

SERIES 17 Forms Instructions

Form 17-1

Summary of Revenue for All Fund Groups

The 17-1 reports revenues across all fund groups. Please note that auxiliary revenue is to be treated as a “fund” in Unrestricted Revenue and should be shown in column B only. Report restricted funds in column C. Restricted funds are those which the institution receives for a specific purpose designated by an authority external to the institution or its board, and should be reported to the extent expended only, unless ADHE specifically requests otherwise. Definitions of revenue categories can be found in the NACUBO *Financial Accounting and Reporting Manual for Higher Education*, section 300.

Report all amounts to the nearest dollar.

Instructions

Lines 1 through 13 Report revenues in the appropriate lines and fund groups.

Line 1 All tuition and fees should be reported under column A except those fees designated in the institution’s catalog and on the student’s fee statement as being a dedicated auxiliary fee, in which case the fees should be reported under column B.

Line 3 In column A, include unrestricted revenue from the following sources only: RSA, Educational Excellence Trust Fund (EETF), Workforce 2000, and Merit Adjustment fund. Restricted revenues, such as College Savings Bond monies and General Improvement Fund capital releases should be shown in the appropriate Plant Fund subgroup. **In column A, use the revenue numbers supplied by ADHE; other funds coming through the state treasury should *not* be included in line 3.**

Line 4 Local tax/millage should be reported under the appropriate category.

Line 5 Federal funds are typically restricted funds and should be reported in column C; include Pell grants and other federal grants.

Line 6 Include revenues from other state entities for specific programs such as the Plumbers Apprenticeships, JTPA, etc., in column C.

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- Lines 14 and 15 Include revenue from sources other than those above; include a footnote at the end of the spreadsheet identifying the sources of revenue reported on these two lines.
- Line 16 Totals on this line should equal the total income shown on line 22 of the 17-2 in all fund groups. Also, total auxiliary income in column B should equal total auxiliary income shown on line 11 of the 17-3; and total unrestricted E&G revenue in column A should equal line 26 of the 17-7A less the prior year balance.

Form 17-1 Supplemental

Detail of Series 17-1, Line 3: State Appropriations

The Series 17-1 Supplemental form has been added to show a detail of Line 3. State Appropriations on the Series 17-1. This report was developed to discriminate among multiple sources of state funding. Please complete the form listing various sources type of state funding received for each funding group. If you receive a funding source not shown, please use one of the <Other> lines provided and type in the appropriate description of the funding.

The lines shown on the form are as follows:

- Revenue Stabilization Act Funds
- Educ. Excellence Trust Fund
- Workforce 2000
- Merit Adjustment Fund
- Merit Adjustment Fund Remittance (Negative #) - Any amounts not certified that remit to the fund.
- General Improvement Fund Operating - special revenues from GIF that are for the operation of specific projects
- General Allotment Reserve Fund - New Space allocations
- <Other> - label any special revenues from the state treasury.

Form 17-2

Summary of Expenditures for All Fund Groups

The Series 17-2 reports expenditures across all fund groups. Definitions of expenditure categories can be found in the NACUBO *Financial Accounting and Reporting Manual for Higher Education*, section 330.

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Report all amounts to the nearest dollar.

Instructions

- Lines 1 through 16 Enter expenditures in these lines in accordance with NACUBO guidelines with the following exception: **do not include staff benefits in each expenditure line where they occur. Report the total of all staff benefits in line 9.**
- Line 4 Include expenditures which support the institution's instruction, research, and public service missions, for instance, libraries, museums and galleries, audio-visual and other media services, academic computing support, organized activities, faculty awards, etc.
- Line 9 Enter the total of all benefits in this line.
- Line 10 Enter Hospital and Clinic expenditures in this line.
- Line 11 Enter expenditures for auxiliary enterprises in this line, column B.
- Line 12 Enter debt service expenditures; typically, debt service for capital projects may be reported in column H - "Retirement of Indebtedness."
- Line 13 Enter all costs associated with administration of the Loan Fund, column D.
- Line 14 Enter all loan cancellations and write-offs in column D.
- Line 15 Enter all expenditures associated with facilities construction, remodeling or other capital outlays associated with Plant; typically, major capital projects would be expended from the appropriate plant fund, while routine maintenance may be expended from operating funds.
- Line 16 List any other expenditures or deductions not listed above; describe in a footnote at the bottom of the spreadsheet.
- Line 17 Subtotals of lines 1 through 16.
- Line 18 Line 18 is to be used only to show the amount of E&G funds transferred to auxiliary. Enter transfers *out* as a positive number and transfers *in* as

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negative. The total in column I should equal zero to reflect that transfers-in match transfers-out.

- Line 19 Enter the net mandatory transfers in this line. Enter transfers *out* as a positive number and transfers *in* as negative. The total in column I should equal zero to reflect that transfers-in match transfers-out.
- Line 20 Enter the net non-mandatory transfers in this line. Enter transfers *out* as a positive number and transfers *in* as negative. The total in column I should equal zero to reflect that transfers-in match transfers-out.
- Line 21 Total expenditures in column A (Unrestricted E&G) should equal line 21 of the 17-7A. Total expenditures in column C (Restricted E&G) should equal total expenditures on line 21 of the 17-7B.
- Line 22 This line should reflect total revenue in each fund group from the Series 17-1 on line 16.

Form 17-2 Supplemental

Detailed Portion of Series 17-2, Line 19: Mandatory Transfers for Maintenance

The Series 17-2 Supplemental form has been added to show the detailed portion of 17-2, line 19 for mandatory transfers. This report was developed to list specifically each transfer associated with the designated buildings approved for a bond or loan issue. Buildings approved from October 2008 prior to October 2010 will report funds transferred based upon their plan identified in their bond or loan feasibility request. Buildings approved October 2010 forward will report based upon the Arkansas Higher Education Coordinating Board (AHECB) policy adopted October 29, 2010. Please complete the form listing buildings that were approved for bond or loan issues that resulted in additional square footage due to new construction, the purchase of a facility or renovation. Be sure to footnote buildings approved from October 2008 prior to October 2010 including the details of the plan identified on the bond or loan feasibility request. The Association of Physical Plant Administrators of Universities and Colleges (APPA) currently recommends \$2.50 per gross square foot for an educational and general facility or \$1.25 per gross square foot for an auxiliary facility be transferred annually to plant funds for maintenance.

Form 17-3

Auxiliary Enterprise Cash Income and Expenditures

This report provides details of the revenues and expenditures for all auxiliary enterprises.

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Report all amounts to the nearest dollar.

Instructions

- Lines 1 through 9 Record income in column A and operating expenditures in column B in each appropriate line. Record debt service attributable to auxiliary enterprises in column C, also on the line for the appropriate enterprise.
- Line 10 Include income and expenditures for enterprises not listed in lines 1 through 9. Include a footnote in the section provided at the end of the spreadsheet describing the enterprise or revenue source.
- Line 11 Total income in column A should equal line 16, column B of the 17-1.
- Line 12 In column A, report allowable E&G athletic transfer and student organization activity fees only as a “transfer in.” Enter as a positive number. For transfers other than “policy,” see line 13.
- Line 13 Report transfers *in* which are other than “policy transfers” in column A. Enter as a positive value.
- Line 14 Transfers *out* should be shown on this line in the appropriate column as either an operating expense (column B) or as debt service (column C). Enter as a positive value.
- Line 15 Net Income, column D, should match line 23, column B of the 17-2.

Form 17-4

Balance Sheet Summary and Changes in Fund Balance

The Series 17-4 reports the balance sheet items of the institution. Lines 7 and 13 should match in each fund group. Transfers should correspond to those reported on lines 18 through 20 on the 17-2, and the *net of all transfers* should be zero (0).

Report all amounts to the nearest dollar.

Instructions

- Line 1 Enter amount of funds loaned to another fund group. This line serves as an asset (a receivable or “Due From” other groups).

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Line 2	Enter the amount of all other assets for each fund group.
Line 4	Enter amount of funds borrowed from another fund group. This line reports a fund's "liability" (a payable or "Due To" other groups).
Line 5	Enter the amount of all other liabilities for each fund group.
Line 7	This line calculates the fund balances.
Line 8	Enter total revenue and additions (excluding transfers) to each fund group during the fiscal year. Include as additions such items as investment income and net realized gains in the sale of investments.
Line 9	Enter the amount of expenditures and other deductions, excluding transfers.
Line 10	Enter net transfers. Enter transfers <i>out</i> as a positive number and transfers <i>in</i> as a negative.
Line 11	This line calculates the net increase or decrease for the fiscal year.
Line 12	Enter the fund balance prior to any current year additions, deductions, or transfers.
Line 13	This line calculates the fund balance at the end of the fiscal year. This line should equal line 7.

Form 17-5

Summary of Physical Plant Debt Outstanding, Issued and Retired

This report summarizes debt-related activity during the fiscal year.

Report all amounts to the nearest dollar.

Instructions

Lines 1 through 5 Data should be allocated as appropriate to educational and general (E&G) in column A, to auxiliary in column B, and to hospitals and clinics in column C. Debt activity that does not fit any of these three categories

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should be listed in column D and identified in a footnote at the bottom of the spreadsheet.

Line 6 Total debt service on this line should equal debt service payments shown on line 12 of the 17-2.

