

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:**

- | | |
|-----------------------|---|
| <input type="radio"/> | GASB (Governmental Accounting Standards Board), using standards of GASB 34 & 35 |
| <input type="radio"/> | 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

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, 2012.)

Beginning: month/year (MMYYYY)	Month: <input type="text"/>	Year: <input type="text"/>
And ending: month/year (MMYYYY)	Month: <input type="text"/>	Year: <input type="text"/>

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.)

<input checked="" type="radio"/> Unqualified	<input type="radio"/> Qualified (Explain in box below)	<input type="radio"/> Don't know (Explain in box below)
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You may use the space below to provide context for the data you've reported above.

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Part E - Scholarships and Fellowships

Most recent fiscal year ending before October 2012

DO NOT REPORT FEDERAL DIRECT STUDENT LOANS (FDSL) ANYWHERE IN THIS SECTION

Line No.	Source	Current year amount	Prior year amount
01	<u>Pell grants (federal)</u>	<input type="text"/>	
02	<u>Other federal grants (Do NOT include FDSL amounts)</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	<u>Total gross scholarships and fellowships</u>	<input type="text"/>	
Discounts and Allowances			
08	<u>Discounts & allowances applied to tuition & fees</u>	<input type="text"/>	
09	<u>Discounts & allowances applied to sales & services of auxiliary enterprises</u>	<input type="text"/>	
10	<u>Total discounts & allowances</u> CV=(E08+E09)		
11	<u>Net scholarships and fellowships expenses after deducting discounts & allowances</u> CV= (E07-E10) This amount will be carried forward to C10 of the expense section.		

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

Part B - Revenues and Other Additions

Most recent fiscal year ending before October 2012

Line No.	Source of Funds	Current year amount	Prior year amount
Operating Revenues			
01	<u>Tuition & fees, after deducting discounts & allowances</u>	<input type="text"/>	
	Grants and contracts - 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 & 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

Most recent fiscal year ending before October 2012			
Line No.	Source of funds	Current year amount	Prior year amount
	Nonoperating Revenues		
10	Federal <u>appropriations</u>	<input type="text"/>	
11	State <u>appropriations</u>	<input type="text"/>	
12	<u>Local appropriations, education district taxes, & similar support</u>	<input type="text"/>	
	Grants-nonoperating		
13	Federal nonoperating grants Do NOT include Federal Direct Student Loans	<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)]	<input type="text"/>	
19	Total nonoperating revenues	<input type="text"/>	
27	Total operating and nonoperating revenues CV=[B19+B09]	<input type="text"/>	
28	12-month Student FTE from E12		
29	Total operating and nonoperating revenues per student FTE CV=[B27/B28]	<input type="text"/>	

Part B - Revenues and Other Additions

Most recent fiscal year ending before October 2012

Line No.	Source of funds	Current year amount	Prior year amount
	Other Revenues and Additions		
24	Total other revenues and additions		
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.

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Part C - Expenses and Other Deductions

Most recent fiscal year ending before October 2012									
Report Total Operating AND Non-Operating Expenses in this section									
Line No.	Description	1 Current year total	2 Salaries & wages	3 Employee fringe benefits	4 Operation and maintenance of plant	5 Depreciation	6 Interest	7 All other	8 PY Total Amount
Expenses and Deductions									
01	<u>Instruction</u>								
02	<u>Research</u>								
03	<u>Public service</u>								
05	<u>Academic support</u>								
06	<u>Student services</u>								
07	<u>Institutional support</u>								
08	<u>Operation & maintenance of plant (see instructions)</u>	0							0
10	<u>Scholarships and fellowships expenses, excluding discounts & allowances (from E11)</u>								
14	<u>Other expenses & deductions CV=[C19-(C01+...+C10)]</u>								
19	<u>Total expenses & deductions</u>				0				
	<u>Prior year amount</u>								
20	<u>12-month Student FTE from E12</u>								
21	<u>Total expenses and deductions per student FTE CV=[C19/C20]</u>								

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

Part J - Revenue Data for Bureau of Census

Most recent fiscal year ending before October 2012					
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					
03 Federal grants/contracts (excludes Pell Grants)					
Revenue from the state government:					
04 State appropriations, current & capital					
05 State grants and contracts					
Revenue from local governments:					
06 Local appropriation, current & capital					
07 Local government grants/contracts					
08 Receipts from property and non-property taxes					
09 Gifts and private grants, including capital grants					
10 Interest earnings					
11 Dividend earnings					
12 Realized capital gains					

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

Part K - Expenditure Data for Bureau of Census

Most recent fiscal year ending before October 2012					
Category	Amount				
	Total for all funds and operations (includes endowment funds, but excludes component units) (1)	Education and general/independent operations (2)	Auxiliary enterprises (3)	Hospitals (4)	Agriculture extension/experiment services (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.

Most recent fiscal year ending before October 2012

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.

Most recent fiscal year ending before October 2012

Assets

Category	Amount
07 Total cash and security assets held at end of fiscal year in sinking or debt service funds	<input type="text"/>
08 Total cash and security assets held at end of fiscal year in bond funds	<input type="text"/>
09 Total cash and security assets held at end of fiscal year in all other funds	<input type="text"/>

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

Prepared by

This survey component was prepared by:

<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact	<input type="radio"/>	Finance Contact	<input type="radio"/>	Other
Name:	<input type="text"/>								
Email:	<input type="text"/>								

How long did it take to prepare this survey component? hours minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

Finance Public GASB non degree

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Part E Scholarships and Fellowships

Part B Revenues and Other Additions

Part C Expenses and Other Deductions

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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 **Changes in Reporting**

For the 2012-13 finance data collection we have made changes to the Scholarships and Fellowships section, Part E. These changes include:

- The Scholarships and Fellowships section of the finance survey has been moved up to come after assets and before revenues and expenses.
- The amount for discounts and allowances to auxiliary enterprises (line 8) will now be reported by the institution, not calculated from other variables as in previous years.
- The amount for total discounts and allowances (line 10) will be calculated as the sum of discounts and allowances to tuition & fees and auxiliary enterprises (lines 8 and 9). In previous years this amount was calculated as the difference between net scholarship and fellowship expenses and gross scholarships and fellowships.

- The amount for net scholarships and fellowships (line 11) will be calculated as the difference between total (gross) scholarship and fellowships (line 7) and total discounts and allowances (line 10). In previous years, this amount was reported in the expense section of the survey.

Moving the Scholarships and Fellowships section before the Expenses section means that the amount for net scholarships and fellowships expenses in Part E, line 11 will now be carried forward to the Expenses section (Part C) to populate the net scholarships and fellowships amount for line 10.

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, 2012**. For institutions with fiscal years ending on December 31, this would be the calendar year 2011.

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 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.

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Where to Get Help

IPEDS Data Collection Help Desk

Phone: 1-877-225-2568

Email: 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.

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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) which is available online. Additional information may be found at the NACUBO website (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](#)

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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 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 Discounts and Allowances to Tuition and Other Fee Revenues by Public Institutions of Higher Education (AR 2000-05, September 1, 2000), which is available at the NACUBO website (www.nacubo.org). AR 2000-05 states:

"A scholarship allowance is the difference between the stated charge for goods and services provided by the institution and the amount that is paid by students and/or third parties making payments on behalf of students. In considering what is or is not revenue (for Part D), the following rule applies: amounts received to satisfy student tuition and fees will be reported as revenue only once (e.g., student fees, gifts, federal grants and contracts such as Pell Grants, and 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 — Enter the amount awarded to the institution under federal student aid programs other than Pell, such as Supplemental Education Opportunity Grants (SEOG), DHHS training grants (aid portion only), DOD grants, Department of Veterans Affairs grants, and State Student Incentive Grants (SSIG). Report institutional matching funds for SEOGs under institutional grants from unrestricted sources. Include the federal support portion of State Student Incentive Grants (SSIGs). **Do not include Federal Direct Student 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 – Report the amount of discounts & allowances that were recorded as an offset (reduction) to revenues of auxiliary enterprises (room and board, books, meals, etc.).

10 – Total discounts & allowances – This line is generated by summing the discounts and allowances reported to both tuition & fees and auxiliary enterprises entered in lines 9 and 10.

11 – Net scholarships and fellowships after deducting discounts & allowances – This amount is generated by taking the difference between total gross scholarships and fellowships (line 7) and subtracting the total discounts and allowances (line 10). This amount should reflect scholarships and fellowships expenses in the form of outright grants to students selected and awarded by the institution and should not include monies treated as discounts and allowances. **This amount will be carried forward to Part C Line 10 for Net scholarship and fellowships expenses.**

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 or governmental 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 and other Federal student grant aid, including Veterans Education Benefits 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 (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. Enter all investment income (i.e., interest, dividends, rents and royalties), gains and losses (realized and unrealized) from holding investments (regardless of the nature of the investment) (collectively referred to as "investment income"). Changes in the value of interest rate swaps should be included in this amount.

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.**

27 – Total operating and nonoperating revenues – This amount is generated by adding lines 09 and 19.

28 – 12-month Student FTE from E12 – This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

29 – Total operating and nonoperating revenues per Student FTE – This amount is generated by dividing line 27 by line 28. This calculated value is used by the system to compare the data reported by the institution to the data of institutions that are in the same sector (e.g., public/private, 4-year/2-year) to see if the calculated value is an extreme value that is too high or low. While it is not anticipated that your institution would have the same overall revenues, this comparison may be useful for ensuring that all appropriate revenues have been included in the finance survey component, or excluded when appropriate.

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 expenses.

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 of plant, depreciation, and interest expenses are no longer reported as separate expense categories. Instead these expenses are to be distributed among the other functional expense categories. NACUBO has prepared guidance to assist GASB reporters make these allocations in Advisory Report 2010-1, Public Institutions: Methodologies for Allocating Depreciation, Operation and Maintenance of Plant, and Interest Expenses to Functional Expense Categories available at:

http://www.nacubo.org/Business_and_Policy_Areas/Accounting/Advisory_Reports/Advisory_Report_2010-1_Public_Institution_Methodologies_for_Allocation_Depreciation_Operation_and_Maintenance_of_Plant_and_Interest_Expense-x11205-ml.html.

The advisory report also has detailed definitions for the expense categories available in Appendix B for institutions that do not have access to the NACUBO FARM referenced in the instructions below.

