# Appendix 2: Validation error checks in annual financial return workbook

1. The annual financial return workbook contains a series of validation error checks which help to ensure that incorrect data is not submitted. This appendix describes these validation errors. In addition, the workbook contains a series of validation warning checks which will help providers check the credibility of their data prior to submission to OfS. The validation warnings are described in Appendix 3.

2. A number of validation error checks are built into Tables 1 to 13 of the annual financial return workbook. If an error is detected in a table, the validation error cell above the table will turn red and show **'Validation errors: see below table'**. The cell corresponding to the failed check below the table will show **'ERROR'** in red, next to a description of the error. If there are no errors, the cell above the table will show **'No validation errors'**, and the cells below will show **'Pass'**.

3. These errors **must be corrected** before the submission of your annual financial return workbook. We will not accept workbooks containing validation errors. If an invalid workbook is uploaded to the portal, you will receive error messages, and your upload will not be accepted. However, a results package will be generated, which you may find useful for checking purposes. Please see Appendix 1 for further information regarding the portal and submitting your workbook.

4. If you have any issues regarding any of the validation errors below, or you believe that your data is valid where an error is displayed, please contact FinanceData@officeforstudents.org.uk.

## Validation error checks for Tables 1-6, 8-13

| Data checked | Criterion |
|---|---|
| All monetary values | Must be rounded to the nearest £1,000 |

## Validation error checks for Table 1: Consolidated statement of comprehensive income and expenditure

| Data checked | Criterion |
|---|---|
| Total income (row 1g)<br>Total expenditure (row 2f)<br>Other operating expenses (row 2c) | Must ≠ 0 |
| Staff costs (row 2a)<br>Fundamental restructuring costs (row 2b)<br>Other operating expenses (row 2c)<br>Depreciation (row 2d)<br>Interest and other finance costs (2e) | If **Table 8** has been completed, these must equal Total expenditure (row 8) for the corresponding columns:<br>Total staff costs (column 3)<br>Fundamental restructuring costs (column 4)<br>Other operating expenses (column 5)<br>Depreciation (column 6) |

| | Interest and other finance costs (column 7) |
|---|---|

## Validation error checks for Table 2: Consolidated balance sheet

| Data checked | Criterion |
|---|---|
| Fixed assets (row 1e) <br> Total non-current assets (row 1k) <br> Total current assets (2h) <br> Total reserves (row 14) | Must ≠ 0 |
| Total net assets (row 9) | Must = Total reserves (row 14) + <br> Share capital (row 15) |
| Negative goodwill (row 1c) | Must be ≤ 0 |
| Values under: <br> 3 Creditors: amounts falling due within one year <br> 7 Creditors: amounts falling due after more than one year <br> 8 Provisions | Must be ≥ 0 |

## Validation error checks for Table 3: Consolidated statement of cash flows

| Data checked | Criterion |
|---|---|
| Depreciation (row 2a) <br> Amortisation of intangibles (row 2b) | Either Depreciation **OR** <br> Depreciation + Amortisation of intangibles <br> must = Depreciation (**Table 1,** row 2d) |
| Cash and cash equivalents at the end of the year (row 9) | Must = Cash and cash equivalents - Overdrafts (**Table 2,** row 2d – row 3a) |
| Negative net cash balances (row 11) | All cells must be completed for each period during which the net cash balance is negative |
| Investment income (row 3a) | Must be ≤ 0 |
| Payments made to acquire fixed assets (Year 2, row 5g) | Must = Total capital expenditure (**Table 12**, column 11, row 4) |

## Validation error checks for Table 4: Analysis of income

| Data checked | Criterion |
|---|---|
| Total other income (row 4h) <br> Total income (row 7) | Must ≠ 0 |

| | |
|---|---|
| Research grants and contracts:<br><br>UK sources (row 3a)<br><br>Other EU sources (row 3b)<br><br>Non-EU sources (row 3c) | If **Table 5** has been completed, these must equal the corresponding Total research grants and contracts (row 4):<br><br>For UK sources, sum of columns 1j to 7<br><br>For Other EU sources, sum of columns 8 to 11<br><br>For Non-EU sources, sum of columns 12 to 14 |
| Total other services rendered (row 4iv, Year 1) | This value may have been prefilled. It must be the sum of the three rows above:<br><br>UK public sources (row 4ai) **+**<br><br>EU sources (row 4aii) **+**<br><br>Other (row 4aiii) |

## Validation error checks for Table 5: Analysis of income - Research grants and contracts - breakdown by source of income and HESA cost centre

There are no validation checks that produce errors in this table, other than the monetary rounding check mentioned at the beginning of this appendix. There are warning validation checks which are detailed in appendix 3.

