

FORM IPEDS-F1-A
(7-1-1998)

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

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, 1999

INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM

FINANCE SURVEY
For Private Institutions

Fiscal Year 1998

1. Name of business officer or accountant

2. Name of respondent

3. Telephone (Area code, number, extension)

Please correct any errors in the name, address, and ZIP Code.

4. FAX number

RETURN TO

5. E-Mail address

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 1997 form for 1998 Finance Survey

- ▶ The column heading in Part A – Revenues and Investment Return has been changed from "Noncurrent" in 1997 to "Plant, Loan, Endowment, and Other Noncurrent" in 1998. The definition of the amounts to include in the Plant, Loan, Endowment and other Noncurrent column remains the same.
- ▶ A line for Federal loan programs has been added to Schedule AA – Student Aid.
- ▶ In Part B – Expenses by Functional and Natural Classification, column 1 (Total) of line B11 (O&M of plant) has been shaded to prevent the reporting of operation and maintenance of plant as a separate functional category. Operation and maintenance of plant should be allocated among all functional categories. Columns 2, 3, 5, 6, and 7 of line B11 remain unshaded in order to report the natural expense distribution of operation and maintenance of plant. Refer to the instructions for more information.
- ▶ Part E – Supplemental Information has been renamed Clarifying Questions Regarding Revenue, Expenses, and Other Changes in Net Assets and expanded to collect information relating to intercollegiate athletics and summer session.
- ▶ The instructions have been revised in many areas. Most of the changes were made to make the instructions easier to follow. A few changes were made to change the type of information required. Please read them carefully. The affected areas include, but are not limited to, the following:
 - Schedule AA – Student Aid. In addition, a comprehensive example of Schedule AA is available on the Internet at www.census.gov/govs/www/tools.html
 - the allocation of operation and maintenance of plant in Part B – Expenses by Functional and Natural Classification
 - Part E – Clarifying Questions Regarding Revenue, Expenses, and Other Changes in Net Assets
- ▶ Special instructions are included for hospitals and medical centers that are operated independently of a reporting institution of higher education. Refer to the instructions on page 10.

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 (Refer to pages 1–3 of the instructions.)

F1-A

Line No.	Source of funds	Amount (whole dollars)		
		TOTAL (1)	Plant, Loan, Endowment and Other Noncurrent (2)	Current (3)
A01	Tuition and fees (net of allowances reported on line AA09)	\$		\$
GOVERNMENT APPROPRIATIONS				
A02	Federal appropriations		\$	
A03	Through State channels \$			
A04	State appropriations			
A05	Local appropriations			
GOVERNMENT GRANTS AND CONTRACTS				
A06	Federal grants and contracts			
A07	State grants and contracts			
A08	Local grants and contracts			
PRIVATE GIFTS, GRANTS, AND CONTRACTS				
A09	Private gifts, grants, and contracts			
A10	Contributions from affiliated entities			
OTHER REVENUE AND GAINS				
A11	Investment return (income, gains, and losses)			
A12	Sales and services of educational activities			
A13	Sales and services of auxiliary enterprises (net of allowances reported on line AA10)			
A14	Hospital revenue (from AB08)			
A15	Independent operations revenue			
A16	Other revenue — Complete Schedule AC if this line is greater than 5% of line A17.			
A17	TOTAL REVENUES AND INVESTMENT RETURN (Sum A01, A02, A04–A16)	\$	\$	\$

NOTES

Part A - REVENUES AND INVESTMENT RETURN - Continued

F1-A

Line No.	Student Aid (Schedule AA) <i>(Refer to page 4 of the instructions.)</i>	Amount (whole dollars)		
		Allowance (1)	Agency (2)	Revenue/Expense (3)
AA01	Pell grants	\$	\$	\$
AA02	Other federal grants			
AA03	Federal loan programs			
AA04	State grants			
AA05	Local grants			
AA06	Institutional grants (funded)			
AA07	Institutional grants (unfunded)			
AA08	TOTAL <i>(Sum AA01—AA07)</i>	\$	\$	\$
AA09	Portion of line AA08 applied to tuition and fees	\$		
AA10	Portion of line AA08 applied to auxiliary enterprise revenues	\$		
Line No.	Hospital Statement of Activity - Revenues by Source (Schedule AB) <i>(Refer to page 5 of the instructions.)</i>	Amount (whole dollars)		
		TOTAL (1)	Plant, Loan, Endowment and Other Noncurrent (2)	Current (3)
AB01	Federal appropriations	\$	\$	\$
AB02	State appropriations			
AB03	Local appropriations			
AB04	Sales and services			
AB05	Gifts, grants, and contracts			
AB06	Investment income including investment gains and losses			
AB07	Other sources			
AB08	TOTAL <i>(Sum AB01—AB07; balance to line A14)</i>	\$	\$	\$
Line No.	Other Revenues by Source (Schedule AC) <i>(Refer to page 5 of the instructions.)</i>	Amount (whole dollars)		
		TOTAL (1)	Plant, Loan, Endowment and Other Noncurrent (2)	Current (3)
AC01		\$	\$	\$
AC02				
AC03				
AC04				
AC05				
AC06				
AC07	TOTAL <i>(Sum AC01—AC06; balance to line A16.)</i>	\$	\$	\$

