



Office of the Washington State Auditor
Pat McCarthy

Assessment Audit Report

Pacific County Fire Protection District No. 8

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

Published March 11, 2024

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

March 11, 2024

Board of Commissioners
Pacific County Fire Protection District No. 8
South Bend, 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 Pacific County Fire Protection District No. 8 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
- Evaluating the District's financial information for indications of financial distress

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Pacific County Fire District 8

PO Box 13

South Bend, WA 98586

Pacific County Fire Protection District No. 8

January 1, 2021 through December 31, 2022

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

Audit Period: January 1, 2017 through December 31, 2020	Report Ref. No.: 1029938	Finding Ref. No.: 2020-001
Finding Caption: The District lacked adequate internal controls and monitoring over its operations to ensure compliance with state laws, such as the Open Public Meetings Act and annual report filing requirements.		
Background: Federal and state agencies, the Board of Directors and the public rely on the information included in the financial statements and reports to make decisions. The District is responsible for designing, implementing, and maintaining internal controls that provide reasonable assurance that financial reporting is reliable. The Washington Open Public Meetings Act (OPMA) requires the District to hold discussions and make business decisions, including voucher approvals, in an open public forum. Additionally, fire districts are required to meet monthly. (RCW 52.14.090) State law (RCW 43.09.230) requires the District to submit an annual financial report to the State Auditor's Office within 150 days after the end of its fiscal year. The annual financial report includes summaries of financial information and supporting schedules.		
Status of Corrective Action: (check one) <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		
Corrective Action Taken: <i>The new commissioners have been meeting monthly, there were a couple times that they were not able to meet due to scheduling conflicts and no quorum. They post the meeting dates on Facebook and at the post office so that the public is aware of the meeting and can attend if they want to. The annual report has been filed the last two years although some corrections need to be made.</i>		

INFORMATION ABOUT THE DISTRICT

Pacific County Fire Protection District No. 8 provides fire suppression and protection services to the rural South Bend area. An elected, three-member Board of Commissioners governs the District. The District's primary source of revenue is derived from property taxes.

The District received annual revenues of approximately \$11,700 and \$12,000 in fiscal years 2021 and 2022, respectively.

Contact information related to this report

Address:	Pacific County Fire Protection District No. 8 P.O. Box 13 South Bend, WA 98586
Contact:	Zorah Sowa, Secretary
Telephone:	360-790-8857

Information current as of report publish date.

Audit history

You can find current and past audit reports for Pacific County Fire Protection District No. 8 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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