



# Washington State Auditor's Office

Independence • Respect • Integrity

## Accountability Audit Report

# Office of Minority and Women's Business Enterprises

For the period July 1, 2013 through June 30, 2014

Published June 25, 2015

Report No. 1014485





## Washington State Auditor's Office

June 25, 2015

Alexis Oliver, Director  
Office of Minority and Women's Business Enterprises

### Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Agency operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our report on the Agency's compliance and safeguarding of public resources. Our independent audit report describes the overall results and conclusions for areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

JAN M. JUTTE, CPA, CGFM  
ACTING STATE AUDITOR  
OLYMPIA, WA

## TABLE OF CONTENTS

Audit Summary .....	4
Information About The Agency .....	5
About The State Auditor’s Office .....	6

## AUDIT SUMMARY

### Results in brief

In the areas we audited, Agency operations complied with applicable requirements and provided adequate safeguarding of public resources. The Agency also complied with state laws and regulations and its own policies and procedures in the areas we examined.

### About the audit

This report contains the results of our independent accountability audit of the Office of Minority and Women's Business Enterprises from July 1, 2013 through June 30, 2014.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

Our audit involved performing procedures to obtain evidence about the Agency's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

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 fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Initial state certification
- Travel reimbursements
- Purchase cards

## INFORMATION ABOUT THE AGENCY

The Legislature established the Office of Minority and Women's Business Enterprises (OMWBE) in 1983. The purpose of the Agency is to provide maximum practicable opportunity for increased participation by minority and women-owned and controlled businesses in participating in public works and the process by which goods and services are procured by state agencies and educational institutions from the private sector. OMWBE staff work every day to, "embrace small businesses; empower entrepreneurs." The mission of the agency is to, "optimize and ensure equity and opportunity for small businesses owned by minorities, women and the disadvantaged through education, certification and outreach."

For the period July 1, 2013, through June 30, 2014, 19 FTE and 2 non-permanent employees staffed the Agency and expenditures totaled approximately \$4 million.

Contact information related to this report	
Address:	Office of Minority and Women's Business Enterprises 210 11th Avenue S.W., Suite. 401 P.O. Box 41160 Olympia, WA 98501-1160
Contact:	Tammi Hazlitt, Executive Assistant
Telephone:	(360) 753-9691 x102
Website:	<a href="http://www.omwbe.wa.gov">www.omwbe.wa.gov</a>

*Information current as of report publish date.*

## Audit history

You can find current and past audit reports for the Office of Minority and Women's Business Enterprises at <http://portal.sao.wa.gov/ReportSearch>.

## ABOUT THE STATE AUDITOR'S OFFICE

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 to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

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.

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 as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

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

Contact information for the State Auditor's Office	
<b>Deputy Director for Communications</b>	Thomas Shapley <a href="mailto:Thomas.Shapley@sao.wa.gov">Thomas.Shapley@sao.wa.gov</a> (360) 902-0367
<b>Public Records requests</b>	<a href="mailto:PublicRecords@sao.wa.gov">PublicRecords@sao.wa.gov</a>
<b>Main telephone</b>	(360) 902-0370
<b>Toll-free Citizen Hotline</b>	(866) 902-3900
<b>Website</b>	<a href="http://www.sao.wa.gov">www.sao.wa.gov</a>