

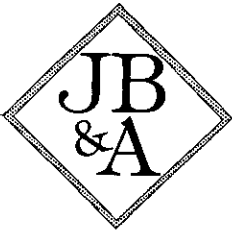
MONROE COUNTY COUNCIL ON AGING, INC.

**INDEPENDENT AUDITORS' REPORT AND
RELATED FINANCIAL STATEMENTS**

SEPTEMBER 30, 2008

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JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

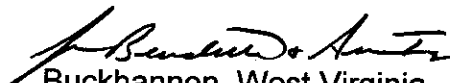
To the Board of Directors
Monroe County Council on Aging, Inc.
Lindside, West Virginia

We have audited the accompanying statements of financial position of Monroe County Council on Aging, Inc. (a nonprofit organization) as of September 30, 2009, and the related statements of activities, functional expenses and cash flows, for the year ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits 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 the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Monroe County Council on Aging, 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*, we have also issued our report dated June 24, 2010, on our consideration of Monroe County Council on Aging, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audits.


Buckhannon, West Virginia
June 24, 2010

**MONROE COUNTY COUNCIL ON AGING, INC.
STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2009**

ASSETS

Current Assets

| | |
|---------------------------|------------|
| Cash and cash equivalents | \$ 130,720 |
| Certificates of Deposit | 220,000 |
| Accounts receivable, net | 34,117 |
| Grants receivable | 20,644 |
| Prepaid expense | <u>732</u> |

| | |
|----------------------|----------------|
| Total current assets | <u>406,213</u> |
|----------------------|----------------|

| | |
|-----------------------------|----------------|
| Property and equipment, net | <u>163,561</u> |
|-----------------------------|----------------|

| | |
|---------------------|---------------------------------|
| TOTAL ASSETS | <u><u>\$ 569,774</u></u> |
|---------------------|---------------------------------|

LIABILITIES AND NET ASSETS

Current Liabilities

| | |
|----------------------|--------------|
| Accounts payable | \$ 24,568 |
| Accrued compensation | 22,694 |
| Payroll taxes | <u>1,753</u> |

| | |
|---------------------------|---------------|
| Total current liabilities | <u>49,015</u> |
|---------------------------|---------------|

Net Assets

| | |
|--------------|---------|
| Unrestricted | 520,759 |
|--------------|---------|

| | |
|------------------------|-------------------|
| Temporarily restricted | <u> </u> |
|------------------------|-------------------|

| | |
|------------------|----------------|
| Total net assets | <u>520,759</u> |
|------------------|----------------|

| | |
|---|---------------------------------|
| TOTAL LIABILITIES AND NET ASSETS | <u><u>\$ 569,774</u></u> |
|---|---------------------------------|

The accompanying notes and auditors' report are integral parts of this statement.

MONROE COUNTY COUNCIL ON AGING, INC.
STATEMENT OF ACTIVITIES
SEPTEMBER 30, 2009

| | <u>Unrestricted</u> | <u>Temporarily Restricted</u> | <u>Total</u> |
|--|-----------------------------|-----------------------------------|-----------------------------|
| REVENUE AND SUPPORT | | | |
| Federal financial assistance | \$ 273,922 | \$ - | \$ 273,922 |
| State grant allocations | 293,388 | | 293,388 |
| Donations | 130 | | 130 |
| Medicaid fees | 145,091 | | 145,091 |
| Program income | 67,597 | | 67,597 |
| Interest income | 7,110 | | 7,110 |
| Other | 16,540 | | 16,540 |
| | | | |
| Net assets released from restrictions: | | | |
| Restrictions released with time | <u> </u> | <u> </u> | <u> </u> |
| | | | |
| Total Revenue and Support | <u>803,778</u> | <u> </u> | <u>803,778</u> |
| | | | |
| EXPENSES | | | |
| Program Services | | | |
| Title III-B | 99,976 | | 99,976 |
| Title III-D | 1,597 | | 1,597 |
| Title III-E | 10,971 | | 10,971 |
| Title III-C - congregate | 129,824 | | 129,824 |
| Title III-C - home delivered | 143,743 | | 143,743 |
| LIFE | 125,549 | | 125,549 |
| Personal Care | 282,865 | | 282,865 |
| Fair | 22,769 | | 22,769 |
| Insurance Benefits | 4,016 | | 4,016 |
| Management & general | 19,806 | | 19,806 |
| Total Expenses | <u>841,116</u> | <u> </u> | <u>841,116</u> |
| | | | |
| Change in Net Assets | (37,338) | | (37,338) |
| | | | |
| NET ASSETS AT BEGINNING, RESTATED | <u>558,097</u> | <u> </u> | <u>558,097</u> |
| | | | |
| NET ASSETS AT END OF YEAR | <u>\$ 520,759</u> | <u>\$</u> | <u>\$ 520,759</u> |

