

Cylchlythyr | Circular

Request for forecasts 2024

Date: 21 May 2024
Reference: W24/09HE
To: Heads of higher education institutions in Wales
Chief Finance Officers of higher education institutions in Wales
Response by: 31 July 2024
Contact: Name: Diane Rowland
Email: forecasts@hefcw.ac.uk

This circular requests higher education institutions to submit the following information:

- Part 1 - Financial estimates for the current year 2023/24 and financial forecasts for 2024/25 to 2027/28
- Monthly cash flow forecasts for the 12 months to 31 July 2025
- Accompanying narrative commentary
- Part 2 - Student numbers for the current year 2023/24 and forecasts for 2024/25 to 2027/28

All reference to HEFCW refers equally to the Commission for Tertiary Education and Research (CTER) once operational.

If you require this document in an alternative accessible format, please email info@hefcw.ac.uk.



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Introduction

1. This circular requests higher education institutions to submit the following information:
 - Part 1 - Financial estimates for the current year 2023/24 and financial forecasts for 2024/25 to 2027/28
 - Monthly cash flow forecasts for the 12 months to 31 July 2025
 - Accompanying narrative commentary
 - Part 2 - Student numbers for the current year 2023/24 and forecasts for 2024/25 to 2027/28

More detailed notes of guidance are set out below. Copies of the returns to be submitted are attached at the annexes to this circular, along with further technical information. Electronic copies of some partially pre-completed annexes are being sent to the relevant contacts at institutions in order to commence the forecast submission process. The financial forecast model workbook and commentary (with relevant guidance notes for completion) is attached to this circular at **Annex B**, in addition to a workbook to include validation checks linking the forecast student numbers to the forecast fee income for home and overseas students (**Annexes C1a, C1d C2**).

Background and institutional strategic planning

2. We require institutions to submit financial and student number forecast information on an annual basis. This is to enable us to understand the past and expected future financial performance of institutions, and is also an important source of information to support Fee and Access Plan submissions and strategic dialogue between HEFCW and the institutions.

Strategic context

3. In responding to this circular, institutions should take account of the various key circulars and other publications relating to higher education policy, strategy and funding developments in Wales. Key sources are included below, with links to the prior year publication where the 2024/25 details have not been published at time of issue. These include:
 - The Minister's annual remit letter to HEFCW announces higher education funding and priorities for the fiscal year. The 2024/25 letter is published on the [HEFCW website](#).
 - HEFCW Funding assumptions AY 2024/25 will be issued to Heads of institutions following receipt of the remit letter.
 - HEFCW circulars setting out [core grant allocations](#). The most recent circulars at time of publication have been referenced:
 - Funding Allocations 2024/25– this circular has not yet been published. The 2023/24 allocation ([W23/19HE](#)) may be referred in conjunction with the funding assumptions above.

- HEFCW innovation funding for Wales [W24/03HE](#).
- Fee and access plan application guidance. The most recent guidance can be found in [W22/19HE](#).
- Higher Education Students Early Statistics Survey ([W23/31HE](#)).
- Degree Apprenticeships in Wales and Proposals for Funding [W23/30HE](#).
- Capital funding allocation has not yet been published. The overall level of capital funding is provided in the Minister's [annual remit letter](#) to HEFCW. The prior year allocation can be found in [W23/21HE](#).

Summary of information requirements

4. We are issuing individualised financial and student forecast data returns to each institution separately. These are sent, as appropriate, to directors of finance and data contacts as nominated by the head of the institution. All institutions should submit their completed returns by the dates indicated to forecasts@hefcw.ac.uk. In addition to the specific purposes outlined above, all of the information requested through this circular will provide evidence to inform our Institutional Risk Review process.
5. Institutions should note that we will be seeking high level updates to financial and student forecasts in November 2024. This will be to inform our analysis of the financial implications of changes to the forecasts as a consequence of the updated student recruitment position for 2024/25.

Part 1 - Financial forecasts for the period 2023/24 to 2027/28

6. Our objectives in requesting financial forecasts are to enable us to:
 - monitor the financial health of institutions;
 - monitor whether institutions' forecasts take account of the prevailing higher education environment.
 - gain assurance that effective financial planning arrangements are in place;
 - ensure that governing bodies are appropriately engaged in the financial forecast and planning processes of the institution;
 - check that institutions' strategic and financial planning are integrated; and
 - produce information at summary level on the overall trends and financial health of the HE sector in Wales.
7. For the current submission we ask institutions to prepare five-year financial forecasts, covering the period to 2027/28. In order to minimise work load for institutions we have pre-populated the 2021/22 and 2022/23 actuals columns in the models, where possible, to assist with identification of any trends in performance. We have also pre-populated the forecast for the year 2023/24 (as submitted to us in July 2023). We will expect financial forecasts to be based on relevant circulars on funding and student number allocations.

8. Financial forecast information should be submitted to us at forecasts@hefcw.ac.uk by **31 July 2024**. An equivalent CTER email address, which must be copied in, will be provided in due course.
9. In preparing the forecasts institutions should make reference to the planning assumptions outlined in **Annex A** and to the documents listed in paragraph 3 above.

Content of the financial forecasts

10. The form and content of the financial forecast models 2023/24 to 2027/28 is similar to that submitted by institutions in July 2023. Please note that completion of the five-year forecasts, the commentary and the monthly cash flow statement is compulsory and should reflect the requirements of the Financial Management Code (FMC) (circular [W17/16HE](#)) between HEFCW¹ and the institutions. The forecasts should be based on realistic assumptions. To aid comparability they should be consistent with any changes to accounting treatment and presentation and allocation in the last financial statements and HESA finance record.

Required returns

11. This circular includes a number of annexes for returning to HEFCW:
 - (i) The financial forecast template (**Annex B1**). We will email the institution specific partially pre-filled tables to data contacts and finance directors.
 - (ii) The financial forecast commentary (**Annex B2**) requests further narrative analysis of the tables in the forecast model.
 - (iii) Monthly cash flow projections for the 12 months to July 2025 are also required.

Summaries of the requirements for each are given below. Guidance on completion of the main forecast is given in **Annex B3**.

Financial forecast template (Annex B1)

12. We expect any growth over the 2023/24 recruitment figures to be fully explained, with robust supporting evidence provided.
13. The financial forecast includes a 'down-side' template for 2024/25. There remain significant uncertainties within the sector and wider economy, and this template provides assurance that your governing bodies have appropriately considered down-side scenarios as well as providing us with data to assess risk to the sector
 - (i) Adjustments should also be included in other areas of the forecast where such growth is not certain, or is predicated on student number growth that has been stripped out (for example facilities and residences).

¹ Existing requirements, including the FMC, will remain in place under CTER until a new regulatory framework is published.

- (ii) Costs are assumed at the level of your 2024/25 forecast. Mitigating actions required should be clearly detailed in the forecast narrative.
14. Detailed guidance on completion of the financial forecast template is given in Annex B3. Guidance on changes to the template are denoted in blue for ease of reference.

Financial forecasts commentary (Annex B2)

15. Institutions should provide a commentary on the financial forecasts using the pro forma at **Annex B2**. This lists detailed requirements for information on a number of key aspects of the financial forecast, but the overall aim is for institutions to provide:-
- (i) assurance that the financial forecasts are derived from and are consistent with the institution's current strategic plan and financial strategy and that there is connectivity to recent financial performance;
 - (ii) additional supporting information on the key assumptions in the financial forecasts; and
 - (iii) an explanation of important trends in the forecast numbers across the period, especially with respect to the key indicators such as liquidity, operating cash flow, operating surplus and cash generation.
 - (iv) a narrative on contingency planning for the main challenges identified by the institution. This should include any impact on recruitment of both home and overseas students and returners, together with the financial consequences on tuition fees and related income streams for income, net operating cash flow and cash generation.
 - (v) In the current climate we would expect the narrative to include consideration of the higher risk exposures to which the institution is exposed, due to the requirement to diversify income from full time UK undergraduate students, and any related additional cost sensitivity and other modelling of these risks
 - (vi) On the cost side we would expect the narrative to include consideration of the risk of inflationary pressures, both staff and non-staff, and the degree of sensitivity to these of the institution's plans.

Changes to the requirements from 2023 are highlighted in yellow.

Monthly cash flow forecasts

16. We are requesting submission of monthly cash flow forecasts for the 12 months to July 2025. The preparation of 12 months cash forecasts is a requirement of the Financial Management Code [para 83]. To facilitate this, we are not requiring a prescribed format for these returns. However we do require that:
- a. the return is prepared in sufficient detail to clearly identify the main income and expenditure streams;
 - b. any anticipated utilisation or pay back of investments or borrowing facilities is clearly identified;

- c. monthly net cash in / (out) flow is shown;
 - d. monthly opening and closing cash at bank balances are shown separately from use of short term investments / borrowing facilities; and
 - e. total liquid assets, and available borrowing facilities are shown on a monthly basis. Where appropriate any restricted cash should be clearly identified as distinct from free reserves.
 - f. Year-end cash balances should agree to the forecasts submitted
17. Whilst we will continue to monitor actual cash flows against these forecasts as part of our regular discussions with finance directors, it remains the responsibility of each institution's governing body to inform HEFCW of reportable events, including any forecast cash deficits. We would draw your attention to paragraph 84 of the Financial Management Code:

The governing body must inform HEFCW immediately if, at any point in the upcoming 12 months, negative net cash (as defined within FRS 102 S(7), including cash and cash equivalents) is forecast for more than 30 consecutive days.

Part 2 - Student numbers for the current year 2023/24 and forecasts for 2024/25 to 2027/28

18. The information for student fee income forecasts is required separately at **Annex C**. The student number information in **Annex C** is populated automatically from the tables in **Annex E**, to aid reconciliation with student fees. Guidance for the student number forecast can be found at **Annex D**.
19. There is an integral relationship between an institution's assumptions about future changes to its student population and its financial forecasts. Therefore the student forecasts are important features underpinning an institution's strategic plan and financial forecasts.
20. Institutions are asked to submit, to forecasts@hefcw.ac.uk, by **31 July 2024** forecasts of all HE student numbers (Home fundable, Home non-fundable and Overseas) for the five years 2023/24 to 2027/28. This includes forecasts of transnational education (TNE) student numbers at EU and overseas (non-EU) campuses, to be included in Annex E, SPF3 and the related fees income to be included in tab Annex C2. **Annex D** contains information on the tables and guidance to assist the accurate completion of the returns. A template copy of the tables to be completed is attached for information at **Annexes C and E**. We will email institution individual tables which contain validation and summary information. Tables in tab Annexes C1 and C2 are included in the same workbook as tab Annex E, and credibility checks have been introduced to help check student number returns alongside fee income data. It is these tables that need to be completed and returned.
21. In addition to the forecasts, we are requesting information on student numbers for the current year 2023/24. This is to ensure that we can make comparisons of the most recent student population against the student fee income data returned in tab

Annexes C1 and C2. We recognise that it will still include an element of estimation as the academic year will not have ended but will provide us with more accurate numbers to make a comparison with assumptions made in preparing the forecast fee income figures. For reference, figures from Table 1 of the 2023/24 higher education students early statistics (HESES) survey have been included as a supplementary table.

