



Balestra, Harr & Scherer, CPAs, Inc.

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

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PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
A COMPONENT UNIT OF THE STATE OF WEST VIRGINIA

FINANCIAL STATEMENTS
WITH ADDITIONAL INFORMATION

For the Years Ended June 30, 2013 and 2012
Fiscal Years Audited Under GAGAS: 2013 and 2012

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
YEARS ENDED JUNE 30, 2013 AND 2012

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INDEPENDENT AUDITOR'S REPORT

Honorable Members of the Board
Public Defender Corporation
Twenty-Third Judicial Circuit
Martinsburg, West Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Public Defender Corporation for the Twenty-Third Judicial Circuit (the "Corporation"), a component unit of the State of West Virginia as of and for the years ended June 30, 2013 and 2012, 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 opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Public Defender Corporation for the Tenth Judicial Circuit, a component unit of the State of West Virginia as of June 30, 2013 and 2012, and the respective 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.

Emphasis of Matter

As discussed in Note 10 to the financial statements, during the year ended June 30, 2013, the Corporation adopted the provisions of Governmental Accounting Standard No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. We did not modify our opinion regarding this matter.

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*, 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 4, 2013, 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 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.

Balestra, Harr & Scherer, CPAs

Balestra, Harr & Scherer, CPAs, Inc.
Piketon, Ohio
October 4, 2013

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
MANAGEMENT'S DISCUSSION & ANALYSIS
YEARS ENDED JUNE 30, 2013 and 2012
(Unaudited)

This discussion and analysis of the Public Defender Corporation of the Twenty-Third 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, 2013 and 2012, 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, liabilities and net position 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 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 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.

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
MANAGEMENT'S DISCUSSION & ANALYSIS
YEARS ENDED JUNE 30, 2013 and 2012
(Unaudited)

Financial Analysis of the Corporation

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Assets			
Capital assets	\$ 16,869	\$ 12,423	\$ 18,507
Other assets	<u>486,057</u>	<u>1,421,621</u>	<u>783,927</u>
Total Assets	<u>\$ 502,926</u>	<u>\$ 1,434,044</u>	<u>\$ 802,434</u>
Liabilities			
Long-term liabilities	387,596	\$ 685,127	\$ 432,160
Short-term liabilities	<u>187,408</u>	<u>196,087</u>	<u>176,760</u>
Total Liabilities	<u>\$ 575,004</u>	<u>\$ 881,214</u>	<u>\$ 608,920</u>
Net Position			
Net investment in capital assets	16,869	\$ 12,423	\$ 18,507
Unrestricted	<u>(88,947)</u>	<u>540,407</u>	<u>175,007</u>
Total liabilities and net position	<u>\$ 502,926</u>	<u>\$ 1,434,044</u>	<u>\$ 802,434</u>

The Corporation's revenues are derived from funding from West Virginia Public Defender Services (WVPDS) and accordingly 100% of the Corporation's revenues were derived from this funding for the years ended June 30, 2013, 2012 and 2011.

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Operating revenue	\$ 1,928,772	\$3,306,898	\$2,836,546
Operating expenses	<u>2,555,038</u>	<u>2,949,634</u>	<u>2,792,069</u>
Operating (loss) income	<u>(626,266)</u>	<u>357,264</u>	<u>44,477</u>
Non-operating revenue	<u>1,358</u>	<u>2,052</u>	<u>690</u>
Change in net position	<u>(624,908)</u>	<u>359,316</u>	<u>45,167</u>
Net position beginning of year	<u>552,830</u>	<u>193,514</u>	<u>148,347</u>
Net position at end of year	<u>\$ (72,078)</u>	<u>\$ 552,830</u>	<u>\$ 193,514</u>

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
MANAGEMENT'S DISCUSSION & ANALYSIS
YEARS ENDED JUNE 30, 2013 and 2012
(Unaudited)

Detailed Financial Analysis of the Corporation

Cash held by the Corporation decreased by approximately \$936,000 primarily as a result of a reduction in the amount of grants received from the West Virginia Public Defender Services during the fiscal year ended June 30, 2013. Other post-employment benefit liability (OPEB), included in long-term liabilities, decreased by approximately \$298,000 primarily due to the Corporation receiving and applying a \$163,772 supplemental "committed" allotment (from West Virginia Public Defender Services). All other assets and liabilities remained basically consistent with the prior period.

As a result of the reduction in grants noted above, operating revenues decreased by approximately \$1,378,000.

Operating expenses for the fiscal year decreased by approximately \$395,000. This decrease is mostly attributable to a decrease in employee benefits (\$319,000). The decrease in employee benefits is associated with a decrease in the annual OPEB expense.

Capital Asset and Debt Activity

As of June 30, 2013, 2012, and 2011, the Corporation had capital assets amounting to approximately \$266,900, \$258,700, and \$258,700, respectively. The Corporation's capital assets include furniture and fixtures, 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 \$250,000, \$246,200, and \$240,200, respectively. There were no disposals during the current year. Purchase of capital assets for the years ended June 30, 2013, 2012, and 2011 totaled approximately \$8,180, \$-0-, and \$-0- respectively. 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 TWENTY-THIRD JUDICIAL CIRCUIT
MANAGEMENT'S DISCUSSION & ANALYSIS
YEARS ENDED JUNE 30, 2013 and 2012
(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 approximately .10% to .12% for the years ended June 30, 2013, 2012 and 2011, respectively. Interest earned on the account for the years ended June 30, 2013, 2012, and 2011 amounted to approximately \$1,350, \$2,050, and \$700, 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, 2014. 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, 2014, the Corporation had an approved budget of \$2,729,726. This represents a budget with no significant change from the prior year original budget. All 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 313 Monroe Street, Martinsburg, WV 25404.

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
STATEMENTS OF NET POSITION
JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 471,342	\$ 1,406,906
Other assets	14,715	14,715
Total current assets	486,057	1,421,621
Capital assets		
Leasehold Improvements	11,550	11,550
Furniture and fixtures	16,072	12,059
Computer Equipment	239,264	235,097
	266,886	258,706
Less accumulated depreciation	(250,017)	(246,283)
Capital assets, net	16,869	12,423
Total assets	\$ 502,926	\$ 1,434,044
 LIABILITIES		
Current liabilities		
Accounts payable	\$ 6,349	\$ 6,349
Accrued expenses	44,122	63,897
Compensated absences	136,937	125,841
Total current liabilities	187,408	196,087
Long term liabilities		
Other post employment benefit liability	387,596	685,127
Total long term liabilities	387,596	685,127
Total liabilities	575,004	881,214
 NET POSITION		
Net investment in capital assets	16,869	12,423
Unrestricted	(88,947)	540,407
Total net position	\$ (72,078)	\$ 552,830

The Accompanying Notes Are An Integral Part Of These Financial Statements

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
Operating revenues		
West Virginia Public Defender Services Grant Revenue	\$ 1,928,772	\$ 3,260,723
Other Grant Revenue	<u>-</u>	<u>46,175</u>
Total operating revenues	<u>1,928,772</u>	<u>3,306,898</u>
Operating expenses		
Personal services	1,580,488	1,646,751
Employee benefits	560,999	879,560
Support services	122,447	134,073
Administrative support	47,135	45,973
Office	196,428	196,777
Other	16,000	5,572
Acquisition	27,807	34,844
Depreciation	3,734	6,084
Total operating expenses	<u>2,555,038</u>	<u>2,949,634</u>
Operating income (loss)	(626,266)	357,264
Nonoperating revenues		
Interest income	<u>1,358</u>	<u>2,052</u>
Total nonoperating revenues	<u>1,358</u>	<u>2,052</u>
CHANGE IN NET POSITION	(624,908)	359,316
Net position, beginning of year	<u>552,830</u>	<u>193,514</u>
Net position, end of year	<u>\$ (72,078)</u>	<u>\$ 552,830</u>

The Accompanying Notes Are An Integral Part Of These Financial Statements

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
Cash flows from operating activities		
Cash received from grants	\$ 1,928,772	\$ 3,260,723
Cash paid to suppliers for goods and services	(409,817)	(417,239)
Cash paid to employees	(2,447,697)	(2,254,017)
Other Income	-	46,175
Net cash provided by operating activities	<u>(928,742)</u>	<u>635,642</u>
Cash flows from investing activities		
Cash received as interest	1,358	2,052
Cash purchases of property and equipment	<u>(8,180)</u>	<u>-</u>
Net cash provided (used) by investing activities	(6,822)	2,052
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(935,564)	637,694
Cash and cash equivalents, beginning of year	<u>1,406,906</u>	<u>769,212</u>
Cash and cash equivalents, end of year	<u>\$ 471,342</u>	<u>\$ 1,406,906</u>
Reconciliation of operating (loss) to net cash provided by operating activities:		
Operating income (loss)	\$ (626,266)	\$ 357,264
Adjustments:		
Depreciation	3,734	6,084
Increase (decrease) in operating liability		
Accrued expenses	(19,775)	27,198
Compensated absences	11,096	(7,871)
Other post employment benefit liability	<u>(297,531)</u>	<u>252,967</u>
Total adjustments	<u>(302,476)</u>	<u>278,378</u>
Net cash provided by operating activities	<u>\$ (928,742)</u>	<u>\$ 635,642</u>

The Accompanying Notes Are An Integral Part Of These Financial Statements

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 1 – ORGANIZATION

The Public Defender Corporation for the Twenty-Third 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 84% of the Corporation's revenues are utilized for program related purposes and 16% are for management and general purposes.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Corporation have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Corporation's accounting principles are described below.

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.

Net Position

Net Position represents the difference between assets and liabilities. 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. The Corporation did not have any outstanding borrowings as noted above for the year ended June 30, 2013. Net Position is reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors or laws or regulations of other governments. The Corporation did not have any restricted net position for the year ended June 30, 2013.

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.

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents

For purposes of the statement of net position, 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, fixtures, computer equipment, and leasehold improvements. 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 accelerated and straight-line methods over the estimated useful lives of the assets, generally 5 to 10 years. The Corporation's capitalization threshold is \$1,000. Depreciation expense for the years ended June 30, 2013 and 2012 was \$3,734 and \$6,084 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 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 earn vacation leave based on years of service. 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 12 years of full-time employment during any continuous 10-year period, earn 18 days per year, and employees with more than 12 years of full-time employment during any continuous period of 10 years or more, earn 21 days per year. Employees vest in a maximum of 35 days of unused vacation leave which is paid at the time of separation of employment.

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Compensated Absences and Other Post Employment Benefits (OPEB) (Continued)

Also, the Corporation grants sick leave based on time worked. Full-time employees earn 18 sick leave 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. 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 position. OPEB costs are accrued based upon invoices received from RHBT Trust Fund based upon actuarial determined amounts. At June 30, 2013 and 2012, the noncurrent liability related to OPEB cost was \$387,596 and \$685,127. During the year ended June 30, 2013, the Corporation received a supplemental allotment of \$163,772 from WV Public Defender Services specifically restricted to be applied to its OPEB liability. This allotment was paid into the PEIA account during the year. The total OPEB expense incurred was \$-0- and \$252,967, which is included as a component of employee benefit expense. As of the years ended June 30, 2013 and 2012, there were no retirees receiving these benefits.

Risk Management

The Corporation has obtained general, property, casualty and liability coverage for itself and its employees through a third party insurance company. Any loss in excess of the \$2,000,000 policy limit will be the responsibility of the Corporation.

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, and 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.

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue Sources

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 a non-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 TWENTY-THIRD JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 3 – CAPITAL ASSETS

The following is a summary of capital asset transactions for the Corporation for the year ended June 30, 2013 and 2012:

	2013			Ending Balance
	Beginning Balance*	Additions	Reductions	
Capital Assets being depreciated:				
Computer Equipment	\$235,097	\$4,167	\$-	\$239,264
Furniture and Fixtures	12,059	4,013	-	16,072
Leasehold Improvements	11,550	-	-	11,550
Total Capital Assets	<u>258,706</u>	<u>8,180</u>	<u>-</u>	<u>266,886</u>
Less Accumulated depreciation for:				
Computer Equipment	(230,101)	(2,451)	-	(232,552)
Furniture and Fixtures	(12,059)	-	-	(12,059)
Leasehold Improvements	(4,123)	(1,283)	-	(5,406)
Total Accumulated Depreciation	<u>(246,283)</u>	<u>(3,734)</u>	<u>-</u>	<u>(250,017)</u>
Capital Assets, Net	<u>\$12,423</u>	<u>\$4,446</u>	<u>\$-</u>	<u>\$16,869</u>

*Certain reclassifications have been made to beginning balances. These reclassifications had no effect on net position.

