



Office of the Washington State Auditor  
Pat McCarthy

## Assessment Audit Report

# Whatcom County Cemetery District No. 2

For the period January 1, 2021 through December 31, 2022

*Published October 12, 2023*

Report No. 1033474



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

October 12, 2023

Board of Commissioners  
Whatcom County Cemetery District No. 2  
Lummi Island, Washington

**Report on Assessment Audit**

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.

The attached report describes the procedures performed and conclusions for the areas we reviewed. We appreciate the opportunity to work with your staff, and value your cooperation during the assessment audit.

Sincerely,

Pat McCarthy, State Auditor  
Olympia, WA

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## AUDIT SUMMARY

### Results in brief

Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the District was not in substantial compliance with applicable state laws, regulations, and its own policies, or had not provided adequate controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

### About the assessment audit

This report contains the results of our independent audit of Whatcom County Cemetery District No. 2 from January 1, 2021 through December 31, 2022.

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. State law (RCW 43.09.230) also requires local governments to prepare and submit certified annual reports to our Office summarizing such things as revenues received, collections made, amounts receivable or payable, expenditures made, and debt owed.

This assessment 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 at least once every three years. Assessment audits are risk-based, limited-scope reviews of small local governments, generally defined as local governments with less than \$300,000 in annual revenues. To help minimize audit costs, our work for this engagement was conducted off-site primarily using financial and other information provided by the District.

This assessment audit was limited to the following:

- Reviewing meeting minutes for compliance with the Open Public Meetings Act
- Inquiring as to internal controls over assets, revenues, and disbursements
- Verifying that annual reports submitted to our Office were complete and filed timely in compliance with state law
- Reviewing the District's annual revenues and expenditures for unusual transactions or trends
- Corroborating financial information reported by the District by comparing reported revenues, expenditures, and cash and investment balances to third-party sources
- Reviewing expenditures for indications of unusual activities, excessive Board of Commissioners compensation, conflicts of interest, or procurement requirements. Based on that review, we compared selected expenditures with supporting invoices and voucher approvals to verify their validity and completeness.
- Evaluating the District's financial information for indications of financial distress

## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

### Whatcom County Cemetery District No. 2 January 1, 2021 through December 31, 2022

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

<b>Audit Period:</b> January 1, 2017 – December 31, 2020	<b>Report Ref. No.:</b> 1030895	<b>Finding Ref. No.:</b> 2020-001
<b>Finding Caption:</b> The District lacked adequate internal controls and monitoring over its operations and financial activities to ensure the safeguarding of public resources and compliance with state law, such as the Open Public Meetings Act, annual filing, and records retention.		
<b>Background:</b> The District lacked effective internal controls for ensuring that it safeguarded public resources and complied with state law. Specifically: <ul style="list-style-type: none"><li>• The District did not hold monthly meetings for fiscal years 2017, 2018, 2019 and 2020. Further, available meeting minutes significantly lacked a record of business conducted, including adequate documentation of expenditures and approvals.</li><li>• The District did not submit the required annual reports within 150 days of the fiscal year-ends for of 2018, 2019 and 2020. Further, the District did not take appropriate steps to ensure the annual report submissions accurately reported financial activity for fiscal year 2017.</li><li>• The District did not keep supporting documentation to substantiate retroactive payments made in 2017 in violation of the Washington State Constitution (Article II, Section 25).</li></ul>		
<b>Status of Corrective Action: (check one)</b> <input checked="checked" type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected <input type="checkbox"/> Finding is considered no longer valid		
<b>Corrective Action Taken:</b> <ul style="list-style-type: none"><li>• <i>The new Commissioners hold monthly meetings well documented in minutes. This includes documentation of expenditures and approvals as well as all other business.</i></li><li>• <i>Annual Reports for 2021 and 2022 have been submitted. We are confident these submissions accurately reflect financial activity.</i></li><li>• <i>The District does not make retroactive payments.</i></li></ul>		

## INFORMATION ABOUT THE DISTRICT

Whatcom County Cemetery District No. 2 provides maintenance and operation services for its cemetery located on Lummi Island. An elected, three-member Board of Commissioners governs the District.

The District primary source of revenue is derived from property taxes and cemetery sales and services. Annual revenues were approximately \$8,000 and \$10,400 in fiscal years 2021 and 2022, respectively.

Contact information related to this report	
Address:	Whatcom County Cemetery District No. 2 P.O. Box 183 Lummi Island, WA 98262
Contact:	Joanie Walker-Roteman, Board Member
Telephone:	(310) 415-4789
Website:	<a href="http://lummiislandcemetery.com/">http://lummiislandcemetery.com/</a>

*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for Whatcom County Cemetery District No. 2 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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