



Washington State Auditor's Office

Troy Kelley

Integrity • Respect • Independence

Accountability Audit Report

Capitol Hill Housing Improvement Program

King County

For the period January 1, 2013 through December 31, 2013

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Washington State Auditor Troy Kelley

October 20, 2014

Board of Directors
Capitol Hill Housing Improvement Program
Seattle, 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 Program 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 Program'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,

TROY KELLEY
STATE AUDITOR

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AUDIT SUMMARY

Results in brief

In the areas we audited, Program operations complied with applicable requirements and provided adequate safeguarding of public resources. The Program 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 Capitol Hill Housing Improvement Program from January 1, 2013 through December 31, 2013.

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 Program'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:

- Billings/receivables
- Cash receipting
- Procurement (bidding/prevaling wage)
- Payroll/personnel

RELATED REPORTS

Financial

A financial statement audit was performed by a firm of certified public accountants. That firm's report is available from the Program.

Federal grant programs

A firm of certified public accountants evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the Program's major federal program. That firm's report is available from the Capitol Hill Housing Improvement Program.

INFORMATION ABOUT THE PROGRAM

The Capitol Hill Housing Improvement Program is a public development authority created by the city of Seattle. Public development authorities are public corporations created to perform a particular function, as allowed by state law (RCW 35.21.730-759), for the purpose of improving administration and efficiency. The city of Seattle created the Program in 1975 to assist residents and property owners in preserving and improving housing and neighborhoods.

The Program's 15-member Board of Directors is composed of three members appointed by the Mayor of the city of Seattle, at least seven members who live or own property in Capitol Hill, and one member who is a tenant of the Program's properties. All Board Members except the Mayoral appointees are approved by majority vote of the Board. Although the Mayor appoints three Board Members, the Program is not considered a city department or agency. Liabilities of the Program are not liabilities of the city.

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Information current as of report publish date.

Audit history

You can find current and past audit reports for the Capitol Hill Housing Improvement Program 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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