Part B – EXPENSES BY FUNCTIONAL AND NATURAL CLASSIFICATION (Refer to pages 5 – 7 of the instructions.)

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)
B01	Instruction	\$	\$	\$	\$	\$	\$	\$
B02	Research							
B03	Public service							
B04	Academic support							
B05	Student services							
B06	Institutional support							
B07	Auxiliary enterprises							
B08	Scholarships and fellowships							
B09	Hospital services							
B10	Independent operations							
B11	O&M of plant				()			
B12	TOTAL EXPENSES (Sum B01—B11)	\$	\$	\$	\$ 0	\$	\$	\$

Part C - SUMMARY OF CHANGES IN NET ASSETS (EQUITY) (Refer to page 7 of the instructions.)

F1-A

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

NOTES

Part D – STATEMENT OF FINANCIAL POSITION (Refer to pages 7 –9 of the instructions.)

F1-A

Line No.	Assets	Amount (whole dollars)
D01	Cash, cash equivalents, and temporary investments	\$
D02	Receivables, net of allowance for uncollectible accounts (from DA05)	
D03	Inventories, prepaid expenses, and deferred charges	
D04	Amounts held by trustees for construction and debt service	
D05	Long-term investments (from DB11)	
D06	Plant, property, and equipment (from DC07)	
D07	Other assets — Complete Schedule DD if this line is greater than 5% of line D08.	
D08	TOTAL ASSETS (Sum D01–D07)	\$
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 (from DE04, column 3)	
D15	Government grants refundable under student loan programs	
D16	Other liabilities — Complete Schedule DF if this line is greater than 5% of line D17.	
D17	TOTAL LIABILITIES (Sum D09–D16)	\$
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	TOTAL UNRESTRICTED (Sum D18 and D19)	\$
D21	Temporarily restricted	
D22	Permanently restricted	
D23	TOTAL RESTRICTED (Sum D21 and D22)	\$
D24	TOTAL NET ASSETS (Sum D20 and D23)	\$

Part D – STATEMENT OF FINANCIAL POSITION – Continued

F1-A

Line No.	Receivables (Schedule DA) <i>All amounts should be net of allowance for uncollectible accounts. (Refer to page 9 of the instructions.)</i>	Amount (whole dollars)
DA01	Students receivables	\$
DA02	Contributions receivable	
DA03	Student and other loans receivable	
DA04	All other receivables	
DA05	TOTAL (Sum DA01—DA04; balance to line D02)	\$

Line No.	Long-Term Investments (Schedule DB) <i>Mark (X) M = Market value; B = Book value; O = Other (Refer to page 9 of the instructions.)</i>	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 and mutual fund investments				
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	TOTAL (Sum DB01—DB10; balance to line D05)				\$

Line No.	Plant, Property, and Equipment (Schedule DC) <i>(Refer to page 9 of the instructions.)</i>	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	TOTAL (Sum DC01—DC06; balance to line D06)				\$

Part D - STATEMENT OF FINANCIAL POSITION - Continued

F1-A

Line No.	Other Assets (Schedule DD) <i>(Refer to page 9 of the instructions.)</i>	Amount (whole dollars)
DD01		\$
DD02		
DD03		
DD04		
DD05		
DD06	TOTAL (Sum DD01—DD05; balance to line D07)	\$

Line No.	Long-Term Debt (Schedule DE) <i>(Refer to page 9 of the instructions.)</i>	Amounts (whole dollars)		
		Plant related (1)	Other debt (2)	TOTAL (3)
DE01	Principal balance, beginning of the year	\$		
DE02	Additional borrowing			
DE03	Principal payments made during the year	()	()	()
DE04	Principal balance, end of year <i>(Sum DE01—DE03; balance in column 3 to line D14)</i>			

Line No.	Other Liabilities (Schedule DF) <i>(Refer to page 9 of the instructions.)</i>	Amount (whole dollars)
DF01		\$
DF02		
DF03		
DF04		
DF05		
DF06	TOTAL (Sum DF01—DF05; balance to line D16)	\$

Part E - CLARIFYING QUESTIONS REGARDING REVENUES, EXPENSES, AND OTHER CHANGES IN NET ASSETS *(Refer to pages 9-10 of the instructions.)*

Line No.	Item	Amount (whole dollars)
E01	Change in unrestricted net assets	\$
E02	Total unrestricted revenue, gains, and other support	\$

Part E - CLARIFYING QUESTIONS REGARDING REVENUES, EXPENSES, AND OTHER CHANGES IN NET ASSETS - Continued

F1-A

Line No.	Item	Amount (whole dollars)
E03	<p>Intercollegiate Athletics Program <i>(Mark (X) all that apply and enter dollar amounts.)</i></p> <p>1 <input type="checkbox"/> Yes, the institution has an intercollegiate athletics program. The expenses of the program are included in:</p> <p>3 <input type="checkbox"/> Auxiliary enterprises (Part B, line B07)</p> <p>4 <input type="checkbox"/> Student services (Part B, line B05)</p> <p>5 <input type="checkbox"/> Other <i>(Please indicate line in Part B)</i> _____</p> <p>6 <input type="checkbox"/> A separate corporation or foundation that is not included in this report</p> <p>2 <input type="checkbox"/> No, the institution does not have an intercollegiate athletics program.</p>	<p></p> <p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p>
E04	<p>Summer sessions(s) <i>(Mark (X) the one that applies and enter dollar amounts where requested.)</i></p> <p>1 <input type="checkbox"/> Yes, the institution has a summer session. Most revenues and expenses of summer session are included in Parts A and B, as follows:</p> <p style="padding-left: 40px;"><i>Enter amounts</i> ———→ Revenues <i>(Please indicate line in Part A)</i> _____</p> <p style="padding-left: 80px;">Expenses <i>(Please indicate line in Part B)</i> _____</p> <p>2 <input type="checkbox"/> Yes, the institution has a summer session that operates independently of the institution, and its revenues and expenses are not included in Parts A and B.</p> <p>3 <input type="checkbox"/> No, the institution does not have a summer session.</p>	<p>Amount (whole dollars)</p> <p></p> <p>\$</p> <p>\$</p>

NOTES

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 4 (Accounting for Private Colleges and Universities) 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. To obtain a copy of the FARM, contact the NACUBO Publications Department at 202-861-2560, or use the print-off order form provided on the NACUBO website (www.nacubo.org).

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 1996 and prior IPEDS Finance Surveys (referred to as Current) and those that were not (referred to as Plant, Loan, Endowment and other Noncurrent). This information will be used to build a bridge to the existing IPEDS database so that trend analysis 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 Plant, Loan, Endowment and other Noncurrent column (column 2) are the revenues restricted (either temporarily or permanently) to plant, loan, annuity and life income fund, and endowment purposes (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. The distinction between column 2-type and column 3-type amounts is not commonly displayed in the general purpose financial statements, and it will be necessary to compute them using the institution's underlying financial data. 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. If categories used 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 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. 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 revenues and revenues restricted for plant, loan, endowment and similar purposes will be removed from the survey.

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 – Although not necessary, it may be helpful to complete Schedule AA before entering an amount on line A01. In column 1, enter the amount of tuition and educational fees, net of any allowances applied in the general purpose financial statements. 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. 442, 444.1)

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. Do not include Pell grants on this line. Most private institutions will report Pell grants as agency transactions on line AA01 of Schedule AA.

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. 444.2)

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. 444.2)

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. 444.2)

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 as agency transactions in your general purpose financial statements, they are excluded from this amount and are included in the Agency column of Schedule AA. If federal Pell and similar student aid grants are treated as student aid expenses when awarded to the student, include them on this line and in the Revenue/Expense column of Schedule AA. If federal

Pell and similar student aid grants are treated as allowances when awarded to the student, include the grant revenue on this line and in the Allowances 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. 444.3)

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 allowances when awarded to the student, include the grant revenue on this line and in the Allowances column of Schedule AA, line AA04. If state grants for student aid are treated as agency transactions, they are excluded from this amount and are included in the Agency column of Schedule AA, line AA04. If state grants for student aid are treated in your general purpose financial statements as student aid expense when awarded, include the grant revenue on this line and in the Revenue/Expense column of Schedule AA, line AA04.

