TAYLOR COUNTY SENIOR CITIZENS, INC.

INDEPENDENT AUDITOR'S REPORT AND RELATED FINANCIAL STATEMENTS

SEPTEMBER 30, 2016

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INDEPENDENT AUDITOR'S REPORT

The Board of Directors
Taylor County Senior Citizens, Inc.
Grafton, West Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of Taylor County Senior Citizens, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2016, 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.

Auditors' 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 of 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

The Board of Directors Page 2

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 Taylor County Senior Citizens, 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 Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of federal awards and schedule of state awards and other assistance and notes to the schedule of federal awards and schedule of state awards and other assistance on pages 16 through 18 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 May 31, 2017, on our consideration of Taylor 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 Taylor County Senior Citizens, Inc.'s internal control over financial reporting and compliance.

Tetrik . Barrel . PLLC

Clarksburg, West Virginia May 31, 2017

TAYLOR COUNTY SENIOR CITIZENS, INC. STATEMENT OF FINANCIAL POSITION SEPTEMBER 30, 2016

ASSETS

Current Assets	
Cash	\$ 13,637
Accounts receivable	153,996
Prepaid expenses	6,640
Total current assets	174,273
Property and Equipment	·
Property and Equipment	956,676
Accumulated depreciation	(559,883)
Total property and equipment	396,793
Total assets	<u>\$ 571,066</u>
LIABILITIES AND NET ASSETS	
Current Liabilities	
Line of credit	\$ 106
Accounts payable	5,850
Accrued compensation and taxes	27,258
Total current liabilities	33,214
Total liabilities	33,214
Net Assets	
Unrestricted	537,852
Total net assets	537,852
Total liabilities and net assets	\$ 571,066

TAYLOR COUNTY SENIOR CITIZENS, INC. STATEMENT OF ACTIVITIES FOR THE YEAR ENDED SEPTEMBER 30, 2016

Revenues and Support			
Federal financial assistance	\$ 247,533	3	
State grant allocations	374,948	3	
Local income	111,340)	
Medicaid	308,510	5	
Program income	72,619)	
Community service program	19,616	•	
Miscellaneous	27,310	<u> </u>	1,161,882
Expenses			
Salaries and related expenses	881,596	•	
Food purchases	68,869)	
Occupancy	23,523	}	
Travel and vehicle operations	45,954	1	
Repairs and maintenance	13,061		
Insurance	18,483	3	
Supplies	16,566	•	
Refunds	41,735	;	
Depreciation	35,443	3	
Miscellaneous	11,538	_	1,156,768
Change in net assets			5,114
Net assets, beginning			532,738
Net assets, ending		\$	537,852

TAYLOR COUNTY SENIOR CITIZENS, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2016

									Community	Management	
	<u>Title</u>	<u>Title</u>	<u>Title</u>	<u>Title</u>		In-Home Ser	vices		<u>Service</u>	<u>and</u>	<u>Total</u>
	<u>III-B</u>	<u>III-D</u>	<u>III-E</u>	III-C	<u>Fair</u>	Lighthouse	Transportation	<u>Life</u>	Program	<u>General</u>	Expenses
Salaries and related expenses	\$ 100,542	\$ -	\$ 5,690	\$ 112,819	\$ 39,988	\$ 82,897	\$ -	\$ 106,609	\$ 301,451	\$ 131,600	\$ 881,596
Food purchases	-	-	· -	68,869	•	•	-	-	-	,	68,869
Occupancy	1,187	-	-	6,830	-	-	-	11,977	-	3,529	23,523
Travel and vehicle operations	2,026	-	-	-	4,574	10,652	-	2,445	19,114	7,143	45,954
Repairs and maintenance	-	-	-	665	-	-	-	10,437	-	1,959	13,061
Insurance	-	-	-	-	-	-	-	15,711	-	2,772	18,483
Supplies	2,004	-	-	901	-	-	-	9,476	1,700	2,485	16,566
Refunds	-	-	-	-	-	-	-	-	35,475	6,260	41,735
Depreciation	-	-	-	-	-	-	-	-	30,127	5,316	35,443
Miscellaneous				2,503				6,645	269	2,121	11,538
	•					-					
Total expenses	\$ 105,759	<u>\$ -</u>	\$ 5,690	\$ 192,587	\$ 44,562	\$ 93,549	<u>\$</u>	\$ 163,300	<u>\$ 388,136</u>	<u>\$ 163,185</u>	<u>\$ 1,156,768</u>

