

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
AUDIT COMMITTEE
APRIL 2019 MEETING

9:00-10:00 am EDT
Friday
April 26, 2019

The Millennium Center
2001 Millennium Pl
Johnson City, TN

AGENDA

- I. Call to Order
- II. Roll Call
- III. [Approval of the Minutes of the Audit Committee February 22, 2019](#)
- IV. [Annual Review of Audit Committee Charter and Internal Audit Charter \(5 minutes\)](#)
 - A. [Audit Committee Charter](#)
 - B. [Internal Audit Charter](#)
- V. [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](#)
- VI. [Revisions to the 2018-19 Audit Plan \(5 minutes\)](#)
- VII. [Audits and Investigations Performed \(10 minutes\)](#)
 - A. [Timekeeping – Library Administration](#)
 - B. [Jeanne Cleary Act Compliance](#)
 - C. [Memorandum on Investigations](#)
 - D. [Completed Audit Heat Map](#)
- VIII. [Recommendation Log Status as of March 31, 2019 \(5 minutes\)](#)
- IX. [Review of Audited Financial Statements from the Comptroller of the Treasury \(5 minutes\)](#)
- X. Other Business
- XI. Executive Session to Discuss Active Audits and Enterprise Risk Management (15 minutes)
- XII. Adjournment

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: April 26, 2019

ITEM: Approval of the Minutes of February 22, 2019

COMMITTEE: Audit Committee

RECOMMENDED ACTION: Approve

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

The minutes of the February 22, 2019 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 22, 2019 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

The East Tennessee State University Board of Trustees Audit Committee met at 9 a.m. on Friday, February 22, 2019, at the Millennium Center in Johnson City.

I. Call to Order

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

II. Roll Call

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

Ron Ramsey

David Golden

Other trustees in attendance were Janet Ayers, Dr. Linda Latimer, and Jim Powell. Guests at the meeting were Rebecca Lewis, chief internal auditor; Dr. Brian Noland, ETSU president; Dr. Bill Block, dean of the Quillen College of Medicine; James Batchelder, assistant dean for fiscal affairs, College of Clinical and Rehabilitative Health Sciences; Dr. Lauren Collier, director of institution and board affairs, Tennessee Higher Education Commission; and Joe Smith, executive assistant to the president for University Relations (taking minutes).

III. Approval of the Minutes of the Audit Committee, November 16, 2018

The minutes of the November 16, 2018 Audit Committee meeting were presented. Trustee Ramsey made the motion for approval and Chairman Golden seconded the motion. Minutes approved.

IV. Revisions to the FY 2018-2019 Audit Plan

Ms. Rebecca Lewis reported that several investigations have been added since the November 2018 audit committee meeting. These included four allegations of fraud and abuse. Two of these investigations were logged by the Office of Internal Audit but referred to another department at ETSU.

An audit of volleyball expenditures has been added following the resignation of the head ETSU volleyball coach. It is ETSU's protocol to audit each head coach when he/she departs the university.

A follow-up of the payroll services fraud investigation was added to this fiscal year. Ms. Lewis noted it was her desire to perform this follow-up investigation as soon as possible to ensure proper controls are in place to mitigate the risks of future theft of payroll.

Because new audits have been added to the FY 2018-19 audit plan, others have been removed from the schedule and will be added in a future audit plan.

V. Audit Work Performed November 2018 through January 2019

Ms. Lewis provided an overview of the audit of WETS-FM public radio station for fiscal year 2018. This audit was conducted in accordance with the Annual Audit Plan, and an annual financial statement audit is required by the Corporation for Public Broadcasting (CPB) for all non-commercial radio stations that receive Community Service Grants. There were no findings associated with this audit. A copy of the completed audit heat map was presented.

VI. Recommendation Log Status as of January 31, 2019

Ms. Lewis reported on the follow-up reviews that have been performed since the November 2018 audit committee meeting. Corrective actions had been recommended in regards to a previous case and have since been implemented.

VII. Other Business

No other business items were brought forward. The Audit Committee concluded its meeting and moved into Executive Session.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 26, 2019

ITEM: Annual Review of Charters

COMMITTEE: Audit Committee

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

Audit Committee Charter – The specifications in TCA § 4-35-103 require that an audit committee develop a charter addressing the committee’s purpose, powers, duties, and mission. As outlined in TCA § 4-15-105 the responsibilities of the Audit Committee include “overseeing the university’s financial reporting and related disclosures, especially when financial statements are issued; evaluating management’s assessment of the body’s system of internal controls; formally reiterating, on a regular basis, to the state governing board, council, commission, equivalent body, or management and staff of the agency to which the audit committee is attached, the responsibility of the state governing board, council, commission, equivalent body, or management and staff of the agency for preventing, detecting, and reporting fraud, waste, and abuse; serving as a facilitator of any audits or investigations of the body to which the audit committee is attached, including advising auditors and investigators of any information the audit committee may receive pertinent to audit or investigative matters; informing the comptroller of the treasury of the results of assessment and controls to reduce the risk of fraud; and promptly notifying the comptroller of the treasury of any indications of fraud.”

Internal Audit Charter – The Office of Internal Audit adheres to the Institute of Internal Auditors’ mandatory guidance including the Definition of Internal Auditing, the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, and the *International Standards for the Professional Practice of Internal Auditing (Standards)*. To that end, the Office of Internal Audit has a charter, which outlines the following, the Office’s: purpose; authority and scope; role and responsibility; organizational status/reporting structure; audit standards and ethics; and how often the charter should be reviewed.

East Tennessee State University

Audit Committee Charter

I. Purpose and Mission

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

The Audit Committee will provide oversight in the following areas:

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

II. Authority

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

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

III. Responsibilities

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

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

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

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

B. External Audits

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

C. Internal Audit Activities

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

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

D. Internal Audit Administration

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

E. Risk, Internal Control and Compliance

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

- d. information and communication—using and sharing relevant, reliable, and timely information; and
 - e. monitoring —tracking improvement initiatives and identifying additional actions needed to further improve program efficiency and effectiveness.
- 4. Review and evaluate the enterprise risk management process performed by institutional management, and
 - 5. Inform the Comptroller of the Treasury of the results of enterprise risk management process.
- F. Fraud
- 1. Ensure that the Board and the institution have an effective process in place to prevent, detect, and report fraud, waste and abuse.
 - 2. Establish a process for employees, taxpayers and other citizens to confidentially report suspected illegal, improper, wasteful, or fraudulent activity.
 - 3. Inform the Comptroller of the Treasury of assessments of controls to reduce risks of fraud.
 - 4. Promptly report indications of fraud to the Comptroller of the Treasury.
 - 5. Facilitate audit and investigative matters, including advising auditors and investigators of any pertinent information received by the Audit Committee.
- G. Other
- 1. Review and assess the adequacy of the Audit Committee’s charter annually, requesting Board approval for any proposed changes.
 - 2. Ensure there are procedures for the receipt, retention, and treatment of complaints about accounting, internal controls, or auditing matters.
 - 3. Review East Tennessee State University’s code of conduct and/or policies regarding employee conduct to ensure that they are easy to access, are widely distributed, are easy to understand and implement, include a confidential mechanism for reporting code violations, are enforced, and include a conflict of interest policy.
 - 4. Review East Tennessee State University’s conflict of interest policy to ensure that the term “conflict of interest” is clearly defined, the policy is comprehensive, annual signoff is required, and potential conflicts are adequately resolved and documented.

IV. Independence

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

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

V. Membership

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

VI. Meetings

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

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

Approvals

Approved by:

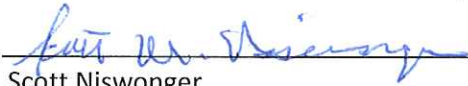


David A. Golden
Chair of the Audit Committee

Date:

9-8-17

Approved by:



Scott Niswonger
Chairman of the Board

Date:

9-8-17

East Tennessee State University

Internal Audit Charter

Introduction

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

Purpose

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

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

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

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

Authority and Scope

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

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

Role and Responsibility

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

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

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

Organizational Status/Reporting Structure

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

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

Audit Standards and Ethics

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

Periodic Review of Internal Audit Charter

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



President, East Tennessee State University

4/10/18

Date



Chief Internal Auditor, East Tennessee State University

4/10/18

Date

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 26, 2019

ITEM: Annual Review of Audit Policies

COMMITTEE: Audit Committee

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

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

Governance, Organization, and General Policies

Applicable Divisions

TCATs, Community Colleges, System Office, Board Members

Purpose

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

Definitions

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

Policy

I. Objectives of the Conflicts of Interest Policy

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

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

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

1. Federal Regulations

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

2. Tennessee State Law

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

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

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

3. TBR Policies

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

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

III. Supplementary Institutional Policies and Regulations

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

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

IV. Applicability

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

V. General Principles

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

VI. Situations and Activities Creating a Conflict of Interest

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

1. Self-dealing

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

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

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

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

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

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

(4) Acceptance of Gifts, Gratuities, or Favors

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

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

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

(5) Exceptions

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

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

(vii) Participation in institution or foundation fundraising and public relations activities, i.e. golf tournaments and banquets, where persons or entities identified in Section VI.A.1.b.(4) provide sponsorships; and
(viii) Loans from established financial institutions made in the ordinary course of business on usual and customary terms, so long as there are no guarantees or collateral provided by any person described in Section VI.A.1.b.(4)

2. Inappropriate use of students or support staff

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

3. Inappropriate use of State owned resources

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

4. Failure to disclose intellectual property

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

VII. General Disclosure Requirements

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

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

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

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

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

IX. Special Disclosure Requirements for Regents and Certain TBR Employees

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

X. Review of Disclosures

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





XI. Sanctions

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

XII. Appeals

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

Exhibits

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

Sources

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

Related Policies

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

Contact

Mickey Sheen

615-366-4437

mickey.sheen@tbr.edu

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 26, 2019

ITEM: Revisions to the 2018-19 Audit Plan

COMMITTEE: Audit Committee

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

The following revisions to the original 2018-19 audit plan are requested:

Additions

- FWA 19-08 – Investigation due to concerns received by Internal Audit.
- FWA 19-09 – Investigation due to concerns received by Internal Audit.
- Golf Expenditures – Special Request due to the retirement announcement of the head coach.

Deletions

- ACUA Track Coordinator FY 2019
- Follow-Up JCCHC Financial Procedures – Implementing new procedures and would like us to wait until next year.
- Follow-Up JCCHC Patient Safety – Implementing new procedures and would like us to wait until next year.

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 26, 2019

ITEM: Audits and Investigations Performed

COMMITTEE: Audit Committee

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

Ms. Lewis will provide an overview of the audits and internal investigations completed during the period February 1, 2019 to March 31, 2019.

Audits

- Timekeeping: Library Administration – An audit of Library Administration’s timekeeping was conducted by Internal Audit personnel in accordance with the Annual Audit Plan. The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*. The objectives of the audit were to evaluate the adequacy of the internal controls over timekeeping, determine compliance with university policies and procedures, and to make recommendations for correcting deficiencies or improving operations.
- Jeanne Cleary Act Compliance – An audit of ETSU’s Cleary Act compliance was conducted by Internal Audit personnel in accordance with the Annual Audit Plan. The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing*. The objectives of the audit were to evaluate the adequacy of Clery Act compliance procedures, determine the accuracy of statistics published in the Annual Security and Fire Safety Report to the United States Department of Education, and to make recommendations for correcting deficiencies or improving procedures in compliance with Federal regulations.

Investigations

Center for Academic Achievement (FWA 19-08) – Due to the appearance of inappropriate procurement card (procard) purchases, an investigative review of the Center for Academic Achievement (CAA) at East Tennessee State University (ETSU) was conducted by Internal Audit. All transactions in question were charged to state accounts. In addition, concerns regarding potential abuse of time were also reviewed.

