

SHENANDOAH WOMEN'S CENTER, INC.

FINANCIAL STATEMENTS

For the Years Ended June 30, 2015 and 2014

DHHR - Finance

SEP 16 2016

Date Received

CONTENTS

	<u>Page</u>
INDEPENDENT AUDITORS' REPORT ON FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION	3-4
FINANCIAL STATEMENTS	
Statements of financial position	5
Statements of activities	6-7
Statements of functional expenses	8-9
Statements of cash flows	10
Notes to Financial Statements	11-14
SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS	16-18
SCHEDULES OF STATE GRANT RECEIPTS AND EXPENDITURES	19-20
INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	21-22
SCHEDULE OF FINDINGS	23-24



Warm Springs Business Center · 64 Warm Springs Avenue · Martinsburg, WV 25404

**INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

To the Board of Directors
Shenandoah Women's Center, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Shenandoah Women's Center, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of activities, functional expenses, and cash flows for the years 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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 Shenandoah Women's Center, Inc. as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The

accompanying schedules of federal awards and state grant receipts and expenditures is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain 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 November 9, 2015, on our consideration of Shenandoah Women's Center, 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 Shenandoah Women's Center, Inc.'s internal control over financial reporting and compliance.

Decker & Company PLLC

November 9, 2015

DHHR - Finance

SEP 16 2016

Date Received

Shenandoah Women's Center, Inc.
 STATEMENTS OF FINANCIAL POSITION
 June 30, 2015 and 2014

ASSETS			
	2015	2014	
Current Assets			
Cash	\$ 177,472	\$ 211,702	
Grants receivable	66,233	20,912	
Golf tournament receivable	2,375	2,650	
Prepaid expenses	1,190	3,999	
	<u>247,270</u>	<u>239,263</u>	
Total current assets			
Property and equipment, net	<u>102,355</u>	<u>108,108</u>	
	<u>\$ 349,625</u>	<u>\$ 347,371</u>	
LIABILITIES			
Current Liabilities			
Current maturities of notes payable	\$ 66,846	\$ 8,108	
Accounts payable	6,127	2,052	
Accrued wages	14,920	12,325	
Accrued payroll taxes	6,324	1,882	
Accrued compensated absences	6,194	12,552	
	<u>100,411</u>	<u>36,919</u>	
Total current liabilities			
Long-term Liabilities			
Notes payable (net of current portion)	<u>-</u>	<u>67,130</u>	
	<u>100,411</u>	<u>104,049</u>	
Total liabilities			
NET ASSETS			
Unrestricted	248,179	242,287	
Temporarily restricted	1,035	1,035	
	<u>249,214</u>	<u>243,322</u>	
Total net assets			
Total liabilities and net assets	<u>\$ 349,625</u>	<u>\$ 347,371</u>	

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

Shenandoah Women's Center, Inc.
 STATEMENTS OF ACTIVITIES
 For the year ended June 30, 2015

	Unrestricted	Temporarily Restricted	Total
REVENUES AND SUPPORT			
Federal financial assistance	\$ 214,700	\$ -	\$ 214,700
State financial assistance	224,900	-	224,900
Federated agencies	22,336	-	22,336
Donations - individual and corporate	30,544	-	30,544
In-Kind Donations	15,000	-	15,000
Bequests	2,500	-	2,500
Special events (net of \$9,845 direct expenses)	13,185	-	13,185
Other income	4,460	-	4,460
Net assets released from restriction:			
Satisfaction of purpose restriction	-	-	-
Total revenues and support	<u>527,625</u>	<u>-</u>	<u>527,625</u>
EXPENSES			
Program services			
Protective Services for Adults and Children - Domestic Violence Services	297,222	-	297,222
Foundation for Rape and Information Services	38,031	-	38,031
Arrest	26,323	-	26,323
Violence Against Women	25,046	-	25,046
LAV	4,544	-	4,544
JAG	1,265	-	1,265
Victims of Crime Assistance	50,339	-	50,339
Total program services	<u>442,770</u>	<u>-</u>	<u>442,770</u>
Supporting services			
Management and general	57,013	-	57,013
Fundraising	21,950	-	21,950
Total supporting services	<u>78,963</u>	<u>-</u>	<u>78,963</u>
Total expenses	<u>521,733</u>	<u>-</u>	<u>521,733</u>
Change in net assets	5,892	-	5,892
Net assets, beginning of year	<u>242,287</u>	<u>1,035</u>	<u>243,322</u>
Net assets, end of year	<u>\$ 248,179</u>	<u>\$ 1,035</u>	<u>\$ 249,214</u>

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

Shenandoah Women's Center, Inc.
 STATEMENTS OF ACTIVITIES
 For the year ended June 30, 2014

	Unrestricted	Temporarily Restricted	Total
REVENUES AND SUPPORT			
Federal financial assistance	\$ 227,798	\$ -	\$ 227,798
State financial assistance	247,035	-	247,035
Federated agencies	8,969	-	8,969
Donations - individual and corporate	57,809	460	58,269
In-Kind Donations	64,571	-	64,571
Bequests	3,850	-	3,850
Special events (net of \$12,596 direct expenses)	16,681	-	16,681
Other income	4,030	-	4,030
Net assets released from restriction:			
Satisfaction of purpose restriction	-	-	-
Total revenues and support	630,743	460	631,203
EXPENSES			
Program services			
Protective Services for Adults and Children - Domestic Violence Services	368,943	-	368,943
Foundation for Rape and Information Services	20,939	-	20,939
Arrest	27,252	-	27,252
Violence Against Women	25,552	-	25,552
LAV	4,988	-	4,988
JAG	1,725	-	1,725
Victims of Crime Assistance	62,954	-	62,954
Total program services	512,353	-	512,353
Supporting services			
Management and general	61,628	-	61,628
Fundraising	22,421	-	22,421
Total supporting services	84,049	-	84,049
Total expenses	596,402	-	596,402
Change in net assets	34,341	460	34,801
Net assets, beginning of year as previously reported	215,297	575	215,872
Prior period adjustments - correction of error	(7,351)	-	(7,351)
Net assets, beginning of year as restated	207,946	575	208,521
Net assets, end of year	\$ 242,287	\$ 1,035	\$ 243,322

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

Shenandoah Women's Center, Inc.
 STATEMENTS OF FUNCTIONAL EXPENSES
 For the year ended June 30, 2015

	Protective Services for Adults and Children - Domestic Violence Services	Foundation for Rape and Information Services	Arrest	Violence Against Women	LAV	JAG	Victims of Crime Assistance	Total Program Services	Management and General	Fundraising	Total
Advertising	\$	\$	\$	\$	\$	\$	\$	\$	2,870	\$	\$ 2,870
Audit and accounting	6,413							6,413	337		6,750
Bank Fees									1,385		1,385
Client expense/ allowances	4,885							4,885			4,885
Conferences and training	8,399							8,399			8,399
Contracted services	3,203							3,203			3,203
Depreciation	10,635							10,635	1,182		11,817
Donations-In Kind items	15,000							15,000			15,000
Dues	967							967	322		1,289
Employee benefits	16,455	4,077	2,831	2,680	491	151	5,398	32,083	3,775	1,888	37,746
Equipment rents and maintenance	6,427							6,427	338		6,765
Food	9,997							9,997			9,997
Insurance	7,338							7,338	386		7,724
Interest	3,206							3,206	356		3,562
Miscellaneous									643		643
Occupancy	30,313							30,313	1,595		31,908
Operating supplies	11,490							11,490	2,861	1,431	15,782
Postage	225							225	452	226	903
Printing and publications	746							746	1,491	746	2,983
Salaries and wages	138,829	33,954	23,492	22,366	4,053	1,114	44,941	268,749	31,618	15,809	316,176
Security	3,671							3,671			3,671
Telephone and communications	9,252							9,252	7,402	1,850	18,504
Travel	9,771							9,771			9,771
Total	\$ 297,222	\$ 38,031	\$ 26,323	\$ 25,046	\$ 4,544	\$ 1,265	\$ 50,339	\$ 442,770	\$ 57,013	\$ 21,950	\$ 521,733

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

Shenandoah Women's Center, Inc.
 STATEMENTS OF FUNCTIONAL EXPENSES
 For the year ended June 30, 2014

	Protective Services for Adults and Children - Domestic Violence Services	Foundation for Rape and Information Services	Arrest	Violence Against Women	LAV	JAG	Victims of Crime Assistance	Total Program Services	Management and General	Fundraising	Total
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,722	\$ -	\$ 3,722
Audit and accounting	6,413	-	-	-	-	-	-	6,413	337	-	6,750
Bank Fees	-	-	-	-	-	-	-	-	1,293	-	1,293
Client expense/ allowances	2,822	-	-	-	-	-	-	2,822	-	-	2,822
Conferences and training	6,864	-	-	-	-	-	-	6,864	-	-	6,864
Contracted services	3,143	-	-	-	-	-	-	3,143	-	-	3,143
Depreciation	10,696	-	-	-	-	-	-	10,696	1,188	-	11,884
Donations-In Kind items	64,571	-	-	-	-	-	-	64,571	-	-	64,571
Dues	1,015	-	-	-	-	-	-	1,015	339	-	1,354
Employee benefits	20,408	2,305	3,031	2,817	555	213	6,958	35,287	4,268	2,134	42,689
Equipment rents and maintenance	7,196	-	-	-	-	-	-	7,196	379	-	7,575
Food	7,298	-	-	-	-	-	-	7,298	-	-	7,298
Insurance	6,253	-	-	-	-	-	-	6,253	329	-	6,582
Interest	3,411	-	-	-	-	-	-	3,411	379	-	3,790
Miscellaneous	-	-	-	-	-	-	-	-	3,356	-	3,356
Occupancy	34,361	-	-	-	-	-	-	34,361	1,808	-	36,169
Operating supplies	5,040	-	-	-	-	-	-	5,040	594	297	5,931
Postage	238	-	-	-	-	-	-	238	475	238	951
Printing and publications	653	-	-	-	-	-	-	653	1,308	654	2,615
Salaries and wages	166,044	18,634	24,221	22,735	4,433	1,512	55,996	293,575	34,538	17,269	345,382
Security	1,874	-	-	-	-	-	-	1,874	-	-	1,874
Telephone and communications	9,143	-	-	-	-	-	-	9,143	7,315	1,829	18,287
Travel	11,500	-	-	-	-	-	-	11,500	-	-	11,500
Total	\$ 368,943	\$ 20,939	\$ 27,252	\$ 25,552	\$ 4,988	\$ 1,725	\$ 62,954	\$ 512,353	\$ 61,628	\$ 22,421	\$ 596,402

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

Shenandoah Women's Center, Inc.
 STATEMENTS OF CASH FLOWS
 For the years ended June 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 5,892	\$ 27,450
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	11,817	11,884
Decrease (Increase) in grants receivable	(45,320)	12,581
Decrease (Increase) in other receivable	275	(2,650)
Decrease in prepaid expenses	2,811	5,745
(Decrease) Increase in accounts payable and accrued expenses	11,110	(6,541)
(Decrease) Increase in accrued compensated absences	(6,358)	2,942
	<u>(19,773)</u>	<u>51,411</u>
Net cash provided by (used in) operating activities		
CASH FLOWS FROM INVESTING ACTIVITIES		
Property and equipment additions	<u>(6,065)</u>	<u>(9,940)</u>
Net cash used in investing activities	<u>(6,065)</u>	<u>(9,940)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal payments on notes payable	<u>(8,392)</u>	<u>(7,803)</u>
Net cash used in financing activities	<u>(8,392)</u>	<u>(7,803)</u>
Increase (decrease) in cash and cash equivalents	(34,230)	33,668
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>211,702</u>	<u>178,034</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 177,472</u></u>	<u><u>\$ 211,702</u></u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Interest paid	<u><u>\$ 3,562</u></u>	<u><u>\$ 3,790</u></u>

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

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Activities

Shenandoah Women's Center, Inc. is a non-stock, non-profit corporation organized under the laws of the State of West Virginia and has been operating since 1977. The Organization's mission is to provide opportunities for all people of the Eastern Panhandle Region of West Virginia to lead a life free of domestic violence and sexual assault, and to retain the right and responsibility for their children.

The Organization relies on federal and state financial assistance to provide for its continuing operations.

Basis of Accounting

The financial statements of the Organization 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 requirements of the Not-for-Profit Presentation of Financial Statements Topic of the FASB Accounting Standards Codification. Under the Standards, 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. There were no permanently restricted net assets at June 30, 2015 and 2014.

Revenue Recognition

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

All donor-restricted contributions are reported as an increase in temporarily or permanently restricted net assets, depending 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 statements of activities as net assets released from restrictions.

Contributed Services

The Organization receives a substantial amount of services donated by its volunteers in carrying out the Organization's mission. No amounts have been reflected in the financial statements for those services since they do not meet the criteria for recognition under the Not-for-Profit Entities Revenue Recognition Topic of the FASB Accounting Standards Codification.

Grants

Grants received by the Organization to provide for operations represent exchange transactions whereby the Organization must provide services as outlined in the related grant agreements. As such, these grants are not considered contributions and are not subject to the provisions of the Not-for-Profit Entities Revenue Recognition Topic of the FASB Accounting Standards Codification.

Cash and Cash Equivalents

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

Shenandoah Women's Center, Inc.
 NOTES TO FINANCIAL STATEMENTS (continued)
 June 30, 2015 and 2014

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Grants Receivable

Grants receivable are stated at the amount management expects to collect based on requisitions submitted to grantor agencies. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual receivables from grants. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to the applicable grants receivable. The allowance for doubtful accounts at June 30, 2015 and 2014, was \$0.

Property and Equipment

Property and equipment is carried at cost or, if donated, at the approximate fair market value at the date of donation. All property and equipment is depreciated using the straight-line method over the estimated useful lives of the assets. The Organization's policy is to capitalize all property and equipment costs in excess of \$500.

When material in amount, interest related to construction projects is capitalized as a cost of the project.

Estimates

In preparing financial statements in conformity with U.S. 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 Tax Status

The Shenandoah Women's Center, Inc. is a not-for-profit organization and is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) and files its information returns in the United States federal jurisdiction. These information returns for the years ended June 30, 2012, 2013, and 2014 are generally subject to examination for three years after they were filed.

CASH

All of the Organization's cash accounts are FDIC insured. Cash balances in excess of FDIC insurance limits, if any, are uncollateralized. Management considers this to be a normal business risk.

PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2015</u>	<u>2014</u>
Land	\$ 11,775	\$ 11,775
Buildings and improvements	363,995	362,191
Equipment, furniture and fixtures	154,554	150,294
Accumulated depreciation	<u>(427,969)</u>	<u>(416,152)</u>
Net property and equipment	<u>\$ 102,355</u>	<u>\$ 108,108</u>

Shenandoah Women's Center, Inc.
NOTES TO FINANCIAL STATEMENTS (continued)
June 30, 2015 and 2014

NOTES PAYABLE

Notes payable consisted of the following at June 30:

	<u>2015</u>	<u>2014</u>
City of Martinsburg, Martinsburg, West Virginia; term note dated August 4, 1981 in the original amount of \$117,200; 1.0% interest rate; payable in monthly installments of \$331, including principal and interest to June, 2016; secured by deed of trust on the Organization's shelter.	\$ 3,948	\$ 8,188
BB&T, Martinsburg, West Virginia; term note dated September 24, 1997 in the original amount of \$60,000; this loan was refinanced May 25, 2011 in the amount of \$78,600; variable interest rate of prime plus 1% with a floor of 5.25%; payable in 59 monthly installments of \$635, including principal and interest with the balance due by May 25, 2016, secured by a deed of trust on the Organization's office building.	<u>62,898</u>	<u>67,050</u>
Total	66,846	75,238
Less current portion	<u>(66,846)</u>	<u>(8,108)</u>
Non current portion	\$ <u> </u>	\$ <u>67,130</u>

LINE OF CREDIT

The Organization has a \$25,000 line of credit agreement with a local bank as of June 30, 2015. The agreement calls for an variable interest rate at 0.750% points above index and matures in May 2017. The balance outstanding at June 30, 2015 and 2014, was \$0.

OPERATING LEASES

The Organization has entered into multi-year leases for copier machines. The leases are accounted for as operating leases \$5,393 and \$5,181 has been expensed for the years ended June 30, 2015 and 2014, respectively. Future minimum annual lease payments will be as follows: for the years ending June 30, 2016 and 2017, the amount will be \$4,320 and \$2,520, respectively.

On March 22, 2015, the Organization entered into a lease agreement for office space in Berkeley Springs, West Virginia. Rent is \$400 per month. The Organization is currently leasing on a month to month basis. The rental expense for the years ended June 30, 2015 and 2014 were \$400 and \$0, respectively.

CONCENTRATION

The Organization receives approximately 50 percent of its total support and revenues from various grants from or through the West Virginia Department of Health and Human Resources.

FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the various programs and activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Shenandoah Women's Center, Inc.
NOTES TO FINANCIAL STATEMENTS (continued)
June 30, 2015 and 2014

TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes at June 30:

	<u>2015</u>	<u>2014</u>
New baby cribs	\$ 250	\$ 250
Yogi Fund	325	325
Playground Equipment	<u>460</u>	<u>460</u>
Total Temporarily Restricted Net Assets	<u>\$ 1,035</u>	<u>\$ 1,035</u>

IN-KIND DONATIONS

The Organization tracks the amount of In-Kind donations it receives for the year. The In-Kind donations are mainly comprised of items such as: food, clothing, furniture, household products, toiletries, and other small items that would be consumed or distributed in a short period of time. Accordingly, there is an offsetting expense for In-Kind donations equal to the amount of revenue recorded in the fiscal year as it has been determined that the economic life is less than one year. The amount recognized as revenue and recorded as expense was \$15,000 and \$64,571 for the years June 30, 2015 and 2014, respectively.

PRIOR PERIOD ADJUSTMENTS

The Organization had \$7,351 of net prior period adjustments that affected the equity accounts. These were overstated grant accounts in the amount of \$9,230 less an overstated credit card payable account of \$1,879.

SUBSEQUENT EVENTS

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through November 9, 2015, the date the financial statements were available to be issued.

SUPPLEMENTAL INFORMATION

Shenandoah Women's Center, Inc.
 SCHEDULES OF EXPENDITURES AND FEDERAL AWARDS
 For the year ended June 30, 2015

<u>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Federal Expenditures</u>
Department of Justice/WV Division of Criminal Justice Services Stop Violence Against Women	16.589	\$ 17,715
Department of Justice/WV Division of Criminal Justice Services Victims of Crime Assistance	16.575	58,194
Department of Health and Human Services/Foundation for Rape and Information Services Preventive Health Block Grant	93.136	34,743
Department of Health and Human Services/WV Department of Health and Human Resources Family Violence Prevention	93.671	65,187
FEMA/Emergency Food and Shelter National Board Program Grant	895600-007	625
Department of Health and Human Services/Foundation for Rape and Information Services Sexual Assault Program/Arrest	16.590	11,022
Department of Housing and Urban Development Community Development Block Grant	14.218	5,000
Department of Health and Human Services/Foundation for Rape and Information Services Sexual Assault Service Program	16.017	19,458
Department of Justice/WV Coalition Against Domestic Violence Legal Assistance for Victims	16.524	<u>2,756</u>
Total		\$ <u>214,700</u>

DHHR - Finance

SEP 16 2016

Date Received

The accompanying notes are an integral part of this statement.

Shenandoah Women's Center, Inc.
 SCHEDULES OF EXPENDITURES AND FEDERAL AWARDS (continued)
 For the year ended June 30, 2014

<u>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Federal Expenditures</u>
Department of Justice/WV Division of Criminal Justice Services Stop Violence Against Women	16.589	\$ 23,759
Department of Justice/WV Division of Criminal Justice Services Victims of Crime Assistance	16.575	60,716
Department of Health and Human Services/Foundation for Rape and Information Services Preventive Health Block Grant	93.136	31,960
Department of Health and Human Services/WV Department of Health and Human Resources Family Violence Prevention	93.671	64,307
FEMA/Emergency Food and Shelter National Board Program Grant	895600-007	625
Department of Health and Human Services/Foundation for Rape and Information Services Sexual Assault Program/Arrest	16.590	14,460
Department of Housing and Urban Development Community Development Block Grant	14.218	5,000
Department of Health and Human Services/Foundation for Rape and Information Services Sexual Assault Service Program	16.017	16,135
Department of Justice/WV Coalition Against Domestic Violence Legal Assistance for Victims	16.524	<u>10,836</u>
Total		\$ <u>227,798</u>

DHHR - Finance

SEP 16 2016

Date Received

The accompanying notes are an integral part of this statement.

Shenandoah Women's Center, Inc.
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS
For the years ended June 30, 2015 and 2014

NOTE 1:

BASIS OF PRESENTATION

The accompanying Schedules of Expenditures of Federal Awards includes the federal grant activity of the Shenandoah Women's Center, Inc. under programs of the federal government for the years ended June 30, 2015 and 2014, and is prepared in accordance with the accrual basis of accounting under U.S. generally accepted accounting principles. Because the Schedule presents only a selected portion of the operations of the Shenandoah Women's Center, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Shenandoah Women's Center, Inc.

Shenandoah Women's Center, Inc.
SCHEDULES OF STATE GRANT RECEIPTS AND EXPENDITURES
For the year ended June 30, 2015

<u>State Grantor/Program</u>	<u>Grant Receipts</u>	<u>Grant Expenditures</u>
WV Department of Health and Human Services Protective Services for Victims of Domestic Violence		
Grant # G150027	\$ <u>224,900</u>	\$ <u>224,900</u>
Total	\$ <u>224,900</u>	\$ <u>224,900</u>

DHHR - Finance

SEP 16 2016

Date Received

Shenandoah Women's Center, Inc.
 SCHEDULES OF STATE GRANT RECEIPTS AND EXPENDITURES (continued)
 For the year ended June 30, 2014

<u>State Grantor/Program</u>	<u>Grant Receipts</u>	<u>Grant Expenditures</u>
WV Department of Health and Human Services Protective Services for Victims of Domestic Violence Grant # G140380	\$ 237,035	\$ 237,035
WV Foundation for Rape Information and Services/WVFRIS Grant # W-13-007	<u>10,000</u>	<u>10,000</u>
Total	\$ <u>247,035</u>	\$ <u>247,035</u>

DHHR - Finance

SEP 16 2016

Date Received



**INDEPENDENT AUDITORS' 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
Shenandoah Women's Center, Inc.

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 Shenandoah Women's Center Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated November 9, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Shenandoah Women's Center 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 Shenandoah Women's Center Inc.'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 the 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings that we consider to be a significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Shenandoah Women's Center 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.

The Organization's Response to Findings

Shenandoah Women's Center Inc.'s response to the findings identified in our audit is described above. Shenandoah Women's Center Inc.'s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.

Decker & Company PLLC

November 9, 2015

DHHR - Finance

SEP 16 2016

Date Received

Shenandoah Women's Center, Inc.
SCHEDULE OF FINDINGS (continued)
For the year ended June 30, 2015

SEP 16 2016

Date Received

15-1 Condition: The Organization's accounting policies and procedures manual should be updated to reflect the current policies, procedures, and personnel positions that are in place and operating as accounting controls.

Criteria: A documented system of accounting policies and procedures is necessary to provide personnel structure to initiate, authorize, process, and report financial transactions on a consistent basis.

Effect: Outdated policies and procedures may lead to inconsistent initiation, authorization, processing and reporting of financial transactions as well as a deterioration of internal controls.

Recommendation: We recommend that the accounting policies and procedures manual is updated to current practices as soon as possible.

Response: We concur with the recommendation. The Organization has already started the process for updating its policies and procedures.

15-2 Condition: There is no indication of approval for payment or checking of prices, or extensions of totals on the Organization's invoices.

Criteria: A system of documenting approval for payment and checking of prices and extension of totals is necessary to provide personnel structure to initiate, authorize, process, and record invoices on a consistent basis.

Effect: Undocumented approval for payment and checking of prices and extension of totals may lead to unauthorized payment of invoices, invoices being paid twice, or incorrect amounts being paid.

Recommendation: We recommend that changes in procedures be made to help prevent unauthorized payment of invoices, invoices from being paid twice, and incorrect amounts being paid.

Response: We concur with the recommendation.

15-3 Condition: The BB&T Operating account bank reconciliation at June 30, 2015 has 11 old uncleared checks totaling \$1,114.51, some are over two years old.

Criteria: Not reconciling the accounts on a monthly basis means that errors or other problems might not be recognized and resolved on a timely basis.

Effect: Old uncleared checks & other reconciling items causes additional time to be spent by personnel to reconcile the bank account each month and an element of uncertainty as to the true cash balance.

Recommendation: We recommend that the lists of outstanding checks be reviewed regularly and that all checks outstanding for six months be investigated.

Response: We concur with the recommendation.

15-4 Condition: A WVFRIS payment check received in the amount of \$3,032.30 dated November 27, 2014 was not deposited until February 25, 2015.

Criteria: All receipts should be deposited timely in order to reduce the risk of loss from theft, misplacement, and misappropriation.

Shenandoah Women's Center, Inc.
SCHEDULE OF FINDINGS (continued)
For the year ended June 30, 2015

Effect: By not depositing receipts timely not only is there risk of loss from burglary, misplacement, or misappropriation, but the cash is not available for expenditures or investment.

Recommendation: We recommend that all receipts be deposited as soon as possible and at a minimum at least on a weekly basis.

Response: We concur with the recommendation.

15-5 Condition: Checks for payment of credit card statements dated June 2 and July 2, 2015 were dated May 24 and April 17, 2015, respectively, which are prior to the dates of the credit card statements.

Criteria: The timely recording of checks is an important control over cash disbursements.

Effect: Checks not dated properly may cause disbursements from being recorded in the proper accounting period.

Recommendation: We recommend that all checks are dated properly on the date the checks are written and they should be verified by the check signators before signing the checks.

Response: We concur with the recommendation.

DHHR - Finance

SEP 16 2016

Date Received