



**Office of the Washington State Auditor**  
**Pat McCarthy**

## **Accountability Audit Report**

# **Ben Franklin Transit**

**Benton County**

**For the period January 1, 2016 through December 31, 2016**

**Published December 21, 2017**

**Report No. 1020403**





**Office of the Washington State Auditor**  
**Pat McCarthy**

December 21, 2017

Board of Directors  
Ben Franklin Transit  
Richland, 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 Transit 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 Transit'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,

Pat McCarthy  
State Auditor  
Olympia, WA

## TABLE OF CONTENTS

Audit Summary.....	4
Related Reports.....	5
Information About The Transit.....	6
About The State Auditor’s Office.....	7

## AUDIT SUMMARY

### Results in brief

In the areas we audited, Transit operations complied with applicable requirements and provided adequate safeguarding of public resources. The Transit 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 Ben Franklin Transit from January 1, 2016 through December 31, 2016.

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 Transit'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:

- Contracted taxi service contract
- Review of expenditures such as fuel, consulting services, employee payments, and printing services
- Credit card controls and purchases
- Payroll paid to employees
- Vacation cashouts for valid support and compliance with policy
- Valid employees

## RELATED REPORTS

### **Financial**

Our opinion on the Transit's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the Transit's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

That report includes a finding for a material weakness in internal controls over financial reporting regarding capital asset balances and the associated accumulated depreciation balances.

### **Federal grant programs**

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the Transit's major federal program, which is listed in the Schedule of Findings and Questioned Costs section of the separate financial statement and single audit report. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

## INFORMATION ABOUT THE TRANSIT

Ben Franklin Transit was formed on May 11, 1981, to provide public transportation services in a 588 square-mile area in Benton and Franklin counties. This area includes the cities of Kennewick, Pasco, Richland, West Richland, Prosser and Benton City and unincorporated areas in both counties, and serves approximately 262,500 residents.

A 10-member Board of Directors governs the Transit. The Board appoints a General Manager to oversee the Transit's daily operations as well as its approximately 260 employees. For fiscal year 2016, the Transit operated on an annual budget of approximately \$40 million.

### Contact information related to this report

Address:	Ben Franklin Transit 1000 Columbia Park Trail Richland, WA 99352
Contact:	Matthew Branson, Financial Services Manager
Telephone:	(509) 734-5168
Website:	www.bft.org

*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for the Ben Franklin Transit 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.

<b>Contact information for the State Auditor's Office</b>	
<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>