

SUMMARY OF MAIN CHANGES – NDPB GREEN: ILLUSTRATIVE ACCOUNTS

Statement/ Note	Change	Reason
Note 19	Addition of narrative in relation to unquantifiable contingent liabilities	Correction of omission
Note 20.2	Add guidance notes for reporting special severance payments	To reflect changes in the 2014-15 FReM

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 NDPB Green: illustrative accounts

1. The illustrative accounts for “NDPB Green” (a fictitious Executive NDPB) 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 NDPB or Assembly Government Sponsored Body (AGSB) dictate. The accounts do not show every line item which may be necessary in the circumstances of an individual NDPB.

Statement of Comprehensive Net Expenditure

for the year ended 31 March 201Y

	Note	201X-1Y £000	201W-1X £000
Expenditure			
Staff costs	3		
Depreciation	4		
Other Expenditures	4		
Income			
Income from Activities	5		
Other Income	5		
Net Expenditure			
Interest payable/receivable	4,5		
Net Expenditure after interest			
<u>Other Comprehensive Net Expenditure</u>			
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 Intangibles	7		
Items that may be reclassified to net operating costs			
Net (gain)/loss on revaluation of available for sales financial assets	8		
Total Comprehensive Net Expenditure for the year ended 31 March 201Y			

Statement of Financial Position

as at 31 March 201Y

		201Y £000	201X £000
	Note		
Non-current assets:			
Property, plant and equipment	6		
Intangible assets	7	<i>Intangible</i>	<i>Intangible</i>
Financial Assets	8	<i>Investments</i>	<i>Investments</i>
Total non-current assets		<u>Total non-current assets (A)</u>	<u>Total non-current assets (A)</u>
Current assets:			
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	<i>Receivable within 12 months</i>	
Cash and cash equivalents	12	<i>Cash</i>	<i>Cash</i>
Total current assets		<u>Total current assets (B)</u>	<u>Total current assets (B)</u>
Total assets		<u>Total</u>	<u>Total</u>
Current liabilities			
Trade and other payables	13	<i>< 1 year</i>	<i><1 year</i>
Financial Liabilities	8		
Provisions	14	<i>Provisions</i>	<i>Provisions</i>
Other liabilities			
Total current liabilities		<u>Total current liabilities (C)</u>	<u>Total current liabilities (C)</u>
Non-current assets plus/less net current assets/liabilities		<u>Total (A+B-C)</u>	<u>Total (A+B-C)</u>
Non-current liabilities			
Provisions	14	<i>Provisions</i>	<i>Provisions</i>
Pension Liabilities			
Other payables		<i>>1 year</i>	<i>>1 year</i>
Financial Liabilities	8		
Total non-current liabilities		<u>Total non-current liabilities (D)</u>	<u>Total non-current liabilities (D)</u>
Total assets less liabilities		<u>Total (A+B-C-D)</u>	<u>Total (A+B-C-D)</u>
Taxpayers' equity			
Revaluation reserve		<i>Revaluation</i>	<i>Revaluation</i>
General reserve		<i>Grants from sponsor</i>	<i>Grants from sponsor</i>
Other reserves (eg charitable funds)			
		<u>Total</u>	<u>Total</u>

The financial statements on pages x to y were approved by the Board on [date] and were signed on its behalf by;

(Signed) (Chairman/Chief Executive)
[date]

Statement of Cash Flows

for the year ended 31 March 201Y

		201X-1Y £000	201W-1X £000
	Note		
Cash flows from operating activities			
Net Surplus after interest			
Adjustments for non-cash transactions	4		
(Increase)/Decrease in trade and other receivables			
<i>less movements in receivables relating to items not passing through the Net Expenditure account</i>			
(Increase)/Decrease in Inventories			
Increase/(Decrease) in trade and other payables			
<i>less movements in payables relating to items not passing through the Net Expenditure account</i>			
Use of provisions	14		
Net cash outflow from operating activities			
Cash flows from investing activities			
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			
Net cash outflow from investing activities			
Cash flows from financing activities			
Grants from sponsoring department			
Capital element of payments in respect of finance leases and on-balance sheet (SoFP) PFI (and other service concession) contracts			
Net financing			
Net increase/(decrease) in cash and cash equivalents in the period			
Cash and cash equivalents at the beginning of the period	12		
Cash and cash equivalents at the end of the period	12		

Statement of Changes in Taxpayers' Equity

for the year ended 31 March 201Y

	Note	Capital Reserve	Revaluation Reserve	SoCNE Reserve	Other Reserves (eg charitable funds)	Total Reserves
		£000	£000	£000	£000	£000
Balance at 31 March 201W						
Changes in accounting policy						
Restated balance at 1 April 201W						
Changes in Taxpayers' Equity 201W-1X						
Grants from Sponsoring Entity						
Transfers between reserves						
Comprehensive Expenditure for the year						
Balance at 31 March 201X						
Changes in taxpayers' equity for 201X-1Y						
Grants from Sponsoring Entity						
Transfers between reserves						
Comprehensive Expenditure for the year						
Balance at 31 March 201Y						

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

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

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

Notes to the NDPB's Accounts

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 NDPB*] for the purpose of giving a true and fair view has been selected. The particular policies adopted by the [*insert name of NDPB*] [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 property, plant and equipment, intangible assets and inventories.