**East Tennessee State University
Timekeeping – Library Administration
For the Period from July 2017 – June 2018**

Key Staff Person: Payroll, Human Resources, and Timekeepers	Auditor: Internal Auditor
Introduction: An audit of Library Administration’s timekeeping was conducted by Internal Audit personnel in accordance with the Annual Audit Plan. The audit was performed in accordance with the <i>International Standards for the Professional Practice of Internal Auditing</i> .	
Objectives: <ul style="list-style-type: none"> • To evaluate the adequacy of the internal controls over timekeeping. • To determine compliance with university policies and procedures. • To make recommendations for correcting deficiencies or improving operations. 	
Total Questioned Costs/Losses: None	Total Recoveries: N/A
<p>Audit Results:</p> <p><i>Finding – <u>Monitoring the work schedules for employees on FMLA needs improvement.</u></i></p> <p>Family Medical Leave Act (FMLA) documents obtained from the physician did not always match employee’s work schedules per a review of timesheets. A review of these documents revealed the following:</p> <ul style="list-style-type: none"> • An employee was incapacitated for a single continuous two-week period and therefore not allowed to work according to the physician’s statement. Based on the timesheets, the employee worked, on a part-time basis, during the entire two-week period. • An employee was limited to working part-time for an approximate six-week period according to the physician statement. Based on a review timesheets, the employee worked a full 7.5 hour day for 29 of 33 days during this period. Even though the hours allowed to work were an estimate, the actual hours worked per the timesheets during this period far exceeded the doctor’s recommendation. In addition, the FMLA paperwork from the doctor indicated that the employee would require weekly medical appointments and services during this time. The timesheets did not reflect leave taken during this period for these appointments. • An employee was on full-time FMLA for approximately 2 weeks according to the physician’s documentation. Based on the timesheet review, the employee worked a few hours one day during this time. • An employee was on intermittent FMLA for a five-week period based on the physician’s statement. However, the employee returned to work full-time after the third week according to the timesheets. <p><u>Recommendation:</u> Management should closely monitor any employee on FMLA to ensure they are taking leave in accordance with the physician’s recommendations. If an employee feels they can return to work before their FMLA expires, a written note from the physician should be obtained and maintained in the file in Human Resources.</p>	

Management's Response: In response to the findings from Internal Audit, the Sherrod Library will review campus policies regarding FMLA and timekeeping. The Library will also develop and implement training for Administration, Supervisors, and Staff to ensure all within the Sherrod Library involved follow the appropriate policies and practices regarding FMLA.

Additional Concerns and Overall Conclusion - There were a few minor errors in which the timesheets were not accurately entered into the Time Records System (TRS). Audit will provide management with copies of these discrepancies that need to be corrected through Payroll.

The audit objectives were met.

Restriction on Use of Report: *This report is intended solely for the internal use of East Tennessee State University and ETSU's Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the Office of Internal Audit and handled in accordance with institutional policies.*

**East Tennessee State University
Jeanne Clery Act Compliance
For the Calendar Year 2016**

Key Staff Person: Clery Coordinator

Auditor: Internal Auditor

Introduction: An audit of East Tennessee State University’s Compliance with the Jeanne Clery Act was conducted by Internal Audit personnel in accordance with the Annual Audit Plan. The Clery Act was passed in 1990 and requires all Colleges and Universities that participate in Federal Financial Aid programs to report certain information regarding crimes and safety procedures to the United States Department of Education (DoE). Failure to properly report this information can result in civil penalties which can be substantial if there is significant non-compliance, as well as affecting access to federal financial aid funds. The DoE conducts periodic reviews of compliance at various institutions and investigates complaints related to institutional compliance and handling of investigations.

Below is a basic summary of current Clery Act Requirements:

- Publish an annual security report by October 1 each year. All students and employees must be notified of the report publication each year by the October 1st deadline and the report must be readily available to all Students and employees. The crime statistics in the annual report must be provided to the United States Department of Education
- Public Safety must maintain a current, updated public crime log available to the public for the most recent 60 days.
- Crimes must be reported for on-campus incidents, on-campus housing incidents, off-campus facilities, and public areas immediately adjacent to the university. For reportable public areas, a local police report should be obtained and the incidents reported.
- Timely warnings must be issued in a manner that will reach all members of the campus community that involve a serious threat.
- The University must have an emergency response and evacuation policy in place and a summary of those procedures must be included in the Annual Security and Fire Safety Report.
- University emergency response procedures must be tested once annually and notice given to the campus community.
- The university must maintain an up to date fire log that is accessible to the public and an annual fire report must be included in the Annual Security and Fire Safety report and provided to the United States Department of Education.
- The university must have policies and procedures in place to handle reports of missing students and the policies should be disclosed in the Annual Security and Fire Safety report.

The crime categories reportable under the Clery Act include the following: murder/non-negligent manslaughter, manslaughter by negligence, robbery, aggravated assault, burglary, motor vehicle theft, arson, sexual assault (rape, incest, fondling, and statutory rape), weapon law violations, drug abuse violations, liquor law violations, hate crimes, and campus SaVE Act crimes (domestic violence, dating violence, and stalking).

Objectives:

1. To evaluate the adequacy of Clery Act compliance procedures.
2. To determine the accuracy of statistics published in the Annual Security and Fire Safety Report and to the United States Department of Education.
3. To make recommendations for correcting deficiencies or improving procedures in compliance with Federal regulations.

Scope of the Audit:

The audit was performed in accordance with the *International Standards for the Professional Practice of Internal Auditing* and included procedures as were considered necessary in the circumstances.

Total Questioned Costs/Losses: None

Total Recoveries: N/A

Finding: *Differences exists between ETSU's Annual Security & Fire Safety Report and the DoE's crime statistics for the Calendar Year 2016.*

When comparing the crime statistics for Calendar Year 2016, discrepancies between ETSU's *Annual Security and Fire Safety Report* and the DoE's statistics were discovered. Necessary corrections were communicated to ETSU's Clery Coordinator during the course of the audit. The DoE's website (<https://ope.ed.gov/CampusSafety/>) was behind on updating their data. Up until February 2019, the latest data posted for ETSU was for 2016. Most of the discrepancies discovered were resolved in March 2019 when DoE posted 2017 data along with 2016 corrections. As of the audit report date, only one discrepancy remains and is as follows:

	ETSU's Annual Report	DoE Statistics
Unfounded	0	1

Management responsible for Clery Act reporting should carefully check Clery statistics for accuracy before each annual report is published. These reports should match the data reported by the DoE. If discrepancies are discovered, the DoE should be notified immediately.

Management's Response: We concur with the findings and recommendations contained in the Clery Audit Report. In the future, we will take the following steps to help prevent similar errors:

- Ensure data for the Annual Security & Fire Safety Report and the DoE's crime statistics originate from the same data set.
- Conduct a multi-person review of the Annual Security & Fire Safety Report before publishing.
- Conduct a multi-person review of the DoE's crime statistics data before submitting.

Restriction on Use of Report: *This report is intended solely for the internal use of East Tennessee State University and ETSU's Board of Trustees. It is not intended to be and should not be used for any other purpose. The distribution of the report to external parties must be approved by the Office of Internal Audit and handled in accordance with institutional policies*



EAST TENNESSEE STATE UNIVERSITY

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

MEMORANDUM

TO: ETSU Board of Trustees' Audit Committee

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

SUBJECT: Completed Investigations – February 1 to March 31, 2019

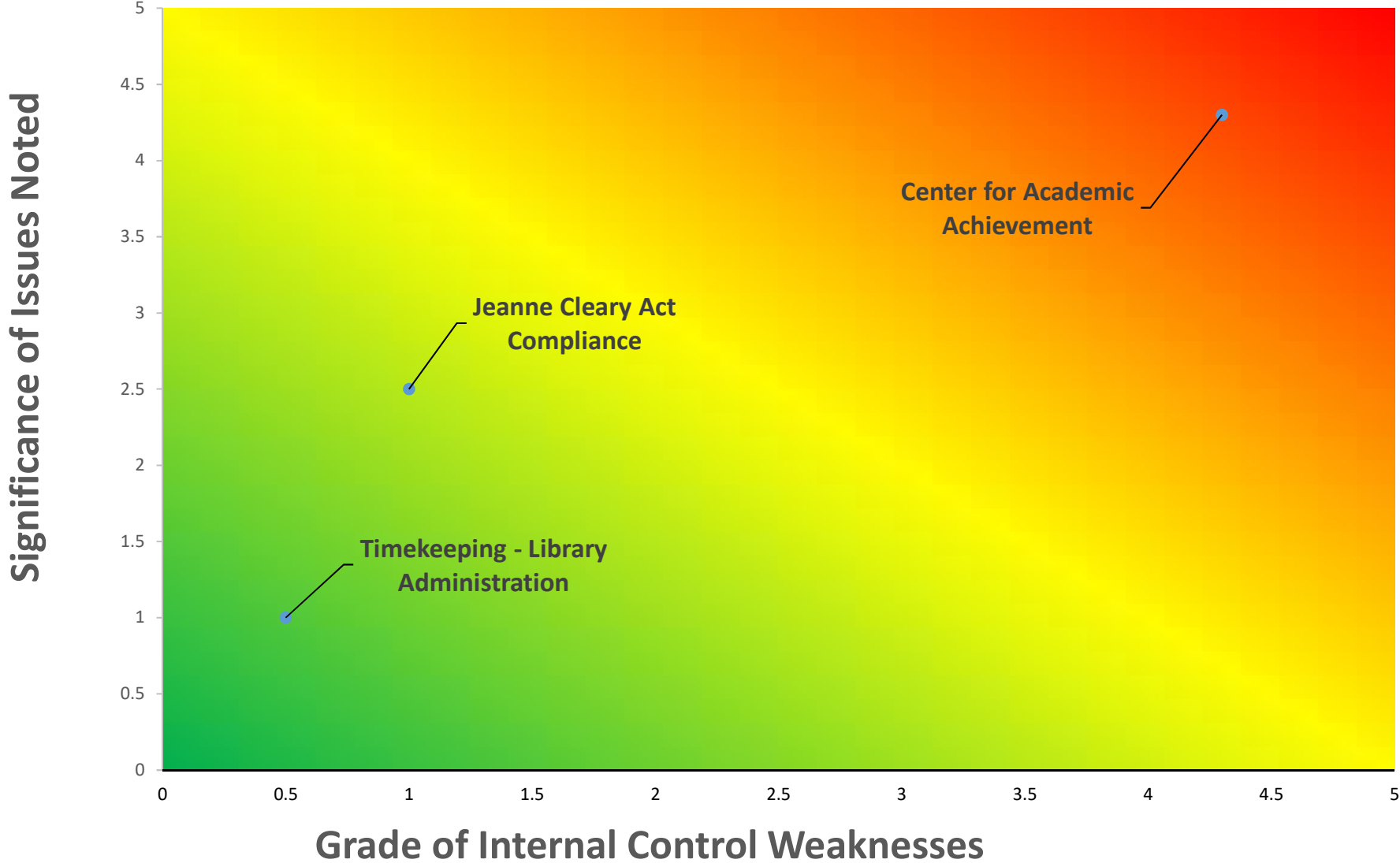
DATE: April 26, 2019

Below is a summary of the investigations completed between February 1 and March 31, 2019.

Center for Academic Achievement (FWA 19-08): The investigation revealed the Director incurred \$17,322.16 worth of personal purchases using a University procard. The questionable items purchased had no known business purpose and appeared to be purchased for the Director's personal use. In addition, the review identified 833.3 hours of annual/sick leave the Director failed to report between August 2015 and January 2019. Total questioned costs related to these hours totaled \$29,604.87. Management over the CFAA is implementing appropriate controls to help mitigate the risk associated with procards and timekeeping and will be taking necessary actions related to the Director as deemed necessary.

Heat Map of Completed Audits

from February 1 - March 31, 2019



EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 26, 2019

ITEM: Recommendation Log Status

COMMITTEE: Audit Committee

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

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

East Tennessee State University		
Internal Audit Recommendation Log as of March 31, 2019		
Area	Recommendation	Status
Off Campus Domestic & International Programs	Controls over Off Campus Domestic & International Programs needs improvement.	Green
Tennis Expenditures See Additional details in report Issued: June 9, 2017 (Coach A) and October 27, 2017 (Coach B)	General/Overall concerns of travel claim reimbursements need improvement	Green
	Internal controls related to the following expenditure items needs improvement: (1) team meals and snacks, (2) stringing services, (3) registration fees, (4) transportation expenses, and (5) other disbursements.	Green
	Internal controls related to donations and refunds received need improvement	Green
	Internal controls related to reporting of leave used by the coaches need improvement	Green
Baseball Expenditures	Procedures related to team travel need improvement.	Green
	Student workers should be compensated for all hours worked.	Green
Women's Tennis Expenditures (Coach C)	Expenditures which could be considered compensation should not be submitted on the travel claim.	Green
Child Study Center	The collection of revenue and payment of expenditures related to the pride picnic should follow university policies and procedures as well as any applicable state laws.	Green
Language and Culture Resource Center	Internal Controls related to the collection of revenues and payment of expenditures related to the Corozon Latino Festival needs improvement.	Green
	Internal Controls related to the remittance of sales tax on vendor revenue needs improvement.	Green
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 - Financial Procedures	Cash receipting procedures need improvement.	Green
	Patient account and billing procedures need improvement.	Green
Johnson City Community Health Centers - Patient Safety	Privileging and credentialing procedures need improvement.	Green
	Follow-up appointment procedures need improvement.	Green
	Physicians review of charts procedures need improvement.	Green
Payroll Services Fraud	Internal controls over changes in an employee's direct deposit information need improvement.	Blue
Football Expenditures	Procedures related to Procard use needs improvement.	Green
	Procedures related to volunteers needs improvement.	Green
Physical Therapy	Controls and procedures related to cash receipts, purchasing, and deposit of funds over student-led events needs improvement.	Green
Timekeeping - Library Administration	Monitoring the work schedules for employees on FMLA needs improvement.	Green
Center for Academic Achievement	Personal purchases should not be paid using university procards/funds.	Green
	Annual/sick leave used should be properly report on employees' timesheets.	Green
Jeanne Clery Act Compliance	ETSU's Annual Security & Fire Safety Report should match the Department of Education crime statistics.	Green

Legend:	
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

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

INFORMATION ITEM

DATE: April 26, 2019

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

COMMITTEE: Audit Committee

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

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



**STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY**



EAST TENNESSEE STATE UNIVERSITY

Financial and Compliance Audit Report

For the Year Ended June 30, 2018

Justin P. Wilson, Comptroller



Division of State Audit

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JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Deputy Comptroller

January 23, 2019

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, 2018. You will note from the independent auditor's report that unmodified opinions were given on the fairness of the presentation of the financial statements.

Consideration of the internal control over financial reporting and tests of compliance resulted in no audit findings.

Sincerely,

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

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

19/001

Audit Report
East Tennessee State University
For the Year Ended June 30, 2018

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State of Tennessee

A u d i t H i g h l i g h t s

Comptroller of the Treasury

Division of State Audit

Financial and Compliance Audit

East Tennessee State University

For the Year Ended June 30, 2018

Opinions on the Financial Statements

The opinions on the financial statements are unmodified.

Audit Findings

The audit report contains no findings.



JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Chief of Staff

Independent Auditor's Report

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

Report on the Financial Statements

We have audited the accompanying financial statements of East Tennessee State University, an institution of the State University and Community College System of Tennessee, which is a component unit of the State of Tennessee, and its discretely presented component units as of and for the year ended June 30, 2018, 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, 2018; 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, 2018, 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 22, the university implemented Governmental Accounting Standards Board Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, during the year ended June 30, 2018. Our opinion is not modified with respect to this matter.

As discussed in Note 24, the financial statements of East Tennessee State University Foundation, a discretely presented component unit of East Tennessee State University, include investments valued at \$2,592,446.70 (2.47% of net position of the foundation), whose fair values have been estimated by management in the absence of readily determinable fair values. Management's estimates are based on information provided by the fund managers. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 6 through 15; the schedule of East Tennessee State University's proportionate share of the net pension liability – Closed State and Higher Education Employee Pension Plan within TCRS on page 61; 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 62; the schedule of East Tennessee State University's contributions – Closed State and Higher Education Employee Pension Plan within TCRS on page 63; the schedule of East Tennessee State University's contributions – State and Higher Education Employee Retirement Plan within TCRS on page 64; the schedule of East Tennessee State University's proportionate share of the collective total OPEB liability – Closed State Employee Group OPEB Plan on page 65; and the schedule of East Tennessee State University's proportionate share of the collective total OPEB liability – Closed Tennessee OPEB Plan on page 66 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.

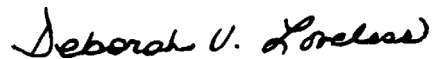
Supplementary Information

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 67 and 68 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 6, 2018, on our consideration of the university's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the university's internal control over financial reporting and compliance.



Deborah V. Loveless, CPA, Director
Division of State Audit
December 6, 2018

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, 2018, with comparative information presented for the fiscal year ended June 30, 2017. 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 24 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, 2018, and June 30, 2017.

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

	<u>2018</u>	<u>2017</u>
Assets:		
Current assets	\$ 52,370	\$ 44,012
Capital assets, net	327,309	310,444
Other assets	142,401	140,369
Total assets	522,080	494,825
Deferred outflows of resources:		
Deferred amount on debt refunding	6,129	6,240
Deferred outflows related to pensions	20,355	20,457
Deferred outflows related to OPEB	1,830	-
Total deferred outflows	28,314	26,697
Liabilities:		
Current liabilities	49,238	50,609
Noncurrent liabilities	231,202	217,293
Total liabilities	280,440	267,902

Deferred inflows of resources:

Deferred amount on debt refunding	88	-
Deferred inflows related to pensions	1,226	2,075
Deferred inflows related to OPEB	1,061	-
Total deferred inflows	2,375	2,075

Net position:

Net investment in capital assets	181,256	168,704
Restricted – expendable	24,389	8,773
Unrestricted	61,934	74,068
Total net position	\$267,579	\$251,545

Comparison of Fiscal Year 2018 to Fiscal Year 2017

- ◆ Current assets increased from 2017 to 2018 due to an \$8 million increase in accounts receivable related to the construction of the Martin Fine Arts Center.
- ◆ Capital assets, net of depreciation, increased mainly due a \$24 million increase to land improvements and infrastructure related to the new football stadium and a \$3 million increase in various capitalized buildings. This was netted by \$14 million of depreciation expense. There was also a \$1.3 million net increase in projects in progress.
- ◆ Current liabilities decreased from 2017 to 2018 due to decreases in accrued liabilities for ongoing construction projects, including the new football stadium.
- ◆ In 2018, noncurrent liabilities increased due to the implementation of GASB Statement 75.
- ◆ Net investment in capital assets increased due to a \$16.9 million increase in capital assets, net, and a \$4.3 million increase in debt and deferred outflows/inflows related to these capital assets.
- ◆ Unrestricted net assets decreased due to the increase in the OPEB liability resulting from the implementation of GASB Statement 75.
- ◆ Restricted expendable net position increased with increases in balances held for capital projects (\$10 million). This was primarily because of an \$8 million gift to fund the Martin Fine Arts Center. In addition, there was a \$4 million increase in balances held for debt service.

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, 2018, and June 30, 2017, follows.

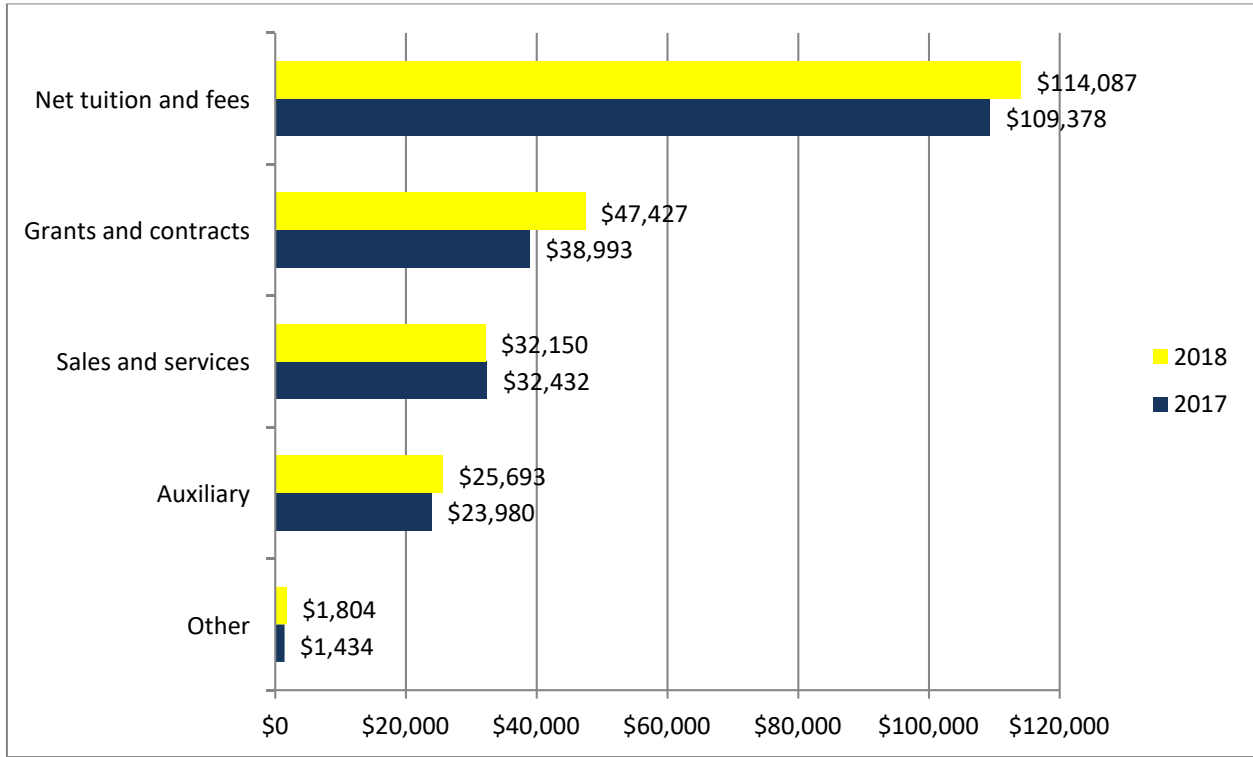
**Summary of Revenues, Expenses, and Changes in Net Position
(in thousands of dollars)**

	<u>2018</u>	<u>2017</u>
Operating revenues	\$221,161	\$206,219
Operating expenses	365,927	342,235
Operating loss	(144,766)	(136,016)
Nonoperating revenues and expenses	156,597	142,620
Income (loss) before other revenues, expenses, gains, or losses	11,831	6,604
Other revenues, expenses, gains, or losses	18,478	13,322
Increase in net position	30,309	19,926
Net position at beginning of year	251,545	231,619
Cumulative effect of change in accounting principle	(13,324)	-
Prior period adjustment	(951)	-
Net position at beginning of year, restated	237,270	-
Net position at end of year	\$267,579	\$251,545

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)**



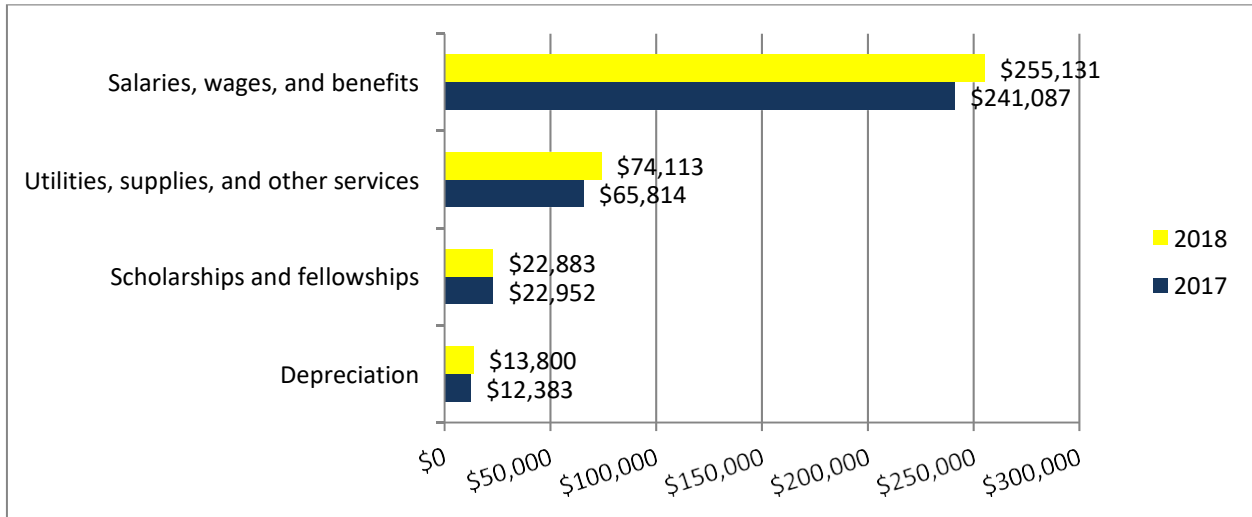
Comparison of Fiscal Year 2018 to Fiscal Year 2017

- ◆ Tuition and fees increased in 2018 due to an average 4% tuition increase and increases in other 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 due to increases in nongovernmental grants and contracts, including a grant for outpatient drug programs.
- ◆ Sales and services decreased slightly from 2017 to 2018 due to a slight decrease in athletic ticket sales.
- ◆ Auxiliaries and other operating revenues increased due to an increase in food service revenue, as well as an increase in student housing revenue.

