



***Tetrick & Bartlett, PLLC***

**Certified Public Accountants  
Consultants**

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To the Board of Directors  
Marion County Senior Citizens, Inc.  
Fairmont, West Virginia

We have audited the financial statements of Marion County Senior Citizens, Inc. for the year ended September 30, 2017, and have issued our report thereon dated March 12, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 25, 2017. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Marion County Senior Citizens, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended September 30, 2017. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive accounting estimates affecting the financial statements were:

Management's estimate of the accumulated depreciation is based on historical performance. We evaluated the key factors and assumptions used to develop the accumulated depreciation and depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of capital assets and related accumulated depreciation in Note 4 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated March 12, 2018.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

***Other Matters***

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Marion County Senior Citizens, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Debra L. Baskett, PHA*

Clarksburg, West Virginia  
March 12, 2018

**MARION COUNTY SENIOR CITIZENS, INC.**

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

**\*\*\*\*\***

**SEPTEMBER 30, 2017**

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## INDEPENDENT AUDITOR'S REPORT

The Board of Directors  
Marion County Senior Citizens, Inc.  
Fairmont, West Virginia

### Report on the Financial Statements

We have audited the accompanying financial statement of Marion County Senior Citizens, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2017, and the related statements of activities, functional expenses, 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 statements 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 Marion County Senior Citizens, Inc. as of September 30, 2017, 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 Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of federal awards and schedule of state awards and other assistance 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 March 12, 2018, on our consideration of Marion County Senior Citizens, 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 Marion County Senior Citizens, Inc.'s internal control over financial reporting and compliance.

*Detrick + Bartlett, PLLC*

Clarksburg, West Virginia  
March 12, 2018

**MARION COUNTY SENIOR CITIZENS, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**SEPTEMBER 30, 2017**

**ASSETS**

|                           |    |               |                            |
|---------------------------|----|---------------|----------------------------|
| <b>Current Assets</b>     |    |               |                            |
| Cash and cash equivalents | \$ | 271,653       |                            |
| Grants receivable         |    | 185,492       |                            |
| Prepaid expenses          |    | <u>20,349</u> | \$ 477,494                 |
| Capital assets, net       |    |               | <u>1,278,172</u>           |
| <b>TOTAL ASSETS</b>       |    |               | <b><u>\$ 1,755,666</u></b> |

**LIABILITIES AND NET ASSETS**

|   |    |               |                            |
|---|----|---------------|----------------------------|
| <b>Current Liabilities</b>              |    |               |                            |
| Accounts payable                        | \$ | 23,948        |                            |
| Accrued wages                           |    | 61,252        |                            |
| Accrued taxes                           |    | 26,060        |                            |
| Accrued compensated absences            |    | <u>12,477</u> |                            |
| Total liabilities                       |    |               | 123,737                    |
| <b>Net Assets</b>                       |    |               |                            |
| Unrestricted                            |    |               | <u>1,631,929</u>           |
| <b>TOTAL LIABILITIES AND NET ASSETS</b> |    |               | <b><u>\$ 1,755,666</u></b> |

See accompanying notes and independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

**Revenue and Support**

|                              |            |                   |              |
|------------------------------|------------|-------------------|--------------|
| Federal Financial Assistance | \$ 344,983 |                   |              |
| State grant allocations      | 617,285    |                   |              |
| Contributions                | 98,127     |                   |              |
| Community Service Program    | 942,479    |                   |              |
| Memberships                  | 65         |                   |              |
| Rental Income                | 11,560     |                   |              |
| Case management              | 20,903     |                   |              |
| Interest Income              | 1,017      |                   |              |
| Miscellaneous                | 1,936      | <u>          </u> | \$ 2,038,355 |

**Expenses**

|                           |            |                  |                  |
|---------------------------|------------|------------------|------------------|
| Management and General    |            | 120,038          |                  |
| Fundraising               |            | 2,303            |                  |
| Program Services:         |            |                  |                  |
| Title III - B             | \$ 224,770 |                  |                  |
| Title III - D             | 18,598     |                  |                  |
| Title III - E             | 55,784     |                  |                  |
| Title III - C             | 540,624    |                  |                  |
| Life                      | 386,924    |                  |                  |
| Community Service Program | 717,652    | <u>1,944,352</u> | <u>2,066,693</u> |

|                        |  |  |                            |
|------------------------|--|--|----------------------------|
| Change in net assets   |  |  | (28,338)                   |
| Net assets - beginning |  |  | <u>1,660,267</u>           |
| Net assets - ending    |  |  | <u><u>\$ 1,631,929</u></u> |