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. 444.3)

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 allowances when awarded to the student, include the grant revenue on this line and in the Allowances column of Schedule AA, line AA05. If local grants for student aid are treated as agency transactions, they are excluded from this amount and are included in the Agency column of Schedule AA, line AA05. If local grants for student aid are treated in your general purpose financial statements as student aid expense when awarded, include the grant revenue on this line and in the Revenue/Expense column of Schedule AA, line AA05.

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. 444.3)

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 (including contributed services) 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. 444.4)

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 goods 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 is included on line A14. (FARM para. 444.5)

A13 – Sales and services of auxiliary enterprises (net) – Although not necessary, it may be helpful to complete Schedule AA before entering an amount on line A13. In column 1, enter the amount of revenues generated by the auxiliary enterprise operations, net of any allowances applied in the general purpose financial statements. 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. 444.6)

A14 – Hospital revenue (Schedule AB) – Enter on this line the revenues and gains of hospitals operated as a component of a reporting institution of higher education (from line AB08 of Schedule AB). (FARM para. 444.7) If your hospital is reporting in IPEDS educational program activity that is conducted separate from an institution of higher education, do not use this line or complete Schedule AB. See the special instructions on page 10.

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.

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 total amount (column 1) 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, line AC07, 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.

STUDENT AID (SCHEDULE AA)

For each source on lines AA01–AA07, enter the amounts of resources received that are used for student financial aid purposes. Student aid includes grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Student aid does not include amounts provided to students as payments for teaching or research or as fringe benefits.

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. Instructions for each line of this schedule indicate the categories that most private institutions use in their general purpose financial statements. However, when completing the schedule indicate how your institution reports that type of aid. A properly completed schedule might have amounts reported under all three columns in a single line.

The allowance category is intended to be consistent with the definitions provided in the NACUBO Advisory Report *Accounting and Reporting Scholarship Allowances to Tuition and Other Fee Revenues by Higher Education* (AR 97-1, January 17, 1997), which is available on the Internet at the NACUBO website (www.nacubo.org). AR 97-1 states:

"A scholarship allowance is the difference between the stated charge for goods and services provided by the institution and the amount which is billed to students and/or third parties making payments on behalf of students. In considering what is or is not revenue, the following rule applies: amounts received to satisfy student tuition and fees will be reported as revenue only once (e.g. student fees, gifts, investment income) and only amounts received from students and third-party payers to satisfy tuition and fees will be recognized as tuition and fee revenue."

Please refer to the specific instructions below for more information on the reporting of student aid in Schedule AA. In addition, a comprehensive example of Schedule AA is available on the Internet at www.census.gov/govs/www/tools.html. If you do not have access to the world wide web, you may request a copy of the example by sending an e-mail to ipdsf1a@census.gov or by calling 1-800-622-6193.

AA01 – Pell grants – Enter the amount administered by the institution under the Pell Grant program. Private institutions generally report Pell grants as agency transactions. (FARM para. 443)

AA02 – Other federal grants – Enter the amount awarded to the institution under other federal student aid programs, such as Supplemental Education Opportunity Grants (SEOG), DHHS training grants (aid portion only), DOD grants, Department of Veterans Affairs grants, and the federal portions of the College Work Study Program (FWS) and State Student Incentive Grants (SSIG). Private institutions generally report these grants as allowances when applied to the student's account and as federal grant revenues when received. (FARM para. 442)

AA03 – Federal loan programs – Enter the amount awarded to the institution under federal loan programs, including the Perkins Loan, Stafford Loan, and Direct Loan Programs. Also include PLUS loans that the institution originates as lender. Private institutions generally report these programs as agency transactions. (FARM para. 443)

AA04 – State grants – Enter the amount awarded to the institution under state student aid programs, including the state portion of State Student Incentive Grants (SSIG). Private institutions generally report these grants as allowances when disbursed and as state grant revenues when received. (FARM para.442)

AA05 – Local grants – Enter the amounts awarded to the institution under local student aid programs. Private institutions generally report these grants as allowances when disbursed and as local grant revenues when received. (FARM para. 442)

AA06 – Institutional grants (funded) – Enter the amounts awarded to students from institutional resources restricted for the purpose of student aid, such as scholarships and fellowships funded by gifts or endowment return restricted for that purpose. Private institutions generally report these grants as allowances. Only if control over how the resources will be spent passes to the student (for example, the grant is paid directly to the student to use to defray the cost of off-campus housing) is the amount reported as revenue and expense. (FARM para. 442)

AA07 – Institutional grants (unfunded) – Enter the amount awarded to students from unrestricted institutional resources. Private institutions generally report these grants as allowances. Only if control over how the resources will be spent passes to the student (for example, the grant is paid directly to the student to use to defray the cost of off-campus housing) is the amount reported as revenue and expense. (FARM para. 442)

AA08 – TOTAL – Enter the sum of lines AA01-AA07 for each column.

AA09 – Portion of line AA08 applied to tuition and fees – In column 1 only, enter the amount of allowances applied to tuition and fees. The amount on this line when added to the amount on line A01 equals gross tuition and fees. (FARM para. 442)

AA10 – Portion of line AA08 applied to auxiliary enterprise revenues – In column 1 only, enter the amount of allowances applied to auxiliary enterprise revenues (e.g., dormitory charges). The amount on this line when added to the amount on line A13 equals gross auxiliary enterprise revenue. (FARM para 442)

HOSPITAL STATEMENT OF ACTIVITY – REVENUES BY SOURCE (SCHEDULE AB)

Use Schedule AB to report the revenues and gains from hospitals operated as a component of an institution of higher education. Complete Schedule AB only if the institution has fiscal control over the hospital. Do not complete Schedule AB if your institution is reporting in IPEDS independent of an institution of higher education. Instead, see the special instructions on page 10.

ALL hospital revenues and gains, including revenues generated by hospitals from daily patient, special, and other services, hospital administration, and other hospital support should be entered in Schedule AB and should not be included in the other revenue and gain source categories. Revenues of health clinics that are part of a hospital are included in this category. Not included in Schedule AB are revenues for research and other specific-purpose gifts, grants, or endowment income restricted to a hospital. Such funds should be included in the appropriate revenue categories. (FARM para. 444.7)

Enter amounts into the Plant, Loan, Endowment and Other 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, line AB08, should be entered on line A14 of Part A.

OTHER REVENUES BY SOURCE (SCHEDULE AC)

Complete Schedule AC only if the total amount of other revenue listed in Part A, line A16, is more than five percent of the total revenues and investment return (Part A, line A17). For example, if total revenues are \$5,000,000 and the amount listed on line A16 as other revenue is \$200,000, you do not need to complete Schedule AC. However, if the amount on line A16 were \$300,000, you would complete Schedule AC identifying each type of revenue.

The totals on Schedule AC, line AC07, should agree to Part A, line A16.

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. These functional categories are consistent with Chapter 4 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). 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).

If the display of expenses by function in your general purpose financial statements is more aggregated than the categories included in Part B, use your underlying institutional records to allocate aggregated amounts to the appropriate functions based on the functional

definitions included in these instructions. If the functional expense categories in your general purpose financial statements are more detailed than those included in Part B, combine the amounts based on the functional definitions included in these instructions and report only the combined amounts by function in Part B.

Column 1 – Enter the total expense for each applicable functional category listed on lines B01–B10. Line B11 has been shaded to prevent the reporting of operation and maintenance of plant as a separate category. Refer to the instructions for column 4 and line B11 for more instructions. 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. For each object classification identified in the column headings, enter the amount of expenses for the function identified in the row description. In column 7 enter all other expenses for each function such as expense for supplies, materials, insurance premiums, and purchased services. The sum of amounts in columns 2–7 should equal the amount in column 1 for each row. In completing columns 2–7, interdepartmental or intra-organizational charges or expense allocations should be reported as described in the following paragraph.

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 will 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 – Use column 4 to display the amount of O&M allocated to each expense function in your general purpose financial statements. The AICPA Audit and Accounting Guide: Not-for-Profit Organizations (the not-for-profit guide) prohibits the reporting of operation and maintenance of plant as a separate category. Rather such expenses must be allocated among all functional categories. (FARM para. 451) Line B11 is used to display the cost of O&M by the natural expense classifications. Refer to the instructions for line B11 for more information.

Please refer to the specific instructions beginning on the next page for more information on the reporting of expenses.

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. 452.11) Include expenses for both credit and non-credit 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. 452.12) 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. 452.13)

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 instructional program, that is, they are not part of a hospital. (FARM para.452.14)

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, athletics, and student health services, except when operated as a self-supporting auxiliary enterprise. (FARM para. 452.15)

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. 452.16)

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. 452.2)

B08 – Scholarships and fellowships – Enter on this line ONLY student aid recognized as expenses in your general purpose financial statements. Whereas in the past, most student awards were recorded as expenses under this classification, most student awards are now reported as either scholarship allowances or agency transactions. Student awards, made from contributed funds or grant funds, that are under the control of the institution (the institution decides who gets the award) result in allowances that reduce tuition or auxiliary enterprise revenue. Student awards, made from grant funds, that are made to students identified by the grantor are considered agency transactions and do not result in either revenues or expenses. Student aid in the form of allowances applied to tuition and fees should be reported in Schedule AA, line AA09, and not included on line B08. Student aid in the form of allowances applied to auxiliary services should be reported in Schedule AA, line AA10, and not included on line B08. (FARM para. 452.17)

According to NACUBO Advisory Report 97-1 (January 17, 1997), scholarships and fellowships are "expenses to the extent that the organization incurs incremental expense in providing goods and services." Thus payments made by the institution to students or third parties in support of the total cost of education are expenses if 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.

B09 – Hospital services – Enter on this line all expenses associated with the operation of a hospital reported as a component of an institution of higher education. Include nursing expenses, other professional services, administrative services, fiscal services, and charges for operation and maintenance of plant. (FARM para. 542.3) Hospitals or medical centers reporting educational program activities conducted independent of an institution of higher education (not as a component of a reporting institution of higher education) should not complete this line. Instead, see the special instructions on page 10.

B10 – Independent operations – Enter on this line all expenses for separately organized 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. 452.4)

B11 – Operation and maintenance of plant – Expenses for operation and maintenance of plant are expenses for physical plant administration, building maintenance, custodial services, utilities, fire protection, property insurance and similar items. The provisions of the AICPA Accounting and Audit Guide for not-for-profit organizations indicate that occupying and maintaining a building is not a supporting service. Expenses associated with occupying and maintaining a building should be allocated to specific programs and supporting services. Using your underlying accounting records, enter in column 4 the amount for the operation and maintenance (O&M) of plant expense included in each of the functional expense categories provided in Part B. (FARM para. 453.2)

Column 4 displays the amount of O&M allocated to each expense function as required by the not-for-profit guide. In Column 4, line B11, enter the total amount of O&M allocated to each expense function in the brackets (sum of lines B01 – B10 of column 4). Use line B11, columns 2, 3, 4, 5, and 7 to display the total accumulated cost of operation and maintenance of plant by natural expense classification. Although not required in the general purpose financial statement presentation, this information is important to maintain education statistics relating to salaries and wages (column 2) and benefits (column 3). Because the total cost of O&M of plant is allocated to other functional categories, the sum of all entries on line B11 should equal zero and no amount is entered in column 1, line B11.

B12 – Total Expenses – Enter on this line the sum of lines B01–B11 for each column. Report the total expenses (column 1) in Part C, line C02.

PART C – SUMMARY OF CHANGES IN NET ASSETS (EQUITY)

C01 – Total Revenues and Investment Return – 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 – Total Expenses – 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. (FARM para. 404)

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. (FARM para. 407.4)

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–C08 or on line A11 (investment return). (FARM para. 460.1)

C06 – Discontinued operations – Enter amounts for discontinued operations (if any) reported in your general purpose financial statements. (FARM para. 460.4)

C07 – Extraordinary gain or (loss) – Enter amounts for extraordinary items (if any) reported in your general purpose financial statements. (FARM para. 460.2)

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. (FARM para. 460.3)

C09 – Change in net assets – Enter the sum of C01– 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, end of year (line C12) from the 1997 IPEDS F1-A. In all cases except when the institution reports a change in accounting principle via retroactive adjustment, this amount is also the beginning net asset balance 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 and prior period adjustments.

C12 – Net assets, end of the year – Enter the sum of lines C09–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 five percent of "total assets").

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 (Long-term investments). Similarly, cash equivalents strategically invested and reinvested for long-term purposes should be excluded from this line and reported on line D05. (FARM para. 402)

D02 – Receivables (net of allowance for uncollectible accounts) (Schedule DA) – Enter on this line the amounts receivable for all purposes (from line DA05 of Schedule DA).

