

SISTERS OF ST. JOSEPH CHARITABLE FUND, INC.

d/b/a SISTERS HEALTH FOUNDATION

FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

SISTERS OF ST. JOSEPH CHARITABLE FUND, INC.
d/b/a SISTERS HEALTH FOUNDATION
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SISTERS OF ST. JOSEPH CHARITABLE FUND, INC.
d/b/a SISTERS HEALTH FOUNDATION
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2016 AND 2015

ASSETS	2016	2015
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 146,002	\$ 179,560
Other Assets	1,663	1,663
Total Current Assets	\$ 147,665	\$ 181,223
Furniture & Equipment		
Furniture and Equipment	\$ 70,924	\$ 68,091
Less Accumulated Depreciation	(62,672)	(57,232)
Net Furniture and Equipment	\$ 8,252	\$ 10,859
OTHER ASSETS		
Investments - Crawford Trust	\$ 1,419,581	\$ 1,511,741
Investments - Unrestricted	21,957,860	23,420,949
Total Other Assets	\$ 23,377,441	\$ 24,932,690
Total Assets	\$ 23,533,358	\$ 25,124,772

Substantially all disclosures required by accounting principles generally accepted in the United States of America are omitted and no assurance is provided.

SISTERS OF ST. JOSEPH CHARITABLE FUND, INC.
d/b/a SISTERS HEALTH FOUNDATION
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2016 AND 2015

	2016	2015
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	\$ 185,071	\$ 124,023
Accrued Vacation	67,708	54,524
Accrued Wages	-	4,592
Payroll Taxes Payable	6,073	3,586
Total Current Liabilities	\$ 258,852	\$ 186,725
NET ASSETS		
Unrestricted	\$ 21,854,925	\$ 23,426,306
Temporarily Restricted	1,419,581	1,511,741
Permanently Restricted	-	-
Total Net Assets	\$ 23,274,506	\$ 24,938,047
 Total Liabilities and Net Assets	 \$ 23,533,358	 \$ 25,124,772

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SISTERS OF ST. JOSEPH CHARITABLE FUND, INC.
d/b/a SISTERS HEALTH FOUNDATION
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2016

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Grant Awards	\$ 922,378	\$ -	\$ 922,378
Membership Fees and Dues	4,288	3,433	7,721
Consultant Expenses	2,405	1,925	4,330
Accounting & Auditing	6,720	5,380	12,100
Salaries and Wages	135,680	108,627	244,307
Payroll Taxes and Benefits	33,995	27,216	61,211
Professional Development - Staff	6,896	5,521	12,417
Committees, Meetings and Outreach	12,482	9,993	22,475
Printing	-	1,631	1,631
Website Development and Promotion	-	715	715
Occupancy	13,317	10,662	23,979
Office Equipment	1,990	1,593	3,583
Office Supplies	4,259	3,410	7,669
Postage	250	201	451
Telephone	3,595	2,878	6,473
Miscellaneous	1,235	990	2,225
	<u>\$ 1,149,490</u>	<u>\$ 184,175</u>	<u>\$ 1,333,665</u>
Depreciation	<u>3,021</u>	<u>2,419</u>	<u>5,440</u>
Total expenses	<u>\$ 1,152,511</u>	<u>\$ 186,594</u>	<u>\$ 1,339,105</u>

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SISTERS OF ST. JOSEPH CHARITABLE FUND, INC.
d/b/a SISTERS HEALTH FOUNDATION
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2015

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Grant Awards	\$ 1,005,775	\$ -	\$ 1,005,775
Membership Fees and Dues	4,322	2,819	7,141
Consultant Expenses	1,664	1,086	2,750
Accounting & Auditing	7,147	4,663	11,810
Salaries and Wages	130,656	85,244	215,900
Payroll Taxes and Benefits	35,047	22,866	57,913
Professional Development - Staff	6,375	4,160	10,535
Committees, Meetings and Outreach	10,098	6,589	16,687
Printing	-	992	992
Website Development and Promotion	-	26,793	26,793
Occupancy	14,217	9,275	23,492
Office Equipment	6,855	4,472	11,327
Office Supplies	2,846	1,856	4,702
Postage	219	143	362
Telephone	2,787	1,819	4,606
Miscellaneous	4,875	3,311	8,186
	<u>\$ 1,232,883</u>	<u>\$ 176,088</u>	<u>\$ 1,408,971</u>
Depreciation	6,264	4,086	10,350
Total expenses	<u>\$ 1,239,147</u>	<u>\$ 180,174</u>	<u>\$ 1,419,321</u>

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SISTERS OF ST. JOSEPH CHARITABLE FUND INC.
d/b/a SISTERS HEALTH FOUNDATION
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in Net Assets	\$ (1,663,541)	\$ (847,422)
Adjustments to Reconcile Change in Assets Net Assets to Net Cash Provided by Operating Activities:		
Depreciation	\$ 5,440	\$ 10,350
Realized & Unrealized (Gains) Losses on Investments	762,324	(53,740)
Changes in Operating Assets and Liabilities:		
Accounts Payable	61,048	50,463
Payroll Taxes Payable	2,487	516
Accrued Vacation	13,184	16,551
Accrued Wages	(4,592)	153
Net Cash Used in Operating Activities	\$ (823,650)	\$ (823,129)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of Equipment	\$ 2,833	\$ -
Proceeds & (Purchases) on Investments - Net	787,259	824,562
Net Cash Provided by Investing Activities	\$ 790,092	\$ 824,562
Change in Cash and Cash Equivalents	\$ (33,558)	\$ 1,433
Cash and Cash Equivalents at beginning of year	\$ 179,560	\$ 178,127
Cash and Cash Equivalents at end of year	\$ 146,002	\$ 179,560
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:		
Cash Paid for Income Taxes	-	-
Cash Paid for Interest	-	-

Substantially all disclosures required by accounting principles generally accepted in the United States of America are omitted and no assurance is provided.

SISTERS OF ST. JOSEPH CHARITABLE FUND, INC.
SCHEDULES OF GRANTS AWARDED
YEARS ENDED JUNE 30, 2015 AND 2014

	2016	2015
Adams House Ministries	\$ 5,000	\$ 5,000
American Friends Service Committee	15,000	-
American Heart Association	32,000	-
American Red Cross	2,500	-
American Red Cross of Northwest	19,500	-
Appalachia Funders Network	2,000	-
Appalachian Community Visting Nurse Assoc	-	4,000
Athens City County Health Department	7,000	-
Athens Mental Health Inc.	15,095	-
Athens Foundation	32,500	25,000
Barlow Agricultural & Mechanic	14,944	-
Belmont VFD	-	8,000
Big Brothers & Sisters of Athens Co	-	10,000
BoMar Club, Inc.	-	3,000
Boys & Girls Club of Pleasants County	2,000	-
Boys & Girls Club of Parkersburg	25,000	-
Buckeye Hills-Hocking Valley Regional Develop Dist	-	2,500
CAMC Institute	-	1,000
Camden Clark Foundation	-	50,000
Caring Connection	5,000	-
Caritas House, Inc.	-	3,500
CASA for Children	3,500	-
CASA of the Fifth Judicial Circuit, Inc.	12,000	-
Catholic Committee of Appalachia	475	-
Catholic Charities of West Virginia	5,000	5,300
Children's Home Society of WV	5,000	-
Children's Hunger Alliance	-	10,000
CincySmiles Foundation	25,000	-
Circles Campaign of the Mid Ohio Valley	9,500	-
City of Belpre	8,000	-
City of Ravenswood	-	20,000
City of St. Marys	-	15,000
Community Food Initiative	-	20,000
Community Resources Inc	4,244	13,975
Consumer Credit Couseling Service of the MOV	2,000	3,600
Courage to Change Community Recovery Center	-	25,000
Elizabeth United Methodist Church	1,129	-
First Lutheran Church	1,000	4,500
First Presbyterian Church	2,000	-
Frontier Local School District	5,800	-
Gabriel Project of WV	13,260	-
Good Samaritan Center	-	1,300
Good Samaritan Clinic	-	500
GoPacks	300	-
Healthcare Education Foundation of West Virginia	-	20,000
Hocking Athens Perry Community	50,000	-
Subtotals this page	\$ 325,747	\$ 251,175

No assurance is provided on these schedules.

SISTERS OF ST. JOSEPH CHARITABLE FUND, INC.
SCHEDULES OF GRANTS AWARDED
YEARS ENDED JUNE 30, 2015 AND 2014

	2016	2015
Integrated Community Services	\$ 4,644	\$ -
Jackson County Commission	2,000	-
Kanawha Valley Fellowship Home	4,000	-
KVC Health Systems	4,500	-
Live Healthy Appalachia	-	12,000
Love and Kindness Church	-	1,500
Lutheran Social Services of Central Ohio	5,000	3,500
Marietta College	-	22,000
Marietta Community Food Pantry	-	4,000
Marietta Community Foundation	-	8,000
Marietta Family YMCA	5,000	-
Marietta Memorial Health Foundation	-	18,000
Marietta Rowing & Cycling Club	4,912	-
Meigs County Council on Aging	20,000	-
Meigs United Methodist Cooperative Parish	-	8,000
Mid Ohio Valley Fellowship Home	-	15,000
Mid Ohio Valley Health Department	-	63,025
Mineral Wells Baptist Church	-	1,500
Minnie Hamilton Healthcare Center	90,000	-
Mountaineer Food Bank	500	44,000
MOV Health Department	45,000	-
MOV Regional Council	-	4,000
Mt. Pleasant United Methodist	2,350	-
National Church Residences	20,000	-
Nazareth Farm	-	4,000
Nelsonville Food Cupboard	3,000	-
North Parkersburg Baptist Church	-	7,000
Ohio Health O'Bleness Hospital	-	16,000
Ohio University	20,000	-
Ohio University - Camp BOOST	-	15,000
Ohio University-Heritage College of Osteopathic Medicine	-	20,000
O'Neil Senior Center	5,000	15,000
Parkersburg Area Coalition for the Homeless, Inc.	-	10,000
Parkersburg Urban Ministries, Inc.	3,500	3,000
Philanthropy West Virginia	5,000	5,000
Pleasants County Emergency Ambulance Authority	16,000	15,000
Reno VFD	-	4,000
Ritchie County Schools	-	5,000
Ritchie County Senior Housing	-	2,000
Roane County Commission	20,000	-
Roane County Helping Hands Inc	-	4,500
Roane County Parks & Recreation	-	5,000
Rural Action	25,000	25,000
	-	57,600
	-	25,000
Subtotals this page	\$ 305,406	\$ 442,625

No assurance is provided on these schedules.

SISTERS OF ST. JOSEPH CHARITABLE FUND, INC.
SCHEDULES OF GRANTS AWARDED
YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
South Parkersburg United Methodist Church	\$ 3,500	-
St Margaret Mary Catholic Church	-	1,000
St Mary Catholic School	-	15,000
St Paul UMC	-	1,000
Stephenson United Methodist Church	1,000	-
TEAM for West Virginia Children	15,000	-
The Children's Listening Place	25,500	25,000
The Community Action Program Corporation of Washington-Morgan Counties Ohio	5,000	5,000
The Hope Shop	-	4,500
The Plains United Methodist Church	2,000	-
The Salvation Army of Marietta	-	4,500
The Salvation Army of Parkersburg	5,000	-
Tomcat Bridgebuilders	500	-
Torch UMC	-	3,200
Two Runs Community Association	23,750	-
United Way of Washington County	-	8,000
Upper West Fork Volunteer Fire Department	500	-
Voices of the Streets Inc	-	1,500
Village of Beverly	3,333	-
Washington County Free Clinic	20,100	20,000
Washington County Health Department	-	25,000
Washington State Community College	11,462	-
Watertown Volunteer Fire Department	5,000	-
West Central Regional Drug Court	5,000	5,000
West Virginia Center for Civic Life	-	800
West Virginia Center on Budget and Policy	20,000	20,000
West Virginia Child Adovcacy	-	1,000
West Virginia Community Development Hub	-	10,500
West Virginia Health Right, Inc.	15,000	15,000
West Virginia Healthy Kids & Families Coalition	13,000	-
West Virginia Oral Health Coalition	5,000	-
West Virginia Rural Health Association	-	5,500
West Virginia Statewide Indepent Living Council	-	475
West Virginia University Foundation Inc	25,000	20,000
West Virginia University Research Corporation	-	70,000
West Virginians for Affordable Health Care	30,000	30,000
West Virginia Voluntary Organizations Act	10,000	-
Westbrook Health Services	-	20,000
Wood County Schools	15,080	-
Worthington Little League Baseball	1,500	-
WV Council of Churches	30,000	-
Subtotal this page	\$ 291,225	\$ 311,975
Subtotals previous pages	\$ 631,153	\$ 693,800
Total Grants Awarded	\$ 922,378	\$ 1,005,775

No assurance is provided on these schedules



McDONOUGH, EDDY, PARSONS & BAYLOUS A.C.

Independent Accountant's Report
On Applying Agreed-Upon Procedures

To The Board of Directors
Sisters of Saint Joseph Charitable Fund, Inc.
d/b/a Sisters Health Foundation

We have performed the procedures enumerated below, which were agreed to by the Sisters of Saint Joseph Charitable Fund, Inc. d/b/a Sisters Health Foundation, (the Fund), solely to assist you with respect to the accounting records of the Fund as of June 30, 2016. The Fund's management is responsible for the Fund's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

In accordance with your instructions, this report includes only those exceptions exceeding materiality limits had an audit been performed. Our procedures and findings are as follows:

1. Review the following documents to determine significant actions taken during the year should be taken into account in performing these agreed-upon procedures:
 - a. Minutes of meetings of the board of directors and of any pertinent committees of the governing board and obtain written representation concerning the minutes.
 - b. All new agreements and amendments to existing agreements (such as funding source agreements, including contracts, lease agreements, loan agreements, pension and other benefit plan agreements). Also inspect correspondence, if any with relevant licensing or regulatory authorities.

We have obtained and reviewed all of the above documents. We found no significant actions taken during the year that would affect the agreed-upon procedures in this engagement.

2. Cash - Determine the cash balance reflected in the Statement of Financial Position for the year ended June 30, 2016 was correct by performing the following procedures:
 - a. Obtain the bank reconciliation for June 30, 2016.



Certified Public Accountants

- b. Trace the bank balance on the reconciliation to the balance per the bank statement, or lead schedule as applicable.
- c. Trace the reconciled bank balance to the general ledger, working trial balance, or lead schedule as applicable.
- d. Scan the bank reconciliation for significant or unusual reconciling items. Obtain explanations and review supporting documentation for any unusual items noted.
- e. Scan cash receipts and disbursements for significant or unusual transaction (including any bank transfer) near year end.
- f. Obtain explanation for significant account variation from the prior year.
- g. Assess the reasonableness of cash balance in light of our understanding of the entity's activities and current operating results.
- h. Confirm the bank account balance as of June 30, 2016 and tie confirmation amounts to the bank reconciliation and the general ledger.

We found the cash balance on the Statement of Financial Position at June 30, 2016 to be correct.

3. Expenses for Program and Supporting Services - Determine the reasonableness of Program and Supporting Service expenses and the allocation of expenses between Program and Supporting Services for the year ended June 30, 2016 by performing the following procedures:
 - a. Compare balances in expenses, by natural and functional categories with those of the prior year.
 - b. Compare balances in expense accounts with budgeted amounts.
 - c. Compute the ratios of each functional classification of supporting services (such as management and general expenses) to total expenses and compare it to prior year ratios or other industry standards.
 - d. Investigate and document any unexpected results, (that is, ratios or variations different from what would be expected) considering the known changes to the Fund's activities, such as changes in programs, services and personnel.
 - e. Scan the accounting records for large and unusual transactions.
 - f. Review the functional allocation of costs.

We found, investigated and documented an unexpected reduction in the issuance of responsive grants for the year. Based on those results and the balance of the procedures performed, we found the expenses for Program and Supporting Services and the allocation of expenses between Program and Supporting Services to be reasonable.

4. Accounts Payable - Determine the accounts payable amount recorded in the Statement of Financial Position at June 30, 2106 was correct by performing the following procedures:
 - a. Compare the balances in accounts payable with those of the prior year.
 - b. Investigate any unusual fluctuations.
 - c. Using a list of trade accounts payable as of June 30, 2016:
 - i. Agree or reconcile the balance to the general ledger.
 - ii. Scan the listing and investigate any unusual or old items.
 - iii. Scan the listing for related-party accounts payable.

We found a material fluctuation in accounts payable year over year; however, through additional inspection we determined it was due to the approval of several large grants at the end of the year. We found the accounts payable balance recorded in the Statement of Financial Position at June 30, 2016 to be correct.

5. Other Liabilities - Determine there are no unrecorded liabilities, and that other liabilities included in the Statement of Financial Position as of June 30, 2016 are correct by performing the following procedures:
 - a. Trace receiving cutoff information to the accounting records, noting whether the liability is record in the proper accounting period.
 - b. Obtain and examine supporting detail for large disbursements after the Statement of Financial Position date and determine if the goods or services on the paid invoices were received on or before June 30, 2016.
 - c. Inspect files of unprocessed (or unvouchered) invoices. If the goods and services were received on or before the Statement of Financial Position date, determine whether the liability is included in the accounts payable listing (or the listing of accrued liabilities).
 - d. Review cash disbursement records and board minutes for grants (promises to give) to others paid after the Statement of Financial Position date, noting whether the liability is recorded in the proper accounting period.

