



Scottish Funding Council  
Comhairle Maoineachaidh na h-Alba

**SFC GUIDANCE**

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# Accounts Direction for Scotland's Universities 2025–26 Guidance Notes



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# Accounts Direction for Scotland's Universities 2025–26: Guidance Notes

## Introduction

1. These guidance notes supplement the Scottish Funding Council's (SFC) Accounts Direction and are intended to support consistent reporting across the university sector. They assume familiarity with the accounting framework and disclosure requirements set out in the Accounts Direction.
2. This guidance covers key disclosures in the financial statements, including model disclosure notes.
3. Model financial statements are available on the BUFDG website ([www.bufdg.ac.uk](http://www.bufdg.ac.uk)).

## Example disclosures

### SFC Funding

4. The note analysing SFC grants should provide sufficient information to allow the reader to understand the major types of grant received from SFC. **Annex A** contains a model note which universities should adopt as far as possible.
5. Any significant one-off or ring-fenced grants should be identified on a separate line. Whilst smaller grants may be grouped together under the heading "other", this should not represent a significant portion (i.e. more than 20%) of the total grants received.

### Tuition Fees and Education Contracts

6. Universities should analyse tuition fees and education contracts in accordance with the model notes given in **Annex B**.

### Staff Costs

7. For consistency and clarity, the headings shown in the staff costs note should be analysed as shown in **Annex C**. As in previous years, agency staff costs should be included as a separate line under 'Other operating expenses'.

### Remuneration Disclosures

8. New requirements have been set out in the Accounts Direction. An example table has been included in **Annex D**. This includes the additional reporting requirements outlined in paragraph 29 of the Accounts Direction.

## Additional Guidance

### Student Support Funds

9. Certain student support funds are administered by universities as agent and should therefore be excluded from the Statement of Comprehensive Income (SOI).
10. What constitutes an agency arrangement will depend upon each individual fund's specific characteristics. However, the following can be considered to be agency arrangements:
  - Higher education childcare funds.
  - Higher education discretionary funds.
11. These funds should be excluded from SOI and the movements disclosed in a note to the accounts. To ensure comparability between universities, universities should use the standard note included at **Annex E**.
12. The funds that universities receive to offset the administration costs of operating HE student support funds should be included within the university's own SOI.
13. Any in year re-distributions agreed by SFC should also be reflected in the notes. Amounts to be recovered should be identified as repayable to SFC or other body in the student support fund note.
14. Universities should have in place systems which minimise incorrect payments of student support funds. However, where there has been overpayment for any reason and funds are recovered these should be credited to the fund balance at the time of recovery. The administrative costs of recovering these overpayments, in line with other administrative costs relating to student support fund payments, should be met from core funds.

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## Annex A: Model Note – SFC Income

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	2025–26 £'000	2024–25 £'000
General Fund – Teaching		
General Fund – Research and Innovation		
Capital grants received in year		
Deferred capital grants		
Strategic funding		
Capital maintenance grants		
Grants for FE provision		
Ring-fenced grants funded by Scottish Government		
<b>Total</b>		

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## Annex B: Model Note – Tuition Fees and Education Contracts

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	2025–26 £'000	2024–25 £'000
Scotland home domicile fees		
EU domicile fees		
RUK domicile fees		
Non-EU domicile fees		
Non-credit bearing course fees		
Education contracts		
Other contracts		
<b>Total</b>		

## Annex C: Model Note – Staff Numbers and Costs

### Staff Numbers

	2025–26 Number	2024–25 Number
Academic / Teaching departments		
Academic / Teaching support services		
Research grants and contracts		
Administration and central services		
Premises		
Other income generating activities		
Other expenditure		
Catering and residences		
<b>Total</b>		

### Staff Costs

	2025–26 £'000	2024–25 £'000
Academic / Teaching departments		
Academic / Teaching support services		
Research grants and contracts		
Administration and central services		
Premises		
Other income generating activities		
Other expenditure		

Catering and residences
Movement on pension provision
<b>Sub-total</b>
Exceptional restructuring costs
<b>Total</b>

### Staff Costs (Continued)

	2025–26 £'000	2024–25 £'000
Salaries		
Social security costs		
Pension contributions paid		
Pension net service cost		
Movement on pension provision		
<b>Sub-total</b>		
Exceptional restructuring costs		
<b>Total staff costs</b>		

## Annex D: Template for Remuneration Disclosure

	2025–26 £'000	2024–25 £'000	Change %
Range of workforce remuneration			
%age change in salary and allowances for employees as a whole			
Highest paid official remuneration			
Performance pay/bonus for highest paid director (disclose for employees as a whole where applicable)			
Minimum pay			
<b>Median</b> (total pay and benefits)			
<b>Median</b> (salary only)			
Ratio			
<b>5th percentile</b> (total pay and benefits)			
5th percentile (salary only)			
Ratio			
<b>25th percentile</b> (total pay and benefits)			
25th percentile (salary only)			
Ratio			
<b>75th percentile</b> (total pay and benefits)			
75th percentile (salary only)			
Ratio			
<b>95th percentile</b> (total pay and benefits)			

95th percentile (salary only)

Ratio

Explanation of changes

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## Annex E: Model Note – HE Student Support Funds

	2025–26	2025–26	2025–26	2025– 26	2024– 25
	HE Childcare £'000	HE Discretionary £'000	Other £'000	Total £'000	Total £'000
<b>Balance b/fwd</b>					
Allocation received in year					
Expenditure					
Repaid (recovery of funds)					
Contribution to funds					
<b>Balance c/fwd</b>					
Repayable (recovery of funds)					
Retained by institution for students					