

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, SEPTEMBER 8, 2014

PRESENT: WAYNE DUNN, PRESIDENT
STEPHEN GAINER, COMMISSIONER
DAVID BLAIR COUCH, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission discussed a freeboard appeal for 2395 Elizabeth Pike in Mineral Wells. County Floodplain Manager, Ed Hupp, explained the situation to the Commission. The County Commission authorized a waiver for the two foot freeboard requirement. Property owner Terry Gallagher was present. (Order M/2889-A)

At 9:52 A.M., the County Commission met with Dave Morehead, not on the agenda, to bring to their attention that there is a problem at 144 South Meadow Drive in Mineral Wells. He stated he brought the problem to John Reed, Wood County Compliance Director, on three or four occasions. There are a lot of people living in a trailer, they are dumping raw sewage, have abandoned cars and a pit bull that is chasing people. The County Commission stated they will follow through with the problem.

At 10:02 A.M., the County Commission considered a request by Tim Ashley with Rig Builders, Mineral Wells, to be added to the wrecker rotation for the E-911 Telecommunications Center. Director, Rick Woodyard stated the E-911 Advisory Board had heard the request and forwarded it to the Commission. There were several towing competitors in attendance that spoke against adding them to the rotation. After discussion, the County Commission authorized the addition of Rig Builders to the E-911 wrecker rotation list. (Order M/2889-B)

At 10:50 A.M., the County Commission met with Toni Tiano, Grant Consultant and Ed Hupp, Wood County Emergency Management Director, to discuss the application for an Emergency Management Planning Grant (EMPG). After discussion, the County Commission authorized Wayne Dunn, as President, to execute said application. (Order M/2889)

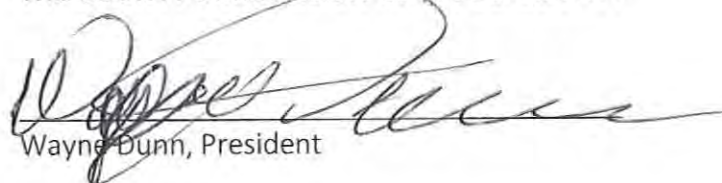
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

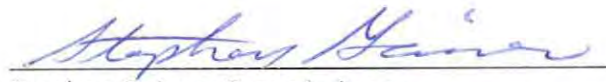
M/2889, M/2889-A and M/2889-B

Having no further scheduled appointments or business to attend to, the county Commission adjourned at 11:08 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled September 8, 2014.

Wood County Commission Meeting
Held September 8, 2014

Please Print

1.	PEG Kendall	Rocky's Towing
2.	Lee Gough	Parkersburg Wrecker
3.	TERRY GALLAGHER	Terry Gallagher
4.	Michael PETER	PETER'S Towing Recovery
5.	Lauren PETER	PETER'S Service Center
6.	Loren Collier	Carver Towing
7.	Dean Brookover	Vicuna Wrecker Service
8.	Everett Brookover	Tri City Towing
9.	Don March	
10.	Tim Ashley	Kipbaker
11.	David Jeffry	TDS Trucking & Rig Builders
12.	Ed Nupp	
13.	Toni (name)	
14.	Rick Woodman	911
15.		
16.		
17.		
18.		
19.		
20.		



Wood County Commission Agenda

9/8/2014

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss & consider freeboard appeal – 2395 Elizabeth Pike Mineral Wells, WV 26150	Terry Gallagher
10:00 A.M.	Consider addition to county wrecker rotation list	Tim Ashley, Rig Builders
10:15 A.M.	Discuss EMPG grant	Toni Tiano & Ed Hupp
	Administrator's Report	Marty Seuffer, County Administrator
	County Commissioner's Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

9/8/14
70/539

SEPTEMBER 8, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

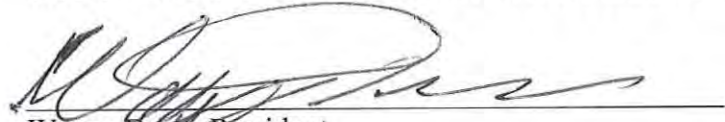
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
ADDITION OF RIG BUILDERS TO THE WRECKER ROTATION
LIST.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and passed with Wayne Dunn voting in the negative, did hereby AUTHORIZE the addition of Rig Builders to the E-911 wrecker rotation list.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2889-B

9/8/14
70/535

SEPTEMBER 8, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE AN
APPEAL OF THE FREEBOARD REQUIREMENT OF THE
FLOOD PLAIN ORDINANCE.

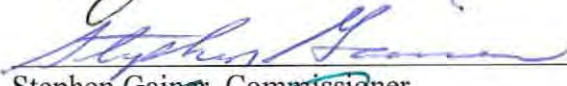
ORDER

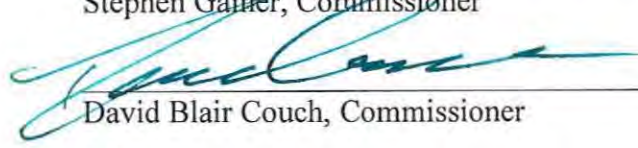
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE an appeal to be issued to Terry Gallagher, 2395 Elizabeth Pike, Mineral Wells, West Virginia. Said waiver is for the two (2) foot freeboard requirement in Section 5.3, Elevation and Flood Proofing Information of the Wood County, WV Floodplain Ordinance.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2889-A

SEPTEMBER 8, 2014

9/8/14
70/535

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
WAYNE DUNN, AS PRESIDENT, TO EXECUTE A GRANT
APPLICATION FOR THE 2014 EMPG GRANT.


ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Grant Application for the 2014 Emergency Management Planning Grant (EMPG) Program with the West Virginia Division of Homeland Security and Emergency Management.


A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2889

Office of the County Commission of Wood County, West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



No. 1 Court Square
Suite 203
Parkersburg, WV 26101
Phone 304-424-1984

September 8, 2014

Division of Homeland Security and
Emergency Management
2014 EMPG Grant Application
1900 Kanawha Boulevard, East
Building 1, Room EB-80
Charleston, West Virginia
25305

Dear Sir:

Please find enclosed an application from the Wood County Commission for funding through the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM) for the 2014 EMPG Program for the Wood County Office of Emergency Management.

If you have any questions on this application or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304-428-7760. Thank you for your assistance with this matter.

Sincerely,

Wayne Dunn
President

WEST VIRGINIA

EMPG PROGRAM

**Sub-grant Application
2014 Funds**

**Effective August 9, 2014
Supersedes Previous Editions**



**Earl Ray Tomblin, Jr.
Governor**

**Joseph C. Thornton, Cabinet Secretary
West Virginia Department of Military Affairs and Public Safety**

**Jimmy Gianato, Director,
Division of Homeland Security and Emergency Management (DHSEM)**

WEST VIRGINIA

Division of Homeland Security and
Emergency Management (DHSEM)

2014 EMPG
PROGRAM

GRANT APPLICATION

SUBMISSION CHECKLIST

Prior to submitting the application, indicate that the following tasks have been completed by checking the boxes below:

- ☐ XX The application has been completely filled out.
- ☐ XXX Format of the project description (page 7) MUST follow the same outline shown on page 6 of the application and is as detailed as possible.
- ☐ XX Math has been double-checked, is accurate and rounded to the nearest whole dollar amount.
- ☐ XX Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE IN BLUE INK, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to this office. ORIGINAL ONLY – NO COPIES
- ☐ XX Applicant has been listed as the County Commission (or designated agent), or Municipality.
- ☐ XX Completed and signed in blue ink USDOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- ☐ XX Completed and signed in blue ink Standard Form LLL.
- ☐ XX A copy of the jurisdiction's most recent Single Audit Report is attached to the application.

Note: DHSEM reserves the right not to consider an application for funding if it is not complete.

WEST VIRGINIA
Division of Homeland Security and
Emergency Management (DHSEM)

2014 EMPG
PROGRAM

GRANT APPLICATION

PAGE 1

1. **Applicant:** Wood County Commission

Address: One Court Square
Parkersburg, WV 26101

Phone/Fax: 304-424-1984/304-424-0194

5. **Funds Requested:** \$ 98,562

Project Matching Funds
(50%): \$ 98,562

2. **Project Director:** Ed Hupp

Address: 911 Core Road
Parkersburg, WV 26101

Phone/Fax: 304-420-0911/304-422-6270

Email: ehupp@woodcounty911.com

6. **Type of Agency:**

XX County ☐ Municipality ☐ Other

DUNS # 103819496

FEIN 556 00 417

3. **Fiscal Officer:** Mark Rhodes

Address: One Court Square
Parkersburg, WV 26101

Phone/Fax: 304-424-1850/304-424-0194

Email: mrhodes@woodcountywv.com

7. **Project Period:**

Beginning Date: January 1, 2014

Ending Date: December 31, 2014

4. **Geographic Area Served:** Wood County

Pop. (2010 Census): 86,956

8. **Type of Application:**

XX Initial ☐ Continuation ☐ Revision

Project Title and Brief Description: FY

9. **2014 EMPG Grant for Wood County WV**

10. Certification:

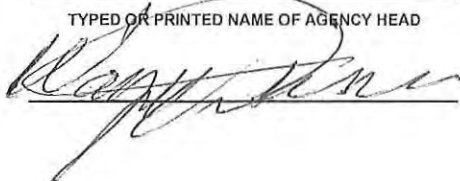
To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded, including all emergency services staff having undergone criminal background checks in accordance with W. Va. Code Chapter 15-5-15.

Authorized Official: Wayne Dunn

Title: President

TYPED OR PRINTED NAME OF AGENCY HEAD

Signature:



Date: 9-8-14

WEST VIRGINIA
Division of Homeland Security and
Emergency Management (DHSEM)

2014 EMPG
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-1
(PLANNING ONLY)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (DHSEM Use Only)
<p>Planning:</p> <p>Briefly describe how your jurisdiction will meet the following mandatory planning requirements.</p> <p>a. Review and update the most recent All-Hazards Mitigation Plan developed for the Pre-Disaster Mitigation (PDM) Program and Hazard Mitigation Grant Program (HMGP) to include identifying a wider range of threats, based on the Threat and Hazard Identification and Risk Assessment (THIRA), as guidance for this assessment become available during the year.</p> <p>b. Review and make recommendations for updates to local emergency operations plans based on the <i>Evaluation Matrix for Compliance with CPG 101 v.2</i>, released in May 2011. See link below: www.fema.gov/xls/about/divisions/npd/CPG_101_v2_past.xls.</p> <p>c. Prepare and submit revisions to the local emergency operations plan, based on the top two priorities identified in b. above. Submissions to be made with final financial documentation.</p> <p>Assistant Director will undertake and complete these grant activities and/or work with the appropriate agencies on these projects.</p> <p>Wood County Emergency Management Assistant Director</p> <p>Carl Sizemore (1/1/14 – 3/31/14) Salary - \$1,683.93/pay period x 6 pay periods (1/1/14 – 3/31/14)</p> <p>Retirement - \$10,103.58 x .145 FICA - \$10,103.58 x .0765 Workers Comp. - \$10,103.58 x .0212 Insurance - \$1,296.12 x 3 mos.</p> <p>Duane Jones (4/1/14 – 6/30/14) Salary - \$1,737.80/pay period x 6 pay periods (4/1/14 – 6/30/14)</p> <p>Retirement - \$10,426.80 x .145 FICA - \$10,426.80 x .0765 Workers Comp. - \$10,426.80 x .0212 Insurance - \$476.31 x 3 mos.</p> <p>Salary - \$1,737.80/pay period x 12 pay periods (7/1/14 – 12/31/14)</p> <p>Retirement - \$20,853.60 x .14 FICA - \$20,853.60 x .0765 Workers Comp - \$20,853.60 x .029 Insurance - \$663.41 x 6 mos.</p>	<p>5,052</p> <p>733</p> <p>386</p> <p>107</p> <p>1,944</p> <p>5,213</p> <p>756</p> <p>399</p> <p>111</p> <p>714</p> <p>10,427</p> <p>1,460</p> <p>798</p> <p>302</p> <p>1,990</p>	<p>5,052</p> <p>733</p> <p>386</p> <p>107</p> <p>1,944</p> <p>5,213</p> <p>756</p> <p>399</p> <p>111</p> <p>714</p> <p>10,427</p> <p>1,460</p> <p>798</p> <p>302</p> <p>1,990</p>	
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-6	↓	↓	↓

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
Division of Homeland Security and
Emergency Management (DHSEM)

2014 EMPG
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-2
(ORGANIZATIONAL ONLY)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (DHSEM Use Only)
<u>Organizational:</u>			
Wood County Emergency Management Director			
Salary - \$1,993.17 x 12 pay periods (1/1/14 – 6/30/14)	11,959	11,959	
Salary - \$2,118.17 x 12 pay periods (7/1/14 – 12/31/14)	12,709	12,709	
Retirement - \$23,918.04 (1/2 year) x .145	1,734	1,734	
Retirement - \$25,418.04 (1/2 year) x .14	1,779	1,779	
FICA - \$49,336.08 x.0765	1,887	1,887	
Workers Comp - \$23,918.04 (1/2 year) x .0212	254	254	
Workers Comp - \$25,418.04 (1/2 year) x .029	369	369	
Insurance - \$1,296.12 (1/2 year) x 6 mos. – family coverage	3,888	3,888	
Insurance - \$1,446.79 (1/2 year) x 6 mos. – family coverage (Health, Vision, Dental, and Life)	4,340	4,340	
Administrative Assistant			
Salary - \$1,368.47 x 12 pay periods (1/1/14 – 6/30/14)	8,211	8,211	
Salary - \$1,493.27 x 12 pay periods (7/1/14 – 12/31/14)	8,960	8,960	
Retirement - \$16,421.64 (1/2 year) x .145	1,191	1,191	
Retirement - \$17,919.24 (1/2 year) x .14	1,254	1,254	
FICA - \$34,340.88 x.0765	1,314	1,314	
Workers Comp - \$16,421.64 (1/2 year) x .0212	174	174	
Workers Comp - \$17,919.24 (1/2 year) x .029	260	260	
Insurance - \$476.31 (1/2 year) x 6 mos. – family coverage	1,429	1,429	
Insurance - \$663.41 (1/2 year) x 6 mos. – family coverage (Health, Vision, Dental, and Life)	1,990	1,990	
Internet Service for Wood County Office of Emergency Management - \$145/month x 12 mos.	870	870	
Cell Phone Service for Wood County Office of Emergency Management - \$160/month x 12 mos.	960	960	
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-6	↓	↓	↓

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WEST VIRGINIA
Division of Homeland Security and
Emergency Management (DHSEM)

2014 EMPG
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-3
(EQUIPMENT ONLY)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (DHSEM Use Only)
<p>Equipment: (Please see Authorized Equipment List (AEL) at https://www.llis.dhs.gov/knowledgebase/authorizedequipmentlist while preparing budget. With respect to communications initiatives and equipment, the sub-grantee agrees to the following:</p> <p><i>In an effort to improve emergency preparedness and response interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIAA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25 suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHZ frequency band. The Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has also chosen the Project 25 suite of standards for their new radio equipment. In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant. In addition, any State level guidelines and initiatives that are developed by the WV Statewide Interoperable Executive Committee (SIEC) and its successor the West Virginia Statewide Interoperable Radio Network (SIRN) regarding communications will be followed by the sub-grantee.)</i></p> <p>NONE</p>			
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-6	↓	↓	↓

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WEST VIRGINIA
Division of Homeland Security and
Emergency Management (DHSEM)