- e. Compare the balances in accrued liabilities with those of the prior year. Investigate any unusual results, considering known changes in client activities.
- f. Scan the working trial balance and determine if there are any accrual or other liability accounts for which additional testing should be performed.
- g. Scan the expense accounts in the working trial balance and compare their balances to prior-year balances or other expectations. Investigate unusual fluctuations (that is, variations different from what would be expected, considering known changes in client operations or economic conditions) or the absence of accrued expense items that existed in the prior period that may indicate an unrecorded accrual.

We found no unrecorded liabilities. We determined the other liabilities reported in the Statement of Financial Position to be correct.

- 6. Grants - Determine the correctness of the recorded expense as to amount, period (based on any provisions for periodic payment, renewal, or revocation), and allocation by program; evaluate and test the valuation of assets given or liabilities cancelled; and determine the correctness of any related payables by performing the following procedures:
 - a. Vouch significant payments made, and examine other documentation supporting recognitions of contributions made, such as notification of donee.
 - b. Determine if any unconditional grants had been approved but not paid by the State of Financial Position date.
 - c. Compare total amount of grant monies used for the current fiscal year to the budget.

We found the grant amount recorded in the Statement of Financial Position to be correct. Grants were made in cash so there were no valuation of assets given or liabilities cancelled issues. We determined the amount of grant monies used during the current fiscal year was correctly recorded at \$922,378. Budgeted grant monies unused and available for carryover was \$203,479 as of June 30, 2016.

- 7. Payroll and Related Liabilities - Determine the reasonableness of the payroll expense and related liabilities as of June 30, 2016 using the following procedures:
 - a. Compare payroll expense to prior period actual, current budget (by programs and other functions, and in total), and relate to number of personnel (programs and other functions, and in total). Investigate significant variations.

- b. Compare accruals for compensated absences (for example, vacation and sick leave) to the prior period actual, current budget, or other expectations, and compare the relation of amounts to gross pay with the same ratio for the prior period or other expectations. Investigate significant variations.
- c. Identify merit pay or other unusual compensation, and inspect evidence of approval.
- d. Compute the ratio of payroll tax expense to total payroll and compare the ratio with the ratios of prior years or other expectation.
- e. Consider the reasonableness of the accrual for payroll expense at the end of the period by performing a predictive test of the amount (such as comparing it to the subsequent payroll run).

We found the payroll expense and related liabilities as of June 30, 2016 to be reasonable.

8. Employer Benefit Plan - Determine the provisions of the plan are being properly applied and the pension plan expense recorded is reasonable by performing the following procedures:
 - a. Obtain support for management's authorization for the contribution to the plan.
 - b. Compare the recorded expense to the number of covered employees, and compare to the same relationship in the prior period or other expectation. Investigate significant variations.
 - c. Test the accrual for the current year's contribution. Determine whether the accrual is in accordance with the requirements of the plan.

We found the provisions of the plan were being properly applied, the accrual for the current year's contribution was in accordance with the plan requirements and the pension plan expense was reasonable.

9. Net Assets - Determine through a review of the Fund's policies and procedures whether or not the net assets are properly classified and presented in the Statement of Financial Position by performing the following procedures:
 - a. Obtain and document the policies and procedures for classifying net assets as unrestricted, temporarily restricted, or permanently restricted and the client's policy for classifying restrictions received and met in the same year.

- b. Using an analysis of changes in each class of net assets (that is unrestricted, temporarily restricted, and permanently restricted) during the period, check the clerical accuracy of the schedule, trace the beginning and ending balances to the working trial balance and compare the balances with those of the prior year.

We determined the net assets are properly classified on the Statement of Financial Position in accordance with the Fund's policies.

10. Revenues and Investments - At the request of the Fund, this agreed-upon procedures engagement did not include any procedure that relates to the Fund's revenues or investments as reported on their prepared financial statements.

We were not engaged to, and did not conduct an audit, review or examination, the objectives of which would be to express an opinion on the accounting records. Accordingly, we do not express any such opinions. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Sisters of Saint Joseph Charitable Fund, Inc. d/b/a Sisters Health Foundation and is not intended to be and should not be used by anyone other than those specified parties.

McDonough, Eddy, Parsons & Bayless, A.C.

Parkersburg, WV
November 3, 2016