Form 17-7A

Unrestricted Current Educational and General Funds

This form recapitulates the data shown on form 17-2, column A. The 17-7A form is used to report **budgeted** educational and general operating expenditures, and, on a different reporting date, to report **actual** expenditures as well. When reporting actual expenditures, this form provides a more detailed report of expenditures shown in column A of the 17-2. The two reports should match at several points. Definitions of expenditure categories can be found in the NACUBO *Financial Accounting and Reporting Manual for Higher Education*, section 330.

In addition to the expenditure categories defined by NACUBO, this form contains the following expenditure categories:

Teaching Salaries	Report only that portion of instructional expenditures relating to teaching of credit or credit equivalency courses (i.e., courses for which students receive credit towards a certificate or degree or similar academic award). Include the teaching portion of salary of Division and Department Chairs. Teaching benefits should not be report in this category/row, only salaries.
Departmental Operating Expense	Includes the administrative portion of Division and Department Chair salaries, staff wages, and operating expenses of instructional departments <i>excluding teaching salaries</i> . Include equipment expenditures allocated to instruction areas. Teaching benefits should be reported in this category/row.
Off-Campus Credit	Includes expenses incurred as the result of offering credit courses anywhere other than in the facilities or on the grounds of a four-year institution or branch campus; however, do <i>not</i> include expenses related to instructional activities which are an integral part of on-campus instructional programs and provide a degree-related educational experience for students, such as the student teaching portion of an education degree or clinical experience portion of a nursing degree or certificate. Community college courses offered outside the college district are considered off-campus.

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Non-Credit	Includes courses, seminars, workshops and other instructional activities or Instruction experiences offered by the institution which do not generate credits applied towards requirements of degree, diploma, or certificate programs.
Organized Activities Related to Educ. Depts.	Includes expenditures for organized activities that provide support services to the three primary missions of an institution (instruction, research, public service), and usually provide a means for students to gain practical experience.
Other Academic	Includes all other expenditures which do not fit into the other Academic Support lines, but that are directly related to the academic functions of the institution, such as salaries for academic deans, data processing supporting the instruction, research, and public service missions of the institution, faculty and professional development, and faculty awards.

Report all amounts to the nearest dollar.

Instructions

Lines 1 through 16	Totals in column F should correspond to amounts reported in each expenditure category on form 17-2, column A. In the appropriate expenditure category where they occur, break out salaries to report all classified salaries (column A), unclassified salaries (column B), and extra help salaries (column C)--do not include benefits in these columns. Also show non-capitalized maintenance and operating expenditures in the expenditure categories in which they occurred (column D), and show capital outlay across expenditure categories (column E). <i>Report benefits in column G across expenditure categories.</i> The total of column G should equal line 9, column A of the 17-2.
Line 17	Include all other expenditures which do not fit the lines above.
Lines 18 through 20	Report net of all transfers in column H.
Line 21	The grand total in column H should equal line 21, column A of the 17-2.
Line 22	Tuition and fee revenue reported here should equal amount entered on line 1, column A of the 17-1.

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- Line 23 Report current revenue not reported on line 22 or 25.
- Line 24 Report prior year balance used to meet expenditures shown on line 21.
- Line 25 The General Revenue reported here should equal the amount entered on line 3, column A of the 17-1.
- Line 26 This amount, less the prior year balance reported on line 24, should equal line 16, column A of the 17-1.

Form 17-7B

Restricted Current Educational and General Funds

This report is a summary of operating expenditures for educational and general purposes made from restricted funds. Definitions of expenditure categories can be found in the NACUBO *Financial Accounting and Reporting Manual for Higher Education*, section 330; additional definitions are given in the instructions for form 17-7A.

Report all amounts to the nearest dollar.

Instructions

- Lines 1 through 16 Report restricted operating expenditures in the expenditure categories in which they occurred, breaking out all classified salaries (column A), unclassified salaries (column B), and extra help salaries (column C), but excluding benefits in these columns. Also show non-capitalized maintenance and operating expenditures in the expenditure categories in which they occurred (column D), and show capital outlay across expenditure categories (column E). *Report benefits in column G across expenditure categories.* Totals for each expenditure category shown in column F should correspond to equivalent amounts shown in column C of the 17-2; the total of column G should equal line 9, column C of the 17-2.
- Line 17 Include all other expenditures which do not fit the lines above.
- Lines 18 through 20 Report net of all transfers in column H.
- Line 21 The grand total of expenditures shown in column H should equal the sum of restricted operating expenditures shown on line 21, column C of form 17-2.

Form 17-8

Equipment Inventory, Purchases and Outright Purchase of other Capital Assets from Current Fund by Source

This report summarizes equipment and other capital acquisitions during the fiscal year. **Do not include library volume purchases on this form.** Record value of equipment at purchase price, and include only equipment costing *more than \$500 with a useful life of two years or more.*

Transmittal Instructions

Email the completed Series 17 Excel file to Chandra Robinson at Chandra.Robinson@adhe.edu.