Operating Expenses

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

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



Comparison of Fiscal Year 2018 to Fiscal Year 2017

- ◆ Salaries, wages, and benefits increased in fiscal year 2018 primarily due to a 2% across-the-board pay increase, 1% equity pay increase, and 7% increase in cost for health insurance and other employee benefits.
- ◆ Operating expenses increased with maintenance and repairs services, as well as increases in professional and administrative services.
- ◆ Scholarships remained relatively unchanged from 2017 to 2018.
- ◆ Depreciation increased due to the completion of the football stadium.

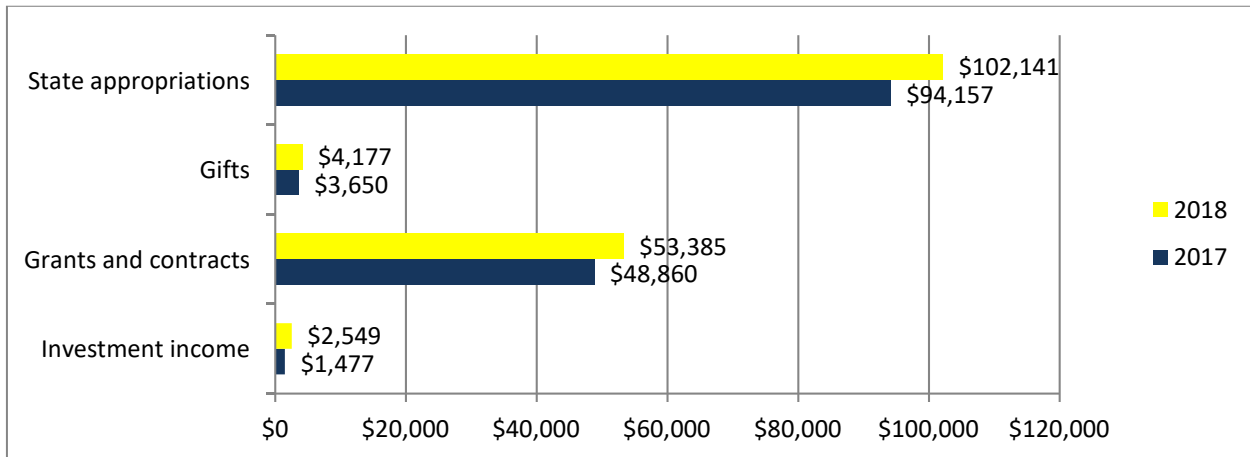
Nonoperating Revenues and Expenses

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)**

	2018	2017
State appropriations	\$102,141	\$ 94,157
Gifts	4,177	3,650
Grants and contracts	53,385	48,860
Investment income	2,549	1,477
Interest on capital asset-related debt	(5,139)	(5,293)
Interest on noncapital debt	(161)	(188)
Bond issuance costs	(121)	(40)
Other nonoperating revenues (expenses)	(234)	(3)
Total nonoperating revenues (expenses)	\$156,597	\$142,620

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



Comparison of Fiscal Year 2018 to Fiscal Year 2017

- ◆ State appropriations increased in fiscal year 2018 as state government revenues continue to trend up.
- ◆ Nonoperating gifts increased slightly from 2017 to 2018 due to an increase in gifts from the ETSU Foundation.
- ◆ Nonoperating grants and contracts increased from 2017 to 2018 due to increases in federal and state grants.
- ◆ Investment income increased due to increases in rates of return for investments.

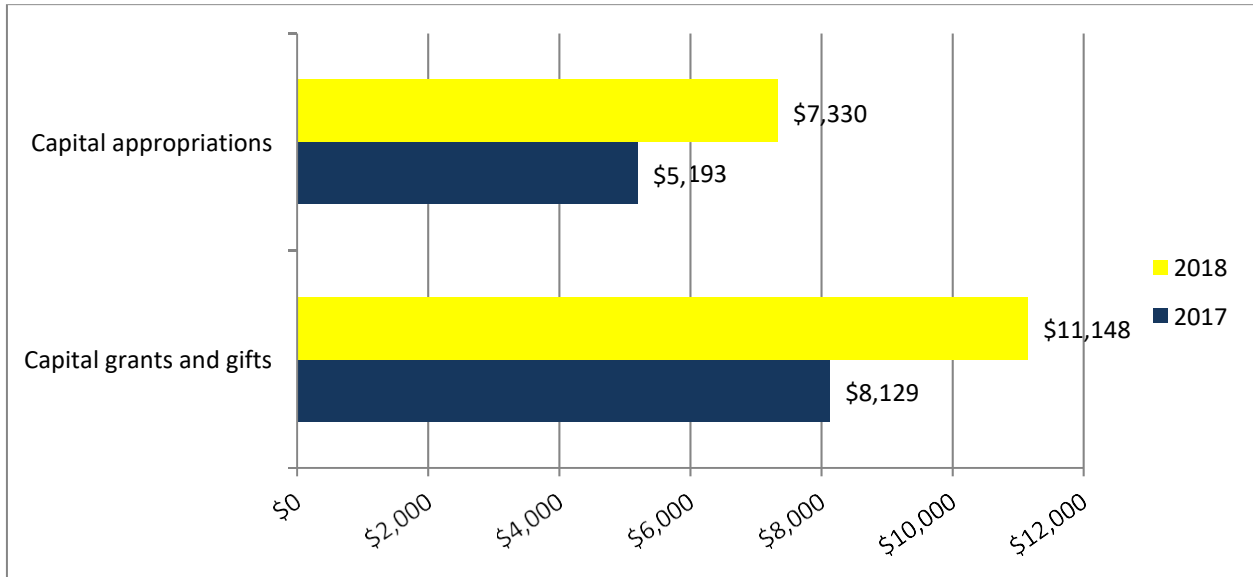
Other Revenues

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

Other Revenues
(in thousands of dollars)

	<u>2018</u>	<u>2017</u>
Capital appropriations	\$ 7,330	\$5,193
Capital grants and gifts	11,148	8,129
Total other revenues	\$18,478	\$13,322

Other Revenues
(in thousands of dollars)



Comparison of Fiscal Year 2017 to Fiscal Year 2018

- ◆ Capital appropriations increased from 2017 to 2018 due to an increase in state appropriations for capital projects, including the powerhouse boiler and roof replacements.
- ◆ Capital gifts and grants increased due to the gift for the Martin Fine Arts Center that was recorded during 2018.

Capital Assets and Debt Administration

Capital Assets

East Tennessee State University had \$327 million invested in capital assets, net of accumulated depreciation of \$245 million at June 30, 2018; and \$310 million invested in capital assets, net of accumulated depreciation of \$233 million at June 30, 2017. Depreciation charges totaled \$13.8 million for the year ended June 30, 2018, and \$12.4 million for the year ended June 30, 2017.

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

	2018	2017
Land	\$ 18,021	\$ 18,021
Land improvements and infrastructure	43,091	22,076
Buildings	223,833	228,420
Equipment	11,642	12,531
Library holdings	326	269
Intangible assets	-	36
Art and historical collections	24	24
Projects in progress	30,372	29,067
Total	\$327,309	\$310,444

- ◆ Capital assets, net of depreciation, increased mainly due to a \$24 million increase in land improvements and infrastructure related to the new football stadium and a \$3 million increase in various capitalized buildings. This was netted by \$14 million of depreciation expense. There was also a \$1.3 million net increase in projects in progress.

At June 30, 2018, outstanding commitments under construction contracts totaled \$123 million for various renovations and repairs of buildings and infrastructure including commitments for the Fine Arts Building, the D.P. Culp renovation, and the Lamb Hall renovations. Future state capital outlay appropriations will fund \$52 million of these costs, including \$25 million for the Fine Arts Building.

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

Debt

The university had \$156 million and \$152 million in debt outstanding at June 30, 2018, and June 30, 2017, respectively. The table below summarizes these amounts by type of debt instrument.

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

	2018	2017
Revolving credit facility	\$ 9,362	\$ 16,085
Bonds	129,040	121,863
Unamortized bond premiums	17,572	14,716
Total	\$155,974	\$152,664

The Tennessee State School Bond Authority (TSSBA) issued bonds with interest rates ranging from 0.65% 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 \$129 million of bonds outstanding at June 30, 2018, is \$4.8 million.

The ratings on debt issued by the Tennessee State School Bond Authority at June 30, 2018, were as follows:

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

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

Economic Factors That Will Affect the Future

The economic outlook for the State of Tennessee continued to improve for fiscal year 2018. There are concerns at the state that economic factors may decline in the next year or two. ETSU administration continues to look for areas to generate additional revenue or reduce cost.

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

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

Statement of Net Position
June 30, 2018

	University	Component Units	
		East Tennessee State University Foundation	Medical Education Assistance Corporation
Assets			
Current assets:			
Cash and cash equivalents (Notes 2 and 24)	\$ 19,626,304.76	\$ 1,590,053.04	\$ 8,234,967.00
Short-term investments (Note 24)	-	-	7,133,101.00
Accounts, notes, and grants receivable (net) (Notes 5 and 24)	26,440,686.30	-	4,062,442.00
Due from primary government	3,871,665.54	-	-
Due from component unit	226,229.92	-	-
Inventories (at lower of cost or market)	174,636.30	-	-
Prepaid expenses	752,645.05	-	411,211.00
Accrued interest receivable	1,260,155.94	48,855.22	-
Other assets	17,561.70	-	-
Total current assets	52,369,885.51	1,638,908.26	19,841,721.00
Noncurrent assets:			
Cash and cash equivalents (Notes 2 and 24)	75,663,367.09	7,272,742.52	-
Investments (Notes 3, 4, and 24)	62,353,910.00	91,145,837.05	4,128,937.00
Accounts, notes, and grants receivable (net) (Note 5)	3,949,479.15	-	-
Net pension asset (Note 11)	434,336.00	-	-
Pledges receivable (Note 24)	-	5,021,773.76	-
Capital assets (net) (Notes 6 and 24)	327,308,903.73	12,000.00	5,329,168.00
Other assets	-	12,117.66	7,450.00
Total noncurrent assets	469,709,995.97	103,464,470.99	9,465,555.00
Total assets	522,079,881.48	105,103,379.25	29,307,276.00
Deferred outflows of resources			
Deferred amount on debt refunding	6,129,009.31	-	-
Deferred outflows related to OPEB (Note 12)	1,829,831.00	-	-
Deferred outflows related to pensions (Note 11)	20,355,000.00	-	-
Total deferred outflows of resources	28,313,840.31	-	-
Liabilities			
Current liabilities:			
Accounts payable (Note 8)	5,354,039.61	65,531.93	532,705.00
Accrued liabilities	10,550,685.44	-	2,874,585.00
Due to primary government	655,362.46	-	-
Due to the university	-	71,169.92	155,060.00
Student deposits	484,753.51	-	-
Unearned revenue	18,690,062.59	-	-
Compensated absences (Notes 9 and 24)	3,560,541.64	-	139,273.00
Accrued interest payable	1,076,743.71	-	-
Total OPEB obligation (Note 12)	1,829,831.00	-	-
Long-term liabilities, current portion (Note 9)	4,816,438.68	-	-
Deposits held in custody for others	2,219,846.32	-	215,828.00
Other liabilities	-	-	629,659.00
Total current liabilities	49,238,304.96	136,701.85	4,547,110.00
Noncurrent liabilities:			
Total OPEB obligation (Note 12)	25,784,347.00	-	-
Net pension liability (Note 11)	37,826,081.00	-	-
Compensated absences (Notes 9 and 24)	10,229,851.62	-	557,092.00
Long-term liabilities (Note 9)	151,158,567.81	-	-
Due to grantors (Note 9)	6,203,051.13	-	-
Total noncurrent liabilities	231,201,898.56	-	557,092.00
Total liabilities	280,440,203.52	136,701.85	5,104,202.00
Deferred inflows of resources			
Deferred amount on debt refunding	87,690.01	-	-
Deferred inflows related to OPEB (Note 12)	1,061,117.00	-	-
Deferred inflows related to pensions (Note 11)	1,225,963.00	-	-
Total deferred inflows of resources	2,374,770.01	-	-
Net position			
Net investment in capital assets	181,256,391.97	12,000.00	5,329,168.00
Restricted for:			
Nonexpendable:			
Scholarships and fellowships	-	46,514,302.06	-
Research	-	718,016.37	-
Instructional department uses	-	5,902,769.59	-
Other	-	3,716,319.08	-
Expendable:			
Scholarships and fellowships	272,128.26	17,802,618.39	-
Research	394,925.82	443,814.76	-
Instructional department uses	347,884.56	5,305,786.88	-
Loans	614,160.11	-	-
Capital projects	10,026,924.68	3,460,376.32	-
Debt service	9,677,469.67	-	-
Pensions	434,336.00	-	-
Other	2,620,987.16	17,143,744.27	-
Unrestricted	61,933,540.03	3,946,929.68	18,873,906.00
Total net position	\$ 267,578,748.26	\$ 104,966,677.40	\$ 24,203,074.00

