

## 200X–0Y Agency Pink: illustrative accounts

1. The illustrative accounts for “Agency Pink” (a fictitious agency) comprise:
  - a Statement of Comprehensive Net Expenditure;
  - b Statement of Financial Position;
  - c Statement of Cash Flows;
  - d Statement of Changes in Taxpayers’ Equity;
  - e Notes to the accounts.
2. The accounts are for illustration only and should only be followed as the circumstances of an individual agency dictate. The accounts do not show every line item which may be necessary in the circumstances of an individual agency.

## Statement of Comprehensive Net Expenditure

for the year ended 31 March 200Y

			200X-0Y £000	200W-0X £000
	Note	Staff Costs	Other Costs	Income
<b>Administration Costs:</b>				
Staff costs	2	<i>Staff costs</i>		<i>Staff costs</i>
Other administrative costs	3		<i>Other costs</i>	<i>Other costs</i>
Operating Income	5		<i>(Income)</i>	<i>(Income)</i>
<b>Programme Costs</b>				
Staff costs	2			
Programme costs	4			
Income	5			
		A	B	C
<b>Totals</b>				
<b>Net Operating Cost</b>			<i>This cell is the net total of A to C</i>	

## Other Comprehensive Expenditure

	200X-0Y £000	200W-0X £000
Note		
Net gain/(loss) on revaluation of Property Plant and Equipment		
Net gain/(loss) on revaluation of Intangibles		
Net gain/(loss) on revaluation of available for sales financial assets		
<b>Total Comprehensive Expenditure for the year ended 31 March 200Y</b>		

# Statement of Financial Position

as at 31 March 200Y

		200Y £000	200X £000
	<b>Note</b>		
<b>Non-current assets:</b>			
Property, plant and equipment	6		
Intangible assets	7	<i>Intangible</i>	<i>Intangible</i>
Financial Assets	8	<i>Investments</i>	<i>Investments</i>
<b>Total non-current assets</b>		<i>Total non-current assets (A)</i>	<i>Total non-current assets (A)</i>
<b>Current assets:</b>			
Assets classified as held for sale		<i>IFRS 5 disclosures should be provided as necessary</i>	<i>IFRS 5 disclosures should be provided as necessary</i>
Inventories	10	<i>Inventories</i>	<i>Inventories</i>
Trade and other receivables	11		
Other current assets			
Financial Assets	8		
Cash and cash equivalents	12	<i>Cash</i>	<i>Cash</i>
<b>Total current assets</b>		<i>Total current assets (B)</i>	<i>Total current assets (B)</i>
<b>Total assets</b>		<i>Total</i>	<i>Total</i>
<b>Current liabilities</b>			
Trade and other payables	13	<i>&lt; 1 year</i>	<i>&lt;1 year</i>
Financial Liabilities			
Other liabilities			
<b>Total current liabilities</b>		<i>Total current liabilities (C)</i>	<i>Total current liabilities (C)</i>
<b>Non-current assets plus/less net current assets/liabilities</b>		<i>Total (A+B-C)</i>	<i>Total (A+B-C)</i>
<b>Non-current liabilities</b>			
Provisions	14	<i>Provisions</i>	<i>Provisions</i>
Other payables		<i>&gt;1 year</i>	<i>&gt;1 year</i>
Financial Liabilities	8		
<b>Total non-current liabilities</b>		<i>Total non-current liabilities (D)</i>	<i>Total non-current liabilities (D)</i>
<b>Assets less liabilities</b>		<i>Total (A+B-C-D)</i>	<i>Total (A+B-C-D)</i>
<b>Taxpayers' equity:</b>			
General fund		<i>General</i>	<i>General</i>
Revaluation reserve		<i>Revaluation</i>	<i>Revaluation</i>
Donated asset reserve		<i>Donated assets</i>	<i>Donated assets</i>
<b>Total taxpayers' equity</b>		<i>Total</i>	<i>Total</i>

(Signed) ..... (Accounting Officer)

[date]

## Statement of Cash Flows

### for the year ended 31 March 200Y

		200X-0Y £000	200W-0X £000
	Note		
<b>Cash flows from operating activities</b>			
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>			
(Increase)/Decrease in Inventories			
Increase/(Decrease) in trade payables			
<i>less movements in payables relating to items not passing through the Statement of Comprehensive Net Expenditure</i>			
Use of provisions	14		
<b>Net cash outflow from operating activities</b>			
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	6		
Purchase of intangible assets	7		
Proceeds of disposal of property, plant and equipment			
Proceeds of disposal of intangibles			
Loans to other bodies			
(Repayments) from other bodies			
<b>Net cash outflow from investing activities</b>			
<b>Cash flows from financing activities</b>			
Loans received from the National Loans Fund			
Repayments of loans from the National Loans Fund			
Capital element of payments in respect of finance leases and on-balance sheet (SoFP) PFI and other service concession arrangements			
<b>Net financing</b>			
<b>Net increase/(decrease) in cash and cash equivalents in the period</b>			
<b>Cash and cash equivalents at the beginning of the period</b>	12		
<b>Cash and cash equivalents at the end of the period</b>	12		

## Consolidated Statement of Changes in Taxpayers' Equity

for the year ended 31 March 200Y

	Note	General Fund	Revaluation Reserve	Donated Asset Reserve	Government Grant Reserve	Total Reserves
		£000	£000	£000	£000	£000
<b>Balance at 31 March 200W</b>						
Changes in accounting policy						
<b>Restated balance at 1 April 200W</b>						
Net Parliamentary Funding – drawn down						
Net Parliamentary Funding – deemed						
Consolidated Fund Standing Services						
National Insurance Fund						
Supply payable/(receivable) adjustment						
Excess Vote – Prior Year						
CFERs payable to the Consolidated Fund						
Consolidated Fund Standing Services						
Comprehensive Expenditure for the Year						
Non-Cash Adjustments						
Non-cash charges – auditor's remuneration	3,4					
Movements in Reserves						
Additions						
Recognised in Statement of Comprehensive Expenditure						
Transfers between reserves						
<i>Note: the lines provided above represent those items most likely to be required by an 'average' agency. You should refer to IAS 1 (implementation guidance) for other entries that might be required.</i>						
					<i>Insert additional line entries as necessary to capture all transactions passing through reserves</i>	
<b>Balance at 31 March 0X</b>						
Net Parliamentary Funding – drawn down						
Net Parliamentary Funding – deemed						
Consolidated Fund Standing Services						
National Insurance Fund						
Supply payable/(receivable) adjustment						
Excess Vote – Prior Year						
CFERs payable to the Consolidated Fund						
Consolidated Fund Standing Services						
Comprehensive Expenditure for the						

Year

Non-Cash Adjustments

Non-cash charges – auditor’s remuneration 3,4

Movements in Reserves

Additions

Recognised in Statement of Comprehensive Expenditure

Transfers between reserves

*Note: the lines provided above represent those items most likely to be required by an ‘average’ agency. You should refer to IAS 1 (implementation guidance) for other entries that might be required.*

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*Insert additional line entries as necessary to capture all transactions passing through reserves*

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**Balance at 31 March 0Y**

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*Where not shown on the face of the Statement of Changes in Taxpayers Equity agencies should separately disclose the opening and closing element of the revaluation reserve that relates to intangibles detailing changes during the year.*

# Agency Pink – Annual Report and Accounts 200X-0Y

## Notes to the Agency's Accounts

### 1. Statement of accounting policies

These financial statements have been prepared in accordance with the 200X-0Y *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 Agency]* for the purpose of giving a true and fair view has been selected. The particular policies adopted by the *[insert name of Agency]* [for the reportable activity] are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

#### 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, inventories and certain financial assets and liabilities.

*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*
- *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)*
- *value added tax*
- *third party assets*

*Agencies must include the following notes in the appropriate place in the sequence.*

#### 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]*. *Drafting note: agencies might expand the note to reflect the definition as it is reflected in their own circumstances.*

#### 1.ab Pensions

Past and present employees are covered by the provisions of the *[name of the scheme]*. The defined benefit schemes are unfunded and are non-contributory except in respect of dependants' benefits. The agency 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 Agency recognises the contributions payable for the year.

### ***1.ac Contingent liabilities***

In addition to contingent liabilities disclosed in accordance with IAS 37, the agency discloses for parliamentary 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 Parliament in accordance with the requirements of *Managing Public Money* and *Government Accounting 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 Parliament separately noted. Contingent liabilities that are not required to be disclosed by IAS 37 are stated at the amounts reported to Parliament.

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

The agency provides disclosure 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 agency's financial statements.

## 2 Staff numbers and related costs

a. Staff costs comprise:

200W-0X £000				
	Total	Permanently employed staff	Others	Total
Wages and salaries				
Social security costs				
Other pension costs				
<b>Sub Total</b>				
Less recoveries in respect of outward secondments				
<b>Total net costs*</b>				

*NB: The following text is written in the context of membership of the Principal Civil Service Pension Scheme. 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, 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 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 Cabinet Office: Civil Superannuation ([www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk)).

