

2023-24 Local Financial Returns (LFRs)

Guidance Notes

July 2024

Version 2

Version Control

Version	Date	LFR	Change
2	11 July 2024	<u>LFR 01 - ELC</u>	For local authorities that do not have any expenditure on pre-primary education outwith the 1140 hours ELC offer, the expenditure figures for Column D should only be different from Column C by the Scottish Milk and Healthy Snack Scheme (SMHSS) and any discretionary provision.

Contents

1.	What's new in LFR 2023-24?	3
2.	General Notes	6
3.	LFR A0: Statutory Accounts and Funding	10
4.	LFR 23: Reserves	16
5.	LFR CR: Capital Return	20
6.	LFR 00: Subjective Analysis by Service	30
7.	LFR 01: Education	39
8.	LFR 01 - ELC: Early Learning and Childcare	45
9.	LFR 02: Culture and Related Services	46
10.	LFR 03: Social Work	48
11.	LFR 05: Roads and Transport	55
12.	LFR 06: Environmental Services	57
13.	LFR 07: Building, Planning and Development	58
14.	LFR 09: Central Services	59
15.	LFR 20: Non-HRA Housing	61
16.	LFR 12: Council Tax Income Account	62
17.	LFR SS: Support Services	65
18.	LFR SC: Adult Social Care: Supplementary data by client group	68
19.	LFR 24: Pension Funds	69
20.	Annex A: Usable Reserves as in LFR 23	73
21.	Annex B: List of COVID-19 Specific Grants	74
22.	Annex C: List of Agency Grants to be Excluded	75

1. What's new in LFR 2023-24?

1.1 What changes have been made to the return?

- Changes have only been made to **LFR 23**. Improved guidance for the worksheet for Early Learning and Childcare has also been added (**LFR 01 – ELC**). All other LFRs are unchanged from 2022-23. The changes that have been made are as follows:

LFR 23	<p>New lines have been added to record:</p> <ul style="list-style-type: none">• Reserves arising from Service Concessions flexibility• Reserves arising from Loans Fund review• The split of General Fund reserves into statutory and non-statutory funds. <p>Please see the guidance here for more information.</p>
LFR 01 - ELC Early Learning & Childcare	<p>Improved guidance has been included in section 8.</p>
Local Government Benchmarking Framework Return (Councils Only)	<p>To make things easier for Councils, we've added an LGBF worksheet which auto-completes with the correct cells.</p> <p>Please use this sheet to help you complete the Local Government Benchmarking Framework return. You'll still need to submit these figures directly to the Improvement Service.</p> <p>Note: The last seven cells, covering Financial Sustainability, have not been calculated.</p>

Some minor changes have been made to validation rules to improve the process. These include:

- In **LFR CR, C87**, Long-term liabilities – Pensions, assets can now be entered as a positive figure without triggering a wrong sign error.
- In **LFR 01, line 66 onwards**, school meals data is validated against last year's information.

1.2 What do the shaded colours in the return mean?

We are aware that data validation rules can be easily bypassed. To help with this we have included two new checks to ensure that figures entered have the correct sign.

- Data entry cells are colour coded as below to indicate whether they should have a positive, negative or any number in them. These are as follows:

Data to be entered: value must be positive or zero
Data to be entered: value must be negative or zero
Data to be entered: value can be positive, negative or zero.

- An incorrectly filled cell may trigger a data validation pop-up and it **will** trigger a wrong signage error.

LFR A0: Statutory Accounts and Funding Basis 2022-23

Return to: [Front Page](#)

Choose your authority

Please enter expenditure as a positive number and income as a negative number throughout.

Failed validation checks: 0 Complete? No Wrong Signage **1**

	Statutory Annual Accounts				Funding Basis		
	General Fund	HRA	Harbour	Total	General Fund	HRA	Harbour
Comprehensive Income and Expenditure Statement							
Gross Expenditure	-400			-400	-400	0	0
Gross Income				0	0	0	0
Net Cost of Services	-400	0	0	-400	-400	0	0
Other Operating Expenditure							
Gain (-) / loss (+) on derecognition or disposal of assets				0			
Assets held for sale - costs to sell / impairment loss / revaluation loss				0			
Requisition expenditure to VJBs / RTPs – Councils only				0			
Other operating expenditure chargeable to the General Fund / HRA (please provide an explanation)				0	0	0	0
Other Operating Expenditure	0	0	0	0	0	0	0
Financing and Investment Income and Expenditure							
Interest paid - Borrowing				0	0	0	0
Interest paid - Service concession arrangement				0	0	0	0
Interest paid - Finance leases				0	0	0	0
Interest paid - Premiums / discounts from the refinancing of debt				0	0	0	0
Treasury management costs				0	0	0	0
Statutory Adjustment re Financial Instruments				0	0	0	0

- If you're not sure which cell has triggered the wrong signage error, scroll to columns AC onwards. You'll see a fail in the relevant cell. Track back along the row to find the cell at fault (in this case it was on row 10 – Gross Expenditure).

Wrong Signage **1**

	Funding Basis			Accounting Standards & Statutory Adjustments				
	HRA	Harbour	Total	General Fund	HRA	Harbour	Total	
0	0	0	-400	0	0	0	0	FAIL
0	0	0	0					PASS
0	0	0	-400	0	0	0	0	PASS
				0	0	0	0	PASS
				0	0	0	0	PASS
0	0	0	0					PASS
0	0	0	0					PASS
0	0	0	0					PASS
0	0	0	0					PASS
0	0	0	0					PASS
0	0	0	0	0	0	0	0	PASS

2. General Notes

The following points should be applied throughout the return:

- Figures representing **expenditure** (debit amounts) should be entered as **positive** values and figures representing **income** (credit amounts) should be entered as **negative** values. For example, a surplus on the Income and Expenditure Account will be a negative value, whereas a deficit will be recorded as a positive value. All useable reserves balances (opening and closing) will be negative values.
- All figures should be **entered in £ thousands**, unless otherwise specified, and **rounded to the nearest whole number**.
- Figures should be based on authorities' **audited accounts**.
- The **additional information** sections of individual returns should be completed on a funding basis unless otherwise stated.

This return is closely aligned with SeRCOP - Recommended Standard Subjective Analysis and the Code of Practice on Local Authority Accounting. To avoid duplication, this guidance often refers directly to the SeRCOP guidance. Local authorities should refer to both sets of guidance when completing the return to ensure that the returns are completed consistently, so that valid and reliable figures for Scotland can be obtained.

2.1 Completing the Return

All of the LFRs, with the exception of LFR 24, are completed in a single workbook. The forms are linked together allowing easy navigation between forms that ask for related information. The front page collects contact details for each LFR and the certification from the Director of Finance.

As in past years, not all LFRs are required from all authorities. Once you select your local authority from the drop-down list on the front page, the tabs you are required to fill in are then highlighted. To ensure the LFR figures reconcile to the local authorities' accounts, authorities are advised to **complete LFR A0 first, followed by LFR 23**. LFR 00 should also be completed **before** service-level LFRs to ensure control totals have been populated.

Cell H3 in each return is a drop-down box allowing respondents to mark individual returns as complete. This can be used to aid authorities when LFRs are being completed by a number of different staff members. Their use is entirely optional.

Completed returns should be emailed to the [LGF Stats Mailbox](#) **by no later than Friday 25th October 2024**. Where possible, copies of local authorities' audited annual accounts will be sourced from local authorities' websites. However, you may be required to provide a copy of your accounts where it has not been possible for a copy to be downloaded.

Should you have **any queries** on the LFRs, please email the [LGF Stats Mailbox](#).

2.2 Colour Coding and Automatic Validation Checks

The following colour coding has been applied to the return:

Data to be entered: value must be positive or zero

Data to be entered: value must be negative or zero

Data to be entered: value can be positive, negative or zero.

Light grey cells: data has been **automatically** populated, either from another cell in the return or from prior years' data. If the cause of an error is not clear, it may be because a different part of the return needs to be completed first.

Light blue cells: subtotals

Dark blue cells: totals

Red cells: an automatic validation check has been flagged. Details of the broad types of validation checks are noted below.

Types of validation checks:

1. **Control Totals** compare totals in service-level LFRs against corresponding cells in LFRs A0, CR and 00. These checks are flagged when a figure does not match its control total, i.e. the difference column does **not** equal zero.
2. **Pass / Fail validation checks** test the figure entered against a specific set of validation criteria, for example ensuring figures sum to the appropriate total or the correct signage has been used.
3. **Comparison to prior years' data** are applied to gross expenditure and income on a funding basis, and net revenue expenditure in Rows 28 to 31 of the service-level LFRs. Significant changes (those over £500k **and** 10%) will be flagged red and explanations for these changes should be provided in the relevant comments box.

A '**Failed Validation Check**' count is shown in Cell E3 of each LFR, and in Column F on the 'Front Page' tab, to assist tracking of checks across the workbook. The count reflects the total number of validation checks of Type 1 and 2, as above, that have **failed** within each LFR. Please ensure that all relevant data has been entered before attempting to address an error. Return containing failed validation checks will **not** be accepted and will be returned to the local authority for review.

This return also contains **cell specific validation** to ensure figures are entered as whole numbers and with the correct signage.

2.3 General Subjective Analysis Guidance

The Subjective Analysis used throughout the LFRs is based upon CIPFA's SeRCOP – Recommended Standard Subjective Analysis. This document only provides guidance where the LFRs deviate from SeRCOP. Local authorities should refer to

CIPFA's SeRCOP Service Expenditure Analysis for Scotland for more detailed guidance on the service expenditure analysis required in the LFRs.

Revenue Contributions to Capital (RCC): RCC reflects capital expenditure on capital assets which was met directly from the service revenue within the current year. It equates to capital funded from current revenue. Include any capital expenditure charged to revenue for PPP / PFI schemes.

RCC is no longer included in the LFR gross expenditure calculation, but is accounted for in the statutory adjustments in LFR A0. However, RCC is still used in some measures of gross expenditure, such as for the Local Government Benchmarking Framework (LGBF). Therefore, RCC is still required at service level (Row 77 of LFR 00) and for specified subservices (Row 36 of LFRs 01, 02, 03, 05, 06 and 07).

Third Party Capital Projects funded from Capital Grant: Subject to the conditions set out in any capital grant, a local authority may be able to fund third party capital expenditure, either through direct expenditure or the provision of a grant. Third party capital expenditure includes that of other local authorities.

The amount paid out to fund third party capital projects should be treated as service expenditure and recorded in LFR 00, Row 32.

The amount of capital grant received **in year** that was used to fund third party capital projects should be treated as service income and recorded in LFR 00, Rows 49 & 50 as appropriate.

Any capital grant unapplied from prior years that has been used to fund third party capital projects in the current year should be treated as a statutory adjustment and recorded in LFR A0, Row 114.

Further guidance on the accounting treatment of capital grants and contributions can be found in [Local Government Finance Circular 3/2018](#).

2.4 Scottish Welfare Fund

There are two types of grants in the Scottish Welfare Fund (SWF):

- **Crisis Grants:** provide a safety net when someone experiences a disaster or emergency situation, such as a fire or flood and there is an immediate threat to health and safety.
- **Community Care Grants (CCG):** to enable people to live independently or continue to live independently, preventing the need for institutional care. A CCG may also be able to help a family facing exceptional pressure.

Grants should be recorded against the service area that best describes its purpose according to SeRCOP guidelines. LAAP Bulletin 98 in 2013-14 (paragraph 53 onwards) provided additional guidance and recommended the following initial treatment of SWF grants:

- Crisis grants should be recorded in LFR 07 under economic development;
- CCGs should be recorded in LFR 03 against the relevant client group and community-based service.

As the SWF grant can be used for a wide range of services, authorities are free to record grants under other service headings if they believe that it better fits the purpose of the grant.

2.5 COVID-19 Expenditure and Income

Expenditure incurred in relation to COVID-19 should be recorded against the relevant subservice that incurred it. Where there is no appropriate existing subservice, for example, for activities relating to supporting individuals to shield or to Test & Protect, expenditure should be recorded against Other Services: Central Services (LFR CR, Row 168 for capital expenditure and LFR 09, Column T for revenue expenditure) and a note of activities and net values included provided in the relevant comments box.

Figures for additional gross revenue expenditure incurred as a direct result of COVID-19 by service should also be provided in LFR 00, Row 108 – further guidance on what should be included in this figure is provided on page 31.

COVID-19 related income should be recorded in line with the approach taken for LFR 2020-21, which was based on the [LASAAC Guidance on Accounting for Coronavirus Grants](#). That is:

- **Amounts paid via GRG** are recorded as GRG income in LFR A0, Row 48, with no element of GRG to be recorded as service income.
- **Service specific COVID-19 grants** should be recorded as service income against the relevant subservice, or against Central Services: Other where there is no appropriate existing subservice, in line with the treatment for the associated expenditure. A list of service specific COVID-19 grants is provided in Annex B for reference.
- COVID-19 grants to be treated as **agency grants**, and the associated expenditure, should **not** be reflected anywhere in the return. A list of grants considered to be agency grants is provided in Annex C for reference.

2.6 Financial Flexibilities

Loans Fund Repayment Holiday: [The Local Authority \(Capital Finance and Accounting\) \(Scotland\) \(Coronavirus\) Amendment Regulations 2021](#) gives local authorities the flexibility to reduce the amount of statutory repayments they make to the Loans Fund. Please note that this flexibility can only be utilised in **one** of the financial years between 2020-21 and 2022-23. Guidance on how use of this flexibility is to be recorded within the LFR is provided on page 9.

Use of Capital Receipts to fund the financial impact of Covid-19: Use of this flexibility should be reflected in LFR A0, Row 134 in line with the guidance on accounting practices for this flexibility set out in [Finance Circular 2/2021](#). Please note that this flexibility was only applicable in 2020-21 and 2021-22. Lines capturing COVID-19 capital receipts held in the Capital Grants & Receipts Unapplied Account in LFR 23 have therefore been removed as these must be zero by 31 March 2022.

Service Concession Arrangement: Whilst this flexibility cannot be applied until 2022-23, minor changes have been made to this LFR to allow the capture of key figures on service concessions explicitly prior to the flexibility being utilised.

3. LFR A0: Statutory Accounts and Funding

Local authorities should **complete LFR A0 first** to allow pre-population of other LFRs and to ensure that the return reconciles to the authorities accounts.

Statutory Annual Accounts (Cols C to F): Captures information from local authorities' audited annual accounts, in particular the Comprehensive Income and Expenditure Statement (CIES) and the Movement in Reserves Statements (MiRS). Local authorities are asked to break this information down between the General Fund, HRA and the statutory Harbour Account (Orkney and Shetland only).

Where treatment of specific transactions within annual accounts may not be consistent across all local authorities, this guidance provides advice on how these transactions should be recorded for LFR purposes to ensure consistency. In all cases, the closing balances for the General Fund, HRA and Harbour Account **must** match those stated in the local authorities' audited, annual accounts unless agreed with a member of the LGF Statistics team.

Please note that a copy of the local authority's audited accounts will be used during initial validation of the LFRs at the time of submission. Any discrepancies between the accounts and the LFR **must be explained** in the relevant comments boxes. Returns containing unexplained discrepancies will be returned for review and the discrepancies must be resolved before an initial return can be filed for full validation.

Funding Basis (Cols H to K): Automatically calculates the funding basis figures based on figures entered in Columns C to F:

- Gross Expenditure (Row 10) is calculated as the sum of the corresponding annual accounts and statutory adjustment figures;
- where income or expenditure is the same on an accounting and funding basis, values have been pre-populated based on the corresponding row of the CIES section in Columns C to F, for example interest paid on borrowing;
- where income or expenditure is the subject of a statutory adjustment, the cell is greyed out, for example pension interest costs;
- where statutory adjustments are not included in the CIES but are required to be charged to the General Fund, HRA or Harbour Account, these have been pre-populated based on the corresponding row of the MiRS section in Columns C to F, for example statutory repayment of debt.

Please note, for LFR purposes, requisition expenditure and income between councils and VJBs / RTPs **must** be recorded as service expenditure / income. As this treatment is not consistent across local authorities' accounts, the LFR A0 has been designed to allow for this variation with appropriate adjustments made in the funding basis calculations to eliminate any requisition expenditure / income recorded outwith the net cost of services figure in the statutory annual accounts figures.

Statutory Adjustments (Cols M to P): Automatically calculates the statutory adjustments for LFR purposes against the relevant CIES line. These figures are provided for reference only.

3.1 Comprehensive Income and Expenditure Statement (CIES) (Rows 8 to 83)

Gross Expenditure, Gross Income and Net Cost of Services (Rows 10 to 12):

These should match the figures set out in local authorities' audited, annual accounts.

