

Harrison County Senior Citizens Center, Inc.

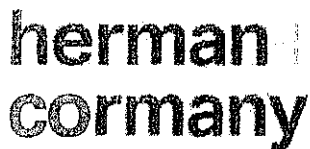
**Independent Auditors' Report
and
Financial Statements**

September 30, 2022

Harrison County Senior Citizens Center, Inc.

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CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditor's Report

To the Board of Directors
Harrison County Senior Citizens Center, Inc.

Opinion

We have audited the accompanying financial statements of Harrison County Senior Citizens Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Harrison County Senior Citizens Center, Inc. as of September 30, 2022, 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.

Basis for Opinion

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Harrison County Senior Citizens Center, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Harrison County Senior Citizens Center, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Harrison County Senior Citizens Center, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Harrison County Senior Citizens Center, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

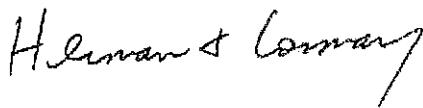
We have previously audited Harrison County Senior Citizens Center, Inc.'s 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated January 17, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Receipts and Expenditures of State Awards on page 14 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 16, 2023 on our consideration of Harrison 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 solely 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 Harrison County Senior Citizens Center, Inc.'s internal control over financial reporting and compliance.



Charleston, West Virginia
March 16, 2023

Harrison County Senior Citizens Center, Inc.

Statement of Financial Position

September 30, 2022, with Comparative Totals
as of September 30, 2021

	<u>2022</u>	<u>2021</u>
Current Assets		
Cash and cash equivalents	\$ 494,804	\$ 524,901
Grants and allocations receivable	44,032	49,488
Accounts receivable	40,079	71,496
Prepaid expenses	16,937	10,644
Inventory	<u>9,557</u>	<u>9,557</u>
Total Current Assets	<u>605,409</u>	<u>666,086</u>
Property and Equipment		
Land	5,000	5,000
Building and improvements	607,143	600,262
Furniture and fixtures	19,112	19,112
Equipment	87,174	46,839
Vehicles	416,339	369,509
Less: accumulated depreciation	<u>(666,821)</u>	<u>(609,423)</u>
Net Property and Equipment	<u>467,947</u>	<u>431,299</u>
Other Assets		
Beneficial interest in YCF Fund	88,059	35,278
Deposit on 5310 vehicle	<u>14,619</u>	<u>14,619</u>
Total Other Assets	<u>102,678</u>	<u>49,897</u>
Total Assets	<u>\$1,176,034</u>	<u>\$1,147,282</u>
Current Liabilities		
Accounts payable	\$ 16,087	\$ 15,495
Accrued payroll and payroll taxes	51,259	49,088
Accrued compensated absences	<u>28,113</u>	<u>21,960</u>
Total Current Liabilities	<u>95,459</u>	<u>86,543</u>
Net Assets		
Without Donor Restrictions	965,253	998,198
With Donor Restrictions		
Purpose restrictions	27,263	27,263
Perpetual in nature	<u>88,059</u>	<u>35,278</u>
Total Net Assets	<u>1,080,575</u>	<u>1,060,739</u>
Total Liabilities and Net Assets	<u>\$1,176,034</u>	<u>\$1,147,282</u>

See accompanying notes to financial statements.

Harrison County Senior Citizens Center, Inc.

