



# 320 Reporting - The Auditors Are Coming

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# 320 Reporting - The Auditors Are Coming

- CCC Attendance Accounting
- Maximizing FTES
- CCFS-320 Reporting
- Contracted District Audits
- The CDAM
- FOE (Frequently Observed Errors)
- Questions and Answers



**Q: How is Apportionment Revenue allocated?**

**A: On the basis of Full-time Equivalent Students (FTES) in attendance, as reported to the CCC Chancellor's Office on the CCFS-320 Report three times each year.**



# Full-Time Equivalent Student (FTES)

1 FTES =

1 student

15 hours per week

2 semesters of 17.5 weeks

(3 quarters of 11.67 weeks)

= ***525 contact hours***



# Program Funding Based on FTES

- Lottery Revenue
- Basic Skills Education
- Instructional Equipment
- Library Materials
- Numerous State-funded categorical programs



# Attendance Accounting for the California Community Colleges

## Sources of Authority

- California Legislature

*Education Code*

- Board of Governors of the California Community  
Colleges

*Title 5 of the California Code of Regulations*



# Full-Time Equivalent Student (FTES) Calculation

- Clock hour
- Class hour
- Passing time/break
- Partial class hour
- Multiple hour class



# Clock Hour

- A 60-minute time frame that may begin at any time.
- Examples:           0800 to 0900  
                              0810 to 0910  
                              0820 to 0920





## Class Hour

- A period of not less than 50 minutes of scheduled instruction or examination
- There can be only one “class hour” in each “clock hour,” except as provided for multiple hour classes.
- A “class hour” is commonly called a “contact hour” or “Student Contact Hour.”



## Passing Time/Break

- Each clock hour is composed of one class hour segment and a segment referred to as “passing time” or a “break.”
- No additional attendance may be claimed for this 10-minute segment, except for multiple-hour classes.



## Multiple Hour Class

- A multiple hour class is defined as a class scheduled for more than one clock hour.
- The fractional part of a class hour at the end of multiple hour class is called a *partial class hour*.



## Multiple Hour Class

- Each 50 minutes exclusive of breaks is a class hour.
- A partial class hour beyond the last full clock hour is counted from the 51<sup>st</sup> minute of the last full clock hour.



## Multiple Hour Class

- No break is allowed in the last full clock hour or the partial class hour.
- The divisor for this partial class hour is 50.
- Example:       7:00 p.m. to 10:05 p.m.  
                  PCH:  $9:51 - 10:05 = 15 \text{ min.}$   
                   $15/50 = 0.3$   
                  Total Contact Hours: 3.3



# Calculate the contact hours:

Class meets from

Contact hours:

- |                |       |
|----------------|-------|
| ■ 0900 to 0950 | ■ 1.0 |
| ■ 0900 to 1000 | ■ 1.0 |
| ■ 0900 to 1005 | ■ 1.3 |
| ■ 0900 to 1050 | ■ 2.0 |
| ■ 0900 to 1100 | ■ 2.0 |
| ■ 0900 to 1105 | ■ 2.3 |
| ■ 0900 to 1130 | ■ 2.8 |



# Attendance Accounting Methods

- Weekly Student Contact Hour
- Daily Student Contact Hour
- Actual Hours of Attendance  
(Positive Attendance)
- Alternative Attendance Accounting Method  
(Independent Study/Work Experience)
- Noncredit Distance Education



# Weekly Student Contact Hour

- Primary terms only
- Course coterminous with the primary term
- Must meet regularly every week of the term
- Same number of contact hours each week including TBA hours
- No deduction for holidays





## Census Week

- The week nearest to 20% of the number of weeks in the primary term
- Census date is Monday of census week
- If that Monday is a holiday, census date is the following day





## FTES Calculation (WSCH)

- Multiply Census Week WSCH by the TLM and divide by 525

$$(CWSCH \times TLM) / 525$$



# Daily Student Contact Hour

- Course meets five or more days
- Meets same number of hours on each scheduled day, including any TBA hours
- NOT coterminous with primary term
- No hours counted for holidays



# Census Day

- The day of the class meeting that is nearest 20% of the number of days the course is scheduled to meet
- When the census day falls on the first day the class meets, census is taken on the second day.



# Course Length Multiplier

- Number of days the course is scheduled to meet (CLM)



## FTES Calculation (DSCH)

- Multiply Census Day DSCH by the Course Length Multiplier and divide by 525

$$(CDSCH \times CLM) / 525$$



# Positive Attendance

- Based on actual count of enrolled students *present* at each class meeting
- Courses meeting fewer than five days
- Courses irregularly scheduled with respect to number of days per week or number of hours on scheduled days
- All noncredit courses





## FTES Calculation (PA)

- Divide total hours of *actual* attendance by 525

$$\text{PAH} / 525$$



# Maximizing FTES for Traditional (Face-to-Face) Classes

- Best: Weekly Census
- Second Best: Daily Census
- Worst: Positive Attendance



# Alternative Attendance

## Accounting Method

(Independent Study / Work Experience)

- WSCH method for courses  
coterminous with primary term
- DSCH method for all other courses



# Alternative Attendance

## Accounting Method

(Independent Study / Work Experience)

- One weekly student contact hour is counted for each *unit* of credit for which the student is enrolled as of the census date or day.
- Lab hours, when appropriate, can be added to the contact hours derived from each unit of credit.



## FTES Calculation (ISWE)

- Multiply number of students enrolled as of census by the number of “weekly contact hours”; multiply by the term length multiplier; divide by 525.

$$(\# \text{ Students} \times \text{“WCH”} \times \text{TLM}) / 525$$



## Distance Education (Credit)

- Until 2002, all distance education courses had to be assigned to the Independent Study/Work Experience attendance accounting method.
- Current regulations allow any *appropriate* accounting method to be used for distance education courses.



# Noncredit Distance Education

- Calculate the sum of the total hours of instruction or programming, plus hours expected for out-of-class work, plus hours of instructor contact.
- Divide that sum by 54, and multiply by the number of students enrolled as of census day, and multiply by 17.5. The result is the number of student contact hours.



# Noncredit Distance Education

- Report the number of student contact hours as of two census dates.
- First census date is at the 20% point of the class.
- Second census date is at the 60% point of the class.





## FTES Calculation (NCDE)

- Compute the average of the student contact hours as of the two census dates and divide by 525.

$$[0.5 \times (\text{SCH1} + \text{SCH2})] / 525$$



# Full-Time Equivalent Student (FTES) Reporting

- CCFS-320
  - ◆ Includes Flex Calendar Adjustment
  - ◆ Center FTES
  - ◆ CDCP Noncredit FTES
  - ◆ AB 540 Student Headcount
  - ◆ K-12 Student FTES in PE Classes
- CCFS-321 (Apprenticeship)



# Full-Time Equivalent Student (FTES) Reporting Periods

- First Period: July 1 – December 31
  - Second Period: January 1 – April 15
  - Third Period: April 16 – June 30
- Reports due:
- January 15
  - April 20
  - July 15



# Full-Time Equivalent Student (FTES) Reporting Categories

- Students who are California residents
- Students who are not residents of California
- Students enrolled in credit courses
- Students enrolled in specified noncredit courses



# When to Report a Section

- Attendance for weekly and daily census sections is reported in the period in which the census date falls.
- Attendance for positive attendance sections is reported in the period in which the last class meeting occurs.
- ***Exception:*** Attendance for daily census sections with census date before July 1 and ending date after July 1 may be reported in either fiscal year.



# Annualizers

- Used to estimate annual FTES at P1 and P2
- A separate annualizer is used for each attendance method at each reporting period.
- P1 report is due in Sacramento on January 15.
- P2 report is due on April 20.
- Annual report is due on July 15.



## Annualizers – Example

- Calendar has two primary terms
- All fall semester WSCH reported in P1
- Attendance essentially equal each semester
- WSCH annualizer at P1 would be 2.0
- WSCH annualizer at P2 would be 1.0



## CCFS-320 Flexible Calendar

- Units of FTES other than WSCH are adjusted by a factor to provide same FTES as would have been generated by regular instruction instead of flex time activities.
- Annual reports of flex hours and total contact hours by attendance method are reported at P1, P2 and by July 15.





## CCFS-321 - Apprenticeship

- No FTES is calculated
- Report actual hours of attendance
- Residents and nonresidents together
- Estimate annual total at P1
- Revise that estimate at P2
- Report actual annual hours by July 15



# Working Together

## An Important Partnership

- Instruction Office/Divisions/Departments
  - Develop Schedule of Classes
  - Build Sections in Computer
- Admissions & Records
  - Manage Admissions and Registration
  - Attendance Reporting by Faculty



# The Role of IT

## Essential Technical Support

- Maintain Hardware and ERP Software
  - Ensure Data Integrity and Security
  - Control Access to Data
- Support Users
  - Assist Users in Understanding System
  - Troubleshoot Problems



# Managing Attendance Records

- Ensure that instructors of Weekly Census and Daily Census classes drop inactive students as of the census date.
- Ensure that instructors of Positive Attendance classes record and report accurate individual total hours of attendance for each enrolled student, including students who drop the class at any point during the term.



