

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

**For the Years Ended
June 30, 1998, and June 30, 1997**

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John G. Morgan
Comptroller

March 30, 1999

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
Mr. Ralph Robbins, Director
Tennessee Technology Center at Livingston
P.O. Box 219, 740 High Tech Drive
Livingston, Tennessee 38570

Ladies and Gentlemen:

Transmitted herewith is the financial and compliance audit of the Tennessee Board of Regents, Tennessee Technology Center at Livingston, for the years ended June 30, 1998, and June 30, 1997. 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. Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the Year 2000 and thereafter.

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

Sincerely,

John G. Morgan
Comptroller of the Treasury

JGM/km
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State of Tennessee

Audit Highlights

Comptroller of the Treasury

Division of State Audit

Financial and Compliance Audit
Tennessee Technology Center at Livingston
For the Years Ended June 30, 1998, and June 30, 1997

AUDIT OBJECTIVES

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

AUDIT FINDINGS

The audit report contains no findings.

OPINION ON THE FINANCIAL STATEMENTS

The opinion on the financial statements is qualified. Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the Year 2000 and thereafter.

"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
Tennessee Technology Center at Livingston
For the Years Ended June 30, 1998, and June 30, 1997

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**Tennessee Board of Regents
Tennessee Technology Center at Livingston
For the Years Ended June 30, 1998, and June 30, 1997**

INTRODUCTION

POST-AUDIT AUTHORITY

This is a report on the financial and compliance audit of the Tennessee Board of Regents, Tennessee Technology Center at Livingston. 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 Livingston began operation in 1966.

ORGANIZATION

The Tennessee Technology Center at Livingston 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.

AUDIT SCOPE

The audit was limited to the period July 1, 1996, through June 30, 1998, and was conducted in accordance with generally accepted government auditing standards, except as indicated in the Independent Auditor's Report. Financial statements are presented for the years ended June 30, 1998, and June 30, 1997. The Tennessee Technology Center at Livingston 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 center's internal control over financial reporting to determine auditing procedures for the purpose of expressing an opinion on the financial statements;
 2. to determine compliance with certain provisions of laws, regulations, contracts, and grants;
 3. to determine the fairness of the presentation of the financial statements; and
 4. to recommend appropriate actions to correct any deficiencies.
-

PRIOR AUDIT FINDINGS

There were no findings in the prior audit report.

RESULTS OF THE AUDIT

AUDIT CONCLUSIONS

Internal Control

As part of the audit of the center's financial statements for the years ended June 30, 1998, and June 30, 1997, we considered internal control over financial reporting to determine auditing procedures for the purpose of expressing an opinion on the financial statements, as required by generally accepted government auditing standards. Consideration of internal control over financial reporting disclosed no material weaknesses.

Compliance

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

Fairness of Financial Statement Presentation

The Division of State Audit has rendered a qualified opinion on the center's financial statements. Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the Year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support the center's disclosures with respect to the Year 2000 issue made in Note 10.



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

February 9, 1999

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

Dear Mr. Morgan:

We have audited the financial statements of the Tennessee Technology Center at Livingston, 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, 1998, and June 30, 1997, and have issued our report thereon dated February 9, 1999. Our report was qualified. Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the Year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support the center's disclosures with respect to the Year 2000 issue made in Note 10.

Except as discussed in the preceding paragraph, we conducted our audit in accordance with generally accepted government auditing standards.

Compliance

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

The Honorable John G. Morgan

February 9, 1999

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Internal Control Over Financial Reporting

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Arthur A. Hayes, Jr." in a cursive style.

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

AAH/km



**STATE OF TENNESSEE
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Independent Auditor's Report

February 9, 1999

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

Dear Mr. Morgan:

We have audited the accompanying balance sheets of the Tennessee Technology Center at Livingston, an institution of the Tennessee Board of Regents, which is a component unit of the State of Tennessee, as of June 30, 1998, and June 30, 1997, 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.

Except as discussed in the following paragraph, 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.

Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures about Year 2000 Issues*, requires disclosure of certain matters regarding the Year 2000 issue. The center has included such disclosures in Note 10. Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the Year 2000 and thereafter. Accordingly, insufficient audit evidence exists

The Honorable John G. Morgan

February 9, 1999

Page Two

to support the center's disclosures with respect to the Year 2000 issue made in Note 10. Further, we do not provide assurance that the center is or will be Year-2000 ready, that the center's Year-2000 remediation efforts will be successful in whole or in part, or that parties with which the center does business will be Year-2000 ready.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to examine evidence regarding Year-2000 disclosures, 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 Livingston, as of June 30, 1998, and June 30, 1997, 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.

As discussed in Note 9 to the financial statements, the center implemented GASB 16, *Accounting for Compensated Absences*, in conformity with generally accepted accounting principles. Also, as discussed in Note 8, the center changed the threshold for capitalizing equipment.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 9, 1999, on our consideration of the center's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

Sincerely,

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

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

AAH/km

TENNESSEE BOARD OF REGENTS
TENNESSEE TECHNOLOGY CENTER AT LIVINGSTON
BALANCE SHEETS
JUNE 30, 1998, AND JUNE 30, 1997

	<u>June 30, 1998</u>	<u>June 30, 1997</u>		<u>June 30, 1998</u>	<u>June 30, 1997</u>
<u>ASSETS</u>			<u>LIABILITIES AND FUND BALANCES</u>		
Current funds:			Current funds:		
Unrestricted:			Unrestricted:		
General:			General:		
Cash (Notes 2 and 3)	\$ 108,452.33	\$ 111,875.87	Liabilities:		
Accounts receivable	2,801.00	18,746.00	Accounts payable	\$ 9,340.00	\$ 4,431.10
Due from restricted current funds	<u>25,714.33</u>	<u>7,177.40</u>	Accrued liabilities	51,336.58	47,339.98
			Compensated absences	<u>48,490.48</u>	<u>45,751.88</u>
			Total liabilities	<u>109,167.06</u>	<u>97,522.96</u>
			Fund balances:		
			Nondiscretionary allocation:		
			Allocation for working capital	2,851.00	18,796.00
			Discretionary allocations:		
			Allocation for subsequent budget	32,000.00	32,400.00
			Allocation for compensated absences	(48,490.48)	(45,751.88)
			Unallocated	<u>41,440.08</u>	<u>34,832.19</u>
			Total fund balances	<u>27,800.60</u>	<u>40,276.31</u>
Total general	<u>136,967.66</u>	<u>137,799.27</u>	Total general	<u>136,967.66</u>	<u>137,799.27</u>
Auxiliary enterprises:			Auxiliary enterprises:		
Cash (Notes 2 and 3)	47,399.76	35,397.19	Liabilities:		
Accounts receivable	9,066.52	2,871.28	Accounts payable	-	350.93
Inventories	<u>27,761.10</u>	<u>28,912.16</u>	Fund balances:		
			Nondiscretionary allocation:		
			Allocation for working capital	36,827.62	31,783.44
			Unallocated	<u>47,399.76</u>	<u>35,046.26</u>
			Total fund balances	<u>84,227.38</u>	<u>66,829.70</u>
Total auxiliary enterprises	<u>84,227.38</u>	<u>67,180.63</u>	Total auxiliary enterprises	<u>84,227.38</u>	<u>67,180.63</u>
Total unrestricted	<u>221,195.04</u>	<u>204,979.90</u>	Total unrestricted	<u>221,195.04</u>	<u>204,979.90</u>
Restricted:			Restricted:		
Grants receivable	<u>38,013.47</u>	<u>17,220.23</u>	Liabilities:		
			Accounts payable	-	217.00
			Accrued liabilities	4,929.94	2,862.42
			Due to unrestricted current funds	<u>25,714.33</u>	<u>7,177.40</u>
			Total liabilities	<u>30,644.27</u>	<u>10,256.82</u>
			Fund balances	<u>7,369.20</u>	<u>6,963.41</u>
Total restricted	<u>38,013.47</u>	<u>17,220.23</u>	Total restricted	<u>38,013.47</u>	<u>17,220.23</u>
Total current funds	<u>\$ 259,208.51</u>	<u>\$ 222,200.13</u>	Total current funds	<u>\$ 259,208.51</u>	<u>\$ 222,200.13</u>
Plant funds:			Plant funds:		
Unexpended plant:			Unexpended plant:		
Cash (Notes 2 and 3)	\$ 28,004.92	\$ 26,466.19	Fund balance:		
			Unrestricted	\$ 28,004.92	\$ 26,466.19
Total unexpended plant	<u>28,004.92</u>	<u>26,466.19</u>	Total unexpended plant	<u>28,004.92</u>	<u>26,466.19</u>
Renewal and replacements:			Renewals and replacements:		
Cash (Notes 2 and 3)	<u>324,183.51</u>	<u>249,744.61</u>	Fund balance:		
			Unrestricted	<u>324,183.51</u>	<u>249,744.61</u>
Total renewals and replacements	<u>324,183.51</u>	<u>249,744.61</u>	Total renewals and replacements	<u>324,183.51</u>	<u>249,744.61</u>

TENNESSEE BOARD OF REGENTS
 TENNESSEE TECHNOLOGY CENTER AT LIVINGSTON
 BALANCE SHEETS
 JUNE 30, 1998, AND JUNE 30, 1997

	<u>June 30, 1998</u>	<u>June 30, 1997</u>		<u>June 30, 1998</u>	<u>June 30, 1997</u>
<u>ASSETS</u>			<u>LIABILITIES AND FUND BALANCES</u>		
Investment in plant:			Investment in plant:		
Land	18,087.00	18,087.00	Fund balance:		
Buildings	3,534,358.72	1,032,595.12	Net investment in plant	<u>5,269,654.32</u>	<u>5,289,566.58</u>
Improvements other than buildings	34,487.56	34,487.56			
Equipment	1,682,721.04	2,040,417.67			
Construction in progress	<u>-</u>	<u>2,163,979.23</u>			
Total investment in plant	<u>5,269,654.32</u>	<u>5,289,566.58</u>	Total investment in plant	<u>5,269,654.32</u>	<u>5,289,566.58</u>
Total plant funds	<u>\$ 5,621,842.75</u>	<u>\$ 5,565,777.38</u>	Total plant funds	<u>\$ 5,621,842.75</u>	<u>\$ 5,565,777.38</u>
Agency funds:			Agency funds:		
Cash (Notes 2 and 3)	<u>\$ 715.00</u>	<u>\$ 295.14</u>	Deposits held in custody for others	<u>\$ 715.00</u>	<u>\$ 295.14</u>
Total agency funds	<u>\$ 715.00</u>	<u>\$ 295.14</u>	Total agency funds	<u>\$ 715.00</u>	<u>\$ 295.14</u>

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

TENNESSEE BOARD OF REGENTS
TENNESSEE TECHNOLOGY CENTER AT LIVINGSTON
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 1998

	Current Funds		Plant Funds		
	Unrestricted	Restricted	Unexpended	Renewals and Replacements	Investment In Plant
REVENUES AND OTHER ADDITIONS					
Unrestricted current fund revenues	\$ 1,556,499.72	\$ -	\$ -	\$ -	\$ -
Auxiliary enterprise revenues	119,313.20	-	-	-	-
State appropriations	-	-	386,150.60	-	-
Federal grants and contracts	-	439,023.18	0.00	-	-
Investment income	-	404.79	1,538.73	13,034.14	-
Expended for plant facilities (including \$57,500.30 charged to current fund expenditures)	-	-	-	-	470,516.92
Other additions	-	1.00	-	519.01	4,000.00
Total revenues and other additions	1,675,812.92	439,428.97	387,689.33	13,553.15	474,516.92
EXPENDITURES AND OTHER DEDUCTIONS					
Educational and general expenditures	1,428,005.43	438,006.53	-	-	-
Auxiliary enterprise expenditures	101,915.52	-	-	-	-
Indirect costs recovered	-	1,016.65	-	-	-
Expended for plant facilities	-	-	337,784.37	75,232.25	-
Expended for noncapital items	-	-	48,366.23	882.00	-
Disposal of plant facilities	-	-	-	-	387,607.00
Contribution to extraordinary maintenance pool	-	-	3,970.00	-	-
Total expenditures and other deductions	1,529,920.95	439,023.18	390,120.60	76,114.25	387,607.00
TRANSFERS AMONG FUNDS - ADDITIONS (DEDUCTIONS)					
Nonmandatory transfers:					
Unexpended plant	(3,970.00)	-	3,970.00	-	-
Renewals and replacements	(137,000.00)	-	-	137,000.00	-
Total transfers	(140,970.00)	-	3,970.00	137,000.00	-
Net increase for the year	4,921.97	405.79	1,538.73	74,438.90	86,909.92
Fund balances at beginning of year	107,106.01	6,963.41	26,466.19	249,744.61	5,289,566.58
Cumulative effect of a change in accounting principle (Note 8)	-	-	-	-	(106,822.18)
Fund balances at beginning of year as restated	107,106.01	6,963.41	26,466.19	249,744.61	5,182,744.40
Fund balances at end of year	\$ 112,027.98	\$ 7,369.20	\$ 28,004.92	\$ 324,183.51	\$ 5,269,654.32

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

TENNESSEE BOARD OF REGENTS
TENNESSEE TECHNOLOGY CENTER AT LIVINGSTON
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 1997

	Current Funds		Plant Funds		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unexpended</u>	<u>Renewals and Replacements</u>	<u>Investment In Plant</u>
<u>REVENUES AND OTHER ADDITIONS</u>					
Unrestricted current fund revenues	\$ 1,393,145.68	\$ -	\$ -	\$ -	\$ -
Auxiliary enterprise revenues	103,381.98	-	-	-	-
State appropriations	-	-	2,451,946.25	-	-
Federal grants and contracts	-	315,020.83	-	-	-
Investment income	-	360.22	1,369.29	9,427.99	-
Expended for plant facilities (including \$70,251.36 charged to current fund expenditures)	-	-	-	-	2,521,572.86
Other additions	-	-	-	-	6,380.00
Total revenues and other additions	<u>1,496,527.66</u>	<u>315,381.05</u>	<u>2,453,315.54</u>	<u>9,427.99</u>	<u>2,527,952.86</u>
<u>EXPENDITURES AND OTHER DEDUCTIONS</u>					
Educational and general expenditures	1,359,829.16	319,792.83	-	-	-
Auxiliary enterprise expenditures	89,123.97	-	-	-	-
Indirect costs recovered	-	790.92	-	-	-
Expended for plant facilities	-	-	2,443,229.35	8,092.15	-
Expended for noncapital items	-	-	8,716.90	1,358.48	-
Disposal of plant facilities	-	-	-	-	26,613.00
Contribution to extraordinary maintenance pool	-	-	4,700.00	-	-
Total expenditures and other deductions	<u>1,448,953.13</u>	<u>320,583.75</u>	<u>2,456,646.25</u>	<u>9,450.63</u>	<u>26,613.00</u>
<u>TRANSFERS AMONG FUNDS - ADDITIONS (DEDUCTIONS)</u>					
Nonmandatory transfers:					
Unexpended plant	(4,700.00)	-	4,700.00	-	-
Renewals and replacements	(74,600.00)	-	-	74,600.00	-
Total transfers	<u>(79,300.00)</u>	<u>-</u>	<u>4,700.00</u>	<u>74,600.00</u>	<u>-</u>
Net increase (decrease) for the year	(31,725.47)	(5,202.70)	1,369.29	74,577.36	2,501,339.86
Fund balances at beginning of year (Note 9)	<u>138,831.48</u>	<u>12,166.11</u>	<u>25,096.90</u>	<u>175,167.25</u>	<u>2,788,226.72</u>
Fund balances at end of year	<u>\$ 107,106.01</u>	<u>\$ 6,963.41</u>	<u>\$ 26,466.19</u>	<u>\$ 249,744.61</u>	<u>\$ 5,289,566.58</u>

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

TENNESSEE BOARD OF REGENTS
 TENNESSEE TECHNOLOGY CENTER AT LIVINGSTON
 STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES, AND OTHER CHANGES
 FOR THE YEAR ENDED JUNE 30, 1998

	Unrestricted	Restricted	Total
REVENUES			
Tuition and fees	\$ 220,592.08	\$ -	\$ 220,592.08
State appropriations	1,264,160.00	-	1,264,160.00
Federal grants and contracts	2,006.08	438,006.53	440,012.61
Private gifts, grants, and contracts	9,941.00	-	9,941.00
Sales and services of educational activities	16,386.50	-	16,386.50
Sales and services of auxiliary enterprises	119,313.20	-	119,313.20
Other sources	43,414.06	-	43,414.06
Total current revenues	<u>1,675,812.92</u>	<u>438,006.53</u>	<u>2,113,819.45</u>
EXPENDITURES AND TRANSFERS			
Educational and general expenditures:			
Instruction	823,881.09	165,350.05	989,231.14
Student services	128,148.89	5,836.95	133,985.84
Institutional support	272,330.23	-	272,330.23
Operation and maintenance of plant	187,793.72	-	187,793.72
Scholarships and fellowships	15,851.50	266,819.53	282,671.03
Total educational and general expenditures	<u>1,428,005.43</u>	<u>438,006.53</u>	<u>1,866,011.96</u>
Nonmandatory transfers:			
Unexpended plant	3,970.00	-	3,970.00
Renewals and replacements	137,000.00	-	137,000.00
Total educational and general expenditures and transfers	<u>1,568,975.43</u>	<u>438,006.53</u>	<u>2,006,981.96</u>
Auxiliary enterprises:			
Expenditures	101,915.52	-	101,915.52
Total auxiliary enterprises	<u>101,915.52</u>	<u>-</u>	<u>101,915.52</u>
Total expenditures and transfers	<u>1,670,890.95</u>	<u>438,006.53</u>	<u>2,108,897.48</u>
OTHER TRANSFERS AND ADDITIONS			
(DEDUCTIONS)			
Excess of restricted receipts over transfers to revenues	-	1,422.44	1,422.44
Indirect costs recovered	-	(1,016.65)	(1,016.65)
Net increases in fund balances	<u>\$ 4,921.97</u>	<u>\$ 405.79</u>	<u>\$ 5,327.76</u>

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

TENNESSEE BOARD OF REGENTS
 TENNESSEE TECHNOLOGY CENTER AT LIVINGSTON
 STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES, AND OTHER CHANGES
 FOR THE YEAR ENDED JUNE 30, 1997

	Unrestricted	Restricted	Total
REVENUES			
Tuition and fees	\$ 138,165.58	\$ -	\$ 138,165.58
State appropriations	1,179,900.00	-	1,179,900.00
Federal grants and contracts	4,508.90	319,792.83	324,301.73
State grants and contracts	30,212.00	-	30,212.00
Private gifts, grants, and contracts	8,959.00	-	8,959.00
Sales and services of educational activities	15,946.00	-	15,946.00
Sales and services of auxiliary enterprises	103,381.98	-	103,381.98
Other sources	15,454.20	-	15,454.20
Total current revenues	<u>1,496,527.66</u>	<u>319,792.83</u>	<u>1,816,320.49</u>
EXPENDITURES AND TRANSFERS			
Educational and general expenditures:			
Instruction	794,609.18	137,691.46	932,300.64
Student services	129,604.49	3,538.76	133,143.25
Institutional support	269,428.91	-	269,428.91
Operation and maintenance of plant	153,217.58	-	153,217.58
Scholarships and fellowships	12,969.00	178,562.61	191,531.61
Total educational and general expenditures	<u>1,359,829.16</u>	<u>319,792.83</u>	<u>1,679,621.99</u>
Nonmandatory transfers:			
Unexpended plant	4,700.00	-	4,700.00
Renewals and replacements	74,600.00	-	74,600.00
Total educational and general expenditures and transfers	<u>1,439,129.16</u>	<u>319,792.83</u>	<u>1,758,921.99</u>
Auxiliary enterprises:			
Expenditures	89,123.97	-	89,123.97
Total auxiliary enterprises	<u>89,123.97</u>	<u>-</u>	<u>89,123.97</u>
Total expenditures and transfers	<u>1,528,253.13</u>	<u>319,792.83</u>	<u>1,848,045.96</u>
OTHER TRANSFERS AND ADDITIONS			
(DEDUCTIONS)			
Excess of restricted receipts over transfers to revenues	-	(4,411.78)	(4,411.78)
Indirect costs recovered	-	(790.92)	(790.92)
Net decreases in fund balances	<u>\$ (31,725.47)</u>	<u>\$ (5,202.70)</u>	<u>\$ (36,928.17)</u>