Statement of Activities

For the Year Ended September 30, 2022, with Comparative Totals
For the Year Ended September 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total	2021 Total
Revenue, Gains and Support				
State grants and financial assistance	\$ 705,992	\$ -0-	\$ 705,992	\$ 667,585
Harrison County vital services levy	113,500	-0-	113,500	172,763
Medicaid and Veterans service revenue	236,384	-0-	236,384	274,586
Federal financial assistance	214,513	-0-	214,513	177,705
City and local grants and allocations	25,000	-0-	25,000	25,000
Meal program service revenue	15,522	-0-	15,522	5,877
Community service programs	28,084	-0-	28,084	28,984
Contributions	66,231	-0-	66,231	20,259
Membership fees	13,180	-0-	13,180	1,224
Other income	4,076	-0-	4,076	369
Activity fee	6,442	-0-	6,442	2,260
Gain on sale of assets	-0-	-0-	-0-	1,185
Special events	486	-0-	486	1,020
Changed in beneficial interest in YCF	-0-	52,781	52,781	4,235
Interest income	5,171	-0-	5,171	30
Paycheck Protection Program	-0-	-0-	-0-	169,768
Donated facilities income	120,386	-0-	120,386	120,386
Net assets released from restrictions	-0-	-0-	-0-	-0-
Total Revenue, Gains and Support	<u>1,554,967</u>	<u>52,781</u>	<u>1,607,748</u>	<u>1,673,236</u>
Expenses				
Program activities:				
Program expense	1,274,487	-0-	1,274,487	1,103,023
Supporting activities:				
Management and general	287,739	-0-	287,739	273,070
Fundraising and development	25,686	-0-	25,686	25,578
Total Expenses	<u>1,587,912</u>	<u>-0-</u>	<u>1,587,912</u>	<u>1,401,671</u>
Change in Net Assets	(32,945)	52,781	19,836	271,565
Net Assets – Beginning of Year	<u>998,198</u>	<u>62,541</u>	<u>1,060,739</u>	<u>789,174</u>
Net Assets – End of Year	<u>\$ 965,253</u>	<u>\$115,322</u>	<u>\$1,080,575</u>	<u>\$1,060,739</u>

See accompanying notes to financial statements.

Harrison County Senior Citizens Center, Inc.

Statement of Functional Expenses

For the Year Ended September 30, 2022, with Comparative Totals
For the Year Ended September 30, 2021

	<u>Program Expenses</u>	<u>Management and General</u>	<u>Fundraising and Development</u>	<u>Total</u>	<u>2021 Total</u>
Expenses					
Salaries and wages	\$ 681,411	\$185,850	\$17,699	\$ 884,950	\$ 784,395
Payroll taxes and related expenses	58,350	15,914	1,516	75,780	69,853
Utilities and occupancy expenses	33,779	18,766	1,072	53,617	49,211
Vehicle expense	75,011	3,948	-0-	78,959	55,852
Supplies – meal programs	151,141	-0-	-0-	151,141	114,054
Insurance	20,527	5,598	533	26,658	33,514
Travel – programs	11,945	-0-	-0-	11,945	16,532
Supplies and expense – activities	32,195	-0-	-0-	32,195	41,509
Office supplies and expense	33,118	9,032	860	43,010	18,027
Professional services	7,975	2,175	207	10,357	8,039
Repairs and maintenance	12,398	6,888	394	19,680	17,943
Supplies – building	2,564	1,425	81	4,070	2,571
Contract services	5,775	1,575	150	7,500	8,412
Advertising and public awareness	670	183	17	870	1,494
Travel and training expense	3,491	952	91	4,534	532
Licenses, permits, and fees	3,225	879	84	4,188	1,757
Bank and merchant service fees	-0-	673	-0-	673	349
Donated facilities expense	<u>92,697</u>	<u>25,281</u>	<u>2,408</u>	<u>120,386</u>	<u>120,386</u>
Total Expenses Before Depreciation	1,226,272	279,129	25,112	1,530,513	1,344,430
Depreciation	<u>48,215</u>	<u>8,610</u>	<u>574</u>	<u>57,399</u>	<u>57,214</u>
Total Expenses	<u>\$1,274,487</u>	<u>\$287,739</u>	<u>\$25,686</u>	<u>\$1,587,912</u>	<u>\$1,401,671</u>

See accompanying notes to financial statements.

Harrison County Senior Citizens Center, Inc.

Statements of Cash Flows

For the Years Ended September 30, 2022, with Comparative Totals
For the Year Ended September 30, 2021

	<u>2022</u>	<u>2021</u>
Cash Flows From Operating Activities		
Change in net assets	\$ 19,836	\$271,565
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	57,399	57,241
Gain on sale of assets	-0-	(1,185)
Paycheck Protection Program revenue recognized	-0-	(169,768)
Changes in operating assets and liabilities:		
(Increase) decrease in grants receivable	5,456	3,206
(Increase) decrease in accounts receivable	31,417	(30,244)
(Increase) decrease in prepaid expenses	(6,293)	2,117
(Increase) decrease in beneficial interest in YCF fund	(52,781)	(14,235)
(Increase) decrease in deposit on 5310 vehicle	-0-	(14,619)
Increase (decrease) in accounts payable	592	6,992
Increase (decrease) in accrued payroll and payroll taxes	2,171	4,908
Increase (decrease) in accrued compensated absences	6,153	98
Net Cash Provided By Operating Activities	<u>63,950</u>	<u>116,076</u>
Cash Flows From Investing Activities		
Purchases of property and equipment	(94,047)	(18,238)
Cash received on sale of assets	-0-	1,185
Net Cash Used From Investing Activities	<u>(94,047)</u>	<u>(17,053)</u>
Cash Flows From Financing Activities		
Proceeds from Paycheck Protection Program	-0-	169,768
Net Cash Provided By Financing Activities	<u>-0-</u>	<u>169,768</u>
Net Increase in Cash and Cash Equivalents	(30,097)	268,791
Cash and Cash Equivalents, Beginning of Year	<u>524,901</u>	<u>256,110</u>
Cash and Cash Equivalents, End of Year	<u>\$494,804</u>	<u>\$524,901</u>

See accompanying notes to financial statements.

Harrison County Senior Citizens Center, Inc.

Notes to Financial Statements

**September 30, 2022, with Comparative Totals
as of September 30, 2021**

Note A – Organization and Nature of Business

Harrison County Senior Citizens Center, Inc. (Organization), a not-for-profit organization, incorporated in West Virginia in 1967, provides a variety of programs and social services and serves as a focal point for the delivery of services to the senior citizens of Harrison County, West Virginia. Programs and services include educational, social healthful, and recreation. Food programs include food box programs, a food pantry, and retail food pickup and redistribution program. Social activities include puzzle room, ceramics, computer lab, and weekly bingo. Through these programs and services, the Organization enriches the lives of older adults, responds to their needs and interest, supports their independence, and encourages their involvement in the community.

The Organization is supported by various federal, state, and county government grants, awards and financial assistance, as well as contributions from seniors and the local community.

Note B – Summary of Significant Accounting Policies

Basis of Accounting – The accompanying financial statements have been prepared on the accrual basis of accounting as contemplated by generally accepted accounting principles, and accordingly, reflect all significant receivables, payables, and other liabilities.

Basis of Presentation – The Organization is required to report information regarding its financial position and activities based on the existence or absence of donor or grantor-imposed restrictions. The Organization's net assets and changes therein are classified and reported as follows:

Net assets without donor restrictions represent resources available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net assets with donor restrictions represent resources whose use is limited by donor – (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are permanent or perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Harrison County Senior Citizens Center, Inc.

Notes to Financial Statements

**September 30, 2022, with Comparative Totals
as of September 30, 2021**

Note B – Summary of Significant Accounting Policies (Continued)

Contributions received are recorded as without donor restrictions or with donor restrictions depending on the existence or nature of donor restrictions. Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restrictions expires in the same reporting period in which the support is received. All other donor restricted support is reported as an increase in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Contributions – Unconditional promises to give are recognized as revenue and included in receivables in the period the promise is given. Such unconditional promises to give are recorded at net realizable value if expected to be collected in one year and at fair value if expected to be collected in more than one year.

Contributions of long-lived assets are reported as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Contributions of long-lived assets with explicit restrictions that specify how the assets are to be used, and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Expirations of donor restrictions are reported when the donated or acquired long-lived assets are placed in service.

Grants and Accounts Receivable – Grants receivable and the related revenues are recorded when expenses applicable to grants operating on a cost reimbursement basis have been incurred. The Organization's grants receivable consist primarily of receivables from federal and state granting agencies and are deemed fully collectible; consequently, no provision for uncollectible accounts is considered necessary.

Accounts receivable is comprised of billings for services rendered. The Organization evaluates each accounts receivable individually and provides a charge to revenue that is appropriate, in the opinion of management, to absorb probable credit losses.

Inventory – Inventory is valued at the lower of cost (first-in, first-out method) or market.

Donated Services – Donated services are recognized as contributions 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. For the years ending September 30, 2022 and 2021, no services were received that met the criteria for recognition as donated services.

Harrison County Senior Citizens Center, Inc.

