

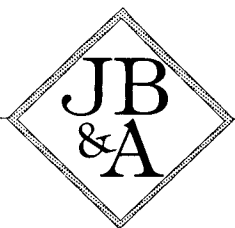
BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.

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

SEPTEMBER 30, 2013

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JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

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

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Braxton County Senior Citizens Center, Inc.
Sutton, West Virginia

We have audited the accompanying financial statements of Braxton County Senior Citizens Center, Inc. a nonprofit organization), which comprise the statement of financial position as of September 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

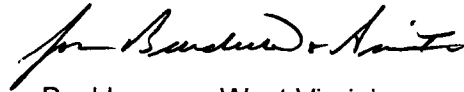
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Braxton County Senior Citizens Center, Inc. as of September 30, 2013, 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 Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2014, on our consideration of Braxton County Senior Citizens 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 Braxton County Senior Citizens Center, Inc.'s internal control over financial reporting and compliance.



Buckhannon, West Virginia
June 24, 2014

BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2013

ASSETS

Cash and cash equivalents	\$ 808,502
Accounts receivable	257,649
Grants receivable	105,081
Prepaid expenses	<u>5,538</u>

Total current assets 1,176,770

Property and equipment, net 3,352,144

TOTAL ASSETS \$ 4,528,914

LIABILITIES

Current portion of long-term debt	\$ 125,419
Accounts payable	23,566
Accrued compensation	109,502
Accrued payroll taxes	<u>21,697</u>

TOTAL LIABILITIES 280,184

Long-Term Debt 483,869

NET ASSETS, unrestricted 3,764,861

TOTAL LIABILITIES AND NET ASSETS \$ 4,528,914

The accompanying notes are an integral part of this statement.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

SUPPORT	UNRESTRICTED
Grants	
Federal monies	\$ 251,668
State monies	426,177
Program service fees	2,607,013
Program Income	54,714
Interest Income	1,969
Other	<u>30,653</u>
TOTAL SUPPORT	<u><u>3,372,194</u></u>
EXPENSES	
Program services	2,961,940
Support services	<u>209,673</u>
TOTAL EXPENSES	<u><u>3,171,613</u></u>
INCREASE IN NET ASSETS	200,581
NET ASSETS, BEGINNING OF YEAR	<u>3,564,280</u>
NET ASSETS, END OF YEAR	<u><u>\$ 3,764,861</u></u>

The accompanying notes are an integral part of this statement.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

Program Services

	Community Care/ Medicaid Waiver	LIFE Program	Title IIIB	Title IIIC C-1	Title IIIC C-2	Lighthouse	Title IIID	Radio Grant
FUNCTIONAL EXPENSES								
Personnel/manpower	\$ 1,705,529	\$ 94,780	\$ 53,907	\$ 47,312	\$ 60,405	\$ 130,679	\$ 851	\$ 40,771
Contractual services	302,815	250				200		
Travel	103,872	4,381		9	871	445		
Printing and supplies	14,708	34,474	602	1,321	831	1,463	106	
Rawfood				19,487	19,757			
Disposables				1,484	10,412			
Conferences and training	1,527	68	410	150		144		
Transportation	6,583		22,763		12,033			
Communications and utilities	28,682	4,122	1,441	12,396	5,258	2,952	78	485
Medical supplies	3,013	442				541		
Other	4,630	22,693	98	10,179	67	100	1,201	
Insurance	5,420	9,860	1,952			804		488
Depreciation								
Repairs & maintenance	15,758	154	10,487	3,753	4,335	491	140	
Interest								
Total Functional Expenses	<u>\$ 2,192,537</u>	<u>\$ 171,224</u>	<u>\$ 91,660</u>	<u>\$ 96,091</u>	<u>\$ 113,969</u>	<u>\$ 137,819</u>	<u>\$ 2,376</u>	<u>\$ 41,744</u>

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

	Program Services					Support Services	Total all Accounts (Memorandum Only)
	Title IIIE	Insurance Benefits	Veterans Care	FAIR	ACA	Total Program Services	
FUNCTIONAL EXPENSES							
Personnel/manpower	\$ 12,006	\$ 4,229	\$ 45,482	\$ 40,148	\$	\$ 2,236,099	\$ 2,236,099
Contractual services				150		303,415	303,415
Travel		70	91	182		109,921	109,921
Printing and supplies	430	300	940	819	1,391	57,385	57,385
Rawfood						39,244	39,244
Disposables						11,896	11,896
Conferences and training	17		34	74		2,424	2,424
Transportation						41,379	41,379
Communications and utilities	582	629	2,268	1,855		60,748	60,748
Medical supplies	221		91	269		4,577	4,577
Other	28			100		39,096	44,638
Insurance		226	753	376		19,879	19,879
Depreciation							139,844
Repairs & maintenance	14	166	207	372		35,877	139,844
Interest							1,654
							62,633
Total Functional Expenses	\$ 13,298	\$ 5,620	\$ 49,866	\$ 44,345	\$ 1,391	\$ 2,961,940	\$ 209,673
							\$ 3,171,613

