



Meeting of the Audit Committee

4.00 - 6.00 pm on Tuesday, 7 February 2017
in 1A01 Board Room - Technopark, SE1 6LN

Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
12.	TRAC return	203 - 220	RF

Date of next meeting
4.00 pm on Thursday, 8 June 2017

Members: Steve Balmont (Chair), Mee Ling Ng and Roy Waight

Apologies: Shachi Blakemore

In attendance: Charlotte Bilsland, Natalie Ferer, Richard Flatman, Justin Martin, David Phoenix, Carol Rudge, James Stevenson, Shân Wareing (for item 8) and Michael Broadway.

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	PAPER NO: AC.XX(17)
Paper title:	Transparency approach to costing (TRAC) return
Board/Committee	Audit committee
Date of meeting:	7 February 2017
Author:	David Kotula, Reporting Analyst
Executive/Operations sponsor:	Richard Flatman – Chief Financial Officer
Purpose:	<p>To obtain retrospective approval of the TRAC return, which is a mandatory return made to HEFCE annually in January. The purpose of the Transparency Review is to demonstrate the full costs of research and other publicly funded activities in higher education to improve the accountability for the use of public funds.</p> <p>Our return was prepared in accordance with the regulations set down by HEFCE for the preparation of the TRAC return.</p> <p>The completed return was reviewed by Ralph Sanders - Director of Planning, Information and Reporting FMI, Natalie Ferer, Financial Controller FMI and Richard Duke, Head of the Business Intelligence Unit.</p> <p>The report was submitted within the deadline set by HEFCE.</p>
Which aspect of the Strategy/Corporate Delivery Plan will this help to deliver?	Strategic enablers – financial sustainability.
Recommendation:	That committee approves the report.

Matter previously considered by:	Audit Committee	Annually
Further approval required?	None	N/A

Introduction

The Transparent Approach to Costing return (TRAC) is a mandatory return made annually in January.

The key purpose of the TRAC analysis is to provide an analysis of the costs and income allocated by Teaching, Research and Other activity.

The key risk is incorrect data analysis leading to erroneous results.

HEFCE guidance requires that the return is approved by a Committee of the Board of Governors. The purpose of this report is to provide assurance and request retrospective approval of the return for 2015/16.

Assurances regarding process

The following assurances are provided to Committee with regard to process:

1. Reconciliation to accounts

- The TRAC return is an annual return completed every January. The basis for the 2015/16 return was the financial accounts for year ending 31/07/2016. The return has been checked and reconciles to the published financial accounts
- This information includes costs down to individual staff level for teaching staff and to cost centre level for support staff. The individual staff costs are extracted from payroll data used in the Management Accounts and the staff cost data in Agresso. All figures have been reconciled back to the published accounts.

2. Compliance with guidelines/regulations

- The return has been prepared in accordance with the regulations set down by HEFCE for the preparation of the TRAC return (Ref. 5.1 – Aug 2014). This includes any updated regulations or issues raised at the TRAC self-help groups organised by the TRAC Development Group and the British Universities Finance Director's Group (BUFDG).
- Cost adjustments have been made to the published accounts to reflect Return on Finance and Investment (RFI) and infrastructure costs. These

have been calculated based on the TRAC regulations and are designed to reflect the true cost of running LSBU.

- Cost drivers are based on Time Allocation Schedules (TAS), Workload Planning datasets, student FTE derived from the HESES15 dataset, staff FTE's derived from Payroll and HR establishment datasets, space allocation from the EAF Tribal K2 System, and library usage data from LLR.
- All cost data is derived from the Agresso finance system at a cost centre and source code level. This data is reconciled against the source files used by the Financial Accountant to produce the published accounts.
- The robustness and accuracy of the data was verified during a review process by Ralph Sanders – Financial Planning Manager.

3 Prior Discussions and review.

- The completed return has been reviewed by Ralph Sanders - Director of Planning, Information and Reporting, Natalie Ferer, Financial Controller in her role as the data steward for Agresso, and Richard Duke head of BIU.
- The report was submitted within the deadline set by HEFCE.

4 Variances.

- The 2015/16 FEC Indirect rate is £45,675 this is 1.5% lower than last year's figure of £45,675.
- The FEC rate will be kept at the same rate as 2014/15 (but with one year of additional indexation) due to sector wide uncertainty over the impact from the introduction of the FRS102 accounting standards.
- LSBU's target surplus for sustainable operations was £18.289 million, compared to £12.429m in 2014/15. This increase was due to changes in the way assets were determined post FRS102 implementation.

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Annual TRAC return reporting for AY 2015-16

Institution: London South Bank University
UKPRN: 10004078
TRAC Peer Group: E

Declaration by Head of Institution*

I confirm that the costs, income and charge-out rate information reported in the attached return have been prepared in accordance with the TRAC requirements as set out in the TRAC guidance (Version 2.0 July 2016, <http://www.hefce.ac.uk/funding/finsustain/trac/>).

I confirm that a full self-assessment of compliance against each requirement listed in the guidance has been carried out in the last three years. I also confirm that a Board Committee has specifically reviewed the results of the tests for reasonableness and has either confirmed compliance or has drawn up an action plan for any areas where the institution is not fully compliant. I confirm that the Board Committee has lay membership (TRAC guidance section 2.1.5.18).

With reference to the TRAC data loaded on: TRAC data not yet uploaded

Name of Board committee which confirmed compliance with the TRAC requirements. Audit Committee	Date of meeting at which compliance was confirmed (Please enter in the format of dd/mm/yyyy) 07/02/2017
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If the Board Committee is meeting after the date of this return, please also state in the box below who provided the confirmation for this return, and the date (e.g. Chairman's Action, or management committee). Please note that responsibility still lies with the Board Committee for this confirmation.

Name of person/committee who provided confirmation for this return. Richard Flatman	Date of confirmation (Please enter in the format of dd/mm/yyyy) 31/01/2017
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Signed: (Head of Institution*) _____
 Name: Professor David Phoenix
 Title: Vice-Chancellor & Chief Executive
 Date: 31/01/17

To be returned no later than 31st January 2017. Earlier submissions are encouraged.

The name and title of the Head of Institution* must be completed before the return is uploaded to the HEFCE extranet (secure area of the HEFCE website). The results file should then be printed and signed by the Head of Institution*. Please scan the signed hard copy and upload electronically to the funding councils via the HEFCE extranet. The Funding Councils do not require a paper copy.

* Accountable Officer where this is not the Head of the Institution

Annual TRAC return reporting for AY 2015-16

Institution: London South Bank University
UKPRN: 10004078
TRAC Peer Group: E

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To be returned no later than 31st January 2017. Earlier submissions are encouraged.

