

STATE OF NORTH CAROLINA

FINANCIAL STATEMENT REVIEW REPORT OF

MARTIN COMMUNITY COLLEGE

WILLIAMSTON, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2004

OFFICE OF THE STATE AUDITOR

LESLIE W. MERRITT, JR., CPA, CFP

STATE AUDITOR

FINANCIAL STATEMENT REVIEW REPORT OF

MARTIN COMMUNITY COLLEGE

WILLIAMSTON, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2004

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REVIEWER'S TRANSMITTAL

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

This report presents the results of our financial statement review of Martin Community College, a component unit of the State of North Carolina, for the year ended June 30, 2004. Our review was made by authority of Article 5A of Chapter 147 of the North Carolina General Statutes and was conducted in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a review is to achieve limited assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

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 work necessary for the CAFR and the Single Audit Report, the accounts and operations of the College were subjected to review procedures, as we considered necessary. In addition, we performed review procedures that we considered necessary for us to report on the accompanying financial statements that relate solely to Martin Community College. As a result of our review, we are not aware of any material modifications necessary for the accompanying financial statements to be in conformity with accounting principles generally accepted in the United States of America. These matters are more fully described in the Independent Accountant's Review Report on the financial statements.

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

Leslie W. Merritt, Jr., CPA, CFP

Leslie W. Merritt, Jr.

State Auditor

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Board of Trustees Martin Community College Williamston, North Carolina

We have reviewed the accompanying financial statements of Martin Community College, a component unit of the State of North Carolina, and its discretely presented component unit, as of and for the year ended June 30, 2004, which collectively comprise Martin Community College's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the College's management. We did not review the financial statements of Martin Community College Foundation, Inc., which represents 100% of the College's discretely presented component unit. Those financial statements were audited by other accountants whose report thereon has been furnished to us, and our report, insofar as it relates to the amounts included for those entities, is based on the report of the other accountants.

A review consists principally of inquiries of College personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with auditing standards generally accepted in the United States of America, the objective of which is the expression of an opinion regarding the financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis, as listed in the table of contents, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we are not aware of any material modifications that should be made thereto.

Our review was conducted for the purpose of expressing limited assurance that there are no material modifications that should be made to the basic financial statements in order for them to be in conformity with generally accepted accounting principles. Schedule 1 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

INDEPENDENT ACCOUNTANT'S REVIEW REPORT (CONCLUDED)

Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we are not aware of any material modifications that should be made thereto.

Leslie W. Merritt, Jr., CPA, CFP

State Auditor

May 18, 2005

MANAGEMENT'S DISCUSSION AND ANALYSIS

Purpose

The information in this section is intended to provide a general overview of Martin Community College's (MCC) financial statements and is based upon the information contained in the financial statements accompanying this discussion and analysis. The user is encouraged to reference the appropriate section of the financial statements for the supporting detailed information. For more information, please contact the Division of Finance at 252-792-1521.

Overview of the Financial Statements

MCC's discussion and analysis provides a summary of the College's financial statements and a comparison of prior year information. The College has elected to report as a special purpose government engaged in business-type activities. Under this option, the College presents its financial statements using the economic resources measurement focus and the accrual basis of accounting. The basic financial statements under this option are the following: Statement of Net Assets, Statement of Revenues, Expenses and Changes in Net Assets, Statement of Cash Flows, and Notes to the Financial Statements. For the fiscal year ended June 30, 2004, the College implemented Governmental Accounting Standards Board Statement No. 39, *Determining Whether Certain Organizations are Component Units*. As a result, the Martin Community College Foundation, Inc., (the Foundation) is discretely presented as a part of this year's financial statements.

Institutional Assets

The assets of the College are divided between current and noncurrent assets. Current assets include cash, receivables, due from State of NC component units, and inventories.

Current Assets

	 2004	 2003	 Difference
Cash	\$ 738,920.43	\$ 675,421.42	\$ 63,499.01
Receivables	169,172.33	127,366.46	41,805.87
Due from State of NC			
Component Units	25,000.00	175,573.51	(150,573.51)
Inventories	244,396.73	167,131.73	77,265.00
Total Current Assets	\$ 1,177,489.49	\$ 1,145,493.12	\$ 31,996.37

MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)

Noncurrent assets include cash, receivables - due from primary government, and capital assets.

Noncurrent Assets

	 2004	 2003	Difference
Cash Due from Primary Government Capital Assets	\$ 418,753.08 498,447.95 4,550,079.38	\$ 406,984.20 288,503.34 4,882,744.24	\$ 11,768.88 209,944.61 (332,664.86)
Total Noncurrent Assets	 5,467,280.41	 5,578,231.78	 (110,951.37)
Total Assets	\$ 6,644,769.90	\$ 6,723,724.90	\$ (78,955.00)

The College's capital assets are stated at their purchase price or, in the case of donations, assigned a fair market value when they are accepted. The College records purchases as capital assets when the purchased items cost more than \$5,000 at the date of purchase and have a useful life of more than one year. Library books are not included as assets.

The College uses straight-line depreciation to determine the current value of capital assets. In general, infrastructure is depreciated over a 10 to 75 year period, buildings are depreciated over a 10 to 50 year period, and equipment is depreciated in 2 to 25 years, depending on the expected useful life of the infrastructure, equipment, or building.

Institutional Liabilities

The College's liabilities are divided between current liabilities payable within twelve months and noncurrent liabilities that extend beyond a year. Long-term liabilities include the portion of employees' accrued annual leave that will not be paid within the next fiscal year, calculated at the current salary rates for each employee, consistent with the institution's leave policies.

Liabilities

	 2004	 2003	 Difference
Current Noncurrent Long-Term	\$ 229,124.76 97,934.21	\$ 222,515.97 100,616.30	\$ 6,608.79 (2,682.09)
Total Liabilities	\$ 327,058.97	\$ 323,132.27	\$ 3,926.70

Net Assets

Net Assets are a measure of the value of all the College's assets after liabilities and depreciation are deducted. The College's net assets decreased by \$82,881.70 for the fiscal year to \$6,317,710.93. Net assets invested in capital assets are \$4,550,079.38. Net assets for

MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)

restricted for nonexpendable scholarships and fellowships are \$32,615.87. Net assets restricted for expendable scholarships and fellowships are \$16,971.73. Net assets restricted expendable loans are \$4,032.46. Net assets restricted for capital projects are \$475,147.25. Net assets restricted for other purposes are \$12,139.74. Unrestricted net assets are \$1,226,724.50.

Revenues

The College's revenues are classified as operating and nonoperating revenues. Operating revenues include student tuition and fees, federal, State and local grants and contracts, and revenue received from sales and services, principally comprised of the revenue received from the bookstore, vending, and the rental of the food service operation. Student tuition, though identified as a revenue, is remitted back to the State Treasurer and is not netted against the College's State aid identified as nonoperating revenue. The largest operating revenue of \$1,515,452.28 accrues from the College's participation in the Federal Title IV financial aid programs, including Pell Grants of \$1,447,143.00.

Operating Revenues

Trans 8	 2004	 2003	 Difference
Student Tuition and Fees, Net	\$ 286,572.72	\$ 449,536.96	\$ (162,964.24)
Federal Grants and Contracts	1,515,452.28	1,328,107.43	187,344.85
State/Local Grants and Contracts	545,515.39	288,688.52	256,826.87
Sales and Services, Net	551,483.68	617,278.94	(65,795.26)
Other Operating Revenues	 	 15,476.96	 (15,476.96)
Total Operating Revenues	\$ 2,899,024.07	\$ 2,699,088.81	\$ 199,935.26

Nonoperating revenues comprise the major portion of the College's income and include formula allocations from the North Carolina State Board of Community Colleges for current expense, as well as funds appropriated from the Martin, Bertie and Washington County Boards of Commissioners.

Nonoperating Revenues

	2004	2003	Difference
State Aid	\$ 5,268,836.04	\$ 4,574,097.10	\$ 694,738.94
County Appropriations	883,785.61	847,158.39	36,627.22
Noncapital Grants	119,327.05	518,123.63	(398,796.58)
Noncapital Gifts	31,355.00	22,883.04	8,471.96
Investment Income, Net	35,286.55	47,580.63	(12,294.08)
Other Nonoperating Revenues	47,565.38		47,565.38
Net Nonoperating Revenues	\$ 6,386,155.63	\$ 6,009,842.79	\$ 376,312.84

Capital Contributions

Capital contributions are received from appropriations from the North Carolina State Board of Community Colleges under a formula allocation for educational equipment and library books. The Board also provides construction funds as a part of the North Carolina 2000 Higher Education Bond Referendum and previous legislative action providing funds for renovations and repairs. Capital gifts are provided through annual contributions of the Foundation.

Capital Contributions

	 2004	 2003	 Difference
State Capital Aid County Capital Appropriations	\$ 318,156.53 14,844.00	\$ 395,216.94 14,844.00	\$ (77,060.41)
Total Capital Contributions	 333,000.53	 410,060.94	 (77,060.41)
Total Revenues	\$ 9,618,180.23	\$ 9,118,992.54	\$ 499,187.69

Operating Expenses

The operating expenses of the College are comprised principally of the direct cost of personnel and their fringe benefits.

