



How To Guide - PRIMA Forms for the 2023-24 financial statements

Guidance on how to use the Primary Reporting Information and Management Aid (PRIMA) Forms for the 2023-24 financial statements.

Please note that macros have been removed from the 2023-24 PRIMA Forms to address the varying security restrictions put in place by each entity’s IT security teams. Entities will need to manually restructure, rename and/or format the tables and notes as this functionality is no longer available with the removal of the macros.

Contents

| |
|---|
| Introduction |
| Intended audience |
| Step-by-Step: Using PRIMA Forms |
| <i>Navigation</i> |
| <i>Entering data into the PRIMA forms</i> |
| <i>Validations</i> |
| Naming of notes |
| <i>Removing notes</i> |
| <i>Adding custom notes</i> |
| Formatting |
| Exporting to Word |
| <i>Paste linking Excel tables</i> |

Introduction

The PRIMA Forms assist entities to prepare their annual statutory financial statements. It aims to promote consistency across non-corporate and corporate Commonwealth entities’ financial statements, and comparability with whole-of-government financial statements.

This How To Guide is available on the Department of Finance website www.finance.gov.au and is to be read in conjunction with:

- [Commonwealth entities financial statements guide \(RMG 125\)](#)
- [Public Governance, Performance and Accountability \(Financial Reporting\) Rule 2015 \(FRR\)](#)
- [Australian Accounting Standards \(AAS\)](#).

It replaces the *PRIMA Forms of Financial Statements 20X1-X2: PGPA Act non-corporate and corporate Commonwealth entities*, dated February 2022.

Intended audience

Officials with responsibility for the preparation of financial statements in non-corporate and corporate Commonwealth entities as defined by the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act).

Step-by-Step: Using PRIMA Forms

The following provides practical guidance (with illustrative examples) on how to use the PRIMA Forms to prepare for the 2023-24 financial statements.

1 Navigation

The PRIMA Forms contain a **Contents** tab for entities to skip to the various primary financial statements and Notes to the financial statements.

The core tabs within the PRIMA Forms are ordered as follows:

- **Certification** – this provides an example certification statement by the Accountable Authority and Chief Financial Officer (or equivalent office holder/delegate who is responsible for preparing the entity’s financial statements) as required by [section 10 of the FRR](#). Where entities choose to modify this statement, they must ensure that the statement complies with the requirements of section 10 of the FRR.

PRIMA Forms support non-corporate and corporate Commonwealth entities to prepare their financial statements.

- **Primary financial statements** – purple tabs for the departmental financial statements, and orange tabs for the administered financial statements
- **Overview** (Notes to the financial statements)
- **Notes to the financial statements**, which explain the following:
 - **1 & 2. Financial performance** – provides further detail of information presented in the Statement of Comprehensive Income (FPE tabs, coloured pale green)
 - **3 & 4. Financial position** – provides further detail of information presented in the Statement of Financial Position (FPO tabs, coloured blue)
 - **5. Funding** – provides further detail of funding provided by the Government or earned from other sources (F tabs, coloured pale orange)
 - **6. People and relationships** – provides further detail of employee related liabilities, remuneration of key management personnel and transactions with related parties (PR tabs, coloured yellow)
 - **7. Managing uncertainties** – provides information on financial risks to the entity, such as contingent assets and liabilities, financial instruments and changes in fair value (MU tabs, coloured dark gray).
 - **8. Other information** – contains other disclosures required by accounting standards and the FRR, or as required by the Government and/or the Parliament (OI tabs, coloured sky blue).

2 Entering data into the PRIMA Forms

The primary financial statements (purple and orange tabs) are populated predominantly from data entered in associated Notes to the financial statements tabs.

- Where there are no associated Notes for particular line items, entities will need to enter data directly into the Primary Financial Statements tabs.

To update the years at the top of columns in the primary financial statements and Notes, go to the **Contents** tab and enter the current year in cell F3, and the previous/comparator year in cell F4. Please note that year references within text boxes, such as the descriptions of accounting policies, will need to be manually updated.

As the workbook is not locked/password protected, entities are able to add/insert their own sheets/tab into the workbook, containing data from their own financial management information system such as a trial balance report, to draw in data to the relevant notes/statements.

3 Validations

The **Validations** tab in the PRIMA Forms provides high level checks of select totals in the primary financial statements, consistent with general accounting practice and principles. For example:

- Net assets equal total equity within the Statement of Financial Position
- Total equity reported in the Statement of Financial Position matches total equity reported in the Statement of Changes in Equity

- Closing cash at the end of the reporting period in the Statement of Financial Position matches closing cash at the end of the Cash Flow Statement
- Surplus/deficit for the reporting period in the Statement of Comprehensive Income matches the surplus/deficit for the period reported in the Statement of Changes in Equity
- Surplus/deficit for the previous reporting period (comparator year) in the Statement of Comprehensive Income matches the surplus/deficit for the previous reported period in the Statement of Changes in Equity (comparator year).

Where a FAIL appears, entities should check and amend the relevant lines in the primary financial statements and/or Notes.

Naming of notes

The **STRUCTURE Sheet** shows which notes relate to which element/line in which financial statement. The following is an example of the **STRUCTURE Sheet**.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|----------|--------------------------|-----|--------------------------|-------|---------------------------------|--------|---------|-----------------------------------|----------|-------|--------|---------|---------|--------|----------|
| Item Ref | Section | Num | Sub-category | Sub N | Note Title | Note R | Full Nd | Full Note Title | Use Note | Sheet | Contro | Sheet N | Current | IsSame | Page Ori |
| 9 | Departmental Financial P | 1 | Expenses | | 1 Employee Benefits | A | 1.1A | 1.1A: Employee Benefits | TRUE | FPE | Dept | FPE1.1 | FPE1.1 | TRUE | Portrait |
| 10 | Departmental Financial P | 1 | Expenses | | 1 Suppliers | B | 1.1B | 1.1B: Suppliers | TRUE | FPE | Dept | FPE1.1 | FPE1.1 | TRUE | Portrait |
| 11 | Departmental Financial P | 1 | Expenses | | 1 Grants | C | 1.1C | 1.1C: Grants | TRUE | FPE | Dept | FPE1.1 | FPE1.1 | TRUE | Portrait |
| 12 | Departmental Financial P | 1 | Expenses | | 1 Finance Costs | D | 1.1D | 1.1D: Finance Costs | TRUE | FPE | Dept | FPE1.1 | FPE1.1 | TRUE | Portrait |
| 13 | Departmental Financial P | 1 | Expenses | | 1 Write-Down and Impairment | E | 1.1E | 1.1E: Write-Down and Impairment | TRUE | FPE | Dept | FPE1.1 | FPE1.1 | TRUE | Portrait |
| 14 | Departmental Financial P | 1 | Expenses | | 1 Foreign Exchange Losses | F | 1.1F | 1.1F: Foreign Exchange Losses | TRUE | FPE | Dept | FPE1.1 | FPE1.1 | TRUE | Portrait |
| 15 | Departmental Financial P | 1 | Expenses | | 1 Other Expenses | G | 1.1G | 1.1G: Other Expenses | TRUE | FPE | Dept | FPE1.1 | FPE1.1 | TRUE | Portrait |
| 16 | Departmental Financial P | 1 | Expenses | | 1 Income Tax Expense (Compet | H | 1.1H | 1.1H: Income Tax Expense (Comp | TRUE | FPE | Dept | FPE1.1 | FPE1.1 | TRUE | Portrait |
| 17 | Departmental Financial P | 1 | Own-Source Revenue and g | | 2 Sale of Goods and Rendering o | A | 1.2A | 1.2A: Sale of Goods and Rendering | TRUE | FPE | Dept | FPE1.2 | FPE1.2 | TRUE | Portrait |
| 18 | Departmental Financial P | 1 | Own-Source Revenue and g | | 2 Fees and Fines | B | 1.2B | 1.2B: Fees and Fines | TRUE | FPE | Dept | FPE1.2 | FPE1.2 | TRUE | Portrait |
| 19 | Departmental Financial P | 1 | Own-Source Revenue and g | | 2 Interest | C | 1.2C | 1.2C: Interest | TRUE | FPE | Dept | FPE1.2 | FPE1.2 | TRUE | Portrait |
| 20 | Departmental Financial P | 1 | Own-Source Revenue and g | | 2 Dividends | D | 1.2D | 1.2D: Dividends | TRUE | FPE | Dept | FPE1.2 | FPE1.2 | TRUE | Portrait |
| 21 | Departmental Financial P | 1 | Own-Source Revenue and g | | 2 Rental Income | E | 1.2E | 1.2E: Rental Income | TRUE | FPE | Dept | FPE1.2 | FPE1.2 | TRUE | Portrait |

4

Removing notes

The **STRUCTURE sheet** contains the **Use Note** field (in column J), which dictates what Notes form part of the numbering sequence.

In the **Use Note** column (column J), when the indicator is set to:

- 'TRUE' the line items of that Note will display as normal
- 'FALSE' this will automatically append the word "Hidden" at the start of Note title.