This worksheet has passed all validation checks

Institutional results

Data collected for use by the Funding Councils

	2015-16		2014-15	
	£000	As a % of expenditure	£000	As a % of expenditure
<i>Actual Operating Surplus</i>				
Total income* (derived from audited financial statements)	138,190		141,127	
Total expenditure* (derived from audited financial statements)	134,907		142,293	
Operating surplus/(deficit)	3,283	2.4%	-1,166	-0.8%
<i>Target Operating Surplus</i>				
Infrastructure adjustment	5,047	3.7%	3,127	2.2%
Return for financing and investment adjustment	13,242	9.8%	9,302	6.5%
Target surplus for sustainable operations (infrastructure adjustment + RFI adjustment)	18,289	13.6%	12,429	8.7%
Sustainability gap (difference between target surplus for sustainable operations and operating surplus/(deficit))	15,007	11.1%	13,595	9.6%
Full economic cost (total expenditure + target surplus for sustainable operations)	153,196	113.6%	154,722	108.7%

* The income and expenditure lines as reported in the Consolidated Statement of Comprehensive Income should be adjusted, where appropriate, in respect of pension costs, gains or losses on disposal of fixed assets, gains or losses on investments, the share of surpluses/deficits in joint ventures and associates, taxation charges or credits and non-controlling interests in line with section 3.1.4.8 of the TRAC guidance.

Notes:

1. Please ensure that the net RFI adjustment on expenditure is calculated in accordance with the guidance provided at sections 3.2.4.7 and 3.2.5.5 of the TRAC guidance (<http://www.hefce.ac.uk/funding/finsustain/trac/>).

Is your institution eligible for and applying dispensation from 1 April 2017? Please select Yes/No from the drop-down box

No

(Eligibility is defined as institutions with less than £3,000,000 annual research income from public sources. A rolling average of research income (over five years) is used to assess whether £3,000,000 has been reached or not. More information on dispensation can be found in annex 1.2b of the TRAC guidance (July 2016, <http://www.hefce.ac.uk/funding/finsustain/trac/>))

Analysis of TRAC results

(A) TRAC income and full economic costs by activity

Data collected for use by the Funding Councils

	Teaching		Research	Other	Total
	Publicly funded £000	Non-publicly funded £000			
2015-16					
Income	104,038	10,181	5,566	18,405	138,190
TRAC full economic costs	114,473	10,092	11,286	17,345	153,196
Recovery of full economic costs (income)	90.9%	100.9%	49.3%	106.1%	90.2%
2014-15					
Income	100,150	11,634	5,715	23,626	141,127
TRAC full economic costs	110,402	11,364	11,106	21,850	154,722
Recovery of full economic costs (income)	90.7%	102.4%	51.5%	108.1%	91.2%

Note: Income allocation guidance is contained in Annex 3.5a and 3.5b of the TRAC guidance and can be found here: <http://www.hefce.ac.uk/funding/finsustain/trac/>

(B) Research income and full economic costs by research sponsor type

Data collected for use by the Funding Councils and RCUK

	2015-16								Total Research £000
	Recurrent research funding from the funding councils £000	Institution-own funded £000	Postgraduate research £000	Research Councils £000	Other govt departments £000	European Union ¹ £000	UK-based Charities £000	Industry ² £000	
Income	1,820	645	869	583	659	189	249	552	5,566
TRAC full economic costs		3,301	5,071	787	849	260	347	721	11,286
Recovery of full economic costs (income)		19.5%	17.3%	74.1%	77.6%	72.7%	71.8%	76.6%	49.3%

2014-15

Annual TRAC return reporting for AY 2015-16

Institution: London South Bank University

UKPRN: 10004078

TRAC Peer Group: E

	Recurrent research funding from the funding councils £000	Institution-own funded £000	Postgraduate research £000	Research Councils £000	Other govt departments £000	European Union ¹ £000	UK-based Charities £000	Industry ² £000	Total Research £000
Income	1,956	656	746	661	320	230	338	810	5,715
TRAC full economic costs		3,174	4,803	868	397	358	458	1,048	11,106
Recovery of full economic costs (income)		20.7%	15.5%	76.1%	80.6%	64.3%	73.7%	77.3%	51.5%

¹ European Union covers EU government bodies including the Commission. This is the same as that defined under 3(h) in Table 7 of the HESA Finance record.

² Industry should include all other organisations such as UK industry, commerce and public corporations, UK Other, EU non-government organisations (i.e. EU-based charities, EU industry and EU other) and Overseas organisations (Non-EU based charities, Non-EU industry and Non-EU other).

For further details of definitions please see sections 3.1.4.1 and 1.3.2.4 of the TRAC guidance (<http://www.hefce.ac.uk/funding/finsustain/trac/>).

It is not currently a TRAC requirement to reallocate income and costs relating to PGR activity away from the external research sponsor type to the PGR category. However it is possible this could become mandatory, at least for research intensive institutions in the future. Please indicate in the box on the right whether your institution already reallocates income and costs to the PGR category. If you do not have any PGR income or costs please select "N/A".

No, we do not reallocate income and costs away from the external research sponsor type to the PGR category.

Annual TRAC return reporting for AY 2015-16

Institution: London South Bank University
 UKPRN: 10004078
 TRAC Peer Group: E

Further analysis of TRAC results

This worksheet has passed all validation checks

(A1) Derivation of TRAC income and expenditure figures

Data collected for use by the Funding Councils

	2015-16 £000	2014-15 £000
Total income ¹	138,178	141,121
+ gain on disposal of fixed assets	0	0
+ gain on investments	12	6
+ share of operating surplus in joint ventures	0	0
+ share of operating surplus in associates	0	0
+ taxation credit	0	0
TRAC income	138,190	141,127
Total expenditure ²	134,907	142,293
-/+ (Cost)/credit attributable to the periodic revaluation of [USS and SAUL]		
pension scheme liabilities	0	0
+ [USS and SAUL] employer pension deficit contributions excluded from expenditure in financial statements	0	0
+ loss on disposal of fixed assets	0	0
+ loss on investments	0	0
+ share of operating deficit in joint ventures	0	0
+ share of operating deficit in associates	0	0
+ taxation charges ³	0	0
+/- (surplus)/deficit attributable to non-controlling interests	0	0
TRAC expenditure	134,907	142,293

¹ From FRS 102 accounts - income as reported in the Consolidated Statement of Comprehensive Income

² From FRS 102 accounts - expenditure as reported in the Consolidated Statement of Comprehensive Income

³ Taxation charges should include taxation on research and development credit (RDEC).

(A2) TRAC income and full economic costs by activity - Further analysis

Please select which model has been applied to account for government grants:

Government revenue grants [Accrual model](#)
 Government capital grants (excluding grants for land) [Accrual model](#)

2015-16

	Teaching Publicly funded £000	Non-publicly funded £000	Research £000	Other £000	Total £000
Items included in income					
TRAC income	104,038	10,181	5,566	18,405	138,190
Donations and Endowments (note 1)					
New Endowments received and included in total income	0	0	0	0	0
New Donations included in total income	0	0	0	0	0
New capital grants received in the year (note 2)					
New Government Capital Grants included in total income	0	0	0	0	0
New Non Government Capital Grants included in total income	0	0	0	0	0
Material (Exceptional) income (note 3)					
Other material items (included in total income)***	0	0	0	0	0
Total income after adjusting for the above items	104,038	10,181	5,566	18,405	138,190

Items included in full economic costs

TRAC full economic costs (from Section A)	114,473	10,092	11,286	17,345	153,196
Material (Exceptional) expenditure (note 3)					
Staff restructuring costs (included in total expenditure)	0	0	0	0	0
Costs of fundamental reorganisation or restructuring (included in total expenditure)	0	0	0	0	0
(Gain) or loss on sale or termination of an operation (included in total income or total expenditure as appropriate)	0	0	0	0	0
Other material items (included in total expenditure)***	0	0	0	0	0
Total full economic costs after adjusting for the above items	114,473	10,092	11,286	17,345	153,196

2014-15

	Teaching Publicly funded £000	Non-publicly funded £000	Research £000	Other £000	Total £000
Items included in income					
TRAC income	100,150	11,634	5,715	23,626	141,127
Donations and Endowments (note 1)					
New Endowments received and included in total income	0	0	0	0	0
New Donations included in total income	0	0	0	0	0
New capital grants received in the year (note 2)					
New Government Capital Grants included in total income	0	0	0	0	0
New Non Government Capital Grants included in total income	0	0	0	0	0
Material (Exceptional) income (note 3)					
Other material items (included in total income)***	0	0	0	0	0
Total income after adjusting for the above items	100,150	11,634	5,715	23,626	141,127

Items included in full economic costs

TRAC full economic costs (from Section A)	110,402	11,364	11,106	21,850	154,722
Material (Exceptional) expenditure (note 3)					
Staff restructuring costs (included in total expenditure)	0	0	0	0	0
Costs of fundamental reorganisation or restructuring (included in total expenditure)	0	0	0	0	0

Annual TRAC return reporting for AY 2015-16

Institution: London South Bank University
 UKPRN: 10004078
 TRAC Peer Group: E

(Gain) or loss on sale or termination of an operation (included in total income or total expenditure as appropriate)	0	0	0	0	0
Other material items (included in total expenditure)***	0	0	0	0	0
Total full economic costs after adjusting for the above items	110,402	11,364	11,106	21,850	154,722

***To include where separately analysed on the face of the Consolidated Statement of Comprehensive Income

Note: Income allocation guidance is contained in Annex 3.5a and 3.5b of the TRAC guidance and can be found here: <http://www.hefce.ac.uk/funding/insustain/trac/>

(B1) Research income and full economic costs by research sponsor type - Further analysis

2015-16

	Recurrent research funding from the funding councils £000	Institution-own funded £000	Postgraduate research £000	Research Councils £000	Other govt departments £000	European Union* £000	UK-based Charities £000	Industry** £000	Total Research £000
Items included in income									
TRAC income	1,820	645	869	583	659	189	249	552	5,566
<i>Donations and Endowments (note 1)</i>									
New Endowments received and included in total income	0	0	0	0	0	0	0	0	0
New Donations included in total income	0	0	0	0	0	0	0	0	0
<i>New capital grants received in the year (note 2)</i>									
New Government Capital Grants included in total income	0	0	0	0	0	0	0	0	0
New Non Government Capital Grants included in total income	0	0	0	0	0	0	0	0	0
<i>Material (Exceptional) income (note 3)</i>									
Other material items (included in total income)***	0	0	0	0	0	0	0	0	0
Total income after adjusting for the above items	1,820	645	869	583	659	189	249	552	5,566
Items included in full economic costs									
TRAC full economic costs (from Section A)		3,301	5,021	787	849	260	347	721	11,286
<i>Material (Exceptional) expenditure (note 3)</i>									
Staff restructuring costs (included in total expenditure)		0	0	0	0	0	0	0	0
Costs of fundamental reorganisation or restructuring (included in total expenditure)		0	0	0	0	0	0	0	0
(Gain) or loss on sale or termination of an operation (included in total income or total expenditure as appropriate)		0	0	0	0	0	0	0	0
Other material items (included in total expenditure)***		0	0	0	0	0	0	0	0
Total full economic costs after adjusting for the above items		3,301	5,021	787	849	260	347	721	11,286

2014-15

	Recurrent research funding from the funding councils £000	Institution-own funded £000	Postgraduate research £000	Research Councils £000	Other govt departments £000	European Union* £000	UK-based Charities £000	Industry** £000	Total Research £000
Items included in income									
TRAC income	1,956	656	746	661	320	230	338	810	5,715
<i>Donations and Endowments (note 1)</i>									
New Endowments received and included in total income	0	0	0	0	0	0	0	0	0
New Donations included in total income	0	0	0	0	0	0	0	0	0
<i>New capital grants received in the year (note 2)</i>									
New Government Capital Grants included in total income	0	0	0	0	0	0	0	0	0
New Non Government Capital Grants included in total income	0	0	0	0	0	0	0	0	0
<i>Material (Exceptional) income (note 3)</i>									
Other material items (included in total income)***	0	0	0	0	0	0	0	0	0
Total income after adjusting for the above items	1,956	656	746	661	320	230	338	810	5,715
Items included in full economic costs									
TRAC full economic costs (from Section A)		3,174	4,803	868	397	358	458	1,048	11,106
<i>Material (Exceptional) expenditure (note 3)</i>									
Staff restructuring costs (included in total expenditure)		0	0	0	0	0	0	0	0
Costs of fundamental reorganisation or restructuring (included in total expenditure)		0	0	0	0	0	0	0	0
(Gain) or loss on sale or termination of an operation (included in total income or total expenditure as appropriate)		0	0	0	0	0	0	0	0
Other material items (included in total expenditure)***		0	0	0	0	0	0	0	0
Total full economic costs after adjusting for the above items		3,174	4,803	868	397	358	458	1,048	11,106

***To include where separately analysed on the face of the Consolidated Statement of Comprehensive Income

Notes:

- Both unrestricted donations and restricted donations (endowments) are typically recorded in income when received and form part of the TRAC data income in the year the income is received (associated expenditure is recorded in the year it is made).
- The total income figure reported in the consolidated financial statements will include income from capital grants as well as from revenue grants. If the accrual model is adopted for government capital grants, on recognition the capital grant element will be shown as deferred income and then released as funding body, research or other income as appropriate; whereas if the performance model is adopted for government capital grants the capital grant will be recognised as funding body, research, or other income, as appropriate, when performance conditions are met. The total income figure reported under TRAC does not adjust the total income figure reported in the consolidated financial statements for the government capital grant accounting policy adopted by the institution. There is no such accounting policy choice for non-government capital grants which are recognised as income when performance conditions are met.
- Exceptional items are not defined by FRS 102. Under FRS 102 items previously classified as exceptional items (as defined by FRS 3 in previous UKGAAP) are known as material items and are included in the main income and expenditure headings. Such items should be included in TRAC income or cost but may be separately analysed in the Annual TRAC return other than those previously analysed "below the line": fundamental restructuring costs and losses on sale or termination of an operation.

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(C) Calculation of the Margin for Sustainability and Investment

Data collected to inform the FSSG evaluation exercise. Completion of this section is mandatory this

The FSSG has continued to evaluate the impact of the proposal to replace the RFI and Infrastructure adjustments with a 'Margin for Sustainability and Investment (MSI)' adjustment. Institutions are asked to calculate their MSI for the AY 2015-16 as part of FSSG's continuing evaluation of the impact of the proposal to replace the RFI adjustment with the MSI in determining the full sustainable costs of HEIs' activities. A final decision on the adoption of MSI is expected early next year and to inform this, the Research Councils have asked that all institutions return this data for 2015-16. Completion of this sheet is therefore mandatory for 2015-16.

