



STATE OF NORTH CAROLINA

FINANCIAL STATEMENT AUDIT REPORT OF CATAWBA VALLEY COMMUNITY COLLEGE

HICKORY, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2001

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, 2001

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THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

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Ralph Campbell, Jr.
State Auditor

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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, 2001. 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 and supplementary information that relate solely to Catawba Valley Community College. The audit procedures were conducted in accordance with auditing standards generally accepted in the United States of America 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 and supplementary information that relate solely to Catawba Valley Community College.

Results - The accompanying financial statements present fairly, in all material respects, the amounts and disclosures made in accordance with accounting principles generally accepted in the United States of America. The accompanying supplementary information presents information that is fairly stated in all material respects in relation to the basic financial statements.

AUDITOR'S TRANSMITTAL (CONCLUDED)

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

Results - The following instance of noncompliance was detected:

Finding

2. Compliance With Daily Deposit Act

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.

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 - The following deficiency was detected in internal control over financial reporting:

Finding

1. Deficit Fund Balances and Cash Overdrafts

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.

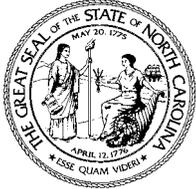
North Carolina General Statutes require the State Auditor to make audit reports available to the public. Copies of audit reports issued by the Office of the State Auditor may be obtained through one of the options listed in the back of this report.



Ralph Campbell, Jr.
State Auditor

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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, 2001, 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 auditing standards generally accepted in the United States of America 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, 2001, and the changes in fund equity and the current funds revenues, expenditures, and other changes for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 11A to the financial statements, the College changed its method of accounting for securities lending transactions allocated from the State Treasurer's Cash and Investment Pool during the year ended June 30, 2001. As discussed in Note 11B to the financial statements, the College implemented Governmental Accounting Standard Board, Statement #33, *Accounting and Financial Reporting for Nonexchange Transactions*, during the year ended June 30, 2001.

INDEPENDENT AUDITOR'S REPORT (CONCLUDED)

In accordance with *Government Auditing Standards*, we have also issued our report dated March 28, 2002 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.

Schedule 1 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Ralph Campbell, Jr.
State Auditor

March 28, 2002

Catawba Valley Community College
Balance Sheet
June 30, 2001

Exhibit A

	Current Funds			Fiduciary	Plant Funds	
	Unrestricted			Funds		Investment
	General	Proprietary	Restricted	Agency	Unexpended	in Plant
ASSETS						
Cash and Cash Equivalents (Overdraft)	\$ 716,092.93	\$ 818,212.56	\$ 561,304.38	\$ 57,490.81	\$ (52,052.49)	\$ 0.00
Receivables:						
Accounts Receivable	93,443.56	59,475.71	1,403.95	944.00	3,424.40	
Intergovernmental Receivables	11,448.45		61,817.50		52,365.00	
Interest Receivable	2,782.23	2,926.96	734.07			
Due from Primary Government					16,000.00	
Inventories	101,502.69	65,791.83	1,438.46			
Fixed Assets (Note 4)						28,623,663.05
Total Assets	\$ 925,269.86	\$ 946,407.06	\$ 626,698.36	\$ 58,434.81	\$ 19,736.91	\$ 28,623,663.05

Catawba Valley Community College
Balance Sheet
June 30, 2001

Exhibit A
Page 2

	Current Funds			Fiduciary Funds	Plant Funds	
	Unrestricted			Agency	Unexpended	Investment in Plant
	General	Proprietary	Restricted			
LIABILITIES AND FUND EQUITY						
Liabilities:						
Accounts Payable and Accrued Liabilities:						
Accounts Payable	\$ 45,140.65	\$ 11,630.26	\$ 416.31	\$ 565.85	\$ 1,403.41	\$ 0.00
Accrued Payroll	13,368.16	277.14	18.30			
Accrued Vacation Leave	607,306.48	15,783.45				
Funds Held for Others				57,868.96		
Total Liabilities	665,815.29	27,690.85	434.61	58,434.81	1,403.41	
Fund Equity:						
Net Investment in Plant						28,623,663.05
Fund Balances:						
Restricted Funds			626,263.75		18,333.50	
Unrestricted Funds	259,454.57	918,716.21				
Total Fund Equity	259,454.57	918,716.21	626,263.75		18,333.50	28,623,663.05
Total Liabilities and Fund Equity	\$ 925,269.86	\$ 946,407.06	\$ 626,698.36	\$ 58,434.81	\$ 19,736.91	\$ 28,623,663.05
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, 2001

Exhibit B

	Current Funds			Plant Funds	
	Unrestricted			Unexpended	Investment in Plant
	General	Proprietary	Restricted		
Revenues and Other Additions:					
Tuition and Fees	\$ 3,517,400.59	\$ 61,442.25	\$ 0.00	\$ 0.00	\$ 0.00
County Appropriations	1,915,925.00			345,950.32	
Federal Contracts and Grants	230,874.57		1,604,582.24		
State Contracts and Grants	11,628,436.34		172,296.97	820,738.52	
Nongovernmental Contracts and Grants	35,600.75		6,637.08		
Gifts	81,307.31	678.50	47,762.71		
Investment Income	38,520.47	38,756.22	10,329.10	105.79	
Sales and Services	45,563.07	1,443,637.59			
Expended for Plant Facilities					327,595.76
Other Revenues and Additions	68,524.07	68,396.87	151.50	109,353.96	
Total Revenues and Other Additions	17,562,152.17	1,612,911.43	1,841,759.60	1,276,148.59	327,595.76
Expenditures and Other Deductions:					
Educational and General	17,603,432.45	77,424.28	1,758,180.81		
Auxiliary Enterprises		1,393,027.81			
Indirect Costs Recovered			2,186.09		
Expended for Plant Facilities				1,190,562.70	
Disposal of Plant Facilities					68,070.26
Total Expenditures and Other Deductions	17,603,432.45	1,470,452.09	1,760,366.90	1,190,562.70	68,070.26
Transfers:					
Non-Mandatory Transfers In (Out)	80,102.79	(39,518.12)	45.00	(40,629.67)	
Net Increase for the Year	38,822.51	102,941.22	81,437.70	44,956.22	259,525.50
Fund Equity July 1, 2000	220,632.06	815,774.99	544,826.05	671,724.77	28,364,137.55
Prior Period Adjustment (Note 12)				(698,347.49)	
Fund Equity June 30, 2001	\$ 259,454.57	\$ 918,716.21	\$ 626,263.75	\$ 18,333.50	\$ 28,623,663.05

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, 2001, with comparative totals for 2000

Exhibit C

	Unrestricted			Restricted	Year Ended June 30,	
	General	Proprietary	Total		2001	2000
Revenues:						
Tuition and Fees	\$ 3,517,400.59	\$ 61,442.25	\$ 3,578,842.84	\$ 0.00	\$ 3,578,842.84	\$ 2,885,122.51
County Appropriations	1,915,925.00		1,915,925.00		1,915,925.00	1,816,500.00
Federal Contracts and Grants	230,874.57		230,874.57	1,602,396.15	1,833,270.72	1,776,346.85
State Contracts and Grants	11,628,436.34		11,628,436.34	172,296.97	11,800,733.31	11,732,000.01
Local Contracts and Grants						10,400.00
Nongovernmental Contracts and Grants	35,600.75		35,600.75	6,637.08	42,237.83	332,206.91
Gifts	81,307.31	678.50	81,985.81	47,762.71	129,748.52	58,017.31
Investment Income	38,520.47	38,756.22	77,276.69	10,329.10	87,605.79	98,496.80
Sales and Services	45,563.07	1,443,637.59	1,489,200.66		1,489,200.66	1,364,652.98
Other Sources	68,524.07	68,396.87	136,920.94	151.50	137,072.44	97,832.51
Total Revenues	17,562,152.17	1,612,911.43	19,175,063.60	1,839,573.51	21,014,637.11	20,171,575.88
Expenditures:						
Educational and General:						
Instruction	10,270,502.97		10,270,502.97	478,681.88	10,749,184.85	12,274,907.19
Academic Support	1,716,278.97		1,716,278.97	300.74	1,716,579.71	394,452.62
Student Services	891,815.14	75,478.66	967,293.80	211,569.55	1,178,863.35	1,278,354.08
Institutional Support	2,405,793.62		2,405,793.62	8,492.86	2,414,286.48	2,150,520.08
Plant Maintenance and Operations	1,613,911.22		1,613,911.22		1,613,911.22	1,573,238.23
Student Financial Aid	705,130.53	1,945.62	707,076.15	1,059,135.78	1,766,211.93	953,481.35
Auxiliary Enterprises		1,393,027.81	1,393,027.81		1,393,027.81	1,275,157.80
Internal Service Funds						40,136.75
Total Expenditures	17,603,432.45	1,470,452.09	19,073,884.54	1,758,180.81	20,832,065.35	19,940,248.10
Transfers:						
Non-Mandatory Transfers In (Out)	80,102.79	(39,518.12)	40,584.67	45.00	40,629.67	(238,216.33)
Net Increase (Decrease) in Fund Equity	\$ 38,822.51	\$ 102,941.22	\$ 141,763.73	\$ 81,437.70	\$ 223,201.43	\$ (6,888.55)

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, 2001

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 accounting principles generally accepted in the United States of America, 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 accounting principles generally accepted in the United States of America 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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, 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 to 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 recorded when earned and expenditures are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the College receives value without directly giving equal value in exchange, include grants, state and county appropriations, and private donations. On an accrual basis, revenues from these transactions are recognized in the fiscal year in which all eligibility requirements (resource provider conditions) have been satisfied, if measurable and probable of collection.

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).

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

- F. Receivables and Allowance for Doubtful Accounts** – Accounts receivable are shown at book value with no provision for doubtful accounts considered necessary.
- G. 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.
- H. 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.

Fixed assets, such as roads, parking lots, decks, sidewalks, and other non-building structures and improvements are capitalized as infrastructure.

- I. 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.

- J. Revenue Recognition** - Current Funds revenues, as reflected on Exhibit C, include all exchange and non-exchange transactions earned and in which all eligibility requirements (resource provider conditions) have been satisfied, if measurable and probable of collection.

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

K. 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 \$2,099,073.19 and the bank balance was \$2,289,625.01.

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	\$ 1,548,549.60	\$ 1,548,549.60
Cash on Deposit with Private Financial Institutions	<u>550,523.59</u>	<u>741,075.41</u>
	<u>\$ 2,099,073.19</u>	<u>\$ 2,289,625.01</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/> 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, 2001, \$100,000.00 of the bank balance was covered by federal depository insurance and \$641,075.41 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, 2000	Additions	Deletions	Balance June 30, 2001
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	3,730,450.59	244,992.03	45,181.22	3,930,261.40
Artwork, Artifacts and Literature	1,282,123.22	55,278.00	22,889.04	1,314,512.18
Construction in Progress	0.00	27,325.73		27,325.73
Total Fixed Assets	\$ 28,364,137.55	\$ 327,595.76	\$ 68,070.26	\$ 28,623,663.05

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 5 - OPERATING LEASES

Rental expense for all operating leases during the year was \$85,186.89.

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 other purchases were \$165,030.30 at June 30, 2001.
- B. Pending Litigation and Claims** – The College is a party to litigation and claims in the ordinary course of its operations. Since it is not possible to predict the ultimate outcome of these 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 of these matters will not have a material adverse effect on the financial position of the College.
- C. Community College General Obligation Bonds** – The 1999-2000 Session of the General Assembly of North Carolina authorized the issuance of six hundred million dollars of general obligation bonds of the State, as subsequently approved by a vote of qualified voters of the State, to provide funds for capital improvements for the North Carolina Community College System. The funds authorized are to be used solely to construct new buildings and to renovate and modernize existing buildings on the North Carolina Community College System campuses. The bond legislation specifies the amount of bond funding for each College campus as well as the intended amount for new construction and repair and replacement. The legislation further provides that the State Board of Community Colleges shall be responsible for the approval of projects in accordance with provisions of the legislation. The bonds are authorized to be issued over a six-year period beginning in 2001 at a level not to exceed amounts provided in the legislation. Using a cash flow financing approach, The Community College System's Office (CCSO), establishes annual amounts not to exceed for each approved project. The amounts not to exceed are subject to change due to actual cash availability and needs during the year. Subsequent to the bond sales and the availability of bond proceeds, CCSO notifies the Office of State Budget and Management (OSBM) of the amount not to exceed for the total of the approved projects. Within this amount, based on an official request of cash needs from the State Board of Community Colleges, OSBM authorizes allotments. These allotments are then recorded to specific community college allotment accounts by the CCSO. The College records the allotments as revenue on the accompanying financial

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

statements. In addition, amounts not allotted but accrued as expended at year-end are recorded as revenue. The College's remaining authorization \$9,996,645.00 is contingent on future bond sales and CCSO allotment approval. Because of uncertainty and time restrictions the remaining authorization is not recorded as an asset or revenue on the accompanying financial statements.

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 various state-administered risk pools, purchase of commercial insurance, and self-retention of certain risks.

Tort claims of up to \$500,000 are self-insured under the authority of the State Tort Claims Act. In addition, the State provides excess liability coverage up to \$11,000,000 for public officers and employees via contract with a private insurance company. The premium, based on a composite rate, is paid by the North Carolina Community College System Office to the State's Agent of Record.

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. Liability insurance for other college-owned vehicles are covered by contracts with private insurance companies.

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 North Carolina Department of Insurance with coverage of \$5,000,000 per occurrence and a \$50,000 deductible. 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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, members of the Teachers' and State Employees' Retirement System 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 1.81% 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 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).

Benefit and contribution provisions for the Teachers' and State Employees' Retirement System are established by North Carolina General Statute 135-5 and 135-8 and may be amended only by the North Carolina General Assembly. Employer and member contribution rates are set each

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

year by the North Carolina General Assembly based on annual actuarial valuations. For the year ended June 30, 2001, these rates were set at 5.33% of covered payroll for employers and 6% of covered payroll for members.

For the year ended June 30, 2001, the College had a total payroll of \$12,117,894.48 of which \$9,836,038.67 was covered under the Teachers' and State Employees' Retirement System. Total employee and employer contributions for pension benefits for the year were \$590,162.32 and \$524,260.86, respectively. The College made one hundred percent of its annual required contributions for the years ended June 30, 2001, 2000, and 1999, which were \$524,260.86, \$773,447.28, and \$647,081.21, respectively.

In accordance with constitutional provisions requiring a balanced budget for the State of North Carolina, the Governor issued an executive order requiring the employers' share of retirement contributions for the months of February 2001 through June 2001 be transferred to a reserve account rather than paid to the Teachers' and State Employees' Retirement System. A portion of those funds was ultimately used by the State of North Carolina for general fund purposes and not released to the retirement system. The total amount of employer contributions paid by the College has been recognized as pension costs in the financial statements. The contributions which were not released to the Teachers' and State Employees' Retirement System are considered immaterial to the College's financial statements taken as a whole. The College has no liability for pension costs beyond the contributions already made.

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/> 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 \$181,235.00 for the year ended June 30, 2001.

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 \$136,186.93 for the year ended June 30, 2001.

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 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. The College contributed 1.28% of the covered payroll under the Teachers' and State Employees' Retirement System for these health care benefits. For the fiscal year ended June 30, 2001, the College's total contribution to the Plan was \$125,901.29. 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. 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, 2001, the College's total contribution to the

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DIPNC was \$51,147.40. 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*.

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 \$94,838.25 for the year ended June 30, 2001.

NOTE 11 - ACCOUNTING CHANGES

- A. Securities Lending Transactions** - The College deposits certain funds with the State Treasurer's Cash and Investment Pool, which participates in securities lending activities. In prior years it was the State's policy to allocate the risk associated with these transactions to each component unit. For the year ending June 30, 2001, the State changed its policy, as a result of discussion with the GASB technical staff, to report the associated risk as part of the State of North Carolina's fiduciary funds rather than to allocate the risk to component units. The effect of this change removes from the College issued financial statements the assets and liabilities associated with the State Treasurer's security lending program. This change does not affect the College's beginning fund equities.
- B. Governmental Accounting Standard Board, Statement #33, *Accounting and Financial Reporting for Nonexchange Transactions*** - Effective July 1, 2000, the College implemented the new accounting and reporting standards required in GASB #33. This standard provides accounting rules over non-exchange transactions and changes the College's standards for the recognition of revenues and the reporting of funds received but not earned in the College's restricted fund. In prior years, the College reported funds received but not expended in its restricted fund as an addition to fund equity. Based on this new standard, revenues are recognized when earned and when the resource provider's conditions have been satisfied. Amounts received not meeting the

NOTES TO THE FINANCIAL STATEMENTS (CONCLUDED)

recognition requirements are now reported as deferred revenue. In addition, the new standard requires promises to give (pledges) that are expected to be collected and available for expenditure, and that are verifiable and measurable, be recorded as a receivable and revenue, upon satisfying the resource provider's conditions. Prior to this year, pledges were not recorded as a receivable unless there was a legally enforceable right. The effect of implementing this standard decreased the beginning unexpended plant fund balance by \$698,347.49, and decreased intergovernmental receivables by the same amount.

NOTE 12 - PRIOR PERIOD ADJUSTMENT

As of July 1, 2000, the fund equity of the unexpended plant fund as previously reported was decreased by \$698,347.49 as a result of the accounting change for GASB #33.

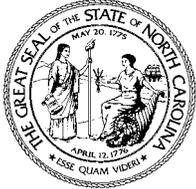
Catawba Valley Community College
Schedule of General Obligation Bond Project Authorizations, Budgets and Expenditures
For Project-to-Date as of June 30, 2001

Schedule 1

	Projected	General		Total			Expected
	Start	Obligation Bonds	Other	Project	Amount	Percent	Completion
Capital Improvement Projects	Date	Authorized	Sources	Budget	Expended	Completed	Date
<i>Projects Approved by the State Board</i>							
Renovations - Alexander Center	Jul 2002	\$ 1,000,000.00	\$ 0.00	\$ 1,000,000.00	\$ 0.00	0.00%	Apr 2003
Classroom/Lab/Library Resources Tech Bldg	Jan 2003	7,567,306.00	5,500,000.00	13,067,306.00			Oct 2004
<i>Projects Pending Approval by the State Board</i>							
Renovations - Vacated Library Space	Jan 2004	575,000.00		575,000.00			
East Wing Renovations	Apr 2004	200,000.00		200,000.00			
Old Testing Center Renovations	Jul 2002	150,000.00		150,000.00			
Renovate Interior Space	Jan 2003	504,339.00		504,339.00			
Total All Projects		\$ 9,996,645.00	\$ 5,500,000.00	\$ 15,496,645.00	\$ 0.00		

Note: The 1999-2000 Session of the General Assembly of North Carolina authorized the issuance of six hundred million dollars of general obligation bonds of the State, as subsequently approved by a vote of qualified voters of the State, to provide funds for capital improvements for the North Carolina Community College System. The projects listed on this schedule are those funded or to be funded by bond proceeds from the general obligation bonds authorized by Senate Bill 912.

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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
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, 2001, and have issued our report thereon dated March 28, 2002.

As discussed in Note 11A to the financial statements, the College changed its method of accounting for securities lending transactions allocated from the State Treasurer's Cash and Investment Pool during the year ended June 30, 2001. As discussed in Note 11B to the financial statements, the College implemented Governmental Accounting Standard Board, Statement #33, *Accounting and Financial Reporting for Nonexchange Transactions*, during the year ended June 30, 2001.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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, which are reported in the Audit Findings and Recommendations section of this report, disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Finding

2. Compliance With Daily Deposit Act

**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. 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 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

1. 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

March 28, 2002

AUDIT FINDINGS AND RECOMMENDATIONS

Current Year Finding and Recommendation Also Reported in Prior Audit - The following finding and recommendation was identified during the current and prior audit and represents a deficiency in internal control.

1. DEFICIT FUND BALANCES AND CASH OVERDRAFTS

At June 30, 2001, the College had three self-supporting funds with deficit fund balances resulting in a combined cash overdraft of \$336,343.53 for these funds. The College's Motorsports Technology, Team Concepts, and Child Development Center had deficit fund balances of \$107,449.30, 142,293.56, and 100,104.46, respectively. Each of these funds had deficit fund balances at June 30, 2000 and incurred additional losses during the 2000-2001 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 revise their written plans and take the necessary actions to eliminate the deficit fund balances and operating losses in these funds.

Other Current Year Finding and Recommendation - The following finding and recommendation was identified during the current audit and represents noncompliance with laws or regulations.

2. COMPLIANCE WITH DAILY DEPOSIT ACT

Receipts from outlying areas were not receipted in time to meet the requirements of the Daily Deposit Act. The Daily Deposit Act requires moneys received by the College in excess of \$250.00 be deposited on a daily basis. Our examination of ten receipting days revealed that receipts ranging from \$22.50 to \$1,787.60 were receipted from two to four business days after collection by the outlying areas. These receipts included collections totaling \$2,928.35.

Recommendation: We recommend that the College implement procedures to ensure that receipts from outlying areas are receipted and deposited in accordance with the requirements of the Daily Deposit Act.

COLLEGE'S RESPONSE

The two issues addressed in your audit are of major concern to college personnel and already significant changes have taken place in order to address the issues outlined. We concur that three (3) of our many self-supporting programs were operating at a deficit at the time of the audit and that some funds collected at outlying locations around the campus did not get to the business office in time for the daily deposit as required by the State's Daily Deposit Act. It is

AUDIT FINDINGS AND RECOMMENDATIONS (CONTINUED)

our goal to move all programs into a self-supporting category as quickly as possible and, if possible, without jeopardizing the integrity of the instruction being offered. Further, the actions outlined herein should ensure timely collection and transfer of funds to the business office for deposit of funds to meet the State's twenty-four hour requirement. With the changes that have taken place during the last year, the Child Development Center is currently operating significantly in the black.

While we are in agreement with the accuracy of the financial findings, there are several factors that help explain the rationale behind the operation of these programs:

- At all times, the College's self-supporting funds have remained significantly positive when totaled as a whole. Careful attention was given to insure that the three negative accounts did not reach the point of impeding the efficient operation, growth and development of the other self-supporting programs.
- Deficits can be expected in the initiation and development of some programs as they start, develop, and expand. In the world of business and finance, it is not uncommon for profits from one cost center to be used to offset lower earnings in another cost center. In fact, this is really the life-saving factor in the State's approach to curriculum programs: Nursing, Furniture Production and Design, Emergency Medical Services (EMS), and many other community college programs cost thousands of dollars more per year to operate than their enrollment can financially support. The college transfer program is the high-dollar yield program that supports many of the technical offerings across the college curriculum.
- During the last fiscal year, the College made major changes of one type or another in all three (3) of the programs in question:

Child Development Center

The College has increased the fee structure for enrollees and made a number of staff changes to help build the quality of the Center. The Center has a five-star rating (the State's highest rating).

The Center is used as the primary laboratory training facility for the College's Early Childhood Education classes. Those students are required to participate in clinical settings involving teaching, observing, and interacting at the Lab School.

The Child Development Center is being used as a laboratory situation for a number of campus programs or courses including Nursing, Emergency Medical Services (EMS), Psychology, Occupational Therapy (for students from Lenoir-Rhyne College), etc. These programs provide the students supervised work-study situations with infants to four year old children that would not be included in their training otherwise.

AUDIT FINDINGS AND RECOMMENDATIONS (CONCLUDED)

Motorsports Technology/Team Concepts

It should be noted that the costs reflected in the financial figures are costs incurred since the inception of the program and include equipment, supplies, non-expendable supplies, and other operating needs usually paid for by the State when a program is operating in the curriculum category.

Major changes have taken place in this area within the last year. The two (2) functions (Motorsports Technology and Team Concepts) have been combined into one with a revised fee structure. A new staff has been employed. In about five (5) years, more than 1200 students have been trained through the different components of the programs and a very large percentage of these students are currently working in the motorsports industry. CVCC students are working on race teams such as those of Terry LaBonte, Mark Martin, Ryan Newman, Penske Racing, Joe Gibbs Racing, Richard Childers Racing, etc. With our new staff, the College will explore the feasibility of moving this program to the curriculum category.

We feel that the total reworking of the program will promote a very efficient operation in the future and yet enable the College to continue to serve this vital North Carolina industry.

The audit's second point refers to delays in funds generated in outlying areas being receipted daily. Certain outlying areas of the College did not get funds collected to the business office in order to be receipted within the twenty-four (24) hour time period required by both College Policy and the Daily Deposit Act. College officials have met with both supervisory personnel and those personnel directly responsible for the collection of funds within the outlying areas to reinforce the importance of meeting these requirements. Further, a back-up plan for the business office to physically collect funds on days the outlying areas are experiencing a personnel shortage due to unexpected illness, etc. has been developed. We feel these actions should alleviate any future problems in this area.

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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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June 28, 2002

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