



Washington State Auditor's Office

Whitman County Park and Recreation District No. 4

October 5, 2015

Board of Commissioners
P.O. Box 214
Oakesdale, WA 99158

Dear Board of Commissioners:

We are pleased to present the results of our accountability audit. The attached report is a public record and will be posted to our website, www.sao.wa.gov.

Recommendations are presented on a separate page for your consideration. Although our recommendations are not posted to our website, they are considered a public record and are subject to public disclosure.

We want to emphasize that if conditions change, an onsite audit may be required in future years. For example, if the District spends \$500,000 or more in federal funds in any fiscal year beginning prior to January 1, 2015, or \$750,000 or more in any fiscal year beginning thereafter, federal rules require the District to receive a financial statement and single audit for that year. Also, if annual revenue is expected to consistently exceed \$300,000, an onsite audit could be performed based on a pre-determined schedule. If you have exceeded or anticipate exceeding these thresholds, we ask that you contact our Office so we can help you meet your audit requirements.

If you have any questions or concerns, please do not hesitate to contact Philip Mendoza, Assistant Audit Manager, at (360) 725-5557 or mendozap@sao.wa.gov.

Sincerely,

A handwritten signature in blue ink that reads "Jan M. Jutte".

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

AUDIT RECOMMENDATION FOR WHITMAN COUNTY PARK AND RECREATION DISTRICT NO. 4

This attachment summarizes a specific matter identified by the audit that we would like to bring to the attention of management and the governing body. We believe the following recommendation represents an opportunity for the District's internal controls or compliance to be improved.

While we do not consider this matter significant enough at this time to be considered a finding in our published audit report dated October 5, 2015, this attachment is considered a public record and is subject to public disclosure. We plan to review the status of this matter during our next audit.

- The District is required to use the County Treasurer as its treasurer to disburse warrants based on the claims approved by the Board. During our review of the District's petty cash/imprest account for 2014, we noted the District used its imprest account for more than 90 percent of all expenditures made during the year. We further noted the District does not have a written policy for the use of the account, including who is allowed to use the account, limitations on types of expenditures made from the account, and any method to recoup costs for unallowable payments.

We recommend the District ensure that it uses the County Treasurer as its treasurer to disburse all warrants, as required by state law (RCW 36.69). We further recommend that if the District needs to use a petty cash/imprest account, that it does so in accordance with the requirements established in the *Budgeting, Accounting and Reporting System (BARS)* manual.



Washington State Auditor's Office

Independence • Respect • Integrity

Accountability Audit Report

Whitman County Park and Recreation District No. 4

For the period January 1, 2013 through December 31, 2014

Published October 5, 2015

Report No. 1015248





Washington State Auditor's Office

October 5, 2015

Board of Commissioners
Whitman County Park and Recreation District No. 4
Oakesdale, 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,

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

AUDIT SUMMARY

Results in brief

In the 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 in the areas we examined.

However, we noted certain matters that we communicated to the District. We appreciate the District's commitment to resolving those matters.

About the audit

This report contains the results of our independent accountability audit of Whitman County Park and Recreation District No. 4 from January 1, 2013 through December 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.

INFORMATION ABOUT THE DISTRICT

Whitman County Park and Recreation District No. 4 provides maintenance and operation services to parks and recreation facilities in the Oakesdale community. It operates a pool and provides related activities, such as a local swim team and swim lessons.

The District is governed by a Board of Commissioners and operates on annual revenues of approximately \$70,000, primarily derived from property taxes.

Contact information related to this report	
Address:	Whitman County Park and Recreation District No. 4 P.O. Box 214 Oakesdale, WA 99158
Contact:	Shawna Jeffries, Secretary

Information current as of report publish date.

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	
Deputy Director for Communications	Thomas Shapley Thomas.Shapley@sao.wa.gov (360) 902-0367
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov