



Office of the Washington State Auditor
Pat McCarthy

Financial Statements Audit Report

Shoreline Fire Department

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

Published December 24, 2020

Report No. 1027554





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

December 24, 2020

Board of Commissioners
Shoreline Fire Department
Shoreline, Washington

Report on Financial Statements

Please find attached our report on Shoreline Fire Department's financial statements.

We are issuing this report in order to provide information on the Department's financial condition.

Sincerely,

A handwritten signature in black ink that reads "Pat McCarthy".

Pat McCarthy
State Auditor
Olympia, WA

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SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Shoreline Fire Department
January 1, 2019 through December 31, 2019

This schedule presents the status of findings reported in prior audit periods.

Audit Period: January 1, 2018 through December 31, 2018	Report Ref. No.: 1025134	Finding Ref. No.: 2018-001
Finding Caption: The Department’s internal controls over financial reporting did not ensure new debt was accurately reported in the financial statements.		
Background: Department management is responsible for designing, implementing and maintaining internal controls to ensure financial statements are fairly presented and to provide reasonable assurance regarding the reliability of financial reporting. The Department prepares its financial statements in accordance with the cash basis of accounting under the <i>Budgeting, Accounting and Reporting System (BARS)</i> manual. Our audit identified deficiencies in controls that we consider to be a material weakness. During fiscal year 2018, the Department issued a \$5.5 million Limited Tax Obligation (LTGO) bond for construction of a new fire station and recorded the proceeds in the Debt Service Fund. In 2018, the Department converted to a new financial software system and relied on the software consultant to determine the proper recording of the bond issuance on the Department’s financial statements. The software consultant advised the Department to report the bond issuance in the Debt Service Fund and then transfer the amount to the Capital Projects Fund. However, the bond issuance should have been reported only in the Capital Projects Fund as the purpose of the Debt Service Fund is to report money the Department has available to pay debt. In addition, the Department’s treasurer is King County, which deposited the proceeds into the Capital Projects Fund related to the construction of a new fire station and not in the Debt Service Fund.		
Status of Corrective Action: (check one)		
<input checked="" type="checkbox"/> Fully Corrected	<input type="checkbox"/> Partially Corrected	<input type="checkbox"/> Finding is considered no longer valid
<input type="checkbox"/> Not Corrected		

Corrective Action Taken:

With this situation, our finance department is now informed of the proper way to make these types of corrections within our new financial accounting software. This knowledge should eliminate future reporting errors of this kind.

The corrective action was completed as of September 16, 2019 (the date of the re-submittal).

Audit Period: January 1, 2018 through December 31, 2018	Report Ref. No.: 1025134	Finding Ref. No.: 2018-002	CFDA Number(s): 97.044
Federal Program Name and Granting Agency: Assistance to Firefighters Grant, Federal Emergency Management Agency (FEMA)		Pass-Through Agency Name: N/A	
Finding Caption: The Department did not have adequate internal controls in place to ensure compliance with federal requirements for cash management, procurement, and equipment management.			
Background: The Department spent \$1,151,819 in Assistance to Firefighters funds in 2018. The program's purpose is to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments, non-affiliated emergency medical services organizations, and State fire training academies. The Department used the program funds to buy self-contained breathing apparatus (SCBA) equipment used in fire suppression. We found the Department's internal controls were not adequate to ensure compliance with the following federal requirements. We consider these internal control deficiencies to be material weaknesses. <i>Cash management</i> The audit found: <ul style="list-style-type: none"> • The Department's internal controls over cash management were not effective in ensuring it disbursed federal funds to the vendor within 30 days, as required. • The Department did not have written procedures to ensure it minimized the time between receipt and disbursement of federal funds. • The Department did not have a process in place to track interest earned on cash advances for remittance back to the grantor. <i>Procurement</i> The audit found: <ul style="list-style-type: none"> • The Department's written policy included applicable state and local requirements but not federal procurement requirements specifically outlined in federal regulations. 			

- The Department’s written standards of conduct did not include the following elements to conform with federal requirements:
 - The officers, employees, and agents may not participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest.
 - The officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- Equipment management*

The audit found:

- The Department did not have internal controls to safeguard, manage and dispose of equipment bought with federal funds in accordance with federal program requirements.
- The Department did not have a process to track the equipment to identify the federal award number and percentage of federal participation and physically identify equipment as bought with federal funds, as required by federal regulations.

