



STATE OF NORTH CAROLINA

FINANCIAL STATEMENT AUDIT REPORT OF COASTAL CAROLINA COMMUNITY COLLEGE

JACKSONVILLE, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2000

OFFICE OF THE STATE AUDITOR

RALPH CAMPBELL, JR.

STATE AUDITOR

FINANCIAL STATEMENT AUDIT REPORT OF

COASTAL CAROLINA COMMUNITY COLLEGE

JACKSONVILLE, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2000

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THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

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Ralph Campbell, Jr.
State Auditor

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Office of the State Auditor

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AUDITOR'S TRANSMITTAL

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

This report presents the results of our financial statement audit of Coastal Carolina 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 Coastal Carolina 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 Coastal Carolina 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 - Our tests disclosed no material weaknesses in internal control over financial reporting which require disclosure herein under *Government Auditing Standards*.

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

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Coastal Carolina Community College
Jacksonville, North Carolina

We have audited the accompanying Balance Sheet of Coastal Carolina 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 did not audit the financial statements of the Coastal Carolina Community College Foundation, Inc., which represent 55 percent, 2 percent, and 1 percent, respectively, of the assets, revenues, and expenditures of the unrestricted general fund; 48 percent, 1 percent, and 8 percent, respectively, of the assets, revenues, and expenditures of the restricted fund; 100 percent of the assets of the loan fund; and 97 percent of the assets and 100 percent of the revenues and expenditures of the endowment fund. These financial statements were audited by another auditor whose report has been furnished to us. Our opinion, insofar as it relates to the amounts included for these funds, is based upon the report of the other auditor.

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. The financial statements of the Coastal Carolina Community College Foundation, Inc. were not audited in accordance with *Government Auditing Standards*. 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.

INDEPENDENT AUDITOR'S REPORT (CONCLUDED)

In our opinion, based on our report and the report of the other auditor, the financial statements referred to above present fairly, in all material respects, the financial position of Coastal Carolina 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 12 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 June 7, 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.



Ralph Campbell, Jr.
State Auditor

June 7, 2001

Coastal Carolina Community College
Balance Sheet
June 30, 2000

Exhibit A

| | Current Funds | | | Fiduciary Funds | | | Plant Funds | |
|---|------------------------|------------------------|---------------------|--------------------|------------------------|---------------------|----------------------|-------------------------|
| | Unrestricted | | | Loan | Endowment | Agency | Unexpended | Investment in Plant |
| | General | Proprietary | Restricted | | | | | |
| ASSETS | | | | | | | | |
| Cash and Cash Equivalents | \$ 868,591.60 | \$ 828,406.07 | \$ 9,276.06 | \$ 1,036.49 | \$ 25,360.10 | \$ 29,212.68 | \$ 17,862.84 | \$ 0.00 |
| Investments | 1,169,301.11 | | | | 1,206,324.23 | | | |
| Receivables: | | | | | | | | |
| Accounts Receivable | 371,890.49 | 58,652.38 | | | | | | |
| Intergovernmental Receivables | | | 9,262.67 | | | | | |
| Due from Primary Government | | | 7,872.38 | | | | 159,475.87 | |
| Notes Receivable (Net) | | | | 1,409.71 | | | | |
| Inventories | 85,630.45 | 122,487.94 | 17.50 | | | | | |
| Prepaid Items | 31,967.67 | 65.52 | 89.38 | | | | 26,495.46 | |
| Fixed Assets (Note 4) | | | | | | | | 24,050,373.60 |
| State Treasurer's Securities Lending Collateral | 240,990.63 | 521,755.82 | 1,945.57 | | 15,269.53 | | 26,689.02 | |
| Total Assets | \$ 2,768,371.95 | \$ 1,531,367.73 | \$ 28,463.56 | \$ 2,446.20 | \$ 1,246,953.86 | \$ 29,212.68 | \$ 230,523.19 | \$ 24,050,373.60 |

Coastal Carolina Community College
Balance Sheet
June 30, 2000

Exhibit A
Page 2

| | Current Funds | | | Fiduciary Funds | | | Plant Funds | |
|---|------------------------|------------------------|---------------------|--------------------|------------------------|---------------------|----------------------|-------------------------|
| | Unrestricted | | | Loan | Endowment | Agency | Unexpended | Investment in Plant |
| | General | Proprietary | Restricted | | | | | |
| LIABILITIES AND FUND EQUITY | | | | | | | | |
| Liabilities: | | | | | | | | |
| Accounts Payable and Accrued Liabilities: | | | | | | | | |
| Accounts Payable | \$ 55,116.93 | \$ 51,786.27 | \$ 712.38 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 28,140.29 | \$ 0.00 |
| Accrued Payroll | 229,846.14 | 2,243.75 | 4,691.63 | | | | | |
| Intergovernmental Payables | | | 507.63 | | | | | |
| Due to Primary Government | 5,586.65 | 1,309.16 | 129.87 | | | | 2,079.44 | |
| Notes Payable | | | | | | | | 581,468.21 |
| Accrued Vacation Leave | 260,864.82 | 4,910.23 | 6,161.12 | | | | | |
| Obligations Under State Treasurer's | | | | | | | | |
| Securities Lending Agreements | 240,990.63 | 521,755.82 | 1,945.57 | | 15,269.53 | | 26,689.02 | |
| Funds Held for Others | | | | | | 29,212.68 | | |
| Total Liabilities | 792,405.17 | 582,005.23 | 14,148.20 | | 15,269.53 | 29,212.68 | 56,908.75 | 581,468.21 |
| Fund Equity: | | | | | | | | |
| Net Investment in Plant | | | | | | | | 23,468,905.39 |
| Fund Balances: | | | | | | | | |
| Restricted: | | | | | | | | |
| Endowment | | | | | 1,067,307.71 | | | |
| Term Endowment | | | | | 164,376.62 | | | |
| Other Restricted Funds | | | 14,315.36 | 2,446.20 | | | 173,614.44 | |
| Unrestricted: | | | | | | | | |
| Other Unrestricted Funds | 1,975,966.78 | 949,362.50 | | | | | | |
| Total Fund Equity | 1,975,966.78 | 949,362.50 | 14,315.36 | 2,446.20 | 1,231,684.33 | | 173,614.44 | 23,468,905.39 |
| Total Liabilities and Fund Equity | \$ 2,768,371.95 | \$ 1,531,367.73 | \$ 28,463.56 | \$ 2,446.20 | \$ 1,246,953.86 | \$ 29,212.68 | \$ 230,523.19 | \$ 24,050,373.60 |

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

Coastal Carolina Community College
Statement of Changes in Fund Equity
Year Ended June 30, 2000

Exhibit B

| | Current Funds | | | Fiduciary Funds | | Plant Funds | |
|--|------------------------|----------------------|---------------------|--------------------|------------------------|----------------------|-------------------------|
| | Unrestricted | | | Loan | Endowment | Unexpended | Investment in Plant |
| | General | Proprietary | Restricted | | | | |
| Revenues and Other Additions: | | | | | | | |
| Tuition and Fees | \$ 4,948,534.80 | \$ 72,406.75 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| County Appropriations | 1,669,422.00 | | | | | 217,514.83 | |
| Federal Contracts and Grants | 177,576.64 | | 1,986,697.98 | | | 118,390.93 | |
| State Contracts and Grants | 10,706,047.32 | | 86,341.42 | | | 1,174,872.14 | |
| Nongovernmental Contracts and Grants | | | 34,374.54 | | | | |
| Gifts | 171,695.75 | | | | 226,239.39 | | |
| Investment Income | 161,858.07 | 51,872.06 | 1,951.13 | | 56,755.31 | 6,112.79 | |
| Sales and Services | 27,491.99 | 1,461,437.25 | | | | | |
| Expended for Plant Facilities | | | | | | | 282,560.64 |
| Retirement of Indebtedness | | | | | | | 92,088.44 |
| Other Revenues and Additions | 30,048.60 | 2,479.38 | 106.08 | | | | |
| Total Revenues and Other Additions | 17,892,675.17 | 1,588,195.44 | 2,109,471.15 | | 282,994.70 | 1,516,890.69 | 374,649.08 |
| Expenditures and Other Deductions: | | | | | | | |
| Educational and General | 17,955,227.54 | 81,425.39 | 2,156,519.43 | | | | |
| Auxiliary Enterprises | | 1,343,263.34 | | | | | |
| Expended for Plant Facilities | | | | | | 1,425,452.42 | |
| Retirement of Indebtedness | | | | | | 92,088.44 | |
| Interest on Indebtedness | | | | | | 30,823.56 | |
| Disposal of Plant Facilities | | | | | | | 427,689.35 |
| Other Expenditures and Deductions | 65,126.94 | | | 21.73 | 164,376.62 | 37,732.91 | |
| Total Expenditures and Other Deductions | 18,020,354.48 | 1,424,688.73 | 2,156,519.43 | 21.73 | 164,376.62 | 1,586,097.33 | 427,689.35 |
| Transfers: | | | | | | | |
| Non-Mandatory Transfers In (Out) | (4,481.84) | (120,505.74) | | | (42,884.99) | 167,872.57 | |
| Net Increase (Decrease) for the Year | (132,161.15) | 43,000.97 | (47,048.28) | (21.73) | 75,733.09 | 98,665.93 | (53,040.27) |
| Fund Equity July 1, 1999 | 1,501,302.72 | 906,361.53 | 61,363.64 | 2,467.93 | 1,155,951.24 | 74,948.51 | 23,521,945.66 |
| Prior Period Adjustment (Note 13) | 606,825.21 | | | | | | |
| Fund Equity June 30, 2000 | \$ 1,975,966.78 | \$ 949,362.50 | \$ 14,315.36 | \$ 2,446.20 | \$ 1,231,684.33 | \$ 173,614.44 | \$ 23,468,905.39 |

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

Coastal Carolina 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 | \$ 4,948,534.80 | \$ 72,406.75 | \$ 5,020,941.55 | \$ 0.00 | \$ 5,020,941.55 | \$ 3,780,616.25 |
| County Appropriations | 1,669,422.00 | | 1,669,422.00 | | 1,669,422.00 | 1,591,085.00 |
| Federal Contracts and Grants | 177,576.64 | | 177,576.64 | 2,004,205.52 | 2,181,782.16 | 1,828,297.30 |
| State Contracts and Grants | 10,706,047.32 | | 10,706,047.32 | 86,341.42 | 10,792,388.74 | 12,006,840.05 |
| Nongovernmental Contracts and Grants | | | | 63,230.36 | 63,230.36 | 92,084.15 |
| Gifts | 171,695.75 | | 171,695.75 | | 171,695.75 | 111,144.59 |
| Investment Income | 161,858.07 | 51,872.06 | 213,730.13 | 2,302.36 | 216,032.49 | 138,577.73 |
| Sales and Services | 27,491.99 | 1,461,437.25 | 1,488,929.24 | | 1,488,929.24 | 1,574,227.67 |
| Other Sources | 30,048.60 | 2,479.38 | 32,527.98 | 439.77 | 32,967.75 | 40,322.70 |
| Total Revenues | 17,892,675.17 | 1,588,195.44 | 19,480,870.61 | 2,156,519.43 | 21,637,390.04 | 21,163,195.44 |
| Expenditures: | | | | | | |
| Educational and General: | | | | | | |
| Instruction | 11,184,186.14 | | 11,184,186.14 | 441.67 | 11,184,627.81 | 10,248,016.66 |
| Academic Support | 341,923.46 | | 341,923.46 | | 341,923.46 | 334,424.86 |
| Student Services | 2,070,328.59 | 81,425.39 | 2,151,753.98 | 465,507.37 | 2,617,261.35 | 1,419,642.35 |
| Institutional Support | 3,066,877.80 | | 3,066,877.80 | 111,731.21 | 3,178,609.01 | 3,261,091.66 |
| Plant Maintenance and Operations | 1,215,557.11 | | 1,215,557.11 | | 1,215,557.11 | 1,202,426.77 |
| Student Financial Aid | 141,481.38 | | 141,481.38 | 1,578,839.18 | 1,720,320.56 | 2,844,495.79 |
| Auxiliary Enterprises | | 1,343,263.34 | 1,343,263.34 | | 1,343,263.34 | 1,398,870.71 |
| Total Expenditures | 18,020,354.48 | 1,424,688.73 | 19,445,043.21 | 2,156,519.43 | 21,601,562.64 | 20,708,968.80 |
| Transfers and Additions/(Deductions): | | | | | | |
| Restricted Receipts Over/(Under) Revenues Earned | | | | (47,048.28) | (47,048.28) | 30,670.53 |
| Mandatory Transfers | | | | | | 7,013.20 |
| Non-Mandatory Transfers | (4,481.84) | (120,505.74) | (124,987.58) | | (124,987.58) | (406,608.87) |
| Net Increase (Decrease) in Fund Equity | \$ (132,161.15) | \$ 43,000.97 | \$ (89,160.18) | \$ (47,048.28) | \$ (136,208.46) | \$ 85,301.50 |

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

COASTAL CAROLINA 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. Coastal Carolina 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 of the College and component units for which the College's Board of Trustees is financially accountable. Although legally separate, Coastal Carolina Community College Foundation, Inc. (Foundation) is reported as if it were part of the College.