22. In general, the definitions contained in circular [W23/31HE](#), *Higher Education Students Early Statistics (HESES) survey 2023/24* and in the [HESA Aggregate Offshore record](#) should be used in compiling the student forecast information required by this circular. Details can be found in **Annex D**.
23. Assumptions should be consistent with those presented in **Annex A**, and any other relevant assumptions used in the preparation of the financial forecasts.
24. Further notes on completion of the tables can be found in **Annex D**.

Freedom of information

25. We will treat all information provided to us in this circular as confidential.
26. As a public authority HEFCW is subject to the Freedom of Information Act 2000. The Act gives a public right of access to any information held by a public authority. Information submitted to HEFCW may be disclosed on request under the terms of the Act. We have a responsibility to decide whether any responses should be made public or treated as confidential. We may refuse to disclose information in circumstances where disclosure of information would prejudice commercial interests or where information has been provided in confidence (for example, future financial projections). Further information about the Act, including the particular circumstances when information may be withheld, can be found at <https://ico.org.uk/> under Freedom of Information Act.

Assumptions

Fee and Access Plans

1. We will expect financial forecasts to take into account the assumptions and commitments made in the fee and access plans submitted to us covering the relevant academic years (AY) to 2027/28.

Fee income and recruitment

2. Whilst we recognise some demographic growth, we do not expect to receive forecasts including significant growth. We expect any growth over the 2023/24 recruitment figures to be fully explained and supported by a robust and detailed narrative setting out the evidence available to support the rationale. This narrative should clarify, where applicable, what relates to changes in the fees per student and how much is due to an increase in numbers of students. It should make reference to the latest recruitment information available both for the University's own recruitment for 2024/25 and the information for the University's competitors and peer groups and how that has been considered in the final forecasts. We reserve the right to request an institution to reforecast if we consider this necessary.
3. Although the demographic decline in 18 year olds in the UK is now starting to reverse, regional trends are variable and the sector continues to operate in a challenging environment. We are therefore maintaining our requirements for reporting down-side sensitivities in the forecasts. We have kept this scenario as high level as possible in order to reduce workload.
4. We request annual financial forecasts from institutions to inform our assessment of the financial viability and financial management and governance of institutions as part of our regulatory role and require that the forecast submitted to HEFCW has been subject to review by Council. As part of this, we require that the 'down-side' scenario be a fully worked up and approved part of the forecast submission in order to provide assurance that each institution's governing body has considered the implications of a range of possible scenarios for the financial sustainability of the institution, together with the steps that the governing body will need to take in the event that the student recruitment in the main forecast is not realised.

Student numbers

5. Assumptions for student number forecasts should be consistent with those used in the preparation of the financial forecast tables.

HEFCW funding

6. The Welsh Government [remit letter](#) for 2024/25 is published on HEFCW's website. The related funding allocations circular has not yet been published. For planning purposes, our 2023/24 Funding Allocations circular ([W23/19HE](#)) should inform the baseline of the forecasts for 2024/25. However, funding levels for future years will be subject to further change, in the context of future levels of Welsh Government budgets.
7. We would recommend that institutions allocate this funding assuming that the current levels of recurrent funding remain relatively static, and that any additional funding, as indicated in the HEFCW remit letter, is distribution in similar proportions to the current funding.

Strategy and initiative allocations

8. Assumptions for strategy and initiative allocations should be based on funding that has already been announced by HEFCW.

Capital

9. The forecast should identify all significant individual capital projects by name or function as well as the actual or intended source of capital funds including allocations of HEFCW capital funding. The proposals should be consistent with the current estates strategy or other accepted capital proposals for your institution, and should include proposed or possible purchases of land or buildings as well as intended refurbishment or new build projects.
10. The forecast should include reference to any plans for long-term capital maintenance projects. Any significant changes to these proposals should be explained within the commentary. The Minister for Education originally indicated that £10 million funding would be received in each of the three years to 2020-21, with a further £10 million allocations made in subsequent years. Welsh Government budgets include indicative capital funds for the post 16 education sector to 2025-26, but confirmation is awaited of the share of this funding for HE.
11. This year we continue to request further details of grant recognition for all material grants (capital and other) where recognition fluctuates annually, affecting operating results. The rationale is that this provides greater clarity over the underlying operating performance of institutions.

Financial results and forecasts 2024-2028: July 2024 submission
Template University

Annex B1

Key Financial Indicators

	Actual 2021/22	Actual 2022/23	Forecast 2023/24	Estimate 2023/24	F/cast 1 2024/25	F/cast 2 2025/26	F/cast 3 2026/27	F/cast 4 2027/28
Financial indicators (automated table)								
Financial indicators are shown for indicative purposes only. <i>No input is required on this tab, it is for review purposes only.</i>								
Main indicators								
Net operating cash flow less debt servicing as a % of total income	-	-	-	-	-	-	-	-
Net operating cash flow as a % of total income	-	-	-	-	-	-	-	-
Adjusted EBITDA as % total income (less non cash pension, cap grants, restructuring, new endowments)	-	-	-	-	-	-	-	-
Adjusted net liquidity days ((cash & S/T investments less overdraft, excl pension adjs and restructuring cost) / (days expenditure less dep'n) x 365)	-	-	-	-	-	-	-	-
External borrowing as a % of total income	-	-	-	-	-	-	-	-
Staff costs (excl non cash pensions) as a % of total income	-	-	-	-	-	-	-	-
SOCI related income indicators								
Operating surplus / (deficit) as a % of total income	-	-	-	-	-	-	-	-
HEFCW teaching grant - UG & PG as % of total income	-	-	-	-	-	-	-	-
Total HEFCW grant (excl SHELL / WG) as % of total income	-	-	-	-	-	-	-	-
FTUG fees (UK) as % of total income	-	-	-	-	-	-	-	-
Overseas fees as % of total income	-	-	-	-	-	-	-	-
Research Councils' grants and fees as % of total income	-	-	-	-	-	-	-	-
Other research income as % of total income	-	-	-	-	-	-	-	-
Surplus before tax as % of total income	-	-	-	-	-	-	-	-
Surplus after tax as % of total income	-	-	-	-	-	-	-	-
Comprehensive income as % of total income	-	-	-	-	-	-	-	-
SOCI related expenditure indicators								
Total premises cost (staff and pay) as % of total expenditure (excl non cash pension)	-	-	-	-	-	-	-	-
Total interest (excl pension cost) as % of total expenditure (excl dep'n & non cash pension)	-	-	-	-	-	-	-	-
Balance sheet and cash flow indicators								
Return (after tax) on net assets (incl pension provision)	-	-	-	-	-	-	-	-
Viability ratio (net liquid assets / debt > 1 yr incl other creditors)	-	-	-	-	-	-	-	-
Current ratio (current assets to current liabilities)	-	-	-	-	-	-	-	-
Current assets to total income	-	-	-	-	-	-	-	-
Working capital to meet day to day needs (liquid assets to current liabilities)	-	-	-	-	-	-	-	-
Gearing (external debt / net assets)	-	-	-	-	-	-	-	-
Unrestricted reserves (I&E and revaluation) as % of total income	-	-	-	-	-	-	-	-
Cost of servicing borrowing as % operating cash	-	-	-	-	-	-	-	-
Days of total expenditure (excl dep'n) generated by net cash flow from op activity	-	-	-	-	-	-	-	-
Secured borrowing as % net assets (excluding pension provisions)	-	-	-	-	-	-	-	-

UK average based on most recent HESA finance record open data for July year ends only.

Financial results and forecasts 2024-2028: July 2024 submission
Template University

Annex B1
ANOC borrowing

	Actual 2021/22 £'000	Actual 2022/23 £'000	Forecast 2023/24 £'000	Estimate 2023/24 £'000	F/cast 1 2024/25 £'000	F/cast 2 2025/26 £'000	F/cast 3 2026/27 £'000	F/cast 4 2027/28 £'000	
<p>The borrowing threshold calculation uses the estimate for 2023/24 as the basis for monitoring the academic year to 31 July 2024. The columns forecast 2023/24 and forecast 2027/28 are excluded from the ANOC calculation. No input is required on this tab.</p>									
Adjusted operating cash flow (automated table) (£'000)									6 yr ave
Net cash flow from operating activities	-	-	-	-	-	-	-	-	-
Add: cash received from investment income	-	-	-	-	-	-	-	-	-
Add: endowment cash received	-	-	-	-	-	-	-	-	-
Deduct: cash paid on interest on borrowings	-	-	-	-	-	-	-	-	-
Deduct: cash paid on interest element of finance leases	-	-	-	-	-	-	-	-	-
Adjusted net operating cash flow (ANOC)	-	-	-	-	-	-	-	-	-
ANOC adjusted for -ve	-	-	-	-	-	-	-	-	-
Balance of outstanding financial commitments and agreed financial commitments									
Loans				-	-	-	-	-	
Service concessions and finance leases				-	-	-	-	-	
Undrawn				-	-	-	-	-	
				-	-	-	-	-	
New loans forecast									
New secured loans (from Table3_6d)				-	-	-	-	-	
New unsecured loans (from Table3_6e)				-	-	-	-	-	
				-	-	-	-	-	
Implied borrowing multiple				-					

**Financial results and forecasts 2024-2028:
July 2024 submission
Template University**

Annex B1

TABLES 1-3

	Actual 2021/22	Actual 2022/23	Forecast 2023/24	Estimate 2023/24	F/cast 1 2024/25	F/cast 2 2025/26
	£'000	£'000	£'000	£'000	£'000	£'000
Consolidated statement of comprehensive income and expenditure						
Income						
Tuition fees and education contracts	-	-	-	-	-	-
Funding body grants	-	-	-	-	-	-
Research grants and contracts	-	-	-	-	-	-
Other income	-	-	-	-	-	-
Investment income	-	-	-	-	-	-
Donations and endowments	-	-	-	-	-	-
Total income	-	-	-	-	-	-
Expenditure						
Staff costs	-	-	-	-	-	-
Restructuring costs	-	-	-	-	-	-
Other operating expenses	-	-	-	-	-	-
Depreciation, amortisation & impairment	-	-	-	-	-	-
Interest and other finance costs	-	-	-	-	-	-
Significant / material expenditure disclosed separately on the face of the I&E	-	-	-	-	-	-
Total expenditure	-	-	-	-	-	-
Surplus / (deficit) before other gains / (losses) and share of surplus / (deficit) in joint ventures and associates						
Gain / (loss) on disposal of tangible assets	-	-	-	-	-	-
Gain / (loss) on investments and investment properties	-	-	-	-	-	-
Share of operating surplus / (deficit) in joint venture(s)	-	-	-	-	-	-
Share of operating surplus / (deficit) in associate(s)	-	-	-	-	-	-
Surplus / (deficit) before tax						
Taxation	-	-	-	-	-	-
Surplus / (deficit) for the year						
Unrealised surplus on revaluation of land and buildings	-	-	-	-	-	-
Actuarial gain / (loss) in respect of pension schemes	-	-	-	-	-	-
Change in fair value of hedging financial instrument(s) and foreign currency translation	-	-	-	-	-	-
Miscellaneous other comprehensive income	-	-	-	-	-	-
Total comprehensive income for the year						
Total comprehensive income for the year represented by:						
Endowment comprehensive income for the year	-	-	-	-	-	-
Restricted comprehensive income for the year	-	-	-	-	-	-
Unrestricted comprehensive income for the year	-	-	-	-	-	-
Revaluation reserves comprehensive income for the year	-	-	-	-	-	-
Attributable to the University	-	-	-	-	-	-
Attributable to the non-controlling interest	-	-	-	-	-	-
Total	-	-	-	-	-	-
Surplus for the year attributable to:						
Non-controlling interest	-	-	-	-	-	-
University	-	-	-	-	-	-
i: Analysis of income						
Tuition fees and education contracts						
FTUG fees, Home	-	-	-	-	-	-
FTPG fees, Home	-	-	-	-	-	-
PTUG fees, Home	-	-	-	-	-	-
PTPG fees, Home	-	-	-	-	-	-
FTUG fees, Overseas	-	-	-	-	-	-
FTPG fees, Overseas	-	-	-	-	-	-
PTUG fees, Overseas	-	-	-	-	-	-
PTPG fees, Overseas	-	-	-	-	-	-
UK domiciled fees paid by HEIW	-	-	-	-	-	-
Other fees and support grants	-	-	-	-	-	-
Total tuition fees and education contracts (to line 1a in table 1)	-	-	-	-	-	-
NB - HEIW fees (health service related) should not be included in lines 1a to 1d						

**Financial results and forecasts 2024-2028:
July 2024 submission
Template University**

Annex B1

TABLES 1-3

	Actual 2021/22	Actual 2022/23	Forecast 2023/24	Estimate 2023/24	F/cast 1 2024/25	F/cast 2 2025/26
	£'000	£'000	£'000	£'000	£'000	£'000
Funding body grants						
Recurrent funding						
Teaching grant - FT UG (incl PGCE, premia & per capita)	-	-	-	-	-	-
Teaching grant - FT PG (incl premia & per capita)	-	-	-	-	-	-
Teaching grant - PT UG (incl premia & per capita)	-	-	-	-	-	-
Teaching grant - PT PG (incl premia & per capita)	-	-	-	-	-	-
QR, PGR and RWIF funding	-	-	-	-	-	-
Equalities, well-being & employability (Reaching Wider, Student employability, wellbeing & health)	-	-	-	-	-	-
Other HEFCW funding						
Non formula funding grant	-	-	-	-	-	-
Capital grants recognised in the year	-	-	-	-	-	-
SHELL recurrent grants	-	-	-	-	-	-
Total funding body grants (to line 1b in table 1)	-	-	-	-	-	-
Research grants and contracts						
BEIS Research Councils, Royal Society, British Academy and the Royal Society of Edinburgh	-	-	-	-	-	-
UK-based charities	-	-	-	-	-	-
UK Government	-	-	-	-	-	-
UK Other	-	-	-	-	-	-
EU Government	-	-	-	-	-	-
EU Other	-	-	-	-	-	-
Non EU	-	-	-	-	-	-
Total research grants and contracts (to line 1c in table 1)	-	-	-	-	-	-
Other income						
Other services rendered (UK public sources)	-	-	-	-	-	-
Other services rendered (EU)	-	-	-	-	-	-
Other services rendered	-	-	-	-	-	-
Residences	-	-	-	-	-	-
Catering and conferencing operations	-	-	-	-	-	-
Grants from local authorities	-	-	-	-	-	-
Income from health and hospital authorities (excl teaching contracts for student provision)	-	-	-	-	-	-
Other grant income	-	-	-	-	-	-
Capital grants recognised in the year	-	-	-	-	-	-
Income from intellectual property rights	-	-	-	-	-	-
Other operating income	-	-	-	-	-	-
Total other income (to line 1d in table 1)	-	-	-	-	-	-
Investment income (to line 1e in table 1)	-	-	-	-	-	-
Donations and endowments (to line 1f in table 1)	-	-	-	-	-	-
Total income (line 1z in table 1)	-	-	-	-	-	-
Analysis of staff costs						
Analysis by cost type						
Salaries and wages	-	-	-	-	-	-
Social security costs	-	-	-	-	-	-
Employer pension contributions cash cost						
- USS	-	-	-	-	-	-
- TPS	-	-	-	-	-	-
- LGPS - name	-	-	-	-	-	-
- LGPS - name	-	-	-	-	-	-
- Own DB scheme	-	-	-	-	-	-
- Own DC scheme	-	-	-	-	-	-
- NHSPS	-	-	-	-	-	-
- Other cash cost of contributions	-	-	-	-	-	-
Changes to pension provisions and non cash adjustments	-	-	-	-	-	-
Other staff related costs	-	-	-	-	-	-
Total staff costs (to line 2a in table 1)	-	-	-	-	-	-
Analysis by activity						
Academic departments staff costs	-	-	-	-	-	-
Academic services staff costs	-	-	-	-	-	-
Administration and central services staff costs	-	-	-	-	-	-
Premises staff costs	-	-	-	-	-	-
Residences and catering staff costs	-	-	-	-	-	-
Research grants and contracts staff costs	-	-	-	-	-	-
Other expenditure staff costs (incl other services rendered)	-	-	-	-	-	-

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TABLES 1-3

	Actual 2021/22	Actual 2022/23	Forecast 2023/24	Estimate 2023/24	F/cast 1 2024/25	F/cast 2 2025/26
	£'000	£'000	£'000	£'000	£'000	£'000
Staff re-structuring costs (where not shown in Table 1, line 2b, as fundamental)	-	-	-	-	-	-
Total staff costs (should balance to T1b.1z. - Total staff costs above)	-	-	-	-	-	-
Average staff numbers - Full-time Equivalent (FTE)						
Academic and academic related	-	-	-	-	-	-
Administrative and clerical	-	-	-	-	-	-
Technical	-	-	-	-	-	-
Other support staff	-	-	-	-	-	-
Total staff FTEs	-	-	-	-	-	-
:: Analysis of other operating expenses						
Analysis by activity						
Academic departments non-pay	-	-	-	-	-	-
Academic services non-pay	-	-	-	-	-	-
Administration and central services non-pay	-	-	-	-	-	-
Premises non-pay	-	-	-	-	-	-
Residences and catering non-pay	-	-	-	-	-	-
Research grants and contracts non-pay	-	-	-	-	-	-
Other expenditure non-pay (incl other services rendered)	-	-	-	-	-	-
Total other operating expenses (to line 2c in table 1)	-	-	-	-	-	-
I: Analysis of interest and other finance costs						
Loan Interest	-	-	-	-	-	-
Finance lease interest (incl service concession finance charge)	-	-	-	-	-	-
Exchange differences	-	-	-	-	-	-
Increase in fair value of derivatives	-	-	-	-	-	-
Net charge on pension scheme	-	-	-	-	-	-
Total interest and other finance costs (to line 2e in table 1)	-	-	-	-	-	-
Consolidated balance sheet						
Non-current assets						
Intangible assets	-	-	-	-	-	-
Goodwill	-	-	-	-	-	-
Negative goodwill	-	-	-	-	-	-
Net amount of goodwill and negative goodwill	-	-	-	-	-	-
Tangible assets	-	-	-	-	-	-
Heritage assets	-	-	-	-	-	-
Investments	-	-	-	-	-	-
Investment in joint venture(s)	-	-	-	-	-	-
Investments in associate(s)	-	-	-	-	-	-
Total non-current assets	-	-	-	-	-	-
2. Current assets						
Stock	-	-	-	-	-	-
Trade and other receivables	-	-	-	-	-	-
Investments	-	-	-	-	-	-
Cash and cash equivalents	-	-	-	-	-	-
Accrued course fees	-	-	-	-	-	-
Other (e.g. assets for sale)	-	-	-	-	-	-
Total current assets	-	-	-	-	-	-
3. Creditors - amounts falling due within one year						
Bank overdrafts	-	-	-	-	-	-
Bank loans and external borrowing	-	-	-	-	-	-
Obligations under finance leases and service concessions	-	-	-	-	-	-
Deferred tuition fees	-	-	-	-	-	-
Tax and social security costs	-	-	-	-	-	-
Loans repayable to funding council	-	-	-	-	-	-
Other (including grant claw back)	-	-	-	-	-	-
Total creditors (amounts falling due within one year)	-	-	-	-	-	-
Share of net current assets/(liabilities) in associate	-	-	-	-	-	-
Net current assets/(liabilities)	-	-	-	-	-	-
Total assets less current liabilities	-	-	-	-	-	-
Creditors: amounts falling due after more than one year						
Bank loans and external borrowing	-	-	-	-	-	-
Obligations under finance leases and service concessions	-	-	-	-	-	-
Loans repayable to funding council	-	-	-	-	-	-

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TABLES 1-3

	Actual 2021/22	Actual 2022/23	Forecast 2023/24	Estimate 2023/24	F/cast 1 2024/25	F/cast 2 2025/26
	£'000	£'000	£'000	£'000	£'000	£'000
Other (including grant claw back)	-	-	-	-	-	-
Total creditors (amounts falling due after more than one year)	-	-	-	-	-	-
8. Provisions						
Pension provisions	-	-	-	-	-	-
Other provisions	-	-	-	-	-	-
Total provisions	-	-	-	-	-	-
Total net assets	-	-	-	-	-	-
Restricted reserves						
Income and expenditure reserve - endowment reserve	-	-	-	-	-	-
Income and expenditure reserve - restricted reserve	-	-	-	-	-	-
Unrestricted reserves						
Income and expenditure reserve - unrestricted	-	-	-	-	-	-
Revaluation reserve	-	-	-	-	-	-
Total restricted and unrestricted reserves	-	-	-	-	-	-
Non-controlling interest (enter as negative)	-	-	-	-	-	-
Total reserves	-	-	-	-	-	-
Consolidated statement of cash flow						
Cash flow from operating activities						
Surplus for the year after tax	-	-	-	-	-	-
Adjustment for non-cash items						
Depreciation and amortisation	-	-	-	-	-	-
Release of negative goodwill on acquisition	-	-	-	-	-	-
Amortisation of goodwill	-	-	-	-	-	-
Loss/(gain) on investments and investment property	-	-	-	-	-	-
Decrease/(increase) in stock	-	-	-	-	-	-
Decrease/(increase) in debtors	-	-	-	-	-	-
Increase/(decrease) in creditors	-	-	-	-	-	-
Increase/(decrease) in pension provisions	-	-	-	-	-	-
Increase/(decrease) in other provisions	-	-	-	-	-	-
Receipt of donated equipment	-	-	-	-	-	-
Share of operating (surplus)/deficit in joint venture	-	-	-	-	-	-
Share of operating (surplus)/deficit in associate	-	-	-	-	-	-
Other	-	-	-	-	-	-
Adjustment for investing or financing activities						
Investment income	-	-	-	-	-	-
Interest payable	-	-	-	-	-	-
Endowment income (enter as a negative)	-	-	-	-	-	-
Loss/(gain) on disposal of tangible and intangible assets	-	-	-	-	-	-
Capital grant income (enter as negative)	-	-	-	-	-	-
Net cash in / (out) flow from operating activities	-	-	-	-	-	-
Cash flows from investing activities						
Proceeds from sales of tangible assets	-	-	-	-	-	-
Proceeds from sales of intangible assets	-	-	-	-	-	-
Capital grants receipts	-	-	-	-	-	-
Disposal of non-current asset investments	-	-	-	-	-	-
Withdrawal of deposits	-	-	-	-	-	-
Investment income	-	-	-	-	-	-
Payments made to acquire tangible assets	-	-	-	-	-	-
Payments made to acquire intangible assets	-	-	-	-	-	-
Non-current asset investment acquisitions	-	-	-	-	-	-
New deposits	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total cash flow from investing activities	-	-	-	-	-	-
Cash flows from financing activities						
Interest paid	-	-	-	-	-	-
Interest element of finance lease and service concession payments	-	-	-	-	-	-
Endowment cash received	-	-	-	-	-	-
New secured loans	-	-	-	-	-	-
New unsecured loans	-	-	-	-	-	-
Repayments of amounts borrowed	-	-	-	-	-	-

