

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
AUDIT COMMITTEE  
APRIL 2021 MEETING

8:00-9:00 am ET  
Friday  
April 23, 2021

The Model Mill  
602 Sevier Street  
Johnson City, TN

AGENDA

- I. Call to Order
- II. Roll Call
- III. [Approval of the Minutes of the Audit Committee February 19, 2021](#)
- IV. [Annual Review of Audit Policies \(5 minutes\)](#)
  - A. [Internal Audit Policy](#)
  - B. [Preventing and Reporting Fraud, Waste, and Abuse Policy](#)
  - C. [Conflict of Interest Policy \(TBR\)](#)
- V. [Revisions to the FY 2019-20 Audit Plan \(5 minutes\)](#)
- VI. [Audit Work Performed February 2021 through March 2021 \(10 minutes\)](#)
  - A. [Memorandum on Investigations](#)
  - B. [Completed Audit Heat Map](#)
- VII. [Review of Audited Financial Statements from the Comptroller of the Treasury \(10 minutes\)](#)
- VIII. [Recommendation Log Status as of March 31, 2021 \(2 minutes\)](#)
- IX. Other Business
- X. Executive Session to Discuss Active Audits and Enterprise Risk Management
- XI. Adjournment

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 23, 2021

ITEM: Approval of the Minutes of February 19, 2021

COMMITTEE: Audit Committee

RECOMMENDED ACTION: Approve

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

The minutes of the February 19, 2021 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 19, 2021 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 19, 2021  
Johnson City, Tennessee

The ETSU Board of Trustees Audit Committee met at 8 a.m. on Friday, February 19, 2021, at the Martin Center for the Arts in the Foundation Grand Hall. The meeting was broadcast over YouTube.

**I. Call to Order**

Committee Chairperson Melissa Steagall-Jones called the meeting to order at 8:03 a.m.

**II. Roll Call**

Board of Trustees Secretary Adam Green called roll and confirmed to Trustee Steagall-Jones that a quorum was present. Committee members present were Melissa Steagall-Jones and Ron Ramsey, and Dorothy Grisham, who participated remotely.

Secretary Green stated that according to Tennessee Code § 8-44-108 Section (c)(3), he needed to present two questions to Trustee Grisham who was participating remotely. Trustee Grisham confirmed that she could hear everyone, and she stated that she was alone. Other ETSU Board of Trustees members present for the committee meeting were Steven DeCarlo, Virginia Foley, Linda Latimer, and Janet Ayres, who participated remotely.

Because a trustee was participating remotely, Secretary Green noted that all votes must be taken by roll call.

**III. Minutes of the Audit Committee Meeting from November 13, 2020**

The minutes from the November 13, 2020, meeting were reviewed. Trustee Ramsey moved for them to be approved and Trustee Grisham seconded the motion. A roll call vote was taken, and the motion passed unanimously 3-0.

**IV. Revision to the Audit Plan**

Ms. Rebecca Lewis requested approval from the Audit Committee to add two audits to the current audit plan. The first audit was a review of the ETSU College of Nursing. The dean of the college recently retired, and a request was made for ETSU

Internal Audit to perform an audit. Such action is standard protocol and is similar to the reviews performed of head coaches as well as vice presidents upon their departure from the university. The second requested audit was a review of the institution's legislatively mandated Sunset Audit.

Trustee Ramsey made a motion to accept the revisions to the audit plan, and Trustee Steagall-Jones seconded the motion. The motion passed unanimously 3-0.

## **V. Review of Audit Work Performed November 2020 through January 2021**

Ms. Lewis stated that her office had completed one audit and two investigations. Additional information on the audits was available in the audit committee materials.

### **A. WETS-FM radio**

Internal Audit completed its annual financial statement audit of WETS-FM radio. This was the only financial statement audit Ms. Lewis' office performs and it is required by the Corporation for Public Broadcasting (CPB) due to the fact that WETS-FM receives grant funding. Ms. Lewis stated that acknowledgment and disclosure are made that ETSU is not independent; however, according to CPB, ETSU Internal Audit is allowed to render an opinion. It is the opinion of ETSU Internal Audit that the financial statements for the year ending June 30, 2020, were fairly presented in all material respects, and there were no audit findings.

### **B. Memorandum of Investigations**

Two investigations were performed since the last Audit Committee meeting.

**Human Patient Simulation Laboratory:** An investigation review of the Human Patient Simulation Laboratory was conducted. During this review, it was discovered that some of the licensing agreements between the laboratory and other external parties did not contain all of the required approvals and disclosures. In addition, two employees who own outside businesses did not seek approval before entering into a business relationship with ETSU. These companies offered training courses to both individuals and outside entities in conjunction with the university laboratories. The business relationships and related transactions lacked transparency and full disclosure. Based on discussions with administration, appropriate controls are being implemented to help ensure compliance with university policies, including proper disclosures and approvals. Conflicts of interest should be disclosed annually and reviewed in accordance with university policies.

**Procurement and Contract Services:** An investigation related to Procurement and Contract Services in response to issues that emerged over the past year. In April 2020, Internal Audit was notified that the direct deposit information for one of the university's major vendors appeared to be fraudulently changed. The investigation revealed that failure to confirm direct deposit change requests for this vendor allowed funds, totaling \$1,457,499.59, to be diverted into fraudulent bank accounts. A claim has been filed against the vendor's insurance policies, including, but not limited to, cybersecurity. The university also anticipates the receipt of a \$200,000 payment

through the State of Tennessee's cybersecurity insurance program. The timing of any recoveries is uncertain at this time. No evidence was discovered to indicate a university employee was a knowledgeable participant in the fraudulent scheme. Internal Audit has also completed a follow-up review after changes were made to procedures and internal controls in Accounts Payable. Based on the review, Ms. Lewis says actions have been taken to help prevent similar schemes from occurring. University Counsel Mark Fulks provided an update on efforts to recover the money. There is not a timeframe available for when or how much money can be recovered.

### **C. Completed Audit Heat Map**

The Internal Audit Heat Map was included in the materials.

## **VI. Recommendation Log Status as of January 31, 2021**

### **A. Recommendation Log:**

Ms. Lewis reviewed the recommendation log, which provides the status of recommendations made in prior audit reports. The log indicated that follow-up actions were either in progress or have been completed.

## **VII. Public Safety Update/Annual Update on Clery Report**

Jeremy Ross, ETSU Chief Operating Officer, gave a brief introduction to the role of emergency preparedness efforts at ETSU, the role of Public Safety, and the importance of accreditation and reporting of incidents. Mr. Ross introduced Cesar Gracia, ETSU's new Chief of Police, who is a two-time alumnus of ETSU. In discussion of the recent Sunset Audit, Chief Gracia said ETSU will improve how it reports crimes in the "Clery geography" that surrounds campus. More Clery training is taking place for employees, and the department is in the process of certifying a new Clery compliance officer.

Also introduced was Jeff Blanton, who recently worked with the Federal Bureau of Investigation and is now leading emergency preparedness at ETSU. Mr. Blanton discussed new training efforts taking place on campus and referenced the new ETSU Safe App. Dan O'Brien, who is Executive Director of Parking Services and is ETSU's Radiation Safety Officer, gave a presentation on the ETSU Safe App and how it is used as a communication tool and has a number of other important features, including a "Friend Walk" option. ETSU is investing over \$2 million in new security cameras and access control. Mr. O'Brien played a video showing how the security cameras are used investigations.

## **VIII. Other Business**

No other business items were presented. Trustee Steagall-Jones noted that the financial statement audit is nearing completion and should be done soon.

**IX. Executive Session to Discuss Active Audits and Enterprise Risk Management**

Trustee Steagall-Jones announced the committee will move into executive session and noted that no action will be taken in executive session.

**X. Adjournment**

The meeting adjourned at 8:35 a.m.

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 23, 2021

ITEM: Annual Review of Audit Policies

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

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.

**Internal Audit Policy** – addresses staffing, responsibilities of the internal audit function, audit planning and reporting on internal audit activities.

**Preventing and Reporting Fraud, Waste, and Abuse** – provides the university community with the guidelines on preventing and reporting such activities.

**Conflict of Interest Policy (TBR)** – provides the university community and Board of Trustees with the guidelines related to conflicts of interest.

**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 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

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Governance, Organization, and General Policies

## Applicable Divisions

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TCATs, Community Colleges, System Office, Board Members

## Purpose

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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

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- 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

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### 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

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-  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

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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

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

## Contact

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Mickey Sheen

615-366-4437

mickey.sheen@tbr.edu

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 23, 2021

ITEM: Revisions to the FY 2020-2021 Audit Plan

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Ms. Lewis will provide a listing of additions and deletions to the fiscal year 2020-2021 audit plan since the last meeting.

**Additions**

Women's Basketball Expenditures  
Men's Basketball Expenditures  
State Audit Follow-Up

**Deletions**

NACHA – this audit is no longer required by the bank



EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 23, 2021  
ITEM: Audits and Investigations Performed  
COMMITTEE: Audit Committee  
PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Ms. Lewis will provide an overview of the audits and internal investigations completed during the period February 1, 2021 to March 31, 2021.

**Audits**

None

**Investigations**

- Central Receiving Theft (FWA 20-08) – A review and follow up was conducted related to a prior theft that occurred in Central Receiving by Internal Audit staff. The objectives were to obtain information regarding the theft, assess the possibility of employee misfeasance, evaluate the adequacy of internal controls over safeguarding university assets, and make recommendations to improve deficiencies. The investigation of the theft was conducted by Public Safety.



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# EAST TENNESSEE STATE UNIVERSITY

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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, Chief Audit Executive *B. Lewis*

**SUBJECT:** Completed Investigations – February 1 to March 31, 2021

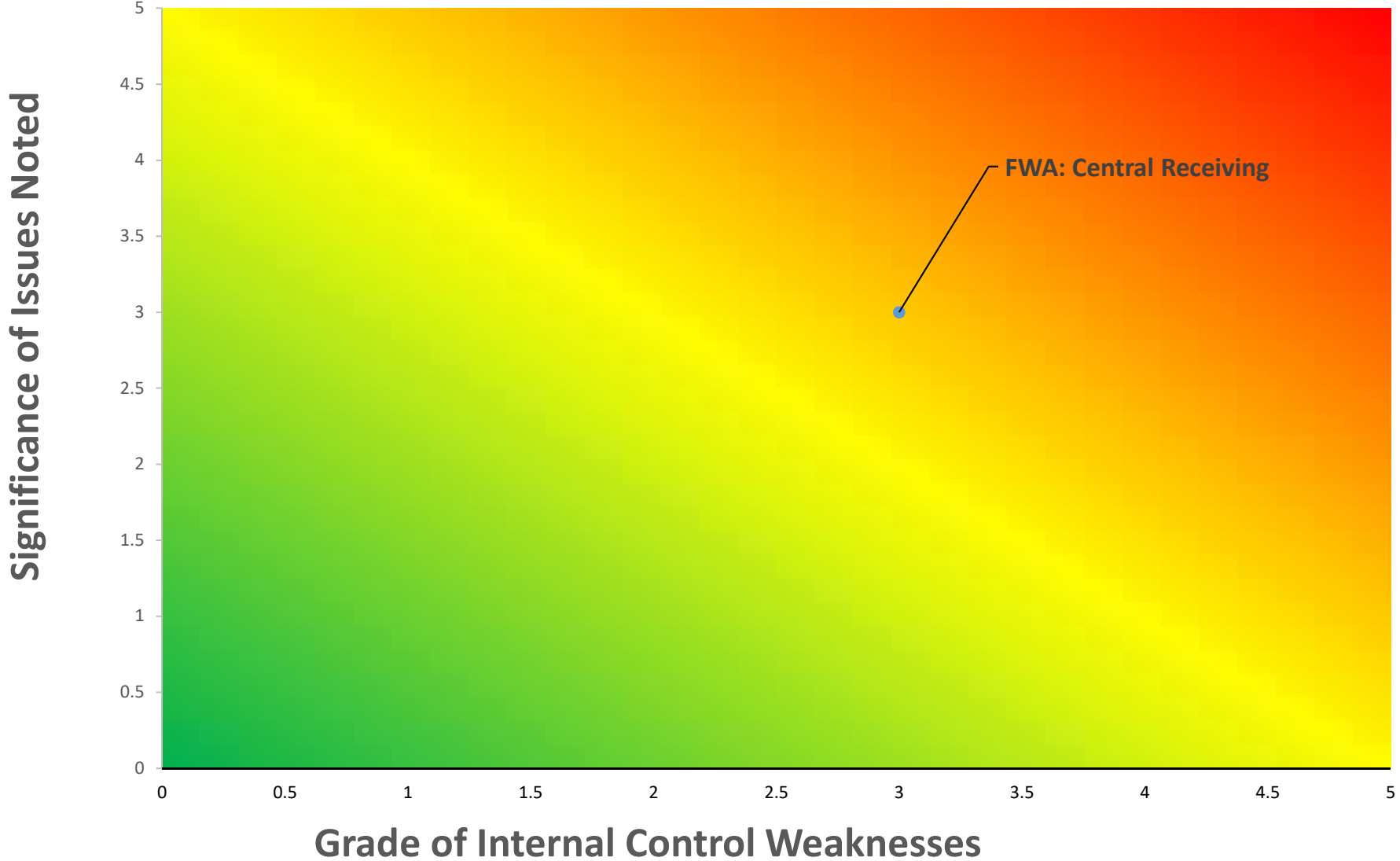
**DATE:** April 23, 2021

Below is a summary of the investigation completed between February 1 and March 31, 2021.

**Central Receiving Theft (FWA 20-08):** Internal Audit received information from Business and Finance that a theft occurred within Central Receiving on April 5, 2020. Public Safety conducted an investigation and discovered that university vehicles valued at \$65,215.82 and \$47,037.42 in incoming shipments were stolen. Based on the investigation performed, Public Safety was able to recover all but \$1,971.02 in shipments. Even though the majority of the items stolen were located, additional controls have been put in place to help ensure a similar theft within Central Receiving does not occur in the future.

# Heat Map of Completed Audits

from February 1 - March 31, 2021



EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 23, 2021

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

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

BJ King, CPA  
Chief Financial Officer

The Tennessee Comptroller of the Treasury, Division of State Audit, issued a final audit report of ETSU's financial statements for the fiscal year ending June 30, 2020. This report has been mailed to each trustee and is included in the audit committee material.



## FINANCIAL AND COMPLIANCE AUDIT REPORT

### East Tennessee State University

*For the Year Ended June 30, 2020*

**Jason E. Mumpower**  
*Comptroller of the Treasury*



**DIVISION OF STATE AUDIT**

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**Deborah V. Loveless, CPA, CGFM, CGMA**  
Directors

**Robyn R. Probus, CPA, CFE, CGFM, CGMA**  
Assistant Director

**Bob Hunter, CPA, CGFM**  
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In-Charge Auditors

**Justin Daniel, CPA, CFE**  
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**Jason Brown, CPA**  
**Timothy F. Powers II**  
**Ramon Scarassati**  
**Tracy Terczynski**  
Staff Auditors

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**Comptroller of the Treasury, Division of State Audit**  
Cordell Hull Building  
425 Rep. John Lewis Way N.  
Nashville, TN 37243  
(615) 401-7897

**Reports are available at**  
[comptroller.tn.gov/office-functions/state-audit.html](http://comptroller.tn.gov/office-functions/state-audit.html)

**Mission Statement**  
The mission of the Comptroller's Office is to  
make government work better.

**Comptroller Website**  
[comptroller.tn.gov](http://comptroller.tn.gov)

March 18, 2021

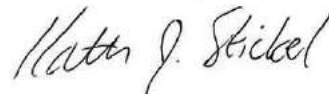
The Honorable Bill Lee, Governor  
Members of the General Assembly  
Dr. Brian Noland, President

Ladies and Gentlemen:

Transmitted herewith is the financial and compliance audit of East Tennessee State University, an institution of the State University and Community College System of Tennessee, for the year ended June 30, 2020. 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 internal control over financial reporting and tests of compliance disclosed certain deficiencies, which are detailed in the Finding and Recommendation section of this report. The university's management has responded to the audit finding; the response is included following the finding. The Division of State Audit will follow up the audit to examine the application of the procedures instituted because of the audit finding.

Sincerely,



Katherine J. Stickel, CPA, CGFM, Director  
Division of State Audit

20/099

**Audit Report**  
**East Tennessee State University**  
**For the Year Ended June 30, 2020**

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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, 2020

### Opinions on the Financial Statements

The opinions on the financial statements are unmodified.

### Audit Finding

#### **East Tennessee State University Did Not Have Adequate Internal Controls in Three Areas**

The university did not design and monitor effective internal controls in three areas. For two of the areas, we found internal control deficiencies related to one of the university's systems that were in violation of university policies or industry-accepted best practices. We also observed another condition where adequate written internal controls were not in place. The details of this finding are confidential pursuant to Section 10-7-504(i), *Tennessee Code Annotated* (page 73).

## **Independent Auditor's Report**

The Honorable Bill Lee, 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, 2020, 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 from 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, 2020; 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, 2020, 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 \$5,680,548.70 (5.1% 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 16; 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 62; 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 63; the schedule of East Tennessee State University's contributions – Closed State and Higher Education Employee Pension Plan within TCRS on page 64; the schedule of East Tennessee State University's contributions – State and Higher Education Employee Retirement Plan within TCRS on page 65; the schedule of East Tennessee State University's proportionate share of the collective total/net OPEB liability – Closed State Employee Group OPEB Plan on page 66; the schedule of East Tennessee State University's contributions - Closed State Employee Group OPEB Plan on page 67; and the schedule of East Tennessee State University's proportionate share of the collective total OPEB liability – Closed Tennessee OPEB Plan on page 68 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 69 and 70 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 11, 2020, 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.



Katherine J. Stickel, CPA, CGFM, Director  
Division of State Audit  
December 11, 2020

# **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 fiscal year ended June 30, 2020, with comparative information presented for the fiscal year ended June 30, 2019. 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 audited financial statements, and the notes to the financial statements. The financial statements, notes, and this discussion are the responsibility of management.

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 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, 2020, and June 30, 2019.

<b>Summary of Net Position</b> <b>(in thousands of dollars)</b>		
	<b><u>2020</u></b>	<b><u>2019</u></b>
<b>Assets:</b>		
Current assets	\$ 59,607	\$ 47,045
Capital assets, net	402,159	374,719
Other assets	161,836	160,645
<b>Total assets</b>	<b>623,602</b>	<b>582,409</b>
<b>Deferred outflows of resources:</b>		
Deferred amount on debt refunding	5,030	5,579
Deferred outflows related to pensions	13,987	18,404
Deferred outflows related to OPEB	6,030	5,843
<b>Total deferred outflows of resources</b>	<b>25,047</b>	<b>29,826</b>
<b>Liabilities:</b>		
Current liabilities	54,009	51,527
Noncurrent liabilities	237,784	241,370
<b>Total liabilities</b>	<b>291,793</b>	<b>292,897</b>



**Deferred inflows of resources:**

Deferred amount on debt refunding	75	81
Deferred inflows related to pensions	4,954	1,309
Deferred inflows related to OPEB	9,934	2,067
<b>Total deferred inflows of resources</b>	<b>14,963</b>	<b>3,457</b>

**Net position:**

Net investment in capital assets	232,873	216,248
Restricted – expendable	25,044	28,655
Unrestricted	83,976	70,978
<b>Total net position</b>	<b>\$341,893</b>	<b>\$315,881</b>

Comparison of Fiscal Year 2020 to Fiscal Year 2019

- ◆ Current cash reserves increased \$8.9 million from 2019 to 2020. Current accounts receivable also increased a total of \$3 million during the same time period. The increase in accounts receivable includes new receivables from CARES Act Funding of \$3.7 million. Amounts due from component units also increased \$956 thousand. The increases resulted in a total increase of current assets of 27% from 2019 to 2020.
- ◆ Capital assets, net of depreciation, increased primarily due to the continued construction of the Martin Fine Arts Center, as well as the renovation of D.P. Culp Center. These projects will be completed in fall 2020.
- ◆ Deferred outflows of resources decreased in 2020 mainly as a result of a decrease in the university’s proportionate share of deferred outflows of resources related to the Closed State and Higher Education Pension Plan within TCRS.
- ◆ As to current liabilities, during 2020, unearned revenue increased by \$2.6 million. The largest increase in unearned revenue was in grants and contracts, which increased by \$1.6 million. The current portion of long-term liabilities also increased by \$1.8 million due to the bonding of three revolving credit obligations, funding the Martin Fine Arts Center, the D.P. Culp Center, and the Millennium Center. These increases in bonded indebtedness resulted in an increase in current liabilities for 2020.
- ◆ As to noncurrent liabilities, during 2020, the university’s noncurrent proportionate share of the OPEB liability decreased by \$7.1 million. This is due to the transition of the Closed State Employee Group OPEB Plan to a prefunded arrangement where assets were deposited and accumulated in a qualifying trust during the year ended June 30, 2019. Also decreasing by \$4.9 million in 2020 was the university’s portion of the net pension liability under the Closed State and Higher Education Employee Pension Plan within TCRS. Amounts due to grantors decreased by \$1.4 million because the university returned \$1.4 million of Perkins Loan funds to the U.S. Department of Education. Noncurrent long-term liabilities increased by \$7.6 million due to increases in TSSBA debt due to ongoing construction projects, including the Martin Fine Arts Center and the D.P. Culp Center. Noncurrent liabilities experienced an overall decrease of \$3.6 million from 2019 to 2020.

- ◆ Deferred inflows of resources increased in 2020 as a result of an increase in the university’s proportionate share of deferred inflows of resources related to pensions and deferred inflows of resources related to other postemployment benefits.
- ◆ Net investment in capital assets increased due to ongoing construction projects including the Martin Fine Arts Center and D.P. Culp Center.
- ◆ Restricted expendable net position decreased mainly due to a decrease in amounts restricted for capital projects. An \$8 million gift received for the construction of the Martin Fine Arts Center in 2019 was expended during the 2020 fiscal year.
- ◆ Unrestricted net assets increased due to planned increases in renewal and replacement funds in anticipation of future projects.

### 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, 2020, and June 30, 2019, follows.

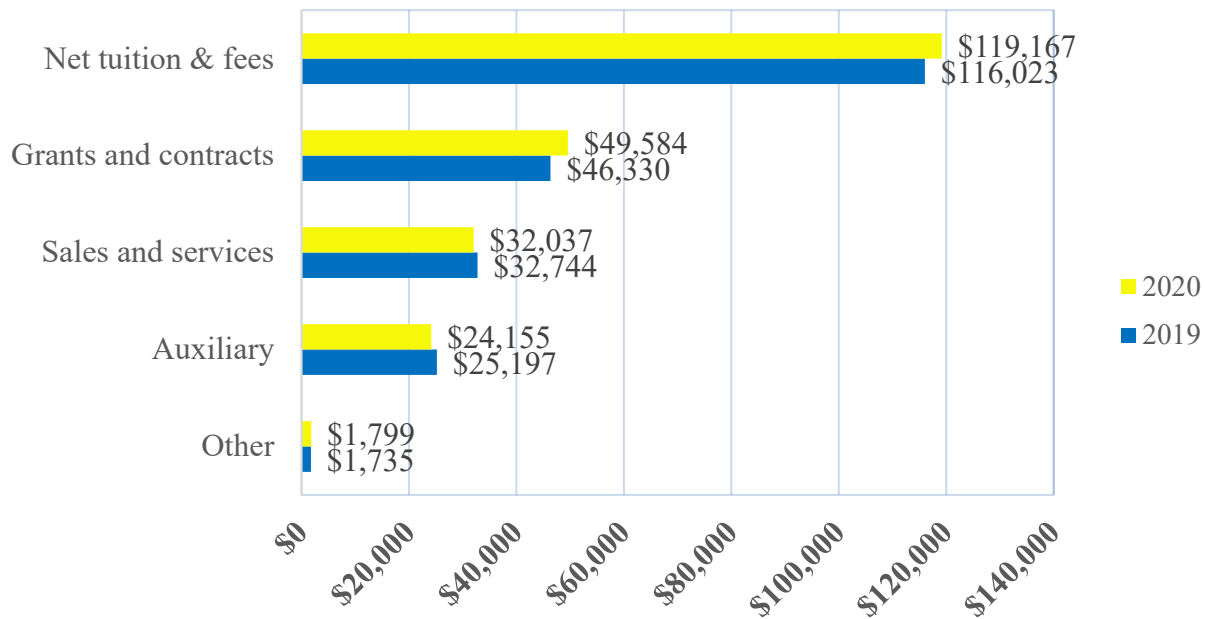
**Summary of Revenues, Expenses, and Changes in Net Position  
(in thousands of dollars)**

	<b><u>2020</u></b>	<b><u>2019</u></b>
Operating revenues	\$ 226,742	\$ 222,029
Operating expenses	395,435	378,390
Operating loss	(168,693)	(156,361)
Nonoperating revenues and expenses	180,450	167,241
Income before other revenues, expenses, gains, or losses	11,757	10,880
Other revenues, expenses, gains, or losses	14,255	37,422
Increase in net position	26,012	48,302
Net position at beginning of year	315,881	267,579
Net position at end of year	<b>\$ 341,893</b>	<b>\$ 315,881</b>

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)**



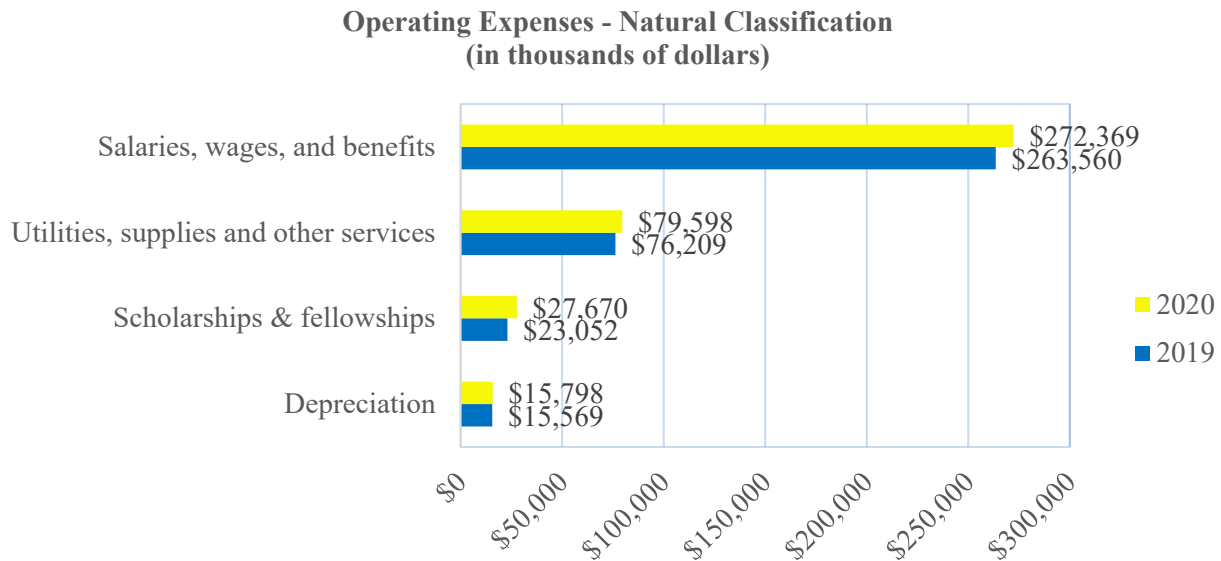
Comparison of Fiscal Year 2020 to Fiscal Year 2019

- ◆ Tuition and fees increased in 2020 due to an average 2.3% maintenance and mandatory fee increase and increases in other non-mandatory fees, less discounts for tuition and fees offered to eligible students and reported as a scholarship allowance in the financial statements.

- ◆ Grants and contracts increased mainly due to an increase in nongovernmental grants and contracts. During fiscal year 2020, the university received several new private grants, including two grants totaling \$3.2 million.
- ◆ As to auxiliary revenues, the residence halls experienced a decrease in occupancy during fiscal year 2020. This decrease, along with the shutdown of residence halls during the months of May and June due to the COVID pandemic, resulted in a decrease of residential life revenues of \$1.1 million. The bookstore, food service, and wellness facilities also had decreases in revenue in 2020 due to the pandemic.

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:



Comparison of Fiscal Year 2020 to Fiscal Year 2019

- ◆ Salaries, wages, and benefits increased in fiscal year 2020 due to a 2.0% across-the-board pay increase, as well as an increase in compensated absences of \$2.2 million.
- ◆ Operating expenses increased due to an increase in professional and administrative services, and supplies.
- ◆ Scholarships and fellowships increased by \$4.6 million due largely to the receipt of CARES Act funding received by the university for disbursement to students impacted by COVID-19.

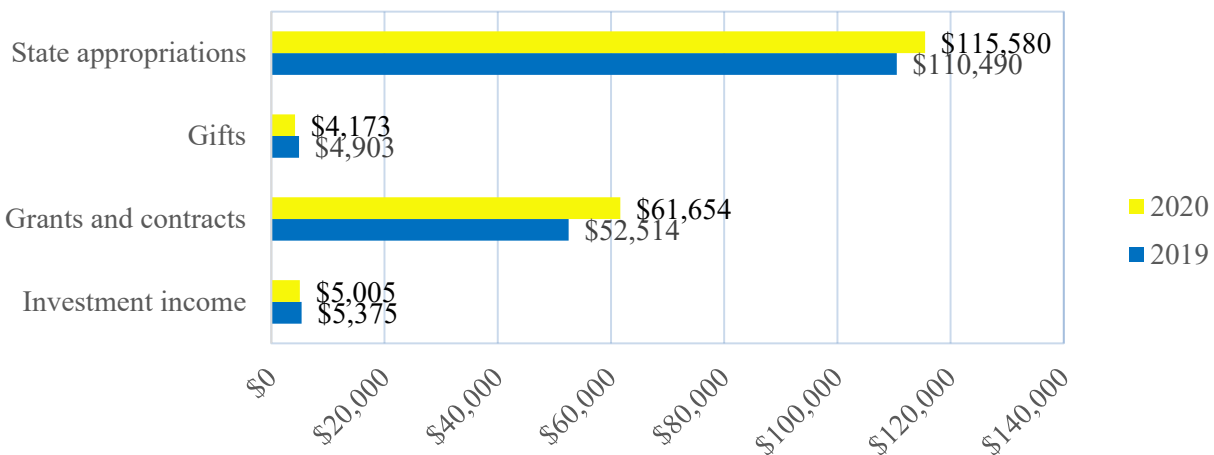
## Nonoperating Revenues and Expenses

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)**

	<b><u>2020</u></b>	<b><u>2019</u></b>
State appropriations	\$ 115,580	\$ 110,490
Gifts	4,173	4,903
Grants and contracts	61,654	52,514
Investment income	5,005	5,375
Interest on capital asset-related debt	(6,230)	(5,741)
Interest on noncapital debt	(144)	(192)
Bond issuance costs	(296)	(34)
Other nonoperating revenues (expenses)	708	(74)
<b>Total nonoperating revenues (expenses)</b>	<b>\$ 180,450</b>	<b>\$ 167,241</b>

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



## Comparison of Fiscal Year 2020 to Fiscal Year 2019

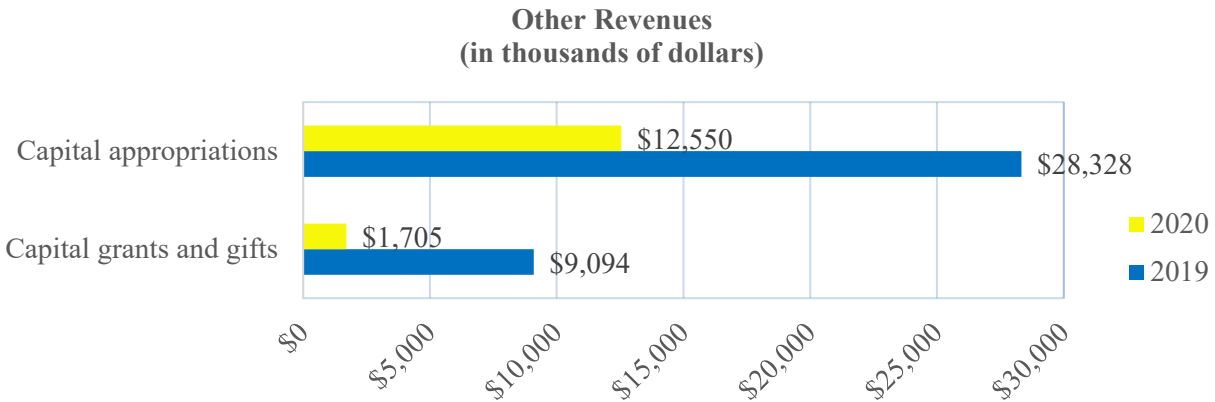
- ◆ State appropriations increased in fiscal year 2020 by 5%. Included is an increase in outcomes funding of \$3.4 million and a 2% salary increase of \$1.3 million.
- ◆ Nonoperating gifts decreased slightly from 2019 to 2020 due to a decrease in gifts from the ETSU Foundation.

- ◆ Nonoperating grants and contracts increased during 2020 due to the receipt of CARES Act funding totaling \$9.1 million.
- ◆ Interest on capital asset-related debt increased due to ongoing construction projects, including the Martin Fine Arts Center and the D.P. Culp Center
- ◆ Other nonoperating revenue increased in 2020, as a result of insurance recoveries from flood damage experienced in the fall of 2019 in Lamb Hall.

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:

<b>Other Revenues (in thousands of dollars)</b>		
	<u>2020</u>	<u>2019</u>
Capital appropriations	\$ 12,550	\$ 28,328
Capital grants and gifts	1,705	9,094
<b>Total other revenues</b>	<b>\$ 14,255</b>	<b>\$ 37,422</b>



Comparison of Fiscal Year 2020 to Fiscal Year 2019

- ◆ Capital appropriations decreased from 2019 to 2020 due to a decrease in appropriation funded expenditures for capital projects, including \$15.2 million for the Martin Fine Arts Center.
- ◆ The university received capital assets of \$7.5 million, including the Millennium Center and Pedestrian Sky Bridge, which were reported as capital gifts in 2019. Therefore, reported capital grants and gifts decreased in 2020.

## Capital Assets and Debt Administration

### Capital Assets

East Tennessee State University had \$402 million invested in capital assets, net of accumulated depreciation of \$272 million at June 30, 2020; and \$375 million invested in capital assets, net of accumulated depreciation of \$259 million at June 30, 2019. Depreciation charges totaled \$15.8 million for the year ended June 30, 2020, and \$15.6 million for the year ended June 30, 2019.

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

	<u>2020</u>	<u>2019</u>
Land	\$ 19,381	\$ 19,381
Land improvements and infrastructure	39,011	42,531
Buildings	237,496	242,643
Equipment	12,178	12,212
Library holdings	300	337
Intangible assets	647	728
Art and historical collections	24	24
Projects in progress	93,122	56,863
<b>Total</b>	<b>\$402,159</b>	<b>\$374,719</b>

- ◆ Capital assets, net of depreciation, increased primarily from 2019 to 2020 due to ongoing projects, including the Martin Fine Arts Center and the D.P. Culp Center renovation.

At June 30, 2020, outstanding commitments under construction contracts totaled \$50 million for various renovations and repairs of buildings and infrastructure including commitments for the Martin Fine Arts Building, the D.P. Culp renovation, and the Lamb Hall renovation. Future state capital outlay appropriations will fund \$26 million of these costs, including \$17.5 million for the Lamb Hall renovation.

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

### Debt

The university had \$177 and \$168 million in debt outstanding at June 30, 2020, and June 30, 2019, respectively. The table below summarizes these amounts by type of debt instrument.

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

	<u>2020</u>	<u>2019</u>
Revolving credit facility	\$ -	\$ 27,125
Bonds	154,937	124,224
Unamortized bond premiums	21,978	16,270
Lease obligation	146	-
<b>Total</b>	<b>\$177,061</b>	<b>\$167,619</b>

The TSSBA has issued bonds with interest rates ranging from 1.77% to 5% due serially to 2048 on behalf of East Tennessee State University. The university is responsible for the debt service of these bonds. The current portion of the \$155 million bonds outstanding at June 30, 2020, is \$8 million.

The ratings on debt issued by the Tennessee State School Bond Authority at June 30, 2020, 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 original state budget as proposed by Governor Lee provided for an increase of \$4.5 million for the university which could be used for salaries and operations, and \$1.1 million for strategic initiatives for the College of Medicine in pediatric services. After the impact of the coronavirus began to be realized as a reduction in state revenues, the Governor reduced these increases in funding. The university retained the \$1.1 million for the pediatric strategic initiatives. The ETSU Board of Trustees at their April 2020 meeting approved a zero percent increase in tuition and fees across all units to hold costs down for students in the next academic year.

Regarding campus operations, in March 2020, the coronavirus (COVID-19) health crisis changed the manner in which the university functioned within a matter of days. In response to the pandemic, the university shifted from a majority on-campus, in-person class setting to a remote learning and work environment. Residential students were encouraged to return home as the university focused on the health and safety of students and employees.

Additionally, federal, state, and local authorities responded to the pandemic by enacting mandates which have resulted in an economic decline. The pandemic continues to impact the financial climate of the university as conversion of courses from in-person to on-line or hybrid results in declines in housing and dining revenues and is expected to impact enrollment for academic year 20-21. In response to the economic downturn created by the pandemic and the uncertainty of state



appropriations for fiscal year 2021, the university encouraged reductions of planned expenditures and budgets for the completion of fiscal year 2020, and also for fiscal year 2021. In April, university departments were asked to suspend travel and to consider delaying or halting hiring activities.

The university established the Strategic Operations Workgroup in May 2020 to provide the university leadership with projected budget scenarios for the fiscal year 2021 budget year. The workgroup recommended a 4.3% budget reduction for academic units, a 5.3% budget reduction for administrative units, and a base budget adjustment for the College of Arts and Sciences. These budget adjustments will be implemented in the October revised budget. The workgroup expects these reductions to be achieved without significantly altering the institution's teaching, research, and service mission.

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 during the upcoming fiscal year.

**EAST TENNESSEE STATE UNIVERSITY**  
**Statement of Net Position**  
**June 30, 2020**

	Component Units		
	University	East Tennessee State University Foundation	Medical Education Assistance Corporation
<b>Assets</b>			
<b>Current assets:</b>			
Cash and cash equivalents (Notes 2 and 21)	\$ 31,166,459.19	\$ 849,508.82	\$ 19,906,920.00
Short-term investments (Note 21)	-	-	6,466,379.00
Accounts, notes, and grants receivable (net) (Notes 5 and 21)	22,020,184.91	189.00	8,250,386.00
Due from State of Tennessee	2,185,738.54	-	-
Due from ETSU	-	-	247,915.00
Due from component units	2,195,214.31	-	-
Pledges receivable (net) (Note 21)	-	1,426,038.51	-
Inventories (at lower of cost or market)	193,988.91	-	-
Prepaid expenses	267,243.45	-	606,599.00
Accrued interest receivable	1,560,815.82	115,200.04	-
Other assets	17,561.70	-	-
<b>Total current assets</b>	<b>59,607,206.83</b>	<b>2,390,936.37</b>	<b>35,478,199.00</b>
<b>Noncurrent assets:</b>			
Cash and cash equivalents (Notes 2 and 21)	94,031,130.71	9,898,654.39	-
Investments (Notes 3 and 21)	63,137,230.00	97,803,455.76	4,076,411.00
Investment in Tennessee Retiree Group Trust	1,145,806.62	-	-
Accounts, notes, and grants receivable (net) (Note 5)	2,529,913.44	-	-
Due from State of Tennessee	22,410.10	-	-
Net pension asset (Note 11)	968,981.00	-	-
Pledges receivable (Note 21)	-	2,816,560.83	-
Capital assets (net) (Notes 6 and 21)	402,159,110.67	12,000.00	4,848,734.00
Other assets	-	-	153,094.00
<b>Total noncurrent assets</b>	<b>563,994,582.54</b>	<b>110,530,670.98</b>	<b>9,078,239.00</b>
<b>Total assets</b>	<b>623,601,789.37</b>	<b>112,921,607.35</b>	<b>44,556,438.00</b>
<b>Deferred outflows of resources</b>			
Deferred amount on debt refunding	5,029,524.77	-	-
Deferred outflows related to OPEB (Note 12)	6,030,064.00	-	-
Deferred outflows related to pensions (Note 11)	13,987,327.00	-	-
<b>Total deferred outflows of resources</b>	<b>25,046,915.77</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>			
<b>Current liabilities:</b>			
Accounts payable (Note 8)	5,317,589.48	26,555.41	1,269,051.00
Accrued liabilities	11,553,236.72	-	3,312,976.00
Due to State of Tennessee	302,471.28	-	-
Due to ETSU	-	955,832.31	1,239,382.00
Due to MEAC	247,915.00	-	-
Student deposits	512,270.69	-	-
Unearned revenue	22,575,150.31	-	1,764,818.00
Compensated absences (Notes 9 and 21)	3,549,058.99	-	118,208.00
Accrued interest payable	1,217,817.66	-	-
Long-term liabilities, current portion (Note 9)	8,103,628.17	-	-
Deposits held in custody for others	629,658.72	-	676,355.00
Other liabilities	-	395.00	776,576.00
<b>Total current liabilities</b>	<b>54,008,797.02</b>	<b>982,782.72</b>	<b>9,157,366.00</b>
<b>Noncurrent liabilities:</b>			
Net OPEB liability (Note 12)	20,596,707.00	-	-
Net pension liability (Note 11)	30,412,385.00	-	-
Compensated absences (Notes 9 and 21)	13,042,306.48	-	472,830.00
Long-term liabilities (Note 9 and 21))	168,957,614.51	-	4,896,317.00
Due to grantors (Note 9)	4,775,032.13	-	-
<b>Total noncurrent liabilities</b>	<b>237,784,045.12</b>	<b>-</b>	<b>5,369,147.00</b>
<b>Total liabilities</b>	<b>291,792,842.14</b>	<b>982,782.72</b>	<b>14,526,513.00</b>
<b>Deferred inflows of resources</b>			
Deferred amount on debt refunding	74,698.89	-	-
Deferred inflows related to OPEB (Note 12)	9,933,824.00	-	-
Deferred inflows related to pensions (Note 11)	4,954,289.00	-	-
<b>Total deferred inflows of resources</b>	<b>14,962,811.89</b>	<b>-</b>	<b>-</b>
<b>Net position</b>			
Net investment in capital assets	232,872,606.09	12,000.00	4,848,734.00
<b>Restricted for:</b>			
<b>Nonexpendable:</b>			
Scholarships and fellowships	-	48,810,943.00	-
Research	-	720,409.64	-
Instructional department uses	-	6,477,681.22	-
Other	-	4,119,059.06	-
<b>Expendable:</b>			
Scholarships and fellowships	548,321.33	17,952,186.78	-
Research	957,199.65	2,204,981.96	-
Instructional department uses	305,159.73	5,884,779.13	-
Loans	250,306.50	-	-
Capital projects	1,231,900.33	1,698,305.90	-
Debt service	15,828,970.31	-	-
Pensions	968,981.00	-	-
Other	4,953,693.58	18,905,194.85	-
Unrestricted	83,975,912.59	5,153,283.09	25,181,191.00
<b>Total net position</b>	<b>\$ 341,893,051.11</b>	<b>\$ 111,938,824.63</b>	<b>\$ 30,029,925.00</b>

