

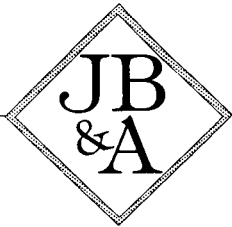
COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.

**INDEPENDENT AUDITORS' REPORT AND
RELATED FINANCIAL STATEMENTS**

SEPTEMBER 30, 2012

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JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

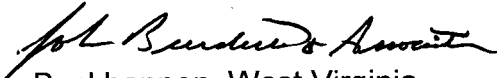
To the Board of Directors
Council of Senior Citizens of Gilmer County, Inc.
Glennville, West Virginia

We have audited the accompanying statements of financial position of Council of Senior Citizens of Gilmer County, 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 audits.

We conducted our audits 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 audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide 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 Council of Senior Citizens of Gilmer County, 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 auditing standards generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 17, 2013, on our consideration of Council of Senior Citizens of Gilmer County, 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 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 read in conjunction with this report in considering the results of our audit.


Buckhannon, West Virginia
June 17, 2013

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2012**

ASSETS

Current Assets

Cash and cash equivalents	\$ 1,828,457
Accounts receivable	186,215
Grants receivable	76,327
Investment	681,755
Prepaid expenses	<u>4,750</u>

Total current assets 2,777,504

Property and Equipment, net 1,282,295

TOTAL ASSETS \$ 4,059,799

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$ 76,237
Accrued wages payable	40,813
Payroll taxes payable	6,045
Accrued annual leave	<u>16,622</u>

Total current liabilities 139,717

Net Assets

Unrestricted	3,852,287
Temporarily restricted	<u>67,795</u>
Total net assets	<u>3,920,082</u>

TOTAL LIABILITIES AND NET ASSETS \$ 4,059,799

The accompanying notes are an integral part of this statement.

COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2012

	Unrestricted	Temporarily Restricted	Total
REVENUE AND SUPPORT			
Federal financial assistance	\$ 147,685	\$ 42,274	\$ 189,959
State grant allocations	332,602		332,602
Donations and match	67,025		67,025
Contractual revenues	959,736		959,736
Other income	83,994	10,568	94,562
Project income	72,835		72,835
Investment income	25,073		25,073
Unrealized gain on investment	121,264		121,264
Net assets released from restrictions:			
Restrictions released with time			
Restrictions satisfied with payments	15,191	(15,191)	
Total Revenue and Support	1,825,405	37,651	1,863,056
EXPENSES			
Program Services			
Title III-B	63,214		63,214
Title III-D	1,201		1,201
Title III-E	6,293		6,293
Title III-C - congregate	83,569		83,569
Title III-C - home delivered	119,782		119,782
Lighthouse	53,306		53,306
Title VII - elder abuse	180		180
Personal care	825,352		825,352
LIFE	194,554		194,554
FAIR	31,586		31,586
Management and general	187,344		187,344
Total Expenses	1,566,381		1,566,381
Change in Net Assets	259,024	37,651	296,675
NET ASSETS AT BEGINNING OF YEAR	3,593,263	30,144	3,623,407
NET ASSETS AT END OF YEAR	\$ 3,852,287	\$ 67,795	\$ 3,920,082

The accompanying notes are an integral part of this statement.

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2012**

	Title III-B	Title III-D	Title III-E	Title III-C	
				Congregate	Home Delivered
Salaries and wages	\$ 19,684	\$	\$ 3,136	\$ 22,254	\$ 28,988
Fringe benefits	9,138		1,410	6,686	7,548
Travel	750				
Printing and supplies	1,850				
Repairs and maintenance				1,890	2,610
Communications and utilities	8,203			25	25
Other	2,950	1,201	1,747	9,585	11,170
Depreciation					
Raw food				41,295	56,707
Disposables				1,834	2,533
Transportation/Trip	20,639				10,201
Insurance					
Contractual					
	<u>\$ 63,214</u>	<u>\$ 1,201</u>	<u>\$ 6,293</u>	<u>\$ 83,569</u>	<u>\$ 119,782</u>

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2012**

<u>Lighthouse</u>	<u>Elder Abuse</u>	<u>Personal Care</u>	<u>LIFE</u>	<u>FAIR</u>	<u>Management and General</u>	<u>Totals (Memorandum Only)</u>
\$ 48,787	\$	\$ 663,234	\$ 134,360	\$ 28,325	\$ 13,959	\$ 962,727
4,519		86,829	17,186	3,261	2,173	138,750
	180	68,259	8,474		4,586	82,249
			6,781		35,688	44,319
					21,052	25,552
			10,130		6,543	24,926
		5,530	17,623		22,046	71,852
					68,112	68,112
					1,844	99,846
						4,367
						30,840
					9,841	9,841
		1,500			1,500	3,000
<u>\$ 53,306</u>	<u>\$ 180</u>	<u>\$ 825,352</u>	<u>\$ 194,554</u>	<u>\$ 31,586</u>	<u>\$ 187,344</u>	<u>\$ 1,566,381</u>

The accompanying notes are an integral part of this statement.

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2012**

CASH FLOWS FROM OPERATING ACTIVITIES

Increase in net assets	\$ 296,675
Adjustments to reconcile increase in net assets to net cash provided by operating activities:	
Depreciation	68,112
Unrealized gain on investments	(121,264)
(Increase) decrease in operating assets:	
Accounts and grants receivable	(33,687)
Prepaid expense	4,351
Increase (decrease) in operating liabilities:	
Accounts payable	63,249
Accrued wages and fringes	<u>(224)</u>
 NET CASH PROVIDED BY OPERATING ACTIVITIES	 <u>277,212</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Fixed asset additions	<u>(95,079)</u>
 NET CASH USED IN INVESTING ACTIVITIES	 <u>(95,079)</u>

Increase in cash and cash equivalents	182,133
 CASH AND CASH EQUIVALENTS, beginning of year	 <u>1,646,324</u>
 CASH AND CASH EQUIVALENTS, end of year	 <u><u>\$ 1,828,457</u></u>

The accompanying notes are an integral part of this statement.

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS**

Note 1. Summary of Significant Accounting Policies

The Council of Senior Citizens of Gilmer County, Inc. is a nonprofit organization whose purpose is to improve the quality of life for senior citizens in Gilmer 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 in 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 Council of Senior Citizens of Gilmer County, Inc. is presented to assist in understanding the Organization's financial statements. The financial statements and notes are the representation of management, who is responsible for their integrity and objectivity.

Basis of Accounting

The financial statements of Council of Senior Citizens of Gilmer County, Inc. have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board. The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, the Organization considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Allowance for Doubtful Accounts

The Organization uses the allowance method for accounting for bad debts. Management feels the accounts and grants receivable shown on the balance sheet are fully collectible.

Inventories

Inventories of raw food, materials and supplies are deemed immaterial and are accordingly expensed as purchased.

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 1. Summary of Significant Accounting Policies (Continued)

Property and Equipment

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. The Organization has adopted a \$ 3,000 capitalization policy whereby all property and equipment over \$ 3,000 is depreciated using the straight-line method over its estimated useful life. In addition, all property and equipment purchased with grant monies must be used and disposed of in accordance with the grantor agency's policies. Maintenance and repairs are expensed as incurred.

Restricted and Unrestricted Revenue and Support

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

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions. Federal grant awards are classified as refundable advances until expended for the purposes of the grants since they are conditional promises to give.

Federal And State Grant Revenue

Grant monies are received on a reimbursement basis for Title III-B, Title III-D, Title III-E, Title VII and LIFE grants. Upon completion of a grant year, any unexpended grant funds has to be approved for carryover to the next grant year.

Title III-C monies 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.

Total federal and state grant revenues for the year ended September 30, 2012, were \$ 522,561.

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 1. Summary of Significant Accounting Policies (Continued)

Investments

The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying statement of activities.

Donated Services

The members of the Board of Directors receive no fees for performing their duties as members, officers, or special committee members. However, no revenues or expenses have been recorded in these financial statements in relation to such volunteer services.

Expense Allocation

Expenses are charged to programs and supporting services on the basis of periodic time and expense studies. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization.

Estimates

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

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code.

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.

Note 2. Cash

The Organization had deposits in excess of the \$250,000 FDIC limit with one financial institution at September 30, 2012 of \$1,652,820. The financial institution has pledged U. S. Treasury Securities to secure the deposits in excess of the FDIC limit.

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 3. Investments

	Amortized Cost	Gross Unrealized Gains	Gross Unrealized Losses	Estimated Market Value
	-----	-----	-----	-----
Equity Securities Common Stocks	\$ 334,385	\$ 226,061	\$	\$ 560,446
	=====	=====	=====	=====

Note 4. Receivables

Receivables at September 30, 2012, consisted of the following:

Accounts Receivable		
Contractual revenues – Personal care	\$ 186,215	
		=====
Grants Receivable		
LIFE	\$ 38,923	
FAIR	2,146	
Lighthouse	12,891	
Elder Abuse	180	
III-C	22,187	

Total	\$ 76,327	=====

Note 5. Property and Equipment

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

Land	\$ 70,000
Building	1,542,365
Vehicles	311,203
Equipment, furniture and fixtures	169,839

	2,093,407
Less accumulated depreciation	811,112

Total	\$ 1,282,295
	=====

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 6. Concentration

The Organization receives about 28 percent of its total support and revenues from various grants from the Federal and State governments.

In addition, the Organization also receives about 51 percent of its total support and revenues from the West Virginia Department of Health and Human Services under billing for services provided under the Continuum of Care and Medicaid Waiver programs.

Note 7. 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 this audit is not believed to be material.

The Organization participates in the West Virginia Public Employees Insurance Agency (PEIA) for health insurance. The Organization does not provide post retirement health benefits. However, PEIA shows a liability of \$148,434 at September 30, 2012 for post retirement benefits. The Organization does not expect to have to pay this liability.

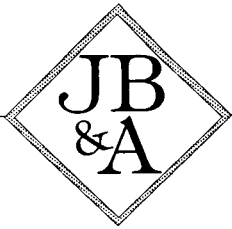
Note 8. Net Asset - Restrictions on Net Assets

Temporarily restricted net assets at September 30, 2012 of \$ 67,795, consist of assets in which federal funding agencies have a reversionary interest.

Note 9. Subsequent Events

Management has evaluated subsequent events through June 17, 2013, the date which the financial statements were available to be issued.

SUPPLEMENTAL INFORMATION



JOHN BURDETTE & ASSOCIATES

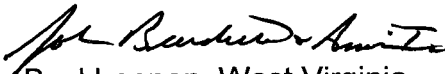
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INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTAL INFORMATION

To the Board of Directors
Council of Senior Citizens of Gilmer County, Inc.
Glenville, West Virginia

Our report on our audit of the basic financial statements of the Council of Senior Citizens of Gilmer County, Inc. for the year ended September 30, 2012 appears on pages 1. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States for the purpose of forming an opinion on the basic financial statements taken as a whole. The Schedule of Revenues and Support and the Schedule Expenditures of State Awards are presented for the purpose of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.


Buckhannon, West Virginia
June 17, 2013

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
SCHEDULE OF REVENUES AND SUPPORT
FOR THE YEAR ENDED SEPTEMBER 30, 2012**

	Title III-B	Title III-D	Title III-C		Elder Abuse	Lighthouse
			Congregate	Home Delivered		
Federal financial assistance	\$ 25,275	\$ 888	\$ 53,329	\$ 58,293	\$ 180	\$
State grant	8,981	156				68,113
State LIFE allocated				2,323		
Donations and match	4,458	157	1,821	2,514		
Contractual revenues						
Other income	13,665		2,695	3,229		
Project income	10,201		30,525	26,159		
Investment income						
Unrealized gain on investment						
	<u>\$ 62,580</u>	<u>\$ 1,201</u>	<u>\$ 88,370</u>	<u>\$ 92,518</u>	<u>\$ 180</u>	<u>\$ 68,113</u>

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
SCHEDULE OF REVENUES AND SUPPORT (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2012**

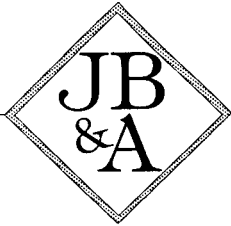
<u>FAIR</u>	<u>SHIP Transportation</u>	<u>Title III-E</u>	<u>Other Programs</u>	<u>LIFE</u>	<u>Personal Care</u>	<u>Totals (Memorandum Only)</u>
\$ 39,697	\$ 5,000	\$ 4,720	\$ 42,274 21,488	\$ 194,167 (2,323)	\$	\$ 189,959 332,602
		1,573	56,502			67,025
			74,973		959,736	959,736
			5,950			94,562
			25,073			72,835
			121,264			25,073
<u>\$ 39,697</u>	<u>\$ 5,000</u>	<u>\$ 6,293</u>	<u>\$ 347,524</u>	<u>\$ 191,844</u>	<u>\$ 959,736</u>	<u>\$ 1,863,056</u>

The accompanying independent auditor's report on supplemental information is an integral part of this schedule.

**COUNCIL OF SENIOR CITIZENS OF GILMER COUNTY, INC.
SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2012**

	<u>Grant Period</u>	<u>Grant Identificaiton Number</u>	<u>State Expenditures</u>
Direct Programs:			
WV Bureau of Senior Services			
Community Partnership Grants	June 30, 2012	SC21242	<u>\$ 16,000</u>
Total Direct Programs			<u>16,000</u>
Pass through Awards			
Bel-O-Mar Interstate Planning Commission			
IIIB State	June 30, 2012	21235	8,981
IIID	June 30, 2012	21235	156
LIFE	June 30, 2012	21202	135,908
LIFE	June 30, 2013	21302	58,259
Lighthouse	June 30, 2012	21249	52,190
Lighthouse	June 30, 2013	21349	15,923
FAIR	June 30, 2012	21249	36,813
FAIR	June 30, 2013	21349	2,884
Data Entry	June 30, 2012	21249	5,000
Data Entry	June 30, 2013	21349	<u>488</u>
Total pass-through awards			<u>316,602</u>
TOTAL EXPENDITURES OF STATE AWARDS			<u>\$ 332,602</u>

The independent auditors' report on supplemental information is an integral part of this schedule.



JOHN BURDETTE & ASSOCIATES

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INDEPENDENT AUDITORS' 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
Council of Senior Citizens of Gilmer County, Inc.
Glenville, West Virginia

We have audited the financial statements of Council of Senior Citizens of Gilmer County, Inc. (a nonprofit organization) as of and for the year ended September 30, 2012, and have issued our report thereon dated June 17, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United State 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

In planning and performing our audit, we considered Council of Senior Citizens of Gilmer County, 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 Council of Senior Citizens of Gilmer County, 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.

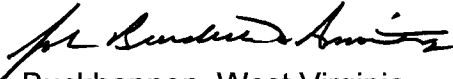
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designated to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

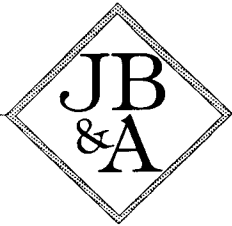
Compliance and Other Matters

As part of obtaining reasonable assurance about whether Council of Senior Citizens of Gilmer County, 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 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 Council of Senior Citizens of Gilmer County, Inc. in a separate letter dated June 17, 2013.

This report is intended solely for the information and use of the audit committee, management, others within the organization and federal awarding agencies and pass-thru entities and is not intended to be and should not be used by anyone other than these specified parties.


Buckhannon, West Virginia
June 17, 2013



JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

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MANAGEMENT LETTER

To the Board of Directors
and Senior Management
Council of Senior Citizens of Gilmer County, Inc.
Glennville, West Virginia

In planning and performing our audit of the financial statements of Council of Senior Citizens of Gilmer County, Inc. for the year ended September 30, 2012, 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 dated June 17, 2013 contains our communication of significant deficiencies or material weaknesses in the Organization's internal control. This letter does not affect our report dated June 17, 2013, on the financial statements of Council of Senior Citizens of Gilmer County, 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:

Accrual Basis Accounting Records

The Organization's policy is to prepare its financial statement on the accrual basis of accounting and therefore all accrued revenue and expenses should be recorded in the general ledger at year end.

Accounts payable and accounts receivable should be recorded in the general ledger at September 30, 2012. Although acceptable for the auditor to help convert the Organization from cash to accrual basis there are advantages for maintaining books on the accrual basis. The most important being more accurate financial reporting with better matching of income and expenses during the year.

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.

A handwritten signature in black ink, appearing to read "Brent D. Smith". The signature is fluid and cursive, with a large initial "B".

Buckhannon, West Virginia
June 17, 2013