

Institution: UKPRN:

Declaration by accountable officer	
I confirm that the subject-related costs of teaching a Funding Council-fundable student by cost centre reported in the attached return are correct and have been prepared in accordance with the TRAC requirements as set out in the TRAC guidance (Version 2.3.1 October 2018, http://www.trac.ac.uk/tracguidance/).	
I confirm that a full self-assessment of compliance against each requirement listed in the guidance has been carried out in the last twelve months. I also confirm that a Board Committee has specifically reviewed the results of the tests for reasonableness and has either confirmed compliance or has drawn up an action plan for any areas where the institution is not fully compliant. I confirm that the Board Committee has lay membership (TRAC guidance section 2.1.5.18).	
I understand that the TRAC(T) data may be used by the Office for Student (OfS) and other Funding Councils to inform their teaching funding methods.	
With reference to the TRAC(T) data submitted to the OfS on: TRAC data not yet uploaded	
Name of Board committee which confirmed compliance with the TRAC requirements.	Date of meeting at which compliance was confirmed (Please enter in the format of dd/mm/yyyy)
If the Board Committee is meeting after the date of this return, please also state in the box below who provided the confirmation for this return, and the date (e.g. if approved by the committee chair under chair's action). Please note that responsibility still lies with the Board Committee for this confirmation.	
Name of person/committee who provided confirmation for this return.	Date of confirmation (Please enter in the format of dd/mm/yyyy)
Signed: _____	
Name: _____	(type name into cell B24)
Job title: _____	(type job title into cell B27)
Date (dd/mm/yyyy): _____	
To be returned no later than 28 February 2019.	

The name and job title of the accountable officer who will be signing this return must be entered into cells B24 and B27 before the return is uploaded to the OfS portal. Please then print out, sign and date the sign-off sheet, and then scan and upload this document electronically to the OfS/Funding Councils via the OfS portal no later than **Thursday 28 February 2019**. The OfS/Funding Councils do not require a paper copy.

This workbook contains two sections: A and B (in 2 worksheets)
 A provides source data for Subject-FACTs
 B is the calculation of Subject-FACTs

Sections A and B are mandatory (part of the TRAC requirements).

Institution: UKPRN:

A Source data MANDATORY

This section **should** be completed by all institutions.
 The purpose of this section is to provide a reconciliation to the figures returned under annual TRAC.

	£000		
Total expenditure (derived from audited financial statements)	0		per annual TRAC return
plus Sustainability adjustment (EBITDA for MSI)	0		per annual TRAC return
gives TRAC costs	0		per annual TRAC return
less Research	0		per annual TRAC return
Other	0		per annual TRAC return (Other income generating activity plus Other Non-commercial activity)
gives Teaching	0		per annual TRAC return
		% of Teaching	
less NPFT	0	0.0%	per annual TRAC return
non-OfS/Funding Council-fundable PFT	0	0.0%	
gives OfS/Funding Council-fundable PFT	0	0.0%	
		% of Funding Council-fundable PFT	
less non-subject related funding proxy	0	0.0%	per funding table (Annex 4.3c or Annex 4.3d) (note 1)
bursaries (note 2)	0	0.0%	actual costs and charges included in financial statements
total non-subject related	0	0.0%	
	0		
gives Subject-related costs of OfS/Funding Council-fundable provision	0		

Notes:

1. The funding proxy total should agree to the total costs of non-subject related areas where OfS/Funding Council funding is used as the proxy. This figure is provided at the bottom of the table in Annex 4.3c of the TRAC(T) guidance. The main exceptions to this are listed in Section 4.3.5.15 of the TRAC Guidance published in October 2018, (<https://www.trac.ac.uk/tracguidance/>).

Please note that the figures in Annex 4.3c are displayed to the nearest £ and need to be divided by 1000 before entering in this table.

