

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
AUDIT COMMITTEE
APRIL 2018 MEETING

9:00-10:00am EDT
Friday
April 27, 2018

Third Floor Meeting Room
D.P. Culp University Center
412 J.L. Seehorn Road
Johnson City, TN

AGENDA

- I. Call to Order
- II. Roll Call
- III. [Approval of the Minutes of the Audit Committee February 23, 2018](#)
- IV. [Annual Review of Audit Committee Charter \(5 minutes\)](#)
- V. [Amended Internal Audit Charter \(5 minutes\)](#)
- VI. [Amended Internal Audit Policy \(5 minutes\)](#)
- VII. [Review of Existing Policies \(5 minutes\)](#)
 - A. [Preventing and Reporting Fraud, Waste, and Abuse Policy](#)
 - B. [Conflict of Interest Policy \(TBR\)](#)
- VIII. [Revisions to the FY 2017-2018 Audit Plan \(5 minutes\)](#)
- IX. [Audits and Investigations Performed \(10 minutes\)](#)
 - A. [Executive Level Expenditures Executive Summary](#)
 - B. [Office of Equity and Diversity Executive Summary](#)
 - C. [Memorandum on Investigations](#)
 - D. [Completed Audit Heat Map](#)
- X. [Recommendation Log \(5 minutes\)](#)
- XI. [Quality Assurance and Improvement Program \(5 minutes\)](#)
- XII. [Review of Audited Financial Statements from the Comptroller of the Treasury \(5 minutes\)](#)
- XIII. Other Business
- XIV. Executive Session to Discuss Active Audits (15 minutes)

XV. Adjournment

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 27, 2018

ITEM: Approval of the Minutes of February 23, 2018

COMMITTEE: Audit Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

The minutes of the February 23, 2018 meeting of the Audit Committee are included in the meeting materials

MOTION: I move that the Board of Trustees adopt the resolution, approving the minutes as outlined in the meeting materials.

RESOLVED: The reading of the minutes of the February 23, 2018 meeting of the Audit Committee is omitted, and the minutes are approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
AUDIT COMMITTEE

MINUTES

February 23, 2018
Johnson City, Tennessee

The East Tennessee State University Board of Trustees Audit Committee met at 9 a.m. on Friday, February 23, 2018 in the Department of Surgery Conference Room in Carl Jones Hall on the Quillen VA Medical Center campus.

I. **Call to Order**

Mr. David Golden, chair of the Audit Committee and vice chair of the Board of Trustees, called the meeting to order at 9:11 a.m.

II. **Roll Call**

Board of Trustees Secretary Dr. David Linville led the roll call. Trustees in attendance were:

Dorothy Grisham
Ron Ramsey
David Golden

Guests at the meeting were Dr. David Linville; Becky Lewis, chief internal auditor; Martha Stirling, internal auditor; Logan Greer, internal auditor; Dr. Brian Noland, ETSU president; Kristen Swing, director of communications; Dr. Lauren Collier, Tennessee Higher Education Commission; and Joe Smith, executive assistant to the president for University Relations (taking minutes).

III. **Approval of Minutes of the Audit Committee from November 10, 2017**

The minutes of the November 10, 2017 meeting of the Audit Committee were presented. Trustee Golden made a recommendation for approval, and Trustee Ramsey seconded the motion. Motion passed.

IV. **Revisions to the FY 2017-18 Audit Plan**

Rebecca Lewis requested the addition of four investigations to the Audit Plan for 2017-18. Two of the audits have been completed and will be discussed later during the meeting. An audit of presidential expenses was added to the current year audit plan since Internal Audit is reviewing the expenses each quarter. In addition, Martha Stirling from the Internal Audit staff has been selected as a track coordinator for the 2018 ACUA Annual Conference. An audit of football expenditures has been added following the announcement that the head coach is retiring. In the future, any time a head coach retires or leaves the program, an audit of expenditures will take place.

Trustee Ramsey made a motion for approval of the revised plan and Trustee Golden seconded the motion. Motion passed.

V. **Audits and Investigations Performed**

Ms. Lewis provided an overview of the audits and internal investigations completed during the time period of November 1, 2017 – January 31, 2018.

WETS-FM Radio FY 2017: A financial statement audit for WETS-FM radio was performed to determine the fair presentation of the financial statements for FY 2017 as required by the Corporation for Public Broadcast (CPB). There were no findings or questioned costs or issues. The audit report for WETS-FM radio was issued with an unmodified opinion. The financial statements appeared to fairly present, in all material respects, the financial position of the radio station as of June 30, 2017, and the audit objectives were met.

A memorandum of investigation was issued on the following audits:

Child Study Center: The investigation revealed cash received by the Child Study Center for its Pride Picnic was not deposited intact, expenses were paid directly from the cash receipts, and records related to the picnic revenue and expenditures were not maintained. In the future, the center will follow university policies and procedures related to picnic revenue and related expenses.

Parking Services: An investigation revealed that an employee (Technician) in Parking Services sometimes removed charges for parking fines and permits from the TickeTrak system when the individuals paid in cash. The Technician would then keep the cash for personal use. Based on the investigation performed, questioned costs totaled \$1,325. The Technician admitted in a signed statement to theft of between \$440 and \$460 and has agreed to make payment arrangements to the university for this amount. Since multiple individuals who accept payments in Parking Services work from the same cash drawer and use the same user ID in TickeTrak, it is possible that the Technician was not the only one involved in the theft. A review of subsequent transactions, however, revealed that theft has not occurred since the Technician's resignation. Management is taking appropriate steps to strengthen the internal control in order to help prevent future incidences from occurring. Ms. Lewis noted that ETSU Public Safety had been contacted regarding this investigation.

A heat map summarizing completed audits from November 1, 2017 – January 31, 2018 was reviewed.

VI. **Recommendation Log**

Ms. Lewis presented the recommendation log that shows the status of audit recommendations from previous audits. All actions taken by management seem to be progressing in a timely fashion or are not yet due. Updates about the PCI questionnaire

discussed at the previous Audit Committee meeting have been received and are progressing toward an August completion date. One follow-up matter has been completed since the last meeting and appropriate actions have taken place. Two ongoing investigations will be discussed in executive session.

VII. **Other Business**

Trustee Golden asked if there were any other business items to discuss. Given that none were announced, the public portion of the committee meeting adjourned and committee members moved into executive session.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 27, 2018

ITEM: Annual Review of Audit Committee Charter

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

The Audit Committee reviews its charter yearly to ensure accuracy and compliance with the charter.

East Tennessee State University

Audit Committee Charter

I. Purpose and Mission

The Audit Committee, a standing committee of the East Tennessee State University Board of Trustees, provides oversight and accountability on all aspects of university operations. The committee will assist the Board in fulfilling its oversight responsibilities by reporting regularly to the Board about Audit Committee activities and issues that arise with such recommendations as the committee deems appropriate. The Audit Committee will provide for open communications among the Board, university senior management, and the Tennessee Comptroller's Office auditors regarding audit matters.

The Audit Committee will provide oversight in the following areas:

- A. Audit engagements with the Tennessee Comptroller's Office, including the integrity of financial statements and compliance with legal and regulatory requirements,
- B. Audit engagements with external auditors,
- C. Internal Audit administration and activities,
- D. Management's internal controls and compliance with laws, regulations, and other requirements,
- E. Management's risk and control assessments,
- F. The University's Code of Conduct,
- G. Fraud, waste, and abuse prevention, detection, and reporting, and
- H. Other areas as directed by the Board.

II. Authority

The Audit Committee has the authority to conduct or authorize audits or investigations into any matter within its scope of responsibility. The scope of internal auditing extends to all aspects of institutional operations and beyond fiscal boundaries. The committee is authorized to:

- A. Seek any information it requires from employees or external parties. Employees are directed to cooperate with the committee's requests,
- B. Have access to all books, records, and physical properties of East Tennessee State University,
- C. Meet with Board and institutional officials, external and internal auditors, legal counsel, or others as necessary, and
- D. Delegate authority to subcommittees, providing that such decisions by any subcommittee are presented to the full committee at its next scheduled meeting.

III. Responsibilities

The Board employs a person qualified by training and experience to serve as the Chief Internal Auditor, who reports directly to the Audit Committee. The Chief Internal Auditor coordinates audit activities with the Tennessee Comptroller of the Treasury and with any other appropriate external auditors. The Audit Committee facilitates any audit and investigative matters, including advising auditors and investigators of any information the committee may receive pertinent to these matters.

The Audit Committee will carry out the following duties for the Board and will report to the Board about Audit Committee activities and issues that arise with such recommendations as the committee deems appropriate:

A. Tennessee Comptroller's Office Audits (State Auditors)

1. Understand the scope and approach used by the State Auditors in conducting their examinations,
2. Review results of the Comptroller's examinations of financial statements and any other matters related to the conduct of the audits,
3. Review with management and legal counsel any legal matters (including pending litigation) that may have a material impact on the financial statements, and any material reports or inquiries from regulatory or governmental agencies,
4. Ensure that the Comptroller is notified of any indications of fraud in the manner prescribed by the Comptroller,
5. Resolve any differences between management and the Comptroller's auditors regarding financial reporting, and
6. Meet, as needed, with the Comptroller's auditors to discuss any matters that the Audit Committee or State Auditors deem appropriate.

B. External Audits

1. Understand the scope and approach used by the external auditors in conducting their examinations,
2. Review results of the external auditors' examinations and any other matters related to the conduct of the external audits, and
3. Meet, as needed, with the external auditors to discuss any matters that the Audit Committee or external auditors deem appropriate.

C. Internal Audit Activities

1. Ensure that the Chief Internal Auditor reports directly to the Audit Committee and has direct and unrestricted access to the chair and other committee members,
2. Review and approve the charter for the East Tennessee State University's Internal Audit department,

3. Review and approve the annual audit plans for East Tennessee State University's Internal Audit department, including management's request for unplanned audits,
4. Receive and review significant results of internal audits performed,
5. Work with East Tennessee State University management and Internal Audit to assist with the resolution of cooperation issues and to ensure the implementation of audit recommendations,
6. Review the results of the year's work with the Chief Internal Auditor, and
7. Assure compliance with *the International Standards for the Professional Practice of Internal Auditing (Standards)*, the Office of Internal Audit must implement and maintain a quality assurance and improvement program that incorporates both internal and external assessments.
 - a. Internal assessments are ongoing, internal evaluations of the internal audit activity, coupled with periodic self-assessments and/or reviews.
 - b. External assessments enable the internal audit activity to evaluate conformance with the *Standards*; internal audit and audit committee charters; the organization's risk and control assessment; the effective use of resources; and the use of successful practices.
 - c. An external assessment must be performed at least every five years by an independent reviewer or review team.
 - d. Results of the external assessment **will** be communicated to the Audit Committee and management.

D. Internal Audit Administration

1. Ensure the Chief Internal Auditor reports functionally to the Audit Committee of the Board and reports to the President for administrative purposes only.
2. Ensure that East Tennessee State University Internal Audit has adequate resources in terms of staff and budget to effectively perform its responsibilities.
3. Review and approve the appointment, compensation, reassignment, or dismissal of the Chief Internal Auditor, and
4. Review and approve the compensation and dismissal of campus internal auditors.

E. Risk, Internal Control and Compliance

1. Consider the effectiveness of the internal control system and compliance with laws and regulations, including computerized information system controls and security,
2. Understand the scope of internal and external auditors' reviews of internal controls over financial reporting,
3. Make recommendations to improve management's internal control and compliance systems to ensure the safeguarding of assets and prevention and detection of errors and fraud. The components of the control system are:
 - a. control environment-creating a culture of accountability;
 - b. risk assessment-performing analyses of program operations to determine if risks exist;
 - c. control activities-taking actions to address identified risk areas;

- a. information and communication-using and sharing relevant, reliable, and timely information;and
 - b. monitoring -tracking improvement initiatives and identifying additional actions needed to further improve program efficiency and effectiveness.
- Review and evaluate the enterprise risk management process performed by
- 4. institutional management, and
- Inform the Comptroller of the Treasury of the results of enterprise risk
- 5. management process.

- F. Fraud Ensure that the Board and the institution have an effective process in place to
 - 1. prevent, detect, and report fraud, waste and abuse.
Establish a process for employees, taxpayers and other citizens to confidentially
 - 2. report suspected illegal, improper, wasteful, or fraudulent activity.
Inform the Comptroller of the Treasury of assessments of controls to reduce
 - 3. risks of fraud.
Promptly report indications of fraud to the Comptroller of the Treasury.
 - 4. Facilitate audit and investigative matters, including advising auditors and
 - 5. investigators of any pertinent information received by the Audit Committee.

- G. Other Review and assess the adequacy of the Audit Committee's charter annually,
 - 1. requesting Board approval for any proposed changes.
Ensure there are procedures for the receipt, retention, and treatment of
 - 2. complaints about accounting, internal controls, or auditing matters.
Review East Tennessee State University's code of conduct and/or policies
 - 3. regarding employee conduct to ensure that they are easy to access, are widely distributed, are easy to understand and implement, include a confidential mechanism for reporting code violations, are enforced, and include a conflict of interest policy.
 - 4. Review East Tennessee State University's conflict of interest policy to ensure that the term "conflict of interest" is clearly defined, the policy is comprehensive, annual signoff is required, and potential conflicts are adequately resolved and documented.

IV. Independence

Each member should be independent in fact and appearance of any interests that are in conflict with their duties as a Committee member.

Each member shall strictly adhere to the Code of Ethics for Appointed Board Members.

V. Membership

- A. Pursuant to TCA § 4-35-104, the Audit Committee shall have at least three members,
- B. The Committee and its Chair shall be approved by the Board upon recommendation of the Board Chair,
- C. Audit Committee members, including its Chair, shall serve for a two-year term,
- D. For good cause, such as the need to ensure continuity in Board leadership during a period of transition in Board membership or in the offices of Governor or President, the Board, on the recommendation of the Chair, may extend the term of the Committee and Committee Chair appointments for up to one year beyond the two year term,
- E. Competencies and professional or business expertise of members and previous Board and committee experience of Trustees, together with any special qualifications required by the bylaws for certain committees, will be considered in committee and chair appointments.
- F. The Audit Committee shall include at least one member, preferably the chair of the committee, who shall have extensive accounting, auditing, or financial management expertise,
- G. Each member of the audit committee should have an adequate background and education to allow a reasonable understanding of the information presented in the financial reports of the university and the comments of auditors with regard to internal control and compliance findings and other issues.
- H. The Vice Chair of the Board shall *serve* as an ex officio member of the Audit Committee but shall not be counted for quorum purposes.
- I. The Audit Committee may be composed of one external member and two or more Trustees who satisfy the membership requirements. An external member must have extensive accounting, auditing, or financial management expertise. An external member may not serve as Chair of the Audit Committee.
- J. If a vacancy occurs in a committee or chair position prior to expiration of the two-year term, the Board shall appoint a Trustee to fill the remainder of the term, upon the recommendation of the Chair.

VI. Meetings

- A. The Audit Committee shall meet as necessary, but at least annually, and also whenever requested by the chair of the Audit Committee or the Comptroller of the Treasury,
- B. The Audit Committee may invite Board management, auditors, or others to attend and provide relevant information,
- C. Meeting agendas will be provided to members in advance, along with appropriate briefing materials,
- D. The Board Secretary or their designee shall take minutes at each meeting of the Audit Committee and maintain approved minutes as the official record of such meeting,
- E. A majority of the members of the committee shall constitute a quorum for the transaction of

business

- F. All meetings of the Audit Committee shall adhere to the Open Meetings Act, Tennessee Code Annotated Title 8, Chapter 44, except that pursuant to TCA § 4-35-108(b), the Audit Committee may hold confidential, nonpublic executive sessions for the sole purpose of discussing the following:
1. Items deemed not subject to public inspection under Tennessee Code Annotated, Sections 10-7-503 and 10-7-504, and all other matters designated as confidential or privileged under state or federal law,
 2. Litigation,
 3. Audits or investigations,
 4. Information protected by federal law, and
 5. Matters involving information under Tennessee Code Annotated, Section 4-35-107(a), where the informant has requested anonymity.

Approvals

Approved by:

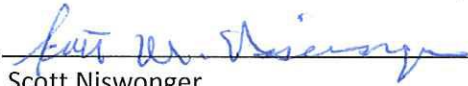


David A. Golden
Chair of the Audit Committee

Date:

9-8-17

Approved by:



Scott Niswonger
Chairman of the Board

Date:

9-8-17

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 27, 2018

ITEM: Internal Audit Charter Change

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

East Tennessee State University

Internal Audit Charter

Introduction

East Tennessee State University is governed by a Board of Trustees, consisting of 10 members (the Board) as determined by state law. The Audit Committee is a standing committee of the Board. The Chief Internal Auditor reports functionally to the Audit Committee of the Board and reports to the President for administrative purposes. This reporting structure assures the independence of the internal audit function.

Purpose

Internal Audit is an independent, objective assurance and consulting activity designed to add value and improve East Tennessee State University management systems. Internal Audit helps East Tennessee State University accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of management's risk management, control, and governance processes. Internal Audit assists East Tennessee State University's management in the effective discharge of their duties and responsibilities by evaluating activities, recommending improvements and providing other information designed to promote effective controls.

Assurance services involve the internal auditor's objective assessment of evidence to provide an independent opinion or conclusions regarding an entity, operation, function, process, system, or other subject matter. The nature and scope of the assurance engagement are determined by the internal auditor. There are generally three parties involved in assurance services: (1) the person or group directly involved with the entity, operation, function, process, system, or other subject matter — the process owner, (2) the person or group making the assessment — the internal auditor, and (3) the person or group using the assessment — the user.

Consulting services are advisory in nature, and are generally performed at the specific request of an engagement client. The nature and scope of the consulting engagement are subject to agreement with the engagement client. Consulting services generally involve two parties: (1) the person or group offering the advice — the internal auditor, and (2) the person or group seeking and receiving the advice — the engagement client. When performing consulting services, the internal auditor should maintain objectivity and not assume management responsibility.

East Tennessee State University's management has the primary responsibility for establishing and maintaining a sufficient system of internal controls as well as the enterprise risk management process.

Authority and Scope

Internal Audit's review of operations may include the examination and evaluation of the effectiveness of all aspects of operations at East Tennessee State University. In the course of its work, Internal Audit has full and complete direct access to all East Tennessee State University books, electronic and manual records, physical properties, and personnel information relative to the performance of duties and responsibilities. All documents and information given to Internal Audit during their work will be handled in the same prudent manner that East Tennessee State University expects of the employees normally accountable for them.

Other than its work performed in conjunction with its quality assurance and improvement program, Internal Audit has neither direct responsibility for, nor authority over, any of the activities, functions, or tasks it reviews nor shall their review relieve others of their responsibilities. The internal auditors must maintain a high degree of independence and not be assigned duties or engage in any operations or decision making in any activities that they would normally be expected to review or evaluate as part of the normal audit function.

Role and Responsibility

The role of Internal Audit is to assist members of the organization in the effective discharge of their responsibilities. Meaningful internal auditing requires cooperation among Internal Audit, East Tennessee State University's administration, and the department being audited. In fulfilling their responsibilities, Internal Audit will:

- Comply with auditing standards established by the Institute of Internal Auditors to ensure the effectiveness and quality of the internal audit effort.
- Develop and implement audit plans after consultation with the President and the Audit Committee that respond to both risk and cost effectiveness criteria.
- Review the reliability and integrity of information, and the information technology processes that produce that information.
- Verify compliance with applicable policies, guidelines, laws, and regulations.
- Suggest policies and procedures or improvements to existing policies and procedures where appropriate.
- Provide audit reports that identify internal control issues and make cost-effective recommendations to strengthen control.

- Facilitate the resolution of audit issues with administrators who have the most direct involvement and accountability.
- Review institutional operations (financial and other) on an advisory basis to inform and assist management in the successful execution of their duties.
- Assist with audits or perform certain agreed upon procedures for external parties. External parties include but are not limited to audit offices of federal and state governments and related agencies.
- Review management's risk assessment process and advise management on the reasonableness and propriety of the assessment.
- Promote and evaluate fraud prevention and identification programs and investigate allegations involving fraud, waste, and abuse.
- Demonstrate and promote appropriate ethics and values within the organization.
- Communicate activities and information among the board, internal auditors, external auditors and the administration.

Organizational Status/Reporting Structure

The Chief Internal Auditor reports functionally to the Audit Committee of the Board and reports to the President for administrative purposes.

The internal auditing services provided by Internal Audit are reported directly to the President and the Audit Committee of the Board. All audit work is summarized in timely written reports distributed to management to ensure that the results are given due consideration. In addition to management, reports or summaries are distributed to all members of the Audit Committee and to the State of Tennessee, Comptroller's Office. Management is provided a discussion draft of the audit report prior to the report being issued. Internal Audit is responsible for following up timely on audit findings to ascertain the status of management's corrective actions.

Audit Standards and Ethics

The Internal Audit function adheres to The Institute of Internal Auditors' mandatory guidance including the Definition of Internal Auditing, the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, and the *International Standards for the Professional Practice of Internal Auditing (Standards)*. This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance.

Periodic Review of Internal Audit Charter

This charter will be periodically assessed by the Chief Internal Auditor to determine whether the purpose, authority, and responsibilities defined in this charter are adequate to enable the internal auditing activity to accomplish its objectives. The results of the periodic assessment will be communicated to the President and the Audit Committee.

President, East Tennessee State University

Date

Chief Internal Auditor, East Tennessee State University

Date

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 27, 2018

ITEM: Amended Internal Audit Policy

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

East Tennessee State University Policy

Policy Title: Internal Audit

Policy Type: Finance/Administration

New/revised: Revised

Old Policy #: 4:01:05:00

Approval level: Board of Trustees [Select box for appropriate level of anticipated final approval]

President

Vice President

Other (specify here)

Purpose: This policy addresses staffing, responsibilities of the internal audit function, audit planning and reporting on internal audit activities.

Policy:

I. General Statement

- A. The internal audit function contributes to the improvement of the institution's operations by providing objective and relevant assurance regarding risk management, control and governance processes to management and the Board of Trustees.
- B. Management is responsible for evaluating the institution's risks and establishing and maintaining adequate controls and processes.
- C. To provide relevant information, the internal audit activity will consider the goals of the institution, management's risk assessments and other input from management in determining its risk-based audit activities.

II. Internal Audit Standards

- A. Each internal audit function shall adhere to The Institute of Internal Auditors' (IIA) *International Standards for the Professional Practice of Internal Auditing* and Code of Ethics (TCA § 4-3-304(9)). The Institute of Internal Auditors, International Professional Practices Framework (IPPF), incorporates the definition of internal auditing, the *International Standards for the Professional Practice of Internal Auditing (Standards)*, **Core Principles for the Professional Practice of Internal Auditing** and Code of Ethics into one document. It includes the following definition of internal auditing:
 1. Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
- B. Risk is the possibility of an event occurring that will have an impact on the achievement of an institution's goals and objectives.
 1. Risk is measured in terms of the impact an event may have and the likelihood that the event will occur.

2. To optimize the achievement of the institution's goals and objectives, the Board of Trustees and management act to minimize the related risks by implementing reasonable procedures to control and monitor the risks.
- C. Governance processes are the combination of processes and structures implemented by the Board of Trustees to inform, direct, manage, and monitor the activities of the organization toward the achievement of its objectives.
1. Examples of such processes include:
 - a. The organizational structure within an institution or a department;
 - b. Policies, guidelines and procedures instituted by the Board of Trustees or management to direct and control a particular activity such as maintenance fees or hiring practices; and
 - c. Preparation and review procedures for preparing reports such as annual financial statements or federal grant or financial aid reports.
- D. The IPPF includes attribute standards, which address the expected characteristics of organizations and individuals performing internal audit activities and performance standards, which describe the nature of internal audit activities and establish criteria to evaluate the performance of internal audit activities.
- E. To assure compliance with the IIA *Standards*, the Office of Internal Audit must implement and maintain a quality assurance and improvement program that incorporates both internal and external assessments.
1. Internal assessments are ongoing, internal evaluations of the internal audit activity, coupled with periodic self-assessments and/or reviews.
 2. External assessments enable the internal audit activity to evaluate conformance with the *Standards*; internal audit and audit committee charters; the organization's risk and control assessment; the effective use of resources; and the use of successful practices.
 3. An external assessment must be performed at least every five years by an independent reviewer or review team.
 4. Results of the external assessment will be communicated to the Audit Committee and management.

III. Internal Audit Personnel

- A. The university shall employ at least two individuals with full-time responsibility as internal auditors.
- B. Internal Audit Staff
 1. Internal audit staff must possess the professional credentials, knowledge, skills, and other competencies needed to perform their individual responsibilities.
 2. The internal audit function collectively must possess or obtain the knowledge, skills, and other competencies needed to perform its responsibilities.
 3. The Chief Internal Auditor must be licensed as a Certified Public Accountant or a Certified Internal Auditor, maintain an active license and annually complete sufficient, relevant continuing professional education to satisfy the requirements for the professional certification held.
 4. Other university auditors should annually complete sufficient, relevant continuing professional education to satisfy the requirements for their related professional certification or, at a minimum, forty hours of relevant continuing professional education annually.

5. The Chief Internal Auditor should communicate concerns to management and the Audit Committee regarding the lack of sufficient resources to complete the objectives of an engagement or the audit plan.
 6. Such resources may include the need for additional personnel or personnel with specialized knowledge, such as those with knowledge of fraud, information technology or other technical areas.
- C. The appointment of the Chief Internal Auditor as recommended by the President is subject to approval by the Audit Committee (TCA § 49-14-102(a)).
 - D. Compensation of the Chief Internal Auditor is subject to review by the Audit Committee.
 - E. The termination or change of status of the Chief Internal Auditor (TCA § 49-14-102(b)) requires a majority vote of the Audit Committee.

IV. Internal Audit Role and Scope

A. Reporting Structure

1. In accordance with TCA § 49-14-102(b) and the Board of Trustees Bylaws, the Chief Internal Auditor reports directly to the Audit Committee.
2. This reporting structure assures the independence of the internal audit function.

B. The internal auditors' responsibilities include:

1. Working with management to assess institutional risks and developing an audit plan that considers the results of the risk assessment.
2. Evaluating institutional controls to determine their effectiveness and efficiency.
3. Coordinating work with external auditors, program reviewers, and consultants.
4. Determining the level of compliance with internal policies and procedures, state and federal laws, and government regulations.
5. Testing the timeliness, reliability, and usefulness of institutional records and reports.
6. Recommending improvements to controls, operations, and risk mitigation resolutions.
7. Assisting the institution with its strategic planning process to include a complete cycle of review of goals and values.
8. Evaluating program performance.
9. Performing consulting services and special requests as directed by the Audit Committee or the institution's President.

- C. The scope of internal auditing extends to all aspects of institutional operations and beyond fiscal boundaries. The internal auditor shall have access to all records, personnel, and physical properties relative to the performance of duties and responsibilities.
- D. The scope of a particular internal audit activity may be as broad or as restricted as required to meet management needs.
- E. Objectivity is essential to the internal audit function. Therefore, internal audit personnel should not be involved in the development and installation of systems and procedures, preparation of records, or any other activities that the internal audit staff may review or appraise. However, internal audit personnel may be consulted on the adequacy of controls incorporated into new systems and procedures or on revisions to existing systems.
- F. Management is responsible for identifying, evaluating, and responding to potential risks that may impact the achievement of the institution's objectives. Auditors continually evaluate the risk management, internal control, and governance processes. To facilitate

these responsibilities, Internal Audit will receive notices or copies of external audit reviews, program reviews, fiscally related consulting reports, cash shortages, physical property losses, and employee misconduct.

V. Audit Plans and Activity Reports

- A. Internal Audit shall develop an annual audit plan using an approved risk assessment methodology.
- B. At the beginning of each fiscal year, after consultation with the President and other institution management, Internal Audit will prepare an annual audit plan. The audit plan must be flexible to respond to immediate issues and will be revised for such changes during the year.
- C. Audit plans and revisions will be reviewed and approved by the Audit Committee.
- D. At the end of each fiscal year, Internal Audit will prepare an annual activity report of all significant audit services performed.
- E. Annual activity reports and approved audit plans will be provided to the Comptroller's Office, Division of State Audit.

VI. Audit Engagements

- A. Audit engagements will be planned to provide relevant results to management and the Audit Committee regarding the effectiveness and efficiency of processes and controls over operations. To ensure management's expectations are met, auditors will communicate with management regarding the objectives and scope of the engagement.
- B. In planning and during the engagement, auditors should consider and be alert to risks that affect the institution's goals and objectives, operations and resources. Auditors should consider risks based on the operations under review, which include but are not limited to the risk of financial misstatements, noncompliance and fraud.
- C. An audit work program will be designed to achieve the objectives of the engagement and will include the steps necessary to identify, analyze, evaluate and document the information gathered and the conclusions reached during the engagement.
- D. Working papers that are created, obtained or compiled by an internal audit staff are confidential and are not an open record (TCA § 4-3-304(9)).

VII. Communicating Audit Results

- A. A written report that documents the objectives, scope, conclusions, and recommendations of the audit will be prepared for audit engagements providing assurance to the Board of Trustees and management. Management will include corrective action for each reported finding.
- B. Internal Audit will perform audits to follow-up on findings or recommendations included in internal audit and investigation reports. For these follow-ups, a written report will be prepared for any findings or recommendations that have not been corrected and management will be asked to include a revised corrective action plan. For follow-ups in which corrections have been implemented, a memo will be placed in the working paper file documenting the reasons for the closure. In addition, Internal Audit will perform audits to follow-up on findings or recommendations included in State Audit reports and a written report will be prepared. The President, along with the Audit Committee, will be notified at the conclusion of a follow-up audit.
- C. A written report that documents the objectives, scope, conclusions and recommendations will be prepared for investigations resulting from allegations or

identification of fraud, waste or abuse. As appropriate in the circumstances, management will include corrective action for each reported finding. In a case where allegations are not substantiated by the review and there are no other operational concerns to report to management regarding the review, the case may be closed by writing a memo to the working paper file documenting the reasons for closing the case.

- D. Reports on special studies, consulting services, and other non-routine items should be prepared as appropriate, given the nature of the assignment.
 - E. All internal audit reports will be signed by the Chief Internal Auditor and transmitted directly to the President in a timely manner.
 - F. The Chief Internal Auditor will present significant results of internal audit reports to the Audit Committee.
 - G. The Chief Internal Auditor will provide a copy of each report to the Comptroller's Office, Division of State Audit.
- VIII. Exceptions
- A. Any exceptions to the policy established herein shall be subject to the approval of the Audit Committee.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 27, 2018

ITEM: Review of Existing Policies

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

East Tennessee State University Policy

Policy Title: Preventing and Reporting Fraud, Waste or Abuse

Policy Type: Finance/Administration

New/revised: Revised

Old Policy #: 4:01:05:50

Approval level: Board of Trustees [Select box for appropriate level of anticipated final approval]

President

Vice President

Other (specify here)

Purpose: The Board of Trustees is committed to the responsible stewardship of its resources. Management of the university is responsible for maintaining a work environment that promotes ethical and honest behavior. Additionally, it is the responsibility of management to establish and implement internal control systems and procedures to prevent and detect irregularities, including fraud, waste and abuse. Management at all levels should be aware of the risks and exposures inherent in their areas of responsibility, and should establish and maintain proper internal controls to provide for the security and accountability of all resources entrusted to them.

Definitions:

- Fraud - An intentional act to deceive or cheat, ordinarily for the purpose or result of causing a detriment to another and/or bringing about some benefit to oneself or others. Fraudulent activities may include, but are not limited to the following:
 - Theft, misappropriation, misapplication, destruction, removal, or concealment of any institutional assets or resources, including but not limited to funds, securities, supplies, equipment, real property, intellectual property or data.
 - Improper use or assignment of any institutional assets or resources, including but not limited to personnel, services or property.
 - Improper handling or reporting of financial transactions, including use, acquisitions and divestiture of state property, both real and personal.
 - Authorization or receipt of compensation for hours not worked.
 - Inappropriate or unauthorized use, alteration or manipulation of data, computer files, equipment, software, networks, or systems, including personal or private business use, hacking and software piracy.
 - Forgery or unauthorized alteration of documents.
 - Falsification of reports to management or external agencies.
 - Pursuit of a personal benefit or advantage in violation of the ETSU Conflict of Interest Policy.
 - Concealment or misrepresentation of events or data.
 - Acceptance of bribes, kickbacks or any gift, rebate, money or anything of value whatsoever, or any promise, obligation or contract for future reward, compensation, property or item of value, including intellectual property.

- Waste - Waste involves behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary business practice given the facts and circumstances. Waste is a thoughtless or careless act, resulting in the expenditure, consumption, mismanagement, use, or squandering of institutional assets or resources to the detriment or potential detriment of the institution. Waste may also result from incurring unnecessary expenses due to inefficient or ineffective practices, systems, or controls. Waste does not necessarily involve fraud, violation of laws, regulations, or provisions of a contract or grant agreement.
- Abuse - Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary business practice given the facts and circumstances. Abuse also includes misuse of authority or position for personal financial interest or those of an immediate or close family member or business associate. Abuse does not necessarily involve fraud, violation of laws, regulations, or provisions of a contract or grant agreement. (U.S. Government Accountability Office, Government Auditing Standards, July 2007.)

Policy:

- I. Preventing Fraud, Waste or Abuse
 - A. Maintaining an Ethical Work Environment
 1. Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, students, contractors, vendors and others.
 2. To do so, management at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
 3. Management must demonstrate through words and actions that unethical behavior will not be tolerated.
 - B. Implementing Effective Internal Control Systems
 1. Management of the university has the responsibility to establish and implement internal control systems and procedures to prevent and detect irregularities, including fraud, waste and abuse.
 2. Internal controls are processes performed by management and employees to provide reasonable assurance of:
 - a. Safeguards over institutional assets and resources, including but not limited to cash, securities, supplies, equipment, property, records, data or electronic systems;
 - b. Effective and efficient operations;
 - c. Reliable financial and other types of reports; and
 - d. Compliance with laws, regulations, contracts, grants and policies.
 3. To determine whether internal controls are effective, management should perform periodic risk and control assessments, which should include the following activities:
 - a. Review the operational processes of the unit under consideration.
 - b. Determine the potential risk of fraud, waste, or abuse inherent in each process.
 - c. Identify the controls included in the process (or controls that could be included) that result in a reduction in the inherent risk.
 - d. Assess whether there are internal controls that need to be improved or added to the process under consideration.

- e. Implement controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of fraud, waste or abuse.
 - 4. Most managers will find that processes already include a number of internal controls, but these controls should be monitored or reviewed for adequacy and effectiveness on a regular basis and improved as needed. Typical examples of internal controls may include, but are not limited to:
 - a. Adequate separation of duties among employees.
 - b. Sufficient physical safeguards over cash, supplies, equipment and other resources.
 - c. Appropriate documentation of transactions.
 - d. Independent validation of transactions for accuracy and completeness.
 - e. Documented supervisory review and approval of transactions or other activities.
 - f. Proper supervision of employees, processes, projects or other operational functions.
 - C. Reviews of Internal Control Systems
 - 1. Audits or other independent reviews may be performed on various components of the internal control systems.
 - D. Internal Audit
 - 1. Internal Audit is responsible for assessing the adequacy and effectiveness of internal controls that are implemented by management and will often recommend control improvements as a result of this assessment.
 - 2. During an audit of a department or process, Internal Audit will also perform tests designed to detect fraud, waste or abuse that may have occurred.
 - E. External Audits
 - 1. The Tennessee Department of Audit, Division of State Audit, performs periodic financial audits of the university.
 - 2. One purpose of this type audit is to evaluate an institution's internal controls, which will often result in recommendations for control improvements.
 - 3. State Audit will also perform tests designed to detect fraud, waste or abuse that may have occurred.
 - F. Other Reviews
 - 1. Various programs may be subject to audits or reviews by federal, state or other outside agencies based on the type of program, function or funding.
 - 2. Although audits and reviews may include assessments of internal controls, the primary responsibility for prevention and detection of fraud, waste or abuse belongs to management.
 - 3. Therefore, management should take steps to review internal controls whether or not audits are to be performed.
- II. Reporting Fraud, Waste or Abuse
 - A. Responsibility for Reporting Fraud, Waste or Abuse
 - 1. Any official of any agency of the state having knowledge that a theft, forgery, credit card fraud, or any other act of unlawful or unauthorized taking, or abuse of, public money, property, or services, or other shortages of public funds has occurred shall report the information immediately to the office of the Comptroller of the Treasury (TCA § 8-19-501(a)), To ensure compliance with this statute, the university provides a means for employees and others to

report such matters, which are subsequently reported to the Comptroller's Office.

- a. Institutional administration with knowledge of fraud, waste or abuse will report such incidents immediately.
- b. Others, including institutional management, faculty and staff with a reasonable basis for believing that fraud, waste or abuse has occurred are strongly encouraged to immediately report such incidents (TCA § 8-50-116).
- c. Students, citizens and others are also encouraged to report known or suspected acts of fraud, waste or abuse.
- d. Although proof of an improper activity is not required at the time the incident is reported, anyone reporting such actions must have reasonable grounds for doing so.
- e. Employees with knowledge of matters constituting fraud, waste or abuse, that fail to report it or employees who knowingly make false accusations may be subject to disciplinary action.

B. Protection from Retaliation

1. State law (TCA § 8-50-116) prohibits discrimination or retaliation against employees for reporting allegations of dishonest acts or cooperating with auditors conducting an investigation.
2. The Higher Education Accountability Act of 2004 directs that a person who knowingly and willingly retaliates or takes adverse action of any kind against any person for reporting alleged wrongdoing pursuant to the provisions of this part commits a Class A misdemeanor.

C. Confidentiality of Reported Information

1. According to TCA § 49-14-103, detailed information received pursuant to a report of fraud, waste or abuse or any on-going investigation thereof shall be considered working papers of the internal auditor and shall be confidential.
2. Although every attempt will be made to keep information confidential, circumstances such as an order of a court or subpoena may result in disclosure.
3. Also, if the university has a separate legal obligation to investigate the complaint (e.g. complaints of illegal harassment or discrimination), the university cannot ensure anonymity or complete confidentiality.

D. Methods for Reporting Fraud, Waste or Abuse

1. Any employee who becomes aware of known or suspected fraud, waste or abuse should immediately report the incident to an appropriate departmental official. Incidents should be reported to one of the following officials or offices:
 - a. A supervisor or department head;
 - b. an institutional official;
 - c. University Counsel;
 - d. Human Resources;
 - e. the institutional internal auditor;
 - f. the Tennessee Comptroller of the Treasury's Hotline for fraud, waste and abuse at 1-800-232-5454.
2. If the incident involves their immediate supervisor, the employee should report the incident to the next highest-level supervisor or one of the officials

or offices listed above. Employees should not confront the suspected individual or initiate an investigation on their own since such actions could compromise the investigation.

3. A department official or other supervisor who receives notice of known or suspected fraud, waste or abuse must immediately report the incident to the following:
 - a. President/Chief Financial Officer (or designee)
 - b. Internal Audit Office
 - c. Department of Public Safety (when appropriate)
4. The President/Vice President or designee receiving such notice will immediately notify the Chief Internal Auditor regarding the acknowledged or suspected fraud or misconduct.
5. The Chief Internal Auditor will notify the Comptroller of the Treasury of instances of fraud, waste, or abuse.
6. After initial notification, the university should refer to applicable policies/guidelines related to institutional losses for additional reporting procedures.

III. Investigations/Actions

A. Cooperation of Employees

1. Individuals involved with suspected fraud, waste or abuse should assist with and cooperate in any authorized investigation, including providing complete, factual responses to questions and either providing access to or turning over relevant documentation immediately upon request by any authorized person.
2. The refusal by an employee to provide such assistance may result in disciplinary action.

B. Remedies Available

1. The university will evaluate the information provided and make a determination concerning external reporting obligations, if any, and the feasibility of pursuing available legal remedies against persons or entities involved in fraud, waste or abuse against the institution.
2. Remedies include, but are not limited to;
 - a. terminating employment,
 - b. requiring restitution, and
 - c. forwarding information regarding the suspected fraud to appropriate external authorities for criminal prosecution.
3. In those cases where disciplinary action is warranted, the Office of Human Resources, Office of University Counsel, and other appropriate offices shall be consulted prior to taking such action, and applicable institutional and Board of Trustees policies related to imposition of employee discipline shall be observed.

C. Resignation of Suspected Employee

1. If the employee suspected of gross misconduct resigns, the investigation will continue despite the resignation.
2. The employment records must reflect the situation as of the date of the resignation and the outcome of the investigation.

- D. Effect on Annual Leave
 - 1. An employee who is dismissed for gross misconduct or who resigns or retires to avoid dismissal for gross misconduct shall not be entitled to any payment for accrued but unused annual leave at the time of dismissal (TCA § 8-50-807).
- E. Student Involvement
 - 1. Students found to have participated in fraud, waste or abuse as defined by this policy will be subject to disciplinary action pursuant to the student disciplinary policy.
 - 2. The Vice President of Student Affairs (or designee) will be responsible for adhering to applicable due process procedures and administering appropriate disciplinary action.
- F. Confidentiality during Investigation
 - 1. All investigations will be conducted in as strict confidence as possible, with information sharing limited to persons on a “need to know” basis.
 - 2. The identities of persons communicating information or otherwise involved in an investigation or allegation of fraud, waste or abuse will not be revealed beyond the university unless necessary to comply with federal or state law, or if legal action is taken.
- G. Management’s Follow-up Responsibility
 - 1. Administrators at all levels of management must implement, maintain, and evaluate an effective compliance program to prevent and detect fraud, waste and abuse.
 - 2. Once such activities have been identified and reported, the overall resolution should include an assessment of how it occurred, an evaluation of what could prevent recurrences of the same or similar conduct, and implementation of appropriate controls, if needed.

Conflict of Interest : 1:02:03:10

Printed on April 2, 2018, 8:21 am

Policy Area

Governance, Organization, and General Policies

Applicable Divisions

TCATs, Community Colleges, System Office, Board Members

Purpose

This policy is intended to define the general principles which should guide the actions of members of the Board and of employees; offer illustrations of activities which potentially constitute a conflict of interest; make Board members and employees aware of disclosure requirements related to conflicts of interest; describe the process by which those disclosures shall be evaluated and decisions rendered; and describe the appeals process regarding such decisions.

Definitions

- Conflict of interest - occurs when the personal interests, financial or otherwise, of a person who owes a duty to the Tennessee Board of Regents and its constituent Institutions (Regents and all employees) actually or potentially diverge with the person's professional obligations to and the best interests of the TBR and its Institutions.
- Conflict of commitment - occurs when the personal or other non-work related activities of an employee of the TBR and its constituent Institutions impair the ability of that employee to meet their commitments of time and energy to the TBR and its Institutions.
- Family member - includes the spouse and children (both dependent and non-dependent) of a person covered by this policy.
- Immediate family – for purposes of Section VI.A.1.b.(2)(c), means spouse, dependent children or stepchildren, or relatives related by blood or marriage.

Policy

I. Objectives of the Conflicts of Interest Policy

- A. Members of the Tennessee Board of Regents and all employees of the TBR and its constituent Institutions all serve the interests of the State of Tennessee and its citizens, and have a duty to avoid activities and situations which, either actually or potentially, put personal interests before the professional obligations which they owe to the State and its citizens.

II. Pertinent Federal Regulations, State Laws, and TBR Policies

- A. The following lists are intended to indicate sources of information which may provide additional guidance regarding conflict of interest situations.
- B. This policy is intended to be consistent with all pertinent Federal and State laws, regulations, and policies, as well as with other TBR policies.
- C. To the extent that conflicts arise, Federal and State laws, regulations, and policies shall take precedence.
- D. The lists are not intended to be exhaustive and additional laws, regulations, and policies may be implicated in a given conflict of interest situation.

1. Federal Regulations

- a. The National Science Foundation (NSF) and the Department of Health and Human Services (HHS), acting through the Public Health Service (PHS) (which includes the National Institutes of Health (NIH)), have promulgated policies and regulations regarding conflicts of interest and disclosure of financial interests by investigators who receive funding from these Federal agencies.
- b. The NSF policy regarding researcher conflicts of interest is contained in Section 510 of NSF Publication 95-26, the Grant Policy Manual. The PHS regulations, upon which the NSF policy is modeled, are contained in the Code of Federal Regulations at 42 CFR 50.601 et seq. and 45 CFR 94.1 et seq.
- c. Other Federal agencies (e.g., the Veterans' Administration or the Food and Drug Administration) may require as a condition to a contract, disclosure and management of conflicts of interest (see, for example, Veterans' Administration Acquisition Regulation 852.209-70).

2. Tennessee State Law

a. Various statutes contained in the Tennessee Code Annotated (T.C.A.) are pertinent to the issue of conflicts of interest within the TBR System, including:

- (1) T.C.A. § 8-50-501, Disclosure statements of conflict of interests by certain public officials
- (2) T.C.A. § 12-2-208, Purchase by officer unlawful – penalty for violation
- (3) T.C.A. § 12-2-415, State surplus property disposition regulation
- (4) T.C.A. § 12-2-416, Violation of § 12-2-415
- (5) T.C.A. § 12-2-417, State employee violation – punishment
- (6) T.C.A. § 12-4-106, Prohibition against receiving rebates, gifts, money or anything of value -- Conflict of interest
- (7) T.C.A. § 12-4-101, Personal interest of officers prohibited
- (8) T.C.A. § 12-4-102, Penalty for unlawful interest
- (9) T.C.A. § 12-4-103, Bidding by state employees prohibited
- (10) T.C.A. § 12-4-104, Penalty for unlawful transactions
- (11) T.C.A. § 49-8-203(d), Powers and duties (of the Board of Regents)

b. It is significant to note that violation of some of these statutes may lead to criminal penalties (e.g., violation of T.C.A. § 12-4-103 is a Class E felony).

3. TBR Policies

a. The following TBR policies and guideline deal with issues which implicate conflict of interest situations:

- (1) TBR Policy 4:02:10:00, Purchasing Policy and Procedures
- (2) TBR Policy 4:02:20:00, Disposal of Surplus Personal Property
- (3) TBR Policy 5:01:05:00, Outside Employment
- (4) TBR Policy 5:01:06:00, Intellectual Property
- (5) TBR Guideline P:090, Nepotism

III. Supplementary Institutional Policies and Regulations

A. As each Institution may deem necessary and appropriate, TBR Institutions are authorized to develop additional Institution-specific policies, regulations, and procedures relating to conflicts of interest and conflicts of commitment, provided such policies and regulations are

consistent with Federal and State law and with this and other policies of the Tennessee Board of Regents.

IV. Applicability

- A. This policy shall apply to all persons serving as members of the Board of Regents and to all persons employed (either as full-time, part-time or temporary employees) by the Tennessee Board of Regents and its constituent Institutions.

V. General Principles

- A. It is the policy of the Tennessee Board of Regents that employees should avoid external commitments which significantly interfere with the employee's duties to the TBR and its constituent Institutions (conflicts of commitment). See also TBR Policy 5:01:05:00, Outside Employment. Disclosures of conflicts of commitment shall be made as required under Policy 5:01:05:00 and evaluated as indicated in that policy.
- B. It is the further policy of the Tennessee Board of Regents that both Regents and employees should avoid situations where the self-interests of the Regent or employee diverge from the best interests of the TBR and its Institutions (conflict of interest).
- C. The mere existence of either a potential or actual conflict of interest does not mean that such conflict must necessarily be eliminated.
 - 1. Where the potential detriment to the TBR and its Institutions is at most minor and inconsequential, and the conflict does not indicate violation of Federal or State law, regulation, or policy, those persons charged with evaluating disclosures should allow the activity to proceed without interference.
 - 2. For those situations which do not implicate Federal or State law, regulation or policy, the standard by which it should be determined whether a conflict of interest should be managed, reduced, or eliminated is whether that conflict would appear to a reasonable person to call into question the integrity or judgment of the affected Regent or employee.

VI. Situations and Activities Creating a Conflict of Interest

- A. In the following situations and activities, there is at least the appearance, and possibly the actuality, of an employee allowing his or her personal interests, and not the best interests of the TBR and its constituent Institutions, to affect that employee's judgments. This list is illustrative, and not exhaustive.

1. Self-dealing

- a. Situations in which a Regent or employee can appear to influence or actually influence an Institutionally-related decision from which that person or a member of that person's family stands to realize a personal financial benefit is self-dealing, and a conflict of interest.
- b. Examples of self-dealing activities are numerous, and include those listed below.
 - (1) Purchase of State-owned property by an employee absent fair and open bidding.
 - (a) It is unlawful for any state employee to purchase surplus state-owned property absent a fair and open bidding process (see T.C.A. § 12-2-208 and T.C.A. § 12-2-417).
 - (b) Such purchases are also prohibited under TBR Policy 4:02:20:00.
 - (2) Institutional purchases from businesses in which an employee or family member has a financial interest.
 - (a) T.C.A. § 12-4-103 declares that it is unlawful for any state official or employee to "bid on, sell, or offer for sale, any merchandise, equipment or material, or similar commodity, to the state of Tennessee" or "to have any interest in the selling of the same to the state" during that person's term of employment and for six months thereafter.
 - (b) Disclosure of any such transaction by an employee or member of the employee's family or by a business in which an employee or member of the employee's family has any significant (more than 4%) ownership interest or for which an employee or employee family member serves as an officer is required by this policy.
 - (c) T.C.A. § 12-4-106(b)(2013) declares that it is a conflict of interest for any person or any company with whom such person is an officer, a director, or an equity owner of greater than 1% interest to bid on any public contract for products or services for a governmental entity if such person or "immediate family" of such person is a member of a board or commission having responsibility for letting or approving such contract.

(d) For purposes of this section only, "immediate family" means spouse, dependent children or stepchildren, or relatives related by blood or marriage.

(3) Use of Educational Materials from Which a Faculty Member Derives Financial Benefit in That faculty Member's Teaching Activities.

(a) Any faculty member who wishes to use in his or her teaching activities educational materials (e.g. a textbook) which he or she has authored, or in which he or she otherwise stands to benefit financially from such use, a conflict of interest disclosure shall be made per Section VII of this policy.

(b) Whether the use of such materials shall be permitted shall be evaluated either under the terms of Institutional policy, or in the absence of such policy, by the Review Committee established under Section X of this policy.

(c) Such evaluation shall include consideration of suitable substitute materials and ensure that the needs of students are best served by use of the materials in which the faculty member has an interest.

(4) Acceptance of Gifts, Gratuities, or Favors

(a) Gifts. No employee shall knowingly solicit or accept, directly, or indirectly, on behalf of himself or herself or any member of the employee's household, for personal use or consumption any gift, including but not limited to any gratuity, service, favor, food, entertainment, lodging, transportation, loan, loan guarantee or any other thing of monetary value, from any person or entity that:

(i) Has, or is seeking to obtain, contractual or other business or financial relations with the institution in which the individual is employed; or

(ii) Has interests that may be substantially affected by the performance or nonperformance of the employee.

(5) Exceptions

(a) The prohibition on accepting gifts in Section (4)(a) above, does not apply to:

- (i) A gift given by a member of the employee's immediate family, or by an individual, if the gift is given for a non-business purpose and is motivated by a close personal friendship and not by the position of the employee;
- (ii) Informational materials in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication.
- (iii) Sample merchandise, promotional items, and appreciation tokens, if they are routinely given to customers, suppliers or potential customers or suppliers in the ordinary course of business, including items distributed at tradeshow and professional meetings where vendors display and promote their services and products;
- (iv) Food, refreshments, foodstuffs, entertainment, or beverages provided as part of a meal or other event, including tradeshow and professional meetings, if the value of such items does not exceed fifty dollars (\$50.00) per occasion; provided further, that the value of a gift made pursuant to this subsection may not be reduced below the monetary limit by dividing the cost of the gift among two or more persons or entities identified in Section VI.A.1.b.(4).
- (v) There may be circumstances where refusal or reimbursement of a gift (such as a lunch or dinner) may be awkward and contrary to the larger interests of the institution. In such circumstances, the employee is to use his or her best judgment, and disclose the gift including a description, estimated value, the person or entity providing the gift, and any explanation necessary within fourteen (14) days to their immediate supervisor;
- (vi) Food, refreshments, meals, foodstuffs, entertainment, beverages or intrastate travel expenses that are provided in connection with an event where the employee is a speaker or part of a panel discussion at a scheduled meeting of an established or recognized membership organization which has regular meetings;

(vii) Participation in institution or foundation fundraising and public relations activities, i.e. golf tournaments and banquets, where persons or entities identified in Section VI.A.1.b.(4) provide sponsorships; and

(viii) Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in Section VI.A.1.b.(4)

2. Inappropriate use of students or support staff

- a. Employees shall ensure that the activities of students or support staff are not exploited for the benefit of any external activity of the faculty member.
- b. Prior to assigning any such non-Institutionally related task (which is more than incidental or de minimus in nature) to a student or member of the support staff, an employee shall disclose such proposed activities and obtain approval.

3. Inappropriate use of State owned resources

- a. Employees may not make significant use of State owned facilities, equipment, materials or other resources, not otherwise available to the public, in the course of activities which are not related to the Institution and which are intended for personal benefit, without prior disclosure and approval.

4. Failure to disclose intellectual property

- a. TBR Policy 5:01:06:00 governs the rights and responsibilities which persons affiliated with the TBR and its Institutions have regarding intellectual property developed during the term of their affiliation with the TBR.
- b. Among the responsibilities enumerated in the policy is that of disclosure of inventions and those copyrightable works which may be reasonably expected to have commercial value which they have jointly or solely developed or created during their affiliation with the TBR and its Institutions.

VII. General Disclosure Requirements

- A. Persons to whom this policy applies who believe that a conflict of interest may exist either personally or with respect to another person covered by this policy shall make a written disclosure of the facts and circumstances surrounding the situation.

- B. No particular format is required, but the disclosure should adequately describe the pertinent facts and circumstances.
- C. For members of the Board, disclosure shall be made to the General Counsel.
- D. Employees of the System Office shall make disclosure to either their immediate supervisor or to the General Counsel.
- E. At the colleges, disclosures shall be submitted to the employee's immediate supervisor or other person designated by the President to receive such disclosures.
- F. Disclosures made by a President r shall be submitted online to the Tennessee Ethics Commission.

VIII. Special Disclosure Requirements for Researchers Applying For or Receiving NSF or PHS Funding

- A. Under the policies and regulations indicated under Section 2.1 herein, investigators seeking funding from either the National Science Foundation or the Public Health Service are required to disclose to the investigator's employer all significant financial interests of the investigator;
 - 1. That would reasonably appear to be affected by the research or educational activities funded or proposed for funding by the NSF or PHS; or
 - 2. In entities whose financial interests would reasonably appear to be affected by such activities.
 - a. Such disclosures must be submitted prior to the time the proposal is submitted to the Federal agency.
 - b. Further, such disclosures must be updated during the period of the award; either annually or as new reportable financial interests arise.
 - c. The Institution is responsible for eliminating or managing such conflicts prior to receipt of the award.
 - d. To facilitate such disclosures, the accompanying disclosure form (Exhibit 1) is available.
 - 3. Each Institution is responsible for determining if a grant, services, or other contract with Federal agencies other than the Public Health Service or the National Science Foundation requires disclosure and / or management of conflicts of interest, and for ensuring that any such requirements are met.

4. Disclosure of financial interests made pursuant to this Section VIII notwithstanding, such disclosure does not eliminate the responsibility for making disclosures under Section VII, when specific conflict of interest situations arise.

IX. Special Disclosure Requirements for Regents and Certain TBR Employees

- A. Members of the Board of Regents, the Chancellor of the TBR, members of the senior staff of the TBR System Office (all Vice Chancellors and the General Counsel), the Presidents of all TBR institutions, coaches, assistant coaches and employees of athletic departments who are exempt from the provisions of the Fair Labor Standards Act are required to file a financial disclosure form within one month of their initial appointment and annually thereafter in January.
- B. Disclosure of financial interests made pursuant to this Section IX notwithstanding, such disclosure does not eliminate the responsibility for making disclosures under Section VII, when specific conflict of interest situations arise.
 1. Members of the Board of Regents shall make their disclosure using a form as indicated in (Exhibit 2) submitted to the TBR Office of General Counsel.
 2. The Chancellor of the Tennessee Board of Regents system and the President of each college by the Tennessee Board of Regents are required by Tenn. Code Ann. § 8-50-501(a) (15) to file an online Statement of Disclosure of Interests Form with the Tennessee Ethics Commission at <https://apps.tn.gov/conflict/>, Form ss-8005 (State Officials). For the Chancellor and the Presidents this Statement of Disclosure will meet the requirements of this Policy.
 3. Senior staff at the TBR System Office are required to complete a Statement of Disclosure of Interest Form. That disclosure shall be made using the Tennessee Ethics Commission Form ss-8005 (Exhibit 3) and accompanying instructions and submitted to the TBR Office of General Counsel.
 4. Coaches, assistant coaches, exempt employees of the athletic department and other institutional personnel required to complete a disclosure form shall also use the Tennessee Ethics Commission Form ss-8005, Statement of Disclosure of Interest Form and accompanying instructions. The form shall be submitted to the institution's Human Resource Officer or other person designated by the institution's President.

X. Review of Disclosures

- A. Disclosures made under Section VII of this policy by a member of the Board of Regents, the Chancellor, or by a President shall be evaluated by the Board or a duly appointed committee thereof. A member of the Board making a disclosure shall not be entitled to vote regarding disposition of the disclosure.
- B. Disclosures made under Section VII of this policy by a person employed by the TBR System Office shall be evaluated by a committee composed of the General Counsel, the Vice Chancellor for External Affairs, and the Vice Chancellor for Business and Finance. If the disclosure is made by one of those three persons, that person shall not be entitled to vote regarding disposition of the disclosure.
- C. Each TBR Institution shall establish at least one Review Committee comprised of no fewer than three persons to receive and evaluate disclosures generated under Sections VII and VIII herein by employees of the Universities, Community Colleges, and Colleges of Applied Technology. Policies and procedures regarding such matters as selection of members, duration of membership, frequency of meetings, etc. shall be adopted by each Institution.
 1. A template Institutional policy is included herein as (Exhibit 4).
 2. An Institution which fails to explicitly adopt a policy shall be expected to follow the terms of the template policy.
 3. Following evaluation of the disclosure, the Committee shall render a decision regarding the issue(s) presented by the disclosure.
 4. Any disclosure which indicates an actual violation of law shall be forwarded to the President of the Institution along with the Committee's findings.
- D. Persons potentially committing a conflict of interest violation under consideration by a conflict of interest review Committee shall receive notice of the Committee's evaluation, and be given an opportunity to appear before that Committee.





XI. Sanctions

- A. Failure to observe restrictions imposed as a result of review of a conflict of interest disclosure or a knowing failure to disclose a conflict of interest may result in disciplinary proceedings under TBR and Institutional policy.

XII. Appeals

- A. Decisions made by the Board of Regents may not be appealed.
- B. Decisions made by the Central Office Review Committee may be appealed to the Chancellor.
Decisions of the Chancellor shall be final and binding.
- C. Decisions made by an Institutional Review Committee may be appealed to the President of the Institution. Decisions of the President shall be final and binding.

Exhibits

-  Exhibit 1 - Disclosure Form (docx /30.49 KB)
-  Exhibit 2 - Board Member Disclosure Form (pdf /10.07 KB)
-  Exhibit 3 - Staff Disclosure Form (docx /168.6 KB)
-  Exhibit 4 - Institutional Policy Template (docx /16.38 KB)

Sources

TBR Meeting March 20, 1992; TBR Meeting December 11, 1992; TBR Meeting June 11, 1998; TBR Meeting June 28, 2002; TBR Meeting September 26, 2003; TBR Meeting June 11, 2004; TBR Meeting September 25, 2008; August 20, 2014; ministerial revisions -Changed reference from T.C.A. 12-3-106 to 12-4-106 and made corrections to definitions changing relative to immediate family and corresponding different definitions to comply with change in statutes of 2013.

Related Policies

- Purchasing Policy
- Disposal of Surplus Personal Property
- Outside Employment and Extra Compensation
- Intellectual Property
- Nepotism

Contact

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EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 27, 2018
ITEM: Revisions to the FY 2017-2018 Audit Plan
COMMITTEE: Audit Committee
PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

TO: ETSU Board of Trustees' Audit Committee
FROM: Becky Lewis, Director of Internal Audit *B. Lewis*
SUBJECT: Revisions to the FY 2017-18 Audit Plan
DATE: April 27, 2018

The following revisions to the original 2017-18 audit plan are requested:

Additions

FWA 18-05 – Investigation due to concerns received by Internal Audit.

FWA 18-06 – Investigation due to concerns received by Internal Audit.

Men's Soccer Expenditures – Special Request due to the retirement of the head coach.

Deletions

None

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 27, 2018

ITEM: Audits and Investigations Performed

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

Ms. Lewis provides an overview of the audits and internal investigations completed during the time period January 31, 2018 – March 30, 2018.

Audits:

1. Executive Level Expenditures FY 2017
2. Office of Equity and Diversity FY 2016 and FY 2017

Investigations:

1. Center for Physical Activity Loss (FWA 18-06)
2. Language and Culture Resource Center (FWA 17-11)

Supporting documents for audits and investigations are included in the meeting materials.

**East Tennessee State University
 Executive Level Expenditures
 Office of the Vice President for Business and Finance
 For the Fiscal Year 2016-17
 Executive Summary**

Key Staff Person: Vice President for Business and Finance	Auditor: Assistant Director of Internal Audit
<p>Introduction An audit of East Tennessee State University’s Vice President for Business and Finance (Vice President) Expenditures was conducted by Internal Audit personnel in accordance with the Annual Audit Plan. At the request of administration, the Office of Internal Audit will conduct an audit of a randomly selected executive level administrator annually.</p>	
<p>Objectives</p> <ol style="list-style-type: none"> 1. To evaluate the adequacy of the internal controls. 2. To determine compliance with university policies/procedures and applicable federal regulations. 3. To make recommendations for correcting deficiencies or improving operations. 	
Total Questioned Costs/Losses: None	Total Recoveries: N/A
<p>Conclusions Operational and travel expenditures paid from these accounts under the direct control of the Vice President were reviewed and tested for compliance with university policies and procedures. Those items tested included all payments made to the Vice President as well as other travel, meals/entertainment, procard transactions, and various operating expenses. Approximately fifty percent of all operational and travel expenditures totaling \$51,861.25 were selected for testwork. There were no findings as a result of this audit.</p> <p>Based on the testing performed it appears that the expenditures under the control of the Vice President comply with applicable policies and procedures. The objectives of the audit were met.</p>	

**East Tennessee State University
Office of Equity and Diversity
Fiscal Years 2016 and 2017
Executive Summary**

<p>Introduction: An audit of East Tennessee State University’s Office of Equity and Diversity was conducted by Internal Audit personnel based on a special request of the President. The audit included a review of all state, foundation, and grant accounts including Access and Diversity funds (A&D funds) appropriated by the State. The main objective of the audit was to identify any procedural changes that may be needed as the department changes leadership.</p>	
<p>Total Questioned Costs or Losses: None</p>	<p>Total Recoveries: Not Applicable</p>
<p>Observation: Access and Diversity funds are often used to support various diversity initiatives to promote both faculty, staff, and student recruitment/retention. Typical expenditures include travel expenses for conferences and research, multicultural events, and programs geared towards student engagement and success. When reviewing expenditures, it was discovered that there was not a standard process for requesting the use of A&D funds. In order to better meet the needs of the university’s diversity initiatives, standard procedures should be in place to request the use of A&D funding. Decisions regarding the use of funds should be made based on the established guidelines.</p>	
<p>Finding: Procedures and Controls over Student Scholarships and Fellowships need improvement. Based on the review of internal controls and procedures over scholarships, concerns noted included the following:</p> <ul style="list-style-type: none"> • Decisions regarding the award and denial of scholarship recipients were ultimately determined by one employee in Equity and Diversity. • Scholarship criteria was not clearly defined or disclosed and did not appear to be consistent from year to year. This included traditional scholarships as well as emergency, book, and other type scholarships. <p>Based on testwork performed, the following discrepancies were noted:</p> <ul style="list-style-type: none"> • Diversity scholarships for two students tested exceeded the maximum allowable annual award (\$5,000). One student received \$6,000.00 during academic year 2016-17 while the other student received \$5,167.75. These were not identified by the Scholarship Office or Financial Aid as an over-award since a portion of the scholarship was granted as an emergency scholarship. • One student received an emergency scholarship during both the Fall 2015 and Spring 2016 terms for a three-hour course which covered the entire tuition bill. Scholarship criteria indicates that a student must be enrolled full time to be eligible. • One emergency scholarship awarded for a delinquent account included payment for \$60 in parking fines. • One student was given a book scholarship two weeks prior to end of the semester. 	
<p>Audit Conclusion: The new management team is continuing to work with staff in developing new procedures, processes, policies, and controls for as it related to A&D funds. Concerns noted in the audit report will be addressed to prevent future issues. Proper documentation will be received and maintained as it related to A&D expenditures. The audit objectives were met.</p>	



EAST TENNESSEE STATE UNIVERSITY

Department of Internal Audit
Box 70566
Johnson City, TN 37614-1707
Telephone: 423/439-6155

MEMORANDUM

TO: ETSU Board of Trustees' Audit Committee

FROM: Becky Lewis, Director of Internal Audit *B Lewis*

SUBJECT: Completed Investigations – February 1, 2018 to March 31, 2018

DATE: April 27, 2018

Below is a summary of the investigations completed from February 1, 2018 to March 31, 2018.

Center for Physical Activity Loss (FWA 18-06):

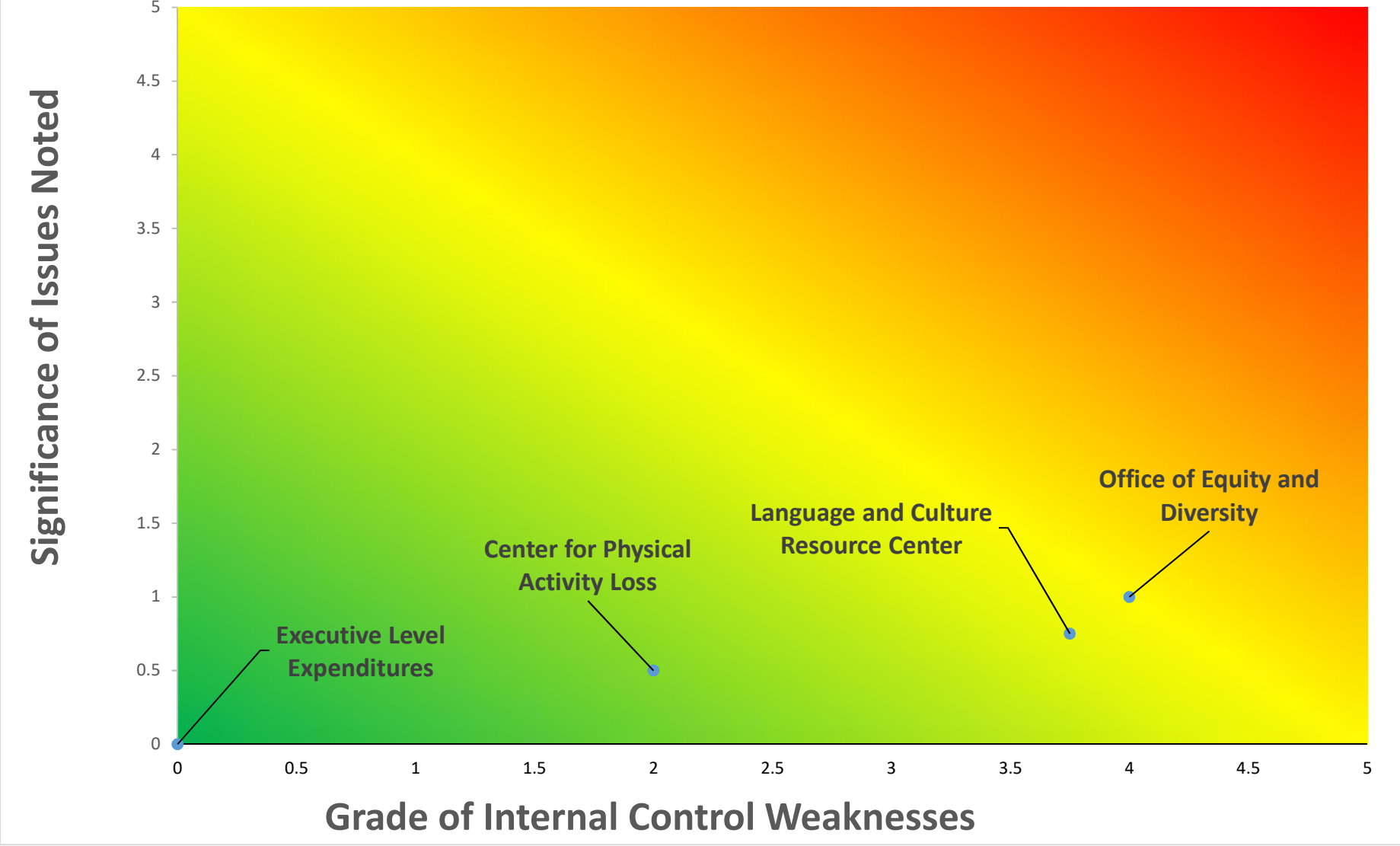
The investigation revealed cash collected during a Member Service Tech's shift totaling \$91 was discovered missing the following morning. The cash was left unsecured by the Tech. Interviews were conducted by both Public Safety and Internal Audit. No employee dishonesty was discovered. Appropriate steps have been taken to help ensure cash collected is maintained in a secure location.

Language and Culture Resource Center (FWA 17-11):

The investigation was conducted due to concerns related to the taxability of revenue collected from food vendors at the Corazon Latino Festival. Upon further review, it was discovered that cash received for the festival as donations and vendor fees were not always deposited intact. Expenses were sometimes paid directly from the cash receipts, applicable sales tax was not paid for food vendor fees, and records related to picnic revenue and expenditures were not consistently maintained for the years 2010-2016. Due to insufficient supporting documentation, revenue received and expenditures paid could not be verified or reconciled. Based on the confirmed revenue received, sales tax totaling \$89.38 was not remitted to the State. In the future, the Language and Culture Resource Center will follow university policies related to deposits of donations, sponsors, and vendors for the festival and related expenses. Sales tax will be properly reported and remitted when required.

Heat Map of Completed Audits

from February 1 - March 31, 2018



EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 27, 2018

ITEM: Recommendation Log

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

The audit recommendation log contains information related to suggestions for specific completed audits allowing the Office of Internal Audit to track outcomes related to recommendations.

East Tennessee State University		
Internal Audit Recommendation Log as of March 31, 2018		
Area	Recommendation	Status
PCI Compliance Readiness Audit	PCI Questionnaire (SAQ-D) needs to be completed.	
Off Campus Domestic & International Programs	Controls over Off Campus Domestic & International Programs needs improvement.	Green
NCAA Athletics Compliance	Intercollegiate Athletics should adhere to regulations related to Financial Aid Eligibility of student-athletes.	Green
	Intercollegiate athletics should adhere to the policies related to sports camps and clinics.	Green
Inclement Weather Pay	In the future, all emergency crew personnel working inclement weather days should be compensated in accordance with policy.	Blue
	Management should conduct periodic training sessions with timekeepers of emergency crew personnel.	Blue
Tennis Expenditures See Additional details in report Issued: June 9, 2017 (Coach A) and October 27, 2017 (Coach B)	General/Overall concerns of travel claim reimbursements need improvement	Green
	Internal controls related to the following expenditure items needs improvement: (1) team meals and snacks, (2) stringing services, (3) registration fees, (4) transportation expenses, and (5) other disbursements.	Green
	Internal controls related to donations and refunds received need improvement	Green
	Internal controls related to reporting of leave used by the coaches need improvement	Green
Baseball Expenditures	Procedures related to team travel need improvement.	Green
	Student workers should be compensated for all hours worked.	Green
Athletic Ticket Office	Deposits should be submitted to the Bursar's Office in a timely fashion.	Green
	Events and services subject to sales tax should be properly identified and applicable taxes should be paid.	Green
Women's Tennis Expenditures (Coach C)	Expenditures which could be considered compensation should not be submitted on the travel claim.	Green
Child Study Center	The collection of revenue and payment of expenditures related to the pride picnic should follow university policies and procedures as well as any applicable state laws.	Green
Parking Services	Internal Controls related to collection of parking fines and permit revenue needs improvement.	Green
Office of Equity & Diversity	Internal Controls related to the use of Access & Diversity funds for promoting the recruitment and retention of faculty, staff, and students needs improvement.	Green
	Internal Controls related to diversity scholarships needs improvement.	Green
Center for Physical Activity	Internal Controls related to cash collections needs improvement.	Green
Language and Culture Resource Center	Internal Controls related to the collection of revenues and payment of expenditures related to the Corozon Latino Festival needs improvement.	Green
	Internal Controls related to the remittance of sales tax on vendor revenue needs improvement.	Green

Legend:	
Actions completed since previous Audit Committee Meeting	Blue
Actions are progressing in a timely fashion or not yet due	Green
Actions are progressing in a timely fashion after AC Presentation	
Actions are slightly overdue	Yellow
Actions are significantly overdue	Red

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 27, 2018

ITEM: Quality Assurance and Improvement Program

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

State law requires the Office of Internal Audit to follow the *International Professional Practices Framework* (IPPF) promulgated by the Institute of Internal Auditors (IIA). The IPPF is the internationally recognized authoritative guidance for internal audit professional worldwide. The mandatory elements of the IPPF are:

- Core Principles for the Professional Practice of Internal Auditing
- Code of Ethics
- *International Standards for the Professional Practice of internal Auditing*
- Definition of Internal Auditing

The IPPF require Internal Audit to have an active quality assurance and improvement program, which includes periodic self-assessment and external assessments.