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. (FARM para. 703.14)

Column 5, Depreciation - Enter in this column the amount of depreciation allocated to each functional category identified on lines 01-13 and 19. (FARM para. 703.15)

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. (FARM para. 703.16)

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. (FARM para. 703.4)

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). (FARM para. 703.5)

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. (FARM para. 703.6)

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. (FARM para. 703.7)

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. (FARM para. 703.8)

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. (FARM para. 703.9)

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. (FARM para. 703.14)

10 – Scholarships and fellowships expenses, excluding discounts & allowances - This amount is carried forward from Part E: Scholarships and Fellowships, line 11. Scholarships and fellowships expenses in the form of outright grants to students selected and awarded by the institution. This is the amount that exceeds 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. (FARM para. 703.10)

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.

20 – 12-month Student FTE from E12 – This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

21 – Total Expenses & Deductions per Student FTE - This amount is generated by dividing line 19 by line 20. This calculated value is used by the system to compare the data reported by the institution to the data of institutions that are in the same sector (e.g., public/private, 4-year/2-year) to see if the calculated value is an extreme value that is too high or low. While it is not anticipated that your institution would have the same overall expenses, this comparison may be useful for ensuring that all appropriate expenses have been included in the finance survey component, or excluded when appropriate.

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://www2.census.gov/govs/pubs/classification/2006_classification_manual.pdf

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 and other student 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. Do not include state student grant aid.
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 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 ash 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.

Term	Definition
Academic support	A functional expense category that includes <u>expenses</u> of activities and services that support the institution's primary missions of instruction, research, and public service. It includes the retention, preservation, and display of educational materials (for example, libraries, museums, and galleries); organized activities that provide support services to the academic functions of the institution (such as a demonstration school associated with a college of education or veterinary and dental clinics if their primary purpose is to support the instructional program); media such as audiovisual services; academic administration (including academic deans but not department chairpersons); and formally organized and separately budgeted academic personnel development and course and curriculum development expenses. Also included are information technology expenses related to academic support activities; if an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to this function and the remainder to institutional support. Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Audit opinion	An audit, performed by external (or outside) auditors, that usually consists of a one-page "opinion" letter on the <u>general-purpose financial statements</u> . The "opinion" paragraph of the letter usually states that "In our opinion, the financial statements present fairly, in all material respects, the financial position as of (date) and the results of operations for the year then ended, in conformity with accounting standards generally accepted in the United States." If the auditor cannot state completely the substance of the previous "opinion" sentence, then the auditor will add a phrase such as "...except for..." and state the basis for the exception. When the auditor includes exceptions to the opinion, the opinion is considered to be a "qualified opinion;" when no such exceptions are included, the opinion is considered to be an "unqualified opinion."
Auxiliary enterprises revenues	Revenues generated by or collected from the auxiliary enterprise 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. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.
Contributions from affiliated entities	Revenues from non-consolidated affiliated entities, such as fund raising foundations, booster clubs, other institutionally-related foundations, and similar organizations created to support the institution or organizational units of the institution. General purpose financial statements for <u>FASB</u> institutions include a separate line for these revenues; <u>GASB</u> institutions classify such <u>revenues</u> as <u>gifts</u> .
Depreciation	The allocation or distribution of the cost of <u>capital assets</u> , less any salvage value, to <u>expenses</u> over the estimated useful life of the asset in a systematic and rational manner. Depreciation for the year is the amount of the allocation or distribution for the year involved.
Discounts and allowances	That part of a scholarship or fellowship that is used to pay institutional charges such as <u>tuition</u> and fees or room and <u>board charges</u> .
Dividend earnings	Distribution of earnings to shareholders that may be in the form of cash, stock, or property.
Fringe benefits	Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.
Gifts	Revenues received from gift or contribution nonexchange transactions. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a <u>component unit</u> not blended or consolidated, and income from funds held in irrevocable trusts or distributable at the direction of the trustees of the trusts. Includes any contributed services recognized (recorded) by the institution. <u>FASB</u> and <u>GASB</u> standards differ somewhat on when to recognize contributions or nonexchange revenues, with <u>FASB</u> standards generally causing <u>revenues</u> to be recognized earlier in certain circumstances.
Government appropriations (revenues)	Revenues received by an institution through acts of a legislative body, except <u>grants and contracts</u> . These funds are for meeting current operating <u>expenses</u> and not for specific projects or programs . The most common example is a state's general appropriation. Appropriations primarily to fund <u>capital assets</u> are classified as <u>capital appropriations</u> .
Grants and contracts (revenues)	Revenues from governmental agencies and nongovernmental parties that are for specific research projects, other types of programs , or for general institutional operations (if not government appropriations). Examples are research projects, training programs, student financial assistance, and similar activities for which amounts are received or expenses are reimbursable under the terms of a grant or contract, including amounts to cover both direct and indirect expenses. Includes Pell Grants and reimbursement for costs of administering federal financial aid programs. Grants and contracts should be classified to identify the governmental level - federal, state, or local - funding the grant or contract to the institution; grants and contracts from other sources are classified as nongovernmental grants and contracts. <u>GASB</u> institutions are required to classify in financial reports such grants and contracts as either operating or nonoperating.
Grants by state government	These are state monies awarded to the institution under student <u>financial aid</u> programs , including the state portion of State Student Incentive Grants (SSIG).
Institutional grants from restricted resources	Institutional grants to students funded from <u>restricted-expendable</u> resources for student aid, such as <u>scholarships</u> and <u>fellowships</u> . (Used for reporting under <u>GASB</u> Standards.)
Institutional grants from unrestricted resources	Institutional grants to students that are funded from resources that are not restricted to any particular purpose. (Used for reporting under <u>GASB</u> Standards.)
Institutional support	

	A functional expense category that includes <u>expenses</u> for the day-to-day operational support of the institution. Includes expenses for general administrative services, central executive-level activities concerned with management and long range planning, legal and fiscal operations, space management, employee personnel and records, logistical services such as purchasing and printing, and public relations and development. Also includes information technology expenses related to institutional support activities. If an institution does not separately budget and expense information technology resources, the IT costs associated with student services and operation and maintenance of plant will also be applied to this function.
Instruction	A functional expense category that includes <u>expenses</u> 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. Includes general academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and regular, special, and extension sessions. Also includes expenses for both credit and non-credit activities. Excludes expenses for academic administration where the primary function is administration (e.g., academic deans). Information technology expenses related to instructional activities if the institution separately budgets and expenses information technology resources are included (otherwise these expenses are included in academic support). Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Investment income	Revenues derived from the institution's investments, including investments of <u>endowment funds</u> . Such income may take the form of <u>interest income</u> , <u>dividend income</u> , <u>rental income</u> or <u>royalty income</u> and includes both realized and unrealized <u>gains</u> and <u>losses</u> .
Local appropriations, education district taxes, and similar support	Local appropriations are <u>government appropriations</u> made by a governmental entity below the state level. Education district taxes include all tax <u>revenues</u> assessed directly by an institution or on behalf of an institution when the institution will receive the exact amount collected. These revenues also include similar revenues that result from actions of local governments or citizens (such as through a referendum) that result in receipt by the institution of revenues based on collections of other taxes or resources (sales taxes, gambling taxes, etc.).
Local grants	Local monies awarded to the institution under local government student aid programs .
Nonoperating	GASB requires that <u>revenues</u> and <u>expenses</u> be separated between <u>operating</u> and nonoperating. Operating revenues and expenses result from providing goods and services. Nonoperating activities are those outside the activities that are part of the operating activities of the institution. Most <u>government appropriations</u> are nonoperating because they are not generated by the operations of the institution. <u>Investment income</u> is nonoperating in most instances because institutions are not engaged in investing as an operating activity. <u>Gifts</u> are defined as nonoperating. Nonexchange transactions generate nonoperating revenues.
Operating	GASB requires that <u>revenues</u> and <u>expenses</u> be separated between operating and <u>nonoperating</u> . Operating revenues and expenses result from providing goods and services. Operating transactions are incurred in the course of the operating activities of the institution.
Operation and maintenance of plant (expenses -- FASB and GASB aligned form reporters)	A functional expense category that includes <u>expenses</u> for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Specific expenses include utilities, fire protection, property insurance, and similar items. This function does include amounts charged to <u>auxiliary enterprises</u> , <u>hospitals</u> , and <u>independent operations</u> . Also includes information technology expenses related to operation and maintenance of plant activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in <u>institutional support</u>). Institutions may, as an option, distribute <u>depreciation</u> expense to this function. FASB institutions do not use this function. Instead these expenses are charged to or allocated to other functions.
Other federal grants	Federal monies awarded to the institution under federal government student aid programs, such as <u>Supplemental Educational Opportunity Grants (SEOG)</u> , DHHS training grants (aid portion only), State Student Incentive Grants (SSIG), and other federal student aid programs. Pell grants are not included in this classification. Note: if the federal government selects the student recipients and simply transmits the funds to the institution for disbursement to the student, the amounts are not considered as <u>revenues</u> and subsequently there are no <u>discounts & allowances</u> or <u>scholarships</u> and <u>fellowships</u> <u>expenses</u> . If the funds are made available to the institution for selection of student recipients, then the amounts received are considered as <u>nonoperating</u> revenues and subsequently as <u>discounts & allowances</u> or <u>scholarships</u> and <u>fellowships</u> expenses.
Pell Grant program	(Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible <u>undergraduate</u> postsecondary students with demonstrated financial need to help meet education expenses.
Public service	A functional expense category that includes <u>expenses</u> for activities established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. Examples are conferences, institutes, general advisory service, reference bureaus, and similar services provided to particular sectors of the community. This function includes expenses for community services, cooperative extension services, and public broadcasting services. Also includes information technology expenses related to the public service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support). Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Realized capital gains	A capital gain on securities held in a portfolio that has become actual by the sale or other type of surrender of one or many securities.
Research	A functional expense category that includes <u>expenses</u> 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. The category includes institutes and research centers, and individual and project research. This function does not include nonresearch sponsored programs (e.g., training programs). Also included are information technology expenses related to research activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in academic support.) Institutions include actual or allocated costs for operation & maintenance of plant, interest, and depreciation.

