

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE**

FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2013

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
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YEAR ENDED JUNE 30, 2013**

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Harford Community College
Bel Air, Maryland

We have audited the accompanying statutory statements included in the Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4) of Harford Community College (the College) for the year ended June 30, 2013 listed in the foregoing table of contents, the related notes to the statutory statements and the full-time equivalent (FTE) enrollment data shown on pages 8, 9, 14 and 15.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements and the FTE enrollment data shown on pages 8, 9, 14 and 15 in accordance with accounting practices prescribed or permitted by the Maryland Higher Education Commission, which is a comprehensive basis of accounting other than generally accepted accounting principles; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements and the FTE enrollment data shown on pages 8, 9, 14 and 15 based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the revenues and expenditures of the current unrestricted fund and the current restricted fund of Harford Community College for the year ended June 30, 2013 on the basis of accounting described in Note 1.

Basis of Accounting

We draw attention to Note 1 to the statutory statements included in the Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4), which describes the basis of accounting. The financial statements are prepared in conformity with accounting practices prescribed or permitted by the Maryland Higher Education Commission, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental schedules listed in the foregoing table of contents are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

The accompanying financial statements are not, and are not intended to be, the College's primary financial statements. The College has separately issued financial statements prepared in accordance with accounting principles generally accepted in the United States of America as its primary financial statements.

The report is intended solely for the information and use of the Board of Trustees and management of the College and the Maryland Higher Education Commission and is not intended to be and should not be used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Plymouth Meeting, Pennsylvania
September 4, 2013

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
SUMMARY STATEMENT OF REVENUES
FOR FISCAL YEAR ENDED JUNE 30, 2013**

	Unrestricted Current Fund	Restricted Current Fund	Total Revenues
<u>Revenue Sources</u>			
Student Tuition and Fees:			
1. Credit	\$ 14,539,751	\$ -	\$ 14,539,751
2. Noncredit	3,265,411	-	3,265,411
3. TOTAL STUDENT TUITION AND FEES	<u>\$ 17,805,162</u>	<u>\$ -</u>	<u>\$ 17,805,162</u>
Governmental: (Explain Restricted Funds on Exhibits VII, VIII, IX)			
4. Federal	\$ -	\$ 10,466,275	\$ 10,466,275
5. State	9,990,807	1,672,302	11,663,109
6. Local	14,961,612	165,307	15,126,919
7. TOTAL GOVERNMENTAL	<u>\$ 24,952,419</u>	<u>\$ 12,303,884</u>	<u>\$ 37,256,303</u>
8. TOTAL SALES AND SERVICES OF EDUCATIONAL ACTIVITIES (Auxiliary Enterprise)	<u>\$ 5,267,248</u>	<u>\$ -</u>	<u>\$ 5,267,248</u>
Other:			
9. Gifts/Grants (Explain on Exhibit X)	\$ -	\$ 537,081	\$ 537,081
10. Other - Miscellaneous (Explain on Exhibit X)	3,902,155	963,169	4,865,324
11. TOTAL OTHER	<u>\$ 3,902,155</u>	<u>\$ 1,500,250</u>	<u>\$ 5,402,405</u>
12. TOTAL REVENUES	<u>\$ 51,926,984</u>	<u>\$ 13,804,134</u>	<u>\$ 65,731,118</u>

NOTE: Do not include State paid benefits; reconcile to financial statements on separation page.

EXHIBIT I

MHEC-CC-4
Rev. 02-88

See Notes to Statutory Statements.