The IPPF requires external assessments be performed every five years by a qualified, independent assessor or assessment team from outside the organization. The objective of the assessment is to determine if the internal audit function is conforming with the IPPF's mandatory guidance. External assessments provide the board of trustees, executive management, and other stakeholders assurance that Internal Audit is operating as required by the IPPF and potentially highlight opportunities for improvement.

An external assessment is required at least once every five years. The previous external assessment was completed in August 2013; the next is due in 2018.

The IPPF defines two acceptable methods for an external assessment: a full external assessment or a self-assessment with independent validation.

Self-assessment with independent validation: The option allows for internal audit staff to perform an in-depth self-assessment of operations to determine if operations conform to the IPPF mandatory guidance. An external, independent assessor or team performs a site

visit to review the self-assessment to determine the conclusions reached are sound. During this site visit, the assessor or team may interview key staff; review audit working papers; and review related policies, charter, and other pertinent documents. At the conclusion, the independent assessor or team provides a written report to the Audit Committee reporting the results of their review. Often, the assessor or team lead is called to present their report directly to the Audit Committee.

Full external assessment: Unlike the method described above, the assessor or assessment team completes 100 percent of the work needed to determine if the internal audit function is in conformance with the IPPF mandatory guidance.

The self-assessment with external validation is the most common and cost effective means of completing the required external assessment. Members of the Internationally recognized organization, the Association of College and University Auditors (ACUA), often volunteer their time to participate as an external assessor, requiring only to be reimbursed for travel costs associated with the site visit, which normally lasts one week.

The full external assessment option is more expensive and may require the services to be competitively bid.

The IPPF requires the chief internal auditor has a discussion with the board about the form and frequency of external assessments, as well as the qualifications and independence of the external assessor or assessment team conducting the review.

Betsy Bowers, CIA, CFE, CGFM, CIG, CRMA

Betsy Bowers is the associate vice president for Internal Auditing & Compliance at the University of West Florida (UWF), where she has directed internal auditing for more than 23 years.

Ms. Bowers led the UWF's financial recovery in 2010 for the Deepwater Horizon Oil Spill, which affected Pensacola, Fla. From 2005 to 2008, Ms. Bowers led the university's hurricane financial recovery. As a result, she was appointed to the Florida Board of Governors' Emergency Preparedness Taskforce, and has spoken on disaster recovery at national conferences for ACUA, IIA, National Association of College and University Business Officers (NACUBO), and Society for College and University Planning (SCUP).

Ms. Bowers received her BBA in Accounting and her MBA from East Tennessee State University. She holds Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Government Financial Manager (CGFM), Certificate in Risk Management Assurance (CRMA), and Certified Inspector General (CIG) designations.

Ms. Bowers has worked in higher education for more than 30 years, as a grant accountant, internal auditor, and internal audit director/chief audit executive. In 2014/15, she served as the interim vice president for business, finance and facilities at the University of West Florida. Prior to coming to Florida, she worked at East Tennessee State University and Northeast State Technical Community College (NSTCC), where she launched the internal auditing function at NSTCC. She also served as a legislative auditor for the Tennessee Division of State Audit.

She is a past national president of the Association of College and University Auditors (ACUA) and presently serves as chair for the Awards Committee. Recently, Ms. Bowers was honored with one of ACUA's highest honors: *Member of Excellence in Service Award*.

A past president of Institute of Internal Auditors (IIA) chapters in Tennessee and Florida, Ms. Bowers serves on the Board for the Northwest Florida Chapter and is an instructor for IIA seminars. In 2008, the Northwest Florida chapter established the *Betsy Bowers Scholarship* with the University of West Florida for students who pursue internal auditing careers.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 27, 2018

ITEM: Review of Audited Financial Statements from the
Comptroller of the Treasury

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA
Director of Internal Audit

The accounting records for the university are closed and fiscal year financial statements have been reviewed by the Comptroller of the State. A final audit report is presented to the Committee today. The Comptroller's Office mails each trustee a copy of the final audit report.



**STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY**



EAST TENNESSEE STATE UNIVERSITY

Financial and Compliance Audit Report

For the Year Ended June 30, 2017

Justin P. Wilson, Comptroller



**Division of State Audit
Financial and Compliance Section**

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Mission Statement
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JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Chief of Staff

February 28, 2018

The Honorable Bill Haslam, Governor
Members of the General Assembly
Dr. Brian Noland, President

Ladies and Gentlemen:

Transmitted herewith is the financial and compliance audit of the State University and Community College System of Tennessee, East Tennessee State University, for the year ended June 30, 2017. You will note from the independent auditor's report that unmodified opinions were given on the fairness of the presentation of the financial statements.

Consideration of the internal control over financial reporting and tests of compliance disclosed certain deficiencies, which are detailed in the Findings and Recommendations section of this report. The university's management has responded to the audit findings; the responses are included following each finding. The Division of State Audit will follow up the audit to examine the application of the procedures instituted because of the audit findings.

Sincerely,

A handwritten signature in black ink that reads "Deborah V. Loveless".

Deborah V. Loveless, CPA, Director
Division of State Audit

17/338

Audit Report
East Tennessee State University
For the Year Ended June 30, 2017

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State of Tennessee

Audit Highlights

Comptroller of the Treasury

Division of State Audit

Financial and Compliance Audit

East Tennessee State University

For the Year Ended June 30, 2017

Opinions on the Financial Statements

The opinions on the financial statements are unmodified.

Audit Findings

Staff Incorrectly Reported

Depreciation of Equipment Assets

Financial Services staff members reported accumulated depreciation incorrectly at June 30, 2017. They used the amount calculated by the Banner accounting system, which was understated by \$1,001,480.86 (page 65).

The University Did Not Comply With Return of Funds Requirements for Federal Student Financial Aid

East Tennessee State University did not always comply with return of funds requirements for federal student financial aid. For 21 of 40 federal student financial aid recipients tested who withdrew, dropped out, or were terminated from classes prior to completing 60% of the term for which the award was made, noncompliance occurred. Return of federal fund calculations are required for recipients who withdraw prior to the 60% point in the term (page 66).



JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Chief of Staff

Independent Auditor's Report

The Honorable Bill Haslam, Governor
Members of the General Assembly
Dr. Brian Noland, President

Report on the Financial Statements

We have audited the accompanying financial statements of East Tennessee State University, an institution of the State University and Community College System of Tennessee, which is a component unit of the State of Tennessee, and its discretely presented component units as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the East Tennessee State University Foundation and the Medical Education Assistance Corporation, discretely presented component units. Those statements were audited by other auditors, whose reports have been furnished to us. Our opinion, insofar as it relates to the amounts included for these institutions, is based solely on the reports of the other auditors. 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 involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor

considers internal control relevant to the university's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, based on our audit and the reports of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of East Tennessee State University and its discretely presented component units as of June 30, 2017; and the respective changes in financial position; and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matters

As discussed in Note 1, the financial statements of East Tennessee State University, an institution of the State University and Community College System of Tennessee, are intended to present the financial position, the changes in financial position, and the cash flows of only East Tennessee State University. They do not purport to, and do not, present fairly the financial position of the State University and Community College System of Tennessee, as of June 30, 2017, and the changes in financial position and cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

As discussed in Note 21, the financial statements of East Tennessee State University Foundation, a discretely presented component unit of East Tennessee State University, include investments valued at \$9,019,359.96 (9.2% of net position of the foundation), whose fair values have been estimated by management in the absence of readily determinable fair values. Management's estimates are based on information provided by the fund managers. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 6 through 15; the schedule of East Tennessee State University's proportionate share of the net pension liability – Closed State and Higher Education Employee Pension Plan within TCRS on page 55; the schedule of East Tennessee State University's proportionate share of the net pension asset – State and Higher Education Employee Retirement Plan within TCRS on page 56; the schedule of East Tennessee State University's contributions – Closed State and Higher Education Employee Pension Plan within

TCRS on page 57; the schedule of East Tennessee State University's contributions – State and Higher Education Employee Retirement Plan within TCRS on page 58; and the other postemployment benefits schedule of funding progress on page 59 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during the audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the university's basic financial statements. The supplementary schedules of cash flows for both the East Tennessee State University Foundation and the Medical Education Assistance Corporation on pages 60 and 61 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary schedules of cash flows for both the component units are the responsibility of the university's management and were derived from, and relate directly to, the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America by us and other auditors. In our opinion, based on our audit and the procedures performed as described above, the information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2017, on our consideration of the university's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations,

contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the university's internal control over financial reporting and compliance.



Deborah V. Loveless, CPA, Director
Division of State Audit
December 15, 2017

EAST TENNESSEE STATE UNIVERSITY

Management's Discussion and Analysis

Introduction

This section of East Tennessee State University's annual financial report presents a discussion and analysis of the financial performance of the university during the year ended June 30, 2017, with comparative information presented for the year ended June 30, 2016. This discussion has been prepared by management along with the financial statements and related note disclosures and should be read in conjunction with the independent auditor's report, the financial statements, and the notes to the financial statements.

The university has two discretely presented component units, the East Tennessee State University Foundation and the Medical Education Assistance Corporation (MEAC). More detailed information about the university's component units is presented in Note 21 in the notes to the financial statements. This discussion and analysis focuses on the university and does not include the foundation or MEAC.

Overview of the Financial Statements

The financial statements have been prepared in accordance with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB), which establishes standards for external financial reporting for public colleges and universities. The financial statements are presented on a consolidated basis to focus on the university as a whole. The full scope of the university's activities is considered to be a single business-type activity and, accordingly, is reported within a single column in the basic financial statements.

The university's financial report includes the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows. Notes to the financial statements are also presented to provide additional information that is essential to a full understanding of the financial statements.

The Statement of Net Position

The statement of net position is a point-in-time financial statement. The statement of net position presents the financial position of the university at the end of the fiscal year. To aid the reader in determining the university's ability to meet immediate and future obligations, the statement includes all assets, liabilities, deferred outflows/inflows of resources, and net position of the university and segregates the assets and liabilities into current and noncurrent components. Current assets are those that are available to satisfy current liabilities, inclusive of assets that will be converted to cash within one year. Current liabilities are those that will be paid within one year. The statement of net position is prepared under the accrual basis of accounting; assets and

liabilities are recognized when goods or services are provided or received despite when cash is actually exchanged.

From the data presented, readers of the statement are able to determine the assets available to continue the operations of the university. They are also able to determine how much the university owes vendors, lenders, and others. Net position represents the difference between the university's assets and liabilities, along with the difference between deferred outflows and deferred inflows of resources, and is one indicator of the university's current financial condition.

The statement of net position also indicates the availability of net position for expenditure by the university. Net position is divided into three major categories. The first category, net investment in capital assets, represents the university's total investment in property, plant, and equipment, net of outstanding debt obligations and deferred outflows/inflows of resources related to these capital assets. To the extent debt or deferred inflows of resources have been incurred but not yet expended for capital assets, such amounts are not included. The next category is restricted net position, which is subdivided into two categories, nonexpendable and expendable. Nonexpendable restricted net position includes endowment and similar resources 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. Expendable restricted net position is available for expenditure by the university but must be spent for purposes as determined by donors and/or external entities that have placed time or purpose restrictions on the use of the resources. The final category is unrestricted net position. Unrestricted net position is available to the university for any lawful purpose of the university.

The following table summarizes the university's assets, liabilities, deferred outflows/inflows of resources, and net position at June 30, 2017, and June 30, 2016.

**Summary of Net Position
(in thousands of dollars)**

	<u>2017</u>	<u>2016</u>
Assets:		
Current assets	\$ 44,012	\$ 33,215
Capital assets, net	310,444	293,631
Other assets	140,369	134,965
Total assets	494,825	461,811
Deferred outflows of resources		
Deferred amount on debt refunding	6,240	6,758
Deferred outflows related to pensions	20,457	11,239
Total deferred outflows	26,697	17,997
Liabilities:		
Current liabilities	50,609	45,179
Noncurrent liabilities	217,293	197,247
Total liabilities	267,902	242,426

Deferred inflows of resources

Deferred inflows related to pensions	2,075	5,763
Total deferred inflows	2,075	5,763

Net position:

Net investment in capital assets	168,704	159,591
Restricted – expendable	8,773	5,842
Unrestricted	74,068	66,186
Total net position	\$251,545	\$231,619

Comparison of Fiscal Year 2017 to Fiscal Year 2016

- ◆ Current assets increased from 2016 to 2017 due to increases in current cash for plant funds and accounts receivable.
- ◆ Capital assets, net of depreciation, increased due to the completion of the data center, as well as construction of the new football stadium.
- ◆ In 2017, other assets increased due to increases in noncurrent cash held in plant funds for the major renovation of the D.P. Culp Student Center and construction of a new Fine Arts Building.
- ◆ Deferred outflows of resources increased and deferred inflows of resources decreased during the year due primarily to actual earnings from pension plan investments being lower than projected.
- ◆ Current liabilities increased primarily from 2016 to 2017 due to increases in accrued liabilities for ongoing construction projects, as well as an increase in unearned grantor revenue.
- ◆ In 2017, noncurrent liabilities increased primarily due to a \$12 million increase in the recorded net pension liability. Further information regarding pensions can be found in Note 11 to the financial statements.
- ◆ Net investment in capital assets increased primarily due to the continued construction of the data center, as well as construction of the new football stadium in 2017.
- ◆ Restricted expendable net position increased with increases in balances held for debt service for projects that have not yet bonded.

The Statement of Revenues, Expenses, and Changes in Net Position

The statement of revenues, expenses, and changes in net position presents the results of operations for the fiscal year. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received. The statement indicates whether the university's financial condition has improved or deteriorated during the fiscal year. The statement presents the revenues received by the university, both operating and nonoperating; the expenses paid by the

university, both operating and nonoperating; and any other revenues, expenses, gains, or losses received or spent by the university.

Generally speaking, operating revenues are received for providing goods and services to the various customers and constituencies of the university. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the university. Nonoperating revenues are revenues received for which goods and services are not provided directly to the payor. Although East Tennessee State University is dependent upon state appropriations and gifts to fund educational and general operations, under GASB standards these funding sources are reported as nonoperating revenues, as is investment income. As a result, the university has historically reported an excess of operating expenses over operating revenues, resulting in an operating loss. Therefore, the “increase in net position” is more indicative of overall financial results for the year.

A summary of the university’s revenues, expenses, and changes in net position for the years ended June 30, 2017, and June 30, 2016, follows.

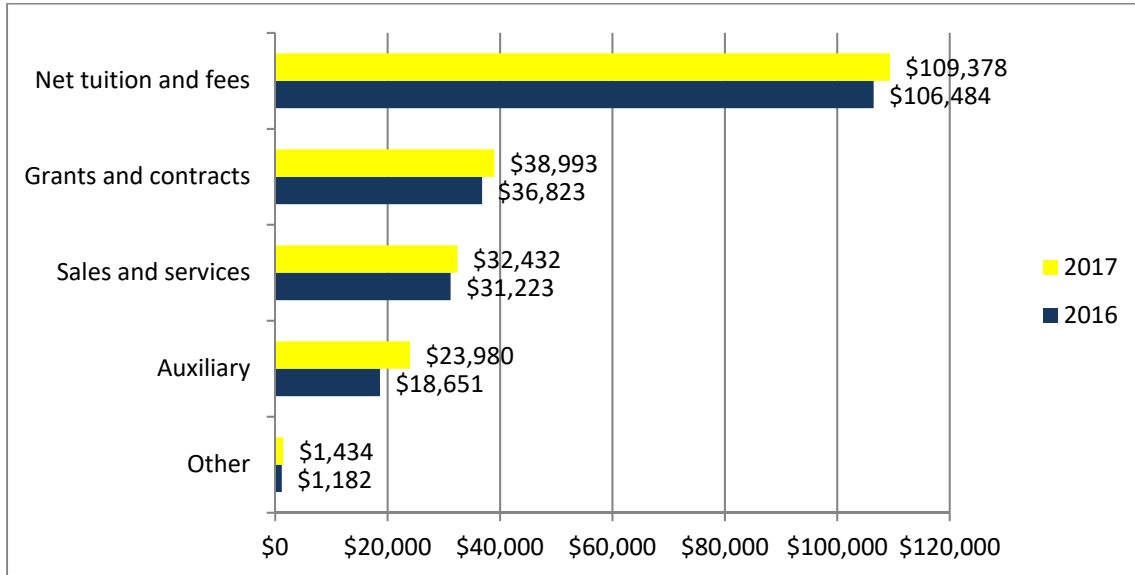
**Summary of Revenues, Expenses, and Changes in Net Position
(in thousands of dollars)**

	<u>2017</u>	<u>2016</u>
Operating revenues	\$206,219	\$194,363
Operating expenses	342,235	326,041
Operating loss	(136,016)	(131,678)
Nonoperating revenues and expenses	142,620	143,995
Income (loss) before other revenues, expenses, gains, or losses	6,604	12,317
Other revenues, expenses, gains, or losses	13,322	3,078
Increase in net position	19,926	15,395
Net position at beginning of year	231,619	216,224
Net position at end of year	\$251,545	\$231,619

Operating Revenues

The following summarizes the operating revenues by source that were used to fund operating activities for the last two fiscal years:

**Operating Revenues by Source
(in thousands of dollars)**



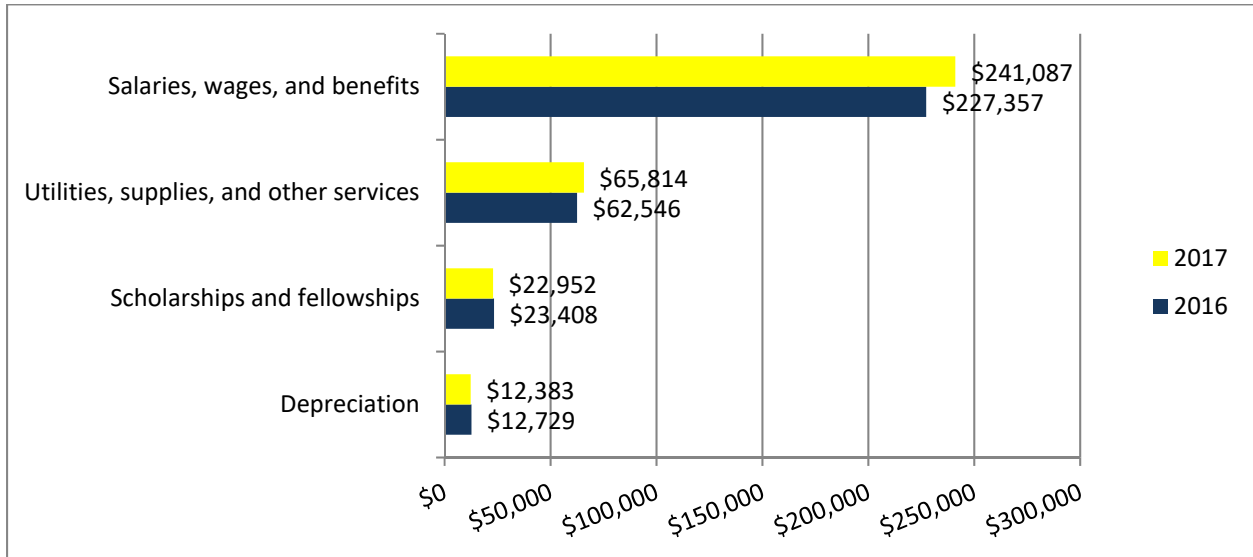
Comparison of Fiscal Year 2017 to Fiscal Year 2016

- ◆ Tuition and fees increased in 2017 due to an average 2.6% tuition increase and increases in other mandatory fees, less an associated increase in scholarship allowances.
- ◆ Grants and contracts increased primarily due to increases in federal grants.
- ◆ Sales and services increased from 2016 to 2017 due to continued increases in athletic ticket sales, conference revenue, medical school clinic revenue, and medical school resident participation fees.
- ◆ Auxiliary revenues increased primarily due to an increase in food service contract revenue, as well as an increase in parking fees and fines. ETSU changed food service vendors effective July 1, 2016. Under the new contract, ETSU charges students for meal plans and recognizes this revenue. They then pay a per meal plan amount to the food service vendor, recognizing a separate expense. Under the old arrangement, the food service vendor was paid directly by the student, and the school received a contractual commission. This new arrangement led to the large increase in reported food service revenues.

Operating Expenses

Operating expenses may be reported by nature or function. The university has chosen to report the expenses in their natural classification on the statement of revenues, expenses, and changes in net position and has displayed the functional classification in the notes to the financial statements. The following summarizes the operating expenses by natural classifications for the last two fiscal years:

**Operating Expenses – Natural Classification
(in thousands of dollars)**



Comparison of Fiscal Year 2017 to Fiscal Year 2016

- ◆ Salaries, wages, and benefits increased in fiscal year 2017 primarily due to a 2% across-the-board pay increase and 8% increase in cost for health insurance and other employee benefits.
- ◆ Utilities, supplies, and other services expenses increased with maintenance and repairs services, including repairs for elevators and lighting, and campus housing improvements provided by increased funding for operations.

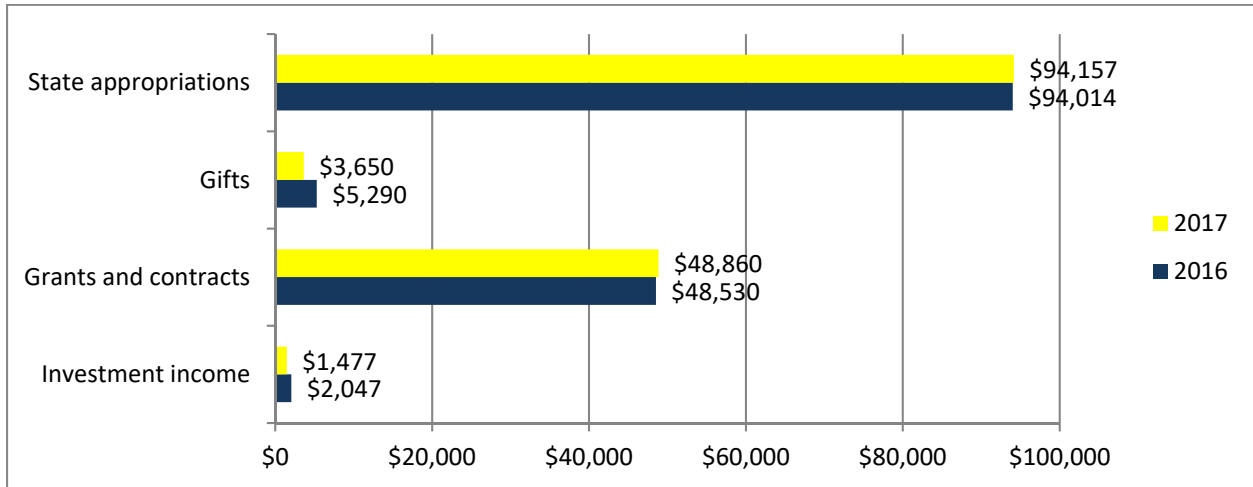
Nonoperating Revenues and Expenses

Certain revenue sources that the university relies on to provide funding for operations, including state noncapital appropriations, certain gifts and grants, and investment income, are defined by the GASB as nonoperating. Nonoperating expenses include capital financing costs and other costs related to capital assets. The following summarizes the university’s nonoperating revenues and expenses for the last two fiscal years:

**Nonoperating Revenues (Expenses)
(in thousands of dollars)**

	<u>2017</u>	<u>2016</u>
State appropriations	\$ 94,157	\$ 94,014
Gifts	3,650	5,290
Grants and contracts	48,860	48,530
Investment income	1,477	2,047
Interest on capital asset-related debt	(5,293)	(5,432)
Interest on noncapital debt	(188)	(165)
Bond issuance costs	(40)	(38)
Other nonoperating revenues (expenses)	(3)	(251)
Total nonoperating revenues (expenses)	\$142,620	\$143,995

**Nonoperating Revenues
(in thousands of dollars)**



Comparison of Fiscal Year 2017 to Fiscal Year 2016

- ◆ Investment income decreased due to decreases in rates of return for investments.

