

# **Washington State Auditor's Office**

## **Accountability Audit Report**

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### **Bellevue School District No. 405** **King County**

Report Date  
**May 20, 2014**

**Report No. 1011974**

Issue Date  
**May 27, 2014**



**Washington State Auditor**  
**Troy Kelley**

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Independence • Respect • Integrity



## Washington State Auditor Troy Kelley

May 27, 2014

Board of Directors  
Bellevue School District No. 405  
Bellevue, Washington

### ***Report on Accountability***

We appreciate the opportunity to work in cooperation with your District to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role to advocate for government accountability and transparency and to promote positive change.

Please find attached our report on Bellevue School District No. 405's accountability and compliance with state laws and regulations and its own policies and procedures. Thank you for working with us to ensure the efficient and effective use of public resources.

Sincerely,

**TROY KELLEY**  
STATE AUDITOR

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**King County**  
**May 20, 2014**

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# Audit Summary

## Bellevue School District No. 405 King County May 20, 2014

### ***ABOUT THE AUDIT***

This report contains the results of our independent accountability audit of Bellevue School District No. 405 from September 1, 2012 through August 31, 2013.

We evaluated internal controls and performed audit procedures on the activities of the District. We also determined whether the District complied with state laws and regulations and its own policies and procedures.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. The following areas were examined during this audit period:

- Financial condition
- Travel
- Associated Student Body – Newport High School
- Centralized Nutrition Services
- Third party cash receipting
- Infant care program
- Credit card purchases

### ***RESULTS***

In the areas we examined, the District's internal controls were adequate to safeguard public assets. The District also complied with state laws and regulations and its own policies and procedures in the areas we examined.

<b>Related Reports</b>
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**Bellevue School District No. 405  
King County  
May 20, 2014**

***FINANCIAL***

Our opinion on the District's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the District's financial statements.

***FEDERAL GRANT PROGRAMS***

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the District's major federal programs, which are listed in the Federal Summary section of the financial statement and single audit report.

## **Description of the District**

### **Bellevue School District No. 405**

**King County**

**May 20, 2014**

### ***ABOUT THE DISTRICT***

Bellevue School District No. 405 serves approximately 18,000 students in Bellevue as well as the communities of Clyde Hill, Medina, Hunts Points, Yarrow Point and Beaux Arts and portions of Issaquah, Kirkland, Newcastle, Redmond and unincorporated King County. The District has four high schools, five middle schools, one Mandarin dual language elementary school, one Spanish Immersion elementary school, 15 elementary schools, and two alternative middle/high schools.

An elected, five-member Board of Directors governs the District. The Board appoints a Superintendent to oversee the District's daily operations as well as its approximately 2,000 employees. For the 2012-2013 fiscal year, the District's operating budget was approximately \$191 million.

### ***ELECTED OFFICIALS***

These officials served during the audit period:

Board of Directors

Steve McConnell, President  
Christine Chew, Vice President  
Chris Marks  
Krischanna Roberson  
My-Linh Thai

### ***APPOINTED OFFICIALS***

Superintendent

Dr. Tim Mills

## ***DISTRICT CONTACT INFORMATION***

Address: Bellevue School District No. 405  
12111 N.E. First Street  
P.O. Box 90010  
Bellevue, WA 98009-9010

Phone: 425-456-4009

Website: [www.bsd405.org](http://www.bsd405.org)

## ***AUDIT HISTORY***

We audit the District on an annual basis. The past five audits have reported three findings. The fiscal year 2009 audit contained one finding regarding cash receipting. The fiscal year 2010 audit reported one finding regarding controls over Associated Student Body activities. The fiscal year 2011 audit reported one finding regarding the District's Alternative Learning Experience program enrollment. The District is working to resolve this finding. The other findings have been resolved.

No findings were reported in the 2008 and 2012 audits. The District management has historically been responsive to audit recommendations.



## **ABOUT THE STATE AUDITOR'S OFFICE**

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The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens as an advocate for government accountability. As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

The State Auditor's Office employees are located around the state to deliver services effectively and efficiently.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments and fraud, whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our Web site and through our free, electronic subscription service.

We take our role as partners in accountability seriously. We provide training and technical assistance to governments and have an extensive quality assurance program.

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**Chief of Staff**  
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**Deputy Director of State Audit**  
**Deputy Director of Local Audit**  
**Deputy Director of Local Audit**  
**Deputy Director of Performance Audit**  
**Deputy Director of Quality Assurance**  
**Deputy Director of Communications**  
**Local Government Liaison**  
**Public Records Officer**  
**Main number**  
**Toll-free Citizen Hotline**

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**Doug Cochran**  
**Chuck Pfeil, CPA**  
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