

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

**For the Years Ended
June 30, 1996, and June 30, 1995**

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July 10, 1997

The Honorable Don Sundquist, Governor
and

Members of the General Assembly
State Capitol
Nashville, Tennessee 37243

and

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

and

Dr. Hal R. Ramer, President
Volunteer State Community College
Nashville Pike
Gallatin, Tennessee 37066

Ladies and Gentlemen:

Transmitted herewith is the financial and compliance audit of the Tennessee Board of Regents, Volunteer State Community College, for the years ended June 30, 1996, and June 30, 1995. You will note from the independent auditor's report that a qualified opinion was given on the fairness of the presentation of the financial statements. The college has elected not to record the liability for accrued compensated absences in its financial statements. In our opinion, accrued compensated absences should be recorded to conform with generally accepted accounting principles.

Consideration of the internal control structure and tests of compliance resulted in no audit findings.

Very truly yours,

W. R. Snodgrass
Comptroller of the Treasury

WRS/cr
97/051

State of Tennessee

Audit Highlights

Comptroller of the Treasury

Division of State Audit

Financial and Compliance Audit
Volunteer State Community College
For the Years Ended June 30, 1996, and June 30, 1995

AUDIT OBJECTIVES

The objectives of the audit were to consider the college's internal control structure; to determine compliance with 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 qualified because of the omission of the liability for accrued compensated absences from the financial statements.

"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

Comptroller of the Treasury, Division of State Audit
1500 James K. Polk Building, Nashville, TN 37243-0264
(615) 741-3697

Audit Report
Tennessee Board of Regents
Volunteer State Community College
For the Years Ended June 30, 1996, and June 30, 1995

TABLE OF CONTENTS

	<u>Exhibit</u>	<u>Page</u>
INTRODUCTION		1
Post-Audit Authority		1
Background		1
Organization		1
AUDIT SCOPE		2
OBJECTIVES OF THE AUDIT		2
PRIOR AUDIT FINDINGS		2
RESULTS OF THE AUDIT		3
Audit Conclusions		3
Report on the Internal Control Structure Based on an Audit of the Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>		4
Compliance Report Based on an Audit of the Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>		6
FINANCIAL STATEMENTS		
Independent Auditor's Report		8
Balance Sheets	A	10

TABLE OF CONTENTS (CONT.)

	<u>Exhibit</u>	<u>Page</u>
Statement of Changes in Fund Balances for the Year Ended June 30, 1996	B	12
Statement of Changes in Fund Balances for the Year Ended June 30, 1995	C	14
Statement of Current Funds Revenues, Expenditures, and Other Changes for the Year Ended June 30, 1996	D	16
Statement of Current Funds Revenues, Expenditures, and Other Changes for the Year Ended June 30, 1995	E	17
Notes to the Financial Statements		18

**Tennessee Board of Regents
Volunteer State Community College
For the Years Ended June 30, 1996, and June 30, 1995**

INTRODUCTION

POST-AUDIT AUTHORITY

This is a report on the financial and compliance audit of the Tennessee Board of Regents, Volunteer 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 state governmental entity that handles public funds when the Comptroller considers an audit to be necessary or appropriate.

BACKGROUND

Volunteer State Community College was approved by the State Board of Education as one of Tennessee’s ten community colleges in 1969. The college moved to its present 100-acre campus in 1972. In June 1973, Volunteer State Community College graduated its first class.

In January 1984, Volunteer State Community College became the lead institution for Tennessee Technology Center at Hartsville and Tennessee Technology Center at Livingston. Under the lead institution agreement, Volunteer State Community College performs the accounting and reporting functions for these centers.

The college currently offers the Associate of Arts Degree, the Associate of Science Degree, and the Associate of Applied Science Degree.

ORGANIZATION

The governance of Volunteer 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, 1994, through June 30, 1996, and was conducted in accordance with generally accepted government auditing standards. Financial statements are presented for the years ended June 30, 1996, and June 30, 1995. Volunteer 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 structure to determine auditing procedures for the purpose of expressing an opinion on the financial statements;
 2. to determine compliance with 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 August 29, 1996. A follow-up of the prior audit finding was conducted as part of the current audit.

The current audit disclosed that the college has corrected the previous audit finding concerning timely notification to Stafford Loan lenders.

RESULTS OF THE AUDIT

AUDIT CONCLUSIONS

Internal Control Structure

As part of the audit of the college's financial statements for the years ended June 30, 1996, and June 30, 1995, we considered the internal control structure to determine auditing procedures for the purpose of expressing an opinion on the financial statements, as required by generally accepted government auditing standards. The report on the internal control structure is on the following pages. Consideration of the internal control structure disclosed no material weaknesses.

Compliance with Laws and Regulations

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under generally accepted government auditing standards. The compliance report follows the report on the internal control structure.

Fairness of Financial Statement Presentation

The college has elected not to accrue the liability for compensated absences. Since this accounting practice is contrary to generally accepted accounting principles, the Division of State Audit has rendered a qualified opinion on the college's financial statements. The independent auditor's report follows the compliance report.

**Report on the Internal Control Structure Based on an
Audit of the Financial Statements Performed in Accordance With
*Government Auditing Standards***

April 4, 1997

The Honorable W. R. Snodgrass
Comptroller of the Treasury
State Capitol
Nashville, Tennessee 37243

Dear Mr. Snodgrass:

We have audited the financial statements of Volunteer 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, 1996, and June 30, 1995, and have issued our report thereon dated April 4, 1997. Our report was qualified because the college excluded the liability for accrued compensated absences from the balance sheets.

We conducted our audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The college's management is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become

The Honorable W. R. Snodgrass
April 4, 1997
Page Two

inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the college's financial statements for the years ended June 30, 1996, and June 30, 1995, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities 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 structure and its operation that we consider to be material weaknesses as defined above.

However, we noted certain matters involving the internal control structure and its operation that we have reported to the college's management in a separate letter.

This report is intended for the information of the General Assembly of the State of Tennessee and management. However, this report is a matter of public record, and its distribution is not limited.

Sincerely,

Arthur A. Hayes, Jr., CPA, Director
Division of State Audit

AAH/cr

**Compliance Report Based on an Audit of the
Financial Statements Performed in Accordance
With *Government Auditing Standards***

April 4, 1997

The Honorable W. R. Snodgrass
Comptroller of the Treasury
State Capitol
Nashville, Tennessee 37243

Dear Mr. Snodgrass:

We have audited the financial statements of Volunteer 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, 1996, and June 30, 1995, and have issued our report thereon dated April 4, 1997. Our report was qualified because the college excluded the liability for accrued compensated absences from the balance sheets.

We conducted our audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the college is the responsibility of the college's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the college's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under generally accepted government auditing standards.

The Honorable W. R. Snodgrass
April 4, 1997
Page Two

This report is intended for the information of the General Assembly of the State of Tennessee and management. However, this report is a matter of public record, and its distribution is not limited.

Sincerely,

Arthur A. Hayes, Jr., CPA, Director
Division of State Audit

AAH/cr

Independent Auditor's Report

April 4, 1997

The Honorable W. R. Snodgrass
Comptroller of the Treasury
State Capitol
Nashville, Tennessee 37243

Dear Mr. Snodgrass:

We have audited the accompanying balance sheets of Volunteer 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, 1996, and June 30, 1995, and the related statements of changes in fund balances and current funds revenues, expenditures, and other changes for the years 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 generally accepted government auditing standards. 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.

As described in Note 2 to the financial statements, the college has excluded the liability for accrued compensated absences from the accompanying balance sheets. In our opinion, accrued compensated absences should be included to conform with generally accepted accounting principles.

In our opinion, except for the effects of not including the liability for accrued compensated absences in the accompanying balance sheets, as discussed in the preceding paragraph, the

The Honorable W. R. Snodgrass
April 4, 1997
Page Two

financial statements referred to above present fairly, in all material respects, the financial position of the Tennessee Board of Regents, Volunteer State Community College, as of June 30, 1996, and June 30, 1995, and the changes in fund balances and the current funds revenues, expenditures, and other changes for the years then ended in conformity with generally accepted accounting principles.

In accordance with generally accepted government auditing standards, we have also issued reports dated April 4, 1997, on our consideration of the college's internal control structure and on its compliance with laws and regulations.

