



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Underwood Conservation District

Klickitat County

For the period January 1, 2014 through December 31, 2016

Published October 19, 2017

Report No. 1020062





Office of the Washington State Auditor
Pat McCarthy

October 19, 2017

Board of Supervisors
Underwood Conservation District
White Salmon, 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,

Pat McCarthy
State Auditor
Olympia, WA

TABLE OF CONTENTS

Audit Summary	4
Information About The District	5
About The State Auditor’s Office.....	6

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 and procedures in the areas we examined.

About the audit

This report contains the results of our independent accountability audit of the Underwood Conservation District from January 1, 2014 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 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:

- Financial Condition
- Disbursements
- Cost share agreements
- Payroll
- Procurement/bidding

INFORMATION ABOUT THE DISTRICT

Underwood Conservation District develops and administers voluntary, non-regulatory programs to conserve natural resources. The boundaries of the District include Skamania County and the western third of Klickitat County. The mission of the District is to help landowners and land users within its region meet their land management goals through conservation, enhancement, and sustainable use of natural resources through voluntary stewardship. The actual programs used by the District include direct conservation action, providing technical assistance and cost-sharing opportunities to landowners, conducting citizen involvement and environmental education projects, and monitoring project enactment and environmental results to measure progress and adapt programs to meet changing needs.

A five-member Board of Supervisors governs the District. Citizens in the District elect three of the Board Supervisors at-large. The Washington State Conservation Commission (WSCC) appoints the remaining two Board Supervisors. Currently, four full-time employees and one part-time employee perform the functions of the District. The WSCC Regional Manager provides technical support and guidelines for compliance with laws and regulations. In 2016, the District's annual revenue was approximately \$1,008,000. Most of the funding comes from state and federal grants. Primary grant sources include the Washington Department of Ecology, Washington State Conservation Commission, Washington Salmon Recovery Funding Board and Bonneville Power Administration.

Contact information related to this report	
Address:	Underwood Conservation District 170 N.W. Lincoln Street P.O. Box 96 White Salmon, WA 98672-0096
Contact:	Ann Gross, Administrative Manager
Telephone:	(509) 493-1936
Website:	www.ucdwa.org/

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Underwood Conservation District 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	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov