

**THE COMMUNITY ACTION PROGRAM CORPORATION
OF WASHINGTON-MORGAN COUNTIES, OHIO
MARIETTA, OHIO**

AUDIT REPORT

MARCH 31, 2012

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
MARCH 31, 2012**

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
The Community Action Program Corporation
of Washington-Morgan Counties, Ohio

We have audited the accompanying statement of assets, liabilities, and net assets-modified cash basis of The Community Action Program Corporation of Washington-Morgan Counties, Ohio (The CAP) (a nonprofit organization) as of March 31, 2012, and the related statements of support, revenue, and expenses-modified cash basis, changes in net assets-modified cash basis, and functional expenses-modified cash basis for the year then ended. These financial statements are the responsibility of The CAP's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the CAP's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets on a modified cash basis of The Community Action Program Corporation of Washington-Morgan Counties, Ohio as of March 31, 2012, and its support, revenue, and expenses, and the changes in its net assets and functional expenses on a modified cash basis for the year then ended, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 15, 2012, on our consideration of The Community Action Program Corporation of Washington-Morgan Counties, Ohio'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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audit of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic 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.

A handwritten signature in cursive script, appearing to read "D.R. Snodgrass, Jr.".

Wheeling, West Virginia
October 15, 2012

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS-MODIFIED CASH BASIS
MARCH 31, 2012**

ASSETS

Cash	\$ 1,539,795
Savings and certificates of deposit	511,009
Program funds receivable	187,222
Other receivables	6,965
Fixed assets at cost, net of accumulated depreciation of \$1,857,553	2,696,494
TOTAL ASSETS	\$ 4,941,485

LIABILITIES AND NET ASSETS

LIABILITIES

Deferred revenue	\$ 782,708
Unearned program and management fees	36,418
Security/escrow deposits and funds held in trust	98,810
Payroll taxes and employee withholdings and accruals	109,427
Accrued vacation, leave and employee benefits	466,375
Capital lease payable	9,693
Mortgages payable - financed	340,612
Mortgages payable - soft mortgages	1,069,497
Total liabilities	2,913,540

NET ASSETS - UNRESTRICTED

Operating - program and corporate	751,253
Operating - fixed assets	1,276,692
Total net assets	2,027,945

TOTAL LIABILITIES AND NET ASSETS	\$ 4,941,485
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The accompanying notes are an integral part of the financial statements.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
STATEMENT OF SUPPORT, REVENUE, AND EXPENSES-MODIFIED CASH BASIS
FOR THE YEAR ENDED MARCH 31, 2012**

PUBLIC SUPPORT AND REVENUE

Federal grants and contracts, net of grant funds returned of \$81,720	\$ 8,454,846
State, local, and other grants and contracts	507,127
Fee for service and vendor contracts	1,293,436
Contributions	153,250
Program income	431,662
Total public support and revenue	10,840,321

OTHER REVENUE

Special events income	30,004
Miscellaneous income	53,043
Interest income	6,456
Total other revenue	89,503

TOTAL PUBLIC SUPPORT AND OTHER REVENUE	10,929,824
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EXPENSES

Program and corporate services	10,692,302
Management and general	134,836
Total expenses	10,827,138

Excess of public support and other revenue over expenses	\$ 102,686
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The accompanying notes are an integral part of the financial statements.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
STATEMENT OF CHANGES IN NET ASSETS-MODIFIED CASH BASIS
FOR THE YEAR ENDED MARCH 31, 2012**

	<u>Operating Net Assets-Unrestricted</u>			<u>Total Net Assets</u>
	<u>Program</u>	<u>Corporate</u>	<u>Plant</u>	
BALANCES, MARCH 31, 2011	\$ (161,656)	\$ 871,498	\$ 1,289,133	\$ 1,998,975
Excess of public support and other revenue over expenses	26,645	76,041	-	102,686
Transfer to plant fund: principal reduction and capital lease payments	(13,662)	(47,613)	61,275	-
Amortization of mortgage payable balances	-	-	77,202	77,202
Depreciation, net	-	-	(150,918)	(150,918)
BALANCES, MARCH 31, 2012	<u>\$ (148,673)</u>	<u>\$ 899,926</u>	<u>\$ 1,276,692</u>	<u>\$ 2,027,945</u>

The accompanying notes are an integral part of the financial statements.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
STATEMENT OF FUNCTIONAL EXPENSES-MODIFIED CASH BASIS
FOR THE YEAR ENDED MARCH 31, 2012**

	Senior and Community Services	Morgan Operations	Housing and Transportation	Employment and Training	Children's Programs	Miscellaneous Community Programs
EXPENDITURES						
Wages - employee	\$ 719,969	\$ 870	\$ 558,068	\$ 174,198	\$ 993,349	\$ 56,875
Wages - participant	-	-	-	310,689	-	-
Fringe benefits	441,826	678	350,795	185,007	577,199	46,914
Travel and transportation	67,518	11	152,001	12,227	56,367	3,225
Contractual	20,259	63	24,635	5,552	54,771	108,962
Communications	19,103	3	8,401	5,493	23,387	116
Participant support	-	-	(527)	13,251	75	-
Classroom training	-	-	-	236,485	(75)	-
On the job training - OJT	-	-	-	8,000	-	-
Occupancy, facility costs, and rents	77,941	5,572	19,450	14,912	145,184	19,727
Emergency assistance	865,636	-	-	-	-	-
Housing assistance payments	1,839,897	6,791	-	-	-	-
Insurances	20,254	18	55,698	4,663	34,846	874
Supplies	32,814	41	20,121	7,257	16,997	1,731
Program supplies	38,541	-	32	403	110,339	3
Small tools, equipment, and equipment maintenance	46,511	28	21,510	8,390	30,207	742
Memberships and dues	9,059	-	2,172	1,065	2,691	4
Printing and photocopying	4,258	-	6,032	974	13,539	1,063
Miscellaneous	3,553	-	125	89	-	8,803
Food	258,346	-	-	-	95,380	-
Materials	30	-	344,715	-	-	-
Vehicle operations	25,715	-	139,257	2,498	24,916	-
Acquisition and renovation	-	-	48,308	-	-	127,675
Special events	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-
Total expenditures	<u>\$ 4,491,230</u>	<u>\$ 14,075</u>	<u>\$ 1,750,793</u>	<u>\$ 991,153</u>	<u>\$ 2,179,172</u>	<u>\$ 376,714</u>

The Corporate Account includes the elimination of photocopying expense included in the programs for principal payments on the capital lease totaling \$12,924.

The Children's Program expenses do not include debt service payments for facilities totaling \$17,402.

The accompanying notes are an integral part of the financial statements.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
STATEMENT OF FUNCTIONAL EXPENSES-MODIFIED CASH BASIS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

	<u>Health Programs</u>	<u>Corporate Services</u>	<u>Total Program and Corporate Services</u>	<u>Management and General</u>	<u>Total Expenses</u>
EXPENDITURES					
Wages - employee	\$ 256,108	\$ 93,597	\$ 2,853,034	\$ 37,098	\$ 2,890,132
Wages - participant	-	-	310,689	-	310,689
Fringe benefits	158,562	65,886	1,826,867	5,996	1,832,863
Travel and transportation	4,274	1,920	297,543	2,877	300,420
Contractual	9,812	2,917	226,971	3,485	230,456
Communications	11,974	614	69,091	1,042	70,133
Participant support	-	-	12,799	-	12,799
Classroom training	-	-	236,410	-	236,410
On the job training - OJT	-	-	8,000	-	8,000
Occupancy, facility costs, and rents	34,219	85,760	402,765	8,625	411,390
Emergency assistance	-	1,541	867,177	-	867,177
Housing assistance payments	-	-	1,846,688	-	1,846,688
Insurances	19,500	41,246	177,099	11,003	188,102
Supplies	6,159	1,744	86,864	2,956	89,820
Program supplies	9,076	4	158,398	-	158,398
Small tools, equipment, and equipment maintenance	10,408	1,079	118,875	283	119,158
Memberships and dues	249	488	15,728	126	15,854
Printing and photocopying	1,710	1,601	29,177	317	29,494
Miscellaneous	53	2,024	14,647	24,935	39,582
Food	-	-	353,726	249	353,975
Materials	-	14,618	359,363	-	359,363
Vehicle operations	-	21,071	213,457	133	213,590
Acquisition and renovation	-	15,090	191,073	-	191,073
Special events	-	-	-	35,391	35,391
Interest expense	-	15,861	15,861	320	16,181
Total expenditures	<u>\$ 522,104</u>	<u>\$ 367,061</u>	<u>\$ 10,692,302</u>	<u>\$ 134,836</u>	<u>\$ 10,827,138</u>

The Corporate Account includes the elimination of photocopying expense included in the programs for principal payments on the capital lease totaling \$12,924.
The Children's Program expenses do not include debt service payments for facilities totaling \$17,402.

The accompanying notes are an integral part of the financial statements.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

NATURE OF OPERATIONS – The Community Action Program Corporation of Washington-Morgan Counties, Ohio (The CAP), a private non-profit, 501(c)(3) Ohio corporation, is established to identify and eliminate, insofar as possible, the causes of poverty among the low-income individuals and families of Washington and Morgan Counties. Towards this end, The CAP operates a variety of programs designed to empower individuals and families to have an impact on their lives. The CAP is an advocate in eliminating the causes of poverty; provides equal opportunity for all employees and clients; aids, in every way possible, those individuals and families who need personal attention in order to develop latent talents and abilities; uses every resource to secure and retain employment for those who desire to work; improves the availability, safety, and comfort of affordable housing; encourages the attainment of self sufficiency through education; helps individuals and families to become healthier; encourages agencies engaged in activities related to The CAP's programming to administer assistance on a common or cooperative basis; encourages business, labor, and other private organizations to join with public officials in support of The CAP, and sponsors quality programs and maintains quality administration.

BASIS OF PRESENTATION - The financial statements of The Community Action Program Corporation of Washington-Morgan Counties, Ohio have been prepared on a cash basis of accounting modified to include the recording of grant and contract receivables and deferred revenue in the unrestricted operating program. For certain program service funds, accounts receivable or deferred revenue accounts have been established to properly reflect the excess or deficit of program receipts over program expenses (see Note 4.) A provision for depreciation and recording of long-term debt in the Plant Fund have also been made. The CAP also funds deferred absences and all related payroll costs and certain health insurance benefits. The liability and the cash available to fund this liability are reflected in the statement of assets, liabilities, and net assets-modified cash basis. Payroll taxes withheld and payroll tax liabilities expensed to programs and not paid at year end are also included in the corporate account liabilities. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The following information summarizes the accounting basis:

Account Classification

The accounts of The CAP are maintained in accordance with the principles of fund accounting. Revenue and expenditure information is maintained separately for each program funded to The CAP, as required by the various funding sources. Management and corporate accounts are also maintained on an individual basis. However, in the accompanying financial statements, funds that have similar characteristics have been combined into fund groups. Accordingly, financial transactions have been recorded and reported by fund groups.

The assets, liabilities, and net assets of The CAP are reported in three self-balancing fund groups as follows:

1. The Program Fund represents the activity of grant, contract, and fees for service programs.
2. The Corporate Fund represents the portion of expendable funds available for The CAP's general operations and to support the rental properties and other corporate services funded by the state, local, or private financing.
3. The Plant Fund represents the major fixed assets of The CAP (debt-funded only) net of accumulated depreciation and mortgage, notes, and capital lease payable balances.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Equipment

In accordance with grant award budgets approved by funding sources, equipment is charged to expense in the period during which it is purchased instead of being recognized as an asset in the program funds. The asset is then transferred to the Plant Fund to be depreciated over its useful life. Further, equipment capital lease payments are expensed when paid instead of equipment being capitalized and depreciated. As a result, the expenses reflected in the statement of support, revenue, and expenses-modified cash basis include the cost of the equipment purchased or leased during the year rather than a provision for depreciation. As noted below, certain debt-financed equipment purchases are recorded in The CAP's Plant Fund.

Vehicles

In accordance with grant award budgets approved by funding sources, certain vehicles and buses purchased for program use are charged to expense in the period during which they are purchased instead of being recognized as an asset in the program funds. The asset is transferred to the Plant Fund to be depreciated over its useful life. Accordingly, the statement of support, revenue, and expenses-modified cash basis reflects the expenses of any vehicles or buses purchased with grant funds during the period rather than a provision for depreciation. Also, in accordance with certain grant agreements, program expenses may reflect use allowance charges for the program's use of certain vehicles or equipment.

Buildings

The Community Action Program Corporation of Washington-Morgan Counties, Ohio owns its central office building (see Note 6.) This building and other buildings acquired for program specific use, which have been acquired with the aid of grant awards and private funding, are shown on the statement of assets, liabilities, and net assets-modified cash basis. Due to The CAP's reporting requirements, as noted above, in matching the grant award with the related expenditure (in this case, the acquisition and renovation costs of the building), capital fixed asset expenditures are charged to expense when the assets are purchased or renovated with a corresponding recognition given to the capital fixed asset, and Plant Fund accounts. The remaining debt used to purchase or renovate these assets is also reflected on the financial statements (see Note 5.)

The CAP has established a Plant Fund wherein vehicles, buildings, and certain equipment that are debt financed, or partially debt financed, by The CAP have been recorded. Depreciation charges are not recognized as an operational expense, but are recorded and accumulated as contra-account balances of the respective capital fixed assets and unrestricted Plant Fund balance.

Depreciation is calculated using the straight-line method over the estimated useful lives of the assets; 40 years for buildings and improvements and 3 to 5 years for vehicles and equipment.

The vehicles and equipment acquired are owned by The Community Action Program Corporation of Washington-Morgan Counties, Ohio while used in the program for which they were purchased or in other future authorized programs. The funding sources, however, have a reversionary interest in the vehicles and equipment purchased with grant funds; therefore, their disposition, as well as the ownership of any sale proceeds therefrom, are subject to funding source regulations.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Space costs are allocated to grants based on square footage occupied by each program. Costs associated with buildings used specifically to provide services for a particular program are charged directly to that program.

Interest expense is allocated to unrestricted (corporate) funds for those grants that do not allow interest expense. In addition to the buildings reflected in the financial statements, The CAP owns the former Norwood School property which is used for the Head Start Program.

Cash

Cash balances on the statement of assets, liabilities, and net assets-modified cash basis include \$45,989 in restricted HUD Escrow funds.

Inventory

Minor materials and supplies are charged to expense during the period of purchase. As a result, no inventory is recognized on the statement of assets, liabilities, and net assets-modified cash basis.

Revenue

Revenue is recognized in the accompanying financial statements as follows:

A. Grant, Reimbursement Contracts, and Client Fees

The funds due from the various funding sources under grants and reimbursement contracts are recognized as revenue in the program year when the expenditures are incurred and the grant funds or fees are earned. For the purpose of these financial statements, revenue has been recognized when received rather than when earned due to the differences in accounting periods of The CAP and the programs/grants included in these financial statements. An adjustment to revenue received is made to an accounts receivable or deferred revenue account to properly reflect the balance of cash receipts over (under) cash disbursements in each program (see Note 4.) Revenue earned in fee-for-service type arrangements is recognized when received. Program balances or deficits in fee-for-service type arrangements are reflected in the appropriate program or corporate net asset balances at fiscal year end.

B. Program Income

The amount due from various sources is recognized when received.

C. In-kind Contributions

In-kind contributions are recorded at fair market value and recognized as revenue in the accounting period when they are received. In-kind contributions are not included in the statement of support, revenue, and expenses-modified cash basis. These contributions are used for grant matching purposes only and are detailed in Note 3.

D. Donations

Donations are recognized when received.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Interest Income

Interest income is recognized in the accounting period when it is received. The CAP maintains funds received from various sources in interest-bearing checking accounts (NOW Accounts); the portion of interest earned on grant funds is applied to the funding sources in accordance with grant requirements; the interest earned on other funds is transferred to the corporate accounts and is used to support the programs of The Community Action Program Corporation of Washington-Morgan Counties, Ohio.

F. Deferred Revenue

Deferred revenue represents the excess of funds received for certain program expenses over the amount of grant funds expended through March 31, 2012.

G. Program Funds Receivable

Program funds receivable represents the excess of funds disbursed for certain program expenses over the amount of grant funds received through March 31, 2012.

Cost Allocation

Costs are allocated to benefiting programs using various allocation methods depending on the joint cost allocated. Joint costs are those costs incurred for the common benefit of all agency programs, but which cannot be readily identified with a final cost objective. Cost allocation methods are as follows:

Wages and Salaries - Fiscal Department: Fiscal Management (Fiscal Officer, Reports Manager, Staff Accountant, Staff Accountant II, and Payroll Clerk) record the time they spend working on specific programs on their time sheets. They then record time spent on fiscal management activities. Fiscal management time is allocated to all programs based on the number of accounting transactions for the month. Fiscal staff record the time they spend on specific programs on their time sheets. They then record the time spent on general fiscal activities (running batches, checks, filing). This time is allocated to all programs which do not have a bookkeeper assigned based on the number of accounting transactions for the month.

The Human Resource Manager and Clerk's time are allocated to all programs based on full time equivalents (FTE's). The Executive Director and Executive Secretary record time spent on specific programs on their time sheets. They then record general administrative time. This time is allocated to programs based on an average of the prior month's financial activity by program and FTE's by program.

Fringe Benefits - Employer payroll taxes and compensated absences are allocated based on salaries. Insurance benefits are allocated each pay period based upon hours worked reduced by employee withholding in the prior month.

Copy Costs - Copier lease expenses and copier supplies are charged directly to the programs based on actual copier readings. Codes are used to track copier usage. Monthly readings of the copier are taken.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Telephone - Telephone charges to the grants/programs are based on square footage occupied by the program.

Postage - Charges made directly to each program are based on the postage meter readings for each program as provided by the third party vendor.

Utilities - Grants are charged based on square footage during the billing period.

Supplies - Programs purchase supplies as needed. Common office supplies are shared by all programs and are allocated on square footage percentages.

Printing - Printing is directly charged to each program unless it is common printing, in which case it is allocated on the basis of employees, if personnel printing or, if not personnel printing, then square footage.

Insurance - Insurance is allocated to benefiting programs depending on the equipment, space, or persons covered by the insurance.

Rent - Occupancy charges for the corporate office are allocated by square footage. Occupancy is charged directly to the program using the facility.

Travel - Travel is charged directly to the program or to Community Services Block Grant-Administration, if the travel is for general purposes.

Dues and Subscriptions - Dues and subscriptions are chargeable to Department of Development Grants or directly to the program, if specific to that program.

Accounting Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The CAP is exempt from federal income taxes under Internal Revenue Code 501(c)(3) and, therefore, has made no provisions for federal income taxes.

The CAP has analyzed tax positions taken for filing with the Internal Revenue Service and all state jurisdictions where it operates. The CAP believes that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse affect on The CAP's financial condition or results of operations. Accordingly, The CAP has not recorded any reserves, or related accruals, for interest and penalties for uncertain income tax positions at March 31, 2012.

The CAP is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The CAP believes it is no longer subject to income tax examinations for years prior to 2009.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 2 – RELATED PARTY

The Poor and Indigent Peoples Care Trust (PIP Trust) is a non-profit organization that was established to provide financial assistance to non-profit organizations, particularly to The Community Action Program Corporation of Washington-Morgan Counties, Ohio. In accordance with the by-laws of the PIP Trust, the nine Board members of the PIP Trust must be selected from The CAP's Board.

The two entities are not considered financially interrelated organizations because the relationship does not meet all criteria set forth in the Financial Accounting Standards Board Accounting Standards Codification. Certain requirements of the Trust Agreement have not been met as of March 31, 2012, which would permit The CAP to have access to net asset values of the PIP Trust. Therefore, as of March 31, 2012, The CAP does not have an ongoing economic interest in the net assets of the PIP Trust.

The PIP Trust donated \$50,000 to The CAP in fiscal year 2012. In addition, the Board of Trustees of the PIP Trust decided to write-off the note due from the CAP in the amount of \$6,503. The CAP recognized a donation of \$6,503 from the Trust and eliminated the note payable in the general corporate fund.

There were no additional transactions between the PIP Trust and The CAP for the fiscal year ended March 31, 2012.

NOTE 3 - IN-KIND WAGES, RENT, USE ALLOWANCE, EQUIPMENT, AND LOCAL CASH MATCHES

The Community Action Program Corporation of Washington-Morgan Counties, Ohio receives a significant amount of donated services from unpaid volunteers and parents who assist in the operation of several federal, state, and local programs. No amounts have been recognized in the statement of support, revenue, and expenses-modified cash basis for these services because the criteria for recognition have not been satisfied. The total amount of in-kind services received was \$784,520. Amounts used for matching are detailed below.

The values of in-kind rent, wages, and equipment are used as local matches for various federal and state grants. They are valued as follows:

In-kind Rent/Use Allowance - In-kind rent is valued at appraised square footage value of the donated building or space times the square footage used to operate the respective program. In-kind use allowance is valued at 2 percent of the most recent tax valuation paid.

In-kind Wages - In-kind wages are valued at the federal and state minimum wage rates per hour donated on the respective program. For fiscal year 2012, the rate used was \$7.40 per hour (in accordance with the State of Ohio minimum wage rate) plus fringe benefits afforded to employees.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 3 - IN-KIND WAGES, RENT, USE ALLOWANCE, EQUIPMENT, AND LOCAL CASH MATCHES (CONTINUED)

In-kind Equipment and Supplies - In-kind equipment and supplies are valued at the fair market rental value of the equipment or supplies based on local market conditions.

In-kind Building Maintenance - In-kind building maintenance is valued at estimated fair market cost of the service and/or equipment based on local market conditions.

Local cash matches were used to meet matching cash requirements of various grants. The amounts were obtained from various local grants, performance contracts, and donations.

In-kind matching was obtained for the year ended March 31, 2012, for the following grants:

In-kind Space and Transportation

U. S. Department of Health and Human Services - Head Start	\$ <u>27,984</u>
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In-kind Wages and Fringe Benefits

Senior Service America, Inc. - Senior Aides Title V Program	52,649
U. S. Department of Health and Human Services - Head Start	688,845
Area Agency on Aging - Senior Programs	13,311
Washington County Levy	<u>1,731</u>
Total Wages and Fringe Benefits	<u>756,536</u>

Total in-kind match	\$ <u>784,520</u>
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These in-kind match amounts are not reflected in various line item expenses on the statement of functional expenses-modified cash basis.

A total of \$784,520 in-kind match has been allocated to federal and state assisted programs as follows:

* U. S. Department of Health & Human Services - Head Start	\$ 716,829
* Area Agency on Aging - Senior Programs Unit of Service Contract	13,311
* Senior Service America, Inc. - Title V	52,649
Washington County Levy	<u>1,731</u>
Total in-kind	\$ <u>784,520</u>

(*Denotes federal program/purchase of service contract)

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 4 - PROGRAM FUNDS RECEIVABLE AND DEFERRED REVENUE BALANCES BY PROGRAM

The current program funds receivable and deferred revenue balances are comprised of the results of each program's operations that The Community Action Program Corporation of Washington-Morgan Counties, Ohio maintains as a direct recipient or subrecipient. The balances totaling \$187,222 for program funds receivable and \$782,708 for deferred revenue as of March 31, 2012, are made up of the following: (Federal amounts are also identified by grant and CFDA number in the accompanying schedule of expenditures of federal awards.)

PROGRAM FUNDS RECEIVABLE:

Federal Programs

The Ohio Association of Second Harvest Food Banks	\$ 1,729
COAD – ARRA HHS	38,503
COAD – ARRA Furnace Rebate Program	1,338
HUD – Shelter Plus Care	15,000
OVER Disabled Veterans Outreach Program – One Stop	2,644
Ohio Department of Job and Family Services – One Stop	9,067
Senior Service America, Inc. - Title V	203
Ohio Department of Public Safety – Morgan-Noble Reentry	6,368
Ohio Department of Public Safety – Washington Reentry	6,041
Morgan County Schools – Prevention	1,062
OVER – Rapid Response	860
OVER – Flood	4,432
Ohio Department of Development – NSP	9,373
Total program funds receivable - federal programs	<u>96,620</u>

State, Local, and Other Programs

Washington County Senior Levy	54,422
Children's Learning Center	36,180
Total program funds receivable - state, local, and other programs	<u>90,602</u>

Total program funds receivable	<u>\$ 187,222</u>
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DEFERRED REVENUE:

Federal Programs

Morgan County DJFS - Ombudsman	\$ 6,888
Ohio Department of Development – Emergency HEAP	329,771
Ohio Department of Development – Administrative HEAP	36,437
Ohio Department of Development – CSBG	18,983
COAD – HHS Formula	868
COAD – ARRA DOE	5,718
COAD – DOE Formula	7,529
O.V.E.R. WIA	933
HUD – Housing Choice Voucher Program	251,096
Ohio Department of Health – W.I.C.	55,560
USDA – Rural Development – Housing Prevention Program	5,034
Total deferred revenue - federal programs	<u>718,817</u>

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 4 - PROGRAM FUNDS RECEIVABLE AND DEFERRED REVENUE BALANCES BY PROGRAM (CONTINUED)

<u>State and Local Programs</u>	
Housing Preservation Recapture Funds	13,491
AARP	21,478
Washington County Juvenile Court - Restitution	1,728
Osteopathic Heritage Foundation - RHISCO	<u>27,194</u>
Total deferred revenue - state and local programs	<u>63,891</u>
Total deferred revenue	<u>\$ 782,708</u>

NOTE 5 - LONG-TERM DEBT

As noted in Note 1, The CAP records debt obligations on assets purchased with the assistance of private financing. The following schedule details the outstanding commitments based on loan agreements signed by or prior to March 31, 2012:

Mortgage payable to bank in monthly installments of \$1,585.28, including interest at 6% per annum, secured by Children's Learning Center in Malta, maturing 2/14/17.	\$ 80,614
Mortgage payable to bank, in monthly installments of \$1,162.25 including interest at 5.25% per annum. Loan is secured by first mortgage on property located at 612 Elm Street, Belpre, OH; Lots 201, 203, 205, 207, 211, and 213 Poplar Street, Marietta, OH; and 802 Warren Street, Belpre, OH, maturing 6/01/31.	165,834
Mortgage payable to bank in monthly installments of \$249.09, including interest at 8.5% per annum, secured by Spring Street property, maturing 12/01/15.	9,023
Mortgage payable to bank in monthly installments of \$840.38, including interest at 6.5% per annum, secured by Main St., Malta property, maturing 1/16/16.	30,948
Mortgage payable to bank in monthly installments of \$317.84, including interest at 5% per annum, secured by 1014 Hadley Lane property, maturing 9/15/18.	21,046
Mortgage payable to bank in monthly installments of \$461.74, including interest at 6.5% per annum, secured by 1203 Poplar property, maturing 1/15/15.	3,348
Mortgage payable to bank in monthly installments of \$310.16, including interest at 6.25% per annum, secured by Summit Street property, maturing 7/15/2023.	29,799
Total second mortgages in the name of the Ohio Department of Mental Health as detailed on the following pages.	376,160
Total second mortgages in the name of the Ohio Department of Development as detailed on the following pages.	483,983
Total second mortgages in name of Washington County and Morgan County Board of Mental Retardation and Development Disabilities as detailed on the following pages.	<u>209,354</u>
Total long-term debt	1,410,109
Less current maturities	<u>91,154</u>
Long-term debt, net of current portion	<u>\$ 1,318,955</u>

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 5 - LONG-TERM DEBT (CONTINUED)

Maturities of long-term debt are as follows:

Payable during the fiscal year ending March 31:

	<u>Bank Financed</u>	<u>Soft Mortgages</u>	<u>Total</u>
2013	\$ 28,101	\$ 71,052	\$ 99,153
2014	26,628	70,166	96,794
2015	28,646	70,166	98,812
2016	30,979	68,974	99,953
2017	33,167	64,507	97,674
Thereafter	<u>193,091</u>	<u>724,632</u>	<u>917,723</u>
Total	<u>\$ 340,612</u>	<u>\$ 1,069,497</u>	<u>\$ 1,410,109</u>

Certain properties were also acquired with grant funds, as well as private financing. For properties purchased with Ohio Department of Mental Health Funds, second mortgages were placed on the properties in the name of the Ohio Department of Mental Health. These mortgages require no repayment provided that the facilities are used for mental health purposes for 40 years. The CAP has recognized this liability (soft mortgages) in the Plant Fund mortgage payable on the statement of assets, liabilities, and net assets-modified cash basis as noted above. The debt is reduced by an amount equal to 1/480th each month.

The Plant Fund mortgage payable balance reflects the unamortized second mortgage balances on the following properties:

Gates Avenue	\$ 41,978
Elm and Maple Streets	34,435
Fifth Street Property	37,337
East Bell	33,293
Wayne Street	19,052
Main Street	24,134
Scammel Street	49,531
Cisler Street	<u>136,400</u>
Total Ohio Department of Mental Health mortgages	<u>\$ 376,160</u>

Certain properties were also acquired with grant funds from the Ohio Department of Development. Second mortgages were placed on properties by the Department. These funds are forgiven over a 30 year life provided the facilities are used for their agreed upon purpose. Accordingly, the CAP has included these liabilities in the Plant Fund mortgage payable balance on the statement of assets, liabilities, and net assets-modified cash basis as noted on page 5. The debt is reduced by an amount equal to 1/360 each month. The Plant Fund mortgage payable balance reflects the unamortized second mortgage balances on the following properties:

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 5 - LONG-TERM DEBT (CONTINUED)

Sharon Street Property	\$ 29,451
Wedgewood Drive Property	27,006
4 Units of the 8 Unit Complex	198,210
Spring Street	26,666
Main Street	30,156
Sixteenth Street	27,987
Poplar Street	24,922
Florence	40,072
Cisler Street	<u>79,513</u>
 Total Ohio Department of Development mortgages	 <u>\$ 483,983</u>

Additionally, several other properties were acquired with grant funds from the Washington and Morgan County Boards of Mental Retardation and Developmental Disabilities (the Boards), and the Ohio Housing Finance Corp. Second mortgages were placed on the properties by the Boards. These mortgages are forgiven over a period of 15 years provided the facilities are used for their agreed upon purpose. Accordingly, The CAP has included these liabilities in the Plant Fund mortgage payable balance on the statement of assets, liabilities, and net assets-modified cash basis as noted on page 5. The debt is reduced by an amount equal to 1/180 each month.

The Plant Fund mortgage payable balance reflects the unamortized second mortgage balances on the following properties:

Summit Street Property	\$ 82,620
Sharon Street	470
Wedgewood Drive	416
Main Street, Malta	10,222
Spring Street	11,222
Phillips Street	19,170
Hadley Lane	32,752
Poplar Street	16,021
Sixteenth Street	11,632
Main Street	11,953
Florence Street	<u>12,876</u>
 Total Washington County and Morgan County Board of Mental Retardation and Developmental Disabilities mortgages	 <u>\$ 209,354</u>

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 6 - FIXED ASSETS

As described in Note 1 to the financial statements, The CAP owns several buildings, vehicles, and equipment which are recorded in the capital fixed asset (plant) fund balance.

Fixed assets at cost:	
Meigs land, building, and improvements	\$ 299,705
Fifth Street properties, Marietta, Ohio	117,543
Elm and Maple properties	147,859
Warren Street property, Marietta, Ohio	46,890
Washington Street property	42,114
Orchard Street property and improvements, Marietta, Ohio	53,211
Fourth Street property	57,517
Bell Avenue property, McConnellsville, Ohio	72,650
Maple Street property	55,340
Scammel property	102,124
Wayne property	58,698
Main Street, Malta	72,861
E. Bell Avenue property	58,895
Edgewood Street property and improvements	77,414
S. Kennebec property	53,205
Sharon Street	
86,117	
Wedgewood Drive	95,443
Spring Street	70,000
Main Street, Malta (#2) and improvements	142,648
Main Street, Malta (#3) and improvements	340,355
8 Unit Complex	608,090
Shade Street	19,000
Cisler property and improvements	339,270
Main Street	75,500
Florence Street property and improvements	98,221
Poplar Street	76,048
S. 16 th Street	71,830
Phillips Street	71,606
Hadley Lane	99,912
Gates Avenue	80,911
Main, Poplar, Florence, Shade and 16 th Street improvements	42,207
Warren improvements	1,562
Elm improvements	1,443
New Matamoras building	27,000
Summit Road	140,234
Meigs improvements	41,300
Land - Main Street, Malta	10,000
Land - Mt. Tom Road	10,226
Total land, buildings, and improvements	<u>3,864,949</u>
Vehicles	603,814
Equipment	85,284
Total fixed assets	<u>4,554,047</u>
Less accumulated depreciation	<u>1,857,553</u>
Net fixed assets	<u>\$ 2,696,494</u>

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 7 - PENSION PLAN

The CAP maintains a 401(k) Plan for eligible employees. All employees of The CAP are eligible to participate in the plan following the completion of one year of service and attainment of age 18. Employees may contribute 1 to 20 percent of their total income on a pre-tax basis, not to exceed \$16,500 for calendar year 2011 and \$17,000 for calendar year 2012, except for employees eligible under the "catch-up" provisions. The catch-up provisions allow eligible employees age 50 and over to make additional contributions up to \$22,000 for 2011 and \$22,500 for 2012. The CAP has elected to contribute 4 percent of each eligible employee's salary to the plan and each employee is eligible to earn up to 2 percent additional match by contributing up to 2 percent of his/her own pay. The amount of pension expense incurred during the fiscal year ended March 31, 2012, for this plan was \$186,877.

NOTE 8 – CAPITAL EQUIPMENT LEASE

Effective February 2009, the Community Action Program Corporation entered into a capital lease agreement to finance certain office equipment valued at \$50,619 under a 48-month term which matures February 2013. The scheduled minimum lease payment including principal and interest over the remaining lease term is \$9,693 for fiscal year 2013. This equipment has been capitalized and the capital lease payable is accounted for in the fixed asset Plant Fund. The balance of the capital lease payable as of March 31, 2012, is \$9,693, including principal and interest. Cost of this equipment rental recognized in the statement of functional expenses-modified cash basis for the year ended March 31, 2012, was \$12,924, which includes principal and interest. Accumulated depreciation recognized in the Plant Fund on the copiers under capital lease totaled \$40,073 for the fiscal year ended March 31, 2012.

NOTE 9 - CONCENTRATIONS

The Community Action Program Corporation receives approximately 77 percent of its support and revenue through federal government grants. Approximately 74 percent of those federal funds are through the four programs noted below. Their percent of funding to total federal funding is as follows:

<u>Program</u>	<u>Percent</u>
Head Start and Head Start ARRA	25
Housing Choice Voucher Program	25
Weatherization Assistance for Low-Income Persons (HWAP) and HWAP ARRA	9
Low Income Energy Assistance Program (LIHEAP) and LIHEAP ARRA	15

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 9 – CONCENTRATIONS (CONTINUED)

The Community Action Program Corporation has funds on deposit with a local financial institution that exceed the Federal Deposit Insurance Corporation (FDIC) insured amount of \$250,000 (unlimited for non-interest bearing funds). Funds in excess of the insured amounts are secured under a memorandum of agreement for deposit of public funds between the financial institution and The CAP. Per this agreement, the financial institution will secure all public deposits in an amount sufficient to meet the requirements of Chapter 135 of the Ohio Revised Code. A maximum of \$5,000,000 will be covered by this agreement. This agreement is in effect through March 31, 2016.

