NEW CUMBERLAND, WEST VIRGINIA

FINANCIAL STATEMENTS

**SEPTEMBER 30, 2012** 



### **FINANCIAL STATEMENTS**

### **SEPTEMBER 30, 2012**

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**February 8, 2013** 

To the Board of Directors of The Committee for Hancock County Senior Citizens, Inc.

### **INDEPENDENT AUDITOR'S REPORT**

We have audited the accompanying statement of financial position of The Committee for Hancock County Senior Citizens, Inc. (a nonprofit organization) as of September 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 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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our 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 Committee for Hancock County Senior Citizens, Inc. as of September 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated February 8, 2013, on our consideration of The Committee for Hancock County Senior Citizens, 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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements of The Committee for Hancock County Senior Citizens, Inc. taken as a whole. The accompanying schedule of federal awards, state awards and other assistance is presented for purposes of additional analysis and is 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 other 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 basic financial statements taken as a whole.

Chester, West Virginia

### STATEMENT OF FINANCIAL POSITION

### **SEPTEMBER 30, 2012**

### **ASSETS**

Current Assets:		
Cash and cash equivalents	\$	125,063
Certificate of Deposit	т	75,630
Accounts receivable - grants and contracts		87,956
Accounts receivable - other		7,119
Prepaid expenses and deposits		14,854
Total Current Assets		310,622
Property and Equipment, net		336,339
Total Assets	\$	646,961
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Accounts payable	\$	17,722
Accrued wages, benefits, and taxes	·	13,742
Trip deposits		1,080
Deferred revenue		11,084
Total Current Liabilities		43,628
Net Assets - Unrestricted:		
Operations		599,933
Board-designated		3,400
Total Net Assets - Unrestricted		603,333
Total Liabilities and Net Assets	\$	646,961

The accompanying Independent Auditors' Report and notes are an integral part of these financial statements.

### **STATEMENT OF ACTIVITIES**

### FOR THE YEAR ENDED SEPTEMBER 30, 2012

Revenue and other support:		
Federal funds	\$	60,494
State funds	7	486,164
Medicaid and waiver funds		79,613
In kind revenue		120,205
Local funds		28,416
Client fees and donations - private pay		36,205
Program income		15,512
Bingo and raffle sales, net		6,295
Interest income		1,193
Miscellaneous		50,947
Total Revenue and Other Support		885,044
Expenses:		
Program Services:		
Medicaid		67,979
Lighthouse		151,448
FAIR		76,491
Other		33,745
Transit		120,901
Senior program services		141,417
Total Program Services		591,981
Supporting Services:		
Management and general		235,581
Fundraising		98,786
Total Supporting Services		334,367
Total Expenses		926,348
Change in Net Assets		(41,304)
Unrestricted Net Assets, Beginning of Year		644,637
Unrestricted Net Assets, End of Year	\$	603,333

The accompanying Independent Auditors' Report and notes are an integral part of these financial statements.

### **STATEMENT OF CASH FLOWS**

### FOR THE YEAR ENDED SEPTEMBER 30, 2012

Cash Flows Provided by (Used in) Operating Activities: Change in Net Assets Adjustments to Reconcile Change in Net Assets to Net Cash Provided by (Used in) Operating Activities:	\$ (41,304)
Depreciation	42,455
Interest capitalized to certificates of deposit	(1,100)
(Increase) Decrease in Assets:	(-3)
Accounts receivable - grants and contracts	41,658
Accounts receivable - other	(3,679)
Prepaid expenses	(2,415)
Increase (Decrease) in Liabilities:	
Accounts payable	(4,426)
Accrued wages, benefits, and taxes	4,435
Trip deposits	(6,110)
Deferred revenue	 (15,916)
Net Cash Provided by Operating Activities	 13,598
Net Increase in Cash and Cash Equivalents	13,598
Cash and Cash Equivalents, Beginning of Year	 111,465
Cash and Cash Equivalents, End of Year	\$ 125,063

The accompanying Independent Auditors' Report and notes are an integral part of these financial statements.

# STATEMENT OF FUNCTIONAL EXPENSES

# FOR THE YEAR ENDED SEPTEMBER 30, 2012

			Progra	Program Services					Supporting Services	g Service	es				
		Home and Co	nd Community Based	y Based		Senior Program	Total Program		Management			Total St	Total Supporting		
	Medicaid	Medicaid Lighthouse	FAIR	Other	Transit	Services	Services	ē	and General	Fund	Fundraising	Ser	Services	Ĭ	Total
40	\$ 54.299	54.299 \$ 120.077	\$ 60.698	\$ 26,270	\$ 57,692	\$ 39,241	\$ 358,27	2	66,936	₩,	10,367	€9	77,303	69	435,580
Said Its Tower and employee benefits	8.128	17.972	9,086	3,932	8,907	6,701	54,726	9	17,071		1,513		18,584		73,310
Turned and tenining	4.275	9.428	4.781	2.067	554	2,113	23,21	80	3,781				3,781		26,999
Travel and training				•	28.753	2,962	31,71	S	6,340		2,742		9,082		40,797
Kepairs, maintenance, and venicle operations	925	2.383	1.114	1.097		21,981	27,151		13,355		8,723		22,078		49,229
Office expenses, postage, and supplies	103	7.66	115	50	1.484	916	2,89	œ	2,769		,		2,769		2,667
Communications and utilities	102	ì		,	7.584	3,035	10,01	9	4,144		2,946		7,090		17,709
Insurance	•	, ,					٠,		10,709				10,709		10,709
Professional fees	•				•	•	•		65,000				65,000		65,000
Weirion Senior Center pass Inrougn	•			•		40.236	40,236	9	40,236		40,235		80,471		120,707
Kent		1 1		•	15.927	24.043	39,970	0	2,485				2,485		42,455
Depreciation	298	1361	269	329	•	186	3,171	_  	2,755		32,260		35,015		38,186
Onlei															
	\$ 67.979	\$ 67.979 \$ 151,448 \$	\$ 76,491	\$ 33,745	\$ 120,901	\$ 141,417	\$ 591,981		235,581	49	98,786	<del>88</del>	334,367	<u>د</u>	926,348

\$ 67,979 \$ 151,448 \$ 76,491 \$ 33,745 \$ 120,901 \$

### NOTES TO FINANCIAL STATEMENTS

### FOR THE YEAR ENDED SEPTEMBER 30, 2012

### Note 1 - Summary of Significant Accounting Policies:

### Nature of the Organization:

The Committee for Hancock County Senior Citizens, Inc. (the "Committee") (a nonprofit organization) became a reality in part due to legislation known as the Older Americans Act of 1965. The purpose of the Committee is to provide a voluntary organization of representatives of the general public, business, labor, senior citizens, youth, public and private agencies, and community organizations to provide, supervise, and administer a comprehensive program for the welfare of senior citizens. The Committee provides social, in-home, transportation, and community services to residents of Hancock County, West Virginia who meet the applicable program eligibility

The Committee is funded primarily by grants awarded under Title III of the Older American's Act and state grant funds through the West Virginia Bureau of Senior Services, as administered by the Northwestern Area Agency on Aging, and through third-party reimbursements, specifically the State of West Virginia Medicaid and Waiver Program. The grants awarded and contracts performed cover the periods beginning October 1, 2011 and ending September 30, 2012.

### **Basis of Accounting:**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United State of America.

### **Basis of Presentation:**

The financial statements are presented following the recommendations of the Financial Accounting Standards Board in its statement of Accounting Standards Codification (FASB ASC) No. 958-205, Notfor-Profit Entities, Presentation of Financial Statements. Under FASB ASC No. 958-205, the Committee 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. Net assets of the two restricted classes are created only by donor-imposed restriction on their use. Temporarily restricted net assets are restricted as to time or purpose as designated by the donor. All net assets other than those subject to temporary or permanent donor-imposed restrictions, including Board-designated or appropriated amounts, are legally unrestricted and are reported as part of the unrestricted class. As of September 30, 2012, the Committee had no temporarily or permanently restricted net assets. In addition, the Committee is required to present a statement of cash flows.

### **NOTES TO FINANCIAL STATEMENTS**

### FOR THE YEAR ENDED SEPTEMBER 30, 2012

### Note 1 - Summary of Significant Accounting Policies (Continued):

Revenue, Receivables, Deferred Income and Other Support:

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 upon 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 released from restrictions. Restricted donations that are received and have their restriction expire in the same period are included in unrestricted net assets. The Committee did not receive any temporarily or permanently restricted contributions during the year ended September 30, 2012.

Revenue received from Federal, state, and local funding agencies is recorded as earned. Any funds received in advance of expenses incurred is recorded as deferred revenue at year end. Likewise, accounts receivable amounts are recorded for amounts due from grantor or contract agencies for expenses incurred and not yet reimbursed.

