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**The West Virginia Humanities Council, Inc.**

**Report to the Board of Directors**

**July 30, 2024**



**Suttle &  
Stalnaker**

Certified  
Public  
Accountants

A Professional Limited Liability Company



July 30, 2024

Board of Directors  
The West Virginia Humanities Council, Inc.  
Charleston, West Virginia

We are pleased to present this report related to our audit of the financial statements of The West Virginia Humanities Council, Inc. (the Council) for the year ended October 31, 2023. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the Council's financial reporting process.

This report is intended solely for the information and use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to the Council.



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## Contents

	Page
Required Communications	4 - 6
Summary of Accounting Estimates	7
Summary of Recorded Audit Adjustments	8 - 15
Summary of Uncorrected Misstatements	16
Communication Regarding Significant Deficiencies and Material Weaknesses	17 - 21
Certain Written Communications Between Management and Our Firm	22
Engagement Letter	
Management Representation Letter	

## Required Communications

Professional standards require the auditor to communicate certain matters to keep those charged with governance adequately informed about matters related to the financial statement audit that are, in our professional judgment, significant and relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. The following summarizes these communications.

Area	Comments
<b>Auditor’s Responsibility Under Professional Standards</b>	<p>We have audited the financial statements of The West Virginia Humanities Council, Inc. (the Council) for the year ended October 31, 2023, and have issued our report thereon dated July 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, <i>Government Auditing Standards</i>, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 30, 2024.</p>
<b>Qualitative Aspects of Accounting Practices</b>	<p><b>Adoption of, or Change in, Accounting Policies</b></p> <p>Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Council are described in Note 1 to the financial statements. During 2023, the Council implemented Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-02, “<i>Leases (Topic 842)</i>.” The adoption of FASB ASU 2016-02 had no impact on the financial statements. The application of existing policies was not changed during the year ended October 31, 2023. We noted no transactions entered into by the Council during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.</p> <p><b>Management’s Judgments and Accounting Estimates</b></p> <p>Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are summarized in the attached <i>Summary of Accounting Estimates</i>.</p>

Area	Comments
<b>Difficulties Encountered in Performing the Audit</b>	<p data-bbox="683 279 1068 304"><b>Financial Statement Disclosures</b></p> <p data-bbox="683 331 1435 394">The financial statement disclosures are neutral, consistent, and clear.</p> <p data-bbox="683 432 1435 495">We encountered no significant difficulties in dealing with management in performing and completing our audit.</p>
<b>Corrected and Uncorrected Misstatements</b>	<p data-bbox="683 537 1435 741">Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. See the attached <i>Summary of Recorded Audit Adjustments</i> and <i>Summary of Uncorrected Misstatements</i>.</p>
<b>Disagreements with Management</b>	<p data-bbox="683 783 1435 987">For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.</p>
<b>Management Representations</b>	<p data-bbox="683 1029 1435 1127">We have requested certain representations from management that are included in the management representation letter dated July 30, 2024.</p>
<b>Management Consultations with Other Independent Accountants</b>	<p data-bbox="683 1169 1435 1514">In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Council’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.</p>
<b>Other Audit Findings or Issues</b>	<p data-bbox="683 1556 1435 1759">We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Council’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition of our retention.</p>
<b>Significant Deficiencies and/or Material Weaknesses</b>	<p data-bbox="683 1801 1435 1864">See attached Communication Regarding Significant Deficiencies and Material Weaknesses.</p>

Area	Comments
<b>Certain Written Communications Between Management and our firm</b>	Copies of certain written communications between our firm and management of the Council are attached as Exhibits.
<b>Supplemental Information Accompanying the Financial Statements</b>	With respect to the supplemental information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the additional information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**The West Virginia Humanities Council, Inc.**  
**Summary of Accounting Estimates**  
**Year Ended October 31, 2023**

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses its knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to compute and record these accounting estimates. The following describes the significant accounting estimates reflected in the Council's October 31, 2023 financial statements:

<b>Area</b>	<b>Accounting Policy</b>	<b>Estimation Process</b>	<b>Comments</b>
<b>Fixed Assets / Depreciation Expense</b>	Depreciation	Straight-line depreciation based on estimated useful life ranging from five to 40 years	S&S is in agreement with the process used by management.
<b>Investments</b>	Fair value method	Investments with readily determinable fair values are reported at fair value determined by published market prices	S&S is in agreement with the process used by management.
<b>Receivables</b>	Valuation of receivables	Based on an evaluation of specific amounts receivable, considering the age of receivable, ability of donor to pay, and history with donor	S&S is in agreement with the process used by management.
<b>Functional Expenses</b>	Allocations	Based on time records and other allocation methods as deemed appropriate	S&S is in agreement with the process used by management.

**The West Virginia Humanities Council, Inc.**  
**Summary of Recorded Audit Adjustments**  
**Year Ended October 31, 2023**

During the course of an audit, we accumulate adjustments that are determined by management to be material to the financial statements and to the related financial statement disclosures, or management otherwise determines are appropriate to make. Following is a summary of the adjustments made to the original trial balance we received.

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
<b>Adjusting Journal Entries JE # 1</b>			
To record the Veterans Affairs grant revenue as federal income.			
4180-04-000-000	Other Grant Income	137,386.00	-
4175-01-457-000	Grant Income - LG-23-09 Veterans Affairs	-	137,386.00
<b>Total</b>		<b><u>137,386.00</u></b>	<b><u>137,386.00</u></b>

**Adjusting Journal Entries JE # 2**

To record the adjustments from the second trial balance received from the client.

6110-01-100-000	Salaries - G&A	53,753.00	-
6110-01-150-465	Salaries - Operations	6,418.00	-
6110-01-200-000	Salaries - Development	20,386.00	-
6110-01-300-000	Salaries - Grants	12,578.00	-
6110-02-400-000	Salaries - Programs	13,705.00	-
6110-02-415-000	Salaries - e-WV	16,501.00	-
6110-02-500-000	Salaries - Folklore	14,611.00	-
6111-01-150-465	Other Fringes - Operations	468.00	-
6120-01-100-000	Employer SS - G&A	11,591.00	-
6120-01-150-465	Employer SS - Operations	1,695.00	-
6120-01-200-000	Employer SS - Development	3,710.00	-
6120-01-300-000	Employer SS - Grants	3,759.00	-
6120-02-400-000	Employer SS - Program	3,334.00	-
6120-02-415-000	Employer SS - e-WV	3,114.00	-
6120-02-500-000	Employer SS - Folklore	3,329.00	-
6125-01-100-000	Employer Medicare - G&A	2,711.00	-
6125-01-150-465	Employer Medicare - Operations	397.00	-
6125-01-200-000	Employer Medicare - Development	867.00	-
6125-01-300-000	Employer Medicare - Grants	880.00	-
6125-02-400-000	Employer Medicare - Program	780.00	-
6125-02-415-000	Employer Medicare - e-WV	728.00	-
6125-02-500-000	Employer Medicare - Folklore	779.00	-
6155-01-100-000	Medical Insurance - G&A	34,911.00	-
6155-01-150-465	Medical Insurance - Operations	49.00	-
6155-01-200-000	Medical Insurance - Development	9,246.00	-
6155-02-400-000	Medical Insurance - Programs	7,248.00	-
6155-02-415-000	Medical Insurance - e-WV	22,033.00	-
6155-02-500-000	Medical Insurance - Folklore	6,682.00	-
6156-01-100-000	Dental Insurance - G&A	1,481.00	-
6156-01-150-465	Dental Insurance - Operations	788.00	-
6156-01-200-000	Dental Insurance - Development	399.00	-
6156-02-400-000	Dental Insurance - Programs	465.00	-
6156-02-415-000	Dental Insurance - e-WV	904.00	-
6156-02-500-000	Dental Insurance - Folklore	465.00	-



**The West Virginia Humanities Council, Inc.**  
**Summary of Recorded Audit Adjustments**  
**Year Ended October 31, 2023**

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
6157-01-100-000	Vision Insurance - G&A	159.00	-
6157-01-150-465	Vision Insurance - Operations	83.00	-
6157-01-200-000	Vision Insurance - Development	28.00	-
6157-02-400-000	Vision Insurance - Programs	56.00	-
6157-02-415-000	Vision Insurance - e-WV	150.00	-
6157-02-500-000	Vision Insurance - Folklore	45.00	-
6950-01-100-000	Miscellaneous - G&A	1.00	-
2215-01-000-000	FICA SS - Employer	-	30,534.00
2225-01-000-000	FICA Medicare - Employer	-	7,141.00
2230-00-000-000	FIT W/H-Function	-	2,927.00
2230-01-000-000	FIT W/H	-	50,624.00
2240-01-000-000	SIT W/H	-	24,381.00
2310-01-000-000	Benefits Payable - Retirement	-	17,894.00
2311-01-000-000	Benefits Payable - Medical	-	120,252.00
2312-01-000-000	Benefits Payable - Dental	-	6,752.00
2314-01-000-000	Benefits Payable - Vision	-	782.00
<b>Total</b>		<b><u>261,287.00</u></b>	<b><u>261,287.00</u></b>
 <b>Adjusting Journal Entries JE # 3</b>			
To record the federal portion of the Folklore grant.			
4118-02-000-000	State Grant - WVDACH	37,000.00	-
4175-02-500-000	Grant Income - State Folklore	-	37,000.00
<b>Total</b>		<b><u>37,000.00</u></b>	<b><u>37,000.00</u></b>
 <b>Adjusting Journal Entries JE # 4</b>			
To adjust the United LOC to actual at year-end.			
6940-04-100-000	Interest Expense - Non-Federal	387.00	-
2105-01-000-000	United - L.O.C.	-	387.00
<b>Total</b>		<b><u>387.00</u></b>	<b><u>387.00</u></b>
 <b>Adjusting Journal Entries JE # 5</b>			
To record the adjustments from the third trial balance received from the client.			
1510-01-000-000	Furniture & Equipment	120.00	-
6450-02-415-000	Equipment Maint - e-WV	-	40.00
6450-02-465-000	Equipment Maint - Hubbard House	-	40.00
6450-02-500-000	Equipment Maint - Folklore	-	40.00
<b>Total</b>		<b><u>120.00</u></b>	<b><u>120.00</u></b>

**The West Virginia Humanities Council, Inc.**  
**Summary of Recorded Audit Adjustments**  
**Year Ended October 31, 2023**

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
<b>Adjusting Journal Entries JE # 6</b>			
To adjust retained earnings to actual.			
1250-01-500-512	Grants Rec - NEA Apprentice	19,155.00	-
2101-01-000-000	Accounts Payable - General	4,486.00	-
2150-01-000-000	Regrants Payable 2020	25,203.00	-
2151-01-000-000	Regrants Payable 2021	58,684.00	-
6950-01-100-000	Miscellaneous - G&A	18.00	-
2110-01-000-000	Prepaid - History Alive	-	5,850.00
2148-01-000-000	Regrants Payable 2018	-	17,245.00
2152-01-000-000	Regrants Payable 2022	-	29,783.00
3001-01-000-000	RETAINED EARNINGS - PRIOR	-	54,668.00
<b>Total</b>		<b><u>107,546.00</u></b>	<b><u>107,546.00</u></b>

**Adjusting Journal Entries JE # 7**

To remove the accounts payable balance at year-end.

2101-01-000-000	Accounts Payable - General	53,069.00	-
2210-01-000-000	FICA SS - Employee W/H	-	2,285.00
2215-00-000-000	Employer FICA - Function	-	1,249.00
2215-01-000-000	FICA SS - Employer	-	1,036.00
2220-01-000-000	FICA Medicare - Employee W/H	-	534.00
2225-01-000-000	FICA Medicare - Employer	-	534.00
2230-01-000-000	FIT W/H	-	4,100.00
2240-01-000-000	SIT W/H	-	891.00
2240-01-000-000	SIT W/H	-	1,139.00
2311-01-000-000	Benefits Payable - Medical	-	1,071.00
2312-01-000-000	Benefits Payable - Dental	-	792.00
2313-01-000-000	Benefits Payable - Cafeteria	-	350.00
2314-01-000-000	Benefits Payable - Vision	-	78.00
6110-01-100-000	Salaries - G&A	-	10,026.00
6110-01-150-465	Salaries - Operations	-	2,271.00
6110-01-200-000	Salaries - Development	-	1,609.00
6110-01-300-000	Salaries - Grants	-	3,439.00
6110-02-400-000	Salaries - Programs	-	3,159.00
6110-02-415-000	Salaries - e-WV	-	2,897.00
6110-02-500-000	Salaries - Folklore	-	3,111.00
6111-01-100-000	Other Fringes - G&A	-	437.00
6111-01-150-465	Other Fringes - Operations	-	88.00
6111-01-200-000	Other Fringes - Development	-	97.00
6111-02-400-000	Other Fringes - Programs	-	97.00
6111-02-415-000	Other Fringes - e-WV	-	176.00
6111-02-500-000	Other Fringes - Folklore	-	80.00
6140-01-100-000	Workers Comp - G&A	-	394.00
6140-01-150-465	Workers Comp - Operations	-	131.00
6140-01-200-000	Workers Comp - Development	-	131.00
6140-01-300-000	Workers Comp - Grants	-	131.00
6140-02-400-000	Workers Comp - Programs	-	131.00
6140-02-415-000	Workers Comp - e-WV	-	131.00
6140-02-500-000	Workers Comp - Folklore	-	131.00
6168-01-100-000	Federation Dues	-	48.00

**The West Virginia Humanities Council, Inc.**  
**Summary of Recorded Audit Adjustments**  
**Year Ended October 31, 2023**

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
6168-01-200-000	Federation Dues	-	14.00
6168-01-300-000	Federation Dues	-	83.00
6168-01-400-000	Federation Dues	-	83.00
6168-04-100-000	Federation Dues - Non Federal	-	48.00
6168-04-200-000	Federation Dues - Non-Federal	-	14.00
6168-04-300-000	Federation Dues - Non-Federal	-	83.00
6168-04-400-000	Federation Dues - Non-Federal	-	83.00
6176-01-100-000	Meeting Exp. - Board	-	325.00
6176-01-200-000	Meeting Exp. - IAC	-	89.00
6181-01-100-000	Utilities - G&A	-	161.00
6181-01-200-000	Utilities - Development	-	46.00
6181-01-300-000	Utilities - Grants	-	280.00
6181-02-400-000	Utilities - Programs	-	280.00
6181-02-415-000	Utilities - e-WV	-	109.00
6181-02-465-000	Utilities - Historic House	-	138.00
6181-02-500-000	Utilities - Folklore	-	109.00
6182-02-465-465	Maintenance - Hubbard House (Direct)	-	550.00
6185-01-100-000	Telephone - G&A	-	44.00
6185-01-200-000	Telephone - Development	-	13.00
6185-01-300-000	Telephone - Grants	-	77.00
6185-02-400-000	Telephone - Program	-	77.00
6185-02-415-000	Telephone - e-WV	-	30.00
6185-02-465-000	Telephone - Historic Hubbard House	-	30.00
6185-02-500-000	Telephone - Folklore	-	30.00
6190-01-100-000	Supplies - G&A	-	165.00
6190-01-200-000	Supplies - Fundraising	-	47.00
6190-01-300-000	Supplies - Grants	-	287.00
6190-02-400-000	Supplies - Program	-	287.00
6190-02-415-000	Supplies - e-WV	-	112.00
6190-02-465-000	Supplies - Historic Hubbard House	-	112.00
6190-02-500-000	Supplies - Folklore	-	112.00
6400-01-100-000	Copier Lease - G&A	-	10.00
6400-01-200-000	Copier Lease - Development	-	3.00
6400-01-300-000	Copier Lease - Grants	-	18.00
6400-02-400-000	Copier Lease - Programs	-	18.00
6400-02-415-000	Copier Lease - e-WV	-	7.00
6400-02-465-000	Copier Lease- Hubbard House	-	7.00
6400-02-500-000	Copier Lease - Folklore	-	7.00
6450-01-100-000	Equipment Maint - G&A	-	15.00
6450-01-200-000	Equipment Maint - Development	-	4.00
6450-01-300-000	Equipment Maint - Grants	-	26.00
6450-01-300-300	Equipment Maint - Grants (Direct)	-	250.00
6450-02-400-000	Equipment Maint - Programs	-	26.00
6450-02-415-000	Equipment Maint - e-WV	-	10.00
6450-02-415-415	Equipment Maint - e-WV (Direct)	-	151.00
6450-02-465-000	Equipment Maint - Hubbard House	-	10.00
6450-02-500-000	Equipment Maint - Folklore	-	10.00
6700-01-100-000	Postage - G&A	-	226.00
6700-01-200-000	Postage - Development	-	65.00

