



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Department of Archaeology and Historic Preservation

For the period July 1, 2019 through June 30, 2023

Published June 27, 2024

Report No. 1035137



Scan to see another great way
we're helping advance
#GoodGovernment



Office of the Washington State Auditor Pat McCarthy

June 27, 2024

Allyson Brooks
Executive Director
Department of Archaeology and Historic Preservation
Olympia, 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 Department 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 Department'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

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

TABLE OF CONTENTS

Audit Results..... 4

Related Reports 6

Information about the Department..... 7

About the State Auditor's Office..... 8

AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Department 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.

However, we noted certain matters related to ongoing eligibility for designated Main Street Communities that we communicated to Department management and the Executive Director in a letter dated June 24, 2024. We appreciate the Department's commitment to resolving those matters.

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 Department of Archaeology and Historic Preservation from July 1, 2019 through June 30, 2023.

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 43.09.310, which requires the Office of the Washington State Auditor to examine the financial affairs of all state agencies. Our audit involved obtaining evidence about the Department'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 June 30, 2023, 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:

- Main Street Program: Community status – Screening requirements for non-profit organizations seeking admission to the Main Street Program for the preservation and development of historic downtowns.
- Main Street Program: Ongoing eligibility – Annual requirements that must be fulfilled by recognized community non-profit organizations to maintain their good standing in the Main Street Program.

- Section 106 review – Compliance with National Historic Preservation Act requirements for federal undertakings.
- Blank vendor payments: Review of allowability of payments made to blank vendors.

RELATED REPORTS

Financial

We perform an annual audit of the statewide basic financial statements, as required by state law (RCW 43.09.310). Our opinion on these financial statements is included in the Annual Comprehensive Financial Report (ACFR). The ACFR reflects the financial activities of all funds, organizations, agencies, departments and offices that are part of the state's reporting entity. The results of that audit are published in a report issued by the Office of Financial Management in December of each year and can be found at www.ofm.wa.gov.

Federal grant programs

In accordance with the Single Audit Act, we annually audit major federal programs administered by the state of Washington. Rather than perform a single audit of each agency, we audit the state as a whole. The results of that audit are published in a report issued by the Office of Financial Management in March of each year.

INFORMATION ABOUT THE DEPARTMENT

The Department of Archaeology and Historic Preservation (DAHP) was established by the state Legislature as an agency on July 24, 2005, by RCW 43.334.900, to act as the primary agency in state government with expertise in cultural resources. The agency is responsible for archaeology, human remains, historic buildings, cultural properties, and administering the rural Main Street program. DAHP has federal and state regulatory oversight and is the mandated central repository for all Washington State cultural resource data. The State Historic Preservation Officer (SHPO) serves as the agency Director. DAHP's sole office is located in Olympia and is staffed with 30 employees.

During the 2023-2025 biennium, the Department had an operating budget of approximately \$8 million a year. Along with state appropriations, the Department is supported by federal funding through the U.S. Department of the Interior. DAHP promotes the message that preservation creates an environment that instills civic pride and community spirit and encourages economic development by creating jobs, increasing tax revenue, raising property values, and encouraging community reinvestment. The Department works to preserve significant cultural and historic resources in order to improve, enrich and enliven the state for future generations.

Contact information related to this report

Address:	Department of Archaeology and Historic Preservation 1110 Capitol Way S. Suite 30 Olympia, WA 98501
Contact:	Annie Strader, Operations Manager
Telephone:	(360) 706-4215
Website:	www.dahp.wa.gov

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Department of Archaeology and Historic Preservation 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.

Stay connected at sao.wa.gov

- [Find your audit team](#)
- [Request public records](#)
- Search BARS Manuals ([GAAP](#) and [cash](#)), and find [reporting templates](#)
- Learn about our [training workshops](#) and [on-demand videos](#)
- Discover [which governments serve you](#) — enter an address on our map
- Explore public financial data with the [Financial Intelligence Tool](#)

Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov