



Brookville, Pennsylvania

DUNS 155408743

Financial Statements

June 30, 2017

Jefferson-Clarion Head Start, Inc.

Table of Contents

June 30, 2017

	<u>Page</u>
Independent Auditor's Report	3
Statement of Financial Position	5
Statement of Activities	6
Statement of Functional Expenses	7
Statement of Cash Flows	8
Notes to Financial Statements	9
Supplemental Information	17
Schedule of Expenditures of Federal Awards	18
Notes to Schedule of Expenditures of Federal Awards	20
Office of Developmental Programs (ODP) – Reconciliation Of Federal Awards Passed through the Pennsylvania Department of Human Services – Expenditures per the SEFA to Revenue Received per the Pennsylvania Audit Confirmation Reply	22
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	23
Independent Auditor's Report on Compliance For Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	25
Schedule of Findings and Questioned Costs	27
Report on Prior Year's Audit Findings	29



MAUTHE, YUTZEY, GABLER & TROXELL, LLC

Certified Public Accountants

Larry A. Gabler, CPA
Megan R. Troxell, CPA
Gregory L. Yutzey, CPA Inactive

Telephone: (814) 371-1760
Fax: (814) 375-1003
Email: info@mygtcpa.com

P.O. Box 1029
2882 Oklahoma Salem Road
DuBois, PA 15801

INDEPENDENT AUDITOR'S REPORT

Jefferson-Clarion Head Start, Inc.
Brookville, PA 15825

Members of the Board:

Report on the Financial Statements

We have audited the accompanying financial statements of Jefferson-Clarion Head Start, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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 an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Jefferson-Clarion Head Start, Inc. as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information listed as supplemental information in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements of the Organization. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 9, 2018, on our consideration of Jefferson-Clarion Head Start, Inc.'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 Jefferson-Clarion Head Start, Inc.'s internal control over financial reporting and compliance.



Mauthe, Yutzey, Gabler & Troxell, LLC
Certified Public Accountants
February 9, 2018

Jefferson-Clarion Head Start, Inc.

Statement of Financial Position

June 30, 2017

Assets**Current Assets:**

Cash in bank	\$	142,864.39
Grants receivable		<u>431,739.22</u>

Total Current Assets 574,603.61

NonCurrent Assets:

Property and equipment (at cost)	890,930.39
Less: Accumulated depreciation	<u>(665,295.69)</u>

Total NonCurrent Assets 225,634.70

Total Assets \$ 800,238.31

Liabilities and Net Assets**Current Liabilities:**

Accounts payable	\$	365,757.93
Accrued wages and fringes payable		164,702.25
Unearned grants		20,071.69
Note payable - line of credit		<u>24,071.74</u>

Total Current Liabilities 574,603.61

Net Assets:

Unrestricted	<u>225,634.70</u>
--------------	-------------------

Total Net Assets 225,634.70

Total Liabilities and Net Assets \$ 800,238.31

The accompanying notes are an integral part of the financial statements

Jefferson-Clarion Head Start, Inc.

Statement of Activities

For the Year Ended June 30, 2017

Support and Revenues:

Grants	\$ 5,815,083.85
In-kind contributions	187,197.90

Total Support and Revenues6,002,281.75**Expenses:****Program Services:**

Head Start	2,491,268.72
Early Head Start	878,647.49
PA Pre-K Counts Program	1,100,968.96
Maternal, Infant & Early Childhood Home Visiting Grant	374,754.80
Head Start Supplemental Assistance Program	599,284.00
Family Literacy Program	284,228.32
Child and Adult Care Food Program	203,017.14
Classroom Support Aides IU6 Grant	47,700.00
Keystones To Opportunity	53,089.07
Keystone Stars	24,000.00
Local Funds	458.64

Total Program Services

6,057,417.14

Change in Net Assets

(55,135.39)

Net Assets, beginning of year280,770.09**Net Assets, end of year**\$ 225,634.70

The accompanying notes are an integral part of the financial statements

Jefferson-Clarion Head Start, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2017

	Head Start	Early Head Start	PA Pre-K Counts Program	Maternal, Infant & Early Childhood Home Visiting Grant	Head Start Supplemental Assistance Program	Family Literacy Program	Child and Adult Care Food Program	Classroom Support Aides IU6 Grant	Keystones To Opportunity	Keystone Stars	Local Funds	Total
Salaries and wages	\$ 1,126,290.73	\$ 426,164.88	\$ 478,637.49	\$ 204,552.46	\$ 279,486.57	\$ 154,212.32	\$ -	\$ 39,755.45	\$ 10,585.00	\$ -	\$ -	\$ 2,719,684.90
Fringe benefits	369,756.63	160,415.66	151,262.53	77,143.18	85,467.17	53,989.49	-	7,944.55	1,783.20	-	-	907,762.41
Total Salaries and Related Expenses	1,496,047.36	586,580.54	629,900.02	281,695.64	364,953.74	208,201.81	-	47,700.00	12,368.20	-	-	3,627,447.31
Consultant and professional fees	16,272.75	7,019.40	7,181.91	3,339.86	3,185.13	1,710.70	-	-	-	-	-	38,709.75
Supplies	210,414.45	114,954.53	70,984.94	20,467.55	91,885.70	7,986.83	-	-	27,709.50	21,900.00	-	566,303.50
In-Kind	181,153.73	6,044.17	-	-	-	-	-	-	-	-	-	187,197.90
Occupancy	122,851.37	48,510.94	46,835.83	31,964.22	28,684.11	35,960.00	-	-	-	2,100.00	-	316,906.47
Insurance	8,411.46	7,758.74	4,486.45	2,614.25	1,892.57	2,284.93	-	-	-	-	-	27,448.40
Training and technical assistance	37,811.00	19,728.00	8,820.47	2,437.67	3,062.74	3,269.74	-	-	1,327.60	-	-	76,457.22
Maintenance and vehicle operation	2,352.44	12,590.22	-	4,675.09	-	5,225.24	-	-	-	-	-	24,842.99
Local travel	11,116.75	5,237.00	3,867.17	4,069.79	4,416.40	3,620.74	-	-	-	-	-	32,327.85
Out-of-district travel	68.58	94.04	-	71.23	-	-	-	-	-	-	-	233.85
Postage	3,843.58	670.85	939.53	134.50	535.56	223.52	-	-	-	-	-	6,347.54
Telephone	20,182.60	11,198.02	13,417.93	6,247.99	6,996.12	5,586.50	-	-	-	-	-	63,629.16
Repairs and maintenance	8,831.60	3,013.44	1,327.45	2,107.04	729.67	3,093.58	-	-	-	-	-	19,102.78
Advertising, printing and publications	15,331.75	3,668.68	6,110.79	3,016.37	6,847.53	2,280.74	-	-	-	-	-	37,255.86
Payroll processing	8,495.00	3,059.90	3,473.05	1,262.56	2,024.18	965.10	-	-	-	-	-	19,279.79
Food and related expenses	20,252.51	572.34	11,294.80	239.17	4,145.07	6.93	203,017.14	-	-	-	-	239,527.96
Parent activities	6,407.54	726.60	748.02	2,941.58	3,493.55	-	-	-	-	-	-	14,317.29
Literacy and parent resources	-	4,980.18	-	-	-	3,187.48	-	-	-	-	-	8,167.66
Field trips	357.80	-	445.04	-	58.00	-	-	-	-	-	-	860.84
Contracted services	305,186.18	2,273.66	4,530.62	1,920.91	73,818.34	-	-	-	10,848.77	-	-	398,578.68
Memberships	2,860.28	857.72	913.16	4,085.58	2,555.59	550.16	-	-	-	-	-	11,822.49
Registration	-	-	-	-	-	-	-	-	835.00	-	-	835.00
Depreciation	13,019.99	39,108.32	1,468.96	1,463.80	-	74.32	-	-	-	-	-	55,135.39
Interest	-	-	297.82	-	-	-	-	-	-	-	458.64	756.46
Sub-contract services	-	-	283,925.00	-	-	-	-	-	-	-	-	283,925.00
Expenses	\$ 2,491,268.72	\$ 878,647.49	\$ 1,100,968.96	\$ 374,754.80	\$ 599,284.00	\$ 284,228.32	\$ 203,017.14	\$ 47,700.00	\$ 53,089.07	\$ 24,000.00	\$ 458.64	\$ 6,057,417.14

The accompanying notes are an integral part of the financial statements

Jefferson-Clarion Head Start, Inc.

Statement of Cash Flows

For the Year Ended June 30, 2017

Cash Flows from Operating Activities:	
Change in net assets	\$ (55,135.39)
Adjustments to reconcile change in net assets to cash provided by operating activities	
Depreciation	55,135.39
(Increase) Decrease in Assets:	
Grants receivable	(179,003.29)
Increase (Decrease) in Liabilities:	
Accounts payable	248,081.34
Accrued wages and fringes payable	(118,893.06)
Unearned grants	(453.64)
Net Cash Provided (Used) by Operating Activities	<u>(50,268.65)</u>
Cash Flows from Financing Activities:	
Proceeds from line of credit	274,988.99
Principal payments on line of credit	(267,174.52)
Net Cash Provided (Used) by Financing Activities	<u>7,814.47</u>
Net Increase/(Decrease) in Cash and Cash Equivalents	(42,454.18)
Cash and Cash Equivalents - June 30, 2016	<u>185,318.57</u>
Cash and Cash Equivalents - June 30, 2017	<u>\$ 142,864.39</u>
Supplemental Disclosure:	
Cash paid during the year for interest	<u>\$ 756.46</u>

The accompanying notes are an integral part of the financial statements

Jefferson-Clarion Head Start, Inc.

Notes to Financial Statements

June 30, 2017

Note 1 - Summary of Significant Accounting Policies

The summary of significant accounting policies of Jefferson-Clarion Head Start, Inc. (Organization) is presented to assist in understanding the Organization's financial statements. The financial statements and notes are representations of the Organization's management, who is responsible for their integrity and objectivity. These accounting policies have been consistently applied in the preparation of the Organization's financial statements.

Programs and Activities

Jefferson-Clarion Head Start, Inc., a nonprofit organization, was incorporated July 19, 1982, to provide educational, social and related health services to children and their families with the authority to contract with appropriate governmental or private agencies to provide these services in Pennsylvania's Jefferson and Clarion counties.

The Organization operates a Head Start Program, the objectives of which are to provide comprehensive health, educational, nutritional, social and other services primarily to economically disadvantaged preschool children so that the children will attain overall social competence. Parents also participate in various decision making processes related to the operation of the program. The Head Start Program is funded by the U.S. Department of Health and Human Services.

The Organization operates a Family Literacy Program and the PA Pre-K Counts Program. The primary objective of the Family Literacy Program is to stop the intergenerational cycle of under education and poverty by increasing the basic academic and literacy skills of eligible parents and their children. PA Pre-K Counts is an initiative created by the Commonwealth of Pennsylvania and private foundations to build and strengthen pre-kindergarten partnerships in communities so that each community can create a self-sustaining system for providing high quality early learning experiences to children in all settings. The Family Literacy Program and the PA Pre-K Counts Program are funded by the PA Department of Education.

The Organization operates an Early Head Start Program funded by the U.S. Department of Health and Human Services. The objectives of the program are to promote healthy prenatal outcomes for pregnant women, to enhance the development of very young children, and to promote healthy family functioning.

The Organization operates a Maternal, Infant, and Early Childhood Home Visiting Program funded by the PA Department of Human Services. The objectives of the program are to provide services to low-income families with children birth to three years of age and expectant women in Clarion and Jefferson Counties, Pennsylvania, who are eligible for Early Head Start.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Organization is required to present a statement of cash flows.

Note 1 - Summary of Significant Accounting Policies (continued)

Fair Value of Financial Instruments

The Organization's financial instruments are cash and cash equivalents, grants receivable, accounts payable, deferred revenue, accrued liabilities, and note payable-line of credit. The recorded values of cash and cash equivalents, grants receivable, accounts payable, deferred revenue and accrued liabilities approximate their fair values based on their short-term nature. The recorded value of the note payable-line of credit approximates the fair value, as interest approximates market rates.

Revenue Recognition

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions.

