

CARAT User's Guide
Community College Annual Reporting and
Analysis Tool (CARAT)

(September 2017)

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Agency Mission

The mission of the Texas Higher Education Coordinating Board (THECB) is to provide leadership and coordination for the Texas higher education system and to promote access, affordability, quality, success, and cost efficiency through *60x30TX*, resulting in a globally competitive workforce that positions Texas as an international leader.

Agency Vision

The THECB will be recognized as an international leader in developing and implementing innovative higher education policy to accomplish our mission.

Agency Philosophy

The THECB will promote access to and success in quality higher education across the state with the conviction that access and success without quality is mediocrity and that quality without access and success is unacceptable.

The Coordinating Board's core values are:

Accountability: We hold ourselves responsible for our actions and welcome every opportunity to educate stakeholders about our policies, decisions, and aspirations.

Efficiency: We accomplish our work using resources in the most effective manner.

Collaboration: We develop partnerships that result in student success and a highly qualified, globally competitive workforce.

Excellence: We strive for excellence in all our endeavors.

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services.

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Community College Annual Reporting and Analysis Tool (CARAT)

CARAT USER'S GUIDE

Purpose

The purpose of CARAT is to provide Texas community college Chief Financial Officers (CFOs), Chief Executive Officers (CEOs), and other community college management staff, as well as Texas Higher Education Coordinating Board (THECB) staff, with the ability to perform analyses and prepare reports based on community colleges' Annual Financial Reports (AFRs) and Annual Investment Reports (AIRs). Individual colleges can prepare analyses comparing either peer groups or the entire population of community colleges to assist in a college's management. Profiles for individual colleges, data from specified exhibits, and schedules of the AFR and the AIR are entered by the respective colleges.

Certification Required

After completing the data entry of the AFR and AIR, each community college is asked to certify the data by checking a certification box and by providing contact information for the person responsible for that data at the college.

Format

CARAT is completely web-based and is available at <https://www1.thecb.state.tx.us/apps/CARAT/>. Each college will be assigned a password to access the data-entry functions of CARAT. To reset a password call (512) 427-6243 or email roland.gilmore@thecb.state.tx.us. The reporting functions are not restricted by password.

Requesting CARAT Access

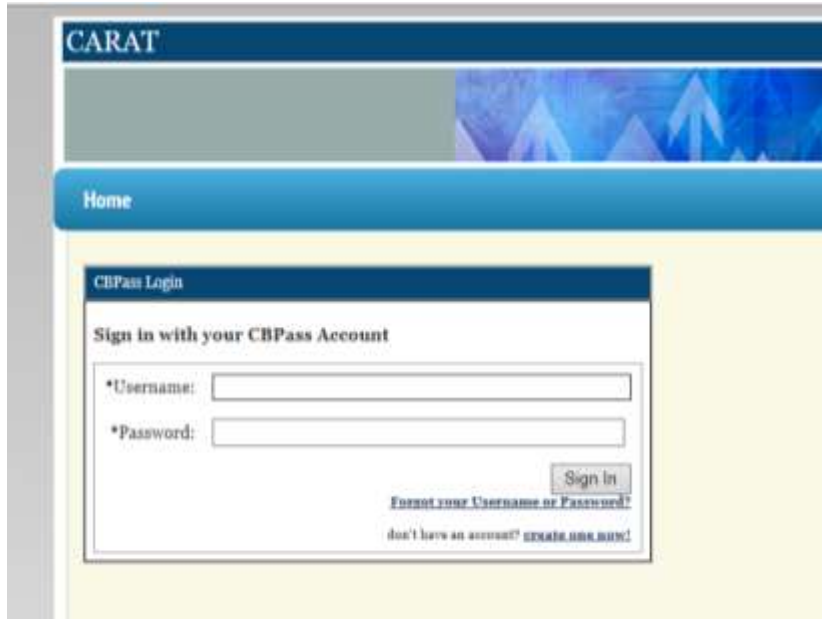
Accessing the CARAT application requires both a valid Coordinating Board ID (CBPass ID) (E-mail and password) and permission to access the CARAT application. The appendix of this document includes instructions on how to request a CBPass ID and how to request permission to access CARAT.

Users need a Coordinating Board ID (CBPass ID) to use the application. First time users must click the "Sign Up!" link and follow the online instructions to create an account and request access to the CARAT application.

Users who have a current Coordinating Board ID (CBPass ID) but who are accessing CARAT for the first time will need to request access to the CARAT application.

REGISTERING FOR A COORDINATING BOARD ID (CBPass ID)

- 1 Click the "Sign Up!" link in the CBPass ID login window or select this link:
<https://www1.thecb.state.tx.us/cbid/>.

The image shows a screenshot of the CARAT website's login page. At the top, there is a blue header with the word "CARAT" in white. Below the header is a navigation bar with a "Home" link. The main content area features a "CBPass Login" form. The form has a title "Sign in with your CBPass Account" and two input fields: "*Username:" and "*Password:". To the right of the password field is a "Sign In" button. Below the input fields, there is a link that says "Forgot your Username or Password?" and another link that says "don't have an account? create one now!".

- 2 Enter your First Name.
- 3 Enter your Last Name.
- 4 Begin typing to enter your institutional affiliation.
Note: As you begin entering text, a list of THECB affiliations matching the entered text will appear. You must select a valid THECB affiliation to register.
- 5 Complete your Physical Address
- 6 Enter your E-mail Address.
- 7 Enter a valid Password.
- 8 Confirm your Password.
- 9 Enter the text into the CAPTCHA box.
- 10 Click the "I agree to the CBPass ID Account Agreement" checkbox.
- 11 Click the "Register" button.

CBPass - New User Registration

To create a CBPass account, enter the information below, then click on the Register button. Once you have registered you will be able to request access to applications.

All fields are required.

Account Information

*First Name [required]:

*Last Name [required]:

*Begin typing to enter/modify your affiliation or type "Other" [required]:

*Physical Address [required]:
 TX -

*Telephone Number [required]: () - -

*E-Mail Address [required]:

*Re-Type E-Mail Address [required]:

*User Name [required]: (Used for login)

*Password [required]:
Passwords must be at least eight (8) characters and contain at least 3 of the 4 following attributes: uppercase letter, lowercase letter, number, special character.

Password Strength:

*Re-Type New Password [required]:

*Enter the answer to the math problem [required]: 9+1=

[required] I agree to the [CBPass Account Agreement](#) (link opens in a new window)

Your information will be forwarded to THECB staff for approval. After your request is approved, you will receive an email confirmation stating that you have access to the Core Curriculum application.

Data Entry

The log in screen asks for the institution, report type (either AFR or AIR), report year, and the appropriate password. The Reports section, which is not password protected, is covered later in this guide. Data should be entered from, and tie to, the college's published reports.

The screenshot shows the CARAT login interface. At the top, there is a blue header with the CARAT logo. Below it is a navigation bar with a 'Home' link. The main content area is a light yellow box containing a login form. The form has four fields: 'Institution' with a dropdown menu showing 'UTexas', 'Report Type' with an empty dropdown, 'Report Year' with a dropdown menu showing '2014', and a 'Submit Query' button. There is also a 'User's Guide' link. At the bottom of the page is a blue footer with contact information for the Texas Education Agency.

ANNUAL FINANCIAL REPORT

The main menu for data entry on the AFR page shows all the data input sections including:

- Exhibit 1, Statement of Net Assets (SONA)
- Exhibit 2, Statement of Revenues, Expenses and Changes in Net Assets (SRECNA)
- Exhibit 3, Statement of Cash Flows
- Schedule A, Schedule of Operating Revenues
- Schedule B, Schedule of Operating Expenses by Object
- Ad Valorem Tax Information

Entering Data into the AFR

- 1 To the right of each link, an indicator shows if information has been entered. Navigate to each section from here, or simply select the first section and then navigate from section to section. Go to the bottom of the main AFR page to change the password.

AFR		
Exhibit 1 - Statement of Net Position		
Current Assets	Input Form	Data has been entered/modified
NonCurrent Assets	Input Form	Data has been entered/modified
Deferred Outflows of Resources	Input Form	Data has been entered/modified
Current Liabilities	Input Form	Data has been entered/modified
NonCurrent Liabilities	Input Form	Data has been entered/modified
Deferred Inflows of Resources	Input Form	Data has been entered/modified
Net Position	Input Form	Data has been entered/modified
Exhibit 2 - Statement of Revenues Expenses and Changes in Net Assets		
Operating Revenue	Input Form	Data has been entered/modified
Operating Expenses	Input Form	Data has been entered/modified
Non-Operating Revenues	Input Form	Data has been entered/modified
Income Before Other Revenues, Expenses, Gains, and Losses	Input Form	Data has been entered/modified
Exhibit 3 - Statement of Cash Flows		
Cash Flows - Operating Activity	Input Form	Data has been entered/modified
Cash Flows - Non-Capital Financing	Input Form	Data has been entered/modified
Cash Flows - Capital Financing	Input Form	Data has been entered/modified
Cash Flows - Investing Activity	Input Form	Data has been entered/modified
Adjustments to reconcile net income	Input Form	Data has been entered/modified
Changes in Assets & Liabilities	Input Form	Data has been entered/modified
Schedule A - Schedule of Operating Revenues		
Tuition	Input Form	Data has been entered/modified
Fees	Input Form	Data has been entered/modified
Scholarships	Input Form	Data has been entered/modified
Additional Operating Revenues	Input Form	Data has been entered/modified
Auxiliary Enterprises	Input Form	Data has been entered/modified
Schedule B - Schedule of Operating Expenses by Object		
Unrestricted Educational Activities	Input Form	Data has been entered/modified
Restricted Educational Activities	Input Form	Data has been entered/modified

- All data entered needs to be certified via a link at the bottom of the page. The certification page requires clicking a checkbox statement and entering the name of a contact for all the data.

Section	Value	Link
Section 1: Maintenance of Non-Profit Status		
Formal Audit	2010-2011	Click for more entered activities
Non-Profit Status	2010-2011	Click for more entered activities
Individual members of Board/Trust	2010-2011	Click for more entered activities
Current Officers	2010-2011	Click for more entered activities
Individual Officers of Board/Trust	2010-2011	Click for more entered activities
Individual Officers of Board/Trust	2010-2011	Click for more entered activities
Individual Officers of Board/Trust	2010-2011	Click for more entered activities
Section 2: Maintenance of Governmental Reporting and Changes to that Status		
Operating Expenses	2010-2011	Click for more entered activities
Operating Expenses	2010-2011	Click for more entered activities
Non-Operating Expenses	2010-2011	Click for more entered activities
Current Status Other Government, Legislative, State, and Local	2010-2011	Click for more entered activities
Section 3: Maintenance of Cash Flows		
Cash Flows - Operating activities	2010-2011	Click for more entered activities
Cash Flows - Non-Capital Financing	2010-2011	Click for more entered activities
Cash Flows - Capital Financing	2010-2011	Click for more entered activities
Cash Flows - Investing activities	2010-2011	Click for more entered activities
Adjustments to reconcile net income	2010-2011	Click for more entered activities
Changes in assets & liabilities	2010-2011	Click for more entered activities
Section 4: Schedule of Operating Expenses		
Salaries	2010-2011	Click for more entered activities
Rent	2010-2011	Click for more entered activities
Utilities	2010-2011	Click for more entered activities
Additional Operating Expenses	2010-2011	Click for more entered activities
Section 5: Schedule of Operating Expenses for Other		
Governmental Educational activities	2010-2011	Click for more entered activities
Governmental Educational activities	2010-2011	Click for more entered activities
Other	2010-2011	Click for more entered activities
Other	2010-2011	Click for more entered activities
Section 6: Certification		
You are now finished entering your data, please use the certification link to finalize your report.		Certification Link

C.A.R.A.T.
Community College Annual Reporting & Analysis Tool

I certify that the information reported here is complete, accurate, and prepared in accordance with the reporting instructions.

