

STATE OF NORTH CAROLINA

FINANCIAL STATEMENT AUDIT REPORT OF CATAWBA VALLEY COMMUNITY COLLEGE

HICKORY, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2000

OFFICE OF THE STATE AUDITOR

RALPH CAMPBELL, JR.

STATE AUDITOR

FINANCIAL STATEMENT AUDIT REPORT OF

CATAWBA VALLEY COMMUNITY COLLEGE

HICKORY, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2000

STATE BOARD OF COMMUNITY COLLEGES

THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. MARTIN LANCASTER, PRESIDENT

BOARD OF TRUSTEES

DR. W. GRIMES BYERLY, CHAIRMAN

CLAUDE S. ABERNETHY, JR., VICE CHAIRMAN

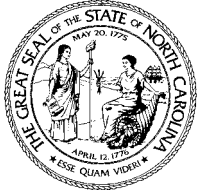
**GLENN E. BARGER
IRIS KILLIAN BARRETT
BRENARD G. BROWN
JOHN D. CLARK
D. JOE LONG**

**STEPHEN B. NEUVILLE
CHARLES M. SNIPES
VIVIENNE STAFFORD
JAMES E. WEBB
ALEX WILLIAMS**

ADMINISTRATIVE OFFICERS

DR. CUYLER A. DUNBAR, PRESIDENT

DR. RAY LANE, VICE PRESIDENT OF FISCAL AFFAIRS



Ralph Campbell, Jr.
State Auditor

STATE OF NORTH CAROLINA
Office of the State Auditor

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699-0601
Telephone: (919) 807-7500
Fax: (919) 807-7647
Internet <http://www.osa.state.nc.us>

AUDITOR'S TRANSMITTAL

The Honorable Michael F. Easley, Governor
The General Assembly of North Carolina
Board of Trustees, Catawba Valley Community College

This report presents the results of our financial statement audit of Catawba Valley Community College, a component unit of the State of North Carolina, for the year ended June 30, 2000. Our audit was made by authority of Article 5A of G.S. §147.

The accounts and operations of the College are an integral part of the State's reporting entity represented in the State's *Comprehensive Annual Financial Report (CAFR)* and the State's *Single Audit Report*. In those reports, the State Auditor expresses an opinion on the State's financial statements. In the *Single Audit Report*, the State Auditor also presents the audit results on the State's internal controls and on the State's compliance with laws, regulations, contracts, and grants applicable to the State's financial statements and to its federal financial assistance programs.

As part of the audit work necessary for the CAFR and the *Single Audit Report*, the accounts and operations of the College were subject to audit procedures as we considered necessary. In addition, we performed auditing procedures that we considered necessary for us to report on the accompanying financial statements that relate solely to Catawba Valley Community College. The audit procedures were conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* issued by the Comptroller General of the United States.

The purpose of this report is to present the results of our audit on the accompanying financial statements that relate solely to Catawba Valley Community College. A summary of our reporting objectives and audit results are:

- 1. Objective** - Express an opinion on the accompanying financial statements.

Results - The accompanying financial statements present fairly, in all material respects, the amounts and disclosures made in accordance with generally accepted accounting principles. These matters are described in the Independent Auditor's Report.

AUDITOR'S TRANSMITTAL (CONCLUDED)

2. **Objective** - Present instances of noncompliance, if any, with laws, regulations, contracts, or grants.

Results - Our tests disclosed no instances of noncompliance which require disclosure herein under *Government Auditing Standards*.

3. **Objective** - Present significant deficiencies, if any, in internal control over financial reporting which could adversely affect the College's ability to record, process, summarize, and report financial data in the financial statements.

Results - A significant deficiency related to Deficit Fund Balances and Cash Overdrafts was detected in internal control over financial reporting.

This matter is described in the Independent Auditor's Report on Compliance and on Internal Control over Financial Reporting and the Audit Findings and Recommendations section of this report.

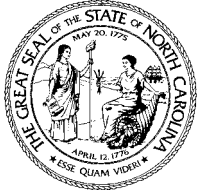
North Carolina General Statutes require the State Auditor to make audit reports available to the public. Copies of audit reports issued by the Office of the State Auditor may be obtained through one of the options listed in the back of this report.



Ralph Campbell, Jr.
State Auditor

TABLE OF CONTENTS

	PAGE
INDEPENDENT AUDITOR'S REPORT	1
FINANCIAL STATEMENTS	
Exhibits	
A Balance Sheet	2
B Statement of Changes in Fund Equity.....	4
C Statement of Current Funds Revenues, Expenditures, and Other Changes.....	5
Notes to the Financial Statements	6
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	17
AUDIT FINDINGS AND RECOMMENDATIONS	19
DISTRIBUTION OF AUDIT REPORT.....	22



Ralph Campbell, Jr.
State Auditor

STATE OF NORTH CAROLINA
Office of the State Auditor

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699-0601
Telephone: (919) 807-7500
Fax: (919) 807-7647
Internet <http://www.osa.state.nc.us>

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Catawba Valley Community College
Hickory, North Carolina

We have audited the accompanying Balance Sheet of Catawba Valley Community College, a component unit of the State of North Carolina, as of June 30, 2000, and the related Statement of Changes in Fund Equity and Statement of Current Funds Revenues, Expenditures, and Other Changes for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Catawba Valley Community College as of June 30, 2000, and the changes in fund equity and the current funds revenues, expenditures, and other changes for the year then ended in conformity with generally accepted accounting principles.

As discussed in Note 11 to the financial statements, the College changed its accounting for state-required tuition and fees during the year ended June 30, 2000.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 30, 2001 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with the independent auditor's report in considering the results of our audit.