Sincerely,

Arthur A. Hayes, Jr., CPA, Director
Division of State Audit

AAH/cr

TENNESSEE BOARD OF REGENTS
VOLUNTEER STATE COMMUNITY COLLEGE
BALANCE SHEETS
JUNE 30, 1996, AND JUNE 30, 1995

	June 30, 1996	June 30, 1995		June 30, 1996	June 30, 1995
ASSETS			LIABILITIES AND FUND BALANCES		
Current funds:			Current funds:		
Unrestricted:			Unrestricted:		
General:			General:		
Cash (Notes 3 and 4)	\$ 2,497,592.21	\$ 2,103,556.40	Liabilities:		
Accrued interest receivable	527.75	536.70	Accounts payable	\$ 177,971.31	\$ 131,614.82
Accounts receivable (net of allowance of \$19,520.37 at June 30, 1996, and \$20,741.06 at June 30, 1995)	145,811.40	127,543.97	Accrued liabilities	466,676.30	428,900.82
Inventories	1,629.59	4,162.66	Deferred revenue	636,256.75	541,942.50
Other assets	5,044.42	5,044.77	Checks payable	247,026.99	74,005.67
			Other liabilities	1,564.06	1,188.43
			Total liabilities	1,529,495.41	1,177,652.24
			Fund balances:		
			Nondiscretionary allocations:		
			Allocation for working capital	51,265.57	35,168.30
			Allocation for encumbrances	321,844.30	241,644.99
			Allocation for designated appropriations	2,630.28	4,835.75
			Discretionary allocations:		
			Allocation for subsequent budget	335,700.00	322,100.00
			Allocation for athletic contingency	2,437.89	3,170.72
			Unallocated	407,231.92	456,272.50
			Total fund balances	1,121,109.96	1,063,192.26
Total general	2,650,605.37	2,240,844.50	Total general	2,650,605.37	2,240,844.50
Auxiliary enterprises:			Auxiliary enterprises:		
Cash (Notes 3 and 4)	954,474.69	823,147.84	Liabilities:		
Accounts receivable (net of allowance of \$3,988.42 at June 30, 1996, and \$3,904.00 at June 30, 1995)	57,389.41	93,028.70	Accounts payable	6,429.75	8,297.69
Inventories	323,701.93	275,177.51	Accrued liabilities	2,341.61	2,242.78
			Student deposits	300.00	-
			Total liabilities	9,071.36	10,540.47
			Fund balances:		
			Nondiscretionary allocations:		
			Allocation for working capital	383,491.34	369,106.21
			Allocation for encumbrances	138,696.86	129,275.26
			Discretionary allocation:		
			Allocation for contingencies	89,890.21	80,543.39
			Unallocated	714,416.26	601,888.72
			Total fund balances	1,326,494.67	1,180,813.58
Total auxiliary enterprises	1,335,566.03	1,191,354.05	Total auxiliary enterprises	1,335,566.03	1,191,354.05
Total unrestricted	3,986,171.40	3,432,198.55	Total unrestricted	3,986,171.40	3,432,198.55
Restricted:			Restricted:		
Cash (Notes 3 and 4)	192,432.48	115,645.30	Liabilities:		
Grants receivable	88,965.37	178,921.17	Accounts payable	8,314.48	24,887.55
			Accrued liabilities	1,188.67	2,533.25
			Total liabilities	9,503.15	27,420.80
			Fund balance	271,894.70	267,145.67
Total restricted	281,397.85	294,566.47	Total restricted	281,397.85	294,566.47
Total current funds	\$ 4,267,569.25	\$ 3,726,765.02	Total current funds	\$ 4,267,569.25	\$ 3,726,765.02
Loan funds:			Loan funds:		
Cash (Notes 3 and 4)	\$ 1,863.60	\$ 5,798.70	Liabilities:		
Notes receivable (net of allowance of \$19,436.19 at June 30, 1996, and \$20,844.23 at June 30, 1995)	-	507.47	Accounts payable	\$ 100.00	\$ 100.00
Accrued interest receivable (net of allowance of \$5,343.35 at June 30, 1996, and \$5,598.40 at June 30, 1995)	-	40.19	Fund balances:		
			U.S. government grants refundable	1,480.92	5,515.41
			Institutional funds:		
			Restricted-matching	164.55	612.82
			Restricted-other	118.13	118.13
			Total fund balances	1,763.60	6,246.36
Total loan funds	\$ 1,863.60	\$ 6,346.36	Total loan funds	\$ 1,863.60	\$ 6,346.36

TENNESSEE BOARD OF REGENTS
VOLUNTEER STATE COMMUNITY COLLEGE
BALANCE SHEETS
JUNE 30, 1996, AND JUNE 30, 1995

	June 30, 1996	June 30, 1995		June 30, 1996	June 30, 1995
ASSETS			LIABILITIES AND FUND BALANCES		
Endowment and similar funds:			Endowment and similar funds:		
Cash (Notes 3 and 4)	\$ 71,781.38	\$ 68,148.54	Fund balance:		
			Endowment	\$ 71,781.38	\$ 68,148.54
Total endowment and similar funds	<u>\$ 71,781.38</u>	<u>\$ 68,148.54</u>	Total endowment and similar funds	<u>\$ 71,781.38</u>	<u>\$ 68,148.54</u>
Plant funds:			Plant funds:		
Unexpended plant:			Unexpended plant:		
Cash (Notes 3 and 4)	\$ 2,373,748.50	\$ 2,201,006.49	Liabilities:		
			Accounts payable	\$ 67,984.16	\$ -
			Fund balance:		
			Unrestricted	2,305,764.34	2,201,006.49
Total unexpended plant	<u>2,373,748.50</u>	<u>2,201,006.49</u>	Total unexpended plant	<u>2,373,748.50</u>	<u>2,201,006.49</u>
Renewal and replacements:			Renewals and replacements:		
Cash (Notes 3 and 4)	3,400,517.53	3,281,396.41	Liabilities:		
Accounts receivable	-	759.30	Accounts payable	50,980.10	6,543.00
			Fund balance:		
			Unrestricted	3,349,537.43	3,275,612.71
Total renewals and replacements	<u>3,400,517.53</u>	<u>3,282,155.71</u>	Total renewals and replacements	<u>3,400,517.53</u>	<u>3,282,155.71</u>
Investment in plant:			Investment in Plant:		
Land	208,500.00	208,500.00	Fund balance:		
Buildings	13,603,825.68	13,569,061.01	Net investment in plant	22,511,218.65	21,236,646.43
Improvements other than buildings	1,249,399.41	1,014,447.25			
Equipment	5,619,583.00	4,776,754.15			
Library holdings	1,587,330.00	1,501,443.85			
Construction in progress	242,580.56	166,440.17			
Total investment in plant	<u>22,511,218.65</u>	<u>21,236,646.43</u>	Total investment in plant	<u>22,511,218.65</u>	<u>21,236,646.43</u>
Total plant funds	<u>\$ 28,285,484.68</u>	<u>\$ 26,719,808.63</u>	Total plant funds	<u>\$ 28,285,484.68</u>	<u>\$ 26,719,808.63</u>
Agency funds:			Agency funds:		
Nonfoundation funds:			Nonfoundation funds:		
Cash (Notes 3 and 4)	\$ 849,425.79	\$ 834,205.38	Accounts payable	\$ 467.22	\$ -
			Deposits held in custody for others	848,958.57	834,205.38
Total nonfoundation funds	<u>849,425.79</u>	<u>834,205.38</u>	Total nonfoundation funds	<u>849,425.79</u>	<u>834,205.38</u>
Foundation funds:			Foundation funds:		
Cash (Notes 3 and 4)	335,621.41	300,681.76	Accounts payable	998.07	115.00
Investments (Note 5)	82,566.29	-	Deposits held in custody for others	421,986.47	301,921.76
Other assets	4,796.84	1,355.00			
Total foundation funds	<u>422,984.54</u>	<u>302,036.76</u>	Total foundation funds	<u>422,984.54</u>	<u>302,036.76</u>
Total agency funds	<u>\$ 1,272,410.33</u>	<u>\$ 1,136,242.14</u>	Total agency funds	<u>\$ 1,272,410.33</u>	<u>\$ 1,136,242.14</u>

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

TENNESSEE BOARD OF REGENTS
VOLUNTEER STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 1996

	Current Funds				Plant Funds		
	Unrestricted	Restricted	Loan Funds	Endowment and Similar Funds	Unexpended	Renewals and Replacements	Investment In Plant
REVENUES AND OTHER ADDITIONS							
Unrestricted current fund revenues	\$ 16,881,364.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary enterprise revenues	1,797,804.57	-	-	-	-	-	-
State appropriations	-	92,300.00	-	-	266,091.04	-	-
Federal grants and contracts	-	2,082,803.28	-	-	-	-	-
State grants and contracts	-	20,384.90	-	-	-	-	-
Private gifts, grants, and contracts	-	154,321.61	-	2,643.00	-	-	-
Investment income	-	-	405.39	989.84	123,244.32	170,905.94	-
Interest on loans receivable	-	985.99	960.98	-	-	-	-
Endowment income	-	3,016.83	-	-	-	-	-
Expended for plant facilities (including \$897,884.01 charged to current fund expenditures)	-	-	-	-	-	-	1,330,706.30
Reduction in doubtful accounts	-	-	1,663.09	-	-	-	-
Equipment use charges	-	-	-	-	-	146,000.00	-
Other additions	-	1,196.80	-	-	-	-	1,000.00
Total revenues and other additions	18,679,168.66	2,355,009.41	3,029.46	3,632.84	389,335.36	316,905.94	1,331,706.30
EXPENDITURES AND OTHER DEDUCTIONS							
Educational and general expenditures	16,543,577.61	2,343,101.68	-	-	-	-	-
Auxiliary enterprise expenditures	1,630,094.85	-	-	-	-	-	-
Indirect costs recovered	-	7,158.70	-	-	-	-	-
Refunded to grantors	-	-	5,681.00	-	-	-	-
Administrative and collection costs	-	-	1,200.00	-	-	-	-
Expended for plant facilities (including noncapitalized expenditures of \$397,265.07)	-	-	-	-	476,212.51	353,874.85	-
Disposal of plant assets	-	-	-	-	-	-	13,788.45
Library holdings revaluation	-	-	-	-	-	-	40,345.63
Other	-	-	-	-	-	-	3,000.00
Total expenditures and other deductions	18,173,672.46	2,350,260.38	6,881.00	-	476,212.51	353,874.85	57,134.08

TENNESSEE BOARD OF REGENTS
VOLUNTEER STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 1996

	Current Funds				Plant Funds		
	Unrestricted	Restricted	Loan Funds	Endowment and Similar Funds	Unexpended	Renewals and Replacements	Investment In Plant
<u>TRANSFERS AMONG FUNDS-ADDITIONS</u>							
<u>(DEDUCTIONS)</u>							
Nonmandatory transfers:							
Unrestricted current funds	631.22	-	(631.22)	-	-	-	-
Unexpended plant	-	-	-	-	191,635.00	(191,635.00)	-
Renewals and replacements	(302,528.63)	-	-	-	-	302,528.63	-
Total transfers	(301,897.41)	-	(631.22)	-	191,635.00	110,893.63	-
Net increase (decrease) for the year	203,598.79	4,749.03	(4,482.76)	3,632.84	104,757.85	73,924.72	1,274,572.22
Fund balances at beginning of year	2,244,005.84	267,145.67	6,246.36	68,148.54	2,201,006.49	3,275,612.71	21,236,646.43
Fund balances at end of year	\$ 2,447,604.63	\$ 271,894.70	\$ 1,763.60	\$ 71,781.38	\$ 2,305,764.34	\$ 3,349,537.43	\$ 22,511,218.65

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

TENNESSEE BOARD OF REGENTS
VOLUNTEER STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 1995

	Current Funds				Plant Funds		
	Unrestricted	Restricted	Loan Funds	Endowment and Similar Funds	Unexpended	Renewals and Replacements	Investment In Plant
REVENUES AND OTHER ADDITIONS							
Unrestricted current fund revenues	\$ 16,166,425.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auxiliary enterprise revenues	1,610,868.13	-	-	-	-	-	-
State appropriations	-	101,400.00	-	-	1,015,705.98	-	-
Federal grants and contracts	-	2,078,744.97	-	-	-	-	-
State grants and contracts	-	17,469.81	-	-	-	-	-
Private gifts, grants, and contracts	-	89,622.77	-	2,293.00	-	-	-
Investment income	-	879.70	340.11	790.20	84,123.13	166,189.40	-
Interest on loans receivable	-	-	1,140.90	-	-	-	-
Endowment income	-	2,804.49	-	-	-	-	-
Reduction in doubtful accounts	-	-	6,037.03	-	-	-	-
Equipment use charges	-	-	-	-	-	73,000.00	-
Expended for plant facilities (including \$948,419.32 charged to current fund expenditures)	-	-	-	-	-	-	1,814,101.37
Other additions	-	1,579.40	-	-	-	-	7,525.00
Total revenues and other additions	17,777,293.50	2,292,501.14	7,518.04	3,083.20	1,099,829.11	239,189.40	1,821,626.37
EXPENDITURES AND OTHER DEDUCTIONS							
Educational and general expenditures	15,613,493.46	2,264,785.10	-	-	-	-	-
Auxiliary enterprise expenditures	1,462,456.13	-	-	-	-	-	-
Indirect costs recovered	-	9,903.21	-	-	-	-	-
Refunded to grantors	-	779.21	4,767.00	-	-	-	-
Administrative and collection costs	-	-	1,203.60	-	-	-	-
Loan cancellations and write-offs	-	-	885.88	-	-	-	-
Expended for plant facilities (including noncapitalized expenditures of \$628,078.56)	-	-	-	-	1,169,917.81	323,842.80	-
Disposal of plant assets	-	-	-	-	-	-	97,758.19
Revaluation of library holdings	-	-	-	-	-	-	12,193.02
Other	-	1,000.00	-	-	-	-	-
Total expenditures and other deductions	17,075,949.59	2,276,467.52	6,856.48	-	1,169,917.81	323,842.80	109,951.21

TENNESSEE BOARD OF REGENTS
VOLUNTEER STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 1995

	Current Funds				Plant Funds		
	Unrestricted	Restricted	Loan Funds	Endowment and Similar Funds	Unexpended	Renewals and Replacements	Investment In Plant
<u>TRANSFERS AMONG FUNDS-ADDITIONS</u>							
<u>(DEDUCTIONS)</u>							
Nonmandatory transfers:							
Unrestricted current funds	529.67	-	(529.67)	-	-	-	-
Unexpended plant	(695,000.00)	-	-	-	739,000.00	(44,000.00)	-
Renewals and replacements	(50,597.19)	-	-	-	-	50,597.19	-
Total transfers	<u>(745,067.52)</u>	<u>-</u>	<u>(529.67)</u>	<u>-</u>	<u>739,000.00</u>	<u>6,597.19</u>	<u>-</u>
Net increase (decrease) for the year	(43,723.61)	16,033.62	131.89	3,083.20	668,911.30	(78,056.21)	1,711,675.16
Fund balance at beginning of year	<u>2,287,729.45</u>	<u>251,112.05</u>	<u>6,114.47</u>	<u>65,065.34</u>	<u>1,532,095.19</u>	<u>3,353,668.92</u>	<u>19,524,971.27</u>
Fund balance at end of year	\$ <u>2,244,005.84</u>	\$ <u>267,145.67</u>	\$ <u>6,246.36</u>	\$ <u>68,148.54</u>	\$ <u>2,201,006.49</u>	\$ <u>3,275,612.71</u>	\$ <u>21,236,646.43</u>

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

TENNESSEE BOARD OF REGENTS
VOLUNTEER STATE COMMUNITY COLLEGE
STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
FOR THE YEAR ENDED JUNE 30, 1996

	Unrestricted	Restricted	Total
REVENUES			
Tuition and fees	\$ 5,042,853.66	\$ -	\$ 5,042,853.66
State appropriations	11,411,500.00	92,300.00	11,503,800.00
Federal grants and contracts	12,599.70	2,076,604.55	2,089,204.25
State grants and contracts	7,174.00	32,011.98	39,185.98
Private gifts, grants and contracts	26,796.82	139,510.15	166,306.97
Sales and services of auxiliary enterprises	1,797,804.57	-	1,797,804.57
Sales and services of educational activities	125,504.54	-	125,504.54
Endowment income	-	2,675.00	2,675.00
Investment income	227,751.95	-	227,751.95
Other sources	27,183.42	-	27,183.42
Total current revenues	18,679,168.66	2,343,101.68	21,022,270.34
EXPENDITURES AND TRANSFERS			
Educational and general expenditures:			
Instruction	9,424,234.03	363,814.46	9,788,048.49
Public service	45,630.69	-	45,630.69
Academic support	1,267,781.37	5,996.61	1,273,777.98
Student services	2,393,841.40	54,446.38	2,448,287.78
Institutional support	2,034,335.44	4,040.05	2,038,375.49
Operation and maintenance of plant	1,163,900.56	57.38	1,163,957.94
Scholarships and fellowships	213,854.12	1,914,746.80	2,128,600.92
Total educational and general expenditures	16,543,577.61	2,343,101.68	18,886,679.29
Nonmandatory transfers:			
Loan funds	(631.22)	-	(631.22)
Renewals and replacements	280,500.00	-	280,500.00
Total educational and general expenditures and transfers	16,823,446.39	2,343,101.68	19,166,548.07
Auxiliary enterprises:			
Expenditures	1,630,094.85	-	1,630,094.85
Nonmandatory transfers:			
Renewals and replacements	22,028.63	-	22,028.63
Total auxiliary enterprises	1,652,123.48	-	1,652,123.48
Total expenditures and transfers	18,475,569.87	2,343,101.68	20,818,671.55
OTHER TRANSFERS AND ADDITIONS (DEDUCTIONS)			
Excess of restricted receipts over transfers to revenues	-	11,907.73	11,907.73
Indirect costs recovered	-	(7,158.70)	(7,158.70)
Net increase in fund balances	\$ 203,598.79	\$ 4,749.03	\$ 208,347.82

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

TENNESSEE BOARD OF REGENTS
VOLUNTEER STATE COMMUNITY COLLEGE
STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES
FOR THE YEAR ENDED JUNE 30, 1995

	Unrestricted	Restricted	Total
REVENUES			
Tuition and fees	\$ 4,547,349.89	\$ -	\$ 4,547,349.89
State appropriations	11,124,800.00	101,400.00	11,226,200.00
Federal grants and contracts	9,312.61	2,040,924.90	2,050,237.51
State grants and contracts	8,590.60	22,742.91	31,333.51
Private gifts, grants and contracts	43,141.65	96,267.29	139,408.94
Sales and services of auxiliary enterprises	1,610,868.13	-	1,610,868.13
Sales and services of educational activities	164,065.80	-	164,065.80
Endowment income	-	3,450.00	3,450.00
Investment income	236,662.17	-	236,662.17
Other sources	32,502.65	-	32,502.65
Total current revenues	<u>17,777,293.50</u>	<u>2,264,785.10</u>	<u>20,042,078.60</u>
EXPENDITURES AND TRANSFERS			
Educational and general expenditures:			
Instruction	9,098,706.82	393,059.46	9,491,766.28
Public service	59,628.35	-	59,628.35
Academic support	1,056,950.27	7,741.73	1,064,692.00
Student services	2,149,375.03	68,189.47	2,217,564.50
Institutional support	1,952,197.61	6,188.23	1,958,385.84
Operation and maintenance of plant	1,133,582.44	1,031.19	1,134,613.63
Scholarships and fellowships	163,052.94	1,788,575.02	1,951,627.96
Total educational and general expenditures	<u>15,613,493.46</u>	<u>2,264,785.10</u>	<u>17,878,278.56</u>
Nonmandatory transfers:			
Loan funds	(529.67)	-	(529.67)
Unexpended plant	695,000.00	-	695,000.00
Renewals and replacements	30,200.00	-	30,200.00
Total educational and general expenditures and transfers	<u>16,338,163.79</u>	<u>2,264,785.10</u>	<u>18,602,948.89</u>
Auxiliary enterprises:			
Expenditures	1,462,456.13	-	1,462,456.13
Nonmandatory transfers:			
Renewals and replacements	20,397.19	-	20,397.19
Total auxiliary enterprises	<u>1,482,853.32</u>	<u>-</u>	<u>1,482,853.32</u>
Total expenditures and transfers	<u>17,821,017.11</u>	<u>2,264,785.10</u>	<u>20,085,802.21</u>
OTHER TRANSFERS AND ADDITIONS			
(DEDUCTIONS)			
Excess of restricted receipts over transfers to revenues	-	27,716.04	27,716.04
Refunds to grantors	-	(779.21)	(779.21)
Indirect costs recovered	-	(9,903.21)	(9,903.21)
Other deductions	-	(1,000.00)	(1,000.00)
Net increase (decrease) in fund balances	<u>\$ (43,723.61)</u>	<u>\$ 16,033.62</u>	<u>\$ (27,689.99)</u>

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

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements
June 30, 1996, and June 30, 1995**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

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

BASIS OF ACCOUNTING

The financial statements of the college 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. 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, and (2) nonmandatory transfers, for all other cases.

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

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 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 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 any of its authorized institutional purposes. Auxiliary enterprises activities are included in unrestricted current funds and include bookstore, cafeteria, and vending operations. Restricted current funds are externally restricted and may be used only in accordance with the purposes established by their source.

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

Loan Funds

Loan funds consist of resources made available for student loans.

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.

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, and (3) 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.

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.

CHECKS PAYABLE

These amounts represent the sum of checks written in excess of the college's checking account balance. The college monitors cash balances on a daily basis and transfers funds as necessary to the college's checking account to maximize interest income.

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

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 \$20 per volume, and other library holdings are valued at various standardized values. 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.

VOLUNTEER STATE COMMUNITY COLLEGE FOUNDATION

The college is the sole beneficiary of the Volunteer 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 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. 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. Generally accepted accounting principles require that certain accrued compensated absences and related benefits, the effects of which are material to the financial statements, be recorded as earned. The college's policy is to record such benefits as paid. The recognition of this liability for accrued compensated absences and related benefits would

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

have increased the liabilities of the unrestricted current fund by \$714,681.95 at June 30, 1996, and \$682,781.06 at June 30, 1995, increased the unrestricted current fund expenditures by \$31,900.89 for the year ended June 30, 1996, and increased the unrestricted current fund expenditures by \$76,969.71 for the year ended June 30, 1995.

NOTE 3. CASH

This classification includes demand deposits and petty cash on hand. At June 30, 1996, cash consisted of \$14,121.96 in bank accounts, \$5,740.00 of petty cash on hand, and \$10,657,595.63 in the State of Tennessee Local Government Investment Pool administered by the State Treasurer. At June 30, 1995, cash consisted of \$667.96 in bank accounts, \$5,040.00 of petty cash on hand, and \$9,727,878.86 in the State of Tennessee Local Government Investment Pool.

NOTE 4. DEPOSITS

At June 30, 1996, the college's bank accounts were in financial institutions which participate in the bank collateral pool administered by the Treasurer of the State of Tennessee. 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, 1995, the bank balances of deposits including accrued interest were entirely insured or collateralized with securities held by the college's agent in the college's name.

NOTE 5. 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 se-

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

curities; 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 Volunteer State Community College Foundation is authorized to invest funds in accordance with its board of directors' policies. Investments are valued at cost, or in the case of gifts, at fair value on the date of receipt. The foundation's investments are categorized below to indicate the level of risk assumed by the foundation at year-end. Category 1 consists of insured or registered investments or investments for which the securities are held by the foundation or its agent in the foundation's name. Category 2 consists of uninsured and unregistered investments for which the securities are held by the counterparties' trust department or agent in the 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 foundation's name.

June 30, 1996

	<u>Carrying Amount</u>	<u>Market Value</u>
Category 1:		
Corporate stocks	\$ 3,052.16	\$ 2,925.00
Categories 2 and 3	-	-
Investments not susceptible to credit risk categorization:		
Mutual funds	<u>79,514.13</u>	<u>77,415.58</u>
Total investments on the balance sheet	<u>\$82,566.29</u>	<u>\$80,340.58</u>

NOTE 6. PLANT FUND ENCUMBRANCES

Plant fund encumbrances outstanding at June 30, 1996, amounted to \$116,458.00 for unexpended plant and \$3,351.00 for renewals and replacements. Plant fund encum-

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

branches outstanding at June 30, 1995, amounted to \$53,797.13 for unexpended plant and \$105,785.53 for renewals and replacements.

NOTE 7. PENSION PLANS

Defined Benefit Plan

All the college's regular employees may participate in a cost-sharing multiple-employer pension plan administered by the Tennessee Consolidated Retirement System (TCRS). The payroll for employees covered by the TCRS plan was \$7,149,683.90 for the year ended June 30, 1996, and \$6,980,094.31 for the year ended June 30, 1995. The college's total payroll was \$10,644,887.00 for the year ended June 30, 1996, and \$10,176,957.00 for the year ended June 30, 1995.

