



**PRESTON COUNTY CARING COUNCIL, INC.**

**FINANCIAL STATEMENTS**

**YEAR ENDED JUNE 30, 2020**

## **C O N T E N T S**

	<b>Page</b>
<b>INDEPENDENT AUDITOR’S REPORT</b>	1-2
<b>FINANCIAL STATEMENTS</b>	
Statement of financial position	3
Statement of activities	4
Statement of functional expenses	5
Statement of cash flows	6
Notes to financial statements	7-15
<b>SUPPLEMENTARY INFORMATION</b>	
Schedule of Expenditures of State Awards	16
<b>INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i></b>	17-18
<b>SCHEDULE OF FINDINGS AND RESPONSES</b>	19-21
<b>SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS</b>	22

**ROTH & WHITE, A.C.**  
CERTIFIED PUBLIC ACCOUNTANTS  
P.O. Box 67  
Kingwood, WV 26537  
(304) 329-1020

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Preston County Caring Council, Inc.  
Kingwood, West Virginia

**Report on the Financial Statements**

We have audited the accompanying financial statements of Preston County Caring Council, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

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 *Government 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 involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the entity's internal control.

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of Preston County Caring Council, Inc. as of June 30, 2020, 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.

## **Other Matters**

### Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of state awards is presented for purposes of additional analysis, as required by the West Virginia Department of Health and Human Resources, and is not a required part of the basic 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 and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other 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 as a whole.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated June 24, 2022 on our consideration of Preston County Caring Council, Inc.'s internal control over financial reporting and 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 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* in considering Preston County Caring Council, Inc.'s internal control over financial reporting and compliance.

*Roth & White, P.C.*

Kingwood, West Virginia  
June 24, 2022

**PRESTON COUNTY CARING COUNCIL, INC.**

**STATEMENT OF FINANCIAL POSITION**

**June 30, 2020**

ASSETS	
CURRENT ASSETS	
Cash and cash equivalents	\$ 6 416
Grants receivables	22 946
Prepayments	4 161
	-----
	33 523
	-----
PROPERTY AND EQUIPMENT	
Leasehold improvement	19 428
Office equipment	62 817
Less accumulated depreciation	(58 720)
	-----
	23 525
	-----
TOTAL ASSETS	\$ 57 048
	=====
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Accounts payable	\$ 18 859
Accrued expenses	5 916
	-----
TOTAL LIABILITIES	24 775
	-----
NET ASSETS	
Net assets without donor restrictions	32 273
	-----
TOTAL NET ASSETS	32 273
	-----
TOTAL LIABILITIES AND NET ASSETS	\$ 57 048
	=====

The accompanying independent auditor's report and notes are an integral part of this statement.

**PRESTON COUNTY CARING COUNCIL, INC.**

**STATEMENT OF ACTIVITIES**  
**Year Ended June 30, 2020**

	<b><u>Without Donor Restrictions</u></b>	<b><u>With Donor Restrictions</u></b>	<b><u>Total</u></b>
<b>REVENUE AND SUPPORT</b>			
State government grants	\$	\$ 359 945	\$ 359 945
Fundraising and special events	2 743		2 743
Other grants		4 331	4 331
Donations	9 823		9 823
	-----	-----	-----
Total revenue and support	12 566	364 276	376 842
	-----	-----	-----
Net assets released from usage restrictions	364 276	(364 276)	
	-----	-----	-----
Total public support and revenue	376 842		376 842
	-----	-----	-----
<b>EXPENSES</b>			
Program services	270 499		270 499
General and administrative	97 551		97 551
Fundraising	1 427		1 427
	-----	-----	-----
Total expenses	369 477		369 477
	-----	-----	-----
Change in net assets	7 365		7 365
<b>NET ASSETS - BEGINNING OF YEAR</b>			
	24 908		24 908
	-----	-----	-----
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 32 273</b>	<b>\$</b>	<b>\$ 32 273</b>
	=====	=====	=====

The accompanying independent auditor's report and notes are an integral part of this statement.

**PRESTON COUNTY CARING COUNCIL, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES  
Year Ended June 30, 2020**

	<u>Total</u>	<u>Program Services</u>	<u>General &amp; Administrative</u>	<u>Fundraising</u>
<b>PAYROLL</b>				
Staff wages	\$ 220 910	\$ 179 448	\$ 41 462	\$
Employee benefits	24 056	3 507	20 549	
Payroll taxes	19 337	15 707	3 630	
	-----	-----	-----	-----
Total payroll	264 303	198 662	65 641	
<b>OTHER EXPENSES</b>				
Rent	3 500	3 500		
Professional fees	3 895		3 895	
Contractual	17 052	5 200	11 852	
Supplies and materials	27 766	26 339		1 427
Telephone and utilities	11 335	11 335		
Training	7 516	7 516		
Advertising and public relations	100	100		
Insurance	1 943	1 943		
Office expense	12 213		12 213	
Travel and transportation	12 445	12 445		
Dues, subscriptions and licenses	3 723		3 723	
Meeting expenses	1 033	1 033		
Depreciation	2 426	2 426		
Interest expense	227		227	
	-----	-----	-----	-----
	\$ 369 477	\$ 270 499	\$ 97 551	\$ 1 427
	=====	=====	=====	=====

The accompanying independent auditor's report and notes are an integral part of this statement.

**PRESTON COUNTY CARING COUNCIL, INC.**

**STATEMENT OF CASH FLOWS**  
**Year Ended June 30, 2020**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in net assets	\$ 7 365
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	2 426
Increase in accounts payable	2 482
Increase in accrued expenses	8
Increase in prepayments	(2 707)
Increase in grant receivables	(22 946)
	-----
Net cash (used in) operating activities	(13 372)
	-----
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Property and equipment purchases	(22 019)
	-----
Net cash (used in) investing activities	(22 019)
	-----
<b>NET DECREASE IN CASH</b>	<b>(35 391)</b>
<b>CASH AND CASH EQUIVALENTS - BEGINNING</b>	<b>41 807</b>
	-----
<b>CASH AND CASH EQUIVALENTS - ENDING</b>	<b>\$ 6 416</b>
	=====

**SUPPLEMENTAL INFORMATION:**

Interest expense of \$227 was paid on credit card accounts.

The accompanying independent auditor's report and notes are an integral part of this statement.



**PRESTON COUNTY CARING COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2020**

**Note 1. Summary of Significant Accounting Policies**

Organization

Preston County Caring Council, Inc. is a nonprofit organization, formed in 1994. The mission of this Organization is to bring together resources to improve conditions for all children and families.

For the year ending June 30, 2020, the Council administered grant funding from the West Virginia Department of Health and Human Resources Bureau for Children and Families under programs for Preston County Starting Points, Preston County Caring Council, and Preston County Parents as Teachers. Any decrease of these grants would be detrimental to the Council.

General and administrative activities include the functions necessary to provide support for the organization's program activities. General and administrative activities include those that provide governance (Board of Directors), oversight, business management, financial recordkeeping, budgeting, human resource management, and similar activities that ensure an adequate working environment and an equitable employment program.

Fundraising activities include publicizing and conducting fundraising campaigns; conducting special fundraising events; and other activities involved with soliciting contributions from corporations, foundations, individuals, and others.

The organization prepares its financial statements in accordance with generally accepted accounting principles promulgated in the United States of America (U.S. GAAP) for not-for-profit (NFPs) entities. The significant accounting and reporting policies used by the organization are described subsequently to enhance the usefulness and understandability of the financial statements.

Basis of accounting

The financial statements have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

**PRESTON COUNTY CARING COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Year Ended June 30, 2020**

**Note 1. Summary of Significant Accounting Policies (Continued)**

Basis of Presentation (Continued)

Net assets without donor restrictions are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Net assets with donor restrictions are resources that are subject to donor-imposed restrictions. Some restrictions are temporary in nature, such as those that are restricted by a donor for use for a particular purpose or in a particular future period. Other restrictions may be perpetual in nature; such as those that are restricted by a donor that the resources be maintained in perpetuity.

Contributions

Contributions and gifts received with no restrictions or specified uses identified by the donor or grantor are included in support without donor restrictions in the statement of activities when received.

Contributions received with donor or grantor stipulations that limit the use of donated assets are reported as support with donor restrictions when received. When donor or grantor restrictions expire or are fulfilled by actions of the Organization, net assets with donor restrictions are reclassified as net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Contributions that are restricted by the donor or grantor are reported as net assets without donor restrictions if the restrictions expire in the same reporting period in which the revenue is recognized.

Expense Recognition and Allocation

The cost of providing the various programs and other activities has been detailed in the statement of functional expenses and is summarized on a functional basis in the statement of activities.

Salaries and other expenses, which are associated with a specific program, are charged directly to that program. Salaries and other expenses, which benefit more than one program, are allocated to the various programs based on the time spent on each specific program.

General and administrative expenses include those costs that are not directly identifiable with any specific program, but which provide overall support and direction of the organization.

PRESTON COUNTY CARING COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Year Ended June 30, 2020

**Note 1. Summary of Significant Accounting Policies (Continued)**

Expense Recognition and Allocation (Continued)

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years. The organization does not conduct its fundraising activities in conjunction with its other activities.

Contributed Goods and Services

Contributed goods and services are reflected in the financial statements at their estimated fair value, if reasonably determined. The contributions of services are recognized if the services received (a) create or enhance non-financial assets, or (b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donations. For the year ended June 30, 2020, there were no significant non-cash contributions of goods or services. However, many individuals volunteer their time and perform a variety of tasks that may assist the Organization, but these services do not meet the criteria for recognition in the financial statements.

Cash and cash equivalents

All highly liquid cash investments with original maturities of three months or less are considered to be cash equivalents.

Cash and cash equivalents on the statement of financial position and cash flows include the following:

	<u>Bank</u> <u>Balance</u>	<u>Book</u> <u>Balance</u>	<u>Interest</u> <u>Rate</u>
Petty Cash	\$	\$ 200	N/A
Checking	57 372	6 216	0%

All cash accounts were fully insured by the Federal Depository Insurance Corporation (FDIC).

Interest Rate Risk

The organization does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from changing interest rates.

**PRESTON COUNTY CARING COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Year Ended June 30, 2020**

**Note 1. Summary of Significant Accounting Policies (Continued)**

Income Taxes

The Organization received a determination from the Internal Revenue Service indicating that it is exempt for Federal income tax on all income except unrelated business income under Internal Revenue Code Section 501(c)(3). It is classified as an organization that is not a private foundation under Internal Revenue Code Section 509(a); accordingly, no provision for income taxes has been recorded in the accompanying financial statements. For the year ended June 30, 2020, the Organization had no unrelated business income.

The Organization accounts for uncertainty in income taxes in accordance with GAAP, which requires recognition in the financial statements of a tax position only after determining that the relevant tax authority would more likely than not sustain the position following an audit. For tax positions meeting the more likely than not threshold, the amount recognized in the financial statement is the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement with the relevant tax authority. The Organization had no material unrecognized tax benefits and no adjustments to its financial position, activities or cash flows were required.

The Organization does not expect that unrecognized tax benefits will increase within the next twelve months. The Organization's tax returns for the years ended June 30, 2017 through June 30, 2020 remain subject to examination by Federal and State tax jurisdictions. The Organization recognizes accrued interest and penalties, if any, related to uncertain tax positions as income tax expense.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the reporting period and reported amounts of the assets and liabilities at the date of the financial statements. On an ongoing basis, the Organization's management evaluates the estimates and assumptions based upon the historical experience and various other factors and circumstances. The Organization's management believes that the estimates and assumptions are reasonable in the circumstances; however, the actual results could differ from those estimates.

Prepayments

This account consists of prepaid insurance based on the effective dates of the policies. This account, also, includes prepaid travel and training.