Notes to Financial Statements

September 30, 2022, with Comparative Totals
as of September 30, 2021

Note B – Summary of Significant Accounting Policies (Continued)

Functional Expenses – The costs of providing program and supporting activities have been presented on a functional basis in the statement of functional expenses, and are summarized in the statement of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Certain expenses are charged to program or supporting services as incurred, allocated expenses were charged on the basis of estimates of time and effort or other statistical bases.

Property and Equipment – Purchases of property and equipment are capitalized at cost. Donated assets are capitalized at the estimated fair value at the date of receipt. The Organization capitalizes purchased or donated property and equipment based on an assessment of the individual asset's useful life and cost or fair value. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from five to fifty years. Depreciation expense for the years ended September 30, 2022 and 2021 is \$57,399 and \$57,241, respective.

Income Taxes – For Federal tax purposes the Organization is an exempt organization under Section 501(c)(3) of the Internal Revenue Code, and was determined not to be a private foundation by the Internal Revenue Service; however, the Organization remains subject to tax on any business income unrelated to its tax-exempt purpose. There was no related business income for the years ending September 30, 2022 and 2021.

The Organization follows *Accounting for Uncertainty in Income Taxes*. This guidance provides a recognition threshold and measurement process for uncertain tax positions, including any estimated penalties and interest associated with those uncertain tax positions. For the years ended September 30, 2022 and 2021, there were no uncertain tax positions requiring accrual.

The Organization's Form 990, *Return of Organization Exempt from Income Tax* for the prior three (3) years are open to audit by the Internal Revenue Service.

Fair Value Measurements – FASB Codification *Financial Instruments* permits an entity to elect fair value as the initial and subsequent measurement attribute for certain financial statement assets and liabilities. Entities electing the fair value option would be required to recognize changes in fair value earnings. The adjustment to reflect the difference between fair value and the carrying amount is accounted for as cumulative effect adjustment to net assets as of the date of this adoption. The adoption of this pronouncement did not have an effect on the Organization's financial statements.

Harrison County Senior Citizens Center, Inc.

Notes to Financial Statements

September 30, 2022, with Comparative Totals
as of September 30, 2021

Note B – Summary of Significant Accounting Policies (Continued)

FASB Codification *Fair Value Measurements and Disclosures* defines fair value, establishes a framework for measuring fair value, and expands disclosures about fair value measurements. Various inputs are used in determining the fair value of assets and liabilities. These inputs are summarized in a hierarchy that segregates fair value measurement in the three levels (levels 1, 2, and 3), determined by the nature of input as follows:

Level 1 – Unadjusted quoted prices in active markets for identical assets or liabilities. An active market is a market in which transactions occur with sufficient frequency and volume to provide pricing information on an ongoing basis. A quoted market price in an active market proves the most reliable evidence of fair value.

Level 2 – Other significant observable inputs, including quoted prices of similar securities in active markets, quoted prices for identical securities in markets that are not active, and other market-corroborated inputs.

Level 3 – Significant unobservable inputs, including the Organization's own assumptions in determining the fair value of investments, based on the best information available in the circumstances.

The fair value of the Organization's cash and cash equivalents, grants, allocation, and accounts, accounts payable, and accrued expenses approximate their carrying amounts due to the short-term nature of these instruments.

For the years ended September 30, 2022 and 2021, the Organization did not hold any assets or liabilities utilizing level 3 inputs for determining fair value.

Cash and Cash Equivalents – Cash and cash equivalents consist of cash in various checking and savings accounts. The organization considers all highly liquid investments with a remaining maturity date of three months or less at the time of purchase to be cash equivalents.

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 reported amounts of assets and liabilities and disclosures of any contingent assets and liabilities at the date of the financial statements. Such estimates also affect the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results may differ from these estimates.

Comparative Financial Information – The financial statements include certain prior-year summarize comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended September 30, 2021, from which the summarized information was derived.

Harrison County Senior Citizens Center, Inc.

Notes to Financial Statements

September 30, 2022, with Comparative Totals
as of September 30, 2021

Note C – Concentration

The Organization maintains its cash accounts in financial institutions located in West Virginia. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. The Organization's cash balances at various times throughout the year may be in excess of amounts insured.

During the years ended September 30, 2022 and 2021, the Organization received a significant amount of support from the U.S. Department of Health and Human Services and the West Virginia Bureau of Senior Services. A loss or substantial reduction in this funding may have a significant impact on the Organization.

Note D – Net Assets with Donor Restrictions

Net assets with donor restrictions subject to purpose or temporary restrictions includes the estimates restricted value of vehicles purchased with the assistance of, and pursuant to an agreement (Agreement) with, the State of West Virginia, acting by and through the Division of Public Transit of the Department of Transportation (Division). In accordance with the agreement..." the title(s) to and ownership of the vehicle(s), during the *useful life*, shall at all times remain with the Division". *Useful life*, as used in the Agreement, means at least 100,000 miles or four years, whichever comes first, from the date of the signing of the Agreement by the Division. At the conclusion of this period of *useful life*, the Division will transfer title(s) of the vehicles to the Organization.

Purpose restricted net assets are comprised of the following at September 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Beneficial interest in YCF Fund	\$ 88,059	\$35,278
Section 5310 vehicles	<u>27,263</u>	<u>27,263</u>
	<u>\$115,322</u>	<u>\$62,541</u>

Note E – Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following at year ended September 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$494,804	\$524,901
Grants and allocations receivable	44,032	49,488
Accounts receivable	<u>40,079</u>	<u>71,496</u>
	<u>\$475,915</u>	<u>\$645,886</u>

Harrison County Senior Citizens Center, Inc.

Notes to Financial Statements

**September 30, 2022, with Comparative Totals
as of September 30, 2021**

Note F – Operating Leases

The Organization entered into several non-cancelable lease agreements for certain office equipment. Total monthly lease expense under these lease agreements is approximately \$555 per month and extends through year ending September 30, 2023. Total lease expense under the lease was \$6,729 and \$6,836 for the years ended September 30, 2022 and 2021, respectively. Total expected minimum lease payments under these agreements is as follows for year ending September 30:

2023	\$5,600
2024	449
2025	-0-
2026	-0-
2027	-0-
Thereafter	-0-
	<u>\$6,049</u>

Note G – Accrued Compensated Absences

Accrued compensated absences are included in these financial statements at the employee's current hourly rate at each respective years' end. Amounts accrued for future absences include amounts that are attributable to the employees' services already rendered, and those for which the employer has an obligation to make payment in the event an employee is terminated.

Note H – Subsequent Events

Subsequent events were evaluated through March 16, 2023, which is the date the financial statements were available to be issued, and determined that there are no subsequent events that require disclosure.

Note I – Donated Facilities

The Organization's policy for gifts-in-kind is to utilize the assets given to carry out the mission of the Organization. The Organization requires the use of a building for its programs and administration. The building is provided at no cost to the Organization by the Harrison County Commission. Based on current market rates, the Organization would have paid approximately \$120,386 and \$120,386 for the years ended September 30, 2022 and 2021, respectively.

Harrison County Senior Citizens Center, Inc.

Notes to Financial Statements

**September 30, 2022, with Comparative Totals
as of September 30, 2021**

Note J – Assets Transferred to Donor-Designated Fund

The Organization has a beneficial interest in the Harrison County Senior Citizens Center Endowment Fund held with Your Community Foundation of North Central W. VA., Inc. (YCF). The Organization, based upon the donor's designation, has granted the YCF variance power. The assets are recorded in the Statement of Financial Position. The total amount held in the Harrison County Senior Citizens Center Endowment Fund was \$88,059 and \$35,278 at September 30, 2022 and 2021, respectively. Income earned during the years ended September 30, 2022 and 2021, is recorded as revenue with donor restrictions in the accompanying Statement of Activities.

Supplementary Information

Harrison County Senior Citizens Center, Inc.

Schedule of Expenditures of State Awards

For the Year Ended September 30, 2022

	<u>Grant Period</u>	<u>State Expenditure</u>
Direct Programs		
WV Bureau of Senior Services		
Lighthouse	June 30, 2022	\$131,336
Lighthouse	June 30, 2022	51,058
FAIR	June 30, 2022	51,989
FAIR	June 30, 2022	<u>22,296</u>
Total WV Bureau of Senior Services		<u>234,383</u>
Total Direct Programs		<u>234,383</u>
 Pass-through Awards		
Northwestern Area Agency on Aging		
IIIB State	September 30, 2022	136,584
IIID	September 30, 2022	5,500
IIIE	September 30, 2022	40,633
IIIE Supplement	September 30, 2022	4,039
LIFE	June 30, 2022	145,734
LIFE	June 30, 2023	<u>46,249</u>
Total pass-through awards		<u>378,739</u>
Total Expenditures of State Awards		<u>\$613,122</u>

See independent auditor's report.

