### STARLIGHT BEHAVIORAL HEALTH SERVICES

## AGREED UPON PROCEDURES WITH INDEPENDENT ACCOUNTANT'S REPORT

**JUNE 30, 2008** 

**DHHR** - Finance

JAN 04 2010

Date re

### SULLIVANWEBB, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
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MEMBERS
AMERICAN INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS
WV SOCIETY OF CERTIFIED PUBLIC
ACCOUNTANTS

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES

Board of Directors Starlight Behavioral Health Services 5317 Cherry Lawn Road Huntington, WV 25705

We have performed the procedures enumerated below, which Starlight Behavioral Health Services (FEIN number 20-4136974) has specified, listed in the West Virginia Code §12-4-14, Accountability of Persons Receiving State Funds or Grants, Sworn by Volunteer Fire Departments, Criminal Penalties, (the Procedures), for the state grant year ended June 30, 2008. This engagement is solely to assist Starlight Behavioral Health Services and the grantor(s) of state grant funds in review of compliance with the Procedures. Starlight Behavioral Health Services is responsible for compliance with the procedures. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

#### **Grant Agreement Review**

We reviewed selected state grant agreements (as listed on the attached monthly statements of grant receipts and expenditures) and any related documents (e.g. statements of work, budgets, change orders, program directives, regulation, etc.) for the grant year ended June 30, 2008 to ascertain the purpose for which the funds were awarded and the terms and conditions associated with the state grants

The procedures require that the grantee prepare a sworn statement and include all of the elements referenced in CSR Section 148-18-5 Sworn Statements of Expenditures Made Under Grants. However, the grantee has not prepared this statement

### **Receipt of Grant Funds**

We verified that the funds received under the grants (as reported on the attached monthly statements of grant receipts and expenditures) were correctly authorized, recorded and deposited into the appropriate organizational accounts.

We noted no exceptions.

### **Review of Expenditures**

We reviewed all costs (as listed on the attached monthly statements of grant receipts and expenditures) and related transactions associated with the grants to verify whether:

- a Costs were approved by the grantor, if required
- b. Costs conform to the allowability of costs provisions or limitations in the program agreement, program regulations, or program statute
- c. Costs represent charges for actual costs, not budgeted or projected amounts.
- d. Costs are given consistent treatment within and between accounting periods. Consistency in accounting requires that costs incurred for the same purpose, in like circumstances, be treated as either direct costs only or indirect costs only with respect to final cost objectives
- e Costs are net of all applicable credits (e.g. volume or cash discounts, insurance recoveries, refunds, rebates, trade-ins, adjustments for checks not cashed, and scrap sales).
- f. Costs are not included as both a direct billing and as a component of indirect costs.
- g Costs are supported by appropriate documentation (e.g. approved purchase orders, receiving reports, vendor invoices, cancelled checks, and time and attendance records), and correctly charged as to account, amount and period.

#### We noted the following exceptions.

- The grantee used an incorrect commitment number on grant billings in July, August, September and December.
- In some instances, classifications of costs were not consistent with the descriptions of services.
- Some invoices have not been properly canceled at time of payment.
- Sufficient documentation was not maintained to support \$178.20 of \$178.20 of testing costs reported in July.
- Sufficient documentation was not maintained to support \$70.13 of \$211.57 of utilities costs reported in July
- Sufficient documentation was not maintained to support \$73.50 of \$73.50 of Direct Staff travel costs reported in November
- Sufficient documentation was not maintained to support \$86.40 of \$86.40 of direct travel costs reported in December
- Sufficient documentation was not maintained to support \$313.40 of \$690.06 of general program supplies, including food, reported in December.
- Sufficient documentation was not maintained to support \$2.06 of \$720.16 of utilities costs reported in December

#### Status of Funding, Contingencies, and/or Other Deficiencies

We inquired of management as to the status of funding, contingencies, and/or other deficiencies during the current engagement or described in any prior agreed-upon procedures report (if applicable) that could negatively affect administration of the grants and related program/project.

Management has not indicated knowledge of any occurrence that could negatively affect administration of the grants and related program/projects. We have noted exceptions from the current engagement in the previous section of this report

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters may have come to our attention that would have been reported to you

This report is intended solely for the information and use of the management of Starlight Behavioral Health Services and grantor(s) of state grant funds and is not intended to be and should not be used by anyone other than these specified parties

Julphowlebt, Auc

November 11, 2009

## WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES

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Orion Crisis Center				MENT # GO	70752
REMITTANCE ADDRESS: 702 Central Avenue			INVOICE N	UMBER	
Barboursville, WV 2	5504		•	FEIN#	204136974
			WVFIMS VE	NDOR#	503204
DATES OF SERVICE	FROM:	<b>0</b> 7/01/07	to		7/31/2007
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### WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES

GRANTEE NAME:	Starlight Behavioral H	ealth Services	: PURCHAS	E ORDER NU	MBER		-
	Orion Crisis Center			COMMITM	ENT#	G070752	<b>-</b>
REMITTANCE ADDRESS:	702 Central Avenue			INVOICE NU	MBER		
	Barboursville, WV 255	04			FEIN#	204136974	<del>1</del>
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# WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES

GRANTEE NAME:	Starlight Behavioral Health Services	PURCHASE ORDER NUMBER	70752
	700 0 - 1-1 4-1-1	INVOICE NUMBER	<u></u>
REMITTANCE ADDRESS:	702 Central Avenue	FEIN#	204136974
	Barboursville, WV 25504		503204
		WVFIMS VENDOR #	
	DATES OF SERVICE FROM:	9/1/2007 to	09/30/2007
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### WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES

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### WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES

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GRANTEE NAME: Starlight Behavioral Health Servi	Ce: PURCHASE OPDED MIMOED	0000000
Orion Crisis Center	COMMENTAL OF THE PARTY OF THE P	G080073
REMITTANCE ADDRESS: 702 Central Avenue	COMMITMENT #	C281898
Barboursville, WV 25504	INVOICE NUMBER	
1,7,7,4,0,7	FEIN#	
	WVFIMS VENDOR #	503204
DATES OF SERVICE FROM:	November 1, 2007	to November 30, 2007
STATE ACCOUNT NUMBER	TOTAL CURRENT BILLING	
0525-2008-xxxx-219-252/258		
GENERAL REVENUE		
	17,647.46	
0525-2007-XXXX-221-252/258		
FAMILY SUPPORT		
0525-2007-XXXX 904-252000		
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### INVOICE

# WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES

GRANTEE NAME: Starlight Behavioral Health Service	PURCHASE ORDER NUMBER GO	70752
	COMMITMENT#	
REMITTANCE ADDRESS: 702 Central Avenue	INVOICE NUMBER	
Berboursville, WV 25504	FEIN#	204136974
	WVFIMS VENDOR#	503204
DATES OF SERVICE FROM:	12/1/2007 to	12/31/2007
STATE ACCOUNT NUMBER	TOTAL CURRENT BILLING	
0525-2008-XXXX-219-252/258 GENERAL REVENUE	20,604.84	
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GRANTEE:		
Amy Ingles	Crisis Coordinator	1/3/2008
NAME	TITLE	DATE
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### WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES

	Starlight Behavioral H Orion Crisis Center	ealth Service	CO	MMITMENT # C	080073 281898
REMITTANCE ADDRESS			OVNI	ICE NUMBER	
	Barboursville, WV 255	04		FEIN#	204136974
•	· <del></del>		WVFIN	IS VENDOR#	503204
	DATES OF SERVICE	FROM:		1/1/2008 to	01/31/2008
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0525-2008	-XXXX-219-252/258				
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	STEAD PLANNING				
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ì	7-XXXX-099-252/258			•	
	cial Projects	·			
0525-200	07-XXXX-208-252/258				
	AL OLYMPICS				
Jan Barrell	<u>r</u>				
	19 July 19 July 19 19 19 19 19 19 19 19 19 19 19 19 19	TARREST.	12.00 To 10.00 To 10	1245-87684 F. Ad	
GRA	AND TOTAL			12,400,09	
				لضنتنستسب	
GRANTEE:					
	Amy Ingles		Crisis Coordinator		2/6/2008
	NAME		TITLE		DATE
I HEREBY CERTIFY THA		BEEN RECE			DAIC
B.H.H.F. APPROVAL					
	NAME		TITLE		DATE
REVISED 3/03	<del>-</del> .		INVOICE COVER S	HEFT FY07	

INVOICE COVER SHEET FYO?

# WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES

GRANTEE NAME: Starlight Behavioral Health Service Orion Crisis Center	PURCHASE ORDER NUMBER COMMITMENT#			
REMITTANCE ADDRESS: 702 Central Avenue	INVOICE NUMBER			
Barboursville, WV 25504	FEIN#	204136974		
	WVFIMS VENDOR #			
DATES OF SERVICE FROM:	2/1/2008	to 2/29/2008		
STATE ACCOUNT NUMBER	TOTAL CURRENT BILLING			
0525-2008-XXXX-219-252/258				
GENERAL REVENUE	2,733.66			
0525-2007-XXXX-221-252/258				
FAMILY SUPPORT				
0.505.0007.0007				
0525-2007-XXXX-804-252/258				
RENAISSANCE PROGRAM	Proceedings of the control of the co			
0525 2009 VVVV 902 253059				
0525-2008-XXXX-803-252/258 C.A.C. COMMUNITY PLACEMENT	0.00-00			
C.A.C. COMMONT I PLACEWENT	2,925.00			
5156-2007-XXXX-335-252/258				
HOSPITAL GENERAL REVENUE	ļ			
HOSFITAL GENERAL REVENUE				
8793-2007-XXXX-096-128-12988		i.		
SUBSTANCE ABUSE BLOCK GRANT	·			
COUSTANCE ABOSE BEOCK GRAIN		•		
8794-2007-XXXX-096-128-12989				
MENTAL HEALTH BLOCK GRANT				
MICHAE TEAETT BLOCK GIGAT				
8723-2007-XXXX-096-128	Parades - Sandras American Sandra - San			
CATEGORICAL GRANTS	1			
	Servera destrebación de construento establecto en la construencia de construencia de construencia de construen			
8723-2007-XXXX-099-128				
OLMSTEAD PLANNING				
5207-2007-XXXX-099-252/258				
Special Projects		100		
0525-2007-XXXX-208-252/258				
SPECIAL OLYMPICS				
100 Per 120 Pe	530000000000000000000000000000000000000			
		•		
GRAND TOTAL	5,658.66			
2 2	0,000.00			
GRANTEE;	$n \cdot n$	si , '		
GRANTEE.	(Juss Card	5/13/18		
MALIE	**************************************	DOTE		
NAME /	TILE	DATE		
I HEREBY CERTIFY THAT THE SERVICES HAVE BEEN RECE	EIVED.			
B.H.H.F.				
APPROVAL.				
NAME	TITLE	DATE		
		-		

INVOICE COVER SHEET FY07

REVISED 3/06

### WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES

GRANTEE NAME	: Starlight Behavioral He Orion Crisis Center	alth Services	PURCHASE ORDER NUMBER COMMITMENT#	
REMITTANCE ADDRESS		<del></del>	INVOICE NUMBER	
KEMITTAHOL ADDITESS		<u> </u>	FEIN #	
	Barboursville, WV 2550	<del>4</del>	WVFIMS VENDOR#	503204
	DATES OF SERVICE	FROM:		to 3/31/2008
	DATES OF SERVICE	PROM:	3/1/2008	(0 3/31/2000
STATE A	CCOUNT NUMBER		TOTAL CURRENT BILLING	
	I-XXXX-219-252/258 RAL REVENUE			
SARAM CALERY				
0525-2008	3-XXXX-221-252/258	me months today		
ł.	ILY SUPPORT			
	3-XXXX-804-252/258	e and the contraction		
RENAISS	SANCE PROGRAM			
<b>《美国公司》(1985年)</b>	2、李老士、于2003年,在1861年	经数据的数据		
0525-20	108-XXXX-803-252/258			
C.A.C. CO	MMUNITY PLACEMENT		2,925.00	
	· 1000年2月1日 - 1000年3月1日 - 1000041 - 1000041 - 1000041 - 1000041 - 1000041 - 1			
5156-2008	3-XXXX-335-252/258			
HOSPITAL	GENERAL REVENUE			
	08-XXXX-096-128			
	ABUSE BLOCK GRANT			
	08-XXXX-096-128	A temperature for the Paragraphy (Prop. )	Deliberation of an exercise of contrations of a factorisms	
1	ALTH BLOCK GRANT			
		sartsi akadilas		
	08-XXXX-096-128	An Company Sale Sale Sale Sale Sale Sale		
	ORICAL GRANTS		· ·	
		erene de er make maner eren.	- Constitution of the Cons	
	AAAA YYYY AAA 400	CARTE AND A STATE OF THE STATE		
1	2008-XXXX-099-128			
	ISTEAD PLANNING	emiser mie naka make. See	o tra com la calla de la como de	
7-10				
r · · · · · · · · · · · · · · · · · · ·	08-XXXX-099-252/258		***	
	ecial Projects			
The state of the s	的 side side side side side side side side	現為思想推		
0525-	2008-XXXX-208-258			
SPEC	CIAL OLYMPICS			
\$35.56.488 A. S. A.				
****	RAND TOTAL	of mondativistic partitions	2,925.00	
01	UNITE TOTAL			ı
			•	
GRANTEE:	Amulantos		Crisis Coordinator	A/8/2003
	Amy Ingles		Original Contractor	
	NAME		TITLE	DATE
I HEREBY CERTIFY TH	AT THE SERVICES HAVE	BEEN REC	EIVED.	
B.H.H.F.				
APPROVAL				
	NAME		TITLE	DATE
REVISED 8/07			17 INVOICE COVER SHEET FY08	
<b>レビオリコのの かっこ</b>			14	