For 200X-0Y, employers' contributions of £ 0,000,000 were payable to the PCSPS (200W-0X £0,000,000) at one of four rates in the range 0.0 to 0.0 per cent (200W-0X: 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 200[year]-0[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 (200W-0X £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 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 average number of whole-time equivalent persons employed during the year was as follows.

**200W-0X**

**Number**

	Total	Permanent staff	Others	Total
Directly Employed				
Other				

Staff engaged on capital projects \_\_\_\_\_

**Total** \_\_\_\_\_

## 2.1 Reporting of Civil Service and other compensation schemes - exit packages

(Illustrative note for inclusion in resource accounts)

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

1	Exit package cost band	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band
2	<£10,000			
3	£10,000 - £25,000			
5	£25,000 - £50,000			
6	£50,000 - £100,000			
7	£100,000- £150,000			
8	£150,000- £200,000			
9	Total number of exit packages by type			
10	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 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, for instance, ex-gratia payments agreed with the Treasury or scheme details where using another scheme. Other schemes are most likely to apply in NDPBs not listed in Schedule I to the Superannuation Act 1972 and may apply different statutory compensation terms]

## 3 Other Administrative Costs

200X-0Y  
£000200W-0X  
£000

### Note

The following expenditure items (if incurred) 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.

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 asset

*Where netted off expenditure within the Statement of Comprehensive Net Expenditure*

Loss on disposal of property, plant and equipment

Auditors' remuneration and expenses

Provision provided for in year 14

Unwinding of discount on provisions 14

*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'. That is not helpful to the reader of the accounts.*

**Total**

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

## 4 Programme Costs

200X-0Y

200W-0X

£000

£000

Note

*The following expenditure items (if incurred) 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.*

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 asset

*Where netted off expenditure within the Statement of Comprehensive Net Expenditure*

Loss on disposal of property, plant and equipment

Auditors' remuneration and expenses

Provision provided for in year 14

Unwinding of discount on provisions 14

*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'. That is not helpful to the reader of the accounts.*

**Total**

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## 5 Income

*Drafting note: this note analyses the Income recorded in the Statement of Comprehensive Net Expenditure.*

200X-0Y

200W-0X

£000

£000

Total

Total

Income source 1

*Income should be analysed by type (sales of services; sales of goods;*

Income source 2, etc

*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 (for example, releases from donated asset reserve) 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 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.*

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## 6 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
<b>Cost or valuation</b>							-	
At 1 April 200X								
Additions								
Donations								
Disposals								
Impairments								
Reclassifications								
Revaluations								
<b>At 31 March 200Y</b>								
<b>Depreciation</b>								
At 1 April 200X								
Charged in year								
Disposals								
Impairments								
Reclassifications								
Revaluations								
<b>At 31 March 200Y</b>								
<b>Net book value at 31 March 200X</b>								
<b>Net book value at 31 March 200Y</b>								
<b>Asset financing:</b>								
Owned								
Finance Leased								
On-balance sheet (SoFP) PFI and other service concession arrangements								
<b>Net book value at 31 March 200Y</b>								

### Notes

Insert here a note giving 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.

Insert here a note giving 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. 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
<b>Cost or valuation</b>							-	
At 1 April 200W								
Additions								
Donations								
Disposals								
Impairments								
Reclassifications								
Revaluations								
<b>At 31 March 200X</b>								
<b>Depreciation</b>								
At 1 April 200W								
Charged in year								
Disposals								
Impairments								
Reclassifications								
Revaluations								
<b>At 31 March 200X</b>								
<b>Net book value at 31 March 200W</b>								
<b>Net book value at 31 March 200X</b>								
<b>Asset financing:</b>								
Owned								
Finance								
Leased								
On-balance sheet (SoFP) PFI and other service concession arrangements								
<b>Net book value at 31 March 200X</b>								

## 7 Intangible assets

Intangible assets comprise *[insert type (for example, software licences)]*

	<b>Total £000</b>
<b>Cost or valuation</b>	
At 1 April 200X	
Additions	
Donations	
Disposals	
Impairments	
Revaluation	
<b>At 31 March 200Y</b>	
<b>Amortisation</b>	
At 1 April 200X	
Charged in year	
Disposals	
Impairments	
Revaluation	
<b>At 31 March 200Y</b>	
<b>Net book value at 31 March 200X</b>	
<b>Net book value at 31 March 200Y</b>	
 <b>Cost or valuation</b>	
At 1 April 200W	
Additions	
Donations	
Disposals	
Impairments	
Revaluation	
<b>At 31 March 200X</b>	
<b>Amortisation</b>	
At 1 April 200W	
Charged in year	
Disposals	
Impairments	
Revaluation	
<b>At 31 March 200X</b>	
<b>Net book value at 31 March 200W</b>	
<b>Net book value at 31 March 200X</b>	

## 8 Financial Instruments

As the cash requirements of Agency Pink 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 Agency's expected purchase and usage requirements and the Agency is therefore exposed to little credit, liquidity or market risk.

