

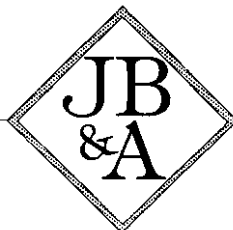
**GREENBRIER COUNTY COMMITTEE ON
AGING, INC.**

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

SEPTEMBER 30, 2011

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JOHN BURDETTE & ASSOCIATES

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INDEPENDENT AUDITORS' REPORT

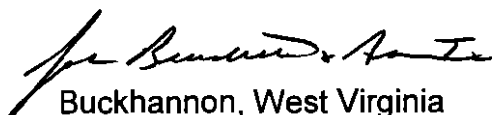
To the Board of Directors
Greenbrier County Committee on Aging, Inc.
Rupert, West Virginia

We have audited the accompanying statements of financial position of Greenbrier County Committee on Aging, Inc. (a nonprofit organization) as of September 30, 2011, 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 Greenbrier County Committee on Aging, Inc. as of September 30, 2011, 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 28, 2012, on our consideration of Greenbrier County Committee on Aging, 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 28, 2012

GREENBRIER COUNTY COMMITTEE ON AGING, INC.
STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2011

ASSETS

Current Assets

Cash and cash equivalents	\$ 42,923
Accounts receivable, net	2,091
Grants receivable	<u>58,058</u>

Total current assets 103,072

Property and Equipment 500,097

TOTAL ASSETS \$ 603,169

LIABILITIES AND NET ASSETS

Current Liabilities

Line of credit	\$ 25,000
Accounts payable	7,564
Accrued wages and taxes	33,652
Deferred revenue	<u>10,932</u>

Total current liabilities 77,148

Net Assets

Unrestricted 526,021

TOTAL NET ASSETS 526,021

TOTAL LIABILITIES AND NET ASSETS \$ 603,169

The accompanying notes are an integral part of this statement

**GREENBRIER COUNTY COMMITTEE ON AGING
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2011**

	Unrestricted	Temporarily Restricted	Total
REVENUE AND SUPPORT			
Federal financial assistance	\$ 296,487	\$	\$ 296,487
State grant allocations	455,762		455,762
Sliding scale fees	28,182		28,182
Contractual revenues	25,619		25,619
Project income	37,296		37,296
Interest income	189		189
Other	61,869		61,869
 Net assets released from restrictions: Restrictions released with time	 	 	
Total Revenue and Support	905,404		905,404
 EXPENSES			
Program Services			
Title III-B	98,945		98,945
Title III-D	6,272		6,272
Title III-E	36,542		36,542
Title III-C - congregate	119,650		119,650
Title III-C - home delivered	172,139		172,139
Lighthouse	171,439		171,439
Fair	41,605		41,605
Personal Care	51,101		51,101
LIFE	164,069		164,069
LIEAP	3,343		3,343
Support Services:			
Management and general	84,543		84,543
Total Expenses	949,648		949,648
 Change in Net Assets	 (44,244)	 	 (44,244)
 NET ASSETS AT BEGINNING OF YEAR	 570,265	 	 570,265
NET ASSETS AT END OF YEAR	\$ 526,021	\$	\$ 526,021

The accompanying notes are an integral part of this statement

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2011**

	Title III-B	Title III-D	Title III-E	Title III-C	
				Congregate	Home Delivered
Services and wages	\$ 47,066	\$ 2,094	\$ 29,163	\$ 66,771	\$ 67,453
Fringe benefits	5,668	344	3,188	6,896	8,108
Travel	3,867	10	504	104	3,692
Printing and supplies	2,944	818	724	2,587	3,217
Repairs and maintenance	358	189	184	4,076	6,688
Communications and utilities	8,473	2,357	2,282	5,407	5,468
Other	289	97	27	27	27
Depreciation					
Raw food				26,717	59,185
Disposables				1,813	4,035
Transportation expenses	25,252			881	9,851
Licenses and permits	149		104	466	360
Professional services	4,704	363	363	3,882	3,882
Insurance					
Dues and subscriptions	175		3	23	173
	<u>\$ 98,945</u>	<u>\$ 6,272</u>	<u>\$ 36,542</u>	<u>\$ 119,650</u>	<u>\$ 172,139</u>

The accompanying notes are an integral part of this statement.

