

**VIRGINIA'S A.L. PHILPOTT MANUFACTURING  
EXTENSION PARTNERSHIP  
RICHMOND, VIRGINIA**

**REPORT ON AUDIT  
FOR THE YEAR ENDED  
JUNE 30, 1999**

***AUDITOR OF  
PUBLIC  
ACCOUNTS***



***COMMONWEALTH OF VIRGINIA***

## **AUDIT SUMMARY**

Our audit of the Virginia's A. L. Philpott Manufacturing Extension Partnership for the year ended June 30, 1999, found:

- proper recording and reporting of transactions, in all material respects, in the accounting system of its fiscal agent;
- no internal control matters that we consider to be material weaknesses; and
- no instances of noncompliance required to be reported under Government Auditing Standards.

– T A B L E O F C O N T E N T S –

AUDIT SUMMARY

INDEPENDENT AUDITOR'S REPORT

FINANCIAL HIGHLIGHTS

BOARD OF TRUSTEES

March 3, 2000

The Honorable James S. Gilmore, III  
Governor of Virginia  
State Capitol  
Richmond, Virginia

The Honorable Richard J. Holland  
Chairman, Joint Legislative Audit and  
Review Commission  
General Assembly Building  
Richmond, Virginia

#### INDEPENDENT AUDITOR'S REPORT

We have audited the financial records and operations of the **Virginia's A. L. Philpott Manufacturing Extension Partnership** (the Partnership) for the year ended June 30, 1999. We conducted our audit in accordance with Government Auditing Standards, issued by the Comptroller General of the United States.

#### Audit Objectives, Scope, and Methodology

Our audit's primary objectives were to review the Partnership's accuracy of recording financial transactions on the accounting system of its fiscal agent, review the adequacy of internal control, and test compliance with applicable laws and regulations.

Our audit procedures included inquiries of appropriate personnel, inspection of documents and records, and observation of the Partnership's operations. We also tested transactions and performed such other auditing procedures as we considered necessary to achieve our objectives. We reviewed the overall internal accounting controls, including controls for administering compliance with applicable laws and regulations.

We obtained an understanding of the relevant internal control components sufficient to plan the audit. We considered materiality and control risk in determining the nature and extent of our audit procedures. We performed audit tests to determine whether the Partnership's controls were adequate, had been placed in operation, and were being followed. Our audit also included tests of compliance with applicable laws and regulations.

The Partnership's management has responsibility for establishing and maintaining internal control and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations.

Our audit was more limited than would be necessary to provide assurance on internal control or to provide an opinion on overall compliance with laws and regulations. Because of inherent limitations in internal control, errors, irregularities, or noncompliance may nevertheless occur and not be detected. Also, projecting the evaluation of internal control to future periods is subject to the risk that the controls may become inadequate because of changes in conditions or that the effectiveness of the design and operation of controls may deteriorate.

#### Audit Conclusions

We found that the Partnership properly stated, in all material respects, the amounts recorded and reported in the accounting system of its fiscal agent. The Partnership records its financial transactions on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

We found no matters involving internal control and its operation that we consider to be material weaknesses. Our consideration of internal control would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of the specific internal control components does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material to the Partnership's financial operations may occur and not be detected promptly by employees in the normal course of performing their duties.

The results of our tests of compliance disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended for the information of the Governor and General Assembly, the Board of Trustees, management, and the citizens of the Commonwealth of Virginia, and is a public record.

#### EXIT CONFERENCE

We discussed this report with management at an exit conference held on March 6, 2000.

AUDITOR OF PUBLIC ACCOUNTS

JEG:jld  
jld:50

## FINANCIAL HIGHLIGHTS

The Partnership, an independent entity headquartered at Patrick Henry Community College (the College) in Martinsville-Henry County, Virginia seeks to foster statewide economic growth by enhancing the competitiveness of Virginia's small to mid-sized manufacturers. The Partnership carries out its mission through manufacturing specialists who deliver consulting services from eleven regional offices located throughout the Commonwealth.

The Partnership employs an executive director, business manager, office manager, systems administrator, operations manager, manufacturing specialists, and has a twenty-three member Board of Trustees. The College, as fiscal agent, provides budget, accounting, and payroll support. The Partnership anticipates that this support will continue in the future.

The Partnership is a discrete Component Unit of the Commonwealth. The Partnership maintains its operations from funding from the U.S. Department of Commerce, National Institute of Standards and Technology - Manufacturing Extension Partnership; General Fund Appropriations; Virginia's Center for Innovative Technology; and fees for consulting services.

The following table summarizes the financial activity for the year ended June 30, 1999 as recorded on the College's accounting system.

	<u>General Fund</u>	<u>Non-General Fund</u>
Revenues:		
Appropriations	\$ 500,000	\$ -
Private gifts and grants	-	384,883
Federal grants	-	1,749,284
Fees for consulting services	-	262,358
Total revenues	<u>500,000</u>	<u>2,396,526</u>
Expenses:		
Salaries and fringe benefits	-	1,486,576
Contractual services	473,247	609,974
Equipment	25,772	64,117
Other	985	99,719
Total expenses	<u>500,004</u>	<u>2,260,386</u>
Net increase/(decrease) for the year	(4)	136,140
Beginning balance July 1, 1998	<u>4</u>	<u>271,226</u>
Ending balance June 30, 1999	<u>\$ -</u>	<u>\$ 407,366</u>

VIRGINIA'S A. L. PHILPOTT  
MANUFACTURING EXTENSION PARTNERSHIP  
Martinsville, Virginia

BOARD OF TRUSTEES

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