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**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
A COMPONENT UNIT OF THE STATE OF WEST VIRGINIA  
Regular Audit  
For the Fiscal Years Ended June 30, 2017 and 2016**

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- Association of Certified Anti - Money Laundering Specialists •

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
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## INDEPENDENT AUDITOR'S REPORT

September 15, 2017

Public Defender Corporation for the Seventh Judicial Circuit  
PO Box 1957  
404 Main Street  
Logan, WV 25601

To the Board of Directors:

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of the **Public Defender Corporation for the Seventh Judicial Circuit**, West Virginia, a component unit of the State of West Virginia (the Corporation), as of and for the years ended June 30, 2017 and 2016, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for preparing and fairly presenting these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes designing, implementing, and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Corporation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Corporation's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

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### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Public Defender Corporation for the Seventh Judicial Circuit, West Virginia, as of June 30, 2017 and 2016, and the changes in financial position and cash flows thereof for the years then ended in accordance with the accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require this presentation to include *Management's discussion and analysis*, schedules of net pension liabilities and pension contributions 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 applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, consisting of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, to the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not opine or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to opine or provide any other assurance.

#### ***Supplementary and Other Information***

Our audit was conducted to opine on the Corporation's basic financial statements taken as a whole.

The Schedule of Budget to Actual Expenses – Cash Basis presents additional analysis and is not a required part of the basic financial statements.

The schedule is management's responsibility, and derives from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. We subjected this schedule to the auditing procedures we applied to the basic financial statements. We also applied certain additional procedures, including comparing and reconciling the schedule directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves in accordance with auditing standards generally accepted in the United States of America. In our opinion, this schedule is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 15, 2017, 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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Perry & Associates CPAs A.C.".

**Perry and Associates**  
Certified Public Accountants, A.C.  
Marietta, Ohio

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
MANAGEMENT'S DISCUSSION & ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016  
UNAUDITED**

This discussion and analysis of the Public Defender Corporation for the Seventh Judicial Circuit of the State of West Virginia's financial performance provides an overview of the Corporation's financial activities for the fiscal years ended June 30, 2017 and 2016, 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 position, the statements of revenues, expenses and changes in net position, the statements of cash flows and the notes to the financial statements.

The Statement of Net Position presents the Corporation's assets, deferred outflows, liabilities, deferred inflows and net position as of the date of the financial statements. 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 position 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 Position reports revenues when earned and expenses when incurred. This means that all of the current year's revenues and expenses are included regardless of when cash is received or paid, 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>2017</u>	<u>2016</u>	<u>2015</u>
Assets			
Capital Assets	\$ 9,304	\$ 11,146	\$ -
Other Assets	201,777	188,388	161,480
Total Assets	<u>\$ 211,081</u>	<u>\$ 199,534</u>	<u>\$ 161,480</u>
 Deferred Outflow of Resources	 143,858	 78,906	 47,902
Liabilities			
Long-term Liabilities	\$ 446,126	\$ 340,370	\$ 281,651
Short-term Liabilities	20,637	23,948	27,334
Total Liabilities	<u>466,763</u>	<u>364,318</u>	<u>308,985</u>
 Deferred Inflow of Resources	 18,853	 60,251	 109,598
Net Position			
Net Investment in Capital Assets	9,304	11,146	-
Unrestricted (Deficit)	(139,981)	(157,275)	(209,201)
Total Net Position	<u>\$ (130,677)</u>	<u>\$ (146,129)</u>	<u>\$ (209,201)</u>

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
MANAGEMENT'S DISCUSSION & ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016  
UNAUDITED**

The Corporation's revenues are derived from funding from West Virginia Public Defender Services (WVPDS) and accordingly 99% of the Corporation's revenues were derived from this funding for the years ended June 30, 2017, 2016 and 2015.

	<b>2017</b>	<b>2016</b>	<b>2015</b>
Operating Revenue	\$ 636,555	\$ 639,965	\$ 654,966
Operating Expenses	621,120	576,910	593,541
Operating Income	<u>15,435</u>	<u>63,055</u>	<u>61,425</u>
Non-Operating Revenue	<u>17</u>	<u>17</u>	<u>15</u>
Change in Net Position	15,452	63,072	61,440
Net Position at Beginning of Year	<u>(146,129)</u>	<u>(209,201)</u>	<u>(270,641)</u>
Net Position at End of Year	<u><u>\$ (130,677)</u></u>	<u><u>\$ (146,129)</u></u>	<u><u>\$ (209,201)</u></u>

#### **Detailed Financial Analysis of the Corporation**

Grant income decreased approximately \$3,000 and cash held by the Corporation increased by approximately \$66,000. Other post-employment benefit liability (OPEB), included in long-term liabilities, increased by approximately \$10,000 primarily due to the Corporation accruing invoiced amounts from West Virginia Public Employees Insurance Agency. Deferred outflows increased by approximately \$64,000, pension liability increased by approximately \$95,000 and deferred inflows of resources decreased by approximately \$42,000. All other assets and liabilities remained consistent with the prior fiscal year.

Operating expenses for the fiscal year increased by approximately \$45,000. This increase is mostly attributable to a increase in employee benefits \$30,000 and office expense of \$19,000.

#### **Capital Asset and Debt Activity**

As of June 30, 2017, 2016, and 2015, the Corporation had capital assets costing approximately \$99,000, \$99,000, and \$87,000, respectively. The Corporation's capital assets include furniture and fixtures, leasehold improvements and office and computer equipment. The assets were being depreciated over useful lives of three to ten years. The accumulated depreciation on the assets amounted to approximately \$90,000, \$88,000, and \$87,000, respectively. There were no asset disposals during the current year. There were no purchases in 2017 and 2015 but there were additions of capital assets for the year ended June 30, 2016. More detailed information is presented in Note 6 to the financial statements. The Corporation had no debt for the years ended June 30, 2017, 2016, or 2015.

#### **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 approximately .03% to .15% for the years ended June 30, 2017, 2016 and 2015, respectively. Interest earned on the account for the years ended June 30, 2017, 2016, and 2015 amounted to approximately \$17, \$17, and \$15, respectively.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
MANAGEMENT'S DISCUSSION & ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016  
UNAUDITED**

**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, 2018. 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, 2018, the Corporation has an approved budget of \$630,909. This represents a budget increase of approximately 1 percent or \$6,000 from the prior year. Individual budget categories have comparable decreases to budgeted categories of the prior budget 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 PO Box 1957, 404 Main Street, Logan, WV 25601.



**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
STATEMENTS OF NET POSITION  
AS OF JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
<b>ASSETS</b>		
Current assets		
Cash and cash equivalents	\$ 201,777	\$ 135,058
Grant receivable	-	53,330
Total current assets	<u>201,777</u>	<u>188,388</u>
Capital assets		
Leasehold Improvements	34,984	34,984
Computer and equipment	26,776	26,776
Furniture and fixtures	37,669	37,669
	<u>99,429</u>	<u>99,429</u>
Less accumulated depreciation	(90,125)	(88,283)
Capital assets, net	<u>9,304</u>	<u>11,146</u>
 Total assets	 <u>211,081</u>	 <u>199,534</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred Outflows Related to Pensions	143,858	78,906
Total Deferred Outflows of Resources	<u>143,858</u>	<u>78,906</u>
 Total Assets and Deferred Outflows of Resources	 <u><u>\$ 354,939</u></u>	 <u><u>\$ 278,440</u></u>
 <b>LIABILITIES</b>		
Current liabilities		
Accrued expenses	\$ 13,494	\$ 7,182
Compensated absences	7,143	16,766
Total current liabilities	<u>20,637</u>	<u>23,948</u>
Long term liabilities		
Other post employment benefit liability	204,177	194,007
Net pension liability	241,949	146,363
Total long term liabilities	<u>446,126</u>	<u>340,370</u>
 Total liabilities	 <u>466,763</u>	 <u>364,318</u>
 <b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension	18,853	60,251
 <b>NET POSITION</b>		
Net investment in capital assets	9,304	11,146
Unrestricted (deficit)	(139,981)	(157,275)
Total net position	<u>(130,677)</u>	<u>(146,129)</u>
 Total Liabilities, Deferred Inflows of Resources and Net Position	 <u><u>\$ 354,939</u></u>	 <u><u>\$ 278,440</u></u>

The accompanying notes are an integral part of these financial statements.

**PUBLIC DEFENDER CORPORATION**  
**FOR THE SEVENTH JUDICIAL CIRCUIT**  
**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
OPERATING REVENUES		
WV Public Defender Services Grant Revenue	\$ 636,555	\$ 639,965
Total operating revenues	<u>636,555</u>	<u>639,965</u>
OPERATING EXPENSES		
Personal services	385,482	392,976
Employee benefits	134,870	104,912
Support services	22,173	21,368
Administrative support	5,643	4,831
Office	69,799	50,912
Other	-	584
Acquisition	1,311	-
Depreciation	1,842	1,327
Total operating expenses	<u>621,120</u>	<u>576,910</u>
Operating income	<u>15,435</u>	<u>63,055</u>
NONOPERATING REVENUES		
Interest income	17	17
Total nonoperating revenues	<u>17</u>	<u>17</u>
Change in net position	15,452	63,072
Net position, beginning of year	<u>(146,129)</u>	<u>(209,201)</u>
Net position, end of year	<u>\$ (130,677)</u>	<u>\$ (146,129)</u>

The accompanying notes are an integral part of these financial statements.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from grants	\$ 689,885	\$ 654,099
Cash paid for goods and services	(98,926)	(207,625)
Cash paid to employees	(524,257)	(392,976)
Net cash provided by operating activities (used in)	<u>66,702</u>	<u>53,498</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Purchase of capital assets	-	(12,473)
Net cash provided by (used in) capital and related financing activities	<u>-</u>	<u>(12,473)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Cash received as interest	17	17
Net cash provided by investing activities	<u>17</u>	<u>17</u>
 Net increase (decrease) in cash and cash equivalents	 <u>66,719</u>	 <u>41,042</u>
 CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	 <u>135,058</u>	 <u>94,016</u>
 CASH AND CASH EQUIVALENTS, END OF YEAR	 <u><u>\$ 201,777</u></u>	 <u><u>\$ 135,058</u></u>
 <b>RECONCILIATION OF OPERATING (LOSS) INCOME TO NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES</b>		
Operating income (loss)	\$ 15,435	\$ 63,055
Adjustments to reconcile operating (loss) income to net cash provided by operating activities:		
Depreciation	1,842	1,327
(Increase) decrease in operating assets		
Accounts receivable	53,330	14,134
Deferred outflows	(64,952)	(31,004)
Increase (decrease) in operating liabilities		
Accrued expenses	6,312	(3,386)
Compensated absences	(9,623)	-
Pension liability	95,586	42,759
Deferred inflows	(41,398)	(49,347)
Other postemployment benefit liability	10,170	15,960
 Total adjustments	 <u>51,267</u>	 <u>(9,557)</u>
 Net cash provided by (used in) operating activities	 <u><u>\$ 66,702</u></u>	 <u><u>\$ 53,498</u></u>

The accompanying notes are an integral part of these financial statements.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Description of the Reporting Entity**

The Public Defender Corporation for the Seventh Judicial Circuits (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.

Component units are legally separate organizations for which the Corporation is financially accountable. The Corporation is financially accountable for an organization if it appoints a voting majority of the organization's governing board and (1) is able to significantly influence the programs or services performed or provided by the organization; or (2) is legally entitled to or can otherwise access the organization's resources; is legally obligated or has otherwise assumed the responsibility to finance deficits of or provide financial support to the organization; or is obligated for the debt of the organization. Based upon the application of these criteria, the Corporation has no component units.

The Corporation's management believes these financial statements present all activities for which the Corporation is financially accountable.

**Enterprise Funds**

Enterprise funds are accounted for in a manner similar to private business enterprises where the intent of management is that the costs and expenses, including depreciation, of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges and/or where management has decided that periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy, management control and accountability.

**Basis of Accounting**

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made. The accounting policies of the Corporation conform to accounting policies generally accepted in the United States of America. For financial statement presentation purposes, the Corporation utilizes the accrual basis of accounting. Under this method of accounting, revenues are recognized when they are earned. Expenses are recognized under the accrual basis of accounting when the liability is incurred.

The Corporation's operations are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with operations are included on the statement of net position. Net position is segregated based on restrictions imposed. The categories of net position are net investment in capital assets, restricted and unrestricted. The statement of revenues, expenses and changes in net position presents increases (i.e. revenues) and decreases (i.e. expenses) in total net position.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Cash and Cash Equivalents**

For the purpose of the statement of cash flows and for the presentation on the statement of net position, the Corporation considers all highly liquid investments with a maturity when purchased of three months or less to be cash equivalents.

**Capital Assets**

Capital assets are stated at cost. The Corporation provides for depreciation of capital assets on the straight-line method based upon estimated service lives. The Corporation's threshold for asset capitalization is \$1,000.

Estimated useful lives of the assets are as follows:

Structures and Improvements	3-40 years
Office Equipment	3-10 years
Furniture and Fixtures	3-10 years

**Net Position**

Net position represents the difference between all other elements on the statement of financial position. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through enabling legislation adopted by the Corporation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The Corporation's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available. No portion of the Corporation's net position was restricted at June 30, 2017.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

**Inventory**

Materials and supplies are expensed at the time of purchase. Therefore, no inventory amounts are reflected in the accompanying financial statements.

**Insurance**

Property and liability insurance coverage is considered adequate in the circumstances. See Note 5.

**Budgetary**

The Corporation is not legally required to establish an annual budget, however the Corporation does approve a budget and monitor it internally.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Pension**

For purposes of measuring the net pension liability and deferred outflows/inflows of the resources related to pensions, and pension expense, information about the fiduciary net position of the Corporation's Public Employee Retirement System (PERS), and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Operating Revenues and Expenses**

Operating revenues are those revenues that are generated directly from the primary activity of the proprietary fund. For the Corporation, these revenues are grants from West Virginia Public Defender Services.

Operating expenses are those expenses that are expended directly for the primary activity of the proprietary fund. For the Corporation, these expenses are primarily administrative, benefits, maintenance and operations, depreciation, and travel expenses.

**Income Taxes**

The Corporation is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Therefore, no provision for income tax has been recorded in the accompanying financial statements.

Accounting principles generally accepted in the United States require management to evaluate tax positions taken by the Corporation and recognize a tax liability (or asset) if the Corporation has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service (IRS). Management has analyzed the tax positions taken by the Corporation, and has concluded that as of June 30, 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Corporation is subject to routine audits by taxing jurisdictions, however, there are currently no audits for any tax periods in progress. The Corporation's Federal Return of Organization Exempt from Income Tax (federal Form 990) for 2015, 2016 and 2017 are subject to examination by the IRS, generally for three years after they were filed.

**Deferred Outflows/Inflows of Resources**

In addition to assets and liabilities, the statement of net position may report deferred outflows/inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that time. Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The Corporation reported deferred inflows and outflows of resources for 2017.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 2 CASH HELD AT FISCAL YEAR END**

At June 30, 2017 and 2016, the Corporation held cash and cash equivalents of \$201,777 and \$135,058, respectively, consisting of unexpended West Virginia Public Defender Service grant funds. West Virginia Public Defender Services considered this amount in determining the appropriate level of disbursements in the succeeding fiscal year necessary to fund the Corporation's normal operating activities.

**NOTE 3 COMPENSATED ABSENCES AND OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

**Compensated Absences**

The liability for compensated absences reported in the financial statements consists of unpaid, accumulated annual vacation balances. Estimated obligations arise for vacation leave at the current rate of employee pay. Employees with less than 5 years of continuous full-time employment during any period earn 15 days per year. Employees with 5 years, but less than 10 years of full-time employment during any continuous 10-year period, earn 20 days per year.

Also, the Corporation grants sick leave based on time worked. Full-time employees earn 20 sick days for each year of service with no maximum accumulation. The Corporation does not accrue any liability for sick leave because no amount is paid at the time of separation of employment. Upon retirement an employee may elect to use any accrued sick leave balances to increase their years of service at retirement but do not have the option for the Corporation to pay them a cash payout.

**Retirement Health Plan**

The Corporation contributes to the West Virginia Retiree Health Benefits Trust (RHBT), a cost-sharing, multiple employer defined benefit post-employment healthcare plan administered by the West Virginia Public Employees Insurance Agency (PEIA). RHBT provides medical benefit to eligible retired employees of participating employers. RHBT issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to: West Virginia Retiree health Benefits Trust, Building 5, Room 1001, 1900 Kanawha Boulevard East, Charleston, West Virginia, 25305-0710.

The Corporation participates in a statewide, cost-sharing, multiple employer defined benefit plan on behalf of the general Corporation employees. The system is administered by agencies of the State of West Virginia and funded by contributions from participants, employers, and State appropriations, as necessary.

The Corporation's cost-sharing multiple-employer plan is administered by the Consolidated Public Retirement Board (CPRB), which acts as a common investment and administrative agent for all of the participating employers. CPRB issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CPRB website at [www.wvretirement.com](http://www.wvretirement.com).

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

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 4     EMPLOYEE RETIREMENT SYSTEMS AND PLANS**

**Public Employee Retirement System (PERS)**

Eligibility to participate:                      All Corporation full-time employees, except those covered by other pension plans

Authority establishing contribution obligations and benefit provisions:                      State statute

Tier 1 Plan member's contribution rate:                      4.50% (Employees hired before July 1, 2015)

Tier 2 Plan member's contribution rate:                      6.00% (Employee hired after July 1, 2015)

Corporation's contribution rate:                      12.00% for FY 2017 and 13.50% for FY 2016

Period required to vest:                      5 years Tier 1, 10 years Tier 2

Benefits and eligibility for distribution:

Tier 1

A member who has attained age 60 and has earned 5 years or more of contributing service or age 55 if the sum of his/her age plus years of credited service is equal to or greater than 80. The final average salary (three highest consecutive years in the last 15) times the years of service times 2% equals the annual retirement benefit.

Tier 2

Qualification for normal retirement is age 62 with 10 years of services or at least age 55 with and service equal to 80 or greater. The average salary is the average of the five consecutive highest annual earnings out of the last fifteen years of earnings) times the years of service times 2% equals the retirement benefit.

Deferred portion                      No

Provision for:

Cost of living                      No

Death benefits                      Yes

The Corporation's contributions to the West Virginia Public Employees Retirement System for the year ended June 30, 2017 is as follows:

Percentage of Payroll	Total Wages	Coverage Wages	Amount Contributed
Employer Share - 12%	\$ 406,745	\$ 392,350	\$ 47,082
Tier 1 Employee Share - 4.5%	406,745	392,350	17,687



**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 4     EMPLOYEE RETIREMENT SYSTEMS AND PLANS (CONTINUED)**

**Public Employee Retirement System (PERS) (Continued)**

The Corporation's contributions to the West Virginia Public Employees Retirement System for the year ended June 30, 2016 is as follows:

Percentage of Payroll	Total Wages	Coverage Wages	Amount Contributed
Employer Share - 13.5%	\$ 392,976	\$ 362,748	\$ 48,971
Tier 1 Employee Share - 4.5%	392,976	362,748	16,324

***Trend Information***

Fiscal Year	Pension Cost	Contributed
2017	\$ 47,082	84.58%
2016	\$ 48,971	100.00%
2015	\$ 54,664	100.00%

For 2017, the required contribution was \$47,082. Of this amount, \$7,259 is reported in accrued expenses.

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

***Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions***

At fiscal year-end, the Corporation reported the following liabilities for its proportionate share of the net pension liabilities. The net pension liabilities were measured as of June 30, 2016 and 2015 for the Corporation fiscal years ended June 30, 2017 and 2016, respectively. The total pension liability used to calculate the net pension liabilities were determined by an actuarial valuation as of June 30, 2015 and rolled forward to June 30, 2016 using the actuarial assumptions and methods described in the appropriate section of this note. The government's proportion of the net pension liabilities was based on a projection of the government's long-term share of contributions to the pension plans relative to the projected contributions of all participating governments, actuarially determined. At June 30, 2017 and 2016, the Corporation reported the following proportions and increase/decreases from its proportion measured as of June 30, 2016 and 2015:

	<u>2017 PERS</u>	<u>2016 PERS</u>
Amount for proportionate share of net pension liability	\$ 241,949	\$ 146,363
Percentage for proportionate share of net pension liability	0.026324%	0.026211%
Increase/(decrease) % from prior proportion measured	0.000113%	0.000009%

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 4     EMPLOYEE RETIREMENT SYSTEMS AND PLANS (CONTINUED)**

**Public Employee Retirement System (PERS) (Continued)**

For the years ended June 30, 2017 and 2016, the Corporation recognized the following pension expense:

	<u>2017</u> <u>PERS</u>	<u>2016</u> <u>PERS</u>
Pension Expense	<u>\$ 36,561</u>	<u>\$ 13,334</u>

The Corporation reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources for the year ended June 30, 2017:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Net difference between projected and actual earnings on pension plan investments	\$ 76,031	\$ -
Changes in proportion and differences between contributions and proportionate share of contributions	568	7,065
Differences between expected and actual experience	20,177	-
Changes of assumptions	-	11,788
Contributions subsequent to measurement date	47,082	-
Totals	<u>\$ 143,858</u>	<u>\$ 18,853</u>

The Corporation reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources for the year ended June 30, 2016:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Net difference between projected and actual earnings on pension plan investments	\$ -	\$ 32,095
Changes in proportion and differences between contributions and proportionate share of contributions	-	10,551
Differences between expected and actual experience	29,935	-
Changes of assumptions	-	17,605
Contributions subsequent to measurement date	48,971	-
Totals	<u>\$ 78,906</u>	<u>\$ 60,251</u>

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 4      EMPLOYEE RETIREMENT SYSTEMS AND PLANS (CONTINUED)**

**Public Employee Retirement System (PERS) (Continued)**

The amount reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30:	2017	Year Ended June 30:	2016
2018	\$ 9,794	2017	\$ (15,639)
2019	9,786	2018	(15,639)
2020	34,874	2019	(10,201)
2021	23,469	2020	11,163
Total	<u>\$ 77,923</u>	Total	<u>\$ (30,316)</u>

***Actuarial assumptions***

The total pension liability was determined by an actuarial valuation as of July 1, 2015 and rolled forward to June 30, 2016 for all plans, using the following actuarial assumptions, applied to all periods included in the measurement.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 4     EMPLOYEE RETIREMENT SYSTEMS AND PLANS (CONTINUED)**