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2011**

<u>Lighthouse</u>	<u>Fair</u>	<u>Personal Care</u>	<u>LIFE</u>	<u>LIEAP</u>	<u>Management and General</u>	<u>Totals (Memorandum Only)</u>
\$ 129,159	\$ 31,664	\$ 40,763	\$ 93,485	\$ 2,414	\$	\$ 510,032
16,028	6,220	4,059	13,978	258	1,348	66,095
25,354	3,130	4,450	10,712		157	51,980
276	105	546	5,495	33	2,427	19,172
15	15	30	1,151	66	7,900	20,672
52			10,763	234		35,036
95	58	333	876		11,871	13,700
					45,384	45,384
			10,249			96,151
			775			6,623
			10,718			46,702
97	50	194	188	1	140	1,749
363	363	726	5,335	318	145	20,444
					14,446	14,446
			344	19	725	1,462
<u>\$ 171,439</u>	<u>\$ 41,605</u>	<u>\$ 51,101</u>	<u>\$ 164,069</u>	<u>\$ 3,343</u>	<u>\$ 84,543</u>	<u>\$ 949,648</u>

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2011**

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$ (44,244)
Adjustments to reconcile change in net assets to net cash used in operating activities:	
Depreciation	45,384
(Increase) decrease in operating assets:	
Accounts and grants receivable	8,680
Increase (decrease) in operating liabilities:	
Accounts payable	(286)
Accrued wages payable and taxes	2,015
Deferred revenue	<u>(45,079)</u>
NET CASH USED IN OPERATING ACTIVITIES	<u>(33,530)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

NET CASH USED IN INVESTING ACTIVITIES	<u> </u>
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CASH FLOWS FROM FINANCING ACTIVITIES

Proceeds from short-term borrowing	<u>25,000</u>
NET CASH PROVIDED BY FINANCING ACTIVITIES	<u>25,000</u>
Decrease in cash and cash equivalents	(8,530)
CASH AND CASH EQUIVALENTS, beginning of year	<u>51,453</u>
CASH AND CASH EQUIVALENTS, end of year	<u><u>\$ 42,923</u></u>

The accompanying notes are an integral part of this statement

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS**

Note 1. Summary of Significant Accounting Policies

The Greenbrier County Committee on Aging, Inc. is a nonprofit organization whose purpose is to improve the quality of life for senior citizens in Greenbrier 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 Greenbrier County Committee on Aging, 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 Greenbrier County Committee on Aging, 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.

**GREENBRIER COUNTY COMMITTEE ON AGING, 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 \$ 5,000 capitalization policy whereby all property and equipment over \$ 5,000 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 Grants

Grants Monies are received on as need basis in which the Organization requests monies that it feels it will need in the immediate future; this is utilized for Title III-B, Title III-D, Title III-E and LIFE grants. Upon completion of a grant year, any unexpected money has to be approved for carryover to the next grant year, but if approval is denied, the money has to be reimbursed to the grantor.

Title III-C monies are received on a meal reimbursement basis but not to exceed the total grant award. Upon completion of the grant year, any expended monies are restricted for future Title III-C program operating expenses. Total federal and state grant revenues for the year ended September 30, 2011, was \$ 752,249.

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 1. Summary of Significant Accounting Policies (Continued)

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 related 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. Insurance of Cash and Deposits

The Organization does business with two financial institutions and deposits are insured by FDIC insurance.

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

Note 3. Grants Receivable

Grants receivable at September 30, 2011, consisted of the following:

Federal Title III-B	\$ 2,936
Federal Title III-C	11,460
LIFE Program	30,614
Lighthouse	8,212
Fair	2,198
Client Tracking	407
Federal Title III-D	257
Federal Title III-E	1,974

Total	\$ 58,058
	=====

Note 4. Property and Equipment

Property and equipment consisted of the following at September 30, 2011:

Land	\$ 100,000
Buildings	452,662
Vehicles	181,353
Equipment, furniture and fixtures	200,101

	934,116
Less accumulated depreciation	(434,019)

Net property and equipment	\$ 500,097
	=====

Note 5. Restrictions on Net Assets

There are no restricted net assets at September 30, 2011.

Note 6. Concentration

The Organization receives about 83 percent of its total support and revenues from various grants from the Federal and State governments.

GREENBRIER COUNTY COMMITTEE ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Note 7. Line of Credit

The Organization had executed an agreement with Summit Community Bank, Moorefield, West Virginia providing up to \$100,000 under a line of credit secured by real estate. As of September 30, 2011 the Organization had drawn \$25,000 on this line of credit.

Note 8. Contingent Liabilities

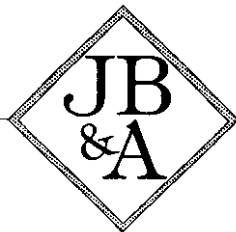
In the normal course of operations, the Organization receives grant funds from various Federal and State agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting funds. Any liability for reimbursement, which may arise, as the result of these audits is not believed to be material.

The Center participates in the West Virginia Public Employees Insurance Agency (PEIA) for health insurance. The Center does not provide post retirement health benefits. However, PEIA shows a liability of \$90,770 at September 30, 2011 for post retirement benefits. The Center does not expect to have to pay this liability.

Note 8. Subsequent Events

Management has evaluated subsequent event through June 28, 2012, the date on which the financial statements were available to be issued.

SUPPLEMENTAL INFORMATION



JOHN BURDETTE & ASSOCIATES

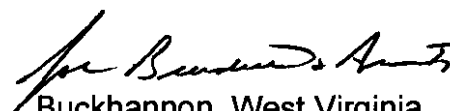
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INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTAL INFORMATION

To the Board of Directors
Greenbrier County Committee on Aging, Inc.
Rupert, West Virginia

Our report on our audit of the basic financial statements of Greenbrier County Committee on Aging, Inc., for the year ended September 30, 2011 appears on page one (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 Schedule of Expenditures of State Awards are presented for the purpose of additional analysis and are not required parts 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 28, 2012

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.
 SCHEDULE OF REVENUES AND SUPPORT
 FOR THE YEAR ENDED SEPTEMBER 30, 2011**

	Title III-B	Title III-D	Title III-E	Title III-C	
				Congregate	Home Delivered
Federal financial assistance	\$ 51,840	\$ 3,807	\$ 15,544	\$ 66,054	\$ 146,882
State Grant	33,893	671	7,890		
Sliding scale fees			4,919		
Personal care					
Medicaid waiver fees					
Project income	4,188			16,669	16,439
Interest income					
Other	360				
Total Revenue and Support	90,281	4,478	28,353	82,723	163,321

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.
SCHEDULE OF REVENUES AND SUPPORT (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2011**

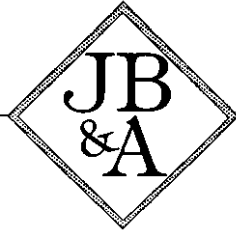
<u>Lighthouse</u>	<u>Fair</u>	<u>Personal Care</u>	<u>Direct LIFE</u>	<u>LIEAP</u>	<u>Other</u>	<u>Total (Memorandum Only)</u>
\$	\$	\$	\$	\$ 5,360	\$ 7,000	\$ 296,487
116,338	24,493		219,227		53,250	455,762
10,903	1,667		10,693			28,182
		8,872				8,872
		16,747				16,747
						37,296
					189	189
					61,509	61,869
<u>127,241</u>	<u>26,160</u>	<u>25,619</u>	<u>229,920</u>	<u>5,360</u>	<u>121,948</u>	<u>905,404</u>

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

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.
SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2011**

	<u>Grant Period</u>	<u>Grant Identificaiton Number</u>	<u>State Expenditures</u>
Direct Programs:			
WV Bureau of Senior Services			
Community Partnership Grants			<u>\$ 53,250</u>
Total Direct Programs			<u>53,250</u>
Pass through Awards			
Appalachain Area Agency on Aging			
IIIB State	June 30, 2011	2912	33,893
IIID	June 30, 2011	2912	671
IIIE	June 30, 2011	2912	7,890
LIFE	June 30, 2012	21205	64,451
LIFE	June 30, 2011	21105	154,776
Lighthouse	June 30, 2012	21252	26,024
Lighthouse	June 30, 2011	21152	90,314
FAIR	June 30, 2012	21252	5,933
FAIR	June 30, 2011	21152	<u>18,560</u>
Total pass-through awards			<u>402,512</u>
TOTAL EXPENDITURES OF STATE AWARDS			<u>\$ 455,762</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
Greenbrier County Committee on Aging, Inc.
Rupert, West Virginia

We have audited the financial statements of Greenbrier County Committee on Aging, Inc. (a nonprofit organization) as of and for the year ended September 30, 2011, and have issued our report thereon dated June 28, 2012. 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 Greenbrier County Committee on Aging, 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 Greenbrier County Committee on Aging, 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

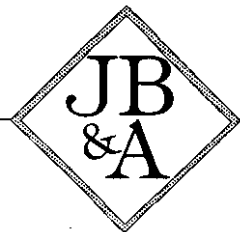
As part of obtaining reasonable assurance about whether Greenbrier County Committee on Aging, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could 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 Greenbrier County Committee on Aging, Inc. in a separate letter dated June 28, 2012.

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 28, 2012



JOHN BURDETTE & ASSOCIATES

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MANAGEMENT LETTER

To the Senior Management and
The Board of Directors of
Greenbrier County Committee on Aging, Inc.
Rupert, West Virginia

In planning and performing our audit of the financial statements of Greenbrier County Committee on Aging, Inc. for the year ended September 30, 2011, we considered the Organization's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on internal control structure.

However, during our audit, we noted certain matters involving internal control structure and other operational matters that are presented for your consideration. This letter does not affect our report dated June 28, 2012, on the financial statements of Greenbrier County Committee on Aging, Inc.

We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized as follows:

Organizational Structure

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

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

This report is intended solely for the information and use of the Board of Directors, management, and others within the Organization.

Buckhannon, West Virginia
June 28, 2012