

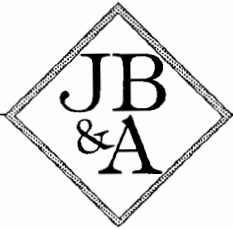
**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.**

**INDEPENDENT AUDITOR'S REPORT AND  
RELATED FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2018**

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# JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 418 • BUCKHANNON, WV 26201 • (304) 472-3600 • FAX (304) 472-3601

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Braxton County Senior Citizens Center, Inc.  
Sutton, West Virginia

We have audited the accompanying financial statements of Braxton County Senior Citizens Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2018, and the related statements of activities 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from 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 on 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**

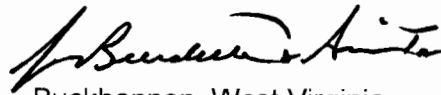
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Braxton County Senior Citizens Center, Inc. as of September 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of revenues and schedule of expenditures of state awards, 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 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 our report dated June 28, 2019, on our consideration of Braxton County Senior Citizens Center, Inc.'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 control 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* in considering Braxton County Senior Citizens Center, Inc.'s internal control over financial reporting and compliance.



Buckhannon, West Virginia  
June 28, 2019

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**SEPTEMBER 30, 2018**

**ASSETS**

Cash and cash equivalents	\$ 1,293,464
Accounts receivable	331,546
Grants receivable	56,932
Prepaid expenses	<u>3,077</u>

Total current assets 1,685,019

**Property and equipment, net** 2,982,732

**TOTAL ASSETS** \$ 4,667,751

**LIABILITIES**

Accounts payable	\$ 180,987
Accrued compensation	<u>218,514</u>

**TOTAL LIABILITIES** 399,501

**NET ASSETS, unrestricted** 4,268,250

**TOTAL LIABILITIES AND NET ASSETS** \$ 4,667,751

The accompanying notes are an integral part of this statement.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

<b>SUPPORT</b>	<b>UNRESTRICTED</b>
Grants	
Federal monies	\$ 396,890
State monies	405,865
Donations	11,102
Program service fees	2,854,714
Program Income	46,191
Interest Income	2,661
Other	<u>23,310</u>
<b>TOTAL SUPPORT</b>	<u><u>3,740,733</u></u>
<b>EXPENSES</b>	
Program services	3,741,790
Support services	<u>141,176</u>
<b>TOTAL EXPENSES</b>	<u><u>3,882,966</u></u>
<b>CHANGE IN NET ASSETS</b>	(142,233)
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>4,410,483</u>
<b>NET ASSETS, END OF YEAR</b>	<u><u>\$ 4,268,250</u></u>

The accompanying notes are an integral part of this statement.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

Program Services

	Title IIIB	Title IIID	Title IIIE	Title IIIC C-1	Title IIIC C-2	LIFE Program	Lighthouse	FAIR
<b>FUNCTIONAL EXPENSES</b>								
Personnel/manpower	\$ 51,899	\$ 4,879	\$ 17,027	\$ 41,066	\$ 56,556	\$ 123,082	\$ 186,356	\$ 62,021
Contractual services				67	63		64	63
Travel	73	90	48	27	319	1,206	435	93
Printing and supplies	1,026	8	330	3,544	1,925	9,818	1,703	1,507
Rawfood				20,456	31,163			
Disposables				2,564	8,319			
Conferences and training	297		121	65	66	174	237	152
Transportation	12,376				6,526	8,765		
Communications and utilities	851	38	498	7,400	4,754	2,729	2,618	1,462
Medical supplies			172			178	410	211
Insurance	1,101					5,144	2,501	1,225
Depreciation								
Repairs & maintenance	9,387	15	187	2,423	4,144	2,953	585	594
Other	34			302			417	115
<b>Total Functional Expenses</b>	<b>\$ 77,044</b>	<b>\$ 5,030</b>	<b>\$ 18,383</b>	<b>\$ 77,914</b>	<b>\$ 113,835</b>	<b>\$ 154,049</b>	<b>\$ 195,326</b>	<b>\$ 67,443</b>

