

PARKERSBURG COMMUNITY COLLEGE  
FOR THE PERIOD  
JULY 1, 1979 - JUNE 30, 1983

**West Virginia**



**LEGISLATIVE AUDITOR  
CHARLESTON**

The Honorable Encil Bailey  
Legislative Auditor  
State Capitol - West Wing  
Charleston, West Virginia

Sir:

In compliance with your instructions and the provisions of the West Virginia Code, Chapter 4, Article 2, as amended, we have examined the accounts of Parkersburg Community College.

Our examination covers the period July 1, 1979 through June 30, 1983. The results of the examination are set forth on the following pages of this report. However, only the financial statements for the years ended June 30, 1983 and June 30, 1982 are included in this report. The financial statements covering the period July 1, 1979 through June 30, 1981 are included in our audit workpapers.

Respectfully submitted,

A handwritten signature in cursive script, reading "Theford L. Shanklin".

Theford L. Shanklin, CPA, Director  
Legislative Postaudit Division

TLS/lcj

PARKERSBURG COMMUNITY COLLEGE

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PARKERSBURG COMMUNITY COLLEGE

ACKNOWLEDGMENT

We extend our thanks and appreciation to the President and his staff for their cooperation in supplying information necessary in preparing this report.

PARKERSBURG COMMUNITY COLLEGE

EXIT CONFERENCE

We met with the President and his staff on November 27, 1984 and discussed our findings and recommendations with them. The above named officials' responses are included in italics in the Summary of Findings, Recommendations and Responses and the General Remarks sections of this report.

## PARKERSBURG COMMUNITY COLLEGE

### INTRODUCTION

Parkersburg Community College supplanted another state-supported institution of higher education when it was established July 1, 1971 by the West Virginia Board of Regents. Designated the state's first and "model" community college, the Parkersburg facility not only continues the two-year pre-baccalaureate program of study for the area's student population, but it also offers many career opportunities for those wishing to enter the Mid-Ohio Valley job market as technicians.

Parkersburg Community College is fulfilling the mission originally undertaken when West Virginia University opened a branch college in Parkersburg in September, 1961. The success of the West Virginia University venture resulted in a \$3.6 million complex, which was first occupied in 1969. The continual growth of the state-supported West Virginia University Parkersburg Center, which in 1971 became Parkersburg Community College, resulted in an addition to the campus facility which, upon completion in 1975, provided an enlarged Learning Resources Center, an Individualized Learning Center, a Technical Wing housing the various occupational programs, a mini-gym and student activities area.

Thus, the College's growth has been marked physically by bricks and mortar; academically by additional programs, standards and goals which enable students to earn two-year Associate in Arts Degrees before moving on to four-year institutions of higher education, as well as two-year Associate in Applied Science Degrees and one-year Certificates in various technological fields.

The College is constantly increasing its awareness of the work community as the institution, its students and the surrounding areas profit from an interchange of learning, advancement and creativity. Residents outside the

immediate Parkersburg area are also more aware of the long-range potential for the development of higher education and of the social and economic impact that Parkersburg Community College has and will continue to have in its nine-county service area. Part of this awareness is apparent in the establishment and steady growth of the Parkersburg Community College Center at Ripley, in neighboring Jackson County, where students can complete the first year of study before commuting to the Parkersburg campus for additional work in their degree programs.

In addition to classrooms, the College offers a large, attractive Learning Resources Center, an Individualized Learning Center, Lecture Hall-Theater, seven science laboratories, six mechanical-technical laboratories, a computer center, art studios, snack bar, activity areas, staff-faculty lounge, conference rooms, bookstore, print shop, darkroom facilities, attractive lobbies, wide corridors and numerous administrative and faculty offices.

Outdoors the commuting students find parking facilities for 1,200 cars as well as tennis and basketball courts, baseball-softball field and an attractive inner courtyard.

PARKERSBURG COMMUNITY COLLEGE  
ADMINISTRATIVE OFFICERS AND STAFF

JUNE 30, 1983

Eldon Miller . . . . . President  
Allan Gates . . . . . Academic Dean  
Regina Copeland . . . . . Registrar  
Harry Ross . . . . . Dean of Business Services  
Jack Simpkin . . . . . Assistant Dean  
Charles Scott . . . . . Physical Facilities  
Margaret Bailey . . . . . Personnel  
Sybil Wood . . . . . Bookstore Manager

PARKERSBURG COMMUNITY COLLEGE  
SUMMARY OF FINDINGS, RECOMMENDATIONS AND RESPONSES

AREAS OF NONCOMPLIANCE

Intra-Governmental Transfers

1. The College is using revenue line item numbers instead of disbursement numbers when transferring funds to another account.

We recommend all employees with the responsibility of coding transfers be instructed to use the proper code as specified by the State Auditor's Office.

*The college agrees with the recommendation. (See pages 12-13.)*

Bookstore

2. The College is being deprived of additional interest income by not depositing all receipts in the State Treasurer designated bank. Funds are being disbursed for purposes other than the cost of operating and maintaining the store. The fund balance as of June 30, 1982 exceeds the authorized fund ceiling balance.

We recommend the College comply with the applicable sections of the West Virginia Code.

*The college does not agree with the findings and recommendations.  
(See pages 13-16.)*

Interest Not Properly Distributed

3. Interest earned on special revenue funds deposited in the Clearing Account is being transferred to the Special Operating Account.

We recommend all interest earned on funds in the Clearing Account be prorated to the applicable special revenue accounts.

*The college agrees with the recommendation. (See pages 16-17.)*

#### INTERNAL CONTROLS AND ACCOUNTING SYSTEM

##### Business Office

4. The College does not have written accounting procedures.

We recommend the College prepare and maintain written accounting procedures.

*The college agrees with the recommendation. (See page 18.)*

##### Tuition and Fees

5. Our test of tuition and fees revealed that the College failed to detect and correct collection and refund errors.

We recommend the internal controls be strengthened.

*Given the volume of registrants and refunds over the audit period, the number and significance of the errors do not appear to be of a serious nature. (See pages 18-19.)*

##### Special Account - Local

6. Receipts and disbursements journals were not maintained.

We recommend these journals be established and maintained.

*The college will provide the necessary changes. (See page 19.)*

### Equipment

7. During our equipment test we were unable to locate two pieces of equipment. It was also noted that equipment was being transferred within the building without approval or documentation.

We recommend the College strengthen its internal control system and locate the missing pieces of equipment.

*The college agrees with the recommendation. (See page 19.)*

### Reimbursements to Appropriated Funds

8. Reimbursement of expenditures from the appropriated accounts were redeposited in the Special Operating Account (8631-06).

We recommend these funds be transferred to the applicable appropriated accounts.

*The college agrees with the recommendation. (See page 20.)*

PARKERSBURG COMMUNITY COLLEGE

GENERAL REMARKS

INTRODUCTION

We have completed a financial and compliance audit of Parkersburg Community College. A financial and compliance audit determines whether the financial statements of an audited entity present fairly the financial position and the results of financial operations in accordance with generally accepted accounting principles and whether the entity has complied with laws and regulations that may have a material effect upon the financial statements. The audit covered the period July 1, 1979 through June 30, 1983.

APPROPRIATED ACCOUNTS

All appropriated expenditures required for the operation of Parkersburg Community College were made from the following accounts:

<u>Account Number</u>	<u>Account Description</u>
3020-00	Personal Services
3020-01	Current Expenses
3020-02	Repairs and Alterations
3020-03	Equipment

SPECIAL REVENUE ACCOUNTS

During the audit period, Parkersburg Community College maintained seventeen special revenue accounts. These accounts are used to account for the proceeds of special revenue sources or to finance specified activities as required by law or administrative regulations. Balances in the special revenue accounts are carried forward to the following fiscal year. The following special revenue accounts were active during the audit period:

8631-06	Special Operating Tuition and Fees for the operation of special programs, etc.
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8631-07 Continuing Education  
Student fees; for continuing education workshop, etc.

8631-08 Capital Building - Land Improvements  
Major building and land repairs funds appropriated by the Board of Regents.

8631-10 Gifts, Grants and Scholarships  
Miscellaneous gifts, grants, bequests and endowments; to be used for scholarships, loans, research projects, etc.;

8631-11 Higher Education Resource Funds  
Funds received from Board of Regents; to be used to supplement cost of operations;

8631-19 Law Enforcement Education Program  
Receives and disburses federal funds for aid to students interested in the law enforcement field;

8631-20 Federal Programs  
Receives federal funds to buy books for the library; also receives federal funds to support continuing operation of the nursing program;

8631-26 Federal Programs - Title III  
Receives federal funds to support costs of administering veteran certification;

8631-29 Advanced Institutional Development Program  
Receives federal funds for institutional support and establishment of new educational program;

8631-37 Bookstore  
Receipts from sale of books and sundries and from earned interest; used to replenish stock and for operating expenses;

8631-41 Student Activities  
Receives student fees; for support of extracurricular activities;

8631-50 Basic Educational Opportunity Grant Program  
Receives federal funds; awards students money based on the difference between a computed family contribution and the cost of attending the college.

8631-51 College Work-Study Program  
Federal and State matching funds; for use in student assistance program;

8631-52	Supplemental Educational Opportunity Grants Program and Nursing Scholarship Program Receives federal funds; for supplemental financial aid to students and nursing scholarships to students;
8631-58	Scholarship Clearing Account Clearing account for funds from Board of Regents; for scholarship programs;
8631-75	Insurance Clearing Account Clearing account for payroll deductions for public employees' insurance;
8631-78	Revenue Clearing Account Revenues are deposited into this account for later disbursement into the various College accounts in the State Treasury.
8840-99	Special Capital Improvements Fund Income from student fees; for use by the Board of Regents for allocation to special capital improvements;
8700-11	Higher Education Resources Fees Income from student fees; for use by the Board of Regents.
8870-06	Higher Education Resources Fees Income from student fees; for use by the Board of Regents.

LOCAL ACCOUNTS

In order to have cash available for specific local college operations as needed, local bank accounts are used to provide for specific needs. During the audit period, Parkersburg Community College maintained ten local accounts which were as follows:

<u>Description</u>	<u>Purpose</u>
Collection Account	Temporary depository for tuition and fees payments from students and other miscellaneous collections, which are later remitted to the State Treasury.
National Direct Student Loan	Federal loan program used to make loans to students, the amount of which is decided by the Financial Aid Office. Receipts consist of federal letters of credit, state matching funds, loan repayments, and interest on the savings account.

Nursing Student Loan Program	Federal loan program for full and part-time nursing students. Receipts consist of federal letters of credit, state matching funds, loan repayments, and interest on savings account.
Refund Account	A portion of tuition and fees collected each semester are retained in this account to make refunds to students.
Ripley Center Account	Temporary depository for collections at the Jackson County Center, which are later deposited to the local collection account.
Special Account	This account is used as a depository for guaranteed student loans and Veterans' Administration loans which are then remitted to the school for tuition and fees payments, or to the student.
BEOG-SEOG-Nursing Scholarship	Used as a clearing account for federal financial aid awards which are distributed to the College - for tuition and fees, and to students.
Bookstore Account	Depository for daily cash sales, which in turn are deposited in the State Treasury, and sales tax collected is forwarded to the State Tax Department.
Federal Programs	Receives federal letters of credit which are distributed to the various federal accounts by treasury deposit form T-1 transmitted to the State Treasury.
Teachers' Insurance and Annuity Association	Clearing account for T.I.A.A. disability payments, and used to pay T.I.A.A. disability premiums from payroll withholdings deposited in the account.

#### AREAS OF NONCOMPLIANCE

Chapter 18, Articles 13, 24 and 25 of the West Virginia Code, as amended, generally govern Parkersburg Community College. We tested applicable sections of the above, general regulations and other applicable chapters, articles and sections of the West Virginia Code as they pertain to fiscal matters. Our findings are discussed below.

#### Intra-Governmental Transfers

The State Auditor's Office issued a memorandum April 20, 1978 to all

State agencies explaining the disbursement line item numbers to be used when transferring funds to another account. Federal funds being transferred to another account should use disbursement line 004. This number was changed July 1, 1980 to 101. Non-federal funds (but not State appropriated) being transferred to another account should use disbursement line 003. This number was changed July 1, 1980 to 102. Transfer of State appropriated with proper legislative authority use disbursement line 100.

During our audit test of tracing collection receipts to the State Auditor's report, we were not always in agreement with their totals for some special revenue accounts. This was caused by the agency using revenue line item numbers instead of disbursement numbers when transferring funds to another account. This type of coding errors results in understating receipts and disbursements but does not affect the ending balances.

We recommend all employees with the responsibility of coding transfers be instructed to use the proper code as specified by the State Auditor's Office.

*The college agrees with the recommendation.*

Bookstore

Our examination of the Bookstore cash collection records revealed receipts are being deposited in a local bank checking account that is not a designated depository for State funds. Refund checks are being issued from this account and net receipts are then remitted to the State Treasurer once each month except for the following periods:

<u>Collection Period</u>	<u>Amount</u>	<u>Date Remitted</u>
July, August 1981	\$104,153.00	September 16, 1981
December 1981, January 1982	\$105,024.00	February 4, 1982
July, August, September 1982	\$198,236.00	October 5, 1982
December 1982, January 1983	\$132,250.00	February 4, 1983

The College Bookstore is being deprived of additional interest income by not depositing all receipts in the State Treasurer designated bank

account where it would be available for investment.

Chapter 12, Article 1, Section 2 of the West Virginia Code states in part, "The state board of investments shall designate the state and national banks in this State which shall serve as depositories for all state funds placed in demand deposits...." Article 2, Section 2 states in part, "All officials and employees of the State authorized by statute to accept moneys due the State of West Virginia shall keep a daily itemized record of such moneys so received for deposit in the state treasury and shall deposit within twenty-four hours with the state treasurer all moneys received or collected by them for or on behalf of the State for any purpose whatsoever...."

We noted that \$25,316.80 was disbursed from the Bookstore Account (8631-37) to purchase lounge furniture to be placed throughout the College buildings. Our subsequent review revealed that during the 1983-84 fiscal year other items; such as, storage cabinets, tables, chairs, bookcases and filing cabinets, were purchased from the Bookstore Account and placed in other offices. Also, \$24,000.00 was transferred to the Special Operating Account (8631-06) for payment of rent for the 1982-83 fiscal year. The College building was constructed from Special Capital Improvement Funds provided by the Board of Regents and is maintained by appropriated funds.

Chapter 18, Article 24, Section 10 of the West Virginia Code states in part, "...Moneys derived from the operation of the Bookstore shall be used first to replenish the stock of goods and to pay the cost of operating and maintaining the store...."

The authorized revolving fund ceiling balance as of June 30, 1982 is \$200,000.00. The College has a fund balance of \$204,870.05 which exceeds the authorized balance as follows:

	<u>Balance 6/30/82</u>
Bookstore Account (8631-37)	\$159,945.04
Cash in Bank - Local	19,271.30
Change Fund	1,000.00
Receivable - Unauthorized Purchase	<u>25,316.80</u>
	205,533.14
Less: Accounts Payable	<u>663.09</u>
Unencumbered Balance	204,870.05
Authorized Balance	<u>200,000.00</u>
Over Authorized Balance	<u>\$ 4,870.05</u>

Chapter 18, Article 24, Section 10 of the Code states in part, "... The governing board shall, subject to the approval of the governor, fix and from time to time change the amount of the revolving fund necessary for the proper and efficient operation of each book store. Whenever at the end of any fiscal year the unencumbered balance in the book store special revenue fund shall exceed the amount of the revolving fund so established, the excess shall be transferred by the state auditor to the general revenue fund and become a part of the general revenue of the State...."

We recommend the College comply with Chapter 12, Article 1, Section 2, Article 2, Section 2 and Chapter 18, Article 24, Section 10 of the West Virginia Code.

*On October 19, 1981, the college submitted a list of all its checking accounts to the Treasurer's Office. The Treasurer's Office designated the tuition collection accounts as subject to twenty-four hour deposit, but not the bookstore checking account.*

*The bulk of the furniture bought is located directly in front of the bookstore and is used by bookstore customers as a depository for books and personal items since such items are prohibited from being brought into the bookstore. Since the college is a commuter rather than a residential college,*

people have to carry all their books and other items with them. This presents a problem for them when they wish to use the bookstore, especially during registration. Establishment of the lounge solved that problem.

The college building is not maintained by appropriated funds exclusively. Special revenue funds are used and should be reimbursed.

The computation in the findings does not take into account outstanding purchase orders as of June 30, 1982. Better than half of the \$204,870.05 was encumbered by outstanding purchase orders.

#### Interest Not Properly Distributed

While performing our audit of the special revenue accounts, we noted that cash collections were allowed to remain in the Clearing Account (8631-78) for periods of time before being transferred to the proper special revenue accounts. This allowed interest in the amount of \$1,657.14 to accumulate in the Clearing Account for the 1983 fiscal year. This interest was then transferred specifically to the Special Operating Account (8631-06). Expenditures were made for the operation of special programs.

Chapter 18, Article 24, Section 12 of the West Virginia Code states in part: "The governing board of each state educational institution shall have authority to provide special services and special programs at such institutions and may fix and collect special fees or charges therefore... All fees or charges collected for any such special services or programs shall be paid into a special fund and shall be expended solely for the maintenance, operation, and support of such services and programs...."

We do not believe the interest accumulated in the Clearing Account complies with the aforementioned Code section, because the interest was earned not only on the Special Operating Account but also on other special revenue accounts. We believe interest earned by the Special Operating Account should be used for the purposes stated in the aforementioned Code section but not the interest earned

on the other special revenue accounts.

We recommend the College comply with Chapter 18, Article 24, Section 12 of the West Virginia Code as related to the Special Operating Account. Also, we recommend the interest be prorated to each individual special account which earned the interest in the Clearing Account (8631-78).

*The college agrees with the recommendation.*

#### INTERNAL CONTROLS AND ACCOUNTING SYSTEM

As a part of our examination, we reviewed and tested the system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. Under these standards, the purpose of such evaluation is to establish a basis for reliance thereon in determining the nature, timing and extent of other auditing procedures that are necessary for expressing an opinion on the financial statements.

The objective of internal accounting control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal accounting control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect to either the execution and recording of

transactions or with respect to the estimates and judgments required in the preparation of financial statements. Further projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the system of internal accounting control for the period July 1, 1979 to June 30, 1983, which was for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, such study and evaluation disclosed conditions that we believe to be weaknesses and are discussed below.

#### Business Office

Upon our request for written accounting procedures, we were informed the College does not maintain any written procedures. This indicates a lack of internal control.

We recommend the College prepare and maintain written accounting procedures. Also, when major changes occur in the system, these procedures should be updated.

*The college agrees with the recommendation. We will request copies of the State Auditor's written procedures and base ours on theirs.*

#### Tuition and Fees

We selected a sample of fifty students for our test of tuition and fees and we noted the following errors. One student registered for six hours but attached a note to her registration form stating she would be dropping three hours. She was only charged \$57.00 for three hours. According to her final grade report, she failed to drop the class and received an "F". The cost for six hours would have been \$114.00.

Another student paid for twelve hours but only registered for eleven hours. The cost difference between twelve and eleven hours was \$11.00 (\$220.00

minus \$209.00). The student was given a refund of \$19.00.

Another student was entitled to a 70% refund on six hours, or \$79.80, but the student was given a refund of \$93.10, or 70% of seven hours.

We recommend the College strengthen internal controls so that errors such as these will be detected and corrected.

*Given the volume of registrants and refunds over the audit period, the number and significance of the errors do not appear to be of a serious nature. Since the college does not know which students were involved or the possibility of any extenuating circumstances, further comment is impossible.*

#### Special Account - Local

During our audit of the Special Account, it was noted that no cash receipts and disbursements journal was maintained. Receipts for this account are primarily from guaranteed student loans (GSL) and Veterans Administration (VA) loans. It was virtually impossible to distinguish the amount of funds received from different sources because of the lack of a cash receipts and disbursements journal.

We recommend a cash receipts and disbursements journal be established.

*The college will provide the necessary changes.*

#### Equipment

Our test revealed that two pieces of equipment we selected in our sample could not be located. The missing pieces and their cost were: (1) Stationary Everlast Exercise Bike - \$258.75, (2) Impedance Circuit - \$117.50.

It was also noted that equipment was being transferred within the building without approval or proper documentation. Inventory records should show the specific location of the equipment and all transfers should be recorded.

We recommend the College strengthen its internal control system and locate the missing pieces of equipment.

*The college agrees with the recommendation.*

### Reimbursements to Appropriated Funds

The College entered into a joint faculty appointment agreement with Glenville State College whereby members of Parkersburg Community College faculty would teach selected courses for Glenville State College on the Parkersburg Campus. Glenville State College agreed to reimburse the College for the applicable salaries plus 15% for payroll benefits. The faculty members were paid from appropriated funds, Personal Services Account (3020-00).

When the College invoiced Glenville State College for reimbursement of these services they noted that these funds should have been transferred to Special Operating Account (8631-06). In the 1981-82 fiscal year, \$11,757.95 was transferred and in the 1982-83 fiscal year, \$18,343.66 was transferred.

Any funds received by the College as reimbursement of funds previously expended from the appropriated accounts should be redeposited in the applicable accounts in the fiscal year from which it was expended.

We recommend these funds now deposited in the Special Operating Account (8631-06) be transferred to the applicable appropriated accounts.

*The college agrees with the recommendation.*

## AUDITORS' OPINION

The Honorable Encll Bailey  
Legislative Auditor  
State Capitol - West Wing  
Charleston, West Virginia

Sir:

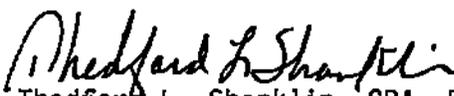
We have examined the financial statement of Parkersburg Community College for the years ended June 30, 1983 and June 30, 1982, as listed in the foregoing table of contents. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

As more fully described in Note A, the College's policy is to prepare its financial statement on the modified cash and cash basis. Accordingly, the accompanying financial statement is not intended to present financial position and results of operation in conformity with generally accepted accounting principles.

In our opinion, the financial statement of Parkersburg Community College as listed in the aforementioned table of contents present fairly appropriations and expenditures, cash and loan transactions for the years ended June 30, 1983 and June 30, 1982 on a basis consistent with the preceding year.

Our examination was made for the purpose of forming an opinion on the basic financial statement taken as a whole. The supplemental information is presented for purposes of additional analysis and is not a required part of the basic financial statement. Such information has been subjected to the auditing procedures applied in the examination of the basic financial statement and, in our opinion, is fairly stated in all material respects in relation to the basic financial statement taken as a whole.

Respectfully submitted,

  
Thedford L. Shanklin, CPA, Director  
Legislative Postaudit Division

May 31, 1984

Auditors: Delbert Pullen, Supervisor-in-Charge  
Charles W. Carpenter, Auditor-in-Charge  
Rodney V. Bennett

PARKERSBURG COMMUNITY COLLEGE

STATEMENT OF APPROPRIATIONS/CASH RECEIPTS, EXPENDITURES/

DISBURSEMENTS AND CHANGES IN FUND BALANCE

	Year Ended June 30, 1983		
	<u>General Revenue</u>	<u>Special Revenue</u>	<u>Federal Programs</u>
<b>Appropriations/Cash Receipts:</b>			
Appropriations	\$3,092,000.00	\$ -0-	\$ -0-
Tuition, Fees, Sales and Rent	-0-	1,748,471.39	-0-
Federal Funds	-0-	-0-	338,660.32
State Matching Funds	-0-	-0-	2,333.89
Loan Payments and Loans	-0-	239,545.02	55,040.60
Gifts, Grants and Scholarships	-0-	83,209.51	-0-
Board of Regents	-0-	48,292.70	-0-
Interest	-0-	114,146.15	27,963.48
	<u>3,092,000.00</u>	<u>2,233,664.77</u>	<u>423,998.29</u>
<b>Expenditures/Disbursements:</b>			
Personal Services	2,886,487.00	264,336.19	121,139.32
Current Expenses	199,000.00	944,444.30	119,951.74
Repairs and Alterations	5,402.52	23,749.44	2,510.17
Equipment	1,002.20	147,906.15	4,672.45
Board of Regents - Net	-0-	325,190.63	-0-
Loans and Loan Payments	-0-	239,260.23	55,040.60
Scholarships and Grants	-0-	-0-	224,055.41
Refunds	-0-	86,316.23	-0-
	<u>3,091,891.72</u>	<u>2,031,203.17</u>	<u>527,369.69</u>
Appropriations/Cash Receipts Over (Under) Expenditures/ Disbursements	108.28	202,461.60	(103,371.40)
Beginning Fund Balance	-0-	709,741.24	778,798.69
Expenditures After June 30 and Expirations	<u>(108.28)</u>	<u>-0-</u>	<u>-0-</u>
Ending Fund Balance	<u>\$ -0-</u>	<u>\$ 912,202.84</u>	<u>\$ 675,427.29</u>

See Notes to Financial Statement

Year Ended June 30, 1982

<u>Total</u>	<u>General Revenue</u>	<u>Special Revenue</u>	<u>Federal Programs</u>	<u>Total</u>
\$3,092,000.00	\$3,246,459.00	\$ -0-	\$ -0-	\$3,246,459.00
1,748,471.39	-0-	1,459,829.04	-0-	1,459,829.04
338,660.32	-0-	-0-	444,898.16	444,898.16
2,333.89	-0-	-0-	-0-	-0-
294,585.62	-0-	158,564.23	56,111.83	214,676.06
83,209.51	-0-	90,589.00	-0-	90,589.00
48,292.70	-0-	74,661.68	-0-	74,661.68
142,109.63	-0-	109,407.31	49,395.88	158,803.19
<u>5,749,663.06</u>	<u>3,246,459.00</u>	<u>1,893,051.26</u>	<u>550,405.87</u>	<u>5,689,916.13</u>
3,271,962.51	3,018,049.62	156,757.54	281,488.76	3,456,295.92
1,263,396.04	202,741.32	1,043,326.17	107,238.63	1,353,306.12
31,662.13	7,490.52	14,042.15	48.82	21,581.49
153,580.80	17,411.51	121,076.62	28,939.23	167,427.36
325,190.63	-0-	231,768.32	-0-	231,768.32
294,300.83	-0-	158,563.53	56,111.83	214,675.36
224,055.41	-0-	-0-	221,438.55	221,438.55
86,316.23	-0-	70,013.02	-0-	70,013.02
<u>5,650,464.58</u>	<u>3,245,692.97</u>	<u>1,795,547.35</u>	<u>695,265.82</u>	<u>5,736,506.14</u>
99,198.48	766.03	97,503.91	(144,859.95)	(46,590.01)
1,488,539.93	-0-	612,237.33	923,658.64	1,535,895.97
(108.28)	(766.03)	-0-	-0-	(766.03)
<u>\$1,587,630.13</u>	<u>\$ -0-</u>	<u>\$ 709,741.24</u>	<u>\$ 778,798.69</u>	<u>\$1,488,539.93</u>

PARKERSBURG COMMUNITY COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note A - Accounting Policies

Accounting Method: The modified cash basis of accounting is followed for the General Revenue Fund. The major modification from the cash basis is that a 90 day carry-over period is provided at the end of fiscal year 1983 and a 30 day carry-over period is provided for fiscal year 1982, for the payment of obligations incurred in that year. All balances of the General Revenue Fund appropriations for each fiscal year expire on the last day of such fiscal year and revert to the unappropriated surplus of the fund from which the appropriations were made, except that expenditures encumbered prior to the end of the fiscal year may be paid up to 90 days after the fiscal year-end 1983 and 30 days after fiscal year-end 1982; however, appropriations for buildings and land remain in effect until three years after the passage of the act by which such appropriations were made. The cash basis of accounting is followed by all other funds. Therefore, certain revenue and the related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

Expenditures during the carry-over periods and expirations were as follows:

	<u>Expenditures</u>		<u>Expirations</u>	
	<u>After June 30</u>		<u>September 30</u>	
	<u>1983</u>	<u>1982</u>	<u>1983</u>	<u>1982</u>
Personal Services	\$-0-	\$584.16	\$-0-	\$ .22
Current Expenses	-0-	88.68	-0-	-0-
Repairs and Alterations	105.48	-0-	-0-	83.48
Equipment	2.80	-0-	-0-	9.49
Total	<u>\$108.28</u>	<u>\$672.84</u>	<u>\$-0-</u>	<u>\$ 93.19</u>

Combined Totals: The combined totals contained the totals of similar accounts of the various funds. Since the appropriations and cash receipts of certain funds are restricted by various laws, rules and regulations, the totaling of accounts is for memorandum only and does not indicate that the combined totals are available in any manner other than that provided by such laws, rules and regulations.

Note B - Pension Plan

All eligible employees are either members of the West Virginia Teachers' Retirement System or Teachers' Insurance Annuity Association or both pension plans. For the West Virginia Teachers' Retirement System, employees' contributions are 6% of their compensation and employees are vested under certain circumstances. Contributions by the West Virginia Teachers' Retirement Board are 6% of the employees' compensation.

For Teachers' Annuity Association, employees' contributions are either 6% or 7% on a portion or all of their compensation and employees are vested under certain circumstances. Contributions by the University are 6% or 7% of the Compensation on which the employee made contributions to the Teachers' Insurance Annuity Association.

Contributions to the pension and retirement plans were as follows:

<u>June 30, 1983</u>	<u>June 30, 1982</u>
<u>\$ 135,555.14</u>	<u>\$ 152,253.61</u>

Note C - Intra-Account Transactions

The following intra-account transactions have been eliminated:

	<u>June 30, 1983</u>	<u>June 30, 1982</u>
Special Revenue	<u>\$1,771,742.11</u>	<u>\$1,296,824.29</u>
Federal Programs	<u>\$ 575,170.03</u>	<u>\$ 600,529.55</u>

You should note that only intra-account transactions within each fund is eliminated and not transactions between funds.

SUPPLEMENTAL INFORMATION

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES  
 APPROPRIATED ACCOUNTS

	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
<u>Personal Services - Account 3020-00</u>		
Appropriations	\$2,886,487.00	\$3,018,634.00
Expenditures	<u>2,886,487.00</u>	<u>3,018,633.78</u>
	-0-	.22
Transmittals Paid After June 30	<u>-0-</u>	<u>584.16</u>
Balance	<u>\$ -0-</u>	<u>\$ 584.38</u>
 <u>Current Expenses - Account 3020-01</u>		
Appropriations	199,000.00	202,830.00
Expenditures	<u>199,000.00</u>	<u>202,830.00</u>
	\$ -0-	\$ -0-
Transmittals Paid After June 30	<u>-0-</u>	<u>88.68</u>
Balance	<u>\$ -0-</u>	<u>\$ 88.68</u>
 <u>Repairs and Alterations - Account 3020-02</u>		
Appropriations	5,508.00	7,574.00
Expenditures	<u>5,508.00</u>	<u>7,490.52</u>
	-0-	83.48
Transmittals Paid After June 30	<u>105.48</u>	<u>-0-</u>
Balance	<u>\$ 105.48</u>	<u>\$ 83.48</u>
 <u>Equipment - Account 3020-03</u>		
Appropriations	1,005.00	17,421.00
Expenditures	<u>1,005.00</u>	<u>17,411.51</u>
	-0-	9.49
Transmittals Paid After June 30	<u>2.80</u>	<u>-0-</u>
Balance	<u>\$ 2.80</u>	<u>\$ 9.49</u>

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENTS OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCE  
 SPECIAL REVENUE

<u>Special Operating - Account 8631-06</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Tuition, Fees and Sales	\$394,221.98	\$393,316.69
Interest	18,708.55	18,609.41
	<u>412,930.53</u>	<u>411,926.10</u>
Disbursements:		
Personal Services	73,477.92	-0-
Current Expenses	371,103.45	398,272.63
Repairs and Alterations	6,552.20	5,977.38
Equipment	8,170.05	24,324.17
Refunds	530.00	7,541.94
	<u>\$459,833.62</u>	<u>\$436,116.12</u>
 Cash Receipts Over (Under) Disbursements	 (46,903.09)	 (24,190.02)
Beginning Balance	<u>92,125.14</u>	<u>116,315.16</u>
Ending Balance	<u>\$ 45,222.05</u>	<u>\$ 92,125.14</u>

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCE  
 SPECIAL REVENUE

<u>Continuing Education - Account 8631-07</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Fees	\$ 80,940.87	\$112,202.54
Interest	<u>12,894.27</u>	<u>19,489.73</u>
	93,835.14	131,692.27
Disbursements:		
Personal Services	50,639.95	72,538.58
Current Expenses	56,829.43	45,808.70
Repairs and Alterations	8,566.74	1,253.74
Equipment	<u>2,538.15</u>	<u>3,275.14</u>
	<u>118,574.27</u>	<u>122,876.16</u>
Cash Receipts Over (Under) Disbursements	(24,739.13)	8,816.11
Beginning Balance	<u>95,533.59</u>	<u>86,717.48</u>
Ending Balance	<u>\$ 70,794.46</u>	<u>\$ 95,533.59</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
SPECIAL REVENUE

<u>Capital Building and Land</u> <u>Improvements - Account 8631-08</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Rent	\$ 1,200.00	\$ -0-
Board of Regents	<u>10,000.00</u>	<u>-0-</u>
	11,200.00	-0-
Disbursements:		
Personal Services	-0-	-0-
Current Expenses	350.00	-0-
Repairs and Alterations	-0-	-0-
Equipment	<u>-0-</u>	<u>-0-</u>
	<u>350.00</u>	<u>-0-</u>
Cash Receipts Over (Under) Disbursements	10,850.00	-0-
Beginning Balance	<u>-0-</u>	<u>-0-</u>
Ending Balance	<u>\$10,850.00</u>	<u>\$ -0-</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
SPECIAL REVENUE

<u>Gifts, Grants and Scholarships - Account 8631-10</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Gifts and Grants	\$ 83,209.51	\$ 90,589.00
Interest	10,665.21	24,115.12
	<u>93,874.72</u>	<u>114,704.12</u>
Disbursements:		
Personal Services	82,149.17	20,825.47
Current Expenses	35,164.68	99,307.28
Repairs and Alterations	831.85	3,740.31
Equipment	5,366.17	44,297.70
Refunds	-0-	1,106.00
	<u>123,511.87</u>	<u>169,276.76</u>
Cash Receipts Over (Under) Disbursements	(29,637.15)	(54,572.64)
Beginning Balance	<u>117,949.23</u>	<u>172,521.87</u>
Ending Balance	<u>\$ 88,312.08</u>	<u>\$117,949.23</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
SPECIAL REVENUE

<u>Higher Education Resource Fund -</u> <u>Account 8631-11</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Fees	\$353,581.82	\$310,736.83
Board of Regents	72,008.76	34,015.18
Interest	44,482.99	16,261.94
	<u>470,073.57</u>	<u>361,013.95</u>
Disbursements:		
Personal Services	-0-	-0-
Current Expenses	159,828.18	148,683.84
Repairs and Alterations	7,201.20	1,810.31
Equipment	130,804.42	18,168.00
	<u>297,833.80</u>	<u>168,662.15</u>
Cash Receipts Over (Under) Disbursements	172,239.77	192,351.80
Beginning Balance	<u>192,351.80</u>	<u>-0-</u>
Ending Balance	<u>\$364,591.57</u>	<u>\$192,351.80</u>

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCE  
 SPECIAL REVENUE

<u>Law Enforcement Education Program -</u> <u>Account 8631-19</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts	\$ -0-	\$ -0-
Disbursements:		
Personal Services	-0-	-0-
Current Expenses	-0-	4,184.64
Repairs and Alterations	-0-	-0-
Equipment	-0-	-0-
	<u>-0-</u>	<u>4,184.64</u>
Cash Receipts Over (Under) Disbursements	-0-	(4,184.64)
Beginning Balance	<u>-0-</u>	<u>4,184.64</u>
Ending Balance	<u>\$ -0-</u>	<u>\$ -0-</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
FEDERAL PROGRAM

<u>Federal Programs - Account 8631-20</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Federal Funds	\$ 5,840.00	\$ 6,413.00
Interest	<u>2,735.79</u>	<u>7,370.71</u>
	8,575.79	13,783.71
 Disbursements:		
Personal Services	35.00	69,168.60
Current Expenses	31,676.51	14,748.86
Repairs and Alterations	2,510.17	-0-
Equipment	<u>1,126.27</u>	<u>1,125.73</u>
	<u>35,347.95</u>	<u>85,043.19</u>
 Cash Receipts Over (Under) Disbursements	(26,772.16)	(71,259.48)
 Beginning Balance	<u>28,743.07</u>	<u>100,002.55</u>
 Ending Balance	<u>\$ 1,970.91</u>	<u>\$ 28,743.07</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
FEDERAL PROGRAM

<u>Federal Programs - Title III</u>	<u>Year Ended June 30,</u>	
<u>Account 8631-26</u>	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Federal Funds	\$ -0-	\$ 6,246.00
Interest	.24	4,258.65
	<u>.24</u>	<u>10,504.65</u>
Disbursements:		
Personal Services	-0-	57,135.52
Current Expenses	3.76	4,985.31
Repairs and Alterations	-0-	48.82
Equipment	-0-	4,871.11
	<u>3.76</u>	<u>67,040.76</u>
Cash Receipts Over (Under) Disbursements	(3.52)	(56,536.11)
Beginning Balance	<u>3.52</u>	<u>56,539.63</u>
Ending Balance	<u>\$ -0-</u>	<u>\$ 3.52</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
FEDERAL PROGRAM

<u>Advanced Institutional Development</u>	<u>Year Ended June 30,</u>	
<u>Program - Account 8631-29</u>	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Federal Funds	\$100,000.00	\$227,228.53
Interest	18,548.63	29,899.84
	<u>118,548.63</u>	<u>257,128.37</u>
Disbursements:		
Personal Services	76,994.19	118,580.18
Current Expenses	39,034.32	68,578.29
Repairs and Alterations	-0-	-0-
Equipment	3,546.18	22,942.39
	<u>119,574.69</u>	<u>210,100.86</u>
Cash Receipts Over (Under) Disbursements	(1,026.06)	47,027.51
Beginning Balance	<u>149,308.00</u>	<u>102,280.49</u>
Ending Balance	<u>\$148,281.94</u>	<u>\$149,308.00</u>

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCE  
 SPECIAL REVENUE

<u>Bookstore - Account 8631-37</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Sales	\$391,760.06	\$342,208.85
Interest	21,875.40	27,270.87
	<u>413,635.46</u>	<u>369,479.72</u>
Disbursements:		
Personal Services	46,173.15	45,549.49
Current Expenses	324,366.28	282,041.56
Repairs and Alterations	-0-	577.00
Equipment	645.00	25,316.80
	<u>371,184.43</u>	<u>353,484.85</u>
Cash Receipts Over (Under) Disbursements	42,451.03	15,994.87
Beginning Balance	<u>159,945.04</u>	<u>143,950.17</u>
Ending Balance	<u>\$202,396.07</u>	<u>\$159,945.04</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
SPECIAL REVENUE

