



Balestra, Harr & Scherer, CPAs, Inc.

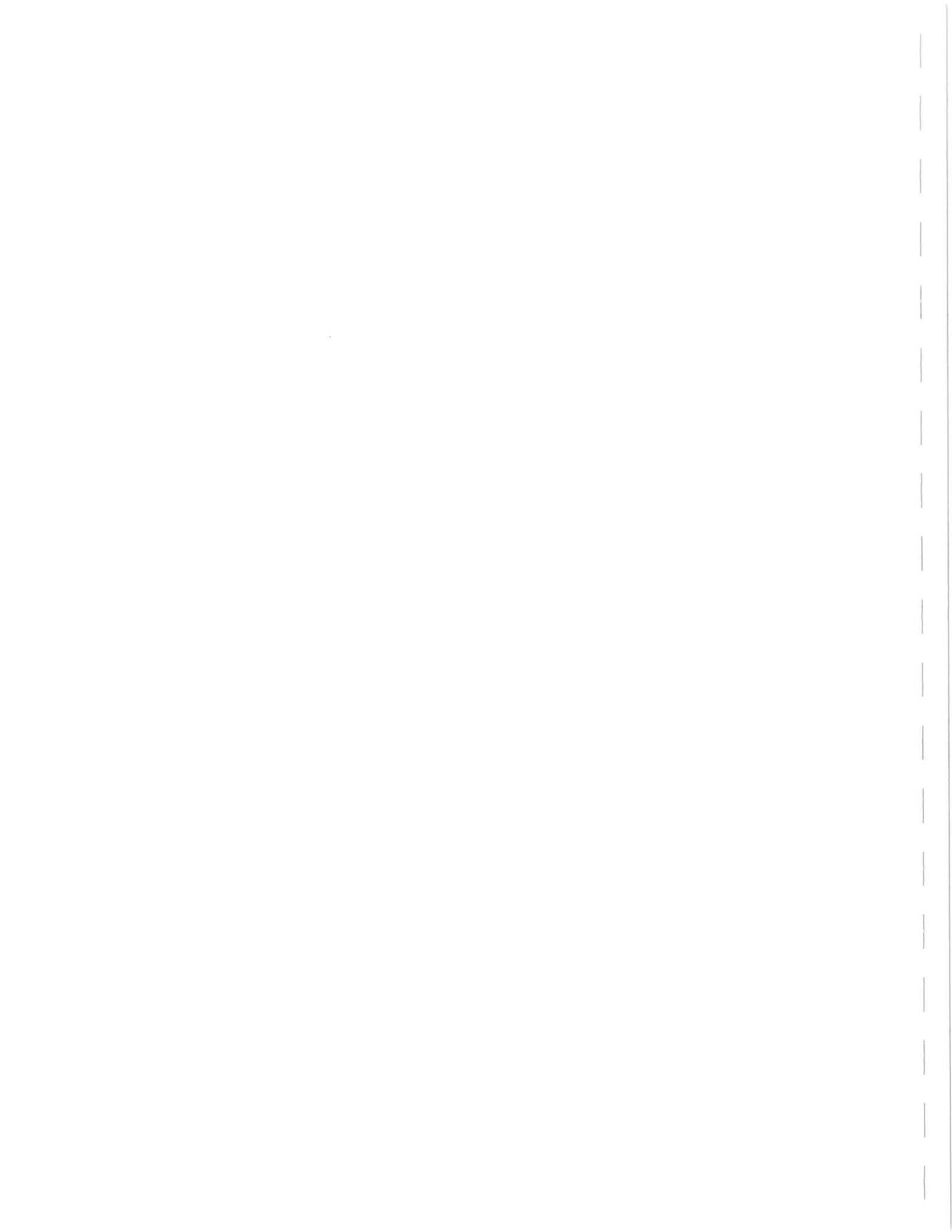
Accounting, Auditing and Consulting Services for Federal, State and Local Governments

www.bhscpas.com

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
A COMPONENT UNIT OF THE STATE OF WEST VIRGINIA

FINANCIAL STATEMENTS
WITH ADDITIONAL INFORMATION

For the Years Ended June 30, 2011 and 2010
Fiscal Years Audited Under GAGAS: 2011 and 2010



PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
YEARS ENDED JUNE 30, 2011 AND 2010

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Independent Auditor's Report	1-2
Management's Discussion and Analysis	3-5
Financial Statements:	
Statements of Net Assets.....	6
Statements of Revenues, Expenses, and Changes in Net Assets.....	7
Statements of Cash Flows	8
Notes to the Financial Statements	9 – 16
Independent Auditors' Report on Additional Information	17
Schedule of Budget to Actual Expenses – Cash Basis	18
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	19 – 20
Schedule of Findings	21



Balestra, Harr & Scherer, CPAs, Inc.

Accounting, Auditing and Consulting Services for Federal, State and Local Governments

www.bhscpas.com

INDEPENDENT AUDITOR'S REPORT

Honorable Members of the Board
Public Defender Corporation
Twelfth Judicial Circuit
Fayetteville, West Virginia

We have audited the basic financial statements of the Public Defender Corporation for the Twelfth Judicial Circuit (the "Corporation"), a component unit of the State of West Virginia as of and for the year ended, June 30, 2011, as listed in the table of contents. These financial statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements of the Corporation as of June 30, 2010 were audited by other auditors whose report date September 1, 2010, expressed an unqualified opinion on those statements.

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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Corporation as of June 30, 2011, and the changes in financial position and cash flows, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 9, 2011, on our consideration of the Corporation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require this presentation to include *Management's discussion and analysis*, as listed in the table of contents, to supplement the basic financial statements. Although this information is not part of the basic financial statements, the Governmental Accounting Standards Board considers it essential for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any other assurance.



Balestra, Harr & Scherer, CPAs, Inc.
September 9, 2011

PUBLIC DEFENDER CORPORATION
FOR THE TWELTH JUDICIAL CIRCUIT
MANAGEMENT'S DISCUSSION & ANALYSIS
YEARS ENDED JUNE 30, 2011 and 2010
(Unaudited)

This discussion and analysis of the Public Defender Corporation of the Twelfth Judicial Circuit of the State of West Virginia financial performance provides an overview of the Corporation's financial activities for the fiscal years ended June 30, 2011 and 2010, and identifies changes in the Corporation's financial position.

Overview of Basic Financial Statements

These statements are in two parts – *management's discussion and analysis* (this section) and the *basic financial statements*. The Corporation's financial statements are prepared on the accrual basis of accounting and are reported in accordance with accounting principles generally accepted in the United States of America. These statements include the *statements of net assets*, the *statements of revenues, expenses and changes in net assets*, the *statements of cash flows* and the notes to the financial statements.

The *statement of net assets* presents the Corporation's assets, liabilities and net assets as of the financial statements date. Through this presentation one can decipher the health of the Corporation by taking the difference between the assets and liabilities. An increase or decrease in the Corporation's net assets from one year to the next is an indicator of whether its financial health is improving or deteriorating.

The *statement of revenues, expenses, and changes in net assets* reports revenues and expenses when earned or incurred. This means that all of the current year's revenues and expenses are included regardless of when cash is paid or received, thus providing a view of financial position that is similar to that presented by most private-sector companies. This statement summarizes the cost of providing legal defense services to those individuals charged with a violation of the law but who cannot afford an attorney to defend themselves or to represent indigent persons or juveniles and mental hygiene cases as appointed by the court.

Financial Analysis of the Corporation

	<u>2011</u>	<u>2010</u>	<u>2009</u>
Assets			
Capital Assets	\$ 1,775	\$ 3,935	\$ 5,168
Current Assets	209,142	173,410	145,773
Total Assets	<u>\$ 210,917</u>	<u>\$ 177,345</u>	<u>\$ 150,941</u>
Liabilities			
Long-term Liabilities	\$ 71,162	\$ 65,292	\$ 19,006
Current Liabilities	52,169	52,764	66,498
Total Liabilities	<u>123,331</u>	<u>118,056</u>	<u>85,504</u>
Net Assets			
Invested in Capital Assets	1,775	3,935	5,168
Unrestricted	85,811	55,354	60,269
Total Liabilities and Net Assets	<u>\$ 210,917</u>	<u>\$ 177,345</u>	<u>\$ 150,941</u>

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
MANAGEMENT'S DISCUSSION & ANALYSIS
YEARS ENDED JUNE 30, 2011 and 2010
(Unaudited)

The Corporation's revenues are derived from funding from West Virginia Public Defender Services (WVPDS) and accordingly 100% of the Corporation's operating revenues were derived from this funding for the years ended June 30, 2011, 2010 and 2009.

	<u>2011</u>	<u>2010</u>	<u>2009</u>
Operating revenues	\$ 580,188	\$ 533,541	\$ 506,143
Operating expenses	<u>552,919</u>	<u>540,514</u>	<u>510,895</u>
Operating gain (loss)	27,269	(6,973)	(4,752)
Nonoperating revenue	<u>1,028</u>	<u>825</u>	<u>552</u>
Change in net assets	28,297	(6,148)	(4,200)
Net assets at beginning of year	<u>59,289</u>	<u>65,437</u>	<u>69,637</u>
Net assets (deficit) at end of year	<u>\$ 87,586</u>	<u>\$ 59,289</u>	<u>\$ 65,437</u>

Detailed Financial Analysis of the Corporation

Cash held by the Corporation increased by approximately \$38,000 due to unexpended funds not used to pay the other post employment benefit liability. Total capital assets decreased slightly due to depreciation. Prepaid Expenses decreased due to the timing of payment of rent. Other post-employment benefit liability, included in long term post employment benefit liabilities, increased by approximately \$6,000 due to an increase in the rate charged by the Retiree Health Benefit Trust (RHBT) fund and a reduction in the amount of contribution of on-behalf revenue by the State of West Virginia. All other assets and liabilities remained consistent with the two periods.

Operating revenue for the fiscal year increased by approximately \$47,000, due to increased funding from WVPDS.

Operating expenses for the fiscal year increased by approximately \$12,000. This increase is attributable to an increase in personal services of approximately \$26,000, due to salary increases given throughout the Corporation. The increase in operating expenses is also due to a decrease in support services of approximately \$12,000, which is due to an decrease in expert witness expenses in conjunction with an extended trial in the prior year. All other expenses remained consistent with the prior fiscal year.

Capital Asset and Debt Activity

As of June 30, 2011, 2010 and 2009, the Corporation had capital assets amounting to approximately \$67,000. The Corporation's capital assets include furniture, fixtures and computer equipment. The assets were being depreciated over useful lives of three to ten years. The accumulated depreciation at June 30, 2011, 2010 and 2009 on the assets amounted to approximately \$65,000, \$63,000 and \$61,000, respectively. There were no disposals during the current year.

There were no purchases of capital assets for the years ended June 30, 2011, 2010 or 2009.

The Corporation has no long term debt obligations other than the other post employment benefit liability.

More detailed information is presented in the notes to the financial statements.

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
MANAGEMENT'S DISCUSSION & ANALYSIS
YEARS ENDED JUNE 30, 2011 and 2010
(Unaudited)

Cash Management

The Corporation's funds are deposited into a checking account at a national banking institution. The account earns interest at a rate of .50%. Interest earned on the accounts for the years ended June 30, 2011, 2010 and 2009 amounted to approximately \$1,028, \$825 and \$552, respectively.

Economic Factors and Next Year's Budget

The West Virginia Public Defender Services, the Corporation's oversight agency, looked at various factors when approving the budget for the year ending June 30, 2012. Such factors considered include: the Corporation's case load in comparison to the number of professional and nonprofessional staff, the type, amount and rate of employee benefits, the anticipation of large or unusual cases which require additional resources, capital needs, as well as the operating environment and its operation needs.

For the year ending June 30, 2012, the Corporation had an approved budget of \$564,560. This represents a budget decrease of approximately \$28,902 from the prior year. This decrease is attributable to Other Post-Employment Benefits expense not being present to the budget for 2012. The expense for 2011 was budgeted for 36,000. All other budgeted items are within a reasonable amount to the prior year.

Requests for Information

The financial report is designed to provide an overview of the finances of the Corporation for those with an interest in the organization. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Corporation at P.O. Box 239, 102 Fayette Avenue, Fayetteville, WV 25840.

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
STATEMENTS OF NET ASSETS
JUNE 30, 2011 AND 2010

	<u>2011</u>	<u>2010</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 208,767	\$ 170,877
Other assets	375	2,533
Total current assets	<u>209,142</u>	<u>173,410</u>
Capital assets		
Furniture and fixtures	20,280	20,280
Computer Equipment	46,348	46,348
	<u>66,628</u>	<u>66,628</u>
Less accumulated depreciation	<u>(64,853)</u>	<u>(62,693)</u>
Capital assets, net	<u>1,775</u>	<u>3,935</u>
Total assets	<u>210,917</u>	<u>177,345</u>
LIABILITIES		
Current liabilities		
Accrued liabilities	8,612	8,954
Compensated absences	43,557	43,810
Total current liabilities	<u>52,169</u>	<u>52,764</u>
Long term liabilities		
Other post employment benefit liability	71,162	65,292
Total long term liabilities	<u>71,162</u>	<u>65,292</u>
Total liabilities	<u>123,331</u>	<u>118,056</u>
NET ASSETS		
Invested in capital assets	1,775	3,935
Unrestricted	85,811	55,354
Total net assets	<u>\$ 87,586</u>	<u>\$ 59,289</u>

The Accompanying Notes Are An Integral Part Of These Financial Statement

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2011 AND 2010

	<u>2011</u>	<u>2010</u>
Operating revenues		
West Virginia Public Defender Services Grant Revenue	<u>\$ 580,188</u>	<u>\$ 533,541</u>
Total operating revenues	<u>580,188</u>	<u>533,541</u>
Operating expenses		
Personal services	340,857	314,637
Employee benefits	145,476	150,945
Support services	10,203	22,327
Administrative support	8,980	7,596
Office	40,066	41,057
Other	1,306	289
Acquisition	3,871	2,430
Depreciation	<u>2,160</u>	<u>1,233</u>
Total operating expenses	<u>552,919</u>	<u>540,514</u>
Operating gain (loss)	27,269	(6,973)
Nonoperating revenues		
Interest income	<u>1,028</u>	<u>825</u>
CHANGE IN NET ASSETS	28,297	(6,148)
Net assets, beginning of year	<u>59,289</u>	<u>65,437</u>
Net assets, end of year	<u><u>\$ 87,586</u></u>	<u><u>\$ 59,289</u></u>