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
SUMMARY STATEMENT OF CURRENT FUNDS
FOR FISCAL YEAR ENDED JUNE 30, 2013**

	<u>Unrestricted Current Fund</u>	<u>Restricted Current Fund</u>
Revenues:		
1. TOTAL REVENUES (Per Line 12, Exhibit I)	<u>\$ 51,926,984</u>	<u>\$ 13,804,134</u>
Expenditures by Function:		
Instruction	<u>18,032,989</u>	<u>1,424,798</u>
Research	<u>-</u>	<u>-</u>
Public Service	<u>-</u>	<u>1,333</u>
Academic Support	<u>6,121,109</u>	<u>7,190</u>
Student Services	<u>4,915,732</u>	<u>11,919,914</u>
Institutional Support	<u>8,152,357</u>	<u>382,356</u>
Operation and Maintenance of Plant	<u>4,451,472</u>	<u>-</u>
Scholarships and Fellowships	<u>935,360</u>	<u>-</u>
2. TOTAL EDUCATIONAL AND GENERAL EXPENDITURES	<u>\$ 42,609,019</u>	<u>\$ 13,735,591</u>
3. TOTAL MANDATORY TRANSFERS	<u>\$ 33,357</u>	<u>\$ -</u>
4. TOTAL EDUCATIONAL AND GENERAL EXPENDITURES AND MANDATORY TRANSFERS	<u>\$ 42,642,376</u>	<u>\$ 13,735,591</u>
5. TOTAL AUXILIARY ENTERPRISES + IMPROVEMENT RESERVE	<u>\$ 5,149,306</u>	<u>\$ 45,246</u>
6. TOTAL OTHER TRANSFERS	<u>\$ 2,215,058</u>	<u>\$ -</u>
7. TOTAL EXPENDITURES, TRANSFERS AND AUXILIARY ENTERPRISES	<u>\$ 50,006,740</u>	<u>\$ 13,780,837</u>

NOTE: Do not include State paid benefits; reconcile to financial statements on separate page.

EXHIBIT II

MEHEC-CC-4
Rev. 02-88

See Notes to Statutory Statements.

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
EDUCATIONAL AND GENERAL EXPENDITURES OF THE UNRESTRICTED CURRENT FUND BY FUNCTION AND OBJECT
FOR FISCAL YEAR ENDED JUNE 30, 2013**

Acct No.	Object Classification	Instruction	Research	Public Service	Academic Support	Student Services	Institutional Support	Operation and Management of Plant	Scholarship and Fellowships	Total
5xxx	Compensation	\$ 16,670,058	\$ -	\$ -	\$ 4,143,929	\$ 3,934,929	\$ 5,253,945	\$ 1,020,031	\$ 217,752	\$ 31,240,644
60xx	Contracted services	740,082	-	-	1,306,682	473,442	1,579,037	1,912,801	-	6,012,044
61xx	Supplies and materials	402,192	-	-	278,961	159,765	258,506	344,832	-	1,444,256
62xx	Communications	29,357	-	-	102,118	60,947	223,366	6,140	-	421,928
63xx	Conferences and meetings	142,168	-	-	92,151	223,029	250,263	2,487	-	710,098
64xx	Grants/Subsidies	-	-	-	950	-	500	-	717,608	719,058
65xx	Utilities	5,509	-	-	-	-	-	1,101,384	-	1,106,893
66xx	Fixed charges	27,530	-	-	31,718	31,680	567,491	14,616	-	673,035
67xx	Open (specify below)	-	-	-	-	-	-	-	-	-
68xx	Open (specify below)	-	-	-	-	-	-	-	-	-
69xx	Open (specify below)	-	-	-	-	-	-	-	-	-
7xxx	Furniture and equipment	16,093	-	-	164,600	31,940	19,249	49,181	-	281,063
	Total Expenditures	\$ 18,032,989	\$ -	\$ -	\$ 6,121,109	\$ 4,915,732	\$ 8,152,357	\$ 4,451,472	\$ 935,360	\$ 42,609,019

Note: Do not include Auxiliary Enterprises; they are not Educational and General Expenditures. Do not include State paid benefits; reconcile to financial statements on a separate page. Transfers are not included.

MHEC-CC-4
Rev. 12-87

See Notes to Statutory Statements.

