



**Office of the Washington State Auditor**  
**Pat McCarthy**

## **Accountability Audit Report**

# **Kitsap County Public Transportation Benefit Area (Kitsap Transit)**

**For the period January 1, 2016 through December 31, 2016**

**Published October 19, 2017**

**Report No. 1020034**





**Office of the Washington State Auditor**  
**Pat McCarthy**

October 19, 2017

Board of Commissioners  
Kitsap Transit  
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 Transit 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 Transit'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,

Pat McCarthy  
State Auditor  
Olympia, WA

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## AUDIT SUMMARY

### Results in brief

In the areas we audited, Transit operations complied with applicable requirements and provided adequate safeguarding of public resources. The Transit 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 Kitsap Transit from January 1, 2016 through December 31, 2016.

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 Transit'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:

- Contracts/agreements
- Procurement (bidding/prevaling wage)
- Flexible spending accounts
- Payments/expenditures

## RELATED REPORTS

### **Financial**

Our opinion on the Transit's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the Transit's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

### **Federal grant programs**

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the Transit's major federal programs, which are listed in the Schedule of Findings and Questioned Costs section of the separate financial statement and single audit report. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

## INFORMATION ABOUT THE TRANSIT

Kitsap Transit was authorized by the voters as a public transportation system in September 1982 and began operations in 1983. Kitsap Transit currently serves all of Kitsap County. The Transit provides regular bus services, vanpools, commuter services and services for riders with disabilities. In addition, local passenger ferry services routes between Bremerton and Port Orchard and Annapolis are operated by private contractors. Also, Fast Ferry service between Bremerton and Seattle recently began in July 2017.

The 10-member Board is comprised of nine elected officials and a non-voting member who represents the agency's labor unions, as required by state law. The nine elected officials includes the three county commissioners, the mayors of the incorporated cities in Kitsap County: Bainbridge Island, Bremerton, Port Orchard and Poulsbo, a member of the Bremerton City Council, as appointed by the City Council President, and an at-large member chosen by the Transit Board Chair from among city council members of all the three small cities, Bainbridge Island, Port Orchard and Poulsbo, who express an interest to the Board chair. The Board appoints the Executive Director to oversee the Transit's daily operations as well as its approximately 410 employees. In 2016, the Transit had approximately \$41.8 million in operating expenses.

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*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for the Kitsap Transit 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	
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