

FORM **IPEDS-F1-A**  
(10-1-97)U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
ACTING AS COLLECTING AGENT FOR THE  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM****FINANCE SURVEY  
For Private Institutions****Fiscal Year 1997****NOTE** – The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

**Date due: January 15, 1998**

1. Name of business officer or accountant

2. Name of respondent

3. Telephone (Area code, number, extension)

4. FAX number

5. E-Mail address

*Please correct any errors in the name, address, and ZIP Code.***RETURN TO****This report covers financial activity for the 12-month fiscal year beginning**

\_\_\_\_\_, 199\_\_ and ending \_\_\_\_\_, 199\_\_.

**PURPOSE OF THE SURVEY**

The primary purpose of this survey is to collect basic data to describe the financial condition of postsecondary education in the nation; to monitor changes in postsecondary education finance; and to promote research involving institutional financial resources and expenses. The survey is being conducted in compliance with the National Center for Educational Statistics' "mission" to collect, analyze, and disseminate statistics and other information related to education in the United States . . . , " (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

**USES OF DATA**

Survey results will be used in a variety of ways. For example, they will be used, together with other data, to describe the condition of postsecondary education in the nation. The information will be summarized by various institutional categories to detect any changes over the years in the sources of revenues and types of expenses. Results will allow institutions to compare their financial data to national averages. The data will also be merged with other institutional data, such as enrollment and completions, to provide a valuable national resource for institutional research.

**CONTACT INFORMATION**

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at 800-622-6193, or FAX number 301-457-1540, 7:30 a.m. to 4:30 p.m. EST.

## **Changes from the 1996 form for 1997 Finance Survey**

- ▶ As a result of changes in accounting and financial reporting standards issued by the Financial Accounting Standards Board (FASB), the IPEDS Form F1-A has been revised. The revised IPEDS Form F1-A is consistent with the new FASB standards 116, 117, and 124.
- ▶ A field test was conducted in FY96 on a sample of private institutions. The field test collected data using the entity-wide accounting model as required by the FASB. Changes made to the pilot form as a result of the test include, but are not limited to, the following:
  - Addition/deletion/combination of line items in the Statement of Financial Position.
  - Removal of the schedule of cash and cash equivalents.
  - Addition of schedules for receivables, plant, property, and equipment, and long-term debt.
  - Revised schedule of student aid (previously the schedule of net tuition and fees).
  - Expanded summary of changes in net assets (previously the summary of revenues, gains, expenses, and losses).
  - Reordering of the parts.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to average 12 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208-5652**

*Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools in the space provided on page 4.*

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

**DO NOT RETURN INSTRUCTIONS**



**Part A – REVENUES AND INVESTMENT RETURN**

**F1-A**

Line No.	Source of funds	Amount (whole dollars)		
		TOTAL (1)	Noncurrent (2)	Current (3)
A01	Tuition and fees <i>(net of amount reported on line AA08)</i>	\$	\$	\$
<b>GOVERNMENT APPROPRIATIONS</b>				
A02	Federal appropriations			
A03	Through State channels \$			
A04	State appropriations			
A05	Local appropriations			
<b>GOVERNMENT GRANTS AND CONTRACTS</b>				
A06	Federal grants and contracts			
A07	State grants and contracts			
A08	Local grants and contracts			
<b>PRIVATE GIFTS, GRANTS, AND CONTRACTS</b>				
A09	Private gifts, grants, and contracts			
A10	Contributions from affiliated entities			
<b>OTHER REVENUE</b>				
A11	Investment return (income, gains, and losses)			
A12	Sales and services of educational activities			
A13	Sales and services of auxiliary enterprises <i>(net of amount reported on line AA09)</i>			
A14	Hospital revenue <i>(from AB08)</i>			
A15	Independent operations revenue			
A16	Other revenue — <i>Complete Schedule AC if this line is greater than 5% of line A17.</i>			
A17	<b>TOTAL REVENUES AND INVESTMENT RETURN</b> <i>(Sum A01, A02, A04–A16)</i>	\$	\$	\$

NOTES

**Part A – REVENUES AND INVESTMENT RETURN – Continued**

**F1-A**

Line No.	Student Aid (Schedule AA)	Amount (whole dollars)		
		Allowance (1)	Agency (2)	Revenue/Expense (3)
AA01	Pell grants	\$	\$	\$
AA02	Other federal grants			
AA03	State grants			
AA04	Local grants			
AA05	Institutional grants (funded)			
AA06	Institutional grants (unfunded)			
AA07	<b>TOTAL</b> (Sum AA01—AA06)	\$	\$	\$
AA08	Portion of line AA07 applied to tuition and fees	\$		
AA09	Portion of line AA07 applied to auxiliary enterprise revenues	\$		
Line No.	Hospital Statement of Activity – Revenues by Source (Schedule AB)	Amount (whole dollars)		
		TOTAL (1)	Noncurrent (2)	Current (3)
AB01	Federal appropriations	\$	\$	\$
AB02	State appropriations			
AB03	Local appropriations			
AB04	Sales and service			
AB05	Gifts, grants, and contracts			
AB06	Investment income including investment gains and losses			
AB07	Other sources			
AB08	<b>TOTAL</b> (Sum AB01—AB07; balance to line A14)	\$	\$	\$
Line No.	Other Revenues by Source (Schedule AC)	Amount (whole dollars)		
		TOTAL (1)	Noncurrent (2)	Current (3)
AC01		\$	\$	\$
AC02				
AC03				
AC04				
AC05				
AC06				
AC07	<b>TOTAL</b> (Sum AC01—AC06; balance to line A16.)	\$	\$	\$

