

## ANNUAL FINANCIAL REPORT

**Policy Requirements:** All ACCET accredited institutions and initial applicants with accepted applications must annually submit Document 12.d – Annual Financial Report, including annual financial statements, by the last day of the sixth month following the close of the institutions’ fiscal year. Documentation required for this submission must meet the requirements in Document 27 – Policy on Financial Reporting and Financial Stability.

Provided below is the Checklist and Attestation for Financial Statements that must be completed and submitted with each institution’s annual financial statement.

### CHECKLIST AND ATTESTATION FOR FINANCIAL STATEMENTS

Institution’s Name:                      ACCET ID:

Fiscal Year End:

Is your institution eligible to participate in Title IV federal financial aid? :  Yes  No

**General Questions**

1. What type of financial statements are being prepared?  
 Compiled     Reviewed     Audited
2. Is there a qualified opinion or an uncertainty listed in the CPA’s Report?  
 Yes  No
3. Do the financial statements indicate negative equity for the accredited entity?  
 Yes  No
4. Were there any related party transactions in the fiscal year?  
 Yes  No
5. Was there any unearned tuition reported for the fiscal year?  
 Yes  No

**Financials**

The numbers/data entered in the submission must reconcile to the CPA prepared financial statements, attached.

| Current Ratio           | Previous Year | Current Year |
|-------------------------|---------------|--------------|
| Current Assets          |               |              |
| Current Liabilities     |               |              |
| Ratio                   |               |              |
|                         |               |              |
| Net Operating Gain/Loss | Previous Year | Current Year |
| Revenue                 |               |              |
| Operating Expenses      |               |              |
| Net Operating Gain/Loss |               |              |
| Net Total Gain/Loss     |               |              |
|                         |               |              |
| LT Debt/Equity Ratio    | Previous Year | Current Year |
| Long Term Liabilities   |               |              |
| Equity                  |               |              |
| Ratio                   |               |              |

| <b>Quick Ratio</b>           | <b>Previous Year</b> | <b>Current Year</b> |
|------------------------------|----------------------|---------------------|
| Cash + Marketable Securities |                      |                     |
| Accounts Receivables         |                      |                     |
| Current Liabilities          |                      |                     |
| Ratio                        |                      |                     |

**Title IV-eligible Institutions Only**

1. What was your composite score for the year?
2. What was your 90/10 ratio for the year?
3. Is your institution on HCM1 or HCM2?  
 No     HCM1     HCM2
4. Is a Letter of Credit required for the US Department of Education?  
 Yes (attach)     No
5. Please enter your DUNS number.

**Additional Notes/Comments**

To my knowledge, the financial statements provided to ACCET meet the requirements of ACCET Document 27 – Policy for Financial Reporting and Financial Stability, including each of the items checked below:

| Check Each Box              | <b>ACCET Requirements</b>  |
|-----------------------------|--|
| 1. <input type="checkbox"/> | The financial statements are prepared by an independent CPA.   |
| 2. <input type="checkbox"/> | The financial statements are prepared on an accrual basis.   |
| 3. <input type="checkbox"/> | The financial statements are prepared according to Generally Accepted Accounting Principles (US GAAP).   |
| 4. <input type="checkbox"/> | The financial statements include one of the following reports with no qualifications: (1) Independent Auditor’s Report, (2) Independent Accountant’s Review Report, or (3) Accountant’s Compilation Report.  |
| 5. <input type="checkbox"/> | The financial statements include line-by-line comparisons with the previous fiscal year.   |
| 6. <input type="checkbox"/> | The financial statements include a balance sheet specifically stating accounts for or sufficient notes to the statements to explain: (1) unearned tuition; (2) unpaid or past due taxes; (3) unpaid or past due tuition refunds; (4) unpaid or past due fines/assessments levied by a public authority; and (5) judgments against the institution involving financial liability. |
| 7. <input type="checkbox"/> | The financial statements include an income statement.  |
| 8. <input type="checkbox"/> | The financial statements include Notes to the Financial Statements prepared by the CPA,  |

|   |  |
|---|--|
|   | including the method used for recognizing earned and unearned tuition income.  |
| 9. <input type="checkbox"/><br>If applicable  | If the institution is approved for participation in Title IV programs, the submission includes federal compliance information, including but not limited to 90/10 calculations and composite scores, either in the Notes to the Financial Statements or in a disclosure submitted concurrently with the financial statements.  |
| 10. <input type="checkbox"/><br>If applicable | If the institution relies on a third-party or parent/owner entity for financial stability, the submission includes financial statements for that entity to the same extent as if the entity were the institution itself.   |
| 11. <input type="checkbox"/><br>If applicable | If the institution engages in activities outside the ACCET grant of accreditation, the financial statements include: 1) consolidated financial statements that cover both the unaccredited activities <u>and</u> the ACCET accredited activities and 2) a separate income statement for the ACCET accredited institution covering the same periods so that the financial success of the accredited activities can be assessed. |

By submitting this form, I \_\_\_\_\_, an authorized representative of this institution, hereby attest to the accuracy and completeness of this form and all supporting documentation. (NOTE: authorized representative must be a CEO, CFO, owner, or authorized employee.)

Authorized Representative Name and Job Title

Authorized Representative signature \_\_\_\_\_ Date: