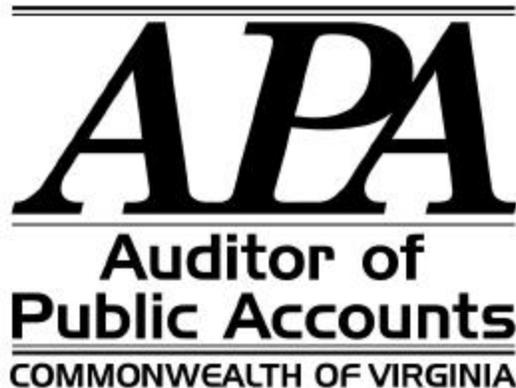


**JOHN TYLER COMMUNITY COLLEGE  
RICHMOND, VIRGINIA**

**REPORT ON AUDIT  
FOR THE YEAR ENDED  
JUNE 30, 2001**



## **AUDIT SUMMARY**

Our audit of John Tyler Community College for the year ended June 30, 2001, found:

- the financial statements are presented fairly, in all material respects;
- no material weaknesses in internal control;
- no instances of noncompliance required to be reported; and,
- adequate corrective action of prior audit findings.

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January 14, 2002

The Honorable Mark R. Warner  
Governor of Virginia

The Honorable Vincent F. Callahan, Jr.  
Chairman, Joint Legislative Audit  
and Review Commission

College Board  
John Tyler Community College

We have audited the accounts and records of **John Tyler Community College**, as of and for the year ended June 30, 2001, and submit herewith our complete reports on financial statements and compliance and internal control over financial reporting.

#### INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

We have audited the balance sheet of John Tyler Community College as of June 30, 2001, and the related statements of changes in fund balances and current fund 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 John Tyler Community College as of June 30, 2001, and the changes in fund balances and current fund revenues, expenditures, and other changes for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements of John Tyler Community College as of and for the year ended June 30, 2001, we considered internal controls over financial reporting and tested compliance with certain provisions of laws, regulations, contracts, and grants 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.

### Compliance

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

### Internal Control Over Financial Reporting

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

### Status of Prior Findings

The College has taken adequate corrective action with respect to audit findings reported in the prior year.

The "Independent Auditor's Report on Compliance and on Internal Control Over Financial Reporting" is intended solely for the information and use of the Governor and General Assembly of Virginia, the John Tyler Community College Board, the State Board for Community Colleges, and College and System management, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

EXIT CONFERENCE

We discussed this report with management at an exit conference held on December 14, 2001.

AUDITOR OF PUBLIC ACCOUNTS

JHS:whb  
whb:36

## **FINANCIAL STATEMENTS**

JOHN TYLER COMMUNITY COLLEGE  
BALANCE SHEET  
As of June 30, 2001

<u>ASSETS</u>	
Current Funds Unrestricted:	
Cash and cash equivalents (Note 3)	\$ 1,553,995
Investments (Note 3)	488,235
Accounts receivable (Note 4)	158,080
Loans receivable	280
Inventories	<u>13,228</u>
Total Unrestricted	<u>2,213,818</u>
Current Fund Restricted:	
Cash and cash equivalents (Note 3)	<u>158,291</u>
Total Restricted	<u>158,291</u>
Total Current Funds	<u>\$ 2,372,109</u>
Loan Funds:	
Cash and cash equivalents (Note 3)	\$ 3,640
Notes receivable (Note 4)	<u>384</u>
Total Loan Funds	<u>\$ 4,024</u>
Plant Funds Unexpended:	
Appropriations available	\$ 301,276
Accounts receivable	<u>12,195</u>
Total Unexpended	<u>313,471</u>
Plant Funds Renewals, Replacements and Debt Retirement:	
Due from system office	<u>743</u>
Plant Funds Investment in Plant:	
Land	7,640,139
Site improvements	1,455,732
Buildings	24,373,212
Equipment and library books	<u>4,336,515</u>
Total Investment in Plant	<u>37,805,598</u>
Total Plant Funds	<u>\$ 38,119,812</u>
Agency Funds:	
Cash and cash equivalents	<u>\$ 15,654</u>

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

Liabilities and Fund Balances

Current Funds Unrestricted:	
Accounts payable	\$ 476,498
Accrued expenses	573,320
Accrued leave	822,530
Due to the Commonwealth	8,000
Deferred revenue	399,258
Deposits depending distribution	2,636
Fund balances (deficits) (Note 11)	<u>(68,424)</u>
Total Unrestricted	<u>2,213,818</u>
Current Fund Restricted:	
Accounts payable	73
Accrued expenses	17,383
Accrued leave	2,981
Fund balances - restricted	<u>137,854</u>
Total Restricted	<u>158,291</u>
Total Current Funds	<u>\$ 2,372,109</u>
Loan Funds:	
Fund balances - college funds	\$ 3,387
Fund balances - federal funds	<u>637</u>
Total Loan Funds	<u>\$ 4,024</u>
Plant Funds Unexpended:	
Accounts payable	\$ 11,900
Retainage payable	603,112
Fund balances - restricted	<u>(301,541)</u>
Total Unexpended	<u>313,471</u>
Plant Funds Renewals, Replacements and Debt Retirement:	
Accounts payable	<u>743</u>
Plant Funds Investment in Plant:	
Capital leases payable (Note 8)	169,926
Notes payable (Note 7)	325,000
Net investment in plant	<u>37,310,672</u>
Total Investment in Plant	<u>37,805,598</u>
Total Plant Funds	<u>\$ 38,119,812</u>
Agency Funds:	
Accounts payable	<u>\$ 15,654</u>

JOHN TYLER COMMUNITY COLLEGE  
STATEMENT OF CHANGES IN FUND BALANCES  
For the Year Ended June 30, 2001

	Current Funds			Plant Funds		
	Unrestricted	Restricted	Loan Funds	Unexpended	Renewals, Replacements, and Debt Retirement	Investment in Plant
Revenue and other additions:						
Unrestricted current fund revenue	\$ 19,318,444	\$ -	\$ -	\$ -	\$ -	\$ -
State appropriations - restricted	-	288,576	-	-	150,802	-
Federal grants and contracts - restricted	-	2,530,256	-	-	-	-
State grants and contracts - restricted	-	44,575	-	-	-	-
Local grants and contracts - restricted	-	139,139	-	-	-	-
Non-governmental grants and contracts - restricted	-	153,000	-	-	-	-
Interest on loans receivable	-	-	4,337	-	-	-
Investment income	-	-	-	1,997	-	-
Private gifts	-	-	-	-	-	10,140
Expended for plant facilities (including \$909,267 charged to current funds)	-	-	-	-	-	1,787,358
Retirement of indebtedness (including \$1,443 charged to current funds)	-	-	-	-	-	173,737
Maintenance reserve allocation	-	-	-	-	109,411	-
Other sources	-	-	1,305	10,143	-	-
<b>Total revenues and other additions</b>	<b>19,318,444</b>	<b>3,155,546</b>	<b>5,642</b>	<b>12,140</b>	<b>260,213</b>	<b>1,971,235</b>
Expenditures and other deductions:						
Educational and general expenditures	19,117,965	3,116,522	-	-	-	-
Auxiliary enterprise expenditures	129,166	-	-	-	-	-
Indirect costs recovered	-	32,771	-	-	-	-
Refunded to grantors	-	-	11,563	-	-	-
Administrative and collection costs	-	-	314	-	-	-
Loan cancellations and writeoffs	-	-	4,361	-	-	-
Expended for plant facilities (includes noncapitalized expenditures of \$245,963)	-	-	-	1,014,643	109,411	-
Disposal of plant facilities	-	-	-	-	-	135,414
Retirement of indebtedness	-	-	-	-	172,294	-
Interest on indebtedness	-	-	-	-	26,379	-
<b>Total expenditures and other deductions</b>	<b>19,247,131</b>	<b>3,149,293</b>	<b>16,238</b>	<b>1,014,643</b>	<b>308,084</b>	<b>135,414</b>
Transfers among funds-additions/deductions:						
Mandatory	1,445	-	(1,445)	-	-	-
Non-mandatory	(656,703)	-	-	608,832	47,871	-
<b>Total transfers among funds</b>	<b>(655,258)</b>	<b>-</b>	<b>(1,445)</b>	<b>608,832</b>	<b>47,871</b>	<b>-</b>
Net increase/(decrease) in fund balances	(583,945)	6,253	(12,041)	(393,671)	-	1,835,821
Fund balance - July 1, 2000	515,521	131,601	16,065	92,130	-	35,474,851
Fund balance (deficit) - June 30, 2001	\$ (68,424)	\$ 137,854	\$ 4,024	\$ (301,541)	\$ -	\$ 37,310,672

