

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

---

**Island County**

Report Date  
**October 8, 2012**

**Report No. 1008778**

Issue Date  
**December 17, 2012**



WASHINGTON  
**BRIAN SONNTAG**  
STATE AUDITOR



**Washington State Auditor  
Brian Sonntag**

December 17, 2012

Board of Commissioners  
Island County  
Coupeville, 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 Island 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

**Table of Contents**

Island County  
October 8, 2012

Audit Summary ..... 1

Related Reports ..... 2

Description of the County ..... 3

# Audit Summary

Island County  
October 8, 2012

## ***ABOUT THE AUDIT***

This report contains the results of our independent accountability audit of Island County from January 1, 2011 through December 31, 2011.

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:

- Conservation District assessments
- Clerk's Office
- Forfeited bail bonds
- Travel expenses
- Software system – juror payments
- Inter-fund loan
- Small and attractive asset inventory
- System convergence – payroll
- Gasoline use
- Bid law compliance
- Revenues received through web applications
- State grant compliance

## ***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**

**Island County  
October 8, 2012**

### ***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.

### ***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

Island County  
October 8, 2012

## **ABOUT THE COUNTY**

Island County includes the islands of Whidbey, Camano, Smith, Deception and Ben Ure and encompasses approximately 209 square miles. The County seat is the town of Coupeville on Whidbey Island. The County has a population of approximately 78,800 citizens.

An elected, three-member Board of Commissioners governs the County. Additional elected positions include Auditor, Treasurer, Prosecuting Attorney, Sheriff, Assessor, Clerk, Coroner, District Court Judge and two Superior Court judges. For fiscal year 2011, the County had total operating revenue of \$56,041,000. The County's approximately 404 full- and part-time employees provide services including administration, public safety, public health, public works, land-use planning and parks and recreation.

## **ELECTED OFFICIALS**

These officials served during the audit period:

### Board of Commissioners:

District 1	Helen Price Johnson
District 2	Angie Homola
District 3	Kelly Emerson
Assessor	Mary Engle
Auditor	Sheilah Crider
Superior Court Clerk	Debra Van Pelt
Coroner	Robert W. Bishop
Prosecuting Attorney	Greg Banks
Sheriff	Mark Brown
Treasurer	Ana Marie Nunez
District Court Judge	Peter Strow
Superior Court Judge:	Alan Hancock
	Vicki Churchill

## ***APPOINTED OFFICIALS***

Budget Director	Elaine Marlow
Courthouse Facilities Maintenance Supervisor	Dan Sherk
General Services Administration Director	Betty Kemp
Health Services Director	Keith Higman
Human Services Director	Jackie Henderson
Human Resources Director	Melanie Bacon
Superior/Juvenile Court Administrator	Brooke Powell
Planning and Community Development Director	Robert Pederson
Public Works Director	Bill Oakes

## ***COUNTY CONTACT INFORMATION***

Address:           Island County  
                          1 N.E. 7th Street  
                          P.O. Box 5000  
                          Coupeville, WA 98239

Phone:             (360) 679-7366

Website:           [www.islandcounty.net](http://www.islandcounty.net)

## ***AUDIT HISTORY***

We audit the County annually. We have issued findings in the previous 11 audits. The County has been proactive in resolving the findings. Over the years, County management has positively acknowledged our audit recommendations.



## **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.

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**  
**James E. Brittain, CPA, CFE**  
**Jan Jutte, CPA, CGFM**  
**Ivan Dansereau**  
**Mike Murphy**  
**Mindy Chambers**  
**Mary Leider**  
**(360) 902-0370**  
**(866) 902-3900**

**Website**  
**Subscription Service**

[www.sao.wa.gov](http://www.sao.wa.gov)  
<https://www.sao.wa.gov/EN/News/Subscriptions/>