



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

City of Stevenson

For the period January 1, 2018 through December 31, 2019

Published July 20, 2020

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

July 20, 2020

Mayor and City Council
City of Stevenson
Stevenson, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor 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 City operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the City'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,

Pat McCarthy
State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the City of Stevenson from January 1, 2018 through December 31, 2019.

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 obtaining evidence about the City's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2019 and 2018, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- General ledger, utility billing, and payroll software conversion
- IT security policies and procedures
- Payroll – gross wages, leave balances and accruals, termination of benefits and electronic funds transfers
- Procurement – professional services
- Accounts receivable – utility billings
- Cash receipting – timeliness and completeness of deposits, voids and adjustments at City Hall
- Financial condition
- Accounts payable – general disbursements and electronic funds transfers
- Self-insurance for unemployment

RELATED REPORTS

Financial

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

INFORMATION ABOUT THE CITY

The City of Stevenson was incorporated on December 2, 1907, and currently serves approximately 1,620 citizens in Skamania County. The City provides services including Municipal Court, fire protection, law enforcement, water and sewer utilities, storm drainage, parks and recreation, planning and economic development, building inspection services and general administrative services.

An elected Mayor and five-member Council govern the City. The Council appoints the City Administrator to oversee the City's daily operations as well as its 10 full-time and one part-time employees. For 2018 and 2019, the City operated on a total budget of approximately \$4,994,941 and \$6,296,081, respectively.

| Contact information related to this report | |
|---|---|
| Address: | City of Stevenson P.O. Box 371 Stevenson, WA 98648 |
| Contact: | Leana Kinley, City Administrator |
| Telephone: | (509) 427-5970 |
| Website: | http://ci.stevenson.wa.us/ |

Information current as of report publish date.

Audit history

You can find current and past audit reports for the City of Stevenson 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 | |
|---|--|
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