See accompanying notes and independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED SEPTEMBER 30, 2017**

|                               | <u>Title</u><br><u>III-B</u> | <u>Title</u><br><u>III-D</u> | <u>Title</u><br><u>III-E</u> | <u>Title</u><br><u>III-C</u> | <u>Life</u>       | <u>Community</u><br><u>Service</u><br><u>Programs</u> | <u>Total</u><br><u>Program</u><br><u>Service</u> | <u>Management</u><br><u>and General</u> | <u>Fund-</u><br><u>raising</u> | <u>Total</u><br><u>Expenses</u> |
|-------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-------------------|---|--|---|--------------------------------|---------------------------------|
| Salaries and related expenses | \$ 168,918                   | \$ 13,976                    | \$ 41,923                    | \$ 406,286                   | \$ 290,779        | \$ 539,324  | \$ 1,461,206                                     | \$ 31,755                               | \$ -                           | \$ 1,492,961                    |
| Food purchases                | 25,708                       | 2,127                        | 6,380                        | 61,835                       | 44,255            | 82,082  | 222,387  | 4,834                                   | -                              | 227,221                         |
| Telephone                     | 1,185                        | 98                           | 294                          | 2,851                        | 2,040             | 3,784   | 10,252   | 223                                     | -                              | 10,475                          |
| Utilities                     | 3,820                        | 316                          | 948                          | 9,189                        | 6,577             | 12,198  | 33,048   | 719                                     | -                              | 33,767                          |
| Printing and office supplies  | 3,101                        | 257                          | 770                          | 7,458                        | 5,338             | 9,900   | 26,824   | 582                                     | -                              | 27,406                          |
| Supplies                      | 1,049                        | 87                           | 260                          | 2,523                        | 1,805             | 3,349   | 9,073  | 197                                     | -                              | 9,270                           |
| Repairs and maintenance       | 3,704                        | 306                          | 919                          | 8,909                        | 6,376             | 11,827  | 32,041   | 698                                     | -                              | 32,739                          |
| Accounting and legal fees     | 815                          | 67                           | 202                          | 1,959                        | 1,402             | 2,601   | 7,046  | 154                                     | -                              | 7,200                           |
| Travel                        | 3,055                        | 253                          | 758                          | 7,347                        | 5,258             | 9,753   | 26,424   | 574                                     | -                              | 26,998                          |
| Automobile expense            | 6,705                        | 555                          | 1,664                        | 16,126                       | 11,541            | 21,407  | 57,998   | 1,260                                   | -                              | 59,258                          |
| Insurance                     | 4,434                        | 367                          | 1,100                        | 10,664                       | 7,633             | 14,156  | 38,354   | 834                                     | -                              | 39,188                          |
| Fundraisers                   | -                            | -                            | -                            | -                            | -                 | -   | -  | -                                       | 2,303                          | 2,303                           |
| Licenses and permits          | 864                          | 72                           | 215                          | 2,079                        | 1,488             | 2,760   | 7,478  | 162                                     | -                              | 7,640                           |
| Advertising and promotions    | 421                          | 35                           | 105                          | 1,013                        | 725               | 1,345   | 3,644  | 78                                      | -                              | 3,722                           |
| Postage                       | 274                          | 23                           | 68                           | 660                          | 472               | 876   | 2,373  | 51                                      | -                              | 2,424                           |
| Training and development      | 583                          | 48                           | 145                          | 1,402                        | 1,004             | 1,861   | 5,043  | 110                                     | -                              | 5,153                           |
| Miscellaneous                 | 134                          | 11                           | 33                           | 323                          | 231               | 429   | 1,161  | 26                                      | -                              | 1,187                           |
| Depreciation expense          | -                            | -                            | -                            | -                            | -                 | -   | -  | 77,781                                  | -                              | 77,781                          |
| <b>Total expenses</b>         | <b>\$ 224,770</b>            | <b>\$ 18,598</b>             | <b>\$ 55,784</b>             | <b>\$ 540,624</b>            | <b>\$ 386,924</b> | <b>\$ 717,652</b>                                     | <b>\$ 1,944,352</b>                              | <b>\$ 120,038</b>                       | <b>\$ 2,303</b>                | <b>\$ 2,066,693</b>             |