The accompanying notes are an integral part of this statement.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

CASH FLOWS FROM OPERATING ACTIVITIES:	
Increase in net assets	\$ 200,581
Adjustments to reconcile changes in net assets to net cash provided by operating activities:	
Depreciation	139,844
(Increase) decrease in operating assets:	
Accounts receivable	113,149
Grants receivable	(27,674)
Prepaid expenses	7,673
Increase (decrease) in operating liabilities:	
Accounts payable	6,374
Accrued compensation	34,246
Accrued payroll taxes	21,697
	<u>495,890</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	
CASH FLOWS FROM INVESTING ACTIVITIES:	
Purchases of property and equipment	<u>(16,258)</u>
NET CASH USED IN INVESTING ACTIVITIES	
	<u>(16,258)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	
Re-Payment of long-term debt	<u>(331,370)</u>
NET CASH USED IN FINANCING ACTIVITIES	
	<u>(331,370)</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	148,262
CASH AND CASH EQUIVALENTS, beginning	<u>660,240</u>
CASH AND CASH EQUIVALENTS, ending	<u><u>\$ 808,502</u></u>
Supplemental Disclosure:	
Interest paid	<u><u>\$ 62,633</u></u>

The accompanying notes are an integral part of this statement.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

Note 1. Summary of Significant Accounting Policies

Braxton County Senior Citizens Center, Inc. is a nonprofit organization whose purpose is to improve the quality of life for senior citizens in Braxton County, West Virginia. The purpose of the Organization is to study and document the needs of the seniors, to encourage, promote and aid in the establishment of programs for the seniors, to conduct programs of public education on the problems of aging, to utilize opportunities to establish demonstration programs, and to implement state and local programs for the aging that no other agency is implementing.

This summary of significant accounting policies of the Braxton County Senior Citizens Center, Inc. is presented to assist in understanding the Organization's financial statements. The financial statements and notes are the representation of the management, who is responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

Estimates

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management must make estimates based on future events that effect the reported amounts of assets and liabilities, the disclosures 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.

Grants Receivable

Contributions/grants are recognized when the donor/grantor makes a promise to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor/grantor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor/grantor restricted contributions are 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 are classified to unrestricted net assets. The Organization uses the allowance method to determine uncollectible contributions/grants receivable. As of September 30, 2013, all grants receivable are deemed collectible.

Accounts Receivable

Accounts receivable represent amounts owed the Organization for services it provided under the West Virginia Department of Health and Human Resources – Medicaid Waiver and Community Care Programs. In addition, the Organization uses the allowance method for accounting for bad debts whereby an allowance for doubtful accounts is established based on the realization of the accounts receivable at year end. As of September 30, 2013, the allowance for doubtful accounts is \$30,171.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

Note 1. Summary of Significant Accounting Policies (Continued)

Property and Equipment

Property and equipment of the Organization is recorded at historical cost and all donated property and equipment at fair market value. The Organization uses the straight line method of depreciating fixed assets over their estimated useful lives. All equipment purchased with grant monies as identified on the statement of financial position must have approval from the grantor agency to dispose of such equipment and the method of disposition. The Organization has adopted a capitalization policy in the amount of \$ 1,000.

Income Taxes

The Organization is exempt from income taxes under the provisions of Internal Revenue Code Section 501 (c)(3).

The Organization's Forms 990, Return of Organization Exempt from Income Tax, are generally subject to examination by the Internal Revenue Service for three years after they are filed.

Grant Monies

Grant monies are received in two ways:

- 1- On a cost reimbursement basis for which the Organization request reimbursement for monies already spent. This is utilized for the Title III-B, Title III-D, Title III-E, Insurance Benefits, Medication Management and LIFE program grant.
- 2- Title III-C monies are received on a meal reimbursement basis but not to exceed the total grant award. Upon completion of the grant year, any unexpended monies are restricted for future Title III-C program operating expenses.

Total federal and state grant revenues for the year ended September 30, 2013 was \$ 677,845.