The Accompanying Notes Are An Integral Part Of These Financial Statements

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2011 AND 2010

	<u>2011</u>	<u>2010</u>
Cash flows from operating activities		
Cash received from grants	\$ 580,188	\$ 533,541
Cash paid for expenses	<u>(543,326)</u>	<u>(506,729)</u>
Net cash provided by operating activities	<u>36,862</u>	<u>26,812</u>
Cash flows from investing activities		
Cash received as interest	<u>1,028</u>	<u>825</u>
Net cash provided by investing activities	1,028	825
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	 37,890	 27,637
Cash and cash equivalents, beginning of year	<u>170,877</u>	<u>143,240</u>
Cash and cash equivalents, end of year	<u>\$ 208,767</u>	<u>\$ 170,877</u>
Reconciliation of operating gain (loss) to net cash provided by operating activities:		
Operating gain (loss)	\$ 27,269	\$ (6,973)
Adjustments:		
Depreciation	2,160	1,233
Decrease (increase) in operating assets		
Other current assets	2,158	-
Increase (decrease) in operating liability		
Accrued liabilities	(342)	(9,177)
Compensated absences	(253)	(4,557)
Other post employment benefit liability	<u>5,870</u>	<u>46,286</u>
Total adjustments	<u>9,593</u>	<u>33,785</u>
Net cash provided by operating activities	<u>\$ 36,862</u>	<u>\$ 26,812</u>

The Accompanying Notes Are An Integral Part Of These Financial Statements

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2011 and 2010

NOTE 1 - ORGANIZATION

The Public Defender Corporation for the Twelfth Judicial Circuit (the 'Corporation') is a not-for-profit Corporation created under authority of Article 21, Chapter 29 of the West Virginia State Code. The Corporation is a discretely presented component unit of the State of West Virginia and is funded by West Virginia Public Defender Services. The purpose of the Corporation is to provide high quality legal assistance to indigent persons, at no cost, who would be otherwise unable to afford adequate legal counsel.

Approximately 71% of the Corporation's revenues are utilized for program related purposes and 29% are for management and general purposes.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Corporation have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board ("GASB"), including Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. The financial statement presentation required by GASB Statements No. 34 provides a comprehensive, entity-wide perspective of the Corporation's assets, revenues, expenses, changes in net assets and cash flows.

The Corporation follows all GASB pronouncements as well as Financial Accounting Standards Board ("FASB") Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins issued on or before November 30, 1989, and has elected not to apply the FASB Statements and Interpretations issued after November 30, 1989, to its financial statements.

Reporting Entity

The Corporation is a component unit of the State of West Virginia and is funded by West Virginia Public Defender Services. The West Virginia Public Defender Services is part of the general fund of the state's comprehensive annual financial report. The Corporation is a separate entity and is considered a discretely presented component unit of the State of West Virginia.

Financial Statement Presentation

As required by GASB 34, the Corporation displays net assets in three components, if applicable: invested in capital assets, net of related debt; restricted, and unrestricted:

Invested in capital assets

This represents the Corporation's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of invested in capital assets, net of related debt.

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2011 and 2010

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Restricted net assets

Restricted net assets are assets whose use or availability has been restricted and the restrictions limit the Corporation's ability to use the resources to pay current liabilities. When both restricted and unrestricted resources are available for use, it is the Corporation's policy to use restricted resources first, then unrestricted resources as needed.

Unrestricted net assets

Unrestricted net assets represent resources derived from state appropriations. These resources are used for transactions related to the providing of legal assistance to indigent persons, at no cost, who would otherwise be unable to afford adequate legal counsel, and may be used at the discretion of the board of directors to meet current expenses for any purpose.

Basis of Accounting

For financial accounting purposes, the Corporation is considered a special-purpose government engaged only in business-type activities. Accordingly, the Corporation's financial statements have been prepared on the accrual basis of accounting with a flow of economic resources measurement focus. Revenues are reported when earned and expenses when materials or services are received.

Cash and Cash Equivalents

For purposes of the statement of net assets, the Corporation considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Capital Assets

Capital assets include furniture and fixtures and computer equipment. Capital assets are stated at cost at the date of acquisition or construction, or fair market value at the date of donation in the case of gifts. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally three to ten years. The Corporation's capitalization threshold is \$1,000. Depreciation expense for the years ended June 30, 2011 and 2010 was \$2,160 and \$1,233, respectively.

Compensated Absences and Other Post Employment Benefits (OPEB)

Effective July 1, 2007, the Corporation adopted GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This statement provides standards for the measurement, recognition, and display of other postemployment benefit ("OPEB") expenditures, assets, and liabilities, including applicable note disclosures and required supplementary information. During fiscal year 2006, House Bill No. 4654 was established to create a trust fund for postemployment benefits for the State of West Virginia (the "State"). Effective July 1, 2007, the

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2011 and 2010

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Corporation was required to participate in this multiple employer cost-sharing plan, the West Virginia Retiree Health Benefit Trust Fund, sponsored by the State of West Virginia. The Plan provides the following retiree group insurance coverage to participants: medical and prescription drug coverage through a self-insured preferred provider benefit (PPB) plan and through external managed care organizations (MCOs), basic group life, accidental death, and prescription drug coverage for retired employees of the State and various related State and non-State agencies and their dependents. Details regarding this plan can be obtained by contacting Public Employees Insurance Agency ("PEIA"), State Capitol Complex, Building 5, Room 1001, 1900 Kanawha Boulevard, East, Charleston WV 25305-0710 or <http://www.wvpeia.com>.

This statement requires entities to accrue for employees' rights to receive compensation for vacation leave, or payments in lieu of accrued vacation or sick leave, as such benefits are earned and payment becomes probable.

Estimated obligations arise for vacation leave at the current rate of employee pay. Employees vest an unlimited accumulation of unused vacation leave which is paid at the time of separation from employment. Full-time employees also earn 18 sick days per year of service with an unlimited maximum accumulation for any fiscal year period. The Corporation does not accrue any liability for sick leave because no amount is paid at the time of separation of employment. The liability is now provided for under the multiple employer cost-sharing plan sponsored by the State.

The estimated expense and expense incurred for the vacation leave and OPEB benefits are recorded as a component of employee benefits on the statement of revenues, expenses and changes in net assets. OPEB costs are accrued based upon invoices received from RHBT Trust Fund based upon actuarial determined amounts. At June 30, 2011 and 2010, the noncurrent liability related to OPEB cost was \$71,162 and \$65,292, respectively. The total OPEB expense incurred was \$39,092 and \$55,537, respectively which is included as a component of employee benefit expense. As of the years ended June 30, 2011 and 2010, there were no retirees receiving these benefits.

Risk Management

The State's Board of Risk and Insurance Management ("BRIM") provides general, property and casualty, and liability coverage to the Corporation and its employees. Such coverage may be provided to the Corporation by BRIM through self-insurance programs maintained by BRIM or policies underwritten by BRIM that may involve experience-related premiums or adjustments to BRIM.

BRIM engages an independent actuary to assist in the determination of its premiums so as to minimize the likelihood of premium adjustments to the Corporation or other participants in BRIM's insurance programs. As a result, management does not expect significant differences between the premiums the Corporation is currently charged by BRIM and the ultimate cost of that insurance based on the Corporation's actual loss experience. In the event such differences arise between estimated premiums currently

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2011 and 2010

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

charged by BRIM to the Corporation and the Corporation's ultimate actual loss experience, the difference will be recorded, as the change in estimate becomes known.

In addition, through its participation in the West Virginia Public Employees Insurance Agency (PEIA) and a third-party insurer, the Corporation has obtained health, life, prescription drug coverage for job related injuries for its employees. In exchange for payment of premiums to PEIA and the third-party insurer, the Corporation has transferred its risks related to health, life, prescription drug coverage, and job related injuries.

West Virginia had a single private insurance company, BrickStreet Insurance, which provided workers' compensation coverage to all employers in the state. Other private insurance companies began to offer coverage to private-sector employers July 1, 2008 and began to offer coverage to government employers beginning July 1, 2010. Nearly every employer in the State, who has a payroll, must have coverage. The cost of all coverage is paid by the employers. BrickStreet retains the risk related to the compensation of injured employees under the program.

Revenues

The Corporation has classified its revenues according to the following criteria:

- Operating revenues – Operating revenues include activities that have the characteristics of exchange transactions, such as most federal, state, local, and nongovernmental grants and contracts.
- Nonoperating revenues – Nonoperating revenues include activities that have the characteristics of non-exchange transactions, such as gifts and contributions, and other revenues that are defined as nonoperating revenues by GASB Statement No. 9, Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting and GASB Statement No. 34, such as state appropriations and investment income.

Income Taxes

The Corporation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Corporation is classified by the Internal Revenue Service as an other than a private foundation.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2011 and 2010

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent Events

In preparing these financial statements, the Corporation has evaluated events and transactions for potential recognition or disclosure through September 9, 2011, the date the financial statements were issued.

NOTE 3 - CAPITAL ASSETS

The following is a summary of capital asset transactions for the Corporation for the year ended June 30, 2011 and 2010:

	2011			
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Capital assets being depreciated:				
Computer equipment	\$ 46,348	\$ -	\$ -	\$ 46,348
Furniture & fixtures	<u>20,280</u>	<u>-</u>	<u>-</u>	<u>20,280</u>
Total capital assets	<u>66,628</u>	<u>-</u>	<u>-</u>	<u>66,628</u>
Less accumulated depreciation for:				
Computer equipment	(44,366)	(1,829)	-	(46,195)
Furniture & fixtures	<u>(18,327)</u>	<u>(331)</u>	<u>-</u>	<u>(18,658)</u>
Total accumulated depreciation	<u>(62,693)</u>	<u>(2,160)</u>	<u>-</u>	<u>(64,853)</u>
Capital assets, net	<u>\$ 3,935</u>	<u>\$ (2,160)</u>	<u>\$ -</u>	<u>\$ 1,775</u>
	2010			
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Capital assets being depreciated:				
Computer equipment	\$ 46,348	\$ -	\$ -	\$ 46,348
Furniture & fixtures	<u>20,280</u>	<u>-</u>	<u>-</u>	<u>20,280</u>
Total capital assets	<u>66,628</u>	<u>-</u>	<u>-</u>	<u>66,628</u>
Less accumulated depreciation for:				
Computer equipment	(43,564)	(802)	-	(44,366)
Furniture & fixtures	<u>(17,896)</u>	<u>(431)</u>	<u>-</u>	<u>(18,327)</u>
Total accumulated depreciation	<u>(61,460)</u>	<u>(1,233)</u>	<u>-</u>	<u>(62,693)</u>
Capital assets, net	<u>\$ 5,168</u>	<u>\$ (1,233)</u>	<u>\$ -</u>	<u>\$ 3,935</u>

NOTE 4 - DEFINED BENEFIT RETIREMENT PLAN

The Corporation contributes to the West Virginia Public Employees' Retirement System (PERS), a cost-sharing multiple-employer defined benefit pension plan administered by the West Virginia Consolidated Public Retirement Board. Chapter 5, Article 10 of the West Virginia State Code assigns the authority to establish and amend benefits provisions to the PERS Board of Trustees. Employees who retire at or after age 60 with five or more years of contributory service or who retire at or after age 55 and have completed 25 years

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2011 and 2010

NOTE 4 - DEFINED CONTRIBUTION RETIREMENT PLAN (Continued)

of credited service are eligible for retirement benefits as established by State statute. Retirement benefits are payable monthly for life, in the form of a straight-line annuity equal to two percent of the employee's final average salary multiplied by the number of years of the employee's credited service at the time of retirement. PERS also provides deferred retirement, early retirement, death and disability benefits to plan members and beneficiaries. The West Virginia Consolidated Public Retirement Board issues a publicly available financial report that includes financial statements and required supplementary information for PERS. That report may be obtained by writing to the West Virginia Consolidated Public Retirement Board, 1900 Kanawha Boulevard East, Building Five, Charleston, West Virginia 25305 or by calling (304) 558-3570.

FUNDING POLICY – The PERS funding policy has been established by action of the State Legislature. State statute requires that plan participants contribute 4.5% of compensation. The current combined contribution rate is 17% of annual covered payroll, including the Corporation's contribution of 12.5% which is established by PERS. Effective July 1, 2011, an increase in the contribution rate of 2% will raise the Corporation's contribution rate to 14.5%. Total contributions to PERS for the years ended June 30, 2011, 2010, and 2009 were \$56,262, \$49,336 and \$62,233, respectively, which consisted of \$41,369, \$35,013 and \$43,563 from the Corporation and \$14,893, \$14,323 and \$18,670 from the covered employees, respectively.

Under the Plan guidelines, if an employee is hired by the Corporation and joins the Plan after they have been previously employed by another state agency, this employee has the ability to make a retroactive purchase of prior service time or "buy-back". Under the current contract with the West Virginia Public Defender Services office of the State of West Virginia, the Corporation will only fund the employer portion of such buy-backs on a case by case scenario after consideration by the West Virginia Public Defender Services. West Virginia Public Defender Services expressly declines to purchase retroactive service credit. For the years ended June 30, 2011 and 2010, the Corporation did not authorize the employer portion of any buy-backs for Plan participants.

NOTE 5 - CONCENTRATIONS

The Corporation maintains its account balances in a local financial institution. The accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. The Corporation's bank balance at June 30, 2011 and 2010 was \$221,427 and \$183,111, respectively.

The Corporation receives virtually all of its funding from West Virginia Public Defender Services. A significant reduction in this level of support would have a significant adverse effect on the Corporation.