**Independent Auditors' Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Board of Directors of
Harrison County Senior Citizens Center, Inc.
Clarksburg, 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 Harrison County Senior Citizens Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2022, 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 March 16, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Harrison County Senior Citizens Center, Inc.'s internal control over financial reporting (internal control) as a basis for designing 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 Harrison County Senior Citizens Center, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Harrison County Senior Citizens Center, Inc.'s internal control.

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



Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2022-001 and 2022-002 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

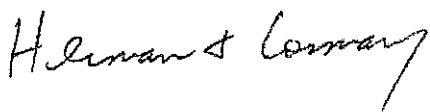
As part of obtaining reasonable assurance about whether Harrison County Senior Citizens Center, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which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

Harrison County Senior Citizens Center, Inc.'s Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on Harrison County Senior Citizens Center, Inc.'s response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. Harrison County Senior Citizens Center, Inc.'s response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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.



Charleston, West Virginia
March 16, 2023

Harrison County Senior Citizens Center, Inc.

Schedule of Prior Findings and Responses

September 30, 2022

21-01 Segregation of Duties

Criteria and Condition: Segregation of duties is a critical piece of the internal control framework. This key internal control element dictates that duties should be aligned so that no one individual controls too many critical aspects of a process or transaction. The Organization has a limited number of personnel with responsibility for accounting and financial reporting matters. As a result, there is a lack of segregation of duties over the initiation, authorization, recording, and reporting of transactions and the preparation and review of financial reports by persons sufficiently independent of the transactions.

Auditor's Recommendation: Responsibility for initiation, authorization, recording, and reporting of transactions should be segregated to the extent possible. Although complete segregation of duties is not feasible given the limited staff available, management has been mindful and resourceful in its efforts to segregate duties and is commended for its efforts. I recommend continued review and assessment in this area of internal control, as this key internal control is vital to ensure errors or irregularities are detected and prevented in a timely basis in the normal course of business. It is incumbent upon the board to remain strong and active; additionally, the board should recognize that its scope of oversight of the internal control system applies to all major areas of control, to include: operations, compliance with laws and regulations, and financial reporting.

Current Status: Similar finding is noted for the year ended September 30, 2022.

21-02 Drafting Financial Statements

Criteria and Condition: Reliable financial reporting requires that financial statements conform with GAAP. Preparing financial statements is the culminating step of financial reporting. The Organization does not have adequate staff to prepare the financial statements in accordance with generally accepted accounting principles (GAAP).

Auditor's Recommendation: The Organization should engage the service of a certified public accountant or other professional with the expertise and ability to prepare financial statements in conformity with GAAP, with the understanding that preparing the financial statements in conformity with GAAP includes not only the broad guidelines of general application, but also detailed practices and procedures. GAAP includes pronouncements of authoritative bodies designated by the AICPA to establish accounting principles.

Current Status: Similar finding is noted for the year ended September 30, 2022.

Harrison County Senior Citizens Center, Inc.

Schedule of Findings and Responses

September 30, 2022

2022-001

Segregation of Duties

Condition: The Organization has a limited number of personnel with responsibility for accounting and financial reporting matters. As a result, there is a lack of segregation of duties over the initiation, authorization, recording, and reporting of transactions and the preparation and review of financial reports by persons sufficiently independent of the transactions.

Criteria: Segregation of duties is a critical piece of the internal control framework. This key internal control element dictates that duties should be aligned so that no one individual controls too many critical aspects of a process or transaction.

Cause: Limited staff decreases the ability to provide for segregation of some accounting processes.

Effect: Increased potential that fraud and abuse could occur.

Recommendation: Responsibility for initiation, authorization, recording, and reporting of transactions should be segregated to the extent possible. Although complete segregation of duties is not feasible giving the limited staff available, management has been mindful and resourceful in its efforts to segregate duties and is commended for its efforts. We recommend continued review and assessment in this area of internal control, as this key internal control is vital to ensure errors or irregularities are detected and prevented in a timely basis in the normal course of business. It is incumbent upon the board to remain strong and active; additionally, the board should recognize that its scope of oversight of the internal control system applies to all major areas of control, to include: operations, compliance with laws and regulations, and financial reporting.

