

**2008 ANNUAL QUESTIONNAIRE PART 6
FISCAL**

INTRODUCTION

The fiscal portion of the Annual Questionnaire provides a single, integrated statement of law school expenditures and revenues. This manual is intended to provide an introduction to the use of the Fiscal Questionnaire. Instructions and definitions are provided in the on-line help text. You can access the on-line help text by clicking on the Help button.

Because the questionnaire is designed for law schools with a wide variety of accounting and budgeting practices, it will not fit any single school perfectly. Inevitably, some questions will not apply to your school, and you should leave a '0' (zero) in those lines. Some other questions may require allocation of expenses among categories used in the questionnaire; make the best estimates you can in those instances.

Remember the two central principles for completing the fiscal section in the Annual Questionnaire module: use actual expenditures and revenues for the years just concluded (not this year's budget), and report all revenue and expenditures once, but only once (avoid double counting).

Prior year's data are available to view by simply pressing F5 from the main menu and entering the year you wish to look at. The multiple year's data will be automatically pulled into the Site Evaluation Questionnaire module which will satisfy much of the reporting requirements of the sabbatical inspection.

We would like to thank the many deans, faculty, budget officers, and other administrators who have made helpful suggestions for developing and improving this questionnaire. We would very much appreciate having suggestions for further improving it and for making it easier to use.

If you are completing the fiscal portion of the Site Evaluation Questionnaire, use the current fiscal year's BUDGETED numbers for expenditures and revenue. The questionnaires are identical, but the time period they cover are different.

If you run into difficulties that you cannot resolve, contact (312) 988-6739.

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**GENERAL SUGGESTIONS FOR COMPLETING THE FISCAL
QUESTIONNAIRE**

1. Having an overview of the questionnaire will make it easier to complete it. To see the forest before you deal with the trees, read through the instructions, suggestions and examples to get a general idea of how the questionnaire works.
2. Work from your school's final financial reports from the year just concluded. Use actual expenditures and revenues, not budget information. Where it is necessary to allocate expenditures among two or more categories in the questionnaire because your accounting system uses different categories than in the questionnaire, make a reasonable estimate of the allocation. It is not necessary to provide a precise allocation.
3. It is essential that you complete the library section (Section G in the Expenditures) in cooperation with the law library director. There are allocations there that require the director's assistance. There may be other areas that also require the assistance of the director (e.g., library operation expenditures, and income items from the law library).
4. Remember to use actual data from the year most recently completed and to report all expenditures and revenue once, but only once.
5. You can move quickly through the questionnaire as follows: pressing the tabs across the top of the data entry screens or jump from section to section by pressing the Save/Next or Save/Prior buttons at the bottom of the screen.
6. Where a line does not apply to your school, leave it blank (with a '0' in it).
7. Before quitting, always save any changes or additions you have made.
8. Keep a copy of the completed information.

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**SUGGESTIONS FOR COMPLETION OF THE EXPENDITURE PORTION
OF THE FISCAL QUESTIONNAIRE**

This document seeks basic financial data for the fiscal year just concluded. It asks for expenditure figures and revenue figures. The expenditure categories will be familiar to most law schools. Inevitably, there will be some categories that will not fit all schools. You may, therefore, have some categories in which you have nothing to report, or that are not applicable. 'Other' categories are provided to allow you to insert categories of expenditures not specifically listed.

Expenditures are to be reported if they are in the law school budget regardless of the source of income that supports the expenditure. There are two fundamental principles:

- (1) Report expenditures or revenues only once. Be very careful to avoid any double reporting that would occur from including revenue or expenditure in more than one category.
- (2) Report all revenues and all expenditures in the report. If they do not fit in a listed category, use one of the 'Other' lines.

In a few instances you may have to allocate a single line in your budget among two or more categories in this form. Make the best estimate possible. Do not include in the reported expenditures costs associated with university offices or officers unless they are charged to the law school.

REPORT ALL EXPENDITURES ONCE, AND ONLY ONCE

Expenditures should not include funds added to reserves. Those will be reported in Section III (Gifts, Endowment and Reserve Funds).

1. Include all law school expenditures, regardless of the source of funding. For example, law school expenditures from grants, private funds, endowment funds, university-provided funds, and state subsidies should all be included.
2. Ordinarily, include expenditures as direct law school expenditures only if they are included in the law school 'budget' or under the control of the law school. Exceptions are rare, but may be made where it is clear that the failure to include an item would be misleading. For example, if the fringe benefits for the law school are not technically in the law school budget, they should nonetheless be included as an expenditure in the 'Fringe Benefits' (Section F) portion of the questionnaire. Another example is student organizations or moot court. If the funds for the SBA are carried in a central university student fee account rather than a law school account, they should nonetheless be included in Section H. Do not, on the other hand, include--except in the overhead section, Section J--building maintenance services, university office services, etc. Also do not include as direct expenses imputed costs of services from other university units that may benefit the law school but for which the law school makes no actual payment, or the difference between the imputed market value of services purchased from outside vendors and the actual reduced cost of those services. (e.g., do not include as a direct expense the imputed cost of instruction that law students receive by taking courses outside the law school, or the difference between the imputed market value of Lexis or Westlaw services and the reduced price that the law school pays for those services.)_Again, the inclusion of expenditures not in the law school budget should be done rarely and with caution.

Even if the law school is directly charged for university operations that primarily benefit the entire university rather than the law school, those expenditures should NOT be reported as direct

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expenditures in Section H; they should be reported as indirect expenditures in Section J.5. or J.6. Examples of such indirect expenditures would include charges paid by the law school for the operation of central university offices such as the president and provost offices, or the general university library.

On the other hand, if the university or foundation funds central services to the law school that are, in most law schools, funded within the law school budget, it might be misleading not to include those costs as direct law school expenditures. Thus if development and alumni relations services are provided to the law school by personnel paid by central university funds but dedicated to providing services to the law school, the reasonably allocated costs of those dedicated personnel (whether physically located in the law school or in a central university office) should be included as a direct expense in Section H. Similarly, if financial aid services are provided to the law school and law students by personnel paid by central university funds but dedicated to providing services to the law school, the reasonably allocated costs of those dedicated personnel (whether physically located in the law school or in a central university office) should be included as a direct expense in Section H. In no circumstances, however, should a portion of the salary of the head of a university department (such as the university chief development officer or chief financial aid officer) be allocated as a direct law school expense. Any university expenditures that are reported as direct expenditures in Section H must be excluded from the reporting of indirect expenditures in Section J.

If the law school does not pay for an expenditure that is reported as a direct expenditure of the law school (e.g., if fringe benefit costs are covered by the university and not charged in any way to the law school), then the funds necessary to cover those expenditures should be included within the "Funds Provided by the University" in Line F. of Part II (Revenue).

3. The following sections of the instructions are keyed to the line numbers of the Expenditure Section.

A. Instructional Salaries. This includes only instructional personnel without library or administrative titles that will be reported elsewhere. Do not, for example, allocate an associate dean's salary who teaches between this and the administrative salaries--include the associate dean's entire salary in the administrative lines. Full-time faculty salaries reported should be for the academic year only. Summer salaries are reported below in section B. Note that this asks for actual expenditures from the fiscal year most recently concluded (last year).

A.1. Include in this line all tenured, tenure-track and 405(c) full-time faculty (except those with administrative or library rank). All part-time and adjunct faculty are included in the lines below. Note that this line is not intended to match the total of the faculty in the Profiles report. If a faculty member is on sabbatical or research leave for part of the year, allocate the salary proportionately between a. (teaching) and b. (sabbatical etc.)

A.2.-5. In some instances someone may fit more than one category. For example, an adjunct faculty member or teaching fellow who is teaching legal writing should be reported only in one place (not double counted). Select the best category. Ordinarily, adjuncts (including those teaching legal writing) should be reported in Line A.2, and teaching fellows (including those teaching legal writing) reported in Line A.5. [A.2, A.3, A.4, A.5]

B. Include foreign summer instructors.

C. Try to fit administrators in a single category. Some administrators cannot be placed in one area. For example, an assistant dean might spend substantial time in alumni/development and in career planning. In such instances, allocate those salaries based on the estimate of time spent in

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each function. Where allocation of a professional staff position is impractical, and cannot be placed in any other category, you may include that staff member in Line C.11. Use the 'Other' only if it is impossible to fit the expenditure in any other category. Note that only salaries are reported in this section, do not include other expenses here. Do not include in this section salaries for staff or administrators that should be included in overhead or indirect expenses (Section K); examples include security and maintenance personnel.

C.12. Where clerical support can easily be allocated to a specific function (e.g., admissions, CLE, financial aid), place the salaries in those areas. Where not practical, include in 'General Administrative Support' (C.12.).

D. Consult with the director of the law library in completing this section. Remember, only salaries, not other expenses, should be included in this section.

F. Insert the fringe benefit expenditures for each category of personnel if available. If not, insert the total fringe benefits in line F.5. If the law school is part of a university that allocates fringe benefit charges to various units based on a percentage of salaries paid, that rate may be applied to law school salaries paid (whether per category or in total) in order to determine the amount to insert here."

G. Complete this section only in consultation with the director of the law library. Note, be sure that the telephone, copying, supplies etc. expenditures included in the library section are not included (double counted) elsewhere in the fiscal report. Do not include any salaries in this section.

H.1. The four areas (Law Reviews & Journals, Moot Court and Other Student Competitions, Student Organizations, Newspaper, & Travel Expenses, and Expenses related to CLE) were, separated for reporting purposes. First report all expenses (except personnel) related to these four functions in Lines H.1-4, then report for the rest of the law school in Lines H.5-14. To avoid double counting of expenses, do not include in Lines H.5-14 expenses that have been reported for student activities and CLE in Lines H.1-4. Do not include in Section H any expenses related to overhead or indirect expenses (those are reported in Section K), or library expenses (reported in Section G).

H.14. Schools have the option to provide actual expenditures for lines 8-14, or collapse these expenditures and report them all on line 15.

I.1. Include grants and scholarships given by the law school, regardless of the source of funds (general funds, endowment, etc.). Include CLEO grants in this category.

I.2. Include only the net loans financed by the law school (i.e. new loans less loans repaid). Do include net loans made from law school endowments. Do not include loans financed by outside sources (e.g. Law Access or government loans).

J. This section asks for information that some schools may not have readily available, and will have to seek from university offices. As a rough measure for most schools, the difference between Total Direct Expenditures and Total Revenue (Column II) should approximate Total Indirect Expenditures. Many schools will have few of the categories in this section filled out. This will particularly be true of public institutions. Place a '0' in any line that does not apply to your school.

J.1.-4. Include these items in this report only if they are included in the law school budget or directly charged to the law school. Do not include items here that are included in Lines J.5-11

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(i.e. avoid double counting). Line J.4. would include any ‘repayment’ of loans made by the university or foundation to the law school. Funds designated for ‘depreciation’ should be included in Line K.1 if charged against the law school. [J.1, J.2, J.3, J.4]

J.5-6. Ordinarily, Line J.5 should be used to report those items for which there are direct charges from the university to the law school (such as a direct charge for the law school’s allocated share of the cost of operating the university library or other university offices), and J.6 should be used for general or unspecified overhead charges. See item 2, above, for a description of the limited circumstances when it is permissible to report central university expenditures as direct law school expenditures in Section H. In order to avoid double counting, it is essential that if any such expenditures are reported as direct expenditures, those expenditures be excluded from the indirect expenditures reported in Section J.

J.7. Include here any research grant overhead charges that the university keeps (including the ‘overhead’ commonly permitted by government agencies on research grants).

J.8. Include here any ‘tax’ on private gifts given to or designated for the law school. This should not include gifts given to the university by law school graduates but not designated for or restricted to the law school.

J.9. Include here any end of year balance or surplus that the university takes or does not designate for a specific law school purpose. A surplus added to a law school endowment fund or other fund restricted to law school operations should not be included in this line. Year-end funds designated for one of the other overhead items should be included in that category. For example, a year-end fund used to repay a university debt would be included in Line J.4; a special fund to maintain the building would be included in Line J.1.

J.10. Include in this line any fees charged students that are not returned to the law school or law student organization. Examples include graduation fees, application fees and general university student fees. Those fees returned to student organizations can be included in Line H.3 even if the funds do not technically appear in the law school budget.

J.11. If at all possible, include all overhead and indirect expenses charged in the categories listed above.

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NOTES REGARDING COMPLETION OF THE EXPENDITURE SECTION

- A. **Instructional Salaries (Operating funds only)**
Do not include deans, librarians, and administrators in this section even if they teach -- they are reported elsewhere.
1. **a. Full-Time Faculty**
Include tenure-track and 405(c) status faculty on academic year contracts. Total paid for entire fiscal year.
 - b. Sabbatical or full-time research assignment**
Include tenure-track and those with 405(c) status. For academic year. Total paid for entire fiscal year.
 2. **Part-time faculty**
For academic year contracts. Total paid for entire fiscal year.
 3. **Clinical Staff Attorney**
Not on tenure-track or 405(c) status. Total paid for entire fiscal year.
 4. **Legal Writing/Communications Skills Instructors**
Not on tenure-track or 405(c) status. Total paid for entire fiscal year.
 5. **Teaching Fellows or Assistants**
Total paid for the entire fiscal year.
- C. **Administrative and Student Services Salaries**
Include here all administrative and support salaries and full-time, part-time, temporary and general student employees, but not work study employees. Maintenance, security and similar facilities personnel should be included in section K 1,2 or 3.
3. **Audio-Visual/Media**
Include here only these expenditures not reported in the Library section.
 6. **Computer System Administration**
Include here only these expenditures not reported in the Library section.
 9. **Registrar and Records**
Include clerical.
 10. **Student Advising**
Include such offices as Associate/Assistant Dean for Student Affairs.
 11. **General Deans Office**
Include deans, associate deans, and assistant deans not listed elsewhere.

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12. **General Administrative Clerical Support**
Not included or not able to be allocated elsewhere.
13. **Law Review, moot court and the like**
Include all student journals, student activities, etc.
- D. **Library Salaries**
1. Librarian salaries
Include total expenditures for all professional librarians (as defined in Part III) including the library director. The total expenditures for all other library professional staff, as defined by the institution, should be reported in line 5.
4. Student work study
Include both federal and institutional contributions.
5. Other
Include other professional personnel such as financial managers, curators or preservationists not reported elsewhere.
- E. **Other Salaries Not Included Elsewhere**
5. Student Work Study excluding library
Include federal, state and institutional contributions.
- F. **Fringe Benefits**
If you are unable to enter fringe benefits by category and must therefore enter a single figure, enter it in F.5. Other. If the law school is part of a university that allocates fringe benefit charges to various units based on a percentage of salaries paid, that rate may be applied to law school salaries paid (whether per category or in total) in order to determine the amount to inset here.”
- G. **Library Operations** – This section should be filled out by the Library Director
Please be careful to avoid double counting. Expenditures included here should not also be included in the general law school expenditure section – Section H. This section should not include expenditures made by the law school to its parent institution for library services provided. These expenditures should be reported in Section K, Part 6.
1. Serial subscriptions
Non-print includes DVDs and CD-ROMs.
2. Monographs
Non-print includes DVDs, CD-ROMs, audio and video.
3. Electronic resources
Include expenditures made to vendors, consortiums or the University library for either ownership of or licensed access to web-based resources. Web-based resources include databases, aggregators, electronic books, and electronic journals, such as BNA web products, CALL, Journal of International Arbitration, LegalTrac, Lexis/Nexis, LSN, MOML, NetLibrary, and Westlaw. Do not include expenses for library collection management applications (G-7).
7. Library Collection Management Applications
Include OCLC, tools and applications related to the integrated library system such as Marcive,

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Serials Solutions, Iliad, TDnet. Do not include hardware.

9. Library Equipment
Include expenditures for purchase, rental, repair, and maintenance.
10. Library Supplies, Postage and Similar Expenses
Do not include supplies and expenses reported in Section H.
- H. **Law School Expenses (exclude library)**
Include expenses other than compensation and expenses not reported in Section G. Expenses related to facilities maintenance and operation should be reported in section J.
2. Moot Court and Other Student Competitions
Include travel.
3. Student Organizations, Newspaper, & Travel Expenses
Include only expenses funded through the law school.
6. Faculty and Other Instructional Personnel Travel
Exclude all administrative travel.
7. Administrative Travel
Include travel for deans, admissions, development, etc.
9. Utilities (other than telephone)
Include utilities expenditures only if the expenses are included in the law school budget or charged to the law school.
10. Security
Include security expenditures only if the expenses are included in the law school budget or charged to the law school.
11. Interest and Debt Service Payments
Include interest and debt service payments only if the expenses are included in the law school budget or charged to the law school.
12. Publications
Include catalogs, alumni magazines, brochures, advertising, promotion, etc.
- I. **Financial Aid**
1. Grants
Include loan forgiveness and tuition waivers.
2. Net Law School Financed Loans
Include only new loans made less repayment received and loans made from law school sources, not federal loans or other non-law school loans.

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J. Indirect Expenditures

Include all relevant personnel, fringe benefits, supplies and equipment expenditures, corporate taxes, profits or dividends distributed, or the like.

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Person Completing This Form _____
Telephone Number _____

Complete the following form for the fiscal year most recently concluded. Use actual expenditures and revenues. Report an expenditure or revenue only once. Items listed as "Self Total" will be calculated by the application.

Dates of Fiscal Year: _____ to _____

**I. LAW SCHOOL EXPENDITURES
(Includes Operating Funds Only)**

A. **Instructional Salaries** (Do not include deans, librarians and administrators in this section even if they teach -- they are reported in Expenditures sections C and D)

1. Full-time faculty (include tenure-track and those with 405(c) status) on academic year contracts (Total paid for entire fiscal year)
 - a. Teaching (academic year contracts)
\$ _____
 - b. Sabbatical or full-time research assignment (academic year contracts)
\$ _____
2. Part-time faculty (Total paid for entire fiscal year)
\$ _____
3. Clinical Staff Attorneys (not on tenure-track or 405(c) status) (Total paid for entire fiscal year)
\$ _____
4. Legal Writing/Communication Skills Instructors (Not on tenure-track or 405(c) status) (Total paid for entire fiscal year) \$ _____
5. Teaching Fellows or Asst. (Total paid for entire fiscal year)
\$ _____

Use the "Other" category only if it is not reasonable to include in any category listed above.

6. Other (explain)

\$ _____

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Self Total A \$ _____

B. Summer Salaries

1. Full-time faculty

a. Teaching

\$ _____

b. Research Assignment

\$ _____

2. Part-time faculty

\$ _____

Use the "Other" category only if it is not reasonable to include in any category listed above.

3. Other (explain _____
_____)

\$ _____

Self Total B \$ _____

C. Administrative and Student Services Salaries Include here all administrative and support salaries and full-time, part-time, temporary and general student employees, not work study employees. (Maintenance, security and similar facilities personnel should be included in section K 1, 2 or 3. Report the salary of the Library Directory in Part D.)

1. Admissions Office

\$ _____

2. Alumni and Development

\$ _____

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- _____
3. Audio-Visual/Media (include here only those expenditures not reported in the Library section)
- \$_____
4. Career Planning Office
- \$_____
5. CLE
- \$_____
6. Computer System Administration (include here only those expenditures not reported in the Library section)
- \$_____
7. Financial Aid Office
- \$_____
8. General Faculty and Research Clerical Support
- \$_____
9. Registrar and Records (including clerical)
- \$_____
10. Student Advising (include such offices as Associate/Assistant Dean for Student Affairs)
- \$_____

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11. General Deans Office (include deans, associate deans
and assistant deans not listed elsewhere)

\$ _____

12. General Administrative Clerical Support (not included or not able to be
allocated elsewhere)

\$ _____

13. Law Review, moot court and the like (e.g. all student
journals, student activities, etc...)

\$ _____

Use the "Other" category only if it is not reasonable to include in any category listed above.

14. Other (explain
_____) _____

\$ _____

Self Total C
\$ _____

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D. Total Library Salary Expenditures

- 1. Professional law librarians, including the director
\$ _____

- 2. Support staff (non-professional) \$ _____
- 3. Temporary employees (other than students) \$ _____

- 4. Student employees
 - a. Non-work study \$ _____
 - b. Work-study (include both federal and institutional contribution) \$ _____

- 5. Other professional personnel, including non-librarian professional staff
\$ _____

Use the "Other" category only if it is not reasonable to include in any category listed above.

- 6. Other (explain

_____) \$ _____

Self Total D

\$ _____

E. Other Salaries Not Included Elsewhere

- 1. Research Assistants

\$ _____

- 2. Graduate Program Administration

\$ _____

- 3. Foreign Program Administration

\$ _____

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4. Clinical Salaries not included elsewhere
\$_____

5. Student Work Study excluding library (including federal, state and institutional contributions)
\$_____

Use the "Other" category only if it is not reasonable to include in any category listed above.

6. Other (explain _____)
_____)
\$_____

Self Total E
\$_____

F. Fringe Benefits (If you must enter a single figure, insert total fringes in Other - Question F.5.)

1. Instruction (A1-7)
\$_____

2. Summer School (B1-4)
\$_____

3. Administrative and Student Services (C1-15)
\$_____

4. Library (D1-6)
\$_____

5. Other (E1-5)

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\$ _____

Self Total F
\$ _____

G. Library Operations: Be careful to avoid double counting.
Expenditures included here should not be included in the general law school expenditure section - Section H.

- 1. Serial subscriptions (excluding web based resources but including DVDs and CD-ROMs)
 - a. Print \$ _____
 - b. Microforms \$ _____
 - c. Non-print \$ _____

Sub-total \$ _____

- 2. Monographs (excluding web-based resources but including DVDs and CD-ROMs, audio and video)
 - a. Print \$ _____
 - b. Microforms \$ _____
 - c. Non-print \$ _____

Sub-total \$ _____

- 3. Electronic resources (including expenditures for all web-based resources, Lexis/Nexis, Westlaw, CALI, NetLibrary, LLMC-Digital etc. and contributions or payments to consortium or the University library). "Licensed" resources include subscriptions. Do not include payments for bibliographic services. Do not include expenditures for DVDs or CD-ROMs.

- a. Electronic resources purchased during the fiscal year \$ _____
- b. Electronic resources licensed for the fiscal year \$ _____

Sub-total \$ _____

- 4. Interlibrary loan and document delivery borrowing expenses (e.g., charges paid to lending libraries)
\$ _____

- 5. Binding and rebinding \$ _____

- 6. Preservation activities (including converting materials to digital formats for the purposes of preservation)
\$ _____

- 7. Library collection management applications or services (e.g., OCLC, Marcive, integrated

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library systems, Serials Solutions) \$ _____

8. Amount spent from law library budget for library computing (including software, hardware, outsource contracts, consulting services). \$ _____

9. Library equipment (purchase, rental, repair, maintenance; do not include amounts reported in G.8) \$ _____

10. Library supplies, publications and printing costs, postage, telephone, data lines, and similar expenses (Do not include supplies and expenses reported in Section H.) \$ _____

11. Professional staff development, including dues and memberships; registration fees and travel and food expenses for professional activities; staff development expenses. Do not include memberships maintained solely for the purpose of receiving journals or other library resources. Do not include recruitment-related expenses (expenses for advertising positions, travel, and other related expenses for candidates). \$ _____

Use the "other" category only if it is not reasonable to include in any category listed above.

12. Other (Please describe) \$ _____

Self Total G
\$ _____

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H. **Law School Expenses (exclude library)** Include expenses other than compensation. (First report all expenses related to lines 1, 2, 3 & 4 then report expenses for lines 5-14. In calculating the expenses for lines 5-14, be certain to exclude expenses already reported in lines 1, 2, 3 & 4.) (Do not include in this section library expenses reported in Section G, or facilities maintenance and operation expenses reported in Section K.)

- | | | |
|-------|--|-------------------|
| 1. | Law Reviews &
Journals | \$ _____
_____ |
| 2. | Moot Court and Other
Student Competitions
(include travel) | \$ _____ |
| 3. | Student Organizations, Newspaper, & Travel Expenses
(if funded through the law school.) | \$ _____ |
| 4. | Expenses
related to CLE | \$ _____
_____ |
| ----- | | |
| 5. | Equipment Purchase,
Rental, Repair and
Maintenance | \$ _____ |
| 6. | Faculty and Other Instructional Personnel travel
(exclude all administrative travel) | \$ _____
_____ |
| 7. | Administrative Travel
(e.g., deans, admissions,
development) | \$ _____ |
| 8. | Building Operation and
Maintenance | \$ _____ |
| 9. | Utilities (other | |

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than telephone)

\$ _____

10.

Security

\$ _____

11.

Interest and
Debt Service
Payments

\$ _____

12. Publications (including catalogs, alumni magazines, brochures,
advertising, promotion, etc...)

\$ _____

13.

Speakers,
Convocations,
Receptions, etc.

\$ _____

Use the "Other" category only if it is not reasonable to include in any category listed above.

14.

Other (explain

_____)

\$ _____

Self Total H

\$ _____

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I. Financial Aid

1. Grants (include loan forgiveness and tuition waivers)
\$ _____

2. Net Law School Financed Loans (new loans made less repayment received) (include only loans made from law school sources, not federal loans or other non-law school loans)
\$ _____

Use the "Other" category only if it is not reasonable to include in any category listed above.

3. Other (explain _____)
\$ _____

Self Total I
\$ _____

TOTAL DIRECT EXPENDITURES
\$ _____ Self Total A-I

J. Indirect Expenditures and Overhead (Include all relevant personnel, fringe benefits, supplies and equipment expenditures).

1. Assessments by the University for Specific Univ. Services
\$ _____

2. Indirect or Overhead Charges by the University
\$ _____

3. Overhead on Grants/Contracts or the Like Retained by the University
\$ _____

4. Overhead or Charges of Any Kind Assessed by the University Against Private Giving, Endowment Funds or the Like
\$ _____

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NOTES REGARDING COMPLETION OF THE REVENUE SECTION

Statement of Revenues Related to Law School

In the revenue section, there are two columns. Both relate to the fiscal year most recently concluded. The first asks for revenue that arises from or is earned by the operation of the law school, whether or not the law school receives and is permitted to spend this money. The second column asks for the source of the funds that the law school actually had available to spend. The total of the second column should be about the same amount as the total expenditures for the school.

Not all schools will be able to provide figures for both columns. In some instances, it may not be possible to determine a figure. For example, some public schools receive state subsidy on a per student basis and can calculate the state subsidy. In other states, there is no way to determine what portion of the state funds supplied to the university is attributable to the law school. Provide answers for the categories to the extent possible.

In completing Column II, include as 'available to the law school' funds that the law school can use to cover overhead and direct costs. The full value of grants should be included (lines G1-4) even if those grants contain overhead charges which the university keeps. (These overhead charges should be reported as expenditures in Expenditure Line J-7.)

Remember not to 'double count' any revenue -- include all income, but include it in only one category.

Other categories are provided for instances when it is not reasonable to include the revenues in the listed categories.

Lines A-F

1. Introduction. Law schools and universities vary dramatically in the way that they receive and allocate funds. Therefore, there will be significant differences among schools in the way that funds are reported in this section of the Questionnaire. The following notes highlight some of the differences in the way schools will report Lines A-F. The examples may also help illustrate the proper way of reporting these revenues.
2. Column I and Column II. The operation of a law school generates revenue (e.g., tuition income, state subsidies, CLE income) whether or not the school has that income available for expenditure. Because there are differences between the revenues generated by a school and the funds that are available for the law school to spend, it is necessary to separate these two funds. Thus, Column I asks for revenue generated by the law school (regardless of whether the law school receives that revenue for expenditure). Column II asks for the source of revenue that the law school has available to meet its expenditures (Including all forms of overhead items set out in Section J of the Expenditures Report).
3. When a Category Does Not Apply to Your School. Because the form covers a variety of schools, many schools will enter '0' (zero) in a number of the spaces in the Revenue Report.

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4. Schools That Retain Most of Their Own Revenue. For a law school that essentially receives its own revenue for expenditure, the figures in Columns I and II will be approximately the same. Such schools include free standing schools and those described as ‘every tub on its own bottom.’ Even if the university extracts overhead charges, report all revenue in Columns I and II.
5. Schools Receiving Funds From A Central University ‘Pool.’ Many law schools receive their funds from a general university pool, regardless of what their direct revenues are. This is common in state institutions, but also occurs in some private schools. These schools should report in Column I the tuition and other funds generated by the law school, even though the law school does not receive this revenue. (It is generally possible for a school to determine the tuition and fees it generates even if it does not receive those funds directly.) Such a school will generally put in Column II, ‘0’ in lines A, B, C, and E, and then put the budget it receives from general university funds in Column II, Line F.
6. Overhead Charges. **Remember, even if the university extracts overhead charges, report all revenue in Columns I and II. (Overhead charges should be reported in Section K of Expenditures.) Because ‘overhead’ is considered an expenditure, there must be revenues to cover those expenses.**
7. State Formula Funding. Some states establish subsidies for law schools in a manner that can be calculated precisely (in a few instances the law school actually receives these funds directly from the state, but more commonly they are appropriated to the university as part of a total budget). Typically these are state schools with formula funding or line items for the law school. In these cases, the school should report the full subsidy amount (including that for building, student services, etc.) in Column I, Line E. Again, the full amount is reported in Column I as generated by the law school regardless of whether the law school has all of these funds available for expenditure. Report in Column II the source of funds the law school actually spends. A state school with formula funding, but with a central university budget allocation, will report in Column I, Lines A-C all of the tuition and fee revenue it generates, and in Line E all of the state subsidy it generates. In Column II that school will put ‘0’ in lines A-C and E, and report the amount of its general fund budget from the university in Column II, Line F.
8. Student Fees. In Line C of Column I, the school should report all of the fees its students pay, including general university-wide fees whether or not they are included in the law school budget. This total fee revenue should be reported in Column I regardless of whether or not any of the fees flow through to the law school. If the law school does not receive the income from these student fees, these fees should be reported as an overhead ‘expenditure’ in Line K.10 (‘Student Fees Retained by the University’) of the Expenditure Report.

Lines G-O

9. Column I and Column II. Include on Lines G-O information about sources of ‘private funds’-- gifts, grants, endowment income and the like. Include revenue generated by law school activities in Column I. Include information about funds available to the law school in any way (including funds available to pay for overhead-type charges) in Column II.
10. Operating and Capital Funds. These questions are for operating funds; they do not include major capital funds (building construction or endowment principal). All questions are for the fiscal year most recently completed.
11. Grants and Overhead. The full amount expended from any training or research grants, including overhead, should be reported as revenue. Generally, the same amount will be

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reported in Columns I and II for grants. (Any grant overhead retained by the university should be reported as an overhead expenditure in the Expenditure Report, Line K.7.)

12. The total amount of any private fund gifts or income used or expended from endowments should be included in the Revenue Report. Remember, include these funds only if they were used or expended during the year. (This is to avoid double counting in future years. Any gifts, grants or endowment income received during the year will be reflected this year in the Gifts, Endowment and Reserve Funds report. It will also be reflected as revenue in a future year when it is expended.) Generally, the same amount of gifts will be reported in Columns I and II. (Any 'cut' management fee or the like that the university takes from such gifts or endowment income should be reported as an overhead expenditure in the Expenditure Report, Line K-8.) Include only gifts given to, designated for or restricted to the law school.
13. Grants or gifts used or expended during the year just concluded should be reported in Lines G.5-6 (gifts) or Lines G.1-4, 8-9 (grants) even if technically received in a prior year. Expenditures from quasi-endowment principal technically received in prior years should be included in Line G.7.

Report in this section the gift and grant revenue the law school used during the most recent year. (For example, a three-year grant of \$100,000 for each of the three years would be reported as \$100,000 in column I and II this year and in the next two years). Include in the amount of the grant or gift any portion of it taken as 'overhead' (report overhead as in Expenditures, Section K).

14. Sales and Net Enterprises. Sales and subscriptions should be reported in Line J. This includes sales or journals, photocopying sales, and the like. Also reported in this line is net revenue (income less expenses) from auxiliary enterprises, e.g., vending machines, bookstore, dining halls, and law school dorms. Do not include university auxiliary enterprises unless the law school receives a portion of them. Since you are reporting the net revenue, do not report any expenditures related to this category.
15. Other. Note that 'Other' categories are provided for additional sources of revenue that do not fit into the categories provided. Make every effort to fit revenue into specific lines before using 'Other' category.

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**Hypothetical Related to Completing
Parts A-F of II. Revenues**

Example R:

Law School R has academic tuition income of \$6,000,000, summer tuition of \$1,000,000 and student fees of \$200,000 (\$100,000 application fees, \$60,000 in graduation fees, and \$40,000 of miscellaneous fees; there are no other fees collected from law students). It receives no state subsidy, and has no foreign or graduate programs. It has CLE income (gross) of \$150,000. University R takes 10% of the law school's tuition and fees as overhead, but otherwise the law school has the full use of whatever funds it generates and the university gives it no other funds.

Law School R should complete the first part of the Revenues section. Note that it would report all of its tuition and fee income as available to it even though the university takes 10% as overhead. (It would report this overhead charge as an expenditure in the Expenditure section, Line K.6.)

II. Revenues

(Operating Funds Only. For the Fiscal Year Just Concluded.)

	COLUMN I Generated by the Law School	COLUMN II Amount Available to the Law School for Expenditure or Credited to the Law School
Student Tuition and Fee Revenue (Include as foreign all revenue provided to the law school for work taken abroad.)		
A. Academic Year		
1. J.D.-US	\$_6,000,000	\$_6,000,000
2. J.D.-Foreign	\$_____0	\$_____0
3. Graduate Programs	\$_____0	\$_____0
B. Summer School		
1. J.D.-US	\$_1,000,000	\$_1,000,000
2. J.D.-Foreign	\$_____0	\$_____0
3. Graduate Programs	\$_____0	\$_____0
C. Application and Other Student Fees	\$_200,000	\$_200,000
D. CLE <u>Gross</u> Income	\$_150,000	\$_150,000
E. State Allocation/Subsidy Attributable to the Law School Operation, Students or Building	\$_____0	\$_____0
F. Funds Provided by the University		\$_____0
<i>The computer subtotals the columns for A-F</i>	[7,350,000]	[7,350,000]

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**Hypothetical Relating to Completing
Parts A-F of II. Revenues**

Example S:

Law School S has the same tuition and fees as described in R. In addition, the university collects from all students a general student fee that totals \$600,000. None of this fee goes to the law school or law student organizations. Also, this law school receives a small state subsidy of \$200,000 to support the law library and the university provides \$300,000 for scholarships from university funds. Except for the overhead and general university fee, the law school keeps the funds it generates.

Note that the school reports all the student fees, including those collected by the university (\$600,000 in general fee, and other fees of \$200,000) and reports fees as overhead costs in the Expenditures Section on Line K.10.

In examples R and S the school was able to complete information in columns I and II because the university identified for the school the specific sources of the law school's revenue. That is not possible for many law schools, and Example T demonstrates how these schools should complete the report.

**II. Revenues
(Operating Funds Only. For the Fiscal Year Just Concluded.)**

	COLUMN I Generated by the Law School	COLUMN II Amount Available to the Law School for Expenditure or Credited to the Law School
Student Tuition and Fee Revenue (Include as foreign all revenue provided to the law school for work taken abroad.)		
A. Academic Year		
1. J.D.-US	\$_6,000,000	\$_6,000,000
2. J.D.-Foreign	\$_____0	\$_____0
3. Graduate Programs	\$_____0	\$_____0
B. Summer School		
1. J.D.-US	\$_1,000,000	\$_1,000,000
2. J.D.-Foreign	\$_____0	\$_____0
3. Graduate Programs	\$_____0	\$_____0
C. Application and Other Student Fees	\$_800,000	\$_800,000
D. CLE <u>Gross</u> Income	\$_150,000	\$_150,000
E. State Allocation/Subsidy Attributable to the Law School Operation, Students or Building	\$_200,000	\$_200,000
F. Funds Provided by the University		\$_300,000
<i>The computer subtotals the columns for A-F</i>	[8,150,000]	[8,450,000]

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**Hypothetical Related to Completing
Parts A-F of II. Revenues**

Example T:

Law School T receives funds from the university without regard to its source of funds. During the fiscal year just completed it had university funding of \$6,000,000. After several attempts to determine the tuition and fees derived from its students during that fiscal year, the university has told the law school that these figures are: tuition income is \$3,000,000 for the J.D. program for the academic year, \$500,000 for the summer school, \$600,000 for the LL.M. program and \$25,000 for a foreign summer program. Students pay a total of \$750,000 for various fees. The university financial officer emphasizes, however, that the budget the university supplies the law school is not directly derived from these sources. The state supplies the university a substantial subsidy, but this comes as a lump sum, without being allocated to a school or derived from any specific formula. The school also runs a small CLE program for which it receives (and keeps) fees from attorneys of \$75,000.

Note that in many instances it must indicate that it cannot provide the information by answering '0'. In Column II it places most of its revenue in Line F as coming from the university because that is how the university describes its process of distributing funds to the law school.

Note in this example that the law school properly sought some of the necessary information from the university. Many law schools will have to seek revenue data from university offices in order to complete this section of the report.

II. Revenues
(Operating Funds Only. For the Fiscal Year Just Concluded.)

	COLUMN I Generated by the Law School	COLUMN II Amount Available to the Law School for Expenditure or Credited to the Law School
Student Tuition and Fee Revenue (Include as foreign all revenue provided to the law school for work taken abroad.)		
A. Academic Year		
1. J.D.-US	\$ 3,000,000	\$ _____0
2. J.D.-Foreign	\$ _____0	\$ _____0
3. Graduate Programs	\$ 600,000	\$ _____0
B. Summer School		
1. J.D.-US	\$ 500,000	\$ _____0
2. J.D.-Foreign	\$ 25,000	\$ _____0
3. Graduate Programs	\$ _____0	\$ _____0
C. Application and Other Student Fees	\$ 750,000	\$ _____0
D. CLE <u>Gross</u> Income	\$ 75,000	\$ _____0
E. State Allocation/Subsidy Attributable to the Law School Operation, Students or Building	\$ _____0	\$ _____0
F. Funds Provided by the University		\$ 6,000,000
<i>The computer subtotals the columns for A-F</i>	[4,950,000]	[6,075,000]

Hypothetical Related to Completing

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Parts A-F of II. Revenues

Example U:

Law School U produces the same revenue as School T, and its university takes the same 'everything comes from a single pot' approach, but the state subsidy in the case of School U is derived from a state funding formula based primarily on student credit hours. After careful checking with the university financial office and the State Board of Higher Education, the school determines that the state funding formula for the law school produced \$4,000,000 which the university receives (\$2,000,000 instruction, \$1,000,000 library, \$500,000 building operating, and \$500,000 student services). The state and university note, however, that this funding goes to the university which may allocate it as it sees fit.

As in Example T, in completing Column II the school will report most of its funds available for expenditure in Line F. The only change between the forms for Example T and Example U is that the school can determine the value of the state subsidy it generates. Note that the entire subsidy amount (including the part of the subsidy related to the building operation) is included in Column I, Line E. Even though the law school can determine what revenue the school is generating in Column I, the budgeting process within the university means that the funds made available to the law school are reported in Column II, Line F.

II. Revenues

(Operating Funds Only. For the Fiscal Year Just Concluded.)

		COLUMN I Generated by the Law School	COLUMN II Amount Available to the Law School for Expenditure or Credited to the Law School
Student Tuition and Fee Revenue (Include as foreign all revenue provided to the law school for work taken abroad.)			
A.	Academic Year		
	1. J.D.-US	\$ 3,000,000	\$ _____0
	2. J.D.-Foreign	\$ _____0	\$ _____0
	3. Graduate Programs	\$ 600,000	\$ _____0
B.	Summer School		
	1. J.D.-US	\$ 500,000	\$ _____0
	2. J.D.-Foreign	\$ 25,000	\$ _____0
	3. Graduate Programs	\$ _____0	\$ _____0
C.	Application and Other Student Fees	\$ 750,000	\$ _____0
D.	CLE <u>Gross</u> Income	\$ 75,000	\$ 75,000
E.	State Allocation/Subsidy Attributable to the Law School Operation, Students or Building	\$ 4,000,000	\$ _____0
F.	Funds Provided by the University		\$ 6,000,000
	<i>The computer subtotals the columns for A-F</i>	[8,950,000]	[6,075,000]

**Hypothetical Related to Completing
Parts G-O of II. Revenues**

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	Most Recently Concluded (include income from foundations)		\$_____0
J.	Sales & <u>Net</u> Auxiliary Income (e.g., vending machines)	\$_____0	\$_____0
K.	Other Interest or Investment Income Expended During the Fiscal Year Most Recently Concluded		\$_____0
L.	Rental	\$_____0	\$_____0
M.	Law Review and similar sales	\$_____0	\$_____0
N.	Other Sales	\$_____0	\$_____0
O.	Other (explain)	\$_____0	\$_____0

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**Hypothetical Related to Completing
Parts G-O of II. Revenues**

Example W:

During the fiscal year just completed, Law School W received \$100,000 in unrestricted gifts from its friends and graduates, and \$200,000 in gifts restricted to current scholarships. All of these funds were expended during the year. It also received \$1,000,000 from a law firm to endow a chair which will be filled next year. The school had endowment income of \$20,000 for the year which it spent on research support. The university supplemented the endowment income with \$15,000 from the university foundation's endowment. Because it wished to buy some computers for the faculty, the school took \$50,000 from its quasi-endowment principal. It also had net income from vending machines (auxiliary income) of \$3,000 that it used for student events, \$5,000 in law review subscription sales, and \$1,000 in photocopying sales to attorneys. It also completed the final year of a three-year training grant received three years ago that produced \$90,000 in each of the three years. Finally, it received \$500 in interest income on some funds temporarily held by the university for the law school. At the end of the year, the university showed a loss in the university development office and assessed a fee against the law school endowment accounts, the gifts for scholarships and the chair. These charges totaled \$22,000, and the university took these charges from the accumulated earnings in the law school's quasi-endowment.

Example W demonstrates how the school should complete Lines G - O. The school properly reported only the income from the endowment that it actually spent during the year (not the total income). (It will report the difference when it completes Section III - Gift, Endowment and Reserve Funds. It may also spend this income in a future year and will report it in the future year in Line G-7.) Note also that the school reported a total of \$72,000 from its quasi-endowment (\$50,000 for computers plus \$22,000 taken as overhead charges in the Expenditures Section, Line K.8). Finally, the school did not report the chair endowment in this section because it did not produce funds that the school spent during the year. The endowment will, however, be reported in Section III (Gift, Endowment and Reserve Funds).

Note also that the \$90,000 expended during the year from the training grant was reported, even though it had technically been received in a prior year.

Even if the school's endowment exceeded the \$20,000 expended, the school would have reported only the \$20,000 in Line H because that was all it expended from the endowment income during the year.

Example W

G. Grants and Gifts (include overhead received) (Include here only grants and gifts expended during the fiscal year most recently concluded.) (Gift and endowment funds are sought elsewhere.)

