

**THE COMMITTEE ON AGING  
FOR RANDOLPH COUNTY, INC.**

**AUDITED FINANCIAL STATEMENTS**

**September 30, 2009**

*Audited by*  
Williams & Associates, AC  
204 Davis Avenue, PO Box 2727  
Elkins, West Virginia 26241

**THE COMMITTEE ON AGING FOR RANDOLPH COUNTY, INC.  
AUDIT FOR YEAR ENDED SEPTEMBER 30, 2009**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
The Committee on Aging for Randolph County, Inc.  
Elkins, West Virginia

I have audited the accompanying statement of financial position of the Committee on Aging for Randolph County, Inc. as of September 30, 2009, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Committee on Aging for Randolph County, Inc.'s management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

As more fully described in Note 1 to the financial statements, prior to October 1, 1990, the Organization had expensed all property and equipment. Property and equipment should have been capitalized at cost if purchased, or at fair value if donated or contributed, to conform with generally accepted accounting principles, and those amounts should have been depreciated over the estimated useful lives of the assets. The cumulative amounts for such property and equipment cannot be reasonably verified.

In my opinion, except for the effects of the matter discussed in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the Committee on Aging for Randolph County, Inc. as of September 30, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued my report dated March 26, 2010, on my consideration of the Committee on Aging for Randolph County Inc.'s internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

*Williams & Associates, A.C.*

Williams & Associates, A.C.

Elkins, West Virginia

March 26, 2010

**The Committee on Aging for Randolph County, Inc.**  
**STATEMENT OF FINANCIAL POSITION**  
**September 30, 2009**

<b>ASSETS</b>		
Current Assets		
Cash and Equivalents	\$ 174,677	
Certificates of Deposit	246,630	
Investments	1,015,087	
Accounts Receivable	67,081	
Grants Receivable	33,597	
Inventory	12,805	
Prepaid Expenses	21,320	
Total Current Assets		\$ 1,571,197
Fixed Assets		
Property and Equipment	1,368,837	
Accumulated Depreciation	(660,666)	
Net Fixed Assets		708,171
<b>TOTAL ASSETS</b>		<b>\$ 2,279,368</b>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	\$ 1,863	
Accrued Compensation	21,813	
Total Current Liabilities		\$ 23,676
Long-Term Liabilities		
OPEB Plan Liability	97,712	
Total Long-Term Liabilities		97,712
<b>TOTAL LIABILITIES</b>		<b>\$ 121,388</b>
Net Assets, Unrestricted	2,131,015	
Net Assets, Temporarily Restricted	26,965	
Net Assets, Permanently Restricted	-	
<b>TOTAL NET ASSETS</b>		<b>2,157,980</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<b>\$ 2,279,368</b>

See Independent Auditor's Report.

The accompanying notes are an integral part of these financial statements.

**The Committee on Aging for Randolph County, Inc.**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended September 30, 2009**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>TOTAL</u>
<b>SUPPORT</b>				
Contributions	\$ 56,777	\$ -	-	\$ 56,777
Grants				
Federal Monies		470,043		470,043
State Monies		465,217		465,217
Program Service Fees	897,744			897,744
Project Income		161,060		161,060
Investment Return	62,233			62,233
Other	265,409			265,409
<b>TOTAL SUPPORT</b>	<u>\$ 1,282,163</u>	<u>\$ 1,096,320</u>	<u>-</u>	<u>\$ 2,378,483</u>
<b>EXPENSES</b>				
Program Services	\$ 2,242,567	\$ -	-	2,242,567
Management and General	189,628			189,628
<b>TOTAL EXPENSES</b>	<u>\$ 2,432,195</u>	<u>\$ -</u>	<u>-</u>	<u>\$ 2,432,195</u>
<b>INCREASE(DECREASE) IN NET ASSETS</b>	(1,150,032)	1,096,320	-	(53,712)
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	1,152,462	(1,152,462)		-
<b>NET ASSETS, 10/1/08</b>	<u>2,128,148</u>	<u>83,544</u>		<u>2,211,692</u>
<b>NET ASSETS, 9/30/09</b>	<u>\$ 2,130,578</u>	<u>\$ 27,402</u>	<u>\$ -</u>	<u>\$ 2,157,980</u>

See Independent Auditor's Report.

The accompanying notes are an integral part of these financial statements.

**The Committee on Aging for Randolph County, Inc.**  
**STATEMENT OF CASH FLOWS**  
**For the Year Ended September 30, 2009**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Increase(Decrease) in Net Assets \$ (53,712)

Adjustments to reconcile changes in net assets  
to net cash provided by operating activities:

Depreciation 95,744

(Increase)Decrease in Operating Assets:

    Accounts Receivable 3,861

    Grants Receivable 353

    Inventory (1,668)

    Prepaid Expenses 1,273

Increase(Decrease) in Operating Liabilities:

    Accounts Payable (42)

    Accrued Compensation 13,115

    OPEB Liability 82,975

    Unearned Revenue (104,106)

**NET CASH PROVIDED BY OPERATING ACTIVITIES \$ 37,793**

**CASH FLOW FROM INVESTING ACTIVITIES**

Sales and Purchases of Investments (28,707)

Purchase of Property and Equipment (50,832)

**NET CASH USED IN INVESTING ACTIVITIES (79,539)**

**CASH FLOW FROM FINANCING ACTIVITIES**

Principal Payments on Loans (17,394)

**NET CASH USED BY FINANCING ACTIVITIES (17,394)**

**NET INCREASE IN CASH AND CASH EQUIVALENTS (59,140)**

**CASH AND CASH EQUIVALENTS, 10/1/07 233,817**

**CASH AND CASH EQUIVALENTS, 9/30/08 \$ 174,677**

See Independent Auditor's Report.

The accompanying notes are an integral part of these financial statements.

**The Committee on Aging for Randolph County, Inc.  
STATEMENT OF FUNCTIONAL EXPENSES  
For the Year Ended September 30, 2009**

Community Care/ Medicaid Waiver	Program Services										Total		
	III-B/ Assisted Transportation	III-C Congregate Home Delivered	Federal III-E	Federal III-D/MM	SHIP	Lighthouse	FAIR	Transit	Case Management	Program Services		Management & General	
Personnel	\$ 734,697	\$ 124,541	\$ 50,142	\$ 12,189	\$ 1,685	\$ 4,029	\$ 73,079	\$ 30,080	\$ 304,532	\$ 6,373	\$ 1,429,109	\$ 8,529	\$ 1,437,638
Travel	68,679	5,900		3,677			12,587	4,867	1,231		97,941		97,941
Printing & Supplies					798		72				870	25,304	26,174
Raw Food		74,445	53,802								128,247		128,247
Disposables		8,109	5,572								13,681		13,681
Training	1,258								26,491		27,749		27,749
Transportation		3,853	17,890								21,743		21,743
Communication													
and Utilities	4,737						9		7,358		12,104		12,104
Indirect Costs	155,283	14,639	28,950	3,238	632	899	19,298	5,279	82,525		360,036	6,192	366,228
Medicaid/Excise Tax	61								40		101	2,135	2,236
Other	18,234	2,168	15,188	75		203	210	162	71,066	433	142,442	49,801	192,243
Advertising	753								7,791		8,544	1,923	10,467
Depreciation												95,744	95,744
<b>Total Functional Expenses</b>	<b>\$ 984,702</b>	<b>\$ 294,944</b>	<b>\$ 171,544</b>	<b>\$ 19,179</b>	<b>\$ 3,115</b>	<b>\$ 5,131</b>	<b>\$ 105,255</b>	<b>\$ 40,388</b>	<b>\$ 500,994</b>	<b>\$ 6,846</b>	<b>\$ 2,242,567</b>	<b>\$ 189,628</b>	<b>\$ 2,432,195</b>

See Independent Auditor's Report.

The accompanying notes are an integral part of these financial statements.

**THE COMMITTEE ON AGING FOR RANDOLPH COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS**

Note 1. Summary of Significant Accounting Policies

The Committee on Aging for Randolph County, Inc., is a nonprofit organization whose purpose is to improve the quality of life for senior citizens in Randolph County, West Virginia. The purpose of the Organization is to study and document the needs of the seniors; to encourage, promote and aid in the establishment of programs for the seniors; to conduct programs of public education on the problems of aging; to utilize opportunities to establish demonstration programs; and to implement state and local programs for the aging that no other agency is implementing.

This summary of significant accounting policies of The Committee on Aging for Randolph County, Inc., is presented to assist in understanding the Organization's financial statements. The financial statements and notes are the representation of management, who is responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

**Basis of Accounting**

The financial statements of the Committee on Aging for Randolph County, Inc., have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

**Basis of Presentation**

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statements of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**Estimates**

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management must make estimates based on future events that affect the reported amounts of assets and liabilities, the disclosures of contingent assets and liabilities as of the date of the financial statements, and revenues and expenses during the reporting period. Actual results could differ from these estimates.

**Accounts Receivable**

Accounts receivable represent amounts owed the Organization for services provided to clients of the Organization under contracts with the West Virginia Department of Health and Human Resources – Medicaid Waiver and Community Care Programs. In addition, the Organization uses the allowance method for accounting for bad debts whereby an allowance for doubtful accounts is established based on the realization of the accounts receivable at year end. As of September 30, 2009, all accounts receivable are deemed collectible.

**The accompanying independent auditor's report is an integral part of these notes.**



**THE COMMITTEE ON AGING FOR RANDOLPH COUNTY, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

**Grants Receivable**

Contributions/grants are recognized when the donor/grantor makes a promise to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor/grantor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor/grantor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. The Organization uses the allowance method to determine collectibility of grants receivable. As of September 30, 2009, all grants receivable are deemed collectible.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash and cash equivalents.

**Property and Equipment**

Prior to October 1, 1990, the Organization expensed all property and equipment in the period of acquisition as directed by the grantor agencies. The Organization, effective October 1, 1990, is currently capitalizing all equipment purchases at cost and all donated equipment at fair market value and is depreciating these costs using the straight-line method over the asset's estimated useful life. All equipment/vehicles purchased with grant monies must have approval from the grantor agency to dispose of such equipment and the method of disposition. The Organization has adopted a capitalization policy in the amount of \$500.

**Investments**

The Organization reports investments in marketable securities with readily determinable fair values at their fair values in the statement of financial position. Unrealized gains and losses are included in the changes in net assets.

**Inventory**

Inventory consists primarily of raw food, disposables, and supplies purchased under the Title III-C grant and are recorded at lower of cost (first-in, first-out basis) or market.

**Income Taxes**

The Organization is exempt from income taxes under the provisions of Internal Revenue Code Section 501(c)(3).

**The accompanying independent auditor's report is an integral part of these notes.**

**THE COMMITTEE ON AGING FOR RANDOLPH COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS**

Grant Monies

Grant monies are received in three ways:

- 1 – On a cost reimbursement basis for which the Organization requests reimbursement for monies already spent. This is utilized for the LIFE program grant.
- 2 – On an as needed basis in which the Organization requests monies that it feels it will need in the immediate future; this is utilized for Title III-B, Title III-E, Title III-D, Transit, SHIP and Elder Abuse grants. Upon completion of a grant year any unexpended money has to be approved for carryover to the next year, but if approval is denied, the money has to be reimbursed to the grantor.
- 3 – Title III-C are received on a meal reimbursement basis but not to exceed the total grant award. Upon completion of the grant year, any unexpended monies are restricted for future Title III-C program operating expenses.

Total federal and state grant revenues for the year ended September 30, 2009 was \$935,260.

Operating expenditures made against federal and state grants are subject to audit by the Grantor agency. These agencies may subsequently make adjustments to the grant as originally awarded due to their audit findings.