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 receivables*
- *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*

NDPBs must include the following notes where material and should tailor them to the NDPB's circumstances.

1.aa Pensions

Past and present employees are covered by the provisions of the [name of the scheme]. *Details of Scheme here.*

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.ab Contingent liabilities

In addition to contingent liabilities disclosed in accordance with IAS 37, the NDPB 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.ac Impending application of newly issued accounting standards not yet effective

Where material, the NDPB 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 NDPB'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 NDPB's activities;
- any differences between information in the statement of operating costs by operating segment and primary financial statements;
- the basis of accounting for any transactions between reportable segments;
- changes from prior year segment identification methods; and
- reliance on major customers.

	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*								

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

NDPBs should also provide reconciliations of:

- The total of the reportable segments' net expenditure to total net expenditure per the 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 the 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 the 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 the Consolidated Statement of Financial Position		

3. Staff numbers and related costs

Staff costs comprise:

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

Details of the NDPB's pension scheme details as required by IAS 19 should be provided here.

Average number of persons employed

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

Number	201X-1Y		201W-1X	
	Permanent staff	Others	Total	Total
Directly Employed				
Other				
Staff engaged on capital projects				
Total				

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

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

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

Redundancy and other departure costs have been paid in accordance with the provisions of the Civil Service Compensation Scheme, a statutory scheme made under the Superannuation Act 1972. Exit costs are accounted for in full in the year of departure. Where the 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]

4. Other Expenditure

	201X-1Y	201W-1X
	£000	£000
Note		
<i>The following expenditure items (if material) must be listed individually within this note, although not necessarily in this order. Best practice suggests that the items are presented in descending order of magnitude.</i>		
Running Costs		
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		<i>Where netted off expenditure within the Statement of Comprehensive Net Expenditure</i>
Loss on disposal of property, plant and equipment		
Provision provided for in year	14	
Cost of borrowing of provisions (Unwinding of discount on provisions)	14	
<i>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'.</i>		
Total		

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

5. Income

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

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

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

5.1 Consolidated Fund Income

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

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

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

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

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

6. Property, plant and equipment

201X-1Y	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 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								

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

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

NDPBs should disclose the names and qualifications of the valuers of any assets, what assets they valued, and the date on which 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	Buildings	Dwellings	Information Technology	Plant & Machinery	Furniture & Fittings	Payments on Account & Assets under Construction	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Cost or valuation							-	
At 1 April 201W								
Additions								
Donations								
Disposals								
Impairments								
Reclassifications								
Revaluations								
At 31 March 201X								
Depreciation								
At 1 April 201W								
Charged in year								
Disposals								
Impairments								
Reclassifications								
Revaluations								
At 31 March 201X								
Carrying amount at 31 March 201W								
Carrying amount at 31 March 201X								
Asset financing:								
Owned								
Finance Leased								
On-balance sheet (SoFP) PFI (and other service concession arrangements) contracts								
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									

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

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

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									

8. Financial Instruments

ONLY where the NDPB is exposed to risk should the appropriate IFRS 7 disclosures be made: Disclosures should be given only where they are necessary because the NDPB holds financial instruments that are complex or play a significant medium to long-term role in the financial risk profile of the NDPB. In such cases NDPBs should explain the significance of such instruments as required by IFRS 7 and disclose the carrying values following the requirements of the FReM and IAS 32 and IAS 39 and within the IFRS 7 headings to the extent they are relevant. Where the NDPB does not face significant medium to long-term financial risks, then it is sufficient to make a statement to that effect – similar to that above. (Given that all NDPBs have financial instruments within the scope of IAS 32, silence is not an option.).

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

9. Impairments

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

10. Inventories

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

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

11. Trade receivables and other current assets

	201X-1Y £000	201W-1X £000
Amounts falling due within one year:		
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		
Amounts falling due after more than one year:		
Trade receivables		
Deposits and advances		
Other receivables		
Prepayments and accrued Income		

11.1 Intra-Government Balances

	Amounts falling due within one year £000		Amounts falling due after more than one year £000	
	201X-1Y	201W-1X	201X-1Y	201W-1X
Balances with other central government bodies				
Balances with local authorities				
Balances with NHS Bodies				
Balances with public corporations and trading funds				
<i>Subtotal:</i> intra-government balances				
Balances with bodies external to government				
Total receivables at 31 March				

This table should analyse the debtors shown in the Statement of Financial Position between the categories shown.