Status of Corrective Action: (check one)

- Fully Corrected
 Partially Corrected
 Not Corrected
 Finding is considered no longer valid

Corrective Action Taken:

The following specific findings and recommendations are addressed. Establish and follow written policies and procedures for cash advances.

Response: The Department’s Financial Policy (Admin 126.1) was revised on May 20, 2020 to include Addendum I, which addresses procurement using Federal funds. (See attached policy).

1. Track interest earned on cash advances and remit interest earned exceeding \$500 to the Federal government.

Response: Admin Policy 126.1, Section 8b. includes the following policy language:

“The Department will track interest earned on cash advances and remit interest earnings exceeding \$500 back to the grantor.”

In practice, once the funds are received, the financial department will begin tracking the interest earned on the monthly King County reports to ensure that interest is monitored on an ongoing basis. The Grant Manager is expected to keep the financial department informed of any specific expectations identified in the Federal grant document.

2. Minimize the time elapsing between the receipt of Federal funds from the granting agency and disbursement of funds to the vendor.

Response: Admin Policy 126.1, Addendum I, Section 8a. includes the following policy language:

“When the Department receives cash advances for allowable program costs, the Department shall minimize the time between the receipt of Federal funds from the grantor and the disbursement of funds to the vendor providing goods and services. The Department shall expend any cash advance from the Federal fund within 30 days of receiving the fund.”

In practice, the Grant Manager shall be responsible for making sure that all processes for purchasing are in place to utilize the funds within the established timeframes.

3. Update the procurement policy to conform to Federal procurement requirements.

Response: Admin Policy 126.1, Addendum I reflects procurement standards under the Uniform Guidance (Part 200—Uniform Administrative Requirements).

4. Update the written standards of conduct procedures to include all elements required by Federal legislations.

Response: The Department’s Conflict of Interest Policy (Admin 141) was revised on May 21, 2020 to include the following language that is specifically related to Federal vendor contracts: (See attached policy).

4.1 *“Federal grant regulations require recipients to maintain written standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award, or administration of contracts procured with Federal funds, and include the following elements:*

4.1.1 *The officers, employees, and agents may not participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest.*

4.1.2 *The officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.”*

As an added measure to reduce any risk of conflict of interest, Admin Policy 126.1 Financial Procedures includes additional language in Addendum I, Section 5a.

5. Update property inventory records to contain the source of funding for the equipment, including the Federal award identification number and percentage of Federal participation.

Response: Admin Policy 143 – Managing Department Assets, was approved on July 29, 2020 and Section 5 addresses grant-funded assets including the following policy language: (See attached policy).

5. *“Grant-funded assets shall be tracked and accounted for based on the grant requirements and typically requires:*

a. *Assets shall be tracked in the Asset Management system with a note that it was purchased under a grant, and which grant it was purchased under.*

- b. *Asset tracking shall include asset description, percentage of grant funding and grant ID number.*
- c. *Grant-funded assets shall be given a unique tag to identify it as having been purchased with Federal funds.*
- d. *Tracking and disposition of grant-funded assets shall be done in accordance with the rules and regulations of the grant award.”*

In practice, these categories have been added to the asset tracking spreadsheet for the FEMA Grant. Our Department uses “Operative IQ” asset tracking software program to store all of our information regarding assets. There is a specific section for grants within this program.

6. *Add a marking or tag on physical equipment so the Fire Department can identify whether the item was bought with Federal funds.*

Response: Admin Policy 143 – Managing Department Assets, was approved on July 29, 2020 and Section 5c. addresses grant-funded assets including the following policy language:

- 5. *“Grant-funded assets shall be tracked and accounted for based on the grant requirements and typically requires:*
 - a. *Assets shall be tracked in the Asset Management system with a note that it was purchased under a grant, and which grant it was purchased under.*
 - b. *Asset tracking shall include asset description, percentage of grant funding and grant ID number.*
 - c. *Grant-funded assets shall be given a unique tag to identify it as having been purchased with Federal funds.*
 - d. *Tracking and disposition of grant-funded assets shall be done in accordance with the rules and regulations of the grant award.”*

In practice, the Department makes every attempt to mark all grant equipment, however, it is not always feasible to accomplish since some of the equipment (such as SCBAs) are often used in super-heated environments where both tags and stickers will be damaged.

