

BPSS – FINANCIAL STATEMENT SUMMARY WORKSHEET

(Must be completed and signed by the external auditor/accountant who audited/reviewed the school’s financial statement(s) for the reporting period)

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: _____

SED CODE (12 digits): _____

NAME OF SCHOOL DIRECTOR: _____ **PHONE NUMBER:** _____

SCHOOL DIRECTOR’S EMAIL: _____

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 (please print): _____ NYS LICENSE # _____

SIGNATURE: _____

EMAIL ADDRESS: _____ PHONE #: _____

ACCOUNTING FIRM NAME: _____

ADDRESS: _____

Mail this cover sheet and the required audited or reviewed financial statements post marked by July 1 to:
New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Avenue, EBA 560
Albany, NY 12234