Salaries and wages	Amounts paid as compensation for services to all employees—faculty, staff, part time, full time, regular employees, and student employees. This includes regular or periodic payment to a person for the regular or periodic performance of work or a service and payment to a person for more sporadic performance of work or a service (overtime, extra compensation, summer compensation, bonuses, sick or annual leave, etc.).
Sales and services of educational activities (revenues)	Revenues from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, sales of scientific and literary publications, testing services, university presses, dairy products, machine shop products, data processing services, cosmetology services, and sales of handcrafts prepared in classes.
Scholarships and fellowships (expenses)	That portion of <u>scholarships</u> and <u>fellowships</u> granted that exceeds the amount applied to institutional charges such as <u>tuition and fees</u> or <u>room and board</u> . The amount reported as expense excludes <u>allowances</u> and discounts. The <u>FASB</u> survey uses the term "net grants in aid to students" rather than "scholarships and fellowships."
Student services	A functional expense category that includes <u>expenses</u> 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 include student activities, cultural events, student newspapers, intramural athletics, student organizations, supplemental instruction outside the normal administration, and student records. Intercollegiate athletics and student health services may also be included except when operated as self - supporting auxiliary enterprises. Also may include information technology expenses related to student service activities if the institution separately budgets and expenses information technology resources (otherwise these expenses are included in institutional support.) Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.
Tuition and fees (published charges)	The amount of <u>tuition and required fees</u> covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full-time <u>credit hour</u> load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.

Finance

Click one of the following questions to view the answer.

General

- [1\) Who is required to complete this survey?](#)
- [2\) Where do I get the data to fill out this survey?](#)
- [3\) My institution received funds from the American Recovery and Reinvestment Act \(ARRA\). Where should they be reported?](#)
- [4\) We haven't been audited yet and won't have an audited financial statement until May. Do I still have to fill this out?](#)
- [5\) What period should the finance survey cover?](#)
- [7\) How do I know what reporting standards are used to prepare the financial statements?](#)
- [8\) What happens if I respond incorrectly to the reporting standards screening question?](#)
- [9\) What is the difference between "business-type" activities and "governmental" activities?](#)
- [10\) What is combined \("parent/child"\) reporting and how does it work?](#)
- [11\) Can a system office report combined data?](#)
- [12\) When does a system office need to report data?](#)
- [13\) My institution is part of a system and the system was audited as a unit, so we don't have an opinion just on this school. How do I answer the question about the audit opinion?](#)
- [14\) My institution does not award degrees. Do we still need to complete the Finance component?](#)
- [15\) My institution offered an early retirement program last year to faculty and staff as a long-term plan to reduce costs. An expense of \\$5 million dollars was incurred. How should this be reported in IPEDS finance reporting?](#)
- [16\) How are revenues per student FTE and expenses per student FTE calculated, and why were they added to the screens?](#)

Public Institutions Using GASB Standards

- [1\) Can public institutions report using FASB?](#)
- [2\) I see the term CV on several lines of the finance survey. What is this referring to?](#)
- [3\) What are operating versus nonoperating revenues?](#)
- [4\) We reported federal appropriations in operating revenues rather than non-operating revenues in our financial statements. How should I report them on IPEDS?](#)
- [5\) What are some examples of independent operations?](#)
- [6\) I have an edit that says that Other revenue \(or expense\) can't be negative. I didn't enter it. What do I do?](#)
- [7\) What are discounts and allowances \(Part E\)? \(We don't discount our tuition.\)](#)
- [8\) We do not capitalize our library. Do I report it on Part A page 2?](#)
- [9\) Why does operation and maintenance of plant appear as both a row and column in Part C \(expenses and other deductions\)?](#)
- [10\) How should my institution report the allocation of depreciation, operation and maintenance of plant \(O&M\), and interest expenses to the other functional expense categories in Part C?](#)
- [11\) If my institution is a GASB-reporter, where should my institution report the gain or loss on the sale of a plant asset?](#)
- [12\) Where did component units go?](#)

Private Not-for-Profit and Public Institutions Using FASB

- [1\) My institution is primarily a hospital with a small instruction program. How should I report the hospital part of my institution?](#)
- [2\) What are some examples of independent operations?](#)
- [3\) What value do I use to report plant, property, and equipment on the second page of Part A?](#)
- [4\) I have an edit that says that Other revenue \(or expense\) can't be negative. I didn't enter it. What do I do?](#)
- [5\) I see the term CV on several lines of the finance survey. What is this referring to?](#)
- [6\) What is the difference between funded and unfunded institutional grants as reported on the Student Grants part of the survey?](#)
- [7\) What are allowances in Part C \(Scholarships and Fellowships\)?](#)
- [8\) Why does operation and maintenance of plant appear as both a row and column in Part E \(expenses\)?](#)

Private for-profit institutions

- [1\) I have an edit that says that Other revenue \(or expense\) can't be negative. I didn't enter it. What do I do?](#)
- [2\) I see the term CV on several lines of the finance survey. What is this referring to?](#)
- [3\) What are allowances in Part C \(Student Grants\)?](#)
- [4\) The financial records of my institution do not break down expenses the way they are listed on Part E. How do I report expenses for my institution?](#)

Answers:

General

- 1) Who is required to complete this survey?**

All Title IV postsecondary institutions are required to respond to the Finance survey. Institutions that have a Program Participation Agreement (PPA) with the Department of Education are required to respond. HOWEVER, if your institution is a branch campus of another institution and you SHARE a PPA, then you may make arrangements with the Help Desk to submit one finance survey that covers all of your campuses. Because data provided for institutions are most useful if reported individually, campuses are encouraged to report separately if possible, but reporting together is allowed if the campuses share a PPA.

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2) Where do I get the data to fill out this survey?

Each institution should have annual financial statements that are audited by an outside auditor. These financial statements are referred to as general purpose financial statements (GPFS). The finance survey is designed to follow the format of the financial statements suggested by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB). Some of the data necessary to complete the IPEDS Finance Survey may require institutions to adjust the amounts reported in their GPFS; typically these adjustments pull in information included in the notes to the financial statements.

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3) My institution received funds from the American Recovery and Reinvestment Act (ARRA). Where should they be reported?

GASB-reporting institutions should report ARRA revenues into the total included in Part B, line 19 (Total nonoperating revenues)

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4) We haven't been audited yet and won't have an audited financial statement until May. Do I still have to fill this out?

YES, you must complete the finance component. Base your response on the information you have at this point. Answer the audit question as "don't know" and make a note in the context section that the financial statements have not yet been audited.

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5) What period should the finance survey cover?

The finance survey data should come from the last fiscal year that ended on or before October 31, 2012. For example, if your institution's fiscal year ends on June 30, it would come from the financial statements covering the year ending June 30, 2012. If your institution's fiscal year ends on December 31, your financial statements for the year ending December 31, 2011 would be used.

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7) How do I know what reporting standards are used to prepare the financial statements?

Ask your finance officer. This person should be aware of any changes in accounting standards. Typically, public institutions report using GASB report standards whereas private institutions report using FASB standards.

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8) What happens if I respond incorrectly to the reporting standards screening question?

You will get the wrong finance forms. If you find you have responded incorrectly, go back to the screening question and change your response. When you save the screen the old data will disappear and the new correct forms will be available.

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9) What is the difference between "business-type" activities and "governmental" activities?

These activity types refer to how the institution reports, or will report, its financial activities in their general purpose financial statements (GPFS), as defined in GASB Statement 34. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

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10) What is combined ("parent/child") reporting and how does it work?

Institutional keyholders MUST call the Help Desk before reporting combined data. A Help Desk representative will set up a combined reporting situation for you. We call this a "parent/child" relationship. In this case, one institution reports data for the entire unit, which includes the main campus (parent) and all branch campuses (children). All institutions in the combined report MUST share the same Program Participation Agreement (PPA). Multiple institutions MUST NOT report identical combined data for the same audit. Please refer to http://nces.ed.gov/ipeds/factsheets/fct_new_finance_03072007_2.asp for more information on parent/child relationships.

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11) Can a system office report combined data?

A system office may report combined data for institutions that are included in its system-wide audit if they are included in the same PPA. For institutions that are not included in the same PPA, the system may report Part A data (Statement of Net Assets, Statement of Financial Position, or Balance Sheet) for the institutions included in the system-wide audit, but each institution must report its own revenues, expenses, and scholarships. A more detailed description may be found at http://nces.ed.gov/ipeds/factsheets/fct_new_finance_03072007_2.asp. If a system will be reporting this way, they must contact the Help Desk before reporting combined data.

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12) When does a system office need to report data?

A system office needs to report data when reporting combined data or when it has its own separate budget. If a system office's budget is integrated into an institution such as a flagship university, it may be included in that institution's finance survey.

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13) My institution is part of a system and the system was audited as a unit, so we don't have an opinion just on this school. How do I answer the question about the audit opinion?

You should base your answer on the audit for the system since that audit includes your institution.

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14) My institution does not award degrees. Do we still need to complete the Finance component?

Yes. However, the finance survey forms for non degree-granting institutions requires less information to be provided than for degree-granting institutions. A more detailed description can be found at http://nces.ed.gov/ipeds/submit_data/changes0910.asp

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15) My institution offered an early retirement program last year to faculty and staff as a long-term plan to reduce costs. An expense of \$5 million dollars was incurred. How should this be reported in IPEDS finance reporting?

The \$5 million dollars in expense should be reported in the Total amount of the Employee fringe benefits or Benefits (rather than being allocated across the other functions such as Instruction, Research, or Institutional support). By doing so, the \$5 million dollar expense will appear as an Other expenses & deductions within the benefits column. The consequence of this reporting is that the one-time early retirement buyout will not affect the historical nature of total or benefits costs by function. An explanation may also be added to the context box to explain this early retirement buyout. The Financial Accounting and Reporting Manual (FARM) from the National Association of College and University Business Officers offers little guidance on this topic. However, the FARM contains useful language from GASB (Statement 47) and FASB (Concept Statement 2) indicating that such expenses should be treated as benefits: "In financial statements based on accrual accounting, employers should recognize a liability and expense for voluntary termination benefits (for example, early-retirement incentives) when the offer has been accepted and the amount can be estimated."

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16) How are revenues per student FTE and expenses per student FTE calculated, and why were they added to the screens?

