

**Tennessee Board of Regents
Columbia State Community College**

**For the Years Ended
June 30, 2002, and June 30, 2001**

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**STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY**

State Capitol
Nashville, Tennessee 37243-0260
(615) 741-2501

John G. Morgan
Comptroller

March 13, 2003

The Honorable Phil Bredesen, Governor
and

Members of the General Assembly
State Capitol
Nashville, Tennessee 37243

and

The Honorable Charles W. Manning, Chancellor
Tennessee Board of Regents
1415 Murfreesboro Road, Suite 350
Nashville, Tennessee 37217

and

Dr. Rebecca Hawkins, President
Columbia State Community College
P.O. Box 1315
Columbia, Tennessee 38402-1315

Ladies and Gentlemen:

Transmitted herewith is the financial and compliance audit of the Tennessee Board of Regents, Columbia State Community College, for the years ended June 30, 2002, and June 30, 2001. You will note from the independent auditor's report that an unqualified opinion was given on the fairness of the presentation of the financial statements.

Consideration of internal control over financial reporting and tests of compliance resulted in no audit findings.

Sincerely,

John G. Morgan
Comptroller of the Treasury

JGM/mb
03/018

State of Tennessee

Audit Highlights

Comptroller of the Treasury

Division of State Audit

Financial and Compliance Audit
Columbia State Community College
For the Years Ended June 30, 2002, and June 30, 2001

AUDIT OBJECTIVES

The objectives of the audit were to consider the college's internal control over financial reporting; to determine compliance with certain provisions of laws, regulations, contracts, and grants; to determine the fairness of the presentation of the financial statements; and to recommend appropriate actions to correct any deficiencies.

AUDIT FINDINGS

The audit report contains no findings.

OPINION ON THE FINANCIAL STATEMENTS

The opinion on the financial statements is unqualified.

"Audit Highlights" is a summary of the audit report. To obtain the complete audit report, which contains all findings, recommendations, and management comments, please contact

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Audit Report
Tennessee Board of Regents
Columbia State Community College
For the Years Ended June 30, 2002, and June 30, 2001

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**Tennessee Board of Regents
Columbia State Community College
For the Years Ended June 30, 2002, and June 30, 2001**

INTRODUCTION

POST-AUDIT AUTHORITY

This is a report on the financial and compliance audit of the Tennessee Board of Regents, Columbia State Community College. The audit was conducted pursuant to Section 4-3-304, *Tennessee Code Annotated*, which authorizes the Department of Audit to “perform currently a post-audit of all accounts and other financial records of the state government, and of any department, institution, office, or agency thereof in accordance with generally accepted auditing standards and in accordance with such procedures as may be established by the comptroller.”

Section 8-4-109, *Tennessee Code Annotated*, authorizes the Comptroller of the Treasury to audit any books and records of any governmental entity that handles public funds when the Comptroller considers an audit to be necessary or appropriate.

BACKGROUND

Columbia State Community College was approved by the State Board of Education as Tennessee’s first community college in 1965. The college was temporarily housed at facilities throughout Columbia until it moved in 1967 to its present location on 204 acres west of downtown Columbia.

ORGANIZATION

The governance of Columbia State Community College is vested in the Tennessee Board of Regents. The Governor, the Commissioner of Education, the Commissioner of Agriculture, and the Director of the Tennessee Higher Education Commission serve *ex officio* on this board. The chief administrative officer of the college is the president, who is assisted and advised by members of the faculty and administrative staff.

AUDIT SCOPE

The audit was limited to the period July 1, 2000, through June 30, 2002, and was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Financial statements are presented for the years ended June 30, 2002, and June 30, 2001. Columbia State Community College is an institution of the Tennessee Board of Regents, which is an integral part of state government. As such, the Tennessee Board of Regents has been included as a component unit in the *Tennessee Comprehensive Annual Financial Report*.

OBJECTIVES OF THE AUDIT

The objectives of the audit were

1. to consider the college's internal control over financial reporting to determine auditing procedures for the purpose of expressing an opinion on the financial statements;
 2. to determine compliance with certain provisions of laws, regulations, contracts, and grants;
 3. to determine the fairness of the presentation of the financial statements; and
 4. to recommend appropriate actions to correct any deficiencies.
-

PRIOR AUDIT FINDINGS

Section 8-4-109, *Tennessee Code Annotated*, requires that each state department, agency, or institution report to the Comptroller of the Treasury the action taken to implement the recommendations in the prior audit report. The college filed its report with the Department of Audit on November 28, 2001. A follow-up of the prior audit finding was conducted as part of the current audit.

RESOLVED AUDIT FINDING

The current audit disclosed that the college has corrected the previous audit finding concerning the timeliness of the return of Title IV financial aid.

RESULTS OF THE AUDIT

AUDIT CONCLUSIONS

Internal Control

As part of the audit of the college's financial statements for the years ended June 30, 2002, and June 30, 2001, we considered internal control over financial reporting to determine auditing procedures for the purpose of expressing an opinion on the financial statements, as required by auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Consideration of internal control over financial reporting disclosed no material weaknesses.

Compliance

The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Fairness of Financial Statement Presentation

The Division of State Audit has rendered an unqualified opinion on the college's financial statements.



**STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
DEPARTMENT OF AUDIT
DIVISION OF STATE AUDIT**

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**Report on Compliance and on Internal Control
Over Financial Reporting Based on an Audit of
Financial Statements Performed in Accordance With
*Government Auditing Standards***

February 6, 2003

The Honorable John G. Morgan
Comptroller of the Treasury
State Capitol
Nashville, Tennessee 37243

Dear Mr. Morgan:

We have audited the financial statements of Columbia State Community College, an institution of the Tennessee Board of Regents, which is a component unit of the State of Tennessee, as of and for the years ended June 30, 2002, and June 30, 2001, and have issued our report thereon dated February 6, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. As discussed in Note 11, during the year ended June 30, 2002, the college implemented GASB Statement 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and GASB Statement 35, *Basic Financial Statements—and Management's Discussion and Analysis—for Public Colleges and Universities*. The college also implemented GASB Statement 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus*, and GASB Statement 38, *Certain Financial Statement Note Disclosures*.

The Honorable John G. Morgan

February 6, 2003

Page Two

Compliance

As part of obtaining reasonable assurance about whether the college's financial statements are free of material misstatement, we performed tests of the college's compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

We noted certain other less significant instances of noncompliance, which we have reported to the college's management in a separate letter.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the college's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

However, we noted certain matters involving the internal control over financial reporting, which we have reported to the college's management in a separate letter.

This report is intended solely for the information and use of the General Assembly of the State of Tennessee and management and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record.

Sincerely,



Arthur A. Hayes, Jr., CPA,
Director

AAH/mb



**STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
DEPARTMENT OF AUDIT
DIVISION OF STATE AUDIT**

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Independent Auditor's Report

February 6, 2003

The Honorable John G. Morgan
Comptroller of the Treasury
State Capitol
Nashville, Tennessee 37243

Dear Mr. Morgan:

We have audited the accompanying statement of net assets of Columbia State Community College, an institution of the Tennessee Board of Regents, which is a component unit of the State of Tennessee, as of June 30, 2002, and the related statements of revenues, expenses, and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the college's management. Our responsibility is to express an opinion on these financial statements, based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Tennessee Board of Regents, Columbia State Community College, as of June 30, 2002, and the revenues, expenses, and changes in net assets and the cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Honorable John G. Morgan
February 6, 2003
Page Two

As discussed in Note 11, the college implemented GASB Statement 34, *Basic Financial Statements— and Management’s Discussion and Analysis— for State and Local Governments*, and GASB Statement 35, *Basic Financial Statements— and Management’s Discussion and Analysis— for Public Colleges and Universities*. The college also implemented GASB Statement 37, *Basic Financial Statements— and Management’s Discussion and Analysis— for State and Local Governments: Omnibus*, and GASB Statement 38, *Certain Financial Statement Note Disclosures*.

Management’s discussion and analysis on pages 8 through 15 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 6, 2003, on our consideration of the college’s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Sincerely,

A handwritten signature in black ink, reading "Arthur A. Hayes, Jr." in a cursive script.

Arthur A. Hayes, Jr., CPA,
Director

AAH/mb

Management's Discussion and Analysis

This section of Columbia State Community College's annual financial report presents a discussion and analysis of the financial performance of the college during the fiscal year ended June 30, 2002. This discussion has been prepared by management along with the financial statements and related note disclosures and should be read in conjunction with the financial statements and notes. The financial statements, notes, and this discussion are the responsibility of management.

Since this is a transition year for the new financial reporting format required by the Governmental Accounting Standards Board's Statements No. 34, *Basic Financial Statements— and Management's Discussion and Analysis—for State and Local Governments*, and No. 35, *Basic Financial Statements— and Management's Discussion and Analysis—for Public Colleges and Universities*, only one year of information is presented in the financial statements and this discussion. Comparative information will be presented in future years.

Using This Annual Report

This report consists of three basic financial statements. The Statement of Net Assets; the Statement of Revenues, Expenses, and Changes in Net Assets; and the Statement of Cash Flows provide information on Columbia State Community College as a whole and present a long-term view of the college's finances.

The Statement of Net Assets

The Statement of Net Assets presents the financial position of the college at the end of the fiscal year and includes all assets and liabilities of the college. The difference between total assets and total liabilities—net assets—is an indicator of the current financial condition of the college. Assets and liabilities are generally measured using current values. One notable exception is capital assets, which are stated at historical cost less an allowance for depreciation.