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. (FARM para. 406.1–406.2)

D04 – Amounts held by trustees for construction and debt service – Enter on this line 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 (from line DB11 of Schedule DB).

D06 – Plant, property, and equipment (Schedule DC) – Enter the amount for the balances of land, buildings, equipment, and construction in progress, combined and net of accumulated depreciation (from line DC07 of Schedule DC). (FARM para. 407)

D07 – Other assets (Schedule DD) – Enter on this line the total of all 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 other assets. The totals on Schedule DD, line DD06, should agree to line D07.

D08 – Total Assets – Enter the sum of lines D01–D07.

LIABILITIES

D09 – Accounts payable – Enter the total of accounts payable to suppliers. (FARM para. 420.2)

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). (FARM para. 420.3)

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 post-retirement and post-employment obligations. (FARM para. 421.4–421.6)

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. (FARM para. 420.2)

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. (FARM para. 420.4, 421.8)

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 (from line DE04 of Schedule DE). (FARM para. 421.3, 421.7) If the current portion of long-term debt is separately reported in your general purpose financial statements, include that amount on this line as well.

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 other liabilities. The totals on Schedule DF, line DF06, should agree to line D16.

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. (Refer to FARM para. 430.)

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.

RECEIVABLES (SCHEDULE DA)

In Schedule DA provide the detail of the institution's receivables by major type of receivable. Enter amounts receivable for all purposes, including billings for educational and general programs, auxiliary enterprise activities, hospital services, and independent operations; contributions receivable; student loans receivable; government appropriations receivable; amounts receivable on grants and contracts; accrued dividends and interest receivable; claims against vendors; advances to employees; and reimbursements receivable from affiliated organizations. All amounts receivable should be reported net of an allowance for uncollectible accounts. The total from Schedule DA, line DA05 should be entered on line D02 of Part D.

LONG-TERM INVESTMENTS (SCHEDULE DB)

In Schedule DB provide the detail of the aggregate carrying amount of the institution's long-term investments by type of investment. Indicate the basis for determining the carrying amount for each type of investment (e.g., market value, book value, or other) by checking the appropriate box. The total from Schedule DB, line DB11 should be entered on line D05 of Part D.

PLANT, PROPERTY, AND EQUIPMENT (SCHEDULE DC)

In Schedule DC, enter the amount for the balances of land, buildings, equipment, and construction in progress, combined and net of accumulated depreciation. Provide detail by type of asset and complete the reconciliation of beginning balances, additions, retirements, and ending balances using your underlying institutional records. Include amounts for art and library collections and property acquired under capital leases.

Capitalized leasehold improvements should be included in Schedule DC on line DC02 (Buildings) if the improvements are to leased facilities or line DC03 (Equipment, including art and library collections) if the improvements are to equipment. Line DC04 (Property obtained under capital leases) is for assets recognized under capital leases in conformity with FASB Statement No. 13, Accounting for Leases.

The total from Schedule DC, line DC07 should be entered on line D06 of Part D.

OTHER ASSETS (SCHEDULE DD)

Complete Schedule DD only if the total amount of other assets listed in Part D, line D07, is more than five percent of the total assets (Part D, line D08). For example, if total assets are \$5,000,000 and the amount listed on line D07 as other assets is \$200,000, you do not need to complete Schedule DD. However, if the amount on line D07 were \$300,000, you would complete Schedule DD identifying each type of asset. The total on Schedule DD, line DD06, should agree to Part D, line D07.

LONG-TERM DEBT (SCHEDULE DE)

In 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. Using your underlying institutional records, complete the reconciliation of beginning balances, additional borrowings, principal payments made, and ending balances, distinguishing between debt that was issued for purposes of the acquisition, construction, or improvement of plant, property, or equipment and all other debt. The total from Schedule DE (column 3 of line DE04) should be entered on line D14 of Part D. (FARM para. 421.3)

OTHER LIABILITIES (SCHEDULE DF)

Complete Schedule DF only if the total amount of other liabilities listed in Part D, line D16, is more than five percent of the total liabilities (Part D, line D17). For example, if total liabilities are \$5,000,000 and the amount listed on line D16 as other liabilities is \$200,000, you do not need to complete Schedule DF. However, if the amount on line D16 were \$300,000, you would complete Schedule DF identifying each type of liability. The total on Schedule DF, line DF06, should agree to Part D, line D16.

