

Finance for public institutions using GASB Reporting Standards  
(new aligned form)

**Finance for degree granting public institutions using GASB Reporting Standards (new aligned form)**

Finance - Public institutions

**Reporting Standard**

**Please indicate which reporting standards are used to prepare your financial statements:**

- GASB (Governmental Accounting Standards Board), using standards of GASB 34 & 35
- FASB (Financial Accounting Standards Board)

**Please consult your business officer for the correct response before saving this screen.** Your response to this question will determine the forms you will receive for reporting finance data.

Finance - Public institutions

**Form Version**

**Finance - Public Institutions**

The survey for GASB has been realigned to improve commonality and comparability of the finance data, however reporting in the new format is OPTIONAL for Fiscal Year 2008-09. Please indicate in which version you will report finance data:

- GASB, using standards of GASB 34 & 35
- Aligned GASB, using standards of GASB 34 & 35 (OPTIONAL in Fiscal Year 2008-09)

**Please consult your business officer for the correct response before saving this screen.** Your response to this question will determine the forms you will receive for reporting finance data.

**General Information**

**GASB-Reporting Institutions (aligned form)**

To the extent possible, the finance data requested in this report should be provided from your institution's audited General Purpose Financial Statements (GPFS). Please refer to the instructions specific to each screen of the survey for details and references.

**1. Fiscal Year Calendar**

**This report covers financial activities for the 12-month fiscal year:** (The fiscal year reported should be the most recent fiscal year ending before October 1, 2009.)

Beginning: month/year (MMYYYY)

Month:

Year:

And ending: month/year (MMYYYY)

Month:

Year:

**2. Audit Opinion**

Did your institution receive an unqualified opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above? (If your institution is audited only in combination with another entity, answer this question based on the audit of that entity.)

Unqualified

Qualified  
(Explain in  
box below)

Don't know  
(Explain in  
box below)

**3. Reporting Model**

GASB Statement No. 34 offers three alternative reporting models for special-purpose governments like colleges and universities. Which model is used by your institution ?

Business Type Activities

Governmental Activities

Governmental Activities with Business-Type Activities

**4. Intercollegiate Athletics**

If your institution participates in intercollegiate athletics, are the expenses accounted for as auxiliary enterprises or treated as student services?

Auxiliary enterprises

Student services

Does not participate in intercollegiate athletics

Other (specify in box below)

**5. Endowment Assets**

Does this institution or any of its foundations or other affiliated organizations own endowment assets ?

Yes - (report endowment assets)

No

**You may use the space below to provide context for the data you've reported above.**

Part A - Statement of Net Assets

Fiscal Year 2009

Line no.		Current year amount	Prior year amount
	<b><u>Current Assets</u></b>		
01	Total <u>current assets</u>	<input type="text"/>	
	<b><u>Noncurrent Assets</u></b>		
31	Depreciable <u>capital assets</u> , net of depreciation	<input type="text"/>	
04	Other noncurrent assets CV=[A05-A31]		
05	Total noncurrent assets	<input type="text"/>	
06	Total assets CV=(A01+A05)		
	<b><u>Current Liabilities</u></b>		
07	<u>Long-term debt, current portion</u>	<input type="text"/>	
08	Other <u>current liabilities</u> CV=(A09-A07)		
09	Total current liabilities	<input type="text"/>	
	<b><u>Noncurrent Liabilities</u></b>		
10	<u>Long-term debt</u>	<input type="text"/>	
11	Other noncurrent liabilities CV=(A12-A10)		
12	Total noncurrent liabilities	<input type="text"/>	
13	Total liabilities CV=(A09+A12)		
	<b><u>Net Assets</u></b>		
14	<u>Invested in capital assets, net of related debt</u>	<input type="text"/>	
15	<u>Restricted-expendable</u>	<input type="text"/>	
16	<u>Restricted-nonexpendable</u>	<input type="text"/>	
17	<u>Unrestricted</u> CV=[A18-(A14+A15+A16)]		
18	Total net assets CV=(A06-A13)		

You may use the space below to provide context for the data you've reported above.

Part A - Statement of Net Assets (Page 2)

Fiscal Year 2009

Line No.	Description	Ending balance	Prior year Ending balance
<b>Capital Assets</b>			
21	<u>Land &amp; land improvements</u>	<input type="text"/>	
22	<u>Infrastructure</u>	<input type="text"/>	
23	<u>Buildings</u>	<input type="text"/>	
32	Equipment, including art and <u>library collections</u>	<input type="text"/>	
27	<u>Construction in progress</u>	<input type="text"/>	
	<b>Total for Plant, Property and Equipment</b> <b>CV = (A21+ .. A27)</b>		
28	<u>Accumulated depreciation</u>	<input type="text"/>	
33	Intangible assets, net of accumulated amortization	<input type="text"/>	
34	Other capital assets	<input type="text"/>	

You may use the space below to provide context for the data you've reported above.

Part B - Revenues and Other Additions

Fiscal Year 2009

Line No.	Source of Funds	Current year amount	Prior year amount
	<b>Operating Revenues</b>		
01	<u>Tuition &amp; fees</u> , after deducting <u>discounts &amp; allowances</u>	<input type="text"/>	
	<u>Grants and contracts</u> - operating		
02	Federal operating grants and contracts	<input type="text"/>	
03	State operating grants and contracts	<input type="text"/>	
04	Local government/private operating grants and contracts		
	04a Local government operating grants and contracts	<input type="text"/>	
	04b Private operating grants and contracts	<input type="text"/>	
05	Sales & services of <u>auxiliary enterprises</u> , after deducting <u>discounts &amp; allowances</u>	<input type="text"/>	
06	<u>Sales &amp; services of hospitals</u> , after deducting <u>patient contractual allowances</u>	<input type="text"/>	
26	<u>Sales &amp; services of educational activities</u>	<input type="text"/>	
07	<u>Independent operations</u>	<input type="text"/>	
08	Other sources - operating CV=[B09-(B01+ ...+B07)]		
09	Total operating revenues	<input type="text"/>	

Part B - Revenues and Other Additions

Fiscal Year 2009

Line No.	Source of funds	Current year amount	Prior year amount
	<b><u>Nonoperating Revenues</u></b>		
10	<u>Federal appropriations</u>	<input type="text"/>	
11	<u>State appropriations</u>	<input type="text"/>	
12	<u>Local appropriations, education district taxes, &amp; similar support</u>	<input type="text"/>	
	<b><u>Grants-nonoperating</u></b>		
13	Federal nonoperating grants	<input type="text"/>	
14	State nonoperating grants	<input type="text"/>	
15	Local government nonoperating grants	<input type="text"/>	
16	<u>Gifts, including contributions from affiliated organizations</u>	<input type="text"/>	
17	<u>Investment income</u>	<input type="text"/>	
18	Other nonoperating revenues CV=[B19-(B10+...+B17)]		
19	Total nonoperating revenues	<input type="text"/>	

Part B - Revenues and Other Additions

Fiscal Year 2009

Line No.	Source of funds	Current year amount	Prior year amount
	Other Revenues and Additions		
20	<u>Capital appropriations</u>	<input type="text"/>	
21	<u>Capital grants &amp; gifts</u>	<input type="text"/>	
22	<u>Additions to permanent endowments</u>	<input type="text"/>	
23	Other revenues & additions CV=[B24-(B20+...+B22)]		
24	Total other revenues and additions	<input type="text"/>	
25	Total all revenues and other additions CV=(B09+B19+B24)		

You may use the space below to provide context for the data you've reported above.



Part C - Expenses and Other Deductions

Fiscal Year 2009

	1	2	3	4	5	6	7	
Line No.	Description	Total amount	Salaries & wages	Employee fringe benefits	Operation and maintenance of plant	Depreciation	Interest	All other
<b>Expenses and Deductions</b>								
01	<u>Instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02	<u>Research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03	<u>Public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05	<u>Academic support</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
06	<u>Student services</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07	<u>Institutional support</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08	<u>Operation &amp; maintenance of plant (see instructions)</u>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<u>Scholarships and fellowships expenses, excluding discounts &amp; allowances</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<u>Auxiliary enterprises</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<u>Hospital services</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<u>Independent operations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	Other expenses & deductions CV=[C19-(C01+...+C13)]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19	Total expenses & deductions Prior year amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>

You may use the space below to provide context for the data you've reported above.

Part D - Summary of Changes In Net Assets

Fiscal Year 2009

Line No.	Description	Current year amount	Prior year amount
01	Total revenues & other additions (from B25)		
02	Total expenses & deductions (from C19)		
03	Change in net assets during year CV=(D01-D02)		
04	<u>Net assets</u> beginning of year	<input type="text"/>	
05	<u>Adjustments to beginning net assets</u> CV=[D06-(D03+D04)]		
06	Net assets end of year (from A18)		

You may use the space below to provide context for the data you've reported above.

Part E - Scholarships and Fellowships

Fiscal Year 2009

Line No.	Source	Current year amount	Prior year amount
01	<u>Pell grants</u> (federal)	<input type="text"/>	
02	<u>Other federal grants</u>	<input type="text"/>	
03	<u>Grants by state government</u>	<input type="text"/>	
04	<u>Grants by local government</u>	<input type="text"/>	
05	<u>Institutional grants from restricted resources</u>	<input type="text"/>	
06	<u>Institutional grants from unrestricted resources</u> CV=[E07-(E01+...+E05)]		
07	Total gross scholarships and fellowships	<input type="text"/>	
<u>Discounts and Allowances</u>			
08	<u>Discounts &amp; allowances</u> applied to <u>tuition &amp; fees</u>	<input type="text"/>	
09	<u>Discounts &amp; allowances</u> applied to sales & services of <u>auxiliary enterprises</u> CV= (E10-E08)		
10	Total discounts & allowances CV=(E07-E11)		
11	Net scholarships and fellowships expenses after deducting discount & allowances (from C10)		

You may use the space below to provide context for the data you've reported above.