A handwritten signature in cursive script that reads "Ralph Campbell, Jr.".

Ralph Campbell, Jr.
State Auditor

April 30, 2001

Catawba Valley Community College
Balance Sheet
June 30, 2000

Exhibit A

	Current Funds			Fiduciary	Plant Funds	
	Unrestricted			Funds	Unexpended	Investment in Plant
	General	Proprietary	Restricted	Agency		
ASSETS						
Cash and Cash Equivalents (Overdraft)	\$ 689,261.44	\$ 706,863.50	\$ 491,169.21	\$ 43,149.20	\$ (33,157.79)	\$ 0.00
Receivables:						
Accounts Receivable	62,564.00	54,779.63		983.50		
Intergovernmental Receivables			45,265.40		698,347.49	
Interest Receivable	3,318.28	4,146.78	602.17		11.08	
Due from Primary Government					52,303.95	
Inventories	105,522.91	67,109.96	8,294.59			
Fixed Assets (Note 4)						28,364,137.55
State Treasurer's Securities Lending Collateral	401,056.98	481,016.54	90,425.36		1,335.13	
Total Assets	\$ 1,261,723.61	\$ 1,313,916.41	\$ 635,756.73	\$ 44,132.70	\$ 718,839.86	\$ 28,364,137.55

Catawba Valley Community College
Balance Sheet
June 30, 2000

Exhibit A
Page 2

	Current Funds			Fiduciary	Plant Funds	
	Unrestricted			Funds	Unexpended	Investment in Plant
	General	Proprietary	Restricted	Agency		
LIABILITIES AND FUND EQUITY						
Liabilities:						
Accounts Payable and Accrued Liabilities:						
Accounts Payable	\$ 43,561.32	\$ 4,348.63	\$ 406.15	\$ 0.00	\$ 45,775.49	\$ 0.00
Accrued Payroll	8,439.37	1,156.77	64.87			
Intergovernmental Payables	7,960.68				4.47	
Due to Primary Government	54.20		34.30			
Accrued Vacation Leave	580,019.00	11,619.48				
Obligations Under State Treasurer's Securities Lending Agreements	401,056.98	481,016.54	90,425.36		1,335.13	
Funds Held for Others				44,132.70		
Total Liabilities	1,041,091.55	498,141.42	90,930.68	44,132.70	47,115.09	
Fund Equity:						
Net Investment in Plant						28,364,137.55
Fund Balances:						
Other Restricted Funds			544,826.05		671,724.77	
Other Unrestricted Funds	220,632.06	815,774.99				
Total Fund Equity	220,632.06	815,774.99	544,826.05		671,724.77	28,364,137.55
Total Liabilities and Fund Equity	\$ 1,261,723.61	\$ 1,313,916.41	\$ 635,756.73	\$ 44,132.70	\$ 718,839.86	\$ 28,364,137.55

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

***Catawba Valley Community College
Statement of Changes in Fund Equity
Year Ended June 30, 2000***

Exhibit B

	Current Funds			Plant Funds	
	Unrestricted			Unexpended	Investment in Plant
	General	Proprietary	Restricted		
Revenues and Other Additions:					
Tuition and Fees	\$ 2,827,654.07	\$ 57,468.44	\$ 0.00	\$ 0.00	\$ 0.00
County Appropriations	1,816,500.00			445,500.00	
Federal Contracts and Grants	235,219.39		1,543,423.01		
State Contracts and Grants	11,511,633.03		220,366.98	982,470.56	
Local Grants and Contracts	10,400.00				
Nongovernmental Contracts and Grants			332,206.91		
Gifts	50,380.16	1,800.00	5,837.15		
Investment Income	37,172.25	54,491.27	6,833.28	648.23	
Sales and Services	46,027.70	1,318,625.28			
Expended for Plant Facilities					405,750.79
Other Revenues and Additions	42,916.52	54,913.49	2.50	72,663.96	
Total Revenues and Other Additions	16,577,903.12	1,487,298.48	2,108,669.83	1,501,282.75	405,750.79
Expenditures and Other Deductions:					
Educational and General	16,758,354.02	75,626.99	1,790,972.54		
Auxiliary Enterprises		1,275,157.80			
Internal Service Funds		40,136.75			
Indirect Costs Recovered			2,295.55		
Expended for Plant Facilities				1,792,893.61	
Disposal of Plant Facilities					75,734.30
Total Expenditures and Other Deductions	16,758,354.02	1,390,921.54	1,793,268.09	1,792,893.61	75,734.30
Transfers:					
Non-Mandatory Transfers In (Out)	69,627.20	(307,893.53)	50.00	238,216.33	
Net Increase (Decrease) for the Year	(110,823.70)	(211,516.59)	315,451.74	(53,394.53)	330,016.49
Fund Equity July 1, 1999	304,787.06	1,027,291.58	229,374.31	725,119.30	28,034,121.06
Prior Period Adjustment (Note 12)	26,668.70				
Fund Equity June 30, 2000	\$ 220,632.06	\$ 815,774.99	\$ 544,826.05	\$ 671,724.77	\$ 28,364,137.55

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

Catawba Valley Community College
Statement of Current Funds Revenues, Expenditures, and Other Changes
Year Ended June 30, 2000, with comparative totals for 1999