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

	Program Services					Support Services	Total all Accounts (Memorandum Only)
	Community Care/ Medicaid Waiver	5310 Grant	Insurance Benefits	Veterans Care	Other Programs	Total Program Services	
<b>FUNCTIONAL EXPENSES</b>							
Personnel/manpower	\$ 1,549,396	\$ 43,743	\$ 51,142	\$ 128,644	\$ 1,183	\$ 2,316,994	\$ 2,316,994
Contractual services	1,113,677		77	25		1,114,036	1,114,036
Travel	27,215		2,302	473	1	32,282	32,282
Printing and supplies	17,013	380	2,114	1,821	77	41,266	43,906
Rawfood					589	52,208	52,208
Disposables					104	10,987	10,987
Conferences and training	5,056		9	218	2	6,397	9,721
Transportation	650	4,577				32,894	32,894
Communications and utilities	27,960	2,372	932	2,211	203	54,028	54,028
Medical supplies	2,353			79		3,403	3,403
Insurance	17,586	28	735	2,450		30,770	30,770
Depreciation							121,485
Repairs & maintenance	7,469	309	546	817	70	29,499	29,585
Other	3,350	8	2	498	12,300	17,026	30,667
<b>Total Functional Expenses</b>	<b>\$ 2,771,725</b>	<b>\$ 51,417</b>	<b>\$ 57,859</b>	<b>\$ 137,236</b>	<b>\$ 14,529</b>	<b>\$ 3,741,790</b>	<b>\$ 141,176</b>
							<b>\$ 3,882,966</b>

The accompanying notes are an integral part of this statement.



**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Change in net assets	\$ (142,233)
Adjustments to reconcile changes in net assets to net cash provided by operating activities:	
Depreciation	121,485
(Increase) decrease in operating assets:	
Accounts receivable	114,807
Grants receivable	7,303
Prepaid expenses	1,301
Increase (decrease) in operating liabilities:	
Accounts payable	(95,468)
Accrued compensation	98,666
Accrued payroll taxes	<u>(7,961)</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>97,900</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Purchases of property and equipment	<u>                    </u>
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>                    </u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>	
<b>NET CASH USED IN FINANCING ACTIVITIES</b>	<u>                    </u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	97,900
<b>CASH AND CASH EQUIVALENTS, beginning</b>	<u>1,195,564</u>
<b>CASH AND CASH EQUIVALENTS, ending</b>	<u><u>\$ 1,293,464</u></u>

The accompanying notes are an integral part of this statement.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

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

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

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

**Estimates**

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

**Grants Receivable**

Contributions/grants are recognized when the donor/grantor makes a promise to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor/grantor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor/grantor restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are classified to unrestricted net assets. The Organization uses the allowance method to determine uncollectible contributions/grants receivable. As of September 30, 2018, all grants receivable are deemed collectible.

**Accounts Receivable**

Accounts receivable represent amounts owed the Organization for services it provided under the West Virginia Department of Health and Human Resources – Medicaid Waiver and Community Care Programs. In addition, the Organization uses the allowance method for accounting for bad debts whereby an allowance for doubtful accounts is established based on the realization of the accounts receivable at year end. As of September 30, 2018, the allowance for doubtful accounts is \$30,171.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

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

**Property and Equipment**

Property and equipment of the Organization is recorded at historical cost and all donated property and equipment at fair market value. The Organization uses the straight-line method of depreciating fixed assets over their estimated useful lives. All equipment purchased with grant monies as identified on the statement of financial position must have approval from the grantor agency to dispose of such equipment and the method of disposition. The Organization has adopted a capitalization policy in the amount of \$ 5,000.

**Income Taxes**

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

The Organization's Forms 990, Return of Organization Exempt from Income Tax, are generally subject to examination by the Internal Revenue Service for three years after they are filed.

**Grant Funds**

Grant funds are received in two ways:

On a cost reimbursement basis for which the Organization request reimbursement for monies already spent. This is utilized for the Title III-B, Title III-D, Title III-E, Insurance Benefits, and LIFE program grants.