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

**Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2018**

	University	Component Units	
		East Tennessee State University Foundation	Medical Education Assistance Corporation
Revenues			
Operating revenues:			
Student tuition and fees (Note 13)	\$ 114,086,647.40	\$ -	\$ -
Gifts and contributions	-	4,693,511.84	-
Governmental grants and contracts	28,302,520.82	-	317,072.00
Nongovernmental grants and contracts (Note 13)	19,124,801.40	-	-
Sales and services of educational activities (Note 13)	21,822,581.68	-	-
Sales and services of other activities	10,327,258.68	-	-
Net patient revenues	-	-	40,548,235.00
Auxiliary enterprises:			
Residential life (Note 13)	14,537,691.72	-	-
Bookstore	295,510.95	-	-
Food service (Note 13)	6,783,960.96	-	-
Wellness facility	1,612,005.68	-	-
Other auxiliaries (Note 13)	2,464,090.84	-	-
Interest earned on loans to students	213,412.29	-	-
Other operating revenues, foundation revenues including \$777,565.00 from MEAC	1,590,959.94	4,446,340.25	851,747.00
Total operating revenues	221,161,442.36	9,139,852.09	41,717,054.00
Expenses			
Operating expenses (Note 17):			
Salaries and wages	184,439,575.46	-	28,556,656.00
Benefits	70,691,062.08	-	2,626,048.00
Utilities, supplies, and other services	74,113,283.79	3,304,226.36	6,754,216.00
Scholarships and fellowships	22,883,001.15	2,518,593.09	-
Depreciation expense	13,800,368.14	49,400.00	435,918.00
Payments to or on behalf of East Tennessee State University (Note 24)	-	3,571,470.72	-
Total operating expenses	365,927,290.62	9,443,690.17	38,372,838.00
Operating income (loss)	(144,765,848.26)	(303,838.08)	3,344,216.00
Nonoperating revenues (expenses)			
State appropriations	102,141,245.01	-	-
Gifts, including \$2,128,000.51 from ETSU Foundation and \$2,529,865.00 from MEAC	4,176,513.81	-	-
Grants and contracts	53,385,386.30	-	-
Investment income (net of investment expense for the component units of \$244,647.00)	2,549,330.59	5,387,558.04	95,145.00
Interest on capital asset-related debt	(5,139,338.39)	-	-
Interest on noncapital debt	(161,500.30)	-	-
Bond issuance costs	(120,933.97)	-	-
Payments to or on behalf of East Tennessee State University or ETSU Foundation (Note 24)	-	-	(3,307,430.00)
Other nonoperating revenues (expenses) (Note 19)	(234,040.69)	-	123,060.00
Net nonoperating revenues (expenses)	156,596,662.36	5,387,558.04	(3,089,225.00)
Income before other revenues, expenses, gains, or losses	11,830,814.10	5,083,719.96	254,991.00
Other revenues:			
Capital appropriations	7,330,653.98	-	-
Capital grants and gifts, university gifts including \$1,443,470.21 from ETSU Foundation	11,147,847.47	-	-
Additions to permanent endowments	-	1,666,334.43	-
Total other revenues	18,478,501.45	1,666,334.43	-
Increase in net position	30,309,315.55	6,750,054.39	254,991.00
Net position - beginning of year, as originally reported	251,544,503.19	98,216,623.01	23,948,083.00
Cumulative effect of a change in accounting principle (Note 22)	(13,324,216.35)	-	-
Prior-period adjustment (Note 21)	(950,854.13)	-	-
Net position - beginning of year, restated	237,269,432.71	98,216,623.01	23,948,083.00
Net position - end of year	\$ 267,578,748.26	\$ 104,966,677.40	\$ 24,203,074.00

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

Cash flows from operating activities	
Tuition and fees	\$ 114,390,106.27
Grants and contracts	38,626,030.58
Sales and services of educational activities	20,436,302.89
Sales and services of other activities	10,327,258.68
Payments to suppliers and vendors	(71,732,125.19)
Payments to employees	(181,260,520.72)
Payments for benefits	(71,603,207.29)
Payments for scholarships and fellowships	(22,890,635.03)
Loans issued to students	(207,284.40)
Collection of loans from students	1,177,822.54
Interest earned on loans to students	127,273.18
Funds received for deposits held for others	5,875,728.18
Funds disbursed for deposits held for others	(5,942,091.72)
Auxiliary enterprise charges:	
Residence halls	14,341,352.84
Bookstore	301,286.78
Food services	6,756,346.12
Wellness facility	1,612,005.68
Other auxiliaries	2,501,484.89
Other receipts (payments)	(8,149.06)
Net cash used by operating activities	(137,171,014.78)
Cash flows from noncapital financing activities	
State appropriations	101,976,200.00
Gifts and grants received for other than capital or endowment purposes	57,561,900.11
Federal student loan receipts	94,146,603.00
Federal student loan disbursements	(94,162,266.00)
Principal paid on noncapital debt	(683,379.25)
Interest paid on noncapital debt	(287,042.80)
Other noncapital financing receipts (payments)	11,308.49
Net cash provided by noncapital financing activities	158,563,323.55
Cash flows from capital and related financing activities	
Proceeds from capital debt	30,579,961.59
Capital grants and gifts received	10,738,498.77
Purchases of capital assets and construction	(23,312,244.32)
Principal paid on capital debt	(33,353,108.76)
Interest paid on capital debt	(7,138,751.15)
Bond issue costs paid on new debt issue	(120,933.97)
Net cash used by capital and related financing activities	(22,606,577.84)
Cash flows from investing activities	
Proceeds from sales and maturities of investments	13,998,569.44
Income on investments	2,797,883.07
Purchase of investments	(14,013,859.73)
Net cash provided by investing activities	2,782,592.78
Net increase in cash	1,568,323.71
Cash - beginning of year	93,721,348.14
Cash - end of year	\$ 95,289,671.85

Reconciliation of operating loss to net cash used by operating activities:	
Operating loss	(144,765,848.26)
Adjustments to reconcile operating loss to net cash used by operating activities:	
Noncash operating expenses	15,853,535.31
Change in assets, liabilities, deferred outflows, and deferred inflows:	
Receivables, net	(10,512,985.75)
Inventories	(31,142.00)
Prepaid expenses	872,830.57
Other assets	(86,139.11)
Accounts payable	1,434,260.99
Accrued liabilities	3,041,990.29
Net pension asset	(261,233.00)
Net pension liability	(880,428.00)
Deferred inflows related to pensions	(849,348.00)
Deferred outflows related to pensions	102,177.00
Total OPEB obligation	1,055,060.00
Deferred outflows related to OPEB	(1,829,831.00)
Deferred inflows related to OPEB	1,061,117.00
Due to grantors	(1,599,109.00)
Unearned revenues	(1,341,890.54)
Student deposits	(44,450.76)
Compensated absences	706,244.88
Loans to students	970,538.14
Deposits held in custody for others	(66,363.54)
Net cash used by operating activities	\$ (137,171,014.78)

Noncash investing, capital, or financing transactions

Gifts of capital assets	\$ 409,348.00
Unrealized losses on investments	\$ (309,800.29)
Loss on disposal of capital assets	\$ (252,174.19)
Purchases of capital assets and construction with TSSBA proceeds	\$ 9,176,924.54
Purchases of capital assets and construction with capital appropriations	\$ 5,023,799.77

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

EAST TENNESSEE STATE UNIVERSITY
Notes to the Financial Statements
June 30, 2018

Note 1. Summary of Significant Accounting Policies

Reporting Entity

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

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

The East Tennessee State University Foundation and the Medical Education Assistance Corporation are considered component units of the university. Although the university does not control the timing or amount of receipts from these organizations, the majority of resources, or income thereon, that these organizations hold and invest are restricted to the activities of the university by the donors. Because these restricted resources held by the foundation and the corporation can only be used by, or for the benefit of, the university, these organizations are considered component units of the university and are discretely presented in the university's financial statements. See Note 24 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 dies or is absent because of illness, injury, or related family death.

Capital Assets

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

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

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 fairvalue.

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, 2018, cash consisted of \$4,014,496.33 in bank accounts, \$55,000.00 of petty cash on hand, \$89,374,749.14 in the Local Government Investment Pool (LGIP) administered by the State Treasurer, and \$1,845,426.38 in LGIP deposits for capital projects.

The LGIP is administered by the State Treasurer and is measured at amortized cost. The LGIP is part of the State Pooled Investment Fund. 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.state.tn.us.

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, 2018, 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>	\$62,353,910.00	\$24,889,940.00	\$37,463,970.00

Credit Risk

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

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

The policy requires that prime commercial paper shall be limited to that of corporations that meet the following criteria: (1) Senior long-term debt, if any, should have a minimum rating of A1 or equivalent, and short-term debt should have a minimum rating of A1 or equivalent, as provided by a majority of the rating services that rate the issuer. If there is no long-term debt rating, the short-term debt rating must be A1 by all rating services (minimum of two). (2) The rating should be based on the merits of the issuer or guarantee by a nonbank. (3) A financial review should be made to ascertain the issuer's financial strength to cover the debt. (4) Commercial paper of a banking institution should not be purchased. Prime commercial paper shall not have a maturity that exceeds 270 days.

At June 30, 2018, 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	\$ 91,220,175.52	\$ -	\$91,220,175.52
U.S. agency obligations	62,353,910.00	62,353,910.00	-
Total	\$153,574,085.52	\$62,353,910.00	\$91,220,175.52

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, 2018</u>
Federal Home Loan Mortgage Corporation (FHLMC) obligations	33%
Federal Farm Credit Bank (FFCB) obligations	30%
Federal National Mortgage Association (FNMA) obligations	24%
Federal Home Loan Bank (FHLB) obligations	13%

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, 2018.

Assets by Fair Value Level	<u>June 30, 2018</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>
Debt securities		
U.S. agency obligations	\$62,353,910.00	\$62,353,910.00
<hr/>		
Total debt securities	\$62,353,910.00	\$62,353,910.00
<hr/>		
Total assets at fair value	\$62,353,910.00	\$62,353,910.00

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, 2018, included the following:

Student accounts receivable	\$ 6,844,963.44
Grants receivable	14,299,579.44
Notes receivable	591,805.01
Clinic receivables	705,722.94
Medical Resident Participation Agreement receivable	4,299,998.25
Other receivables	3,154,322.15
<hr/>	
Subtotal	29,896,391.23
Less allowance for doubtful accounts	2,874,401.55
<hr/>	
Total receivables	\$27,021,989.68

Federal Perkins Loan Program funds at June 30, 2018, included the following:

Perkins loans receivable	\$6,057,997.23
Less allowance for doubtful accounts	2,689,821.46
<hr/>	
Total	\$3,368,175.77

Note 6. Capital Assets

Capital asset activity for the year ended June 30, 2018, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Transfers</u>	<u>Reductions</u>	<u>Ending Balance</u>
Land	\$ 18,021,320.07	\$ -	\$ -	\$ -	\$ 18,021,320.07
Land improvements and infrastructure	49,424,763.46	-	24,473,680.14	-	73,898,443.60
Buildings	397,220,567.21	-	3,149,289.16	(150,200.00)	400,219,656.37
Equipment	43,493,215.14	2,789,379.12	-	(1,379,761.02)	44,902,833.24
Library holdings	1,014,488.26	143,944.92	-	(289,551.82)	868,881.36
Intangible assets	4,433,400.78	-	-	-	4,433,400.78
Art and historical collections	23,500.00	-	-	-	23,500.00
Projects in progress	29,067,267.71	28,927,912.35	(27,622,969.30)	-	30,372,210.76
Total	542,698,522.63	31,861,236.39	-	(1,819,512.84)	572,740,246.18
Less accumulated depreciation/amortization:					
Land improvements and infrastructure	27,348,425.38	3,459,242.28	-	-	30,807,667.66
Buildings	168,800,857.96	7,588,082.24	-	(2,503.33)	176,386,436.87
Equipment	31,906,586.01	2,629,598.89	-	(1,275,283.50)	33,260,901.40
Library holdings	745,599.43	86,888.13	-	(289,551.82)	542,935.74
Intangible assets	4,396,844.18	36,556.60	-	-	4,433,400.78
Total	233,198,312.96	13,800,368.14	-	(1,567,338.65)	245,431,342.45
Capital assets, net	\$309,500,209.67	\$18,060,868.25	\$ -	-\$ (252,174.19)	\$327,308,903.73

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

\$64,738,171.26. At June 30, 2018, the buildings are reported at \$37,585,236.20, net of accumulated depreciation of \$27,152,935.06.