PART E CLARIFYING QUESTIONS REGARDING REVENUES, EXPENSES, AND OTHER CHANGES IN NET ASSETS

The questions in Part E request information that is useful when revenue and expense information from your institution is compared to the information from other 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. This amount should include all unrestricted revenue and gains as well as the increase in unrestricted net assets resulting from net assets released from restrictions.

E03 – Intercollegiate athletics program – Indicate whether your institution has an intercollegiate athletics program by marking (X) in the appropriate box. If the expenses of an intercollegiate athletics program are included in Part B, mark (X) the box for the line on which the expenses are included and indicate the amount of those expenses. Most institutions will classify the expenses of an intercollegiate athletics program in auxiliary enterprises (self-supporting programs) or student services (programs that are not self-supporting). If your institution uses another functional category, mark the "Other" box and indicate on which line in Part B the expenses are reported and the amount of those expenses.

E04 – Summer session – Indicate whether your institution has a summer session and whether that summer session is included in the financial information in Parts A and B by marking (X) the appropriate box. If the revenues and expenses of summer session are included in Parts A and B, indicate the lines on which the majority of the revenues (example: A01) and expenses (example: B01) are classified and enter the amounts included in those lines.

SPECIAL INSTRUCTIONS FOR CERTAIN HOSPITALS AND/OR MEDICAL CENTERS

Hospitals and/or medical centers reporting educational program activity operated separately from an institution of higher education should complete the IPEDS Finance Survey as follows:

1. Include in Part A the revenues directly associated with the educational programs offered. Combine the revenues of all educational programs offered.
2. Do not complete line A14 of Part A (Hospital revenue) or Schedule AB. This information is required only for hospitals whose financial activity is reported as a component of an institution of higher education.
3. Include in Part B all expenses associated with instruction and educational support services based on your underlying accounting records. Combine the expenses of all educational programs offered.
4. Complete Part C, Part D, and Part E if the information for the educational program(s) component is obtainable from the underlying accounting records. Do not report information for the hospital as a whole.

SPECIAL INSTRUCTIONS FOR COMPLETING FORM F1-A FOR PROPRIETARY INSTITUTIONS

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

Part A Instructions

Include all revenues by source. The total for Column 1, line 17 of Part A should equal the total revenues and other income, including realized gains (losses) on the sale of investments, reported in your general purpose financial statements. Complete column 1 only. Do not use column 2 or column 3, as these revenue distinctions are not relevant to for-profit institutions.

Line A11 – Report on this line all investment income including dividends, interest, rents and royalties. Include realized gains (losses) on the sale of investments on this line.

Part B Instructions

Although for-profit institutions are not required to report expenses by functions in their general purpose financial statements, please report expenses by functional categories using your underlying accounting records. Expenses should be assigned to functional categories by direct identification with a function, wherever possible. When direct assignment to functional categories is not possible, an allocation is appropriate. Objective methods of allocating expense are preferable to subjective methods and may be based on financial or nonfinancial data. The total for expenses on line B12 should agree with the total expenses reported in your general purpose financial statements including interest expense and any other non-operating expense. Income taxes, where applicable, should be entered on line C05 as explained below.

Part C Instructions

Line C03 – This line does not generally apply to for-profit institutions.

Line C05 – Include income tax expense, where applicable, on this line. Also include other non-operating gains and losses on line C05, except for those reported on line C04 and net realized gains or losses on investments reported on line A11.

Line C09 – The total for line C09 should agree with the amount reported as net income in your general purpose financial statements.

Line C10 – The amount reported on this line should correspond to the total owners' equity at the beginning of the reporting period.

Line C11 – Include on this line the following:

- Investments by owners during the reporting period.
- Distributions to owners during the reporting period.
- Unrealized gains (losses) on investments.*
- Any other changes in owners' equity not included in the income statement.

* *In the note section for Part C, indicate the amount of unrealized gains (losses) on investments included in the total reported on line C11.*

Line C12 – Net assets at the end of the reporting period should equal the total owners' equity. This amount should agree with the total equity reported on line D20 and D24 of Part D.

Part D Instructions

Use lines D18, D19, D20, and D24 for reporting owners' equity. Do not report amounts on line D21 (temporarily restricted), line D22 (permanently restricted), or line D23 (total restricted net assets) as these categories are not relevant to for-profit institutions.

Part E Instructions

Omit Part E (Clarifying Questions Regarding Revenue, Expenses, and Other Changes in Net Assets) in its entirety.