



# Washington State Auditor's Office

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## Accountability Audit Report

## Mary M. Knight School District

## No. 311

Mason County

For the period September 1, 2013 through August 31, 2014

Published June 29, 2015

Report No. 1014577





## Washington State Auditor's Office

June 29, 2015

Superintendent and Board of Directors  
Mary M. Knight School District No. 311  
Elma, 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 District 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 District'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  
ACTING STATE AUDITOR  
OLYMPIA, WA

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## AUDIT SUMMARY

### Results in brief

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

However, we noted certain matters that we communicated to District management in a letter dated June 16, 2015, related to the District's financial condition and internal controls over Associated Student Body (ASB) fundraisers, segregation of duties and museum operations. We appreciate the District's commitment to resolving those matters.

### About the audit

This report contains the results of our independent accountability audit of Mary M. Knight School District No. 311 from September 1, 2013 through August 31, 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 District'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:

- Cash receipting
- Credit card disbursements
- Open Public Meetings Act
- Museum operations
- Associated Student Body fundraising
- Financial condition
- Payroll disbursements

## RELATED REPORTS

### **Financial**

Our opinion on the District's financial statements is provided in a separate report issued in June 2015, which includes the District's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

## INFORMATION ABOUT THE DISTRICT

Mary M. Knight School District No. 311 serves approximately 170 students in kindergarten through 12th grade. It is administered by an elected, five-member Board of Directors that appoints a Superintendent. The District operates on a \$2.8 million annual budget and has approximately 30 full-time employees.

District employees provide a wide range of services including basic education, special education, vocational education, food and nutrition, health, financial, maintenance and operations, transportation, student records, purchasing, personnel and other administrative services.

### Contact information related to this report

Address:	Mary M. Knight School District No. 311 2987 W. Matlock Brady Road Elma, WA 98541
Contact:	Tiki Willey, Business Manager
Telephone:	(360) 426-6767
Website:	mary.wa.schoolwebpages.com

*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for Mary M. Knight School District No. 311 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>