Annex 4.3c for 2017-18 can be found on the TRAC website (<https://www.trac.ac.uk/tracguidance/>)

If you wish to enter a figure that is different to that provided in Annex 4.3c please provide reasons/explanation in the "Validation" worksheet or on a separate word document if necessary.

2. The non-subject related bursaries figure comprises the actual costs or charges made to the financial statements for bursaries, hardship payments and scholarships of OfS/Funding Council-fundable taught students. Please note that any scholarships relating to research students or non-OfS/Funding Council-fundable students should not be included in this figure - those are Research costs or non-OfS/Funding Council-fundable Teaching costs and should be deducted under the lines "less Research" or "less non-OfS/Funding Council-fundable PFT" or "less NPFT" in the table above. Also note that fee waivers should not be included in this figure – they should instead be netted off against income.

A.1 Cost recording methods MANDATORY

Do you consider that you have met all of the TRAC requirements (once your figures have been benchmarked and reviewed for reasonableness)?

Please select Yes or No from the drop-down list

To inform their teaching funding methods, the OfS/Funding Councils need representative data for the sector (covering all subject areas) on the costs of different subjects. Do you believe that your TRAC(T) figures are fit for the purpose of informing the OfS/Funding Councils' teaching funding methods?

Please select Yes or No from the drop-down list

Do you consider your figures to be robust at the level of department? (Robustness is defined as: meeting the TRAC requirements and recording academic time allocation data that are statistically robust at the level of department)

Please select Yes or No from the drop-down list

Do you produce a cost per student by department for use by institutional managers?

Please select Yes or No from the drop-down list

If you reporting that you recover more than 105% of your costs on PFT activity on your Annual TRAC return, have you assessed the impact of this on your Subject-FACTs?

Please select Yes, No or n/a from the drop-down list

TRAC(T) 2017-18 Validation report

Your workbook has passed all validation checks

Please ensure that your return shows "Validation passed" for checks 1 to 7 before submitting your workbook to OfS.

1. The name and job title of the Head of institution or accountable officer who will be signing this return should be entered on the "Sign-off" worksheet.

Validation passed

2. Total subject-related costs of Funding Council-fundable provision in Section A should equal those returned in Section B.

Validation passed

3. The cost of bursaries should be completed in Section A. If you have a genuine reason for having no bursary costs please provide commentary in the box below.

Validation passed

Comments box on no bursary costs.

4. Section A.1 is mandatory and should be completed.

Validation passed

5. Funding proxy figures provided in Section A should agree to the total provided in Annex 4.3c (England and NI)/Annex 4.3d (Scotland). If you have a genuine reason for altering the income proxy figure used (e.g. institutions with collaborative awards) please provide commentary on this in the box below.

Validation passed

Comments box on funding proxy differences.

6. Section B should not be showing cost centre(s) with costs but no students, or students but no costs. If it is, please amend or provide commentary on this in the box below.

Validation passed

Comments box on cost centre(s) with costs but no students, or students but no costs.

7. In Section B, the Subject-FACTS for all cost centres should not be the same.

Validation passed

Validation checks 8 to 13 will be carried out on submission of data to OfS. Please check your results package to ensure your data has passed these additional checks.

8. Total expenditure reported in Section A should equal total expenditure returned through the annual TRAC return in January 2019.

9. Sustainability adjustment (EBITDA for MSI) reported in Section A should equal the sustainability adjustment returned through the annual TRAC return in January 2019.

10. Research costs reported in Section A should equal Research costs returned through the annual TRAC return in January 2019.

11. Other costs reported in Section A should equal Other costs returned through the annual TRAC return in January 2019.

12. NPFT costs reported in Section A should equal NPFT costs returned through the annual TRAC return in January 2019.

13. The cost of bursaries reported in Section A should be less than or equal to the cost of bursaries returned in Table 8 of the HESA Finance Record in December 2018.

If you have uncovered errors in your 2017-18 annual TRAC return data submitted to OfS at the end of January 2019 please email trac@officeforstudents.org.uk.