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
SUMMARY STATEMENT OF EDUCATIONAL AND GENERAL EXPENDITURES BY FUND AND OBJECT
CLASSIFICATION - UNRESTRICTED CURRENT AND RESTRICTED CURRENT FUNDS
FOR FISCAL YEAR ENDED JUNE 30, 2013**

Acct No.	Object Classification	Unrestricted Current Fund	Restricted Current Fund	Total Expenditures
5xxx	Compensation	\$ 31,240,644	\$ 1,587,882	\$ 32,828,526
60xx	Contracted services	6,012,044	617,770	6,629,814
61xx	Supplies and materials	1,444,256	219,528	1,663,784
62xx	Communications	421,928	26,407	448,335
63xx	Conferences and meetings	710,098	54,208	764,306
64xx	Grants/Subsidies	719,058	10,728,144	11,447,202
65xx	Utilities	1,106,893	67,682	1,174,575
66xx	Fixed charges	673,035	-	673,035
67xx	Open (specify below)	-	-	-
68xx	Open (specify below)	-	-	-
69xx	Open (specify below)	-	-	-
7xxx	Furniture and equipment	281,063	479,217	760,280
	TOTAL EXPENDITURES	42,609,019	13,780,838	56,389,857
	TOTAL MANDATORY TRANSFERS	33,357	-	33,357
	TOTAL EXPENDITURES AND MANDATORY TRANSFERS	<u>\$ 42,642,376</u>	<u>\$ 13,780,838</u>	<u>\$ 56,423,214</u>

Note: Do not include State paid benefits; reconcile to financial statements on a separate page.

EXHIBIT IV

MHEC-CC-4
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See Notes to Statutory Statements.

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
NOTES TO STATUTORY STATEMENTS
JUNE 30, 2013**

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES

The College's policy is to prepare the statutory statements included in the Annual Financial Report to the Maryland Higher Education Commission on the basis of accounting practices prescribed or permitted by the Maryland Higher Education Commission. These practices differ from generally accepted accounting principles in various respects, among them including that Governmental Accounting Standards Board Statements 34 and 35 are not applied and current general unrestricted fund revenues and expenditures do not include amounts applicable to the operations of auxiliary enterprises. Additionally, sponsored scholarships from other sources of revenue and non-cash revenues and expenditures for certain fringe benefits which were paid by the State of Maryland are excluded.

NOTE 2 SHARED SERVICES

During the year ended June 30, 2013, the College charged \$76,630 to auxiliary enterprises to reimburse the College for the estimated cost of administrative services provided for the bookstore, food services, theater and sports complex activity.

NOTE 3 RECONCILIATION OF TOTAL CURRENT UNRESTRICTED REVENUES AND EXPENDITURES AS SHOWN IN ANNUAL FINANCIAL REPORT WITH TOTAL CURRENT FUNDS UNRESTRICTED REVENUES AND EXPENDITURES SHOWN IN THE COLLEGE'S FINANCIAL STATEMENTS

	Revenues	Expenditures
Total current general unrestricted revenues and expenses shown in annual financial report	\$ 51,926,984	\$ 50,006,740
Deletions:		
Revenues and expenditures from auxiliary activities	(5,267,248)	(5,149,306)
Consolidated fees in reserve funds	(627,235)	-
Transfer-in from fund balance (general & auxiliary)	(3,089,677)	-
Total current funds unrestricted revenues and expenditures and transfers shown as supplementary information to the College's financial statements	\$ 42,942,824	\$ 44,857,434

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
COMPUTATION OF ADJUSTED COST PER FULL-TIME EQUIVALENT
AND PERCENT OF LOCAL CONTRIBUTION
FOR FISCAL YEAR ENDED JUNE 30, 2013**

The finalized State aid adjustment or payment for the fiscal year will be made with the November State aid payment. Certification will be made to the respective political subdivision based on the following information.

1. Total Unrestricted Current General Fund operating expenditures (Form Exhibit II, Line 4) \$ 42,642,376
2. Subtract any expenditures included in #1 above which do not fall within the definition of Unrestricted Current General operating expenditures per COMAR Title 13C. List and specify items below. Indicate objects and functions in which these expenditures are shown on Exhibits III and IV.