On October 15, 2020, FEMA Grant Programs Directorate reviewed the subject report that includes Finding 1028-002 and determined that Shoreline Fire Department has implemented the appropriate corrective actions. This audit finding was considered closed.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Shoreline Fire Department
January 1, 2019 through December 31, 2019**

Board of Commissioners
Shoreline Fire Department
Shoreline, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Shoreline Fire Department, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Department's financial statements, and have issued our report thereon dated December 17, 2020.

We issued an unmodified opinion on the fair presentation of the Department's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the Department using accounting practices prescribed by state law and the State Auditor's Budgeting, Accounting and Reporting System (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

As discussed in Note 6 to the 2019 financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the Department. Management's plans in response to the matter are also described in Note 6.

As discussed in Note 7 to the financial statements, during the year ended December 31, 2019, the Department adopted new accounting guidance for presentation and disclosure of postemployment benefits other than pensions, as required by the BARS manual.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Department's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Department's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Department's financial statements are free from material misstatement, we performed tests of the Department's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the

Department's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Department's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive style with a large, stylized initial "P".

Pat McCarthy

State Auditor

Olympia, WA

December 17, 2020

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Shoreline Fire Department January 1, 2019 through December 31, 2019

Board of Commissioners
Shoreline Fire Department
Shoreline, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of Shoreline Fire Department, for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Department's financial statements, as listed on page 16.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Department's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, Shoreline Fire Department has prepared these financial statements to meet the financial reporting requirements of state law using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investments of Shoreline Fire Department, and its changes in cash and investments, for the year ended December 31, 2019, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the Department used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Shoreline Fire Department, as of December 31, 2019, or the changes in financial position or cash flows thereof for the year then ended, due to the significance of the matter discussed in the above “Basis for Adverse Opinion on U.S. GAAP” paragraph.

Matters of Emphasis

As discussed in Note 6 to the 2019 financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the Department. Management’s plans in response to this matter are also described in Note 6. Our opinion is not modified with respect to this matter.

As discussed in Note 7 to the financial statements, in 2019, the Department adopted new accounting guidance for presentation and disclosure of postemployment benefits other than pensions, as required by the BARS manual. Our opinion is not modified with respect to this matter.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The Schedule of Liabilities is presented for purposes of additional analysis, as required by the prescribed BARS manual. This schedule is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated December 17, 2020 on our consideration of the Department's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Department's internal control over financial reporting and compliance.



Pat McCarthy
State Auditor
Olympia, WA

December 17, 2020

FINANCIAL SECTION

Shoreline Fire Department January 1, 2019 through December 31, 2019

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2019
Notes to Financial Statements – 2019

SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2019

Shoreline Fire Department
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

		Total for All Funds (Memo Only)	001 General Expense Fund: 10-004-0010	101 EMS DONATIONS: 10-004-6030	102 ALS EXPENSE FUND: 10-004-
Beginning Cash and Investments					
30810	Reserved	10,466,187	-	-	1,016,037
30880	Unreserved	10,234,398	7,367,126	38,538	-
388 / 588	Net Adjustments	661,652	-	-	661,652
Revenues					
310	Taxes	11,474,898	10,223,159	-	-
320	Licenses and Permits	150,066	150,066	-	-
330	Intergovernmental Revenues	4,092,643	2,912,169	1,266	-
340	Charges for Goods and Services	18,488,777	9,432,595	-	8,591,738
350	Fines and Penalties	910	910	-	-
360	Miscellaneous Revenues	502,613	186,817	6,257	51,102
Total Revenues:		34,709,907	22,905,716	7,523	8,642,840
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	27,039,259	18,939,439	23	7,807,305
Total Expenditures:		27,039,259	18,939,439	23	7,807,305
Excess (Deficiency) Revenues over Expenditures:		7,670,648	3,966,277	7,500	835,535
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	2,411,269	-	-	250,000
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-
381, 382, 395, 398	Other Resources	154,500	154,500	-	-
Total Other Increases in Fund Resources:		2,565,769	154,500	-	250,000
Other Decreases in Fund Resources					
594-595	Capital Expenditures	4,940,857	-	-	-
591-593, 599	Debt Service	1,895,784	-	-	-
597	Transfers-Out	2,411,269	1,222,000	-	280,011
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	-	-	-	-
581, 582	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		9,247,910	1,222,000	-	280,011
Increase (Decrease) in Cash and Investments:		988,507	2,898,777	7,500	805,524
Ending Cash and Investments					
5081000	Reserved	8,369,297	-	-	2,483,215
5088000	Unreserved	13,981,442	10,265,897	46,038	-
Total Ending Cash and Investments		22,350,739	10,265,897	46,038	2,483,215

The accompanying notes are an integral part of this statement.

