



Office of the Washington State Auditor  
Pat McCarthy

## **Accountability Audit Report**

# **Washington Counties Insurance Fund**

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

*Published April 22, 2021*

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

April 22, 2021

Board of Trustees  
Washington Counties Insurance Fund  
Tumwater, 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 Fund 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 Fund'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 value your cooperation during the audit.

Sincerely,

Pat McCarthy  
State Auditor  
Olympia, WA

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# TABLE OF CONTENTS

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

## AUDIT RESULTS

### Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Fund 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 Washington Counties Insurance Fund from January 1, 2019 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 Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Fund'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 year ended December 31, 2019, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Payroll – gross wages
- Accounts payable – credit cards and electronic funds transfers
- Open public meetings – documentation of minutes and executive sessions

## RELATED REPORTS

### **Financial**

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

## INFORMATION ABOUT THE AGENCY

The Washington Counties Insurance Fund was formed in 1958 by the Washington State Association of Counties as a means of pooling the cost of employee benefits such as medical, dental, vision and life insurance coverage for counties and special purpose districts throughout the state. In 1985 the Fund Board of Trustees hired its own professional employee benefits staff to direct the efforts of the Fund, set future goals, install cost containment measures, research available coverage, develop administrative guidelines for member employers and manage Fund investments.

The Fund is governed by an 18-member Board of Trustees who represent the member counties and local governments. Daily operations of the Fund are run by an Executive Director and seven employees. The Fund's annual operating budget is approximately \$2.35 million.

### Contact information related to this report

|            |  |
|------------|--|
| Address:   | Washington Counties Insurance Fund<br>2620 RW Johnson Road S.W.<br>Suite 300<br>Tumwater, WA 98512 |
| Contact:   | Kathi Rauch, Finance Director  |
| Telephone: | 360-292-4473   |
| Website:   | <a href="http://www.wcif.net">www.wcif.net</a>   |

*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for the Washington Counties Insurance Fund at <http://portal.sao.wa.gov/ReportSearch>.

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, [www.sao.wa.gov](http://www.sao.wa.gov). Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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