



Texas Higher Education
Coordinating Board

**Budget Requirements and
Annual Financial Reporting
Requirements for
Texas Public Community
and Junior Colleges
FY 2008**

**Due Annually by
January 1st**

Planning and Accountability



Texas Higher Education Coordinating Board

Robert W. Shepard, CHAIR
A.W. "Whit" Riter III, VICE CHAIR
Elaine Mendoza, SECRETARY OF THE BOARD
Laurie Bricker
Fred W. Heldenfels IV
Joe B. Hinton
Charles Lewis, III, STUDENT REPRESENTATIVE
Brenda Pejovich
Lyn Bracewell Phillips
Robert V. Wingo

Harlingen
Tyler
San Antonio
Houston
Austin
Crawford
Houston
Dallas
Bastrop
El Paso

Raymund A. Paredes, COMMISSIONER OF HIGHER EDUCATION

Mission of the Coordinating Board

The Texas Higher Education Coordinating Board's mission is to work with the Legislature, Governor, governing boards, higher education institutions and other entities to help Texas meet the goals of the state's higher education plan, Closing the Gaps by 2015, and thereby provide the people of Texas the widest access to higher education of the highest quality in the most efficient manner.

Philosophy of the Coordinating Board

The Texas Higher Education Coordinating Board will promote access to quality higher education across the state with the conviction that access without quality is mediocrity and that quality without access is unacceptable. The Board will be open, ethical, responsive, and committed to public service. The Board will approach its work with a sense of purpose and responsibility to the people of Texas and is committed to the best use of public monies. The Coordinating Board will engage in actions that add value to Texas and to higher education. The agency will avoid efforts that do not add value or that are duplicated by other entities.

Table of Contents

<u>Section</u>		<u>Page</u>
	Introduction and Highlights	1
1	Budget Reporting Requirements	3
2	Annual Financial Report (AFR) Requirements	7
3	Management's Discussion and Analysis (MD&A)	19
4	Statement of Net Assets	27
5	Statement of Revenues, Expenses and Changes in Net Assets (SRECNA)	43
6	Statement of Cash Flows	57
7	Notes to the Financial Statements	83
8	Required Supplemental Schedules A through D	124
9	Required Schedules of Expenditures of Federal Awards and State Awards	135
10	Required Statistical Schedules	155
11	Appendices.....	184
	Appendix A – Glossary	186
	Appendix B – Asset Groups and Classifications	200
	Appendix C – Check List	206
	Appendix D – GFOA CAFR Program	216

THIS PAGE INTENTIONALLY LEFT BLANK

INTRODUCTION AND HIGHLIGHTS

INTRODUCTION

This manual provides a comprehensive set of definitions, rules, formats, and illustrations for Texas public community and junior colleges to use for consistent and uniform reporting. This manual is in conformity with Governmental Accounting Standards Board (GASB) Statements 34, 35, 37, 38, 39, 40, 43, 44 and 45. It is intended that each public community and junior college adopt the business-type activities (BTA) model for use in preparing its annual financial reports and follow these guidelines.

The concepts and formats attempt to comply with Generally Accepted Accounting Principles (GAAP), which include pronouncements of the GASB and Financial Accounting Standards Board (FASB), where applicable. Any deviation from the reporting requirements specified in this manual or GAAP caused by institutional policy should be minimal and not mislead an informed reader. Section 7, Notes to the Financial Statements, includes examples that may need to be modified to fit each particular institution's actual circumstances. If a footnote is clearly not applicable, a negative assurance footnote is not required.

Deviations from the concepts and/or formats presented in this manual should be approved by the Texas Higher Education Coordinating Board staff prior to the submission of the annual financial report. Deviations should be disclosed in the Notes to the Financial Statements.

These requirements have been reviewed and approved for use by the Community College Annual Financial Reporting Requirements Committee, which is comprised of community college business officers, representatives from public accounting firms, and Coordinating Board staff. Questions may be directed to the Coordinating Board staff at (512) 427-6130.

The institution's bound and audited financial statements (in the quantity indicated) should be forwarded to each agency listed in Section 2.1 of this manual by January 1st of each year.

HIGHLIGHTS

**GASB 45
STATEMENT**

GASB Statement 45 is implemented as note 28.

**BUDGET
REPORTING
REQUIREMENTS**

The reporting requirements for the Annual Budget are provided in the financial reporting manual.

**REPORT OF
FUNDABLE
OPERATING
EXPENSES
(RFOE)**

The reporting requirements for the Report of Fundable Operating Expenses (RFOE) are not provided in the financial reporting manual. They will be published at a later date.

FY2 and FY1

The acronym of FY2 is used as references to current year information; FY1 is used for references to prior year information. To expedite revisions to future manuals, it was decided to use acronyms to denote fiscal years. The institution's audited report would need to show the four digit year where FY2 and FY1 are used in the manual.

INTRODUCTION AND HIGHLIGHTS

CHANGES

GASB 45 Implementation	<p>A note was added in order to comply with provisions of GASB Statement 45. In a meeting last year between ERS, GASB and the State Comptroller, it was decided that the community colleges participate in a cost sharing, multiple employer plan. As such, they are only required to add a note to their AFRs describing the plan, its funding policy, listing their current and immediate past two years of contributions and pointing readers to the financial statements for ERS.</p> <p>The community colleges do not need to provide an actuarial estimate of their own for ERS health benefits. The schools will have to provide an estimate for other postemployment benefits they might offer should those benefits be considered material.</p>
Professional Nursing Shortage Reduction Funding	<p>It was determined by the AFR Manual Review Committee that funding for Professional Nursing Shortage Reduction should be treated like all other restricted state grants.</p>
Scholarship amounts reported in Schedule B	<p>While conducting the most recent cost study, it was observed that four schools reported negative amounts in the unrestricted section of Schedule B for scholarships. For future presentations, scholarship amounts should be netted against the restricted revenue programs and reported in the restricted section of Schedule B in order to eliminate inconsistencies across all schools. This is consistent with guidance provided by NACUBO in <i>Advisory Report 2000-05</i>.</p>

SECTION 1: BUDGET REPORTING REQUIREMENTS

1.1 Budget Filing Requirements and Distribution List

THIS PAGE INTENTIONALLY LEFT BLANK

BUDGET FILING
REQUIREMENTS
AND DUE DATE

The annual budget requirements are contained within a rider in the general appropriation act. For the current reporting period, the requirement may be found in House Bill 1, 80th Legislature Regular Session, Art. III, Public Community/Junior Colleges, rider 3.d.:

“Each community/junior college must file by **December 1** of each fiscal year directly with the Governor, Legislative Budget Board, the Legislative Reference Library, and the Texas Higher Education Coordinating Board, a copy of an annual operating budget, and subsequent amendments thereto, approved by the community/junior college governing board. The operating budget shall be in such form and manner as may be prescribed by the board and/or agency with the advice of the State Auditor providing, however, that each report include departmental operating budgets by function and salaries and emoluments for faculty and staff listed by position.”

BUDGET
DISTRIBUTION LIST

Please send the budgets along with the list of salaries and emoluments **to the offices indicated**, and not en masse to the Coordinating Board. The delivery instructions are contained in Coordinating Board rules, Ch. 13., section 13.43 and 13.44

Number of Copies	Mailing Address	Street Address
One (1)	Governor’s Budget & Planning Office Office of the Governor PO Box 12428 Austin, TX 78711	Governor’s Budget & Planning Office State Insurance Bldg. 1100 San Jacinto, 4th Floor Austin, TX 78701
One (1)	Legislative Budget Board PO Box 12666, Capitol Station Austin, TX 78711	Legislative Budget Board Robert E. Johnson Bldg. 1501 North Congress, Fifth Floor Austin, TX 78701
One (1)	Legislative Reference Library PO Box 12488, Capitol Station Austin, TX 78711	Legislative Reference Library 1100 Congress, Room 2N.3 Austin, TX 78701
Two (2)	Texas Higher Education Coordinating Board Finance and Resource Planning PO Box 12788 Austin, TX 78711	Texas Higher Education Coordinating Board Finance and Resource Planning 1200 East Anderson Lane Austin, TX 78752

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 2: ANNUAL FINANCIAL REPORT (AFR) REQUIREMENTS

- 2.1 Filing Requirements
- 2.2 Report Content
 - 2.21 Technical Specifications
 - 2.22 Sample Table of Contents
 - 2.23 Sample Organizational Data
- 2.3 FAQ's (Frequently Asked Questions) – Report Requirements
- 2.4 Checklist – AFR Requirements

THIS PAGE INTENTIONALLY LEFT BLANK

REPORT DUE DATE The bound audited annual financial report as described in Section 2.2 of this manual is due by **January 1** of each year.

DISTRIBUTION LIST The following addresses are to be used when mailing or delivering the college's bound Annual Financial Report by January 1 of each year.

Number of Copies	Mailing Address	Street Address
Three (3)	Texas Higher Education Coordinating Board Finance and Resource Planning PO Box 12788 Austin, TX 78711	Texas Higher Education Coordinating Board Finance and Resource Planning 1200 East Anderson Lane Austin, TX 78752
One (1)	Comptroller of Public Accounts Fund Accounting Division Financial Reporting Section PO Box 13528 Austin, TX 78711	Comptroller of Public Accounts LBJ State Office Building 111 E. 17th Street Room 901 Austin, TX 78774
Three (3)	State Auditor's Office PO Box 12067 Austin, TX 78711	State Auditor's Office Robert E. Johnson Bldg 1501 North Congress, Suite 4.224 Austin, TX 78701
One (1)	Governor's Budget & Planning Office Office of the Governor PO Box 12428 Austin, TX 78711	Governor's Budget & Planning Office State Insurance Bldg. 1100 San Jacinto, 4th Floor Austin, TX 78701
One (1)	Legislative Budget Board PO Box 12666, Capitol Station Austin, TX 78711	Legislative Budget Board Robert E. Johnson Bldg. 1501 North Congress, Fifth Floor Austin, TX 78701
One (1)	House Appropriations Committee PO Box 2910, Capitol Station Austin, TX 78769	House Appropriations Committee 1100 Congress Ave., E1.032 Austin, TX 78701
One (1)	Senate Finance Committee PO Box 12068, Capitol Station Austin, TX 78711	Senate Finance Committee 1400 N. Congress, E1.072 Austin, TX 78701
One (1)	Legislative Reference Library PO Box 12488, Capitol Station Austin, TX 78711	Legislative Reference Library 1100 Congress, Room 2N.3 Austin, TX 78701
	Federal Audit Clearinghouse Bureau of the Census 1201 E. 10th Street Jeffersonville, IN 47132	See the following note for Federal Single Audit Report Filing Requirements

FEDERAL SINGLE
AUDIT REPORT
FILING
REQUIREMENTS

Federal Audit Clearinghouse: Each College is required by OMB Circular A-133 to file with the Federal Audit Clearinghouse a Federal "Data Collection Form" and one copy of the "Reporting Package" which is essentially the AFR and an additional copy of the AFR for each Federal awarding agency that has a related audit finding...as reported by the auditor in the schedule of findings and questioned costs. In addition an AFR must be provided to each pass through agency where there is an audit finding.

Pass Through Agencies: Also notification that there was no finding is to be provided to each Pass Through Agency (a copy of the AFR may be provided in lieu of this notification.) Some pass through agencies require a copy of the AFR regardless (the CB requires a copy of the AFR.)

REPORT CONTENT
& ORDER

Each published audited financial report must be bound and include the items listed below (examples are included in Sections 2 thru 10). The items should be arranged in the order below and as shown in Section 2.2 through Schedule D. The arrangement of the remaining items are at the discretion of the institution.

- Table of Contents
- Name and Terms of the Board of Trustees
- Principal Administrative Officers and the Business and Financial Staff
- Independent Auditor's Opinion on the General Purpose Statements, including report on Schedule of Expenditures of Federal Awards and report on Schedule of Expenditures of State Awards (except in specified conditions (see AICPA pro forma reports))
- Management Discussion and Analysis
- Statement of Net Assets (Exhibit 1)
- Statement of Revenues, Expenses, and Changes in Net Assets (Exhibit 2)
- Statement of Cash Flows (Exhibit 3)
- Notes to Financial Statements
- Supplementary Schedules A through F as listed in Sections 8 and 9 of this manual
- Audit Reports Required by OMB Circular A -133: (Web address: <http://www.whitehouse.gov/omb/circulars/a133/a133.html>)
 - Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*
 - Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133
 - Report on Fraud, Abuse, or Illegal Acts (**Only when observed**)
 - Schedule of Findings and Questioned Costs (see OMB Circular A - 133 for items required to be included, Sec.____.505, (d)(1-3))
 - Schedule of Corrective Action for Audit Finding and Questioned Costs (if needed)
 - Summary Schedule of Prior Audit Findings (if needed)
- Audit reports required by the State of Texas Single Audit Circular (similar to reports required by OMB Circular A-133), Sec.____.310 Financial statements [especially subparagraph (b)]. The circular is Section IV of the UNIFORM GRANT MANAGEMENT STANDARDS. (Web address: www.governor.state.tx.us/divisions/stategrants/guidelines/files/UGMS012001.doc)
- Required Statistical Supplementary Schedules, Section 10

**COMPARABLE
DATA**

Texas community colleges are required to present comparative statements. The statements, footnotes and MD&A will all need to be comparative. The Schedules A through D need to contain memorandum totals only for the previous year.

**REQUIRED
SUPPLEMENTARY
SCHEDULES**

The information and financial statements required above include the schedules listed below. These audited schedules should be included in the published audited financial report after the Notes to the Financial Statement. Examples of these schedules are included in Section 8, Required Supplemental Schedules A-D and Section 9, Required Schedules of Expenditures of Federal Awards and State Awards .

Schedule A – Schedule of Operating Revenues

Schedule B – Schedule of Operating Expenses by Object

Schedule C – Schedule of Non-Operating Revenues and Expenses

Schedule D – Schedule of Net Assets by Source and Availability

Schedule E – Schedule of Expenditures of Federal Awards
(See OMB Circular A -133, Sec.____.320 (d))

Schedule F – Schedule of Expenditures of State Awards
(See State of Texas Single Audit Circular, Sec.____.310 (b) (1)-(7))

**REQUIRED
STATISTICAL
SUPPLEMENTAL
SCHEDULES**

The implementation of GASB 44 has changed the requirements for this section. Each of these supplemental schedules includes statistics for the last 10 years, except where a change in reporting requirements makes this impossible. Statistical schedules should be displayed in a table format and graphical presentation is optional. For required topics for statistical schedules please see Section 10, Required Statistical Schedules.

Additional schedules may be included in the published financial report as required for internal management needs. Optional supplemental schedules should not be numbered in a way that would confuse them with the numbering scheme for required exhibits and schedules.

ROUNDING

The dollar amounts on the primary financial statements, required supplementary schedules, and the federal assistance schedule should be rounded to the nearest dollar. **The exhibits and schedules must add. Do not include a footnote saying that the statements may not add due to rounding.**

Optional supplemental schedules may be rounded to the nearest dollar at the option of the institution.

ORDER OF CONTENTS

The items should be arranged in the order as shown in Section 2.22 through Schedule D. The arrangement of the remaining items is at the discretion of the institution.

PAGE NUMBERS

In general, all pages of the audit report should be numbered and these numbers should agree with the pages as listed in the table of contents

Table of Contents

Organization Data

- Names and Terms of the Board of Trustees/Regents
- Principal Administrative Officers and the Business and Financial Staff

Independent Auditor's Opinion on the Basic Financial Statements (and on Federal and State Schedules)

Management's Discussion and Analysis

Exhibits

- 1 Statement of Net Assets
Affiliated Organizations Statement of Financial Position
- 2 Statement of Revenues, Expenses, and Changes in Net Assets
Affiliated Organizations Statement of Activities
- 3 Statement of Cash Flows

Notes to the Basic Financial Statements

Schedules

- A Schedule of Operating Revenues
- B Schedule of Operating Expenses by Object
- C Schedule of Non-Operating Revenues and Expenses
- D Schedule of Net Assets by Source and Availability
- E Schedule of Expenditures of Federal Awards
- F Schedule of Expenditures of State Awards

Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*

Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133

Report on Fraud, Abuse, or Illegal Acts (Only when observed)

Schedule of Findings and Questioned Costs

Schedule of Corrective Action for Audit Finding and Questioned Costs (if needed)

Summary Schedule of Prior Audit Findings (if needed)

Statistical Supplement (19 Schedules – see Section 10 for details)

NOTE: Zero amount line items in Exhibits and Schedules are shown for illustrative purposes only and should be omitted from the face of the statement.

SAMPLE COMMUNITY COLLEGE

ORGANIZATIONAL DATA
For the Fiscal Year YYYY

Board of Trustees/Regents

Officers

Full Name	Board Title
Full Name	Board Title

Members

		Term Expires
		<u>August 31</u>
Full Name	City, State	YYYY
Full Name	City, State	YYYY
Full Name	City, State	YYYY
Full Name	City, State	YYYY
Full Name	City, State	YYYY
Full Name	City, State	YYYY
Full Name	City, State	YYYY

Principal Administrative Officers

Full Name	President
Full Name	Vice President of Academic Affairs
Full Name	Vice President of Business Affairs
Full Name	Vice President of Development
Full Name	Vice President of Student Services
Full Name	Dean of Academic Instruction
Full Name	Dean of Vocational Education
Full Name	Controller

QUESTION 1 What exhibits and schedules are required to be included in the financial presentation for the Annual Financial Report?

ANSWER 1 Answer 1 : The required financial presentation includes:

Exhibit 1	Statement of Net Assets (Comparative)
Exhibit 2	Statement of Revenues, Expenses and Changes in Net Assets (Comparative)
Exhibit 3	Statements of Cash Flows (Comparative)
Schedule A	Schedule of Operating Revenues (memo comparative)
Schedule B	Schedule of Operating Expenses by Object (memo comparative)
Schedule C	Schedule of Non-Operating Revenues and Expenses (memo comparative)
Schedule D	Schedule of Net Assets by Source and Availability (memo comparative)
Schedule E	Schedule of Expenditures of Federal Awards
Schedule F	Schedule of Expenditures of State Awards

QUESTION 2 Because Community Colleges will be presenting comparative financial statements, which exhibits and schedules need to be comparative?

ANSWER 2 Basic financial statements (Exhibit 1, 2, and 3) and notes to the financial statements should be fully comparative. Schedules A, B, C, and D must disclose memorandum totals for the prior year.

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
GENERAL		
	1.	Due date for the audited annual financial report recipients listed in Section 2.1 is January 1.
	2.	Is a table of contents included that encompasses the entire report? (NCGAS 1:139)
	3.	Does the table of contents identify each statement and schedule by its full name in accordance with the THECB reporting manual?
	4.	The financial statements must be arranged in numeric order. All pages must be numbered consecutively and agree with the table of contents.
	5.	The names and terms of the Board of Trustees and key administrative officers, including business and financial staff, must be included in the financial report. [See Section 2.23]
	6.	Report should be proofread for typographical and grammatical errors.
REPORT OF THE INDEPENDENT AUDITOR		
	7.	Are the basic financial statements accompanied by the report of the independent auditor?
	8.	Is the report of the independent auditor presented as the first item in the financial section of the report?
	9.	Does the auditor's report on financial include reference to generally accepted auditing standards and generally accepted government auditing standards issued by the Comptroller General of the United States?
	10.	Did the independent auditor express an unqualified opinion on the fair presentation of the basic financial statements?
	11.	Did the Independent auditor sign and date the report?
	12.	Did the auditor include all paragraphs and wording as required by the AICPA in the Statement of Position 98-3?
BASIC FINANCIAL STATEMENTS		
	29.	Is a full set of basic financial statements presented (i.e., a statement of net assets, a statement of revenues, expenses, and changes in net assets/equity, and a statement of cash flows)? [GASB 34 91]
	30.	Are all of the basic financial statements referred to by their appropriate title? [GASB 34 91; THECB]
	31.	Do all of the basic financial statements include a reference to the notes?
	32.	Do all of the basic financial statements foot and tie? (Adding a footnote that indicates your statements do not tie is not acceptable)
	33.	Is the difference between assets and liabilities reported as net assets? [GASB 34: 30]
	34.	Ensure that amounts reported in the notes are correct and that they agree with applicable amounts in the financial statements.

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 3: MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

- 3.1 Introduction
- 3.2 Overview of MD&A Requirements
- 3.3 Additional MD&A Guidance
- 3.4 Checklist – MD&A

THIS PAGE INTENTIONALLY LEFT BLANK

INTRODUCTION

Management's Discussion and Analysis (MD&A) is an analysis of the financial condition and operating results of the college written by its *financial managers*. Although it is required supplementary information, GASB requires that MD&A be presented before the basic financial statements because it introduces the statements and notes. GASB 34, paragraph 8, states that MD&A should provide an "objective and easily readable analysis of the financial activities based on currently known facts, decisions, or conditions."

The information presented here should be confined to the topics discussed in items 1 through 8. below according to GASB Statement 37, paragraph 4. Institutions are encouraged to use MD&A to share their knowledgeable insights on the transactions, events, legislation, and conditions that are reflected in the college's financial report.

ORDER OF CONTENTS

The items should be arranged in the order listed below.

PAGE NUMBERS

In general, all pages should be numbered and these numbers should agree with the pages as listed in the table of contents

The following is an outline of the requirements for MD&A. The information presented here should be confined to the topics presented below:

1. BRIEF DISCUSSION OF BASIC FINANCIAL STATEMENTS

- a. Explain the relationships of the statements to each other and significant differences in the information they provide.
- b. Identify GASB references from which the statements were fashioned.
- c. Include descriptions of the major components of the basic financial statements (at least in the first few years that GASB 39 is applied).

2. CONDENSED COMPARATIVE FINANCIAL INFORMATION

This required information must be presented in the form of **comparative** condensed financial statements. This format may not be replaced by a graph. This list is prescribed by GASB 34, 11b, and ensures that two years worth of financial information will be available at a glance to financial statement users. The required elements are as follows:

- a. Total assets, distinguishing between capital and other assets
- b. Total liabilities, distinguishing between long-term liabilities and other liabilities
- c. Total net assets, distinguishing among amounts invested in capital assets, net of related debt; restricted amounts; and unrestricted amounts
- d. Operating revenue by major source and Total operating revenues
- e. Operating expenses by function and Total operating expenses
- f. Operating income (loss)
- g. Non-operating revenues and expenses
- h. Income before other revenues, expenses, gains, and losses
- i. Capital contributions
- j. Contributions to term and permanent endowments
- k. Other contributions
- l. Special and extraordinary items
- m. Change in net assets
- n. Ending net assets

3. OVERALL FINANCIAL POSITION

The third component of MD&A is the required analysis of the college's overall financial position and results of operations. This component is perhaps the most important of the eight. It should *assist* users in assessing whether the college's financial position has improved or deteriorated as a result of the year's operations. The emphasis is on *assist* for this component. GASB does not require management to determine—and report—whether the college's financial position improved or deteriorated during the period. At best, this is a subjective assessment and must include "significant" factors that caused the variations.

The underlying concept of the term "significant" is the same as "material." The definition of materiality follows:

The omission or misstatement of an item in a financial report is material if, in the light of surrounding circumstances, the magnitude of the item is such that it is probable that the judgment of a reasonable person relying upon the report would have been changed or influenced by the inclusion or correction of the item.

Several important things should be considered when preparing this component of MD&A.

- a. The analysis should use as its starting point the condensed financial information discussed previously.
- b. The analysis should include both the amounts and percentages of changes and *the reasons for significant changes from the prior year*.
- c. The analysis should not be limited to the figures reported in the financial statements. Important economic factors, such as changes in the tax or employment bases, that significantly affected operating results for the year should be discussed.
- d. As financial managers for the college, the authors of MD&A are in the best position to know why things changed financially. MD&A gives the authors an excellent opportunity to share their expertise.

4. ANALYSIS OF BALANCES AND TRANSACTIONS OF INDIVIDUAL FUNDS

Not applicable to community colleges

5. ANALYSIS OF SIGNIFICANT BUDGET VARIATIONS

Not applicable to community colleges

6. SIGNIFICANT CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

This section should essentially be a summary of the information contained in the note disclosures for capital assets and long-term liabilities and refer the reader to these required disclosures.

Three types of information are required for this component of MD&A. These are as follows (as applicable):

- a. *Significant commitments made for capital expenses*. This discussion should also indicate how the college intends to finance planned expenses.
- b. *Changes in credit ratings*. Both positive and negative changes should be discussed, including a brief description of the reason for the change.
- c. *Debt limitations that may affect the financing of planned facilities or services*.

7. SIGNIFICANT CHANGES IN INFRASTRUCTURE ASSETS

Only if applicable to your institution

8. CURRENTLY KNOWN FACTS, DECISIONS, OR CONDITIONS

The final component is the requirement to report on currently known facts, decisions, or conditions that are expected to have a significant effect on the college's financial position (net assets) or results of operations (revenues, expenses, and other changes in net assets). This information is intended to help users assess *future* operations of the college. However, financial managers are not asked to make projections. The term "currently known" means information that management is aware of as of the date of the auditor's report. There is no need to repeat items in this component if they have already been mentioned elsewhere.

REPORTING COMPONENT UNIT INFORMATION IN MD&A	<p>Community colleges are considered to be special purpose primary governments according to the definition in GASB 14. Therefore, they must distinguish between the primary government and its discretely presented component units in their reports. The requirements for MD&A are no different from those of reporting in the basic financial statements. GASB 34, paragraph 10, requires that MD&A distinguish between the primary government and its discretely presented component units.</p> <p>The focus of MD&A should be on the primary government. Discretely presented component unit information should be discussed in MD&A when necessary to present a financial analysis of the primary government, but only after giving consideration to the component unit's significance to the total of all discretely presented component units and that component unit's relationship with the primary government. In all cases, it is appropriate to refer the reader of MD&A to the MD&A's presented in the component units' own separately issued financial reports.</p>
MAKE MD&A EASILY READABLE	<p>MD&A should be written for a reader with some knowledge of finances and a willingness to put forth the effort to understand the financial statements. Avoid adding information not required in the MD&A.</p> <p>Financial managers should use "plain English" when possible and give explanations of advanced accounting terms.</p>
CHARTS, GRAPHS, AND TABLES	<p>Using visual displays of information increases the clarity of MD&A by cutting down on the amount of text that has to be presented.</p>
AVOIDING BOILERPLATE	<p>Institutions should avoid making their MD&A appear like others by the use of duplicate language.</p>
LETTER OF TRANSMITTAL	<p>If your college prepares a Comprehensive Annual Financial Report (CAFR), a letter of transmittal is required. The following guidelines are suggested for presentation and minimum content:</p> <ol style="list-style-type: none"> a. The letter should be included in the introductory section of the CAFR (that is, before the financial section). b. The letter must be signed by the government's chief financial officer. c. The minimum contents include the following: <ol style="list-style-type: none"> 1. Management's responsibility for financial information. 2. An explanation of the sections of a CAFR. 3. Definition of the financial reporting entity. 4. Economic condition and outlook including such topics as (1) overview of the local economy, (2) information regarding major industries affecting the local economy, and (3) future economic outlook. 5. Major initiatives including such topics as (1) current-year projects, (2) future projects, and (3) service efforts and accomplishments information for selected departments or activities. 6. Financial information including such topics as (1) discussion of internal control framework and budgetary controls, (2) general government functions, (3) proprietary operations, (4) debt administration, (5) cash management, (6) risk management, and (7) fiduciary operations. 7. Other information including such topics as (1) independent audit, (2) awards, and (3) acknowledgements.

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	13.	Is MD&A presented and does it follow the report of the independent auditor and precede the basic financial statements? [GASB 34 11b]
	14.	Does MD&A present condensed financial data for both the current fiscal period and the preceding fiscal period? Does condensed financial data include: [GASB 34 11b]
	15.	Total assets (distinguishing between capital and other liabilities)? [GASB 34 11b]
	16.	Total liabilities (distinguishing between long-term liabilities and other liabilities)? [GASB 34 11b]
	17.	Total net assets/equity (distinguishing invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets)? [GASB 34 11b]
	18.	Operating revenues (by major source)? [GASB 34 11b(4)]
	19.	Non-operating revenues (by major sources)? [GASB 34 11b (5)]
	20.	Program expenses by function? [GASB 34 11b (5)]
	21.	Change in net assets?[GASB 34 11b(13)]
	22.	Ending net assets? [GASB 34 11b 14]
	23.	Contributions? (including capital, contributions to endowments, and other) [GASB 34 11b(10)]
	24.	Does MD&A provide an overall analysis of the entity's financial position and results of operations to assess whether financial position has improved or deteriorated during the year, including reasons for significant changes? [GASB 34 11c]
	25.	Does MD&A describe significant capital asset and long-term debt activity during the year, including a change in credit rating, commitments made for capital expenses? [GASB 34 11f]
	26.	Does the MD&A include a description of currently known facts, decisions, or conditions that are expected to have a significant effect on the financial position (net assets) or results of operation? [GASB 34 11]
	27.	Do the amounts reported in MD&A agree with related amounts in the basic financial statements?
	28.	Has the college refrained from addressing in MD&A topics not specifically prescribed by GASB 34? [GASB 37]

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 4: STATEMENT OF NET ASSETS

- 4.1 Introduction and Discussion
- 4.2 Report Format
 - 4.21 Sample of Exhibit 1 – Statement of Net Assets
 - 4.22 Sample of Affiliated Organizations – Statement of Financial Position
- 4.3 Minimum Components and Format
 - 4.31 Current Assets
 - 4.32 Noncurrent Assets
 - 4.321 Capital Assets Classifications
 - 4.33 Current Liabilities
 - 4.34 Noncurrent Liabilities
 - 4.35 Net Assets
- 4.4 FAQ's (Frequently Asked Questions) – Statement of Net Assets
- 4.5 Checklist – Statement of Net Assets

THIS PAGE INTENTIONALLY LEFT BLANK

INTRODUCTION	<p>The primary purpose of the Statement of Net Assets is to provide information about an institution's assets, liabilities, and net assets at a moment in time, generally at the end of a reporting period. The information provided helps users assess, among other things, the institution's liquidity, its ability to meet its obligations, and its needs for external financing.</p>
MINIMUM REQUIREMENTS	<p>GASB Statement 34 sets forth certain minimum requirements for the Statement of Net Assets in three areas, namely:</p> <ul style="list-style-type: none">◆ Classified format◆ Components of net assets◆ Display of restricted net assets
CLASSIFIED FORMAT	<p>Assets and liabilities must be presented in a classified format that distinguishes between current and long-term assets and liabilities.</p> <p>The "current" classification applies to those assets that will be realized in cash, sold or consumed within one year and those liabilities that will be discharged by use of current assets or the creation of other current liabilities within one year (Accounting Research Bulletin 43).</p>
REFERENCE TO NOTES	<p>Each financial statement should include a reference to the notes.</p>
ORDER OF LIQUIDITY	<p>Noncurrent liabilities should be listed on the Statement of Net Assets in their order of liquidity.</p>
COMPONENTS OF NET ASSETS	<p>The net assets must be displayed in three broad components:</p> <ol style="list-style-type: none">1) Invested in capital assets, net of related debt,2) Restricted, and3) Unrestricted.
DISPLAY OF RESTRICTED NET ASSETS	<p>Within this component, institutions should distinguish between major categories of restrictions (e.g. student financial aid, instructional programs, loans, debt service).</p> <p>When permanent endowments (those that must be maintained in perpetuity) are included in this component, restricted net assets must be further divided and displayed in two subcomponents – expendable and nonexpendable.</p> <p>NOTE: GASB Statement 34 does <u>not permit</u> showing designations of unrestricted net assets to be reported on the face of the Statement of Net Assets. Such information (e.g. governing board designations of unrestricted net assets for certain uses) is required to be disclosed in Schedule D.</p>

Sample Community College		Exhibit 1
Statement of Net Assets		
August 31, FY2 and August 31, FY1		
ASSETS	FY2	FY1
Current Assets:		
Cash and cash equivalents	\$ 41,361,447	\$ 27,885,226
Short term investments	-	-
Accounts receivable (net)	24,919,195	20,885,439
Deferred charges	11,820,137	11,353,525
Notes receivable	16,862	25,550
Inventories	571,347	586,646
Prepaid expenses	1,159,577	1,193,178
Total Current Assets	79,848,565	61,929,564
Noncurrent Assets:		
Restricted cash and cash equivalents	4,918,097	12,502,111
Endowment Investments	-	-
Other long-term investments	120,535,852	146,090,803
Notes receivable	-	-
Deferred charges	2,875,685	3,216,285
Deposit with Bond Trustee	5,005,089	4,900,590
Capital assets (net) (See Note 5):	273,235,290	246,390,268
Total Noncurrent Assets	406,570,013	413,100,057
Total Assets	486,418,578	475,029,621
LIABILITIES		
Current Liabilities:		
Accounts payable	24,319,514	20,297,764
Accrued liabilities	19,048,802	17,919,361
Accrued compensable absences - current portion	4,773,684	4,323,280
Funds held for others	1,521,906	1,503,596
Deferred revenues	32,678,823	29,395,229
Notes payable - current portion	169,502	162,485
Bonds payable - current portion	9,080,000	3,635,000
Total Current Liabilities	91,592,231	77,236,715
Noncurrent Liabilities:		
Accrued compensable absences	2,326,055	1,447,372
Notes payable	805,954	975,456
Bonds payable	58,525,000	57,755,000
Total Noncurrent Liabilities	61,657,009	60,177,828
Total Liabilities	153,249,240	137,414,543
NET ASSETS		
Invested in capital assets, net of related debt	215,480,290	188,181,468
Restricted for:		
Expendable		
Unexpended Bond Proceeds	-	310,000
Debt service	6,486,525	9,733,554
Unrestricted	111,202,523	139,390,056
Total Net Assets (Schedule D)	\$ 333,169,338	\$ 337,615,078
The accompanying notes are an integral part of the financial statements.		

**Sample Community College
Affiliated Organizations
Statement of Financial
Position**

	College	ABC	College	ABC
	Research	Foundation	Alumni	College
	Corporation		Association	Health
	FY June 30	FY June 30	FY June 30	CLinic
				FY Dec 31
Assets				
Cash and cash equivalents	\$ 680,427	4,997,739	274,492	43,237
Investments	3,082,318	103,544,195	1,101,038	387,428
Accounts receivable		1,690,781		146,046
Capital assets (net)		8,907,571	44,849	332,271
Prepaid expenses	4,581			29,283
Other	91,214	3,450,578		3,909
Total Assets	3,858,540	122,590,864	1,420,379	942,174
Liabilities				
Accounts payable		362,189		222,330
Debt obligations	3,736,368	864,772	127,465	
Deferred revenue		724,942		370,260
Other		1,709,545		
Total Liabilities	3,736,368	3,661,448	127,465	592,590
Net Assets				
Unrestricted	122,172	11,615,700	505,673	318,382
Temporarily Restricted		55,871,728	662,241	26,050
Permanently Restricted		51,441,988	125,000	5,152
Total Net Assets	\$ 122,172	118,929,416	1,292,914	349,584

The accompanying notes are an integral part of the financial statements.

For Current Assets, the Statement of Net Assets should contain at a minimum the following levels of detail:

CASH AND CASH
EQUIVALENTS

Includes cash on hand, cash in banks (demand deposits, time deposits, and certificates of deposit), treasury bills, and treasury notes with original maturities of less than 90 days.

Cash on Hand -- any cash on hand at the end of the fiscal year.

Cash in Bank -- total amount of cash in local bank accounts. Note: this should reflect only cash in demand accounts.

Cash Equivalents -- any short term, highly liquid investments that are readily convertible to known amounts of cash and are so near their maturity that they present insignificant risk of changes in value from changes in interest rates. Investments in public funds investment pools would usually be reported as cash and cash equivalents.

SHORT TERM
INVESTMENTS

Investments with maturities greater than three months but less than one year based on the original date of purchase, or other investments with longer maturity dates, if the entity plans to sell the investment during the next fiscal year. Public funds investment pools may be reported here if the governing board so designates.

GASB 31 requires that investments be reported at fair market value on the Balance Sheet (See Section 7.4 for more information).

RECEIVABLES

Report each of these types of receivables on their respective line items if material.

Accounts Receivable -- includes only the amount net of allowances of accounts receivable. Allowances for Doubtful Accounts should be disclosed as described in footnote 17 of this manual.

The calculation of the allowance for doubtful accounts should be on a reasonable, realistic, and supported basis. The remaining balance may be reflected as a reserve for accounts receivable (or non-liquid assets if combined with other non-monetary assets).

Tuition and Fees Receivable -- includes only the net amount of tuition and fees receivable. Allowances for Doubtful Accounts should be disclosed as described in footnote 17 of this manual.

The calculation of the allowance for Doubtful Accounts should be on a reasonable, realistic and supported basis. The remaining balance may be reflected as a reserve for tuition and fees receivable (or non-liquid assets if combined with other non-monetary assets).

Taxes Receivable - includes the net amount of current and delinquent taxes receivable. Allowances for Doubtful Accounts should be disclosed as described in footnote 17 of this manual.

DEFERRED CHARGES

Includes expenses paid in advance that pertain to the subsequent fiscal year. An example is Pell scholarships disbursed to students in August for fall classes.

NOTES RECEIVABLE

Written contractual agreements containing an unconditional promise to pay a certain sum of money under terms specified in the note for a period of one year or less.

Notes receivable should be separately disclosed as a line item on the Statement of Net Assets and not included with bond proceeds.

INVENTORIES

Report on separate line items if material:

Goods for Resale -- finished goods purchased by an entity for sale to another entity at an increased price. The total cost of goods for resale on hand as of a reporting date should be the amount reported as Inventories for Resale.

Consumable Supplies -- goods and/or items purchased for daily operations (i.e., office supplies) and not for resale. The method used in costing the inventory must be explained in detail in the footnotes.

For Noncurrent Assets, the Statement of Net Assets should contain at a minimum the following levels of detail:

RESTRICTED CASH AND CASH EQUIVALENTS	Includes unexpended cash balances restricted by donors or other outside agencies for specific purposes. They originate from income on restricted endowment funds, gifts whose donors have placed limitations on their use, grants from private or governmental sources for research, training, bond proceeds, and other sponsored funds.
ENDOWMENT INVESTMENTS	The resources for which donors, external agencies, or the governing board have stipulated that the principal of the fund is not expendable and is to be invested for the purpose of producing present and future income. That income may be expended or added to principal.
OTHER LONG TERM INVESTMENTS	<p>Assets held by an institution to produce revenues. Common market investments are corporate bonds and common or preferred stock.</p> <p>These assets should be considered long-term investments by definition and should not be confused with the investment of a temporary cash surplus. Management intent should also be a factor in determining whether an investment should be classified as long term.</p> <p>GASB 31 requires that investments be reported at fair market value on the Statement of Net Assets (See Section 7.4 for more information).</p>
NOTES RECEIVABLE	<p>Written contractual agreements containing an unconditional promise to pay a certain sum of money under terms specified in the note for a period greater than one year.</p> <p>Notes receivable should be separately disclosed as a line item on the Statement of Net Assets and not included with bond proceeds.</p>
DEFERRED CHARGES	Long term prepayments of expenses subject to amortization. Examples are the cost of issuing bonds and certain pension costs.

CAPITAL ASSETS (NET)	<p>Real or personal property that has a value equal to or greater than the capitalization threshold for the particular classification of the asset and has an estimated life of greater than one year. Capitalization records the value of a capital item or the costs incurred to build or acquire the item as a capital asset. Capital assets that have a cost of \$5,000 or more and have an estimated life greater than one year are capitalized. Major building repairs and maintenance of at least \$100,000 or that significantly extend the building's useful life also are capitalized. (See Section 7.2, Section 7.6 and Appendix C for list of assets and estimated useful life).</p>
NOT SUBJECT TO DEPRECIATION	<p>Land -- real property acquired by purchase or gift to be used in the operations of the institution. Land is characterized by an unlimited life. The value of land purchased includes the amount paid, any costs involving the purchase, such as legal fees and recording fees, and any costs in the preparation of the land for its intended use, such as grading and clearing. The value of land acquired by gift is the fair market value at the time of the gift.</p> <p>Museums and Art Collections -- all museum items, art and scientific collections, slide collections, etc., wherever located, are included. Library books that are considered "collections" similar to works of art and historical treasures, consistent with the provisions of GASB Statement 34, may or may not be capitalized depending on whether the item is exhaustible or inexhaustible. Refer to GASB Statement 34, paragraphs 27-29 for further information.</p> <p>Construction in Progress -- this classification includes construction of buildings, other improvements, and equipment that are in progress at the end of the fiscal year. The amount completed during the fiscal year should be capitalized. Capitalization of Interest on Construction -- per GASB Statement 34, net interest must be capitalized on construction in a proprietary fund as long as there is any outstanding debt, even if the outstanding debt has no relationship to the new project. Refer to GASB 34 for further information.</p>
ASSETS SUBJECT TO DEPRECIATION	<p>Infrastructure -- long-lived capital assets that normally are stationary in nature and typically may be preserved for a significantly greater number of years than most capital assets, such as roads, bridges, and sewer systems.</p> <p><u>Note:</u> THECB recommends that community colleges only report infrastructure if the existing infrastructure is deemed material to the financial statements taken as a whole or if it is likely that material infrastructure components will be added to existing immaterial infrastructure assets. Refer to GASB 34 if infrastructure is reported.</p> <p>Buildings and Real Estate Improvements, including</p> <p>(a) the cost of permanent structures used in the operations of the institution. This includes any permanently attached fixtures or machinery that cannot be removed without impairing the use of the building. All direct costs of construction are included in the cost of the building. Building improvements should be capitalized based on institution's accounting policy.</p>

(b) all improvements to land other than buildings. This category includes parking lots, fencing and gates, athletic fields, fountains, landscaping, etc.

(c) improvements that meet or exceed the capitalization threshold (on a project basis) made to a leased structure for better utilization of the property over the term of the lease. Improvements made in lieu of rent will be expensed in the period incurred.

Land Improvements - all improvements to land other than buildings. This category includes parking lots, fencing and gates, athletic fields, fountains, landscaping, etc. (see Section 10, Appendix C for a more comprehensive listing).

Leasehold Improvements -- improvements that meet or exceed the capitalization threshold (on a project basis) made to a leased structure for better utilization of the property over the term of the lease. Improvements made in lieu of rent will be expensed in the period incurred.

Library Books -- all professional, academic, and research library books, and other library items are included, regardless of the source of funds used in acquiring them. Book collections that are considered to be works of art are not depreciable. Library acquisitions are valued at cost or other reasonable basis and capitalized when purchases for the year reach a recommended \$5,000 threshold and have a useful life of greater than one year. Depreciation should be calculated based on a useful life of 15 years. The general library should maintain records of all books and other library items. These records will suffice as detailed inventory records and should not be duplicated in the inventory records of the business office. Donated books should be recorded at fair value as of the date of the gift. Periodicals and subscriptions, including those in electronic form, should be expensed as incurred.

THECB recommends using the group depreciation method to depreciate library books. The group method uses an average rate of depreciation applied to the entire group of library books. Depreciation expense is computed by multiplying an average depreciation rate by the balance in the group asset control account at year end. Deletions are valued at annually adjusted average cost. An unweighted or weighted method may be used to estimate the rate. Refer to paragraphs 163-166 of GASB Statement 34 for further information.

When books are retired, the group asset account is credited for the average cost and the accumulated depreciation account is debited for the same amount; no losses or gains are recognized. Depreciation expense in subsequent years would change as items are added or useful life estimates revised. Note: accumulated depreciation should not exceed the reported cost of the assets.

Equipment

Equipment represents personal property that is movable. Examples include furniture, office and teaching equipment, telecommunications and peripheral equipment, and livestock. Equipment includes all personal property having all of these characteristics: (1) an acquisition value in excess of a specific minimum (*dollar amount*) for each unit (It is recommended that the equipment have a useful life of one or more years and an acquisition cost of \$5,000 or more per unit. This definition is consistent with federal requirement outlined in Circular A-21.), (2) an

expected useful life in excess of a specific minimum period, and (3) an identity which is not altered materially through use. Portable buildings are also a component of this category.

**ASSET GROUPS
SUMMARY**

The CB's GASB Task Force has recommended the following classification of capital assets for Texas community and technical colleges. It has also made recommendations concerning useful life and residual value for each classification to aid in determination of depreciation expense. Each community college district is allowed to establish its own policy for useful life and residual value.

ASSET GROUPS SUBJECT TO DEPRECIATION	USEFUL LIFE	RESIDUAL VALUE
I. Buildings And Real Estate Improvements		
Buildings and Building Improvements	50 Years	10%
Land Improvements	20 Years	10%
Leasehold Improvements	Lease Term	None
II. Infrastructure (if reported separately)	See GASB 34	None
III. Library Books	15 Years	None
IV. Equipment	Lease Term	None
Furniture, Machinery, Vehicles, and Other Equipment	10 Years	None
Telecommunications and Peripheral Equipment	5 Years	None

**ASSET GROUP
CLASSIFICATION
DETAILS**

See Section 10, Appendix C, for a detailed list of capital assets by classification

For Current Liabilities, the Statement of Net Assets should contain at a minimum the following levels of detail:

ACCOUNTS PAYABLE	A liability or amount owed to a creditor for goods or services received that resulted from an oral or implied promise to pay. Most accounts payable result from the purchase of goods, supplies, equipment, and/or services received.
ACCRUED LIABILITIES	Obligations that accumulate systematically over time. The recording of these liabilities and the accompanying expenses is usually deferred to the end of the accounting period. An accrued expense is an expense that has been incurred during the accounting period but has neither been paid nor recorded. Examples of accrued liabilities would be payroll, payroll taxes, and interest.
ACCRUED COMPENSABLE ABSENCES-CURRENT PORTION	The portion of compensable absences due within one year. The estimate could be based on historical trends or budgeted amounts, and may be affected by other factors such as the institution's policy regarding the unused leave amounts from prior years.
FUNDS HELD FOR OTHERS	Funds in the custody of the institution but not belonging to it. Colleges and universities often serve as depositories or fiscal agents for student organizations, faculty committees, or for other groups connected with the institutions. An example would be federal funds received, but not expended in the same fiscal year. Funds held for others could also be classified as a Noncurrent Liability.
DEFERRED REVENUES	<p>Payments received by the institution in advance, for goods or services to be rendered in a subsequent period. Deferred Revenue should only be reported when cash has been received and should not be reported as revenue until earned.</p> <p>An example of deferred revenues would be tuition and fees collected from students near the end of a fiscal year for the next term that begins in the next fiscal period.</p>
NOTES PAYABLE-CURRENT PORTION	Result from issuing an interest bearing certificate or making a loan to derive resources to finance acquisition of long-lived assets that are payable within one year or less. Any debt instrument considered to be Commercial Paper or Variable Rate Notes refinanced for less than one year should be classified as Notes Payable.
BONDS PAYABLE-CURRENT PORTION	Amounts due within one year on interest-bearing certificates issued to derive resources to finance acquisition of long-lived assets.

For Noncurrent Liabilities, the Statement of Net Assets should contain at a minimum the following levels of detail:

ACCRUED
COMPENSABLE
ABSENCES-
NONCURRENT
PORTION

The portion of compensable absences expected to be paid after one year or more. The estimate could be based on historical trends or budgeted amounts and may be affected by other factors such as the institution's policy regarding unused amounts from prior periods.

NOTES PAYABLE-
NONCURRENT
PORTION

Result from issuing an interest-bearing certificate or making a loan to derive resources to finance acquisition of long-lived assets that are payable in installments greater than one year. Any debt instrument considered to be Commercial Paper or Variable Rate Notes refinanced for greater than one year should be classified as Notes Payable.

BONDS PAYABLE-
NONCURRENT
PORTION

Amounts due beyond one year on interest-bearing certificates issued to derive resources to finance acquisition of long-lived assets.

For Net Assets, the Statement of Net Assets should contain at a minimum the following levels of detail:

INVESTED IN CAPITAL ASSETS, NET OF RELATED DEBT	Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
RESTRICTED NONEXPENDABLE	Net assets that are required to be retained in perpetuity such as permanent endowments or permanent fund principal amounts. Some examples of nonexpendable assets are Scholarships and Fellowships and Research.
RESTRICTED EXPENDABLE	Net assets that are restricted due to constraints placed on the assets either by external creditors such as debt covenants, grantors, or imposed by laws or regulations of other governments. This does not include net assets restricted by the college's governing board. Some examples are Scholarships and Fellowships, Research, Instructional department uses, Loans, Capital Projects, and Debt Service.
UNRESTRICTED NET ASSETS	Consist of net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt." The distribution of these net assets must not be presented on the face of the financial statement, but may be presented in the notes.

QUESTION 1 Do we disregard Mandatory and Non-mandatory transfers between funds, because they zero each other out?

ANSWER 1 Yes, for the core financial statements (assuming you have no separately reported component units re: GASB 34).

QUESTION 2 Do we report Land and Site Improvements on a separate line called Investments in Real Estate, which is separate from Capital Assets, net, - on the Statement of Net Assets?

ANSWER 2 If the land is being held for the production of income or future sale, it should be reported as a separate line in the noncurrent assets section. It should not be included in the capital assets.

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
STATEMENT OF NET ASSETS (EXHIBIT 1)		
	35.	Are assets and liabilities classified as current and noncurrent?[GASB 34 97]
	36.	Are restrictions on cash or investments properly disclosed (SFAS No 5) and are restricted amounts appropriately segregated from other cash items? Show as noncurrent assets. [ARB 43]
	37.	Are bank overdrafts reported as liabilities?
	38.	Are investment in TexPool, Lone Star, and other investments with original maturities of three month or less considered to be cash equivalents?
	39.	Is there a subtotal for "total liabilities?" [NCGAS I, appendix A. example 1; G-94, p. 443]
	40.	Has the College refrained from reporting changes in the fair value of investments as a contra-equity account (instead of including the change as part of investment income)? [GASBS 31 13]
	41.	Is the balance of net assets subdivided into the following categories, as appropriate 1) net assets invested in capital assets, net of related debt, 2) restricted net assets, and 3) nonrestricted net assets? [GASB 34 98]
	42.	Has the College refrained from reporting designations of unrestricted net assets on the face of the statement of net assets? [GASB 34 37]
	43.	Net assets reported on Statement of Net Assets (Exhibit 1) must tie to amount reported on the Statement of Revenues, Expenses, and Changes in Net Assets (Exhibit 2)
	44.	Do the amounts per the Statement of Net Assets tie to the appropriate footnotes?

SECTION 5: STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS (SRECNA)

- 5.1 Introduction
- 5.2 Report Format
- 5.21 Sample of Exhibit 2 – Statement of Revenues, Expenses, and Changes in Net Assets
- 5.22 Sample of Affiliated Organizations – Statement of Activities
- 5.3 Revenues
- 5.4 Expenses
- 5.5 Other Reporting Issue – Component Units
- 5.6 FAQ's (Frequently Asked Questions) – SRECNA
- 5.7 Checklist - SRECNA

THIS PAGE INTENTIONALLY LEFT BLANK

INTRODUCTION

The intent of the GASB statement of activities is to report the burden of the government's functions on non-operating revenues, defined as the amount of the functions that are not supported by charges to users (GASB 34 38).

Establishing the financial burden on the reporting government's citizenry or taxpayers as a financial reporting focus has introduced a new dimension to governmental financial reporting. The GASB believes that this clearly defined presentation of governmental operations provides an opportunity for analysis and insight previously not possible (GASB 34 344(c)).

The Statement of Revenues, Expenses, and Changes in Net Assets should be presented in the following sequence using the all-inclusive format (GASB 34 101):

- Operating revenues (detailed)
 - Total operating revenues
- Operating expenses (detailed)
 - Total operating expenses
 - Operating income (loss)
- Non-operating revenues and expenses (detailed)
 - Income before other revenues, expenses, gains, and losses
- Capital contributions (grant, developer, and other), additions to permanent and term endowments, and special and extraordinary items (detailed)
 - Increase (decrease) in net assets
- Net assets—beginning of period
 - Net assets—end of period

Sample Community College

Exhibit 2

Statements of Revenues, Expenses and Changes in Net Assets
Years Ended August 31, FY2 And August 31, FY1

Operating Revenues	<u>FY2</u>	<u>FY1</u>
Tuition and Fees (net of discounts of \$11,788,738 and \$6,388,960, respectively)	\$ 39,771,189	\$ 43,608,060
Federal Grants and Contracts	40,719,357	34,837,518
State Grants and Contracts	4,657,441	3,494,612
Local Grants and Contracts	-	-
Non-Governmental Grants and Contracts	4,133,147	2,521,797
Sales and Services of Educational Activities	446,968	497,918
Investment Income - Program Restricted	-	-
Auxiliary Enterprises (net of discounts)	6,975,428	6,970,033
General Operating Revenues	<u>1,177,256</u>	<u>1,007,198</u>
Total Operating Revenues (Schedule A)	97,880,786	92,937,136
 Operating Expenses		
Instruction	121,450,160	118,222,376
Public Service	9,954,204	9,684,907
Academic Support	14,823,518	14,941,981
Student Services	26,635,350	24,993,208
Institutional Support	45,741,192	44,267,563
Operation and Maintenance of Plant	21,086,945	19,735,934
Scholarships and Fellowships	32,013,809	24,661,506
Auxiliary Enterprises	10,447,407	10,206,724
Depreciation	<u>10,066,975</u>	<u>8,929,414</u>
Total Operating Expenses (Schedule B)	292,219,560	275,643,613
Operating Loss	(194,338,774)	(182,706,477)
 Non-Operating Revenues (Expenses)		
State Appropriations	100,623,986	105,376,873
Maintenance Ad Valorem Taxes	76,921,860	74,531,105
Gifts	723,092	279,721
Investment income	3,073,000	9,545,818
Gain on sale of investment	78,220	-
Contributions in aid of construction	495,952	-
Interest on Capital Related Debt	(735,065)	(1,966,747)
Loss on Disposal of Fixed Assets	(238,206)	(2,033,987)
Other Non-Operating Revenues	52,225	70,771
Other Non-Operating Expenses	<u>(453,827)</u>	<u>(38,162)</u>
Net Non-Operating Revenues (Schedule C)	<u>180,541,237</u>	<u>185,765,392</u>
Income Before Extraordinary Item	(13,797,537)	3,058,915
 Extraordinary Item:		
Accrual for legal expense	<u>-</u>	<u>(9,588,038)</u>
Decrease in Net Assets	(13,797,537)	(6,529,123)
 Net Assets		
Net Assets - Beginning of Year	<u>333,021,704</u>	<u>339,550,827</u>
Net Assets - End of Year	<u>\$ 319,224,167</u>	<u>333,021,704</u>

The accompanying notes are an integral part of the financial statements.

Sample Community College Affiliated Organizations Statement of Activities				
	College Research Corporation	ABC Foundation	College Alumni Association	ABC College Health Clinic
	FY June 30	FY June 30	FY June 30	FY Dec 31
Revenue				
Sales and Service	\$			606,278
Grants and Contracts		3,334,966		413
Interest Income	11,977		57,362	16,385
Unrealized Investment Income		(2,879,949)	23,415	
Gifts		28,595,789	638,548	
Other	298,030	3,270,758		37,950
Total Revenue	310,007	28,986,598	719,325	661,026
Expenses				
Salary and wages		396,548		300,264
Services and supplies	35,407		21,879	214,662
Interest	256,267	308,851	5,480	13,923
Depreciation	10,135		3,210	39,795
Scholarships and research support		17,349,066	568,754	
Other		37,009		66,519
Total Expenses	301,809	17,694,926	599,323	635,163
Change in net assets	8,198	11,291,672	120,002	25,863
Net Assets at beginning of year	113,974	111,299,192	1,172,912	323,721
Net Assets at end of year	\$ 122,172	122,590,864	1,292,914	349,584

INSTRUCTIONS

Revenues are required to be presented in the following manner (GASB 34 100-103):

- Operating Revenues
- Non-Operating Revenues
- Capital contributions, additions to endowments, and special and extraordinary items.

In determining which of the above categories community college revenues fall under, the GASB advises that each institution establish a policy defining operating revenues. Revenues not defined as operating revenues automatically fall to the other categories.

OPERATING
REVENUES

As business-type activities, public community college operating revenues should be defined as the results of exchange transactions with those who purchase, use, or directly benefit from the goods or services of the college. Revenues are recorded on the accrual basis of accounting. Revenues are recognized when earned; e.g., when goods are received or services are performed. Operating revenues should be reported gross of related expenses and net of any discount or sales allowance.

Operating Revenues consist of the following categories: Tuition and Fees (net of discounts); Sales and Services of Educational Activities; Federal/State/Local Grants; Non-Governmental Grants and Contracts; Auxiliary Enterprises, and Other Operating Revenues.

Funds held for third-party beneficiaries (e.g. students) that may not be used to support the college's programs should not be considered revenues or expenses. These resources should be reported as cash and/or short-term investment assets and as a liability on the Statement of Net Assets. (GASB 34 69).

NON-OPERATING
REVENUES

Non-Operating Revenues derive from non-exchange transactions or those that are not reported as operating activities in the Statement of Cash Flows, such as investment income. Non-exchange transactions are recognized in accordance with the standards in GASB 33.

Non-Operating Revenues consist of the following categories: state appropriations (including restricted revenues such as state insurance and benefit allocations); taxes levied by the college; funds provided by other entities for unrestricted purposes (other than state allocations); gifts (other than capital contributions); investment income not restricted to a specific program; and other non-operating, non-capital revenues.

OTHER REVENUE Revenues from capital contributions, additions to endowments, and special and extraordinary items (GASB 34 100, 377-378).

REVENUE REPORTING ISSUES **State Funds as Non-Operating Revenues** -- State funds should be defined as non-operating revenues in the revenue policy of the colleges and reported accordingly. Both restricted and unrestricted appropriations are to be treated in this manner.

Tuition and Fee Discounting -- Tuition, fees, and other college charges should be reported net of discounts as defined by NACUBO in *Advisory Report 2000-05*. This requires revenues from tuition, fees, and other student charges to be “discounted” when paid by Pell and other funds reported as operating revenues. Tuition, fees, and other college charges paid by the student or a third-party payer should be reported as revenues.

Examples of tuition discounts are TPEG, institutional scholarships, PELL grants, TEXAS grants, and privately gifted scholarship awards not to exceed the billable tuition & fees. Any awards to students that exceed the billable tuition and fees should be reported as scholarship expense.

District Taxes (Ad Valorem) -- District taxes should be classified as non-operating revenues.

Investment Income -- Investment income should be classified as non-operating revenue, unless the income is legally restricted to a specific program. In that case it should be reported as operating revenues of the program, as in the case of endowment income restricted to specific programs.

Restricted Revenues -- The reporting for restricted revenues falls under the same revenue reporting categories listed earlier in this report. Under the single-column reporting format these revenues would be included in the major source categories:

- Operating Revenues
- Non-Operating Revenues
- Capital contributions, additions to endowments, and special and extraordinary items.

Auxiliary Enterprises -- Auxiliary Enterprise revenues are considered a “major revenue source”, and should be reported as a separate line in the operating revenue section.

A Texas public community college is considered a single governmental program business-type activity. The college is sub-categorized into functional areas with direct expenses attributed to each area. Functional expenses are defined as the "direct" expenses specifically associated with a function, and would not include allocations of indirect expenses.

The functional categories for expenses will continue to be the current categories of:

- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Operation and Maintenance of Plant
- Scholarships and Fellowships
- Auxiliary Enterprises
- Depreciation

Although reporting by natural classifications (salaries, equipment, etc.) is an option, and considered by some to be more meaningful from a user's standpoint, the functional presentation permits comparability with statements prepared prior to GASB 34.

Definitions of these categories have not changed under GASB 34/35; however, expenses are now reported rather than expenditures. GASB believes that expenses (i.e., consumption basis) provide more complete, objective, and comparable information about an institution's costs than do expenditures (i.e., acquisition basis). Following is an explanation of each functional expense category:

EDUCATIONAL AND GENERAL

Instruction -- includes expenses for all activities that are part of an institution's instructional program. Expenses for credit and non-credit courses, for academic, vocational, and technical instruction, for developmental and tutorial instruction, and for regular, special, and extension sessions should be included.

Expenses for departmental research and public service that are not separately budgeted should be included in this classification.

Expenses of department chairmen, in which instruction is still the primary role of the administrator, are included in this category.

This category should exclude expenses for academic administration when the primary assignment is administration -- for example, academic deans.

Research -- this category should include all expenses for activities specifically organized to produce research outcomes. Expenses included in this category may be either internally or externally sponsored, but must be separately budgeted.

Public Service -- This category should include funds expended for activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.

Academic Support -- This category should include funds expended primarily to provide support services for the institution's primary missions -- instruction, research, and public service. It includes: (1) the retention, preservation, and display of educational materials, i.e., libraries, museums, and galleries; (2) academic administration, i.e., deans' salaries and office expenses; (3) technical support, i.e., computer services and audio-visual information; and (4) separately-budgeted support for course and curriculum development, and related items.

Student Services -- This category should include funds expended for offices of admissions and the registrar and activities that primarily contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instruction program.

Institutional Support -- This category should include expenses for (1) central executive level management and long-range planning of the entire institution; (2) fiscal operations; (3) administrative data processing; (4) space management; (5) employee personnel and records; (6) logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; (7) support services for faculty and staff that do not operate as auxiliary enterprises; (8) activities concerned with community and alumni relations, including development and fundraising; and (9) bad debt related to tuition and fee revenue.

Operations and Maintenance of Plant -- This category should include all expenses of current funds for the operation and maintenance of physical plant, net of amounts charged to auxiliary enterprises, hospitals, and independent operations.

Scholarships and Fellowships -- This category should include expenses for scholarships and fellowships including tuition remissions and exemptions in grants to students either from selection by the institution or from an entitlement program. If the institution does not select the recipient of the award and is only custodian of the funds, as with ROTC scholarships, the funds should be reported as a fiduciary activity on the Statement of Net Assets.

Recipients of grants are not required to perform service to the institution as consideration of the grant, nor are they expected to repay the amount of the grant to the funding source. When services are required in exchange for financial assistance, as in the federal College Work-Study Program, the charges should be classified as expenses of the department or organizational unit to which the service is rendered.

AUXILIARY
ENTERPRISES

Should include all expenses relating to the operation of auxiliary enterprises, including expenses for operation and maintenance of plant and institutional support.

EXPENSE
REPORTING ISSUES

Allocation of General Expense Not Required -- Community colleges should continue to report direct expenses as they have in the past under currently existing functional categories, and not allocate general expenses to the functional categories.

Depreciation Expense -- Depreciation should be reported as a separate line under Operating Expenses, rather than allocated to the functional categories.

Interest Expense -- Interest expense should be shown as a separate line item, similar to the presentation for depreciation expense, under the rationale that it benefits the college's single program as a whole (GASB 34, Paragraph 46). Interest expense is reported as a non-operating expense. It may not be allocated to other functional expense categories.

COMPONENT UNITS

GASB 34, Paragraphs 124-128 addresses reporting for component units. The requirements generally refer back to GASB 14, "The Financial Reporting Entity". GASB 39, effective FY 2004, clarifies when affiliated organizations should be reported as component units. Comparative information for the component unit must be presented.

Many Texas public community colleges have legally separate fundraising organizations that may qualify as component units. If the college determines that a legally separate component unit should be presented in its financial statements, the component's Statement of Financial Position and Statement of Activities should be presented on a separate page behind the primary institution's Statement of Net Assets, and SRECNA.

For purposes of reporting under GASB 39, the component unit should have either 5 percent of the net assets or 5 percent of the revenues of the primary institution to have its financial information included in the primary institution's annual financial report.

- QUESTION 1** What would comprise discounts for Other Operating Revenues? It is shown as "net of discounts" on the Statement of Revenues, Expenses and Changes in Net Assets. Are bookstore sales a part of auxiliary enterprises/discounts. Do we have to separate out the division sales/discounts and report them as other operating revenues/discounts? That would be a very large job.
- ANSWER 1** Bookstore sales are a part of auxiliary enterprises/discounts. Total auxiliary enterprises/discounts should be reported separately only if the amount is material. A better example of discounts reported under "Other Operating Revenues" would be discounts on registration fees for seminars or conferences sponsored by instructional departments. Again, separate reporting of total "Other Operating Revenues - Discounts" is necessary if the amount is material.
- QUESTION 2** If a grant or contract provides for equipment acquisitions, how should the amounts provided for equipment and other capital items be reported?
- ANSWER 2** The primary purpose of the grant or contract dictates whether the transaction will be reported as operating or nonoperating. If the agreement represents an exchange transaction, and the equipment is merely incidental to the program activity, it will be classified as an operating activity. If the primary purpose is equipment acquisition, it is considered a capital grant and the transaction is reported as capital financing in the Statement of Cash Flows and as non-operating revenue in the Statement of Revenues, Expenses and Changes in Net Assets, if the acquisition exceeds the fixed asset capitalization threshold. If the acquisition does not meet the capitalization threshold, that portion of the transaction must be reported in the operating activities section of the Statement of Cash Flows.
- QUESTION 3** How is the TPEG set-aside from tuition reported? Do we show the tuition and fees net of the TPEG set aside? The CB's GASB Task Force recommendations direct us to record TPEG as tuition when it is awarded and applied to the student's account and tuition discounts are offset at the same time.
- ANSWER 3** On Exhibit 2 - Statement of Revenues, Expenses and Changes in Net Assets, tuition should be reported net of the set-aside (based on a certain percentage of gross tuition). On the Schedule A - Schedule of Operating Revenues, the TPEG set-aside is broken out and reported separately under the total tuition section, and the total actual award amount is listed as a deduction under the Scholarship Allowances and Discounts section in the process of presenting Total Net Tuition and Fees. See Section 8.1 of this manual.

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS (EXHIBIT 2)		
	45.	Does the statement distinguish between operating and non-operating revenues and expenses? [GASB 34 100]
	46.	Has the college refrained from including taxes and gifts within the operating category? [GASB 34 102]
	47.	Is operating income/loss reported as a separate line item? [GASB 34 100]
	48.	Are state funds shown as non-operating revenue?
	49.	Total operating revenues must tie to Schedule of Operating Revenues (Schedule A).
	50.	Are expenses shown by functional classification on face of statement? Reported amounts must tie to Schedule of Operating Expenses by Object (Schedule B)?
	51.	Is depreciation expense reported separately from other expense? [APB 12 5]
	52.	Has bad debt expense been netted out of the appropriate functional category?
	53.	Is change in net assets reported as a separate line item?

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 6: STATEMENT OF CASH FLOWS

- 6.1 Description of Statement of Cash Flows
- 6.2 Five Sections of the Statement of Cash Flows
 - 6.21 Operating Activities
 - 6.22 Non-Capital Financing Activities
 - 6.23 Capital and Related Financing Activities
 - 6.24 Investing Activities
 - 6.25 Reconciliation of Net Operating Income (loss) to net Cash Provided (used) by Operating Activities
- 6.3 Increase (Decrease) in Cash and Cash Equivalents
- 6.4 Report Format
 - 6.41 Sample of Cash Flow Worksheets
 - 6.42 Sample of Exhibit 3
- 6.5 FAQ's (Frequently Asked Questions) – Statement of Cash Flows
- 6.6 Checklist - Statement of Cash Flows

THIS PAGE INTENTIONALLY LEFT BLANK

**DESCRIPTION OF
STATEMENT OF
CASH FLOWS**

For the Statement of Cash Flows, operating cash outflows are reported as a deduction from cash inflows to derive net cash provided (used) by various activities of the entity. Both cash outflows and inflows are usually reported at gross. However, net reporting is permitted in limited instances when quick turnover, short maturity, and large amounts characterize the transactions.

The Statement of Cash Flows also shows factors contributing to the change in cash from the beginning to the end of the reporting period. The direct method converts accrual basis net income (loss) to a cash basis. Essentially the inflows and outflows follow the line items from the Statement of Revenues, Expenditures and Change in Net Assets. But they are adjusted for non-cash transactions as well as for changes between the prior year and the current year in Statement of Net Assets line items such as receivables, inventories, payables, etc. that reflect the amount of cash inflow and outflow for the period.

**SECTIONS OF THE
STATEMENT OF
CASH FLOWS**

The Statement of Cash Flows is divided into five sections:

1. Cash Flows from Operating Activities
2. Cash Flows from Non-Capital Financing Activities
3. Cash Flows from Capital and Related Financing Activities
4. Cash Flows from Investing Activities
5. Reconciliation of Net Operating Income (loss) to Net Cash Provided (used) by Operating Activities

OTHER GUIDELINES

- GASB Statement 34, paragraph 105, prescribes the direct method of presenting cash flows from operating activities.
- Cash and cash equivalents are items that are readily convertible to cash, while carrying an insignificant risk of change in value. Cash equivalents have original maturities of three months or less and include public funds investment pools unless the governing board has issued a policy that deems them to be short-term investments. The definition of cash and cash equivalents should be included as part of the institution's significant accounting policy disclosure.
- Generally, all activities should be reported gross.
- The Statement of Cash Flows should include a reference to the notes.

CASH FLOWS FROM OPERATING ACTIVITIES

The Cash Flows from Operating Activities section should include at a minimum the following inflows and outflows:

1. Inflows:
 - Receipts from students and other customers
 - Receipts from grants and contracts
 - Collection of loans to students and employees
 - Other cash receipts

2. Outflows:
 - Payments to suppliers for goods and services
 - Payments to or on behalf of employees
 - Payments for scholarships and fellowships
 - Loans issued to students
 - Other cash payments

RELATIONSHIP OF SRECNA TO CASH FLOWS

Basic information for the inflows and outflows related to operating activities will come from the Statement of Revenues, Expenses, and Changes in Net Assets operating revenues and expenses. Shown below are the operating revenue and expense line items from the Statement of Revenues, Expenses, and Changes in Net Assets (SRECNA) and the inflow or outflow to which each line typically relates.

<u>SRECNA Line Item</u>	<u>Cash Flow Line Item</u>
<u>Revenues</u>	
Tuition and Fees	Receipts of tuition and fees
Federal Grants and Contracts	Receipts from federal grants and contracts
State Grants and Contracts	Receipts from state grants and contracts
Non-governmental Grants and Contracts	Receipts from Non-Governmental grants and contracts
Sales and Services of Educational Activities	Receipts from sales and services of educational activities
Auxiliary Enterprises	Receipts from auxiliary enterprises
General Operating Revenues	Other receipts
	Receipts from collections of loans to employees
	Receipts from collections of loans to students

<u>SRECNA Line Item</u>	<u>Cash Flow Line Item</u>
<u>Expenses</u>	
Instruction	Payments to suppliers for goods and services Payments to or on behalf of employees Payments to students under federal grants Payments for loans issued to employees Payments for loans issued to students
Public Service	Payments to suppliers for goods and services Payments to or on behalf of employees
Academic Support	Payments to suppliers for goods and services Payments to or on behalf of employees Payments to students under federal grants Payments for loans issued to employees Payments for loans issued to students
Student Services	Payments to suppliers for goods and services Payments to or on behalf of employees Payments to students under federal grants Payments for loans issued to employees Payments for loans issued to students
Institutional Support	Payments to suppliers for goods and services Payments to or on behalf of employees Payments to students under federal grants Payments for loans issued to employees Payments for loans issued to students
Operation and Maintenance of Plant	Payments to suppliers for goods and services Payments to or on behalf of employees Payments to students under federal grants Payments for loans issued to employees Payments for loans issued to students
Scholarships and Fellowships	Payments to suppliers for goods and services Payments to or on behalf of employees Payments for scholarships and fellowships
Auxiliary Enterprises	Payments to suppliers for goods and services Payments to or on behalf of employees Payments to students under federal grants Payments for scholarships and fellowships Payments for loans issued to employees Payments for loans issued to students

Depreciation, although in the operating expense section of the SRECNA, is a non-cash transaction and will appear as an adjusting item on the reconciliation of net operating income (loss) to net cash provided (used) by operating activities.

The functional expense areas are split between the amounts for salaries and benefits paid to employees and the amounts paid to suppliers for goods and services. The breakdown of the expense information may be found on the Schedule of Operating Expenses by Object (Schedule B).

Many of the amounts for line items for both revenues and expenses on the SRECNA will be further adjusted for the Statement of Cash Flows by changes in accounts receivables, allowance for doubtful accounts, prepaid expenses, inventories, accounts payable, other liabilities, etc. during the reporting period. The changes are found by comparing the current and prior year columns of the Statement of Net Assets (SONA). However, assets and liabilities are not broken down on the SONA by operating and non-operating activities. Therefore care must be given in considering the source of change in these categories in order to assign such changes to the appropriate section of the Statement of Cash Flows.

CASH FLOWS FROM
NON-CAPITAL
FINANCING
ACTIVITIES

Non-capital financing activities include borrowing money for purposes other than acquiring or improving capital assets and repaying those amounts borrowed, including interest. Line items for inflow and outflow of cash in this section may include:

1. Inflows:
 - Receipts from state appropriations¹
 - Receipts from *ad valorem* taxes levied for maintenance and operation
 - Receipts from student organizations and other agency transactions
 - Proceeds from non-capital loans
 - Receipts from non-capital gifts and non-exchange grants
 - Contribution from foundation
 - Endowment interest
 - Endowment gift
 - Proceeds from insurance claims
 - Receipts from note borrowings for other than capital purposes
 - Receipts from federal grants for non-operating activities
 - Receipts from gifts or grants for other than capital purposes

2. Outflows:
 - Payments to student organizations and other agency transactions
 - Payments for non-capital loans-principal
 - Payments for non-capital loans-interest
 - Payments for collections of taxes
 - Payments on note borrowings

Amounts for non-capital financing activities will come primarily from the non-operating revenues and expenses section of the SRECNA but with adjustments from changes between the prior year to the current year in accounts receivable, notes payable, etc. in the Statement of Net Assets. However, because assets and liabilities are not reported separately on the SONA as related to operating or non-operating activities, special care should be given to report amounts in the appropriate section of the Statement of Cash Flows.

¹ State Appropriations should be treated as non-operating revenues for Statement of Revenues, Expenses and Changes in Net Assets. See Section 11.1 for a full discussion on this determination.

CASH FLOWS FROM
CAPITAL AND
RELATED FINANCING
ACTIVITIES

Capital financing activities include acquiring and disposing of capital assets used in providing goods and services as well as monies borrowed and repaid (including interest) in connection with the acquisition or construction of capital assets. Line items for this section may include the following cash inflows and outflows:

1. Inflows:
 - Proceeds from the sale of capital assets
 - Proceeds from capital debt (net of issuance costs)
 - Receipts from capital contracts, gifts and grants
 - Proceeds from insurance for stolen or destroyed capital assets
 - Receipts from *ad valorem* taxes for debt service
 - Contribution received for capital assets
 - Insurance Recoveries from capital asset loss

2. Outflows:
 - Purchases of capital assets including payments for constructions costs
 - Payment on capital debt and leases-principal
 - Payment on capital debt and leases interest
 - Payment on capital leases – principal
 - Payment on capital leases – interest and fees
 - Bond issue costs paid on new capital debt issue
 - Cash paid to advance refunding escrow agent for capital transaction
 - Defeasance of capital debt
 - Expense incurred in disposal of capital asset
 - Repay funds held for other non-capital agency funds

CASH FLOWS FROM
INVESTING
ACTIVITIES

Investing activities include transactions related to acquiring and disposing of debt or equity investment instruments, including associated interest, and making and collecting loans (except for loans related to programs, which are included in operating activities). Line items for inflow and outflow of cash for investing activities include:

1. Inflows:
 - Proceeds from sales and maturities of investments (other than cash equivalents)
 - Receipts of interest and dividends on debt instruments, equity securities, and cash management or investment pools

2. Outflows:
 - Payments to acquire debt instruments and equity securities
 - Deposits into investment pools that the institution is not using as demand accounts per policy

The amounts for the section of the Statement of Cash Flows on investing activities come mainly from the changes in investments found on the Statement of Net Assets. However, the investment income amount is obtained from the SRECNA.

Reconciliation of Net Operating Income

RECONCILIATION OF
NET OPERATING
INCOME (LOSS) TO
NET CASH PROVIDED
(USED) BY
OPERATING
ACTIVITIES

A reconciliation of net operating income (loss) to net cash provided (used) by operating activities must be included at the bottom of the Statement of Cash Flows. The reconciliation is like the indirect method of preparing a statement of cash flows as it adjusts the operating net income (loss) for items not having an effect on cash to arrive at net cash provided (used) by operating activities.

1. Operating income (loss)
2. Adjustments to reconcile net income (loss) to net cash provided (used) by operating activities
 - Amortization expense
 - Amortization of deferred charges
 - Depreciation expense
 - Bad debt expense
 - Gain on sale of assets (only if part of operating activities)
 - Health insurance and benefits paid by the State
 - Non-cash revenues (only if part of operating activities)
 - Non-cash expenses (only if part of operating activities)
 - Other revenues
 - Prior period adjustment related to operating activities
 - Remissions and exemptions
 - State waivers
3. Changes in Assets and Liabilities (only the portions relating to operating activities)
 - Accounts Receivable
 - Deferred Expenses
 - Inventories
 - Notes Receivable
 - Prepaid Expenses
 - Accounts Payable
 - Accrued Liabilities
 - Compensable Absences
 - Deferred Revenue
 - Deferred Credits – Other
 - Deferred Credits – Student Related
 - Deferred Expenses
 - Deposits
 - Due from other governments
 - Federal grants
 - Funds held for others
 - Inventories for resale
 - Loans to employees
 - Loans to students
 - Payroll and related payables
 - Retirement incentive program payable
 - State grants
 - Utility escrow
 - Other assets
 - Other liabilities
4. Noncash investing, capital and financing activities
 - Proceeds from capital lease (must be compensating transactions)
 - Acquisition of equipment from capital lease (must be compensating transactions)
 - Proceeds from note payable (must be compensating transactions)
 - Acquisition of equipment from note payable (must be compensating transactions)
 - Net effect of noncash transactions

INCREASE
(DECREASE) IN CASH
AND CASH
EQUIVALENTS

The cash provided (used) by operating activities, non-capital financing activities, capital financing activities, and investing activities should equal the increase or decrease in cash and cash equivalents from the beginning of the year to the end of the year.

WORKSHEETS FOR
PREPARING
STATEMENT OF
CASH FLOWS
(EXHIBIT 3)

A series of worksheets are provided to assist in the preparation of the Statement of Cash Flows. Within these worksheets, the following conventions are used to trace entries: A – Asset Section; L – Liabilities Section; R – Revenue Section; and, E – Expense Section.

1. Reconciliation of Net Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities

This reconciliation is really a schedule that “indirectly” reconciles the operating income (loss) found on the SRECNA with the net cash provided (used) by operating activities as reported in the first section of the Statement of Cash Flows using the direct method. The reconciliation is accomplished by adding or deducting transactions that do not provide or use cash and by adding or deducting changes in assets and liabilities that affect cash collected or paid during the reporting period for operations. Depreciation expense and bad debt expense are examples of transactions included in the reconciliation because they do not provide or use cash. Changes in assets and liabilities that are **not** used are those related to investments and capital items.