Exhibit C

	Unrestricted			Restricted	Year Ended June 30,	
	General	Proprietary	Total		2000	1999
Revenues:						
Tuition and Fees	\$ 2,827,654.07	\$ 57,468.44	\$ 2,885,122.51	\$ 0.00	\$ 2,885,122.51	\$ 2,424,866.21
County Appropriations	1,816,500.00		1,816,500.00		1,816,500.00	1,730,000.00
Federal Contracts and Grants	235,219.39		235,219.39	1,328,312.95	1,563,532.34	1,559,148.22
State Contracts and Grants	11,511,633.03		11,511,633.03	228,582.67	11,740,215.70	10,960,044.66
Local Grants and Contracts	10,400.00		10,400.00		10,400.00	14,528.01
Nongovernmental Contracts and Grants				217,580.07	217,580.07	348,860.83
Gifts	50,380.16	1,800.00	52,180.16	7,772.36	59,952.52	49,147.70
Investment Income	37,172.25	54,491.27	91,663.52	8,721.99	100,385.51	134,221.15
Sales and Services	46,027.70	1,318,625.28	1,364,652.98		1,364,652.98	1,289,563.85
Other Sources	42,916.52	54,913.49	97,830.01	2.50	97,832.51	74,871.93
Total Revenues	16,577,903.12	1,487,298.48	18,065,201.60	1,790,972.54	19,856,174.14	18,585,252.56
Expenditures:						
Educational and General:						
Instruction	11,588,293.36		11,588,293.36	686,613.83	12,274,907.19	10,922,796.42
Academic Support	391,559.82		391,559.82	2,892.80	394,452.62	520,974.74
Student Services	989,781.38	72,978.24	1,062,759.62	215,594.46	1,278,354.08	1,122,505.04
Institutional Support	2,137,498.45		2,137,498.45	13,021.63	2,150,520.08	2,075,822.25
Plant Maintenance and Operations	1,573,238.23		1,573,238.23		1,573,238.23	1,479,500.51
Student Financial Aid	77,982.78	2,648.75	80,631.53	872,849.82	953,481.35	1,126,239.58
Auxiliary Enterprises		1,275,157.80	1,275,157.80		1,275,157.80	1,251,354.57
Internal Service Funds		40,136.75	40,136.75		40,136.75	1,362.37
Total Expenditures	16,758,354.02	1,390,921.54	18,149,275.56	1,790,972.54	19,940,248.10	18,500,555.48
Transfers and Additions/(Deductions):						
Restricted Receipts Over/(Under) Revenues Earned				315,401.74	315,401.74	(32,557.55)
Non-Mandatory Transfers In (Out)	69,627.20	(307,893.53)	(238,266.33)	50.00	(238,216.33)	(68,001.49)
Net Increase (Decrease) in Fund Equity	\$ (110,823.70)	\$ (211,516.59)	\$ (322,340.29)	\$ 315,451.74	\$ (6,888.55)	\$ (15,861.96)

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

CATAWBA VALLEY COMMUNITY COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2000

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

- A. Financial Reporting Entity** - The concept underlying the definition of the financial reporting entity is that elected officials are accountable to their constituents for their actions. As required by generally accepted accounting principles, the financial reporting entity includes both the primary government and all of its component units. An organization other than a primary government serves as a nucleus for a reporting entity when it issues separate financial statements. Catawba Valley Community College is a component unit of the North Carolina Community College System which is a part of the primary government of the State of North Carolina and an integral part of the State's *Comprehensive Annual Financial Report*.

The accompanying financial statements present all funds for which the College's Board of Trustees is financially accountable. Related foundations and similar non-profit corporations for which the College is not financially accountable are not part of the accompanying financial statements. These entities are not included because they are separately incorporated and there are neither common directors nor other evidence of common control.

- B. Basis of Presentation** - The accompanying financial statements are presented in accordance with generally accepted accounting principles applicable to governmental colleges and universities as promulgated by the Governmental Accounting Standards Board (GASB). In accordance with GASB statement #15 *Governmental College and University Accounting and Financial Reporting Models*, the College has elected to follow the fund accounting and reporting guidelines set forth by the American Institute of Certified Public Accountants in its Industry Audit Guide, *Audits of Colleges and Universities*.
- C. Fund Structure** - The accompanying financial statements are structured into three categories of funds: Current, Fiduciary, and Plant Funds.

The **Current Funds** are used to account for the revenues and expenditures resulting from operations, with the Unrestricted Funds and Restricted Fund shown separately. The Restricted Fund represents resources that are restricted to use by either an outside donor or grantor. Current funds that are internally designated for specific purposes by the governing board or management having delegated authority are reported

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

as Unrestricted Funds. The Unrestricted Proprietary Fund reflecting the operations of the bookstore, other auxiliary enterprises, internal service funds and student activity funds is shown separately from the Unrestricted General Fund.

The **Fiduciary Funds** are used to account for funds of students and organizations held by the College as custodian in the Agency Fund. The transactions of the Agency Fund increase and decrease assets and liabilities but do not effect fund equity. As a result, the Agency Fund is not reflected in the Statement of Changes in Fund Equity.

The **Plant Funds** are used to account for additions and deductions from fund equity of the Unexpended Plant Fund and the Investment in Plant Fund.

- D. Basis of Accounting** - The financial statements of the College have been prepared on the accrual basis except that, in accordance with accounting practices customarily followed by public educational institutions, no provision is made for depreciation of physical plant assets, interest on loans to students is recorded when collected, and revenue from tuition and student fees for summer sessions is reported totally within the fiscal year in which the session is primarily conducted. Otherwise, revenues are reported in the accounting period when they are earned and become measurable and expenditures are reported in the accounting period when materials or services are received or when incurred, if measurable.

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.

