



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Port of South Whidbey Island

For the period January 1, 2020 through December 31, 2022

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

November 30, 2023

Board of Commissioners
Port of South Whidbey Island
Freeland, 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 Port 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 Port'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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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Port 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 Port of South Whidbey Island from January 1, 2020 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.

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 Port'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, 2022, 2021 and 2020, 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, overtime, and electronic funds transfers
- Cash receipting – timeliness and completeness of deposits, voids and adjustments
- Accounts payable – credit cards
- Self-Insurance for unemployment compensation
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

INFORMATION ABOUT THE PORT

The Port of South Whidbey Island is located in Island County and was incorporated in 1961 as the Port of Langley. The name was changed in 1980. The Port is a special purpose taxing district which provides parking facilities, camping, water-related recreational facilities, and spaces for rent to the general public for event venues and small businesses operations. The Port had operating and tax revenues of approximately \$1,185,000, \$1,198,000 and \$1,199,000 for the years 2020, 2021 and 2022, respectively.

The Port currently has six full-time employees, seven part-time employees, and occasional or seasonal assistance throughout the year. The Port operates under the laws of the state of Washington applicable to Port Districts under Title 53 RCW. An elected, three-member Board of Commissioners governs the Port. Each Commissioner serves a six-year term.

Contact information related to this report	
Address:	Port of South Whidbey Island P.O. Box 872 Freeland, WA 98249
Contact:	Molly MacLeod-Roberts, Port Clerk/Accountant
Telephone:	(360) 331-5494
Website:	www.portofsouthwhidbey.com

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Port of South Whidbey Island 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. 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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