

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

**INDEPENDENT AUDITOR'S REPORT AND  
RELATED FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2016**

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# JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 418 • BUCKHANNON, WV 26201 • (304) 472-3600 • FAX (304) 472-3601

## INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of Greenbrier County Committee on Aging, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

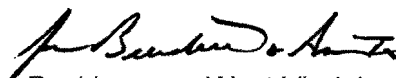
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Greenbrier County Committee on Aging, Inc. as of September 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of revenues and support and schedule of expenditures of state awards are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 14, 2017, on our consideration of Greenbrier County Committee on Aging, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Greenbrier County Committee on Aging, Inc.'s internal control over financial reporting and compliance.



Buckhannon, West Virginia  
June 14, 2017

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**SEPTEMBER 30, 2016**

**ASSETS**

**Current Assets**

Cash and cash equivalents	\$ 100,323
Accounts receivable, net	4,916
Grants receivable	57,386
Prepaid expenses	<u>5,208</u>

Total current assets 167,833

**Property and Equipment**

381,625

**TOTAL ASSETS**

\$ 549,458

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Line of credit	\$ 79,085
Accounts payable	5,625
Accrued wages and taxes	<u>19,136</u>

Total current liabilities 103,846

**Net Assets**

Unrestricted	<u>445,612</u>
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**TOTAL NET ASSETS**

445,612

**TOTAL LIABILITIES AND NET ASSETS**

\$ 549,458

The accompanying notes are an integral part of this statement

**GREENBRIER COUNTY COMMITTEE ON AGING  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2016**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>REVENUE AND SUPPORT</b>			
Federal financial assistance	\$ 289,936	\$	\$ 289,936
State grant allocations	362,454		362,454
Donations	14,425		14,425
Sliding scale fees	19,112		19,112
Contractual revenues	69,733		69,733
Project income	36,969		36,969
Interest income	100		100
Other	25,883		25,883
Net assets released from restrictions:			
Restrictions released with time	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total Revenue and Support	<u>818,612</u>	<u>                    </u>	<u>818,612</u>
<b>EXPENSES</b>			
Program Services			
Title III-B	89,015		89,015
Title III-D	4,410		4,410
Title III-E	29,033		29,033
Title III-C - congregate	94,939		94,939
Title III-C - home delivered	113,297		113,297
Lighthouse	106,875		106,875
Fair	62,080		62,080
Personal Care	27,819		27,819
LIFE	143,895		143,895
Support Services:			
Management and general	<u>86,827</u>	<u>                    </u>	<u>86,827</u>
Total Expenses	<u>758,190</u>	<u>                    </u>	<u>758,190</u>
Change in Net Assets	60,422		60,422
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<u>385,190</u>	<u>                    </u>	<u>385,190</u>
<b>NET ASSETS AT END OF YEAR</b>	<u>\$ 445,612</u>	<u>\$</u>	<u>\$ 445,612</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, 2016**

	Title III-B	Title III-D	Title III-E	Title III-C	
				Congregate	Home Delivered
Salaries and wages	\$ 47,488	\$ 1,375	\$ 22,300	\$ 66,417	\$ 62,099
Fringe benefits	5,167	126	2,421	7,022	7,110
Travel	434	20	1,376	112	117
Printing and supplies	283	278		95	97
Repairs and maintenance	5,621			182	332
Communications and utilities	8,501	1,826	2,253	2,016	2,024
Depreciation					
Raw food				17,295	30,775
Disposables				835	7,215
Transportation expenses	10,368			167	2,737
Licenses and permits		15	111	78	71
Professional services	7,293	770	572	556	556
Insurance	3,500			164	164
Dues and subscriptions					
Interest					
Other	360				
	<u>\$ 89,015</u>	<u>\$ 4,410</u>	<u>\$ 29,033</u>	<u>\$ 94,939</u>	<u>\$ 113,297</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, 2016**

<u>Lighthouse</u>	<u>Fair</u>	<u>Personal Care</u>	<u>LIFE</u>	<u>Management and General</u>	<u>Totals (Memorandum Only)</u>
\$ 76,412	\$ 50,103	\$ 21,499	\$ 58,435	\$ 38,080	\$ 444,208
9,097	6,111	2,683	8,498	4,743	52,978
9,664	2,410	3,003	3,304	640	21,080
388	45	94	5,850	1,060	8,190
7	7		17,723	151	24,023
641	2,339	104	16,518	1,213	37,435
				25,454	25,454
					48,070
			235		8,285
515	47	86	13,539	3,146	30,605
234	155	22	1,162	110	1,958
9,753	599		11,856	4,798	36,753
164	164	328	6,523	164	11,171
			252	1,145	1,397
				5,462	5,462
	100			661	1,121
<u>\$ 106,875</u>	<u>\$ 62,080</u>	<u>\$ 27,819</u>	<u>\$ 143,895</u>	<u>\$ 86,827</u>	<u>\$ 758,190</u>



**GREENBRIER COUNTY COMMITTEE ON AGING, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED SEPTEMBER 30, 2016**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$ 60,422
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	25,454
(Increase) decrease in operating assets:	
Accounts and grants receivable	762
Prepaid expenses	(3,988)
Increase (decrease) in operating liabilities:	
Accounts payable	(620)
Accrued wages payable and taxes	<u>(15,635)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>66,395</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

NET CASH USED IN INVESTING ACTIVITIES

**CASH FLOWS FROM FINANCING ACTIVITIES**

Proceeds from short-term borrowing	<u>(17,962)</u>
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NET CASH USED IN FINANCING ACTIVITIES	<u>(17,962)</u>
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Increase in cash and cash equivalents	48,433
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<b>CASH AND CASH EQUIVALENTS, beginning of year</b>	<u>51,890</u>
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<b>CASH AND CASH EQUIVALENTS, end of year</b>	<u><u>\$ 100,323</u></u>
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**SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:**

Interest paid during the year	<u><u>\$ 5,642</u></u>
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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 and State 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. Lighthouse and Fair are received on a per unit of service basis. Total federal and state grant revenues for the year ended September 30, 2016, was \$ 289,936 and \$ 362,454 respectively.

**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, 2016, consisted of the following:

LIFE Program		\$ 25,836
Lighthouse		4,292
FAIR		4,869
Title III-B		12,389
Title III-C		7,614
Title III-D		621
Title III-E		1,765
		-----
Total		\$ 57,386
		=====

**Note 4. Property and Equipment**

Property and equipment consisted of the following at September 30, 2016:

Land		\$ 100,000
Buildings		452,662
Vehicles		223,967
Equipment, furniture and fixtures		204,796
		-----
		981,425
Less accumulated depreciation		(599,800)
		-----
Net property and equipment		\$ 381,625
		=====

**Note 5. Restrictions on Net Assets**

There are no restricted net assets at September 30, 2016.

**Note 6. Concentration**

The Organization receives about 80 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, Rupert, West Virginia providing up to \$100,000 under a line of credit secured by real estate. As of September 30, 2016 the Organization had drawn \$79,085 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 \$111,819 at September 30, 2016 for post retirement benefits. The Center does not expect to have to pay this liability.

**Note 9. Subsequent Events**

Management has evaluated subsequent event through June 14, 2017, the date on which the financial statements were available to be issued.

**SUPPLEMENTAL INFORMATION**

**GREENBRIER COUNTY COMMITTEE ON AGING, INC.  
SCHEDULE OF REVENUES AND SUPPORT  
FOR THE YEAR ENDED SEPTEMBER 30, 2016**

	Title III-B	Title III-D	Title III-E	Title III-C	
				Congregate	Home Delivered
Federal financial assistance	\$ 52,256	\$ 3,749	\$ 21,332	\$ 72,234	\$ 130,399
State Grant	33,760	661	7,111		
Donations					
Sliding scale fees					
Medicaid waiver contractual					
Project income	2,858		2640	17,368	14,103
Interest income					
Other					
<b>Total Revenue and Support</b>	<b>88,874</b>	<b>4,410</b>	<b>31,083</b>	<b>89,602</b>	<b>144,502</b>



**GREENBRIER COUNTY COMMITTEE ON AGING, INC.  
SCHEDULE OF REVENUES AND SUPPORT (CONTINUED)  
FOR THE YEAR ENDED SEPTEMBER 30, 2016**

<u>Lighthouse</u>	<u>Fair</u>	<u>Personal Care</u>	<u>Direct LIFE</u>	<u>Other</u>	<u>Total (Memorandum Only)</u>
\$ -	\$ -	\$ -	\$ -	\$ 9,966	\$ 289,936
65,276	64,976		190,670		362,454
				14,425	14,425
6,257	10,630	2,225			19,112
		69,733			69,733
					36,969
				100	100
				25,883	25,883
<u>71,533</u>	<u>75,606</u>	<u>71,958</u>	<u>190,670</u>	<u>50,374</u>	<u>818,612</u>

The independent auditor's report 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, 2016**

	<u>Grant Period</u>	<u>Grant Identificaiton Number</u>	<u>State Expenditures</u>
Direct Programs:			
WV Bureau of Senior Services			
Lighthouse	June 30, 2016	IH1646	\$ 47,448
Lighthouse	June 30, 2017	IH1746	12,828
FAIR	June 30, 2016	IH1646	51,217
FAIR	June 30, 2017	IH1746	13,759
Data Entry	June 30, 2017	IH1746	<u>5,000</u>
Total Direct Programs			<u>130,252</u>
Pass through Awards			
Appalachain Area Agency on Aging			
IIIB State	June 30, 2016	21638-04	33,760
IIID	June 30, 2016	21638-04	661
IIIE	June 30, 2016	21638-04	7,111
LIFE	June 30, 2016	21605	123,369
LIFE	June 30, 2017	21705	<u>67,301</u>
Total pass-through awards			<u>232,202</u>
<b>TOTAL EXPENDITURES OF STATE AWARDS</b>			<u><u>\$ 362,454</u></u>

The independent auditor's report is an integral part of this schedule.



# JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 418 • BUCKHANNON, WV 26201 • (304) 472-3600 • FAX (304) 472-3601

## **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

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

We have audited, in accordance with the 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, the financial statements of Greenbrier County Committee on Aging, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2016, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 14, 2017.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Greenbrier County Committee on Aging, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances 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. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

*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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Greenbrier County Committee on Aging, Inc.'s financial statements are free from 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*.

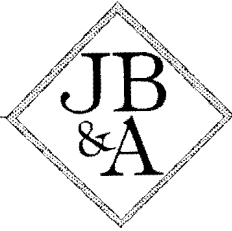
We noted certain other matters that we reported to management of Greenbrier County Committee on Aging, Inc. in a separate letter dated June 14, 2017.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Buckhannon, West Virginia  
June 14, 2017



# JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 418 • BUCKHANNON, WV 26201 • (304) 472-3600 • FAX (304) 472-3601

## 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, 2016, 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 14, 2017, 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 14, 2017