The calculation of these values takes the amounts reported for revenues and expenditures from the finance survey form and divides those amounts by the 12 month FTE student enrollment from the 12 month enrollment survey that was completed in the winter data collection. These calculated values are used by the system to compare the data reported by the institution to the data of institutions that are in the same sector (e.g., public/private, 4-year/2-year) to see if the calculated value is an extreme value that is too high or low. While it is not anticipated that your institution would have the same overall revenue or expenses, this comparison may be useful for ensuring that all appropriate amounts have been included in the finance survey component, or excluded when appropriate.

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Public Institutions Using GASB Standards

1) Can public institutions report using FASB?

Yes, but only in very rare instances. Your finance/business officer will know which version of the finance component should be completed.

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2) I see the term CV on several lines of the finance survey. What is this referring to?

CV is an abbreviation for Calculated Value. You do not need to enter an amount on this line. Once you click on Verify and Save, the system will calculate the amount based on other data you have entered. A formula may be found in the same block where you find the abbreviation CV.

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3) What are operating versus nonoperating revenues?

Operating revenues are received in exchange for goods or services provided, such as sales or tuition. The payer must also be the one who receives the services. Nonoperating revenues result from "nonexchange transactions" such as donations, state appropriations, tax revenues, and certain grants.

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4) We reported federal appropriations in operating revenues rather than non-operating revenues in our financial statements. How should I report them on IPEDS?

Federal appropriations are usually accounted for as non-operating revenues, similarly to state appropriations. Amounts reported as federal appropriations are intended to meet current operating expenses, and not generally intended for a specific purpose as operating revenues are. If, however, the institution included the revenue in operating revenue, report it there for purposes of IPEDS as well.

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5) What are some examples of independent operations?

Independent operations include federally funded labs such as Argonne at the University of Chicago, the Livermore Labs in the UC system, and the Jet Propulsion Lab at Cal Tech. These are major ancillary operations that are related to the primary missions of instruction, research, and public service but they are so significant as to warrant separate classification.

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6) I have an edit that says that Other revenue (or expense) can't be negative. I didn't enter it. What do I do?

This amount is a calculated value. It is derived by subtracting the sum of the detail items above this amount from the total below it. Negative amounts in these fields are caused when the total entered is less than the sum of the detail items entered. Check for keying errors and recheck totals. Nonoperating expenses, such as interest on debt, should be reported on Part C.

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7) What are discounts and allowances (Part E)? (We don't discount our tuition.)

Discounts and allowances are simply the part of scholarships used to pay institutional charges such as tuition and fees or room and board. The difference between total scholarships (reported in the top part of Part E) and net scholarships expenses (reported on Part C) is total discounts and allowances.

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8) We do not capitalize our library. Do I report it on Part A page 2?

If you do not capitalize it, do not report it in property, plant, and equipment.

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9) Why does operation and maintenance of plant appear as both a row and column in Part C (expenses and other deductions)?

In the new aligned form for GASB institutions, operation and maintenance of plant appear as both a row and column in Part C (expenses and other deductions). The row and column are designed to be used to show how the institution distributes operation and maintenance (O&M) of plant expenses. The total row and column have zeroes for O&M. Consequently, the cell where the O&M column and row intersect should be a negative number equal to the total O&M expenses of the institution.

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10) How should my institution report the allocation of depreciation, operation and maintenance of plant (O&M), and interest expenses to the other functional expense categories in Part C?

The National Association of College and University Business Officers (NACUBO) has prepared an advisory report (AR 2010-1), entitled, Public Institutions: Methodologies for Allocating Depreciation, Operation and Maintenance of Plant, and Interest Expenses to Functional Expense Categories http://www.nacubo.org/Business_and_Policy_Areas/Accounting/Advisory_Reports/Advisory_Report_2010-1_Public_Institution_Methodologies_for_Allocation_Depreciation_Operation_and_Maintenance_of_Plant_and_Interest_Expense-x11205-ml.html. to assist public institutions to develop an approach to allocating these expenses among the functional expense categories. The Advisory Report steps through a cost allocation approach. Because independent institutions have been allocating such costs for more than a decade, the Report focuses on methods currently used by independent institutions. Operation and maintenance expenses should still also be reported in their applicable natural categories, including salaries, employee benefits, interest, depreciation, and all other expenses. The operations and maintenance column of the operations and maintenance row must be the negative amount of total operations and maintenance.

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11) If my institution is a GASB-reporter, where should my institution report the gain or loss on the sale of a plant asset?

Such components in the changes in the net assets of the institution should be reflected in Line 05 in Part D - Summary of Changes in Net Assets. Although this line is a calculated value that is entitled, Adjustments to beginning net assets, this is the most appropriate place for these values to be captured (instead of as Other revenue or Other expenses in Part B or C). Although this type of transaction is NOT an adjustment to beginning net assets, this is the best place for it to be captured in the IPEDS finance component for comparability with FASB-reporters. Additionally, institutions having such type of transactions should explain that in the context box available in Part D.

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12) Where did component units go?

Separate reporting was eliminated when institutions moved to the new aligned reporting that was mandatory starting in 2010-11.

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Private Not-for-Profit and Public Institutions Using FASB

1) My institution is primarily a hospital with a small instruction program. How should I report the hospital part of my institution?

Hospitals with a small nursing school or radiologic technology program should report activity for the instructional program only. The hospital revenues and expenses should not be included. If the instructional program revenues and expenses cannot be separated from the hospital, contact the Help Desk for further options for reporting.

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2) What are some examples of independent operations?

Independent operations include federally funded labs such as Argonne at the University of Chicago, the Livermore Labs in the University of California system, and the Jet Propulsion Lab at Cal Tech. These are major ancillary operations that are related to the primary missions of instruction, research, and public service but they are so significant as to warrant separate classification.

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3) What value do I use to report plant, property, and equipment on the second page of Part A?

This is the book value (or the value reported in the accounting records) of these assets without consideration for accumulated depreciation. This amount should be reported in the notes to the financial statements, or may be supplied by the business/finance officer of the institution.

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4) I have an edit that says that Other revenue (or expense) can't be negative. I didn't enter it. What do I do?

This amount is a calculated value. It is derived by subtracting the sum of the detail items above this amount from the total below it. Negative amounts in these fields are caused when the total entered is less than the sum of the detail items entered. Check for keying errors and recheck totals.

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5) I see the term CV on several lines of the finance survey. What is this referring to?

CV is an abbreviation for Calculated Value. You do not need to enter an amount on this line. Once you click on Verify and Save, the system will calculate the amount based on other data you have entered. A formula may be found in the same block where you find the abbreviation CV.

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6) What is the difference between funded and unfunded institutional grants as reported on the Student Grants part of the survey?

Funded grants are institutional resources restricted for student aid, such as scholarships and fellowships. They have been restricted by an outside source such as a donor or contract. Unfunded institutional grants are those that are awarded to students from unrestricted institutional resources.

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7) What are allowances in Part C (Scholarships and Fellowships)?

Allowances are the portion of scholarships awarded to students that are used to pay institutional charges such as tuition and fees or room and board.

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8) Why does operation and maintenance of plant appear as both a row and column in Part E (expenses)?

The row and column are designed to be used to show how the institution distributes operation and maintenance (O&M) of plant expenses. Since not-for-profit accounting does not recognize O&M as a function, the total row and column have zeroes for O&M. Consequently, the cell where the O&M column and row intersect should be a negative number equal to the total O&M expenses of the institution.

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Private for-profit institutions

1) I have an edit that says that Other revenue (or expense) can't be negative. I didn't enter it. What do I do?

This amount is a calculated value. It is derived by subtracting the sum of the detail items above this amount from the total below it. Negative amounts in these fields are caused when the total entered is less than the sum of the detail items entered. Check for keying errors and recheck totals.

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2) I see the term CV on several lines of the finance survey. What is this referring to?

CV is an abbreviation for Calculated Value. You do not need to enter an amount on this line. Once you click on Verify and Save, the system will calculate the amount based on other data you have entered. A formula may be found in the same block where you find the abbreviation CV.

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3) What are allowances in Part C (Student Grants)?

Allowances are the portion of scholarships awarded to students that are used to pay institutional charges such as tuition and fees or room and board.

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4) The financial records of my institution do not break down expenses the way they are listed on Part E. How do I report expenses for my institution?

The functional categories listed for expenses are recommended by the National Association of College and University Business Officers (NACUBO). You should do your best to determine which of these functional categories are most fitting for your institutions. If you need further assistance classifying your expenses, please call the Help Desk.

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

Edit specifications for the 2012-13 IPEDS Web-Based Data Collection Finance Component

Applicable to Public GASB-reporting institutions

Note: The specifications in this document apply to the institutions listed above and related administrative offices. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

All screens must be completed in order to lock the survey.

Screening Questions

Part A: Assets and Property

Part E: Scholarships and Fellowships

Part B: Revenues and Other Additions

Part C: Expenses and Other Deductions

Part D: Summary of Changes in Net Assets

Part H: Details of Endowment Assets

Part J: Census Revenue Data

Part K: Census Expenditure Data

Part L: Debt and Assets

Screening Questions

Reporting Method

To begin this survey, you must indicate which reporting standards your institution uses to prepare its financial statements. Your options include the following:

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

Note: If you select **FASB** for the question above, then you are not referencing the correct narrative edit document. Please refer to the document for *public institutions using FASB Reporting Standards*.

General Information

On this screen, you must provide the following information. The answers given here will determine which screens your institution is shown throughout the remainder of this survey.

- Enter the **Beginning** date for your institution's Fiscal Year Calendar by month (MM) and year (YYYY). The date reported should be for the most recent fiscal year ending before October 1, 2012.
- Enter the **Ending** date for your institution's Fiscal Year Calendar by month (MM) and year (YYYY). The date reported should be for the most recent fiscal year ending before October 1, 2012.
- Indicate the type of audit opinion your institution received on its General Purpose Financial Statements for the fiscal year specified above. You may choose from the following options:
 - Unqualified
 - Qualified (If this option is selected, then you must explain the nature of the qualification in the context box at the bottom of the screen.)
 - Don't know (If this option is selected, then you must provide an explanation in the context box at the bottom of the screen.)
- **Applicable to degree-granting institutions**
Indicate which of the following three alternative reporting models available for special-purpose governments (from GASB Statement No. 34) is used by your institution:
 - Business Type Activities
 - Governmental Activities
 - Governmental Activities with Business Type Activities
- **Applicable to degree-granting institutions**
Indicate how your institution accounts for intercollegiate athletic expenses. You may choose from the following options:
 - Auxiliary enterprises
 - Student services
 - Does not participate in intercollegiate athletics
 - Other (If this option is selected, then you must specify in the context box at the bottom of the screen.)
- **Applicable to degree-granting institutions**
Does your institution or any of its foundations or other affiliated organizations own endowment assets? Choose **Yes** or **No**.
 - If **Yes** is selected, an additional screen will be provided to report these assets in **Part H**.