<u>Item</u>	<u>Object</u>	<u>Function</u>	<u>Amount</u>
a) Vacation/Sick Leave Accrual	5501	Inst. Support	109,922
b)			
c)			
d)			
e)			
TOTAL DEDUCTIONS			<u>109,922</u>
3. Adjusted Unrestricted Current Operating Expenditures (Line 1 less sum of 2a thru 2e)			<u>\$ 42,532,454</u>
4. Total FTE students for fiscal year (Form Exhibit VI, Total Column 2)			<u>5,504.58</u>
5. Totals Adjusted Unrestricted Current Operating Expenditures/Total FTE students (Yields adjusted cost per FTE)			<u>7,726.74</u>
6. Total Maryland eligible FTE students (From Exhibit VI)			<u>5,361.05</u>
7. State aid paid fiscal year ending June 30, 2013 (Exclude State paid benefits) (Complete Exhibit XI) (Based on two prior years audited FTEs)			<u>\$ 9,990,807</u>
8. TOTAL LOCAL CONTRIBUTIONS *			<u>\$ 14,961,612</u>
9. Percentage of adjusted Unrestricted Current Expenditures contributed by the local political subdivision rounded to two decimal places (Line 8/Line3) *			<u>35.18%</u>

* Regional community colleges must supply this information for each county supporting the college

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
SUMMARY OF FULL-TIME EQUIVALENT STUDENTS AND STUDENT TUITION AND FEES
FOR FISCAL YEAR ENDED JUNE 30, 2013**

	FTE Students	Student Tuition and Fees
<u>Eligible Students</u>		
1. In-County (credit)	4,173.59	\$ 12,265,081
2. Out-of-County (credit)	219.33	1,267,262
3. Noncredit	968.13	3,265,411
TOTAL ELIGIBLE STUDENTS	<u>5,361.05</u>	<u>\$ 16,797,754</u>
<u>Ineligible Students</u>		
Credit		
4. Out-of-State	108.53	\$ 927,947
5. Other	35.00	79,461
Noncredit		
6. Out-of-State	-	-
7. Other	-	-
TOTAL INELIGIBLE STUDENTS	<u>143.53</u>	<u>\$ 1,007,408</u>
TOTAL STUDENTS	<u>5,504.58</u>	<u>\$ 17,805,162</u>

Note: Regional community colleges are required to submit the above data for each of the counties supporting the college. Eligible refers to State fundable. FTEs shall be reported to the second place decimal.

MHEC-CC-4
Rev. 02-88

EXHIBIT VI

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
SUMMARY OF RESTRICTED FEDERAL GRANT PROGRAMS
FOR FISCAL YEAR ENDED JUNE 30, 2013**

<u>Program Title</u>	<u>July 1, 2012 Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>June 30, 2013 Balance</u>
<u>Federal Government</u>				
<u>Federal Work Study</u>	\$ -	\$ 137,945	\$ 137,945	\$ -
<u>SEOG</u>	-	92,030	92,030	-
<u>Pell Grants</u>	-	7,281,997	7,281,997	-
<u>Direct Loan</u>	-	2,295,065	2,295,065	-
<u>Vocational Education</u>	-	175,915	175,915	-
<u>Adult Basic Education</u>	-	178,865	178,865	-
<u>Small Business Development</u>	-	136,550	136,550	-
<u>NEH King James Bible</u>	-	2,472	2,472	-
<u>Information Assurance Project</u>	-	2,172	2,172	-
<u>MSDE Child Care</u>	-	33,547	33,547	-
<u>Susquehanna Workforce Development</u>	-	71,483	71,483	-
<u>NSF Cybersecurity</u>	-	2,823	2,823	-
<u>Stem Teaching Academy</u>	-	55,411	55,411	-
TOTAL FEDERAL	\$ -	\$ 10,466,275	\$ 10,466,275	\$ -

Note: Total should agree with Exhibit I, Restricted Fund (page 2, line 4).

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EXHIBIT VII

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
SUMMARY OF RESTRICTED STATE GRANT PROGRAMS
FOR FISCAL YEAR ENDED JUNE 30, 2013**

<u>Program Title</u>	<u>July 1, 2012 Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>June 30, 2013 Balance</u>
<u>State Government</u>				
Literacy Programs	\$ -	\$ 105,429	\$ 105,429	\$ -
WEA Program	-	261,097	261,097	-
ESOL	-	61,121	61,121	-
Health Manpower	-	1,347	1,347	-
Innovative Partnership for Technology	-	71,989	71,989	-
Math Redesign	-	46,690	46,690	-
Nurse Support II	-	18,294	18,294	-
Completion Innovation	-	6,007	6,007	-
Essential Workplace Skills	-	1,463	1,463	-
Department of Social Services	-	722,180	722,180	-
Maryland Traditions Grant	-	4,500	4,500	-
Small Business Development	-	147,004	147,004	-
Heat Regional Higher Ed	-	225,181	225,181	-
TOTAL STATE	<u>\$ -</u>	<u>\$ 1,672,302</u>	<u>\$ 1,672,302</u>	<u>\$ -</u>

Note: Total should agree with Exhibit I, Restricted Fund (page 2, line 5).

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EXHIBIT VIII

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
SUMMARY OF RESTRICTED LOCAL GRANT PROGRAMS
FOR FISCAL YEAR ENDED JUNE 30, 2013**

<u>Program Title</u>	<u>July 1, 2012 Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>June 30, 2013 Balance</u>
<u>Local Government</u>				
<u>Detention Center</u>	\$ -	\$ 22,710	\$ 22,710	\$ -
<u>Small Business Development</u>	-	120,072	120,072	-
<u>Adult Basic Ed & GED</u>	-	1,036	1,036	-
<u>Stem Summer Bridge</u>	-	16,015	16,015	-
<u>Harford Leadership Academy</u>	-	5,474	5,474	-
TOTAL LOCAL	\$ -	\$ 165,307	\$ 165,307	\$ -

Note: Total should agree with Exhibit I, Restricted Fund (page 2, line 6).

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EXHIBIT IX

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
SUMMARY OF OTHER SOURCES OF UNRESTRICTED CURRENT GENERAL REVENUE
FOR FISCAL YEAR ENDED JUNE 30, 2013**

Other Revenue Sources	Amount
Gifts:	
Total Gifts	<u>\$ -</u>
Other - Miscellaneous:	
Investment Income	\$ 29,629
Administrative Charges	283,930
Rental Income	42,620
Facilities Use	184,472
Reimbursement for Waivers	150,168
Transfers from Fund Balance	3,089,677
Other	121,659
TOTAL OTHER - MISCELLANEOUS	<u>\$ 3,902,155</u>
TOTAL OTHER REVENUE SOURCES	<u>\$ 3,902,155</u>

NOTE: Totals should agree with Exhibit I, lines 9 and 10.

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EXHIBIT X

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
RECONCILIATION OF STATE AID
FOR FISCAL YEAR ENDED JUNE 30, 2013**

	<u>Amount</u>
5,393.49 State Aid FTEs @ 1,077.26	<u>\$ 5,810,166</u>
Flat Grant	<u>3,688,081</u>
Part-time Grant	<u> </u>
Low Income Student Grant	<u> </u>
Other (specify below)	
<u>Medium Size Factor</u>	<u> </u>
<u>Wealth Factor</u>	<u> </u>
<u>Retirement Transfer</u>	<u> </u>
<u>Supplemental State Aid</u>	<u> </u>
<u>Funding: Hold Harmless Provision</u>	<u>220,922</u>
<u>KMCCA Grant</u>	<u>271,638</u>
TOTAL STATE AID	<u><u>\$ 9,990,807</u></u>

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EXHIBIT XI

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
RECONCILIATION OF MARYLAND FULL-TIME EQUIVALENT STUDENTS
FOR FISCAL YEAR ENDED JUNE 30, 2013**

	Eligible Maryland FTEs Accepted by MHEC	Maryland FTEs Now Claimed per Audit
Summer Credit Enrollment (MHEC-CC-2)	408.26	408.26
Summer Noncredit Enrollment (MHEC-CC-3)	138.43	138.43
Fall Credit Enrollment (MHEC-CC-2)	2,101.05	2,101.05
Fall Noncredit Enrollment (MHEC-CC-3)	365.13	365.13
Spring Credit Enrollment (MHEC-CC-2)	1,809.81	1,809.81
Spring Noncredit Enrollment (MHEC-CC-3)	464.57	464.57
Other Credit Enrollment (MHEC-CC-2)	73.80	73.80
Other Noncredit Enrollment (MHEC-CC-3)		-
TOTAL ENROLLMENT	5,361.05	5,361.05
Total Eligible Maryland FTEs accepted by MHEC during fiscal year	5,361.05	XXXXXXXXXXXXXXXXXXXX
Additional Eligible Maryland FTEs claimed per audit * (deletions)		XXXXXXXXXXXXXXXXXXXX
TOTAL ELIGIBLE MARYLAND FTES**	5,361.05	
TOTAL UNDUPLICATED PART-TIME STUDENTS		

* When additional FTEs not previously reported to the Maryland Higher Education Commission are claimed as a result of the audit, a properly executed MHEC-CC-2 or MHEC-CC-3 must be filed with the MHEC-CC-4 to substantiate the claim.

** This number of FTEs will be the basis for the payment of State aid two years hence. FTEs shall be reported to the second decimal place.

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
STUDENT-FACULTY RATIO (CREDIT COURSES ONLY)
FOR FISCAL YEAR ENDED JUNE 30, 2013**

TOTAL CREDIT HOURS GENERATED	<u>136,094.00</u>
TOTAL COURSE CREDIT HOURS TAUGHT	<u>7,320.00</u>
STUDENT-FACULTY RATIO (Total credit hours generated divided by total course credit hours taught)	<u>18.59</u>

NOTE:

Information for the computation of the student-faculty ratio is to be supplied by the chief academic officer in conformity with the guidelines decided upon by the Maryland Council of Community College Academic Deans as follows:

- A. Student credit hours generated and course credit hours taught are to be measured at the end of the third week of classes.
- B. Laboratory courses and independent study courses are to be excluded from the denominator if they did not appear independently on the printed class schedule.
- C. Continuing education (noncredit) courses are to be excluded.
- D. Includes all sessions.

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EXHIBIT XIII

**MARYLAND HIGHER EDUCATION COMMISSION
FROM HARFORD COMMUNITY COLLEGE
FUNDING OF HEALTH MANPOWER SHORTAGE AND STATEWIDE PROGRAMS
FOR FISCAL YEAR ENDED JUNE 30, 2013**

	<u>Statewide Programs</u>					<u>Health Manpower Shortage</u>				
	Fall CC-2A	Winter CC-2A	Spring CC-2A	Summer CC-2A	Total	Fall CC-2D	Winter CC-2D	Spring CC-2D	Summer CC-2D	Total
1. Total Out-of-County Students Enrolled in HMS & Statewide Programs	2.00	-	1.00	1.00	4.00	83.00	8.00	79.00	51.00	221.00
2. Total Credit Hours *	21.00	-	3.00	7.00	31.00	626.00	18.00	623.50	318.00	1,585.50
3. Total Tuition Differential *	\$ 1,827	\$ -	\$ 261	\$ 574	\$ 2,662	\$ 54,462	\$ 1,566	\$ 54,245	\$ 26,076	\$ 136,349
Total State Aid Submitted for HMS & Statewide Programs	\$ 1,827	\$ -	\$ 261	\$ 574	\$ 2,662	\$ 54,462	\$ 1,566	\$ 54,245	\$ 26,076	\$ 136,349
Minus Audit Adjustments					-					-
Total Audited State Aid Submitted for HMS & Statewide Programs	<u>\$ 1,827</u>	<u>\$ -</u>	<u>\$ 261</u>	<u>\$ 574</u>	<u>\$ 2,662</u>	<u>\$ 54,462</u>	<u>\$ 1,566</u>	<u>\$ 54,245</u>	<u>\$ 26,076</u>	<u>\$ 136,349</u>

* Per Audit

MHEC CC-4

EXHIBIT XIV