

### **Series 17 Checklist**

- Do not enter data in cells that are “grayed out”
- All column/line references in this list refer to the letters/numbers on the forms and not the Excel cell reference numbers.

#### **17-1**

- Column A, line 3 equals 17-1 supplemental column A, line 12
- Column A, line 16 equals 17-7A column H, line 26
- Column B, line 16 equals 17-3 column A, line 11
- Line 16 matches 17-2 line 22 in each corresponding column

#### **17-1 Supplemental**

- Column A, lines 1, 2, & 3 should match DF&A General Revenue forecast sheet prepared by ADHE

#### **17-2**

- The sum of lines 18, 19, & 20 should equal 17-4, line 10 in each corresponding column
- Column I, lines 18-20 should equal zero
- Column A, line 21 equals 17-7A, column H, line 21
- Column B, line 23 equals 17-3, column D, line 15
- Column C, line 21 equals 17-7B, column H, line 21
- Transfers out should be entered as positive numbers, transfers in should be entered as negative numbers

#### **17-2 Supplemental**

- The portion of 17-2, line 19 for mandatory transfers for maintenance

#### **17-3**

- Column A, line 11 equals 17-1, column B, line 16
- Column D, line 15 equals 17-2, column B, line 23

#### **17-4**

- Lines 7 & 13 must be equal in each column
- Line 8 equals 17-1, line 16 in each column
- Line 9 equals 17-2, line 17 in each column
- Line 10 equals 17-2, sum of line 18, 19, & 20 in each column
- Line 10 transfers out entered as positive, transfers in entered as negative
- Line 11 equals 17-2, line 23 in each column

#### **17-5**

- Column E, line 6 equals 17-2, column I, line 12

**17-7A**

- Column G, line 21 equals 17-2, column A, line 9
- Column H, line 21 equals 17-2, column A, line 21
- Column H, line 26 equals 17-1, column A, line 16
- Teaching Salaries (line 1) should only have an entry in column B
- All staff benefits (including faculty benefits) should be entered on the line 2
- Utilities (line 13) should only have entries in columns D & E
- Scholarships (line 15) should only have entries in column D and should not include "Tuition Discounts" such as employee tuition discounts or tuition discounts for eligible family members. These expenditures should be included on line 2, column G.

**17-7B**

- Column G, line 21 equals 17-2, column C, line 9
- Column H, line 21 equals 17-2, column C, line 21
- Teaching Salaries (line 1) should only have an entry in columns B
- All staff benefits (including faculty benefits) should be entered on the line 2
- Utilities (line 13) should only have entries in columns D & E
- Scholarships (line 15) should only have entries in column D and should not include "Tuition Discounts"

**There are some instances in which you may have a circumstance causing discrepancies with the above list. In this case, describe the circumstance in the notes section of the appropriate form.**