Management Response: Management and the board will remain vigilant in their efforts to consider the control environment, assess risks, monitor activities, and improve policies and procedures when deficiencies are identified.

Harrison County Senior Citizens Center, Inc.

Schedule of Findings and Responses

September 30, 2022

2022-002

Drafting Financial Statements

Condition: The Organization does not have adequate staff to prepare the financial statements in accordance with generally accepted accounting principles (GAAP).

Criteria: Reliable financial reporting requires that financial statements conform with GAAP. Preparing financial statements is the culminating step of financial reporting.

Cause: Limited staff and time decreases the ability to prepare financial statements in conformity with GAAP.

Effect: Increased potential that fraud and abuse could occur.

Recommendation: The Organization should ensure employees with responsibility for accounting and financial reporting matters have appropriate training. Employees with responsibility for accounting and financial reporting matters should make any necessary approved adjusting journal entries to ensure the trial balance is a working trial balance from which financial statements can be prepared.

Management Response: The Organization will enroll employees with responsibility for accounting and financial reporting matters in appropriate training courses. The Organization will ensure there is always a member of management or governance with the skills, knowledge and experience to evaluate and assume responsibility for GAAP basis financial statements.

herman cormany

CERTIFIED PUBLIC ACCOUNTANTS

March 16, 2023

Management and the Board of Directors
Harrison County Senior Citizens Center, Inc.
500 W. Main Street
Clarksburg, WV 26301

We have audited the financial statements of Harrison County Senior Citizens Center, Inc. for the year ended September 30, 2022, and we will issue our report thereon dated March 16, 2023. 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 January 5, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Harrison County Senior Citizens Center, Inc. are described in Note B to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2022. 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 estimate affecting the financial statements was:

Management's estimate of the grants and accounts receivable is based on invoices prepared, historical data and other calculations as prepared by management. We evaluated the key factors and assumptions used to develop the grants and accounts receivable 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(s) affecting the financial statements was (were):

The disclosure of donated facilities in Note I to the financial statements is based on current market rates.

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.

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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 disagreement on 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 16, 2023.

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

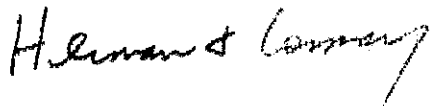
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses 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 to the financial statements themselves.

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

Very truly yours,



HERMAN & CORMANY
CERTIFIED PUBLIC ACCOUNTANTS, A.C.



Harrison County Senior Citizens' Center, Inc

500 W Main St, Clarksburg, WV 26301
Phone: 304-623-6795 – Fax: 304-623-6798
<http://www.hcscwv.org>

March 16, 2023

Herman & Cormany, CPAs, A.C.
8 Capitol Street, Suite 600
Charleston, WV 25301

This representation letter is provided in connection with your audit of the financial statements of Harrison County Senior Citizens Center, Inc., which comprise the statement of financial position as of September 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

In regard to the financial statement preparation and tax return preparation services performed by you, we have –

- Assumed all management responsibilities.
- Designated Joseph Caruso who has suitable skill, knowledge, or experience to oversee the services.
- Evaluated the adequacy and results of the services.
- Accepted responsibility for the results of the services.
- Ensured that the entity's data and records are complete and received sufficient information to oversee the services.

We confirm, to the best of our knowledge and belief, as of March 16, 2023, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 27, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for 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.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

- 6) Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Organization's accounts.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Significant estimates and material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- 11) Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

- 12) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 13) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 15) We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
 - 1) Management,
 - 2) Employees who have significant roles in internal control, or
 - 3) Others where the fraud could have a material effect on the financial statements.
- 16) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
- 17) We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 18) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 19) We have disclosed to you the names of all of the Organization's related parties and all the related-party relationships and transactions, including any side agreements.
- 20) The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
- 22) Harrison County Senior Citizens Center, Inc. is an exempt organization under Section of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- 23) We acknowledge our responsibility for presenting the schedule of expenditures of state awards in accordance with U.S. GAAP, and we believe the schedule of expenditures of state awards, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the schedule of expenditures of state awards have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Signature: William O'Field

Title: Board President