**Public Employee Retirement System (PERS) (Continued)**

<b>PERS</b>	<b>June 30, 2016</b>	<b>June 30, 2015</b>
Actuarial Cost Method	Individual entry age normal cost with level percentage of payroll	Individual entry age normal cost with level percentage of payroll
Asset Valuation Method	Fair value	Fair value
Amortization Method	Level dollar, fixed period	Level dollar, fixed period
Amortization Period	Through Fiscal Year 2035	Through Fiscal Year 2035
Actuarial Assumptions:		
Investment Rate of Return	7.50%	7.50%
Projected Salary Increases:		
PERS:		
State	3.0-4.6%	3.0-4.6%
Nonstate	3.35-6%	3.35-6%
Inflation Rate	3.00%	1.90%
Discount Rate	7.50%	7.50%
Mortality Rates	Healthy males - 110% of RP-2000 Non-Annuitant, Scale AA fully generational; Healthy females - 101% of RP-2000, Non-Annuitant, Scale AA fully generational; Disabled males - 96% of RP-2000 Disabled Annuitant, Scale AA fully generational; Disabled females -	Healthy males - 110% of RP-2000 Non-Annuitant, Scale AA; Healthy females - 101% of RP-2000 Non-Annuitant, Scale AA; Disabled males - 96% of RP-2000 Disabled females - 107% of RP-2000 Disabled Annuitant, Scale AA
Withdrawal Rates:		
State	1.75-35.1%	1.75-35.1%
Nonstate	2-35.8%	2-35.8%
Disability Rates	0-.675%	0-.675%
Retirement Rates	15-100%	15-100%
Date Range in Most Recent Experience Study	2009-2014	2009-2014

The long-term expected rate of return on pension plan investments were determined using a building-block method in which estimates of expected real rates of returns (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each asset class are summarized in the following tables:

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 4     EMPLOYEE RETIREMENT SYSTEMS AND PLANS (CONTINUED)**

**Public Employee Retirement System (PERS) (Continued)**

**2016**

<u>Asset Class</u>	<u>Long-term Expected Rate of Return</u>	<u>PERS Target Asset Allocation</u>
US Equity	7.0%	27.5%
International Equity	7.7%	27.5%
Core Fixed Income	2.7%	7.5%
High Yield Fixed Income	5.5%	7.5%
TPS	2.7%	0.0%
Real Estate	7.0%	10.0%
Private Equity	9.4%	10.0%
Hedge Funds	4.7%	10.0%
		<u>100.0%</u>

**2015**

<u>Asset Class</u>	<u>Long-term Expected Rate of Return</u>	<u>PERS Target Asset Allocation</u>
US Equity	7.0%	27.5%
International Equity	7.7%	27.5%
Core Fixed Income	2.7%	7.5%
High Yield Fixed Income	5.5%	7.5%
Real Estate	5.6%	10.0%
Private Equity	9.4%	10.0%
Hedge Funds	4.7%	10.0%
Cash	1.5%	0.0%
		<u>100.0%</u>

***Discount Rate***

The discount rate used to measure the total pension liability was 7.5 percent for all defined benefit plans. The projection of cash flows used to determine the discount rates assumed that employer contributions will continue to follow the current funding policies. Based on those assumptions, the fiduciary net position for each defined benefit pension plan was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rates of return on pension plan investments were applied to all periods of projected benefit payments to determine the total pension liabilities of each plan.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 4      EMPLOYEE RETIREMENT SYSTEMS AND PLANS (CONTINUED)**

**Public Employee Retirement System (PERS) (Continued)**

The following chart presents the sensitivity of the net pension liability to changes in the discount rate, calculated using the discount rates as used in the actuarial evaluation, and what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage point higher than the current rate:

2017	1% Decrease 6.50%	Current Discount Rate 7.50%	1% Increase 8.50%
Proportionate share of PERS's Net pension liability	\$ 437,966	\$ 241,949	\$ 75,479
2016	1% Decrease 6.50%	Current Discount Rate 7.50%	1% Increase 8.50%
Proportionate share of PERS's Net pension liability	\$ 337,552	\$ 146,363	\$ (15,163)

Detailed information about the pension plans' fiduciary net position is available in the separately issued financial report available at the Consolidated Public Retirement Board's website at [www.wvretirement.com](http://www.wvretirement.com). That information can also be obtained by writing to the West Virginia Consolidated Public Retirement Board, 4101 MacCorkle Avenue SE,

**NOTE 5      RISK MANAGEMENT**

The Corporation is exposed to various risks or loss related to torts, theft, or damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Board, pursuant to the provisions of State law, participates in the following risk management programs administered by the State.

**Board of Risk and Insurance Management (BRIM)**

The Corporation participates in the West Virginia Board of Risk and Insurance Management, a common risk insurance pool for all State agencies, component units, board of education, and other local governmental agencies who wish to participate. The Corporation pays an annual premium to BRIM for its general insurance coverage. Fund underwriting and rate setting policies are established by BRIM. The cost of all coverage as determined by BRIM is paid by the participants. The BRIM risk pool retains the risk of the first \$2 million per property event and purchases excess insurance on losses above that level. BRIM has \$1 million per occurrence coverage maximum on all third-party liability claims.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 5     RISK MANAGEMENT (Continued)**

**Public Employees Insurance Agency (PEIA)**

The Board provides employees health and basic life insurance benefits through the Public Employees Insurance Agency. PEIA was established by the State of West Virginia to provide a program of health and life insurance for employees of State agencies, institutions of higher learning, boards of education, and component units of the State. In addition, local governmental agencies and certain charitable and public service organizations may request to be covered. PEIA provides a general employee benefit insurance program which includes hospital, surgical, major medical, prescription drug and basic life and accidental death. Fund underwriting and rate setting policies are established by the PEIA Finance Board. The cost of all coverage as determined by the Finance Board is paid by the participants.

Coverage under these programs is limited to \$1 million lifetime for health and \$10,000 of life insurance coverage. Members may purchase up to an additional \$500,000 of life insurance coverage. Premiums are established by PEIA and are paid monthly. The PEIA risk pool retains the risk for the health and prescription features of its indemnity plan, has fully transferred the risks of coverage of the Managed Care Organization (MCO) Plan to the plan provider and has transferred risk of life insurance coverage to a third party insurer.

**Workers Compensation Fund (WCF)**

West Virginia has a single private insurance company, BrickStreet Insurance, which provides workers' compensation coverage to all employers in the state. Other private insurance companies began offering coverage to private-sector employers beginning July 1, 2008 and to government employers July 1, 2012. Nearly every employer in the State, including all boards of education, which have a payroll, must have coverage. The cost of all coverage, as determined by BrickStreet, is paid by the employers.

The WCF risk pool retains the risk related to the compensation of injured employees under the program.

**Other Commercial Coverage**

The Corporation is exposed to various other risks of loss related to torts; theft of, or damage to and destruction of assets; errors and omissions; injuries to employees; terrorism; natural disasters; and employee dishonesty for which the Corporation purchases commercial insurance coverage.

During the year ended June 30, 2017 the Corporation did not reduce insurance coverage's from coverage levels in place as of June 30, 2016. No settlements have exceeded coverage levels in place during the past three years.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 6 CAPITAL ASSETS**

The following is a summary of the changes in capital assets for the year ended June 30, 2017:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets Being Depreciated:				
Computer Equipment	\$ 26,776	\$ -	\$ -	\$ 26,776
Leasehold Improvements	34,984	-	-	34,984
Furniture and Fixtures	37,669	-	-	37,669
Less: Accumulated Depreciation:				
Computer Equipment	(20,337)	(653)	-	(20,990)
Leasehold Improvements	(30,277)	(1,189)	-	(31,466)
Furniture and Fixtures	(37,669)	-	-	(37,669)
Total Capital Assets Being Depreciated, Net of Accumulated Depreciation	<u>\$ 11,146</u>	<u>\$ (1,842)</u>	<u>\$ -</u>	<u>\$ 9,304</u>

The following is a summary of the changes in capital assets for the year ended June 30, 2016:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets Being Depreciated:				
Computer Equipment	\$ 19,200	\$ 7,576	\$ -	\$ 26,776
Leasehold Improvements	30,087	4,897	-	34,984
Furniture and Fixtures	37,669	-	-	37,669
Less: Accumulated Depreciation:				
Computer Equipment	(19,200)	(1,137)	-	(20,337)
Leasehold Improvements	(30,087)	(190)	-	(30,277)
Furniture and Fixtures	(37,669)	-	-	(37,669)
Total Capital Assets Being Depreciated, Net of Accumulated Depreciation	<u>\$ -</u>	<u>\$ 11,146</u>	<u>\$ -</u>	<u>\$ 11,146</u>



**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

**NOTE 7 LONG-TERM OBLIGATIONS**

Changes in long-term obligations of the Corporation during the year ended June 30, 2017 were as follows:

	Balance at June 30, 2016	Additions	Retirements	Balance at June 30, 2017	Due Within One Year
Compensated Absences	\$ 16,766	\$ -	\$ (9,623)	\$ 7,143	\$ 7,143
OPEB	194,007	10,170	-	204,177	-
Net Pension Liability	146,363	95,586	-	241,949	-
Total	<u>\$ 357,136</u>	<u>\$ 105,756</u>	<u>\$ (9,623)</u>	<u>\$ 453,269</u>	<u>\$ 7,143</u>

Changes in long-term obligations of the Corporation during the year ended June 30, 2016 were as follows:

	Balance at June 30, 2015	Additions	Retirements	Balance at June 30, 2016	Due Within One Year
Compensated Absences	\$ 16,766	\$ -	\$ -	\$ 16,766	\$ 16,766
OPEB	178,047	15,960	-	194,007	-
Net Pension Liability	103,604	42,759	-	146,363	-
Total	<u>\$ 298,417</u>	<u>\$ 58,719</u>	<u>\$ -</u>	<u>\$ 357,136</u>	<u>\$ 16,766</u>

**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 SUBSEQUENT EVENTS**

Management has evaluated events subsequent to the date of the statement of financial position through September 15, 2017, the date the financial statements were available to be issued. No events have occurred subsequent to the statement of financial position date through September 15, 2017 that would require adjustment or disclosure in the financial statements.

