

FINANCIAL SUMMARY WORKSHEET
(For completion by LPCS and ESL schools)

Section 126.1(o) of the Commissioner's Regulations "Gross tuition means all revenues received for instruction by or on behalf of the student, prior to any refund, from all sources, including but not limited to, lending institutions, Federal agencies, State agencies, and any other entity or organization. Gross tuition shall not include income from the sale of books, supplies, services, kits, uniforms or equipment." When reporting the gross tuition, you must include all funds received from ACCES-VR, WIA, DOL, etc. that were used to provide instruction to students.

SCHOOL NAME & ADDRESS: _____

CORPORATE NAME: _____

NAME OF SCHOOL CONTACT ASSOCIATED WITH THIS STATEMENT FILING _____

EMAIL ADDRESS OF ABOVE CONTACT _____

Institution ID (12 digits): 8000000 _____

(Located in BPSS web based system & on payment coupons)

FISCAL YEAR REPORTING PERIOD: ___/___/___ TO ___/___/___

FOR THE FISCAL YEAR PERIOD ABOVE:

GROSS TUITION INCOME (GTI) \$ _____

LESS STUDENT REFUNDS \$ _____

NET TUITION INCOME \$ _____

Page number of income statement or supplementary schedule where tuition income clearly referenced _____

SCHOOL DIRECTOR'S SIGNATURE: _____ **DATE:** _____

INDEPENDENT AUDITOR'S or INDEPENDENT REVIEWER'S

NAME OF CPA (please print): _____

6-digit NYS LICENSE # _____ **(**required field)**

OR

Non-NYS license # _____

EMAIL ADDRESS: _____ PHONE #: _____ - _____ - _____

ACCOUNTING FIRM NAME: _____ **ADDRESS:**

6-digit NYS REGISTRATION # _____ **(**required field)**

****Please note that the CPA license and accounting firm registration are two separate entities and do not share the same 6-digit number.**