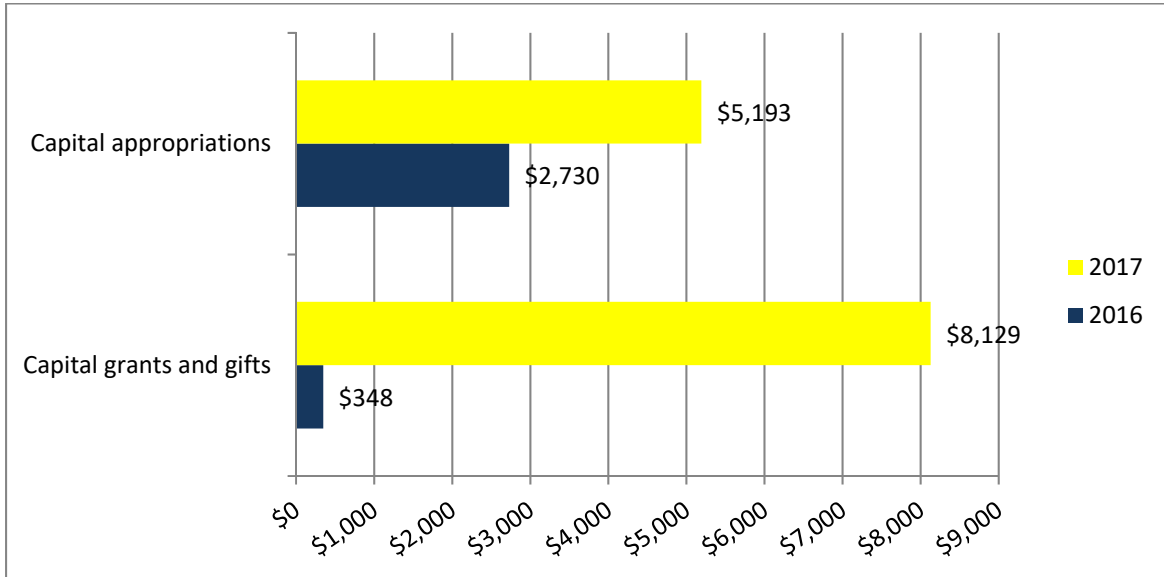
Other Revenues

This category is composed of state appropriations for capital purposes and capital grants and gifts. These amounts were as follows for the last two fiscal years:

**Other Revenues
(in thousands of dollars)**

	<u>2017</u>	<u>2016</u>
Capital appropriations	\$ 5,193	\$2,730
Capital grants and gifts	8,129	348
Total other revenues	\$13,322	\$3,078

Other Revenues
(in thousands of dollars)



Comparison of Fiscal Year 2017 to Fiscal Year 2016

- ◆ Capital appropriations increased from 2016 to 2017 due to an increase in unexpended state appropriations for capital projects including powerhouse boiler and roof replacements.
- ◆ Capital gifts and grants increased due to gifts of property for the Fine Arts Building and Johnson City Day Center received during 2017.

Capital Assets and Debt Administration

Capital Assets

East Tennessee State University had \$310,444,238.79 invested in capital assets, net of accumulated depreciation of \$232,254,283.84 at June 30, 2017; and \$293,631,188.37 invested in capital assets, net of accumulated depreciation of \$220,915,817.33 at June 30, 2016. Depreciation charges totaled \$12,382,562.37 and \$12,729,179.82 for the years ended June 30, 2017, and June 30, 2016, respectively.

**Summary of Capital Assets, Net of Depreciation
(in thousands of dollars)**

	<u>2017</u>	<u>2016</u>
Land	\$ 18,021	\$ 17,483
Land improvements and infrastructure	22,076	23,956
Buildings	228,420	232,779
Equipment	12,531	12,812
Library holdings	269	323
Intangible assets	36	117
Art and historical collections	24	24
Projects in progress	29,067	6,137
Total	\$310,444	\$293,631

Capital assets, net of depreciation, increased from 2016 to 2017 due to construction costs of the data center and the football stadium.

At June 30, 2017, outstanding commitments under construction contracts totaled \$116,862,045.11 for various renovations and repairs of buildings and infrastructure. Future state capital outlay appropriations will fund approximately \$32,338,867.39 of these costs.

More detailed information about the university's capital assets is presented in Note 6 to the financial statements.

Debt

The university had \$152,664,884.76 and \$146,260,529.01 in debt outstanding at June 30, 2017, and June 30, 2016, respectively. The table below summarizes these amounts by type of debt instrument.

**Schedule of Outstanding Debt
(in thousands of dollars)**

	<u>2017</u>	<u>2016</u>
Revolving credit facility	\$ 16,085	\$ 3,102
Bonds	121,863	127,361
Unamortized bond premiums	14,716	15,797
Total	\$152,664	\$146,260

The Tennessee State School Bond Authority (TSSBA) issued bonds with interest rates ranging from 1.02% to 5% due serially to 2044 on behalf of East Tennessee State University. The university is responsible for the debt service of these bonds. The current portion of the \$121,863,204.75 of bonds outstanding at June 30, 2017, is \$4,726,316.75.

The ratings on debt issued by the Tennessee State School Bond Authority at June 30, 2017, were as follows:

Fitch	AA+
Moody's Investor Service	Aa1
Standard & Poor's	AA+

More information about the university's long-term liabilities is presented in Note 9 to the financial statements.

Economic Factors That Will Affect the Future

The economic outlook for the State of Tennessee continues to improve. The university will receive \$1.5 million in new operating dollars from the state in fiscal year 2018, along with an increase of state funded salaries of \$3.7 million. Additionally, the university was approved for \$17.2 million in capital appropriations for the Lamb Hall renovation project and \$8.7 million for four capital maintenance projects.

The university continues the process of implementing compliance with the Focus on College and University Success (Focus) Act. The local board has been established and is meeting routinely. The Tennessee Higher Education Commission has established procedures for coordination of budget and capital management. The university has begun the formal severance process from the Tennessee Board of Regents for capital project and procurement management.

We are not aware of any other factors, decisions, or conditions that are expected to have a significant impact on the university's financial position or results of operations.

EAST TENNESSEE STATE UNIVERSITY
Statement of Net Position
June 30, 2017

	University	Component Units	
		East Tennessee State University Foundation	Medical Education Assistance Corporation
Assets			
Current assets:			
Cash and cash equivalents (Notes 2 and 21)	\$ 21,012,895.83	\$ 16,151,644.23	\$ 6,910,409.00
Short-term investments (Note 21)	-	-	9,406,263.00
Accounts, notes, and grants receivable (net) (Notes 5 and 21)	15,079,263.00	-	5,914,497.00
Due from primary government	4,337,736.92	-	-
Due from the university	-	361,452.61	-
Due from component unit	682,613.00	-	-
Pledges receivable (Note 21)	-	75.00	-
Inventories (at lower of cost or market)	143,494.30	-	-
Prepaid expenses	1,625,475.62	-	482,312.00
Accrued interest receivable	1,112,769.02	19,002.81	-
Other assets	17,561.70	-	-
Total current assets	44,011,809.39	16,532,174.65	22,713,481.00
Noncurrent assets:			
Cash and cash equivalents (Notes 2 and 21)	72,708,452.31	3,662,176.13	-
Investments (Notes 3, 4, and 21)	62,648,420.00	73,350,815.71	1,993,020.00
Accounts, notes, and grants receivable (net) (Note 5)	4,839,300.38	-	-
Net pension asset (Note 11)	173,103.00	-	-
Pledges receivable (Note 21)	-	4,494,530.00	-
Capital assets (net) (Notes 6 and 21)	310,444,238.79	209,600.00	5,219,058.00
Other assets	-	12,117.66	498.00
Total noncurrent assets	450,813,514.48	81,729,239.50	7,212,576.00
Total assets	494,825,323.87	98,261,414.15	29,926,057.00
Deferred outflows of resources			
Deferred amount on debt refunding	6,239,620.65	-	-
Deferred outflows related to pensions (Note 11)	20,457,177.00	-	-
Total deferred outflows of resources	26,696,797.65	-	-
Liabilities			
Current liabilities:			
Accounts payable (Notes 8 and 21)	3,558,326.01	44,791.14	712,686.00
Accrued liabilities	7,508,695.15	-	3,013,218.00
Due to primary government	7,128,475.45	-	-
Due to the university	-	-	682,613.00
Due to component unit	361,452.61	-	-
Student deposits	529,204.27	-	-
Unearned revenue	20,031,953.13	-	-
Compensated absences (Notes 9 and 21)	3,473,056.35	-	181,828.00
Accrued interest payable	989,723.93	-	-
Long-term liabilities, current portion (Note 9)	4,726,316.75	-	-
Deposits held in custody for others	2,301,872.86	-	498,189.00
Other liabilities	-	-	162,130.00
Total current liabilities	50,609,076.51	44,791.14	5,250,664.00
Noncurrent liabilities:			
Net OPEB obligation (Note 12)	13,234,901.65	-	-
Net pension liability (Note 11)	38,706,509.00	-	-
Compensated absences (Notes 9 and 21)	9,611,092.03	-	727,310.00
Long-term liabilities (Note 9)	147,938,568.01	-	-
Due to grantors (Note 9)	7,802,160.13	-	-
Total noncurrent liabilities	217,293,230.82	-	727,310.00
Total liabilities	267,902,307.33	44,791.14	5,977,974.00
Deferred inflows of resources			
Deferred inflows related to pensions (Note 11)	2,075,311.00	-	-
Total deferred inflows of resources	2,075,311.00	-	-
Net position			
Net investment in capital assets	168,704,163.70	209,600.00	5,219,058.00
Restricted for:			
Nonexpendable:			
Scholarships and fellowships	-	45,198,157.55	-
Research	-	732,300.74	-
Instructional department uses	-	5,899,481.09	-
Other	-	5,237,240.03	-
Expendable:			
Scholarships and fellowships	191,828.64	14,482,755.73	-
Research	273,825.05	361,746.10	-
Instructional department uses	226,225.60	4,468,290.34	-
Loans	336,648.16	-	-
Capital projects	-	4,137,676.09	-
Debt service	5,704,752.72	-	-
Pensions	173,103.00	-	-
Other	1,866,143.69	13,947,659.30	-
Unrestricted	74,067,812.63	3,541,716.04	18,729,025.00
Total net position	\$ 251,544,503.19	\$ 98,216,623.01	\$ 23,948,083.00

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

EAST TENNESSEE STATE UNIVERSITY
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2017

	University	Component Units	
		East Tennessee State University Foundation	Medical Education Assistance Corporation
Revenues			
Operating revenues:			
Student tuition and fees (Note 13)	\$ 109,378,194.23	\$ -	\$ -
Gifts and contributions	-	4,966,467.43	-
Governmental grants and contracts	27,274,280.53	-	747,536.00
Nongovernmental grants and contracts (Note 13)	11,719,240.24	-	-
Sales and services of educational activities	22,440,187.12	-	-
Sales and services of other activities	9,991,836.89	-	-
Net patient revenues	-	-	42,524,710.00
Auxiliary enterprises:			
Residential life (Note 13)	14,207,476.23	-	-
Bookstore	305,344.57	-	-
Food service (Note 13)	5,416,548.91	-	-
Wellness facility	1,434,954.50	-	-
Other auxiliaries (Note 13)	2,616,158.87	-	-
Interest earned on loans to students	190,943.48	-	-
Other operating revenues, foundation revenues including \$681,000 from MEAC	1,243,342.09	1,649,554.57	702,505.00
Total operating revenues	206,218,507.66	6,616,022.00	43,974,751.00
Expenses			
Operating expenses (Note 17):			
Salaries and wages	175,471,918.55	-	28,312,103.00
Benefits	65,615,328.65	-	2,539,417.00
Utilities, supplies, and other services	65,813,900.79	2,804,156.43	8,549,365.00
Scholarships and fellowships	22,951,541.68	2,466,284.13	-
Depreciation expense	12,382,562.37	49,400.00	384,532.00
Payments to or on behalf of East Tennessee State University (Note 21)	-	8,476,394.29	-
Total operating expenses	342,235,252.04	13,796,234.85	39,785,417.00
Operating income (loss)	(136,016,744.38)	(7,180,212.85)	4,189,334.00
Nonoperating revenues (expenses)			
State appropriations	94,157,762.50	-	-
Gifts, including \$1,431,712.49 from ETSU Foundation and \$1,906,603.00 from MEAC	3,649,579.68	-	-
Grants and contracts	48,860,238.17	-	-
Investment income (net of investment expense for the component units of \$160,002.00)	1,477,356.04	8,594,738.49	77,839.00
Interest on capital asset-related debt	(5,293,014.11)	-	-
Interest on noncapital debt	(188,182.22)	-	-
Bond issuance costs	(40,395.69)	-	-
Payments to or on behalf of East Tennessee State University or ETSU Foundation (Note 21)	-	-	(2,587,603.00)
Other nonoperating revenues (expenses) (Note 19)	(3,441.48)	-	68,322.00
Net nonoperating revenues (expenses)	142,619,902.89	8,594,738.49	(2,441,442.00)
Income before other revenues, expenses, gains, or losses	6,603,158.51	1,414,525.64	1,747,892.00
Other revenues:			
Capital appropriations	5,192,733.65	-	-
Capital grants and gifts, university gifts including \$7,044,681.80 from ETSU Foundation	8,129,364.83	-	-
Additions to permanent endowments	-	2,590,106.22	-
Total other revenues	13,322,098.48	2,590,106.22	-
Increase in net position	19,925,256.99	4,004,631.86	1,747,892.00
Net position - beginning of year	231,619,246.20	94,211,991.15	22,200,191.00
Net position - end of year	\$ 251,544,503.19	\$ 98,216,623.01	\$ 23,948,083.00

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

EAST TENNESSEE STATE UNIVERSITY
Statement of Cash Flows
For the Year Ended June 30, 2017

Cash flows from operating activities	
Tuition and fees	\$ 109,237,260.66
Grants and contracts	40,061,164.16
Sales and services of educational activities	23,108,776.14
Sales and services of other activities	9,991,836.89
Payments to suppliers and vendors	(64,851,111.60)
Payments to employees	(176,434,147.49)
Payments for benefits	(66,568,951.98)
Payments for scholarships and fellowships	(22,940,727.25)
Loans issued to students	(771,056.77)
Collection of loans from students	1,524,587.48
Interest earned on loans to students	105,810.76
Auxiliary enterprise charges:	
Residence halls	14,380,272.70
Bookstore	305,536.68
Food services	5,311,122.70
Wellness facility	1,434,954.50
Other auxiliaries	2,618,908.08
Other receipts (payments)	1,243,342.09
Net cash used by operating activities	(122,242,422.25)
Cash flows from noncapital financing activities	
State appropriations	93,827,400.00
Gifts and grants received for other than capital or endowment purposes	52,509,817.85
Federal student loan receipts	88,117,133.28
Federal student loan disbursements	(88,154,061.28)
Changes in deposits held for others	(373,495.88)
Principal paid on noncapital debt	(655,943.94)
Interest paid on noncapital debt	(313,144.87)
Other noncapital financing receipts (payments)	23,623.06
Net cash provided by noncapital financing activities	144,981,328.22
Cash flows from capital and related financing activities	
Capital grants and gifts received	7,397,624.83
Purchases of capital assets and construction	(5,175,975.81)
Principal paid on capital debt	(4,842,246.37)
Interest paid on capital debt	(5,755,235.68)
Bond issue costs paid on new debt issue	(40,395.69)
Net cash used by capital and related financing activities	(8,416,228.72)
Cash flows from investing activities	
Proceeds from sales and maturities of investments	13,020,288.89
Income on investments	1,939,695.06
Purchase of investments	(13,000,500.00)
Net cash provided by investing activities	1,959,483.95
Net increase in cash	16,282,161.20
Cash - beginning of year	77,439,186.94
Cash - end of year	\$ 93,721,348.14

EAST TENNESSEE STATE UNIVERSITY
Statement of Cash Flows (continued)
For the Year Ended June 30, 2017

Reconciliation of operating loss to net cash used by operating activities:	
Operating loss	\$ (136,016,744.38)
Adjustments to reconcile operating loss to net cash used by operating activities:	
Noncash operating expenses	13,811,986.11
Change in assets, liabilities, deferred outflows, and deferred inflows:	
Receivables, net	(1,424,347.63)
Inventories	3,571.41
Prepaid expenses	(378,752.96)
Other assets	(93,002.72)
Accounts payable	(744,462.18)
Accrued liabilities	(2,092,932.06)
Net pension asset	(112,345.00)
Deferred outflows related to pensions	(9,218,987.00)
Net pension liability	12,025,159.00
Deferred inflows related to pensions	(3,687,426.00)
Net OPEB obligation	(19,022.75)
Unearned revenues	3,932,717.62
Deposits	7,808.06
Compensated absences	1,010,827.52
Loans to students	753,530.71
Net cash used by operating activities	\$ (122,242,422.25)

Noncash investing, capital, or financing transactions	
Gifts of capital assets	\$ 731,740.00
Unrealized losses on investments	\$ (461,061.11)
Loss on disposal of capital assets	\$ (27,064.54)
Purchases of capital assets and construction with TSSBA proceeds	\$ 12,979,805.08
Purchases of capital assets and construction with capital appropriations	\$ 3,947,375.21

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

Tennessee Board of Regents
EAST TENNESSEE STATE UNIVERSITY
Notes to the Financial Statements
June 30, 2017

Note 1. Summary of Significant Accounting Policies

Reporting Entity

The university is a part of the State University and Community College System of Tennessee (the system). The Focus on College and University Success Act of 2016 removed the six universities from the governance of the Tennessee Board of Regents, but they remain part of the system. The universities have their own local governing boards that provide governance, approve policies, set tuition and fee rates, and hire presidents. The system has limited oversight responsibilities during the transition period and continuing oversight responsibilities in the areas of budget approval and institutional debt. This system is a component unit of the State of Tennessee because the state appoints a majority of the system's governing body and provides significant financial support; the system is discretely presented in the *Tennessee Comprehensive Annual Financial Report*.

The financial statements present only that portion of the system's activities that is attributable to the transactions of East Tennessee State University.

The East Tennessee State University Foundation and the Medical Education Assistance Corporation are considered component units of the university. Although the university does not control the timing or amount of receipts from these organizations, the majority of resources, or income thereon, that these organizations hold and invest are restricted to the activities of the university by the donors. Because these restricted resources held by the foundation and the corporation can only be used by, or for the benefit of, the university, these organizations are considered component units of the university and are discretely presented in the university's financial statements. See Note 21 for more detailed information about the component units and how to obtain their reports.

Basis of Presentation

The university and its component units' financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America applicable to governmental colleges and universities engaged in business-type activities as prescribed by the Governmental Accounting Standards Board (GASB).

Basis of Accounting

For financial statement purposes, the university is considered a special-purpose government engaged only in business-type activities. Accordingly, the financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all of the provider's eligibility requirements have been met. All significant internal activity has been eliminated.

Notes to the Financial Statements (Continued)

The university has classified its revenues and expenses as either operating or nonoperating according to the following criteria: Operating revenues and expenses are those that have the characteristics of exchange transactions. Operating revenues include (1) tuition and fees, net of scholarship discounts and allowances; (2) certain federal, state, local, and private grants and contracts; (3) sales and services of auxiliary enterprises, net of scholarship discounts and allowances; and (4) interest on institutional loans. Operating expenses include (1) salaries and wages; (2) employee benefits; (3) utilities, supplies, and other services; (4) scholarships and fellowships; and (5) depreciation.

Nonoperating revenues and expenses include activities that have the characteristics of nonexchange transactions, such as gifts and contributions, and other activities that are defined as nonoperating by GASB Statement 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that Use Proprietary Fund Accounting*, and GASB Statement 34, such as state appropriations and investment income.

When both restricted and unrestricted resources are available for use, it is the university's policy to determine which to use first, depending upon existing facts and circumstances.

Inventories

Inventories are valued at the lower of cost or market. Items are maintained on an average cost or first-in, first-out basis.

Compensated Absences

The university's employees accrue annual and sick leave at varying rates, depending on length of service or classification. Some employees also earn compensatory time.

The amount of the liabilities for annual leave and compensatory time and their related benefits are reported in the statement of net position. There is no liability for unpaid accumulated sick leave since the university's policy is to pay this only if the employee dies or is absent because of illness, injury, or related family death.

Capital Assets

Capital assets, which include property, plant, equipment, library holdings, works of art, historical treasures/collections, and intangible assets, are reported in the statement of net position at historical cost or at acquisition value at date of donation, less accumulated depreciation/amortization. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized.

A capitalization threshold of \$100,000 is used for buildings, and \$50,000 is used for infrastructure. Equipment is capitalized when the unit acquisition cost is \$5,000 or greater. The capitalization threshold for additions and improvements to buildings and land is set at \$50,000. The capitalization threshold for intangible assets is set at \$100,000. The capitalization threshold for art, historical treasures/collections, and similar assets is set at \$5,000.

Notes to the Financial Statements (Continued)

These assets, with the exception of works of art and historical treasures/collections deemed inexhaustible and land, are depreciated/amortized using the straight-line method over the estimated useful lives, which range from 5 to 60 years.

Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Closed State and Higher Education Employee Pension Plan and the State and Higher Education Employee Retirement Plan in the Tennessee Consolidated Retirement System (TCRS) and additions to/deductions from the plans' fiduciary net positions have been determined on the same basis as they are reported by the TCRS. For this purpose, benefits (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms of the Closed State and Higher Education Employee Pension Plan and the State and Higher Education Employee Retirement Plan. Investments are reported at fair value.

Net Position

The university's net position is classified as follows:

Net investment in capital assets – This represents the university's total investment in capital assets, net of accumulated depreciation and net of outstanding debt obligations and deferred outflows/inflows of resources related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of net investment in capital assets.

Nonexpendable restricted net position – Nonexpendable restricted net position consists of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may be expendable or added to principal.

Expendable restricted net position – Expendable restricted net position includes resources that the university is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.

Unrestricted net position – Unrestricted net position represents resources derived from student tuition and fees; state appropriations; sales and services of educational departments; sales and services of other activities; and auxiliary enterprises. These resources are used for transactions relating to the educational and general operations of the university and may be used at the university's discretion to meet current expenses for any purpose. The auxiliary enterprises are substantially self-supporting activities that provide services for students, faculty, and staff.

Notes to the Financial Statements (Continued)

Scholarship Discounts and Allowances

Student tuition and fee revenues, as well as certain other revenues from students, are reported net of scholarship discounts and allowances in the statement of revenues, expenses, and changes in net position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the university and the amount that is paid by the student and/or third parties making payments on the student's behalf. Certain governmental grants, such as Pell grants, and other federal, state, or nongovernmental programs are recorded as either operating or nonoperating revenues in the university's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the university has recorded a scholarship discount and allowance.

Note 2. Cash

This classification includes demand deposits and petty cash on hand. At June 30, 2017, cash consisted of \$3,892,451.29 in bank accounts, \$55,000.00 of petty cash on hand, \$81,779,800.73 in the Local Government Investment Pool (LGIP) administered by the State Treasurer, and \$7,994,096.12 in LGIP deposits for capital projects.

The LGIP is administered by the State Treasurer and is measured at amortized cost. The LGIP is part of the State Pooled Investment Fund. There are no minimum or maximum limitations on withdrawals with the exception of a 24-hour notification period for withdrawals of \$5 million or more. The fund's required risk disclosures are presented in the *State of Tennessee Treasurer's Report*. That report is available on the state's website at www.treasury.tn.gov.

LGIP deposits for capital projects – Payments related to the university's capital projects are made by the State of Tennessee's Department of Finance and Administration. The university's estimated local share of the cost of each project is held in a separate LGIP account. As expenses are incurred, funds are withdrawn from the LGIP account by the system and transferred to the Department of Finance and Administration. The funds in the account are not available to the university for any other purpose until the project is completed and the system releases any remaining funds.

Note 3. Investments

In accordance with GASB Statement 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, as amended, and GASB Statement 72, *Fair Value Measurement and Application*, as amended, investments are reported at fair value, including those with a maturity date of one year or less at the time of purchase, unless otherwise noted.

Notes to the Financial Statements (Continued)

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of a debt investment. The university does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increasing interest rates.

At June 30, 2017, the university had the following investments and maturities.