The system will perform the following edits on the data entered:

- The **Month** entered for the **Beginning** date of the fiscal year should be between 1 and 12.
- The **Month** entered for the **Ending** date of the fiscal year should be between 1 and 12.

- The **Year** entered for the **Beginning** date of the fiscal year should be either 2010 or 2011.
- The **Year** entered for the **Ending** date of the fiscal year should be either 2011 or 2012.
- The fiscal year **Beginning** date cannot be earlier than October 2010.
- The fiscal year **Ending** date cannot be later than October 2012.
- The fiscal year **Ending** date must be between 1 and 12 months later than the reported fiscal year **Beginning** date.

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Part A: Assets and Property

Applicable to institutions that are NOT children

For **Part A**, you must report your institution's assets, liabilities, net assets, and capital assets for the most recent 12-month fiscal year.

Statement of Net Assets, Page 1

Enter the **Current year amount** for each of the following:

- Total current assets (line 01)
- Depreciable capital assets, net of depreciation (line 31)
- Total noncurrent assets (line 05)
- Long-term debt, current portion (line 07)
- Total current liabilities (line 09)
- Long-term debt, noncurrent portion (line 10)
- Total noncurrent liabilities (line 12)
- Invested in capital assets, net of related debt (line 14)
- Restricted net assets-expendable (line 15)
- Restricted net assets-nonexpendable (line 16)

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- A value must be entered for **Total current assets** (line 01).
- The value reported for **Total current assets** must be greater than 0.
- The calculated value for **Total assets** (line 06) is expected to be greater than 0.
- The calculated value for **Total assets** is expected to be within a 50% range of the corresponding **Prior year amount**.
- If the **Prior year amount** of **Total assets** is greater than or equal to 0, then the current year value may NOT be equal to that amount.
- The calculated value for **Other current liabilities** (line 08) cannot be negative.
- The value reported for **Total current liabilities** (line 09) is expected to be greater than 0.
- The calculated value for **Other noncurrent liabilities** (line 11) cannot be negative.
- The calculated value for **Total liabilities** (line 13) is expected to be greater than 0.
- The calculated value for **Total liabilities** is expected to be within a 50% range of the corresponding **Prior year amount**.
- If the **Prior year amount** of **Total liabilities** is greater than or equal to 0, then the current year value may NOT be equal to that amount.
- A value is expected to be entered for **Invested in capital assets, net of related debt** (line 14).
- The value reported for **Invested in capital assets, net of related debt** cannot be negative.
- The calculated value for **Unrestricted net assets** (line 17) is expected to be greater than 0.
- The calculated value for **Total net assets** (line 18) cannot be negative.

Statement of Net Assets, Page 2

On this screen, enter the **Ending balance** for each of the following:

- Land and land improvements (line 21)
- Infrastructure (line 22)
- Buildings (line 23)
- Equipment, including art and library collections (line 32)
- Construction in progress (line 27)
- Accumulated depreciation (line 28)
- Intangible assets, net of accumulated amortization (line 33)
- Other capital assets (line 34)

Upon saving the screen, the system uses the first five items above to calculate a **Total for Plant, Property and Equipment** value for use throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- The calculated **Total for Plant, Property and Equipment** is expected to be greater than 0.
- The value reported for **Accumulated Depreciation** (line 28) is expected to be greater than 0.

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Part E: Scholarships and Fellowships

On this screen, you must report details about your institution's scholarship and fellowship expenses for the most recent 12-month fiscal year.

Enter the **Current year amount** for each of the following:

- Pell grants, federal (line 01)
- Other federal grants (line 02)
- Grants by state government (line 03)

- Grants by local government (line 04)
- Institutional grants from restricted resources (line 05)
- Total gross scholarships and fellowships (line 07)
- Discounts and allowances applied to tuition and fees (line 08)
- Discounts and allowances applied to sales and services of auxiliary enterprises (line 09)

Upon saving the screen, the system uses the above values to calculate additional information such as Institutional grants from unrestricted resources (line 06), Total discounts and allowances (line 10 = Line 08 +line 09), and Net scholarships and fellowships expenses after deducting discounts and allowances (line 11 = line 07 - line 10) which may be used throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- If your institution is NOT an administrative office, then a value is expected to be entered for **Pell grants** (line 01).
- If your institution is NOT an administrative office, then the value reported for **Pell grants** (line 01) is expected to be greater than 0.
- The value reported for **Pell grants** is expected to be within a 50% range of the corresponding **Prior year amount**.
- A value must be entered for **Grants by state government** (line 03).
- The calculated value for **Institutional grants from unrestricted sources** (line 06) cannot be negative.
- If the **Prior year amount** of **Total gross scholarships and fellowships** is greater than or equal to 0, then the current year value may NOT be equal to that amount.
- If the **Prior year amount** of **Total gross scholarships and fellowships** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If your institution is NOT an administrative office, then a value must be entered for **Discounts and allowances applied to tuition and fees** (line 08).
- The value reported for **Discounts and allowances applied to tuition and fees** (line 08) is expected to be greater than 0.
- If the **Prior year amount** of **Discounts and allowances applied to tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- **Applicable to degree-granting institutions**
If your institution reported a value greater than 0 for **Sales and services of auxiliary enterprises** on the **Operating Revenues** screen in **Part B** of this survey, then you are also expected to report **Discounts and allowances applied to sales and services of auxiliary enterprises** on this screen.

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Part B: Revenues and Other Additions

For **Part B**, you must report your institution's operating revenues, nonoperating revenues, and other revenues using the screens provided.

Operating Revenues, Part 1

On this screen, you must report your institution's operating revenues for the most recent 12-month fiscal year.

Applicable to 4-year degree-granting institutions

Enter the **Current year amount** for each of the following:

- Tuition and fees (line 01)
- Federal operating grants and contracts (line 02)
- State operating grants and contracts (line 03)
- Local government operating grants and contracts (line 04a)
- Private operating grants and contracts (line 04b)
- Sales and services of auxiliary enterprises (line 05)
- Sales and services of hospitals (line 06)
- Sales and services of educational activities (line 26)
- Independent operations (line 07)
- Total operating revenues (line 09)

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- The value reported for **Tuition and fees** (line 01) is expected to be greater than 0.
- The value reported for **Tuition and fees** is expected to be within a 50% range of the corresponding **Prior year amount**.
- The value reported for **Sales and services of hospitals** (line 06) cannot be negative.
- The value reported for **Sales and services of hospitals** is expected to account for less than 75% of the **Total all revenues and other additions** value calculated on the **Other Revenues, Part 3** screen below.
- The value reported for **Independent operations** (line 07) cannot be negative.
- The calculated value for **Other operating sources** (line 08) cannot be negative.
- A value must be entered for **Total operating revenues** (line 09).
- The value reported for **Total operating revenues** is expected to be greater than 0.
- The value reported for **Total operating revenues** is expected to be within a 50% range of the corresponding **Prior year amount**.
- If the **Prior year amount** of **Total operating revenues** is greater than or equal to 0, then the current year value may NOT be equal to that amount.

Applicable to 2-year degree-granting institutions, and all administrative offices

Enter the **Current year amount** for each of the following:

- Tuition and fees (line 01)

- Federal operating grants and contracts (line 02)
- State operating grants and contracts (line 03)
- Local government operating grants and contracts (line 04a)
- Private operating grants and contracts (Line 04b)
- Sales and services of auxiliary enterprises (line 05)
- Sales and services of educational activities (line 26)
- Total operating revenues (line 09)

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- If your institution is NOT an administrative office, then the value reported for **Tuition and fees** (line 01) is expected to be greater than 0.
- The value reported for **Tuition and fees** is expected to be within a 50% range of the corresponding **Prior year amount**.
- The calculated value for **Other operating sources** (line 08) cannot be negative.
- A value must be entered for **Total operating revenues** (line 09).
- The value reported for **Total operating revenues** is expected to be greater than 0.
- The value reported for **Total operating revenues** is expected to be within a 50% range of the corresponding **Prior year amount**.
- If the **Prior year amount of Total operating revenues** is greater than or equal to 0, then the current year value may NOT be equal to that amount.

Applicable to non-degree-granting institutions

Enter the **Current year amount** for each of the following:

- Tuition and fees (line 01)
- Federal operating grants and contracts (line 02)
- State operating grants and contracts (line 03)
- Local government operating grants and contracts (line 04a)
- Private operating grants and contracts (line 04b)
- Sales and services of educational activities (line 26)
- Total operating revenues (line 09)

Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- The value reported for **Tuition and fees** (line 01) is expected to be greater than 0.
- The value reported for **Tuition and fees** is expected to be within a 50% range of the corresponding **Prior year amount**.
- The calculated value for **Other operating sources** (line 08) cannot be negative.
- A value must be entered for **Total operating revenues** (line 09).
- The value reported for **Total operating revenues** is expected to be greater than 0.
- The value reported for **Total operating revenues** is expected to be within a 50% range of the corresponding **Prior year amount**.
- If the **Prior year amount of Total operating revenues** is greater than or equal to 0, then the current year value may NOT be equal to that amount.

Nonoperating Revenues, Part 2

On this screen, you must report your institution's nonoperating revenues for the most recent 12-month fiscal year.

Enter the **Current year amount** for each of the following:

- Federal appropriations (line 10)
- State appropriations (line 11)
- Local appropriations, education district taxes and similar support (line 12)
- Federal nonoperating grants (line 13)
- State nonoperating grants (line 14)
- Local government nonoperating grants (line 15)
- Gifts, including contributions from affiliated organizations (line 16)
- Investment income (line 17)
- Total nonoperating revenues (line 19)

Upon saving the screen, the system uses the above values and other values entered throughout **Part B** to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 28). These values are used in combination with the reported data to calculate the **Total operating and nonoperating revenues per student FTE** (line 29).