Other Operating Expenditure (Rows 14 to 19): This includes lines for 'Gain (-) / loss (+) on derecognition or disposal of assets', 'Assets held for sale - costs to sell / impairment loss / revaluation loss', 'Requisition expenditure to joint boards' and 'Other operating expenditure'.

Requisition expenditure to VJBs / RTPs (Row 17) should **only** be completed by councils who do **not** include this expenditure in their net cost of services. This row should reflect the amount of requisition expenditure paid to VJBs and RTPs during the year **as stated in the CIES of the local authorities' audited, annual accounts**. For LFR purposes, councils are required to record requisition expenditure as service expenditure (LFR 00, Row 21). An appropriate adjustment has therefore been made to the funding basis calculations in LFR A0 to eliminate double counting of requisition expenditure in the control totals for LFR 00.

Other operating expenditure (Row 18) should only be used to record values that are a charge to the General Fund (i.e. not statutory adjustments or charges to an unusable reserve). If figures are entered in this line, an explanation **must** be provided on what these figures are in the comments box. This line should **not** be used to record surplus or deficit of trading operations which are not allocated back to services – this should be recorded in Row 43 of LFR A0.

Financing and Investment Income and Expenditure (Rows 21 to 44): Local authorities are required to provide a breakdown of interest payable (Rows 22 to 27) and interest received (Rows 29 to 34). Investment property income should be split between net income (Row 31) and movement in fair value (Row 32) to ensure the statutory adjustment made only relates to movement in fair value.

The Accounting Code of Practice states that surplus or deficit of trading operations which are not allocated back to services should be included in 'Financing and Investment Income and Expenditure' and so this should be recorded in Row 43.

Presentation of a surplus or deficit on internal trading arrangements, for example from the use of an insurance account, is no longer permitted in the CIES. All transfers to and from the statutory Insurance Fund should be recorded as a movement in usable reserves.

Taxation and Non-Specific Grant Income (Rows 46 to 67): Local authorities are required to provide a breakdown of Taxation and Non-Specific Grant Income as stated in their annual accounts.

General Revenue Grant (GRG) income has been pre-populated based on [Finance Circular 3/2023](#) in Rows 47 to 49 to ensure transparency. Row 48 reflects administrative element of the Cost of Living Award only. Row 49 should be left blank. The 'GRG Calculations' tab provides a breakdown of the figures used to calculate each of the pre-populated GRG values by local authority, with a note of the data source for each column provided in Row 39.

Any adjustments required to the pre-populated GRG income figures should be entered in Row 50, with an explanation for the adjustment provided in the comments box at the bottom of LFR A0. This will ensure that **Total GRG** (Row 51) matches the amount of GRG stated in the annual accounts. However, as this income is designated as GRG, the expectation is that this will be recognised immediately as income and so no adjustments will be required.

The **Non-Domestic Rates Income (NDRI) Distributable Amount** is pre-populated based on [Finance Circular 1/2022](#) in Row 52. Local authorities can make any adjustments required to this figure in Row 53, however any adjustments should be explained in the comments box at the bottom of LFR A0. Please note that this figure should **not** be adjusted for TIF or BRIS income – this should be recorded in Rows 57 & 58 respectively.

Council Tax (Row 55) should be the amount of Council Tax income recognised in the Annual Accounts, including any adjustments for previous local taxes.

Accrual for Discretionary Housing Payments (Row 56) should capture any accruals made by local authorities relating to Discretionary Housing Payments.

Requisition Income (Row 59) should be completed by VJBs and RTPs **only** and should reflect the amount of requisition income received from the constituent councils during the year as stated in their audited annual accounts. For LFR purposes, requisition income must be recorded as service income for the VJB / RTP (LFR 00, Row 56). An appropriate adjustment has therefore been made to the funding basis calculations in LFR A0 to eliminate double counting of requisition expenditure in the control totals for LFR 00.

Capital Grants and Contributions (Row 61) should reflect all capital grants and contribution income which will be subject to a statutory adjustment. Further guidance on the accounting treatment of capital grants and contributions can be found in [Local Government Finance Circular 3/2018](#).

City Deal Grant to be used to fund capital expenditure incurred in a prior financial year (Row 62) should be used to record the amount of Glasgow City Region Deal grant received **in year** that has been used to fund capital expenditure incurred in a prior financial year, in line with the letter from Scottish Government on 26 March 2021. Local authorities who are **not** a member authority in the Glasgow City Region Deal should either leave these cells blank or enter zeroes.

Capital Grant (excluding City Deal) to be used to fund capital expenditure incurred in a prior financial year (Row 63) should be used to record any capital grant, excluding amounts relating to City Deal which should be recorded in Row 62, received **in year** that has been used to fund capital expenditure incurred in a prior financial year.

Other (Row 66) should be used to record any taxation and non-specific grant income that **cannot** be recorded against Rows 47 to 65. **It is anticipated that this line will be zero.** Any non-zero figures should be explained in the comments box at the bottom of LFR A0 and these will be reviewed during validation.

Other Comprehensive Income and Expenditure (Rows 73 to 81): All values recorded here are transferred to unusable reserves in LFR 23. **Do not** record here anything that flows to the General Fund or is the subject of a statutory adjustment.

3.2 Movement in Reserves Statement (MiRS) (Rows 85 to 147)

Balance at 1 April (Row 87): Record here the balance on the General Fund, HRA and Harbour Accounts at 1 April **as stated in the annual accounts**.

Adjustments to Usable Reserves permitted by accounting standards (Rows 89 to 91): Where assets are revalued, IAS 16 'Property, Plant and Equipment' allows some of the revaluation surplus to be transferred to retained earnings as the asset is used by the authority. The surplus transferred is the difference between depreciation based on the revalued carrying amount of the asset, and depreciation based on the asset's historical cost.

In line with the [LASAAC Statutory Basis for Reserves – Mandatory Guidance](#), record here the accounting adjustment against the General Fund, HRA and Harbour Account (Columns C to E) as required. The corresponding adjustment to the Revaluation Reserve is automatically pre-populated in LFR 23, Cell Q23.

Statutory Adjustments (Rows 93 to 125): Statutory adjustments have been grouped to match the statutory adjustment accounts into which the adjustments are transferred, with a sub-total provided for each. Where possible, statutory adjustments have been pre-populated based on the CIES section of LFR A0.

[The Local Authority \(Capital Finance and Accounting\) \(Scotland\) \(Coronavirus\) Amendment Regulations 2021](#) gives local authorities the flexibility to reduce the amount of statutory repayments they make to the Loans Fund in 2021-22. In order to collect data on the use of this flexibility, LFR A0 has been amended as follows:

- **Statutory repayment of debt - Loans Fund: Amount due to be repaid before applying flexibility (Row 104):** This is in line with the Loans Fund repayment line in prior LFRs and should capture the total amount of Loans Fund that was due to be paid in 2021-22 **before the flexibility is applied**.
- **Statutory repayment of debt - Loans Fund: Reduction (-) permitted by statute (Row 105):** Record here the reduction in Loans Fund repayments being applied in 2021-22. The sum of this figure and that in Row 104 should reflect the **actual** Loans Fund repayment made in year.

The validation check in Cell M105 ensures that figures in Row 105 are entered as negatives **and** that Row 104 + Row 105 is greater than or equal to zero.

Statutory repayment of debt - Additional repayment from capital grant (Row 106) is pre-populated based on Rows 62 & 63 to reflect the fact that this grant income has been used to repay the Loans Fund. This repayment amount should also be included in the Loans Fund repayment figures recorded in LFR CR, Row 213. The pre-populated statutory repayment of debt lines in LFR A0, Row 39 and LFR 23, Row 30; and the validation check in LFR CR, Cell Q213 also reflect these additional statutory repayment of debt lines.

Please note that **statutory repayment of debt lines for service concession arrangements and finance leases (Rows 107 & 108)** are now captured separately. This is to allow capture of key figures on service concessions prior to local authorities' utilising the service concession flexibility from 2022-23.

'Finance Circular 10/2022 –statutory flexibility for service concession' (Row 109). This will be income rather than expenditure and therefore should be a negative figure.

Capital expenditure funded from GF / HRA / Harbour (Row 110) should be used to record capital expenditure funded directly from the General Fund, HRA or Harbour Account **only**. Capital expenditure funded from other Usable Reserves should be recorded in LFR 23, Row 31.

The statutory adjustment for any **gain or loss on derecognition or disposal of assets** (Row 111) is equal and opposite to that recorded in Row 15. Recording of the capital receipt, the adjustment to the Revaluation reserve and the Capital Adjustment Account is done in LFR 23.

The statutory adjustment made for **capital grants and contributions** (Row 114) is equal and opposite to that recorded in Row 61. Any capital grant recorded in the cost of services to fund capital grants to third parties is treated as revenue grant and is **not** subject to a statutory adjustment.

Capital Grants unapplied (Row 115) subsequently used to fund capital grants to third parties (i.e. revenue expenditure) is to be treated as a capital adjustment (i.e. a reverse of a statutory adjustment made in a prior year). This is because the original grant was recognised as capital and a statutory adjustment made to transfer the grant from the General Fund. Where the unapplied grant is applied to capital expenditure of the local authority this feeds through to LFR 23, Cell J37.

Statutory adjustments allow the cost of **deferral of premiums / discounts from refinancing of debt** (Row 121) to be set aside and charged to the GF / HRA over the life of the new debt taken out. This links to **Interest paid - Premiums / discounts from the refinancing of debt** (Row 25), such that the value in Row 121 should **not** exceed that in Row 25. Whilst both lines are for premiums and discounts, it is expected that Row 121 would have a negative value, as it credits the GF / HRA and transfers the debit from Row 25 to the statutory adjustment account. These expectations of value and signage are reflected in the validation check at Cell M121.

Annual recharge of deferred premiums / discounts from refinancing of debt (Row 122) should reflect the recharge of amounts of deferred premiums / discounts previously set aside and, as such, is expected to be a positive value. The validation check at Cell M122 ensures all values in Row 122 are entered as positives.

Transfers from other Statutory Usable Reserves (Rows 130 to 144): Record here transfers between usable reserves **only**. Transfers between usable reserves and statutory adjustment accounts should be recorded as statutory adjustments. **Glasgow** has an individual consent to use capital receipts to meet equal pay.

COVID-19 - use of capital receipts (Row 136) should be used to record any use of capital receipts to fund the financial impact of COVID-19 in line with the guidance on accounting practices for this flexibility set out in [Finance Circular 2/2021](#).

Authorities that hold any revenue reserves other than General Fund, HRA, Harbour Accounts, Renewal and Repairs or the Insurance Fund should record any transfers

to or from these revenue reserve(s) against **Transfers to / from: Other Statutory Funds** (Row 142).

The Local Government (Scotland) Act 1975 permits local authorities to establish a Capital Fund and places restrictions on the use of these resources. Transfers from the Capital Fund / Capital Receipts to the General Fund / HRA / Harbour Account must be in accordance with the legislation and should be recorded in the appropriate row, rather than as a general transfer. In particular, **transfers relating to repayment of debt** should be recorded in LFR A0, Row 131.

The **Transfers to Capital Fund** (Row 143) should therefore only reflect transfers **from** the General Fund / HRA / Harbour Account **to** the Capital Fund and so must be positive. The validation check at Cell M143 will fail if a negative value is entered in Cells C143 to E143.

Interest may **not** be credited directly to any reserve. Any share of interest received which a local authority wishes to apply to any reserve should be transferred to that reserve as a movement from the General Fund.

The following are **not** recorded in LFR A0 but are captured in LFR 23:

- use of Capital Fund / Capital Receipts to fund capital expenditure (Cell I31);
- the movement between Capital Grants and Contributions Unapplied and the Capital Adjustment Account to reflect the grant or contribution being used to fund capital expenditure (Cell J31).

4. LFR 23: Reserves

LFR 23 collects information on all reserves (usable reserves, statutory adjustment accounts and unusable reserves) and must be completed by all local authorities.

Please note, Common Good funds and trust or charitable funds are **excluded**. Common Good funds should be recorded in Column U of LFR 00.

The term reserve and fund are both used within legislation. In practice they are treated as synonymous and use of the word reserve should be treated as referring to both funds and reserves. Annex A provides background information on the usable reserves detailed in LFR 23.

The majority of LFR 23 is pre-populated based on other LFRs, particularly LFR A0, and will be automatically updated as the return is completed. This section focuses on the cells which are not pre-populated and will need completed.

4.1 Statutory Adjustments and Movement in Reserves (Rows 26 to 65)

Capital expenditure funded from Usable Reserves (Row 32): Record here any capital expenditure funded from a Usable Reserve against the relevant column as positive values. Figures for General Fund, HRA and Harbour Accounts (Columns C to E) are pre-populated based on LFR A0, Row 110. Column J should reflect amounts of capital grants / contributions unapplied that have now been applied to capital expenditure **only**, in accordance with [Finance Circular 3/2018](#).

Gain / loss on derecognition or disposal of assets (Row 33): Gains and losses are not proper charges to the General Fund / HRA / Harbour Account. The statutory adjustment requires a credit to Capital Fund / Capital Receipts equal to the disposal proceeds – this value should be recorded in Column I. Gains should be entered as a negative value; losses as a positive value.

Scottish Ministers have permitted some capital receipts to be used to fund specific revenue costs (LFR A0, Rows 131 to 136). These capital receipts must be transferred from Capital Grants and Receipts Unapplied and so are recorded in Column J.

If an asset is derecognised and was carried at a revalued amount, the Accounting Code requires that the balance on the Revaluation Reserve for that asset be transferred to the Capital Adjustment Account. Record this adjustment in Column Q.

Capital Grants and Contributions (Row 36): Record the amount of capital grants / contributions recognised in LFR A0, Row 61 where the expenditure to be financed **has not yet been incurred** in Cell J36, in accordance with [Finance Circular 3/2018](#). This figure should be entered as a negative value.

Transfer excess capital receipts (Row 63): Record here the value of excess capital receipts transferred between the Capital Fund / Capital Receipts and Capital Grants and Receipts Unapplied, in accordance with [Finance Circular 1/2019](#) and [Finance Circular 4/2019](#). The Capital Grants and Receipts Unapplied figure (Column J) will be automatically calculated as the equal and opposite of the Capital Fund / Capital Receipts figure entered (Column I).

4.2 Balances (Rows 67 to 77)

Balance at 1 April (Row 68): This is pre-populated with the closing balance as reported in the previous years' LFR 23 based on the local authority name selected on the Front Page tab.

Adjustments to balance at 1 April (Row 69): Record here any adjustments required to ensure the calculated balance at 31 March in Row 72 matches to that stated in the accounts **exactly**. Where an adjustment is substantial, an explanation should be provided in the comments box at the bottom of LFR 23.

Adjustments for the General Fund, HRA and Harbour Account are automatically calculated based on the 'Balance at 1 April' figures entered in LFR A0, Row 87.

Adjusted balance at 1 April (Row 69): This line calculates the balance brought forward following any adjustments required to the pre-populated balance as recorded in Row 68.

This line **should equal** the opening balance for the year as stated in the local authorities' audited, annual accounts. The **only** exception is where a rounding adjustment has been required to ensure the closing balance matches exactly.

Balance at 31 March (Row 72): This line **must exactly equal** the closing balance for the year as stated in the local authorities' audited, annual accounts – this will be checked as part of the accounts validation checks carried out at the point of submission. If there is a specific reason that this figures does not match the accounts, this should be detailed in the comments box at the bottom of LFR 23.

Balance at 31 March excluding IFRS 9 unrealised gains (Row 77): This line automatically calculates reserves balances at 31 March excluding IFRS 9 unrealised gains – the usable reserves balance that will be reported in SLGFS. IFRS 9 unrealised gains are excluded from the reported usable reserves balances as these gains will only materialise if the investment is sold and so cannot be considered to be available to fund services.

4.3 Earmarked Reserves at 31 March (Rows 80 to 87)

A local authority cannot create earmarked reserves, however they can earmark the General Fund for specific purposes. Any earmarked amounts should be recorded in this section of LFR 23. These figures should be consistent with the amounts disclosed as earmarked in the local authorities' audited, annual accounts.

Council Tax Income to be used for Affordable Housing (Row 80): Local authorities have the discretion to reduce Council Tax discount on second homes and long-term empty properties. Additional income from reducing these discounts from 50% to a minimum of 10% must be used to support affordable housing – either by the local authority itself, paid to Registered Social Landlords (RSLs) or disbursed by local authorities to organisations or individuals.

Record here the amount of additional income from reducing Council Tax discounts on second homes / long-term empty properties that is earmarked for affordable housing at 31 March. The validation check in Cell M80 mirrors the validation check in Cell E38 of LFR 12 – see the LFR 12 guidance for information on this.

Housing Revenue Account's share of other reserves (Row 81): Where HRA reserves are held as part of other reserves, the amount attributable to the HRA should be recorded in this line.

Reserves held in the General Fund arising from Service Concessions flexibility (Row 83)

There was a temporary [statutory flexibility](#) available in 2021-22 and 2022-23 to allow local authorities to reprofile service concession arrangements to recognise repayments over the asset life rather than the contract term. This row should reflect the balance of reserves held in the General Fund as a result of applying this flexibility.

Reserves arising from Loans Fund review (Row 84)

Loans Fund Review 2023-24: Where a Loans Fund review has been undertaken in 2023-24, resulting in an increase in General Fund reserves, the value should be recorded in row 84. This will be income rather than expenditure and therefore should be a negative figure.

Earmarked Reserves (Rows 85): Any other amounts within the General Fund earmarked for a specific purpose, as identified in the local authorities' audited, annual accounts, should be recorded in this line.

The split of GF reserves into statutory and non-statutory (Rows 86 and 87)

Earmarked reserves at 31 March: Earmarked reserves held for statutory purposes or contractual commitments should be recorded in row 86. Earmarked reserves held for non-statutory or non-contractual commitments are derived in row 87, so that rows 86 and 87 sum to row 85.

4.4 Earmarked Reserves relating to COVID-19 (Rows 91 to 93)

This section captures the amount of General Fund earmarked reserves, as recorded in Cell C85, that relates to COVID-19. The amounts at both 1 April and 31 March are required in Cells C91 and C92 respectively. Cell C93 then automatically calculates the change in earmarked reserves relating to COVID-19 in year.

4.5 Earmarked Elements in Statutory Adjustment Accounts (Rows 96 to 103)

This section requires balances held in Capital Grants and Receipts Unapplied, the Financial Instruments Adjustment Account and the Employee Adjustment Account to be analysed into component parts. This analysis is a requirement of the statutory guidance and **must** be completed. Validation checks have been included to flag returns where this has not been done.

Premiums on refinancing – capital receipts held (Row 102): This line has been added to reflect the change in recording of Financial Instruments - Use of Capital Receipts (Rows 53 & 54) to be recorded against Capital Grants & Receipts Unapplied, rather than Capital Fund / Capital Receipts as in prior years.

5. LFR CR: Capital Return

Capital expenditure is defined in Section 39 of the Local Government (Scotland) Act 2003 as expenditure of the authority which falls to be capitalised in accordance with proper accounting practice. The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) constitutes proper accounting practice in accordance with section 12 of the 2003 Act. All expenditure which falls to be capitalised in accordance with the Code should be included in LFR CR.

Capital expenditure covers both tangible and intangible non-current assets. Assets acquired on terms meeting the definition of a credit arrangement (e.g. finance lease or similar) are required by the Code to be capitalised and should be included in the return. This includes assets recognised by local authorities under service concession or similar credit arrangements. A lease meeting the definition of an operating lease will be a revenue transaction and should not be recorded in LFR CR.

Capital expenditure of a joint board should be recorded on its own LFR; constituent authorities should **not** include expenditure on behalf of such joint boards. The only exception is where a constituent authority has grant aided a joint board using the General Capital Grant (GCG), and these payments should be recorded in the constituent authorities LFR as required.

Capital works carried out by a local authority as an **agent** for someone else (i.e. another local authority, government department, private sector etc.) where that body reimburses the authority for the work undertaken will not result in a fixed asset on the balance sheet of the authority undertaking the capital work, and **should not** be reported in LFR CR.

Local authorities are permitted under the conditions of the GCG to grant aid third party capital projects, either directly or through the payment of grant. These grants may be made to other local authorities, other bodies or individuals. This expenditure is revenue expenditure under proper accounting practices, but as these grants are funded from capital resources these grants should be reported in LFR CR. Local authorities receiving grant from another local authority should record that grant as from another local authority, and record the capital expenditure made with the grant as capital expenditure.

Figures should be provided on an **accruals basis**. The returns require any outstanding amounts accrued in the previous financial year but not yet paid to be re-accrued when making the return. This means that there is an expectation that there will be no credit values recorded as actual expenditure for the year. The exception will be where a sum accrued will not now be paid.

5.1 Part A: Summary of Capital Expenditure and Financing (Rows 8 to 21)

Part A summarises the overall capital expenditure and financing of the local authority for the financial year. This section is entirely pre-populated based on data entered in Parts D and E of the return.

5.2 Part B: Prudential Information (Rows 23 to 53)

The Prudential Code requires local authorities to set and keep under review a number of prudential indicators for the forthcoming and following two financial years. Part B collects data on some of the prudential indicators that a local authority is required to use as set out in the CIPFA Prudential Code – the 2011 edition is referenced in this guidance. Local authorities are required to estimate the Capital Financing Requirement (CFR) of the authority (para 50 and Annex).

All local authorities are required to complete this section.

Capital Financing Requirement (CFR) (Rows 24 to 37): The Prudential Code requires the estimate for the CFR to be calculated by reference to estimates of capital expenditure, reductions for use of grant and capital receipts and for repayments of debt. There is not currently a consistent approach across local authorities on whether borrowing to lend to statutory bodies is included in the CFR so this section has been reviewed to improve consistency of recording and comparability to accounts.

CFR at 1 April as per Statutory Annual Accounts (Row 26): Record here the CFR at 1 April as stated in the statutory annual accounts.

Value of loans to statutory bodies included in CFR at 1 April as per Statutory Annual Accounts (Row 27): Record here the value of Police, Fire or any other loans to statutory bodies as set out in Part F **that is included** in the CFR at 1 April recorded in Row 26. A comment advising what this amount relates to should be provided in the comments box at the bottom of LFR CR. If no loans to statutory bodies are included in the CFR figures in the annual accounts, this row should be left blank or zeroes entered.

Rows 28 to 35 then show the in-year movement in the CFR value **excluding** loans to statutory bodies using figures recorded in LFRs A0 and CR.

Transfer of assets between GF and HRA (Row 34): Record here the value of any assets transferred between the General Fund and HRA, with transfers **in** recorded as negative values. As the transfer of assets must have an overall nil effect, the HRA figure is pre-populated as equal and opposite to the General Fund figure.

Value of loans to statutory bodies included in CFR at 31 March as per Statutory Annual Accounts (Row 36): Record here the value of Police, Fire or any other loans to statutory bodies as set out in Part F **that is included** in the CFR at 31 March stated in the statutory annual accounts. A comment advising what this amount relates to should be provided in the comments box at the bottom of LFR CR. If no loans to statutory bodies are included in the CFR figures in the annual accounts, this row should be left blank or zeroes entered.

Please note that the CFR at 1 April in Row 27 and the CFR at 31 March in Row 37 **must** match the figures stated in the local authorities' annual accounts and this will be checked as part of validation against the accounts.

Total External Debt at 31 March (Rows 39 to 48): This section sets out the calculation of a local authority's total external debt at 31 March.

Rows 41 to 44 calculate Total External Debt in line with the balance sheet figures recorded in Part C. Row 41 is pre-populated as the sum of long-term, short-term and on demand borrowing. The totals in Rows 42 & 43 are pre-populated as the sum of long and short-term liabilities from Part C, however local authorities are required to split the total figures between the General Fund and HRA in Columns C & D.

Rows 45 and 47 reflect the adjustment made to calculate actual external borrowing as per the Prudential Code. Local authorities should enter the adjustment required in Cell E45 – that is the amount of any accounting adjustments made, including premiums and discounts, transaction costs, accrued interest and effective interest rate adjustments which should be excluded. Row 46 calculates the Actual External Borrowing figure and this should be equal to actual outstanding external borrowing at the end of the financial year.

Rows 47 and 48 reflect that the CIPFA Prudential Code advises that loans to statutory bodies should be treated the same as transferred debt and so the debt of the local authority should be reduced by the value of these loans. Row 47 should be used to record the value of debt associated with lending to other statutory bodies that should be excluded for the purposes of the Gross Debt and CFR prudential indicators. Row 48 then calculates the actual gross external debt for comparison to the CFR as advised in the Prudential Code.

Operational Boundary and Authorised Limit at 31 March (Rows 50 to 53):

Record here the operational boundary and authorised limit at 31 March as approved by the authority and as required by the Prudential Code.

5.3 Part C: Balance Sheet at 31 March (Rows 55 to 109)

The CIPFA Prudential Code requires the actual CFR of a local authority to be calculated from the authority's balance sheet (para 53). The Prudential Code also requires local authorities to identify the CFR for the General Fund and HRA separately (para 85). **All** authorities are required to complete this section.

Please note that liabilities for service concession arrangements and finance leases must now be captured separately (see Rows 77 / 78 and 85 / 86). This is to allow capture of key figures on service concessions prior to local authorities' utilising the service concession flexibility from 2022-23.

Statutory Balance Sheet (Column C): Record here the figures as per the local authority's audited statutory Balance Sheet. Where a local authority has presented its Balance Sheet differently from that in the return, it is acceptable for the local authority to adjust its statutory data to allow completion of the return. Figures relating to reserves (Rows 94 to 100) have been pre-populated based on LFR 23.

Prudential Balance Sheet (Columns E59 to G100): Actual figures for the CFR should be taken from the Balance Sheet by consolidating:

- tangible fixed and intangible assets;
- debtors relating to capital transactions;
- any amounts carried as investments that were treated as capital expenditure;
- the Capital Adjustment Account;
- the Revaluation and Financial Instruments Revaluation Reserves.

Local authorities are asked to record the prudential elements of their Balance Sheet, split between the General Fund (Column E) and HRA (Column F). Rows from the Balance Sheet that are **not** identified by the Prudential Code have been greyed out.

Rows which must be fully reflected on the Prudential Balance Sheet will have the total (Column G) pre-populated. For rows where the total has not been pre-populated, local authorities must record **only** the **prudential element** of the Balance Sheet figure. In particular, please note the following advice:

Capital debtors: This will relate to borrowing to on-lend, as the loan made is repayable. From 1 April 2003, when the capital framework changed, all borrowing to on-lend, other than to statutory bodies, requires the consent of Scottish Ministers. Some local authorities may have debtors which pre-date 1 April 2003 – any on-lending which has been funded from borrowing should have an associated loans fund advance.

In line with advice from the Prudential Code, debtors relating to lending to other statutory bodies should **not** be treated as prudential capital debtors. This means they should **not** be included as debtors in Part C, in particular in Rows 66 or 70.

Total capital debtors is expected to be equal to the Loans Fund outstanding amount at 31 March for Consents to Borrow – see validation check in Cell O222.

Investments: From 1 April 2003, when the capital framework changed, only investments on the Balance Sheet which are purchased by borrowing using a consent to borrow issued by the Scottish Ministers will be a prudential investment.

Some local authorities may have capital investments acquired prior to 1 April 2003, funded from borrowing under the old capital framework, and these should be included as a prudential investment. Only the original capital value of the investment is a prudential investment. Any subsequent revaluation of the investment is not included in the prudential amount recorded.

In Scotland, there is **no** legislative requirement for local authorities to treat the acquisition of **share capital** in a corporate body as capital expenditure.

IFRS 16 Leases (Rows 105 to 109): The Financial Reporting and Advisory Board (FRAB) have permitted a further extension to the timeframe for adoption of IFRS 16 to 1 April 2024. However, local authorities are strongly encouraged to adopt IFRS 16 earlier and can choose to do so from 1 April 2022.

To ensure the impact of adoption of IFRS 16 can be quantified throughout the transition period, this section has been added to LFR CR, Part C to capture the values of **Operating Leases** that will be recognised on the local authorities' Balance

Sheet when IFRS 16 is adopted. Relevant values for assets, short-term liabilities and long-term liabilities should be recorded in Cells C106 to C108 respectively.

5.4 Part D: Service Breakdown (Rows 111 to 185)

Part D collects data as it relates to the local authority service to benefit from the capital expenditure. The breakdown broadly follows the CIPFA's SeRCOP Service Expenditure Analysis. The service and subservices also align to those used throughout the revenue LFRs.

Where expenditure is reported against Other Services (Row 169), local authorities should provide further detail on what the expenditure relates to in the comments box at the bottom of LFR CR.

HRA expenditure should be recorded in Rows 174 to 182 in line with [guidance on the definition and interpretation of the Scottish Housing Quality Standard \(SHQS\)](#).

Where a local authority acquires a fixed or intangible asset from another local authority, the acquiring authority should include the expenditure as capital expenditure on their return, and the selling local authority should record the sale proceeds as a capital receipt on their return.

Expenditure corresponding to Donated Asset Income (recorded in LFR A0, Row 65) must be included in the capital expenditure figures recorded in this section.

Capital Expenditure (Columns C to G): Record here capital expenditure as defined by the Local Authority Accounting Code and incurred by the local authority **only**. Do **not** include amounts relating to third party capital projects, this should be recorded in Columns I and M as appropriate.

Revenue Expenditure Funded from Borrowing: Third Party Capital Projects (Column I): The Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016 provides a local authority with the power to borrow to provide capital support, by grant or direct expenditure, to a third party's capital project. Record here expenditure on third party capital projects, including other local authorities, funded from borrowing.

Revenue Expenditure Funded from Borrowing: Consented Borrowing (Column J): Borrowing to on-lend requires Scottish Ministers consent. Record here any lending using a borrowing consent.

Third Party Capital Projects funded from Capital Grant (Column M): Subject to the conditions set out in any capital grant, a local authority may be able to fund a capital grant to a third party, or the direct expenditure on a third parties capital project, from the capital grant. Record here expenditure on third party capital projects, including other local authorities, funded from capital grants.

Actual Capital Receipts (Columns Q to S): Record here actual capital receipts received in the financial year. Receipts should be recorded against the service with which the asset was last in use, i.e. at the point that it was identified for disposal.

5.5 Part E: Analysis of Financing of Expenditure (Rows 187 to 205)

Part E collects data on how local authorities' capital expenditure and revenue funded from capital resources was financed. The total financing figures are validated against the relevant total expenditure figures calculated in Part D (see checks in Row 205).

Please ensure use of any unapplied capital grants received in prior years to fund capital expenditure in this year is recorded against the relevant row.

General Capital Grant from Scottish Government (Row 190): Record here **only** the amount of Scottish Government GCG. The total amount of GCG recorded should match that from the final payment profile held by Scottish Government, shown in Cell Q190 for reference, and the validation check in Cell O190 will fail if the amounts are not equal.

Capital grants from Scottish Government, excluding GCG (Row 191): Record here any specific capital grants received from the Scottish Government, excluding GCG, that are **only** used to finance the capital programme.

Grants from Scottish Government agencies and / or NDPBs (Row 193): Record here any grants received from Scottish Government agencies or NDPBs used to finance the capital programme. The [National Public Bodies Directory](#) should be used to check the status of the body the grant was received from.

Grants from other Scottish local authorities (Row 194): Record here grants received from other local authorities, including VJBs, RTPs and Bridge Authorities, that have been used to finance the capital programme.

Donated Asset Income (Row 196): This line ensures that donated asset income is correctly recognised within LFR CR and is pre-populated based on LFR A0, Row 65. The corresponding expenditure should be included in the capital expenditure figures recorded in Part D.

Other grants and contributions (Row 197): Record here any grants / contributions received from third parties not already included in Rows 190 to 196 that were used to finance the capital programme. This should include grants from UK Government departments, UK NDPBs, the European Union and the lottery.

Borrowing from Loans Fund (Row 198): The Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016 requires a local authority to maintain a Loans Fund. Advances are made from the loans fund for capital expenditure, including that relating to the HRA.

Record here the advances made from the Loans Fund for capital expenditure of the local authority. Loans fund advances for capital support to third parties and consented borrowing figures have been pre-populated based on figures entered in Part D. Do **not** record the value of external borrowing.

Capital receipts used from asset sales / disposals (Row 199): Record here the value of capital receipts used to fund capital expenditure. This does **not** need to equal the actual capital receipts received in year, as recorded in Part D.

Capital Fund applied (Row 200): Record here the amount taken from the Capital Fund to finance the local authority's capital programme.

Capital expenditure funded from revenue (Row 201): Record here the amount of capital expenditure funded from revenue reserves, including the use of any earmarked reserves relating to Council Tax discounts. The total in Cell E201 **must** be equal and opposite to the sum of values recorded in LFR 23, Cells C31 to H31 as per the validation check in Cell O201.

Assets acquired under service concession arrangements (Row 202): The acquisition or purchase of an asset through an on-Balance Sheet PPP / PFI / NPD must be recorded as capital expenditure and so the value of any assets financed by PPP / PFI / NPD must be recorded here.

Assets acquired under finance leases (Row 203): Under SSAP 21, assets acquired under a finance lease must be recognised on the lessee's Balance Sheet and the value of the assets recognised should then be treated as capital expenditure by the lessee. Therefore the value of any assets acquired and financed by a finance lease must be recorded here.

