**Oklahoma State Regents for Higher Education**

**INSTRUCTIONS FOR PREPARING THE INSTITUTION’S ANNUAL REPORT OF FUNDS – FY2024**

The instructions apply to the summary data sheets and thirteen supporting schedules pertaining to current operating funds. They also include the institution’s report of capital funds, inventory of physical facilities, and bonded indebtedness. These items comprise Form SR-A6 to be used by each institution to supply financial information to the Oklahoma State Regents for Higher Education. Input should be prepared in accordance with the online Form SR-A6 Survey layout. The items included in Form SR-A6 are as follows:

Schedule 1 Educational & General Budget - Part I, Income

Schedule 1A Educational & General - Mandatory Fees Income - Funds 290 and 700

Schedule 1B Educational & General Budget - Part I – Federal Sponsored Research and Other Federal Sponsored Programs - Fund 290

Schedule 2 Sponsored Research & Other Sponsored Program Income – Educational and General Budget - Part II - Fund 430

Schedule 3 Sponsored Research & Other Sponsored Program Income – Agency Special Account - Fund 700

Schedule 4 Auxiliary Enterprise Income

Schedule 5 Income for Other Agency Special Accounts, Hospitals and Clinics, and Student Financial Aid Assistance

Schedule 6 Educational & General Budget - Part I, Expenditures

Schedule 6a Educational & General Expenditures for Instruction by Cost Center Code and by Object

Schedule 7 Sponsored Research & Other Sponsored Program Expenditures – Educational & General Budget - Part II - Fund 430

Schedule 8 Sponsored Research & Other Sponsored Program Expenditures – Agency Special Account - Fund 700

Schedule 9 Auxiliary Enterprise Expenditures

Schedule 10 Expenditures for Other Agency Special Accounts, Hospitals and Clinics, and Student Financial Aid Assistance

Schedule 91 Inventory of Physical Facilities

Schedule 92 Report of Bonded Indebtedness

Schedule 94 Report of Capital Funds

Schedule 95 Current Operating Funds

Form SR-A6 generally follows the definitions and recommendations of Financial Accounting and Reporting Manual (FARM), published by the National Association of College and University Business Officers, and the Handbook on Budgeting and Accounting for The Oklahoma State System of Higher Education. A review of pertinent definitions and recommendations is included in the specific instructions that follow. It is important that these instructions be read and studied in detail before work is begun on the schedules.

The income and expenditures for this report are to be computed on a cash-flow basis. Thus, income is reported only to the extent that deposits are made and expenditures to the extent that claims are filed. Consequently, the amounts reported, when adjusted for items in transit, would correspond to the Office of State Finance and State Treasury Records.

#### Schedule 1 – EDUCATIONAL AND GENERAL BUDGET – PART I, INCOME

Schedule 1 reports current income from state appropriations and revolving funds that are expendable for the educational and general operations of the institution. General operations include the instructional, research, extension and public service activities of the institution as well as the necessary supporting activities such as libraries, institutional support, scholarships, and physical plant operations. Current restricted funds that are spent for educational and general operations are considered educational and general income in the period in which they are spent. Specific sources of educational and general income are identified as follows:

1. **Tuition and Student Fees**. All tuition, mandatory and academic service fees assessed to students for educational and general purposes. Included here should be only those prescribed fees that must be paid by the student as a condition for (a) applying for admission to the institution, (b) enrolling in the institution, (c) changing enrollment, (d) enrolling in specific courses, or (e) graduating from the institution. Tuition, mandatory fees and academic service fees are reported in Lines 1020 through 1300. Mandatory fees for Educational and General, Part I, Fund 290 are reported in lines 1040 through 1075. Mandatory fees for Fund 700 Agency Special Accounts (Auxiliary Enterprises) are reported in lines 1080 through 1091.
2. **Federally Appropriated Income**. Continuing appropriations that come to the institution from the federal government such as Federal Stimulus CARES Fund, American Rescue Plan Act (ARPA), and appropriations for land-grant colleges. Income for research contracts, institutes, and the like, should not be reported here. Line 1310.
3. **State-Appropriated Income**. State-appropriated funds are those appropriated by the State Legislature to the Oklahoma State Regents for Higher Education for allocation to public colleges and universities for educational and general purposes. State-appropriated funds are not generally allocated for Educational and General Budget-Part II, Educational and General Sponsored Research and Other Sponsored Programs, Auxiliary Enterprises, or Student Aid.