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, 2020**

	University	Component Units	
		East Tennessee State University Foundation	Medical Education Assistance Corporation
<b>Revenues</b>			
Operating revenues:			
Student tuition and fees (Note 13)	119,166,993.49	\$ -	\$ -
Gifts and contributions	-	7,491,007.31	-
Governmental grants and contracts	26,919,672.46	-	741,264.00
Nongovernmental grants and contracts (Note 13)	22,665,079.80	-	-
Sales and services of educational activities (Note 13)	21,423,321.40	-	-
Sales and services of other activities (Note 13)	10,613,322.59	-	-
Net patient revenues (Note 21)	-	-	43,013,698.00
Auxiliary enterprises:			
Residential life (Note 13)	13,092,688.26	-	-
Bookstore	116,917.56	-	-
Food service (Note 13)	6,673,293.35	-	-
Wellness facility	1,574,612.01	-	-
Other auxiliaries (Note 13)	2,697,626.69	-	-
Interest earned on loans to students	187,429.24	-	-
Other operating revenues, foundation revenues including \$264,038 from MEAC	1,611,201.89	1,644,416.31	827,878.00
<b>Total operating revenues</b>	<b>226,742,158.74</b>	<b>9,135,423.62</b>	<b>44,582,840.00</b>
<b>Expenses</b>			
Operating expenses (Note 17):			
Salaries and wages	195,780,881.73	-	28,618,639.00
Benefits	76,587,913.71	-	2,499,671.00
Utilities, supplies, and other services	79,598,187.95	2,700,746.41	6,940,326.00
Scholarships and fellowships	27,670,763.61	2,750,549.19	-
Depreciation expense	15,797,796.18	-	465,550.00
Payments to or on behalf of East Tennessee State University (Note 21)	-	4,009,232.50	-
<b>Total operating expenses</b>	<b>395,435,543.18</b>	<b>9,460,528.10</b>	<b>38,524,186.00</b>
<b>Operating income (loss)</b>	<b>(168,693,384.44)</b>	<b>(325,104.48)</b>	<b>6,058,654.00</b>
<b>Nonoperating revenues (expenses)</b>			
State appropriations	115,580,060.58	-	-
Gifts, including \$2,304,497.55 from ETSU Foundation and \$1,674,488 from MEAC	4,173,009.05	-	-
Grants and contracts	61,653,947.00	-	-
Investment income (net of investment expense for the component units of \$383,661.14)	5,005,284.40	2,617,184.11	366,098.00
Interest on capital asset-related debt	(6,229,907.60)	-	-
Interest on noncapital debt	(143,783.81)	-	-
Bond issuance costs	(296,004.45)	-	-
Payments to or on behalf of East Tennessee State University or ETSU Foundation (Note 21)	-	-	(1,938,526.00)
Other nonoperating revenues (expenses) (Note 19)	707,924.34	-	123,837.00
<b>Net nonoperating revenues (expenses)</b>	<b>180,450,529.51</b>	<b>2,617,184.11</b>	<b>(1,448,591.00)</b>
<b>Income before other revenues, expenses, gains, or losses</b>	<b>11,757,145.07</b>	<b>2,292,079.63</b>	<b>4,610,063.00</b>
Other revenues:			
Capital appropriations	12,550,126.05	-	-
Capital grants and gifts, university gifts including \$1,704,734.95 from ETSU Foundation	1,704,734.95	-	-
Additions to permanent endowments	-	1,618,534.46	-
<b>Total other revenues</b>	<b>14,254,861.00</b>	<b>1,618,534.46</b>	<b>-</b>
<b>Increase in net position</b>	<b>26,012,006.07</b>	<b>3,910,614.09</b>	<b>4,610,063.00</b>
<b>Net position - beginning of year</b>	<b>315,881,045.04</b>	<b>108,028,210.54</b>	<b>25,419,862.00</b>
<b>Net position - end of year</b>	<b>\$ 341,893,051.11</b>	<b>\$ 111,938,824.63</b>	<b>\$ 30,029,925.00</b>

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, 2020**

<b>Cash flows from operating activities</b>	
Tuition and fees	\$ 120,518,986.23
Grants and contracts	50,010,001.59
Sales and services of educational activities	23,033,267.85
Sales and services of other activities	10,613,322.59
Payments to suppliers and vendors	(79,664,006.23)
Payments to employees	(192,704,490.20)
Payments for benefits	(75,033,195.96)
Payments for scholarships and fellowships	(27,658,705.73)
Loans issued to students	(126,401.38)
Collection of loans from students	658,242.65
Interest earned on loans to students	72,948.68
Funds disbursed for deposits held for others	(4,798,367.48)
Funds received for deposits held for others	4,980,673.03
Auxiliary enterprise charges:	
Residence halls	13,200,681.61
Bookstore	117,220.33
Food services	6,457,619.20
Wellness facility	1,574,612.01
Other auxiliaries	2,662,324.44
Other receipts (payments)	183,182.89
<b>Net cash used for operating activities</b>	<b>(145,902,083.88)</b>
<b>Cash flows from noncapital financing activities</b>	
State appropriations	115,424,197.58
Gifts and grants received for other than capital or endowment purposes	61,854,019.51
Federal student loan receipts	96,806,991.00
Federal student loan disbursements	(98,189,627.88)
Principal paid on noncapital debt	(736,617.72)
Interest paid on noncapital debt	(244,914.43)
Other noncapital financing receipts (payments)	709,202.06
<b>Net cash provided by noncapital financing activities</b>	<b>175,623,250.12</b>
<b>Cash flows from capital and related financing activities</b>	
Capital grants and gifts received	1,455,055.00
Purchases of capital assets and construction	(12,955,137.47)
Principal paid on capital debt and lease	(5,589,094.24)
Interest paid on capital debt	(6,833,675.12)
Bond issue costs	(296,004.45)
<b>Net cash used for capital and related financing activities</b>	<b>(24,218,856.28)</b>
<b>Cash flows from investing activities</b>	
Proceeds from sales and maturities of investments	51,065,628.33
Income on investments	4,091,788.44
Purchase of investments	(50,614,581.13)
<b>Net cash provided by investing activities</b>	<b>4,542,835.64</b>
Net increase in cash	10,045,145.60
Cash - beginning of year	115,152,444.30
<b>Cash - end of year</b>	<b>\$ 125,197,589.90</b>

**EAST TENNESSEE STATE UNIVERSITY**  
**Statement of Cash Flows (continued)**  
**For the Year Ended June 30, 2020**

<b>Reconciliation of operating loss to net cash used for operating activities:</b>	
Operating loss	\$ (168,693,384.44)
Adjustments to reconcile operating loss to net cash used for operating activities:	
Noncash operating expenses	16,133,164.38
Change in assets, liabilities, deferred outflows, and deferred inflows:	
Receivables, net	(166,900.76)
Inventories	(17,054.54)
Prepaid expenses	422,297.79
Other assets	(114,480.56)
Accounts payable	309,710.91
Accrued liabilities	1,420,004.72
Net pension asset	(121,185.00)
Deferred outflows of resources	4,230,039.05
Net pension liability	(4,880,210.00)
Deferred inflows of resources	11,511,896.00
Net OPEB liability	(9,947,638.00)
Unearned revenues	2,625,010.34
Student deposits	(5,633.13)
Compensated absences	2,106,151.54
Due to grantors	(1,428,019.00)
Loans to students	531,841.27
Other	182,305.55
<b>Net cash used for operating activities</b>	<b>\$ (145,902,083.88)</b>

<b>Noncash investing, capital, or financing transactions</b>	
Gifts of capital assets	\$ 249,679.95
Unrealized gains on investments	\$ 891,383.33
Loss on disposal of capital assets	\$ (1,277.72)
Purchases of capital assets and construction with capital appropriations	\$ 12,370,620.85
Purchases of capital assets and construction with TSSBA proceeds	\$ 16,961,476.89
Purchase of capital assets with capital lease	\$ 213,961.73

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

## **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 had limited oversight responsibilities during the transition period and has 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 Tennessee's *Comprehensive Annual Financial Report*. That report is available at <https://www.tn.gov/finance/rd-doa/fa-accfin-cafr.html>.

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.

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, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, 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 is sick or upon 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.

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.

## **Other Postemployment Benefits**

For purposes of measuring the net other postemployment benefits (OPEB) liability, as well as deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense, information about the fiduciary net position of the Closed Employee Group OPEB Plan and additions to/deductions from the plan's fiduciary net position has been determined on the same basis as it is reported by the State of Tennessee Postemployment Benefits Trust. For this purpose, benefits are recognized when due and payable in accordance with the benefit terms of the Closed Employee Group OPEB 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.

### **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, 2020, cash consisted of \$6,597,991.38 in bank accounts, \$55,000.00 of petty cash on hand, \$117,502,292.55 in the Local Government Investment Pool (LGIP) administered by the State Treasurer, and \$1,042,305.97 in LGIP deposits for capital projects.

The LGIP, which is part of the State Pooled Investment Fund, is administered by the State Treasurer and is measured at amortized cost. 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](http://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.

### **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, 2020, 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>U.S. agency obligations</u>	<u>\$63,137,230.00</u>	<u>\$17,301,630.00</u>	<u>\$45,835,600.00</u>

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

At June 30, 2020, 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	\$118,544,598.52	\$ -	\$118,544,598.52
U.S. agency obligations	63,137,230.00	63,137,230.00	-
<b>Total</b>	<b>\$181,681,828.52</b>	<b>\$63,137,230.00</b>	<b>\$118,544,598.52</b>

### **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 university's 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 university's 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, 2020</u>
Federal Home Loan Mortgage Corporation (FHLMC) obligations	27%
Federal Farm Credit Bank (FFCB) obligations	35%
Federal National Mortgage Association (FNMA) obligations	15%
Federal Home Loan Bank (FHLB) obligations	23%

#### 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, 2020.

Assets by Fair Value Level	<u>June 30, 2020</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>
Debt securities:		
U.S. agency obligations	\$63,137,230.00	\$63,137,230.00
<hr/>		
Total debt securities	\$63,137,230.00	\$63,137,230.00
<hr/>		
Total assets at fair value	\$63,137,230.00	\$63,137,230.00

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, 2020, included the following:

Student accounts receivable	\$ 7,828,235.67
Grants receivable	9,673,591.97
Notes receivable	552,158.46
Clinic receivables	1,487,851.23
Medical Resident Participation Agreement receivable	3,259,776.74
Other receivables	2,497,696.92
<hr/>	
Subtotal	25,299,310.99
Less allowance for doubtful accounts	2,812,819.95
<hr/>	
Total receivables	\$22,486,491.04

Federal Perkins Loan Program funds at June 30, 2020, included the following:

Perkins loans receivable	\$4,832,655.27
Less allowance for doubtful accounts	2,769,047.96
<hr/>	
Total	\$2,063,607.31

## Note 6. Capital Assets

Capital asset activity for the year ended June 30, 2020, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Transfers</u>	<u>Reductions</u>	<u>Ending Balance</u>
Land	\$ 19,381,320.07	\$ -	\$ -	\$ -	\$ 19,381,320.07
Land improvements and infrastructure	76,937,028.83	-	-	-	76,937,028.83
Buildings	428,134,655.51	-	4,127,951.06	-	432,262,606.57
Equipment	46,074,673.19	2,817,451.42	-	2,869,727.86	46,022,396.75
Library holdings	802,658.34	35,055.65	-	116,927.62	720,786.37
Intangible assets	5,242,145.81	-	-	-	5,242,145.81
Art and historical collections	23,500.00	-	-	-	23,500.00
Projects in progress	56,862,612.64	40,387,122.34	(4,127,951.06)	-	93,121,783.92
<b>Total</b>	<b>633,458,594.39</b>	<b>43,239,629.41</b>	<b>-</b>	<b>2,986,655.48</b>	<b>673,711,568.32</b>
Less accumulated depreciation/amortization:					
Land improvements and infrastructure	34,405,632.29	3,519,934.46	-	-	37,925,566.75
Buildings	185,491,960.13	9,274,754.39	-	-	194,766,714.52
Equipment	33,862,687.81	2,850,154.18	-	2,868,450.14	33,844,391.85
Library holdings	465,483.72	72,078.65	-	116,927.62	420,634.75
Intangible assets	4,514,275.28	80,874.50	-	-	4,595,149.78
<b>Total</b>	<b>258,740,039.23</b>	<b>15,797,796.18</b>	<b>-</b>	<b>2,985,377.76</b>	<b>271,552,457.65</b>
<b>Capital assets, net</b>	<b>\$374,718,555.16</b>	<b>\$27,441,833.23</b>	<b>\$ -</b>	<b>\$ 1,277.72</b>	<b>\$402,159,110.67</b>

## 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 agreements.

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 \$76,021,754.80. At June 30, 2020, the buildings are reported at \$43,174,351.70, net of accumulated depreciation of \$32,847,403.10.

