

Reports and Responsibilities of the Arkansas Department of Higher Education - Institutional Finance

ADHE Series #	Responsibility/Report Name	Period to be Reported	Due Date	Statutory Basis	Use	Formats Required
	National and regional surveys	Annual	Various	N/A	Provide data to national and regional research organizations	Electronic
	Legislative A-Book Forms	Annual	TBA	ACA 6-61-209	Legislative Appropriation Requests Books	Electronic
	Non-Formula Recommendations	Annual	TBA	ACA 6-61-209	Funding Recommendations for entities not included in the funding formulas	Electronic
	Personnel Recommendations	Annual	TBA	ACA 6-61-209	Legislative Appropriation Requests Books	Electronic
	Bond/Loan Feasibility Approval	As needed	Quarterly	ACA 6-61-202	AHECB approval to continue financing process	Electronic
	College Saving Bond Revolving Loans	As needed	Quarterly		Finance small loans from CSB Revolving Loan	Hardcopy/Electronic
	Method of Finance Approval	As needed	Monthly		Send to DFA and then to ALC Review committee	Hardcopy
	Central Pool Positions	As needed	Monthly	Act 238 of 2012 (Section 38) and Act 1397 of 2013 (Section 40)	Report recommended positions to Personnel Committee	Electronic
	Provisional Positions	As needed	Monthly	ACA 6-63-305	Report approved positions to Personnel Committee	Electronic
	Capital Project Recommendations	Biennially	March 30 each even year		Recommendation to Full Session	Electronic
FAP	Facilities Audit Program (FAP)	Spring Actual Data	March 30 each even year		Evaluate Plant & Maintenance Needs	Web-based; Maintenance Priorities report signed by President/Chancellor
	Tuition Adjustment Fund	Annual	March 30 each year	ACA 6-60-303		Electronic
	Performance Funding Formula Outcomes		April each year	ACA 6-61-224; ACA 6-61-228; ACA 6-61-229 and ACA 6-61-230	Funding determination	

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17-7A (Budgeted)	Unrestricted E&G: Detailed Budgeted Expenditures & Income	Next Year's Budgeted	June 15 each year	ACA 6-61-202	Monitor Financial Conditions	Electronic
18-1	Schedule of Student Registration and Fee Charges - Fall Semester	Fall Semester	June 15 each year	ACA 6-61-206	Evaluate Tuition & Fee Charges	Electronic
21-2	Certification of Budgeted Athletic Revenues and Expenditures	Next Year's Budgeted	June 15 each year	ACA 6-62-805	Report to AHECB	Electronic
	Operating Budget	Annual	June 15 each year	ACA 6-61-206	Monitor Financial Conditions	2 Bound hard copies
	Administrator's Compensation Survey	Annual	July 1 each year	ACA 6-63-316	Ad hoc Requests	Electronic
	Fact Book	Biennially	August each odd year	N/A	Provide historical data and financial trends in Higher Education	Hardcopy/Website
17 (All Forms)	ADHE Financial Reports	Previous Year's Actual Data	September 15 each year	ACA 6-61-202	Monitor Financial Conditions; Ad hoc Reports; Uniform Reporting	Electronic
21-1	Certification of Intercollegiate Athletic Revenues and Expenditures	Previous Year's Actual Data	September 15 each year	ACA 6-62-106	Report to AHECB & Legislative Audit	Electronic
30	Scholarship Reporting: Scholarship and Fee Waiver Reporting	Previous Fiscal Year's Actual Data	September 15 each year	Act 323 of 2009	Compliance with regulations & Ad hoc Requests	Electronic
	Annual Remediation Report	Annual	September 15 each year	ACA 6-61-221	Report to various Educational entities including AHECB	Electronic
22	Uniform Reporting: 22-1 Current Fund E&G Expenditures / Revenues by Academic Department	Previous Fiscal Year's Actual Data	September 15 each even year	ACA 6-61-222	Uniform Reporting of Rev. & Exp.	Web-based/Electronic
16	Housing/M meal Plan Reports	Previous & Current Year's Actual Data	October 1 each year		Ad hoc Reports	Electronic

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	Financial Statement	Annual	Within 30 days after receiving audited Financial Statement	ACA 6-61-202	Monitor Financial Conditions	2 Bound hard copies
	Comprehensive Financial Conditions Report	Annual	December 15	ACA 6-60-701	Financial Conditions of Higher Education, past, present and future	