Any hire purchase contracts that have similar characteristics to a finance lease and are of a financing nature, should be accounted for as finance leases and recorded in LFR CR. A lease meeting the definition of an operating lease will be a revenue transaction and should not be recorded in LFR CR.

5.6 Part F: Loans Fund (Rows 207 to 243)

The Local Authority (Capital Finance and accounting) (Scotland) Regulations 2016 requires a local authority to establish and operate a Loans Fund. Advances are made from the Loans Fund to finance a local authority's capital expenditure and any grant or loan made by a local authority for which Scottish Ministers have provided a consent to borrow. These advances, and associated repayments, should be recorded in Columns C & D for the General Fund and HRA respectively.

Local authorities are also able to make advances from the Loans Fund to other statutory bodies under statute, including Community Councils and Harbour Authorities. These advances, and associated repayments, should be recorded in Columns G to M. In particular, 'Other LAs' in Column G should include lending to the Tay Road Bridge; an IJB, if permitted to borrow; and / or an RTP.

The Loans Fund advances outstanding at 1 April (Row 210) is pre-populated as the Loans Fund advances outstanding at 31 March from the selected local authorities' return from the previous year. Any adjustments required to this figure should be entered in Row 211, with an explanation for the adjustment provided in the comments box at the bottom of LFR CR.

Repayments in year (principal only; no interest) - As charged to annual accounts (Row 213): Record here the value of the principal repayments made to the Loans Fund in year as charged to the annual accounts; do **not** include interest payments. These figures should match the sum of those recorded in LFR A0, Rows 104 to 106 as per the validation check in Cell Q213.

Any statutory repayment of debt for consented borrowing debtors included in the annual accounts should be included in Column C. Any repayments by statutory bodies included in the annual accounts should be included in Columns G to K and the corresponding capital receipt entries must also be made.

Repayments in year (principal only; no interest) - Reduction in capital prudential debtors (Row 214): There is a requirement in the legislation to make a loans fund advance for consented borrowing loans and these results in a prudential debtor. For some local authorities, this has led to a loans fund advance but no statutory repayment of debt made to the annual accounts; instead the loans fund is reduced by the same value as the reduction in debtor.

To resolve this difference, the reduction in capital prudential debtors relating to consented borrowing loans or statutory bodies where a local authority does **not** make a statutory repayment of debt but just reduces their CFR must also be recorded. Any reduction relating to consented borrowing debtors should be recorded in Columns C and D. Any reduction relating to repayments by statutory bodies should be recorded in Columns G to K.

Transfer of assets between funds (Row 215): Assets transferred between the General Fund and HRA must have a nil effect. The HRA figure will therefore be calculated automatically to be equal and opposite to the General Fund figure.

Advances Outstanding for Consent to Borrow (Rows 217 to 222): Record here the value of the Loans Fund advances outstanding at 31 March for each of the types of debtor listed. The sum of advances outstanding for all consented borrowing as calculated in Cell E222 should be equal to the value recorded as prudential debtors in Part C as per validation check in Cell O222.

Advances Outstanding for Lending to Other LAs (Rows 223 to 229): Record here the value of the Loans Fund advances outstanding at 31 March by type of authority. These figures should provide a breakdown of the value in Cell G216.

Schedule of Future Repayments (Rows 230 to 244): The decisions taken each year on new advances, such as the period and amount of each repayment, creates a liability to repay those advances from future years' budgets. A local authority is required to report on the commitment to repay Loans Fund advances, providing a breakdown of future repayments in five-year periods. Local authorities should record this breakdown of future repayments in this section.

5.7 Part G: Housing (Scotland) Act 2010 (Rows 246 to 257)

Part G collects information on Loans Fund advances outstanding relating to housing. The values in Rows 248 to 254 should be the housing element of the figures in Part F, Rows 210 to 216 and so the HRA figures for these rows have been pre-populated from Part F on this basis.

Capital Receipts (Row 256): Record here the amount of capital receipts acquired in the financial year under Right to Buy. The HRA figure has been pre-populated based on Part D.

Number of houses sold under Right to Buy (Row 257): Record here the actual, unrounded number of houses sold under Right to Buy.

5.8 Part H: City Deal / Growth Deal (Rows 259 to 274)

Part H extracts the value of expenditure and financing relating to City Deals and / or Growth Deals already included in Parts D and E.

City Deal / Growth Deal Grant Received (Row 261): Grants for City Deals and Growth Deals are required to be spent in the financial year it is received and so this line is pre-populated based on figures entered in Part E.

Expenditure (Rows 262 to 265): Record here the **total** expenditure on City Deal and / or Growth Deal projects. Do **not** just record the amount funded from City Deal / Growth Deal Grant.

Financing (Rows 266 to 271): Record here the financing of the **total** City Deal / Growth Deal expenditure as shown in Row 265. Please note the following guidance:

- **City Deal / Growth Deal Grant Used on City Deal Projects In Year (Row 267):** Record here the value of City Deal / Growth Deal Grant used on City Deal / Growth Deal projects in year **only**. Where, in exceptional circumstances, local authorities have used City Deal / Growth Deal Grant on non-City Deal / Growth Deal projects, this should be recorded in Row 273.
- **City Deal Grant from Previous Years (Row 270):** City Deal Grant conditions require the grant be used in full in the year provided. In exceptional circumstances, local authorities may use City Deal Grant on non-City Deal projects if the amount of City Deal Grant received exceeds City Deal project expenditure in that year. This is on the condition that an amount equal to that of City Deal Grant used on non-City Deal projects is taken from the local authorities own resources in the next financial year to fund City Deal projects.

This figure has therefore been pre-populated with the amount of City Deal Grant used for non-City Deal projects in the previous years' return.

City Deal / Growth Deal Grant applied to non-City Deal / Growth Deal projects (Row 273): In exceptional circumstances, if the amount of City Deal / Growth Deal Grant received exceeds City Deal / Growth Deal project expenditure in that year, grant which has not been used on City Deal / Growth Deal projects may be used on non-City Deal / Growth Deal projects. Record here the value of City Deal / Growth Deal Grant used to finance non-City Deal / Growth Deal projects in the financial year.

City Deal / Growth Deal Grant received for capital expenditure incurred in a prior financial year (Row 274): This line is pre-populated from LFR A0, Row 62 to ensure that additional grant for the Glasgow City Region Deal used to fund capital expenditure that was incurred in a prior financial year and funded by a loans fund advance is reflected in this section of LFR CR.

5.9 Part I: Value of Fixed Assets at 31 March (Rows 276 to 292)

Part I collects data on the Net Book Value (NBV) of fixed assets held by local authorities at 31 March. The data requested should align to how local authorities present fixed assets in their accounts. Where possible, lines have been pre-populated based on Part C.

5.10 Part J: Summary of Capital Receipts and Capital Fund (Rows 294 to 318)

Capital receipts are income from the sale of fixed assets, or any income received which is in respect of an asset which was originally treated as capital expenditure. Part J collects data on the movement of capital receipts in year, both in the Capital Fund / Capital Receipts and in Capital Grants and Receipts Unapplied. Most of this data is pre-populated based on figures provided elsewhere in the return.

Totals for Rows 296, 298 and 300 are provided in LFR 23, however local authorities are required to provide the appropriate split between the General Fund and the HRA. The totals in Column E are validated against the relevant figures in LFR 23 (Cells I68, J32 and I61 respectively) and will fail if they are not equal.

Local authorities are also required to provide the **amount of capital receipts held** in Capital Grants and Receipts Unapplied at 1 April in Row 309, as this information is not available elsewhere in the return. This row should **not** include amounts relating to capital grants held in the Capital Grants and Receipts Unapplied Account.

6. LFR 00: Subjective Analysis by Service

LFR 00 requires local authorities to provide a detailed breakdown of gross expenditure and gross income by service. LFR 00 also collects data required for:

- Bridge Authorities (Column G);
- Housing Revenue Account (HRA) (Column N);
- Statutory Harbour Account, for Orkney and Shetland only (Column T);
- Common Good (Column U).

All figures in LFR 00 should be provided on a funding basis. Total Net Revenue Expenditure for both the General Fund and HRA (Row 72) are separately validated against the net cost of services on a funding basis calculated in LFR A0, Row 12.

LFR 00 provides the Control Total figures in all service-level LFRs and so should be completed **before** the service-level LFRs.

All local authorities are required to complete LFR 00, however they will not all have to complete every column. Table 1 sets out which columns should be completed for each type of local authority.

Table 1: Which columns in LFR 00 should contain data by authority type

Column in LFR 00	Councils	VJBs	Bridge Authority	RTPs
LFR 01: Education	X			
LFR 01: Education - ELC	X			
LFR 02: Culture and Related Services	X			
LFR 03: Social Work	X			
LFR 05: Roads and Transport	X			X
Road Bridges			X	
LFR 06: Environmental Services	X			
LFR 07: Building, Planning & Development	X			
LFR 09: Central Services	X	X		X
LFR 20: Non-HRA Housing	X			
Trading Services	X			
HRA (Housing Revenue Account)	X			

Trading Services (Column L): Record all expenditure and income relating to trading with the public and internal significant trading operations. This will include, but is not limited to, costs associated with fishery harbours and markets; statutory Harbour Accounts for Orkney and Shetland; other harbours; airports; tunnels; piers and slaughterhouses. The only **exception** is expenditure and income relating to local authority transport undertakings which should be recorded in LFR 05.

Statutory Harbour Accounts (Column T): Record expenditure and income relating to statutory harbour accounts – to be completed by Orkney and Shetland **only**.

6.1 Service Analysis

A detailed analysis of expenditure and income is required to be broken down by the services set out in CIPFA's SeRCOP guidance.

Employee Pension Costs (Rows 11 & 13): This should include the employer's pension contributions **only**. Do **not** include IAS 19 costs.

Operating Costs (Rows 16 to 25): Due to the change in accounting arrangements for Public Private Partnerships (PPP) and Private Finance Initiatives (PFI) schemes, as set out in [Finance Circular 4/2010](#), **only** the 'fair value of services' element of the total unitary payment to the operator in year should be recorded here.

Do **not** include any **capital charges** within operating costs; these are dealt with in the statutory adjustments part of LFR A0. Capital charges include:

- depreciation of assets;
- amortisation of intangible assets;
- loss on impairment of assets;
- amortisation of government and non-government grants deferred.

Premises related costs (Row 17) should include expenses directly related to the running of premises and land, including:

- repairs, alterations and maintenance;
- energy costs, water services and CRC allowances;
- rents and rates;
- fixtures and fittings physically attached to buildings (equipment, loose furniture and materials should be recorded under 'Supplies and Services');
- cleaning and domestic supplies, including expenditure on contract cleaning (cleaning equipment should be recorded under 'Supplies and Services');
- grounds maintenance costs;
- premises insurance;
- contributions to premises-related provisions.

The total amount of **Rates** should **also** be recorded in **Cell O18**. If no rates have been paid, please record a zero here to resolve the validation check in Cell Q18.

Transport related expenditure (Row 19) should include all costs associated with the provision, hire or use of transport, including:

- direct transport costs, including repairs and maintenance, running costs and contributions to provisions in respect of vehicles;
- staff travelling expenses, including public transport and car allowances;
- home to school transport;
- recharges for vehicles hired from a central pool;
- contract hire and operating lease payments to outside firms;
- transport insurance, including premiums or contributions to provisions;
- contributions to transport-related provisions.

Supplies and Services (Row 20) should include all direct supplies and services expenses to the authority. This includes:

- equipment, furniture and materials;
- catering, including food and expenditure on contract catering;
- clothes, uniform and laundry;
- printing, stationery and general office expenses;
- communications and computing, including postage, telephones, radio and computer costs;
- members' allowances (and salaries where paid), including attendance allowances and special responsibility allowances;
- expenses, including subsistence and conference expenses;
- grants and subscriptions, including payments to individuals where good are received in return;
- payments for supplies and services under PFI and PPP schemes;
- contributions to provisions;
- services not otherwise distinguished in the standard SeRCOP classification, such a services on behalf of pupils and professional fees where there is no similar contact of employment.

Third party payments (Rows 21 to 24) are payments to an external provider, or an internal service delivery unit defined as a trading operation which is operating independently, in return for the provision of a service.

Third party payments will include those made to other local authorities, NHS Boards, government departments, voluntary associations, other establishments, private contractors and other agencies. In particular:

- **To RTPs and VJBs (Row 21):** All payments made to RTPs and VJBs must be recorded against this line.
- **To NHS Boards (Row 23):** Record here direct payments made to NHS Boards only. Do **not** include payments made to IJBs.

Where the service being provided relates to premises, transport or supplies and services, the payment should be recorded against the specific operating cost line in LFR 00 (Rows 17, 19 and 20 respectively). For example, payments for repairs or cleaning should be recorded against 'Premises related expenditure' in Row 17; or payments for catering should be recorded against 'Supplies and Services' in Row 20.

Third party capital projects funded from capital grant (Row 32): Record here the value of grants paid to third parties, including other local authorities, to finance capital projects undertaken by these third parties which were **funded from capital grants**, including capital grants received in year and capital grants unapplied.

The total for this row is expected to be equal and opposite to the sum of LFR 00, Rows 49 & 50 **and** LFR 23, Cells C36 to E36 as per the control total validation check. The HRA value has also been pre-populated on this basis.

Third party capital projects funded from revenue (Row 33): Record here the value of grants paid to third parties, including other local authorities, to finance capital projects undertaken by these third parties which were **funded from revenue**.

This data is required by the Office of National Statistics (ONS) and HM Treasury for National Accounts purposes.

Other Transfer Payments (Row 34): This should include debits resulting from soft loans to clients etc.

Support Services (Row 37): Record here expenditure on support services by service allocation on a funding basis. Section 15 provides detailed guidance on support services. In particular, any costs which do **not** come under the activities listed in Section 15.1 must **not** be included as support costs but must be recharged to the relevant service and included within the appropriate LFR.

Recharge income from other services (Row 39): Record here all recharge income received from other services. The expenditure side of the transaction must be recorded in the relevant expenditure line (Rows 9 to 35) **and** in the additional 'Expenditure recharged to other services' section (Rows 101 to 105). Local authorities should **only** enter zeroes in this line if there has been **no** recharge income. This line should also **not** be used to allocate shared services.

Recharges are included in the expenditure section to ensure double counting caused by internal charging is eliminated within the gross expenditure calculation.

Gross Expenditure adjusted for LFR purposes (Row 43): This line makes adjustments to the gross expenditure figure to eliminate double counting in aggregate figures caused by transfers between local authorities. This will be the basis of the Scotland gross expenditure figure reported by the Scottish Government in official statistics. It is calculated as:

- Gross expenditure on a funding basis (Row 41)
- **Plus** contributions from other local authorities (Row 55)
- **Plus** requisitions from constituent councils (Row 56, LFR 05 and LFR 09 **only**)

Ring-Fenced Revenue Grants (Row 47): Record here grant income relating to Ring-Fenced Revenue Grants (RFRGs) received from Scottish Government as identified within Annex E of [Finance Circular 5/2021](#). This line should reflect the amount of grant utilised in year against the service-specific LFR noted here:

- **LFR 01:** Gaelic; Pupil Equity Fund; Early Learning and Child Care Expansion
- **LFR 03:** Criminal Justice Social Work, **including** Top-up amount
- **LFR 05:** Support for Ferries

COVID-19 Specific Grants (Row 48): Record here COVID-19 specific grants against the service they have been used to fund. A full list of COVID-19 specific grants is provided in Annex B of this guidance.

Requisitions from constituent councils (Row 56): VJBs and RTPs should record income received from their constituent councils in this line, against LFR 05 and LFR 09 as appropriate. An adjustment has been made to calculations in LFR A0 to eliminate double counting for VJBs and RTPs who treat requisition income as non-service income in their accounts.

Contributions from NHS Boards (Row 57): Record here all payments received from NHS Boards, including any elements of SG Grant that has been paid to NHS Boards and then distributed to local authorities. Do **not** include any amounts received from IJBs in this line.

Income from fees or charges to service users (Row 63): Record here all income received from fees & charges for services, use of facilities, admissions and lettings.

Rent Income (Row 64): Record here all income received from rents, tithes, acknowledgements, way leaves and other land and property-based charges of a non-casual user.

Other customer and client receipts (Row 65): Record here any income from customer and client receipts that has not already been recorded in Rows 63 and 64. This should include sales of products or materials, data technology, surplus products and credits resulting from soft loans.