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 3 – CAPITAL ASSETS(Continued)

	2012			Ending Balance*
	Beginning Balance	Additions*	Reductions	
Capital Assets being depreciated:				
Computer Equipment	235,097	-	-	235,097
Furniture and Fixtures	12,059	-	-	12,059
Leasehold Improvements	11,550	-	-	11,550
Total Capital Assets	<u>258,706</u>	<u>-</u>	<u>-</u>	<u>258,706</u>
Less Accumulated depreciation for:				
Computer Equipment	(225,571)	(4,530)	-	(230,101)
Furniture and Fixtures	(12,059)	-	-	(12,059)
Leasehold Improvements	(2,569)	(1,554)	-	(4,123)
Total Accumulated Depreciation	<u>(240,199)</u>	<u>(6,084)</u>	<u>-</u>	<u>(246,283)</u>
Capital Assets, Net	<u>\$18,507</u>	<u>(\$6,084)</u>	<u>\$-</u>	<u>\$12,423</u>

*Certain reclassifications have been made between line items and ending balances. These reclassifications had no effect on net position.

NOTE 4 - DEFINED BENEFIT RETIREMENT PLAN

The Corporation contributes to the West Virginia Public Employees' Retirement System (PERS), a cost-sharing multiple-employer 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 of credited service are eligible for retirement benefits as established by State statute.

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 4 - DEFINED BENEFIT RETIREMENT PLAN (Continued)

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 18.5% of annual covered payroll, including the Corporation's contribution of 14% which is established by PERS.

Effective July 1, 2013, an increase in the contribution rate of 0.5% will raise the Corporation's contribution rate to 14.5%. Total contributions to PERS for the years ended June 30, 2013 and 2012 were \$279,784 and \$295,740, respectively, which consisted of \$211,724 and \$225,696 from the Corporation and \$68,060 and \$70,044 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, 2013 and 2012, 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 national financial institution. The accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. Additionally, the financial institution has provided collateral in the form of government securities with a par value of \$863,330. The Corporation's bank balance at June 30, 2013 and 2012 was \$842,944 and \$1,501,837, 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 TWENTY-THIRD JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 6 – LONG TERM LIABILITIES

The following is a summary of long term obligation transactions for the Corporation for the years ended June 30, 2013 and 2012:

	2013				
	<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	\$ 685,127	\$20,461	\$317,992	\$ 387,596	\$-
Compensated absences	<u>125,841</u>	<u>34,762</u>	<u>23,666</u>	<u>136,937</u>	<u>136,937</u>
Total long term liabilities	<u>\$ 810,968</u>	<u>\$55,223</u>	<u>\$341,658</u>	<u>\$ 524,533</u>	<u>\$136,937</u>

	2012				
	<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	\$ 432,160	\$252,967	\$ -	\$ 685,127	\$-
Compensated absences	<u>133,712</u>	<u>1,592</u>	<u>9,463</u>	<u>125,841</u>	<u>125,841</u>
Total long term liabilities	<u>\$ 565,872</u>	<u>\$254,559</u>	<u>\$9,463</u>	<u>\$ 810,968</u>	<u>\$125,841</u>

PUBLIC DEFENDER CORPORATION
 FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
 NOTES TO THE FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 7 – OPERATING LEASE OBLIGATIONS

The Corporation leases facilities under operating lease agreements. Aggregate payments under these agreements were \$124,900 for the years ended June 30, 2013 and 2012.

Future minimum rental commitments are as follows:

<u>Year ended June 30,</u>	<u>Carles Town Office</u> <u>Amount</u>
2014	\$ 38,400
2015	38,400
2016	38,400
2017	38,400
2018	38,400
Thereafter	12,800
	\$ 204,800

The lease for the Martinsburg Office expired June 30, 2012. Terms of a new lease have not been determined at this time.

