

# **Royal Public Finances**

## **Appendices**



## APPENDIX A: PENSION ARRANGEMENTS

Until 31st March 2002, all full-time permanent employees were entitled to be members of:

- (a) a scheme managed by the Government analogous to the Civil Service pension scheme (the Royal Household Pension Scheme); or
- (b) a scheme managed by trustees on behalf of the Royal Household (the Royal Households Group Pension Scheme).

Both pension schemes provide similar pension benefits based on final pay and are non-contributory for employees (except in respect of widows'/widowers' benefits for the Government managed scheme). Full-time permanent employees joining from 1st April 2002 are entitled to be members of the Royal Household Defined Contribution (Stakeholder) Pension Scheme. Information about the schemes is set out below.

### **Royal Household Pension Scheme**

The scheme is managed by the Government and has terms analogous to the Principal Civil Service Pension Scheme. Eligible employees are those paid from the Civil List who joined the Royal Household prior to 1st April 2001 and employees who transferred from the Department of the Environment or the Property Services Agency (PSA) when the Royal Household's Property Services section was established. Pension contributions are paid directly to the Consolidated Fund and, in turn, pension benefits are paid directly from the Consolidated Fund on a defined benefit basis. The contribution rate during the year was 21.1% of pensionable pay (2007-08: 19.7%), reflecting a valuation by the Government Actuary's Department. The contribution rates reflect the cost of pension benefits as they are carried by employees.

The pension scheme, managed by the Government, is not a funded scheme. As permitted by FRS 17: Retirement Benefits, this scheme will continue to be accounted for as if it were a defined contribution scheme.

### **Royal Households Group Pension Scheme**

All full-time permanent employees who joined before 31st March 2002 and are not members of the Royal Household Pension Scheme are entitled to be members of the Royal Households Group Pension Scheme, which is managed by trustees on behalf of the Royal Household. The scheme provides benefits which are based on final pay and is non-contributory for employees.

The contribution rate for the scheme is based on triennial valuations undertaken by a qualified independent actuary using the projected unit method. As the scheme is closed to new entrants, under the projected unit method the current service cost will increase as the members approach retirement. The most recent completed valuation was as at 1st January 2006. The assumptions which have the most significant effect on the results of the valuation are those relating to the rate of return on investments and the rates of increases in salaries and pensions. It was assumed that the real investment return would be 1.7% per annum post-retirement and 3.2% per annum pre-retirement, that real salary increases would average 1.5% per annum and that pensions would increase at the rates specified in the scheme rules.

The most recent actuarial valuation showed that the total market value of the assets of the scheme was £24.5 million and that this value of the assets was sufficient to cover 69% of the benefits that had accrued to members, after allowing for expected future increases in earnings. Following this valuation, the employer's contribution rates were as follows:

- (a) staff employed by the Civil List increased to 25.1% from 1st January 2007 (previously 17.6%), plus an index-linked annual payment of £59,000 (previously £23,000 index-linked annual payment from 1st January 2004 ).
- (b) staff employed by the Property Services and Royal Travel sections increased to 27.6% from 1st January 2007 (previously 22.8%), plus an index-linked annual payment of £126,000 (previously £98,000 index-linked annual payment from 1st January 2004 shared by both the Property Services and Royal Travel Grants-in-aid) and

The benefit accrual rate was reduced from 1/60 to 1/70 for each year of service from 1st April 2007. It is assumed that these measures will be sufficient to eliminate the Civil List's share of the past service deficit of £1.0 million, Property Services section's share of the past service deficit of £2.4 million and Royal Travel's share of the past service deficit of £0.5 million over fifteen years and meet the current service cost.

The valuation used for this disclosure has been based on the most recent actuarial review of the Royal Households Group Pension Scheme as at 1st January 2006 (the valuation at 1 January 2009 is currently being prepared) updated by an independent qualified actuary, Hewitt, to take account of the requirements of FRS 17: Retirement Benefits in order to assess the liabilities in respect of the Civil List section of the scheme at 31st December 2008 and of Property Services and Royal Travel sections of the scheme at 31st March 2009.

Scheme assets in respect of the Civil List section of the scheme are stated at their market values at 31st December 2008 and scheme assets in respect of the Property Services and Royal Travel sections of the scheme are stated at their market values at 31st March 2009.

Actuarial assumptions adopted as at 31st December	<b>2008</b> <b>(pa)</b>	2007 (pa)	2006 (pa)	2005 (pa)
Discount rate	<b>6.0%</b>	5.8%	5.1%	4.7%
Rate of general long-term increase in salaries	<b>4.5%</b>	4.9%	4.6%	4.4%
Rate of price inflation	<b>3.0%</b>	3.4%	3.1%	2.9%
Rate of increase to pensions in payment (pre-1993 service)	<b>5.0%</b>	5.0%	5.0%	5.0%
Rate of increase to pensions in payment (post-1993 service)	<b>3.0%</b>	3.4%	3.1%	2.7%
Actuarial assumptions adopted as at 31st March	<b>2009</b> <b>(pa)</b>	2008 (pa)	2007 (pa)	2006 (pa)
Discount rate	<b>6.5%</b>	6.9%	5.4%	4.9%
Rate of general long-term increase in salaries	<b>5.1%</b>	5.2%	4.7%	4.5%
Rate of price inflation	<b>3.6%</b>	3.7%	3.2%	3.0%
Rate of increase to pensions in payment (pre-1993 service)	<b>5.0%</b>	5.0%	5.0%	5.0%
Rate of increase to pensions in payment (post-1993 service)	<b>3.4%</b>	3.6%	3.2%	2.9%

The assumptions used by the actuary are the best estimates chosen from a range of possible actuarial assumptions which, due to the timescale covered, may not necessarily be borne out in practice.

The mortality assumptions are based on standard mortality tables which allow for future mortality improvements. The assumptions are that a member currently aged 65 will live on average for a further 21.7 years (2007-08: 21.6 years) if they are male and for a further 23.7 years (2007-08: 23.7 years) if they are female. For a member who retires in 2029 (2007-08: 2025) at age 65 the assumptions are that they will live on average for a further 23.6 years (2007-08: 23.4 years) after retirement if they are male and for a further 24.9 years (2007-08: 24.8 years) after retirement if they are female.

The Royal Household employs a building block approach in determining the long-term rate of return on pension plan assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed long-term rate of return on each asset class is set out within this note. The overall expected rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the scheme.

As at 31st December	2008	2007	2006	2005
Average annual expected long-term rate of return/total fair value of assets	<b>6.8%</b>	6.9%	6.9%	6.4%
As at 31st March	2009	2008	2007	2006
Average annual expected long-term rate of return/total fair value of assets	<b>6.8%</b>	7.0%	7.1%	6.7%

## 1. CIVIL LIST

	Value as at 31st December			
	2008	2007	2006	2005
	£m	£m	£m	£m
Fair value of scheme assets	<b>2.3</b>	2.4	1.9	1.6
Present value of funded defined benefit obligations	<b>(3.3)</b>	(3.4)	(3.1)	(2.9)
Net pension liability recognised on the balance sheet	<b>(1.0)</b>	(1.0)	(1.2)	(1.3)

There is therefore a net pension liability of £1.0 million as at 31st December 2008 (2007: £1.0 million). The amount of this net pension liability has a consequential effect on reserves.

Analysis of amounts charged against income and expenditure

Year to 31st December	2008	2007
	£m	£m
Current service cost	<b>0.3</b>	0.3
Expected return on scheme assets	<b>(0.2)</b>	(0.2)
Interest on pension scheme liabilities	<b>0.2</b>	0.2
Expense recognised in Income and Expenditure Account	<b>0.3</b>	0.3

Changes to the present value of the defined benefit obligations during the year are as follows:

	2008	2007
	£m	£m
Defined benefit obligations as at 1st January	3.4	3.1
Movement in year:		
Current service cost	0.3	0.3
Interest cost	0.2	0.2
Actuarial gains on scheme liabilities	(0.6)	(0.2)
Defined benefit obligations as at 31st December	<u>3.3</u>	<u>3.4</u>
	<u><u>3.3</u></u>	<u><u>3.4</u></u>

Changes to the fair value of scheme assets during the year are as follows:

	2008	2007
	£m	£m
Fair value of scheme assets as at 1st January	2.4	1.9
Movement in year:		
Expected return on scheme assets	0.2	0.2
Contributions by the employer	0.4	0.3
Actuarial losses on scheme assets	(0.7)	—
Fair value of scheme assets as at 31st December	<u>2.3</u>	<u>2.4</u>
	<u><u>2.3</u></u>	<u><u>2.4</u></u>

