

# Finance

## Integrated Postsecondary Education Data System (IPEDS)

This IPEDS Finance data collection instrument was used during the 2012-13 data collection and will be used again during the 2013-14 data collection. Changes to the IPEDS Finance component for Private, For-profit Institutions (F3), starting with the 2014-15 data collection are reflected on the next 6 pages.

## Changes to IPEDS Finance component for Private, For-profit Institutions (F3), 2014-15

The private for-profit finance component for institutions (F3) will require these institutions to report more detailed financial information, similar to what is currently reported by public and private not-for-profit institutions.

### General Information

New screening question:

What type of business structure is the institution for tax purposes?

- Sole Proprietorship
- Partnership (General, Limited, Limited Liability)
- C Corporation
- S Corporation
- Limited Liability Company (LLC)

If the answer is C Corporation or Limited Liability Company (LLC), the institution will report amounts for the following income tax expenditure categories:

Line No.	Income Tax Expenses	Current year amount
20	Federal income tax expenses	<input type="text"/>
21	State and local income tax expenses	<input type="text"/>

**Part A: Balance Sheet Information**

The private for-profit degree-granting institutions currently report total assets, total liabilities, and total equity, and total liabilities and equity are calculated. Starting with the 2014-15 data collection, institutions will report amounts for the following additional subcategories:

Part A: Balance Sheet Information, Page 1		
Line No.	Assets, Liabilities, and Equity	Current year amount
	<u>Assets</u>	
1	Total assets	<input type="text"/>
1a	Long-term investments	<input type="text"/>
1b	Property, plant, and equipment, net of accumulated depreciation	<input type="text"/>
1c	Intangible assets, net of accumulated amortization	<input type="text"/>
	<u>Liabilities</u>	
2	Total liabilities	<input type="text"/>
2a	Debt related to property, plant, and equipment	<input type="text"/>
	<u>Equity</u>	
3	Total equity	calculated
4	Total liabilities and equity	calculated

Part A: Balance Sheet Information, Page 2		
Line No.	Plant, Property and Equipment	Ending balance
5	Land and land improvements	<input type="text"/>
6	Buildings	<input type="text"/>
7	Equipment, including art and library collections	<input type="text"/>
8	Construction in Progress	<input type="text"/>
9	Other	<input type="text"/>
10	Total Plant, Property, and Equipment	calculated
11	Accumulated depreciation	<input type="text"/>
12	Property, Plant, and Equipment, net of accumulated depreciation (from A1b)	<input type="text"/>

**Part B: Summary of Changes in Equity**

There are no changes to Part B.

Part B: Summary of Changes in Equity		
Line No.	Revenues, Expenses, Gains, and Losses	Current year amount
1	Total revenues and investment return	<input type="text"/>
2	Total expenses	<input type="text"/>
3	Sum of specific changes in equity	calculated
4	Net income	<input type="text"/>
5	Other changes in equity	<input type="text"/>
6	Equity, beginning of year	<input type="text"/>
7	Adjustments to beginning net equity	calculated
8	Equity, end of year (from A03)	preloaded

**Part C: Scholarships and Fellowships**

Private for-profit institutions currently report student grant aid from state and local government sources as a combined amount. Starting with the 2014-15 data collection, institutions will report those amounts separately.

Part C: Scholarships and Fellowships		
Line No.	Scholarships and Fellowships	Current year amount
1	Pell grants (federal)	<input type="text"/>
2	Other federal grants	<input type="text"/>
3a	State grants	<input type="text"/>
3b	Local grants (government)	<input type="text"/>
4	Institutional grants	<input type="text"/>
5	Total scholarships and fellowships	calculated
6	Allowances (scholarships) applied to tuition and fees	<input type="text"/>
7	Allowances (scholarships) applied to auxiliary enterprise revenues	<input type="text"/>

**Part D: Revenues and Investment Return**

Starting with the 2014-15 data collection, the revenues section of the finance component for private for-profit institutions will require institutions to separate the current “federal appropriations, grants, and contracts” category to be reported as two distinct categories; and separate the current “state and local government appropriations, grants, and contracts” category to be reported as four distinct categories.

Part D: Revenues and Investment Return		
Line No.	Source of Funds	Current year amount
1	Tuition and fees (net of amount reported in Part C, line 06)	<input type="text"/>
	<u>Government Appropriations, Grants and Contracts</u>	
2a	Federal appropriations	<input type="text"/>
2b	Federal grants and contracts	<input type="text"/>
3a	State appropriations	<input type="text"/>
3b	State grants and contracts	<input type="text"/>
3c	Local government appropriations	<input type="text"/>
3d	Local government grants and contracts	<input type="text"/>
	<u>Private Gifts, Grants and Contracts</u>	
4	Private gifts grants and contracts	<input type="text"/>
	<u>Other Revenue</u>	
5	Investment income and investment gains (losses) included in net income	<input type="text"/>
6	Sales and services of educational activities	<input type="text"/>
7	Sales and services of auxiliary enterprises (net of amount reported in Part C, line 07)	<input type="text"/>
12	Hospital revenue	<input type="text"/>
8	Other revenue	calculated
9	<b>Total revenues and investment return</b>	<input type="text"/>
10	12-month Student FTE from E12	preloaded
11	Total revenues and investment return per student FTE CV=[D09/D10]	calculated

**Part E: Expenses by functional and natural classification**

Private, for-profit institutions currently report items listed in the Total column. Starting in 2014-15 these institutions would report expenses by functional and natural classification, as the public and private, not-for-profit institutions do. All cells are reported unless greyed-out or otherwise indicated.

Note: Research and public service were previously reported as a combined total. Academic support, student services, and institutional support were previously reported as a combined total.

Report total operating and non-operating expenses in this section:

	Total	Salaries and wages	Benefits	Operation and maintenance of plant	Depreciation	Interest	All Other
Instruction							calculated
Research							calculated
Public service							calculated
Academic support							calculated
Student services							calculated
Institutional support							calculated
Auxiliary enterprises							calculated
Net grant aid to students							
Operation and maintenance of plant	0						calculated
Hospital services							calculated
Other	calculated	calculated	calculated	calculated	calculated	calculated	calculated
Total expenses	preloaded			0			
12-month student FTE (from E12)	preloaded						
Total expenses per student FTE	calculated						

**Finance for 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.



**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 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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**3. Reporting Model**

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

<input type="radio"/> Business Type Activities
<input type="radio"/> Governmental Activities
<input type="radio"/> Governmental Activities with Business-Type Activities

**4. Intercollegiate Athletics**

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

<input type="radio"/> Auxiliary enterprises
<input type="radio"/> Student services
<input type="radio"/> Does not participate in intercollegiate athletics
<input type="radio"/> Other (specify in box below)

**5. Endowment Assets**

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

<input type="radio"/> Yes - (report endowment assets)
<input type="radio"/> No

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

Part A - Statement of Net Assets

Most recent fiscal year ending before October 2012

If your institution is a parent institution then the amounts reported in Parts A and D should include ALL of your child institutions

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

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

Part A - Statement of Net Assets (Page 2)

**Most recent fiscal year ending before October 2012**

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

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

Part 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> <b>CV=[E07-(E01+...+E05)]</b>		
07	<u>Total gross scholarships and fellowships</u>	<input type="text"/>	
<b>Discounts and Allowances</b>			
08	<u>Discounts &amp; allowances applied to tuition &amp; fees</u>	<input type="text"/>	
09	<u>Discounts &amp; allowances applied to sales &amp; services of auxiliary enterprises</u>	<input type="text"/>	
10	<u>Total discounts &amp; allowances</u> <b>CV=(E08+E09)</b>		
11	<u>Net scholarships and fellowships expenses after deducting discounts &amp; allowances</u> <b>CV= (E07-E10) This amount will be carried forward to C10 of the expense section.</b>		

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
<b>Operating Revenues</b>			
01	<u>Tuition &amp; fees, after deducting discounts &amp; 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"/>	
05	<u>Sales &amp; services of auxiliary enterprises, after deducting discounts &amp; allowances</u>	<input type="text"/>	
06	<u>Sales &amp; services of hospitals, after deducting patient contractual allowances</u>	<input type="text"/>	
26	<u>Sales &amp; services of educational activities</u>	<input type="text"/>	
07	<u>Independent operations</u>	<input type="text"/>	
08	Other sources - operating <b>CV=[B09-(B01+ ....+B07)]</b>		
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
	<b>Nonoperating Revenues</b>		
10	Federal <u>appropriations</u>	<input type="text"/>	
11	State <u>appropriations</u>	<input type="text"/>	
12	<u>Local appropriations, education district taxes, &amp; similar support</u>	<input type="text"/>	
	Grants-nonoperating		
13	Federal nonoperating grants <b>Do NOT include Federal Direct Student Loans</b>	<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 <b>CV=[B19-(B10+...+B17)]</b>		
19	Total nonoperating revenues	<input type="text"/>	
27	Total operating and nonoperating revenues <b>CV=[B19+B09]</b>		
28	<b>12-month Student FTE from E12</b>		
29	Total operating and nonoperating revenues per student FTE <b>CV=[B27/B28]</b>		

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		
20	<u>Capital appropriations</u>	<input type="text"/>	
21	<u>Capital grants &amp; gifts</u>	<input type="text"/>	
22	<u>Additions to permanent endowments</u>	<input type="text"/>	
23	Other revenues & additions <b>CV</b> =[B24-(B20+...+B22)]		
24	Total other revenues and additions	<input type="text"/>	
25	Total all revenues and other additions <b>CV</b> =[B09+B19+B24]		

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

Part C - Expenses and Other Deductions

Most recent fiscal year ending before October 2012									
Report Total Operating AND Non-Operating Expenses in this section									
Line No.	Description	1 Total amount	2 Salaries & wages	3 Employee fringe benefits	4 Operation and maintenance of plant	5 Depreciation	6 Interest	7 All other	8 PY Total Amount
<b>Expenses and Deductions</b>									
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 &amp; maintenance of plant (see instructions)</u>	0							0
10	<u>Scholarships and fellowships expenses, excluding discounts &amp; allowances (from E11)</u>								
11	<u>Auxiliary enterprises</u>								
12	<u>Hospital services</u>								
13	<u>Independent operations</u>								
14	<u>Other expenses &amp; deductions</u> <b>CV=[C19-(C01+...+C13)]</b>								
19	<u>Total expenses &amp; deductions</u>				0				
20	<u>12-month Student FTE from E12</u>								
21	<u>Total expenses and deductions per student FTE</u> <b>CV=[C19/C20]</b>								

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



Part D - Summary of Changes In Net Assets

**Most recent fiscal year ending before October 2012**

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

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

Part H - Details of Endowment Assets

Most recent fiscal year ending before October 2012			
Line No.	Value of Endowment Assets	Market Value	Prior Year Amounts
	Include not only endowment assets held by the institution, but any assets held by private foundations affiliated with the institution.		
01	Value of <u>endowment assets</u> at the beginning of the fiscal year	<input type="text"/>	
02	Value of <u>endowment assets</u> at the end of the fiscal year	<input type="text"/>	

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		<input type="text"/>	<input type="text"/>		<input type="text"/>
03 Federal grants/contracts (excludes Pell Grants)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revenue from the state government:					
04 State appropriations, current & capital		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05 State grants and contracts		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revenue from local governments:					
06 Local appropriation, current & capital		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07 Local government grants/contracts		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08 Receipts from property and non-property taxes	<input type="text"/>				
09 Gifts and private grants, including capital grants	<input type="text"/>				
10 Interest earnings	<input type="text"/>				
11 Dividend earnings	<input type="text"/>				
12 Realized capital gains	<input type="text"/>				

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

Part K - Expenditure Data for Bureau of Census

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?	<input type="text"/>	hours	<input type="text"/>	minutes
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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 using GASB**

### **Purpose of component**

### **Changes in Reporting**

### **General Information and Instructions**

### **Context boxes**

### **Coverage**

### **Where to get additional help for reporting finance**

### **Where data appears**

### **Detailed Instructions Header**

### **Screening questions**

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

### **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 Endowment Assets**

### **Part J**

### **Part K**

### **Part L**

### **Parent Child Instructions**

## **Purpose of Component**

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

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



## Changes in Reporting

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

- 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.

In previous years, the net scholarships and fellowships expense amount was first reported in the Expenses section and carried over to the Scholarships and Fellowships section where it was used in the calculation of both Total discounts and allowances and discounts and allowances to auxiliary enterprise.

## 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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## Coverage

### What to Include

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

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

### What NOT to Include

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

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

### **[IPEDS Data Collection Help Desk](#)**

Phone: 1-877-225-2568

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

### **[AIR Website](#)**

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

### **[IPEDS Resources Page](#)**

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

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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](http://www.nacubo.org)). Someone at your institutions in one or more of the offices listed above may already have access to the FARM.

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

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

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

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

At the aggregate-level, data will appear in:

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

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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.

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

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

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

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

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

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

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

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

#### **Current Assets**

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

#### **Noncurrent Assets**

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

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

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

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

#### **Current Liabilities**

**07 – Long-term debt, current portion** – Report the amount due in the next operating cycle (usually a year) for amounts otherwise reported as long-term or noncurrent debt. Include only outstanding debt on this line; the current portion of other long-term liabilities, such as compensated absences, will be included on line 08.

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

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

#### **Noncurrent Liabilities**

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

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

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

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

#### **Net Assets**

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

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

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

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

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

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

#### **Capital Assets**

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

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

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

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

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

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

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

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

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

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

### **Part 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](http://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 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 and 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.

**05 – Sales & services of auxiliary enterprises, after deducting discounts & allowances —** Report revenues (net of discounts & allowances) generated by auxiliary enterprises that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.

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

**26 – Sales & services of educational activities –** Include all operating revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service, and revenues of activities that exist to provide instructional and laboratory experience for students and that incidentally create goods and services that may be sold. Examples include film rentals, scientific and literary publications, testing services, university presses, dairies, and patient care clinics that are not part of a hospital.

**07 – Independent operations —** Include all operating revenues associated with operations independent of the primary missions of the institution. This category generally includes only those revenues associated with major federally funded research and development centers. Do not include the net profit (or loss) from operations owned and managed as investments of the institution's endowment funds.

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

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

### **Nonoperating Revenues**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**11 – Auxiliary enterprises** - Report expenses of essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and barber shops when the activities are operated as auxiliary enterprises. (FARM para. 703.11)

**12 – Hospital services** - Report all expenses associated with the operation of a hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations. (FARM para. 703.12)

**13 – Independent operations** - Include all expenses for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service), although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenses of major federally funded research and development centers. Do not include the expenses of operations owned and managed as investments of the institution's endowment funds. (FARM para. 703.13)

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

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

**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.

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

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

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

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

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

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

**05 – Adjustments to beginning net assets and other gains or losses** – This amount is generated by subtracting lines 03 and 04 from line 06. In addition to adjustments to beginning net assets, it may also reflect other gains or losses such as those associated with the sale of plant assets or other extraordinary transactions.

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

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

This part is intended to report details about endowments.

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

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

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

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

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

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

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

These instructions conform to the U. S. Census Bureau's Government Finance and Employment Classification Manual. This manual can be viewed on the Internet at [http://www.census.gov/govs/www/06classificationmanual/06\\_gfe\\_classmanual\\_toc.html](http://www.census.gov/govs/www/06classificationmanual/06_gfe_classmanual_toc.html)

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

### **Part J - Revenues**

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

#### **Line**

1. All amounts will be obtained from Parts B and E. The Census Bureau includes tuition and fees from part B plus discounts and allowances (applied to tuition) from Part E).
2. Sales and services -- Report separately only sales and service attributable to activities indicated for column 2 and column 4. All other amounts will be obtained from Parts B and E, or will be calculated.
3. Exclude Pell 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 here.
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.

### Additional Instructions for Institutions Reporting Finance Data for Other Institutions

Most degree-granting institutions reporting IPEDS data report all their data for each IPEDS component, including this finance component. However, some institutions (called “children”) are set up to report only certain parts of the IPEDS finance component, while the “parent” institution reports all portions of the finance component but does not double count those items already reported by the children institutions. Here is what each type of institution should report:

Part	Parent Institution	Child Institution
<b>Part A – Statement of Net Assets</b>	Reports sum of Parent and Child data	Does not report
<b>Part B – Revenues and Other Additions</b>	Reports parent data only	Reports child data only
<b>Part C – Expenses and Other Deductions</b>	Reports parent data only	Reports child data only
<b>Part D – Summary of Changes In Net Assets</b>	Reports sum of Parent and Child data	Does not report
<b>Part E – Scholarships and Fellowships</b>	Reports parent data only	Reports child data only
<b>Part H - Details of Endowment Assets</b>	Reports parent data only	Reports child data only
<b>Part J - Revenue Data for Bureau of Census</b>	Reports parent data only	Reports child data only
<b>Part K - Expenditure Data for Bureau of Census</b>	Reports parent data only	Reports child data only
<b>Part L - Debt and Assets</b>	Reports parent data only	Reports child data only

Parent institutions should report the sum of Parent and Child data for Parts A and D, and should report Parent data only in parts B, C, E, H, J, K and L. This is done so that revenues and other additions, expenses and other deductions, details of endowment assets, revenue data for Bureau of Census, Expenditure data for Bureau of Census, and debt and assets are not double counted by Parent and Child institutions.

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.
Accumulated depreciation	The total <u>depreciation</u> charged as <u>expenses</u> as of the reporting date (in the current year and in prior years) on the <u>capital assets</u> of the institution. FASB Statement No. 117 and <u>GASB Statement No. 34</u> require that accumulated depreciation to date be recognized.
Additions to permanent endowments	Gifts or grants received by a <u>GASB</u> institution that are restricted to a <u>permanent endowment</u> (institutions often have <u>endowment funds</u> that are classified as permanent endowments). Funds must be held in perpetuity with only the income generally available for use.
Adjustments to beginning net assets	Unusual and infrequent adjustments to assets that are not recorded as current year <u>revenues</u> , <u>expenses</u> , <u>gains</u> , or <u>losses</u> . This includes adjustments for retroactive applications of changes in accounting principles and prior period adjustments.
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 expenses	Expenses for essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics (only if essentially self-supporting), college unions, college stores, faculty and staff parking, and faculty housing. Institutions include actual or allocated costs for operation and maintenance of plant, interest and depreciation.
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.
Buildings	<u>Capital assets</u> built or acquired for occupancy and use by the entity. These are structures such as classrooms, research facilities, administrative offices, and storage. Includes built-in fixtures and equipment that are essentially part of the permanent structure. Buildings held for the production of revenue are classified as investments.
Capital appropriations	Nonoperating revenues appropriated to a <u>GASB</u> institution by a government with the requirement that the funds be used primarily to acquire, construct, or improve <u>capital assets</u> , including <u>buildings</u> , <u>land</u> , <u>equipment</u> , and similar <u>capital assets</u> .
Capital assets	Tangible or intangible <u>assets</u> that are <u>capitalized</u> under an institution's capitalization policy; some of these assets are subject to <u>depreciation</u> and some are not. These assets consist of <u>land and land improvements</u> , <u>buildings</u> , building improvements, machinery, <u>equipment</u> , <u>infrastructure</u> , and all other assets that are used in operations and that have initial useful lives extending beyond one year. Capital assets also include collections of works of art and historical treasure and library collections; however under certain conditions such collections may not be capitalized. They also include property acquired under <u>capital leases</u> and intangible assets such as patents, copyrights, trademarks, goodwill, and software. Excluded are assets that are part of <u>endowment funds</u> or other capital fund investments in real estate.
Capital grants and gifts	Revenues of a <u>GASB</u> institution, other than <u>capital appropriations</u> , where a funding source external to the institution specifies that they be used primarily to acquire, construct, or improve <u>capital assets</u> . Includes <u>gifts</u> designated for a capital project.
Construction in progress	<u>Capital assets</u> under construction or development that have not yet been placed into service, such as a building or parking lot. <u>Capital assets</u> are not subject to <u>depreciation</u> while in a construction in progress status.
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 FASB institutions include a separate line for these revenues; <u>GASB</u> institutions classify such <u>revenues</u> as <u>gifts</u> .
Current assets	Assets that are reasonably expected to be realized in cash or sold or consumed during the next normal operating cycle (normally one year) of the institution. Liquidity or nearness to cash is not the basis for classifying <u>assets</u> as current or non-current; thus cash or investments intended for liquidation of <u>liabilities</u> due beyond the one-year period would not be current assets.
Current liabilities	

	<u>Liabilities</u> whose liquidation is reasonably expected to require the use of resources classified as <u>current assets</u> or the creation of other current liabilities within the next year. May include accounts payable, accrued <u>salaries and wages</u> , deferred <u>revenues</u> , and <u>long term debt current portion</u> , among others.
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.
Endowment assets	Gross investments of <u>endowment funds</u> , <u>term endowment funds</u> , and <u>funds functioning as endowment</u> for the institution and any of its foundations and other <u>affiliated organizations</u> .
Equipment	Moveable tangible property such as research equipment, vehicles, machinery, and office equipment that meets the institution's capitalization policy for <u>capital assets</u> .
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).
Hospital services	<u>Expenses</u> associated with a hospital operated by the postsecondary institution (but not as a <u>component unit</u> ) and reported as a part of the institution. This classification includes nursing expenses, other professional services, general services, administrative services, and fiscal services. Also included are information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and <u>depreciation</u> related to hospital <u>capital assets</u> .
Independent operations	Expenses associated with operations that are independent of or unrelated to the primary missions of the institution (i.e., <u>instruction</u> , research, public service) although they may contribute indirectly to the enhancement of these programs. This category is generally limited to <u>expenses</u> of a major federally funded research and development center. Also includes information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and <u>depreciation</u> related to the independent operations. Expenses of operations owned and managed as investments of the institution's <u>endowment funds</u> are excluded.
Independent operations (revenues)	Revenues associated with operations independent of or unrelated to the primary missions of the institution (i.e., <u>instruction</u> , research, public service) although they may contribute indirectly to the enhancement of these programs. Generally includes only those <u>revenues</u> associated with major federally funded research and development centers. Net profit (or loss) from operations owned and managed as investments of the institution's <u>endowment funds</u> is excluded.
Infrastructure	<u>Capital assets</u> consisting of roads, bridges, drainage systems , water and sewer systems, and other similar assets. Infrastructure assets usually have longer useful lives than other capital assets such as <u>buildings</u> .
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.
Invested in capital assets, net of related debt	<u>Net assets</u> of GASB institutions that consist of <u>capital assets</u> net of <u>accumulated depreciation</u> , reduced by the outstanding <u>indebtedness on capital assets</u> . FASB institutions do not use this classification; most of the equivalent <u>net assets</u> are considered <u>unrestricted net assets</u> .
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</u> income, dividend income, rental income or royalty income and includes both realized and unrealized <u>gains</u> and <u>losses</u> .
Land and land improvements	<u>Capital assets</u> consisting of land and improvements such as athletic fields, golf courses, or lakes. Land is nondepreciable; some land improvements are depreciable and some are nondepreciable.
Liabilities	Debts and obligations of the institution owed to outsiders or claims or rights, expressed in monetary terms, of an institution's creditors. GASB institutions are required to report liabilities under two categories - <u>current liabilities</u> and <u>noncurrent liabilities</u> .
Library collections	Books, films, tapes, and other materials maintained in library collections intended for use by patrons.
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 <u>tax 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 .
Long-term debt	Debt of the institution in the form of bonds, notes, <u>capital leases</u> , and other forms of debt that are repayable over a period greater than one year.
Long-term debt - current portion	The amount of <u>long-term debt</u> that the institution is expected to pay or liquidate during the next year using <u>current assets</u> .
Market value	The value of a good as determined in the market at a specific point in time or what individuals in the market for the good are willing to pay to obtain the good at a given point in time.
Net assets	The excess of <u>assets</u> over <u>liabilities</u> or the residual interest in the institution's assets remaining after liabilities are deducted. The <u>change in net assets</u> results from <u>revenues</u> , <u>gains</u> , <u>expenses</u> , and <u>losses</u> . FASB institutions classify net assets into three categories: <u>permanently restricted</u> , <u>temporarily restricted</u> , and <u>unrestricted</u> . GASB institutions classify net assets into three categories: invested in capital, net of related debt; restricted (with separate displays of <u>restricted-expendable</u> and <u>restricted nonexpendable net assets</u> ); and unrestricted. Although the terms are similar, the composition of the categories of net assets between FASB and GASB institutions can differ significantly.
Noncurrent assets	Assets that are not reasonably expected to be realized in cash or sold or consumed during the next normal operating cycle (normally one year) of the institution. Liquidity or nearness to cash is not the basis for determining classification as current or noncurrent. Thus cash investments intended for liquidation of <u>liabilities</u> due beyond the one-year period are noncurrent assets, as would <u>assets</u> segregated for the liquidation of <u>long-term debts</u> (including amounts due within the next operating cycle). Assets designated to be used to acquire, construct, or improve <u>capital assets</u> would be noncurrent.
Noncurrent liabilities	Liabilities whose liquidation is not reasonably expected to require the use of resources classified as <u>current assets</u> or the creation of other <u>current liabilities</u> within the next year. This includes the noncurrent portion of <u>long-term debt</u> and long-term accrued <u>liabilities</u> (such as for compensated absences, claims & judgments, and post-employment/post-retirement <u>benefits</u> ); liability for refundable advances to the federal government for the Perkins Loan Program and similar loan programs; and debt due within the next operating cycle, if payment will be made from segregated assets classified as <u>noncurrent assets</u> .
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 <u>does</u> 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 Supplemental Educational Opportunity Grants (SEOG), 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 revenues and subsequently there are no discounts & allowances or scholarships and fellowships expenses. 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 discounts & allowances or scholarships and fellowships expenses.
Patient contractual allowances	Contractual allowances provided to insurers or other group health providers which are deducted from fees for services provided by <u>hospitals</u> (thus not included in hospital revenues).
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.
Restricted-expendable (net assets)	<u>Net assets</u> of GASB institutions that are expendable but subject to imposed restrictions. Restrictions exist when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
Restricted-nonexpendable (net assets)	<u>Net assets</u> of GASB institutions subject to restrictions that prohibit the expenditure of the net assets in perpetuity. Restrictions exist when constraints placed on use are either (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. <u>Permanent endowments</u> are the most common example.
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.
Sales and services of hospitals (revenues)	Revenues (net of discounts, <u>allowances</u> , and provisions for uncollectible accounts receivable) generated by hospitals from daily patient, special and other services. <u>Revenues</u> of health clinics that are part of a hospital should be included in this category, unless such clinics are part of the student health services program.
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</u> and <u>fees</u> or <u>room</u> and <u>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</u> and <u>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.
Unrestricted net assets	

The net assets of both FASB and GASB institutions that do not fit the definition of other categories of net assets. These are net assets held by the institution upon which no restrictions have been placed by the donor or other party external to the institution.

## 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?](#)
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### Private Not-for-Profit and Public Institutions Using FASB

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- 2) [What are some examples of independent operations?](#)
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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?](#)
- 5) [I see the term CV on several lines of the finance survey. What is this referring to?](#)
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- 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](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](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](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](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 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 FASB-reporting institutions*.

#### 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 provide an explanation 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 September 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 value reported for **Accumulated Depreciation** (line 28) is expected to be greater than 0.
- The calculated **Total for Plant, Property and Equipment** 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 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** screen outlined in Part 3 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).
- A value is expected to be entered for **Federal nonoperating grants** (line 13).
- 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.

### 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:

- 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** cannot be negative.
- 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 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.
- The value entered for **Total all revenues and other additions** (line 25) is expected to 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 **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** cannot be negative.
- The calculated value for **Total all revenues and other additions** (line 25) should be greater than 0.
- The calculated value for **Total all revenues and other additions** cannot be negative.
- 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 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, 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 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)
- 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.
- For lines 01 through 11, 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)
  - Depreciation (column 5)
  - All other (column 7)
- The **Total amount** reported for **Instruction** (line 01) is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** 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** 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** entered for **Research** (line 02) is expected to be within a 50% range of the **PY Total Amount**.
- A **Total amount** 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** 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** must be entered for **Institutional support** (line 07).
- The **Total amount** reported for **Institutional support** is expected to be greater than 0.
- 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** reported for **Auxiliary enterprises** (line 11) on this screen is also expected to be equal to 0.
- 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** reported for **Hospital services** (line 12) on this screen is also expected to be equal to 0.
- 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** reported for **Independent operations** (line 13) on this screen is also expected to be equal to 0.
- The calculated amount of **Other expenses and deductions** (line 14) cannot be negative for any expense type.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses** (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** (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**, 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** reported for **Total expenses and deductions** cannot be equal to the corresponding **Prior year amount**.
- 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** reported for **Depreciation** 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** reported for **Interest** must be greater than 0.
- The amount reported for each expense type for **Total expenses and deductions** 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** reported for **Total expenses and deductions** on this screen.
- If the **12-month Student FTE from E12** is greater than 0, then the **Total amount** reported for **Total expenses and deductions** 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 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 category.
- For lines 01 through 11 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)
  - Depreciation (column 5)
  - All other (column 7)
- The **Total amount** reported for **Instruction** (line 01) is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** 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** 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** entered for **Research** (line 2) is expected to be within a 50% range of the **PY Total Amount**.
- A **Total amount** 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** 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** must be entered for **Institutional support** (line 07).
- The **Total amount** reported for **Institutional support** is expected to be greater than 0.



- 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** reported for **Auxiliary enterprises** (line 11) on this screen is also expected to be equal to 0.
- The calculated amount of **Other expenses and deductions** (line 14) cannot be negative for any expense type.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses** (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** (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**, 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** reported for **Total expenses and deductions** cannot be equal to the corresponding **Prior year amount**.
- 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** reported for **Depreciation** 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** reported for **Interest** must be greater than 0.
- The amount reported each expense type for **Total expenses and deductions** 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** reported for **Total expenses and deductions** on this screen.

#### 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 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.
- For lines 01 through 11 the values reported for the following expense types cannot be negative:
  - Total amount (column 1)
  - All other (column 7)
- For lines 07 and 11 the values reported for the following expense types cannot be negative:
  - Salaries and wages (column 2)
  - Employee fringe benefits (column 3; as well as for line 02)
  - Depreciation (column 5)
- 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) on this screen are also expected to be equal to 0 for the following expense types:

- Total amount
- Salaries and wages
- Employee fringe benefits
- Depreciation
- 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 **Public service** (line 03) on this screen are also expected to be equal to 0 for the following expense types:
  - Total amount
  - Salaries and wages
  - Employee fringe benefits
  - Depreciation
- 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** reported for **Auxiliary enterprises** (line 11) on this screen is also expected to be equal to 0.
- The calculated amount of **Other expenses and deductions** (line 14) cannot be negative for any expense type.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses** (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** (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**, 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 amount reported for each expense type for **Total expenses and deductions** cannot be equal to the corresponding **Prior year amount**.
- 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** reported for **Depreciation** must be greater than 0.
- The **Total amount** reported for **Total expenses and deductions** is expected to be within a 50% range of the corresponding **Prior year amount**.

#### 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 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)
- 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.
- For lines 01 through 11, 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)
  - Depreciation (column 5)
  - All other (column 7)
- The **Total amount** reported for **Instruction** (line 01) is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** 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** 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** entered for **Research** (line 2) is expected to be within a 50% range of the **PY Total Amount**.
- A **Total amount** 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** 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** must be entered for **Institutional support** (line 07).
- The **Total amount** reported for **Institutional support** is expected to be greater than 0.
- 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.
- The calculated amount of **Other expenses and deductions** (line 14) cannot be negative for any expense type.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses** (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** (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**, 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** reported for **Total expenses and deductions** cannot be equal to the corresponding **Prior year amount**.
- 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** reported for **Depreciation** 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** reported for **Interest** must be greater than 0.
- The amount reported for each expense type for **Total expenses and deductions** 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** reported for **Total expenses and deductions** on this screen.
- 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** 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 children or 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 calculated value for **Adjustments to beginning net assets** (line 05) is expected to be between -10 million and 10 million.
- The **Prior year amount** of **Net assets end of year** (line 06) is expected to be equal to **Net Assets beginning of year** (line 04).

##### 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 (line 01)
- Total expenses and deductions (line 02)
- Net assets beginning of year (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 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)

No edits are performed 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)

No edits are performed 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)

No edits are performed 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)

No edits are performed on the data entered on this screen.

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## Finance for degree granting private, not-for-profit institutions and public institutions using FASB Reporting Standards

Finance - Private not-for-profit institutions and Public institutions using FASB standards

### FASB-Reporting Institutions General Information - Fiscal Year and Audit

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

<input type="radio"/> Yes (report endowment assets)
<input type="radio"/> No

#### 4. Intercollegiate Athletics

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

<input type="radio"/> Auxiliary enterprises
<input type="radio"/> Student services
<input type="radio"/> Does not participate in intercollegiate athletics
<input type="radio"/> Other (specify in box below)

#### 5. Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal grant revenues to the institution?

<input type="radio"/> <input checked="" type="radio"/> Pass through (agency)	<input type="radio"/> Federal grant revenue	<input type="radio"/> Does not award Pell grants
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You may use the space below to provide context for the data you've reported above.

Part A - Statement of Financial Position, Page 1

Most recent fiscal year ending before October 2012

If your institution is a parent institution then the amounts reported in Parts A and B should include ALL of your child institutions

Line No.	Assets, Liabilities, and Net Assets	Current year amount	Prior year amount
<b>Assets</b>			
01	<u>Long-term investments</u>	<input type="text"/>	
19	Property, plant, and equipment, net of accumulated depreciation	<input type="text"/>	
20	Intangible assets, net of accumulated amortization	<input type="text"/>	
02	Total assets	<input type="text"/>	
<b>Liabilities</b>			
03	Total liabilities	<input type="text"/>	
	03a Debt related to Property, Plant, and Equipment	<input type="text"/>	
<b>Net assets</b>			
04	<u>Unrestricted net assets</u>	<input type="text"/>	
05	Total <u>restricted net assets</u>	<input type="text"/>	
	05a <u>Permanently restricted net assets</u>	<input type="text"/>	
	05b <u>Temporarily restricted net assets</u>	<input type="text"/>	
06	Total net assets (CV=A04+A05)	<input type="text"/>	

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

Part A - Statement of Financial Position, Page 2

Most recent fiscal year ending before October 2012			
Line No.	Plant, Property and Equipment	Ending balance	Prior year Ending balance
11	<u>Land and land improvements</u>	<input type="text"/>	
12	<u>Buildings</u>	<input type="text"/>	
13	Equipment, including art and <u>library</u> collections	<input type="text"/>	
15	<u>Construction in Progress</u>	<input type="text"/>	
16	Other	<input type="text"/>	
17	Total Plant, Property, and Equipment <b>CV=[(A11+...A16)]</b>		
18	<u>Accumulated depreciation</u>	<input type="text"/>	
19	Property, Plant, and Equipment, net of accumulated depreciation <b>(from A19)</b>		

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



Part B - Summary of Changes in Net Assets

Most recent fiscal year ending before October 2012			
Line No.	Revenues, Expenses, Gains and Losses	Current year amount	Prior year amount
01	Total <u>revenues</u> and <u>investment return</u>	<input type="text"/>	
02	Total <u>expenses</u>	<input type="text"/>	
03	<b>Other specific changes in net assets</b> <b>CV=[B04-(B01-B02)]</b>		
04	Change in <u>net assets</u>	<input type="text"/>	
05	Net assets, beginning of year	<input type="text"/>	
06	<b>Adjustments to beginning of year net assets</b> <b>CV=[B07-(B04+B05)]</b>		
07	<b>Net assets, end of year (from A06)</b>		

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

Part C - Scholarships and Fellowships

Most recent fiscal year ending before October 2012		Current year amount	Prior year amount
<b>DO NOT REPORT FEDERAL DIRECT STUDENT LOANS (FDSL) ANYWHERE IN THIS SECTION</b>			
Line No.	Scholarships and Fellowships		
01	<u>Pell grants (federal)</u>	<input type="text"/>	
02	<u>Other federal grants</u> <b>Do NOT include FDSL amounts</b>	<input type="text"/>	
03	<u>State grants</u>	<input type="text"/>	
04	<u>Local grants (government)</u>	<input type="text"/>	
05	<u>Institutional grants (funded)</u>	<input type="text"/>	
06	<u>Institutional grants (unfunded)</u>	<input type="text"/>	
07	<b>Total scholarships and fellowships</b> <b>CV=[C01+...+C06]</b>		
08	<u>Allowances (scholarships) applied to tuition and fees</u>	<input type="text"/>	
09	<u>Allowances (scholarships) applied to auxiliary enterprise revenues</u>	<input type="text"/>	

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

Part D - Revenues and Investment Return

Most recent fiscal year ending before October 2012						
Line No.	Source of Funds	Total Amount	Unrestricted	Temporarily restricted	Permanently restricted	Prior Year Total Amount
01	Tuition and fees (net of allowance reported in Part C, line 08)					
<b>Government Appropriations</b>						
02	Federal appropriations					
03	State appropriations					
04	Local appropriations					
<b>Government Grants and Contracts</b>						
05	Federal grants and contracts (Do not include FDSL)					
06	State grants and contracts					
07	Local government grants and contracts					
<b>Private Gifts, Grants and Contracts</b>						
08	Private gifts, grants and contracts					
08a	Private gifts					
08b	Private grants and contracts					
09	Contributions from affiliated entities					
<b>Other Revenue</b>						
10	Investment return					
11	Sales and services of educational activities					
12	Sales and services of auxiliary enterprises (net of allowance reported in Part C, line 09)					
13	Hospital revenue					
14	Independent operations revenue					
15	Other revenue CV=[D16-(D01+...+D14)]					
16	<b>Total revenues and investment return (from B01)</b>					
17	Net assets released from restriction	0				
18	Net total revenues, after assets released from restriction					
19	<b>12-month Student FTE from E12</b>					
20	Total revenues and investment return per student FTE CV=[D16/D19]					

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

Part E - Expenses by Functional and Natural Classification

**Most recent fiscal year ending before October 2012**  
**Report Total Operating AND Non-Operating Expenses in this section**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
<b>Line No.</b>	<b>Expenses by Functional Classification</b>	<b>Total amount</b>	<b>Salaries and wages</b>	<b>Benefits</b>	<b>Operation and maintenance of plant</b>	<b>Depreciation</b>	<b>Interest</b>	<b>All other</b>	<b>PY Total Amount</b>
01	<u>Instruction</u>								
02	<u>Research</u>								
03	<u>Public service</u>								
04	<u>Academic support</u>								
05	<u>Student services</u>								
06	<u>Institutional support</u>								
07	<u>Auxiliary enterprises</u>								
08	<u>Net grant aid to students (net of allowances for tuition &amp; fee and auxiliary enterprises)</u>								
09	<u>Hospital services</u>								
10	<u>Independent operations</u>								
11	<u>Operation and maintenance of plant (see instructions)</u>	0							
12	<b>Other expenses</b> CV=[E13-(E01+...+E11)]								
13	<b>Total expenses (from B02)</b>				0				
	<b>Prior year total expenses</b>								
14	<b>12-month Student FTE from E12</b>								
15	Total expenses per student FTE CV=[E13/E14]								

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

Part H - Value of Endowment Assets

Most recent fiscal year ending before October 2012			
Line No.	Value of <u>Endowment Assets</u>	<u>Market Value</u>	Prior Year Amounts
	Include not only endowment assets held by the institution, but any assets held by private foundations affiliated with the institution.		
01	Value of <u>endowment assets</u> at the beginning of the fiscal year	<input type="text"/>	
02	Value of <u>endowment assets</u> at the end of the fiscal year	<input type="text"/>	

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?	<input type="text"/> hours	<input type="text"/> minutes
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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 Not-for-Profit (FASB)**

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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:

- Statement of Financial Position
- Summary of Changes in Net Assets
- Scholarships and Fellowships
- Revenues and Investment Return
- Expenses by Functional and Natural Classification
- Details of Endowment Assets

## **Changes in Reporting**

There are no changes in reporting for the 2012-13 finance data collection.

## **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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## **Coverage**

### **What to Include**

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

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

### **What NOT to Include**

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

## **Where to Get Help**

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

Phone: 1-877-225-2568

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

### **AIR Website**

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

### **IPEDS Resources Page**

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

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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](http://www.nacubo.org)). Someone at your institutions in one or more of the offices listed above may already have access to the FARM.

## Where the Data Will Appear

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

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

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

At the aggregate-level, data will appear in:

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

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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.

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

**Intercollegiate Athletics:** According to NACUBO descriptions of functional expenses, intercollegiate athletics may be treated as auxiliary enterprises (if operated as an essentially self-supporting operation) or as student services (if the program is not operated as an essentially self-supporting operation). Please indicate whether your institution treats expenses for intercollegiate athletics as auxiliary enterprises, as student services, or in another functional category, or if the institution does not participate in intercollegiate athletics. This question is optional for the fiscal year 2005 collection.

**Pell Grants:** Indicate whether the institution accounts for Pell grants as pass-through payments or as federal revenue. If the institution does not award Pell grants, select the applicable option. Institutions that do receive Pell grants have the option to report Pell grants either as:

- federal revenue and allowance to tuition and fees and/or auxiliary enterprises (for room and board, books, meals, etc.). If the Pell grant is counted as federal revenue, then there should be an offsetting discount/allowance to tuition and fees revenue and/or auxiliary enterprise revenue so that the Pell grants are not being double counted in the institution's revenues.

OR

- as a pass-through transaction. A pass-through transaction is essentially a payment on the student's account where the institution is purely processing the Pell Grant and those monies are not counted by the institution until they come in as a tuition payment from the student. The latter option is sometimes referred to as an agency transaction. With this option Pell grants are not counted as federal revenues and are not considered to be a discount/allowance to tuition and fees or auxiliary enterprises.

**Please note that regardless of how Pell grants are treated for revenues or expenses, they should still be reported in Part C: Scholarships and Fellowships under Pell grants.**

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

## **Part A – Statement of Financial Position**

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

### **Data should be consistent with the Statement of Financial Position in the GPFS.**

**01 – Long-term investments** - Enter the end-of-year market value for all assets held for long-term investment. Long-term investments should be distinguished from temporary investments based on the intention of the organization regarding the term of the investment rather than the nature of the investment itself. Thus, cash and cash equivalents which are held until appropriate long-term investments are identified should be treated as long-term investments. Similarly, cash equivalents strategically invested and reinvested for long-term purposes should be treated as long-term investments. (FARM para. 405)

**19 – Property, plant, and equipment, net of accumulated depreciation** - Includes end-of-year market value for categories such as land, buildings, improvements other than buildings, equipment, and library books, combined and net of accumulated depreciation. (FARM para. 415)

**20 – Intangible assets, net of accumulated amortization** – Report all assets consisting of certain nonmaterial rights and benefits of an institution, such as patents, copyrights, trademarks and goodwill. The amount reported should be reduced by total accumulated amortization. (FARM para. 409)

**02 – Total assets** - Enter the amount from your GPFS which is the sum of:

- a) Cash, cash equivalents, and temporary investments;
- b) Receivables (net of allowance for uncollectible amounts);
- c) Inventories, prepaid expenses, and deferred charges;
- d) Amounts held by trustees for construction and debt service;
- e) Long-term investments;
- f) Plant, property, and equipment; and,
- g) Other assets

These terms are discussed below.

**a) Cash, cash equivalents, and temporary investments** – Cash equivalents are short term, highly liquid investments that are (1) readily converted to known amounts of cash, and (2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Examples are U.S. Treasury bills, certificates of deposit, bankers acceptances, repurchase agreements, and commercial paper. Include amounts for currency on hand and deposits held by financial institutions that can be added to or withdrawn without limitation, such as demand deposits. (FARM para. 402)

**b) Receivables (net of allowance for uncollectible amounts)** – Include amounts receivable for all purposes, including billings for educational and general programs and auxiliary enterprise activities; student loans receivable; government appropriations receivable; amounts receivable on grants and contracts; accrued dividends and interest receivable; claims against vendors; advances to employees; and reimbursements receivable from affiliated organizations. All amounts receivable should be reported net of an allowance for uncollectible accounts. (FARM para. 403)

**c) Inventories, prepaid expenses, and deferred charges** – For inventories, include amounts for merchandise inventory held for resale, for example, items held for sale by a bookstore or a dining service. Include supplies and other inventoried items for internal use if recognized as an asset in the GPFS. For prepaid expenses and deferred charges, include amounts paid in advance of services received and expenses deferred because benefits relate to future rather than to current period activities. Examples include prepaid rent, prepaid insurance, bond issue costs, pension costs or other outflows applicable to future periods. (FARM para. 407)

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

**e) Long-term investments** – Include the amount for all assets held for long-term investment. (FARM para. 405)

**f) Plant, property, and equipment** – Include the amount for the balances of land, buildings, equipment, and construction in progress, combined and net of accumulated depreciation. (FARM para. 415)

**g) Other assets** – Include all other assets not reported elsewhere.

**03 – Total liabilities** - Enter the amount from your GPFS which is the sum of:

- a) Accounts payable;
- b) Deferred revenues and refundable advances;
- c) Post-retirement and post-employment obligations;
- d) Other accrued liabilities;
- e) Annuity and life income obligations and other amounts held for the benefit of others;
- f) Bonds, notes, and capital leases payable and other long-term debt, including current portion;
- g) Government grants refundable under student loan programs; and,
- h) Other liabilities.

These terms are discussed below.

**a) Accounts payable** – Includes the total of accounts payable to suppliers. (FARM para. 420)

**b) Deferred revenues and refundable advances** – Include short-term deferrals and advances including student deposits, advances from third parties for services not yet performed, short-term advances on grants or contracts (including those from the government), and refunds due third parties for amounts previously received. (FARM para. 422)

**c) Post-retirement and post-employment obligations** – Include amounts for pension obligations, post-retirement healthcare benefit obligations, severance obligations, and similar post-retirement and post-employment obligations. (FARM para. 478 and 479)

**d) Other accrued liabilities** – Include amounts for any accrued liabilities, including accrued interest payable, salary and benefit (payroll) accruals, and similar accrued expenses not found in another category. (FARM para. 420)

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

**f) Bonds, notes, and capital leases payable and other long-term debt, including current portion** – Include amounts for all long-term debt obligations including bonds payable, mortgages payable, capital leases payable, and long-term notes payable. If the current portion of long-term debt is separately reported in your GPFS, include that amount. (FARM para. 420 and 423)

**g) Government grants refundable under student loan programs** – Include amounts advanced to the institution by a governmental entity for purposes of making loans to students (if recognized as a liability in the GPFS).

**h) Other liabilities** – Include all other liabilities not reported elsewhere.

**03a – Debt related to property, plant and equipment** - Includes amounts for all long-term debt obligations including bonds payable, mortgages payable, capital leases payable, and long-term notes payable. (FARM para. 420.3, 423) If the current portion of long-term debt is separately reported in the GPFS, include that amount.

**04 – Unrestricted net assets** – Enter the amount of unrestricted (designated and undesignated) net assets. Unrestricted net assets are amounts that are available for the general purposes of the institution without restriction. Include amounts specifically designated by the governing board, such as those designated as quasi-endowments, for building additions and replacement, for debt service, and for loan programs. In addition, include the unrestricted portion of net investment in plant, property, and equipment less related debt. This amount is computed as the amount of plant, property, and equipment, net of accumulated depreciation, reduced by any bonds, mortgages, notes, capital leases, or other borrowings that are clearly attributable to the acquisition, construction, or improvement of those assets. (FARM para. 450)

**05a – Permanently restricted net assets** – Report the portion of net assets required by the donor or grantor to be held in perpetuity. (FARM para 450.2)

**05b – Temporarily restricted net assets** – Report net assets that are subject to a donor's or grantor's restriction are restricted net assets. Include long-term but temporarily restricted net assets, such as term endowments, and net assets held subject to trust agreements if those agreements permit expenditure of the resources at a future date. (FARM para. 450.3)

**06 – Total net assets** - This amount is the sum of total unrestricted net assets and total restricted net assets and should be the sum of lines 04 and 05. The amount should be the same as the number for total net assets found on your statement of financial position.

**NOTE:** These two conditions must exist or you will be unable to proceed with data entry:

- 1) A06 must equal A04 + A05; and,
- 2) A06 must equal A02 – A03.

## **Part A – Statement of Financial Position, Page 2**

### **Property, Plant, and Equipment**

Property obtained under capital leases should be reported in the categories that best describe the property, such as equipment, buildings, etc. (FARM para. 415)

**Gross Asset Amounts** - The amounts on lines A11 - A16 are the total carrying amounts, without reducing the amounts for accumulated depreciation.

**11 – Land and land improvements** - Provide end of year values for land and land improvements as a reconciliation of beginning of the year values with additions to and retirements of land and land improvements to obtain end of year values. Use your underlying institutional records.

**12 – Buildings** - End of year values for buildings represent a reconciliation of beginning of the year values with additions to and retirements of building values to obtain end of year values. Capitalized leasehold improvements should be included on this line if the improvements are to leased facilities.

**13 – Equipment, including art and library collections** - End of year values for equipment represent a reconciliation of beginning of the year values with additions to and retirements of equipment values to obtain end of year values. Capitalized leasehold improvements should be included on this line if the improvements are to leased equipment.

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

**16 – Other** - Report all other amounts for capital assets not reported in lines 11-15.

**17 – Total Plant, Property and Equipment** - This calculated value is generated using this formula:

$$A17 = (A11 + \dots + A16)$$

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

## **Part B – Summary of Changes in Net Assets**

This part is intended to report a summary of changes in net assets and to determine that all amounts being reported on the Statement of Financial Position (Part A), Revenues and Investment Return (Part D), and Expenses by Functional and Natural Classification (Part E) are in agreement.

**01 – Total revenues and investment return** – Enter total revenues and investment return. The amount should represent all revenues reported for the fiscal period and should agree with the revenues recognized in the institution's GPFS. If your institution divides its statement of activities into operating and nonoperating sections, selected revenues in the nonoperating section must be added to the operating revenue subtotal.

**02 – Total expenses** – Enter total expenses. The amount should represent total expenses recognized in the institution's GPFS. If your institution divides its statement of activities into operating and nonoperating sections, selected expenses in the nonoperating section must be added to the operating expense subtotal. Please enter the amount of expenses as a positive number which will then be treated as a negative number in further computations as indicated by the parentheses.

**03 – Other specific changes in net assets** - This calculated value is generated using this formula:

$$B03 = B04 - (B01 - B02)$$

Because this is a calculated value, data providers are advised to compare this amount with the corresponding amount from their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

The amount should equal the sum of these amounts found in your GPFS:

- a) Actuarial gain or (loss) on split interest agreements;
- b) Gains or (loss) on sale of plant assets;
- c) Other gain or (loss);

- d) Discontinued operations;
- e) Extraordinary gain or (loss); and,
- f) Cumulative effect of change(s) in accounting principle.

These terms are discussed below.

**a) Actuarial gain or (loss) on split interest agreements** – Includes the net adjustment to the beneficial interests of third parties in assets held subject to annuities, unitrusts, and other split-interest agreements as reported in the GPFS. (FARM para. 431)

**b) Gains or (loss) on sale of plant assets** – Includes the net gain or loss on the sale of plant, property and equipment reported in the GPFS. (FARM para. 415)

**c) Other gain or (loss)** – Includes any other gain or loss recognized in the GPFS other than those accounted for as part of a, b, d, e, and f above or reported in Part D as an investment return.

**d) Discontinued operations** - Includes gain or (loss) from the disposition of a business segment. These amounts should be the same as those reported in the GPFS.

**e) Extraordinary gain or (loss)** - Includes the gain or (loss) from an unusual and infrequent transaction. These amounts should be the same as those reported in the GPFS.

**f) Cumulative effect of change(s) in accounting principle** – These amounts are identical to the amounts reported in the GPFS.

**04 – Change in net assets** - This amount should agree with the change in net assets for the year reported in the GPFS.

**05 – Net assets, beginning of year** - Enter the amount of net assets, end of year from the previous year's IPEDS Finance report. In all cases except when the institution reports a change in accounting principle via retroactive adjustment, this amount is also the beginning net asset balance in the GPFS.

**06 – Adjustments to beginning of year net assets** - This calculated value is generated using this formula:

$$B06 = B07 - (B04 + B05)$$

The amount should equal any adjustments to beginning net asset balances reported in your GPFS. This includes adjustments for retroactive applications of changes in accounting principle and prior period adjustments. Because this is a calculated value, data providers are advised to compare this amount with the corresponding amount from their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**07 – Net assets, end of year** - This amount is carried forward from Part A, line 06. This amount should agree with the amount reported for total net assets in the GPFS at the end of the fiscal year.

### **Part C - Scholarships and Fellowships**

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

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

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

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

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

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

**01 – Pell grants (federal)** – Enter the amount awarded to the institution under the Pell Grant program. Private institutions generally report Pell Grants as agency transactions.

**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 the federal portion of State Student Incentive Grants (SSIG). Do not include institutional matching portions for any of these programs here, they should be reported as institutional grants. Do not include Federal Work Study amounts.

**03 – State grants** – Enter the amount awarded to the institution under state student aid programs, including the state portion of State Student Incentive Grants (SSIG).

**04 – Local grants (government)** – Enter the amount awarded to the institution under local government student aid programs.

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

**06 – Institutional grants (unfunded)** – Enter the amount awarded to students from unrestricted institutional resources. Only if control over how the resources will be spent passes to the student (for example, the grant is paid directly to the student to use to defray the cost of off-campus housing) is the amount reported as revenue and expense.

**07 – Total scholarships and fellowships** – This calculated value is the sum of lines 01 through 06. Because this is a calculated value data providers are advised to check this amount with the corresponding amount on their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**08 – Allowances (scholarships) applied to tuition and fees** – Enter the amount of allowances (scholarships) applied to tuition and fees. The amount on this line, when added to the amount in Part D, line 01 equals gross tuition and fees. (FARM para. 460)

**09 – Allowances (scholarships) applied to auxiliary enterprise revenues** – Enter the amount of allowances (scholarships) applied to auxiliary enterprise revenues (e.g., dormitory charges). The amount on this line, when added to the amount in Part D, line 07 equals gross auxiliary enterprise revenue. (FARM 460)

### **Part D – Revenues and Investment Return**

#### **PLEASE COMPLETE PARTS B AND C BEFORE PROVIDING DATA FOR PART D.**

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.**

All revenue source categories are intended to be consistent with the definitions provided in Chapter 4 (Accounting for Private Colleges and Universities) of the NACUBO FARM.

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.

Revenues are reported by restriction (columns) and by source (rows).

**Column 1, Total Amount** – This column is calculated by the sum of the columns 2 through 4.

**Column 2, Unrestricted** – Report revenues that are not subject to limitations by a donor-imposed restriction.

**Column 3, Temporarily Restricted** – Report revenues that are subject to limitation by donor specification as to use or the time when use may occur (such as a later period of time or after specified events have occurred).

**Column 4, Permanently Restricted** – Report revenues that must be maintained in perpetuity due to a donor-imposed restriction.

For institutions receiving American Recovery and Reinvestment Act (ARRA) revenues during the reporting period, report these amounts as part of line 16, Total revenues and investment return. If the GPFS shows a separate amount for ARRA revenues in another revenue category (e.g., Federal 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.

**01 – Tuition and fees (net of allowance reported in Part C, line 08) –** Enter the amount of tuition and educational fees, net of any allowances applied in the GPFS. Include in this amount all fees for continuing education programs, conferences, and seminars. (FARM para. 460)

### **Government Appropriations**

**02 – Federal appropriations –** Enter all amounts received from the federal government through a direct appropriation of Congress, except grants and contracts, which should be reported on line D05. An example of a federal appropriation is a federal land-grant appropriation. (FARM para. 463) **Do not include Pell Grants on this line. Do not include any ARRA revenues on this line (see line 15 in this part).**

**03 – State appropriations –** Enter all amounts received from a state government through a direct appropriation of its legislative body, except for state grants and contracts, which should be reported on line 06. An example of a state appropriation that should be entered on line 03 is an annual state appropriation for operating expenses of the institution. (FARM para. 463) **Do not include any ARRA revenues on this line (see line 15 in this part).**

**04 – Local appropriations –** Enter all amounts received from a local government (i.e., city and/or county) through a direct appropriation of its legislative body, except for local grants and contracts, which should be reported on line 07. An example of a local appropriation that should be entered on line 04 is an annual local appropriation for operating expenses of the institution. (FARM para. 463)

### **Government Grants and Contracts**

**05 – Federal grants and contracts –** Enter all revenues from federal agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from federal agencies. If federal Pell and similar student aid grants are treated as agency transactions in your GPFS, they are excluded from this amount. If federal Pell and similar student aid grants are treated as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C. (FARM para. 464) **Do not include any ARRA revenues on this line (see line 15 in this part).**

**06 – State grants and contracts –** Enter all revenues from state government agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from state agencies. If state grants for student aid are treated as agency transactions in your GPFS, they are excluded from this amount. If state grants for student aid are treated in your GPFS as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C. (FARM para. 464) **Do not include any ARRA revenues on this line (see line 15 in this part).**

**07 – Local government grants and contracts –** Enter all revenues from local government agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from local agencies. If local grants for student aid are treated as agency transactions in your GPFS, they are excluded from this amount. If local grants for student aid are treated in your GPFS as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C. (FARM para. 464)

### **Private Gifts, Grants, and Contracts**

**08a – Private gifts –** Enter revenues from private (non-governmental) entities including revenues received from gift or contribution nonexchange transactions (including contributed services) except those from affiliated entities, which are entered on line 09. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a component unit 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. (FARM para. 462)

**08b – Private grants and contracts** – Enter revenues from private (non-governmental) entities 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, 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. (FARM para. 464)

**09 – Contributions from affiliated entities** – Enter all revenues received from non-consolidated affiliated entities, such as fund raising foundations, booster clubs, other institutionally-related foundations, and similar organizations created to support the institution or organizational components of the institution.

### **Other Revenue**

**10 – Investment return** – Enter all investment income (i.e., interest, dividends, rents and royalties), gains and losses (realized and unrealized) from holding investments (regardless of the nature of the investment), student loan interest, and amounts distributed from irrevocable trusts held by others (collectively referred to as "investment return"). Changes in the value of interest rate swaps should be included in this amount.

**11 – Sales and services of educational activities** – Enter all revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service, and revenues of activities that exist to provide instructional and laboratory experience for students and that incidentally create goods and services that may be sold. Examples include film rentals, scientific and literary publications, testing services, university presses, dairies, and patient care clinics that are not part of a hospital. The revenue of patient care clinics that are part of a hospital is included in Part D, line 13. (FARM para. 465)

**12 – Sales and services of auxiliary enterprises (net of allowance reported in Part C, line 09)** – Enter the amount of revenues generated by the auxiliary enterprise operations, net of any allowances applied in the general purpose financial statements. Auxiliary enterprises are operations that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters. (FARM para. 465)

**13 – Hospital revenue** – Enter the revenues and gains of hospitals operated as a component of a reporting institution of higher education. (FARM para. 465) **If your hospital is reporting in IPEDS educational program activity that is conducted separate from an institution of higher education, do not use this line. Refer to the special instructions below.**

### **SPECIAL INSTRUCTIONS FOR CERTAIN HOSPITALS AND/OR MEDICAL CENTERS**

Hospitals and/or medical centers reporting educational program activity that is operated by an entity for which the primary function is other than higher education should complete the IPEDS Finance Survey as follows:

a. Include in Part D the revenues directly associated with the educational programs offered. Combine the revenues of all educational programs offered.

b. Do not complete Part D, line 13 (Hospital revenue). This information is required only for hospitals whose financial activity is reported as a component of an institution of higher education.

c. Include in Part E all expenses associated with instruction and educational support services based on your underlying accounting records. Combine the expenses of all educational programs offered.

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d. Complete Part A and Part B if the information for the educational program(s) component is obtainable from the underlying accounting records. **Do not report information for the hospital as a whole.**

**14 – Independent operations revenue** – Enter all revenues associated with operations independent of the primary missions of the institution. This category generally includes only those revenues associated with major federally-funded research and development centers. Do not include the profit (or loss) from operations owned and managed as investments of the institution's endowment funds, which should be reported on line 10.



**15 – Other revenue** - This calculated value is generated using this formula:

$$D15 = D16 - (D01 + \dots + D14)$$

Amounts which should NOT be included in this generated number are gains or other unusual or nonrecurring items that are required to be included in Part B, such as gains on the sale of plant assets, actuarial gains, and extraordinary gains.

Because this is a calculated value, data providers are advised to compare this amount with the corresponding amount from their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors. **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 16.**

**16 – Total revenues and investment return** - This amount is carried forward from Part B, line 01. **This amount should include ARRA revenues received by the institution, if any.**

**17 – Net assets released from restriction** – Enter all revenues resulting from the reclassification of temporarily restricted assets or permanently restricted assets.

**18 – Net total revenues, after assets released from restriction** – This calculated value is generated using this formula:

$$D18 = D16 + D17$$

**19 – 12-month Student FTE from E12** – This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

**20 – Total revenues and investment return per Student FTE** – This amount is generated by dividing line 16 by line 19. 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.

## **Part E – Expenses by Functional and Natural Classification**

### **PLEASE COMPLETE PART B BEFORE PROVIDING DATA FOR PART E.**

Part E is intended to report expenses by function. All expenses recognized in the GPFS should be reported using the expense functions provided on lines 01–12. With the exception of the operation and maintenance of plant (line 11), these functional categories are consistent with Chapter 5 (Accounting for Private Colleges and Universities) of the NACUBO FARM. (FARM para 504)

Institutions that do not have access to FARM can refer to Appendix B of the NACUBO Advisory Report 2010-1, Public Institutions: Methodologies for Allocating Depreciation, Operation and Maintenance of Plant, and Interest Expenses to Functional Expense Categories for more detailed information on the expense categories. Although this document was written for public institutions, the expenditure definitions are applicable to private institutions also. The advisory is available online at:

[http://www.nacubo.org/Business\\_and\\_Policy\\_Areas/Accounting/Advisory\\_Reports/Advisory\\_Report\\_2010-](http://www.nacubo.org/Business_and_Policy_Areas/Accounting/Advisory_Reports/Advisory_Report_2010-1)

[1\\_Public\\_Institution\\_Methodologies\\_for\\_Allocation\\_Depreciation\\_Operation\\_and\\_Maintenance\\_of\\_Plant\\_and\\_Interest\\_Expense-x11205-ml.html](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 total for expenses on line 13 should agree with the total expenses reported in your GPFS including interest expense and any other non-operating expense.**

Do not include losses or other unusual or nonrecurring items in Part E. (Special items including gains and losses should be reported in Part B.) Operation and maintenance expenses are no longer reported as a separate expense category. Instead these expenses are to be distributed among the other functional expense categories.

### **Functional and Natural Expenses**

**Column 1, Total amount** - Enter the total expense for each applicable functional category listed on lines 01–10. No amount may be entered on line 11 for total operations and maintenance expenses. This line is provided to assist in the allocation of operation and maintenance expenses. Total expenses, line 13, should agree with the total expenses reported in your GPFS.

**Column 2, Salaries and 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 01-11 and 13.

**Column 3, Benefits** - Enter in this column the amount of benefits expenses incurred in each functional category identified on lines 01-11 and 13.

**Column 4, Operation and maintenance of plant** - This column, in conjunction with Line 11, 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 01-10. The total operation and maintenance of plant expenses should be entered as a negative amount on line 11 of this column, so that the net total of the column as well as the net total of line 11 is zero. (FARM para. 704.14)

**Column 5, Depreciation** - Enter in this column the amount of depreciation allocated to each functional category identified on lines 01-11 and 13. (FARM para. 704.15)

**Column 6, Interest** - Enter in this column the amount of interest incurred on debt allocated to each function identified on lines 01-11 and 13. (FARM para. 704.16)

**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.

### **Expenses by Functional Classification**

**01 – Instruction** – Enter the instruction expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution’s students. Include expenses for both credit and non-credit activities. Exclude expenses for academic administration if the primary function is administration (e.g., academic deans). Such expenses should be entered on line 04. (FARM para. 703.4)

**02 – Research** – Enter the expenses for activities specifically organized to produce research outcomes and either commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. Do not report nonresearch sponsored programs (e.g., training programs) on this line. Training programs generally are reported on line 01 (Instruction). (FARM para. 703.5)

**03 – Public service** – Enter the expenses specifically for public service and for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to the particular sectors of the community. Include expenses for community services, cooperative extension services, and public broadcasting services. (FARM para. 703.6)

**04 – Academic support** – Enter the expenses for support services that are an integral part of the institution’s primary mission of instruction, research, or public service and that are not charged directly to these primary programs. Include expenses for libraries, museums, galleries, audio/visual services, academic development, academic computing support, course and curriculum development, and academic administration. Include expenses for medical, veterinary and dental clinics if their primary purpose is to support the institutional program, that is, they are not part of a hospital. (FARM para. 703.7)

**05 – Student services** – Enter the expenses for admissions, registrar activities and activities whose primary purpose is to contribute to students emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, student records, athletics, and student health services, except when operated as a self-supporting auxiliary enterprise. (FARM para. 703.8)

**06 – Institutional support** – Enter the expenses for the day-to-day operational support of the institution. Include expenses for general administrative services, executive direction and planning, legal and fiscal operations, administrative computing support, and public relations/development. (FARM para. 703.9)

**07 – Auxiliary enterprises** – Enter expenses of essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics (only if essentially self-supporting), college unions, college stores, faculty and staff parking, and faculty housing. (FARM para. 703.11)

**08 – Net grant aid to students (net of tuition and fee allowances)** - Enter on this line ONLY scholarships and fellowships recognized as expenses in your GPFS. Do not include Federal Work Study expenses on this line. Work study expenses should be reported within the function where the student worked. Whereas in the past, most student awards were recorded as expenses under this classification, most student awards are now reported as either scholarship allowances or agency transactions. Student awards, made from contributed funds or grant funds, that are under the control of the institution (the institution decides who gets the award) result in allowances that reduce tuition or auxiliary enterprise revenue. Student awards, made from grant funds, that are made to students identified by the grantor are considered agency transactions and do not result in either revenues or expenses. Scholarships and fellowships in the form of allowances applied to tuition and fees should be reported in Part C, line 09, and not included in Part E, line 08. Scholarships and fellowships in the form of allowances applied to auxiliary services should be reported in Part C, line 9, and not included in Part E, line 08. (FARM para. 703.10)

According to NACUBO Advisory Report 97-1 (January 17, 1997), scholarships and fellowships are "expenses to the extent that the organization incurs incremental expense in providing goods and services." Thus payments made by the institution to students or third parties in support of the total cost of education are expenses if those payments are made for goods and services NOT provided by the institution. Examples include payments for services to third parties (including students) for off-campus housing or for the cost of board not provided by institutional contract meal plans.

**09 – Hospital services** – Enter all expenses associated with the operation of a hospital reported as a component of an institution of higher education. Include nursing expenses, other professional services, administrative services, fiscal services, and charges for operation and maintenance of plant. (FARM para. 703.12) **Hospitals or medical centers reporting educational program activities conducted independent of an institution of higher education (not as a component of a reporting institution of higher education) should not complete this line. Refer to the special instructions below.**

**SPECIAL INSTRUCTIONS FOR CERTAIN HOSPITALS AND/OR MEDICAL CENTERS** Hospitals and/or medical centers reporting educational program activity operated by an entity for which the primary function is other than higher education should complete the IPEDS Finance Survey as follows:

- a. Include in Part D the revenues directly associated with the educational programs offered. Combine the revenues of all educational programs offered.
- b. Do not complete Part D, line 13 (Hospital revenue). This information is required only for hospitals whose financial activity is reported as a component of an institution of higher education.
- c. Include in Part E all expenses associated with instruction and educational support services based on your underlying accounting records. Combine the expenses of all educational programs offered.
- d. Complete Part A and Part B if the information for the educational program(s) component is obtainable from the underlying accounting records. **Do not report information for the hospital as a whole.**

**10 – Independent operations** – Enter all expenses for separately organized operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service), although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenses of major federally-funded research and development centers. Do not include the expenses of operations owned and managed as investments of the institution's endowment funds. (FARM para. 703.13)

**11 – Operation and 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. Enter all expenses 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. Also included are 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 institutional support). FASB institutions do not report this function on their GPFS; instead these expenses are charged to or allocated to other functions. 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)

**12 - Other expenses** – This calculated value is generated using this formula:

$$E12 = E13 - (E01 + \dots + E11)$$

Because this is a generated number, data providers are advised to compare this amount with a corresponding amount in the institution's GPFS. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**13 – Total expenses** – The amount in column 1 is carried forward from Part B, line 02. This should be the same as the amount for total expenses found in your GPFS. Enter in columns 2, 3, 5, and 6 the total amount of each natural expense incurred by the institution. These amounts will be used to compute the amounts in line 12, as well as line 13, column 7.

**14 – 12-month Student FTE from E12** - This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

**15 – Total expenses per Student FTE** - This amount is generated by dividing line 13 by line 14. 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.

## Part H – Value of Endowment Assets

This part is intended to report details about endowments.

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

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

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

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

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

## Additional Instructions for Institutions Reporting Finance Data for Other Institutions

Most degree-granting institutions reporting IPEDS data report all their data for each IPEDS component, including this finance component. However, some institutions (called “children”) are set up to report only certain parts of the IPEDS finance component, while the “parent” institution reports all portions of the finance component but does not double count those items already reported by the children institutions. Here is what each type of institution should report:

Part	Parent Institution	Child Institution
<b>Part A – Statement of Financial Position</b>	Reports sum of Parent and Child data	Does not report

<b>Part B – Summary of Changes in Net Assets</b>	Reports sum of Parent and Child data	Does not report
<b>Part C – Scholarships and Fellowships</b>	Reports parent data only	Reports child data only
<b>Part D – Revenues and Investment Return</b>	Reports parent data only	Reports child data only
<b>Part E – Expenses by Functional and Natural Classification</b>	Reports parent data only	Reports child data only
<b>Part H - Value of Endowment Assets</b>	Reports parent data only	Reports child data only

Parent institutions should report the sum of Parent and Child data for Parts A and B, and should report Parent data only in parts C, D, E, and H. This is done so that scholarships and fellowships, revenues and investment return, expenses by functional and natural classification, and value of endowment assets are not double counted by Parent and Child institutions.

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.
Accumulated depreciation	The total <u>depreciation</u> charged as <u>expenses</u> as of the reporting date (in the current year and in prior years) on the <u>capital assets</u> of the institution. FASB Statement No. 117 and <u>GASB Statement No. 34</u> require that accumulated depreciation to date be recognized.
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> .
Assets	Physical items (tangible) or rights (intangible) that have value and that are owned by the institution. Assets are useful to the institution because they are a source of future services or because they can be used to secure future benefits.
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 expenses	Expenses for essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics (only if essentially self-supporting), college unions, college stores, faculty and staff parking, and faculty housing. Institutions include actual or allocated costs for operation and maintenance of plant, interest and depreciation.
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.
Benefits	Payments made to or on behalf of an individual over and above that received in the form of a salary or wage. Frequently this is associated with an insurance payment.
Buildings	<u>Capital assets</u> built or acquired for occupancy and use by the entity. These are structures such as classrooms, research facilities, administrative offices, and storage. Includes built-in fixtures and equipment that are essentially part of the permanent structure. Buildings held for the production of revenue are classified as investments.
Construction in progress	<u>Capital assets</u> under construction or development that have not yet been placed into service, such as a building or parking lot. <u>Capital assets</u> are not subject to <u>depreciation</u> while in a construction in progress status.
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 FASB 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.
Endowment assets	Gross investments of <u>endowment funds</u> , <u>term endowment funds</u> , and <u>funds functioning as endowment</u> for the institution and any of its foundations and other <u>affiliated organizations</u> .
Expenses	The outflow or other using up of <u>assets</u> or incurrence of <u>liabilities</u> (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the institution's ongoing major or central operations or in generating <u>revenues</u> . Alternatively, expenses may be thought of as the costs of goods and services used to produce the educational services provided by the institution. Expenses result in a reduction of <u>net assets</u> .
Federal grants	Transfers of money or property from the Federal government to the education institution without a requirement to receive anything in return. These grants may take the form of grants to the institutions to undertake research or they may be in the form of student <u>financial aid</u> . (Used for reporting on the Finance component)
Federal grants (grants/educational assistance funds)	

	Grants provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and Supplemental Educational Opportunity Grants (SEOG). Also includes need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs. (Used for reporting on the <u>Student Financial Aid</u> component)
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. GASB institutions are required to classify in financial reports such grants and contracts as either operating or nonoperating.
Hospital services	<u>Expenses</u> associated with a hospital operated by the postsecondary institution (but not as a <u>component unit</u> ) and reported as a part of the institution. This classification includes nursing expenses, other professional services, general services, administrative services, and fiscal services. Also included are information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and <u>depreciation</u> related to hospital <u>capital assets</u> .
Hospitals (revenues)	Revenues generated by a hospital operated by the postsecondary institution. Includes <u>gifts</u> , grants, appropriations, research revenues, <u>endowment income</u> , and <u>revenues</u> of health clinics that are part of the hospital unless such clinics are part of the student health services program. <u>Sales and service revenues</u> are included net of <u>patient contractual allowances</u> . Revenues associated with the medical school are included elsewhere. Also includes all amounts appropriated by governments (federal, state, local) for the operation of hospitals.
Independent operations	Expenses associated with operations that are independent of or unrelated to the primary missions of the institution (i.e., <u>instruction</u> , research, public service) although they may contribute indirectly to the enhancement of these programs. This category is generally limited to <u>expenses</u> of a major federally funded research and development center. Also includes information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and <u>depreciation</u> related to the independent operations. Expenses of operations owned and managed as investments of the institution's <u>endowment funds</u> are excluded.
Independent operations (revenues)	Revenues associated with operations independent of or unrelated to the primary missions of the institution (i.e., <u>instruction</u> , research, public service) although they may contribute indirectly to the enhancement of these programs. Generally includes only those <u>revenues</u> associated with major federally funded research and development centers. Net profit (or loss) from operations owned and managed as investments of the institution's <u>endowment funds</u> is excluded.
Institutional grants (funded) (allowances)	Scholarships and fellowships awarded to students from institutional resources that are restricted to student aid. <u>Private institutions</u> generally report these grants as <u>allowances</u> . If control over these resources passes to the student, the amount is reported as an expense. (Used for reporting under <u>FASB Standards</u> .)
Institutional grants (unfunded) (allowances)	Scholarships and fellowships awarded to students from unrestricted institutional resources. <u>Private institutions</u> generally report these grants as <u>allowances</u> . If control over these resources passes to the student, the amount is reported as an expense. (Used for reporting under <u>FASB Standards</u> .)
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 <u>administrative services</u> , 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.
Interest	The price paid (or received) for the use of money over a period of time. Interest income is one component of <u>investment income</u> . Interest paid by the institution is interest expense.
Investment return	Income from <u>assets</u> including dividends, <u>interest earnings</u> , royalties, rent, <u>gains (losses)</u> etc.
Land and land improvements	<u>Capital assets</u> consisting of land and improvements such as athletic fields, golf courses, or lakes. Land is nondepreciable; some land improvements are depreciable and some are nondepreciable.
Liabilities	Debts and obligations of the institution owed to outsiders or claims or rights, expressed in monetary terms, of an institution's creditors. GASB institutions are required to report liabilities under two categories - <u>current liabilities</u> and <u>noncurrent liabilities</u> .
Library	

	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.
Local grants	Local monies awarded to the institution under local government student aid programs .
Long-term investments	Money or capital invested for purposes of receiving a profitable return over a period of time of more than one year. Long-term investments should be distinguished from temporary investments based on the intention of the organization regarding the terms of the investment rather than the nature of the investment itself. Includes: 1) cash held until appropriate investments are identified; 2) repurchase agreements and other money market media; 3) equity securities and mutual fund investments; 4) debt securities; 5) real estate held for income production; 6) beneficial interest in trusts; and 7) other. <u>GASB</u> institutions report these investments under " <u>noncurrent assets</u> ."
Market value	The value of a good as determined in the market at a specific point in time or what individuals in the market for the good are willing to pay to obtain the good at a given point in time.
Net assets	The excess of <u>assets</u> over <u>liabilities</u> or the residual interest in the institution's assets remaining after liabilities are deducted. The change in net assets results from <u>revenues</u> , <u>gains</u> , <u>expenses</u> , and <u>losses</u> . <u>FASB</u> institutions classify net assets into three categories: <u>permanently restricted</u> , <u>temporarily restricted</u> , and <u>unrestricted</u> . <u>GASB</u> institutions classify net assets into three categories: invested in capital, net of related debt; restricted (with separate displays of <u>restricted-expendable</u> and <u>restricted-nonexpendable</u> net assets); and unrestricted. Although the terms are similar, the composition of the categories of net assets between <u>FASB</u> and <u>GASB</u> institutions can differ significantly.
Net grant aid to students (expenses)	The portion of <u>scholarships</u> and <u>fellowships</u> granted by an institution that exceeds the amount applied to institutional charges such as <u>tuition and fees</u> or room and board. The amount reported as expense excludes <u>allowances</u> .
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 <b>does</b> 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. <u>FASB</u> institutions do not use this function. Instead these expenses are charged to or allocated to other functions.
Other specific changes in net assets	Changes that occur infrequently rather than on a regular basis, but still affect the <u>net assets</u> of the institution. Included in this category are: actuarial gain or (loss) on split interest agreements; gain or (loss) on sale of plant assets; other gain or (loss); discontinued operations; extraordinary gain or (loss); and cumulative effect of change(s) in accounting principle.
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.
Permanently restricted	<u>Net assets</u> of <u>FASB</u> institutions that must be maintained in perpetuity. Permanently restricted net assets increase when institutions receive contributions for which donor-imposed restrictions limiting the institution's use of an asset or its economic benefits neither expire with the passage of time nor can be removed by the organization's meeting certain requirements. Donor-imposed restrictions on the use of the <u>investment income</u> on the assets may also change the amount of such net assets. Permanent <u>endowment funds</u> are the most common example.
Private gifts (Revenues)	Revenues from private (non-governmental) entities including revenues received from gift or contribution nonexchange transactions (including contributed services) except those from affiliated entities. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a component unit 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.
Private gifts, grants and contracts (revenues)	<u>Revenues</u> from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those <u>gifts</u> , <u>grants</u> , and <u>contracts</u> that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services.
Private grants and contracts (Revenues)	Revenues from private (non-governmental) entities 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, 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.
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.
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.
Restricted net assets (FASB institutions only)	Assets held by the institution upon which restrictions have been placed by donors. These restrictions may be temporary or permanent. They restrict the institution in its use of the <u>assets</u> and/or the period of time for which the restriction applies.
Revenues	The inflow of resources or other enhancement of <u>net assets</u> (or fund balance) of an institution or settlements of its <u>liabilities</u> (or a combination of both) from delivering or producing goods, rendering services, or other activities that constitute the institution's ongoing major or central operations. Includes revenues from fees and charges, appropriations, auxiliary enterprises, and contributions and other nonexchange transactions. Revenues are reported net of discounts and allowances (that is, the revenue reported is reduced by the amount of <u>discounts and allowances</u> ) for <u>FASB</u> institutions and for <u>GASB</u> institutions that have implemented GASB Statement No. 34.
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.
State and local government grants	State and local monies awarded to the institution under state and local student aid programs, including the state portion of State Student Incentives Grants (SSIG). (Used for reporting Student Financial Aid data)
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</u> and <u>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.
Unrestricted net assets	The <u>net assets</u> of both <u>FASB</u> and <u>GASB</u> institutions that do not fit the definition of other categories of net assets. These are <u>net assets</u> held by the institution upon which no restrictions have been placed by the donor or other party external to the institution.

## 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?](#)
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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?](#)
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- [3\) What value do I use to report plant, property, and equipment on the second page of Part A?](#)
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- [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](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](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](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](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 degree granting private, not-for-profit institutions and public institutions using FASB Reporting Standards

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

#### Applicable to Public and Private not-for-profit FASB-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: Statement of Financial Position

Part B: Summary of Changes in Net Assets

Part C: Scholarships and Fellowships

Part D: Revenues and Investment Return

Part E: Expenses by Functional and Natural Classification

Part H: Value of Endowment Assets

#### Screening Questions

#### Reporting Method

#### Applicable to public institutions

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 **GASB** for the question above, then you are not referencing the correct narrative edit document. Please refer to the document for *Public GASB-reporting institutions*.

#### 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**  
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**.
- **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 provide an explanation in the context box at the bottom of the screen.)
- Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal grant revenues to the institution? You may choose from the following options:
  - Pass through (agency)
  - Federal grants
  - Does not award Pell grants

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 September 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: Financial Position

### Applicable to institutions that are NOT children

For **Part A**, you must report details about your institution's financial position for the most recent 12-month fiscal year.

#### Statement of Financial Position, Page 1 (Assets and Liabilities)

On this screen, enter the **Current year amount** for each of the following:

- Long term investments (line 01)
- Property plant, and equipment, net of accumulated depreciation (line 19)
- Intangible assets, net of accumulated amortization (line 20)
- Total assets (line 02)
- Total liabilities (line 03)
- Debt related to Property, Plant, and Equipment (line 03a)
- Unrestricted net assets (line 04)
- Permanently restricted net assets (line 05a)
- Temporarily restricted net assets (line 05b)

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 **Long-term investments** (line 01) is expected to be greater than 0.
- The value reported for **Long-term investments** is expected to be less than or equal to the value reported for **Total assets** (line 02).
- A value must be entered for **Total assets** (line 02).
- The value reported for **Total assets** is expected to be greater than 0.
- The amount reported for **Total assets** cannot be equal to the corresponding **Prior year amount**.
- A value must be entered for **Total liabilities** (line 03).
- The amount reported for **Total liabilities** cannot be equal to the corresponding **Prior year amount**.
- The value reported for **Debt related to Property, Plant, and Equipment** (line 03a) cannot be negative.
- The value reported for **Debt related to Property, Plant, and Equipment** must be less than or equal to the value reported for **Total liabilities** (line 03).
- A value must be entered for **Unrestricted net assets** (line 04).
- The value reported for **Unrestricted net assets** is expected to be greater than 0.
- The value reported for **Unrestricted net assets** is expected to be less than or equal to the value reported for **Total assets** (line 02).
- The calculated amount of **Total restricted net assets** (line 05) is expected to be less than or equal to the value reported for **Total assets** (line 02).
- The value reported for **Permanently restricted net assets** (line 05a) is expected to be less than the calculated value of **Total restricted net assets** (line 05).
- The value reported for **Temporarily restricted net assets** (line 05b) cannot be negative.
- A value must be entered for **Total net assets** (line 06).
- The calculated amount of **Total net assets** is expected to be greater than 0.
- If the **Prior year amount** of **Total net assets** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- The calculated amount of **Total net assets** must be equal to the difference between **Total assets** (line 02) and **Total liabilities** (line 03).

#### Statement of Financial Position, Page 2 (Plant and Property)

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

- Land and land improvements (line 11)
- Buildings (line 12)
- Equipment, including art and library collections (line 13)
- Construction in progress (line 15)
- Other (line 16)
- Accumulated depreciation (line 18)

Upon saving the screen, the system uses the first five items above to calculate a **Total Plant, Property, and Equipment** value for use throughout this survey. Prior year amounts are displayed for your reference, as well as the **Property, Plant, and Equipment, net of accumulated depreciation** value (line 19) from the **Statement of Financial Position, Page 1** screen outlined above.

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

- The value reported for **Land and land improvements** (line 11) is expected to be greater than 0.
- The value reported for **Buildings** (line 12) is expected to be greater than 0.
- If your institution is NOT an administrative office, then a value must be entered for **Equipment** (line 13).
- The value reported for **Equipment** is expected to be greater than 0.
- The value reported for **Total Plant, Property, and Equipment**(line 17) is expected to be greater than 0.

- The **Property, Plant, and Equipment, net of accumulated depreciation** value (line 19) must be equal to the difference between **Total Plant, Property, and Equipment** (line 17) and **Accumulated depreciation** (line 18).

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## Part B: Summary of Changes in Net Assets

### Applicable to institutions that are NOT children or 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 each of the following:

- Total revenues and investment return (line 01)
- Total expenses (line 02)
- Change in net assets (line 04)
- Net assets, beginning of year (line 05)

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, as well as the **Net assets, end of year** value from **Part A** of this survey.

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

- The value reported for **Total revenues and investment return** (line 01) must be greater than 0.
- If the **Prior year amount** of **Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- A value must be entered for **Total expenses** (line 02).
- The value reported for **Total expenses** must be greater than 0.
- The amount reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If the **Prior year amount** of **Total expenses** is greater than or equal to 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, and the value reported for **Total expenses** (line 02) is greater than 10 million, then the value reported for **Total revenues and investment return** (line 01) is expected to be less than 150% of that amount.
- A value must be entered for **Change in net assets** (line 04).
- The value reported for **Change in net assets** is expected to be greater than 0.
- The calculated amount of **Adjustments to beginning of year net assets** (line 06) is expected to be between -10 million and 10 million.
- If the **Prior year amount** of **Net assets, end of year** (line 07) is greater than 0, then the current year value reported for **Net assets, beginning of year** (line 05) is expected to be equal to that amount.

### 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 investment return (line 01)
- Total expenses (line 02)
- Changes in net assets (line 04)
- Net assets, beginning of year (line 05)

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

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

- The value reported for **Total revenues and investment return** (line 01) on this screen must be greater than the **Total Amount** reported for **Total revenues and investment return** in **Part D** of this survey.
- The value reported for **Total expenses** (line 02) on this screen must be greater than the **Total amount** reported for **Total expenses** in **Part E** of this survey.

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## Part C: 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)
- State grants (line 03)
- Local grants, government (line 04)
- Institutional grants, funded (line 05)
- Institutional grants, unfunded (line 06)
- Allowances (scholarships) applied to tuition and fees (line 08)
- Allowances (scholarships) applied to auxiliary enterprise 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 **Pell grants** (line 01) is expected to be greater than 0.
- If the **Prior year amount** of **Pell grants** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- A value must be entered for **Institutional grants, funded** (line 05).
- The calculated amount of **Total scholarships and fellowships** (line 07) is expected to be greater than 0.

- The amount reported for **Total scholarships and fellowships** cannot be equal to the corresponding **Prior year amount**.
- If the **Prior year amount** of **Total scholarships and fellowships** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If the calculated amount of **Total scholarships and fellowships** (line 07) is greater than 0, then **Allowances (scholarships) applied to tuition and fees** (line 08) is expected to be greater than 0.
- The value reported for **Allowances (scholarships) applied to tuition and fees** must be less than or equal to the calculated amount of **Total scholarships and fellowships** (line 07).
- The calculated amount of **Total scholarships and fellowships** (line 07) must be greater than or equal to the sum of **Allowances (scholarships) applied to tuition and fees** (line 08) and **Allowances (scholarships) applied to auxiliary enterprise revenues** (line 09).

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#### Part D: Revenues and Investment Return

For **Part D**, you must report your institution's revenues by source for the most recent 12-month fiscal year.