The university also has a capital lease agreement for equipment utilized by the information technology department. The lease began in August 2019 and ends in August 2022. Any interest associated with the lease was not reported. The asset balance at June 30, 2020, was \$145,924.10, net of accumulated depreciation of \$68,037.63. The following is a schedule by years of future minimum lease payments under this capital lease, together with the present value of the net minimum lease payments as of June 30, 2020.

Year ending June 30:	
2021	\$71,269.44
2022	<u>74,654.66</u>
Total minimum lease payments	<u>\$145,924.10</u>

## Note 8. Accounts Payable

Accounts payable at June 30, 2020, included the following:

Vendors payable	\$2,583,952.03
Unapplied student payments	66,154.16
Other payables	<u>2,667,483.29</u>
<b>Total accounts payable</b>	<b><u>\$5,317,589.48</u></b>

## Note 9. Long-term Liabilities

Long-term liabilities activity for the year ended June 30, 2020, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Payables:					
TSSBA debt:					
Bonds	\$ 124,223,790.16	\$36,971,189.46	\$ 6,257,674.33	\$154,937,305.29	\$ 8,032,358.73
Unamortized bond premium	16,270,332.01	7,115,384.16	1,407,702.88	21,978,013.29	-
Revolving credit facility	27,125,096.73	4,772,787.24	31,897,883.97	-	-
Capital lease obligation	-	213,961.73	68,037.63	145,924.10	71,269.44
<b>Subtotal</b>	<b>167,619,218.90</b>	<b>49,073,322.59</b>	<b>39,631,298.81</b>	<b>177,061,242.68</b>	<b>8,103,628.17</b>

Other liabilities:					
Compensated absences	14,485,213.93	9,031,502.47	6,925,350.93	16,591,365.47	3,549,058.99
Due to grantors	6,203,051.13	-	1,428,019.00	4,775,032.13	-
Subtotal	20,688,265.06	9,031,502.47	8,353,369.93	21,366,397.60	3,549,058.99
Total long-term liabilities	\$ 188,307,483.96	\$58,104,825.06	\$47,984,668.74	\$198,427,640.28	\$11,652,687.16

### TSSBA Debt – Bonds

Bonds, with interest rates ranging from 1.77% to 5%, were issued by the Tennessee State School Bond Authority (TSSBA). The bonds are due serially to 2048 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 TSSBA included in long-term liabilities on the statement of net position is shown net of unexpended debt proceeds. Unexpended debt proceeds were \$6,411,313.54.

Debt service requirements to maturity for the university’s portion of TSSBA bonds at June 30, 2020, are as follows:

<u>Year Ending</u> <u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 8,032,358.73	\$ 7,149,637.36	\$ 15,181,996.09
2022	8,168,659.51	6,806,096.46	14,974,755.97
2023	8,484,627.95	6,440,576.06	14,925,204.01
2024	8,335,873.66	6,074,588.96	14,410,462.62
2025	8,042,224.60	5,719,062.89	13,761,287.49
2026-2030	38,082,972.92	23,297,882.51	61,380,855.43
2031-2035	31,648,343.63	15,537,767.04	47,186,110.67
2036-2040	28,836,883.62	8,322,182.09	37,159,065.71
2041-2045	13,150,141.87	2,675,321.35	15,825,463.22
2046-2048	2,155,218.80	165,232.69	2,320,451.49
Total	\$154,937,305.29	\$82,188,347.41	\$237,125,652.70

### 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. No loans from the revolving credit facility were outstanding at June 30, 2020.

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 <https://www.comptroller.tn.gov/boards/tennessee-state-school-bond-authority/investor-information/tssba-financial-reports.html>.

## **Note 10. Pledged Revenues**

The university has pledged certain revenues and fees, including state appropriations, to repay \$154,937,305.29 in revenue bonds issued from August 2012 to September 2019 (see Note 9 for further detail). Proceeds from the bonds provided financing for construction and renovation projects. The bonds are payable through 2048. Annual principal and interest payments on the bonds are expected to require 3.73% of available revenues. The total principal and interest remaining to be paid on the bonds is \$237,125,652.70. Principal and interest paid for the current year and total available revenues were \$13,496,468.22 and \$361,760,016.24, 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](http://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:



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 noncontributory, 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, 2020, to the Closed State and Higher Education Employee Pension Plan were \$9,344,941, which is 19.66% 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, 2020, the university reported a liability of \$30,412,385 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, 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 pension liability was based on a projection of the university's contributions during the year ended June 30, 2019, to the pension plan relative to the contributions of all participating state and higher education

agencies. At the June 30, 2019, measurement date, the university's proportion was 2.153601%. The proportion measured as of June 30, 2018, was 2.184743%.

Pension expense – For the year ended June 30, 2020, the university recognized a pension expense of \$12,578,818.

Deferred outflows of resources and deferred inflows of resources – For the year ended June 30, 2020, 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	\$ 1,429,780	\$ 480,793
Net difference between projected and actual earnings on pension plan investments	-	4,000,164
Changes in assumptions	2,187,675	-
Changes in proportion of net pension liability	493,621	335,059
University's contributions subsequent to the measurement date of June 30, 2019	9,344,941	-
<u>Total</u>	<u>\$13,456,017</u>	<u>\$4,816,016</u>

Deferred outflows of resources, resulting from the university's employer contributions of \$9,344,941 subsequent to the measurement date, will be recognized as a decrease in net pension liability in the year ending June 30, 2021. 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>	
2021	\$ 2,954,123
2022	\$ (2,494,583)
2023	\$(1,034,795)
2024	\$ (129,685)

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 the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.5%
Salary increases	Graded salary ranges from 8.72% to 3.44% based on age, including inflation, averaging 4%
Investment rate of return	7.25%, net of pension plan investment expenses, including inflation
Cost-of-living adjustment	2.25%

Mortality rates were developed by the actuary using the results of the actuarial experience study performed for the period July 1, 2012, through June 30, 2016, and were adjusted for expected future improvements in life expectancy. Mortality assumptions utilize the RP-2014 industry standard base table adjusted for TCRS experience, with mortality improvement projected six years beyond each actuarial valuation date.

The actuarial assumptions used in the June 30, 2019, actuarial valuation were based on the results of an actuarial experience study performed for the period July 1, 2012, through June 30, 2016. 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, 2016, actuarial experience study. This return was selected from a range of values developed using historical market returns and future capital market projections. The future capital market projections were produced using a building-block method in which a best estimate of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) is developed for each major asset class. These best-estimates are combined to produce the future capital market projection by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.5%. The best-estimates of geometric real rates of return and the TCRS investment policy target asset allocation 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	5.69%	31%
Developed market international equity	5.29%	14%
Emerging market international equity	6.36%	4%
Private equity and strategic lending	5.79%	20%
U.S. fixed income	2.01%	20%
Real estate	4.32%	10%
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 7.25% based on a comparison of historical market returns and future capital market projections.

Discount rate – The discount rate used to measure the total pension liability was 7.25%. 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 7.25%, 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 (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
University’s proportionate share of the net pension liability (asset)	\$73,392,696	\$30,412,385	\$(4,552,456)

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](http://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 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 years of 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 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 years of service credit total 80. Service-related disability benefits are provided regardless of length of service. Five years of service are 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 Employee Retirement Plan. The higher education institutions make employer contributions at the rate set by the Board of Trustees as determined by an actuarial valuation. 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, 2020, to the State and Higher Education Employee Retirement Plan were \$481,545, which is 1.73% 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, 2020, the university reported an asset of \$968,981 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2019, and the total pension liability 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, 2019, to the pension plan relative to the contributions of all participating state and higher education agencies. At the June 30, 2019, measurement date, the university’s proportion was 2.336161%. At the June 30, 2018, measurement date, the university’s proportion was 2.197890%.

Pension expense – For the year ended June 30, 2020, the university recognized a pension expense of \$307,763.

Deferred outflows of resources and deferred inflows of resources – For the year ended June 30, 2020, 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	\$ 21,603	\$ 31,431
Net difference between projected and actual earnings on pension plan investments	-	40,023
Change in assumptions	26,784	-
Changes in proportion of net pension asset	1,378	66,819
University’s contributions subsequent to the measurement date of June 30, 2019	481,545	-
<b>Total</b>	<b>\$531,310</b>	<b>\$138,273</b>

Deferred outflows of resources, resulting from the university’s employer contributions of \$481,545 subsequent to the measurement date, will be recognized as a decrease in net pension liability in the year ending June 30, 2021. 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>	
2021	\$ (19,362)
2022	\$ (24,393)
2023	\$ (13,895)
2024	\$ (8,139)
2025	\$ (3,420)
Thereafter	\$ (19,299)

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 the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.5%
Salary increases	Graded salary ranges from 8.72% to 3.44% based on age, including inflation, averaging 4.0%
Investment rate of return	7.25%, net of pension plan investment expenses, including inflation
Cost-of-living adjustment	2.25%

Mortality rates were developed by the actuary using the results of the actuarial experience study performed for the period July 1, 2012, through June 30, 2016, and were adjusted for expected future improvements in life expectancy. Mortality assumptions utilize the RP-2014 industry standard base table adjusted for TCRS experience, with generational mortality improvement.

The actuarial assumptions used in the June 30, 2019, actuarial valuation were based on the results of an actuarial experience study performed for the period July 1, 2012, through June 30, 2016. 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, 2016, actuarial experience study. This return was selected from a range of values developed using historical market returns and future capital market projections. The future capital market projections were produced using a building-block method in which a best estimate of expected real rates of return (expected returns, net of pension plan investment expense and inflation) is developed for each major asset class. These best estimates are combined to produce the future capital market projection by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.5%. The best-estimates of geometric real rates of return and the TCRS investment policy target asset allocation 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	5.69%	31%
Developed market international equity	5.29%	14%
Emerging market international equity	6.39%	4%
Private equity and strategic lending	5.79%	20%
U.S. fixed income	2.01%	20%
Real estate	4.32%	10%
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 7.25% based on a comparison of historical market returns and future capital market projections.

Discount rate – The discount rate used to measure the total pension liability was 7.25%. 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 asset to changes in the discount rate – The following presents the university’s proportionate share of the net pension asset calculated using the discount rate of 7.25%, 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 (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
University’s proportionate share of the net pension asset (liability)	(\$158,738)	\$968,981	\$1,817,333

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](http://www.treasury.tn.gov/tcrs).

### **Total Defined Benefit Pension Expense**

The total pension expense for the year ended June 30, 2020, for all state government defined benefit pension plans was \$12,886,581.

### **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 25, 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 \$8,492,427.54 for the year ended June 30, 2020, and \$8,336,506.75 for the year ended June 30, 2019. 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 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 if they elect to be in the TCRS pension plan. Employees 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, 2020, contributions totaling \$4,732,370.58 were made by employees participating in the 401(k) plan, and the university recognized pension expense of \$2,529,351.36 for employer contributions. During the year ended June 30, 2019, contributions totaling \$4,280,708.00 were made by employees participating in the 401(k) plan, and the university recognized pension expense of \$2,177,444.15 for employer contributions.

## **Note 12. Other Postemployment Benefits**

### **Closed State Employee Group OPEB Plan**

#### *General information about the OPEB plan*

Plan description – Employees of the university, who were hired prior to July 1, 2015, and choose coverage, are provided with pre-65 retiree health insurance benefits through the Closed State Employee Group OPEB Plan (EGOP) administered by the Tennessee Department of Finance and Administration. This plan is considered to be a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB). This plan is closed to the employees of all participating employers that were hired on or after July 1, 2015. The employers participating in this plan include the State of Tennessee (primary government), the Tennessee Student Assistance Corporation, the Tennessee Housing Development Agency, the University of Tennessee, and the institutions that make up the State University and Community College System. The State of Tennessee Postemployment Benefits Trust (OPEB Trust) was established to accumulate resources to pay for the retiree benefits of EGOP participants. The OPEB Trust prepares a stand-alone financial report that can be found at <https://www.tn.gov/finance/rddoa/opeb22121.html>.

Benefits provided – The EGOP is offered to provide health insurance coverage to eligible retired and disabled participants and is the only postemployment benefit provided to eligible pre-65 participants. Benefits are established and amended by an insurance committee created by Title 8, Chapter 27, Section 201, *Tennessee Code Annotated*. All retirees and disabled employees of the primary government and certain component units, who are eligible and choose coverage, and who have not yet reached the age of 65 are enrolled in this plan. All members have the option of choosing between the premier preferred provider organization (PPO) plan, the standard PPO plan, or the wellness health savings consumer-driven health plan (CDHP) for healthcare benefits. Retired plan members receive the same plan benefits as active employees, at a blended premium rate that considers the cost of active and retired employees. This creates an implicit subsidy for the retirees. The retirees' cost is then directly subsidized by the employers, based on years of service. Therefore, retirees with 30 years of service are subsidized 80%; 20 but less than 30 years, 70%; and less than 20 years, 60%.

Contributions – Annually, an insurance committee, created in accordance with Title 8, Chapter 27, Section 201, *Tennessee Code Annotated*, establishes the required contributions to the plan by member employees through the premiums established to approximate claims cost for the year. Pre-age 65 retired members of the EGOP pay a premium based on a blended rate that considers

the cost of active and retired employees as well as their individual years of service. Therefore, retirees pay either 20%, 30%, 40%, or 100% of the appropriate premium rate. These payments are deposited into the OPEB Trust. Employers contribute to the OPEB Trust based on an actuarially determined contribution (ADC) rate calculated in a manner to meet the funding goals of the state. The total ADC rate for plan employers for the fiscal year ended June 30, 2020 was \$145.4 million. The university's share of the ADC was \$3,445,774. During the fiscal year, the university contributed \$3,445,774 to the OPEB Trust. The Tennessee General Assembly has the authority to change the contribution requirements of the employers participating in the EGOP.

