

Washington State Auditor's Office
Accountability Audit Report

**Skagit County Fire Protection District
No. 13**

Report Date
March 10, 2009

Report No. 1001002

Issue Date
April 6, 2009



WASHINGTON
BRIAN SONNTAG
STATE AUDITOR



**Washington State Auditor
Brian Sonntag**

April 6, 2009

Board of Commissioners
Skagit County Fire Protection District No. 13
La Conner, Washington

Report on Accountability

Please find attached our report on Skagit County Fire Protection District No. 13's accountability and compliance with state laws and regulations and its own policies and procedures.

Sincerely,

BRIAN SONNTAG, CGFM
STATE AUDITOR

Table of Contents

Skagit County Fire Protection District No. 13 **February 7, 2009**

Audit Summary.....	1
Description of the District	2
Audit Areas Examined.....	3
Status of Prior Audit Findings.....	4

Audit Summary

Skagit County Fire Protection District No. 13 February 7, 2009

ABOUT THE AUDIT

This report contains the results of our independent accountability audit of Skagit County Fire Protection District No. 13.

We performed audit procedures to determine whether the District complied with state laws and regulations and its own policies and procedures. We also examined District management's accountability for public resources. Our work focused on specific areas that have potential for abuse and misuse of public resources.

Areas examined during the audit were selected using financial transactions from January 1, 2005, through December 31, 2007.

RESULTS

The District complied with state laws and regulations and its own policies and procedures in the areas we examined. Internal controls were adequate to safeguard public assets.

CLOSING REMARKS

We thank District officials and personnel for their assistance and cooperation during the audit.

Description of the District

Skagit County Fire Protection District No. 13 February 7, 2009

ABOUT THE DISTRICT

Skagit County Fire Protection District No. 13 provides fire protection services and emergency care to approximately 6,200 Skagit County residents. The District's service area covers approximately 36 square miles including the unincorporated area around La Conner and southeast Anacortes.

An elected, three-member Board of Commissioners governs the District. The Board appoints a Fire Chief to oversee District operations and its approximately 45 volunteers and one part-time employee. The District's main sources of revenue come from taxes and fire protection fees. For fiscal year 2007, the District had an operating budget of approximately \$372,700.

AUDIT HISTORY

We audit the District every three years. We reported one finding in the past three audits. The prior audit contained a finding regarding lack of compliance with public works bid requirements. The District has taken steps to resolve this issue.

ELECTED OFFICIALS

These officials served during the audit period:

Board of Commissioners:

Jim Grove
Herb Cram
Chuck Hedlund (through December 2005)
Wood Weiss (effective January 2006)

APPOINTED OFFICIALS

Fire Chief
District Secretary

Roy Horn
Bev Miller

ADDRESS

District

P.O. Box 1007
La Conner, WA 98257
(360) 466-1224

Audit Areas Examined

Skagit County Fire Protection District No. 13 February 7, 2009

In keeping with general auditing practices, we do not examine every portion of Skagit County Fire Protection District No. 13's financial activities during each audit. The areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. Other areas are audited on a rotating basis over the course of several years. The following areas of the District were examined during this audit period:

ACCOUNTABILITY

We evaluated the District's accountability and compliance with laws, regulations, contracts and grant agreements in the following areas:

- Bid compliance
- Conflict of interest
- Cash receipting
- Open Public Meetings Act
- Travel policy
- Payroll

Status of Prior Audit Findings

Skagit County Fire Protection District No. 13 February 7, 2009

The status of findings contained in the prior years' audit reports of Skagit County Fire Protection District No. 13 is provided below:

1. The District did not comply with public works bid requirements

Report No. 71202, dated August 4, 2006

Background

The District is required to bid out any public works projects whose estimated cost exceeds \$2,500. We noted the following:

1. A fence that was installed at the fire hall for \$10,089 was not put out to bid.
2. Three contractors were contacted for quotes for a public works project whose estimated cost exceeded the bid limit. One responded verbally, one responded with a written quote and one did not respond. The low quote of \$3,187 was accepted.

Status

We tested compliance with public works bid requirements in the current audit. We consider this issue partially resolved.



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.

Our mission is to work in cooperation with our audit clients and citizens as an advocate for government accountability. 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.

The State Auditor's Office employees are located around the state to deliver our services effectively and efficiently.

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 and fraud, whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our Web site and through our free, electronic subscription service. We continue to refine our reporting efforts to ensure the results of our audits are useful and understandable.

We take our role as partners in accountability seriously. We provide training and technical assistance to governments and have an extensive quality assurance program.

**State Auditor
Chief of Staff
Deputy Chief of Staff
Chief Policy Advisor
Director of Audit
Director of Special Investigations
Director for Legal Affairs
Director of Quality Assurance
Local Government Liaison
Communications Director
Public Records Officer
Main number
Toll-free Citizen Hotline**

**Brian Sonntag, CGFM
Ted Rutt
Doug Cochran
Jerry Pugnetti
Chuck Pfeil, CPA
Jim Brittain, CPA
Jan Jutte, CPA, CGFM
Ivan Dansereau
Mike Murphy
Mindy Chambers
Mary Leider
(360) 902-0370
(866) 902-3900**

Web Site

www.sao.wa.gov

Subscription Service <https://www.sao.wa.gov/applications/subscriptionservices/>