State appropriations for operations are reported on line 1320. State appropriations received from the state regents for contracts, grants, and reimbursements are reported on line 1402.

1. **Endowment Income**. Income available for educational and general purposes that is earned on the investment of endowment funds, funds functioning as endowment, and other non-expendable funds. Lines 1350 through 1390.
2. **Gifts and Bequests**. All unrestricted gifts and bequests that are expendable for educational and general purposes and all restricted gifts and bequests to be expended during the period of this report for regular educational and general activities. Lines 1350 through 1390.
3. **Contracts, Grants and Reimbursements**. All contracts and grants received from both private and public sources including indirect cost reimbursements and from other sources for contract research and services. Restricted contracts and grants that are expendable for current operating purposes are considered as income in a given year only to the extent they are spent in that year. Lines 1400 through 1460. Note: State appropriations received from the state regents for contracts, grants, and reimbursements are reported on line 1402. Examples are Brain Gain, National Guard Tuition Waiver and concurrent enrollment reimbursements.
4. **Sales and Services of Educational Departments.** Incidental income of educational departments such as proceeds from the sale of department publications, products, or services are reported on Line 1510. Excluded from this category of income would be income from organized activities related to educational departments.
5. **Organized Activities Related to Educational Departments.** Income from organized activities operated in connection with instructional departments primarily for the purpose of giving professional training to students such as teacher education laboratories and clinics, agricultural college creameries, agricultural college farms, and the like. Some difficulty might be encountered in classifying particular items of income as that from “sales and services of educational departments” or that from “organized activities related to educational departments.” To illustrate the difference between the two categories, assume an item of income arising as a result of the repair of an automobile by an auto mechanics class. If the auto mechanics department regularly holds itself out as being available to perform auto repair work as a means of providing training for students, the income from such an activity should be considered as that from “organized activities related to educational departments.” Lines 1520 through 1610. However, if the income resulted only incidentally to regular class activity and there is no formally organized facility for such purpose, the income should be considered as that from “sales and services of educational departments.” Line 1510.
6. **Other Income.** Any other income in addition to that as classified in the various categories above which, according to state law and regulations, is available for educational and general purposes at the institution. Lines 1620 through 2000.

Schedule 2 – SPONSORED RESEARCH AND OTHER SPONSORED PROGRAMS INCOME – EDUCATIONAL AND GENERAL BUDGET PART II – FUND 430

Schedule 2 reports the major federal agencies and nonfederal sources providing sponsored research and other sponsored program funding to Oklahoma universities and colleges. These sources of income are transacted in the institutions 430 Fund.

* Lines 2025 through 2085 report income from federal agencies.
* Line 2090 is a sub-total that calculates “Total Federal Funds”.
* Lines 2095 through 2140 reports income from nonfederal sources.
* Line 2150 reports the total of “Total Sponsored Income” and is the sum of the amount reported on line 2090 and the nonfederal funds reported on lines 2095 through 2140.
* Lines 2151 through 2155, located under “Summary of Federal Funds” report the classification of the “Total Federal Expenditures” into five classifications:

1. Research and Research Flow-Through Funds,

2. Student Support Services

3. Instruction and Training (Not related to Continuing Education and Public Service)

4. Continuing Education and Public Service

5. Other

* Line 2156 reports the “Total Federal Income”. This amount must be equal to the amount reported on Line 2090 “Total Federal Funds”.

Note: Student Financial Aid Assistance Income is reported on Schedule 5, Lines 2355, 2357 and/or 2360.

Included in Schedule 2 should be only restricted gifts, grants, and other income used for the purpose of carrying out the terms of contracts with government agencies or other outside organizations or persons to conduct specific research projects or to render other specialized services for which payment is to be made on a cost fixed-price basis. As such, the amount of income reported on this schedule should be limited to the amount reported as expended on Schedule 7 during the period of this report.

Federal work-study funds received from the US Department of Education should be reported here or on Schedule 3. Reimbursements for indirect cost are generally reported on Schedule 1.

Schedule 3 – SPONSORED RESEARCH AND OTHER SPONSORED PROGRAM INCOME – AGENCY SPECIAL ACCOUNT – FUND 700

Schedule 3 reports the major federal agencies and nonfederal sources providing sponsored research and other sponsored program funding transacted in the institutions 700 Fund. The format is the same as for Schedule 2.