2014 EMPG
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-4
(TRAINING ONLY)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (DHSEM Use Only)
<p>Training:</p> <p>EMPG funds may be used to enhance the capabilities of state and local emergency preparedness and response personnel through development of state and local homeland security training programs which are consistent with and supportive of the overall implementation of the State Homeland Security Strategy Goals and Objectives.</p> <p>ALL personnel in positions funded in whole or in part by 2014 EMPG funds must complete, not later than the end of the performance period, the following training courses, available through the Emergency Management Institute's Independent Study Program:</p> <p>National Incident Management System (NIMS) Training: IS 100.b IS 200.b IS 700.a IS 800.b</p> <p>AND</p> <p>FEMA Professional Development Series: IS 120.a IS 235.b IS 241.a IS 244.a IS 230.b IS 240.a IS 242.a</p> <p>Integrated Public Alert and Warning System (IPAWS) – Directors and selected staff (Directors only have Transmit Authority, at this time): IS 247.a</p> <p>NOTE: Personnel only are required the complete the above training once, but are required to maintain proof of completion in local records and available for inspection.</p> <p>Further, full-time or part-time directors will, after completing the above coursework, continue pursuing emergency management related coursework. Such coursework should address training needs for the director identified in the Multi-Year Training Plan dated 2013. The requirement is to complete a total of 40 hours of emergency management training during the grant performance period. This training requirement includes 24 hours of classroom instruction at EMI or through State-approved courses, and 16 hours of approved non-classroom courses. All online FEMA, NFA, or DHS courses that are emergency management related can be used to fulfill the non-classroom requirement. All other courses must be prior approved. Such approval will be based on written submission to WVDHSEM. These submissions must be presented at least 60 days prior to the start date before credit is granted. The request must include the course description, objectives, and list of instructors' names and, for conferences, the agenda and list of speakers. <u>Copies of Completion Certificates must be included with the appropriate Quarterly Report for approved courses.</u></p> <p>NONE</p>			
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-6	↓	↓	↓

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WEST VIRGINIA
Division of Homeland Security and
Emergency Management (DHSEM)

2014 EMPG
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-5
(EXERCISES ONLY)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (DHSEM Use Only)
<p>Exercises:</p> <p>EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles and methodology outlined in the Homeland Security Exercise and Evaluation Program (HSEEP), as well as applicable emergency management standards. All exercises will use HSEEP documentation procedures. In order to receive EMPG grant credit, the jurisdiction must complete an After Action Report (AAR), an Improvement Plan (IP), and include them in their quarterly submission along with a Roster signed by all exercise participants. Documentation can be submitted once completed and approved by the Exercise Planning Committee prior to the quarterly submission but is not mandatory. Exercises can be, and are recommended to be, developed and administered at a multi-jurisdictional level. As required in the 2014 EMPG Guidance, ALL employees in positions partially or fully funded by EMPG funds MUST participate in a minimum of three (3) exercises in a 12-month period. This includes all support staff such as administrative assistants, secretaries, deputy directors, etc. The exercise time period for the 2014 grant begins July 01, 2014 and ends June 30, 2015. Exercises taking place after Jan 01, 2014 and prior to July 01, 2014 will still be credited, if credit was not requested for the 2013 EMPG Program.</p> <p>NOTE: Actual Events may fulfill part of the exercise requirement, if a waiver has been submitted to and approved by WVDHSEM.</p> <p>NONE</p>			
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-6	↓	↓	↓

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WEST VIRGINIA
Division of Homeland Security and
Emergency Management (DHSEM)

2014 EMPG
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-6
(MANAGEMENT AND ADMINISTRATIVE)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (DHSEM Use Only)
<u>Management and Administrative:</u> (Maximum of 5% of request/award) Tiano-Knopp Associates, Inc. - .0275 fee for Management and Administrative functions for the Wood County EMPG Grant Program	2,638	2,638	
TOTAL MATCHING FUNDS:	98,562		
TOTAL FEDERAL EMPG FUNDS:		98,562	
TOTAL APPROVED PROJECT:			

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
Division of Homeland Security and
Emergency Management (DHSEM)

**2014 EMPG
PROGRAM**

BUDGET SUMMARY

PAGE 4

Applicant:

Wood County Commission

Type of Application:

☒ Initial ☐ Revision

Category	EMPG Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning	30,392	30,392	60,784
Organization	65,532	65,532	131,064
Equipment	0	0	0
Training	0	0	0
Exercises	0	0	0
Management and Admin (max 5%)	2,638.00	2,628.00	5,276.00
Total Budget	98,562	98,562	197,124

FUNDING STRATEGY

Funding Source(s)	Amount	Status
EMPG Funds:	\$ 98,562	A
Matching Funds (If Applicable):	\$ 98,562	C
Total:	\$ 197,124	

* Total of column A shall be placed in the space on page 1 – item number 5, for Funds Requested.

** Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

All funds must be rounded to the nearest whole dollar amount.

WEST VIRGINIA
Division of Homeland Security and
Emergency Management (DHSEM)

2014 EMPG
PROGRAM

BUDGET NARRATIVE

PAGE 5

Provide here a justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (i.e. Planning, Organizational, Equipment, Training, Exercises and Management and Administrative).

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

PLANNING: (This category **MUST** include a brief statement about how the jurisdiction's planning efforts will assist the jurisdiction in becoming fully NIMS-compliant and to meet the mandatory planning requirements.)

The grant and match funds requested for this category will go towards paying the salary, benefits, and insurance cost for the Assistant Director for the Wood County Office of Emergency Management. During 2014 there have been two different Assistant Directors – Carl Sizemore (1/1/14 – 3/31/14) and Duane Jones (4/1/14 – 12/31/14). This individual will assist with the following: Review and update the most recent All-Hazards Mitigation Plan developed for the Pre-Disaster Mitigation (PDM) Program and Hazard Mitigation Grant Program (HMGP) Mitigation Plan to include identifying a wider range of threats, based on the Threat and Hazard Identification and Risk Assessment (THIRA), as guidance for this assessment become available during the year; Review and make recommendations for updates to the local emergency operations plans based on the *Evaluation Matrix for Compliance with CPG 101 v.2* released in May 2011; and Prepare and submit revisions to the local emergency plan, based on the top priorities identified. This individual will assist those agencies and individuals who are working on reviewing and updating these documents.

ORGANIZATIONAL: (This category **MUST** describe the status of the local emergency services director (full- or part-time paid) and other staffing necessary to maintain a functional structure for local emergency management.) EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should still be linked to achieving goals outlined in the EMPG work plan. In accordance with W. Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks. All EMPG-funded jurisdictions will be required to submit weekly Jurisdiction Situation Reports via ETeam and are due not later than Tuesday of each week. Such reports will include, at a minimum, current operational status, current and following week significant activities, exercises, and training events. Further, local directors **MUST** be either paid full-time or, if paid part-time, provide proof of other funding sources before other funding is approved for projects or equipment. In addition, local jurisdictions with paid part-time directors **MUST** allow sufficient time to the director to complete all requirements under this grant, including training, exercises, planning, and emergency response operations.

Requested in this category are funds for the salary, related benefits, and insurance costs for the Wood County Office of Emergency Management Director and the Wood County Office of Emergency Management Administrative Assistant. Both of these positions are full-time positions which are necessary for Wood County to maintain a functional structure for local emergency management. One of these positions is the Director who oversees the Agency while the Administrative Assistant position provides the Agency with administrative support.

The salary, benefits, and insurance costs were obtained from the Wood County Clerk's Finance Department and are the standard rates paid for all County employees.

Funding is also being requested for the Internet services which are required and used in the Wood County Office of Emergency Management. These high speed Internet services are provided by Suddenlink Communications at a cost of \$145 month or \$1,740 per year. Funding is also being requested for cell phone service which is provided by Verizon. The annual cost for this service is \$160/month or \$1,920/year.

EQUIPMENT: (This category **MUST** include a brief statement regarding how each piece of equipment will be used to enhance the capabilities for emergency response and also include the AEL item number. This statement and AEL item number for each piece of equipment will be used to assist in determining whether the items are allowable under existing guidelines. With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

In an effort to improve emergency preparedness and response interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIAA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25 suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHz frequency band. The Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has also chosen the Project 25 suite of standards for their new radio equipment. In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant. In addition, any State level guidelines and initiatives that are developed by the WV Statewide Interoperable Executive Committee (SIEC) and its successor the West Virginia Statewide Interoperable Radio Network (SIRN) regarding communications will be followed by the sub-grantee.)

No funding is requested in this category.

TRAINING: (This category **MUST** include a brief statement regarding how proposed training will help in terms of emergency management purposes and initiatives. This statement will be used to assist in determining whether the training(s) is allowable under existing guidelines. Also, include the official names of each training course with brief descriptions.)

No funding is requested in this category.

EXERCISES: (This category **MUST** include a brief statement regarding how proposed exercises will help evaluate and validate the capabilities which are the focus of the exercise scenario and outline the specific types of expenditures which will support the development, conduct, and assessment of the exercise. Reminder: Exercises must be compliant with HSEEP, and notification should be provided in advance to WVDHSEM.)

No funding is requested in this category.

MANAGEMENT AND ADMINISTRATIVE:

The management/administrative fee will be paid to Tiano-Knopp Associates, Inc. who will oversee the administrative and management aspects of this grant. This management/administrative fee is .0275 of the total cot which is allowed in the grant.

These duties include, but are not limited to, the following:

- Review of grant guidelines and conduct meetings with personnel at Wood County Office of Emergency Management to discuss what will be applied for and the dollar amount.
- Prepare the grant application and present it to Wood County Commission for their authorization to submit.
- Assist with preparation of required reports in terms of forms and documentation of expenditures.
- Meet with Wood County OEM staff to ensure they are aware of products which need to be accomplished during the grant period.
- Work with Wood County OEM staff to ensure required grant products are completed within proposed time frame.
- Meet with Wood County OEM to ensure WCOEM employees are aware of what needs to be accomplished during the grant period.
- Provide guidance and advice, as needed, with regards to completing grant products which are required.
- Ensure that the Wood County Office of Emergency Management and the Wood County Commission are in compliance with any state and/or federal grant requirements.
- Answer any questions and/or concerns employees at WCOEM may have regarding this grant.

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<p style="text-align: center;">WEST VIRGINIA Division of Homeland Security and Emergency Management (DHSEM)</p> <p style="text-align: center;">2014 EMPG PROGRAM</p>	<p style="text-align: center;">PROJECT DESCRIPTION</p> <p style="text-align: center;">PAGE 7</p>
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PURPOSE:

The purpose of the Wood County Emergency Management Planning Grant (EMPG) Program is to assist Wood County with the development and proper maintenance of its on-going emergency management and operations program. Wood County's emergency management program has the capability to respond to natural disasters and hazards, manmade disasters and hazards, homeland security-related incidents, and any other emergency which may threaten the safety and well-being of the citizens and communities of Wood County. This level of preparedness provides Wood County with the ability to effectively, efficiently, and consistently respond to any disaster or emergency which may occur within Wood County – regardless of the location or the cause. This all hazards approach allows the County's Emergency Management Program to be prepared to respond to a Weapons of Mass Destruction (WMD) threat through awareness, integrated planning, standard protocols, resource sharing, and a combined response/support to a WMD threat or event.

Additionally, the WCOEM has the ability to work with other appropriate outside agencies to assist them in the preparation of any type of disaster or emergency which may occur in the County. Training is provided to these agency employees and to a variety of volunteers in order to have procedures and protocols in place if a disaster or emergency should occur. These outside agencies include: law enforcement departments, both paid and volunteer fire departments, non-profit agencies, local businesses, colleges and universities, and interested and concerned individuals.

A proper emergency management program in Wood County can be developed and maintained by providing essential funding for staff and related administrative items. This accomplishment relates to Goal 1 of the West Virginia Homeland Security Goals which is to prevent and reduce threats to the State of West Virginia through a combination of intelligence, public awareness, and the reduction of area vulnerabilities.

REQUIREMENTS:

The following activities have been and/or will be undertaken by the Wood County Office of Emergency Management.

Planning

- a. Review and update the most recent All-Hazards Mitigation Plan developed for the Pre-Disaster Mitigation (PDM) Program and Hazard Mitigation Grant Program (HMGP) Mitigation Plan to include identifying a wider range of threats, based on the Threat and Hazard Identification and Risk Assessment (THIRA), as guidance for this assessment become available during the year.
- b. Review and make recommendations for updates to local emergency operations plans based on the *Evaluation Matrix for Compliance with CPG 101 v.2*, released in May 2011.
- c. Prepare and submit revisions to the local emergency operations plan, based on the top two priorities identified in b. above.

The WCOEM has worked with the Mid-Ohio Valley Regional Planning and Development Council with regards to the All-Hazards Mitigation Plan. This Plan is required to be updated every five years. There is one more year remaining on Wood County's Plan so the WCOEM will begin working with the Regional Council to conduct the appropriate review and revisions.

In February 2013 the WCOEM updated its Local Emergency Operations Plan. This Plan update was prepared by Harvey and Associates in conjunction with the WCOEM. The WCOEM also realized the three largest cities within their jurisdiction – the Cities of Parkersburg, Vienna, and Williamstown – were also in need of their own local emergency operations plan. These Plans would be specific to each City yet would tie-in with the County's Plan.

Grants were received for the development of these Plans, and the firm of Tiano-Knopp Associates, Inc. was hired to prepare these Plans. The Plans for the Cities of Williamstown and Vienna have been developed while the Plan for the City of Parkersburg is in the development stages. These Plans will work in conjunction with Wood County's Plan so there is a smooth process among all the various agencies should a disaster occur.

This local goal and these local activities relate to State Goal # 3, Section B – Prepare all jurisdictions to respond to an all hazards threat through awareness, integrated planning, standard protocols, resource sharing, and combined resource/support to an All Hazards Threat or Incident. These updated Plans will provide all agencies involved in an All Hazards Threat or Incident to have standard protocols to follow. A variety of agencies were involved with the development of these Plans which include their input and ideas.

Organizational

Wood County will continue the employment of the appropriate personnel necessary which will enable the County to have an active and responsive Emergency Operations Center.

This grant funding will allow Wood County to continue the employment of a full-time paid Emergency Management Director and a full-time paid Administrative Assistant. In addition, a full-time Assistant Emergency Management Director is also employed by the WCOEM. All employees have undergone criminal background checks. Wood County has a designated and equipped emergency management center that is outfitted with Internet access and email support.

Wood County actively participates in the State's electronic management system and the staff ensures that emergency management contact information is regularly updated and provided to the WVDHSEM. In addition, the Wood County Emergency Operations Center's staff is familiar with E-Team, and at a minimum, enters all weekly Situation Reports, or other designated reports which include, at a minimum, current operational status, current and following week significant activities, exercise, and training events. All emergency management incidents will be entered in a timely manner. Funding to assist with the annual cost of Internet service and cell phone service is included in this grant request which will help WCOEM submit its necessary reports.

These activities for Wood County and its goal relate to the State's Goal # 3 – Section A – which is to Develop, enhance, and sustain local and jurisdictional response capability that would result in the ability to sustain CBRNE response operations for up to 48 hours without State resources and up to 72 hours without Federal resources. This is achievable as the Center currently functions in this capacity, and this funding will allow the staff at the Center to remain in-place and to continue to conduct the necessary functions.

Equipment

No equipment is being purchased with these grant funds.

Training

The Wood County Emergency Management Director will complete a total of 40 hours of emergency management training during this grant period. This training requirement includes 24 hours of classroom instruction at EMI or through State-approved courses, and 16 hours of approved non-classroom courses. Any future training that will be done will be either classroom instruction at EMI or through State-approved courses, Directors' meeting, or approved non-classroom courses such as online FEMA, NFA, or DHS courses that are emergency management related. Any other type of course will be submitted to the WVDHSEM for their approval at least 60 days before the start date. Any such request will comply with the required items needed by the WVDHSEM. Any travel involved as a result of these trainings will follow the West Virginia State Travel Regulations.

