

**Washington State Auditor's Office**  
**Accountability Audit Report**

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**Kittitas County**

Report Date  
**October 10, 2011**

**Report No. 1006666**

Issue Date  
**November 7, 2011**



WASHINGTON  
**BRIAN SONNTAG**  
STATE AUDITOR



**Washington State Auditor  
Brian Sonntag**

November 7, 2011

Board of Commissioners  
Kittitas County  
Ellensburg, Washington

***Report on Accountability***

We appreciate the opportunity to work in cooperation with your County to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role to advocate for government accountability and transparency and to promote positive change.

Please find attached our report on Kittitas County's accountability and compliance with state laws and regulations and its own policies and procedures. Thank you for working with us to ensure the efficient and effective use of public resources.

Sincerely,

**BRIAN SONNTAG, CGFM**  
STATE AUDITOR

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October 10, 2011

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# Audit Summary

Kittitas County  
October 10, 2011

## ***ABOUT THE AUDIT***

This report contains the results of our independent accountability audit of Kittitas County from January 1, 2010 through December 31, 2010.

We evaluated internal controls and performed audit procedures on the activities of the County. We also determined whether the County complied with state laws and regulations and its own policies and procedures.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. The following areas were examined during this audit period:

- General disbursements
- Payroll
- Bid law – public works projects
- Cost allocation plans
- County Jail – cash receipting
- District Court
- Community Development Services
- Airport – lease/contract agreements
- Probation – billings/cash receipting

## ***RESULTS***

In the areas we examined, the County's internal controls were adequate to safeguard public assets. The County also complied with state laws and regulations and its own policies and procedures in the areas we examined.

## **Related Reports**

**Kittitas County  
October 10, 2011**

### ***FINANCIAL***

Our opinion on the County's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the County's financial statements. That report includes a finding for the following deficiencies in internal controls over financial reporting that, when taken together, represent a significant deficiency.

- The County's review process was not effective in ensuring the financial statements, notes and schedules were reported accurately
- Staff responsible for recording the refunding bond transactions did not have sufficient technical knowledge to prepare the correct accounting entries.
- Each department receiving grant funding is responsible for calculating the expenditure amount reported on the Schedule of Expenditures of Federal Awards (SEFA). Departments have not properly reported grant spending to those responsible for preparing the SEFA.

### ***FEDERAL GRANT PROGRAMS***

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the County's major federal programs, which are listed in the Federal Summary section of the financial statement and single audit report.

# Description of the County

Kittitas County  
October 10, 2011

## **ABOUT THE COUNTY**

Kittitas County serves approximately 40,915 citizens in Central Washington. The County is administered by a three-member Board of Commissioners and operates on an \$85 million annual budget. Its 301 employees provide an array of services including judicial and public safety, operation and maintenance of the county jail, building inspection, planning and zoning, property valuation, tax collection and distribution, vehicle licensing, road maintenance, social services, landfill and transfer station, and general administrative services.

## **ELECTED OFFICIALS**

These officials served during the audit period:

### Board of Commissioners:

District 1	Paul Jewell
District 2	Alan A. Crankovich
District 3	Mark McClain (through December 2010)
Assessor	Marsha Weyand
Auditor	Jerald V. Pettit
Clerk	Joyce Julsrud
Superior Court Judges:	Michael E. Cooper
	Scott Sparks

### District Court Judges:

Lower District Court	Thomas A. Haven (through January 9, 2011)
Upper District Court	Darrel Ellis
Prosecuting Attorney	Greg L. Zempel
Sheriff	Eugene Dana
Treasurer	Deanna Panattoni

Note: Obie O'Brien replaced Mark McClain on January 1, 2011, and James E. Hurson replaced Thomas A. Haven on January 10, 2011.

## ***APPOINTED OFFICIALS***

Director of County Fair	Matthew Anderson
Interim Director of Community Development Services	Kirk Holmes
Director of Computer Services	Duke Senter
Interim Director of Facilities Maintenance	Matthew Anderson
Interim Facilities Maintenance Project Manager	Patti Johnson
Director of Human Resources	Joseph E. Whalen, III (through June 2010) Lisa Young (effective November 2010)
Director of Probation services	William Holmes
Director of Public Works	Kirk Holmes
Director of Solid Waste	Patti Johnson
Fire Marshal	Brenda Larsen
Public Health Administrator	Cathy Bambrick (through September 2010)
Public Health Officer	Dr. Mark Larson
Weed Administrator	Todd Davis
Washington State University Extension	Tip Hudson

Note: Maria Canfield replaced Cathy Bambrick on July 1, 2011.

## ***COUNTY CONTACT INFORMATION***

Address: Kittitas County  
205 W. 5th Avenue, Suite 105  
Ellensburg, WA 98926

Phone: (509) 962-7502

Web site: [www.co.kittitas.wa.us](http://www.co.kittitas.wa.us)

## ***AUDIT HISTORY***

We audit the County every year. This audit marked the sixth consecutive year no findings were reported for the County.



## **ABOUT THE STATE AUDITOR'S OFFICE**

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

Our mission is to work with our audit clients and citizens as an advocate for government accountability. As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

The State Auditor's Office employees are located around the state to deliver services effectively and efficiently.

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

The results of our work are widely distributed through a variety of reports, which are available on our Web site and through our free, electronic subscription service.

We take our role as partners in accountability seriously. We provide training and technical assistance to governments and have an extensive quality assurance program.

**State Auditor**  
**Chief of Staff**  
**Deputy Chief of Staff**  
**Chief Policy Advisor**  
**Director of Audit**  
**Director of Performance Audit**  
**Director of Special Investigations**  
**Director for Legal Affairs**  
**Director of Quality Assurance**  
**Local Government Liaison**  
**Communications Director**  
**Public Records Officer**  
**Main number**  
**Toll-free Citizen Hotline**

**Brian Sonntag, CGFM**  
**Ted Rutt**  
**Doug Cochran**  
**Jerry Pugnetti**  
**Chuck Pfeil, CPA**  
**Larisa Benson**  
**Jim Brittain, CPA**  
**Jan Jutte, CPA, CGFM**  
**Ivan Dansereau**  
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