The system will perform the following edits on the data entered:

- A value must be entered for **State appropriations** (line 11).
- If your institution is NOT an administrative office, then the value reported for **Federal nonoperating grants** (line 13) is expected to be greater than 0.
- The value reported for **Federal nonoperating grants** is expected to be greater than or equal to the amount reported for **Pell grants** in **Part E** of this survey.
- If your institution is NOT an administrative office, then a value is expected to be entered for **Gifts** (line 16).
- The value reported for **Other nonoperating revenues** (line 18) cannot be negative.

- A value must be entered for **Total nonoperating revenues** (line 19).
- The value reported for **Total nonoperating revenues** is expected to be greater than 0.
- If the **Prior year amount of Total nonoperating revenues** is greater than or equal to 0, then the current year value may NOT be equal to that amount.
- If your institution is a **4-year institution** and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 28), then the calculated **Total operating and nonoperating revenues per student FTE** (line 29) value is expected to be between 75,000 and 100,000.
- If your institution is a **4-year institution** and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 28), then the calculated **Total operating and nonoperating revenues** (line 27) value minus **Sales and Services of hospitals** divided by the **12-month Student FTE from E12** (line 28) is expected to be between 8,000 and 500,000.
- If your institution is a **2-year institution** and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 28), then the calculated **Total operating and nonoperating revenues per student FTE** (line 29) value is expected to be between 6,000 and 45,000.
- If your institution is a **less-than-2-year institution** and a value greater than 0 is preloaded for the **12-month Student FTE from E12** (line 28), then the calculated **Total operating and nonoperating revenues per student FTE** (line 29) value is expected to be between 4,000 and 60,000.

Other Revenues, Part 3

On this screen, you must report your institution's other revenues and additions for the most recent 12-month fiscal year.

Applicable to degree granting institutions

Enter the **Current year amount** for each of the following:

- Capital appropriations (line 20)
- Capital grants and gifts (line 21)
- Additions to permanent endowments (line 22)
- Total other revenues and additions (line 24)

Upon saving the screen, the system uses the above values and other values entered throughout **Part B** to calculate additional information, including the **Total all revenues and other additions** (line 25) value, for use throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- A value must be entered for **Additions to permanent endowments** (line 22).
- The value reported for **Additions to permanent endowments** (line 22) cannot be negative.
- The calculated value for **Other revenues and additions** (line 23) cannot be negative.
- A value must be entered for **Total other revenues and additions** (line 24).
- The value reported for **Total other revenues and additions** cannot be negative.
- If your institution is NOT an administrative office, then the calculated value for **Total all revenues and other additions** is expected to be greater than 0.
- The value entered for **Total all revenues and other additions** (line 25) is expected to be greater than 0.
- The calculated value for **Total all revenues and other additions** is expected to be within a 50% range of the corresponding **Prior year amount**.
- If your institution is NOT an administrative office, then the value reported for **Total all revenues and other additions** (line 25) cannot be negative.
- If the **Prior year amount of Total all revenues and other additions** is greater than or equal to 0, then the current year value may NOT be equal to that amount.
- If your institution is NOT an administrative office, and the calculated value for **Total all revenues and other additions** (line 25) is greater than 100 million, then the value entered for **Additions to permanent endowments** (line 22) should not be greater than 0.
- If your institution is NOT an administrative office, and the calculated value for **Total all revenues and other additions** (line 25) is greater than 100 million, then the value entered for **Total other revenues and additions** (line 24) should not be equal to 0.

Applicable to non-degree granting institutions

Enter the **Current year amount** for **Total other revenues and additions** (line 24).

Upon saving the screen, the system uses this value and other values entered throughout **Part B** to calculate the **Total all revenues and other additions** (line 25) for use throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- A value must be entered for **Total other revenues and additions** (line 24).
- The value reported for **Total other revenues and additions** (line 24) cannot be negative.
- If the calculated value for **Total all revenues and other additions** (line 25) is greater than 0, then the value reported for **Total other revenues and additions** (line 24) is expected to be greater than 0.
- The calculated value for **Total all revenues and other additions** (line 25) should be greater than 0.
- If your institution is NOT an administrative office, then the calculated value for **Total all revenues and other additions** (line 25) cannot be negative.
- The calculated value for **Total all revenues and other additions** (line 25) is expected to be within a 50% range of the corresponding **Prior year amount**.
- If the **Prior year amount of Total all revenues and other additions** (line 25) is greater than or equal to 0, then the current year value may NOT be equal to that amount.
- If your institution is NOT an administrative office, then the value entered for **Total all revenues and other additions** (line 25) is not expected to be negative.

- If your institution is NOT an administrative office, and the calculated value for **Total all revenues and other additions** (line 25) is greater than 100 million, then the value entered for **Total other revenues and additions** (line 24) should not be equal to 0.

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Part C: Expenses and Other Deductions

For **Part C**, you must report your institution's expenses by function for the most recent 12-month fiscal year.

Applicable to 4-year degree-granting institutions

For each applicable expense type (**Total amount**, **Salaries and wages**, **Employee fringe benefits**, **Operation and maintenance of plant**, **Depreciation**, and **Interest**), enter the amount of operating and non-operating expenses incurred in each of the following functional categories:

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 05)
- Student services (line 06)
- Institutional support (line 07)
- Operation and maintenance of plant (line 08)
- Auxiliary enterprises (line 11)
- Hospital services (line 12)
- Independent operations (line 13)
- Total expenses and deductions (line 19)

Upon saving the screen, the system will use the above values to calculate the amount of **All other** expenses (column 7) within each functional category, and the amount of **Other expenses and deductions** (line 14) incurred by expense type. For your reference, the **PY Total Amount** for each functional category is displayed, along with the **Prior year amount of Total expenses and deductions** by expense type.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 20). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 21).

The system will perform the following edits on the data entered:

- For all applicable functional categories, the values reported for each expense type must be less than or equal to the **Total amount** (column 1) reported for that category.
- The values reported for each expense type cannot be negative for the following functional categories:
 - Instruction (line 01)
 - Research (line 02)
 - Public service (line 03)
 - Academic support (line 05)
 - Student services (line 06)
 - Institutional support (line 07)
 - Auxiliary enterprises (line 11)
 - Other expenses and deductions (line 14)
- The **Total amount** (column 1) reported for **Instruction** (line 01) is expected to be greater than 0.
- If the **PY Total Amount** (column 8) displayed for **Instruction** (line 01) is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that amount.
- If your institution is NOT an administrative office, the amount reported for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 08) is less than -1 million, and that value is not equal to 0, then the negative of the amount allocated to **Instruction** (line 01) divided by column 4 line 8 should be between 10% and 70%.
- If the **Total expenses and deductions** (line 19) entered for **Depreciation** (column 5) is greater than 1 million, then the amount allocated to **Instruction** (line 01) must be between 10% and 70% of the total amount.
- If your institution is NOT an administrative office and the **Total expenses and deductions** entered for **Interest** (column 6) is greater than 1 million, then the amount allocated to **Instruction** (line 01) must be between 10% and 70% of the total amount.
- The **Total amount** (column 1) entered for **Research** (line 02) is expected to be within a 50% range of the **PY Total Amount** (column 8).
- A **Total amount** (column 1) must be entered for **Academic support** (line 05).
- The **Total amount** reported for **Academic support** is expected to be greater than 0.
- A **Total amount** (column 1) must be entered for **Student services** (line 06).
- The **Total amount** reported for **Student services** is expected to be greater than 0.
- A **Total amount** (column 1) must be entered for **Institutional support** (line 07).
- The **Total amount** reported for **Institutional support** is expected to be greater than 0.
- For the **Operation and maintenance of plant** functional category (line 08), the following expense types cannot be negative:
 - Salaries and wages (column 2)
 - Benefits (column 3)
 - Depreciation (column 5)
 - Interest (column 6)
 - All other (column 7)

- If the **Total for Plant, Property and Equipment** calculated on the **Statement of Net Assets, Page 2** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 08) must be negative.
- If a value greater than 0 is reported on any line for the **Operation and maintenance of plant** expense type (column 4), then the value reported in this column for the **Operation and maintenance of plant** category (line 08) must be less than or equal to 0.
- If the value reported for **Sales and services of auxiliary enterprises** on the **Operating Revenues** screen in **Part B** of this survey is equal to 0, then the **Total amount** (column 1) reported for **Auxiliary enterprises** (line 11) on this screen is also expected to be equal to 0.
- The values reported for all columns (except Interest) for the **Hospital services** expense type (line 12) cannot be negative.
- If the value reported for **Sales and services of hospitals** on the **Operating Revenues** screen in **Part B** of this survey is equal to 0, then the **Total amount** (column 1) reported for **Hospital services** (line 12) on this screen is also expected to be equal to 0.
- The values reported for all columns (except Interest) for the **Independent operations** expense type (line 13) cannot be negative.
- If the value reported for **Independent operations** on the **Operating Revenues** screen in **Part B** of this survey is equal to 0, then the **Total amount** (column 1) reported for **Independent operations** (line 13) on this screen is also expected to be equal to 0.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses and deductions** (line 14) must be less than 50% of the total amount.
- If the **Total expenses and deductions** entered for **Interest** (column 5) is greater than 1 million, then the amount calculated for **Other expenses and deductions** (line 14) must be less than 50% of the total amount.
- An amount must be entered for each expense type for **Total expenses and deductions** (line 19).
- For **Total expenses and deductions** (line 19), the values reported for the following expense types cannot be negative:
 - Total amount (column 1)
 - Salaries and wages (column 2)
 - Employee fringe benefits (column 3)
 - All other (column 7)
- The **Total amount** (column 1) reported for **Total expenses and deductions** (line 19) cannot be equal to the corresponding **Prior year amount**.
- The amount reported for each expense type for **Total expenses and deductions** (line 19) is expected to be within a 50% range of the corresponding **Prior year amount**.
- The sum of **Total operating revenues** and **Total nonoperating revenues** reported in **Part B** of this survey is expected to be within a 25% range of the **Total amount** (column 1) reported for **Total expenses and deductions** (line 19) on this screen.
- The **Total expenses and deductions** (line 19) reported for **Salaries and wages** (column 2) must be greater than 0.
- The **Total expenses and deductions** (line 19) reported for **Employee fringe benefits** (column 3) must be greater than 0.
- If the **Total for Plant Property and Equipment** reported in **Part A** of this survey is greater than 10 million, then the **Total expenses and deductions** (line 19) reported for **Depreciation** (column 5) must be greater than 0.
- If your institution is NOT an administrative office and the **Long term debt** reported in **Part A** of this survey is greater than 10 million, then the **Total expenses and deductions** (line 19) reported for **Interest** (column 6) must be greater than 0.
- If the **12-month Student FTE from E12** (line 20) is greater than 0, then the **Total amount** (column 1) reported for **Total expenses and deductions** (line 19) minus the **Total amount** reported for **Hospital services** (line 12) is expected to be within a range of 8,000 to 500,000 times the value of the **12-month Student FTE from E12**.

Applicable to 2-year degree-granting institutions

For each applicable expense type (**Total amount**, **Salaries and wages**, **Employee fringe benefits**, **Operation and maintenance of plant**, **Depreciation**, and **Interest**), enter the amount of operating and non-operating expenses incurred in each of the following functional categories:

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 05)
- Student services (line 06)
- Institutional support (line 07)
- Operation and maintenance of plant (line 08)
- Auxiliary enterprises (line 11)
- Total expenses and deductions (line 19)

Upon saving the screen, the system will use the above values to calculate the amount of **All other** expenses (column 7) within each functional category, and the amount of **Other expenses and deductions** (line 14) incurred by expense type. For your reference, the **PY Total Amount** for each functional category is displayed, along with the **Prior year amount of Total expenses and deductions** by expense type.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 20). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 21).

The system will perform the following edits on the data entered:

- For all applicable functional categories, the values reported for each expense type must be less than or equal to the **Total amount** (column 1) reported for that category.
- The values reported for each expense type cannot be negative for the following functional categories:
 - Instruction (line 01)
 - Research (line 02)
 - Public service (line 03)
 - Academic support (line 05)
 - Student services (line 06)
 - Institutional support (line 07)
 - Auxiliary enterprises (line 11)
 - Other expenses and deductions (line 14)
- The **Total amount** (column 1) reported for **Instruction** (line 01) is expected to be greater than 0.
- If the **PY Total Amount** (column 8) displayed for **Instruction** (line 01) is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that amount.
- If your institution is NOT an administrative office, the amount reported for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 08) is less than -1 million, and that value is not equal to 0, then the negative of the amount allocated to **Instruction** (line 01) divided by column 4 line 8 should be between 10% and 70%.
- If the **Total expenses and deductions** (line 19) entered for **Depreciation** (column 5) is greater than 1 million, then the amount allocated to **Instruction** (line 01) must be between 10% and 70% of the total amount.
- If your institution is NOT an administrative office and the **Total expenses and deductions** (line 19) entered for **Interest** (column 6) is greater than 1 million, then the amount allocated to **Instruction** (line 01) must be between 10% and 70% of the total amount.
- The **Total amount** (column 1) entered for **Research** (line 2) is expected to be within a 50% range of the **PY Total Amount** (column 8).
- A **Total amount** (column 1) must be entered for **Academic support** (line 05).
- The **Total amount** reported for **Academic support** is expected to be greater than 0.
- A **Total amount** (column 1) must be entered for **Student services** (line 06).
- The **Total amount** reported for **Student services** is expected to be greater than 0.
- A **Total amount** (column 1) must be entered for **Institutional support** (line 07).
- The **Total amount** reported for **Institutional support** is expected to be greater than 0.
- For the **Operation and maintenance of plant** functional category (line 08), the following expense types cannot be negative:
 - Salaries and wages (column 2)
 - Benefits (column 3)
 - Depreciation (column 5)
 - Interest (column 6)
 - All other (column 7)
- If the **Total for Plant, Property and Equipment** calculated on the **Statement of Net Assets, Page 2** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 08) must be negative.
- If a value greater than 0 is reported on any line for the **Operation and maintenance of plant** expense type (column 4), then the value reported in this column for the **Operation and maintenance of plant** category (line 08) must be less than or equal to 0.
- If the value reported for **Sales and services of auxiliary enterprises** on the **Operating Revenues** screen in **Part B** of this survey is equal to 0, then the **Total amount** (column 1) reported for **Auxiliary enterprises** (line 11) on this screen is also expected to be equal to 0.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses and deductions** (line 14) must be less than 50% of the total amount.
- If the **Total expenses and deductions** entered for **Interest** (column 5) is greater than 1 million, then the amount calculated for **Other expenses and deductions** (line 14) must be less than 50% of the total amount.
- An amount must be entered for each expense type for **Total expenses and deductions** (line 19).
- For **Total expenses and deductions** (line 19), the values reported for the following expense types cannot be negative:
 - Total amount (column 1)
 - Salaries and wages (column 2)
 - Employee fringe benefits (column 3)
 - All other (column 7)
- The **Total amount** (column 1) reported for **Total expenses and deductions** (line 19) cannot be equal to the corresponding **Prior year amount**.
- The amount reported each expense type for **Total expenses and deductions** (line 19) is expected to be within a 50% range of the corresponding **Prior year amount**.
- The sum of **Total operating revenues** and **Total nonoperating revenues** reported in **Part B** of this survey is expected to be within a 25% range of the **Total amount** (column 1) reported for **Total expenses and deductions** (line 19) on this screen.

- If the **Total for Plant Property and Equipment** reported in **Part A** of this survey is greater than 10 million, then the **Total expenses and deductions** (line 19) reported for **Depreciation** (column 5) must be greater than 0.
- If your institution is NOT an administrative office and the **Long term debt** reported in **Part A** of this survey is greater than 10 million, then the **Total expenses and deductions** (line 19) reported for **Interest** (column 6) must be greater than 0.

Applicable to all administrative offices

For each applicable expense type (**Total amount**, **Salaries and wages**, **Employee fringe benefits**, **Operation and maintenance of plant**, **Depreciation**, and **Interest**), enter the amount of operating and non-operating expenses incurred in each of the following functional categories:

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 05)
- Student services (line 06)
- Institutional support (line 07)
- Operation and maintenance of plant (line 08)
- Scholarships and fellowships expenses (line 10)
- Auxiliary enterprises (line 11)
- Total expenses and deductions (line 19)

Upon saving the screen, the system will use the above values to calculate the amount of **All other** expenses (column 7) within each functional category, and the amount of **Other expenses and deductions** (line 14) incurred by expense type. For your reference, the **PY Total Amount** for each functional category is displayed, along with the **Prior year amount of Total expenses and deductions** by expense type.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 20). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 21).

The system will perform the following edits on the data entered:

- For all applicable functional categories, the values reported for each expense type must be less than or equal to the **Total amount** (column 1) reported for that functional category.
- The values reported for **Total amount** (column 1) cannot be negative for the following functional categories:
 - Instruction (line 01)
 - Research (line 02)
 - Academic support (line 05)
 - Student services (line 06)
 - Institutional support (line 07)
 - Auxiliary enterprises (line 11)
 - Other expenses and deductions (line 14)
- The values reported for **Salaries & wages** (column 2) and **Depreciation** (column 5) cannot be negative for the following functional categories:
 - Institutional support (line 07)
 - Auxiliary enterprises (line 11)
 - Other expenses and deductions (line 14)
- The values reported for **Employee fringe benefits** (column 3) cannot be negative for the following functional categories:
 - Research (line 02)
 - Institutional support (line 07)
 - Auxiliary enterprises (line 11)
 - Other expenses and deductions (line 14)
- The values reported for **Operation and maintenance of plant** (column 4) cannot be negative for the following functional categories:
 - Instruction (line 01)
 - Research (line 02)
 - Public service (line 03)
 - Academic support (line 05)
 - Student services (line 06)
 - Institutional support (line 07)
 - Auxiliary enterprises (line 11)
 - Other expenses and deductions (line 14)
- The values reported for **Interest** (column 6) and **All other** (column 7) cannot be negative for the following functional categories:

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 05)
- Student services (line 06)
- Institutional support (line 07)
- Auxiliary enterprises (line 11)
- Other expenses and deductions (line 14)
- If the amount of **Tuition and fees** reported on the **Operating Revenues** screen in **Part B** of this survey is equal to 0, then the values reported for **Instruction** (line 01) and **Public service** (line 03) on this screen are also expected to be equal to 0 for the following expense types:
 - Total amount (column 1)
 - Salaries and wages (column 2)
 - Employee fringe benefits (column 3)
 - Depreciation (column 5)
- The **Total amount** (column 1) reported for **Institutional support** (line 07) is expected to be greater than 0.
- If a value greater than 0 is reported on any line for the **Operation and maintenance of plant** expense type (column 4), then the value reported in this column for the **Operation and maintenance of plant** category (line 08) must be less than or equal to 0.
- If the value reported for **Sales and services of auxiliary enterprises** on the **Operating Revenues** screen in **Part B** of this survey is equal to 0, then the **Total amount** (column 1) reported for **Auxiliary enterprises** (line 11) on this screen is also expected to be equal to 0.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses and deductions** (line 14) must be less than 50% of the total amount.
- If the **Total expenses and deductions** entered for **Interest** (column 5) is greater than 1 million, then the amount calculated for **Other expenses and deductions** (line 14) must be less than 50% of the total amount.
- An amount must be entered for each expense type for **Total expenses and deductions** (line 19).
- For **Total expenses and deductions** (line 19), the values reported for the following expense types cannot be negative:
 - Total amount (column 1)
 - Salaries and wages (column 2)
 - Employee fringe benefits (column 3)
 - All other (column 7)
- The **Total amount** (column 1) reported for **Total expenses and deductions** (line 19) cannot be equal to the corresponding **Prior year amount**.
- The **Total amount** reported for **Total expenses and deductions** is expected to be within a 50% range of the corresponding **Prior year amount**.
- The **Total expenses and deductions** (line 19) reported for **Salaries and wages** (column 2) must be greater than 0.
- The **Total expenses and deductions** (line 19) reported for **Employee fringe benefits** (column 3) must be greater than 0.
- If the **Total for Plant Property and Equipment** reported in **Part A** of this survey is greater than 10 million, then the **Total expenses and deductions** (line 19) reported for **Depreciation** (column 5) must be greater than 0.