Part H - Details of Endowment Assets

Fiscal Year 2009

Line No.	Value of Endowment Assets	<u>Market Value</u>	Prior Year Amounts
	Include not only endowment assets held by the institution, but any assets held by private foundations affiliated with the institution.		
01	Value of <u>endowment assets</u> at the beginning of the fiscal year	<input type="text"/>	
02	Value of <u>endowment assets</u> at the end of the fiscal year	<input type="text"/>	

Part J - Revenue Data for Bureau of Census

**Fiscal Year 2009**

Source and type	Amount				
	Total for all funds and operations (includes endowment funds, but excludes component units)	Education and general/independent operations	Auxiliary enterprises	Hospitals	Agriculture extension/experiment services
	(1)	(2)	(3)	(4)	(5)
01 Tuition and fees					
02 Sales and services		<input type="text"/>			<input type="text"/>
03 Federal grants/contracts (excludes Pell Grants)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revenue from the state government:					
04 State appropriations, current & capital		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05 State grants and contracts		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revenue from local governments:					
06 Local appropriation, current & capital		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07 Local government grants/contracts		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08 Receipts from property and non-property taxes	<input type="text"/>				
09 Gifts and private grants, including capital grants	<input type="text"/>				
10 Interest earnings	<input type="text"/>				
11 <u>Dividend earnings</u>	<input type="text"/>				
12 <u>Realized capital gains</u>	<input type="text"/>				

You may use the space below to provide context for the data you've reported above.

Part K - Expenditure Data for Bureau of Census

**Fiscal Year 2009**

Category	Amount				
	Total for all funds and operations (includes endowment funds, but excludes component units)	Education and general/independent operations	Auxiliary enterprises	Hospitals	Agriculture extension/experiment services
	(1)	(2)	(3)	(4)	(5)
01 Salaries and wages		<input type="text"/>			<input type="text"/>
02 Employee benefits, total		<input type="text"/>			<input type="text"/>
03 Payment to state retirement funds (maybe included in line 02 above)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04 Current expenditures other than salaries		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Capital outlay:					
05 Construction		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
06 Equipment purchases		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07 Land purchases		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08 Interest on debt outstanding, all funds & activities	<input type="text"/>				
09 Scholarships/fellowships					

You may use the space below to provide context for the data you've reported above.

Fiscal Year 2009

**Debt**

Category	Amount
01 Long-term debt outstanding at beginning of fiscal year	<input type="text"/>
02 Long-term debt issued during fiscal year	<input type="text"/>
03 Long-term debt retired during fiscal year	<input type="text"/>
04 Long-term debt outstanding at end of fiscal year	<input type="text"/>
05 Short-term debt outstanding at beginning of fiscal year	<input type="text"/>
06 Short-term debt outstanding at end of fiscal year	<input type="text"/>

**You may use the space below to provide context for the data you've reported above.**

**Fiscal Year 2009**

**Assets**

Category

Amount

07 Total cash and security assets held at end of fiscal year in sinking or debt service funds

08 Total cash and security assets held at end of fiscal year in bond funds

09 Total cash and security assets held at end of fiscal year in all other funds

**You may use the space below to provide context for the data you've reported above.**



## **2009-10 Survey Materials**

Finance Public (using GASB 34/35) (NEW ALIGNED FORM)

### **[Purpose of Component](#)**

### **[Changes in Reporting](#)**

### **[General Information](#)**

### **[Coverage](#)**

### **[Where to Get Help](#)**

### **[Where the Data Will Appear](#)**

### **[Detailed Instructions](#)**

### **[Part A - Statement of Net Assets](#)**

### **[Part A - Statement of Net Assets, page 2](#)**

### **[Part B - Revenues and Other Additions](#)**

### **[Part C - Expenses and Other Deductions](#)**

### **[Part D - Summary of Changes in Net Assets](#)**

### **[Part E - Scholarships and Fellowships](#)**

### **[Part H - Endowment Assets](#)**

### **[Part K](#)**

### **[Part L](#)**

### **[Part J](#)**

### **Purpose of Component**

The purpose of the IPEDS Finance component is to collect basic financial information from items associated with the institution's General Purpose Financial Statements (GPFS). Item areas include:

- Statement of Net Assets
- Revenues and Other Additions
- Expenses and Other Deductions
- Summary of Changes in Net Assets
- Scholarships and Fellowships
- Details of Endowment Assets
- Census Information

## Changes in Reporting

During the 2008-09 collection year changes were made to better align the finance reporting of public and private institutions based on recommendations from a Technical Review Panel held in January 2007. When the survey form for public institutions reporting using GASB accounting standards was created one of the recommended changes was omitted inadvertently. To correct this situation, these changes were made in Section C (Expenses and Other Deductions) for the 2009-10 collection period.

- Add a column for Interest to better resemble the form used by FASB (private institution) reporters.
- Eliminate the functional classification line of interest (as depreciation was eliminated when it was added as a column). GASB institutions will need to allocate interest expense to appropriate functional categories—as FASB institutions do.
- Eliminate the Nonoperating Expense and Deduction subsection because interest was the only reported value in the subsection. With removal of the interest line there is no need for this subsection.
- Change the name to Expenses and Deductions by collapsing the two subsections of Operating Expenses and Nonoperating Expenses and Deductions. This will be more similar to the FASB reporters because they do not distinguish between operating and nonoperating expenses.

No other changes have been made to any items or definitions from the 2008-09 collection year.

## General Instructions

### Reporting Period Covered

The starting point for reporting should be amounts reported in the GPFS for the **most recent fiscal year ending before October 1, 2009**. For institutions with fiscal years ending on December 31, this would be the calendar year 2008.

### About the Data

Data providers for this component should be familiar with college and university accounting policies and practices as described by the National Association of College and Universities' Business Officers (NACUBO). To provide additional help, accounting terms are underlined and colored blue. These terms are linked to definitions found in the on-line glossary.

Four different types of data appear in this component. There are data:

- Institutions provide from their GPFS and/or underlying records.
- That are prior year data, shown in red, which can be used as a comparison with the current year's data being reported.
- That are carried forward from one part of the component to another part to insure that the data are internally consistent.
- Calculated from the other data elements.

In the latter two cases, the data provider is requested to check that the carried forward data and the calculated data are consistent with the data found in the institution's GPFS. If the data carried forward or calculated are not consistent with the institution's GPFS, then an error in data entry may have occurred.

### Context Boxes

Context boxes (previously known as caveat boxes) are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is

the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

## Coverage

### What to Include

The reporting entity's financial accounting policies and procedures should be the beginning basis for reporting to this IPEDS survey component. However, deviations from the GPFS may be required to respond to this IPEDS survey component. Some of these deviations include:

- If financial categories in the institution's GPFS are more aggregated than required for this IPEDS survey component, then use underlying institutional records to determine the necessary amounts.
- If financial categories in the institution's GPFS are more detailed than required, then combine the GPFS amounts and report only the combined number for this IPEDS survey component.
- If amounts are reported in categories in the GPFS that differ from those required for the IPEDS survey, move those amounts to the IPEDS-requested categories.
- Report all financial in WHOLE DOLLARS only, omitting cents.
- For any item on the survey component where exact data do not exist in the GPFS, please give estimates.

### What NOT to Include

Do not report any projected amounts for future years. Do not make adjustments for prior-year corrections unless they are included as such corrections in the GPFS.

## Where to Get Help

### IPEDS Data Collection Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### AIR Website

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

### IPEDS Resources Page

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

## Where to Get Additional Get Help for Reporting Finance on this Component

There may be places on and off your campus to get assistance in reporting.

### Assistance on campus

Although institutions may be organized in different ways and use different titles for offices, an office on your campus that might help you to report data on this survey component might be called:

- Office of the Chief Financial Officer
- Office of Administration and Finance
- Office of Finance
- Office of Budget
- Office of Financial Services
- Office of the Comptroller (or Controller)
- Office of Accounting

### Assistance off campus

Additional references may be found in the National Association of College and University Business Officers' (NACUBO) Financial Accounting and Reporting Manual (FARM). To obtain on-line access to the FARM, contact NACUBO at 202-861-2500. Additional information may be found at the NACUBO website ([www.nacubo.org](http://www.nacubo.org)). Someone at your institutions in one or more of the offices listed above may already have access to the FARM.

## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

## Detailed Instructions

This section provides line-by-line instructions for each Part of the Finance Component.

In the instructions, numbers found in parentheses at the end of each line provide additional reference to paragraphs in the National Association of College and Universities' Business Officers' (NACUBO) Financial Accounting and Reporting Manual (FARM). There are also some references to the Statement of Financial Accounting Standards (SFAS).

## General Information

**Fiscal Year:** Enter the beginning and ending dates of the period covered for the reported financial data. If the period is not a full 12-month year, explain in the context box below why a 12-month period was not included.

**Audit Opinion:** Check the appropriate box to indicate if the GPFS received an unqualified opinion from your auditors. If “qualified” is checked, please note in the context box the nature of the qualification. If the statements have not been audited, please check “Don’t know” and note in the context box that the GPFS are unaudited.

**GASB alternative models:** Check the appropriate box to indicate the model alternative from GASB Statement No. 34 that is used in preparing the GPFS.

**Intercollegiate Athletics:** According to NACUBO descriptions of functional expenses, intercollegiate athletics may be treated as auxiliary enterprises (if operated as an essentially self-supporting operation) or as student services (if the program is not operated as an essentially self-supporting operation). Please indicate whether your institution treats expenses for intercollegiate athletics as auxiliary enterprises, as student services, or in another functional category, or if the institution does not participate in intercollegiate athletics.

**Endowments:** Indicate whether the institution or any foundations affiliated with the institution hold endowments for the institution. Endowments are funds required to be held permanently while some or all of its investment earnings are intended for institutional use. This question also refers to term endowments and funds functioning as endowment.

**Context:** Enter in this space any explanations specified in other instructions or any other information critical to financial statement users.

#### **Part A – Statement of Net Assets**

This part is intended to report the assets, liabilities, and net assets.

