Office of the Washington State Auditor
Pat McCarthy

## Accountability Audit Report

# Fort Vancouver Regional Library District

**Clark County**

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

**Published December 11, 2017**

**Report No. 1020359**

# Office of the Washington State Auditor
# Pat McCarthy

December 11, 2017

Board of Trustees
Fort Vancouver Regional Library District
Vancouver, 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

Related Reports ..... 5

Information About The District ..... 6

About The State Auditor's Office ..... 7

# 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 Fort Vancouver Regional Library District 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 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:

- Disbursements, including credit cards and travel
- Compliance with procurement requirements, use of day labor and change orders
- Cash receipting internal controls
- Statutory authority for programs and services

# RELATED REPORTS

## Financial

Our opinion on the District's financial statements is provided in a separate report, which includes the District's financial statements. That report is available on our website, http://portal.sao.wa.gov/ReportSearch.

# INFORMATION ABOUT THE DISTRICT

The Fort Vancouver Regional Library District provides library services, including community and cultural events and outreach programs to over 474,000 residents of the Clark, Skamania, Klickitat and Cowlitz counties, which covers more than 4,200 square miles. The District includes 15 community libraries, two bookmobiles, and an operations center.

An appointed, seven-member Board of Trustees governs the District. The Board appoints an Executive Director to oversee the District's daily operations as well as its 220 employees. In 2015 and 2016, the District received operating revenues of $22.68 and $23.14 million, respectively.

## Contact information related to this report

| | |
|---|---|
| Address: | Fort Vancouver Regional Library District<br>1007 E. Mill Plain Blvd.<br>Vancouver, WA 98663 |
| Contact: | Amelia Shelley, Executive Director |
| Telephone: | (360) 906-5011 |
| Website: | www.fvrl.org |

*Information current as of report publish date.*

## Audit history

You can find current and past audit reports for the Fort Vancouver Regional Library 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 |