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 competent 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 report as follows: Texas Higher Education Coordinating Board. (2019). Community college annual reporting and analysis tool (CARAT) user’s guide. Austin, TX.
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, 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 512-427-6243, 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) 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 Coordinating Board ID (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.

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.
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.

![CARAT login screen](image)

**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.
2. 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).
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://reports.thecb.state.tx.us/approot/carat/fin_profile.htm](http://reports.thecb.state.tx.us/approot/carat/fin_profile.htm).
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
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 % 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-equivalent (FTE) ratios 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 Appointments 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
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.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 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
# SRECNA Report

<table>
<thead>
<tr>
<th>Institution</th>
<th>Year</th>
<th>SRECNA Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamo Community College District</td>
<td>2017</td>
<td>Academic Support</td>
</tr>
<tr>
<td>Alvin Community College</td>
<td>2016</td>
<td>Accrual for Legal Expense</td>
</tr>
<tr>
<td>Amarillo College</td>
<td>2015</td>
<td>Additions to Permanent Endowments</td>
</tr>
<tr>
<td>Angelina College</td>
<td>2014</td>
<td>Additions to Term Endowments</td>
</tr>
<tr>
<td>Austin Community College</td>
<td>2013</td>
<td>Amortization Expense</td>
</tr>
<tr>
<td>Blinn College District</td>
<td>2012</td>
<td>Auxiliary Enterprises</td>
</tr>
<tr>
<td>Brazosport College</td>
<td>2011</td>
<td>Auxiliary Enterprises (net of discounts)</td>
</tr>
<tr>
<td>Central Texas College</td>
<td>2010</td>
<td>Bank Fees</td>
</tr>
<tr>
<td>Cisco College</td>
<td>2008</td>
<td>Bond Issuance Costs</td>
</tr>
<tr>
<td>Conard College</td>
<td></td>
<td>Branch Campus Maintenance Tax</td>
</tr>
</tbody>
</table>

Output Options:
- HTML
- PDF
- Excel 2000
- Excel Formula
- Active Report

Run Request
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

For more information contact:

Roland Gilmore
Strategic Planning and Funding
Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711
PHONE 512-427-6243
FAX 512-427-6147
roland.gilmore@thecb.state.tx.us