In addition, all personnel in positions funded in whole or in part with 2014 EMPG funds will complete, no later than the end of the performance period, the following training courses which are available through the Emergency Management Institute's Independent Study Program:

National Incident Management System (NIMS) Training:

IS 100.b

IS 200.b

IS 700.a

IS 800.b

FEMA Professional Development Series:

IS 120.a

IS 230.b

IS 235.b

IS 240.a

IS 241.a

IS 242.a

IS 244.a

Integrated Public Alert and Warning System (IPAWS) – Directors and selected staff (Directors only have Transmit Authority, at this time)

IS 247.a

Records will be maintained which will indicate proof of completion and will be available for inspection by the WVDHSEM.

In addition, the WCOEM Director will, after completing the above coursework, continue pursuing emergency management related coursework. This coursework will address training needs identified in the Multi-Year Training Plan dated 2013. Copies of Completion Certificates must be included with the appropriate Quarterly Report for approved courses.

Exercise

The Wood County Office of Emergency Management will participate in a minimum of three exercises during 2014. These exercises will involve ALL employees in positions which are partially or fully funded by EMPG funds. All the exercise activities shall generally align to the priorities outlined in the current Training and Exercise Plan (TEP). All exercises will be designed to test some portion of the local emergency operations plan. All exercises will be developed, administered and documented using the Homeland Security Exercise and

Evaluation Program (HSEEP) methodology. Exercises will be developed and administered at a multi-jurisdictional level. All exercises **MUST** be NIMS compliant and **MUST** be designed, developed, conducted and evaluated in accordance with HSEEP. Thus far, at least two exercises have been conducted in Wood County – one at the Mid-Ohio Valley Airport and another in conjunction with City of Vienna. In addition, the WCOEM has participated in at least two events in 2014 – major rain storm which caused the loss of power for some residents for at least a week and a water problem. The Director of the WCOEM has ensured that all personnel who are funded in whole or in part by these funds will attend and participate in the minimum required number of drills during this grant period.

OBJECTIVES: The following objectives will be accomplished by this grant and its funding:

- Throughout the grant period, the Wood County Office of Emergency Management (WCOEM) will work with government agencies, private sector groups, and non-profit agencies to encourage cooperation and coordination among agencies. This will assist in the development and implementation of the plans and the drills. (Relates to WV Goal 2, Objectives B and F).
- Throughout the 12-month grant period, the WCOEM will seek grant funding for itself and other County first-responders in order to ensure it has obtained the equipment and other items necessary for a multi-discipline response to a WMD event. (Relates to WV Goal 2, Objective R).
- At the end of the grant period, the WCOEM will have revised a minimum of two planning documents which will include the All-Hazards Mitigation Plan and the Emergency Operations Plan. (Relates to WV Goal 2, Objectives A and O)
- Throughout the 12-month grant period, the WCOEM will participate in a minimum of three exercises which are being developed and administered by the WVDHSEM as well as local drills conducted by agencies in Wood County. (Relates to WV Goal 3, Objective O)

IMPLEMENTATION:

Planning – The WCOEM has worked with the Mid-Ohio Valley Regional Council with regards to the All-Hazards Mitigation Plan and with Harvey Consulting with regards to the County's Local Emergency Operations Plan. Both of these Plans were worked on during this current grant year and updated to reflect necessary changes, new items, etc. These projects were overseen by Carl Sizemore and Duane Jones, both who have served as the Assistant Director of the WCOEM.

WCOEM has also worked with the Cities of Vienna and Williamstown in the development of an Emergency Operations Plan specific to each jurisdiction. These Plans were prepared in conjunction with the Wood County Emergency Operations Plan. The WCOEM is also working on developing an Emergency Operations Plan for the City of Parkersburg. This Plan is in the development and research stage and will be completed in the fall 2014.

Organizational - Wood County will continue with the employment of Ed Hupp as the Director of the WCOEM and Mary Beth Jeffers as the Administrative Assistant. The Center continues to be capable of acting as an incident or unified command center and an integrated emergency management system in order to respond to a WMD threat or event. The Center also continues to utilize Internet and email for appropriate reports and correspondence. These activities continue throughout the grant year.

Equipment – No equipment will be purchased through this 2014 EMPG Grant.

Training – The WCOEM Director will ensure that he, the Assistant Director of the WCOEM, and the Administrative Assistant will attend and complete the required trainings by the end of this grant period. Also, as appropriate, WCOEM staff members will continue to attend necessary trainings throughout the remainder of the grant year. West Virginia State Travel Regulations will be followed.

Exercise – The WCOEM has participated in two exercises and two events thus far in 2014. One of the exercises involved the Wood County Airport and the other the City of Vienna. In addition, the WCOEM participated in two events – the summer rain storm and a winter storm issue. All exercises developed at the local level were NIMS complaint and were designed, developed, conducted, and evaluated in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). All exercises received prior approval from WVDHSEM, and all WCOEM employees who are either funded partially or fully by EMPG funds will participate in a minimum of three exercises during this grant period. These exercises test a part of the County's Local Emergency Operations Plan.

PROJECT ASSESSMENT/EVALUATION: The following will be used to help measure the results and effectiveness of this project.

- Planning – This item will be documented by the review and completion of the two planning documents. Documentation will consist of time sheets and paystubs of the Assistant Director along with copies of the documents and/or progress reports.
- Organizational – Documentation of this item will include the continued hiring of Ed Hupp as the Director of the WCOEM and Mary Beth Jeffers as the Administrative Assistant of the WCOEM. Time sheets and paystubs will be used for this documentation. Other documentation will include the submission of emergency management contact information on a regular basis, the submission of weekly Situation Documents and other reports, the familiarity and use of E-Team, and the continual use of the Internet and email services.
- Equipment – No equipment will be purchased.
- Training – Documentation of the completion of this item will consist of course certificates and other items that indicate which trainings were attended and the completion of these trainings.
- Exercise – This item will be documented by an informational file which will contain materials on the minimum of four exercises which were developed and administered by WVDHSEM. Information will also be included on drills conducted locally by the WCOEM. In addition, information on which staff members attended the various trainings will also be included in this informational file.

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This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the WVDHSEM, as further clarified in the Administrative Manual for this program; U.S. Department of Homeland Security; and all other relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all EMPG federal and matching funds expended for purposes associated with this project.

All correspondence to the WVDHSEM, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any WVDHSEM grant program, should be addressed to:

WV Division of Homeland Security and Emergency Management
ATTN: 2014 EMPG
1900 Kanawha Blvd., East Capitol Complex
Building 1, Room EB-80
Charleston, WV 25305

1. LAWS OF WEST VIRGINIA:

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the WVDHSEM. In accordance with W. Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the sub-grantee to the WVDHSEM shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the WVDHSEM for any obligation or expense without the express prior written approval from the WVDHSEM.

4. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to WVDHSEM explaining the delay in implementation. Upon receipt of the 90-day letter, WVDHSEM may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

5. WRITTEN APPROVAL OF CHANGES:

The sub-grantee must obtain prior written approval from WVDHSEM for all project changes (programmatic, fiscal or otherwise). Additionally, any budget revisions greater than 10% in aggregate must be approved by WVDHSEM.

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6. CIVIL RIGHTS COMPLIANCE:

Sub-Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, grantees will take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

Sub-Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities.

7. PRESS RELEASE:

Release of information pertaining to this sub-grant must include the following information:

1. grant amount;
2. State involvement (WV Division of Homeland Security and Emergency Management, WVDHSEM); and,
3. Federal involvement (U.S. Dept. of Homeland Security), along with the name of the Federal Source (EMPG) including the CFDA # 97.042

8. Compliance With Office of Mgt. and Budget Circulars:

Sub-Grantee will comply with all applicable Federal OMB Circulars including: A-21, A-87, A-102, A-110, A-122, A-133, and A-102.

9. ACCESS TO RECORDS and EQUIPMENT:

WVDHSEM, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, and equipment related to the sub-grant and to relevant books and records of contractors.

10. CONFLICT OF INTEREST:

No public official or employee of the sub-grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit to that individual or that individual's immediate family.

11. POLITICAL ACTIVITY:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

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12. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to the WVDHSEM. These records and other documents submitted to the WVDHSEM and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The WVDHSEM recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the WVDHSEM regarding concerns or questions about the release of potentially sensitive information under state and local laws.

13. NATIONAL AND STATE EVALUATION EFFORTS:

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

14. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from the WVDHSEM, be obligated prior to the effective start date or subsequent to the termination date of the project period.

15. USE OF FUNDS:

Funds awarded through the WVDHSEM may be expended **ONLY** for the purposes and activities specifically covered by the sub-grantee approved project description and budget. Further, this applies to funds awarded through budget revisions by DHSEM.

16. COMPLIANCE WITH FEDERAL PROCEDURES:

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including but not limited to: www.whitehouse.gov/OMB/grants/index.html

- Part 11, Applicability of Office of Management and Budget Circulars;
- Part 18, Administrative Review Procedures;
- Part 20, Criminal Justice Information Systems;
- Part 22, Confidentiality of Identifiable Research and Statistical Information;
- Part 23, Criminal Intelligence Systems Operating Policies;
- Part 30, Intergovernmental Review of Department of Justice Programs and Activities; and,
- Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures
- Parts 66, 67, 69, 83

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the general principles and standards for selected cost items set forth in the pertinent Program Guidance or the Office of Grant Operations Financial Guide and OMB Circular A-87.

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18. NON-SUPPLANTING:

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

19. MATCHING CONTRIBUTION:

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the WVDHSEM and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

20. PROJECT INCOME:

All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the WVDHSEM and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

21. CONSULTANT FEES:

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the WVDHSEM.

22. SUSPENSION OF FUNDING:

WVDHSEM may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other just cause.

23. SANCTIONS FOR NONCOMPLIANCE:

In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the WVDHSEM shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the sub-grantee until the sub-grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.

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24. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the WVDHSEM twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security, and the WV State Homeland Security State Administrative Agency. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV State Homeland Security State Administrative Agency."

25. PROPERTY ACCOUNTABILITY:

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the WVDHSEM. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the WVDHSEM. Sub-Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the WVDHSEM. The WVDHSEM reserves the right to inspect and review any equipment purchased with this sub-grant.

26. REPORTS:

Each subgrantee shall submit such reports as the WVDHSEM shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

Programmatic Reporting: Sub-Grantees must complete and remit for PLANNING to WVDHSEM the requirements shown on PAGE 6. Sub-Grantees must complete and remit for TRAINING to WVDHSEM 48 hours of training as identified PAGE 6 CONTINUED. Sub-Grantees must complete and remit for Exercise to WVDHSEM, EXERCISE OBJECTIVES AS OUTLINED ON PAGE 6 CONTINUED.

Financial Reporting: Sub-Grantees MUST submit to WVDHSEM complete requests for reimbursements with all backup documentation. Sub-Grantees must include signed AEL equipment list, financial recap sheets, form 85-20, and all relevant documentation for your requests. Instructions will be provided separately.

27. PURCHASING:

When making purchases relevant to the sub-grant, the sub-grantee will, at a minimum, abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.

28. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Sub-Grantee acknowledges that the WVDHSEM, and subsequently the U.S. Department of Homeland Security, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Sub-Grantee agrees to consult with the WVDHSEM regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

WEST VIRGINIA
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Emergency Management (DHSEM)

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29. Environmental & Historic preservation (EHP)

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

30. INFORMATION SYSTEMS & COMMUNICATIONS EQUIPMENT

The grantee agrees:

- a. That all computer programs (software produced under this grant) will be made available to the WVDHSEM for transfer to authorized users in the criminal justice/homeland security community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to the WVDHSEM. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Interoperable Radio Project. Per Executive Order 13-07 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator.

31. TIME EXTENSIONS:

In general, time extensions for this program are unallowable. Unexpended sub-grant funds remaining at the close of the sub-grant period shall be deobligated.

32. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Sub-Grantee understands and agrees that it cannot use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

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33. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to the WVDHSEM as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

34. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed by the WVDSHEM are considered state funds. The WVDSHEM will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the WVDHSEM a **Report of the disbursement of these state funds**. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the **Report**. The **Report** shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The **Report** shall be made by an independent certified public accountant and the scope of the **Report** is limited to showing how the state grant or subgrant funds were spent. The **Report** does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required **Report** is barred from subsequently receiving state grant or subgrant funds until the **Report** is filed and is otherwise in compliance with the provisions of West Virginia Code. If a **Report** is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-Grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

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35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan which conforms to the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required.

36. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. WVDHSEM defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

37. IMMIGRATION AND NATURALIZATION VERIFICATION:

The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.

38. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of WVDHSEM, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

39. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, the WVDHSEM reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant funded equipment must be provided, if applicable.

40. ACCOUNTING REQUIREMENTS:

Sub-Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

41. OFFICE OF GRANT OPERATIONS FINANCIAL GUIDE:

Sub-Grantee agrees to comply with all requirements as set forth in the current edition of the OGO Financial Guide.

42. EQUIPMENT:

Sub-Grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used in support the EMPG program.

43. MARKING OF EQUIPMENT AND PUBLICATIONS:

Sub-Grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WVDHSEM."



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Wood County Commission, One Court Square, Parkersburg, WV 26101

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

2014 EMPG

556 000 417

4. Typed Name and Title of Authorized Representative

Wayne Dunn, President, Wood County Commission

5. Signature


6. Date

9/8/14

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Wood County Commission Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: NOT APPLICABLE Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable:		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheet(s) SF-LLLA, if necessary)			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): (attach Continuation Sheet(s) SF-LLLA, if necessary)		
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned			13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify:		
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: (attach Continuation Sheet(s) SF-LLLA, if necessary)					
15. Continuation Sheet(s) SF-LLLA attached: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: <u>Wayne Dunn</u> Title: <u>President</u> Telephone No.: <u>304-424-1984</u> Date: <u>9/8/14</u>		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

**AUDIT REPORT OF
WOOD COUNTY, WEST VIRGINIA
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

**AUDIT REPORT OF
WOOD COUNTY, WEST VIRGINIA
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

This audit has been conducted pursuant to the authority and duty of the State Auditor as Chief Inspector and Supervisor of Public Offices to conduct an annual inspection of all political subdivisions of the State of West Virginia and any agency created by these subdivisions. This power is granted by West Virginia Code §6-9-1 et seq.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FUNDS INCLUDED IN REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

GOVERNMENTAL FUND TYPES

MAJOR FUNDS

General
Coal Severance Tax
Community Criminal Justice
Home Confinement
Special Building
Building Commission Debt Service

NONMAJOR FUNDS

Special Revenue Funds

Dog and Kennel
General School
Magistrate Court
Worthless Check
Emergency Communication 911
Assessor's Valuation
Concealed Weapons
Special Law Enforcement
Local Law Enforcement
Small Cities Block Grant
Drug Court
Treasury Forfeiture
DOJ Forfeiture
Teen Court

Capital Project Funds

Capital Reserve

WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FUNDS INCLUDED IN REPORT (CONTINUED)
FOR THE FISCAL YEAR ENDED JUNE 30, 2013

FIDUCIARY FUND TYPE

Agency Funds

State
School
Municipal
Other Agency

DISCRETELY PRESENTED COMPONENT UNITS

Wood County Development Authority
Wood County Parks and Recreation Commission (Mountwood Park)

BLENDED COMPONENT UNITS

Wood County Building Commission

**WOOD COUNTY, WEST VIRGINIA
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INTRODUCTORY SECTION

WOOD COUNTY, WEST VIRGINIA
COUNTY OFFICIALS
For the Fiscal Year Ended June 30, 2013

OFFICE	NAME	TERM
<u>Elective</u>		
County Commission:	Wayne Dunn	01-01-09 / 12-31-14
	Stephen Gainer	01-01-11 / 12-31-16
	David Blair Couch	01-01-13 / 12-31-18
Clerk of the County Commission:	Jamie Six	01-01-11 / 12-31-16
Clerk of the Circuit Court:	Carole Jones	01-01-11 / 12-31-16
Sheriff:	Jeff Sandy	01-01-09 / 12-31-12
	K. D. Merritt	01-01-13 / 12-31-16
Prosecuting Attorney:	Jason Wharton	01-01-13 / 12-31-16
Assessor:	Rich Shaffer	01-01-13 / 12-31-16

FINANCIAL SECTION



State of West Virginia

Glen B. Gainer III

**State Auditor and
Chief Inspector**

Office of the State Auditor
Chief Inspector Division
1900 Kanawha Boulevard, East
State Capitol, Building 1, Suite W-100
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2540
Fax: (304) 205-6033
www.wvsao.gov

INDEPENDENT AUDITOR'S REPORT

Honorable Members of the
Wood County Commission
Parkersburg, West Virginia 26101

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Wood County, West Virginia (the County), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Wood County Development Authority, which represents an indeterminable percentage of the assets, net position and revenues of the aggregate discretely presented component units. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Wood County Development Authority, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Basis for Qualified Opinion on Governmental Activities

Management did not implement Governmental Accounting Standards Board statement number forty-five. Accounting principles generally accepted in the United States of America require the expenses and associated liability related to other postemployment benefits (OPEB) be recognized during the period in which the liability is incurred, thereby increasing the expenses, liabilities and reducing the net position for the governmental activities. The amount by which this departure would affect the expenses and net position and the associated notes to the financial statements related to the governmental activities is not reasonably determinable.