#### **Data should be consistent with the Statement of Net Assets in the GPFS.**

All current and noncurrent classifications should be determined as discussed in Chapter 3 of Accounting Research Bulletin No. 43.

#### **Current Assets**

**01 – Total current assets** – Report all current assets on this line. Include cash and cash equivalents, investments, accounts and notes receivables (net of allowance for uncollectible amounts), inventories, and all other assets classified as current assets.

#### **Noncurrent Assets**

**31 – Depreciable capital assets, net of depreciation** – Report all capital assets reduced by the total accumulated depreciation. Capital assets include improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible depreciable assets that are used in operations and that have initial useful lives extending beyond a single reporting period. Include only depreciable capital assets on this line; non-depreciable capital assets will be included on line 04. Report the net amount of all depreciable capital assets after reducing the gross amount for accumulated depreciation.

**04 – Other noncurrent assets** – This amount is generated by subtracting the amount on line 31 from line 5. This should be the amount of all noncurrent assets reported by the institution not included on line 31 and 04.

**05 – Total noncurrent assets** – Report the total of all noncurrent assets as reported in the institution’s GPFS.

**06 – Total assets** – This amount is generated by adding the amounts on lines 01 and 05.

#### **Current Liabilities**

**07 – Long-term debt, current portion** – Report the amount due in the next operating cycle (usually a year) for amounts otherwise reported as long-term or noncurrent debt.

Include only outstanding debt on this line; the current portion of other long-term liabilities, such as compensated absences, will be included on line 08.

**08 – Other current liabilities** – This amount is generated by deducting from the amount on line 09 the amount on line 07.

**09 – Total current liabilities** – Report the total of all current liabilities as reported in the institution's GPFS.

### **Noncurrent Liabilities**

**10 – Long-term debt** – Report the amount for long-term debt arising from debt issuance and lease-purchase agreements. Other long-term liabilities, such as compensated absences, claims and judgments, pensions, and other similar noncurrent liabilities will be included on line 11. Note that the amount of long-term debt due within the next operating cycle is reported on line 07.

**11 – Other noncurrent liabilities** – This amount is generated by deducting the amount on line 10 from the amount on line 12.

**12 – Total noncurrent liabilities** – Report the total of all noncurrent liabilities as reported in the institution's GPFS.

**13 – Total liabilities** – This amount is generated by adding the amounts on lines 09 and 12.

### **Net Assets**

**14 – Invested in capital assets, net of related debt** – Report the component of net assets represented by the total of all capital assets, reduced by accumulated depreciation, and reduced by the amount of outstanding bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets (see indebtedness on capital assets). Some outstanding debt may be reported in both current and noncurrent liabilities. Include restricted capital assets.

**15 – Restricted-expendable** – Report restricted net assets that are expendable. Net assets should be reported as restricted when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. Expendable net assets are all those not required to be retained in perpetuity.

**16 – Restricted-nonexpendable** – Report net assets that are restricted and nonexpendable. See line 15 for the definition of restricted. Nonexpendable net assets are those that are required to be retained in perpetuity.

**17 – Unrestricted** – This amount is generated by taking the amount from line 18 and subtracting the total of lines 14-16. This should be the amount of net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

**18 – Total net assets** – This amount is generated by taking the amount on line 06 (total assets) and subtracting the amount on line 13 (total liabilities). This should equal the amount reported as total net assets in the institution's GPFS.

## **Part A – Statement of Net Assets, Page 2**

### **Capital Assets**

Report the ending balance of the asset categories shown on each line of the form. Report only assets reported as capital assets by the institution. Do not include those plant values that are a part of endowment funds or other capital fund investments in real estate. Financial reporting standards do not specify the exact categories of capital assets that must be reported. Respondents should match their categories to the categories provided on this part as closely as possible even if the categories are not exact matches. An institution may have capital assets that do not fit within any of these categories; such assets are simply not reported in this part. Report property obtained under capital leases in the categories that best describe the property, such as equipment, buildings, etc.

Amounts reported in this part do not necessarily agree with amounts reported on the Statement of Net Assets above.

**Gross Asset Amounts** – The amounts on these lines are the total carrying amounts of the capital assets, without reducing the amounts for accumulated depreciation.

**21 – Land & land improvements** – Report land and other land improvements, such as athletic fields, golf courses, lakes, etc.

**22 – Infrastructure** – Report infrastructure assets such as roads, bridges, drainage systems, water and sewer systems, etc.

**23 – Buildings** – Report structures built for occupancy or use, such as for classrooms, research, administrative offices, storage, etc. Include built-in fixtures and equipment that are essentially part of the permanent structure.

**32 – Equipment, including art and library collections** – Report moveable tangible property such as research equipment, vehicles, office equipment, library collections (capitalized amount of books, films, tapes, and other materials maintained in library collections intended for use by patrons), and capitalized art collections.

**27 – Construction in progress** – Report capital assets under construction and not yet placed into service.

**28 – Accumulated depreciation** – Report all depreciation amounts, including depreciation on assets that may not be included on any of the above lines.

**33 – Intangible assets, net of accumulated amortization** – Report all assets consisting of certain nonmaterial rights and benefits of an institution, such as patents, copyrights, trademarks and goodwill. The amount report should be reduced by total accumulated amortization.

**34 – Other capital assets** – Report all other amounts for capital assets not reported in lines 21 through 28, and lines 32 and 33.

## **Part B - Revenues and Other Additions**

This part is intended to report revenues by source.

**The revenues and investment return reported in this part should agree with the revenues reported in the institution's GPFS.**

Includes all operating revenues, nonoperating revenues, and other additions for the reporting period. This includes unrestricted and restricted revenues and additions, whether expendable or nonexpendable.

Exclude from revenue (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.

**Operating revenues** result from providing services and producing and delivering goods (see GASB Statement No. 9, paragraphs 16-19).

**Nonoperating revenues** are those generated from non-exchange transactions, such as appropriations, gifts, and investment earnings. They are often used to support the operations of the institution. The term nonoperating does not preclude use for operating expenses.

In some cases an institution may report certain revenues in an operating or nonoperating category different from that shown on the IPEDS forms. This IPEDS component is not intended to dictate how an institution reports such revenues in its own GPFS. However, for

consistency of reporting it is requested that information from the GPFS be reported to IPEDS as requested below.

For institutions receiving American Recovery and Reinvestment Act (ARRA) revenues during the reporting period, report these amounts as part of line 19, Total nonoperating revenues. If the GPFS shows a separate amount for ARRA revenues in another revenue category (e.g., Federal operating grants and contracts) remove that amount from that other category for IPEDS reporting.

Refer to these specific instructions for more information about reporting revenues and investment return.

## **Operating Revenues**

**01 – Tuition & fees, after deducting discounts & allowances** — Report all tuition & fees (including student activity fees) assessed against students for education purposes. Include revenues for tuition and fees net of discounts & allowances from institutional scholarships, waivers, etc. (report gross revenues minus discounts and allowances). Include here those tuition and fees that are remitted to the state as an offset to state appropriations. (Charges for room, board, and other services rendered by auxiliary enterprises are not reported here; see line 05.)

**02 – Federal operating grants and contracts** — Report revenues from federal governmental agencies that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract. Include federal land grant appropriations if considered operating revenue. **Do not include Pell grants or other federal student aid here (see line 13 in this part). Do not include any ARRA revenues on this line (see line 19 in this part).**

**03 – State operating grants and contracts** — Report revenues from state governmental agencies that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract. **Do not include any ARRA revenues on this line (see line 19 in this part).**

**04a – Local government operating grants and contracts** — Report revenues from local governmental agencies that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract.

**04b – Private operating grants and contracts** — Report revenues from nongovernmental agencies and organizations that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract.

**05 – Sales & services of auxiliary enterprises, after deducting discounts & allowances** — Report revenues (net of discounts & allowances) generated by auxiliary enterprises 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.

**06 – Sales & services of hospitals, after deducting patient contractual allowances** — Include operating revenues (net of patient contractual allowances) for a hospital operated by the institution and clinics associated with training. Exclude clinics that are part of the student health services program that should be reported on line 03 or 06, as appropriate.

**26 – Sales & services of educational activities** — Include all operating 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.

**07 – Independent operations** — Include all operating 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. Do not include the net profit (or loss) from operations owned and managed as investments of the institution's endowment funds.

**08 – Other sources-operating** — This amount is generated by taking the amount on line 09 and subtracting the total of lines 01-07. This amount should include all operating revenues not included on lines 01-07.

**09 – Total Operating Revenues** — Report total operating revenues from your GPFS.

### **Nonoperating Revenues**

**10 – Federal appropriations** – Report all amounts received by the institution through acts of a federal legislative body, except grants and contracts. Funds reported in this category are for meeting current operating expenses, not for specific projects or programs. An example is federal land-grant appropriations. If your institution accounts for land grant appropriations as operating revenue, include the amount received on line 02. **Do not include any ARRA revenues on this line (see line 19 in this part).**

**11 – State appropriations** — Report all amounts received by the institution through acts of a state legislative body, except grants and contracts and amounts reportable on line 20. Funds reported in this category are for meeting current operating expenses, not for specific projects or programs. **Do not include any ARRA revenues on this line (see line 19 in this part).**

**12 – Local appropriations, education district taxes & similar support** – Report all amounts received from property or other taxes assessed directly by or for an institution below the state level. Include any other similar general support provided to the institution from governments below the state level, including local government appropriations.

**13 – Federal nonoperating grants** – Report all amounts reported as nonoperating revenues from federal governmental agencies that are provided on a nonexchange basis. **Include Pell Grants here.** Do not include revenues from the Federal Direct Student Loan (FDSL) Program. Do not include capital grants & gifts reported on line 21. **Do not include any ARRA revenues on this line (see line 19 in this part).**

**14 – State nonoperating grants** – Report all amounts reported as nonoperating revenues from state governmental agencies that are provided on a nonexchange basis. Do not include capital grants & gifts reported on line 21. **Do not include any ARRA revenues on this line (see line 19 in this part).**

**15 – Local government nonoperating grants** – Report all amounts reported as nonoperating revenues from local governmental agencies and organizations that are provided on a nonexchange basis. Do not include capital grants & gifts reported on line 21.

