

State University of New York Guidelines for Financial Reporting

Every expenditure account is assigned a NACUBO function based on the chart of account request. Listed on the chart of accounts is a field titled "NAC CLS". Every account is assigned a code. Below are a crosswalk of the codes and also a definition of the expenditure function:

Chart of Accounts NACUBO Class

- 10000 – Instruction
- 10001 – Organized Activities (Academic Support)
- 10002 – Research
- 10003 – Public Service
- 10004 – Libraries (Academic Support)
- 10005 – Student Services
- 10006 – Maintenance and Operation of Plant
- 10007 – General Administration (Institutional Support)
- 10008 – General Institutional Support (Institutional Support)
- 10009 – Residence Halls
- 10010 – Food Service
- 10011 – Auxiliary Other
- 10012 – Intercollegiate Athletics
- 10013 – Hospitals
- 10015 – Scholarship and Fellowships

EXPENDITURE NACUBO FUNCTIONS

Instruction (00)

Instruction category includes expenses for all activities that are part of an institution's instruction program. Expenses for credit and noncredit courses; academic, vocational and technical instruction; remedial and tutorial instruction; regular, special, and extension sessions should be included. This category excludes expenses for those academic personnel whose primary activity is administration – for example academic deans. Expenses for department chairpersons and administrators for whom instruction is an important role are included. Expenses for noncredit offerings that are part of adult education or continuing education, as well as adult basic education courses are included. This category also includes expenses for formally organized and / or separately budgeted instructional information technology. If an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to academic support and the remainder to institutional support.

Research (02)

Research category includes expenses for all activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. This category also includes expenses for formally organized and / or separately budgeted research information technology. If an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to academic support and the remainder to institutional support.

Public Service (03)

Public service category includes expenses for activities established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar noninstructional services to particular sectors of the community. This category also includes expenses for formally organized and / or separately budgeted public service information technology. If an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to academic support and the remainder to institutional support.

Academic Support (01, 04)

Academic support category includes expenses incurred to provide support services for the institutions primary missions: instruction, research, and public service. The following two subcategories will be used:

- **Libraries (04)**

This subcategory includes expenses for organized activities that directly support the operation of a catalogued or otherwise classified collection.

- **Organized Activities (01)**

This subcategory includes expenses for services that directly assist the academic functions of the institution such as demonstration schools, audiovisual services, computing support, and academic administration. If an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to this category and the remainder to institutional support. This subcategory includes academic dean's expenses, such as deans of research, deans of graduate schools, and college deans but not expenses for department chairpersons. Expenses associated with the chief academic

officer of the institution are classified as institutional support. Also includes expenses for formally organized academic advising.

Include expenses for activities that provide the faculty with opportunities for personal and professional growth and development as well as expenses for activities that evaluate and reward professional performance of the faculty. These include sabbaticals, faculty awards, organized faculty development programs.

Student Services (05)

Student services category includes expenses incurred for offices of admissions and the registrar, and activities with the primary purpose of contributing to students' emotional and physical well being and intellectual, cultural, and social development outside the context of the formal instruction program.

This includes student activities, and services provided for particular types of students such as minority students, veterans, and handicapped students. In recent years, some institutions have created an office of enrollment management; expenses for such an office are best categorized in student services. Exclude from the category activities of the chief administrative officer for student affairs as this is classified as institutional support. Expenses for cultural events, student newspapers, and student organizations should be included.

Include expenses for formally organized placement, career guidance, and personal counseling services for students. This includes vocational testing and counseling services and activities of the placement office. Also include expenses for activities that provide financial aid services and assistance to students. Expenses for activities related to the identification of prospective students, the promotion of attendance at the institution, and the processing of applications for admissions. Also include expenses for activities to maintain, handle, and update records for currently and previously enrolled students.

This category includes expenses for formally organized and/or separately budgeted student services information technology resources. If an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied academic support and the remainder to institutional support.

Institutional Support (07, 08)

This function is broken down into two subcategories as follows:

- **General Administration (07)**

This subcategory includes expenses for all central executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services. This includes the president, chief academic

officer, chief business officer, and chief student affairs officer and chief development officer.

Include expenses for operations related fiscal control and investments, the accounting office, bursar's office, and internal and external audits. Include expenses related to general administrative operations and services, including expenses for personnel administration.

- **General Institutional Support (08)**

This subcategory includes expenses related to space management, administrative data processing, purchase and maintenance of supplies and materials, campus-wide communication services, general stores, and printing shops. If an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to academic support and the remainder to this category.

Also include expenses for activities to maintain relations with the community, alumni, or other constituents and to conduct activities related to institutionwide development and fund raising.

Operation and Maintenance of Plant (06)

Operation and maintenance of plant category includes expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. They include expenses normally incurred for such items as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; earthquake and disaster preparedness; safety; hazardous waste disposal; space and capital leasing; and facility planning and management. This category also includes expenses for formally organized and / or separately budgeted maintenance information technology. If an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to academic support and the remainder to institutional support.

Scholarships and Fellowships (15)

Public institutions, after adoption of GASB Statements 34 and 35, should report tuition discounts and allowances and scholarships generally as reductions of tuition and fees and auxiliary enterprises revenue. Certain amounts of such items should still be reported as expenses. Institutional resources provided to students as financial aid should be recorded as scholarship allowances in amounts up to and equal to amounts owed by students to the institution. Institutional resources provided in excess of amounts owed by students to the institution and refunded to students should be recorded as expenses.

The scholarship and fellowships category includes expenses in the form of grants to students resulting from the selection by the institution or from an entitlement program. This category also includes trainee stipends, prizes, and awards. Tuition and fee remissions to students should be included here. If the tuition and fee remission was granted because of faculty or staff status or family relationship of students to faculty or staff, then the expenses should be recorded as an employee benefit in the appropriate functional expense category.

Auxiliary Enterprises (09, 10, 11, 12)

An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to the cost of the goods and services. These enterprises are managed as a self-supporting activity. Examples include the following: residence halls, food services, intercollegiate athletics, college stores, faculty clubs, faculty and staff parking, transportation services, faculty housing, and student health services.

This category includes expenses for auxiliary enterprise activities primarily intended to furnish goods and services that are related to the higher education mission. Customers for these goods and services generally are not students, faculty, or staff. Entities of this type are formed to meet the geographic and public service needs of a region and generally relate to an institution's mission of teaching, research, or public service. Examples of such an entity would be a drug testing center or a university press department.

This category also includes activities that were established primarily to provide goods and services to other internal units on a fee for service basis. The goods and services are provided at an institutional level. This characteristic excludes enterprises that only serve units within the same department. For example, a telecommunications department that services the entire institution would be considered other self-supporting.

EDUCATIONAL AND GENERAL EXPENDITURES, ACTIVITY LOOK-UP TABLE

INSTRUCTION

Adult Basic Education
Occupational and Vocational
Community Education
Off-campus Instruction
Credit Instruction
Preparatory Education
Degree Instruction
Professional Review Courses
Extension Instruction
Remedial Courses
Informal Academic Advising
Tutorial Instruction
Noncredit Instruction
Vocational Certificate Programs
Nondegree Instruction

RESEARCH

Institutes and Research Centers
Individual and Project Research

PUBLIC SERVICE

Agricultural Extension Service
Community Development Programs
Area Extension Programs
Community Health Services
Public Broadcasting Services
Community Service
Community Dental Clinic
Conferences and Conference Centers
Youth Extension
Cooperative Extension Service
Cultural Events

ACADEMIC SUPPORT

OTHER THAN LIBRARIES

Academic Administration
Academic Computing Services
Academic Dean
Art Exhibits
Audiovisual Equip. Rental or Services
Dean of a College or School
Faculty and Staff Development
Faculty Awards
Faculty Development
Faculty Recognition Programs
Faculty Recruitment
Faculty Retreats
Formal Academic Advising
Media Resources
Student Newspapers
Telecommunications Center
University Press
Multimedia Center
Museums and Galleries
Sabbatical Leaves
Record, Film, and Video Center

LIBRARIES

Archives
Book Appraisals
Book Purchases
Book Repairs (e.g., binding)
Book Restoration
Learning Resources Center
Library Reference Room Services
Newspapers (Periodical Acquisition)
Reference Services

STUDENT SERVICES

Admissions
Student Associations
Advanced Placement Testing
Student Clubs
Student Activities
Student Government
Career Days
Student ID Cards
Career Guidance
Student Newspaper
Course Catalogs
Student Orientation
Financial Aid Administration
Student Records
Financial Aid Office
Student Recruitment
Work-study Administration
Student Senate
Intramural Athletics
Student Yearbook
Registrar
Transcripts
Social and Cultural Development
Transfer Credit Evaluation

INSTITUTIONAL SUPPORT

GENERAL ADMINISTRATION

Accounting
Employee Relations
Affirmative Action Office
Executive Management
Board of Trustees
External & Internal Auditor
Budget Administration
General Counsel

Bursar
Legal Services
Business Office
Long-range Planning
Chief Academic Officer
Personnel Administration
Chief Business Officer
President
Chief Officer for Student Affairs

GENERAL INSTITUTIONAL SUPPORT

Accreditation Fees & Studies
Institution-wide Committees
Administrative Computing Services
Institutional Research
Collective Bargaining
Parent Activities
Commencements
Institutional Studies
Postage

GENERAL

Communications
Traffic Control
Community Public Relations
Print Shop
Computer Center
Professional Development
Copy Center
Purchasing
Development Office
Space Management
Institutional Dues & Memberships
Storage
General Liability Insurance (property)
Telephone Service

OPERATION & MAINTENANCE OF PLANT

Air Conditioning
Fuel, Heating
Power Plant
Building Cleaning & Maintenance
Fuel, Power Plant
Remodeling
Campus Planning
Grounds Maintenance
Rent
Campus Roads
Heating Oil
Repairs and Renovations
Coal
Insect Control
Snow Removal
Construction Projects
Janitors
Trash Collection
Custodial Services
Major Repairs and
Utilities
Director of Physical Plant
Natural Gas
Water and Sewage Services
Electricity
Physical Plant Administration
Water Treatment Plant
Fire Protection
Campus Safety

SCHOLARSHIPS & FELLOWSHIPS

Awards, Financial (Graduate)
Pell Grants
Stipends
Fellowships
Scholarships

Student Waivers
Financial Aid (Grants)
SEOG Grants
Tuition Assistance Program (TAP)

AUXILIARY ENTERPRISES

Art Supply Stores
Infirmary
Student Cooperatives
Bowling Alley
Intercollegiate Athletics
Student Health Clinic
Child Care Center
Resident Assistants
Student Union
Dormitories
Resident Directors
University Club
Faculty Clubs
Restaurants
University Press
Food Service
Student Bookstore
Vending Machines
Golf Course
Student Center
Health Services
Parking and Parking Enforcement
Police
Transportation