See accompanying notes and independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

**Cash Flows from Operating Activities**

|   |                   |
|---|-------------------|
| Change in net assets  | \$ (28,338)       |
| Adjustments to reconcile change in net assets to cash provided by operating activities: |                   |
| Depreciation  | 77,781            |
| (Increase) decrease in:   |                   |
| Grants receivable   | (30,784)          |
| Prepaid expense   | 4,876             |
| Increase (decrease) in:   |                   |
| Accounts payable  | (6,229)           |
| Accrued wages   | 10,583            |
| Accrued taxes   | 7,672             |
| Accrued compensated absences  | <u>1,158</u>      |
| Net cash provided by operating activities   | <u>\$ 36,719</u>  |
| Net increase in cash  | 36,719            |
| Cash at beginning of year   | <u>234,934</u>    |
| Cash at end of year   | <u>\$ 271,653</u> |

See accompanying notes and independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

**1. Summary of Significant Accounting Policies**

**(a) Organization and Nature of Operations**

Marion County Senior Citizens, Inc. (the Organization) provides a variety of social services to the elderly of Marion County, West Virginia. In-home care is provided to those Seniors that are otherwise unable to maintain independent living. Transportation throughout the local community as well as to and from the Senior Center is provided to those Seniors who require such services. The Organization is supported by various federal, state, and county governments in addition to contributions from Seniors and the local community.

**(b) Basis of Accounting and Reporting**

The financial statements of the Organization are prepared on the accrual basis of accounting and accordingly reflect all receivables, payables and other accruals.

Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

**(c) Basis of Presentation**

The financial statements are prepared in accordance with the recommendations of FASB Codification (ASC) 958-205, "Presentation of Financial Statements". Under ASC 958-205, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

**(d) Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

**(e) Income Tax Exemption**

The Organization is a not-for-profit organization and is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and, therefore, has no provision for federal income taxes.

See independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.**  
**NOTES TO FINANCIAL STATEMENTS (CONT'D)**

All required federal income tax returns for the Organization have been filed up to, and including the tax year ended September 30, 2015. The Organization's federal income tax returns for the years ending September 30, 2015, September 30, 2014 and September 30, 2013 remain subject to examination by the Internal Revenue Service ("IRS").

**(f) Donated Services**

Donated services are recognized as contributions in accordance with FASB Codification (ASC) 958-605, "Revenue Recognition", if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. No services received by the Organization met these requirements.

**(g) Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers cash to be cash and cash equivalents. Cash on hand and deposits with banking institutions are considered cash while short-term investments with an original maturity of not more than three months are considered cash equivalents.

Investment risk is categorized as follows:

**Interest rate risk** – The risk that changes in interest rates will adversely affect the fair value of an investment.

**Credit risk** – The risk that an issuer or other counterparty to an investment will not fulfill its obligations.

**Custodial credit risk** – The risk that, in the event of the failure of the counterparty to a transaction, the Organization will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

**(h) Accounts Receivable and Grants Receivable**

Uncollectible receivables are eliminated in the fiscal period that the receivables are actually determined to be uncollectible. Management has indicated that the accounts receivable and grants receivable, as shown in the accompanying financial statements, will be collected in full.

See independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.  
NOTES TO FINANCIAL STATEMENTS (CONT'D)**

**(i) Capital Assets**

Capital assets are recorded at cost with depreciation being calculated by the straight line method over the estimated useful lives of the assets as follows:

|                            |             |
|----------------------------|-------------|
| Land                       | None        |
| Vehicles                   | 5 years     |
| Equipment                  | 5-10 years  |
| Buildings and improvements | 15-40 years |

**(j) Compensated Absences**

Amounts owed to employees for earned but unused vacation time are accrued as a liability in the statement of financial position. As of September 30, 2017, the Organization had \$12,477 in accrued compensated absences.

**2. Deposits and Investments**

The Organization's deposits and investments are categorized to give an indication of the level of risk assumed by the Organization at September 30, 2017. The categories are described as follows:

**Category 1** - Insured or collateralized with securities held by the Organization or its agent in the Organization's name.

**Category 2** - Collateralized with securities held by the pledging financial institution's trust department or agent in the Organization's name.

**Category 3** - Uncollateralized.

**Deposits**

|      | <u>Bank</u><br><u>Balance</u> | <u>1</u>   | <u>Category</u><br><u>2</u> | <u>3</u> | <u>Carrying</u><br><u>Amount</u> |
|------|-------------------------------|------------|-----------------------------|----------|----------------------------------|
| Cash | \$ 302,199                    | \$ 302,199 | \$ -                        | \$ -     | \$ 271,653                       |

See independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.  
NOTES TO FINANCIAL STATEMENTS (CONT'D)**

**3. Grants Receivable**

Grants receivable consists of the following:

|                 |                   |
|-----------------|-------------------|
| Medicaid        | \$ 29,116         |
| Medicaid Waiver | 28,971            |
| Lighthouse      | 25,708            |
| Nutrition - C1  | 5,801             |
| Nutrition - C2  | 12,790            |
| V.A. Payments   | 61,192            |
| Title III B     | 2,837             |
| Life            | 13,974            |
| FAIR Respite    | <u>5,103</u>      |
|                 | <u>\$ 185,492</u> |

See independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.  
NOTES TO FINANCIAL STATEMENTS (CONT'D)**

**4. Capital Assets**

Capital asset activity for the year ended September 30, 2017 was as follows:

|                                | <u>Beginning<br/>Balance</u> | <u>Additions</u>   | <u>Dispositions</u> | <u>Ending<br/>Balance</u> |
|--------------------------------|------------------------------|--------------------|---------------------|---------------------------|
| <b>Non-Depreciable Assets</b>  |                              |                    |                     |                           |
| Land                           | \$ 283,576                   | \$ -               | \$ -                | \$ 283,576                |
| Total non-depreciable assets   | <u>283,576</u>               | <u>-</u>           | <u>-</u>            | <u>283,576</u>            |
| <b>Depreciable Assets</b>      |                              |                    |                     |                           |
| Buildings and improvements     | 1,885,318                    | -                  | -                   | 1,885,318                 |
| Vehicles                       | 344,758                      | -                  | -                   | 344,758                   |
| Equipment                      | <u>237,061</u>               | <u>-</u>           | <u>-</u>            | <u>237,061</u>            |
| Total depreciable assets       | <u>2,467,137</u>             | <u>-</u>           | <u>-</u>            | <u>2,467,137</u>          |
| Less: Accumulated Depreciation |                              |                    |                     |                           |
| Buildings and improvements     | 881,416                      | 51,898             | -                   | 933,314                   |
| Vehicles                       | 276,393                      | 21,962             | -                   | 298,355                   |
| Equipment                      | <u>236,951</u>               | <u>3,921</u>       | <u>-</u>            | <u>240,872</u>            |
| Total accumulated depreciation | <u>1,394,760</u>             | <u>77,781</u>      | <u>-</u>            | <u>1,472,541</u>          |
| Total depreciable assets, net  | <u>1,072,377</u>             | <u>(77,781)</u>    | <u>-</u>            | <u>994,596</u>            |
| Total capital assets, net      | <u>\$ 1,355,953</u>          | <u>\$ (77,781)</u> | <u>\$ -</u>         | <u>\$ 1,278,172</u>       |

**5. Retirement Program**

All employees are eligible to be included in the Organization's retirement program. The defined-contribution plan establishes a simple individual retirement account for each participant. The Organization will match up to 3% of a participating employee's gross wages. The Organization contributed \$6,861 to the employees' retirement accounts during the fiscal year ending September 30, 2017.

See independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTD)**

**6. Operating Lease Income**

The Organization rents a portion of the Center on a month to month basis and to the public for various events. Total rental income for the year ended September 30, 2017 was \$11,560.

**7. Advertising Costs**

The Organization expenses advertising costs as incurred. These costs were included in the financial statements and amounted to \$3,722 for the year ended September 30, 2017.