Shoreline Fire Department
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

	103 CMT EXPENSE FUND: 10-004-	104 IMPACT FEE FUND: 10- 004-6240	201 GO BOND: 10-004-8510	202 LTGO BOND FUND: 10-004-8400
Beginning Cash and Investments				
30810	Reserved	283,632	44,447	157,565
30880	Unreserved	-	-	-
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	-	-	1,251,739
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	-	386,960	-
340	Charges for Goods and Services	394,955	-	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	7,323	3,754	13,010
	Total Revenues:	402,278	390,714	1,264,749
Expenditures				
510	General Government	-	-	-
520	Public Safety	292,492	-	-
	Total Expenditures:	292,492	-	-
	Excess (Deficiency) Revenues over Expenditures:	109,786	390,714	1,264,749
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	-	-	659,258
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	-	-	-
381, 382, 395, 398	Other Resources	-	-	-
	Total Other Increases in Fund Resources:	-	-	659,258
Other Decreases in Fund Resources				
594-595	Capital Expenditures	-	89	-
591-593, 599	Debt Service	-	-	1,235,856
597	Transfers-Out	250,000	-	-
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	-	-	-
581, 582	Other Uses	-	-	-
	Total Other Decreases in Fund Resources:	250,000	89	1,235,856
	Increase (Decrease) in Cash and Investments:	(140,214)	390,625	28,893
Ending Cash and Investments				
5081000	Reserved	143,417	435,071	186,458
5088000	Unreserved	-	-	-
	Total Ending Cash and Investments	143,417	435,071	186,458

The accompanying notes are an integral part of this statement.

Shoreline Fire Department
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

	301 CAPITAL FUND: 10-004- 0020	302 ALS CAPITAL: 10- 004-6060	303 CIP FUND: 10-004-3010	304 LTGO CIP FUND: 10-004- 3020
Beginning Cash and Investments				
30810	Reserved	-	486,292	2,616,228
30880	Unreserved	2,828,734	-	-
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	-	-	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	792,248	-	-
340	Charges for Goods and Services	69,489	-	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	64,189	10,531	30,396
Total Revenues:		925,926	10,531	30,396
Expenditures				
510	General Government	-	-	-
520	Public Safety	-	-	-
Total Expenditures:		-	-	-
Excess (Deficiency) Revenues over Expenditures:		925,926	10,531	30,396
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	1,222,000	280,011	-
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	-	-	-
381, 382, 395, 398	Other Resources	-	-	-
Total Other Increases in Fund Resources:		1,222,000	280,011	-
Other Decreases in Fund Resources				
594-595	Capital Expenditures	647,896	47,986	2,197,672
591-593, 599	Debt Service	-	-	-
597	Transfers-Out	659,258	-	-
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	-	-	-
581, 582	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		1,307,154	47,986	2,197,672
Increase (Decrease) in Cash and Investments:		840,772	242,556	(2,167,276)
Ending Cash and Investments				
5081000	Reserved	-	728,848	448,953
5088000	Unreserved	3,669,507	-	-
Total Ending Cash and Investments		3,669,507	728,848	448,953

The accompanying notes are an integral part of this statement.

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

Note 1 – Summary of Significant Accounting Policies

The Shoreline Fire Department (Department) is a special purpose government that provides fire protection services to the general public and is supported primarily through property taxes. The Department was incorporated in 1939 and operates under Chapter 52 RCW and other laws of the state of Washington applicable to fire districts. The Department provides fire suppression services, emergency medical services, Fire prevention services, special operations services, disaster preparedness and response, community education and outreach.

The Department reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund - 001 (Expense Fund)

This fund is the primary operating fund of the Shoreline Fire Department. It accounts for all financial resources except those required or elected to be accounted for in another fund. The General Expense, General Reserve, General Benefits, Imprest Petty Cash Checking Accounts and Imprest Petty Cash fund are accounted for in Fund 001.

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

Special Revenue - 101 (EMS Donations Fund)

This fund was established to receive and account for funds donated to Shoreline Fire Department for basic life support. This account is funded by donations from the community.