An analysis of the movement in the deficit of the scheme over the year is as follows:

	2008	2007
	£m	£m
Deficit as at 1st January	(1.0)	(1.2)
Movement in year:		
Current service cost	(0.3)	(0.3)
Contributions	0.4	0.3
Actuarial (losses) / gains	(0.1)	0.2
Deficit as at 31st December	<u>(1.0)</u>	<u>(1.0)</u>
	<u><u>(1.0)</u></u>	<u><u>(1.0)</u></u>

The actual return on scheme assets comprises:

	2008	2007
	£m	£m
Expected return on scheme assets	0.2	0.2
Actuarial gains/(losses) on scheme assets	(0.7)	–
Actual return on scheme assets	<u>(0.5)</u>	<u>0.2</u>

The amounts recognised in the Statement of Total Recognised Gains and Losses (STRGL) were as follows:

	2008	2007
	£m	£m
Total actuarial (losses) / gains	(0.1)	0.2
Total (losses) / gains in STRGL	(0.1)	0.2
Cumulative amount of gains recognised in STRGL	<b>0.4</b>	0.5

The history of assets values, defined benefit obligations and the deficit in the scheme is as follows:

	2008	2007	2006	2005
	£m	£m	£m	£m
Fair value of scheme assets	2.3	2.4	1.9	1.6
Defined benefit obligations	(3.3)	(3.4)	(3.1)	(2.9)
Deficit in scheme	<u>(1.0)</u>	<u>(1.0)</u>	<u>(1.2)</u>	<u>(1.3)</u>

The history of experience gains and losses is as follows:

	2008	2007	2006	2005
	£m	£m	£m	£m
Experience gains/(losses) on scheme assets	(0.7)	–	–	0.2
Experience gains/(losses) on scheme liabilities	–	(0.1)	0.2	–

Estimate of income and expenditure charge for the coming year:

Using the assumptions for return on the assets set out above, the charge to the income and expenditure account for the next year is explained as follows:

Year to 31st December	2009
	£m
Current service cost	0.2
Expected return on scheme assets	(0.1)
Interest on pension scheme liabilities	0.2
Total estimated pension expense	0.3

## 2. PROPERTY SERVICES

	Value as at 31st March			
	2009	2008	2007	2006
	£m	£m	£m	£m
Fair value of scheme assets	4.9	5.6	5.6	4.9
Present value of funded defined benefit obligations	(7.3)	(6.3)	(7.2)	(7.1)
Net pension liability recognised on the balance sheet	(2.4)	(0.7)	(1.6)	(2.2)

There is therefore a net pension liability of £2.4 million as at 31st March 2009 (£0.7 million as at 31st March 2008). The amount of this net pension liability has a consequential effect on reserves.

Analysis of amounts charged against income and expenditure

Year to 31st March	2008-09	2007-08
	£m	£m
Current service cost	(0.3)	(0.4)
Expected return on scheme assets	0.4	0.4
Interest on pension scheme liabilities	(0.4)	(0.4)
Expense recognised in Income and Expenditure Account	(0.3)	(0.4)

Changes to the present value of the defined benefit obligations during the year are as follows:

	<b>2008-09</b>	2007-08
	<b>£m</b>	<b>£m</b>
Defined benefit obligations as at 1st April	<b>6.3</b>	7.2
Movement in year:		
Current service cost	0.3	0.4
Interest cost	0.4	0.4
Actuarial losses / (gains) on scheme liabilities	0.4	(1.5)
Net benefits paid out	<b>(0.1)</b>	(0.2)
Defined benefit obligations as at 31st March	<b>7.3</b>	6.3

Changes to the fair value of scheme assets during the year are as follows:

	<b>2008-09</b>	2007-08
	<b>£m</b>	<b>£m</b>
Fair value of scheme assets as at 1st April	<b>5.6</b>	5.6
Movement in year:		
Expected return on scheme assets	0.4	0.4
Contributions by the employer	0.5	0.5
Actuarial losses on scheme assets	<b>(1.5)</b>	(0.7)
Net benefits paid out	<b>(0.1)</b>	(0.2)
Fair value of scheme assets as at 31st March	<b>4.9</b>	5.6

An analysis of the movement in the deficit of the scheme over the year is as follows:

	<b>2008-09</b>	2007-08
	<b>£m</b>	<b>£m</b>
Deficit as at 1st April	<b>(0.7)</b>	(1.6)
Movement in year:		
Current service cost	<b>(0.3)</b>	(0.4)
Contributions	0.5	0.5
Actuarial (losses) / gains	<b>(1.9)</b>	0.8
Deficit as at 31st March	<b>(2.4)</b>	(0.7)

The actual return on scheme assets comprises:

Year to 31st March	2009	2008
	£m	£m
Expected return on scheme assets	0.4	0.4
Actuarial losses on scheme assets	(1.5)	(0.7)
Actual return on scheme assets	<u>(1.1)</u>	<u>(0.3)</u>

The amounts recognised in the Statement of Total Recognised Gains and Losses (STRGL) were as follows:

Year to 31st March	2009	2008
	£m	£m
Total actuarial (losses) / gains	(1.9)	0.8
Total (losses) / gains in STRGL	(1.9)	0.8
Cumulative amount of (losses) / gains recognised in STRGL	(0.5)	1.4

The history of assets values, defined benefit obligations and the deficit in the scheme is as follows:

	2009	2008	2007	2006
	£m	£m	£m	£m
Fair value of scheme assets	4.9	5.6	5.6	4.9
Defined benefit obligations	(7.3)	(6.3)	(7.2)	(7.1)
Deficit in scheme	<u>(2.4)</u>	<u>(0.7)</u>	<u>(1.6)</u>	<u>(2.2)</u>

The history of experience gains and losses is as follows:

	2009	2008	2007	2006
	£m	£m	£m	£m
Experience losses on scheme assets	(1.5)	(0.7)	—	—
Experience (losses) / gains on scheme liabilities	(0.1)	—	0.1	—

Estimate of income and expenditure charge for the coming year:

Using the assumptions for return on the assets set out above, the charge to the Income and Expenditure Account for the next year is explained as follows:

Year to 31st March	2010
	£m
Current service cost	0.3
Expected return on scheme assets	(0.3)
Interest on pension scheme liabilities	0.5
Total estimated pension expense	<u>0.5</u>

### 3. ROYAL TRAVEL

	Value as at 31st March			
	2009	2008	2007	2006
	£m	£m	£m	£m
Fair value of scheme assets	1.2	1.3	1.2	1.0
Present value of funded defined benefit obligations	(1.7)	(1.4)	(1.6)	(1.4)
Net pension liability recognised on the balance sheet	<u>(0.5)</u>	<u>(0.1)</u>	<u>(0.4)</u>	<u>(0.4)</u>

There is therefore a net pension liability of £0.5 million as at 31st March 2009 (£0.1 million as at 31st March 2008). The amount of this net pension liability has a consequential effect on reserves.

Analysis of amounts charged against income and expenditure

Year to 31st March	2008-09	2007-08
	£m	£m
Current service cost	(0.1)	(0.1)
Expected return on scheme assets	0.1	0.1
Interest on pension scheme liabilities	(0.1)	(0.1)
Expense recognised in income and expenditure account	<u>(0.1)</u>	<u>(0.1)</u>

Changes to the present value of the defined benefit obligations during the year are as follows:

	2008-09	2007-08
	£m	£m
Defined benefit obligations as at 1st April	1.4	1.6
Movement in year:		
Current service cost	0.1	0.1
Interest cost	0.1	0.1
Actuarial losses / (gains) on scheme liabilities	0.1	(0.4)
Defined benefit obligations as at 31st March	<u>1.7</u>	<u>1.4</u>

Changes to the fair value of scheme assets during the year are as follows:

	2008-09	2007-08
	£m	£m
Fair value of scheme assets as at 1st April	1.3	1.2
Movement in year:		
Expected return on scheme assets	0.1	0.1
Contributions by the employer	0.2	0.2
Actuarial losses on scheme assets	(0.4)	(0.2)
Fair value of scheme assets as at 31st March	<u>1.2</u>	<u>1.3</u>

An analysis of the movement in the deficit of the scheme over the year is as follows:

	2008-09	2007-08
	£m	£m
Deficit as at 1st April	(0.1)	(0.4)
Movement in year:		
Current service cost	(0.1)	(0.1)
Contributions	0.2	0.2
Actuarial gains / (losses)	(0.5)	0.2
Deficit as at 31st March	<u>(0.5)</u>	<u>(0.1)</u>

The actual return on scheme assets comprises:

	2009	2008
	£m	£m
Expected return on scheme assets	0.1	0.1
Actuarial losses on scheme assets	(0.4)	(0.2)
Actual return on scheme assets	<u><u>(0.3)</u></u>	<u><u>(0.1)</u></u>

The amounts recognised in the Statement of Total Recognised Gains and Losses (STRGL) were as follows:

Year to 31st March	2009	2008
	£m	£m
Total actuarial (losses) / gains	(0.5)	0.2
Total (losses) / gains in STRGL	(0.5)	0.2
Cumulative amount of (losses) / gains recognised in STRGL	<u><u>(0.2)</u></u>	<u><u>0.3</u></u>

The history of assets values, defined benefit obligations and the deficit in the scheme is as follows:

Year to 31st March	2009	2008	2007	2006
	£m	£m	£m	£m
Fair value of scheme assets	1.2	1.3	1.2	1.0
Defined benefit obligations	(1.7)	(1.4)	(1.6)	(1.4)
Deficit in scheme	<u><u>(0.5)</u></u>	<u><u>(0.1)</u></u>	<u><u>(0.4)</u></u>	<u><u>(0.4)</u></u>

The history of experience gains and losses is as follows:

	2009	2008	2007	2006
	£m	£m	£m	£m
Experience gains/(losses) on scheme assets	(0.4)	(0.2)	–	–
Experience gains/(losses) on scheme liabilities	–	–	–	–

Estimate of income and expenditure charge for the coming year:

Using the assumptions for return on the assets set out above, the charge to the Income and Expenditure Account for the next year is explained as follows:

Year to 31st March	2010
	£m
Current service cost	0.1
Expected return on scheme assets	—
Interest on pension scheme liabilities	0.1
Total estimated pension expense	0.2

#### **Royal Household Defined Contribution (Stakeholder) Pension Scheme**

Full-time permanent employees joining from 1st April 2002 are entitled to be members of the Royal Household Defined Contribution (Stakeholder) Pension Scheme (“the Stakeholder Scheme”), which is a stakeholder arrangement administered by Legal & General. The Stakeholder Scheme is non-contributory for employees and the Royal Household pays contributions into the fund for each employee. The current rate of contribution is 15% of pensionable salary. Benefits are based on contribution levels linked to investment returns over the period to retirement. Employees can, if they wish, make their own contributions up to the Inland Revenue limits.

## APPENDIX B: ROYAL HOUSEHOLD COMBINED ACCOUNTS DIRECTION

This Accounts Direction is given by HM Treasury in accordance with Section 9 of the Civil List Audit Act 1816; by the Secretary of State for Culture, Media and Sport in accordance with Memorandum of Understanding between the Lord Chamberlain and the Permanent Secretary of the Department for Culture, Media and Sport dated 28 September 2006; and by the Secretary of State for Transport in accordance with Memorandum of Understanding between the Lord Chamberlain and The Permanent Secretary of the Department for Transport dated 25 March 1997.

1. The Royal Household shall prepare accounts for The Queen's Civil List for the year ending 31 December 2008 and for each of the Grants-in-Aid for the Maintenance of the Occupied Royal Palaces, Royal Communications and Information, Marlborough House, and Royal Travel by Air and Rail (the Grants-in-Aid) for the year ending 31 March 2009 and for subsequent years comprising:
  - (a) an Annual Report;
  - (b) an Income and Expenditure Account;
  - (c) a Balance Sheet;
  - (d) a Cash Flow Statement; and
  - (e) a Statement of Total Recognised Gains and Losses,including such notes as may be necessary for the purposes referred to in the following paragraphs.
2. Each of the said accounts shall be prepared on the historical cost basis and give a true and fair view of the income and expenditure, total recognised gains and losses and cash flows for the financial year, and state of affairs as at the end of the year.
3. Subject to this requirement the accounts shall be prepared in accordance with:
  - (a) Generally Accepted Accounting Practice in the United Kingdom (UK GAAP);
  - (b) the requirements of the Government Financial Reporting Manual (FReM)insofar as these are appropriate to The Queen's Civil List and the Grants-in-Aid and are in force for the financial year for which the financial statements are to be prepared.
4. The application of the requirements of the FReM, the Companies Act 2006 (and where applicable Companies Act 1985), accounting standards and other disclosure requirements is given in Schedule 1 attached.
5. This direction shall be reproduced as an appendix to the accounts.

