

AUDIT REPORT

OF

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS
STATE VETERANS' HOME AND
VIETNAM VETERANS' BONUS OFFICE

FOR THE PERIOD

JANUARY 1, 1978 - JUNE 30, 1982

West Virginia



LEGISLATIVE AUDITOR

CHARLESTON

The Honorable Encil Bailey
Legislative Auditor
State Capitol - West Wing
Charleston, West Virginia

Sir:

In compliance with your instructions and the provisions of the West Virginia Code, Chapter 4, Article 2, as amended, we have examined the accounts of the Department of Veterans' Affairs, State Veterans' Home and Vietnam Veterans' Bonus Office.

Our examination covered the period January 1, 1978 through June 30, 1982. The results of this examination are set forth on the following pages of this report. However, only the financial statements for the years ended June 30, 1982 and June 30, 1981 are included in this report. The financial statements covering the period January 1, 1978 through June 30, 1980 are included in our audit workpapers.

Respectfully submitted,

A handwritten signature in cursive script that reads "Theford L. Shanklin".

Theford L. Shanklin, CPA, Director
Legislative Postaudit Division

TLS/nkk

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,
STATE VETERANS' HOME AND VIETNAM VETERANS' BONUS OFFICE

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WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,
STATE VETERANS' HOME AND VIETNAM VETERANS' BONUS OFFICE

ACKNOWLEDGMENT

We extend our thanks and appreciation to the
Director and his staff for their cooperation
in supplying information necessary in pre-
paring this report.

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,
STATE VETERANS' HOME AND VIETNAM VETERANS' BONUS OFFICE

EXIT CONFERENCE

We held an exit conference on August 31, 1983 with the Director, Assistant Director, and Administrative Assistant of the Department of Veterans' Affairs and the Commandant and Administrative Assistant of the State Veterans' Home and all findings and recommendations were reviewed and discussed. The above officials concurred with our findings and recommendations.

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,
STATE VETERANS' HOME AND VIETNAM VETERANS' BONUS OFFICE

INTRODUCTION

With the cessation of hostilities and demobilization of service personnel, the Legislature of the State of West Virginia, foreseeing the need of a State Department of Veterans' Affairs, created and established in 1945 by the passage of House Bill No. 152, the West Virginia Department of Veterans' Affairs, for the purpose of aiding, assisting, counseling and advising and looking after the rights and interests of all persons known as veterans who are citizens and residents of this State, and their widows, dependents and orphans who are or have become citizens and residents of this State, or all persons known as veterans who have served in the armed forces of the United States in the Army, Navy, Marine Corps, or Coast Guard, as defined by the laws of the United States and whose separation therefrom has been other than dishonorable. Pursuant to the Act a five-member Veterans Council selected with special reference to their ability and fitness to effectuate the purpose of the Act, was appointed.

The Department, by authority of the Act, took over the work, funds and property of the Division of Veterans' Service of the Department of Public Assistance and continued to operate three established offices at Huntington, Charleston and Clarksburg.

The first formal meeting of the Council was called by Governor Clarence W. Meadows on July 23, 1945 and was held in the conference room of the State Superintendent of Public Institutions. It was recommended by the Council in this first meeting that offices be opened at Lewisburg, Martinsburg, Wheeling, Beckley and Parkersburg. It was discussed by the Council that a statement of general policy and rules to govern the Department be drawn up and

presented for consideration.

On October 5, 1945, the Council approved the establishment of a regional office to be located at Welch. On March 25, 1946, it was authorized by the Council that an office should be established at Fairmont. On May 26, 1946, the Council in this meeting authorized the establishment of offices at Spencer and Logan. In addition, the Council authorized the creation of the Division of the Information, Special Services, Employment, and Housing. These divisions were created to function within the Department.

The establishment of the West Virginia State Veterans' Home was authorized by legislation passed during the regular session of the 1975 State Legislature, which placed the management and supervision of the Home under the West Virginia Department of Veterans' Affairs.

In accordance with the law, the Home is a "domiciliary" type home. The purpose of domiciliary care is to provide a non-institutional community setting for persons, primarily the aged, who require social care, but not medical care. Domiciliary care is provided in a home-like atmosphere. Since domiciliary facilities are not considered medical facilities, Medicare and Medicaid do not provide payment.

Domiciliary facilities provide care to ambulatory patients who, because of financial, age, mental, or health conditions, are dependent on others for their basic needs. Patients in domiciliary facilities may have health impairments, but not to the extent requiring skilled nursing or intermediate care. Domiciliary facilities are not for persons whose physical or mental conditions require care in a medical or psychiatric facility.

It is the expressed desire of Governor John D. Rockefeller IV that this Home be a comfortable and enjoyable place to live, consistent with the appropriations made by the West Virginia State Legislature for its maintenance.

With the privileges extended to the membership of the Home, there is a corresponding obligation on the part of the residents to be courteous and considerate of the mutual rights of each other, and to cooperate with the officials of the Home in the performance of their duties.

The payment of bonuses to West Virginia Veterans of the Vietnam conflict, or the payment of death benefits to eligible survivors of deceased veterans, was authorized by the citizens of West Virginia, by an amendment to the Constitution of the State of West Virginia, at a special election held on November 6, 1973.

On March 4, 1974 (with an effective date of July 1, 1974) the Legislature of West Virginia passed an Act providing for the payment of the bonus (Chapter 144, Acts of the Legislature, 1974) which was approved by the Governor.

The deadline for filing claims was established on December 31, 1976 and the law provided that no bonus check could be issued or reissued after December 31, 1978.

The West Virginia Department of Veterans' Affairs was designated as the State agency to administer the provision of Chapter 144, Acts of the Legislature.

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,
STATE VETERANS' HOME AND VIETNAM VETERANS' BONUS OFFICE

ADMINISTRATIVE OFFICERS AND STAFF

JUNE 30, 1982

Department

Director John Moon
Assistant Director Anthony Alston
Administrative Assistant Charles H. Prather, Jr.