The accompanying notes and auditors' report are integral parts of this statement.

**MONROE COUNTY COUNCIL ON AGING, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2009**

| | Title III-B | Title III-D | Title III-E | Title III-C | | LIFE |
|----------------------------------|------------------|-----------------|------------------|-------------------|-------------------|-------------------|
| | | | | Congregate | Home Delivered | |
| Personnel expenses | \$ 55,923 | \$ | \$ 8,565 | \$ 47,924 | \$ 53,366 | \$ 93,491 |
| Travel | 769 | | 241 | 412 | 404 | 4,499 |
| Printing and supplies | 587 | | | 583 | 583 | 716 |
| Repairs and maintenance | 15,148 | | | 3,939 | 6,262 | 620 |
| Communications and utilities | 4,520 | | | 6,063 | 5,823 | 4,553 |
| Insurance | 4,802 | | | 4,990 | 4,795 | 3,149 |
| Professional services | 758 | | | 1,092 | 1,067 | 700 |
| Rawfood | | | | 60,491 | 57,632 | |
| Disposables | 91 | | | 4,272 | 13,753 | 392 |
| Transportation costs | 17,368 | | | | | 17,424 |
| Depreciation | | | | | | |
| Other | 10 | 1,597 | 2,165 | 58 | 58 | 5 |
| Total Functional Expenses | \$ 99,976 | \$ 1,597 | \$ 10,971 | \$ 129,824 | \$ 143,743 | \$ 125,549 |

**MONROE COUNTY COUNCIL ON AGING, INC.
STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2009**

| | <u>Personal Care</u> | <u>Fair</u> | <u>Insurance Benefits</u> | <u>Admin General</u> | <u>Totals (Memorandum Only)</u> |
|----------------------------------|--------------------------|-------------------------|-------------------------------|--------------------------|---|
| Personnel expenses | \$ 252,683 | \$ 21,872 | \$ 3,703 | \$ 1,352 | \$ 538,879 |
| Travel | 15,905 | 897 | 3 | | 23,130 |
| Printing and supplies | 1,560 | | | | 4,029 |
| Repairs and maintenance | 805 | | 42 | 9,848 | 36,664 |
| Communications and utilities | 4,522 | | 268 | | 25,749 |
| Insurance | 4,802 | | | | 22,538 |
| Professional services | 1,108 | | | | 4,725 |
| Rawfood | | | | | 118,123 |
| Disposables | 726 | | | | 19,234 |
| Transportation costs | | | | | 34,792 |
| Depreciation | | | | 7,469 | 7,469 |
| Other | 754 | | | 1,137 | 5,784 |
| Total Functional Expenses | <u>\$ 282,865</u> | <u>\$ 22,769</u> | <u>\$ 4,016</u> | <u>\$ 19,806</u> | <u>\$ 841,116</u> |

The accompanying notes are an integral part of this statement.

**MONROE COUNTY COUNCIL ON AGING, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2009**

CASH FLOWS FROM OPERATING ACTIVITIES

| | |
|---|--------------------------|
| Change in net assets | \$ (37,338) |
| Adjustments to reconcile change in net assets to net cash used in operating activities: | |
| Depreciation | 7,469 |
| (Increase) decrease in operating assets: | |
| Accounts and grants receivable | 90,367 |
| Prepaid expenses | 7,205 |
| Increase (decrease) in operating liabilities: | |
| Accounts payable | 15,948 |
| Accrued wages and taxes payable | <u>(835)</u> |
| NET CASH USED IN OPERATING ACTIVITIES | <u>82,816</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | |
| Purchase of vehicles | <u>(3,459)</u> |
| NET CASH USED IN FINANCING ACTIVITIES | <u>(3,459)</u> |
| Increase in cash and cash equivalents | 79,357 |
| CASH AND CASH EQUIVALENTS, beginning of year | <u>51,363</u> |
| CASH AND CASH EQUIVALENTS, end of year | <u><u>\$ 130,720</u></u> |

The accompanying notes and auditors' report are integral parts of this statement.

**MONROE COUNTY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS**

Note 1. Summary of Significant Accounting Policies

The Monroe County Council on Aging, Inc. is a nonprofit organization whose purpose is to improve the quality of life for senior citizens in Monroe County, West Virginia. The purpose of the Organization is to study the needs of the seniors, to encourage, promote and aid in the establishment of programs for the seniors, to conduct programs of public education in 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 Monroe County Council on Aging, 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.

Basis of Accounting

The financial statements of Monroe County Council on Aging, Inc. have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payable 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.

Cash and Cash Equivalents

For the purposes of the Statement of Cash Flows, the Organization considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Allowance for Doubtful Accounts

The Organization uses the allowance method for accounting for bad debts. Management feels the accounts and grants receivable shown on the balance sheet are fully collectible.

Inventories

Inventories of raw food, materials and supplies are deemed immaterial and are accordingly expensed as purchased.

The accompanying independent auditors' report is an integral part of these notes.

MONROE COUNTY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Note 1. Summary of Significant Accounting Policies (Continued)

Property and Equipment

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. The Organization has adopted a \$ 1,000 capitalization policy whereby all property and equipment over \$ 1,000 is depreciated using the straight-line method over its estimated useful life. In addition, all property and equipment purchased with grant monies must be used and disposed of in accordance with the grantor agency's policies. Maintenance and repairs are expensed as incurred.

Restricted and Unrestricted Revenue and Support

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions. Federal grant awards are classified as refundable advances until expended for the purposes of the grants since they are conditional promises to give.

Federal Grants

Grants Monies are received on a reimbursement basis; this is utilized for Title III-B, Title III-D, Title III-E, and Title VII grants. Upon completion of a grant year, any unexpended grants have to be approved for carryover to the next grant year.

Title III-C monies are received on a meal reimbursement basis but not to exceed the total grant award. Upon completion of the grant year, any expended 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 \$ 567,310.

The accompanying independent auditors' report is an integral part of these notes.

**MONROE COUNTY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 1. Summary of Significant Accounting Policies (Continued)

Estimates

In preparing financial statements in conformity with generally accepted accounting principles, management must make estimates based on future events that effect the reported amounts of assets and liabilities, the disclosure 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.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501 (c) (3) of the Internal Revenue Code.

Note 2. Grants Receivable

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

| | | |
|------------------------|--|-----------|
| Nutrition | | \$ 2,664 |
| LIFE | | 9,516 |
| Alzheimer's/Lighthouse | | 6,922 |
| Other | | 1,542 |
| | | ----- |
| Total | | \$ 20,644 |
| | | ===== |

Note 3. Property and Equipment

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

| | | |
|-------------------------------|--|------------|
| Land and building | | \$ 132,714 |
| Vehicles | | 66,907 |
| | | ----- |
| | | 199,621 |
| Less accumulated depreciation | | 36,060 |
| | | ----- |
| Total | | \$ 163,561 |
| | | ===== |

The accompanying independent auditors' report is an integral part of these notes.