**The West Virginia Humanities Council, Inc.**  
**Summary of Recorded Audit Adjustments**  
**Year Ended October 31, 2023**

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
6700-01-300-000	Postage - Grants	-	393.00
6700-02-400-000	Postage - Programs	-	393.00
6700-02-410-000	Postage - WV Encyclopedia	-	19.00
6700-02-415-000	Postage - e-WV	-	154.00
6700-02-465-000	Postage: Historic Hubbard House	-	154.00
6700-02-500-000	Postage - Folklore	-	154.00
6790-01-240-000	Clipping Service-P.R.	-	156.00
6800-02-410-000	Contract Svs - Encyclopedia	-	92.00
6800-02-465-000	Contract Svs: Historic Hubbard House	-	2,855.00
6800-02-480-000	Contract Svs - History Alive	-	600.00
6800-02-500-000	Contract Svs - Folklore	-	175.00
6950-01-100-000	Miscellaneous - G&A	-	369.00
<b>Total</b>		<b><u>53,069.00</u></b>	<b><u>53,069.00</u></b>

**Adjusting Journal Entries JE # 9**

To remove disposed fixed assets.

1515-01-000-000	Accum Depreciation:	8,190.00	-
1510-01-000-000	Furniture & Equipment	-	8,190.00
<b>Total</b>		<b><u>8,190.00</u></b>	<b><u>8,190.00</u></b>

**Adjusting Journal Entries JE # 10**

To record the adjustments from the fourth trial balance received from client.

1130-01-000-000	Cash - United National Bank	40,444.00	-
2215-00-000-000	Employer FICA - Function	1,249.00	-
2240-01-000-000	SIT W/H	776.00	-
4251-03-480-000	Project Income - History Alive	950.00	-
6010-01-305-382	Regrants - AMPU	12,208.00	-
6110-01-100-000	Salaries - G&A	14,703.00	-
6110-01-150-465	Salaries - Operations	5,016.00	-
6110-01-300-000	Salaries - Grants	5,404.00	-
6110-02-400-000	Salaries - Programs	4,602.00	-
6110-02-415-000	Salaries - e-WV	7,301.00	-
6110-02-500-000	Salaries - Folklore	5,251.00	-
6111-01-100-000	Other Fringes - G&A	3,564.00	-
6111-01-200-000	Other Fringes - Development	1,268.00	-
6111-01-300-000	Other Fringes - Grants	1,029.00	-
6111-02-400-000	Other Fringes - Programs	978.00	-
6111-02-415-000	Other Fringes - e-WV	806.00	-
6111-02-500-000	Other Fringes - Folklore	960.00	-
6125-01-100-000	Employer Medicare - G&A	1,091.00	-
6125-01-150-465	Employer Medicare - Operations	156.00	-
6125-01-200-000	Employer Medicare - Development	221.00	-
6125-01-300-000	Employer Medicare - Grants	339.00	-
6125-02-400-000	Employer Medicare - Program	301.00	-
6125-02-415-000	Employer Medicare - e-WV	264.00	-
6125-02-500-000	Employer Medicare - Folklore	22.00	-
6130-01-100-000	SUTA - G&A	421.00	-
6130-01-150-465	SUTA - Operations	90.00	-

**The West Virginia Humanities Council, Inc.**  
**Summary of Recorded Audit Adjustments**  
**Year Ended October 31, 2023**

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
6130-01-200-000	SUTA - Development	169.00	-
6130-01-300-000	SUTA - Grants	169.00	-
6130-02-400-000	SUTA - Program	169.00	-
6130-02-415-000	SUTA - e-WV	177.00	-
6130-02-500-000	SUTA - Folklore	169.00	-
6156-01-100-000	Dental Insurance - G&A	293.00	-
6157-01-100-000	Vision Insurance - G&A	30.00	-
6950-01-100-000	Miscellaneous - G&A	8.00	-
1246-01-000-000	Grants Rec - NEH Prior FY	-	40,444.00
2110-01-000-000	Prepaid - History Alive	-	500.00
2210-01-000-000	FICA SS - Employee W/H	-	31,133.00
2215-01-000-000	FICA SS - Employer	-	983.00
2220-01-000-000	FICA Medicare - Employee W/H	-	6,961.00
2225-01-000-000	FICA Medicare - Employer	-	2,614.00
2240-00-000-000	SIT W/H-Function	-	776.00
2245-01-000-000	SUTA	-	1,366.00
4251-04-480-000	Project Income - History Alive (NIPS)	-	450.00
6110-01-200-000	Salaries - Development	-	1,000.00
6120-02-500-000	Employer SS - Folklore	-	1,202.00
6155-01-100-000	Medical Insurance - G&A	-	12,209.00
6155-01-150-465	Medical Insurance - Operations	-	9.00
6155-01-200-000	Medical Insurance - Developmen	-	4,393.00
6155-02-400-000	Medical Insurance - Programs	-	2,910.00
6155-02-415-000	Medical Insurance - e-WV	-	8.00
6155-02-500-000	Medical Insurance - Folklore	-	2,669.00
6156-01-150-465	Dental Insurance - Operations	-	596.00
6156-01-200-000	Dental Insurance - Development	-	87.00
6156-02-400-000	Dental Insurance - Programs	-	65.00
6156-02-415-000	Dental Insurance - e-WV	-	64.00
6156-02-500-000	Dental Insurance - Folklore	-	73.00
6157-01-150-465	Vision Insurance - Operations	-	59.00
6157-02-400-000	Vision Insurance - Programs	-	15.00
6157-02-415-000	Vision Insurance - e-WV	-	12.00
<b>Total</b>		<b><u>110,598.00</u></b>	<b><u>110,598.00</u></b>
 <b>Adjusting Journal Entries JE # 11</b>			
To correct the Equipment Maintenance account for the eWV Rebuild Project.			
6450-02-415-000	Equipment Maint - e-WV	18,000.00	-
6450-02-415-415	Equipment Maint - e-WV (Direct)	-	18,000.00
<b>Total</b>		<b><u>18,000.00</u></b>	<b><u>18,000.00</u></b>
 <b>Adjusting Journal Entries JE # 12</b>			
To remove the 2022 Federation Dues recorded a second time in 2023.			
2101-01-000-000	Accounts Payable - General	16,276.00	-
6168-01-100-000	Federation Dues	-	16,276.00
<b>Total</b>		<b><u>16,276.00</u></b>	<b><u>16,276.00</u></b>

**The West Virginia Humanities Council, Inc.**  
**Summary of Recorded Audit Adjustments**  
**Year Ended October 31, 2023**

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
<b>Adjusting Journal Entries JE # 13</b>			
To move the receipt of Drawdown #25 to the correct receivable account.			
1246-01-000-000	Grants Rec - NEH Prior FY	40,444.00	-
1247-01-000-000	Grants Rec - NEH Current FY	-	40,444.00
<b>Total</b>		<b><u>40,444.00</u></b>	<b><u>40,444.00</u></b>
<b>Adjusting Journal Entries JE # 14</b>			
To adjust depreciation and accumulated depreciation to actual at year-end.			
6445-01-100-000	Depreciation	26,818.00	-
1515-01-000-000	Accum Depreciation:	-	26,818.00
<b>Total</b>		<b><u>26,818.00</u></b>	<b><u>26,818.00</u></b>
<b>Adjusting Journal Entries JE # 15</b>			
To adjust accounts payable to actual at year-end.			
1512-00-901-000	Work In Progress	10,000.00	-
6450-02-415-415	Equipment Maint - e-WV (Direct)	1,828.00	-
6800-02-430-000	Contract Svs - McCreight Lecture	3,593.00	-
2101-01-000-000	Accounts Payable - General	-	15,421.00
<b>Total</b>		<b><u>15,421.00</u></b>	<b><u>15,421.00</u></b>
<b>Adjusting Journal Entries JE # 17</b>			
To adjust 2023 balances to actual.			
1130-01-000-000	Cash - United National Bank	4,700.00	-
2101-01-000-000	Accounts Payable - General	457.00	-
2101-01-000-000	Accounts Payable - General	17,394.00	-
2148-01-000-000	Regrants Payable 2018	17,245.00	-
2152-01-000-000	Regrants Payable 2022	29,783.00	-
2152-01-000-000	Regrants Payable 2022	76,044.00	-
6010-01-305-382	Regrants - AMPU	1,400.00	-
6010-01-305-382	Regrants - AMPU	5,000.00	-
6010-01-305-382	Regrants - AMPU	6,500.00	-
6010-01-305-382	Regrants - AMPU	24,086.00	-
6010-01-305-382	Regrants - AMPU	35,260.00	-
6155-01-100-000	Medical Insurance - G&A	6,386.00	-
6155-01-200-000	Medical Insurance - Development	3,257.00	-
6155-02-400-000	Medical Insurance - Programs	1,680.00	-
6155-02-500-000	Medical Insurance - Folklore	797.00	-
6156-01-200-000	Dental Insurance - Development	87.00	-
6168-01-100-000	Federation Dues	48.00	-
6168-01-200-000	Federation Dues	14.00	-
6168-01-300-000	Federation Dues	83.00	-
6168-01-400-000	Federation Dues	83.00	-
6168-04-100-000	Federation Dues - Non Federal	48.00	-
6168-04-200-000	Federation Dues - Non-Federal	14.00	-
6168-04-300-000	Federation Dues - Non-Federal	83.00	-
6168-04-400-000	Federation Dues - Non-Federal	84.00	-
6800-01-495-382	Contracted Svs - NEH (AMPU)	495.00	-
6800-01-495-382	Contracted Svs - NEH (AMPU)	9,861.00	-

**The West Virginia Humanities Council, Inc.**  
**Summary of Recorded Audit Adjustments**  
**Year Ended October 31, 2023**

