have a lot of CPID transactions to add.

5.26   The DCT will default to the "CPID Input sheet" method so in order to use the "Add rows" method you have to press "switch method".

5.27 Another reminder that this is action cannot be reversed will appear and once pressed you will need to complete the remainder of the CPID transactions by adding rows.

5.28 To insert lines selected the account code you want to insert lines for and press "add rows".

5.29 Enter the number of rows you want to add, and hit ok. You then need to fill out the instigating entity, CPID and the amount as with the previous method.

5.30 Once you have entered your CPID data, and you are satisfied, the DCT is ready to be locked for the first submission to OSCAR.

Step 4 – CPID Validations and Cycle 1 Locking

5.31 After you have input your CPID data, the organisation's consolidation officer needs to lock the DCT for Cycle 1.

5.32 We advise saving down a spare copy of the DCT before going through the locking process, just in case you need to revert to an earlier version.

5.33 On the Instructions tab indicate whether you are above or below the audit threshold and then press the 'Lock for Submission Cycle 1' button in step 4.

5.34 The first thing the macro does when pressed is to validate your counterparty ID data. Assuming you have used the new functionality on the CPID transactions sheet to check your validations, and have resolved any errors beforehand, then the validations should pass. If they do not pass, then the Step 4 cell will identify that there is a validation issue and re-direct you to the CPID transactions sheet, where there will be a red status and an error message against any problematic lines. You can follow the error message guidance to resolve this, and then try pressing the Step 4 button again.

5.35 If the validation part passes, you will receive a pop up box asking if you are sure you wish to lock. Once the pack is locked, you will not be able to make any changes to the data until it is unlocked for cycle 2.

5.36 The locking process will take a period of time as the relevant macros run. The DCT will be time and ID stamped when you lock it.

5.37 The DCT should then be emailed to the WGA team for your Cycle 1 submission.

5.38 Please also remember to submit via email the draft CG04 Management Review checklist.

Step 5 – Unlocking for Cycle 2

5.39 If your DCT pack is audited, it will now be reviewed by your auditor. They will make a note of any changes required, and then unlock the pack for you at Step 5 and return it to you for amendments.

5.40 If your DCT pack is not audited, then you now have the ability to lock and unlock it without the intervention of the WGA team. Please only unlock it yourself if confident you don't need to have the DCT audited.

Step 6 – Adjust and re-validate accounts and CPID data

5.41 You will need to make adjustments to your accounts and/or CPID data in your DCT if:

- Your DCT pack is audited and your auditor has requested an adjustment

- You need to make an adjustment to bring your cycle 2 pack in line with your audited annual accounts

- You need to resolve a mismatch or another matter which has been brought to your attention

5.42 Once you have made any adjustments, you are required to re-validate your data by pressing the button at step 6, to ensure it still passes the built-in checks within the DCT pack. Please save a copy of any amber validation message explanations before you do this, as they will be removed from the Validation Errors sheet when you re-validate.

Step 7 and 8 – Locking and submission of Cycle 2

5.43 If your DCT pack is not audited, then only Step 7 locking is required.

5.44 The CFO of your entity needs to press the 'CFO for Submission Cycle 2' button on step 7 of the Instructions tab.

5.45 All Trial Balance and Statistical data will be written to the Trial Balance Output Tab, alongside your validations and CPID data. Once locked, the data can no longer be altered.

5.46 If your DCT pack is audited, Step 8 locking is also required. Once the DCT has been locked at step 7, your Auditor will lock the DCT by pressing the 'Lock

for Submission Cycle 2' button on step 8 of the Instructions tab and typing in the password (available from the central WGA Audit team).

5.47   The DCT will be time and ID stamped when the auditor locks it for the second and final submission.

5.48   The DCT should then be emailed to the WGA team for your Cycle 2 submission.

5.49   Please also remember to submit via email the final CG04 management review checklist and copy of your final published accounts, which are due in line with the Cycle 2 deadline.

Chapter 6
CG Forms & Mismatches

Forms

CG-03 – Confirmation of Minor Body status

6.1   This form is to confirm minor body status for 2018-19.

6.2   Consolidation Managers of minor bodies should complete the form.

6.3   Completed forms should be sent to the Treasury WGA Team at lg_wgareturns@hmtreasury.gov.uk.

CG-04 – Management Review Checklist

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

6.5   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.

6.6   Timing: A draft version of the CG04 form (with sections up to the end of Cycle 1 completed) should be submitted along with the Cycle 1 DCT pack. A final version should be submitted with the Cycle 2 DCT pack.

Mismatches

6.7   Mismatches occur when there are differences between what you are pointing to another WGA organisation and what the corresponding organisation is pointing back

6.8   This section will cover some broad categories of mismatch. It should be noted that there are many more individual reasons why data may not match which would require investigation on a case by case basis.

6.9   There are two time periods during the WGA process where the WGA team may be sending you a matches analysis tool.

6.10   The first is during the interval between the submission of Cycle 1 unaudited data and Cycle 2 audited data. The WGA team will issue the updated matches analysis tool at regular intervals to our local government contact list during this time. This allows you to run personalised mismatch reports to

identify where mismatches have arisen with other local government bodies. You can then contact them to agree on a resolution of the issue and update the information in your Cycle 2 DCT accordingly.

6.11　The second time period would be after Cycle 2 submissions, when the WGA team are working on manually eliminating out remaining mismatches. During this time period, you are more likely to be directly sent an extract from a mismatches report by a WGA team member, with a specific query to address.

Difference in amounts

6.12　This mismatch type occurs when the entities record the transaction to each other at differing amounts.

6.13　When this is due to one party having given the amount on a more granular basis, we suggest that the other party replicates this granularity in order to resolve the mismatch.

Difference in counterparty allocation

6.14　One counterparty may have omitted to point to the other counterparty. This can be corrected within that parties CPID transactions sheet if picked up before the Cycle 2 stage.

6.15　This can also occur where there is confusion as to the correct counterparty due to an agency relationship. The resolution to such an issue would need to ensure that all balances internal to WGA are eliminated.

6.16　Counterparty mismatches can also be created when transactions are pointed to a WGA counterparty, which in reality are with an external entity. This can be an issue when local authorities have transactions with a pension fund, which is administered by another local authority. These transactions should be treated as taking place with external parties, and therefore neither counterparty should allocate these amounts on their CPID transactions sheet.

6.17　A similar situation can occur where local authorities have council tax or non-domestic rates balances with individual taxpayers. Billing authorities within local government act as an agent for non-billing authorities (or preceptors) to collect these taxes. We find that sometimes balances held with individual taxpayers are pointed to the billing authority in error. Any balances due to, or owed by, individual citizens should be treated as external for WGA purposes.

Error in positive/negative signage

6.18　If you are allocating part of a negative signage amount to an entity on the CPID transactions sheet, you will need to ensure your allocation uses negative signage. If you use the opposite signage to what is expected, and

the other party uses the correct signage, this causes a mismatch of double the value of the balance.

6.19   Please be alert to the warning messages within the CPID transactions tab which appear if unexpected signage is used.

Different match relationships

6.20   For the purposes of WGA, we group certain account codes into match relationships. We publish the list of these match relationships on our website, along with the DCT. When WGA bodies have transactions with each other, we would expect them to use account codes within the same match relationship to classify these. When balances have been treated differently by the counterparties, for example classed as a borrowing by one party and as a trade balance by the other party, this is likely to lead to the account codes falling into different match relationships.

6.21   Resolution of this issue would require agreement of how the balance should be treated and corresponding amendment of the data in one party's DCT.

Chapter 7
What's New for 2018-19

New CPIDs and SCOAs

7.1   Please read the Updates tab on the DCT for a full list of new CPIDs and SCOAs.

7.2   On the Liabilities and Provisions tab there are new lines for SCOAs included that will need to be filled in to show short term as well as long term borrowings from other local government departments.

7.3   The PPE tab will include a new column for transport equipment for use by TFL and other transport bodies, which will use existing SCOAs from the central government pack.

7.4   On the LP-I&E NCS Subjective analysis tab there is a new SCOA under 'Transfer Payments' which will need to be filled in for covering the transfer of government funding for shortfall on pension funds.

Formatting

7.5   The tabs are now colour coded to segment the DCT visually. Cells requiring entry within tabs have been coloured green.

7.6   The appearance of tabs relating to CPID entry is now vastly different.

CPID Entry

7.7   There are now two methods for entering CPID information: the 'CPID Input' method and 'Add Rows' method.

7.8   The first method will be more appropriate for entities with a large number of CPID transactions. The DCT will default to this method and will require you to click the 'switch methods' button to change to the 'Add Rows' method.

IFRS 9

7.9   There have been changes to IFRS 9 which will come into effect for the 18/19 WGA process. These changes will impact the classification and measurement of financial assets and liabilities as well as the reclassification and impairment of these instruments. The changes made to IFRS have impacted the layout of the DCT tabs covering these areas.

