



Guidance for Completion of Financial Summary for Standard 30 in Self-Study Reports

The following instructions and definitions are provided for your guidance with permission from the American Association of Colleges of Pharmacy (AACP). The document was used for the AACP Financial Survey for Fiscal Year 2008-09. The template for ACPE's Financial Summary was developed based on the format of the AACP survey.



AACP FINANCIAL SURVEY Fiscal Year 2008-09

SECTION I: INCOME AND REVENUE –

Instructions:

Nine categories of income and revenue are provided. Please use only those categories that are appropriate for your school/college's budget structure. Intramural: income and revenue provided directly by the parent institution to the college/school (i.e., appropriations, tuition and fees); internal funding and/or state appropriations. Extramural: income and revenue from sources external to the college/school; grants, contracts, gifts, sales and services, etc. Indicate only the amounts over which the school/college has direct access and control and were actually received. **Please round entries to the nearest dollar.**

SALES AND SERVICES

Include revenues from school-specific programs and/or products. Do not include auxiliary enterprises such as bookstore, stockroom, or cafeteria.

TUITION

Tuition is the total amount of money charged to students for instructional services that is sent directly to the school/college of pharmacy (e.g. differential tuition, professional fees).

ENDOWMENT RETURN

Include only interest on endowment earnings, not principal, during this reporting period.

GIFTS

This income includes gifts or contributions from all sources that can be spent at the school's discretion. This excludes contributions to endowment accounts/funds.

OVERHEAD RETURN

Indirect costs are identified specifically in grants as a percentage of direct costs paid for overhead incurred to support grant activities. Often the institution keeps all or part of the indirect cost recoveries. Only include those portions returned directly to the school/college.

STATE BUDGET ALLOCATIONS/SUBSIDY

Total fund received directly or indirectly from state budget. Does not include government contracts or indirect income from these.

UNIVERSITY ALLOCATION

Dollars (or monies) distributed by the parent institution to schools and/or departments through allocations on the permanent budget or by transfer of funds from the parent institution to specific accounts within the schools and/or departments.

GRANTS, CONTRACTS, SPECIAL PROJECTS

Direct dollars received by grants and contracts from all sources to be expended during the fiscal year (this is not the total award dollars but actual dollars received).

SOURCE	INTRAMURAL	EXTRAMURAL
SALES AND SERVICES		
TUITION		
ENDOWMENT RETURN		
GIFTS		
OVERHEAD RETURN		
STATE BUDGET ALLOCATION/SUBSIDY		
UNIVERSITY ALLOCATION		
GRANTS, CONTRACTS, SPECIAL PROJECTS		
OTHER (Please describe):		
OTHER (Please describe):		
OTHER (Please describe):		
TOTAL INCOME AND REVENUE		

SECTION II: EXPENDITURES

Instructions for Completion:

SOURCE OF FUNDS: Wherever possible, please indicate source of funds. If not possible, please indicate Total in third column.

Intramural: Expenditures of funds provided directly by the parent institution to the college/school (i.e., appropriations, tuition and fees); internal funding and/or state appropriations.

Extramural: External funding; expenditures of funds from sources external to the college/school; grants, contracts, gifts, sales and services, etc.

Total: Sum of institutional and all other sources of funds.

A. **SALARY and FTEs** – Salary amounts should **not** include fringe benefits. Include fringe benefits as a non-salary amount on page 5.

1. **Faculty** (Include deans, associate deans, and assistant deans.)
Carry a full-time appointment (1.0 FTE) or appointment of less than 1.0 FTE. Please indicate the amount of salary paid by school/college of pharmacy budget and the total FTEs supported by that amount. Amounts reported should exclude hospital or other contract payments.
2. **Professional Non-Faculty**
Include financial officers, student services personnel, and admissions personnel. Please indicate amount paid from the school/college budget and the total FTEs supported by that amount.
3. **Support Staff** (Clerical/Secretarial/ Administrative Support/ Technical Support)
Include clerks, secretaries, administrative assistants, assistant to the dean, stock room support, animal care technicians, laboratory technicians, instrumentation support, staff nurse, and other staff not included as faculty. Please indicate amount paid from the school/college budget and the total FTEs supported by that amount.
4. **Post-Graduate Students**
 - a. **Teaching Assistants (TAs)**
Please indicate amount paid from the school/college budget to people with teaching assistantship appointments. Also, please indicate the **number** of students supported by this amount. **(Do not report FTEs for TAs.)**
 - b. **Research Assistants (RAs, GRAs)**
Please indicate amount paid from the school/college budget to people with research assistantship and graduate research assistantship appointments. Also, please indicate the **number** of people supported by this amount. **(Do not report FTEs for RAs.)**
 - c. **Postdoctoral Fellows and Residents**
Please indicate amount paid from the school/college budget to postdoctoral fellows and residents. Also, please indicate the **number** of people supported by this amount. **(Do not report FTEs.)**
5. **Undergraduates and Student Hourly Employees**
Please indicate amount paid from the school/college budget to employed undergraduate students, hourly employees, and others not accounted for in the categories above. Also, please indicate the **number** of people supported by this amount. **(Do not report FTEs.)**

SUBTOTAL (Salary Expenditures): Sum of salary expenditures listed above.

B. NON-SALARY

1. Experiential Site Payments

Please include contract payments to experiential sites, other expenditures attributed to experiential site support, and stipends to non-salaried preceptors (if not accounted for in Salary Section).

2. Capital

- a. **Renovations:** Funds expended from the school/college budget or extramural sources for the general improvement of facilities.
- b. **Equipment/Furnishings:** Funds expended from the school/college budget for the purchase of instructional and research equipment.
- c. **Other,** please specify: If you had capital expenditures other than for the above, please include on line provided.

3. Operations

- a. **Travel**
- b. **Materials, Supplies, and Services/Non-capitalized equipment:** Expenditures for supplies, photocopying, books, and periodicals, honoraria to guest speakers, payments for contractual services, and payments to study subjects and consultants may be included here.
- c. **Telecommunications and Postage:** Expenditures for telephone, internet, and postage
- d. **Student Scholarships**
- e. **Other:** Please provide an estimate of expenditures other than for the above. Examples include, membership dues, ICR, and legal settlements.

4. **Fringe Benefits:** Please indicate the dollar amount expended for major fringe benefits, if known. If not, please leave line blank. For our purposes, we will adopt the definition of major fringe benefits used by AAUP in its *Annual Report on the Economic Status of the Profession*. Included in this category would be faculty, professional non-faculty, support staff, teaching assistants, research assistants, fellows/residents, and student hourly employees.

"Major Fringe Benefits. In general, major fringe benefits include those where the institution (or state) makes a definite payment of a specified amount on behalf of and for the benefit of the individual faculty member. The major benefits include the institution's (or state's) contribution for: (1) Social Security, (2) retirement contributions (the employer's contributions are included regardless of the plan's vesting provision), (3) medical insurance, (4) dental insurance, (5) life insurance, (6) disability income protection, (7) unemployment compensation, (8) worker's compensation, (9) tuition for faculty children (both waivers and remissions), (10) other benefits in kind with cash alternatives (for the majority, these included benefits such as moving expenses, housing, cafeteria plans or cash options to certain benefits, bonuses, etc.). . . Since the objective of the study is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) are not included."

SUBTOTAL (Non-Salary Expenditures): Sum of non-salary expenditures listed above.

TOTAL EXPENDITURES: Sum of salary plus non-salary expenditures from IIA and IIB.

FRINGE BENEFITS: Please report fringe benefits as a percentage of salary, rounded to the nearest whole percent.

Section II. EXPENDITURES

A. SALARY AND FTEs (Please round salaries to the nearest dollar.)
Do **not** include fringe benefits.

	SOURCE OF FUNDS				TOTAL	
	INTRAMURAL		EXTRAMURAL			
	AMOUNT	FTEs	AMOUNT	FTEs	AMOUNT	FTEs
FACULTY						
PROFESSIONAL NON-FACULTY						
SUPPORT STAFF						
TEACHING ASSISTANTS		N=		N=		N=
RESEARCH ASSISTANTS		N=		N=		N=
FELLOWS/RESIDENTS		N=		N=		N=
STUDENT HOURLY EMPLOYEES		N=		N=		N=
SUBTOTAL (SALARY EXPENDITURES)						

Fringe benefits as a percentage of salary: _____ %
(The percentage used for forecasting fringe expenditures. This will be an approximation)

Section II. EXPENDITURES continued

B. NON-SALARY (Please round entries to the nearest dollar.)

		SOURCE OF FUNDS		TOTAL
		INTRAMURAL	EXTRAMURAL	
EXPERIENTIAL SITE PAYMENTS				
CAPITAL	RENOVATIONS			
	EQUIPMENT			
	OTHER			
OPERATIONS	TRAVEL			
	MATERIALS/SUPPLIES/ SERVICES/NON- CAPITALIZED EQUIPMENT			
	TELECOMMUNICATIONS AND POSTAGE			
	STUDENT SCHOLARSHIPS			
	OTHER			
FRINGE BENEFITS				
SUBTOTAL (NON-SALARY EXPENDITURES)				
TOTAL EXPENDITURES				

Section III. EXPENDITURES OF EXTRAMURAL FUNDS FOR RESEARCH AND TRAINING

This section collects additional information on funds already reported in Section II of this survey.

Instructions for Completion:

Two categories are provided for reporting **expenditure** of extramural funds for research and training: grants/contracts and other.

A. Expenditures from Grants and Contracts

Federal grants and contracts include NIH grants and grants/contracts from other federal departments and agencies (e.g., DOD, DOE, DHHS, etc.).

State grants/contracts include grants/contracts from state departments and agencies.

Corporate/industry refers to grants/contracts from for-profit corporations (e.g., pharmaceutical industry).

Foundations/Non-Profits refers to grants and contracts awarded by foundations and non-profit organizations.

B. Expenditures from Other Sources:

If the school/college **expended** extramural funding for research and/or training which cannot be placed in the categories above, please specify in the Other section.

Please round entries to the nearest dollar.

SOURCE OF FUNDS			AMOUNT EXPENDED
GRANTS AND CONTRACTS	FEDERAL	NIH	
		OTHER	
	STATE		
	CORPORATE/INDUSTRY		
	FOUNDATIONS/NON-PROFITS		
OTHER			
TOTAL EXPENDITURES OF EXTRAMURAL INCOME FOR RESEARCH AND TRAINING			

Section IV. ADVANCED EXPERIENTIAL SITE SUPPORT

This section collects additional information on funds already reported in Section II of this survey.

Instructions for Completion:

For each of the following types of payment arrangements for experiential education, please indicate the amount spent last fiscal year. Please round entries to the nearest dollar.

CATEGORY	TOTAL AMOUNT
Total payments to stipend-supported practitioners (preceptors)	
Total payments to experiential sites based on per student per rotation payments	

For the experiential sites that you do provide payment to, please indicate: • Average payment per student per rotation _____ • Greatest payment per student per rotation _____ • Lowest payment per student per rotation _____	