**PRESTON COUNTY CARING COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
For the Year Ended June 30, 2020**

**Note 1. Summary of Significant Accounting Policies (Continued)**

Fixed Assets

Fixed assets are capitalized. Fixed assets are recorded at cost or, if donated, at fair value at the date of donation. Major renewals and improvements are capitalized, while repairs and maintenance expenditures are expensed as incurred.

When items are retired or otherwise disposed of, the related costs and accumulated depreciation and amortization are removed from the accounts, and any resulting gains or losses are recognized.

Depreciation is computed using straight-line and an accelerated method over the estimated lives of the respective assets. Leasehold improvements are amortized over their useful lives.

The estimated useful lives of each asset group is as follows:

<u>Asset Group</u>	<u>Years</u>
Leasehold improvements	5
Office equipment	5-7

Grants, Contracts and Other Receivables

Grants, contracts and other receivables consist principally of amounts due from grantor agencies pursuant to the terms of the respective grant agreements. Grants, contracts and other receivables are stated at net realizable value. Allowances are provided for amounts estimated to be uncollectible based on historical experience and any specific collection issues that the Organization has identified. It is the Organization's policy to charge uncollectible receivables against the allowance when management determines that the related balance will not be collected. Management determined that an allowance for doubtful accounts was not necessary at June 30, 2020.

Fund-Raising Activities

The Organization's financial statements are presented in accordance with Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") 958, formerly known as Statement of Position 98-2, "Accounting for Costs of Activities of Not-for-Profit Organizations and State and Local Government Entities that Include Fund-Raising". FASB ASC 958 establishes criteria for accounting and reporting for any entity that solicits contributions.

Compensated Absences

It is the Organization's policy that employees must use their vacation and sick days by year end, or they forfeit the days. Therefore, there is not a liability for compensated absences at June 30, 2020.

**PRESTON COUNTY CARING COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Year Ended June 30, 2020**

**Note 1. Summary of Significant Accounting Policies (Continued)**

Date of Management's Review

The Organization has evaluated subsequent events and transactions for potential recognition or disclosure in the financial statements through June 24, 2022, the date the financial statements were available to be issued.

**Note 2. Property and Equipment and Depreciation**

Property and equipment consist of the following:

Leasehold improvements	\$ 19 428
Office equipment	62 817
	-----
	82 245
Less accumulated depreciation	(58 720)
	-----
	\$ 23 525
	=====

Depreciation expense for the year ended June 30, 2020 amounts to \$2,426.

**Note 3. Retirement System**

Preston County Caring Council, Inc. is not a member of any retirement system.

**Note 4. Office Rent**

The Organization's offices are located in a building owned by the Wesley United Methodist Church. The Church does not charge the Organization rent; however, the Organization is responsible for the utilities and upkeep. The Church considers the Organization as performing a mission similar to that of the Church. The fair value of the rent is not reasonably determined and is not included in these financial statements. The loss of this arrangement may result in the decrease of services by the Council.

**Note 5. Risk Management**

The Council is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Council carries general liability and property insurance for these various risks. Amounts of settlements have not exceeded insurance coverage in the past three years.

**PRESTON COUNTY CARING COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

**For the Year Ended June 30, 2020**

**Note 6. Advertising**

Advertising and public relation expenses for the year are \$100.

**Note 7. State Government Grants**

Preston Caring Council, Inc. received funds from West Virginia Health and Human Resources/Bureau for Children and Families. The funds for these grant agreements were paid from the following federal and/or state sources:

Preston County Starting Points:

Federal Funds (CFDA #93.590)	\$ 5 977
Federal Funds (CFDA #93.558)	62 800
Federal Funds (CFDA #93.556)	25 610
State Funds (Account #0403/27400)	33 387
State Funds (Account #0403/13000)	36 889
State Funds (Account #0403/95100)	4 484
State Funds (Account #5469/09900)	853
	-----
	\$ 170 000
	-----

Preston County Caring Council Parents  
as Teachers:

Federal Funds (CFDA # 93.590)	\$ 2 006
State Funds (Account #0403/19500)	18 914
State Funds (Account #0403/68800)	47 080
	-----
	\$ 68 000
	-----

Preston County Caring Council:

Federal Funds (CFDA #93.778)	\$ 14 800
State Funds (Account #0403/27400)	23 800
	-----
	\$ 38 600
	-----

Preston County Caring Council Parents  
as Teachers Expansion:

Federal Funds (CFDA #93.870)	\$ 83 345
	-----
	\$ 83 345
	-----

**PRESTON COUNTY CARING COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Year Ended June 30, 2020**

**Note 8. Contingencies**

The Organization participates in federal and state grant programs that are subject to audit by the respective grantor agencies. Any disallowed funds received or to be received under these programs may constitute a liability in the amount of the disallowed funds. Management does not believe that any potential disallowed funds would have a significant effect on the financial statements.

**Note 9. Concentration of Credit Risk**

The Organization's cash is maintained at financial institutions in North Central West Virginia. The organization has exposure to credit risk to the extent cash exceeds \$250,000 in any one institution, the amount covered by Federal Deposit Insurance Corporation (FDIC). As of June 30, 2020, there was not any uninsured amounts.

**Note 10. Line of Credit**

The Organization executed an unsecured line of credit agreement, due on demand, at a local financial institution.

The Organization did not borrow against the line of credit during the year ending June 30, 2020.

**Note 11. Liquidity**

The following reflects the Organizations's financial assets as of the statement of financial position date, reduced by the amounts not available for general use because of contractual of donor-imposed restrictions within one year of the statement of financial position date:

Cash and cash equivalents	\$ 6 416
	-----
Financial assets available to meet cash needs for general expenditures within one year	\$ 6 416
	=====



**PRESTON COUNTY CARING COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**For the Year Ended June 30, 2020**

**Note 12. Subsequent Events**

The spread of the novel coronavirus (COVID-19) has severely impacted many local economies around the world. In many countries, businesses and organizations were forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services triggered significant disruptions to businesses worldwide, resulting in economic slowdown. Governments and financial institutions responded with monetary and fiscal interventions to try to stabilize economic conditions. The Organization has determined that these events are non-adjusting subsequent events. Accordingly, the net assets and changes in net assets as of and for the year ended June 30, 2020 have not been adjusted to reflect their impact.

**PRESTON COUNTY CARING COUNCIL, INC.**

**SCHEDULE OF EXPENDITURES OF STATE AWARDS  
For the Year Ended June 30, 2020**

<b><u>State Grantor</u></b>	<b><u>Revenue Recognized</u></b>	<b><u>Expenditures</u></b>
West Virginia Department of Health and Human Resources Bureau for Children and Families		
Preston County Starting Points	\$ 170 000	\$ 170 000
Preston County Caring Council	38 600	38 600
Preston County Caring Council Parents as Teachers	68 000	68 000
Preston County Caring Council Parents as Teachers Expansion	83 345	83 345

**Note A. BASIS OF PRESENTATION**

The accompanying schedule of expenditures of state awards includes the state grant activity of Preston Caring Council, Inc. and is presented on the accrual basis of accounting.

The Notes to Financial Statements are an integral part of these statements.

**ROTH & WHITE, A.C.**  
CERTIFIED PUBLIC ACCOUNTANTS  
P.O. Box 67  
Kingwood, WV 26537  
(304) 329-1020

**INDEPENDENT AUDITOR’S 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 of  
Preston County Caring Council, Inc.  
Kingwood, West Virginia

We have audited, in accordance with the 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, the financial statements of Preston County Caring Council, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 24, 2022.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Preston County Caring Council, Inc’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances 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 Preston County Caring Council, Inc’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Council’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. *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.

Our consideration of the 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 that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control over financial reporting, described in the accompanying schedule of findings and responses as 2020-001, that we consider to be a significant deficiency.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Preston County Caring Council, 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 an our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as items 2020-002 and 2020-003.

### **Preston County Caring Council, Inc.'s Response to Findings**

Preston County Caring Council, Inc.'s response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Preston County Caring Council, Inc.'s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Roth & White, A.C.*

Kingwood, West Virginia  
June 24, 2022

**PRESTON COUNTY CARING COUNCIL INC.**

**SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED JUNE 30, 2020**

**2020 - 001**

**SEGREGATION OF DUTIES**

- CONDITION:** Analysis of the internal control system indicated a lack of segregation of duties. This is a repeat finding from prior years.
- CRITERIA:** Proper internal control dictates that the responsibility for approving, executing, and recording transactions and custody of the resulting asset arising from the transaction is assigned to separate individuals.
- CAUSE:** The organization has limited staff and has not implemented policies and procedures to ensure proper segregation of duties.
- EFFECT:** Because of the failure to segregate duties, internal control elements do not reduce to a relatively low level the risk that irregularities in amounts 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.
- RECOMMENDATION:** Responsibilities of approval, execution, recording and custody should be distributed among the office staff to the best degree possible. However, we recognize that complete segregation of duties is not economically feasible for the Organization.
- ORGANIZATION'S  
RESPONSE:** Management will try to segregate duties as much as possible with the limited staff available.

**PRESTON COUNTY CARING COUNCIL, INC.**

**SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED JUNE 30, 2020**

**2020 - 002**

**MAINTENANCE OF ACCOUNTING RECORDS**

**CONDITION:** We determined during our audit that the management of the Preston County Caring Council, Inc. did not maintain adequate accounting records. This is a repeat finding from prior years.

Specifically, they did not do the following:

1. Keep adequate subsidiary ledgers for receipts and payables by specific programs.
2. Allocate all revenue in the general ledger to the various sources from which the revenue was received.
3. Allocate expense items in the general ledger to property and equipment accounts for items that should be capitalized.
4. Minutes of board meetings were not always kept.

**CRITERIA:** To assure proper and complete reporting of financial data, ledgers should be reconciled to source documents on a monthly basis.

**CAUSE:** Policies and procedures were not in place to ensure adequate recording of all transactions. Management did not review source documents and the general ledger to ensure the recording of all source documents and proper allocation among the general ledger accounts. Management, also, did not keep adequate minutes of all board meetings.

**EFFECT:** Failure to properly record and allocate the internal transactions could change the allocation of revenues and expenses in the general ledger and among the various programs. Failure to keep adequate minutes of all board meetings could impact policies.

**RECOMMENDATION:** Management should establish policies and procedures that provide for the maintenance of adequate accounting records, the proper allocation of internal control and minutes of all board meetings.

**ORGANIZATION'S  
RESPONSE:** Management will endeavor to correct this situation.

**PRESTON COUNTY CARING COUNCIL, INC.**

**SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED JUNE 30, 2020**

**2020 - 003**

**EXPENSE REIMBURSEMENT RECORDS**

**CONDITION:** We determined during our audit that the management of the Preston County Caring Council, Inc. did not follow the Internal Revenue Service guidelines for expense reimbursement to employees.

Specifically, they did not do the following:

1. Require employees seeking reimbursement for expenses to provide receipts for the items for which reimbursement is requested.
2. Employees did not fill out an expense reimbursement form for some items seeking reimbursement.
3. For those items with no receipts, the amount was not included in their W-2's.

**CRITERIA:** To assure proper and complete reporting of financial data, reimbursements without proper documentation should be included in the employee's income or denied for payment.

**CAUSE:** Policies and procedures were not in place to ensure adequate recording of all transactions. Management authorized reimbursement of expenses without receipts.

**EFFECT:** Failure to properly substantiate expenses could cause erroneous reimbursement to be made and/or the under-reporting of employee wages.

**RECOMMENDATION:** Management should establish procedures that provide for the proper substantiation of expenses before any reimbursements are made.

**ORGANIZATION'S  
RESPONSE:** Management will endeavor to correct this situation.

**PRESTON COUNTY CARING COUNCIL, INC.**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

**For the Year Ended June 30, 2020**

Status of Prior Year Audit Findings

<u>Finding Number</u>	<u>Title</u>	<u>Status</u>
2019 - 001	Segregation of Duties	Not Resolved
2019 - 002	Maintenance of Accounting Records	Not Resolved