Speed and File Size

7.10   We have checked through background coding and simplified this wherever possible. This has led to a reduction in the size of the file before it is configured for your entity, and a reduction in the size of the file once it has been set up. We hope you will also notice an improvement in the speed of the macro operation.

Annex A

Contacts

Queries & Submissions

lg_wgareturns@hmtreasury.gov.uk

HM Treasury WGA website:

https://www.gov.uk/government/collections/whole-of-government-accounts
Visit the website to download the DCT, guidance, and all supplementary documents

Other Contact Details (e.g. for balance agreement purposes)

Please check the newsletter or the contact list, which can be shared upon request to
the WGA team.

Annex B
Glossary

B.1 **OSCAR:** Online System for Central Accounting and Reporting

The financial system where DCTs are uploaded

B.2 **DCT:** Data Collection Tool

The spreadsheet you use to report and submit your statement of accounts

B.3 **SCOA:** Standard Chart of Accounts

List of account codes used to classify transactions

B.4 **CPID:** Counterparty Identifiers

A unique ID code for every WGA body

B.5 **MR:** Match Relationships

Used in WGA to identify and group types of transactions. For example: MR 10 groups general payables and receivables together

Annex C
Frequently Asked Questions

C.1   Q - When I go to the WGA guidance page, 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.

C.2   Q – The DCT macros do not work properly, why is this?

A – Check your Excel security settings have been set up in line with the information provided in this guidance and the training. If macro security is set to disable all macros, this will make the DCT unusable. If you are still experiencing issues, please check with your IT team, and consult the WGA team by emailing lg_wgareturns@hmtreasury.gov.uk

C.3   Q – Which versions of Excel will the DCT work with?

A – The DCT is compatible with versions of Excel up to 2016. However, if you have an early 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 LG_WGAreturns@HMTreasury.gov.uk for advice.

C.4   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 LG_WGAreturns@HMTreasury.gov.uk

C.5   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 LG_WGAreturns@HMTreasury.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 sign the WGA returns when they return.

C.6 Q – Why isn't the matches analysis tool 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. The current solution is to distribute the matches analysis tool regularly via email between cycles 1 and 2, and can send the report at other times to WGA bodies who specifically request it from the Treasury WGA team.

C.7 Q – I cannot find a CPID code for an organisation. Why is this and what should I do?

A - Firstly, check that the counterparty is within the WGA boundary. 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. If you still cannot find a CPID code, please send an email to the Treasury WGA team at LG_WGAreturns@HMTreasury.gov.uk

C.8 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 Debt Management Office (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.

C.9 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.

C.10 Q – Do PTEs (Passenger Transport Executives) and ITAs (Integrated Transport Authorities) have the same CPID code?

A - Some of the 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.

C.11 Q – Why is Highways Network Asset information required?

A - There remains a need to estimate the replacement value of the HNA to provide a more complete and consistent picture of the public-sector balance sheet. While possible options are being considered on how that information

might be obtained in future years, we are requesting at this stage that HNA data continues to be submitted on a consistent basis to previous estimates, so to maximise the use of the wealth of data local authorities hold over this valuable asset. CIPFA continues to work with DfT and HM Treasury on this matter.

C.12   Q - What is the deadline for Highways Network Asset information, and does it form part of the data to be audited?

A – The deadline is the same as that of the DCT, but is only required for the Cycle 2 return. The Highways Network Asset information – where you disclose a value for HNA on the DRC basis – will not be audited.

C.13   Q - How are CPIDs used for grants received and for grants received in advance, and at what stage are CPID details required?

A - CPID's are only required in the year the grant is paid as this is when central government departments record the expenditure. Any new grants recognised in year on the income statement and any grant additions on the balance sheet (receipts in advance) must be allocated a CPID. These two together should represent all grants received in year. Any grants released from the balance sheet to the income statement in future years do not need a CPID. HMT do a central adjustment to remove this data as part of the sector consolidation. This is why the cells on the income statement are linked to the balance sheet and automatically populate.

C.14   Q - How do we get back to the originator of grant funding if they are passed through an agency?

A - You should have been made aware of the source of funding but if there are still issues, please contact LG_WGAreturns@HMTreasury.gov.uk with full details and we will see how we can help.

C.15   Q - Should authorities include CPID details on their balances between Billing Authority and Preceptors?

A - This now applies to both CT and NDR. Authorities should include CPID details for debtor / creditor relationships with other local authorities. There should not be CPID details when the other party is the taxpayer.