Name:

Title:

Telephone Number:

Fax Number:

Email Address:

****Once your data has been certified you will no longer be able to make changes online****

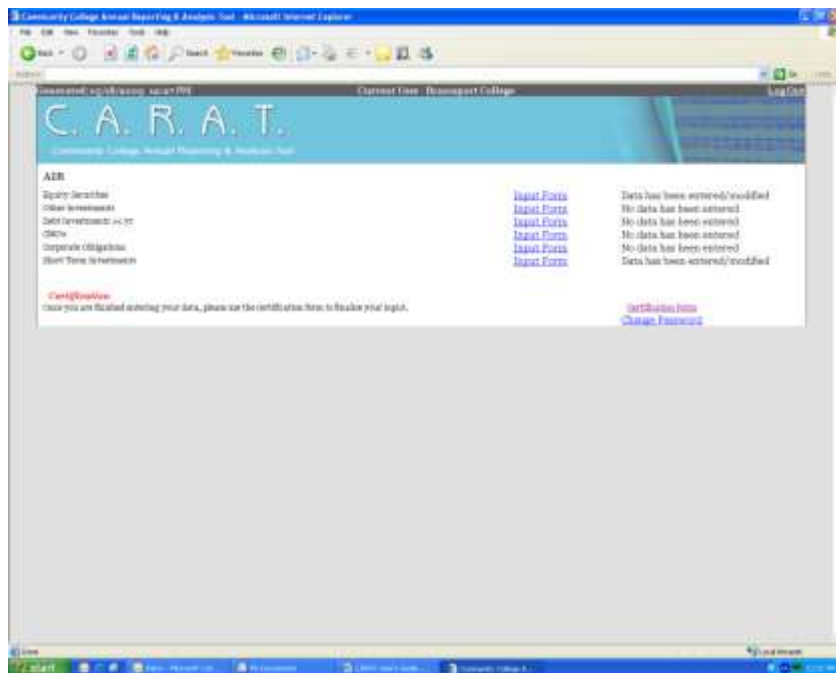
[Return To Main Menu](#)

ANNUAL INVESTMENT REPORT

The input screens for the AIR are similar in both design and function to the AFR screen. The main menu includes links for all the data-entry sections and the different types of investments.

Entering Data into the AIR

For the AIR, enter both the market and book values for each investment the college retains. The certification page looks identical to the one used for the AFR. The password for the AIR, however, is separate from the one used for the AFR and can be changed at the bottom of the page.



