



Washington State Auditor's Office

Government that works for citizens

Accountability Audit Report Office of Legislative Support Services

For the period July 1, 2014 through June 30, 2015

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Washington State Auditor's Office

March 24, 2016

Mr. Kevin Pierce, Director
Office of Legislative Support Services
Olympia, Washington

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 Office 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 Office'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,

A handwritten signature in blue ink, reading "Jan M. Jutte".

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

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AUDIT SUMMARY

Results in brief

In the areas we audited, Office operations complied with applicable requirements and provided adequate safeguarding of public resources. The Office 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 Legislative Support Services from July 1, 2014 through June 30, 2015.

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 Office'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:

- Local funds
- Cash receipting
- Payroll
- Purchase cards

INFORMATION ABOUT THE OFFICE

The Office of Legislative Support Services was established in RCW 44.80 Legislative Support Services which states "The legislature finds that state government should be operated in an efficient and effective manner. It is the intent of the legislature to create the office of legislative support services to make effective and efficient use of the public's resources, improve the delivery and quality of services, standardize practices, and achieve cost savings."

The Office of Legislative Support Services (LSS) began operations on July 1, 2012 with a mission to consolidate House and Senate support functions, improve delivery and quality of services, standardize practices, achieve cost savings, and provide enhanced services to the legislature and all of the legislative agencies. The Office oversees the Legislative Information Center (LIC) and Hotline, Legislative Gift Center, Video Production Services, Photography, the creation of print and web graphics, audio and video technical support, and services for printing, copying or mailing needs.

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Information current as of report publish date.

Audit history

You can find current and past audit reports for the Office of Legislative Support Services 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.

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