

Kennebec Valley Community Action Program

Waterville, Maine

Required Schedule Under the *Maine
Uniform Accounting and Auditing
Practices for Community Agencies*

Year Ended September 30, 2024



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Kennebec Valley Community Action Program

Required Schedule Under the *Maine Uniform Accounting and Auditing Practices for Community Agencies*

Year Ended September 30, 2024

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Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Board of Directors
Kennebec Valley Community Action Program
Waterville, Maine

We have audited, in accordance with the auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of Kennebec Valley Community Action Program and Subsidiaries, which comprise the consolidated statement of financial position as of September 30, 2024, and the related consolidated statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated May 12, 2025. The financial statements of Cony Village, LLC and KVCAP Real Estate Development, Inc. were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with those entities.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Kennebec Valley Community Action Program's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Kennebec Valley Community Action Program's internal control. Accordingly, we do not express an opinion on the effectiveness of Kennebec Valley Community Action Program's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a deficiency in internal control described in the accompanying schedule of findings and questioned costs as item 2024-001 that we consider to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Kennebec Valley Community Action Program's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the consolidated financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Kennebec Valley Community Action Program's Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on Kennebec Valley Community Action Program's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. Kennebec Valley Community Action Program's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Kennebec Valley Community Action Program's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Kennebec Valley Community Action Program's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Wipfli LLP

Madison, Wisconsin

May 12, 2025

Independent Auditor's Report on Compliance for Each Major Department Agreement and on Internal Control over Compliance in Accordance with Maine Uniform Accounting and Auditing Practices for Community Agencies and Report on Schedule of Expenditures of Department Agreements

Board of Directors
Kennebec Valley Community Action Program
Waterville, Maine

Report on Compliance for Each Major Department Agreement

Opinion on Each Major Department Agreement

We have audited Kennebec Valley Community Action Program's (a nonprofit organization) compliance with the types of compliance requirements identified as subject to audit in Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP), and with the requirements in the Contract Compliance Riders of the Agency's agreements with the Maine Department of Health and Human Services and the Maine Department of Transportation (the "Department") that could have a direct and material effect on each of Kennebec Valley Community Action Program's major Department agreements for the year ended September 30, 2024. Kennebec Valley Community Action Program's major Department agreements are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Kennebec Valley Community Action Program complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Department agreements for the year ended September 30, 2024.

Basis for Opinion on Each Major Department Agreement

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the requirements of MAAP. Our responsibilities under those standards and MAAP are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Kennebec Valley Community Action Program and to meet our ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major Department agreement. Our audit does not provide a legal determination of Kennebec Valley Community Action Program's compliance with the compliance requirements referred to above.

Responsibility of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Kennebec Valley Community Action Program's Department agreements.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Kennebec Valley Community Action Program's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, Government Auditing Standards, and MAAP will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Kennebec Valley Community Action Program's compliance with the requirements of each major Department agreement as a whole.

In performing an audit in accordance with generally accepted auditing standards, Government Auditing Standards, and MAAP, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Kennebec Valley Community Action Program's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Kennebec Valley Community Action Program's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with MAAP, but not for the purpose of expressing an opinion on the effectiveness of Kennebec Valley Community Action Program's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of MAAP. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Department Agreements Required by MAAP

We have audited the financial statements of Kennebec Valley Community Action Program as of and for the year ended September 30, 2024, and have issued our report thereon, dated May 12, 2025, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of department agreements is presented for purposes of additional analysis as required by MAAP and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of department agreements is fairly stated in all material respects in relation to the financial statements as a whole.

A handwritten signature in black ink that reads "Wipfli LLP". The signature is written in a cursive, flowing style.

Wipfli LLP

Madison, Wisconsin

May 12, 2025

KENNEBEC VALLEY COMMUNITY ACTION PROGRAM

Schedule of Expenditures of Department Agreements

Year Ended September 30, 2024

Department/ Office	Agreement Number	Agreement Amount	Agreement Period	Agreement Services	Agreement Status	Federal Expenses	State Expenses	Total Department Expenses	DOT Only Local Share Expenses	DOT Only Total Agreement/Match Expenses
Maine DHHS:										
DHHS-CFS	CFS-24-7004	568,878	10/01/23-09/30/24	CSBG	Final	\$ 541,971	\$ -	\$ 541,971	\$ -	\$ -
DHHS-CFS	CFS-24-4014A	701,559	07/01/23-06/30/24	KV Van Transportation - Low Income/Child Welfare	Final	128,425	235,873	364,298	-	-
DHHS-CFS	CFS-25-4014A	701,559	07/01/24-06/30/25	KV Van Transportation - Low Income/Child Welfare	Interim	44,958	94,282	139,240	-	-
DHHS-CFS	CFS-24-1406A	963,317	07/01/23-06/30/25	State Head Start	Interim	54,310	473,160	527,470	-	-
DHHS-OFI	OFI-24-403	490,000	07/01/23-06/30/25	Whole Families	Interim	236,211	-	236,211	-	-
Subtotal Maine DHHS						\$ 1,005,875	\$ 803,315	\$ 1,809,190	\$ -	\$ -
Maine DHHS Indirect:										
Maine Children's Trust	Sub CFS-23-1600B	153,000	07/01/24-06/30/25	CAN - Kennebec County	Interim	\$ -	\$ 35,695	\$ 35,695	\$ -	\$ -
Maine Children's Trust	Sub CFS-23-1600B	153,000	07/01/24-06/30/25	CAN - Somerset County	Interim	-	41,047	41,047	-	-
Maine Children's Trust	Sub CFS-23-1600B	153,000	07/01/23-06/30/24	CAN - Kennebec County	Final	-	119,282	119,282	-	-
Maine Children's Trust	Sub CFS-23-1600B	153,000	07/01/23-06/30/24	CAN - Somerset County	Final	-	121,671	121,671	-	-
Maine Children's Trust	Sub CFS-23-1600B	11,042	07/01/24-12/31/24	Community Based Space - Somerset County	Interim	-	3,689	3,689	-	-
Maine Children's Trust	Sub CFS-23-1600B	6,755	07/01/24-12/31/24	Community Based Space - Kennebec County	Interim	-	8,203	8,203	-	-
Maine Children's Trust	Sub CDO-23-4230A	2,145,246	10/01/22-09/30/24	Home Visiting	Final	983,971	26,066	1,010,037	-	-
Maine Children's Trust	Sub CDO-23-4230A	89,329	10/01/22-09/30/24	American Rescue Plan	Final	31,300	-	31,300	-	-
Maine Children's Trust	Sub CDO-23-4230A	735,761	10/01/22-09/30/24	Family First	Final	152,120	152,120	304,240	-	-
Maine Children's Trust	None	7,000	01/01/24-12/31/24	Front Porch - Somerset County	Interim	4,162	-	4,162	-	-
Maine Children's Trust	None	7,000	01/01/24-12/31/24	Front Porch - Kennebec County	Interim	3,050	-	3,050	-	-
Maine Children's Trust	None	5,000	04/01/24-12/31/24	Public Awareness - Somerset County	Interim	875	-	875	-	-
Maine Children's Trust	None	5,000	04/01/24-12/31/24	Public Awareness - Kennebec County	Interim	970	-	970	-	-
Maine Children's Trust	None	72,000	07/01/24-06/30/25	Parent & Community Support Services	Interim	985	-	985	-	-
Alford Youth Center	BGCEIOY-2023-24GW	28,100	10/01/23-09/30/24	Teen Center TANF	Final	26,840	-	26,840	-	-
University of Maine System/USM	UMS06-6383230-20-60100-6482653	106,500	10/01/22-12/31/23	Maine Apprenticeship Program / MRQ PDN	Final	-	22,151	22,151	-	-
University of Maine System/USM	UMS06-6383230-20-60100-6410233	68,500	10/01/23-09/30/25	Maine Apprenticeship Program / MRQ PDN	Interim	-	42,033	42,033	-	-
Subtotal Maine DHHS Indirect						\$ 1,204,273	\$ 571,957	\$ 1,776,230	\$ -	\$ -
Maine DOT:										
DOT	CSN 43892	1,085,000	05/01/22-12/31/24	Formula Grant - FTA CRRSAA Act	Final	\$ 167,824	\$ -	\$ 167,824	\$ -	\$ 167,824
DOT	CSN 45375	34,100	07/01/23-06/30/25	Enhanced Mobility - Micro Transit	Final	23,765	-	23,765	-	23,765
DOT	CSN 45681	10,000	07/01/23-12/30/24	Mobility of Seniors & Individuals w/ Disabilities Formula Grant - Somerset Fuel	Interim	3,400	-	3,400	3,400	6,800
DOT	CSN 45316	627,750	07/01/23-06/30/25	Cards	Interim	294,885	55,140	350,025	108,827	458,852
DOT	CSN 46011	152,800	12/01/23-06/30/24	Formula Grant - KV Transit (Admin & Operating)	Final	-	152,800	152,800	-	152,800
DOT	CSN 47014	239,550	07/01/24-05/31/25	KV Transit	Interim	-	10,529	10,529	-	10,529
DOT	CSN 47311	219,805	07/01/24-06/30/25	Bus & Bus Facility 5339 Grant	Interim	-	-	-	30,687	30,687
DOT	CSN 45374	2,400	06/01/23-12/31/23	Formula Grant - RTAP	Final	2,400	-	2,400	-	2,400
DOT	CSN 45667	25,500	09/01/23-06/30/24	Formula Grant - RTAP	Final	25,500	-	25,500	-	25,500
DOT	CSN 46423	6,052	11/01/23-06/30/24	Formula Grant - RTAP	Final	6,052	-	6,052	-	6,052
DOT	CSN 46619	4,200	03/01/24-12/31/24	Formula Grant - RTAP	Final	4,200	-	4,200	-	4,200
DOT	CSN 47066	1,695	05/01/24-12/31/24	Formula Grant - RTAP	Final	1,695	-	1,695	-	1,695
DOT	CSN 47228	975	06/01/24-12/31/24	Formula Grant - RTAP	Final	975	-	975	-	975
Subtotal Maine DOT						\$ 530,696	\$ 218,469	\$ 749,165	\$ 142,914	\$ 892,079
Total						\$ 2,740,844	\$ 1,593,741	\$ 4,334,585	\$ 142,914	\$ 892,079

