

INSTRUCTIONS FOR COMPLETING FINANCIAL FORECASTS

The enclosed forms are to be completed and submitted. Please refer to Section 10a-22k-3(b)(8) of the Regulations of State Agencies for further clarification. Please remember the following points in completing the enclosed forms:

1. **FINANCIAL FORECAST**- Financial statements, which are for a twelve-month period, must be examined by a licensed certified public accountant or licensed public accountant. Licensed means a person or member or employee of a partnership or firm licensed by the Connecticut State Board of Accountancy to Practice Public Accountancy within Connecticut and in Good Standing with Said State Board, (Ch. 389 CGS). For the Purposes of Section 10a-22k-3(b)(8), EXAMINED means AS DEFINED AND USED IN AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (AICPA) Guide for Prospective Financial Statements, New York: AICPA, 1986.
2. **METHOD OF ACCOUNTING** - In accordance with AICPA standards, the method of accounting must be accrual.
3. **REPORTING FORMAT** - The financial forecast must be completed on the enclosed forms and schedules.
 - a. If a particular line item or schedule does not apply, please enter NOT APPLICABLE (N/A).
 - b. Forecasted statements of Cash Flows and Income must be entered on a month by month basis.
 - c. In the comparative forecasted balance sheet, income statement, and cash flows (if applicable), both the amounts for the forecasted period and the actual reviewed or audited amounts for the preceding fiscal year must be entered.
 - d. The name and address of the school and the period covered must be entered on the COVER PAGE and the name of the school and the period covered by the financial forecast must be entered on each page of the financial forecast.
 - e. **IN THE CASE OF CENTRAL CORPORATION OWNERSHIP, PARTNERSHIP OR PROPRIETORSHIP OF ONE OR MORE SCHOOLS OR BRANCHES, A CONSOLIDATED FINANCIAL FORECAST OF THE ENTIRE ORGANIZATION AND A SEPARATE FINANCIAL FORECAST FOR EACH CONNECTICUT SCHOOL AND BRANCH MUST BE SUBMITTED.**
4. **COVER LETTER** - The licensed certified public accountant or licensed public accountant must submit a cover letter stating the scope of the review, any opinions, and the standards and principles followed; and footnotes or notes must be included as a part of the financial forecast.
5. **STATEMENT OF AFFIRMATION** - The authorized school official or officer must complete and sign this statement.
6. **DISCLOSURE SECTION** - The authorized school official and independent auditor must complete each of the appropriate parts of this section.
7. **MAILING ADDRESS** - THE COMPLETED FINANCIAL FORECAST must be returned to: State of Connecticut, Department of Higher Education, 61 Woodland Street, Hartford, CT 06105. ATTN: Private Occupational School Approval Unit.

If you have any further questions regarding the financial forecast, please feel free to contact the Private Occupational School Approval Unit at (860) 947-1816.