Operating expenditures made against federal and state grants are subject to audit by the grantor agency. These agencies may subsequently make adjustments to the grant as originally awarded due to their audit findings.

All federal monies received and net assets are restricted for use in those programs sponsored by the federal grants.

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

Note 1. Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash and cash equivalents.

Memorandum Totals

The accompanying financial statements reflect totals of all net assets and activities. The totals are shown for memorandum purposes only and do not reflect the elimination of interagency activities using principles of consolidation.

Note 2. Grants Receivable

Grants receivable consisted of the following at September 30, 2013:

FAIR	\$ 15,197
Title III-C monies	2,596
LIFE Grant	40,057
Lighthouse	38,992
Radio Grant	8,239

	\$ 105,081
	=====

Note 3. Property and Equipment, net

Property and equipment consisted of the following at September 30, 2013:

Land	\$ 485,152
Building	3,281,160
Vehicles	377,388
Equipment	123,642

	4,267,342
Less accumulated depreciation	915,198

Net property and equipment	\$ 3,352,144
	=====

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

Note 4. Support Concentration

The Braxton County Senior Citizens Center, Inc. receives approximately 75% of its support from the West Virginia Department of Health and Human Services for providing services under the Medicaid Waiver and Community Care programs. Any significant reduction in the level of support from these sources could have a material effect on the Organization's programs and activities.

Note 5. Concentration of Credit Risk

The Organization does business with three financial institutions. The cash balance in the financial institution was over the federally insured amount of \$ 250,000. The balance on September 30, 2013 with this institution was \$ 142,060 of which only \$ 250,000 was insured by FDIC. The bank has pledged securities to secure deposits in excess of FDIC limit.

Note 6. Long-Term Debt

Long-term debt consists of the following as of September 30, 2013

Bank of Gassaway

7.50% installment note maturing 1/20/23, monthly payments of \$ 13,905.18 secured by real estate.	\$ 609,288
Less: current portion	125,419
Noncurrent portion	\$ 483,869
	=====

Scheduled maturities at September 30, 2013 are as follows:

September 30, 2014	\$ 125,419
2015	135,155
2016	145,648
2017	156,955
2018	46,111

	\$ 609,288
	=====

BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2013

Note 7. Subsequent Events

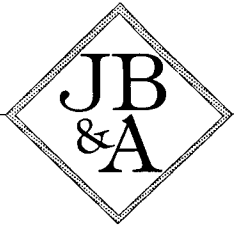
Management has evaluated subsequent events through June 24, 2014, the date which the financial statements were available to be issued.

Note 8. Contingent Liabilities

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

The Center participates in the West Virginia Public Employees Insurance Agency (PEIA) for health insurance. The Organization does not provide post retirement health benefits. However, PEIA shows a liability of \$227,084 at September 30, 2013 for post retirement benefits. The Organization does not expect to have to pay this liability.

ADDITIONAL INFORMATION



JOHN BURDETTE & ASSOCIATES

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INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTAL INFORMATION

To the Board of Directors
Braxton County Senior Citizens Center, Inc.
Sutton, West Virginia

Our report on our audit of the basic financial statements of the Braxton County Senior Citizens Center, Inc. for the year ended September 30, 2013 appears on page 1 and 2. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contain in *Government Auditing Standards*, issued by the Comptroller General of the United States, for the purpose of forming an opinion on the basic financial statements taken as a whole. The schedule of revenues and schedule of expenditures of state awards are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Buckhannon, West Virginia
June 24, 2014

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
SCHEDULE OF REVENUES
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

	<u>Community Care/ Medicaid Waiver</u>	<u>Direct LIFE Program</u>	<u>Other Programs</u>	<u>Title IIIB</u>	<u>FAIR</u>	<u>Lighthouse</u>
GRANT REVENUES						
Federal monies	\$	\$	\$ 2,050	\$ 29,400	\$	\$
State monies		204,377	28,835	21,576	39,323	132,066
State LIFE allocated		(27,109)		18,475		
Total Grant Revenues		<u>177,268</u>	<u>30,885</u>	<u>69,451</u>	<u>39,323</u>	<u>132,066</u>
OTHER REVENUES						
Program service fees	2,594,421				4,343	8,249
Program income				4,631		
Interest income			1,969			
Other			30,653			
Total Other Revenues	<u>2,594,421</u>		<u>32,622</u>	<u>4,631</u>	<u>4,343</u>	<u>8,249</u>
Total Revenues	<u>\$ 2,594,421</u>	<u>\$ 177,268</u>	<u>\$ 63,507</u>	<u>\$ 74,082</u>	<u>\$ 43,666</u>	<u>\$ 140,315</u>