Operating Expenses

. 0 .	2004 2003		Difference		
Salaries and Benefits	\$ 4,517,498.66	\$ 4,363,056.36	\$ 154,442.3	30	
Supplies and Materials	1,386,051.67	1,875,915.65	(489,863.9	9 8)	
Services	1,626,658.33	919,877.53	706,780.8	30	
Scholarships and Fellowships	1,524,028.15	1,131,944.89	392,083.2	26	
Utilities	273,266.03	241,961.19	31,304.8	34	
Depreciation	373,559.09	326,187.20	47,371.8	39	
Total Operating Expenses	\$ 9,701,061.93	\$ 8,858,942.82	\$ 842,119.1	11	

Significant Capital Asset Activities

The College was authorized \$1,563,896.00 from the 2000 North Carolina Higher Education Bond Referendum for repairs and renovation. Funds are allocated according to a cash flow schedule established by the North Carolina State Board of Community Colleges with final distribution of funds ending June 2007.

The following contractual amounts have been paid for projects listed:

- 1. Project #1178 Miscellaneous Repairs and Renovations Project \$99,712.69
- 2. Project #1192 Re-roofing Project \$528,879.66

MANAGEMENT'S DISCUSSION AND ANALYSIS (CONCLUDED)

Economic Forecast

MCC believes that the economic future of the College looks very good. We have positive discussions in progress with our three service counties (Martin, Bertie, and Washington), which should address our needs for maintaining and improving our current facilities and also any future expansion of the College. Forecasts from the State Office of Budget and Management indicate that the State's economy is slowly improving and that this should allow funding for initiatives already approved by the State legislature regarding salaries and multicampus funding.

Martin Community College Statement of Net Assets June 30, 2004

Exhibit A-1

ASSETS	
Current Assets:	
Cash and Cash Equivalents	\$ 738,920.43
Receivables (Note 4)	169,172.33
Due from State of North Carolina Component Units	25,000.00
Inventories	244,396.73
	
Total Current Assets	1,177,489.49
Noncurrent Assets:	
Restricted Cash and Cash Equivalents	418,753.08
Restricted Due from Primary Government	498,447.95
Capital Assets - Nondepreciable (Note 5)	109,500.00
Capital Assets - Depreciable, Net (Note 5)	4,440,579.38
Total Noncurrent Assets	5,467,280.41
Total Assets	6,644,769.90
I LADII UTUGO	
LIABILITIES Current Liabilities:	
Accounts Payable and Accrued Liabilities (Note 6)	123,515.40
Deferred Revenue	40,253.99
Funds Held for Others	12,621.57
Long-Term Liabilities - Current Portion (Note 7)	52,733.80
Total Current Liabilities	229,124.76
Noncurrent Liabilities:	
Long-Term Liabilities (Note 7)	97,934.21
Total Liabilities	327,058.97
NET ASSETS	
Invested in Capital Assets	4,550,079.38
Restricted for:	
Nonexpendable:	
Scholarships and Fellowships	32,615.87
Expendable:	
Scholarships and Fellowships	16,971.73
Loans	4,032.46
Capital Projects	475,147.25
Other	12,139.74
Unrestricted	1,226,724.50
Total Net Assets	\$ 6,317,710.93

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

Martin Community College Statement of Revenues, Expenses, and Changes in Net Assets For the Fiscal Year Ended June 30, 2004

Exhibit A-2

REVENUES Operating Revenues: Student Tuition and Fees, Net (Note 9) Federal Grants and Contracts State and Local Grants and Contracts Sales and Services, Net (Note 9)	\$ 286,572.72 1,515,452.28 545,515.39 551,483.68
Total Operating Revenues	2,899,024.07
EXPENSES Operating Expenses: Personal Services Supplies and Materials Services Scholarships and Fellowships Utilities Depreciation	4,517,498.66 1,386,051.67 1,626,658.33 1,524,028.15 273,266.03 373,559.09
Total Operating Expenses	9,701,061.93
Operating Loss	(6,802,037.86)
NONOPERATING REVENUES State Aid County Appropriations Noncapital Grants Noncapital Gifts Investment Income, Net Other Nonoperating Revenues	5,268,836.04 883,785.61 119,327.05 31,355.00 35,286.55 47,565.38
Net Nonoperating Revenues	6,386,155.63
Loss Before Other Revenues	(415,882.23)
State Capital Aid County Capital Appropriations	318,156.53 14,844.00
Decrease in Net Assets	(82,881.70)
NET ASSETS Net Assets, July 1, 2003	6,400,592.63
Net Assets, June 30, 2004	\$ 6,317,710.93