TCRS members may retire at age 60 with five years of service or at any age with 30 years of service. Early retirement with reduced benefits is available to vested members who are at least age 55 or have 25 years of service. Benefits are based on the number of years of creditable service and highest average salary for five consecutive years. Members are vested after five years of service. The TCRS also provides death and disability benefits. Disability benefits are available to members with five years of service who become disabled and cannot engage in gainful employment. There is no service requirement for disability that is the result of an accident or injury occurring while the member was in performance of duty. Benefits are established by state statute.

The college is required by state statute, effective July 1, 1981, to contribute the amounts necessary to pay benefits when due. Prior to that date, the employee bore a portion of the contribution. Members with contributory service who leave the college are eligible for a refund of their contributions, along with contributions made after July 1, 1981, on the employees' behalf by the college. The actuarially required contribution made for the year ended June 30, 1996, was \$452,574.99, which represented 6.33% of the covered payroll, and for the year ended June 30, 1995, was \$441,839.97, which represented 6.33% of the covered payroll.

The pension benefit obligation is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits, is intended to help users assess the TCRS' funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among public employee retirement systems and among employers. The TCRS does not make separate measurements of assets and pension benefit obligation for individual state employers. Therefore, the following information is provided for the entire state employee portion of the TCRS. The pension benefit obligation at June 30, 1996, and at June 30, 1995, determined through an actuarial update performed as of June 30, 1996, was \$11,610.6 million and through an actuarial valuation performed as of June 30, 1995, was \$10,697.4 million. The net assets, at cost or amortized cost, available for benefits were \$12,925.0 million at June 30, 1996, and \$11,566.8 million at June 30, 1995, leaving assets in excess of pension benefit obligation of \$1,314.4 million at June 30, 1996, and \$869.4 million at June 30, 1995. The market value of the net assets available for benefits was \$14,100.9 million at June 30, 1996, and \$12,552.1 million at June 30, 1995. The college's 1996 and 1995 contributions represented .16% of total contributions required of all participating entities.

Ten-year historical trend information showing the TCRS' progress in accumulating sufficient assets to pay benefits when due is presented in the June 30, 1996, *Tennessee Consolidated Retirement System Comprehensive Annual Financial Report*.

Defined Contribution Plans

The college has three defined contribution plans offered through the 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 available only to eligible faculty and staff exempt from the overtime provision of the Fair Labor Standards Act. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. State statute requires the college to contribute 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. Members are fully vested upon entry into the plans.

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

The payroll for employees covered by the defined contribution plans was \$2,030,075.59 for the year ended June 30, 1996, and \$1,816,993.60 for the year ended June 30, 1995. The college's total payroll was \$10,644,887.00 for the year ended June 30, 1996, and \$10,176,957.00 for the year ended June 30, 1995. The required contribution made by the college for the year ended June 30, 1996, was \$203,007.56, which represented 10% of the covered payroll, and for the year ended June 30, 1995, was \$181,699.36, which represented 10% of the covered payroll.

Deferred Compensation

Effective January 1996, the college, through the State of Tennessee, offers its employees a deferred compensation plan established pursuant to *Internal Revenue Code*, Section 401(k). Excluding the \$20 college match discussed below, all costs of administering the plan are the responsibility of plan participants.

Since Section 401(k) plan assets remain the property of contributing employees, they are not presented in the State of Tennessee financial statements. *Internal Revenue Code*, Section 401(k), establishes participation, contribution, and withdrawal provisions for the plan. Effective for the six-month period January through June 1996, the college provided a \$20 monthly Section 401(k) match from unrestricted current funds for employees making a minimum monthly contribution of \$20 to the plan. During the year ended June 30, 1996, contributions totaling \$50,818.02 were made by employees participating in the plan with a related match of \$19,440.00 made by the college. The current covered payroll for participating employees was \$5,056,100.99, while the total payroll for all eligible college employees during the year was \$8,753,600.91.

NOTE 8. 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*.

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

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. In the past three fiscal years, the state has not had any claims filed with the commercial insurer. A designation for casualty losses in the amount of \$5 million has been established in the state's general fund to provide for any property losses not covered by the commercial insurance.

At June 30, 1996, the scheduled coverage for the college was \$28,438,100 for buildings and \$10,363,100 for contents. At June 30, 1995, the scheduled coverage was \$26,660,000 for buildings and \$8,118,800 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, automotive 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.

**Tennessee Board of Regents
Volunteer State Community College
Notes to the Financial Statements (Cont.)
June 30, 1996, and June 30, 1995**

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 \$3,261,707.06 at June 30, 1996, and \$3,084,783.95 at June 30, 1995.

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 \$34,170.00 and for personal property were \$82,445.44 for the year ended June 30, 1996. The amounts for the year ended June 30, 1995, were \$13,390.00 and \$76,791.38. All operating leases are cancelable at the lessee's option.

Construction in Progress - At June 30, 1996, outstanding commitments under construction contracts totaled \$88,600.77 for library equipment and baseball field projects, of which \$74,470.91 will be funded by future state capital outlay appropriations.