Donated Facilities

Several of the Committee on Aging for Randolph County, Inc.'s facilities are owned by the Randolph County Commission. These include the main senior center building in Elkins and the nutrition sites in Mill Creek and Harman. These facilities are leased to the Organization. Since recent appraisals are not available, a fair rental value could not be reasonably calculated and recorded as donated services and rent expense in these financial statements.

Advertising

Advertising costs are expensed as incurred and totaled \$10,467 for the year ended September 30, 2009.

Note 2. Receivables

Accounts receivable consisted of the following at September 30, 2009:

COC/Waiver	\$ 67,081
	<u>                    </u>

**The accompanying independent auditor's report is an integral part of these notes.**

**THE COMMITTEE ON AGING FOR RANDOLPH COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS**

Note 2. Receivables (continued)

Grants receivable consisted of the following at September 30, 2009:

Transit	\$	19,437
Title III-B		<u>14,160</u>
	\$	<u><u>33,597</u></u>

Note 3. Investments

Investments are stated at fair value and consist of U.S. Government Agency Obligations and U.S. Treasury Bills. Fair values and appreciation (depreciation) at September 30, 2009 are summarized below:

	<u>Cost</u>	<u>Fair Market Value</u>	<u>Unrealized Appreciation (Depreciation)</u>
Investments, unrestricted	<u>\$1,015,059</u>	<u>\$1,015,087</u>	<u>\$ 28</u>

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended September 30, 2009.

Investment expense	\$ (2,399)
Net realized and unrealized gains(losses)	28
Other interest income	<u>62,233</u>
	<u>\$ 59,862</u>

Note 4. Property and Equipment

Property and equipment consisted of the following at September 30, 2009:

Land	\$ 346,788
Buildings	59,388
Improvements	168,748
Furniture & Equipment	168,286
Office Equipment	72,735
Vehicles	504,863
Other Equipment	<u>48,029</u>
Total Fixed Assets	1,368,837
Less accumulated depreciation	<u>(660,666)</u>
Net property and equipment	<u><u>\$ 708,171</u></u>

**The accompanying independent auditor's report is an integral part of these notes.**

**THE COMMITTEE ON AGING FOR RANDOLPH COUNTY, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

Note 5. Retirement Program

Certain employees are eligible to be included in the organization's retirement program. The employee contributes 4.5% of his/her gross wages which is combined with 9.5% contributed by The Committee on Aging for Randolph County, Inc. The covered employees are eligible to draw benefits upon retirement. Service contributions to the retirement program were \$44,880 for the year. Of this amount, \$27,635 was included in salaries and fringe benefits and \$17,245 was included in indirect expenses on the respective statement of functional expenses.

Note 6. Other Post-Employment Benefits (Defined Benefit OPEB Plan)

The Committee on Aging for Randolph County, Inc. participates in the West Virginia Public Employee Insurance Agency's health insurance plan. In order to comply with GASB Statement No. 43 *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans* and GASB Statement No. 45 *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, effective July 1, 2007 the Organization began recording annual required contributions (ARC) as a liability and have elected to place equivalent funds into a trust account at Davis Trust Company earmarked for payment of the corresponding liability. The balance of the liability as of September 30, 2009 was \$97,712.

Note 7. Support Concentration

The Committee on Aging for Randolph County, Inc., receives approximately 35% of its support from the West Virginia Department of Health and Human Services for providing services under the Medicaid Waiver and Community Care programs. Any significant reduction in the level of support from these sources could have a material effect on the Organization's programs and activities.

Note 8. Split-Interest Agreement (Trust)

The Committee on Aging for Randolph County, Inc., is the beneficiary of a perpetual trust created on March 1, 1984 and held by Davis Trust Company. The Organization has the irrevocable right to receive the income earned on the trust assets in perpetuity, but never receives the assets held in trust. The income is restricted to pay for "recurring expenses" incurred by the Organization. The funds held in trust are owned by the Organization and are therefore reflected on the Statement of Financial Position as Investments.

The Organization is also the beneficiary of a perpetual trust created on August 13, 1984 by the Randolph County Commission and held by Citizens National Bank. The Organization has the irrevocable right to receive the income earned on the trust assets in perpetuity, but never receives the assets held in trust. The income is restricted to pay for "general operating expenses," but cannot be used to pay salaries. The funds held in trust remain the property of the Randolph County Commission, therefore they are not reflected on the Statement of Financial Position.

**The accompanying independent auditor's report is an integral part of these notes.**

**THE COMMITTEE ON AGING FOR RANDOLPH COUNTY, INC.  
NOTES TO FINANCIAL STATEMENTS**

**Note 9. Transportation Grants**

As a Section 5310 Public Transit agency, the Committee on Aging for Randolph County, Inc., is the recipient of grants from the WV Department of Transportation, Division of Public Transit. These grants provide funds for the Organization to purchase vehicles.

**Note 10. Long-Term Liabilities**

The Committee on Aging for Randolph County, Inc. has no long-term liabilities.

**The accompanying independent auditor's report is an integral part of these notes.**

**SUPPLEMENTAL INFORMATION**

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## INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTAL INFORMATION

To the Board of Directors  
The Committee on Aging for Randolph County, Inc.  
Elkins, West Virginia

My report on my audit of the basic financial statements of the Committee on Aging for Randolph County, Inc., for the year ended September 30, 2009, appears on page one (1). I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States for the purpose of forming an opinion on the basic financial statements taken as a whole. The schedule of revenues is presented for purposes of additional analysis and is not a required part of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Williams & Associates, A.C.*  
Elkins, West Virginia  
March 26, 2010

**The Committee on Aging for Randolph County, Inc.  
SCHEDULE OF REVENUES  
For the Year Ended September 30, 2009**

	II-B/ Assisted Transportation	III-D/MM	III-E	III-C		SHIP	FAIR PLUS	FAIR PLUS	COC/ Waiver	Lighthouse	Transit	Other	TOTALS
				Congregate	Home-Delivered								
<b>GRANT REVENUES</b>													
Federal	\$ 40,557	\$ 2,136	\$ 13,448	\$ 114,066	\$ 74,978	\$ 10,000	\$ -	\$ -	\$ -	\$ 214,858	\$ -	\$ -	\$ 470,043
State	14,168	127		32,312	11,179		32,428	1,300		28,910	30,318	39,058	120,424
Other State	33,191			27,436	24,000					96,978	81,579		69,376
LIFE	6,587	363	5,283										263,184
State & LIFE Match													12,233
Total Grant Revenues	94,503	2,626	18,731	173,814	110,157	10,000	32,428	1,300	-	96,978	355,665	39,058	935,260
<b>OTHER REVENUES</b>													
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,022	\$ 48,755	\$ 56,777
Program Service Fees							1,623	818,676		6,102	16,469	54,874	897,744
Project Income	10,123	489	448	89,976	33,081					26,943			161,060
Investment Return	39							143		66			62,233
Other	4,447			44,875				11,032		77,500			265,409
Total Other Revenues	14,609	489	448	134,851	33,081	-	1,623	829,851	-	6,102	129,000	293,169	1,443,223
<b>TOTAL REVENUES</b>	\$ 109,112	\$ 3,115	\$ 19,179	\$ 308,665	\$ 143,238	\$ 10,000	\$ 34,051	\$ 1,300	\$ 829,851	\$ 103,080	\$ 484,665	\$ 332,227	\$ 2,378,483

The accompanying independent auditor's report and notes are integral parts of these financial statements.



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## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors  
The Committee on Aging for Randolph County, Inc.  
Elkins, West Virginia 26241

I have audited the financial statements of the Committee on Aging for Randolph County, Inc., (a non-profit organization) as of and for the year ended September 30, 2009, and have issued a report thereon dated March 26, 2010. I conducted my 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.