NOTE 10 – GRANT CONTINGENCIES

Under the terms of federal and state grants, periodic audits are required and certain costs may be questioned as inappropriate expenditures. Such audits could lead to reimbursements to the grantor agencies. Management believes disallowances, if any, will be immaterial.

NOTE 11 – LINE OF CREDIT

The CAP maintains a line of credit at a local financial institution in the amount of \$150,000. The interest rate at March 31, 2012, on the line of credit is 3.25 percent. The line of credit balance was zero at March 31, 2012. Corporate certificates of deposit are pledged as collateral for the line of credit. The balance of the certificate of deposit used as collateral as of March 31, 2012, was \$156,450.

NOTE 12 – ACCRUED VACATION AND RELATED BENEFITS

The accrued vacation, leave, and employee benefits amount in the statement of assets, liabilities, and net assets-modified cash basis is primarily comprised of accrued vacation and personal leave balances totaling \$252,760 and \$56,342, as of March 31, 2012, respectively. In addition, The CAP also funds a health care benefit for all employees based on the level of the employee's accrued vacation balance at fiscal year end. Employees earn one month of health insurance benefit for every 173 hours of vacation, rounded to the next whole month. This benefit allows for health insurance coverage during the time period employees are paid their accrued vacation up through their final termination or retirement date. The appropriate programs were charged for the health care benefit based upon the employee's current cost allocation to program or administrative functions. Adjustments to the accrued health insurance benefit are made as vacation accruals adjust or termination/retirement occurs. Any credits due to changes in coverage, earned health insurance periods, or surrender of benefits due to lump sum payments of accrued vacation or death of an employee, are credited to the program where the initial expense was incurred. The balance in the accrued health benefits account as of March 31, 2012, is \$157,273. A net credit of approximately \$6,300 was charged to The CAP employee benefit expenses in fiscal year 2012 for changes in these health insurance benefits.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE 13 - SUBSEQUENT EVENTS

Management has evaluated events subsequent to March 31, 2012, through October 15, 2012, for potential recognition and disclosure in the financial statements. No events have occurred that would require adjustments to, or disclosure in, the financial statements which were available to be issued on October 15, 2012.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED MARCH 31, 2012**

Federal Grantor/ Pass-through Grantor/ Program Title	Federal CFDA Number	Grant or Program Number	Cash Received (Net of Funds Returned)	Grant Funds Receivable (Deferred Revenue)		Net Revenue Recognized	Federal Disbursements/ Expenditures
				March 31, 2011	March 31, 2012		
U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES							
<u>DIRECT RECIPIENT:</u>							
Head Start	93.600	05CH4042/45	\$ 108,747	\$ -	\$ -	\$ 108,747	\$ 108,747
Head Start	93.600	05CH4042/46	1,994,684	-	-	1,994,684	1,994,684
Head Start HSBS	93.600	D012	5,000	-	-	5,000	5,000
Subtotal - Head Start			<u>2,108,431</u>	<u>-</u>	<u>-</u>	<u>2,108,431</u>	<u>2,108,431</u>
<u>PASS-THROUGH:</u>							
<u>OHIO DEPARTMENT OF HEALTH</u>							
Family Planning Services	93.217	94-6-001-1-FP-0311	8,320	-	-	8,320	8,320
<u>PASS THROUGH:</u>							
<u>THE OHIO ASSOCIATION OF SECOND HARVEST FOOD BANKS</u>							
Temporary Assistance to Needy Families	93.558	n/a	6,324	98	1,729	7,955	7,955
<u>PASS-THROUGH:</u>							
<u>MORGAN COUNTY DEPARTMENT OF JOB & FAMILY SERVICES</u>							
Temporary Assistance for Needy Families: Ombudsman	93.558	2,011	4,999	(6,888)	(6,888)	4,999	4,999
Subtotal - Temporary Assistance for Needy Families 93.558			<u>11,323</u>	<u>(6,790)</u>	<u>(5,159)</u>	<u>12,954</u>	<u>12,954</u>
<u>PASS-THROUGH:</u>							
<u>OHIO DEPARTMENT OF DEVELOPMENT</u>							
Low-Income Home Energy Assistance:							
Administrative - Operations	93.568	11-HA-147	52,945	(24,096)	-	77,041	77,041
Emergency	93.568	12-HE-247	1,000,000	-	(329,771)	670,229	670,229
Emergency	93.568	11-HE-247	(63,809)	(166,944)	-	103,135	103,135
Administrative - Operations	93.568	12-HA-147	173,967	-	(36,437)	137,530	137,530
Crisis Cooling Program	93.568	OH-HC-247	92,272	-	-	92,272	92,272
<u>PASS-THROUGH:</u>							
<u>COAD</u>							
ARRA HWAP - HHS	93.568	ARRA 10-11	181,518	2,607	38,503	217,414	217,414
Low-Income Home Energy Assistance Subtotal - Low-Income Home Energy Assistance 93.568	93.568	11-133P	<u>6,819</u>	<u>-</u>	<u>(868)</u>	<u>5,951</u>	<u>5,951</u>
			<u>1,443,712</u>	<u>(188,433)</u>	<u>(328,573)</u>	<u>1,303,572</u>	<u>1,303,572</u>
<u>PASS-THROUGH:</u>							
<u>OHIO DEPARTMENT OF DEVELOPMENT</u>							
Community Services Block Grant	93.569	1011-41	302,741	9,806	-	292,935	292,935
Community Services Block Grant	93.569	1213-41	19,000	-	(18,983)	17	17
Subtotal - Community Services Block Grant Cluster			<u>321,741</u>	<u>9,806</u>	<u>(18,983)</u>	<u>292,952</u>	<u>292,952</u>
SUBTOTAL - U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			<u>3,893,527</u>	<u>(185,417)</u>	<u>(352,715)</u>	<u>3,726,229</u>	<u>3,726,229</u>

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

Federal Grantor/ Pass-through Grantor/ Program Title	Federal CFDA Number	Grant or Program Number	Cash Received (Net of Funds Returned)	Grant Funds Receivable (Deferred Revenue)		Net Revenue Recognized	Federal Disbursements/ Expenditures
				March 31, 2011	March 31, 2012		
U. S. DEPARTMENT OF EDUCATION OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES							
<u>PASS-THROUGH:</u> <u>BUREAU OF REHABILITATION SERVICES</u>							
Vocational Rehabilitation Services	84.126	One Stop 11-12	569	-	-	569	569
SUBTOTAL - BUREAU OF REHABILITATION SERVICES			569	-	-	569	569
U. S. DEPARTMENT OF ENERGY							
<u>PASS-THROUGH:</u> <u>COAD</u>							
ARRA - Energy Efficient Appliance Rebate Program	81.127	ARRA -SEEARP 12-133	10,972	-	1,338	12,310	12,310
Weatherization Assistance for Low-Income Persons	81.042	11-133P	378,988	-	(7,529)	371,459	371,459
Weatherization Assistance for Low-Income Persons	81.042	ARRA 10-11	387,116	7,412	(5,718)	373,986	373,986
Subtotal - Weatherization Assistance for Low-Income Persons 81.042			766,104	7,412	(13,247)	745,445	745,445
SUBTOTAL - U. S. DEPARTMENT OF ENERGY			777,076	7,412	(11,909)	757,755	757,755
U. S. DEPARTMENT OF LABOR							
<u>PASS-THROUGH:</u> <u>O.V.E.R.</u>							
One Stop - ODJFS	17.207	n/a	30,485	9,581	9,067	29,971	29,971
Disabled Veterans Outreach Program (DVOP) - One Stop	17.801	n/a	7,738	-	2,644	10,382	10,382
Local Veterans Employment Representative Program - One Stop	17.804	n/a	661	-	-	661	661
Subtotal - Employment Services Cluster 17.207, 17.801, and 17.804			38,884	9,581	11,711	41,014	41,014
<u>PASS-THROUGH:</u> <u>SENIOR SERVICE AMERICA, INC.</u>							
Senior Community Services Program:							
CAA Title V	17.235	CAA 163	8,353	27	-	8,326	8,326
Employment Program-Title V	17.235	PY10-11	116,692	(7,490)	-	124,182	124,182
Senior Aide Program	17.235	PY11-12	171,780	-	203	171,983	171,983
Subtotal - Senior Community Services 17.235			296,825	(7,463)	203	304,491	304,491