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
SCHEDULE OF REVENUES (CONTINUED)
FOR THE YEAR ENDED SEPTEMBER 30, 2013**

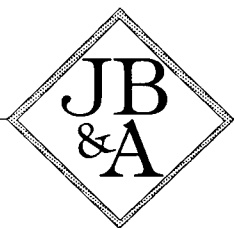
<u>Title IIIC C-1</u>	<u>Title IIIC C-2</u>	<u>Title IIID</u>	<u>Title IIIE</u>	<u>Insurance Benefits</u>	<u>Veterans Care</u>	<u>Radio Grant</u>	<u>Total all Accounts (Memorandum Only)</u>
\$ 51,875	\$ 62,453	\$ 1,415	\$ 8,473	\$ 4,000	\$ 49,835	\$ 42,167	\$ 251,668
<u>4,416</u>		<u>564</u>	<u>3,654</u>				<u>426,177</u>
<u>56,291</u>	<u>62,453</u>	<u>1,979</u>	<u>12,127</u>	<u>4,000</u>	<u>49,835</u>	<u>42,167</u>	<u>677,845</u>
26,545	23,538						2,607,013
							54,714
							1,969
							<u>30,653</u>
<u>26,545</u>	<u>23,538</u>						<u>2,694,349</u>
<u>\$ 82,836</u>	<u>\$ 85,991</u>	<u>\$ 1,979</u>	<u>\$ 12,127</u>	<u>\$ 4,000</u>	<u>\$ 49,835</u>	<u>\$ 42,167</u>	<u>\$ 3,372,194</u>

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

**BRAXTON COUNTY SENIOR CITIZENS CENTER, INC.
SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2013**

	Grant Period	Grant Identificaiton Number	State Expenditures
Direct Programs:			
WV Bureau of Senior Services			
Community Partnership Grants	June 30, 2013	SC21318	\$ 17,250
Lighthouse	June 30, 2014	IH1447	30,112
FAIR	June 30, 2014	IH1447	15,197
In-Home	September 30, 2013	IH1347	8,880
MCAP	March 31, 2014	MCAP1403	2,705
Total Direct Programs			74,144
Pass through Awards			
Appalachian Area Agency on Aging			
IIIB State	June 30, 2013	21338-01	21,576
LIFE	June 30, 2014	21405-01	61,571
LIFE	June 30, 2013	21305-01	142,806
Lighthouse	June 30, 2013	21352-01	101,954
FAIR	June 30, 2013	21352-01	24,126
Total pass-through awards			352,033
TOTAL EXPENDITURES OF STATE AWARDS			\$ 426,177

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



JOHN BURDETTE & ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Braxton County Senior Citizens Center, Inc.
Sutton, 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 Braxton County Senior Citizens Center, Inc. a nonprofit organization), which comprise the statement of financial position as of September 30, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 24, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Braxton County Senior Citizens 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 Braxton County Senior Citizens Center, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Compliance and Other Matters

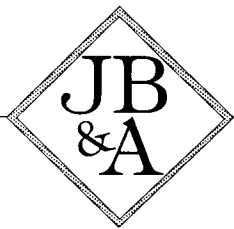
As part of obtaining reasonable assurance about whether Braxton County Senior Citizens Center, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which 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*.

We noted certain other matters that we reported to management of Braxton County Senior Citizens Center, Inc. in a separate letter dated June 24, 2014

Purpose of this Report

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

Buckhannon, West Virginia
June 24, 2014



JOHN BURDETTE & ASSOCIATES

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MANAGEMENT LETTER

To the Board of Directors
and Senior Management
Braxton County Senior Citizens Center, Inc.
Sutton, West Virginia

In planning and performing our audit of the financial statements of Braxton County Senior Citizens Center, Inc. for the year ended September 30, 2013, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we considered the Organization's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

However, during our audit we became aware of some matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. A separate letter dated June 24, 2014 contains our communication of significant deficiencies or material weaknesses in the Organization's internal control. This letter does not affect our report dated June 24, 2014, on the financial statements of Braxton County Senior Citizens Center, Inc.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized as follows:

Organizational Structure

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

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

This report is intended solely for the information and use of management, Board of Directors, and others within the Organization and is not intended to be and should not be used by anyone other than these specified parties.

Buckhannon, West Virginia
June 24, 2014