



ADDITIONAL FINANCIAL INFORMATION Previous Fiscal Year

INSTRUCTIONS

Data are to be reported for the most recently completed fiscal year and only for the member theological school. If the school will not have audited figures in time for submission of this form by the deadline, **it may use unaudited data.**

The Finance forms have been revised to comply with U.S. Financial Accounting Standards Board (FASB) Statements Nos. 116 and 117. For applying the requirements of FASB 116 and 117, **the following definitions should be used in completing the form:**

Temporarily restricted: Assets that have a donor-imposed restriction that permits the recipient organization to use or expend the donated assets as specified and that is satisfied either by passage of time or by actions of the organization. Canadian schools should report all restricted activities in this column.

Permanently restricted: Assets that have a donor-imposed restriction that stipulates resources be maintained permanently but permits the organization to use or expend part or all of the income derived from the donated assets (permanent endowment funds). No amounts should be reported in this column by Canadian schools.

Unrestricted: All other assets fall into this category. Any assets that historically were board designated would appear in this net asset classification; only donors can restrict assets.

For entities that have not yet complied with the standards and for Canadian schools, adjustments should be made to conform with the Finance forms as noted in the instructions. Explanations should be attached to note differences.

All data should be reported in whole dollars only; omit cents. For any item on the report where exact data do not exist, please give estimates. Items are cited by column and line numbers.

Note: ATS may make financial data public with individual school identity. The objective is to enable schools to utilize and benefit from all financial data. If a school does not wish to have its financial data made public, a statement to this effect should be attached to the completed form or returned data.

BEFORE RETURNING THIS FORM, please check the following:

- Question 1 (Net Assets Released – by Source and Purpose) Total MUST equal Finance 1, Form 2, Part A – Column A, Row 13.
- Question 4 (Tuition Revenue and Scholarship Aid – by Program) Tuition and Fees Revenue MUST equal Finance 1, Form 2, Part A – Column A, Row 1.
- Question 4 (Tuition Revenue and Scholarship Aid – by Program) Scholarship Expense MUST equal Finance 1, Form 2, Part A – Column A, Row 10.

Question 1. Net Assets Released – by Source and Purpose

Please list the amounts of any assets that were moved from Temporarily or Permanently Restricted to Unrestricted status during your most recently completed fiscal year and the purpose for which they were used.

Question 2. Composition of Restricted Net Assets

How are the remaining Restricted Assets divided among Temporarily and Permanently Restricted and what purposes are the assets designated for?

Question 3. Changes in Endowment Net Assets

Endowment includes both true endowment (a permanent fund with provisions that prohibit spending the corpus) and quasi-endowment (a fund designated by the board of the institution to function as an endowment).

Question 4. Tuition Revenue and Scholarship Aid – by Program

How much income has come from tuition and fees for each degree program or program group? How much was directed to scholarship assistance for students? This captures revenue and fees that are generated by broad degree programs and compares these revenues to scholarship aid provided under these same programs.

Question 5. Debt Service Payments – Purpose

How much was spent to decrease debt, both principal and interest? This captures the principal and interest payments on debt and categories these payments by particular underlying purpose of the debt.

Question 6. Fundraising Costs

What was the cost of raising new contributions? This is an attempt to capture an estimate of the total cost of fundraising for the institution. This should include fundraising costs associated with the development office, both salaries and operational costs, as well as a cost estimate of the chief executive's compensation that is involved in fundraising.

ARF PROGRAM NOTES

There are some fields in which you will not be allowed to enter data, such as Total fields that are calculated or contain amounts that are brought forward from another part of the form—the type in these fields will be navy blue.

Totals: Column and row totals will be generated automatically during data input—the type in these fields will be navy blue. Some forms require certain totals to match other forms' totals or totals on previous pages.

Decimals: Most fields on ATS forms require whole numbers. If you enter decimals for these fields, the program will round the number to the nearest whole.

Comments: A comments field has been added to each of the ARF forms. The comments field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons.

Printing: Because of a change in the Windows operating environment, some users are unable to send a copy of their reports to their local printer by clicking on the Printer icon. There is, however, another way to print your forms:

- Select the Print button from the data entry screen as usual.
- Once the printable version of the report appears, drop down the menu attached to the “Export” icon near the top of the window and choose the Acrobat (PDF) file option. (see figure 1)
- Select Open when prompted
When using Microsoft Internet Explorer: The prompt may appear at the bottom of the window and look similar to figure 2.
- A new window will open the report independent of the database and can be saved or printed.

Figure 1

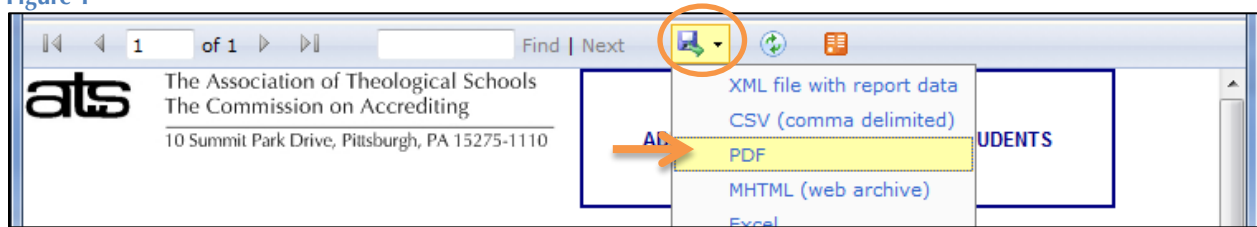


Figure 2

