

SUMMARY OF MAIN CHANGES – DEPARTMENT YELLOW: ILLUSTRATIVE ACCOUNTS

Statement/ Note	Change	Reason
FReM Proformas	Amendments to the FReM	To reflect changes due to implementation of the <i>Simplifying and Streamlining Accounts</i> project

- SoAS – Statement of Assembly Supply
- SoFP – Statement of Financial Position
- SoCiTE – Statement of Changes in Taxpayers Equity
- SoCNE – Statement of Comprehensive Net Expenditure

201X–1Y Department Yellow: illustrative resource accounts

1. The illustrative resource accounts for “Department Yellow” (a fictitious departmental grouping) comprise:
 - A) Accountability Report**
 - Corporate Governance Report which, as a minimum, must include the Directors’ Report; the Statement of Accounting Officer’s Responsibilities; and the Governance Statement. (see FReM 5.3.7-8)
 - Remuneration and Staff Report
 - Assembly Accountability and Audit Report, which comprises:
 - Statement of Assembly Supply and supporting notes,
 - Other Assembly Accountability Disclosure notes, and
 - The Certificate and Report of the C&AG (see FReM 5.3.30-34)
 - B) Financial Statements**
 - Consolidated Statement of Comprehensive Net Expenditure
 - Consolidated Statement of Financial Position
 - Consolidated Statement of Cash Flows
 - Consolidated 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 department dictate. The accounts do not show every line item which may be necessary in the circumstances of an individual department.
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. However, specific notes should still be reported for those entities covered by Managing Public Money Northern Ireland, where additional disclosures are necessary to meet Assembly Accountability requirements.

A) Accountability Report

Remuneration and Staff Report

a. Remuneration Report

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

b. Staff Report

1. Staff numbers and related costs (and relevant disclosures) have been relocated to Remuneration and Staff Report.
2. Entities should provide an analysis of staff numbers distinguishing between:
 - Staff with a permanent (UK) employment contract with the entity;
 - 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 the number of staff under any one category of 'other staff' is significant, that category should be separately disclosed.
 - Ministers; and
 - Special advisers
3. Department's should refer to the FReM and any additional DFP guidance 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

Staff Costs

				201X-1Y £000	201W-1X £000
	Permanently employed staff*	Others	Ministers	Total	Total
Wages and salaries					
Social security costs					
Other pension costs					
Sub Total					
Less recoveries in respect of outward secondments					
Total net costs**					
Of which:					
	Charged to Administration	Charged to Programme	Total		
Core department					
Agencies					
Total net costs					

*Permanently employed staff includes the cost of the Department’s Special Adviser who is paid in the pay band £xx,xxx - £xx,xxx (2014-15: £xx,xxx - £xx,xxx)

**Of the total, £000 has been charged to capital

NB: The following text is written in the context of membership of the Principal Civil Service Pension Scheme (NI). Departments and agencies 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 (NI), reference should be made to guidance issued by Civil Service Pensions in its Employer Pension Note series for the recommended wording for the year in question. A Finance Director letter will also issue from DFP after the end of the financial year, providing additional guidance on the content of this text.

The Principal Civil Service Pension Scheme (Northern Ireland) (PCSPS(NI)) is an unfunded multi-employer defined benefit scheme but (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 200[year]. Details can be found in the resource accounts of the PCSPS(NI).

For 201X-1Y, employers’ contributions of £ 0,000,000 were payable to the PCSPS(NI) (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 200[year]-0[year] and will remain unchanged until 201[year]-1[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 [a][one or more of a panel of however many] appointed stakeholder pension provider[s]. Employer contributions are age-related and range from 0.0 to 0.0 per cent (200W-0X: 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; 200W-0X: £0,000, 0.0 per cent) of pensionable pay, were payable to the PCSPS(NI) 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 (200W-0X: 0 persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £0,000 (200W-0X: £ 0,000).

Average number of persons employed

The following section is subject to audit.

The average number of whole-time equivalent persons employed during the year was as follows. These figures include those working in the department as well as in agencies and other bodies included within the consolidated departmental resource account (*Drafting note: other columns can be added where appropriate – e.g. Armed Forces personnel in MOD*):

Activity	Permanently employed staff	Others	Ministers	Special advisers	201X-1Y	201W-1X
					Number	Number
					Total	Total
1						
2						
3						
Staff engaged on capital projects						
Total						

Of which:

Core department

Agencies

Reporting of Civil Service and other compensation schemes - exit packages

The following section is subject to audit

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

Core Department & Agencies			
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 /£000			

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

[Note: entities should provide additional text if any payments are not covered by the CSCS(NI), for instance, ex-gratia payments agreed with DFP or scheme details where using another scheme. Other schemes are most likely to apply in NDPBs not listed in Schedule I to the Superannuation (Northern Ireland) Order 1972 and may apply different statutory compensation terms.]

Statement of Assembly Supply

In addition to the primary statements prepared under IFRS, the Government Financial Reporting Manual (FRm) requires [the Department] to prepare a Statement of Assembly Supply (SOAS) and supporting notes to show resource outturn against the Supply Estimate presented to the Assembly, in respect of each request for resources.

In line with the implementation of the Simplifying and Streamlining Accounts project the SoAS has been moved away from the core IFRS financial statements and included within the 'Accountability' section. This will ensure it retains its prominence and is positioned next to the report of the Comptroller and Auditor General to the NI Assembly.

In addition the number of mandatory notes to the SoAS have been reduced and grouped together with other disclosures from elsewhere in the FRm which relate to Assembly accountability.

Summary of Resource Outturn 201X-1Y

Request for Resources	Note	Estimate			Outturn			201X-1Y £000	201W-1X £000
		Gross Expenditure	Accruing Resources	Net Total	Gross Expenditure	Accruing Resources	Net Total	Net Total outturn compared with Estimate: saving/(excess)	Outturn
A	SOAS1								
B	SOAS1								
C	SOAS1								
Total resources	SOAS2								
Non-operating cost Accruing Resources									

Net cash requirement 201X-1Y

Note	Estimate	Outturn	201X-1Y £000	201W-1X £000
			Net total outturn compared with estimate: saving/(excess)	Outturn
Net cash requirement	SOAS3			

Summary of income payable to the Consolidated Fund

In addition to accruing resources, the following income relates to the Department and is payable to the Consolidated Fund (cash receipts being shown in italics)

Note	Income	201X-1Y £000		201X-1Y £000	
		Forecast	Receipts	Income	Receipts
Total	SOAS4				

Where the Department has an Excess Vote for one of the reasons given in *Managing Public Money Northern Ireland*, the Department should insert this note here:

The Department has incurred an Excess of £x000 because [*insert the reason using the phraseology in Managing Public Money Northern Ireland*]. The Department will seek Assembly approval by way of an Excess Vote in the next Budget Act.

Departments must also insert this note here:

Explanations of variances between Estimate and outturn are given in Note SOAS1 and in the Management Commentary.

SOAS1 Analysis of net resource outturn by function

						201X-1Y £000	201W-1X £000
						Estimate	
Outturn						Net Total	Prior-year outturn
Admin	Other current	Grants	Gross resource expenditure	Accruing Resources	Net Total	Net Total	Net Total outturn compared with Estimate, adjusted for virements
Request for resources A:							
<i>Central Government spending</i>							
Function A-1				<i>AR cannot be higher than AR Estimate or gross expend. outturn for each RfR.</i>			
Function A-2							
Function A-3							
Total							
Request for resources B:							
Function B-1							
Function B-2							
Total							
Request for resources C:							
Function C-1							
Function C-2							
Function C-3							
Total							
Resource Outturn							

[Drafting note: The above table should follow the format of the Part II Estimates.]

Departments should insert here a brief explanation of the variances between Estimate and outturn for each Request for Resources and then insert this note here:

Detailed explanations of the variances are given in the Management Commentary.

Key to Request for Resources and Functions *[only if shoulder headings are not included in the body of the note.]*

Request for resources A – [Insert description]

- Function A-1 – [insert description]
- Function A-2 – [insert description]
- Function A-3 – [insert description]

etc.

SOAS2 Reconciliation of outturn to net operating cost

			201X-1Y £000	201W-1X £000
	Note	Outturn	Supply Estimate	Outturn compared with Estimate
Net Resource Outturn	SOAS1			
Prior Period Adjustments				
Non-supply income (CFERs)	SOAS4			
Non-supply expenditure				
		<i>Consolidated Fund Standing Services and expenditure financed by the National Insurance Fund.</i>		
Net Operating Cost in Consolidated Statement of Comprehensive Net Expenditure				

An explanation should be provided of any material reconciling items.

SOAS3 Reconciliation of net resource outturn to net cash requirement

	Note	Estimate £000	Outturn £000	Net total outturn compared with Estimate: saving/(excess) £000
Resource Outturn	SOAS1			
Capital				
Acquisition of property, plant and equipment				<i>Accruals basis – not cash. They might, therefore, differ from the statement of cash flows.</i>
Investments				
Non-operating Accruing Resources				
Proceeds of asset disposals				<i>As above. Outturn must be no higher than the Estimate.</i>
Accruals to cash adjustments:				
<i>Adjustments to remove non-cash items:</i>				
Depreciation	3, 4			<i>Excludes non-cash items that do not pass through Statement of Assembly Supply.</i>
New provisions, and adjustments to previous provisions				
Prior Period Adjustments				
Other non-cash items				
<i>Adjustments to reflect movements in working balances:</i>				<i>See example. This might differ from the statement of cash flows.</i>
Increase/(decrease) in inventories				
Increase/(decrease) in receivables				
Increase/(decrease) in payables falling due with one year				
Changes in payables falling due after more than one year				<i>Excludes NLF loans falling due after more than 1 yr</i>
Use of provision	17			
Excess cash receipts surrenderable to the Consolidated Fund	SOAS4			<i>See Consolidated Fund example 10. Net cash requirement outturn cannot be negative. Excess cash should be surrendered within this category.</i>
Net cash requirement				<i>Net cash requirement CANNOT be negative.</i>

SOAS4 Income payable to the Consolidated Fund

SOAS4.1 Analysis of income payable to the Consolidated Fund

In addition to Accruing Resources, the following income relates to the department and is payable to the Consolidated Fund (cash receipts being shown in italics)

	Note	Forecast 201X-1Y £000		Outturn 201X-1Y £000	
		Income	Receipts	Income	Receipts
Operating income and receipts – excess Accruing Resources		<i>See Consolidated Fund example 5</i>			
Other operating income and receipts not classified as Accruing Resources		<i>See Consolidated Fund example 6</i>			
<hr/>					
<i>Sub-totals of operating income and receipt surrenderable to the Consolidated Funds</i>					
Non-operating income and receipts – excess Accruing Resources	SOAS6	<i>See Consolidated Fund example 8</i>			
Amounts collected on behalf of the consolidated Fund	SOAS4.2	<i>Not applicable where a Trust Statement is prepared</i>			
Excess cash surrenderable to the Consolidated Fund	SOAS3	<i>See Consolidated Fund example 10</i>			
<hr/>					
Total income payable to the Consolidated Fund					

NB excess income is determined on a RfR basis and it is not simply the difference between total income and the income approved by the Assembly.

SOAS4.2 Consolidated Fund Income

The following statement should be included where separate trust statements are published for the department. Consolidated Fund income shown in note SOAS4.1 above does not include any amounts collected by the department 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 departments Trust Statements, published separately from but alongside these financial statements.

Otherwise, where the department 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 SOAS4.1 above does not include any amounts collected by the department 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 £000	201W-1X £000
Taxes and licence fees		
Fines and penalties		
Other Income		
Less:		
Costs of collection – <i>where deductible</i>		
Uncollectible debts		
<hr/>		
Amount payable to the Consolidated Fund		
Balance held at the start of the year		
Payments into the Consolidated Fund		
<hr/>		
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.

SOAS5 Reconciliation of income recorded within the Statement of Comprehensive Net Expenditure to operating income payable to the Consolidated Fund

	Note	201X-1Y £000	201W-1X £000
Operating income	5		
Adjustments for transactions between RfRs			
Gross income			
Income authorised to be Accruing Resources			
Operating income payable to the Consolidated Fund	SOAS4.1		

Total income in the Statement of Comprehensive Net Expenditure.

Reverse eliminations of inter-RfR transactions.

Deduct the lower of Accruing Resources income and Estimate

Sub-total equals outturn less authorised to be Accruing Resources and should agree with subtotal in Note SOAS4.1.

SOAS6 Non-operating income – Excess Accruing Resources

	201X-1Y £000	201W-1X £000
Principal repayments of voted loans		
Proceeds on disposal of property, plant and equipment		
Other (<i>analysed as appropriate</i>)		
Non-operating income – excess Accruing Resources		

Other Assembly Accountability Disclosures

Department's should refer to the FReM and any additional guidance from DFP for details of other disclosures that will be required to be disclosed under the Assembly accountability section.

i. Losses and special payments

The following sections are subject to audit

Losses Statement

Departments should include a note on losses if the total value exceeds £250,000. Individual losses of more than £250,000 should be noted separately.

		201X-1Y £000 Core Department & Agencies	201W-1X £000 Core Department & Agencies
Total number of losses	<i>Comparatives should be given for category totals. The list of cases need only be provided for the current year.</i>		
Total value of losses (£000)			
Details of losses over £250,000	<i>Details of the individual cases should include the name of the entity where the loss or special payment arose. Where the headings are not appropriate they do not need to be disclosed.</i>		
Cash losses			
<i>[List cases]</i>			
Claims abandoned			
<i>[List cases]</i>			
Administrative write-offs			
<i>[List cases]</i>			
Fruitless payments			
<i>[List cases]</i>			
Store Losses			
<i>[List payments]</i>			

Departments should provide details of individual cases over £250,000 including the name of the entity where the loss arose. Where the headings for different types of losses are not appropriate they do not need to be disclosed.

Special Payments

Departments should include a note on special payments if the total value exceeds £250,000. Individual payments of more than £250,000 should be noted separately.

		201X-1Y £000 Core Department & Agencies	201W-1X £000 Core Department & Agencies
Total number of special payments	<i>Comparatives should be given for category totals. The list of cases need only be provided for the current year.</i>		
Total value of special payments (£000)			
Details of special payments over £250,000			
<i>[List cases]</i>			

Departments should provide details of individual cases over £250,000 including the name of the entity where the special payment arose. 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 a department'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.

Other payments

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

ii. Fees and Charges

This section is subject to audit

Where the income and full cost of the service are material in the context of the financial statements departments should provide the additional fees and charges disclosures as detailed in the FReM. The analysis should include the following information for each service:

- i. the financial objective (s) and performance against the financial objective(s);*
- ii. the full cost and unit costs charged in year;*
- iii. the total income received in year;*
- iv. the nature/extent of any subsidies or overcharging*

iii. Remote Contingent Liabilities

This section is subject to audit

*In addition to contingent liabilities reported within the meaning of IAS 37, the department 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.

Consolidated Statement of Comprehensive Net Expenditure

for the year ended 31 March 201Y

This account summarises the expenditure and income generated and consumed on an accruals basis. It also includes other comprehensive income and expenditure, which include changes to the values of non-current assets and other financial instruments that cannot yet be recognised as income or expenditure.

Row headings in this statement should be based on a department's material sources of income and expenditure. Where a department 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.

		201X-1Y	201W-1X
	Note (if material)	Core Department & Agencies £000	Core Department & Agencies £000
Income from sale of goods and services	5		
Other operating income	5		
Total Operating Income			
Staff Costs	Acc Rep		
Purchase of goods and services	3,4		
Depreciation and impairment charges	3,4		
Provision Expense	3,4		
Other Operating Expenditure	3,4		
Total operating expenditure			
Net Operating Expenditure			
Finance Income			
Finance Expense			
Net expenditure for the year			
Other comprehensive net expenditure			
Items that will not be reclassified to net operating costs:			
- Net (gain)/loss on revaluation of Property, Plant and Equipment	6		

- Net (gain)/loss on revaluation of Intangible Assets	7
- Actuarial gain/loss on pension scheme	
Items that may be reclassified to net operating costs:	
- Net (gain)/loss on revaluation of investments	<hr/>
Comprehensive net expenditure for the year	<hr/>

Consolidated Statement of Financial Position

as at 31 March 201Y

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

This statement presents the financial position of [the department]. It comprises three main components: assets owned or controlled; liabilities owed to other bodies; and equity, the remaining value of the entity.

		201Y	201X
	Note (if material)	Core Department & Agencies £000	Core Department & Agencies £000
Non-current assets:			
Property, plant and equipment	6		
Intangible assets	7		
Financial Assets	10	<i>Investments</i>	<i>Investments</i>
Total non-current assets		<i>Total non-current assets (A)</i>	<i>Total non-current assets (A)</i>
Current assets:			
Assets classified as held for sale	12	<i>IFRS 5 disclosures should be provided as necessary</i>	<i>IFRS 5 disclosures should be provided as necessary</i>
Inventories	13		
Trade and other receivables	15		
Other current assets	15		
Financial Assets	10	<i>Receivable within 12 months</i>	
Cash and cash equivalents	14		
Total current assets		<i>Total current assets (B)</i>	<i>Total current assets (B)</i>
Total assets		<i>Total</i>	<i>Total</i>
Current liabilities			
Trade and other payables	16	<i><1 year</i>	<i><1 year</i>
Provisions	17		
Other liabilities			
Total current liabilities		<i>Total current liabilities (C)</i>	<i>Total current liabilities (C)</i>
Total assets less current liabilities		<i>Total (A+B-C)</i>	<i>Total (A+B-C)</i>
Non-current liabilities			
Provisions	17	<i>Provisions</i>	<i>Provisions</i>
Other payables	16	<i>>1 year</i>	<i>>1 year</i>
Financial Liabilities	10		
Total non-current liabilities		<i>Total non-current liabilities (D)</i>	<i>Total non-current liabilities (D)</i>
Total assets less total liabilities		<i>Total (A+B-C-D)</i>	<i>Total (A+B-C-D)</i>

Taxpayers' equity & other reserves:

General fund

Revaluation reserve

Total equity

	<u>Total</u>	<u>Total</u>
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(Signed) (Accounting Officer)
[date]

Consolidated Statement of Cash Flows

for the year ended 31 March 201Y

The Statement of Cash Flows shows the changes in cash and cash equivalents of the Department during the reporting period. The statement shows how the Department generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of service costs and the extent to which these operations are funded by way of income from the recipients of services provided by the Department. Investing activities represent the extent to which cash inflows and outflows have been made for resources which are intended to contribute to the Departments' future public service delivery.

In line with the implementation of the Simplifying and Streamlining Accounts project proposes cash flows arising from financing activities have been amalgamated to show only net flows. Additional lines not currently shown related to finance costs and revenues have also been included. Departments will retain the flexibility and freedom to add additional headings as necessary for their individual circumstances.

		201X-1Y	201W-1X
	Note (if material)	Core Department & Agencies £000	Core Department & Agencies £000
Cash flows from operating activities			
Net operating cost			
Adjustments for non-cash transactions			
(Increase)/Decrease in trade and other receivables	3, 4		
<i>less movements in receivables relating to items not passing through the Statement of Comprehensive Net Expenditure</i>			
			<i>Movements include: departmental balances with the Consolidated Fund; and receivables linked to financing – NLF loans (principal and interest), capital receivables, finance leases and PFI and other service concession arrangements. Where material these lines should be included in the Statement.</i>
(Increase)/Decrease in Inventories			<i>From Statement of Financial Position: balance at 31 March 201Y less balance at 31 March 201X</i>
Increase/(Decrease) in trade and other payables			<i>From Statement of Financial Position: balance at 31 March 201Y less balance at 31 March 201X. Don't forget long term payables.</i>
<i>less movements in payables relating to items not passing through the Statement of Comprehensive Net Expenditure</i>			<i>Movements include: departmental balances with the Consolidated Fund; and payables linked to financing – NLF loans (principal and interest), capital debtors, finance leases and PFI and other service concession arrangements. Where material these lines should be included in the Statement.</i>
Use of provisions	17		
Net cash outflow from operating activities	SOAS3		
Cash flows from investing activities			
Purchase of property, plant and equipment	6		
			<i>Expenditure taken from note 6 adjusted for capital (inc PFI and other service concession arrangements) payables.</i>
Purchase of intangible assets	7		
			<i>Expenditure taken from note 7 adjusted for capital (inc PFI and other service concession arrangements) payables.</i>
Proceeds of disposal of property, plant and equipment			<i>Cash proceeds – that is, receivables are excluded.</i>
Proceeds of disposal of intangibles			<i>Cash proceeds – that is, receivables are excluded.</i>
Net cash outflow from investing activities	SOAS3		
Cash flows from financing activities			
From the Consolidated Fund (Supply) – current year			<i>This is the amount received from the Consolidated Fund in respect of the current year.</i>
From the Consolidated Fund (Supply) – prior year			<i>This is the amount received from the Consolidated Fund that relates to the prior year.</i>

From the Consolidated Fund (non-Supply)

This is the financing associated with Consolidated Fund Standing Services and should equal the figure shown as Standing Services in the General Fund note.

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

*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*

Net financing

**Net increase/(decrease) in cash and cash
 equivalents in the period before adjustment
 for receipts and payments to the
 Consolidated Fund**

Payments of amounts due to the Consolidated Fund

Cash paid over to the Consolidated Fund under any category.

**Net increase/(decrease) in cash and cash
 equivalents in the period after adjustment for
 receipts and payments to the Consolidated
 Fund**

**Cash and cash equivalents at the beginning
 of the period**

14 *Opening cash and cash equivalents as per note ref*

**Cash and cash equivalents at the end of the
 period**

14 *Closing cash and cash equivalents as per note ref*

Consolidated Statement of Changes in Taxpayers' Equity

for the year ended 31 March 201Y

This statement shows the movement in the year on the different reserves held by [the Department], analysed into 'general fund reserves' (i.e. those reserves that reflect a contribution from the Consolidated Fund). The Revaluation Reserve reflects the change in asset values that have not been recognised as income or expenditure. The General Fund represents the total assets less liabilities of a department, to the extent that the total is not represented by other reserves and financing items.

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 supply funded nature of departments – e.g. departments funded from Supply (or grant-in-aid) will need to adapt the format to disclose transactions with the General Fund. Departments will retain the flexibility and freedom to add additional headings as necessary to capture all transactions passing through reserves. This information should be provided for the core department and its agencies and for the departmental group on a consolidated basis.

	Note (if material)	General Fund	Revaluation Reserve	Taxpayers' Equity
		£000	£000	£000
Balance at 31 March 201W				
Net Assembly Funding				
Comprehensive Net Expenditure for the Year				
Auditors Remuneration	3,4			
Revaluation gains and losses	6,7			
Transfers between reserves				
Balance at 31 March 201X				
Net Assembly Funding				
Comprehensive Net Expenditure for the Year				
Auditors Remuneration	3,4			
Revaluation gains and losses	6,7			
Transfers between reserves				
Balance at 31 March 201Y				

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Notes to the Departmental Resource Accounts

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. **DFP does not require departments 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 or are necessary to meet Assembly Accountability requirements.**

Significant accounting policies should be disclosed particularly in the event of a change in policy or in relation to a material item.

1 Statement of accounting policies

These financial statements have been prepared in accordance with the 201X-1Y Government Financial Reporting Manual (FReM) issued by [insert name of issuing authority]. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the [insert name of Department] for the purpose of giving a true and fair view has been selected. The particular policies adopted by the department are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

In addition to the primary statements prepared under IFRS, the FReM also requires the Department to prepare one additional primary statement. The *Statement of Assembly Supply* and supporting notes show outturn against Estimate in terms of the net resource requirement and the net cash requirement.

1.1 Accounting convention

These accounts have been prepared under the historical cost convention, modified to account for the revaluation of investment property, property, plant and equipment, intangible assets, and certain financial assets and liabilities.

1.2 Basis of consolidation

These accounts comprise a consolidation of the non-agency parts of the department (the core department) [including its non-executive NDPBs accounted for as supply-financed agencies (*drafting note: include only where applicable*)] and those entities which fall within the departmental boundary as defined in the FReM, interpreted for Northern Ireland. Transactions between entities included in the consolidation are eliminated. [*Drafting note: this note is required only where the Department prepares consolidated accounts.*]

A list of all those entities within the departmental boundary is given at note X.

A description of the accounting policies for all material items should then follow. Headings might include:

- *property, plant and equipment, with other headings for donated, heritage and infrastructure assets as appropriate*
- *depreciation*
- *intangible assets*
- *investments*
- *inventories*
- *research and development expenditure*
- *operating income*
- *foreign exchange*
- *leases*
- *service concessions (PPP/PFI)*
- *financial instruments*
- *grants payable*
- *provisions (including the discount rate used where the time value of money is significant and the estimated risk-adjusted cash flows are discounted)*

- *estimation techniques used and changes in accounting estimates (see in particular IAS 8.32 to 40 and IAS.1)*
- *value added tax*
- *third party assets*

Departments must include the following notes, where material, and should tailor them to the department's circumstances.

1.aa Administration and programme expenditure

The Statement of Comprehensive Net Expenditure is analysed between administration and programme income and expenditure. The classification of expenditure and income as administration or as programme follows the definition of administration costs set out in *[insert reference to guidance]* by *[insert name of authority]*. *Departments might expand the note to reflect the definition as it is reflected in their own circumstances.*

1.ab Pensions

If a department has an unfunded defined benefit scheme:

Past and present employees are covered by the provisions of the *[name of the scheme]*. The defined benefit schemes are unfunded. The department recognises the expected cost of these elements on a systematic and rational basis over the period during which it benefits from employees' services by payment to the *[name of the scheme]* of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the *[name of the scheme]*. In respect of the defined contribution schemes, the department recognises the contributions payable for the year.

If a department has a funded defined benefit scheme:

[The departmental group] also operates [name of the scheme(s)] funded defined benefit schemes. A summary of the performance of the schemes is provided in these financial statements, with further information available [link to ALB financial statements]. In accordance with IAS 19, the Scheme Managers/trustees are required to undertake a sensitivity analysis for each significant actuarial assumption as of the end of the reporting period, showing how the defined benefit obligation would have been affected by changes in the relevant actuarial assumption that were reasonably possible at that date.

Entities should disclose details of the methods and assumptions used in preparing the sensitivity analyses, the limitations of these methods, and the reasons for any changes in methods and assumptions used in preparing the sensitivity analyses. To provide an indication of the effect of the defined benefit plan on the entity's future cash flows, entities should disclose a description of any funding arrangements and funding policy that affect future contributions, the expected contributions to the plan for the next annual reporting period, and information about the maturity profile of the defined benefit obligation. Where relevant, an entity should disclose a description of any asset-liability matching strategies used by the entity, including the use of annuities and other techniques.

1.ac Contingent liabilities

In addition to contingent liabilities disclosed in accordance with IAS 37, the department discloses for Assembly reporting and accountability purposes certain statutory and non-statutory contingent liabilities where the likelihood of a transfer of economic benefit is remote, but which have been reported to the Assembly in accordance with the requirements of Managing Public Money Northern Ireland.

Where the time value of money is material, contingent liabilities which are required to be disclosed under IAS 37 are stated at discounted amounts and the amount reported to the Assembly separately noted. Contingent liabilities that are not required to be disclosed by IAS 37 are stated at the amounts reported to the Assembly.

1.ad Impending application of newly issued accounting standards not yet effective

Where material, the department must disclose that it has not yet applied a new accounting standard, and known or reasonably estimable information relevant to assessing the possible impact that initial application of the new standard will have on the department's financial statements.

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 department'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.

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

Describe for each segment what it is, and how it fits into the activities.

**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.*

Departments should also provide reconciliations of:

- *The total of the reportable segments' net expenditure to total net expenditure per the CSoCNE if different;*
- *The total of the reportable segments' assets to the department's assets per the CSoFP if different;*
- *The total of the reportable segments' liabilities to the department's liabilities per the CSoFP if they are reported separately to the CODM and are different.*

Note 2.1 Reconciliation between Operating Segments and CSoCNE

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

Note 2.2 Reconciliation between Operating Segments and CSoFP

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

3 Other Administration Costs

	201X-1Y	201W-1X
	£000	£000
	Core	Core
Note	Department & Agencies	Department & Agencies
<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>		
Rentals under operating leases		
Interest charges		
PFI and other service concession arrangements service charges		
Research and Development expenditure		
Non-cash items:		
Depreciation		
Amortisation		
Profit on disposal of property, plant and equipment		<i>Where netted off expenditure within the Statement of Comprehensive Net Expenditure</i>
Loss on disposal of property, plant and equipment		
Auditors' remuneration and expenses		
Provision provided for in year	17	
Borrowing Costs (unwinding of discount) on provisions	17	
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 department purchased the following non-audit services from its auditor, [name Auditor, e.g. the Northern Ireland Audit Office][list services received with details of cost]

4 Programme Costs

	201X-1Y	201W-1X
	£000	£000
	Core	Core
Note	Department & Agencies	Department & Agencies
<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>		
Grants		
Goods and Services		
Rentals under operating leases		
Interest charges		
PFI and other service concession arrangements service charges		
Research and Development expenditure		
Non-cash items:		
Depreciation		
Amortisation		
Profit on disposal of property, plant and		<i>Where netted off expenditure within the Statement of Comprehensive Net</i>

equipment	<i>Expenditure</i>
Loss on disposal of property, plant and equipment	
Auditors' remuneration and expenses	
Provision provided for in year	17
Borrowing Costs (unwinding of discount) on provisions	17

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'.

Total

5 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.

Drafting note: this note analyses the income recorded in the Statement of Comprehensive Net Expenditure, net of any transfers between Requests for Resources (see note SOAS5).

					201X-1Y Core Department & Agencies £000	201W-1X Core Departments & Agencies £000
	RfR1	RfR2	RfR3	RfR4	Total	Total
Income source 1	<i>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.</i> <i>Care should be taken in describing the income so that a reader of the accounts can understand what it is that the department (or agency) 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.</i>					
Income source 2, etc						

6 Property, plant and equipment

201X-1Y

	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 amount at 31 March 201X								
Carrying amount at 31 March 201Y								
Asset financing:								
Owned								
Finance Leased								
On-balance sheet (SoFP) PFI and other service concession arrangements								
Contracts								
Carrying amount at 31 March 201Y								
Of the total:								
Department								
Agencies								

**Carrying amount
at 31 March 201Y**

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

If relevant, departments 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.

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

201W-1X

	Land £000	Buildings £000	Dwellings £000	Information Technology £000	Plant & Machinery £000	Furniture & Fittings £000	Payments on Account & Assets under Construction £000	Total £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 amount at 31 March 201W								
Carrying amount at 31 March 201X								
Asset financing:								
Owned								
Finance Leased								
On-balance (SoFP) sheet PFI Contracts								
Carrying amount at 31 March 201X								
Of the total:								
Department								
Agencies								
Carrying amount at 31 March 201X								

7 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 amount at 31 March 201X									
Carrying amount at 31 March 201Y									
Asset financing:									
Owned									
Finance Leased									
Contracts									
Carrying amount at 31 March 201Y									
Of the total:									
Department									
Agencies									
Carrying amount at 31 March 201Y									

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

If relevant, departments 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.

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 amount at 31 March 201W									
Carrying amount at 31 March 201X									
Asset financing:									
Owned									
Finance Leased									
Contracts									
Carrying amount at 31 March 201X									
Of the total:									
Department									
Agencies									
Carrying amount at 31 March 201X									

8 Impairments

Where material, departments should insert a note that reports the total impairment charge for the year, showing any movement between the revaluation reserve and the general reserve.

9 Capital and other commitments

9.1 Capital Commitments

Where material, departments should disclose contracted capital commitments

	201X-1Y £000	201W-1X £000
	Core Department & Agencies	Core Department & Agencies
Contracted capital commitments at 31 March not otherwise included in these financial statements		
<i>[List separately]</i>		
Total		

9.2 Commitments under leases

Where material, departments should disclose commitments under leases

9.2.1 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
	Core Department & Agencies	Core Department & Agencies
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		

9.2.2 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
	Core Department & Agencies	Core Department & Agencies
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		

9.3 Commitments under PFI and other service concession arrangements

9.3.1 Off-balance sheet (SoFP)

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

- state what the contract is for and note that the property is not an asset of the Department [or name of agency, where appropriate];
- 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-1X: £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-1Y £000	201W-1X £000
	Core Department & Agencies	Core Department & Agencies
Not later than one year		
Later than one year and not later than five years		
Later than five years		

	201X-1Y £000	201W-1X £000
	Core Department & Agencies	Core Department & Agencies
Not later than one year		
Later than one year and not later than five year		
Later than five years		

10 Financial Instruments

ONLY where the Department is exposed to material financial instrument 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 Department holds financial instruments that are complex or play a significant role in the financial risk profile of the department. The headings in IFRS 7 should be used to the extent that they are relevant. Where the Department does not face significant financial risks, then it is sufficient to make a statement to that effect – similar to that below. (Given that all departments have financial instruments within the scope of IAS 32, silence is not an option.)

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

11 Investments and loans in other public sector bodies

	Ordinary Shares	Loans	Public Dividend Capital	Other investments	Total
	£000	£000	£000	£000	£000
Balance at 1 April 201W					
Additions					
Disposals					
Repayments and redemptions					
Interest capitalised					
Revaluations					
Impairments					
Balance at 31 March 201X					
Additions					
Disposals					
Repayments and redemptions					
Interest capitalised					
Revaluations					
Impairments					
Balance at 31 March 201Y					

Where applicable, the accounts should show here an analysis of investments and loans between those held by the core department and those held by agencies.

The department's share of public sector bodies accounted for as associates' assets, liabilities, revenue and net profit or loss is shown below:

	Share of holding	Assets	Liabilities	Revenue	Net profit or loss
	%	£000	£000	£000	£000
Associate 1					
Associate 2					
Balance at 31 March 201Y					

Where a department holds investments in non-public sector bodies or other financial instrument the significance of such instruments should be explained following the requirements of IFRS 7 and carrying values disclosed following the requirements of the FReM and IAS 32 and IAS 39 and within the IFRS 7 headings to the extent they are relevant.

12 Assets Held for Sale

Where material, departments should provide a note analysing movements in assets held for sale.

13 Inventories

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

	201X-1Y	201W-1X
	£000	£000
	Core Department & Agencies	Core Department & Agencies
Inventories [List separately]		

Inventories should be listed by appropriate classification (e.g., publications, medical supplies).

14 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	201W-1X
	£000	£000
	Core Department & Agencies	Core Department & Agencies
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		

15 Trade receivables, financial and other assets

	201X-1Y £000	201W-1X £000
	Core Department & Agencies	Core Department & Agencies
Amounts falling due within one year:		
Trade receivables		
Deposits and advances		
Other receivables		<i>Where material, other receivables should be analysed and any significant items disclosed separately</i>
Prepayments and accrued income		
Current part of PFI and other service concession arrangements prepayment		
Current part of NLF loan		
Amounts due from the Consolidated Fund in respect of supply		<i>See Consolidated Fund example 2 and 4</i>
<hr/>		
Amounts falling due after more than one year:		
Trade receivables		
Deposits and advances		
Other receivables		
Prepayments and accrued income		
<hr/>		
<hr/>		

16 Trade payables and other current liabilities

	201X-1Y £000	201W-1X £000
	Core Department & Agencies	Core Department & Agencies
Amounts falling due within one year		
VAT		
Other taxation and social security		
Trade payables		
Other payables		<i>Where material, 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 (SoFP)		
PFI contracts and other service concession arrangements		
Current part of NLF loans		
Amounts issued from the Consolidated Fund for supply but not spent at year end		<i>See Consolidated Fund example 1</i>

Consolidated Fund extra receipts due to be paid to the Consolidated Fund *See Consolidated Fund examples 5, 6, 7, 8, 9 and 10*

received

receivable

Amounts falling due after more than one year:

Other payables, accruals and deferred income

Finance leases

Imputed finance lease element of on-balance sheet (SoFP) PFI contracts and other service concession arrangements

NLF loans

17 Provisions for liabilities and charges

	201X-1Y			201W-1X		
	Core Department and Agencies			Core Department and Agencies		
	Early departure costs £000	Other £000	Total £000	Early departure costs £000	Other £000	Total £000
Balance at 1 April						
Provided in the year						
Provisions not required written back						
Provisions utilised in the year						
Borrowing Costs (unwinding of discounts)						
Balance at 31 March						

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

Analysis of expected timing of discounted flows

	201X-1Y			201W-1X		
	Core Department and Agencies			Core Department and Agencies		
	Early departure costs £000	Other £000	Total £000	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						

17.1 Early departure costs

The department [and its agencies *where appropriate*] meet[s] the additional costs of benefits beyond the normal [name of scheme] benefits in respect of employees who retire early by paying the required amounts annually to the [name of scheme] over the period between early departure and normal retirement date. The department [and its agencies *where appropriate*] provide[s] for this in full when the early retirement programme becomes binding by establishing a provision for the estimated payments discounted by the Treasury discount rate of [insert rate] per cent in real terms.

17.2 Other

Departments should give brief details of each of the other provisions: what they are, how the provision is calculated, the period over which expenditure is likely to be incurred; and the discount rate where the time value of money is significant.

18 Contingent liabilities

The Department has the following quantifiable contingent liabilities: [insert list with explanatory narrative].

The Department has entered into the following unquantifiable contingent liabilities [insert list of unquantifiable contingent liabilities]. Departments should give an explanation as to why the liabilities are unquantifiable and, should any of them relate to an agency, that fact should be noted].

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

Where the department has material quantifiable guarantees, indemnities and letters of comfort, these should be disclosed, including an explanation of movements where necessary.

	1 April 201X	Increase in year	Liabilities crystallised in year	Obligation expired in year	31 March 201Y	Amount reported to Assembly by departmental Minute
	£000	£000	£000	£000	£000	£000
Guarantees (listed)						
Indemnities (listed)						
Letters of Comfort (listed)						

19 Related-party transactions

The Department is the parent of its agencies (named if appropriate or a cross reference made to note 22) and sponsor of its non-departmental public bodies, trading funds and other public corporations. These bodies are regarded as related parties with which the Department has had [insert description, for example a small number of or various material transactions] during the year.

In addition, the Department has had [insert description, for example a small number of or various material transactions] with other government departments and other central government bodies.

No minister, board member, key manager or other related parties has undertaken any material transactions with the Department 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:

- 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;*
- 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*
- 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.

	31 March 201X £000	31 March 201Y £000
	Core Department & Agencies	Core Department & Agencies
Monetary assets such as bank balances and monies on deposit		
Listed securities		
Total		

Other significant assets held at the reporting period date to which it was not practical to ascribe monetary values comprised [insert details of any investments in unlisted non monetary financial assets and of physical assets].

[Disclosures as detailed above to follow]

21 Entities within the departmental boundary

The entities within the boundary during 201X–1Y were as follows:

List of entities analysed between:

- *Supply financed agencies*
- *Non-departmental public bodies (executive (rarely) and non-executive being listed under subheadings)*
- *Others*

[Drafting note: the note should also refer to where the annual reports and accounts (where appropriate) of the above bodies might be found - this could be a statement that the annual reports and accounts are published separately, or a link to the entity's website].

22 Events after the Reporting Period

Departments 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.

Date of authorisation for issue

The Accounting Officer authorised the issue of these financial statements on XX Month 201Y.