Special Revenue - 102 (ALS Expense Fund)

This fund is used for the day-to-day operations of the ALS Division. This account is funded through a contract with King County EMS. King County EMS receives its funding from a countywide EMS property tax levy.

Special Revenue - 103 (CMT Expense Fund)

This fund is used for the day-to-day operations of the Community Medicine Technician (CMT) program. This account is primarily funded through a contract with King County EMS. King County EMS receives its funding from a countywide EMS property tax levy.

Special Revenue - 104 (Impact Fee Fund)

Shoreline Fire Department through the City of Shoreline has implemented a fire impact fee program; and Shoreline Fire Department authorizes the City of Shoreline to collect impact fees on behalf of the Fire Department and to transfer collected fees to Shoreline Fire Department fire impact fee fund.

Debt Service Fund - 201 (GO Bond Fund)

This fund accounts for the financial resources that are restricted, committed, or assigned to expenditures to pay principal, interest, and related costs on the general long-term bonded debt.

Debt Service Fund - 202 (LTGO Bond Fund)

This fund accounts for the financial resources that are restricted, committed, or assigned to expenditures to pay principal, interest, and related costs on the limited general long-term bonded debt.

Capital Projects Fund - 301 (Capital Replacement Fund)

This fund primarily accounts for the accumulation of resources for the purchase of major equipment. This fund is used to track and maintain long-range plans. The fund allows the Department to plan for large purchases without depleting the current year's expense budget.

Capital Projects Fund - 302 (ALS Capital Fund)

This fund primarily accounts for the accumulation of resources for the purchase of major equipment. This fund is used to track and maintain long-range plans. The fund allows the Department to plan for large purchases without depleting the current year's expense budget.

Capital Projects Fund - 303 (2015 CIP Fund)

The Capital Improvement Plan (CIP) fund will be used for tracking revenues and expenses resulting from the Capital Bond that was approved by voters in August, 2015. This fund will be used during the life of the \$9.5 million capital bond, approximately ten years.

Capital Projects Fund - 304 (2018 CIP Fund)

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

The Capital Improvement Plan (CIP) fund will be used for tracking revenues and expenses resulting from the Limited Tax General Obligation Bonds approved by the Board of Commissioners in August, 2018. This fund will be used during the life of the \$5.5 million capital bond, approximately ten years.

B. Basis of Accounting and Measurement Focus

The Department's financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

C. Cash and Investments

See Note 5, Deposits and Investments.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets are recorded as capital expenditures when purchased.

E. Compensated Absences

Sick Leave: The majority of the employees are members of the bargaining unit with sick leave hours processed according to the following:

Upon LEOFF retirement (does not include termination for cause); employees shall have 50% of any unused sick leave hours remaining in their sick leave bank converted to a dollar value and contributed to HRA (VEBA) or equivalent health care trust account recognized by IRS code 501c9. The conversion rate will be 50% of their actual sick leave hours at the time of retirement times their final base hourly rate of pay.

The estimated sick time liability effective 12/31/19 as indicated above was \$2,933,209.

Vacation Leave: The total vacation time liability effective 12/31/19 was \$2,061,743.

Compensatory Time: The total compensatory time liability effective 12/31/19 was \$450,419.

Clothing Allowance: The total unpaid clothing allowance liability effective 12/31/19 was \$27,684.

F. Long-Term Debt

See Note 4, Debt Service Requirements.

G. Reserved Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as reserved when it is subject to restrictions on use imposed by external parties or due to the internal commitments established by the Board of Commissioners for Shoreline Fire Department. When expenditures that meet restrictions are incurred, the district intends to use reserved resources first before using unreserved amounts.

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

Reservations of Ending Cash and Investments consist of 12/31/2019 were:

Fund Name	Amount Reserved
ALS Expense fund	\$ 2,483,215
ALS Capital fund	\$ 728,848
GO Bond fund	\$ 186,458
CIP fund	\$ 448,953
LTGO Bond fund	\$ 4,268
LTGO CIP fund	\$ 3,939,067
Impact Fee fund	\$ 435,071
CMT fund	\$ 143,417

