

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

November 2020

Texas Higher Education Coordinating Board



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Agency Mission

The mission of the Texas Higher Education Coordinating Board (THECB) is to provide leadership and coordination for Texas higher education 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 THECB'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.

Please cite this as follows: Texas Higher Education Coordinating Board. (2020). Community College Annual Reporting and Analysis Tool (CARAT) User's Guide. Austin, TX.

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Community College Annual Reporting and Analysis Tool (CARAT)

OVERVIEW

Purpose

The purpose of CARAT is to provide Texas community college chief financial officers, chief executive officers, 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 is assigned a password to access the data-entry functions of CARAT. To reset a password, call 512-427-6135, or email marie.burks@highered.texas.gov. The reporting functions are not restricted by password.

Requesting CARAT Access

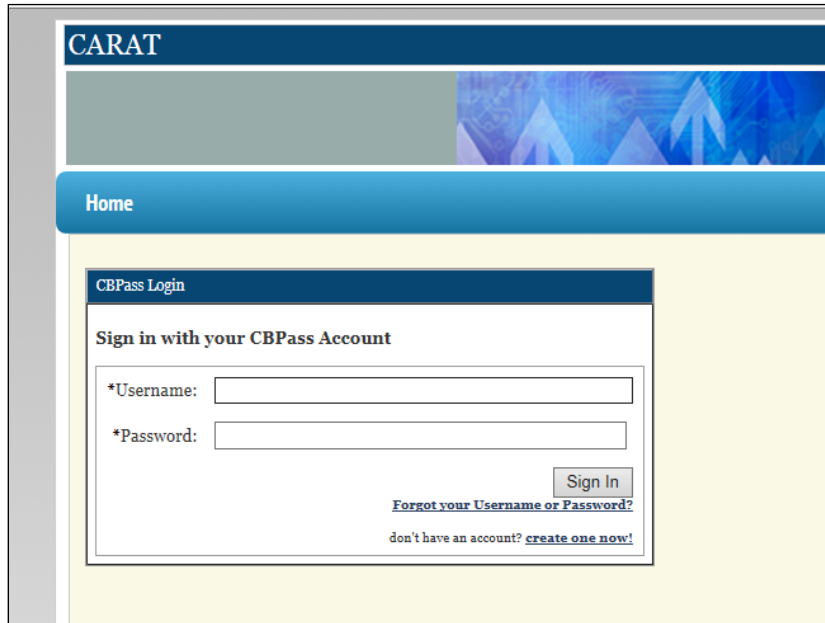
Accessing the CARAT application requires both a valid Coordinating Board ID (CBPass ID) and permission to access the CARAT application. This document includes instructions on how to request a CBPass ID and how to request permission to access CARAT.

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 CBPass ID but 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 "create one now" link shown below in the CBPass ID login window or select this link: [CBPass](#).



The screenshot shows the CARAT website interface. At the top is a dark blue header with the word "CARAT" in white. Below the header is a blue navigation bar with the word "Home" in white. The main content area has a light yellow background. In the center is a "CBPass Login" box with a dark blue header. Inside the box, the text "Sign in with your CBPass Account" is displayed. Below this are two input fields: "*Username:" and "*Password:". To the right of the password field is a "Sign In" button. Below the input fields are two links: "Forgot your Username or Password?" and "don't have an account? [create one now!](#)".

2. In the "CBPass – New User" window (shown on the next page), 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 Email Address in the next fields.
7. Enter a User Name for CBPass.
8. Enter a valid Password (must be at least eight characters and contain three of the following four: upper case letter, lower case letter, number, special character).
9. Confirm your Password.
10. Enter the text into the CAPTCHA box, i.e., the math problem in this example.
11. Check the "I agree to the CBPass Account Agreement" box.
12. 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.

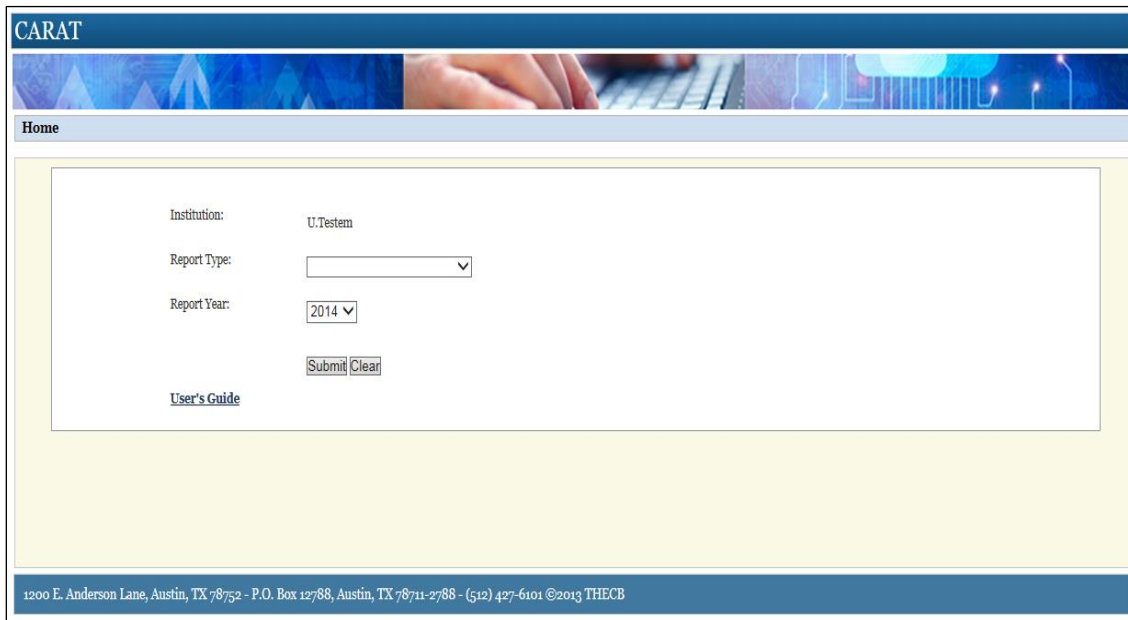
Account Information

*First Name [required]:	<input type="text"/>				
*Last Name [required]:	<input type="text"/>				
*Begin typing to enter/modify your affiliation or type "Other" [required]:	<input type="text"/>				
*Physical Address [required]:	<input type="text"/> <input type="text"/> TX <input type="text"/> - <input type="text"/>				
*Telephone Number [required]:	(<input type="text"/>) - <input type="text"/> - <input type="text"/>				
*E-Mail Address [required]:	<input type="text"/>				
*Re-Type E-Mail Address [required]:	<input type="text"/>				
*User Name [required]:	<input type="text"/> (Used for login)				
*Password [required]:	<input type="password"/> <small>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.</small> <table><tr><td>Password Strength:</td><td>Weak</td><td>Medium</td><td>Strong</td></tr></table>	Password Strength:	Weak	Medium	Strong
Password Strength:	Weak	Medium	Strong		
*Re-Type New Password [required]:	<input type="password"/>				
*Enter the answer to the math problem [required]:	9+1= <input type="text"/>				
<input type="checkbox"/> [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 login screen (shown below) asks for the institution, report type (either AFR or AIR), report year, and the CARAT 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 is a blue header with the word "CARAT" in white. Below the header is a banner image showing hands typing on a keyboard. Underneath the banner is a light blue bar with the word "Home". The main content area is a white box with a yellow border. Inside this box, there are three labels: "Institution:", "Report Type:", and "Report Year:". The "Institution:" field has a text input with "U.Tesem" entered. The "Report Type:" field has a dropdown menu. The "Report Year:" field has a dropdown menu with "2014" selected. Below these fields are two buttons: "Submit" and "Clear". At the bottom left of the white box is a link labeled "User's Guide". At the very bottom of the page is a blue footer bar with white text: "1200 E. Anderson Lane, Austin, TX 78752 - P.O. Box 12788, Austin, TX 78711-2788 - (512) 427-6101 ©2013 THECB".

ANNUAL FINANCIAL REPORT

The main menu for data entry on the AFR webpage (see next page in this guide) 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 (See second graphic on this page).