*Net OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB*

Proportionate share – The university's proportionate share of the collective net OPEB liability related to the EGOP, was \$20.6 million. At the June 30, 2019, measurement date, the university's proportion of the collective net OPEB liability was 2.1631101485%. The proportion existing at the prior measurement date was 2.2049885738%. This represents a change in proportion of (0.0418784253%) between the current and prior measurement dates. The university's proportion of the collective total OPEB liability was based on a projection of the long-term share of contributions to the OPEB plan relative to the projected share of contributions of all participating employers, actuarially determined. The collective total OPEB liability was determined by an actuarial valuation with a valuation date of June 30, 2019, and a measurement date of June 30, 2019.

OPEB expense – For the year ended June 30, 2020, the university recognized OPEB expense of \$1,178,577.

Deferred outflows of resources and deferred inflows of resources – For the year ended June 30, 2020, the university reported deferred outflows of resources and deferred inflows of resources related to OPEB paid by the EGOP from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between actual and expected experience	\$ -	\$ 1,311,457
Changes in assumptions	1,125,693	4,919,877
Net difference between actual and projected investment earnings	15,122	-
Changes in proportion and differences between benefits paid and proportionate share of benefits paid	1,443,475	3,702,490
Contributions subsequent to the measurement date	3,445,774	-
<b>Total</b>	<b>\$6,030,064</b>	<b>\$9,933,824</b>

## Notes to the Financial Statements (Continued)

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Deferred outflows of resources, resulting from the university's employer contributions of \$3,445,774 subsequent to the measurement date, will be recognized as a decrease in the collective net OPEB liability in the year ending June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows.

<u>Year Ended June 30</u>	
2021	(\$1,218,249)
2022	(\$1,218,249)
2023	(\$1,218,249)
2024	(\$1,218,251)
2025	(\$1,222,030)
Thereafter	(\$1,254,506)

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

Actuarial assumptions – The collective total OPEB liability in the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.2%
Salary increases	Graded salary ranges from 3.44% to 8.72% based on age, including inflation, averaging 4%
Healthcare cost trend rates	6.03% for 2020, decreasing annually to an ultimate rate of 4.5% for 2029 and later years
Retiree's share of benefit-related costs	Members are required to make monthly contributions in order to maintain their coverage. For the purpose of this valuation, a weighted average has been used with weights derived from the current distribution of members among plans offered.

Unless noted otherwise, the actuarial demographic assumptions used in the June 30, 2019, valuations were the same as those employed in the July 1, 2017, pension actuarial valuation of the Tennessee Consolidated Retirement System (TCRS) for Group I employees. These assumptions were developed by TCRS based on the results of an actuarial experience study for the period July 1, 2012, through June 30, 2016. The demographic assumptions were adjusted to more closely reflect actual and expected future experience. Mortality tables are used to measure the probabilities of participants dying before and after retirement. The mortality rates employed in this valuation are taken from the RP-2014 Healthy Participant Mortality Table for Annuitants for non-disabled post-retirement mortality, with mortality improvement projected to all future years

## Notes to the Financial Statements (Continued)

using Scale MP-2016. Post-retirement tables are Blue Collar and adjusted with a 2% load for males and a -3% load for females. Mortality rates for impaired lives are the same as those used by TCRS and are taken from a gender distinct table published in the IRS Ruling 96-7 for disabled lives with a 10% load.

Long-term expected rate of return – The long-term expected rate of return of 6 percent on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major class. These ranges are combined to produce 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 expected inflation. TCA 8-27-802 establishes the responsibility of the trustees to adopt written investment policies authorizing how assets in the OPEB Trust may be invested and reinvested by the State Treasurer. The treasurer may invest trust assets in any security or investment in which the Tennessee Consolidated Retirement System (TCRS) is permitted to invest, provided that investments by the OPEB Trust shall be governed by the investment policies and guidelines adopted by the trustees. Any changes to the investment policy will be the responsibility of the established trustees. The OPEB Trust investment policy target asset allocation and allocation range for each major asset class is summarized in the following table:

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Target Allocation</u>
Equities	25%	80%	53%
Fixed income and short-term securities	20%	50%	25%
Real estate	0%	20%	10%
Private equity and strategic lending	0%	20%	7%
Cash and cash equivalents	0%	25%	5%
			100%

The best estimates of geometric real rates of return for each major asset class included in the target asset allocation as of June 30, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Long-term Expected Real Rate of Return</u>
U.S. equity	4.75%
Private equity and strategic lending	4.60%
U.S. fixed income	0.63%
Real estate	4.28%
Developed market international equity	5.63%
Emerging market international equity	5.95%

## Notes to the Financial Statements (Continued)

Discount rate - The discount rate used to measure the total OPEB liability was 6%. This represents an increase of 2.38% over the 3.62% used at the prior measurement date. The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made at rates equal to the ADC rates pursuant to an actuarial valuation in accordance with the state's funding goals. Inactive plan members are assumed to contribute their share of the premium rate for the coverage option in which they are enrolled. Based on those assumptions, the OPEB Trust fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB Trust investments was applied to all periods of projected benefit payments to determine the total OPEB liability. The change in discount rate used is due to the transition of the EGOP from a pay-as-you-go arrangement to a prefunding arrangement through a qualified trust.

Changes in assumptions – The discount rate was changed from 3.62% as of the beginning of the measurement period to 6% as of June 30, 2019. This change in assumption decreased the total OPEB liability. Other minor changes in assumptions were made; however, the impact on the net OPEB liability was considered to be insignificant.

Sensitivity of the proportionate share of the collective net OPEB liability to changes in the discount rate – The following presents the university's proportionate share of the collective net OPEB liability of the EGOP, as well as what the proportionate share of the collective net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (5%) or 1 percentage point higher (7%) than the current rate (expressed in thousands):

	1% Decrease (5%)	Current Discount Rate (6%)	1% Increase (7%)
University's proportionate share of the collective net OPEB liability	\$22,466	\$20,597	\$18,866

Sensitivity of proportionate share of the collective net OPEB liability to changes in the healthcare cost trend rate – The following presents the university's proportionate share of the collective net OPEB liability of the EGOP, as well as what the proportionate share of the collective net OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1 percentage point lower (5.03% decreasing to 3.5%) or 1 percentage point higher (7.03% decreasing to 5.5%) than the current healthcare cost trend rate (expressed in thousands):

	1% Decrease (5.03% decreasing to 3.5%)	Healthcare Cost Trend Rates (6.03% decreasing to 4.5%)	1% Increase (7.03% decreasing to 5.5%)
University's proportionate share of the collective net OPEB liability	\$18,190	\$20,597	\$23,390

OPEB plan fiduciary net position – Detailed information about the OPEB plan’s fiduciary net position is available in the State of Tennessee Comprehensive Annual Financial Report found at <https://www.tn.gov/finance/rd-doa/fa-accfm-cafr.html>.

### **Closed Tennessee OPEB Plan**

#### *General Information About the OPEB Plan*

Plan description – Employees of the university, who were hired prior to July 1, 2015, and choose coverage, are provided with post-65 retiree health insurance benefits through the Closed Tennessee OPEB Plan (TNP) administered by the Tennessee Department of Finance and Administration. This plan is considered to be a multiple-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB). However, for accounting purposes, this plan will be treated as a single-employer plan. This plan is closed to the employees of all participating employers that were hired on or after July 1, 2015. The State of Tennessee (primary government) as well as the Tennessee Student Assistance Corporation, the Tennessee Housing Development Agency, the University of Tennessee, and the other institutions that make up the State University and Community College System also participate in this plan. This plan also serves eligible post-65 retirees of employers who participate in the state-administered Teacher Group Insurance and Local Government Insurance Plans.

Benefits provided – The TNP is offered to help fill most of the coverage gaps created by Medicare and is the only postemployment benefit provided to eligible post-65 retired and disabled employees of participating employers. This plan does not include pharmacy. In accordance with Title 8, Chapter 27, Section 209, *Tennessee Code Annotated*, benefits are established and amended by cooperation of insurance committees created by Sections 8-27-201, 301, and 701 *Tennessee Code Annotated*. Retirees and disabled employees of the state, component units, local education agencies, and certain local governments who have reached the age of 65, are Medicare-eligible, and also receive a benefit from the Tennessee Consolidated Retirement System may participate in this plan. All plan members receive the same plan benefits at the same premium rates. Many retirees receive direct subsidies toward their premium cost; however, participating employers determine their own policy in this regard. The primary government contributes to the premiums of component unit retirees based on years of service. Therefore, retirees with 30 years of service receive \$50 per month; 20 but less than 30 years, \$37.50; and 15 but less than 20 years, \$25. The university does not provide any subsidies for retirees in the TNP. The primary government paid \$155,863 for OPEB as the benefits came due during the reporting period. This plan is funded on a pay-as-you-go basis, and there are no assets accumulating in a trust that meets the criteria of paragraph 4 of GASB Statement 75.

In accordance with Title 8, Chapter 27, Part 209, *Tennessee Code Annotated*, the state insurance committees established by Sections 8-27-201, 301, and 701, *Tennessee Code Annotated*, determine the required payments to the plan by member employers and employees. Claims liabilities of the plan are periodically computed using actuarial and statistical techniques to establish premium rates. Administrative costs are allocated to plan participants. Employers contribute towards employee costs based on their own developed policies.

### *Total OPEB Liability and OPEB Expense*

Proportionate share – The primary government is entirely responsible for the TNP OPEB liability associated with the university’s employees. The primary government’s proportionate share of the total OPEB liability associated with the university was \$4,140,482. At the June 30, 2019, measurement date, the proportion of the collective total OPEB liability associated with the university was 2.365372%. This represents a change of (0.099617%) from the prior proportion of 2.464989%. The proportion of the collective total OPEB liability associated with the university was based on a projection of the long-term share of contributions to the OPEB plan relative to the projected share of contributions of all participating employers, actuarially determined. The collective total OPEB liability was determined by an actuarial valuation with a valuation date of June 30, 2019, and measurement date of June 30, 2019.

Actuarial assumptions – The total OPEB liability in the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.2%
Salary increases	Graded salary ranges from 3.44% to 8.72% based on age, including inflation, averaging 4%
Healthcare cost trend rates	The premium subsidies provided to retirees in the Closed Tennessee OPEB Plan are assumed to remain unchanged for the entire projection; therefore, trend rates are not applicable.

Unless noted otherwise, the actuarial demographic assumptions used in the June 30, 2019, valuations were the same as those employed in the July 1, 2017, pension actuarial valuation of the Tennessee Consolidated Retirement System (TCRS) for Group I employees. These assumptions were developed by TCRS based on the results of an actuarial experience study for the period July 1, 2012, through June 30, 2016. The demographic assumptions were adjusted to more closely reflect actual and expected future experience. Mortality tables are used to measure the probabilities of participants dying before and after retirement. The mortality rates employed in this valuation are taken from the RP-2014 Healthy Participant Mortality Table for Annuitants for non-disabled post-retirement mortality, with mortality improvement projected to all future years using Scale MP-2016. Post-retirement tables are Blue Collar and adjusted with a 2% load for males and a -3% load for females. Mortality rates for impaired lives are the same as those used by TCRS and are taken from a gender distinct table published in the IRS Ruling 96-7 for disabled lives with a 10% load.

Discount rate – The discount rate used to measure the total OPEB liability was 3.51%. This rate reflects the interest rate derived from yields on 20-year, tax-exempt general obligation municipal bonds, prevailing on the measurement date, with an average rating of AA as shown on the Fidelity 20-Year Municipal GO AA index.



Changes in assumptions – The discount rate was changed from 3.62% as of the beginning of the measurement period to 3.51% as of June 30, 2019. This change in assumption increased the total OPEB liability.

Sensitivity of the proportionate share of the collective total OPEB liability to changes in the discount rate – The following presents the primary government’s proportionate share of the university’s related collective total OPEB liability, as well as what the proportionate share of the collective total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.51%) or 1 percentage point higher (4.51%) than the current discount rate. The university does not report a proportionate share of the OPEB liability for employees in the TNP.

	1% Decrease <u>(2.51%)</u>	Current Discount Rate <u>(3.51%)</u>	1% Increase <u>(4.51%)</u>
Primary government’s proportionate share of the collective total OPEB liability	\$4,692,909	\$4,140,482	\$3,679,189

OPEB expense – For the year ended June 30, 2020, the primary government recognized OPEB expense of \$153,693 for employees of the university participating in the TNP.

### **Total OPEB Expense**

The total OPEB expense for the year ended June 30, 2020, was \$1,332,270, which consisted of OPEB expense of \$1,178,577 for the EGOP and \$153,693 paid by the primary government for the TNP.

### **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 Debt Adjustments</u>	<u>Net Revenue</u>
Tuition and fees	\$179,074,260.86	\$59,101,874.06	\$805,393.31	\$119,166,993.49
Nongovernmental grants and contracts	22,760,067.29	-	94,987.49	22,665,079.80
Sales and services of educational activities	21,403,762.51	-	(19,558.89)	21,423,321.40

Sales and services of other activities	10,643,322.59	-	30,000.00	10,613,322.59
Residential life	13,601,775.92	425,999.13	83,088.53	13,092,688.26
Food service	6,708,553.80	-	35,260.45	6,673,293.35
Other auxiliaries	2,733,393.84	-	35,767.15	2,697,626.69
<b>Total</b>	<b>\$256,925,136.81</b>	<b>\$59,527,873.19</b>	<b>\$1,064,938.04</b>	<b>\$196,332,325.58</b>

#### Note 14. Chairs of Excellence

The university had \$31,583,237.91 on deposit at June 30, 2020, 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.

#### 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, medical malpractice liability, and workers' compensation. By statute, the maximum liability for general liability, automobile liability, and 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, 2020, is presented in Tennessee's *Comprehensive Annual Financial Report* (CAFR). The CAFR is available on the state's website at [www.tn.gov/finance/rd-doa/fa-accfin-cafr.html](http://www.tn.gov/finance/rd-doa/fa-accfin-cafr.html). At June 30, 2020, the RMF held \$231 million in cash designated for payment of claims.

At June 30, 2020, the scheduled coverage for the university was \$906,947,960 for buildings and \$192,293,000 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.

## **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 \$69,283,803.16 at June 30, 2020.

### **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 \$586,193.85 for the year ended June 30, 2020. All operating leases are cancelable at the lessee's option.

### **Construction in Progress**

At June 30, 2020, outstanding commitments under construction contracts totaled \$50,122,102.64 for construction and renovation projects, of which \$26,036,225.50 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, 2020, are as follows:

Functional Classification	Natural Classification					
	Salaries	Benefits	Other Operating	Scholarships	Depreciation	Total
Instruction	\$112,679,754.77	\$40,711,787.37	\$18,131,948.08	\$ -	\$ -	\$171,523,490.22
Research	7,227,828.91	2,223,097.74	4,117,204.25	-	-	13,568,130.90
Public service	15,272,130.14	5,587,835.45	12,429,630.31	-	-	33,289,595.90
Academic support	20,628,289.98	9,457,807.20	5,104,121.12	-	-	35,190,218.30
Student services	14,200,212.28	6,248,566.68	8,243,916.01	-	-	28,692,694.97
Institutional support	15,385,586.63	6,596,542.29	5,051,076.10	-	-	27,033,205.02
Maintenance and operation	8,363,973.95	4,809,500.21	13,639,961.17	-	-	26,813,435.33
Scholarships and fellowships	-	-	-	27,670,763.61	-	27,670,763.61
Auxiliary	2,023,105.07	952,776.77	12,880,330.91	-	-	15,856,212.75
Depreciation	-	-	-	-	15,797,796.18	15,797,796.18
<b>Total</b>	<b>\$195,780,881.73</b>	<b>\$76,587,913.71</b>	<b>\$79,598,187.95</b>	<b>\$27,670,763.61</b>	<b>\$15,797,796.18</b>	<b>\$395,435,543.18</b>

## 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, 2020, the assets of the foundation totaled \$610,611.76, liabilities were \$4,512.60, and the net position amounted to \$606,099.16.

## 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 \$434,452.06 was recorded in fiscal year 2020. 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, 2020, the State of Tennessee made payments of \$155,862.50 on behalf of the university for retirees participating in the Closed Tennessee OPEB Plan. The Tennessee Plan is a postemployment benefit healthcare plan and is discussed further in Note 12.

## **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 25-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.

During the year ended June 30, 2020, the foundation made distributions of \$4,009,232.50 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, ETSU Chief Financial Officer, 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, 2020, cash and cash equivalents consisted of \$308,116.44 in bank accounts, \$9,670,142.88 in the Local Government Investment Pool (LGIP) administered by the State Treasurer, and \$769,903.89 in cash held by others.

The LGIP is measured at amortized cost and is part of the State Pooled Investment Fund. The fund's required risks disclosures are presented in the *State of Tennessee Treasurer's Report*. That report is available at the state's website at [www.treasury.tn.gov](http://www.treasury.tn.gov).

#### **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. All investments are valued at fair value except insurance contracts, which are valued at cash surrender value. The foundation is authorized to invest funds in accordance with its board of directors' policies.

As of June 30, 2020, the foundation had the following investments and maturities.

Investment Maturities (in Years)

<u>Investment Type</u>	<u>Reported Value</u>	<u>Less than 1</u>	<u>1 to 5</u>	<u>6 to 10</u>	<u>More than 10</u>	<u>Unknown</u>
U.S. government obligations	\$12,411,027.90	\$ 4,086,174.90	\$ 833,803.80	\$ 7,491,049.20	\$ -	\$ -
U.S. agency obligations	3,431,882.00	577,990.00	1,315,732.00	1,538,160.00	-	-
Corporate bonds	13,267,590.51	230,195.25	8,203,854.51	4,278,238.45	555,302.30	-
Bond mutual funds	8,589,777.52	-	2,652,237.00	4,874,680.52	341,128.00	721,732.00
<b>Total debt investments</b>	<b>\$37,700,277.93</b>	<b>\$4,894,360.15</b>	<b>\$13,005,627.31</b>	<b>\$18,182,128.17</b>	<b>\$896,430.30</b>	<b>\$721,732.00</b>

<u>Non-Fixed Income Investments</u>	
Mutual equity funds	54,173,682.05
Hedge fund	5,680,548.70
Cash surrender value of life insurance	248,947.08
<b>Total investments</b>	<b>\$97,803,455.76</b>

**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.

**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 that positions in debt securities owned by the foundation should not be below investment grade, and the foundation’s investment advisors have discretion to invest in bond funds that they deem appropriate for the foundation’s investment portfolio.

At June 30, 2020, 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	\$9,670,142.88	\$ -	\$ -	\$ -	\$ -	\$9,670,142.88
U.S. government obligations	12,411,027.90	-	12,411,027.90	-	-	-
U.S. agency obligations	3,431,882.00	-	3,431,882.00	-	-	-
Corporate bonds	13,267,590.51	722,465.76	1,721,431.85	4,963,023.10	5,860,669.80	-
Bond mutual funds	8,589,777.52	332,456.04	-	-	8,150,108.33	107,213.15
<b>Total</b>	<b>\$47,370,420.81</b>	<b>\$1,054,921.80</b>	<b>\$17,564,341.75</b>	<b>\$4,963,023.10</b>	<b>\$14,010,778.13</b>	<b>\$9,777,356.03</b>

**Custodial Credit Risk** – For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the foundation will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The foundation does not have a

policy for custodial credit risk. At June 30, 2020, the foundation had \$97,554,508.68 of uninsured and unregistered investments for which the securities are held by the counterparty.

Investments of the foundation's endowment and similar funds are composed of the following at June 30, 2020:

	<u>Reported Value</u>
U.S. government obligations	\$11,169,925.11
U.S. agency obligations	3,088,693.80
Corporate bonds	11,940,831.45
Pooled investment vehicles	50,457,855.87
Hedge fund	5,680,548.70
Deposits held by others	769,903.89
<hr/>	
Total	\$83,107,758.82

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, 2020, each having a fair value of \$1.0632540765, 72,875,068.19 units were owned by permanent endowments, and 4,487,714.80 units were owned by quasi-endowments.

The following tabulations summarize changes in relationships between cost and fair values of the pooled assets for the year ended June 30, 2020:

	<u>Pooled Assets</u>			<u>Fair Value Per Unit</u>
	<u>Fair Value</u>	<u>Cost</u>	<u>Net Gains (Losses)</u>	
End of year	\$97,554,508.68	\$97,065,755.55	\$ 488,753.13	\$1.0632540765
Beginning of year	\$94,897,217.85	\$92,982,304.39	1,914,913.46	\$1.0480596676
Unrealized net gains (losses)			(1,426,160.33)	
Realized net gains			1,507,276.70	
Total net gains			<u>\$ 81,116.37</u>	

The average annual earnings per unit, exclusive of net gains, were \$.026 for the year ended June 30, 2020.

### **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, 2020:

	<u>June 30, 2020</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>
<b>Assets by Fair Value Level</b>					
Debt securities:					
U.S. government obligations	\$12,411,027.90	\$12,411,027.90	\$ -	\$ -	\$ -
U.S. agency obligations	3,431,882.00	3,431,882.00	-	-	-
Corporate bonds	13,267,590.51	13,267,590.51	-	-	-
Bond mutual funds	8,589,777.52	-	-	-	8,589,777.52
<b>Total debt securities</b>	<b>37,700,277.93</b>	<b>29,110,500.41</b>	<b>-</b>	<b>-</b>	<b>8,589,777.52</b>
Equity securities:					
Mutual equity funds	54,173,682.05	-	-	-	54,173,682.05
<b>Total equity securities</b>	<b>54,173,682.05</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>54,173,682.05</b>
Hedge fund	5,680,548.70	-	-	-	5,680,548.70
<b>Total assets at fair value</b>	<b>\$97,554,508.68</b>	<b>\$29,110,500.41</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$68,444,008.27</b>

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

The valuation method for assets measured at the net asset value per share (or its equivalent) is presented on the following table.

	<u>Fair Value</u>	<u>Unfunded Commitments</u>	<u>Redemption Frequency (if currently eligible)</u>	<u>Redemption Notice Period</u>
<b>Assets Measured at the NAV</b>				
Bond mutual funds	\$8,589,777.52	\$ -	Daily	None
Mutual equity funds	54,173,682.05	-	Daily	None
Hedge fund	5,680,548.70	-	Quarterly	91 days

The above assets are valued at the net asset value of units held at the end of the period based upon the fair value of the underlying investments.

### Pledges Receivable

Pledges receivable at June 30, 2020, are summarized below, net of the allowance for doubtful accounts:

Current pledges	\$1,444,963.51
Pledges due in one to five years	1,998,192.69
Pledges due after five years	1,070,000.00
<b>Subtotal</b>	<b>4,513,156.20</b>



Less allowance for doubtful accounts	36,825.00
Less discount to net present value	233,731.86
<b>Total pledges receivable, net</b>	<b>\$4,242,599.34</b>

## Capital Assets

Capital asset activity for the year ended June 30, 2020, 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	56,601.00	-	-	56,601.00	-
Other assets	12,000.00	-	-	-	12,000.00
<b>Total</b>	<b>127,601.00</b>	<b>-</b>	<b>-</b>	<b>56,601.00</b>	<b>71,000.00</b>
Less accumulated depreciation:					
Buildings	59,000.00	-	-	-	59,000.00
<b>Total</b>	<b>59,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>59,000.00</b>
<b>Capital assets, net</b>	<b>\$68,601.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$56,601.00</b>	<b>\$12,000.00</b>

## Endowments

The ETSU Foundation's endowment consists of 615 individual funds established for a variety of purposes. Its endowment includes both donor-restricted endowment funds and funds designated 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). 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 2% to 4% 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, 2020, net appreciation of \$14,161,759.34 is available to be spent, of which \$8,999,546.71 is included in restricted net position expendable for scholarships and fellowships, \$139,580.85 is included in restricted net position expendable for research, \$1,189,531.80 is included in restricted net position expendable for instructional department uses, and \$3,833,099.98 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 13-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 East Tennessee State University Board of Trustees, and three 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, 2020, MEAC made distributions of \$1,938,526 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, Chief Financial Officer, P.O. Box 699, Mountain Home, TN 37684.

### Cash

At June 30, 2020, cash consisted of \$17,691,182 in bank accounts, \$2,600 of petty cash on hand, and \$2,213,138 in the Local Government Investment Pool (LGIP) administered by the State Treasurer.

The LGIP is measured at amortized cost and is part of the State Pooled Investment Fund. 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](http://www.treasury.tn.gov).

### 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. The corporation is authorized to invest funds in accordance with its board of directors' policies. The corporation's investments at June 30, 2020, consisted of \$7,485,730 of certificates of deposit reported at cost and \$3,057,060 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, 2020, 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	\$3,057,060	\$1,017,420	\$2,039,640
<b>Total debt investments</b>	<b>\$3,057,060</b>	<b>\$1,017,420</b>	<b>\$2,039,640</b>

Credit Risk – Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Securities are rated below 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, 2020, 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	\$ 2,213,138	\$ -	\$2,213,138
U.S. agency obligations	3,057,060	3,057,060	-

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, 2020, 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	67%
Federal National Mortgage Association (FNMA) obligations	33%

### **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, 2020:

	<u>June 30, 2020</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)
<b>Assets by Fair Value Level</b>					
Debt securities					
U.S. agency obligations	\$3,057,060	\$ -	\$3,057,060	\$ -	\$ -
<b>Total debt securities</b>	<b>\$3,057,060</b>	<b>\$ -</b>	<b>\$3,057,060</b>	<b>\$ -</b>	<b>\$ -</b>

The 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 category. Valuations are obtained from a third-party pricing service for investment securities.

## Receivables

Receivables at June 30, 2020, included the following:

Patient accounts receivable, net	\$3,558,735
Other receivables	4,691,651
<b>Total</b>	<b>\$8,250,386</b>

## Capital Assets

Capital asset activity for the year ended June 30, 2020, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Land	\$ 408,450	\$ -	\$ -	\$ 408,450
Buildings	6,065,891	-	-	6,065,891
Leasehold improvements	769,706	-	-	769,706
Equipment	4,733,797	135,092	101,298	4,767,591
<b>Total</b>	<b>11,977,844</b>	<b>135,092</b>	<b>101,298</b>	<b>12,011,638</b>
Less accumulated depreciation:				
Buildings	1,812,353	227,912	-	2,040,265
Leasehold improvements	744,945	16,260	-	761,205
Equipment	4,223,069	221,378	83,013	4,361,434
<b>Total</b>	<b>6,780,367</b>	<b>465,550</b>	<b>83,013</b>	<b>7,162,904</b>
<b>Capital assets, net</b>	<b>\$5,197,477</b>	<b>\$(330,458)</b>	<b>\$18,285</b>	<b>\$4,848,734</b>

## Long-term Liabilities

Long-term liabilities activity for the year ended June 30, 2020, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Compensated absences	\$696,839	\$ -	\$105,801	\$ 591,038	\$118,208
Note payable	-	4,896,317	-	4,896,317	-
<b>Total long-term liabilities</b>	<b>\$696,839</b>	<b>\$4,896,317</b>	<b>\$105,801</b>	<b>\$5,487,355</b>	<b>\$118,208</b>

## Note Payable

On April 20, 2020, MEAC received a loan in the amount of \$4,896,317 pursuant to the Paycheck Protection Program under the CARES ACT. This loan is guaranteed by the U.S. Small Business Administration. The note payable, issued by a local bank, matures April 20, 2022, and bears interest at a rate of 1% per annum.

Under the terms of the Paycheck Protection Program, the loan may be forgiven at the end of 24 weeks from receiving the loan proceeds if utilized for qualifying expenses and both the number of employees and rates of compensation are maintained. The loan amount was utilized for qualifying expenses including payroll costs and benefits, rent, and utilities. MEAC will apply for loan forgiveness immediately following the release of final federal guidance.