Gross Income adjusted for LFR Purposes (Row 70): This line makes adjustments to the gross income figure to eliminate double counting in aggregate figures caused by transfers between local authorities. This will be the basis of the Scotland gross income figure reported by the Scottish Government in official statistics. It is calculated as:

- Gross income on a funding basis (Row 68)
- **Minus** contributions from other local authorities (Row 55)
- **Minus** requisitions from constituent councils (Row 56, LFR 05 and LFR 09 only)

Net Revenue Expenditure on a funding basis (Row 72): This line calculates net revenue expenditure based on Rows 41 and 68. The validation check in Cell Q72 ensures the General Fund and HRA figures match those in LFR A0, Row 12.

6.2 Additional Information

Total Revenue Contributions to Capital (RCC) (Row 77): Record here all revenue contributions to capital (RCC) by General Fund service. RCC for the HRA is pre-populated based on LFR A0, Cell D109.

The validation check in Cell Q77 requires the total RCC recorded in this row to match capital expenditure funded from General Fund / HRA / Harbour Accounts as recorded in LFR A0, Cell F109.

Integrated Joint Boards (Rows 79 to 83): This section captures the required figures for transactions relating to Integration Joint Boards (IJBs). In particular:

Transfer Payment to IJB (Row 80): Record here the total amount transferred to the IJB in Column O. This should match the amount stated in your annual accounts. This figure is then used to pre-populate LFR 00, Cell E31 and LFR 03, Cell H12, replacing the 'Contributions to IJBs' row required in LFRs prior to 2019-20.

Where an element of the transfer payment to the IJB comes **directly from the HRA**, the following additional transactions must also be recorded:

- the transfer amount paid directly from the HRA should be recorded as expenditure in Cell N34 to ensure the amount of expenditure recorded against the HRA is correct and in line with figures entered in LFR A0;
- a recharge to LFR 03 (Cell E39) for the same value to ensure the double counting of this expenditure against both LFR 03 and HRA is eliminated.

If these additional transactions are not recorded, the net revenue expenditure split between General Fund and HRA in LFR 00 will not match to that in LFR A0 and the validation check at LFR 00, Cell Q72 will fail.

Income from IJB to commission services (Row 81): Record here the total amount of income to commission services received from the IJB in Column O. This should match the amount stated in your annual accounts.

Expenditure on services commissioned by IJB (Row 82): Record here the expenditure commissioned using income received from the IJB split by service, as included in the expenditure figures recorded in Rows 8 to 43 of LFR 00.

Rows 81 and 82 are expected to be equal and opposite to each other, as per the validation check in Cell Q82. On this basis, Row 82 is used to pre-populate 'Income from IJB to commission services' (Row 58), replacing the 'Contributions from IJBs' row in LFRs prior to 2019-20.

Grants and Payments to Third Sector Bodies (Rows 85 to 94): Record here gross grants and payments to third sector bodies, and any grants used to fund these. This data was collected in LFR 10 in returns prior to 2019-20.

Third sector organisations are non-governmental, value-driven and principally reinvest any financial surpluses to further social, environmental or cultural objectives. They include voluntary and community organisations, charities, social enterprises, cooperatives, housing associations, credit unions, mutual and development trusts. Trade Unions and political parties should be **excluded**.

Payments for the provision of services by third sector bodies (Row 86) should include fees, charges and subsidies paid by the local authority to the third sector body for the provision of services.

These amounts should also be included in the expenditure and income sections of LFR 00, as well as the relevant service-level LFRs. **Grants paid** to third sector bodies will be included as a transfer payment. **Payments for the provision of**

services by third sector bodies will be included within Operating Costs as a third party payment. **Grants received** by the local authority that are used to fund grants or payments to a third sector body should be recorded in the appropriate income line.

IFRS 16: Leases (Rows 96 to 99): The Financial Reporting and Advisory Board (FRAB) have permitted a further extension to the timeframe for adoption of IFRS 16 to 1 April 2024. However, local authorities are strongly encouraged to adopt IFRS 16 earlier and can choose to do so from 1 April 2022.

To ensure the impact of adoption of IFRS 16 can be quantified throughout the transition period, this section has been added to LFR 00 to capture the operating lease costs currently reflected in revenue expenditure figures recorded in LFR 00, Rows 8 to 43. Principal repayment values should be recorded in Row 97, with the associated interest costs recorded in Row 98. Where these two separate elements are not readily identifiable, the total value should be recorded in Row 97.

Expenditure Recharged to Other Services (Rows 101 to 105): It has been noted that, whilst the current recording of recharge income within LFRs eliminates double counting due to intra-authority transfers at a gross expenditure level, there may still be double counting within specific expenditure categories. As an initial step to understand the impacts of this, a new section to capture the amount of expenditure recharged to other services has been added to LFR 00.

This section should reflect the expenditure element associated with the figures that are reflected in the 'Recharge income from other services' line (LFR 00, Row 39) by the three expenditure categories in Rows 102 to 104 respectively.

For example, say Education recharges Environmental Service for £100k of Supplies & Services costs, the following amounts would be recorded in LFR 00:

- Environmental Services record the actual £100k expenditure associated with paying for the Supplies & Services in Cell H20;
- Environmental Services also record the £100k recharge income received from Education in Cell H39;
- Education record the recharge expenditure paid to Environmental Services for Supplies & Services in Cell C20 (creating a double count in Row 20) **and** record this expenditure in Cell 103.

The Total Expenditure Recharge value in Cell O105 **must** be equal and opposite to the value of recharge income recorded in Cell O39 and this is validated via the control total check in Row 105.

Additional Gross Expenditure directly related to COVID-19 (Row 108): Record here **new** gross expenditure that has been incurred **as a direct result of** the local authority response to the COVID-19 pandemic for each service. This should **not** include any reduced expenditure due to savings. These figures will already be included in the Expenditure section of LFR 00 (Rows 8 to 43).

As a guide, figures should be in line with additional **expenditure** recorded in the COVID-19 Local Government Financial Pressures data collection run by CoSLA.

However, please note that the following should **not** be included as additional COVID-19 expenditure in this line:

- any reduced expenditure / netting off due to savings or reduced costs;
- redeployment of staff resources;
- continued payment of service providers to ensure future service provision;
- lost income, for example from sales, fees and charges, due to COVID-19.

7. LFR 01: Education

All expenditure and income relating to the education service, regardless of which department provides the service, should be recorded in LFR 01. Exceptions are:

- any Social Work component of local authority residential schools or childcare expenditure – these should be recorded in LFR 03;
- childcare provision for primary / secondary age children funded from centrally managed budgets, including after school clubs, holiday clubs and play schemes – these should be recorded in LFR 02: Other Recreation & Sport;
- School Crossing Patrols – these should be recorded in LFR 05.

For Education, SeRCOP divisions of service are requested in two different formats. Data should be allocated to the subservices within the LFR as follows:

By school type (Columns C to K)

- **Pre-Primary Education**, including:
 - individual school budgets devolved to pre-primary school head teachers;
 - centrally held school budgets relating to pre-primary education;
 - an appropriate apportionment of:
 - schools without devolved budgets;
 - schools strategic management;
 - non-devolved school grants;
 - facilitating school improvement;
 - school and pupil support.

In line with the SeRCOP guidance, this column should include all traditional education activity, including nursery schools and any expenditure on childcare for under-5s.

Please note, where pre-primary education settings fall under a budget devolved to a primary school head teacher, the amounts relating to the pre-primary setting should be allocated to Pre-Primary, rather than Primary. This is to ensure consistent recording of pre-primary expenditure and income across local authorities with different school set-ups and budgets.

- **Primary Education**, including:
 - individual school budgets devolved to primary school head teachers;
 - an appropriate apportionment of:
 - schools without devolved budgets;
 - schools strategic management;
 - non-devolved school grants;
 - facilitating school improvement;
 - school and pupil support.

- **Secondary Education**, including:
 - individual school budgets devolved to secondary school head teachers; an appropriate apportionment of:
 - schools without devolved budgets;
 - schools strategic management;
 - non-devolved school grants;
 - facilitating school improvement;
 - school and pupil support.
- **Special Education**, including:
 - individual school budgets devolved to special school head teachers;
 - centrally held school budgets relating to Supporting Special Education Needs (SEN), **irrespective of where delivered**;
 - an appropriate apportionment of:
 - schools without devolved budgets;
 - schools strategic management;
 - non-devolved school grants;
 - facilitating school improvement;
 - school and pupil support.

Please note that references within the SeRCOP guidance to SEN should be considered to cover all Additional Support for Learning (ASL) needs. The latter term is concurrent with language used in the Additional Support for Learning (Scotland) Act 2009.

In line with the SeRCOP guidance, please ensure that any ASL provision that is funded by an individual schools' budget is included under the relevant school type. For example, expenditure for an ASL unit attached to a primary school that is funded from the primary schools' own budget would be included within the Primary column, rather than the Special Education column.

- **Community Learning**
- **Non-school Funding**, including:
 - strategic management of non-school services;
 - support for students;
 - home to college transport (16 to 18 years).

By devolved and centrally managed (Columns P to R)

- **Devolved**, including all individual school budgets devolved to the pre-primary, primary, secondary and special school head teacher
- **Centrally managed**, including:
 - schools without devolved budgets;
 - all centrally held school budgets.

7.1 Additional Information

Note that double counting between rows **is permitted** within the additional information for LFR 01. For example, Other Employee Costs associated with Additional Support for Learning should be counted in both the 'Employee Costs – All Other Employees' and 'Additional Support for Learning' lines. Double counting is **not** permitted between columns or in the core LFR 01 table.

Revenue Contributions to Capital (RCC) (Row 36): Record here any RCC relating to Pre-Primary Education (Column C); Primary Education (Column D); and Secondary Education (Column E) **only**. This information collected specifically for use in the Local Government Benchmarking Framework (LGBF) and so is only required for subservices which are reflected in LGBF finance indicators.

Employee Costs - All other employees (Row 40): Record here gross expenditure on employees other than teachers. This includes, but is not limited to, classroom auxiliaries, laboratory technicians, school librarians, school bursars, school welfare officers, receptionists, clerks, janitors, cleaners, welfare attendants, nurses, therapists, other medical staff and educational psychologists.

School Transport incurred under Section 50-51 (Row 41): Record here gross expenditure on taxis, buses and any other transport costs arising from the transport of children from home to school incurred under Section 50-51 of the Education (Scotland) Act 1980. Non-statutory transport costs, such as transport to sporting events, should **not** be included.

School Meals – Term time (Row 42): Record here gross expenditure relating to the provision of school meals, including any general fixed costs, during term time. This should **include** any costs associated with the provision of meal alternatives to pupils studying remotely whilst self-isolating due to COVID-19, including direct payments, vouchers, food parcels or food collection.

Hardship grants paid to children in receipt of free school meals should **not** be included here, even if the grant may have been used to pay for meals.

School Meals – Holidays (Row 43): Record here gross expenditure relating to the provision of meal alternatives to pupils living in low-income families during school holiday periods, including direct payments, vouchers, food parcels or food collection. Hardship grants paid to children in receipt of free school meals should **not** be included here, even if the grant may have been used to pay for meals.

Additional Support for Learning (ASL) (Row 44): Following an amendment in 2009 to The Education (Additional Support for Learning) (Scotland) Act 2004, Scottish Ministers have a duty to collect and publish a range of information from Education Authorities on additional support needs, including cost of provision. This line collects the cost of provision of additional support needs. These costs should be allocated to columns as per the relevant SeRCOP and LFR guidance, i.e. Pre-Primary, Primary and Secondary Education columns should only contain the costs for ASL provision that is funded by the schools' devolved budget and all centrally funded ASL provision should be included in the Special Education column. Cost of provision of Additional Support Needs should include the following:

- **Establishments:** The cost of running ASL establishments, for example, special schools or units making provision for:
 - Moderate or complex learning difficulties;
 - Autism;
 - Physical impairment;
 - Emotional and behavioural needs;
 - Sensory impairments (Hearing and Visual Impairments);
 - Other additional support needs.

- **Services:** The cost of running centralised services which support the provision of additional support for learning but which may be local authority wide, such as:
 - Assessment centres;
 - Dyslexia services;
 - Bilingual services;
 - EAL services;
 - Sensory Impairment Teams;
 - Audiology services;
 - Any other services.

- **Psychological Services:** The cost of running a psychological service to support identification and provision for additional support for learning:
 - Educational psychologists – salary plus on costs;
 - Educational psychology service, including mainstream schools.

- **Transport:** The cost of providing transport for pupils with additional support needs. This includes buses and any associated contracts; taxis and any associated contracts; and any other costs of transport.

- **Placements:** The cost of purchased placements for pupils with additional support needs. This includes placements in another authority area that are wholly funded by education authorities, and placements where funding is shared by the education authorities and other services (whole costs where possible).

- **Staffing:** Cost of ASL teachers and support staff in both ASL and mainstream establishments, such as Pupil Support Assistants and Support for Learning teachers. This should include the cost of absence cover.

Youth Work (Row 46) and Adult Learning (Row 47): Data from these lines will be used by Scottish Government Community Learning & Development policy to:

- understand the investment being made in these areas at local authority level;
- support the commitment to deliver the [Community Learning & Development Regulations](#);
- feed in to the National Youth Work and National Adult Learning Strategy when these are published.

These lines should reflect youth work / community-based adult learning services and provision linked to the Community Learning and Development Plan. Further details of specific expenditure to be recorded against each row is provided below.

Where an estimate has had to be provided for any of these rows, please advise this in the comments box at the bottom of LFR 01, along with any comments on the accuracy of the estimates. Further, if elements of these services are provided by an ALEO, please also note this in the comments box for information.

Please note that these lines are distinct categories. The validation check at Cells M46:M47 will fail if the **sum** of Cells H46 & H47 is **greater than** the total gross expenditure for Community Learning shown in Cell H13.

Youth Work (Row 46): Record here gross expenditure relating to youth work. Specifically, expenditure relating to:

- measures to provide education for citizenship through youth work;
- youth information services;
- direct provision of youth activities and facilities; and
- educational support for individuals and groups by youth workers or youth work services.

Adult Learning (Row 47): Record here gross expenditure related to the delivery of community-based adult learning and adult literacy and numeracy. Specifically, expenditure relating to:

- provision of adult literacies services;
- provision of English to Speakers of Other Languages (ESOL) services;
- provision of generic community-based adult learning services.

School Meals - Customer and Client Receipts only (Row 50): Record here all customer and client receipt income generated from school meals. This should be in line with School Meals income provided in prior years.

COVID-19 Specific Grants (Row 51): Record here the amount of COVID-19 specific grants that have been applied to each subservice. A full list of COVID-19 Specific grants is provided in Annex B.

Number of Free School Meals – Term time (Row 57): Record here the actual, unrounded **unit number** of free school meals provided during term time. This figure should **include** any meal alternatives provided to pupils studying remotely whilst self-isolating due to COVID-19, including direct payments, vouchers, food parcels or food collection. Where more than one days' meal alternatives was provided in a single package, for example a food parcel, payment or voucher to cover a week or more, please provide the number of days per individual pupil these packages were intended to cover.

Number of paid for School Meals – Term time (Row 58): Record here the actual, unrounded **unit number** of paid for school meals provided during term time.

Number of School Meals – Holidays (Row 61): Record here the actual, unrounded **unit number** of meal alternatives provided to pupils living in low-income families during school holiday periods, including direct payments, vouchers, food parcels or food collection. Where more than one days' meal alternatives was provided in a single package, for example a food parcel, payment or voucher to cover a week or more, please provide the number of days per individual pupil these packages were intended to cover.

Delivery method for School Meal - School holidays (Row 63): Record here the method of delivery for school holiday meals using the dropdown list provided. Where a mix of delivery methods has been used, please select 'Other'.

Where 'Other' has been selected, please provide a brief note of the delivery method used in the comments box at Row 65.

The validation check in Cell M63 will fail if no delivery method has been selected but a number of school holiday meals delivered has been recorded in Row 61.

8. LFR 01 - ELC: Early Learning and Childcare

The purpose of Column D is to report the revenue expenditure on the funded Early Learning and Childcare (ELC) 1140 hours offer.

Column D should cover all expenditure for providing up to 1140 hours of ELC to all eligible children registered for funded ELC in your Local Authority (this includes eligible two year olds). Column D should capture the entire expenditure on the funded ELC offer that local authorities are statutorily required to provide (i.e. this should not be limited to the expenditure on the expanded hours). Column D should include expenditure on payments made to private sector, voluntary or independent childcare providers who provided funded ELC.

Note: Column D expenditure will be a proportion of the expenditure included in the pre-primary education (Column C of LFR 01: Education which copies automatically to Column C of LFR 01 - ELC).

ELC Column D should not cover:

- i. the provision of milk or snacks provided through the Scottish Milk and Healthy Snack Scheme (SMHSS), or;
- ii. any ELC provided at local authorities' discretion.
These should be included in the pre-primary Column C.