	Actual 2021/22 £'000	Actual 2022/23 £'000	Forecast 2023/24 £'000	Estimate 2023/24 £'000	F/cast 1 2024/25 £'000	F/cast 2 2025/26 £'000
Capital element of finance lease and service concession payments	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total cash flow from financing activities	-	-	-	-	-	-
Increase / (decrease) in cash and cash equivalents in the year	-	-	-	-	-	-
Cash and cash equivalents at beginning of the year	-	-	-	-	-	-
Cash and cash equivalents at the end of the year	-	-	-	-	-	-

Table 5: Supporting analysis		Actual	Actual	Forecast	Estimate	F/cast 1	F/cast 2	F/cast 3	F/cast 4	
		2021/22	2022/23	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28	
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Total significant / material expenditure disclosed separately on the face of the I&E (Table 3 heading 2a)										
-										
Subsidiaries										
Please include below the total operating income of subsidiaries										
select										
(e.g.) Sub name A										
-										
(e.g.) Sub name B										
-										
-										
-										
-										
Total operating income of subsidiaries										
-										
Please include below the total operating expenditure of subsidiaries										
(e.g.) Sub name A										
-										
(e.g.) Sub name B										
-										
0										
-										
0										
-										
0										
-										
Total operating expenditure of subsidiaries										
-										
Net operating surplus / (deficit) of subsidiaries										
-										
Any loss making Joint Ventures or associates										
select										
(e.g.) JV / associate name A										
-										
-										
Details supporting Table 3 (CFS)										
Identification of items included in other adjustments for non cash items (Table 3 heading 2m)										
Narrative										
-										
-										
-										
Total items included in other adjustments for non cash items (Table 3 heading 2n)										
-										
Capital grants received in cash flow statement										
Please identify usage, heading included in, and project										
(e.g.) (Project A)										
-										
-										
-										
-										
Total capital grant funding received										
-										
Capital Financing (Table 3 heading 5g)										
Please list below significant projects or items of spend in this heading, along with details of the source of funding):										
(e.g.) Project A										
-										
-										
-										
-										
-										
Other (lower value / not individually identified)										
-										
Total Capital financing (to balance Table 3 heading 5g)										
-										
Capital Financing not yet costed in balance sheet and cash flow forecasts										
Please list below significant aspirational projects / where funding has not yet been determined which are not yet included in forecast. Specify if None										
select										
As this is not in the forecasts no year specific is required.										
(e.g.) Project A										
etc.										
-										
-										
-										
-										
-										
Total unforecast Capital financing										
-										
Identification of other investing activities (Table 3 heading 5k)										
Narrative										
-										
-										
-										
Total items included in other investing activities (Table 3 heading 5k)										
-										
Identification of other financing activities (Table 3 heading 6h)										

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 TABLE 6

Lender	Lender details (only if 'Other - specify:' selected as lender in column B)	Type of commitment	Original capital sum committed £'000s	Capital sum owed at 31 July 2024 £'000s	Undrawn sums at 31 July 2024 £'000s	Date of original commitment	Period of loan (years)	Date due to be repaid	Secured / unsecured	Interest rate type	Interest rate 31 July 2024 %	Margin %	Additional details (optional)
Financial commitments													
1	select	select	-	-	-	dd mmm yyyy	-	dd mmm yyyy	unsecured	Variable	0.0%	0.0%	
2	select	select	-	-	-	dd mmm yyyy	-	dd mmm yyyy	unsecured	Fixed			
3	select	select	-	-	-				secured	Fixed			
4	select	select	-	-	-								
5	select	select	-	-	-				unsecured	Variable			
6	select	select	-	-	-				secured	Fixed/variable			
7	select	select	-	-	-				secured	Nil			
8	select	select	-	-	-								
9	select	select	-	-	-								
10	select	select	-	-	-								
11	select	select	-	-	-								
12	select	select	-	-	-								
13	select	select	-	-	-								
14	select	select	-	-	-								
Total financial commitments drawn and commitments available at 31 July 2024			-		-								

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TABLES 1-3 'Down-side'

				Nil Growth
	Actual 2021/22 £'000	Actual 2022/23 £'000	Estimate 2023/24 £'000	Model 1 2024/25 £'000
Table 1: Consolidated statement of comprehensive income and expenditure				
Income				
Tuition fees and education contracts	-	-	-	-
Funding body grants	-	-	-	-
Research grants and contracts	-	-	-	-
Other income	-	-	-	-
Investment income	-	-	-	-
Donations and endowments	-	-	-	-
Total income	-	-	-	-
Expenditure				
Staff costs	-	-	-	-
Fundamental restructuring costs	-	-	-	-
Other operating expenses	-	-	-	-
Depreciation, amortisation & impairment	-	-	-	-
Interest and other finance costs	-	-	-	-
Significant / material expenditure disclosed separately on the face of the I&E	-	-	-	-
Total expenditure	-	-	-	-
Surplus / (deficit) before other gains / (losses) and share of surplus / (deficit) in joint ventures and associates	-	-	-	-
Other gains and losses	-	-	-	-
Surplus / (deficit) before tax	-	-	-	-
Taxation	-	-	-	-
Surplus / (deficit) for the year	-	-	-	-
Other comprehensive income	-	-	-	-
Total comprehensive income for the year	-	-	-	-
Table 1a: Analysis of income				
Tuition fees and education contracts				
Home tuition fees				
FTUG fees, Home	-	-	-	-
FTPG fees, Home	-	-	-	-
PTUG fees, Home	-	-	-	-
PTPG fees, Home	-	-	-	-
Growth e.g. from rollout of UG courses established in 2022/23 and 2023/24				-
Other established growth (please detail)				-
Other adjustments (please detail)				-
Overseas tuition fees				
FTUG fees, Overseas	-	-	-	-
FTPG fees, Overseas	-	-	-	-
PTUG fees, Overseas	-	-	-	-
PTPG fees, Overseas	-	-	-	-
Growth e.g. from rollout of UG courses established in 2022/23 and 2023/24				-
Other established growth (please detail)				-
Other adjustments (please detail)				-
UK domiciled fees paid by HEIW (based on 2023/24)	-	-	-	-
Other fees and support grants (based on 2023/24)	-	-	-	-
Adjustments to funding				-
Any other impacts (please detail)				-
Total tuition fees and education contracts (to line 1a in table 1)	-	-	-	-
Funding body grants (based on 2024/25)				
Adjustments to funding				-
Any other impacts (please detail)				-
Total funding body grants (to line 1b in table 1)				-
Research grants and contracts (based on 2024/25)				
Impacts on research income of the reduced student FTE (please detail)				-
Any other impacts (please detail)				-

TABLES 1-3 'Down-side'

	Actual 2021/22 £'000	Actual 2022/23 £'000	Estimate 2023/24 £'000	Nil Growth Model 1 2024/25 £'000
<i>Total research grants and contracts (to line 1c in table 1)</i>				-
Other income (based on 2024/25)				-
Impacts on other income of the reduced student FTE (please detail)				-
Any other impacts (please detail)				-
<i>Total other income (to line 1d in table 1)</i>				-
3: Consolidated statement of cash flow				
Net cash in / (out) flow from operating activities	-	-	-	-
Cash impact of income reduction (incl as formula but can be amended)				-
<i>Revised cash in / (out) flow from operating activities</i>				-
Cash and cash equivalents at the end of the year	-	-	-	-

Standard validations											
Rule number	Rule description	Table reference	Actual 2021/22	Actual 2022/23	Forecast 2023/24	Estimate 2023/24	Fiscat 1 2024/25	Fiscat 2 2025/26	Fiscat 3 2026/27	Fiscat 4 2027/28	Explanation for failed validation
V1	Significant / material items disclosed separately on face of I&E	Table 1_3, T1.2f & Table5_2b	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V2	Joint venture or associate making losses	Table 1_3, T1.6&7 & Table5_3b	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V3	Other total comprehensive income details provided	Table 1_3, T1.14 & Table5_1c	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V4	Total comprehensive income equals total breakdown	Table 1_3, T1.15 & T1.16c	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V5	New forwards funding details provided	Table 1_3, T14.20 & Table5_1b	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V6	Staff costs breakdowns balance	Table 1_3, T10_12 & T10_22	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V7	Staff FTE numbers provided	Table 1_3, T10_3	Failed	Failed	Failed	Failed	Failed	Failed	Failed	Failed	
V8	Assets & reserves balance	Table 1_3, T2_9 & T2_14	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V9	Other net cash adjustments detail provided	Table 1_3, T3_2m & Table5_4a	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V10	Capital grant I&E adjustment to CFS	Table 1_3, T3_3e & Table5_1c	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V11	Capital grant receipt adjustment to CFS	Table 1_3, T3_5c & Table5_4b	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V12	Capital funding details provided	Table 1_3, T3_5e & Table5_4c1	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V13	Other investing activities detail provided	Table 1_3, T3_9e & Table5_4d	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V14	Other financing activities detail provided	Table 1_3, T3.10v & Table5_4e	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V15	Quarterly cash balances	Table 1_3, T1a_1,3					Failed	Failed	Failed	Failed	
V16	Minimum cash balance	Table 1_3, T1a_4					Failed	Failed	Failed	Failed	
V17	NI / partnership details provided or 'NI' selected	Table5_1a					Failed				
V18	Grant recognition method provided	Table5_1c					Failed				
V19	Short courses details provided or 'None' selected	Table5_1f					Failed				
V20	Other operating expenses details provided	Table5_2a	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V21	Subsidiary details provided or 'No Subsidiaries' selected	Table5_3a					Failed				
V22	Joint venture or associate making losses	Table5_3b					Failed				
V23	Capital funding details provided	Table5_4c1					Failed				
V24	Unforecast capital projects provided and allocated or 'None' selected	Table5_4c1					Failed				
V25	Cash equivalents agrees to balance sheet	Table5_5a	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V26	Estimated cash requirements provided or 'None' selected	Table5_5b & Table1_3, T3.2					Failed				
V27	Internal cash target > 0	Table5_5b					Failed				
V28	Assumptions - average international fees	Table5_6a			Failed	Failed	Failed	Failed	Failed	Failed	
V29	Assumptions - key % increases	Table5_6b			Failed	Failed	Failed	Failed	Failed	Failed	
V30	Provision and contingency details provided or 'None' selected	Table5_6d					Failed				
V31	Stock movement reconciled	Table5_7a		Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V32	Debtor movement reconciled	Table5_7b		Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V33	Creditor movement reconciled	Table5_7c		Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V34	Total provisions movement reconciled	Table5_7d		Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V35	Provision agrees to balance sheet	Table5_7e		Passed	Passed	Passed	Passed	Passed	Passed	Passed	
V36	Undrawn facilities provided or 'No Undrawn' selected	Table5_7f					Failed				
V37	Day to day bank provided	Table5_7g					Failed				
V38	Secured / unsecured provided	Table5_7h					Passed				
V39	Interest type analysed	Table5_7i					Passed				
Down side validations											
Rule number	Rule description	Table reference	Actual 2021/22	Actual 2022/23	Forecast 2023/24	Estimate 2023/24	Fiscat 1 2024/25	Fiscat 2 2025/26	Fiscat 3 2026/27	Fiscat 4 2027/28	Explanation for failed validation
V50	Income adjustments	Table 1_3 Down side					Failed				
V51	Income adjustments	Table 1_3 Down side				No tuition income adjustments required?		Failed			
V52	Worst case scenario	Table 1_3 Down side				No other income adjustments required?		Failed			
Borrowing monitoring											
Intended to flag any potential governance actions indicated by forecasts											
W0	ANCC threshold exceeds approved limit	ANCC borrowing					Passed				
W1	Monetary threshold exceeds approved limit	ANCC borrowing					Passed				
W2	Monetary threshold exceeds approved limit in future	ANCC borrowing					Passed	Passed	Passed	Passed	

Reference
 Financial Management Code EMCL0W1716HE

Pro-forma commentary to accompany financial forecasts 2023/24 to 2027/28

Introduction

Financial commentary on past performance and future prospects

The financial commentary is an integral part of the overall financial return, explaining forecast financial performance in the context of recent financial results, and identifying important trends in the forecast numbers across the period, especially with respect to the key indicators such as liquidity, operating surplus, adjusted operating cash flow etc. Confirmation should also be provided that appropriate assumptions have been made for movements in significant areas of income and expenditure.

In addition to aiding our understanding of each institution's specific circumstances, the commentaries (taken together) will aid our understanding of the sector and assist us in helping to position the sector for future sustainability.

It is expected that institutions will address the questions on financial sustainability and their response to changing economic conditions in respect of the items below. For reasons of good governance and best practice, it should also show evidence of direct linkage to the institution's current financial strategy.

Additional requirements to the prior year forecast are **highlighted**.

Overview

We ask institutions to answer the following questions within their forecast commentary:

1. How is the institution is ensuring
 - a) Sustainability (by linking to the current financial strategy)
 - b) The management of its key risks, including cash flow management – to this end we are requesting institutions to submit their monthly cash flow forecasts for the next academic year to highlight their minimum cash balance and the month in which it occurs, together with their forecast quarterly cash balances for future periods.
 - c) Sufficient investment in its estates and infrastructure
2. Does the narrative provide sufficient explanation of significant movements on the Statement of Comprehensive Income (SOI) and material changes on the balance sheet? This should include detail on any materially 'exceptional' items, particularly the costs of staff severance schemes which will likely be included in staff costs.
3. Please provide a brief overview of the key risks and challenges to the institution achieving its budget and current financial strategy.

Narrative

Governance processes

4. Please provide detail of the governance process for approval of the financial and student forecasts, scenario forecasts, monthly cash flow forecast for forecast year 1 and accompanying narrative.
5. Please include details of Committees and Governing body review and dates of approval.
6. Please confirm that the review included consideration of the down side modelling tab.

Narrative

Assumptions

7. In order to enhance our understanding of the income assumptions embedded in your baseline financial forecast model, we are requesting additional detail of these in **Annex B1** Table 5_6. Percentages may be given as a range where appropriate.

Annex B1 Tables 1 3

To aid consistency, this document broadly reflects the HESA finance record where possible, augmented as appropriate to capture areas of interest to Welsh Government. In particular, EU funding (other than student fees) and overseas provision (TNE) are separately identified.

Table 1 Consolidated statement of income & expenditure (including Tables 1a-1d)

Please ensure that your narrative highlights any major changes to, or trends in, income or costs across the period, explaining the assumptions made in support of the changes.

Please provide explanations for significant movements (± 10 per cent in any one year) for all applicable lines in the financial forecast. Please ensure that you provide detail on any material exceptional items.

Income

Key income assumptions of the baseline forecast have been requested in percentage terms on Table 5_6 of Annex B1. Please include narrative supporting the rationale for these assumptions within the narrative boxes for each income stream.

Please ensure that your commentaries on the material streams below cover the following:

- a) A strong, evidenced narrative for all growth assumptions in any area of income, together with sensitivities, and any contingencies or mitigation planning;
- b) An indication of the range of scenario modelling you are undertaking in addition to the baseline forecast position;
- c) An indication of any mitigations required as a result of any of the above modelling
- d) An indication of the net effect of the above range of scenarios under consideration on:
 - o net operating cash flow;
 - o cash balances (including any indicators of cash pressure points and the timing of these).

Tuition fees

What are the assumptions for student recruitment and fee income over the period of the forecasts? This should include how the institution is mitigating any risk and what scenario planning or sensitivity analysis has been undertaken, including the outcomes of other scenario modelling being undertaken. We do not expect the forecasts to show significant growth in recruitment, but where growth is being forecast in any area we expect the commentary to provide both a strong, evidenced rationale for the growth and full details of the financial sensitivity scenarios if growth is not realised and the contingency plans to respond in those circumstances.

Please include specific reference to assumptions made for PGCE student numbers and consequent financial implications.

We expect commentary on student numbers to include any related impact on accommodation and facilities income.

UK students

Please include detail of assumptions made in relation to returners, and how these compare to the current year.

For comparability please detail in which AY(s) the increased UK fee cap has been assumed to be applied to new intake and returners.

Narrative

Narrative – fee cap assumptions

International students

Narrative

There has been significant growth in overseas PG intake across the UK sector in recent years. Please briefly describe the main challenges to your institution and measures and modelling undertaken (where relevant) with respect to geopolitical challenges, UK government policy, agency costs and additional student support.

Narrative

Short courses included within FTUG

As HEIs seek to diversify income streams, delivery types become more complex. Please provide a very brief overview of courses included in FTUG that are shorter than the traditional three years. High level quantification of these income streams is requested in Annex B Table 5.1f

Narrative

Mid-year intakes – please provide a high level overview to include timing of main intakes, quantification of financial impact, assumptions included within the forecast and a brief assessment of susceptibility to change.

Narrative

Health Education and Improvement Wales (HEIW) - please provide the basis of your assumptions of HEIW income, including detail of what, if any, confirmation of these has been received from HEIW.

Please detail how the forecast has taken account of the shortfall to commissioned numbers experienced in recent years.

Narrative

Teaching and training subject to contracts, caps and quotas - where the institution has significant income streams such as Initial Teacher Training (ITT), Policing degrees and degree apprenticeships that are subject to caps or contract renewal within the forecast period, please provide commentary for each provision separately to include the assumptions regarding recruitment to these areas and consequent financial impact in the financial forecast should this provision not be renewed, to assist our understanding of the potential financial impact of future proposals.

Narrative – income included in tuition fees (1a)

Narrative – income included in other income (1d)

Transnational education (TNE) and partnerships – please provide detail of any significant income streams and / or movements in this area, to include quantum, risks and assumptions

Narrative – income included in tuition fees (1a)

Narrative – income included in other income (1d)

Funding body grants

Please provide details of the basis for assumed funding body grants receivable

Narrative

Grant funding (non HEFCW)

Due to the impact of the recognition of grant funding, we have requested additional details in Table 5_1c of **Annex B1**. Please provide supporting commentary on material projects and the assumptions made in respect of material projects for which grant funding is receivable (including degree of certainty of receipt), together with high level details of projects being funded, including any matched funding requirements where material.

Narrative

Research and innovation

Please provide the rationale for assumptions made in the baseline forecast for research income. Please differentiate where innovation income is included within “other”.

Narrative

Other operating income and other services rendered

Where other services rendered (Table 1a_4a) or other operating income (Table 1a_4h) comprise a significant income source that has not been covered above, please provide additional narrative of the main components of this income and any specific assumptions relating to growth or otherwise in order to assist our understanding of such income streams.

Narrative

Expenditure

To assist us in monitoring delivery of the forecasts, and based on the income assumptions contained within the forecast, please provide an overview of the following:

- a) Required cost savings included within the forecast. Please provide a summary quantifying required cost reductions included by year, together with a brief explanatory narrative, if not included elsewhere. Please include narrative on the timelines for cost reductions, with particular reference to timelines required for any staff related cost reductions. Please clarify timescales between decisions being taken, cost reductions being implemented and the financial benefit of the reductions being realised.

Narrative

Pensions

Due to the ongoing impact of the changing pensions environment, we are asking for details relating to forecast pensions costs:-

- a) What scenario planning or modelling have you carried out in respect of longer term rises in pension costs?
- b) What cost-reduction plans do you have to enable you to manage increased pensions costs in the longer term?

It is appreciated that an estimate of actuarial gain or loss is not achievable, but nonetheless we wish to be informed of your plans to address any pensions deficits.

Narrative

Pay and non-pay expenditure

Explain the key assumptions made on pay and non-pay costs. These should include reference to any cost mitigations identified as a result of income scenarios being considered, and current considerations as to the potential extent and likely timings of these. In the current climate we would expect consideration of the impact of rising cost inflation. Please also provide explanatory narrative for significant fluctuations in particular expenditure streams.

Narrative

Subsidiaries, joint ventures and associates

Where any of these are expected to be loss making (as disclosed in Table 5_3 of Annex B1), please provide a short narrative of recovery plans where applicable.

Narrative

Contingencies and provisions

Where these have not been supplied elsewhere within the forecast narrative, please provide sufficient detail for us to understand income and expenditure contingencies, provisions or estimates (such as future income streams, or estimated cost savings) included within the forecast. Please quantify these by year, and provide a brief narrative of the rationale and assumptions and risk levels around these.

This narrative should support the breakdown requested in Annex B_Table 5.6d

Narrative – income

Narrative – expenditure

Sensitivity analysis

Please provide detail (if not included elsewhere) of the parameters of sensitivity analysis presented to the governing body on the assumptions within the forecasts.