**Part B - EXPENSES BY FUNCTION****F1-A**

Line No.	Item	Amount (whole dollars)						
		TOTAL (1)	Salaries and wages (2)	Benefits (3)	O&M (4)	Depreciation (5)	Interest (6)	All other (7)
<b>B01</b>	Instruction	\$	\$		\$	\$	\$	\$
<b>B02</b>	Research							
<b>B03</b>	Public service							
<b>B04</b>	Academic support							
<b>B05</b>	Student services							
<b>B06</b>	Institutional support							
<b>B07</b>	Auxiliary enterprises							
<b>B08</b>	Scholarships and fellowships							
<b>B09</b>	Hospital services							
<b>B10</b>	Independent operations							
<b>B11</b>	O&M of plant				( )			
<b>B12</b>	<b>TOTAL EXPENSES</b> <i>(Sum B01—B11)</i>	\$	\$		\$ 0	\$	\$	\$

**Part C – SUMMARY OF CHANGES IN NET ASSETS (EQUITY)**

**F1-A**

Line No.	Item	Amount (whole dollars)
<b>C01</b>	<b>TOTAL REVENUES AND INVESTMENT RETURN</b> (from Part A, line A17, column 1)	\$
<b>C02</b>	<b>TOTAL EXPENSES</b> (From Part B, line B12, column 1)	( )
<b>C03</b>	Actuarial gain or (loss) on annuity and trust obligations	
<b>C04</b>	Gain or (loss) on sale of plant assets	
<b>C05</b>	Other gain or (loss)	
<b>C06</b>	Discontinued operations	
<b>C07</b>	Extraordinary gain or (loss)	
<b>C08</b>	Cumulative effect of change in accounting principle	
<b>C09</b>	<b>Change in net assets</b> (Sum C01—C08)	
<b>C10</b>	Net assets, beginning of the year	
<b>C11</b>	Adjustments to beginning net assets	
<b>C12</b>	<b>Net assets, end of the year</b> (Sum C09—C11. This amount should equal the amount reported on line D24.)	\$

NOTES

**Part D – STATEMENT OF FINANCIAL POSITION**
**F1-A**

Line No.	Assets	Amount (whole dollars)
D01	Cash, cash equivalents, and temporary investments	\$
D02	Receivables, net of allowance for uncollectible amounts <i>(from DA05)</i>	
D03	Inventories, prepaid expenses, and deferred charges	
D04	Amounts held by trustees for construction and debt service	
D05	Long-term investments <i>(from DB11)</i>	
D06	Plant, property, and equipment <i>(from DC07)</i>	
D07	Other assets — <i>Complete Schedule DD if this line is greater than 5% of line D08.</i>	
D08	<b>TOTAL ASSETS</b> <i>(Sum D01—D08)</i>	\$
Line No.	Liabilities	Amount (whole dollars)
D09	Accounts payable	\$
D10	Deferred revenues and refundable advances	
D11	Post-retirement and post-employment obligations	
D12	Other accrued liabilities	
D13	Annuity and life income obligations and other amounts held for the benefit of others	
D14	Bonds, notes, and capital leases payable and other long-term debt, including current portion <i>(from DE04)</i>	
D15	Government grants refundable under student loan programs	
D16	Other liabilities — <i>Complete Schedule DF if this line is greater than 5% of line D17.</i>	
D17	<b>TOTAL LIABILITIES</b> <i>(Sum D09—D16)</i>	\$
Line No.	Net Assets	Amount (whole dollars)
D18	Unrestricted (include both designated and undesignated)	\$
D19	Unrestricted – investment in plant, property, and equipment, net of related debt	
D20	<b>TOTAL UNRESTRICTED</b> <i>(Sum D18 and D19)</i>	\$
D21	Temporarily restricted	
D22	Permanently restricted	
D23	<b>TOTAL RESTRICTED</b> <i>(Sum D21 and D22)</i>	\$
D24	<b>TOTAL NET ASSETS</b> <i>(Sum D20 and D23)</i>	\$

**Part D – STATEMENT OF FINANCIAL POSITION – Continued**

**F1-A**

Line No.	Receivables (Schedule DA) All amounts should be net of allowance for uncollectible amounts.	Amount (whole dollars)
DA01	Students receivables	\$
DA02	Contributions receivable	
DA03	Loans receivable	
DA04	All other receivables	
DA05	<b>TOTAL</b> (Sum DA01—DA04; balance to line D02)	\$

Line No.	Long-Term Investments (Schedule DB) Mark (X) <b>M</b> = Market value; <b>B</b> = Book value; <b>O</b> = Other	Amount (whole dollars)			
		M	B	O	
DB01	Cash held until appropriate investments are identified				\$
DB02	Repurchase agreements and other money market media				
DB03	Equity securities				
DB04	Debt securities				
DB05	Real estate held for income production				
DB06	Beneficial interests in trusts				
DB07	Other (to be detailed by the institution)				
DB08					
DB09					
DB10					
DB11	<b>TOTAL</b> (Sum DB01—DB10; balance to line D05)				\$

Line No.	Plant, Property, and Equipment (Schedule DC)	Amount (whole dollars)			
		Beginning	Additions	Retirements	Ending
DC01	Land and land improvements	\$	\$	\$	\$
DC02	Buildings				
DC03	Equipment, including art and library collections				
DC04	Property obtained under capital leases (if not included in equipment)				
DC05	Construction in progress				
DC06	Accumulated depreciation	( )	( )		( )
DC07	<b>TOTAL</b> (Sum DC01—DC06; balance to line D06)				\$

**Part D – STATEMENT OF FINANCIAL POSITION – Continued**

**F1-A**

Line No.	Other Assets (Schedule DD)	Amount (whole dollars)
<b>DD01</b>		\$
<b>DD02</b>		
<b>DD03</b>		
<b>DD04</b>		
<b>DD05</b>		
<b>DD06</b>	<b>TOTAL</b> (Sum DD01—DD05; balance to line D07)	\$

Line No.	Long-Term Debt (Schedule DE)	Amounts (whole dollars)		
		Plant related	Other debt	TOTAL
<b>DE01</b>	Principal balance, beginning of the year	\$		
<b>DE02</b>	Additional borrowing			
<b>DE03</b>	Principal payments made during the year	(      )	(      )	(      )
<b>DE04</b>	<b>Principal balance, end of year</b> (Sum DE01—DE03; balance to line D14)			

Line No.	Other Liabilities (Schedule DF)	Amount (whole dollars)
<b>DF01</b>		\$
<b>DF02</b>		
<b>DF03</b>		
<b>DF04</b>		
<b>DF05</b>		
<b>DF06</b>	<b>TOTAL</b> (Sum DF01—DF05; balance to line D16)	\$

**Part E – SUPPLEMENTAL INFORMATION**

Line No.	In order to compute the net income ratio of the financial responsibility ratios for private, non-profit colleges and universities, the following information is requested:	Amount (whole dollars)
<b>E01</b>	Change in unrestricted net assets	\$
<b>E02</b>	Total unrestricted revenue, gains and other support	\$
<b>E03</b>	Net assets released from restrictions	\$

## GENERAL INSTRUCTIONS — F1-A

Please respond to each item on this report in the space provided. The categories of revenues and investment return (Part A) and the expense functions and object classifications (Part B), are designed to be consistent with general purpose financial statements reporting economic changes for the entity as a whole using the accrual basis of accounting. Other changes in net assets (such as gains and losses, changes in accounting principles, and similar items) are reported in a summary of changes in net assets (Part C) so that the ending net assets amount agrees to the statement of financial position (Part D). **IN ALL CASES THE STARTING POINT FOR REPORTING SHOULD BE AMOUNTS REPORTED IN THE GENERAL PURPOSE FINANCIAL STATEMENTS. THE REPORTING ENTITY'S FINANCIAL ACCOUNTING POLICIES AND PROCEDURES SHOULD BE THE BASIS FOR REPORTING IN IPEDS.** If revenue, expense, gain, loss, asset, or liability categories in the general purpose financial statements are more aggregated than those required for the IPEDS Survey, please use underlying institutional records to determine the necessary amounts. If revenue, expense, gain, loss, asset, or liability categories are more detailed than those required for the IPEDS Survey, please combine the financial statement amounts and report only the combined number in the IPEDS Survey.

**Report all data in WHOLE DOLLARS only; omit cents. For any item on the report where exact data do not exist, give estimates.**

### PERIOD OF THE REPORT

Report finances for the most recent complete fiscal year at the bottom of the cover page of this form. Indicate the starting month (using 2 digits), starting year, ending month (using 2 digits), and ending year of the fiscal year followed by your institution.

### PART A - REVENUES AND INVESTMENT RETURN

All revenue source categories are intended to be consistent with the definitions provided in Chapter 3 of the National Association of College and University Business Officers (NACUBO) Financial Accounting and Reporting Manual (FARM), 1990, as modified for changes in generally accepted accounting principles after 1990.

**Exclude from revenues (and expenses) interfund or intraorganizational charges and credits. Interfund and intraorganizational charges and credits include interdepartmental charges, indirect costs, and reclassifications from temporarily restricted net assets.**

This part of the survey requires that a distinction be made between revenues that were reported in the previous IPEDS Finance Survey (referred to as Current) and those that were not (referred to as Noncurrent). This information will be used to build a bridge to the existing IPEDS database so that trend analyses can be made, even if the trends analyzed cross from years of the new format IPEDS Finance Survey into the earlier years of the previous format. In general, the amounts that are reported in the Noncurrent column (column 2) are the revenues of the loan funds, plant funds, annuity and life income funds, and endowment funds (other than the amounts utilized for support of operations under the institution's spending policy). The remainder of revenues are reported in the Current column (column 3). In general, the amounts that are reported in the Current column are the revenues of current funds - unrestricted and current funds - restricted. Amounts entered in columns 2 and 3 should sum to amounts entered in column 1.

The revenues reported in column 1 should agree to the revenues reported for that category in the institution's general purpose financial statements. It is very important to gather this information so that data trends can be analyzed. At a future date, when an adequate bridge to the past is created, the distinction between Current and Noncurrent revenues will be removed from the survey.

### STUDENT AID (SCHEDULE AA)

Please complete the student aid information requested in supporting Schedule AA before you begin work on Part A. For each source on lines AA01—AA06, enter the amounts of resources received that are restricted for student financial aid purposes. Within each source, distinguish between amounts that are reported in the general purpose financial statements as allowances (Allowances), agency transactions (Agency), or revenues and expenses (Revenue/Expense). "Allowance" means that the institution displays the financial aid amount as a deduction from tuition and fees or a deduction from auxiliary enterprise revenues in its general purpose financial statements. "Agency" means that the institution eliminates any grant revenue and scholarship expense before preparing its financial statements, even though it may use revenue and expense accounts to track that activity in its general ledger during the year. "Revenue/Expense" means that the institution reports grant revenue, tuition (or auxiliary enterprise) revenue, and scholarship expense for this aid in its financial statements. Report Federal loan program activity in Schedule AA in the same manner as reported in the general purpose financial statements.

Do not report any amounts of funds that are administered under the Federal Direct Loan Program, even though they may be included in the general purpose financial statements as revenues from federal sources. This includes loans administered under the William D. Ford Direct Loan Program and Stafford loans made directly by the institution.

The allowance category is intended to be consistent with the definitions provided in the NACUBO Advisory Report 97-1, *Accounting and Reporting Scholarship Allowances to Tuition and Other Fee Revenues by Higher Education* (January 17, 1997). After completing the source information in lines AA01—AA06, enter the amount of allowances applied to tuition and fees on line AA08 and the amount of allowances applied to auxiliary enterprise revenues (such as dormitory fees) on line AA09.

### PART A LINE ITEM INSTRUCTIONS

Please refer to the specific instructions below for more information on the reporting of revenues and investment return.

**A01 – Tuition and fees** — In column 1, enter the amount of tuition and educational fees, taking into account any allowances netted with tuition and fees in the general purpose financial statements (i.e., net of line AA08).

Include in this amount all fees for continuing education programs, conferences, and seminars. Enter the same amount in column 3. (Although in a few situations tuition and fees can be recorded in plant funds, ignore those cases when completing line A01.) (FARM para. 311)

## **GOVERNMENT APPROPRIATIONS**

**A02 – Federal appropriations** — In column 1, enter all amounts received from the Federal Government through a direct appropriation of Congress, except grants and contracts, which should be reported on line A06. An example of a federal appropriation is a federal land-grant appropriation. If any of the appropriations reported in column 1 are restricted by the Federal Government for endowment, building, or loan purposes, include the amount of those appropriations in column 2. Enter the difference between column 1 and column 2 in column 3. Federal appropriations received through state channels should be included on line A02 and also reported separately on line A03. (FARM para. 312)

**A03 – Through State channels** — Federal appropriations received through state channels are a subset of line A02 that is reported separately on line A03.

**A04 – State appropriations** — In column 1, enter all amounts received from a state government through a direct appropriation of its legislative body, except for state grants and contracts, which should be reported on line A07. An example of a state appropriation that should be entered on line A04 is an annual state appropriation for operating expenses of the institution.

If any of the appropriations in column 1 are restricted by the state government for endowment, building, or loan purposes, include the amount of those appropriations in column 2. Enter the difference between column 1 and column 2 in column 3. (FARM para. 312)

**A05 – Local appropriations** — In column 1, enter all amounts received from a local government (i.e., city and/or county) through a direct appropriation of its legislative body, except for local grants and contracts, which should be reported on line A08. An example of a local appropriation that should be entered on line A05 is an annual local appropriation for operating expenses of the institution.

If any of the appropriations in column 1 are restricted by the local government for endowment, building, or loan purposes, include the amount of those appropriations in column 2. Enter the difference between column 1 and column 2 in column 3. (FARM para. 312)

## **GOVERNMENT GRANTS AND CONTRACTS**

**A06 – Federal grants and contracts** — In column 1, enter all revenues from federal agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from federal agencies. If Federal Pell and similar student aid grants are treated in your general purpose financial statements as grant revenue, include them on this line and in the Revenue/Expense column of Schedule AA. If any of the grants and contracts in column 1 are restricted by the Federal Government for endowment, building, or loan purposes, include the amount of those grants and contracts in column 2. Enter the difference between column 1 and column 2 in column 3. (FARM para. 313)

**A07 – State grants and contracts** — In column 1, enter all revenues from state government agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from state agencies. If state grants for student aid are treated in your general purpose financial statements as grant revenue, include these payments on this line and in the Revenue/Expense column of Schedule AA. If any of the grants and contracts in column 1 are restricted by the state government for endowment, building, or loan purposes, include the amount of those grants and contracts in column 2. Enter the difference between column 1 and column 2 in column 3. (FARM para. 313)

**A08 – Local grants and contracts** — In column 1, enter all revenues from local government agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from local agencies. If local grants for student aid are treated in your general purpose financial statements as grant revenue, include these payments on this line and in the Revenue/Expense column of Schedule AA. If any of the grants and contracts in column 1 are restricted by the local government for endowment, building, or loan purposes, include the amount of those grants and contracts in column 2. Enter the difference between column 1 and column 2 in column 3. (FARM para. 313)

## **PRIVATE GIFTS, GRANTS, AND CONTRACTS**

**A09 – Private gifts, grants and contracts** — In column 1, enter revenues from private (non-governmental) entities including revenue from research or training projects and similar activities and all contributions except those from affiliated entities, which are entered on line A10. If any of the gifts, grants, and contracts in column 1 are restricted by the donor/grantor for endowment, building, or loan purposes, include the amount of those gifts, grants, and contracts in column 2. Enter the difference between column 1 and column 2 in column 3. (FARM para. 314)

**A10 – Contributions from affiliated entities** — In column 1, enter all revenues received from non-consolidated affiliated entities, such as fund raising foundations, booster clubs, other institutionally-related foundations, and similar organizations created to support the institution or organizational components of the institution. If any of the contributions in column 1 are restricted by the affiliated entity for endowment, building, or loan purposes, include the amount of those contributions in column 2. Enter the difference between column 1 and column 2 in column 3.