For local authorities that do not have any expenditure on pre-primary education outwith the 1140 hours ELC offer, the expenditure figures for Column D should only be different from Column C by the SMHSS and any discretionary provision.

The apportionment of schools' strategic management; facilitating school improvement etc. should be approached in the same way as for pre-primary education in LFR01: Education (in line with the guidance in Section 6 of this document).

9. LFR 02: Culture and Related Services

All expenditure and income relating to culture and related services, regardless of which department provides the service, should be recorded in LFR 02, with the following exceptions:

- School library service, which should be recorded in LFR 01;
- Community learning and development, which should be recorded in LFR 01;
- Business related area promotional events, which should be recorded in LFR 07 under economic development;
- Travellers' sites and sites for those occupying mobile homes as a main residence which should be recorded in LFR 20.

Culture and Related Services data is required using the discretionary subdivisions of service set out in CIPFA's SeRCOP guidance. Data should be allocated to the subservices within the LFR as follows:

- **Cultural & Heritage**, consisting of:
 - Museums & galleries
 - Other cultural & heritage, including:
 - archives;
 - arts development & support;
 - heritage;
 - theatres & public entertainment.
- **Library services**, including:
 - permanent and mobile lending libraries;
 - reference and information services;
 - specific community library services.
- **Tourism**, consisting of:
 - Promotional events
 - Other tourism, including:
 - tourism policy, marketing and development;
 - camping & caravanning.
- **Recreation & Sport**, consisting of:
 - Countryside recreation & management
 - Sport Facilities, including:
 - sports development & community recreation;
 - indoor and outdoor sports & recreation facilities;
 - golf courses.
 - Community parks & open spaces
 - Other recreation & sport, including:
 - allotments;
 - community centres;
 - foreshore.
 -

9.1 Additional Information

Revenue Contributions to Capital (RCC) (Row 36): Record here any RCC relating to the following subservices **only**:

- Museums and Galleries (Column C);
- Library Service (Column F);
- Total Tourism (Column I);

- Sport Facilities (Column K);
- Community Parks & Open Spaces (Column J).

This information collected specifically for use in the Local Government Benchmarking Framework (LGBF) and so is only required for subservices which are reflected in LGBF finance indicators.

COVID-19 Specific Grants (Row 39): Record here the amount of COVID-19 specific grants that have been applied to each subservice. A full list of COVID-19 Specific grants is provided in Annex B.

10. LFR 03: Social Work

All expenditure and income relating to Social Work services, regardless of which department provides the service, should be recorded in LFR 03, with the exception of community learning and development, which should be recorded in LFR 01.

The subservices within LFR 03 are based on the mandatory divisions of service set out in CIPFA's SeRCOP guidance. In particular, please note the following:

Children's Hearings (Column D): Include here any costs associated with services supplied through service level agreements made with the National Convener of Children's Hearings Scotland.

Children & Families (Column E): Record here all expenditure and income relating to the provision of Children & Families social care services. Whilst it is expected that these will be services predominantly relating to individuals aged under 18, this subservice may also include expenditure and income associated with individuals aged 18 and over who continue to receive support from Children & Families services, in particular relating to through and / or after care.

Adult Social Care (Column F): Record here all expenditure and income relating to the provision of adult social care services. This should include all expenditure and income relating to:

- older persons aged over 65;
- adults with physical or sensory disabilities;
- adults with learning disabilities;
- adults with mental health needs;
- adults with addictions / substance misuse;
- adults with HIV / AIDS;
- asylum seekers and refugees.

Integration Joint Boards (IJBs) (Column H): This subservice reflects the amount transferred to IJBs **only**. This figure is pre-populated in Cell H12 from the figure in LFR 00, Cell E31. This approach ensures a consistent recording of transfers to IJBs across all local authorities.

Please note, any money clients receive from the Independent Living Fund should **not** be recorded in LFR 03.

10.1 Revenue Contributions to Capital (RCC) (Row 36)

Record here any RCC relating to Adult Social Care (Column F) **only**. This information collected specifically for use in the Local Government Benchmarking Framework (LGBF) and so is only required for subservices which are reflected in LGBF finance indicators.

10.2 Gross Expenditure by Expenditure Type (Rows 38 to 44)

Please note that **double counting** between this section; 'Gross Expenditure by Type of SDS' in Rows 46 to 48; and 'Gross Expenditure by Service Type' in Rows 50 to 79 is permitted. However, double counting between individual lines **within** this section is **not** permitted.

Employee Costs (Row 39): Record here total employee costs, including pension costs, for each subservice. The total employee cost figure in Cell I39 should be equal to the employee cost recorded in LFR 00, Cell E14 as per the Control Total check.

Third party payments to private companies (Rows 40 to 43): Third party payments are payments to an external provider, or an internal service delivery unit defines as a trading operation which is operating independently, in return for the provision of a service. Third party payments should **not** include payments for services relating to premises, transport or supplies and services – full details of what should be recorded under these categories are provided on pages 26 to 27. Record here the total amount of third party payments made to private companies for accommodation and non-accommodation-based services in Rows 41 and 42 respectively, where accommodation-based services is as defined on page 43 and non-accommodation-based services captures all other services. This should reflect all gross payments made to businesses **providing care services** on a commercial, for-profit basis, e.g. private care homes or domiciliary care services. Do **not** include:

- direct payments to individuals;
- payments to third sector (charitable or non-profit) organisations;
- payments to companies for goods and non-care services, e.g. those that should be recorded under premises, transport or supplies and services.

Local authorities are advised to use the [Companies House Register](#) to distinguish private companies from those classed as third sector based on the 'Company Type' information listed in the Overview tab for on the company's register entry.

Total third party payments to private companies recorded in Cell I43 must not be greater than the 'Third Party Payments: Other' value recorded in LFR 00, Cell E24 as per the validation check in Cell K43.

This data is required by analysts in Scottish Government and the Office for National Statistics to support the production of economic statistics in compliance with the international standard set out in the UN System of National Accounts 2008.

Validation Check (Row 44): The validation check in Row 44 ensures that the sum of employee costs (Row 39) and total third party payments to private companies (Row 43) does not exceed the 'All other expenditure' value (Row 12) per subservice.

10.3 Gross Expenditure by Type of Self-Directed Support (SDS) (Rows 46 to 48)

This section captures gross expenditure on SDS 1 and 2 only in Rows 47 and 48 respectively. This data is required to understand the overall costs associated with providing these two forms of SDS. These figures should:

- **exclude** support services and recharge income;
- **include** contributions from other local authorities.

Expenditure on SDS 3 is **not** required in this section due to known issues with local authorities' ability to provide this figure following attempts to collect this in 2019-20.

Please note that **double counting** between this section; 'Gross Expenditure by Expenditure Type' in Rows 38 to 44; and 'Gross Expenditure by Service Type' in Rows 50 to 79 is permitted. However, double counting between individual lines **within** this section is **not** permitted.

10.4 Gross Expenditure by Service Type (Rows 50 to 78)

This section captures gross expenditure on Children & Families and Adult Social Care split by type of service provided in order to the cost of providing different services. The total figure calculated in Row 78 **must** equal those shown in Row 15, as per the checks in Row 79.

Details on what should be included against each service is provided in Section 8.8. It is understood that the changes to the return, as well as the further clarifications in the guidance, may lead to changes in recording for local authorities. Where this has been the case, please ensure this is explained in the comments box to reduce the likelihood of validation queries on the affected figures.

Please note that **double counting** between this section; 'Gross Expenditure by Expenditure Type' in Rows 38 to 44; and 'Gross Expenditure by Type of SDS' in Rows 46 to 48 is permitted. However, double counting between individual lines **within** this section is **not** permitted.

10.5 Customer & Client Receipts by Service Type (Rows 81 to 108)

This section captures customer and client receipts for Children & Families and Adult Social Care split by type of service provided.

The total figure calculated in Cell I107 **must** be equal to the value recorded in LFR 00, Cell E66, as per the control total check in Row 107. In order to ensure this is possible, any customer and client receipts relating to Service Strategy, Children's Hearings and Criminal Justice Social Work should be recorded in Cells C106, D106 and G106 respectively.

Further, Row 108 requires that the totals in Row 107 **must not** be less than the 'All other income' figures entered in Row 21.

Details on what should be included against each service is provided in Section 8.8.

10.6 Gross Expenditure net of Customer and Client Receipts by Service Type (Rows 110 to 138)

This section uses figures recorded in the 'Gross Expenditure by Service Type' (Rows 50 to 79) and 'Customer and Client Receipts by Service Type' (Rows 81 to 108) sections to calculate gross expenditure net of customer and client receipts split by type of service provided. This figure will provide a more comparable "adjusted gross" figure across local authorities as it will eliminate the impacts of variation in recording of client income across local authorities.

Details on what should be included against each service is provided in Section 8.8.

10.7 Income: COVID-19 Specific Grants (Row 141)

Record here the amount of COVID-19 specific grants that have been applied to each subservice. A full list of COVID-19 Specific grants is provided in Annex B.

10.8 Guidance on Service Types

Amounts should be recorded against the **most directly related service**, based on the service descriptions listed here. Figures should reflect amounts relating to the purchase or direct provision of the service, including where services have been purchased from another local authority or a private or voluntary sector provider. SDS 2 expenditure, or Managed Personalised Budgets, should be treated as principal transaction by the local authority. That is, where the budget is used to purchase known services from either the council or another provider, the money should be recorded as expenditure against that service. Any residual expenditure from the budget, where it is unknown what support was purchased, should be recorded as 'SDS that cannot be allocated to a specific service'.

Assessment, Casework, Care Management & Occupational Therapy (Rows 53, 82 & 113): This line should include amounts relating to the following:

- assessment and casework for children and families, including child protection;
- assessment and care management for community care client-groups;
- occupational therapy.

Within these broad categories, this will include amounts for any general Social Work administration that does not relate to provision of a specific service. This will include costs associated with the process of receiving referrals; assessing need; undertaking reviews; arranging packages of care; providing assistance in cash or kind; fieldwork costs, including hospital social workers and Out of Hours services.

Do **not** include the following costs:

- occupational therapy aids and adaptations, these should be recorded against 'Equipment and Adaptations' within Community-Based Services;
- foster care recruitment, training and support which should be recorded under 'Fostering / Family Placement' within Community-Based Services;
- assessment and support of adoptive parents which should be recorded under 'Adoption Services' within Community-Based Services.

Direct payments to individuals via SDS (Rows 54, 83 & 114): Record here **all** direct payments made to individuals as part of Self-Directed Support (SDS). This will predominantly relate to individuals in receipt of SDS 1, but may include elements of SDS 2 packages that include a direct payment. The gross expenditure figure recorded in Row 54 must equal the transfer payments to social work clients recorded in LFR 00, Cell E29 as per the control total check.

Accommodation-Based Services: These lines should reflect **all** accommodation-based services, that is services that require an individual to stay in a specific residence in order to receive their required care, including overnight care. Costs applicable to housing should **not** be included and should be recorded against non-HRA Housing (LFR 20) or the HRA (LFR 00) as appropriate.

Care Homes (Rows 56, 57, 85, 86, 116 & 117): Include amounts relating to care homes, where care homes are defined as residential placements for individuals that provide direct care for all needs at all times of the day, and where individuals do **not** have a tenancy agreement. This will include any costs associated with provision of free personal and nursing care.

These costs should be split between those relating to Care Homes run directly by the council in Rows 56, 85 & 116; and payments to provide placements in Care Homes **not** run directly by the council, including those run by private, third sector or ALEO organisations, in Rows 57, 86 & 117.

Supported Living Services (Rows 59, 88 & 119): Include amounts relating to services where care provision is available for all or most of the day, including overnight, and individuals have a tenancy agreement and / or some level of autonomy, for example cooking their own meals.

These services should generally relate to those whose main purpose is provision of care within accommodation considered to be the individuals' permanent residence. Do **not** include any services intended to provide temporary, non-care specific accommodation, for example homeless shelters which would be recorded under Homelessness in LFR 20.

Secure Accommodation (Rows 60, 89 & 120): Include all provision and placement costs in accommodation approved by the First Minister for the purpose of restricting the liberty of children.

Residential Schools (Rows 61, 90 & 121): Include provision and placement costs for residential schools. Do **not** include:

- expenditure on children who have been placed temporarily to provide respite for their carers';
- education contributions which should be recorded in LFR 01.

All other accommodation-based services (Rows 62, 91 & 122): Record here amounts relating to any other accommodation-based service that has not been captured by the specific services listed above.

Community-Based Services: These lines should capture amounts relating to all community-based services, that is services that individuals receive that do **not** fall under the definition of accommodation-based services.

Care at Home (Rows 65, 66, 94, 95, 125 & 126): Previously 'Home Care', this relates to care provided to individuals in their own home, generally on a routine basis to provide assistance with specific tasks, including personal care, domestic help, laundry services or shopping services. Some or all of these services may be provided by different staff-groups or purchased from different agencies.

Personal care includes:

- personal hygiene, including bathing, showering, hair washing, shaving, oral hygiene and nail care;
- continence management, including toileting, catheter / stoma care, skin care, incontinence laundry, bed changing;

- food and diet, including assistance with the preparation of food and assistance with the fulfilment of special dietary needs;
- problems with immobility, including dealing with the consequences of being immobile or substantially immobile;
- counselling and support, including behaviour management, psychological support and reminding devices;
- simple treatments, including assistance with medication (inc. eye drops), application of creams and lotions, simple dressings and oxygen therapy;
- personal assistance, including assistance with dressing, surgical appliances, prostheses, mechanical and manual aids; getting up and going to bed; and transfers including the use of a hoist.

•
 These costs should be split between those relating to services provided directly by the council in Rows 65, 94 & 125; and payments to fund provision of these services via private, third sector or ALEO organisations in Rows 66, 95 & 126.

Please note that amounts related to community alarms should be recorded under 'Equipment and Adaptations'.

Day Care (Rows 68, 97 & 128): Day care covers attendance at a location other than the client's own home for personal, social, therapeutic, training or leisure purposes, including any meals provided and transport to and from the location. Amounts relating to luncheon clubs should be included.

Equipment and Adaptations (Rows 69, 98 & 129): Includes adaptations to homes; disability equipment and aids to daily living; telephones; alarm equipment, including purchase and running costs; other communications equipment; and equipment stores, delivery and other associated costs.

Do **not** include equipment funded by the council's housing service, this should be recorded in LFR 20.

Services to Support Carers (Rows 70, 99 & 130): Include all amounts relating to services to support the carers of people with community care needs, carers of children with or affected by disabilities, and young carers, including grants to voluntary bodies, special projects, etc.

Do **not** include amounts relating to respite in care homes, home care provided on a respite basis, respite placement in day care facilities or respite fostering / family placement – this should be recorded under the relevant service.

Supported Employment (Rows 71, 100, 131): Includes supported workshops, meals provided at workshops, transport to the workshop and the blind home workers' scheme.

Adoption Services (Rows 72, 101 & 132): Include all fees and allowances paid to adoptive parents under the Adoption Allowance (Scotland) Regulations 1996, and staff and any other costs for assessing and supporting adoptive parents.

Fostering / Family Placement (Rows 73, 102 & 133): Include all foster carers fees, expenses and allowances; staff and any other costs for foster carer recruitment, training and support; costs for any family placement schemes; and all allowances / payments paid to kinship carers.

All other community-based services (Rows 74, 103 & 134): Record here amounts relating to any other community-based service that has not been captured by the specific services listed above. This may include costs for meals, advocacy, children's rights, community service, support to formerly looked after children, youth crime and youth work services.

SDS that cannot be allocated to a specific service (Rows 76, 105 & 136): Record here any amounts relating to SDS packages that **cannot** be allocated to a specific service, for example where the package contains a mix of services and it is not possible to distinguish the individual costs for each service.

Other (Rows 77, 106 & 137): Record here any other amounts that have not yet been recorded to ensure the totals are correct. It is anticipated that this line should be equal to zero with the following exceptions:

- Highland Council should record all payments made to NHS Highland under the lead agency integration model in Row 77;
- any customer and client receipts relating to Service Strategy, Children's Hearings and Criminal Justice Social Work should be recorded in Cells C106, D106 and G106 respectively to ensure total Customer and Client Receipts in Cell I107 matches the equivalent figure in LFR 00, Cell E66.

Where figures have been recorded in these lines, please provide a note of what the amount relates to in the comments box. If you are unsure whether a figure should be recorded here, please contact the team with details of what the amount relates to so further specific advice can be provided.

11. LFR 05: Roads and Transport

All expenditure and income relating to roads and transport, regardless of which department provides the service, should be recorded in LFR 05. In particular, Local Authority Transport Undertakings, which is a subdivision of Trading Services within SeRCOP, should be recorded here. Exceptions to this are:

- normal street sweeping or cleansing which should be recorded in LFR 06;
- school transport costs which should be recorded in LFR 01.

Roads & Transport data is required using the discretionary subdivisions of service set out in CIPFA's SeRCOP guidance. Data should be allocated to the subservices within the LFR as follows:

- **Roads**, consisting of:
 - Construction
 - Winter maintenance
 - Other maintenance, including:
 - structural, environmental & safety maintenance;
 - routine repairs.
 - Lighting
- **Network & Traffic Management**, consisting of:
 - School crossing patrols
 - Other network & traffic management, including:
 - network and traffic management;
 - road safety education;
 - data collection;
 - accident investigations;
 - network, planning, policy and strategy.
- **Parking Services**, including on-street and off-street parking
- **Non-Local Authority Public Transport**, consisting of:
 - Concessionary fares
 - Support to operators & voluntary groups
 - Co-ordination
- **Local Authority Transport Undertakings**, including:
 - buses;
 - ferries;
 - other.

RTPs must complete LFR 05 and it is expected that this expenditure will be recorded against Non-LA Public Transport, with the majority being recorded against 'Co-ordination' (Column O). RTPs should record income received from their constituent councils against 'Requisitions from Constituent Councils' (Row 19).

All payments councils make to RTPs **must** be recorded against 'Third Party Payments: To RTPs and VJBs – Councils only' (Row 10) against the relevant Non-LA Public Transport subservices (Columns M to P) in line with RTP expenditure.

11.1 Additional Information

Revenue Contributions to Capital (RCC) (Row 36): Record any RCC relating to Total Maintenance in Column F **only**. This information collected specifically for use

in the Local Government Benchmarking Framework (LGBF) and so is only required for subservices which are reflected in LGBF finance indicators.

Buses including annual bus subsidy for tendered mileage (Row 39): Record here gross expenditure on buses relating to:

- Non-LA Public Transport, Cell N39;
- Local Authority Transport Undertakings, Cell Q39.

The figure entered in cell N39 should include any annual bus subsidy for tendered mileage.

Ferries including loans and leasing charges (Row 40): Record here gross expenditure on non-LA public transport relating to ferries, **including** any loan and leasing charges.

Ferries excluding loans and leasing charges (Row 41): Record here gross expenditure on local authority transport undertakings relating to ferries, **excluding** any loan and leasing charges.

COVID-19 Specific Grants (Row 45): Record here the amount of COVID-19 specific grants that have been applied to each subservice. A full list of COVID-19 Specific grants is provided in Annex B.

12. LFR 06: Environmental Services

All expenditure and income relating to environmental services, regardless of which department provides the service, should be recorded in LFR 06. Exceptions are:

- cleansing that relates to keeping carriageways free of litter for road safety purposes which should be recorded in LFR 05;
- Social Protection Teams / Wardens which should be recorded in LFR 20.

Environmental services data should be recorded as per the mandatory divisions of service set out in CIPFA's SeRCOP guidance.

12.1 Additional Information

Revenue Contributions to Capital (RCC) (Row 36): Record here any RCC relating to the following subservices **only**:

- Environmental Health (Column F);
- Trading Standards (Column G);
- Waste Collection (Column H);
- Waste Disposal (Column I).

This information collected specifically for use in the Local Government Benchmarking Framework (LGBF) and so is only required for subservices which are reflected in LGBF finance indicators.

Citizen's Advice Bureau (CAB) and Money Advice Services (Rows 39 & 44):

These lines should **only** reflect support costs and net revenue expenditure associated with the provision of CAB and Money Advice services, including both services provided directly by the council, and those provided by a third party.

Street Cleaning (Rows 40 & 46): Record support costs and net revenue expenditure associated with sweeping (manual or mechanical), street washing and emptying of litter receptacles in these lines respectively. Do **not** include here any amounts relating to keeping carriageways free of litter for road safety purposes.

Public Conveniences (Row 43): Record here total net revenue expenditure associated with the running, cleaning and maintaining of public toilets.

Animal Health Services (Row 45): Record here total net revenue expenditure associated with animal health and welfare issues.

COVID-19 Specific Grants (Row 49): Record here the amount of COVID-19 specific grants that have been applied to each subservice. A full list of COVID-19 Specific grants is provided in Annex B.

13. LFR 07: Building, Planning and Development

All expenditure and income relating to building, planning and economic development, regardless of which department provides the service, should be recorded in LFR 07. Exceptions to this are:

- expenditure on tourism that is used to promote economic development should be included under tourism expenditure in LFR 02.

Building, planning and development data should be recorded as per the mandatory divisions of service set out in CIPFA's SeRCOP guidance, noting the changes to subservice names as stated above.

13.1 Additional Information

Revenue Contributions to Capital (RCC) (Row 36): Record here any RCC relating to the following subservices **only**:

- Building Standards (Column C);
- Development Management (Column D);
- Planning Policy (Column E);
- Economic Development (Column H).

This information collected specifically for use in the Local Government Benchmarking Framework (LGBF) and so is only required for subservices which are reflected in LGBF finance indicators.

Income from planning fees for applications and deemed applications (Row 39): Record here income received from fees for planning applications and deemed applications. Please **exclude** income from property and planning searches.

COVID-19 Specific Grants (Row 42): Record here the amount of COVID-19 specific grants that have been applied to each subservice. A full list of COVID-19 Specific grants is provided in Annex B.

14. LFR 09: Central Services

All expenditure and income relating to central services, regardless of which department provides the service, should be recorded in LFR 09. This should include penalties for the late payment of Council Tax or other services.

Central Services data is required using the discretionary subdivisions of service set out in CIPFA's SeRCOP guidance. In addition, expenditure / income is requested for:

- Housing Benefit Administration (Column G);
- Council Tax Valuation (Column M);
- Non-Domestic Lands Valuation (Column N);
- Non-Road Lighting (Column P).

VJBs are expected to provide figures for the following subservices:

- Registration of Electors (Column L);
- Council Tax Valuation (Column M);
- Non-Domestic Lands Valuation (Column N);
- Corporate and Democratic Core Costs (Column R);
- Non-Distributed Costs (Column S).
-

VJBs should record income received from their constituent councils against the relevant subservices in Row 19. **Councils in areas served by VJBs** should split the requisition paid to VJBs against the relevant subservices in Row 10.

RTPs are expected to provide figures for the following subservices:

- Corporate and Democratic Core Costs (Column R);
- Non-Distributed Costs (Column S).
-

RTPs should record income received from their constituent councils against the relevant subservices in Row 19. **Councils in areas served by RTPs** should record any element of the payment to the RTP against the relevant subservices in Row 10.

Council Tax Reduction Administration (Column D): Councils are required to provide figures for the administration for Council Tax Reduction. Where it is not possible to provide exact figures, councils are required to provide an estimate using an appropriate apportionment methodology. Any returns where this figure is zero will be queried and a figure required to be provided.

Other (Column T): It is expected that all rows in this column will be zero or near to zero as all expenditure and income should be recorded in the appropriate subservices within the LFRs. The exception is costs incurred relating to equal pay for **previous years only** which should be recorded here.

Where a local authority feels there is no appropriate subservice to record specific expenditure / income, this should be recorded here and an explanation of what the figures relate to should be provided in the Comments box at the bottom of LFR 09.

14.1 Additional Information

COVID-19 Specific Grants (Row 36): Record here the amount of COVID-19 specific grants that have been applied to each subservice. A full list of COVID-19 Specific grants is provided in Annex B.

15. LFR 20: Non-HRA Housing

All General Fund expenditure and income relating to housing, regardless of which department provides the service, should be recorded in LFR 20. Exceptions are:

- Non-Road Lighting which should be recorded in LFR 09;
- Housing Benefit Administration which should be recorded in LFR 09;
- expenditure / income relating to the HRA which should be recorded in LFR 00.

Non-HRA Housing data should be recorded as per the mandatory divisions of the General Fund Housing service set out in CIPFA's SeRCOP guidance, excluding the mandatory division for Housing Benefit Administration which is recorded in LFR 09.

Please note, Social Protection Teams / Wardens should be recorded in LFR 20 to ensure consistency between local authorities.

15.1 Additional Information

COVID-19 Specific Grants (Row 36): Record here the amount of COVID-19 specific grants that have been applied to each subservice. A full list of COVID-19 Specific grants is provided in Annex B.

16. LFR 12: Council Tax Income Account

Information relating to local authorities' Council Tax Income Account should be recorded in LFR 12. **All figures** should be presented on a levied basis, unless otherwise specified. The following costs should **not** be included here, and should instead be recorded in LFR 09:

- collection of Council Tax;
- administration of rebates;
- discounts for prompt payment, where offered;
- late payments or other penalties.

Gross Council Tax (Row 7): Record here the gross Council Tax levied before any discounts, reliefs, exemptions and provisions against doubtful debts / non-payment. This figure should include any arrears of local tax collection.

Additional Council Tax income (Row 8): Record here the additional income in relation to the following:

- reducing the discount on second homes from 50% to 0%;
- reducing the discount on long-term empty properties from 50% to 0% or applying an increase.

Income arising from penalties (Row 9): For example for non-disclosure of the person liable to pay tax or penalties arising from a summary warrant being approved.

Contributions in respect of Class 17 and 24 dwellings (Row 10): Include armed forces accommodation and dwellings where crown immunity applies.

Council Tax Reduction (Row 13): Record here the total value of Council Tax Reduction (CTR) awarded under the CTR scheme (Council Tax Reduction (Scotland) Regulations 2012, Council Tax Reduction (State Pension Credit) (Scotland) Regulations 2012).

Discounts (Row 14): Record here the total value of discounts given as covered by The Local Government Finance Act 1992, Section 79(1) and 79(2). This includes the 25% Single Person Discount and 50% discount for second homes and long-term empty properties.

Exemptions (Row 15): Record here the total reduction relating to exempt properties, in accordance with The Council Tax (Exempt Dwellings) (Scotland) Order 1997 (SSI 1997/728). This includes halls of residences; dwellings occupied by students; dwellings awaiting demolition; repossessed dwellings and empty dwellings.

Disabled Relief (Rows 16): Record here the total reduction relating to disabled relief given by the authority, in accordance with The Council Tax (Reductions for Disabilities) (Scotland) Regulations 1992 (SSI 1992/1335).

Provisions Against Doubtful Debts (Row 17): Record here the local authority's provision for property tax doubtful debts.

Net residual adjustments to Council Tax income during the year (Row 18): This will include arrears of Council Tax recovered; arrears of community charge recovered; and redetermination of prior years.

16.1 Memorandum Account (Rows 28 to 42)

Local authorities have discretion to reduce the Council Tax discount on second homes and long-term empty properties to between 10% and 50% as per The Council Tax (Variation for Unoccupied Dwellings) (Scotland) Regulations 2013 (SSI 2013/45 as amended). The additional income generated from this reduction in discount is retained locally and must be used for the provision of new-build affordable social housing to meet locally determined priorities. The additional income can be used on the council's own social housing stock, or paid as grant to Registered Social Landlords (RSLs).

This section collects all income recognised in the Council Tax income account arising from the reduction in discounts to a minimum of 10%, and all expenditure recognised as being funded from this income. The [2013 guidance on Council Tax on second homes and long-term empty properties](#) advises proper accounting practices, i.e. on a levied basis, but also references actual amounts collected.

This has led to local authorities taking different approaches in how this income and expenditure is recorded. Local authorities are asked to complete this section **on the same basis as their annual accounts**. Where the figures are provided on a levied basis, local authorities are asked to split the balance held on this account between cash held and amounts not yet collected in Rows 41 and 42 respectively. Where the figures provided are on a cash basis, the split will just show the full balance as cash held and Row 42 will be zero.

Please note, these figures should be independent of billing years and so will not match the information provided on the Council Tax Revenue Return, which collects data on a billing year basis.

Balance brought forward 1 April (Row 29): Record here the balance of income set aside for affordable housing that has been brought forward at the start of the financial year.

Additional Council Tax income from reducing discount on second homes to between 50% and 10% (Row 30): Record here additional income relating to reducing the discount on second homes from 50% to a minimum of 10%.

Additional Council Tax income from reducing discount on long-term empty properties to between 50% and 10% (Row 31): Record here additional income relating to reducing the discount on long-term empty properties from 50% to a minimum of 10%.

Interest on unspent monies (Row 32): Record here interest allocated to this Memorandum Account (earmarked reserve) based on the balance held in this account.

Expenditure on Affordable Housing - HRA Capital Expenditure (Row 34):

Record here expenditure on affordable housing recorded as HRA capital expenditure that has been funded by the additional Council Tax income.

Expenditure on Affordable Housing - HRA Revenue Expenditure (Row 35):

Record here expenditure on affordable housing recorded as HRA revenue expenditure that has been funded by the additional Council Tax income.

Expenditure on Affordable Housing - Registered Social Landlords (RSLs), other organisations or individuals (Row 36): Record here amounts paid to RSLs, other organisations or individuals for affordable housing that has been funded by the additional Council Tax income.

Amount carried forward for affordable housing (Row 38): Automatically calculates the amount carried forward for affordable housing, i.e. the amount earmarked in reserves. The amount calculated here **must** be equal to the earmarked reserve amount as per the accounts and recorded in LFR 23, Row 78. This condition is validated in Cell E38 and LFR 23, Cell M78.

The amount that has been collected (Row 41): Record here the amount of additional Council Tax Income to be carried forward and earmarked in reserves that has been collected, i.e. cash received.

The amount not yet collected (Row 42): This figure is automatically calculated based on Row 41. It reflects the remaining amount to be carried forward as amounts not yet collected, i.e. still recognised as a Council Tax debtor. Where a local authority has completed the Memorandum Account on a cash basis, this balance should be zero.

16.2 Other Additional Council Tax Income (Rows 44 to 46)

These lines capture information on additional Council Tax income relating to second homes / long-term empty properties which is general in nature (i.e. not ring-fenced) and may be spent as local authorities determine. **Figures should be provided on the same basis as those in the memorandum account section.**

Additional Council Tax income from reducing discount on second homes from 10% to 0% (Row 45): Record here additional income relating to reducing the discount on second home from 10% to 0%.

Additional Council Tax income from reducing discount on long-term empty properties below 10% (including 0%) or applying an increase (Row 46): Record here additional income relating to reducing the discount on long-term empty properties below 10% (including to 0%) or applying an increase in amount charged.

17. LFR SS: Support Services

This return should provide a detailed breakdown of General Fund and HRA support services on a funding basis. That is, it provides a detailed expenditure and income split for the support services figures recorded in LFR 00, Row 37.

Local authorities should adhere to the following guidance when completing LFR SS. This guidance is in line with SeRCOP and the definitions used for the SOLACE benchmarking exercise.

Section 15.1 sets out on what activity costs should be included within each support service. All costs associated with these activities should be regarded as support costs, regardless of where in the local authority the activities are undertaken. In particular, please note the following:

- All payroll costs must be included under Finance.
- Any departmental staff undertaking support service work should be included as a cost for the relevant support service. For example, costs associated with finance staff employed by Education should be included in the Finance column of LFR SS, rather than in LFR 01.
- If the activity is procured by a **third party** then the costs to the local authority in procuring these activities should still be regarded as support costs, and as such, should be included as a cost for the relevant support service. For example, costs of an outsourced IT function should be included within the IT column of LFR SS.
- **Shared administration support costs must be recharged** to front line services and individual support services. Only the proportion relating to support services should be included within LFR SS, and should be allocated to each of the relevant columns as determined by the activity undertaken.
- **Corporate and Democratic Core (CDC) costs** should be recorded in LFR 09, Column R. Any support services element of CDC costs (as recorded in LFR 09, Cell R9) should be included in LFR SS in the relevant column.

Any costs which do **not** come under the activities listed in Section 15.1 **must not** be included as support costs but **must be recharged to the relevant service** and included within the appropriate LFR.

Local authorities are advised to examine the costs they currently class as support costs and assess whether they adhere to this guidance. If they do not, appropriate recalculations should be made and the adjusted figures provided in the final LFR.

Local authorities should also consider whether there are any other types of support costs established as a result of local decisions or structures, for example a contact centre that provides functions on behalf of a range of departments, and seek clarification on how to treat these if required.

Apportionment methodologies is a matter for each local authority and should be reviewed and agreed with their external auditor.