- E. Cash and Cash Equivalents** - In addition to cash on deposit with private bank accounts, petty cash, and undeposited receipts, this classification includes short-term investments with the State Treasurer's Cash and Investment Pool (a governmental external investment pool).
- F. State Treasurer's Securities Lending Collateral** - While the College does not directly engage in securities lending transactions, it deposits certain funds with the State Treasurer's Cash and Investment Pool which participates in securities lending activities. Based on the State Treasurer's allocation of these transactions, the College recognizes its allocable share of the assets and liabilities related to these transactions on the accompanying financial statements as "State Treasurer's Securities Lending Collateral" and "Obligations Under State Treasurer's Securities

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

Lending Agreements.” The allocable share of the income and costs arising from these transactions is immaterial to the College and, as a result, is reported as part of “Investment Income” on the accompanying financial statements.

Based on the authority provided in G.S. 147-69.3(e), the State Treasurer lends securities from its investment pools to broker-dealers and other entities (borrowers) for collateral that will be returned for the same securities in the future. The Treasurer’s securities custodian manages the securities lending program. During the year, the custodian lent U.S. government securities, corporate bonds, notes, and common stock for collateral. The custodian is permitted to receive cash, U.S. government securities, or irrevocable letters of credit as collateral for the securities lent. The collateral is initially pledged at 102 percent of the market value of the securities lent, and additional collateral is required if its value falls to less than 100 percent of the market value of the securities lent. There are no restrictions on the amount of loans that can be made. Substantially all security loans can be terminated on demand by either the State Treasurer or the borrower.

The College’s allocable portion of securities lent at year-end for cash collateral amounted to \$973,834.01 and is not subject to categorization of custodial credit risk. Securities received as collateral are not recorded in either the Treasurer’s or the College’s financial statements because the State Treasurer cannot pledge or sell the collateral securities unless the borrower defaults.

The cash collateral received is invested by the custodian agent and held in a separate account in the name of the State Treasurer. The average maturities of the cash collateral investments do not differ materially from the average maturity of the securities lent. While cash can be invested in securities ranging from overnight up to two years, the custodian agent is not permitted to make investments where the weighted average maturity of all investments exceeds 90 days. At year-end, the weighted average maturity of unmatched investments was less than one month.

At year-end, the State Treasurer has no credit risk exposure to borrowers and incurred no losses during the year related to these transactions. The securities custodian is contractually obligated to the Treasurer for certain conditions, including indemnity on a default by the borrowers to return securities and on a failure by the borrowers to maintain collateral with the securities custodian agent equal to 100% of the market value of the securities lent.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

- G. Receivables and Allowance for Doubtful Accounts** - Accounts receivable are shown at book value with no provision for doubtful accounts considered necessary.
- H. Inventories** - Inventories held by the College are priced at the lower of cost or market value using the first-in, first-out method. The inventories for the Unrestricted General Fund consist of expendable supplies, postage and fuel oil held for consumption. Inventories for the Unrestricted Proprietary Fund consist of textbooks and other merchandise for resale. Inventories for the Restricted Fund consist of expendable supplies for the Dental Hygiene Program.
- I. Fixed Assets and Depreciation** – Fixed Assets are stated at cost at date of acquisition or fair market value at date of donation in the case of gifts. The College capitalizes fixed assets that have a value or cost in excess of \$5,000 at the date of acquisition and an expected useful life of one or more years. Depreciation is not recorded.

To the extent that current funds are used to finance plant assets, the amounts provided are accounted for as expenditures, in the case of normal replacement of furniture and movable equipment, and transfers of a non-mandatory nature for all other cases.

Public domain (“infrastructure”) fixed assets consisting of roads, parking lots, and sidewalks are capitalized as other structures and improvements.

- J. Vacation and Sick Leave** - The College’s policy is to record the cost of vacation leave when earned. The policy provides for a maximum accumulation of unused vacation leave of 30 days which can be carried forward each July 1st or for which an employee can be paid upon termination of employment. Also, any accumulated vacation leave in excess of 30 days at year-end is converted to sick leave.

The College has the policy of recording the cost of sick leave when taken and paid rather than when the leave is earned. The policy provides for unlimited accumulation of sick leave, but the employee cannot be compensated for any unused sick leave upon termination of employment.

- K. Revenue Recognition** - Current funds revenues, as reflected on Exhibit C, include (1) all unrestricted gifts, grants, and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended. Current funds revenues do not include restricted current funds received but not expended or resources that are restricted by external persons or agencies to funds other than current funds.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

Tuition remission and waivers are recorded as “Tuition and Fees” revenue and as “Student Financial Aid” expenditures on the accompanying financial statements.

- L. County Appropriations** - County Appropriations are provided to the College primarily to fund its plant operation and maintenance function (county current fund) and to fund construction projects, motor vehicles and maintenance equipment (county plant fund). Unexpended county current funds and county plant funds do not revert and are available for future use as approved by the county commissioners.

NOTE 2 - DEPOSITS

All funds of the College are deposited in board-designated official depositories and are required to be collateralized in accordance with G.S. § 115D-58.7. Official depositories may be established with any bank or savings and loan association whose principal office is located in North Carolina or with the State Treasurer’s Cash and Investment Pool. Also, the College may establish time deposit accounts, money market accounts, and certificates of deposit. At year-end, cash on hand was \$1,975.00. The carrying amount of cash on deposit was \$1,895,310.56 and the bank balance was \$2,066,312.56.

The North Carolina Administrative Code (20 NCAC 7) requires all depositories to collateralize public deposits in excess of federal depository insurance coverage by using one of two methods, dedicated or pooled. Under the dedicated method, a separate escrow account is established by each depository in the name of each local governmental unit and the responsibility of monitoring collateralization rests with the local unit. Under the pooling method, each depository establishes an escrow account in the name of the State Treasurer to secure all of its public deposits. This method shifts the monitoring responsibility from the local unit to the State Treasurer.

Cash on deposit at year-end consisted of the following:

	Book Balance	Bank Balance
	<u> </u>	<u> </u>
Cash on Deposit with State Treasurer	\$ 1,666,467.22	\$ 1,666,467.22
Cash on Deposit with Private Financial Institutions	<u>228,843.34</u>	<u>399,845.34</u>
	<u>\$ 1,895,310.56</u>	<u>\$ 2,066,312.56</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

The cash on deposit with the State Treasurer is pooled with state agencies and similar institutions in short-term investments with the State Treasurer's Cash and Investment Pool. These moneys are invested in accordance with G.S. § 147-69.1(c) and 147-69.2, and as required by law are "readily convertible into cash." All investments of the fund are held either by the Department of State Treasurer or its agent in the State's name. The fund's uninvested cash is either covered by federal depository insurance or, pursuant to 20 NCAC 7, is collateralized under either the dedicated or pooling method.

The financial statements and disclosures for the State Treasurer's Cash and Investment Pool are included in the State of North Carolina's *Comprehensive Annual Financial Report*. An electronic version of this report is available by accessing the North Carolina Office of the State Controller's Internet home page <http://www.osc.state.nc.us/OSC> and clicking on "Financial Reports", or by calling the State Controller's Financial Reporting Section at (919) 981-5454.

Of the cash on deposit with private financial institutions at June 30, 2000, \$100,000.00 of the bank balance was covered by federal depository insurance and \$299,845.34 was covered by collateral held by an authorized escrow agent in the name of the State Treasurer (pooling method).

NOTE 3 - INTER-FUND RECEIVABLES AND PAYABLES

Inter-fund borrowings of a temporary nature have occurred where one bank account is maintained for more than one fund. Because the fund making the temporary loan has not been determined by the College, these inter-fund borrowings are not reported as an asset of the fund making the advance or as a liability of the fund receiving the advance.

NOTE 4 - CHANGES IN FIXED ASSETS

A summary of changes in the fixed assets is presented as follows:

	Balance July 1, 1999	Additions	Deletions	Balance June 30, 2000
Land	\$ 1,389,489.82	\$ 0.00	\$ 0.00	\$ 1,389,489.82
Buildings	21,001,591.76			21,001,591.76
Other Structures and Improvements	960,482.16			960,482.16
Furniture, Machinery and Equipment	3,435,543.78	353,675.85	58,769.04	3,730,450.59
Artwork, Artifacts and Literature	1,247,013.54	52,074.94	16,965.26	1,282,123.22
Total Fixed Assets	\$ 28,034,121.06	\$ 405,750.79	\$ 75,734.30	\$ 28,364,137.55

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 5 - OPERATING LEASES

Rental expenses for all operating leases during the year were \$86,675.37.

NOTE 6 - COMMITMENTS AND CONTINGENCIES

- A. Commitments** – The College has established an encumbrance system to track its outstanding commitments on construction projects and other purchases. Outstanding commitments on purchases were \$153,236.10 at June 30, 2000.
- B. Pending Litigation and Other Contingencies** – The College is subject to other litigation and claims in the ordinary course of its operations. Since it is not possible to predict the ultimate outcome of such matters, no provision for any liability has been made in the financial statements. College management is of the opinion that the liability, if any, for any matter which it is currently a party of, will not have a material adverse effect on the financial position of the College.

NOTE 7 - RISK MANAGEMENT

The College is exposed to various risks of loss related to torts; theft of, damage to, and the destruction of assets; errors and omissions; injuries to employees; and natural disasters. These exposures to loss are handled via a combination of methods, including participation in state-administered insurance programs, purchase of commercial insurance, and self-retention of certain risks.

Tort claims of up to \$150,000 are self-insured under the authority of the State Tort Claims Act. In addition, the State provides an additional \$11,000,000 public officers' and employees' liability insurance via contract with a private insurance company. The premium, based on a composite rate, is paid by the North Carolina Community College System Office directly to the insurer.

Fire and other property losses are covered by contracts with private insurance companies. There have been no significant reductions in insurance coverage from the previous year and settled claims have not exceeded coverage in any of the past three fiscal years.

State-owned vehicles used for instructional purposes are covered by liability insurance handled by the State Department of Insurance. Other college-owned vehicles are covered by liability insurance contracts with private insurance companies.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

The College is protected for losses from employee dishonesty and computer fraud for employees paid in whole or in part from State funds. The blanket honesty bond is with a private insurance company and is handled by the State Department of Insurance with coverage of \$5,000,000 per occurrence and a \$10,000 deductible. As of January 6, 2000, the deductible increased to \$50,000. All employees are covered by contracts with private insurance companies with coverage of \$10,000 per occurrence and no deductible for forgery or alteration and \$5,000 per occurrence and no deductible for public employee dishonesty.

Employees and retirees are provided health care coverage by the Comprehensive Major Medical Plan, a component unit of the State. The Plan is funded by employer and employee contributions and is administered by a third party contractor.

The State Board of Community Colleges makes the necessary arrangements to carry out the provisions of the Workers' Compensation Act which are applicable to employees whose wages are paid in whole or in part from State funds. The College purchases workers' compensation insurance for employees whose salaries or wages are paid by the board entirely from County or Institutional Funds.

Term life insurance of \$25,000 to \$50,000 is provided to eligible workers. The death benefit program is administered by the State Treasurer's Office and funded via employer contributions.

Additional details on the state-administered risk management programs are disclosed in the State's *Comprehensive Annual Financial Report*, issued by the Office of the State Controller.

NOTE 8 - PENSION PLANS

A. Retirement Plans - Each permanent full-time employee, as a condition of employment, is a member of the Teachers' and State Employees' Retirement System. The Teachers' and State Employees' Retirement System (System) is a multiple-employer cost sharing defined benefit pension plan administered by the North Carolina State Treasurer.

After five years of creditable service, employees qualify for a vested deferred benefit. Employees who retire on or after age 65 and complete 5 years of membership service (age 55 and 5 years of creditable service for law enforcement officers), reach age 60 with 25 years of membership service, or complete 30 years of creditable service receive a retirement allowance of 1.80% of an average final compensation (based on the

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

4 consecutive years that produce the highest average) multiplied by the number of years of creditable service. Employees may retire with reduced benefits if they reach age 50 with 20 years of creditable service or reach age 60 with 5 years of creditable service (age 50 with 15 years creditable service for law enforcement officers).

The funding policy for the Teachers' and State Employees' Retirement System provides for periodic employer and member contributions at actuarially determined rates that expressed as percentages of annual covered payroll are sufficient to accumulate assets needed to pay benefits when due. The system is funded by member contributions of 6% of compensation and by employer contributions of 8.15% of covered payroll for the year ended June 30, 2000. Benefit and contribution provisions are established by North Carolina General Statute 135-5 and 135-8 and may be amended only by the North Carolina General Assembly.

For the year ended June 30, 2000, the College had a total payroll of \$11,488,433.35 of which \$9,490,150.72 was covered under the Teachers' and State Employees' Retirement System. Total employee and employer contributions for pension benefits for the year were \$569,409.04 and \$773,447.28, respectively. The College made one hundred percent of its annual required contributions to the retirement plans for the years ended June 30, 2000, 1999, and 1998, which were \$773,447.28, \$647,081.21, and \$635,966.40, respectively.

The Teachers' and State Employees' Retirement System's financial information is included in the State of North Carolina's *Comprehensive Annual Financial Report*. An electronic version of this report is available by accessing the North Carolina Office of the State Controller's Internet home page <http://www.osc.state.nc.us/OSC> and clicking on "Financial Reports", or by calling the State Controller's Financial Reporting Section at (919) 981-5454.

- B. Supplemental Retirement Income Plans - IRC Section 401(k) Plan -** All members of the Teachers' and State Employees' Retirement System are eligible to enroll in the Supplemental Retirement Income Plan, a defined contribution plan, created under Internal Revenue Code Section 401(k). All costs of administering the plan are the responsibility of the plan participants. No costs are incurred by the College. The voluntary contributions by employees amounted to \$183,445.00 for the year ended June 30, 2000.

IRC Section 403(b) and 403(b)(7) Plans - All College employees can participate in tax sheltered annuity plans created under Internal Revenue Code Sections 403(b) and 403(b)(7). The employee's eligible contributions, made through salary reduction agreements, are exempt from federal and state income taxes until the annuity is received or the

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

contributions are withdrawn. These plans are exclusively for employees of colleges and certain charitable and other non-profit institutions. All costs of administering and funding these plans are the responsibility of the Plan participants. No costs are incurred by the College. The voluntary contributions by employees amounted to \$125,620.93 for the year ended June 30, 2000.

NOTE 9 - OTHER POSTEMPLOYMENT BENEFITS

- A. Health Care for Long-Term Disability Beneficiaries and Retirees -** The College participates in state administered programs which provide postemployment health insurance to eligible former employees. Eligible former employees include long-term disability beneficiaries of the Disability Income Plan of North Carolina, and retirees of the Teachers' and State Employees' Retirement System. These benefits were established by Chapter 135, Article 3, Part 3, of the General Statutes and may be amended only by the North Carolina General Assembly. Funding for the health care benefit for long-term disability beneficiaries and retirees is financed on a pay-as-you-go basis. For the fiscal year ended June 30, 2000, contributions to the plan were not required. The College assumes no liability for retiree health care benefits provided by the programs other than its required contribution. Additional detailed information about these programs can be located in the State of North Carolina's *Comprehensive Annual Financial Report*.
- B. Long-Term Disability -** The College participates in the Disability Income Plan of North Carolina (DIPNC). Established by Chapter 135, Article 6, of the General Statutes, DIPNC provides short-term and long-term disability benefits to eligible members of the Teachers' and State Employees' Retirement System. The Plan provides disability income to eligible participants. Long-term disability income benefits are advance funded on an actuarially determined basis using the one-year term cost method. The College contributes .52% of covered payroll under the Teachers' and State Employees' Retirement System to the DIPNC. For the fiscal year ended June 30, 2000, the College's total contribution to the DIPNC was \$49,348.78. The College assumes no liability for long-term disability benefits under the plan other than its contribution. Additional detailed information about the DIPNC is disclosed in the State of North Carolina's *Comprehensive Annual Financial Report*.

NOTES TO THE FINANCIAL STATEMENTS (CONCLUDED)

NOTE 10 - CATAWBA VALLEY COMMUNITY COLLEGE FOUNDATION, INC.

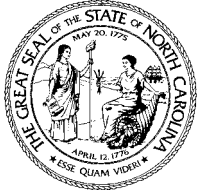
The Catawba Valley Community College Foundation, Inc. is a separately incorporated non-profit foundation associated with the College. This organization serves as the primary fundraising arm of the College through which individuals, corporations and other organizations support College programs by providing scholarships, fellowships, and unrestricted funds to specific departments and the College's overall academic environment. The College's financial statements do not include the assets, liabilities, net assets or operational transactions of the Foundation, except for the distributions made and benefits provided by the Foundation. The distributions received and/or benefits provided approximated \$238,081.55 for the year ended June 30, 2000.

NOTE 11 - ACCOUNTING CHANGE

Accounting for State Required Tuition and Fees – During the fiscal year 2000, the College changed its method of accounting for state required tuition and fees to report them as an offset to state funded revenues. Prior to this change, the College accounted for state required tuition and fees as “Due to the State” and recorded funds received from the state as state funded revenues. As a result of this accounting change, state required tuition and fees received during the year are reported as a reduction to state funded revenues and as an increase to tuition and fee revenues. At year-end, student receivables related to state required tuition and fees is reported as tuition and fee revenues. The effect of this change on beginning fund equity represents the July 1, 1999, student receivables for state required tuition and fees and is identified in the prior period adjustment note to the financial statements.

NOTE 12 - PRIOR PERIOD ADJUSTMENT

As of July 1, 1999, fund equity of the Unrestricted General Fund as previously reported was restated by \$26,668.70 as a result of the Accounting Change for State Required Tuition and Fees as noted above.



Ralph Campbell, Jr.
State Auditor

STATE OF NORTH CAROLINA
Office of the State Auditor

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699-0601
Telephone: (919) 807-7500
Fax: (919) 807-7647
Internet <http://www.osa.state.nc.us>

**INDEPENDENT AUDITOR'S REPORT
ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Trustees
Catawba Valley Community College
Hickory, North Carolina

We have audited the financial statements of Catawba Valley Community College, a component unit of the State of North Carolina, as of and for the year ended June 30, 2000, and have issued our report thereon dated April 30, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its 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*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the College's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely

**INDEPENDENT AUDITOR'S REPORT
ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS (CONCLUDED)**

affect the College's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition noted as a result of our audit is described in the Audit Findings and Recommendations section of this report:

Finding

Deficit Fund Balances and Cash Overdrafts

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

This report is intended solely for the information and use of the Board of Trustees and the State Board of Community Colleges, management and staff of the College, the Governor, the State Controller, the General Assembly, and federal awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.



Ralph Campbell, Jr.
State Auditor

April 30, 2001

AUDIT FINDINGS AND RECOMMENDATIONS

Finding and Recommendation from Current Audit - The following presents a finding and recommendation, determined during the current audit, which represents a significant deficiency in internal controls.

DEFICIT FUND BALANCES AND CASH OVERDRAFTS

At June 30, 2000, the College had three self-supporting funds with deficit fund balances resulting in a combined cash overdraft of \$202,691.45 for these funds. The College's Motorsports Technology, Team Concepts, and Child Development Center had deficit fund balances of \$48,265.59, \$73,906.23, and \$92,313.43, respectively. Each of these funds incurred losses during the 1999-2000 fiscal year. A continuing deficit in these funds will hinder the efficiency of other funds from which these funds are borrowing.

Recommendation: We recommend that the College develop and implement a written plan to eliminate the deficit fund balances and operating losses in these funds.

College's Response: Summarizing our exit conference regarding the audit recently completed at CVCC, there are three self-supporting funds carrying deficit fund balances. Please be assured that College personnel have major concerns about these fund deficits and continue to develop the recommended written plans to remove the deficits in each of these accounts. It should be noted that most institutions, when beginning programs in the self-supporting category, are faced with deficit balances. Each of the several other self-supporting programs at the institution has a positive cash flow and it is our goal to effect the same status for the programs in the Laboratory Day Care School, Motorsports, and Team Concepts.

While the College is in full agreement with the accuracy of the financial findings of the audit report, there are several points that need to be considered with fiscal improvement plans for these cost centers.

Points:

- Overall, the College's self-supporting funds are significantly positive.
- Deficits are expected during program start-up, program growth, or major program improvement for the purposes of increasing enrollment and revenue.
- In order to meet the training needs of the community, it is reasonable for deficit spending in one cost center to be offset by earnings in another. This constantly occurs in high cost curriculum programs, such as nursing, furniture, emergency medical services, etc., versus lower cost programs, such as college transfer. Further, the State long ago decided to provide extra state dollars to support training in such programs as truck driver training, heavy equipment training, lumber specialist, etc. It may be that one or more of these programs should fit into that category.

AUDIT FINDINGS AND RECOMMENDATIONS (CONTINUED)

Motorsports Technology

Motorsports Technology was developed as a new program in March 1997. Funds to develop the program were provided through a line of credit offered by the CVCC Foundation. To get the program underway, the line of credit provided approximately \$51,000 for renovation costs and approximately \$30,000 in fixtures, equipment, and supplies. Revenues from Motorsports have been used to totally repay the line of credit. Further, while the current accounting system does not show assets against liabilities, it should be noted that Motorsports inventories of equipment and supplies currently approximates \$87,000. The rapid growth of the program has created several major issues. For the program to become fully self-supporting, additional space must be provided for the purpose of additional classes and expansion into engine operation and repair. We want to involve the program advisory committee, State community college staff, and College officials in reaching an agreement on a proposed solution within a reasonably short period. Even at this time a proposal for state support is being developed.

Team Concepts

Team Concepts was developed in November/December of 1998, also as a direct result of the critical need for training for the Motorsports industry. Many of the issues addressed concerning Motorsports also affect Team Concepts. For example, while the cash balance shows a deficit, assets of the program (equipment and supplies) approximate \$167,000.