Narrative

Table 2 Balance sheet

Please highlight and explain significant changes or trends in fixed and current assets, current liabilities, external borrowings, the net asset position, and reserves. Particular attention should be paid to liquidity issues as highlighted in the KFI table within the financial forecast model (**Annex B1** – KFIs).

Please include in your commentary the assumptions made in developing the financial balance sheets and the basis of the forecasts (for example, realistic forecast performance, worst-case scenario), and also explain significant movements (± 10 per cent in any one year) any other items having a material effect on the balance sheet.

Please refer specifically to the impact of scenario modelling ranges on:

- a) cash and investments
- b) estates and infrastructure strategies and impacts on planned maintenance
- c) anticipated additional borrowings

Narrative

Please provide high level commentary on the extent to which your forecast includes the journey to net zero by the institution's target date. Please provide an indicator of total cost (included and excluded from forecast) to achieve this target and risks assessed in relation to this

Narrative

Table 3 Consolidated statement of cash flow

Your commentary should highlight significant items or trends in cash flow movements. Please explain significant movements (± 10 per cent in any one year). Please also highlight any periods during which additional cash management may be required, and the institution's planning in this regard.

Narrative

Table 1 3 'Down side'

Please see Annex B3 for guidance on the scenario. Please provide detailed narrative on the rationale for any income adjustments. Please ensure that no growth targets are included.

Narrative

Please also provide detailed narrative describing any mitigating actions that would be required in such a scenario. Please indicate the timeframe required for each of the mitigating actions including the dates by which the decisions for each mitigation would need to be made.

Model 1 - nil growth

Narrative

Model 2 – standard downside

Narrative

Model 3 – HEI worst case

Narrative

Please provide a brief summary of what assumptions regarding recruitment patterns within the UK HE sector have been made assessing your worst case scenario

Narrative

Table 5 Supporting analysis

Please provide any further explanatory notes that you consider necessary to supplement the data returned in Table 5. In particular, please explain any significant movements.

Narrative

Table 6 Financial commitments

In support of the Institution’s borrowing, please provide the nature and current status of all borrowing covenants in the table below.

Lender	Nature of covenant (s)	Covenant calculation based on the forecast	Compliant at 31 July 2024? Y/N	Compliant for future forecast years Y/N

Where there are indicators of any breaches of covenant as a result of either forecasts or modelling assumptions, please detail below the institution’s planned actions.

[Narrative](#)

ANOC borrowing tab

This tab calculates the indicative borrowing threshold of the institution.

Please set out below any comments you consider relevant to the institution’s borrowing threshold, to include the institution’s response to any validations flagged in this area.

[Narrative](#)

Key financial indicators (KFI tab)

Please provide commentary to support significant changes or trends in the main indicators, which are derived automatically from the input data of the financial forecast model at **Annex B1**.

Narrative

Please would you provide the key financial sustainability indicators used internally by your institution as presented in the university's financial strategy. Please provide both the minimum and targets for each indicator.

Narrative

Monthly cash flow forecasts for AY 2024/25

Please provide any narrative around the key assumptions made for cash flows in these forecasts. In particular please detail any uncertainties around the timing of particular receipts.

Please provide commentary on the institution's plans for managing any cash deficit points.

Please highlight any cash deficit pressure points created by any of the assumptions modelled and provide some commentary on the time frame and planning for managing these.

Narrative

Guidance for completion of the financial forecast model workbook

Main features of the 2024 model for academic years 2023/24-2027/28

Please note: New items and template changes are denoted in blue.

- In the financial forecasts spreadsheets sent to finance directors and data contacts, we pre-populate the data for 2021/22 and 2022/23 actual and 2023/24 forecast columns. Actual data has been populated using data returned on the HESA finance record, adjusted where applicable *in primary statements only* to agree to the published financial statements. The supporting figures in Table 5 use the estimated figures provided in the 2023 forecast as the basis for the AY 2022/23 breakdown. Future forecast years have been left blank for input.
- All worksheets are write-protected where possible. Cells are also shaded to prevent data from being entered into the wrong areas and to protect sub-totalling and formula calculations; data entry is permitted only into the unshaded cells. For further ease of identification manually input text or numbers are blue, and those generated by formulae are black. The facility to insert additional rows where required is indicated by unshaded rows.
- The workbook contains a number of worksheets:-
 - KFI, which is an entirely formulaic tab, using the figures input in Tables 1_3 to calculate key financial indicators and other indicative ratios and percentages;
 - ANOC borrowing, which is also an entirely formulaic tab. This calculates ANOC (adjusted net operating cash flow) and indicative borrowing thresholds. This forms the basis for our annual borrowing monitoring, and includes the approved borrowing multiple and monetary threshold of each institution. Any breaches or notifiable events are flagged via the validations tab for appropriate action. We will communicate the outcomes of our borrowing monitoring annually by exception only. We undertake a triennial review of all approved borrowing levels. Revised borrowing thresholds will be communicated to all institutions following this review.
 - 'Tables 1_3', which hold the main statement of comprehensive income, the balance sheet and the cash flow information, together with supplemental breakdowns. The numbering within this work sheet is designed to be broadly equivalent to the HESA finance record;
 - 'Table 5, which provides numerical breakdowns where further analysis is required;
 - 'Table 6', which requests details of all loan and other financial borrowing commitments, drawn and undrawn, secured and unsecured;
 - 'Tables 1_3 'Down-side', which pulls data from 'Tables 1_3' to model base line down-side scenarios for 2024/25, with a facility to adjust each income line as required. These down-sides flow into indicators of net operating cash, cash at bank and operating surplus / (deficit).
 - 'Validations' – this worksheet is write-protected other than a comments facility to be used exceptionally where validation errors cannot be resolved. It will indicate those areas for which further data entry is required or will

highlight where certain numerical validation checks may have failed and need to be resolved prior to submission to HEFCW.

Detailed guidance on the worksheets

The following notes provide a more detailed guidance on the features and data entry requirements of each of the main worksheets in the workbook:-

Tables 1_3: General comments

This worksheet contains the main tables (statement of comprehensive income, the consolidated balance sheet and the consolidated statement of cash flow), plus supporting data input schedules (which analyse areas of income and expenditure).

Table 1 – Consolidated statement of comprehensive income and expenditure

With a small number of exceptions (fundamental staff restructuring costs, depreciation, exceptional expenses and 'below the line' items), this table is populated automatically from supporting tables 1a to 1d. An input line for exceptional expenses is included, primarily in order to facilitate identification of exceptional pension costs, but also to identify other exceptional items that would otherwise affect KFI calculations.

Input cells are highlighted white, with blue text. All other cells are read only.

Note at line heading 16 the requirement to analyse the comprehensive income as represented by the endowment income and the restricted and unrestricted comprehensive income for the year; also at line heading 17 the analysis of the surplus and the comprehensive income between non-controlling interest(s) and the university (where applicable). Note that the 'university' figure will be deduced automatically from what is entered on the 'non-controlling interest' lines.

Table 1a – Analysis of income

This table feeds the income lines in Table 1. The analysis is tailored to provide briefing information requested of us.

Tuition fee income (Table 1a_1) splits out the fee income relating to Home and overseas at all levels of study.

For guidance on the split of EU students between home and overseas, please refer to the student number forecast guidance on **Annex D**.

Student numbers forecasts are set out in **Annex C and E**. The fee income totals should reconcile to the student numbers returned, and there are validations reflecting this. There is no direct linkage of input between the financial forecasts in **Annex B1** and the student number forecasts returned in **Annex C and E**. However, we do undertake reconciliations of these. The totals of fee income for home students should agree to head Table 1a_1a, as analysed for each level of study and the total fee income for overseas domiciled students should agree to Table 1a_1d in. Please refer to separate guidance on input of student numbers in **Annex D**.

Funding body income (Table 1a_2) - Note that other than SHELL recurrent grants (Table 1a_2h), only monies receivable from HEFCW should be included within Table 1a_2 Funding body grants. These should be analysed between recurrent, non-recurrent and capital as specified. All monies receivable from HEFCW should be included within this heading, including monies received via HEFCW which should be included under non-formula funding.

Research income (Table 1a_3) has been analysed to provide some indicator of geographical as well as sector source.

Other income - Note also that the 'other services rendered income' (Table 1a_4a) has been split into several lines to further analyse the income geographically. Where other operating income and other services rendered income comprise material balances, we would expect some explanation of the composition of these within the narrative commentary to inform our understanding of income streams.

Table 1b – Analysis of staff costs

The staff cost analysis this year again includes analysis by cost type (salaries & wages, NI, pensions, etc.) as well as by activity. We are also requesting average FTE staff numbers, split by academic, administrative, technical and other. Pension costs are analysed between cash cost and technical adjustments. This is in line with rest of UK and will assist us to estimate the cash impact of contribution changes where required.

Table 1c – Analysis of other operating expenses

We request an analysis of other non-pay expenditure that mirrors the cost type analysis of staff costs.

Table 1d – Analysis of interest and other finance costs

We request an analysis of interest and other finance costs. This enables us to identify the split of actual cost and accounting adjustments, such as net pension charges.

Table 2 – Consolidated balance sheet

All lines need to be entered on this table – there are no automated feeds. Note that negative goodwill must be entered as a negative amount. Note also that the balance sheet disclosure of financial commitments should be in agreement with that disclosed in Table 6.

In line with the rest of UK we have expanded disclosure to separately identify deferred and accrued income. As teaching models expand outside the traditional academic year, this becomes a more material item, which differs in nature from general accruals and prepayments.

Table 3 – Consolidated statement of cash flow

This table is given higher prominence in our assessment of financial sustainability under the new GAAP reporting environment. Please ensure that the movements and cash and cash equivalents reconcile to the balance sheet. To this end the additional reconciliations included in Table 5 have been retained.

Table 3a reports both the forecast quarterly cash position each year and the amount and timing of the lowest cash position in that year.

Table 5: Supporting data

In this table we request further numerical breakdown of certain headings on Tables 1_3. We have also added a number of additional reconciliations in order to assist validation, particularly of the cash flow statement.

Tables have been provided with drop down menus both to assist validation where the heading is not applicable to your institution and to drive consistent reporting of detail and categorisation.

Additional lines can be inserted into each of the tables without unlocking the tab as a whole, as indicated by non-shaded cells.

Table 5_1a recognises that whilst TNE is now required to be reported within tuition fee income (Tables 1_3_1a), this is not being consistently applied. As TNE is a growth area, we do require complete figures for monitoring purposes. [This year we are also collecting high level quantification on partnership income for monitoring purposes.](#)

Table 5_1c is required to assist our identification and understanding of large grants where recognition criteria may distort underlying institutional performance. As the main distortions are caused by capital funding, we have reduced this request to capital grants only, unless other grants are of a sufficient size to require disclosure to promote understanding of movements within the financial statements. This is more likely to be the case where the performance measure is used.

