



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Olympia School District No. 111

For the period September 1, 2017 through August 31, 2018

Published April 4, 2019

Report No. 1023480





**Office of the Washington State Auditor
Pat McCarthy**

April 4, 2019

Board of Directors
Olympia School District No. 111
Olympia, 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 independent audit report on the District's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy
State Auditor
Olympia, WA

TABLE OF CONTENTS

Audit Results.....	4
Related Reports.....	5
Information about the District.....	6
About the State Auditor's Office.....	7

AUDIT RESULTS

This report describes the overall results and conclusions for the areas we examined. In most of the areas we examined, District operations complied with applicable state laws, regulations, and its own policies, and provided adequate controls over safeguarding of public resources.

As referenced above, we noted certain matters that we communicated to District management and Board of Directors in a letter dated March 26, 2019, related to purchases through cooperatives. We appreciate the District's commitment to resolving those matters.

About the audit

This report contains the results of our independent accountability audit of Olympia School District No. 111 from September 1, 2017 through August 31, 2018.

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.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. 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, based on our risk assessment for the year ended August 31, 2018, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Associated Student Body activities at Capital High School, Olympia High School and Washington Middle Schools – fundraisers and student store
- Tracking and monitoring of theft sensitive assets, such as computers, tools and equipment
- Procurement – purchases through cooperatives
- Payroll – gross wages and additional time compensation
- Financial condition and fiscal sustainability
- Open public meetings– documentation of minutes and executive sessions

RELATED REPORTS

Financial

Our opinion on the District's financial statements and compliance with federal grant program requirements 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>.

Federal grant programs

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the District's major federal program, which is listed in the Schedule of Findings and Questioned Costs section of the separate financial statement and single audit report. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

Performance audits

Initiative 900, approved by voters in 2005, gives the State Auditor's Office the authority to conduct independent performance audits of state and local government entities. Performance audits may include objective analysis on ways to improve program performance and operations, reduce costs and identify best practices.

We issued the separate Evaluating School Responses to Notifications of Student Criminal Offenses performance audit report, which is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

INFORMATION ABOUT THE DISTRICT

Olympia School District No. 111 serves approximately 9,900 students in the city of Olympia and the northwest part of Thurston County. The District's main objective is to provide public school services to students in kindergarten through 12th grade. The District has 19 schools: 11 elementary schools, four middle schools, three high schools, including the Avanti alternative high school, and one K-12 learning academy offering Montessori, on-line and parent partnership programs. The District is also a member of the New Market Vocational Skills Center, a cooperative of nine school districts that focuses on vocational education. The District offers a wide variety of supplemental programs and learning opportunities such as Special Education, Gifted Education, English as a second language and Early Childhood programs.

An elected, five-member Board of Directors governs the District. The Board appoints a Superintendent to oversee the District's daily operations as well as its approximately 1,500 employees. For the 2017-2018 school year, the District operated on an annual General Fund budget of \$123.5 million.

Contact information related to this report	
Address:	Olympia School District No. 111 1113 E Legion Way Olympia, WA 98501
Contact:	Justin Lanting, Business Manager
Telephone:	(360) 596-6124
Website:	osd.wednet.edu

Information current as of report publish date.

Audit history

You can find current and past audit reports for Olympia School District No. 111 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