

Fees and Tuition Collected In Support of Adult Education Program Period of July 1, XXXX through June 30, XXXX

(Report submission date is September 1st annually to the USOE Adult Education Services)

Name of Program _____ Person Reporting _____

Program Year _____

**Financial support must be reported as collected for each grant (State, AEFLA, EL/Civics)
Prior to submitting the following report to the USOE Adult Education Services it is imperative that you meet with your finance department to reconcile your figures in each of the report categories.**

NOTE: community education, driver education fees, GED® Testing Center, etc. cannot be comingled and reported as adult education tuition/registration and fees collected and reported to the business administrator.

1310 is the revenue code to be used in reporting all tuition and fees collected and received to your finance department.

End of year: total tuition and fees collected from students and received with the finance department by code:

State Fund Codes	Program	Revenue	Amount Received
Adult high school	1609	1310	\$
Adult high school 17 & under	1615	1310	\$
Corrections Education	5613	1310	\$

Federal Fund Codes	Program	Revenue	Amount Received
Prisons/Institutions	7581	1310	\$
Adult Basic Education	7583	1310	\$
Adult Basic Ed. English Language/El Civics	7584	1310	\$

Pro-rated WPU recognized by program: _____

(District programs must report the WPU for students' ages 16-19 who are attending K-12 and adult education programs with the intent of receiving a K-12 diploma. Students up to the age of 22 who are receiving special education services and the WPU is following the student are to also be included in this figure.)

As a reminder, the collection of fees and tuition can not be reported as part of the general fund as they are restricted and must be reported and used directly by adult education programs in the above program funding streams to provide additional adult education and literacy services that the program would otherwise be unable to provide – 34CFA80.25-AEFLA section 202.

Education Department General Administrative Regulations (EDGAR) June 23, 2005 76.730 Records related to grant funds

State and subgrantee shall keep records that fully show:

- a. The amount of funds under the grant or subgrant;
- b. How the State or subgrantee uses the funds;
- c. The total cost of the project;
- d. The share of that cost provided from other sources; and
- e. Other records to facilitate an effective audit.