



Kay Ivey
Governor

STATE OF ALABAMA
Department of Finance
Office of the Director

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Clinton Carter
Finance Director

June 15, 2017

MEMORANDUM

TO: All Postsecondary Institutions, Private Schools
and State Related Schools

FROM:  Clinton Carter
Director of Finance

SUBJECT: FY 2018 Operations Plan

The Education Trust Fund Appropriations Bill (Act 2017-335) makes appropriations for public postsecondary institutions for the fiscal year beginning October 1, 2017. Other acts appropriate funds for the private and state related schools. As a result, you are requested to submit a plan of operation for fiscal year 2018.

Enclosed is a copy of the section of the appropriations law or specific appropriations act that pertains to your institution. The State of Alabama Accounting and Resource System (STAARS) for Performance Budgeting is the new computer program application used to submit the completed operations plan. The Postsecondary Operations Plan instructions manual for STAARS can be located at our web address www.budget.alabama.gov.

Completed operations plans are due in the Executive Budget Office no later than **Monday, July 31, 2017**. Additionally, please submit a copy of your institution's approved operating budget as soon as practical.

Funds for Teacher In-Service Centers were again appropriated through the Department of Education for the eleven universities with existing centers. A copy of this appropriation is included for your information. Please remember to include these funds on the operations plan.

Appropriated funds will be disbursed based upon the availability of funds and proper submission of required forms to the Executive Budget Office.

Additionally, a Quarterly Performance Report will be required using the STAARS Performance Budgeting application. The initial submission will also be **due on Monday, July 31, 2017**. Information and instructions for submittal can be found on the Executive Budget Office website.

If you have any questions, please contact your budget analyst at (334) 242-7230. Thank you for your continued cooperation and assistance.

CC:lh1

*Postsecondary
Operations Plan
Instructions*

Fiscal Year 2018



*State of Alabama
Department of Finance*

GENERAL INFORMATION

The "Fletcher Budget Act" (*Code of Alabama* 1975, Sections 41-4-80 through 41-4-96, inclusive, as amended) embodies the original budget authority for the State of Alabama. The "Budget Management Act" (*Code of Alabama* 1975, Sections 41-19-1 through 41-19-12, inclusive, as amended) greatly expanded the scope of the budget authority and financial management. The act established a comprehensive system for budgeting and financial management and provided for program budgeting, accounting and performance reporting.

The purpose of the Operations Plan is to ensure that the objectives of the Legislature's 2018 fiscal year appropriations are satisfied. The fulfillment of these intentions will be monitored by the preparation of annual budgets based on legislative appropriations. According to the Budget Management Act, Section 41-19-1 et. seq., *Code of Alabama* 1975, the state Department of Finance will "review each Operations Plan to determine that it is consistent with policy decisions of the Governor and appropriations by the Legislature, that it reflects proper planning and efficient management methods and that appropriations have been made for the planned purpose and will not be exhausted before the end of the fiscal year."

The Budget Management Act (Section 41-19-10, *Code of Alabama* 1975, as amended) mandates that the Department of Finance report quarterly to the Governor and the Legislature on the operations of each institution relating actual accomplishments to those planned. Therefore, the Department of Finance requires a quarterly list of performance indicators in conjunction with the Operations Plan. Information and instructions for submittal are located on the Executive Budget Office website (www.budget.alabama.gov).

GENERAL INSTRUCTIONS

1. Operations Plan Assistance - Questions concerning the operations plan forms and/or instructions should be directed to the Executive Budget Office, telephone number (334) 242-7230 or ATTNET number 220-7230. The budget analyst assigned to your institution will be available to provide technical assistance in the development of your operations plan.
2. Deadline Date - The deadline for submission of the operations plan (Forms 20, 21 and 20ps, if applicable) is **Monday, July 31, 2017**. The deadline for the initial submission of the QPR is also **Monday, July 31, 2017**. In addition to the operations plan, please submit one copy of the institution's approved operating budget for the fiscal year ending September 30, 2018. If the operating budget is pending approval by the institution's governing board, please submit a draft copy by July 31, 2017 *and* submit the approved plan as soon as it has been approved.
3. Quarterly Performance Report - A Quarterly Performance Report will be required. The initial submission, to include mission, vision, goals, and objectives is due July 31, 2017 using the STAARS Performance Budgeting (PB) application. Information and instructions for submittal are located on the Executive Budget Office website www.budget.alabama.gov.
4. Line Item Appropriation Description - The Department of Finance is requiring a brief but comprehensive description of each separate line item appropriation, including earmarked appropriations, made to your institution. This information should include the educational purpose and location of the program, service, or entity; to whom and how services are provided; and other similar information describing functions and/or activities. No specific form is being provided for this purpose. Information may be provided in the form of a letter, brochures, board resolutions, minutes, etc. In conjunction with the above requirement, please submit the name and telephone number of the current chief executive officer as well as the contact person regarding financial matters and updated address information. Documents can be added to the Document Management tab within STAARS Performance Budgeting.

5. Employee benefits for expenditure calculations should be estimated on the following basis for FY 2018:

FICA

2017 Calendar Year - Up to \$127,200	7.65%
2017 Calendar Year - Over \$127,200	1.45%
2018 Calendar Year - Up to \$131,000 (estimated)	7.65%
2018 Calendar Year - Over \$131,000 (estimated)	1.45%

TEACHERS' RETIREMENT SYSTEM

Tier I -	12.24% of total salaries
Tier II -	11.01% of total salaries

PEEHIP GROUP HEALTH INSURANCE \$800.00 per employee per month

6. State Funds - In-Service Center Appropriation – The appropriation for the In-Service Center located at your university should be included under Unrestricted Funds on Form 20, and the amounts are located in Act 2017-335 under the State Department of Education’s “Teacher In-Service Centers” line-item budget.
7. American Recovery and Reinvestment Act of 2009 (ARRA) – In addition to all other funds received in the Education Trust Fund Appropriation Bill, funds received under the American Recovery and Reinvestment Act of 2009 (ARRA) are conditionally appropriated upon receipt of these funds, the recommendation to the Director of Finance and the approval of the Governor. As your agency develops the 2018 Op Plan, list ARRA funds on a separate line for FY 2018 as applicable.
8. Rounding - Round all figures to the nearest dollar and omit all decimal points and zeros in the cents column.
9. Zero Balance – Leave spaces blank when figures are not necessary or required; i.e., **do not** show zeros or x’s.
10. Forms - All EBO forms may be found on the Internet at <http://www.budget.alabama.gov>. Forms are made available for working papers only. The final Operations Plan must be entered and submitted using the STAARS Performance Budgeting Application.

**DETAILED INSTRUCTIONS FOR
POSTSECONDARY OPERATIONS PLAN - EBO FORM NO. 20**

NOTE: The two university systems, University of Alabama and Auburn University, that have separate institutions should submit separate Operations Plans for each institution. DO NOT submit a consolidated Operations Plan.

Listed below for your convenience are the agency codes for each institution.

University of Alabama	501
University of Alabama at Birmingham	502
University of Alabama in Huntsville	503
Alabama A & M University	504
Alabama State University	505
Athens State University	581
Auburn University	506
Auburn Montgomery	507
Alabama Agricultural Experiment Station	111
Alabama Cooperative Extension System	112
Fire College	582
Jacksonville University	508
Montevallo University	510
University of North Alabama	511
University of South Alabama	512
University of West Alabama	509
Troy State University	513
Alabama Institute for Deaf and Blind	514
AIDB - Adult	113
AIDB - Industries	114
Lyman Ward Military Academy	123
Talladega College	121
Tuskegee University	122
Marine Environmental Sciences Consortium	571
Alabama College System	069

1. **Source of Current Funds** consists of all sources (prior-year cash balance brought forward, state, federal and local appropriations, all other state, federal and local funds, tuition and fees and all other sources) that will be used to pay for total expenditures for the fiscal year by fund group. List the various sources from which expenditures will be made, and provide only that portion your institution needs to support the expenditures (i.e. Sources = Expenditures). Please be reminded that cash balances brought forward must not consist of any unexpended state appropriations from the previous fiscal year. Unexpended state appropriations

must revert to the fund in the state treasury from which the appropriation was made.

2. **ETF Appropriation-Regular O&M** is the total amount appropriated by law for Operations and Maintenance of your institution in Act 2017-335, excluding appropriations to hospitals, Teacher In-Service Centers and other special line items.
3. **ETF Appropriation-Special Line Items** is the amount appropriated by law for items other than those listed. An example of this would be an appropriation for a Technology Network Program.
4. **ETF Appropriation-Other Act(s)** is the amount appropriated by law in an appropriation act other than Act 2017-335.
5. **State Funds-In-Service Center** is the total amount appropriated by law in Act 2017-335 within the State Department of Education's budget for the Teacher In-Service Center at your campus.
6. **Other State Funds** refers to any other funds received from the state. An example would be funds received from a state agency as an appropriation, grant or contract.
7. **Other Stimulus Funds** includes other grant funds received through ARRA.
8. **Federal Funds** includes any amounts received from the federal government as an appropriation, grant or contract.
9. **Local Funds** includes any amount received from local governments as an appropriation, grant or contract.
10. **Tuition and Fees** includes all tuition and fees assessed (net of refunds) against students. Tuition and fees remissions or exemptions should be assessed and reported as a source of funds even though there is no intention of collecting from the student.
11. **All Other Sources** includes all revenues other than the ones mentioned above.
12. **Hospital - Net Patient Service** is the difference between the Patient Service revenues and the Allowance for Uncollectible Accounts. **Other Income** includes such items as cafeteria revenue, discounts earned, pharmacy out-patient sales and any other miscellaneous income from the hospital. **ETF Appropriation-Regular** is the portion of the amount appropriated by law in Act 2017-335 budgeted for

hospitals. ETF Appropriation-Other Act(s) is the amount appropriated by law in an appropriation act other than Act 2017-335.

13. **Industries for the Blind** – Sales is equipment sales for the blind and deaf, ASD store sales, prevocational department sales, etc. Other Income includes such items as fees charged for conducting evaluations, training fees, etc. ETF Appropriation-Regular is the portion of the amount appropriated by law in Act 2017-335 budgeted for Industries for the Blind. ETF Appropriation-Other Act(s) is the amount appropriated by law in an appropriation act other than Act 2017-335.
14. **Auxiliary Enterprises** are entities that exist to furnish a service to students, faculty or staff and charge a fee for the service and is essentially self-supporting. Sales and Services revenue is limited to revenues derived directly from the operation of the auxiliary enterprises themselves. Revenues from gifts, grants or endowment income restricted for Auxiliary Enterprises should be reported under their respective source categories.
15. **Educational and General Balances Brought Forward, Hospital Balances Brought Forward, and Auxiliary Balance Brought Forward** categories consist of outstanding purchase orders and other commitments for materials or services not received as of September 30, the fund balance which has been internally designated by action of the governing board for some specific use, the fund balance which has not been allocated or otherwise designated for any particular use. Only the amount that will be used to meet the expenditures itemized in the lower portion of Form 20 should be shown as a source of funds.
16. **Total Source of Current Funds** is an aggregate total of all sources of funds for each fund type. Total Sources of Funds must equal Total Expenditures for each fund group.
17. **Current Funds Expenditures and Transfers** consists of the educational and general functional categorization of institutional expenditures according to the purpose for which the costs are incurred (as recommended for current fund expenditures by NACUBO and NCHEMS), hospitals, transfers and auxiliary enterprises. These categories and their descriptions follow.
18. **Instruction** - This category includes expenditures for all activities that are part of an institution's instructional program. Expenditures for credit and non-credit

courses, for academic, vocational, and technical instruction, for remedial and tutorial instruction, and for regular, special and extension sessions should be included. However, the fact that proposed expenditures for continuing/adult education courses are to be included in this category of expenditures does not change stated policy concerning the source of funding for these course offerings. That is, it continues to be state policy that continuing/adult education courses be self-supporting. This policy should be taken into account when computing and reporting the proposed sources of funds on EBO Form No. 20. Expenditures for departmental research and public service that are not separately budgeted should be included in this classification. This category will exclude expenditures for academic administration where the primary assignment is administration (for example, academic deans). However, expenditures for department chairpersons, in which instruction is still an important role of the administrator, should be included in this category.

19. **Research** - This category includes all funds expended for activities specifically organized to produce research outcomes as commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. This category does not contain all sponsored programs (such as training grants) or sponsored research only, since internally supported research programs should be included in this category. This category includes expenditures for departmental research activities that are separately budgeted and are normally managed within academic departments. Also included are research activities that are part of a formal research organization (institutes or centers) created to manage a number of research efforts (excluding federally funded research and development centers which are classified as independent operations).
20. **Public Service** - This category includes all funds budgeted specifically for public service and expended for activities established primarily to provide non-instructional services beneficial to groups external to the institution. Such activities can include seminars, projects, community service programs (excluding institutional activities), institutes, general advisory services, cooperative extension services, reference bureaus and various organizational entities established to provide non-instructional services to particular sectors of the community.

