**** **FORM CG 04**

# WGA 2020-21 Management Review Checklist

**Name of body: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Body CPID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# For central government bodies consolidated within WGA

**Guidance for completion:**

The Management Review Checklist provides assurance that proper procedures are in place for providing WGA data in line with their accounts and for providing 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.

The Management Review Checklist is required to be completed and given to the auditors with the **final** WGA Data Collection Tool (DCT). *NB there is no longer a requirement for the CG04 to be filled in at the draft stage.*

Part 1 - should be completed by central government bodies consolidated within WGA, including departments, Arms Length Bodies (ALBs) not consolidated in Departmental accounts, PCs, pension schemes and managed funds.

Part 1b - should be completed only by public corporations.

Bodies should check they have read all extant guidance and that they meet all relevant requirements.

Timing: A completed CG04 form should be provided when the final cycle 2 submission has been completed.

Consolidation Officers (or Finance Director):

* The Consolidation Officer is ultimately responsible for what is in the accounts and the WGA return, and may be called to account.
* The Consolidation Officer is the officer appointed by the Accounting Officer to prepare the WGA data. He/she will normally be the Finance Director (in accordance with Annex 4.1 of *Managing Public Money).*
* Should sign this checklist once Consolidation Manager review has been completed
* This can be done after the WGA data has been audited when they sign off the WGA financial statements

Consolidation Managers (Officer delegated by the Consolidation Officer/Finance Director to prepare WGA data)

* Should initial and date each item on a hard copy of Part 1 of the checklist once content that the item has been addressed.
* This should be reviewed and signed off prior to submission of cycle 2, and this form should be sent to HM T once the cycle 2 submission has been made.

ALBs: Send a copy of the signed management checklist to their sponsoring department)

All other bodies: Send a copy of the signed management checklist to the Treasury WGA team.

*If the accounts have not yet been audited/ published, please complete this checklist against pre-audit (draft) statutory accounts.*

**Part 1 – All central government bodies**

|  | ***Completed (Initials of CM & date)*** | ***Management file reference******and comments*** |
| --- | --- | --- |
| 1.1. The DCT has been completed and a copy of both the Statement of Financial Position and the Statement of Comprehensive Income, which have both been signed by the Consolidation Manager, is attached to the checklist to confirm that the data in the DCT is the data being submitted for upload into OSCAR. |  |  |
| 1.2. The entity’s chart of account codes have been correctly mapped to the most appropriate Standard Chart of Account codes (SCOA) if the trial balance approach to populating the DCT was chosen.  |  |  |
| 1.3. Opening balances are consistent with the closing balances submitted in the previous year. Adjustments are recorded correctly on the DCT proforma worksheets and explanations have been recorded and are available for review.  |  |  |
| 1.4. The totals in the Statement of Comprehensive Income, Statement of Financial Position and notes agree with or are reconciled to the equivalent totals in the published accounts.  |  |  |
| 1.5. Individual Reserves making up the Taxpayers’ Funds in the “Reserves” worksheet of the DCT agree or reconcile to the equivalent components in the published accounts. |  |  |
| 1.6. Failed Validation tests have been satisfactorily explained or corrections have been made.  |  |  |
| 1.7. The Additional Information requested in the DCT has been provided. |  |  |
| **Review of CPID data** |  |  |
| 1.8. Intra-group transaction streams and balances are included in CPID tab of the DCT with the correct CPID codes and correct signage (expenses as positive; income as negative, assets as positive; liabilities as negative).  - Completeness and accuracy of the data is supported by appropriate evidence and analysis, including evidence of agreed balances and transactions being included in the reported CPID data. |  |  |
| 1.9. All transaction streams and balances above £5 million with other central government bodies (except public corporations) have been agreed. Agreement forms are held on file. Details of unresolved differences over £200,000 have been provided to the Treasury WGA team.[not applicable to Public Corporations] |  |  |
| 1.10. If the total of the amounts allocated to counter-parties, for any particular account code, is greater than the amount recorded for that account, an explanation is provided.  |  |  |
| 1.11. Intra-group balances recorded in the CPID analysis are reconciled with the intra-group disclosures made in the statutory accounts in respect of debtors and creditors, or explanations for any variations provided to Treasury and the sub-consolidating department.  |  |  |
| 1.12. SCOAs that are used for intra-group transactions should have a significant proportion of the SCOA amount allocated to CPID codes, for example, the SCOAs for grants. - Residual balances that have not been allocated to a CPID have been reviewed and explanations provided.  |  |  |
| 1.13. Grant in Aid - Government grant reserves balance and income released from government grant reserves have been correctly identified in the DCT.  |  |  |
| 1.14. Grants and CPIDs: Sponsoring department grants to ALBs and PCs have been recorded with the correct CPID of the ALB and PC. ALBs and PCs have recorded them with the correct CPID of the department. All such grants are fully allocated to CPID codes.  |  |  |
| 1.15. Investments in government securities have been coded to NLF888 (National Loans Fund) or for cash deposits to DMA888 (Debt Management Office). |  |  |
| 1.16. Employers’ pension contributions payable to the public sector pension schemes have been coded to the CPID code of the relevant scheme(s) (e.g. PCS901 for the Principal Civil Service Pension Scheme). |  |  |
| 1.17. Other taxation and social security debtors and creditors have been coded to CPID IRT813 (HM Revenue and Customs taxes and duties). (This does not apply to returns by HM Revenue and Customs taxes and duties themselves.) These should be fully eliminated. |  |  |
| 1.18. Where income includes contributions from the Lottery distribution funds the balances / transaction streams have been recorded as set out in the WGA Guidance. Details have been submitted to the sponsoring department to enable them to make the necessary adjustment in OSCAR. These should be fully eliminated. |  |  |
|  |  |  |
| After audit |  |  |
| 1.19. All amendments identified after the DCT was handed over to both the auditor and the sponsor department have been made on the DCT. The amendments have been agreed with the auditor and the audited submission has been completed (by clicking step 7-submit to finalise WGA return) in the OSCAR 2 homepage |  |  |
| 1.20. *For bodies above the audit threshold* The CG05 form part a has been completed, and passed on to the component auditors to complete part b. |  |  |

I have reviewed Part 1 of the above checklist and I am satisfied that it has been properly completed and that there is appropriate evidence of the checks undertaken.

#### Consolidation Manager/Finance Director Consolidation Officer/Finance Director

Name: Name:

Date: Date:

Signature: Signature:

**Part 1b – Additional questions solely for Public Corporations**

|  | ***Yes/No*** | ***Completed (Initials & date)*** | ***Comments*** |
| --- | --- | --- | --- |
| 1. Are the statutory accounts prepared using IFRS? |  |  |  |
| 2. Are the fixed assets valued on a Modified Historic Cost Accounting (MHCA) basis? If not, please provide details of any comparisons carried out between asset values in the statutory accounts and estimated asset values on a MHCA basis, if available. |  |  |  |
| 3. Fixed asset accounting policies: Please attach a copy of the notes in the statutory accounts. |  |  |  |
| 4. Please provide any other comments regarding judgements required on completing the DCT. |  |  |  |

I have reviewed Part 1b of the above checklist and I am satisfied that it has been properly completed and that there is appropriate evidence of the checks undertaken.

Name of body: Body CPID:

#### Finance Director Consolidation Manager

Name: Name:

Date: Date:

Signature: Signature: