FINANCIAL STATEMENTS AND AUDITORS' REPORT

FOR THE YEAR ENDED JUNE 30, 2013



Clothier & Company CPA's P. C.

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Sequoyah, Adair, and Cherokee County Senior Citizen Nutrition Progrm INDEX TO THE FINANCIAL STATEMENTS AND AUDITORS' REPORT June 30, 2013

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Independent Auditors' Report

Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program Sallisaw, Oklahoma

We have audited the accompanying financial statements – cash basis of the governmental activities of Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program (SAC), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which comprise SAC's basic financial statements as listed in the table of contents.

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 opinions 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 preforming 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.

As described in Note 1, these financial statements were prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program as of June 30, 2013, and the respective changes in financial position thereof for the year then ended on the basis of accounting as described in Note 1.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that comprise Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program's financial statements. The accompanying schedule of expenditures of federal and state awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The schedule 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. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedure, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the schedule of federal and state awards, is fairly stated in all material respects in relation to the financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

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In accordance with *Government Auditing Standards*, we have also issued our report dated November 18, 2013 on our consideration of SAC'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. The report is an integral part of an audit preformed in accordance with *Government Auditing Standards* in considering SAC's internal control over financial reporting and compliance.

Clothier and Company, CPA's, PC

November 18, 2013

Balance Sheet - Cash Basis June 30, 2013

ASSETS

Current Assets Cash and Cash Equivalents Total Assets	<u>\$</u> <u>\$</u>	159,678 159,678
LIABILITIES AND FUND BALANCES		
Current Liabilities	\$	0
Restricted Fund Balance		\$0
Temporairily Restricted Fund Balance		0
Unrestricted Fund Balance		159,678
Total Liabilities and Fund Balances	\$	159,678

Statement of Revenues, Expenses, and Changes in Fund Balances-Cash Basis June 30, 2013

Revenues	
Advantage Program Income	\$ 1,172,561
AAA Program Income	1,370,985
	2.5.12.5.16
Total Operating Revenues	2,543,546
Expenditures	
Advantage Program Expenditures	1,205,501
AAA Program Expenditures	1,370,985
Total Expenditures	2,576,486
Non-Operating Revenues (Expenses)	
Other General Revenue	49,069
Change in Net Assets	16,129
Restricted Fund Balance - Beginning	0
Temporairily Restricted Fund Balance - Beginning	0
Unrestricted Fund Balance - Beginning	 143,549
Restricted Fund Balance - Ending	0
Temporairily Restricted Fund Balance - Ending	0
Unrestricted Fund Balance - Ending	\$ 159,678

Schedule of AAA Expenditures June 30, 2013

EXPENDITURES

III D. W	d.	110 574
III-B - Wages	\$	119,574
III-B - Payroll Taxes		10,009
III-B - Employee Benefits		9,786
III-B - Workman's Compensation		3,575
III-B - Travel		6,887
III-B - Other Costs		42,168
III-C1- Wages		226,798
III-C1- Payroll Taxes		18,985
III-C1- Employee Benefits		18,561
III-C1- Workman's Compensation		6,781
III-C1- Travel		17,664
III-C1- Food Costs		172,462
III-C1- Equipment		32,991
III-C1- Rent/Utilities		24,574
III-C1- Other Costs		92,380
III-C2- Wages		148,433
III-C2- Payroll Taxes		12,425
III-C2- Employee Benefits		12,147
III-C2- Workman's Compensation		4,438
III-C2- Travel		12,457
III-C2- Food Costs		133,339
III-C2- Equipment		0
III-C2- Rent/Utilities		15,278
III-C2- Other Costs		57,082
III-D- Health Promotion		31,170
III-E- Admin/Caregiver		8,000
Food Costs - NSIP		133,021
Total Expenditures	\$	1,370,985
-		

Schedule of Advantage Expenditures June 30, 2013

EXPENDITURES

Wages	\$	283,427
Payroll Taxes		23,726
Employee Benefits		23,195
Workman's Compensation		8,474
Travel		26,218
Food Costs		28,278
Equipment		2,221
Rent/Utilities		15,104
Other Costs		47,576
Food Costs - Cold Meals		747,282
Total Eyman ditumas	\$	1 205 501
Total Expenditures	Þ	1,205,501

Sequoyah County Nutrition Program

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program (SAC) is a district agency which provides congregate and in-home meals as well as transportation, nutrition education and other supportive services to the elderly in the three county area plus McIntosh and Wagoner Counties. SAC's funding is from two separate programs, a grant through Eastern Oklahoma Development District Area Agency on Aging (AAA) and a contract through the State Medicare program known as Advantage Contract Meals.

Basis of Accounting

The district accounts for all funds using the cash method of accounting, in accordance with reports submitted to Eastern Oklahoma Development District. Therefore, the following policies were applied:

Grant and contracts funds are recognized as revenue when received by the program.

All purchases are considered expenditures in the period paid.

SAC's financial statements are prepared using a method other than generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. Although SAC had the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds, SAC has chosen not to do so.

Use of Estimates

The preparation of the accompanying financial statements in conformity with the cash basis of accounting requires management to make certain estimates and assumptions that directly affect the results of reported amounts. Actual results may differ from these estimates.

Cash and Cash Equivalents

For the purpose of reporting, SAC considers all highly liquid instruments with an original maturity of three months or less to be cash. Deposits not covered by the FDIC are to be collateralized.

Revenue

Other than the grant and Advantage income SAC collects voluntary donations for Part B and C services. These donations are used to expand the service from which they are collected. SAC is dependent on the funds received from Title III and Advantage. Cuts in funding have a big effect on the number of people that can be served.

Sequoyah County Nutrition Program

NOTE 2 - GRANTS

Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program received a Title III Grant from Eastern Oklahoma Development District Area Agency Aging for fiscal year 2013. The grant increased 26.5% from 2012 and project income increased 24.4% because in September 2012 McIntosh and Wagoner counties were added to the counties served by SAC. Title III programs are not based on income or assets of the elderly.

The Title III-B program was awarded \$188,491 for social services for the elderly. This includes:

- Homemakers going to the homes and doing light cleaning and running errands for the elderly.
- Transportation is also included in this program. Transportation to the nutrition sites, doctors, grocery stores, and pharmacy is provided.

The Title III-C-1 program was awarded \$543,791 for congregate meals for the elderly. This includes:

- All the Senior Citizens Nutrition Program sites that serve meals.
- Social activities.

The Title III-C-2 program was awarded \$347,730 for home delivered meals. These are hot meals delivered to the elderly that are unable to go to the Nutrition sites.

The Title III-D program was awarded \$31,170 for health promotion. This program provides medication management and education to the elderly. It also provides exercise programs to the elderly.

The Title III-E program was awarded \$8,000 for caregiver support. This program addresses the need to acknowledge and encourage the role caregivers play in the home and community-based services system.

USDA awarded \$133,021 to the program.

NOTE 3 - ADVANTAGE PROGRAM

The Nutrition Program received Advantage money from the State Medicaid program in the amount of \$1,172,561 for the 2012/2013 fiscal year. The funds increased 18.12% from the 2010/2012 fiscal year. This program provides federal and state funded in-home services to older Oklahoman's and adults with physical disabilities who are medically and financially eligible to receive nursing facility care under Medicaid guidelines; administered through a contractual agreement by Department of Human Services, Aging Services and the Long-Term Care Authorities of Tulsa and Enid. Department of Human Services nurses utilize a uniform comprehensive assessment tool (UCAT) to determine level of care. SAC Nutrition receives a set amount for each meal provided. Some of the meals are hot, but most are frozen or shelf meals. Due to the location of the clients, the meals are not delivered daily but they deliver up to two weeks of meals at a time. These clients are in rural areas that the Title III program does not serve. Because the meals are prepared in the Title III sites, the Advantage program reimburses Title III for food, repairs, equipment, and fuel. Total reimbursements for 2012/2013 were \$104,674.

Sequoyah County Nutrition Program

NOTE 4 - CASH AND CASH EQUIVALENTS

<u>Custodial Credit Risk</u> is the risk that in the event of a bank failure SAC's deposits may not be returned. Deposits are exposed to custodial credit risk if they are not covered by depository insurance. SAC maintains deposits at several financial institutions located in Sallisaw and the surrounding towns. A public unit is insured through its official custodian. If the same individual or individuals are official custodian for more than one public unit, they are treated as one official custodian if action or consent by all of these individuals is required for the exercise of control over funds of a single public unit. Deposits insured by the Federal Deposit Insurance Corporation up to \$250,000 at each financial institution. As of June 30, 2013 cash balances totaled \$159,678. The under insured or collateralized receipts is \$0.

NOTE 5 - RISKS AND UNCERTAINTIES

93.8% of SAC's support was provided through grants with Federal and State agencies to provide the services described in Notes 2 & 3 for senior citizens in Sequoyah, Adair, Cherokee, McIntosh and Wagoner Counties.

State and Federal funds provided under the grants are subject to reduction in the event of a shortfall of funding and/or a failure to maintain minimum service levels.

NOTE 6 – RELATED PARTY TRANSACTIONS

There were no material related party transactions.

NOTE 7 – CONTINGENCIES

Grant expenditures are subject to financial and compliance audits by the grantor agencies or their representatives. Such audits could lead to requests for reimbursements to the grantor agency for expenditures that are disallowed under the terms of the grant. SAC believes that the amount of the expenditures that could be disallowed by the grantor agencies, if any, would not be significant.