TAYLOR COUNTY SENIOR CITIZENS, INC. STATEMENT OF CASH FLOWS FOR THE YEAR ENDED SEPTEMBER 30, 2016

Cash Flows From Operating Activities	
Change in net assets	\$ 5,114
Adjustments to reconcile change in net	
assets to net cash provided by operating	
activities:	
Depreciation	35,443
(Increase) decrease in:	
Accounts receivable	(11,954)
Prepaid expenses	(1,187)
Restricted assets	2,339
Increase (decrease) in:	
Accounts payable	(8,717)
Accrued compensation and taxes	2,862
Net cash provided by operating activities	\$ 23,900
Cash Flows From Financing Activities	
Proceeds from short-term borrowing	50,000
Repayment of short-term borrowing	(75,574)
Net cash (used in) financing activities	(25,574)
Net (decrease) in cash	(1,674)
Cash at beginning of year	<u> 15,311</u>
Cash at end of year	\$ 13,637

TAYLOR COUNTY SENIOR CITIZENS, INC. NOTES TO FINANCIAL STATEMENTS

1. Description of Entity and Summary of Significant Accounting Policies

Description of Entity

Taylor County Senior Citizens, Inc. is a nonprofit corporation which is exempt from income tax under Section 501(c)(3) of the Internal Revenue Code and, therefore, has no provision for federal income taxes.

Taylor County Senior Citizens, Inc. (the Organization) provides a variety of social services to the elderly of Taylor 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 also delivers nutritious meals to those individuals in need. The Organization is supported by various federal, state, and county governments in addition to contributions from Seniors and the local community.

Summary of Significant Accounting Policies

Basis of Accounting and Reporting

Taylor County Senior Citizens, Inc. uses the accrual basis of accounting. Accordingly, revenues are recognized when earned and expenses are recognized when incurred. The Entity maintains its accounting records and prepares its financial reports in accordance with the grantor funding cycles.

Cash

Cash is held on deposit with banking institutions covered by federal depository insurance. For the purpose of the statement of cash flows, the Organization considers cash and certificates of deposit with an original maturity of three months or less to be cash and 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.

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

Basis of Presentation

The Organization has adopted FASB ACS 958-605-25-2, Contributions Received (formerly SFAS No. 116). The Organization has also adopted FASB ACS 958-205, Presentation of Financial Statements (formerly SFAS No. 117). Under FASB ACS 958-205, 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. In addition, the Organization is required to present a statement of cash flows.

Grants and contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions would be reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets would be reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Accounts Receivable

Accounts receivable consists of the following:

Medicaid Waiver	\$	12,879
Personal Care		17,749
Fair		6,423
Lighthouse		9,896
LIFE		17,793
Veterans Administration		12,936
Property Taxes		70,660
Nutrition		2,408
Title III		3,252
Total accounts receivable	<u>\$</u>	153,996

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

Excess Levy

The Taylor County Senior Citizens, Inc. had an excess levy in effect during the year ended September 30, 2016. The levy was authorized by the voters of the county. The funds will be used to provide for the continued operations of the Organization.

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 those estimates.

Prepayments

This account consists of prepaid insurance and rent based on the effective dates of the policies.

Functional Expenses

Expenses are directly allocated to each program based on the approved budgets of the grants or programs.

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.

Income Tax Exemption

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Internal Revenue Code.

All required federal 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 2014, 2013, and 2012 remain subject to examination by the Internal Revenue Service ("IRS").

Advertising Costs

Taylor County Senior Citizens, Inc. expenses advertising costs as they are incurred.

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

2. Deposits and Investments

The Organization's deposits are categorized to give an indication of the level of risk assumed by the Organization at September 30, 2016. 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.

	<u>Bank</u>		Category	<u>Carrying</u>	
	<u>Balance</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>Amount</u>
Cash	\$ 13,713	\$ 13,713	<u>\$ -</u>	<u>\$ -</u>	\$ 13,637

The Organization had no investments as of September 30, 2016.

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

3. Property and Equipment

Property and equipment are stated at cost or at the fair value at the date of donation. Property and equipment consists of the following at September 30, 2016:

	<u>Beginning</u>				Ending			
]	<u>Balance</u>	<u>A</u>	dditions	<u>Disposit</u>	ions]	<u>Balance</u>
Depreciable assets								
Vehicles	\$	196,072	\$	-	\$	-	\$	196,072
Office equipment		72,102		-		-		72,102
Kitchen Equipment		28,298		-		-		28,298
Sign		2,261		-		-		2,261
Buildings and improvements		657,943		<u> </u>				657,943
Total assets at historical cost		956,676	_	-				956,676
Less: Accumulated depreciation								
Vehicles		157,352		16,271		-		173,623
Office equipment		71,388		186		-		71,574
Kitchen Equipment		25,157		865		-		26,022
Sign		2,261		-		-		2,261
Buildings and improvements		268,282	_	18,121				286,403
Total accumulated depreciation		524,440	_	35,443		<u>-</u>		559,883
Total depreciable assets, net	\$	432,236	\$	(35,443)	\$		<u>\$</u>	396,793

Assets are being depreciated on a straight-line basis over the following number of years:

Building and improvements	10-20 years
Kitchen equipment	5 years
Office furniture and equipment	5-7 years
Vehicles	5 years
Sign	10 years

Depreciation expense was \$35,443 for the fiscal year ended September 30, 2016.