1.	Federal Dept. Ed. Clinical Funds	\$_____0	\$_____0
2.	Other Training Grants	\$__90,000	\$__90,000
3.	CLEO Funds	\$_____0	\$_____0
4.	Research Grants (External Sources)	\$_____0	\$_____0
5.	Private Funds - Unrestricted	\$__100,000	\$__100,000
6.	Private Funds - Restricted	\$__200,000	\$__200,000
7.	Expenditure from quasi-endowment		

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	principal and from gifts and grants received in a prior year	\$____72,000	\$____72,000
8.	Work Study, including Library (federal and state contributions only)	\$____0	\$____0
9.	Other Grants & Gifts	\$____0	\$____0

Computer subtotals the items listed under G in each column

H.	Law School Endowment <u>Income</u> Expended During the Fiscal Year Most Recently Concluded (include income from foundations)	\$____20,000	\$____20,000
I.	Endowment or Similar <u>Income</u> from University Expended During the Fiscal Year Most Recently Concluded (include income from foundations)		\$____15,000
J.	Sales & <u>Net</u> Auxiliary Income (e.g., vending machines)	\$____3,000	\$____3,000
K.	Other Interest or Investment Income Expended During the Fiscal Year Most Recently Concluded	\$____0	\$____0
L.	Rental _____	\$____0	\$____0
M.	Law Review and Similar Sales	\$____5,000	\$____5,000
N.	Other Sales _____	\$____1,000	\$____1,000
O.	Other (explain) _____	\$____0	\$____0

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II. Revenues

(Operating Funds Only. For the Fiscal Year Just Concluded.)

<p>COLUMN I Generated by the Law School</p>	<p>COLUMN II Income Available to the Law School for Expenditure or Credited to the Law School</p>
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A-C are student tuition and fee revenue (Include as foreign all revenue provided to the law school for work taken abroad.) (Net of uncollectible.)

A. Academic Year

<p>1.</p>	<p>J.D.-US \$ _____ \$ _____</p>
<p>2.</p>	<p>J.D.-Foreign \$ _____ \$ _____</p>
<p>3.</p>	<p>Graduate Programs \$ _____ \$ _____</p>

B. Summer School

<p>1.</p>	<p>J.D.-US \$ _____ \$ _____</p>
<p>2.</p>	<p>J.D.-Foreign \$ _____ \$ _____</p>
<p>3.</p>	<p>Graduate Programs \$ _____ \$ _____</p>

<p>C.</p>	<p>Application and Other Student Fees \$ _____ \$ _____</p>
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<p>D.</p>	<p>CLE <u>Gross</u> Income</p>
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G. Grants and Gifts, include overhead received. Column I does not appear for several items because these items ask only for a report of revenue that the school used during the most recent fiscal year. For example, a school with a multiple-year grant would report the revenue from the grant only for the most recent fiscal year. (Gift and endowment funds are reported elsewhere.)

1.	Federal Dept. Ed. Clinical Funds	\$ _____	\$ _____
2.	Other Training Grants	\$ _____	\$ _____
3.	Attorneys fees generated by clinical program	\$ _____	
	\$ _____		
4.	Research Grants (External Sources)	\$ _____	
		\$ _____	
5.	Private Funds - Unrestricted	\$ _____	\$ _____
6.	Private Funds - Restricted	\$ _____	\$ _____
7.	Expenditure from quasi-endowment principal and from gifts and grants received in a prior year	\$ _____	\$ _____
8.	Work Study, including Library (federal and state contributions only)	\$ _____	\$ _____

Use the "Other" category only if it is not reasonable to include in any category listed above.

9.	Other Grants & Gifts	\$ _____	\$ _____
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Total G \$ _____ \$ _____

H.	Law School Endowment <u>Income</u> Expended During the Fiscal Year Most Recently Concluded (include income from foundations)	\$ _____	\$ _____
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I.	University Endowment or Similar <u>Income</u> Expended by the Law School During the Fiscal Year Most Recently Concluded (include income from foundations)	\$ _____
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J.	<u>Net</u> Auxiliary Income (e.g., vending
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NOTES REGARDING GIFTS, ENDOWMENT AND RESERVE FUNDS

Line A. This line, unlike the Revenue Section, asks for all endowment and quasi-endowment funds received during the fiscal year most recently concluded, regardless of whether those funds were expended or not. Furthermore, it asks for endowment and quasi-endowment funds, as opposed to operating funds, such as funds received for endowed chairs and the like.

Line B. This line asks only for gift and grant funds received during the fiscal year most recently concluded including funds for physical plant improvements.

The total of Lines A and B should equal all of gifts and grants of any sort received during the fiscal year.

Line C. Use the standard accounting definitions for Market Value.

Line D. This line asks about changes in the law school reserves (whether held by a foundation, the university or other entity) during the fiscal year. Line D.1 asks for changes in reserves from operating funds; Line D.2 asks for changes from investments and unexpended endowment (and quasi-endowment). Fit all changes in reserves into one of these two categories. Line D.3 asks for the total reserves at the end of the year not reported in the total endowment and quasi-endowment listed in Line C.

Line E. Note that if you withhold information in this line, it will not be included in the takeoffs reports dealing with Gifts, Endowment and Reserve Funds and you will not receive those takeoffs.

Line F. This line asks for the actual expenditures for major capital projects. Generally, equipment purchases should not be reported here, rather in the Expenditures Section, line H-5.

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**III. Gifts, Endowment and Reserve Funds
(For the Fiscal Year Most Recently Concluded)**

- A. Total endowment and quasi-endowment funds received last fiscal year
\$ _____
- B. Value of other gifts or grants received during the last fiscal year
\$ _____
- C. Market value of endowment and quasi-endowment at year end of the fiscal year most recently concluded held for the benefit of the law school
\$ _____
- D. Indicate any changes in law school reserves during the fiscal year most recently concluded:
1. Net increase (reduction) in reserves from operating surplus (loss)
\$ _____
 2. Net increase (reduction) in reserves from unexpended endowment, investment or investment income earned during the year
\$ _____
 3. Total law school reserves at the end of the fiscal year not reported in C above
\$ _____
- E. Do you wish to withhold endowment fund information from distribution? [Y/N]
- Note that it is the policy of the ABA that if voluntary data are withheld the Dean of the law school will not receive a copy of the take-off that is generated containing similar data for other schools.*
- F. State actual expenditures during the year for major capital projects (substantial remodeling and new buildings, including architectural and engineering fees for these projects). Equipment purchases and the like should generally be reported on line H-5 of the Expenditure Section. \$ _____