### Leasehold Improvements, Vehicles, and Equipment:

Capitalized leasehold improvements, vehicles, and equipment are stated at cost. Depreciation is computed on the straight-line method over the estimated useful lives of the assets: 3 to 10 years for vehicles and equipment and the lesser of the lease life or life of the improvements for leasehold improvements.

Maintenance, repairs, and minor improvements are charged to operating expenses as incurred. Major improvements are capitalized.

### **Income Tax:**

The Committee is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

### **Contributed Facility:**

The facility for the Senior Center is currently leased through an agreement with the County Commission of Hancock County, West Virginia for \$1.00 per year. This lease includes gas, electric, water, sewage, telephone, garbage, snow removal, and grass cutting expenses. The lease has a term of 20 years, beginning on August 1, 2002, and ending on July 31, 2022. The County Commission has estimated the value of the facility used for Senior Center activity to be approximately \$120,205. Accordingly this amount has been reported as in kind revenue in the Statement of Activities and rent in the Statement of Functional Expenses. The facility is available to the Committee as long as the premises are used for providing services to senior citizens of Hancock County. If the Committee fails to do so, the lease may be canceled at the option of the County Commission.

### NOTES TO FINANCIAL STATEMENTS

### FOR THE YEAR ENDED SEPTEMBER 30, 2012

### Note 1 - Summary of Significant Accounting Policies (Continued):

### **Use of Estimates:**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### Note 2 - Grant and Third-Party Commitments and Contingencies

The Committee receives a substantial amount of its support from Federal and state governments. A significant reduction in the level of this support, if this were to occur, may have a negative effect on the Committee's activities.

Additionally, under the terms of Federal and state contracts and grants, periodic audits are required and certain costs may be questioned as inappropriate expenditures. Such audits could lead to reimbursement to the grantor agency. Management believes disallowances, if any, will be immaterial.

### **Note 3 - Federal Matching**

The Committee allocated the following funds as match monies required by Title III awards for the year ended September 30 2012, as follows:

Program	 2012	Source of Funds
Title III-B Social Services	\$ 6,595	In-kind (see Note 1)
Title III-D Health Services	365	In-kind (see Note 1)
Title III-E Caregiver Services	 5,749	In-kind (see Note 1)
	\$ 12,709	

In addition, program income funds included in the notification of grant award were used to cover expenses of the Title III program, but are not considered matching funds.

### Note 4 - Cash and Cash Equivalents:

For the purpose of the cash flows statement, the Committee includes cash in bank and on hand and certificates of deposit with original maturities of 90 days or less as cash and cash equivalents. The Committee paid no interest expense or corporate income taxes for the year ended September 30, 2012.

### **NOTES TO FINANCIAL STATEMENTS**

### FOR THE YEAR ENDED SEPTEMBER 30, 2012

### Note 5 - Equipment Purchased with Grant Funds:

The equipment acquired is owned by the Committee while used in the program for which it was purchased or in other future authorized programs. However, for certain equipment purchased with Federal and/or state funds, the grantor maintains a reversionary interest; therefore, its disposition, as well as the ownership of any sale proceeds therefrom, is subject to funding source regulations.

In addition, the Committee has three vans that are used to transport elderly and disabled persons that were obtained with grants received from the West Virginia Division of Public Transit. Under this grant, 80 percent of the purchase price of the van was funded through the grant and 20 percent through local monies of the Committee. The title of one van remains with the West Virginia Division of Public Transit until the van reaches 100,000 miles.

### Note 6 - Leasehold Improvements, Vehicles, and Equipment

Leasehold improvements, vehicles, and equipment balances as of September 30, 2012, were as follows:

	 2012
Leasehold improvements	\$ 333,040
Vehicles	159,274
Equipment	 39,008
	531,322
Less accumulated depreciation	194,983
	 336,339

Depreciation included in expenses amounted to \$42,455 for the year ended September 30, 2012.

### Note 7 - Deferred Revenue:

Deferred revenue balances include grant funds received and not expended by year end. As of September 30, 2012, deferred revenue included on the statement of financial position is comprised of the following:

	 2012
Hancock County Commission	\$ 5,489
SHIP/Health Benefits	4,000
West Virginia Long Term Care Partnership	 1,595
	\$ 11,084

### **NOTES TO FINANCIAL STATEMENTS**

### FOR THE YEAR ENDED SEPTEMBER 30, 2012

### Note 8 - Leases:

On July 23, 2012, the Committee entered into a two year lease agreement for a location in Weirton, West Virginia to provide respite care. Terms of the lease require monthly payments of \$500 through August 31, 2014. Rent expense for the year ended September 30, 2012 was \$500.