2. Walk Forward of Statement of Net Assets and Statement of Revenues, Expenses, and Changes in Net Assets

A typical walk forward from the Statement of Net Assets and the Statement of Revenues, Expenses, and Changes in Net Assets is provided. Each line item on the statements is broken down into component parts that affect the Statement of Cash Flows and labeled so that the components may be traced through to the Statement of Cash Flows.

Sample Community College						
Cash Flow Worksheet						
For the Fiscal Year Ended August 31, FY02						
STATEMENT OF NET ASSETS						
	<u>Beginning Balance</u>	<u>Ending Balance</u>	<u>Difference</u>	SONA Entries to Cash Flow		Ck Figure
Current Assets						
Cash and Cash Equivalents	27,885,226	41,361,447	13,476,221	A-A1	13,476,221	Increase (decrease) in Cash
Investments	-	-	-	A-B1	-	
* Accounts Receivable	16,100,616	16,882,510	781,894	A-D1	(229,660)	Accts Rec-General
				A-D5	(899,886)	Interest Receivables
				A-D3	1,901,524	Contract/Grant Receivables
				A-D6	9,916	Bond Receivable
						781,894
Tuition and Fees Receivable	3,906,004	6,947,622	3,041,618	A-D2	3,041,618	Tuition Receivables
Taxes Receivable	878,819	1,089,063	210,244	A-D4	987,292	Tax Receivables
				A-D4	(777,048)	Net of Bad Debt
						210,244
Inventories	586,646	571,347	(15,299)	A-E1	(15,299)	Payments to suppliers
* Notes Receivable	25,550	16,862	(8,688)	A-F1	37,485	New loans given
				A-F2	(32,071)	Loans repaid
				A-F3	(14,102)	Loans written off
						(8,688)
Deferred Charges	11,353,525	11,820,137	466,612	A-Q1	466,612	Payments to suppliers
Prepaid Expenses	1,193,178	1,159,577	(33,601)	A-H1	(175,714)	Payments to suppliers
				A-H2	142,113	Payments to employees
						(33,601)
Total Current Assets	61,929,564	79,848,565	17,919,001		17,919,001	
Non-Current Assets						
Restricted Cash and Cash Equivalents	12,502,111	4,918,097	(7,584,014)	A-J1	(7,584,014)	Increase (decrease) in Cash
* Long-term Investments	146,090,803	120,535,852	(25,554,951)	A-K1	80,799,000	Purchases
				A-K2	(104,000,000)	Sales
				A-K3	(58,560)	Interest on investments
				A-K4	(2,295,391)	Unrealized Loss
						(25,554,951)
* Notes Receivable (net)	-	-	-		-	
Deferred Charges	3,216,285	2,875,685	(340,600)	A-M1	(340,600)	Other expense
Deposit with Bond Trustee	4,900,590	5,005,089	104,499	A-N1	104,499	Fee for capital debt
* Capital Assets (net)	246,390,269	273,235,290	26,845,021	A-P1	35,331,960	Purchases
				A-P2	170,460	Donated Assets
				A-P3	(478,654)	Sales/Disposals
				A-P4	(10,066,975)	Accum. Depreciation
				A-P5	1,888,230	Capitalized interest
						26,845,021
Total Non-Current Assets	413,100,058	406,570,013	(6,530,045)		(6,530,045)	

Sample Community College							
Cash Flow Worksheet							
For the Fiscal Year Ended August 31, FY2							
STATEMENT OF REVENUE, EXPENSE AND CHANGES IN NET ASSETS							
Operating Revenues				SRECNA Entries to Cash Flow			Ck figure
Tuition and charges (net of discounts of \$_____)		(39,771,189)	R-A1	39,771,189	Receipts from students and other customers		
Federal Grants and Contracts		(40,719,357)	R-B1	40,719,357	Receipts from grants and contracts		
State Grants and Contracts		(4,657,441)	R-C1	4,657,441	Receipts from grants and contracts		
Non-Governmental Grants and Contracts		(4,133,147)	R-D1	4,133,147	Receipts from grants and contracts		
Sales and Services of Educational Activities		(446,968)	R-E1	446,968	Receipts from students and other customers		
Auxiliary Enterprises (Bookstore)		(6,975,428)	R-F1	6,975,428	Receipts from students and other customers		
Other Operating Revenue		(1,177,256)	R-G1	1,162,849	Misc. Oper. Rev.		
			R-G2	14,407	Revenue to loan fund		1,177,256
Total Operating Revenues		(97,880,786)		97,880,786			
Operating Expenses							
Instruction		121,450,160	E-A1	(15,256,194)	Suppliers		
			E-A2	(106,193,966)	Employee salaries and fringe		(121,450,160)
Public Service		9,954,204	E-B1	(5,473,139)	Suppliers		
			E-B2	(4,481,065)	Employee salaries and fringe		(9,954,204)
Academic Support		14,823,518	E-C1	(3,687,245)	Suppliers		
			E-C2	(11,136,273)	Employee salaries and fringe		(14,823,518)
Student Services		26,635,350	E-D1	(5,448,598)	Suppliers		
			E-D2	(21,186,752)	Employee salaries and fringe		(26,635,350)
Institutional Support		43,391,428	E-E1	(7,347,474)	Suppliers		
			E-E7	(539,705)	Suppliers bad debt for disputed amt		
			E-E3	(47,300)	Customers bad debt		
			E-E2	(34,904,317)	Employee salaries and fringe		
			E-E6	(552,632)	Donated equipment		(43,391,428)
Operation and Maintenance of Plant		21,086,945	E-F1	(13,555,368)	Suppliers		
			E-F2	(7,531,577)	Employee salaries and fringe		(21,086,945)
Scholarships and Fellowships		25,011,776	E-G1	(25,011,776)	Scholarships and fellowships		(25,011,776)
Auxiliary Enterprises		10,447,407	E-H1	(4,950,617)	Suppliers		
			E-H3	(432,736)	Customers bad debt (sales to customers)		
			E-H4	290,340	Bad debt for 3rd party bkstore legal exp		
			E-H2	(5,354,394)	Employee salaries and fringe		(10,447,407)
Depreciation		10,066,975	E-J1	(10,066,975)	Other Receipts		
Total Operating Expenses		282,867,763		(282,867,763)			
Operating Loss		184,986,977					

Sample Community Cash Flow For the Fiscal Year Ended August 31,											
CASH FLOWS FROM OPERATING			Entries from Statement of Net Assets & Statement of Revenues, Expenses and Changes in Net								Check
Receipts from students and other	47,168,34		A-	229,66	R-	39,771,18	R-	446,96	R-	6,975,42	
			A-	(3,041,618)	E-	(47,300)	E-	(432,736)			
			L-	(134,123)	L-	3,400,87					47,168,34
Receipts from grants and	47,491,14		A-	(1,901,525)	R-	40,719,35	R-C1	4,657,44	R-D1	4,133,14	
			L-	(117,280)							47,491,14
Payments to suppliers for goods and	(52,226,869)		A-	15,29	E-	(15,256,194)	E-	(5,473,139)	E-	(3,687,245)	
			E-	(4,950,617)	L-	(75,635)					
			A-	175,71	E-	(5,448,598)	E-	(7,347,475)	E-	(13,555,368)	
			E-	290,34			E-	(539,705)			
			L-	2,981,38	L-	644,37					(52,226,869)
Payments to or on behalf of	(189,637,593)		L-	547,97	E-	(106,193,966)	E-	(4,481,065)	E-	(11,136,273)	
			L-H1	878,68	E-	(21,186,752)	E-	(34,904,317)	E-	(7,531,577)	
			L-C1	450,40	A-	(142,113)	E-	(5,354,394)	L-	(584,197)	(189,637,593)
Payments for scholarships and	(23,845,238)		E-	(25,011,776)	L-	8,58	L-	1,624,56	A-	(466,612)	(23,845,238)
Payments of loans issued to	(37,485)		A-	(37,485)							
Receipts from collection of loans to students and	60,58		A-	32,07	R-	14,40	A-	14,10			60,58
Other Receipts	1,162,84		R-	1,162,84							1,162,84
Net cash provided (used) by Operating	(169,864,273)										
CASH FLOWS FROM NONCAPITAL FINANCING											
Receipts from State	100,623,98		R-H1	100,623,98							
Receipts Ad Taxes - Maintenance &	78,284,33		R-J1	79,271,62	A-	(987,292)	R-J3	(777,048)	ADJ	(1)	78,284,33
			A-			777,04					
Payments for collection of	(1,572,716)		R-J2	(1,572,716)							
Receipts from gifts or grants for other than capital	-										
Receipts from student organizations and other agency	4,148,50		L-D1	4,148,50							
Payments to student organizations and other agency	(4,130,193)		L-D2	(4,130,193)							
Receipts from private gifts for endowment	-										
Receipts from note	-		L-J4	-							
Payments on note -	(162,485)		L-J5	(162,485)							(162,485)
Payments on notes -	(45,796)		R-	(45,796)							
Other	71,36		R-	52,22	A-	340,60	R-	(321,457)	ADJ	1	71,36
Other	-		A-	478,65	R-N1	(478,653)	ADJ	(1)			-
Net cash provided by Noncapital Financing	177,217,00										
CASH FLOWS FROM CAPITAL AND RELATED FINANCING											
Receipts from the issuance of capital	9,911,99		L-J2	9,850,00	L-J3	145,12	A-	(9,916)	R-	(95,984)	9,911,99
			L-	(8,401)	L-	31,16					
Receipts Ad Taxes - Debt											
Contribution received in aid of	495,95		R-	495,95							
Receipts from capital	-										
Receipts from capital grants and	-		R-	723,09	E-	(552,632)	A-	(170,460)			-
Receipts from the sale of capital	240,44		R-	240,44							
Payments for purchases of capital	(35,331,960)		A-	(35,331,960)							(35,331,960)
Payments of principal paid on capital debt and	(3,635,000)		L-J1	(3,635,000)							
Payments of interest and fees on capital debt and	(2,748,013)		R-	(689,269)	L-	6,00	L-J4	(35,631)	A-	(1,888,230)	
			R-	(36,386)	E-	(10,066,975)	A-	10,066,97			
			A-	(104,499)							(2,748,013)
Net cash used by Capital and Related Financing	(31,066,577)										

Sample Community College Cash Flow Worksheet For the Fiscal Year Ended August 31, FY2									
CASH FLOWS FROM INVESTING ACTIVITIES		Entries from Statement of Net Assets & Statement of Revenues, Expenses and Changes in Net Assets							
Receipts from sales and maturities of investments	104,078,220	A-K2	104,000,000	R-Y1	78,220				104,078,220
Receipts from interest on investments	6,326,837	R-L1	6,588,548	A-D5	899,886	A-K3	58,560	R-L2	(3,515,548)
		A-K4	2,295,391						6,326,837
Payments for purchase of investments	(80,799,000)	A-K1	(80,799,000)						
Net cash provided by Investing Activities	29,606,057								
Net Decrease in Cash	5,892,207	A-A1	13,476,221	A-J1	(7,584,014)				5,892,207
Cash and cash equivalents- September 1, 2001	40,387,337								
Cash and cash equivalents- August 31, 2002	46,279,544								
Change in Cash Check Figure:	5,892,207		-						
Sample Community College Cash Flow Worksheet For the Fiscal Year Ended August 31, FY02									
Reconciliation of net operating revenues (expenses) to Net cash provided (used) by operating activities:									
Operating income (loss)	(184,986,977)								
Adjustments to reconcile net income (loss) to net cash provided (used) by operating activities:									
A Depreciation Expense	10,066,975	E-J1	10,066,975						
B Bad Debt Expense	729,401	E-H4	(290,340)	E-H3	432,736	E-E3	47,300		729,401
		E-E7	539,705						
Changes in Assets and Liabilities:									
Receivables (adjusted for non-cash and non-operating amts)	(4,601,198)	E-H3	(432,736)	E-E3	(47,300)	A-D5	(899,886)		
		A-D4	987,292						
Inventories	15,299								
Notes Receivable	8,688								
Deferred Expenses	(466,612)								
Prepaid Expenses	33,601								
Accounts payable	4,021,750								
Accrued Liabilities (adjusted for non-cash and non-operating amts)	702,119	E-H4	290,340	E-E7	(539,705)	Misc	(39,689) *		
		L-B5	6,002	L-B6	(8,401)				
Compensated absences	1,329,087	L-C1	450,404	L-H1	878,683				1,329,087
Deferred revenue	3,283,594								
Net Cash Provided (used) by operating activities	(169,864,273)								
Check	-								
Notes to Reconciliation of Net Operating Revenues (Expenses) to Net Cash Provided by Operating activities									
A	Depreciation Expense is a non-cash item and therefore added back to Operating Activities								
B	Bad Debt Expense consists of non-cash items and therefore added back to Operating Activities								
*	miscellaneous amts related to bonds, which are not operating								

Sample Community College
Statement of Cash Flows
For the Fiscal Year Ended August, 31, FY2

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from students and other	\$ 47,168,34
Receipts from grants and	47,491,14
Payments to suppliers for goods and	(52,226,869)
Payments to or on behalf of	(189,637,593)
Payments for scholarships and	(23,845,238)
Payments for loans issued to	(37,485)
Receipts from collection of loans to	60,58
Other receipts	<u>1,162,84</u>
Net cash provided (used) by operating	<u>(169,864,273)</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Receipts from state	100,623,98
Receipts from ad valorem	78,284,33
Payments for collection of	(1,572,716)
Receipts from student organizations and other agency	4,148,50
Payments to student organization and other agency	(4,130,193)
Proceeds from note	-
Payments on notes -	(162,485)
Payments on notes -	(45,796)
Non capital	71,36
	<u>-</u>
Net cash provided (used) by non-capital financing	<u>177,217,00</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

Proceeds on issuance of capital	9,911,99
Contribution received in aid of	495,95
Proceeds from the sale of capital	240,44
Purchases of capital	(35,331,960)
Payments on capital debt and leases-	(3,635,000)
Payments on capital debt and leases-interest and	<u>(2,748,013)</u>
Net cash provided (used) by capital and related financing	<u>(31,066,577)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Proceeds from sales and maturities of	104,078,22
Receipts from interest on	6,326,83
Purchase of	<u>(80,799,000)</u>
Net cash provided (used) by investing	<u>29,606,05</u>
Increase (decrease) in cash and cash	5,892,20
Cash and cash equivalents- September 1,	<u>40,387,33</u>
Cash and cash equivalents- August 31,	<u>\$ 46,279,54</u>

Reconciliation of net operating income (loss) to net cash provided by operating

Operating income	\$ (184,986,977)
Adjustments to reconcile net income (loss) to net provided (used) by operating	
Depreciation	10,066,97
Bad Debt	729,40
Changes in Assets and	
Receivables	(4,601,198)
Deferred	(466,612)
	15,29
Notes	8,68
Prepaid	33,60
Accounts	4,021,75
Accrued	702,11
Compensated	1,329,08
Deferred	<u>3,283,59</u>
Net Cash Provided (used) by operating	<u>\$ (169,864,273)</u>

Sample Community		EXHIBIT 3
Statements of Cash Flows		
Years Ended August 31, FY2 and August 31, FY1		
	FY	FY
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from students and other	\$ 47,168,34	\$ 49,709,39
Receipts from grants and	47,491,14	41,872,72
Payments to suppliers for goods and	(52,226,869)	(51,449,949)
Payments to or on behalf of	(189,637,593)	(179,202,422)
Payments for scholarships and	(23,845,238)	(21,901,063)
Loans issued to	(37,485)	(56,461)
Collection of loans to	60,58	63,21
Other	1,162,84	1,001,72
Net cash used by operating	<u>(169,864,273)</u>	<u>(159,962,840)</u>
CASH FLOWS FROM NON-CAPITAL FINANCING		
Receipts from state	100,623,98	105,376,87
Receipts from ad valorem	78,284,33	75,811,47
Payments for collection of	(1,572,716)	(1,530,189)
Receipts from student organizations and other agency	4,148,50	4,526,24
Payments to student organizations and other agency	(4,130,193)	(4,016,069)
Proceeds from note	-	341,25
Payments on notes -	(162,485)	-
Payments on notes -	(45,796)	-
Non capital	71,36	70,77
Disposal of fixed	-	(1,086,658)
Net cash provided by noncapital financing	<u>177,217,00</u>	<u>179,493,71</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Proceeds on issuance of capital	9,911,99	-
Contribution received in aid of	495,95	-
Proceeds from the sale of capital	240,44	8,68
Purchases of capital	(35,331,960)	(33,015,483)
Payments on capital debt -	(3,635,000)	(2,470,000)
Payments on capital debt -	(2,748,013)	(3,269,638)
Net cash used by capital and related financing	<u>(31,066,577)</u>	<u>(38,746,438)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Proceeds from sales and maturities of	104,078,22	67,350,00
Interest on	6,326,83	10,701,67
Purchase of	(80,799,000)	(75,000,000)
Net cash provided by investing	<u>29,606,05</u>	<u>3,051,67</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	5,892,20	(16,163,889)
CASH AND CASH EQUIVALENTS—September 1	<u>40,387,33</u>	<u>56,551,22</u>
CASH AND CASH EQUIVALENTS—August 31	<u>\$ 46,279,54</u>	<u>\$ 40,387,33</u>
RECONCILIATION OF NET OPERATING LOSS TO NET CASH		
PROVIDED (USED) BY OPERATING ACTIVITIES:		
Operating	\$(184,986,977)	\$(178,113,103)
Adjustments to reconcile net loss to net cash provided (used) by operating		
Depreciation	10,066,97	8,929,41
Bad debt	729,40	1,457,76
Changes in assets and		
Receivables	(4,601,198)	(577,120)
Deferred	(466,612)	(2,627,553)
	15,29	(61,443)
Notes	8,68	1,27
Prepaid	33,60	52,46
Accounts	4,021,75	9,793,12
Accrued	702,11	(1,302,734)
Compensated	1,329,08	1,312,18
Deferred	3,283,59	1,172,88
Net cash used by operating	<u>\$(169,864,273)</u>	<u>\$(159,962,840)</u>
The accompanying notes are an integral part of the financial		

QUESTION 1 How should scholarship tuition discounts be shown on the Statement of Cash Flows?

ANSWER 1 The tuition net of discount shows on the Statement of Cash Flows less any outstanding receivables. Scholarship tuition discounts are non-cash adjustments so that only those scholarships that represent disbursements are reported as an expense and the tuition amount is the revenue earned. Federal financial aid is reported as grant/contract income. When it is used to satisfy tuition accounts it is a discount because no disbursement was made. This procedure also assures that the income is only reported once in the financial statement (contrary to prior periods when it was reported both as grant revenue and as tuition revenue when the student's fee bill was satisfied).

QUESTION 2 What guidance is available with respect to the reporting of cash flows?

ANSWER 2 GASB Statement 9, Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that Use Proprietary Fund Accounting, was issued in September 1989. The GASB staff issued an implementation guide for GASB Statement 9 dated June 1992 that addresses many specific implementation questions.

QUESTION 3 How is interest collected on student loans reported in the Statement of Cash Flows?

ANSWER 3 Because student loans are program activities, interest collected on these loans is reported as operating revenues in the Statement of Revenues, Expenses, and Changes in Net Assets and as cash flows from operating activities in the Statement of Cash Flows.

QUESTION 4 How should the sale of fixed assets be shown in the Statement of Cash Flows?

ANSWER 4 The proceeds from the sale of fixed assets are displayed in the capital financing activities section. Removal of the fixed asset and accumulated depreciation are not cash items and thus would not be reflected in the recognition of the cash inflow. Additionally, depreciation expense is displayed as a reconciling item in the reconciliation of net operating revenues (expenses) to net cash provided (used) by operating activities.

QUESTION 5 Are there situations where information may be reported net instead of gross in the Statement of Cash Flows?

ANSWER 5 Generally, all activities should be reported gross in the Statement of Cash Flows. However, there are some circumstances where net reporting is appropriate because (1) their turnover is quick, (2) their amounts are large, and (3) their maturities are short. Examples include loans receivable and debt (if the original maturity of the asset or liability is three months or less). In addition, investment income may be recognized net of the amount charged for external investment management fees (See GASB 9, Paragraph 13).

QUESTION 6 What basic information is needed to report cash flows from investment activity in the Statement of Cash Flows?

ANSWER 6 Four components are needed to report cash flows from investments.

- gross purchases of investments
- gross sales of investments
- proceeds from the sale of donated investments
- investment income received on investments

- QUESTION 7** How are gains and losses from endowments or other long-term investments reported in the Statement of Cash Flows?
- ANSWER 7** Only realized cash inflows are reported in the investing section in the Statement of Cash Flows. Unrealized gains are not reported in the reconciliation of net operating revenues to net cash flows provided by operating activities because the reconciliation begins with operating income (loss) and such transactions are deemed to be non-operating revenues.
- QUESTION 8** If a grant or contract provides for equipment acquisitions, how should the amounts provided for equipment and other capital items be reported?
- ANSWER 8** The primary purpose of the grant or contract dictates whether the transaction will be reported as operating or nonoperating. If the agreement represents an exchange transaction, and the equipment is merely incidental to the program activity, it will be classified as an operating activity. If the primary purpose is equipment acquisition, it is considered a capital grant and the transaction is reported as capital financing in the Statement of Cash Flows and as non-operating revenue in the Statement of Revenues, Expenses and Changes in Net Assets, if the acquisition exceeds the fixed asset capitalization threshold. If the acquisition does not meet the capitalization threshold, that portion of the transaction must be reported in the operating activities section of the Statement of Cash Flows.
- QUESTION 9** Where are gains (losses) on the disposal of capital assets reported in the Statement of Cash Flows?
- ANSWER 9** The total amount of cash received is displayed as an inflow in the cash flows from the capital financing activities section of the Statement of Cash Flows. The gain (loss) is reported as non-operating revenue on the Statement of Revenues, Expenses, and Change in Net Assets.
- QUESTION 10** How are collection costs and penalty and interest revenue associated with *ad valorem* taxes reported on the Statement of Cash Flows?
- ANSWER 10** For maintenance and operating taxes, related collection costs and incidental revenue should be netted against the *ad valorem* tax revenue and reported in the non-capital financing activities section. For debt services taxes, related collection costs and incidental revenue should be netted against the *ad valorem* tax revenue and reported in the capital and related financing activities section.
- QUESTION 11** How are employee reimbursement payments for travel, continuing education, etc. reported on the Statement of Cash Flows?
- ANSWER 11** These payments are reported as payments to suppliers for goods and services in the operating activities section.

- QUESTION 12 Do we disregard Mandatory and Non-mandatory transfers between funds, because they zero each other out?
- ANSWER 12 Yes
- QUESTION 13 How is amortization of bond issuance costs shown on the Statement of Revenues, Expenses, and Changes in Net Assets?
- QUESTION 13 The amortization will show as a non-cash operating expense on the Statement of Revenues, Expenses, and Changes in Net Assets and will not show on the Statement of Cash Flows because it is a non-cash transaction.
- QUESTION 14 How do we handle "Other non-operating revenues" in the Statement of Cash Flows? Examples included: library fine revenue, facility rental revenue, miscellaneous income, ticket sales, copier revenue, advertising sales, discount on sales tax, and collection fees received.
- ANSWER 14 Everything except discount on sales tax is an operating revenue. The library (as well as copier revenue) is a part of the college's ongoing mission. The facility rental, ticket sales, advertising sales are probably part of the auxiliary activities also an ongoing part of the institution's mission. GASB 9 defined collection fees received as operating so that is operating as well. The discount on sales tax is pass-through (neither revenue nor expense – a contra account to revenue) and will not show in the Statement of Cash Flows.
- QUESTION 15 How should Bad Debt Expense be shown on the Statement of Cash Flows?
- ANSWER 15 Bad Debt Expense is a non-cash expense and will not appear in the reconciliation section on the Statement of Cash Flows.
- QUESTION 16 How should Donated Building Rental (\$204,000) be shown on the Statement of Cash Flows? On the SRECNA, building rental expense is shown as an operating expense and the revenue is shown as a gift under non-operating revenues. Is this correct?
- ANSWER 16 Both the rental income and expense should be shown as operating on the Statement of Cash Flows. The revenue should not be under non-operating revenue.
- QUESTION 17 How should a donated capitalized asset be shown on the Statement of Cash Flows? It is shown as a gift under non-operating revenues on the Statement of Revenues, Expenses, and Changes in Net Assets.
- ANSWER 17 The donated capitalized asset should not be shown on the Statement of Cash Flows because there was no cash transaction involved. It should be shown as a capital contribution on the Statement of Revenues, Expenses, and Changes in Net Assets.

QUESTION 18 We have receivables for non-operating activities. How and where should this affect the Statement of Cash Flows? For example, taxes receivable, interest receivable, facility rental receivable.

ANSWER 18 These should show under the reconciliation section of the Statement of Cash Flows. If the non-operating activity receivable is for interest income, this is a second adjustment in the reconciliation section of the balance sheet. The change in interest receivable would then be an adjustment to the investment activity interest income so that only the cash received for interest is included. A comparable adjustment would be required with the non-operating activity is interest payable.

QUESTION 19 Should the reconciliation portion of the Statement of Cash Flows use the change in total receivables/payables or only the change in operating receivables/payables?

ANSWER 19 The reconciliation section of the Statement of Cash Flows will use all the receivables and payables in total, separated by operating and non-operating. Then items that are not part of operations (such as interest receivable, interest payable, and so on) are eliminated as a line item so that they may be reported in the appropriate cash flow activity.

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
STATEMENT OF CASH FLOWS (EXHIBIT 3)		
	54.	Does the statement categorize cash flows as follows: cash flows from operating activities; cash flows from non-capital financing activities; cash flows from capital and related financing activities; and cash flows from investing activities? [GASB 9 31]
	55.	Are cash flows from operating activities reported by major classes of receipts and disbursements (i.e., the direct method)? [GASB 9 31]
	56.	Has the college refrained from combining cash flows for non-capital financing activities and cash flows from capital and related financing activities into single cash flows from financing activities category? [GASB 9 53-54]
	57.	Has the college reported disbursement for the acquisition of capital assets as cash flows from capital and related financing activities? [GASB 9 57a;]
	58.	Are cash receipts and cash payments generally reported gross rather than net? [GASBS9: 12-14]
	59.	Does the figure reported as cash and cash equivalents at the end of the period trace to a similar account or accounts on the Statement of Net Assets (Exhibit 1)? [GASB 9: 8;]
	60.	Is the statement accompanied by a schedule that reconciles operating income and cash flows from operating activities? [GASB 9 7]

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 7: NOTES TO THE FINANCIAL STATEMENTS

7.1	Reporting Entity
7.2	Summary of Significant Accounting Policies
7.3	Authorized Investments
7.4	Deposits and Investments
7.5	Derivatives
7.6	Capital Assets (including library books)
7.7	Long-Term Liabilities
7.8	Debt and Lease Obligations
7.9	Bonds Payable
7.10	Advance Refunding Bonds
7.11	Defeased Bonds Outstanding
7.12	Short-Term Debt
7.13	Employees' Retirement Plan
7.14	Deferred Compensation Program
7.15	Compensable Absences
7.16	Pending Lawsuits and Claims
7.17	Disaggregation of Receivables and Payables Balances
7.18	Funds Held in Trust by Others
7.19	Contract and Grant Awards
7.20	Self-Insured Plans
7.21	Post-Retirement Health Care, and Life Insurance Benefits
7.22	Property Tax
7.23	Branch Campus Maintenance Tax
7.24	Income Taxes
7.25	Component Units

SECTION 7: NOTES TO THE FINANCIAL STATEMENTS (Continued)

- 7.26 Related Parties (Not a Component Unit)
- 7.27 Subsequent Events (as needed)
- 7.28 Postemployment Benefits Other than Pensions
- 7.29 FAQ's (Frequently Asked Questions) – Notes to the Financial Statements
- 7.30 Checklist – Notes to the Financial Statements

REPORTING ENTITY

1. Reporting Entity

Sample Community College (SCC) was established in YYYY, in accordance with the laws of the State of Texas, to serve the educational needs of the *Taxing Entity* and the surrounding communities. The SCC is considered to be a special purpose, primary government according to the definition in Governmental Accounting Standards Board (GASB) Statement 14. While the College receives funding from local, state, and federal sources, and must comply with the spending, reporting, and record keeping requirements of these entities, it is not a component unit of any other governmental entity.

SUMMARY OF
SIGNIFICANT
ACCOUNTING
POLICIES**2. Summary of Significant Accounting Policies**REPORTING
GUIDELINES

The significant accounting policies followed by the College in preparing these financial statements are in accordance with the *Texas Higher Education Coordinating Board's Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges*. The College applies all applicable GASB pronouncements and all applicable Financial Accounting Standard Board (FASB) statements and interpretations issued on or before November 30, 1989, unless they conflict or contradict GASB pronouncements. The College has elected not to apply FASB guidance issued subsequent to November 30, 1989, unless specifically adopted by the GASB. The College is reported as a special-purpose government engaged in business-type activities.

TUITION
DISCOUNTING

Texas Public Education Grants

Certain tuition amounts are required to be set aside for use as scholarships by qualifying students. This set aside, called the Texas Public Education Grant (TPEG), is shown with tuition and fee revenue amounts as a separate set aside amount (Texas Education Code §56.033). When the award is used by the student for tuition and fees, the amount is recorded as tuition discount. If the amount is dispersed directly to the student, the amount is recorded as a scholarship expense.

Title IV, Higher Education Act Program Funds

Certain Title IV HEA Program funds are received by the College to pass through to the student. These funds are initially received by the College and recorded as revenue. When the award is used by the student for tuition and fees, the amount is recorded as tuition discount. If the amount is dispersed directly to the student, the amount is recorded as a scholarship expense.

Other Tuition Discounts

The College awards tuition and fee scholarships from institutional funds to students who qualify. When these amounts are used for tuition and fees, the amount is recorded as a tuition discount. If the amount is dispersed directly to the student, the amount is recorded as a scholarship expense.

BASIS OF
ACCOUNTING

The financial statements of the College have been prepared on the accrual basis whereby all revenues are recorded when earned and all expenses are recorded when they have been reduced to a legal or contractual obligation to pay.

BUDGETARY
DATA

Each community college in Texas is required by law to prepare an annual operating budget of anticipated revenues and expenditures for the fiscal year beginning September 1. The College's Board of Trustees adopts the budget, which is prepared on the accrual basis of accounting. A copy of the approved budget and subsequent amendments must be filed with the Texas Higher Education Coordinating Board, Legislative Budget Board, Legislative Reference Library, and Governor's Office of Budget and Planning by December 1.

CASH AND
CASH
EQUIVALENTS

The College's cash and cash equivalents are considered to be cash on hand, demand deposits, and short term investments with original maturities of three months or less from the date of acquisition.

INVESTMENTS	In accordance with GASB 31, <i>Accounting and Financial Reporting for Certain Investments and External Investment Pools</i> , investments are reported at fair value. Fair values are based on published market rates. Short-term investments have an original maturity greater than three months but less than one year at time of purchase. [The governing board has designated public funds investment pools comprised of \$X,XXX and \$X,XXX at FY2 and FY1, respectively to be short-term investments]. Long-term investments have an original maturity of greater than one year at the time of purchase.
INVENTORIES	Inventories consist of consumable office supplies, physical plant supplies, food service supplies, and bookstore stock. Inventories are valued at (insert inventory valuation method) and are charged to expense as consumed.
CAPITAL ASSETS	<p>Capital assets are recorded at cost at the date of acquisition, or fair value at the date of donation. For equipment, the District's capitalization policy includes all items with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. Renovations of \$100,000 to buildings and infrastructure and land improvements that significantly increase the value or extend the useful life of the structure are capitalized. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are charged to operating expense in the year in which the expense is incurred.</p> <p>Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings, 20 years for land improvements, 15 years for library books, 10 years for furniture, machinery, vehicles and other equipment and 5 years for telecommunications and peripheral equipment.</p>

DEFERRED REVENUES	Tuition and fees of \$XX and \$XX and federal, state and local grants of \$XX and \$XX have been reported as deferred revenues at August 31, FY2 and FY1, respectively.
ESTIMATES	The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.
OPERATING AND NON-OPERATING REVENUE AND EXPENSE POLICY	The College distinguishes operating revenues and expenses from non-operating items. The College reports as a BTA and as a single, proprietary fund. Operating revenues and expenses generally result from providing services in connection with the College's principal ongoing operations. The principal operating revenues are tuition and related fees. The major non-operating revenues are state appropriations and property tax collections. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. The operation of _____ is not performed by the College. <i>(last sentence may or may not be necessary but relates to bookstores, etc.)</i>
PRIOR YEAR RESTATEMENT	Prior year restatement as necessary in accordance with APB 20. <i>(If restatements are made they must be described in this section of the notes disclosure.)</i>

AUTHORIZED
INVESTMENTS**3. Authorized Investments**

SCC is authorized to invest in obligations and instruments as defined in the Public Funds Investment Act (Sec. 2256.001 Texas Government Code). Such investments include (1) obligations of the United States or its agencies, (2) direct obligations of the State of Texas or its agencies, (3) obligations of political subdivisions rated not less than A by a national investment rating firm, (4) certificates of deposit, and (5) other instruments and obligations authorized by statute.

DEPOSITS AND INVESTMENTS

4. Deposits and Investments

Note: A reconciliation of deposits and investments between this footnote and Exhibit 1 for the reporting entity as a whole MUST be included (See below for an example of the format to follow).

Cash and Deposits included on Exhibit 1, Statement of Net Assets, consist of the items reported below:

Cash and Deposits

	<u>FY2</u>	<u>FY1</u>
Bank Deposits		
Demand Deposits	\$xxx,xxx	\$xxx,xxx
Time Deposits	xxx,xxx	xxx,xxx
	xxx,xxx	xxx,xxx
Cash and Cash Equivalents		
Petty Cash on Hand	\$xxx,xxx	\$xxx,xxx
Reimbursements in Transit	xxx,xxx	xxx,xxx
	xxx,xxx	xxx,xxx
Total Cash and Deposits	\$xxx,xxx	\$xxx,xxx

Reconciliation of Deposits and Investments to Exhibit 1

Type of Security	Market Value	Market Value
	August 31, FY2	August 31, FY1
U.S. Government Securities	\$xxx,xxx	\$xxx,xxx
U.S. Instrumentality Securities	xxx,xxx	xxx,xxx
Real Estate Investments	xxx,xxx	xxx,xxx
Totals	\$xxx,xxx	\$xxx,xxx
Total Cash and Deposits		\$xxx,xxx
Total Investments		\$xxx,xxx
Total Deposits and Investments		\$xxx,xxx
Cash and Temporary Investments (Exhibit 1)		\$xxx,xxx
Investments (Exhibit 1)		\$xxx,xxx
TOTAL DEPOSITS AND INVESTMENTS		\$xxx,xxx

(Note: Annual Investment Reports must agree with this footnote)

{NOTE – The following represents examples of possible disclosures required by GASB Statement No. 40. Preparers of financial statements should be familiar with GASB Statement No. 3, GASB Statement No. 31, GASB Statement No. 40, and GASB 40 Implementation Guide.

Disclosure is required only if the District is exposed to any of the following risk credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk. The District is required to disclose its deposit or investment policy related to the specific risks that are applicable to the District. Only formally adopted policies that have been approved by the board or included as part of a contract are considered policies. If the District does not have a policy for any of the risk categories, the footnote should indicate that fact.}

As of August 31, FY2 the District had the following investments and maturities

Investment Type	Fair Value	Weight Average Maturity (Years)
U.S. Government Securities	\$xxx,xxx	1.23
U.S. Treasuries	\$xxx,xxx	1.32
Commercial Paper	\$xxx,xxx	0.14
Investment Pool	\$xxx,xxx	0.22
Certificate of Deposit	\$xxx,xxx	0.18
Municipal Bonds	\$xxx,xxx	2.00
Total Fair Value	\$xxx,xxx	

Portfolio weighted average maturity 0.75

- OR -

Investment Type	Fair Value	Investment Maturities (in Years)		
		Less than 1	1 to 2	2 to 3
U.S. Government Securities	\$xxx,xxx	\$xxx,xxx	\$xxx,xxx	-
U.S. Treasuries	\$xxx,xxx	\$xxx,xxx	\$xxx,xxx	-
Commercial Paper	\$xxx,xxx	\$xxx,xxx	-	-
Investment Pool	\$xxx,xxx	\$xxx,xxx	-	-
Certificate of Deposit	\$xxx,xxx	\$xxx,xxx	-	-
Municipal Bonds	\$xxx,xxx	-	\$xxx,xxx	\$xxx,xxx
Total Fair Value	\$xxx,xxx	\$xxx,xxx	\$xxx,xxx	\$xxx,xxx

- OR -

Specific Identification

- OR -

Duration (probably not commonly used)

- OR -

Simulation Model (probably not commonly used)

{Note

1. Governments are encouraged to select the disclosure method that is most consistent with the method used to identify and manage interest rate risks.
2. Any assumptions on maturity dates should be disclosed.
3. Debt instruments that are highly sensitive to interest rate changes have additional disclosures (i.e. Variable Rate Investments, etc).
4. Disclosure should be made by investment type.}

Interest Rate Risk - In accordance with state law and District policy, the District does not purchase any investments with maturities greater than 10 years.

Credit Risk - In accordance with state law and the District's investment policy investments in mutual funds, and investment pools must be rated at least AAA, commercial paper must be rated at least A-1 or P-1, and investments in obligations from other states, municipalities, counties, etc. must be rated at least A. **The District is required to disclose credit ratings for its investments in either narrative or table form.**

Note – US government Obligations are not considered to have credit risk; therefore, no disclosure is required. US Agencies (i.e. FNMA) do have credit risk. If an investment is unrated, the footnote should indicate that fact.

Concentration of Credit Risk - The District does not place a limit on the amount the District may invest in any one issuer. More than 5% of the District's investments are in FNMA (6.7%) and FHLB (8.1%)

{Note – Investments issued or guaranteed by the US Govt., and investments in mutual funds, external investment pools, and other pooled investments are excluded from this requirement.}

Custodial Credit Risk - For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Of the District's \$xxx,xxx investment in repurchase agreements, \$xxx,xxx million of underlying securities are held by the investment's counterparty, not in the name of the District. The District's investment policy limits holding of securities by counterparties to no more than \$xxx,xxx.

{Note – Custodial credit risk is only disclosed for those deposits or investments that were previously in category 3 under GASB No. 3. All other categorization disclosures (category 1 & 2) are no longer required.

Foreign Currency Risk. This risk most likely will not apply to most community college districts. However if the district does have investments in foreign currency, see GASB No. 40 for guidance on the proper disclosures.}

DERIVATIVES

5. Derivatives

Interest in derivative products has increased in recent years. Derivatives are investment products that may be a security or contract that derives its value from another security, currency, commodity, or index, regardless of the source of funds used. The following information must be provided if the SCC has made investments in derivatives:

Provide a description of the product and report the carrying value, the market amount, source of funds, net gain or loss from the investment, if the entire investment has a potential to be lost, and a maximum amount that could be lost.

Example of footnote:

SCC has invested in a real estate derivative that matures on 09/01/YYYY. This has a moderate amount of risk.

Book Value	Market Value	Source of Funds	Gain/Loss	May carrying amount be lost?	Maximum Loss
\$XX,XXX	\$XX,XXX	Unrestricted	\$X,XXX	Yes	\$XX,XXX

CAPITAL ASSETS **6. Capital Assets (with Implementation of Library Book Depreciation)**

Capital assets activity for the year ended August 31, FY2 was as follows:

	Balance September 1, FY2	Increases	Decreases	Balance August 31, FY2
<u>Not Depreciated:</u>				
Land	XXXXX	XXXXX	XXXXX	XXXXX
Collections	XXXXX	XXXXX	XXXXX	XXXXX
Construction in Process	XXXXX	XXXXX	XXXXX	XXXXX
Subtotal	XXXXX	XXXXX	XXXXX	XXXXX
<u>Buildings and Other Capital Assets:</u>				
Buildings and Building Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Other Real Estate Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Total Buildings and Other Real Estate Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Library Books	XXXXX	XXXXX	XXXXX	XXXXX
Furniture, Machinery, and Equipment	XXXXX	XXXXX	XXXXX	XXXXX
Total Buildings and Other Capital Assets	XXXXX	XXXXX	XXXXX	XXXXX
<u>Accumulated Depreciation:</u>				
Buildings and Building Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Other Real Estate Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Total Buildings and Other Real Estate Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Library Books	XXXXX	XXXXX	XXXXX	XXXXX
Furniture, Machinery, and Equipment	XXXXX	XXXXX	XXXXX	XXXXX
Total Accumulated Depreciation	XXXXX	XXXXX	XXXXX	XXXXX
Net Capital Assets	XXXXX	XXXXX	XXXXX	XXXXX

In addition to the XXXXX collection which is capitalized and depreciated (See capital asset note), the college has other collections that it does not capitalize, including the XXXX collection and its XXXX collection. These collections adhere to the college's policy to (a) maintain them for public exhibition, education, or research; (b) protect, keep unencumbered, care for, and preserve them; and (c) require proceeds from their sale to be used to acquire other collection items. Generally accepted accounting principles permit collections maintained in this manner to be charged to operations at time of purchase rather than capitalized.

CAPITAL ASSETS COMPARATIVE Capital assets activity for the year ended August 31, FY1 was a follows:

	Balance September 1, FY1	Increases	Decreases	Balance August 31, FY1
<u>Not Depreciated:</u>				
Land	XXXXX	XXXXX	XXXXX	XXXXX
Collections	XXXXX	XXXXX	XXXXX	XXXXX
Construction in Process	XXXXX	XXXXX	XXXXX	XXXXX
Subtotal	XXXXX	XXXXX	XXXXX	XXXXX
<u>Buildings and Other Capital Assets:</u>				
Buildings and Building Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Other Real Estate Improvements	<u>XXXXX</u>	<u>XXXXX</u>	<u>XXXXX</u>	<u>XXXXX</u>
Total Buildings and Other Real Estate Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Library Books	XXXXX	XXXXX	XXXXX	XXXXX
Furniture, Machinery, and Equipment	XXXXX	XXXXX	XXXXX	XXXXX
Total Buildings and Other Capital Assets	XXXXX	XXXXX	XXXXX	XXXXX
<u>Accumulated Depreciation:</u>				
Buildings and Building Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Other Real Estate Improvements	<u>XXXXX</u>	<u>XXXXX</u>	<u>XXXXX</u>	<u>XXXXX</u>
Total Buildings and Other Real Estate Improvements	XXXXX	XXXXX	XXXXX	XXXXX
Library Books	XXXXX	XXXXX	XXXXX	XXXXX
Furniture, Machinery, and Equipment	XXXXX	XXXXX	XXXXX	XXXXX
Total Accumulated Depreciation	XXXXX	XXXXX	XXXXX	XXXXX
Net Capital Assets	XXXXX	XXXXX	XXXXX	XXXXX

LONG-TERM
LIABILITIES

7. Long-Term Liabilities

Long-term liability activity for the year ended August 31, FY2 was as follows:

	Balance September 1, FY2	Additions	Reductions	Balance August 31, FY2	Current Portion
<u>Bonds</u>					
General obligation bonds	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Revenue bonds	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Subtotal	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
<u>Notes</u>					
General obligation notes	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Revenue notes	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Subtotal	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
<u>Leases</u>					
	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
<u>Accrued compensable absences</u>					
	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Total long-term liabilities	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Note: Detail of obligations also will be disclosed based on individual colleges.

LONG-TERM
LIABILITIES
COMPARATIVE

Long-term liability activity for the year ended August 31, FY1 was as follows:

	Balance September 1, FY1	Additions	Reductions	Balance August 31, FY1	Current Portion
<u>Bonds</u>					
General obligation bonds	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Revenue bonds	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Subtotal	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
<u>Notes</u>					
General obligation bonds	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Revenue bonds	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Subtotal	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
<u>Leases</u>					
	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
<u>Accrued compensable absences</u>					
	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
Total long-term liabilities	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

DEBT AND LEASE
OBLIGATIONS**8. Debt and Lease Obligations**

Debt service requirements at August 31, FY2 were as follows (amounts in 000's):

For the Year Ended <u>August 31,</u>	<u>General Revenue Bonds</u>			<u>Revenue Bonds</u>			<u>Total Bonds</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
FY3	\$XXXX	\$XXXX	\$XXXX	\$XXXX	\$XXXX	\$XXXX	\$XXXX	\$XXXX
FY4	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
FY5	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
FY6	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
FY7	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
FY8-FY12	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
FY13-FY17	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
FY18-FY22	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
FY23-FY27	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
FY28-FY32				XXXX	XXXX	XXXX	XXXX	XXXX
Total	<u>\$ XXXX</u>	<u>\$ XXXX</u>	<u>\$ XXXX</u>	<u>\$ XXXX</u>	<u>\$ XXXX</u>	<u>\$ XXXX</u>	<u>\$ XXXX</u>	<u>\$ XXXX</u>

Obligations under capital leases at August 31, FY2, were as follows (amounts in 000's):

<u>For the Year Ended August 31,</u>	<u>Total</u>
FY3	\$ XXX
FY4	XXX
FY5	XXX
FY6	XXX
FY7	XXX
FY8-FY12	XXX
FY13-FY17	<u>XX</u>
Total minimum lease payments	XXXX
Less: Amount representing interest costs	<u>(XXXX)</u>
Present value of minimum lease payment	<u>\$ XXXX</u>

BONDS PAYABLE

9. Bonds Payable

General information related to bonds payable is summarized below:

- Bond Issue Name, Series YYYY.
- Purpose of the bond issue (e.g.; To construct a student dormitory building.)
- Issue date (month-day-year).
- Original amount of issue; amount authorized _____.
- Source of revenue for debt service -- general fees, Department of Education annual interest grant. Outstanding Balance by Bond Issue.

COMMENT

This is the prescribed format that each institution should use for *each bond issue*. Avoid paragraphs that are too brief or too lengthy. Each bond issue should continue to have the same issue description annually until, and including, the year in which it is extinguished or retired.

Bonds payable are due in annual installments varying from (\$XXX,XXX) to (\$XXX,XXX) with interest rates from X.X percent to X.X percent with the final installment due in 20XX.

ADVANCE
REFUNDING BONDS**10. Advance Refunding Bonds**

- Refunded (\$X,XXX,XXX) of Student Fee Revenue Bonds, Series 1987:
- Issued refunding bonds on (month-day-year).
- (\$XX,XXX,XXX), all authorized bond have been issued.
- General Obligation Bonds -- Refunding Series YYYY.
- Average interest rate of bonds refunded -- (X.X %).
- Net proceeds from Refunding Series -- (\$XXX,XXX); after payment of (\$X,XXX,XXX) in underwriting fees, insurance, and other issuance costs.
- Additional (\$XXX,XXX) of YYYY Series sinking fund monies was used to purchase U.S. Government securities which were deposited in an irrevocable trust with an escrow agent to provide for all future debt payments on the YYYY Series bonds.
- The YYYY Series bonds are considered fully defeased and the liability for those bonds has been removed from the Investment in Plant Fund Group.
- Advance refunding of the YYYY Series bonds reduced the college's debt service payments over the next 20 years by approximately (\$XXX,XXX).
- Economic Gain -- (\$XXX,XXX) difference between the net present value of the old and new debt service payments.
- Accounting Gain -- (\$XXX,XXX) accounting gain was resulted from the advanced refunding.

DEFEASED BONDS **11. Defeased Bonds Outstanding**
OUTSTANDING

Bond Issue	Year Refunded	Par Value Outstanding
Revenue Bonds Series YYYY	1997	\$xxx,xxx
Revenue Bonds Series YYYY	1998	\$xxx,xxx
Revenue Bonds Series YYYY	1999	\$xxx,xxx
Total		\$xxx,xxx

(Year refunded for defeased bonds should be designated by calendar year).

SHORT-TERM DEBT

12. Short-Term Debt

The college used short-term debt in the form of [description of debt instrument] for the fiscal year ended August 31, FY2 and [description of debt instrument] for the fiscal year ended August 31, FY1. Short-term notes were used since expenses related to the completion of a building project came due before donations were received.

Short-term debt activity for the year ended August 31, FY2 and FY1, was as follows (amounts in 000's):

	Beginning Balance <u>FY2</u>	<u>Issued</u>	<u>Redeemed</u>	Ending Balance <u>FY2</u>
Description	\$ X	XX,XXX	(XX,XXX)	X
	Beginning Balance <u>FY1</u>	<u>Issued</u>	<u>Redeemed</u>	Ending Balance <u>FY1</u>
Description	\$ X	XX,XXX	(XX,XXX)	X

EMPLOYEES'
RETIREMENT PLAN**13. Employees' Retirement Plan**

The State of Texas has joint contributory retirement plans for almost all its employees. One of the primary plans in which the College participates is administered by the Teacher Retirement System of Texas. The percentages of participant salaries currently contributed by the state and by each participant are (x.xx%) and (x.xx%) respectively, of annual compensation.

The Teacher Retirement System does not separately account for each of its component government agencies because it bears sole responsibility for retirement commitments beyond contributions fixed by the Legislature.

The state has also established an optional retirement program for institutions of higher education. Participation in the Optional Retirement Program is in lieu of participation in the Teacher Retirement System. The optional retirement program provides for the purchase of annuity contracts. The percentages of participant salaries currently contributed by the state and each participant are (x.xx%) and (x.xx%), respectively. The College contributes x.xx percent for employees who were participating in the optional retirement program prior to September 1, 1995. Benefits fully vest after one year plus one day of employment. Because these are individual annuity contracts, the state has no additional or unfunded liability for this program.

The retirement expense to the State for the College was \$XXX,XXX and \$XXX,XXX for the fiscal years ended August 31, FY2 and FY1, respectively. This amount represents the portion of expended appropriations made by the State Legislature on behalf of the College.

The total payroll for all College employees was \$XXX,XXX and \$XXX,XXX for fiscal years FY2 and FY1, respectively. The total payroll of employees covered by the Teacher Retirement System was \$XXX,XXX and \$XXX,XXX, and the total payroll of employees covered by the Optional Retirement Program was \$XXX,XXX and \$XXX,XXX for fiscal years FY2 and FY1, respectively.

DEFERRED
COMPENSATION
PROGRAM**14. Deferred Compensation Program (Negative assurance not required)**

College employees may elect to defer a portion of their earnings for income tax and investment purposes pursuant to authority granted in Government Code 609.001. The plan is essentially an unfunded promise to pay by the employer to each of the plan participants.

As of August 31, FY2, the College has XX employees participating in the program. XX employee(s) was vested as of August 31, FY2. A total of \$XXX,XXX in contributions were invested in the plan during the fiscal year, bring the total of deferred salaries and accumulated earnings of current employees to \$XXX,XXX and creating a payable to the vested employee of \$XXX,XXX.

As of August 31, FY1, the College had XX employees participating in the program. A total of \$XXX,XXX in contributions were invested in the plan during the fiscal year. XX employee(s) were vested as of August 31, FY1 resulting in establishment of a payable of \$XXX,XXX and leaving deferred salaries and accumulated earnings of \$XXX,XXX at fiscal year end.

COMPENSABLE
ABSENCES**15. Compensable Absences**

Full-time employees earn annual leave from (number) to (number) hours per month depending on the (number) of years employed with SCC. The College's policy is that an employee may carry his accrued leave forward from one fiscal year to another fiscal year with a maximum number of hours up to (number) for those employees with (number) or more years of service. Employees with at least six months of service who terminate their employment are entitled to payment for all accumulated annual leave up to the maximum allowed. The College recognized the accrued liability for the unpaid annual leave for in the amounts of \$X,XXX and \$X,XXX for FY2 and FY1. Sick leave, which is accumulated without limit, is earned at the rate of (number) hours per month. It is paid to an employee who misses work from of illness or to the estate of an employee in the event of his/her death. The maximum sick leave that may be paid an employee's estate is one-half of the employee's accumulated entitlement or (number) hours, whichever is less. The College's policy is to recognize the cost of sick leave when paid. The liability is not shown in the financial statements since experience indicates the expenditure for sick leave to be minimal.

This note may vary by college. This note should tie to compensable absences in footnote 7.

PENDING LAWSUITS
AND CLAIMS**16. Pending Lawsuits and Claims**

On August 31, FY2, various lawsuits and claims involving SCC were pending. While the ultimate liability with respect to litigation and other claims asserted against the College cannot be reasonably estimated at this time, this liability, to the extent not provided for by insurance or otherwise, is not likely to have a material effect on the College.

This footnote does not assume that every lawsuit or claim is immaterial. Each audit firm should test each case and in the event it is material, this footnote would be revised. Lawsuit gains or losses which are both unusual in nature and infrequent in occurrence should be reflected as "Extraordinary" on the Statement of Revenues, Expenses, and Changes in Net Assets.

DISAGGREGATION
OF RECEIVABLES
AND PAYABLES
BALANCES

17. Disaggregation of Receivables and Payables Balances

Receivables

Receivables at August 31, FY2 and FY1, were as follows:

	<u>FY2</u>	<u>FY1</u>
Student Receivables	XX,XXX	XX,XXX
Taxes Receivable	XX,XXX	XX,XXX
Federal Receivables	XX,XXX	XX,XXX
Accounts Receivable	XX,XXX	XX,XXX
Interest Receivable	XX,XXX	XX,XXX
Other Receivables	XX,XXX	XX,XXX
Subtotal	_____	_____
Allowance for Doubtful Accounts	_____	_____
TOTAL RECEIVABLES	XX,XXX	XX,XXX

Payables

Payables at August 31, FY2 and FY1, were as follows:

	<u>FY2</u>	<u>FY1</u>
Vendors Payable	XX,XXX	XX,XXX
Salaries & Benefits Payable	XX,XXX	XX,XXX
Students Payable	XX,XXX	XX,XXX
Accrued Interest	XX,XXX	XX,XXX
Other Payables	XX,XXX	XX,XXX
Subtotal	_____	_____
Allowance for Doubtful Accounts	_____	_____
TOTAL PAYABLES	XX,XXX	XX,XXX

NOTE: In lieu of a single line for doubtful accounts, the college may wish to display allowances under each receivable type.

FUNDS HELD IN
TRUST BY OTHERS**18. Funds Held in Trust by Others
(Use if Applicable)**

The balances, or transactions, of funds held in trust by others on behalf of SCC are not reflected in the financial statements. At August 31, FY2 and FY1 there were six such funds for the benefit of the College. Based upon the most recent available information, the assets of these funds are reported by the trustees/regents at values totaling \$XXX and \$XXX, respectively.

CONTRACT AND
GRANT AWARDS**19. Contract and Grant Awards**

Contract and grant awards are accounted for in accordance with the requirements of the AICPA Industry Audit Guide, *Audits of Colleges and Universities*. Revenues are recognized on Exhibit 2 and Schedule A. For federal contract and grant awards, funds expended, but not collected, are reported as Federal Receivables on Exhibit 1. Non-federal contract and grant awards for which funds are expended, but not collected, are reported as Accounts Receivable on Exhibit 1. Contract and grant awards that are not yet funded and for which the institution has not yet performed services are not included in the financial statements. Contract and grant awards funds already committed, e.g., multi-year awards, or funds awarded during fiscal years FY2 and FY1 for which monies have not been received nor funds expended totaled \$XX,XXX and \$XX,XXX. Of these amounts, \$XX,XXX and \$XX,XXX were from Federal Contract and Grant Awards; \$XX,XXX and \$XX,XXX were from State Contract and Grant Awards; \$XX,XXX and \$XX,XXX from Local Contract and Grant Awards; and \$XX,XXX and \$XX,XXX were from Private Contract and Grant Awards for the fiscal years ended FY2 and FY1 , respectively.

SELF-INSURED
PLANS**20. Self-Insured Plans**

The College has various self-insured arrangements for coverage in the areas of employee health insurance, workers' compensation, unemployment compensation, and medical liability. Employee health and medical liability plans are funded. *(Detail may be provided on how they are funded)*. Workers' compensation and unemployment compensation plans are on a pay-as-you-go basis, in which no assets are set aside. Accrued liabilities are generally based on actuarial valuation and represent the present value of unpaid expected claims. Estimated future payments for incurred claims are charged to current operations.

POST-RETIREMENT,
HEALTH CARE, AND
LIFE INSURANCE
BENEFITS**21. Post-Retirement Health Care and Life Insurance Benefits**

In addition to providing pension benefits, the state provides certain health care and life insurance benefits for retired employees. Almost all of the employees may become eligible for those benefits if they reach normal retirement age while working for the state. Those and similar benefits for active employees are provided through an insurance company whose premiums are based on benefits paid during the previous year. The state recognizes the cost of providing these benefits by expending the annual insurance premiums. The state's contribution per full-time employee was \$XXX.XX per month for the year ended August 31, FY2 (\$XXX.XX per month for FY1) and totaled \$XXX,XXX for FY2 (\$XXX,XXX for the year ended FY1). The cost of providing those benefits for XXX retirees in the year ended FY2 was \$XX,XXX (retiree benefits for XXX retirees cost \$XX,XXX in FY1). For XXX active employees, the cost of providing benefits was \$XXX,XXX for the year ended FY2 (active employee benefits for XXX employees cost \$XXX,XXX for the year ended FY1.)

Note: If the number of retirees and active employees and the cost for each group cannot be separated then the following sentence would replace the last two sentences in the above paragraph:

"The cost of providing those benefits for retirees is not separable from the cost of providing benefits for the active employees."

This note should be in accordance with GASB 12.

The total in the third to last sentence regarding the state's contribution per full time employee should tie to the total of State Group Insurance under State Allocations on Schedule A.

GASB 43 Implementation: GASB 43 applies only to plan reporting and not to employer reporting. It's assumed TRS, ERS, etc will assume the burden for compliance with this statement unless a college coordinates its own, separate retirement plan.

PROPERTY TAX **22. Ad Valorem Tax**

The College's *ad valorem* property tax is levied each October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the College.

At August 31,:

Assessed Valuation of the College:	<u>FY2</u>	<u>FY1</u>
Less: Exemptions	\$XX	\$XX
Less: Abatements	(XX)	(XX)
Net Assessed Valuation of the College	<u>(XX)</u>	<u>(XX)</u>
	\$XX	\$XX

	FY2			FY1		
	Current Operations	Debt Service	Total	Current Operations	Debt Service	Total
Authorized Tax Rate per \$100 valuation	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx
Assessed Tax Rate per \$100 valuation	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx

Taxes levied for the year ended August 31, FY2 and FY1 amounted to \$XX,XXX and \$XX,XXX, respectively including any penalty and interest assessed. Taxes are due on receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed.

	FY2			FY1		
	Current Operations	Debt Service	Total	Current Operations	Debt Service	Total
Current Taxes Collected	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx
Delinquent Taxes Collected	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx
Penalties & Interest Collected	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx
Total Collections	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx	\$.xx

Tax collections for the year ended August 31, FY2 and FY1 were XX percent and XX percent, respectively of the current tax levy. Allowances for uncollectible taxes are based upon historical experience in collecting property taxes. The use of tax proceeds is restricted for the use of maintenance and/or general obligation debt service.

BRANCH CAMPUS
MAINTENANCE TAX

23. Branch Campus Maintenance Tax

(Note: This is ONLY applicable to colleges with a branch campus maintenance tax that is levied by either the county or independent school district.)

A branch campus maintenance tax that is established by election is levied by (the county OR independent school district as applicable). It is levied each October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the college. Collections are transferred to the College to be used for operation of a Branch Campus at _____. This revenue is reported under Local Grants and Contracts.

(College may amplify on operational agreement between the College and the taxing college or colleges involved.)

	FY2	FY1
County or Independent School District:	Collections (including penalties and interest)	Collections (including penalties and interest)
	\$xx	\$xx
	\$xx	\$xx
	\$xx	\$xx

INCOME TAXES

24. Income Taxes

The College is exempt from income taxes under Internal Revenue Code Section 115, Income of States, Municipalities, Etc., although unrelated business income may be subject to income taxes under Internal Revenue Code Section 511 (a)(2)(B), Imposition of Tax on Unrelated Business Income of Charitable, Etc. Organizations. The College had no unrelated business income tax liability for the year ended August 31, FY2 and FY1.

COMPONENT UNITS **25. Component Units****Example 1**Sample Community College Foundation – Discrete Component Unit

Sample Community College Foundation (the Foundation) was established as a separate nonprofit organization in YYYY, for the purpose of providing student scholarships and assistance in the development and growth of the College. Under Governmental Standards Board Statement No 39, Determining Whether Certain Organizations are Component Units, the Foundation is a component unit of the College because:

The College provides financial support to the Foundation and the economic resources received or held by the Foundation are entirely or almost entirely for the direct benefit of the College and

The College is entitled to or has the ability to otherwise access a majority of the economic resources received or held by the Foundation and

The economic resources held by the Foundation that the College is entitled to or has the ability to otherwise access, are significant to the College

Accordingly, the Foundation financial statements are included in the College's annual report as a discrete component unit (see table of contents). Complete financial statements of the Sample Community College Foundation can be obtained from the administrative office of the Foundation/Sample Community College.

Example 2Sample Community College Foundation – Discrete Component Unit

Sample Community College Foundation (the Foundation) was established as a separate nonprofit organization in YYYY, to raise funds to provide student scholarships and assistance in the development and growth of the College. Under Governmental Standards Board Statement No 39, Determining Whether Certain Organizations are Component Units, an organization should report as a discretely presented component unit those organizations that raise and hold economic resources for the direct benefit of a government unit.

Accordingly, the Foundation financial statements are included in the College's annual report as a discrete component unit (see table of contents). Complete financial statements of the Sample Community College Foundation can be obtained from the administrative office of the Foundation/Sample Community College.

RELATED PARTIES
(NOT A COMPONENT
UNIT)**26. Related Parties (Not a Component Unit)**

The SCC Association is a nonprofit organization with the purpose of supporting the educational and other activities of the College. The SCC does not appoint a voting majority nor does it fund or is obligated to pay debt related to this association. However, the College does have the ability to significantly influence the policies of this association. The association solicits donations and acts as coordinator of gifts made by other parties. It remitted restricted gifts of (\$XXX,XXX and \$XXX,XXX) and unrestricted gifts of (\$XXX,XXX and \$XXX,XXX) to the College during the years ended August 31, FY2 and FY1, respectively. The College furnished certain services, such as office space, utilities and some staff assistance, to the association for which the association reimbursed the College at cost for these services which totaled \$XX,XXX and \$XX,XXX for FY2 and FY1. The Association was indebted to the College in the amounts of \$X,XXX and \$X,XXX at FY2 and FY1 for services provided.

The Ex-Students Association provided services to the College for which the College paid \$XX,XXX and \$XX,XXX during FY2 and FY1. These services included maintaining records on the students who had graduated from the college. Office space and utilities were also provided to the association by the College.

This note may vary by college.

If a college has a related party not listed, an appropriate footnote should be included describing the nature of the relationship involved, a description of transactions in the period including dollar amounts and any amounts due from or to related parties.

SUBSEQUENT
EVENTS
(as needed)**27. Subsequent Events**

Subsequent events take place after the financial statements date but before the auditor's reports have been issued. Subsequent events should be disclosed in the financial statements if they are of such a nature that their absence would cause the financial statements to be misleading. In note disclosure, provide sufficient detail if your college has any subsequent events. Examples of subsequent events include:

- Issuance of debt instruments
- Indication of an intent to issue debt
- A change in the structure of funding for the college
- Subsequent changes in material amounts of property
- Significant contractual or grant arrangements
- Other significant administrative or accounting activity
- Settlement of material litigation
- Defeasance of debt

POSTEMPLOYMENT
BENEFITS OTHER
THAN PENSIONS**28. Postemployment Benefits Other than Pensions**
(In accordance with GASB Statement 45)

Plan Description. Sample Community College contributes to the State Retiree Health Plan (SRHP), a cost-sharing, multiple-employer, defined benefit postemployment healthcare plan administered by the Employees Retirement System of Texas (ERS). SRHP provides medical benefits to retired employees of participating universities, community colleges and state agencies in accordance with Chapter 1551, Texas Insurance Code. Benefit and contribution provisions of the SRHP are authorized by State law and may be amended by the Texas Legislature.

ERS issues a publicly available financial report that includes financial statements and required supplementary information for SRHP. That report may be obtained from ERS via their website at <http://www.ers.state.tx.us/>.

Funding Policy. Section 1551.055 of Chapter 1551, Texas Insurance Code provides that contribution requirements of the plan members and the participating employers are established and may be amended by the ERS board of trustees. Plan members or beneficiaries receiving benefits pay any premium over and above the employer contribution.

The employer's share of the cost of retiree healthcare coverage for the current year is known as the implicit rate subsidy. It is the difference between the claims costs for the retirees and the amounts contributed by the retirees. The ERS board of trustees sets the employer contribution rate based on the implicit rate subsidy which is actuarially determined in accordance with the parameters of GASB statement 45.

The employer contribution rate represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs each year and amortize any unfunded actuarial liabilities (or funding excess) of the plan over a period not to exceed thirty years.

The college's contributions to SRHP for the years ended August 31, FY2, FY1, and FY0, were \$XX,XXX, \$XX,XXX, and \$XX,XXX, respectively, which equaled the required contributions each year.

QUESTION 1 Footnote #19--Contract and Grant Awards. Is it necessary to include this footnote? Because we no longer follow the AICPA Industry Audit Guide, it seems contradictory to have #19 in the audit.

ANSWER 1 Yes, please include this note.

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
FOOTNOTES TO THE FINANCIAL STATEMENTS		
	61.	Footnotes must be numbered.
	62.	Does the Reporting Entity footnote state: the year the college was established the college was established in accordance with the laws of the State of Texas the college is considered to be a special purpose, primary government according to GASB 14 and while the college receives funding from local, state and federal sources, and must comply with the spending, reporting, and record keeping requirements of these entities, it is not a component unit of any governmental entity?
	63.	Does the college present the summary of significant accounting policies (SSAP) as the second footnote? [NCGAS I 158; APB No 22]
	64.	Does the SSAP Reporting Entity footnote disclose the significant policies followed by the college in preparing their financial statements – including in accordance with Texas Higher Education Coordinating Board (THECB)'s Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges, in accordance with generally accepted accounting policies and that the college applies all applicable GASB pronouncements and all applicable FASB statements and interpretation issued on or before November 30, 1989, unless they conflict or contradict GASB pronouncements. [GASB 34 115d]
	65.	Does the SSAP Reporting Entity footnote include a statement stating the college is reported as a special-purpose government engaged in business type activities? [GASB 35]
	66.	Does the SSAP disclose tuition that is discounted?
	67.	Does the SSAP disclose basis of accounting?
	68.	Does the footnote regarding budgetary data address: that each community college is required by law to prepare an annual operating budget; that it is prepared on the accrual basis of accounting; that it has been adopted by the Board of Trustees; and that the copies are filed with the THECB, Legislative Budget Board, Legislative Reference Library and Governor's Office of Budget and Planning?
	69.	Does the SSAP define both cash and cash equivalents? [APB 22 12]
	70.	Does the SSAP indicate how investments are valued and definition of short term and long term investments? [APB 22 12]
	71.	Does the SSAP disclose how inventories are valued? [APB 22 12]
	72.	Does the SSAP disclose the capitalization threshold(s) for capital assets, the method of depreciation and the estimated useful lives? [GASB 34 115e; APB 12]
	73.	Does the SSAP disclose what revenues are deferred revenues?
	74.	Has the fact that preparation of financial statements in conformity with GAAP requires the use of management's estimates been disclosed? [SOP 94-6]
	75.	Does the SSAP disclose the college's policy for defining operating and non-operating revenues? [GASB34 115g]
	76.	If applicable, is there a footnote regarding a Restatement of Net Assets present? If applicable, does the footnote include a chart which details the amounts restated and an explanation why these net assets were restated?
	77.	Is the footnote on deposits and investment in compliance with GASB 40 and include: the type of investments the college is allowed to invest in; list of the types of investments (securities) held by the college categorized by maturities; and include the college's policy on the four types of risk?

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	78.	If the College invests in derivatives during the fiscal year the footnote must disclose the nature of the transactions, the reasons for entering into them and the College's exposure to credit risk, market risk, and legal risk. [GASBTB 94-1]
	79.	Do the notes furnish information on the College's capital assets? [GASB 34 116] Does the note present each major class of capital assets; Does the note report nondepreciable capital assets; Does the note present accumulated depreciation; and Does the note disclose changes in capital asset balances?
	80.	Do the disclosures on major classes of capital assets include the following: [GASB 34 117] Beginning and ending balances with accumulated depreciation presented separately from historical cost; Capital additions; Sales or other dispositions; and Current depreciation expense?
	81.	Is a description of collections of works of art and historical treasures that are not being capitalized presented and the reason for not capitalizing them? [GASB 34 118]
	82.	Do the notes provide all required information separately for each major class of long-term liabilities? [GASB 34]
	83.	Does long-term liability footnote include: [GASB 34 119] beginning and ending balance; increase and decreases shown separately; and portion due within one year?
	84.	Do the notes disclose debt service to maturity of all outstanding debt? [GASB 38, GAAFR 196] Does the disclosure present debt service payments separately for each of the next five years? Are the principal and interest components of debt service shown separately; and are debt service payments shown for subsequent years reported in five year increments?
	85.	For capital leases, has the gross amount of assets purchased on capital leases and the accumulated depreciation been presented separately and the lease obligation classified current and long-term? Has disclosure been made for future minimum lease payments as of the August 31 date in the aggregate and for each of the next five subsequent years, and in five year increments thereafter? [SFAS 13 16b; GASB 38 11]
	86.	Have the following disclosures been made for operating leases having initial or remaining non-cancelable lease term in excess of one year: future minimum rental payments for each of the next five years and in five-year increments thereafter? [GASB 38 11] total amount of minimum rentals to be received in the future under non-cancelable subleases as the latest balance sheet date? [SFAS 13 16b]
	87.	Does the bonds payable footnote address the detail of individual long-term debt as follows: bond issue name and series; purpose for which the debt was issued; type of debt (general obligation bonds, revenue bonds, etc.); disclose original amount of the debt; disclose the interest rate and range of maturities; and the source of revenue to repay the debt?
	88.	If the College undertook a refunding during the year that either defeased or redeemed the refunded debt does the note disclose: [GASB 7] a brief description of the refunding transaction; the aggregate difference in debt service between the refunding and the refunded debt; and the economic gain or loss on the transaction.

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	89.	Does the footnote on employees' retirement plan include: the name of the plan and a brief description of the type of benefits provided; the percentage of participant salaries currently contributed by the State and by each participant; a paragraph describing the Optional Retirement Program (ORP); participation in lieu of Teacher's Retirement System (TRS); provides for purchase annuity contracts; the State has no additional unfunded liability for the program; total payroll of the College and total payroll of employees covered by each plan; and the percentage of participants salaries currently contributed by the State and by each participant?
	90.	Does the footnote on the deferred compensation program address that the authority is granted by Government Code 609.001?
	91.	A footnote on compensable absences must disclose the college's policy on annual and sick leave for all employees upon termination or death and the amount that should be reported as a current and non-current liability. The footnote needs to include number of hours that may be accumulated, the rate it is earned and when it is paid. The short and long-term liability portions of the compensable absences should agree with the entries for "Compensable Absences" in the "Long-term Liability" footnote.
	92.	If applicable, are there any lawsuits pending against the college and what are the potential significance for these lawsuits?
	93.	When balances of receivables and payables reported on the statement of net assets are aggregations of different components, is the significant component disclosed in the footnotes? [GASB 38]
	94.	Does the footnote regarding contract and grant awards address: when revenue is recognized; how funds expended but not yet collected are reported (grant receivables); how funds received but not yet expended are reported (deferred revenue); how awards that are not yet funded and for which the college has not yet performed services are reported; and report the amounts of awards already committed but which monies have not been received nor expended?
	95.	If the College pays for other post employment benefits for employees (for example health-care benefits), either in whole or in part, do the notes discuss these benefits? [GASB 12]
	96.	Does the footnote regarding <i>ad valorem</i> tax address: (The <i>ad valorem</i> tax information must be a footnote, not supplementary schedules. Supplementary schedules are not required.) [NGCA 13] when taxes are levied; the gross assessed valuation of the college, the exemption and abatements, and the net assessed valuation; tax rate per \$100 valuation authorized and assessed for both current operations and debt services; the amount of taxes levied for the year ended August 31, FY2 which includes penalty and interest if applicable; the amount of taxes collected. Specifically current taxes, delinquent taxes, penalty and interest; collected for current operations and debt service including totals; when taxes are due; and tax collection as a percentage of the current tax levy?
	97.	Does footnote on income tax disclose that the college is exempt from income tax under IRC Section 115 and whether the college has any unrelated business income tax liability?
	98.	If the College has a component unit in accordance with GASB 39, is there a footnote that includes: a brief description of the component unit; the criteria for including as a component unit; how the component unit is reported - (remember to place component unit financial statements; directly behind the college's financial statements for example college's Statement of Net Assets; followed the component unit balance sheet, etc?

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	99.	Does the disclosure of material related party transactions include [SFAS 57] the nature of the relationship; a description of the transaction; dollar amounts of the transaction; and amounts due and from the related parties?
	100.	If applicable, if any subsequent events exist they must be disclosed in paragraph form. [SFAS 5]
	101.	Does the footnote regarding postemployment benefits include the current and most previous two years of required contributions for the State Retiree Health Plan (i.e. ERS)?
	102.	If applicable, is the method of accounting and reporting for non-exchange transactions disclosed? [GASB 33]
	103.	If the College has any significant commitments (e.g. construction), do the notes disclose them? [NCGA I6]
	104.	Other disclosures as appropriate (such as segments, pledges, etc).

THIS PAGE INTENTIONALLY LEFT BLANK

**SECTION 8: REQUIRED SUPPLEMENTAL SCHEDULES
A through D**

- 8.1 Instructions
- 8.2 Report Format
 - 8.21 Sample of Schedule A – Schedule of Operating Revenues
 - 8.22 Sample of Schedule B – Schedule of Operating Expenses by Object
 - 8.23 Sample of Schedule C – Schedule of Non-Operating Revenues and Expenses
 - 8.24 Sample of Schedule D – Schedule of Net Assets by Source and Availability
- 8.3 FAQ's (Frequently Asked Questions) - Schedules A through D
- 8.4 Checklist - Schedules A through D

THIS PAGE INTENTIONALLY LEFT BLANK

**SCHEDULE A
SCHEDULE OF
OPERATING
REVENUES**

Operating revenues are to be reported in detail on this schedule with a breakdown for Unrestricted, Restricted, (with these two amounts summed in a column titled Total Educational Activities), and Auxiliary Enterprises funds. The unrestricted column should include all funds that are not considered restricted or auxiliary. Memorandum totals for the prior year should also be included on this schedule.

Tuition for credit classes should be broken down by residency for all state-funded classes. Tuition amounts for state-funded continuing education classes and all non-state funded classes whether through continuing education or for credit should also be given. Set asides from tuition for the Texas Public Education Grant (TPEG) for credit and continuing education should be shown as separate components of tuition. The amount of TPEG *awarded* for both credit and continuing education is included under the Scholarship Allowances and Discounts section as part of Total Net Tuition and Fees. Texas public community colleges should report federal Title IV funds as operating revenues to comply with the current interpretations advocated by NACUBO *Advisory Report 2000-05* and GASB 24. Remissions and exemptions are to be broken down by those mandated by the state and those that are optional that have been adopted by the local governing board.

Auxiliary revenues should be shown at gross with related discounts as a reduction to revenue on a separate line just beneath the auxiliary revenue to which it relates. Any outsourced auxiliary operations should be explained in a footnote.

Total Operating Revenues must agree with Exhibit 2.

**SCHEDULE B
SCHEDULE OF
OPERATING
EXPENSES BY
OBJECT**

Report the natural expense classifications for salaries and wages, state and local benefits, and other expenses within functional classifications. Unrestricted and Restricted funds should be reported separately. Depreciation is broken down between depreciation for buildings and other real estate improvements and depreciation for equipment and furniture. Memorandum totals for the prior year should be included. Total operating expenses must agree with Exhibit 2.

Revenue Discounting – Tuition, fees and other college charges should be reported net of discounts. See Revenue Reporting Issues in section 5.3. Specifically scholarship amounts should be netted in restricted and not reported as negative amounts in unrestricted as offsets.

Benefits – State benefits should not be shown in functions that are not supported by state revenue.

**SCHEDULE C
SCHEDULE OF NON-
OPERATING
REVENUES AND
EXPENSES**

Non-operating revenues and expenses are to be reported in detail on this schedule with a breakdown between Unrestricted, Restricted, and Auxiliary Enterprises funds. Memorandum totals for the prior year should be included. The net non-operating revenues (expenses) total must agree with Exhibit 2.

**SCHEDULE D
SCHEDULE OF NET
ASSETS BY SOURCE
AND AVAILABILITY**

Schedule D serves a dual purpose of reconciling fund balances to net assets as well as showing which funds are actually available for current operations. The Total Net Assets for the current year should agree with Exhibit 1. Memorandum totals are included in a row labeled as Total Net Assets for the prior year. The difference of the two should be the net increase (decrease) in net assets for each source with the total agreeing with Exhibit 2.

The Available for Current Operations section shows which amounts may be spent for current operations without restriction. Amounts in the "Yes" column indicate that there are no restrictions or designations from the local governing board that would prevent the amount from being spent for current operations. An entry in the "No" column would indicate the amount is not available for current operations. It is possible that an amount in the total column for Detail by Source could be split between the "Yes" and "No" columns under the Available for Current Operations section.

