Annual Report Form FF-2: Financial Data for Technology Expenditures

Most recently completed fiscal year (for member school only)

Member School:	**Survey Year:** 2024 - 2025

1. Which option best represents the member school's financial structure? [ ] Stand-alone [ ] Related to another entity (e.g., university)	
a. If related to another entity, does the member school rely on that entity for IT services?	
b. If "YES" to 1.a, is the member school charged a fixed fee for IT services? If Yes, report the $ amount in line 2	
c. If "No" to 1.b, can you estimate the amount for the member school's IT services? If Yes, report the $ amount in line 2	
2. Total dollars the member school spent on IT this past fiscal year, regardless of where budgeted (see categories in line 5 a-i below):	
3. Does the amount listed in line 2 above represent an unusually high amount due to special projects or special funding?	
4. What percentage of the member school's total expenditures last fiscal year is represented by the total spent on IT last fiscal year (listed in line 2 above): NOTE: If the member school is related to another entity (see 1 above), use the total expenditures only for the member school.	%

5. Allocation of IT expenditures for the following technology categories (leave blank any categories not used):

Technology Category (if one system covers multiple categories, split if can)	Amount Spent Software/Licensing**	Cloud-based?	Name of Product (See examples below)	
(a) Cybersecurity *				
(b) Student Information System (SIS)			If specific SIS, list here (e.g., Populi, Jenzabar)	
(c) Learning Management System (LMS)			If specific LMS, list here (e.g., Canvas, Moodle)	
(d) Videoconferencing System			If specific one(s), list here (e.g., Zoom, Teams)	
(e) Financial/Accounting System			If specific one(s), list here (e.g., Oracle)	
(f) Student Financial Aid System			If specific one(s), list here (e.g., Banner)	
(g) Development/Fundraising System			If specific one(s), list here (e.g., Blackbaud)	
(h) Library			If specific one(s), list here (e.g., OCLC, EBSCO)	
(i) Other category not listed above (if any)			List here what other category:	

* Cybersecurity includes such things as Managed Detection and Response (MDR), Managed Threat Response (MTR), and/or Security Operations Center as a Service (SOCaaS).
** Do not include here hardware costs, which are covered in item 6 below, nor personnel costs (see item 8 below).

6. Amount spent on IT hardware last fiscal year (estimate, if exact amount not known):	
7. Does the member school have cyber insurance?	
a. If yes, what level of insurance? (Select from: ≤$1 million, ≤$5 million, ≤ $10 million, > $10 million)	
b. If yes, what amount did the member school spend for the last contract year?	
8. How many of the technology staff are considered full-time? (using school's own definition of full-time)	
9. How many of the technology staff are considered part-time? (number of staff working at least 10 hours per week on average)	
10. What is the technology staff full-time equivalency? (each "Full-time" = 1 FTE; "Part-time" FTE is calculated by dividing total number of part-time hours worked by 40)	
11. How many of the FTE listed in line 10 above are supplied by another entity?	
(For example, if the member school has an FTE of 3 technology staff and all are supplied by an outsourced IT company, then list 3 in both lines 10 and 11; if the school has an FTE of 4 technology staff and 3 of those FTE are supplied by another entity (e.g., a university if the member school is related to it), then list 4 in line 10 and 3 in line 11)	

Respondent and Comments

Respondent:		**Phone:**		**Email:**	

Comments:

Instructions: Technology expenditures includes all forms of digital technology that the member school uses, including the categories listed in 5.a-i above. Please include here any IT expenditures regardless of where budgeted in the member school. For example, if technology for the library is budgeted under the library, please include that amount here also. If exact dollar amounts or percentages are not known for any category, use best estimate.