# Contracted District Audits

- Education Code requires an annual audit of each community college district
- Encourages sound fiscal management practices
- Promotes efficient and effective use of public funds for education
- Strengthens fiscal accountability at the district and state levels



# Contracted District Audits

- Audit determines whether each program, function, or activity being audited is in compliance with applicable laws and regulations.
- Audit evaluates the effectiveness of the district's internal controls to ensure compliance.
- Audit report including any findings is submitted to the district's governing board and the State Chancellor's Office.
- District responses to the report and findings are part of the submission to Sacramento.



# Contracted District Audit Manual

- The Chancellor's Office updates the CDAM each year and posts it on the CCC website.
- The CDAM contains detailed steps to be followed by the auditors and is a valuable resource for college and district staff.
- Contents include audit standards, reporting requirements, state compliance requirements, federal compliance requirements, and an appendix with sample audit reports.



# State Compliance Requirements

- Requirements of Particular Interest to CACCRAO Members:
  - ◆ Apportionment Funding System (FTES)
  - ◆ Residency Determination
  - ◆ Students Actively Enrolled
  - ◆ Concurrent Enrollment of K-12 Students
  - ◆ Open Enrollment
  - ◆ TBA (To Be Arranged) Hours





## TBA (To Be Arranged) Hours

- Ensure that TBA hours for Weekly Census classes are required *each week*, not as a total number of hours for the term.
- Ensure that TBA hours for Daily Census classes are required *each day*, not as a total number of hours per week or duration of the class.
- Ensure that *attendance records* are kept and that no TBA hours are reported for Weekly Census and Daily Census classes for students who have documented *zero hours* as of the census point.



## FOE (Frequently Observed Errors)

- Hybrid courses inappropriately assigned to Weekly Census or Daily Census method
- Daily Census courses with “weekly” lab hours
- Summer courses assigned to Weekly Census
- Summer intersession courses reported in the wrong academic year, or reported in both academic years
- *Catalog* hours reported rather than *Schedule* hours
- TBA hours irregularities



## Auditors are required to:

- Verify that district governing boards have adopted required procedures in line with Title 5 and other published requirements.
- Verify that required tabulations are maintained for each course section.
- Verify that attendance records are retained for the required retention period.
- Verify that an appropriate attendance accounting method is assigned to each course section.



## Auditors are required to:

- Verify that courses are appropriately scheduled in accordance with Title 5 regulations and guidelines published by the Chancellor's Office.
- Verify that districts have secured, as applicable, Chancellor's Office approval for credit and noncredit courses, and that all courses have been approved by the local governing board following approval by a district/college curriculum committee.



# Reference Documents



- Education Code
- California Code of Regulations, Title 5
- CCC Chancellor's Office Publications
- District Regulations and Procedures



# Reference Documents

- Contracted District Audit Manual (CDAM)  
Section 424 lists criteria related to state general apportionment funding, including pertinent Title 5 and Education Code sections.
- Click here to access the [2010-11 CDAM](#).



# Reference Documents

- Student Attendance Accounting Manual
- Addendum Concerning Academic Calendars, Course Scheduling, and Related Topics
- Click here to access the [SAAM](#) and addendum.



# Reference Documents

- Distance Education Guidelines (2008 Omnibus Version), which provide updated guidance on attendance accounting for distance education courses and the Alternative Attendance Accounting Procedure
- Click here to access the [Distance Education Guidelines](#).





# Reference Documents

- Governing board-approved procedures adopted pursuant to Title 5 Sections 58004(c) and 58030 for documenting course enrollment, attendance, and disenrollment to be obtained by auditors from the district being audited



# Reference Documents

- List of approved college Term Length Multipliers issued by the CCC Chancellor's Office
- Click here for the [TLM list](#).



# Reference Documents

- CCFS-320 Apportionment Attendance Report – CATALOG HOURS vs. SCHEDULE HOURS
- Click here for [CATALOG HOURS vs. SCHEDULE HOURS](#)



## Reference Documents

- CCC Contact Hours Chart for the calculation of contact hours in five-minute increments
- Click here for the [Contact Hours Chart](#).



# District/College Attendance Reports

- Contact Hours Summary by Attendance Accounting Method
- Contact Hours by Section within Attendance Accounting Method
- Section Detail Report
- Published Schedule of Classes
- Course Outline of Record



# Questions and Answers

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