Sample of Schedule A – Schedule of Operating Revenues

Sample Community College					Schedule A	
Schedule of Operating Revenues						
Year Ended August 31, FY2 (With Memorandum Totals for the Year Ended August 31, FY1)						
			Total			
	Unrestricted	Restricted	Educational Activities	Auxiliary Enterprises	FY2 Total	FY1 Total
Tuition:						
State funded credit courses:						
In-district resident tuition	23,292,893	-	23,292,893	-	23,292,893	21,275,181
Out-of-district resident tuition	6,311,138	-	6,311,138	-	6,311,138	5,427,758
Non-resident tuition	6,359,451	-	6,359,451	-	6,359,451	7,346,044
TPEG - credit (set aside) *	1,911,061	-	1,911,061	-	1,911,061	1,757,331
State-funded continuing education	10,327,099	-	10,327,099	-	10,327,099	11,343,033
TPEG - non-credit (set aside) *	656,693	-	656,693	-	656,693	438,187
Non-state funded educational programs	2,148,483	-	2,148,483	-	2,148,483	1,943,992
Total Tuition	51,006,818	-	51,006,818	-	51,006,818	49,531,526
Fees:						
Distance learning fee	185,554	-	185,554	-	185,554	90,935
Installation plan fees	364,355	-	364,355	-	364,355	320,090
Non-instructional contract training fees	-	-	-	-	-	3,090
Prior year tuition and fees	3,200	-	3,200	-	3,200	51,379
Total fees	553,109	-	553,109	-	553,109	465,494
Scholarship allowances and discounts:						
Remissions and exemptions - state	(344,416)	-	(344,416)	-	(344,416)	(478,402)
Remissions and exemptions - local	(1,445,763)	-	(1,445,763)	-	(1,445,763)	(1,443,050)
Reduced tuition pilot	(1,847,951)	-	(1,847,951)	-	(1,847,951)	(722,542)
Title IV federal grants	(5,911,149)	-	(5,911,149)	-	(5,911,149)	(2,449,732)
Other federal grants	(789,889)	-	(789,889)	-	(789,889)	(1,150,025)
TPEG awards	(865,997)	-	(865,997)	-	(865,997)	(134,403)
Other state grants	(374,510)	-	(374,510)	-	(374,510)	209,814
Rising Star program	(195,979)	-	(195,979)	-	(195,979)	(210,020)
Other local grants	(13,084)	-	(13,084)	-	(13,084)	(10,600)
Total scholarship allowances	(11,788,738)	-	(11,788,738)	-	(11,788,738)	(6,388,960)
Total net tuition and fees	39,771,189	-	39,771,189	-	39,771,189	43,608,060
Additional operating revenues:						
Federal grants and contracts	1,099,347	39,537,711	40,637,058	82,299	40,719,357	34,837,518
State grants and contracts	11,406	4,646,035	4,657,441	-	4,657,441	3,494,612
Non-governmental grants and contracts	3,108	4,130,039	4,133,147	-	4,133,147	2,521,797
Sales and services of educational activities	446,968	-	446,968	-	446,968	497,918
General operating revenues	1,177,256	-	1,177,256	-	1,177,256	1,007,198
Total additional operating revenues	2,738,085	48,313,785	51,051,870	82,299	51,134,169	42,359,043
Auxiliary Enterprises:						
Bookstore	-	-	-	1,499,025	1,499,025	1,338,483
Less Discounts	-	-	-	(3,255)	(3,255)	-
Food Service	-	-	-	620,341	620,341	547,340
Center for Educational Telecommunications	-	-	-	3,476,227	3,476,227	3,523,803
Business Incubation Center	-	-	-	211,551	211,551	242,804
Universities Center	-	-	-	450,617	450,617	459,733
Student Programs	-	-	-	720,922	720,922	857,870
Total net auxiliary enterprises	-	-	-	6,975,428	6,975,428	6,970,033
Total Operating Revenues	\$ 42,509,274	\$ 48,313,785	\$ 90,823,059	\$ 7,057,727	\$ 97,880,786	\$ 92,937,136
				(Exhibit 2)	(Exhibit 2)	

* In accordance with Education Code 56.033, \$2,567,754 and \$2,195,518 for years August 31, FY02 and FY01, respectively, of tuition was set aside for Texas Public Education grants (TPEG)

Sample of Schedule B – Schedule of Operating Expenses by Object

Sample Community College

Schedule B

Schedule of Operating Expenses by Object

Year Ended August 31, FY2 (with Memorandum Totals for the Year Ended August 31, FY1)

	Operating Expenses				FY2 Total	FY1 Total
	Salaries and Wages	Benefits		Other Expenses		
		State	Local			
Unrestricted - Educational Activities						
Instruction	\$ 88,446,397	\$ -	\$ 5,142,783	\$ 11,132,291	\$ 104,721,471	\$ 102,167,049
Public Service	2,511,686	-	146,044	1,403,945	4,061,675	3,683,493
Academic Support	9,072,439	-	527,524	3,687,245	13,287,208	13,393,175
Student Services	15,741,028	-	915,274	3,033,212	19,689,514	18,401,080
Institutional Support	28,316,767	-	1,646,500	9,251,633	39,214,900	37,643,028
Operation and Maintenance of Plant	6,355,652	-	369,554	13,555,368	20,280,574	18,985,224
Scholarships and Fellowships	-	-	-	-	-	-
Total Unrestricted Educational Activities	150,443,969	-	8,747,679	42,063,694	201,255,342	194,273,049
Restricted - Educational Activities						
Instruction	\$ 1,383,181	\$ 11,094,349	\$ 127,256	\$ 4,123,903	\$ 16,728,689	\$ 16,055,327
Public Service	1,504,665	-	318,670	4,069,194	5,892,529	6,001,414
Academic Support	385,248	1,094,213	56,849	-	1,536,310	1,548,806
Student Services	2,533,313	1,924,678	72,459	2,415,386	6,945,836	6,592,128
Institutional Support	1,348,370	3,465,693	126,987	1,585,242	6,526,292	6,624,535
Operation and Maintenance of Plant	-	-	806,371	-	806,371	750,710
Scholarships and Fellowships	-	-	-	32,013,809	32,013,809	24,661,506
Total Restricted Educational Activities	7,154,777	17,578,933	1,508,592	44,207,534	70,449,836	62,234,426
Total Educational Activities	157,598,746	17,578,933	10,256,271	86,271,228	271,705,178	256,507,475
Auxiliary Enterprises	4,571,666	-	782,728	5,093,013	10,447,407	10,206,724
Depreciation Expense - Buildings and other real estate improvements	-	-	-	6,564,537	6,564,537	6,520,591
Depreciation Expense - Equipment and furniture	-	-	-	3,502,438	3,502,438	2,408,823
Total Operating Expenses	\$ 162,170,412	\$ 17,578,933	\$ 11,038,999	\$ 101,431,216	\$ 292,219,560	\$ 275,643,613
					(Exhibit 2)	(Exhibit 2)

Sample Community College

Schedule C

Schedule of Non-Operating Revenues and Expenses

Year Ended August 31, FY2 (with Memorandum Totals for the Year Ended August 31, FY1)

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Auxiliary Enterprises</u>	<u>FY2 Total</u>	<u>FY1 Total</u>
NON-OPERATING REVENUES:					
State appropriations:					
Education and General state support	\$ 79,974,186			\$ 79,974,186	\$ 85,993,747
State group insurance		\$ 12,206,226		\$ 12,206,226	\$ 11,377,997
State retirement matching		\$ 6,881,299		\$ 6,881,299	\$ 6,524,393
Remedial Education		\$ 380,677		\$ 380,677	\$ 362,354
Professional nursing shortage reduction		\$ 414,852		\$ 414,852	\$ 290,192
SBDC match		\$ 766,746		\$ 766,746	\$ 828,190
Total state appropriations	\$ 79,974,186	\$ 20,649,800		\$ 100,623,986	\$ 105,376,873
Maintenance ad valorem taxes	76,921,860	-	-	76,921,860	74,531,105
Gifts	723,092	-	-	723,092	279,721
Investment income	2,650,337	-	422,663	3,073,000	9,545,818
Gain on sale of investment	68,250	-	9,970	78,220	-
Contributions in aid of construction	495,952	-	-	495,952	-
Other non-operating revenue	52,225	-	-	52,225	70,771
Total non-operating revenues	160,885,902	20,649,800	432,633	181,968,335	189,804,288
NON-OPERATING EXPENSES:					
Interest on capital related debt	735,065	-	-	735,065	(1,966,747)
Loss on disposal of capital assets	264,687	-	(26,481)	238,206	(2,033,987)
Other non-operating expense	453,827	-	-	453,827	(38,162)
Total non-operating expenses	1,453,579	-	(26,481)	1,427,098	(4,038,896)
Net non-operating revenues	<u>159,432,323</u>	<u>20,649,800</u>	<u>459,114</u>	<u>180,541,237</u>	<u>185,765,392</u>
				(Exhibit 2)	(Exhibit 2)

Sample of Schedule D – Schedule of Net Assets by Source and Availability

Sample Community College					Schedule D		
Schedule Of Net Assets by Source and Availability							
Year Ended August 31, FY2 (with Memorandum Totals for the Year Ended August 31, FY1)							
Detail by Source						Available for Current Operations	
	Unrestricted	Restricted		Capital Assets Net of Depreciation & Related Debt	Total	Yes	No
		Expendable	Non-Expendable				
Current:							
Unrestricted	\$ 56,584,651	\$ -	\$ -	\$ -	\$ 56,584,651	\$ 56,584,651	
Board Designated	-	-	-	-	-		
Restricted	-	-	-	-	-		
Auxiliary enterprises	24,201,992	-	-	-	24,201,992	24,201,992	
Loan	125,131	-	-	-	125,131		125,131
Endowment:							
Quasi:							
Unrestricted	5,343,722	-	-	-	5,343,722		5,343,722
Restricted	-	-	-	-	-		
Endowment							
True	-	-	-	-	-		
Term (per instructions at maturity)	-	-	-	-	-		
Life Income Contracts	-	-	-	-	-		
Annuities	-	-	-	-	-		
Plant:							
Unexpended	24,947,027	-	-	-	24,947,027		24,947,027
Renewals	-	-	-	-	-		
Debt Service	-	6,486,525	-	-	6,486,525		6,486,525
Investment in Plant	-	-	-	215,480,290	215,480,290		215,480,290
Total Net Assets, August 31, FY2	\$ 111,202,523	\$ 6,486,525	\$ -	\$ 215,480,290	\$ 333,169,338	\$ 80,786,643	\$ 252,382,695
					(Exhibit 1)		
Total Net Assets, August 31, FY1	139,390,056	10,043,554	-	188,181,468	337,615,078	88,676,997	248,938,081
					(Exhibit 1)		
Net Increase (Decrease) in Net Assets	\$ (28,187,533)	\$ (3,557,029)	\$ -	\$ 27,298,822	\$ (4,445,740)	\$ (7,890,354)	\$ 3,444,614
					(Exhibit 2)		

QUESTION 1 The State appropriates money for group health insurance and retirement matching for college employees. Do community colleges have to report this on their financial reports, as the funds do not come to the community colleges?

ANSWER 1 Yes, the community colleges do need to report the appropriations paid on their behalf for group health insurance and retirement matching for college employees. Please see Schedule C in the Manual for correct disclosure example.

QUESTION 2 Where do we show "Depreciation" on Schedule B?

ANSWER 2 Show "Depreciation" as an additional item of expense after Total Educational Activities and Auxiliary Enterprises on Schedule B. You'll notice that Equipment and Building Depreciation are now separately disclosed. Equipment Depreciation is an element of fundable operating expenses and should be reported on the RFOE in the amount shown in total on Schedule B

QUESTION 3 Schedule A – Schedule of Detailed Operating Revenues, shows TPEG set aside as part of the tuition section, then shows TPEG allowances in the scholarships/discounts section. These amounts won't be the same if the first one is for the amount set aside, and the TPEG "allowances" are for amounts awarded or discounted. How do we show the difference?

ANSWER 3 The difference (excess (or deficit) of TPEG set-aside over allowances) flows through and is included in "Total Net Tuition and Fees" on Schedule A – Schedule of Detailed Operating Revenues. This same amount, when combined with any ending balance from the previous year, is included on the Statement of Net Assets under:

NET ASSETS
Restricted for:
 Expendable
 Student Aid

QUESTION 4 Is it correct to title Schedules A through D as unaudited?

ANSWER 4 As you know, GAAS and GAAP require supplemental information (RSI) and optional supplemental information (OSI) to undergo auditor review for correctness. Because the schedules that you list are supplemental to the financial reports that the colleges submit to the Coordinating Board we believe that, much like the footnote section, the schedules are a part of the audited presentation and **to label them as unaudited would not be appropriate**. This level of review is required because the data on the schedules is pulled from the financial data reported in the financial statement.

QUESTION 5 Would I include TEXAS Grant I & II in "Other" under Scholarship allowances and discounts and also under "State Grants and Contracts" under Other Operating Revenue?

ANSWER 5 Yes. On Schedule A, TEXAS Grants would be included as State Grants and Contracts under Other Operating Revenue. When those resources are then granted to students to pay for tuition and fees, they would be included as Scholarship Allowances and Discounts: Other State Grants.

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
SCHEDULE OF DETAILED OPERATING REVENUES (SCHEDULE A)		
	105.	Are the totals for each line item combined for Unrestricted and Restricted and shown in a separate column entitled Educational Activities?
	106.	Is a total column presented for the current year?
	107.	Is a memorandum total column presented for the prior year?
	108.	Is tuition broken down between state-funded courses and non-state-funded courses?
	109.	Is there a subtotal for tuition and fees?
	110.	Are the various fees shown separately with a subtotal?
	111.	Are scholarships allowance and discounts detailed enough as not to need a separate schedule? For example remission and exemptions, allowance for federal financial aid, allowance for state financial aid, etc. If not a separate schedule needs to be prepared.
	112.	Is the TPEG set aside amount recorded at the bottom of the schedule?
	113.	Are auxiliary revenues and discounts shown in a separate column?
	114.	Are auxiliary revenues detailed enough so as not to need a separate schedule?
	115.	Do the totals tie with the Schedule of Revenues, Expenses, and Changes in Net Assets (Exhibit 2)?
	116.	Is there a footnote explaining any out-sourced auxiliary operations?
	117.	Is this schedule audited?
SCHEDULE OF OPERATING EXPENSES BY OBJECT (SCHEDULE B)		
	118.	Are educational activity expenses broken down between Unrestricted and Restricted line items?
	119.	Are expenses classified according to NACUBO's elements of cost and further classified by natural classifications? Are scholarship amounts netted?
	120.	Are auxiliary expenses shown as a separate line item below Total Educational Activities?
	121.	Is depreciation shown as a separate line item? [APB 12 15]; and broken down between Buildings and Other Real Estate Improvements and equipment?
	122.	Do the totals tie with the Schedule of Revenues, Expenses, and Changes in Net Assets (Exhibit 2)?
	123.	Is a total column presented for the current year?
	124.	Is a Memorandum total column presented for the prior year?
	125.	Is this schedule audited?
SCHEDULE OF NON-OPERATING REVENUES AND EXPENSES (SCHEDULE C)		
	126.	Are revenues and expenses for non-operating activities listed in separate columns for Unrestricted, Restricted and Auxiliary operations?
	127.	Is a total column presented for the current year?

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	128.	Is a Memorandum total column presented for the prior year?
	129.	Are non-operating revenue and expenses broken down between revenue and expense categories?
	130.	Do the totals tie with the Statement of Revenues, Expenses, and Changes in Net Assets (Exhibit 2)?
	131.	Is this schedule audited?
SCHEDULE OF NET ASSETS BY SOURCE AND AVAILABILITY (SCHEDULE D)		
	132.	Are net assets broken out into Current, Loan, Endowment, and Plant line item categories?
	133.	Are net assets also listed in columns as Unrestricted, Restricted (Expendable or Non-Expendable), and Capital Asset Net of Depreciation and Related Debt?
	134.	Is a total column presented for the current year?
	135.	Are amounts available for current operations indicated under “yes,” or “no” columns?
	136.	Are Board designated reserves reflected in Board minutes?
	137.	Does the total column tie to Statement of Net Assets, Exhibit 1?
	138.	Is a Memorandum total row for the prior year presented below the current year totals?
	139.	Is this schedule audited?

**SECTION 9: REQUIRED SCHEDULES OF EXPENDITURES
OF
FEDERAL AWARDS AND STATE AWARDS**

Federal Awards

- 9.1 Introduction
- 9.2 Federal grantor/Pass-Through Grantor/Program
- 9.3 Federal CFDA Number
- 9.4 Pass-Throughs
- 9.5 Notes
- 9.6 Special Problem Areas
- 9.7 Partial List of Federal Grantor Numbers
(Sorted by Federal Grantors)
- 9.8 Partial List of Federal Grantor Numbers
(Sorted by Federal Grantor Numbers)
- 9.9 Report Content
Sample of Schedule E – Schedule of Expenditures of Federal Awards

State Awards

- 9.10 Instructions
- 9.101 Report Format
Sample of Schedule F – Schedule of Expenditures of State Awards
- 9.11 Checklist – Schedules E & F

THIS PAGE INTENTIONALLY LEFT BLANK

FEDERAL AWARDS
INTRODUCTION

The Single Audit Act (PL 98-502) and the Single Audit Act Amendments of 1996 establishes the financial and compliance audit requirements for all state and local government entities which receive federal financial assistance. Any such entity receiving more than \$500,000 in federal financial assistance is required to have an audit in accordance with the act and regulations established by the Office of Management and Budget, as shown in the *OMB Circular A-133, Audits of States, Local Governments, and Non-profit Organizations*. Those entities which receive funds under only one federal program may elect to have a program specific audit in accordance with the act and regulations.

Each college that receives federal funds must prepare a Schedule of Expenditures of Federal Awards (Schedule E). The schedule reports total expenditures, including accruals (accounts payable), for all federal financial assistance by federal program. It must also include any indirect and/or administrative costs received from a federal agency. These costs should be included with the program expenditures for each applicable program.

Federal financial assistance is any assistance provided by a federal agency in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance or direct appropriations. The term does not include direct federal cash assistance to individuals.

A sample Schedule E is located in Section 9.9 Report Format

LIST FEDERAL PROGRAMS

1. List all federal programs within separate headings for each federal grantor agency.

The federal programs should be identified by the program name as listed in the Catalog of Federal Domestic Assistance (CFDA) **and should be in numerical sequence using the CFDA number**. Federal agencies, with the exception of the U.S. Department of Education, should also be in the numerical sequence of the first two digits of the CFDA number.

If the CFDA number is unknown, identify the federal agency only and add a period and 3 zeros. For example, a grant from U.S. Department of Education with an unknown CFDA number would be 84.000.

Programs from different federal agencies should not be commingled.

IDENTIFY ALL FEDERAL PROGRAM FUNDS

2. For each federal agency, identify all federal program funds received under the heading "Direct Programs" or "Pass-Through From."
 - a. Identify all federal program funds received directly from federal grantor agencies under the heading "Direct Programs."
 - b. Identify program funds passed through to your college from another government agency as pass-through funds under the heading "Passed-Through From: Agency's Name".

IDENTIFY THE APPLICATION OF FUNDS

3. Under the heading "Direct Programs" or "Pass-Through From," identify the application of the funds as follows:
 - a. Identify program funds that are expended by the college under the column heading "Expenditures."
 - b. Identify program funds passed through to a sub-recipient under the heading "Pass-Through To," plus the entity's name. A single line **may** be used for each federal program which is passed through by the college. If this is done, a separate footnote **must** be prepared detailing which program is shown, the CFDA number, the sub-recipients involved, and the amount for each sub-recipient. Each entity which passes-through amounts to a sub-recipient must receive an audit package or a letter from the sub-recipient. (See Appendix A)
 - c. If for some reason a single CFDA number is listed on more than one line, a subtotal for that CFDA number **must** be given.

-
- | | |
|--|--|
| CFDA NUMBERS | <p>1. All CFDA numbers consist of five digits separated by a period between the second and the third digit. The first two digits represent the federal grantor agency and the last three digits represent the specific grant.</p> <p>For example, the CFDA number of the Carl Perkins Vocational Education program is 84.048, in which 84 stands for the U.S. Department of Education and 048 stands for the Vocational Education program. Ensure that the <i>most current</i> CFDA program title and number are used to identify all federal financial assistance.</p> <p>All grants that come under one CFDA program name can be reported as one line item. (<i>The detailed information must be maintained by the agency.</i>) Pass-through awards of the same program from more than one agency must be reported on separate lines for each pass-through entity.</p> |
| PROGRAM NAME AND NUMBER NOT LISTED | <p>2. If the program name and number are not listed in the CFDA, and the grantor agency can not provide the information, list the program within its grantor agency section of the schedule as explained in previous Section 9.2, List Federal Programs.</p> |
| RESPONSIBILITY OF THE SUB-RECIPIENT. | <p>3. It is the responsibility of the sub-recipient to request all information from the funding source if it has not been provided, and the sub-recipient is aware that the funds received are federal funds.</p> |
| UNASSIGNED DEPARTMENT OF DEFENSE FUNDS | <p>4. The Department of Defense (DOD) funds that are not assigned with a CFDA number must be identified with the contract number assigned by the DOD. See Section 9.4, EXPENDITURES for the reporting of DOD funds.</p> |

DEFINITION OF PASS-THROUGHs	<p>Pass-throughs are the federal funds "passed through" from one entity (recipient) to other entities (sub-recipients) that administer the federal program on behalf of the state. If a transaction is not a pass-through, it is an expenditure. There are no exceptions. Pass-throughs should also include accruals.</p>
INSTRUCTIONS	<p>Be sure to include Pass-through grantor numbers. These are required by other pass-through entities. Audit reports may be rejected by these other pass-through entities for failure to include these numbers.</p> <p>An entity that is the recipient or sub-recipient of federal funds cannot pass-through funds to itself. If the entity is a fiscal agent for other entities and expends funds itself, these are not pass-throughs to itself, but are reported as regular expenditures.</p>
INSTRUCTIONS FOR RECIPIENTS	<p>The recipient, which is the entity that passes the funds through to the sub-recipient, will report these transactions on the federal schedule as "Pass-Through To."</p> <p>If, at year-end, recipient colleges are holding material amounts of funds to be passed-through to others, these should be reported as Funds Held for Others since they are not assets of the recipient. Immaterial amounts may be reported as assets and current liabilities in restricted Funds. Funds passed through to others will not be reported as revenues or expenditures on Exhibit C. They also should not be reported on Exhibit 2.</p> <p>Funds passed through to others will be a reconciling item on Schedule E, Schedule of Expenditures of Federal Awards, reconciliation in Note 1.</p> <p>The recipient must inform the sub-recipient that the funds they are receiving are federal funds and providing the correct CFDA name and number.</p>
INSTRUCTIONS FOR SUB-RECIPIENTS	<p>A sub-recipient is defined by OMB Circular A-133 as any person or government department, agency or establishment that receives federal financial assistance from a state entity or any other entity to administer a program.</p> <p>The sub-recipient actually administers or controls the program as opposed to the subcontractor who contracts for a specific service on a per unit basis. A key factor in determining the sub-recipient is determining if the entity assumed the responsibility to administer the program.</p> <p>Procurement contracts with the federal government or with a state entity or any other entity, in which goods or services are provided by a public community and junior college are not considered to be federal financial assistance because, the college is performing a service, not administering the program.</p> <p>Therefore, procurement contracts should not be included on the Schedule of Expenditures of Federal Awards by the performing college. While it would be included under Federal Contract and Grant revenue on the exhibits and schedules, it would generally be a reconciling item in Note 1 of the footnotes to the Schedule.</p> <p>The sub-recipient should include its expenditures of the pass-through funds received from recipients as expenditures on the Schedule of Expenditures of Federal Awards and should include the same amount in federal revenue shown in the various exhibits and schedules of the annual financial report.</p>

A reconciliation which ties the total federal revenues in Schedule C to total federal expenditures and pass-through funds on the Schedule of Expenditures of Federal Awards should be included in the "notes" to the Schedule of Expenditures of Federal Awards. Pass-through funds should not be reported as state revenues and expenditures, but as federal by a sub-recipient.

RECIPIENT vs
SUB-RECIPIENT

The following example illustrates the role of the recipient versus the sub-recipient:

- Entity X retains the ultimate authority and responsibility for operational results of federal program ABC. The objective of the program is to provide job training to people currently on welfare. Entity X establishes the man-hour budget and assigns the staff responsible for the work.
- Entity Y is responsible for the first line management of program ABC. Entity Y is in charge of coordinating, planning, assigning specific tasks to the staff, and monitoring the daily activities of the program based on established administrative controls.
- In this example, Entity X is the recipient and Entity Y is the sub-recipient. Although Entity X has the ultimate responsibility of assuring that the pass-through funds are spent according to the program guidelines, Entity Y administers and controls the day-to-day operations in accordance with the guidelines.

EXPENDITURES

Expenditures are the federal funds expended in administering federal programs. Payments to subcontractors are expenditures and should be distinguished from pass-through funds to sub-recipients.

SPECIAL
CONDITIONS

The following items require special attention when determining expenditures for the federal schedule. These are also items that should be included in the reconciliation of the federal revenue (federal grant and contract revenue and federal appropriations revenues) in Schedule A to federal expenditures and pass-through funds in the Schedule of Expenditures of Federal Awards.

- Expenditures from federal assistance that are not subject to an A-133 audit are not reported as expenditures on the federal schedule. Because these expenditures are included in the financial statements, include a note in the schedule explaining why the expenditures for *each* such program are not in the federal schedule.

Funds from the U.S. Department of Defense (DOD) are to be subject to OMB Circular A-133 and should be reported on the federal schedule just like other federal funds. Those DOD funds will not be a reconciling item for the reconciliation in Note 1. DOD funds that are not assigned with a CFDA number must be identified with the contract number assigned by the DOD. You may disclose the DOD contract names, numbers and amounts in a supplement to the annual financial report, if such disclosure requires extra pages in the Schedule of Expenditures of Federal Awards.

- Student Financial Assistance Programs provide low-interest loans or guaranteed loans to eligible needy students for educational purposes at Texas colleges and universities. The programs reported in the federal schedule include the Federal Family Education Loan Program; Federal Perkins Loan Program; Health Professions Student Loans; Health Professions Educational Initiatives; and Nursing Student Loans.

The amounts reported in the federal schedule should include, as separate line items, the dollar value of new loans processed during the fiscal year as well as any administrative costs recovered from the federal government.

The amount of the new loans processed from the federal government during the fiscal year **is not reported** on Schedule A. If the loans are included within the schedule, and not included as a footnote, they will be a reconciling item in the reconciliation. New loans processed are reported as an increase (loans receivable) and decrease (disbursement of cash) of the asset accounts on the Statement of Net Assets. Consistent with this treatment, and in order to provide disclosure on this schedule, new loans processed and any administrative costs recovered should be reported in Note 4. If the loans are not included in the schedule, they will not be a reconciling item for the reconciliation in Note 1.

- Net difference between unrestricted current funds federal appropriations revenue and the expenditure of current funds federal appropriations
 - Certain institutions receive unrestricted federal appropriations for current operations by federal legislative acts. These unrestricted federal appropriations are recognized as revenue on Exhibit 2 and Schedule A when received or made available to the institution. The federal schedule should only include the actual expenditure of these appropriations.

Therefore, there should be a reconciling item on the reconciliation in Note 1 for the net difference between unrestricted current funds federal appropriation revenue and the expenditure of current funds federal appropriations.

INDIRECT COSTS

Indirect costs are administrative costs and all other such costs related to the administration of a federal program that are not direct costs of the program.

Indirect cost recoveries on federal grants, contracts, and agreements should be reported on Schedule A rather than as expenditures, but must be included in amounts shown on the Schedule of Expenditures of Federal Awards.

Indirect costs which are reimbursed with federal funds are federal expenditures and should be included in total expenditures on the federal schedule for each federal program. Those indirect costs which are related to a federal program but not reimbursed with federal funds are not federal expenditures and should not be reported on the federal schedule.

Example: Entity X administers federal program ABC. Total direct costs for the program are \$100,000 and the indirect costs are \$10,000. The contract states that the federal government will pay Entity X 80 percent of the indirect cost related to the program. The remaining 20 percent will be paid by the state.

Entity X will report \$108,000 total federal expenditures for program ABC. The \$2,000 of indirect costs to be paid by the state are not federal expenditures and are not reflected on the federal schedule.

NOTES	<p>The following notes are required to follow the institution's federal schedule. These notes pertain only to the federal schedule and should not be included with the notes to the financial statements.</p>
NOTE 1 RECONCILIATION	<p>1. Note 1 Reconciliation – A formal reconciliation tying the total Federal Grants and Contracts revenue and Federal Appropriations revenue on Schedule A to total expenditures and pass-through funds on the federal schedule is required. Even if the amounts between the two schedules agree, a reconciliation with no reconciling entries should be shown.</p> <p>Total Federal Grants and Contracts revenue and Federal Appropriations revenue on Schedule A, plus/minus the reconciling items should tie to total expenditures and pass-through on the federal schedule.</p> <p>The following reconciling item classifications <i>may</i> be necessary:</p> <ul style="list-style-type: none">• Funds passed through to others.• Nonmonetary -- food stamps and/or commodities• Capital asset items received from the federal surplus property program.• Expenditures not included on the federal schedule because they are not subject to a federal single audit.• Net difference between funds federal appropriations revenue and the expenditure of federal appropriation (applicable only to institutions with federal appropriations revenue).• Interest subsidy or construction grants. <p>If these classifications do not match all the reconciling items, make sure all revenues and expenditures are reported correctly:</p> <ul style="list-style-type: none">• Funds collected but not expended should be reported as deferred revenues.• Sub-recipients should include expenditures of pass-through funds as expenditures on the federal schedule.• Classifications of federal funds as prior year adjustments and/or changes in fund balance indicate errors were made in recording federal funds. Correct these items prior to preparing the federal schedule to ensure that federal revenues and expenditures are reported in the appropriate fiscal year.• Earned federal funds should not be a reconciling item.
NOTE 2 SIGNIFICANT ACCOUNTING POLICIES AND PROCEDURES	<p>2. Note 2 Significant Accounting Policies and Procedures – This note is required by OMB Circular A-133 and should list the accounting policies and procedures the college uses in preparing the schedule. A cross-reference to the Notes to the Financial Statements is not sufficient for this note. (See Note 2 of the example in Section 9.9 Report Format)</p>

**NOTE 3
EXPENDITURES NOT
SUBJECT TO A
FEDERAL SINGLE
AUDIT**

3. Note 3 Expenditures Not Subject to a Federal Single Audit – This note describes federal funds not subject to a federal single audit. These funds are reported on the financial statements but **should not be reported** on the federal schedule. Thus, they will be a reconciling item in Note 1.

Include the following information in the note:

- Name of federal grantor agency.
- CFDA name and number.
- (Dollar amount) of expenditures for the fiscal year.
- Reason each program is not subject to a federal single audit.

**NOTE 4
STUDENT LOANS**

4. Note 4 Student Loans – The total amount of loans disbursed to students under the various student loan programs should be reported in this note.

- Federal Family Education Loan Program
- Federal Perkins Loan Program.
- Health Professions Student Loans.
- Health Professions Educational Initiatives.
- Nursing Student Loans.

The following information must be included in the note:

- Name of granting federal agency.
- Catalog of Federal Domestic Assistance (CFDA) program name.
- CFDA number.
- Total new loans processed for each program.
- Total administrative costs recovered from program.

**NOTE 5
NONMONETARY
ASSISTANCE**

5. Nonmonetary Assistance – Nonmonetary federal assistance received during the current fiscal year should be reported in this note.

Include the following:

- CFDA name and number.
- (Dollar amount) of all nonmonetary federal assistance (federally assigned value).
- Federal agency from which the assistance was received.
- If pass-through funds, include the name of the other entity from which the assistance was received.

NOTE 6
AMOUNTS
PASSED-THROUGH
TO OTHERS

6. Note 6 Amounts Passed-Through to Others – Amounts received by the college which are, in turn, passed-through to other governmental units or non-profit organizations, should be reported in this note.

The colleges who are fiscal agents for the Tech-Prep Consortia **MUST** have this note contained in their financial statements. It should list the entities and amounts which had funds passed through to them.

*Audits that do not contain this note **WILL BE** formally rejected.*

See Note 6 of the illustrative example in Section 9.9, Report Format for what is required in this note.

Note: An entity which is the recipient or sub-recipient of federal funds cannot pass-through funds to itself. If the entity is a fiscal agent for other entities and expends funds itself, these **are not** pass-throughs to itself, but are reported as regular expenditures

**SPECIAL PROBLEM
AREAS****UNEXPENDED vs
EXPENDED FEDERAL
FUNDS**

Any federal funds received in a fiscal year in which they are not expended should not be reported as revenue until the funds are expended. The excess should be recorded in Funds Held for Others on the Statement of Net Assets.

Contracts and grants for which money has not been received but from which expenditures have been made should be reported as a receivable on Exhibit 1. These expenditures should be reported on the federal schedule.

**REFUNDS TO
GRANTORS**

Refunds to grantors are not federal revenues or federal expenditures and should not appear on the federal schedule or in the reconciliation.

**DISALLOWED PRIOR
YEAR COSTS**

Sometimes prior year costs are determined to be disallowed by the federal government and need to be refunded by cash or by means of a reduction in current year draws. In either case, the disallowed prior year costs should be netted against current year revenue on Schedule A and current year expenditures on the federal schedule. These costs will not be a reconciling item for the reconciliation Note 1.

**CONTINGENT
LIABILITIES**

Recipients of Federal Financial Assistance who pass-through funds to sub-recipients are required by Office of Management and Budget Circular A-133 to determine if the results of sub-recipient audits necessitate adjustment of the recipient's own records. To comply with this requirement, recipients should prepare a listing of its sub-recipient's questioned costs to determine if they may have a material impact on the recipient's financial statements on the fund level or federal program level. If the magnitude and nature of the sub-recipient's questioned costs indicate a possible material impact on the recipient's financial statements on the fund level or federal program level, this should be disclosed in the recipient's notes to the financial statements (not in the notes to the Schedule of Expenditures of Federal Awards).

If ultimate resolution of questioned costs indicated that material refunds are owed to the federal government, appropriate adjustment of the financial statements should be made and fully disclosed in the notes to the financial statements.

**PARTIAL LIST OF FEDERAL GRANTOR NUMBERS
(Sorted By Federal Grantors)**

FEDERAL GRANTOR	FEDERAL GRANTOR NUMBER
Agriculture, Department of	10
Commerce, Department of	11
Commission on Civil Rights	29
Corporation for national and Community Service	94
Defense, Department of	12
Education, Department of	84
Energy, Department of (DOE)	81
Environmental Protection Agency	66
Equal Employment Opportunity Commission (EEOC)	30
Federal Communication Commission (FCC)	32
Federal Emergency Management Agency	83
Federal Maritime Commission (FMC)	33
Federal Mediation and Conciliation Service (FMCS)	34
Federal Trade Commission (FTC)	36
General Services Administration (GSA)	39
Government Printing Office (GPO)	40
Harry S. Truman Scholarship Foundation	85
Health and Human Services, Department of (13 should be dormant)	93
Homeland Security, Depart of	97
Housing and Urban Development, Department of	14
Interior, Department of the	15
International Trade Commission (ITC)	61
Interstate Commerce Commission (ICC)	41
Justice, Department of	16
Labor, Department of	17
Library of Congress	42
National Aeronautics and Space Administration (NASA)	43
National Archives and Records Administration (NARA)	89
National Credit Union Administration (NCUA)	44
National Foundation on the Arts and the Humanities	45
National Gallery of Art (NGA)	68
National Labor Relations Board (NLRB)	46
National Science Foundation (NSF)	47
Nuclear Regulatory Commission (NRC)	77
Office of Personnel Management	27
Overseas Private Investment Corporation (OPIC)	70
President's Committee on Employment of People with Disabilities	53
Small Business Administration (SBA)	59
State, Department of	19
Tennessee Valley Authority (TVA)	62
Transportation, Department of	20
Treasury, Department of the	21
United States Agency for International Development	98
United States Information Agency (USIA)	82
Veterans Affairs, Department of	64

PARTIAL LIST OF FEDERAL GRANTOR NUMBERS (Sorted By Federal Grantor Numbers)	
FEDERAL GRANTOR NUMBER	FEDERAL GRANTOR
10	Agriculture, Department of
11	Commerce, Department of
12	Defense, Department of
14	Housing and Urban Development, Department of
15	Interior, Department of the
16	Justice, Department of
17	Labor, Department of
19	State, Department of
20	Transportation, Department of
21	Treasury, Department of the
27	Office of Personnel Management
29	Commission on Civil Rights
30	Equal Employment Opportunity Commission (EEOC)
32	Federal Communication Commission (FCC)
33	Federal Maritime Commission (FMC)
36	Federal Trade Commission (FTC)
39	General Services Administration (GSA)
40	Government Printing Office (GPO)
41	Interstate Commerce Commission (ICC)
42	Library of Congress
43	National Aeronautics and Space Administration (NASA)
45	National Foundation on the Arts and the Humanities
46	National Labor Relations Board (NLRB)
47	National Science Foundation (NSF)
53	President's Committee on Employment of People with Disabilities
59	Small Business Administration (SBA)
61	International Trade Commission (ITC)
62	Tennessee Valley Authority (TVA)
64	Veterans Affairs, Department of
66	Environmental Protection Agency
68	National Gallery of Art (NGA)
77	Nuclear Regulatory Commission (NRC)
78	Commodity Futures Trading Commission (CFTC)
81	Energy, Department of (DOE)
82	United State Information Agency (USIA)
83	Federal Emergency Management Agency
84	Education, Department of
85	Harry S. Truman Scholarship Foundation
89	National Archives and Records Administration (NARA)
90	Commission on the Bicentennial of the U.S. Constitution
93	Health and Human Services, Department of
94	Corporation of National and Community Service
97	Homeland Security, Department of
98	United States Agency for International Development

SAMLE COMMUNITY COLLEGE				Schedule E
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS				
For the Year Ended August 31, FY2				
Federal Grantor/Pass Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Grantor's Number		Expenditures and Pass Through Disbursements
U.S. Department of Education				
Direct Programs:				
SEOG	84.007		\$	XXX,XXX
Federal College Workstudy Program	84.033			XXX,XXX
TRIO Student Support Services	84.042			XXX,XXX
TRIO Upward Bound	84.047			XXX,XXX
Federal Pell Grant	84.063			XXX,XXX
Direct Loans	84.268			XXX,XXX
Gear UP Program	84.334			XXX,XXX
Child Care Access	84.335			XXX,XXX
Pass-Through From:				
Texas Education Agency				
Adult Basic Education	84.002			XXX,XXX
Texas Higher Education Coordinating Board				
Carl Perkins Vocational Education - Basic	84.048	342XX		XXX,XXX
Carl Perkins Vocational Education - Leadership	84.048	31413		XXX,XXX
Leveraging Educational Assistance Partnerships	84.069A			XXX,XXX
Carl Perkins Tech Prep Program	84.243	317XX		XXX,XXX
Eisenhower Mathematics & Science Grants	84.281			XXX,XXX
City Independent School District				
Urban/Rural Opportunities Grant	84.278			XXX,XXX
Total Department of Education			\$	XXX,XXX
U.S. Department of Housing and Urban Development				
Direct Programs:				
Hispanic-Serving Institutions Assisting Communities	14.514		\$	XXX,XXX
Pass-Through from:				
City Housing Authority				
Economic Development and Supportive Services Grant	14.864			XXX,XXX
Total U.S. Department of Housing and Urban Development			\$	XXX,XXX
U.S. Department of Labor				
Pass-Through from:				
Texas Workforce Commission				
JTPA	17.250	123589	\$	XXX,XXX
Workforce Investment Act/Rapid Response	17.255	15789365		XXX,XXX
Workforce Investment Act	17.258	15789366		XXX,XXX
Total Department of Labor			\$	XXX,XXX
U.S. Department of Transportation				
Pass-Through from:				
TX Department of Transportation				
Mobile Video Instructor	20.600			XXX,XXX
National Science Foundation				
Alliance for Minority III	47.076			XXX,XXX
U.S. Small Business Administration				
Small Business Development Center	59.037			XXX,XXX
Department of Health and Human Services				
Aid to Families with Dependent Children	93.021			XXX,XXX
TANF	93.558			XXX,XXX
Child Care Training	93.575			XXX,XXX
Total U.S. Department of Health and Human Services				XXX,XXX
Total Federal Financial Assistance			\$	XXX,XXX
Notes to Schedule on Following Page.				

