



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Town of Woodway

Snohomish County

For the period January 1, 2015 through December 31, 2016

Published December 14, 2017

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Office of the Washington State Auditor
Pat McCarthy

December 14, 2017

Mayor and Town Council
Town of Woodway
Woodway, 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 Town 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 Town'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 most areas we audited, Town operations complied with applicable requirements and provided adequate safeguarding of public resources. The Town also complied with state laws and regulations and its own policies and procedures in most areas we examined.

However, we noted certain matters that we communicated to Town management in a letter dated December 4, 2017, related to internal controls over storm water utility billing and cash receipting. We appreciate the Town's commitment to resolving those matters.

About the audit

This report contains the results of our independent accountability audit of the Town of Woodway from January 1, 2015 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 Town'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:

- General disbursements – procurement cards and employee reimbursements
- Storm water utility billing system review
- Town events and donations
- Financial condition

INFORMATION ABOUT THE TOWN

The Town of Woodway serves 1,340 citizens in Snohomish County. It is administered by a mayor-council form of government with an elected, five-member Council and an independently elected Mayor. The Town's operating total operating expenditures were approximately \$1.75 million in 2015 and \$1.8 million in 2016. The Town employs four full-time employees and four part-time employees, including a part-time Town Administrator.

In addition, the Town has 13 part-time police officers who also serve as officers in nearby precincts. Fire and emergency medical services are provided by the Town through a contract with the Shoreline Fire Department. Although the Town was elevated to code city status in 1986, it continues to be noted as the Town of Woodway.

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 Town of Woodway 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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