**MONROE COUNTY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 4. Concentration

The Organization receives about 73 percent of its total support and revenues from various grants from the Federal and State governments.

In addition, the Organization also receives about 17 percent of its total support and revenues from the West Virginia Department of Health and Human Services under billing for services provided under the Continuum of Care and Medicaid Waiver programs.

Note 5. Contingent Liabilities

In the normal course of operations, the Organization receives grant funds from various Federal and State agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting funds. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

The Center participates in the West Virginia Public Employees Insurance Agency (PEIA) for health insurance. The Organization does not provide post retirement health benefits. However, PEIA shows a liability of \$19,812 at September 30, 2009 for post retirement benefits. The Organization does not expect to have to pay this liability.

Note 6. Net Assets

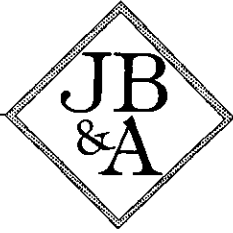
There are no restrictions on net assets at September 30, 2009.

Note 7. Subsequent Events

Management has evaluated subsequent events through June 24, 2010, the date which the financial statements were available to be issued.

The accompanying independent auditors' report is an integral part of these notes.

SUPPLEMENTAL INFORMATION



JOHN BURDETTE & ASSOCIATES

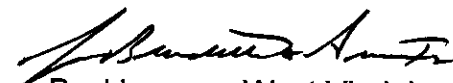
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INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTAL INFORMATION

To the Board of Directors
Monroe County Council on Aging, Inc.
Lindside, West Virginia

Our report on our audit of the basic financial statements of the Monroe County Council on Aging, Inc. for the year ended September 30, 2009 appears on page 1. We conducted our 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 of the basic financial statements taken as a whole. The schedule of revenues is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.


Buckhannon, West Virginia
June 24, 2010

**MONROE COUNTY COUNCIL ON AGING, INC.
SCHEDULE OF REVENUES AND SUPPORT
FOR THE YEAR ENDED SEPTEMBER 30, 2009**

| | Title III-B | Title III-D | Title III-E | Title III-C | |
|----------------------------------|------------------|-----------------|------------------|-------------------|-------------------|
| | | | | Congregate | Home Delivered |
| Federal financial assistance | \$ 31,136 | \$ 1,356 | \$ 8,165 | \$ 105,014 | \$ 128,251 |
| State grant | 28,259 | | | | |
| State LIFE allocated | | 111 | 2,806 | 10,000 | 17,950 |
| Donations and match | | 130 | | | |
| Medicaid Waiver | | | | | |
| Program income | 15,362 | | | 30,712 | 10,985 |
| Interest income | | | | | |
| Other | | | | | |
| Total Revenue and Support | \$ 74,757 | \$ 1,597 | \$ 10,971 | \$ 145,726 | \$ 157,186 |

**MONROE COUNTY COUNCIL ON AGING, INC.
SCHEDULE OF REVENUES AND SUPPORT (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2009**

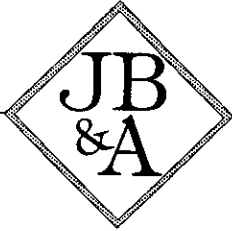
| <u>LIFE</u> | <u>Medicaid Waiver</u> | <u>Fair</u> | <u>Lighthouse</u> | <u>Transportation</u> | <u>Other</u> | <u>Total (Memorandum Only)</u> |
|---------------------------|----------------------------|------------------|-------------------|-----------------------|------------------|---|
| \$ 120,916 (30,867) | \$ | \$ 37,320 | \$ 84,409 | \$ 12,484 | \$ 10,000 | \$ 273,922 293,388 |
| 4,480 | 145,091 861 | 544 | 2524 | 2,129 | 7,110 16,540 | 130 145,091 67,597 7,110 16,540 |
| <u>\$ 94,529</u> | <u>\$ 145,952</u> | <u>\$ 37,864</u> | <u>\$ 86,933</u> | <u>\$ 14,613</u> | <u>\$ 33,650</u> | <u>\$ 803,778</u> |

The independent auditors' report on supplemental information is an integral part of this schedule.