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY  
JUNE 30, 2017**

	<b>Public Employees Retirement System</b>			
	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Corporation's proportion of the net pension liability (asset) (percentage)	0.026324%	0.026211%	0.028072%	0.028063%
Corporation's proportionate share of the net pension liability (asset)	\$ 241,949	\$ 146,363	\$ 103,604	\$ 156,705
Corporation's covered-employee payroll	\$ 362,748	\$ 390,457	\$ 373,469	\$ 375,600
Corporation's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	66.70%	37.49%	27.74%	41.72%
Plan fiduciary net position as a percentage of the total pension liability	86.11%	94.23%	91.29%	79.70%

**Information prior to 2013 is not available.**

**This chart will be built prospectively**

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
SCHEDULE OF CONTRIBUTIONS  
FOR THE YEAR ENDED JUNE 30, 2017  
Public Employees Retirement System**

	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Contractually required contribution	\$ 47,082	\$ 48,971	\$ 54,664	\$ 54,153	\$ 52,584
Contributions in relation to contractually required contribution	<u>(47,082)</u>	<u>(48,971)</u>	<u>(54,664)</u>	<u>(54,153)</u>	<u>(52,584)</u>
Contribution deficit (surplus)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Corporation's covered-employee payroll	\$ 392,350	\$ 362,748	\$ 390,457	\$ 373,469	\$ 375,600
Contributions as a percentage of covered-employee payroll	12.00%	13.50%	14.00%	14.50%	14.00%

**This chart will be built prospectively**

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
SCHEDULE OF BUDGET TO ACTUAL EXPENSES - CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2017**

	<b>Budget</b>	<b>Actual</b>	<b>Under/(Over) Budget to Actual</b>
Personal services	\$ 398,057	\$ 387,388	\$ 10,669
Employee benefits	138,690	136,869	1,821
Support services	29,192	22,173	7,019
Administrative support	7,841	5,643	2,198
Office	56,561	69,799	(13,238)
Other	300	-	300
Acquisition	5,915	1,311	4,604
Total operating expenses	<u>\$ 636,556</u>	<u>\$ 623,183</u>	<u>\$ 13,373</u>



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740.373.0056

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104 South Sugar St.  
St. Clairsville, OH 43950  
740.695.1569

1310 Market St., Suite 300  
Wheeling, WV 26003  
304.232.1358

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

September 15, 2017

Public Defender Corporation for the Seventh Judicial Circuit  
PO Box 1957  
404 Main Street  
Logan, WV 25601

To the Board of Directors:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the **Public Defender Corporation for the Seventh Judicial Circuit**, a component unit of the State of West Virginia (the Corporation) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements and have issued our report thereon dated September 15, 2017.

***Internal Control Over Financial Reporting***

As part of our financial statement audit, we considered the Corporation's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Corporation's internal control. Accordingly, we have not opined on it.

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 a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Corporation's financial statements. 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 internal control deficiencies that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. We did identify a certain deficiency in internal control, described in the accompanying schedule of audit findings that we consider a material weakness. We consider finding 2017-001 to be a material weakness.

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### ***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, opining 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 we must report under *Government Auditing Standards*.

We did note a certain matter not requiring inclusion in this report that we reported to management in a separate letter dated September 15, 2017.

### ***Corporation's Response to Findings***

The Corporation's response to the finding identified in our audit is described in the accompanying schedule of audit findings. We did not audit the Corporation's response and, accordingly, we express no opinion on it.

### ***Purpose of this Report***

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Corporation's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Corporation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**Perry and Associates**  
Certified Public Accountants, A.C.  
Marietta, Ohio

**PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
SCHEDULE OF AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2017**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
--

**FINDING 2017-001**

**Material Weakness**

**Financial Reporting**

Standards and practices regarding internal controls require the Corporation's internal controls be adequately designed to ensure that its financial statements and related disclosures conform, in all material respects, to the requirement of the basis of accounting on which the statements are prepared.

Material misstatements, in the following noted areas, were identified during the course of the audit which were not prevented or detected by the Corporation's internal controls over financial reporting:

- Deferred Inflows, Deferred Outflows and Net Pension Liability in regards to Governmental Accounting Standards Board Statement No. 68 – Accounting and Financial Reporting for Pensions needed material adjustments. Also, the note disclosures provided were not adequate and required additional information.

The above noted adjustments have been posted to the financial statements and the Corporation's accounting system.

We recommend the Corporation review their financial reporting internal control process to ensure that all necessary transactions are reflected in their accounting system and financial reports.

**Management's Response** – We did not receive a response from officials to this finding.

PUBLIC DEFENDER CORPORATION  
FOR THE SEVENTH JUDICIAL CIRCUIT  
SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2017

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Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2016-001	Financial Reporting	No	Repeated as Finding 2017-001