Home

Commandant H. Woody Williams
Administrative Assistant Charles W. Dinkins
Fiscal Officer Helen Polly Drown

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,
STATE VETERANS' HOME AND VIETNAM VETERANS' BONUS OFFICE
SUMMARY OF FINDINGS AND RECOMMENDATIONS

AREAS OF NONCOMPLIANCE

Classification of Expenses

1. We noted several instances where the Equipment Account for the Department of Veterans' Affairs was used to purchase current expense items.

We recommend the appropriated Equipment Account be used to purchase only equipment items as defined by the Department of Finance and Administration's Handbook of Purchasing Procedures. (See page 15.)

Disposal of Records

2. Various records at the Department of Veterans' Affairs, Veterans' Home and Vietnam Veterans' Bonus Office had been disposed of.

We recommend all records be retained for auditing purposes and in accordance with the West Virginia Code, Chapter 5, Article 8, Section 17. (See pages 15-16.)

Equipment

3. Some items of equipment at the Department of Veterans' Affairs were not tagged and some were not included on the agency's inventory listing. At the Veterans' Home, added property form (WV-62) is not submitted when equipment is acquired and the in-house inventory listing was not current with regard to the location of equipment. Neither the Department nor the Home had a current inventory listing from the Department of Finance and Administration.

We recommend all equipment be properly tagged with State identification numbers and a current inventory list be maintained recording item, identification numbers, location, date purchased/disposed of, and cost (wherever possible), a physical inventory be taken at least annually and this physical count be reconciled with the in-house and Finance and Administration inventory listings. (See pages 16-17.)

Resident Maintenance

4. Veterans' Home residents' maintenance collections were deposited into the General Revenue Fund contrary to the Veterans' Home Rules and Regulations, Section XI, Paragraph 1 IC.

We recommend the Fiscal Officer of the Veterans' Home deposit all future maintenance collections in a special revenue account in the State Treasury in compliance with the above section of the Home's Rules and Regulations and transaction documents be prepared transferring from the General Revenue Fund to this special revenue account those collections erroneously deposited. (See pages 17-18.)

Meal Ticket Sales

5. Meal tickets are sold for use in the Home's Cafeteria. These tickets are not prenumbered and the money collected is not deposited in the State Treasury in compliance with the West Virginia Code, Chapter 12, Article 2, Section 2.

We recommend meal tickets be prenumbered and collections be receipted and deposited daily in accordance with Chapter 12, Article 2, Section 2 of the West Virginia Code. (See page 18.)

Payment of Expenses

6. We noted several instances where the Current Expenses Account at the Veterans' Home was used to pay expenses incurred by the Department of Veterans' Affairs.

We recommend the Department of Veterans' Affairs institute procedures to effectively control expenditures to stay within its budgeted appropriation. (See page 19.)

Sick and Annual Leave

7. Since February 1982 both the Department of Veterans' Affairs and the Veterans' Home has charged $7\frac{1}{2}$ hours leave for a full day taken off and $3\frac{1}{2}$ hours leave for half days taken. However, both entities continued accumulating leave on the basis of 8 hours per day, thus, the employees gain an extra half hour for every day or half day taken off.

We recommend sick and annual leave taken be charged on the same basis as it is earned. (See pages 19-20.)

Compensatory Time Records

8. During our audit period no written record other than the monthly time sheets was maintained for compensatory time earned and taken at the Veterans' Home.

Such records were established in September 1982, subsequent to our audit period, and are now being maintained on each employee. (See page 20.)

Travel Expenses

9. Mileage recorded on several expense vouchers at the Department of Veter-

ans' Affairs appeared excessive. Control over the review of these expenditures with regard to compliance to travel regulations and claiming correct charges appeared to be lax.

We recommend all expense accounts be thoroughly reviewed to ensure compliance with the Governor's Travel Regulations and the correctness of charges claimed for reimbursement. (See pages 20-21.)

INTERNAL CONTROL AND ACCOUNTING SYSTEM

Long Distance Telephone Calls

10. At the Veterans' Home we noted there was no control over long distance telephone calls to prevent abuse.

We recommend a system of internal control be installed over long distance telephone calls. (See page 22.)

Sick and Annual Leave

11. We noted several instances of footing errors on the leave cards and the amount of leave taken as shown by the leave cards did not agree with the amount of leave taken as shown by the time sheets. One employee at the Department of Veterans' Affairs was allowed to take more sick leave than he had accumulated resulting in a negative balance in sick leave.

We recommend all balances be restated to adjust for all errors noted and when sick and annual leave is exhausted employees be placed on leave without pay. (See pages 22-23.)

Supplies Inventory

12. It appears a physical inventory is not taken for confirmation of food products, cleaning and medical supplies perpetual inventories at the Veterans' Home.

We recommend a physical inventory be taken of all items under a perpetual inventory system at least annually with all differences, if any, investigated and corrected. (See page 23.)

General Ledgers

13. A general ledger is not maintained for all accounts at the Department of Veterans' Affairs and the Veterans' Home.

We recommend a general ledger be maintained for each account and be reconciled monthly with the State Auditor's report. (See pages 23-24.)

Welfare-Fund

14. We noted receipts had not been written for all moneys deposited and on hand.

We recommend all collections be receipted immediately and deposited daily in the bank. (See page 24.)

Trustee Account

15. The residents' ledger balances were not reconciled with the checkbook balance of the Trustee Account. At June 30, 1982, the residents' ledger balances were over the checkbook balance in the amount of \$175.81 due to posting errors.

We recommend the errors be corrected and the residents' ledger balances be reconciled monthly with the checkbook balance. (See pages 24-25.)

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,
STATE VETERANS' HOME AND VIETNAM VETERANS' BONUS OFFICE

GENERAL REMARKS

INTRODUCTION

We have completed a financial and compliance audit of the West Virginia Department of Veterans' Affairs, State Veterans' Home and Vietnam Veterans' Bonus Office. A financial and compliance audit determines whether the financial statements of an audited entity present fairly the financial position and the results of financial operations in accordance with generally accepted accounting principles and whether the entity has complied with laws and regulations that may have a material effect upon the financial statements. The audit covered the period July 1, 1978 through June 30, 1982 for the Department of Veterans' Affairs and the State Veterans' Home and January 1, 1978 through June 30, 1981 for the Vietnam Veterans' Bonus Office.

APPROPRIATED ACCOUNTS

All expenditures required for the general administration of the State Veterans' Home and Department of Veterans' Affairs are made from the following appropriated accounts:

<u>Account Number</u>	<u>Description</u>
Veterans' Home:	
4010-00	Personal Services
4010-01	Current Expenses
4010-02	Repairs and Alterations
4010-03	Equipment
4010-06	Renovation and Construction
4010-81	Rental Income
Veterans' Affairs:	
4030-06	Aid of Veterans' Day Patriotic Program
4040-00	Personal Services
4040-01	Current Expenses
4040-03	Equipment
4040-06	In Aid of Veterans' Day Patriotic Exercises

<u>Account Number</u>	<u>Description</u>
Veterans' Affairs - Continued:	
4040-07	Educational Opportunities of Children of War Veterans'
4040-15	National Cemetery Study and Legal Fees

REVENUE SHARING TRUST FUND

All expenses relating to the Vietnam Veterans' Bonus Office during this audit period were paid from the following account which expired June 30, 1981:

<u>Account Number</u>	<u>Description</u>
9700-06	Vietnam Veterans' Bonus

SPECIAL REVENUE ACCOUNTS

Revenue received by the West Virginia Department of Veterans' Affairs is separated into designated accounts as provided in the West Virginia Code and is used for specific purposes. Balances in the special revenue accounts are carried forward to the following fiscal year. The following special revenue accounts were active during the audit period:

<u>Account Number</u>	<u>Description</u>
8260-06	Veterans' Fund
8260-08	West Virginia Veterans' Home - Contributions
8260-09	Special Payroll
8260-10	Special Operating Funds
8260-11	Veterans' Home Improvement Fund

LOCAL ACCOUNTS

In order to have cash available for specific local Veterans' Home operations, local bank accounts are used for managing funds required on a day-to-day basis. These local accounts are described as follows:

<u>Account Name</u>	<u>Purpose</u>
Welfare Fund	Receives contributions from outside sources, vending commissions and meal ticket sales; periodically the meal ticket sales are transferred to State Treasury.

<u>Account Name</u>	<u>Purpose</u>
Trustee Account	Receives residents' personal funds; used for residents' maintenance and personal use.

AREAS OF NONCOMPLIANCE

Chapter 9A, Articles 1 and 2 generally govern the Department of Veterans' Affairs and the Veterans' Home. We tested applicable sections of the above plus general State regulations and other applicable chapters, articles and sections of the West Virginia Code as they pertain to fiscal matters. Our findings are discussed below.

Classification of Expenses

We noted during the examination that the Equipment Account for the Department of Veterans' Affairs was used to purchase current expense items in several instances. For example, for fiscal year 1981, Transmittal No. 1 was for the purchase of 22 pinback badges amounting to \$71.50 and Transmittal No. 5 was for the purchase of 400 buttons amounting to \$95.42.

The Department of Finance and Administration's Handbook of Purchasing Procedures, page 59, states, "Items with a value of \$100.00 or more and having a useful life expectancy of over a year are considered equipment."

The badges and buttons were purchased as promotional devices and were given to citizens in connection with veterans' day activities.

We recommend the appropriated Equipment Account be used to purchase only equipment items as defined by the Handbook of Purchasing Procedures.

Disposal of Records

During our examination of records at the Department of Veterans' Affairs, we noted the current deduction registers, deductions authority forms and the time sheets for the month of September 1980 had been disposed of by the agency. We also noted the Veterans' Home disposed of the travel advance

settlement documents and the withholding allowance forms (W-4). Similarly, some of the service agreements and contracts associated with the Vietnam Veterans' Bonus Program were also disposed of.

The West Virginia Code, Chapter 5, Article 8, Section 17, states, "No record shall be destroyed or otherwise disposed of by any agency of the state, unless it is determined by the administrator and the director of the division of archives and history of the department of culture and history that the record has no further administrative, legal, fiscal, research or historical value."

The deduction registers and deductions authority forms are necessary for audit purposes to determine that deduction amounts are proper and authorized by the employees. Time sheets determine the number of hours worked and amount of sick or annual leave taken.

We recommend all records be retained for auditing purposes and in accordance with the West Virginia Code, Chapter 5, Article 8, Section 17.

Equipment

During our testing of equipment, we noted at the Department of Veterans' Affairs some items of equipment were not tagged and some were not included on the agency's inventory listing. Also, a current inventory list from the Department of Finance and Administration was not available. At the Veterans' Home we noted that when a piece of equipment is acquired an added property form (WV-62) is not submitted to the Office of Surplus Property. When we attempted to trace equipment from the inventory list we noted equipment items that were not at the location indicated on the inventory. Also, a current inventory listing from the Department of Finance and Administration was not available at the Home.

The Department of Finance and Administration's Handbook of Purchasing Procedures, Page 59, Equipment, Lost, Stolen, and/or Damaged states, "An

annual inventory must be taken by all agencies. When the agency receives its computer read-out of equipment, they should check it against what they have." Also, page 59, Registering Equipment states, "When a department acquires a piece of equipment, whether by purchase, donation or salvage, it must be registered with the Office of Surplus Property by submitting an "Added Property Form" (WV-62) with the transmittal for payment attached (not stapled). Equipment owned by the state must be tagged with initials of the buying agency, the division where it is located and a number."

We recommend all equipment be properly tagged with State identification numbers. A current inventory list be maintained recording item, identification number, location, date purchased/disposed of, and cost (wherever possible). Further, we recommend a physical inventory be taken at least annually and this physical count be reconciled with the in-house and Finance and Administration's inventory listings.

Resident Maintenance

During our review of the records at the Veterans' Home, we noted residents' maintenance collections of \$40,949.14 were deposited into the General Revenue Fund (4010-81) during fiscal year 1982. We also observed during our subsequent events review that during the period July 1, 1982 to November 1, 1982, \$35,651.96 in residents' maintenance collections were deposited into the General Revenue Fund. After the above period the Fiscal Officer ceased depositing the collections into the General Revenue Fund and has inquired as to which special revenue account the collections should be deposited. As of the close of our audit, the Fiscal Officer has not received the information requested and is holding all maintenance collections in the local bank account.

The Veterans' Home Rules and Regulations, Section XI, Paragraph 1 IC, states, "Contributions from Residents for Maintenance Support - Such funds as are received in which accounts are revolving funds and may be carried over from

year to year until expended or the account is closed."

We recommend the Fiscal Officer of the Veterans' Home deposit all future maintenance collections in a special revenue account in the State Treasury in compliance with the Home's Rules and Regulations and transaction documents be prepared transferring from the General Revenue Fund to this special revenue account those collections erroneously deposited.

Meal Ticket Sales

Guest and employees are sold meal tickets for use in the Home's cafeteria. These tickets are not prenumbered. The secretary collects all monies and records each sale in the meal ticket ledger by date, name, guest, and amount received. This money is kept in a safe until the end of the month when the ledger is totaled, the money counted, a receipt for the entire amount is written and a bank deposit slip is prepared and the money deposited in the Local Welfare Fund. A check is then drawn remitting these collections to the State Treasury as a credit to the Home's Current Expenses Account (4010-01), line item 033, Food Products.

The West Virginia Code, Chapter 12, Article 2, Section 2, states, "All officials and employees of the state authorized by statute to accept monies due the State of West Virginia ... shall deposit within twenty-four hours with the state treasurer all monies received or collected by them for or on behalf of the state for any purpose whatsoever."

Prenumbered meal tickets and daily receipting and depositing of meal collections would result in better internal control to help ensure that all meal tickets and receipts are properly accounted for.

We recommend meal tickets be prenumbered and collections be receipted and deposited daily in accordance with Chapter 12, Article 2, Section 2 of the West Virginia Code.

Payment of Expenses

During our test of transactions, we noted several instances where the Current Expenses Account of the Veterans' Home was used to pay expenses incurred by the Department of Veterans' Affairs. For example, during fiscal year 1982, Transmittal No. 339 in the amount of \$157.50 was paid from the Veterans' Home Current Expenses Account and was for the payment of a maintenance agreement on equipment of the Department of Veterans' Affairs. Also, Transmittal No. 81 which was for payment of travel expenses for the Administrative Assistant at the Department of Veterans' Affairs for the purpose of picking up and delivering mail was paid from the Current Expenses Account of the Home.

The Department of Veterans' Affairs and the Veterans' Home were granted separate appropriations, however, from our examination and discussion with the personnel, it is our opinion the expenditures from the improper accounts occurred because of insufficient funds near the end of the fiscal year in the accounts from which the expenditures should have been paid.

The above represents a serious breach of the budget bill passed by the Legislature in that expenditures are to be paid from the account to which they are applicable. Also, this practice distorts the financial position of the accounts involved.

We recommend the Department of Veterans' Affairs institute procedures to effectively control expenditures to stay within its budgeted appropriation.

Sick and Annual Leave

During our review of the sick and annual leave records, we noted since February 1982 when both the Department and Home changed the number of hours worked from 8 to 7½ they also made the corresponding change of charging 7½ hours leave for every full day taken off and likewise only charging 3½ hours for half days taken. However, both entities continued accumulating leave on the basis of 8 hours per day, thus, the employees gain an extra half hour for every day or

half day taken off.

We recommend sick and annual leave taken be charged on the same basis as it is earned.

Compensatory Time Records

During our audit period, no record was maintained by the Veterans' Home of compensatory time earned and/or taken. Monthly time sheets served as the only basis for support of such hours.

Employees who are exempt under State Civil Service Rules and Regulations and the West Virginia Minimum Wage and Maximum Hours Standard for Employees Law and Regulations are entitled to compensatory time on an hour per hour basis at the discretion of the Director or his designate when working in excess of 40 hours per week.

The supervisor of each area was responsible for approving any excess hours worked and certifying that the time sheets were correct. Compensating time is required to be taken in the nearest convenient work week after it is earned. However, if the compensatory time earned was not taken in the same month then the supervisor does not have a record of the day on which the compensatory time was earned since the time sheets must be turned in to payroll.

Good internal control and business practices require a written record be maintained of all compensatory time earned and taken.

Such records were established in September 1982, subsequent to our audit period, and are now being maintained on each employee.

Travel Expenses

During our review of travel expenses at the Department of Veterans' Affairs, we noted that mileage recorded on several of the expense vouchers appeared excessive. It appears that the control over the review of these expenditures with regard to compliance to travel regulations and claiming correct char-

ges was lax. For example, one employee was reimbursed for 400 miles for a round trip from Huntington to Welch. According to the 1980 mileage diagram prepared by the Department of Highways, this trip should be approximately 262 miles, therefore, the individual was over reimbursed approximately 138 miles, or \$27.60. Another employee charged 208 miles for a round trip from Charleston to Parkersburg and according to the mileage diagram this trip should be approximately 152 miles for an over reimbursement of 56 miles, or \$11.20. A third expense voucher showed travel from Charleston to Barboursville to St. Albans for a total mileage of 163 miles. According to the mileage diagram the mileage should only have been 75 miles for an over reimbursement of 88 miles, or \$17.60.

We recommend all expense accounts be thoroughly reviewed to ensure compliance with the Governor's Travel Regulations and the correctness of charges claimed for reimbursement.

INTERNAL CONTROLS AND ACCOUNTING SYSTEM

As a part of our examination, we reviewed and tested the system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. Under these standards the purpose of such evaluation is to establish a basis for reliance thereon in determining the nature, timing, and extent of other auditing procedures that are necessary for expressing an opinion on the financial statements.

The objective of internal accounting control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal accounting control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution and recording of transactions or with respect to the estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the system of internal accounting control for the period January 1, 1978 to June 30, 1982, which was made for the purpose set forth in the first paragraph above, would not necessarily disclose all weaknesses in the system. However, such study and evaluation disclosed conditions that we believe to be weaknesses.

Long Distance Telephone Calls

During our study and evaluation of internal controls and test of transactions at the Veterans' Home, we noted there was no control over long distance telephone calls to prevent abuse. Good internal control would comprise a plan to ensure that all calls are for business or if a call is personal reimbursement is received. A telephone log should be maintained showing the employees' name, reason for call, number and date of call.

We recommend a system of internal control be installed over long distance telephone calls.

Sick and Annual Leave

We noted instances of footing errors, and the amount of leave as shown

taken on the leave cards did not agree with the amount of leave taken as shown by the time sheets. There was one instance at the Department of Veterans' Affairs where an employee was allowed to take more sick leave than he had accumulated resulting in a negative balance in sick leave.

We recommend all balances be restated to adjust for all errors noted and when sick and annual leave is exhausted employees be placed on leave without pay.

Supplies Inventory

It appeared a physical inventory is not taken for food products, cleaning and medical supplies perpetual inventories at the Veterans' Home. Physical inventories are necessary to determine the correctness of the perpetual inventory records and to provide good internal control.

During our testing, we noted two posting errors on the inventory control cards which could have been corrected by a reconciliation of a physical count to total per ledger card.

We recommend a physical inventory be taken of all items under a perpetual inventory system at least annually with all differences, if any, investigated and corrected.

General Ledgers

A general ledger is maintained by the Department of Veterans' Affairs for the Current Expenses, Equipment and Educational Opportunities of Children of War Veterans' Accounts but not for any other accounts. The Veterans' Home maintained a general ledger only for the Current Expenses Account.

A general ledger serves as a basis for information relating to an account such as, balances, receipts and disbursements as well as a means of internal control over the account.

Prudent business practice requires a general ledger be maintained on each account and then reconciled monthly to the State Auditor's report so that

proper accountability of funds is maintained.

We recommend a general ledger be maintained for each account and be reconciled monthly with the State Auditor's Report.

Welfare Fund

We noted during our review of this account that bank deposits totaling \$1,548.71 were not receipted. These collections were made in the opening days of the Veterans' Home. We also noted \$537.25 in checks, vouchers and cash counted and on hand February 28, 1983 had not been receipted.

Good internal control requires all collections be receipted immediately and promptly deposited into the bank.

We recommend all collections be receipted immediately and deposited daily in the bank.

Trustee Account

The Trustee bank account is used solely for the management of the personal funds of the residents of the Veterans' Home. Individual ledgers are maintained for each resident who has money in the account. The total of these ledgers must agree with the checkbook balance to ensure the proper balance of the individual resident's account.

It appeared during this audit period the residents' ledger balances were not reconciled with the checkbook balance and as a result several of the residents' balances were incorrect. At June 30, 1982, the total balance of the residents' ledgers was \$15,260.35 while the checkbook balance was only \$15,084.54 for a difference of \$175.81 which resulted in an overstatement of the residents' ledger balances.

During our review, we noted several posting errors to the residents' ledgers which accounted for the above difference. A list of these errors was given to the proper personnel so that the necessary adjustments could be made.

We recommend the errors be corrected and the residents' ledger balances be reconciled monthly with the checkbook balance.

AUDITORS' OPINION

The Honorable Encil Bailey
Legislative Auditor
State Capitol - West Wing
Charleston, West Virginia

Sir:


We have examined the statement of appropriations/cash receipts, expenditures/disbursements and changes in fund balances of the West Virginia Department of Veterans' Affairs, State Veterans' Home and Vietnam Veterans' Bonus Office for the years ended June 30, 1982 and June 30, 1981. Our examination was made in accordance with generally accepted auditing standards and accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

As more fully described in Note A, the Agencies' policy is to prepare the financial statement using the modified cash and cash basis of accounting. Accordingly, the financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the statement of appropriations/cash receipts, expenditures/disbursements and changes in fund balances of the West Virginia Department of Veterans' Affairs, State Veterans' Home and Vietnam Veterans' Bonus Office presents fairly appropriations, expenditures and cash transactions for the years ended June 30, 1982 and June 30, 1981 on a basis consistent with the preceding year.

Our examination was made for the purpose of forming an opinion on the basic financial statement taken as a whole. The supplemental information is presented for purposes of additional analysis and is not a required part of the basic financial statement. Such information has been subjected to the auditing procedures applied in the examination of the basic financial statement and, in our opinion, is fairly stated in all material respects in relation to the basic financial statement taken as a whole.

Respectfully submitted,



Thedford L. Shanklin, CPA, Director
Legislative Postaudit Division

March 21, 1983

Auditors: James R. Blake, Supervisor-in-Charge
P. Ramamoorthy Rao, CPA, Auditor III
P. Michael McKown, Auditor-in-Charge
Joyce L. Burdette

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,

STATE VETERANS' HOME AND VIETNAM VETERANS' BONUS OFFICE

STATEMENT OF APPROPRIATIONS/CASH RECEIPTS, EXPENDITURES/DISBURSEMENTS

AND CHANGES IN FUND BALANCES

	<u>Year Ended June 30, 1982</u>		
	<u>Veterans'</u>	<u>Veterans'</u>	<u>Combined</u>
	<u>Affairs</u>	<u>Home</u>	<u>Totals</u>
Appropriations/Cash Receipts:			
General Revenue:			
Appropriations	\$ 750,942.00	\$1,273,627.00	\$2,024,569.00
Meal Ticket Sales	-0-	4,271.61	4,271.61
Special Revenue:			
Transfer from Governor's Office (8012-06)	-0-	-0-	-0-
Cash Advance Reimbursements	-0-	1,561.07	1,561.07
Donations	-0-	3,002.86	3,002.86
Vending Commissions	-0-	259.72	259.72
Trust Fund:			
Trustee (Personal Funds)	-0-	77,684.25	77,684.25
Federal Program:			
Veterans Grants	1,036,681.26	-0-	1,036,681.26
Interest on Investments (Short Term)	78,506.62	-0-	78,506.62
	<u>1,866,129.88</u>	<u>1,360,406.51</u>	<u>3,226,536.39</u>
Expenditures/Disbursements:			
Personal Services	611,011.97	450,780.76	1,061,792.73
Current Expenses	112,064.98	187,634.28	299,699.26
Repairs and Alterations	451,301.00	1,152,555.24	1,603,856.24
Equipment	1,818.21	157,089.23	158,907.44
Veterans' Day Awards	7,000.00	-0-	7,000.00
Resident Prizes	-0-	274.25	274.25
Cash Advances to Residents	-0-	1,875.66	1,875.66
Refunds to Appropriations - Meal Sales	-0-	3,106.61	3,106.61
General Revenue - Residents Main- tenance	-0-	40,949.14	40,949.14
Trustee Expenditures (Personal)	-0-	21,650.57	21,650.57
	<u>1,183,196.16</u>	<u>2,015,915.74</u>	<u>3,199,111.90</u>
Appropriations/Cash Receipts Over (Under) Expenditures/Disburse- ments	682,933.72	(655,509.23)	27,424.49
Expenditures July 1-30	(4,379.12)	(50,281.93)	(54,661.05)
Expirations July 30	(14,691.20)	(163,176.69)	(177,867.89)
	<u>(19,070.32)</u>	<u>(213,458.62)</u>	<u>(232,528.94)</u>
	663,863.40	(868,967.85)	(205,104.45)
Beginning Balance	<u>599.90</u>	<u>1,473,793.03</u>	<u>1,474,392.93</u>
Ending Balance	<u>\$ 664,463.30</u>	<u>\$ 604,825.18</u>	<u>\$1,269,288.48</u>

See Notes to Financial Statement

Year Ended June 30, 1981			
Vietnam Veterans' Bonus Office	Veterans' Affairs	Veterans' Home	Combined Totals
\$ -0-	\$ 643,557.00	\$2,302,734.00	\$2,946,291.00
-0-	-0-	-0-	-0-
-0-	10,320.00	-0-	10,320.00
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-
-0-	-0-	142.40	142.40
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-
<u>-0-</u>	<u>653,877.00</u>	<u>2,302,876.40</u>	<u>2,956,753.40</u>
-0-	536,827.29	141,603.30	678,430.59
-0-	103,854.20	64,081.51	167,935.71
-0-	-0-	1,635,133.21	1,635,133.21
-0-	1,057.96	154,579.16	155,637.12
-0-	5,000.00	-0-	5,000.00
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-
-0-	-0-	-0-	-0-
<u>-0-</u>	<u>646,739.45</u>	<u>1,995,397.18</u>	<u>2,642,136.63</u>
-0-	7,137.55	307,479.22	314,616.77
-0-	(3,939.78)	(14,509.77)	(18,449.55)
(6,005.62)	(3,171.67)	(280,539.42)	(289,716.71)
<u>(6,005.62)</u>	<u>(7,111.45)</u>	<u>(295,049.19)</u>	<u>(308,166.26)</u>
(6,005.62)	26.10	12,430.03	6,450.51
<u>6,005.62</u>	<u>573.80</u>	<u>1,461,363.00</u>	<u>1,467,942.42</u>
<u>\$ -0-</u>	<u>\$ 599.90</u>	<u>\$1,473,793.03</u>	<u>\$1,474,392.93</u>

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,
STATE VETERANS' HOME AND VIETNAM VETERANS' BONUS OFFICE

NOTES TO FINANCIAL STATEMENT

Note A - Accounting Policies

Accounting Method: The modified cash basis of accounting is followed for the General Revenue Fund. The major modification from the cash basis is that a 30 day carry-over period is provided at the end of each fiscal year for the payment of obligations incurred in that year. All balances of the General Revenue Fund appropriations for each fiscal year expire on the last day of such fiscal year and revert to the unappropriated surplus of the fund from which the appropriations were made, except that expenditures encumbered prior to the end of the fiscal year may be paid up to 30 days after the fiscal year-end; however, appropriations for building and land remain in effect until three years after the passage of the act by which such appropriations were made. The cash basis of accounting is followed by all other funds. Therefore, certain revenue and the related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

Combined Totals: The combined totals contain the totals of similar accounts of the various funds. Since the appropriations and cash receipts of certain funds are restricted by various laws, rules and regulations, the totaling of the accounts is for memorandum only and does not indicate that the combined totals are available in any manner other than that provided by such laws, rules and regulations.

Note B - Earned Interest

Chapter 12, Article 6, Section 8(e) of the West Virginia Code, as amended, states, "Each board, commission, department, official or agency charged with the administration of state funds is hereby authorized to make moneys available to the board of investments..." Under this provision the Department invests with the State Board of Investments. The Department has transferred to its account in the State Auditor's Office the following interest:

	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
Veterans' Home Improvement Fund	<u>\$18,120.95</u>	<u>\$ -0-</u>

The remaining interest which has not been transferred to the Department's account in the State Auditor's Office is reinvested with the State Board of Investments.

Note C - Fund Balances

The components of the fund balances are as follows:

	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
Veterans' Affairs:		
Cash	\$ 39,122.42	\$ 599.90
Investments	<u>625,340.88</u>	<u>-0-</u>
	<u>\$ 664,463.30</u>	<u>\$ 599.90</u>
Veterans' Home:		
Cash	\$ 604,825.18	\$1,473,793.03
Investments	<u>-0-</u>	<u>-0-</u>
	<u>\$ 604,825.18</u>	<u>\$1,473,793.03</u>

Note D - Pension Plan

All eligible employees are members of the West Virginia Public Employees' Retirement System. Employees' contributions are 4½% of their annual compensation and employees are vested under certain circumstances. Contributions by the West Virginia Public Employees' Retirement System are 9½% of the employees' annual compensation.