The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Organization reports gifts as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash and cash equivalents are considered to be all unrestricted highly liquid investments with maturities of three months or less at the time of acquisition.

Income Tax Basis

The Organization is a nonprofit organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code. Therefore, no provision for income taxes is reflected in the financial statements. The Organization's information returns are subject to examination, generally for three years after the filing date.

Note 1 - Summary of Significant Accounting Policies (continued)

Use of Estimates

The process of preparing financial statements in conformity with generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

Compensated Absences

Organization employees are entitled to annual leave and paid sick days, depending on job classification and length of service. No liability has been recorded in the accompanying financial statements for accrued days off. The Organization's policy is to recognize the cost of compensated absences when actually paid to employees. Annual leave is accrued semi-annually (July 1st and January 1st). Employees are encouraged to take annual leave on a regular basis to reduce the risk of losing annual leave in event of resignation or lay off. Sick leave is accrued at 3.75 hours per pay to a maximum of 300 hours for full-time employees. Part-time employees accrue sick leave when scheduled to work at least 30 hours per week. Upon resignation or lay off, a full-time employee may be reimbursed for up to five (5) days of accrued annual leave, however, no reimbursement is made to employees for unused sick leave.

Property and Equipment

Property and equipment are stated at cost and consist of assets with estimated useful lives greater than one year and costing \$5,000 or more.

The cost of property and equipment is depreciated over the estimated useful lives of the related assets. Depreciation is computed on the straight-line method for financial reporting purposes. The estimated useful lives by major category are as follows:

Range of Lives

Buses and vehicles	10 years
Program and office equipment	7 years

The cost of assets sold or otherwise disposed of and the accumulated depreciation thereon are eliminated from the accounts and the resulting gain or loss is reflected in income, except for assets traded. Expenditures for maintenance and repairs are charged to income as incurred; replacements are capitalized.

Note 1 - Summary of Significant Accounting Policies (continued)

Subsequent Events

Management has evaluated subsequent events through February 9, 2018, the date the financial statements were available.

Total Columns

Total columns are presented to facilitate financial analysis. Data in these columns do not present assets, liabilities and net assets, results of operations and changes in fund balances in conformity with generally accepted accounting principles; nor is such data comparable to a consolidation.

Recent Accounting Pronouncements

In February 2016, the FASB issued ASU 2016-2, *Leases* (Topic 842). The guidance in this ASU supersedes the leasing guidance in Topic 842, *Leases*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the balance sheet for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the income statement. The guidance is effective for the fiscal years beginning after December 15, 2019.

In August 2016, the FASB issued ASU 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*. The amendments in this ASU make certain improvements that address many, but not all, of the identified issues about current financial report or not-for-profit entities. The standard improves the current requirements related to net asset classifications, liquidity assessment, expense reporting consistency, and methods used to present cash flows from operations. This guidance is effective for the fiscal years beginning after December 15, 2017.

The Organization is currently evaluating the impact of the pending adoption of the new standards on the financial statements.

Note 2 - Deposits

The following is a summary of cash deposits which are insured by the Federal Deposit Insurance Corporation, collateralized with securities held by the financial institution's trust department in the Organization's name, or were neither insured nor collateralized, or were collateralized in accordance with Act 72 which permits the financial institution to pool collateral for all governmental deposits and have the collateral held by an approved custodian in the institution's name.

Jefferson-Clarion Head Start, Inc.

Notes to Financial Statements (continued)

June 30, 2017

Note 2 – Deposits (continued)

The Organization's funds were deposited in checking and interest bearing accounts with First Commonwealth Bank, Brookville, PA. Separate accounts are maintained if contract provisions require that certain funds be segregated by funding source. Deposits are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC).

Analysis of depository balances at June 30, 2017, follows.

<u>Account Title</u>	<u>Balance Per Depository</u>
Head Start Checking	\$ 50,506.81
Payroll Account	22,545.48
Non-Federal Account	8,535.55
Even Start/PA Pre-K Counts Checking	<u>120,166.96</u>
	<u>\$ 201,754.80</u>

Note 3 - Grants Receivable

The Organization, under agreement with regulatory agencies at the federal and state levels of government, is receiving grants to aid in the operation of its programs.

Operating assistance grants receivable at June 30, 2017, consist of:

<u>Program</u>	<u>Contract #</u>	<u>Amount</u>
Federal Amounts		
U.S. Department of Health and Human Services		
Head Start	03CH3377-04-02	\$ 239,672.03
Early Head Start	03CH3377-04-02	104,413.54
PA Department of Human Services		
Maternal, Infant & Early Childhood Visiting Grant	4100070315	46,661.38
U.S. Department of Agriculture		
Child and Adult Care Food Program	300331510	<u>21,394.27</u>
Total Federal Amounts		412,141.22
Non-Federal Amounts		<u>19,598.00</u>
Total Grants Receivable		<u>\$ 431,739.22</u>

Jefferson-Clarion Head Start, Inc.

Notes to Financial Statements (continued)

June 30, 2017

Note 4 - Property and Equipment

A summary of Property and Equipment at June 30, 2017, by major classification follows.

Buses and vehicles	\$ 711,111.00
Program and office equipment	<u>179,819.39</u>
Total	890,930.39
Less: Accumulated depreciation	<u>(665,295.69)</u>
Net Book Value	<u>\$ 225,634.70</u>

Depreciation expense for the year ended June 30, 2017, totaled \$55,135.39.

Note 5 - Unearned Grants

Unearned grants at June 30, 2017, consist of:

<u>Program</u>	<u>Contract #</u>	<u>Amount</u>
Nonfederal Amounts		
Local Funds	N/A	<u>\$ 20,071.69</u>

Note 6 - Operating Lease

The Organization has a lease agreement for office space with the Borough of Brookville effective August 1, 2013, for a five (5) year term, ending July 31, 2018. The terms of the lease are contingent upon continuation of current levels of total grant funding. Lease payments for office space with the Borough of Brookville for the year ended June 30, 2017, totaled \$109,554.96. Prior to each five (5) year renewal period, negotiations shall occur to determine any rental rate increases or adjustments. If an agreement is not reached, either party can terminate the lease upon ninety (90) days notice to the other party. If the Organization wishes to voluntarily terminate the lease agreement prior to the end of a lease term, they are required to give notice and payment of six (6) months rent at the rental rate in effect at the time of the present lease.

Future annual lease payments for the office space lease are as follows:

2018	\$111,472.20
------	--------------

Effective September 1, 2014, the Organization entered into a three-year lease agreement for Family Literacy office space with Applewood Center in Clarion, PA. Lease payments for office space with Applewood Center for the year ended June 30, 2017, totaled \$11,400.00.

Jefferson-Clarion Head Start, Inc.

Notes to Financial Statements (continued)

June 30, 2017

Note 6 - Operating Lease (continued)

The Organization entered into several lease agreements for the PA Pre-K Counts Program. These lease agreements were effective through June 30, 2017, and are renewable annually if the Organization provides sufficient written notice to the providers prior to the start of the next school year. Rental/utility agreement payments for PA Pre-K Counts Program facility usage for the year ended June 30, 2017, totaled \$34,993.13.

As disclosed in Note 7 below, the Organization has entered into rental/utility agreements with landlords to aid in the operation of various Head Start and Early Head Start centers. The agreements expire at various times throughout the Organization's fiscal year, and are renewed annually. Rental/utility agreement payments for the year ended June 30, 2017, totaled \$72,803.39 for Head Start and \$27,398.84 for Early Head Start. The Organization also operated the Maternal, Infant, & Early Childhood Home Visiting Program utilizing Early Head Start Centers as necessary. Rental payments for this program for the year ended June 30, 2017, totaled \$9,886.94.

Note 7 - Donated Use of Space and Services – Head Start/Early Head Start In-Kind

The Organization receives donations of items and time from individuals which are invaluable to the programs and operation of the Organization. The value of all items or volunteers' contributed time is not reflected in the accompanying financial statements, as it does not always meet the criterion for recognition in accordance with accounting principles generally accepted in the United States of America. In-kind contributions to the Organization in the amount of \$ 187,197.90, for the year ended June 30, 2017, represents the value of in-kind items that meet this criterion and are reported in the Statement of Activities.

The Organization receives in-kind contributions to meet the matching requirements for the grant contract that is received through the Department of Health and Human Services. In-kind contributions to meet the grant matching requirements totaled \$588,907.66 as of June 30, 2017.

The Organization has available for its use, Head Start centers, meeting rooms and office space located throughout Jefferson and Clarion counties. The Organization has entered into rental/utility agreements with the landlords for the use and operation of the facilities.

The Organization's policy for recording Head Start and Early Head Start In-Kind contributions follows.

In-Kind Services are based on the actual number of hours of donated time received using a rate of \$8.18 per hour, plus applicable fringe of 37.00%.

In-Kind Space Costs are based on \$2.00 per home visit.

In-Kind Consultants and Supplies are based on the actual costs that would have been charged had the service or supplies been purchased.

Note 8 - Thrift Plan

The Organization sponsors a thrift plan that covers substantially all full-time salaried and hourly paid employees. The Organization contributes to the plan, 7% of each employee's gross wage and matches an additional 25% of the first 1% of the employee's gross wage, if the employee makes a voluntary contribution to the plan. The Organization's contributions to the plan for the year ended June 30, 2017, totaled \$146,916.66.

Note 9 - Line of Credit

At June 30, 2017, the Organization had an unsecured line of credit from First Commonwealth Bank, Brookville, PA for short-term borrowings in the amount of \$750,000. The interest rate on this agreement is subject to change from time to time, based on changes in an independent index, which is the highest prime rate quoted in the Wall Street Journal. The effective interest rate at June 30, 2017, was 4.25%.

For the year ended June 30, 2017, the Organization had borrowed \$274,988.99 on its line of credit, and repaid principal amounts totaling \$267,174.52. The Organization incurred \$756.46 of interest expense associated with the borrowings on the line of credit. The balance outstanding as of June 30, 2017, was \$24,071.74.

Note 10 - Support from Governmental Units

The Organization receives support from the State of Pennsylvania and the Federal government. A significant reduction in the level of this support, if this were to occur, would have a significant effect on the Organization's programs and activities.

Note 11 - Contingencies

The Organization participates in both state and federal assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. The Organization is potentially liable for expenditures, which may be disallowed pursuant to the terms of these grant programs. Management is not aware of any material items of noncompliance which would result in the disallowance of program expenditures.

Supplemental Information

Jefferson-Clarion Head Start, Inc.
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2017

Federal Grantor/ Pass-Through Grantor/ Program Title	Source Code	Federal CFDA Number	Pass-Through Grantor's Number	Program Award Amount	Total Received for Year	Cash/Accrued or (Deferred) Revenue at July 1, 2016	Receipts or Revenue Recognized	Disbursements/ Expenditures	Cash/Accrued or (Deferred) Revenue at June 30, 2017
Department of Health and Human Services (DHHS)									
Head Start	D	93.600	O3CH3377-04-02	\$ 2,297,095.00	\$ 2,057,422.97	\$ -	\$ 2,297,095.00	\$ 2,297,095.00	\$ 239,672.03
Early Head Start	D	93.600	O3CH3377-04-02	833,495.00	729,081.46	-	833,495.00	833,495.00	104,413.54
Head Start	D	93.600	O3CH3377/03	2,071,354.00	58,275.72	58,275.72	-	-	-
Early Head Start	D	93.600	O3CH3377/03	819,106.00	110,485.93	110,485.93	-	-	-
Total Head Start & Early Head Start					2,955,266.08	168,761.65	3,130,590.00	3,130,590.00	344,085.57
Northwest Regional Key									
Keystone Stars	I	93.575	N/A	N/A	12,960.00	-	12,960.00	12,960.00	-
PA Department of Human Services									
Maternal, Infant & Early Childhood Home Visiting	I	93.505	4100070315	373,291.00	326,629.62	-	373,291.00	373,291.00	46,661.38
Maternal, Infant & Early Childhood Home Visiting	I	93.505	4100070315	186,645.50	23,330.70	23,330.70	-	-	-
Maternal, Infant & Early Childhood Home Visiting	I	93.505	4100070315	186,645.50	23,330.70	23,330.70	-	-	-
Total Maternal, Infant & Early Childhood Home Visiting Cluster / PA Department of Human Services					373,291.02	46,661.40	373,291.00	373,291.00	46,661.38
Total Department of Health and Human Services					3,341,517.10	215,423.05	3,516,841.00	3,516,841.00	390,746.95

* Fee-For-Service, Source Code: I - Indirect, D - Direct

The accompanying notes are an integral part of the financial statements

Jefferson-Clarion Head Start, Inc.

Schedule of Expenditures of Federal Awards (continued)

For the Year Ended June 30, 2017

Federal Grantor/ Pass-Through Grantor/ Program Title	Source Code	Federal CFDA Number	Pass-Through Grantor's Number	Program Award Amount	Total Received for Year	Cash/Accrued or (Deferred) Revenue at July 1, 2016	Receipts or Revenue Recognized	Disbursements/ Expenditures	Cash/Accrued or (Deferred) Revenue at June 30, 2017
Department of Education									
Brookville School District									
Keystones To Opportunity	I	84.371	N/A	N/A	66,293.03	13,942.72	52,350.31	52,350.31	-
AC Valley School District									
Keystones To Opportunity	I	84.371	N/A	N/A	738.76	-	738.76	738.76	-
Total Department of Education					<u>67,031.79</u>	<u>13,942.72</u>	<u>53,089.07</u>	<u>53,089.07</u>	<u>-</u>
Department of Agriculture									
PA Department of Education									
Child and Adult Care Food Program	I	10.558	300331510	N/A	204,993.03	23,370.16	203,017.14	203,017.14	21,394.27
Total Department of Agriculture					<u>204,993.03</u>	<u>23,370.16</u>	<u>203,017.14</u>	<u>203,017.14</u>	<u>21,394.27</u>
Total					<u>\$ 3,613,541.92</u>	<u>\$ 252,735.93</u>	<u>\$ 3,772,947.21</u>	<u>\$ 3,772,947.21</u>	<u>\$ 412,141.22</u>

* Fee-For-Service, Source Code: I - Indirect, D - Direct

The accompanying notes are an integral part of the financial statements

Jefferson-Clarion Head Start, Inc.

Notes to Schedule of Expenditures of Federal Awards

June 30, 2017

Note 1 Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of Jefferson-Clarion Head Start, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and the Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 2 Indirect Cost Rate

The Organization did not elect to use the ten percent (10%) de minimis indirect cost rate for the year ended June 30, 2017.

Note 3 Amounts Passed to Subrecipients

The Organization did not provide federal awards to subrecipients during the year ended June 30, 2017.

Note 4 Fee-for-Service Contracts

The Organization recognizes revenue applicable to fee-for-service contracts as services are performed. For presentation on the Schedule of Expenditures of Federal Awards, program expenditures were assumed to be equal to revenue recognized. However, actual expenditures may vary from amounts presented.

Jefferson-Clarion Head Start, Inc.

Notes to Schedule of Expenditures of Federal Awards (continued)

June 30, 2017

Note 5 Reconciliation - Expenses per Statement of Activities to Schedule of Expenditures of Federal Awards

Total Expenses Per Statement of Activities	\$ 6,057,417.14
---	-----------------

Less: Nonfederal Programs:

PA Pre-K Counts Program	(1,100,968.96)
Family Literacy Program	(284,228.32)
Head Start Supplemental Assistance Program	(599,284.00)
Classroom Support Aides	
IU6 Grant	(47,700.00)
Keystone Stars – State Funds	(11,040.00)
Local Funding	<u>(458.64)</u>

Costs charged to federal programs	4,013,737.22
-----------------------------------	--------------

Less: In-kind	- Head Start	(181,153.73)
	- Early Head Start	(6,044.17)

Less: Depreciation Expense	- Head Start	(13,019.99)
	- Early Head Start	(39,108.32)
	- Maternal, Infant & Early Childhood Home Visiting	<u>(1,463.80)</u>

Total Expenditures Per Schedule of Expenditures of Federal Awards	<u>\$ 3,772,947.21</u>
--	------------------------

Jefferson-Clarion Head Start, Inc.