Home		
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
Note		
Taxes	Input Form	Data has been entered/modified
Certification		
Once you are finished entering your data, please use the certification form to finalize your input.		Certification Form
Uncertify		
1200 E. Anderson Lane, Austin, TX 78732 - P.O. Box 12788, Austin, TX 78711-2788 - (512) 427-6101 ©2013 THECB		

Community College Annual Reporting & Analysis Tool - Microsoft Internet Explorer

Generated: 05/18/2009 11:40 AM Current User: Brazosport College Log Out

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: Joe Smith
Title: Chief Financial Officer
Telephone Number: 512-569-9872
Fax Number: 512-569-9874
Email Address: joe.smith@college.edu

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

[Return To Main Menu](#)

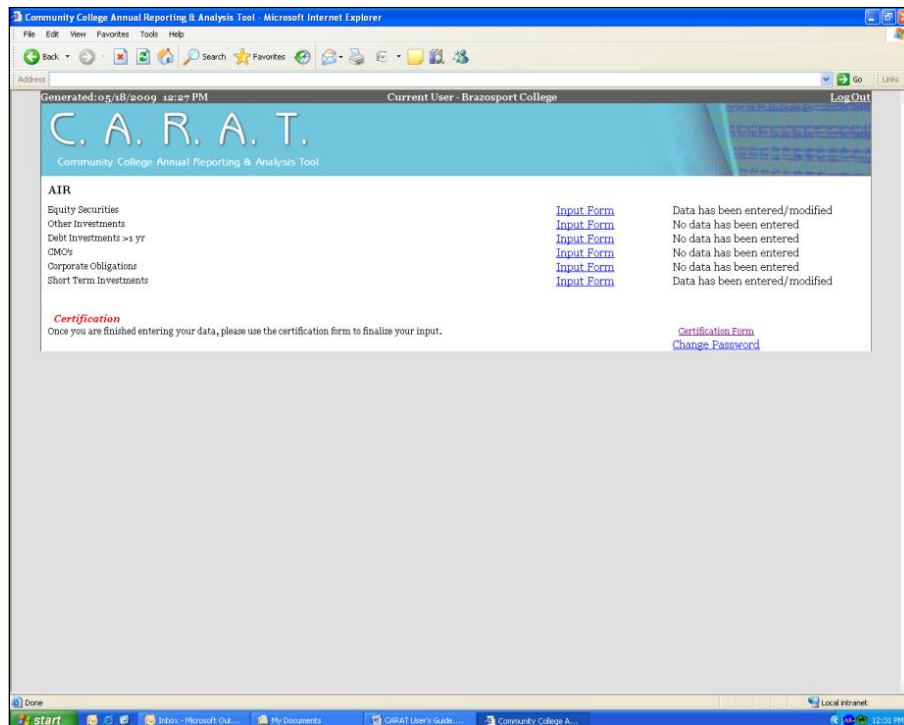
Done

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 using the link shown 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 name(s), year(s), and profile element(s). The information may be output in HTML, PDF, or Excel format. For multiple selections, press and hold the Control key.

Financial Profile

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

C. A. R. A. T.

Community College Annual Reporting & Analysis Tool

Financial Profile Report

Institution	Year	Profile Elements	Output Options
ALL	ALL	ALL	<div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="radio"/> HTML <input type="radio"/> PDF <input type="radio"/> Excel 2000 <input type="radio"/> Excel Formula <input type="radio"/> Active Report </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Run Request"/> </div>
Alamo Community College District	2017	Operating Revenues	
Alvin Community College	2016	Operating Expenses	
Amarillo College	2015	Non-operating Revenues	
Angelina College	2014	Extraordinary Items	
Austin Community College	2013	Net Positions	
Blinn College District	2012		
Brazosport College	2011		
Central Texas College	2010		
Cisco College	2009		
Clarendon College	2008		

Financial Ratios

The Financial Ratios screen, as shown, 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



Financial Ratios Report

Institution	Year	Primary	Output Options
ALL	ALL	None	<input checked="" type="radio"/> HTML
Alamo Community College District	2019	ALL	<input type="radio"/> PDF
Alvin Community College	2018	Financial Vulnerability	<input type="radio"/> Excel 2000
Amarillo College	2017	Primary Reserve	<input type="radio"/> Excel Formula
Angelina College	2016	Viability	<input type="radio"/> Active Report
Austin Community College	2015	CCFC Report Viability	
Blinn College	2014	Debt Burden	
Brazosport College	2013	Net Operating Revenue	
Central Texas College	2012	Return on Net Positions	

FTSE Ratios

None
ALL
Tuition & Fees per FTE Students
Academic Support per FTE Students
Institutional Support per FTE Students
Instructional Expenses per FTE Students
State Approps per FTE Students
Educational Activities per FTE Students
Fall FTE Students per Fall FTE Faculty
Gross Assessed Tax Valuation per FTE Student
Net Assessed Tax Valuation per FTE Student
Total Tax Collected per FTE Student

Other Ratios

None
ALL
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 Revenues
Tuition & Fee Discounts to Total Tuition & Fee Revenue

Run Request

Other Ratios

The Other Ratios section, shown on the previous page, is 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 Percentage 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

Full-Time Student Equivalents

Shown below, the Full-Time Student-Equivalents (FTE) screen provides a look at information based on a per full-time student-equivalent basis, as opposed to head count. For example, the state appropriations per FTE ratio provides 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

C. A. R. A. T.

Community College Annual Reporting & Analysis Tool

Full-Time Student Equivalents

Institution	Year
ALL	ALL
Alamo Community College District	2017
Alvin Community College	2016
Amarillo College	2015
Angelina College	2014
Austin Community College	2013
Blinn College District	2012
Brazosport College	2011
Central Texas College	2010
Cisco College	2009
Clarendon College	2008
Coastal Bend College	2007
College of the Mainland Community College	2006
Collin County Community College District	2005
Dallas County Community College District	2004

Output Options

☒ HTML

☐ PDF

☐ Excel 2000

☐ Excel Formula

☐ Active Report

[Run Report](#)

SRECNA Report

The SRECNA Report screen, shown on the next page, allows a user to analyze specific elements of the SRECNA and compare them across years and schools. The Financial Profile Report (shown on page 9) provides only the statement of net assets, but the SRECNA report provides a financial statement of revenues, expenses, and changes in net assets (as its name implies) and can be found at <http://reports.theccb.state.tx.us/approot/carat/srecna.htm>. Some of 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 Enterprises (net of discounts)
- Depreciation
- Institutional Support
- Instruction
- Operation and Maintenance of Plant
- Public Service
- Scholarships and Fellowships
- Student Services
- Interest on Capital Related Debt
- Investment Income
- State Appropriations
- Gifts

C. A. R. A. T.

Community College Annual Reporting & Analysis Tool

SRECNA Report


Institution	Year	SRECNA Elements	Output Options
ALL	ALL	ALL	<input checked="" type="radio"/> HTML <input type="radio"/> PDF <input type="radio"/> Excel 2000 <input type="radio"/> Excel Formula <input type="radio"/> Active Report
Alamo Community College District	2017	Academic Support	<input type="button" value="Run Request"/>
Alvin Community College	2016	Accrual for Legal Expense	
Amarillo College	2015	Additions to Permanent Endowments	
Angelina College	2014	Additions to Term Endowments	
Austin Community College	2013	Amortization Expense	
Blinn College District	2012	Auxiliary Enterprises	
Brazosport College	2011	Auxiliary Enterprises (net of discounts)	
Central Texas College	2010	Bank Fees	
Cisco College	2009	Bond Issuance Costs	
Clarendon College	2008	Branch Campus Maintenance Tax	

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 Rates for Operations and Management
- Authorized Rates for Debt Service
- Assessed Rates for Operations and Management
- Assessed Rates for Debt Services
- Current Taxes Collected
- Delinquent Taxes Collected
- Penalty and Interest Amount Collected
- Total Taxes Collected
- Percent of Authorized Rate Levied



Tax Information Report

Institution	Year	Tax Data
ALL	ALL	ALL
Alamo Community College District	2017	Assessed Rates / Debt Services
Alvin Community College	2016	Assessed Rates / O&M
Amarillo College	2015	Authorized Rates / Debt Services
Angelina College	2014	Authorized Rates / O&M
Austin Community College	2013	Current Taxes Collected
Blinn College District	2012	Delinquent Taxes Collected
Brazosport College	2011	Gross Assessed Valuation
Central Texas College	2010	Net Assessed Valuation
Cisco College	2009	Penalty / Interest Collected
Clarendon College	2008	Percent of Authorized Levied
Coastal Bend College	2007	Total Taxes Collected
College of the Mainland Community College	2006	
Collin County Community College District	2005	

Output Options

- ☒ HTML
- ☐ PDF
- ☐ Excel 2000
- ☐ Excel Formula
- ☐ Active Report

Run Report

Password Resets/Questions/Contact Information

For questions/comments or concerns, contact the THECB at (512) 427-6135 or email marie.burks@highered.texas.gov.



This document is available on the Texas Higher Education Coordinating Board website:
<http://highered.texas.gov>.

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