## Validation error checks for Table 6: Analysis of income - Course fees and education contracts analysed by domicile, mode, level and source

| Data checked | Criterion |
|---|---|
| Total course fees and education contracts (row 5) | Must ≠ 0 |
| Research training support grant income | This should not all be under Income for general research studentships from charities (row 4a) |

## Validation error checks for Table 7: Student numbers (FTEs)

| Data checked | Criterion |
|---|---|
| All FTEs | Must be rounded to the nearest whole number |

## Validation error checks for Table 8: Analysis of expenditure - breakdown by activity and HESA cost centre

| Data checked | Criterion |
|---|---|
| Total expenditure, Total staff costs (row 8, column 5) | Must = Total staff costs (**Table 9**, row 1k) |

| Total academic departments (row 1at) | If academic departments are broken down by cost centre: |
| --- | --- |
| | 1at must = the sum of rows 1a to 1as |

## Validation error checks for Table 9: Analysis of expenditure - staff costs

| Data checked | Criterion |
| --- | --- |
| Total staff costs (row 1k) Total staff numbers (FTE) (row 2c) | Must ≠ 0 |
| Total staff costs (row 1k, Year 1) | This data may have been prefilled. It must = the sum of rows 1a to 1j |
| Total staff numbers (FTE) as disclosed in accounts (row 2c, Year 1) | This data may have been prefilled. It must = Average academic staff numbers (FTE) + Average non-academic staff numbers (FTE) |
| Average academic staff numbers (FTE) (row 2a) Average non-academic staff numbers (FTE) (row 2b) | Must be rounded to two decimal places |

## Validation error checks for Table 10: Analysis of expenditure - severance payments

| Data checked | Criterion |
| --- | --- |
| Number of people to whom this was payable (rows 2aii and 2bii) | Must ≠ 0 if values have been entered for Total amount of compensation paid across the whole provider (rows 2ai and 2bi) |
| | Must be entered as whole numbers, not FTE values |
| Nature of the benefit details (row 1d) | Must not be blank if Estimated money value (row 1c) ≠ 0 |
| | Must be blank if Estimated money value (row 1c) = 0 |
| Nil return | If Nil return selected, no data should be entered |
| | If Nil return not selected, table must not be blank |

## Validation error checks for Table 11: Head of provider remuneration

| Data checked | Criterion |
| --- | --- |
| Other taxable benefits (row 3d) Other non-taxable benefits (row 4c) | Details of items must be specified in the text box (or left blank if no value entered) |

| | |
|---|---|
| Other remuneration (row 5d) | |
| Pay multiples (rows 8a and 8b) | Must be rounded to one decimal place |
| Accounts direction indicator | The box indicating which accounts direction has been used in the pay multiples calculation must not be left blank |

## Validation error checks for Table 12: Analysis of capital expenditure

There are no validation checks that produce errors in this table, other than the monetary rounding check mentioned at the beginning of this appendix. There are warning validation checks which are detailed in appendix 3.

## Validation error checks for Table 13: Financial commitments

| Data checked | Criterion |
|---|---|
| All columns | Must be completed if other columns in a row have been completed |
| Lender description (column C) | Must not be blank if 'Other: specify' has been entered for Lender's name (column B) |
| Capital sum owed at the end of Year 2 (column G) | Must be ≤ Sum originally committed by the lender (column F) |
| Capital sum originally committed by the lender (column F) | Must be > 0 |
| Date due to be repaid (columns J, K) | Must be after the Date of commitment (columns D, E) |
| Sum of Capital sum at the end of Year 2 for all financial commitments | Should = total external borrowing from **Table 2**: Overdrafts (row 3a) **+** Bank loans and external borrowing (row 3b) **+** Obligations under finance leases and service concessions (row 3c) **+** Bank loans and external borrowing (row 7a) **+** Obligations under finance leases and service concessions (row 7b) |