Office of Developmental Programs (ODP) - Reconciliation of Federal Awards Passed through the
Pennsylvania Department of Human Services - Expenditures per the SEFA to Revenue Received per the
Pennsylvania Audit Confirmation Reply
For the Year Ended June 30, 2017

CFDA Name	Federal CFDA Number	Pass-Through Grantor Number	Federal Expenditures per the SEFA	Federal Awards Received per Audit Confirmation	Difference	% Difference	Detailed Explanation of the Difference
Maternal, Infant & Early Childhood Home Visiting	93.505	4100070315	373,291.00	373,291.00	\$ -	0.00%	N/A



MAUTHE, YUTZEY, GABLER & TROXELL, LLC

Certified Public Accountants

Larry A. Gabler, CPA
Megan R. Troxell, CPA
Gregory L. Yutzey, CPA Inactive

Telephone: (814) 371-1760
Fax: (814) 375-1003
Email: info@mygtcpa.com

P.O. Box 1029
2882 Oklahoma Salem Road
DuBois, PA 15801

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

Jefferson-Clarion Head Start, Inc.
Brookville, PA 15825

Members of the Board:

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 Jefferson-Clarion Head Start, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 9, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Jefferson-Clarion Head Start, Inc.'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Jefferson-Clarion Head Start, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Jefferson-Clarion Head Start, Inc.'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Mauthe, Yutzey, Gabler & Troxell, LLC
Certified Public Accountants
February 9, 2018



MAUTHE, YUTZEY, GABLER & TROXELL, LLC
Certified Public Accountants

Larry A. Gabler, CPA
Megan R. Troxell, CPA
Gregory L. Yutzey, CPA Inactive

Telephone: (814) 371-1760
Fax: (814) 375-1003
Email: info@mygtcpa.com

P.O. Box 1029
2882 Oklahoma Salem Road
DuBois, PA 15801

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Jefferson-Clarion Head Start, Inc.
Brookville, PA 15825

Members of the Board:

Report on Compliance for Each Major Federal Program

We have audited Jefferson-Clarion Head Start, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Jefferson-Clarion Head Start, Inc.'s major federal programs for the year ended June 30, 2017. Jefferson-Clarion Head Start, Inc.'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 federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Jefferson-Clarion Head Start, Inc.'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 the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance 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 Jefferson-Clarion Head Start, Inc.'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 Jefferson-Clarion Head Start, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, Jefferson-Clarion Head Start, Inc. 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, 2017.

Report on Internal Control Over Compliance

Management of Jefferson-Clarion Head Start, Inc. 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 Jefferson-Clarion Head Start, Inc.'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 the Uniform Guidance, 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 Jefferson-Clarion Head Start, Inc.'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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Mauthe, Yutzey, Gabler & Troxell, LLC
Certified Public Accountants
February 9, 2018

Jefferson-Clarion Head Start, Inc.

Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017

Section I – Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: unmodified

Internal control over financial reporting:

- Significant deficiency or material weaknesses
in internal control disclosed by audit? ☐ Yes ☒ None reported

Noncompliance material to financial
statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major programs:

- Significant deficiency or material weaknesses
in internal control over major programs
disclosed by audit? ☐ Yes ☒ None reported

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 2 CFR 200.516 (a)? ☐ Yes ☒ No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>	<u>Amount Expended</u>
93.600	Head Start	\$ 2,297,095.00
93.600	Early Head Start	<u>833,495.00</u>
	Total Tested	<u>\$3,130,590.00</u>
	Percentage Tested	<u>83 %</u>

Jefferson-Clarion Head Start, Inc.

Schedule of Findings and Questioned Costs (continued)
For the Year Ended June 30, 2017

Section I – Summary of Auditor's Results

Dollar threshold used to distinguish
Between type A and type B programs: \$ 750,000

Auditee qualified as low-risk auditee? X Yes No

Section II – Findings Related to the Financial Statements which are Required to be Reported in
Accordance with Government Auditing Standards (GAGAS)

None Reported

Section III – Findings and Questioned Costs for Federal Awards

None reported

Jefferson-Clarion Head Start, Inc.

Report on Prior Year's Audit Findings
For the Year Ended June 30, 2017

No prior audit findings reported

This page intentionally left blank