## **OTHER REVENUE**

**A11 – Investment return** — In column 1, enter all investment income (i.e., interest, dividends, rents and royalties), gains and losses (realized and unrealized) from holding investments (regardless of the nature of the investment), student loan interest, and amounts distributed from irrevocable trusts held by others (collectively referred to as "investment return"). In column 2, report investment return for investments owned by the plant and loan funds (including student loan interest), and the excess over the spending policy for the investment return of the endowment fund. In column 3, report the amount of endowment income allocated to support operations under the institution's spending policy and the investment return on the institution's short-term working cash pools and similar investments intended for the short-term investment of institutional resources. The sum of columns 2 and 3 should equal column 1.

**A12 – Sales and services of educational activities** — In column 1, enter all revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service, and revenues of activities that exist to provide instructional and laboratory experience for students and that incidentally create foods and services that may be sold. Examples include film rentals, scientific and literary publications, testing services, university presses, dairies, and patient care clinics that are not part of a hospital. Enter the same amount in column 3. (Although in a few situations sales and services of educational activities might be reported in fund groups other than current funds, ignore those cases when completing line A12.) The revenue of patient care clinics that are part of a hospital are included on line A14. (FARM para. 316)

**A13 – Sales and services of auxiliary enterprises (net)** — Enter revenues generated by the auxiliary enterprise operations, taking into account any allowances netted with those revenues in the general purpose financial statements (i.e., net of line AA09). Auxiliary enterprises are operations that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters. Enter the same amount in column 3. (Although in a few situations sales and services of auxiliary enterprises might be reported in fund groups other than current funds, ignore those cases when completing line A13.) (FARM para. 317)

**A14 – Hospital revenue (Schedule AB)** — Enter on this line the revenues and gains from hospitals operated by the institution. ALL hospital revenues and gains, including revenues of patient care clinics that are part of the hospital, should be entered on line A14 and should not be included in the other revenue and gain source categories. First, complete Schedule AB listing all revenues and gains. Enter amounts into the Noncurrent (column 2) and Current (column 3) columns of Schedule AB using the guidelines provided for the similar category of the institution's revenues and gains. The totals from Schedule AB should be entered on line A14. (FARM para. 318)

**A15 – Independent operations revenue** — In column 1, enter all revenues associated with operations independent of the primary missions of the institution. This category generally includes only those revenues associated with major federally-funded research and development centers. Enter the same amount in column 3. (Although in a few situations independent operations might be reported in fund groups other than current funds, ignore those cases when completing line A15.) Do not include the profit (or loss) from operations owned and managed as investments of the institution's endowment funds, which should be reported on line A11. (FARM para. 320)

**A16 – Other revenue (Schedule AC)** — In column 1, enter all revenue not included on lines A01-A15. Do not include on this line gains or other unusual or nonrecurring items that are required to be included in Part C, such as gains on the sale of plant assets, actuarial gains, and extraordinary gains. If any of the revenues in column 1 are restricted for endowment, building, or loan purposes, include the amount of those revenues in column 2. Enter the difference between column 1 and column 2 in column 3. If the amount on this line is more than five percent of total revenues and investment return (line A17), complete Schedule AC identifying each type of revenue. The totals on Schedule AC should agree to line A16.

**A17 – Total revenues and investment return** — Enter on this line the sum of lines A01, A02 and A04—A16. Also, report the total (column 1) in Part C, line C01.

## **PART B — EXPENSES BY FUNCTIONAL AND NATURAL CLASSIFICATION**

Part B is intended to report expenses by function. All expenses recognized in the general purpose financial statements for the period should be reported using the expense functions provided on lines B01–B11. Natural expenses for each expense function should be reported as prescribed in the Part B expense matrix. Do not include losses or other unusual or nonrecurring items in Part B (special items including gains and losses should be reported in Part C).

Please refer to the specific instructions below for more information on the reporting of expenses.

## EXPENSE MATRIX

All expenses are to be reported by expense function in column 1 using the functional categories listed on lines B01—B11. These functional categories are consistent with Chapter 3 of the NACUBO FARM, 1990, as modified for changes in generally accepted accounting principles after 1990. In addition, Part B provides an expense matrix that requires that each functional expense category (lines B01—B11) be displayed by specified natural expense classifications (columns 2—7). The total of columns 2—7 for a given line should agree with the total for each expense function (line item) included in column 1.

**Column 1** — Enter the total expense for each applicable functional category listed on lines B01—B11. The total for Column 1 should agree with the total expenses reported in the general purpose financial statements.

**Columns 2, 3, 5, 6 and 7** — These columns describe the natural classifications of the expenses incurred in each functional category. Enter the total expense for each object classification identified in the column headings. In column 7 enter all other expenses for each function such as expense for supplies, materials, insurance premiums, and purchased services. In completing columns 2—7 interdepartmental or intra-organizational charges or expense allocations should be reported as described below.

Report the natural expense classification amount in the functional category in which the expense is initially incurred. In column 7 include the inter-fund or intra-organizational fee as a reduction of expense in the same functional category. For example, all salaries and wages incurred in auxiliary enterprises should be included in column 2, line B07. If the dining hall (an auxiliary enterprise) performed a service for an instructional department on a fee basis, the charge for this service would be included in the expenses of the instructional department (and thus in the functional category in which all expenses of the instructional department are reported). To eliminate this potential double-counting, the fee charged to the instructional department should be included as a deduction in column 7, line B07. In this manner the sum of columns 2—7 should equal the total functional expense in column 1. (In other words, it is not necessary to determine the portion of salaries and wages included in the charge from the dining hall when reporting the expenses of the instructional department.)

**Column 4** — Complete column 4 only if you have allocated the cost of operation and maintenance (O&M) of plant to the other functional categories in your general purpose financial statements. Column 4 is NOT used if you report O&M as a separate support function in your general purpose financial statements. If O&M is allocated, show the amount allocated to each expense function by completing Column 4, and using columns 2, 3, 5, 6, and 7 of line B11 to display the cost of O&M by the natural expense classifications. Refer to the instruction for line B11 for more information.

## EXPENSES BY FUNCTION/PROGRAM

**B01 – Instruction** — Enter all instruction expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. (FARM para. 332) Include expenses for both credit and noncredit activities. Exclude expenses for academic administration if the primary function is administration (e.g., academic deans). Such expenses should be entered on line B04.

**B02 – Research** — Enter all expenses for activities specifically organized to produce research outcomes and either commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. Do not report nonresearch sponsored programs (e.g., training programs) on this line. (FARM para. 333) Training programs generally are reported in Instruction, line B01.

**B03 – Public service** — Enter all expenses specifically for public service and for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to the particular sectors of the community. Include expenses for community services, cooperative extension services and public broadcasting services. (FARM para. 334)

**B04 – Academic support** — Enter expenses for support services that are an integral part of the institution's primary mission of instruction, research, or public service and that are not charged directly to these primary programs. Include expenses for libraries, museums, galleries, audio/visual services, academic development, academic computing support, course and curriculum development, and academic administration. Include expenses for medical, veterinary and dental clinics if their primary purpose is to support the institutional program, that is, they are not part of a hospital. (FARM para. 335)

**B05 – Student services** — Enter expenses for admissions, registrar activities and activities whose primary purpose is to contribute to students emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, student records, intramural athletics, and student health services, except when operated as a self-supporting auxiliary enterprise. (FARM para. 336)

**B06 – Institutional support** — Enter all expenses for the day-to-day operational support of the institution. Include expenses for general administrative services, executive direction and planning, legal and fiscal operations, administrative computing support, and public relations/development. (FARM para. 337)

**B07 – Auxiliary enterprises** — Enter expenses of essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics (only if essentially self-supporting), college unions, college stores, faculty and staff parking, and faculty housing. (FARM para. 342)

**B08 – Scholarships and fellowships** — Enter on this line ONLY student aid recognized as expenses in your general purpose financial statements. Amounts reported in your general purpose financial statements as allowances should be reported in Schedule AA. According to NACUBO Advisory Report 97-1 (January 17, 1997), scholarship and fellowship expenses represent expenses incurred by the institution as payments to students or third parties in support of the total cost of education. Those payments are made for goods and services NOT provided by the institution. Examples include payments for services to third parties (including students) for off-campus housing or for the cost of board not provided by institutional contract meal plans. Student aid in the form of allowances or remission of tuition and fees or auxiliary service charges should be reported as a net reduction in revenue on line A01 and included in Schedule AA, line AA08. Allowances related to auxiliary services should be reported as a net reduction in auxiliary service revenue on line A13 and included in Schedule AA, line AA09.

**B09 – Hospital services** — Enter on this line all expenses associated with the operation of a hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical building operations. (FARM para. 343)

**B10 – Independent operations** — Enter on this line all expenses for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service), although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenses of major federally-funded research and development centers. Do not include the expenses of operations owned and managed as investments of the institution's endowment funds. (FARM para. 344)

**B11 – Operation and maintenance of plant — If the cost of operation and maintenance (O&M) of plant has NOT been allocated to other functional categories in your general purpose financial statements**, enter expenses for operations established to provide service and maintenance related to grounds and facilities, including expenses for utilities, fire protection, property insurance and similar items on line B11. Do not use Column 4.

**If the cost of O&M has been allocated to other functional categories in your general purpose financial statements**, use Column 4 to show the amount allocated to each expense function as positive amounts and the total amount allocated as a negative amount on line B11. Use Columns 2, 3, 5, 6, and 7 of line B11 to display the cost of O&M by the natural expense classifications. When finished, line B11, column 1, which is the sum of line B11, columns 2–7, should equal zero.

**B12** — Enter on this line the sum of lines B01–B11 for each column. Report the total (column1) in Part C, line C02.

## **PART C — SUMMARY OF CHANGES IN NET ASSETS (EQUITY)**

**C01** — Enter the total revenues from Part A, line A17, column 1. The amount entered should represent all revenues reported for the fiscal period and agree with the revenues recognized in your general purpose financial statements.

**C02** — Enter the total expenses from Part B, line B12, column 1. The amount should agree with the total expenses recognized in your general purpose financial statements.

**C03 – Actuarial gain or (loss) on annuity and other trust obligations** — Enter the net adjustment to the beneficial interests of third parties in assets held subject to trust and annuity agreements as reported in your general purpose financial statements.

**C04 – Gain or (loss) on sale of plant assets** — Enter the net gain or loss on the sale of plant, property and equipment reported in your general purpose financial statements.

**C05 – Other gain or (loss)** — Enter any gains or losses recognized in your general purpose financial statements other than those reported on lines C03, C04, or C06 through C08 or on line A11 (investment return).