SCHEDULE E (Continued)			
<u>Note 1: Federal Assistance Reconciliation</u>			
	Federal Grants and Contracts revenue - per Schedule A		\$ XXX,XXX
	Add: Cost of Capital Asset Acquisitions		\$ XXX,XXX
	Add: Tex. Building and Purchasing Commission		\$ XXX,XXX
	Total Federal Revenues per Schedule of Expenditures of Federal Awards		\$ XXX,XXX
<u>Note 2: Significant accounting policies used in preparing the schedule.</u>			
<p>The expenditures included in the schedule are reported for the college's fiscal year. Expenditure reports to funding agencies are prepared on the award period basis. The expenditures reported above represent funds that have been expended by the college for the purposes of the award. The expenditures reported above may not have been reimbursed by the funding agencies as of the end of the fiscal year. Some amounts reported in the schedule may differ from amounts used in the preparation of the basic financial statements. Separate accounts are maintained for the different awards to aid in the observance of limitations and restrictions imposed by the funding agencies. The college has followed all applicable guidelines issued by various entities in the preparation of the schedule.</p>			
<u>Note 3: Expenditures not subject to federal single audit</u>			
The following federal funds were not subject to federal single audit -			
	CFDA XXX Federal Program Title	\$	
	CFDA XXX Federal Program Title	\$	
These were not subject to a federal single audit because (list the specific reason for each program).			
<u>Note 4: Student Loans Processed and Administrative Costs Recovered - if not included in schedule</u>			
		Administrative Cost Recovered	Total Loans Processed & Admin Cost Recovered
Federal Grantor	New Loans Processed		
CFDA Number /Program Name			
U.S. Department of Education			
84.268 Direct Loans	\$ XXX,XXX	\$ XXX,XXX	\$ XXX,XXX
<u>Note 5: Nonmonetary federal assistance received</u>			
Insert note if the information on nonmonetary federal assistance was not included in the schedule - which is the preferred presentation.			
<u>Note 6: Amounts passed through by the College</u>			
The following amounts were passed-through to the listed subrecipients by the college. These amounts were from the XXXX program CFDA XX.XXX from U S Department of XXX through the XXX agency.			
	XXXX College	\$	XXX
	XXXX College		XXX
	XXX Independent School District		XXX
	XXX Independent School District		XXX
	XXXX College		XXX
	Total amount passed-through	\$	XXX

STATE AWARDS
INSTRUCTIONS**Funding sources to be included under the State of Texas Single Audit Circular**

In general, unless the State Agency specifically excludes the program, all funds received from a Texas State Agency should be considered subject to the State of Texas Single Audit Circular contained in the Governor's Office of Budget and Planning **Uniform Grant Management Standards**.

EXCLUDED
PROGRAMS

The following programs for the Texas Higher Education Coordinating Board would be excluded:

- State funds for contact hours where the Community College is directly identified in the Appropriations Act
- All Federal Grants - such as Perkins and Eisenhower

INCLUDED
PROGRAMS

The following programs (by Coordinating Board Division) are examples of programs that should be included:

- Student Services
 - Certified Education Aide Program
 - Childcare Worker Student Loan Assistance
 - College Work Study Program
 - Early High School Graduation (HB 1479)
 - Financial Aid - LVN Nursing
 - Financial Aid - Professional Nursing
 - Girl Scout License Plate Scholarships
 - License Plate Scholarships
 - National Guard ROTC Program
 - New Horizons
 - TANF/AFDC Program (HB1479)
 - Tax Reimbursement Grants
 - TEG
 - TEXAS Grants
 - Tuition Assistance Grants
 - Tuition Assistance - Military Forces
- Planning and Accountability
 - Dramatic Enrollment Growth
 - New Campus Funding
 - Developmental Education Performance Funding
 - Professional Nursing Shortage Reduction
 - Starlink

SAMPLE COMMUNITY COLLEGE

SCHEDULE F

SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE YEAR ENDED AUGUST 31, FY2

Grantor Agency/Program Title	Grant Contract Number	Expenditures
Texas Workforce Commission		
Skills Development	POT - 70053	\$ XXX,XXX
Skills Development	POT - 70232	XXX,XXX
Skills Development	POT - 71232	XXX,XXX
Skills Development	POT - 70136	XXX,XXX
Skills Development	POT - 70335	XXX,XXX
Total Skills Development		\$ XXX,XXX
Smart Jobs	88172	\$ XXX,XXX
State Adult Education	88010044-1	\$ XXX,XXX
Texas Department of Human Services		
State Adult Education Jobs Program	88010044-1	\$ XXX,XXX
Texas Higher Education Coordinating Board		
Texas College Work Study	9920050M	\$ XXX,XXX
Sample County Community College District		
Small Business Development Center		\$ XXX,XXX
Total State Financial Assistance		\$ XXX,XXX

Notes to Schedule on Following Page.

SCHEDULE F (Continued)Note 1: State Assistance Reconciliation

State Revenues - per Schedule A		
State Financial Assistance		
Per Schedule of expenditures of state awards		\$ XXX,XXX
State Financial Assistance		
Continuing Education tuition and fees included in Schedule A captioned "Tuition and Fees"		\$ XXX,XXX
Total State Revenues per Schedule A		\$ XXX,XXX

Note 2: Significant Accounting Policies Used in Preparing the Schedule

The accompanying schedule is presented using the accrual basis of accounting. See Note X to the financial statements for the Sample Community College's significant accounting policies. These expenditures are reported on Sample Community College's fiscal year. Expenditure reports to funding agencies are prepared on the award period basis.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND FOOTNOTES (SCHEDULE E)		
	142.	Are all federal funds received by the college included in the Schedule? This includes non-cash assistance from the federal government.
	143.	Is each federal program listed by official name (not by the name of a sub-part of the agency) and CFDA number? If in doubt, did you check the official web site for CFDA names and numbers? (http://12.46.245.173/cfda/cfda.html)
	144.	Are the listed federal funds listed in numeric order of the first two digits of the CFDA numbers, with the exception of the U.S. Department of Education, which should be listed first?
	145.	Are the programs from each federal agency listed in numeric order of the last three digits of the CFDA numbers, divided by direct programs and pass-through programs?
	146.	If the CFDA number is not known and cannot be determined by calling the source agency – pass-through or direct – is the CFDA number listed with the first two digits representing the federal agency followed by 000?
	147.	Are all programs listed under sub-headings of direct programs listing or the pass-through programs listing?
	148.	Are pass-through programs properly identified with the pass-through entity and pass-through grantor's number?
	149.	Are the listed pass-through entities the <i>immediate</i> pass-through entity and not other entities which might have pass-through funds to the immediate pass-through entity?
	150.	Is the pass-through grantor's number correct? (Most pass-through grantors change the number every year.)
	151.	Is each pass-through entity listed only once within each federal agency?
	152.	If a federal program – i.e., same CFDA number – is listed on more than one line, is there a subtotal for that program?
	153.	Do amounts listed include any administrative costs or indirect costs received?
	154.	Are LEAP and SLEAP funds received by students of the college included in the Schedule?
	155.	Are all federal loan programs shown either in the schedule (preferred) or in a footnote?
	156.	Are all amounts shown in the schedule shown in whole dollars – no cents shown?
	157.	Has the schedule been footed?
	158.	Is there a statement at the end of the schedule referring the reader to following footnotes?
	159.	Do the footnotes include a reconciliation of the total amount shown by the schedule to what is shown in the financial statements – even if the figures agree?
	160.	Is there a footnote to explain why each applicable federal fund is not required to be audited under OMB Circular A-133?
	161.	Is there a footnote showing non-monetary assistance received if such assistance is not included in the schedule?
	162.	Is there a footnote explaining the basis of accounting for the programs presented in the schedule?
	163.	Is there a footnote showing to which other entities the college has passed-through funds, including program name, CFDA number, sub-recipient names, and sub-recipient amounts?
SCHEDULE OF EXPENDITURES OF STATE AWARDS AND FOOTNOTES (SCHEDULE F)		
	164.	Is this schedule and footnotes included?

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 10: REQUIRED STATISTICAL SUPPLEMENT

- 10.1 Financial Trend Information
- 10.2 Revenue Capacity Information
- 10.3 Debt Capacity Information
- 10.4 Demographic and Economic Information
- 10.5 Operating Information
- 10.6 Examples
- 10.7 FAQ's (Frequently Asked Questions) – Required Statistical Supplement
- 10.8 Checklist – Required Statistical Supplement

THIS PAGE INTENTIONALLY LEFT BLANK

NET ASSETS BY
COMPONENT**SS1 – Net Assets by Component**

The three components of net assets-invested in capital assets net of related debt, restricted, and unrestricted-should be shown separately for governmental activities, business-type activities, and the total primary government. (GASB 44, Paragraph 9, pg. 4). This supplemental schedule should tie to Exhibit 1 and Schedule D of the financial statements.

REVENUES BY
SOURCE**SS2 – Revenues by Source**

Governments should present the following information separately for governmental activities and business type activities: ...program revenues by category ((charges for services, operating grants and contributions, and capital grants and contributions); total net revenue; general revenues...Governments should also present individually their most significant charges for services revenue, categorized by function, program, or identifiable activity... a. Governments engaged only in business-type activities should present revenues by major source and distinguish between operating and nonoperating revenues... in the statistical section of their separately issued financial reports. (GASB 44, paragraph 10 and 10a., pg 4). This schedule should tie to Exhibit 2 and Schedules A and C. Please modify the categories on the template to match the financial statements for your college.

PROGRAM
EXPENSES**SS3 – Program Expenses by Function**

Governments should present the following information separately for governmental activities and business type activities: expenses by function, program, or identifiable activity... a. Governments engaged only in business-type activities... should distinguish between operating and nonoperating revenues and expenses...in the statistical section of their separately issued financial reports. (GASB 44, paragraph 10 and 10a., pg 4). This schedule should tie to Exhibit 2 and Schedule B. Please modify the categories on the template to match the financial statements for your college.

NOTE

Each of these schedules should show 10-years. However, due to the significant accounting changes created with the implementation of GASB 34, colleges will have to implement prospectively from 2002, the year of the change. This applies to SS1, SS2, and SS3

TUITION AND FEES

SS4 – Tuition and Fees

This schedule should include basic enrollment tuition and fees. Do not include course based fees such as laboratory fees, testing fees, and certification fees.

ASSESSSED VALUE
AND TAXABLE
ASSESSSED VALUE OF
PROPERTY**SS5 – Assessed Value and Taxable Assessed Value of Property**

This information can be obtained from your local taxing authority. Property tax rates should be shown per \$100 Taxable Assessed Value.

STATE
APPROPRIATION PER
FTSE AND CONTACT
HOUR**SS6 – State Appropriation per FTSE and Contact Hour**

FTSE is defined as the number of full time students plus total hours taken by part-time students divided by 12. These should only be certified hours. Total students, including those that are not fundable may be shown in a separate schedule, or footnoted at the bottom of this schedule. In addition to revenue capacity information, this schedule also provides information about demand and level of service as required by GASB 44, paragraph 37.

PRINCIPAL
TAXPAYERS**SS7 – Principal Taxpayers**

Information regarding principal revenue payers is required by paragraphs 13 and 19 of GASB 44. This schedule should show 10 periods. If the information is not available for 10 periods, the college may choose to implement prospectively, but should note that decision.

PROPERTY TAX
LEVIES AND
COLLECTIONS**SS8 – Property Tax Levies and Collections**

This schedule is required by paragraph 21 of GASB 44: "If a government presents revenue capacity information about a property tax, it should also present information about property tax levies and collections. For each of the last ten periods for which a property tax is levied, a government should present: a. The amount levied for that period; b. The amount collected prior to the end of that period and the percentage of the total levy that amount represents; and c. The amount of the levy collected in subsequent years, the total amount collected to date, and the percentage of the total levy that has been collected to date.

Colleges should report the levy amount listed in the financial statements of the year of the levy. Adjustments to the levy should be shown in order to bring the levy amount to the adjusted tax levy as of August 31 of the current reporting year. Collections should be reported in 3 segments: the collections in the year of the levy; the collections of the prior levy in the current year; and cumulative collections of prior levies not collected in the current year or the year of the tax levy.

NOTE

SS4, SS5, and SS6 are required by the following GASB passage: "GASB 44, 13. To meet the objectives of providing revenue capacity information, governments should present, at minimum, information about three aspects of their most significant own-source revenue in statistical section schedules - base, revenue rates and principal revenue payers. 14. Revenue base information should be shown by major component - for example, different classes of real and personal property, or different types of rate payers. In addition, governments should show the total direct rate applied to this revenue base."

RATIOS OF
OUTSTANDING DEBT**SS9 – Ratios of Outstanding Debt**

Please note that the per capita number should only include the taxing district. The per student information is provided to demonstrate ability to provide service to students.

From GASB 44, "23. Governments should present each type of outstanding debt individually - for example, general obligation bonds, revenue-backed bonds, loans, certificates of participation, capital leases - and divided between debt related to governmental activities and business-type activities. A total for the primary government should also be shown.

24. Governments should present an outstanding debt ratio calculated by dividing total outstanding debt by total personal income. Total personal income amounts should be presented with this information or with the demographic and economic information. If total personal income amounts are not available for a government's jurisdiction, estimated actual value of taxable property or another relevant economic base should be used as the denominator in this ratio. A per capita ratio of outstanding debt should also be presented; if population is not an appropriate basis, a more relevant alternative may be used to calculate the ratio. For example, a public utility might prefer to divide outstanding debt by the number of customers or rate payers.

25. Governments that issue general obligation debt or other bonded debt financed with any general governmental resources should provide additional information about ratios of general bonded debt. Each type of general bonded debt - for example, general obligation bonds, tax backed bonds - should be shown individually and totaled. If a government has accumulated resources that are restricted to repaying the principal of outstanding general bonded debt, these resources should be subtracted and the resulting amount referred to as net general bonded debt.

26. Governments should present a general bonded debt ratio calculated by dividing total general bonded debt (or net general bonded debt, if applicable) by the total estimated actual value of taxable property. If a government's general bonded debt is not repaid with property taxes, an alternative revenue base may be used to calculate the ratio. A per capita ratio of total general bonded debt should also be presented; if population is not a meaningful basis for the ratio, a more relevant alternative may be used to calculate the ratio."

LEGAL DEBT MARGIN
INFORMATION**SS10 – Legal Debt Margin Information**

From GASB 44: “29. Governments with legal debt limitations should provide the information upon which their legal debt margin is required to be calculated for the current year. A typical legal debt margin presentation would include the following information: a. Relevant revenue base (for example, property value); b. Debt limit amount; governments should also explain the nature of the limitation; c. Debt applicable to the limit, reserves to be deducted, if any, and total net debt applicable to the limit; d. legal debt margin amount. For the last ten years, governments should present the debt limit amount, total net debt applicable to the limit, the legal debt margin amount, and a ratio calculated by dividing either the legal debt margin amount or total net debt applicable to the debt limit by the debt limit.”

PLEDGED REVENUE
COVERAGE**SS11 – Pledged Revenue Coverage**

For non-general obligation debt that is secured by a pledge of a specific revenue stream, such as tuition, colleges should present the nature of the revenues, gross revenues, principal and interest requirements, and a coverage ratio. This is required by GASB 44, paragraph 30.

DEMOGRAPHIC AND
ECONOMIC
STATISTICS – TAXING
DISTRICT

SS12 – Demographic and Economic Statistics - Taxing District

The district population information should match the information used in SS9 – Ratios of Outstanding Debt. Information provided may be district estimates, but should be labeled as such, and the methodology used to determine the estimate should be disclosed.

PRINCIPAL
EMPLOYERS

SS13 – Principal Employers

This schedule should show 10 periods. However, if information for prior years is unavailable, this schedule may be implemented prospectively. Please make a note if you choose this method. The following website has an employer search that may be helpful in gathering this information: <http://socrates.cdr.state.tx.us/>

FACULTY, STAFF, AND ADMINISTRATOR STATISTICS	SS14 – Faculty, Staff, and Administrators Statistics This schedule is required by GASB 44, paragraph 36. Provide this information according to the IPEDS definitions for faculty and staff.
ENROLLMENT DETAILS	SS15 – Enrollment Details This schedule is required by GASB 44, paragraphs 33 & 37. Data should match the CBM01 and CBM0A reports. Fall enrollment should be matched to Quarter 1 enrollment.
STUDENT PROFILE	SS16 – Student Profile This schedule is required by GASB 44, paragraphs 33 & 37. Data should match the CBM01 and CBM0A reports. Fall enrollment should be matched to Quarter 1 enrollment.
TRANSFER STUDENTS	SS17 – Transfers to Senior Institutions This should come from the Automated Student & Adult Learner Follow-up Report from the Coordinating Board. The most recent information should be used, with the date noted.
CAPITAL ASSETS	SS18 – Capital Asset Information GASB 44, paragraph 38 requires governments to provide information about the volume, usage or nature of capital assets.

Sample Community College
 Statistical Supplement 1
 Net Assets by Component
 Fiscal Years 2002 to 2006
 (unaudited)
 (amounts expressed in thousands)

	For the Fiscal Year Ended August 31,				
	2006	2005	2004	2003	2002
Invested in capital assets, net of related debt	\$286,915	\$268,145	\$249,604	\$257,258	\$253,576
Restricted - expendable	170,695	144,657	122,791	109,161	101,223
Restricted - nonexpendable	28,146	21,651	16,347	9,228	9,223
Unrestricted	83,835	75,527	68,091	52,570	43,670
Total primary government net assets	\$ 569,592	\$ 509,980	\$ 456,833	\$ 428,217	\$ 407,692

Note: Due to reporting format and definition changes prescribed by GASB Statement 34, only fiscal years 2002-2006 are available.

Sample Community College
Statistical Supplement 2
Revenues by Source
Fiscal Years 2002 to 2006
(unaudited)

For the Year Ended August 31,					
(amounts expressed in thousands)					
	2006	2005	2004	2003	2002
Tuition and Fees (Net of Discounts)	\$156,875	\$149,405	\$131,049	\$111,346	\$97,269
Governmental Grants and Contracts					
Federal Grants and Contracts	12,283	11,698	12,688	12,537	10,244
State Grants and Contracts	36,805	35,052	31,451	29,158	19,885
Local Grants and Contracts	1,762	1,678	1,136	1,319	1,103
Non-Governmental Grants and Contracts	10,290	9,800	9,742	10,140	8,656
Sales and services of educational activities	14,328	13,646	11,596	9,675	9,481
Auxiliary enterprises	68,715	65,443	63,585	60,049	58,158
Other Operating Revenues	15,221	14,496	14,263	13,204	12,156
Total Operating Revenues	316,279	301,218	275,510	247,428	216,952
State Appropriations	136,418	126,589	126,020	139,615	155,453
Ad Valorem Taxes	59,656	57,776	61,089	61,642	50,750
Gifts	29,239	28,686	24,295	23,232	26,892
Investment income	5,985	5,102	4,916	7,587	7,405
Other non-operating revenues	1,196	5,686	991	1,490	15,439
Total Non-Operating Revenues	232,494	223,839	217,311	233,566	255,939
Total Revenues	\$ 548,773	\$ 525,057	\$ 492,821	\$ 480,994	\$ 472,891

For the Year Ended August 31,					
(amounts expressed in thousands)					
	2006	2005	2004	2003	2002
Tuition and fees (net of discounts)	28.59%	28.46%	26.59%	23.15%	20.57%
Governmental grants and contracts					
Federal grants and contracts	2.24%	2.23%	2.57%	2.61%	2.17%
State grants and contracts	6.71%	6.68%	6.38%	6.06%	4.20%
Local grants and contracts	0.32%	0.32%	0.23%	0.27%	0.23%
Non-governmental grants and contracts	1.88%	1.87%	1.98%	2.11%	1.83%
Sales and services of educational activities	2.61%	2.60%	2.35%	2.01%	2.00%
Auxiliary enterprises	12.52%	12.46%	12.90%	12.48%	12.30%
Other operating revenues	2.77%	2.76%	2.89%	2.75%	2.57%
Total Operating Revenues	57.63%	57.37%	55.90%	51.44%	45.88%
State appropriations	24.86%	24.11%	25.57%	29.03%	32.87%
Ad valorem taxes	10.87%	11.00%	12.40%	12.82%	10.73%
Gifts	5.33%	5.46%	4.93%	4.83%	5.69%
Investment income	1.09%	0.97%	1.00%	1.58%	1.57%
Other non-operating revenues	0.22%	1.08%	0.20%	0.31%	3.26%
Total Non-Operating Revenues	42.37%	42.63%	44.10%	48.56%	54.12%
Total Revenues	100.00%	100.00%	100.00%	100.00%	100.00%

Note: Due to reporting format and definition changes prescribed by GASB Statement 34, only fiscal years 2002-2006 are available.

Sample Community College
Statistical Supplement 3
Program Expenses by Function
Fiscal Years 2002 to 2006
(unaudited)

	For the Year Ended August 31, (amounts expressed in thousands)				
	2006	2005	2004	2003	2002
Instruction	\$141,947	\$131,830	\$121,968	\$119,546	\$114,357
Research	104,759	104,580	104,510	101,788	93,953
Public service	53,408	52,772	51,496	57,502	56,508
Academic support	32,389	34,469	28,484	31,367	28,811
Student services	20,844	19,208	18,868	17,842	17,614
Institutional support	20,477	20,721	18,843	18,074	17,287
Operation and maintenance of plant	35,129	33,709	36,211	35,880	28,167
Scholarships and fellowships	8,264	7,727	9,626	9,871	8,682
Auxiliary enterprises	66,366	63,046	61,362	58,269	56,286
Depreciation	25,354	24,474	23,323	22,359	19,158
Total Operating Expenses	508,937	492,536	474,691	472,498	440,823
Interest on capital related debt	6,720	6,743	6,794	5,321	4,300
Loss on disposal of fixed assets	702	553	1,205	1,094	1,396
Total Non-Operating Expenses	7,422	7,296	7,999	6,415	5,696
Total Expenses	\$ 516,359	\$ 499,832	\$ 482,690	\$ 478,913	\$ 446,519

	For the Year Ended August 31, (amounts expressed in thousands)				
	2006	2005	2004	2003	2002
Instruction	27.49%	26.37%	25.27%	24.96%	25.61%
Research	20.29%	20.92%	21.65%	21.25%	21.04%
Public service	10.34%	10.56%	10.67%	12.01%	12.66%
Academic support	6.27%	6.90%	5.90%	6.55%	6.45%
Student services	4.04%	3.84%	3.91%	3.73%	3.94%
Institutional support	3.97%	4.15%	3.90%	3.77%	3.87%
Operation and maintenance of plant	6.80%	6.74%	7.50%	7.49%	6.31%
Scholarships and fellowships	1.60%	1.55%	1.99%	2.06%	1.94%
Auxiliary enterprises	12.85%	12.61%	12.71%	12.17%	12.61%
Depreciation	4.91%	4.90%	4.83%	4.67%	4.29%
Total Operating Expenses	98.56%	98.54%	98.34%	98.66%	98.72%
Interest on capital related debt	1.30%	1.35%	1.41%	1.11%	0.96%
Loss on disposal of fixed assets	0.14%	0.11%	0.25%	0.23%	0.31%
Total Non-Operating Expenses	1.44%	1.46%	1.66%	1.34%	1.28%
Total Expenses	100.00%	100.00%	100.00%	100.00%	100.00%

Note: Due to reporting format and definition changes prescribed by GASB Statement 34, only fiscal years 2002-2006 are available.

Sample Community College
Statistical Supplement 4
Tuition and Fees
Last Ten Academic Years
(unaudited)

Resident Fees per Semester Credit Hour (SCH)

Academic Year (Fall)	Registration Fee (per student)	In-District Tuition	Out-of-District Tuition	Technology Fees	Student Activity Fees	Cost for 12 SCH In-District	Cost for 12 SCH Out-of-District	Increase from Prior Year In-District	Increase from Prior Year Out-of-District
2005	\$ 20	\$ 36	\$ 36	\$ 6	\$ 5	\$ 584	\$ 584	9.98%	9.98%
2004	15	32	32	6	5	531	531	7.93%	7.93%
2003	12	30	30	5	5	492	492	24.24%	24.24%
2002	12	27	27	3	2	396	396	7.03%	7.03%
2001	10	25	25	3	2	370	370	-	-
2000	10	25	25	3	2	370	370	14.91%	14.91%
1999	10	23	23	2	1	322	322	8.05%	8.05%
1998	10	21	21	2	1	298	298	4.56%	4.56%
1997	9	20	20	2	1	285	285	-	-
1996	9	20	20	2	1	285	285	-	-

Non - Resident Fees per Semester Credit Hour (SCH)

Academic Year (Fall)	Registration Fee (per student)	Non-Resident Tuition Out of State	Non-Resident Tuition International	Technology Fees	Student Activity Fees	Cost for 12 SCH Out of State	Cost for 12 SCH International	Increase from Prior Year Out of State	Increase from Prior Year International
2005	\$ 20	\$ 76	\$ 91	\$ 6	\$ 5	\$ 1,064	\$ 1,244	10.49%	8.84%
2004	15	68	83	6	5	963	1,143	7.00%	5.83%
2003	12	64	79	5	5	900	1,080	17.19%	13.92%
2002	12	58	73	3	2	768	948	6.96%	0.21%
2001	10	54	73	3	2	718	946	-	5.35%
2000	10	54	69	3	2	718	898	11.15%	5.65%
1999	10	50	67	2	1	646	850	8.03%	5.99%
1998	10	46	63	2	1	598	802	4.36%	6.51%
1997	9	44	59	2	1	573	753	-	-
1996	9	44	59	2	1	573	753	-	-

Note: Includes basic enrollment tuition and fees but excludes course based fees such as laboratory fees, testing fees and certification fees.

Sample Community College
Statistical Supplement 5
Assessed Value and Taxable Assessed Value of Property
Last Ten Fiscal Years
(unaudited)

Fiscal Year	(amounts expressed in thousands)			Ratio of Taxable Assessed Value to Assessed Value	Direct Rate		
	Assessed Valuation of Property	Less: Exemptions	Taxable Assessed Value (TAV)		Maintenance & Operations (a)	Debt Service (a)	Total (a)
2005-06	56,558,508	4,730,952	51,827,556	91.64%	\$ 0.070000	\$ 0.030000	\$ 0.100000
2004-05	53,865,246	4,593,157	49,272,088	91.47%	0.070000	0.030000	0.100000
2003-04	52,270,533	3,865,041	48,405,492	92.61%	0.070000	0.030000	0.100000
2002-03	55,100,463	5,472,323	49,628,141	90.07%	0.070000	0.030000	0.100000
2001-02	52,283,007	5,685,074	46,597,933	89.13%	0.070000	0.030000	0.100000
2000-01	45,105,978	4,233,520	40,872,458	90.61%	0.070000	0.030000	0.100000
1999-00	38,032,497	2,954,045	35,078,452	92.23%	0.070000	0.030000	0.100000
1998-99	33,343,008	2,636,782	30,706,226	92.09%	0.070000	0.029949	0.099949
1997-98	30,372,111	2,314,607	28,057,504	92.38%	0.070000	0.029210	0.099210
1996-97	28,846,711	2,795,815	26,050,897	90.31%	0.070000	0.030000	0.100000

Source: Local Appraisal District

Notes: Property is assessed at full market value.

(a) per \$100 Taxable Assessed Valuation

Sample Community College
 Statistical Supplement 6
 State Appropriation per FTSE and Contact Hour
 Last Ten Fiscal Years
 (unaudited)
 (amounts expressed in thousands)

Fiscal Year	Appropriation per FTSE			Appropriation per Contact Hour			
	State Appropriation	FTSE (a)	State Appropriation per FTSE	Academic Contact Hours (a)	Voc/Tech Contact Hours (b)	Total Contact Hours	State Appropriation per Contact Hour
2005-06	\$ 100,624	24,946	\$ 4,034	6,591	3,863	10,455	\$ 9.62
2004-05	105,377	23,348	4,513	6,596	3,846	10,442	10.09
2003-04	104,323	22,114	4,718	6,207	3,738	9,944	10.49
2002-03	103,280	20,552	5,025	5,995	3,864	9,859	10.48
2001-02	102,247	18,706	5,466	5,464	3,819	9,283	11.01
2000-01	101,225	16,326	6,200	5,051	3,706	8,757	11.56
1999-00	100,212	14,810	6,767	4,761	3,610	8,371	11.97
1998-99	99,210	13,823	7,177	4,510	3,384	7,894	12.57
1997-98	98,218	12,471	7,876	4,654	3,354	8,009	12.26
1996-97	97,236	13,050	7,451	4,669	2,968	7,637	12.73

Notes:

FTSE is defined as the number of full time students plus total hours taken by part-time students divided by 12.

(a) Source CBM001

(b) Source CBM00A

Sample Community College
Statistical Supplement 7
Principal Taxpayers
Last Ten Tax Years
(unaudited)

Taxpayer	Type of Business	Taxable Assessed Value (TAV) by Tax Year (\$000 omitted)									
		2005	2004	2003	2002	2001	2000	1999	1998	1997	1996
Talk Tools	Manufacturing	\$ 361,467	\$ 356,125	\$ 350,862	\$ 345,677	\$ 340,569	\$ 335,536	\$ 330,577	\$ 325,692	\$ 320,878	\$ 314,587
Fast Computing	Computers	335,042	330,091	325,212	320,406	315,671	311,006	306,410	301,882	297,420	291,589
Memory on Board	Computers	324,500	319,704	314,980	310,325	305,739	301,220	296,769	292,383	288,062	283,805
Gizmos	Manufacturing	260,863	256,376	251,967	247,633	243,374	239,198	235,075	231,032	227,058	223,152
Shocking Electric	Utility	242,771	238,011	233,344	228,769	224,283	219,885	215,574	211,347	207,203	203,140
Boards and Baud	Computers	196,585	192,542	188,582	184,703	180,904	177,183	173,539	169,969	166,473	163,209
Dot Com Again	Internet	163,657	159,666	155,771	-	-	-	-	-	-	-
Buy Our Lots	Real Estate	143,382	139,592	136,187	132,866	-	-	-	-	-	-
We Fly Cheap	Airline	140,553	-	-	-	-	-	-	-	-	-
Burgers Galore	Restaurant	136,688	133,335	-	-	-	-	-	-	-	-
Needles and Bandages	Medical	-	135,686	132,766	129,908	127,111	124,375	121,698	119,078	116,515	114,230
What You Need	Manufacturing	-	-	-	-	-	-	-	105,842	103,767	101,732
No Outage Cable	Utility	-	-	-	-	-	-	-	-	95,364	93,494
You Name It	Manufacturing	-	-	-	-	-	-	-	-	-	94,225
Big Machines	Manufacturing	-	-	-	-	-	-	101,435	99,009	36,642	-
Books	Conglomerate	-	-	-	-	-	104,552	102,002	100,494	-	-
Green Cars	Manufacturer	-	-	-	-	111,975	109,244	107,102	-	-	-
Home Sites	Real Estate	-	-	-	120,513	117,574	114,706	-	-	-	-
Office Builder	Construction	-	-	129,702	126,539	123,452	-	-	-	-	-
Totals		\$ 2,305,508	\$ 2,261,128	\$ 2,219,373	\$ 2,147,339	\$ 2,090,652	\$ 2,036,905	\$ 1,990,181	\$ 1,956,728	\$ 1,859,382	\$ 1,883,163
Total Taxable Assessed Value		\$ 51,827,556	\$ 49,272,088	\$ 48,405,492	\$ 49,628,141	\$ 46,597,933	\$ 40,872,458	\$ 35,078,452	\$ 30,706,226	\$ 28,057,504	\$ 26,050,897

Taxpayer	Type of Business	% of Taxable Assessed Value (TAV) by Tax Year									
		2005	2004	2003	2002	2001	2000	1999	1998	1997	1996
Talk Tools	Manufacturing	0.70%	0.72%	0.72%	0.70%	0.73%	0.82%	0.94%	1.06%	1.14%	1.21%
Fast Computing	Computers	0.65%	0.67%	0.67%	0.65%	0.68%	0.76%	0.87%	0.98%	1.06%	1.12%
Memory on Board	Computers	0.63%	0.65%	0.65%	0.63%	0.66%	0.74%	0.85%	0.95%	1.03%	1.09%
Gizmos	Manufacturing	0.50%	0.52%	0.52%	0.50%	0.52%	0.59%	0.67%	0.75%	0.81%	0.86%
Shocking Electric	Utility	0.47%	0.48%	0.48%	0.46%	0.48%	0.54%	0.61%	0.69%	0.74%	0.78%
Boards and Baud	Computers	0.38%	0.39%	0.39%	0.37%	0.39%	0.43%	0.49%	0.55%	0.59%	0.63%
Dot Com Again	Internet	0.32%	0.32%	0.32%	0.00%	0.00%	-	-	-	-	-
Buy Our Lots	Real Estate	0.28%	0.28%	0.28%	0.27%	-	-	-	-	-	-
We Fly Cheap	Airline	0.27%	-	-	-	-	-	-	-	-	-
Burgers Galore	Restaurant	0.26%	0.27%	-	-	-	-	-	-	-	-
Needles and Bandages	Medical	-	0.28%	0.27%	0.26%	0.27%	0.30%	0.35%	0.39%	0.42%	0.44%
What You Need	Manufacturing	-	-	-	-	-	-	-	0.34%	0.37%	0.39%
No Outage Cable	Utility	-	-	-	-	-	-	-	-	0.34%	0.36%
You Name It	Manufacturing	-	-	-	-	-	-	-	-	-	0.36%
Big Machines	Manufacturing	-	-	-	-	-	-	0.29%	0.32%	0.13%	-
Books	Conglomerate	-	-	-	-	-	0.26%	0.29%	0.33%	-	-
Green Cars	Manufacturer	-	-	-	-	0.24%	0.27%	0.31%	-	-	-
Home Sites	Real Estate	-	-	-	0.24%	0.25%	0.28%	-	-	-	-
Office Builder	Construction	-	-	0.27%	0.25%	0.26%	-	-	-	-	-
Totals		4.45%	4.59%	4.50%	4.33%	4.49%	4.98%	5.67%	6.37%	6.63%	7.23%

Source: Local County Appraisal District

Sample Community College
 Statistical Supplement 8
 Property Tax Levies and Collections
 Last Ten Tax Years
 (unaudited)
 (amounts expressed in thousands)

Fiscal Year Ended August 31	Levy (a)	Cumulative Levy Adjustments	Adjusted Tax Levy (b)	Collections - Year of Levy (c)	Percentage	Prior Collections of Prior Levies (d)	Current Collections of Prior Levies (e)	Total Collections (C+D+E)	Cumulative Collections of Adjusted Levy
2006	\$ 56,346	\$ -	\$ 56,346	\$ 55,664	98.79%		\$ -	55,664	98.79%
2005	51,009	819	51,828	50,916	98.24%		532	51,448	99.27%
2004	46,928	1,477	48,405	47,781	98.71%		299	48,080	99.33%
2003	45,051	4,577	49,628	48,690	98.11%		356	49,046	98.83%
2002	43,700	4,111	47,811	46,903	98.10%		247	47,150	98.62%
2001	42,826	3,772	46,598	45,428	97.49%		246	45,674	98.02%
2000	40,256	616	40,872	39,585	96.85%		257	39,842	97.48%
1999	37,036	(1,958)	35,078	34,408	98.09%		203	34,611	98.67%
1998	33,332	(2,782)	30,550	30,086	98.48%		160	30,246	99.00%
1997	29,332	(1,496)	27,836	27,402	98.44%		163	27,565	99.03%
1996	25,226	825	26,051	25,676	98.56%		191	25,867	99.29%

Source: Local Tax Assessor/Collector and District records.

(a) As reported in notes to the financial statements for the year of the levy.

(b) As of August 31st of the current reporting year.

(c) Property tax only - does not include penalties and interest

(d) Represents cumulative collections of prior years not collected in the current year or the year of the tax levy.

(e) Represents current year collections of prior years levies.

Total Collections = C + D + E

Sample Community College
Statistical Supplement 9
Ratios of Outstanding Debt
Last Ten Fiscal Years
(unaudited)

For the Year Ended August 31 (amounts expressed in thousands)										
	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997
General Bonded Debt										
General obligation bonds	\$ 67,605	\$ 61,390	\$ 60,000	\$ 59,000	\$ 58,000	\$ 57,000	\$ 56,000	\$ 55,000	\$ 54,000	\$ 53,000
Notes	-	-	-	-	-	-	-	-	-	-
Less: Funds restricted for debt service	(6,487)	(9,734)	(9,000)	(8,500)	(8,000)	(7,500)	(7,000)	(6,500)	(6,000)	(5,500)
Net general bonded debt	\$ 61,118	\$ 51,656	\$ 51,000	\$ 50,500	\$ 50,000	\$ 49,500	\$ 49,000	\$ 48,500	\$ 48,000	\$ 47,500
Other Debt										
(The amounts for Other Debt are not from Exhibit 1 of Sample CC. They are for illustration only)										
Revenue bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notes	975	1,138	1,000	900	800	700	600	500	400	300
Capital lease obligations	-	-	-	-	-	-	-	-	-	-
Total Outstanding Debt	\$ 62,093	\$ 52,794	\$ 52,000	\$ 51,400	\$ 50,800	\$ 50,200	\$ 49,600	\$ 49,000	\$ 48,400	\$ 47,800

General Bonded Debt Ratios										
Per Capita	\$ 43.46	\$ 36.73	\$ 36.27	\$ 35.91	\$ 35.56	\$ 35.20	\$ 34.84	\$ 34.49	\$ 34.13	\$ 33.78
Per FTSE	2,618	2,212	2,184	2,163	2,142	2,120	2,099	2,077	2,056	2,034
As a percentage of Taxable Assessed Value	0.08%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.06%	0.06%	0.06%

Total Outstanding Debt Ratios										
Per Capita	\$ 44.16	\$ 37.54	\$ 36.98	\$ 36.55	\$ 36.12	\$ 35.70	\$ 35.27	\$ 34.84	\$ 34.42	\$ 33.99
Per FTSE	2,659	2,261	2,227	2,201	2,176	2,150	2,124	2,099	2,073	2,047
As a percentage of Taxable Assessed Value	0.08%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.06%	0.06%

Notes: Ratios calculated using population and TAV from current year. Debt per student calculated using full-time-equivalent enrollment.

Sample Community College
Statistical Supplement 10
Legal Debt Margin Information
Last Ten Fiscal Years
(unaudited)

	For the Year Ended August 31 (amount expressed in thousands)							
	2006	2005	2004	2003	2002	2001	2000	1999
Taxable Assessed Value	\$ 51,827,556	\$ 49,272,088	\$ 48,405,492	\$ 49,628,141	\$ 46,597,933	\$ 40,872,458	\$ 35,078,452	\$ 30,706,226
General Obligation Bonds								
Statutory Tax Levy Limit for Debt Service	259,138	246,360	242,027	248,141	232,990	204,362	175,392	153,531
Less: Funds Restricted for Repayment of General Obligation Bonds	(6,487)	(9,734)	(9,000)	(8,500)	(8,000)	(7,500)	(7,000)	(6,500)
Total Net General Obligation Debt	252,651	236,626	233,027	239,641	224,990	196,862	168,392	147,031
Current Year Debt Service Requirements	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Excess of Statutory Limit for Debt Service over Current Requirements	\$ 242,651	\$ 226,626	\$ 223,027	\$ 229,641	\$ 214,990	\$ 186,862	\$ 158,392	\$ 137,031
Net Current Requirements as a % of Statutory Limit	1.38%	0.11%	0.41%	0.60%	0.88%	1.22%	1.71%	2.28%

Note: Texas Education Code Section 130.122 limits the debt service tax levy of community colleges to \$0.50 per hundred dollars taxable assessed valuation.

Sample Community College
Statistical Supplement 11
Pledged Revenue Coverage
Last Ten Fiscal Years
(unaudited)

Revenue Bonds

Fiscal Year Ended August 31	Pledged Revenues (\$000 omitted)										Debt Service Requirements (\$000 omitted)			
	Community										Coverage			
	Tuition	Technology Fee	Registration Fees	Laboratory Fees	Education Fees	Interest Income	Vending Commission	Bookstore Commission	Total	Principal	Interest	Total	Ratio	
2006	\$6,697	\$ 4,465	\$ 1,157	\$ 834	\$ 5,933	\$ 689	\$ 255	\$ 1,345	\$21,375	\$ 1,450	\$ 709	2,159	9.90	
2005	6,184	4,157	1,061	697	5,012	645	241	1,789	19,786	1,345	776	2,121	9.33	
2004	3,796	3,172	986	619	4,903	570	192	969	15,207	1,400	8,944	10,344	1.47	
2003	1,021	2,841	877	578	4,466	564	319	842	11,508	1,440	911	2,351	4.89	
2002	929	1,984	762	529	3,898	507	350	714	9,673	1,435	974	2,409	4.02	
2001	742	1,790	683	468	3,156	580	330	642	8,391	1,480	1,031	2,511	3.34	
2000	743	1,684	650	476	2,929	591	275	550	7,898	1,545	1,085	2,630	3.00	
1999	690	1,618	643	434	2,619	638	141	497	7,280	1,610	1,135	2,745	2.65	
1998	680	1,336	621	425	1,849	665	139	433	6,148	1,485	1,179	2,664	2.31	
1997	644	1,161	595	404	1,470	590	109	317	5,290	1,555	1,222	2,777	1.90	

**Sample Community College
Statistical Supplement 12
Demographic and Economic Statistics - Taxing District
Last Ten Fiscal Years
(unaudited)**

Calendar Year	District Population	District Personal Income (a) (thousands of dollars)	District Personal Income Per Capita	District Unemployment Rate
2005	4,177,230	\$ 113,988,229	\$ 27,288	b
2004	4,147,152	107,660,339	25,960	6.1%
2003	4,103,770	104,045,129	25,354	6.2%
2002	4,059,818	101,468,025	24,993	5.9%
2001	4,023,725	98,270,171	24,423	4.1%
2000	3,974,682	91,715,570	23,075	4.4%
1999	3,919,235	86,854,395	22,161	4.2%
1998	2,859,696	81,004,483	28,326	3.6%
1997	3,796,200	76,143,713	20,058	5.8%
1996	3,748,582	71,687,649	19,124	5.5%

Sources:

Population from U.S. Bureau of the Census.

Personal income from U.S. bureau of Economic Analysis.

Unemployment rate from Texas Workforce Commission

**Sample Community College
Statistical Supplement 13
Principal Employers
Current Fiscal Year
(unaudited)**

Employer	Number of Employees	Percentage of Total Employment (2)
State Government	25,126	1.21%
Military	20,000-24,999	1.09%
Boeing Corp.	15,000-19,999	0.84%
Federal Government	15,000-19,999	0.84%
Guzzler Motor Corp	12,500-14,999	0.66%
St. Elsewhere Regional Hospital	7,500-9,999	0.42%
Borgnine County Government	7,915	0.38%
University of Bartok	5,000-7,499	0.30%
DeForest-Kelley Inc.	5,000-7,499	0.30%
Midsouthwest Telephone	5,000-7,499	0.30%
Total	118,041-145,533	6.34%

Source:

Texas Workforce Commission
Texas Metropolitan Statistical Area Data

Note:

Percentages are calculated using the midpoints of the ranges.
This institution previously did not present this schedule and chose to implement prospectively.

Sample Community College
Statistical Supplement 14
Faculty, Staff, and Administrators Statistics
Last Ten Fiscal Years
(unaudited)

	Fiscal Year									
	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996
Faculty										
Full-Time	1,099	1,095	1,088	1,087	1,057	1,055	1,026	1,038	1,061	1,073
Part-Time	159	156	178	161	184	147	230	181	174	148
Total	1,258	1,251	1,266	1,248	1,241	1,202	1,256	1,219	1,235	1,221
Percent										
Full-Time	87.4%	87.5%	85.9%	87.1%	85.2%	87.8%	81.7%	85.2%	85.9%	87.9%
Part-Time	12.6%	12.5%	14.1%	12.9%	14.8%	12.2%	18.3%	14.8%	14.1%	12.1%
Staff and Administrators										
Full-Time	2,843	2,817	1,916	1,954	1,944	2,832	2,889	2,837	2,800	2,792
Part-Time	227	201	210	206	224	242	260	232	242	263
Total	3,070	3,018	2,126	2,160	2,168	3,074	3,149	3,069	3,042	3,055
Percent										
Full-Time	92.6%	93.3%	90.1%	90.5%	89.7%	92.1%	91.7%	92.4%	92.0%	91.4%
Part-Time	7.4%	6.7%	9.9%	9.5%	10.3%	7.9%	8.3%	7.6%	8.0%	8.6%
FTSE per Full-time Faculty	15.6	15.5	15.5	15.7	16.5	16.1	16.3	15.8	15.6	15.2
FTSE per Full-Time Staff Member	6.0	6.0	5.8	5.8	5.9	6.0	5.8	5.8	5.9	5.8
Average Annual Faculty Salary	\$71,652	\$67,446	\$66,262	\$64,118	\$60,048	\$60,282	\$56,188	\$54,595	\$53,075	\$51,272

Sample Community College
Statistical Supplement 15
Enrollment Details
Last Five Fiscal Years
(unaudited)

Student Classification	Fall 2005		Fall 2004		Fall 2003		Fall 2002		Fall 2001	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
00-30 hours	8,857	61.68%	11,326	80.74%	10,469	74.48%	11,227	81.32%	9,639	76.57%
31-60 hours	5,502	38.31%	2,495	17.79%	2,936	20.89%	2,577	18.67%	2,549	20.25%
> 60 hours	1	0.01%	206	1.47%	652	4.64%	2	0.01%	400	3.18%
Total	14,360	100.00%	14,027	100.00%	14,057	100.00%	13,806	100.00%	12,588	100.00%

Semester Hour Load	Fall 2005		Fall 2004		Fall 2003		Fall 2002		Fall 2001	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Less than 3	51	0.36%	54	0.38%	26	0.18%	33	0.24%	25	0.20%
3-5 semester hours	2,719	18.93%	2,900	20.67%	2,739	19.48%	2,556	18.51%	2,219	17.63%
6-8 Semester hours	2,010	14.00%	1,930	13.76%	1,950	13.87%	1,901	13.77%	1,641	13.04%
9-11 semester hours	2,119	14.76%	2,032	14.49%	1,913	13.61%	1,921	13.91%	1,668	13.25%
12-14 semester hours	5,971	41.58%	5,750	40.99%	5,927	42.16%	5,924	42.91%	5,709	45.35%
15-17 semester hours	1,344	9.36%	1,203	8.58%	1,282	9.12%	1,322	9.58%	1,170	9.29%
18 & over	146	1.02%	158	1.13%	220	1.57%	149	1.08%	156	1.24%
Total	14,360	100.00%	14,027	100.00%	14,057	100.00%	13,806	100.00%	12,588	100.00%

Average course load 9.7 9.7 9.9 9.9 10.2

Tuition Status	Fall 2005		Fall 2004		Fall 2003		Fall 2002		Fall 2001	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Texas Resident (in-District)	835	5.81%	766	5.46%	789	5.61%	755	5.47%	708	5.62%
Texas Resident (out-of-District)	13,191	91.86%	12,926	92.15%	12,931	91.99%	12,676	91.82%	11,560	91.83%
Non-Resident Tuition	334	2.33%	335	2.39%	337	2.40%	375	2.72%	320	2.54%
Total	14,360	100.00%	14,027	100.00%	14,057	100.00%	13,806	100.00%	12,588	100.00%

Sample Community College
Statistical Supplement 16
Student Profile
Last Five Fiscal Years
(unaudited)

Gender	Fall 2005		Fall 2004		Fall 2003		Fall 2002		Fall 2001	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Female	7,483	52.11%	7,384	52.64%	7,311	52.01%	7,009	50.77%	6,438	51.14%
Male	6,877	47.89%	6,643	47.36%	6,746	47.99%	6,797	49.23%	6,150	48.86%
Total	14,360	100.00%	14,027	100.00%	14,057	100.00%	13,806	100.00%	12,588	100.00%

Ethnic Origin	Fall 2005		Fall 2004		Fall 2003		Fall 2002		Fall 2001	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
White	11,137	77.49%	10,941	77.94%	10,962	77.90%	10,785	78.04%	10,962	77.93%
Hispanic	1,624	11.30%	1,563	11.13%	1,517	10.78%	1,419	10.27%	1,517	10.78%
African American	1,203	8.37%	1,105	7.87%	1,162	8.26%	1,141	8.26%	1,162	8.26%
Asian	195	1.36%	194	1.38%	183	1.30%	215	1.56%	183	1.30%
Foreign	133	0.93%	151	1.08%	167	1.19%	190	1.37%	167	1.19%
Native American	68	0.47%	73	0.51%	66	0.46%	56	0.39%	66	0.46%
Other	12	0.08%	11	0.08%	15	0.10%	14	0.10%	10	0.07%
Total	14,372	100.00%	14,038	99.99%	14,072	99.99%	13,820	99.98%	14,067	99.99%

Age	Fall 2005		Fall 2004		Fall 2003		Fall 2002		Fall 2001	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Under 18	802	5.58%	683	4.87%	605	4.22%	488	3.53%	474	3.91%
18 -21	9,486	66.06%	9,240	65.87%	9,526	66.49%	9,187	66.54%	8,452	69.76%
22 - 24	2,006	13.97%	2,060	14.69%	2,182	15.23%	2,109	15.28%	1,829	15.10%
25 - 35	1,439	10.02%	1,385	9.87%	1,335	9.32%	1,329	9.63%	1,209	9.98%
36 - 50	538	3.75%	565	4.03%	585	4.08%	591	4.28%	76	0.63%
51 & over	89	0.62%	94	0.67%	94	0.66%	102	0.74%	76	0.63%
Total	14,360	100.00%	14,027	100.00%	14,327	100.00%	13,806	100.00%	12,116	100.00%

Average Age	22	22	22	22	22
-------------	----	----	----	----	----

**Sample Community College
Statistical Supplement 17
Transfers to Senior Institutions
2000 Fall Students as of Fall 2001
(Includes only public senior colleges in Texas)**

	Transfer Student Count	Transfer Student Count	Transfer Student Count	Total of all Sample Transfer Students	% of all Sample Transfer Students
	Academic	Technical	Tech-Prep		
1 Texas A&M University - College Station	4,753	213	27	4,993	74.40%
2 Sam Houston State University	419	19	34	472	7.03%
3 Southwest Texas State University	256	23	4	283	4.22%
4 University of Houston - University Park	123	10	2	135	2.01%
5 University of Texas - Austin	121	3	0	124	1.85%
6 Texas Tech University	104	7	0	111	1.65%
7 University of North Texas	86	3	1	90	1.34%
8 Stephen F. Austin State University	49	1	1	51	0.76%
9 University of Texas - San Antonio	47	2	0	49	0.73%
10 University of Texas - Arlington	43	0	1	44	0.66%
11 Prairie View A&M University	34	4	2	40	0.60%
12 Texas A&M University - Corpus Christi	29	7	0	36	0.54%
13 Tarleton State University	28	2	0	30	0.45%
14 University of Houston - Downtown	25	2	0	27	0.40%
15 Lamar University Institute of Technology	21	2	0	23	0.34%
16 Texas A&M University - Galveston	22	0	0	22	0.33%
17 University of Texas - Dallas	17	0	0	17	0.25%
18 Angelo State University	13	1	1	15	0.22%
19 Texas A&M University - Kingsville	14	1	0	15	0.22%
20 University of Houston - Victoria	15	0	0	15	0.22%
21 Texas Women's University	11	1	0	12	0.18%
22 University of Texas Health Science Center - Houston	11	1	0	12	0.18%
23 Texas A&M University - Commerce	11	0	0	11	0.16%
24 West Texas A&M University	10	1	0	11	0.16%
25 Texas Southern University	8	1	1	10	0.15%
26 University of Texas - Tyler	8	1	0	9	0.13%
27 University of Houston - Clear Lake	7	1	0	8	0.12%
28 University of Texas Health Science Center - San Antonio	6	2	0	8	0.12%
29 Midwestern State University	7	0	0	7	0.10%
30 University of Texas Medical Branch Galveston	4	2	0	6	0.09%
31 University of Texas - Pan American	4	0	0	4	0.06%
32 Sul Ross State University	2	1	0	3	0.04%
33 Texas Tech University Health Science Center	3	0	0	3	0.04%
34 University of Texas - El Paso	2	1	0	3	0.04%
35 Baylor College of Medicine - Academics	2	0	0	2	0.03%
36 Texas A&M University System Health Science Center	2	0	0	2	0.03%
37 University of Texas - Permian Basin	2	0	0	2	0.03%
38 University of North Texas Health Science Center - Forth Worth	2	0	0	2	0.03%
39 Sul Ross State University - Rio Grande College	1	0	0	1	0.01%
40 Texas A&M International University	1	0	0	1	0.01%
41 University of Texas - Brownsville	1	0	0	1	0.01%
42 University of Texas Southwestern Medical Center - Dallas	1	0	0	1	0.01%
Totals	6,325	312	74	6,711	100.00%

**Sample Community College
Statistical Supplement 18
Capital Asset Information
Fiscal Years 2002 to 2006**

	Fiscal Year				
	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>	<u>2002</u>
Academic buildings	17	17	15	15	14
Square footage (in thousands)	2,285	2,285	1,875	1,875	1,500
Libraries	2	2	2	2	1
Square footage (in thousands)	7,140	7,140	7,140	7,140	5,500
Number of Volumes (in thousands)	17,300	17,300	17,100	17,000	15,000
Administrative and support buildings	5	5	5	4	4
Square footage (in thousands)	8,990	8,990	8,990	7,500	7,500
Dormitories	14	14	14	14	13
Square footage (in thousands)	10,500	10,500	10,500	10,500	9,000
Number of Beds	765	765	765	765	660
Apartments	8	8	8	8	4
Square footage (in thousands)	10,900	10,900	9,000	9,000	4,000
Number of beds	338	338	300	300	200
Dining Facilities	1	1	1	1	1
Square footage (in thousands)	5,900	5,900	5,900	5,900	5,900
Average daily customers	3,000	3,000	3,000	3,000	3,000
Athletic Facilities	6	6	6	6	6
Square footage (in thousands)	109,909	109,909	109,909	109,909	109,909
Stadiums	2	2	2	2	2
Gymnasiums	2	2	2	2	2
Fitness Centers	1	1	1	1	1
Tennis Court	1	1	1	1	1
Plant facilities	2	2	2	2	2
Square footage (in thousands)	32,259	32,259	32,259	32,259	32,259
Transportation					
Cars	14	14	14	11	11
Light Trucks/Vans	20	20	18	15	15
Buses	2	2	2	2	2

QUESTION 1 I understand that GASB does not require a statistical section if an institution does not prepare a CAFR. Does that mean we don't have to do these schedules?

ANSWER 1 No. The Coordinating Board is requiring the GASB 44 compliant schedules from each of the 50 colleges.

QUESTION 2 What if I can't get the information for prior periods?

ANSWER 2 If you can't find information for all 10 required periods, you may choose to implement prospectively. Note that on the schedule.

QUESTION 3 What if the required information specific to my district isn't available, but county or other information is available?

ANSWER 3 If your district information is not available, you may use county information, or other relevant information. Another option is to create an estimate for your district. In either case, note the methodology on the schedule.

QUESTION 4 What if the categories that are relevant to my school aren't on the templates for financial information?

ANSWER 4 You may modify the categories on the financial schedules to match your financial statements.

Please note that item numbers tie to complete checklist in Appendix D.

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
STATISTICAL SUPPLEMENT		
	172.	Does the report include a statistical section? (NCGAS1)
	173.	Is the word Unaudited included in the title of each schedule?
	174.	Does the statistical section include all eighteen required schedules?
	175.	Do the amounts reported in the statistical table agree with related amounts reported in the financial section?
	176.	Is any deviation from the template or any estimate disclosed in the notes?

THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 11: APPENDICES

- 11.1 Appendix A – Glossary
- 11.2 Appendix B – Asset Groups and Classifications
- 11.3 Appendix C – Annual Financial Reporting Requirements Checklist
- 11.4 Appendix D – GFOA CAFR Program

THIS PAGE INTENTIONALLY LEFT BLANK

GLOSSARY

TERM	DESCRIPTION
A1/P1 Commercial Paper	Commercial paper rated A1, P1, or F1 (or higher). Lower rated commercial paper should be listed under "other" short-term investments.
AAA	American Accounting Association
AACSB	American Assembly of Collegiate Schools of Business
ABA	American Bar Association
Academic Support Function	<u>Academic Support</u> This function should include funds expended primarily to provide support services for the institution’s primary mission – instruction, research, and public service. It includes: (1) the retention, preservation, and display of educational materials such as libraries, museums, and galleries; (2) academic administration such as dean’s salaries and office expenses; (3) technical support such as computer services and audio-visual information; and (4) separately budgeted support for course and curriculum development and related items.
Accountability	Accountability is the obligation to explain the institution’s action, to justify what the institution does, to justify to the citizenry and other interested parties the rationale for raising resources, and an explanation for the expenditure of those resources.
Accounts Payable	Payables are amounts owed for goods or services actually rendered or provided to the institution, but for which the agency has not yet made payment.
Accounts Receivable	Receivables are amounts owed to the institution from private persons or organizations for goods and services furnished.
Accrual Basis	Basis of accounting under which revenues are recognized and recorded when earned and expenses are recognized and recorded when they become a legal obligation or liability.
Accrued Expenses	An expense incurred during the accounting period but not paid or recorded.
Accrued Revenue	Revenue that has been earned during the fiscal year but not received or recorded.
Accumulated Depreciation	The amount of depreciation expense that has been recognized for capital assets, or class of assets, to date.
ACNO	Audits of Certain Nonprofit Organizations
AcSEC	Accounting Standards Executive Committee
<i>Ad valorem</i>	In proportion to value - basis for property tax levy
Adjusting Entry	An entry made to apply accrual accounting to transactions that span more than one accounting period.
Affiliated Organization	Affiliated organization, also referred to as component units, are organization that provide either a financial benefit or burden to the institution. These organizations may raise funds and hold the funds on behalf of the institution.
AGA	Association of Government Accountants
Agency Fund	Resources received and held for others. May also be referred to as a fiduciary fund.
AICPA	American Institute of Certified Public Accountants
AMA	American Management Association
Amortization Schedule	Table of prospective payments or write-downs to an obligation or debt. Split between principal and interest displayed for each payment.
Annuities	A type of investment sold by insurance companies. Includes fixed and variable annuities. Referred to as a split interest agreement.

GLOSSARY

TERM	DESCRIPTION
Annuity Fund	Assets held for others
APB	Accounting Principles Board
ARB	Accounting Research Bulletin
Art or Artifacts	Collectables that may or may not be capitalized
ASB	Auditing Standards Board
Assessed Valuation	Valuation set on real estate or other property as the basis of levying taxes
Assets Held in Trust	Assets held by an institution on behalf of another party (such as student organization resources) and that are under the temporary control of the institution.
Audit	Examination of documents, records, reports, internal control systems, accounting and financial procedures and other evidence and the issuance of a report relating to the examination.
Auditor's Report	The report relating to the audit examination.
Auxiliary Enterprise	Category of expenses that includes all expenses related to the operation of auxiliary enterprises including expenses for operation and maintenance of part and institutional support.
Auxiliary Enterprise Function	<u>Auxiliary Enterprise</u> An activity that exists to provide a service to students, faculty or staff and charges a fee directly related to, although not necessarily equal to, the cost of the service. The activity is managed as essentially self-supporting.
Balance Sheet	Financial statement where assets equal liabilities plus net assets. Another name for the statement of net assets or statement of financial position.
Bank Deposits	Money held in bank, savings bank, or credit union accounts.
Basic Financial Statements	Includes statement of net assets, statement of revenues, expenses and change in net assets, statement of cash flows and notes to the financial statements.
Bond Discount	Excess of the face value of a bond over the price for which the bond is acquired or sold.
Bond Indenture	Contract between an entity (institution) and the bondholder/purchaser.
Bond Mutual Funds	Funds that invest in debt securities with a variable net asset value per share.
Bond Premium	Excess amount over the face value of a bond when it is sold or acquired.
Bond Resolution	An agreement between bondholders and the issuer, representing the board action that issued the bonds and setting forth related terms and conditions. Also referred to as an indenture agreement.
Book-value Method	Distribution of income among net asset classes in an investment pool by book value of the funds or participants.
Budget	A financial plan that sets forth the estimated expenses for a financial period and the proposed means to finance them.
Building	A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable.

GLOSSARY

TERM	DESCRIPTION
Building Improvement	Building improvements are capital events that materially extend the useful life of a building or increase the value of a building, or both. A building improvement should be capitalized as a betterment and recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold, or the expenditure increases the life or value of the building by 25 percent of the original life period or cost.
Business-Type Activity (BTA)	Those activities financed in whole or in part by fees charged to external parties for goods or services.
CA	Chartered Accountant
Capital Assets	Includes land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
Capital Lease Asset	Lease that substantially transfers the benefits and risk of ownership of property to the lessee and meets certain specified recognition criteria.
Capital Lease Obligation	Obligation or liability for the capital lease asset that met the specified recognition criteria and was capitalized.
Capital Outlay	The purchase or construction of a capital asset that represents an exchange of an asset that may be spent (cash) for an asset that cannot be spent, thus resulting in a net decrease in current financial resources.
Capitalization	Capitalization records the value of a capital item or the costs incurred to build or acquire the item as a capital asset. Capital assets that have a cost of \$5,000 or more and have an estimated life greater than one year are capitalized. Repairs and maintenance of \$100,000 or that extend the building life also are capitalized.
Capitalization Policy	A statement of criteria to determine which asset will be expended or recorded as capital assets. Also, a statement of criteria used to determine if an expense will increase the value of a fixed asset to benefit a future period.
Cash Equivalent	Short term investments that will become cash within 90 days providing the original maturity was 90 days or less.
Cash Held at State Treasury	All balances held in the State Treasury or the Texas Treasury Safekeeping Trust Company.
CCH	Commerce Clearing House
CDs/BAs	Certificates of deposit with a maturity under one year and banker's acceptances.
CEA	Certificate of Educational Achievement
CMA	Certified Management Accountant
CMO (Collateralized Mortgage Obligations)	Prohibited CMOs listed as noncompliant. (Institutions may hold noncompliant CMOs that were purchased prior to September 1, 1995.)
Collectibles	Items such as art, stamps, coins, historic documents, and memorabilia.
Collection Costs	Costs associated when past due accounts receivable are traced and collected. These costs may be incurred by a third party employed solely to perform the collection function.
Collective Endowment Funds	Long-term endowment funds managed by a third party that combines investments from multiple investors (the Common Fund and the Permanent Higher Education Fund are examples).

GLOSSARY

TERM	DESCRIPTION
Commercial Paper A1 and P1	Commercial paper rated A1, P1, or F1 (or higher) is considered a short-term asset depending upon maturity date.. Lower rated commercial paper should be listed under “other” short-term investments.
Commodities	Includes things such as oil and gas, timber land, and precious metals.
Commodities Investments	Includes things such as oil and gas, timber land, and precious metals.
Compensable Absence	Employee absences such as vacation, holiday, and sick time for which it is expected the employee will be paid.
Component Unit	Legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, a component unit may be another organization for which the nature and significance of it's relationship with a primary government is such that exclusion would cause the reporting entity's Annual Financial Report to be misleading or incomplete.
Condition	An event that must take place in order for a donation to be recognized. For example, the requirement for a matching pledge.
Construction-in-Progress	Construction in Progress reflects the economic construction activity status of buildings and other structures, infrastructure (roads, energy distribution systems, pipelines, etc.), additions, alterations, reconstruction, installation, and maintenance and repairs that are substantially incomplete. Construction in Progress should be included with capital assets in the statement of net assets. However, it should be reported with other assets not being depreciated, such as land, and land improvements.
Consumable Inventory	Supplies and commodities that are to be used in the operating activities of the entity rather than sold.
Contracts	A negotiated transaction in which both parties to the agreement specify their actions to be performed.
Contribution	An unconditional transfer of cash or other asset to an institution or a settlement or cancellation of its liability in a voluntary nonreciprocal transfer by another entity acting other than as an owner.
Corporate Obligations	All non-governmental debt issues classified by rating. For issues with split ratings, lower ratings are reported. Equivalent ratings from other rating agencies such as Fitch may be used.
CPE	Continuing Professional Education
Current	Designated that the activity related to the current fiscal period rather than future or past period.
Debt Service	Interest and matured principal related to outstand debt obligations – may be either the cash outlay needed or the amount accrued for meeting such payment during any accounting period.
Debt Service Requirements	The amount of the current periods principal and interest related to long-term debt obligations.
Defeasance	Advance refunding of long-term debt where debt proceeds are place in an escrow or irrevocable trust in an amount necessary to pay all subsequent principal and interest costs. The liability for the debt is removed from the accounts of the entity even though the debt has not been repaid.
Deferred Revenue	Revenue received prior to being earned that must be refunded should the agreed upon service not be rendered.
Departmental Sales and Services	Sale of goods and services produced by a specific department within the entity.

GLOSSARY

TERM	DESCRIPTION
Deposits Payable	Deposits for future services or a contingency against future damages. Refunded if services or damages do not occur.
Depreciation	Allocating, in a systematic manner, the cost of a capital asset over its useful life.
Designation	Conditions placed on resources made at the discretion of the governing board or management rather than by an external party. No legal restriction to use these resources exist thus, the designation may be rescinded at any time.
Direct Method	Method for preparing the statement of cash flows operating activities that presents the direct receipts from students, contracts or other 'customers' and payments to suppliers and employees.
DM	Discussion Memorandum issued by either GASB or FASB prior to the issuance of an accounting standard for the purpose of gathering information regarding the topic.
Donated Services	Services of volunteer workers who are unpaid or who are paid less than the fair market value for their services. When the services meet certain criteria, the value of the donated services is recognized as both a revenue and an expense.
Due From Others	Another term for accounts receivable. Typically used when the two parties to the transaction are within the organization.
Due To Others	Another term for accounts payable. Typically used when the two parties to the transaction are within the organization.
ED	Exposure Draft issued by either GASB or FASB prior to the issuance of an accounting standard for the purpose of gathering comments regarding the proposed accounting standard.
Elements of Functional Costs	A function is group of related expense activities that accomplish a major service or regulatory responsibility for which the institution is responsible. The following are the functional categories together with a description of the expenses included in each: Instruction, Research, Public Service, Academic Support, Student (<u>Support</u>) Services, Institutional Support, Scholarship and Fellowship, Operation and Maintenance of Plant, and Auxiliary (<u>Services</u>) Enterprises.
Eligibility	A term established by GASB that describes the conditions or characteristics that must be met in order to recognize gift revenue.
Encumbrance	An estimated amount that represent a commitment, contract, or purchase order that will be paid from resources within the current fiscal period.
Endowment	Gifts that have a donor stipulation that the gift must be held in perpetuity and only the interest earned on the investment of the gift be expended.
Enterprise Fund	Charges a fee for the services performed. Also known as a proprietary fund.
Equipment Held in Trust	Value of equipment that the institution does not own and holds for another party.
Equity Mutual Funds	Mutual funds that invest in stocks. Includes balanced funds (which include a mix of stocks and bonds).
Equity Securities	Stocks
Exchange Transaction	A transaction in which items of comparable value are exchanged or traded in an unforced situation or arm's length transaction.
Expenses	

GLOSSARY

TERM	DESCRIPTION
Extraordinary Items	Extraordinary items are events and transactions that are distinguished by their unusual nature and by the infrequency of their occurrence.
Face Value	The amount stated in the document. Typically applied to securities or debt instruments (documents).
Facilities	Assets (other than general use buildings) built, installed, or established to enhance the quality or facilitate the use of land for a particular purpose.
FAF	Financial Accounting Foundation
Fair Market Value	The value based on Governmental Accounting Standards Board Statement 31 (GASB 31).
Fair Value	The amount for which an asset may be exchanged in a current transaction between willing parties.
FAS	Financial Accounting Standards
FASB	Financial Accounting Standards Board
FDIC	Federal Deposit Insurance Corporation
Federal Appropriations	Authorizations granted by the federal government to incur liabilities for specified purposes.
Foreign Issued Obligations	Securities that are issued outside of the U.S. by non-U.S. issuers (in U.S. dollars or foreign currency). Includes U.S. issued securities that are in foreign currencies.
FTE	Full time equivalent
Full Accrual Basis Accounting	Accounting method that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows. Full accrual-basis accounting recognizes expenses, not expenditures. Expenses and revenues resulting from exchange and exchange-like transactions should be recognized when the exchange takes place. Expenses and revenues resulting from nonexchange type transactions should be recognized in accordance with requirements of GASB Statement No. 33.
Function	A group of related activities aimed at accomplishing a service or activity for which the institution is responsible.
Funds Held in Trust	Resources held by the institution acting as a custodian. These resources may also be referred to as agency funds.
Furniture and Equipment	A specific category of capital assets
FY1	Prior year information
FY2	Current year information
GAAP	Generally Accepted Accounting Principles that is the body or accounting and financial reporting standards, conventions and practices that have authoritative support or for which a degree of consensus exists among accounting professionals.
GAAS	Generally Accepted Auditing Standards
GAAFR	General Accounting and Financial Reporting
Gains	Increases in net assets from peripheral or investment transactions of the entity.
GAO	General Accounting Office
GASB	Governmental Accounting Standards Board
GASBTB	Governmental Accounting Standards Board Technical Bulletin
General Fees	Fees collected that may be used for any purpose deemed appropriate by the governing body.
GFOA	Government Finance Officers Association

GLOSSARY

TERM	DESCRIPTION
GICs	Guaranteed investment contracts issued by insurance companies.
Gifts-In-Kind	Gifts of goods or service rather than resources or other assets received by the institution.
Governing Board	A group of persons, elected or selected, whose posers are described in the charter or some legal document that establishes the legal identity of the institutions. May also be referred to as the board of trustees or board of regents.
Grants	Transactions that may or may not involve an exchange. If no exchange is part of the transaction, it would be more correct to record as a gift. If a performance criteria is part of the transaction, it would be more correct to record as a contract.
Highly Rated Corporate Issues	Issues rated AAA or AA by Standard & Poor's or Aaa or Aa by Moody's.
IG	Inspector Generals
IIA	Institute of Internal Auditors
IMA	Institute of Management Accountants
Improvements Other Than Buildings	Enhancement to capital asset. Examples include drainage work, creation of hiking trails, creation of parking spaces or removal of unusable structures.
Indirect Costs	Resources available for unrestricted purposes provided by contractual agreements to cover costs not directly allocable to the accomplishment of the specific purpose of the project or program such as the use of space, equipment, and utilities.
Infrastructure Assets	Long-lived capital assets that normally are stationary in nature and may be preserved for a significantly greater number of years than most capital assets.
Institutional support function	<u>Institutional Support</u> The function of expenses should include expenses for (central executive level management and long-range planning of the entire institution; (2) fiscal operations; (3) administrative data processing; (4) space management; (5) employee personnel and records; (6) logistical activities that provide procurement, storeroom, safety, security, printing and transportation services to the institution; (7) support services for faculty and staff that do not operate as auxiliary enterprises; (8) activities concerned with community and alumni relations, including development and fundraising; and (9) bad debt expense related to tuition and fee revenue.
Instruction Function	<u>Instruction</u> . Includes expenses for all activities that are part of an institution's instruction program. This function includes expenses for credit and non-credit courses, for academic, vocational, and technical instruction, for development and tutorial instruction, and for regular, special, and extension session.
Investment Grade Corporate Issues	Issues rated A or BBB by Standard & Poor's or A or Baa by Moody's.
Investment Pool	Resources commingled for asset management and accounting purposes.
Investments	The acquisition of interest earning items such as security instruments, equities, debt, U. S. Government items, property and other items.
IRS	Internal Revenue Service
JTPA	Job Training Partnership Act
Land	Land is the surface or crust of the earth, which may be used to support structures, and may be used to grow crops, grass, shrubs, and trees. Land is characterized as having an unlimited (indefinite) life.

GLOSSARY

TERM	DESCRIPTION
Land Improvement	Land improvements consist of betterments site preparation and site improvements (other than buildings) that ready land for its intended use. The costs associated with improvements to land are added to the cost of the land.
Leasehold Improvements	Construction of new buildings or improvements made to existing structures by the lessee, who has the right to use these leasehold improvements over the term of the lease. These improvements will revert to the lessor at the expiration of the lease.
Levy	To impose taxes, assessments or service charges.
Liability	Probable future sacrifices of resources arising from obligations to transfer assets or provide services in the future as a result of a transaction or event.
Library Books and Materials	A library book is generally a literary composition bound into a separate volume and identifiable as a separate copyrighted unit. Library reference materials are information sources other than books, which include: i.e., journals, periodicals, microforms, audio/visual media, computer-based information, manuscripts, maps, documents, and similar items that provide information essential to the learning process or that enhance the quality of academic, professional, or research libraries.
Life Income Fund	Accounts for resources given to the institution subject to an agreement to pay to the donor or designee the income earned by the assets over a specified period of time.
Livestock	Animals acquired to be used for instruction purposes that have a fair value and estimated life that meets the capitalization criteria.
Loan Net Assets	Equity in resources restricted or designated to be used for loans.
Loans Payable	Obligations of the institution backed by a negotiated promissory investment instrument.
Loans Receivable	Obligations payable to the institution supported by a negotiated promissory note.
Maintenance Costs	The costs that allow an asset to continue to be used during its originally established useful life. These costs are expensed in the period incurred.
Management Discussion and Analysis (MD&A)	Discusses the current-year results in comparison with the prior year, with emphasis on the current year. This should be a fact-based analysis discussing the positive and negative aspects of the comparison with the prior year.
Merchandise	Inventory held for resale
Mortgage Pass-Throughs	Residential mortgage securities pooled together and marketed by governmental agency issuers such as GNMA, FNMA, FHLMC. (Does not include private issues, which should be included with CMOs, and pooled commercial real estate mortgages, which should be included with other asset-backed bonds.)
Municipal Obligations	State, county, municipality, or public authority issues.
Natural Classification of Expenses	Describes the expense incurred such as salary, benefits, or office supplies.
NCGAS	National Council on Governmental Accounting Standards
Net Assets	In the statement of net assets, assets minus liabilities equal net assets. Net assets should be displayed in three components: (a) invested in capital assets, net of related debt, (b) restricted, and (c) unrestricted.
Net Book Value	Net book value is an asset's historical cost less accumulated depreciation.

GLOSSARY

TERM	DESCRIPTION
Network of Assets	Composed of all assets that provide a particular type of service for an institution. For example, a network of infrastructure assets such as a water containment system composed of a concrete dam, a concrete spillway, and a series of locks.
Nonoperating	Revenues or expenses for activities not directly related to the basis service performed by the entity. For an educational institution that would be activities not related to instruction, research or public service or the administration of the activities.
Nonreciprocal Interfund Activity	Includes transfers, previously referred to as operating transfers, and reimbursements. Reimbursements will be eliminated in the annual financial report and therefore, will not be reported as interfund activity in the financial statements.
Notes Payable	Obligations of the institution backed by a negotiated promissory investment instrument.
Notes Receivable	Obligations payable to the institution supported by a negotiated promissory note.
NR/High Yield	Non-Rated (NR rated) issues and issues rated BB or lower by Standard & Poor's and Ba or lower by Moody's.
Obligations	A commitment to pay resources to another party
Official Census Date	Date that the tuition and fee revenue is earned by the institution.
OMB	Office of Management and Budget
Operating Expense	These are expenditures that are incurred as a direct result of the nature of the activity being reported. These costs are necessary to the maintenance of the institution. An example would be salary and wages.
Operating Revenue	These are revenues that are derived from the nature of the activity being reported and directly related to the nature of the activity performed by the entity. An example would be tuition and course fees.
Operation and Maintenance of Plant Function	<u>Operations and Maintenance of Plant</u> This category should include all expenses for operation and maintenance of physical plant, net of amounts charged to auxiliary services.
Other Asset-Backed Bonds	Securities backed by pools of assets such as credit card loans, commercial real estate loans, and auto loans.
Other Assets	Assets displayed in the statement of net assets for which a recognized classification does not exist. Typically these are miscellaneous assets of either short- or long-term in nature.
Other Deductions	Expenses displayed in the statement of revenues, expenses and change in net assets for which a recognized classification does not exist.
Other Equity Securities	Preferred stocks, foreign stocks, and non-publicly traded stocks.
Other Expenses	Expenses displayed in the statement of revenues, expenses and change in net assets for which a recognized classification does not exist.
Other Fees	Revenues displayed in the statement of revenues, expenses and change in net assets for which a recognized classification does not exist.
Other Fixed Assets	Assets displayed in the statement of net assets for which a recognized capital asset classification does not exist.
Other Money Market Funds and Pools	Money funds and pools with a constant \$1.00 per share net asset value objective.
Pass-through	Resources received by the institution that are due to another party in accordance with stipulations of a third party or the U. S. Government.

GLOSSARY

TERM	DESCRIPTION
Personal Property	Fixed or movable tangible assets to be used for operations, the benefits of which extend beyond one year from date of acquisition and rendered into service. Improvements or additions to existing personal property that constitute a capital outlay or increase the value or life of the asset by 25 percent of the original cost or life should be capitalized as a betterment and recorded as an addition of value to the existing asset.
Plant Assets	Another term used for capital assets
Prepaid Fees	May be either an asset or a liability. If the prepaid fees are resources paid by the institution prior to their being due, they are reported as assets. If the prepaid fees were received by the institution in advance of their being earned, they are reported as a liability.
Preservation Costs	These costs are costs that extend the useful life of an asset beyond its previously established useful life.
Primary Government	Primary government is a state government or general-purpose local government. Also, a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments, such as a public community or junior college.
Prior Period	Any period of time prior to the current fiscal year.
Private Equity	Includes venture capital, hedge funds, leveraged buyout, mezzanine, and strategically traded securities held directly or through investment vehicles such as limited partnerships.
Private Gifts, Grants or Contracts	Resources received from a nongovernment party external to the organization.
Proceeds	Typically are the net amount received or paid in a given transaction.
Program Revenue	Revenue provided by those who purchase, use, or directly benefit from the goods or services of a program. The Statement of Revenues, Expenses, and Changes in Net Assets should separately report the major categories of revenues such as tuition and course fees, grants and contracts, auxiliary service revenues, and so on.
Public service function	<u>Public Service</u> This function of expenses includes funds expended for activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.
Quasi-Endowments	Funds functioning as an endowment. May be either unrestricted or restricted
Real Estate	Includes real estate held for investment directly or through investment vehicles such as limited partnerships.
Receipts	Typically are the amount received in a given transaction.
Reciprocal Interfund Activity	Includes loans and interfund services provided and used as sales and purchases of goods and services between cost centers for a price approximating their external exchange value. Interfund services provided and used should be reported as revenues in seller funds and expenditures or expenses in purchaser funds.
Reporting Entity	A reporting entity is an organizational unit whose information is presented in the financial statement as defined by GASB Statement No. 14. They are legal entities that have elected governing board, and may issue tax-exempt debt.
Repurchase Agreements	Short-term investments secured by marketable securities.

GLOSSARY

TERM	DESCRIPTION
Required Supplementary Information (RSI)	Information that is required under GASB to support the basic financial statements. The information includes the Management Discussion and Analysis, and other information required by THECB.
Research function	<u>Research</u> Includes all expenses for activities specifically organized to produce research outcomes. Expenses included in this function may be either internally or externally sponsored but must be separately budgeted.
Reserved	Constraint on resources stipulated by the governing board
Residual Value	The estimated fair value of a capital asset, infrastructure or otherwise, remaining at the conclusion of its estimated useful life.
Restricted	Constraints stipulated by an external party to the institution. They may be based either on a specific time or purpose.
Restricted Net Assets	Net assets are considered restricted when constraints placed on the asset are either: 1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws and regulations of other governments, or 2) imposed by law through constitutional provisions or enabling legislation. Intended to identify resources that were received or earned by the government with an explicit understanding between the government and the resource providers that the funds would be used for a specific purpose.
Restricted Net Assets Components	Two additional components - expendable and nonexpendable- may be displayed when permanent endowments or permanent fund principal amounts are included in restricted net assets. Nonexpendable net assets are those that are required to be retained in perpetuity. NOTE: Does not include restricted "capital assets". Instead, restricted capital assets are included in the component of net assets called "Invested in Capital Assets, Net of Related Debt."
Revenues	Those resources for which the appropriate services have been performed so as to be earned.
RIA	Registered Investment Adviser
Sales and Service	Activities performed by the institution for which resources have been earned.
Scholarship and Fellowships Function	<u>Scholarships and Fellowships</u> This function of expenses includes only those disbursements of resources to students for scholarships and fellowships. This category should not include any allocation of resources that were credited to a student's account for tuition and fee or auxiliary receivable.
SEC	Securities and Exchange Commission
Segment	An identifiable activity within the institution that have revenue pledged to retire debt for which the activity's revenue, expenses, assets, and liabilities are separately accounted for and reported.
SEOG	Supplemental Education Opportunity Grant
SFAS	Statements of Financial Accounting Standards
Short-Term Investments	Includes all debt investments with a maturity (as of purchase date) of less than one year and all cash and bank deposits.
Special Items	Special items are significant transactions or other events within the control of management that are either unusual in nature or infrequent in occurrence.
SSAP	Summary of significant accounting policies

GLOSSARY

TERM	DESCRIPTION
Student Service Fees	Fees charged for the performance of activities related to students activities not related to instruction, research or public service.
Student Services	Also referred to as student support function.
Student Services Function	<u>Student Services</u> This function of expenses should include resources expended for offices of admissions and the registrar and activities that primarily contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instruction program.
Taxes	Nonexchange transactions levied or imposed by the institution
Term Endowment	Funds for which the donor or other external parties have stipulated as a condition of the gift that the principal is to be maintained intact for a stated period of time (term)
TexPool Investments	Investments in TexPool. Includes other Texas pool investments with other money market funds.
THECB	Texas Higher Education Coordinating Board
TPEG	Texas Public Education Grant
Tuition	Fees charged to students (consumer) for the delivery of instruction credit hour.
Tuition Discount	Tuition not expected to be paid by the student - may be either a internal scholarship/fellowship or grant resources.
Tuition Remission	Reduction of tuition by the institution that the student is not expected to pay.
U. S. Government Advances	Perkins Loan funds provided by the U. S. Government that must be returned to the Government should the loan program be discontinued.
U.S. Common Stocks	Includes only publicly traded stocks.
U.S. Government	Includes Treasuries and any other investment with an affirmative full faith and credit guarantee of the U.S. Government.
U.S. Government Investment	Includes Treasuries and any other investment with an affirmative full faith and credit guarantee of the U.S. Government.
U.S. Government Agency Securities	Securities issued by U.S. Government-sponsored agencies or corporations such as FNMA, FHLMC, or FHLB that do not have full faith and credit guarantees from the U.S.
Unconditional Contribution	A nonexchange transaction recognized as revenue at its fair value upon receipt.
Unconditional Pledge	An unconditional promise to give that depends only on the passage of time or the demand of the recipient.
Unrealized Gains or Losses	The difference between the fair (market) value of an investment assets and its book (cost) value.
Unrestricted	Resources that have not stipulation as to their use.
Useful Life	The amount of time an asset is expected to be in service. This will vary and should be based on the government's own experience and the plans for the assets.
Voluntary Nonexchange Transactions	Contributions and gifts for which the provider expects nothing in exchange for the resources provided.

GLOSSARY

TERM	DESCRIPTION
Works of Art and Historical Treasures	Collections or individual items of significance that are owned by a state agency which are not held for financial gain, but rather for public exhibition, education or research in furtherance of public service. Collections or individual items that are protected and cared for or preserved and subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

THIS PAGE INTENTIONALLY LEFT BLANK

Asset Groups and Classifications	Useful Life	Residual Value
Asset Groups Summary		
I. Buildings and Real Estate Improvements		
Buildings and Building Improvements	50 Years	10%
Other Real Estate Improvements	20 Years	10%
Leasehold Improvements	Lease Term	None
II. Infrastructure (if reported separately)	See GASB 34	None
III. Library Books	15 Years	None
IV. Equipment	Lease Term	None
Furniture, Machinery, Vehicles, and Other Equipment	10 Years	None
Telecommunications and Peripheral Equipment	5 Years	None

Asset Groups Subject to Depreciation Classifications	Useful Life	Residual Value
---	--------------------	-----------------------

I. Buildings and Real Estate Improvements

Building and Building Improvements

Building Exterior: Residential	50 Years	10%
Building Exterior: Office	50 Years	10%
Building Exterior: Correctional Facilities	50 Years	10%
Building Exterior: Farm	50 Years	10%
Building Exterior: Storage or Warehouse	50 Years	10%
Building Exterior: Garage or hangar	50 Years	10%
Building Exterior: Hospital	50 Years	10%
Building Exterior: Education	50 Years	10%
Building Exterior: Research	50 Years	10%
Building Exterior: Museum	50 Years	10%
Building Exterior: Chilling station/Boiler	50 Years	10%
Building Exterior: Clinics	50 Years	10%
Building Interior: Elevator	50 Years	10%
Building Interior: Carpet	50 Years	10%
Building Interior: Modular/Fixed furniture	50 Years	10%
Building Interior: Sprinkler system	50 Years	10%
Building Interior: Electrical	50 Years	10%
Building Interior: Ceiling	50 Years	10%
Building Interior: Curtains and drapes	50 Years	10%
Building Interior: Water system	50 Years	10%
Building Interior: Heating/Cooling system/Air circulation	50 Years	10%
Building Interior: Security	50 Years	10%
Building Interior: Cabling	50 Years	10%
Building Interior: Fire alarm system	50 Years	10%

Other Real Estate Improvements

Fencing and Gates	20 Years	10%
Landscaping	20 Years	10%
Parking Lots/Driveways/Parking Barriers	20 Years	10%
Outside Sprinkler Systems	20 Years	10%
Recreation Areas & Athletic Fields (including bleachers)	20 Years	10%
Golf Course Facilities	20 Years	10%
Paths and Trails	20 Years	10%
Septic and Sewer Systems	20 Years	10%
Stadiums	20 Years	10%
Swimming Pools, Tennis Courts	20 Years	10%
Fountains	20 Years	10%
Plazas and Pavilions	20 Years	10%
Retaining Walls	20 Years	10%

IV. Equipment

Furniture, Machinery, Vehicles, and Other Equipment

Furniture

Desks	10 Years	None
Tables	10 Years	None
Chairs	10 Years	None
Cases, Cabinets & Credenzas	10 Years	None
Personal Furniture: Bed, Dresser, Rocker	10 Years	None
Modular Furniture	10 Years	None

Asset Groups Subject to Depreciation Classifications	Useful Life	Residual Value
Instructional		
Musical Instruments	10 Years	None
Isolator	10 Years	None
Instructional Equipment	10 Years	None
Industrial/Manufacturing Machinery	10 Years	None
Cosmetology Equipment	10 Years	None
Kitchen Appliances & Equipment	10 Years	None
Laundry Equipment	10 Years	None
Misc Lab & Scientific Equipment	10 Years	None
Patient Care Miscellaneous	10 Years	None
Ovens and Ranges (lab)	10 Years	None
Clinical Diagnostic Instruments	10 Years	None
Analyzer (all types)	10 Years	None
Freezer (lab)	10 Years	None
Autoclaves and Sterilizers	10 Years	None
Densitometer	10 Years	None
Electrophoresis Apparatus	10 Years	None
Optical Equipment	10 Years	None
Spectrofluorometer	10 Years	None
Spectrometer	10 Years	None
Tanks, Containers, Chambers (all types)	10 Years	None
Table (exam)	10 Years	None
Wheelchairs	10 Years	None
Miscellaneous Surgical Instruments	10 Years	None
Amplifiers (all types)	10 Years	None
Baths, Water and Shakers	10 Years	None
Centrifuge	10 Years	None
Cryostat	10 Years	None
Counter Laboratory Assembly	10 Years	None
X-Ray Equipment	10 Years	None
Dental Equipment	10 Years	None
Chromatograph	10 Years	None
Evaporators	10 Years	None
Homogenizer	10 Years	None
Micromanipulator	10 Years	None
Meters, Gauges, Indicators	10 Years	None
Refrigerators (lab)	10 Years	None
Ultrasound Equipment	10 Years	None
Stereotaxic Instrument & Accessories	10 Years	None
Stimulator	10 Years	None
Patient Monitoring Systems	10 Years	None
Defibrillator	10 Years	None
Electronic Module	10 Years	None
Water Purification	10 Years	None
Balance	10 Years	None
Animal Cages & Accessories	10 Years	None
Fraction Collector	10 Years	None
Hood (all types)	10 Years	None
Incubators & Accessories	10 Years	None
Micro tomes, Diamond Knives, Sharpeners	10 Years	None
Spectrophotometer	10 Years	None
Freeze Dryers & Accessories	10 Years	None
Microscopes & Accessories	10 Years	None
Oscilloscope	10 Years	None
Recording Systems	10 Years	None

Asset Groups Subject to Depreciation Classifications	Useful Life	Residual Value
Scintillation Systems	10 Years	None
Tables, Dissecting, Operating, Balancing	10 Years	None
Breathing Apparatus, Respirator	10 Years	None
EKG/ECG/EEG Apparatus	10 Years	None
Dialysis Equipment	10 Years	None
Livestock	10 Years	None
Maintenance		
Uninterruptible Power Supply	10 Years	None
Marine Equipment	10 Years	None
Tools	10 Years	None
Agricultural Equipment	10 Years	None
Weather Equipment	10 Years	None
Building Maintenance & Safety Equipment	10 Years	None
Power Supply, Battery, Generator	10 Years	None
Portable Building	10 Years	None
Ice machines (lab)	10 Years	None
Pumps	10 Years	None
Boat (20 ft and longer)	10 Years	None
Boat (shorter than 20 ft)	10 Years	None
Boat (accessories, motors)	10 Years	None
Boat (other, canoe, rowboat)	10 Years	None
Warehouse Equipment: Forklift	10 Years	None
Rotors and Heads	10 Years	None
Conveyer Systems	10 Years	None
Drills, Stationary	10 Years	None
Gin Machinery	10 Years	None
Grinders, Stationary	10 Years	None
Lathes, Stationary	10 Years	None
Metal Working Machines, Other, Stationary	10 Years	None
Milling Machines	10 Years	None
Pallet Trucks, Lifts, jacks, hydraulic	10 Years	None
Saws, Stationary	10 Years	None
Scales	10 Years	None
Shapers, Joiners, Planers, Stationary	10 Years	None
Sharpeners, Stationary	10 Years	None
Shears	10 Years	None
Textile Machinery	10 Years	None
Wood Working Machines, Other, Stationary	10 Years	None
Ferries	10 Years	None
Office Machines / Other		
GPS Equipment	10 Years	None
Photocopying Equipment	10 Years	None
Fax Machines, Telecopier	10 Years	None
Office Machines	10 Years	None
Other Office Furniture	10 Years	None
Recreational Equipment: Bicycle, Pool Table	10 Years	None
Other Equipment	10 Years	None

Asset Groups Subject to Depreciation Classifications	Useful Life	Residual Value
Services		
Printing Machines & Bookbinding Equipment	10 Years	None
Security System - Card Reader, Camera and Monitor (not built-in)	10 Years	None
Mailroom Equipment: Folder, Inserter, Labeler, Band Tier	10 Years	None
Vehicles		
Passenger Cars	10 Years	None
Motorcycles	10 Years	None
Vehicle Inventory Components/ Life	10 Years	None
Light/Medium Trucks (8600 - 14999 lbs. GVW)	10 Years	None
Medium Trucks (15000 - 26000 lbs GVW)	10 Years	None
Vehicle Maintenance Equipment	10 Years	None
Utility Vehicles (carryalls, cargo vans, 2&4 wheel utility, SUV)	10 Years	None
Vans (up to 15 passenger)	10 Years	None
Light Trucks (under 8600 lbs GVW)	10 Years	None
Buses (up to 28 passenger)	10 Years	None
Mounted Equipment with Truck Chassis	10 Years	None
Heavy Trucks (26001 lbs and over)	10 Years	None
Self-propelled Roadway Equipment	10 Years	None
Trailers	10 Years	None
Towed Roadway Equipment	10 Years	None
Buses (29 passengers and over)	10 Years	None
Vehicle (other)	10 Years	None
Telecommunications and Peripheral Equipment		
Docking Station	5 Years	None
Image Scanner	5 Years	None
Supercomputer	5 Years	None
Peripheral Devices Microcomputer: Disk, Tape, Optical	5 Years	None
Other Computer Hardware	5 Years	None
Modem & Related Devices	5 Years	None
Digital and Channel Service Units	5 Years	None
Multiplexor, Mau	5 Years	None
Communication Controllers	5 Years	None
Protocol Converters	5 Years	None
VSAT S	5 Years	None
Data Communications Diagnostic Systems	5 Years	None
Other Communications Hardware	5 Years	None
Lan/Wan Switching - Hubs, Switches & Routers	5 Years	None
Purchased Software	5 Years	None
Internally Developed Software	5 Years	None
Customized Software (such as ISAS)	5 Years	None
Servers, Minicomputers	5 Years	None
Desktop CPU	5 Years	None
Terminal, Monitor	5 Years	None
Controllers: Tape, Disk, Terminal	5 Years	None
Data Projectors: 'Proxima' or Dataviewers w/o Projector	5 Years	None
Barcode Scanner	5 Years	None
Portable CPU	5 Years	None
Enterprise Software	5 Years	None
Printer	5 Years	None
Portable Printer	5 Years	None
Mainframe Computer Equipment & Channel Extenders	5 Years	None
Scan Systems	5 Years	None
Computer Equipment Racks, Shelving, Chassis	5 Years	None

Asset Groups Subject to Depreciation Classifications	Useful Life	Residual Value
PBX, KSU, Voice Mail, Phone System	5 Years	None
Automatic Call Distributors	5 Years	None
Phone Equipment (other than systems)	5 Years	None
Video Conference Equipment	5 Years	None

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
GENERAL		
	1.	Due date for the audited annual financial report recipients listed in 2.1 is January 1.
	2.	Is a table of contents included that encompasses the entire report? (NCGAS 1:139)
	3.	Does the table of contents identify each statement and schedule by its full name in accordance with the THECB reporting manual?
	4.	The financial statements must be arranged in numeric order. All pages must be numbered consecutively and agree with the table of contents.
	5.	The names and terms of the Board of Trustees and key administrative officers must be included in the financial report. [See Section 2.23]
	6.	Report should be proofread for typographical and grammatical errors.
REPORT OF THE INDEPENDENT AUDITOR		
	7.	Are the basic financial statements accompanied by the report of the independent auditor?
	8.	Is the report of the independent auditor presented as the first item in the financial section of the report?
	9.	Does the auditor’s report on financial include reference to generally accepted auditing standards and generally accepted government auditing standards issued by the Comptroller General of the United States?
	10.	Did the independent auditor express an unqualified opinion on the fair presentation of the basic financial statements?
	11.	Did the Independent auditor sign and date the report?
	12.	Did the auditor include all paragraphs and wording as required by the AICPA in the Statement of Position 98-3?
MANAGEMENT’S DISCUSSION AND ANALYSIS (MD&A)		
	13.	Is MD&A presented and does it follow the report of the independent auditors and precede the basic financial statements? [GASB 34 11b]
	14.	Does MD&A present condensed financial data for both the current fiscal period and the preceding fiscal period? Does condensed financial data include: [GASB 34 11b]
	15.	Total assets (distinguishing between capital and other assets)? [GASB 34 11b]
	16.	Total liabilities (distinguishing between long-term liabilities and other liabilities)? [GASB 34 11b]
	17.	Total net assets/equity (distinguishing invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets)? [GASB 34 11b]
	18.	Operating revenues (by major source)? [GASB 34 11b(4)]
	19.	Non-operating revenues (by major sources)? [GASB 34 11b (5)]
	20.	Program expenses by function?
	21.	Change in net assets?[GASB 34 11b(13)]
	22.	Ending net assets? [GASB 34 11b 14]

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	23.	Contributions (including capital, contributions to endowments, and other)? [GASB 34 11b(10)]
	24.	Does MD&A provide an overall analysis of the entity's financial position and results of operations to assess whether financial position has improved or deteriorated during the year, including reasons for significant changes? [GASB 34 11c]
	25.	Does MD&A describe significant capital asset and long-term debt activity during the year, including a change in credit rating, commitments made for capital expenses? [GASB 34 11f]
	26.	Does the MD&A include a description of currently known facts, decisions, or conditions that are expected to have a significant effect on the financial position (net assets) or results of operation? [GASB 34 11]
	27.	Do the amounts reported in MD&A agree with related amounts in the basic financial statements?
	28.	Has the college refrained from addressing in MD&A topics not specifically prescribed by GASB 34? [GASB 37]
BASIC FINANCIAL STATEMENTS		
	29.	Is a full set of basic financial statements presented (i.e., a statement of net assets, a statement of revenues, expenses, and changes in net assets/equity, and a statement of cash flows)? [GASB 34 91]
	30.	Are all of the basic financial statements referred to by their appropriate title? [GASB 34 91; THECB]
	31.	Do all of the basic financial statements include a reference to the notes?
	32.	Do all of the basic financial statements foot and tie? (Adding a footnote that indicates your statements do not tie is not acceptable)
	33.	Is the difference between assets and liabilities reported as net assets? [GASB 34: 30]
	34.	Ensure that amounts reported in the notes are correct and that they agree with applicable amounts in the financial statements.
STATEMENT OF NET ASSETS (EXHIBIT 1)		
	35.	Are assets and liabilities classified as current and noncurrent?[GASB 34 97]
	36.	Are restrictions on cash or investments properly disclosed (SFAS No 5) and are restricted amounts appropriately segregated from other cash items? Show as noncurrent assets. [ARB 43]
	37.	Are bank overdrafts reported as liabilities?
	38.	Are investment in TexPool, Lone Star, and other investments with original maturities of three month or less considered to be cash equivalents?
	39.	Is there a subtotal for "total liabilities?" [NCGAS I, appendix A. example 1; G-94, p. 443]
	40.	Has the College refrained from reporting changes in the fair value of investments as a contra-equity account (instead of including the change as part of investment income)? [GASBS 31 13]
	41.	Is the balance of net assets subdivided into the following categories, as appropriate 1) net assets invested in capital assets, net of related debt, 2) restricted net assets, and 3). nonrestricted net assets? [GASB 34 98]
	42.	Has the College refrained from reporting designations of unrestricted net assets on the face of the statement of net assets? [GASB 34 37]
	43.	Net assets reported on Statement of Net Assets (Exhibit 1) must tie to amount reported on the Statement of Revenues, Expenses, and Changes in Net Assets (Exhibit 2)
	44.	Do the amounts per the Statement of Net Assets tie to the appropriate footnotes?
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS (EXHIBIT 2)		

Appendix C – Annual Financial Reporting Requirements Checklist

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	45.	Does the statement distinguish between operating and non-operating revenues and expenses? [GASB 34 100]
	46.	Has the college refrained from including taxes and gifts within the operating category? [GASB 34 102]
	47.	Is operating income/loss reported as a separate line item? [GASB 34 100]
	48.	Are state funds shown as operating revenue?
	49.	Total operating revenues must tie to Schedule of Operating Revenues (Schedule A).
	50.	Are expenses shown by functional classification on face of statement? Reported amounts must tie to Schedule of Operating Expenses by Object (Schedule B)?
	51.	Is depreciation expense reported separately from other expense? [APB 12 5]
	52.	Has bad debt expense been netted out of the appropriate functional category?
	53.	Is change in net assets reported as a separate line item?
STATEMENT OF CASH FLOWS (EXHIBIT 3)		
	54.	Does the statement categorize cash flows as follows: cash flows from operating activities; cash flows from non-capital financing activities; cash flows from capital and related financing activities; and cash flows from investing activities? [GASB 9 31]
	55.	Are cash flows from operating activities reported by major classes of receipts and disbursements (i.e., the direct method)? [GASB 9 31]
	56.	Has the college refrained from combining cash flows for non-capital financing activities and cash flows from capital and related financing activities into single cash flows from financing activities category? [GASB 9 53-54]
	57.	Has the college reported disbursement for the acquisition of capital assets as cash flows from capital and related financing activities? [GASB 9 57a;]
	58.	Are cash receipts and cash payments generally reported gross rather than net? [GASBS9: 12-14]
	59.	Does the figure reported as cash and cash equivalents at the end of the period trace to a similar account or accounts on the Statement of Net Assets (Exhibit 1)? [GASB 9: 8;]
	60.	Is the statement accompanied by a schedule that reconciles operating income and cash flows from operating activities? [GASB 9 7]
FOOTNOTES TO THE FINANCIAL STATEMENTS		
	61.	Footnotes must be numbered.
	62.	Does the Reporting Entity footnote state: the year the college was established the college was established in accordance with the laws of the State of Texas the college is considered to be a special purpose, primary government according to GASB 14 and while the college receives funding from local, state and federal sources, and must comply with the spending, reporting, and record keeping requirements of these entities, it is not a component unit of any governmental entity?
	63.	Does the college present the summary of significant accounting policies (SSAP) as the second footnote? [NCGAS I 158; APB No 22]

Appendix C – Annual Financial Reporting Requirements Checklist

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	64.	Does the SSAP Reporting Entity footnote disclose the significant policies followed by the College in preparing their financial statements – including in accordance with Texas Higher Education Coordinating Board (THECB)’s Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges, in accordance with generally accepted accounting polices and that the College applies all applicable GASB pronouncements and all applicable FASB statements and interpretation issued on or before November 30, 1989, unless they conflict or contradict GASB pronouncements. [GASB 34 115d]
	65.	Does the SSAP Reporting Entity footnote include a statement stating the college is reported as a special-purpose government engaged in business type activities? [GASB 35]
	66.	Does the SSAP disclose tuition that is discounted?
	67.	Does the SSAP disclose basis of accounting?
	68.	Does the footnote regarding budgetary data address: that each community college is required by law to prepare an annual operating budget; that it is prepared on the accrual basis of accounting; that it has been adopted by the Board of Trustees; and that the copies are filed with the THECB, Legislative Budget Board, Legislative Reference Library and Governor’s Office of Budget and Planning?
	69.	Does the SSAP define both cash and cash equivalents? [APB 22 12]
	70.	Does the SSAP indicate how investments are valued and definition of short term and long term investments? [APB 22 12]
	71.	Does the SSAP disclose how inventories are valued? [APB 22 12]
	72.	Does the SSAP disclose the capitalization threshold(s) for capital assets, the method of depreciation and the estimated useful lives? [GASB 34 115e; APB 12]
	73.	Does the SSAP disclose what revenues are deferred revenues?
	74.	Has the fact that preparation of financial statements in conformity with GAAP requires the use of management’s estimates been disclosed? [SOP 94-6]
	75.	Does the SSAP disclose the college’s policy for defining operating and non-operating revenues? [GASB34 115g] .
	76.	If applicable, is there a footnote regarding a Restatement of Net Assets present? If applicable, does the footnote include a chart which details the amounts restated and an explanation why these net assets were restated?
	77.	Is the footnote on deposits and investment in compliance with GASB 40 and include: the type of investments the college is allowed to invest in; list of the types of investments (securities) held by the college categorized by maturities; and include the college’s policy on the four types of risk?
	78.	If the College invests in derivatives during the fiscal year the footnote must disclose the nature of the transactions, the reasons for entering into them and the College’s exposure to credit risk, market risk, and legal risk. [GASBTB 94-1]
	79.	Do the notes furnish information on the College’s capital assets? [GASB 34 116] Does the note present each major class of capital assets; Does the note report nondepreciable capital assets; Does the note present accumulated depreciation; and Does the note disclose changes in capital asset balances?

Appendix C – Annual Financial Reporting Requirements Checklist

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	80.	Do the disclosures on major classes of capital assets include the following: [GASB 34 117] Beginning and ending balances with accumulated depreciation presented separately from historical cost; Capital additions; Sales or other dispositions; and Current depreciation expense?
	81.	Is a description of collections of works of art and historical treasures that are not being capitalized presented and the reason for not capitalizing them? [GASB 34 118]
	82.	Do the notes provide all required information separately for each major class of long-term liabilities? [GASB 34]
	83.	Does long-term liability footnote include: [GASB 34 119] beginning and ending balance; increase and decreases shown separately; and portion due within one year?
	84.	Do the notes disclose debt service to maturity of all outstanding debt? [GASB 38, GAAFR 196] Does the disclosure present debt service payments separately for each of the next five years? Are the principal and interest components of debt service shown separately; and are debt service payments shown for subsequent years reported in five year increments?
	85.	For capital leases, has the gross amount of assets purchased on capital leases and the accumulated depreciation been presented separately and the lease obligation classified current and long-term? Has disclosure been made for future minimum lease payments as of the August 31 date in the aggregate and for each of the next five subsequent years, and in five year increments thereafter? [SFAS 13 16b; GASB 38 11]
	86.	Have the following disclosures been made for operating leases having initial or remaining non-cancelable lease term in excess of one year: future minimum rental payments for each of the next five years and in five-year increments thereafter? [GASB 38 11] total amount of minimum rentals to be received in the future under non-cancelable subleases as the latest balance sheet date? [SFAS 13 16b]
	87.	Does the bonds payable footnote address the detail of individual long-term debt as follows: bond issue name and series; purpose for which the debt was issued; type of debt (general obligation bonds, revenue bonds, etc.); disclose original amount of the debt; disclose the interest rate and range of maturities; and the source of revenue to repay the debt?
	88.	If the College undertook a refunding during the year that either defeased or redeemed the refunded debt does the note disclose: [GASB 7] a brief description of the refunding transaction; the aggregate difference in debt service between the refunding and the refunded debt; and the economic gain or loss on the transaction.
	89.	Does the footnote on employees' retirement plan include: the name of the plan and a brief description of the type of benefits provided; the percentage of participant salaries currently contributed by the State and by each participant; a paragraph describing the Optional Retirement Program (ORP); participation in lieu of Teacher's Retirement System (TRS); provides for purchase annuity contracts; the State has no additional unfunded liability for the program; total payroll of the College and total payroll of employees covered by each plan; and the percentage of participants salaries currently contributed by the State and by each participant?

Appendix C – Annual Financial Reporting Requirements Checklist

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	90.	Does the footnote on the deferred compensation program address that the authority is granted by Government Code 609.001?
	91.	A footnote on compensable absences must disclose the college’s policy on annual and sick leave for all employees upon termination or death and the amount that should be reported as a current and non-current liability. The footnote needs to include number of hours that may be accumulated, the rate it is earned and when it is paid. The short and long-term liability portions of the compensable absences should agree with the entries for “Compensable Absences” in the “Long-term Liability” footnote.
	92.	If applicable, are there any lawsuits pending against the college and what are the potential significance for these lawsuits?
	93.	When balances of receivables and payables reported on the statement of net assets are aggregations of different components, is the significant component disclosed in the footnotes? [GASB 38]
	94.	Does the footnote regarding contract and grant awards address: when revenue is recognized; how funds expended but not yet collected are reported (grant receivables); how funds received but not yet expended are reported (deferred revenue); how awards that are not yet funded and for which the college has not yet performed services are reported; and report the amounts of awards already committed but which monies have not been received nor expended?
	95.	If the college pays for other post employment benefits for employees (for example health-care benefits), either in whole or in part, do the notes discuss these benefits? [GASB 12]
	96.	Does the footnote regarding <i>ad valorem</i> tax address: (The <i>ad valorem</i> tax information must be a footnote, not supplementary schedules. Supplementary schedules are not required.) [NGCA 13] when taxes are levied; the gross assessed valuation of the college, the exemption and abatements, and the net assessed valuation; tax rate per \$100 valuation authorized and assessed for both current operations and debt services; the amount of taxes levied for the year ended August 31, FY2 which includes penalty and interest if applicable; the amount of taxes collected. Specifically current taxes, delinquent taxes, penalty and interest; collected for current operations and debt service including totals; when taxes are due; and tax collection as a percentage of the current tax levy?
	97.	Does footnote on income tax disclose that the college is exempt from income tax under IRC Section 115 and whether the college has any unrelated business income tax liability?
	98.	If the college has a component unit in accordance with GASB 39, is there a footnote that includes: a brief description of the component unit; the criteria for including as a component unit; how the component unit is reported - (remember to place component unit financial statements; directly behind the college’s financial statements for example college’s Statement of Net Assets; followed the component unit balance sheet, etc?
	99.	Does the disclosure of material related party transactions include [SFAS 57] the nature of the relationship; a description of the transaction; dollar amounts of the transaction; and amounts due and from the related parties?
	100.	If applicable, if any subsequent events exist they must be disclosed in paragraph form. [SFAS 5]
	101.	Does the footnote regarding postemployment benefits include the current and most previous two years of required contributions for the State Retiree Health Plan (i.e. ERS)?
	102.	If applicable, is the method of accounting and reporting for non-exchange transactions disclosed? [GASB 33]

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	103.	If the college has any significant commitments (e.g. construction), do the notes disclose them? [NCGA I6]
	104.	Other disclosures as appropriate (such as segments, pledges, etc).
SCHEDULE OF DETAILED OPERATING REVENUES (SCHEDULE A)		
	105.	Are the totals for each line item combined for Unrestricted and Restricted and shown in a separate column entitled Educational Activities?
	106.	Is a total column presented for the current year?
	107.	Is a memorandum total column presented for the prior year?
	108.	Is tuition broken down between state-funded courses and non-state-funded courses?
	109.	Is there a subtotal for tuition and fees?
	110.	Are the various fees shown separately with a subtotal?
	111.	Are scholarships allowance and discounts detailed enough as not to need a separate schedule? For example remission and exemptions, allowance for federal financial aid, allowance for state financial aid, etc. If not a separate schedule needs to be prepared.
	112.	Is the TPEG set aside amount recorded at the bottom of the schedule?
	113.	Are auxiliary revenues and discounts shown in a separate column?
	114.	Are auxiliary revenues detailed enough so as not to need a separate schedule?
	115.	Do the totals tie with the Schedule of Revenues, Expenses, and Changes in Net Assets (Exhibit 2)?
	116.	Is there a footnote explaining any out-sourced auxiliary operations?
	117.	Is this schedule audited?
SCHEDULE OF OPERATING EXPENSES BY OBJECT (SCHEDULE B)		
	118.	Are educational activity expenses broken down between Unrestricted and Restricted line items?
	119.	Are expenses classified according to NACUBO's elements of cost and further classified by natural classifications? Are scholarship amounts netted?
	120.	Are auxiliary expenses shown as a separate line item below Total Educational Activities?
	121.	Is depreciation shown as a separate line item? [APB 12 15]; and broken down between Buildings and Other Real Estate Improvements and equipment?
	122.	Do the totals tie with the Schedule of Revenues, Expenses, and Changes in Net Assets (Exhibit 2)?
	123.	Is a total column presented for the current year?
	124.	Is a Memorandum total column presented for the prior year?
	125.	Is this schedule audited?

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
SCHEDULE OF NON-OPERATING REVENUES AND EXPENSES (SCHEDULE C)		
	126.	Are revenues and expenses for non-operating activities listed in separate columns for Unrestricted, Restricted and Auxiliary operations?
	127.	Is a total column presented for the current year?
	128.	Is a Memorandum total column presented for the prior year?
	129.	Are non-operating revenue and expenses broken down between revenue and expense categories?
	130.	Do the totals tie with the Statement of Revenues, Expenses, and Changes in Net Assets (Exhibit 2)?
	131.	Is this schedule audited?
SCHEDULE OF NET ASSETS BY SOURCE AND AVAILABILITY (SCHEDULE D)		
	132.	Are net assets broken out into Current, Loan, Endowment, and Plant line item categories?
	133.	Are net assets also listed in columns as Unrestricted, Restricted (Expendable or Non-Expendable), and Capital Asset Net of Depreciation and Related Debt?
	134.	Is a total column presented for the current year?
	135.	Are amounts available for current operations indicated under “yes,” or “no” columns?
	136.	Are Board designated reserves reflected in Board minutes?
	137.	Does the total column tie to Statement of Net Assets, Exhibit 1?
	138.	Is a Memorandum total row for the prior year presented below the current year totals?
	139.	Is this schedule audited?
INDEPENDENT AUDITORS’ REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON THE AUDIT OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS		
	140.	Does the report contain all the required elements? [SOP 98-3, GAS 5.17]
INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133		
	141.	Does the report contain all the required elements? [SOP 98-3, GAS 5.17]
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND FOOTNOTES (SCHEDULE E)		
	142.	Are all federal funds received by the college included in the Schedule? This includes non-cash assistance from the federal government.
	143.	Is each federal program listed by official name (not by the name of a sub-part of the agency) and CFDA number? If in doubt, did you check the official web site for CFDA names and numbers? (http://12.46.245.173/cfda/cfda.html)

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	144.	Are the listed federal funds listed in numeric order of the first two digits of the CFDA numbers, with the exception of the U.S. Department of Education, which should be listed first?
	145.	Are the programs from each federal agency listed in numeric order of the last three digits of the CFDA numbers, divided by direct programs and pass-through programs?
	146.	If the CFDA number is not known and cannot be determined by calling the source agency – pass-through or direct – is the CFDA number listed with the first two digits representing the federal agency followed by 000?
	147.	Are all programs listed under sub-headings of direct programs listing or the pass-through programs listing?
	148.	Are pass-through programs properly identified with the pass-through entity and pass-through grantor's number?
	149.	Are the listed pass-through entities the <i>immediate</i> pass-through entity and not other entities which might have pass-through funds to the immediate pass-through entity?
	150.	Is the pass-through grantor's number correct? (Most pass-through grantors change the number every year.)
	151.	Is each pass-through entity listed only once within each federal agency?
	152.	If a federal program – i.e., same CFDA number – is listed on more than one line, is there a subtotal for that program?
	153.	Do amounts listed include any administrative costs or indirect costs received?
	154.	Are LEAP and SLEAP funds received by students of the college included in the Schedule?
	155.	Are all federal loan programs shown either in the schedule (preferred) or in a footnote?
	156.	Are all amounts shown in the schedule shown in whole dollars – no cents shown?
	157.	Has the schedule been footed?
	158.	Is there a statement at the end of the schedule referring the reader to following footnotes?
	159.	Do the footnotes include a reconciliation of the total amount shown by the schedule to what is shown in the financial statements – even if the figures agree?
	160.	Is there a footnote to explain why each applicable federal fund is not required to be audited under OMB Circular A-133?
	161.	Is there a footnote showing non-monetary assistance received if such assistance is not included in the schedule?
	162.	Is there a footnote explaining the basis of accounting for the programs presented in the schedule?
	163.	Is there a footnote showing to which other entities the college has passed-through funds, including program name, CFDA number, sub-recipient names, and sub-recipient amounts?
SCHEDULE OF EXPENDITURES OF STATE AWARDS AND FOOTNOTES (SCHEDULE F)		
	164.	Is this schedule and footnotes included?
SCHEDULE OF FINDINGS AND QUESTIONED COSTS		
	165.	Are all 11 questions answered as shown in the AICPA's Statement of Position 98-3 and answered in the manner required by the AICPA?

THE ANNUAL FINANCIAL REPORTING REQUIREMENTS CHECKLIST		
Yes or N/A	#	Criteria
	166.	Are the proper federal programs which have been designated as a cluster in Part 5 – Clusters of Programs, <i>A-133 Compliance Supplement</i> be audited as a single program if one has been selected as a Type A major program?
	167.	Are Sections II and III included, even if there are no findings?
	168.	Is all required information given for any findings? (See OMB Circular A-133, Sec. ____ .510 Audit Findings, (b) (1) through (8).
	169.	If there are any findings reported, is there also presented a Corrective Action Plan which must list the employee responsible for the needed corrective action and the anticipated date of completion of the corrective action for each listed finding?
	170.	Type A program not audited as a major program in one of the last two years must be audited as a major program this year. [OMB Circular A-133]
	171.	Title IV funding may be audited as a cluster of programs.
STATISTICAL SECTION		
	172.	Does the report include a statistical section? (NCGAS1)
	173.	Is the word Unaudited included in the title of each schedule?
	174.	Does the statistical section include all eighteen required schedules?
	175.	Do the amounts reported in the statistical table agree with related amounts reported in the financial section?
	176.	Is any deviation from the template or any estimate disclosed in the notes?

Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting (CAFR Program)

The Certificate Program, established in 1945, is designed to recognize and encourage excellence in financial reporting by state and local governments and is recognized as the highest award in governmental financial reporting. Those choosing to participate in the program submit copies of their CAFRs for review by an impartial Special Review Committee (SRC) of qualified judges. Reports meeting program standards are awarded Certificates of Achievement. The CAFR generally should demonstrate a constructive "spirit of full disclosure" effort to clearly communicate its financial picture, to enhance understanding of the logic underlying the traditional governmental financial reporting model and to address CAFR user needs.

The CAFR will be graded on the following categories, when applicable to the government:

- Cover, table of contents, and formatting
- Introductory section
- Report of the independent auditor
- Management's discussion and analysis (MD&A)
- Basic financial statements (preliminary considerations)
- Government-wide financial statements
- Fund financial statements (general considerations)
- Governmental fund financial statements
- Proprietary fund financial statements
- Fiduciary fund financial statements
- Summary of significant accounting policies (SSAP)
- Note disclosure (other than the SSAP and pension-related disclosures)
- Pension-related note disclosures
- Required supplementary information (RSI)
- Combining and individual fund information and other supplementary information
- Statistical section
- Other Considerations

Further information about the Certificate Program can be obtained by sending e-mail to CAFRProgram@gfoa.org. Please visit the GFOA Forms section of GFOA.org to obtain checklists for use in reviewing CAFRs for suitability in meeting program requirements.

Significant differences from THECB requirements

Most of the requirements for the CAFR program are similar to the THECB requirements. Although others may exist, one noticeable difference is the inclusion of a letter of transmission required in the CAFR program.



This document is available on the Texas Higher Education Coordinating Board
Website: <http://www.thecb.state.tx.us>

FY2008 Community College Financial Reporting Requirements Committee

Ms. Kim Green	Dallas County Community College District
Ms. Carol Hutson	Tyler Junior College
Mr. Joe Madden	Collin County Community College District
Mr. Carter Rouse	Weaver and Tidwell, LLP
Mr. Neil Vickers	Austin Community College

Coordinating Board Staff:

Mr. Gary Johnstone
Mr. Jeff Treichel
Mr. Jim Pinkard

For More Information:

Jim Pinkard, Program Director
Planning & Accountability,
Finance and Resource Planning
Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711
512/427-6130; FAX 512/427-6147
james.pinkard@thecb.state.tx.us