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

Tennessee Board of Regents
Tennessee Technology Center at Livingston
Notes to the Financial Statements
June 30, 1998, and June 30, 1997

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 (GASB). 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 nonmandatory transfers, for all other cases.

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

Tennessee Board of Regents
Tennessee Technology Center at Livingston
Notes to the Financial Statements (Cont.)
June 30, 1998, and June 30, 1997

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 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.

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.

Tennessee Board of Regents
Tennessee Technology Center at Livingston
Notes to the Financial Statements (Cont.)
June 30, 1998, and June 30, 1997

Agency Funds

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

Compensated Absences

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

Allocation for Working Capital

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

Plant Assets

The physical plant and equipment are stated at cost at date of purchase or at fair value at date of donation. Depreciation on the physical plant and equipment is not recorded.

NOTE 2. CASH

This classification includes demand deposits and petty cash on hand. At June 30, 1998, cash consisted of \$53,257.58 in bank accounts, \$50.00 of petty cash on hand, and \$455,447.94 in the State of Tennessee Local Government Investment Pool administered by the State Treasurer. At June 30, 1997, cash consisted of \$8,658.93 in bank

Tennessee Board of Regents
Tennessee Technology Center at Livingston
Notes to the Financial Statements (Cont.)
June 30, 1998, and June 30, 1997

accounts, \$50.00 of petty cash on hand, and \$415,070.07 in the State of Tennessee Local Government Investment Pool.

NOTE 3. 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.

The center also has deposits in the Local Government Investment Pool (LGIP) administered by the State Treasurer. The LGIP is part of the Pooled Investment Fund. The fund's investment policy and custodial credit risk are presented in the *Tennessee Comprehensive Annual Financial Report*.

NOTE 4. PENSION PLAN

Defined Benefit Plan

During the year ended June 30, 1997, the center implemented GASB Statement 27, *Accounting for Pensions by State and Local Government Employers*. In accordance with that statement, at transition it was determined that a pension liability or asset does not exist for this plan.

Tennessee Consolidated Retirement System

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

Tennessee Board of Regents
Tennessee Technology Center at Livingston
Notes to the Financial Statements (Cont.)
June 30, 1998, and June 30, 1997

The TCRS issues a publicly available financial report that includes financial statements and required supplementary information for SETHEEPP. That report may be obtained by writing to the Tennessee Department of the Treasury, Consolidated Retirement System, 10th Floor Andrew Jackson Building, Nashville, Tennessee 37243-0230, or by calling (615) 741-8202, extension 139.

Funding Policy - Plan members are noncontributory. The center is required to contribute an actuarially determined rate. The current rate is 3.65% of annual covered payroll. Contribution requirements for the center are established and may be amended by the TCRS' Board of Trustees. The center's contributions to TCRS for the years ended June 30, 1998, 1997, and 1996, were \$32,034.76, \$64,962.75, and \$54,410.24. Contributions met the requirements for each year.

NOTE 5. 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*.

NOTE 6. 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, 1998, the scheduled coverage for the center was \$4,837,000 for buildings and \$3,600,600 for contents. At June 30, 1997, the scheduled coverage was \$6,008,800 for buildings and \$3,356,400 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,

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Notes to the Financial Statements (Cont.)
June 30, 1998, and June 30, 1997

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.

NOTE 7. 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 \$303,828.20 at June 30, 1998, and \$277,775.61 at June 30, 1997.

Operating Leases - The center has entered into various operating leases for equipment. Such leases will probably continue to be required. Expenditures under operating leases for personal property were \$6,020.69 for the year ended June 30, 1998. The amount for the year ended June 30, 1997, was \$5,836.83. All operating leases are cancelable at the lessee's option.

Tennessee Board of Regents
Tennessee Technology Center at Livingston
Notes to the Financial Statements (Cont.)
June 30, 1998, and June 30, 1997

NOTE 8. CUMULATIVE EFFECT OF CHANGE IN ACCOUNTING PRINCIPLE

During the year ended June 30, 1998, the threshold for capitalizing equipment increased from \$500 to \$1,000. As a result of the change, equipment decreased by \$106,822.18. The cumulative effect of this change in accounting principle is reported in the accompanying financial statements as a restatement of the beginning fund balance.

NOTE 9. PRIOR-YEAR RESTATEMENT

The center implemented GASB Statement 16, *Accounting for Compensated Absences*. As a result, the beginning fund balance for unrestricted current funds on Exhibit C was decreased by \$ 50,391.17.

NOTE 10. YEAR 2000 DISCLOSURES

The Year 2000 Issue (Y2K) arises because most computer software programs allocate two digits to the data field for year on the assumption that the first two digits will be 19. Such programs will thus interpret the year 2000 as the year 1900, the year 2001 as 1901, etc., absent reprogramming. Y2K affects both computer hardware (i.e., the embedded logic of computer chips) and the software and could affect both the ability to enter data into the computer programs and the ability of such programs to correctly process data.

Tennessee Technology Center at Livingston has established a Y2K Coordinator to facilitate Y2K remediation efforts. The center has assessed the impact of Y2K on its computer systems and other electronic equipment. Computer systems are defined as (1) programmed application systems that provide fiscal and administrative services and (2) supporting hardware and software computer systems infrastructure upon which the application systems and devices other than traditional computer information systems that may utilize embedded chips in their operations.

The center has determined that certain computer systems are mission critical, certain are critical, and certain are supportive. Mission-critical computer systems are those for which there are no reliable manual alternatives, for which failure to be in Y2K compliance would prevent the center from fulfilling its mission. Critical computer systems are those for which there are manual alternatives, but the center would unlikely

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Notes to the Financial Statements (Cont.)
June 30, 1998, and June 30, 1997

be able to fully or efficiently perform the functions manually, because of the volume of manual activity that would be required. Supportive computer systems are those for which there are manual alternatives and the center expects to be able to perform such functions manually, if necessary.

The center has identified three mission-critical computer application systems: Financial Records System (FRS), the Human Resource System (HRS), and the Student Information Management System (SIMS). FRS has completed the validation/testing stage. This stage is defined as validating and testing the changes made during the remediation stage. HRS is in the assessment and remediation stages. The “assessment stage” is defined as identifying the systems and components for which year 2000 compliance work is needed. The “remediation stage” is defined as making changes to systems and equipment. We expect HRS to complete the validation /testing stage by June 1, 1999. SIMS is in the assessment and remediation stages. We expect SIMS to complete the validation/testing stage by June 30, 1999.

FRS and HRS for the center reside on Volunteer State Community College’s (VSCC), our lead institution, computer system. VSCC’s mid-level computer system provides the supporting computer systems infrastructure upon which the application systems reside and are processed. The mid-level system represents multiple hardware and software components to include a central processor, workstations, and network operating system. VSCC determined that these components are currently in the validation/testing stage. The SIMS resides on a local personal computer. The personal computer is in the validation/testing stage.

The center identified other electronic equipment items as critical to conducting operations. The center determined that these systems are currently in the assessment and remediation stages.

The center’s Y2K initiatives did not result in the commitment of significant financial resources as of the end of the center’s reporting period. The center is not aware of any circumstances or costs to achieve Y2K compliance that will have a negative impact on the operations or financial status of the institution.