Table 5_1d [EU funding – information no longer required as the uncertainty of Brexit, the ending of European Structural Funds and Horizon have now stabilised.](#)

Table 5_1f is a new collection recognising the increasing complexities of tuition offerings in the sector. This requests a high level quantification of shorter courses such as foundation and CertHE that have been included within the traditionally 3 year heading of FTUG. This is in recognition that whilst these courses may lead to progression, they are not of themselves 3 year income streams. This is supported by a high level narrative in Annex B2.

Table 5_2a requests information regarding specific annual commitments.

Table 5_3 provides high level oversight of subsidiaries, joint ventures and associates that may not be visible within the group figures.

Table 5_4ci requires the analysis of assets purchased in the year (as per cash flow statement, table 3_5g to be entered of the split by asset type (L&B, equipment) as well as the sources of finance for each year of spend. Categorisation of source of finance needs to consider the timing of funds. For example a capital asset may be financed by a loan taken out, or an asset sold in a prior year. These should still be indicated as the source of finance.

Table 5_4cii whilst acknowledged to be very broad brush, seek to obtain some level of understanding around significant longer term projects.

Table 5_5 recognises that allocated funds are included within cash balances which can only be used on a very short term basis. It also seeks to quantify the internal target cash requirement of institutions to manage their fluctuating income profiles.

Table 5_6 a-c provide a summary of key assumptions enabling improved understanding of the comparability between forecasts of different HEIs.

Table 5_6d [collects a summary of provisions and contingencies, including centrally held savings, included within the forecasts. This is supported by a narrative in Annex B2.](#)

Table 5_7 validates reconciliation of the cash flow statement

Table 1_3: 'Down-side'

In order to examine the potential impact of down-side scenarios we require institutions to produce down-side modelling for 2024/25. We recognise the diversity within the sector, and fully expect that individual institutions will have undertaken their own modelling on down-side risks which will involve differing assumptions.

We require some modelling that is consistent over the sector in order to inform our assessment of funding requirements, and to provide base scenarios that meet the

requirements of our Council that institutions and their governing bodies demonstrate modelling and full consideration of down-side scenarios. We expect details and impact assessment of further modelling undertaken by individual institutions to be included within the main commentary. Therefore we do not expect any growth to be shown in this model.

This table draws income and expenditure from Table 1_3 to produce base models for 2024/25. Results are shown at the level of operating surplus / (deficit), net operating cash flow and cash at bank. The scenarios use bases as follows:

Model 1 – nil growth

- 2024/25 income is held at 2023/24 levels

Model 2 – standard down-side

This model applies the following standard down-sides:

- UK FTUG tuition income is a 5% reduction on the estimated 2023/24 student fee income;
- Other UK tuition income is the lower of audited 2022/23 and estimated 2023/24 student fee income;
- Overseas FTPG tuition fee income is the lower of audited 2021/22, audited 2022/23 and estimated 2023/24 student fee income;
- Other overseas tuition fee income is the lower of audited 2022/23 and estimated 2023/24 student fee income;

Model 3 – HEI own worst case

We recognise that the Welsh sector is diverse. This model requests a headline view of the institution's own worst case income scenario modelling for 2024/25 as presented to executive and governing body.

Tuition fee income is not extracted from the main tables, but requires input.

All models

All base figures, other than model 3 tuition income, are automatically extracted from Table 1_3. There is a facility to amend each income stream.

The following are guidelines to appropriate amendments:

- Tuition fee adjustments for course changes, including roll-forward of cohorts on new courses established in 2023/24 or earlier. No growth in cohort sizes should be reflected in this adjustment. Courses commencing or planned to commence after 2023/24 should not be included. Cohort progression of courses established in 2022/23 or 2023/24 may be recognised, but this should not assume growth in cohort size.
- Adjustment may be made for increases to the fee cap of existing students where appropriate. These should be based on an approximation of the student numbers of the year pulled through by each down-side model, and should not include any growth assumptions.

- International fees may be adjusted for published fee increases. These should be based on an approximation of the student numbers of the year pulled through by each down-side model, and should not include any growth assumptions.
- Other income streams are assumed to remain equivalent to the main forecast. However there is facility to include appropriate adjustments to other income streams that would be impacted by such a scenario, for example as accommodation, facilities and other footfall based incomes to be included based on the student number reductions;

Additional lines can be input into the scenario tables where indicated as unshaded cells.

Expenditure in each model is assumed to remain unchanged from the main forecast.

Mitigations including cost savings and other cost mitigations that would be required based on the institution's modelling of income adjustments of these magnitudes should be included within the narrative commentary. Please indicate the timeframe required for each of the mitigating actions including the dates by which the decisions for each mitigation would need to be made.

In order to minimise workload we have limited the scenario(s) to illustrate the impact on operating surplus / (deficit), net cash flow from operating activities and cash balances.

No supporting Table 5 data or student FTE data (Annex C and E) is required for these scenarios.

Table 6: Balance of outstanding commitments and agreed financial commitments not yet drawn down at the balance sheet date

This table is intended to capture in a much more comprehensive way the current position of borrowings and financial commitments for your institution. Information returned on Table 6 is also used within our annual monitoring processes for institutional borrowing, as calculated on the ANOC borrowing tab. Note that the 'validations' worksheet contains several validation checks to ensure, *inter alia*, that the totality of borrowings in Table 6 agrees with the forecast balance sheet, and that all loans are accounted for in terms of totals committed, drawn down and undrawn sums.

The table should include details of all relevant financial commitments as specified by Annex B of the [Financial Management Code](#).

Validations worksheet

This sheet provides a comprehensive set of validation checks.

These are ordered to process systematically through the tables. The validations are designed to confirm that all tables have been completed, that sub-analysis has been completed where required and that the financial data is consistent and agrees between the various tables and statements.

Given the nature of the validations included, we do not envisage many scenarios where these cannot be resolved, and every effort must be made to enter the data correctly, but if an issue cannot be resolved it can be reported in the narrative column to the right of each validation.

The exception to this is the borrowing monitoring validations, which may highlight actions required by the governing body.

KFI worksheet

This tab is fully formula based. It should be reviewed as part of the narrative completion in order to ensure that any variances and anomalies are satisfactorily explained. The table has now been split to provide our main monitoring indicators and other indicators. The main indicators include a comparison, based partly on UK sector averages, to indicate broad performance measurement for medium term sustainability. These are broad average indicators and do not represent targets as we recognise that the requirements of individual institutions vary significantly.

Sector averages are derived from HESA opendata for institutions with a 31 July year end. This is a point of time extraction only.

ANOC borrowing worksheet

This tab is fully formula based.

Please note that approved thresholds of each institution have been built into the populated templates which form the basis of our annual borrowing monitoring review, with communication only by exception.

This tab should therefore be reviewed for indicators of notifiable or reportable events. Any such events will be highlighted on the validations tab together with governing body required actions. This is in order to facilitate compliance with the Financial Management Code requirement for governing bodies to formally notify HEFCW where the approved multiple has been exceeded.

We will continue to undertake triennial reviews of all authorised borrowing levels. All institutions will be informed of confirmed authorised borrowing thresholds, regardless of whether these have been updated.

We would further reiterate that formal approval is required for all borrowing by institutions assessed by HEFCW as high risk, and for any new borrowing where either an institution's authorised monetary threshold OR multiple have been exceeded.

Annex C1a

HEFCW circular W24/09HE

Credibility check

Annex C1a

Table 1a - Analysis of fee income - Home students (excluding NHS/HEIW funded)

Institution: 0
Institution Code: 0000

Mode	Level	Fee Income	Actual	Forecast				
			2023/24	2024/25	2025/26	2026/27	2027/28	
			£000	£000	£000	£000	£000	
Full-time and sandwich	Undergraduate (incl. PGCE (QTS))	New entrants						
Full-time and sandwich	Undergraduate (incl. PGCE (QTS))	Continuing students						
Full-time and sandwich	Postgraduate (excl. PGCE (QTS))	New entrants						
Full-time and sandwich	Postgraduate (excl. PGCE (QTS))	Continuing students						
Part-time	Undergraduate	New entrants						
Part-time	Undergraduate	Continuing students						
Part-time	Postgraduate	New entrants						
Part-time	Postgraduate	Continuing students						

Total corresponding student numbers from SPF 2					
2023/24	2024/25	2025/26	2026/27	2027/28	
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

Average fee income per student (£000s)					
2023/24	2024/25	2025/26	2026/27	2027/28	
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

Total fee income (as included in Table 1 - head 1a of "Financial results and forecasts 2024-2028")	0	0	0
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The income shown above should relate to the forecast student numbers shown on the relevant SPF form, the credibility check table to the right of this table has been introduced to help check your figures.

Shaded cells contain formulae

Island students attending Welsh providers are considered to be home students. Therefore, fee income associated with Island students should be **included** in this table.

Annex C2

**Section 1c - Analysis of fee income - Students studying outside the UK
All modes and levels of study**

Institution: 0
Institution Code: 0000

Fee Income	Actual	Forecast			
	2023/24	2024/25	2025/26	2026/27	2027/28
All modes and levels of study	£000	£000	£000	£000	£000
Studying outside the UK – TNE, EU locations and franchises (Table 1a - head 1a or Table 5 - head 1ai)					
Studying outside the UK – TNE, overseas locations and franchises (Table 1a - head 1d or Table 5 - head 1aii)					
Total	0	0	0	0	0

Credibility check

Annex C2

Total corresponding student numbers from SPF 3				
2023/24	2024/25	2025/26	2026/27	2027/28
0	0	0	0	0
0	0	0	0	0

Average fee income per student (£000s)				
2023/24	2024/25	2025/26	2026/27	2027/28
0	0	0	0	0
0	0	0	0	0

The fee income shown above should relate to the forecast student numbers shown on the relevant SPF form. The credibility check table to the right of this table has been introduced to help check your figures. Total fee income for students studying outside of the UK should be as included in Annex B1 Table 5 - head 1a of "Financial results and forecasts 2024-2028".

Shaded cells contain formulae

ANNEX E

Home fundable and non-fundable, overseas non-fundable, excluding NHS/HEIW funded, registration forecasts
Full-time and sandwich undergraduate and PGCE (QTS) registrations and part-time undergraduate registrations

SPF2 Validations

SPF2

Institution: 0
Institution Code: 0000

Residential Status	Level of study	Actual completed registrations in academic year 2023/24		
		Full-time & sandwich		
		New entrant	Continuing student	Total
Home	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Overseas	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Total		0	0	0

Actual completed registrations in academic year 2023/24		
Part-time		
New entrant	Continuing student	Total
		0
		0
0	0	0

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Full-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Part-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Residential Status	Level of study	Forecast completed registrations in academic year 2024/25		
		Full-time & sandwich		
		New entrant	Continuing student	Total
Home	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Overseas	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Total		0	0	0

Forecast completed registrations in academic year 2024/25		
Part-time		
New entrant	Continuing student	Total
		0
		0
0	0	0

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Full-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Part-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Residential Status	Level of study	Forecast completed registrations in academic year 2025/26		
		Full-time & sandwich		
		New entrant	Continuing student	Total
Home	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Overseas	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Total		0	0	0

Forecast completed registrations in academic year 2025/26		
Part-time		
New entrant	Continuing student	Total
		0
		0
0	0	0

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Full-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Part-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Residential Status	Level of study	Forecast completed registrations in academic year 2026/27		
		Full-time & sandwich		
		New entrant	Continuing student	Total
Home	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Overseas	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Total		0	0	0

Forecast completed registrations in academic year 2026/27		
Part-time		
New entrant	Continuing student	Total
		0
		0
0	0	0

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Full-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Part-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Residential Status	Level of study	Forecast completed registrations in academic year 2027/28		
		Full-time & sandwich		
		New entrant	Continuing student	Total
Home	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Overseas	Undergraduate (including PGCE (QTS) for FT)			0
	Postgraduate (excluding PGCE (QTS) for FT)			0
Total		0	0	0

Forecast completed registrations in academic year 2027/28		
Part-time		
New entrant	Continuing student	Total
		0
		0
0	0	0

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Full-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5	
Part-time	
New entrant	Continuing student
OK	OK
OK	OK
OK	OK

Shaded cells contain formulae

Each sandwich year out registration is counted as 1.