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2011 and 2010

NOTE 6 - LONG TERM LIABILITIES

The following is a summary of long term obligation transactions for the Corporation for the years ended June 30, 2011 and 2010:

	2011				
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Long term liabilities					
Other post-employment benefit liability	\$ 65,292	\$ 5,870	\$ -	\$ 71,162	\$ -
Compensated absences	<u>43,810</u>	<u>-</u>	<u>253</u>	<u>43,557</u>	<u>43,557</u>
Total long term liabilities	<u>\$ 109,102</u>	<u>\$ 5,870</u>	<u>\$ 253</u>	<u>\$ 114,719</u>	<u>\$ 43,557</u>
	2010				
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Long term liabilities					
Other post-employment benefit liability	\$ 19,006	\$ 55,537	\$ 9,251	\$ 65,292	\$ -
Compensated absences	<u>48,367</u>	<u>-</u>	<u>4,557</u>	<u>43,810</u>	<u>43,810</u>
Total long term liabilities	<u>\$ 67,373</u>	<u>\$ 55,537</u>	<u>\$ 13,808</u>	<u>\$ 109,102</u>	<u>\$ 43,810</u>

NOTE 7 - OPERATING LEASE OBLIGATIONS

The Corporation leases various equipment and facilities under operating lease agreements. Aggregate payments under these agreements were \$21,364 and \$23,581 for the year ended June 30, 2011 and 2010. Future minimum rental commitments are as follows:

<u>Year ended June 30,</u>	<u>Amount</u>
2012	\$ 6,876

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2011 and 2010

NOTE 8 - CONTINGENCIES

The Corporation is on a reimbursement plan with the State of West Virginia, Workforce WV, Unemployment Compensation Division, (Workforce) whereby they no longer pay quarterly premiums. When a liability arises regarding the payment of unemployment, the Corporation will be assessed 100% of the awarded claim filed and payment to Workforce would be made at that time. Any liability arising from the dismissal of employment is uncertain at this time; however, management believes such amounts if any to be immaterial.

The Corporation's programs are funded from state sources, principal of which is programs of the West Virginia Public Defender Services. State grants received for specific purposes are subject to audit and review by grantor agencies. Such audits and reviews could result in requests for reimbursements to grantor agencies for expenditures disallowed under the terms of the grants. The amount, if any, of expenditures which may be disallowed by grantor agencies cannot be determined at this time, although management believes such amounts, if any, to be immaterial.

NOTE 9 - CASH HELD AT FISCAL YEAR END

At June 30, 2011 and 2010, the Corporation held cash and cash equivalents of \$208,767 and \$170,877, respectively, consisting of unexpended West Virginia Public Defender Service grant funds. West Virginia Public Defender Services considered this amount in determining the succeeding fiscal year necessary to fund the Corporation's normal operating activities.



Balestra, Harr & Scherer, CPAs, Inc.

Accounting, Auditing and Consulting Services for Federal, State and Local Governments

www.bhscpas.com

INDEPENDENT AUDITOR'S REPORT ON ADDITIONAL INFORMATION

Honorable Members of the Board
Public Defender Corporation
for the Twelfth Judicial Circuit
Fayetteville, West Virginia

Our report on our audit of the basic financial statements of the Public Defender Corporation for the Twelfth Judicial Circuit for the year ended June 30, 2011 appears on pages 1 and 2. That audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The schedule of budget to actual expenses – cash basis is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basis financial statements taken as a whole.

Balestra, Harr & Scherer

Balestra, Harr & Scherer, CPAs, Inc.
September 9, 2011

PUBLIC DEFENDER CORPORATION
 FOR THE TWELFTH JUDICIAL CIRCUIT
 SCHEDULE OF BUDGET TO ACTUAL EXPENSES - CASH BASIS
 YEAR ENDED JUNE 30, 2011

	<u>Budget</u>	<u>Actual</u>	Under/(Over) Budget to <u>Actual</u>
Personal services	\$ 350,950	\$ 340,827	\$ 10,123
Employee benefits	146,182	139,606	6,576
Support services	21,300	10,203	11,097
Administrative services	16,680	8,980	7,700
Office	50,550	37,908	12,642
Other	3,800	1,306	2,494
Acquisitions	<u>4,000</u>	<u>3,871</u>	<u>129</u>
 Total	 <u>\$ 593,462</u>	 <u>\$ 542,701</u>	 <u>\$ 50,761</u>



Balestra, Harr & Scherer, CPAs, Inc.

Accounting, Auditing and Consulting Services for Federal, State and Local Governments

www.bhscpas.com

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Honorable Members of the Board
Public Defender Corporation
for the Twelfth Judicial Circuit
Fayetteville, West Virginia

We have audited the basic financial statements of the Public Defender Corporation for the Twelfth Judicial Circuit (the Corporation), as of and for the year ended June 30, 2011 and have issued our report thereon dated September 9, 2011. 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 the Comptroller General of the United States' *Governmental Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Corporation's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of opining on the effectiveness of the Corporation's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Corporation's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in more than a reasonable possibility that a material misstatement of the Corporation's financial statements will not be prevented, or detected and timely corrected.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above. However, we identified a certain deficiency in internal control over financial reporting, described in the accompanying schedule of findings that we consider a significant deficiency in internal control over financial reporting. We consider finding 2011-001 to be a significant deficiency. 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 by governance.