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

Martin Community College Statement of Cash Flows For the Fiscal Year Ended June 30, 2004

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CASH FLOWS FROM OPERATING ACTIVITIES Received from Customers Payments to Employees and Fringe Benefits Payments to Vendors and Suppliers Payments for Scholarships and Fellowships Other Receipts Net Cash Used by Operating Activities	\$ 2,900,668.77 (4,511,196.23) (3,362,746.47) (1,450,602.41) 47,267.13 (6,376,609.21)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
State Aid Received	5,268,836.04
County Appropriations	883,785.61
Noncapital Grants Received	43,627.18
Noncapital Gifts and Endowments Received	28,782.96
Cash Provided by Noncapital Financing Activities	6,225,031.79
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
State Capital Aid Received	318,156.53
County Capital Appropriations	14,844.00
Capital Grants	(100,033.10)
Acquisition and Construction of Capital Assets	(40,894.23)
Net Cash Provided by Capital and Related Financing Activities	192,073.20
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment Income	34,772.11
Net Increase in Cash and Cash Equivalents	75,267.89
Cash and Cash Equivalents, July 1, 2003	1,082,405.62
Cash and Cash Equivalents, June 30, 2004	\$ 1,157,673.51
RECONCILIATION OF OPERATING LOSS	
TO NET CASH USED BY OPERATING ACTIVITIES	
Operating Loss	\$ (6,802,037.86)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:	
Depreciation Expense	373,559.09
Miscellaneous Nonoperating Income	47,565.38
Changes in Assets and Liabilities:	75 070 44
Receivables	75,070.44
Inventories Accounts Payable and Accrued Liabilities	(77,265.00) 11,915.65
Funds Held for Others	(298.25)
Compensated Absences	(5,118.66)
Net Cash Used by Operating Activities	\$ (6,376,609.21)

Martin Community College Statement of Cash Flows For the Fiscal Year Ended June 30, 2004

Exhibit A-3

For the Fiscal Year Ended June 30, 2004	Page 2
RECONCILIATION OF CASH AND CASH EQUIVALENTS	
Current Assets: Cash and Cash Equivalents Noncurrent Assets:	\$ 738,920.43
Restricted Cash and Cash Equivalents Total Cash and Cash Equivalents - June 30, 2004	\$ 418,753.08 1,157,673.51
NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES Increase in Receivables Related to Nonoperating Income Capital Asset Write-Offs	\$ 326,247.41 23,267.66

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

Martin Community College Foundation, Inc. Statement of Financial Position December 31, 2003

December 31, 2003	Exhibit B-1
ASSETS	
Cash and Cash Equivalents	\$ 168,726.16
Receivables	692.63
Property and Equipment, Net	292,272.23
Total Assets	461,691.02
NET ASSETS	
Unrestricted	356,438.18
Temporarily Restricted	3,630.47
Permanently Restricted	101,622.37
Total Net Assets	\$ 461,691.02

Exhibit R-1

See Note 1 in the Notes to the Financial Statements

Martin Community College Foundation, Inc. Statement of Activities For the Fiscal Year Ended December 31, 2003

Exhibit B-2

CHANGES IN UNRESTRICTED NET ASSETS	
Revenues and Gains:	
Contributions	\$ 114,271.55
Income on Investments	850.02
Sales/Death of Horses - (Loss)	(16,413.38)
Fund Raising Income	62,253.54
Other	151.05
Total Unrestricted Revenues and Gains	161,112.78
Net Assets Released from Restrictions:	
Satisfaction of Program Restrictions	500.00
Total Unrestricted Revenues, Gains, and Other Support	161,612.78
Expenses and Losses:	
Contributions to College - Scholarships	7,909.75
Contributions to College - Depreciation of Horses	38,668.27
Management and General	11,706.31
Fund Raising	43,452.30
Total Expenses	101,736.63
Increase in Unrestricted Net Assets	59,876.15
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS	
Income on Investments	122.77
Increase in Temporarily Restricted Net Assets	122.77
CHANGES IN PERMANENTLY RESTRICTED NET ASSETS	
Contributions	5,788.00
Income on Investments	3,583.02
Net Assets Released from Restrictions:	0,000.02
Satisfaction of Program Restrictions	(500.00)
Calistaction of Frogram Restrictions	(300.00)
Increase in Permanently Restricted Net Assets	8,871.02
Increase in Net Assets	68,869.94
Net Assets at Beginning of Year	392,821.08
Net Assets at End of Year	\$ 461,691.02

See Note 1 in the Notes to the Financial Statements

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MARTIN COMMUNITY COLLEGE NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2004

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. Martin Community College is a component unit 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 the component unit for which the College's Board of Trustees is financially accountable. The College's component unit is discretely presented in the financial statements. Discretely presented component unit's financial data are reported in separate financial statements because of its use of a different GAAP reporting model and to emphasize its legal separateness.

Discretely Presented Component Unit - Martin Community College Foundation, Inc. (the Foundation) is a legally separate not-for-profit corporation and is reported as a discretely presented component unit based on the nature and significance of its relationship to the College.

The Foundation is a legally separate, tax-exempt component unit of the College. The Foundation acts primarily as a fund-raising organization to supplement the resources that are available to the College in support of its programs. The Foundation board consists of ten members. Although the College does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon, that the Foundation holds and invests are restricted to the activities of the College by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of the College, the Foundation is considered a component unit of the College and is reported in separate financial statements because of the difference in its reporting model, as described below.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

The Martin Community College Foundation, Inc. is a private not-for-profit organization that reports its financial results under Financial Accounting Standards Board (FASB) Statements. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the College's financial reporting entity for these differences.

Financial statements for the College and its discretely presented component unit are presented as of and for the fiscal year ended June 30, 2004, except for Martin Community College Foundation, Inc., whose financial statements are as of and for the fiscal year ended December 31, 2003.

During the year ended December 31, 2003, the Foundation distributed \$63,068.36 to the College for unrestricted purposes. Complete financial statements for the Foundation can be obtained from Martin Community College Foundation, Inc., 1161 Kehukee Park Road, Williamston, NC 27892.

B. Basis of Presentation - The accompanying financial statements are presented in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

Pursuant to the provisions of GASB Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments, as amended by GASB Statement No. 35, Basic Financial Statements – and Management's Discussion and Analysis – for Public Colleges and Universities, the full scope of the College's activities is considered to be a single business-type activity (BTA) and accordingly, is reported within a single column in the basic financial statements.

In accordance with GASB Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting, the College does not apply Financial Accounting Standards Board (FASB) pronouncements issued after November 30, 1989, for proprietary activities, unless the GASB amends its pronouncements to specifically adopt FASB pronouncements issued after that date.

C. Basis of Accounting - The financial statements of the College have been prepared using the economic resource measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been

- incurred. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.
- D. Cash and Cash Equivalents This classification includes undeposited receipts, petty cash, cash on deposit with private bank accounts, and deposits held by the State Treasurer in the short-term investment portfolio. The short-term investment portfolio maintained by the State Treasurer has the general characteristics of a demand deposit account in that participants may deposit and withdraw cash at any time without prior notice or penalty.
- **E.** Receivables Receivables consist of tuition and fees charges to students and charges for auxiliary enterprises' sales and services. Receivables also include amounts due from the federal government, State and local governments, and private sources in connection with reimbursement of allowable expenditures made pursuant to contracts and grants. Receivables are recorded at book value with no provision for uncollectible amounts.
- **F. Inventories** Inventories, consisting of expendable supplies, are valued at cost using the first-in, first-out method. Merchandise for resale is valued using the retail inventory method.
- **G.** Capital Assets Capital assets are stated at cost at date of acquisition or fair value at date of donation in the case of gifts. The College capitalizes assets that have a value or cost in excess of \$5,000 at the date of acquisition and an expected useful life of more than one year. Library books are generally not considered to have a useful life of more than one year unless part of a collection and are expensed in the year of acquisition.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 10 to 75 years for general infrastructure, 10 to 50 years for buildings, and 2 to 25 years for equipment.

The art collection is capitalized at cost or fair value at the date of donation. This collection is considered inexhaustible and is therefore not depreciated.

H. Restricted Assets - Unexpended capital contributions are classified as restricted assets because their use is limited by donor/grantor agreements. Certain other assets are classified as restricted because their use is limited by external parties or statute.

- I. Noncurrent Long-Term Liabilities Noncurrent long-term liabilities include compensated absences that will not be paid within the next fiscal year.
- J. Compensated Absences 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. Under this policy, the accumulated vacation leave for each employee at June 30th equals the leave carried forward at the previous June 30th plus the leave earned, less the leave taken between July 1st and June 30th.

In addition to the vacation leave described above, compensated absences includes the accumulated unused portion of the special annual leave bonuses awarded by the College to all full-time permanent employees as of September 30, 2002, and as of July 1, 2003. The unused portion of this leave remains available until used, notwithstanding the limitation on annual leave carried forward described above.

When classifying compensated absences into current and noncurrent, leave is considered taken using a last-in, first-out method.

K. Net Assets - The College's net assets are classified as follows:

Invested in Capital Assets - This represents the College's total investment in capital assets.

Restricted Net Assets - Nonexpendable - Nonexpendable restricted net assets include endowments and similar type assets whose use is limited by donors or other outside sources, and, as a condition of the gift, the principal is to be maintained in perpetuity.

Restricted Net Assets - **Expendable** - Expendable restricted net assets include resources for which the College is legally or contractually obligated to spend in accordance with restrictions imposed by external parties.

Unrestricted Net Assets - Unrestricted net assets include resources derived from student tuition and fees, sales and services, unrestricted gifts, and interest income.

Restricted and unrestricted resources are tracked using a fund accounting system and are spent in accordance with established fund authorities. Fund authorities provide rules for the fund activity and are separately established for restricted and unrestricted activities. When both restricted and unrestricted funds are available for expenditure, the decision for funding is transactional based within the departmental management system in place at the College.

- L. Scholarship Discounts Student tuition and fees revenues and certain other revenues from College charges are reported net of scholarship discounts in the accompanying Statement of Revenues, Expenses, and Changes in Net Assets. The scholarship discount is the difference between the actual charge for goods and services provided by the College and the amount that is paid by students or by third parties on the students' behalf. Student financial assistance grants, such as Pell grants, and other federal, State, or nongovernmental programs, are recorded as either operating or nonoperating revenues in the accompanying Statement of Revenues, Expenses, and Changes in Net Assets. To the extent that revenues from these programs are used to satisfy tuition, fees, and other charges, the College has recorded a scholarship discount.
- M. Revenue and Expense Recognition The College classifies its revenues and expenses as operating or nonoperating in the accompanying Statement of Revenues, Expenses, and Changes in Net Assets. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the College's principal ongoing operations. Operating revenues include activities that have characteristics of exchange transactions, such as (1) student tuition and fees, (2) sales and services of auxiliary enterprises, and (3) certain federal, State and local grants and contracts. Operating expenses are all expense transactions incurred other than those related to capital and noncapital financing or investing activities as defined by GASB Statement No. 9, Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting.

Nonoperating revenues include activities that have the characteristics of nonexchange transactions. Revenues from nonexchange transactions and State aid that represent subsidies or gifts to the College, as well as investment income, are considered nonoperating since these are either investing, capital or noncapital financing activities. Capital contributions are presented separately after nonoperating revenues and expenses.

N. County Appropriations - County appropriations are provided to the College primarily to fund its plant operation and maintenance function and to fund construction projects, motor vehicle purchases, and maintenance of equipment. Unexpended county current appropriation and county capital appropriation do not revert and are available for future use by the College.

NOTE 2 - DEPOSITS

All funds of the College are deposited in board-designated official depositories and are required to be collateralized in accordance with General Statute 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 Investment Pool. Also, the College may establish time deposit accounts, money market accounts, and certificates of deposit. At year end, cash on hand was \$573.00. The carrying amount of cash on deposit was \$1,157,100.51 and the bank balance was \$1,227,291.08.

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:

	Balance	Balance
Cash on Deposit with State Treasurer Cash on Deposit with Private	\$ 1,157,100.51	\$ 1,083,624.62
Financial Institutions		143,666.46
	\$ 1,157,100.51	\$ 1,227,291.08

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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 Investment Pool. These moneys are invested in accordance with General Statutes 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 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 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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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.

All of the cash on deposit with private financial institutions at June 30, 2004, was covered by federal depository insurance.

NOTE 3 - DONOR RESTRICTED ENDOWMENTS

The College's endowment assets are pooled with State agencies and similar institutions in short-term investments with the State Treasurer's Cash and Investment Pool and are reported as restricted cash and cash equivalents – noncurrent on the accompanying financial statements. If a donor has not provided specific instructions, State law permits the Board of Trustees to authorize for expenditure the net appreciation, realized and unrealized, of the assets of the endowment funds. Annual payouts from the College's endowment funds are based on an adopted spending policy, which limits spending to 100% of the interest earnings unless the donor has stipulated otherwise. At June 30, 2004, net appreciation of \$32,615.87 was available to be spent, all of which was restricted to specific purposes.

NOTE 4 - RECEIVABLES

Receivables at June 30, 2004, were as follows:

	 Receivables
Current Receivables:	 _
Students	\$ 6,714.37
Accounts	60,992.25
Intergovernmental	100,033.10
Interest on Loans	 1,432.61
Total Current Receivables	\$ 169,172.33

NOTE 5 - CAPITAL ASSETS

A summary of changes in the capital assets for the year ended June 30, 2004, is presented as follows:

	Balance July 1, 2003	Adjustments	Increases	Balance June 30, 2004
Capital Assets, Nondepreciable:				· · · · · · · · · · · · · · · · · · ·
Land	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ 100,000.00
Art, Literature, and Artifacts	9,500.00			9,500.00
Construction in Progress	23,267.66	(23,267.66)		
Total Capital Assets, Nondepreciable	132,767.66	(23,267.66)		109,500.00
Capital Assets, Depreciable:				
Buildings	6,862,137.83			6,862,137.83
Machinery and Equipment	1,336,284.84		40,894.23	1,377,179.07
General Infrastructure	1,048,055.65			1,048,055.65
Total Capital Assets, Depreciable	9,246,478.32		40,894.23	9,287,372.55
Less Accumulated Depreciation:				
Buildings	3,443,766.30		175,308.36	3,619,074.66
Machinery and Equipment	835,784.61		198,250.73	1,034,035.34
General Infrastructure	216,950.83	(23,267.66)		193,683.17
Total Accumulated Depreciation	4,496,501.74	(23,267.66)	373,559.09	4,846,793.17
Total Capital Assets, Depreciable, Net	4,749,976.58	23,267.66	(332,664.86)	4,440,579.38
Capital Assets, Net	\$ 4,882,744.24	\$ 0.00	\$ (332,664.86)	\$ 4,550,079.38

NOTE 6 - ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities at June 30, 2004, were as follows:

	 Amount
Accounts Payable Accrued Payroll	\$ 12,758.93 110,756.47
Total Accounts Payable and Accrued Liabilities	\$ 123,515.40

NOTE 7 - LONG-TERM LIABILITIES

A summary of changes in the long-term liabilities is presented as follows:

	<u>J</u>	Balance July 1, 2003	 Additions	 Reductions	Jı	Balance une 30, 2004	Current Portion
Compensated Absences	\$	155,786.67	\$ 114,050.80	\$ 119,169.46	\$	150,668.01	\$ 52,733.80

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 8 - OPERATING LEASE OBLIGATIONS

Future minimum lease payments under noncancelable operating leases consist of the following at June 30, 2004:

Fiscal Year		Amount			
2005	Φ	20.020.00			
2005	>	29,820.00			
2006		29,820.00			
2007		29,820.00			
2008		7,455.00			
Total Minimum Lease Payments	\$	96,915.00			

Rental expense for all operating leases during the year was \$29,970.00.

NOTE 9 - REVENUES

A summary of eliminations and allowances by revenue classification is presented as follows:

	Gross Revenues	Less Scholarship Discounts	Net Revenues		
Operating Revenues: Student Tuition and Fees	\$ 716,049.51	\$ 429,476.79	\$ 286,572.72		
Sales and Services: Sales and Services of Auxiliary Enterprises:					
Dining	\$ 59,261.40	\$ 0.00	\$ 59,261.40		
Bookstore	456,321.80	11,317.74	445,004.06		
Parking	45.00		45.00		
Other	48,121.67	948.45	47,173.22		
Total Sales and Services	\$ 563,749.87	\$ 12,266.19	\$ 551,483.68		

NOTE 10 - OPERATING EXPENSES BY FUNCTION

The College's operating expenses by functional classification are presented as follows:

	Salaries and		Supplies and			Scholarships and						
	Benefits	_	Materials	_	Services		Fellowships Utilities		Depreciation		Total	
Instruction	\$ 2,225,779.61	\$	591,035.13	\$	269,706.95	\$	18,464.00	\$ 17,853.03	\$	0.00	\$ 3,122,838.72	
Academic Support	688,924.35		24,826.20		208,902.21						922,652.76	
Student Services	220,391.88		49,390.05		21,981.31						291,763.24	
Institutional Support	994,668.34		227,279.47		337,255.54						1,559,203.35	
Operations and Maintenance of Plant	307,662.19		69,587.16		769,765.91			255,413.00			1,402,428.26	
Student Financial Aid						1	,505,564.15				1,505,564.15	
Auxiliary Enterprises	80,072.29		423,933.66		19,046.41						523,052.36	
Depreciation		_		_						373,559.09	373,559.09	
Total Operating Expenses	\$ 4,517,498.66	\$	1,386,051.67	\$	1,626,658.33	\$ 1	1,524,028.15	\$ 273,266.03	\$	373,559.09	\$ 9,701,061.93	

NOTE 11 - 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 cost sharing multiple-employer defined benefit pension plan administered by the North Carolina State Treasurer.

Benefit and contribution provisions for the Teachers' and State Employees' Retirement System are established by *North Carolina General Statutes* 135-5 and 135-8 and may be amended only by the North Carolina General Assembly. Employer and member contribution rates are set each year by the North Carolina General Assembly based on annual actuarial valuations. For the year ended June 30, 2004, these rates were set at .22% of covered payroll for employers and 6% of covered payroll for members.

For the year ended June 30, 2004, the College had a total payroll of \$3,874,990.11, of which \$2,995,447.38 was covered under the Teachers' and State Employees' Retirement System. Total employee and employer contributions for pension benefits for the year were \$179,726.85 and \$6,589.99, respectively. The College made one hundred percent of its annual required contributions for the years ended June 30, 2004, 2003, and 2002, which were \$6,589.99, \$0.00, and \$60,528.71, 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/ 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 \$61,066.44 for the year ended June 30, 2004.

IRC Section 403(b) and 403(b)(7) Plans - Eligible 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 nonprofit 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 \$19,784.24 for the year ended June 30, 2004.

NOTE 12 - OTHER POSTEMPLOYMENT BENEFITS

Health Care for Long-Term Disability Beneficiaries and Retirees -The College participates in State-administered programs, which provide postemployment health insurance to eligible former employees. Eligible former employees include long-term disability beneficiaries of the Disability Income Plan of North Carolina and retirees of the Teachers' and State Employees' Retirement System. These benefits were established by Chapter 135, Article 3, Part 3, of the General Statutes and may be amended only by the North Carolina General Assembly. Funding for the health care benefit for long-term disability beneficiaries and retirees is financed on a pay-as-you-go basis. The College contributed 3.2% of the covered payroll under the Teachers' and State Employees' Retirement System for these health care benefits. For the fiscal year ended June 30, 2004, the College's total contribution to the Plan was \$95,854.32. 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. Employer contributions are established in the Appropriations Bill by the General Assembly. The College was not required to contribute to the DIPNC for the fiscal year ended June 30, 2004. 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 13 - RISK MANAGEMENT

The College is exposed to various risks of loss related to torts; theft of, damage to and 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. Except for a reduction in the public officers' and employees' liability insurance from \$11,000,000 to \$5,000,000, 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.

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 public officers' and employees' liability insurance up to \$5,000,000 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 private 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 incurs a \$10 million self-insured deductible per occurrence. Reinsurance is purchased by the fund to cover catastrophic events in excess of the \$10 million deductible. 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 is 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. The College is protected from losses from employee dishonesty and computer fraud for employees paid entirely from county and institutional funds by contracts with private insurance companies.

Employees and retirees are provided health care coverage by the Comprehensive Major Medical Plan (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. This self-insured death benefit program is administered by the State Treasurer and funded via employer contributions. There were no employer contributions required for the current fiscal year.

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 14 - COMMUNITY COLLEGE GENERAL OBLIGATION BONDS

The 1999-2000 Session of the General Assembly of North Carolina authorized the issuance of \$600 million 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 were authorized for issuance 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 statements. The College's remaining authorization of \$436,856.00 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 15 - CHANGE IN FINANCIAL ACCOUNTING AND REPORTING

For the fiscal year ended June 30, 2004, the College implemented Governmental Accounting Standards Board Statement No. 39, *Determining Whether Certain Organizations are Component Units*. This Statement amends GASB Statement No. 14, The Financial Reporting Entity, to provide additional guidance to determine whether certain organizations for which the College is not financially accountable should be reported as component units based on the nature and significance of their relationship to the College.

Martin Community College Schedule of General Obligation Bond Project Authorizations, Budgets, and Expenditures For Project-to-Date as of June 30, 2004

Schedule 1

Capital Improvement Projects	Original Projected Start Date	Revised/ Actual Start Date	Actual Obligation Bonds		Other I		Total Project Budget	Amount Expended	Percent Completed	Original Expected Completion Date	Revised/ Actual Completion Date	
Projects Approved by the State Board Miscellaneous Repair and Renovation #1178 Re-roofing Project #1192	May 2001 Aug 2002	May 2001 Jan 2003	\$	99,713.00 1,027,327.00	\$	0.00	\$	99,713.00 1,027,327.00	\$ 99,712.69 528,879.66	100.00% 100.00%	Oct 2002 May 2004	Jul 2002 Jun 2004
Projects Not Started - To Be Funded in Future Years Undetermined				436,856.00	_			436,856.00				
Total All Projects			\$	1,563,896.00	\$	0.00	\$	1,563,896.00	\$ 628,592.35			

Note: The 1999-2000 Session of the General Assembly of North Carolina authorized the issuance of \$600 million 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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June 27, 2005

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