



Washington State Auditor's Office

Independence • Respect • Integrity

Accountability Audit Report Olympic College

For the period July 1, 2011 through June 30, 2015

Published November 23, 2015

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Washington State Auditor's Office

November 23, 2015

Board of Trustees
Olympic College
Bremerton, 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 College 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 College'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, College operations complied with applicable requirements and provided adequate safeguarding of public resources. The College 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 College management in a letter dated November 18, 2015, related to Athletic and Associated Students of Olympic College (ASOC) fundraising activities. We appreciate the College's commitment to resolving those matters.

About the audit

This report contains the results of our independent accountability audit of the Olympic College from July 1, 2011 through June 30, 2015.

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 College'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:

- Local funds – cash receipting at Fireside Bistro and bookstore
- Third party cash receipting
- Purchase of goods and services
- Payroll – highest paid and leave cashouts
- Fundraisers
- Dorm lease agreement
- Travel payments
- Small and attractive assets
- Associated Students of Olympic College (ASOC) carryover funds

RELATED REPORTS

Financial

We perform an annual audit of the statewide basic financial statements, as required by state law (RCW 43.09.310). Our opinion on these financial statements is included in the Comprehensive Annual Financial Report (CAFR) prepared by and available from the Office of Financial Management.

The CAFR reflects the financial activities of all funds, organizations, institutions, agencies, departments and offices that are part of the state's reporting entity. That report is issued by the Office of Financial Management in December of each year and can be found at www.ofm.wa.gov.

A summary of the audit for the period ending June 30, 2015, can be found at: <http://www.sao.wa.gov/resources/Pages/AnnualReports.aspx>

Federal programs

In accordance with the Single Audit Act, we annually audit major federal programs administered by the state of Washington. Rather than perform a single audit of each agency, we audit the state as a whole. The results of that audit are published in a report issued by the Office of Financial Management in March of each year.

Other reports

During the current audit period, the State Auditor's Office issued an examination report on the College's management's assertion regarding pensionable wages and contributions reported to the Washington State Department of Retirement Systems. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

INFORMATION ABOUT THE COLLEGE

Founded in 1946, Olympic College is a public two-year community college that has three campuses located in Bremerton, Poulsbo and Shelton, and serves a population of 315,000 residents living in Kitsap and Mason counties. The College serves more than 13,082 full- and part-time students.

The 2014-2015 operating budget was approximately \$39.8 million. The College has approximately 129 full-time faculty members, 364 adjunct faculty, 547 staff members and 235 student employees. A five-member Board of Trustees governs the College. Board Members are appointed by the Governor and confirmed by the State Senate. The College appoints a College President to operate the multi-campus College as a single, comprehensive and legal entity.

Contact information related to this report	
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Information current as of report publish date.

Audit history

You can find current and past audit reports for the Olympic College 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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