Additionally, it should be noted that both of the above programs have made significant impact on training for the industry. There have been 909 student enrollments (duplicated headcount) in Motorsports courses and 162 student enrollments in Team Concepts courses. Unduplicated head count for Motorsports and Team Concepts totals 230. From this number, 20 are still enrolled, 180 are working for teams within the industry. Another 18 own their own team. We have been unable to track the remaining 12 students due to the fact that most of them are from other areas of the country and we do not have a current address. The average salary for students who have completed courses is approximately \$31,000.

Lab School

In January 2001, a thorough analysis of the Lab School cost center was conducted, as well as a market survey relative to fees charged for specific age groups. While the Lab School has existed for 11 years, the program has only recently reached a stable point relative to campus location, personnel, and quality ratings. (The program now has the Five Star rating, the State's highest rating, which allows for increased revenue). Further the program was started through a loan, which further increased the program liability, but a recent market study resulted in fee increases.

The quality program status, a full complement of students, and eligibility for increased "bonus" dollars from Department of Social Services, and other factors have also resulted in a "turn around" in the cash flow of the program. During the past four months, the deficit has been reduced by approximately \$17,100. While some deficit still exists, we

AUDIT FINDINGS AND RECOMMENDATIONS (CONCLUDED)

expect that it can now be eliminated within a reasonable time. It should be noted that this program not only supports the Early Childhood curriculum program at the College, it also provides valuable laboratory/observation experiences required for nursing, emergency medical science and other allied health students (as well as to students from other related disciplines, such as psychology).

In summary, the College is confident that the program deficits can be managed and/or reduced over a period of time. As was suggested, written fiscal improvement plans for each program are being prepared and will become a more formal guide to deficit reduction. They will each be carefully monitored and adjustments made to assure responsible fiscal management.

DISTRIBUTION OF AUDIT REPORT

In accordance with G.S. § 147-64.5 and G.S. § 147-64.6(c)(14), copies of this report have been distributed to the public officials listed below. Additional copies are provided to other legislators, state officials, the press, and the general public upon request.

EXECUTIVE BRANCH

The Honorable Michael F. Easley	Governor of North Carolina
The Honorable Beverly M. Perdue	Lieutenant Governor of North Carolina
The Honorable Richard H. Moore	State Treasurer
The Honorable Roy A. Cooper, III	Attorney General
Mr. David T. McCoy	State Budget Officer
Mr. Robert L. Powell	State Controller
Mr. H. Martin Lancaster	President, North Carolina Community College System
Dr. Cuyler A. Dunbar	President, Catawba Valley Community College
Dr. Ray Lane	Vice President of Fiscal Affairs Catawba Valley Community College
Dr. W. Grimes Byerly	Chairman, Board of Trustees Catawba Valley Community College

LEGISLATIVE BRANCH

Appointees to the Joint Legislative Commission on Governmental Operations

Senator Marc Basnight, Co-Chairman	Representative James B. Black, Co-Chairman
Senator Charlie Albertson	Representative Martha B. Alexander
Senator Frank W. Ballance, Jr.	Representative Flossie Boyd-McIntyre
Senator Charles Carter	Representative E. Nelson Cole
Senator Daniel G. Clodfelter	Representative James W. Crawford, Jr.
Senator Walter H. Dalton	Representative William T. Culpepper, III
Senator James Forrester	Representative W. Pete Cunningham
Senator Linda Garrou	Representative Beverly M. Earle
Senator Wilbur P. Gulley	Representative Ruth M. Easterling
Senator Kay R. Hagan	Representative Stanley H. Fox
Senator David W. Hoyle	Representative R. Phillip Haire
Senator Luther H. Jordan, Jr.	Representative Dewey L. Hill
Senator Ellie Kinnaird	Representative Mary L. Jarrell
Senator Howard N. Lee	Representative Maggie Jeffus
Senator Jeanne H. Lucas	Representative Larry T. Justus
Senator R. L. Martin	Representative Edd Nye
Senator William N. Martin	Representative Warren C. Oldham
Senator Stephen M. Metcalf	Representative William C. Owens, Jr.
Senator Fountain Odom	Representative E. David Redwine
Senator Aaron W. Plyler	Representative R. Eugene Rogers
Senator Eric M. Reeves	Representative Drew P. Saunders
Senator Dan Robinson	Representative Wilma M. Sherrill
Senator Larry Shaw	Representative Ronald L. Smith
Senator Robert G. Shaw	Representative Gregg Thompson
Senator R. C. Soles, Jr.	Representative Joe P. Tolson
Senator Ed N. Warren	Representative Russell E. Tucker
Senator David F. Weinstein	Representative Thomas E. Wright
Senator Allen H. Wellons	Representative Douglas Y. Yongue

DISTRIBUTION OF AUDIT REPORT (CONCLUDED)

Other Legislative Officials

Representative Philip A. Baddour, Jr.
Senator Anthony E. Rand
Senator Patrick J. Ballantine
Representative N. Leo Daughtry
Representative Joe Hackney
Mr. James D. Johnson

Majority Leader of the N.C. House of Representatives
Majority Leader of the N.C. Senate
Minority Leader of the N.C. Senate
Minority Leader of the N.C. House of Representatives
N. C. House Speaker Pro-Tem
Director, Fiscal Research Division

Public Release Date

ORDERING INFORMATION

Copies of this report may be obtained by contacting the:

Office of the State Auditor
State of North Carolina
2 South Salisbury Street
20601 Mail Service Center
Raleigh, North Carolina 27699-0601

Telephone: 919/807-7500

Facsimile: 919/807-7647

E-Mail: reports@ncauditor.net

A complete listing of other reports issued by the Office of the North Carolina State Auditor is available for viewing and ordering on our Internet Home Page. To access our information simply enter our URL into the appropriate field in your browser:
<http://www.osa.state.nc.us>.