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (In Years)</u>	
		<u>Less than 1</u>	<u>1 to 5</u>
U.S. agency obligations	\$62,648,420.00	\$8,988,490.00	\$53,659,930.00

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The university is authorized by statute to invest funds in accordance with the policy of its governing board. Under the current policy, funds other than endowments may be invested only in obligations of the United States or its agencies backed by the full faith and credit of the United States; repurchase agreements for United States securities; certificates of deposit in banks and savings and loan associations; bankers' acceptances; commercial paper; money market mutual funds; and the State of Tennessee Local Government Investment Pool. Securities are rated by Standard and Poor's, Moody's Investors Service, and/or Fitch Ratings and are presented below using the Standard and Poor's rating scale.

The policy restricts investments in bankers' acceptances and commercial paper. The policy requires that prime bankers' acceptances must be issued by domestic banks with a minimum AA rating or foreign banks with a AAA long-term debt rating by a majority of the ratings services that have rated the issuer. Prime bankers' acceptances are required to be eligible for purchase by the Federal Reserve System. To be eligible, the original maturity must not be more than 270 days, and it must (1) arise out of the current shipment of goods between countries or with the United States, or (2) arise out of storage within the United States of goods that are under contract of sale or are expected to move into the channel of trade within a reasonable time and that are secured throughout their life by a warehouse receipt or similar document conveying title to the underlying goods.

The policy requires that prime commercial paper shall be limited to that of corporations that meet the following criteria: (1) Senior long-term debt, if any, should have a minimum rating of A1 or equivalent, and short-term debt should have a minimum rating of A1 or equivalent, as provided by a majority of the rating services that rate the issuer. If there is no long-term debt rating, the short-term debt rating must be A1 by all rating services (minimum of two). (2) The rating should be based on the merits of the issuer or guarantee by a nonbank. (3) A financial review should be made to ascertain the issuer's financial strength to cover the debt. (4) Commercial paper of a

Notes to the Financial Statements (Continued)

banking institution should not be purchased. Prime commercial paper shall not have a maturity that exceeds 270 days.

At June 30, 2017, the university's investments were rated as follows:

<u>Investment Type</u>	<u>Balance</u>	<u>Credit Quality Rating</u>	
		<u>AA</u>	<u>Unrated</u>
LGIP	\$ 89,773,896.85	\$ -	\$89,773,896.85
U.S. agency obligations	62,648,420.00	62,648,420.00	-
Total	\$152,422,316.85	\$62,648,420.00	\$89,773,896.85

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of the university's investment in a single issuer. The policy restricts investments in bankers' acceptances, commercial paper, and money market mutual funds. The policy limits bankers' acceptances to not exceed 20% of the total investments on the date of acquisition and limits the combined amount of bankers' acceptances and commercial paper to not exceed 35% of the total investments at the date of acquisition. The amount invested in any one bank shall not exceed 5% of total investments on the date of acquisition. Additionally, no more than 5% of total investments at the date of acquisition may be invested in the commercial paper of a single issuer. The policy further limits the total holdings of an issuer's commercial paper to not more than 2% of the issuing corporation's total outstanding commercial paper. The policy limits investments in money market mutual funds to not exceed 10% of total investments on the date of acquisition.

More than 5% of the university's investments were invested in the following single issuers:

<u>Issuer</u>	<u>Percentage of Total Investments</u>
	<u>June 30, 2017</u>
Federal National Mortgage Association (FNMA) obligations	24%
Federal Home Loan Mortgage Corporation (FHLMC) obligations	52%
Federal Farm Credit Bank (FFCB) obligations	22%

Notes to the Financial Statements (Continued)

Note 4. Fair Value Measurement

The university categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The university has the following recurring fair value measurements as of June 30, 2017.

Assets by Fair Value Level	<u>June 30, 2017</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>
Debt securities		
U.S. agency obligations	\$62,648,420.00	\$62,648,420.00
Total debt securities	\$62,648,420.00	\$62,648,420.00
Total assets at fair value	\$62,648,420.00	\$62,648,420.00

Assets classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities.

Note 5. Receivables

Receivables at June 30, 2017, included the following:

Student accounts receivable	\$ 7,175,105.79
Grants receivable	3,920,752.87
Notes receivable	544,926.23
Clinic receivables	662,631.85
Medical Resident Participation Agreement receivable	3,395,578.50
Other receivables	2,903,425.15
Subtotal	18,602,420.39
Less allowance for doubtful accounts	3,065,656.18
Total receivables	\$15,536,764.21

Notes to the Financial Statements (Continued)

Federal Perkins Loan Program funds at June 30, 2017, included the following:

Perkins loans receivable	\$7,107,131.11
Less allowance for doubtful accounts	2,725,331.94
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Total	\$4,381,799.17
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Note 6. Capital Assets

Capital asset activity for the year ended June 30, 2017, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Transfers</u>	<u>Reductions</u>	<u>Ending Balance</u>
Land	\$ 17,483,620.07	\$ 537,700.00	\$ -	\$ -	\$ 18,021,320.07
Land improvements and infrastructure	49,068,759.20	-	356,004.26	-	49,424,763.46
Buildings	394,283,608.48	150,200.00	2,786,758.73	-	397,220,567.21
Equipment	41,911,620.40	2,414,224.62	-	832,629.88	43,493,215.14
Library holdings	1,205,655.06	47,363.72	-	238,530.52	1,014,488.26
Intangible assets	4,433,400.78	-	-	-	4,433,400.78
Art and historical collections	23,500.00	-	-	-	23,500.00
Projects in progress	6,136,841.71	26,073,188.99	(3,142,762.99)	-	29,067,267.71
<hr/>					
Total	514,547,005.70	29,222,677.33	-	1,071,160.40	542,698,522.63
<hr/>					
Less accumulated depreciation/amortization:					
Land improvements and infrastructure	25,112,867.11	2,235,558.27	-	-	27,348,425.38
Buildings	161,503,926.51	7,296,931.45	-	-	168,800,857.96
Equipment	29,099,797.71	2,668,324.52	-	805,565.34	30,962,556.89
Library holdings	882,681.14	101,448.81	-	238,530.52	745,599.43
Intangible assets	4,316,544.86	80,299.32	-	-	4,396,844.18
<hr/>					
Total	220,915,817.33	12,382,562.37	-	1,044,095.86	232,254,283.84
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Capital assets, net	\$293,631,188.37	\$16,840,114.96	\$ -	\$ 27,064.54	\$310,444,238.79
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Note 7. Capital Leases

The university has entered into an Enhanced Use Lease Agreement with the United States Department of Veterans Affairs (VA) for certain real property, including land and several buildings, at the Veterans Affairs Medical Center in Johnson City, Tennessee. The lease is for a period of 35 years. In lieu of lease payments, the university has assumed responsibility for all capital and recurring costs of maintaining the property covered by the agreement.

Notes to the Financial Statements (Continued)

In conjunction with the lease, the university entered into a memorandum of agreement with the Department of Veterans Affairs to construct a building (the Basic Science Building) with joint funding from the State of Tennessee and the federal government. In accordance with the memorandum of agreement, the state provided \$18 million to the federal government for its share of the total construction costs (\$34,195,153.41). The Basic Science Building is included under the provisions of the Enhanced Use Lease Agreement. The university is renovating several other buildings on the VA campus as funds become available.

The university's leasing of the Basic Science Building and the other buildings on the VA campus will constitute a capital lease agreement. The lease term is substantially equal to the estimated useful life of the leased property. Accordingly, the university has capitalized the cost of the buildings at \$64,738,171.26. At June 30, 2017, the buildings are reported at \$39,727,253.63, net of accumulated depreciation of \$25,010,917.63.

Note 8. Accounts Payable

Accounts payable at June 30, 2017, included the following:

Vendors payable	\$2,586,677.18
Unapplied student payments	9,120.69
Other payables	962,528.14
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Total accounts payable	\$3,558,326.01

Note 9. Long-term Liabilities

Long-term liabilities activity for the year ended June 30, 2017, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion
Payables:					
TSSBA debt:					
Bonds	\$127,361,395.06	\$ -	\$5,498,190.31	\$121,863,204.75	\$4,726,316.75
Unamortized bond premium	15,797,132.79	-	1,080,861.82	14,716,270.97	-
Revolving credit facility	3,102,001.16	12,983,407.88	-	16,085,409.04	-
<hr/>					
Subtotal	146,260,529.01	12,983,407.88	6,579,052.13	152,664,884.76	4,726,316.75
<hr/>					
Other liabilities:					
Compensated absences	12,073,320.86	8,258,651.74	7,247,824.22	13,084,148.38	3,473,056.35
Due to grantors	7,802,160.13	-	-	7,802,160.13	-
<hr/>					
Subtotal	19,875,480.99	8,258,651.74	7,247,824.22	20,886,308.51	3,473,056.35
<hr/>					
Total long-term liabilities	\$166,136,010.00	\$21,242,059.62	\$13,826,876.35	\$173,551,193.27	\$8,199,373.10

Notes to the Financial Statements (Continued)

TSSBA Debt – Bonds

Bonds, with interest rates ranging from 1.02% to 5%, were issued by the Tennessee State School Bond Authority (TSSBA). The bonds are due serially to 2044 and are secured by pledges of the facilities' revenues to which they relate and certain other revenues and fees of the university, including state appropriations; see Note 10 for further details. The bonded indebtedness with the Tennessee State School Bond Authority included in long-term liabilities on the statement of net position is shown net of assets held by the authority in the debt service reserve and net of unexpended debt proceeds. The reserve amount was \$2,326,438.23 at June 30, 2017.

Debt service requirements to maturity for the university's portion of TSSBA bonds at June 30, 2017, are as follows:

Year Ending June 30	Principal	Interest	Total
2018	\$4,726,316.75	\$ 5,791,758.17	\$ 10,518,074.92
2019	4,606,290.88	5,525,339.26	10,131,630.14
2020	6,038,950.53	5,234,006.77	11,272,957.30
2021	6,255,403.63	4,963,430.19	11,218,833.82
2022	6,324,693.31	4,686,900.64	11,011,593.95
2023-2027	31,767,900.72	19,030,104.66	50,798,005.38
2028-2032	24,990,042.83	12,144,012.72	37,134,055.55
2033-2037	21,356,875.43	6,415,954.92	27,772,830.35
2038-2042	13,108,897.76	2,042,589.84	15,151,487.60
2043-2044	2,687,832.91	136,071.54	2,823,904.45
Total	\$121,863,204.75	\$65,970,168.71	\$187,833,373.46

TSSBA Debt – Revolving Credit Facility

The Tennessee State School Bond Authority (TSSBA) receives loans from the revolving credit facility to finance the costs of various capital projects during the construction phase. When projects are placed in service, TSSBA issues long-term, fixed-rate debt to finance the project over its useful payback period and repays the revolving credit facility debt. The total outstanding loans from the revolving credit facility for the university were \$16,085,409.04 at June 30, 2017.

More detailed information regarding the bonds and revolving credit facility can be found in the notes to the financial statements in the financial report for the TSSBA. That report is available on the state's website at www.comptroller.tn.gov/tssba/cafr.asp.

Note 10. Pledged Revenues

The university has pledged certain revenues and fees, including state appropriations, to repay \$121,863,204.75 in revenue bonds issued from January 2007 to April 2015 (see Note 9 for further

Notes to the Financial Statements (Continued)

detail). Proceeds from the bonds provided financing for construction and renovation projects. The bonds are payable through 2044. Annual principal and interest payments on the bonds are expected to require 3.65% of available revenues. The total principal and interest remaining to be paid on the bonds is \$187,833,373.46. Principal and interest paid for the current year and total available revenues were \$11,541,404.34 and \$315,970,030.62, respectively.

Note 11. Pension Plans

Defined Benefit Plans

Closed State and Higher Education Employee Pension Plan

General Information About the Pension Plan

Plan description – State employees and higher education employees with membership in the Tennessee Consolidated Retirement System (TCRS) before July 1, 2014, are provided with pensions through the Closed State and Higher Education Employee Pension Plan. This plan is a component of the Public Employee Retirement Plan, an agent, multiple-employer defined benefit pension plan. The Closed State and Higher Education Employee Pension Plan stopped accepting new membership on June 30, 2014, but will continue providing benefits to existing members and retirees. Beginning July 1, 2014, a new agent defined benefit retirement plan, the State and Higher Education Employee Retirement Plan, became effective for state employees and higher education employees hired on or after July 1, 2014.

The TCRS was created by state statute under Title 8, Chapters 34-37, *Tennessee Code Annotated*. The TCRS Board of Trustees is responsible for the proper operation and administration of all employer pension plans in the TCRS. The Tennessee Treasury Department, an agency in the legislative branch of state government, administers the plans of the TCRS. The TCRS issues a publicly available financial report that can be obtained at www.treasury.tn.gov/tcrs.

Benefits provided – Title 8, Chapters 34-37, *Tennessee Code Annotated*, establishes the benefit terms and can be amended only by the Tennessee General Assembly. Members of the Closed State and Higher Education Employee Pension Plan are eligible to retire with an unreduced benefit at age 60 with 5 years of service credit or after 30 years of service credit regardless of age. Benefits are determined using the following formula:

Notes to the Financial Statements (Continued)

Average of member's highest compensation for 5 consecutive years (up to Social Security integration level) x 1.50% x Years of Service Credit x 105%

Plus:

Average of member's highest compensation for 5 consecutive years (over the Social Security integration level) x 1.75% x Years of Service Credit x 105%

A reduced early retirement benefit is available at age 55 and vested. Members are vested with five years of service credit. Service-related disability benefits are provided regardless of length of service. Five years of service is required for non-service-related disability eligibility. The service-related and non-service-related disability benefits are determined in the same manner as a service retirement benefit but are reduced 10% and include projected service credits. A variety of death benefits are available under various eligibility criteria. Member and beneficiary annuitants are entitled to automatic cost-of-living adjustments (COLAs) after retirement. A COLA is granted each July for annuitants retired prior to July 2 of the previous year. The COLA is based on the change in the consumer price index (CPI) during the prior calendar year, capped at 3%, and applied to the current benefit. No COLA is granted if the change in the CPI is less than 0.5%. A 1% COLA is granted if the CPI change is between 0.5% and 1%. A member who leaves employment may withdraw employee contributions, plus any accumulated interest.

Contributions – Contributions for state employees and higher education employees are established in the statutes governing the TCRS and may only be changed by the Tennessee General Assembly. The university's employees are non-contributory, as are most members in the Closed State and Higher Education Employee Pension Plan. State and higher education agencies make employer contributions at the rate set by the Board of Trustees as determined by an actuarial valuation. By law, employer contributions for the Closed State and Higher Education Employee Pension Plan are required to be paid. Employer contributions by the university for the year ended June 30, 2017, to the Closed State and Higher Education Employee Pension Plan were \$7,617,033, which is 15.02% of covered payroll. The employer rate, when combined with member contributions, is expected to finance the costs of benefits earned by members during the year and the cost of administration, as well as an amortized portion of any unfunded liability.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Pension liability – At June 30, 2017, the university reported a liability of \$38,706,509 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The university's proportion of the net

Notes to the Financial Statements (Continued)

pension liability was based on a projection of the university's contributions during the year ended June 30, 2016, to the pension plan relative to the contributions of all participating state and higher education agencies. At the June 30, 2016, measurement date, the university's proportion was 2.12141%. The proportion measured as of June 30, 2015, was 2.069473%.

Pension expense – For the year ended June 30, 2017, the university recognized a pension expense of \$6,956,388.

Deferred outflows of resources and deferred inflows of resources – For the year ended June 30, 2017, the university reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 2,170,634.00	\$2,056,708.00
Net difference between projected and actual earnings on pension plan investments	9,361,074.00	-
Changes in proportion of net pension liability	843,307.00	-
University's contributions subsequent to the measurement date of June 30, 2016	7,617,033.00	-
Total	\$19,992,048.00	\$2,056,708.00

Deferred outflows of resources, resulting from the university's employer contributions of \$7,617,033 subsequent to the measurement date, will be recognized as a decrease in net pension liability in the year ending June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30</u>	
2018	\$ 775,559
2019	\$ 775,559
2020	\$6,047,843
2021	\$2,719,346

In the table above, positive amounts will increase pension expense, while negative amounts will decrease pension expense.

Actuarial assumptions – The total pension liability as of June 30, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Notes to the Financial Statements (Continued)

Inflation	3.0%
Salary increases	Graded salary ranges from 8.97% to 3.71% based on age, including inflation, averaging 4.25%
Investment rate of return	7.5%, net of pension plan investment expenses, including inflation
Cost-of-living adjustment	2.5%

Mortality rates were based on actual experience from the June 30, 2012, actuarial experience study adjusted for some of the expected future improvement in life expectancy.

The actuarial assumptions used in the June 30, 2016, actuarial valuation were based on the results of an actuarial experience study performed for the period July 1, 2008, through June 30, 2012. The demographic assumptions were adjusted to more closely reflect actual and expected future experience.

The long-term expected rate of return on pension plan investments was established by the TCRS Board of Trustees in conjunction with the June 30, 2012, actuarial experience study by considering the following three techniques: (1) the 25-year historical return of the TCRS at June 30, 2012; (2) the historical market returns of asset classes from 1926 to 2012 using the TCRS investment policy asset allocation; and (3) capital market projections that were utilized as a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. Four sources of capital market projections were blended and utilized in the third technique. The blended capital market projection established the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding inflation of 3%. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Long-term Expected Real Rate of Return</u>	<u>Target Allocation</u>
U.S. equity	6.46%	33%
Developed market international equity	6.26%	17%
Emerging market international equity	6.40%	5%
Private equity and strategic lending	4.61%	8%
U.S. fixed income	0.98%	29%
Real estate	4.73%	7%
Short-term securities	0.00%	1%
		<hr/> 100%

The long-term expected rate of return on pension plan investments was established by the TCRS Board of Trustees as 7.5% based on a blending of the three factors described above.

Notes to the Financial Statements (Continued)

Discount rate – The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current rate and that contributions from all state and higher education agencies will be made at the actuarially determined contribution rate in accordance with the funding policy of the TCRS Board of Trustees and as required to be paid by state statute. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make projected future benefit payments of current active and inactive members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the proportionate share of net pension liability to changes in the discount rate – The following presents the university’s proportionate share of the net pension liability calculated using the discount rate of 7.5%, as well as what the university’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.5%) or 1 percentage point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
University’s proportionate share of the net pension liability	\$76,066,101	\$38,706,509	\$7,203,790

Pension plan fiduciary net position – Detailed information about the pension plan’s fiduciary net position is available in a separately issued TCRS financial report at www.treasury.tn.gov/tcrs.

State and Higher Education Employee Retirement Plan

General Information About the Pension Plan

Plan description – State employees and higher education employees with membership in the Tennessee Consolidated Retirement System (TCRS) before July 1, 2014, are provided with pensions through the Closed State and Higher Education Employee Pension Plan, an agent plan within the Public Employee Retirement Plan administered by the TCRS. TCRS is a multiple-employer pension plan. The Closed State and Higher Education Employee Pension Plan was closed effective June 30, 2014, and covers employees hired before July 1, 2014. Employees hired after June 30, 2014, are provided with pensions through a legally separate plan referred to as the State and Higher Education Employee Retirement Plan, an agent plan within the Public Employee Retirement Plan administered by the TCRS. The TCRS was created by state statute under Title 8, Chapters 34-37, *Tennessee Code Annotated*.

Benefits provided – Title 8, Chapters 34-37, *Tennessee Code Annotated*, establishes the benefit terms and can be amended only by the Tennessee General Assembly. Members of the State and Higher Education Employee Retirement Plan are eligible to retire at age 65 with 5 years of service credit or pursuant to the rule of 90 in which the member’s age and service credit total 90. Members are entitled to receive unreduced service retirement benefits, which are determined by a formula multiplying the member’s highest five consecutive years’ average compensation by

Notes to the Financial Statements (Continued)

1% multiplied by the member's years of service credit. A reduced early retirement is available at age 60 with 5 years of service credit or pursuant to the rule of 80 in which a member's age and service credit total 80. Service-related disability benefits are provided regardless of length of service. Five years of service is required for non-service-related disability eligibility. The service-related and non-service-related disability benefits are determined in the same manner as a service retirement benefit but are reduced 10% and include projected service credits. A variety of death benefits are available under various eligibility criteria.

Member and beneficiary annuitants are entitled to automatic cost-of-living adjustments (COLAs) after retirement. A COLA is granted each July for annuitants retired prior to July 2 of the previous year. The COLA is based on the change in the consumer price index (CPI) during the prior calendar year, capped at 3%, and applied to the current benefit. No COLA is granted if the change in the CPI is less than 0.5%. A 1% COLA is granted if the CPI change is between 0.5% and 1%. A member who leaves employment may withdraw employee contributions, plus any accumulated interest.

Contributions – Contributions for state and higher education employees are established in the statutes governing the TCRS and may only be changed by the Tennessee General Assembly. University employees contribute 5% of their salary to the State and Higher Education Employment Retirement Plan. By law, employer contributions for the State and Higher Education Employee Retirement Plan are required to be paid. Employer contributions by the university for the year ended June 30, 2017, to the State and Higher Education Employee Retirement Plan were \$430,143, which is 3.86% of covered payroll. The employer rate, when combined with member contributions, is expected to finance the costs of benefits earned by members during the year and the cost of administration, as well as an amortized portion of any unfunded liability.

Pension Assets, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Pension asset – At June 30, 2017, the university reported an asset of \$173,103 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2016, and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The university's proportion of the net pension asset was based on a projection of the university's contributions during the year ended June 30, 2016, to the pension plan relative to the contributions of all participating state and higher education agencies. At the June 30, 2016, measurement date, the university's proportion was 2.054754%. At June 30, 2015, measurement date, the university's proportion was 2.184792%.

Pension expense – For the year ended June 30, 2017, the university recognized a pension expense of \$97,189.

Deferred outflows of resources and deferred inflows of resources – For the year ended June 30, 2017, the university reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Notes to the Financial Statements (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$12,595.00	\$18,603.00
Net difference between projected and actual earnings on pension plan investments	20,186.00	-
Changes in proportion of net pension asset	2,205.00	-
University's contributions subsequent to the measurement date of June 30, 2016	430,143.00	-
Total	\$465,129.00	\$18,603.00

Deferred outflows of resources, resulting from the university's employer contributions of \$430,143 subsequent to the measurement date, will be recognized as a decrease in net pension liability in the year ending June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30</u>	
2018	\$4,446
2019	\$4,446
2020	\$4,446
2021	\$3,618
2022	\$ (807)
Thereafter	\$ 234

In the table above, positive amounts will increase pension expense, while negative amounts will decrease pension expense.

Actuarial assumptions – The total pension asset as of the June 30, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0%
Salary increases	Graded salary ranges from 8.97% to 3.71% based on age, including inflation, averaging 4.25%
Investment rate of return	7.5%, net of pension plan investment expenses, including inflation
Cost-of-living adjustment	2.5%

Mortality rates were based on actual experience from the June 30, 2012, actuarial experience study adjusted for some of the expected future improvement in life expectancy.

Notes to the Financial Statements (Continued)

The actuarial assumptions used in the June 30, 2016, actuarial valuation were based on the results of an actuarial experience study performed for the period July 1, 2008, through June 30, 2012. The demographic assumptions were adjusted to more closely reflect actual and expected future experience.

The long-term expected rate of return on pension plan investments was established by the TCRS Board of Trustees in conjunction with the June 30, 2012, actuarial experience study by considering the following three techniques: (1) the 25-year historical return of the TCRS at June 30, 2012; (2) the historical market returns of asset classes from 1926 to 2012 using the TCRS investment policy asset allocation; and (3) capital market projections that were utilized as a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. Four sources of capital market projections were blended and utilized in the third technique. The blended capital market projection established the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding inflation of 3%. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Long-term Expected Real Rate of Return</u>	<u>Target Allocation</u>
U.S. equity	6.46%	33%
Developed market international equity	6.26%	17%
Emerging market international equity	6.40%	5%
Private equity and strategic lending	4.61%	8%
U.S. fixed income	0.98%	29%
Real estate	4.73%	7%
Short-term securities	0.00%	1%
		100%

The long-term expected rate of return on pension plan investments was established by the TCRS Board of Trustees as 7.5% based on a blending of the three factors described above.

Discount rate – The discount rate used to measure the total pension asset was 7.5%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current rate and that contributions from all state and higher education agencies will be made at the actuarially determined contribution rate in accordance with the funding policy of the TCRS Board of Trustees and as required to be paid by state statute. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make projected future benefit payments of current active and inactive members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension asset.

Sensitivity of the proportionate share of net pension asset to changes in the discount rate – The following presents the university’s proportionate share of the net pension asset calculated using

Notes to the Financial Statements (Continued)

the discount rate of 7.5%, as well as what the university's proportionate share of the net pension asset would be if it were calculated using a discount rate that is 1 percentage point lower (6.5%) or 1 percentage point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
University's proportionate share of the net pension asset	\$(20,700)	\$(173,103)	\$(287,275)

Pension plan fiduciary net position – Detailed information about the pension plan's fiduciary net position is available in a separately issued TCRS financial report at www.treasury.tn.gov/tcrs.

Total Defined Benefit Pension Expense

The total pension expense for the year ended June 30, 2017, for all state and local government defined benefit pension plans was \$7,053,577.

Defined Contribution Plans

Optional Retirement Plans

Plan description – The university contributes to the Optional Retirement Plan (ORP). The ORP, administered by the Tennessee Treasury Department, is a defined contribution plan. The ORP was established by state statute in Title 8, Chapter 35, Part 4, *Tennessee Code Annotated*. This statute also sets out the plan provisions. The plan provisions are amended by the Tennessee General Assembly. The ORP was designed to provide benefits at retirement to faculty and staff who are exempt from the overtime provision of the Fair Labor Standards Act and who waive membership in the TCRS. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings.

Funding policy – For employees employed prior to July 1, 2014, plan members are noncontributory. The university contributes an amount equal to 10% of the employee's base salary up to the social security wage base and 11% above the social security wage base. For employees hired after June 30, 2014, plan members will contribute 5% to the ORP and the university will contribute 9% of the employee's base salary. Pension expense equaled the required contributions made to the ORP and were \$8,100,973.48 for the year ended June 30, 2017, and \$7,947,909.21 for the year ended June 30, 2016. Contributions met the requirements for each year.

Members are immediately 100% vested in the employer contributions made pursuant to the ORP. The Treasury Department has selected three investment vendors who offer a variety of investment products in which members are responsible for selecting how the contributions are invested. Each member makes the decision when to reallocate future contributions or when to transfer funds from one investment product to another. Funds are held by the investment vendor

Notes to the Financial Statements (Continued)

in the name of the member, not in the name of the State of Tennessee. The State of Tennessee has no discretion over these funds other than to make the initial contributions. Accordingly, the State of Tennessee is not acting in a trustee capacity, nor does it have a fiduciary responsibility for the funds held by the investment vendors.

Deferred Compensation Plans

Employees are offered three deferred compensation plans. The university, through the State of Tennessee, provides two plans, one established pursuant to the *Internal Revenue Code* (IRC), Section 457, and the other pursuant to IRC, Section 401(k). The third plan is administered by the university and was established in accordance with IRC, Section 403(b). The plans are outsourced to third-party vendors, and the administrative costs assessed by the vendors of these plans are the responsibility of plan participants. Section 401(k), Section 403(b), and Section 457 plan assets remain the property of the contributing employees; therefore, they are not presented in the accompanying financial statements. Sections 401(k), 403(b), and 457 establish participation, contribution, and withdrawal provisions for the plans. Participation in the 403(b) and the 457 plans is voluntary for employees. The university provides up to a \$50 monthly employer match for employees who participate in the state's 401(k) plan. Employees hired before July 1, 2014, voluntarily participate in the state's 401(k) plan. Pursuant to Chapter 259 of the Public Acts of 2013, employees hired after June 30, 2014, are automatically enrolled in the state's 401(k) plan and contribute 2% of their salary, with the employer contributing an additional non-matching 5%. Employees may opt out of the 2% auto enrollment. Such contribution rates may only be amended by the Tennessee General Assembly. There are certain automatic cost controls and unfunded liability controls in the defined benefit plan where the employees participate that may impact the non-matching 5% employer contribution to the 401(k) plan.

Employees are immediately vested in both the employee and employer contributions in all plans. The IRC establishes maximum limits that an employee can contribute to these plans. The employee may increase, decrease, or stop contributions at any time for all three plans.

During the year ended June 30, 2017, contributions totaling \$3,385,723.27 were made by employees participating in the 401(k) plan, and the university recognized pension expense of \$1,533,077.70 for employer contributions. During the year ended June 30, 2016, contributions totaling \$3,073,928.93 were made by employees participating in the 401(k) plan, and the university recognized pension expense of \$1,243,868.71 for employer contributions.

Note 12. Other Postemployment Benefits

Healthcare is the only "other postemployment benefit" (OPEB) provided to employees. The State of Tennessee administers a group health insurance program that provides postemployment health insurance benefits to eligible university retirees. This program includes two plans available to higher education employees—the State Employee Group Plan and the Medicare

Notes to the Financial Statements (Continued)

Supplement Plan. For accounting purposes, the plans are agent multiple-employer defined benefit OPEB plans. Benefits are established and amended by an insurance committee created by Section 8-27-201, *Tennessee Code Annotated*, for the State Employee Group Plan and for the Medicare Supplement Plan. The State Employee Group Plan covers retirees until they reach the age of 65. Members have the option of choosing between the standard or partnership preferred provider organization plan for healthcare benefits. Subsequent to age 65, members who are also in the state's retirement system may participate in a state-administered Medicare supplement that does not include pharmacy. Employees hired on or after July 1, 2015, are not eligible to continue insurance coverage at retirement in either the Employee Group Plan or the Medicare Supplement Plan. The state makes on-behalf payments to the Medicare Supplement Plan for the university's eligible retirees; see Note 20. The plans are reported in the *Tennessee Comprehensive Annual Financial Report (CAFR)*. The CAFR is available on the state's website at www.tn.gov/finance/article/fa-accfin-cafr.

Special Funding Situation

The State of Tennessee is legally responsible for contributions to the Medicare Supplement Plan, which covers the retirees of other governmental entities, including the university. The state is the sole contributor for the university retirees who participate in the Medicare Supplement Plan and, therefore, is acting as the employer.

Funding Policy

The premium requirements of plan members are established and may be amended by the insurance committee. The plans are self-insured and financed on a pay-as-you-go basis with the risk shared equally among the participants. The plan's claims liabilities are periodically computed using actuarial and statistical techniques to establish premium rates. The plan's administrative costs are allocated to plan participants. Retired members pay the same base premium, adjusted for years of service, as active employees. Retirees with 30 years of service are subsidized 80%; retirees with 20 years of service but less than 30 years of service, 70%; and retirees with less than 20 years of service, 60%. Retirees in the Medicare Supplement Plan have flat-rate premium subsidies based on years of service. Retirees with 30 years of service receive \$50 per month; retirees with 20 years of service but less than 30 years of service, \$37.50; and retirees with 15 years of service but less than 20 years of service, \$25.

Notes to the Financial Statements (Continued)

University's Annual OPEB Cost and Net OPEB Obligation State Employee Group Plan

Annual required contribution (ARC)	\$ 3,087,000.00
Interest on the net OPEB obligation	497,022.17
Adjustment to the ARC	(499,018.24)
<hr/>	
Annual OPEB cost	3,085,003.93
Amount of contribution	(3,104,026.68)
<hr/>	
Decrease in net OPEB obligation	(19,022.75)
Net OPEB obligation – beginning of year	13,253,924.40
<hr/>	
Net OPEB obligation – end of year	\$13,234,901.65

<u>Year-end</u>	<u>Plan</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation at Year-end</u>
June 30, 2017	State Employee Group Plan	\$3,085,003.93	100.6%	\$13,234,901.65
June 30, 2016	State Employee Group Plan	\$2,983,037.19	92.6%	\$13,253,924.40
June 30, 2015	State Employee Group Plan	\$2,930,256.14	94.3%	\$13,033,043.15

Funded Status and Funding Progress

The funded status of the university's portion of the State Employee Group Plan was as follows:

Actuarial valuation date	July 1, 2015
Actuarial accrued liability (AAL)	\$23,133,000.00
Actuarial value of plan assets	-
<hr/>	
Unfunded actuarial accrued liability (UAAL)	\$23,133,000.00
Actuarial value of assets as a percentage of the AAL	0%
Covered payroll (active plan members)	\$113,801,678.67
UAAL as percentage of covered payroll	20.3%

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. The schedule of funding progress, presented as Required Supplementary Information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

Notes to the Financial Statements (Continued)

Actuarial Methods and Assumptions

Calculations are based on the types of benefits provided under the terms of the substantive plan at the time of each valuation and on the pattern of sharing of costs between the employer and plan members to that point. Actuarial calculations reflect a long-term perspective. Consistent with that perspective, actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets.

In the July 1, 2015, actuarial valuation, the Projected Unit Credit actuarial cost method was used. The actuarial assumptions included a 3.75% investment rate of return (net of administrative expenses) and an annual healthcare cost trend rate of 6.5% initially. The rate decreased to 6% in fiscal year 2016 and then reduces by decrements to an ultimate rate of 4.7% in fiscal year 2050. All rates include a 2.5% inflation assumption. Premium subsidies in the Medicare Supplement Plan are projected to remain unchanged, and, consequently, trend rates are not applicable. The unfunded actuarial accrued liability is being amortized as a level percentage of payroll on a closed basis over a 30-year period beginning with July 1, 2007. Payroll is assumed to grow at a rate of 3%.

Note 13. Revenues

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

<u>Revenue Source</u>	<u>Gross Revenue</u>	<u>Less Scholarship Allowances</u>	<u>Less Uncollectible Debts</u>	<u>Net Revenue</u>
Tuition and fees	\$158,388,859.15	\$48,166,369.94	\$ 844,294.98	\$109,378,194.23
Nongovernmental grants and contracts	11,809,318.19	-	90,077.95	11,719,240.24
Residential life	14,550,751.48	259,370.64	83,904.61	14,207,476.23
Food service	5,444,367.21	-	27,818.30	5,416,548.91
Other auxiliaries	2,636,610.18	-	20,451.31	2,616,158.87
Total	\$192,829,906.21	\$48,425,740.58	\$1,066,547.15	\$143,337,618.48

Note 14. Chairs of Excellence

The university had \$28,296,013.41 on deposit at June 30, 2017, with the State Treasurer for its Chairs of Excellence program. These funds are held in trust by the state and are not included in the financial statements.

Notes to the Financial Statements (Continued)

Note 15. Insurance-related Activities

It is the policy of the state not to purchase commercial insurance for the risks associated with casualty losses for general liability, automobile liability, professional medical malpractice liability, and workers' compensation. By statute, the maximum liability for general liability, automobile liability, and professional medical malpractice liability is \$300,000 per person and \$1,000,000 per occurrence. The state's management believes it is more economical to manage these risks internally and set aside assets for claim settlement in its internal service fund, the Risk Management Fund (RMF). The state purchases commercial insurance for real property, crime and fidelity coverage on the state's officials and employees, and cyber liability coverage. For property coverage, the deductible for an individual state agency is the first \$25,000 of losses. The RMF is responsible for property losses for the annual aggregate deductible of \$7.5 million for perils other than earthquake and flood. Purchased insurance coverage is responsible for losses exceeding the \$7.5 million annual aggregate deductible. For earthquake and flood, there is a deductible of \$10 million per occurrence. The maximum insurance coverage is \$750 million per year for perils other than earthquake and flood. The maximum flood insurance coverage is \$50 million per occurrence, except there is only \$25 million of coverage in flood zones A and V. The maximum earthquake insurance coverage is \$50 million per occurrence. The amounts of settlements have not exceeded insurance coverage for each of the three past fiscal years.

The university participates in the RMF. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the university based on a percentage of the university's expected loss costs, which include both experience and exposures. This charge considers recent trends in actual claims experience of the state as a whole. Information regarding the determination of the claims liabilities and the changes in the balances of the claims liabilities for the year ended June 30, 2017, is presented in the *Tennessee Comprehensive Annual Financial Report* (CAFR). The CAFR is available on the state's website at www.tn.gov/finance/article/fa-accfin-cafr. At June 30, 2017, the RMF held \$167 million in cash designated for payment of claims.

At June 30, 2017, the scheduled coverage for the university was \$854,298,480 for buildings and \$176,701,000 for contents.

The state has also set aside assets in the Employee Group Insurance Fund, an internal service fund, to provide a program of health insurance coverage for the employees of the state, with the risk retained by the state. The university participates in the Employee Group Insurance Fund. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the university based on estimates of the ultimate cost of claims, including the cost of claims that have been reported but not settled and of claims that have been incurred but not reported. Employees and providers have 13 months to file medical claims.

Notes to the Financial Statements (Continued)

Note 16. Commitments and Contingencies

Sick Leave

The university records the cost of sick leave when paid. The dollar amount of unused sick leave was \$61,288,894.36 at June 30, 2017.

Operating Leases

The university has entered into various operating leases for buildings and equipment. Such leases will probably continue to be required. Expenses under operating leases for real property were \$695,688.93 for the year ended June 30, 2017. All operating leases are cancelable at the lessee's option.

Construction in Progress

At June 30, 2017, outstanding commitments under construction contracts totaled \$116,862,045.11 for construction and renovation projects, of which \$32,338,867.39 will be funded by future state capital outlay appropriations.

Litigation

The university is involved in several lawsuits, none of which are expected to have a material effect on the accompanying financial statements.

Note 17. Natural Classification With Functional Classifications

The university's operating expenses for the year ended June 30, 2017, are as follows:

Functional Classification	<u>Natural Classification</u>					Total
	Salaries	Benefits	Other Operating	Scholarships	Depreciation	
Instruction	\$103,035,838.33	\$36,153,086.69	\$17,631,703.11	\$ -	\$ -	\$156,820,628.13
Research	5,540,030.85	1,536,157.47	3,366,902.69	-	-	10,443,091.01
Public service	13,461,416.61	4,776,262.03	7,319,628.37	-	-	25,557,307.01
Academic support	17,843,065.40	7,506,553.54	4,934,783.30	-	-	30,284,402.24
Student services	12,497,226.96	5,567,045.44	7,850,302.50	-	-	25,914,574.90
Institutional support	13,366,538.05	5,276,923.51	1,922,400.47	-	-	20,565,862.03
Maintenance & operation	7,654,080.44	4,000,170.89	11,736,824.11	-	-	23,391,075.44
Scholarships & fellowships	-	-	-	22,951,541.68	-	22,951,541.68
Auxiliary	2,073,721.91	799,129.08	11,051,356.24	-	-	13,924,207.23
Depreciation	-	-	-	-	12,382,562.37	12,382,562.37
Total	\$175,471,918.55	\$65,615,328.65	\$65,813,900.79	\$22,951,541.68	\$12,382,562.37	\$342,235,252.04

Notes to the Financial Statements (Continued)

Note 18. Affiliated Entity Not Included

The East Tennessee State University Research Foundation is a private, nonprofit foundation with the university as the sole beneficiary. The Research Foundation is controlled by a board independent of the university. The financial records, investments, and other financial transactions are handled external to the university, and these amounts are not included in the university's financial report. As reported in the foundation's most recently audited financial report, at June 30, 2017, the assets of the foundation totaled \$497,409, liabilities were \$15,639, and the net position amounted to \$481,770.

Note 19. Insurance Recoveries

The university sustained damage to various buildings on campus and some of the equipment they contained due to several unrelated events. The impairment of all assets involved was temporary, and no impairment loss was recognized. An insurance recovery for the capital damage in the amount of \$23,623.06 was recorded in fiscal year 2017. The insurance recovery is classified as other nonoperating revenue in the statement of revenues, expenses, and changes in net position.

Note 20. On-Behalf Payments

During the year ended June 30, 2017, the State of Tennessee made payments of \$180,462.50 on behalf of the university for retirees participating in the Medicare Supplement Plan. The Medicare Supplement Plan is a postemployment benefit healthcare plan and is discussed further in Note 12. The plan is reported in the *Tennessee Comprehensive Annual Financial Report* (CAFR). That report is available on the state's website at www.tn.gov/finance/article/fa-accfin-cafr.

Note 21. Component Units

EAST TENNESSEE STATE UNIVERSITY FOUNDATION

The East Tennessee State University Foundation is a legally separate, tax-exempt organization supporting East Tennessee State University. The foundation acts primarily as a fund-raising organization to supplement the resources that are available to the university in support of its programs. The 30-member board of the foundation is self-perpetuating and consists of graduates and friends of the university. Although the university 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 university by the donors. Because these restricted resources held by the foundation can only be used by, or for the benefit of, the university, the foundation is considered a component unit of the university and is discretely presented in the university's financial statements.

Notes to the Financial Statements (Continued)

During the year ended June 30, 2017, the foundation made distributions of \$8,476,394.29 to or on behalf of the university for both restricted and unrestricted purposes. Complete financial statements for the foundation can be obtained from Dr. B.J. King, Acting Chief Financial Officer for Business and Finance, P.O. Box 70601, Johnson City, TN 37614.

Cash and Cash Equivalents

In addition to demand deposits and petty cash on hand, this classification includes instruments that are readily convertible to known amounts of cash and that have original maturities of three months or less. At June 30, 2017, cash and cash equivalents consisted of \$275,155.56 in bank accounts, \$3,441,345.10 in the Local Government Investment Pool (LGIP) administered by the State Treasurer, and \$16,097,319.70 in cash held by others.

The LGIP is measured at amortized cost and is part of the State Pooled Investment Fund. There are no minimum or maximum limitations on withdrawals with the exception of a 24-hour notification period for withdrawals of \$5 million or more. The fund's required risk disclosures are presented in the *State of Tennessee Treasurer's Report*. That report is available on the state's website at www.treasury.tn.gov.

Investments

In accordance with GASB Statement 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, as amended, investments are reported at fair value, including those with a maturity date of one year or less at the time of purchase, unless otherwise noted. All investments are valued at fair value except certificates of deposit, which are valued at cost, and insurance contracts, measured at cash surrender value. The foundation is authorized to invest funds in accordance with its board of directors' policies.

Interest Rate Risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of a debt investment. In order to reduce the exposure to interest rate risk, the foundation will set limits regarding the weighted average maturity for each direct investment pool. In the case of federal securities, the weighted average of all investments should be less than three years.

At June 30, 2017, the foundation had the following investments and maturities:

Notes to the Financial Statements (Continued)

<u>Investment Type</u>	<u>Reported Value</u>	<u>Investment Maturities (in Years)</u>			
		<u>Less than 1</u>	<u>1 to 5</u>	<u>6 to 10</u>	<u>More than 10</u>
Corporate bonds	\$ 2,414,068.88	\$ 1,342,117.84	\$ 1,071,951.04	\$ -	\$ -
Mutual bond funds	13,876,558.51	929,962.51	2,945,891.00	3,352,428.00	6,648,277.00
Total debt investments	\$16,290,627.39	\$2,272,080.35	\$4,017,842.04	\$3,352,428.00	\$6,648,277.00

Non-Fixed Income Investments

Mutual equity funds	55,929,996.50
Certificates of deposit	749,716.00
Cash surrender value of life insurance	380,475.82
Total investments	\$73,350,815.71

Credit Risk – Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Securities are rated using Standard and Poor’s, Moody’s Investor Service, and/or Fitch Ratings and are presented below using the Standard and Poor’s rating scale. The foundation’s policy is to limit all direct investments to securities with an investment rating of no less than A as rated by Moody’s and A as rated by Standard and Poor’s.

At June 30, 2017, the foundation’s investments were rated as follows:

<u>Investment Type</u>	<u>Reported Value</u>	<u>Credit Quality Rating</u>				
		<u>AAA</u>	<u>AA</u>	<u>A</u>	<u>BBB or Less</u>	<u>Unrated</u>
LGIP	\$ 3,441,345.10	\$ -	\$ -	\$ -	\$ -	\$3,441,345.10
Corporate bonds	2,414,068.88	-	-	1,844,348.62	-	569,720.26
Bond mutual funds	13,876,558.51	9,722,850.54	266,514.99	1,064,352.11	2,822,840.87	-
Total	\$19,731,972.49	\$9,722,850.54	\$266,514.99	\$2,908,700.73	\$2,822,840.87	\$4,011,065.36

Investments of the foundation’s endowment and similar funds are composed of the following at June 30, 2017:

	<u>Reported Value</u>
Mutual funds	\$52,804,706.04
Corporate bonds	2,414,068.88
Deposits held by others	16,097,319.70
Certificates of deposit	249,781.56
Total	\$71,565,876.18

Notes to the Financial Statements (Continued)

Assets of endowments are pooled on a fair-value basis, with each individual fund subscribing to or disposing of units on the basis of the fair value per unit at the beginning of the calendar quarter within which the transaction takes place. Of the total units at March 31, 2017, each having a fair value of \$1.1028820638, 62,035,683.13 units were owned by endowments, and 95,670.09 units were owned by quasi-endowments.

The following tabulation summarizes changes in relationships between cost and fair values of the pooled assets for the year ended June 30, 2017:

	<u>Pooled Assets</u>		Net Gains (Losses)	Fair Value Per Unit
	<u>Fair Value</u>	<u>Cost</u>		
End of year	\$72,970,339.89	\$68,617,731.62	\$ 4,352,608.27	\$1.1028820638
Beginning of year	\$86,979,507.83	\$86,447,124.34	<u>532,383.49</u>	\$0.9926638089
Unrealized net gains			3,820,224.78	
Realized net gains			<u>3,508,596.52</u>	
Total net gains			<u><u>\$7,328,821.30</u></u>	

The average annual earnings per unit, exclusive of net gains, were \$0.014 for the year ended June 30, 2017.

Fair Value Measurement

The foundation categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The foundation has the following recurring fair value measurements as of June 30, 2017:

	<u>June 30, 2017</u>	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Investments Measured at the Net Asset Value (NAV)
Assets by Fair Value Level					
Debt securities					
Corporate bonds	\$ 2,414,068.88	\$ 2,414,068.88	\$ -	\$ -	\$ -
Mutual bond funds	13,876,558.51	13,876,558.51	-	-	-
Total debt securities	16,290,627.39	16,290,627.39	-	-	-
Equity securities					
Mutual equity funds	55,929,996.50	46,910,636.54	-	-	9,019,359.96
Total equity securities	55,929,996.50	46,910,636.54	-	-	9,019,359.96
Total assets at fair value	\$72,220,623.89	\$63,201,263.93	\$ -	\$ -	\$9,019,359.96

Assets classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities.

Required disclosures for assets measured at the net asset value per share are shown below.

Notes to the Financial Statements (Continued)

Certain mutual funds are considered to be commingled in nature. Each is valued at the net asset value of units held at the end of the period based on the fair value of the underlying investments.

	<u>Fair Value</u>	<u>Unfunded Commitments</u>	<u>Redemption Frequency (if currently eligible)</u>	<u>Redemption Notice Period</u>
Assets Measured at the NAV				
Commingled equity funds	\$9,019,359.96	\$ -	Monthly	15-30 days

Pledges Receivable

Pledges receivable at June 30, 2017, are summarized below, net of the allowance for doubtful accounts:

Current pledges	\$1,059,129.00
Pledges due in one to five years	3,050,305.00
Pledges due after five years	756,720.00
Subtotal	4,866,154.00
Less allowance for doubtful accounts	11,817.00
Less discount to net present value	359,732.00
Total pledges receivable, net	\$4,494,605.00

Capital Assets

Capital asset activity for the year ended June 30, 2017, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Transfers</u>	<u>Reductions</u>	<u>Ending Balance</u>
Buildings	\$59,000.00	\$ -	\$ -	\$ -	\$ 59,000.00
Equipment	9,486.00	247,000.00	-	9,486.00	247,000.00
Other assets	12,000.00	-	-	-	12,000.00
Total	80,486.00	247,000.00	-	9,486.00	318,000.00
Less accumulated depreciation:					
Buildings	59,000.00	-	-	-	59,000.00
Equipment	-	49,400.00	-	-	49,400.00
Total	59,000.00	49,400.00	-	-	108,400.00
Capital assets, net	\$21,486.00	\$197,600.00	\$ -	\$9,486.00	\$209,600.00

Endowments

The ETSU Foundation's endowment consists of 543 individual funds established for a variety of purposes. Its endowment includes both donor-restricted endowment funds and funds designated

Notes to the Financial Statements (Continued)

by the board of directors to function as endowments. As required by GAAP, net position associated with endowment funds, including funds designated by the board of directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of relevant law – The Board of Directors of the ETSU Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (the Act) as adopted by Tennessee as requiring preservation of the historical dollar value of the original gift. As a result of this interpretation, the ETSU Foundation classifies as nonexpendable restricted net position (a) the original value of gifts donated to the nonexpendable endowment, (b) the original value of subsequent gifts to the nonexpendable endowment, and (c) accumulations to the nonexpendable endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in nonexpendable restricted net position is classified as expendable restricted net position until those amounts are appropriated for expenditure by the foundation in a manner consistent with the standard of prudence prescribed by the Act. In accordance with the Act, the foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

1. the duration and preservation of the fund,
2. the purposes of the foundation and the endowment fund,
3. general economic conditions,
4. the possible effect of inflation or deflation,
5. the expected total return from income and the appreciation of investments,
6. other resources of the foundation, and
7. the investment policies of the foundation.

Return objectives and risk parameters – The foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity or for donor-specified periods, as well as board-designated funds. Under this policy, as approved by the board of directors, the endowment assets are invested in a manner that is intended to produce results that, over the long term, will achieve a total return equivalent to or greater than the foundation's financial requirements over the time horizon. The foundation expects its endowment funds, over time, to provide an average rate of return of approximately 7% annually. Actual returns in any given year may vary from this amount.

Strategies employed for achieving objectives – To satisfy its long-term rate-of-return objectives, the foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends).

Notes to the Financial Statements (Continued)

The foundation targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk restraints.

Spending policy and how the investment objectives relate – The foundation has a policy of appropriating for distribution each year 3% to 5% of the average quarterly balance for the three preceding calendar years, depending on the amount of reserve for each endowment. In establishing this policy, the foundation considered the long-term expected return on its endowment. Accordingly, over the long term, the foundation expects the current spending policy to allow its endowment to grow at an average of 4% annually. This is consistent with the foundation’s objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term, as well as to provide additional real growth through new gifts and investment return.

At June 30, 2017, net appreciation of \$10,178,437.90 is available to be spent, of which \$5,866,579.46 is included in restricted net position expendable for scholarships and fellowships, \$89,550.49 is included in restricted net position expendable for research, \$740,830.64 is included in restricted net position expendable for instructional departmental uses, and \$3,481,477.31 is included in restricted net position expendable for other purposes.

MEDICAL EDUCATION ASSISTANCE CORPORATION

The Medical Education Assistance Corporation (MEAC) is a legally separate, tax-exempt organization supporting East Tennessee State University. MEAC acts primarily as a physicians’ practice group to supplement the resources that are available to the university in support of its medical education programs. The 15-member board of MEAC is self-perpetuating and consists of the department chairs from Quillen College of Medicine, a representative from East Tennessee State University’s Office of the President, a representative from the Tennessee Board of Regents, and at-large faculty from the Quillen College of Medicine. Although the university does not control the timing or amount of receipts from MEAC, the residual income that MEAC earns is restricted to supporting medical education. Because these restricted resources held by MEAC can only be used by, or for the benefit of, the university, MEAC is considered a component unit of the university and is discretely presented in the university’s financial statements.

During the year ended June 30, 2017, MEAC made distributions of \$2,587,603 to or on behalf of ETSU or the ETSU Foundation for both restricted and unrestricted purposes. Complete financial statements for MEAC can be obtained from Russell Lewis, Executive Director, P.O. Box 699, Mountain Home, TN 37684.

Cash

At June 30, 2017, cash consisted of \$6,822,390 in bank accounts, \$2,500 of petty cash on hand, and \$85,519 in the Local Government Investment Pool (LGIP) administered by the State Treasurer.

Notes to the Financial Statements (Continued)

The LGIP is measured at amortized cost and is part of the State Pooled Investment Fund. There are no minimum or maximum limitations on withdrawals with the exception of a 24-hour notification period for withdrawals of \$5 million or more. The fund's required risk disclosures are presented in the *State of Tennessee Treasurer's Report*. That report is available on the state's website at www.treasury.tn.gov.

Investments

In accordance with GASB Statement 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, as amended, investments are reported at fair value, including those with a maturity date of one year or less at the time of purchase, unless otherwise noted. The corporation is authorized to invest funds in accordance with its board of directors' policies. The corporation's investments at June 30, 2017, consisted of \$6,411,693 of certificates of deposit reported at cost and \$4,987,590 of U.S. agency obligations reported at fair value. The certificates of deposit and U.S. agency obligations had original maturities greater than three months.

Interest Rate Risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of a debt investment. MEAC does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increasing interest rates.

At June 30, 2017, MEAC had the following debt investments and maturities:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (In Years)</u>	
		<u>Less than 1</u>	<u>1 to 5</u>
U.S. agency obligations	\$4,987,590	\$2,994,570	\$1,993,020
Total debt investments	\$4,987,590	\$2,994,570	\$1,993,020

Credit Risk – Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Securities are rated using the Standard and Poor's rating scale. MEAC has no investment policy limiting its investment choices based on ratings issued by nationally recognized statistical rating organizations.

At June 30, 2017, the corporation's investments were rated as follows:

<u>Investment Type</u>	<u>Balance</u>	<u>Credit Quality Rating</u>	
		<u>AA</u>	<u>Unrated</u>
LGIP	\$ 85,519	\$ -	\$85,519
U.S. agency obligations	4,987,590	4,987,590	-

Notes to the Financial Statements (Continued)

Concentration of Credit Risk – Concentration of credit risk is the risk of loss attributed to the magnitude of the corporation’s investment in a single issuer. The corporation places no limit on the amount it may invest in any one issuer.

At June 30, 2017, more than 5% of the corporation’s investments were invested in the following single issuers:

<u>Issuer</u>	<u>Percentage of Total Investments</u>
Federal Home Loan Bank (FHLB) obligations	20%
Federal Home Loan Mortgage Corporation (FHLMC) obligations	20%
Federal National Mortgage Association (FNMA) obligations	40%
Federal Farm Credit Bank (FFCB) obligations	20%

Fair Value Measurement

MEAC categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. MEAC has the following recurring fair value measurements as of June 30, 2017:

	<u>June 30, 2017</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>	<u>Investments Measured at the Net Asset Value (NAV)</u>
Assets by Fair Value Level					
Debt securities					
U.S. agency obligations	\$4,987,590	\$ -	\$4,987,590	\$ -	\$ -
Total debt securities	\$4,987,590	\$ -	\$4,987,590	\$ -	\$ -

Assets classified in Level 2 of the fair value hierarchy are valued using the spread above risk-free yield curve. As the yields for the risk-free yield curve and the spreads for these securities are observable market inputs, the fair values of U.S. government agency debt securities are included in the Level 2 hierarchy. Valuations are obtained from a third-party pricing service for investment securities.

Receivables

Receivables at June 30, 2017, included the following:

Notes to the Financial Statements (Continued)

Patient accounts receivable, net	\$3,049,876
Other receivables	2,864,621
Total	\$5,914,497

Capital Assets

Capital asset activity for the year ended June 30, 2017, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Land	\$ 18,150	\$ 390,300	\$ -	\$ 408,450
Buildings	4,969,498	809,200	-	5,778,698
Leasehold improvements	763,366	-	-	763,366
Equipment	4,354,564	203,807	98,413	4,459,958
Total	10,105,578	1,403,307	98,413	11,410,472
Less accumulated depreciation:				
Buildings	1,188,014	187,662	-	1,375,676
Leasehold improvements	641,510	53,983	-	695,493
Equipment	4,072,999	142,887	95,641	4,120,245
Total	5,902,523	384,532	95,641	6,191,414
Capital assets, net	\$4,203,055	\$1,018,775	\$ 2,772	\$5,219,058

Long-term Liabilities

Long-term liabilities activity for the year ended June 30, 2017, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Compensated absences	\$896,650	\$12,488	\$ -	\$909,138	\$181,828
Total long-term liabilities	\$896,650	\$12,488	\$ -	\$909,138	\$181,828

Capital Lease Between MEAC and the University

In 2008, MEAC entered into an agreement to lease a clinical education building from the university for 30 years at a rate equivalent to the cost of construction of the building, which was \$2,942,254. The entire lease obligation was paid in 2009 upon the completion of construction. The agreement is currently being treated as a capital lease. Because there is no remaining obligation, no capital lease obligation has been reported by MEAC, and no capital lease receivable has been reported by the university.

EAST TENNESSEE STATE UNIVERSITY
Required Supplementary Information
Schedule of East Tennessee State University's Proportionate Share of the Net
Pension Liability
Closed State and Higher Education Employee Pension Plan Within TCRS

	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2017	2.12141%	\$38,706,509	\$51,794,799	74.73%	87.96%
2016	2.069473%	\$26,681,350	\$54,038,562	49.37%	91.26%
2015	2.041149%	\$14,082,883	\$55,762,565	25.26%	95.11%

- 1) To correspond with the measurement date, the amounts presented were determined as of June 30 of the prior fiscal year.
- 2) This is a ten-year schedule; however, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future years until ten years of information are available.

EAST TENNESSEE STATE UNIVERSITY
Required Supplementary Information
Schedule of East Tennessee State University's Proportionate Share of the Net
Pension Asset
State and Higher Education Employee Retirement Plan Within TCRS

	<u>2017</u>	<u>2016</u>
University's proportion of the net pension asset	2.054754%	2.184792%
University's proportionate share of the net pension asset	\$173,103	\$60,758
University's covered payroll	\$6,330,672	\$2,379,157
University's proportionate share of the net pension asset as a percentage of its covered payroll	2.73%	2.55%
Plan fiduciary net position as a percentage of the total pension asset	130.56%	142.55%

- 1) To correspond with the measurement date, the amounts presented were determined as of June 30 of the prior fiscal year.
- 2) This is a ten-year schedule; however, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future years until ten years of information are available.

EAST TENNESSEE STATE UNIVERSITY
Required Supplementary Information
Schedule of East Tennessee State University's Contributions
Closed State and Higher Education Employee Pension Plan Within TCRS

	Contractually Determined Contributions	Contributions in Relation to Contractually Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2017	\$7,617,033	\$7,617,033	\$ -	\$50,712,584	15.02%
2016	7,784,757	7,784,757	-	51,794,799	15.03%
2015	8,121,767	8,121,767	-	54,038,562	15.03%
2014	8,381,113	8,381,113	-	55,762,565	15.03%
2013	8,044,873	8,044,873	-	53,525,437	15.03%
2012	7,674,153	7,674,153	-	51,469,841	14.91%
2011	7,186,331	7,186,331	-	48,198,060	14.91%
2010	6,074,138	6,074,138	-	46,652,366	13.02%
2009	6,187,233	6,187,233	-	47,520,989	13.02%
2008	6,372,126	6,372,126	-	46,785,067	13.62%

EAST TENNESSEE STATE UNIVERSITY
Required Supplementary Information
Schedule of East Tennessee State University's Contributions
State and Higher Education Employee Retirement Plan Within TCRS

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually determined contribution	\$ 430,143	\$ 244,997	\$ 92,133
Contributions in relation to the contractually determined contribution	430,143	244,997	92,133
Contribution deficiency (excess)	\$ -	\$ -	\$ -
Covered payroll	\$11,157,589	\$6,330,672	\$2,379,157
Contributions as a percentage of covered payroll	3.86%	3.87%	3.87%

This is a ten-year schedule; however, contributions to this plan began in 2015. Years will be added to this schedule in future years until ten years of information are available.

EAST TENNESSEE STATE UNIVERSITY
Required Supplementary Information
Other Postemployment Benefits Schedule of Funding Progress

Actuarial Valuation Date	Plan	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
July 1, 2015	State Employee Group Plan	\$ -	\$23,133,000	\$23,133,000	0%	\$113,801,679	20.33%
July 1, 2013	State Employee Group Plan	\$ -	\$22,189,000	\$22,189,000	0%	\$108,619,569	20.43%
July 1, 2011	State Employee Group Plan	\$ -	\$28,137,000	\$28,137,000	0%	\$100,388,162	28.03%

The amount reported here for covered payroll relates to the fiscal year in which the valuations were performed.

EAST TENNESSEE STATE UNIVERSITY
Supplementary Schedule of Cash Flows - East Tennessee State University Foundation
For the Year Ended June 30, 2017

Cash flows from operating activities	
Gifts and contributions	\$ 4,902,711.46
Payments to suppliers and vendors	(2,667,984.82)
Payments for scholarships and fellowships	(3,001,274.52)
Payments to or on behalf of ETSU	(8,476,394.29)
Other receipts (payments)	1,649,554.57
Net cash used by operating activities	(7,593,387.60)
Cash flows from noncapital financing activities	
Private gifts for endowment purposes	2,590,106.22
Other noncapital financing receipts (payments)	9,486.00
Net cash provided by noncapital financing activities	2,599,592.22
Cash flows from capital and related financing activities	
Purchases of capital assets and construction	(247,000.00)
Net cash used by capital and related financing activities	(247,000.00)
Cash flows from investing activities	
Proceeds from sales and maturities of investments	19,171,900.25
Income on investments	4,776,925.97
Purchases of investments	(1,364,888.25)
Net cash provided by investing activities	22,583,937.97
Net increase in cash and cash equivalents	17,343,142.59
Cash and cash equivalents - beginning of year	2,470,677.77
Cash and cash equivalents - end of year	\$ 19,813,820.36
Reconciliation of operating loss to net cash used by operating activities:	
Operating loss	\$ (7,180,212.85)
Noncash operating expenses	49,400.00
Adjustments to reconcile operating loss to net cash used by operating activities:	
Change in assets and liabilities:	
Receivables	(236,169.10)
Accounts payable	(226,405.65)
Net cash used by operating activities	\$ (7,593,387.60)
Noncash investing, capital, or financing transactions	
Unrealized gains on investments	\$ 3,820,224.78
Loss on disposal of capital assets	\$ (9,846.00)

EAST TENNESSEE STATE UNIVERSITY
Supplementary Schedule of Cash Flows - Medical Education Assistance Corporation
For the Year Ended June 30, 2017

Cash flows from operating activities	
Collections from patient charges	\$ 42,396,824.00
Payments to employees	(28,469,557.00)
Payments for benefits	(2,539,417.00)
Payments to suppliers and vendors	(8,487,846.00)
Other receipts (payments)	510,959.00
Net cash provided by operating activities	3,410,963.00
Cash flows from noncapital financing activities	
Payments to or on behalf of ETSU or ETSU Foundation	(2,236,476.00)
Net cash used by noncapital financing activities	(2,236,476.00)
Cash flows from capital and related financing activities	
Purchases of capital assets and construction	(1,403,307.00)
Net cash used by capital and related financing activities	(1,403,307.00)
Cash flows from investing activities	
Proceeds from sales and maturities of investments	5,123,256.00
Income on investments	92,249.00
Purchases of investments	(5,129,529.00)
Other investing receipts (payments)	71,094.00
Net cash provided by investing activities	157,070.00
Net decrease in cash	(71,750.00)
Cash - beginning of year	6,982,159.00
Cash - end of year	\$ 6,910,409.00

Reconciliation of operating gain to net cash provided by operating activities:	
Operating gain	\$ 4,189,334.00
Adjustments to reconcile operating gain to net cash provided by operating activities:	
Noncash operating expenses	384,531.00
Changes in assets and liabilities:	
Receivables	(984,620.00)
Prepaid expenses	(140,339.00)
Accounts payable	141,361.00
Accrued liabilities	(169,938.00)
Compensated absences	12,488.00
Deposits held in custody for others	(82,348.00)
Other liabilities	60,494.00
Net cash provided by operating activities	\$ 3,410,963.00

Noncash investing, capital, or financing transactions	
Unrealized losses on investments	\$ (14,410.00)
Loss on disposal of capital assets	\$ (2,772.00)



JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Chief of Staff

**Independent Auditor's Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of
Financial Statements Performed in Accordance With
*Government Auditing Standards***

The Honorable Bill Haslam, Governor
Members of the General Assembly
Dr. Brian Noland, President

We have audited the financial statements of East Tennessee State University, an institution of the State University and Community College System of Tennessee, which is a component unit of the State of Tennessee, and its discretely presented component units as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the university's basic financial statements, and have issued our report thereon dated December 15, 2017. We conducted our audit in accordance with the 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. Our report includes a reference to other auditors who audited the financial statements of East Tennessee State University Foundation and the Medical Education Assistance Corporation, as described in our report on East Tennessee State University's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the university's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the university's internal control. Accordingly, we do not express an opinion on the effectiveness of the university's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a

combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies; therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies that we consider to be material weaknesses. We did identify certain deficiencies in internal control, as described below, that we consider to be significant deficiencies.

- Staff incorrectly reported depreciation of equipment assets.
- The university did not comply with return of funds requirements for federal student financial aid.

These deficiencies are described in the Findings and Recommendations section of this report.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the university's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 or other matters that are required to be reported under *Government Auditing Standards*.

We did, however, note an immaterial instance of noncompliance that we have included in the Findings and Recommendations section of this report.

East Tennessee State University's Responses to Findings

The university's responses to the findings identified in our audit are included in the Findings and Recommendations section of this report. The university's responses were not subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we express no opinion on them.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit

performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Deborah V. Loveless, CPA, Director
Division of State Audit
December 15, 2017

Findings and Recommendations

1. Staff incorrectly reported depreciation of equipment assets

Condition

Financial Services staff members reported accumulated depreciation incorrectly at June 30, 2017. They used the amount calculated by the Banner accounting system, which was understated by \$1,001,480.86. The list of equipment used to calculate depreciation in Banner did not agree with the university's equipment listing. At the auditor's request, university staff prepared a spreadsheet to properly reflect equipment assets and calculate accumulated depreciation at June 30, 2017.

Criteria

The Governmental Accounting Standards Board Codification, section 1400, paragraph 112, states, "Capital assets that are being or have been depreciated should be reported net of accumulated depreciation in the statement of net position. (Accumulated depreciation may be reported on the face of the statement of net position or disclosed in the notes.)" Accordingly, per ETSU's *Summary of Significant Accounting Policies*, capital assets ". . . are depreciated/amortized using the straight-line method over the estimated useful lives of the assets, which range from 5 to 60 years."

Cause

Financial Services staff used the Banner depreciation amounts, which they thought were correct. They did not verify the amounts or adequately review the supporting documentation.

Effect

On the university's June 30, 2017, statement of net position, capital assets, net of accumulated depreciation, were overstated by \$1,001,480.86, and in Note 6 to the financial statements, accumulated depreciation on equipment was understated by the same amount. Reported accumulated depreciation on equipment was \$30,962,556.89, while the correct amount per the auditor requested spreadsheet, calculated using the remaining useful lives for the various equipment items, was \$31,964,037.75. The financial statements were not corrected because the Acting Chief Financial Officer viewed the amounts as immaterial.

Recommendation

Management should ensure that depreciation expense and accumulated depreciation for equipment are correctly reported. If the Banner accounting system is not correctly calculating depreciation expense and accumulated depreciation on equipment, staff members should perform the necessary calculations independently. The equipment amounts being depreciated per staff calculations should be agreed or reconciled to the university's equipment listing. Management should review their calculations for completeness and accuracy.

Management's Comment

We concur with the finding and recommendation.

A review of individual equipment assets and associated accumulated depreciation has been conducted by Financial Services staff. The review identified assets which had value adjustments added to the original cost. When the depreciation process was run in the Banner accounting system, depreciation associated with these value adjustments was calculated incorrectly. It was also noted during the review that some new assets added each year had depreciation start dates entered in the Banner accounting system after the depreciation process had been run. These assets did not have any depreciation recorded during the year the asset was recorded and no catch up depreciation was picked up on these assets. These errors occurred over multiple years, resulting in the understatement of accumulated depreciation.

The correct accumulated depreciation amount for each individual equipment asset has been calculated by Financial Services staff and will be recorded in the Banner accounting system. Depreciation will be calculated by Financial Services staff each year end and reconciled to the complete equipment listing. Calculations will be reviewed by management for completeness and accuracy prior to recording in the Banner accounting system.

2. The university did not comply with return of funds requirements for federal student financial aid

Condition

East Tennessee State University did not comply with return of funds requirements for federal student financial aid. For 21 of 40 federal student financial aid recipients tested who withdrew, dropped out, or were terminated from classes prior to completing 60% of the term for which the award was made, noncompliance occurred. Return of federal fund calculations are required for recipients who withdraw prior to the 60% point in the term.

For 17 of the students, staff in the Office of Financial Aid, calculating returns for official withdrawals, or staff in the Bursar's Office, calculating returns for unofficial withdrawals, incorrectly calculated the number of days in the term used in return of funds calculations. Federal regulations require that breaks of five or more consecutive days are excluded from the return calculation, as well as any adjacent weekend days where classes are not held. During the university's Spring Semester 2017, there was a spring break of five consecutive days (Monday through Friday). Classes were not held the Sunday before the break or on the Saturday and Sunday after the break. Therefore, this would require eight days to be subtracted from the days attended and from the total days in the term. However, in the case of 11 official withdrawals, the university made no adjustment for the break. In the case of six unofficial withdrawals, the adjustment made was improper (seven days instead of eight). Due to these errors, the university returned a net amount of \$593.33 more than necessary to the U.S. Department of Education (ED). Some amounts calculated were understated, and others were overstated.

In another case, the Banner system, used by the Office of Financial Aid in calculating refunds for official withdrawals, miscalculated the return of funds amount by \$359.51, resulting in an understatement of the return. In another case, financial aid personnel overstated the tuition and fee amount used in a calculation by \$369.25, causing an overpayment to ED of \$231.84. In two other instances, the university did not calculate returns on a timely basis and did not make

returns within the time required (47 days and 53 days versus the required 45 days). Finally, we noted one case in which \$1,088 of a calculated return amount of \$2,471 had never been returned to ED. More than a year had passed. (One of the timeliness errors also involved a miscalculation of the term length as described in the preceding paragraph.)

Criteria

Per Title 34, *Code of Federal Regulations* (CFR), 668.22(f)(2)(i), “The total number of calendar days in a payment period or period of enrollment includes all days within the period that the student was scheduled to complete, except that scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period.”

Per the 2017 *Federal Student Aid Handbook*, Volume 5, page 98, “A school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student’s withdrawal.”

Cause

Financial aid personnel performed the return calculations for the official withdrawals using the Banner system, which allows the user to adjust for the breaks discussed above. However, the adjustment was not made. According to the Assistant Director of Financial Aid, the staff member was unaware of the requirement. Bursar’s Office staff performed the return calculations for unofficial withdrawals using software provided by the Department of Education, and mistakenly allowed seven days for the break instead of the required eight.

The cause of the Banner system miscalculation is not known. The Assistant Director of Financial Aid acknowledged that Banner calculations are assumed to be correct, and they are not further reviewed. She also explained that the error caused by entering the wrong tuition and fee amount was due to oversight, as were two of the three timeliness errors, one of which was two days late, and one of which was eight days late.

In the case where the college still appeared to owe ED \$1,088 of the calculated return amount more than a year after return calculations were performed, the Assistant Director of Financial Aid stated that “the amount returned to the program on November 17, 2016, was correct.” However, she could provide no evidence to refute our calculations. The college had not returned the amount as of November 28, 2017.

Effect

Not making the prescribed allowance for spring break distorted the percentage of federal aid earned by withdrawing students, and therefore caused errors in the amounts to be returned to the federal student aid programs and, in some cases, affected the amounts earned by the students themselves. In addition, in some cases, this caused calculation errors in the amounts owed by withdrawing students to the school.

Recommendation

The Director of Financial Aid should ensure that staff members are aware of the requirements promulgated by the U.S. Department of Education to accomplish correct and timely returns to the financial aid programs. The director should see that controls are in place to monitor return calculations, ensuring correct data entry and propriety of calculations.

Management's Comment

We concur with the finding and recommendation.

The Office of Financial Aid will review each student who withdrew, dropped out, or was terminated from class prior to completing 60% of the term for which an award was made. The Office of Financial Aid will correct any calculation errors with the U.S. Department of Education.

Measures have been taken to ensure timeliness of calculations and return of funds. Beginning January 2018, the university moved to a weekly review of Return of Title IV reports to ensure the timely processing and return of the unearned Title IV HEOA funds to applicable Federal programs.

Financial Aid staff responsible for Return of Title IV processing will be required to take the National Association of Student Financial Aid Administrators (NASFAA) Return of Title IV credentialing course/exam. Successful completion of both course and exam will be required.

In the future, the Office of Financial Aid will meet with other university offices prior to the start of the financial aid year to review dates and ensure breaks more than five days in length are accounted for properly. The Office of Financial Aid will work with the Records Office to ensure the entire aid year is established in the Banner system rather than setting the calendar up term by term. Establishing the calendar in the Banner system for the entire financial aid year will better control the calendar and prevent errors in the future.

The university is in the process of moving all Return of Title IV calculation processing, official and unofficial, into the Banner system. Calculations will be performed by one office, the Office of Financial Aid, instead of being divided between the Bursar's Office and the Office of Financial Aid. This move will allow consistency in processing and assurance of a timely return. Moving all processing into the Banner system will require additional programming, and it is anticipated the programming will be completed by the end of May 2018. Following programming changes, all Return of Title IV processing will be performed by the Office of Financial Aid beginning summer of 2018.