**16 – Gifts, including contributions from affiliated organizations** – Report revenues from private donors for which no legal consideration is provided; these would be nonexchange transactions as defined in GASB Statement No. 33 Accounting and Financial Reporting for Nonexchange Transactions. Include all gifts or contributions to the institution except those classified as additions to permanent endowments or capital grants & gifts. Include gifts from affiliated organizations. Include the amount of contributed services recognized by the institution. Do not include on this line amounts subject to reporting on line 21.

**17 – Investment income** – Report on this line all investment income not reported on other lines.

**18 – Other nonoperating revenues** – This amount is generated by taking the total entered on line 19 and deducting the total of lines 10 through 17. A negative number may signify an error. Please check for keying errors and recheck totals. **For institutions that received American Recovery and Reinvestment Act (ARRA) revenues during the reporting period, allow these amounts to be reported through this calculated value by including the amount in line 19.**

**19 – Total nonoperating revenues** – Report the total of all nonoperating revenues from your GPFS. **This amount should include ARRA revenues received by the institution, if any.**

### **Other Revenues and Additions**

**20 – Capital appropriations** – Report amounts provided by government appropriations intended primarily for acquisition or construction of capital assets for the institution.

**21 – Capital grants & gifts** – Report amounts received from gifts or grants primarily intended to provide for the acquisition or construction of capital assets for the institution.

**22 – Additions to permanent endowments** – Report gifts and other additions to endowments that are permanently nonexpendable.

**23 – Other revenues & additions** – This amount is generated by taking the total on line 24 and deducting the total of lines 20 through 22.

**24 – Total other revenues and additions** – This should be the total of all revenue and additions included in the GPFS below the line on the Statement of Revenues, Expenses, and Changes in Net Assets for “income before other revenues, expenses, gains, and losses.” There may be more than one figure in your own GPFS and thus it may be necessary to combine the revenues and additions reported in this category.

**25 – Total all revenues and other additions** – This amount is generated by adding the amounts from lines 09, 19, and 24.

### **Part C - Expenses and Other Deductions**

This part is intended to report expenses by function. All expenses recognized in the GPFS should be reported using the expense functions provided on lines 01–19. These functional categories are consistent with NACUBO Advisory Report 2000-8, Recommended Disclosure of Alternative Expense Classification Information for Public Higher Education Institutions.

**The total for expenses on line 19 should agree with the total expenses reported in your GPFS including interest expense and any other nonoperating expense.**

Include all operating expenses and nonoperating expenses and deductions. See GASB Statement No. 9, paragraphs 16-19, for an explanation of operating activities. Included are the costs incurred for salaries and wages, goods, and other services used in the conduct of the institution’s operations. Not included is the acquisition cost of capital assets, such as equipment and library books, to the extent the assets are capitalized under the institution’s capitalization policy.

Do not include losses or other unusual or nonrecurring items in Part C. (Special items including gains and losses should be accounted for in Part D.) Operation

and maintenance expenses are no longer reported as a separate expense category. Instead these expenses are to be distributed among the other functional expense categories.

### **Functional and Natural Expenses**

**Column 1, Total amount** - Enter the total expense for each applicable functional category listed on lines 01–13. No amount may be entered on line 8 for total operations and maintenance expenses. This line is provided to assist in the allocation of operation and maintenance expenses. Total expenses, line 19, should agree with the total expenses reported in your GPFS.

**Column 2, Salaries & wages** – This column describes the natural classification of salary and wage expenses incurred in each functional category. For this classification, enter the amount of salary and wage expenses for the function identified in lines 01-13 and 19.

**Column 3, Benefits** - Enter in this column the amount of benefits expenses incurred in each functional category identified on lines 01-13 and 19.

**Column 4, Operation and Maintenance of Plant** - This column, in conjunction with Line 8, is used to show the distribution of operation and maintenance of plant expenses to the various functions. Enter in this column the allocated amount of operation and maintenance of plant expenses to each function listed on lines 01-13. The total operation and maintenance of plant expenses should be entered as a negative amount on line 8 of this column, so that the net total of the column as well as the net total of line 8 is zero.

**Column 5, Depreciation** - Enter in this column the amount of depreciation allocated to each functional category identified on lines 01-13 and 19.

**Column 6, Interest** - Enter in this column the amount of interest incurred on debt allocated to each function identified on lines 01-13 and 19.

**Column 7, All other** - This column will be calculated by the survey program as the difference between the total amount entered in column 1 and the sum of columns 2 through 6. Please check the calculated amount for accuracy to determine that no keying errors have occurred.

Refer to these specific instructions for more information about reporting expenses.

**01 – 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 should be included in this classification. Include expenses for both credit and noncredit activities. Exclude expenses for academic administration where the primary function is administration (e.g., academic deans); such expenses should be reported on line 05. The instruction category includes academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution’s students.

**02 – Research** - This category includes all expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Do not report nonresearch sponsored programs (e.g., training programs).

**03 – Public service** - Report expenses for all activities budgeted 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 particular sectors of the community. Include expenditures for community services and cooperative extension services.

**05 – Academic support** - This category includes expenses for the support services that are an integral part of the institution's primary missions of instruction, research, and public service. Include expenses for museums, libraries, galleries, audio/visual services, ancillary support, academic administration, personnel development, and course and curriculum development. Include expenses for veterinary and dental clinics if their primary purpose is to support the institutional program.

**06 – Student services** - Report 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, and financial aid administration. This category also includes intercollegiate athletics and student health services, except when operated as self-supporting auxiliary enterprises.

**07 – Institutional support** - Report 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, and public relations/development.

**08 – Operation & maintenance of plant** - This line, in conjunction with Column 4, is used to show the distribution of operation and maintenance of plant expenses to the various functions. Report all expenses for operations established to provide service and maintenance related to grounds and facilities used for educational and general purposes. Also include expenses for utilities, fire protection, property insurance, and similar items. In the column for operation and maintenance of plant (column 4), enter (as a negative amount) on this line the total amount of operation and maintenance of plant expenses allocated to the other functions.

**10 – Scholarships and fellowships expenses, excluding discounts & allowances** - Report scholarships and fellowships expenses in the form of outright grants to students selected and awarded by the institution. Report only amounts that exceed fees and charges assessed to students by the institution and that would not have been recorded as discounts & allowances. This classification will include the excess of awards over fees and charges from Pell grants and other resources, including funds originally restricted for student assistance. Do not include loans to students or amounts where the institution is given custody of the funds but is not allowed to select the recipients; these are transactions recorded in balance sheet accounts and not revenues and expenses.

**11 – Auxiliary enterprises** - Report 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, college unions, college stores, and barber shops when the activities are operated as auxiliary enterprises.

**12 – Hospital services** - Report 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 plant operations.

**13 – Independent operations** - Include 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.

**14 - Other expenses and deductions** - This amount is generated by taking the total of line 19 and deducting the total of lines 01 through 13.

**19 - Total Expenses & Deductions** — Enter on this line totals that agree with the institution's GPFS.

### **Part D - Summary of Changes in Net Assets**

This part is intended to report a summary of changes in net assets and to determine that all amounts being reported on the Statement of Net Assets (Part A), Revenues and Other Additions (Part B), and Expenses and Other Deductions (Part B) are in agreement.

**01 - Total revenues & other additions** - The amount on this line is brought forward from Part B, line 25.

**02 - Total expenses & other deductions** - The amount on this line is brought forward from Part C, line 19.

**03 - Change in net assets during year** - This amount is generated by subtracting line 02 from line 01.

**04 - Net assets beginning of year** - Enter the amount of total net assets at the beginning of the year.

**05 - Adjustments to beginning net assets** - This amount is generated by subtracting lines 03 and 04 from line 06.

**06 - Net assets end of year** - This amount is brought forward from Part A, line 18.

### **Part E - Scholarships and Fellowships**

This part is intended to report details about scholarships and fellowships.

For each source on lines 01-06, enter the amount of resources received that are used for scholarships and fellowships. Scholarships and fellowships include: grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Student grants do not include amounts provided to students as payments for teaching or research or as fringe benefits.

For lines 08 and 09, identify amounts that are reported in the GPFS as allowances only. "Allowance" means the institution displays the financial aid amount as a deduction from tuition and fees or a deduction from auxiliary enterprise revenues in its GPFS.

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 at the NACUBO website ([www.nacubo.org](http://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."

Refer to these specific instructions for more information about reporting student

scholarships and fellowships.

**01 – Pell grants (federal)** — Report the gross amount of Pell grants disbursed or otherwise made available to recipients by your institution.

**02 – Other federal grants** — Report expenditures for scholarships and fellowships, excluding Pell Grants, that were funded from federal government agencies. Include Supplemental Educational Opportunity Grants (SEOGs). Report institutional matching funds for SEOGs under institutional expenditures. Include the federal support portion of State Student Incentive Grants (SSIGs). Do not include loans or Federal Work Study.

**03 – Grants by state government** — Report expenditures for scholarships and fellowships that were funded by your state such as the state share of State Student Incentive Grants (SSIGs). Report portable student aid from another state as a state source.

**04 – Grants by local government** — Report expenditures for scholarships and fellowships that were funded by local governments.

**05 – Institutional grants from restricted sources** — Report expenditures for scholarships and fellowships received from private sources (e.g., businesses, foundations, individuals, foreign governments) that used restricted-expendable net assets of the institution.

**06 – Institutional grants from unrestricted sources** — This line is generated by taking the total on line 07 and subtracting the total of lines 01-05. This amount should include expenditures for scholarships and fellowships from unrestricted net assets of your institution. The institutional matching portion of federal, state or local grants should be reported here. Include athletic scholarships if appropriate.

**07 – Total gross scholarships and fellowships** — Enter total scholarship & fellowship amounts.

**Discounts & Allowances** — Report the amount of the gross scholarships and fellowships entered above that were recorded as discounts & allowances. (FARM para. 360.41)

**08 – Discounts & allowances applied to tuition & fees** — Report the amount of discounts & allowances that were recorded as an offset (reduction) to student tuition & fees.

**09 – Discounts & allowances applied to sales & services of auxiliary enterprises** — This line is generated by taking the total on line 10 and subtracting the amount on line 08. This should be the amount of discounts & allowances that were recorded as an offset (reduction) to revenues of auxiliary enterprises.

**10 – Total discounts & allowances** — This line is generated by taking the amount on line 11 and subtracting the amount on line 07.

**11 – Net scholarships and fellowships after deducting discounts & allowances** — This is the amount reported as scholarships and fellowships expenses by the institution. The amount is brought forward from the Current Year Total column of Part C, line 10.

#### **Part H – Details of Endowment Assets**

This part is intended to report details about endowments.

This part appears only for institutions answering yes to the general information question regarding endowment assets.

Report the amounts of gross investments of endowment, term endowment, and funds functioning as endowment for the institution and any of its foundations and other affiliated organizations. DO NOT reduce investments by liabilities for Part H.

For institutions participating in the NACUBO Endowment Study, this amount should be comparable with values reported to NACUBO.

**01 – Value of endowment assets at the beginning of the fiscal year** — If the market value of some investments is not available, use whatever value was assigned by the institution in reporting market values in the annual financial report.

**02 – Value of endowment assets at the end of the fiscal year** — Report here the market values of the endowment assets at the end of the fiscal year. If the market value is not available for some investments, use whatever value was assigned by the institution in reporting market values in the annual financial report.

### **General Instructions for Parts J, K and L**

Report data for the same fiscal year as reported in parts A through E. Report gross amounts but exclude interfund transfers. Include the transactions of all funds of your institution.

These instructions conform to the U. S. Census Bureau's Government Finance and Employment Classification Manual. This manual can be viewed on the Internet at

<http://www.census.gov/govs/www/class.html>

Do not delay reporting to await audited figures if substantially accurate figures can be supplied on a preliminary basis. The amounts reported for the Census Bureau part of the form are used for statistical purposes only. They are not audited, used for any indicators of compliance and have no implications for policy. They are not released to the public at the institutional level, but rather are aggregated to the parent government level and included with the transactions of the parent government.

### **Part J - Revenues**

Report only in the unshaded blocks. Information for shaded blocks is obtained from other Parts of this form, or is not applicable to your institution.

#### **Line**

1. All amounts will be obtained from Parts B and E. The Census Bureau includes tuition and fees from part B plus discounts and allowances (applied to tuition) from Part E).
2. Sales and services -- Report separately only sales and service attributable to activities indicated for column 2 and column 4. All other amounts will be obtained from Parts B and E, or will be calculated.
3. Exclude Pell grants and any Federal loans received on behalf of the students. Include all other direct Federal grants, including research grants, in the appropriate column.
4. Include state appropriations in the proper column. Include all operating and non-operating appropriations, as well as all current and capital appropriations.



5. Include state grants and contracts in the proper column.
6. Include local government appropriations in the appropriate column, regardless of whether appropriations were for current or capital. This generally applies only to local institutions of higher education.
7. Include local grants and contracts in the appropriate column.
8. This item applies only to local institutions of higher education. Include in column 1 any revenue from locally imposed property taxes or other taxes levied by the local higher education district. Include all funds – current, restricted, unrestricted and debt service. Exclude taxes levied by another government and transferred to the local higher education district by the levying government.
9. Include gifts for both current and capital uses. Include grants from private organizations and individuals here. Include additions to permanent endowments if they are gifts. Exclude gifts to component units.
10. Report the total interest earned in column 1. Include all funds and endowments.
11. Dividends should be reported separately if available. Report only the total, in column 1, from all funds including endowments but excluding dividends of any component units. Note: if dividends are not separately available, please report include with Interest earnings in J10, column 1.
12. Report only the total earnings. The Census Bureau does not treat unrealized gains are not recorded as revenues. Use column 1 only.

#### **Part K - Expenditures**

Report only in the unshaded blocks. Information for shaded blocks is obtained from other Parts of this form, or is not applicable to your institution.

#### **Line**

1. Report only the salaries & wages for Education and General and for Agricultural extension/experiment services, if applicable. The Census Bureau will obtain all other detail from Part C.
2. Report only the employee benefits for staff associated with Education and General and for Agricultural extension/experiment services, if applicable. The Census Bureau will obtain all other detail from Part C.
3. Applies to state institutions only. Include amounts paid to retirement systems operated by your state government only. Include employer contributions only. Exclude employee contributions withheld.
4. Includes supplies, materials, contracts and professional services, utilities, travel, and insurance. Excludes both employer and employee contributions to retirement, scholarships and fellowships (see line 09), capital outlay, and salaries.
5. Construction from all funds (plant, capital, or bond funds) includes expenditure for the construction of new structures and other permanent improvements, additions replacements, and major alterations. Report in proper column according to function.
6. Equipment purchases from all funds (plant, capital, or bond funds).
7. From all funds (plant, capital, or bond funds), include the cost of land and existing structures, as well as the purchase of rights-of-way.
8. Interest paid on revenue debt only. Includes interest on debt issued by the institution, such as that which is repayable from pledged earnings, charges or fees (e.g. dormitory, stadium, or student union revenue bonds). Report only the total, in column 1. Excludes interest expenditure of the parent state or local government on debt issued on behalf of the institution and backed by that parent government. Also excludes interest on debt issued by a state dormitory or housing finance agency on behalf of the institution.
9. Do not report. The Census Bureau will obtain all amounts from Part E.

#### **Part L - Debt and Assets**



Report only in the unshaded blocks. Information for shaded blocks is obtained from other Parts of this form, or is not applicable to your institution.

Lines 01 through 06 – Include revenue debt only. Includes debt issued by the institution, such as that which is repayable from pledged earnings, charges or fees (e.g. dormitory, stadium, or student union revenue bonds). Excludes debt of the parent state or local government issued on behalf of the institution and backed by that parent government. Also excludes debt issued by a state dormitory or housing finance agency on behalf of the institution. Report the appropriate category. Long-term debt and short-term debt are distinguished by length of term for repayment, with one year being the boundary. Short-term debt must be interest bearing.

Lines 07, 08, and 09 – Report the total amount of cash and security assets held in each category. Report assets at book value to the extent possible. Includes cash on hand in each type of fund. Sinking funds are those used exclusively to service debt. Bond funds are those established by your institution to disburse revenue bond proceeds. (Exclude bond funds established by your parent state or local government to disburse the proceeds of debt they guarantee.) All other funds might include current, plant, or endowment funds. Exclude the value of fixed assets and exclude any student loan funds established by the Federal government.

Finance for non-degree granting public institutions

**Finance for non-degree granting public institutions using GASB Reporting Standards**

Finance - Public institutions

**Reporting Standard**

**Please indicate which reporting standards are used to prepare your financial statements:**

- GASB (Governmental Accounting Standards Board), using standards of GASB 34 & 35
- FASB (Financial Accounting Standards Board)

**Please consult your business officer for the correct response before saving this screen.** Your response to this question will determine the forms you will receive for reporting finance data.

**General Information**

**GASB-Reporting Institutions (aligned form)**

To the extent possible, the finance data requested in this report should be provided from your institution's audited General Purpose Financial Statements (GPFS). Please refer to the instructions specific to each screen of the survey for details and references.

**1. Fiscal Year Calendar**

**This report covers financial activities for the 12-month fiscal year:** (The fiscal year reported should be the most recent fiscal year ending before October 1, 2009.)

Beginning: month/year (MMYYYY)

Month:

Year:

And ending: month/year (MMYYYY)

Month:

Year:

**2. Audit Opinion**

Did your institution receive an unqualified opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above? (If your institution is audited only in combination with another entity, answer this question based on the audit of that entity.)

Unqualified

Qualified  
(Explain in  
box below)

Don't know  
(Explain in  
box below)

**You may use the space below to provide context for the data you've reported above.**

Part B - Revenues and Other Additions

Fiscal Year 2009

Line No.	Source of Funds	Current year amount	Prior year amount
	<b>Operating Revenues</b>		
01	<u>Tuition &amp; fees</u> , after deducting <u>discounts &amp; allowances</u>	<input type="text"/>	
	<u>Grants and contracts</u> - operating		
02	Federal operating grants and contracts	<input type="text"/>	
03	State operating grants and contracts	<input type="text"/>	
04	Local government/private operating grants and contracts		
	04a Local government operating grants and contracts	<input type="text"/>	
	04b Private operating grants and contracts	<input type="text"/>	
26	<u>Sales &amp; services of educational activities</u>	<input type="text"/>	
08	Other sources - operating CV=[B09-(B01+ ....+B26)]		
09	Total operating revenues	<input type="text"/>	

Part B - Revenues and Other Additions

Fiscal Year 2009

Line No.	Source of funds	Current year amount	Prior year amount
	<b><u>Nonoperating Revenues</u></b>		
10	<u>Federal appropriations</u>	<input type="text"/>	
11	<u>State appropriations</u>	<input type="text"/>	
12	<u>Local appropriations, education district taxes, &amp; similar support</u>	<input type="text"/>	
	<b><u>Grants-nonoperating</u></b>		
13	Federal nonoperating grants	<input type="text"/>	
14	State nonoperating grants	<input type="text"/>	
15	Local government nonoperating grants	<input type="text"/>	
16	<u>Gifts, including contributions from affiliated organizations</u>	<input type="text"/>	
17	<u>Investment income</u>	<input type="text"/>	
18	Other nonoperating revenues CV=[B19-(B10+...+B17)]		
19	Total nonoperating revenues	<input type="text"/>	

Part B - Revenues and Other Additions

Fiscal Year 2009

Line No.	Source of funds	Current year amount	Prior year amount
	Other Revenues and Additions		
24	Total other revenues and additions	<input type="text"/>	
25	Total all revenues and other additions CV=(B09+B19+B24)		

You may use the space below to provide context for the data you've reported above.

