



Washington State Auditor's Office

Troy Kelley

Integrity • Respect • Independence

Accountability Audit Report

Town of Cathlamet

Wahkiakum County

For the period January 1, 2012 through December 31, 2013

Published
Report No.





Washington State Auditor

Troy Kelley

Issue Date – (Issued by OS)

Mayor and Town Council
Town of Cathlamet
Cathlamet, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office 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 Town operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our report on the Town's compliance and safeguarding of public resources. Our independent audit report describes the overall results and conclusions for areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

TROY KELLEY
STATE AUDITOR

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AUDIT SUMMARY

Results in brief

In most areas we audited, Town operations complied with applicable requirements and provided adequate safeguarding of public resources. The Town also complied with state laws and regulations and its own policies and procedures in the areas we examined.

However, we noted certain matters that we communicated to the Town management in a letter dated September 17, 2014 related to cash receipting. We appreciate the Town's commitment to resolving those matters.

About the audit

This report contains the results of our independent accountability audit of the Town of Cathlamet from January 1, 2012 through December 31, 2013.

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.

Our audit involved performing procedures to obtain evidence about the Town's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

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 fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Utilities – cash receipting, adjustments and accounts receivable
- Pool and library cash receipting
- Payroll and leave balances
- Procurement and change orders
- Disbursements
- Compliance with Open Public Meetings Act

RELATED REPORTS

Financial

Our opinion on the Town's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the Town's financial statements.

That report includes a finding for a material weakness in internal controls over accounting and financial reporting.

Federal grant programs

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

INFORMATION ABOUT THE TOWN

The Town of Cathlamet was incorporated in 1907 and operates under the direction of an elected five-member Town Council, an elected Mayor and appointed Clerk-Treasurer. The Town provides public safety, fire prevention, street improvements, parks and recreation and general administrative services. In addition, the Town owns and operates a water and sewer system. The Town had budgeted revenues of \$12,854,256 in 2012 and \$8,317,734 in 2013. The Town employs five full-time people, including three public works employees and two administrative services employees.

Contact information related to this report

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Information current as of report publish date.

Audit history

You can find current and past audit reports for the Town of Cathlamet at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

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.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

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.

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 as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

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

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