FINANCIAL STATEMENTS AND AUDITORS' REPORT

FOR THE YEAR ENDED JUNE 30, 2015



Clothier & Company CPA's P. C.

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Sequoyah, Adair, and Cherokee County

Senior Citizens Nutrition Program INDEX TO THE FINANCIAL STATEMENTS AND AUDITORS' REPORT

June 30, 2015

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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, 2015, 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.

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

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 SAC as of June 30, 2015, 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 SAC'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 December 8, 2015 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

December 8, 2015

Balance Sheet - Cash Basis June 30, 2015

ASSETS

Current Assets	ф	200 722
Cash and Cash Equivalents	\$	380,733
Total Assets	\$	380,733
LIABILITIES AND FUND BALANCES		
Current Liabilities	\$	0
Restricted Fund Balance		\$0
Temporairily Restricted Fund Balance		0
Unrestricted Fund Balance		380,752
Total Liabilities and Fund Balances	\$	380,752

Statement of Revenues, Expenses, and Changes in Fund Balances-Cash Basis June 30, 2015

Revenues	
Advantage Program Income	\$ 1,556,076
MMOG Income	164,500
AAA Grant Income	1,910,567
AAA Program Income	136,689
	 · · · · · · · · · · · · · · · · · · ·
Total Operating Revenues	3,767,832
Expenditures	
Advantage Program Expenditures	1,701,928
AAA Program Expenditures	 2,047,290
m . 15 1'.	2.740.210
Total Expenditures	3,749,218
Non-Operating Revenues (Expenses)	
Other General Revenue	84,883
Other General Revenue	 04,003
Change in Net Assets	103,497
	,
Restricted Fund Balance - Beginning	0
Temporairily Restricted Fund Balance - Beginning	0
Unrestricted Fund Balance - Beginning	277,255
Restricted Fund Balance - Ending	0
Temporairily Restricted Fund Balance - Ending	0
Unrestricted Fund Balance - Ending	\$ 380,752

Schedule of Advantage Expenditures June 30, 2015

EXPENDITURES

Wages	\$ 318,674
Payroll Taxes	26,411
Employee Benefits	18,047
Workman's Compensation	9,843
Travel	33,478
Food Costs	178,340
Equipment	43,551
Rent/Utilities	22,428
Other Costs	215,416
Food Costs - Cold Meals	 835,740
Total Expenditures	\$ 1,701,928

Schedule of AAA Expenditures June 30, 2015

III-B - Wages	\$	166,628
III-B - Payroll Taxes	Ψ	13,810
III-B - Employee Benefits		9,437
III-B - Workman's Compensation		5,115
III-B - Travel		12,867
III-B - Equipment		7,006
III-B - Other Costs		74,455
III-C1- Wages		447,319
III-C1- Payroll Taxes		37,073
III-C1- Employee Benefits		25,333
III-C1- Workman's Compensation		13,751
III-C1- Travel		21,976
III-C1- Food Costs		207,993
III-C1- Equipment		4,845
III-C1- Rent/Utilities		51,761
III-C1- Other Costs		75,319
III-C1- Nutrition Consultant		24,283
III-C2- Wages		296,491
III-C2- Payroll Taxes		24,573
III-C2- Employee Benefits		16,791
III-C2- Workman's Compensation		9,109
III-C2- Travel		16,469
III-C2- Food Costs		162,461
III-C2- Rent/Utilities		34,483
III-C2- Other Costs		64,218
III-C2- Equipment		775
III-C2- Nutrition Consultant		16,189
Food Costs - NSIP		206,760
Total Expenditures	\$	2,047,290

Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program NOTES TO THE FINANCIAL STATEMENTS June 30, 2015

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, Muskogee 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, Adair, and Cherokee County Senior Citizens 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 2015. The grant increased 1.02% from 2014 and project income decreased 2.89%. The increase was from USDA funds. Title III programs are not based on income or assets of the elderly.

The Title III-B program was awarded \$290,760 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 \$828,414 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 \$584,633 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 \$0 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 \$0 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 \$206,760 to the program.

NOTE 3 - ADVANTAGE PROGRAM

The Nutrition Program received Advantage money from the State Medicaid program in the amount of \$1,556,076 for the 2014/2015 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 receives a set amount for each meal provided. Very few of the meals are hot, most are frozen or shelf meals and come pre-packaged. 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 hot meals are prepared in the Title III sites, the Advantage program reimburses Title III for food, repairs, equipment, and fuel. Total reimbursements for 2014/2015 were \$113,154.

Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program

NOTE 4 - OTHER FUNDING

On July 1, 2014 Sac Nutrition was awarded \$180,000 from the City of Muskogee Foundation through Neighbors Building Neighborhoods for the fiscal year 2014/2015. The money will be used to fund Muskogee Meals on the Go and will provide low income seniors and persons with disabilities in the city limits of Muskogee meals. This will be contract meals and will be carried out similar to Advantage meals. During the 2014/2015 fiscal year SAC received \$164,500 from the Foundation. Neighbors Building Neighborhoods kept \$15,500 for administrative fees. The funds were also used to purchase a van and for repairs to several congregate sites used by Title III. The expenses are included in the Advantage expenses. SAC was awarded \$180,000 again for 2015/2016 from City of Muskogee Foundation through Neighbors Building Neighborhoods.

NOTE 5 - 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, 2015 cash balances totaled \$380,733. The under insured receipts are covered by pledged receipts.

NOTE 6 - RISKS AND UNCERTAINTIES

95.8% of SAC's support was provided through grants and contracts with Federal and State agencies to provide the services described in Notes 2, 3, & 4 for senior citizens in Sequoyah, Adair, Cherokee, McIntosh, Muskogee 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 7 - RELATED PARTY TRANSACTIONS

There were no material related party transactions.

NOTE 8 - 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.

Mom's Meals out of Iowa and Homestyle Direct out of Idaho have come into the state as a meal provider. They will do a drop shipment of cold meals by UPS or FedEx. Sac is not sure what

Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program the impact will be for the Advantage program, one home health provider has already changed some of their clients from SAC to Mom's Meals as a meal provider.

NOTE 9 - EVALUATION OF SUBSEQUENT EVENTS

Subsequent events have been evaluated through the date the financial statements were available to be issued and no event was found that needed disclosed. Events occurring after that date have not been evaluated to determine whether a change in the financial statements would be required.

Schedule of Expenditures of Federal and State Awards - Cash Basis ${\it June~30,2015}$

Federal Grantor/		Federal	Program				
Pass-through Grantor/		CFDA	or Award	Balance			Balance
Program or Cluster Title		Number	Amount	7/1/2014	Revenue	Expenditures	6/30/2015
U.S. DEPARTMENT OF HEALTH AN	D HUMAN	SERVICES					
Passed through Eastern Oklahoma Deve	lopment Dist	rict-					
Area Agency on Aging Services							
	III - B	93.044	\$248,841	\$0	\$248,841	\$248,841	\$0
	III - C-1	93.045	383,415	0	383,415	383,415	• 0
	III - C-2	93.045	192,921	0	192,921	192,921	0
	III - E	93.052	0	0	0	0	0
	USDA	10.550	206,760	0	206,760	206,760	0
			1,031,937	0	1,031,937	1,031,937	0
			1,031,937	U	1,031,937	1,031,937	U
State Grantor/							
Pass-through Grantor/							
Program or Cluster Title							
Eastern Oklahoma Deveolpment District	t-						
Area Agency on Aging Services							
	III - B		\$41,919	\$0	\$41,919	\$41,919	\$0
	III - C-1		444,999	0	444,999	444,999	0
	III - C-2		391,712	0	391,712	391,712	0
	III - E	-	0	0	0	0	0
		_	878,630	0	878,630	878,630	0
			\$1,910,567	\$0	\$1,910,567	\$1,910,567	\$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, 2015, and the related notes to the financial statements, which comprise SAC's basic financial statements, and have issued our report thereon dated December 8, 2015.

Internal Control over Financial Reporting

In planning and performing our audit, we considered SAC'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.

lother + Conjuny CPA's

December 8, 2015



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Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by OMB Circular A-133

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, 2015. 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.

Auditors' 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, 2015.

Report on Internal Control Over Compliance

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, 2015, and the related notes to the financial statements, which comprise SAC's basic financial statements. We issued our report thereon dated December 8, 2015, 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.

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December 8, 2015

Sequoyah, Adair, and Cherokee County Senior Citizens Nutrition Program SCHEDULE OF FINDINGS AND QUESTIONED COSTS Period Ended June 30, 2015

Summary of Prior Year Findings

Condition: No prior year findings

Section I – Summary of Auditors' Results				
Financial Statements				
Type of auditors' report issued. – Unqualified				
Internal control over financial reporting:Material weaknesses identified?	yes <u>X</u> no			
• Significant deficiency(es) identified?	yes_X_none reported			
Noncompliance material to financial statements noted?	<u>y</u> es X no			
Federal Awards				
Internal control over major programs:				
• Material weaknesses identified?	yesX_no			
• Significant deficiency(es) identified?	yesXnone 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.	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:	\$300,000.00		
Auditee qualified as a low-risk auditee?	X yes no		
Section II – Financial Statement Findings			
None.			
Section III – Federal Award Findings a	and Questioned Costs		
None.			