<u>Student Activities - Account 8631-41</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Fees	\$86,006.21	\$79,539.04
Interest	5,361.28	3,660.24
	<u>91,367.49</u>	<u>83,199.28</u>
Disbursements:		
Personal Services	11,896.00	17,844.00
Current Expenses	59,133.69	55,245.70
Repairs and Alterations	597.45	683.41
Equipment	382.36	5,694.81
	<u>72,009.50</u>	<u>79,467.92</u>
Cash Receipts Over (Under) Disbursements	19,357.99	3,731.36
Beginning Balance	<u>21,611.19</u>	<u>17,879.83</u>
Ending Balance	<u>\$40,969.18</u>	<u>\$21,611.19</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
FEDERAL PROGRAM

<u>Basic Educational Opportunity</u>	<u>Year Ended June 30,</u>	
<u>Grant - Account 8631-50</u>	<u>1983</u>	<u>1982</u>
Cash Receipts	\$ -0-	\$ -0-
Disbursements:		
Personal Services	-0-	-0-
Current Expenses	5,084.25	311.00
Repairs and Alterations	-0-	-0-
Equipment	-0-	-0-
	<u>5,084.25</u>	<u>311.00</u>
Cash Receipts Over (Under) Disbursements	(5,084.25)	(311.00)
Beginning Balance	<u>5,084.25</u>	<u>5,395.25</u>
Ending Balance	<u><u>\$ -0-</u></u>	<u><u>\$5,084.25</u></u>

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCE  
 FEDERAL PROGRAM

<u>College Work-Study Program</u> <u>Account 8631-51</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Federal Funds	\$50,000.00	\$25,000.00
State Matching Funds	<u>12,908.17</u>	<u>9,151.07</u>
	62,908.17	34,151.07
Disbursements:		
Personal Services	57,018.30	45,755.53
Current Expenses	3,227.03	3,303.43
Repairs and Alterations	-0-	-0-
Equipment	-0-	-0-
	<u>60,245.33</u>	<u>49,058.96</u>
Cash Receipts Over (Under) Disbursements	2,662.84	(14,907.89)
Beginning Balance	<u>4,362.61</u>	<u>19,270.50</u>
Ending Balance	<u>\$ 7,025.45</u>	<u>\$ 4,362.61</u>

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCE  
 FEDERAL PROGRAMS

<u>Supplemental Educational Opportunity Grant and Nursing Scholarships - Account 8631-52</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:	\$ -0-	\$ -0-
Disbursements:		
Personal Services	-0-	-0-
Current Expenses	7,284.59	-0-
Repairs and Alterations	-0-	-0-
Equipment	-0-	-0-
	<u>7,284.59</u>	<u>-0-</u>
Cash Receipts Over (Under) Disbursements	(7,284.59)	-0-
Beginning Balance	<u>7,284.59</u>	<u>7,284.59</u>
Ending Balance	<u>\$ -0-</u>	<u>\$7,284.59</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
SPECIAL REVENUE

<u>Scholarship Clearing - Account 8631-58</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Board of Regents	\$ 38,292.70	\$ 40,646.50
Disbursements:		
Personal Services	-0-	-0-
Current Expenses	38,007.50	40,512.20
Repairs and Alterations	-0-	-0-
Equipment	-0-	-0-
	<u>38,007.50</u>	<u>40,512.20</u>
Cash Receipts Over (Under) Disbursements	285.20	134.30
Beginning Balance	<u>134.30</u>	<u>-0-</u>
Ending Balance	<u>\$ 419.50</u>	<u>\$ 134.30</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
SPECIAL REVENUE

	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
<u>Insurance Clearing - Account 8631-75</u>		
Cash Receipts:		
Employee Premiums	\$16,255.11	\$18,649.30
Disbursements:		
Personal Services	-0-	-0-
Current Expenses	16,851.86	19,563.38
Repairs and Alterations	-0-	-0-
Equipment	-0-	-0-
	<u>16,851.86</u>	<u>19,563.38</u>
Cash Receipts Over (Under) Disbursements	(596.75)	(914.08)
Beginning Balance	<u>3,686.06</u>	<u>4,600.14</u>
Ending Balance	<u>\$ 3,089.31</u>	<u>\$ 3,686.06</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
SPECIAL REVENUE

	Year Ended June 30,	
	1983	1982
Revenue Clearing - Account 8631-78		
Cash Receipts:		
Tuition and Fees	\$1,232,234.54	\$ -0-
Interest	1,815.59	-0-
	1,234,050.13	-0-
Disbursements:		
Personal Services	-0-	-0-
Current Expenses	1,178,190.53	-0-
Repairs and Alterations	-0-	-0-
Equipment	-0-	-0-
	1,178,190.53	-0-
Cash Receipts Over (Under) Disbursements	55,859.60	-0-
Beginning Balance	-0-	-0-
Ending Balance	\$ 55,859.60	\$ -0-

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCE  
 SPECIAL REVENUE

<u>Special Capital Improvement Fund -</u> <u>(Registration Fees) - Account 8840-99</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Registration Fees	\$236,957.58	\$223,167.74
Disbursements:		
Board of Regents	<u>236,957.58</u>	<u>223,167.74</u>
Cash Receipts Over (Under) Disbursements	-0-	-0-
Beginning Balance	<u>-0-</u>	<u>-0-</u>
Ending Balance	<u>\$ -0-</u>	<u>\$ -0-</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
CHANGES IN CASH BALANCE  
SPECIAL REVENUE

<u>Higher Education Resources Fees -</u>	<u>Year Ended June 30,</u>	
<u>Account 8700-11</u>	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Student Fees	\$88,233.05	\$ -0-
Disbursements:		
Board of Regents	<u>88,233.05</u>	<u>-0-</u>
Cash Receipts Over (Under) Disbursements	-0-	-0-
Beginning Balance	<u>-0-</u>	<u>-0-</u>
Ending Balance	<u>\$ -0-</u>	<u>\$ -0-</u>

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND  
 CHANGES IN CASH BALANCE  
 SPECIAL REVENUE

<u>Higher Education Resource Fees -</u> <u>Account 8870-06</u>	<u>Year Ended June 30,</u>	
	<u>1983</u>	<u>1982</u>
Cash Receipts:		
Student Fees	\$ -0-	\$8,600.58
Disbursements:		
Board of Regents	<u>-0-</u>	<u>8,600.58</u>
Cash Receipts Over (Under) Disbursements	-0-	-0-
Beginning Balance	<u>-0-</u>	<u>-0-</u>
Ending Balance	<u>\$ -0-</u>	<u>\$ -0-</u>

PARKERSBURG COMMUNITY COLLEGE  
 STATEMENT OF CHANGES IN LOAN FUND BALANCE  
 NATIONAL DIRECT STUDENT LOAN

	<u>Year Ended June 30, 1983</u>		
	<u>Cash</u>	<u>Loans Receivable</u>	<u>Total</u>
Beginning Balance	\$ 47,554.17	\$288,755.33	\$336,309.50
Additions:			
Loan Payments and Loans	17,228.41	22,289.00	39,517.41
Interest	4,844.02	-0-	4,844.02
Federal Funds	21,122.00	-0-	21,122.00
	2,333.89	-0-	2,333.89
	<u>45,528.32</u>	<u>22,289.00</u>	<u>67,817.32</u>
	93,082.49	311,044.33	404,126.82
Deductions:			
Loans and Loan Payments	22,289.00	17,228.41	39,517.41
Cancellations	-0-	3,055.17	3,055.17
Administrative and Other Costs	146.91	1,119.15	1,266.06
	<u>22,435.91</u>	<u>21,402.73</u>	<u>43,838.64</u>
Ending Balance	<u>\$ 70,646.58</u>	<u>\$289,641.60</u>	<u>\$360,288.18</u>

Year Ended June 30, 1982

<u>Cash</u>	<u>Loans Receivable</u>	<u>Total</u>
\$ 33,456.78	\$299,924.37	\$333,381.15
23,434.17	14,500.00	37,934.17
5,163.22	-0-	5,163.22
-0-	-0-	-0-
-0-	-0-	-0-
28,597.39	14,500.00	43,097.39
62,054.17	314,424.37	376,478.54
14,500.00	23,434.17	37,934.17
-0-	55.57	55.57
-0-	2,179.30	2,179.30
14,500.00	25,669.04	40,169.04
\$ 47,554.17	\$288,755.33	\$336,309.50

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
NATIONAL DIRECT STUDENT LOAN - SAVINGS

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$26,691.44	\$ 5,573.44
Cash Receipts:		
Transfer from NDSL Checking	10,000.00	20,000.00
Interest	1,779.73	1,118.00
	11,779.73	21,118.00
TOTAL CASH TO ACCOUNT FOR	\$38,471.17	\$26,691.44
Disbursements	\$ -0-	\$ -0-
Ending Balance:		
Cash in Bank	38,471.17	26,691.44
TOTAL CASH ACCOUNTED FOR	\$38,471.17	\$26,691.44

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CHANGES IN LOAN FUND BALANCE  
NURSING STUDENT LOAN PROGRAM

	Year Ended June 30, 1983		
	Cash	Loans Receivable	Total
Beginning Balance	\$ 45,269.56	\$ 83,053.08	\$128,322.64
Additions:			
Loan Payments and Loans	7,651.19	7,872.00	15,523.19
Interest	1,834.80	-0-	1,834.80
	<u>9,485.99</u>	<u>7,872.00</u>	<u>17,357.99</u>
Deductions:			
Loan and Loan Payments	7,872.00	7,651.19	15,523.19
Cancellations	-0-	3,559.55	3,559.55
Administrative and Other Costs	25,760.50	-0-	25,760.50
	<u>33,632.50</u>	<u>11,210.74</u>	<u>44,843.24</u>
Ending Balance	<u>\$ 21,123.05</u>	<u>\$ 79,714.34</u>	<u>\$100,837.39</u>

Year Ended June 30, 1982

<u>Cash</u>	<u>Loans Receivable</u>	<u>Total</u>
\$ 50,316.85	\$ 84,194.56	\$134,511.41
5,549.16	12,628.50	18,177.66
<u>2,703.46</u>	<u>-0-</u>	<u>2,703.46</u>
58,569.47	96,823.06	155,392.53
12,628.50	5,549.16	18,177.66
<u>-0-</u>	<u>8,220.82</u>	<u>8,220.82</u>
<u>671.41</u>	<u>-0-</u>	<u>671.41</u>
<u>13,299.91</u>	<u>13,769.98</u>	<u>27,069.89</u>
<u>\$ 45,269.56</u>	<u>\$ 83,053.08</u>	<u>\$128,322.64</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
NURSING STUDENT LOAN - SAVINGS

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$41,607.48	\$39,492.94
Cash Receipts:		
Transfer from NSL - Checking	5,000.00	-0-
Interest	1,369.85	2,114.54
	6,369.85	2,114.54
TOTAL CASH TO ACCOUNT FOR	\$47,977.33	\$41,607.48
Disbursements:		
Transfer to NSL- Checking	\$35,819.45	\$ -0-
Ending Balance:		
Cash in Bank	12,157.88	41,607.48
TOTAL CASH ACCOUNTED FOR	\$47,977.33	\$41,607.48

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
COLLECTION ACCOUNT

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$392.90	\$46,780.61
Cash Receipts:		
Collections	-0-	883,330.98
Outstanding Checks Voided	207.50	-0-
	207.50	883,330.98
TOTAL CASH TO ACCOUNT FOR	\$600.40	\$930,111.59
Disbursements:		
West Virginia Board of Regents Refunds	\$-0-	\$873,775.33
	600.40	55,943.36
	600.40	929,718.69
Ending Balance:		
Cash in Bank	-0-	392.90
TOTAL CASH ACCOUNTED FOR	\$600.40	\$930,111.59

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
COLLECTION ACCOUNT - STATE TREASURY DEPOSIT SYSTEM

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
State Treasury Account	\$ 4,287.85	\$ -0-
Receipts:		
Collections	1,268,725.14	163,962.75
Less: Withheld for Refunds	79,346.14	4,913.00
	1,189,379.00	159,049.75
TOTAL CASH TO ACCOUNT FOR	\$1,193,666.85	\$ 159,049.75
Disbursements:		
Deposited - Special Revenue	\$1,181,670.29	\$ 154,761.90
Ending Balance		
State Treasury Account	11,996.56	4,287.85
TOTAL CASH ACCOUNTED FOR	\$1,193,666.85	\$ 159,049.75

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
REFUND ACCOUNT

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$ 3,715.05	\$ -0-
Cash Receipts:		
Collections Withheld	<u>80,060.65</u>	<u>8,913.00</u>
TOTAL CASH TO ACCOUNT FOR	<u>\$83,775.70</u>	<u>\$ 8,913.00</u>
Cash Disbursements:		
Refunds	\$73,615.06	\$ 5,197.95
Ending Balance:		
Cash in Bank	<u>10,160.64</u>	<u>3,715.05</u>
TOTAL CASH ACCOUNTED FOR	<u>\$83,775.70</u>	<u>\$ 8,913.00</u>

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FEDERAL PROGRAMS

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$118,853.90	\$157,228.53
Receipts:		
Federal Funds	396,872.00	497,000.00
TOTAL CASH TO ACCOUNT FOR	\$515,725.90	\$654,228.53
Disbursements:		
Basic Educational Opportunity Grant	\$296,787.14	\$244,289.40
Work-Study Funds	50,000.00	25,000.00
Supplemental Educational Opportunity Grants and Nursing Scholarships	13,747.00	26,197.70
Federal Grant Funds - (Title I, Veterans Cost of Instructions)	-0-	6,413.00
Federal Grant Funds - (Title III, Nursing and Capitation)	-0-	6,246.00
Federal Grant Funds - (Advanced Institutional Developing Program)	100,000.00	227,228.53
National Direct Student Loan Fund - Local	21,005.00	-0-
	481,539.14	535,374.63
Ending Balance:		
Cash in Bank	34,186.76	118,853.90
TOTAL CASH ACCOUNTED FOR	\$515,725.90	\$654,228.53

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
SPECIAL ACCOUNT

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$ 2,000.10	\$ 1,999.40
Cash Receipts:		
Guaranteed Student Loans	226,997.49	144,668.24
Veterans Administration Loans	33,645.87	31,790.90
Loan Collections	3,539.75	4,127.13
Other	51,456.47	10,326.23
	315,639.58	190,912.50
TOTAL CASH TO ACCOUNT FOR	\$317,639.68	\$192,911.90
Cash Disbursements:		
Tuition and Books	72,554.51	28,221.14
Payments to Students	239,260.23	158,563.53
NDSL (Loan Collections)	1,486.43	3,240.62
Nursing Student Loan Program (Loan Collection)	2,053.32	886.51
	315,354.49	190,911.80
Ending Balance:		
Cash in Bank	2,285.19	2,000.10
TOTAL CASH ACCOUNTED FOR	\$317,639.68	\$192,911.90

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
BOOKSTORE ACCOUNT

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$ 19,271.30	\$ 19,323.87
Cash Receipts:		
Sales	389,979.18	320,714.12
TOTAL CASH TO ACCOUNT FOR	\$409,250.48	\$340,037.99
Disbursements:		
State Treasury	\$379,329.08	\$314,713.54
State Tax Commission	1,903.59	1,829.34
Refunds	11,547.81	4,223.81
Wood County Magistrate Court	18.00	-0-
	392,798.48	320,766.69
Ending Balance:		
Cash in Bank	16,452.00	19,271.30
TOTAL CASH ACCOUNTED FOR	\$409,250.48	\$340,037.99

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
BEOG-SEOG-NURSING SCHOLARSHIP ACCOUNT

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$ 526.61	\$ 3,579.90
Cash Receipts:		
BEOG Federal Funds	309,155.98	244,289.40
SEOG Federal Funds	13,747.00	26,197.70
Nursing Scholarships	-0-	300.00
Recoveries	4,185.20	3,602.01
	327,088.18	274,389.11
TOTAL CASH TO ACCOUNT FOR	\$327,614.79	\$277,969.01
Disbursements:		
Tuition by BEOG	\$ 80,484.72	\$ 55,879.75
Tuition by SEOG	38.00	124.10
Tuition by Nursing Scholarships	200.00	-0-
Student Payments - BEOG	210,977.85	204,338.65
Student Payments - SEOG	11,520.00	16,199.90
Student Payments - Nursing Scholarships	1,500.00	900.00
Bank Charges	57.56	-0-
	304,778.13	277,442.40
Ending Balance		
Cash in Bank	22,836.66	526.61
TOTAL CASH ACCOUNTED FOR	\$327,614.79	\$277,969.01