#### Applicable to 4-year degree-granting institutions

For each applicable restriction type (**Unrestricted**, **Temporarily restricted** and **Permanently restricted**), enter the amount of revenues received from each of the following sources of funding:

- Tuition and fees (line 01)
- Federal appropriations (line 02)
- State appropriations (line 03)
- Local appropriations (line 04)
- Federal grants and contracts (line 05)
- State grants and contracts (line 06)
- Local government grants and contracts (line 07)
- Private gifts (line 08a)
- Private grants and contracts (line 08b)
- Contributions from affiliated entities (line 09)
- Investment return (line 10)
- Sales and services of educational activities (line 11)
- Sales and services of auxiliary enterprises (line 12)
- Hospital revenue (line 13)
- Independent operations revenue (line 14)
- Total revenues and investment return (line 16)
- Net assets released from restriction (line 17)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total Amount** for **Total revenues and investment return** (line 16). Otherwise, this information is preloaded by the system.

Upon saving the screen, the system will use the above values to calculate a **Total Amount** for all other sources of funding, as well as the amount of **Other revenue** (line 15) received by restriction type. The **Prior Year Total Amount** for each source of funding is displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 19). These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 20).

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.
- If the **Prior Year Total Amount** of **Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- For **Federal grants and contracts** (line 05), a value must be entered for each restriction type.
- If the value reported for **Pell grants** in **Part C** of this survey is greater than 0, then the value reported for **Federal grants and contracts** on this screen is expected to be greater than or equal to that amount.
- The **Total Amount** calculated for **Private gifts, grants and contracts** (line 08) cannot be negative.
- For **Private gifts** (line 08a), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private gifts** cannot be negative.
- For **Private grants and contracts** (line 08b), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private grants and contracts** cannot be negative.
- The **Total Amount** calculated for **Investment Return** (line 10) cannot be negative.
- If your institution is a **partial child** or **partial parent**, then the **Total Amount** reported for **Total revenues and investment return** (line 16) must be greater than 0.
- If your institution is a **partial child** or **partial parent**, and the **Prior Year Total Amount** of **Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Total Amount** of **Total revenues and investment return** (line 16) is greater than 100 million, then the **Total Amount** calculated for **Sales and services of educational activities** (line 11) is expected to be greater than 0.
- The **Total Amount** calculated for **Hospital Revenue** (line 13) is expected to be less than 75% of the **Total Amount** of **Total revenues and investment return** (line 16).
- The **Total Amount** calculated for **Other Revenue** (line 15) cannot be negative.
- The **Total Amount** calculated for **Other Revenue** is expected to be less than 75% of the **Total Amount** of **Total revenues and investment return** (line 16).

- The **Total Amount of Total revenues and investment return** (line 16) must be equal to the sum of the values reported on this line for each restriction type.
- The value reported under **Permanently restricted** revenue for **Net assets released from restriction** (line 17) must be equal to 0.
- If the **12-month student FTE from E12** (line 19) amount displayed is greater than 0, then the **Total Amount of Total revenues and investment return** (line 16) is expected to be between -100,000 and 500,000.

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

For each applicable restriction type (**Unrestricted**, **Temporarily restricted** and **Permanently restricted**), enter the amount of revenues received from each of the following sources of funding:

- Tuition and fees (line 01)
- Federal appropriations (line 02)
- State appropriations (line 03)
- Local appropriations (line 04)
- Federal grants and contracts (line 05)
- State grants and contracts (line 06)
- Local government grants and contracts (line 07)
- Private gifts (line 08a)
- Private grants and contracts (line 08b)
- Contributions from affiliated entities (line 09)
- Investment return (line 10)
- Sales and services of educational activities (line 11)
- Sales and services of auxiliary enterprises (line 12)
- Total revenues and investment return (line 16)
- Net assets released from restriction (line 17)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total Amount** for **Total revenues and investment return** (line 16). Otherwise, this information is preloaded by the system.

Upon saving the screen, the system will use the above values to calculate a **Total Amount** for all other sources of funding, as well as the amount of **Other revenue** (line 15) received by restriction type. The **Prior Year Total Amount** for each source of funding is displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 19). These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 20).

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.
- If the **Prior Year Total Amount of Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- For **Federal grants and contracts** (line 05), a value must be entered for each restriction type.
- If the value reported for **Pell grants** in **Part C** of this survey is greater than 0, then the value reported for **Federal grants and contracts** on this screen is expected to be greater than or equal to that amount.
- The **Total Amount** calculated for **Private gifts, grants and contracts** (line 08) cannot be negative.
- For **Private gifts** (line 08a), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private gifts** cannot be negative.
- For **Private grants and contracts** (line 08b), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private grants and contracts** cannot be negative.
- The **Total Amount** calculated for **Investment Return** (line 10) cannot be negative.
- If your institution is a **partial child** or **partial parent**, then the **Total Amount** reported for **Total revenues and investment return** (line 16) must be greater than 0.
- If your institution is a **partial child** or **partial parent**, and the **Prior Year Total Amount of Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- The **Total Amount** calculated for **Other Revenue** (line 15) cannot be negative.
- The **Total Amount** calculated for **Other Revenue** (line 15) is expected to be less than 75% of the **Total Amount of Total revenues and investment return** (line 16).
- The **Total Amount** reported for **Total revenues and investment return** must be equal to the sum of the values reported on this line for each restriction type.
- The value reported under **Permanently restricted** revenue for **Net assets released from restriction** (line 17) must be equal to 0.
- If your institution is not an administrative office and the **12-month student FTE from E12** (line 19) amount displayed is greater than 0, then the **Total Amount of Total revenues and investment return** (line 16) is expected to be less than 60,000.

#### Applicable to non-degree-granting institutions

For each applicable restriction type (**Unrestricted**, **Temporarily restricted** and **Permanently restricted**), enter the amount of revenues received from each of the following sources of funding:

- Tuition and fees (line 01)
- Federal appropriations (line 02)
- State appropriations (line 03)
- Local appropriations (line 04)
- Federal grants and contracts (line 05)
- State grants and contracts (line 06)

- Local government grants and contracts (line 07)
- Private gifts (line 08a)
- Private grants and contracts (line 08b)
- Contributions from affiliated entities (line 09)
- Investment return (line 10)
- Sales and services of educational activities (line 11)
- Total revenues and investment return (line 16)
- Net assets released from restriction (line 17)

You must also report a **Total Amount** for **Total revenues and investment return** (line 16).

Upon saving the screen, the system will use the above values to calculate a **Total Amount** for all other sources of funding, as well as the amount of **Other revenue** (line 15) received by restriction type. The **Prior Year Total Amount** for each source of funding is displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 19), along with the corresponding values for **Undergraduates** and **Graduates**. These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 20).

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.
- If the **Prior Year Total Amount** of **Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- For **Federal grants and contracts** (line 05), a value must be entered for each restriction type.
- If the value reported for **Pell grants** in **Part C** of this survey is greater than 0, then the value reported for **Federal grants and contracts** on this screen is expected to be greater than or equal to that amount.
- The **Total Amount** calculated for **Private gifts, grants and contracts** (line 08) cannot be negative.
- For **Private gifts** (line 08a), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private gifts** cannot be negative.
- For **Private grants and contracts** (line 08b), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private grants and contracts** cannot be negative.
- The **Total Amount** calculated for **Investment Return** (line 10) cannot be negative.
- The **Total Amount** reported for **Total revenues and investment return** (line 16) must be greater than 0.
- If the **Prior Year Total Amount** of **Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- The **Total Amount** calculated for **Other Revenue** (line 15) cannot be negative.
- The **Total Amount** calculated for **Other Revenue** (line 15) is expected to be less than 75% of the **Total Amount** of **Total revenues and investment return** (line 16).
- The **Total Amount** reported for **Total revenues and investment return** must be equal to the sum of the values reported on this line for each restriction type.
- The value reported under **Permanently restricted** revenue for **Net assets released from restriction** (line 17) must be equal to 0.
- If your institution is a **4-year institution** and the **12-month student FTE from E12** (line 19) amount displayed is greater than 0, then the **Total Amount** of **Total revenues and investment return** (line 16) is expected to be between -100,000 and 500,000.
- If your institution is a **less-than-4-year institution** and the **12-month student FTE from E12** (line 19) amount displayed is greater than 0, then the **Total Amount** of **Total revenues and investment return** (line 16) is expected to be less than 60,000.

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## Part E: Expenses by Functional and Natural Classification

For **Part E**, 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**, **Benefits**, **Operation and maintenance of plant**, **Depreciation**, and **Interest**), enter the amount of expenses incurred in each of the following functional categories:

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 04)
- Student services (line 05)
- Institutional support (line 06)
- Auxiliary enterprises (line 07)
- Net grant aid to students (line 08)
- Hospital services (line 09)
- Independent operations (line 10)
- Operation and maintenance of plant (line 11)
- Total expenses (line 13)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total amount** for **Total expenses** (line 13).

Otherwise, this information is preloaded by the system.

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** (line 12) incurred, by expense type. For your reference, the **PY Total Amount** for each functional category is also displayed, along with the **Prior year total expenses** by expense type.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 14), along with the corresponding values for **Undergraduates** and **Graduates**. These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 15).

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.
- For lines 01 through 10, the values reported for the following expense types cannot be negative:
  - Total amount (column 1; with the exception of lines 02 and 03)
  - Salaries and wages (column 2)
  - Benefits (column 3)
  - Operation and maintenance of plant (column 4)
  - Depreciation (column 5)
  - Interest (column 6)
- For the **All other** (column 7) expense type, the reported value cannot be negative for any functional category.
- A **Total amount** must be entered for **Instruction** (line 01).
- The **Total amount** reported for **Instruction** is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that value.
- A value must be entered for the amount of **Salaries and wages** (column 2) allocated to **Instruction**.
- The amount of **Salaries and wages** allocated to **Instruction** is expected to be greater than 0.
- If the value reported for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 11) is less than -1 million, then the amount reported in this column for **Instruction** (line 01) must be within a range of -10% to -70% of the absolute value of that amount.
- If the amount of **Depreciation** (column 5) reported in the **Total expenses** category (line 13) is greater than 1 million, then the amount of **Depreciation** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- If the amount of **Interest** (column 6) reported in the **Total expenses** category is greater than 1 million, then the amount of **Interest** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- For lines 04 through 06, the following expense types are not expected to be blank:
  - Total amount
  - Salaries and wages
- The **Total amount** reported for **Student services** (line 05) is expected to be greater than 0.
- The **Total amount** reported for **Institutional support** (line 06) is expected to be greater than 0.
- If the value reported for **Sales and services of auxiliary enterprises** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Auxiliary enterprises** (line 07) on this screen is also expected to be equal to 0.
- The **Total amount** reported for **Net grant aid to students** must be less than or equal to the difference between **Total scholarships and fellowships** and **Allowances (scholarships) applied to tuition and fees and auxiliary enterprises** reported in **Part C** of this survey.
- If the value reported for **Hospital revenue** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Hospital services** (line 09) on this screen is also expected to be equal to 0.
- If the value reported for **Independent operations revenue** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Independent operations** (line 10) on this screen is also expected to be equal to 0.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, 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 11) 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 11) must be less than or equal to 0.
- For lines 12 and 13, the reported value cannot be negative for any expense type.
- The calculated **Total amount of Other expenses** (line 12) is expected to be no more than 75% of the **Total amount of Total expenses** (line 13).
- If the amount of **Depreciation** (column 5) reported for **Total expenses** (line 13) is greater than 1 million, then the calculated amount of **Depreciation** in the **Other expenses** category (line 12) must be less than 50% of that value.
- If the amount of **Interest** (column 6) reported for **Total expenses** is greater than 1 million, then the calculated amount of **Interest** in the **Other expenses** category must be less than 50% of that value.
- For **Total expenses** (line 13), a value must be entered for each expense type.
- For **Total expenses**, the value reported for each expense type is expected to be within a 50% range of the corresponding **Prior year total expenses** amount.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** must be greater than 0.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is a **partial child** or **partial parent**, and the **Total amount** reported for **Total expenses** on this screen is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.

- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, Page 2** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Depreciation** (column 5) in the **Total expenses** category (line 13) must be greater than 0.
- If the value reported for **Debt related to Property, Plant, and Equipment** on the **Statement of Financial Position, Page 1** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Interest** (column 6) in the **Total expenses** category (line 13) must be greater than 0.
- If the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** minus the **Total amount** reported for **Hospital services** (line 09) is expected to be within a range of 6,000 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, Benefits, Operation and maintenance of plant, Depreciation, and Interest**), enter the amount of expenses incurred in each of the following functional categories:

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 04)
- Student services (line 05)
- Institutional support (line 06)
- Auxiliary enterprises (line 07)
- Net grant aid to students (line 08)
- Operation and maintenance of plant (line 11)
- Total expenses (line 13)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total amount** for **Total expenses** (line 13). Otherwise, this information is preloaded by the system.

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** (line 12) incurred, by expense type. For your reference, the **PY Total Amount** for each functional category is also displayed, along with the **Prior year total expenses** by expense type. Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 14). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 15).

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.
- For lines 01 through 08, the values reported for the following expense types cannot be negative:
  - Total amount (column 1; with the exception of lines 02 and 03)
  - Salaries and wages (column 2)
  - Benefits (column 3)
  - Operation and maintenance of plant (column 4)
  - Depreciation (column 5)
  - Interest (column 6)
- For the **All other** (column 7) expense type, the reported value cannot be negative for any functional category.
- A **Total amount** must be entered for **Instruction** (line 01).
- The **Total amount** reported for **Instruction** is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that value.
- A value must be entered for the amount of **Salaries and wages** (column 2) allocated to **Instruction**.
- The amount of **Salaries and wages** allocated to **Instruction** is expected to be greater than 0.
- If the value reported for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 11) is less than -1 million, then the amount reported in this column for **Instruction** (line 01) must be within a range of -10% to -70% of the absolute value of that amount.
- If the amount of **Depreciation** (column 5) reported in the **Total expenses** category (line 13) is greater than 1 million, then the amount of **Depreciation** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- If the amount of **Interest** (column 6) reported in the **Total expenses** category is greater than 1 million, then the amount of **Interest** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- For lines 04 through 06, the following expense types are not expected to be blank:
  - Total amount
  - Salaries and wages
- The **Total amount** reported for **Student services** (line 05) is expected to be greater than 0.
- The **Total amount** reported for **Institutional support** (line 06) is expected to be greater than 0.
- If the value reported for **Sales and services of auxiliary enterprises** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Auxiliary enterprises** (line 07) on this screen is also expected to be equal to 0.
- The **Total amount** reported for **Net grant aid to students** must be less than or equal to the difference between **Total scholarships and fellowships** and **Allowances (scholarships) applied to tuition and fees** reported in **Part C** of this survey.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, 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 11) 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 11) must be less than or equal to 0.
- For lines 12 and 13, the reported value cannot be negative for any expense type.
- The calculated **Total amount of Other expenses** (line 12) is expected to be no more than 75% of the **Total amount of Total expenses** (line 13).
- If the amount of **Depreciation** (column 5) reported for **Total expenses** (line 13) is greater than 1 million, then the calculated amount of **Depreciation** in the **Other expenses** category (line 12) must be less than 50% of that value.
- If the amount of **Interest** (column 6) reported for **Total expenses** is greater than 1 million, then the calculated amount of **Interest** in the **Other expenses** category must be less than 50% of that value.
- For **Total expenses** (line 13), a value must be entered for each expense type.
- For **Total expenses**, the value reported for each expense type is expected to be within a 50% range of the corresponding **Prior year total expenses** amount.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** must be greater than 0.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is a **partial child** or **partial parent**, and the **Total amount** reported for **Total expenses** on this screen is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, Page 2** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Depreciation** (column 5) in the **Total expenses** category (line 13) must be greater than 0.
- If the value reported for **Debt related to Property, Plant, and Equipment** on the **Statement of Financial Position, Page 1** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Interest** (column 6) in the **Total expenses** category (line 13) must be greater than 0.
- If the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** is expected to be within a range of 6,000 to 45,000 times the value of the **12-month Student FTE from E12**.

#### Applicable to all administrative offices

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

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 04)
- Student services (line 05)
- Institutional support (line 06)
- Auxiliary enterprises (line 07)
- Net grant aid to students (line 08)
- Operation and maintenance of plant (line 11)
- Total expenses (line 13)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total amount** for **Total expenses** (line 13). Otherwise, this information is preloaded by the system.

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** (line 12) incurred, by expense type. For your reference, the **PY Total Amount** for each functional category is also displayed, along with the **Prior year total expenses** by expense type.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 14), along with the corresponding values for **Undergraduates** and **Graduates**. These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 15).

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.
- For lines 01 through 08, the values reported for the following expense types cannot be negative:
  - Total amount (column 1; with the exception of lines 02 and 03)
  - Salaries and wages (column 2)
  - Benefits (column 3)
  - Operation and maintenance of plant (column 4)
  - Depreciation (column 5)
  - Interest (column 6)
- For the **All other** (column 7) expense type, the reported value cannot be negative for any functional category.
- If the **PY Total Amount** displayed for **Instruction** is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that value.
- If the **Total Amount** of revenues calculated for **Tuition and fees** in **Part D** of this survey is equal to 0, then the amounts reported here for **Instruction** (line 01) are expected to be 0 or blank for all expense types.
- For lines 04 through 06, the following expense types are not expected to be blank:
  - Total amount
  - Salaries and wages
- The **Total amount** reported for **Student services** (line 05) is expected to be greater than 0.



- The **Total amount** reported for **Institutional support** (line 06) is expected to be greater than 0.
- If the value reported for **Sales and services of auxiliary enterprises** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Auxiliary enterprises** (line 07) on this screen is also expected to be equal to 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 11) must be less than or equal to 0.
- For lines 12 and 13, the reported value cannot be negative for any expense type.
- The calculated **Total amount of Other expenses** (line 12) is expected to be no more than 75% of the **Total amount of Total expenses** (line 13).
- For **Total expenses** (line 13), a value must be entered for each expense type.
- For **Total expenses**, the value reported for each expense type is expected to be within a 50% range of the corresponding **Prior year total expenses** amount.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** must be greater than 0.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is a **4-year institution**, and the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** is expected to be within a range of 6,000 to 500,000 times the value of the **12-month Student FTE from E12**.
- If your institution is a **less-than-4-year institution**, and the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** is expected to be within a range of 6,000 to 45,000 times the value of the **12-month Student FTE from E12**.

#### Applicable to non-degree-granting institutions

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

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 04)
- Student services (line 05)
- Institutional support (line 06)
- Net grant aid to students (line 08)
- Operation and maintenance of plant (line 11)
- Total expenses (line 13)

You must also report a **Total Amount** for **Total expenses** (line 13).

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** (line 12) incurred, by expense type. For your reference, the **PY Total Amount** for each functional category is also displayed, along with the **Prior year total expenses** by expense type. Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 14). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 15).

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.
- For lines 01 through 08, the values reported for the following expense types cannot be negative:
  - Total amount (column 1; with the exception of lines 02 and 03)
  - Salaries and wages (column 2)
  - Benefits (column 3)
  - Operation and maintenance of plant (column 4)
  - Depreciation (column 5)
  - Interest (column 6)
- For the **All other** (column 7) expense type, the reported value cannot be negative for any functional category.
- A **Total amount** must be entered for **Instruction** (line 01).
- The **Total amount** reported for **Instruction** is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that value.
- A value must be entered for the amount of **Salaries and wages** (column 2) allocated to **Instruction**.
- The amount of **Salaries and wages** allocated to **Instruction** is expected to be greater than 0.
- If the value reported for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 11) is less than -1 million, then the amount reported in this column for **Instruction** (line 01) must be within a range of -10% to -70% of the absolute value of that amount.
- If the amount of **Depreciation** reported in the **Total expenses** category (line 13) is greater than 1 million, then the amount of **Depreciation** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- If the amount of **Interest** reported in the **Total expenses** category is greater than 1 million, then the amount of **Interest** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- For lines 04 through 06, a value is expected to be entered for the following expense types:

- Total amount
- Salaries and wages
- The **Total amount** reported for **Student services** (line 05) is expected to be greater than 0.
- The **Total amount** reported for **Institutional support** (line 06) is expected to be greater than 0.
- The **Total amount** reported for **Net grant aid to students** must be less than or equal to the difference between **Total scholarships and fellowships** and **Allowances (scholarships) applied to tuition and fees** reported in **Part C** of this survey.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, 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 11) 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 11) must be less than or equal to 0.
- For lines 12 and 13, the reported value cannot be negative for any expense type.
- The calculated **Total amount of Other expenses** (line 12) is expected to be no more than 75% of the **Total amount of Total expenses** (line 13).
- If the amount of **Depreciation** (column 5) reported for **Total expenses** (line 13) is greater than 1 million, then the calculated amount of **Depreciation** in the **Other expenses** category (line 12) must be less than 50% of that value.
- If the amount of **Interest** (column 6) reported for **Total expenses** is greater than 1 million, then the calculated amount of **Interest** in the **Other expenses** category must be less than 50% of that value.
- For **Total expenses** (line 13), a value must be entered for each expense type.
- The **Total amount** reported for **Total expenses** must be greater than 0.
- The **Total amount** reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- For **Total expenses**, the value entered for each expense type is expected to be within a 50% range of the corresponding **Prior year total expenses** amount.
- If the **Total amount** reported for **Total expenses** on this screen is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, Page 2** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Depreciation** (column 5) in the **Total expenses** category (line 13) must be greater than 0.
- If the value reported for **Debt related to Property, Plant, and Equipment** on the **Statement of Financial Position, Page 1** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Interest** (column 6) in the **Total expenses** category (line 13) must be greater than 0.
- If your institution is a **4-year institution**, and the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** minus the **Total amount** reported for **Hospital services** (line 09) is expected to be within a range of 6,000 to 500,000 times the value of the **12-month Student FTE from E12**.
- If your institution is a **less-than-4-year institution**, and the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** is expected to be within a range of 6,000 to 45,000 times the value of the **12-month Student FTE from E12**.

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#### Part H: Value of Endowment Assets

##### **Applicable to 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.

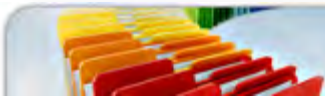
Enter the **Market Value** for each of the following:

- 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.
- The amount reported for **Endowment assets at the end of the fiscal year** (line 02) must be greater than 0.
- 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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## Finance for degree granting private, for-profit institutions

Finance - Private for-profit institutions

### FASB-Reporting Institutions General Information - Fiscal Year and Audit

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 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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#### 3. Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal grant revenues to the institution?

<input type="radio"/> <input checked="" type="radio"/> Pass through (agency)	<input type="radio"/> Federal grant revenue	<input type="radio"/> Does not award Pell grants
--	---	--

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

Part A - Balance Sheet Information

Most recent fiscal year ending before October 2012

If your institution is a parent institution then the amounts reported in Parts A and B should include ALL of your child institutions

Line No.	Assets, Liabilities, and Equity	Current year amount	Prior year amount
<b>Assets</b>			
01	Total assets	<input type="text"/>	
<b>Liabilities</b>			
02	Total liabilities	<input type="text"/>	
<b>Equity</b>			
03	Total equity CV = (A01 - A02)	<input type="text"/>	
04	Total liabilities and equity CV = (A02 + A03)	<input type="text"/>	

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

Part B - Summary of Changes in Equity

Most recent fiscal year ending before October 2012			
Line No.	Revenues, Expenses, Gains, and Losses	Current year amount	Prior year amount
01	Total <u>revenues</u> and investment return	<input type="text"/>	
02	Total <u>expenses</u>	<input type="text"/>	
03	<b>Sum of specific changes in equity</b> <b>CV=[B04-(B01-B02)]</b>		
04	<u>Net income</u>	<input type="text"/>	
05	Other changes in equity	<input type="text"/>	
06	Equity, beginning of year	<input type="text"/>	
07	<b>Adjustments to beginning net equity</b> <b>CV=[B08-(B04+B05+B06)]</b>		
08	<b>Equity, end of year (from A03)</b>		

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

Part C - 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.	Student Grants	Current year amount	Prior year amount
01	Pell grants (federal)	<input type="text"/>	
02	Other federal grants (Do NOT include FDSL amounts)	<input type="text"/>	
03	State and local grants (government)	<input type="text"/>	
04	Institutional grants	<input type="text"/>	
05	<b>Total student grants</b> CV=[C01+...+C04]		
06	Allowances applied to tuition and fees	<input type="text"/>	
07	Allowances applied to auxiliary enterprise revenues	<input type="text"/>	

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

Part D - Revenues and Investment Return

Most recent fiscal year ending before October 2012			
Line No.	Source of Funds	Current year amount	Prior year amount
01	Tuition and fees (net of amount reported in Part C, line 06)	<input type="text"/>	
<b>Government Appropriations, Grants and Contracts</b>			
02	Federal appropriations, grants and contracts (Do NOT include FDSL amounts)	<input type="text"/>	
03	State and local government appropriations, grants and contracts	<input type="text"/>	
<b>Private Grants and Contracts</b>			
04	Private grants and contracts	<input type="text"/>	
<b>Other Revenue</b>			
05	Investment income and investment gains (losses) included in net income	<input type="text"/>	
06	Sales and services of educational activities	<input type="text"/>	
07	Sales and services of auxiliary enterprises (net of amount reported in Part C, line 07)	<input type="text"/>	
08	Other revenue CV=[D09-(D01+...+D07)]	<input type="text"/>	
09	<b>Total revenues and investment return (from B01)</b>	<input type="text"/>	
10	<b>12-month Student FTE from E12</b>	<input type="text"/>	
11	Total revenues and investment return per student FTE CV=[D09/D10]	<input type="text"/>	
<b>You may use the space below to provide context for the data you've reported above.</b>			
<div style="border: 1px solid black; height: 40px;"></div>			

Part E - Expenses by Function

**Most recent fiscal year ending before October 2012**  
**Report Total Operating AND Non-Operating Expenses in this section**

Line No.	Expenses by Functional Category	Amounts	Prior Year Amounts
01	<u>Instruction</u>		
02	<u>Research</u> and <u>Public service</u>		
03	<u>Academic support</u> , <u>Student services</u> and <u>Institutional support</u>		
04	<u>Auxiliary enterprises</u>		
05	<u>Net grant aid to students</u> (net of allowances for tuition & fees and auxiliary enterprises)		
06	<b>All other expenses</b> CV=[E07-(E01+...+E05)]		
07	<b>Total expenses (from B02)</b>		
08	<b>12-month Student FTE from E12</b>		
09	Total expenses per student FTE CV=[E07/E08]		

**Provide an explanation below if values cannot be reported separately.**



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?	<input type="text"/> hours	<input type="text"/> minutes
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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.

## FASB-Reporting Institutions, For-Profit, Degree Granting

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### [Changes in Reporting](#)

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### [Part A Balance Sheet Information](#)

### [Part B Summary of Changes in Equity](#)

### [Part C Student Grants](#)

### [DG Part D Revenues and Investment Return](#)

### [Part E Expenses by Function](#)

### [Parent child instructions](#)

### **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:

- Balance Sheet Information
- Summary of Changes in Equity
- Student Grants
- Revenues and Investment Return
- Expenses by Function

### **Changes in Reporting**

There are no reporting changes for the 2012-13 finance data collection for for-profit institutions.

### **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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## **Coverage**

### **What to Include**

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

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

### **What NOT to Include**

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

## **Where to Get Help**

### **[IPEDS Data Collection Help Desk](#)**

Phone: 1-877-225-2568

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

### **[AIR Website](#)**

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

### **[IPEDS Resources Page](#)**

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

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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](http://www.nacubo.org)). Someone at your institutions in one or more of the offices listed above may already have access to the FARM.

## **Where the Data Will Appear**

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

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

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

At the aggregate-level, data will appear in:

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

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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 and Audit

**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.

**Pell Grants:** Indicate whether the institution accounts for Pell grants as pass-through payments or as federal revenue. If the institution does not award Pell grants, select the applicable option.

Institutions that do receive Pell grants have the option to report Pell grants either as:

- federal revenue and allowance to tuition and fees and/or auxiliary enterprises (for room and board, books, meals, etc.). If the Pell grant is counted as federal revenue, then there should be an offsetting discount/allowance to tuition and fees revenue and/or auxiliary enterprise revenue so that the Pell grants are not being double counted in the institution's revenues.

OR

- as a pass-through transaction. A pass-through transaction is essentially a payment on the student's account where the institution is purely processing the Pell Grant and those monies are not counted by the institution until they come in as a tuition payment from the student. The latter option is sometimes referred to as an agency transaction. With this option Pell grants are not counted as federal revenues and are not considered to be a discount/allowance to tuition and fees or auxiliary enterprises.

**Please note that regardless of how Pell grants are treated for revenues or expenses, they should still be reported in Part C: Scholarships and Fellowships under Pell grants.**

### Part A – Balance Sheet Information

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

#### Data should be consistent with the GPFS.

**01 – Total assets** - Enter the amount from your GPFS which is the sum of:

- Cash, cash equivalents, and temporary investments;
- Receivables (net of allowance for uncollectible amounts);
- Inventories, prepaid expenses, and deferred charges;
- Amounts held by trustees for construction and debt service;
- Long-term investments;
- Plant, property, and equipment; and,
- Other assets

These terms are discussed below.

**a) Cash, cash equivalents, and temporary investments** – Cash equivalents are short term, highly liquid investments that are (1) readily converted to known amounts of cash, and (2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Examples are U.S. Treasury bills, certificates of deposit, bankers acceptances, repurchase agreements, and commercial paper. Include amounts for currency on hand and deposits held by financial institutions that can be added to or withdrawn without limitation, such as demand deposits.

**b) Receivables (net of allowance for uncollectible amounts)** – Include amounts receivable for all purposes, including billings for educational and general programs and auxiliary enterprise activities; student loans receivable; government appropriations receivable; amounts receivable on grants and contracts; accrued dividends and interest receivable; claims against vendors; advances to employees; and reimbursements receivable from affiliated organizations. All amounts receivable should be reported net of an allowance for uncollectible accounts.

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

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

**e) Long-term investments** – Include the amount for all assets held for long-term investment.

**f) Plant, property, and equipment** – Include the amount for the balances of land, buildings, equipment, and construction in progress, combined and net of accumulated depreciation.

**g) Other assets** – Include all other assets not reported elsewhere.

**02 – Total liabilities** - Enter the amount from your GPFS which is the sum of:

- a) Accounts payable;
- b) Deferred revenues and refundable advances;
- c) Post-retirement and post-employment obligations;
- d) Other accrued liabilities;
- e) Bonds, notes, and capital leases payable and other long-term debt, including current portion;
- f) Government grants refundable under student loan programs; and,
- g) Other liabilities.

These terms are discussed below.

**a) Accounts payable** – Includes the total of accounts payable to suppliers.

**b) Deferred revenues and refundable advances** – Include short-term deferrals and advances including student deposits, advances from third parties for services not yet performed, short-term advances on grants or contracts (including those from the government), and refunds due third parties for amounts previously received.

**c) Post-retirement and post-employment obligations** – Include amounts for pension obligations, post-retirement healthcare benefit obligations, severance obligations, and similar post-retirement and post-employment obligations.

**d) Other accrued liabilities** – Include amounts for any accrued liabilities, including accrued interest payable, salary and benefit (payroll) accruals, and similar accrued expenses not found in another category.

**e) Bonds, notes, and capital leases payable and other long-term debt, including current portion** – Include amounts for all long-term debt obligations including bonds payable, mortgages payable, capital leases payable, and long-term notes payable. If the current portion of long-term debt is separately reported in your GPFS, include that amount.

**f) Government grants refundable under student loan programs** – Include amounts advanced to the institution by a governmental entity for purposes of making loans to students (if recognized as a liability in the GPFS).

**g) Other liabilities** – Include all other liabilities not reported elsewhere.

**03 – Total equity** – The amount calculated here is important because it will be carried forward to Part B. This amount is calculated as the difference between total assets reported on line 01 and total liabilities reported on line 02. The calculated value should equal the amount from your GPFS which is the sum of:

- a) Stock (common, preferred, treasury, etc.) and additional paid-in-capital;
- b) Retained earnings; and,
- c) Accumulated other comprehensive income.

These terms are discussed below.

**a) Stock (common, preferred, treasury, etc.) and additional paid-in-capital** – Include the amount of capital stock and additional paid-in-capital. Include all capital stock (i.e., common, preferred, treasury) and donated capital.

**b) Retained earnings** – Include the amount of earnings that have not been distributed to stockholders. Retained earnings is the portion of a corporation's equity that represents cumulative net income, less losses and dividends.

**c) Accumulated other comprehensive income** – Includes the amount of cumulative comprehensive income excluded from net income. Accumulated other comprehensive income is the company's change in total stockholders' equity from all sources other than from the owners of the business and net income. This includes foreign currency translation adjustments and unrealized gains or losses on certain investments (i.e., debt or equity securities classified as available-for-sale). (SFAS Numbers 115 and 130.)

**04 – Total liabilities and equity** – This amount is calculated as the sum of total liabilities reported on line 02 and total equity calculated on line 03. This amount equals total assets reported on line 01.

## **Part B – Summary of Changes in Equity**

**PLEASE COMPLETE PART A BEFORE PROVIDING DATA FOR PART B.**

This part is intended to report a summary of changes in equity and to determine that all amounts being reported on the Balance Sheet Information (Part A), Revenues and Other Additions (Part D), and Expenses by Function (Part E) are in agreement.

**01 – Total revenues** - Enter all revenues that agree with the revenues recognized in your GPFS. The amount provided here is important because it will be carried forward to Part D.

**02 – Total expenses** - Enter all expenses that agree with the expenses recognized in your GPFS. The amount provided here is important because it will be carried forward to Part E.

**03 – Sum of specific changes in equity** - This calculated value is generated using this formula:

$$B03 = B04 - (B01 - B02)$$

The amount above should equal the sum of these amounts found in your GPFS:

- a) Gains or (losses) on sale of plant assets;
- b) Other nonoperating gains or (losses);
- c) Provision for Federal and State income tax (where applicable);
- d) Discontinued operations;
- e) Extraordinary gain or (loss); and,
- f) Cumulative effect of change(s) in accounting principle.

Because this is a calculated value, data providers are advised to compare this amount with the corresponding amount from their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

These terms are discussed below.

**a) Gains or (losses) on sale of plant assets** – Include the net gain or loss on the sale of plant, property and equipment reported in your GPFS.

**b) Other nonoperating gains or (losses)** – Include gains or losses recognized in your GPFS other than those reported previously.

**c) Provision for Federal and State income tax (where applicable)** - Include amounts associated with income tax expenses where applicable.

**d) Discontinued operations** - Include amounts for discontinued operations (if any) reported in your GPFS.

**e) Extraordinary gain or (loss)** - Include amounts for extraordinary items (if any) reported in your GPFS.

**f) Cumulative effect of change(s) in accounting principle** - Includes amounts reported as the cumulative effect of change(s) in accounting principle (if any) reported in your GPFS.

**04 – Net income** - Enter the amount of net income found in your GPFS.

**05 – Other changes in equity** – Enter the sum of these amounts: investments by owners, distributions to owners, unrealized gains (losses) on securities and other comprehensive income, and other additions to (deductions from) owners' equity.

**06 – Equity, beginning of year** - The amount reported on this line should correspond to the total equity at the beginning of the reporting period as found in your GPFS.

**07 – Adjustments to beginning net equity** - This calculated value is generated using this formula:

$$B07 = B08 - (B04 + B05 + B06)$$

Check your GPFS to make sure this generated amount is equal to the sum of any unrealized gains (losses) on investments and any other adjustments to beginning net equity not reported elsewhere. This includes adjustments for retroactive application of changes in accounting principle and prior period adjustments. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**08 – Equity, end of year** - This amount is carried forward from the amount calculated in Part A, line 03. This amount should equal the total equity reported in your GPFS.

### **Part C - Student Grants**

This part is intended to report details about student grants.

For each source on lines 01–04, enter the amount of resources received that are used for student financial aid purposes. Student grants 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 06 and 07, identify amounts that are reported in the GPFS as allowances only. "Allowance" means the institution displays the financial aid amount as a deduction from tuition and fees or a deduction from auxiliary enterprise revenues in its GPFS.

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

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

Refer to these specific instructions for more information about reporting student grants.

**01 – Pell grants (federal)** – Enter the amount awarded to the institution under the Pell Grant program.

**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 the federal portion of State Student Incentive Grants (SSIG). Report institutional matching funds separately under institutional grants. Do not include Federal Work Study amounts.

**03 – State and local grants (government)** – Enter the amount awarded to the institution under state and local student aid programs, including the state portion of State Student Incentive Grants (SSIG).

**04 – Institutional grants** – Enter the amount awarded to students from institutional resources.

**05 – Total student grants** – This calculated value is the sum of lines 01 through 04. Because this is a calculated value data providers are advised to check this amount with the corresponding amount on their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**06 – Allowances applied to tuition and fees** – Enter the amount of allowances (scholarships) applied to tuition and fees. The amount on this line, when added to the amount in Part D, line 01 equals gross tuition and fees. (FARM para. 460)

**07 – Allowances applied to auxiliary enterprise revenues** – Enter the amount of allowances (scholarships) applied to auxiliary enterprise revenues (e.g., dormitory charges). The amount on this line, when added to the amount in Part D, line 07 equals gross auxiliary enterprise revenue. (FARM para. 460)

**Part D – Revenues and Investment Return**

**PLEASE COMPLETE PARTS B AND C BEFORE PROVIDING DATA FOR PART D.**

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.**

All revenue source categories are intended to be consistent with the definitions provided for private institutions according to the NACUBO Financial Accounting and Reporting Manual (FARM).

Exclude from revenues (and expenses) internal charges and credits. Internal charges and credits include charges between a parent and a subsidiary only if the two are consolidated in the amounts reported in the IPEDS survey.

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

**01 – Tuition and fees (net of amount reported in Part C, line 06)** – Enter the amount of tuition and educational fees, net of any allowances applied in the GPFS. Include in this amount all fees for continuing education programs, conferences, and seminars.

**Government Appropriations, Grants and Contracts**

**02 – Federal appropriations, grants and contracts** – Enter all amounts received from the Federal Government including a direct appropriation of Congress, and any grants or contracts. Federal appropriations received through state channels should be included on line 02. Include all revenues from federal agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from federal agencies. If federal Pell and similar student aid grants are treated as agency transactions in your GPFS, they are excluded from this amount. If federal Pell and similar student aid grants are treated as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C.

**03 – State and local government appropriations, grants and contracts** – Enter all amounts received from a state or local government through a direct appropriation of its legislative body, and any grants or contracts. An example of a state or local appropriation that should be entered on line 03 is an annual state or local appropriation for operating expenses of the institution.

Include all revenues from state and local government agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from state and local agencies. If state and local grants for student aid are treated as agency transactions in your GPFS, they are excluded from this amount. If state and local grants for student aid are treated in your GPFS as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C.

**Private Grants and Contracts**

**04 – Private grants and contracts** – Enter revenues from private (non-governmental) entities including revenue from research or training projects and similar activities.

**Other Revenue**

**05 – Investment income and investment gains (losses) included in net income** – Enter all investment income including: dividends; interest; rents and royalties; gains and losses (realized and unrealized) from holding investments that are included in net income in accordance with the SFAS No. 115; student loan interest; and amounts distributed from irrevocable trusts held by others (collectively referred to as "investment income").

Part D, line 05 should include all investment income and net investment gains (losses) included in net income in your institution's GPFS. Net investment gains (losses) included in other comprehensive income should be reported in Part B, line 03.

**06 – Sales and services of educational activities** – Enter all revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service, and revenues of activities that exist to provide instructional and laboratory experience for students and that incidentally create goods and services that may be sold. Examples include film rentals, scientific and literary publications, testing services, university presses, dairies, and patient care clinics that are not part of a hospital.

**07 – Sales and services of auxiliary enterprises (net of amount reported in Part C, line 07)** – Enter revenues generated by the auxiliary enterprise operations, net of any allowances applied in the GPFS. Auxiliary enterprises are operations that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.

**08 – Other revenue** - This calculated value is generated using this formula:

$$D08 = D09 - (D01 + \dots + D07)$$

The amount above should be equal to corresponding amounts found in your GPFS. Excluded from this amount are gains or other unusual or nonrecurring items that are required to be included in Part B, such as gains on the sale of plant assets and extraordinary gains. If this generated amount is negative, this is an indication that amounts entered on this screen are not consistent with your audited GPFS or underlying records.

**09 – Total revenues and investment return** - This amount is carried forward from Part B, line 01. Please check to make sure that the amount carried forward is the same as the amount found in your GPFS.

**10 – 12-month Student FTE from E12** – This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

**11 – Total revenues and investment return per Student FTE** – This amount is generated by dividing line 09 by line 10. 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.

## **Part E – Expenses by Function**

### **PLEASE COMPLETE PART B BEFORE PROVIDING DATA FOR PART E.**

Part E is intended to report expenses by function. All expenses recognized in the GPFS should be reported using the expense functions provided on lines 01–06. These functional categories are consistent with Chapter 5 (Accounting for Private Colleges and Universities) of the NACUBO FARM.

Institutions that do not have access to FARM can refer to Appendix B of the NACUBO Advisory Report 2010-1, Public Institutions: Methodologies for Allocating Depreciation, Operation and Maintenance of Plant, and Interest Expenses to Functional Expense Categories for more detailed information on the expense categories. Although this document was written for public institutions, the expenditure definitions are applicable to private institutions also. The advisory is available online 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](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).

Although for-profit institutions are not required to report expenses by functions in their GPFS, please report expenses by functional categories using your underlying accounting records. Expenses should be assigned to functional categories by direct identification with a function, wherever possible. When direct assignment to functional categories is not possible, an allocation is appropriate. Objective methods of allocating expense are preferable to subjective methods and may be based on financial or nonfinancial data.

**The total for expenses on line 07 should agree with the total expenses reported in your GPFS including interest expense and any other non-operating expense.**

Do not include losses or other unusual or nonrecurring items in Part E. (Special items including gains and losses should be reported in Part B.) Operation and maintenance of plant, depreciation, and interest expenses are to be distributed among the other functional expense categories.

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

### **Expenses by Function**

**01 – Instruction** – Enter the instruction expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. Include expenses for both credit and non-credit activities. Exclude expenses for academic administration if the primary function is administration (e.g., academic deans). Such expenses should be entered on line 03.

**02 – Research and Public Service** – Enter the sum of expenses for research and public service. Each term is described below.

**Research** – Includes all expenses for activities specifically organized to produce research outcomes and either commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. Do not report nonresearch sponsored programs (e.g., training programs) on this line. Training programs generally are reported on line 01 (Instruction).

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

**03 – Academic support, Student services and Institutional support** – Enter the sum of expenses for academic support, student services, and institutional support. Each term is described below.

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

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

**Institutional support** – Includes all expenses for the day-to-day operational support of the institution. Include expenses for general administrative services, executive direction and planning, legal and fiscal operations, administrative computing support, and public relations/development.

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

**05 – Net grant aid to students (net of tuition and fee allowances and agency transactions)** – Enter on this line ONLY student aid recognized as expenses in your GPFS. Whereas in the past, most student awards were recorded as expenses under this classification, most student awards will now be reported as either scholarship allowances or agency transactions. Student awards made from contributed funds or grant funds that are under the control of the institution (the institution decides who gets the award) result in allowances that reduce tuition or auxiliary enterprise revenue and should not be treated as an expense. Student awards made from grant funds that are made to students identified by the grantor are considered agency transactions and do not result in either revenues or expenses. Student aid in the form of allowances applied to tuition and fees should be reported in Part C, line 06 and not included in Part E, line 05. Student aid in the form of allowances applied to auxiliary services should be reported in Part C, line 07 and not included in Part E, line 05.

According to NACUBO Advisory Report 97-1 (January 17, 1997), grant aid to students are "expenses to the extent that the organization incurs incremental expense in providing goods and services". Thus, payments made by the institution to students or third parties in support of the total cost of education are expenses if those payments are made for goods and services NOT provided by the institution. Examples include payments for services to third parties (including students) for off-campus housing or for the cost of board not provided by institutional contract meal plans.



**06 – All other expenses** – This calculated value is generated using this formula:

$$E06 = E07 - (E01 + \dots + E05)$$

Because this is a generated number, data providers are advised to compare this amount with a corresponding amount in the institution's GPFS. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**07 – Total expenses** - This amount is automatically carried forward from **Part B, line 02**. The amount should be the same as the amount for total expenses found in your GPFS.

**08 – 12-month Student FTE from E12** - This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

**09 – Total expenses per Student FTE** - This amount is generated by dividing line 07 by line 08. 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.

### **Additional Instructions for Institutions Reporting Finance Data for Other Institutions**

Most degree-granting institutions reporting IPEDS data report all their data for each IPEDS component, including this finance component. However, some institutions (called "children") are set up to report only certain parts of the IPEDS finance component, while the "parent" institution reports all portions of the finance component but does not double count those items already reported by the children institutions. Here is what each type of institution should report:

<b>Part</b>	<b>Parent Institution</b>	<b>Child Institution</b>
<b>Part A – Balance Sheet</b>	Reports sum of Parent and Child data	Does not report
<b>Part B – Summary of Change in Equity</b>	Reports sum of Parent and Child data	Does not report
<b>Part C – Student Grants</b>	Reports parent data only	Reports child data only
<b>Part D – Revenues and Investment Return</b>	Reports parent data only	Reports child data only
<b>Part E – Expenses by Function</b>	Reports parent data only	Reports child data only

Parent institutions should report the sum of Parent and Child data for Parts A and B, and should report Parent data only in parts C, D and E. This is done so that student grants, revenues and investment return, and expenses by function are not double counted by Parent and Child institutions.

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.
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> .
Assets	Physical items (tangible) or rights (intangible) that have value and that are owned by the institution. Assets are useful to the institution because they are a source of future services or because they can be used to secure future benefits.
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 expenses	Expenses for essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics (only if essentially self-supporting), college unions, college stores, faculty and staff parking, and faculty housing. Institutions include actual or allocated costs for operation and maintenance of plant, interest and depreciation.
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.
Equity	The excess of a private, for-profit institution's <u>assets</u> over its <u>liabilities</u> . It is the claim or stake of the owners.
Expenses	The outflow or other using up of <u>assets</u> or incurrence of <u>liabilities</u> (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the institution's ongoing major or central operations or in generating revenues. Alternatively, expenses may be thought of as the costs of goods and services used to produce the educational services provided by the institution. Expenses result in a reduction of <u>net assets</u> .
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. GASB institutions are required to classify in financial reports such grants and contracts as either operating or nonoperating.
Institutional grants	Scholarships and fellowships granted and funded by the institution and/or individual departments within the institution, (i.e., instruction, research, public service) that may contribute indirectly to the enhancement of these programs. Includes scholarships targeted to certain individuals (e.g., based on state of <u>residence</u> , major field of study, athletic team participation) for which the institution designates the recipient.
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 gains	The gain derived from the investment of capital. Such <u>gains</u> may take the form of a market appreciation of the value of the investment. The gain may be realized if the asset or capital is sold or unrealized if the asset or capital is not sold.
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</u> income, dividend income, rental income or royalty income and includes both realized and unrealized <u>gains</u> and <u>losses</u> .
Liabilities	Debts and obligations of the institution owed to outsiders or claims or rights, expressed in monetary terms, of an institution's creditors. <u>GASB</u> institutions are required to report liabilities under two categories - <u>current liabilities</u> and <u>noncurrent liabilities</u> .
Net grant aid to students (expenses)	The portion of <u>scholarships</u> and <u>fellowships</u> granted by an institution that exceeds the amount applied to institutional charges such as <u>tuition and fees</u> or room and board. The amount reported as expense excludes <u>allowances</u> .
Net income	The final figure in the income statement when <u>revenues</u> exceed <u>expenses</u> .
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 discounts & allowances or <u>scholarships</u> and <u>fellowships 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 discounts & allowances or scholarships and fellowships 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.
Private gifts, grants and contracts (revenues)	<u>Revenues</u> from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those <u>gifts</u> , <u>grants</u> , and <u>contracts</u> that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services.
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.
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.
Revenues	The inflow of resources or other enhancement of <u>net assets</u> (or fund balance) of an institution or settlements of its <u>liabilities</u> (or a combination of both) from delivering or producing goods, rendering services, or other activities that constitute the institution's ongoing major or central operations. Includes revenues from fees and charges, appropriations, auxiliary enterprises, and contributions and other nonexchange transactions. Revenues are reported net of discounts and allowances (that is, the revenue reported is reduced by the amount of <u>discounts and allowances</u> ) for <u>FASB</u> institutions and for <u>GASB</u> institutions that have implemented GASB Statement No. 34.
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.
State and local government grants	State and local monies awarded to the institution under state and local student aid programs, including the state portion of State Student Incentives Grants (SSIG). (Used for reporting Student <u>Financial Aid</u> data)
Student services	

	<p>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.</p>
<p>Tuition and fees (published charges)</p>	<p>The amount of <u>tuition</u> and <u>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 <u>fixed sum</u> charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.</p>

## 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?](#)
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- 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?](#)
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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?](#)
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### Private Not-for-Profit and Public Institutions Using FASB

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- 2) [What are some examples of independent operations?](#)
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- 5) [I see the term CV on several lines of the finance survey. What is this referring to?](#)
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- 7) [What are allowances in Part C \(Scholarships and Fellowships\)?](#)
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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?](#)
- 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](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](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](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](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 degree granting private, for-profit institutions

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

#### Applicable to Private-for-profit FASB-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: Statements

##### Part B: Summary of Changes in Equity

##### Part C: Student Grants

##### Part D: Revenues and Investment Return

##### Part E: Expenses by Function

#### Screening Questions

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.)
- Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal revenues to the institution? You may choose from the following options:
  - Pass through (agency)
  - Federal appropriations, grants, and contracts
  - Does not award Pell grants

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 September 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: Balance Sheet Information

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

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

- Total assets (line 01)
- Total liabilities (line 02)

Upon saving the screen, the system uses the above values to calculate additional equity 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 assets** (line 01).
- The value reported for **Total assets** is expected to be greater than 0.
- The value reported for **Total assets** cannot be negative.
- If the **Prior year amount** of **Total assets** is greater than 0, then the current year value may NOT be equal to that amount.
- A value must be entered for **Total liabilities** (line 02).
- The value reported for **Total liabilities** is expected to be greater than 0.

- If the **Prior year amount of Total liabilities** is greater than 0, then the current year value may NOT be equal to that amount.

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## Part B: Summary of Changes in Equity

### Applicable to institutions that are NOT partial parents

On this screen, you must report details about your institution's changes in equity for the most recent 12-month fiscal year.

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

- Total revenues and investment return (line 01)
- Total expenses (line 02)
- Net income (line 04)
- Other changes in equity (line 05)
- Equity, beginning of year (line 06)

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, as well as the **Equity, end of year** value from **Part A** of this survey.

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

- The value reported for **Total revenues** (line 01) must be greater than 0.
- If the **Prior year amount of Total revenues** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- The value reported for **Total expenses** (line 02) must be greater than 0.
- If the **Prior year amount of Total expenses** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Prior year amount of Total expenses** is greater than 0, then the current year value may NOT be equal to that amount.
- If your institution is NOT an administrative office, and the value reported for **Total expenses** is greater than 10 million, then the value reported for **Total revenues** (line 01) is expected to be less than 150% of that amount.
- A value must be entered for **Net income** (line 04).
- If the **Prior year amount of Equity, end of year** (line 08) is greater than 0, then the current year value reported for **Equity, beginning of year** (line 06) is expected to be equal to that amount.

### Applicable to institutions that are partial parents

On this screen, you must report details about changes in equity 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 investment return (line 01)
- Total expenses (line 02)
- Net income (line 04)
- Other changes in equity (line 05)
- Equity, beginning of year (line 06)

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

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

- The value reported for **Total revenues and investment return** (line 01) on this screen must be greater than the **Total Amount of Revenues and investment return** in **Part D** of this survey.
- The value reported for **Total expenses** (line 02) on this screen must be greater than the **Total amount of Total expenses** in **Part E** of this survey.

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## Part C: Student Grants

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)
- State and local grants, government (line 03)
- Institutional grants (line 04)
- Allowances applied to tuition and fees (line 06)
- Allowances applied to auxiliary enterprise revenues (line 07)

Upon saving the screen, the system uses the first four items above to calculate the **Total student grants** (line 05) 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 value reported for **Pell grants** (line 01) is expected to be greater than 0.
- If **Federal appropriations, grants, and contracts** was selected for Screening Question 3, then the calculated amount of **Total student grants** (line 05) cannot be negative.
- The calculated value of **Total student grants** is expected to be greater than 0.
- If the **Prior year amount of Total student grants** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Prior year amount of Total student grants** is greater than 0, then the current year value may NOT be equal to that amount.
- The calculated **Total student grants** must be greater than or equal to the sum of **Allowances applied to tuition and fees** (line 06) and **Allowances applied to auxiliary enterprise revenues** (line 07).

**Part D: Revenues and Investment Return**

For **Part D**, you must report your institution's revenues and investment returns for the most recent 12-month fiscal year. On this screen, enter the **Current year amount** for each of the following:

- Tuition and fees (line 01)
- Federal appropriations, grants and contracts (line 02)
- State and local government appropriations, grants and contracts (line 03)
- Private grants and contracts (line 04)
- Investment income and investment gains (losses) included in net income (line 05)
- Sales and services of educational activities (line 06)
- Sales and services of auxiliary enterprises (line 07) **(For degree-granting institutions only)**

If your institution is a **partial child** or **partial parent**, then you must also report the amount of **Total revenues and investment return** (line 09). Otherwise, this information is preloaded by the system.

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.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 10). These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 11).

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

- If your institution is NOT an administrative office, then the a value must be entered for **Tuition and fees** (line 01).
- If your institution is NOT an administrative office, then the value reported for **Tuition and fees** is expected to be greater than 0.
- If the **Prior year amount of Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If the value reported for **Tuition and fees** is greater than 0, then that value cannot be equal to the value reported for **Allowances applied to tuition and fees** in **Part C** of this survey.
- If your institution is NOT an administrative office and **Federal appropriations** was selected for Screening Question 3, then the value reported for **Federal appropriations, grants and contracts** (line 02) should be greater than or equal to the amount of **Pell grants** reported in **Part C** < i >.
- *If your institution is **degree-granting**, then the value reported for **Allowances applied to auxiliary enterprise revenues** in **Part C** of this survey is greater than 0, then the value reported for **Sales and services of auxiliary enterprises** (line 07) on this screen must also be greater than 0.*
- *The calculated amount of **Other revenue** (line 08) is not expected to be negative.*
- *The calculated amount of **Other revenue** is expected to be no more than 75% of **Total revenues and investment return** (line 09).*
- *If your institution is a **partial child** or **partial parent**, then the value reported for **Total revenues and investment return** (line 09) must be greater than 0.*
- *If your institution is a **partial child** or **partial parent**, and the **Prior year amount of Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.*
- *If your institution is a **partial child** or **partial parent**, and the **Prior year amount of Total revenues** in **Part B** of this survey is greater than or equal to 0, then the value reported for **Total revenues and investment return** on this screen is expected to be within a 50% range of 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 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 5,000 and 100,000.*
- *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 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 4,000 and 100,000.*
- *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 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 2,500 and 75,000.*

**Part E: Expenses by Function**

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

On this screen, enter an amount for each of the following:

- Instruction (line 01)
- Research and Public service (line 02)
- Academic support, Student services and Institutional support (line 03)
- Auxiliary enterprises (line 04) **(For degree-granting institutions only)**
- Net grant aid to students (line 05)

If your institution is a **partial child** or **partial parent**, then you must also report the amount of **Total expenses** (line 07). Otherwise, this information is preloaded by the system.

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.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 08). These values are used in combination with the reported data to calculate the **Total expenses per student FTE** (line 09).

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

- If your institution is NOT an administrative office, then a value must be entered for **Instruction** (line 01).
- The value reported for **Instruction** cannot be negative.
- The value reported for **Instruction** is expected to be greater than 0.
- If the **Prior year amount of Instruction** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- The value reported for **Research and Public service** (line 02) cannot be negative.
- A value must be entered for **Academic support, Student services and Institutional support** (line 03).
- The value reported for **Academic support, Student services and Institutional support** cannot be negative.
- If your institution is **degree-granting**, then the value reported for **Auxiliary enterprises** (line 04) cannot be negative.
- If your institution is **degree-granting** and the value reported for **Sales and services of auxiliary enterprises** in **Part D** of this survey is greater than 0, then the value reported for **Auxiliary enterprises** on this screen must also be greater than 0.
- The value reported for **Net grant aid to students** (line 05) cannot be negative.
- The value reported for **Net grant aid to students** must be less than or equal to the difference between **Total student grants** and **Allowances** reported in **Part C** of this survey.
- The calculated amount of **All other expenses** (line 06) cannot be negative.
- The calculated amount of **All other expenses** is expected to be no more than 75% of **Total expenses** (line 07).
- If your institution is a **partial child** or **partial parent**, then the value reported for **Total expenses** must be greater than 0.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount of Total expenses** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount of Total expenses** in **Part B** of this survey is greater than or equal to 0, then the value reported for **Total expenses** on this screen is expected to be within a 50% range of that amount.
- If your institution is a **partial child** or **partial parent**, then the value reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is a **partial child** or **partial parent**, NOT an administrative office, and the value reported for **Total expenses** is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.
- If your institution is a **4-year institution**, then the calculated amount of **Total expenses per student FTE** (line 09) is expected to be between 5,000 and 75,000.
- If your institution is a **2-year institution**, then the calculated amount of **Total expenses per student FTE** is expected to be between 4,000 and 75,000.
- If your institution is a **less-than-2-year institution**, then the calculated amount of **Total expenses per student FTE** is expected to be between 2,500 and 75,000.

**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:

Year:

And ending: month/year (MMYYYY)

Month:

Year:

**2. Audit Opinion**

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

Unqualified

Qualified  
(Explain in  
box below)

Don't know  
(Explain in  
box below)

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



Part 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> <b>CV=[E07-(E01+...+E05)]</b>		
07	<u>Total gross scholarships and fellowships</u>	<input type="text"/>	
<b>Discounts and Allowances</b>			
08	<u>Discounts &amp; allowances applied to tuition &amp; fees</u>	<input type="text"/>	
09	<u>Discounts &amp; allowances applied to sales &amp; services of auxiliary enterprises</u>	<input type="text"/>	
10	<u>Total discounts &amp; allowances</u> <b>CV=(E08+E09)</b>		
11	<u>Net scholarships and fellowships expenses after deducting discounts &amp; allowances</u> <b>CV= (E07-E10) This amount will be carried forward to C10 of the expense section.</b>		

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
<b>Operating Revenues</b>			
01	<u>Tuition &amp; fees, after deducting discounts &amp; 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 &amp; services of educational activities</u>	<input type="text"/>	
08	Other sources - operating		
	<b>CV=[B09-(B01+ ....+B26)]</b>		
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
	<b>Nonoperating Revenues</b>		
10	Federal <u>appropriations</u>	<input type="text"/>	
11	State <u>appropriations</u>	<input type="text"/>	
12	<u>Local appropriations, education district taxes, &amp; similar support</u>	<input type="text"/>	
	Grants-nonoperating		
13	Federal nonoperating grants <b>Do NOT include Federal Direct Student Loans</b>	<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 <b>CV=[B19-(B10+...+B17)]</b>		
19	Total nonoperating revenues	<input type="text"/>	
27	Total operating and nonoperating revenues <b>CV=[B19+B09]</b>		
28	<b>12-month Student FTE from E12</b>		
29	Total operating and nonoperating revenues per student FTE <b>CV=[B27/B28]</b>		

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 <b>CV=[B09+B19+B24]</b>		

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

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
<b>Expenses and Deductions</b>									
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 &amp; maintenance of plant (see instructions)</u>	0							0
10	<u>Scholarships and fellowships expenses, excluding discounts &amp; allowances (from E11)</u>								
14	<u>Other expenses &amp; deductions CV=[C19-(C01+...+C10)]</u>								
19	<u>Total expenses &amp; deductions</u>				0				
	<u>Prior year amount</u>								
20	<b><u>12-month Student FTE from E12</u></b>								
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		<input type="text"/>	<input type="text"/>		<input type="text"/>
03 Federal grants/contracts (excludes Pell Grants)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revenue from the state government:					
04 State appropriations, current & capital		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05 State grants and contracts		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revenue from local governments:					
06 Local appropriation, current & capital		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
07 Local government grants/contracts		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08 Receipts from property and non-property taxes	<input type="text"/>				
09 Gifts and private grants, including capital grants	<input type="text"/>				
10 Interest earnings	<input type="text"/>				
11 Dividend earnings	<input type="text"/>				
12 Realized capital gains	<input type="text"/>				

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

Part K - Expenditure Data for Bureau of Census

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?	<input type="text"/>	hours	<input type="text"/>	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**

### **Purpose of component**

### **Changes in Reporting**

### **Coverage**

### **General Information and Instructions**

### **Where to Get Help**

### **Where data appears**

### **Detailed Instructions Header**

### **Screening questions**

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

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

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

### **Part J**

### **Part K**

### **Part L**

## **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](mailto:ipedshelp@rti.org)

### AIR Website

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

### IPEDS Resources Page

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

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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](http://www.nacubo.org)). Someone at your institutions in one or more of the offices listed above may already have access to the FARM.

## Where the Data Will Appear

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

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

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

At the aggregate-level, data will appear in:

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

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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](http://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](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://www.census.gov/govs/www/06classificationmanual/06\\_gfe\\_classmanual\\_toc.html](http://www.census.gov/govs/www/06classificationmanual/06_gfe_classmanual_toc.html)

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

### **Part J - Revenues**

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

#### **Line**

1. All amounts will be obtained from Parts B and E. The Census Bureau includes tuition and fees from part B plus discounts and allowances (applied to tuition) from Part E).
2. Sales and services -- Report separately only sales and service attributable to activities indicated for column 2 and column 4. All other amounts will be obtained from Parts B and E, or will be calculated.
3. Exclude Pell 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 <b>does</b> 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. <u>FASB</u> 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 &amp; 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 &amp; 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

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### Public Institutions Using GASB Standards

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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?](#)
- 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](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](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](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](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 FASB-reporting institutions*.

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

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 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** screen outlined in Part 3 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).
- A value is expected to be entered for **Federal nonoperating grants** (line 13).
- 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.

### 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:

- 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** cannot be negative.
- 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 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.
- The value entered for **Total all revenues and other additions** (line 25) is expected to 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 **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** cannot be negative.
- The calculated value for **Total all revenues and other additions** (line 25) should be greater than 0.
- The calculated value for **Total all revenues and other additions** cannot be negative.
- 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 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, 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 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)
- 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.
- For lines 01 through 11, 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)
  - Depreciation (column 5)
  - All other (column 7)
- The **Total amount** reported for **Instruction** (line 01) is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** 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** 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** entered for **Research** (line 02) is expected to be within a 50% range of the **PY Total Amount**.
- A **Total amount** 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** 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** must be entered for **Institutional support** (line 07).
- The **Total amount** reported for **Institutional support** is expected to be greater than 0.
- 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** reported for **Auxiliary enterprises** (line 11) on this screen is also expected to be equal to 0.
- 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** reported for **Hospital services** (line 12) on this screen is also expected to be equal to 0.
- 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** reported for **Independent operations** (line 13) on this screen is also expected to be equal to 0.
- The calculated amount of **Other expenses and deductions** (line 14) cannot be negative for any expense type.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses** (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** (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**, 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** reported for **Total expenses and deductions** cannot be equal to the corresponding **Prior year amount**.
- 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** reported for **Depreciation** 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** reported for **Interest** must be greater than 0.
- The amount reported for each expense type for **Total expenses and deductions** 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** reported for **Total expenses and deductions** on this screen.
- If the **12-month Student FTE from E12** is greater than 0, then the **Total amount** reported for **Total expenses and deductions** 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 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 category.
- For lines 01 through 11 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)
  - Depreciation (column 5)
  - All other (column 7)
- The **Total amount** reported for **Instruction** (line 01) is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** 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** 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** entered for **Research** (line 2) is expected to be within a 50% range of the **PY Total Amount**.
- A **Total amount** 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** 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** must be entered for **Institutional support** (line 07).
- The **Total amount** reported for **Institutional support** is expected to be greater than 0.

- 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** reported for **Auxiliary enterprises** (line 11) on this screen is also expected to be equal to 0.
- The calculated amount of **Other expenses and deductions** (line 14) cannot be negative for any expense type.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses** (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** (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**, 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** reported for **Total expenses and deductions** cannot be equal to the corresponding **Prior year amount**.
- 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** reported for **Depreciation** 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** reported for **Interest** must be greater than 0.
- The amount reported each expense type for **Total expenses and deductions** 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** reported for **Total expenses and deductions** on this screen.

#### 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 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.
- For lines 01 through 11 the values reported for the following expense types cannot be negative:
  - Total amount (column 1)
  - All other (column 7)
- For lines 07 and 11 the values reported for the following expense types cannot be negative:
  - Salaries and wages (column 2)
  - Employee fringe benefits (column 3; as well as for line 02)
  - Depreciation (column 5)
- 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) on this screen are also expected to be equal to 0 for the following expense types:

- Total amount
- Salaries and wages
- Employee fringe benefits
- Depreciation
- 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 **Public service** (line 03) on this screen are also expected to be equal to 0 for the following expense types:
  - Total amount
  - Salaries and wages
  - Employee fringe benefits
  - Depreciation
- 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** reported for **Auxiliary enterprises** (line 11) on this screen is also expected to be equal to 0.
- The calculated amount of **Other expenses and deductions** (line 14) cannot be negative for any expense type.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses** (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** (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**, 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 amount reported for each expense type for **Total expenses and deductions** cannot be equal to the corresponding **Prior year amount**.
- 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** reported for **Depreciation** must be greater than 0.
- The **Total amount** reported for **Total expenses and deductions** is expected to be within a 50% range of the corresponding **Prior year amount**.

#### 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 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)
- 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.
- For lines 01 through 11, 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)
  - Depreciation (column 5)
  - All other (column 7)
- The **Total amount** reported for **Instruction** (line 01) is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** 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** 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** entered for **Research** (line 2) is expected to be within a 50% range of the **PY Total Amount**.
- A **Total amount** 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** 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** must be entered for **Institutional support** (line 07).
- The **Total amount** reported for **Institutional support** is expected to be greater than 0.
- 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.
- The calculated amount of **Other expenses and deductions** (line 14) cannot be negative for any expense type.
- If the **Total expenses and deductions** entered for **Depreciation** (column 5) is greater than 1 million, then the amount calculated for **Other expenses** (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** (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**, 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** reported for **Total expenses and deductions** cannot be equal to the corresponding **Prior year amount**.
- 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** reported for **Depreciation** 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** reported for **Interest** must be greater than 0.
- The amount reported for each expense type for **Total expenses and deductions** 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** reported for **Total expenses and deductions** on this screen.
- 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** 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 children or 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 calculated value for **Adjustments to beginning net assets** (line 05) is expected to be between -10 million and 10 million.
- The **Prior year amount** of **Net assets end of year** (line 06) is expected to be equal to **Net Assets beginning of year** (line 04).

##### 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 (line 01)
- Total expenses and deductions (line 02)
- Net assets beginning of year (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 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)

No edits are performed 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)

No edits are performed 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)

No edits are performed on the data entered on this screen.

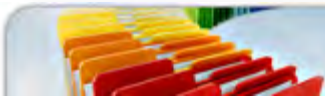
**Assets**

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)

No edits are performed on the data entered on this screen.

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## Finance for non-degree granting private, not-for-profit institutions and public institutions using FASB Reporting Standards

Finance - Private not-for-profit institutions and Public institutions using FASB standards

### FASB-Reporting Institutions General Information - Fiscal Year and Audit

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 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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#### 5. Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal grant revenues to the institution?

<input checked="" type="radio"/> Pass through (agency)	<input type="radio"/> Federal grant revenue	<input type="radio"/> Does not award Pell grants
--	---	--

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

Part C - Scholarships and Fellowships

Most recent fiscal year ending before October 2012		Current year amount	Prior year amount
<b>DO NOT REPORT FEDERAL DIRECT STUDENT LOANS (FDSL) ANYWHERE IN THIS SECTION</b>			
Line No.	Scholarships and Fellowships		
01	<u>Pell grants (federal)</u>	<input type="text"/>	
02	<u>Other federal grants</u> <b>Do NOT include FDSL amounts</b>	<input type="text"/>	
03	<u>State grants</u>	<input type="text"/>	
04	<u>Local grants (government)</u>	<input type="text"/>	
05	<u>Institutional grants (funded)</u>	<input type="text"/>	
06	<u>Institutional grants (unfunded)</u>	<input type="text"/>	
07	<b>Total scholarships and fellowships</b> <b>CV=[C01+...+C06]</b>		
08	<u>Allowances</u> (scholarships) applied to <u>tuition and fees</u>	<input type="text"/>	
09	<u>Allowances</u> (scholarships) applied to <u>auxiliary enterprise revenues</u>	<input type="text"/>	

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

Part D - Revenues and Investment Return

Most recent fiscal year ending before October 2012						
Line No.	Source of Funds	Total Amount	Unrestricted	Temporarily restricted	Permanently restricted	Prior Year Total Amount
01	Tuition and fees (net of allowance reported in Part C, line 08)					
<b>Government Appropriations</b>						
02	Federal appropriations					
03	State appropriations					
04	Local appropriations					
<b>Government Grants and Contracts</b>						
05	Federal grants and contracts (Do not include FDSL)					
06	State grants and contracts					
07	Local government grants and contracts					
<b>Private Gifts, Grants and Contracts</b>						
08	Private gifts, grants and contracts					
	08a Private gifts					
	08b Private grants and contracts					
09	Contributions from affiliated entities					
<b>Other Revenue</b>						
10	Investment return					
11	Sales and services of educational activities					
15	<b>Other revenue</b> CV=[D16-(D01+...+D11)]					
16	<b>Total revenues and investment return</b>					
17	Net assets released from restriction	0				
18	Net total revenues, after assets released from restriction					
19	<b>12-month Student FTE from E12</b>					
20	Total revenues and investment return per student FTE CV={D16/D19]					

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

Part E - Expenses by Functional and Natural Classification

**Most recent fiscal year ending before October 2012**  
**Report Total Operating AND Non-Operating Expenses in this section**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Line Expenses by No. Functional Classification</b>	<b>Total amount</b>	<b>Salaries and wages</b>	<b>Benefits</b>	<b>Operation and maintenance of plant</b>	<b>Depreciation</b>	<b>Interest</b>	<b>All other</b>	<b>PY Total Amount</b>
01 <u>Instruction</u>								
02 <u>Research</u>								
03 <u>Public service</u>								
04 <u>Academic support</u>								
05 <u>Student services</u>								
06 <u>Institutional support</u>								
08 <u>Net grant aid to students (net of tuition and fee allowances and agency transactions)</u>								
11 <u>Operation and maintenance of plant (see instructions)</u>	0							
12 <b>Other expenses</b> CV=[E13-(E01+...+E11)]								
13 <b>Total expenses</b>				0				
<b>Prior year total expenses</b>								
14 <b>12-month Student FTE from E12</b>								
15 <b>Total expenses per student FTE</b> CV=[E13/E14]								

**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?	<input type="text"/> hours	<input type="text"/> minutes
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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 Not-for-Profit (FASB) non degree

### [Purpose of component](#)

### [Changes in Reporting](#)

### [General Information and Instructions](#)

### [Coverage](#)

### [Where data appears](#)

### [Detailed Instructions Header](#)

### [Screening questions](#)

### [Part C Scholarships and Fellowships](#)

### [Part D Revenues and Investment Return](#)

### [Part E Expenses by Functional and Natural Classification](#)

## [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:

- [Scholarships and Fellowships / Student Grant Aid](#)
- [Revenues and Investment Return](#)
- [Expenses by Functional and Natural Classification](#)

## [Changes in Reporting](#)

There are no changes in reporting for the 2012-13 finance data collection.

## [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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## **Coverage**

### **What to Include**

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

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

### **What NOT to Include**

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

## **Where to Get Help**

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

Phone: 1-877-225-2568

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

### **AIR Website**

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

### **IPEDS Resources Page**

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

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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](http://www.nacubo.org)). Someone at your institutions in one or more of the offices listed above may already have access to the FARM.

## Where the Data Will Appear

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

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

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

At the aggregate-level, data will appear in:

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

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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.

**Pell Grants:** Indicate whether the institution accounts for Pell grants as pass-through payments or as federal revenue. If the institution does not award Pell grants, select the applicable option.

Institutions that do receive Pell grants have the option to report Pell grants either as:

- federal revenue and allowance to tuition and fees and/or auxiliary enterprises (for room and board, books, meals, etc.). If the Pell grant is counted as federal revenue, then there should be an offsetting discount/allowance to tuition and fees revenue and/or auxiliary enterprise revenue so that the Pell grants are not being double counted in the institution's revenues.

OR

- as a pass-through transaction. A pass-through transaction is essentially a payment on the student's account where the institution is purely processing the Pell Grant and those monies are not counted by the institution until they come in as a tuition payment from the student. The latter option is sometimes referred to as an agency transaction. With this option Pell grants are not counted as federal revenues and are not considered to be a discount/allowance to tuition and fees or auxiliary enterprises.

**Please note that regardless of how Pell grants are treated for revenues or expenses, they should still be reported in Part C: Scholarships and Fellowships under Pell grants.**

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

### Part C - Scholarships and Fellowships

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

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

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

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

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

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

**01 – Pell grants (federal)** – Enter the amount awarded to the institution under the Pell Grant program. Private institutions generally report Pell Grants as agency transactions.

**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 the federal portion of State Student Incentive Grants (SSIG). Do not include institutional matching portions for any of these programs here, they should be reported as institutional grants. Do not include Federal Work Study amounts.

**03 – State grants** – Enter the amount awarded to the institution under state student aid programs, including the state portion of State Student Incentive Grants (SSIG).

**04 – Local grants (government)** – Enter the amount awarded to the institution under local government student aid programs.

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

**06 – Institutional grants (unfunded)** – Enter the amount awarded to students from unrestricted institutional resources. Only if control over how the resources will be spent passes to the student (for example, the grant is paid directly to the student to use to defray the cost of off-campus housing) is the amount reported as revenue and expense.

**07 – Total scholarships and fellowships** – This calculated value is the sum of lines 01 through 06. Because this is a calculated value data providers are advised to check this amount with the corresponding amount on their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**08 – Allowances (scholarships) applied to tuition and fees** – Enter the amount of allowances (scholarships) applied to tuition and fees. The amount on this line, when added to the amount in Part D, line 01 equals gross tuition and fees. (FARM para. 460)

**09 – Allowances (scholarships) applied to auxiliary enterprise revenues** – Enter the amount of allowances (scholarships) applied to auxiliary enterprise revenues (e.g., dormitory charges). The amount on this line, when added to the amount in Part D, line 07 equals gross auxiliary enterprise revenue. (FARM 460)

### **Part D – Revenues and Investment Return**

**PLEASE COMPLETE PART C BEFORE PROVIDING DATA FOR PART D.**

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.**

All revenue source categories are intended to be consistent with the definitions provided in Chapter 4 (Accounting for Private Colleges and Universities) of the NACUBO FARM.

**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.**

Revenues are reported by restriction (columns) and by source (rows).

**Column 1, Total Amount** – This column is calculated by the sum of the columns 2 through 4.

**Column 2, Unrestricted** – Report revenues that are not subject to limitations by a donor-imposed restriction.

**Column 3, Temporarily Restricted** – Report revenues that are subject to limitation by donor specification as to use or the time when use may occur (such as a later period of time or after specified events have occurred).

**Column 4, Permanently Restricted** – Report revenues that must be maintained in perpetuity due to a donor-imposed restriction.

For institutions receiving American Recovery and Reinvestment Act (ARRA) revenues during the reporting period, report these amounts as part of line 16, Total revenues and investment return. If the GPFS shows a separate amount for ARRA revenues in another revenue category (e.g., Federal 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.

**01 – Tuition and fees (net of allowance reported in Part C, line 08)** – Enter the amount of tuition and educational fees, net of any allowances applied in the GPFS. Include in this amount all fees for continuing education programs, conferences, and seminars. (FARM para. 460)

### **Government Appropriations**

**02 – Federal appropriations** – Enter all amounts received from the federal government through a direct appropriation of Congress, except grants and contracts, which should be reported on line D05. An example of a federal appropriation is a federal land-grant appropriation. (FARM para. 463) **Do not include Pell Grants on this line . Do not include any ARRA revenues on this line (see line 15 in this part).**

**03 – State appropriations** – Enter all amounts received from a state government through a direct appropriation of its legislative body, except for state grants and contracts, which should be reported on line 06. An example of a state appropriation that should be entered on line 03 is an annual state appropriation for operating expenses of the institution. (FARM para. 463) **Do not include any ARRA revenues on this line (see line 15 in this part).**

**04 – Local appropriations** – Enter all amounts received from a local government (i.e., city and/or county) through a direct appropriation of its legislative body, except for local grants and contracts, which should be reported on line 07. An example of a local appropriation that should be entered on line 04 is an annual local appropriation for operating expenses of the institution. (FARM para. 463)

### **Government Grants and Contracts**

**05 – Federal grants and contracts** – Enter all revenues from federal agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from federal agencies. If federal Pell and similar student aid grants are treated as agency transactions in your GPFS, they are excluded from this amount. If federal Pell and similar student aid grants are treated as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C. (FARM para. 464) **Do not include any ARRA revenues on this line (see line 15 in this part).**

**06 – State grants and contracts** – Enter all revenues from state government agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from state agencies. If state grants for student aid are treated as agency transactions in your GPFS, they are excluded from this amount. If state grants for student aid are treated in your GPFS as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C. (FARM para. 464) **Do not include any ARRA revenues on this line (see line 15 in this part).**

**07 – Local government grants and contracts** – Enter all revenues from local government agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from local agencies. If local grants for student aid are treated as agency transactions in your GPFS, they are excluded from this amount. If local grants for student aid are treated in your GPFS as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C. (FARM para. 464)

### **Private Gifts, Grants, and Contracts**

**08a – Private gifts** – Enter revenues from private (non-governmental) entities including revenues received from gift or contribution nonexchange transactions (including contributed services) except those from affiliated entities, which are entered on line 09. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a component unit 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. (FARM para. 462)

**08b – Private grants and contracts** – Enter revenues from private (non-governmental) entities 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, 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. (FARM para. 464)

**09 – Contributions from affiliated entities** – Enter all revenues received from non-consolidated affiliated entities, such as fund raising foundations, booster clubs, other institutionally-related foundations, and similar organizations created to support the institution or organizational components of the institution.

### Other Revenue

**10 – Investment return** – Enter all investment income (i.e., interest, dividends, rents and royalties), gains and losses (realized and unrealized) from holding investments (regardless of the nature of the investment), student loan interest, and amounts distributed from irrevocable trusts held by others (collectively referred to as "investment return"). Changes in the value of interest rate swaps should be included in this amount.

**11 – Sales and services of educational activities** – Enter all revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service, and revenues of activities that exist to provide instructional and laboratory experience for students and that incidentally create goods and services that may be sold. Examples include film rentals, scientific and literary publications, testing services, university presses, dairies, and patient care clinics that are not part of a hospital. The revenue of patient care clinics that are part of a hospital is included in Part D, line 13. (FARM para. 465)

**15 – Other revenue** - This calculated value is generated using this formula:

$$D15 = D16 - (D01 + \dots + D11)$$

Because this is a calculated value, data providers are advised to compare this amount with the corresponding amount from their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors. **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 16.**

**16 – Total revenues and investment return** - Enter all revenues that agree with the revenues recognized in the institution's GPFS. **This amount should include ARRA revenues received by the institution, if any.**

**17 – Net assets released from restriction** – Enter all revenues resulting from the reclassification of temporarily restricted assets or permanently restricted assets

**18 – Net total revenues, after assets released from restriction** – This calculated value is generated using this formula:

$$D18 = D16 + D17$$

**19 – 12-month Student FTE from E12** – This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

**20 – Total revenues and investment return per Student FTE** – This amount is generated by dividing line 16 by line 19. 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.

### **Part E – Expenses by Functional and Natural Classification**

Part E is intended to report expenses by function. All expenses recognized in the GPFS should be reported using the expense functions provided on lines 01–12. With the exception of the operation and maintenance of plant (line 11), these functional categories are consistent with Chapter 5 (Accounting for Private Colleges and Universities) of the NACUBO FARM. (FARM para. 504).

Institutions that do not have access to FARM can refer to Appendix B of the NACUBO Advisory Report 2010-1, Public Institutions: Methodologies for Allocating Depreciation, Operation and Maintenance of Plant, and Interest Expenses to Functional Expense Categories for more detailed information on the expense categories. Although this document was written for public institutions, the expenditure definitions are applicable to private institutions also. The advisory is available online at:

[http://www.nacubo.org/Business\\_and\\_Policy\\_Areas/Accounting/Advisory\\_Reports/Advisory\\_Report\\_2010-](http://www.nacubo.org/Business_and_Policy_Areas/Accounting/Advisory_Reports/Advisory_Report_2010-1)

[1\\_Public\\_Institution\\_Methodologies\\_for\\_Allocation\\_Depreciation\\_Operation\\_and\\_Maintenance\\_of\\_Plant\\_and\\_Interest\\_Expense-x11205-ml.html](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 total for expenses on line 13 should agree with the total expenses reported in your GPFS including interest expense and any other non-operating expense.**

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

**Functional and Natural Expenses**

**Column 1, Total amount** - Enter the total expense for each applicable functional category listed on lines 01–08. No amount may be entered on line 11 for total operations and maintenance expenses. This line is provided to assist in the allocation of operation and maintenance expenses. Total expenses, line 13, should agree with the total expenses reported in your general purpose financial statements.

**Column 2, Salaries and 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 01-11 and 13.

**Column 3, Benefits** - Enter in this column the amount of benefits expenses incurred in each functional category identified on lines 01-11 and 13.

**Column 4, Operation and maintenance of plant** - This column, in conjunction with Line 11, 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 01-08. The total operation and maintenance of plant expenses should be entered as a negative amount on line 11 of this column, so that the net total of the column as well as the net total of line 11 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 01-08 and 13. (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 01-08 and 13. (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.

Please refer to these specific instructions for more information about reporting expenses.

**Expenses by Functional Classification**

**01 – Instruction** – Enter the instruction expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution’s students. Include expenses for both credit and non-credit activities. Exclude expenses for academic administration if the primary function is administration (e.g., academic deans). Such expenses should be entered on line 04. (FARM para. 703.4)

**02 – Research** – Enter the expenses for activities specifically organized to produce research outcomes and either commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. Do not report nonresearch sponsored programs (e.g., training programs) on this line. Training programs generally are reported on line 01 (Instruction). (FARM para. 703.5)

**03 – Public service** – Enter the expenses specifically for public service and for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to the particular sectors of the community. Include expenses for community services, cooperative extension services, and public broadcasting services. (FARM para. 703.6)

**04 – Academic support** – Enter the expenses for support services that are an integral part of the institution's primary mission of instruction, research, or public service and that are not charged directly to these primary programs. Include expenses for libraries, museums, galleries, audio/visual services, academic development, academic computing support, course and curriculum development, and academic administration. Include expenses for medical, veterinary and dental clinics if their primary purpose is to support the institutional program, that is, they are not part of a hospital. (FARM para. 703.7)

**05 – Student services** – Enter the expenses for admissions, registrar activities and activities whose primary purpose is to contribute to students emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, student records, athletics, and student health services, except when operated as a self-supporting auxiliary enterprise. (FARM para. 703.8)

**06 – Institutional support** – Enter the expenses for the day-to-day operational support of the institution. Include expenses for general administrative services, executive direction and planning, legal and fiscal operations, administrative computing support, and public relations/development. (FARM para. 703.9)

**08 – Net grant aid to students (net of tuition and fee allowances)** - Enter on this line ONLY scholarships and fellowships recognized as expenses in your GPFS. Do not include Federal Work Study expenses on this line. Work study expenses should be reported within the function where the student worked. Whereas in the past, most student awards were recorded as expenses under this classification, most student awards are now reported as either scholarship allowances or agency transactions. Student awards, made from contributed funds or grant funds, that are under the control of the institution (the institution decides who gets the award) result in allowances that reduce tuition or auxiliary enterprise revenue. Student awards, made from grant funds, that are made to students identified by the grantor are considered agency transactions and do not result in either revenues or expenses. Scholarships and fellowships in the form of allowances applied to tuition and fees should be reported in Part C, line 09, and not included in Part E, line 08. Scholarships and fellowships in the form of allowances applied to auxiliary services should be reported in Part C, line 10, and not included in Part E, line 08. (FARM para. 703.10)

According to NACUBO Advisory Report 97-1 (January 17, 1997), scholarships and fellowships are "expenses to the extent that the organization incurs incremental expense in providing goods and services." Thus payments made by the institution to students or third parties in support of the total cost of education are expenses if those payments are made for goods and services NOT provided by the institution. Examples include payments for services to third parties (including students) for off-campus housing or for the cost of board not provided by institutional contract meal plans.

**11 – Operation and 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. Enter all expenses 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. Also included are 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 institutional support). FASB institutions do not report this function on their GPFS; instead these expenses are charged to or allocated to other functions. 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)

**12 - Other expenses** – This calculated value is generated using this formula:

$$E12 = E13 - (E01 + \dots + E11)$$

Because this is a generated number, data providers are advised to compare this amount with a corresponding amount in the institution's GPFS. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**13 – Total expenses** – Enter all expenses that agree with the expenses recognized in the institution's GPF.

Enter in columns 1, 2, 3, 5, and 6 the total amount of each natural expense incurred by the institution. These amounts will be used to compute the amounts in line 12, as well as line 13, column 7.

**14 – 12-month Student FTE from E12** - This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

**15 – Total expenses per Student FTE** - This amount is generated by dividing line 13 by line 14. 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.



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.
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> .
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.
Benefits	Payments made to or on behalf of an individual over and above that received in the form of a salary or wage. Frequently this is associated with an insurance payment.
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.
Federal grants	Transfers of money or property from the Federal government to the education institution without a requirement to receive anything in return. These grants may take the form of grants to the institutions to undertake research or they may be in the form of student <u>financial aid</u> . (Used for reporting on the Finance component)
Federal grants (grants/educational assistance funds)	Grants provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and Supplemental Educational Opportunity Grants (SEOG). Also includes need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs. (Used for reporting on the <u>Student Financial Aid</u> component)
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. GASB institutions are required to classify in financial reports such grants and contracts as either operating or nonoperating.
Institutional grants (funded) (allowances)	<u>Scholarships</u> and <u>fellowships</u> awarded to students from institutional resources that are restricted to student aid. <u>Private institutions</u> generally report these grants as allowances. If control over these resources passes to the student, the amount is reported as an expense. (Used for reporting under <u>FASB Standards</u> .)
Institutional grants (unfunded) (allowances)	<u>Scholarships</u> and <u>fellowships</u> awarded to students from unrestricted institutional resources. <u>Private institutions</u> generally report these grants as allowances. If control over these resources passes to the student, the amount is reported as an expense. (Used for reporting under <u>FASB Standards</u> .)
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 <u>expenses</u> 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.
Interest	The price paid (or received) for the use of money over a period of time. Interest income is one component of <u>investment income</u> . Interest paid by the institution is interest expense.
Investment return	Income from <u>assets</u> including dividends, <u>interest</u> earnings, royalties, rent, <u>gains (losses)</u> etc.
Local grants	Local monies awarded to the institution under local government student aid programs .
Net grant aid to students (expenses)	The portion of <u>scholarships</u> and <u>fellowships</u> granted by an institution that exceeds the amount applied to institutional charges such as <u>tuition and fees</u> or room and board. The amount reported as expense excludes <u>allowances</u> .
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 <b>does</b> 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.
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.
Private gifts (Revenues)	Revenues from private (non-governmental) entities including revenues received from gift or contribution nonexchange transactions (including contributed services) except those from affiliated entities. Includes bequests, promises to give (pledges), gifts from an affiliated organization or a component unit 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.
Private gifts, grants and contracts (revenues)	Revenues from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those <u>gifts</u> , <u>grants</u> , and <u>contracts</u> that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services.
Private grants and contracts (Revenues)	Revenues from private (non-governmental) entities 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, 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.
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.
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.
State and local government grants	State and local monies awarded to the institution under state and local student aid programs, including the state portion of State Student Incentives Grants (SSIG). (Used for reporting Student Financial Aid data)
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</u> and <u>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

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### Public Institutions Using GASB Standards

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### Private Not-for-Profit and Public Institutions Using FASB

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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?](#)
- 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](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](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](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](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 private, not-for-profit institutions and public institutions using FASB Reporting Standards

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

#### Applicable to Public and Private not-for-profit FASB-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: Statement of Financial Position

Part B: Summary of Changes in Net Assets

Part C: Scholarships and Fellowships

Part D: Revenues and Investment Return

Part E: Expenses by Functional and Natural Classification

Part H: Value of Endowment Assets

#### Screening Questions

##### Reporting Method

#### Applicable to public institutions

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 **GASB** for the question above, then you are not referencing the correct narrative edit document. Please refer to the document for *Public GASB-reporting institutions*.

#### 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**  
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**.
- **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 provide an explanation in the context box at the bottom of the screen.)
- Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal grant revenues to the institution? You may choose from the following options:
  - Pass through (agency)
  - Federal grants
  - Does not award Pell grants

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 September 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: Financial Position

### Applicable to institutions that are NOT children

For **Part A**, you must report details about your institution's financial position for the most recent 12-month fiscal year.

#### Statement of Financial Position, Page 1 (Assets and Liabilities)

On this screen, enter the **Current year amount** for each of the following:

- Long term investments (line 01)
- Property plant, and equipment, net of accumulated depreciation (line 19)
- Intangible assets, net of accumulated amortization (line 20)
- Total assets (line 02)
- Total liabilities (line 03)
- Debt related to Property, Plant, and Equipment (line 03a)
- Unrestricted net assets (line 04)
- Permanently restricted net assets (line 05a)
- Temporarily restricted net assets (line 05b)

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 **Long-term investments** (line 01) is expected to be greater than 0.
- The value reported for **Long-term investments** is expected to be less than or equal to the value reported for **Total assets** (line 02).
- A value must be entered for **Total assets** (line 02).
- The value reported for **Total assets** is expected to be greater than 0.
- The amount reported for **Total assets** cannot be equal to the corresponding **Prior year amount**.
- A value must be entered for **Total liabilities** (line 03).
- The amount reported for **Total liabilities** cannot be equal to the corresponding **Prior year amount**.
- The value reported for **Debt related to Property, Plant, and Equipment** (line 03a) cannot be negative.
- The value reported for **Debt related to Property, Plant, and Equipment** must be less than or equal to the value reported for **Total liabilities** (line 03).
- A value must be entered for **Unrestricted net assets** (line 04).
- The value reported for **Unrestricted net assets** is expected to be greater than 0.
- The value reported for **Unrestricted net assets** is expected to be less than or equal to the value reported for **Total assets** (line 02).
- The calculated amount of **Total restricted net assets** (line 05) is expected to be less than or equal to the value reported for **Total assets** (line 02).
- The value reported for **Permanently restricted net assets** (line 05a) is expected to be less than the calculated value of **Total restricted net assets** (line 05).
- The value reported for **Temporarily restricted net assets** (line 05b) cannot be negative.
- A value must be entered for **Total net assets** (line 06).
- The calculated amount of **Total net assets** is expected to be greater than 0.
- If the **Prior year amount** of **Total net assets** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- The calculated amount of **Total net assets** must be equal to the difference between **Total assets** (line 02) and **Total liabilities** (line 03).

#### Statement of Financial Position, Page 2 (Plant and Property)

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

- Land and land improvements (line 11)
- Buildings (line 12)
- Equipment, including art and library collections (line 13)
- Construction in progress (line 15)
- Other (line 16)
- Accumulated depreciation (line 18)

Upon saving the screen, the system uses the first five items above to calculate a **Total Plant, Property, and Equipment** value for use throughout this survey. Prior year amounts are displayed for your reference, as well as the **Property, Plant, and Equipment, net of accumulated depreciation** value (line 19) from the **Statement of Financial Position, Page 1** screen outlined above.

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

- The value reported for **Land and land improvements** (line 11) is expected to be greater than 0.
- The value reported for **Buildings** (line 12) is expected to be greater than 0.
- If your institution is NOT an administrative office, then a value must be entered for **Equipment** (line 13).
- The value reported for **Equipment** is expected to be greater than 0.
- The value reported for **Total Plant, Property, and Equipment**(line 17) is expected to be greater than 0.

- The **Property, Plant, and Equipment, net of accumulated depreciation** value (line 19) must be equal to the difference between **Total Plant, Property, and Equipment** (line 17) and **Accumulated depreciation** (line 18).

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## Part B: Summary of Changes in Net Assets

### Applicable to institutions that are NOT children or 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 each of the following:

- Total revenues and investment return (line 01)
- Total expenses (line 02)
- Change in net assets (line 04)
- Net assets, beginning of year (line 05)

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, as well as the **Net assets, end of year** value from **Part A** of this survey.

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

- The value reported for **Total revenues and investment return** (line 01) must be greater than 0.
- If the **Prior year amount** of **Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- A value must be entered for **Total expenses** (line 02).
- The value reported for **Total expenses** must be greater than 0.
- The amount reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If the **Prior year amount** of **Total expenses** is greater than or equal to 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, and the value reported for **Total expenses** (line 02) is greater than 10 million, then the value reported for **Total revenues and investment return** (line 01) is expected to be less than 150% of that amount.
- A value must be entered for **Change in net assets** (line 04).
- The value reported for **Change in net assets** is expected to be greater than 0.
- The calculated amount of **Adjustments to beginning of year net assets** (line 06) is expected to be between -10 million and 10 million.
- If the **Prior year amount** of **Net assets, end of year** (line 07) is greater than 0, then the current year value reported for **Net assets, beginning of year** (line 05) is expected to be equal to that amount.

### 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 investment return (line 01)
- Total expenses (line 02)
- Changes in net assets (line 04)
- Net assets, beginning of year (line 05)

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

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

- The value reported for **Total revenues and investment return** (line 01) on this screen must be greater than the **Total Amount** reported for **Total revenues and investment return** in **Part D** of this survey.
- The value reported for **Total expenses** (line 02) on this screen must be greater than the **Total amount** reported for **Total expenses** in **Part E** of this survey.

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## Part C: 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)
- State grants (line 03)
- Local grants, government (line 04)
- Institutional grants, funded (line 05)
- Institutional grants, unfunded (line 06)
- Allowances (scholarships) applied to tuition and fees (line 08)
- Allowances (scholarships) applied to auxiliary enterprise 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 **Pell grants** (line 01) is expected to be greater than 0.
- If the **Prior year amount** of **Pell grants** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- A value must be entered for **Institutional grants, funded** (line 05).
- The calculated amount of **Total scholarships and fellowships** (line 07) is expected to be greater than 0.

- The amount reported for **Total scholarships and fellowships** cannot be equal to the corresponding **Prior year amount**.
- If the **Prior year amount** of **Total scholarships and fellowships** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If the calculated amount of **Total scholarships and fellowships** (line 07) is greater than 0, then **Allowances (scholarships) applied to tuition and fees** (line 08) is expected to be greater than 0.
- The value reported for **Allowances (scholarships) applied to tuition and fees** must be less than or equal to the calculated amount of **Total scholarships and fellowships** (line 07).
- The calculated amount of **Total scholarships and fellowships** (line 07) must be greater than or equal to the sum of **Allowances (scholarships) applied to tuition and fees** (line 08) and **Allowances (scholarships) applied to auxiliary enterprise revenues** (line 09).

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#### Part D: Revenues and Investment Return

For **Part D**, you must report your institution's revenues by source for the most recent 12-month fiscal year.

#### Applicable to 4-year degree-granting institutions

For each applicable restriction type (**Unrestricted**, **Temporarily restricted** and **Permanently restricted**), enter the amount of revenues received from each of the following sources of funding:

- Tuition and fees (line 01)
- Federal appropriations (line 02)
- State appropriations (line 03)
- Local appropriations (line 04)
- Federal grants and contracts (line 05)
- State grants and contracts (line 06)
- Local government grants and contracts (line 07)
- Private gifts (line 08a)
- Private grants and contracts (line 08b)
- Contributions from affiliated entities (line 09)
- Investment return (line 10)
- Sales and services of educational activities (line 11)
- Sales and services of auxiliary enterprises (line 12)
- Hospital revenue (line 13)
- Independent operations revenue (line 14)
- Total revenues and investment return (line 16)
- Net assets released from restriction (line 17)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total Amount** for **Total revenues and investment return** (line 16). Otherwise, this information is preloaded by the system.

Upon saving the screen, the system will use the above values to calculate a **Total Amount** for all other sources of funding, as well as the amount of **Other revenue** (line 15) received by restriction type. The **Prior Year Total Amount** for each source of funding is displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 19), along with the corresponding values for **Undergraduates** and **Graduates**. These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 20).

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.
- If the **Prior Year Total Amount** of **Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- For **Federal grants and contracts** (line 05), a value must be entered for each restriction type.
- If the value reported for **Pell grants** in **Part C** of this survey is greater than 0, then the value reported for **Federal grants and contracts** on this screen is expected to be greater than or equal to that amount.
- The **Total Amount** calculated for **Private gifts, grants and contracts** (line 08) cannot be negative.
- For **Private gifts** (line 08a), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private gifts** cannot be negative.
- For **Private grants and contracts** (line 08b), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private grants and contracts** cannot be negative.
- The **Total Amount** calculated for **Investment Return** (line 10) cannot be negative.
- If your institution is a **partial child** or **partial parent**, then the **Total Amount** reported for **Total revenues and investment return** (line 16) must be greater than 0.
- If your institution is a **partial child** or **partial parent**, and the **Prior Year Total Amount** of **Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Total Amount** of **Total revenues and investment return** (line 16) is greater than 100 million, then the **Total Amount** calculated for **Sales and services of educational activities** (line 11) is expected to be greater than 0.
- The **Total Amount** calculated for **Hospital Revenue** (line 13) is expected to be less than 75% of the **Total Amount** of **Total revenues and investment return** (line 16).
- The **Total Amount** calculated for **Other Revenue** (line 15) cannot be negative.
- The **Total Amount** calculated for **Other Revenue** is expected to be less than 75% of the **Total Amount** of **Total revenues and investment return** (line 16).

- The **Total Amount of Total revenues and investment return** (line 16) must be equal to the sum of the values reported on this line for each restriction type.
- The value reported under **Permanently restricted** revenue for **Net assets released from restriction** (line 17) must be equal to 0.
- If the **12-month student FTE from E12** (line 19) amount displayed is greater than 0, then the **Total Amount of Total revenues and investment return** (line 16) is expected to be between -100,000 and 500,000.

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

For each applicable restriction type (**Unrestricted**, **Temporarily restricted** and **Permanently restricted**), enter the amount of revenues received from each of the following sources of funding:

- Tuition and fees (line 01)
- Federal appropriations (line 02)
- State appropriations (line 03)
- Local appropriations (line 04)
- Federal grants and contracts (line 05)
- State grants and contracts (line 06)
- Local government grants and contracts (line 07)
- Private gifts (line 08a)
- Private grants and contracts (line 08b)
- Contributions from affiliated entities (line 09)
- Investment return (line 10)
- Sales and services of educational activities (line 11)
- Sales and services of auxiliary enterprises (line 12)
- Total revenues and investment return (line 16)
- Net assets released from restriction (line 17)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total Amount** for **Total revenues and investment return** (line 16). Otherwise, this information is preloaded by the system.

Upon saving the screen, the system will use the above values to calculate a **Total Amount** for all other sources of funding, as well as the amount of **Other revenue** (line 15) received by restriction type. The **Prior Year Total Amount** for each source of funding is displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 19). These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 20).

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.
- If the **Prior Year Total Amount of Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- For **Federal grants and contracts** (line 05), a value must be entered for each restriction type.
- If the value reported for **Pell grants** in **Part C** of this survey is greater than 0, then the value reported for **Federal grants and contracts** on this screen is expected to be greater than or equal to that amount.
- The **Total Amount** calculated for **Private gifts, grants and contracts** (line 08) cannot be negative.
- For **Private gifts** (line 08a), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private gifts** cannot be negative.
- For **Private grants and contracts** (line 08b), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private grants and contracts** cannot be negative.
- The **Total Amount** calculated for **Investment Return** (line 10) cannot be negative.
- If your institution is a **partial child** or **partial parent**, then the **Total Amount** reported for **Total revenues and investment return** (line 16) must be greater than 0.
- If your institution is a **partial child** or **partial parent**, and the **Prior Year Total Amount of Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- The **Total Amount** calculated for **Other Revenue** (line 15) cannot be negative.
- The **Total Amount** calculated for **Other Revenue** (line 15) is expected to be less than 75% of the **Total Amount of Total revenues and investment return** (line 16).
- The **Total Amount** reported for **Total revenues and investment return** must be equal to the sum of the values reported on this line for each restriction type.
- The value reported under **Permanently restricted** revenue for **Net assets released from restriction** (line 17) must be equal to 0.
- If your institution is not an administrative office and the **12-month student FTE from E12** (line 19) amount displayed is greater than 0, then the **Total Amount of Total revenues and investment return** (line 16) is expected to be less than 60,000.

#### Applicable to non-degree-granting institutions

For each applicable restriction type (**Unrestricted**, **Temporarily restricted** and **Permanently restricted**), enter the amount of revenues received from each of the following sources of funding:

- Tuition and fees (line 01)
- Federal appropriations (line 02)
- State appropriations (line 03)
- Local appropriations (line 04)
- Federal grants and contracts (line 05)
- State grants and contracts (line 06)

- Local government grants and contracts (line 07)
- Private gifts (line 08a)
- Private grants and contracts (line 08b)
- Contributions from affiliated entities (line 09)
- Investment return (line 10)
- Sales and services of educational activities (line 11)
- Total revenues and investment return (line 16)
- Net assets released from restriction (line 17)

You must also report a **Total Amount** for **Total revenues and investment return** (line 16).

Upon saving the screen, the system will use the above values to calculate a **Total Amount** for all other sources of funding, as well as the amount of **Other revenue** (line 15) received by restriction type. The **Prior Year Total Amount** for each source of funding is displayed for your reference.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 19). These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 20).

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.
- If the **Prior Year Total Amount** of **Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- For **Federal grants and contracts** (line 05), a value must be entered for each restriction type.
- If the value reported for **Pell grants** in **Part C** of this survey is greater than 0, then the value reported for **Federal grants and contracts** on this screen is expected to be greater than or equal to that amount.
- The **Total Amount** calculated for **Private gifts, grants and contracts** (line 08) cannot be negative.
- For **Private gifts** (line 08a), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private gifts** cannot be negative.
- For **Private grants and contracts** (line 08b), a value must be entered for each restriction type.
- The **Total Amount** calculated for **Private grants and contracts** cannot be negative.
- The **Total Amount** calculated for **Investment Return** (line 10) cannot be negative.
- The **Total Amount** reported for **Total revenues and investment return** (line 16) must be greater than 0.
- If the **Prior Year Total Amount** of **Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- The **Total Amount** calculated for **Other Revenue** (line 15) cannot be negative.
- The **Total Amount** calculated for **Other Revenue** (line 15) is expected to be less than 75% of the **Total Amount** of **Total revenues and investment return** (line 16).
- The **Total Amount** reported for **Total revenues and investment return** must be equal to the sum of the values reported on this line for each restriction type.
- The value reported under **Permanently restricted** revenue for **Net assets released from restriction** (line 17) must be equal to 0.
- If your institution is a **4-year institution** and the **12-month student FTE from E12** (line 19) amount displayed is greater than 0, then the **Total Amount** of **Total revenues and investment return** (line 16) is expected to be between -100,000 and 500,000.
- If your institution is a **less-than-4-year institution** and the **12-month student FTE from E12** (line 19) amount displayed is greater than 0, then the **Total Amount** of **Total revenues and investment return** (line 16) is expected to be less than 60,000.

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## Part E: Expenses by Functional and Natural Classification

For **Part E**, 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**, **Benefits**, **Operation and maintenance of plant**, **Depreciation**, and **Interest**), enter the amount of expenses incurred in each of the following functional categories:

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 04)
- Student services (line 05)
- Institutional support (line 06)
- Auxiliary enterprises (line 07)
- Net grant aid to students (line 08)
- Hospital services (line 09)
- Independent operations (line 10)
- Operation and maintenance of plant (line 11)
- Total expenses (line 13)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total amount** for **Total expenses** (line 13).

Otherwise, this information is preloaded by the system.

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** (line 12) incurred, by expense type. For your reference, the **PY Total Amount** for each functional category is also displayed, along with the **Prior year total expenses** by expense type.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 14). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 15).

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.
- For lines 01 through 10, the values reported for the following expense types cannot be negative:
  - Total amount (column 1; with the exception of lines 02 and 03)
  - Salaries and wages (column 2)
  - Benefits (column 3)
  - Operation and maintenance of plant (column 4)
  - Depreciation (column 5)
  - Interest (column 6)
- For the **All other** (column 7) expense type, the reported value cannot be negative for any functional category.
- A **Total amount** must be entered for **Instruction** (line 01).
- The **Total amount** reported for **Instruction** is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that value.
- A value must be entered for the amount of **Salaries and wages** (column 2) allocated to **Instruction**.
- The amount of **Salaries and wages** allocated to **Instruction** is expected to be greater than 0.
- If the value reported for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 11) is less than -1 million, then the amount reported in this column for **Instruction** (line 01) must be within a range of -10% to -70% of the absolute value of that amount.
- If the amount of **Depreciation** (column 5) reported in the **Total expenses** category (line 13) is greater than 1 million, then the amount of **Depreciation** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- If the amount of **Interest** (column 6) reported in the **Total expenses** category is greater than 1 million, then the amount of **Interest** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- For lines 04 through 06, the following expense types are not expected to be blank:
  - Total amount
  - Salaries and wages
- The **Total amount** reported for **Student services** (line 05) is expected to be greater than 0.
- The **Total amount** reported for **Institutional support** (line 06) is expected to be greater than 0.
- If the value reported for **Sales and services of auxiliary enterprises** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Auxiliary enterprises** (line 07) on this screen is also expected to be equal to 0.
- The **Total amount** reported for **Net grant aid to students** must be less than or equal to the difference between **Total scholarships and fellowships** and **Allowances (scholarships) applied to tuition and fees and auxiliary enterprises** reported in **Part C** of this survey.
- If the value reported for **Hospital revenue** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Hospital services** (line 09) on this screen is also expected to be equal to 0.
- If the value reported for **Independent operations revenue** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Independent operations** (line 10) on this screen is also expected to be equal to 0.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, 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 11) 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 11) must be less than or equal to 0.
- For lines 12 and 13, the reported value cannot be negative for any expense type.
- The calculated **Total amount of Other expenses** (line 12) is expected to be no more than 75% of the **Total amount of Total expenses** (line 13).
- If the amount of **Depreciation** (column 5) reported for **Total expenses** (line 13) is greater than 1 million, then the calculated amount of **Depreciation** in the **Other expenses** category (line 12) must be less than 50% of that value.
- If the amount of **Interest** (column 6) reported for **Total expenses** is greater than 1 million, then the calculated amount of **Interest** in the **Other expenses** category must be less than 50% of that value.
- For **Total expenses** (line 13), a value must be entered for each expense type.
- For **Total expenses**, the value reported for each expense type is expected to be within a 50% range of the corresponding **Prior year total expenses** amount.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** must be greater than 0.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is a **partial child** or **partial parent**, and the **Total amount** reported for **Total expenses** on this screen is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.



- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, Page 2** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Depreciation** (column 5) in the **Total expenses** category (line 13) must be greater than 0.
- If the value reported for **Debt related to Property, Plant, and Equipment** on the **Statement of Financial Position, Page 1** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Interest** (column 6) in the **Total expenses** category (line 13) must be greater than 0.
- If the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** minus the **Total amount** reported for **Hospital services** (line 09) is expected to be within a range of 6,000 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, Benefits, Operation and maintenance of plant, Depreciation, and Interest**), enter the amount of expenses incurred in each of the following functional categories:

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 04)
- Student services (line 05)
- Institutional support (line 06)
- Auxiliary enterprises (line 07)
- Net grant aid to students (line 08)
- Operation and maintenance of plant (line 11)
- Total expenses (line 13)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total amount** for **Total expenses** (line 13). Otherwise, this information is preloaded by the system.

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** (line 12) incurred, by expense type. For your reference, the **PY Total Amount** for each functional category is also displayed, along with the **Prior year total expenses** by expense type. Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 14). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 15).

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.
- For lines 01 through 08, the values reported for the following expense types cannot be negative:
  - Total amount (column 1; with the exception of lines 02 and 03)
  - Salaries and wages (column 2)
  - Benefits (column 3)
  - Operation and maintenance of plant (column 4)
  - Depreciation (column 5)
  - Interest (column 6)
- For the **All other** (column 7) expense type, the reported value cannot be negative for any functional category.
- A **Total amount** must be entered for **Instruction** (line 01).
- The **Total amount** reported for **Instruction** is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that value.
- A value must be entered for the amount of **Salaries and wages** (column 2) allocated to **Instruction**.
- The amount of **Salaries and wages** allocated to **Instruction** is expected to be greater than 0.
- If the value reported for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 11) is less than -1 million, then the amount reported in this column for **Instruction** (line 01) must be within a range of -10% to -70% of the absolute value of that amount.
- If the amount of **Depreciation** (column 5) reported in the **Total expenses** category (line 13) is greater than 1 million, then the amount of **Depreciation** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- If the amount of **Interest** (column 6) reported in the **Total expenses** category is greater than 1 million, then the amount of **Interest** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- For lines 04 through 06, the following expense types are not expected to be blank:
  - Total amount
  - Salaries and wages
- The **Total amount** reported for **Student services** (line 05) is expected to be greater than 0.
- The **Total amount** reported for **Institutional support** (line 06) is expected to be greater than 0.
- If the value reported for **Sales and services of auxiliary enterprises** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Auxiliary enterprises** (line 07) on this screen is also expected to be equal to 0.
- The **Total amount** reported for **Net grant aid to students** must be less than or equal to the difference between **Total scholarships and fellowships** and **Allowances (scholarships) applied to tuition and fees** reported in **Part C** of this survey.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, 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 11) 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 11) must be less than or equal to 0.
- For lines 12 and 13, the reported value cannot be negative for any expense type.
- The calculated **Total amount of Other expenses** (line 12) is expected to be no more than 75% of the **Total amount of Total expenses** (line 13).
- If the amount of **Depreciation** (column 5) reported for **Total expenses** (line 13) is greater than 1 million, then the calculated amount of **Depreciation** in the **Other expenses** category (line 12) must be less than 50% of that value.
- If the amount of **Interest** (column 6) reported for **Total expenses** is greater than 1 million, then the calculated amount of **Interest** in the **Other expenses** category must be less than 50% of that value.
- For **Total expenses** (line 13), a value must be entered for each expense type.
- For **Total expenses**, the value reported for each expense type is expected to be within a 50% range of the corresponding **Prior year total expenses** amount.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** must be greater than 0.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is a **partial child** or **partial parent**, and the **Total amount** reported for **Total expenses** on this screen is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, Page 2** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Depreciation** (column 5) in the **Total expenses** category (line 13) must be greater than 0.
- If the value reported for **Debt related to Property, Plant, and Equipment** on the **Statement of Financial Position, Page 1** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Interest** (column 6) in the **Total expenses** category (line 13) must be greater than 0.
- If the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** is expected to be within a range of 6,000 to 45,000 times the value of the **12-month Student FTE from E12**.

#### Applicable to all administrative offices

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

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 04)
- Student services (line 05)
- Institutional support (line 06)
- Auxiliary enterprises (line 07)
- Net grant aid to students (line 08)
- Operation and maintenance of plant (line 11)
- Total expenses (line 13)

If your institution is a **partial child** or **partial parent**, then you must also report a **Total amount** for **Total expenses** (line 13). Otherwise, this information is preloaded by the system.

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** (line 12) incurred, by expense type. For your reference, the **PY Total Amount** for each functional category is also displayed, along with the **Prior year total expenses** by expense type. Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 14). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 15).

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.
- For lines 01 through 08, the values reported for the following expense types cannot be negative:
  - Total amount (column 1; with the exception of lines 02 and 03)
  - Salaries and wages (column 2)
  - Benefits (column 3)
  - Operation and maintenance of plant (column 4)
  - Depreciation (column 5)
  - Interest (column 6)
- For the **All other** (column 7) expense type, the reported value cannot be negative for any functional category.
- If the **PY Total Amount** displayed for **Instruction** is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that value.
- If the **Total Amount** of revenues calculated for **Tuition and fees** in **Part D** of this survey is equal to 0, then the amounts reported here for **Instruction** (line 01) are expected to be 0 or blank for all expense types.
- For lines 04 through 06, the following expense types are not expected to be blank:
  - Total amount
  - Salaries and wages
- The **Total amount** reported for **Student services** (line 05) is expected to be greater than 0.

- The **Total amount** reported for **Institutional support** (line 06) is expected to be greater than 0.
- If the value reported for **Sales and services of auxiliary enterprises** in **Part D** of this survey is equal to 0, then the **Total amount** reported for **Auxiliary enterprises** (line 07) on this screen is also expected to be equal to 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 11) must be less than or equal to 0.
- For lines 12 and 13, the reported value cannot be negative for any expense type.
- The calculated **Total amount of Other expenses** (line 12) is expected to be no more than 75% of the **Total amount of Total expenses** (line 13).
- For **Total expenses** (line 13), a value must be entered for each expense type.
- For **Total expenses**, the value reported for each expense type is expected to be within a 50% range of the corresponding **Prior year total expenses** amount.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** must be greater than 0.
- If your institution is a **partial child** or **partial parent**, then the **Total amount** reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is a **4-year institution**, and the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** is expected to be within a range of 6,000 to 500,000 times the value of the **12-month Student FTE from E12**.
- If your institution is a **less-than-4-year institution**, and the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** is expected to be within a range of 6,000 to 45,000 times the value of the **12-month Student FTE from E12**.

#### Applicable to non-degree-granting institutions

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

- Instruction (line 01)
- Research (line 02)
- Public service (line 03)
- Academic support (line 04)
- Student services (line 05)
- Institutional support (line 06)
- Net grant aid to students (line 08)
- Operation and maintenance of plant (line 11)
- Total expenses (line 13)

You must also report a **Total Amount** for **Total expenses** (line 13).

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** (line 12) incurred, by expense type. For your reference, the **PY Total Amount** for each functional category is also displayed, along with the **Prior year total expenses** by expense type. Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 14). These values are used in combination with the reported data to calculate the **Total expenses and deductions per student FTE** (line 15).

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.
- For lines 01 through 08, the values reported for the following expense types cannot be negative:
  - Total amount (column 1; with the exception of lines 02 and 03)
  - Salaries and wages (column 2)
  - Benefits (column 3)
  - Operation and maintenance of plant (column 4)
  - Depreciation (column 5)
  - Interest (column 6)
- For the **All other** (column 7) expense type, the reported value cannot be negative for any functional category.
- A **Total amount** must be entered for **Instruction** (line 01).
- The **Total amount** reported for **Instruction** is expected to be greater than 0.
- If the **PY Total Amount** displayed for **Instruction** is greater than 0, then the current year **Total amount** is expected to be within a 50% range of that value.
- A value must be entered for the amount of **Salaries and wages** (column 2) allocated to **Instruction**.
- The amount of **Salaries and wages** allocated to **Instruction** is expected to be greater than 0.
- If the value reported for the **Operation and maintenance of plant** expense type (column 4) in the **Operation and maintenance of plant** category (line 11) is less than -1 million, then the amount reported in this column for **Instruction** (line 01) must be within a range of -10% to -70% of the absolute value of that amount.
- If the amount of **Depreciation** reported in the **Total expenses** category (line 13) is greater than 1 million, then the amount of **Depreciation** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- If the amount of **Interest** reported in the **Total expenses** category is greater than 1 million, then the amount of **Interest** allocated to **Instruction** (line 01) must be within a range of 10% to 70% of that value.
- For lines 04 through 06, a value is expected to be entered for the following expense types:

- Total amount
- Salaries and wages
- The **Total amount** reported for **Student services** (line 05) is expected to be greater than 0.
- The **Total amount** reported for **Institutional support** (line 06) is expected to be greater than 0.
- The **Total amount** reported for **Net grant aid to students** must be less than or equal to the difference between **Total scholarships and fellowships** and **Allowances (scholarships) applied to tuition and fees** reported in **Part C** of this survey.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, 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 11) 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 11) must be less than or equal to 0.
- For lines 12 and 13, the reported value cannot be negative for any expense type.
- The calculated **Total amount of Other expenses** (line 12) is expected to be no more than 75% of the **Total amount of Total expenses** (line 13).
- If the amount of **Depreciation** (column 5) reported for **Total expenses** (line 13) is greater than 1 million, then the calculated amount of **Depreciation** in the **Other expenses** category (line 12) must be less than 50% of that value.
- If the amount of **Interest** (column 6) reported for **Total expenses** is greater than 1 million, then the calculated amount of **Interest** in the **Other expenses** category must be less than 50% of that value.
- For **Total expenses** (line 13), a value must be entered for each expense type.
- The **Total amount** reported for **Total expenses** must be greater than 0.
- The **Total amount** reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- For **Total expenses**, the value entered for each expense type is expected to be within a 50% range of the corresponding **Prior year total expenses** amount.
- If the **Total amount** reported for **Total expenses** on this screen is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.
- If the **Total Plant, Property, and Equipment** value calculated on the **Statement of Financial Position, Page 2** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Depreciation** (column 5) in the **Total expenses** category (line 13) must be greater than 0.
- If the value reported for **Debt related to Property, Plant, and Equipment** on the **Statement of Financial Position, Page 1** screen in **Part A** of this survey is greater than 10 million, then the amount reported on this screen for **Interest** (column 6) in the **Total expenses** category (line 13) must be greater than 0.
- If your institution is a **4-year institution**, and the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** minus the **Total amount** reported for **Hospital services** (line 09) is expected to be within a range of 6,000 to 500,000 times the value of the **12-month Student FTE from E12**.
- If your institution is a **less-than-4-year institution**, and the **12-month Student FTE from E12** is greater than 0, then the **Total amount of Total expenses** is expected to be within a range of 6,000 to 45,000 times the value of the **12-month Student FTE from E12**.

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#### Part H: Value of Endowment Assets

##### **Applicable to 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.
- The amount reported for **Endowment assets at the end of the fiscal year** (line 02) must be greater than 0.
- 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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## Finance for non-degree granting private, for-profit institutions

Finance - Private for-profit institutions

### FASB-Reporting Institutions General Information - Fiscal Year and Audit

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 style="width: 50px;" type="text"/>	Year: <input style="width: 50px;" type="text"/>	
And ending: month/year (MMYYYY)	Month: <input style="width: 50px;" type="text"/>	Year: <input style="width: 50px;" 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 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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#### 3. Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal grant revenues to the institution?

<input type="radio"/> <input checked="" type="radio"/> Pass through (agency)	<input type="radio"/> Federal grant revenue	<input type="radio"/> Does not award Pell grants
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**You may use the space below to provide context for the data you've reported above.**

Part C - 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.	Student Grants	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>State and local grants (government)</u>	<input type="text"/>	
04	<u>Institutional grants</u>	<input type="text"/>	
05	<b>Total student grants</b> <b>CV=[C01+...+C04]</b>		
06	<u>Allowances applied to tuition and fees</u>	<input type="text"/>	
07	<u>Allowances applied to auxiliary enterprise revenues</u>	<input type="text"/>	

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

Part D - Revenues and Investment Return

Most recent fiscal year ending before October 2012			
Line No.	Source of Funds	Current year amount	Prior year amount
01	Tuition and fees (net of amount reported in Part C, line 06)	<input type="text"/>	
<b>Government Appropriations, Grants and Contracts</b>			
02	Federal appropriations, grants and contracts (Do NOT include FDSL amounts)	<input type="text"/>	
03	State and local government appropriations, grants and contracts	<input type="text"/>	
<b>Private Grants and Contracts</b>			
04	Private grants and contracts	<input type="text"/>	
<b>Other Revenue</b>			
05	Investment income and investment gains (losses) included in net income	<input type="text"/>	
06	Sales and services of educational activities	<input type="text"/>	
08	<b>Other revenue</b> CV=[D09-(D01+...+D06)]	<input type="text"/>	
09	<b>Total revenues and investment return</b>	<input type="text"/>	
10	<b>12-month Student FTE from E12</b>	<input type="text"/>	
11	Total revenues and investment return per student FTE CV=[D09/D10]	<input type="text"/>	
<b>You may use the space below to provide context for the data you've reported above.</b>			
<input type="text"/>			

Part E - Expenses by Function

**Most recent fiscal year ending before October 2012**  
**Report Total Operating AND Non-Operating Expenses in this section**

Line No.	Expenses by Functional Category	Amounts	Prior Year Amounts
01	<u>Instruction</u>	<input type="text"/>	
02	<u>Research</u> and <u>Public service</u>	<input type="text"/>	
03	<u>Academic support</u> , <u>Student services</u> and <u>Institutional support</u>	<input type="text"/>	
05	<u>Net grant aid to students</u> (net of allowances for tuition & fees and auxiliary enterprises)	<input type="text"/>	
06	<b>All other expenses</b> CV=[E07-(E01+...+E05)]	<input type="text"/>	
07	<b>Total expenses</b>	<input type="text"/>	
08	<b>12-month Student FTE from E12</b>	<input type="text"/>	
09	Total expenses per student FTE CV=[E07/E08]	<input type="text"/>	

**Provide an explanation below if values cannot be reported separately.**



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?	<input type="text"/> hours	<input type="text"/> 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.

## FASB-Reporting Institutions, For-Profit, non degree

### [Purpose of component](#)

### [Changes in Reporting](#)

### [General Information and Instructions](#)

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

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### [Detailed Instructions Header](#)

### [Screening questions](#)

### [Part C Student Grants](#)

### [Part D Revenues and Investment Return](#)

### [Part E Expenses by Function](#)

## [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:

- [Scholarships and Fellowships / Student Grant Aid](#)
- [Revenues and Investment Return](#)
- [Expenses by Functional and Natural Classification](#)

## [Changes in Reporting](#)

There are no reporting changes for the 2012-13 finance data collection for for-profit institutions.

## [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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## **Coverage**

### **What to Include**

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

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

### **What NOT to Include**

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

## **Where to Get Help**

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

Phone: 1-877-225-2568

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

### **AIR Website**

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

### **IPEDS Resources Page**

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

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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](http://www.nacubo.org)). Someone at your institutions in one or more of the offices listed above may already have access to the FARM.

## Where the Data Will Appear

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

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

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

At the aggregate-level, data will appear in:

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

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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 and Audit

**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.

**Pell Grants:** Indicate whether the institution accounts for Pell grants as pass-through payments or as federal revenue. If the institution does not award Pell grants, select the applicable option.

Institutions that do receive Pell grants have the option to report Pell grants either as:

- federal revenue and allowance to tuition and fees and/or auxiliary enterprises (for room and board, books, meals, etc.). If the Pell grant is counted as federal revenue, then there should be an offsetting discount/allowance to tuition and fees revenue and/or auxiliary enterprise revenue so that the Pell grants are not being double counted in the institution's revenues.

OR

- as a pass-through transaction. A pass-through transaction is essentially a payment on the student's account where the institution is purely processing the Pell Grant and those monies are not counted by the institution until they come in as a tuition payment from the student. The latter option is sometimes referred to as an agency transaction. With this option Pell grants are not counted as federal revenues and are not considered to be a discount/allowance to tuition and fees or auxiliary enterprises.

**Please note that regardless of how Pell grants are treated for revenues or expenses, they should still be reported in Part C: Scholarships and Fellowships under Pell grants.**

### Part C - Student Grants

This part is intended to report details about student grants.

For each source on lines 01–04, enter the amount of resources received that are used for student financial aid purposes. Student grants 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 06 and 07, identify amounts that are reported in the GPFS as allowances only. "Allowance" means the institution displays the financial aid amount as a deduction from tuition and fees or a deduction from auxiliary enterprise revenues in its GPFS.

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

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

Refer to these specific instructions for more information about reporting student grants.

**01 – Pell grants (federal)** – Enter the amount awarded to the institution under the Pell Grant program.

**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 the federal portion of State Student Incentive Grants (SSIG). Report institutional matching funds separately under institutional grants. Do not include Federal Work Study amounts.

**03 – State and local grants (government)** – Enter the amount awarded to the institution under state and local student aid programs, including the state portion of State Student Incentive Grants (SSIG).

**04 – Institutional grants** – Enter the amount awarded to students from institutional resources.

**05 – Total student grants** – This calculated value is the sum of lines 01 through 04. Because this is a calculated value data providers are advised to check this amount with the corresponding amount on their GPFS or underlying records. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**06 – Allowances applied to tuition and fees** – Enter the amount of allowances (scholarships) applied to tuition and fees. The amount on this line, when added to the amount in Part D, line 01 equals gross tuition and fees. (FARM para. 460)

**07 – Allowances applied to auxiliary enterprise revenues** – Enter the amount of allowances (scholarships) applied to auxiliary enterprise revenues (e.g., dormitory charges). The amount on this line, when added to the amount in Part D, line 07 equals gross auxiliary enterprise revenue. (FARM para. 460)

#### **Part D – Revenues and Investment Return**

**PLEASE COMPLETE PART C BEFORE PROVIDING DATA FOR PART D.**

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.**

All revenue source categories are intended to be consistent with the definitions provided for private institutions according to the NACUBO Financial Accounting and Reporting Manual (FARM).

Exclude from revenues (and expenses) internal charges and credits. Internal charges and credits include charges between a parent and a subsidiary only if the two are consolidated in the amounts reported in the IPEDS survey.

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

**01 – Tuition and fees (net of amount reported in Part C, line 06) –** Enter the amount of tuition and educational fees, net of any allowances applied in the GPFS. Include in this amount all fees for continuing education programs, conferences, and seminars.

### **Government Appropriations, Grants and Contracts**

**02 – Federal appropriations, grants and contracts –** Enter all amounts received from the Federal Government including a direct appropriation of Congress, and any grants or contracts. Federal appropriations received through state channels should be included on line 02. Include all revenues from federal agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from federal agencies. If federal Pell and similar student aid grants are treated as agency transactions in your GPFS, they are excluded from this amount. If federal Pell and similar student aid grants are treated as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C.

**03 – State and local government appropriations, grants and contracts –** Enter all amounts received from a state or local government through a direct appropriation of its legislative body, and any grants or contracts. An example of a state or local appropriation that should be entered on line 03 is an annual state or local appropriation for operating expenses of the institution.

Include all revenues from state and local government agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from state and local agencies. If state and local grants for student aid are treated as agency transactions in your GPFS, they are excluded from this amount. If state and local grants for student aid are treated in your GPFS as student aid expenses or as allowances when awarded, include the grant revenue on this line and in Part C.

### **Private Grants and Contracts**

**04 – Private grants and contracts –** Enter revenues from private (non-governmental) entities including revenue from research or training projects and similar activities.

### **Other Revenue**

**05 – Investment income and investment gains (losses) included in net income –** Enter all investment income including: dividends; interest; rents and royalties; gains and losses (realized and unrealized) from holding investments that are included in net income in accordance with the SFAS No. 115; student loan interest; and amounts distributed from irrevocable trusts held by others (collectively referred to as "investment income").

Part D, line 05 should include all investment income and net investment gains (losses) included in net income in your institution's GPFS. Net investment gains (losses) included in other comprehensive income should not be reported.

**06 – Sales and services of educational activities –** Enter all revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service, and revenues of activities that exist to provide instructional and laboratory experience for students and that incidentally create goods and services that may be sold. Examples include film rentals, scientific and literary publications, testing services, university presses, dairies, and patient care clinics that are not part of a hospital.

**08 – Other revenue -** This calculated value is generated using this formula:

$$D08 = D09 - (D01 + \dots + D06)$$

The amount above should be equal to corresponding amounts found in your GPFS. Excluded from this amount are gains or other unusual or nonrecurring items, such as gains on the sale of plant assets and extraordinary gains. If this generated amount is negative, this is an indication that amounts entered on this screen are not consistent with your audited GPFS or underlying records.

**09 – Total revenues and investment return -** Enter all revenues that agree with the revenues recognized in the institution's GPFS.

**10 – 12-month Student FTE from E12 –** This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

**11 – Total revenues and investment return per Student FTE** – This amount is generated by dividing line 09 by line 10. 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.

### **Part E – Expenses by Function**

Part E is intended to report expenses by function. All expenses recognized in the GPFS should be reported using the expense functions provided on lines 01–06. These functional categories are consistent with Chapter 5 (Accounting for Private Colleges and Universities) of the NACUBO FARM. (FARM para. 504)

Institutions that do not have access to FARM can refer to Appendix B of the NACUBO Advisory Report 2010-1, Public Institutions: Methodologies for Allocating Depreciation, Operation and Maintenance of Plant, and Interest Expenses to Functional Expense Categories for more detailed information on the expense categories. Although this document was written for public institutions, the expenditure definitions are applicable to private institutions also. The advisory is available online at:

[http://www.nacubo.org/Business\\_and\\_Policy\\_Areas/Accounting/Advisory\\_Reports/Advisory\\_Report\\_2010-](http://www.nacubo.org/Business_and_Policy_Areas/Accounting/Advisory_Reports/Advisory_Report_2010-1)

[1\\_Public\\_Institution\\_Methodologies\\_for\\_Allocation\\_Depreciation\\_Operation\\_and\\_Maintenance\\_of\\_Plant\\_and\\_Interest\\_Expense-x11205-ml.html](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).

Although for-profit institutions are not required to report expenses by functions in their GPFS, please report expenses by functional categories using your underlying accounting records. Expenses should be assigned to functional categories by direct identification with a function, wherever possible. When direct assignment to functional categories is not possible, an allocation is appropriate. Objective methods of allocating expense are preferable to subjective methods and may be based on financial or nonfinancial data.

**The total for expenses on line 07 should agree with the total expenses reported in your GPFS including interest expense and any other non-operating expense.**

Do not include losses or other unusual or nonrecurring items in Part E. Operation and maintenance of plant, depreciation, and interest expenses are to be distributed among the other functional expense categories.

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

### **Expenses by Function**

**01 – Instruction** – Enter the instruction expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. Include expenses for both credit and non-credit activities. Exclude expenses for academic administration if the primary function is administration (e.g., academic deans). Such expenses should be entered on line 03.

**02 – Research and Public Service** – Enter the sum of expenses for research and public service. Each term is described below.

**Research** – Includes all expenses for activities specifically organized to produce research outcomes and either commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. The category includes institutes and research centers, and individual and project research. Do not report nonresearch sponsored programs (e.g., training programs) on this line. Training programs generally are reported on line 01 (Instruction).

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

**03 – Academic support, Student services and Institutional support** – Enter the sum of expenses for academic support, student services, and institutional support. Each term is described below.

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

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

**Institutional support** – Includes all expenses for the day-to-day operational support of the institution. Include expenses for general administrative services, executive direction and planning, legal and fiscal operations, administrative computing support, and public relations/development.

**05 – Net grant aid to students (net of tuition and fee allowances and agency transactions)** – Enter on this line ONLY student aid recognized as expenses in your GPFS. Whereas in the past, most student awards were recorded as expenses under this classification, most student awards will now be reported as either scholarship allowances or agency transactions. Student awards made from contributed funds or grant funds that are under the control of the institution (the institution decides who gets the award) result in allowances that reduce tuition or auxiliary enterprise revenue and should not be treated as an expense. Student awards made from grant funds that are made to students identified by the grantor are considered agency transactions and do not result in either revenues or expenses. Student aid in the form of allowances applied to tuition and fees should be reported in Part C, line 06 and not included in Part E, line 05. Student aid in the form of allowances applied to auxiliary services should be reported in Part C, line 07 and not included in Part E, line 05.

According to NACUBO Advisory Report 97-1 (January 17, 1997), grant aid to students are "expenses to the extent that the organization incurs incremental expense in providing goods and services". Thus, payments made by the institution to students or third parties in support of the total cost of education are expenses if those payments are made for goods and services NOT provided by the institution. Examples include payments for services to third parties (including students) for off-campus housing or for the cost of board not provided by institutional contract meal plans.

**06 – All other expenses** – This calculated value is generated using this formula:

$$E06 = E07 - (E01 + \dots + E05)$$

Because this is a generated number, data providers are advised to compare this amount with a corresponding amount in the institution's GPFS. If these amounts differ materially, the data provider is advised to check the other amounts provided on this screen for data entry errors.

**07 – Total expenses** - Enter all expenses that agree with the expenses recognized in the institution's GPFS.

**08 – 12-month Student FTE from E12** - This number for full-time equivalent (FTE) student enrollment is carried over from the 12-month enrollment survey.

**09 – Total expenses per Student FTE** - This amount is generated by dividing line 07 by line 08. 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.



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.
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> .
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.
Federal grants (grants/educational assistance funds)	Grants provided by federal agencies such as the U.S. Department of Education, including Title IV Pell Grants and <u>Supplemental Educational Opportunity Grants (SEOG)</u> . Also includes need-based and merit-based educational assistance funds and training vouchers provided from other federal agencies and/or federally-sponsored educational benefits programs. (Used for reporting on the <u>Student Financial Aid</u> component)
Fellowships	These are grants-in-aid and trainee stipends to <u>graduate students</u> . Fellowships do not include funds for which services to the institution must be rendered, such as payments for teaching, or loans.
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. GASB institutions are required to classify in financial reports such grants and contracts as either operating or nonoperating.
In-district student	A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced <u>tuition</u> charges if offered by the institution.
In-state student	A student who is a legal resident of the state in which he/she attends school.
Institutional grants	<u>Scholarships</u> and <u>fellowships</u> granted and funded by the institution and/or individual departments within the institution, (i.e., instruction, research, public service) that may contribute indirectly to the enhancement of these programs . Includes scholarships targeted to certain individuals (e.g., based on state of <u>residence</u> , major field of study, athletic team participation) for which the institution designates the recipient.
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 gains	The gain derived from the investment of capital. Such <u>gains</u> may take the form of a market appreciation of the value of the investment. The gain may be realized if the asset or capital is sold or unrealized if the asset or capital is not sold.
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</u> income, dividend income, rental income or royalty income and includes both realized and unrealized <u>gains</u> and <u>losses</u> .
Loans to students	Any monies that must be repaid to the lending institution for which the student is the designated borrower. Includes all Title IV subsidized and unsubsidized loans and all institutionally- and privately-sponsored loans. Does not include PLUS and other loans made directly to parents.
Net grant aid to students (expenses)	The portion of <u>scholarships</u> and <u>fellowships</u> granted by an institution that exceeds the amount applied to institutional <u>charges</u> such as <u>tuition and fees</u> or room and board. The amount reported as expense excludes <u>allowances</u> .
Net income	The final figure in the income statement when <u>revenues</u> exceed <u>expenses</u> .
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Other federal grants	Federal monies awarded to the institution under federal government student aid programs, such as Supplemental Educational Opportunity Grants (SEOG), 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 discounts & <u>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 discounts & allowances or scholarships and fellowships expenses.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
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.
Private gifts, grants and contracts (revenues)	<u>Revenues</u> from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those <u>gifts</u> , grants, and contracts that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services.
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.
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.
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	Grants-in-aid, trainee stipends, <u>tuition</u> and <u>required fee</u> waivers, prizes or other monetary awards given to <u>undergraduate</u> students.
State and local government grants	State and local monies awarded to the institution under state and local student aid programs, including the state portion of State Student Incentives Grants (SSIG). (Used for reporting Student <u>Financial Aid</u> data)

State and local grants	Grant monies provided by the state such as Leveraging Educational Assistance Partnerships (LEAP) (formerly SSIG's); merit scholarships provided by the state; and tuition and fee waivers for which the institution was reimbursed by a state agency. Local government grants include scholarships or gift-aid awarded directly to the student. (Used for reporting Finance data for private for-profit institutions )
Student services	A functional expense category that includes 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 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 tuition and required fees 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 credit hour 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?](#)
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### Public Institutions Using GASB Standards

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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?](#)
- 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 \(Scholarships and Fellowships\)?](#)
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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?](#)
- 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](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](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](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](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 private, for-profit institutions

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

#### Applicable to Private-for-profit FASB-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: Statements

##### Part B: Summary of Changes in Equity

##### Part C: Student Grants

##### Part D: Revenues and Investment Return

##### Part E: Expenses by Function

#### Screening Questions

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.)
- Does your institution account for Pell grants as pass through transactions (a simple payment on the student's account) or as federal revenues to the institution? You may choose from the following options:
  - Pass through (agency)
  - Federal appropriations, grants, and contracts
  - Does not award Pell grants

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 September 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: Balance Sheet Information

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

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

- Total assets (line 01)
- Total liabilities (line 02)

Upon saving the screen, the system uses the above values to calculate additional equity 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 assets** (line 01).
- The value reported for **Total assets** is expected to be greater than 0.
- The value reported for **Total assets** cannot be negative.
- If the **Prior year amount** of **Total assets** is greater than 0, then the current year value may NOT be equal to that amount.
- A value must be entered for **Total liabilities** (line 02).
- The value reported for **Total liabilities** is expected to be greater than 0.

- If the **Prior year amount** of **Total liabilities** is greater than 0, then the current year value may NOT be equal to that amount.

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## Part B: Summary of Changes in Equity

### Applicable to institutions that are NOT partial parents

On this screen, you must report details about your institution's changes in equity for the most recent 12-month fiscal year.

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

- Total revenues and investment return (line 01)
- Total expenses (line 02)
- Net income (line 04)
- Other changes in equity (line 05)
- Equity, beginning of year (line 06)

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, as well as the **Equity, end of year** value from **Part A** of this survey.

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

- The value reported for **Total revenues** (line 01) must be greater than 0.
- If the **Prior year amount** of **Total revenues** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- The value reported for **Total expenses** (line 02) must be greater than 0.
- If the **Prior year amount** of **Total expenses** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Prior year amount** of **Total expenses** is greater than 0, then the current year value may NOT be equal to that amount.
- If your institution is NOT an administrative office, and the value reported for **Total expenses** is greater than 10 million, then the value reported for **Total revenues** (line 01) is expected to be less than 150% of that amount.
- A value must be entered for **Net income** (line 04).
- If the **Prior year amount** of **Equity, end of year** (line 08) is greater than 0, then the current year value reported for **Equity, beginning of year** (line 06) is expected to be equal to that amount.

### Applicable to institutions that are partial parents

On this screen, you must report details about changes in equity 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 investment return (line 01)
- Total expenses (line 02)
- Net income (line 04)
- Other changes in equity (line 05)
- Equity, beginning of year (line 06)

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

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

- The value reported for **Total revenues and investment return** (line 01) on this screen must be greater than the **Total Amount** of **Revenues and investment return** in **Part D** of this survey.
- The value reported for **Total expenses** (line 02) on this screen must be greater than the **Total amount** of **Total expenses** in **Part E** of this survey.

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## Part C: Student Grants

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)
- State and local grants, government (line 03)
- Institutional grants (line 04)
- Allowances applied to tuition and fees (line 06)
- Allowances applied to auxiliary enterprise revenues (line 07)

Upon saving the screen, the system uses the first four items above to calculate the **Total student grants** (line 05) 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 value reported for **Pell grants** (line 01) is expected to be greater than 0.
- If **Federal appropriations** was selected for Screening Question 3, then the calculated amount of **Total student grants** (line 05) cannot be negative.
- The calculated value of **Total student grants** is expected to be greater than 0.
- If the **Prior year amount** of **Total student grants** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If the **Prior year amount** of **Total student grants** is greater than 0, then the current year value may NOT be equal to that amount.
- The calculated **Total student grants** must be greater than or equal to the sum of **Allowances applied to tuition and fees** (line 06) and **Allowances applied to auxiliary enterprise revenues** (line 07).

## Part D: Revenues and Investment Return

For **Part D**, you must report your institution's revenues and investment returns for the most recent 12-month fiscal year. On this screen, enter the **Current year amount** for each of the following:

- Tuition and fees (line 01)
- Federal appropriations, grants and contracts (line 02)
- State and local government appropriations, grants and contracts (line 03)
- Private grants and contracts (line 04)
- Investment income and investment gains (losses) included in net income (line 05)
- Sales and services of educational activities (line 06)
- Sales and services of auxiliary enterprises (line 07) **(For degree-granting institutions only)**

If your institution is a **partial child** or **partial parent**, then you must also report the amount of **Total revenues and investment return** (line 09). Otherwise, this information is preloaded by the system.

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.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 10). These values are used in combination with the reported data to calculate the **Total revenues and investment return per student FTE** (line 11).

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

- If your institution is NOT an administrative office, then the a value must be entered for **Tuition and fees** (line 01).
- If your institution is NOT an administrative office, then the value reported for **Tuition and fees** is expected to be greater than 0.
- If the **Prior year amount of Tuition and fees** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- If the value reported for **Tuition and fees** is greater than 0, then that value cannot be equal to the value reported for **Allowances applied to tuition and fees** in **Part C** of this survey.
- If your institution is NOT an administrative office and **Federal appropriations** was selected for Screening Question 3, then the value reported for **Federal appropriations, grants and contracts** (line 02) should be greater than or equal to the amount of **Pell grants** reported in **Part C**.
- If your institution is **degree-granting**, then the value reported for **Allowances applied to auxiliary enterprise revenues** in **Part C** of this survey is greater than 0, then the value reported for **Sales and services of auxiliary enterprises** (line 07) on this screen must also be greater than 0.
- The calculated amount of **Other revenue** (line 08) is not expected to be negative.
- The calculated amount of **Other revenue** is expected to be no more than 75% of **Total revenues and investment return** (line 09).
- If your institution is a **partial child** or **partial parent**, then the value reported for **Total revenues and investment return** (line 09) must be greater than 0.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount of Total revenues and investment return** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount of Total revenues** in **Part B** of this survey is greater than or equal to 0, then the value reported for **Total revenues and investment return** on this screen is expected to be within a 50% range of 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 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 5,000 and 100,000.
- 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 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 4,000 and 100,000.
- 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 10), then the calculated **Total revenues and investment return per student FTE** (line 11) value is expected to be between 2,500 and 75,000.

## Part E: Expenses by Function

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

On this screen, enter an amount for each of the following:

- Instruction (line 01)
- Research and Public service (line 02)
- Academic support, Student services and Institutional support (line 03)
- Auxiliary enterprises (line 04) **(For degree-granting institutions only)**
- Net grant aid to students (line 05)

If your institution is a **partial child** or **partial parent**, then you must also report the amount of **Total expenses** (line 07). Otherwise, this information is preloaded by the system.

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.

Additionally, the **12-month Student FTE** from the current year 12-month Enrollment survey is displayed (line 08). These values are used in combination with the reported data to calculate the **Total expenses per student FTE** (line 09).

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

- If your institution is NOT an administrative office, then a value must be entered for **Instruction** (line 01).
- The value reported for **Instruction** cannot be negative.
- The value reported for **Instruction** is expected to be greater than 0.
- If the **Prior year amount of Instruction** is greater than 0, then the current year value is expected to be within a 50% range of that amount.
- The value reported for **Research and Public service** (line 02) cannot be negative.
- A value must be entered for **Academic support, Student services and Institutional support** (line 03).
- The value reported for **Academic support, Student services and Institutional support** cannot be negative.
- If your institution is **degree-granting**, then the value reported for **Auxiliary enterprises** (line 04) cannot be negative.
- If your institution is **degree-granting** and the value reported for **Sales and services of auxiliary enterprises** in **Part D** of this survey is greater than 0, then the value reported for **Auxiliary enterprises** on this screen must also be greater than 0.
- The value reported for **Net grant aid to students** (line 05) cannot be negative.
- The value reported for **Net grant aid to students** must be less than or equal to the difference between **Total student grants** and **Allowances** reported in **Part C** of this survey.
- The calculated amount of **All other expenses** (line 06) cannot be negative.
- The calculated amount of **All other expenses** is expected to be no more than 75% of **Total expenses** (line 07).
- If your institution is a **partial child** or **partial parent**, then the value reported for **Total expenses** must be greater than 0.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount of Total expenses** is greater than or equal to 0, then the current year value is expected to be within a 50% range of that amount.
- If your institution is a **partial child** or **partial parent**, and the **Prior year amount of Total expenses** in **Part B** of this survey is greater than or equal to 0, then the value reported for **Total expenses** on this screen is expected to be within a 50% range of that amount.
- If your institution is a **partial child** or **partial parent**, then the value reported for **Total expenses** cannot be equal to the corresponding **Prior year amount**.
- If your institution is a **partial child** or **partial parent**, NOT an administrative office, and the value reported for **Total expenses** is greater than 10 million, then the value reported for **Total revenues and investment return** in **Part D** of this survey is expected to be less than 150% of that amount.
- If your institution is a **4-year institution**, then the calculated amount of **Total expenses per student FTE** (line 09) is expected to be between 5,000 and 75,000.
- If your institution is a **2-year institution**, then the calculated amount of **Total expenses per student FTE** is expected to be between 4,000 and 75,000.
- If your institution is a **less-than-2-year institution**, then the calculated amount of **Total expenses per student FTE** is expected to be between 2,500 and 75,000.