

SHENANDOAH WOMEN'S CENTER, INC.

FINANCIAL STATEMENTS

For the Year Ended June 30, 2012

DHHR - Finance

DEC - 6 2012

Date Received

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DECKER & COMPANY PLLC
CERTIFIED PUBLIC ACCOUNTING

Warm Springs Business Centre • 64 Warm Springs Avenue • Martinsburg, WV 25404

**INDEPENDENT AUDITORS' REPORT ON FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

To the Board of Directors
Shenandoah Women's Center, Inc.
Martinsburg, West Virginia

We have audited the accompanying statement of financial position of the Shenandoah Women's Center, Inc. (a nonprofit organization) as of June 30, 2012 and the related statements of activities, functional expenses, and cash flows for the year then 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 audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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. We believe that our audit provides 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 the Shenandoah Women's Center, Inc. as of June 30, 2012, and the changes in its net assets and its cash flows for the year then 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 November 9, 2012, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying schedule of expenditures of federal awards and the schedule of state receipts and expenditures on pages 13 - 15 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Decker & Company PLLC

November 9, 2012

DHHR - Finance

DEC - 6 2012

Date Received

Shenandoah Women's Center, Inc
STATEMENT OF FINANCIAL POSITION
June 30, 2012

ASSETS	
Current Assets	
Cash	\$ 115,559
Grants receivable	33,397
Prepaid expenses and deposits	<u>5,821</u>
Total current assets	<u>154,777</u>
Property and equipment, net	<u>107,253</u>
Total assets	<u><u>\$ 262,030</u></u>

LIABILITIES	
Current Liabilities	
Current maturities of notes payable	\$ 7,621
Accounts payable	3,056
Accrued wages	11,800
Accrued payroll taxes	5,172
Accrued compensated absences	<u>6,981</u>
Total current liabilities	<u>34,630</u>
Long-term Liabilities	
Notes payable (net of current portion)	<u>82,651</u>
Total liabilities	<u>117,281</u>

NET ASSETS	
Unrestricted	144,499
Temporarily restricted	<u>250</u>
Total net assets	<u>144,749</u>
Total liabilities and net assets	<u><u>\$ 262,030</u></u>

The accompanying notes are an integral part of the financial statements

Shenandoah Women's Center, Inc
STATEMENT OF ACTIVITIES
June 30, 2012

	Unrestricted	Temporarily Restricted	Total
REVENUES AND SUPPORT			
Federal financial assistance	\$ 258,803	\$ -	\$ 258,803
State financial assistance	260,351	-	260,351
Federated agencies	19,417	-	19,417
Donations - individual and corporate	31,645	250	31,895
In-Kind Donations	52,435	-	52,435
Bequests	4,250	-	4,250
Special events (net of \$11,888 direct expenses)	18,459	-	18,459
Other income	294	-	294
Loss on sale of donated real estate	(41,795)	-	(41,795)
Net assets released from restriction: Satisfaction of purpose restriction	-	-	-
Total revenues and support	603,859	250	604,109
EXPENSES			
Program services			
Protective Services for Adults and Children - Domestic Violence Services	294,673	-	294,673
Foundation for Rape and Information Services	26,541	-	26,541
Arrest	30,687	-	30,687
Violence Against Women	17,491	-	17,491
LAV	512	-	512
JAG	29,214	-	29,214
Victims of Crime Assistance	84,433	-	84,433
Total program services	483,551	-	483,551
Supporting services			
Management and general	66,198	-	66,198
Fundraising	22,134	-	22,134
Total supporting services	88,332	-	88,332
Total expenses	571,883	-	571,883
Change in net assets	31,976	250	32,226
Net assets, beginning of year	112,523	-	112,523
Net assets, end of year	\$ 144,499	\$ 250	\$ 144,749

The accompanying notes are an integral part of the financial statements

Shenandoah Women's Center, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended June 30, 2012

	Protective Services for Adults and Children - Domestic Violence Services	Foundation for Rape and Information Services	Arrest	Violence Against Women	LAV	JAG	Victims of Crime Assistance	Total Program Services	Management and General	Fundraising	Total
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,761	\$ -	\$ 3,761
Audit and accounting	-	-	-	-	-	-	-	-	6,250	-	6,250
Bank Fees	-	-	-	-	-	-	-	-	861	-	861
Client expense/allowances	1,930	-	-	-	-	-	-	1,930	-	-	1,930
Conferences and training	2,675	-	-	-	-	-	-	2,675	-	-	2,675
Contracted services	2,269	-	-	-	-	-	-	2,269	-	-	2,269
Depreciation	7,764	-	-	-	-	-	-	7,764	863	-	8,627
Donations-in Kind items	52,435	-	-	-	-	-	-	52,435	662	-	53,097
Dues	662	-	-	-	-	-	-	662	662	-	1,324
Employee benefits	16,108	3,001	3,486	1,986	88	3,310	9,531	37,510	4,413	2,206	44,129
Equipment rents	-	-	-	-	-	-	-	-	-	-	-
and maintenance	8,413	-	-	-	-	-	-	8,413	935	-	9,348
Food	6,376	-	-	-	-	-	-	6,376	-	-	6,376
Insurance	5,838	-	-	-	-	-	-	5,838	649	-	6,487
Interest	3,820	-	-	-	-	-	-	3,820	425	-	4,245
Miscellaneous	-	-	-	-	-	-	-	-	153	-	153
Occupancy	27,564	-	-	-	-	-	-	27,564	3,063	-	30,627
Operating supplies	5,337	-	-	-	-	-	-	5,337	616	313	6,266
Postage	880	-	-	-	-	-	-	880	48	24	952
Printing and publications	3,600	-	-	-	-	-	-	3,600	194	97	3,891
Salaries and wages	127,237	23,540	27,201	15,505	424	25,904	74,902	294,713	34,672	17,336	346,721
Security	1,989	-	-	-	-	-	-	1,989	-	-	1,989
Telephone	10,791	-	-	-	-	-	-	10,791	8,633	2,158	21,582
and communications	8,985	-	-	-	-	-	-	8,985	-	-	8,985
Travel	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 294,673	\$ 26,541	\$ 30,687	\$ 17,491	\$ 512	\$ 29,214	\$ 84,433	\$ 483,551	\$ 66,188	\$ 22,134	\$ 571,883

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

Shenandoah Women's Center, Inc.
STATEMENT OF CASH FLOWS
For the year ended June 30, 2012

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ 32,226
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	8,627
Loss on sale of donated real estate	41,795
Decrease in grants receivable	19,538
Increase in prepaid expenses	(82)
Decrease in accounts payable and accrued wages and payroll taxes	(9,493)
Increase in accrued compensated absences	<u>1</u>
Net cash provided by operating activities	<u>92,612</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Proceeds from sale of donated real estate	20,000
Expenses related to sale of donated real estate	(1,475)
Property and equipment additions	<u>(5,267)</u>
Net cash provided by investing activities	<u>13,258</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal payments on notes payable	<u>(7,702)</u>
Net cash used in financing activities	<u>(7,702)</u>
Increase in cash and cash equivalents	98,168
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>17,391</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 115,559</u></u>

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:	
Interest paid	<u><u>\$ 4,245</u></u>

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

Shenandoah Women's Center, Inc
NOTES TO FINANCIAL STATEMENTS
June 30, 2012

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Activities

Shenandoah Women's Center, Inc. is a non-stock, non-profit corporation organized under the laws of the State of West Virginia and has been determined by the Internal Revenue Service to be a tax-exempt organization under Internal Revenue Service Code Section 501(c)(3).

The Center's mission is to provide opportunities for all people of the Eastern Panhandle Region of West Virginia to lead a life free of domestic violence and sexual assault, and to retain the right and responsibility for their children.

The Center relies on federal and state financial assistance to provide for its continuing operations.

Basis of Accounting

The financial statements of the Center 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 requirements of the Not-for-Profit Presentation of Financial Statements Topic of the FASB Accounting Standards Codification. Under the Standards, 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. There were no permanently restricted net assets at June 30, 2012.

Revenue Recognition

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

All donor-restricted contributions are 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.

Contributed Services

The Organization receives a substantial amount of services donated by its volunteers in carrying out the Organization's mission. No amounts have been reflected in the financial statements for those services since they do not meet the criteria for recognition under the Not-for-Profit Entities Revenue Recognition Topic of the FASB Accounting Standards Codification.

Grants

Grants received by the Organization to provide for operations represent exchange transactions whereby the Organization must provide services as outlined in the related grant agreements. As such, these grants are not considered contributions and are not subject to the provisions of the Not-for-Profit Entities Revenue Recognition Topic of the FASB Accounting Standards Codification.