REPORTING (DATA ANALYSIS) TOOLS

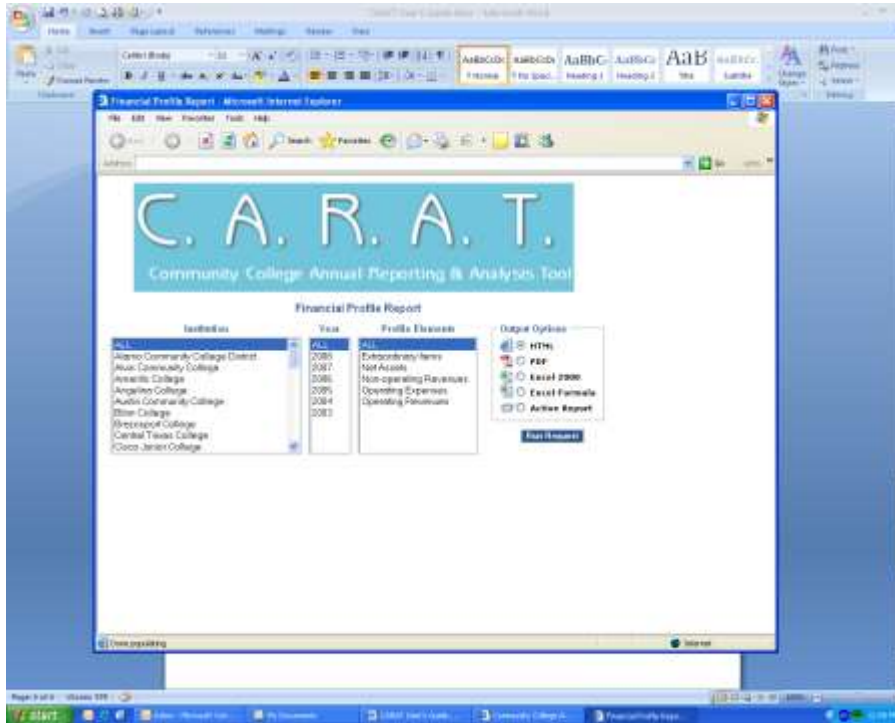
The reporting tools can be accessed through the AIR login page. There are four main links: Financial Profile, General Financial Ratios, SRECNA report, and Tax Information. The reporting links are not password protected.

Each reporting tool requires the following selections to retrieve information: institution(s), year(s) and profile element(s). The information may be output in HTML, PDF, or Excel format. For multiple selections, press the Control key.

A thorough explanation and source description for each financial ratio is provided in the appendix of this guide.

Financial Profile

The Financial Profile Report displays general financial information on each institution for each year selected. The Financial Profile is a summary of the SRECNA data found at http://reports.thecb.state.tx.us/approut/carat/fin_profile.htm.

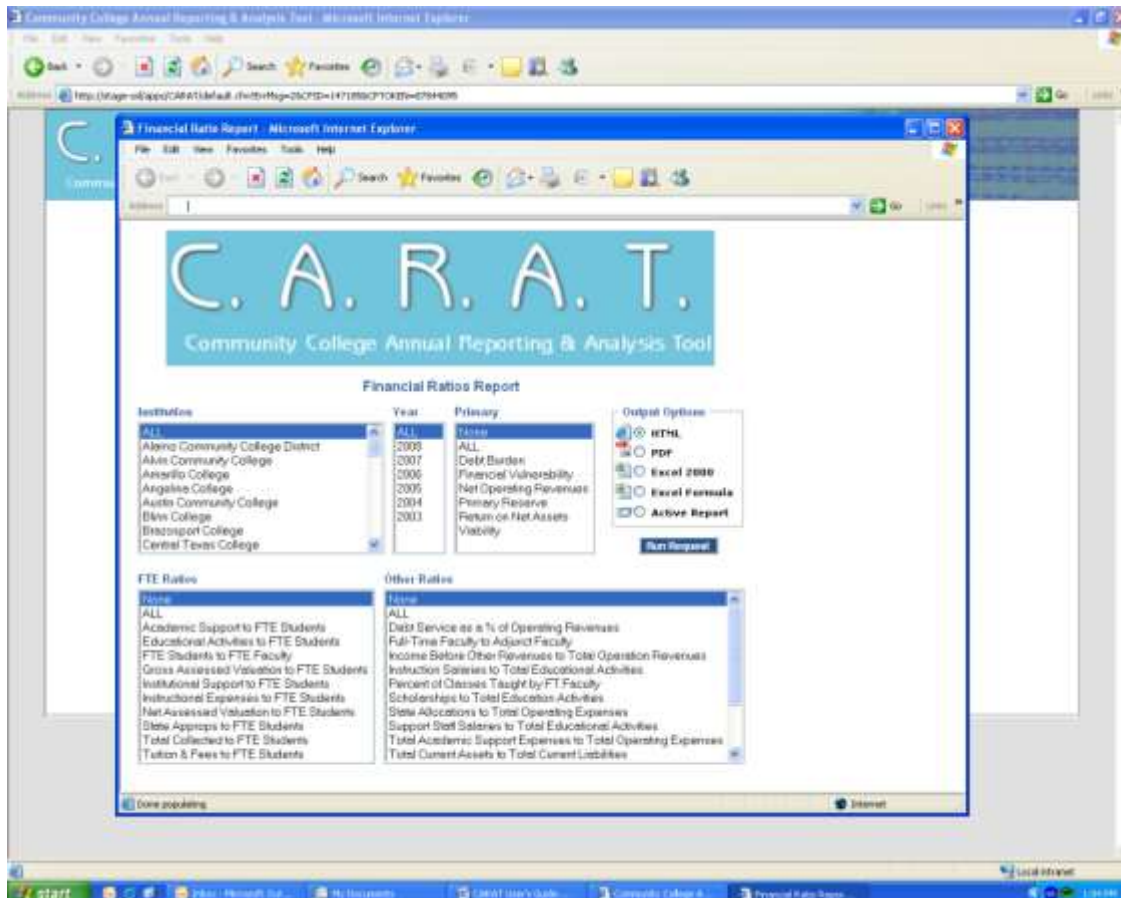


Financial Ratios

The Financial Ratios screen allows a user to select ratios to analyze from three different categories. The Financial Ratios Report can be found at http://reports.thecb.state.tx.us/approot/carat/fin_ratio.htm.

The primary ratios are those used in calculating the composite financial index and those used most often, including:

- Financial Vulnerability
- Primary Reserve
- Viability
- Community College Financial Condition Report (CCFC) Viability
- Debt Burden
- Net Operating Revenues
- Return on Net Positions



Other Ratios

The other ratios are a collection of useful information on everything from debt service as a percentage of operating revenues to a current ratio (total current assets to total current liabilities). A full listing of these ratios includes:

- Total Current Assets to Total Current Liabilities
- Total Debt to Net Fixed Assets
- Total Academic Support Expenses to Total Operating Expenses
- Total Institutional Support Expenses to Total Operating Expenses
- Total Instructional Expenses to Total Operating Expenses
- Total Student Services Expenses to Total Operating Expenses
- Debt Service as a % of Operating Revenues
- State Allocations to Total Operating Expenses
- Income Before Other Revenues to Total Operating Expenses
- Tuition and Fee Discounts to Total Tuition and Fee Revenue
- Instruction salaries to Total Educational Activities
- Support Staff Salaries to Total Educational Activities
- Scholarships to Total Educational Activities
- Percent of Classes Taught by Full-time Faculty
- Full-time Faculty to Adjunct Faculty

More detailed information about what these ratios analyze, how they are calculated, and where the data resides in the financials is included in the appendix of this guide.

Full-Time Student Equivalents

The full-time student-equivalent (FTE) ratios provide a look at information based on a per full-time student-equivalent, as opposed to head count. For example, the state appropriations per FTE ratio provide the amount of dollars appropriated to a college for every FTE. These are per-unit ratios. The FTE ratios are:

- Tuition and Fees per FTE Student
- Academic Support per FTE Student
- Institutional Support per FTE Student
- Instructional Expense per FTE Student
- State Appropriations per FTE Student
- Educational Activities per FTE Student
- FTE students to FTE Faculty
- Gross Assessed Tax Valuation per FTE Student
- Net Assessed Tax Valuation per FTE Student
- Total Tax Collected per FTE Student



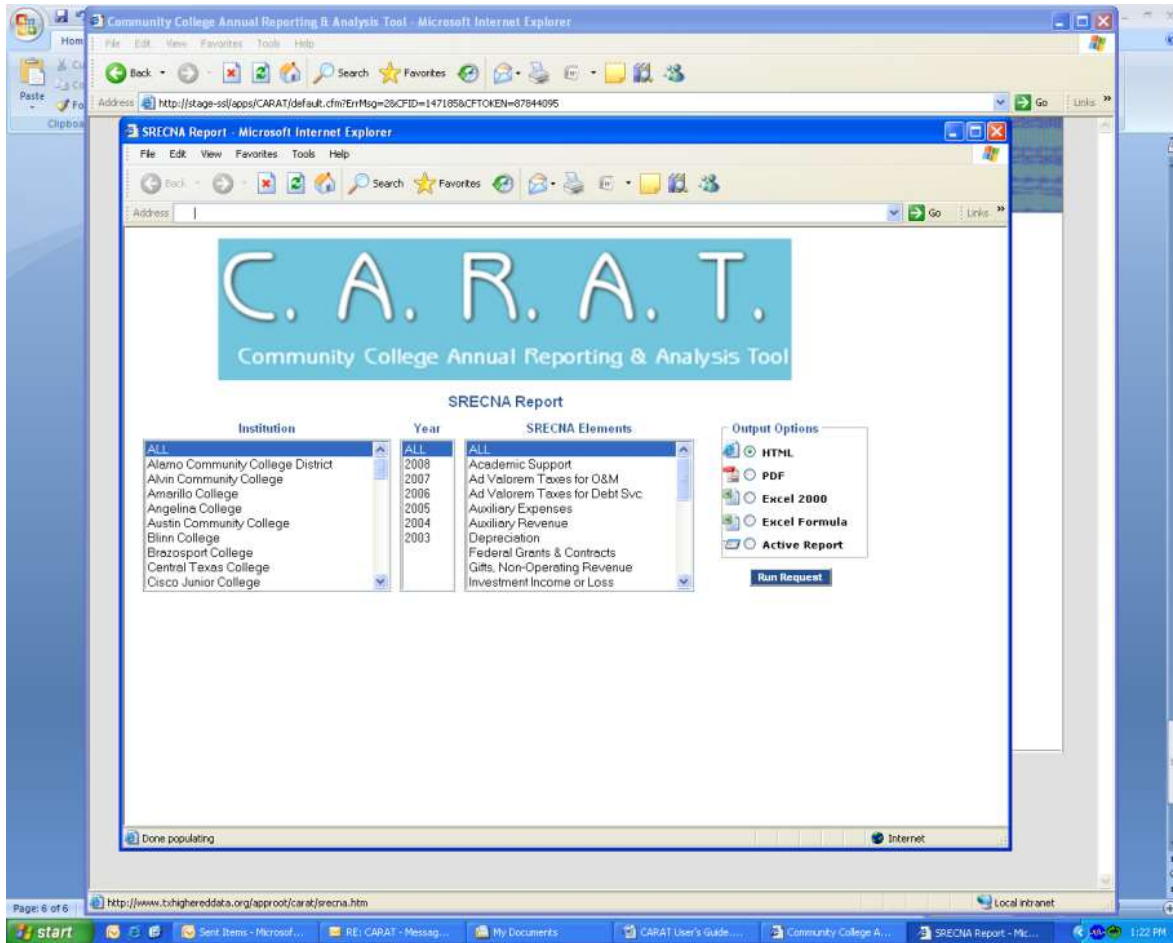
Full-Time Student Equivalents

Institution	Year	Output Options
ALL	ALL	<input checked="" type="radio"/> HTML
Alamo Community College District	2014	<input type="radio"/> PDF
Alvin Community College	2013	<input type="radio"/> Excel 2000
Amarillo College	2012	<input type="radio"/> Excel Formula
Angelina College	2011	<input type="radio"/> Active Report
Austin Community College	2010	
Blinn College	2009	
Brazosport College	2008	
Central Texas College	2007	
Cisco Junior College	2006	
Clarendon College	2005	
Coastal Bend College	2004	
College of the Mainland Community College	2003	
Collin County Community College District		
Dallas County Community College District		

