



Agenda

November 13, 2024 @ 5:00 p.m.

Board of Trustees Finance and Audit Committee Meeting

<https://us02web.zoom.us/j/84094961835?pwd=4lcKWasqQdwKMwBNEgNNxnnIcOs4x7.1>

1. Call to Order
2. Roll Call
3. Welcome Guests
4. Approval of Agenda
5. Public Comment**
6. Finance and Audit Chair Report
 - a. Review Purpose Statement
7. CFO/Treasurer's Report
 - a. October 2024 Budget Update
 - b. FY2023 Audit Progress
 - c. FY2024 Audit Preparations
 - d. 2025-6 Operating Budget Process and Timeline
8. Capital Projects Update
9. Discussion Items
 - a. Budget Categories and Descriptions
10. Adjournment
11. Informational Items
 - a. Board of Trustees Meeting, November 20, 2024
 - b. Finance & Audit Committee Meeting, Wednesday, February 12, 2025

****Public Comment: Provision is made at this point in the agenda for citizens of the College community to make comments regarding any agenda item to be discussed at that meeting. Citizens will not be recognized at any other time except at the request of the Chairperson after approval for such recognition by a unanimous vote of the Trustees in attendance. No person, not a member of the Board, shall speak for more than five (5) minutes without specific approval of a majority of the Trustees. The minutes shall show that privilege of the floor was granted and shall include a brief statement of the subject matter presented.**

**TOMPKINS CORTLAND COMMUNITY COLLEGE
RESOLUTION 2024-2025-7**

ESTABLISHMENT OF A BOARD OF TRUSTEES FINANCE & AUDIT COMMITTEE

WHEREAS, the Bylaws of the Tompkins Cortland Community College Board of Trustees provide for the Chairman of the Board to establish and appoint committees for the purpose of making recommendations, reporting, informing or advising the Board on matters pertaining to the operation of the College and other functions of the Board, and

WHEREAS, the Board of Trustees has determined that a need exists for a Board standing committee to advise the Board on the state of the College's financial operations, budgetary allocations, and student fees, including the College's annual operating budget, monthly, quarterly and year-end financial conditions, and the finances of its affiliate operations that impact the overall College, and

WHEREAS, the Board of Trustees also desires that a standing committee be appointed to assist the Board of Trustees in fulfilling its fiduciary responsibilities relating to the College's financial statements, financial reporting processes, systems of risk management, internal controls, compliance, and the audit processes, and

WHEREAS, the purpose of the standing committee is to ensure that the College operates within available resources and applicable federal, state, SUNY and sponsor policies in a manner supportive of the College's mission, vision and values and Strategic Plan, and

WHEREAS, by virtue of the Bylaws of the Tompkins Cortland Community College Board of Trustees, a committee shall provide detailed knowledge required by the Board in performing its functions and making its decisions, and then communicate that knowledge and the Committee's findings to the Board, without acting in the name of the Board of Trustees unless specific authority for such action has been authorized by the Board, and

WHEREAS, the Bylaws of the Tompkins Cortland Board of Trustees provide that Board committees consist of three (3) members, no two of which shall sit together on another special committee, with a Chairman designated by the Chairman of the Board and meeting as needed when directed by the Chairman, and

WHEREAS, per the Bylaws, the Chairman serves as an ex-officio member of all Board committees with committee meetings open to all members of the Board of Trustees, be it therefore

RESOLVED, that the College Board of Trustees appoints a standing committee on Finance and Audit to be chaired by the Treasurer of the Board of Trustees, with two additional Board members to comprise the committee members and appointed by the Chairman, to meet at least quarterly, and to advise the Board according to these charges.

TOMPKINS CORTLAND COMMUNITY COLLEGE

RESOLUTION 2024-2025-7
Continued

STATE OF NEW YORK: **I, NANCY MURPHY, CLERK** of the Board of
 SS: Trustees of Tompkins Cortland Community
 College,
COUNTY OF TOMPKINS: **DO HEREBY CERTIFY** the foregoing resolution is
 a true copy of a resolution duly adopted by the
Board of Trustees of Tompkins Cortland Community College at a regular meeting
of said Board on the 18th day of September 2024, and the same is a complete copy
of the whole of such resolution.

IN WITNESS WHEREOF, I have hereunto set
my hand and caused the official seal of
Tompkins Cortland Community College to be
hereunto affixed this 18th day of September
2024.

Clerk of the Board of Trustees
Tompkins Cortland Community
College

TC3 Finance Report

1. October 2024 Close

After the first two months our budget seems to be coming as expected with no surprises. Having completed about 17% of the year we can see that our expenses are about 1% higher than the budget which is mostly attributed in contractual purchases earlier in the year. The personnel cost seems to be in accordance to our budgeted amount.

Revenue seems a bit lower than last year but this is attributed to chargebacks billing that was recorded in October last year while will be recorded in November in the current year. Of concern is the revenue being lower than predicted for the FALL semester by about 150K. The Enrollment group is working hard on this and we are hopeful that the next three semesters we will see increased revenue.

Overall I feel that we started the year well. Three out of the four collective bargaining units have agreed to three year contracts with salary increases that are 3.75 annually and savings in the health insurance.

2. Current year Audit

The auditors have made significant progress with the single audit and our team has been working to complete our requested information for their visit in the beginning of December. We have a second week scheduled with the auditors in the beginning of January to finalize all the audits. With the hire of the new comptroller we have the personnel and expertise to finish the audits on time to have the auditors present to the Board in February or March at the latest.

3. Budgeting for 2025-26

We have started working with the Institutional Research Department and Enrollment in order to forecast enrollment for the upcoming year. We are looking to have solid projections by December. Departmental expenses and wages will be planned and input from the departments and the Executive Council will be done in the next two months. We will finalize putting the draft budget together in February and look for final input by the President and the Executive Council. In March we will finalize any edits and will present to the Finance Committee. We will propose the budget to the BOT in the April meeting looking to get the budget voted in May.

Tompkins Cortland Community College
2024-2025 Appropriations
Year-to-Date through October 31st, 2024

	Modified Budget 2024-25	Expend to Date 2024-25	Unexpend Balance 2024-25	% Expended 2024-25	Total Exp PY 2023-24	YTD Exp PY to Date 2023-24	PY % Expended 2023-24	Fav Var (Unfav Var) to PY	% Variance to PY
Forecasted Dept. Appropriations									
Personal Services	16,679,820	2,566,336	14,113,484	15.4%	17,159,959	2,470,684	14.4%	(95,651)	-0.6%
Equipment	100,000	2,140	100,000	2.1%	77,984	2,495	3.2%	355	0.5%
Contractual Expenses	6,680,409	1,118,183	5,562,226	16.7%	5,729,014	881,786	15.4%	(236,398)	-4.1%
Employee Benefits	8,339,910	1,283,168	7,056,742	15.4%	9,652,562	1,394,554	14.4%	111,386	1.2%
Total Forecasted Departmental Appropriations¹	31,800,139	4,969,827	26,832,452	15.6%	32,619,519	4,749,519	14.6%	(220,307)	-4.6%
Scholarships & Awards									
Student Services	95,000	143,281	(48,281)	150.8%	107,900	220,508	204.4%	77,227	35.0%
Academic Support	3,290,136	1,261,314	2,028,822	38.3%	3,369,560	1,172,913	34.8%	(88,401)	(7.5%)
Total Scholarships & Awards	3,385,136	1,404,595	1,980,541	41.5%	3,477,460	1,393,421	40.1%	(11,175)	(0.8%)
Total Forecasted Appropriations²	35,185,275	6,374,422	28,810,853	18.1%	35,918,636	6,011,394	16.7%	(363,028)	(6.0%)
Adjustments to Approved Budget									
Personal Services				0.0%			0.0%	0	0.0%
Equipment									
Contractual Expenses				0.0%			0.0%	0	0.0%
Employee Benefits									
Total Adjustments to Approved Budget³ Favorable (Unfav)	0	0		0.0%	0	0	0.0%	0	0.0%
Personnel									
Personnel	16,679,820	2,566,336	14,113,484	15.4%	17,159,959	2,470,684	14.4%	(95,651)	-0.6%
Equipment	100,000	2,140	100,000	2.1%	77,984	2,495	3.2%	355	0.5%
Contractual	6,680,409	1,118,183	5,562,226	16.7%	5,729,014	881,786	15.4%	(236,398)	-4.1%
Scholarship & Awards Offset	3,385,136	1,404,595	1,980,541	41.5%	3,477,460	1,393,421	40.1%	(11,175)	-0.3%
Fringe Benefit	8,339,910	1,283,168	7,056,742	15.4%	9,652,562	1,394,554	14.4%	111,386	1.2%
Total Approved Budget Appropriations⁴	35,185,275	6,374,422	28,812,993	18.1%	36,096,979	6,142,940	17.0%	(231,482)	-3.8%