Further information about the MSI and ASSUR process is available on the FSSG web page. Three relevant documents are the FSSG evaluation of the ASSUR pilot (March 2015), the September 2013 newsletter that communicates a modification to the ASSUR reporting, and section four of the ASSUR Implementation notes, which describes how to calculate the MSI.

The measure of 'Earnings Before Interest Taxation, Depreciation and Amortisation' (EBITDA) is a key part of the MSI adjustment and this was reviewed by the British Universities Finance Directors Group (BUFDG) to ascertain the impact of the new accounting standard FRS 102 on the measure. A new metric of 'adjusted operating cash flow' has been proposed to replace EBITDA as the basis for the financial commitments threshold currently used by HEFCE to assess English HEIs borrowing levels.

It is therefore proposed that for 2015-16 both EBITDA and adjusted operating cash flow information are collected in the TRAC return to enable modelling of the use of adjusted operating cash flow as the basis for MSI rather than EBITDA.

=HYPERLINK("http://www.hefce.ac.uk/media/HEFCE/2014/Content/Funding_and_finance/Financial_sustainability/Pubs/ASSUR_evaluation_March2015.pdf", "HYPERLINK("http://www.hefce.ac.uk/media/HEFCE/content/whatwedo/leadershipgovern")=HYPERLINK("http://www.hefce.ac.uk/media/HEFCE/content/whatwedo/leadershipgovern")
Evaluation of the 2013-14 ASSUR pilot (January 2016)

Any enquiry about this section of the return should be directed to Andrew Bush, e-mail

andrew.bush@kpmg.co.uk

The MSI is given by the institution's average required level of cash generation (EBITDA) over six years, divided by the adjusted income for the current year. In this year's return we have asked for an average over 5 years since it is expected that only restated figures (under FRS102) for 2014-15 will be available. Note: the forecast data should be on an FRS102 basis.

FSSG ASSUR Implementation Notes .

C.1 Earnings Before Interest, Tax, Depreciation and Amortisation (EBITDA)

	Restated 2014-15 £000	Actual 2015-16 £000	Forecast 2016-17 £000	Forecast 2017-18 £000	Forecast 2018-19 £000	5 year average £000
Surplus/(deficit) ¹	-1166	3283	1000	1300	4100	=AVERAGE(B23:F23)
Share of surplus/(deficit) in joint venture(s) and associates	0	0	0	0	0	=AVERAGE(B24:F24)
Interest payable ²	4724	4755	4777	4502	4436	=AVERAGE(B25:F25)
Depreciation	8759	9749	11051	11982	12108	=AVERAGE(B26:F26)
Release of deferred capital grants (accruals model only, please enter as negative)	-1586	-1379	-1059.438	-914.263	-909.145	=AVERAGE(B27:F27)
Amortisation	0	0	0	0	0	=AVERAGE(B28:F28)
Change to pension provisions within staff costs	0	0	0	0	0	=AVERAGE(B29:F29)
EBITDA	=SUM(B23:B29)	=SUM(C23:C29)	=SUM(D23:D29)	=SUM(E23:E29)	=SUM(F23:F29)	=AVERAGE(B30:F30)

¹ This should be taken from the statement of comprehensive income and is the surplus/(deficit) before other gains/losses and share of surplus/(deficit) in joint ventures and associates.

² This should be taken from the Interest and other finance costs line on the statement of comprehensive income. This should include pension finance charges.

C.2 Adjusted operating cash flow

	Restated 2014-15 £000	Actual 2015-16 £000	Forecast 2016-17 £000	Forecast 2017-18 £000	Forecast 2018-19 £000	5-year average £000
Net cash flow from operating activities	6384	24157	15374	16699	19611	=AVERAGE(B39:F39)
Add: cash received from investment income	311	313	186	150	100	=AVERAGE(B40:F40)
Add: endowment cash received	0	0	0	0	0	=AVERAGE(B41:F41)
Deduct: cash paid on interest on borrowings	-1294	-1309	-4399	-4383	-4309	=AVERAGE(B42:F42)
Deduct: cash paid on interest element of finance leases	0	0	0	0	0	=AVERAGE(B43:F43)
Adjusted operating cash flow	=SUM(B39:B43)	=SUM(C39:C43)	=SUM(D39:D43)	=SUM(E39:E43)	=SUM(F39:F43)	=AVERAGE(B44:F44)

C.3 Margin for Sustainability and Investment (MSI)

Total income (per audited financial statements 2015-16) =Further_AnalysisID17
 Release of deferred capital grants 2015-16 (accrual model only) =C27
 Adjusted total income 2015-16 =C49+C50
 MSI (calculated using EBITDA) =IF(C51=0, 0, (G30/C51))
 MSI (calculated using adjusted operating cash flow) =IF(C51=0, 0, (G44/C51))

C.4 Apportionment of the MSI and of the infrastructure and RFI adjustment between TRAC categories

To inform the evaluation of the MSI that the FSSG is undertaking, it is necessary to understand how the MSI is allocated between the TRAC categories (T, R and O). The use of total expenditure as the basis of apportionment between T, R and O has to date been deemed the most appropriate and representative method of apportionment at an institution level. Therefore in the table below, the weights of Teaching, Research and Other on a total expenditure basis (TRAC full economic costs from section A, less cost adjustments) have been applied to the MSI, to understand the relative contribution of each activity to this indicator. These data will inform the final appraisal of the MSI and in the use by RCUK of the Research proportion of the MSI in their funding model.

To support the final FSSG evaluation described above, institutions are asked to provide information on how the 2015-16 Infrastructure and the RFI adjustments are currently apportioned between the TRAC categories.

	Teaching	Research	Other	Total
Infrastructure adjustment (E000)	0	0	0	=SUM(B60:D60)
Infrastructure adjustment (%)	=IF(\$E60=0, 0, B60/\$E60)	=IF(\$E60=0, 0, C60/\$E60)	=IF(\$E60=0, 0, D60/\$E60)	=SUM(B61:D61)
RFI adjustment on expenditure (E000)	0	0	0	=SUM(B62:D62)
RFI adjustment on expenditure (%)	=IF(\$E62=0, 0, B62/\$E62)	=IF(\$E62=0, 0, C62/\$E62)	=IF(\$E62=0, 0, D62/\$E62)	=SUM(B63:D63)
RFI adjustment on assets (E000)	0	0	0	=SUM(B64:D64)
RFI adjustment on assets (%)	=IF(\$E64=0, 0, B64/\$E64)	=IF(\$E64=0, 0, C64/\$E64)	=IF(\$E64=0, 0, D64/\$E64)	=SUM(B65:D65)
MSI (using EBITDA)	=IF(OR(\$C\$52=0,A, Totfec)=IF(OR(\$C\$52=0,A, Totfec)=IF(OR(\$C\$52=0,A, Totfec)=IF(OR(\$C\$52=0,A, Totfec=			

Please use the text box below if you wish to comment on the appropriateness of the basis of apportionment of the MSI between the TRAC categories. Other options considered were to use Total Estates Expenditure, Management Judgment or allocation based on financial forecasts and capital expenditure plans, but issues were identified with each method that led to the suggestion that Total Expenditure provides the most reasonable basis of apportionment. Please do however provide your views, experience and suggestions on this issue.

[Empty text box for comments]

C.5 Comparison with the Infrastructure adjustment and the RFI adjustment

The MSI is calculated as a percentage of 2015-16 adjusted income. For ease of comparability, the Infrastructure and the RFI adjustments are shown below as a percentage of 2015-16 total income, as well as a percentage of total expenditure.

	As a % of income	As a % of expenditure
Infrastructure adjustment	=IF(TotInc=0, 0, InfAdj cur	=A. formula1
RFI (Return for financing and investment) adjustment	=IF(TotInc=0, 0, RFIAdj cur	=A. formula2
Infrastructure adjustment + RFI adjustment	=SUM(C77:C78)	=SUM(E77:E78)

For the purpose of the FSSG study, it would be helpful to understand why the MSI is greater than the sum of the RFI and the Infrastructure adjustments as a percentage of income.

If your institution's MSI is greater than the sum of the RFI and the Infrastructure adjustments as a percentage of total income, please use the text box below to explain why this occurs.

[Empty text box for explanation]

Please also use the text box below for other more general comments or observations on the MSI and the basis of apportionment between the TRAC categories.

[Empty text box for general comments]

Any enquiry about this section of the return should be directed to Andrew Bush, e-mail

Annual TRAC return reporting for AY 2015-16

Institution: London South Bank University
 UKPRN: 10004078
 TRAC Peer Group: E

This worksheet has passed all validation checks

(D) Calculation of indirect and estates cost charge-out rates for Research

Data collected for use by the RCUK and for benchmarking

Please select box (shown on the right) if you do not calculate an estates laboratory rate or an estates non-laboratory rate

2014-15 charge-out rate indexed three years for application from 1 February 2017 (see TRAC guidance ref. 3.1.4.31)

	Estates non-		Estates laboratory
	Indirect	laboratory	
2014-15 unindexed rate (£) prepopulated from the 2014-15 TRAC return	44,445	4,745	8,274
Indexation (two years) % prepopulated from the 2014-15 TRAC return	3.0%	3.0%	3.0%
Indexation (three years) %	4.5%	4.5%	4.5%
Indexed rate (£)	46,445	4,959	8,646

Please confirm that in deriving the three years indexation you have used the same indexation rates for years one and two (staff and non-staff) as used in the indexation calculation for the 2014-15 TRAC return.

2015-16 charge-out rate indexed two years

Note: The rates calculated in this section should not be used in RCUK bids from 1 February 2017. They are sought to evaluate the impact of FRS102 on the cost rates. The 2014-15 rates with three years indexation, as calculated above should be used.

			Estates non-		Estates laboratory
			Indirect	laboratory	
Cost per TRAC allocated to research ¹			5,328	325	1,035
Academic staff	FTEs	(i)	589.1	147.2	441.9
% research time of academic staff		(ii)	9.4%	9.4%	9.4%
Resulting in direct time of academic staff		(i) * (ii)	55.4	13.8	41.5
Research assistants and fellows	FTEs		32.0	8.0	24.0
PGRs	FTEs		173.3	98.0	75.3
	weighted by		0.2	0.5	0.8
	weighted FTEs		34.7	49.0	60.2
Total FTEs			122.0	70.8	125.8
Rate (£)			43,659	4,588	8,228
Indexation (two years) %			3.0%	3.0%	3.0%
Indexed year 1 rate (£)			44,969	4,726	8,475

¹ Indirect cost pools should include staff restructuring costs other than the costs of a fundamental reorganisation or restructuring. See TRAC guidance 3.2.5.7. The laboratory estates costs should exclude all costs of laboratory technicians and research facilities (which are reported under E.1 below). The non-laboratory estates costs should include relevant elements of these costs, unless you are charging them separately (when again they would then be reported under E.1).

Do you calculate and apply different indirect rates for each department? Please select Yes/No from the drop-down box

If Yes please list the departments and the rates in table D(a) in the worksheet "RCUK_Departmental_rates"

Do you calculate and apply different estates rates for each department? Please select Yes/No from the drop-down box

If Yes please list the departments and the rates in table D(a) in the worksheet "RCUK_Departmental_rates"

(E) Calculation of laboratory technician and research facility charge-out rates for Research

Institution: London South Bank University
 UKPRN: 10004078
 TRAC Peer Group: E

Data collected for use by the RCUK and for benchmarking

In section E, it is not a TRAC requirement to identify laboratory technician costs in non-laboratory departments separately from estates costs. If you do identify laboratory technician costs separately, please respond using the drop-down box (this will provide you with cells to enter data in the tables below).

Please choose an option from the drop-down box to inform us if you have no lab technicians and/or no research facilities

	Research		
	Non-laboratory ¹	Laboratory	Total
	£000	£000	£000
E.1 Total costs allocated to Research			
1. Research facilities ²			
2. Laboratory technicians			
a. DI ³		0	0
b. Pool		150	150
c. Infrastructure		0	0
Total		150	150
Total costs		150	150

Note:
¹ Many institutions will not have identified these costs separately from estates costs in non-laboratory research disciplines. It is not a TRAC requirement.

² The row titled Research facilities should include all costs included in the calculations of the charge-out rates for research facilities, whether charged as DI or DA.

³ Please enter the costs of all DI technicians allocated to research irrespective of whether their salary was allocated wholly to DI, or partly to Support and partly to DI.

Please describe the rates that you calculate and apply on research facilities on table E(a) in the worksheet "RCUK_Departmental_rates"

	Non-		Total
	laboratory ¹	Laboratory	
	£000	£000	£000
E.2 Analysis of total estates costs allocated to Research			
(this table will automatically be completed with information from sections D and E.1.)			

1. Estates costs included in the estates cost rate calculation

325	1,390	1,715
325	1,140	1,465

3. % of gross estates costs

Annual TRAC return reporting for AY 2015-16

Institution: London South Bank University
 UKPRN: 10004078
 TRAC Peer Group: E

b. Laboratory technicians			
i. DI	0.0%	0.0%	
ii. Pool	12.7%	9.9%	
iii. Infrastructure	0.0%	0.0%	
Total	12.7%	9.9%	
Total	0.0%	12.7%	9.9%

Note - It is assumed here, for benchmarking purposes only, that all research facility and laboratory technician costs were originally part of a gross estates cost (even though in practice some of these costs would have been DI and not in the estates cost total at all and some of these costs may have been in indirect costs). The gross estates cost is calculated for you on row E.2.2. No research facility or laboratory technician cost (whether DI or DA) are in the estates cost total that is used for the estates cost rate calculation - row E.2.1.

E.3 Calculation of laboratory technician infrastructure rate

2014-15 charge-out rate indexed three years for application from 1 February 2017 (see TRAC guidance ref. 3.1.4.31)

	Non-laboratory 1	Laboratory	Total
2014-15 Laboratory technician infrastructure rate per FTE (£) prepopulated from the 2014-15 TRAC return		0	0
Indexation (two years) % prepopulated from the 2014-15 TRAC return	0.0%	0.0%	0.0%
Indexation (Three years) %	0.0%	0.0%	0.0%
Indexed rate (£)	0	0	0

Please confirm that in deriving the three years indexation you have used the same indexation rates for years one and two (staff and non-staff) as used in the indexation calculation for the 2014-15 TRAC return.

Confirm

2015-16 charge-out rate indexed two years

Note: The rates calculated in this section should not be used in RCUK bids from 1 February 2017. They are sought to evaluate the impact of FRS102 on the cost rates. The 2014-15 rates with three years indexation, as calculated above should be used.

	Non-laboratory 1	Laboratory	Total
Total laboratory technician infrastructure costs (£000)		0	0
Academic/researcher/PGR FTEs		0.0	0.0
Laboratory technician infrastructure rate per FTE (£)		0	0
Indexation (Two years) %	0.0%	0.0%	0.0%
Indexed year 1 rate (£)	0	0	0

Do you calculate and apply laboratory technician infrastructure rates separately for each department?

No

If Yes please list the departments and the rates in table D(a) in the worksheet "RCUK_Departmental_rates"

(F) Analysis

Data collected for use by the RCUK

F.1 Analysis of Support costs

Estates costs and indirect costs

	Teaching £000	Research £000	Other - academic department activities £000	Other - standalone enterprise activities such as residences, catering and (most) trading companies ¹ £000	Total £000
Estates costs (excluding research facilities and lab technicians)					
Return for Financing and Investment Adjustment	3,423	229	732	0	4,384
Other estates costs	15,633	1,131	426	3,725	20,915
Total estates costs	19,056	1,360	1,158	3,725	25,299
Indirect costs ²					
Support time of academic staff	14,902	1,595	354	0	16,851
Central services	55,302	3,250	349	0	58,901
Support staff in academic departments	1,603	204	87	0	1,894
Non-staff costs in academic departments	0	0	0	0	0
Return for Financing and Investment Adjustment	3,985	279	402	0	4,666
Total indirect costs	75,792	5,328	1,192	0	82,312
Total Estates and Indirect costs	94,848	6,688	2,350	3,725	107,611

¹ Please refer to section 1.3.3 of the TRAC guidance (<http://www.hefce.ac.uk/funding/finsustain/trac>)

² Indirect cost pools should include staff restructuring costs other than the costs of a fundamental reorganisation or restructuring. See TRAC guidance 3.2.5.7.

F.2 Analysis of staff time

Number of academic and research staff in the year (FTEs)

Academic staff covered by Time Allocation Survey ³	603.0
Research assistants & fellows (wholly charged to R)	32.0
Other academic staff (wholly charged to T or O)	42.0
Total academic and research staff FTEs	677.0

³ Academic staff covered by the time allocation survey reported in the table above should be the total number of academic staff who are covered by the current AST percentages, irrespective of whether they provided time estimates this year or in either of the two prior years, or whether they were actually part of the sample selected to provide data or not.

Academic staff covered by Time Allocation Surveys for the whole institution

	Teaching	Research	Other	Support	Total
% time unweighted for salaries ⁴	74.0%	8.2%	2.8%	15.0%	100.0%
% time weighted for salaries	65.0%	10.3%	1.9%	22.8%	100.0%
Academic staff costs (£000s)	25,421	3,422	922	16,851	46,616

⁴ See section 4.2.4.4 of the TRAC guidance (<http://www.hefce.ac.uk/funding/finsustain/trac>).

This table shows the institutional total of the department percentages that have been used to allocate academic staff costs.

Support for Teaching, Support for Research, Support for Other should all be shown under Support.

Annual TRAC return reporting for AY 2015-16

Institution: London South Bank University
 UKPRN: 10004078
 TRAC Peer Group: E

Data collected for use by the RCUK

Please fill in table D(a) only if you calculate and apply rates by departmental level, as described in tables D and E.

All institutions charging research facilities need to complete table E(a) (located beneath table D(a))

Table D(a): Rates calculated separately by Department

Please fill in consecutive rows in the table

Department	Indexed year 1 rate (£)				Lab technician infrastructure in non-lab departments
	Indirect	Estates non-lab	Estates lab	Lab technician infrastructure in lab departments	

Table E(a) Research facility rates (Indexed to current year i.e. 2017 prices)¹

Please enter your 5 largest research facilities by value.
 Please fill in consecutive rows in the table

Name of facility	Rate charged (£) per unit of output*	Unit of output

*day, hour, run, unit of volume etc.

¹ See sections 4.2.5.15 and 3.1.5.28 of the TRAC guidance (Version 2.0, July 2016).

Annual TRAC return reporting for AY 2015-16

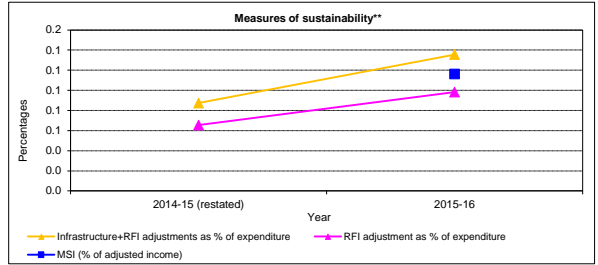
Institution: London South Bank University
 UKPRN: 10004078
 TRAC Peer Group: E

The data in this worksheet will be automatically completed as the data in the other sheets of this workbook are completed. Please review the summary analysis after completion of the workbook and prior to submission as part of your reasonableness checks.

In addition to the data in this summary sheet, you are reminded that benchmarking analysis comparing your 2013-14 and 2014-15 data to that of other TRAC peer groups and the UK sector is available to download from the HEFCE extranet. Benchmarking of 2015-16 data (and restated 2014-15 data) will be made available by April 2017.

Institutional section

	2014-15 (restated)	2015-16	difference 2014-15 to 2015-16 %
Total expenditure	142,293	134,907	-5.2%
Infrastructure adjustment	3,127	5,047	61.4%
RFI adjustment	9,302	13,242	42.4%
Target surplus for sustainable operations	12,429	18,289	47.2%
As a % of total expenditure			
Infrastructure adjustment	2.2%	3.7%	
RFI adjustment	6.5%	9.8%	
Target surplus for sustainable operations	8.7%	13.6%	
As a % of adjusted income			
Margin for Sustainability and Investment (MSI)*		11.6%	

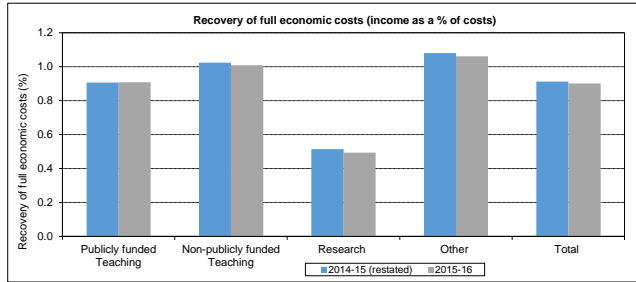


* Please note that the MSI is calculated as a % of adjusted income, while the RFI and Infrastructure adjustments are shown as a % of expenditure.

TRAC income and full economic costs by activity

Source: Section A

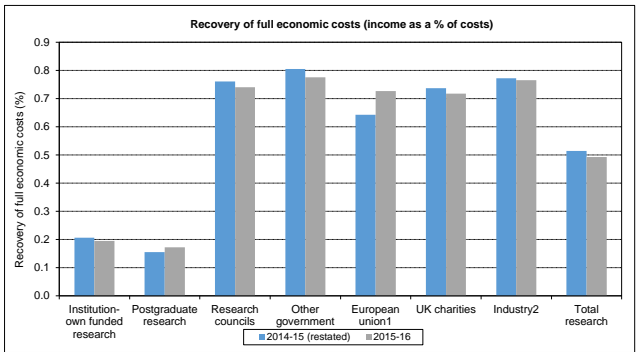
	2014-15 (restated)	2015-16
Recovery of full economic costs (income as a % of costs)		
Publicly funded Teaching	90.7%	90.9%
Non-publicly funded Teaching	102.4%	100.9%
Research	51.5%	49.3%
Other	108.1%	106.1%
Total	91.2%	90.2%



Research income and full economic costs by research sponsor type

Source: Section B

	2014-15 (restated)	2015-16
Recovery of full economic costs (income as a % of costs)		
Recurrent research funding from the funding councils		
Institution-own funded research	20.7%	19.5%
Postgraduate research	15.5%	17.3%
Research councils	76.1%	74.1%
Other government departments	80.6%	77.6%
European union ¹	64.3%	72.7%
UK charities	73.7%	71.8%
Industry ²	77.3%	76.6%
Total research	51.5%	49.3%



¹ European Union covers EU government bodies including the Commission. This is the same as that defined under 3(h) in Table 7 of the HESA Finance record.

² Industry should include all other organisations such as UK industry, commerce and public corporations, UK Other, EU non-government organisations (i.e. EU-based charities, EU industry and EU other) and Overseas organisations (Non-EU based charities, Non-EU industry and Non-EU other).

For further details of definitions please see sections 3.1.4.1 and 1.3.2.4 of the TRAC guidance (<http://www.hefce.ac.uk/funding/finsustain/trac/>).

Your workbook has passed all validation checks

Please provide contact details for up to two people who can respond to any questions about your return		
	Contact one	Contact two
Name	David Kotula	
Position	Reporting Analyst	
Telephone Number	0207 815 6361	
Email address	kotulad@lsbu.ac.uk	

Checklist
Validation passed

Please ensure all aspects of the TRAC return have been completed in accordance with this checklist.
 Select Yes, No or N/A from the drop-down boxes

1. Has your institution used version 2.0 of the TRAC guidance published in July 2016 (http://www.hefce.ac.uk/funding/finsustain/trac) in the preparation of this return and	Yes
2. Do academic and research assistant/fellow staff numbers reconcile with those used as cost drivers?	Yes
3. Do PGR numbers reconcile with those included in student number cost drivers?	Yes
4. Have research facility and laboratory technician costs been allocated to Teaching and Other activities where appropriate and excluded from the research facility or laboratory technician rates?	N/A
5. Have PGR scholarships, bursaries etc been excluded from the indirect costs for Research?	Yes
6. Have Teaching costs been taken into the TRAC (T) model? (select N/A if you are an institution in Wales)	Yes
7. Are total income and total expenditure (reported in section A1) consistent with the data reported in the financial statements and the HESA finance record?	Yes
8. Have 2015-16 figures been compared to the restated figures for 2014-15 and significant differences understood and explained (see commentary section and 'Summary' worksheet)?	Yes
9. Has a Board Committee confirmed the results have been prepared in accordance with the TRAC requirements based on a full self-assessment of compliance (TRAC guidance section 2.1.4.3, http://www.hefce.ac.uk/funding/finsustain/trac)?	Yes
10. Do you currently use TRAC data for internal management purposes? If so, please provide examples in the comment box at the end of the checklist section.	Yes
11. Does your institution use a workload planning/management approach to time allocation data (see section 3.1.4.26 of the TRAC guidance,	Yes
12. Do you consider that your time allocation data and TRAC cost data are robust and provide utility to your institution?	Yes
13. Has the RFI adjustment been calculated in accordance with the guidance provided at section 3.2.4.7 of the TRAC guidance	Yes

Comment box to provide examples of internal uses of TRAC data.

Space Charge Calculations	Please type directly into this comment box, rather than copying and pasting text. Pasting text
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Commentary Section
 Please upload an electronic commentary document along with your completed return to explain any of the following (if highlighted in purple):

Commentary documents should be submitted as a Word or PDF document via the secure area of the HEFCE website (HEFCE extranet)

Commentary points 1-9 relate to 2015-16 data:

1. Recovery of full economic costs on PFT is more than 105%.
2. Recovery of full economic costs on NPFT is less than 100%.
3. Recovery of Other activity is less than 100%
4. Recovery of full economic costs on industry¹ activity is less than 75%.
5. Recovery of full economic costs on Research Councils activity is less than 30% or more than 80%.
6. Recovery of full economic costs on Research Council activity is less than the recovery of full economic costs on charities activity.
7. Recovery of full economic costs on Research Council activity is less than the recovery of full economic costs on European Union activity.
8. Recovery of full economic costs on Other Government Department activity is less than recovery of full economic costs on Research Council activity.
9. Recovery of full economic costs on Research Council activity, Charities activity, European Union activity and/or Other Government Department activity is more than 100%.

In addition:

10. Please comment on any material unusual movements in your TRAC return when comparing the 2015-16 figures with the 2014-15 restated figures. See 'Summary' worksheet for examples of year on year comparisons

¹ The Industry should include all other organisations such as UK industry, commerce and public corporations, UK Other, EU non-government organisations (i.e. EU-based charities, EU industry and EU other) and Overseas organisations (Non-EU based charities, Non-EU industry and Non-EU other).

Workbook validation checks
 Please review the validation failures/warnings below to ensure that your data have been completed correctly before submitting your return to HEFCE. If you have a genuine reason for a validation failure/warning, please provide a brief explanation in the box at the bottom of this page. Further detail can be provided in your commentary document if required.

Commentary documents should be submitted as a Word or PDF document via the HEFCE extranet.

Declaration

1. The name of a Board Committee and a date of the meeting at which compliance with the TRAC requirements was confirmed should be entered in the "Signoff_Sheet" worksheet.
 Validation passed
2. The name and title of the Head of Institution should be entered on the "Signoff_Sheet" worksheet.
 Validation passed

Institutional Results

3. Only those institutions who have selected that they are not eligible for or applying dispensation should complete section D, E and F.
 Validation passed
4. The RFI and the infrastructure adjustments would usually be greater than zero.
 2014-15 restated Validation passed
 2015-16 Validation passed

Section A

5. Total income recorded in section A should equal total income recorded in the institutional results section for each year.

Annual TRAC return reporting for AY 2015-16

Your workbook has passed all validation checks

2014-15 restated	Validation passed
2015-16	Validation passed

6. Total full economic costs recorded in section A should equal the full economic cost recorded in the institutional results section for each year.

2014-15 restated	Validation passed
2015-16	Validation passed

Section A2

7. Please enter information on which model has been applied to account for government grants

Validation passed

Section B

8. Recurrent research funding from the funding council should be recorded in the income line of the first column in section B.

2014-15 restated	Validation passed
2015-16	Validation passed

Comment box to explain differences.

9. Total research income recorded in section B should equal total research income recorded in section A.

2014-15 restated	Validation passed
2015-16	Validation passed

10. Total research costs recorded in section B should equal total research costs recorded in section A.

2014-15 restated	Validation passed
2015-16	Validation passed

11. The question on the reallocation of income and costs relating to PGR activity away from the external research sponsor type should be completed.

Validation passed

Section B1

12. Total research income recorded in section B1 should equal total research income recorded in section A2.

2014-15 restated	Validation passed
2015-16	Validation passed

13. Total research costs recorded in section B1 should equal total research costs recorded in section A2.

2014-15 restated	Validation passed
2015-16	Validation passed

Section C

14. The total infrastructure adjustment and the total RFI adjustment in section C.4 should be equal to the infrastructure and the RFI adjustments recorded in the institutional results section.

Validation passed

15. If the Margin for Sustainability and Investment is greater than sum of the RFI adjustment and the Infrastructure adjustment as percentage of total income, please fill in the comment box in section C.5.

Validation passed

Section D

16. The 2014-15 rates should be indexed for 3 years.

Validation passed

17. If you have identified that you do not calculate an estates laboratory rate or an estates non-laboratory rate in the drop-down box in section D, then the relevant columns should be left blank.

Validation passed

18. Academic staff numbers allocated to estates should be equal to or within 10% of those allocated to indirect costs.

Validation passed

19. The % research time of academic staff (any column in row ii) would usually be less than 50%.

Validation passed

20. The % research time of academic staff in the indirect column should not be greater than both of the % research time returned in the two estates columns or less than both of the % research time returned in the two estates columns.

Validation passed

21. Direct time of academic staff in estates should be equal to or within 10% of those allocated to indirect costs.

Validation passed

22. If academic staff numbers (estates) equals indirect staff numbers (row (i)), then the direct time of academic staff (indirect) should equal the direct time of academic staff in the estates columns (row (iii)).

Validation passed

23. Research assistant/fellows numbers allocated to estates should be equal to or within 10% of those allocated to indirect costs.

Validation passed

24. PGR student numbers allocated to estates should be equal to or within 10% of those allocated to indirect costs.

Validation passed

25. Indexation should not be negative or 0 and would usually be less than 10%.

Validation passed

26. 3 year indexation would usually be greater than 2 years indexation.

Validation passed

Section E

27. If you do not identify laboratory technician costs in non-laboratory departments, (i.e. you have left the first drop-down box at the top of section E blank) then the relevant column in all of section E should be left blank.

Validation passed

Annual TRAC return reporting for AY 2015-16

Your workbook has passed all validation checks

28. Please ensure you have recorded whether you have lab technicians and/or research facilities consistently in table E.1. and the second drop-down box at the top of section E.

Validation passed

29. Institutions recording laboratory estates costs in section D should identify some laboratory costs in table E.1.

Validation passed

30. The 2014-15 lab technician infrastructure rates should be indexed for 3 years. The 3 year indexation would usually be greater than 2 years indexation.

Validation passed

31. Laboratory technician infrastructure rate per FTE (£) in table E.3 should be completed.

Validation passed

32. Academic/researcher/PGR FTEs in table E.3 should be equal to the total FTEs in section D (for both laboratory and non-laboratory columns).

Validation passed

33. Research-intensive institutions (those in TRAC peer groups A or B) would usually report laboratory technician infrastructure rates in table E.3.

Validation passed

34. Research-intensive institutions (those in TRAC peer groups A or B) would usually report research facilities in table E.1.

Validation passed

35. If you calculate a laboratory technician infrastructure rate, please enter an indexed rate i.e. indexation should not be negative or 0 and would usually be less than 10%.

Validation passed

Section F

36. Research Indirect costs in table F.1 should equal those recorded in the first line of section D

Validation passed

37. Research estates costs in table F.1 should equal those recorded in the first line of section D.

Validation passed

38. The sum of the estates costs element and of the indirect costs element of the RFI adjustment in table F.1 should not be more than the total RFI adjustment in the Institutional results section.

Validation passed

39. Total support time for academic staff from table F.1 should be equal to the academic staff costs for support reported in table F.2.

Validation passed

40. Academic staff FTEs allocated to indirect costs in section D should be within 10% of Academic staff covered by Time Allocation Survey in table F.2

Validation passed

41. Research assistants and fellows in table F.2 should equal those in section D.

Validation passed

42. Percentage time unweighted for salaries for research in table F.2 should be equal to the percentage research time for academic staff recorded in section D.

Validation passed

43. Percentage time weighted for salaries should be completed in table F.2.

Validation passed

44. The total % time of academic staff (both weighted and unweighted for salaries) in table F.2 should equal 100%

Validation passed

45. Please check that costs in table F.1 have been correctly split between 'Other - academic department activities' and 'Other - standalone enterprise activities such as residences, catering and (most) trading companies'.

Validation passed

Confirm

Other

46. Contact details for at least one person who can respond to any questions regarding your return should be entered in the box at the top of this page.

Validation passed

47. Monetary values in the workbook should be entered in pounds thousands (£000).

Validation passed

Post submission Validation Section

Data will be subject to some additional validation checks on submitting the data to HEFCE. The results of these will appear below in the results package.

If, for any reason, you get any validation failures/warnings, you should review your figures to ensure they have been completed correctly. If this is a data error then please correct your figures in the annual TRAC return and resubmit your workbook to HEFCE.

48. Total income reported in the Annual TRAC return (Section A1) should be consistent with data in table 1 of the HESA Finance record returned in December 2016.

Validation passed

49. Total expenditure reported in the Annual TRAC return (Section A1) should be consistent with data in table 1 of the HESA Finance record returned in December 2016.

Validation passed

50. The net of gains and losses on disposal of fixed assets reported in the Annual TRAC return (Section A1) should be consistent with data in table 1 of the HESA Finance record returned in December 2016.

Validation passed

51. The net of gains and losses on investments reported in the Annual TRAC return (Section A1) should be consistent with data in table 1 of the HESA Finance record returned in December 2016.

Validation passed

52. The net of surpluses and deficits in joint venture(s) reported in the Annual TRAC return (Section A1) should be consistent with data in table 1 of the HESA Finance record returned in December 2016.

Validation passed

53. The net of surpluses and deficits in associates reported in the Annual TRAC return (Section A1) should be consistent with data in table 1 of the HESA Finance record returned in December 2016.

Validation passed

Annual TRAC return reporting for AY 2015-16

Your workbook has passed all validation checks

54. The net of taxation credits and taxation charges reported in the Annual TRAC return (Section A1) should be consistent with data in table 1 of the HESA Finance record returned in December 2016.

55. The surplus/deficit attributable to non-controlling interests reported in the Annual TRAC return (Section A1) should be consistent with data in table 1 of the HESA Finance record returned in December 2016.

If you have a genuine reason for failing any of the above validation checks, please enter a brief explanation of this in the table below.

Validation check	Reason for failure