The Foundation is governed by a 27-member board consisting of 3 ex officio directors and 24 elected directors. The Foundation's purpose is to aid, support, and promote teaching, research and service in the various educational, scientific, scholarly, professional, artistic and creative endeavors of the College. Because the elected directors of the Foundation are appointed by the members of the Coastal Carolina Community College Board of Trustees and the Foundation's sole purpose is to benefit Coastal Carolina Community College, its financial statements have been blended with those of the College.

Separate financial statements for the Foundation may be obtained from the College Controller's Office, 444 Western Boulevard, Jacksonville, NC 28546-6877, or by calling (910) 938-6234. Other related foundations and similar non-profit corporations for which the College is not financially accountable are not part of the accompanying financial statements.

- 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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 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 additions and deductions from fund equity of the Loan Fund and Endowment Fund. In addition, 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 savings accounts, and short-term investments with the State Treasurer's Cash and Investment Pool (a governmental external investment pool).
- F. Investments** - This classification includes long-term fixed income investments, equity investments, real estate, and other asset holdings by the College. Except for real estate not held by a governmental external investment pool and other asset holdings, these investments are reported at fair value for year-end financial reporting purposes. Fair value is the amount at which an investment could be exchanged between two willing parties. Fair value for financial reporting purposes is based on quoted market prices. The net increase (decrease) in the fair value of investments is recognized as a part of investment income.

Real estate not held by a governmental external investment pool and other asset holdings are reported at cost, if purchased, or at fair market value or appraised value at date of gift, if donated.

- G. 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 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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 \$806,650.57 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.

- H. Receivables and Allowance for Doubtful Accounts** – Accounts and notes receivables are shown at book value with no provision for doubtful accounts considered necessary.
- I. 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

- J. 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.

- K. 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 January 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. Under this policy, the accumulated vacation leave for each employee at June 30th equals the leave carried forward at the previous December 31st plus the leave earned, less the leave taken between January 1st and June 30th.

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.

- L. 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.

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

- M. Endowment Investment Return** – Investments of the College’s endowment funds are separately invested. Investment return of the College’s endowment funds is predicated under classical trust doctrines. Unless the donor has stipulated otherwise, capital gains and losses are

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

accounted for as part of the true endowment principal and are not available for expenditure. Annual payouts from the College's endowment fund is based on an adopted spending policy where 100 percent of the endowment income each year is expended for the sole purpose of funding student scholarships.

Endowments are classified as either "true" or "quasi". True endowments are funds that the donor has specified, as a condition of the gift, that the principal be maintained indefinitely. Quasi-endowments are funds on which there is no such restriction placed by the donor. For classification purposes, the net change in fair value of investments is classified as true endowment or, if stipulated by the donor, as quasi endowment.

- N. 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 by the College.

NOTE 2 - DEPOSITS AND INVESTMENTS

- A. 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 \$5,173.50. The carrying amount of cash on deposit was \$1,774,572.34 and the bank balance was \$1,880,833.93.

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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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

| | Book Balance | Bank Balance |
|--|-----------------|-----------------|
| Cash on Deposit with State Treasurer | \$ 1,265,867.09 | \$ 1,380,375.63 |
| Cash on Deposit with Private Financial Institutions | 508,705.25 | 500,458.30 |
| | \$ 1,774,572.34 | \$ 1,880,833.93 |

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, \$193,137.89 of the bank balance was covered by federal depository insurance, \$143,055.79 was covered by collateral held by an authorized escrow agent in the name of the State Treasurer (pooling method), and \$164,264.62 was not collateralized.

- B. Investments** – In addition to donated securities and real estate held by the College, the College is authorized to invest idle funds as provided by General Statute 115D-58.6. In accordance with this statute, the College and the Board of Trustees manage investments to ensure they can be converted into cash when needed.

Generally, funds belonging to the College may be invested in the form of investments pursuant to General Statute 159-30(c), as follows: Obligations of or fully guaranteed by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; prime quality commercial paper bearing specified ratings

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

and banker's acceptances; The North Carolina Cash Management Trust, an SEC registered mutual fund; repurchase agreements; evidences of ownership of, or fractional undivided interests in, future interest and principal payments on either direct obligations of or fully guaranteed by the United States government, which are held by a specified bank or trust company or any state in the capacity.

Except as specified by the donor, endowment funds belonging to the College may be invested pursuant to General Statute 147-69.2. This statute authorizes investments for special funds held by the State Treasurer and includes the following investments: Obligations of or fully guaranteed by the United States; obligations of certain federal agencies; repurchase agreements; obligations of the State of North Carolina; certificates of deposit of specified institutions; prime quality commercial paper; specified bills of exchange; asset-backed securities, corporate bonds and notes with specified ratings; general obligations of other states; general obligations of North Carolina local governments; certain venture capital limited partnerships; and the obligations or securities of the North Carolina Enterprise Corporation.

Investments of the College's component units, the Foundation and Investment Fund, are restricted only by the requirements placed on them by contract or donor/pool participant agreements.

The College's investments are categorized to give an indication of the level of risk assumed by the College. The credit risk categories are concerned with custodial credit risk, which is the risk that a government will not be able to recover the value of investment or collateral securities that are in possession of an outside party if the counterparty to the investment transaction fails. Category 1 includes investments that are insured or registered or for which the securities are held by the College or its agent in the College's name. Category 2 includes uninsured and unregistered investments for which the securities are held by a counterparty's trust department or agent in the College's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by a counterparty's trust department or agent, but not in the College's name.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

A summary of the College's investments at June 30, 2000 is presented below.

| | Fair Value | | | |
|--------------------------------------|------------------------|----------------|----------------|------------------------|
| | Risk Category | | | Total |
| | 1 | 2 | 3 | |
| Investments Categorized: | | | | |
| U.S. Government Securities | \$ 77,023.14 | \$ 0.00 | \$ 0.00 | \$ 77,023.14 |
| Corporate Common Stock | 2,279,352.20 | | | 2,279,352.20 |
| Corporate Bonds | 5,250.00 | | | 5,250.00 |
| Total Investments Categorized | <u>\$ 2,361,625.34</u> | <u>\$ 0.00</u> | <u>\$ 0.00</u> | <u>\$ 2,361,625.34</u> |
| Investments Not Categorized: | | | | |
| Real Estate | | | | 14,000.00 |
| Total Investments | | | | <u>\$ 2,375,625.34</u> |

C. Non-Current Funds Investment Income – The additions and deductions in the Endowment and Unexpended Plant Funds' fund equity balances as a result of investment income were \$56,755.31 and \$6,112.79, respectively.

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 | \$ 823,349.75 | \$ 0.00 | \$ 0.00 | \$ 823,349.75 |
| Buildings | 17,825,941.36 | | | 17,825,941.36 |
| Other Structures and Improvements | 1,467,056.24 | 212,718.71 | | 1,679,774.95 |
| Furniture, Machinery and Equipment | 2,138,606.17 | 192,601.14 | 190,524.97 | 2,140,682.34 |
| Artwork, Artifacts and Literature | 1,604,756.12 | 47,396.21 | 237,164.38 | 1,414,987.95 |
| Construction in Progress | 335,792.67 | 42,563.29 | 212,718.71 | 165,637.25 |
| Total Fixed Assets | <u>\$ 24,195,502.31</u> | <u>\$ 495,279.35</u> | <u>\$ 640,408.06</u> | <u>\$ 24,050,373.60</u> |

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 5 - NOTES PAYABLE

A summary of changes in notes payable is presented as follows:

| | Balance July 1, 1999 | Additions | Deletions | Balance June 30, 2000 |
|----------------------|-------------------------|-----------|--------------|--------------------------|
| Notes Payable | \$ 673,556.65 | \$ 0.00 | \$ 92,088.44 | \$ 581,468.21 |

The notes payable were for the purposes shown in the following table.

| Purpose | Financial Institution | Interest Rate | Final Maturity Date | Original Amount of Issue | Principal Paid Through 06/30/00 | Principal Outstanding 06/30/00 |
|----------------|-----------------------|------------------|---------------------------|--------------------------------|--|--------------------------------------|
| Energy Project | First Citizens' Bank | 4.73% | 2005 | \$ 810,802.00 | \$ 229,333.79 | \$ 581,468.21 |

The annual requirements to pay principal and interest on the notes payable at June 30, 2000 are presented as follows:

| Fiscal Year | A m o u n t |
|---------------------------|----------------------|
| 2001 | \$ 122,912.00 |
| 2002 | 122,912.00 |
| 2003 | 122,912.00 |
| 2004 | 122,912.00 |
| 2005 | 184,367.99 |
| Total Requirements | \$ 676,015.99 |

NOTE 6 - OPERATING LEASES

Future minimum lease payments under non-cancelable operating leases consist of the following at June 30, 2000:

| Fiscal Year | A m o u n t |
|-------------------------------------|------------------------|
| 2001 | \$ 372,041.84 |
| 2002 | 353,591.19 |
| 2003 | 351,936.96 |
| 2004 | 108,094.56 |
| 2005 | 20,110.32 |
| Total Minimum Lease Payments | \$ 1,205,774.87 |

Rental expenses for all operating leases during the year was \$372,253.36.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 7 - 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 construction contracts were \$86,146.59 and on other purchases were \$133,588.00 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 8 - 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 the Public School Insurance Fund, a state administered public entity risk pool. This fund is financed by premiums and interest and reinsures losses greater than \$10,000,000 per occurrence. The excess insurer provides property coverage up to \$30,000,000 per location annually. 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. The College purchases coverage for losses from employee dishonesty of County and Institutional Fund paid employees under an employee dishonesty bond.

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. Health care coverage is optionally available through contractual agreements with several HMO plans.

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 9 - 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 4 consecutive years that produce the highest average) multiplied by the number of years of creditable service. Employees may retire with reduced

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 \$11,716,910.72 of which \$9,334,037.22 was covered under the Teachers' and State Employees' Retirement System. Total employee and employer contributions for pension benefits for the year were \$560,042.23 and \$760,724.03, 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 \$760,724.03, \$642,769.81, and \$609,480.99, 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 except for a 5% employer contribution for the College's law enforcement officers, which is mandated under General Statute 143-163.30(e). Total employer contributions on behalf of College law enforcement officers for the year ended June 30, 2000 were \$1,370.10. The voluntary contributions by employees amounted to \$106,490.00 for the year ended June 30, 2000.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 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 \$64,573.27 for the year ended June 30, 2000.

NOTE 10 - 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 Employee's 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 \$48,536.99. 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 11 - PLEDGES RECEIVABLE

The College has pledges receivable in the amount of \$66,958.00. The pledges are expected to be collected within the next fiscal year.

NOTE 12 - 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 13 - PRIOR PERIOD ADJUSTMENT

As of July 1, 1999, fund equity of the various funds as previously reported were restated as follows:

| <u>Fund Group</u> | To Restate Fund Equity as a Result of the Accounting Change for State Required Tuition and Fees | Total Restatement To July 1, 1999 Fund Equity |
|----------------------|--|---|
| Unrestricted General | \$ 606,825.81 | \$ 606,825.81 |

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Ralph Campbell, Jr.
State Auditor

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**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
Coastal Carolina Community College
Jacksonville, North Carolina

We have audited the financial statements of Coastal Carolina 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 June 7, 2001. We did not audit the financial statements of the Coastal Carolina Community College Foundation, Inc., which represent 55 percent, 2 percent, and 1 percent, respectively, of the assets, revenues, and expenditures of the unrestricted general fund; 48 percent, 1 percent, and 8 percent, respectively, of the assets, revenues, and expenditures of the restricted fund; 100 percent of the assets of the loan fund; and 97 percent of the assets and 100 percent of the revenues and expenditures of the endowment fund. These financial statements were audited by another auditor whose report has been furnished to us. Our opinion, insofar as it relates to the amounts included for these funds, is based upon the report of the other auditor. 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. The financial statements of the Coastal Carolina Community College Foundation, Inc. were not audited in accordance with *Government Auditing Standards* and accordingly this report does not extend to these funds.

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*.

**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)**

Internal Control Over Financial Reporting

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

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

June 7, 2001

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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.

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September 12, 2001

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