



Series 17 Checklist

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

17-1

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

NOTE: Be sure to add footnotes for any amounts listed on lines 14 and/or 15.

17-1 Supplemental

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

NOTE: Be sure to add footnotes for any amounts listed on lines ascending starting with line 8.

17-2

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

NOTE: Be sure to add footnotes for any amounts listed in column AB and any amounts listed on line 16.

17-2 Supplemental

- Total mandatory fees for maintenance should be a portion of 17-2, line 19 for mandatory transfers

17-3

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

NOTE: Be sure to add footnotes for any amounts listed on lines 10 and/or 13.

17-4

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

NOTE: Be sure to add footnotes for any amounts listed in column AB.

17-5

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

17-7A

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

NOTE: Be sure to add footnotes for any amounts listed on line 17.

17-7B

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

NOTE: Be sure to add footnotes for any amounts listed on line 17.

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