Applicable to non-degree-granting institutions

For each applicable expense type (**Total amount**, **Salaries and wages**, **Employee fringe benefits**, **Operation and maintenance of plant**, **Depreciation**, and **Interest**), enter the amount of operating and non-operating expenses incurred in each of the following functional categories:

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 05)
- Student services (line 06)
- Institutional support (line 07)
- Operation and maintenance of plant (line 08)
- Total expenses and deductions (line 19)

Upon saving the screen, the system will use the above values to calculate the amount of **All other** expenses (column 7) incurred within each functional category, and the amount of **Other expenses and deductions** (line 14) by expense type. For your reference, the **PY Total Amount** for each functional category is displayed, along with the **Prior year amount of Total expenses and deductions** by expense type.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 20). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 21).

The system will perform the following edits on the data entered:

- For all applicable functional categories, the values reported for each expense type must be less than or equal to the **Total amount** (column 1) reported for that category.
- The values reported for each expense type cannot be negative for the following functional categories:

- Instruction (line 01)
- Public service (line 03)
- Academic support (line 05)
- Student services (line 06)
- Institutional support (line 07)
- Other expenses and deductions (line 14)
- The **Total amount** (column 1) reported for **Instruction** (line 01) is expected to be greater than 0.
- If the **PY Total Amount** (column 8) displayed for **Instruction** (line 01) is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that amount.
- If your institution is NOT and administrative office, the amount reported for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 08) is less than -1 million, and that value is not equal to 0, then the negative of the amount allocated to **Instruction** (line 01) divided by column 4 line 8 should be between 10% and 70%.
- If the **Total expenses and deductions** (line 19) entered for **Depreciation** (column 5) is greater than 1 million, then the amount allocated to **Instruction** (line 01) must be between 10% and 70% of the total amount.
- If your institution is NOT an administrative office and the **Total expenses and deductions** entered for **Interest** (column 6) is greater than 1 million, then the amount allocated to **Instruction** (line 01) must be between 10% and 70% of the total amount.
- The **Total amount** (column 1) entered for **Research** (line 2) is expected to be within a 50% range of the **PY Total Amount** (column 8).
- A **Total amount** (column 1) must be entered for **Academic support** (line 05).
- The **Total amount** reported for **Academic support** is expected to be greater than 0.
- A **Total amount** (column 1) must be entered for **Student services** (line 06).
- The **Total amount** reported for **Student services** is expected to be greater than 0.
- A **Total amount** (column 1) must be entered for **Institutional support** (line 07).
- The **Total amount** reported for **Institutional support** is expected to be greater than 0.
- For the **Operation and maintenance of plant** functional category (line 08), the following expense types cannot be negative:
 - Salaries and wages (column 2)
 - Benefits (column 3)
 - Depreciation (column 5)
 - Interest (column 6)
 - All other (column 7)
- If the **Total for Plant, Property and Equipment** calculated on the **Statement of Net Assets, Page 2** screen in **Part A** is greater than 10 million, then the amount reported on this screen for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 08) must be negative.
- If a value greater than 0 is reported on any line for the **Operation and maintenance of plant** expense type (column 4), then the value reported in this column for the **Operation and maintenance of plant** category (line 08) must be less than or equal to 0.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses and deductions** (line 14) must be less than 50% of the total amount.
- If the **Total expenses and deductions** entered for **Interest** (column 5) is greater than 1 million, then the amount calculated for **Other expenses and deductions** (line 14) must be less than 50% of the total amount.
- An amount must be entered for each expense type for **Total expenses and deductions** (line 19).
- For **Total expenses and deductions** (line 19), the values reported for the following expense types cannot be negative:
 - Total amount (column 1)
 - Salaries and wages (column 2)
 - Employee fringe benefits (column 3)
 - All other (column 7)
- The **Total amount** (column 1) reported for **Total expenses and deductions** (line 19) cannot be equal to the corresponding **Prior year amount**.
- The amount reported for each expense type for **Total expenses and deductions** (line 19) is expected to be within a 50% range of the corresponding **Prior year amount**.
- The sum of **Total operating revenues** and **Total nonoperating revenues** reported in **Part B** of this survey is expected to be within a 25% range of the **Total amount** (column 1) reported for **Total expenses and deductions** (line 19) on this screen.
- The **Total expenses and deductions** (line 19) reported for **Salaries and wages** (column 2) must be greater than 0.
- The **Total expenses and deductions** (line 19) reported for **Employee fringe benefits** (column 3) must be greater than 0.
- If the **Total for Plant Property and Equipment** reported in **Part A** of this survey is greater than 10 million, then the **Total expenses and deductions** (line 19) reported for **Depreciation** (column 5) must be greater than 0.
- If your institution is NOT an administrative office and the **Long term debt** reported in **Part A** of this survey is greater than 10 million, then the **Total expenses and deductions** (line 19) reported for **Interest** (column 6) must be greater than 0.

- If your institution is a **4-year institution**, and the **12-month Student FTE from E12** (line 20) is greater than 0, then the **Total amount** (column 1) reported for **Total expenses and deductions** (line 19) is expected to be within a range of 8,000 to 500,000 times the value of the **12-month Student FTE from E12**.

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Part D: Summary of Changes in Net Assets

Applicable to institutions that are NOT partial parents

On this screen, you must report details about your institution's changes in net assets for the most recent 12-month fiscal year. Enter the **Current year amount** for **Net assets beginning of year** (line 04).

The values for **Total Revenues and other additions** (from **Part B**), **Total expenses and deductions** (from **Part C**), and **Net assets end of year** (from **Part A**) are preloaded for your reference. Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey. Prior year amounts are displayed for your reference.

The system will perform the following edits on the data entered:

- The calculated value for **Change in net assets during year** (line 03) is expected to be greater than 0.
- The amount entered for **Net assets beginning of year** (line 04) is expected to be equal to the **Prior year amount of Net assets end of year** (line 06).
- The calculated value for **Adjustments to beginning net assets** (line 05) is expected to be between -10 million and 10 million.

Applicable to institutions that are partial parents

On this screen, you must report details about changes in net assets for your institution and all of its children for the most recent 12-month fiscal year.

Enter the **Current year amount** for each of the following:

- Total revenues and other additions for this institution AND all of its child institutions (line 01)
- Total expenses and deductions for this institution AND all of its child institutions (line 02)
- Net assets beginning of year for this institution AND all of its child institutions (line 04)

The value for **Net assets end of year** (from **Part A**) is displayed for your reference. Upon saving the screen, the system uses the above values to calculate additional information which may be used throughout this survey.

The system will perform the following edits on the data entered:

- The value reported for **Total revenues and other additions** (line 01) on this screen must be greater than the calculated **Total all revenues and other additions** on the **Other Revenues** screen in **Part B** of this survey.
- The value reported for **Total expenses and deductions** (line 02) on this screen must be greater than the **Total amount** reported for **Total expenses and deductions** in **Part C** of this survey.
- The calculated value for **Adjustments to beginning net assets** (line 05) is expected to be between -10 million and 10 million.

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Part H: Endowment Assets

Applicable to degree-granting institutions that answered Yes to the Endowment Assets screening question

On this screen, you must report details about your institution's endowment assets during the most recent 12-month fiscal year. This not only includes those endowment assets held by the institution, but also any assets held by private foundations affiliated with the institution.

Enter the **Market Value** for each of the following:

- Endowment assets at the beginning of the fiscal year (line 01)
- Endowment assets at the end of the fiscal year (line 02)

The system will perform the following edits on the data entered:

- If the **Prior year amount of Endowment assets at the end of the fiscal year** (line 02) is greater than 0, then the current year value of **Endowment assets at the beginning of the fiscal year** (line 01) is expected to be equal to that amount.
- A value greater than 0 must be entered for **Endowment assets at the end of the fiscal year** (line 02).
- If the **Prior year amount of Endowment assets at the end of the fiscal year** is greater than 0, then the current year value may NOT be equal to that amount.

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Part J: Census Revenue Data

On this screen, you must report your institution's revenue data for the U.S. Census Bureau for the most recent 12-month fiscal year.

For each applicable expense type (**Total for all funds and operations**, **Education and general/independent operations**, **Auxiliary enterprises**, **Hospitals**, and **Agriculture extension/experiment services**), enter an amount for each of the following source types:

- Sales and Services (line 02)
- Federal grant and contracts, excludes Pell grants (line 03)
- State appropriations, current and capital (line 04)
- State grants and contracts (line 05)
- Local appropriation, current and capital (line 06)
- Local government grants and contracts (line 07)
- Receipts from property and non-property taxes (line 08)
- Gifts and private grants, including capital grants (line 09)
- Interest earnings (line 10)
- Dividend earnings (line 11)

- Realized capital gains (line 12)

The system will not perform any edits on the data entered on this screen.

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Part K: Census Expenditure Data

On this screen, you must report your institution's expenditure data for the U.S Census Bureau for the most recent 12-month fiscal year.

For each applicable type of revenue (**Total for all funds and operations, Education and general/independent operations, Auxiliary enterprises, Hospitals, and Agriculture extension/experiment services**), enter an amount for each of the following source types:

- Salaries and wages (line 01)
- Employee benefits, total (line 02)
- Payment to state retirement funds, may be included in employee benefits (line 03)
- Current expenditures other than salaries (line 04)
- Construction (line 05)
- Equipment purchases (line 06)
- Land purchases (line 07)
- Interest on debt outstanding, all funds and activities (line 08)

The system will not perform any edits on the data entered on this screen.

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Part L: Debt and Assets

For **Part L**, you must report your institution's debt and assets for the U.S Census Bureau for the most recent 12-month fiscal year.

Debt

Enter an amount for each of the following categories related to your institution's debt:

- Long-term debt outstanding at beginning of fiscal year (line 01)
- Long-term debt issued during fiscal year (line 02)
- Long-term debt retired during fiscal year (line 03)
- Long-term debt outstanding at end of fiscal year (line 04)
- Short-term debt outstanding at beginning of fiscal year (line 05)
- Short-term debt outstanding at end of fiscal year (line 06)

The system will not perform any edits on the data entered on this screen.

Assets

Enter an amount for each of the following categories related to your institution's assets:

- Total cash and security assets held at end of fiscal year in sinking or debt service funds (line 07)
- Total cash and security assets held at end of fiscal year in bond funds (line 08)
- Total cash and security assets held at end of fiscal year in all other funds (line 09)

The system will not perform any edits on the data entered on this screen.

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