### Compliance

As part of obtaining reasonable assurance about whether the Committee on Aging for Randolph County, Inc.'s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of law, regulations, contracts, and grants, 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 is not an object of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, I noted certain immaterial instances of noncompliance, which we have reported to management of the Committee on Aging for Randolph County, Inc., in a separate letter dated March 26, 2010, and included in this audit report on pages 17 and 18.

### Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Committee on Aging for Randolph County, Inc.'s internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal

control components does not reduce to a relatively low level the risk that misstatements in an amount that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting that its operation that I consider to be material weaknesses. However, I noted other matters involving the internal control over financial reporting, which I have reported to management of the Committee on Aging for Randolph County, Inc., in a separate letter dated March 26, 2010, and included in this audit report on pages 17 and 18.

This report is intended solely for the information and use of the board of directors, management, and West Virginia Bureau of Senior Services and is not intended to be and should not be used by anyone other than these specified parties.

*Williams & Associates, A.C.*  
Elkins, West Virginia  
March 26, 2010

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## REPORT ON SELECTED COMPLIANCE REQUIREMENTS OF THE WEST VIRGINIA BUREAU OF SENIOR SERVICES

To the Board of Directors  
The Committee on Aging for Randolph County, Inc.  
Elkins, West Virginia

I have audited the financial statements of the Committee on Aging for Randolph County, Inc. (a non-profit organization) as of and for the year ended September 30, 2009, and have issued my report thereon dated March 26, 2010. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial statement audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

As part of obtaining reasonable assurance about whether the Committee on Aging for Randolph County, Inc.'s financial statements are free of material misstatement, I performed tests of certain compliance requirements per the directive of the West Virginia Bureau of Senior Services. Providing an opinion on compliance with these provisions was not an objective of my audit and, accordingly, I do not express such an opinion. However, the results of my tests disclosed no instances of noncompliance that are required to be reported under the directive of the West Virginia Bureau of Senior Services.

This report is intended for the information of the Board of Directors, management and the granting agencies and it not intended to be and should not be used by anyone other than those specified parties.

*Williams & Associates, A.C.*  
Williams & Associates, A.C.  
March 26, 2010

# Williams & Associates, A.C.

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## MANAGEMENT LETTER

To the Board of Directors  
The Committee on Aging for Randolph County, Inc.  
Elkins, West Virginia

My audit on the financial statements of the Committee on Aging for Randolph County, Inc., for the year ended September 30, 2009, highlighted areas where I would like to make recommendations which would improve the internal control, accounting procedures, and internal financial information of the Organization. Since my audit was not designed to include a complete review of all systems, procedures and controls, the following comments and recommendations should not be considered to be all inclusive of the areas where improvements may be necessary.

### Segregations of Duties

During my audit I noted that two people perform most of the accounting and financial duties. As a result, many aspects of internal accounting control which rely upon an adequate segregation of duties are for all practical purposes missing in the Committee on Aging for Randolph County, Inc. I recognize that the Organization is not large enough to make the employment of additional staff for the purpose of segregating duties practicable from a financial standpoint, but I am required, under my professional responsibilities, to describe the situation.

### Accounting Records/Trial Balance

I noted during my audit that the trial balance provided did not correspond to the amounts on last year's audit report. Adjusting entries should be entered by accounting staff to insure that the audited amounts correspond with the Organization's accounting records.

### Balance Sheet Accounts

I noted during my audit that some balance sheet accounts were missing from the trial balance provided. The balance sheet accounts, including fixed assets, should be added to the trial balance. Transactions occurring in asset and liability accounts should be appropriately recorded.

After you have had the opportunity to review these comments and recommendations, I would be pleased to discuss those points that you desire. I would like to thank your staff for their assistance in performing the audit and the Board of Directors for the opportunity to serve the Committee on Aging for Randolph County, Inc.

*Williams & Associates, A.C.*  
Elkins, West Virginia  
March 26, 2010