Honorable Members of the Board
Public Defender Corporation
for the Twelfth Judicial Circuit
Report on Internal Control over Financial Reporting and on Compliance and
Other Matters Required by *Government Auditing Standards*
Page 2

Compliance and Other Matters

As part of reasonably assuring whether the Corporation's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could directly and materially affect 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 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*.

We did note certain matters not requiring inclusion in this report that we reported to the Corporation's management in a separate letter dated September 9, 2011.

We intend this report solely for the information and use of the management, members of the Board, state awarding agencies and others within the Corporation. We intend it for no one other than these specified parties.



Balestra, Harr & Scherer, CPAs, Inc.
September 9, 2011

PUBLIC DEFENDER CORPORATION
FOR THE TWELFTH JUDICIAL CIRCUIT

SCHEDULE OF FINDINGS
JUNE 30, 2011 AND 2010

FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS

FINDING NUMBER 2011-01

Significant Deficiency

Material adjustments to the issued financial statements were identified by the Auditor which should have been prevented or detected by the Corporation's internal controls over financial reporting. The material misstatements were identified in the following areas:

- Fixed Assets/Depreciation Accrual
- Pre-Paid Expense Accrual
- OPEB Liability Accrual
- Reconciling Items

The accompanying financial statements were adjusted to reflect the correction of the material misstatements due to year end accrual adjustments not being posted. Furthermore, the Corporation did not provide financial statements or a complete fixed asset listing to the Auditor. The Corporation should implement application and monitoring controls over financial reporting to ensure that all financial statement transactions are accurately and completely reported.

All adjustments have been posted to the audited financial statements.

Clients Response:

We did not receive a response from the client regarding the above finding.



Balestra, Harr & Scherer, CPAs, Inc.

Accounting, Auditing and Consulting Services for Federal, State and Local Governments

www.bhscpas.com

Public Defender Corporation for the Twelfth Judicial Circuit
102 Fayette Avenue
P.O. Box 239
Fayetteville, WV 25840

In accordance with Government Auditing Standards, applicable to financial audits, we have audited the financial statements of the Public Defender Corporation for the Twelfth Judicial Circuit (the Corporation) as of and for the year ended June 30, 2011, and have issued our report thereon dated September 9, 2011.

Government Auditing Standards also requires that we describe the scope of our testing of compliance with laws and regulations and internal controls and report any irregularities, illegal acts, other material noncompliance and significant deficiencies in internal controls. We have issued the required report dated September 9, 2011 for the year ended June 30, 2011.

In addition to the matters we communicated to you in the reports described above, we are also submitting for your consideration the following comments on the Corporation's compliance with applicable laws and regulations and on its internal controls. These comments reflect matters that, while in our opinion do not represent material instances of noncompliance or significant internal control deficiencies, we believe represent matters for which improvements in compliance or internal controls or operational efficiencies might be achieved. Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing the recommendations suggested below. However, these comments reflect our continuing desire to assist your government. If you have any questions or concerns regarding these comments, please do not hesitate to contact us.

Non Compliance

1. According to WV Code Section 29-21-15 (b), the board of directors shall have at least four meetings a year. Due to the large distance some of the board members must travel to attend the meetings, and the busy schedules of the attorneys on the board, the Corporation only held one meeting during the audit period.

We recommend that the Board of Directors establish a regular meeting schedule that includes at least four meetings annually and two alternate dates in order to comply with the West Virginia Code. If a scheduled meeting cannot be conducted due to lack of a quorum, a replacement meeting should be scheduled. In addition, the minutes from these meetings should be prepared in a timely manner to ensure that documentation is maintained for all meetings held.

Recommendations

1. The Chief Defender and the Office Manager are not bonded. While it is not a legal requirement, it is a protective measure for the Public Defender Corporation, the Chief Defender, and the Office Manager in the event that an act of fraud or theft occurs.

The Corporation should bond the Chief Defender and the Office Manager should be bonded at an amount determined by the Board of Directors.

2. The Corporation's reconciliation included long outstanding reconciling items. While this is not a requirement, it is a way to make the reconciliation process less cumbersome each month.

The Corporation should review its outstanding check listing periodically for long outstanding items. Long outstanding items should be voided or reissued.

This report is intended solely for the information and use of the Public Defender Corporation for the Twelfth Judicial Circuit Board of Directors, management of the Corporation, West Virginia Public Defender Corporation, and others within the Corporation. We intend it for no one other than these specified parties.



Balestra, Harr & Scherer, CPAs, Inc.
September 9, 2011