ONLY where the Agency is exposed to risk should the appropriate IFRS 7 disclosures be made: Disclosures should be given only where they are necessary because the Agency holds financial instruments that are complex or play a significant medium to long-term role in the financial risk profile of the Agency. In such cases Agencies 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 Agency does not face significant medium to long-term financial risks, then it is sufficient to make a statement to that effect – similar to that above. (Given that all Agencies have financial instruments within the scope of IAS 32, silence is not an option.).

## 9 Impairments

Agencies should insert here, if relevant, 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.

## 10 Inventories

	200X-0Y £000	200W-0X £000
Inventories		
	<i>Inventories should be listed by appropriate classification (e.g., publications, medical supplies).</i>	
	<hr/>	
	<hr/>	

## 11 Trade receivables and other current assets

	200X-0Y £000	200W-0X £000
<b>Amounts falling due within one year:</b>		
Trade receivables		
Deposits and advances		
Other receivables		
		<i>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		
	<hr/>	
	<hr/>	
	200X-0Y £000	200W-0X £000

### Amounts falling due after more than one year:

Trade receivables  
Deposits and advances  
Other receivables  
Prepayments and accrued Income

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Included within trade payables is £q,000 (200W-0X: £r,000) that will be due to the Consolidated Fund once the debts are collected.

## 12 Cash and cash equivalents

	200X-0Y £000	200W-0X £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:		
Office of HM Paymaster General		
Commercial banks and cash in hand		
Short term investments		
Balance at 31 March		

## 13 Trade payables and other current liabilities

	200X-0Y £000	200W-0X £000
<b>Amounts falling due within one year</b>		
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 (SoFP) PFI and other service concession arrangements		
Current part of NLF loans		
<b>Amounts falling due after more than one year:</b>		
Other payables, accruals and deferred Income		
Finance leases		
Imputed finance lease element of on-balance sheet (SoFP) PFI and other service concession arrangements		
NLF loans		

## 14 Provisions for liabilities and charges

	Early departure costs £000	Other £000	Total £000
Balance at 1 April 200X			
Provided in the year			
Provisions not required written back			
Provisions utilised in the year			
Unwinding of discount			
		<i>Key provisions should be analysed. Headings might include 'legal', 'nuclear decommis- -sioning' etc</i>	
Balance at 31 March 200Y			

### 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			
<b>Balance at 31 March 200Y</b>			

### 15.1 Early departure costs

The agency meets 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 agency provides 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.

### 15.2 Other

Agencies 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.

## 15 Capital commitments

	200X-0Y £000	200W-0X £000
Contracted capital commitments at 31 March 200Y not otherwise included in these accounts		
Property, plant and equipment		
Intangible assets		

## 16 Commitments under leases

### 16.1 Operating leases

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

	200X-0Y £000	200W-0X £000
<b>Obligations under operating leases for the following periods comprise:</b>		
Land		
Not later than one year		
Later than one year and not later than five years		
Later than five years		
<hr/>		
Buildings		
Not later than one year		
Later than one year and not later than five years		
Later than five years		
<hr/>		
Other:		
Not later than one year		
Later than one year and not later than five years		
Later than five years		
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### 16.2 Finance leases

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

	200X-0Y £000	200W-0X £000
<b>Obligations under finance leases for the following periods comprise:</b>		
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		
<hr/>		
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		
<hr/>		
	<b>200X-0Y £000</b>	<b>200W-0X £000</b>
<b>Present Value of obligations under finance leases for the following periods comprise:</b>		

Buildings

Not later than one year

Later than one year and not later than five years

Later than five years

Total Present Value of obligations

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Other

Not later than one year

Later than one year and not later than five years

Later than five years

Total Present Value of obligations

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## 17 Commitments under PFI and other service concession arrangements contracts

### 17.1 Off-balance sheet (SoFP)

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

- state what the contract is for and note that the property is not an asset of (agency);
- 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

	200X-0Y £000	200W-0X £000
<b>Obligations on balance Sheet (SoFP) Service Concessions for the following periods comprise</b>		
Not later than one year		
Later than one year and not later than five years		
Later than five years		

### 17.2 On-balance sheet (SoFP)

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

- state what the contract is for and note that, under IFRIC 12, the asset is treated as an asset of the agency;
- note that the substance of the contract is that the agency has a finance lease and that payments comprise two elements – imputed finance lease charges and service charges – and provide details of the imputed finance lease charges in the table below.

	200X-0Y £000	200W-0X £000
<b>Total obligations under on-balance sheet (SoFP) service concession arrangements for the following periods comprises:</b>		
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		

	200X-0Y £000	200W-0X £000
<b>Present Value of obligations under on balance sheet (SoFP) service concession arrangements for the following periods comprise:</b>		

Not later than one year	
Later than one year and not later than five years	
Later than five years	
Total Present Value of obligations	<hr/> <hr/>

### 17.3 Charge to the Statement of Comprehensive Net Expenditure and future commitments

The total amount charged in the Statement of Comprehensive Net Expenditure in respect of off-balance sheet (SoFP) PFI and other service concession arrangements transactions and the service element of on-balance sheet (SoFP) PFI and other service concession arrangements transactions was £s,000 (200W-0Y: £t,000); and the payments to which the agency is committed is as follows.

	200X-0Y £000	200W-0X £000
Not later than one year		
Later than one year and not later than five years		
Later than five years		
	<hr/> <hr/>	<hr/> <hr/>

## 18 Other financial commitments

The agency has entered into non-cancellable contracts (which are not leases or PFI and other service concession arrangements), for *[state what service is being provided to the agency,]*. The payments to which the agency is committed are as follows.

	200X-0Y £000	200W-0X £000
Not later than one year		
Later than one year and not later than five years		
Later than five years		
Less Interest		
Present value of obligations	<hr/> <hr/>	<hr/> <hr/>

## 19 Contingent liabilities disclosed under IAS 37

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

The Agency has entered into the following unquantifiable contingent liabilities by offering guarantees, indemnities or by giving letters of comfort. None of these is a contingent liability within the meaning of IAS 37 since the possibility of a transfer of economic benefit in settlement is too remote.

Statutory guarantees [listed]

Statutory indemnities [listed]

Letters of comfort [listed]

Agencies 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.

## 20 Losses and special payments

### 21(a) Losses Statement *(Drafting note: if any)*

	200X-0Y £000	200W-0X £000
<b>Total [Insert total number of cases and total amount]</b>		
<b>Details of cases over £250,000</b>		
<b>Cash losses</b>		
[List cases]		
<b>Claims abandoned</b>		
[List cases]		
<b>Administrative write-offs</b>		
[List cases]		
<b>Fruitless payments</b>		
[List cases]		
<b>Store Losses</b>		
[List payments]		

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

*Details of the individual cases should include where the loss (note 33(a)) or special payment (note 33(b)) arose.*

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

**21(b) Special Payments** *(Drafting note: if any)*

	200X-0Y £000	200W-0X £000
<b>Total [Insert total number of cases and total amount]</b>		
<b>Details of cases over £250,000</b>		
[List cases]		

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

**21(c) Other notes** *(Drafting note: if any)*

*The Agencies should insert relevant text.*

**21 Related-party transactions**

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

*In addition, the Agency 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 Agency during the year. [Drafting note: if there have been material transactions, they should be disclosed.]*

**22 Third-party assets**

*Where the or agency has third party assets as defined in the Financial Reporting Manual, a brief statement should be made here about the capacity in which the or agency acts that gives rise to these assets. The note should then go on to say: These are not agency assets and are not included in the accounts. The assets held at the reporting period date to which it was practical to ascribe monetary values comprised monetary assets, such as bank balances and monies on deposit, and listed securities. They are set out in the table immediately below.*

	31 March 200X £000	Gross inflows £000	Gross outflows £000	31 March 200Y £000
Monetary assets such as bank balances and monies on deposit				
Listed securities				

*Other significant assets held at the reporting period date to which it was not practical to ascribe monetary values comprised:*

*Any necessary details should be given of any investments in unlisted non monetary financial assets and of physical assets, the numbers of which should be disclosed in the following categories:*

	31 March 200Y Number	31 March 200X Number
Residential property		
Farms and other agricultural holdings		
Other property assets		
Motor vehicles, boats and caravans		
Chattels deemed of significant value:		
Works of art		
Antiques and collections		
Silverware and jewellery		
Other significant categories		
Miscellaneous		

*[Drafting note: the note should also refer to where any additional information might be found about the activities giving rise to the third party assets.]*