21. **Academic Support** - This category includes all funds expended for activities carried out primarily to provide support services that are an integral part of the operations of one of the institution's three primary programs: instruction, research, and public service. This includes the provision of services that directly assists the academic functions of the institution. Include expenditures for libraries, museums, galleries, audio/visual services, ancillary support, academic personnel development, course and curriculum development, and the expenditures for academic deans; do not include those of the department chairpersons, which are included under "Instruction." Also included in this category is computer processing that supports the three programs of instruction, research, and public service; however, administrative data processing (included in "Institutional Support") is excluded.
22. **Student Services** - This category includes all funds expended for admissions, registrar activities and activities whose primary purpose is to contribute to all students' emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instruction program. Examples are career guidance, counseling, financial aid administration, student health services (except when operated as a self-supporting auxiliary enterprise), student activities, cultural events, student newspaper, intramural athletics, and student organizations. Intercollegiate athletics should appear in "Student Services" if not essentially self-supported.
23. **Institutional Support** - This category includes all funds expended for activities whose primary purpose is to provide operational support for the day-to-day functioning of the institution, excluding expenditures for physical plant operations. Appropriate allocations of institutional support should be made to auxiliary enterprises, to hospitals and to any other activities not reported as "Educational and General" expenditures. Include expenditures for general administrative services, executive direction and planning, legal and fiscal operations, and community and legislative relations.
24. **Operation and Maintenance of Physical Plant** - This category includes all expenditures of current funds for the operation and maintenance of physical plant net of amounts charged to auxiliary enterprises and hospitals. It does not include

expenditures made from the institutional plant fund accounts. It includes all expenditures for operations established to provide services and maintenance related to campus grounds and facilities. It also includes utilities, property insurance, fire protection and similar items.

25. **Scholarships and Fellowships** - This category applies to monies given in the form of outright grants and trainee stipends to individuals enrolled in the formal coursework, either for credit or not. Do not report Federal PELL Grants, ROTC scholarships or other programs where the institution is not allowed to select the recipients of the grants.
26. **Total Educational and General Expenditures** is the aggregate total of all educational and general expenditures by functional category.
27. **E & G Mandatory Transfers** includes transfers from the educational and general current funds group to other fund groups arising out of (1) binding legal agreements related to the financing of educational plant, such as amounts of debt retirement, interest and required provisions for renewals and replacements of plant, not financed from other sources; and (2) grant agreements with agencies of the federal government, donors, and other organizations to match gifts and grants to loan funds and other funds.
28. **E & G Nonmandatory Transfers** includes those transfers from the educational and general current funds group to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, additions to quasi-endowment funds, general or specific plant additions, voluntary renewals and replacements of plant and repayments on debt principal. It may also include the transfer of resources to current funds.
29. **Total E & G Expenditures and Transfers** is the aggregate total of all educational and general expenditures plus mandatory educational and general transfers plus non-mandatory educational and general transfers.
30. **Hospital** expenditures would include expenditure costs for administration, admission, credit and collections, health data systems, recruitment, materials management, communications, planning, systems development, hospital chaplaincy and volunteer service, all professional services related to the delivery of health care to the patient, and all housekeeping maintenance and security for

the physical plant. Include also both mandatory and non-mandatory transfers (net) in the total expenditure amount for hospital.

31. **Industry** expenditures would include expenditure costs for salaries, employee benefits, supplies, equipment, utilities, etc. Include also both mandatory and non-mandatory transfers (net) in the total expenditure amount for Industries for the Blind.
32. **Auxiliary Enterprises** includes all costs of operating the auxiliary enterprises. **Expenditures** include charges for operation and maintenance of physical plant, general administration and general institutional expenses. Intercollegiate athletics, if essentially self-supporting, are to be reported as Auxiliary Enterprises. Otherwise report them under Student Services. Also included in this category are other direct and indirect costs whether charged directly as expenditures or allocated as the proportionate share of the costs of other departments or units. **Mandatory Transfers** and **Non-mandatory Transfers** follow the same criteria of identification as educational and general transfers.
33. **Total Auxiliary Enterprises** is the aggregate total of all Auxiliary Enterprises expenditures and transfers.
34. **Total Current Funds Expenditures and Transfers** is the total of Total E & G Expenditures and Transfers plus hospital (including transfers) plus industries (including transfers) plus the total Auxiliary Enterprises expenditures.
35. EBO Form No. 20 should be submitted electronically using the STAARS Performance Budgeting application.

Postsecondary Operation Plan
Error Page

Institution: University Of South Alabama

	Current Unrestricted Funds	Current Restricted Funds	Form
Current Funds - Form 20 Validation			
TOTAL CURRENT FUNDS EXPENDITURES AND TRANSFERS	750,695,566	63,800,000	20
TOTAL SOURCE OF CURRENT FUNDS	750,695,566	63,800,000	20
	Ok	Ok	
Current Funds - Form 21 Validation			
TOTAL CURRENT FUNDS EXPENDITURES AND TRANSFERS	750,695,566	63,800,000	20
GRAND TOTAL CURRENT FUNDS EXPENDITURES AND TRANSFERS	750,695,566	63,800,000	21
	Ok	OK	
Total E&G Expenditures Validation			
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES BY FUNCTION	253,203,967	63,800,000	20
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES BY OBJECT	253,203,967	63,800,000	21
	Ok	Ok	
E&G Transfers Validation			
Mandatory	15,507,747	0	20
Non Mandatory	1,798,661	0	20
TOTAL FORM 20 EDU AND GEN TRANSFERS	17,306,408	0	
TOTAL BUD E&G TRANSFERS	17,306,408	0	21
	Ok	Ok	
Total Hospital / Industries Expenditures & Transfers			
Hospital (Including Transfers)	451,562,225	0	20
TOTAL FORM 20 HOSPITAL & INDUSTRIES	451,562,225	0	
TOTAL	451,562,225	0	21
	Ok	Ok	
Auxiliary Transfers Validation			
TOTAL FORM 20 AUXILIARY TRANSFERS	5,553,463	0	
Transfer (Net)	5,553,463	0	21
	Ok	Ok	
Auxiliary Enterprises Validation			
TOTAL AUXILIARY ENTERPRISES	28,622,966	0	20
TOTAL AUXILIARY EXPENDITURES AND TRANSFERS	28,622,966	0	21
	Ok	Ok	

**POSTSECONDARY
OPERATIONS PLAN**

Fiscal Year: 2018

Institution Name: University Of South Alabama

	Current Unrestricted Funds	Current Restricted Funds	Current Combined Funds
Source of Current Funds:			
ETF Appropriation - Operations and Maintenance	91,201,955	0	91,201,955
State Department of Education - In-Service Center	302,337	0	302,337
Other State Funds	453,938	7,250,000	7,703,938
Federal Funds	3,835,832	38,400,000	42,235,832
Local Funds	9,715,000	6,550,000	16,265,000
Tuition and Fees	148,897,898	0	148,897,898
BP Oil Funds	0	5,900,000	5,900,000
Other Sources: Miscellaneous	16,103,415	5,700,000	21,803,415
Hospital:			
Net Patient Service and Other	437,787,419	0	437,787,419
ETF Appropriation	10,774,806	0	10,774,806
ETF Appropriation - Cancer Center	3,000,000	0	3,000,000
Auxiliary Enterprises:			
Sales and Service	28,622,966	0	28,622,966
TOTAL SOURCE OF CURRENT FUNDS	750,695,566	63,800,000	814,495,566
CURRENT FUNDS EXPENDITURES AND TRANSFERS:			
Educational and General:			
Instruction	108,261,409	9,300,000	117,561,409
Research	4,868,286	14,100,000	18,968,286
Public Service	9,445,255	12,800,000	22,245,255
Academic Support	20,804,230	0	20,804,230
Student Services	29,731,109	950,000	30,681,109
Institutional Support	30,286,440	0	30,286,440
Operation and Maintenance of Physical Plant	29,358,371	400,000	29,758,371
Scholarships and Fellowships	20,448,867	26,250,000	46,698,867
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES BY FUNCT	253,203,967	63,800,000	317,003,967
Mandatory	15,507,747	0	15,507,747
Non Mandatory	1,798,661	0	1,798,661
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES AND TRAN	270,510,375	63,800,000	334,310,375
Hospital (Including Transfers)	451,562,225	0	451,562,225
Auxiliary Enterprises:			
Auxiliary Enterprises Expenditures	23,069,503	0	23,069,503
Mandatory	4,488,061	0	4,488,061
Non-Mandatory	1,065,402	0	1,065,402
TOTAL AUXILIARY ENTERPRISES	28,622,966	0	28,622,966
TOTAL CURRENT FUNDS EXPENDITURES AND TRANSFERS	750,695,566	63,800,000	814,495,566

**POSTSECONDARY OPERATIONS PLAN
BUDGETED EXPENDITURES & TRANSFERS DETAIL**

Fiscal Year: 2018

Institution Name: University Of South Alabama

	Current Unrestricted Funds	Current Restricted Funds	Current Combined Funds
BUDGETED E&G EXPENDITURES:			
Salaries and Wages	135,850,394	13,700,000	149,550,394
Employee Benefits	43,382,288	3,400,000	46,782,288
Supplies & Expenses	44,222,418	18,450,000	62,672,418
Equipment and Other Capital Assets	5,700,000	2,000,000	7,700,000
Recoveries from Sales or Services	(10,500,000)	0	(10,500,000)
Fuel and Metered Utilities	14,100,000	0	14,100,000
Scholarships and Fellowships	20,448,867	26,250,000	46,698,867
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES BY OBJECT	253,203,967	63,800,000	317,003,967
BUDGETED E&G TRANSFERS:			
Debt Service	15,336,508	0	15,336,508
Loan Fund Matching Grant	171,239	0	171,239
Unexpended Plant Fund	1,798,661	0	1,798,661
TOTAL BUD E&G TRANSFERS	17,306,408	0	17,306,408
TOTAL E&G EXPENDITURES AND TRANSFERS	270,510,375	63,800,000	334,310,375
AUXILIARY ENTERPRISES:			
Salaries and Wages	2,648,050	0	2,648,050
Employee Benefits	697,020	0	697,020
Supplies and Expenses	19,724,433	0	19,724,433
Transfer (Net)	5,553,463	0	5,553,463
TOTAL AUXILIARY EXPENDITURES AND TRANSFERS	28,622,966	0	57,245,932
HOSPITAL/INDUSTRIES EXPENDITURES:			
Salaries and Wages	210,953,865	0	210,953,865
Employee Benefits	54,463,624	0	54,463,624
Supplies and Expenses	178,551,505	0	178,551,505
Utilities	4,400,802	0	4,400,802
Transfers	3,192,429	0	3,192,429
TOTAL	451,562,225	0	451,562,225
GRAND TOTAL CURRENT FUNDS EXPENDITURES AND TRANSFERS	750,695,566	63,800,000	814,495,566

POSTSECONDARY OPERATIONS PLAN - EBO FORM NO. 21

NOTE: Form 21 is designed to detail, by major object, the budgeted expenditures shown on Form 20. The requested information on Form 21 is in the same format as information submitted on the EBO Budget Request forms.

INSTRUCTIONS:

1. **Budgeted E&G Expenditures** should be reported by the preprinted objects of expenditure defined below.
 - (a) **Salaries and Wages** A major object which includes all costs relating to personnel such as regular salaries and wages, overtime earnings, special allowances and employee termination costs.
 - (b) **Employee Benefits** A major object which captures employer costs for employee benefits. Include all employees' fringe benefits such as FICA, retirement contributions, group health insurance, worker's compensation insurance, unemployment compensation, TIAA and CREF.
 - (c) **Supplies and Expenses** A major object which includes all expenditures excluding salaries and wages, employee benefits and capital assets (defined below). Include expenses such as payments for all services, repairs and maintenance, rentals and leases, advertising, communications, travel and subsistence, products, office supplies and materials, and expenses for payment of grants and awards. (NOTE: Utilities will be reported as a separate object of expenditure classified as "Fuel and Metered (Purchased) Utilities.")
 - (d) **Equipment and Other Capital Assets** A major object which includes all expenditures for equipment and other capital assets which have a useful life of more than one year and an acquisition cost of \$100 or more per unit.
 - (e) **Recoveries from Sales or Services** A major object which includes the billed price of services and materials which must be reported as reductions of expenditures in accordance with the NACUBO treatment of intra-institutional transactions. This category should be reflected as a credit entry.
 - (f) **Fuel and Metered Utilities** A major object which includes fuel purchased for utilities generation and purchased utilities.

- (g) Scholarships and Fellowships This category applies to monies given in the form of outright grants and trainee stipends to individuals enrolled in the formal coursework, either for credit or not. Do not report Federal PELL Grants, ROTC scholarships or other programs where the institution is not allowed to select the recipients of the grants.
5. **Total E&G Expenditures** is the aggregate total of the E&G expenditures. This total should match the total shown on Form 20.
 6. **Budgeted E&G Transfers** should be listed in the categories provided for unrestricted and restricted funds. If the net amount of the transfer is an in-flow to the fund group, it should be parenthesized and treated as a negative figure. If the net amount transferred is an outflow from the fund group, it should be shown as an unsigned integer and treated as a positive figure in subsequent summations of expenditures and transfers. Any transfer between the current fund and any other fund of the institution must be separately and clearly identified.
 7. **Total Budgeted E&G Transfers** is the aggregate total of the transfers.
 8. **Total E&G Expenditures and Transfers** is the sum of "Total E&G Expenditures" and "Total Budgeted E&G Transfers". This total should match the total shown on Form 20.
 9. **Auxiliary Enterprises** should be budgeted in the categories provided. All transfers should be consolidated and the net amount should be on the transfer line.
 10. **Total Auxiliary Expenditures and Transfers** is the aggregate total of the budgeted expenditures and transfers for auxiliary enterprises. This total should match the amount shown on Form 20.
 11. **Hospital/Industries Expenditures** should be budgeted in the categories provided. All transfers should be consolidated and the net amount should be on the transfer line.
 12. **Total Hospital/Industries Expenditures and Transfers** is the aggregate total of the budgeted expenditures and transfers for hospitals/industries. This total should match the amount shown on Form 20.

13. **Grand Total Current Fund Expenditures and Transfers** is the aggregate total of E&G Expenditures and Transfers, Auxiliary Expenditures and Transfers and Hospital/Industries Expenditures and Transfers. This total should match the total amount shown on Form 20.

NOTE: FOR PRIVATE AND STATE RELATED SCHOOLS ONLY

**DETAILED INSTRUCTIONS FOR
QUARTERLY EXPENDITURE REPORT - EBO FORM NO. 20ps**

1. The Form 20PS can be downloaded at www.budget.alabama.gov
2. Fill in your institution's agency name.
3. Fill in the fiscal year – 2018.
4. Complete the budgeted column for each quarter using the same information contained in the Form 20.
5. Obtain signature of the President or an authorized agent and fill in the date. The date indicates the date signed.
6. Upload a copy of the signed Form 20PS to the document management tab in STAARS Performance Budgeting.
7. **BE SURE TO RETAIN A LEGIBLE COPY IN YOUR FILES. THIS WILL BE USED TO REPORT ACTUAL EXPENDITURES AT THE END OF EACH QUARTER.**

Unless otherwise instructed, the standard due date is the last day of the month following the quarter for which you are reporting (or the next business day if that day is a holiday).

ALABAMA PRIVATE SCHOOL **EXAMPLE**
Institution

QUARTERLY EXPENDITURE REPORT FOR FY : **2018**

COMBINED CURRENT FUNDS EXPENDITURES	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Current Unrestricted Funds:								
Instruction	456,850		507,980		557,750		332,660	
Research	280,030		295,500		315,800		206,900	
Public Service	165,300		103,750		143,740		87,360	
Academic Support	309,830		376,490		408,900		208,730	
Client/Student Services	321,050		34,480		364,730		294,545	
Institutional Support	437,380		45		484,460		389,680	
O&M of Physical Plant	543,760		561,445		583,055		497,450	
Scholarships and Fellowships	477,910		482,030		502,825		403,300	
Sheltered Workshops and BSC								
Other ----								
Total Unrestricted E&G Expenditures	2,992,110	-	2,361,720	-	3,361,260	-	2,420,625	
Current Restricted Funds:								
Instruction	111,560		210,000		131,780		98,460	
Research	280,630		167,367		303,260		207,800	
Public Service	116,430		150,000		132,805		104,270	
Academic Support	123,265		150,000		141,230		108,960	
Student Services	105,210		183,820		124,085		95,535	
Institutional Support	170,025		162,820		195,475		123,830	
O&M of Physical Plant	150,450		235,560		174,740		116,265	
Scholarships and Fellowships	221,010		240,000		247,090		198,060	
Total Restricted E&G Expenditures	1,278,580	-	1,499,567	-	1,450,465	-	1,053,180	
Auxiliary Enterprise Expenditures	275,980		206,500		234,890		196,100	
TOTAL CURRENT FUND EXPENDITURES	4,546,670	-	4,067,787	-	5,046,615	-	3,669,905	

Dr. John Hancock
Signature

July 26, 2017
Date