

Washington State Auditor's Office

Accountability Audit Report

City of Olympia Thurston County

Report Date
July 22, 2014

Report No. 1012285

Issue Date
July 28, 2014



Washington State Auditor
Troy Kelley

Independence • Respect • Integrity



Washington State Auditor Troy Kelley

July 28, 2014

Council
City of Olympia
Olympia, Washington

Report on Accountability

We appreciate the opportunity to work in cooperation with your City 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 the City of Olympia'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

<h1>Table of Contents</h1>

**City of Olympia
Thurston County
July 22, 2014**

Audit Summary.....	1
Related Reports.....	2
Description of the City.....	3

Audit Summary

City of Olympia Thurston County July 22, 2014

ABOUT THE AUDIT

This report contains the results of our independent accountability audit of the City of Olympia from January 1, 2013 through December 31, 2013.

We evaluated internal controls and performed audit procedures on the activities of the City. We also determined whether the City 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:

- General revenue and expenditures
- Open Public Meetings Act
- Third party cash receipting
- Financial condition
- Utilities
- Procurement – public works projects
- Bond issuance
- General disbursements
- Insurance and risk management
- Significant internal control systems
 - Payroll and benefits
 - Cash receipting
 - Credit cards
- Citizen hotline

RESULTS

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

Related Reports

**City of Olympia
Thurston County
July 22, 2014**

FINANCIAL

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

FEDERAL GRANT PROGRAMS

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

Description of the City

City of Olympia Thurston County July 22, 2014

ABOUT THE CITY

The City of Olympia is located in Thurston County and is the county seat and the Washington State Capital. The City provides its 48,480 citizens a full range of municipal services including public safety (police, fire, court and jail), sanitation, utility (water, sewer and stormwater), streets, parks and recreation, community planning and development, zoning and general administrative services.

The City is governed by a council-manager form of government with seven elected Council Members including the Mayor who is elected to position one of the Council. The Council appoints a Manager to oversee the City's daily operations as well as its 546 full-time employees. In fiscal year 2013, the City operated on a general fund budget of \$71.3 million.

ELECTED OFFICIALS

These officials served during the audit period:

Mayor and Council

Stephen Buxbaum, Mayor
Nathaniel Jones, Mayor Pro-Tem
Steve Langer
Karen Rogers
Julie Hankins
Jeannine Roe
Jim Cooper

APPOINTED OFFICIALS

City Manager
Administrative Services Director
City Attorney
Community Planning and Development
Director
Fire Chief
Police Chief
Parks, Arts and Recreation Director

Public Works Director

Steve Hall
Jane Ragland Kirkemo
Tom Morrill

Keith Stahley
Larry Dibble
Ronnie Roberts
Linda Oestreich (through June 2013)
Paul Simmons (effective October 2013)
Rich Hoey

CITY CONTACT INFORMATION

Address: City of Olympia
P.O. Box 1967
Olympia, WA 98507

Phone: (360) 753-8599

Website: www.olympiawa.gov

AUDIT HISTORY

We audit the City annually. The past eight accountability audits have been free of findings.



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 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.

State Auditor
Chief of Staff
Director of Performance and State Audit
Director of Local Audit
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
Public Records Officer
Main number
Toll-free Citizen Hotline

Troy Kelley
Doug Cochran
Chuck Pfeil, CPA
Kelly Collins, CPA
Jan M. Jutte, CPA, CGFM
Sadie Armijo
Mark Rapozo, CPA
Lou Adams, CPA
Barb Hinton
Thomas Shapley
Mary Leider
(360) 902-0370
(866) 902-3900

Website
Subscription Service

www.sao.wa.gov
portal.sao.wa.gov/saoportal/Login.aspx