Explanation of Sub-Totals and Totals:

- Total Forecasted Departmental Appropriations:* Enables an analysis of departmental operating costs.
- Total Forecasted Appropriations:* Forecasts the End-of-Year Appropriations for the College.
- Total Adjustments to Approved Budget:* Represents the forecasted adjustments to the 2023-24 Appropriations Budget. If positive, less Fund Balance is required. If negative, more Fund Balance is required.
- Total Approved Budget Appropriations:* This represents the Approved Budget.
- Excludes impacts of GASB 68 (OPEB), GASB 75 (ERS/TRS) & GASB 87 (Lease Liability)

	Modified Budget 2024-25	Expend to Date 2024-25	Unexpend Balance 2024-25	% Expended 2024-25	Total Exp PY 2023-24	YTD Exp PY to Date 2023-24	PY % Expended 2023-24	Fav Var (Unfav Var) to PY	% Variance to PY
Instruction									
Personal Services	6,873,419	1,183,460	5,689,959	17.2%	7,346,168	1,175,801	16.0%	(7,659)	(0.7%)
Equipment			0	0.0%	1,233		0.0%	0	0.0%
Contractual Expenses	1,770,800	381,229	1,389,571	21.5%	1,503,361	224,760	15.0%	(156,469)	(69.6%)
Employee Benefits	3,436,727	591,730	2,844,997	17.2%	4,137,974	662,699	16.0%	70,969	10.7%
Total Instruction	12,080,946	2,156,419	9,924,527	17.8%	12,988,735	2,063,260	15.9%	(93,159)	(4.5%)
Public Service									

Personal Services	0	0	0.0%	94,853	83,114	87.6%	83,114	100.0%	
Equipment									
Contractual Expenses		0	0.0%	1,096	1,075	98.1%	1,075	100.0%	
Employee Benefits	0	0	0.0%	46,726	46,544	99.6%	46,544	100.0%	
Total Public Service	0	0	0.0%	142,675	130,733	91.6%	130,733	100.0%	
Academic Support									
Personal Services	1,730,249	231,360	1,498,889	13.4%	1,729,175	239,210	13.8%	7,850	3.3%
Equipment			0	0.0%	34,056		0.0%	0	0.0%
Contractual Expenses	293,470	7,930	285,540	2.7%	155,731	20,430	13.1%	12,500	61.2%
Employee Benefits	865,124	115,680	749,444	13.4%	987,365	137,828	14.0%	22,149	16.1%
Total Academic Support	2,888,843	354,969	2,533,874	12.3%	2,872,271	397,468	13.8%	42,498	10.7%
Libraries									
Personal Services	582,717	80,539	502,179	13.8%	568,333	88,147	15.5%	7,609	8.6%
Equipment			0	0.0%	1,612	813	50.4%	813	100.0%
Contractual Expenses	313,250	38,089	275,161	12.2%	285,126	60,533	21.2%	22,445	37.1%
Employee Benefits	291,359	40,269	251,090	13.8%	319,009	49,363	15.5%	9,093	18.4%
Total Libraries	1,187,326	158,897	1,028,429	13.4%	1,172,467	198,043	16.9%	39,147	19.8%
Student Services									
Personal Services	2,509,121	342,723	2,166,398	13.7%	2,451,431	309,052	12.6%	(33,671)	(10.9%)
Equipment			0	0.0%	1,156	128	11.1%	128	100.0%
Contractual Expenses	859,603	96,174	763,429	11.2%	676,147	116,032	17.2%	19,858	17.1%
Employee Benefits	1,254,545	171,362	1,083,183	13.7%	1,380,478	176,441	12.8%	5,080	2.9%
Total Student Services	4,623,269	610,258	4,013,011	13.2%	4,509,212	601,654	13.3%	(8,605)	(1.4%)
Maintenance and Operations									
Personal Services	1,933,723	258,242	1,675,481	13.4%	2,032,462	186,141	9.2%	(72,101)	(38.7%)
Equipment	100,000		100,000	0.0%	9,426		0.0%	0	0.0%
Contractual Expenses	1,149,290	57,687	1,091,603	5.0%	1,100,768	140,513	12.8%	82,827	58.9%
Employee Benefits	966,861	129,121	837,740	13.4%	1,162,133	106,349	9.2%	(22,772)	(21.4%)
Total Maintenance and Operations	4,149,874	445,050	3,704,824	10.7%	4,304,789	433,003	10.1%	(12,047)	(2.8%)
Institutional Support									
Personal Services	1,724,826	252,400	1,472,426	14.6%	1,695,498	223,873	13.2%	(28,528)	(12.7%)
Equipment		2,140	(2,140)	0.0%			0.0%	(2,140)	0.0%
Contractual Expenses	414,625	131,575	283,050	31.7%	538,461	51,657	9.6%	(79,917)	(154.7%)
Employee Benefits	862,413	126,200	736,213	14.6%	950,880	125,694	13.2%	(506)	(0.4%)
Total Institutional Support	3,001,864	512,315	2,489,549	17.1%	3,184,838	401,224	12.6%	(111,091)	(27.7%)
General Institutional Services									
Personal Services	1,325,765	217,612	1,108,153	16.4%	1,242,040	165,346	13.3%	(52,266)	(31.6%)
Equipment			0	0.0%	30,502	1,554	5.1%	1,554	100.0%
Contractual Expenses	1,879,371	405,500	1,473,871	21.6%	1,468,325	266,785	18.2%	(138,715)	(52.0%)
Employee Benefits	662,881	108,806	554,075	16.4%	667,998	89,636	13.4%	(19,170)	(21.4%)
Total General Institutional Services	3,868,017	731,918	3,136,099	18.9%	3,408,864	523,321	15.4%	(208,597)	(39.9%)
Total Forecasted Departmental Appropriations¹	31,800,139	4,969,827	26,830,312	15.6%	27,502,873	4,748,707	17.3%	(221,120)	-0.8%

**2024-2025 Appropriations
Schedule of Employee Benefits
as of October 31st, 2024**

	2024-25	2024-25	2024-25	2024-25	2023-24	2023-24	2023-24	Variance	% Variance
	Mod Bud	Actual	Unexpended	%	Total Exp	PY to Date	PY %	CY to PY	CY to PY
			Balance	Expended	PY		Expended	Fav(Unfav)	Fav(Unfav)
Retirement Incentive Costs	175,906	99,079	76,827	56.3%	322,370	172,031	53.4%	72,952	42.4%
HRA Retiree Benefits	81,651	10,599	71,052	13.0%	102,221	20,977	20.5%	10,377	49.5%
State Employee's Retirement	1,076,389	211,755	864,634	19.7%	1,305,366	189,712	14.5%	(22,043)	(11.6%)
State Teacher's Retirement	179,135	30,922	148,213	17.3%	179,435	27,071	15.1%	(3,851)	(14.2%)
Optional Retirement Fund	778,863	130,086	648,777	16.7%	689,263	108,008	15.7%	(22,077)	(20.4%)
Social Security	1,248,047	203,026	1,045,021	16.3%	1,309,213	192,114	14.7%	(10,912)	(5.7%)
Worker's Compensation	92,888	10,776	82,112	11.6%	15,715	(481)	(3.1%)	(11,257)	2339.4%
Executive Benefits	36,347		36,347	0.0%			0.0%	0	0.0%
Disability Insurance	8,270	1,319	6,951	16.0%	6,998	649	9.3%	(670)	(103.2%)
Hospital and Medical Insurance	2,905,149	241,000	2,664,149	8.3%	2,771,313	461,827	16.7%	220,827	47.8%
Post Retirement Health Insurance	1,513,592	120,000	1,393,592	7.9%	1,440,000	240,000	16.7%	120,000	50.0%
Employee Tuition Benefits	125,841	42,583	83,258	33.8%	98,988	40,934	41.4%	(1,649)	(4.0%)
Life Insurance	7,380	1,403	5,977	19.0%	7,339	1,289	17.6%	(114)	(8.9%)
Vacation Benefits	91,947		91,947	0.0%	75,000	15,000	20.0%	15,000	100.0%
Miscellaneous	3,180	420	2,760	13.2%	3,875	300	7.7%	(120)	(40.0%)
Unemployment Insurance	15,325	15,003	322	97.9%	13,434		0.0%	(15,003)	0.0%
Total Employee Benefits	8,339,910	1,117,972	7,221,938	13.4%	8,340,530	1,469,432	17.6%	351,460	23.9%

Tompkins Cortland Community College
YTD Revenues 2024-2025
October 31st, 2024

	Modified Budget 2024-25	Revenues to Date 2024-25	Unrealized Balance 2024-25	% Realized 2024-25	Total Rev PY 2023-24	YTD Rev PY 2023-24	PY % Realized 2023-24	Fav Var (Unfav Var) to PY	% Variance to PY
Student Revenue									
Core Tuition									
Fall	3,894,291	3,745,140	149,151	96.2%	3,888,340	3,891,270	100.1%	(146,131)	-3.8%
Spring	3,442,436	(30)	3,442,466	0.0%	3,432,760	(825)	0.0%	795	-96.4%
Winter	140,361	43,969	96,392	31.3%	159,385	35,972	22.6%	7,997	22.2%
Summer	614,802		614,802	.	508,457	(138)	0.0%	138	-100.0%
Nonresident Tuition	800,000	492,325	307,675	61.5%	772,872	628,259	81.3%	(135,935)	-21.6%
Student Fee Revenue	982,033	473,752	508,281	48.2%	1,002,981	483,281	48.2%	(9,529)	-2.0%
Total Core Student Revenue	9,873,923	4,755,155	5,118,768	48.2%	9,764,796	5,037,820	51.6%	(282,664)	-5.6%
Concurrent Enrollment Tuition	3,290,136	1,261,946	2,028,190	38.4%	3,367,146	1,176,310	34.9%	85,636	7.3%
Total Student Revenue	13,164,059	6,017,101	7,146,958	45.7%	13,131,942	6,214,130	47.3%	(197,028)	-3.2%
Government Appropriations									
New York State	9,762,800	2,446,950	7,315,850	25.1%	9,762,800	2,440,700	25.0%	6,250	0.3%
Local Sponsors	4,882,882		4,882,882	0.0%	4,882,897		0.0%	0	0.0%
Appropriated Cash Surplus	1,127,425	1,127,425	0	100.0%	1,003,562	1,003,562	100.0%	123,863	12.3%
Charges to Other Counties	5,700,000	1,263,312	4,436,688	22.2%	5,526,117	2,274,589	41.2%	(1,011,277)	-44.5%
Total Govt Appropriations	21,473,107	4,837,687	16,635,420	22.5%	21,175,376	5,718,851	27.0%	(881,164)	-15.4%
Other Revenues									
Service Fees	96,040	34,690	61,350	36.1%	94,098	35,645	37.9%	(955)	-2.7%
Interest Earnings	9,007	978	8,029	10.9%	13,946	3,360	24.1%	(2,382)	-70.9%
Rental of Real Property	11,035		11,035	0.0%	1,400	100	7.1%	(100)	-100.0%
Contract Courses	25,031	48,043	(23,012)	191.9%	96,899	59,189	61.1%	(11,146)	-18.8%
Noncredit Tuition	174,870	33,459	141,411	19.1%	126,420	25,017	19.8%	8,442	33.7%
Grant Offsets	180,373	852	179,521	0.5%	153,571	(1,597)	-1.0%	2,449	-153.3%
Unclassified Revenues	51,753	8,317	43,436	16.1%	63,246	7,378	11.7%	940	12.7%
Total Other Revenues	548,109	126,339	421,770	23.0%	549,579	129,092	23.5%	(2,753)	-2.1%
TOTAL REVENUES	35,185,275	10,981,127	24,204,148	31.2%	34,856,897	12,062,073	34.6%	(1,080,945)	-9.0%
Student Revenue	13,460,000	6,133,293	7,326,707	45.6%	13,449,359	6,333,981	47.1%	(200,688)	-3.2%
State Revenue	9,762,800	2,446,950	7,315,850	25.1%	9,762,800	2,440,700	25.0%	6,250	0.3%
Local Revenue	10,582,882	1,263,312	9,319,570	11.9%	10,409,014	2,274,589	21.9%	(1,011,277)	-44.5%
Use of Fund Balance	1,127,425	1,127,425	0	100.0%	1,003,562	1,003,562	100.0%	123,863	12.3%
Other	252,168	10,147	242,021	4.0%	232,162	9,241	4.0%	906	9.8%
Total	35,185,275	10,981,127	24,204,148	31.2%	34,856,897	12,062,073	34.6%	(1,080,945)	-9.0%
Federal Revenue	0	0	0	0.0%	88,753	88,753	100.0%	(88,753)	-100.0%
Use of Fund Balance	1,003,562	1,003,562	0	100.0%	1,532,518	1,532,518	100.0%	(528,956)	-34.5%
Other	261,050	190,342	70,708	72.9%	245,892	198,210	80.6%	(7,868)	-4.0%
Total	34,862,992	32,811,816	2,051,176	94.1%	33,934,042	32,382,859	95.4%	428,957	1.3%

TC3 2024-25 Capital Improvement Program

	Deferred Maintenance	Facilities Master Plan	Parking and Sidewalk Paving	Total
Total Project	\$ 500,000.00	\$ 56,852.00	\$ 250,000.00	
Sponsor Counties Share	\$ 250,000.00	\$ 28,426.00	\$ 125,000.00	
Tompkins County	\$ 155,000.00	\$ 17,624.12	\$ 77,500.00	\$ 250,124.12
Cortland County	\$ 95,000.00	\$ 10,801.88	\$ 47,500.00	\$ 153,301.88
				\$ 403,426.00
SUNY Share				\$ 403,426.00
Total 2024-25 Capital Improvement Program				\$ 806,852.00

MEMO

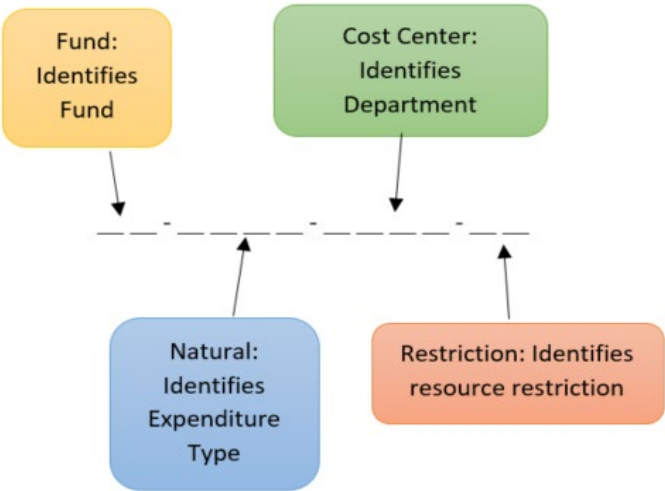
To: TC3 Finance Committee Members
From: Kori Post, Comptroller
Date: November 13, 2024
Subject: Budget Category Listing

INTRODUCTION

Tompkins Cortland Community College (TC3) follows Government Accounting Standards Board (GASB) standards. GASB is the accepted standard-setting body for establishing governmental and financial reporting principles. TC3s general ledger (GL) is comprised of four funds that segregate revenues and expenditures according to the intended purpose. The GL is organized in way that revenues and expenditures are categorized to identify sources and classifications to ensure proper reporting to Federal, State, Local, and internal agencies.

GENERAL LEDGER

The standard acceptable set-up for accounts within the GL is Fund – Natural Category – Cost Center – Resource Restriction. For example, 010-6100-5100-00 identifies administrative salaries in the general (operating) fund within the department of Instruction without restriction. To comply with reporting requirements from Federal and State agencies, the numbering convention for natural categories and cost centers is set-up specifically to allow for easy categorization.



REPORTING STRUCTURE

Note: all definitions in this section are from SUNY instructions and guidelines for the annual budget report.

Revenues

- Tuition and Fees – includes all tuition and fees, net of refunds and provisions for bad debts, for educational purposes.
- Government Appropriations – Amounts received from Federal, State, and Local governments for current operations. These amounts are grant through legislative acts or a local taxing authority. They can be unrestricted or restricted and should be classified appropriately.
- Government Grants and Contracts – Unrestricted amounts received or made available by grants, contracts, and cooperative agreements from government agencies for current operations.
- Private Gifts, Grants, and Contracts - Amounts from nongovernmental organizations and individuals, including funds resulting from contracting for the furnishing of goods and services of an instructional, research, or public service nature. Include all unrestricted gifts, grants, and bequests as well as restricted gifts, grants, and contracts from nongovernmental sources to the extent expended in the current fiscal year for current operations. This excludes revenues derived from contracts and other activities, such as utility services, that are not related directly to instruction, research, or public service.
- Endowment Income – Unrestricted and restricted income from endowment and similar funds expended for current operations.
- Sales and Services of Auxiliary Enterprises – Revenue derived directly from the operations of the auxiliary enterprises. Examples include residence halls, food services, intercollegiate athletics, college unions, and college stores.
- Other Sources – Includes all sources of revenue not included in other categories. Examples include interest income, miscellaneous rentals and sales, etc.

Expenditures

- Instruction – Expenses for all activities that are part of an institution's instruction program.
- Public Service – Expenses for activities providing non-instructional services beneficial to individuals and groups external to the institution.
- Academic Support: Libraries – Expenses for organized activities that directly support the operation of a catalogued or otherwise classified collection.
- Academic Support (Excluding Libraries) – Expenses for services that directly assist the academic functions of the institution such as demonstration schools, audio-visual services, computing support, and academic administration.
- Student Services – Expenses incurred for offices of admissions and the registrar, and activities with the primary purpose of contributing to students' emotional and physical

well-being and intellectual, cultural, and social development outside the context of the formal instruction program.

- Institutional Support: General Administration - Includes expenses for all central executive-level activities concerned with management and long-range planning for the entire institution. This includes the president, chief academic officer, chief business officer, and chief student affairs officer and chief development officer. Also include the governing board, planning and programming and legal operations.
- Institutional Support: General Institutional Support - Expenses related to space management, purchase and maintenance of supplies and materials, campus-wide communication and transportation services, general stores, and printing shops. Include computer services providing support for institution-wide administrative functions.
- Operation and Maintenance of Plant – Expenses of current operations for the operation and maintenance of the physical plant.
- Scholarships and Fellowships - Expenses in the form of grants to students resulting from the selection by the institution or from an entitlement program.
- Auxiliary Enterprises - Auxiliary enterprises furnish goods or services to students, faculty, and staff for a fee.

Classification of Expense by Object

- Personal Service – Includes salaries and wages for all employees, excluding employee benefits.
- Equipment – Includes expense for office machines, equipment, furniture and fixtures, motor vehicles, machinery and tools, scientific equipment, and laboratory apparatus.
- Contractual Expenses – Includes contractual services such as utilities, rents, security, cleaning, printing, postage, repairs, library books, building remodeling, minor construction, insurance and materials and supplies.
- Employee Benefits – Record all employee benefits associated with salaries and wages.

CHART OF ACCOUNTS

Funds

- 010 – General (Operating)
- 020 – Capital
- 030 – Federal
- 040 – Grant

Revenues

- Student Revenue – Natural codes: 4110:4114; 4120:4124; 4115:4118; 4130:4133; 4710:4746; 4430.
- Government Appropriations – Natural Codes: 4330:4335; 4210:4250; 4610; 4881.
- Other Revenue – Natural Codes: 4410:4425; 4433:4450; 4460:4490; 4510:4541; 4810:4830; 4920.

Expenditures

- Personal Services – Natural Codes: 6100:6199
- Equipment - Natural Codes: 6200:6299
- Contractual Expense – Natural Codes: 6400:6499
- Fringe Benefits – Natural Codes: 6900:6999
- Scholarships and Fellowships – Natural Codes: 6530

Functional Categories

- Instruction – Cost Center Codes: 5100:5199
- Student Services – Cost Center Codes: 5200:5299
- Public Service – Cost Center Codes: 5300:5399 (inactive)
- Academic Support (Excluding Libraries) – Cost Center Codes: 5400:5499
- Academic Support: Libraries – Cost Center Codes: 5500:5599
- Maintenance of Operations and Plant – Cost Center Codes: 5600:5699
- Institutional Support: General Administration – Cost Center Codes: 5700:5799;
5910:5944
- Institutional Support: General Institutional Support – Cost Center Codes: 5800:5899