Note 8. Accounts Payable

Accounts payable at June 30, 2018, included the following:

Vendors payable	\$3,858,863.00
Unapplied student payments	280,580.12
Other payables	1,214,596.49
<hr/>	
Total accounts payable	<u>\$5,354,039.61</u>

Note 9. Long-term Liabilities

Long-term liabilities activity for the year ended June 30, 2018, 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	\$121,863,204.75	\$25,313,512.10	\$18,136,488.01	\$129,040,228.84	\$4,816,438.68
Unamortized bond premium	14,716,270.97	5,266,449.49	2,410,276.39	17,572,444.07	-
Revolving credit facility	16,085,409.04	9,176,924.54	15,900,000.00	9,362,333.58	-
<hr/>					
Subtotal	152,664,884.76	39,756,886.13	36,446,764.40	155,975,006.49	4,816,438.68
<hr/>					
Other liabilities:					
Compensated absences	13,084,148.38	8,130,777.93	7,424,533.05	13,790,393.26	3,560,541.64
Due to grantors	7,802,160.13	-	1,599,109.00	6,203,051.13	-
<hr/>					
Subtotal	20,886,308.51	8,130,777.93	9,023,642.05	19,993,444.39	3,560,541.64
<hr/>					
Total long-term liabilities	\$173,551,193.27	\$47,887,664.06	\$45,470,406.45	\$175,968,450.88	\$8,376,980.32

TSSBA Debt – Bonds

Bonds, with interest rates ranging from .65% 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 Tennessee State School Bond Authority included in long-term liabilities on the statement of net position is shown net of assets held by the authority in the debt service reserve. The reserve amount was \$1,245,538.06 at June 30, 2018.

Debt service requirements to maturity for the university's portion of TSSBA bonds at June 30, 2018, are as follows:

<u>Year Ending</u> <u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 4,816,438.68	\$ 6,087,140.25	\$ 10,903,578.93
2020	6,257,674.33	5,787,231.65	12,044,905.98
2021	6,482,822.73	5,507,959.82	11,990,782.55
2022	6,561,492.51	5,222,050.17	11,783,542.68
2023	6,817,540.95	4,916,451.50	11,733,992.45
2024-2028	31,571,736.02	19,975,337.02	51,547,073.04
2029-2033	24,830,807.31	13,223,168.83	38,053,976.14
2034-2038	22,917,508.27	7,337,668.40	30,255,176.67
2039-2043	13,984,185.68	2,709,092.81	16,693,278.49
2044-2048	4,800,022.36	479,348.94	5,279,371.30
Total	\$129,040,228.84	\$71,245,449.39	\$200,285,678.23

TSSBA Debt – Revolving Credit Facility

The Tennessee State School Bond Authority (TSSBA) receives loans from the revolving credit facility to finance the costs of various capital projects during the construction phase. When projects are placed in service, TSSBA issues long-term, fixed-rate debt to finance the project over its useful payback period and repays the revolving credit facility debt. The total outstanding loans from the revolving credit facility for the university were \$9,362,333.58 at June 30, 2018.

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

Refunding of Debt

On September 14, 2017, the state issued \$12,071,835.70 in revenue bonds with interest rates ranging from 1.29% to 5% to advance refund \$13,376,929.18 of outstanding 2007C, 2010B, 2012A, and 2013A Series bonds with interest rates ranging from 2.5% to 5%. The net proceeds of \$14,799,815.54 (after payment of \$32,527.22 in underwriter's fees and issuance costs) were deposited with an escrow agent to provide for all future debt service payments on the bonds. As a result, the 2007C, 2010B, 2012A, and 2013A Series bonds are considered to be defeased and the liability for those bonds has been removed from the university's long-term liabilities.

Although the advance refunding resulted in the recognition of a net deferred loss of \$348,202.73 to be amortized over the next 14 years, the university in effect reduced its aggregate debt service payments by \$2,672,322.04 over the next 14 years and obtained an economic gain (difference between the present values of the old and new debt service payments) of \$1,944,848.12.

Note 10. Pledged Revenues

The university has pledged certain revenues and fees, including state appropriations, to repay \$129,040,228.84 in revenue bonds issued from August 2012 to September 2017 (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 3.17% of available revenues. The total principal and interest remaining to be paid on the bonds is \$200,285,678.23. Principal and interest paid for the current year and total available revenues were \$10,784,290.84 and \$340,101,406.51, respectively. The amount of principal and interest paid for the current year does not include debt of \$13,376,929.18 defeased through a bond refunding in 2018.

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.state.tn.us/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 non-contributory, as are most members in the Closed State and Higher Education Employee Pension Plan. State and higher education agencies make employer contributions at the rate set by the Board of Trustees as determined by an actuarial valuation. By law, employer contributions for the Closed State and Higher Education Employee Pension Plan are required to be paid. Employer contributions by the university for the year ended June 30, 2018, to the Closed State and Higher Education Employee Pension Plan were \$9,540,014, which is 18.87% 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, 2018, the university reported a liability of \$37,826,081 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, 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, 2017, to the pension plan relative to the contributions of all participating state and higher education agencies. At the June 30, 2017, measurement date, the university’s proportion was 2.113662%. The proportion measured as of June 30, 2016, was 2.121410%.

Pension expense – For the year ended June 30, 2018, the university recognized a pension expense of \$8,102,629.

Deferred outflows of resources and deferred inflows of resources – For the year ended June 30, 2018, the university reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 2,993,817	\$1,103,962
Net difference between projected and actual earnings on pension plan investments	138,251	-
Changes in assumptions	6,441,315	-
Changes in proportion of net pension liability	562,205	80,073
University’s contributions subsequent to the measurement date of June 30, 2017	9,540,014	-
Total	\$19,675,602	\$1,184,035

Deferred outflows of resources, resulting from the university’s employer contributions of \$9,540,014 subsequent to the measurement date, will be recognized as a decrease in net pension liability in the year ending June 30, 2019. 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>	
2019	\$1,293,594
2020	\$6,546,620
2021	\$3,229,252
2022	\$(2,117,913)

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

Actuarial assumptions – The total pension liability as of June 30, 2017, 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 3.46% based on age, including inflation, averaging 4.00%
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 6 years beyond each actuarial valuation date.

The actuarial assumptions used in the June 30, 2017, 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.

Changes of assumptions – In 2017, the following assumptions were changed: decreased inflation rate from 3.0% 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%; decreased salary growth graded ranges from an average of 4.25% to an average of 4.0%; and modified mortality assumptions to reflect current experience and anticipated mortality improvements.

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:

	<u>1% Decrease (6.25%)</u>	<u>Current Discount Rate (7.25%)</u>	<u>1% Increase (8.25%)</u>
University’s proportionate share of the net pension liability	\$77,930,146	\$37,826,081	\$4,108,125

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.state.tn.us/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 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 service credit total 80. Service-related disability benefits are provided regardless of length of service. Five years of service is required for non-service-related disability eligibility. The service-related and non-service-related disability benefits are determined in the same manner as a service retirement benefit but are reduced 10% and include projected service credits. A variety of death benefits are available under various eligibility criteria.

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

Contributions – Contributions for state and higher education employees are established in the statutes governing the TCRS and may only be changed by the Tennessee General Assembly. University employees contribute 5% of their salary to the State and Higher Education 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. Per the statutory provisions governing the TCRS, the employer contribution rate cannot be less than 4% in aggregate for all employee groups, except in years when the maximum funded level, approved by the TCRS Board of Trustees, is reached. 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, 2018, to the State and Higher Education Employee Retirement Plan were \$630,229, which is 3.84% 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, 2018, the university reported an asset of \$434,336 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2017, 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, 2017, to the pension plan relative to the contributions of all participating state and higher education agencies. At the June 30, 2017, measurement date, the university’s proportion was 2.094340%. At June 30, 2016, measurement date, the university’s proportion was 2.054754%.

Pension expense – For the year ended June 30, 2018, the university recognized a pension expense of \$176,174.

Deferred outflows of resources and deferred inflows of resources – For the year ended June 30, 2018, 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	\$16,367	\$16,256
Net difference between projected and actual earnings on pension plan investments	-	22,425
Change in assumptions	30,873	-
Changes in proportion of net pension asset	1,929	3,247
University’s contributions subsequent to the measurement date of June 30, 2017	630,229	-
<u>Total</u>	<u>\$679,398</u>	<u>\$41,928</u>

Deferred outflows of resources, resulting from the university’s employer contributions of \$630,229 subsequent to the measurement date, will be recognized as a decrease in net pension liability in the year ending June 30, 2019. 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>	
2019	\$ (1,245)
2020	\$ (1,245)
2021	\$ (2,089)
2022	\$ (6,600)
2023	\$ 2,812
Thereafter	\$15,608

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

Actuarial assumptions – The total pension asset as of the June 30, 2017, 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 3.46% 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, 2017, 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.

Changes in assumptions – In 2017, the following assumptions were changed: decreased the 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%; and modified mortality assumptions to reflect current experience and anticipated mortality improvements.

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 <u>(6.25%)</u>	Current Discount Rate <u>(7.25%)</u>	1% Increase <u>(8.25%)</u>
University’s proportionate share of the net pension asset	\$54,319	\$434,336	\$717,770

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.state.tn.us/tcrs.

Total Defined Benefit Pension Expense

The total pension expense for the year ended June 30, 2018, for all state government defined benefit pension plans was \$8,278,803.

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 \$8,280,810.56 for the year ended June 30, 2018, and \$8,100,973.48 for the year ended June 30, 2017. 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 and contribute 2% of their salary, with the employer contributing an additional non-matching 5%. Employees may opt out of the 2% auto enrollment. Such contribution rates may only be amended by the Tennessee General Assembly. There are certain automatic cost controls and unfunded liability controls in the defined benefit plan where the employees participate that may impact the non-matching 5% employer contribution to the 401(k) plan.

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

During the year ended June 30, 2018, contributions totaling \$3,806,712.55 were made by employees participating in the 401(k) plan, and the university recognized pension expense of \$1,860,885.27 for employer contributions. During the year ended June 30, 2017, contributions totaling \$3,385,723.27 were made by employees participating in the 401(k) plan, and the university recognized pension expense of \$1,533,077.70 for employer contributions.

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 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.

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 partnership promise, no partnership promise, standard preferred provider organization (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 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%. No subsidy is provided to retirees in the health savings CDHP plan. 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.

Annually, an insurance committee, created in accordance with Title 8, Chapter 27, Section 201, *Tennessee Code Annotated*, establishes the required payments to the plan by member employers and employees. Active members of the Employee Group Insurance Plan and pre-age 65 retired members of the EGOP pay the same rate. Claims liabilities of the plans are periodically computed using actuarial and statistical techniques to establish premium rates.

Total OPEB Liability

Proportionate share – The university's proportionate share of the collective total OPEB liability related to the EGOP was \$27.61 million. At the June 30, 2017, measurement date, the university's proportion of the collective OPEB liability was 2.0568595285%, representing the first-time presentation of the proportion. 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, 2017, and a measurement date of June 30, 2017.

Actuarial assumptions – The collective total OPEB liability in the June 30, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.25%
Salary increases	Graded salary ranges from 3.44% to 8.72% based on age, including inflation, averaging 4%.
Healthcare cost trend rates	7.5% for 2018, decreasing annually to an ultimate rate of 3.83% for 2050 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, 2017, valuations were the same as those employed in the July 1, 2017, pension actuarial valuation of the Tennessee Consolidated Retirement System (TCRS). 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 3.56%. 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/Aa as shown on the Fidelity 20-Year Municipal GO AA index.

Changes in assumptions – The discount rate was changed from 2.92% as of the beginning of the measurement period to 3.56% as of June 30, 2017. This change in assumption decreased 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 university's proportionate share of the collective total OPEB liability of the EGOP, 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 (2.56%) or 1 percentage point higher (4.56%) than the current rate (expressed in thousands):

	1% Decrease (2.56%)	Discount Rate (3.56%)	1% Increase (4.56%)
University's proportionate share of the collective total OPEB liability	\$29,530	\$27,614	\$25,818

Sensitivity of proportionate share of the collective total OPEB liability to changes in the healthcare cost trend rate – The following presents the university's proportionate share of the collective total OPEB liability of the EGOP, as well as what the proportionate share of the collective total OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1 percentage point lower (6.5% decreasing to 2.83%) or 1 percentage point higher (8.5% decreasing to 4.83%) than the current rate (expressed in thousands):

	1% Decrease (6.5% decreasing to 2.83%)	Healthcare Cost Trend Rates (7.5% decreasing to 3.83%)	1% Increase (8.5% decreasing to 4.83%)
University's proportionate share of the collective total OPEB liability	\$24,859	\$27,614	\$30,845

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

OPEB expense – For the year ended June, 30, 2018, the university recognized OPEB expense of \$2,116,177.

Deferred outflows of resources and deferred inflows of resources – For the year ended June, 30, 2018, the university reported deferred outflows of resources and deferred inflows of resources related to OPEB paid by the EGOP from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in assumptions	\$ -	\$1,061,117
Payments subsequent to the measurement date	1,829,831	-
Total	\$1,829,831	\$1,061,117

Deferred outflows of resources, resulting from the university's employer payments of \$1,829,831 subsequent to the measurement date, will be recognized as a decrease in total OPEB liability in the year ending June 30, 2019. 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>	
2019	\$(151,588)
2020	\$(151,588)
2021	\$(151,588)
2022	\$(151,588)
2023	\$(151,588)
Thereafter	\$(303,177)

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

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 \$158,345.01 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 *Tennessee Code Annotated* 8-27-209, the state insurance committees established by *Tennessee Code Annotated* 8-27-201, 8-27-301, and 8-27-701 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 \$4,092,142. At the June 30, 2017, measurement date, the proportion of the collective total OPEB liability associated with the university was 2.3085428058%, representing the first-time presentation of this proportion. 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, 2017, and measurement date of June 30, 2017.

Actuarial assumptions – The total OPEB liability in the June 30, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.25%
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 Tennessee 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, 2017, valuations were the same as those employed in the July 1, 2017, Pension Actuarial Valuation of the Tennessee Consolidated Retirement System (TCRS). 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 3.56%. 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/Aa as shown on the Fidelity 20-Year Municipal GO AA index.

Changes in assumptions – The discount rate was changed from 2.92% as of the beginning of the measurement period to 3.56% as of June 30, 2017. This change in assumption decreased 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 (2.56%) or 1 percentage point higher (4.56%) than the current rate. The university does not report a proportionate share of the OPEB liability for employees in the TNP.

	1% Decrease <u>(2.56%)</u>	Discount Rate <u>(3.56%)</u>	1% Increase <u>(4.56%)</u>
Primary government’s share of the collective total OPEB liability	\$4,633,097	\$4,092,142	\$3,632,387

OPEB expense – For the year ended June, 30, 2018, the primary government recognized OPEB expense of \$175,509 for employees of the university participating in the TNP.

Total OPEB Expense

The total OPEB expense for the year ended June 30, 2018, was \$2,291,686, which consisted of OPEB expense of \$2,116,177 for the EGOP and \$175,509 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 Debts</u>	<u>Net Revenue</u>
Tuition and fees	\$170,515,368.80	\$55,901,823.65	\$ 526,897.75	\$114,086,647.40
Nongovernmental grants and contracts	19,504,002.91	-	379,201.51	19,124,801.40
Sales and services educational activities	21,947,736.34	-	125,154.66	21,822,581.68
Residential life	14,972,931.86	271,477.72	163,762.42	14,537,691.72
Food service	6,811,255.24	-	27,294.28	6,783,960.96
Other auxiliaries	2,471,687.65	-	7,596.81	2,464,090.84
Total	\$236,222,982.80	\$56,173,301.37	\$1,229,907.43	\$178,819,774.00

Note 14. Chairs of Excellence

The university had \$29,442,305.73 on deposit at June 30, 2018, 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, professional medical malpractice liability, and workers' compensation. By statute, the maximum liability for general liability, automobile liability, and professional medical malpractice liability is \$300,000 per person and \$1,000,000 per occurrence. The state's management believes it is more economical to manage these risks internally and set aside assets for claim settlement in its internal service fund, the Risk Management Fund (RMF). The state purchases commercial insurance for real property, crime and fidelity coverage on the state's officials and employees, and cyber liability coverage. For property coverage, the deductible for an individual state agency is the first \$25,000 of losses. The RMF is responsible for property losses for the annual aggregate deductible of \$7.5 million for perils other than earthquake and flood. Purchased insurance coverage is responsible for losses exceeding the \$7.5 million annual aggregate deductible. For earthquake and flood, there is a deductible of \$10 million per occurrence. The maximum insurance coverage is \$750 million per year for perils other than earthquake and flood. The maximum flood insurance coverage is \$50 million per occurrence, except there is only \$25 million of coverage in flood zones A and V. The maximum earthquake insurance coverage is \$50 million per occurrence. The amounts of settlements have not exceeded insurance coverage for each of the three past fiscal years.

The university participates in the RMF. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the university based on a percentage of the university's expected loss costs, which include both experience and exposures. This charge considers recent trends in actual claims experience of the state as a whole. Information regarding the determination of the claims liabilities and the changes in the balances of the claims liabilities for the year ended June 30, 2018, is presented in the *Tennessee Comprehensive Annual Financial Report* (CAFR). The CAFR is available on the state's website at www.tn.gov/finance/fa/fa-accounting-financial/fa-accfin-cafr.html. At June 30, 2018, the RMF held \$189 million in cash designated for payment of claims.

At June 30, 2018, the scheduled coverage for the university was \$892,145,980 for buildings and \$177,230,600 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 \$63,652,843.39 at June 30, 2018.

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 \$710,238.74 for the year ended June 30, 2018. All operating leases are cancelable at the lessee's option.

Construction in Progress

At June 30, 2018, outstanding commitments under construction contracts totaled \$122,602,144.71 for construction and renovation projects, of which \$51,771,218.18 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, 2018, are as follows:

Functional Classification	Natural Classification					
	Salaries	Benefits	Other Operating	Scholarships	Depreciation	Total
Instruction	\$106,774,444.64	\$37,957,756.60	\$17,131,403.94	\$ -	\$ -	\$161,863,605.18
Research	6,383,028.43	1,894,020.27	4,107,749.87	-	-	12,384,798.57
Public service	14,718,191.51	5,650,641.98	9,768,407.26	-	-	30,137,240.75
Academic support	18,947,171.76	8,289,388.80	5,356,231.09	-	-	32,592,791.65
Student services	13,304,096.23	6,036,717.44	8,428,347.63	-	-	27,769,161.30
Institutional support	14,302,609.97	5,711,687.28	1,519,807.15	-	-	21,534,104.40
Maintenance & operation	7,934,824.44	4,281,416.31	16,427,964.22	-	-	28,644,204.97
Scholarships & fellowships	-	-	-	22,883,001.15	-	22,883,001.15
Auxiliary	2,075,208.48	869,433.40	11,373,372.63	-	-	14,318,014.51
Depreciation	-	-	-	-	13,800,368.14	13,800,368.14
Total	\$184,439,575.46	\$70,691,062.08	\$74,113,283.79	\$22,883,001.15	\$13,800,368.14	\$365,927,290.62

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, 2018, the assets of the foundation totaled \$574,814.90, liabilities were \$29,506.93, and the net position amounted to \$545,307.97.

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 \$11,308.49 was recorded in fiscal year 2018. 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, 2018, the State of Tennessee made payments of \$158,345.01 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. Prior-period Adjustment

At June 30, 2017, in calculating depreciation expense and accumulated depreciation on equipment, the university determined the Banner accounting system was not including the entire depreciable basis in calculations. Equipment depreciation expense and accumulated depreciation had been underreported over a ten-year period of using the Banner system. Therefore, on the June 30, 2017, statement of net position, capital assets, net of accumulated depreciation, and net investment in capital assets were overstated by \$950,854.13. The errors in the Banner system were identified and corrected. A prior-period adjustment was made to correct this error.

Note 22. Cumulative Effect of a Change in Accounting Principle

During fiscal year 2018, the university implemented GASB Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. This statement establishes standards for the measurement, recognition, and display of the OPEB liability and related expenses, deferred outflows/inflows of resources, note disclosures, and required supplementary information. The implementation of GASB Statement 75 resulted in a cumulative adjustment to beginning net position of \$13,324,216.35.

Note 23. Subsequent Events

The university entered a contract to purchase the Millennium Center, pedestrian sky bridge, and parking garage from the Public Building Authority of the City of Johnson City on October 1, 2018. The purchase was funded through \$2.1 million in plant funds for the center and the sky bridge, and \$3.7 million in bonds for the parking garage. The university took control of the facilities on October 1 and is working on a transition plan for academic space and camps/conferences activities.

Note 24. 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, 2018, the foundation made distributions of \$3,571,470.72 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, 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, 2018, cash and cash equivalents consisted of \$233,681.78 in bank accounts, \$7,104,465.39 in the Local Government Investment Pool (LGIP) administered by the State Treasurer, and \$1,524,648.39 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.state.tn.us.

Investments

In accordance with GASB Statement 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, as amended, investments are reported at fair value, including those with a maturity date of one year or less at the time of purchase, unless otherwise noted. All investments are valued at fair value except 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, 2018, 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>No Maturity Date</u>
U.S. government obligations	\$1,888,722.50	\$ 796,672.00	\$ 374,640.00	\$ 717,410.50	\$ -	\$ -
U.S. TIPS	2,303,276.13	478,240.69	1,825,035.44	-	-	-
U.S. agency obligations	802,208.00	-	802,208.00	-	-	-
Corporate bonds	5,988,476.44	1,262,380.94	2,438,092.75	2,288,002.75	-	-
Bond mutual funds	17,038,755.42	1,472,100.18	5,853,444.89	6,133,042.28	3,566,541.07	13,627.00
Total debt investments	\$28,021,438.49	\$4,009,393.81	\$11,293,421.08	\$9,138,455.53	\$3,566,541.07	\$13,627.00
<u>Non-Fixed Income Investments</u>						
Mutual equity funds	60,056,733.97					
Hedge funds	2,592,446.70					
Cash surrender value of life insurance	475,217.89					
Total investments	\$91,145,837.05					

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, 2018, 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	\$ 7,104,465.39	\$ -	\$ -	\$ -	\$ -	\$7,104,465.39
U.S. government obligations	1,888,722.50	-	1,888,722.50	-	-	-
U.S. TIPS	2,303,276.13	-	2,303,276.13	-	-	-
U.S. agency obligations	802,208.00	-	802,208.00	-	-	-
Corporate bonds	5,988,476.44	366,615.00	492,513.00	3,428,421.94	1,700,926.50	-
Bond mutual funds	17,038,755.42	2,898,068.85	479,332.04	1,873,215.76	11,693,215.73	94,923.04
Total	\$35,125,903.88	\$3,264,683.85	\$5,966,051.67	\$5,301,637.70	\$13,394,142.23	\$7,199,388.43

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, 2018, the foundation had \$89,607,444.22 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, 2018:

	<u>Reported Value</u>
U.S. government obligations	\$1,492,090.78
U.S. TIPS	1,300,629.80
U.S. agency obligations	633,744.32
Corporate bonds	4,730,896.39
Pooled investment vehicles	66,607,624.85
Hedge fund	2,592,446.70
Deposits held by others	1,524,648.39
<u>Total</u>	<u>\$78,882,081.23</u>

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, 2018, each having a fair value of \$1.0709171653, 69,208,431.74 units were owned by endowments, and 3,907,911.74 units were owned by quasi-endowments.

The following tabulation summarizes changes in relationships between cost and fair values of the pooled assets for the year ended June 30, 2018:

	<u>Pooled Assets</u>		Net Gains <u>(Losses)</u>	Fair Value <u>Per Unit</u>
	<u>Fair Value</u>	<u>Cost</u>		
End of year	\$90,670,619.16	\$89,500,225.84	\$1,170,393.32	\$1.0709171653
Beginning of year	\$72,970,339.89	\$68,617,731.62	<u>4,352,608.27</u>	\$1.1028820638
Unrealized net gains (losses)			(3,182,214.95)	
Realized net gains			<u>6,825,769.14</u>	
Total net gains			<u>\$3,643,554.19</u>	

The average annual earnings per unit, exclusive of net gains, were \$.019 for the year ended June 30, 2018.

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, 2018:

	June 30, 2018	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Investments Measured at the Net Asset Value (NAV)
Assets by Fair Value Level					
Debt securities:					
U.S. government obligations	\$1,888,722.50	\$1,888,722.50	\$ -	\$ -	\$ -
U.S. TIPS	2,303,276.13	2,303,276.13	-	-	-
U.S. agency obligations	802,208.00	802,208.00	-	-	-
Corporate bonds	5,988,476.44	5,988,476.44	-	-	-
Bond mutual funds	17,038,755.42	-	-	-	17,038,755.42
Total debt securities	28,021,438.49	10,982,683.07	-	-	17,038,755.42
Equity securities:					
Mutual equity funds	60,056,733.97	-	-	-	60,056,733.97
Total equity securities	60,056,733.97	-	-	-	60,056,733.97
Hedge funds	2,592,446.70	-	-	-	2,592,446.70
Total assets at fair value	\$90,670,619.16	\$10,982,683.07	\$ -	\$ -	\$79,687,936.09

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 and liabilities measured at the net asset value per share (or its equivalent) is presented on the following table.

	Fair Value	Unfunded Commitments	Redemption Frequency (if currently eligible)	Redemption Notice Period
Assets Measured at the NAV				
Bond mutual funds	\$17,038,755.42	\$ -	Daily	None
Mutual equity funds	60,056,733.97	-	Daily	None
Hedge funds	2,592,446.70	-	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, 2018, are summarized below, net of the allowance for doubtful accounts:

Current pledges	\$1,166,593.00
Pledges due in one to five years	3,144,203.00
Pledges due after five years	1,471,425.00
Subtotal	5,782,221.00
Less allowance for doubtful accounts	18,706.37
Less discount to net present value	741,740.87
Total pledges receivable, net	\$5,021,773.76

Capital Assets

Capital asset activity for the year ended June 30, 2018, 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	247,000.00	-	-	247,000.00	-
Other assets	12,000.00	-	-	-	12,000.00
Total	318,000.00	-	-	247,000.00	71,000.00
Less accumulated depreciation:					
Buildings	59,000.00	-	-	-	59,000.00
Equipment	49,400.00	49,400.00	-	98,800.00	-
Total	108,400.00	49,400.00	-	98,800.00	59,000.00
Capital assets, net	\$209,600.00	(\$49,400.00)	\$ -	\$148,200.00	\$12,000.00

Endowments

The ETSU Foundation's endowment consists of 564 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 3% to 5% of the average quarterly balance for the three preceding calendar years, depending on the amount of reserve for each endowment. In establishing this policy, the foundation considered the long-term expected return on its endowment. Accordingly, over the long term, the foundation expects the current spending policy to allow its endowment to grow at an average of 4% annually. This is consistent with the foundation’s objective to maintain the purchasing power of the endowment assets held in perpetuity or for a

specified term, as well as to provide additional real growth through new gifts and investment return.

At June 30, 2018, net appreciation of \$13,757,203.08 is available to be spent, of which \$8,672,860.93 is included in restricted net position expendable for scholarships and fellowships, \$135,552.08 is included in restricted net position expendable for research, \$1,100,826.42 is included in restricted net position expendable for instructional department uses, and \$3,847,963.65 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 ETSU 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, 2018, MEAC made distributions of \$3,307,430 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 Charles Woepfel, Executive Director, P.O. Box 699, Mountain Home, TN 37684.

Cash

At June 30, 2018, cash consisted of \$8,029,927 in bank accounts, \$2,600 of petty cash on hand, and \$202,440 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.state.tn.us.

Investments

In accordance with GASB Statement 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, as amended, investments are reported at fair value, including those with a maturity date of one year or less at the time of purchase, unless otherwise noted. The corporation is authorized to invest funds in accordance with its board of directors' policies. The corporation's investments at June 30, 2018, consisted of \$6,314,859 of certificates

of deposit reported at cost and \$4,947,179 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, 2018, MEAC had the following debt investments and maturities:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (In Years)</u>	
		<u>Less than 1</u>	<u>1 to 5</u>
U.S. agency obligations	\$4,947,179	\$1,984,089	\$2,963,090
<u>Total debt investments</u>	<u>\$4,947,179</u>	<u>\$1,984,089</u>	<u>\$2,963,090</u>

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

At June 30, 2018, 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	\$ 202,440	\$ -	\$202,440
U.S. agency obligations	4,947,179	4,947,179	-

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, 2018, more than 5% of the corporation’s investments were invested in the following single issuers:

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

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, 2018:

	<u>June 30, 2018</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>	<u>Investments Measured at the Net Asset Value (NAV)</u>
Assets by Fair Value Level					
Debt securities					
U.S. agency obligations	\$4,947,179	\$ -	\$4,947,179	\$ -	\$ -
Total debt securities	\$4,947,179	\$ -	\$4,947,179	\$ -	\$ -

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, 2018, included the following:

Patient accounts receivable, net	\$2,649,522
Other receivables	1,412,920
Total	\$4,062,442

Capital Assets

Capital asset activity for the year ended June 30, 2018, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Land	\$ 408,450	\$ -	\$ -	\$ 408,450
Buildings	5,778,698	-	-	5,778,698
Leasehold improvements	763,366	6,340	-	769,706
Equipment	4,459,958	539,688	-	4,999,646
Total	11,410,472	546,028	-	11,956,500
Less accumulated depreciation:				
Buildings	1,375,676	208,765	-	1,584,441
Leasehold improvements	695,493	26,121	-	721,614
Equipment	4,120,245	201,032	-	4,321,277
Total	6,191,414	435,918	-	6,627,332
Capital assets, net	\$5,219,058	\$110,110	\$ -	\$5,329,168

Long-term Liabilities

Long-term liabilities activity for the year ended June 30, 2018, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Compensated absences	\$909,138	\$ -	\$212,773	\$696,365	\$139,273
Total long-term liabilities	\$909,138	\$ -	\$212,773	\$696,365	\$139,273

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.

**Schedule of East Tennessee State University's
Proportionate Share of the Net Pension Liability
Closed State and Higher Education Employee Pension Plan Within TCRS**

	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
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.

**Schedule of East Tennessee State University's
Proportionate Share of the Net Pension Asset
State and Higher Education Employee Retirement Plan Within TCRS**

	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 Asset
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.

**Schedule of East Tennessee State University's Contributions
Closed State and Higher Education Employee Pension Plan Within TCRS**

	Contractually Determined Contributions	Contributions in Relation to Contractually Determined Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
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%
2010	6,074,138	6,074,138	-	46,652,366	13.02%
2009	6,187,233	6,187,233	-	47,520,989	13.02%

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

**Schedule of East Tennessee State University's Contributions
State and Higher Education Employee Retirement Plan Within TCRS**

	Contractually Determined Contributions	Contributions in Relation to Contractually Determined Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
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%

- 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.

Closed State Employee Group OPEB Plan

	<u>2018</u>
University's proportion of the collective total OPEB liability	2.0568595285%
University's proportionate share of the collective total OPEB liability	\$ 27,614,176
University's covered-employee payroll	\$101,025,263
University's proportionate share of the collective total OPEB liability as a percentage of its covered-employee payroll	27.33%

- 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 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.

Closed Tennessee OPEB Plan

	<u>2018</u>
University's proportion of the collective total OPEB liability	0.0%
University's proportionate share of the collective total OPEB liability	\$ -
Primary government's proportionate share of the collective total OPEB liability	<u>\$ 4,092,142</u>
Total OPEB liability associated with the university	<u>\$ 4,092,142</u>
University's covered-employee payroll	\$119,808,196
University's proportionate share of the collective total OPEB liability as a percentage of its covered-employee payroll	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, 2018

Cash flows from operating activities	
Gifts and contributions	\$ 4,039,888.63
Payments to suppliers and vendors	(2,987,917.07)
Payments for scholarships and fellowships	(2,106,884.61)
Payments to or on behalf of ETSU	(3,571,470.72)
Other receipts (payments)	4,446,340.25
Net cash used by operating activities	(180,043.52)
Cash flows from noncapital financing activities	
Private gifts for endowment purposes	1,666,334.43
Net cash provided by noncapital financing activities	1,666,334.43
Cash flows from investing activities	
Proceeds from sales and maturities of investments	95,029,390.77
Income on investments	8,443,221.35
Purchases of investments	(115,909,927.83)
Net cash used by investing activities	(12,437,315.71)
Net decrease in cash and cash equivalents	(10,951,024.80)
Cash and cash equivalents - beginning of year	19,813,820.36
Cash and cash equivalents - end of year	\$ 8,862,795.56
Reconciliation of operating loss to net cash used by operating activities:	
Operating loss	\$ (303,838.08)
Noncash operating expenses	197,600.00
Adjustments to reconcile operating loss to net cash used by operating activities:	
Change in assets and liabilities:	
Receivables	(165,716.15)
Accounts payable	91,910.71
Net cash used by operating activities	\$ (180,043.52)
Noncash investing, capital, or financing transactions	
Unrealized losses on investments	\$ (3,182,214.95)

EAST TENNESSEE STATE UNIVERSITY
Supplementary Schedule of Cash Flows - Medical Education Assistance Corporation
For the Year Ended June 30, 2018

Cash flows from operating activities	
Collections from patient charges	\$ 40,666,228.00
Payments to employees	(28,908,062.00)
Payments for benefits	(2,626,048.00)
Payments to suppliers and vendors	(6,402,519.00)
Other receipts (payments)	2,620,520.00
Net cash provided by operating activities	5,350,119.00
Cash flows from noncapital financing activities	
Payments to or on behalf of ETSU or ETSU Foundation	(3,834,983.00)
Net cash used by noncapital financing activities	(3,834,983.00)
Cash flows from capital and related financing activities	
Purchases of capital assets and construction	(546,028.00)
Net cash used by capital and related financing activities	(546,028.00)
Cash flows from investing activities	
Proceeds from sales and maturities of investments	9,412,593.00
Income on investments	134,656.00
Purchases of investments	(9,314,859.00)
Other investing receipts (payments)	123,060.00
Net cash provided by investing activities	355,450.00
Net increase in cash	1,324,558.00
Cash - beginning of year	6,910,409.00
Cash - end of year	\$ 8,234,967.00

Reconciliation of operating gain to net cash provided by operating activities:	
Operating gain	\$ 3,344,216.00
Adjustments to reconcile operating gain to net cash provided by operating activities:	
Noncash operating expenses	435,918.00
Changes in assets and liabilities:	
Receivables	1,852,055.00
Prepaid expenses	64,149.00
Accounts payable	(179,981.00)
Accrued liabilities	(138,633.00)
Compensated absences	(212,773.00)
Deposits held in custody for others	(282,361.00)
Other liabilities	467,529.00
Net cash provided by operating activities	\$ 5,350,119.00

Noncash investing, capital, or financing transactions	
Unrealized losses on investments	\$ (40,411.00)



JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Chief of Staff

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

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

We have audited the financial statements of East Tennessee State University, an institution of the State University and Community College System of Tennessee, which is a component unit of the State of Tennessee, and its discretely presented component units as of and for the year ended June 30, 2018, 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 6, 2018. We conducted our audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our report includes a reference to other auditors who audited the financial statements of East Tennessee State University Foundation and the Medical Education Assistance Corporation, as described in our report on East Tennessee State University's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

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

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

material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

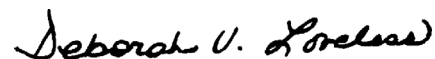
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

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*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Deborah V. Loveless, CPA, Director
Division of State Audit
December 6, 2018