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
RIPLEY CENTER ACCOUNT

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$ 18.96	\$ 19.86
Cash Receipts:		
Tuition and Fees	8,605.00	7,784.05
TOTAL CASH TO ACCOUNT FOR	\$8,623.96	\$7,803.91
Disbursements:		
Parkersburg Community College - Tuition and Fees	\$8,605.00	\$7,784.95
Ending Balance:		
Cash in Bank	18.96	18.96
TOTAL CASH ACCOUNTED FOR	\$8,623.96	\$7,803.91

PARKERSBURG COMMUNITY COLLEGE  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
TIAA DISABILITY

	Year Ended June 30,	
	1983	1982
Beginning Balance:		
Cash in Bank	\$ 1,006.58	\$ 2,128.94
Cash Receipts:		
Payroll Deductions	10,209.49	15,141.34
TOTAL CASH TO ACCOUNT FOR	\$11,216.07	\$17,270.28
Disbursements:		
Teachers' Insurance and Annuity Association Fund	\$10,410.88	\$15,129.87
Refunds	22.96	223.77
Dividends Paid	-0-	910.06
	10,433.84	16,263.70
Ending Balance:		
Cash in Bank	782.23	1,006.58
TOTAL CASH ACCOUNTED FOR	\$11,216.07	\$17,270.28

PARKERSBURG COMMUNITY COLLEGE  
RECONCILIATIONS  
SPECIAL REVENUE/FEDERAL PROGRAMS  
JUNE 30, 1983

Special Operating - Account 8631-06

Balance per State Treasury and College \$ 45,222.05

Continuing Education - Account 8631-07

Balance per State Treasury and College \$ 70,794.46

Capital Building and Land Improvements -  
Account 8631-08

Balance per State Treasury and College \$ 10,850.00

Gifts, Grants and Scholarships - Account 8631-10

Balance per State Treasury and College \$ 88,312.08

Higher Education Resource Fees - Account 8631-11

Balance per State Treasury and College \$364,591.57

Law Enforcement Education Program - Account 8631-19

Balance per State Treasury and College \$ -0-

Federal Programs - Account 8631-20

Balance per State Treasury and College \$ 1,970.91

Federal Programs - Title III - Account 8631-26

Balance per State Treasury and College \$ -0-

PARKERSBURG COMMUNITY COLLEGE  
RECONCILIATIONS  
SPECIAL REVENUE/FEDERAL PROGRAMS  
JUNE 30, 1983

Advanced Institutional Development Program  
Account 8631-29

Balance per State Treasury and College \$148,281.94

Bookstore - Account 8631-37

Balance per State Treasury and College \$202,396.07

Student Activities - Account 8631-41

Balance per State Treasury and College \$ 40,969.18

Basic Educational Opportunity Grant - Account 8631-50

Balance per State Treasury and College \$ -0-

College Work-Study Program - Account 8631-51

Balance per State Treasury and College \$ 7,025.45

Supplemental Educational Opportunity Grant and  
Nursing Scholarships - Account 8631-52

Balance per State Treasury and College \$ -0-

Scholarship Clearing - Account 8631-58

Balance per State Treasury and College \$ 419.50

Insurance Clearing - Account 8631-75

Balance per State Treasury and College \$ 3,089.31

PARKERSBURG COMMUNITY COLLEGE  
RECONCILIATIONS  
SPECIAL REVENUE/FEDERAL PROGRAMS  
JUNE 30, 1983

Revenue Clearing - Account 8631-78

Balance per State Treasury and College

\$ 55,859.60

PARKERSBURG COMMUNITY COLLEGE

BANK RECONCILIATIONS

JUNE 30, 1983

National Direct Student Loan - Checking

Balance per Bank	\$30,211.79
Deposits in Transit	
6-30-83	1,281.62
6-30-83	652.00
6-30-83	30.00
	<u>1,963.62</u>
Balance per Books	<u>\$32,175.41</u>

National Direct Student Loan - Savings

Balance per Bank	<u>\$38,471.17</u>
Balance per Books	<u>\$38,471.17</u>

Nursing Student Loan Program - Checking

Balance per Bank	\$ 8,360.47
Deposit in Transit	<u>604.70</u>
Balance per Books	<u>\$ 8,965.17</u>

Nursing Student Loan Program - Savings

Balance per Bank	<u>\$12,157.88</u>
Balance per Book	<u>\$12,157.88</u>

Federal Programs

Balance per Bank	<u>\$34,186.76</u>
Balance per Book	<u>\$34,186.76</u>

PARKERSBURG COMMUNITY COLLEGE

BANK RECONCILIATION

JUNE 30, 1983

Refund Account

Balance per Bank \$11,586.71

Less: Outstanding Checks

Check No.

194	23.77
210	15.50
433	68.40
467	57.00
699	28.50
1110	28.50
1139	11.40
1241	54.00
1263	40.00
1274	54.00
1276	108.00
1279	54.00
1287	60.00
1288	219.00
1289	54.00
1290	54.00
1293	40.00
1294	5.00
1295	54.00
1296	54.00
1297	54.00
1298	54.00
1299	30.00
1301	30.00
1302	30.00
1303	30.00
1304	15.00
1305	17.00
1306	17.00
1307	60.00
1308	6.00
	\$ 1,426.07

Balance per Book

\$10,160.64

PARKERSBURG COMMUNITY COLLEGE

BANK RECONCILIATIONS

JUNE 30, 1983

Special Account

Balance per Bank \$ 2,292.29

Less: Outstanding Checks

Check No.

1853	1.00
1861	1.00
2028	1.00
2769	.05
2940	4.05
4163	260.00
4164	1,136.67
4165	96.66
4166	66.67
	<u>1,567.10</u>
	725.19

Add: Deposit not Credited 1,560.00

Balance per Book \$ 2,285.19

Bookstore

Balance per Bank \$16,490.06

Less: Outstanding Checks

Check No.

608	20.95
656	48.90
664	26.95
669	19.95
670	1.25
	<u>118.00</u>

Plus: Deposit in Transit 79.94

Balance per Book \$16,452.00

PARKERSBURG COMMUNITY COLLEGE

BANK RECONCILIATIONS

JUNE 30, 1983

BEOG-SEOG - Nursing Scholarship Account

Balance per Bank	\$23,023.66
Less: Outstanding Checks	
#5057	17.00
#5058	230.00
	<u>247.00</u>
Add: Deposits in Transit	
6-30-83	60.00
	<u>60.00</u>
Balance per Books	<u><u>\$22,836.66</u></u>

Ripley Center Account

Balance per Bank	\$ 18.86
Service Charge Not Recorded on Books	<u>.10</u>
Balance per Books	<u><u>18.96</u></u>

TIAA Disability

Balance per Bank	\$ 1,607.37
Less: Outstanding Check	
<u>Check No.</u>	
660	<u>825.14</u>
Balance per Book	<u><u>\$ 782.23</u></u>

STATE OF WEST VIRGINIA

OFFICE OF LEGISLATIVE AUDITOR, TO WIT:

I, Encil Bailey, Legislative Auditor, do hereby certify that the report of audit appended hereto was made under my direction and supervision, under the provisions of the West Virginia Code, Chapter 4, Article 2, as amended, and that the same is a true and correct copy of said report.

Given under my hand this 4th day of December, 1984.

*Encil Bailey*

Encil Bailey, Legislative Auditor

Copy forwarded to the Commissioner of the Department of Finance and Administration to be filed as a public record. Copies forwarded to Parkersburg Community College; West Virginia Board of Regents; Governor; Attorney General; and, State Auditor.