Future minimum lease payments under the above lease are as follows:

Year Ending September 30,	A	mount
2013	\$	6,000
2014		5,500
	_\$	11,500

### Note 9 - Net Assets (Board-Designated):

In 2011, the Board of Directors designated certain agency funds to be held in a contingency fund to be used only following Board approval. As of September 30, 2012, these funds totaled \$3,400. This restriction will remain in place until the Board of Directors feels that it is no longer needed.

### Note 10 - Fundraising and Special Events:

The Committee sponsors weekly fundraising events such as Bingo and Raffle. The gross proceeds from these events for the year ended September 30, 2012, totaled \$35,697. Expenses and related bingo and raffle payouts totaled \$29,402. Net proceeds of \$6,295 are reported in the statements of activities.

### **Note 11 - Subsequent Events:**

The Committee has evaluated events through February 8, 2013, the date which the financial statements were available to be issued, and no matters came to their attention that would require adjustments to or disclosure in the financial statements.

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**February 8, 2013** 

To the Board of Directors of The Committee for Hancock County Senior Citizens, Inc.

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

We have audited the financial statements of The Committee for Hancock County Senior Citizens, Inc. (a nonprofit organization) as of and for the year ended September 30, 2012, and have issued our report thereon dated February 8, 2013. 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 Committee for Hancock County Senior Citizens, Inc. is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audits, we considered The Committee for Hancock County Senior Citizens, 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 The Committee for Hancock County Senior Citizens, Inc.'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.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether The Committee for Hancock County Senior Citizens, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits, 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, others within the entity, the Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

Chester, West Virginia

Cunningham & Associates

# $\frac{\text{SCHEDULE OF FEDERAL AWARDS, STATE AWARDS, AND}}{\text{OTHER ASSISTANCE}}$

### FOR THE YEAR ENDED SEPTEMBER 30, 2012

Federal Awards	CFDA/	R	evenue	Ex	penses
Federal Agency/Pass-through agency	Award/Grant No.		ognized		ognized
HC D	-				
U.S. Department of Health and Human Services passed through the					
Northwestern Area on Aging/Bel-O-Mar Regional Council:					
Disease Prevention and Health Promotion Services - Title III-D	93.043	\$	2,068	\$	2,068
Grants for Supportive Services and Senior Centers - Title III-B	93.044		37,392		37,392
National Family Caregiver Support - Title III - E	93.052		13,213		13,213
Centers for Medicare and Medicaid Services	00 ##0				
Research, Demonstrations, and Evaluations	93.779		7,000		7,000
Low Income Home Energy Assistance	93.568		89		89
U.S. Department of Veterans Affairs passed through Department of					
Veteran Affairs - Pittsburgh, Pennsylvania:					
Homemaker Home Health Care	646		732		732
Total Federal Awards and Expenses		\$	60,494	\$	60,494
- otal 2 data 12 mards and Expenses		Ψ	00,777	Ψ	00,454
State Awards and Other Assistance					
State Agency/Pass-through Agency					
West Virginia Bureau of Senior Services (BOSS):					
State Community Partnership Funds - GWSC	SC21085	\$	10,000	\$	10,000
State Community Partnership Funds - GWSC	SC21184		20,000		20,000
State Community Partnership Funds - HCSS	SC21215		20,612		20,612
State Community Partnership Funds - HCSS	SC21215A		5,000		5,000
State Community Partnership Funds - GWSC	SC21215A		15,000		15,000
State Community Partnership Funds - GWSC	SC21216		20,000		20,000
West Virginia Bureau of Senior Services passed through the					
Bel-O-Mar Regional Council:					
State Discretionary Grant - Lighthouse In-Home Care	21249		101,900		101,900
State Discretionary Grant - Lighthouse In-Home Care	21349		27,668		27,668
State Discretionary Grant - In-Home Care Harmony System	21249		4,934		4,934
State Alzheimer's Respite Care/FAIR	21249		42,207		42,207
State Alzheimer's Respite Care/FAIR	21349		13,219		13,219
State Matching Funds	21235		31,806		31,806
State Legislative Initiatives for the Elderly (L.I.F.E)	21202		120,459		120,459
State Legislative Initiatives for the Elderly (L.I.F.E)	21302		53,359		53,359
Total State Awards and Expenses			486,164		486,164
Other Assistance:					
U.S. Department of Health & Human Services passed through West					
Virginia Department of Health and Human Resources:					
Medicaid and Waiver	N/A		79,613		79,613
Total State Awards and Other Assistance		\$	565,777	\$	565,777

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