



# SFC Guidance

## **Detailed notes for guidance on completion of 2018-19 financial statements**

### **Introduction**

1. These guidance notes are designed to supplement the Council's Accounts Direction.
2. The guidance has been prepared with a view to improving the quality and consistency of financial reporting throughout the higher education sector.
3. The contents section below provides a list of the headings for which detailed guidance has been prepared. This covers key disclosures in the financial statements, including model disclosure notes.

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## **General**

1. The Statement of Recommended Practice for Further and Higher Education (SORP) was issued in March 2014 and is effective for accounting periods beginning on or after 1 January 2015. The SORP reflects the changes to UK Generally Accepted Accounting Practice following the issue of FRS 100, 101 and 102. A copy of the SORP and supporting materials can be found on the [BUFDG website](#).
2. Model financial statements are available on the BUFDG website.
3. As noted in the SORP, universities must apply all requirements under FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', relevant legislation and accounts direction from Funding Bodies applicable to the institution.
4. A new SORP ("the 2019 SORP") was issued in October 2018 and this must be adopted for accounting periods beginning on or after 1 January 2019 and thereafter. Early adoption is permitted as described in Section 27 ('Transition to the 2019 SORP') of the 2019 SORP and, if institutions decide to implement early adoption of the 2019 SORP, they should disclose this in the 2018-19 financial statements.

## **SFC funding**

5. The note analysing funding council grants should provide sufficient information to allow the reader to understand the major types of grant received from each funding body. Annex A contains a model note which universities should adopt as far as possible.
6. 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 of the total grants received.

## **Tuition fees and education contracts**

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

## **Student support funds**

8. Paragraph 16.9 of the SORP states that "Where the institution disburses funds it has received as paying agent on behalf of a funding body or other body, and has no beneficial interest or risks related to the receipt and subsequent disbursement of the funds, these funds should be excluded from the Statement of Comprehensive Income of the institution."

9. What constitutes an agency arrangement will depend upon each individual fund and its own individual characteristics. However, the following can be considered to be agency arrangements:
  - Higher education childcare funds.
  - Higher education discretionary funds.
10. Accordingly, these should be excluded from the Statement of Comprehensive Income and the movements disclosed in a note to the accounts.
11. The funds that universities receive to offset the administration costs of operating HE student support funds should be included within the university's own Statement of Comprehensive Income.
12. Any in year re-distributions agreed by the Council should also be reflected in the notes. Amounts to be clawed back should be identified as repayable to funding council or other body in the student support fund note. An example note is included at Annex C.
13. 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 university funds.

#### **Staff costs**

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

**Model note: SFC income**

	<b>2018-19 £'000</b>	<b>2017-18 £'000</b>
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>		

**Model note: Tuition fees and education contracts**

	<b>2018-19 £'000</b>	<b>2017-18 £'000</b>
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>		

**Model note: HE student support funds**

	2018-19	2018-19	2018-19	2018-19	2017-18
	HE Childcare £'000	HE Discretionary £'000	Other £'000	Total £'000	Total £'000
<b>Balance b/fwd</b>					
Allocation received in year					
Expenditure					
Repaid as clawback					
Contribution to funds					
<b>Balance c/fwd</b>					
Repayable as clawback					
Retained by institution for students					

**Model note: Staff numbers and staff costs****Staff numbers**

	<b>Year ended 31 July 2019 Number</b>	<b>Year ended 31 July 2018 Number</b>
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**

	<b>Year ended 31 July 2019 £'000</b>	<b>Year ended 31 July 2018 £'000</b>
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 (contd)**

**Annex D**

	<b>Year ended 31 July 2019 £'000</b>	<b>Year ended 31 July 2018 £'000</b>
Salaries		
Social security costs		
Pension contributions paid		
Pension net service cost		
Movement on USS provision		
<b>Sub-total</b>		
Exceptional restructuring costs		
<b>Total staff costs</b>		