Cash and Cash Equivalents

For 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.

Shenandoah Women's Center, Inc.
NOTES TO FINANCIAL STATEMENTS (continued)
June 30, 2012

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Grants Receivable

Grants receivable are stated at the amount management expects to collect based on requisitions submitted to grantor agencies. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual receivables from grants. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to the applicable grants receivable. The allowance for doubtful accounts at June 30, 2012, was \$0.

Property and Equipment

Property and equipment is carried at cost or, if donated, at the approximate fair market value at the date of donation. All property and equipment is depreciated using the straight-line method over the estimated useful lives of the assets. The Organization's policy is to capitalize all property and equipment costs in excess of \$500.

When material in amount, interest related to construction projects is capitalized as a cost of the project.

Estimates

In preparing financial statements in conformity with U.S. 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.

CASH

All of the Organization's cash accounts are FDIC insured. Cash balances in excess of FDIC insurance limits, if any, are uncollateralized. Management considers this to be a normal business risk.

PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30, 2012:

Land	\$ 11,775
Buildings and improvements	353,900
Equipment, furniture and fixtures	135,230
Accumulated depreciation	<u>(393,652)</u>
Net property and equipment	<u>\$ 107,253</u>

NOTES PAYABLE

Notes payable at June 30, 2012, consisted of the following:

City of Martinsburg, Martinsburg, West Virginia;
term note dated August 4, 1981 in the original
amount of \$117,200; 1.0% interest rate; payable
in monthly installments of \$331, including
principal and interest to August, 2016; secured
by deed of trust on the Organization's shelter

\$ 15,560

Shenandoah Women's Center, Inc.
 NOTES TO FINANCIAL STATEMENTS (continued)
 June 30, 2012

NOTES PAYABLE (continued)

BB&T, Martinsburg, West Virginia; term note dated September 24, 1997 in the original amount of \$60,000; this loan was refinanced May 25, 2011 in the amount of \$78,600; variable interest rate of prime plus 1% with a floor of 5.25%; payable in 59 monthly installments of \$635, including principal and interest with the balance due by May 25, 2016, secured by a deed of trust on the Organization's office building	\$ <u>74,212</u>
Total	90,272
Less current portion	(7,621)
Noncurrent portion	\$ <u>82,651</u>

Maturities of notes payable are as follows:

For the year ending June 30:		
	2013	\$ 7,621
	2014	7,864
	2015	8,117
	2016	8,382
	2017	4,673
	Thereafter	<u>53,615</u>
	Total	\$ <u>90,272</u>

LINE OF CREDIT

The Organization has a \$25,000 line of credit agreement with a local bank as of June 30, 2012. The agreement calls for a variable interest rate of prime plus 0.75% with a floor of 5% and matures on May 25, 2013. The balance outstanding at June 30, 2012 was \$0.

EQUIPMENT OPERATING LEASES

The Organization has entered into multi-year leases for copier machines. The leases are accounted for as operating leases and \$7,157 has been expensed for the year ended June 30, 2012. Future minimum annual lease payments will be as follows: for the years ended June 30, 2013 - 2016, the amount will be \$4,320 per year and for the year ended June 30, 2017 the amount will be \$2,520.

CONCENTRATION

The Organization receives approximately 50 percent of its total support and revenues from various grants from or through the West Virginia Department of Health and Human Resources.

FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Shenandoah Women's Center, Inc.
NOTES TO FINANCIAL STATEMENTS (continued)
June 30, 2012

TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes at June 30, 2012:

New baby cribs	<u>\$250</u>
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IN-KIND DONATIONS

The organization tracks the amount of In-Kind donations it receives for the year. The In-Kind donations are mainly comprised of items such as; food, clothing, furniture, household products, toiletries, and other small items that would be consumed or distributed in a short period of time. Accordingly, there is an offsetting expense for In-Kind donations equal to the amount of revenue recorded in the fiscal year as it has been determined that the economic life is less than one year. The amount recognized as revenue and recorded as expense was \$52,435 for the year.

SALE OF DONATED REAL ESTATE

In July of 2011, the Organization sold a house that was donated to the Organization in September of 2007 with an original appraised value of \$65,000 for \$18,525 net of related selling expenses. This transaction resulted in a loss on sale of the donated house of \$41,795.