NOTE 8 – CONTINGENCIES

The Corporation is on a reimbursement plan with the State of West Virginia, WorkforceWV, 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, 2013 and 2012, the Corporation held cash and cash equivalents of \$471,342 and \$1,406,906, 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 budget necessary to fund the Corporation's normal operating activities.

PUBLIC DEFENDER CORPORATION
FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
NOTES TO THE FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2013 AND 2012

NOTE 10 – CHANGE IN ACCOUNTING PRINCIPLES

For 2013, the Corporation has implemented Governmental Accounting Standards Board (GASB) Statement No 62, “Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements” and GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position.

GASB Statement No. 62 incorporated into the GASB’s authoritative literature certain accounting and financial reporting guidance that is included in Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins of the American Institute of Certified Public Accountants’ (AICPA) Committee on Accounting Procedures issued on or before November 30, 1989 which does not conflict with or contradict GASB pronouncements.

GASB Statement No. 63 provides financial and reporting guidance for deferred outflows of resources and deferred inflows of resources which are financial statement elements that are distinct from assets and liabilities. GASB Statement No. 63 standardizes the presentation of deferred outflows and resources and deferred inflows of resources and their effects on the Corporation’s net position.

The implementation of GASB Statement No. 63 has changed the presentation of the Corporation's financial statements to incorporate the concepts of net position, deferred outflows of resources and deferred inflows of resources, but had no impact on beginning of year net position.



Balestra, Harr & Scherer, CPAs, Inc.

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INDEPENDENT AUDITOR'S REPORT ON ADDITIONAL INFORMATION

Honorable Members of the Board
Public Defender Corporation
for the Twenty-Third Judicial Circuit
Martinsburg, West Virginia

Our report on our audit of the basic financial statements of the Public Defender Corporation for the Tenth Judicial Circuit for the year ended June 30, 2013 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 provides additional analysis and is not a required part of the basic financial statements. The schedule is management's responsibility, and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This schedule was subject to auditing procedures we applied to the basic financial statements. We also applied certain additional procedures, including comparing and reconciling this information 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 information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Balestra, Harr & Scherer, CPAs

Balestra, Harr & Scherer, CPAs, Inc.
Piketon, Ohio
October 4, 2013

PUBLIC DEFENDER CORPORATION
 FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
 SCHEDULE OF BUDGET TO ACTUAL EXPENSES - CASH BASIS
 YEAR ENDED JUNE 30, 2013

	<u>Budget</u>	<u>Actual</u>	Under/(Over) Budget to <u>Actual</u>
Personal services	\$ 1,585,901	\$ 1,580,489	\$ 5,412
Employee benefits	889,915	724,771	\$ 165,144
Support services	129,700	122,446	\$ 7,254
Administrative services	57,400	47,134	\$ 10,266
Office	216,623	196,427	\$ 20,196
Other	21,445	15,996	\$ 5,449
Acquisitions	<u>41,085</u>	<u>27,807</u>	<u>\$ 13,278</u>
 Total	 <u>\$ 2,942,069</u>	 <u>\$ 2,715,070</u>	 <u>\$ 226,999</u>



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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 Twenty-Third Judicial Circuit
Martinsburg, West Virginia

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 business-type activities of the Public Defender Corporation for the Twenty-Third Judicial Circuit (the "Corporation"), a component unit of the State of West Virginia, as of and for the years ended June 30, 2013 and 2012, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements and have issued our report thereon dated October 4, 2013, wherein we noted the Corporation adopted the provisions of Governmental Accounting Standards Board Statement No. 63.

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. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

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.

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.

Balestra, Harr & Scherer, CPAs

Balestra, Harr & Scherer, CPAs, Inc.
Piketon, Ohio
October 4, 2013

PUBLIC DEFENDER CORPORATION FOR THE
 TWENTY-THIRD JUDICIAL CIRCUIT

**SCHEDULE OF PRIOR AUDIT FINDINGS
 FOR THE YEAR ENDED JUNE 30, 2013**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain
2012-001	The Corporation failed to provide proper financial statements. Adjustments were required to properly reflect the account balances.	Yes	