**8. Concentration of Risks**

The Organization receives a majority of its support from federal and state grants. Any significant reduction in the level of this support could have a material effect on the Organization's programs and activities.

The Organization purchases meals for seniors from a single vendor. Any significant reduction in the availability or a significant increase in the cost of these goods from this vendor could have a material effect on the Organization's programs and activities.

The Organization is at risk of loss from various torts and suits and mitigates this risk by maintaining insurance with the West Virginia Board of Risk.

**9. Subsequent Events**

The Organization has considered all subsequent events through March 12, 2018, the date the financial statements were made available.

See independent auditor's report.



***Tetrick & Bartlett, PLLC***

**Certified Public Accountants  
Consultants**

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**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***

The Board of Directors  
Marion County Senior Citizens, Inc.  
Fairmont, 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 Marion County Senior Citizens, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 12, 2018.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Marion County Senior Citizens, 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 Marion County Senior Citizens, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Marion County Senior Citizens, 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 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. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item #2017-001 that we consider to be a material weakness.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Marion County Senior Citizens, 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*.

### **Marion County Senior Citizens, Inc.'s Response to Findings**

Marion County Senior Citizens, Inc.'s responses to the finding identified in our audit is described in the accompanying schedule of findings and responses. Marion County Senior Citizens, 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.

We noted certain matters that we reported to management of Marion County Senior Citizens, Inc. in a separate letter dated March 12, 2018.

### **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.

*Getrick & Bartlett, PLLC*

Clarksburg, West Virginia  
March 12, 2018

**MARION COUNTY SENIOR CITIZENS, INC.  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED SEPTEMBER 30, 2017**

**#2017-001 Segregation of Duties**

**Criteria:** Analysis of the internal control system indicated a lack of segregation of duties.

**Condition:** Responsibility for approving, executing, and recording transactions and custody of the resulting asset arising from the transaction is not assigned to separate individuals.

**Cause:** Responsibilities of approval, execution, recording and custody are not distributed among the office staff to the best degree possible. However, we recognize that complete segregation of duties is not economically feasible.

**Effect:** Because of the failure to segregate duties, internal control elements do not reduce to a relatively low level the risk that irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

**Recommendation:** Responsibilities of approval, execution, recording and custody should be distributed among the office staff to the best degree possible. We recommend that management and the Board of Director's provide oversight and independent review functions and to continue exercising due diligence and professional skepticism in relation to the Center's financial operations.

**View of Responsible Officials and Planned Corrective Action:** This has been a finding each year of the audit and one that we are unable to correct due to the nature of the non-profit and not able to resolve due to the fact that it is not economically feasible at this time.

**Status:** This condition was reported in the prior year as audit finding #2016-001.

MARION COUNTY SENIOR CITIZENS, INC.  
 SCHEDULE OF FEDERAL AWARDS  
 FOR THE YEAR ENDED SEPTEMBER 30, 2017

| <u>Federal Grantor Program</u>               | <u>Federal<br/>CFDA<br/>Number</u> | <u>Financial<br/>Awards<br/>Recognized</u> |
|--|------------------------------------|--|
| U.S. Department of Health and Human Services |                                    |  |
| Title III - B                                | 93.044                             | \$ 61,081                                  |
| Title III - E                                | 93.052                             | 30,297                                     |
| Title III - C                                | 93.045                             | 252,305                                    |
| Elder Abuse                                  | 93.568                             | <u>1,300</u>                               |
| <br>Total Federal Funds                      |                                    | <br><u>\$ 344,983</u>                      |

See accompanying notes and independent auditor's report.

**MARION COUNTY SENIOR CITIZENS, INC.**  
**SCHEDULE OF STATE AWARDS AND OTHER ASSISTANCE**  
**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

|   | <u>Financial</u><br><u>Awards</u><br><u>Recognized</u> |
|---|--|
| West Virginia Bureau of Senior Services<br><u>Through the Bel-O-Mar Regional Council:</u> |  |
| LIFE  | \$ 195,803   |
| Lighthouse  | 263,280  |
| Fair  | 68,953   |
| State Matching Funds  | <u>89,249</u>  |
| <br>Total State Funds   | <br><u>\$ 617,285</u>                                  |

See accompanying notes and independent auditor's report.