Part C - Expenses and Other Deductions

Fiscal Year 2009

	1	2	3	4	5	6	7
Line No. Description	Current year total	Salaries & wages	Employee fringe benefits	Operation and maintenance of plant	Depreciation	Interest	All other
<b>Expenses and Deductions</b>							
01 <u>Instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02 <u>Research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03 <u>Public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05 <u>Academic support</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
06 <u>Student services</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07 <u>Institutional support</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08 <u>Operation &amp; maintenance of plant</u> (see instructions)	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 <u>Scholarships and fellowships expenses, excluding discounts &amp; allowances</u>	<input type="text"/>						
14 Other expenses & deductions & deductions CV=[C19-(C01+...+C10)]							
19 Total expenses & deductions	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prior year amount							

You may use the space below to provide context for the data you've reported above.

Part E - Scholarships and Fellowships

Fiscal Year 2009

Line No.	Source	Current year amount	Prior year amount
01	<u>Pell grants</u> (federal)	<input type="text"/>	
02	<u>Other federal grants</u>	<input type="text"/>	
03	<u>Grants by state government</u>	<input type="text"/>	
04	<u>Grants by local government</u>	<input type="text"/>	
05	<u>Institutional grants from restricted resources</u>	<input type="text"/>	
06	<u>Institutional grants from unrestricted resources</u> CV=[E07-(E01+...+E05)]		
07	Total gross scholarships and fellowships	<input type="text"/>	
<u>Discounts and Allowances</u>			
08	<u>Discounts &amp; allowances</u> applied to <u>tuition &amp; fees</u>	<input type="text"/>	
09	<u>Discounts &amp; allowances</u> applied to sales & services of <u>auxiliary enterprises</u> CV= (E10-E08)		
10	Total discounts & allowances CV=(E07-E11)		
11	Net scholarships and fellowships expenses after deducting discount & allowances (from C10)		

You may use the space below to provide context for the data you've reported above.



Part J - Revenue Data for Bureau of Census

**Fiscal Year 2009**

Source and type	Amount				
	Total for all funds and operations (includes endowment funds, but excludes component units)	Education and general/independent operations	Auxiliary enterprises	Hospitals	Agriculture extension/experiment services
	(1)	(2)	(3)	(4)	(5)
01 Tuition and fees					
02 Sales and services		<input type="text"/>			<input type="text"/>
03 Federal grants/contracts (excludes Pell Grants)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revenue from the state government:					
04 State appropriations, current & capital		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05 State grants and contracts		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revenue from local governments:					
06 Local appropriation, current & capital		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07 Local government grants/contracts		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08 Receipts from property and non-property taxes	<input type="text"/>				
09 Gifts and private grants, including capital grants	<input type="text"/>				
10 Interest earnings	<input type="text"/>				
11 <u>Dividend earnings</u>	<input type="text"/>				
12 <u>Realized capital gains</u>	<input type="text"/>				

You may use the space below to provide context for the data you've reported above.

Part K - Expenditure Data for Bureau of Census

Fiscal Year 2009

Category	Amount				
	Total for all funds and operations (includes endowment funds, but excludes component units)	Education and general/independent operations	Auxiliary enterprises	Hospitals	Agriculture extension/experiment services
	(1)	(2)	(3)	(4)	(5)
01 Salaries and wages		<input type="text"/>			<input type="text"/>
02 Employee benefits, total		<input type="text"/>			<input type="text"/>
03 Payment to state retirement funds (maybe included in line 02 above)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04 Current expenditures other than salaries		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Capital outlay:					
05 Construction		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
06 Equipment purchases		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07 Land purchases		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08 Interest on debt outstanding, all funds & activities	<input type="text"/>				
09 Scholarships/fellowships					

You may use the space below to provide context for the data you've reported above.

Fiscal Year 2009

**Debt**

Category	Amount
01 Long-term debt outstanding at beginning of fiscal year	<input type="text"/>
02 Long-term debt issued during fiscal year	<input type="text"/>
03 Long-term debt retired during fiscal year	<input type="text"/>
04 Long-term debt outstanding at end of fiscal year	<input type="text"/>
05 Short-term debt outstanding at beginning of fiscal year	<input type="text"/>
06 Short-term debt outstanding at end of fiscal year	<input type="text"/>

**You may use the space below to provide context for the data you've reported above.**

**Fiscal Year 2009**

**Assets**

Category

Amount

07 Total cash and security assets held at end of fiscal year in sinking or debt service funds

08 Total cash and security assets held at end of fiscal year in bond funds

09 Total cash and security assets held at end of fiscal year in all other funds

**You may use the space below to provide context for the data you've reported above.**

Finance Public (using GASB 34/35) (NEW ALIGNED FORM) non degree

## **Purpose of Component**

The purpose of the IPEDS Finance component is to collect basic financial information from items associated with the institution's General Purpose Financial Statements (GPFS). Item areas include:

- Revenues and Other Additions
- Expenses and Other Deductions
- Scholarships and Fellowships
- Census Information

## **Changes in Reporting**

During the 2008-09 collection year changes were made to better align the finance reporting of public and private institutions based on recommendations from a Technical Review Panel held in January 2007. When the survey form for public institutions reporting using GASB accounting standards was created one of the recommended changes was omitted inadvertently. To correct this situation, these changes were made in Section C (Expenses and Other Deductions) for the 2009-10 collection period.

- Add a column for Interest to better resemble the form used by FASB (private institution) reporters.
- Eliminate the functional classification line of interest (as depreciation was eliminated when it was added as a column). GASB institutions will need to allocate interest expense to appropriate functional categories—as FASB institutions do.
- Eliminate the Nonoperating Expense and Deduction subsection because interest was the only reported value in the subsection. With removal of the interest line there is no need for this subsection.
- Change the name to Expenses and Deductions by collapsing the two subsections of Operating Expenses and Nonoperating Expenses and Deductions. This will be more similar to the FASB reporters because they do not distinguish between operating and nonoperating expenses.

Several other changes have taken place since the 2008-09 collection year. For the 2009-10 collection, these changes include the elimination of:

- General Information, Line 3 - GASB Alternative models
- General Information, Line 4 - Intercollegiate athletics
- General Information, Line 5 - Endowments
- Part A - Statement of Net Assets
- Part D - Summary of Changes in Net Assets
- Part B (Revenues and Other Additions), Line 05 - Sales and services of auxiliary enterprises
- Part B (Revenues and Other Additions), Line 06 - Sales and services of hospitals
- Part B (Revenues and Other Additions), Line 07 - Independent operations
- Part B (Revenues and Other Additions), Line 20 - Capital appropriations
- Part B (Revenues and Other Additions), Line 21 - Capital grants & gifts

- Part B (Revenues and Other Additions), Line 22 - Additions to permanent endowments
- Part B (Revenues and Other Additions), Line 23 - Other revenues & additions
- Part C (Expenses by Functional and Natural Classification), Line 11 - Auxiliary enterprises
- Part C (Expenses by Functional and Natural Classification), Line 12 - Hospital services
- Part C (Expenses by Functional and Natural Classification), Line 13 - Independent operations
- Part H - Value of Endowment Assets

## Coverage

### What to Include

The reporting entity's financial accounting policies and procedures should be the beginning basis for reporting to this IPEDS survey component. However, deviations from the GPFS may be required to respond to this IPEDS survey component. Some of these deviations include:

- If financial categories in the institution's GPFS are more aggregated than required for this IPEDS survey component, then use underlying institutional records to determine the necessary amounts.
- If financial categories in the institution's GPFS are more detailed than required, then combine the GPFS amounts and report only the combined number for this IPEDS survey component.
- If amounts are reported in categories in the GPFS that differ from those required for the IPEDS survey, move those amounts to the IPEDS-requested categories.
- Report all financial in WHOLE DOLLARS only, omitting cents.
- For any item on the survey component where exact data do not exist in the GPFS, please give estimates.

### What NOT to Include

Do not report any projected amounts for future years. Do not make adjustments for prior-year corrections unless they are included as such corrections in the GPFS.

## General Instructions

### Reporting Period Covered

The starting point for reporting should be amounts reported in the GPFS for the **most recent fiscal year ending before October 1, 2009**. For institutions with fiscal years ending on December 31, this would be the calendar year 2008.

### About the Data

Data providers for this component should be familiar with college and university accounting policies and practices as described by the National Association of College and Universities' Business Officers (NACUBO). To provide additional help, accounting terms are underlined and colored blue. These terms are linked to definitions found in the on-line glossary.

Four different types of data appear in this component. There are data:

- Institutions provide from their GPFS and/or underlying records.
- That are prior year data, shown in red, which can be used as a comparison with the current year's data being reported.
- That are carried forward from one part of the component to another part to insure that the data are internally consistent.
- Calculated from the other data elements.

In the latter two cases, the data provider is requested to check that the carried forward data and the calculated data are consistent with the data found in the institution's GPFS. If the data carried forward or calculated are not consistent with the institution's GPFS, then an error in data entry may have occurred.

### **Context Boxes**

Context boxes (previously known as caveat boxes) are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

## **Where to Get Help**

### **IPEDS Data Collection Help Desk**

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### **AIR Website**

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

### **IPEDS Resources Page**

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

## **Where to Get Additional Get Help for Reporting Finance on this Component**

There may be places on and off your campus to get assistance in reporting.

### **Assistance on campus**

Although institutions may be organized in different ways and use different titles for offices, an office on your campus that might help you to report data on this survey component might be called:

- Office of the Chief Financial Officer
- Office of Administration and Finance
- Office of Finance
- Office of Budget
- Office of Financial Services
- Office of the Comptroller (or Controller)
- Office of Accounting

### **Assistance off campus**

Additional references may be found in the National Association of College and University Business Officers' (NACUBO) Financial Accounting and Reporting

Manual (FARM). To obtain on-line access to the FARM, contact NACUBO at 202-861-2500. Additional information may be found at the NACUBO website ([www.nacubo.org](http://www.nacubo.org)). Someone at your institutions in one or more of the offices listed above may already have access to the FARM.

## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

## Detailed Instructions

This section provides line-by-line instructions for each Part of the Finance Component.

In the instructions, numbers found in parentheses at the end of each line provide additional reference to paragraphs in the National Association of College and Universities' Business Officers' (NACUBO) Financial Accounting and Reporting Manual (FARM). There are also some references to the Statement of Financial Accounting Standards (SFAS).

### General Information

**Fiscal Year:** Enter the beginning and ending dates of the period covered for the reported financial data. If the period is not a full 12-month year, explain in the context box below why a 12-month period was not included.

**Audit Opinion:** Check the appropriate box to indicate if the GPFS received an unqualified opinion from your auditors. If "qualified" is checked, please note in the context box the nature of the qualification. If the statements have not been audited, please check "Don't know" and note in the context box that the GPFS are unaudited.

**Context:** Enter in this space any explanations specified in other instructions or any other information critical to financial statement users.

### Part B - Revenues and Other Additions

This part is intended to report revenues by source.

**The revenues and investment return reported in this part should agree with the revenues reported in the institution's GPFS.**

Includes all operating revenues, nonoperating revenues, and other additions for



the reporting period. This includes unrestricted and restricted revenues and additions, whether expendable or nonexpendable.

Exclude from revenue (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.

**Operating revenues** result from providing services and producing and delivering goods (see GASB Statement No. 9, paragraphs 16-19).

**Nonoperating revenues** are those generated from non-exchange transactions, such as appropriations, gifts, and investment earnings. They are often used to support the operations of the institution. The term nonoperating does not preclude use for operating expenses.

In some cases an institution may report certain revenues in an operating or nonoperating category different from that shown on the IPEDS forms. This IPEDS component is not intended to dictate how an institution reports such revenues in its own GPFS. However, for consistency of reporting it is requested that information from the GPFS be reported to IPEDS as requested below.

For institutions receiving American Recovery and Reinvestment Act (ARRA) revenues during the reporting period, report these amounts as part of line 19, Total nonoperating revenues. If the GPFS shows a separate amount for ARRA revenues in another revenue category (e.g., Federal operating grants and contracts) remove that amount from that other category for IPEDS reporting.

Refer to these specific instructions for more information about reporting revenues and investment return.

## **Operating Revenues**

**01 – Tuition & fees, after deducting discounts & allowances** — Report all tuition & fees (including student activity fees) assessed against students for education purposes. Include revenues for tuition and fees net of discounts & allowances from institutional scholarships, waivers, etc. (report gross revenues minus discounts and allowances). Include here those tuition and fees that are remitted to the state as an offset to state appropriations. (Charges for room, board, and other services rendered by auxiliary enterprises are not reported here; see line 05.)

**02 – Federal operating grants and contracts** — Report revenues from federal governmental agencies that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract. Include federal land grant appropriations if considered operating revenue. **Do not include Pell grants or other federal student aid here (see line 13 in this part). Do not include any ARRA revenues on this line (see line 19 in this part).**

**03 – State operating grants and contracts** — Report revenues from state governmental agencies that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract. **Do not include any ARRA revenues on this line (see line 19 in this part).**

**04a – Local government operating grants and contracts** — Report revenues from local governmental agencies that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract.

**04b – Private operating grants and contracts** — Report revenues from nongovernmental agencies and organizations that are for specific research projects or other types of programs and that are classified as operating revenues. Examples are research projects and similar activities for which amounts are received or expenditures are reimbursable under the terms of a grant or contract.

**26 – Sales & services of educational activities** – Include all operating 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.

**08 – Other sources-operating** – This amount is generated by taking the amount on line 09 and subtracting the total of lines 01-26. This amount should include all operating revenues not included on lines 01-26.

**09 – Total Operating Revenues** – Report total operating revenues from your GPFS.

### **Nonoperating Revenues**

**10 – Federal appropriations** – Report all amounts received by the institution through acts of a federal legislative body, except grants and contracts. Funds reported in this category are for meeting current operating expenses, not for specific projects or programs. An example is federal land-grant appropriations. If your institution accounts for land grant appropriations as operating revenue, include the amount received on line 02. **Do not include any ARRA revenues on this line (see line 19 in this part).**

**11 – State appropriations** – Report all amounts received by the institution through acts of a state legislative body, except grants and contracts. Funds reported in this category are for meeting current operating expenses, not for specific projects or programs. Do not include capital appropriations (see line 24). **Do not include any ARRA revenues on this line (see line 19 in this part).**

**12 – Local appropriations, education district taxes & similar support** – Report all amounts received from property or other taxes assessed directly by or for an institution below the state level. Include any other similar general support provided to the institution from governments below the state level, including local government appropriations. Do not include capital appropriations (see line 24).

**13 – Federal nonoperating grants** – Report all amounts reported as nonoperating revenues from federal governmental agencies that are provided on a nonexchange basis. **Include Pell Grants here.** Do not include revenues from the Federal Direct Student Loan (FDSL) Program. Do not include capital grants & gifts (see line 24). **Do not include any ARRA revenues on this line (see line 19 in this part).**

**14 – State nonoperating grants** – Report all amounts reported as nonoperating revenues from state governmental agencies that are provided on a nonexchange basis. Do not include capital grants & gifts (see line 24). **Do not include any ARRA revenues on this line (see line 19 in this part).**

**15 – Local government nonoperating grants** – Report all amounts reported as nonoperating revenues from local governmental agencies and organizations that are provided on a nonexchange basis. Do not include capital grants & gifts (see line 24).

**16 – Gifts, including contributions from affiliated organizations** – Report revenues from private donors for which no legal consideration is provided; these would be nonexchange transactions as defined in GASB Statement No. 33 Accounting and Financial Reporting for Nonexchange Transactions. Include all gifts or contributions to the institution except those classified as additions to permanent endowments or capital grants & gifts. Include gifts from affiliated

organizations. Include the amount of contributed services recognized by the institution.

**17 – Investment income** – Report on this line all investment income not reported on other lines.

**18 – Other nonoperating revenues** – This amount is generated by taking the total entered on line 19 and deducting the total of lines 10 through 17. A negative number may signify an error. Please check for keying errors and recheck totals. **For institutions that received American Recovery and Reinvestment Act (ARRA) revenues during the reporting period, allow these amounts to be reported through this calculated value by including the amount in line 19.**

**19 – Total nonoperating revenues** – Report the total of all nonoperating revenues from your GPFS. **This amount should include ARRA revenues received by the institution, if any.**

#### **Other Revenues and Additions**

**24 – Total other revenues and additions** – This should be the total of all revenue and additions included in the GPFS below the line on the Statement of Revenues, Expenses, and Changes in Net Assets for “income before other revenues, expenses, gains, and losses.” There may be more than one figure in your own GPFS and thus it may be necessary to combine the revenues and additions reported in this category such as capital appropriations, grants or contracts.

**25 – Total all revenues and other additions** – This amount is automatically generated by adding the amounts from lines 09, 19, and 24.

#### **Part C - Expenses and Other Deductions**

This part is intended to report expenses by function. All expenses recognized in the GPFS should be reported using the expense functions provided on lines 01–19. These functional categories are consistent with NACUBO Advisory Report 2000-8, Recommended Disclosure of Alternative Expense Classification Information for Public Higher Education Institutions.

**The total for expenses on line 19 should agree with the total expenses reported in your GPFS including interest expense and any other nonoperating expense.**

Include all operating expenses and nonoperating expenses and deductions. See GASB Statement No. 9, paragraphs 16-19, for an explanation of operating activities. Included are the costs incurred for salaries and wages, goods, and other services used in the conduct of the institution’s operations. Not included is the acquisition cost of capital assets, such as equipment and library books, to the extent the assets are capitalized under the institution’s capitalization policy.

Do not include losses or other unusual or nonrecurring items in Part C. Operation and maintenance expenses are no longer reported as a separate expense category. Instead these expenses are to be distributed among the other functional expense categories.

#### **Functional and Natural Expenses**

**Column 1, Total amount** - Enter the total expense for each applicable functional category listed on lines 01–13. No amount may be entered on line 8 for total operations and maintenance expenses. This line is provided to assist in the allocation of operation and maintenance expenses. Total expenses, line 19, should agree with the total expenses reported in your GPFS.

**Column 2, Salaries & wages** – This column describes the natural classification of salary and wage expenses incurred in each functional category. For this classification, enter the amount of salary and wage expenses for the function identified in lines 01-13 and 19.

**Column 3, Benefits** - Enter in this column the amount of benefits expenses incurred in each functional category identified on lines 01-13 and 19.

**Column 4, Operation and Maintenance of Plant** - This column, in conjunction with Line 8, is used to show the distribution of operation and maintenance of plant expenses to the various functions. Enter in this column the allocated amount of operation and maintenance of plant expenses to each function listed on lines 01-13. The total operation and maintenance of plant expenses should be entered as a negative amount on line 8 of this column, so that the net total of the column as well as the net total of line 8 is zero.

**Column 5, Depreciation** - Enter in this column the amount of depreciation allocated to each functional category identified on lines 01-13 and 19.

**Column 6, Interest** - Enter in this column the amount of interest incurred on debt allocated to each function identified on lines 01-13 and 19.

**Column 7, All other** - This column will be calculated by the survey program as the difference between the total amount entered in column 1 and the sum of columns 2 through 6. Please check the calculated amount for accuracy to determine that no keying errors have occurred.

Refer to these specific instructions for more information about reporting expenses.

**01 – 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 should be included in this classification. Include expenses for both credit and noncredit activities. Exclude expenses for academic administration where the primary function is administration (e.g., academic deans); such expenses should be reported on line 05. The instruction category includes academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students.

**02 – Research** - This category includes all expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Do not report nonresearch sponsored programs (e.g., training programs).

