Division of Higher Education

Series 17 Checklist

General Instructions

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

Form 17-1

- Column A, Line 3 must equal Form 17-1 Supplemental, Column A, Line 12.
- Column A, Line 16 must equal Form 17-7A, Column G, Line 26.
- Column B, Line 16 must equal Form 17-3, Column A, Line 11.
- Line 16 must equal Form 17-2, Line 22 in each corresponding column.

Note: Add footnotes for any amounts reported on Lines 14 and/or 15.

Form 17-1 Supplemental

- Column A, Lines 1, 2, and 3 must match the DF&A General Revenue Forecast Sheet prepared by ADHE.

Note: Add footnotes for any amount reported on Line 8 and all subsequent lines.

Form 17-2

- The sum of Lines 18, 19, and 20 must equal Form 17-4, Line 10 in each corresponding column.
- Column I, Lines 18 through 20, must equal zero.
- Column A, Line 21 must equal Form 17-7A, Column G, Line 21.
- Column B, Line 23 must equal Form 17-3, Column D, Line 15.
- Column C, Line 21 must equal Form 17-7B, Column G, Line 21.
- Transfers Out must be entered as positive amounts.
- Transfers In must be entered as negative amounts.

Note: Add footnotes for any amounts reported in Column AB and any amounts reported on Line 16.

Form 17-2 Supplemental

- Total mandatory fees for maintenance must be included as a portion of Form 17-2, Line 19 (Mandatory Transfers).

Form 17-3

- Column A, Line 11 must equal Form 17-1, Column B, Line 16.
- Column D, Line 15 must equal Form 17-2, Column B, Line 23.

Note: Add footnotes for any amount reported on the following lines:

- Column A, Line 10
- Column B, Line 10
- Column A, Line 13
- Column B, Line 14
- Column C, Line 14

Form 17-4

- Lines 7 and 13 must be equal in each corresponding column.
- Line 8 must equal Form 17-1, Line 16 in each corresponding column.
- Line 9 must equal Form 17-2, Line 17 in each corresponding column.
- Line 10 must equal the sum of Form 17-2, Lines 18, 19, and 20 in each corresponding column.
- Transfers Out must be entered as positive amounts.
- Transfers In must be entered as negative amounts.
- Line 11 must equal Form 17-2, Line 23 in each corresponding column.

Note: Add footnotes for any amounts reported in Column AB.

Form 17-7A

- Column F, Line 21 must equal Form 17-2, Column A, Line 9.
- Column G, Line 21 must equal Form 17-2, Column A, Line 21.
- Column G, Line 26 must equal Form 17-1, Column A, Line 16.
- Teaching Salaries (Line 1) should only contain entries in Column A.
- All staff benefits, including faculty benefits, must be recorded on Line 2.
- Utilities (Line 13) should only contain entries in Columns C and D.
- Scholarships (Line 15) should only contain entries in Column C and must not include tuition discounts (such as employee tuition discounts or tuition discounts for eligible family members). These expenditures should be reported on Line 2, Column F.

Note: Add footnotes for any amounts reported on Line 17.

Form 17-7B

- Column F, Line 21 must equal Form 17-2, Column C, Line 9.
- Column G, Line 21 must equal Form 17-2, Column C, Line 21.
- Teaching Salaries (Line 1) should only contain entries in Column A.
- All staff benefits, including faculty benefits, must be recorded on Line 2.
- Utilities (Line 13) should only contain entries in Columns C and D.
- Scholarships (Line 15) should only contain entries in Column C and must not include tuition discounts.

Note: Add footnotes for any amounts reported on Line 17.

Exceptions

In certain circumstances, valid reporting situations may result in discrepancies from the requirements listed above. When this occurs, provide a detailed explanation in the Notes section of the applicable form.

Improvements Made

- Standardized terminology, capitalization, and form references.
- Improved consistency by using "must equal" and "must be recorded" language throughout.
- Clarified footnote requirements and transfer-entry instructions.
- Reorganized content into clearly labeled sections for easier review and compliance checking.