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

<u>Federal Grantor/ Pass-through Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Grant or Program Number</u>	<u>Cash Received (Net of Funds Returned)</u>	<u>Grant Funds Receivable (Deferred Revenue)</u>		<u>Net Revenue Recognized</u>	<u>Federal Disbursements/ Expenditures</u>
				<u>March 31, 2011</u>	<u>March 31, 2012</u>		
<u>PASS THROUGH:</u>							
<u>O.V.E.R.</u>							
<u>WIA Cluster:</u>							
WIA - Adult Program	17.258	2010-2011	26,734	18,359	-	8,375	8,375
WIA - Adult Program	17.258	2011-2012	98,643	-	1,355	99,998	99,998
WLR2 Stimulus Special Project Funds (ARRA)	17.258	WLR2	7,058	-	-	7,058	7,058
WIA - Youth Activities	17.259	2010-2011	49,788	(26,493)	-	76,281	76,281
WIA - Youth Activities	17.259	2011-2012	122,901	-	(11,274)	111,627	111,627
WLR2 Stimulus Special Project Funds (ARRA)	17.259	WLR2	16,948	-	-	16,948	16,948
WIA - Dislocated Workers	17.260	2010-2011	7,559	-	-	7,559	7,559
WIA - Dislocated Workers: Stimulus Rapid Response - AMP	17.260	AMP 2010-2011	14,853	(4,930)	-	19,783	19,783
WLR2 Stimulus Special Project Funds (ARRA)	17.260	WLR 2	17,656	-	-	17,656	17,656
OJT NEGS (ARRA)	17.260	OJT NEGS 2010-2011	6,540	(1,460)	-	8,000	8,000
Wait List Reduction	17.260	WLR 2 2010-2011	-	(2,734)	-	2,734	2,734
Rapid Response	17.278	2010-2011	52,103	-	860	52,963	52,963
WIA Dislocated Worker	17.278	2010-2011	134,231	(22,861)	8,986	166,078	166,078
Subtotal - WIA Cluster 17.258-17.260 and 17.278			<u>555,014</u>	<u>(40,119)</u>	<u>(73)</u>	<u>595,060</u>	<u>595,060</u>
NEG Ohio Disaster	17.277	Flood	38,737	-	4,432	43,169	43,169
SUBTOTAL - U. S. DEPARTMENT OF LABOR			<u>929,460</u>	<u>(38,001)</u>	<u>16,273</u>	<u>983,734</u>	<u>983,734</u>
U. S. DEPARTMENT OF JUSTICE							
<u>PASS THROUGH:</u>							
<u>OHIO DEPARTMENT OF PUBLIC SAFETY</u>							
<u>ARRA-EDWARD BYRNE JUSTICE ASSISTANCE GRANT FORMULA PROGRAM</u>							
Morgan and Noble Reentry Task Force	16.803	2009-RA--R01-2361	39,385	11,762	6,368	33,991	33,991
Washington County Reentry Task Force	16.803	2009-RA-R01-2362	37,243	11,205	6,041	32,079	32,079
SUBTOTAL - U. S. DEPARTMENT OF JUSTICE 16.803			<u>76,628</u>	<u>22,967</u>	<u>12,409</u>	<u>66,070</u>	<u>66,070</u>
U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT							
<u>PASS-THROUGH:</u>							
<u>CITY OF MARIETTA</u>							
Neighborhood Stabilization Program	14.228	A-Z-08-289-1	128,000	(109,229)	9,373	246,602	246,602

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

<u>Federal Grantor/ Pass-through Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Grant or Program Number</u>	<u>Cash Received (Net of Funds Returned)</u>	<u>Grant Funds Receivable (Deferred Revenue)</u>		<u>Net Revenue Recognized</u>	<u>Federal Disbursements/ Expenditures</u>
				<u>March 31, 2011</u>	<u>March 31, 2012</u>		
<u>PASS THROUGH:</u>							
<u>MORGAN COUNTY SCHOOLS</u>							
Emergency Shelter Grants Program	14.231	2010-2011	9,585	1,893	1,062	8,754	8,754
Emergency Shelter Grants Program	14.231	2011-2012	15,485	-	-	15,485	15,485
Subtotal - Emergency Solutions Grants Program 14.231			25,070	1,893	1,062	24,239	24,239
<u>PASS-THROUGH:</u>							
<u>CITY OF MARIETTA</u>							
HUD Shelter Plus Care	14.238	n/a	-	(1,029)	15,000	16,029	16,029
<u>OHIO DEPARTMENT OF DEVELOPMENT</u>							
ARRA Homeless Prevention and Rapid Rehousing	14.257	N-A-09-6AN-1	5,762	2,287	-	3,475	3,475
<u>PASS-THROUGH:</u>							
<u>CITY OF MARIETTA</u>							
HUD Section 8 Housing Choice Vouchers	14.871	OH16-V077	1,943,354	(389,675)	(251,096)	2,081,933	2,081,933
SUBTOTAL - U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			2,102,186	(495,753)	(225,661)	2,372,278	2,372,278
U. S. DEPARTMENT OF AGRICULTURE							
<u>DIRECT RECIPIENT</u>							
Rural Housing Preservation Grants	10.433	HPG-10	71,830	26,629	(5,034)	40,167	40,167
Subtotal Rural Housing 10.433			71,830	26,629	(5,034)	40,167	40,167
<u>PASS-THROUGH:</u>							
<u>OHIO DEPARTMENT OF HEALTH</u>							
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	10.557	8460011WA0411	219,678	(16,320)	-	235,998	235,998
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	10.557	8460011WA0512	239,463	-	(55,560)	183,903	183,903
Subtotal - Women, Infants, and Children (WIC) 10.557			459,141	(16,320)	(55,560)	419,901	419,901
<u>PASS-THROUGH:</u>							
<u>OHIO DEPARTMENT OF EDUCATION</u>							
Child and Adult Care Food Program	10.558	n/a	88,143	-	-	88,143	88,143
SUBTOTAL - U. S. DEPARTMENT OF AGRICULTURE			619,114	10,309	(60,594)	548,211	548,211
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 8,398,560	\$ (678,483)	\$ (622,197)	\$ 8,454,846	\$ 8,454,846

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED MARCH 31, 2012**

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of The Community Action Program Corporation of Washington-Morgan Counties, Ohio and is presented on the modified cash basis of accounting which includes the recording of grant receivables and deferred revenues. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B - FEDERAL FUNDS RETURNED TO GRANTORS

Federal grant awards received, as stated in the schedule of expenditures of federal awards (SEFA), is net of funds returned to grantors. The total amount of funds returned to various grantors in fiscal year 2012 totaled \$81,720.

NOTE C - ADDITIONAL FEDERAL GRANT/EXPENDITURE INFORMATION

Totals for amounts received from various pass-through and federal funding sources are grouped by CFDA numbers and identified clusters on the schedule of expenditures of federal awards.

The Community Action Program Corporation of Washington-Morgan Counties, Ohio is the fiscal agent for the City of Marietta in regard to the HUD Section 8 Housing Choice Vouchers Program, CFDA #14.871. Those funds are included in the schedule of expenditures of federal awards.

Programs containing the "ARRA" designation have been funded through the American Recovery and Reinvestment Act of 2009.

NOTE D - NON-CASH ASSISTANCE

Approximately \$769,478 in non-cash assistance was expended as part of federal programs, which are included on the SEFA. Details by program are included in Note 3 to the financial statements. The \$769,478 does not include non-cash assistance for federal fee for service programs and contracts.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE FISCAL YEAR ENDED MARCH 31, 2012**

SECTION I - SUMMARY OF AUDITOR'S RESULTS (CONTINUED)

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program</u>
93.600	U. S. Department of Health and Human Services Head Start (direct funding)
81.042	U. S. Department of Energy Weatherization Assistance for Low-Income Persons (HWAP) and HWAP ARRA* (passed through COAD)
14.871	U. S. Department of Housing and Urban Development HUD Section 8 Housing Choice Vouchers (passed through the City of Marietta)

*ARRA - Funding provided by the American Recovery and Reinvestment Act of 2009.

The dollar threshold used to distinguish between Type A and Type B programs was \$300,000.

The Community Action Program Corporation of Washington-Morgan Counties Ohio qualified as a low-risk auditee for the year ended March 31, 2012.

SECTION II - FINANCIAL STATEMENT FINDINGS

We noted no findings related to the financial statements which are required to be reported in accordance with GAGAS.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

We noted no findings or questioned or likely questioned costs for federal awards for the fiscal year ended March 31, 2012.

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

Board of Directors
The Community Action Program Corporation
of Washington-Morgan Counties, Ohio

We have audited the financial statements of The Community Action Program Corporation of Washington-Morgan Counties, Ohio (a nonprofit organization) (The CAP) as of and for the year ended March 31, 2012, and have issued our report thereon dated October 15, 2012. 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.

Internal Control Over Financial Reporting

Management of The CAP is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered The Community Action Program Corporation of Washington-Morgan Counties, Ohio's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of The CAP's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of The CAP's internal control over financial reporting.

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.

Our consideration of 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 control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined previously.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether The Community Action Program Corporation of Washington-Morgan Counties, Ohio'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*.

This report is intended solely for the information and use of the Board of Directors, the Finance Committee, management, others within the organization, and the federal awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.



Wheeling, West Virginia
October 15, 2012

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS
THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Directors
The Community Action Program Corporation
of Washington-Morgan Counties, Ohio

Compliance

We have audited the compliance of The Community Action Program Corporation of Washington-Morgan Counties, Ohio (a nonprofit organization) (The CAP) 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 The CAP's major federal programs for the fiscal year ended March 31, 2012. The Community Action Program Corporation of Washington-Morgan Counties, Ohio's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the management of The Community Action Program Corporation of Washington-Morgan Counties, Ohio. Our responsibility is to express an opinion on The CAP's compliance based on our audit.

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 The CAP'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. Our audit does not provide a legal determination of The CAP's compliance with those requirements.

In our opinion, The Community Action Program Corporation of Washington-Morgan Counties, Ohio 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 fiscal year ended March 31, 2012.

Internal Control Over Compliance

Management of The Community Action Program Corporation of Washington-Morgan Counties, Ohio is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered The CAP's internal control over compliance with the 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 The CAP'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 material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of 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 deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board of Directors, Finance Committee, management, others within the organization, federal awarding agencies, and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.



Wheeling, West Virginia
October 15, 2012

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
STATUS OF PRIOR YEAR AUDIT FINDINGS/COMMENTS
MARCH 31, 2012**

There were no findings and recommendations in the prior year report requiring the preparation of this schedule.

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio**

REPORT ON ACCOMPANYING INFORMATION

Our audit was conducted for the purpose of forming an opinion on the basic financial statements as a whole. The supplementary information, the schedule of program and corporate services expenses, is presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole in accordance with the basis of accounting described in Note 1 to the financial statements.

JR Snodgrass - etc.

Wheeling, West Virginia
October 15, 2012

**The Community Action Program Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF PROGRAM AND CORPORATE SERVICES EXPENSES
FOR THE YEAR ENDED MARCH 31, 2012**

	Community Services Block Grant	HUD Housing Choice	MHAR Housing - Washington	CSB Home Visitor	Senior Nutrition Program	Washington Levy	Summer Feeding	Shelter Plus Care	317 Housing - Morgan
Expenditures									
Wages - employee	\$ 138,529	\$ 129,623	\$ 83	\$ 925	\$ 200,056	\$ 107,513	\$ 146	\$ 1,859	\$ 870
Wages - participant	-	-	-	-	-	-	-	-	-
Total fringe benefits	82,337	96,479	62	509	108,952	65,865	116	1,445	678
Total travel and transportation	25,344	1,733	1	45	27,375	7,952	232	26	11
Contractual	3,644	8,921	12	-	2,615	1,167	34	166	63
Communications	5,327	1,997	-	1	3,981	2,685	-	7	3
Participant support	-	-	-	-	-	-	-	-	-
Classroom training	-	-	-	-	-	-	-	-	-
OJT	-	-	-	-	-	-	-	-	-
Occupancy, facility costs, and rents	11,709	6,098	428	874	31,781	10,265	1	8,702	5,572
Emergency assistance	-	-	-	-	-	-	-	-	-
Housing assistance payments	-	1,810,737	-	-	-	-	-	29,160	6,791
Insurances	2,070	4,571	-	-	8,359	2,497	-	47	18
Supplies	5,876	9,126	2	47	3,768	1,248	1,447	144	41
Program supplies	17	68	-	-	29,666	8,237	492	-	-
Small tools, equipment, and equipment maintenance	6,598	10,722	1	3	18,605	1,768	-	57	28
Memberships and dues	8,549	131	-	-	318	53	-	-	-
Printing and photocopying	803	872	-	-	1,658	368	59	1	-
Miscellaneous	2,850	703	-	-	-	-	-	-	-
Food	-	-	-	-	210,360	44,724	3,262	-	-
Materials	-	-	-	30	-	-	-	-	-
Vehicle operations	-	1,916	-	-	18,563	5,236	-	-	-
Acquisition and renovation	-	-	-	-	-	-	-	-	-
Special events	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 293,653	\$ 2,083,697	\$ 589	\$ 2,434	\$ 666,057	\$ 259,578	\$ 5,789	\$ 41,614	\$ 14,075

**The Community Action Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF PROGRAM AND CORPORATE SERVICES EXPENSES (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

	Morgan Co. Prevention	Housing Trust	HWAP - DOE	HWAP - HHS	CHIP - Washington	Urban Transit	Housing Preservation	CHIP- Marietta	CTS/EMT/NET	Electric Partnership Program
Expenditures										
Wages - employee	\$ 13,190	\$ 2,421	\$ 128,194	\$ -	\$ 24,979	\$ 128,928	\$ 3,094	\$ 946	\$ 12,306	\$ 20,699
Wages - participant	-	-	-	-	-	-	-	-	-	-
Total fringe benefits	4,807	1,612	66,754	-	14,105	136,166	2,201	517	12,382	9,223
Total travel and transportation	1,408	391	9,545	-	5,260	1,383	594	4	118,435	2,852
Contractual	1	1	106	(111)	2,341	5,622	2,834	-	909	223
Communications	1,072	4	3,821	55	267	149	7	1	143	346
Participant support	-	-	-	-	-	-	-	-	-	-
Classroom training	-	-	-	-	-	-	-	-	-	-
OJT	-	-	-	-	-	-	-	-	-	-
Occupancy, facility costs, and rents	1,678	9	9,602	-	675	824	12	3	42	502
Emergency assistance	-	-	-	-	-	-	-	-	-	-
Housing assistance payments	-	-	-	-	-	-	-	-	-	-
Insurances	255	52	2,652	-	1,214	14,492	74	1,009	257	1,617
Supplies	5,645	160	2,873	-	1,370	7,958	324	84	727	3,230
Program supplies	-	-	17	-	1	10	-	-	1	2
Small tools, equipment, and equipment maintenance	1,166	36	10,822	505	439	1,877	80	6	256	272
Memberships and dues	2	-	20	-	78	417	-	-	1	1,655
Printing and photocopying	13	24	393	-	890	824	24	762	927	906
Miscellaneous	-	-	-	-	-	125	-	-	-	-
Food	-	-	-	-	-	-	-	-	-	-
Materials	-	-	133,974	-	3,344	-	-	-	-	8,418
Vehicle operations	-	-	3,265	5,383	-	65,266	-	-	60,353	1,151
Acquisition and renovation	-	16,963	-	-	-	-	31,345	-	-	-
Special events	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 29,237	\$ 21,673	\$ 372,038	\$ 5,832	\$ 54,963	\$ 364,041	\$ 40,589	\$ 3,332	\$ 206,739	\$ 51,096

**The Community Action Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF PROGRAM AND CORPORATE SERVICES EXPENSES (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

	Senior Aides - Title V	Workforce Investment Act	Alternative to Delinquency	Verizon	One Stop	Flood- Washington	Head Start Federal	Head Start Private Donations	Morgan Children's Learning Center	MR Housing Management Washington
Expenditures										
Wages - employee	\$ 16,028	\$ 99,373	\$ 53	\$ 1,166	\$ 14,085	\$ 13,850	\$ 993,349	\$ -	\$ -	\$ 3,215
Wages - participant	236,016	60,633	-	-	-	14,040	-	-	-	-
Total fringe benefits	38,829	88,655	43	593	13,835	10,324	577,199	-	-	2,500
Total travel and transportation	1,451	9,004	-	44	31	770	56,367	-	-	28
Contractual	1,816	2,837	-	1	382	-	54,771	-	-	29
Communications	30	2,654	-	3	2,785	10	23,387	-	-	12
Participant support	-	9,776	-	-	-	1,687	-	75	-	-
Classroom training	-	179,823	-	-	-	-	-	(75)	-	-
OJT	-	-	-	-	-	-	-	-	-	-
Occupancy, facility costs, and rents	321	6,605	-	4	7,862	72	157,203	-	(13,662)	(570)
Emergency assistance	-	-	-	-	-	-	-	-	-	-
Housing assistance payments	-	-	-	-	-	-	-	-	-	-
Insurances	285	2,594	-	1	1,673	16	34,846	-	-	9
Supplies	1,001	2,862	4	783	1,643	135	16,997	-	-	338
Program supplies	27	8	-	-	154	212	106,982	-	-	-
Small tools, equipment, and equipment maintenance	261	4,121	-	12	3,855	82	30,207	-	-	145
Memberships and dues	-	1,064	-	-	-	1	2,691	-	-	-
Printing and photocopying	100	156	-	40	656	10	13,539	-	-	-
Miscellaneous	-	-	-	-	-	89	-	-	-	-
Food	-	-	-	-	-	-	95,380	-	-	-
Materials	-	-	-	-	-	-	-	-	-	-
Vehicle operations	-	-	-	-	-	1,872	24,916	-	-	-
Acquisition and renovation	-	-	-	-	-	-	-	-	-	-
Special events	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 296,165	\$ 470,165	\$ 100	\$ 2,647	\$ 46,961	\$ 43,170	\$ 2,187,834	\$ -	\$ (13,662)	\$ 5,706

**The Community Action Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF PROGRAM AND CORPORATE SERVICES EXPENSES (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

	MR Housing Management Morgan	HEAP Adminis- tration	HEAP Emergency Emergency	Emergency Cooling	Child and Family Health	Health Contracts	Family Planning	WIC	CHIP Belpre	RHISCO	Second Harvest Foodbanks
Expenditures											
Wages - employee	\$ 697	\$ 114,351	\$ -	\$ -	\$ 10,797	\$ 2,441	\$ 20,898	\$ 221,972	\$ 10,173	\$ 7,953	\$ 4,131
Wages - participant	-	-	-	-	-	-	-	-	-	-	-
Total fringe benefits	543	71,964	-	-	7,870	2,581	11,371	136,740	6,269	5,430	1,570
Total travel and transportation	5	3,346	-	-	544	3	253	3,474	1,032	765	47
Contractual	5	3,524	-	-	2,494	31	5,560	1,727	1,460	22,209	107
Communications	3	3,984	-	-	97	1	535	11,341	537	72	49
Participant support	-	-	-	-	-	-	-	-	-	-	-
Classroom training	-	-	-	-	-	-	-	-	-	-	-
OJT	-	-	-	-	-	-	-	-	-	-	-
Occupancy, facility costs, and rents	(391)	4,870	-	-	316	4	1,772	32,127	555	20,580	115
Emergency assistance	-	-	773,364	92,272	-	-	-	-	-	-	-
Housing assistance payments	-	-	-	-	-	-	-	-	-	-	-
Insurances	2	1,872	-	-	6,274	-	5,547	7,679	2,937	68	50
Supplies	55	2,989	-	-	304	17	1,046	4,792	496	141	1,464
Program supplies	-	14	-	-	587	-	7,275	1,214	-	-	-
Small tools, equipment, and equipment maintenance	18	7,493	-	-	416	3	2,245	7,744	438	180	98
Memberships and dues	-	6	-	-	-	-	199	50	1	-	-
Printing and photocopying	-	159	-	-	57	1	218	1,434	57	4	325
Miscellaneous	-	-	-	-	-	-	-	53	-	-	-
Food	-	-	-	-	-	-	-	-	-	-	-
Materials	-	-	-	-	-	-	-	-	630	-	-
Vehicle operations	-	-	-	-	-	-	-	-	-	-	-
Acquisition and renovation	-	-	-	-	-	-	-	-	-	-	-
Special events	-	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 937	\$ 214,572	\$ 773,364	\$ 92,272	\$ 29,756	\$ 5,082	\$ 56,919	\$ 430,347	\$ 24,585	\$ 57,402	\$ 7,956

**The Community Action Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF PROGRAM AND CORPORATE SERVICES EXPENSES (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

	Washington Reentry JAG	Morgan- Noble Reentry JAG	CAA Title V	Waiting List Reduction	Rapid Response AMP	OJT NEGS	Neighborhood Stabilization Program	Payee	Head Start Body Start	Rapid Response
Expenditures										
Wages - employee	\$ 12,995	\$ 13,197	\$ 3,709	\$ 7,664	\$ 5,217	\$ -	\$ 18,818	\$ 8,366	\$ -	\$ 11,441
Wages - participant	-	-	-	-	-	-	-	-	-	-
Total fringe benefits	13,279	13,772	4,462	9,072	4,985	-	11,390	6,917	-	12,709
Total travel and transportation	587	1,431	162	49	107	-	409	-	-	261
Contractual	80	85	-	210	306	-	86,554	68	-	-
Communications	6	7	-	2	3	-	16	-	-	5
Participant support	-	-	-	125	350	-	-	-	-	1,313
Classroom training	-	-	-	22,159	7,408	-	-	-	-	27,095
OJT	-	-	-	-	-	8,000	-	-	-	-
Occupancy, facility costs, and rents	28	30	-	5	16	-	50	-	1,643	25
Emergency assistance	-	-	-	-	-	-	-	-	-	-
Housing assistance payments	-	-	-	-	-	-	-	-	-	-
Insurances	30	32	-	39	33	-	733	533	-	21
Supplies	274	166	-	12	706	-	757	64	-	57
Program supplies	1	1	-	-	-	-	1	-	3,357	2
Small tools, equipment, and equipment maintenance	103	106	-	6	18	-	190	-	-	30
Memberships and dues	1	2	-	-	-	-	1	-	-	-
Printing and photocopying	525	526	-	-	9	-	8	-	-	3
Miscellaneous	4,169	4,634	-	-	-	-	-	-	-	-
Food	-	-	-	-	-	-	-	-	-	-
Materials	-	-	-	-	-	-	-	-	-	-
Vehicle operations	-	-	-	-	626	-	-	-	-	-
Acquisition and renovation	-	-	-	-	-	-	127,675	-	-	-
Special events	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 32,078	\$ 33,989	\$ 8,333	\$ 39,343	\$ 19,784	\$ 8,000	\$ 246,602	\$ 15,948	\$ 5,000	\$ 52,962

**The Community Action Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF PROGRAM AND CORPORATE SERVICES EXPENSES (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

	AARP	Pet Grant	ARRA HWAP - DOE	ARRA HWAP - HHS	ARRA HPRP	ARRA Furnace Rebate	Total Program Services	WVAN	Utilities Programs	Housing Service Alliance
Expenditures										
Wages - employee	\$ 1,612	\$ -	\$ 88,998	\$ 137,226	\$ 1,197	\$ 104	\$ 2,759,437	\$ 44,848	\$ 12,336	\$ 4,058
Wages - participant	-	-	-	-	-	-	310,689	-	-	-
Total fringe benefits	1,500	-	43,467	58,021	803	78	1,760,981	22,817	8,045	2,780
Total travel and transportation	348	-	12,462	26	9	17	295,623	363	928	94
Contractual	-	-	11,250	-	-	-	224,054	1,069	300	28
Communications	1	-	1,788	1,283	-	-	68,477	361	122	77
Participant support	-	-	(527)	-	-	-	12,799	-	-	-
Classroom training	-	-	-	-	-	-	236,410	-	-	-
OJT	-	-	-	-	-	-	8,000	-	-	-
Occupancy, facility costs, and rents	2	-	7,220	5	1,420	1	317,005	122	66	196
Emergency assistance	-	-	-	-	-	-	865,636	-	1,541	-
Housing assistance payments	-	-	-	-	-	-	1,846,688	-	-	-
Insurances	1	-	31,394	-	-	-	135,853	15,584	1,520	27
Supplies	54	994	2,857	38	-	4	85,120	507	393	98
Program supplies	-	-	1	-	47	-	158,394	3	-	-
Small tools, equipment, and equipment maintenance	5	-	6,252	524	-	3	117,796	152	361	174
Memberships and dues	-	-	-	-	-	-	15,240	9	352	1
Printing and photocopying	-	-	1,225	-	-	-	27,576	227	813	3
Miscellaneous	-	-	-	-	-	-	12,623	2,024	-	-
Food	-	-	-	-	-	-	353,726	-	-	-
Materials	-	-	169,608	16,638	-	12,103	344,745	-	14,618	-
Vehicle operations	-	-	186	3,653	-	-	192,386	19,303	1,246	-
Acquisition and renovation	-	-	-	-	-	-	175,983	-	15,090	-
Special events	-	-	-	-	-	-	-	-	-	-
Interest expense	-	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 3,523	\$ 994	\$ 376,181	\$ 217,414	\$ 3,476	\$ 12,310	\$ 10,325,241	\$ 107,389	\$ 57,731	\$ 7,536

**The Community Action Corporation
of Washington-Morgan Counties, Ohio
SCHEDULE OF PROGRAM AND CORPORATE SERVICES EXPENSES (CONTINUED)
FOR THE YEAR ENDED MARCH 31, 2012**

	OACAA/COAD Lead Fee for Service	Rental Properties	Total Corporate Services	Total Program and Corporate Services	Management and General	Total
Expenditures						
Wages - employee	\$ 494	\$ 31,861	\$ 93,597	\$ 2,853,034	\$ 37,098	\$ 2,890,132
Wages - participant	-	-	-	310,689	-	310,689
Total fringe benefits	316	31,928	65,886	1,826,867	5,996	1,832,863
Total travel and transportation	17	518	1,920	297,543	2,877	300,420
Contractual	-	1,520	2,917	226,971	3,485	230,456
Communications	1	53	614	69,091	1,042	70,133
Participant support	-	-	-	12,799	-	12,799
Classroom training	-	-	-	236,410	-	236,410
OJT	-	-	-	8,000	-	8,000
Occupancy, facility costs, and rents	3	85,373	85,760	402,765	8,625	411,390
Emergency assistance	-	-	1,541	867,177	-	867,177
Housing assistance payments	-	-	-	1,846,688	-	1,846,688
Insurances	1	24,114	41,246	177,099	11,003	188,102
Supplies	9	737	1,744	86,864	2,956	89,820
Program supplies	-	1	4	158,398	-	158,398
Small tools, equipment, and equipment maintenance	5	387	1,079	118,875	283	119,158
Memberships and dues	-	126	488	15,728	126	15,854
Printing and photocopying	-	558	1,601	29,177	317	29,494
Miscellaneous	-	-	2,024	14,647	24,935	39,582
Food	-	-	-	353,726	249	353,975
Materials	-	-	14,618	359,363	-	359,363
Vehicle operations	-	522	21,071	213,457	133	213,590
Acquisition and renovation	-	-	15,090	191,073	-	191,073
Special events	-	-	-	-	35,391	35,391
Interest expense	-	15,861	15,861	15,861	320	16,181
Total expenditures	\$ 846	\$ 193,559	\$ 367,061	\$ 10,692,302	\$ 134,836	\$ 10,827,138