

Washington State Auditor's Office

Accountability Audit Report

City of Brewster Okanogan County

Report Date
April 3, 2014

Report No. 1011606

Issue Date
April 14, 2014



**Washington State Auditor
Troy Kelley**

Independence • Respect • Integrity



Washington State Auditor Troy Kelley

April 14, 2014

Mayor and City Council
City of Brewster
Brewster, 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 Brewster'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,

A handwritten signature in cursive script that reads "Troy X. Kelley".

TROY KELLEY
STATE AUDITOR

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Okanogan County
April 3, 2014**

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Audit Summary

**City of Brewster
Okanogan County
April 3, 2014**

ABOUT THE AUDIT

This report contains the results of our independent accountability audit of the City of Brewster from January 1, 2011 through December 31, 2012.

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:

- Payroll disbursements
- Automated clearinghouse transfers

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 Brewster
Okanogan County
April 3, 2014**

FINANCIAL

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

OTHER REPORTS

During the current audit period, the State Auditor's Office issued a report in May 2012 on a misappropriation of public funds at the City. That report is available on our website, www.sao.wa.gov.

Description of the City

City of Brewster Okanogan County April 3, 2014

ABOUT THE CITY

The City of Brewster, located in Okanogan County, was incorporated in 1910 and has a population of approximately 2,200 citizens. The City is administered by a mayor-council form of government with five elected Council Members and an independently elected Mayor. The City operated on annual budgets of \$2.7 million in 2011 and \$3.3 million in 2012. Its 19 full-time employees provide an array of services including water, sewer, garbage, police, fire, Municipal Court, public improvements, planning and economic development.

ELECTED OFFICIALS

These officials served during the audit period:

Mayor	Lee Webster
City Council:	Bob Fateley (through December 2011)
	David Freels (through October 2012)
	John Scheller (through October 2012)
	Art Smyth
	Kris Dawson (through October 2012)
	Dan Smith
	Ramiro Villagrana (effective November 2012)
	Jan May (effective November 2012)
	Tim Rieb (effective November 2012)

APPOINTED OFFICIALS

Finance Director	Pam Olsen (through May 2011)
Clerk-Treasurer	Misty Ruiz (effective April 2011)

CITY CONTACT INFORMATION

Address: City of Brewster
105 S. Third Street
P.O. Box 340
Brewster, WA 98812-0340

Phone: (509) 689-3464

Website: www.ci.brewster.wa.us

AUDIT HISTORY

We audit the City every two years. We have issued two findings in the past seven years as well as a Fraud Investigation Report in 2012. We issued findings in both 2007 and 2010 for weaknesses in internal controls over financial activities and reporting. The findings have been 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.

We 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.

State Auditor
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Director of Performance and State Audit
Director of Local Audit
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Deputy Director of Local Audit
Deputy Director of Local Audit
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Deputy Director of Quality Assurance
Deputy Director of Communications
Local Government Liaison
Public Records Officer
Main number
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