**C06 – Discontinued operations** — Enter amounts for discontinued operations (if any) reported in your general purpose financial statements.

**C07 – Extraordinary gain or (loss)** — Enter amounts for extraordinary items (if any) reported in your general purpose financial statements.

**C08 – Cumulative effect of change(s) in accounting principle** — Enter amounts reported as the cumulative effect of change(s) in accounting principle (if any) reported in your general purpose financial statements.

**C09 – Change in net assets** — Enter the sum of C01 to C08. This amount should agree with the total change in net assets for the year reported in your general purpose financial statements.

**C10 – Net assets, beginning of year** — Enter the amount of net assets at the beginning of the year as reported in your general purpose financial statements.

**C11 – Adjustments to beginning net assets** — Enter any adjustments to beginning net asset balances reported in your general purpose financial statements. This includes adjustments for retroactive application of changes in accounting principle.

**C12 – Net assets, end of the year** — Enter the sum of lines C09 to C11. This amount should agree with the amount reported in Part D on line D24. The amount should also agree with the amount reported for total net assets in your general purpose financial statements at the end of the fiscal year.

## **PART D — STATEMENT OF FINANCIAL POSITION**

Please complete the items requested in the Part D supporting schedules (DA, DB, DC, and DE) and transfer this information to the appropriate lines in Part D before you begin work on Part D. Complete schedules DD and DF if required to do so per the 5% rule (e.g., only if "other assets" is greater than 5% of "total assets").

**D01 – Cash, cash equivalents, and temporary investments** — Enter amounts for cash, cash equivalents, and temporary investments that are available for near-term operations. Cash equivalents are short term, highly liquid investments that are (1) readily converted to known amounts of cash, and (2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Examples are U.S. Treasury bills, certificates of deposit, bankers acceptances, repurchase agreements, and commercial paper. Include amounts for currency on hand and deposits held by financial institutions that can be added to or withdrawn without limitation, such as demand deposits. Temporary investments should be distinguished from long-term investments based on the intention of the organization regarding the term of investment rather than the nature of the investment itself. Thus, cash and cash equivalents that are held temporarily until appropriate long-term investments are identified should be excluded from this line and reported on line D05. Similarly, cash equivalents strategically invested and reinvested for long-term purposes should be excluded from this line and reported on line D05.

**D02 – Receivables (net of allowance for uncollectible amounts) (Schedule DA)** — Enter amounts receivable for all purposes, including billings for educational and general programs, auxiliary enterprise activities, hospital services, independent operations; contributions receivable; student loans receivable; government appropriations receivable; amounts due on grants and contracts; accrued dividends and interest receivable; claims against vendors; advances to employees; and reimbursements due from affiliated organizations. Provide the detail by major types of receivable on Schedule DA. All amounts receivable should be reported net of an allowance for uncollectible accounts.

**D03 – Inventories, prepaid expenses, and deferred charges** — Enter the sum of amounts for inventories, prepaid expenses, and deferred charges. For inventories, include amounts for merchandise inventory held for resale, for example, items held for sale by a bookstore or a dining service. Include supplies and other inventoried items for internal use if recognized as an asset in the general purpose financial statements. For prepaid expenses and deferred charges, include amounts paid in advance of services received and expenses deferred because benefits relate to future rather than to current period activities. Examples include prepaid rent, prepaid insurance, bond issue costs, pension costs or other outflows applicable to future periods.

**D04 – Amounts held by trustees for construction and debt service** — Include cash and investments held by trustees in accordance with agreements that limit expenditure of those amounts to purchase of plant, property, or equipment or to payment of principal and interest on bonds and notes payable or other long-term debt.

**D05 – Long-term investments (Schedule DB)** — Enter the amount for all assets held for long-term investment. Provide the detail of the aggregate carrying amount by type of investment on Schedule DB and indicate the basis for determining the carrying amount for each type of investment (e.g., market value, book value or other).

**D06 – Plant, property, and equipment (Schedule DC)** — Enter the amount for the balances for land, buildings, equipment, and construction in progress, combined and net of accumulated depreciation. Include amounts for art and library collections and property acquired under capital leases. Provide detail by type of asset in Schedule DC and complete the reconciliation of beginning balances, additions, retirements, and ending balances.

**D07 – Other assets (Schedule DD)** — Enter on this line the total of all recognized assets not reported on lines D01-D06. If the amount on this line is more than five percent of total assets (line D08), complete Schedule DD by itemizing the major categories of these assets.

**D08 – Total assets** — Enter the sum of lines D01—D07.

## **LIABILITIES**

**D09 – Accounts payable** — Enter the total of accounts payable to suppliers.

**D10 – Deferred revenues and refundable advances** — Enter short-term deferrals and advances including student deposits, advances from third parties for services not yet performed, short-term advances on grants or contracts (including those from the government), and refunds due third parties for amounts previously received. Also include assets received with conditional promises to contribute them if the conditions on which the gifts depend have not been substantially met. Advances from the Federal Government to be used to make loans to students should be excluded from this line and reported on line D15 (Government grants refundable under student loan programs).

**D11 – Post-retirement and post-employment obligations** — Enter on this line the amounts for pension obligations, post-retirement healthcare benefit obligations, severance obligations, and similar postretirement and post-employment obligations.

**D12 – Other accrued liabilities** — Enter on this line amounts for any accrued liabilities not included on lines D09—D11, including accrued interest payable, salary and benefit (payroll) accruals, and similar accrued expenses.