**Paula Diggle**

Treasury Officer of Accounts

For The Secretary of State, Department of Culture Media and Sport

For the Secretary of State, Department for Transport

## **Companies Act 2006 and Companies Act 1985 (“The Acts”)**

1. The disclosure exemptions permitted by the Acts and any Schedules or Regulations thereto shall not apply to The Queen’s Civil List or Grants-in-Aid accounts unless specifically approved by the Treasury.
2. The Acts require certain information to be disclosed in a Directors’ Report. To the extent that it is appropriate, information relating to The Queen’s Civil List and Grants-in-Aid accounts shall be contained in the Operating and Financial Review for the financial year, which shall be signed and dated by the Keeper of the Privy Purse or other proper officer.
3. The Royal Household shall take into consideration the requirements of The Acts as they apply to non-quoted companies (to the extent they can be applied to the circumstances of The Queen’s Civil List and the Grants-in-Aid).
4. When preparing the Income and Expenditure Accounts for The Queen’s Civil List and the Grants-in-Aid accounts, the Royal Household shall have regard to the requirements of the profit and loss account Format 2 as prescribed in Schedule 4 to the Companies Act 1985 and for periods beginning after 6 April 2008, the subsequent re-enactment.<sup>1</sup>
5. When preparing the Balance Sheets for The Queen’s Civil List and the Grants-in-Aid accounts the Royal Household shall have regard to the balance sheet Format 1 prescribed in Schedule 4 to the Companies Act 1985 and for periods beginning after 6 April 2008 the subsequent re-enactment. The balance sheet totals shall be struck at “Net Assets” and signed and dated by the Keeper of the Privy Purse.
6. Assets held in right of the Crown shall not be recognised within The Queen’s Civil List or the Grant-in-Aid for the Maintenance of the Occupied Royal Palaces, although expenses relating to their use and maintenance shall be included.
7. The Queen’s Civil List and the Grants-in-Aid accounts are not required to provide the additional historical cost information prescribed in paragraph 33(3) of Schedule 4 to the Companies Act 1985 and for periods beginning after 6 April 2008, the subsequent re-enactment.

## **Financial Reporting Manual (FReM)**

8. The following exceptions to the requirements of the FReM are appropriate to the Royal Household and have received the consent of the Treasury:
  - (a) Funding received in respect of The Queen’s Civil List (and any draw down from the Civil List Reserve), and Grants-in-aid from the Departments are not required to be taken to General Fund but may be recognised in the Income and Expenditure account in the year in which received;

<sup>1</sup> Contained in the Statutory Instrument SI 2008 No. 410 “The Large and Medium-Sized Companies and Groups (Accounts and Reports) Regulations 2008” which came into force on 6 April 2008. The provisions of Schedule 4 to the Companies Act 1985 remain in force for accounting periods beginning before that date.

# SCHEDULE 1: ACCOUNTING AND DISCLOSURE REQUIREMENTS

- (b) Paragraph 5.2.6 of the FReM need not apply. That is to say that the provisions of FRS 15 relating to measurement of tangible fixed assets at cost and valuations by class of asset may be applied in order to give a true and fair view;
- (c) Notional cost of capital charges need not be applied; and
- (d) In the event of inconsistency between UK GAAP and the FReM, UK GAAP shall be applied, unless directed by the Treasury.

## **Other disclosure requirements**

9. The Annual Report and accounts shall, *inter alia*:
  - (a) State that the accounts of The Queen's Civil List and the Grants-in-Aid have been prepared in accordance with this Accounts Direction;
  - (b) Include a Statement of the Keeper of the Privy Purse financial responsibilities in respect of each of The Queen's Civil List and the Grants-in-Aid;
  - (c) Include a Statement on Internal Control. It will be sufficient for the Royal Household to prepare one such statement provided that the systems of internal controls for each of The Queen's Civil List and the Grants-in-Aid are separately described therein and refer to compliance with the Civil List Audit Act 1816 or the provisions of the Royal Household's Memoranda of Understanding and Financial Memoranda with the Departments as appropriate.
  - (d) Include a Remuneration Report for those members of the Royal Household whose remunerations is funded from The Queen's Civil List and the Grants-in-Aid.
  - (e) Include an appendix giving details of The Queen's Civil List expenses (excluding salaries) consistent with the categories in paragraph 3.3.2 of the Report of the Royal Trustees dated 4 July 2000.