

**Tennessee Board of Regents  
Tennessee Technology Center at Hartsville**

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

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**Leslie Bethea**  
Editor

July 11, 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. Joe Green, Director  
Tennessee Technology Center at Hartsville  
Highway 25 East  
Hartsville, Tennessee 37074

Ladies and Gentlemen:

Transmitted herewith is the financial and compliance audit of the Tennessee Board of Regents, Tennessee Technology Center at Hartsville (formerly Hartsville State Area Vocational-Technical School), 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 center 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 disclosed certain deficiencies, which are detailed in the Results of the Audit section of this report. The center's administration has responded to the audit finding; the response is included following the finding. The Division of State Audit will follow up the audit to examine the application of the procedures instituted because of the audit finding.

Very truly yours,

W. R. Snodgrass  
Comptroller of the Treasury

WRS/cr  
97/052

State of Tennessee

# Audit Highlights

Comptroller of the Treasury

Division of State Audit

Financial and Compliance Audit  
**Tennessee Technology Center at Hartsville**  
For the Years Ended June 30, 1996, and June 30, 1995

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## AUDIT OBJECTIVES

The objectives of the audit were to consider the center'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.

## INTERNAL CONTROL AND COMPLIANCE FINDING

### **Pro Rata Refunds Are Not Calculated**

The center does not calculate pro rata refunds for students who receive Title IV aid and who withdrew prior to completion of 60% of the first quarter of classes (page 7).

## 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.

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"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

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**Audit Report**  
**Tennessee Board of Regents**  
**Tennessee Technology Center at Hartsville**  
**For the Years Ended June 30, 1996, and June 30, 1995**

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**Tennessee Board of Regents  
Tennessee Technology Center at Hartsville  
For the Years Ended June 30, 1996, and June 30, 1995**

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**INTRODUCTION**

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**POST-AUDIT AUTHORITY**

This is a report on the financial and compliance audit of the Tennessee Board of Regents, Tennessee Technology Center at Hartsville. 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**

A statewide system of area vocational-technical schools was established in 1963 by Section 49-11-401, *Tennessee Code Annotated*, to meet the occupational and technical training needs of the citizens of the state, including employees and future employees of existing and prospective industries and businesses in the state. The area vocational-technical schools were governed by the State Board of Education until July 1, 1983. At that time, governance was transferred by Section 49-11-402, *Tennessee Code Annotated*, to the Tennessee Board of Regents. Effective July 1, 1994, the area vocational-technical schools became state technology centers. The Tennessee Technology Center at Hartsville began operation in 1965.

**ORGANIZATION**

The Tennessee Technology Center at Hartsville operates under a lead institution agreement with Volunteer State Community College. Under this agreement, Volunteer State Community College performs the accounting and reporting functions for the center. The chief administrative officer of the center is the director, who is assisted and advised by members of the faculty and administrative staff. The director is responsible to the Chancellor of the Tennessee Board of Regents.

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## AUDIT SCOPE

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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. The Tennessee Technology Center at Hartsville 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*.

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## OBJECTIVES OF THE AUDIT

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The objectives of the audit were

1. to consider the center'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.
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## PRIOR AUDIT FINDING

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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 center filed its report with the Department of Audit on September 23, 1996. A follow-up of the prior audit finding was conducted as part of the current audit.

The current audit disclosed that the center has corrected the previous audit finding concerning the segregation of duties.

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## RESULTS OF THE AUDIT

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### AUDIT CONCLUSIONS

#### Internal Control Structure

As part of the audit of the center'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. A reportable condition, along with a recommendation and management's response, are detailed in the finding and recommendation, which follow the report on the internal control structure. 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. An immaterial instance of noncompliance, along with a recommendation and management's response, are included in the finding and recommendation. The compliance report follows the finding and recommendation.

#### Fairness of Financial Statement Presentation

The center 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 center'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 the Tennessee Technology Center at Hartsville, 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 center 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 center'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 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 center'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.

We noted a matter involving the internal control structure and its operation that we consider to be a reportable condition under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the center's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

The following reportable condition was noted:

- Tennessee Technology Center at Hartsville does not calculate pro rata refunds.

This condition is described in the Finding and Recommendation section of this report.

A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or 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.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe the reportable condition described above is not a material weakness.

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

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

## **FINDING AND RECOMMENDATION**

### **Tennessee Technology Center at Hartsville does not calculate pro rata refunds**

#### **Finding**

Tennessee Technology Center at Hartsville did not calculate the pro rata refund for one first-time student in our sample who received Title IV aid and who withdrew prior to completion of 60 percent of the first quarter of classes. This occurred because the center does not follow a policy requiring the calculation of pro rata refunds. Costs of \$13.20 were questioned.

*The Federal Student Financial Aid Handbook 1996-97* states:

For those students who are first-time students and who withdraw on or before the 60% point in time of the enrollment period for which they were charged, the school must calculate a statutory pro rata refund and compare this amount to the refund amount from the state and accrediting agency policies (if any) to determine the largest available refund to the student.

If pro rata refunds are not calculated, the largest refund may not be made to the student or to the appropriate student financial aid account.

#### **Recommendation**

Management should ensure that the school's refund procedures are in accordance with federal policy according to the *Federal Student Financial Aid Handbook*. Pro rata refunds should be calculated for all first-time students who receive Title IV aid and who withdraw prior to the 60 percent point of the student's first quarter.

#### **Management's comment**

The Tennessee Technology Center at Hartsville has a policy requiring the calculation of pro rata refunds as evidenced by the Tennessee Technology Center Basic Operational Procedures for Financial Aid for Tennessee Board of Regents – Tennessee Technology Centers through Lead Institutions Manuals for 1994-1995 and 1995-1996. However, this policy was inadvertently omitted by personnel who used solely the school's refund policy for all students and simply due to oversight did not investigate the status of withdrawals as to first-time enrollments and 60 percent or less withdrawals. The students were noted as to Title IV recipient status in case of loan disbursement to apply refunds properly. The policy was in place but procedures were amiss.

Refunds, pro rata and regular, are handled in an office separate from financial aid. The financial aid office was not aware that pro rata was not being applied. Even so, the sample revealed one student affected by this omission with a disparity of \$13.20 due to Pell charges.

The Tennessee Technology Center at Hartsville concurs that procedures for applying pro rata refunds should be applied at the withdrawal of each first time student attending 60 percent or less of period and receiving Title IV funds. Therefore, future pro rata calculations will be administered as required with oversight by the financial aid office.

**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 the Tennessee Technology Center at Hartsville, 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 center 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 center is the responsibility of the center's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the center'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

We did, however, note an immaterial instance of noncompliance that we have included in the Finding and Recommendation section of this report.

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 the Tennessee Technology Center at Hartsville, 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 center'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 center 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.

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

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 financial statements referred to above present fairly, in all material respects, the financial position of the Tennessee Board of Regents, Tennessee Technology Center at Hartsville, 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 center'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  
TENNESSEE TECHNOLOGY CENTER AT HARTSVILLE  
BALANCE SHEETS  
JUNE 30, 1996, AND JUNE 30, 1995

ASSETS	June 30, 1996	June 30, 1995	LIABILITIES AND FUND BALANCES	June 30, 1996	June 30, 1995
Current funds:			Current funds:		
Unrestricted:			Unrestricted:		
General:			General:		
Cash (Notes 3 and 4)	\$ 73,165.62	\$ 51,723.44	Liabilities:		
Accounts receivable	115.00	115.00	Accounts payable	\$ 2,488.06	\$ 1,988.21
Due from restricted current funds	-	3,525.37	Accrued liabilities	43,475.09	24,949.15
			Total liabilities	45,963.15	26,937.36
			Fund balances:		
			Nondiscretionary allocations:		
			Allocation for working capital	145.00	145.00
			Allocation for encumbrances	-	1,548.00
			Discretionary allocation:		
			Allocation for subsequent budget	12,800.00	-
			Unallocated	14,372.47	26,733.45
			Total fund balances	27,317.47	28,426.45
Total general	73,280.62	55,363.81	Total general	73,280.62	55,363.81
Auxiliary enterprises:			Auxiliary enterprises:		
Cash (Notes 3 and 4)	23,710.56	20,697.70	Fund balances:		
Accounts receivable	41.00	41.00	Nondiscretionary allocation:		
Inventories	7,679.41	7,847.98	Allocation for working capital	7,720.41	7,888.98
			Unallocated	23,710.56	20,697.70
			Total fund balances	31,430.97	28,586.68
Total auxiliary enterprises	31,430.97	28,586.68	Total auxiliary enterprises	31,430.97	28,586.68
Total unrestricted	104,711.59	83,950.49	Total unrestricted	104,711.59	83,950.49
Restricted:			Restricted:		
Cash	1,124.11	-	Liabilities:		
Grants receivable	374.76	3,595.51	Due to unrestricted current funds	-	3,525.37
			Fund balance	1,498.87	70.14
Total restricted	1,498.87	3,595.51	Total restricted	1,498.87	3,595.51
Total current funds	\$ 106,210.46	\$ 87,546.00	Total current funds	\$ 106,210.46	\$ 87,546.00
Plant funds:			Plant funds:		
Unexpended plant:			Unexpended plant:		
Cash (Notes 3 and 4)	\$ 105,597.59	\$ 99,857.20	Fund balance:		
			Unrestricted	\$ 105,597.59	\$ 99,857.20
Total unexpended plant	105,597.59	99,857.20	Total unexpended plant	105,597.59	99,857.20
Renewals and replacements:			Renewals and replacements:		
Cash (Notes 3 and 4)	178,391.12	191,488.24	Fund balance:		
			Unrestricted	178,391.12	191,488.24
Total renewals and replacements	178,391.12	191,488.24	Total renewals and replacements	178,391.12	191,488.24
Investment in plant:			Investment in plant:		
Land	58,590.00	58,590.00	Fund balance:		
Buildings	493,707.00	493,707.00	Net investment in plant	1,553,269.72	1,351,373.47
Improvements other than buildings	22,748.00	22,748.00			
Equipment	941,114.72	739,218.47			
Construction in progress	37,110.00	37,110.00			
Total investment in plant	1,553,269.72	1,351,373.47	Total investment in plant	1,553,269.72	1,351,373.47
Total plant funds	\$ 1,837,258.43	\$ 1,642,718.91	Total plant funds	\$ 1,837,258.43	\$ 1,642,718.91

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

TENNESSEE BOARD OF REGENTS  
 TENNESSEE TECHNOLOGY CENTER AT HARTSVILLE  
 STATEMENT OF CHANGES IN FUND BALANCES  
 FOR THE YEAR ENDED JUNE 30, 1996

	Current Funds		Plant Funds		
	Unrestricted	Restricted	Unexpended	Renewals and Replacements	Investment In Plant
<b>REVENUES AND OTHER ADDITIONS</b>					
Unrestricted current fund revenues	\$ 646,800.84	\$ -	\$ -	\$ -	\$ -
Auxiliary enterprise revenues	20,660.34	-	-	-	-
State appropriations	-	-	239,393.25	-	-
Federal grants and contracts	-	94,382.51	-	-	-
Private gifts, grants, and contracts	-	1,350.00	-	-	-
Investment income	-	-	5,740.39	10,902.88	-
Expended for plant facilities (including \$18,203.00 charged to current funds)	-	-	-	-	201,896.25
<b>Total revenues and other additions</b>	<b>667,461.18</b>	<b>95,732.51</b>	<b>245,133.64</b>	<b>10,902.88</b>	<b>201,896.25</b>
<b>EXPENDITURES AND OTHER DEDUCTIONS</b>					
Educational and general expenditures	669,409.82	93,940.78	-	-	-
Auxiliary enterprise expenditures	17,816.05	-	-	-	-
Indirect costs recovered	-	363.00	-	-	-
Expended for plant facilities (including noncapitalized expenditures of \$55,700.00)	-	-	239,393.25	-	-
Contribution to extraordinary maintenance pool	-	-	2,500.00	-	-
<b>Total expenditures and other deductions</b>	<b>687,225.87</b>	<b>94,303.78</b>	<b>241,893.25</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS AMONG FUNDS-ADDITIONS (DEDUCTIONS)</b>					
Nonmandatory transfers:					
Unexpended plant	(2,500.00)	-	2,500.00	-	-
Renewals and replacements	24,000.00	-	-	(24,000.00)	-
<b>Total transfers</b>	<b>21,500.00</b>	<b>-</b>	<b>2,500.00</b>	<b>(24,000.00)</b>	<b>-</b>
Net increase (decrease) for the year	1,735.31	1,428.73	5,740.39	(13,097.12)	201,896.25
Fund balances at beginning of year	57,013.13	70.14	99,857.20	191,488.24	1,351,373.47
<b>Fund balances at end of year</b>	<b>\$ 58,748.44</b>	<b>\$ 1,498.87</b>	<b>\$ 105,597.59</b>	<b>\$ 178,391.12</b>	<b>\$ 1,553,269.72</b>

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

TENNESSEE BOARD OF REGENTS  
 TENNESSEE TECHNOLOGY CENTER AT HARTSVILLE  
 STATEMENT OF CHANGES IN FUND BALANCES  
 FOR THE YEAR ENDED JUNE 30, 1995

	Current Funds		Plant Funds		
	Unrestricted	Restricted	Unexpended	Renewals and Replacements	Investment In Plant
<b><u>REVENUES AND OTHER ADDITIONS</u></b>					
Unrestricted current fund revenues	\$ 631,899.78	\$ -	\$ -	\$ -	-
Auxiliary enterprise revenues	18,616.00	-	-	-	-
Federal grants and contracts	-	109,545.60	-	-	-
State appropriations	-	-	46,644.61	-	-
Investment income	-	-	5,100.96	9,861.38	-
Expended for plant facilities (including \$17,962.66 charged to current funds expenditures)	-	-	-	-	55,072.66
Total revenues and other additions	<u>650,515.78</u>	<u>109,545.60</u>	<u>51,745.57</u>	<u>9,861.38</u>	<u>55,072.66</u>
<b><u>EXPENDITURES AND OTHER DEDUCTIONS</u></b>					
Educational and general expenditures	632,229.12	109,197.36	-	-	-
Auxiliary enterprise expenditures	16,225.93	-	-	-	-
Indirect costs recovered	-	278.10	-	-	-
Expended for plant facilities (including noncapitalized expenditures of \$9,534.61)	-	-	46,644.61	-	-
Total expenditures and other deductions	<u>648,455.05</u>	<u>109,475.46</u>	<u>46,644.61</u>	<u>-</u>	<u>-</u>
Net increase for the year	2,060.73	70.14	5,100.96	9,861.38	55,072.66
Fund balances at beginning of year	<u>54,952.40</u>	<u>-</u>	<u>94,756.24</u>	<u>181,626.86</u>	<u>1,296,300.81</u>
Fund balances at end of year	<u>\$ 57,013.13</u>	<u>\$ 70.14</u>	<u>\$ 99,857.20</u>	<u>\$ 191,488.24</u>	<u>\$ 1,351,373.47</u>

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

TENNESSEE BOARD OF REGENTS  
TENNESSEE TECHNOLOGY CENTER AT HARTSVILLE  
STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES  
FOR THE YEAR ENDED JUNE 30, 1996

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>REVENUES</b>			
Tuition and fees	\$ 33,592.25	\$ -	\$ 33,592.25
State appropriations	605,400.00	-	605,400.00
Federal grants and contracts	618.00	92,590.78	93,208.78
Private gifts, grants, and contracts	-	1,350.00	1,350.00
Sales and services of auxiliary enterprises	20,660.34	-	20,660.34
Investment income	5,649.57	-	5,649.57
Other sources	1,541.02	-	1,541.02
Total current revenues	<u>667,461.18</u>	<u>93,940.78</u>	<u>761,401.96</u>
<b>EXPENDITURES AND TRANSFERS</b>			
Educational and general expenditures:			
Instruction	294,570.79	22,721.27	317,292.06
Student services	72,671.88	2,480.26	75,152.14
Institutional support	207,242.65	-	207,242.65
Operation and maintenance of plant	93,023.25	-	93,023.25
Scholarships and fellowships	1,901.25	68,739.25	70,640.50
Total educational and general expenditures	<u>669,409.82</u>	<u>93,940.78</u>	<u>763,350.60</u>
Nonmandatory transfers:			
Renewals and replacements	(24,000.00)	-	(24,000.00)
Unexpended plant	2,500.00	-	2,500.00
Total educational and general expenditures and transfers	<u>647,909.82</u>	<u>93,940.78</u>	<u>741,850.60</u>
Auxiliary enterprises:			
Expenditures	17,816.05	-	17,816.05
Total auxiliary enterprises	<u>17,816.05</u>	<u>-</u>	<u>17,816.05</u>
Total expenditures and transfers	<u>665,725.87</u>	<u>93,940.78</u>	<u>759,666.65</u>
<b>OTHER TRANSFERS AND ADDITIONS (DEDUCTIONS)</b>			
Excess of restricted receipts over transfers to revenues	-	1,791.73	1,791.73
Indirect costs recovered	-	(363.00)	(363.00)
Net increase in fund balances	<u>\$ 1,735.31</u>	<u>\$ 1,428.73</u>	<u>\$ 3,164.04</u>

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

TENNESSEE BOARD OF REGENTS  
 TENNESSEE TECHNOLOGY CENTER AT HARTSVILLE  
 STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES, AND OTHER CHANGES  
 FOR THE YEAR ENDED JUNE 30, 1995

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>REVENUES</b>			
Tuition and fees	\$ 36,814.50	\$ -	\$ 36,814.50
State appropriations	589,900.00	-	589,900.00
Federal grants and contracts	563.10	109,197.36	109,760.46
Private gifts, grants, and contracts	4,622.18	-	4,622.18
Sales and services of auxiliary enterprises	18,616.00	-	18,616.00
Total current revenues	<u>650,515.78</u>	<u>109,197.36</u>	<u>759,713.14</u>
<b>EXPENDITURES AND TRANSFERS</b>			
Educational and general expenditures:			
Instruction	287,206.73	25,429.86	312,636.59
Student services	68,282.87	-	68,282.87
Institutional support	185,521.86	-	185,521.86
Operation and maintenance of plant	89,805.91	-	89,805.91
Scholarships and fellowships	1,411.75	83,767.50	85,179.25
Total educational and general expenditures	<u>632,229.12</u>	<u>109,197.36</u>	<u>741,426.48</u>
Auxiliary enterprises:			
Expenditures	16,225.93	-	16,225.93
Total auxiliary enterprises	<u>16,225.93</u>	<u>-</u>	<u>16,225.93</u>
Total expenditures and transfers	<u>648,455.05</u>	<u>109,197.36</u>	<u>757,652.41</u>
<b>OTHER TRANSFERS AND ADDITIONS (DEDUCTIONS)</b>			
Excess of restricted receipts over transfers to revenues	-	348.24	348.24
Indirect costs recovered	-	(278.10)	(278.10)
Net increase in fund balances	<u>\$ 2,060.73</u>	<u>\$ 70.14</u>	<u>\$ 2,130.87</u>

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

**Tennessee Board of Regents**  
**Tennessee Technology Center at Hartsville**  
**Notes to the Financial Statements**  
**June 30, 1996, and June 30, 1995**

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**REPORTING ENTITY**

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

**BASIS OF ACCOUNTING**

The financial statements of the center 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 expenditures, for normal replacement of movable equipment, and non-mandatory transfers, for all other cases.

**Tennessee Board of Regents**  
**Tennessee Technology Center at Hartsville**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 1996, and June 30, 1995**

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FUND ACCOUNTING

To ensure observance of limitations and restrictions placed on the use of the resources available, the center 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 receivables and the like is accounted for in the fund owning such assets. All other unrestricted revenue is accounted for in the unrestricted current funds. Restricted gifts, grants, appropriations, 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 center retains full control for use in achieving any of its authorized institutional purposes. Auxiliary enterprises activities are included in unrestricted current funds and include the bookstore. Restricted current funds are externally restricted and may be used only in accordance with the purposes established by their source.