The letter and Note numbering will automatically adjust for all subsequent Notes.

Renaming notes

Automatic naming is also controlled through the **STRUCUTRE sheet**.

To change the name of a Note, type the revised name in the relevant cell in column F only. Please do not change the name in other cells on the Structure sheet, as this will overwrite the formulas in those cells.

To add a Custom note, entities are recommended to update an existing note that is not being used in the same **Section** (in column B), **Sub-category** (in column D) and **Control Type** (in column L):

1. On the **STRUCTURE Sheet** select 'TRUE' as the Use Note indicator to unhide the note
2. Change the **Note Title** (in column F)
3. At the relevant note, update the line items and, if required, insert new line items in the middle of the note to ensure the total formulas are updated.

Formatting

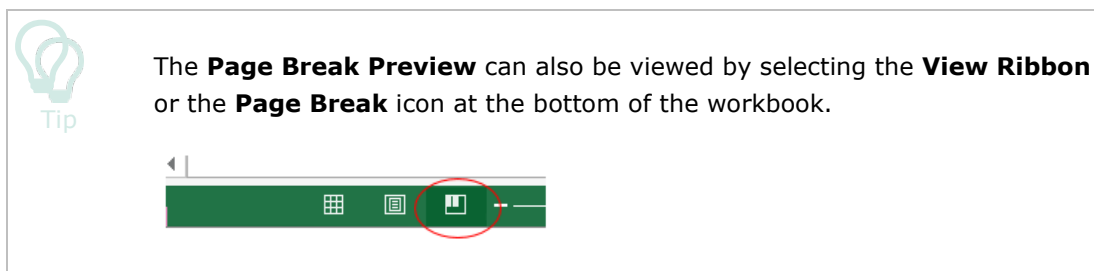
Information on how to format text and figures in Excel can be found on the following Microsoft Support page:

<https://support.microsoft.com/en-us/office/ways-to-format-a-worksheet-d5efbdb5-b79b-475a-8c56-99aad944b030>

Resizing

It is recommended that tables and notes should be resized to fit on a page if entities wish to print direct from Excel.

Using the **Page Break Preview** dotted and solid blue lines will be visible outlining each page within the workbook. To resize a note or table that is split by a dotted blue line, drag the solid blue line to where the page should be set. Alternatively rows can be resized manually by dragging row headings. Columns that are too wide to fit on a page will need to be readjusted by changing the column widths using a column heading.



The following is an example of the solid and dotted blue lines in the **Page Break Preview**.

| | D | E | F |
|--|---|---|---|
| Total dividends | | | |
| 3.3F: Other Payables | | | |
| Salaries and wages | | | |
| Superannuation | | | |
| Separations and redundancies | | | |
| Interest payable | | | |
| Lease incentive | | | |
| Prepayments received/uneared income | | | |
| Statutory payable | | | |
| Other | | | |
| Total other payables | | | |
| Other payables to be settled | | | |
| No more than 12 months | | | |
| More than 12 months | | | |
| Total other payables | | | |
| Accounting Policy | | | |
| <i>Parental Leave Payments Scheme (For-profit entities only)</i> | | | |
| Amounts received under the Parental Leave Payments Scheme by the entity not yet paid to employees were presented gross as cash and a liability (payable). The total amount received under this scheme was [...] (2015: \$...). | | | |

Exporting to Word

Below are some useful Microsoft Support pages on how to paste from Excel into Word:

- [Copy from Excel to another Office program](#) (refer to "Copy Excel data")
- [Paste options](#) – contains information on how to paste from Excel in different formats, such as Paste Special Link.
- [Paste Special](#) (refer to "Paste Link") – allows users to paste "live" links to Excel data and maintain formats.

Tips and tricks on how to include dynamic (self updating) links to Excel data, including to tables and/or cells, can be also found on online Excel Help websites and technology forum pages.

6 Paste linking Excel tables

Entities are able to create links to "live" Excel data from within the Word document.

1. To insert a PRIMA Form financial statement or note into a Word document, copy the relevant Excel table/cells.
2. In the Word document, where you wish to insert the statement/note, select *Paste Special* > Paste Link > Microsoft Excel Worksheet Object.
3. To refresh the Excel data in your Word document, this can either be done automatically or manually.
 - Automatic refresh: in Word, go to File > Options > Advanced > General and tick "Update automatic links at open".
 - Manual refresh:
 - in Word, go to File > Info. Under "Related Documents", click "Edit Links to Files", then click "Update Now" to refresh the links, or
 - right-click the individual Excel table you wish to refresh and select "Update Link".

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