Notes

Percentage of DHHS department expenditures tested as major in current year in relation to total department expenditures - 28.8%.

Percentage of DOT department expenditures tested as major in current year in relation to total department expenditures - 67.1%.

The Schedule of Expenditures of Department Agreements of Kennebec Valley Community Action Program (KVCAP) was prepared for the purpose of complying with the *Maine Uniform Accounting and Auditing Practices for Community Agencies* (MAAP), issued by the Maine Department of Health and Human Services (the "Department"). This schedule is a presentation of grant revenues, expenditures, and balances of KVCAP's agreements with the Department, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States, and is not intended to be a complete presentation of KVCAP's revenues and expenses.

Disclosures:

Is your Agency required to have a Federal Single Audit?

Yes

Kennebec Valley Community Action Program

Schedule of Findings and Questioned Costs

Year Ended September 30, 2024

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiencies identified?	Yes
Noncompliance material to financial statements noted?	No

State Agreements

Internal Control over agreements tested:	
Material weaknesses identified?	No
Significant deficiencies identified?	None reported
Type of auditor's report issued on compliance for agreements tested	Unmodified
Any audit findings disclosed that are required to be reported in accordance with MAAP regulations?	No

Identification of agreements tested:

Name of Agreements:

Department of Health and Human Services:

- KV Van – CFS-24-4014A
- State Head Start – CFS-24-1406A

Department of Transportation:

- KV Transit – CSN 45316
- KV Transit – CSN 46011

Kennebec Valley Community Action Program

Schedule of Findings and Questioned Costs (Continued)

Year Ended September 30, 2024

Section II - Findings Required to be Reported under *Government Auditing Standards*

Finding 2024-001: Internal Control Over Financial Reporting

Criteria or Specific Requirement: The auditee is required to present financial statements in accordance with accounting principles generally accepted in the United States (GAAP).

Condition: During the audit of the September 30, 2024 financial statements, it was noted that a prior period adjustment was required to restate net assets as of October 1, 2022 and restate activity recorded for the year ended September 30, 2023 due to activity associated with the fundraising for the Building Better Beginnings Campaign.

Effect: A significant deficiency in internal control over reporting exists due to the required restatement.

Cause: The treatment of the transactions as agency transactions was overlooked.

Repeat: No

Auditor's Recommendations: We recommend Kennebec Valley Community Action Program implement procedures to ensure agency transactions are properly recorded.

View of Responsible Officials: Management agrees with the finding and has developed a written correction action plan.

Section III - Findings and Questioned Costs for State Agreements

Findings: None

Questioned Costs: None

Summary Schedule of Prior Year Findings - None