SRECNA Report

The SRECNA Report screen allows a user to analyze specific elements of the SRECNA and compare them across years and schools. The Financial Profile provides only the statement of net assets, but the SRECNA report provides for a financial statement of revenues, expenses, and changes in net assets (as its name implies) and can be found at <http://reports.thecb.state.tx.us/approot/carat/srecna.htm>. The elements for the SRECNA report include:

- Auxiliary Enterprises
- Federal Grants and Contracts
- Local Grants and Contracts
- Non-governmental Grants and Contracts
- Other Operating Revenue Not Listed
- Sales and Services of Educational Activities
- State Grants and Contracts
- Tuition and Fees
- Academic Support
- Auxiliary Expenses
- Depreciation
- Institutional Support
- Instruction
- Operation and Maintenance of Plant
- Public Service
- Scholarships and Fellowships
- Student Services
- Interest on Capital-Asset Debt
- Investment Income or Loss
- Ad Valorem Taxes Operation and Maintenance
- Other Non-Operating Revenues State Appropriations
- Ad Valorem Taxes for Debt Service
- Gifts, Non-Operating Revenue

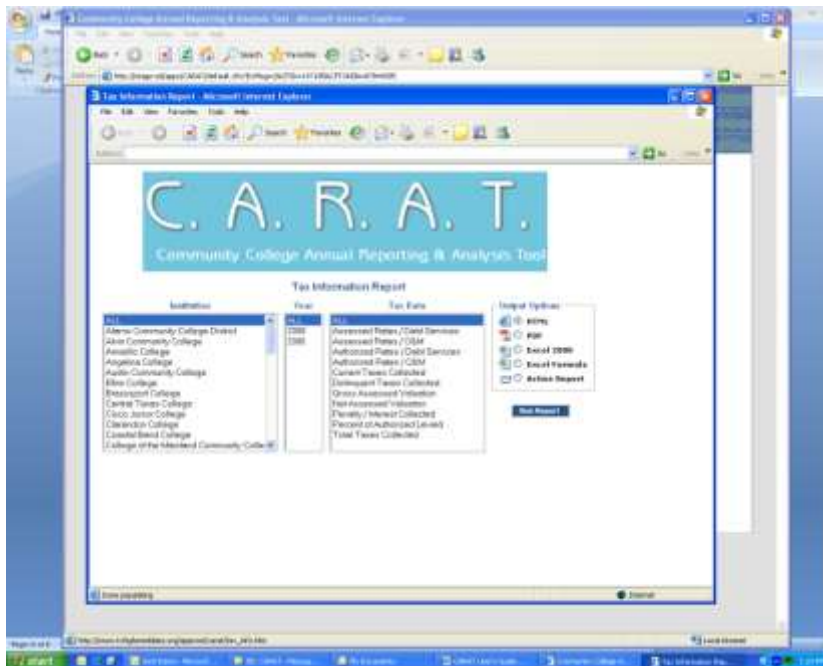


Tax Information

The Tax Information Report is designed to provide analysis capability for the ad valorem tax information submitted by colleges. The report can be found at http://reports.thecb.state.tx.us/approot/carat/tax_info.htm.

This tool can compare across years and schools using the following data elements:

- Gross Assessed Valuation
- Net Assessed Valuation
- Authorized Rate for Operations
- Authorized Rate for Debt Service
- Assessed Rate for Operations
- Assessed Rate for Debt Service
- Current Taxes Collected
- Delinquent Taxes Collected
- Penalty and Interest Amount Collected
- Total Collected
- Percent of Authorized Rate Levied



Password Resets/Questions/Contact Information

For questions/comments or concerns, contact the THECB at (512) 427-6243 or email roland.gilmore@thecb.state.tx.us.



This document is available on the Texas Higher Education Coordinating Board website:
<http://www.thecb.state.tx.us>

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