FINANCIAL QUESTIONNAIRE
for
Public Institutions

---CONFIDENTIAL---

NOTE: Appropriate CPA-Prepared Audited Financial Information Must Accompany This Form

MEMBERSHIP STATUS:

☐ Candidate

☐ Accredited Institution

Name of Institution: _____

COE ID Number: _____

OPEID Number, if applicable: _____

Institution Mailing Address: _____

Name and Title of
Chief Administrative Officer: _____

Phone ( ) _____ Email: _____

Date Submitted: _____ Fiscal Year End: _____

Financial statements included are as of (date): _____

SUBMIT THIS FORM WITH CPA FINANCIAL INFORMATION IN PDF FORMAT TO:
The Audits Submission Section in EDvera

COE FINANCIAL QUESTIONNAIRE INSTRUCTIONS

Audited financial information is required when an institution applies for candidacy with the Commission AND thereafter on an annual basis throughout its candidate and accreditation status with the Commission. Financial information will also be required during the process of seeking initial accreditation, reaffirmation of accreditation, and as requested by the Commission. The submission of audited financial information **must be accompanied** by this completed questionnaire which **must be signed** by an institutional representative.

The Commission accepts only audited financial information prepared by a CPA for the purpose of documenting compliance with its financial stability requirements. Reviewed or compiled financial information will not be accepted as documentation of compliance with any Commission standard or policy.

The financial information submitted in this section will be used to review financial stability of the institution as required by Standard VII. In this regard, any items appearing anywhere on these financials that may indicate potential financial instability should be thoroughly explained in notes or separate attachments accompanying this form. Factors that may be considered in determining financial stability include, but are not limited to:

- Institutional financial information such as the Composite Financial Information Score (CFI), system level data or other financial data.
- Contingent liabilities or on-going litigation which could potentially affect the institution's ability to continue operation.

In preparation of this report, you should review the completed package and provide an explanation regarding any financial information which appears to indicate financial instability. This explanation should provide details as to why the information supplied should not be interpreted as indicating financial instability.

To comply with Commission requirements in Standard VII, financial information must be prepared by a certified public accountant in accordance with Generally Accepted Accounting Principles (GAAP) and in accordance with Generally Accepted Government Auditing Standards (GAGAS).

Audited financial information must include, at a minimum, the following information:

(1) Accountant's report;
(2) Balance sheet;
(3) Income statement for each main campus and branch campus (if any) of the institution;
(4) Statement of cash flow;
(5) Institutional financial information such as the Composite Financial Information Score (CFI), system level data or other financial data, prepared by a CPA;
(6) Appropriate footnotes to the financial information and other relevant disclosures; and,
(7) ***The name, licensing number, and licensing state of the CPA or firm responsible for preparing the audited financial information***.

SUBMIT THIS FORM WITH CPA FINANCIAL INFORMATION IN PDF FORMAT TO:
The Audits Submission Section in EDvera

IMPORTANT REMINDER

All public institutions must submit a copy of their CPA-prepared audited financial information along with a copy of this questionnaire every year. Annual financial information is due in the COE office **no later than twelve months** following the date of the end of the institution's fiscal year. Penalties apply for failure to meet this deadline.

FINANCIAL QUESTIONNAIRE

INSTRUCTIONS:

- ALL questions must be answered.
- All questions cover the period from the beginning of the fiscal year being reported on to the date of submission of this form.

If any of the following questions are answered YES, a sufficient explanation must be attached and referenced to the particular question number.

	YES	NO
1. Has there been any change in the institution's name?		
2. Has the institution opened any new additional locations?		
3. Is the balance sheet presented a consolidated one, i.e., including business operations other than the institution submitting the report?		
4. Are there any lawsuits or legal actions pending by or against the institution? This must be provided to COE within 5 business days		
5. Does the institution have any contingent liabilities which could potentially affect the institution's ability to continue operation?		
6. Does the institution have any Federal or State income or payroll tax liens?		
7. Is the institution currently being audited by the IRS, the U.S. Inspector General's Office, or any other Federal or State authorizing agency?		
8. Has the institution missed enrollment projections for more than two consecutive periods (i.e., quarters, semesters)?		
9. Has the institution failed to make on-time required payments to retirement systems?		
10. Has the institution failed to make on-time payments related to leases or building projects/renovations?		
11. Have there been any events, transactions, or dealings not previously disclosed that may effect the institution's financial position?		
12. Has the institution experienced an increase in gross revenue of 100% or a decrease in gross revenue of 50% or more? If yes, report the information and submit the explanation on the attached form.		
	Current Year	**Previous Year**
	$	**$**
13. What factor (such as **Composite Financial Information** (CFI) score, **system-level data or other financial data**) in your most recently submitted financial information is used as an indicator of overall financial stability?		

AFFIRMATION

I hereby affirm that I am an officer of this institution and that these financial forms have been prepared by management from the records of the institution. To the best of my knowledge and belief, they are true, correct, and complete. I understand that these financial statements and accompanying detail are for the confidential review of the Council on Occupational Education and will be used by them as one criterion to grant or continue accreditation for the institution.

Name of Official of Record

Title

Signature Date

FORMAL NOTICE OF SHIFT IN GROSS REVENUE

Institution Name and COE ID Number :	
Institution Address:	
Date:	
Chief Administrative Officer (name and title):	
Email address:	
Telephone:	

Explanation for reported increase in gross revenue of 100 percent or more or decrease of 50 percent or more:

Signature of Chief Administrative Officer Date

Submit this form along with supporting documentation, if any, via The Audits Submission Section in EDvera and keep a copy for your institution's accreditation file.