SUPPLEMENTAL INFORMATION

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS - VETERANS' HOME

STATEMENTS OF APPROPRIATIONS AND EXPENDITURES

APPROPRIATED ACCOUNTS

	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
<u>Personal Services - Account 4010-00</u>		
Appropriations	\$ 651,780.00	\$ 277,729.00
Expenditures	<u>451,729.26</u>	<u>142,168.80</u>
	200,050.74	135,560.20
Transmittals Paid July 1-30	<u>948.50</u>	<u>565.50</u>
Balance	<u>\$ 200,999.24</u>	<u>\$ 136,125.70</u>
 <u>Current Expenses - Account 4010-01</u>		
Appropriations	\$ 292,246.00	\$ 270,000.00
Expenditures	<u>235,754.08</u>	<u>78,025.78</u>
	56,491.92	191,974.22
Transmittals Paid July 1-30	<u>49,333.43</u>	<u>13,944.27</u>
Balance	<u>\$ 105,825.35</u>	<u>\$ 205,918.49</u>
 <u>Repairs and Alterations - Account 4010-02</u>		
Appropriations	\$ 200,000.00	\$1,500,000.00
Reappropriations	<u>1,308,136.76</u>	<u>-0-</u>
	1,508,136.76	1,500,000.00
Expenditures	<u>1,136,495.24</u>	<u>191,863.24</u>
	371,641.52	1,308,136.76
Transmittals Paid July 1-30	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$ 371,641.52</u>	<u>\$1,308,136.76</u>
Balance - Appropriation Fiscal Year 1981	\$ 185,468.52	
Appropriation Fiscal Year 1982	<u>186,173.00</u>	
	<u>\$ 371,641.52</u>	

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS - VETERANS' HOME

STATEMENTS OF APPROPRIATIONS AND EXPENDITURES

APPROPRIATED ACCOUNTS

<u>Equipment - Account 4010-03</u>	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
Appropriations	\$ 225,000.00	\$ 302,000.00
Reappropriations	<u>147,420.84</u>	<u>-0-</u>
	372,420.84	302,000.00
Expenditures	<u>157,089.23</u>	<u>154,579.16</u>
	215,331.61	147,420.84
Transmittals Paid July 1-30	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$ 215,331.61</u>	<u>\$ 147,420.84</u>
Balance -- Appropriation Fiscal Year 1981	\$ 36,792.65	
Appropriation Fiscal Year 1982	<u>178,538.96</u>	
	<u>\$ 215,331.61</u>	
 <u>Renovation and Construction - Account 4010-06</u>		
Appropriations	\$ -0-	\$ -0-
Reappropriations	18,093.03	1,461,363.00
Expenditures	<u>16,060.00</u>	<u>1,443,269.97</u>
	2,033.03	18,093.03
Transmittals Paid July 1-30	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$ 2,033.03</u>	<u>\$ 18,093.03</u>

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS
 STATEMENTS OF APPROPRIATIONS AND EXPENDITURES
 APPROPRIATED ACCOUNTS

	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
<u>Personal Services - Account 4040-00</u>		
Appropriations	\$624,410.00	\$551,029.00
Expenditures	<u>611,011.97</u>	<u>536,827.29</u>
	13,398.03	14,201.71
Transmittals Paid July 1-30	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$ 13,398.03</u>	<u>\$ 14,201.71</u>
 <u>Current Expenses - Account 4040-01</u>		
Appropriations	\$ 97,532.00	\$ 87,662.00
Expenditures	<u>97,525.13</u>	<u>87,505.08</u>
	6.87	156.92
Transmittals Paid July 1-30	<u>2,793.63</u>	<u>3,939.78</u>
Balance	<u>\$ 2,800.00</u>	<u>\$ 4,096.70</u>
 <u>Equipment - Account 4040-03</u>		
Appropriations	\$ 3,000.00	\$ 3,000.00
Expenditures	<u>1,903.70</u>	<u>1,057.96</u>
	1,096.30	1,942.04
Transmittals Paid July 1-30	<u>85.49</u>	<u>-0-</u>
Balance	<u>\$ 1,181.79</u>	<u>\$ 1,942.04</u>

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS

STATEMENTS OF APPROPRIATIONS AND EXPENDITURES

APPROPRIATED ACCOUNTS

	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
<u>In Aid of Veterans' Day Patriotic Exercises -</u>		
<u>Account 4040-06 1/</u>		
Appropriations	\$ 7,000.00	\$ 5,000.00
Expenditures	<u>7,000.00</u>	<u>5,000.00</u>
	-0-	-0-
Transmittals Paid July 1-30	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$ -0-</u>	<u>\$ -0-</u>
 <u>Educational Opportunity - Children of War Veterans -</u>		
<u>Account 4040-07</u>		
Appropriations	\$14,000.00	\$10,000.00
Expenditures	<u>13,810.00</u>	<u>9,995.00</u>
	190.00	5.00
Transmittals Paid July 1-30	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$ 190.00</u>	<u>\$ 5.00</u>
 <u>National Cemetary Study and Legal Fees -</u>		
<u>Account 4040-15</u>		
Appropriations	\$ 5,000.00	\$ -0-
Expenditures	<u>5,000.00</u>	<u>-0-</u>
	-0-	-0-
Transmittals Paid July 1-30	<u>1,500.00</u>	<u>-0-</u>
Balance	<u>\$ 1,500.00</u>	<u>\$ -0-</u>

1/ For fiscal year 1981 the Account Number was 4030-06.

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS

STATEMENTS OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH BALANCES

SPECIAL REVENUE

<u>WV Veterans' Home - Contributions - Account 8260-08</u>	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
Cash Receipts	\$ -0-	\$ -0-
Disbursements	<u>-0-</u>	<u>-0-</u>
Cash Receipts Over Disbursements	-0-	-0-
Beginning Balance	<u>419.16</u>	<u>419.16</u>
Ending Balance	<u>\$ 419.16</u>	<u>\$ 419.16</u>
 <u>Special Payroll - Account 8260-09</u>		
Cash Receipts	\$ -0-	\$ -0-
Disbursements	<u>-0-</u>	<u>-0-</u>
Cash Receipts Over Disbursements	-0-	-0-
Beginning Balance	<u>154.64</u>	<u>154.64</u>
Ending Balance	<u>\$ 154.64</u>	<u>\$ 154.64</u>
 <u>Special Operating Funds - Account 8260-10</u>		
Cash Receipts:		
Transfers from Governor's Office (8012-06)	\$ -0-	\$10,320.00
Disbursements:		
Current Expenses	<u>23.48</u>	<u>10,293.90</u>
Cash Receipts Over (Under) Disbursements	(23.48)	26.10
Beginning Balance	<u>26.10</u>	<u>-0-</u>
Ending Balance	<u>\$ 2.62</u>	<u>\$ 26.10</u>

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS

STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH BALANCE

SPECIAL REVENUE

<u>Veterans' Home Improvement Fund - Account</u> <u>8260-11</u>	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
Cash Receipts:		
Veterans' Grants	\$1,036,681.26	\$ -0-
Interest on Investments (Short Term)	18,120.95	-0-
	<u>1,054,802.21</u>	<u>-0-</u>
Disbursements:		
Building Repairs and Alterations	451,301.00	-0-
Investments	564,953.21	-0-
	<u>1,016,256.21</u>	<u>-0-</u>
Cash Receipts Over Disbursements	38,546.00	-0-
Beginning Balance	<u>-0-</u>	<u>-0-</u>
Ending Balance	<u>\$ 38,546.00</u>	<u>\$ -0-</u>

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS

STATEMENT OF CHANGES IN INVESTMENT BALANCE

<u>Veterans' Home Improvement Fund -</u> <u>Account 8260-11</u>	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
Additions:		
Transfers to State Board of Investments	\$1,054,802.21	\$ -0-
Interest Earned	78,506.62	-0-
	<u>1,133,308.83</u>	<u>-0-</u>
Deductions:		
Withdrawals from the State Board of Investments	507,967.95	-0-
	<u>625,340.88</u>	<u>-0-</u>
Beginning Balance	<u>-0-</u>	<u>-0-</u>
Ending Balance	<u>\$ 625,340.88</u>	<u>\$ -0-</u>
Ending Balance:		
Principal - 8260-11	\$ 564,955.21	
Interest - 8260-111	60,385.67	
	<u>\$ 625,340.88</u>	

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS,
 VIETNAM VETERANS' BONUS OFFICE
 STATEMENT OF APPROPRIATIONS AND EXPENDITURES
 REVENUE SHARING TRUST FUND

<u>Vietnam Veterans' Bonus Fund - Account 9700-06</u>	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
Appropriation	\$ -0-	\$ -0-
Reappropriation	-0-	6,005.62
	<u>-0-</u>	<u>6,005.62</u>
Expenditures	<u>-0-</u>	<u>-0-</u>
Balance	<u>\$ -0-</u>	<u>\$6,005.62</u>

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS - VETERANS' HOME

STATEMENTS OF CASH RECEIPTS, DISBURSEMENTS AND

CHANGES IN CASH BALANCES

LOCAL ACCOUNTS

	<u>Year Ended June 30,</u>	
	<u>1982</u>	<u>1981</u>
<u>Welfare Fund</u>		
Cash Receipts:		
Vending Commissions	\$ 259.72	\$ 142.40
Reimbursements of Cash Advances	1,561.07	-0-
Meal Ticket Sales	4,271.61	-0-
Donations	<u>3,002.86</u>	<u>-0-</u>
	9,095.26	142.40
Disbursements:		
Cash Advances to Residents	1,875.66	-0-
Refunds to Appropriations - Meal Sales	3,106.61	-0-
Current Expenses	1,213.63	-0-
Residents' Prizes	<u>274.25</u>	<u>-0-</u>
	6,470.15	-0-
Cash Receipts Over Disbursements	2,625.11	142.40
Beginning Balance	<u>142.40</u>	<u>-0-</u>
Ending Balance	<u>\$ 2,767.51</u>	<u>\$ 142.40</u>
Ending Balance:		
Cash on Hand	\$ 710.00	\$ 142.40
Cash in Bank	<u>2,057.51</u>	<u>-0-</u>
	<u>\$ 2,767.51</u>	<u>\$ 142.40</u>
<u>Trustee Account</u>		
Cash Receipts:		
Residents' Personal Funds	\$77,684.25	\$ -0-
Disbursements:		
General Revenue Fund - Resident Maintenance	40,949.14	-0-
Residents' Personal Expenses	<u>21,650.57</u>	<u>-0-</u>
	62,599.71	-0-
Cash Receipts Over Disbursements	15,084.54	-0-
Beginning Balance	<u>-0-</u>	<u>-0-</u>
Ending Balance - Bank	<u>\$15,084.54</u>	<u>\$ -0-</u>

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS

RECONCILIATIONS

SPECIAL REVENUE

JUNE 30, 1982

WV Veterans' Home - Contributions -
Account 8260-08

Balance per State Treasury and Department \$ 419.16

Special Payroll - Account 8260-09

Balance per State Treasury and Department \$ 154.64

Special Operating Fund - Account 8260-10

Balance per State Treasury and Department \$ 2.62

Veterans' Home Improvement Fund - Account 8260-11

Balance per State Treasury and Department \$38,546.00

VIETNAM VETERANS' BONUS OFFICE

RECONCILIATION

JUNE 30, 1982

Vietnam Veterans' Bonus Fund - Account 9700-06

Balance per State Treasury and Department \$ -0-

WEST VIRGINIA DEPARTMENT OF VETERANS' AFFAIRS -- VETERANS' HOME

BANK RECONCILIATIONS

JUNE 30, 1982

Welfare Fund

Balance per First State Bank \$ 2,113.96

Less: Outstanding Checks

Check Number

194	9.45
219	10.00
220	5.00
222	32.00
	<u>56.45</u>

Balance per Book \$ 2,057.51

Trustee Account

Balance per First State Bank \$13,688.93

Add: Deposit in Transit 1,273.61

Returned Check 200.00

Bank Charge 37.00
15,199.54

Less: Outstanding Checks

Check Number

246	3.00
355	1.00
396	1.00
400	25.00
403	25.00
406	40.00
407	20.00
	<u>115.00</u>

Balance, per Book \$15,084.54

STATE OF WEST VIRGINIA

OFFICE OF LEGISLATIVE AUDITOR, TO WIT:

I, Encil Bailey, Legislative Auditor, do hereby certify that the report of audit appended hereto was made under my direction and supervision, under the provisions of the West Virginia Code, Chapter 4, Article 2, as amended, and that the same is a true and correct copy of said report.

Given under my hand this 13th day of September
1983.

Encil Bailey

Encil Bailey, Legislative Auditor

Copy forwarded to the Commissioner of the Department of Finance and Administration to be filed as a public record. Copies forwarded to the West Virginia Department of Veterans' Affairs; State Veterans' Home; Governor; State Auditor; and, Attorney General.