Qualified Opinion on Governmental Activities

In our opinion, except for the effects of the matter described in the "Basis for Qualified Opinion on Governmental Activities" paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities of Wood County, West Virginia, as of June 30, 2013, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In addition, in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Wood County, West Virginia, as of June 30, 2013, and the respective changes in financial position thereof and the respective budgetary comparisons for the General Fund and Coal Severance Tax Special Revenue Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

As discussed in Note I.D.11, the County implemented the provisions of Governmental Accounting Standards Board Statement Number 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County's basic financial statements. The budgetary comparison for the Assessor's Valuation Fund, and the Schedule of Expenditures of Federal Awards as required by the Office of Management Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* (Circular A-133) and the introductory section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

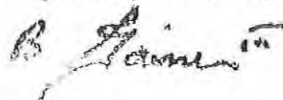
The budgetary comparison for the Assessor's Valuation Fund, and the Schedule of Expenditures of Federal Awards as required by the Office of Management Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* (Circular A-133) is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison for the Assessor's Valuation Fund and the Schedule of Expenditures of Federal Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 20, 2014, on our consideration of the County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

Respectfully submitted,



Glen B. Gainer III
West Virginia State Auditor
Charleston, West Virginia

March 20, 2014

WAYNE COUNTY, WEST VIRGINIA
STATEMENT OF NET POSITION
June 30, 2013

	Primary Government		
	Governmental Activities	Development Authority	Board of Health
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 3,832,883	\$ 332,742	\$ 235,471
Investments	--	--	--
Receivables:			
Taxes	310,705	--	--
Accounts	--	--	66,947
Loans	--	35,339	--
Other current assets	--	--	1,304
Total current assets	<u>4,143,588</u>	<u>368,081</u>	<u>303,722</u>
Noncurrent:			
Restricted assets:			
Regular account	--	15,189	--
Restricted cash	145,513	--	--
Capital assets:			
Nondepreciable:			
Land	674,538	--	--
Construction in progress	1,579,971	--	--
Depreciable:			
Buildings	4,688,206	750,954	289,890
Books	--	--	--
Machinery and equipment	3,066,941	7,237	313,572
Less: accumulated depreciation	(4,506,776)	(112,693)	(596,970)
Other debits:			
Unamortized bond issue costs	17,613	--	--
Total noncurrent assets	<u>5,666,006</u>	<u>660,687</u>	<u>6,492</u>
Total assets	<u>9,809,594</u>	<u>1,028,768</u>	<u>310,214</u>
LIABILITIES			
Current liabilities payable			
from current assets:			
Accounts payable	--	--	13,788
Payroll payable	13,254	--	--
OPEB payable	--	--	278,179
Due to:			
Other governments	481,260	--	--
Current liabilities payable from restricted assets:			
Accrued revenue bond/note interest payable	2,281	--	--

WOOD COUNTY, WEST VIRGINIA
STATEMENT OF NET POSITION
June 30, 2013

	Primary Government	Component Unit	
	Governmental Activities	Development Authority	Parks and Recreation
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 5,939,551	\$ 817,922	\$ 161,924
Receivables:			
Taxes	694,873	--	--
Accounts	--	56,497	17,941
Grants	242,315	--	--
Total current assets	<u>6,876,739</u>	<u>874,419</u>	<u>179,865</u>
Restricted assets:			
Restricted cash	203,562	--	--
Capital assets:			
Nondepreciable:			
Land	1,863,789	325,374	606,089
Depreciable:			
Buildings	7,554,540	--	--
Structures and improvements	13,161,762	--	10,798,667
Cold Water Creek property	--	26,802,772	--
Cold Water Creek expansion	--	19,500,000	--
Machinery and equipment	8,827,304	--	397,565
Less: accumulated depreciation	(12,574,793)	(12,417,646)	(10,286,740)
Unamortized bond issue costs	79,350	--	--
Total noncurrent assets	<u>19,115,514</u>	<u>34,210,500</u>	<u>1,515,581</u>
Total assets	<u>25,992,253</u>	<u>35,084,919</u>	<u>1,695,446</u>
LIABILITIES			
Current liabilities payable			
from current assets:			
Accounts payable	117,576	18,835	9,333
Payroll payable	18,145	--	--
Other accrued expenses	203,500	109,869	--
Deferred revenue	--	--	29,640
Noncurrent liabilities:			
Bonds payable - due within one year	250,000	--	--
Bonds payable - due in more than one year	5,744,763	--	--
Notes payable - due within one year	--	2,656,120	50,518
Notes payable - due in more than one year	--	22,588,779	90,751
Leases payable - due within one year	63,413	--	--
Leases payable - due in more than one year	66,078	--	--
Compensated absences payable	423,747	--	--
Total liabilities	<u>6,887,222</u>	<u>25,373,603</u>	<u>180,242</u>
NET POSITION			
Net investment in capital assets	12,708,348	8,965,601	1,374,312
Restricted for:			
Debt service	203,562	512,853	--
Unrestricted	<u>6,193,121</u>	<u>232,862</u>	<u>140,892</u>
Total net position	<u>\$ 19,105,031</u>	<u>\$ 9,711,316</u>	<u>\$ 1,515,204</u>

The notes to the financial statements are an integral part of this statement.

WOOD COUNTY, WEST VIRGINIA
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2013

Functions / Programs	Program Revenues				Net (Expense) Revenues and Changes in Net Position		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary	Component Unit	
					Governmental Activities	Development Authority	Parks and Recreation
Primary government:							
Governmental activities:							
General government	\$ 9,663,581	\$ 786,244	\$ 121,945	\$ 193,977	\$ (8,561,415)		
Public safety	9,975,694	2,939,464	978,478	479,027	(5,578,725)		
Health and sanitation	192,498	--	--	--	(192,498)		
Culture and recreation	1,037,980	71,707	416	--	(965,857)		
Social services	40,505	--	--	--	(40,505)		
Capital projects	1,709,937	--	--	--	(1,709,937)		
Economic Development	256,119	--	--	--	(256,119)		
Interest on long-term debt	414,197	--	--	--	(414,197)		
Total governmental activities	23,290,511	3,797,415	1,100,839	673,004	(17,719,253)		
Total primary government	\$ 23,290,511	\$ 3,797,415	\$ 1,100,839	\$ 673,004	(17,719,253)		
Component unit:							
Wood County							
Development Authority	2,829,732	3,900,091	103,008	--	--	\$ 1,173,367	\$ --
Wood County Parks and Recreation Commission	839,839	492,276	115,427	--	--	--	(232,136)
Total component units	\$ 3,669,571	\$ 4,392,367	\$ 218,435	\$ --	--	1,173,367	(232,136)
General revenues:							
Ad valorem property taxes					12,261,875	--	--
Alcoholic beverages tax					4,980	--	--
Hotel occupancy tax					605,136	--	106,247
Animal tax					34,716	--	--
Gas and oil severance tax					42,746	--	--
Other taxes					1,387,967	--	--
Coal severance tax					132,061	--	--
Licenses and permits					157,889	--	--
Intergovernmental:							
Local					53,896	57,530	--
Unrestricted investment earnings					21,488	1,621	53
Refunds					166,429	--	--
Reimbursement					11,918	--	175,467
Contributions from other entities					--	97,126	--
Miscellaneous					515,062	22,000	26,733
Total general revenues					15,396,163	178,277	308,500
Change in net position					(2,323,090)	1,351,644	76,364
Net position - beginning					21,428,121	8,359,672	1,438,840
Net position - ending					\$ 19,105,031	\$ 9,711,316	\$ 1,515,204

The notes to the financial statements are an integral part of this statement.

WOOD COUNTY, WEST VIRGINIA
BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2013

	<u>General</u>	<u>Coal Severance Tax</u>	<u>Community Criminal Justice</u>	<u>Home Confinement</u>	<u>Special Building</u>	<u>Building Commission Debt Service</u>	<u>Other Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS AND DEFERRED OUTFLOWS								
Assets:								
Current:								
Cash and cash equivalents	\$ 2,337,993	\$ 57,259	\$ 95,588	\$ 12,907	\$ 1,560,247	\$ --	\$ 1,875,557	\$ 5,939,551
Receivables:								
Taxes	694,873	--	--	--	--	--	--	694,873
Grants	242,315	--	--	--	--	--	--	242,315
Due from:								
Other funds	658,093	--	--	--	--	--	--	658,093
Restricted cash	--	--	--	--	--	203,562	--	203,562
Total assets	<u>3,933,274</u>	<u>57,259</u>	<u>95,588</u>	<u>12,907</u>	<u>1,560,247</u>	<u>203,562</u>	<u>1,875,557</u>	<u>7,738,394</u>
Total assets and deferred outflows of resources	<u>\$ 3,933,274</u>	<u>\$ 57,259</u>	<u>\$ 95,588</u>	<u>\$ 12,907</u>	<u>\$ 1,560,247</u>	<u>\$ 203,562</u>	<u>\$ 1,875,557</u>	<u>\$ 7,738,394</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES								
Liabilities:								
Accounts payable	105,530	--	1,556	--	--	--	10,490	117,576
Payroll payable	18,145	--	--	--	--	--	--	18,145
Other accrued expenses	--	--	--	--	--	203,500	--	203,500
Due to:								
Other funds	--	--	413,182	239,060	--	--	5,851	658,093
Deferred revenues:								
Taxes	<u>546,244</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>546,244</u>
Total liabilities	<u>669,919</u>	<u>--</u>	<u>414,738</u>	<u>239,060</u>	<u>--</u>	<u>203,500</u>	<u>16,341</u>	<u>1,543,558</u>
Total liabilities and deferred inflows of resources	<u>669,919</u>	<u>--</u>	<u>414,738</u>	<u>239,060</u>	<u>--</u>	<u>203,500</u>	<u>16,341</u>	<u>1,543,558</u>
Fund balances:								
Restricted	--	--	--	--	1,560,247	62	1,134,806	2,695,115
Committed	1,331,664	--	--	--	--	--	724,410	2,056,074
Assigned	870,974	57,259	--	--	--	--	--	928,233
Unassigned	<u>1,060,717</u>	<u>--</u>	<u>(319,150)</u>	<u>(226,153)</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>515,414</u>
Total fund balances	<u>3,263,355</u>	<u>57,259</u>	<u>(319,150)</u>	<u>(226,153)</u>	<u>1,560,247</u>	<u>62</u>	<u>1,859,216</u>	<u>6,194,836</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 3,933,274</u>	<u>\$ 57,259</u>	<u>\$ 95,588</u>	<u>\$ 12,907</u>	<u>\$ 1,560,247</u>	<u>\$ 203,562</u>	<u>\$ 1,875,557</u>	<u>\$ 7,738,394</u>

The notes to the financial statements are an integral part of this statement.

WOOD COUNTY, WEST VIRGINIA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
June 30, 2013

Total fund balances on the governmental fund's balance sheet	\$ 6,194,836
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and are therefore not reported in the funds. (Note IV.C.)	18,832,602
Other long-term assets (unamortized bond issuance costs) that are not available to pay for current-year expenditures and therefore are deferred in the funds.	79,350
Certain revenues are not available to fund current year expenditures and therefore are deferred in the funds. (Note IV.B.)	546,244
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. (Note IV.G.)	<u>(6,548,001)</u>
Net position of governmental activities	<u>\$ 19,105,031</u>

The notes to the financial statements are an integral part of this statement.

WOOD COUNTY, WEST VIRGINIA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2013

	<u>General</u>	<u>Coal Severance Tax</u>	<u>Community Criminal Justice</u>	<u>Home Confinement</u>	<u>Special Building</u>	<u>Building Commission Debt Service</u>	<u>Other Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES								
Taxes:								
Ad valorem property taxes	\$ 12,226,013	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 12,226,013
Alcoholic beverages tax	4,980	--	--	--	--	--	--	4,980
Hotel occupancy tax	605,136	--	--	--	--	--	--	605,136
Animal tax	--	--	--	--	--	--	34,716	34,716
Gas and oil severance tax	42,746	--	--	--	--	--	--	42,746
Other taxes	376,435	--	--	--	--	--	733,025	1,109,460
Coal severance tax	--	132,061	--	--	--	--	--	132,061
Licenses and permits	43,469	--	--	--	--	--	114,420	157,889
Intergovernmental:								
Federal	1,116,389	--	--	--	--	--	969	1,117,358
State	656,485	--	--	--	--	--	--	656,485
Local	49,014	--	--	--	--	--	4,882	53,896
Charges for services	750,973	--	236,328	242,574	--	--	2,169,652	3,399,527
Fines and forfeits	193,935	--	--	--	--	--	203,953	397,888
Interest and investment earnings	12,513	63	--	--	4,881	2	4,029	21,488
Refunds	166,429	--	--	--	--	--	--	166,429
Reimbursements	--	--	6,393	--	--	--	5,525	11,918
Payments in lieu of taxes	278,507	--	--	--	--	--	--	278,507
Contributions and donations	89,462	--	--	--	--	--	--	89,462
Miscellaneous	425,209	--	--	1	--	--	390	425,600
Total revenues	17,037,695	132,124	242,721	242,575	4,881	2	3,271,561	20,931,559
EXPENDITURES								
Current:								
General government	9,398,795	--	--	--	--	--	105,706	9,504,501
Public safety	9,124,350	--	234,290	91,927	--	--	383,140	9,833,707
Health and sanitation	192,498	--	--	--	--	--	--	192,498
Culture and recreation	1,037,980	--	--	--	--	--	--	1,037,980
Social services	40,505	--	--	--	--	--	--	40,505
Capital outlay	162,000	157,612	--	--	136,428	--	410,842	866,882
Debt service:								
Principal	--	--	--	--	--	245,000	--	245,000
Interest	--	--	--	--	--	414,197	--	414,197
Total expenditures	19,956,128	157,612	234,290	91,927	136,428	659,197	899,688	22,135,270
Excess (deficiency) of revenues over expenditures	(2,918,433)	(25,488)	8,431	150,648	(131,547)	(659,195)	2,371,873	(1,203,711)

WOOD COUNTY, WEST VIRGINIA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2013

	<u>General</u>	<u>Coal Severance Tax</u>	<u>Community Criminal Justice</u>	<u>Home Confinement</u>	<u>Special Building</u>	<u>Building Commission Debt Service</u>	<u>Other Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
OTHER FINANCING SOURCES (USES)								
Transfers in	\$ 2,977,845	\$ --	\$ 28,464	\$ --	\$ 260,831	\$ 659,197	\$ 6,296	\$ 3,932,633
Transfers (out)	(280,998)	--	(135,580)	(256,037)	(659,197)	--	(2,600,821)	(3,932,633)
Proceeds from the sale of assets	14,375	--	--	--	--	--	--	14,375
Total other financing sources (uses)	2,711,222	--	(107,116)	(256,037)	(398,366)	659,197	(2,594,525)	14,375
Net change in fund balances	(207,211)	(25,488)	(98,685)	(105,389)	(529,913)	2	(222,652)	(1,189,336)
Fund balances - beginning	3,470,566	82,747	(220,465)	(120,764)	2,090,160	60	2,081,868	7,384,172
Fund balances - ending	\$ 3,263,355	\$ 57,259	\$ (319,150)	\$ (226,153)	\$ 1,560,247	\$ 62	\$ 1,859,216	\$ 6,194,836

The notes to the financial statements are an integral part of this statement.

WOOD COUNTY, WEST VIRGINIA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO
THE STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2013

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$ (1,189,336)
Capital outlays are reported as an expenditure in the governmental funds but are considered an asset at the government-wide level. This is the amount of capital assets that were purchased during the fiscal year. (Note IV.C.)	690,208
Capital outlays are reported as an expenditure in the governmental funds. In the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount of depreciation expense charged during the year. (Note IV.C.)	(2,179,901)
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, and donations) is to decrease net position. (Note IV.C.)	(79,370)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This is the difference between prior and current year deferred revenues.	35,862
Prior year deferred revenues: \$510,382	
Current year deferred revenues: \$546,244	
The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items. (Note II)	(11,119)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. (Note II)	<u>410,566</u>
Change in net position of governmental activities	\$ <u><u>(2,323,090)</u></u>

The notes to the financial statements are an integral part of this statement.

WOOD COUNTY, WEST VIRGINIA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND
For the Fiscal Year Ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Adjustments</u>	<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Modified</u>	<u>Budget</u>	<u>Budget</u>	<u>Final Budget</u>
			<u>Accrual Basis</u>	<u>Basis</u>	<u>Basis</u>	<u>Positive</u>
						<u>(Negative)</u>
REVENUES						
Taxes:						
Ad valorem property taxes	\$ 11,614,820	\$ 11,950,720	\$ 12,226,013	\$ 12,210	\$ 12,238,223	\$ 287,503
Alcoholic beverages tax	30,000	30,000	4,980	--	4,980	(25,020)
Hotel occupancy tax	526,188	582,188	605,136	--	605,136	22,948
Gas and oil severance tax	40,000	40,000	42,746	--	42,746	2,746
Other taxes	350,000	350,000	376,435	--	376,435	26,435
Licenses and permits	31,200	31,200	43,469	--	43,469	12,269
Intergovernmental:						
Federal	--	1,199,444	1,116,389	(143,008)	973,381	(226,063)
State	--	664,198	656,485	(33,347)	623,138	(41,060)
Local	--	49,014	49,014	--	49,014	--
Charges for services	641,273	802,495	750,973	85,835	836,808	34,313
Fines and forfeits	20,000	20,000	193,935	--	193,935	173,935
Interest and investment earnings	170,000	197,245	12,513	(10,789)	1,724	(195,521)
Refunds	495,000	681,131	166,429	37,610	204,039	(477,092)
Payments in lieu of taxes	255,000	278,506	278,507	--	278,507	1
Contributions and donations	32,000	32,000	89,462	(89,462)	--	(32,000)
Miscellaneous	445,930	500,511	425,209	--	425,209	(75,302)
Total revenues	<u>14,651,411</u>	<u>17,408,652</u>	<u>17,037,695</u>	<u>(140,951)</u>	<u>16,896,744</u>	<u>(511,908)</u>
EXPENDITURES						
Current:						
General government	8,625,812	11,363,642	9,398,795	278,498	9,677,293	1,686,349
Public safety	9,356,074	10,055,034	9,124,350	--	9,124,350	930,684
Health and sanitation	197,250	197,639	192,498	--	192,498	5,141
Culture and recreation	946,370	1,052,887	1,037,980	--	1,037,980	14,907
Social services	46,000	46,173	40,505	--	40,505	5,668
Capital outlay	252,937	256,076	162,000	--	162,000	94,076
Total expenditures	<u>19,424,443</u>	<u>22,971,451</u>	<u>19,956,128</u>	<u>278,498</u>	<u>20,234,626</u>	<u>2,736,825</u>
Excess (deficiency) of revenues over expenditures	<u>(4,773,032)</u>	<u>(5,562,799)</u>	<u>(2,918,433)</u>	<u>(419,449)</u>	<u>(3,337,882)</u>	<u>2,224,917</u>
OTHER FINANCING SOURCES (USES)						
Transfers in	3,808,032	3,952,000	2,977,845	(106,250)	2,871,595	(1,080,405)
Transfers (out)	--	--	(280,998)	280,998	--	--
Proceeds from the sale of assets	15,000	15,000	14,375	(14,375)	--	(15,000)
Total other financing sources (uses)	<u>3,823,032</u>	<u>3,967,000</u>	<u>2,711,222</u>	<u>160,373</u>	<u>2,871,595</u>	<u>(1,095,405)</u>
Net change in fund balance	<u>(950,000)</u>	<u>(1,595,799)</u>	<u>(207,211)</u>	<u>(259,076)</u>	<u>(466,287)</u>	<u>1,295,512</u>
Fund balance - beginning	<u>950,000</u>	<u>1,595,799</u>	<u>3,470,566</u>	<u>(2,121,625)</u>	<u>1,348,941</u>	<u>(246,858)</u>
Fund balance - ending	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 3,263,355</u>	<u>\$ (2,380,701)</u>	<u>\$ 882,654</u>	<u>\$ 882,654</u>

The notes to the financial statements are an integral part of this statement.

WOOD COUNTY, WEST VIRGINIA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - COAL SEVERANCE TAX FUND
For the Fiscal Year Ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budget</u>	<u>Final Budget</u>
			<u>Basis</u>	<u>Positive</u>
				<u>(Negative)</u>
REVENUES				
Taxes:				
Coal severance tax	\$ 150,000	\$ 150,000	\$ 132,061	\$ (17,939)
Interest and investment earnings	900	900	63	(837)
	<u>150,900</u>	<u>150,900</u>	<u>132,124</u>	<u>(18,776)</u>
Total revenues				
EXPENDITURES				
Current:				
Capital outlay	309,608	233,647	157,612	76,035
	<u>309,608</u>	<u>233,647</u>	<u>157,612</u>	<u>76,035</u>
Total expenditures				
Net change in fund balance	(158,708)	(82,747)	(25,488)	57,259
Fund balance - beginning	158,708	82,747	82,747	--
Fund balance - ending	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 57,259</u>	<u>\$ 57,259</u>

The notes to the financial statements are an integral part of this statement.

WOOD COUNTY, WEST VIRGINIA
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
June 30, 2013

	Agency <u>Funds</u>
ASSETS	
Non-pooled cash	\$ 1,755,053
Total assets	<u>1,755,053</u>
Total assets and deferred outflows of resources	<u>\$ 1,755,053</u>
LIABILITIES	
Due to: other governments	<u>1,755,053</u>
Total liabilities	<u>1,755,053</u>
Total liabilities and deferred inflows of resources	<u>\$ 1,755,053</u>

The notes to the financial statements are an integral part of this statement.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Except as noted, the accounting policies of Wood County, West Virginia (the County), conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of significant accounting policies:

A. Reporting Entity

Wood County is one of fifty-five counties established under the Constitution and the Laws of the State of West Virginia. There are six offices elected county-wide, which are: County Commission, County Clerk, Circuit Clerk, Assessor, Sheriff, and Prosecuting Attorney.

The County Commission is the legislative body for the government, and as such budgets and provides all the funding used by the separate Constitutional Offices except for the offices of the Assessor and the Sheriff, which also have additional revenue sources. The County Clerk's office maintains the accounting system for the County's operations. The operations of the County as a whole, however, including all the Constitutional offices have been combined in these financial statements.

The services provided by the government and accounted for within these financial statements include law enforcement for unincorporated areas of the County, health and social services, cultural and recreational programs, and other governmental services.

The accompanying financial statements present the government and its component units as required by generally accepted accounting principles. In determining whether to include a governmental department, agency, commission or organization as a component unit, the government must evaluate each entity as to whether they are legally separate and financially accountable based on the criteria set forth by the Governmental Accounting Standards Board (GASB). Legal separateness is evaluated on the basis of: (1) its corporate name, (2) the right to sue and be sued, and (3) the right to buy, sell or lease and mortgage property. Financial accountability is based on: (1) the appointment of the governing authority and (2) the ability to impose will or (3) the providing of specific financial benefit or imposition of specific financial burden. Another factor to consider in this evaluation is whether an entity is fiscally dependent on the County.

Blended Component Unit

The entity below is legally separate from the County and meets GASB criteria for component units. This entity is blended with the primary government because it provides services entirely or almost entirely to the County.

The Wood County Building Commission serves Wood County, West Virginia, and is governed by a board comprised of 3 members appointed by the County Commission for a term of 5 years each. The Building Commission acquires property and debt on behalf of the County.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Discretely Presented Component Units

Discretely presented component units are entities which are legally separate from the County, but are financially accountable to the County, or whose relationship with the County is such that exclusion would cause the County's financial statements to be misleading or incomplete. Because of the nature of services they provide and the County's ability to impose its will on them or a financial benefit/burden relationship exists, the following component units are discretely presented in accordance with GASB Statement No. 14 (as amended by GASB Statement No. 39). The discretely presented component units are presented on the government-wide statements.

The Wood County Development Authority serves Wood County, West Virginia, and is governed by a board comprised of not more than 31 nor less than 22 members appointed by the County Commission for a term of 3 years each. The Wood County Development Authority promotes, develops, and advances the business prosperity and economic welfare of the county

The Wood County Parks and Recreation Commission serves all citizens of Wood County by providing recreational services and is governed by an eleven-member board appointed by the County Commission. The County provides financial support to the Board on an annual basis.

Complete financial statements for each of the individual component units can be requested at the entity's administrative offices.

Jointly Governed Organizations

The County, in conjunction with Wirt County, Roane County, Ritchie County, Calhoun County, and Pleasants County, has created the Mid-Ohio Valley Board of Health. The board is composed of 12 members with 2 members appointed by the Wood County Commission and 10 members from the other counties. The County appropriated \$94,000 for an operating grant for the Mid-Ohio Valley Board of Health for the fiscal year.

The County, in conjunction with Washington County, OH, and Ritchie County, WV, has created the Mid-Ohio Valley Regional Airport Authority. The authority is composed of 8 members with 4 members appointed by the Wood County Commission and 4 members from the other counties. The County appropriated \$50,000 for an operating grant for the Mid-Ohio Valley Regional Airport Authority for the fiscal year.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Related Organizations

The County's officials are also responsible for appointing the members of boards of other organizations, but the County's accountability for these organizations does not extend beyond making the appointments. The County Commission appoints board members to the following organizations:

<u>Name of Organization</u>	<u>Name of Organization</u>
Mid-Ohio Valley Workforce Investment Authority	West Virginia Little Kanawha River Parkway
Mid-Ohio Valley Regional Council	Wood County Community Resources
Wood County Board of Parks and Recreation	Wood County Recreation Commission
Northeastern Area Agency on Aging	Wood County Solid Waste Authority
Parkersburg/Wood County Convention & Visitors' Bureau	Wood County Development Authority
Parkersburg/Wood County Public Library	Wood County Planning Commission

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues. Interest on general long-term debt liabilities is considered an indirect expense and is reported in the Statement of Activities as a separate line.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied and collectible. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collectible within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, interest and special assessments are susceptible to accrual. Other receipts and taxes become measurable and available when cash is received by the government and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The government reports the following major governmental funds:

The *General fund* is the government's primary operating fund. It accounts for all financial sources of the general government, except those required to be accounted for in another fund.

The *Coal Severance Tax fund*, a special revenue fund, accounts for revenues and expenditures from a severance tax placed on coal that is distributed to West Virginia counties. The State Auditor's Office requires an annual budget be submitted for approval for this fund.

The *Community Criminal Justice fund*, a special revenue fund, accounts for fees collected from participants of the Wood County Day Report Center. The fees are used to support the program.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

The *Home Confinement fund*, a special revenue fund, accounts for all incarceration fees ordered to be paid to the county sheriff. The fees are to be used solely for the purpose of administering a home incarceration program.

The *Special Building fund*, a capital projects fund, accounts for major purchases and/or renovations of buildings owned by the County.

The *Building Commission Debt Service fund*, a debt service fund, accounts for the activity associated with the issuance of bonds for the Wood County Justice Center.

Additionally, the government reports the following fund types:

The agency funds are custodial in nature (assets equal liabilities) and do not present results of operations or have a measurement focus. Agency funds are accounted for using the full accrual basis of accounting. These funds are used to account for assets that Wood County, West Virginia holds for others in an agency capacity.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position

1. Deposits and Investments

Wood County, West Virginia's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of less than three months from the date of acquisition.

If it is determined that the available interest rate offered by an acceptable depository in the county is less than the interest rate, net of administrative fees referred to in article six, chapter twelve of the West Virginia Code, offered it through the state board of investments, the county treasurer may, with the approval of each fiscal body whose funds are involved, make such funds available to the state board of investments for investment in accordance with the provisions of article six, chapter twelve of the code.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

State statutes authorize the government to enter into agreements with the State Treasurer for the investment of monies. Authority is provided for investment in the Investment Management Board, the West Virginia Board of Treasury or the Municipal Bond Commission, or to invest such funds in the following classes of securities: Any investment company or investment trust registered under the Investment Company Act of 1940, 15 U.S.C. § 80a, the portfolio of which is limited: (i) To obligations issued by or guaranteed as to the payment of both principal and interest by the United States of America or its agencies or instrumentalities; and (ii) to repurchase agreements fully collateralized by obligations of the United States government or its agencies or instrumentalities: Provided, That the investment company or investment trust takes delivery of the collateral either directly or through an authorized custodian: Provided, however, That the investment company or investment trust is rated within one of the top two rating categories of any nationally recognized rating service such as Moody's or Standard & Poor's.

2. Receivables and Payables

Interfund Transactions

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "interfund receivables or payables" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

Property Tax Receivable

The property tax receivable allowance is equal to 20 percent of the property taxes outstanding at June 30, 2013.

All current taxes assessed on real and personal property may be paid in two installments; the first installment is payable on September first of the year for which the assessment is made, and becomes delinquent on October first; the second installment is payable on the first day the following March and becomes delinquent on April first. Taxes paid on or before the date when they are payable, including both first and second installments, are subject to a discount of two and one-half percent. If the taxes are not paid on or before the date in which they become delinquent, including both first and second installments, interest at the rate of nine percent per annum is added from the date they become delinquent until the date they are paid. Taxes paid on or before the due date are allowed a two and one half percent discount. A tax lien is issued for all unpaid real estate taxes as of the date of the sheriff's sale and these liens are sold between October 14th and November 23rd of each year. Sixty days of estimated property tax collections are recorded in revenues at the end of each fiscal year.

All counties within the state are authorized to levy taxes not in excess of the following maximum levies per \$100 of assessed valuation: On Class I property, fourteen and three-tenths cents (14.30 cents); On Class II property, twenty-eight and six-tenths cents (28.60 cents); On Class III property, fifty-seven and two-tenths cents (57.20 cents); On Class IV property, fifty-seven and two-tenths cents (57.20 cents). In addition, counties may provide for an election to lay an excess levy; the rates not to exceed statutory limitations, provided at least sixty percent of the voters cast ballots in favor of the excess levy.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

The rates levied by the County per \$100 of assessed valuation for each class of property for the fiscal year ended June 30 were as follows:

<u>Class of Property</u>	<u>Assessed Valuation For Tax Purposes</u>	<u>Current Expense</u>
Class I	\$ --	13.14 cents
Class II	1,592,772,560	26.28 cents
Class III	768,839,126	52.56 cents
Class IV	744,314,741	52.56 cents

3. Inventories and Prepaid Items

There are no material inventories maintained; therefore they do not appear on the financial statements.

4. Restricted Assets

Certain assets of the Building Commission debt service fund are classified as restricted assets because their use is restricted by bond agreements.

5. Capital Assets and Depreciation

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of \$5,000 or more and estimated to have a useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets lives are not capitalized.

The government depreciates the capital assets using the straight-line method. Capital assets depreciation and capitalization policies are defined by the government as follows:

<u>Asset</u>	<u>Straight-line Years</u>	<u>Inventory Purposes</u>	<u>Capitalize/ Depreciate</u>
Land	not applicable	\$ 1	\$ Capitalize only
Land improvement	20 to 30 years	1	Capitalize only
Building	40 years	1	50,000.00
Building improvements	20 to 25 years	1	50,000.00
Construction in progress	not applicable	1	Capitalize only
Equipment	5 to 10 years	1,000	5,000.00
Vehicles	5 to 10 years	1,000	5,000.00
Infrastructure	40 to 50 years	50,000	250,000.00

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

6. Compensated Absences

It is the government's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay is accrued when incurred in the government-wide and fiduciary fund financial statements in accordance with GASB Statement No. 16, *Accounting for Compensated Absences*.

7. Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

8. Deferred Outflows/inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

9. Fund Balances

In the governmental fund financial statements, fund balance is reported in five classifications.

Nonspendable fund balance	Inventories and prepaid amounts represent fund balance amounts that are not in spendable form.
Restricted	The restricted category is the portion of fund balance that is externally imposed by creditors, grantors, contributors or laws or regulations. It also is imposed by law through constitutional provisions or enabling legislation.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Committed	The committed category is the portion of fund balance whose use is constrained by limitations have been approved by an order (the highest level of formal action) of the County Commission, and that remain binding unless removed in the same manner. The approval does not automatically lapse at the end of the fiscal year.
Assigned	The assigned category is the portion of fund balance that has been approved by formal action of the County Commission for any amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.
Unassigned	The unassigned category is the portion of fund balance that has not been reported in any other classification. Only the general fund can report a positive amount of unassigned fund balance. However, any governmental fund in a deficit position could report a negative amount of unassigned fund balance.

The County Commission is the government's highest level of decision-making authority. The Commission would take formal action to establish, and modify or rescind, a fund balance commitment or to assign fund balance amounts to a specific purpose. The government has adopted a revenue spending policy that provides guidance for programs with multiple revenue sources. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance and lastly unassigned fund balance. The government has the authority to deviate from this policy if it is in the best interest of the County.

10. Stabilization Arrangements

The government has created a stabilization arrangement in accordance with West Virginia Code §7-21-3. The government may appropriate a sum to the arrangement from any surplus in the general fund at the end of each fiscal year or from other money available. The amount of money committed to the arrangement may not exceed thirty percent of the government's most recent general fund budget. The money may be used for whatever the County Commission chooses. The stabilization balance at fiscal year-end was \$1,331,664.

11. Change in Accounting Principle

Effective July 1, 2012, the County adopted Governmental Accounting Standards Board Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This Statements provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources. It also identifies net position, rather than net assets, as the residual of all other elements presented in a statement of financial position. This change was incorporated in the government's financial statements; however, there was no effect on beginning net position/fund balance.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

II. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance and the Government-wide Statement of Activities

The governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances includes a reconciliation between net changes in fund balances-total governmental funds and changes in net position of governmental activities as reported in the government-wide Statement of Activities. One element of that reconciliation states that, "The issuance of long-term debt (i.e. bonds, leases) provide current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts and similar items when debt is first issued, whereas, these amounts are deferred and amortized in the statement of activities". The details of this difference are as follows:

Amortization expense:	
Bond issue costs	\$ (4,534)
Bond discount	<u>(6,585)</u>
Net adjustment to decrease net changes in fund balances-total governmental funds to arrive at changes in net position of governmental activities	\$ <u>(11,119)</u>

Another element of that reconciliation states that, "Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds". The details of this difference are as follows:

Compensated absences	\$ 21,854
Notes	(73,879)
Bonds	(245,000)
Leases	<u>(113,541)</u>
Net adjustment to decrease net changes in fund balances-total governmental funds to arrive at changes in net position of governmental activities	\$ <u>(410,566)</u>

III. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the General Fund and the Coal Severance Tax Special Revenue Fund. All annual appropriations lapse at fiscal year end.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Wood County, West Virginia prepares its budget on the cash less payables basis of accounting except that the budget for the General County fund includes General County cash but not money reserved for the Financial Stabilization fund. Therefore, a reconciliation has been performed on the Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual for the General Fund.

Prior to March 2nd of each year, the various elected officials submit to the County Commission proposed requests for their respective offices for the fiscal year commencing July 1. Upon review and approval of these requests, the County Commission prepares proposed budgets on forms prescribed by the State Auditor and submits them to the State Auditor by March 28 for approval. The County Commission then reconvenes on the third Tuesday in April to hear objections from the public and to formally lay the levy.

The appropriated budget is prepared by fund, function and department. Transfers of appropriations between departments and revenue related revisions to the budget require approval from the governing council and then submission to the State Auditor for approval. Revisions become effective when approved by the State Auditor and budgeted amounts in the financial statements reflect only such approved amounts. The governing body made the following material supplementary budgetary appropriations throughout the year:

<u>Description</u>	<u>General Fund</u> <u>Amount</u>	<u>Coal Severance</u> <u>Amount</u>
General government expenditure increase	\$ 2,737,830	\$ --
Public safety expenditure increase	698,960	--
Health and sanitation expenditure increase	389	--
Culture and recreation expenditure increase	106,517	--
Social services expenditure increase	173	--
Capital projects expenditure increase (decrease)	3,139	(75,961)

B. Deficit Fund Equity

The Home Confinement Fund had a deficit fund balance of (\$226,153) as of June 30, 2013. The fund owes the General County Fund \$239,060 for reimbursement of payroll expenses.

The Community Criminal Justice Fund had a deficit fund balance of (\$319,150) as of June 30, 2013. The fund owes the General County Fund \$413,182 for reimbursement of expenses.

IV. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

At year-end, the government had no investments.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Custodial Credit Risk

For deposits, the government could be exposed to risk in the event of a bank failure where the government's deposits may not be returned. The government's policy for custodial credit risk is to comply with statutory provisions for depository bond coverage, which provides that no public money should be deposited until the banking institution designated executes a bond with good and sufficient sureties which may not be less than the maximum sum that is deposited in the depository at any one time.

At year end, the government's bank balances were \$7,898,166. The bank balance was collateralized by federal depository insurance or with securities held by the pledging financial institution's trust department or agent in the government's name. Of the bank balance, \$324,476 was exposed to custodial credit risk because it was not collateralized.

A reconciliation of cash and investments as shown on the Statement of Net Position of the primary government and Statement of Net Position of the Fiduciary Funds is as follows:

Cash and cash equivalents	\$ 7,898,166
Total	<u>\$ 7,898,166</u>
Cash and cash equivalents	\$ 5,939,551
Cash and cash equivalents-restricted	1,755,053
Building Commission Debt Service fund-restricted cash	<u>203,562</u>
Total	<u>\$ 7,898,166</u>

B. Receivables

Receivables at year end for the government's individual major and aggregate nonmajor funds, and aggregate fiduciary funds, including applicable allowances for uncollectible accounts, are as follows:

	<u>General</u>
Receivables:	
Taxes	\$ 868,592
Grants	<u>242,315</u>
Gross Receivables	<u>1,110,907</u>
Less: Allowance for Uncollectible	<u>(173,719)</u>
Net Total Receivables	<u>\$ 937,188</u>

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Governmental funds report deferred revenue in connection with receivables for revenue that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of deferred revenue and unearned revenue reported in the governmental funds were as follows:

	<u>Unavailable</u>
Delinquent property taxes receivable (General Fund)	\$ <u>546,244</u>
Total unavailable/unearned revenue for governmental funds	\$ <u><u>546,244</u></u>

C. Capital Assets

Capital asset activity for the fiscal year ended June 30, 2013, was as follows:

	<u>Primary Government</u>		
	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>
			<u>Ending Balance</u>
Governmental activities:			
Capital assets, not being depreciated:			
Land	\$ 1,863,789	\$ --	\$ 1,863,789
Total capital assets not being depreciated	<u>1,863,789</u>	<u>--</u>	<u>1,863,789</u>
Capital assets being depreciated:			
Buildings and improvements	7,693,364	--	(138,824)
Structures and improvements	13,161,762	--	--
Machinery and equipment	8,157,816	690,208	(20,720)
Less: Total accumulated depreciation	<u>(10,475,066)</u>	<u>(2,179,901)</u>	<u>80,174</u>
Total capital assets being depreciated, net	<u>18,537,876</u>	<u>(1,489,693)</u>	<u>(79,370)</u>
Governmental activities capital assets, net	<u>\$ 20,401,665</u>	<u>\$ (1,489,693)</u>	<u>\$ (79,370)</u>
			<u>\$ 18,832,602</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	\$ 546,181
Public safety	344,098
Capital projects	<u>1,289,622</u>
Total depreciation expense-governmental activities	<u>\$ 2,179,901</u>

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

D. Interfund Receivables, Payables, and Transfers

The composition of interfund balances as of the fiscal year ended June 30, 2013, is as follows:

Due to/from other funds

<u>Payable Fund</u>	<u>Receivable Fund</u>	<u>Purpose</u>	<u>Amount</u>
Community Criminal Justice	General County	expense reimbursement	\$ 413,182
Home Confinement	General County	payroll reimbursement	239,060
Local Law Enforcement	General County	grant reimbursement	5,851
Total			<u>\$ 658,093</u>

Interfund Transfers:

<u>Transferred from:</u>	<u>Transferred to:</u>	<u>Purpose</u>	<u>Amount</u>
General County	Special Building	reimbursement	\$ 260,831
General County	Community Criminal Justice	grant reimbursement	13,871
General County	E-911	reimbursement	888
General County	Assessor's Valuation	map sales	408
General County	Teen Drug Court	contribution	5,000
Special Building	Building Commission Debt Service	bond interest payments	659,197
Assessor's Valuation	General County	payroll reimbursements	576,420
Community Criminal Justice	General County	payroll reimbursements	135,579
Concealed Weapons	General County	payroll reimbursements	9,914
E-911	General County	payroll reimbursements	1,638,441
General School	General County	regional jail bills	271,129
Home Confinement	General County	payroll reimbursements	241,445
Magistrate Court	General County	rent	99,066
Local Law Enforcement	General County	grant reimbursement	5,851
Home Confinement	Community Criminal Justice	drug fee reimbursements	14,593
Total			<u>\$ 3,932,633</u>

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

E. Fund Balance Detail

At year-end, the detail of the government's fund balances is as follows:

	<u>General Fund</u>	<u>Coal Severance Fund</u>	<u>Community Criminal Justice</u>	<u>Home Confinement</u>	<u>Special Building</u>
Restricted:					
Capital projects	\$ --	\$ --	\$ --	\$ --	\$ 1,560,247
Committed:					
Financial Stabilization	1,331,664	--	--	--	--
Assigned:					
Budget carryover	870,974	57,259	--	--	--
Unassigned	<u>1,060,717</u>	<u>--</u>	<u>(319,150)</u>	<u>(226,153)</u>	<u>--</u>
Total fund balances	\$ <u>3,263,355</u>	\$ <u>57,259</u>	\$ <u>(319,150)</u>	\$ <u>(226,153)</u>	\$ <u>1,560,247</u>

	<u>Building Commission Debt Service</u>	<u>Non-major Funds</u>	<u>Total</u>
Restricted:			
General government	\$ --	\$ 226,661	\$ 226,661
Public safety	--	908,145	908,145
Capital projects	62	--	1,560,309
Committed:			
Capital projects	--	724,410	724,410
Financial Stabilization	--	--	1,331,664
Assigned:			
Budget carryover	--	--	928,233
Unassigned	<u>--</u>	<u>--</u>	<u>515,414</u>
Total fund balances	\$ <u>62</u>	\$ <u>1,859,216</u>	\$ <u>6,194,836</u>

F. Leases

Capital Leases

The government has entered into lease agreements as lessee for financing the acquisition of public safety equipment. These lease agreements qualify as capital leases for accounting purposes, and, therefore have been recorded at the present value of the future minimum lease payments as of the inception date.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

The future minimum lease obligations and the net present value of these minimum lease payments as of the fiscal year ended June 30 were as follows:

<u>Year Ending June 30,</u>	<u>Governmental Activities</u>
2014	\$ 66,008
2015	63,765
2016	<u>3,258</u>
Total minimum lease payments	133,031
Less: amount representing interest	<u>(3,540)</u>
Present value of minimum lease payments	<u>\$ 129,491</u>

G. Long-term Debt

Notes Payable

The Wood County Building Commission, a blended component unit, entered into a loan agreement dated May 24, 2005, with United Bank, Inc. The economic substance of the loan is that the Commission is financing the renovation and acquisition of furniture for the Wood County Judge Black Annex and, accordingly, it is recorded in the County Commission's assets and liabilities. The loan was for \$1,000,000, but only \$797,910 has been drawn down. This amount was drawn down prior to this fiscal year. This note was paid off during this fiscal year.

Revenue Bonds

The county issues bonds where the government pledges income derived from acquired or constructed assets to pay debt service. Revenue bonds currently outstanding are as follows:

<u>Governmental Activities</u>					
<u>Purpose</u>	<u>Maturity Date</u>	<u>Interest Rates</u>	<u>Issued</u>	<u>Retired</u>	<u>Balance June 30, 2013</u>
Justice Center 2010 B	1/1/2012	2.500%	\$ 95,000	\$ 95,000	\$ --
Justice Center 2010 A	1/1/2021	5.875%	2,635,000	380,000	2,255,000
Justice Center 2010 A	1/1/2026	6.750%	1,745,000	--	1,745,000
Justice Center 2010 A	1/1/2029	7.375%	1,215,000	--	1,215,000
Justice Center 2010A	1/1/2031	7.500%	895,000	--	895,000
Total revenue bonds			<u>\$ 6,585,000</u>	<u>\$ 475,000</u>	<u>\$ 6,110,000</u>

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Wood County Building Commission Taxable Lease Revenue Bonds, Series 2010 A (Recovery Zone Economic Development Bonds)

On December 22, 2010, the Wood County Building Commission, a blended component unit of Wood County, West Virginia, issued \$6,490,000 of Wood County Building Commission Taxable Lease Revenue Bonds, Series 2010 A (Recovery Zone Economic Development Bonds), bearing interest at 5.875% to be adjusted on January 1 in the years 2021, 2026, and 2029. The proceeds of these bonds are being used to finance a Justice Center in Wood County and appurtenant facilities to house various public officials and county offices for the County Commission of Wood County, West Virginia. The bonds are secured by the Justice Center and an irrevocable pledge of lease payments which are required to be in sufficient amount to pay principal and interest on the bonds when due. The total principal and interest remaining to be paid on the bond is \$10,554,294.

Lease revenue bond debt service requirement to maturity are as follows:

Year Ended	Governmental Activities	
	Principal	Interest
2014	\$ 250,000	\$ 407,000
2015	260,000	392,313
2016	270,000	377,037
2017	275,000	361,175
2018	285,000	345,019
2019 - 2023	1,575,000	1,459,344
2024 - 2028	1,880,000	903,056
2029 - 2033	1,315,000	199,350
Totals	\$ 6,110,000	\$ 4,444,294

Pledged Revenues - Lease Revenue Bonds

The Wood County Building Commission, a blended component unit of Wood County, West Virginia, has pledged future lease rentals to be paid by the Wood County Commission to repay \$6,585,000 in lease revenue bonds issued in 2010. Proceeds from the bonds provided financing for a Justice Center and appurtenant facilities to house various public officials and county offices for the County Commission of Wood County, West Virginia. The bonds are payable solely from lease revenues paid by the County Commission through 2031. Annual principal and interest payments on the bonds are expected to require 100 percent of net revenues. The total principal and interest remaining to be paid on the bonds outstanding is \$10,554,294. Principal and interest paid for the current year and total customer net revenues were \$666,394 and \$734,125, respectively.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Changes in Long-term Liabilities

	Governmental Activities				
	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Lease revenue bond payable	\$ 6,355,000	\$ --	\$ (245,000)	\$ 6,110,000	\$ 250,000
Less: unamortized bond discount	(121,822)	--	6,585	(115,237)	--
Total bonds payable	6,233,178	--	(238,415)	5,994,763	250,000
Capital leases	243,032	--	(113,541)	129,491	63,413
Notes	73,879	--	(73,879)	--	--
Compensated absences	401,893	21,854	--	423,747	--
Governmental activities Long-term liabilities	\$ 6,951,982	\$ 21,854	\$ (425,835)	\$ 6,548,001	\$ 313,413

H. Restricted Assets

The balances of the restricted asset accounts for the primary government is as follows:

	Governmental Activities
Revenue bond debt service account	\$ 203,562
Total restricted assets	\$ 203,562

V. OTHER INFORMATION

A. Risk Management

The government is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries insurance with West Virginia Counties Risk Pool for umbrella (general liability) insurance for these various risks.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Workers' Compensation Fund (WCF): Private insurance companies could begin to offer workers compensation coverage to government employers beginning July 1, 2010. The WCF risk pool retains the risk related to the compensation of injured employees under the program. Wood County's worker's compensation coverage is currently being provided by the WV Corp.

Liabilities are reported when it is probable a loss has occurred and the amount of the loss can be reasonably estimated.

B. Contingent Liabilities

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds.

The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

The government is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, it is the opinion of the government's counsel that resolution of these matters will not have a material effect on the financial condition of the government.

C. Deferred Compensation Plan

The government offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all full-time government employees at their option, permits participants to defer a portion of their salary until future years. The deferred compensation is not available to participants until termination, retirement, death or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property or rights are held for the exclusive benefit of the participants and their beneficiaries.

VI. EMPLOYEE RETIREMENT SYSTEMS AND PLANS

Plan Descriptions, Contribution Information, and Funding Policies

Wood County, West Virginia participates in state-wide, cost-sharing, multiple-employer defined benefit plans on behalf of county employees. The system is administered by agencies of the State of West Virginia and funded by contributions from participants, employers, and state appropriations, as necessary.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

The following is a summary of eligibility factors, contribution methods, and benefit provisions:

Public Employees Retirement System (PERS)

Eligibility to participate	All county full-time employees, except those covered by other pension plans
Authority establishing contribution obligations and benefit provisions	State Statute
Plan member's contribution rate	4.50%
County's contribution rate	14.00%
Period required to vest	Five Years
Benefits and eligibility for distribution	A member who has attained age 60 and has earned 5 years or more of contributing service or age 55 if the sum of his/her age plus years of credited service is equal to or greater than 80. The final average salary (three highest consecutive years in the last 10) times the years of service times 2% equals the annual retirement benefit.
Deferred retirement portion	No
Provisions for:	
Cost of living	No
Death benefits	Yes

West Virginia Deputy Sheriff Retirement System (WVDRS)

Eligibility to participate	West Virginia deputy sheriffs first employed after the effective date and any deputy sheriffs hired prior to the effective date who elect to become members.
Authority establishing contribution obligations and benefit provisions	State Statute

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2013

Funding policy and contributions	Certain fees for reports generated by sheriff's offices are paid to this plan in accordance with West Virginia State Code. WVDRS members are required to contribute 8.5% of their annual covered salary and the county is required to contribute 13%. The contribution requirements of WVDRS members are established and may be amended only by the State of West Virginia Legislature. The government's contribution to WVDRS for the current fiscal year ending was \$148,849 for employees' share and \$227,652 for employer's share.
Period required to vest	Five years
Benefits and eligibility for distribution	A member who has attained age 60 and has earned 5 or more years of contributing service or age 50 and if the sum of his/her age plus years of credited service is equal to or greater than 70. The final average salary (three highest consecutive years in the last ten years) times the years of service times 2.25% equals the annual retirement benefit.
Deferred retirement option	No deferred retirement option is available.
Provisions for cost of living adjustments or death benefits	This plan has no provisions for cost of living adjustments. There are provisions for death benefits.
Annual pension cost and amount contributed:	For the current fiscal year ended, the annual cost was \$376,501 for all covered employees with a contributed percentage of 100%.

Trend Information

<u>Fiscal Year</u>	Public Employees Retirement System (PERS)		West Virginia Deputy Sheriff Retirement System (WVDRS)	
	<u>Annual Pension Cost</u>	<u>Percentage Contributed</u>	<u>Annual Pension Cost</u>	<u>Percentage Contributed</u>
2013	\$ 1,139,427	100%	\$ 376,501	100%
2012	\$ 1,167,912	100%	\$ 380,120	100%
2011	\$ 1,022,956	100%	\$ 340,282	100%

PERS and WVDRS issue a publicly available financial report that includes financial statements and required supplementary information. That information may be obtained by writing to the Public Employees Retirement System, 4101 MacCorkle Avenue, SE, Charleston, WV 25304.

SUPPLEMENTARY INFORMATION

WOOD COUNTY, WEST VIRGINIA
BUDGETARY COMPARISON SCHEDULE -
ASSESSOR'S VALUATION FUND
For the Fiscal Year Ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budget Basis</u>	<u>Final Budget Positive (Negative)</u>
REVENUES:				
Other taxes	\$ 670,486	\$ 670,486	\$ 733,025	\$ 62,539
Miscellaneous	--	--	125	125
Map sales	3,600	3,600	3,648	48
Interest	9,600	9,600	292	(9,308)
Total revenues	683,686	683,686	737,090	53,404
EXPENDITURES:				
Current:				
General government	853,468	698,476	83,196	615,280
Capital outlay	19,000	12,000	--	12,000
Total expenditures	872,468	710,476	83,196	627,280
Excess (deficiency) of revenues over expenditures	(188,782)	(26,790)	653,894	680,684
OTHER FINANCING SOURCES (USES)				
Transfers in	--	--	408	408
Transfers (out)	--	--	(576,420)	(576,420)
Total other financing sources (uses)	--	--	(576,012)	(576,012)
Net change in fund balance	(188,782)	(26,790)	77,882	104,672
Fund balance at beginning of year	188,782	26,790	26,790	--
Fund balance at end of year	\$ --	\$ --	\$ 104,672	\$ 104,672

ACCOMPANYING INFORMATION



State of West Virginia

Glen B. Gainer III

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Chief Inspector

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

Independent Auditor's Report

Honorable Members of the
Wood County Commission
Parkersburg, West Virginia 26101

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Wood County, West Virginia (the County), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the County's basic financial statements and have issued our report thereon dated March 20, 2014. In that report, our opinion was qualified for the omission of the expenses and related liabilities related to other postemployment benefits (OPEB). Our report includes a reference to other auditors who audited the financial statements of the Wood County Development Authority, as described in our report on the County's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the 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 County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County'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 described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and 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 combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs as item 2013-002 to be a material weakness.

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 deficiencies described in the accompanying Schedule of Findings and Questioned Costs as items 2013-004 and 2013-005 to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as items 2013-001, 2013-003, 2013-006, 2013-007, 2013-008, and 2013-009.

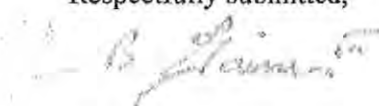
Entity's Response to Findings

The County's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The County's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



Glen B. Gainer III
West Virginia State Auditor
Charleston, West Virginia

March 20, 2014



State of West Virginia

Glen B. Gainer III

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Chief Inspector

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REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

Independent Auditor's Report

Honorable Members of the
Wood County Commission
Parkersburg, West Virginia 26101

Report on Compliance for Each Major Federal Program

We have audited the compliance of Wood County, West Virginia (the County) with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the County's major federal programs for the year ended June 30, 2013. The County's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

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

Auditor's Responsibility

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

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

Opinion on Each Major Federal Program

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

Report on Internal Control Over Compliance

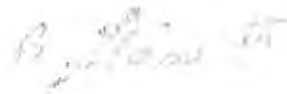
Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

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

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

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

Respectfully submitted,



Glen B. Gainer III
West Virginia State Auditor
Charleston, West Virginia

March 20, 2014

WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Fiscal Year Ended June 30, 2013

	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Number</u>	<u>Total Expenditures</u>
U. S. Department of the Interior			
Bureau of Land Management			
Direct Programs:			
Payments in Lieu of Taxes	15.226	N/A	\$ <u>9,109</u>
Total U. S. Department of the Interior			
Bureau of Land Management			<u>9,109</u>
 U. S. Department of Justice			
<u>JAG Program Cluster:</u>			
Direct Program:			
ARRA - Edward Byrne Memorial Justice Assistance Grant Program/Grants to States and Territories	16.803	N/A	969
Pass-through Programs From:			
City of Parkersburg			
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2011-DJ-BX-3059 2012-DJ-BX-0018	16,123
ARRA - Edward Byrne Memorial Justice Assistance Grant Program/Grants to States and Territories	16.803	09-RAJ-109	8,333
Direct Programs:			
Bulletproof Vest Partnership Program	16.607	N/A	12,425
Public Safety Partnership and Community Policing Grants	16.710	N/A	1,069
Pass-through Programs From:			
West Virginia Division of Justice and Community Services			
Crime Victim Assistance	16.575	12-VA-008	18,974

WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Fiscal Year Ended June 30, 2013

	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Number</u>	<u>Total Expenditures</u>
Pass-through Programs From:			
West Virginia Division of Justice and Community Services			
Edward Byrne Memorial Formula Grant Program	16.579	09-JAG-49	\$ 20,000
ARRA - Violence Against Women Formula Grants	16.588	09-VAWR-11	<u>6,284</u>
Total U. S. Department of Justice			<u>84,177</u>
U.S. Department of Transportation			
Pass-through Programs From:			
West Virginia Department of Transportation			
Recreational Trails Program	20.219	S354-FOR/TB-1	416
State and Community Highway Safety	20.600	F11-HS-03, F12-HS-03, and F13-HS-03	<u>272,404</u>
Total U.S. Department of Transportation			<u>272,820</u>
General Services Administration			
Pass-through Programs From:			
West Virginia Intelligence Exchange			
Donation of Federal Surplus Personal Property	39.003	Not available	<u>259,552</u>
Total General Services Administration			<u>259,552</u>
U.S. Department of Health and Human Services			
Pass-through Programs From:			
West Virginia Secretary of State			
Voting Access for Individuals with Disabilities Grants to States	93.617	Not available	<u>8,400</u>
Total U.S. Department of Health and Human Services			<u>8,400</u>

WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Fiscal Year Ended June 30, 2013

	<u>Federal Center Number</u>	<u>Pass-Through Entity Number</u>	<u>Total Grantor Expenditures</u>
U.S. Department of Homeland Security			
Pass-through Programs From:			
West Virginia Office of Homeland Security and Emergency Management			
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	FEMA-4071-DR-WV	15,767
Hazard Mitigation Grant	97.039	FEMA-DR-1691-WV	23,324
Emergency Management Performance Grants	97.042	2010-EMPG-02 and 12-EMPG-0613	28,117
Pass-through Programs From:			
West Virginia Port of Huntington Tri-State Area Maritime Security Committee			
Port Security Grant Program	97.056	2008-GB-T8-5-K061 and 2010-PU-TO-K0111	289,400
Pass-through Programs From:			
West Virginia Department of Military Affairs and Public Safety			
Homeland Security Grant Program	97.067	10-SHS-14 and 10-SHS-23	14,864
Total U.S. Department of Homeland Security			<u>371,472</u>
TOTAL FEDERAL AWARDS EXPENDITURES			<u>\$ 1,005,530</u>

N/A = Not applicable

The accompanying notes are an integral part of this schedule.

WOOD COUNTY, WEST VIRGINIA
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Fiscal Year Ended June 30, 2013

NOTE 1 - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the County and is presented on the cash basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

NOTE 2 - SUBRECIPIENT DISBURSEMENTS

Of the federal expenditures presented in the schedule, the County provided federal awards to subrecipients as

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Total Expenditures</u>
State and Community Highway Safety	20.600	\$116,079
Homeland Security Grant Program	97.067	\$7,534

WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Fiscal Year Ended June 30, 2013

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Qualified
Internal Control over Financial Reporting:	
Material weaknesses identified?	Yes
Significant deficiencies identified that are not considered to be material weaknesses?	Yes
Non compliance material to the financial statements noted?	Yes

Federal Awards

Internal Control over Major Programs:

Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	No
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with § 510(a) of Circular A-133?	No

Identification of major programs:

CFDA Numbers

Name of Federal Program

20.600

39.003

State and Community Highway Safety
Donation of Federal Surplus Personal Property

Dollar threshold used to distinguish between Type A and Type B Program:	\$ 300,000
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Auditee qualify as a low-risk auditee?	No
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**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

Section II - Financial Statement Findings

**Schedule of Expenditures of Federal Awards
2013-001**

CONDITION:

We noted during our audit that the Schedule of Expenditures of Federal Awards included in the financial statements required several adjustments in order to fairly state the federal expenditures.

CRITERIA:

Federal guidelines require that counties receive a Single Audit if their federal grant expenditures exceed the amount of \$500,000. It is therefore imperative that the county accurately report all federal grant expenditures on the Schedule of Expenditures of Federal Awards.

OMB Circular A133 §310(b) states in part that:

§__310(b) Financial statements.

(b) Schedule of expenditures of Federal awards. The auditee shall also prepare a schedule of expenditures of Federal awards for the period covered by the auditee's financial statements. At a minimum, the schedule shall:

- (1) List individual Federal programs by Federal agency.
- (2) For Federal awards received as a sub recipient, the name of the pass-through entity and identifying number assigned by the pass-through entity shall be included.
- (3) Provide total Federal awards expended for each individual Federal program and the CFDA number or other identifying number when the CFDA information is not available.
- (4) Include notes that describe the significant accounting policies used in preparing the schedule.
- (5) To the extent practical, pass-through entities should identify in the schedule the total amount provided to sub recipients from each Federal program.

CAUSE:

The Wood County Commission and County Clerk have not implemented an efficient system for recording federal grant expenditures, program names, and CFDA numbers for reporting purposes. This inefficiency makes the compilation of information unnecessarily cumbersome and increases the likelihood of inaccuracies.

EFFECT:

As a result of these weaknesses, the necessary documentation for the Schedule of Expenditures of Federal Awards was not readily available.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

**Schedule of Expenditures of Federal Awards
2013-001 (continued)**

RECOMMENDATION:

The County should designate a grant coordinator to be responsible for compiling all federal grant information necessary to accurately and completely present the Schedule of Expenditures of Federal Awards. This person would also be responsible for ensuring the schedule is included in the client prepared financial statement. The Wood County Commission, County Clerk, and Sheriff should work together to establish procedures to ensure that all federal award information is given to the grant coordinator. Further, salaries being reimbursed by federal programs should be budgeted, received in, and paid out of revenue and expenditures line items designated for the applicable program.

AUDITED AGENCY'S RESPONSE:

The County Commission will require the grant administrator to provide the finance department with a tracking form that provides the information we are missing. This will be a requirement of the administrator prior to approval of the commission to apply for the grant.

WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013

Other Post-Employment Benefits Obligation

2013-002

CONDITION:

We noted during this audit that the Wood County Commission failed to record the Other Post-employment Benefits Obligation payable in the County's financial statements in accordance with GASB Statement Number 45 and generally accepted accounting standards.

CRITERIA:

Governmental Accounting Standards Board (GASB) Statement Number 45 requires that state and local government employers report the costs and obligation associated with post-employment healthcare and other non-pension benefits known as other post-employment benefits. The requirements of this statement are effective in three phases based on a government's total annual revenues in the first fiscal year ending after June 15, 1999. Governments with annual revenues of \$100 million or more (Phase 1 governments) are required to implement in the periods beginning after December 15, 2006. Governments with annual revenues between \$10 million and \$100 million (Phase 2 governments) are required to implement in the periods after December 15, 2007. Governments with revenues less than \$10 million (Phase 3 governments) are required to implement in the periods after December 15, 2008. Component units are required to implement GASB 45 the same fiscal year as the primary government.

CAUSE:

Officials did not obtain the actuarial study to determine a correct calculation of the annual required contributions which were necessary to reflect this liability in the financial statements and failed to account for the Other Post-employment Benefits obligation.

EFFECT:

The liabilities are substantially understated which necessitates a qualification of opinion on the financial statements for the governmental activities.

RECOMMENDATION:

The County should review the requirements set forth in GASB Statement Number 45 and calculate the liability related to Other Post-employment Benefits accordingly.

AUDITED AGENCY'S RESPONSE:

The County position is now as always there is no liability. The County has attempted to contract with the State recommended firm four years ago and again the following year. After information about the County was sent the study was not done. I believe this means the County has no liability, so therefore the firm could not make a profit by telling us how to reduce the liability.

AUDITOR RESPONSE:

As stated in the finding, GASB Statement Number 45 requires that local government employers report the costs and obligation associated with postemployment healthcare and other non-pension benefits known as other postemployment benefits. An actuarial study would determine what amount, if any, those costs come to.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

**Miscellaneous Revenue Receipts
2013-003**

CONDITION:

We noted during our audit that the Wood County Sheriff's tax office failed to consistently issue receipts in a timely fashion.

CRITERIA:

West Virginia Code §7-5-1 states in part:

"When any money is paid to the Sheriff, except for taxes, the Sheriff shall give to the person paying the same duplicate receipts therefore, stating briefly the fund or account for which paid....."

Proper internal control procedures require receipts be written at the time of collection and a copy be given to the payer at that time.

CAUSE:

The Wood County Sheriff's tax office does not have procedures in place to ensure that receipts are always issued in a timely fashion.

EFFECT:

There is a greater risk of inaccuracies occurring when preparing the reconciliation of funds report. Additionally, there is a greater risk that a misuse of funds collected could occur and not be detected in a timely fashion.

RECOMMENDATION:

Prenumbered receipts should always be prepared and given to the actual payer at the time the money is collected which will provide substantial documentation for the various sources of revenues of the County.

AUDITED AGENCY'S RESPONSE:

To fix this issue we have trained a back up person to do the receipts to make sure they are done every day when the money is collected.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

Sheriff's Tax Refund Account

2013-004

CONDITION:

We noted during our audit that the Wood County Sheriff's Tax Office is not properly maintaining the tax refund account. An unidentified balance is being carried in this account. If properly maintained, this account would come to a reconciled zero balance at the end of each month.

CRITERIA:

Adequate internal control procedures require that account balances be properly reconciled. Proper internal controls further require that accounting controls are established and maintained to identify and correct all differences in a timely manner.

CAUSE:

The Sheriff's Tax Office did not have proper internal control procedures in place for issuing refunds. The tellers write the refund checks as necessary. They then give these checks to the office manager for review. The office manager generates a computer report showing the amount of refunds that should have been issued that day. She then issues a check from the tax distribution account to be transferred into the refund account for the amount on the computer report. At no time is the computer report being reconciled to the checks written for that day.

EFFECT:

Discrepancies were not discovered and corrected in a timely manner. Money has been transferred from the tax distribution account without the corresponding refund checks being issued. An unidentified balance is being held in this account.

RECOMMENDATION:

The Wood County Sheriff's Tax Office should take steps to properly reconcile this account. Computer reports should be compared to checks issued to verify the proper person receives the refund. Checks should be remitted to the proper taxpayers to bring this account to a reconciled zero balance. Further, any old outstanding checks should be turned over to the State Treasurer as unclaimed property.

AUDITED AGENCY'S RESPONSE:

We no longer have an unidentified balance being carried in this account and every month is reconciled to a zero balance. We are taking the steps to turn the old outstanding check over to the State Treasurer as unclaimed property.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

**County Clerk's Office Account - Reconciliations
2013-005**

CONDITION:

We noted during our audit that the County Clerk's Office bank account was not being properly reconciled. At June 30, 2013, there was additional monies in the county clerk's bank account which were unaccounted for. This account should normally come to a reconciled zero balance at the end of each month.

CRITERIA:

Adequate internal control procedures require that account balances be properly reconciled with bank accounts. Proper internal controls further require that accounting procedures are established and maintained to identify and correct all differences in a timely manner.

CAUSE:

The County Clerk's office did not have adequate control procedures in place to ensure that a proper bank reconciliation was being performed on a monthly basis. The reconciled balance was not being compared to the monthly collections. Further, documents sold online were not being properly reconciled to the electronic funds deposits into the bank account.

EFFECT:

Discrepancies were not discovered and corrected in a timely manner.

RECOMMENDATION:

The County Clerk's bank account should be reconciled to actual collections and remittances each month, and any discrepancies should be investigated and corrected immediately.

AUDITED AGENCY'S RESPONSE:

The problem occurred when on-line payments were credited to our bank account and not in our fee system. The accounts have been reviewed and are up to date. The fees are not remitted to the Sheriff until after the accounts have been reconciled with the bank statement. Fees are to be remitted to the Sheriff by the 10th day of each month. Switching to on-line bank statement has enabled us to review, reconcile and meet that deadline.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

**Expenditures - Community Criminal Justice Fund
2013-006**

CONDITION:

We noted during our audit that expenditures were made from the Community Criminal Justice Fund which are unallowable. Further, the Day Report Center was not following the County's purchasing procedures policy.

CRITERIA:

West Virginia Code §62-11C-8(a) states, in part, that:

"The treasurer of the county designated as the fiscal agent for the board... shall establish a separate fund designated the community criminal justice fund. He or she shall deposit all fees remitted by the municipal, magistrate and circuit clerks... and all funds appropriated by a county commission...and all funds provided by the governor's committee for approved community corrections programs in the community criminal justice fund. Funds in the community criminal justice account are to be expended by order of the designated county's commission upon recommendation of the community criminal justice board in furtherance of the operation of an approved community corrections program."

The Wood County Commission's purchasing policy states in part:

"The Elected Official or authorized person shall submit a requisition via paper or email to the County Administrator's Office. If the request does not exceed budgeted amount, the Purchase Order will be issued. If the request exceeds budgeted amount the request will be denied until a budget revision is submitted."

CAUSE:

Adequate policies and procedures were not in place to ensure compliance with these statutes.

EFFECT:

The Wood County Commission authorized the Wood County Clerk to make expenditures from the Community Criminal Justice Fund which are not in compliance with West Virginia Code. Further, purchase orders were not issued for all appropriate expenditures from this fund in the current fiscal year.

RECOMMENDATION:

The Wood County Commission and the Wood County Day Report Center are directed to review these statutes and develop policies to ensure that monies from the Community Criminal Justice Fund are used only to administer the community corrections program and not for an unlawful purpose. The director of the Day Report Center should be given a copy of the current County purchasing policy and comply with it as such.

AUDITED AGENCY'S RESPONSE:

The Interim Director of the Wood County Day Report Center has been provided a copy of the Wood County Purchasing policy and instructed that his agency must adhere to it.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

**Circuit Clerk Depository Collateral
2013-007**

CONDITION:

It was noted during our audit that the Circuit Clerk bank accounts were not under the same federal employer identification number as the County. Further, the balance of these accounts exceeded the FDIC coverage, and we could not obtain any information verifying that there were additional securities pledged by the financial institution. Specifically, deposits exceeded insurance coverage by \$324,476 as of June 30, 2013.

CRITERIA:

West Virginia Code §7-6-2 states, in part, that:

"No such designation is binding on any county, nor shall any public money be deposited thereunder, until the banking institution designated executes a bond with good and sufficient sureties, to be accepted and approved by the county commission, payable to the State of West Virginia, in a sum as the county commission shall direct, and which may not be less than the maximum sum that is deposited in the depository at any one time."

CAUSE:

Adequate controls were not in place to successfully monitor compliance with this statute.

EFFECT:

The public funds on deposit may not be adequately safeguarded and are subject to undue risk.

RECOMMENDATION:

The Wood County Circuit Clerk is directed to insure that all depositories have provided sufficient sureties and/or pledged securities and that monies are not deposited in excess of such amounts. Furthermore, the Circuit Clerk should place all accounts under the FEIN number of the County Commission.

AUDITED AGENCY'S RESPONSE:

The Wood County Commission will assist the Wood County Circuit Clerk's Office move the four accounts to the County of Wood FEIN number to ensure that there are sufficient depository bonds.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

**Day Report Center Collections and Deposits
2013-008**

CONDITION:

We noted during our audit that the Wood County Day Report Center does not remit all fees collected to the Sheriff's Tax Office on a monthly basis. Instead, they are holding some of the collections in their bank accounts at the Center.

CRITERIA:

West Virginia Code §62-11C-7(b) states:

"All fees ordered by the circuit court, magistrate court, municipal court or community criminal justice board pursuant to this section are to be paid to the community criminal justice board, who shall remit the fees monthly to the treasurer of the county designated as the fiscal agent for the board pursuant to section six of this article."

CAUSE:

Policies were not in effect to ensure compliance with the statute on remittance of funds.

EFFECT:

With remittances not being made in the correct manner, the possibility of a misuse of funds increases, and the difficulty of preparing an accurate reconciliation of funds is also increased.

RECOMMENDATION:

Deposits and remittances of monies should be made in compliance with the West Virginia Code. Within the first ten days of each month, the Center should prepare a monthly report summarizing all fees collected in the prior month and remit the reconciled collections and the report to the Sheriff's Tax Office by check. A receipt should be obtained from the Sheriff's Tax Office and attached to the monthly report copy and maintained in a file at the Center.

AUDITED AGENCY'S RESPONSE:

In responding to the recommendation from the last audit, starting in February, 2014, the Day Report Center has issued checks with all fees collected in the prior month, to the Sheriff's Tax Office on a monthly basis. They have been preparing a monthly report that summarizes all collected fees for all DRC locations. All monthly summarizing collection reports have been reconciled against every bank statement. Every issued check has been recorded in the transaction register book, with the date issued, the amount issued, the check number, and the transaction description. Also, the required two signatures are obtained on every issued check.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

**Smart Energy Solutions Bank Account
2013-009**

CONDITION:

We noted during our audit that the Smart Energy Solutions bank account was opened during the fiscal year without the required authorization of the Wood County Commission. We also noted that checks issued from the bank account did not have all three of the required signatures nor were the expenditures properly approved by the County Commission.

CRITERIA:

West Virginia Code §7-5-4 states in part that:

"No money shall be paid by the sheriff out of the county treasury except upon an order signed by the president and clerk of the county court..."

In addition, West Virginia Code §7-5-5 states, in part, that:

"No order shall be drawn on the county treasurer unless authorized by a special order or appropriation of the county court, ... "

CAUSE:

An elected official opened up and maintained this bank account without following the policies and procedures of the County.

EFFECT:

A bank account was opened without the proper authorization of the Wood County Commission. Expenditures were made without the approval of the County Commission, resulting in a higher risk of improper expenditures. The absence of the proper signatures creates an unnecessary lack of control over the transfer of funds and increases the possibility of a misuse of funds.

RECOMMENDATION:

The County is directed to review these statutes and comply with the provisions set forth therein.

AUDITED AGENCY'S RESPONSE:

Bank account was transferred to County control.

**WOOD COUNTY, WEST VIRGINIA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013**

Section III - Federal Award Findings and Questioned Costs

There were no findings at the single audit level for this audit.

WOOD COUNTY, WEST VIRGINIA
CORRECTIVE ACTION PLAN
For the Fiscal Year Ended June 30, 2013

There were no findings at the federal program level, therefore no corrective action plan is necessary.

WOOD COUNTY, WEST VIRGINIA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Fiscal Year Ended June 30, 2013

Status of Prior Year Financial Statement Audit Findings

<u>Finding Number</u>	<u>Title</u>	<u>Status</u>
2012 - 1	Preparation and Publication of the Annual Financial Statement	Not Repeated
2012 - 2	Schedule of Expenditures of Federal Awards	Restated
2012 - 3	Other Post Employment Benefits Obligation	Repeated
2012 - 4	Capital Assets	Corrected
2012 - 5	Miscellaneous Revenue Receipts	Restated
2012 - 6	Compensated Absences	Corrected
2012 - 7	Expenditures in Excess of Amounts Allocated in the Levy Estimate- General County Fund	Corrected
2012 - 8	Sheriff's Tax Refund Account	Repeated
2012 - 9	County Clerk's Office Account - Reconciliations	Repeated
2012 - 10	Expenditures - Community Criminal Justice Fund	Repeated
2012 - 11	Day Report Center Daily Deposits	Restated
2012 - 12	Day Report Center Receipts	Corrected
2012 - 13	Segregation of Duties	Corrected

Status of Prior Year Federal Award Audit Findings

None

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1491	DENTAL	RENAISSANCE	REGULAR	09/03/2014	996.00	
156231	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	09/03/2014	209,857.43	
156232	LIFE	DEARBORN NATIONAL	REGULAR	09/03/2014	1,150.40	
156233	VISION	VISION SERVICE PLAN (WV)	REGULAR	09/03/2014	3,207.19	

GENERAL FUND Bank Id 101 Totals 215,211.02

Report Totals 215,211.02

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
156234	WV ST AUD	WV STATE AUDITOR	REGULAR	09/04/2014	600.00	

GENERAL FUND Bank Id 101 Totals 600.00

Report Totals 600.00