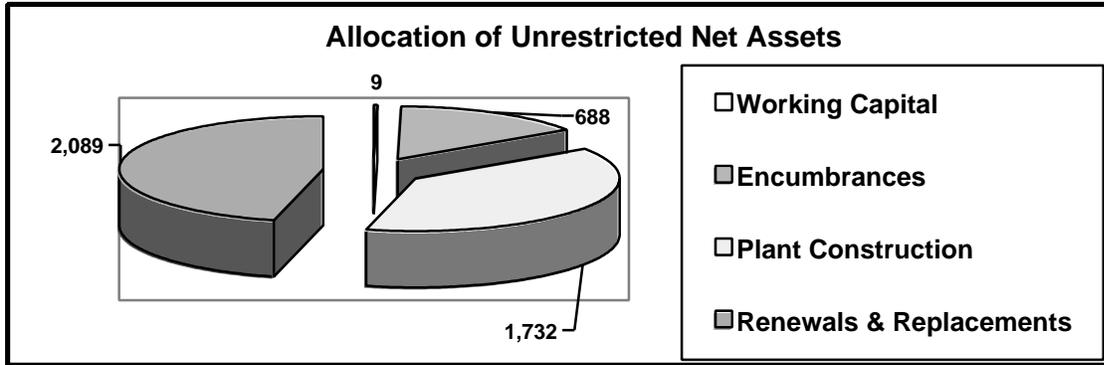
Net assets are divided into three major categories. The first category, invested in capital assets, net of related debt, provides the college's equity in property, plant and equipment owned by the college. The next asset category is restricted net assets, which is divided into two categories, nonexpendable and expendable. The corpus of nonexpendable restricted resources is only available for investment purposes. Expendable restricted net assets are available for expenditure by the college but must be spent for purposes as determined by donors and/or external entities that have placed time or purpose restrictions on the use of the assets. The final category is unrestricted net assets. Unrestricted assets are available to the institution for any lawful purpose of the institution.

Statement of Net Assets (in thousands of dollars)

	<u>2002</u>
Assets:	
Current assets	\$ 5,786
Capital assets, net	12,392
Other assets	7,769
Total Assets	\$25,947
Liabilities:	
Current liabilities	\$ 6,848
Noncurrent liabilities	571
Total Liabilities	\$ 7,419
Net Assets:	
Invested in capital assets, net of related debt	\$12,392
Restricted – expendable	288
Restricted – nonexpendable	9
Unrestricted	5,839
Total Net Assets	\$18,528

- Total assets include cash and cash equivalents, receivables, inventories, other assets and capital assets (net).
- Receivables include grants, state appropriations, student receivables, and various operating receivables.
- Current liabilities include accounts payable, accrued liabilities, deferred revenues, deposits held in custody for others and the portion of compensated absences estimated to become due within one year of the financial statement date.
- Deposits in custody include the Columbia State Community College Foundation.
- Noncurrent liabilities are the portion of compensated absences estimated to become due later than one year from the financial statement date.

Many of the college's unrestricted net assets have been designated or reserved for specific purposes such as: repairs and replacement of equipment and capital projects. The following graph shows the allocations:



The Statement of Revenues, Expenses, and Changes in Net Assets

The Statement of Revenues, Expenses, and Changes in Net Assets presents the operating results of the college, as well as the nonoperating revenues and expenses. Annual state appropriations, while budgeted for operations, are considered nonoperating revenues according to generally accepted accounting principles.

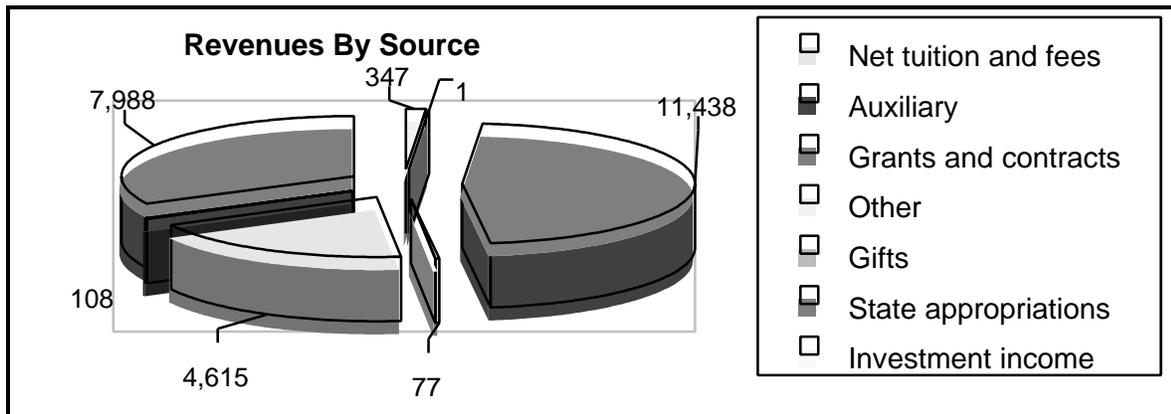
Statement of Revenues, Expenses and Changes in Net Assets (in thousands of dollars)

	<u>2002</u>
Operating revenues:	
Net tuition and fees	\$ 4,615
Auxiliary	108
Grants and contracts	7,988
Other	347
Total operating revenues	\$ 13,058
Operating expenses	\$ 24,878
Operating loss	\$ (11,820)
Nonoperating revenues and expenses:	
State appropriations	\$ 11,438
Gifts	1
Investment income	77
Total nonoperating revenues and expenses	\$ 11,516
Income (loss) before other revenues, expenses, gains, or losses	\$ (304)
Other revenues, expenses, gains, or losses:	
Capital appropriations	\$ 1,485
Other	(189)

Total revenues, expenses, gains, or losses	\$ 1,296
Increase (decrease) in net assets	\$ 992
Net assets at beginning of year, as originally reported	\$ 28,768
Cumulative effect of changes in accounting principle	\$ (11,232)
Net asset at beginning of period, restated	\$ 17,536
Net assets at end of year	\$ 18,528

Revenues

The following is a graphic illustration of revenues by source (both operating and nonoperating), which are used to fund the college's operating activities for the year ended June 30, 2002 (amounts are presented in thousands of dollars).



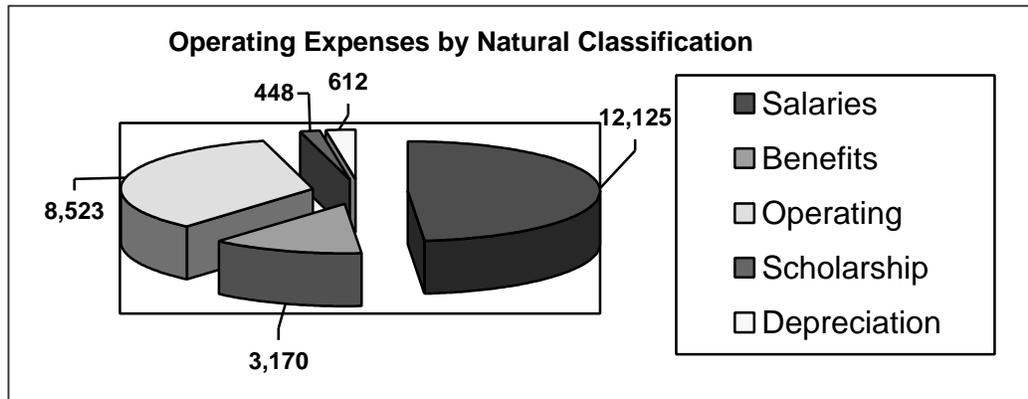
- State appropriations, 46%, make the largest contribution to the total revenue of the college.
- Governmental grants and contracts are second at 32%.
- Tuition and fees, net of scholarship allowances, comprise 18% of total revenues.
- Tuition and fees includes a 15% maintenance fee increase effective fall, 2001.

Expenses

Operating expenses can be displayed in two formats, natural classification and program classification. Both formats are displayed below.

Natural Classification

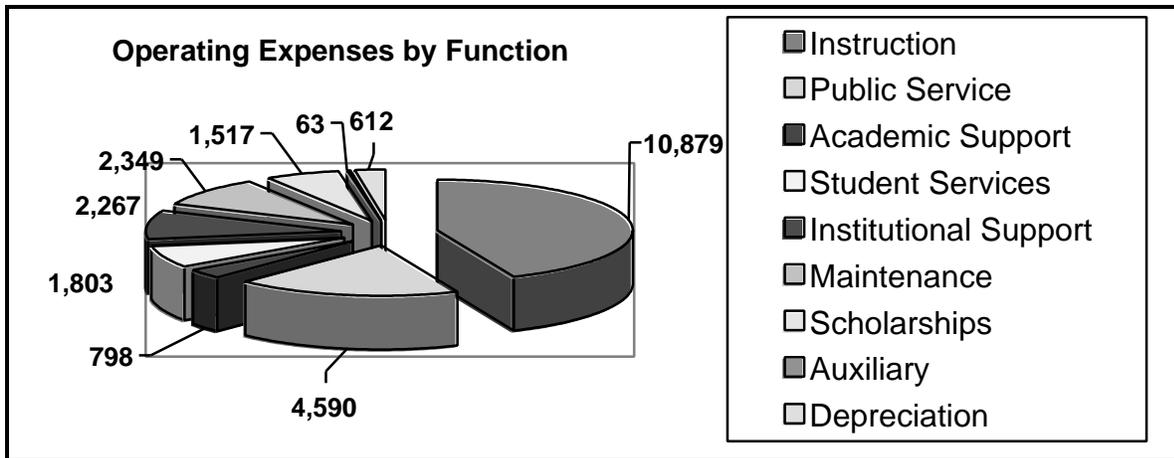
Salaries	\$12,125
Benefits	3,170
Operating	8,523
Scholarship	448
Depreciation	612
Total Expenses	\$24,878



- Salaries comprise the largest natural classification of expenses.
- Salaries and benefits comprise 61% of expenses.
- Salaries include salary equity adjustments and a 1.5% across-the-board increase effective January 1, 2002.
- Benefits include an increase in health insurance costs effective December 2001.
- Depreciation expense of \$611,594.99 is shown.

Program Classification

Instruction	\$10,879
Public service	4,590
Academic support	798
Student services	1,803
Institutional support	2,267
Maintenance and operations	2,349
Scholarships and fellowships	1,517
Auxiliary	63
Depreciation	612
Total Expenses	\$24,878



- Instruction comprises 43% of expenses by program classification.
- Public service, primarily Local Workforce Investment Area grants, comprises 19% of expenses by program classification.
- Capital appropriations funded projects that were expensed and were not considered to be additions to capital assets in the following amounts and functions:
 - Instruction - \$478,388.63.
 - Maintenance and Operation of Plant - \$552,603.94.
- Funds designated for renewals and replacements funded projects that were expensed and were not considered to be additions to capital assets in the following amounts and functions:
 - Institutional Support - \$3,263.31.
 - Auxiliary Enterprises - \$4,450.00.

The Statement of Cash Flows

The Statement of Cash Flows provides information about cash receipts and cash payments during the year. This statement also assists users in assessing the college's ability to generate net cash flows, its ability to meet its obligations as they come due, and its need for external financing.

Statement of Cash Flows (in thousands of dollars)

	<u>2002</u>
Cash provided (used) by:	
Operating activities	\$(10,545)
Noncapital financing activities	12,170
Investing activities	77
Capital and related financing activities	798
Net increase (decrease) in cash	\$ 2,500

Cash, beginning of year	\$ 7,938
Cash, end of year	\$ 10,438

- Cash receipts from operating activities consist primarily of grants and contracts and tuition and fees.
- Cash outlays consist of payments of wages, benefits, utilities and other supplies, and scholarships and fellowships.
- Accounting standards require state appropriations be shown as non-capital financing activities, even though the college's budget depends on state appropriations to continue the current level of operations.
- Overall, the college had a net increase in cash.
- Liquidity improved during the year.

Capital Asset and Debt Administration

Capital Assets

At June 30, 2002, Columbia State Community College had \$12,392,347.71 invested in capital assets, net of accumulated depreciation of \$8,699,257.88. Depreciation charges totaled \$611,954.99 for the current fiscal year. Details of these assets are shown below.

Schedule of Capital Assets, Net of Depreciation (in thousands of dollars)

	<u>2002</u>
Land	\$ 885
Land improvements & infrastructure	\$ 823
Buildings	\$9,168
Equipment	\$ 870
Library holdings	\$ 633

Capital appropriations of \$210,300.04 funded the final capital additions for the Hickman Building during the fiscal year. Capital appropriations of \$71,172.69 funded the beginning of the new chiller and chiller pipes/lines infrastructure projects begun during this fiscal year. Equipment additions for the fiscal year were \$297,500.31 and were purchased from operating revenues, capital appropriations and from funds designated for renewals and replacements. Library holdings of \$156,294.52 were purchased from operating revenues. Capital appropriations funded several projects that were expensed and not considered additions to buildings. These projects included Williamson County renovation, weatherization and safety, roof replacements, and accessibility adaptations.

Major capital projects planned for the next fiscal year include the continuation of the chiller and chiller pipes/lines replacement, roof replacements and a renovation of the Jones Student Center. College funds designated for plant construction will be used to fund the Jones Student Center renovation. Other capital projects will be funded by capital appropriations. More detailed information about the college's capital assets is presented in Notes 1 and 6 to the financial statements.

Economic Factors That Will Affect the Future

The economic position of Columbia State Community College is closely tied to that of the State of Tennessee. State appropriations comprise 47% of total revenues and are the largest source of funding. Changes in the state's economy may cause changes in appropriations received. Fee increases of 7.5% go into effect fall 2002.

**TENNESSEE BOARD OF REGENTS
COLUMBIA STATE COMMUNITY COLLEGE
STATEMENT OF NET ASSETS
JUNE 30, 2002**

ASSETS	
Current assets:	
Cash and cash equivalents (Notes 2 and 3)	\$ 4,675,343.25
Inventories	849,908.71
Accounts, notes, and grants receivable (net) (Note 5)	404.16
Prepaid expenses and deferred charges	2,594.06
Accrued interest receivable	3,326.03
Other assets	254,175.79
Total current assets	<u>5,785,752.00</u>
Noncurrent assets:	
Cash and cash equivalents (Notes 2 and 3)	5,762,582.51
Investments (Note 4)	1,439,153.93
Accounts, notes, and grants receivable (net) (Note 5)	567,698.96
Capital assets (net) (Note 6)	12,392,342.71
Total noncurrent assets	<u>20,161,778.11</u>
Total assets	<u>25,947,530.11</u>
 LIABILITIES	
Current liabilities:	
Accounts payable	410,106.69
Accrued liabilities	928,280.43
Deferred revenue	354,996.48
Compensated absences (Note 7)	227,861.28
Deposits held in custody for others	4,926,982.78
Total current liabilities	<u>6,848,227.66</u>
Noncurrent liabilities:	
Compensated absences (Note 7)	571,022.57
Total noncurrent liabilities	<u>571,022.57</u>
Total liabilities	<u>7,419,250.23</u>
 NET ASSETS	
Invested in capital assets, net of related debt	12,392,342.71
Restricted for:	
Nonexpendable:	
Scholarships and fellowships	8,703.56
Expendable:	
Scholarships and fellowships	743.44
Instructional department uses	63,540.95
Other	224,246.27
Unrestricted (Note 8)	5,838,702.95
Total net assets	<u>\$ 18,528,279.88</u>

The notes to the financial statements are an integral part of this statement.

**TENNESSEE BOARD OF REGENTS
COLUMBIA STATE COMMUNITY COLLEGE
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2002**

REVENUES

Operating revenues:

Student tuition and fees (net of scholarship allowances of \$1,686,430.59)	\$ 4,614,678.35
Governmental grants and contracts	7,894,768.66
Non-governmental grants and contracts	92,559.73
Sales and services of educational departments	79,344.50
Auxiliary enterprises:	
Bookstore	90,010.65
Food service	18,405.11
Interest earned on loans to students	191.52
Other operating revenues	267,718.20
Total operating revenues	<u>13,057,676.72</u>

EXPENSES

Operating expenses:

Salaries and wages	12,124,506.59
Benefits	3,170,401.40
Utilities, supplies, and other services	8,523,234.28
Scholarships and fellowships	447,911.50
Depreciation expense	611,954.99
Total operating expenses	<u>24,878,008.76</u>
Operating income (loss)	<u>(11,820,332.04)</u>

NONOPERATING REVENUES (EXPENSES)

State appropriations	11,437,470.00
Gifts	1,271.00
Investment income	77,315.39
Net nonoperating revenues	<u>11,516,056.39</u>
Income (loss) before other revenues, expenses, gains, or losses	<u>(304,275.65)</u>
Capital appropriations	1,485,582.01
Other	(189,148.67)
Total other revenues, expenses, gains, or losses	<u>1,296,433.34</u>

Increase (decrease) in net assets 992,157.69

NET ASSETS

Net assets - beginning of year, as originally reported	28,767,926.18
Cumulative effect of changes in accounting principle (Note 11)	
Adoption of capitalization criteria for buildings and additions	(61,746.36)
Adoption of depreciation for capital assets	(8,087,302.89)
Deferred revenue recognition	164,765.38
Other	(3,247,520.12)
Net assets - beginning of year, as restated	<u>17,536,122.19</u>
Net assets - end of year	<u>\$ 18,528,279.88</u>

The notes to the financial statements are an integral part of this statement.

**TENNESSEE BOARD OF REGENTS
COLUMBIA STATE COMMUNITY COLLEGE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2002**

Cash flows from operating activities:	
Tuition and fees	\$ 4,792,206.99
Grants and contracts	7,982,409.66
Sales and services of educational activities	78,649.00
Payments to suppliers and vendors	(8,467,124.96)
Payments to employees	(12,123,528.43)
Payments for benefits	(3,022,540.36)
Payments for scholarships and fellowships	(454,144.50)
Auxiliary enterprise charges:	
Bookstore	385,182.17
Food services	18,405.11
Other receipts	265,885.56
Net cash flows provided (used) by operating activities	<u>(10,544,599.76)</u>
Cash flows from non-capital financing activities:	
State appropriations	11,329,270.00
Gifts and grants received for other than capital or endowment purposes	1,271.00
Private gifts for endowment purposes	331,969.20
Changes in deposits held for others	506,937.98
Net cash flows provided (used) by non-capital financing activities	<u>12,169,448.18</u>
Cash flows from capital and related financing activities:	
Capital - state appropriation	1,523,803.48
Purchase of capital assets and construction	(726,267.56)
Net cash flows provided (used) by capital and related financing activities	<u>797,535.92</u>
Cash flows from investing activities:	
Income on investments	77,315.04
Net cash provided (used) by investing activities	<u>77,315.04</u>
Net increase (decrease) in cash and cash equivalents	2,499,699.38
Cash and cash equivalents - July 1, 2001	7,938,226.38
Cash and cash equivalents - June 30, 2002	<u>\$ 10,437,925.76</u>

**TENNESSEE BOARD OF REGENTS
COLUMBIA STATE COMMUNITY COLLEGE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2002**

**Reconciliation of operating loss to net cash
provided (used) by operating activities:**

Operating loss	\$ (11,820,332.04)
Adjustments to reconcile operating loss to net cash provided (used) by operating activities:	
Depreciation expense	611,954.99
Change in assets and liabilities:	
Receivables, net	(33,030.32)
Inventories	280,935.03
Prepaid/deferred items	2,072.63
Other assets	(96.72)
Accounts payable	53,209.29
Accrued liabilities	70,211.26
Deferred revenues	211,862.55
Compensated absences	78,613.57
Net cash provided (used) by operating activities	<u>\$ (10,544,599.76)</u>

The notes to the financial statements are an integral part of this statement.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements
June 30, 2002**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The college is a part of the State University and Community College System of Tennessee (Tennessee Board of Regents). This system is a component unit of the State of Tennessee because the state appoints a majority of the system's governing body and provides financial support; the system is discretely presented in the *Tennessee Comprehensive Annual Financial Report*.

Basis of Presentation

The financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). In June 1999, the GASB issued Statement 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*. This was followed in November 1999 by GASB Statement 35, *Basic Financial Statements—and Management's Discussion and Analysis—for Public Colleges and Universities*. The financial presentation required by those statements provides a comprehensive, entity-wide perspective of the college's assets, liabilities, net assets, revenues, expenses, changes in net assets, and cash flows, and replaces the fund-group perspective previously required.

Significant accounting changes made in order to comply with the new requirements include (1) adoption of depreciation on capital assets and (2) reporting summer school revenues and expenses between fiscal years rather than in one fiscal year.

Basis of Accounting

For financial statement purposes, the college is considered a special-purpose government engaged only in business-type activities. Accordingly, the financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. All significant interfund transactions have been eliminated.

Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. The college has the option of following private-sector guidance issued subsequent to November 30, 1989, subject to the above limitation. The college has elected not to follow private-sector guidance issued subsequent to November 30, 1989.

Amounts reported as operating revenues include (1) tuition and fees, net of waivers and discounts; (2) federal, state, local, and private grants and contracts; (3) sales and services of auxiliary enterprises; and (4) other sources of revenue. Operating expenses for the college include (1) salaries and wages; (2) employee benefits; (3) scholarships and fellowships; (4) depreciation; and (5) utilities, supplies, and other services.

All other activity is nonoperating in nature and includes (1) state appropriations for operations; (2) investment income; (3) bond issuance costs; (4) interest on capital asset-related debt; and (5) gifts.

When both restricted and unrestricted resources are available for use, generally it is the college's policy to use the restricted resources first.

LGIP Deposit – Capital Projects

Payments related to the college's capital projects are made by the State of Tennessee's Department of Finance and Administration. The college's estimated local share of the cost of each project is held in a separate Local Government Investment Pool (LGIP) account. As expenses are incurred, funds are withdrawn from the LGIP account by the Tennessee Board of Regents and transferred to the Department of Finance and Administration. The funds in the account are not available to the college for any other purpose until the project is completed and the Tennessee Board of Regents releases any remaining funds.

Inventories

Inventories are valued at the lower of cost or market. Items are maintained on an average cost or first-in, first-out basis.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002**

Compensated Absences

The college's employees accrue annual leave at varying rates, depending on length of service or classification. Some employees also earn compensatory time. The amount of these liabilities and their related benefits are reported in the statement of net assets.

Capital Assets

Capital assets, which include property, plant, equipment, and library holdings, are reported in the statement of net assets at historical cost or at fair value at date of donation, less accumulated depreciation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized.

A capitalization threshold of \$100,000 is used for buildings, \$50,000 for additions and improvements to land, buildings, or infrastructure, and \$5,000 for equipment.

These assets, with the exception of land, are depreciated using the straight-line method over the estimated useful lives, which range from 5 to 40 years.

Under a contract with the Tennessee Department of Labor and Workforce Development, the college is the administrative entity and grant recipient of the Local Workforce Investment Area in workforce investment area Number 11 of the State of Tennessee. The title to all the equipment purchased by the college under the provisions of the Workforce Investment Act resides with the U.S. government. Therefore, this equipment is not included in the college's capital assets.

Columbia State Community College Foundation

The college is the sole beneficiary of the Columbia State Community College Foundation. A board independent of the college controls this private, nonprofit foundation. The college handles the financial records, investments, and other financial transactions, and the assets and liabilities of the foundation are included on the college's statement of net assets.

Net Assets

The college's net assets are classified as follows:

Invested in capital assets, net of related debt – This represents the college's total investment in capital assets, net of outstanding debt obligations related to those

Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002

capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of invested in capital assets, net of related debt.

Nonexpendable restricted net assets – Nonexpendable restricted net assets consist of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may be expendable or added to principal.

Expendable restricted net assets – Expendable restricted net assets include resources which the college is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.

Unrestricted net assets – Unrestricted net assets represent resources derived from student tuition and fees, state appropriations, and sales and services of educational departments and auxiliary enterprises. These resources are used for transactions relating to the educational and general operations of the college, and may be used at the discretion of the college to meet current expenses for any purpose. The auxiliary enterprises are substantially self-supporting activities that provide services for students, faculty, and staff.

Scholarship Discounts and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the statement of revenues, expenses, and changes in net assets. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the college and the amount that is paid by the student and/or third parties making payments on the student's behalf. Certain governmental grants, such as Pell grants, and other federal, state, or nongovernmental programs, are recorded as either operating or nonoperating revenues in the college's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the college has recorded a scholarship discount and allowance.

Comparative Data

Comparative financial statements are not presented as the college implemented GASB Statements 34, 35, 37, and 38, and comparative statements are not required. Certain amounts presented in prior years' data have been reclassified to be consistent with the current year's presentation.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002**

NOTE 2. CASH AND CASH EQUIVALENTS

In addition to demand deposits and petty cash on hand, this classification includes instruments which are readily convertible to known amounts of cash and which have original maturities of three months or less. At June 30, 2002, cash and cash equivalents consisted of \$249,951.34 in bank accounts, \$4,370.00 of petty cash on hand, \$9,513,933.13 in the State of Tennessee Local Government Investment Pool administered by the State Treasurer, and \$669,671.29 in Columbia State Community College Foundation mutual funds accounts.

NOTE 3. DEPOSITS

Some of the college's deposits are in financial institutions that participate in the bank collateral pool administered by the State Treasurer. The securities pledged to protect these accounts are pledged in the aggregate rather than against each individual account. The members of the pool may be required by agreement to pay an assessment to cover any deficiency. Under this additional assessment agreement, public fund accounts covered by the pool are considered to be insured for purposes of credit risk disclosure.

At June 30, 2002, the carrying amount of the college's deposits in financial institutions participating in the collateral pool was \$231,771.48, and the bank balance including accrued interest was \$637,498.81. The bank balance was insured.

The laws of the State of Tennessee require that collateral be pledged to secure all uninsured deposits. Tennessee Board of Regents policies require that the market value of collateral pledged equal 115%, 100%, or 90% of the uninsured deposits at financial institutions participating in the collateral pool and 105% of the uninsured deposits at all other financial institutions. The pledge level for financial institutions participating in the collateral pool is based on financial criteria set by the Collateral Pool Board with the financially strongest institutions being eligible for the lowest pledge level.

Deposits with financial institutions are required to be categorized to indicate the level of risk assumed by the college. Category 1 consists of deposits that are insured or collateralized with securities held by the college or by its agent in the college's name. Category 2 consists of deposits collateralized with securities held by the pledging

Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002

financial institution's trust department or agent in the college's name. Category 3 deposits are uncollateralized. This category includes any bank balance that is collateralized with securities held by the pledging financial institution or by its trust department or agent but not in the college's name.

At June 30, 2002, the carrying amount of the college's deposits was \$281,951.34, and the bank balance including accrued interest was \$723,497.47. Of the bank balance, \$723,497.97 was category 1.

The college also has deposits in the Local Government Investment Pool (LGIP) administered by the State Treasurer. The LGIP is part of the Pooled Investment Fund. The fund's investment policy and custodial credit risk are presented in the *Tennessee Comprehensive Annual Financial Report*. That report may be obtained by writing to the Tennessee Department of Finance and Administration, Division of Accounts, 14th Floor William R. Snodgrass Tennessee Tower, 312 Eighth Avenue North, Nashville, Tennessee 37243-0298, or by calling (615) 741-2140.

NOTE 4. INVESTMENTS

The college is authorized by statute to invest funds in accordance with Tennessee Board of Regents policies. Under the current policy, funds other than endowments may be invested only in obligations of the United States or its agencies backed by the full faith and credit of the United States; repurchase agreements for United States securities; certificates of deposit in banks and savings and loan associations; bankers' acceptances; commercial paper; money market mutual funds; and the State of Tennessee Local Government Investment Pool. The policy requires that investments of endowments in equity securities be limited to funds from private gifts or other sources external to the college and that endowment investments be prudently diversified. The Columbia State Community College Foundation is authorized to invest funds in accordance with its board of directors' policies.

All investments permitted to be reported at fair value under GASB Statement 31 are reported at fair value, including those with a maturity date of one year or less at the time of purchase. Certificates of deposit have been included with other deposits in Note 3 to determine the adequacy of collateral security pledged.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002**

The college's/foundation's investments are categorized below to indicate the level of risk assumed by the college/foundation at year-end. Category 1 consists of insured or registered investments or investments for which the securities are held by the college/foundation or its agent in the college's/foundation's name. Category 2 consists of uninsured and unregistered investments for which the securities are held by the counterparty's/counterparties' trust department or agent in the college's/foundation's name. Category 3 consists of uninsured and unregistered investments for which the securities are held by the counterparty or by its trust department or agent but not in the college's/foundation's name.

	<u>Fair Value</u>
Category 1:	
U.S. government securities	\$ 964,302.73
Corporate stocks	421,240.10
Investments not susceptible to credit risk categorization:	
Mutual funds	671,282.39
Certificates of deposit classified as investments	52,000.00
Amount classified as cash equivalents	<u>(669,671.29)</u>
Total investments on the statement of net assets	<u>\$ 1,439,153.93</u>

NOTE 5. RECEIVABLES

Receivables at June 30, 2002, included the following:

Student accounts receivable	\$240,240.24
Grants receivable	455,312.38
Notes receivable	14,310.17
Pledges receivable	547,885.00
Other receivables	<u>264,603.54</u>
Subtotal	1,522,351.33
Less allowance for doubtful accounts	<u>(104,743.66)</u>
Total receivables	<u>\$1,417,607.67</u>

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002**

Pledges receivable are promises of private donations that are reported as accounts receivable and revenue, net of the estimated uncollectible allowance of \$5,534.00.

NOTE 6. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2002, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Transfers</u>	<u>Reductions</u>	<u>Ending Balance</u>
Land	\$ 885,521.33	\$ -	\$ -	\$ -	\$ 885,521.23
Land improvements and infrastructure	1,216,823.07	71,172.69	305,826.00	477,448.94	1,116,372.82
Buildings	15,781,851.62	201,300.04	(455,826.00)	61,746.36	15,465,579.30
Equipment	1,606,128.26	302,600.30	150,000.00	169,423.26	1,889,305.30
Library holdings	<u>4,373,424.00</u>	<u>156,294.52</u>	<u>-</u>	<u>3,401,549.58</u>	<u>1,128,168.94</u>
Total	<u>23,863,748.18</u>	<u>731,367.55</u>	<u>-</u>	<u>4,110,168.14</u>	<u>20,484,947.59</u>
Less accum. depreciation:					
Land improvements and infrastructure	-	293,815.53	-	-	293,815.53
Buildings	-	6,287,900.41	-	-	6,287,900.41
Equipment	-	1,015,519.12	-	-	1,015,519.12
Library holdings	<u>-</u>	<u>495,369.82</u>	<u>-</u>	<u>-</u>	<u>495,369.82</u>
Total accum. depreciation	<u>-</u>	<u>8,092,604.88</u>	<u>-</u>	<u>-</u>	<u>8,092,604.88</u>
Capital assets, net	<u>\$23,863,748.18</u>	<u>\$(7,361,237.33)</u>	<u>\$ -</u>	<u>\$4,110,168.14</u>	<u>\$12,392,342.71</u>

NOTE 7. LONG-TERM LIABILITIES

Long-term liabilities activity for the year ended June 30, 2002, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Compensated absences	<u>\$ 720,270.28</u>	<u>\$ 502,868.51</u>	<u>\$ 424,254.94</u>	<u>\$ 798,883.85</u>	<u>\$ 227,861.28</u>

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002**

NOTE 8. UNRESTRICTED NET ASSETS

Unrestricted net assets include funds that have been designated or reserved for specific purposes. These purposes include the following:

	<u>Amount</u>
Working capital	\$ 8,929.63
Encumbrances	687,980.11
Plant construction	1,732,153.65
Renewal and replacement of equipment	<u>2,088,950.43</u>
Total	<u><u>\$4,518,013.82</u></u>

NOTE 9. PENSION PLANS

A. Defined Benefit Plan

Tennessee Consolidated Retirement System

Plan Description - The college contributes to the State Employees, Teachers, and Higher Education Employees Pension Plan (SETHEEPP), a cost-sharing, multiple-employer, defined benefit pension plan administered by the Tennessee Consolidated Retirement System (TCRS). TCRS provides retirement, death, and disability benefits as well as annual cost-of-living adjustments to plan members and their beneficiaries. Title 8, Chapters 34-37, *Tennessee Code Annotated*, establishes benefit provisions. State statutes are amended by the Tennessee General Assembly.

The TCRS issues a publicly available financial report that includes financial statements and required supplementary information for SETHEEPP. That report may be obtained by writing to the Tennessee Department of the Treasury, Consolidated Retirement System, 10th Floor Andrew Jackson Building, Nashville, Tennessee 37243-0230, or by calling (615) 741-8202.

Funding Policy - Plan members are noncontributory. The college is required to contribute an actuarially determined rate. The current rate is 6.19% of annual covered payroll. Contribution requirements for the college are established and may be amended by the TCRS' Board of Trustees. The

Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002

college's contributions to TCRS for the years ended June 30, 2002, 2001, and 2000, were \$444,989.31, \$438,173.32, and \$353,184.46. Contributions met the requirements for each year.

B. Defined Contribution Plans

Optional Retirement Plans (ORP)

Plan Description - The college contributes to three defined contribution plans: Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF), Aetna Life Insurance and Annuity Company, and Variable Annuity Life Insurance Company (VALIC). These plans are administered by the Tennessee Department of the Treasury. Each plan provides retirement benefits to faculty and staff who are exempt from the overtime provisions of the Fair Labor Standards Act and who waive membership in the TCRS. Benefits depend solely on amounts contributed to the plan plus investment earnings. Plan provisions are established by state statute in Title 8, Chapter 35, Part 4, *Tennessee Code Annotated*. State statutes are amended by the Tennessee General Assembly.

Funding Policy - Plan members are noncontributory. The college contributes an amount equal to 10% of the employee's base salary up to the social security wage base and 11% above the social security wage base. Contribution requirements are established and amended by state statute. The contribution made by the college to the plans was \$379,918.45 for the year ended June 30, 2002, and \$348,403.60 for the year ended June 30, 2001. Contributions met the requirements for each year.

NOTE 10. OTHER POST-EMPLOYMENT BENEFITS

The State of Tennessee administers a group health insurance program which provides post-employment health insurance benefits to eligible college retirees. This benefit is provided and administered by the State of Tennessee. The college assumes no liability for retiree health care programs. Information related to this plan is available at the statewide level in the *Tennessee Comprehensive Annual Financial Report*. That report may be obtained by writing to the Tennessee Department of Finance and Administration, Division of Accounts, 14th Floor William R. Snodgrass Tennessee

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002**

Tower, 312 Eighth Avenue North, Nashville, Tennessee 37243-0298, or by calling (615) 741-2140.

NOTE 11. CUMULATIVE EFFECTS OF CHANGES IN ACCOUNTING PRINCIPLE

During the year ended June 30, 2002, the college implemented GASB Statement 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, and GASB Statement 35, *Basic Financial Statements—and Management’s Discussion and Analysis—for Public Colleges and Universities*. As a result of this implementation, the college was required to make changes in certain accounting principles, specifically the (1) adoption of capitalization criteria of \$100,000 and \$50,000 for buildings and additions, respectively; (2) adoption of depreciation on capital assets; and (3) recording of certain summer semester revenues between fiscal years rather than in the fiscal year in which the semester was predominantly conducted. The cumulative effects of these changes on net assets are shown below:

Adoption of capitalization criteria for buildings and additions	\$61,746.36
Adoption of depreciation on capital assets	\$8,087,302.89
Deferred revenue recognition	\$164,765.38
Other	\$3,247,520.12

NOTE 12. INSURANCE-RELATED ACTIVITIES

The state purchases commercial insurance for real property losses above \$5 million per year and surety bond coverage on the state’s officials and employees. In the past three fiscal years, the state has not had any claims filed with the commercial insurer. Designations for casualty losses in the amount of \$5 million for deductibles and \$1.356 million for incurred losses at June 30, 2002, were established in the state’s general fund to provide for any property losses not covered by the commercial insurance.

At June 30, 2002, the scheduled coverage for the college was \$33,228,000.00 for buildings and \$13,062,000.00 for contents.

Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002

The state has set aside assets for claim settlement in an internal service fund, the Claims Award Fund. This fund services all claims for risk of loss to which the state is exposed, including general liability, automobile liability, professional malpractice, and workers' compensation. The college participates in the Claims Award Fund. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the college based on a percentage of the college's expected loss costs, which include both experience and exposures. This charge considers recent trends in actual claims experience of the state as a whole. An actuarial valuation is performed as of fiscal year-end to determine the fund liability and premium allocation. Since the college participates in the Claims Award Fund, it is subject to the liability limitations under the provisions of the Tennessee Claims Commission Act, *Tennessee Code Annotated*, Section 9-8-101 et seq. Liability for negligence of the college for bodily injury and property damage is limited to \$300,000 per person and \$1,000,000 per occurrence. The limits of liability under workers' compensation are set forth in *Tennessee Code Annotated*, Section 50-6-101 et seq. Claims are paid through the state's Claims Award Fund.

The state has also set aside assets in the Employee Group Insurance Fund, an internal service fund, to provide a program of health insurance coverage for the employees of the state with the risk retained by the state. The college participates in the Employee Group Insurance Fund. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the college based on estimates of the ultimate cost of claims that have been reported but not settled and of claims that have been incurred but not reported. Employees and providers have 13 months to file medical claims.

NOTE 13. COMMITMENTS AND CONTINGENCIES

Sick Leave - The college records the cost of sick leave when paid. Generally, since sick leave (earned one day per month with unlimited accumulation) is paid only when an employee dies or is absent because of illness, injury, or related family death, there is no liability for sick leave at June 30. The dollar amount of unused sick leave was \$4,015,134.00 at June 30, 2002.

Operating Leases - The college has entered into various operating leases for buildings and equipment. Such leases will probably continue to be required. Expenses under

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2002**

operating leases for real property were \$238,247.57 for the year ended June 30, 2002. All operating leases are cancelable at the lessee's option.

Litigation - The college is involved in several lawsuits, none of which are expected to have a material effect on the accompanying financial statements.

NOTE 14. NATURAL CLASSIFICATIONS WITH FUNCTIONAL CLASSIFICATIONS

The college's operating expenses by functional classification for the year ended June 30, 2002, are as follows:

<u>Functional Classification</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Natural Classification</u>			<u>Total</u>
			<u>Operating</u>	<u>Scholarships</u>	<u>Depreciation</u>	
Instruction	\$6,935,908.16	\$1,660,499.77	\$2,177,650.12	\$105,243.00	\$ -	\$10,879,301.05
Public service	1,498,454.65	468,494.36	2,623,389.77	-	-	4,590,338.78
Academic support	982,530.08	255,588.41	(492,513.77)	52,037.50	-	797,642.22
Student services	825,968.00	217,742.05	597,769.74	161,973.17	-	1,803,452.96
Institutional support	1,306,064.01	354,707.89	588,709.21	17,031.60	-	2,266,512.71
Operation & maint.	574,681.69	213,265.64	1,558,802.32	1,792.80	-	2,348,542.45
Scholar. & fellow.	-	-	1,407,262.74	109,833.43	-	1,517,096.17
Auxiliary	900.00	103.28	62,164.15	-	-	63,167.43
Depreciation	-	-	-	-	611,954.99	611,954.99
Total	\$12,124,506.59	\$3,170,401.40	\$8,523,234.28	\$447,911.50	\$611,954.99	\$24,878,008.76

NOTE 15. REFUND CASH RESERVE

The institution had refund cash reserves of \$37,132.40 at June 30, 2002. Additionally, the institution had refund expenses of \$148,529.61 for the year ended June 30, 2002. Accrued refunds were \$1,582.75 at June 30, 2002.



**STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
DEPARTMENT OF AUDIT
DIVISION OF STATE AUDIT**

**SUITE 1500
JAMES K. POLK STATE OFFICE BUILDING
NASHVILLE, TENNESSEE 37243-0264
PHONE (615) 401-7897
FAX (615) 532-2765**

Independent Auditor's Report

February 6, 2003

The Honorable John G. Morgan
Comptroller of the Treasury
State Capitol
Nashville, Tennessee 37243

Dear Mr. Morgan:

We have audited the accompanying balance sheet of Columbia State Community College, an institution of the Tennessee Board of Regents, which is a component unit of the State of Tennessee, as of June 30, 2001, and the related statements of changes in fund balances and current funds revenues, expenditures, and other changes for the year then ended. These financial statements are the responsibility of the college's management. Our responsibility is to express an opinion on these financial statements, based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Tennessee Board of Regents, Columbia State Community College, as of June 30, 2001, and the changes in fund balances and the current funds revenues, expenditures, and other changes for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Honorable John G. Morgan
February 6, 2003
Page Two

In accordance with *Government Auditing Standards*, we have also issued our report dated February 6, 2003, on our consideration of the college's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Sincerely,

A handwritten signature in black ink that reads "Arthur A. Hayes, Jr." The signature is written in a cursive style with a large initial 'A' and a distinct 'H'.

Arthur A. Hayes, Jr., CPA,
Director

AAH/mb

TENNESSEE STATE BOARD OF REGENTS
COLUMBIA STATE COMMUNITY COLLEGE
BALANCE SHEET
JUNE 30, 2001

ASSETS		LIABILITIES AND FUND BALANCES	
	June 30, 2001		June 30, 2001
Current funds:		Current funds:	
Unrestricted:		Unrestricted:	
General:		General:	
Cash and cash equivalents (Notes 2 and 3)	\$ 2,221,752.56	Liabilities:	
Accounts and notes receivable (net of allowance of \$67,169.38)	109,617.64	Accounts payable	\$ 155,747.10
Inventories	250.89	Accrued liabilities	564,040.54
Due from restricted current funds	85,200.00	Deferred revenues	601,477.94
Prepaid expenses	4,666.69	Compensated absences	586,641.71
Other assets	2,270.59	Total liabilities	1,907,907.29
		Fund balances:	
		Nondiscretionary allocations:	
		Allocation for encumbrances	379,795.82
		Allocation for designated appropriations	45,047.76
		Discretionary allocations:	
		Allocation for subsequent budget	627,000.00
		Allocation for compensated absences	(586,641.71)
		Unallocated	50,649.21
		Total fund balances	515,851.08
Total general	2,423,758.37	Total general	2,423,758.37
Auxiliary enterprises:		Auxiliary enterprises:	
Cash and cash equivalents (Notes 2 and 3)	713,025.92	Liabilities:	
Accounts and notes receivable	53,425.46	Accounts payable	8,028.03
Inventories	281,088.30	Compensated absences	450.00
		Total Auxiliary Liabilities	8,478.03
		Fund balances:	
		Nondiscretionary allocations:	
		Allocation for working capital	334,513.76
		Allocation for encumbrances	110.00
		Discretionary allocation:	
		Allocation for contingencies	76,685.82
		Unallocated	627,752.07
		Total Fund Balances	1,039,061.65
Total auxiliary enterprises	1,047,539.68	Total auxiliary enterprises	1,047,539.68
Total unrestricted	3,471,298.05	Total unrestricted	3,471,298.05
Restricted:		Restricted:	
Cash and cash equivalents (Notes 2 and 3)	67.74	Liabilities:	
Accounts and grants receivable	537,629.04	Accounts payable	62,392.82
		Due to unrestricted current funds	85,200.00
		Compensated absences	133,628.57
		Total liabilities	281,221.39
		Fund balance	256,475.39
Total restricted	537,696.78	Total restricted	537,696.78
Total current funds	\$ 4,008,994.83	Total current funds	\$ 4,008,994.83

TENNESSEE STATE BOARD OF REGENTS
COLUMBIA STATE COMMUNITY COLLEGE
BALANCE SHEET
JUNE 30, 2001

ASSETS		LIABILITIES AND FUND BALANCES	
	June 30, 2001		June 30, 2001
Loan funds:		Loan funds:	
Cash and cash equivalents (Notes 2 and 3)	\$ 437.00	Fund balance:	
Notes and grants receivable (net of allowance of \$9,370.00)	4,940.17	U.S. Government grants refundable	\$ 8,507.36
Accrued interest receivable (net of allowance of \$5,300.00)	3,130.19		
Total loan funds	<u>\$ 8,507.36</u>	Total loan funds	<u>\$ 8,507.36</u>
Plant funds:		Plant funds:	
Unexpended:		Unexpended:	
Cash and cash equivalents (Notes 2 and 3)	\$ 1,272,127.50	Fund balance:	
Accounts receivable	45,973.70	Unrestricted	\$ 1,318,101.20
Total unexpended	<u>1,318,101.20</u>	Total unexpended	<u>1,318,101.20</u>
Renewals and replacements:		Renewals and replacements:	
Cash and cash equivalents (Notes 2 and 3)	1,788,518.92	Accounts payable	22,337.60
Total renewals and replacements	<u>1,788,518.92</u>	Fund balance:	
		Unrestricted	1,766,181.32
		Total renewals and replacements	<u>1,788,518.92</u>
Investment in plant:		Investment in plant:	
Land	885,521.23	Net investment in plant	<u>23,863,748.18</u>
Buildings	15,781,851.62		
Other improvements	1,216,823.07		
Equipment	1,606,128.26		
Library books	3,181,680.00		
Other library holdings	1,191,744.00		
Total investment in plant	<u>23,863,748.18</u>	Total investment in plant	<u>23,863,748.18</u>
Total plant funds	<u>\$ 26,970,368.30</u>	Total plant funds	<u>\$ 26,970,368.30</u>
Agency funds:		Agency funds:	
Foundation:		Foundation:	
Cash and cash equivalents (Notes 2 and 3)	\$ 1,251,211.21	Accounts payable	\$ 72,188.89
Investments (Note 4)	1,779,027.57	Deposits held in custody for others	3,765,162.23
Accrued interest receivable	3.97		
Accounts and notes receivable	807,108.37		
Nonfoundation:		Nonfoundation:	
Cash and cash equivalents (Notes 2 and 3)	691,085.53	Accounts payable	1,167.81
Total agency funds	<u>\$ 4,528,436.65</u>	Deposits held in custody for others	689,917.72
		Total agency funds	<u>\$ 4,528,436.65</u>

The notes to the financial statements are an integral part of this statement.

TENNESSEE BOARD OF REGENTS
COLUMBIA STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2001

	Current Funds			Plant Funds		
	Unrestricted	Restricted	Loan Funds	Unexpended	Renewals and Replacements	Investment in Plant
REVENUES AND OTHER ADDITIONS						
Current fund revenues	\$ 16,764,190.64	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary enterprises revenues	1,546,216.73	-	-	-	-	-
State appropriations	-	95,370.00	-	5,577,316.19	-	-
Federal grants and contracts	-	6,362,051.04	-	-	-	-
State grants and contracts	-	8,335.89	-	-	-	-
Private gifts, grants and contracts	-	72,188.89	-	-	-	-
Investment income	-	-	6.66	33,412.58	91,095.54	-
Interest on loans receivable	-	-	501.52	-	-	-
Equipment use charges	-	-	-	-	221,600.00	-
Expended for plant facilities (including \$203,158.84 charged to current fund expenditures)	-	-	-	-	-	5,062,295.24
Other	-	-	-	-	-	85,220.00
Total revenues and other additions	18,310,407.37	6,537,945.82	508.18	5,610,728.77	312,695.54	5,147,515.24
EXPENDITURES AND OTHER DEDUCTIONS						
Educational and general expenditures	15,986,747.78	6,274,370.74	-	-	-	-
Auxiliary enterprises expenditures	1,411,647.99	-	-	-	-	-
Indirect cost recoveries	-	194,317.74	-	-	-	-
Provision for doubtful accounts	-	-	310.00	-	-	-
Expended for plant facilities	-	-	-	4,769,896.85	86,883.25	-
Expended for non-capital items	-	-	-	807,419.34	239,061.76	-
Library holding revaluation	-	-	-	-	-	91,657.66
Other	-	-	-	-	-	21,421.08
Total expenditures and other deductions	17,398,395.77	6,468,688.48	310.00	5,577,316.19	325,945.01	113,078.74
TRANSFERS AMONG FUNDS - ADDITIONS (DEDUCTIONS)						
Nonmandatory						
Unexpended plant funds	(728,300.00)	-	-	728,300.00	-	-
Renewals and replacements	(289,862.89)	-	-	-	289,862.89	-
Total transfers	(1,018,162.89)	-	-	728,300.00	289,862.89	-
Net increases (decreases) for the year	(106,151.29)	69,257.34	198.18	761,712.58	276,613.42	5,034,436.50
Fund balances at beginning of year	1,661,064.02	187,218.05	8,309.18	556,388.62	1,489,567.90	18,829,311.68
Fund balances at end of year	\$ 1,554,912.73	\$ 256,475.39	\$ 8,507.36	\$ 1,318,101.20	\$ 1,766,181.32	\$ 23,863,748.18

The notes to the financial statements are an integral part of this statement.

TENNESSEE BOARD OF REGENTS
COLUMBIA STATE COMMUNITY COLLEGE
STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
FOR THE YEAR ENDED JUNE 30, 2001

	Current Year		
	Unrestricted	Restricted	Total
REVENUES			
Tuition and fees	\$ 5,152,314.66	\$ -	\$ 5,152,314.66
State appropriations	11,016,400.00	95,370.00	11,111,770.00
Federal grants and contracts	201,564.51	6,362,051.04	6,563,615.55
State grants and contracts	-	8,335.89	8,335.89
Private gifts, grants, and contracts	5,000.00	72,188.89	77,188.89
Sales and services of educational activities	36,776.68	-	36,776.68
Sales and services of auxiliary enterprises	1,546,216.73	-	1,546,216.73
Other sources	352,134.79	-	352,134.79
Total current revenues	18,310,407.37	6,537,945.82	24,848,353.19
EXPENDITURES AND TRANSFERS			
Educational and General :			
Expenditures:			
Instruction	9,510,094.00	146,079.30	9,656,173.30
Public service	14,118.11	3,961,856.18	3,975,974.29
Academic support	1,085,385.11	22,393.41	1,107,778.52
Student services	1,572,180.63	67,450.61	1,639,631.24
Institutional support	2,065,243.47	16,267.74	2,081,511.21
Operation and maintenance of plant	1,605,020.29	9,468.37	1,614,488.66
Scholarships and fellowships	134,706.17	2,050,855.13	2,185,561.30
Total educational and general expenditures	15,986,747.78	6,274,370.74	22,261,118.52
Nonmandatory transfers:			
Unexpended plant funds	728,300.00	-	728,300.00
Renewals and replacements	270,000.00	-	270,000.00
Total educational and general expenditures and transfers	16,985,047.78	6,274,370.74	23,259,418.52
Auxiliary enterprises:			
Expenditures	1,411,647.99	-	1,411,647.99
Nonmandatory transfer:			
Renewals and replacements	19,862.89	-	19,862.89
Total auxiliary enterprises	1,431,510.88	-	1,431,510.88
Total expenditures and transfers	18,416,558.66	6,274,370.74	24,690,929.40
OTHER TRANSFERS AND ADDITIONS (DEDUCTIONS)			
Indirect cost recoveries	-	(194,317.74)	(194,317.74)
Net increase (decrease) in fund balances	\$ (106,151.29)	\$ 69,257.34	\$ (36,893.95)

The notes to the financial statements are an integral part of this statement.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements
June 30, 2001**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The college is a part of the State University and Community College System of Tennessee (Tennessee Board of Regents). This system is a component unit of the State of Tennessee because the state appoints a majority of the system's governing body and provides financial support; the system is discretely presented in the *Tennessee Comprehensive Annual Financial Report*.

