

Washington State Auditor's Office
Accountability Audit Report

City of Elma
Grays Harbor County

Report Date
October 6, 2011

Report No. 1006576

Issue Date
October 17, 2011



WASHINGTON
BRIAN SONNTAG
STATE AUDITOR



**Washington State Auditor
Brian Sonntag**

October 17, 2011

Mayor and City Council
City of Elma
Elma, Washington

Report on Accountability

We appreciate the opportunity to work in cooperation with your City to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role to advocate for government accountability and transparency and to promote positive change.

Please find attached our report on the City of Elma's accountability and compliance with state laws and regulations and its own policies and procedures. Thank you for working with us to ensure the efficient and effective use of public resources.

Sincerely,

BRIAN SONNTAG, CGFM
STATE AUDITOR

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Grays Harbor County
October 6, 2011

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Audit Summary

**City of Elma
Grays Harbor County
October 6, 2011**

ABOUT THE AUDIT

This report contains the results of our independent accountability audit of the City of Elma from January 1, 2009 through December 31, 2010.

We evaluated internal controls and performed audit procedures on the activities of the City. We also determined whether the City complied with state laws and regulations and its own policies and procedures.

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 noncompliance, misappropriation or misuse. The following areas were examined during this audit period:

- Open Public Meetings Act
- General revenue
- Payroll
- Utility revenue
- Financial condition
- Software conversion
- Procurement
- Municipal Court
- Police Department
- Restricted funds

RESULTS

In the areas we examined, the City's internal controls were adequate to safeguard public assets. The City also complied with state laws and regulations and its own policies and procedures in the areas we examined.

Related Reports

**City of Elma
Grays Harbor County
October 6, 2011**

FINANCIAL

Our opinion on the City's financial statements is provided in a separate report, which includes the City's financial statements.

Description of the City

**City of Elma
Grays Harbor County
October 6, 2011**

ABOUT THE CITY

The City of Elma serves 3,120 citizens in Grays Harbor County. The City provides a full range of services including police, parks and recreation, planning and economic development, street maintenance and construction, judicial administration and water and sewer services.

An elected, five-Member City Council and an independently elected Mayor govern the City. The Council appoints management to oversee the City's daily operations as well as its 30 employees. For fiscal years 2009 and 2010, the City operated on annual budgets of \$14.9 million.

ELECTED OFFICIALS

These officials served during the audit period:

Mayor
Council:

Dave Osgood
Harry Henneck
David Blackett
Tom Boling
Jim Taylor
Jim Sorensen

APPOINTED OFFICIALS

Clerk-Treasurer
City Attorney

Diana Easton
Daniel Glenn

CITY CONTACT INFORMATION

Address: City of Elma
202 West Main Street
P.O. Box 3005
Elma, WA 98541

Phone: (360) 482-2212

Website: www.cityofelma.com

AUDIT HISTORY

We audit the City every two years. We have not reported accountability findings in the past eight audits.



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

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Director of Audit
Director of Performance Audit
Director of Special Investigations
Director for Legal Affairs
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Main number
Toll-free Citizen Hotline

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

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