Title III-C funds are received on a meal reimbursement basis but not to exceed the total grant award. Lighthouse and FAIR are drawn down per unit of service as are Medicare and Waiver personal care services. The Division of Public Transit provides Federal Transit Administration, Section 5310 funding to purchase transportation services From Braxton County Senior Citizens Center, Inc. on a reimbursement basis, per passenger trip unit. The transportation services are to be provided to seniors and individuals with disabilities.

Total federal and state grant revenues for the year ended September 30, 2018 was \$ 396,890 and \$405,865 respectively.

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

All federal funds received and net assets are restricted for use in those programs sponsored by the federal grants.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 FOR THE YEAR ENDED SEPTEMBER 30, 2018**

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

**Cash and Cash Equivalents**

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

**Memorandum Totals**

The accompanying financial statements reflect totals of all net assets and activities. The totals are shown for memorandum purposes only and do not reflect the elimination of interagency activities using principles of consolidation.

**Note 2. Grants Receivable**

Grants receivable consisted of the following at September 30, 2018:

LIFE Grant	\$ 26,529
FAIR	2,842
Lighthouse	15,460
5310 Grant	4,389
SHIP	4,712
MIPPA	3,000
	-----
	\$ 56,932
	=====

**Note 3. Property and Equipment, net**

Property and equipment consisted of the following at September 30, 2018:

Land	\$ 525,152
Building	3,236,451
Vehicles	326,250
Equipment	183,978
	-----
	4,271,831
Less accumulated depreciation	1,289,099
	-----
Net property and equipment	\$ 2,982,732
	=====

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

**Note 4. Support Concentration**

The Braxton County Senior Citizens Center, Inc. receives approximately 77% of its support from the West Virginia Department of Health and Human Services for providing services under the Medicaid Waiver and Community Care programs. Any significant reduction in the level of support from these sources could have a material effect on the Organization's programs and activities.

**Note 5. Concentration of Credit Risk**

The Organization does business with four financial institutions. The cash balances in two of these financial institutions were over the federally insured amount of \$ 250,000. The balances on September 30, 2018 with these institutions were \$ 955,870 of which only \$ 250,000 was insured by FDIC. The bank has pledged securities to secure deposits in excess of FDIC limit.

**Note 6. 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.

**Note 7. Retirement**

The Organization has a 403(b) retirement plan to which employees may contribute. The Organization does not match or make any contributions to the plan.

**Note 8. Subsequent Events**

Management has evaluated subsequent events through June 28, 2019, the date which the financial statements were available to be issued.

**SUPPLEMENTAL INFORMATION**

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.**  
**SCHEDULE OF REVENUES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

	Title IIIB	Title IIID	Title IIIE	Title IIIC C-1	Title IIIC C-2	LIFE Program
<b>GRANT REVENUES</b>						
Federal monies	\$ 29,238	\$ 1,580	\$ 8,276	\$ 38,754	\$ 75,225	\$
State monies	21,252					195,015
State LIFE allocated	18,475	564	3,654			(22,693)
Donations						
<b>Total Grant Revenues</b>	<u>68,965</u>	<u>2,144</u>	<u>11,930</u>	<u>38,754</u>	<u>75,225</u>	<u>172,322</u>
<b>OTHER REVENUES</b>						
Program service fees						
Program income	2,606			13,694	7,911	
Interest income						
Other						
<b>Total Other Revenues</b>	<u>2,606</u>			<u>13,694</u>	<u>7,911</u>	
<b>Total Revenues</b>	<u>\$ 71,571</u>	<u>\$ 2,144</u>	<u>\$ 11,930</u>	<u>\$ 52,448</u>	<u>\$ 83,136</u>	<u>\$ 172,322</u>

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.  
SCHEDULE OF REVENUES (CONTINUED)  
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

<u>Lighthouse</u>	<u>FAIR</u>	<u>Community Care/ Medicaid Waiver</u>	<u>5310 Expansion Grant</u>	<u>Insurance Benefits</u>	<u>Veterans Care</u>	<u>Other Programs</u>	<u>Total all Accounts (Memorandum Only)</u>
\$ 144,647	\$ 44,951	\$	\$ 46,120	\$ 30,705	\$ 132,155	\$ 34,837	\$ 396,890 405,865
						11,102	11,102
<u>144,647</u>	<u>44,951</u>		<u>46,120</u>	<u>30,705</u>	<u>132,155</u>	<u>45,939</u>	<u>813,857</u>
13,319	5,419	2,854,714	1,399			1,843 2,661 23,310	2,854,714 46,191 2,661 23,310
<u>13,319</u>	<u>5,419</u>	<u>2,854,714</u>	<u>1,399</u>			<u>27,814</u>	<u>2,926,876</u>
<u>\$ 157,966</u>	<u>\$ 50,370</u>	<u>\$ 2,854,714</u>	<u>\$ 47,519</u>	<u>\$ 30,705</u>	<u>\$ 132,155</u>	<u>\$ 73,753</u>	<u>\$ 3,740,733</u>

The accompanying independent auditor's report and notes are integral parts of this schedule.



**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.  
SCHEDULE OF EXPENDITURES OF STATE AWARDS  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018**

	<u>Grant Period</u>	<u>Grant Identificaiton Number</u>	<u>State Expenditures</u>
Direct Programs:			
WV Bureau of Senior Services			
Lighthouse	June 30, 2018	IH1842	\$ 99,302
Lighthouse	June 30, 2019	IH1942	45,345
FAIR	June 30, 2018	IH1842	24,634
FAIR	June 30, 2019	IH1942	<u>20,317</u>
Total Direct Programs			<u>189,598</u>
Pass through Awards			
Appalachian Area Agency on Aging			
IIBB State	June 30, 2018	21838-01	21,252
LIFE	June 30, 2018	21805-01	158,676
LIFE	June 30, 2019	21905-01	<u>36,339</u>
Total pass-through awards			<u>216,267</u>
TOTAL EXPENDITURES OF STATE AWARDS			<u><u>\$ 405,865</u></u>

The accompanying independent auditor's report and notes are integral parts of this schedule.



# JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 418 • BUCKHANNON, WV 26201 • (304) 472-3600 • FAX (304) 472-3601

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

To the Board of Directors  
Braxton County Senior Citizens Center, Inc.  
Sutton, 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 Braxton County Senior Citizens Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2018, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 28, 2019.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Braxton County Senior Citizens Center, 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 Braxton County Senior Citizens Center, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

*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 internal control 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. 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.


**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Braxton County Senior Citizens Center, Inc.'s financial statements are free from 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*.

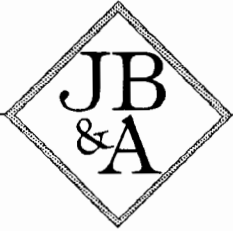
We noted certain other matters that we reported to management of Braxton County Senior Citizens Center, Inc. in a separate letter dated June 28, 2019 on page 17.

**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.



Buckhannon, West Virginia  
June 28, 2019



# JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 418 • BUCKHANNON, WV 26201 • (304) 472-3600 • FAX (304) 472-3601

## MANAGEMENT LETTER

To the Board of Directors  
and Senior Management  
Braxton County Senior Citizens Center, Inc.  
Sutton, West Virginia

In planning and performing our audit of the financial statements of Braxton County Senior Citizens Center, Inc. for the year ended September 30, 2018, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we considered the Organization'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. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

However, during our audit we became aware of some matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. A separate letter on pages 15 and 16 dated June 28, 2019 contains our communication of significant deficiencies or material weaknesses in the Organization's internal control. This letter does not affect our report dated June 28, 2019, on the financial statements of Braxton County Senior Citizens Center, Inc.


We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Organization personnel, and we will be pleased to discuss them 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:

### Organizational Structure

The size of the Organization's accounting and administrative staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties. This situation dictates that the Board of Directors remain involved in the financial affairs of the Organization to provide oversight and independent review functions.

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

This report is intended solely for the information and use of management, Board of Directors, and others within the Organization and is not intended to be and should not be used by anyone other than these specified parties.

  
Buckhannon, West Virginia  
June 28, 2019