Note 2 – Budget Compliance

The department adopts annual appropriated budgets for Gen Expense, Gen Capital, Gen Benefits, ALS Expense, ALS Capital, and CMT funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund/Department	Final Appropriated Amounts	Actual Expenses	Variance
Gen Expense	\$ 20,234,226	\$ 20,285,025	(50,799)
Gen Capital	\$ 1,082,370	\$ 1,307,152	(224,782)
Gen Benefits	\$ 691,927	\$ 494,916	197,011
ALS Expense	\$ 8,192,262	\$ 8,092,246	100,016
ALS Capital	\$ 126,350	\$ 47,986	78,364
CMT Expense	\$ 366,272	\$ 542,493	\$ (176,221)

Gen Capital fund: Inadvertent omission of a budget line item designated for LTGO Bond fund interest and principal payment in the amount of \$659,257.92.

Gen Benefits fund: Budgeted items were not spent as planned based on anticipated medical obligation for LEOFF 1 Retirees.

ALS Capital fund: Budgeted items were not spent as planned.

CMT fund: A transfer out to ALS Expense fund per Resolution 15-06, this additional expenditure was not budgeted.

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

Note 3 – Component Unit(s), Joint Ventures, and Related Parties

Joint Venture Note:

The Shoreline Fire Department is a participant with the cities of Bellevue, Bothell, Clyde Hill, Kirkland, Medina, Mercer Island, Redmond, Normandy Park and Snoqualmie, along with Eastside Fire and Rescue, King County Fire Protection Districts 27, 45 and 50, Northshore Fire Department, and Woodinville Fire and Life Safety District (Principal agencies) in a joint venture to operate NORCOM, a consolidated emergency service communications center. The North East King County Regional Public Safety Communications Agency (NORCOM), a nonprofit corporation, was created to provide highly efficient emergency service communications and all related incidental functions for communicating and dispatching services between the public and the Principals' directly served public safety departments in furtherance of improved public safety and emergency response. NORCOM is governed by an Executive Board composed of one representative from each Principal agency.

On dissolution of the corporation, the net position of NORCOM will be shared equitably by the Principals at the time of dissolution based on the average of the prior five years of user fees contributed. The Principal agencies are each obligated by interlocal agreement to remit costs related to NORCOM based upon the number of service calls for fire and police operations to supplement NORCOM's operating revenues. The Shoreline Fire Department paid **\$639,501 in user fees in 2019**. The Department's net investment in NORCOM is reported in the city's Statement of Net Position. Complete financial statements for NORCOM may be obtained at:

NORCOM
PO Box 50911
Bellevue, WA 98015-0911

Note 4 – Debt Service Requirements

The accompanying Schedule of Liabilities (09) provides a listing of the outstanding debt and liabilities of the District and summarizes the District's debt transactions for year ended December 31, 2019.

On 12/04/2015, a voted general obligation bond was issued to pay the cost of acquiring, constructing and installing capital improvements and betterments to the Department's fire protection facilities.

On 08/29/2018, a non-voted Commissioners bond was issued to pay the cost of acquiring, constructing and installing capital improvements and betterments to the Department's fire protection facilities.

The debt service requirements for UTGO and LTGO bonds, including interest, are as follows:

<u>Description</u>	<u>Issued Amount</u>	<u>Maturity Date</u>	<u>Balance Payable: 12-31-19</u>
2015 GO Bond	\$9,150,000	December 1, 2025	\$6,715,000
2018 LTGO Bond	\$5,500,000	December 1, 2028	\$5,065,000

The debt service requirements for UTGO and LTGO bonds, including interest, are as follows:

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

Year	Principal	Interest	Total Debt Service
2020	1,505,000	407,303	1,912,303
2021	1,560,000	368,340	1,928,340
2022	1,620,000	327,150	1,947,150
2023	1,680,000	272,850	1,952,850
2024	1,745,000	213,750	1,958,750
2025-2028	3,670,000	321,500	3,991,500
Totals	\$ 11,780,000	\$ 1,910,893	\$ 13,690,893

Note 5 – Deposits and Investments

Investments are reported at fair value. The Department’s investments are held by King County Treasury as it’s agent in the Department’s name.

Investment amount as of **December 31, 2019: \$22,425,611.**

Investments in King County Investment Pool

The Shoreline Fire Department involuntary participant in the King County investment pool, an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC. Rather, oversight is provided by the County Finance Committee in accordance with [RCW 36.48.070](#). The Shoreline Fire Department reports its investment in the pool at fair value, which is (the same as the value of the pool per share/or disclose the difference between the reported amount and the value of pool shares). (The LGIP does not impose liquidity fees or redemption gates on participant withdrawals/discard any liquidity fees or redemption gates).

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the Department would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The Department’s deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

Note 6 - Other Disclosures

Subsequent Event, COVID-19:

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of a deadly new virus. In the weeks following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing schools, colleges and universities, cancelling public events, prohibiting public and private gatherings, and requiring people to stay home unless they are leaving for an essential function.

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

As much as any fire department can be prepared for a challenge such as the COVID-19 virus, Shoreline Fire Department was very well positioned. We had a well-stocked disaster cache of equipment, which was crucial in being able to properly protect our personnel in the early stages of the pandemic. It took some time for replacement personal protective equipment (PPE) to start being shipped, and even then it was in very limited quantities.

Clearly there were very difficult logistical, operational, and financial challenges posed by the virus. Each of these challenges created financial impacts as well. We incurred cost increases in; overtime, optional leave off, and equipment ranging from gloves to decontamination apparatus. We also modified meetings, agendas, staffing schedules, and allowed for personnel to work remotely when possible. Early on we briefed the Board of Commissioners and provided regular briefings on all of the above impacts.

We also proactively started tracking costs associated with COVID19 and is seeking reimbursements from FEMA.

Capital Construction Project:

As part of the approved bond proceeds, there is an ongoing construction of Station 63. Estimated completion in 2020. Anticipate that there will be additional change orders that may increase the price slightly.

Note 7 – Other Post-Employment Benefits (OPEB) Plans

The LEOFF I Retiree Medical Plan is a closed, single-employer, defined-benefit OPEB plan administered by Shoreline Fire Department as required by RCW 41.26. The plan pays for 100% of eligible retirees' healthcare costs on a pay-as-you-go basis. As of December 31, 2019, the plan had 9 members, all retirees. As of December 31, 2019, the Department's total OPEB liability was \$4,484,845 as calculated using the alternative measurement method. For the year ended December 31, 2019, the department paid \$92,123 in benefits.

Post-Retirement Medical Benefits: As part of savings generated by senior employees retiring, the Department offsets the cost of providing a post-retirement medical benefits to cover the gap between an eligible retirement and when Medicare provides coverage. The Board of Commissioners adopted Resolution 19-07, this Resolution addresses medical premium assistance to LEOFF or PERS retiring employees based on individual sick leave hours remaining on the record at the time of their official LEOFF or PERS service retirement.

The Department had one hundred twenty-two (122) active plan members and eight (8) retirees received the Medical Assistance Benefits as of December 31, 2019. As of December 31, 2019, the Department's OPEB liability for medical assistance benefits was \$4,401,526 as calculated using the GASB 75 actuarial valuation. For the year ended December 31, 2019, the department paid \$62,258 in benefits.

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

Note 8 – Pension Plans

A. State Sponsored Pension Plans

Substantially all Shoreline Fire Department full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans: LEOFF 1, LEOFF 2 and PERS 2.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
 Communications Unit
 P.O. Box 48380
 Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

At **June 30, 2019**, the District's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

Plan Type	Employer Contributions	Plan Liability / Asset	Allocation Percentage	NPL	NPA
PERS 1 UAAL	53392	3,845,355,000	0.00744600%	286,325	
PERS 2/3	78483	971,340,000	0.00960900%	93,336	
LEOFF 1		(1,976,611,000)	0.03450100%		(681,951)
LEOFF 2	830416.19	(2,316,693,000)	0.45040300%		(10,434,455)
			Totals	\$ 379,661	\$ (11,116,405)

LEOFF Plan 1:

The Department also participates in LEOFF Plan 1. The LEOFF Plan 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

LEOFF Plan 2:

The Department also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

Note 9 - Property Tax

The County Treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Collections are distributed at/after the end of each month.

The Department recognizes property tax revenues when cash is recorded as received by the County. Delinquent taxes are considered fully collectible because a lien affixes to the property after taxes are levied.

The King County Assessor, pursuant to the duty imposed on them by RCW 84.48.130, certified that the assessed valuation of all the taxable property situated within the boundaries of the Shoreline Fire Department for the assessment year 2018 and tax year 2019 was \$10,887,758,080 and was recorded as such in the King County Certification of Assessed Valuation.

The Department's regular levy for the year 2019 was \$10,243,259. The Department's benefit charge levy for 2019 was \$6,003,337.

Note 10 – Risk Management

Cities Insurance Association of Washington (CIAW):

The Shoreline Fire Department is a member of Cities Insurance Association of Washington (CIAW). Chapter 48.62 RCW authorizes the governing body of any one or more governmental entities to form together into or join a program or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services to the same extent that they may individually purchase insurance, self-insure, or hire or contract for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The program was formed on September 1, 1988, when 34 cities in the state of Washington joined together by signing an Interlocal Governmental Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. **As of December 1, 2019, there are 191 members in the program.**

The program provides the following forms of joint self-insurance and reinsurance coverage for its members: Property, including Automobile Comprehensive, and Collision, Equipment Breakdown, and Crime Protection; and Liability, including General, Automobile, and Wrongful Acts, which are included to fit members various needs.

The program acquires liability insurance through their Administrator, Clear Risk Solutions, which is subject to a per-occurrence self-insured retention (SIR) of \$100,000, with the exception of Wrongful Acts and Law Enforcement Liability which have a self-insured retention of \$25,000. Members are responsible for a \$1,000 to \$10,000 each claim, while the program is responsible for the \$100,000 retention. Since the program is a cooperative program, there is a joint liability among the participating members towards the sharing of the \$100,000 of the self-insured retention, in addition to the deductible. The program also purchases a Stop Loss Policy as another layer of protection to its membership, **with an attachment point of \$1,910,871.**

Shoreline Fire Department
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

Property insurance is subject to a per-occurrence self-insured retention of \$25,000. Members are responsible for a \$1,000 deductible for each claim. The program bears the \$25,000 self-insured retention, in addition to the deductible.

Privacy and Network Liability coverage is offered with a \$10,000 member deductible and \$40,000 self-insured retention for systems using encryption and \$50,000 member deductible and \$50,000 self-insured retention for those without encryption.

Equipment Breakdown insurance is subject to a per-occurrence deductible of \$2,500, which may vary per member with the exception of Pumps & Motors which is \$10,000. Members are responsible for the deductible amount of each claim. There is no program self-insured retention on this coverage, with the exception of Pumps & Motors which is \$15,000 and is covered by the CIAW.

Members contract to remain in the program for a minimum of one year and must give notice before December 1 to terminate participation the following December 1. The Interlocal Agreement is renewed automatically each year. In the event of termination, a member is still responsible for contributions to the program for any unresolved, unreported, and in-process claims for the period they were a signatory to the Interlocal Agreement.

A board of ten members is selected by the membership from three geographic areas of the state on a staggered term basis and is responsible for conducting the business affairs of the program.

The program has not employees. Claims are filed by members/brokers with Clear Risk Solutions, who has been contracted to perform program administration, claims adjustment and loss prevention for the program. Fees paid to the third party administrator under the arrangement for the year ending **December 1, 2019 were \$2,687,107.78.**

Paid Family and Medical Leave, Voluntary Plan:

In December 2019, the Department implemented a Voluntary Plan for the Paid Family and Medical Leave Act, Title 50A of the Revised Code of Washington.

Under the terms of Washington State's Paid Family and Medical Leave Act, Title 50A of the Revised Code of Washington, the State of Washington has approved the Department's Paid Family and Medical Leave Voluntary Program (the "Plan") to make the required contributions on behalf of and provide benefits to its employees in lieu of the State of Washington's fund.

The Department has identified the initial Trustees and the Plan Administrator, and is preparing for implementation of the Voluntary Program.

**Shoreline Fire Department
Schedule of Liabilities
For the Year Ended December 31, 2019**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
251.12	2015 GO Bond	12/1/2025	7,680,000	-	965,000	6,715,000
Total General Obligation Debt/Liabilities:			7,680,000	-	965,000	6,715,000
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Accrued SL,VAC,Comp,Clothing		4,978,248	494,809	-	5,473,057
264.30	Pension Liability		549,035	-	169,374	379,661
264.40	OPEB Liabilities		-	8,886,371	-	8,886,371
252.11	2018 LTGO Bond	12/1/2028	5,500,000	-	435,000	5,065,000
Total Revenue and Other (non G.O.) Debt/Liabilities:			11,027,283	9,381,180	604,374	19,804,089
Total Liabilities:			18,707,283	9,381,180	1,569,374	26,519,089

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	(564) 999-0950
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov