

SUMMARY OF CHANGES - NDPB GREEN: ILLUSTRATIVE ACCOUNTS

| Statement/ note | Change | Reason |
|----------------------------|----------------------------|--|
| FReM Proformas | Clarifications in the FReM | To reflect feedback following implementation of the <i>Simplifying and Streamlining Accounts</i> project |

Key:

- SoFP - Statement of Financial Position
- SoCNE - Statement of Comprehensive Net Expenditure
- SoCF - Statement of Cash Flows
- SoCiTE - Statement of Changes in Taxpayers' Equity

201X–1Y NDPB Green: illustrative accounts

1. The illustrative accounts for “NDPB Green” (a fictitious NDPB) comprise:

A) Accountability

- Remuneration and Staff Report
- Parliamentary Accountability Disclosures

B) Financial Statements

- Statement of Comprehensive Net Expenditure
- Statement of Financial Position
- Statement of Cash Flows
- Statement of Changes in Taxpayers' Equity
- Notes to the accounts

2. The resource accounts are for illustration only and should only be followed as the circumstances of an individual NDPB dictate. The accounts do not show every line item which may be necessary in the circumstances of an individual NDPB and each NDPB should assess whether disclosures are relevant and material to its circumstances.
3. In line with the implementation of the Simplifying and Streamlining Accounts project, notes to the accounts will only be required for material balances. The removal of non-material balances, with a recognition that materiality is not restricted to just monetary value, will significantly streamline and simplify the accounts ensuring that the user is only presented with and can focus on relevant and material information. There will be no diminution of audit scope or depth, only the presentation of the information will be affected.

A) Accountability

1. Remuneration Report

Entities should prepare the remuneration report as specified in the FReM.

2. Staff Report

1) Staff numbers and costs (and relevant disclosures) have been relocated to Remuneration and Staff Report.

2) Entities should provide an analysis of staff numbers and costs distinguishing between:

- Staff with a permanent (UK) employment contract with the entity; and
- Other staff engaged on the objectives of the entity (for example, short term contract staff, agency/temporary staff, locally engaged staff overseas and inward secondments where the entity is paying the whole or the majority of their costs). Where under any one category of 'other staff' is significant (by cost or number), that category should be separately disclosed.

3. NDPBs should refer to the FReM and PES paper for details of other elements that will be required to be disclosed in the staff report. These comprise of:

- Staff composition
- Off payroll disclosures
- Consultancy costs
- Sickness absence data
- Number of SCS (or equivalent) staff by band
- Staff policies applied in year

2.1 Staff Costs

Staff costs comprise:

| | 201X-1Y £000 | 201W-1X £000 |
|--|-----------------|-----------------|
| Permanently employed staff | Others | Total |
| | Total | Total |
| Wages and salaries | | |
| Social security costs | | |
| Other pension costs | | |
| Sub Total | | |
| Less recoveries in respect of outward secondments | | |
| Total net costs | | |

The following text is written in the context of membership of the Principal Civil Service Pension Scheme. NDPBs should write the note in the context of the scheme of which they are members. The wording is illustrative only and, for application to the PCSPS, reference should be made to guidance issued by the Cabinet Office in its Employer Pension Note series for the recommended wording for the year in question.

The Principal Civil Service Pension Scheme (PCSPS) is an unfunded multi-employer defined benefit scheme in which [insert employer's name] is unable to identify its share of the underlying assets and liabilities. A full actuarial valuation was carried out as at 31 March 20[year]. Details can be found in the resource accounts of the Cabinet Office: Civil Superannuation (www.civilservice-pensions.gov.uk).

For 201X-1Y, employers' contributions of £ 0,000,000 were payable to the PCSPS (201W-1X £0,000,000) at one of four rates in the range 0.0 to 0.0 per cent (201W-1X: 0.0 to 0.0 per cent) of pensionable pay, based on salary bands. The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. The salary bands and contribution rates were revised for 20[year]-[year] and will remain unchanged until 20[year]-[year]. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. Employers' contributions of £00,000 (201W-1X £00,000) were paid to [an][one or more of a panel of] appointed stakeholder pension provider[s]. Employer contributions are age-related and range from 0.0 to 0.0 per cent (201W-1X: 0.0 to 0.0 per cent) of pensionable pay. Employers also match employee contributions up to x per cent of pensionable pay. In addition, employer contributions of £0,000 (0.0 per cent; 201W-1X: £0,000, 0.0 per cent) of pensionable pay, were payable to the PCSPS to cover the cost of the future provision of lump sum benefits on death in service and ill health retirement of these employees. Contributions due to the partnership pension providers at the reporting period date were £[x]. Contributions prepaid at that date were £[y].

[Number] persons (201W-1X: [number] persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £0,000 (201W-1X: £ 0,000).

2.2 Average number of persons employed

The average number of whole-time equivalent persons employed during the year was as follows.

| | | 201X-1Y £000 | 201W-1X £000 |
|--------------------------------------|----------------------------------|-----------------|-----------------|
| | Permanently employed staff | Others | Total |
| Directly employed | | | |
| Other | | | |
| Staff engaged on capital projects | | | |
| Total | | | |

2.3 Reporting of Civil Service and other compensation schemes - exit packages

Comparative data to be shown (in brackets) for previous year.

| Exit package cost band | Number of compulsory redundancies | Number of other departures agreed | Total number of exit packages by cost band |
|--|---|--------------------------------------|---|
| <£10,000 | | | |
| £10,000 - £25,000 | | | |
| £25,000 - £50,000 | | | |
| £50,000 - £100,000 | | | |
| £100,000- £150,000 | | | |
| £150,000- £200,000 | | | |
| Total number of exit packages | | | |
| Total resource cost /£ | | | |

Redundancy and other departure costs have been paid in accordance with the provisions of the Civil Service Compensation Scheme, a statutory scheme made under the Superannuation Act 1972. Exit costs are accounted for in full in the year of departure. Where the NDPB has agreed early retirements, the additional costs are met by

the NDPB and not by the Civil Service pension scheme. Ill-health retirement costs are met by the pension scheme and are not included in the table.

[NDPBs should provide additional text if any payments are not covered by the CSCS, for instance, ex-gratia payments agreed with the Treasury or scheme details where using another scheme.]

3. Parliamentary Accountability Disclosures

3.1 Losses and special payments

(These sections are subject to audit)

3.1.1 Losses Statement

NDPBs should include a note on losses if the total value exceeds £300,000. Individual losses of more than £300,000 should be noted separately.

| | 201X-1Y | 201W-1X |
|---------------------------------------|---------|---------|
| Total number of losses | | |
| Total value of losses (£000) | | |
| Details of cases over £300,000 | | |
| Cash losses | | |
| [List cases] | | |
| Claims abandoned | | |
| [List cases] | | |
| Administrative write-offs | | |
| [List cases] | | |
| Fruitless payments | | |
| [List cases] | | |
| Store Losses | | |
| [List payments] | | |

Comparatives need be given for category totals. The list of cases need only be provided for the current year.

Where the headings are not appropriate they do not need to be disclosed.

3.1.2 Special Payments

NDPBs should include a note on special payments if the total value exceeds £300,000. Individual payments of more than £300,000 should be noted separately. In the case of reporting on special payments which are severance payments, the detail to be disclosed should include the number of special severance payments made, the total amount paid out, and the maximum (highest), minimum (lowest) and median values of payments made. Where an NDPB's reporting of special severance payments does not include some or all of these details in circumstances in which doing so would conflict with a legal obligation arising as a result of the Data Protection Act 1998, or otherwise, this fact should also be disclosed.

| | 201X-1Y | 201W-1X |
|---|---------|---------|
| | £000 | £000 |
| Total number of special payments | | |
| Total value of special payments (£000) | | |
| Details of cases over £300,000 | | |
| [List cases] | | |

Comparatives need be given for category totals. The list of cases need only be provided for the current year.

3.1.3 Other notes

If NDPBs have made any other significant payments, including making gifts, these should be disclosed.

3.2 Remote Contingent Liabilities

In addition to contingent liabilities reported within the meaning of IAS 37, the NDPB also reports liabilities for which the likelihood of a transfer of economic benefit in settlement is too remote to meet the definition of contingent liability. [Insert list with explanatory narrative]

B) Financial Statements

In line with the implementation of the Simplifying and Streamlining Accounts project, notes to the accounts will only be required for material balances. The removal of non-material balances, with a recognition that materiality is not restricted to just monetary value, will significantly streamline and simplify the accounts ensuring that the user is only presented with and can focus on relevant and material information. There will be no diminution of audit scope or depth, only the presentation of the information will be affected.

Row headings in this statement should be based on a NDPB's material sources of income and expenditure. Where a NDPB considers that an alternative format is required to improve the understanding of the body's financial performance, they should seek the approval of the relevant authority.

Statement of Comprehensive Net Expenditure

for the year ended 31 March 201Y

| | Note (if material) | 201X-1Y | 201Y-1W |
|---|--------------------|---------|---------|
| | | £000 | £000 |
| Income from sale of goods and services | | | |
| Other operating income | | | |
| Total operating income | | | |
| Staff costs | x | | |
| Purchase of goods and services | x | | |
| Depreciation and impairment charges | | | |
| Provision expense | | | |
| Other operating expenditure | | | |
| Total operating expenditure | | | |
| Net operating expenditure | | | |
| Finance income | | | |
| Finance expense | | | |
| Net expenditure for the year | | | |
| Other comprehensive net expenditure | | | |
| Items which will not be reclassified to net operating costs: | | | |
| - Net gain/loss on revaluation of property, plant and equipment | | | |
| - Net gain/loss on revaluation of intangible assets | | | |

- Actuarial gain/loss on pension scheme liabilities

Items which may be reclassified to net operating costs:

- Net gain/loss on revaluation of investments

Comprehensive net expenditure for the year

Statement of Financial Position

In line with the implementation of the *Simplifying and Streamlining Accounts* project, NDPBs will still be responsible for adding sub-headings to the statement as necessary.

as at 31 March 201Y

| | Note (if material) | 201X-1Y £000 | 201Y-1W £000 |
|--|--------------------|-----------------|-----------------|
| Non-current assets: | | | |
| Property, plant & equipment | X | | |
| Intangible assets | | | |
| Financial assets | | | |
| Total non-current assets | | | |
| Current assets | | | |
| Assets classified as held for sale | | | |
| Inventories | | | |
| Trade & other receivables | | | |
| Other current assets | | | |
| Financial assets | | | |
| Cash & cash equivalents | | | |
| Total current assets | | | |
| Total assets | | | |
| Current liabilities | | | |
| Trade and other payables | | | |
| Provisions | | | |
| Other liabilities | | | |
| Total current liabilities | | | |
| Total assets less current liabilities | | | |
| Non-current liabilities | | | |
| Provisions | | | |
| Other payables | | | |
| Financial liabilities | | | |
| Total non-current liabilities | | | |
| Total assets less total liabilities | | | |
| Taxpayers' equity and other reserves: | | | |
| General Fund | | | |

| | |
|---------------------|--|
| Revaluation Reserve | |
| Total equity | |

(Signed) (Accounting Officer)
[date]

Statement of Cash Flows

for the year ended 31 March 201Y

In line with the implementation of the Simplifying and Streamlining Accounts project proposes a change to this statement which removes unnecessary complexity and a significant amount of extraneous detail that does not assist the user. NDPBs will retain the flexibility and freedom to add additional headings as necessary for their individual circumstances.

| | 201X- 1Y | 201W- 1X |
|---|-------------|-------------|
| Note (if material) | £000 | £000 |
| Cash flows from operating activities | | |
| Net operating cost | | |
| Adjustments for non-cash transactions | | |
| (Increase)/Decrease in trade and other receivables ¹ | | |
| (Increase)/Decrease in inventories | | |
| Increase/(Decrease) in trade and other payables ¹ | x | |
| Use of provisions | | |
| Net cash outflow from operating activities | | |
| Cash flows from investing activities | | |
| Purchase of property, plant and equipment | | |
| Purchase of intangible assets | | |
| Proceeds of disposal of property, plant and equipment | | |
| Proceeds of disposal of intangibles | | |
| Net cash outflow from investing activities | | |
| Cash flows from financing activities | | |
| Grants from sponsoring department | | |
| Net financing from the National Insurance Fund | | |
| Net financing from the Contingencies Fund and National Loans Fund | | |
| Capital element of payments in respect of finance leases and on-balance sheet (SoFP) PFI contracts ² | | |
| Net financing | | |
| Net increase/(decrease) in cash and cash equivalents in the period | | |
| Cash and cash equivalents at the beginning of the period | | |
| Cash and cash equivalents at the end of the period | | |

1. *Less movements in receivables relating to items not passing through the Statement of Comprehensive Net Expenditure. Movements include: payables linked to financing – loans (principal and interest), capital debtors, finance leases and PFI and other service concession arrangements*
2. *Capital expenditure in respect of finance leases and on-balance sheet (SoFP) PFI contracts and other service concession arrangements adjusted for relevant receivables and payables.*

Statement of Changes in Taxpayers' Equity

In line with the implementation of the Simplifying and Streamlining Accounts project proposes a change to this statement which removes unnecessary complexity and a significant amount of extraneous detail that does not assist the user, while retaining those elements that are essential to reflect the funded nature of NDPBs. NDPBs will retain the flexibility and freedom to add additional headings as necessary for their individual circumstances.

for the year ended 31 March 201Y

| | <i>Note (if material)</i> | General Fund | Revaluation Reserve | Taxpayers' equity |
|--|---------------------------|--------------|---------------------|-------------------|
| | | £000 | £000 | £000 |
| Balance at 31 March 201W | | | | |
| Grants from sponsoring department | | | | |
| Comprehensive net expenditure for the year | | | | |
| Revaluation gains and losses | x | | | |
| Transfers between reserves | | | | |
| Balance at 31 March 201X | | | | |
| Grants from sponsoring department | | | | |
| Comprehensive net expenditure for the year | | | | |
| Revaluation gains and losses | x | | | |
| Transfers between reserves | | | | |
| Balance at 31 March 201Y | | | | |

NDPBs should insert additional lines and columns as necessary to capture all transactions passing through reserves.

NDPB Green – Annual Report and Accounts 201X-1Y

Notes to the NDPB's Accounts

1. Statement of accounting policies

The notes to the financial statements provide additional detail to users on the accounting policies of the entity and the numbers included in the core financial statements. In line with the implementation of the Simplifying and Streamlining Accounts project notes should only be included where additional information is material - i.e. where its omission or misstatement could influence the economic decisions of users taken on the basis of the financial statements. In the public sector context materiality can be by nature and context as well as in value, and the decisions of users can be of a non-economic nature. HM Treasury does not require NDPBs to produce notes where the information is immaterial to the user and the Financial Reporting Manual clearly notes that disclosures should be limited to those necessary for an understanding of the entity's circumstances. However, specific notes should still be reported for those entities covered by Managing Public Money or Managing Public Money Northern Ireland, where additional disclosures are necessary to meet Parliamentary Accountability requirements.

Significant accounting policies should be disclosed particularly in the event of a change in policy or in relation to a material item. The accounting policy for a particular item within the financial statements may be disclosed within the note for that item.

Accounting policies – The notes to the accounts must include a statement that the accounts have been prepared in accordance with International Financial Reporting Standards (IFRS) as adapted and interpreted by this Manual. Executive agencies that are not whole departments and ALBs must also include a note that the accounts have been prepared under a direction issued by [relevant authority] under [reference to appropriate legislation].

2. Statement of Operating Costs by Operating Segment

Narrative to disclose:

- factors used to identify the reportable segments;
- the types of activities for which each reportable segment attracts funding;
- how reportable segments are reported to the CODM ;
- a description of each segment and how it fits into the NDPB's activities;
- any differences between information in the statement of operating costs by operating segment and primary financial statements;
- the basis of accounting for any transactions between reportable segments;
- changes from prior year segment identification methods; and
- reliance on major customers.

| | [Reportable Segment 1] | [Reportable Segment 2] | [Reportable Segment 3] | 201X-1Y Total | [Reportable Segment 1] | [Reportable Segment 2] | [Reportable Segment 3] | 201W-1X Total |
|-------------------------------|------------------------------|---------------------------|---------------------------|------------------|---------------------------|---------------------------|---------------------------|------------------|
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Gross Expenditure | | | | | | | | |
| Income | | | | | | | | |
| Net Expenditure | | | | | | | | |
| Total assets | | | | | | | | |
| Total liabilities* | | | | | | | | |
| Net assets* | | | | | | | | |
| Other information* | | | | | | | | |

*In accordance with IFRS 8, if total liabilities, net assets or additional information is reported separately to the Chief Operating Decision Maker, disclosure should be made in the resource accounts.

NDPBs should also provide reconciliations of:

- the total of the reportable segments' net expenditure to total net expenditure per the SoCNE if different;
- the total of the reportable segments' assets to the NDPB's assets per the SoFP if different;
- the total of the reportable segments liabilities to the NDPB's liabilities per the SoFP if they are reported separately to the Chief Operating Decision Maker and are different.

Note 2.1 Reconciliation between Operating Segments and SoCNE

| | 201X-1Y | 201W-1X |
|---|---------|---------|
| | £000 | £000 |
| Total net expenditure reported for operating segments | | |
| Reconciling items: | | |
| <i>[List separately]</i> | | |
| Total net expenditure per the Statement of Comprehensive Net Expenditure | | |

Note 2.2 Reconciliation between Operating Segments and SoFP

| | 201X-1Y | 201W-1X |
|--|---------|---------|
| | £000 | £000 |
| Total assets reported for operating segments | | |
| Reconciling items: | | |
| <i>[List separately]</i> | | |
| Total assets per Statement of Financial Position | | |
| <i>If liabilities are reported:</i> | | |
| Total liabilities reported for operating segments | | |
| Reconciling items: | | |
| <i>[List separately]</i> | | |
| Total liabilities per Statement of Financial Position | | |
| Total net assets per Statement of Financial Position | | |

3. Other Operating Costs

Entities should provide an analysis of operating costs as recorded in the Statement of Comprehensive Net Expenditure in separate notes to the financial statements. This should include service charges under PFI contracts, the individual components of non-cash items, and an analysis of other significant expenditure items. . A brief summary of staff costs should also be included with a reference to more detailed disclosures (per FReM 5.3.27 b) in the Accountability Report.

Under the streamlining project there is no longer a requirement to separately classify administration and programme costs. However entities should ensure they are able to provide a breakdown to their auditors.

| | 201X-1Y | 201W-1X |
|--|---------|---------|
| | £000 | £000 |
| Note | | |
| <i>The following expenditure items (if material) must be listed individually within this note, although not necessarily in this order. Best practice suggests that the items are presented in descending order of magnitude.</i> | | |
| Staff Costs ¹ | | |
| Wages and Salaries | | |
| Social Security Costs | | |
| Other Pension Costs | | |
| Rentals under operating leases | | |
| Interest charges | | |
| PFI service charges | | |
| Research and Development expenditure | | |
| Non-cash items | | |
| Depreciation | | |
| Amortisation | | |
| Loss on disposal of property, plant and equipment | | |
| Auditors' remuneration and expenses | | |
| Provision provided for in year | 15 | |
| Borrowing costs of provisions (Unwinding of discount on provisions) | 15 | |
| Total | | |

In addition, other expenditure should be analysed and any significant items listed individually as part of this table. You should NOT insert a shoulder heading of 'other' and then provide a separate note analysing 'other'.

During the year the NDPB purchased the following non-audit services from its auditor, [name Auditor, e.g. the National Audit Office][list services received with details of cost]

¹ Further analysis of staff costs is located in the Staff Report on page XX or in the Accountability Section

4. Income

All reporting entities should provide an analysis of operating income, together with commentary where appropriate, that enables users of the financial statements to understand the nature of the entity's operating income.

Income should be analysed by type (sales of services; sales of goods; interest; royalties; and dividends) as required by IAS 18 with any significant items listed individually (examples might be sales of publications, passport fees). Non-cash Income should be disclosed separately where material.

Care should be taken in describing the Income so that a reader of the accounts can understand what it is that the NDPB does to earn the Income. Descriptions on their own of 'fees and charges from external customers' and 'fees and charges from internal customers' are not helpful.

| | 201X-1Y | 201W-1X |
|----------------------|---------|---------|
| | £000 | £000 |
| | Total | Total |
| Income source 1 | | |
| Income source 2, etc | | |
| Total | | |

4.1 Consolidated Fund Income

The following statement should be included where separate trust statements are published for the NDPB:

Consolidated Fund income shown in note 6 above does not include any amounts collected by the NDPB where it was acting as agent of the Consolidated Fund rather than as principal. Full details of income collected as agent for the Consolidated Fund are in the NDPB's Trust Statements published separately from but alongside these financial statements.

Otherwise, where the NDPB collects income on behalf of the Consolidated Fund and doesn't prepare a Trust statement, disclosure should be made in the note in the format below:

Consolidated Fund income shown in note 6 above does not include any amounts collected by the NDPB where it was acting as agent for the Consolidated Fund rather than as principal. The amounts collected as agent for the Consolidated Fund (which are otherwise excluded from these financial statements) were:

| | 201X-1Y | 201W-1X |
|---|---------|---------|
| | £000 | £000 |
| Taxes and licence fees | | |
| Fines and penalties | | |
| Other Income | | |
| | | |
| Less: | | |
| Costs of collection – <i>where deductible</i> | | |
| Uncollectible debts | | |
| | | |
| Amount payable to the Consolidated Fund | | |
| | | |
| Balance held at the start of the year | | |
| | | |
| Payments into the Consolidated Fund | | |
| | | |
| Balance held on trust at the end of the year | | |
| | | |

A description of the main income streams should be included together with any other explanations that may be necessary to provide a full understanding of the reported transactions.

5. Property, plant and equipment

| | Land | Buildings | Dwellings | Information Technology | Plant & Machinery | Furniture & Fittings | Payments on Account & Assets under Construction | Total |
|--|------|-----------|-----------|---------------------------|----------------------|----------------------------|--|-------|
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Cost or valuation | | | | | | | | |
| At 1 April 201X | | | | | | | | |
| Additions | | | | | | | | |
| Donations | | | | | | | | |
| Disposals | | | | | | | | |
| Impairments | | | | | | | | |
| Reclassifications | | | | | | | | |
| Revaluations | | | | | | | | |
| At 31 March 201Y | | | | | | | | |
| Depreciation | | | | | | | | |
| At 1 April 201X | | | | | | | | |
| Charged in year | | | | | | | | |
| Disposals | | | | | | | | |
| Impairments | | | | | | | | |
| Reclassifications | | | | | | | | |
| Revaluations | | | | | | | | |
| At 31 March 201Y | | | | | | | | |
| Carrying value at 31 March 201X | | | | | | | | |
| Carrying value at 31 March 201Y | | | | | | | | |
| Asset financing: | | | | | | | | |
| Owned | | | | | | | | |
| Finance leased | | | | | | | | |
| On-balance sheet PFI contracts | | | | | | | | |
| Carrying value at 31 March 201Y | | | | | | | | |

The headings used to analyse assets and sources of financing should reflect the NDPB's material items.

If relevant, NDPBs should disclose the value and category of any donated assets during the year. Where the assets were donated by a related party, the name should be given.

NDPBs should disclose the names and qualifications of the valuers of any assets, what assets they valued, and the date on which they were valued during the year. If relevant, the note should also state that property, plant and equipment are valued using indices.

| | Land | Buildings | Dwellings | Information Technology | Plant & Machinery | Furniture & Fittings | Payments on Account & Assets under Construction | Total |
|--|------|-----------|-----------|---------------------------|----------------------|----------------------------|---|-------|
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Cost or valuation | | | | | | | - | |
| At 1 April 201W | | | | | | | | |
| Additions | | | | | | | | |
| Donations | | | | | | | | |
| Disposals | | | | | | | | |
| Impairments | | | | | | | | |
| Reclassifications | | | | | | | | |
| Revaluations | | | | | | | | |
| At 31 March 201X | | | | | | | | |
| Depreciation | | | | | | | | |
| At 1 April 201W | | | | | | | | |
| Charged in year | | | | | | | | |
| Disposals | | | | | | | | |
| Impairments | | | | | | | | |
| Reclassifications | | | | | | | | |
| Revaluations | | | | | | | | |
| At 31 March 201X | | | | | | | | |
| Carrying value at 31 March 201W | | | | | | | | |
| Carrying value at 31 March 201X | | | | | | | | |
| Asset financing: | | | | | | | | |
| Owned | | | | | | | | |
| Finance leased | | | | | | | | |
| On-balance sheet PFI contracts | | | | | | | | |
| Carrying value at 31 March 201X | | | | | | | | |

6. Intangible assets

| | | | | | | | | | 201X-1Y |
|--|------------------------|-------------------|----------|-------------------------|---|---------|----------|---|---------|
| | Information Technology | Software Licences | Websites | Development Expenditure | Licences, Trademarks & Artistic Originals | Patents | Goodwill | Payments on Account & Assets under Construction | Total |
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Cost or valuation | | | | | | | | | |
| At 1 April 201X | | | | | | | | | |
| Additions | | | | | | | | | |
| Donations | | | | | | | | | |
| Disposals | | | | | | | | | |
| Impairments | | | | | | | | | |
| Reclassifications | | | | | | | | | |
| Revaluations | | | | | | | | | |
| At 31 March 201Y | | | | | | | | | |
| Amortisation | | | | | | | | | |
| At 1 April 201X | | | | | | | | | |
| Charged in year | | | | | | | | | |
| Disposals | | | | | | | | | |
| Impairments | | | | | | | | | |
| Reclassifications | | | | | | | | | |
| Revaluations | | | | | | | | | |
| At 31 March 201Y | | | | | | | | | |
| Carrying value at 31 March 201X | | | | | | | | | |
| Carrying value at 31 March 201Y | | | | | | | | | |
| Asset financing: | | | | | | | | | |
| Owned | | | | | | | | | |
| Finance Leased | | | | | | | | | |
| Contracts | | | | | | | | | |
| Carrying value at 31 March 201Y | | | | | | | | | |

| | | | | | | | | | 201W-1X |
|--|------------------------|-------------------|----------|-------------------------|---|---------|----------|---|---------|
| | Information Technology | Software Licences | Websites | Development Expenditure | Licences, Trademarks & Artistic Originals | Patents | Goodwill | Payments on Account & Assets under Construction | Total |
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Cost or valuation | | | | | | | | | |
| At 1 April 201W | | | | | | | | | |
| Additions | | | | | | | | | |
| Donations | | | | | | | | | |
| Disposals | | | | | | | | | |
| Impairments | | | | | | | | | |
| Reclassifications | | | | | | | | | |
| Revaluations | | | | | | | | | |
| At 31 March 201X | | | | | | | | | |
| Amortisation | | | | | | | | | |
| At 1 April 201W | | | | | | | | | |
| Charged in year | | | | | | | | | |
| Disposals | | | | | | | | | |
| Impairments | | | | | | | | | |
| Reclassifications | | | | | | | | | |
| Revaluations | | | | | | | | | |
| At 31 March 201X | | | | | | | | | |
| Carrying value at 31 March 201W | | | | | | | | | |
| Carrying value at 31 March 201X | | | | | | | | | |
| Asset financing: | | | | | | | | | |
| Owned | | | | | | | | | |
| Finance leased | | | | | | | | | |
| Contracts | | | | | | | | | |
| Carrying value at 31 March 201X | | | | | | | | | |

The headings and rows used to analyse assets and sources of financing should reflect the NDPB's material items.

If relevant, NDPBs should disclose the value and category of any donated assets during the year. Where the assets were donated by a related party, the name should be given.

7. Financial Instruments

As the cash requirements of NDPB Green are met through the Estimate process, financial instruments play a more limited role in creating and managing risk than would apply to a non-public sector body. The majority of financial instruments relate to contracts to buy non-financial items in line with the NDPB's expected purchase and usage requirements and the NDPB is therefore exposed to little credit, liquidity or market risk.

*ONLY where the NDPB is exposed to risk should the appropriate IFRS 7 disclosures be made. **Material financial risk includes significant credit risk from receivables.** Disclosures should be given only where they are necessary because the NDPB holds financial instruments that are complex or play a significant role in the financial risk profile of the NDPB. In such cases NDPBs should explain the significance of such instruments as required by IFRS 7 and disclose the carrying values following the requirements of the FReM and IAS 32 and IAS 39 and within the IFRS 7 headings to the extent they are relevant. Where the NDPB does not face significant financial risks, then it is sufficient to make a statement to that effect –similar to that above.*

8. Impairments

Where material, NDPBs should insert a note that reports the total impairment charge for the year, showing how much has been charged direct to the Statement of Comprehensive Net Expenditure and how much has been taken through the revaluation reserve.

9. Inventories

Where material, NDPBs should provide a note analysing inventories by significant categories.

| | 201X-1Y £000 | 201W-1X £000 |
|--------------------------|-----------------|-----------------|
| <i>[List separately]</i> | | |
| | | |

10. Trade receivables, financial and other assets

| | 201X-1Y £000 | 201W-1X £000 |
|--|-----------------|-----------------|
| Amounts falling due within one year: | | |
| Trade receivables | | |
| Deposits and advances | | |
| Other receivables | | |
| Prepayments and accrued Income | | |
| Current part of PFI prepayment | | |
| Current part of NLF loan | | |
| | | |
| Amounts falling due after more than one year: | | |
| Trade receivables | | |
| Other receivables | | |
| Deposits and advances | | |
| Prepayments and accrued Income | | |
| | | |

Included within trade payables is £,000 (201W-1X: £,000) that will be due to the Consolidated Fund once the debts are collected.

11. Cash and cash equivalents

Entities shall disclose the opening position, the net change in balances and the closing position separately for cash and cash equivalents. Where applicable, the closing position should be further analysed between balances held with the Government Banking Service (GBS) and balances held in commercial banks.

| | 201X-1Y £000 | 201W-1X £000 |
|--|-----------------|-----------------|
| Balance at 1 April | | |
| Net change in cash and cash equivalent balances | | |
| Balance at 31 March | | |
| The following balances at 31 March were held at: | | |
| Government Banking Service | | |
| Commercial banks and cash in hand | | |
| Short term investments | | |
| Balance at 31 March | | |

12. Trade payables and other current liabilities

| | 201X-1Y £000 | 201W-1X £000 |
|---|-----------------|---|
| Amounts falling due within one year | | |
| VAT | | |
| Other taxation and social security | | |
| Trade payables | | |
| Other payables | | <i>Other payables should be analysed and any significant items disclosed separately</i> |
| Accruals and deferred Income | | |
| Current part of finance leases | | |
| Current part of imputed finance lease element of on balance sheet PFI contracts | | |
| Current part of NLF loans | | |
| | <hr/> | <hr/> |
| | <hr/> | <hr/> |
| Amounts falling due after more than one year: | | |
| Other payables, accruals and deferred Income | | |
| Finance leases | | |
| Imputed finance lease element of on-balance sheet PFI contracts | | |
| NLF loans | | |
| | <hr/> | <hr/> |
| | <hr/> | <hr/> |

13. Provisions for liabilities and charges

Key provisions should be analysed. Headings might include 'legal', 'nuclear decommissioning' etc

| | Early departure costs £000 | Other £000 | Total £000 |
|--------------------------------------|----------------------------------|---------------|---------------|
| Balance at 1 April 201X | | | |
| Provided in the year | | | |
| Provisions not required written back | | | |
| Provisions utilised in the year | | | |
| Unwinding of discount | | | |
| Balance at 31 March 201Y | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> |

Analysis of expected timing of discounted flows

| | Early departure costs £000 | Other £000 | Total £000 |
|---|----------------------------------|---------------|---------------|
| Not later than one year | | | |
| Later than one year and not later than five years | | | |
| Later than five years | | | |
| Balance at 31 March 201Y | <hr/> | <hr/> | <hr/> |
| | <hr/> | <hr/> | <hr/> |

NDPBs should include brief details of material provisions and an indication of the contents of the 'Other' column where used.

14. Capital commitments

| | 201X-1Y £000 | 201W-1X £000 |
|--|-----------------|-----------------|
| Contracted capital commitments at 31 March 201Y not otherwise included in these accounts | | |
| <i>[List separately]</i> | | |
| Total | | |

15. Commitments under leases

Where material, NDPBs should disclose commitments under leases.

15.1 Operating leases

Entities should refer to the requirements of IAS 17 for narrative disclosure requirements.

Total future minimum lease payments under operating leases are given in the table below for each of the following periods.

| | 201X-1Y £000 | 201W-1X £000 |
|---|-----------------|-----------------|
| Obligations under operating leases for the following periods comprise: | | |
| Land | | |
| Not later than one year | | |
| Later than one year and not later than five years | | |
| Later than five years | | |
| Buildings | | |
| Not later than one year | | |
| Later than one year and not later than five years | | |
| Later than five years | | |
| Other: | | |
| Not later than one year | | |
| Later than one year and not later than five years | | |
| Later than five years | | |

15.2 Finance leases

Entities should refer to the requirements of IAS 17 for narrative disclosure requirements.

Total future minimum lease payments under finance leases are given in the table below for each of the following periods.

| | 201X-1Y £000 | 201W-1X £000 |
|---|-----------------|-----------------|
| Obligations under finance leases for the following periods comprise: | | |
| Buildings | | |
| Not later than one year | | |
| Later than one year and not later than five years | | |
| Later than five years | | |
| Less interest element | | |
| Present Value of obligations | | |
| Other | | |
| Not later than one year | | |
| Later than one year and not later than five years | | |
| Later than five years | | |
| Less interest element | | |
| Present Value of obligations | | |

16. Commitments under PFI contracts

16.1 Off-balance sheet (SoFP)

For each material PFI or other service concession contract, this note should:

- state what the contract is for and note that the property is not an asset of the NDPB;
- give the estimated capital value; and
- give details of any prepayments, reversionary interests, etc. and how they are accounted for.
- disclose the total payments to which they are committed for each of the following periods.

The total amount charged in the Statement of Comprehensive Net Expenditure in respect of off-balance sheet (SoFP) PFI or other service concession transactions was £s,000 (201W-11: £s,000). Total future minimum payments under off-balance sheet PFI and other service concession arrangements are given in the table below for each of the following periods:

| | 201X-201Y £000 | 201W-201X £000 |
|---|-------------------|-------------------|
| Not later than one year | | |
| Later than one year and not later than five years | | |
| Later than five years | | |
| | | |
| | | |

16.2 On-balance sheet (SoFP)

NDPBs should ensure they disclose total commitments which consist of:

- Imputed finance lease charges; and
- Ongoing service elements committed – these are considered to be charges made to the statement of comprehensive net expenditure (excluding interest).

Where there are other charges in the contracts, these should be attributed to capital, interest or service elements, unless considered material to be reported separately. NDPBs are reminded to refer to the disclosure requirements provided in IAS 17, IFRIC 12 and SIC 29 when producing PFI and other service concession arrangement disclosures.

The total amount charged in the Statement of Comprehensive Net Expenditure in respect of the service element of on-balance sheet PFI or other service concession transactions was £s,000 (201W-11: £s,000). Total future obligations under on-balance sheet PFI and other service concession arrangements are given in the table below for each of the following periods:

| | 201X-201Y £000 | 201W-201X £000 |
|---|-------------------|-------------------|
| Minimum lease payments: | | |
| Due within one year | | |
| Due later than one year and not later than five years | | |
| Due later than five years | | |
| Total | | |
| Less interest element | | |
| Present value | | |
| | | |
| Service elements due in future periods: | | |
| Due within one year | | |
| Due later than one year and not later than five years | | |
| Due later than five years | | |
| Total service elements due in future periods | | |
| Total Commitments | | |

17. Other financial commitments

The NDPB has entered into non-cancellable contracts (which are not leases or PFI (and other service concession arrangement) contracts), for *[state what service is being provided to the NDPB]*. The total payments to which the NDPB is committed are as follows *[NDPBs may decide that this disclosure is not necessary if the totals can be easily identified by a reader from the notes above]*:

| | 201X-1Y £000 | 201W-1X £000 |
|---|-----------------|-----------------|
| Not later than one year | | |
| Later than one year and not later than five years | | |
| Later than five years | | |
| Total | | |

18. Contingent liabilities disclosed under IAS 37

The NDPB has the following contingent liabilities (list with explanatory narrative).

The NDPB has entered into the following unquantifiable contingent liabilities (list with explanatory narrative).

Guarantees, indemnities and letters of comfort should normally be issued by departments rather than NDPBs or other designated bodies. Where, exceptionally, an NDPB or other designated body has given a guarantee, indemnity or letter of comfort and it is significant in relation to the department, details should be noted here.

19. Related-party transactions

The NDPB should disclose here its parent and other bodies sponsored by its parent. These bodies are regarded as related parties with which the NDPB has had various material transactions during the year.

In addition, the NDPB has had [a small number of][various material] transactions with other government departments and other central government bodies.

No board member, key manager or other related parties has undertaken any material transactions with the NDPB during the year. *[If there have been material transactions, they should be disclosed.]*

If not disclosed elsewhere in the annual report and accounts, entities shall disclose the name of each of its subsidiaries, or provide a web link to where this information is available. If the entity has significant holdings in undertakings other than subsidiary undertakings, then the following must be disclosed:

- The name of the undertaking;
- If the undertaking is incorporated outside the UK, the country in which it is incorporated, or, if it is unincorporated, the address of its principal place of business;
- The identify of each class of shares in the undertaking held by the company and the proportion of the nominal value of the shares of that class represented by those shares; and
- If the entity holds more than 50% of the nominal value of the shares in the undertaking, the aggregate amount of the capital and reserves of the undertaking as at the end of its financial year and its profit or loss for that year, if material.

20. Third-party assets

These are assets for which an entity acts as custodian or trustee but in which neither the entity nor government more generally has a direct beneficial interest. Third party assets are not public assets, and should not be recorded in the primary financial statements. Material third party assets should be disclosed.

Where significant the note should differentiate between:

- a) Third party monies and listed securities: the minimum level of numerical disclosure required is a statement of closing balances at financial year-end. For listed securities, this will be the total market value. Optionally, when considered significant by the entity and at its discretion, further disclosures may be made, including gross inflows and outflows in the year and the number and types of securities held;
- b) Third party physical assets and unlisted securities: disclosure may be by way of narrative note. For physical assets, the note should provide information on the asset categories involved. Such disclosure should be sufficient to give users of the financial statements an understanding of the extent to which third-party physical assets and unlisted securities are held by the entity; and
- c) In the event that third party monies are found to have been in a public bank account at the end of an accounting year, commentary should be included in the note on cash at bank and in hand and in the disclosures above on the amount of third party monies held in the bank account.

The assets held at the reporting period date to which it was practical to ascribe monetary values comprised [insert as relevant, for example: monetary assets, such as bank balances and monies on deposit, and listed securities]. They are set out in the table below.

| | 201X-1Y | 201W-1X |
|---|---------|---------|
| | £000 | £000 |
| Monetary assets such as bank balances and monies on deposit | | |
| Listed securities | | |
| Total | | |

[Disclosures as detailed above to follow]

21. Events after the reporting period date

The NDPB should insert here, if relevant, a note that reports the non-adjusting events after the reporting period date that are of such importance that non-disclosure would affect the ability of users to make proper evaluations and decisions.

The NDPB should disclose the date when the financial statements were authorised for issue and who gave the authorisation.