**Tennessee Board of Regents**  
**Tennessee Technology Center at Hartsville**  
**Notes to the Financial Statements (Cont.)**  
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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.

**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.

**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. Depreciation on the physical plant and equipment is not recorded.

**NOTE 2. COMPENSATED ABSENCES**

The center's employees accrue annual leave at varying rates, depending on length of service or classification. 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 center's policy is to record such benefits as paid. The recognition of this liability for accrued compensated absences and related benefits would have increased the liabilities of the unrestricted

**Tennessee Board of Regents  
Tennessee Technology Center at Hartsville  
Notes to the Financial Statements (Cont.)  
June 30, 1996, and June 30, 1995**

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current fund by \$51,852.06 at June 30, 1996, and \$58,704.96 at June 30, 1995, and decreased the unrestricted current fund expenditures by \$6,852.90 for the year ended June 30, 1996, and increased the unrestricted current fund expenditures by \$2,583.22 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 \$2,971.00 in bank accounts, \$30.00 of petty cash on hand, and \$378,988.00 in the State of Tennessee Local Government Investment Pool administered by the State Treasurer. At June 30, 1995, cash consisted of \$2,970.50 in bank accounts, \$30.00 of petty cash on hand, and \$360,766.08 in the State of Tennessee Local Government Investment Pool.

**NOTE 4. DEPOSITS**

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 105% of the uninsured deposits. The pledged securities are included with securities pledged for funds on deposit for Volunteer State Community College, the center's lead institution. The bank balance of the operating account maintained by the center was entirely insured.

**NOTE 5. PENSION PLANS**

Defined Benefit Plan

All the center'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 \$446,404.43 for the year ended June 30, 1996, and \$432,311.05 for the year ended June 30, 1995. The center's total payroll was \$454,702.00 for the year ended June 30, 1996, and \$432,469.00 for the year ended June 30, 1995.

**Tennessee Board of Regents**  
**Tennessee Technology Center at Hartsville**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 1996, and June 30, 1995**

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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 is in performance of duty. Benefits are established by state statute.

The center 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 center are eligible for a refund of their contributions, along with contributions made after July 1, 1981, on the employees' behalf by the center. The actuarially required contribution made for the year ended June 30, 1996, was \$28,948.89, which represented 6.48% of the covered payroll, and for the year ended June 30, 1995, was \$27,365.29 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 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

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center's 1996 and 1995 contributions represented .01% 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*.

Deferred Compensation

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

Since Section 401(k) plan assets remain the property of the 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 center 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 \$2,847.45 were made by employees participating in the plan with a related match of \$720.00 made by the center. The current covered payroll for participating employees was \$81,075.48, while the total payroll for all eligible center employees during the year was \$223,202.21.

**NOTE 6. OTHER POST-EMPLOYMENT BENEFITS**

The State of Tennessee administers a group health insurance program which provides post-employment health insurance benefits to eligible center retirees. This benefit is provided and administered by the State of Tennessee. The center 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*.

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**Tennessee Technology Center at Hartsville**  
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**NOTE 7. 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 center was \$1,945,700 for buildings and \$616,000 for contents. At June 30, 1995, the scheduled coverage was \$1,853,000 for buildings and \$616,000 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, automotive liability, professional malpractice, and workers' compensation. The center participates in the Claims Award Fund. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the center based on a percentage of the center'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 center 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 center 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 center 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 center 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  
Tennessee Technology Center at Hartsville  
Notes to the Financial Statements (Cont.)  
June 30, 1996, and June 30, 1995**

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**NOTE 8. COMMITMENTS AND CONTINGENCIES**

Sick Leave - The center 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 \$198,556.27 at June 30, 1996, and \$303,571.94 at June 30, 1995.

Operating Leases - The center has entered into various operating leases for buildings and equipment. Such leases will probably continue to be required. Expenditures under operating leases for personal property were \$2,519.00 for the year ended June 30, 1996. The amount for the year ended June 30, 1995, was \$3,574.30. All operating leases are cancelable at the lessee's option.