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
S&S 1	Accrued Salaries and Benefits	38,613.00	-
1130-01-000-000	Cash - United National Bank	-	457.00
1130-01-000-000	Cash - United National Bank	-	457.00
1130-01-000-000	Cash - United National Bank	-	3,607.00
1130-01-000-000	Cash - United National Bank	-	17,245.00
1130-01-000-000	Cash - United National Bank	-	22,435.00
2101-01-000-000	Accounts Payable - General	-	38,613.00
2150-01-000-000	Regrants Payable 2020	-	25,203.00
2151-01-000-000	Regrants Payable 2021	-	58,684.00
2152-01-000-000	Regrants Payable 2022	-	5,000.00
2152-01-000-000	Regrants Payable 2022	-	24,086.00
2152-01-000-000	Regrants Payable 2022	-	35,260.00
6010-01-305-382	Regrants - AMPU	-	4,700.00
6010-01-305-382	Regrants - AMPU	-	9,861.00
6010-01-305-382	Regrants - AMPU	-	12,207.00
6010-01-305-382	Regrants - AMPU	-	13,787.00
6800-01-495-382	Contracted Svs - NEH (AMPU)	-	1,400.00
6800-01-495-382	Contracted Svs - NEH (AMPU)	-	6,500.00
<b>Total</b>		<b><u>279,502.00</u></b>	<b><u>279,502.00</u></b>

**The West Virginia Humanities Council, Inc.**  
**Summary of Uncorrected Misstatements**  
**Year Ended October 31, 2023**

During the course of an audit, we accumulate uncorrected misstatements that are determined by management to be immaterial, both individually and in the aggregate, to the financial statements and to the related financial statement disclosures. Following is a summary of those differences.

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
<b>Proposed JE # 8</b>			
To remove the unrecorded bank account from miscellaneous income.			
4290-04-000-000	Misc. Income: Unrestricted	6,467.00	-
3001-01-000-000	Retained Earnings - Prior	-	6,467.00
<b>Total</b>		<u><u>6,467.00</u></u>	<u><u>6,467.00</u></u>
<b>Proposed JE # 16</b>			
To adjust accounts payable to actual at year-end for the October credit card statement.			
6950-01-100-000	Miscellaneous - G&A	4,762.00	-
2101-01-000-000	Accounts Payable - General	-	4,762.00
<b>Total</b>		<u><u>4,762.00</u></u>	<u><u>4,762.00</u></u>
<b>Proposed JE # 18</b>			
To adjust VA Grafton contracted services expenses for year-end accruals.			
2101-01-000-000	Accounts Payable - General	2,414.00	-
6800-01-440-000	Contract Svs - VA Grafton	-	2,414.00
<b>Total</b>		<u><u>2,414.00</u></u>	<u><u>2,414.00</u></u>
<b>Proposed JE # 19</b>			
To adjust audit fees to actual.			
6600-01-100-000	Audit - G&A	1,300.00	-
2101-01-000-000	Accounts Payable - General	-	1,300.00
<b>Total</b>		<u><u>1,300.00</u></u>	<u><u>1,300.00</u></u>
<b>Proposed JE # 20</b>			
To adjust prepaid expenses to actual at year-end.			
1704-01-000-000	Prepaid - Postage	266.00	-
4251-03-480-000	Project Income - History Alive	750.00	-
6156-01-100-000	Dental Insurance - G&A	865.00	-
6750-01-100-000	Insurance - G&A	1,151	-
1701-01-000-000	Prepaid - Insurance	-	865.00
1705-00-000-000	Prepaid - Other	-	1,151.00
2110-01-000-000	Prepaid - History Alive	-	750.00
6700-01-100-000	Postage - G&A	-	266.00
<b>Total</b>		<u><u>3,032.00</u></u>	<u><u>3,032.00</u></u>



**COMMUNICATION REGARDING  
SIGNIFICANT DEFICIENCIES AND MATERIAL WEAKNESSES**

July 30, 2024

Management and the Board of Directors  
The West Virginia Humanities Council, Inc.  
Charleston, West Virginia

In planning and performing our audit of the financial statements of The West Virginia Humanities Council, Inc. (the Council), as of and for the year ended October 31, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Council's system of internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Council's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Council's internal control to be a material weakness:

### **Financial Reporting**

Management of the Council is responsible for establishing an internal control structure that reduces to an acceptable level the risk of errors and fraud occurring and not being detected. The Council is also responsible for having a financial management system in place to account for the receipt and expenditure of grant and other funds and to prepare accurate financial reports in a timely manner.

Inaccuracies in recording year-end accruals and reconciling supporting schedules to the Council's trial balance resulted in material adjustments to the financial statements for the year ended October 31, 2023.

We recommend that management review the daily accounting functions, staffing, and financial reporting processes to establish that adequate policies and procedures are in place to ensure accurate and timely financial reporting. Management should ensure that year-end accruals are recorded, account reconciliations are prepared and reviewed in a timely manner, and supporting schedules are maintained for all account balances.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the Council's internal control to be significant deficiencies:

### **Allowability**

2 CFR 200.303 requires that a non-federal entity must "(a) establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO)."

For two of the 40 transactions selected for testing, there was no documentation of review and approval of the expenditure for allowability and payment.

We recommend that the Council implement controls to ensure that expenditures are properly reviewed and approved before being charged to a federal award.

### **Reporting**

2 CFR 200.303 requires that a non-federal entity must "(a) establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO)."

2 CFR 200.302(b) states that "the financial management system of each non-Federal entity must provide for... accurate, current, and complete disclosure of the financial results of each Federal award or program..."

For both of the SF-425 reports selected for testing, there was no documentation of review and approval of the SF-425 report prior to submission. For one of the SF-425 reports selected for testing, inaccurate data was input and submitted.

We recommend that the Council implement controls and policies and procedures over financial reporting to ensure compliance with federal reporting requirements.

## **SEFA Reporting**

2 CFR 200.303 requires that a non-federal entity must “(a) establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).”

2 CFR 200.510(b) states that “the auditee must also prepare a schedule of expenditures of Federal awards for the period covered by the auditee’s financial statements which must include the total Federal awards expended as determined in accordance with 2 CFR 200.502.”

The Council’s internal controls are not adequate to ensure the Schedule of Expenditures of Federal Awards (SEFA) accurately reports Federal assistance. The Council’s fiscal year 2023 SEFA for the Promotion of the Humanities Federal/State Partnership program included expenditures from other fiscal years.

We recommend that the Council implement controls over financial reporting, including the SEFA, to ensure accuracy of financial data.

Additionally, during our audit, we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The following section summarizes our comments and suggestions regarding these matters.

### **Cost-Sharing Outright Funds**

As required under the terms of the National Endowment for the Humanities’ grant awards, the Council is required to “cost-share” certain Outright Funds on at least a dollar-for-dollar basis. Cost-sharing may be accomplished through cash contributions, program income, unreimbursed allowable costs incurred by grantees in Council-funded projects, and/or the value of in-kind contributions from third parties.

We recommend that the Council review its procedures in place to ensure that sufficient cost-share sources are available each fiscal year to meet the requirements under the federal award(s).

### **Deposits in Excess of FDIC Limits**

At year end, cash on deposit held in federally insured financial institutions exceeded the federally insured limit by \$452,731. This presents a potential for losses to the Council in the event of bank or institutional failure.

We recommend that management consider obtaining collateral on cash deposits in excess of \$250,000 to reduce the potential for loss of monetary amounts in excess of the federally insured level.

\* \* \* \* \*

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

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

A handwritten signature in cursive script that reads "Scittle & Stalaker, PLLC".

Charleston, West Virginia

July 30, 2024

**Certain Written Communications Between Management and Our Firm**

Engagement Letter

Management Representation Letter

## **ENGAGEMENT LETTER**



January 30, 2024

Board of Directors and Management  
The West Virginia Humanities Council, Inc.  
1310 Kanawha Boulevard East  
Charleston, West Virginia 25301

We are pleased to confirm our understanding of the services we are to provide for The West Virginia Humanities Council, Inc. (the Council) for the year ended October 31, 2023.

### Audit Scope and Objectives

We will audit the financial statements of the Council, which comprise the statement of financial position as of October 31, 2023, the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the financial statements). Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our 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 (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of Expenditures of Federal Awards
2. Schedule of Direct State Grant Awards

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

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Charleston, WV 25301

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FAX (304) 343-8008

The Rivers Office Park  
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Suite 220  
Parkersburg, WV 26101

MAIN (304) 485-6584  
FAX (304) 485-0971

Suncrest Towne Centre  
453 Suncrest Towne Centre Drive  
Suite 201  
Morgantown, WV 26505

MAIN (304) 554-3371  
FAX (304) 554-3410

The Somerville Building  
501 5th Avenue  
Suite 1  
Huntington, WV 25701

MAIN (304) 525-0301  
FAX (304) 522-1569



- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Council or to acts by management or employees acting on behalf of the Council. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We are available to perform, as a separate engagement, extended procedures specifically designed to detect fraud; however, you have declined to engage us to do so at this time.

As this engagement is not designed to be a fraud audit, management understands and accepts the inherent limitations of the audit services described in this agreement.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures – Internal Control**

We will obtain an understanding of the Council and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Council's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Council's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Council's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will prepare the Council's federal and state information returns for the year ended October 31, 2023 based on the information provided by you. We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Council in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the technical assistance, financial statements, schedule of expenditures of federal awards, related notes, and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

You agree to assume all management responsibilities for the tax services, financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you, your employees, or agents may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communication, you agree to provide us with written, advance authority to make that disclosure.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Council from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Council involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Council received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Council complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on the Council's website, management understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report or reference to Suttle and Stalnaker, PLLC will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent will be a separate engagement.

With regard to an exempt offering document with which Suttle and Stalnaker, PLLC is not involved, you agree to clearly indicate in the exempt offering document that Suttle and Stalnaker, PLLC is not involved with the contents of such offering document.

Suttle & Stalnaker, PLLC utilizes Citrix's ShareFile system to exchange files with clients. ShareFile access is restricted and unique User IDs will be provided to the Council's name employees upon written request. It is the Council's responsibility to promptly notify Suttle & Stalnaker, PLLC when an employee no longer requires access or is terminated.

#### **Engagement Administration, Fees, and Other**

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

The audit documentation for this engagement is the property of Suttle & Stalnaker, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to specific grantors or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Suttle & Stalnaker, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by specific grantors. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Chris Lambert, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in December 2023.

We generally base our fees on the time required at our regular rates for the services and personnel assigned plus out of pocket costs and relevant computer charges. Our charges also include other appropriate factors, including the difficulty of the assignment, the degree of skill required, time limitations imposed on us by others, the experience and ability of the personnel assigned, and the value of the services to the client. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Assuming adequate records, internal controls, and assistance of your personnel, we estimate the fee for the above services will be \$31,000 for the audit of the financial statements of the Council and \$5,500 for the IRS 990 Form preparation.

Out of pocket fees will be added to the above fees. This amount is based on anticipated cooperation from your personnel, the assumption that there is no more than the one major Federal program, no other significant changes in operations or programs, and that unexpected circumstances, including significant findings or accounting issues, will not be encountered during the audit. If significant additional services are necessary, we will discuss the situation with you and arrive at a fee agreement for the additional services. Fees to audit additional federal programs, if required, will be approximately \$5,000, depending on the complexity of the program. Fees for other projects, training, and technical assistance will be charged at our standard hourly rates. All other provisions of this letter will survive any fee adjustment.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules of Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

By signing this engagement letter, you authorize us to use the name of your entity in future proposals, as well as to provide contact information for requested references.

## Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of the Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2020 peer review report accompanies this letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Suttle & Stalnaker, PLLC

RESPONSE: This letter correctly sets forth the understanding of The West Virginia Humanities Council, Inc.



Signature



Title





**Kelley Galloway  
Smith Goolsby, PSC**  
Certified Public Accountants and Advisors

1200 Corporate Court • P. O. Box 990 • Ashland, Kentucky 41105  
• Phone (606) 329-1811 (606) 329-1171 • Fax (606) 329-8756 (606) 325-0590  
• Web [www.kgsgcpa.com](http://www.kgsgcpa.com) Member of

### Report on the Firm's System of Quality Control

To the Members of Suttle & Stalnaker, PLLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Suttle and Stalnaker, PLLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Suttle & Stalnaker, PLLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Suttle & Stalnaker, PLLC has received a peer review rating of *pass*.

*Kelley Galloway Smith Goolsby, PSC*

Ashland, Kentucky  
December 14, 2020

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Pikeville, KY

Cincinnati, OH

## **MANAGEMENT REPRESENTATION LETTER**



# West Virginia Humanities Council

BRIDGING  
TRADITION  
& TOMORROW

## BOARD

George "Gib" Brown  
President

Leslie Baker  
Matthew Bond  
Gregory Coble  
Laurie Erickson  
Cicero Fain III  
Ann Farr  
Patrick Felton  
Rita Hedrick-Helmick  
Charles Ledbetter  
J. Dan McCarthy  
Michele Moure-Reeves  
Paul Papadopoulos  
Katrena Ramsey  
Karen Rice  
Lisa Rose  
Tom Sopher  
Megan Tarbett  
Pam Tarr  
John Unger  
Bryson VanNostrand  
Lydia Warren

## STAFF

Eric Waggoner  
Executive Director  
Stan Bumgardner  
Media Editor/e-WV  
Heather Campbell  
Fiscal Officer  
Katie Morris  
Development Director  
Erin Riebe  
Grants Administrator  
Tricia Stringer  
Operations Manager  
Kyle Warmack  
Program Officer  
Jennie Williams  
State Folklorist

July 30, 2024

Suttle & Stalnaker, PLLC  
The Virginia Center, Suite 100  
1411 Virginia Street East  
Charleston, West Virginia 25301

This representation letter is provided in connection with your audit of the financial statements of The West Virginia Humanities Council, Inc. (the Council), which comprise the statements of financial position as of October 31, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the disclosures (collectively the financial statements), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

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

We confirm, to the best of our knowledge and belief, as of July 30, 2024, the following representations made to you during your audit.

### Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 30, 2024, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter. In addition, you have proposed adjusting journal entries that have been posted to the Council's accounts. We are in agreement with those adjustments.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Significant estimates and material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
11. Guarantees, whether written or oral, under which the Council is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
12. As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditures of federal awards (SEFA). We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures and SEFA.
13. In regard to the tax return preparation, payroll, and human resource services performed by you, we have –
  - a. Assumed all management responsibilities.
  - b. Designated an individual (within senior management) with suitable skill, knowledge, or expertise to oversee the services.
  - c. Evaluated the adequacy and results of the services performed.
  - d. Accepted responsibility for the results of the services.

- e. Ensured that the Council's data and records are complete and we have sufficient information to oversee the services.
14. We have implemented FASB ASU 2016-02, *Leases (Topic 842)* and subsequent amendments during the audit period. We have implemented the new accounting standard in accordance with the transition guidance prescribed in the ASU. Implementation of this accounting guidance had no impact on the Council's financial statements.
15. With respect to federal award programs:
- a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), relating to preparation of the SEFA.
  - b. We acknowledge our responsibility for preparing and presenting the SEFA and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
  - c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
  - d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
  - e. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
  - f. We are responsible for establishing, designing, implementing, and maintaining, and have established, designed, implemented, and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.

- g. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you) including when applicable, those set forth in the *OMB Compliance Supplement*, relating to the federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of the federal awards.
- j. We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance subsequent to the period covered by the auditor's report.
- r. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

- s. The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
  - t. We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.
  - u. As applicable, we have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient.
  - v. As applicable, we have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
  - w. We have charged costs to federal awards in accordance with applicable cost principles.
  - x. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
  - y. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
  - z. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
  - aa. We are responsible for taking corrective action on each audit finding of the compliance audit, if any, and have developed a corrective action plan that meets the requirements of the Uniform Guidance.
16. We have taken timely and appropriate steps to remedy identified and suspected fraud or noncompliance with provisions of laws, contracts, and grant agreements, that you have reported to us.
17. We have a process to track the status of audit findings and recommendations.
18. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
19. We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit, if any.
20. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

**Information Provided**

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



30. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
31. We have identified and disclosed to you all instances, of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
32. The Council is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Council's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
33. We acknowledge our responsibility for presenting the schedule of direct state awards in accordance with U.S. GAAP and the requirements of WV Code Section 12-4-14, and we believe the schedule of direct state awards, including its form and content, is fairly presented in accordance with U.S. GAAP and the requirements of WV Code Section 12-4-14. The methods of measurement and presentation of the schedule of direct state awards have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.



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Eric Waggoner, Executive Director



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Heather Campbell, Fiscal Officer