17.1 Activity costs by support service

Corporate Services

- Review teams, for example policy, performance, Best Value, change management, service reform etc.
- Customer care and service centres
- Press, publicity and public relations
- Internal mail, print facilities and post rooms
- Any general administrative services
- Departmental directorate costs and associated administrative support
- Client management of any outsourced activities noted above

Finance

- Accountancy
- Payroll
- Administration of pension funds
- Insurance (excluding premiums) and risk management
- Internal audit
- Financial management systems – provision and development
- Financial advice
- Treasury functions
- Departmental directorate costs and associated administrative support
- Client management of any outsourced activities noted above

Human Resources (HR)

- Employee relations
- Equal opportunities
- Health and safety
- Industrial relations
- Occupational health
- Retirement
- Administration of redundancy and retirements
- Staff resource planning
- Terms and conditions and welfare
- Departmental directorate costs and associated administrative support
- Client management of any outsourced activities noted above

Information Technology (IT)

- ICT strategy, policy and service development
- ICT support, including software support
- Network management
- Systems procurement
- Development and operations, including project and change resources
- Departmental directorate costs and associated administrative support
- Client management of any outsourced activities noted above

Legal

- Advocacy and litigation
- Commercial work
- Contract negotiation
- Conveyance
- Departmental directorate costs and associated administrative support
- Client management of any outsourced activities noted above

Procurement

- Preparation of procurement strategy
- Negotiation and arrangement for contracts
- Procurement administration
- EU procurement procedures
- Departmental directorate costs and associated administrative support
- Client management of any outsourced activities noted above

Property Management / Office Accommodation

- Administration of acquisitions and disposals
- Property asset management policies and plans
- Energy management
- Property register maintenance
- Surveying
- Valuation and review
- Departmental directorate costs and associated administrative support
- Client management of any outsourced activities noted above

18. LFR SC: Adult Social Care: Supplementary data by client group

This LFR has been developed to allow the retention of key Adult Social Care client group data for the 2021-22 LFR. It is noted that most local authorities are not able to provide these figures directly from their ledgers, however a “best estimate”, in line with those calculated in prior years’, should be provided for each of the following:

Gross Expenditure by Adult Social Care Subservices (Rows 8 to 14): This section splits gross expenditure adjusted for LFR purposes on adult social care services (LFR 03, Cell F15) by the key five client groups. Please **include** contributions received from other local authorities in these figures to eliminate expenditure on clients in other local authorities.

The validation check in Row 14 will fail if the total adult social care values in Row 13 do **not** equal the equivalent figures in LFR 03 (Cells F15 and F107 respectively).

Amounts relating to provision of services for Older persons (aged 65+) only (Rows 16 to 22): This section captures the elements of expenditure on Care Homes and Care at Home that relate to provision for adults age 65+ **only**. Specifically:

- **Cell C18** should reflect the element of Care Home expenditure recorded in LFR 03, Cell F58 that relates to adults aged 65+;
- **Cell D18** should reflect the element of income from Care Home customer and client receipts recorded in LFR 03, Cell F87 that relates to adults aged 65+;
- **Cell C19** should reflect the element of Care at Home expenditure recorded in LFR 03, Cell F67 that relates to adults aged 65+;
- **Cell D19** should reflect the element of income from Care at Home customer and client receipts recorded in LFR 03, Cell F96 that relates to adults aged 65+.
-

There are three sets of validation checks applied to these figures:

- **Row 20** checks that the absolute values of figures in Row 18 are **less than or equal to** the absolute value of total Care Homes in LFR 03 (as per the cell references noted above), i.e. figures for adults aged 65+ **cannot** exceed the total adult social care figures.
- **Row 21** checks that the absolute values of figures in Row 19 are **less than or equal to** the absolute value of total Care at Home in LFR 03 (as per the cell references noted above) i.e. figures for adults aged 65+ **cannot** exceed the total adult social care figures.
- **Row 22** checks that the absolute value of the sum of Rows 18 and 19 is **less than or equal to** the absolute value of total Older Persons in Row 8 for Columns C and D individually, i.e. the sum of figures for Care Homes and Care at Home for adults aged 65+ **cannot** exceed total Older Persons figures.

19. LFR 24: Pension Funds

Please note the following:

- The references in these notes are to the Local Government Pension Scheme (Scotland) Regulations 2018 (SI 2018 No. 141), unless otherwise specified.
- The form should be completed by every administering authority, completing one form per pension fund. Entries should include all pension benefits expressly authorised to be charged to pension funds, whether or not rechargeable to services. Any other expenditure not authorised to be charged to the fund should be excluded.
- The data supplied should only relate to employees and pensioners who are covered by the Local Government Pension Scheme and **not** teachers who have their own schemes. For the avoidance of doubt, AVC contributions received from and transferred to AVC providers should be excluded.
- UK investments comprise UK public sector securities, securities of UK registered companies, property investments in the UK and unit trusts etc. where the management is based in the UK. UK should be taken to include the Channel Islands and Isle of Man, and to exclude the Republic of Ireland.
- Income should be entered as a negative and expenditure as a positive throughout the return.

19.1 Fund Account (Rows 7 to 18)

This section provides a summary of the opening and closing net assets position of the fund. Most rows are pre-populated with information from Sections 2, 3 and 4, however authorities are required to provide the following figures:

Opening net assets of the fund at 1 April (Row 9): Record here the opening net assets of the fund at 1 April as stated in the Pension Fund accounts.

Revaluation of insurance buy-in contract (Row 16): Record here the revaluation value of any Insurance Buy-In Contracts incurred in year.

19.2 Scheme Administration (Rows 20 to 48)

Contributions Receivable – Employees and Employers (Rows 25 & 26): Record here payments for pensionable service accrued during the year from employees and employers respectively.

Pension – Retired and Dependents (Rows 30 & 31): Record here pension payments paid in year to retirees and dependents respectively.

Lump sum on retirement (Row 33): Include all lump sum payments on retirement, including those members whose pension was deferred.

Lump sums on death (Row 34): Include death gratuities and lump sum payments on the death of a deferred pensioner.

Other benefits (Row 36): Include injury allowances including any payments to widows or dependents. Please provide details of any benefits recorded in this line in the comments box at the bottom of LFR 24.

Elements of 'Total Pensions' relating to payments under the Pensions (Increase) Act (Row 39): Record here the element of total pensions paid, as recorded in Cell F32, that relates to the Pensions (Increase) Act. This row is collected as additional information **only** and **will contain double counting** and is therefore **not** included in any total or subtotal calculations. The validation check in Cell H39 ensures that the value recorded here does not exceed the total pensions paid recorded in Cell F32.

Elements of 'Total Pensions' relating to payments made overseas (Row 40): Include payments to persons resident or to bank accounts outside the UK. Record here the element of total pensions paid, as recorded in Cell F32, that relates to payments made overseas. This row is collected as additional information **only** and **will contain double counting** and is therefore **not** included in any total or subtotal calculations. The validation check in Cell H40 ensures that the value recorded here does not exceed the total pensions paid recorded in Cell F32.

Refunds to members leaving service (Row 43): Include the amount of contributions returned to employees plus interest if any; any recovery by the employing authority from the funds in respect of the employee's share of payment in lieu of contributions; any recovery from the fund of Contributions Equivalent Premium (CEP) paid (Regulation 18); and the amount of charge to tax on repayment (Regulation 18). This line was called 'Refund of Contributions' prior to 2020-21.

Contributions equivalent premiums (Row 44): Regulation 18 provides that transfer premiums and limited revaluation premiums to the premiums payable under the Pensions Act may be met from the pension fund. Record this value here, less any recoveries from employees that have been included in Row 43.

Transfers in (-) (Row 45) and Transfers out (+) (Row 46): Record here the amount received from (Transfers in, Row 45) or paid to (Transfers out, Row 46) other pension funds for members who have either joined or left the fund during the financial year. These values should include all transfer payments and apportionments. Where apportionments have not been completed, this line should include their book value. Please note transfers **in** should be entered as a negative number, while transfers **out** should be entered as a positive number.

Other (Row 47): Record here any other amounts relating to the administration of the scheme that has not been included in the above rows. Please provide a note of what this figure relates to in the comments box at the bottom of LFR 24.

19.3 Investments (Rows 50 to 56)

Rows 52 to 54 should include the same information as is reported in the Pension Fund accounts. These lines should **not** include management expenses, which are to be reported in Section 4 below.

Increase (-) / decrease (+) in market value of investments (Row 53): Please record increases as a negative figure and decreases as a positive figure. This is in line with income being recorded as negative and expenditure as positive.

Other (Row 55): Record here any other expenditure relating to investments that has not been included in the above rows, and which does not relate to management expenses. Please provide a note of what this figure relates to in the comments box at the bottom of the return.

19.4 Management Expenses (Rows 58 to 64)

Please note the following:

- the number of FTE staff should be recorded as at 31 March;
- administration and management staff of the fund includes only the number of FTE staff involved in pension fund duties as an administering authority of a Local Government Pension Scheme (LGPS);
- administration costs should only be those for the local authority acting in the role of the LGPS administering authority;
- the costs to the administering authority of acting as an employing authority should **not** be included;
- costs of administering the Teacher Schemes should be excluded.

Administration costs (Row 61): Include here:

- Staff costs for staff employed in pensions, personnel, accounting functions etc. for time on pension admin duties. This will include employees' salary costs; NI costs; admin staff pension costs; other benefit costs such as cars, bonuses etc.; travel and subsistence; any other costs, such as relocation, recruitment, training etc. Please **exclude** all costs for staff involved in fund management.
- System costs, including systems processing, development, maintenance, lease costs / depreciation, and disaster recovery insurance.
- General costs, including rent and rates charges for office and storage space, repairs and maintenance, depreciation, postage, telephone and fax costs, insurances, preparation of scheme accounts (excluding audit), PLSA membership fees and other subscriptions, general management and time spent on pension issues, legal costs, stationery, printing and office supplies (including benefits statements and scheme booklets), outside administration consultancy (e.g. actuaries, external auditors, other management and administration consultancies) and other general costs.

Please **exclude** all costs associated with investment administration and management which should be recorded under 'Investment management expenses' in Row 62.

Investment management expenses (Row 62): Include here:

- Internal fund management costs, such as staff, system and general costs.
- External fund management costs, such as fund managers, consultancy and other external management costs including Unit Trust fees, custody fees, corporate governance fees etc.
- Internal monitoring costs, investment accounting, performance measurement, external investment consultancy and advisory fees etc.

Oversight and governance costs (Row 63): Record here any management expenses relating to the oversight and governance of the scheme, including staff costs and appropriate apportionments of management and other overhead costs. This should include costs of Council committees that are charged to the fund.

19.5 Membership details at 31 March (Rows 67 to 82)

Record in this section the membership details of the scheme as at 31 March. Please note, the columns for Admitted Bodies are only for employees admitted or deemed to be admitted under Regulation 4. It is **not** for employees of other Scheduled Bodies who participate in the fund.

Number of employees who have opted out (Row 79): Record here the number of employees who have chosen to opt out of the pension scheme after joining. Do **not** include employees who chose to opt out prior to joining.

This information has been requested by the Scottish Public Pensions Agency (SPPA) and will be used to analyse the membership trends of Local Government Pension Fund Schemes.

Number of scheduled bodies (Row 81) and Number of admitted bodies (Row 82): Record here the number of Scheduled Bodies (Row 81) and Admitted Bodies (Row 82) potentially covered by the scheme, including those that don't have active members.

19.6 Retirements in year (Rows 84 to 92)

Pensions in Column C should reflect the element of Pensions payable in Cell F32 **that relates only to those who retired during the year**. This will **include** amounts relating to payments under the Pensions (Increase) Act.

The number of retirements in Column D should represent the number of individuals to whom the pension payments in Column C are made. Those retiring on 31 March and whose payments are recorded in the next financial year should be included in the LFR 24 period in which the payments are recorded.

**Scottish Government
Local Government Finance Statistics
July 2024**

20. Annex A: Usable Reserves as in LFR 23

General Fund (Column C): Local Authorities are required under section 93(1) of the Local Government (Scotland) Act 1973 to have a General Fund. The LFR follows the Code requirement to calculate the total Surplus or Deficit on the provision of services and make statutory adjustments to adjust from an accounting basis to funding basis.

Housing Revenue Account (HRA) (Column D): The legislative framework does not allow for a specific housing reserve. This however is contrary in spirit to the ring-fenced nature of the HRA under the Housing (Scotland) Act 1987 which ring fences HRA monies. As such it is recognised that local authorities can separately identify a housing balance and the form therefore recognises this practice.

Harbour Account (Column E): The Orkney County Council Act 1974 and the Zetland County Council Act 1974 require Orkney and Shetland to keep separate accounts for their harbour undertaking, and provides the power for them to hold a reserve fund for the same undertaking.

Renewal and Repair Fund (Column F): Local Authorities are permitted under Section 16 (Schedule 3 paragraph 22 (1)) of the Local Government (Scotland) Act 1975, to establish a Renewal and Repair Fund. This fund may be used for repairing, maintaining, replacing and renewing the authority's buildings, plant and equipment.

Insurance Fund (Column G): Local Authorities are permitted under Section 16 (Schedule 3 paragraph 22 (1)) of the Local Government (Scotland) Act 1975 (as amended by schedule 13 of the Local Government etc. (Scotland) Act 1994) to establish an Insurance Fund.

Other Statutory Funds (Column H): In addition to the funds listed above, some local authorities may have specific statutory authority to hold other reserves. Such reserves are recorded under this heading.

Capital Fund / Capital Receipts (Column I): Local Authorities are permitted under section 16 (Schedule 3, Para 22 (1)) of the Local Government (Scotland) Act 1975 Act to establish a Capital Fund. Useable capital receipts reserves are also considered allowable under these powers.

This reserve may be used for the purpose of meeting the cost of capital expenditure and for the repayment of principal on loans, but **not** any interest on loans.

Capital Grants and Receipts Unapplied (Column J): This reserve holds capital grant and capital receipts that have been received but not yet used to fund capital expenditure.

21. Annex B: List of COVID-19 Specific Grants

For LFR purposes and in line with the [LASAAC 2021-22 Guidance on Accounting for COVID-19 Grants](#), the following grants should be treated as service income and recorded as COVID-19 Specific Grants in Row 48 of LFR 00 and the relevant additional information rows in other service-level LFRs:

- Self-Isolation Support Admin Grant
- Ventilation Grant Admin
- Childcare Sector Omicron Impact Grants Admin
- 15m for Community MH&WB Support Framework
- Additional Community Justice Funding for Structured Deferred Sentences
- Community Justice – Pandemic Recover Work

Further, any amounts from the following 2020-21 grants detailed in the [LASAAC Guidance on Accounting for Coronavirus Grants](#) that were carried forward and used in 2021-22 should also be recorded as COVID-19 Specific Grants in Row 48 of LFR 00 and the relevant additional information rows in other service-level LFRs:

- Discretionary Housing Payments
- Free School Meals and Community Food
- Vulnerable children and young people
- Additional Teachers and Support Staff (Ring-fenced)
- Digital Inclusion
- Additional Teachers 2nd tranche
- Administration for £500 self-isolation grants
- Young Persons Guarantee
- Partnership Action for Continuous Employment (PACE)
- Community Justice
- Parental Employability Support Fund
- Administration of ELC Transitional Support Fund
- Administration of Temporary Restrictions Fund for Childcare Providers

22. Annex C: List of Agency Grants to be Excluded

For LFR purposes and in line with the [LASAAC 2021-22 Guidance on Accounting for COVID-19 Grants](#), the following grants are considered to be agency grants and should **not** be recorded within the LFR:

- Low Income Pandemic Payments
- Additional Soft Play Support Fund
- Brewer Support Fund
- December & January Hospitality Fund
- January Hospitality Top-up
- June 5 Localised Restrictions Fund
- Nightclub Closure Fund
- Restart and Transition Fund
- Route Map Extension Restrictions Fund
- Self-Isolation Support
- Taxi and Private Hire Operator Support Fund
- Ventilation Grant Fund
- Childcare Sector Omicron Impact Grants
- Scottish Child Payment Bridging Payments
- Additional £400 Payment to Secondary Teachers and Lecturers
- Coronavirus (COVID-19): £500 payment for health and social care staff

Further, any amounts from the following 2020-21 agency grants detailed in the [LASAAC Guidance on Accounting for Coronavirus Grants](#) that were carried forward and used in 2021-22 should also be excluded from the LFR:

- £100 Hardship Payments – Winter and Spring
- Self-Isolation Grant Payments
- Business Grant Scheme
- Grants for Newly Self-Employed
- Break Restrictions Fund
- Break Restrictions Fund – Contingency
- Furlough Support
- Strategic Framework
- Retail, Hospitality Top-up Support
- Taxi and Private Hire Vehicle Driver Support Fund
- Self-Catering Accommodation
- B& and Guesthouse Support
- Contingency Fund Plus
- ELC Transitional Support Fund
- Temporary Restrictions Fund for Childcare Providers
- Coronavirus (COVID-19): £500 payment for private provider care staff