## Revenues

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

<u>Revenue Source</u>	<u>Gross Revenue</u>	<u>Less Contractual and Other Adjustments</u>	<u>Less Uncollectible Debt Adjustments</u>	<u>Net Revenue</u>
Patient revenues	\$80,025,124	\$34,476,349	\$2,535,077	\$43,013,698

## 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.

	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
2020	2.153601%	\$30,412,385	\$48,552,102	62.64%	91.67%
2019	2.184743%	35,292,595	50,556,513	69.81%	90.26%
2018	2.113662%	37,826,081	50,712,584	74.59%	88.88%
2017	2.121410%	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 10-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 10 years of information is available.

	Proportion of the Net Pension Asset	Proportionate Share of the Net Pension Asset	Covered Payroll	Proportionate Share of the Net Pension Asset as a Percentage of Its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2020	2.336161%	\$968,981	\$21,915,711	4.42%	122.36%
2019	2.197890%	847,796	16,399,694	5.17%	132.39%
2018	2.094340%	434,336	11,157,589	3.89%	131.51%
2017	2.054754%	173,103	6,330,672	2.73%	130.56%
2016	2.184792%	60,758	2,379,157	2.55%	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 10-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 10 years of information is available.



	Contractually Determined Contributions	Contributions in Relation to Contractually Determined Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2020	\$ 9,344,941	\$ 9,344,941	\$ -	\$47,530,893	19.66%
2019	9,337,610	9,337,610	-	48,552,102	19.23%
2018	9,540,014	9,540,014	-	50,556,513	18.87%
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%

**Notes to Schedule:**

Changes of assumptions: In 2017, the following assumptions were changed: decreased inflation rate from 3% to 2.5%; decreased the investment rate of return from 7.5% to 7.25%; decreased the cost-of-living adjustment from 2.5% to 2.25%; and decreased salary growth graded ranges from an average of 4.25% to an average of 4%.

To correspond with the reporting date, the amounts presented were determined as of June 30 of the stated fiscal year.

	Contractually Determined Contributions	Contributions in Relation to Contractually Determined Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2020	\$ 481,545	\$ 481,545	\$ -	\$27,834,900	1.73%
2019	363,782	363,782	-	21,915,711	1.66%
2018	630,229	630,229	-	16,399,694	3.84%
2017	430,143	430,143	-	11,157,589	3.86%
2016	244,997	244,997	-	6,330,672	3.87%
2015	92,133	92,133	-	2,379,157	3.87%

**Notes to Schedule:**

Changes of assumptions: In 2017, the following assumptions were changed: decreased inflation rate from 3% to 2.5%; decreased the investment rate of return from 7.5% to 7.25%; decreased the cost-of-living adjustment from 2.5% to 2.25%; and decreased salary growth graded ranges from an average of 4.25% to an average of 4%.

- 1) This is a 10-year schedule; however, contributions to this plan began in 2015. Years will be added to this schedule in future years until 10 years of information is available.
- 2) To correspond with the reporting date, the amounts presented were determined as of June 30 of the stated fiscal year.

	University's Proportion of the Collective Total/Net OPEB Liability	University's Proportionate Share of the Collective Total/Net OPEB Liability	University's Covered-employee Payroll	University's Proportionate Share of the Collective Total/Net OPEB Liability as a Percentage of Its Covered- employee Payroll
2020	2.1631101485%	\$20,596,707	\$97,220,848	21.19%
2019	2.2049885738%	30,544,345	100,835,192	30.29%
2018	2.0568595285%	27,614,178	101,025,263	27.33%

- 1) This is a 10-year schedule; however, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.
- 2) The amounts reported for each fiscal year were determined as of the prior fiscal year-end.

	Actuarially Determined Contributions	Contributions in Relation to Actuarially Determined Contributions	Contribution Deficiency (Excess)	Covered- employee Payroll	Contributions as a Percentage of Covered- employee Payroll
2020	\$3,445,774	\$3,445,774	\$ -	\$97,220,848	3.54%
2019	2,805,846	2,805,846	-	100,835,193	2.78%

- 1) This is a 10-year schedule; however, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.
- 2) Actuarially determined contribution rates are determined based on valuations as of June 30 two years prior to the fiscal year-end in which the contributions are reported.

	University's Proportion of the Collective Total OPEB Liability	University's Proportionate Share of the Collective Total OPEB Liability	Primary Government's Proportionate Share of the Collective Total OPEB Liability	Total OPEB Liability Associated With the University	University's Covered- employee Payroll	University's Proportionate Share of the Collective Total OPEB Liability as a Percentage of Its Covered- employee Payroll
2020	0.0%	\$ -	\$ 4,140,482	\$ 4,140,482	\$ 120,400,919	0.0%
2019	0.0%	-	4,261,072	4,261,072	119,545,546	0.0%
2018	0.0%	-	4,092,142	4,092,142	119,808,196	0.0%

- 1) There are no assets accumulating in a trust that meets the criteria in paragraph 4 of GASB Statement 75 related to this OPEB plan.
- 2) This is a 10-year schedule; however, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.
- 3) The amounts reported for each fiscal year were determined as of the prior fiscal year-end.

**EAST TENNESSEE STATE UNIVERSITY**  
**Supplementary Schedule of Cash Flows - East Tennessee State University Foundation**  
**For the Year Ended June 30, 2020**

<b>Cash flows from operating activities</b>	
Gifts and contributions	\$ 7,491,929.98
Payments to suppliers and vendors	(2,315,055.01)
Payments for scholarships and fellowships	(2,750,549.19)
Payments to or on behalf of ETSU	(4,009,232.50)
Other receipts (payments)	1,641,994.43
<b>Net cash provided by operating activities</b>	<b>59,087.71</b>
<b>Cash flows from noncapital financing activities</b>	
Private gifts for endowment purposes	1,618,534.46
<b>Net cash provided by noncapital financing activities</b>	<b>1,618,534.46</b>
<b>Cash flows from investing activities</b>	
Proceeds from sales and maturities of investments	47,668,536.05
Income on investments	2,769,895.73
Purchases of investments	(50,258,361.36)
<b>Net cash provided by investing activities</b>	<b>180,070.42</b>
Net increase in cash and cash equivalents	1,857,692.59
Cash and cash equivalents - beginning of year	8,890,470.62
<b>Cash and cash equivalents - end of year</b>	<b>\$ 10,748,163.21</b>
<b>Reconciliation of operating loss to net cash provided by operating activities:</b>	
Operating loss	\$ (325,104.48)
Adjustments to reconcile operating loss to net cash provided by operating activities:	
Noncash operating expenses	56,601.00
Change in assets and liabilities:	
Pledges receivable, net	148,521.19
Other receivables	(189.00)
Accounts payable	181,680.88
Other liabilities	(2,421.88)
<b>Net cash provided by operating activities</b>	<b>\$ 59,087.71</b>
<b>Noncash investing, capital, or financing transactions</b>	
Loss on disposal of other assets	\$ (12,117.66)
Unrealized losses on investments	\$ (1,426,160.33)

**EAST TENNESSEE STATE UNIVERSITY**  
**Supplementary Schedule of Cash Flows - Medical Education Assistance Corporation**  
**For the Year Ended June 30, 2020**

<b>Cash flows from operating activities</b>	
Collections from patient charges	\$ 42,711,946.00
Payments to employees	(28,542,925.00)
Payments for benefits	(2,499,671.00)
Payments to suppliers and vendors	(6,257,729.00)
Other receipts (payments)	325,700.00
<b>Net cash provided by operating activities</b>	<b>5,737,321.00</b>
<b>Cash flows from noncapital financing activities</b>	
Proceeds from Paycheck Protection Program loan - CARES Act	4,896,317.00
Gifts and grants for other than capital purposes	854,856.00
Payments to or on behalf of ETSU or ETSU Foundation	(1,396,255.00)
<b>Net cash provided by noncapital financing activities</b>	<b>4,354,918.00</b>
<b>Cash flows from capital and related financing activities</b>	
Proceeds from sale of property and equipment	15,000.00
Purchases of capital assets and construction	(135,092.00)
<b>Net cash used for capital and related financing activities</b>	<b>(120,092.00)</b>
<b>Cash flows from investing activities</b>	
Proceeds from sales and maturities of investments	9,358,437.00
Income on investments	289,763.00
Purchases of investments	(8,449,016.00)
Other investing receipts (payments)	127,122.00
<b>Net cash provided by investing activities</b>	<b>1,326,306.00</b>
Net increase in cash	11,298,453.00
Cash - beginning of year	8,608,467.00
<b>Cash - end of year</b>	<b>\$ 19,906,920.00</b>
<b>Reconciliation of operating gain to net cash provided by operating activities:</b>	
Operating gain	\$ 6,058,654.00
Adjustments to reconcile operating gain to net cash provided by operating activities:	
Noncash operating expenses	465,550.00
Changes in assets and liabilities:	
Receivables	(1,960,513.00)
Prepaid expenses	(413,781.00)
Accounts payable	771,181.00
Accrued liabilities	181,515.00
Compensated absences	(105,801.00)
Deposits held in custody for others	415,319.00
Unearned revenue	909,962.00
Other liabilities	(584,765.00)
<b>Net cash provided by operating activities</b>	<b>\$ 5,737,321.00</b>
<b>Noncash investing, capital, or financing transactions</b>	
Unrealized gains on investments	\$ 76,335.00
Loss on disposal of capital assets	\$ (3,285.00)



JUSTIN P. WILSON  
Comptroller

JASON E. MUMPOWER  
Deputy Comptroller

**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 Lee, 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, 2020, 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 11, 2020. 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 entity's 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, and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, we identified the following deficiency in internal control that we consider to be a material weakness:

- East Tennessee State University did not provide adequate internal controls in three areas.

This deficiency is described in the Finding and Recommendation 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*.

## **East Tennessee State University's Response to Finding**

The university's response to the finding identified in our audit is included in the Finding and Recommendation section of this report. The university's response was not subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we express no opinion on it.

## **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.



Katherine J. Stickel, CPA, CGFM, Director  
Division of State Audit  
December 11, 2020

## **Finding and Recommendation**

### **East Tennessee State University did not have adequate internal controls in three areas**

The university did not design and monitor effective internal controls in three areas. For two of the areas, we found internal control deficiencies related to one of the university's systems that were in violation of university policies or industry-accepted best practices. We also observed another condition where adequate written internal controls were not in place.

Ineffective implementation and operation of internal controls increases the likelihood of errors, data loss, and unauthorized access to university information. Pursuant to Standard 4.40 of the U.S. Government Accountability Office's *Governmental Auditing Standards*, we omitted details from this finding because they are confidential under the provisions of Section 10-7-504(i), *Tennessee Code Annotated*. We provided the university with detailed information regarding the specific conditions we identified, as well as the related criteria, causes, and our specific recommendations for improvement.

### **Recommendation**

Management should ensure that these conditions are remedied by promptly developing and consistently implementing internal controls in these areas. Management should implement effective controls to ensure compliance with applicable requirements; assign staff to be responsible for ongoing monitoring of the risks and mitigating controls; and take action when deficiencies occur.

### **Management's Comment**

We concur with the finding and recommendation.

The three areas indicated in the report have undergone review by management. Internal controls have been developed to address the conditions identified. New procedures have been established to ensure separation of duties as well as to assign responsibility for ongoing monitoring to staff. Annual training of staff will be conducted, and documentation of attendance will be maintained.

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 23, 2021

ITEM: Recommendation Log

COMMITTEE: Audit Committee

PRESENTED BY: Rebecca A. Lewis, CPA  
Chief Audit Executive

Audit reports often contain recommendations to improve internal controls or procedures. For each recommendation, management must respond with a corrective action plan. A follow-up review of these corrective action plans is later performed by Internal Audit. A log is maintained to track the status of prior audit recommendations and is communicated to the Board of Trustees' Audit Committee each meeting.

East Tennessee State University		
Internal Audit Recommendation Log as of March 31, 2021		
Area	Recommendation	Status
Off Campus Domestic & International Programs	Controls over Off Campus Domestic & International Programs 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
Johnson City Community Health Centers (JCCHC) - Financial Procedures	Cash receipting procedures need improvement.	Green
	Patient account and billing procedures need improvement.	Blue
JCCHC - Patient Safety	Physicians review of charts procedures need improvement.	Green
Third Party Servers	Weaknesses in five specific areas need corrected in order to improve internal controls.	Green
Jeanne Clery Act Compliance	ETSU's Annual Security & Fire Safety Report should match the Department of Education crime	Blue
Little Bucs and Child Study Center	Changes in practices should be considered in order to improve the financial status of the centers.	Green
	All DHS Regulations should be adhered to by both centers.	Green
Golf Expenditures	Management should ensure all hotel deposits are credited on the final invoice.	Blue
Women's Soccer Expenditures	Management should continue to review Procard charges during the reconciliation process to ensure overpayments do not exist. If overpayments are identified, refunds should be requested.	Blue
Honors College Timekeeping	Timesheets need to be maintained for all employees in accordance with ETSU policies.	Blue
	Procedures related to working overtime needs improvement.	Blue
Internal Medicine	Current policies and procedures over grants need to be reviewed and strengthened within various academic departments, the Office of Research and Sponsored Programs, and Grant Accounting.	Green
Psychology	Controls over petty cash funds for research projects needs improvement.	Green
	Expenditures made with research funds should agree with the grant agreement and/or approved IRB study.	Green
	Researchers should follow all IRB policies and procedures.	Green
College of Nursing - Office of Practice	Internal controls over deposit processes within the Bursar's Office needs improvement.	Green
Dependent/Spouse Tuition Discount	Procedures related to dependent/spouse tuition discounts needs improvement.	Green
College of Nursing - Office of Practice	Internal controls over the handling and safeguarding of petty cash needs improvement.	Green
Human Patient Simulation Laboratory	Procedures related to conflict of interest need improvement.	Green
	Processes related to licensing agreements need improvement.	Green

<b>Legend:</b>	
Actions completed since previous Audit Committee Meeting	Blue
Actions are progressing in a timely fashion or not yet due	Green
Actions are slightly overdue	Yellow
Actions are significantly overdue	Red