**D13 – Annuity and life income obligations and other amounts held for the benefit of others** — Enter agency obligations, the beneficiaries' interests in assets held by the institution subject to split-interest agreements (i.e., the obligation, measured at present value of payments to be made), deferred compensation amounts, and similar obligations recognized in the general purpose financial statements.

**D14 – Bonds, notes, and capital leases payable and other long-term debt, including current portion (Schedule DE)** — Enter amounts for all long-term debt obligations including bonds payable, mortgages payable, capital leases payable, and long-term notes payable. If the current portion of long-term debt is separately reported in the general purpose financial statements, include that amount on this line as well. Complete the reconciliation of beginning balances, additional borrowings, principal payments made, and ending balances (Schedule DE), distinguishing between debt that was issued for purposes of the acquisition, construction, or improvement of plant, property, or equipment and all other debt.

**D15 – Government grants refundable under student loan programs** — Enter the amounts advanced to the institution by a governmental entity for purposes of making loans to students (if recognized as a liability in the general purpose financial statements).

**D16 – Other liabilities (Schedule DF)** — Enter the total of all liabilities not included on lines D09—D15. If the amount on this line is more than five percent of total liabilities (line D17), complete Schedule DF by itemizing the major categories of these liabilities.

**D17 – Total liabilities** — Enter the sum of lines D09—D16.

**NET ASSETS (EQUITY)** — Net assets (equity) are the residual interest in the institution's assets remaining after liabilities are deducted. The change in net assets results from revenues, gains, expenses and losses reported in Parts A, B, and C of this survey.

**D18 – Unrestricted-undesignated and designated** — Enter on this line the amount of net assets that are available for the general purposes of the institution without restriction. Include amounts specifically designated by the governing board, such as those designated as quasi-endowment, for building additions and replacement, for debt service, and for loan programs. Exclude amounts invested in plant, property, and equipment (which should be reported on line D19).

**D19 – Unrestricted-net investment in plant, property, and equipment, net of related debt** — Report the unrestricted portion of net investment in plant, property, and equipment less related debt on this line. This amount is computed as the amount of plant, property, and equipment, net of accumulated depreciation, reduced by any bonds, mortgages, notes, capital leases, or other borrowings that are clearly attributable to the acquisition, construction, or improvement of those assets.

**D20 – Total unrestricted** — Enter the sum of lines D18—D19.

**D21 – Temporarily restricted** — Enter the amount of all net assets that are subject to temporary donor/grantor restrictions that limit availability for expenditure. Temporary restrictions are those that permit the institution to use up or expend the donated assets for a specified purpose or at a future date. Include long-term but temporarily restricted net assets, such as term endowments and net assets held subject to trust agreements if those agreements permit expenditure of the resources at a future date.

**D22 – Permanently restricted** — Enter the amount of all net assets that are subject to permanent donor/grantor restrictions. Permanent restrictions are those that stipulate the resources must be maintained permanently, but permit the organization to use up or expend part or all of the income (or other benefits) derived from the donated assets. Include net assets of revolving student loan funds and the portion of true endowment funds that is unexpendable because of donor restrictions or state law (that is, historic dollar value in states that have adopted without modification the Uniform Management of Institutional Funds Act).

**D23 – Total restricted** — Enter the sum of lines D21 and D22.

**D24 – Total net assets** — Enter the sum of lines D20 and D23. The amount should agree with the total net assets reported on line C12 of Part C.

## **PART E — SUPPLEMENTAL INFORMATION**

To begin and to continue to participate in any Title IV, Higher Education Act (HEA) program, an institution must demonstrate that it is financially responsible. Financial responsibility is in part determined by the use of certain ratios. One such ratio is the net income ratio. Part E collects information required to compute the net income ratio for private, non-profit institutions.

**E01 – Change in unrestricted net assets** — Enter the amount for the change in unrestricted net assets as reported in the general purpose financial statements.

**E02 – Total unrestricted revenue, gains, and other support** — Enter the amount for the total unrestricted revenue, gains, and other support as reported in the general purpose financial statements.

**E03 – Net assets released from restrictions** — Enter the amount for the net assets released from restrictions as reported in the general purpose financial statements.

# **SPECIAL INSTRUCTIONS FOR FOR-PROFIT INSTITUTIONS COMPLETING FORM F1-A**

The special instructions found below assist private, for-profit institutions in responding to the enclosed F1-A form. With the exception of the special instructions below, the instructions on form F1-A will provide appropriate guidance in responding to information requests on form F1-A.

## **Part A Instructions**

Report total revenues for each revenue category (Column 1) only. Do not use Column 2 (Noncurrent) or Column 3 (Current). The distinction between noncurrent and current is not required.

## **Part B Instructions**

Complete the expense matrix in Part B. The request for finance data on expenses by functional expense categories is consistent with previous IPEDS finance forms. Please allocate all expenses to the functional expense categories listed in Part B.

## **Part C Instructions**

Include income tax expense, where applicable, on line C05.

**Line C09** – Change the caption to read "Net income which includes the effect of all revenues, expenses, gains and losses reported in the income statement."

**Line C10** – Change the caption to read "Total equity at the beginning of the year."

**Line C11** – Change the caption to read "Additions by owners, distributions to owners and other changes in equity which by-pass the income statement."

**Line C12** – Change the caption to read "Total ending equity."

## **Part D Instructions**

Use lines D18, D19, and D20 for reporting equity. Do not report temporarily restricted or permanently restricted net assets. Line D24 should agree with Line D20.

## **Part E Instructions**

Omit Part E in its entirety.