**MONROE COUNTY COUCIL ON AGING, INC.
SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2009**

| | Grant Period | Grant Identificaiton Number | State Expenditures |
|------------------------------------|-----------------|-----------------------------------|-----------------------|
| Direct Programs: | | | |
| WV Bureau of Senior Services | | | |
| | | | \$ 10,000 |
| | | | 10,000 |
| Total Direct Programs | | | |
| | | | 10,000 |
| Pass through Awards | | | |
| Upper Potomac Area Agency on Aging | | | |
| IIIB State | June 30, 2009 | 2937 | 28,259 |
| LIFE | June 30, 2009 | 2904 | 93,852 |
| LIFE | June 30, 2010 | 21004 | 27,064 |
| Lighthouse | June 30, 2009 | 2951 | 70,713 |
| Lighthouse | June 30, 2010 | 2105 | 13,696 |
| FAIR | June 30, 2009 | 2951 | 29,144 |
| FAIR | June 30, 2010 | 2105 | 8,176 |
| Transportation | June 30, 2009 | 2951 | 9,110 |
| Transportation | June 30, 2010 | 2105 | 3,374 |
| | | | 3,374 |
| Total pass-through awards | | | 283,388 |
| TOTAL EXPENDITURES OF STATE AWARDS | | | \$ 293,388 |

The independent auditors' report on supplemental information is an integral part of this schedule.



JOHN BURDETTE & ASSOCIATES

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INDEPENDENT AUDITORS' 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
Monroe County Council on Aging, Inc.
Lindside, West Virginia

We have audited the financial statements of Monroe County Council on Aging, Inc. (a nonprofit organization) as of and for the year ended September 30, 2009, and have issued our report thereon dated June 24, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United State of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Monroe County Council on Aging, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Monroe County Council on Aging, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Monroe County Council on Aging, Inc.'s internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.


Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

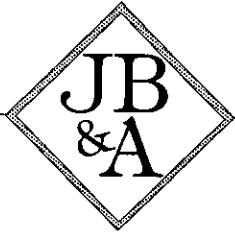
As part of obtaining reasonable assurance about whether Monroe County Council on Aging, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we reported to management of Monroe County Council on Aging, Inc. in a separate letter dated June 24, 2010.

This report is intended solely for the information and use of the management, the audit committee, Board of Directors, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Buckhannon, West Virginia
June 24, 2010



JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

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MANAGEMENT LETTER

To the Senior Management and
The Board of Directors of
Monroe County Council on Aging, Inc.
Lindside, West Virginia

In planning and performing our audit of the financial statements of Monroe County Council on Aging, Inc. for the year ended September 30, 2009, we considered the Organization's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on internal control structure.

However, during our audit, we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our report dated June 24, 2010, on the financial statements of Monroe County Council on Aging, Inc.

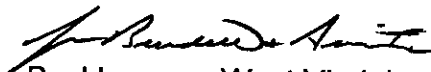
We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized as follows:

Segregation of Duties

We noted that two employees are responsible for most of the accounting and financial duties. As a result, many aspects of the internal accounting control which rely upon an adequate segregation of duties are, for all practical purposes, missing in Monroe County Council on Aging, Inc. We recognize that the Organization is not large enough to make the employment of additional people for the purpose of segregating duties practicable from a financial standpoint, but we are required, under our professional responsibilities to describe the situation.

We wish to thank the Director and his staff for their support and assistance during our audit.

This report is intended solely for the information and use of the Board of Directors, management, and others within the Organization.


Buckhannon, West Virginia
June 24, 2010