

COMMUNITY COLLEGE ENROLLMENT REPORTING AND
ANNUAL FINANCIAL REPORT SUBMISSIONS



State University of New York
State University Plaza
Albany, New York 12246

Office of the Vice Chancellor
for Finance and Business

March 25, 1985

To: Presidents, Community Colleges

From: Harry K. Spindler *HKS*
Sherry H. Penney *SHP*

Subject: Community College Enrollment Reporting and
Annual Financial Report Submission

As you know, our central review of your Annual Financial Report involves a reconciliation of the report's enrollment with those provided by your campus to our Office of Institutional Research and Planning. The current review process allows the acceptance of an Annual Financial Report containing enrollments which may differ from those filed with the Office of Institutional Research and Planning when the variance is explained. This practice has resulted in "official" enrollment files which produce inconsistent statistical summaries.

In an effort to address this problem, beginning with the 1984-85 submissions, all Annual Financial Report enrollments must agree with those enrollments reported by your campus to our Office of Institutional Research and Planning. Reporting dates are shown on the attached calendar.

Under these revised procedures for campus enrollment reporting, it is advisable that a single office or area, responsible for the Institutional Research activity, be designated as the primary provider of all Campus enrollment statistics.

Furthermore, changes from the Office of Institutional Research and Planning enrollment data, for the purpose of computing State Aid entitlement, for the years 1984-85 and beyond will be recorded only in accordance with the issuance of the State Comptroller's final audit report.

Finally, instructions concerning this revised procedure will accompany the State Comptroller's 1984-85 Annual Financial Report forms and SUNY Office of Institutional Research and Planning enrollment reporting forms. Should additional questions arise concerning either of the forms, please contact the appropriate central office.

This Enrollment Reporting procedure has been discussed with Community College Business Officers and Institutional Research representatives and has their endorsement.

Attachment

cc: Chancellor Wharton
Executive Council
Campus Business Officers
Academic Officers
Student Affairs
Institutional Research Officers

Community College - SUNY Central AdministrationEnrollment Reporting Calendar

<u>Month</u>	<u>End of Week #</u>	<u>Activity</u>
September	1	. September 1-August 31, Community Colleges begin fiscal year. . Full Opportunity Reports due Community College Office. . Summer enrollment credit & non-credit enrollment data due to SUNY Office of Institutional Research and Planning.
	3	. SUNY Office of Institutional Research and Planning completes prior year's annual average FTE, business, technical, contract, etc., summaries and distributes to SUNY Budget Office, Controller's Office, et.al.
	4	. SUNY Controller mails to campuses the pre-posted Annual Financial Report, Enrollment page, containing annual average, business, technical, contract, etc. FTE and applicable headcount summaries prepared by the Office of Institutional Research.
October	4	. All Community College Annual Financial reports due SUNY Controller's Office, incorporating "Official Enrollment" page.
December	2	. Basic Fall Semester enrollment data due SUNY Office of Institutional Research and Planning. Closure on all Fall Student Data Files for campuses with automated reporting procedures. Closure on all basic headcount data forms (viz., form IC and its subsidiary forms) for campuses which have not yet converted to automated data reporting procedures.
January	4	. All Other, Fall Semester enrollment data due SUNY Office of Institutional Research and Planning. Closure on any forms which cannot be generated from the Student Data File and closure on all subsidiary forms for manual campuses. Note that for the Community Colleges this includes forms for non-credit state aidable courses, aidable contract course, aidable auditors, and forms for business and technical supplemental financial assistance.
May	4	. All Intersession and Basic Spring Semester enrollment data due SUNY Office of Institutional Research and Planning. Closure on all Spring Student Data Files for campuses with automated reporting procedures. Closure on all basic headcount data forms (viz., form IC and its subsidiary forms) for campuses which have not yet converted to automated data reporting procedures.

Community College - SUNY Central AdministrationEnrollment Reporting Calendar
(Continued)

<u>Month</u>	<u>End of Week #</u>	<u>Activity</u>
July	1	. July 1-June 30 - Community Colleges begin fiscal year.
	2	. All Other, Intersession, and Spring Semester enrollment data due SUNY Office of Institutional Research and Planning. Closure on any forms which cannot be generated from the Student Data File and closure on all subsidiary forms for manual campuses. Note that for the Community Colleges this includes forms for non-credit state aidable courses, aidable contract course, aidable auditors, and forms for business and technical supplemental financial assistance.

NOTE: The Central Staff Office of Institutional Research and Planning will specify initial due dates for all reporting procedures so as to provide adequate time for data verification prior to closure of the files. It is the campuses' responsibility to complete its enrollment verification process in time to meet those dates for data reporting.