SUBSEQUENT EVENTS

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through November 09, 2012, the date the financial statements were available to be issued.

SUPPLEMENTAL INFORMATION

Shenandoah Women's Center, Inc
SCHEDULE OF EXPENDITURES AND FEDERAL AWARDS
For the year ended June 30, 2012

<u>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Federal Expenditures</u>
Department of Housing and Urban Development Community Development Block Grant	14 218	\$ 5,000
Department of Health and Human Services/Foundation for Rape and Information Services Sexual Assault Service Program	16 017	26,697
Department of Justice/WV Coalition Against Domestic Violence Legal Assistance for Victims	16 524	7,623
Department of Justice/WV Division of Criminal Justice Services Victims of Crime Assistance	16 575	72,202
Department of Justice/WV Division of Criminal Justice Services Justice Assistance Grant	16 579	25,904
Department of Justice/WV Division of Criminal Justice Services Stop Violence Against Women	16 589	10,688
Department of Health and Human Services/Foundation for Rape and Information Services Sexual Assault Program/Arrest	16 590	26,253
Department of Health and Human Services/Foundation for Rape and Information Services Preventive Health and Health Services Education Grant	93 136	9,786
Department of Health and Human Services/WV Department of Health and Human Resources Family Violence Prevention	93 671	65,044
Department of Health and Human Services/Foundation for Rape and Information Services Preventive Health and Health Services Block Grant	93 991	<u>9,106</u>
Total		\$ <u>258,803</u>

The accompanying notes are an integral part of this statement.

Shenandoah Women's Center, Inc.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the year ended June 30, 2012

NOTE 1:

BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Shenandoah Women's Center, Inc. under programs of the federal government for the year ended June 30, 2012 and is prepared in accordance with the accrual basis of accounting under U.S. generally accepted accounting principles. Because the Schedule presents only a selected portion of the operations of the Shenandoah Women's Center, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Shenandoah Women's Center, Inc.

Shenandoah Women's Center, Inc.
SCHEDULE OF STATE GRANT RECEIPTS AND EXPENDITURES
For the year ended June 30, 2012

<u>State Grantor/Program</u>	<u>Grant Receipts</u>	<u>Grant Expenditures</u>
WV Department of Health and Human Services Protective Services for Victims of Domestic Violence Grant # G120017	<u>\$ 260,351</u>	<u>\$ 260,351</u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Shenandoah Women's Center, Inc.

We have audited the financial statements of the Shenandoah Women's Center, Inc. (a nonprofit organization) as of and for the year ended June 30, 2012, and have issued our report thereon dated November 9, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of the Shenandoah Women's Center, Inc. is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Shenandoah Women's Center, 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 Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, 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. However, we identified certain deficiencies in internal control over financial reporting, described below that we consider to be significant deficiencies in internal control over financial reporting. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

12-1 Condition: The Organization's accounting policies and procedures manual should be updated to reflect the current policies, procedures, and personnel positions that are in place and operating as accounting controls.

Criteria: A documented system of accounting policies and procedures is necessary to provide personnel structure to initiate, authorize, process, and report financial transactions on a consistent basis.

Effect: Outdated policies and procedures may lead to inconsistent initiation, authorization, processing and reporting of financial transactions as well as a deterioration of internal controls.

Recommendation: We recommend the accounting policies and procedures manual be update to current practices as soon as possible.

Response: We concur with the recommendation. The Organization has already started the process for updating its policies and procedures.

12-2 Condition: A number of the Organization's monthly credit card statements did not contain documentation of an authorized personnel's review of the statement and approval for payment.

Criteria: Good internal controls requires procedures to be in place to prevent unauthorized and/or duplicate payment of invoices, including credit card statements.

Effect: Unauthorized and/or duplicate credit card payments could be made with the Organization's funds.

Recommendation: We recommend that all credit card statements contain proper documentation of an authorized personnel's review of purchases made and their approval of the statement for payment.

Response: We concur with the recommendation. The Organization will ensure that personnel document their review and approval of credit card statements for payment.

The Organization's response to each of the findings is identified above. We did not audit the Organization's responses and, accordingly, we express no opinion on them.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization'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*.

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

Decker & Company PLLC

November 9, 2012

DHHR - Finance

DEC - 6 2012

Date Received