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

4. Lease Commitments

The Organization leases a building from the Flemington City Council for the purpose of providing and operating a nutrition program in Flemington, WV. The lease expires on September 30th of each year with the option for the City of Flemington to increase the monthly rental fee by \$300 as long as a written explanation for such an increase is presented to the Organization sixty days prior to the effective date of the increase.

The Organization leases a parcel of land form the West Virginia Department of Transportation for an annual fee of \$1,129. This land is located adjacent to the Senior Center and is used for parking.

The Organization leases a parcel of land from the Taylor County Commission for a one time fee of \$99. This lease will expire in 2098 with the option to renew.

Total rent expense for the year ending September 30, 2016 was \$3,900 and was included in occupancy expense in the financial statements.

5. Short-Term Debt

The Organization obtained a \$25,000 line of credit from First Community Bank. The line has a variable interest rate which is based on Wall Street Prime Rate plus 1% not to go below 6% or above legal maximum. Expires August 15, 2017.

	Balance at			Balance at		
	9/30/2015	Additions	Reductions	9/30/2016		
Line of credit	<u>\$ 25,680</u>	\$ 50,000	<u>\$ 75,574</u>	<u>\$ 106</u>		

6. Subsequent Events

The Taylor County Senior Citizens, Inc. has considered all subsequent events through May 31, 2017 the date the financial statements were made available.

Tetrick & Bartlett, PLLC Certified Public Accountants Consultants

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
Taylor County Senior Citizens, Inc.
Grafton, 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 Taylor County Senior Citizens, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2016, 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 May 31, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Taylor 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 Taylor County Senior Citizens, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Taylor 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 at item #2016-001 that we consider to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Taylor 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*.

Taylor County Senior Citizens, Inc.'s Response to Finding

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

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 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.

Titink , Barelit , PALC

Clarksburg, West Virginia May 31, 2017

TAYLOR COUNTY SENIOR CITIZENS, INC. SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED SEPTEMBER 30, 2016

#2016-001 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 should be assigned to different individuals.

Cause: Responsibilities of approval, execution, recording and custody are not distributed among the office staff to the best degree possible.

Effect: Because of the lack of segregated 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 be distributed among the accounting staff to the degree possible. We recommend that the Board should remain involved in the financial affairs of the Organization to provide oversight and independent review functions and to continue exercising due diligence and professional skepticism in relation to the Organization's financial operations.

Entity's Response: To the extent possible, the Organization has segregated its duties. Any further segregation of duties would not be economically feasible.

Status: This condition was reported in the prior year's audit report as finding #2015-001.

TAYLOR COUNTY SENIOR CITIZENS, INC. SCHEDULE OF FEDERAL AWARDS FOR THE YEAR ENDED SEPTEMBER 30, 2016

Federal Grantor Program	<u>Federal</u> <u>CFDA</u> <u>Number</u>	Financial Awards Recognized
U.S. Department of Health and Human Services	•	
Title III - B	93.044	\$ 33,952
Title III - E	93.052	7,483
Title III - C Nutrition	93.045	131,258
U.S. Department of Veterans Affairs		
Veterans Medical Care Benefits	64.009	74,840
Total Federal Funds		\$ 247,533

TAYLOR COUNTY SENIOR CITIZENS, INC. SCHEDULE OF STATE AWARDS AND OTHER ASSISTANCE FOR THE YEAR ENDED SEPTEMBER 30, 2016

State Grantor Program

West Virginia Bureau of Senior Services	<u>Financial</u> Awards
Through the Upper Potomac Area Agency on Aging:	Recognized
LIFE	\$ 193,809
Lighthouse	108,200
Fair	41,179
Shine Program	6,500
State Matching Funds	25,260
Total State Funds through the Upper Potomac	
Area Agency on Aging	<u>374,948</u>
Total State Funds	<u>\$ 374,948</u>

TAYLOR COUNTY SENIOR CITIZENS, INC. NOTES TO SCHEDULE OF FEDERAL AWARDS AND SCHEDULE OF STATE AWARDS AND OTHER ASSISTANCE FOR THE YEAR ENDED SEPTEMBER 30, 2016

Note 1 Basis of Presentation:

The accompanying Schedule of Federal Awards and Schedule of State Awards and Other Assistance is prepared on the accrual basis of accounting which is the same basis used in the preparation of the financial statements.