NOTE 8 – EVALUATION OF SUBSEQUENT EVENTS

As of July 1, 2013 SAC acquired Muskogee County senior services through Title III and OAA when Kiamichi Area Nutrition Project decided they would not write for the grant again for FY 2014. There are sixteen employees and a total of five sites, one cooking site and four satellite sites at Ft. Gibson, Haskell, Fair Haven and Honor Heights Towers. There will be separate accounting for the county for 2013/2014. In 2014/2015 the grants will be combined by Eastern Oklahoma Development District.

Schedule of Expenditures of Federal and State Awards - Cash Basis ${\tt June~30,\,2013}$

Federal Grantor/		Federal	Program				
Pass-through Grantor/		CFDA	or Award	Balance			Balance
Program or Cluster Title		Number	Amount	7/1/2012	Revenue	Expenditures	6/30/2013
U.S. DEPARTMENT OF HEALTH AN	ND HUMAN S	SERVICES					
Passed through Eastern Oklahoma Dev	elopment Dis	trict-					
Area Agency on Aging Services							
	III - B	93.044	\$142,014	\$0	\$142,014	\$142,014	\$0
	III - C-1	93.045	239,253	0	239,253	239,253 ◆	0
	III - C-2	93.045	130,009	0	130,009	130,009 •	0
	III - D	93.043	26,411	0	26,411	26,411 ◆	0
	USDA	10.550	133,021	0	133,021	133,021 ◆	0
			670,708	0	670,708	670,708	0
State Grantor/							
Pass-through Grantor/							
Program or Cluster Title							
Eastern Oklahoma Deveolpment District Area Agency on Aging Services	ct-						
	III - B		\$46,477	\$0	\$46,477	\$46,477	\$0
	III - C-1		304,538	0	304,538	304,538	0
	III - C-2		217,721	0	217,721	217,721	0
	III - D		4,759	0	4,759	4,759	0
	III - E	_	8,000	0	8,000	8,000	0
		_	581,495	0	581,495	581,495	0
			\$1,252,203	\$0	\$1,252,203	\$1,252,203	\$0

^{◆-} Major Programs



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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

Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program Sallisaw, Oklahoma

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 governmental activities of Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program (SAC) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which comprise SAC's basic financial statements, and have issued our report thereon dated November 18, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of SAC's internal control. Accordingly, we do not express an opinion on the effectiveness of SAC's internal.

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 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 that a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal 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 SAC's financial statements are free of 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*.

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 entity'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 entity's internal control and compliance. According, this communication is not suitable for any other purpose.

Clothier & Company, CPA's, P.C.

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November 18, 2013



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Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Program and Internal Control Over Compliance in Accordance With OMB Circular A-133

Independent Auditors' Report

Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program Sallisaw, Oklahoma

Report on Compliance for Each Major Federal Program

We have audited Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program's (SAC) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of SAC's major federal programs for the year ended June 30, 2013. SAC'S major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of SAC's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States*, *Local Governments*, *and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about SAC's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of SAC's compliance.

Opinion on Each Major Federal Program

In our opinion, Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Report on Internal Control Over Compliance

The management of Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program is responsible for establishing and maintaining effective internal control over compliance with the requirements referred to above. In planning and performing our audit of compliance, we considered SAC's internal control over compliance with requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of SAC's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities – cash basis of Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program as of and for the year ended June 30, 2013, and the related notes to the financial statements, which comprise SAC's basic financial statements. We issued our report thereon dated November 18, 2013, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming our opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and state awards is presented for purposes of additional analysis as required by OMB Circular A-133 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 schedule of expenditure of federal and state awards is fairly stated in all material respects in relation to the financial statements taken as a whole.

Clothier & Company, CPA's, P.C.

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November 18, 2013

Sequoyah, Adair, and Cherokee County senior Citizens Nutrition Program **SCHEDULE OF FINDINGS AND QUESTIONED COSTS** Period Ended June 30, 2013

Summary of Prior Year Findings

Condition:	No prior yea	r findings
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Section I – Summary of Aug	ditors' Results
Financial Statements	
Type of auditors' report issued. – Unqualified	
Internal control over financial reporting: • Material weaknesses identified?	yesXno
• Significant deficiency(es) identified?	yesXnone reported
Noncompliance material to financial statements noted?	<u>y</u> es <u>X</u> no
Federal Awards	
Internal control over major programs:	
 Material weaknesses identified? 	yes <u>X</u> no
• Significant deficiency(es) identified?	yes_X_none reported
Type of auditors' report issued on compliance for major programs – Unqualified	
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?	yesX_no
Identification of major programs:	
Major programs - U.S. Department of Health and Human Program.	n Services Area Agency on Aging Services
CFDA Numbers	Name of Federal Program or Cluster
93.043	III-D
93.044	III-B
93.045	III-C1, III-C2
10.550	USDA

Sequoyah, Adair, and Cherokee County senior Citizens Nutrition	Program
Dollar threshold used to distinguish between type A and type B programs:	\$500,000.00
Auditee qualified as a low-risk auditee?	X yes no
<u>Section II – Financial Statement</u> None.	Findings
Section III – Federal Award Findings and	l Questioned Costs