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

JOHN TYLER COMMUNITY COLLEGE  
STATEMENT OF CURRENT FUNDS, REVENUES, EXPENDITURES, AND OTHER CHANGES  
For the Year Ended June 30, 2001

	Unrestricted	Restricted	Total
Revenues:			
Tuition and fees	\$ 5,078,661	\$ -	\$ 5,078,661
State appropriations (Note 6)	13,602,888	288,650	13,891,538
Local appropriations	59,921	-	59,921
Federal grants and contracts	29,270	2,513,847	2,543,117
State grants and contracts	-	49,031	49,031
Local grants and contracts	-	125,111	125,111
Non-governmental grants and contracts	3,500	139,883	143,383
Sales and services of auxiliary enterprises	302,949	-	302,949
Other sources:			
Commissions on auxiliary operations	173,930	-	173,930
Investment income	56,914	-	56,914
Miscellaneous	10,411	0	10,411
<b>Total revenues</b>	<b>19,318,444</b>	<b>3,116,522</b>	<b>22,434,966</b>
Expenditures and mandatory transfers:			
Educational and general expenditures:			
Instruction	8,834,368	983,934	9,818,302
Public service	16,329	-	16,329
Academic support	1,582,776	-	1,582,776
Student services	1,416,334	90,557	1,506,891
Institutional support	3,925,369	-	3,925,369
Operation and maintenance of plant	3,301,523	-	3,301,523
Scholarships and fellowships	41,266	2,042,031	2,083,297
<b>Total educational and general expenditures</b>	<b>19,117,965</b>	<b>3,116,522</b>	<b>22,234,487</b>
Mandatory transfers for:			
Loan fund matching grant	(1,445)	-	(1,445)
<b>Total educational and general</b>	<b>19,116,520</b>	<b>3,116,522</b>	<b>22,233,042</b>
Auxiliary enterprises:			
Expenditures	129,166	-	129,166
<b>Total expenditures and mandatory transfers</b>	<b>19,245,686</b>	<b>3,116,522</b>	<b>22,362,208</b>
Other transfers and additions/(deductions):			
Excess of restricted receipts over transfers to revenue	-	6,253	6,253
Nonmandatory transfers:			
(To)/from plant funds	(656,703)	-	(656,703)
<b>Total other transfers and additions/(deductions)</b>	<b>(656,703)</b>	<b>6,253</b>	<b>(650,450)</b>
<b>Net increase (decrease) in fund balances</b>	<b>\$ (583,945)</b>	<b>\$ 6,253</b>	<b>\$ (577,692)</b>

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

## **NOTES TO FINANCIAL STATEMENTS**

JOHN TYLER COMMUNITY COLLEGE

NOTES TO FINANCIAL STATEMENTS

AS OF JUNE 30, 2001

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of John Tyler Community College have been prepared in accordance with generally accepted accounting principles for colleges and universities. The significant policies followed by the College are as follows:

A. Reporting Entity

John Tyler Community College (JTCC) was established in 1967 as a part of the Virginia Community College System (VCCS) to serve primarily the cities of Colonial Heights, Hopewell, and Petersburg, and the counties of Amelia, Charles City, Chesterfield, Dinwiddie, Prince George, Surry, and Sussex. The College has campuses in Chester and Midlothian.

The Virginia Community College System was established as an institution of higher education in 1965. The System includes the State Board for Community Colleges, a System Office located in Richmond, an Information Technology Utility that serves and administers the information technology needs for the individual colleges and 23 community colleges located on 39 campuses throughout the Commonwealth. The System is governed by the State Board for Community Colleges, which follows higher education policy guidelines established by the State Council of Higher Education for Virginia. Operating and administrative responsibilities rest with the System Office in Richmond.

The System is a discrete component unit of the Commonwealth of Virginia and is included in the general purpose financial statements of the Commonwealth. A separate report is prepared for the Commonwealth of Virginia, which includes all agencies, boards, commissions, and authorities over which the Commonwealth exercises or has the ability to exercise oversight authority.

The accompanying financial statements include the accounts of John Tyler Community College. The College has an educational foundation that is defined as a related parties. The assets of the foundation, which is separately incorporated and managed by its own board, is not included in these statements. Related parties are described in Note 2.

B. Fund Accounting

To ensure the observance of limitations and restrictions placed on the use of resources, the accounts are maintained in accordance with the principles of "fund accounting." Resources are classified for accounting and reporting purposes into funds that may be used for activities or objectives specified. Separate accounts are maintained for each fund, however, in the accompanying financial statements, funds that have similar characteristics have been combined into fund groups. Accordingly, all financial transactions have been recorded and reported by fund group.

Within each fund group, fund balances restricted by outside sources are so indicated and are distinguished from unrestricted funds allocated to specific purposes by action of the College Board. Externally restricted funds may only be utilized in accordance with the purposes established by the source of such funds, and are in contrast with unrestricted funds over which the governing board retains full control and use in achieving any of its institutional purposes, subject only to prescribed policies governing the use of state appropriations.

Unrestricted revenue is accounted for in the Unrestricted Current Fund. Restricted gifts, grants, appropriations, and other restricted resources are accounted for in the appropriate restricted funds. Restricted Current Funds are reported as revenues and expenditures when expended for current operating purposes.

A summary of fund group definitions is as follows:

1. Current Funds - Current funds balances are separated into those, which are restricted by donors and those, which are unrestricted. Restricted funds may only be expended for the purposes indicated by the donor or grantor whereas unrestricted funds are available for current operations at the discretion of the System.
2. Loan Funds - Loan funds represent funds, which are limited by the terms of their donors or by action of the Board for the purpose of making loans to students.
3. Plant Funds - Plant funds are divided into three groups: unexpended; renewals, replacements, and debt retirement; and investment in plant. Unexpended plant funds represent funds, which were specified by external sources or designated for the acquisition and construction of physical properties. Renewals, replacements, and debt retirement funds represent funds for the renovation and replacement of physical properties and those resources held for the retirement of both principal and interest on debt. Investment in plant represents the capitalized value of physical property, less associated long-term debt.
4. Agency Funds - Agency funds reflect funds held in trust by the College as custodian.

#### C. Basis of Accounting

The financial statements of the College have been prepared in accordance with generally accepted accounting principles for colleges and universities. The College utilizes the accrual basis of accounting, except for depreciation as explained in Note 1F, in accordance with the American Institute of Certified Public Accountants audit guide, Audits of Colleges and Universities. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred through the receipt

of goods or services. 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.

D. Investments

Interest-bearing temporary investments and investments are stated at fair market value in accordance with GASB 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools.

E. Inventories

Inventories are stated at cost (primarily first-in, first-out method) and consist mainly of goods purchased for resale and expendable supplies.

F. Investment in Plant

Plant assets consisting of land, buildings, improvements, equipment, and construction in progress are stated at appraised historical cost or actual cost where determinable. Current fund expenditures for equipment are capitalized when the unit acquisition cost is \$5,000 or greater and the estimated useful life is two years or more. All equipment purchased under the Equipment Trust Fund program that is titled to the Virginia College Building Authority has been capitalized on these statements. Library acquisitions are capitalized using published average prices for library acquisitions. The accompanying financial statements include no provision for depreciation of plant assets.

G. Deferred Revenue

Deferred revenue consists primarily of student tuition collected for the summer academic term but not earned as of June 30, 2001. Revenues and expenditures for the summer academic term occur within two fiscal years because the term extends from May through August and the fiscal year ends on June 30. Expenses and an equal amount of revenue have been reported as revenues and expenses of the current period for the portion of the 2001 summer academic term covering the period of May 16 through June 30, 2001.

H. Accrued Compensated Absences

Accrued compensated absences reflected in the accompanying financial statements represents the amounts of vacation, sick, and compensatory leave earned by employees of the College but not taken at June 30, 2001, as well as related fringe benefits. The amount reflects all earned vacation, sick, and compensatory leave payable under the Commonwealth of Virginia's leave payout policy and the System's faculty and administrator's leave payout policy upon employment termination. An additional liability amount has been included for those employees with less than five years of service based on the probability they will eventually become vested. Also included in the liability is the College's share of the FICA taxes on leave balances for which employees will be compensated.

## 2. AFFILIATED ORGANIZATIONS

The College has an organized educational foundation that provides exclusive benefit to the college. The educational foundation is a non-profit organization created to raise funds supporting college programs, students, and related activities.

Limited members of the College Board represent the College on the foundation's governing board. The educational foundation is independently audited. The following is a condensed summary of the financial condition of the foundation at December 31, 2000:

Assets	<u>\$2,213,934</u>
Net Assets	<u>\$2,213,934</u>
Revenues	<u>\$ 562,731</u>
Expenditures	<u>\$ 645,888</u>

## 3. CASH AND INVESTMENTS

### A. Cash and Cash Equivalents

All state funds of the College are held by the Treasurer of Virginia pursuant to Section 2.1-177, et seq., Code of Virginia, who is responsible for the collection, disbursement, custody, and investment of state funds. Cash and cash equivalents represent deposits and short-term investments with maturities of less than three months. Each fund's equity in pooled state funds is reported as "Cash and Cash Equivalents" on the balance sheet and is not categorized as to credit risk.

Deposits with banks and savings institutions are covered by federal depository insurance or collateralized in accordance with the Virginia Security for Public Deposits Act. Under this Act, banks holding public deposits in excess of the amounts insured by FDIC must pledge collateral in the amount of 50 percent of excess deposits to a collateral pool in the name of the State Treasury board. Savings institutions are required to collateralize 100 percent of deposits in excess of FSLIC limits.

Cash equivalents maintained by the College are investments with maturities of less than three months.

### Investments

Certain deposits and investments held by the College are represented by specific identifiable investment securities held by the Treasurer of Virginia. Such investments are reported separately from cash and cash equivalents. Investments represent securities with maturities of more than 3 months and for which management intends to hold the securities to maturity. All investments held by the College are mutual fund investments and since they are not represented by specific identifiable securities, they are not categorized as to investment risk.

4. ALLOWANCE FOR DOUBTFUL ACCOUNTS

Notes receivables in Loan Funds is reported net of an allowance for doubtful accounts of \$2,400 at June 30, 2001.

5. PENSION PLAN

Employees of the College are employees of the Commonwealth. Substantially all full-time classified salaried employees of the College participate in a defined benefit pension plan administered by the Virginia Retirement System (VRS). The VRS also administers life insurance and health related plans for retired employees. Information relating to these plans is available at the statewide level only in the Commonwealth of Virginia's Comprehensive Annual Financial Report (CAFR). The Commonwealth, not the College nor the System, has overall responsibility for contributions to these plans.

Most full-time faculty and certain administrative staff participate in one of five optional retirement plans. Each is a fixed contribution program where the retirement benefits received are based on the employer's contributions plus interest and dividends. As with VRS, the employees' contributions are assumed by the employer. Total pension costs under these programs were \$171,856 for the year ended June 30, 2001. Contributions to these programs were calculated using the base salary amount of \$1,652,462 for the year ended June 30, 2001. The contribution percentage amounted to 10.4 percent. The total payroll for fiscal year 2001 was \$22,247,146

6. APPROPRIATIONS – UNRESTRICTED

All Commonwealth Unrestricted Current Funds Revenues must be appropriated by the General Assembly and are provided on an annual basis. Unspent balances of these appropriations at the close of the fiscal year revert to the Commonwealth's General Fund. During the fiscal year, the Virginia Community College System received supplemental appropriations in accordance with the Appropriation Act of 2001-02, Chapter 1073, Acts of Assembly. During the year ended June 30, 2001, the College received an allocation of \$13,602,888 of the total System appropriation.

7. NOTES PAYABLE

Notes payable represents an agreement with the Virginia Public Building Authority (VPBA) to finance parking improvements for the Midlothian campus. The balance is to be repaid in ten annual installments ranging from \$35,000 to \$45,000 with an average interest rate of 4.72% payable semiannually. The final installment of \$45,000 is due September 1, 2008. The outstanding balance at June 30, 2001 is \$325,000.

8. EQUIPMENT TRUST FUND

The College is a participant in the Higher Education Equipment Trust Fund of the Virginia College Building Authority (VCBA). The Higher Education Equipment Trust Fund provides funds to public colleges and universities for equipment acquisition. In prior years, funds were provided in the form of a lease. During the year ended June 30, 2001, the VCBA financed the ETF program with state funds, which will not require repayment. However, prior debt obligations are outstanding

through 2003. The associated liability is combined with capital leases payable on the balance sheet in the Investment in Plant Fund. A summary of future obligations under prior lease agreements for the College follows:

Year Ending <u>June 30</u>	Equipment Trust <u>Fund Obligation</u>
2002	\$ 126,385
2003	<u>53,634</u>
Total gross minimum lease payments	180,019
Less: Amount of interest	<u>10,093</u>
Present value of minimum lease payment	<u>\$ 169,926</u>

9. COMMITMENTS

At June 30, 2001, the John Tyler Community College had future commitments for construction contracts totaling approximately \$646,554.

10. ACCOUNTING CHANGES

The College adopted GASB Statement Number 33 – Accounting and Financial Reporting for Nonexchange Transactions for the year ended June 30, 2001. This Statement sets guidelines for when to record revenue and expenditures for nonexchange transactions. Revenues and expenditures associated with transactions that do not meet the eligibility requirements are classified as deferred revenues and advances, respectively. The College did not have any related balances as of June 30, 2001.

Statement Number 35 of the Government Accounting Standards Board *Basic Financial Statements – and Management’s Discussion and Analysis – for Public Colleges and Universities*, issued November 1999, will be effective for the Virginia Community College System, including John Tyler Community College, for the fiscal year ending June 30, 2002. This statement imposes new standards for financial reporting. The titles and format of the financial statements will change significantly because of this Statement. In addition, management will be required to provide a management’s discussion and analysis that gives readers and analysis of the overall financial position and results of operations including a comparison of current year results with the prior year. The Virginia Community College System is currently assessing the changes required by this Statement and preparing for its implementation.

11. DEFICIT FUND BALANCE

The \$68,424 deficit in current unrestricted funds is the result of the accrual of compensated absences and other payables.

## 12. RISK MANAGEMENT

The College is exposed to various risks of loss related to torts; theft or, damage to, and destruction of assets; errors and omissions; non-performance of duty; injuries to employees; and natural disasters. The College participates in insurance plans maintained by the Commonwealth of Virginia. The Department of Human Resource Management administers the state employee health care plan and the Department of General Services' Division of Risk Management administers the risk management insurance plans. Risk management insurance includes worker's compensation, property, general liability, faithful performance of duty bond, automobile, and air and watercraft plans. The College pays premiums to each of these Departments for its insurance coverage. Information relating to the Commonwealth's insurance plans is available at the statewide level in the Commonwealth of Virginia's Comprehensive Annual Financial Report.

JOHN TYLER COMMUNITY COLLEGE  
Chester, Virginia

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Wilbur E. Thomas

SYSTEM CHANCELLOR

Arnold R. Oliver

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Lorraine F. Waddill  
Gladys Washington

COLLEGE OFFICERS

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Timothy C. Brown, Dean of Financial and Administrative Services