**03 – Public service** - Report expenses for all activities budgeted 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 particular sectors of the community. Include expenditures for community services and cooperative extension services.

**05 – Academic support** - This category includes expenses for the support services that are an integral part of the institution's primary missions of instruction, research, and public service. Include expenses for museums, libraries, galleries, audio/visual services, ancillary support, academic administration, personnel development, and course and curriculum development. Include expenses for veterinary and dental clinics if their primary purpose is to support the institutional program.

**06 – Student services** - Report 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, and financial aid administration. This category also includes intercollegiate athletics and student health services, except when operated as self-supporting auxiliary enterprises.

**07 – Institutional support** - Report 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, and public relations/development.

**08 – Operation & maintenance of plant** - This line, in conjunction with Column 4, is used to show the distribution of operation and maintenance of plant expenses to the various functions. Report all expenses for operations established to provide service and maintenance related to grounds and facilities used for educational and general purposes. Also include expenses for utilities, fire protection, property insurance, and similar items. In the column for operation and maintenance of plant (column 4), enter (as a negative amount) on this line the total amount of operation and maintenance of plant expenses allocated to the other functions.

**10 – Scholarships and fellowships expenses, excluding discounts & allowances** - Report scholarships and fellowships expenses in the form of outright grants to students selected and awarded by the institution. Report only amounts that exceed fees and charges assessed to students by the institution and that would not have been recorded as discounts & allowances. This classification will include the excess of awards over fees and charges from Pell grants and other resources, including funds originally restricted for student assistance. Do not include loans to students or amounts where the institution is given custody of the funds but is not allowed to select the recipients; these are transactions recorded in balance sheet accounts and not revenues and expenses.

**14 - Other expenses and deductions** - This amount is generated by taking the total on line 19 and deducting the total of lines 01 through 10.

**19 – Total Expenses & Deductions** — Enter on this line totals that agree with the institution's GPFS.

### **Part E - Scholarships and Fellowships**

This part is intended to report details about scholarships and fellowships.

For each source on lines 01–06, enter the amount of resources received that are used for scholarships and fellowships. Scholarships and fellowships include: grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Student grants do not include amounts provided to students as payments for teaching or research or as fringe benefits.

For lines 08 and 09, identify amounts that are reported in the GPFS as allowances only. "Allowance" means the institution displays the financial aid amount as a deduction from tuition and fees or a deduction from auxiliary enterprise revenues in its GPFS.

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 at the NACUBO website ([www.nacubo.org](http://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."

Refer to these specific instructions for more information about reporting student scholarships and fellowships.

**01 – Pell grants (federal)** — Report the gross amount of Pell grants disbursed or otherwise made available to recipients by your institution.

**02 – Other federal grants** — Report expenditures for scholarships and fellowships, excluding Pell Grants, that were funded from federal government agencies. Include Supplemental Educational Opportunity Grants (SEOGs). Report institutional matching funds for SEOGs under institutional expenditures. Include the federal support portion of State Student Incentive Grants (SSIGs). Do not include loans or Federal Work Study.

**03 – Grants by state government** — Report expenditures for scholarships and fellowships that were funded by your state such as the state share of State Student Incentive Grants (SSIGs). Report portable student aid from another state as a state source.

**04 – Grants by local government** — Report expenditures for scholarships and fellowships that were funded by local governments.

**05 – Institutional grants from restricted sources** — Report expenditures for scholarships and fellowships received from private sources (e.g., businesses, foundations, individuals, foreign governments) that used restricted-expendable net assets of the institution.

**06 – Institutional grants from unrestricted sources** — This line is generated by taking the total on line 07 and subtracting the total of lines 01-05. This amount should include expenditures for scholarships and fellowships from unrestricted net assets of your institution. The institutional matching portion of federal, state or local grants should be reported here. Include athletic scholarships if appropriate.

**07 – Total gross scholarships and fellowships** — Enter total scholarship & fellowship amounts.

**Discounts & Allowances** — Report the amount of the gross scholarships and fellowships entered above that were recorded as discounts & allowances. (FARM para. 360.41)

**08 – Discounts & allowances applied to tuition & fees** — Report the amount of discounts & allowances that were recorded as an offset (reduction) to student tuition & fees.

**09 – Discounts & allowances applied to sales & services of auxiliary enterprises** — This line is generated by taking the total on line 10 and subtracting the amount on line 08. This should be the amount of discounts & allowances that were recorded as an offset (reduction) to revenues of auxiliary enterprises.

**10 – Total discounts & allowances** — This line is generated by taking the amount on line 11 and subtracting the amount on line 07.

**11 – Net scholarships and fellowships after deducting discounts & allowances** — This is the amount reported as scholarships and fellowships expenses by the institution. The amount is brought forward from the Current

Year Total column of Part C, line 10.

### **General Instructions for Parts J, K and L**

Report data for the same fiscal year as reported in parts A through E. Report gross amounts but exclude interfund transfers. Include the transactions of all funds of your institution, with the exception of component units reported in Parts F or G.

These instructions conform to the U. S. Census Bureau's Government Finance and Employment Classification Manual. This manual can be viewed on the Internet at

<http://www.census.gov/govs/www/class.html>

Do not delay reporting to await audited figures if substantially accurate figures can be supplied on a preliminary basis. The amounts reported for the Census Bureau part of the form are used for statistical purposes only. They are not audited, used for any indicators of compliance and have no implications for policy. They are not released to the public at the institutional level, but rather are aggregated to the parent government level and included with the transactions of the parent government.

### **Part J - Revenues**

Report only in the unshaded blocks. Information for shaded blocks is obtained from other Parts of this form, or is not applicable to your institution.

#### **Line**

1. All amounts will be obtained from Parts B and E. The Census Bureau includes tuition and fees from part B plus discounts and allowances (applied to tuition) from Part E).
2. Sales and services -- Report separately only sales and service attributable to activities indicated for column 2 and column 4. All other amounts will be obtained from Parts B and E, or will be calculated.
3. Exclude Pell grants and any Federal loans received on behalf of the students. Include all other direct Federal grants, including research grants, in the appropriate column.
4. Include state appropriations in the proper column. Include all operating and non-operating appropriations, as well as all current and capital appropriations.
5. Include state grants and contracts in the proper column.
6. Include local government appropriations in the appropriate column, regardless of whether appropriations were for current or capital. This generally applies only to local institutions of higher education.
7. Include local grants and contracts in the appropriate column.
8. This item applies only to local institutions of higher education. Include in column 1 any revenue from locally imposed property taxes or other taxes levied by the local higher education district. Include all funds – current, restricted, unrestricted and debt service. Exclude taxes levied by another government and transferred to the local higher education district by the levying government.
9. Include gifts for both current and capital uses. Include grants from private organizations and individuals here. Include additions to permanent endowments if they are gifts. Exclude gifts to component units.
10. Report the total interest earned in column 1. Include all funds and endowments, but exclude earnings of component units if reported in Part F.
11. Dividends should be reported separately if available. Report only the total, in column 1, from all funds including endowments but excluding dividends



of any component units. Note: if dividends are not separately available, please report include with Interest earnings in J10, column 1.

12. Report only the total earnings. The Census Bureau does not treat unrealized gains are not recorded as revenues. Use column 1 only.

### **Part K - Expenditures**

Report only in the unshaded blocks. Information for shaded blocks is obtained from other Parts of this form, or is not applicable to your institution.

#### **Line**

1. Report only the salaries & wages for Education and General and for Agricultural extension/experiment services, if applicable. The Census Bureau will obtain all other detail from Part C.
2. Report only the employee benefits for staff associated with Education and General and for Agricultural extension/experiment services, if applicable. The Census Bureau will obtain all other detail from Part C.
3. Applies to state institutions only. Include amounts paid to retirement systems operated by your state government only. Include employer contributions only. Exclude employee contributions withheld.
4. Includes supplies, materials, contracts and professional services, utilities, travel, and insurance. Excludes both employer and employee contributions to retirement, scholarships and fellowships (see line 09), capital outlay, and salaries.
5. Construction from all funds (plant, capital, or bond funds) includes expenditure for the construction of new structures and other permanent improvements, additions replacements, and major alterations. Report in proper column according to function.
6. Equipment purchases from all funds (plant, capital, or bond funds).
7. From all funds (plant, capital, or bond funds), include the cost of land and existing structures, as well as the purchase of rights-of-way.
8. Interest paid on revenue debt only. Includes interest on debt issued by the institution, such as that which is repayable from pledged earnings, charges or fees (e.g. dormitory, stadium, or student union revenue bonds). Report only the total, in column 1. Excludes interest expenditure of the parent state or local government on debt issued on behalf of the institution and backed by that parent government. Also excludes interest on debt issued by a state dormitory or housing finance agency on behalf of the institution.
9. Do not report. The Census Bureau will obtain all amounts from Part E.

### **Part L - Debt and Assets**

Report only in the unshaded blocks. Information for shaded blocks is obtained from other Parts of this form, or is not applicable to your institution.

Lines 01 through 06 – Include revenue debt only. Includes debt issued by the institution, such as that which is repayable from pledged earnings, charges or fees (e.g. dormitory, stadium, or student union revenue bonds). Excludes debt of the parent state or local government issued on behalf of the institution and backed by that parent government. Also excludes debt issued by a state dormitory or housing finance agency on behalf of the institution. Report the appropriate category. Long-term debt and short-term debt are distinguished by length of term for repayment, with one year being the boundary. Short-term debt must be interest bearing.

Lines 07, 08, and 09 – Report the total amount of cash and security assets held in each category. Report assets at book value to the extent possible. Includes cash on hand in each type of fund. Sinking funds are those used exclusively to service debt. Bond funds are those established by your institution to disburse



revenue bond proceeds. (Exclude bond funds established by your parent state or local government to disburse the proceeds of debt they guarantee.) All other funds might include current, plant, or endowment funds. Exclude the value of fixed assets and exclude any student loan funds established by the Federal government.