Basis of Presentation

The financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB). The college uses the AICPA College Guide model for accounting and financial reporting.

Basis of Accounting

The financial statements have been prepared on the accrual basis, except that depreciation on plant assets is not recorded and revenues and expenditures of an academic term encompassing more than one fiscal year are reported solely in the fiscal year in which the term is predominantly conducted. All restricted resources are recorded as additions to the fund balances of the appropriate fund groups. Restricted current resources are then recorded as revenues during the period in which they are expended or all eligibility requirements have been met. The statement of current funds revenues, expenditures, and other changes is a statement of financial activities of current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period, as would a statement of income or a statement of revenues and expenses.

To the extent that current funds are used to finance plant assets, the funds are accounted for as (1) expenditures, for normal replacement of movable equipment and library holdings; (2) mandatory transfers, for required debt amortization and interest; and (3) nonmandatory transfers, for all other cases.

Fund Accounting

To ensure observance of limitations and restrictions placed on the use of the resources available, the college maintains accounts in accordance with the principles of fund

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

accounting. With this procedure, resources for various purposes are classified for accounting and reporting purposes into funds for specified activities or objectives. Separate accounts are maintained for each fund; however, in the accompanying financial statements, funds with similar characteristics have been combined into fund groups. Accordingly, all financial transactions have been recorded and reported by fund group.

Within each fund group, fund balances restricted by outside sources are so indicated and are distinguished from unrestricted funds which are allocated to specific purposes by the governing board. Externally restricted funds may be used only in accordance with the purposes established by the source of such funds and contrast with unrestricted funds over which the governing board retains full control to use in achieving any of its institutional purposes.

All gains and losses arising from the sale, collection, or other disposition of investments and other noncash assets are accounted for in the fund that owned such assets. Ordinary income derived from investments, receivables, and the like is accounted for in the fund owning such assets, except for income derived from investments of endowment and similar funds. This income is accounted for in the fund to which it is restricted or, if unrestricted, as revenues in unrestricted current funds. All other unrestricted revenue is accounted for in the unrestricted current funds. Restricted gifts, grants, appropriations, endowment income, and other restricted resources are accounted for in the appropriate restricted funds. Restricted current funds are reported as revenues when expended or all eligibility requirements have been met and expenditures when expended for current operating purposes.

Current Funds

Unrestricted current funds consist of those funds over which the college retains full control for use in achieving its authorized institutional purposes. Auxiliary enterprises activities are included in unrestricted current funds and include the campus bookstore and contracted food services. Restricted current funds are externally restricted and may be used only in accordance with the purposes established by their source.

Loan Funds

Loan funds consist of resources made available for student loans.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

Endowment and Similar Funds

Endowment funds are subject to the restrictions of gift instruments requiring in perpetuity that the principal be invested and only the income be used. Term endowment funds are similar to endowment funds, except that after a stated period of time or a particular event, all or part of the principal may be expended. Although quasi-endowment funds have been established by the governing board for the same purposes as endowment funds, any portion of quasi-endowment funds may be expended.

Plant Funds

The plant funds group consists of (1) funds set aside for the acquisition of physical properties for institutional purposes; (2) funds set aside for the renewal and replacement of institutional properties; (3) funds set aside for debt service charges and for the retirement of the indebtedness on institutional properties; and (4) funds expended for, and thus invested in, institutional properties.

Agency Funds

In handling these funds, the college acts solely as an agent; consequently, transactions of these funds do not affect the college's operating statements.

LGIP Deposit – Capital Projects

Payments related to the college's capital projects are made by the State of Tennessee's Department of Finance and Administration. The college's estimated local share of the cost of each project is held in a separate Local Government Investment Pool (LGIP) account. As expenditures are incurred, funds are withdrawn from the LGIP account by the Tennessee Board of Regents and transferred to the Department of Finance and Administration. The funds in the account are not available to the college for any other purpose until the project is completed and any remaining funds are released by the Tennessee Board of Regents.

Inventories

Inventories are valued at the lower of cost or market. Textbooks included in the inventory are recorded on a first-in, first-out basis. All other items are maintained on an average cost or first-in, first-out basis.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

Compensated Absences

The college's employees accrue annual leave at varying rates, depending on length of service or classification. Some employees also earn compensatory time. The amount of these liabilities and their related benefits are recorded in the current funds. Since the liability is expected to be funded primarily from future unrestricted and restricted revenue sources, a related allocation has been made to the current fund balances so that these fund balances reflect current available funds.

Allocation for Working Capital

The unrestricted fund balance is allocated for the amount of working capital. "Working capital" is defined as the total of all petty cash, accounts receivable, inventories, and prepaid expenses in the unrestricted fund at the balance sheet date, except for student receivables credited to deferred revenue, accrued interest, and amounts due on federal letters of credit, less the accrued benefits on accrued faculty salaries.

Plant Assets

The physical plant and equipment are stated at cost at date of purchase or at fair value at date of donation. Library books are valued at \$48 per volume, and other library holdings are valued at various standardized values, which approximate current costs. Depreciation on the physical plant and equipment is not recorded.

In the case of service departments, the college charges renewal and replacement of plant assets to current expenditures; these charges are also reported as additions to funds for renewals and replacements.

Under a contract with the Tennessee Department of Labor and Workforce Development, the college is the administrative entity and grant recipient for the Local Workforce Investment Area in workforce investment area Number 11 of the State of Tennessee. The title to all the equipment purchased by the college under the provisions of the Workforce Investment Act resides with the U.S. government. Therefore, this equipment is not included in the college's plant fund assets.

Columbia State Community College Foundation

The college is the sole beneficiary of the Columbia State Community College Foundation. This private, nonprofit foundation is controlled by a board independent of the college. The financial records, investments, and other financial transactions are

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

handled by the college, and the assets and liabilities of the foundation are included in the agency funds on the college's balance sheet.

NOTE 2. CASH AND CASH EQUIVALENTS

In addition to demand deposits and petty cash on hand, this classification includes instruments which are readily convertible to known amounts of cash and which have original maturities of three months or less. At June 30, 2001, cash and cash equivalents consisted of \$370,557.97 in bank accounts, \$4,370.00 of petty cash on hand, \$7,347,002.46 in the State of Tennessee Local Government Investment Pool administered by the State Treasurer, and \$216,295.95 in Columbia State Community College Foundation mutual fund accounts.

NOTE 3. DEPOSITS

Some of the college's deposits are in financial institutions that participate in the bank collateral pool administered by the State Treasurer. The securities pledged to protect these accounts are pledged in the aggregate rather than against each individual account. The members of the pool may be required by agreement to pay an assessment to cover any deficiency. Under this additional assessment agreement, public fund accounts covered by the pool are considered to be insured for purposes of credit risk disclosure.

At June 30, 2001, the carrying amount of the college's deposits in financial institutions participating in the collateral pool was \$349,153.64, and the bank balance including accrued interest was \$753,168.65. The bank balance was insured.

The laws of the State of Tennessee require that collateral be pledged to secure all uninsured deposits. Tennessee Board of Regents policies require that the market value of collateral pledged equal 115%, 100%, or 90% of the uninsured deposits at financial institutions participating in the collateral pool and 105% of the uninsured deposits at all other financial institutions. The pledge level for financial institutions participating in the collateral pool is based on financial criteria set by the Collateral Pool Board with the financially strongest institutions being eligible for the lowest pledge level.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

Deposits with financial institutions are required to be categorized to indicate the level of risk assumed by the college. Category 1 consists of deposits that are insured or collateralized with securities held by the college or by its agent in the college's name. Category 2 consists of deposits collateralized with securities held by the pledging financial institution's trust department or agent in the college's name. Category 3 deposits are uncollateralized. This category includes any bank balance that is collateralized with securities held by the pledging financial institution or by its trust department or agent but not in the college's name.

At June 30, 2001, the carrying amount of the college's deposits was \$402,557.97, and the bank balance including accrued interest was \$830,487.88. Of the bank balance, \$830,487.88 was category 1.

The college also has deposits in the Local Government Investment Pool (LGIP) administered by the State Treasurer. The LGIP is part of the Pooled Investment Fund. The fund's investment policy and custodial credit risk are presented in the *Tennessee Comprehensive Annual Financial Report*. That report may be obtained by writing to the Tennessee Department of Finance and Administration, Division of Accounts, 14th Floor William R. Snodgrass Tennessee Tower, 312 Eighth Avenue North, Nashville, Tennessee 37243-0298, or by calling (615) 741-2140.

NOTE 4. INVESTMENTS

The college is authorized by statute to invest funds in accordance with Tennessee Board of Regents policies. Under the current policy, funds other than endowments may be invested only in obligations of the United States or its agencies backed by the full faith and credit of the United States; repurchase agreements for United States securities; certificates of deposit in banks and savings and loan associations; bankers' acceptances; commercial paper; money market mutual funds; and the State of Tennessee Local Government Investment Pool. The policy requires that investments of endowments in equity securities be limited to funds from private gifts or other sources external to the college and that endowment investments be prudently diversified. The Columbia State Community College Foundation is authorized to invest funds in accordance with its board of directors' policies. All investments permitted to be reported at fair value under GASB Statement 31 are reported at fair value, including those with a maturity date of one year or less at the time of purchase.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

Certificates of deposit have been included with other deposits in Note 3 to determine the adequacy of collateral security pledged.

The college's/foundation's investments are categorized below to indicate the level of risk assumed by the college/foundation at year-end. Category 1 consists of insured or registered investments or investments for which the securities are held by the college/foundation or its agent in the college's/foundation's name. Category 2 consists of uninsured and unregistered investments for which the securities are held by the counterparty's/counterparties' trust department or agent in the college's/foundation's name. Category 3 consists of uninsured and unregistered investments for which the securities are held by the counterparty or by its trust department or agent but not in the college's/foundation's name.

	<u>Fair Value</u>
Category 1:	
U.S. government securities	\$1,304,087.90
Corporate stocks	420,889.17
Investments not susceptible to credit risk categorization:	
Mutual funds	218,346.45
Certificates of deposit classified as investments	52,000.00
Amount classified as cash equivalents	<u>(216,295.95)</u>
Total investments on the balance sheet	<u><u>\$1,779,027.57</u></u>

NOTE 5. PLANT FUND ENCUMBRANCES

Plant fund encumbrances outstanding at June 30, 2001, amounted to \$14,269.62 for renewals and replacements.

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

NOTE 6. PENSION PLANS

A. Defined Benefit Plan

Tennessee Consolidated Retirement System

Plan Description - The college contributes to the State Employees, Teachers, and Higher Education Employees Pension Plan (SETHEEPP), a cost-sharing, multiple-employer, defined benefit pension plan administered by the Tennessee Consolidated Retirement System (TCRS). TCRS provides retirement, death, and disability benefits as well as annual cost-of-living adjustments to plan members and their beneficiaries. Title 8, Chapters 34-37, *Tennessee Code Annotated*, establishes benefit provisions. State statutes are amended by the Tennessee General Assembly.

The TCRS issues a publicly available financial report that includes financial statements and required supplementary information for SETHEEPP. That report may be obtained by writing to the Tennessee Department of the Treasury, Consolidated Retirement System, 10th Floor Andrew Jackson Building, Nashville, Tennessee 37243-0230, or by calling (615) 741-8202.

Funding Policy - Plan members are noncontributory. The college is required to contribute an actuarially determined rate. The current rate is 6.19% of annual covered payroll. Contribution requirements for the college are established and may be amended by the TCRS' Board of Trustees. The college's contributions to TCRS for the years ended June 30, 2001, 2000, and 1999, were \$438,173.32, \$353,184.46, and \$353,037.61. Contributions met the requirements for each year.

B. Defined Contribution Plans

Optional Retirement Plans (ORP)

Plan Description - The college contributes to three defined contribution plans: Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF), Aetna Life Insurance and Annuity Company, and Variable Annuity Life Insurance Company (VALIC). These plans are administered by the Tennessee Department of the Treasury. Each plan provides retirement benefits to faculty and staff who are exempt from the overtime provisions of the Fair Labor Standards Act and who waive membership in the TCRS. Benefits depend

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

solely on amounts contributed to the plan plus investment earnings. Plan provisions are established by state statute in Title 8, Chapter 35, Part 4, *Tennessee Code Annotated*. State statutes are amended by the Tennessee General Assembly.

Funding Policy - Plan members are noncontributory. The college contributes an amount equal to 10% of the employee's base salary up to the social security wage base and 11% above the social security wage base. Contribution requirements are established and amended by state statute. The contribution made by the college to the plans was \$348,403.60 for the year ended June 30, 2001, and \$291,653.85 for the year ended June 30, 2000. Contributions met the requirements for each year.

NOTE 7. OTHER POST-EMPLOYMENT BENEFITS

The State of Tennessee administers a group health insurance program which provides post-employment health insurance benefits to eligible college retirees. This benefit is provided and administered by the State of Tennessee. The college assumes no liability for retiree health care programs. Information related to this plan is available at the statewide level in the *Tennessee Comprehensive Annual Financial Report*. That report may be obtained by writing to the Tennessee Department of Finance and Administration, Division of Accounts, 14th Floor William R. Snodgrass Tennessee Tower, 312 Eighth Avenue North, Nashville, Tennessee 37243-0298, or by calling (615) 741-2140.

NOTE 8. OTHER ADDITIONS AND DEDUCTIONS

The following amounts are included as "other additions" and "other deductions" on the Statements of Changes in Fund Balances:

	<u>Year Ended June 30, 2001</u>
Other Additions	
Investment in Plant	
Land transfer with the Department of Finance and Administration	\$ 85,220.00

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

NOTE 9. INSURANCE-RELATED ACTIVITIES

The state purchases commercial insurance for real property losses above \$5 million per year and surety bond coverage on the state's officials and employees. During the year ended June 30, 1999, the state incurred losses in Clarksville and Jackson due to damage from tornadoes. The final settlement of \$8.96 million for the tornado damage in Clarksville was made during the year ended June 30, 2001. In the years ended June 30, 2000, and June 30, 1998, the state did not have claims filed with the commercial insurer. A designation for casualty losses in the amount of \$8.731 million at June 30, 2001, and \$7.256 million at June 30, 2000, was established in the state's general fund to provide any property losses not covered by the commercial insurance.

At June 30, 2001, the scheduled coverage for the college was \$32,339,400 for buildings and \$11,732,000 for contents.

The state has set aside assets for claim settlement in an internal service fund, the Claims Award Fund. This fund services all claims for risk of loss to which the state is exposed, including general liability, automobile liability, professional malpractice, and workers' compensation. The college participates in the Claims Award Fund. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the college based on a percentage of the college's expected loss costs, which include both experience and exposures. This charge considers recent trends in actual claims experience of the state as a whole. An actuarial valuation is performed as of fiscal year-end to determine the fund liability and premium allocation. Since the college participates in the Claims Award Fund, it is subject to the liability limitations under the provisions of the Tennessee Claims Commission Act, *Tennessee Code Annotated*, Section 9-8-101 et seq. Liability for negligence of the college for bodily injury and property damage is limited to \$300,000 per person and \$1,000,000 per occurrence. The limits of liability under workers' compensation are set forth in *Tennessee Code Annotated*, Section 50-6-101 et seq. Claims are paid through the state's Claims Award Fund.

The state has also set aside assets in the Employee Group Insurance Fund, an internal service fund, to provide a program of health insurance coverage for the employees of the state with the risk retained by the state. The college participates in the Employee Group Insurance Fund. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the college based on estimates of the ultimate cost of claims that have been reported but not settled and of claims that have

**Tennessee Board of Regents
Columbia State Community College
Notes to the Financial Statements (Cont.)
June 30, 2001**

been incurred but not reported. Employees and providers have 13 months to file medical claims.

NOTE 10. COMMITMENTS AND CONTINGENCIES

Sick Leave - The college records the cost of sick leave when paid. Generally, since sick leave (earned one day per month with unlimited accumulation) is paid only when an employee dies or is absent because of illness, injury, or related family death, there is no liability for sick leave at June 30. The dollar amount of unused sick leave was \$3,582,522.65 at June 30, 2001.

Operating Leases - The college has entered into various operating leases for buildings and equipment. Such leases will probably continue to be required. Expenditures under operating leases for real property were \$197,760.00 for the year ended June 30, 2001. All operating leases are cancelable at the lessee's option.

Construction in Progress - At June 30, 2001, outstanding commitments under construction contracts totaled \$103,037.36 for the Hickman Humanities Building, of which \$103,037.36 will be funded by future state capital outlay appropriations.

Litigation - The college is involved in several lawsuits, none of which are expected to have a material effect on the accompanying financial statements.

NOTE 11. PLEDGES

For the year ended June 30, 2001, promises of private donations of \$805,945.00 have been reported as accounts receivable and revenue in the agency fund, net of the estimated uncollectible allowance of \$8,141.00

NOTE 12. SUBSEQUENT EVENT

A contract was signed with Barnes and Noble effective July 1, 2001, to contract bookstore services.

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NOTE 13. NEW ACCOUNTING PRONOUNCEMENTS

In November 1999, the Governmental Accounting Standards Board (GASB) issued Statement 35, *Basic Financial Statements—and Management’s Discussion and Analysis—for Public Colleges and Universities, an amendment of GASB Statement 34*. As originally issued, Statement 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for States and Local Governments* was not applicable to public institutions. Rather than issuing separate standards, GASB decided to provide financial reporting guidance for public institutions by amending Statement 34 to extend its applicability to them. Statement 35 supersedes GASB Statement 15, which currently allows public institutions to choose one of two models when preparing their financial statements—the AICPA College Guide model or the governmental model. As component units of a state government, most public institutions will implement GASB Statement 35 at the same time as the state government implements GASB Statement 34.

Under the provisions of the GASB standards, the college is permitted to report as a special purpose government engaged only in business-type activities (BTA). BTA reporting will require the college to present only the basic financial statements and required supplementary information (RSI) for an enterprise fund that includes management’s discussion and analysis; a statement of net assets or a balance sheet; a statement of revenues, expenses, and changes in net assets; a statement of cash flows; notes to the financial statements; and other applicable RSI. The required basic financial statements described above are prepared using the economic resources measurement focus and the accrual basis of accounting. Fund financial statements are not required for BTA reporting.

Statement 34 will also require the college to retroactively and prospectively report all capital assets, net of accumulated depreciation, including infrastructure assets (long-lived capital assets such as roads and bridges), in the statement of net assets and report depreciation expense in the statement of revenues, expenses, and changes in net assets. Retroactive reporting of capital assets will require a prior-period adjustment to net assets. Management has not yet determined the effect of the implementation of this statement on the college’s financial statements.

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NOTE 14. REFUND CASH RESERVE

The institution had refund cash reserves of \$35,002.00 at June 30, 2001. Additionally, the college had refund expenditures of \$140,009.55 for the year ended June 30, 2001. Accrued refunds were \$1,331.25 at June 30, 2001.

NOTE 15. FEDERAL STUDENT FINANCIAL ASSISTANCE

The restricted expenditures function Scholarship and Fellowships includes \$2,089,705.78 of federal financial assistance for students. These federal programs include, but are not limited to, Pell, Supplemental Educational Opportunity Grants, and Federal Work Study.