12. Cash and cash equivalents

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

13. Trade payables and other current liabilities

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

13.1 Intra-Government Balances

	Amounts falling due within one year £000		Amounts falling due after more than one year £000	
	201X-1Y	201W-1X	201X-1Y	201W-1X
Balances with other central government bodies				
Balances with local authorities				
Balances with NHS bodies				
Balances with public corporations and trading funds				

This table should analyse the payables shown in the Statement of Financial Position between the categories shown.

Subtotal: intra-government balances

Balances with bodies external to government

Total payables at 31 March

14. Provisions for liabilities and charges

201X-1Y	Provision 1 £000	Other £000	Total £000
Balance at 1 April 201X		<i>Key provisions should be analysed.</i>	
Provided in the year		<i>Headings might include 'legal', 'nuclear decommissioning' etc</i>	
Provisions not required written back			
Provisions utilised in the year			
Cost of borrowing (Unwinding of discount)			
Balance at 31 March 201Y			

Analysis of expected timing of discounted flows

	Provision 1 £000	Other £000	Total £000
Not later than one year			
Later than one year and not later than five years			
Later than five years			
Balance at 31 March 201Y			

201W-1X	Provision 1 £000	Other £000	Total £000
Balance at 1 April 201W		<i>Key provisions should be analysed.</i>	
Provided in the year		<i>Headings might include 'legal', 'nuclear decommissioning' etc</i>	
Provisions not required written back			
Provisions utilised in the year			
Cost of borrowing (Unwinding of discount)			
Balance at 31 March 201X			

Analysis of expected timing of discounted flows

	Provision 1	Other	Total
	£000	£000	£000
Not later than one year			
Later than one year and not later than five years			
Later than five years			
Balance at 31 March 201X			

NDPBs 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

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

16. Commitments under leases

Where material, NDPBs should disclose 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.

	201X-1Y	201W-1X
	£000	£000
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		

16.2 Finance leases

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
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		

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

17.1 Off-balance sheet (SoFP)

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

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

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
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 arrangement) 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 NDPB;
- note that the substance of the contract is that the NDPB 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.

Details of the imputed finance lease charges are given in the table below for each of the following periods.

	201X-1Y £000	201W-1X £000
Rentals due within one year		
Rentals due later than one year and not later than five years		
Rentals due later than five years		
Less interest element		
Present value of obligations		

Details of the minimum service charge are given in the table below for each of the following periods.

	201X-1Y £000	201W-1X £000
Service charge due within one year		
Service charge due later than one year and not later than five years		
Service charge due later than five years		
Total		

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 (201W-1Y: £t,000); and the payments to which the NDPB is committed is as follows.

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

18. Other financial commitments

The NDPB 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 NDPB]*. The total payments to which the NDPB is committed are as follows *[NDPBs may decide that this disclosure is not necessary if the totals can be easily identified by a reader from the notes above]*:

	201X-1Y £000	201W-1X £000
Not later than one year		
Later than one year and not later than five years		
Later than five years		
Present value of obligations		

19. Contingent liabilities disclosed under IAS 37

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

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

In addition to contingent liabilities reported within the meaning of IAS37, the NDPB also reports liabilities for which the likelihood of a transfer of economic benefit in settlement is too remote to meet the definition of contingent liability [insert list with explanatory narrative].

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

20. Losses and special payments

20.1 Losses Statement

NDPBs 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	201W-1X £000
Total number of losses		
Total value of losses (£000)		
Details of losses over £250,000		
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>		

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

Details of the individual cases should include the name of the entity where the loss (note 20.1) or special payment (note 20.2) arose.

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

20.2 Special Payments

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

	201X-1Y £000	201W-1X £000
Total number of special payments		
Total value of special payments (£000)		
Details of special payments over £250,000		
<i>[List cases]</i>		

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

20.3 Other payments

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

21. Related-party transactions

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

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

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

22. Third-party assets

Where the NDPB has third party assets as defined in the Financial Reporting Manual, a brief statement should be made here about the capacity in which the NDPB acts that gives rise to these assets. The note should then go on to say: These are not NDPB 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 201X £000	Gross inflows £000	Gross outflows £000	31 March 201Y £000
Monetary assets such as bank balances and monies on deposit				
Listed securities				
Other				
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]*.

23. Events after the Reporting Period

The NDPB should disclose details of any events between the end of the reporting period and the date the financial statements are authorised for issue distinguishing between adjusting and non-adjusting events as defined in IAS10.

Date of authorisation for issue

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