Note that these figures will be used for reasonableness checks against financial information so should be prepared on a comparable basis.

Island students attending Welsh providers should be included with home students.

ANNEX E

Forecasts for student registrations that are outside of the HESES population
All modes and levels of study

Institution: 0
Institution Code: 0000

Outside HESES registrations	Actual completed registrations in academic year 2023/24							
	Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)		Total	
	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
Total							0.0	0.0

Please include information here on students included in the 'Other Students' category:

Outside HESES registrations	Forecast completed registrations in academic year 2024/25							
	Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)		Total	
	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
Total							0.0	0.0

Please include information here on students included in the 'Other Students' category:

Outside HESES registrations	Forecast completed registrations in academic year 2025/26							
	Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)		Total	
	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
Total							0.0	0.0

Please include information here on students included in the 'Other Students' category:

Outside HESES registrations	Forecast completed registrations in academic year 2026/27							
	Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)		Total	
	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
Total							0.0	0.0

Please include information here on students included in the 'Other Students' category:

Outside HESES registrations	Forecast completed registrations in academic year 2027/28							
	Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)		Total	
	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
Total							0.0	0.0

Please include information here on students included in the 'Other Students' category:

Shaded cells contain formulae

Each sandwich year out registration is counted as 1.

SPF3

Validations

SPF3

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5					
Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)	
Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
OK	OK	OK	OK	OK	OK

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5					
Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)	
Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
OK	OK	OK	OK	OK	OK

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5					
Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)	
Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
OK	OK	OK	OK	OK	OK

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5					
Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)	
Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
OK	OK	OK	OK	OK	OK

Validation check - If an ERROR occurs check values entered are to 1 decimal place and a multiple of 0.5					
Overseas (non-EU) Students		EU Students		Other Students (please include detail in commentary to right of table)	
Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time	Full-time and sandwich year out	Part-time
OK	OK	OK	OK	OK	OK

Pre-populated table: Summary of HESES 2023/24 data where comparable with SPF tables for information

Institution: 0
 Institution Code: 0000

SPF1

Level of study	Assumed completed registrations in academic year 2023/24 (HESES Table 1)											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home		Overseas	Home		Overseas	Home		Overseas	Home		Overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
Undergraduate										0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Note: The data source for this table is the HESES 2023/24 survey.
 This content is for information only.

Annex D: Student numbers for the current year 2023/24 and student number forecasts for the period 2024/25 to 2027/28

- 1 In general, the definitions contained in circular [W23/31HE](#), *Higher Education Students Early Statistics Survey 2023/24* (HESES23) should be used in compiling the student forecast information required by this circular in Annex E Tables SPF1 to SPF3.
- 2 All numbers returned in Tables SPF1, SPF2 and SPF3 of this survey should represent counts of completed registrations and not full-time equivalents (FTEs). Sandwich year out registrations should be counted as 1.
- 3 Both current year and forecasts of student registrations should correspond to assumed registrations that complete the year of study, that is, after account has been taken of non-completions. Full-time HEFCW fundable numbers can be returned as partial non-completions (as defined in HESES23 Annex H, paragraph 15). The adjustment applies only to full-time taught courses; no adjustment should be made for research or part-time enrolments.
- 4 Student number forecasts to be recorded in SPF3 are those that sit outside of the HESES population, however the HESES23 definitions should still be used to define mode of study for the purpose of this table. The HESA Aggregate Offshore Record guidance for 2023/24 should be used when compiling forecast data to be returned in SPF3 for students outside of the HESES23 population who are studying in the EU or overseas (non-EU). If HEIs have other students that are outside the HESES23 population, these should be returned in the 'Other Students' category. An overseas student who is franchised to an institution in the UK but outside of Wales (HESES23 Annex C, paragraph 23), should be returned in SPF1 as overseas, and not included in SPF3 as they should be counted in the HESES population.
- 5 If students are not returned on any of the HESA records they should not be returned in SPF 1-3. Further information can be found in HESES23 Annex H and Annex J.
- 6 Assumptions should be consistent with those presented in **Annex A** of this circular, and any other relevant assumptions used in the preparation of the financial forecasts.

Contents of the return

- 7 Each institution will be sent an email with an Excel workbook attached containing six worksheets for completion which correspond to the tables shown in Annex E, and the fee income forecast tables to be returned for Annexes C1a, C1d and C2. Annex C1 and C2 tables are included in the same workbook to enable credibility checks comparing student numbers with fee income to be calculated. Further information on Annex C1 and C2 tables can be found in the section

Part 1 - Financial forecasts for the period 2023/24 to 2027/28 (paragraphs 6 to 8 of the main circular body). A coordinated response to include both Annexes C1 and C2 and Annex E is requested to enable the credibility checks to be carried out. Each file includes a four-character prefix identifying the institution. The file ****_AnnexCandE.xlsx contains the following worksheets:

Annex C1a Analysis of fee income of home students. Included here is fee income attributable to the full-time and sandwich undergraduate and PGCE (QTS) registrations (excluding NHS/HEIW) returned in SPF2. In addition, fee income attributable to part-time undergraduate and full and part-time postgraduate (combined taught and research) registrations (excluding NHS/HEIW) returned on table SPF2 is requested. A credibility check has been introduced to the right hand side of the table to show an average fee per registration to aid checking and form the basis of any assumptions we make on your data. Income associated with students from the Channel Islands and the Isle of Man should be included.

Annex C1d Analysis of fee income of overseas students. Included here is fee income attributable to the full-time and sandwich undergraduate and PGCE registrations (excluding NHS/HEIW) returned in SPF2. In addition, fee income attributable to part-time undergraduate and full and part-time postgraduate (combined taught and research) registrations (excluding NHS/HEIW) returned on table SPF2 is requested. A credibility check has been introduced to the right hand side of the table to show an average fee per registration to aid checking and form the basis of any assumptions we make on your data. Income associated with students from the Channel Islands and the Isle of Man should be excluded.

Annex C2 Analysis of fee income of students studying outside the UK. Included here is fee income attributable to the relevant full-time and sandwich and part-time registrations returned in SPF3. The income associated with students studying outside the UK is split into EU and overseas (non-EU). Note that this refers to the location of study and not fundability status i.e this remains unchanged from the forecast returns last year. A credibility check has been introduced to the right hand side of the table to show an average fee per registration to aid checking and form the basis of any assumptions we make on your data.

SPF1 Current year registrations for 2023/24 and forecast completed student registrations for the period 2024/25 - 2027/28, for all modes of study, levels of study and funding categories. Forecasts of franchised out students should be counted at the franchisor institution. Guidance about franchised out provision can be found in HESES23, Annex C. The information should be returned using the same definitions as those used to complete Table 1 of HESES23.

SPF2 Current year home (fundable and non-fundable) and overseas completed registrations for 2023/24, along with forecast home (fundable and non-fundable) and overseas completed student registrations for the period 2024/25 - 2027/28 for full-time and sandwich undergraduate and PGCE

(QTS) registrations, part-time undergraduate registrations, and full-time and part-time postgraduate registrations. Registrations should be split by residential status (home; overseas). Registrations should be split between whether they are a new entrant or continuing student at the institution. Figures should be consistent with corresponding financial data returned in Annexes C1a and C1d. Credibility checks have been included in Annexes C1a and C1d that calculate the average fee per registration based on figures returned on SPF2 so should be checked and commented on where necessary, they may be queried further where meaningful comparisons cannot be made.

SPF3 Current year registrations for 2023/24 and forecast completed student registrations for the period 2024/25 - 2027/28 for students studying outside the UK who sit outside of the HESES23 population split by EU and overseas (non-EU) and an 'Other Students' category. This is grouped by location of study and not by fundability status. HESES23 definitions should be used in compiling the data by mode of study. Where data are returned in the 'Other Students' category, commentary should be included in the text box provided in SPF3 to provide us with further information on these students.

Summary Summary of HESES 2023/24 data for comparison/information.

Further notes on completion of the tables

- 8 Students studying wholly outside the UK who are either registered with the reporting institution or who are studying for an award of the reporting institution should not be included in SPF1-2. Similarly, students taught as part of collaborative arrangements with institutions or organisations in or outside of Wales, not owned by the Welsh HEI, that are not franchising arrangements, and are not included in the HESES23 population or returned on the HESA student record should not be included in SPF1-2. For institutions that have such arrangements, current year 2023/24 and forecasts for these students covering the period 2024/25 to 2027/28 should be returned in SPF3 with accompanying commentary where necessary.
- 9 Students who are overseas who are franchised to an institution in the UK but outside of Wales, should be returned in SPF1 as overseas, and not included in SPF3 as they should be counted in the HESES population.
- 10 HEFCW funds PGR selectively. Only home students in Units of Assessment (UoAs) included in the calculation of QR funding for 2023/24 should be included in the counts of fundable postgraduate research registrations returned against the postgraduate mode of study in 2023/24. The UoAs included in the QR funding model for 2023/24 are identified in HEFCW circular [W23/19HE HEFCW's Funding Allocations for academic year 2023/24](#). The UoAs to be included in 2024/25 QR funding will be the same as those included in 2023/24, so 2023/24 funding outcomes can be used for the purpose of forecasting.

- 11 Note that the tables contain formulae to sum row and column totals. Formulae in these rows should not be adjusted, however if you find any errors, please contact forecasts@hefcw.ac.uk for a new set of tables to be issued.

Validation and credibility checks of the data

- 12 Validation checks have been built into Tables SPF1-3, to the right of the tables. Institutions should ensure these validation checks have been passed before returning the data to us.
- 13 Annexes C1a, C1d and C2 tables are also included in the workbook and include credibility checks to the right of the tables that compare student numbers with fee income to ensure that no errors are made in the fee income and student forecast tables. Information on completion of Annex C can be found in the section **Part 1 - Financial forecasts for the period 2023/24 to 2027/28** (paragraphs 6 to 8 of the main circular body). Institutions should highlight any reasons which may produce unexpected results in these checks.