* Lines 2160 through 2220 report income from federal agencies.
* Line 2225 is a sub-total that calculates “Total Federal Funds”.
* Lines 2230 through 2255 reports income from nonfederal sources.
* Line 2260 reports the total of “Total Sponsored Income” and is the sum of the amount reported on line 2225 and the nonfederal funds reported on lines 2230 through 2255.
* Lines 2261 through 2265, located under “Summary of Federal Funds” report the classification of the “Total Federal Expenditures” into five classifications:

1. Research and Research Flow-Through Funds,

2. Student Support Services

3. Instruction and Training (Not related to Continuing Education and Public Service)

4. Continuing Education and Public Service

5. Other

* Line 2266 reports the “Total Federal Income”. This amount must be equal to the amount reported on Line 2225 “Total Federal Funds”.

Included in Schedule 3 should be all sponsored research and other sponsored programs income from gifts, grants, reimbursements, earnings, and other revenues received not reported in Schedules 1 or 2 above. Do not include profits or overhead reimbursements that are reported as income in Schedules 1 or 2 above. Income listed here is restricted income and as such should be limited to the amount reported as expended on Schedule 8 during the period of this report.

Note: Student Financial Aid Assistance Income is reported on Schedule 5, Lines 2355, 2357 and/or 2360.

#### Schedule 4 – AUXILIARY ENTERPRISE INCOME

Included in Schedule 4 is income that is received by auxiliary enterprises including income from students’ fees and charges that are collected for the purpose of supporting the auxiliary enterprises.

An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, or incidentally to the general public and charges a fee directly related to, although not necessarily equal to, the cost of the goods and services. The distinguishing characteristic of an auxiliary enterprise is that it is managed as an essentially self-supporting activity. Examples are residence halls, food services, intercollegiate athletics (only if essentially self-supporting), college stores, faculty clubs, faculty and staff parking, and faculty housing. Student health services, when operated as an auxiliary enterprise, also are included. Hospitals, although they may service students, faculty, or staff, are classified separately because of their financial significance. Income from hospital and medical clinics activities are reported on Schedule 5.

In determining the degree to which an enterprise is self-supporting, consideration must be given to all direct expenses incurred by the enterprise as well as appropriate physical plant expenses, general and administrative expenses, and other indirect expenses that are allocable to the enterprise. Excluded are elements of support of the enterprise and resources of the institution that are for the purpose of supporting educational and general operations and student aid programs, as well as resources received by way of gifts and grants.

This category includes the following subcategories:

**Auxiliary Enterprises** – **Student**. This subcategory includes income for auxiliary enterprise activities primarily intended to furnish services to students. A student health service, when operated as an auxiliary enterprise, is included. Examples are income from resident halls, food service, student health services, college unions and college bookstores.

**Auxiliary Enterprises – Faculty/Staff**. This subcategory includes income for auxiliary enterprise activities primarily intended to provide a service to the faculty, staff or both. Such activities include the faculty club, faculty and staff parking, and faculty housing.

**Intercollegiate Athletics**. This subcategory includes income for an intercollegiate sports program when the program is operated in accordance with the definition of an auxiliary enterprise (essentially self-supporting). Note: Student activity fees used to support intercollegiate athletics should be reported here.

**Auxiliary Enterprises – Other**. This subcategory includes income for auxiliary enterprise activities primarily intended to furnish goods and services that are related to the higher education mission. Customers of these goods and services will primarily not be students, faculty or staff. Entities of this type are formed to meet the geographic and public service needs of a region and generally relate to an institution’s mission of teaching, research, or public service. Examples of such an entity would be a drug testing center or a university press department.

**Other Self-Supporting Enterprises**. This subcategory includes activities that were primarily established to provide goods and services to other internal units on a fee for service basis. The following characteristics assist in identifying these units:

* They are self-supporting units that operate on a break-even basis for those goods and services offered to other units.
* They could provide, to a lesser extent, the same goods and services to faculty, staff, students and related entities.
* The goods and services are provided at an institutional level. This excludes enterprises that only service units within the same department. Examples are a telecommunications department that services the entire institution and would be considered other self-supporting while the chemistry stores department services only chemistry units and is therefore reported at net within Educational and General, Part I.
* This classification does not preclude the current reporting practices for entities included in other functional categories (e.g., research, academic support).

Expenses incurred under this subclass should be netted against revenues since the predominance of transactions is internal. See the note below.

**Mandatory Transfers/Auxiliary Enterprises, Auxiliary Enterprises-Other, Other Self-Supporting Enterprises.** This subcategory includes mandatory transfers relating to auxiliary enterprises, including amounts set-aside for debt retirement, interest, and required provisions for renewals and replacements to the extent not financed from other sources.

Note: It is important to review the NACUBO Farm or NACUBO Advisory Report 99-2, “Accounting and Reporting for Auxiliary, Auxiliary-Other, and Other Self-supporting Activities”. This information affects Schedules 4 and 9 of the SRA6 report.

The NACUBO Advisory states that “Other Self-supporting Activities” should be reported at “Net of Expenses”. Thus, netted income and expense would be reported on Schedule 4 with no entry on Schedule 9.

#### Schedule 5 – INCOME FOR OTHER AGENCY SPECIAL ACCOUNTS, HOSPITALS AND CLINICS AND STUDENT FINANCIAL AID ASSISTANCE

In FY2003, a new section was added to Schedule 5 to report other agency special income. On line 2353 report any agency special income not reported on schedules 3 and 4 or as hospitals and clinics, or as student financial aid assistance on schedule 5. Income from hospitals and medical clinics should be reported on line 2352. General healthcare services provided by the institution to students and staff should be reported on Schedule 4, if operated as an auxiliary enterprise.

Note: The SRA6 report excludes the reporting of income and expenditures from loan funds and agency funds such as student organizations and student accounts.

Lines 2355 through 2365 report income for student financial aid assistance. Line 2355 reports income received from the Department of Education for student financial aid. Line 2357 reports income received from all other federal agencies providing student financial aid. Line 2360 reports all non-federal student financial aid.

On Schedule 5, the student financial aid assistance section reports current income from gifts, grants, endowments or other sources that are specifically designated for student aid. Tuition waivers are reported on schedule 1 as tuition income.

Student aid is defined as scholarships, fellowships, prizes, grants and other forms of student assistance but excludes student loans, student employment, and service scholarships where service is required of the student receiving the scholarships. Scholarships include private and public scholarships. Fellowships include stipends paid to recipients and any cash payments made to the institution on behalf of the student.

#### Schedule 6 – EDUCATIONAL AND GENERAL BUDGET – PART I EXPENDITURES

Schedule 6 should include all expenditures that are made for the purpose of carrying out the regular educational and general operations of the institution. Those expenditures should be classified both by function and by object according to the following definitions:

#### FUNCTIONS

1. **Instruction**. Expenditures for all activities that are part of an institution’s instruction program. The instruction program includes those activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. “Educational change” is defined to include (1) the acquisition or improved understanding of some portion of a body of knowledge, (2) the adoption of new or different attitudes, and (3) the acquisition or increased mastery of a skill or set of skills. The activities that may be carried out to elicit these educational changes include both teaching activities and facilitating activities. (Note: Facilitating activities are more commonly associated with the design and guidance of a learning experience rather than with teaching something to a learner.) Facilitating is considered an integral part of the design and conduct of an instructional program, but academic advising generally is carried out as a support function for an instructional program. Therefore, academic-advising activities are classified within the academic support program. Expenditures for credit and non-credit courses (except extension non-credit courses), for academic, vocational, and technical instruction, for remedial and tutorial instruction, and for regular, special, and extension sessions should be included. Expenditures for departmental research and public service that are not separately budgeted should be included in this classification. This function excludes expenditures for academic administration when the primary assignment is administration—for example, academic deans. However, expenditures for department chairpersons, in which instruction is still an important role of the administrator, are included in this function. Include expenditures for formally organized and/or separately budgeted instructional informational technology.
2. **Research**. Expenditures for activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. The research program includes those activities intended to produce one or more research outcomes including the creation of knowledge, the organization of knowledge, and the application of knowledge. Subject to these conditions, it includes expenditures for individual and/or project research as well as those of institutes and research centers. This function does not include all sponsored programs nor is it necessarily limited to sponsored research, since internally supported research programs, if separately budgeted, might be included in this function under the circumstances described above. Expenditures for departmental research that are separately budgeted specifically for research are included in this function. Instructional activities, such as workshops, short courses, and training grants, should not be classified within the research program but should be classified as part of instruction unless they satisfy the specific criteria outlined for inclusion within the public service program. This function includes the following: Institutes and Research Centers – Includes expenditures for research activities that are part of a formal research organization created to manage a number of research efforts. While this program includes agricultural experiment stations, it does not include federally funded research and development centers, which should be classified as independent operations. Individual and project research – Includes expenditures for research activities that normally are managed within academic departments. Such activities may have been undertaken as the result of a research contract or grant or through a specific allocation of the institution’s general resources. Include expenditures for formally organized and/or separately budgeted research informational technology.
3. **Public Service**. Expenditures for activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. The public service program includes those program elements established to make available to the public the various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. This program includes the provision of institutional facilities, as well as those services of the faculty and staff that are made available outside the context of the institution’s regular instruction and research programs. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this function are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting and similar non-instructional services to particular sectors of the community. If a particular set of activities was initiated and funded by an external group or agency apart from the institution’s normal instruction or research programs, those activities generally should be included in the public service program. The rationale for this classification is that the institution is making available its particular unique resources, services, and expertise in order to either serve a community need or solve a community problem. Include expenditures for formally organized and/or separately budgeted public service informational technology.
4. **Academic Support**. Expenditures 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—for example, libraries, museums, and galleries; (2) the provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education; (3) media such as audiovisual services and technology such as computing support; (4) academic administration (including academic deans but not department chairpersons) and personnel development providing administrative support and management direction to the three primary missions; and (5) separately budgeted support for course and curriculum development. For institutions that currently charge certain of the expenditures—for example, computing support—directly to the various operating units of the institution, this function does not reflect such expenditures. Include expenditures for formally organized and/or separately budgeted academic support informational technology.
5. **Student Services**. Expenditures for offices of admissions and registrar and those activities whose primary purpose is to contribute to the student’s emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenditures for student activities, cultural events, student newspaper, intramural athletics, student organizations, intercollegiate athletics (if the program is operated as an integral part of the department of physical education and not as an essentially self-supporting activity), counseling and career guidance (excluding informal academic counseling by the faculty) student aid administration, and student health services (if not operated as an essentially self-supporting activity). Include expenditures for formally organized and/or separately budgeted student services informational technology.
6. **Institutional Support.** Expenditures for: (1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; (2) fiscal operations, including the investment office; (3) administrative data processing; (4) space management; (5) employee personnel and records; (6) logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; (7) support services to faculty and staff that are not operated as auxiliary enterprises; and (8) activities concerned with community and alumni relations, including development and fund raising. The overall objective of the institutional support function is to provide for the institution’s organizational effectiveness and continuity. Appropriate allocations of institutional support should be made to auxiliary enterprises, hospitals, and any other activities not reported under the Educational and General heading of expenditures. Include expenditures for formally organized and/or separately budgeted administrative informational technology.
7. **Operation and Maintenance of Plant**. Expenditures of current operating funds for the operation and maintenance of physical plant, in all cases net of amounts charged to auxiliary enterprises, hospitals, and independent operations. It does not include expenditures made from the institutional plant fund accounts. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, security, safety, and fire protection, property insurance and similar items. Include expenditures for formally organized and/or separately budgeted physical plant informational technology.
8. **Scholarships and Fellowships.** Expenditures for scholarships and fellowships-from current unrestricted funds—in the form of grants to student, resulting either from selection by the institution or from an entitlement program. It also should include trainee stipends, prizes, and awards, except trainee stipends awarded to individuals who are not enrolled in formal course work, which should be charged to instruction, research or public service as appropriate. If the institution is given custody of the funds, but there is neither a selection by the institution nor an entitlement program, the funds should generally be accounted for and reported in the agency funds group rather than in the current funds group. Recipients of grants are not required to perform services to the institution as consideration for 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 Work-Study Program, the charges should be classified as expenditures of the department or organizational unit to which the service is rendered. Aid to students in the form of tuition or fee remissions also should be included in this function. However remission of tuition or fees granted because of faculty of staff status, or family relationship of student to faculty or staff, should be recorded as staff benefits expenditures in the appropriate functional expenditure function. This activity/function includes the following: scholarships that include grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Fellowships are defined as grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered, such as payments for teaching.

#### OBJECT of EXPENDITURES

1. **Personnel Services**

**1.a. Teaching Salaries**. All salaries paid for resident teaching services including payments for sabbatical leaves and extra compensation for overload teaching assignments. Excluded her are salaries paid for administrative and other non-teaching services, the proportional part of the salaries of department heads and deans paid for non-teaching services, salaries paid for separately budgeted research activities and retirement supplements.

**1.b. Professional Salaries**. All salaries paid for professional services other than teaching services. Included in this category would be salaries paid for administrative services, separately budgeted research services, and other such services.

**1.c. Other Salaries and Wages**. All salaries and wages paid that are not classified as “teaching salaries” or “professional salaries.” Included should be the salaries and wages of secretarial and clerical personnel, janitors, student help, maintenance personnel, and the like.

**1.d. Fringe Benefits**. Expenditures for the welfare of the faculty and staff include institutional payments of group insurance premiums, retirement allowances institutional payment of social security taxes, and worker’s compensation insurance premiums.

**1.e. Professional Services.** Non-payroll expenditures made for professional services such as auditing, consulting, legal, architectural, and other professional and technical fees.

1. **Travel.** Expenditures for the transportation of institutional employees as well as subsistence allowances made to those employees for the period of time that they are involved in travel.
2. **Utilities.** Electricity, gas, water, and sewerage furnished by public utilities.
3. **Supplies and Other Operating Expenses**. Commodities in a natural or manufactured state that (1) are entered into the repair of the buildings, equipment, non-structural improvement, or land; (2) depreciate very rapidly with use; (3) have limited reusability; (4) are highly susceptible to loss or theft; or (5) whose cost is so small as to make it impractical to classify as capital items. Included are contracts, advertising, communications, insurance and other current expenses.
4. **Property, Furniture & Equipment**. Laboratory equipment, machinery, furniture, furnishings, tools, foundation livestock, vehicles, and other such items that are expected to have a substantial useful life and that may be used repeatedly without material impairment of their physical condition. Include library books and periodicals in a separate category below. The costs of equipment items that replace existing equipment would be considered current expenditures, whereas, the costs of original equipment or additions to original equipment would be considered capital outlay.
5. **Library Books and Periodicals**. Books, periodicals, pamphlets, and the like which represent accessions to the library of a permanent nature. Included, as a part of the cost of books and periodicals should be any cost incurred in binding these items in order to put them in a more permanent state. The costs of books and periodicals that replace existing equipment should be considered current expenses, whereas, the costs of original books and periodicals or additions to original books and periodicals would be considered capital outlay.
6. **Scholarships and Other Assistance**. Scholarship payments and tuition waivers granted to students for educational purposes. See previous page for description of scholarships and other assistance.
7. **Transfers and Other Disbursements**. Includes incentive payments, loans, taxes, merchandise for resale, transfers, employee withholding, inter- and intra-agency payments for transfers.

In some cases, expenditures will need to be allocated to two or more objects or functions. For example, a division of certain salaries into “teaching salaries” and “professional salaries and services” might need to be made. In such a case, the division should be made on the basis of whatever the institution considers to be a normal teaching load. Thus, in an institution with a normal teaching load of 15 hours, if a person teaches ten hours and devotes the remainder of his/her time to administration in the form of department chair, 2/3 of his/her salary would be allocated to “teaching salaries” and 1/3 to “professional salaries and services.”

Some individual exceptions will be encountered in allocating salaries as indicated above. For example, assume a situation in which an individual acts as business manager, teaches three hours, and devotes part of his/her time to organized research. With such a combination of duties, three separate functions would be involved to which this salary would need to be allocated. If this individual employed by the institution were used as an example above, 1/5 of his salary would be allocated to instruction and the remainder to organized research and institutional support. Allocation to the last two functions would have to be made on the basis of some assumption on the part of the institution involved in regard to the fractional amount of time the individual spends in his capacity as business manager and the fractional amount of time he devotes to organized research.

**Schedule 6A – EXPENDITURES BY BUDGET COST CENTER**

Schedule 6A reports expenditures by budget cost center. The budget cost center number is determined by the institution and included in the UDS Enrollment Record E, element 27. Report the total expenditures for each cost center number by object of expenditure classification. The total amount of expenditures for Schedule 6A will agree with the total amount of expenditures on Schedule 6.

Schedule 7 – EXPENDITURES FOR SPONSORED RESEARCH AND OTHER SPONSORED PROGRAMS - EDUCATIONAL AND GENERAL BUDGET – PART II – Fund 430

Schedule 7 reports expenditures made from restricted gifts, grants, and other programs for the purpose of carrying out the terms of contracts with government agencies or other nongovernmental organizations or persons to conduct specific research projects or to render other specialized services for which payment is to be made on a cost fixed-price basis. Some examples of these are federal funds expended for support of the Educational and General Portion of the work-study programs, summer institutes, and federal grants. Expenditures reported here should include only those that are budgeted in Part II of the Educational and General Budget. The total amount of income reported in Schedule 2 must be equal to the amount reported as expended in Schedule 7.

Schedule 8 – EXPENDITURES FOR SPONSORED RESEARCH AND OTHER SPONSORED PROGRAMS – Fund 700

Included in Schedule 8 should be current expenditures made from restricted gifts, grants and other programs for the purpose of carrying out the terms of contracts with governmental agencies or other nongovernmental organizations or persons to conduct specific research projects or to render other specialized services for which payment is made on a cost or fixed-price basis.

Expenditures reported here should include expenditures made from Fund 700. The total amount of income reported in Schedule 3 must be equal to the amount reported as expended in Schedule 8.

#### Schedule 9 – EXPENDITURES FOR AUXILIARY ENTERPRISES

An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods and services. The distinguishing characteristic of an auxiliary enterprise is that it is managed as an essentially self-supporting activity. Examples are residence halls, food services, intercollegiate athletics (only if essentially self-supporting), college stores, faculty clubs, faculty and staff parking, and faculty housing. Student health services, when operated as an auxiliary enterprise, also are included. Hospitals, although they may service students, faculty, or staff, are classified separately because of their financial significance. Expenditures for hospital and medical clinics are reported on Schedule 10.

The auxiliary enterprise category includes all expenditures and transfers relating to the operation of auxiliary enterprises, including expenditures for operation and maintenance of plant and institutional support. Also included are other direct and indirect costs, whether charged directly as expenditures or allocated as a proportionate share of costs of other departments or units. To ensure that data regarding individual auxiliary enterprises are complete and adequate for management decisions, cost data should be prepared using full costing methods. Full costing means that the costs attributed to each enterprise includes a portion of indirect costs related to that enterprise, as well as other costs directly attributable to its operation.

Expenditures of auxiliary enterprises are identified by the same criteria as Educational and General expenditures to distinguish them from transfers. Mandatory transfers follow the same criteria of identification as Educational and General mandatory transfers to distinguish them from expenditures and non-mandatory transfers. Non-mandatory transfers follow the same criteria of identification as Educational and General non-mandatory transfers to distinguish them from expenditures and mandatory transfers.

Expenditures are reported by Function and by Object. Expenditures by Function include the following subcategories and reported on lines 4450 through 4501.

**Auxiliary Enterprises – Student**. This subcategory includes expenditures for auxiliary enterprise activities primarily intended to furnish services to students. Examples are resident halls, food service, student health services, college unions and college bookstores.

**Auxiliary Enterprises – Faculty and Staff**. This subcategory includes expenditures for auxiliary enterprise activities primarily intended to provide a service to the faculty, staff or both. Such activities include the faculty club, faculty and staff parking, and faculty housing.

**Intercollegiate Athletics**. This subcategory includes expenditures for an intercollegiate sports program when the program is operated in accordance with the definition of an auxiliary enterprise (essentially self-supporting).

**Auxiliary Enterprises – Other**. This subcategory includes expenditures for auxiliary enterprise activities primarily intended to furnish goods and services that are related to the higher education mission. Customers of these goods and services will primarily not be students, faculty or staff. Entities of this type are formed to meet the geographic and public service needs of a region and generally relate to an institution’s mission of teaching, research, or public service. Examples of such an entity would be a drug testing center or a university press department.

**Other Self-Supporting Enterprises**. This subcategory includes activities that were primarily established to provide goods and services to other internal units on a fee for service basis. The following characteristics assist in identifying these units:

* They are self-supporting units that operate on a break-even basis for those goods and services offered to other units.
* They could provide, to a lesser extent, the same goods and services to faculty, staff, students and related entities.
* The goods and services are provided at an institutional level. This excludes enterprises that only service units within the same department. An example would be a telecommunications department that services the entire institution and would be considered “Other Self-Supporting Enterprise” while the chemistry stores department services other chemistry units and is therefore reported in net within Educational and General.
* This classification does not preclude the current reporting practices for entities included in other functional categories.

Expenses incurred under this this subclass should be netted against revenues since the predominance of transactions is internal. See Note for Schedule 4 above.

**Mandatory Transfers/Auxiliary Enterprises, Auxiliary Enterprises-Other, Other Self-Supporting Enterprises.** This subcategory includes mandatory transfers relating to auxiliary enterprises, including amounts set-aside for debt retirement, interest, and required provisions for renewals and replacements to the extent not financed from other sources.

Expenditures by Object are reported in the eleven objects of expenditure as on Schedule 6. Expenditures by object are reported on lines 4550 through 4660. Exclude debt service payments.

Lines 4670 through 4700 report payments related to debt service of an auxiliary enterprise operation.

Line 4701 reports the total operating expenditures plus the debt service payments from auxiliary enterprise operations.

#### Schedule 10 – EXPENDITURES FOR OTHER AGENCY SPECIAL ACCOUNTS, HOSPITALS AND CLINICS AND STUDENT FINANCIAL AID ASSISTANCE

In FY2003, a new section was added to Schedule 10 to report other agency special account expenditures. On line 4705, report any agency special account expenditures not reported on schedules 8 and 9 or as student aid expenditures. Expenditures for hospitals and medical clinics are reported on line 4710. General healthcare services provided by the institution to students and staff should be reported on Schedule 9 if operated as an auxiliary enterprise.

Note: The SRA6 report excludes the reporting of income and expenditures from loan funds and agency funds from this report.

Student financial aid expenditures are reported in on lines 4720 through 4740. Expenditures for scholarships and fellowships are reported on line 4720. Expenditures for student grants such as Pell and SEOG are reported on Line 4725. Any other type of student aid is reported on Line 4730. Resident and nonresident tuition waiver expenditures are reported on Schedule 6.

#### Summary Data (Schedule 91) – INVENTORY OF PHYSICAL FACILITIES

The inventory of physical facilities is designed to reflect the net book value of land, building, and equipment at the end of the fiscal year. It also reflects the number of acres of land owned, the number of buildings per category of operational use, and the gross square feet of buildings utilized by the institution. Note: The report format has changed, but the information provided is the same as in previous years.

#### Summary Data (Schedule 92) – REPORT OF BONDED INDEBTEDNESS

The report of bonded indebtedness is designed to reflect bonded indebtedness outstanding at the end of the fiscal year. It also reflects the principal value of the original issue and the total reduction in principal from date of issue to the reporting date. Master Lease obligations are reported on this schedule.

#### Summary Data (Schedule 94) – REPORT OF CAPITAL FUNDS

The report of capital funds is designed to reflect cash funds flow during the year. These flows for both Educational and General capital funds and Auxiliary Enterprise capital funds are identified as to major source and broad object of expenditure. Capital funds include Section 13 and New College Funds, State Appropriated Capital Funds, Federal Appropriated Capital Funds, Revenue Bond Issues, Other Capital Funds, Section 13 Offset Capital Funds and the OCIA General Obligation Bond Funds. The Master Lease obligations are not included on this schedule.

#### Summary Data (Schedule 95) – CURRENT OPERATING FUNDS

Lines 8000 through 8050 report the beginning cash and cash equivalents, income received during the fiscal year (from Schedule 1), cash transfers to other funds, the expenditures (from Schedule 6) and the ending cash and cash equivalents at the end of the fiscal year.

Line 8050 represents a line requested by an institution to balance their report. Use if needed.

Line 8060 reports the income and expenditures for Sponsored Research and Other Sponsored Programs from Fund 430. For this report, the income is assumed to be the same amount as the expenditures (from Schedule 7) and is reported on one line.

Lines 8080 through 8020 report the beginning cash and cash equivalents at the beginning of the fiscal year, the income received and expenditures made during the year, and the ending cash and cash equivalents at the end of the fiscal year for the institution’s 700 Fund. The income amounts are the same as reported in Schedules 3, 4 and 5. The expenditure amounts are the same as reported for total expenditures in schedules 8, 9 and 10.

Funds listed in the summary data report are classified with respect to sources. Amounts reported for income and expenditures should agree with amounts reported in the supporting schedules (Schedules 1 through 10).