

**Washington State Auditor's Office**  
**Financial Statements and Federal Single Audit Report**

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**Kennewick School District No. 17**  
**Benton County**

Audit Period  
**September 1, 2012 through August 31, 2013**

**Report No. 1011807**

Issue Date  
**May 12, 2014**



**Washington State Auditor**  
**Troy Kelley**

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Independence • Respect • Integrity



# Washington State Auditor Troy Kelley

May 12, 2014

Board of Directors  
Kennewick School District No. 17  
Kennewick, Washington

## *Report on Financial Statements and Federal Single Audit*

Please find attached our report on Kennewick School District No. 17's financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the District's financial condition.

Sincerely,

**TROY KELLEY**  
STATE AUDITOR

# Table of Contents

**Kennewick School District No. 17  
Benton County  
September 1, 2012 through August 31, 2013**

Federal Summary .....	1
Schedule of Prior Federal Audit Findings .....	3
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	4
Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control over Compliance in Accordance with OMB Circular A-133.....	6
Independent Auditor's Report on Financial Statements .....	9
Financial Section.....	12

# Federal Summary

## Kennewick School District No. 17 Benton County September 1, 2012 through August 31, 2013

The results of our audit of Kennewick School District No. 17 are summarized below in accordance with U.S. Office of Management and Budget Circular A-133.

### ***FINANCIAL STATEMENTS***

An unmodified opinion was issued on the financial statements.

#### ***Internal Control Over Financial Reporting:***

- ***Significant Deficiencies:*** We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- ***Material Weaknesses:*** We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the District.

### ***FEDERAL AWARDS***

#### ***Internal Control Over Major Programs:***

- ***Significant Deficiencies:*** We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- ***Material Weaknesses:*** We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the District's compliance with requirements applicable to each of its major federal programs.

We reported no findings that are required to be disclosed under section 510(a) of OMB Circular A-133.

***Identification of Major Programs:***

The following were major programs during the period under audit:

<u>CFDA No.</u>	<u>Program Title</u>
10.553	Child Nutrition Cluster - School Breakfast Program
10.555	Child Nutrition Cluster - National School Lunch Program
10.559	Child Nutrition Cluster - Summer Food Service Program
84.027	Special Education Cluster (IDEA) - Special Education - Grants to States (IDEA, Part B)
84.173	Special Education Cluster (IDEA) - Special Education - Preschool Grants (IDEA Preschool)

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by OMB Circular A-133, was \$381,967.

The District qualified as a low-risk auditee under OMB Circular A-133.

# Schedule of Prior Federal Audit Findings

## Kennewick School District No. 17 Benton County September 1, 2012 through August 31, 2013

This schedule presents the status of federal findings reported in prior audit periods. The status listed below is the representation of Kennewick School District No. 17. The State Auditor's Office has reviewed the status as presented by the District.

<b>Audit Period:</b> FY 2012	<b>Report Ref. No:</b> 1009749	<b>Finding Ref. No:</b> 1	<b>CFDA Number(s):</b> 84.027, 84.173
<b>Federal Program Name and Granting Agency:</b> Special Education Cluster, U.S. Department of Education		<b>Pass-Through Agency Name:</b> Office of Superintendent of Public Instruction	
<b>Finding Caption:</b> The District did not have adequate internal controls to ensure compliance with federal and state procurement requirements.			
<b>Background:</b> <p>In the 2012 fiscal year, the District spent \$3,111,477 in federal funds for its Special Education programs. When using those funds to buy goods and services from vendors and contractors, the District is required by federal regulations to competitively bid the purchases.</p> <p>During the audit period, the District awarded an \$111,115 contract for professional services to one vendor, claiming a "single source" exception to advertising and soliciting sealed bids as required by U.S. Office of Management and Budget (OMB) regulations. OMB requires advertising and sealed bids on all contracts of more than \$100,000. In addition, the District awarded six other special education-related contracts totaling \$165,002 without following federal requirements. For contracts of \$100,000 or less, OMB regulations require the District to obtain price or rate quotes from an adequate number of qualified vendors.</p> <p>Instead, the District issued a single source contract for each of the seven contracts by claiming the work, which related to development of individual evaluation plans for special education students, was specialized and only a limited number of contractors were qualified. OMB regulations allow districts to solicit services from only one vendor if competition for the services is inadequate. Documentation should show how the District came to its conclusion. The District had inadequate documentation to validate its single source determination. We also concluded that development of student plans is not a sufficient reason for awarding a single source contract.</p>			
<b>Status of Corrective Action: (check one)</b>			
<input type="checkbox"/> Fully Corrected	<input checked="" type="checkbox"/> Partially Corrected	<input type="checkbox"/> No Corrective Action Taken	<input type="checkbox"/> Finding is considered no longer valid
<b>Corrective Action Taken:</b> <i>The District has obtained additional support for sole source vendors and has improved its methods and procedures for procurement processes and documentation.</i>			

**Independent Auditor's Report on Internal Control over  
Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards***

**Kennewick School District No. 17  
Benton County  
September 1, 2012 through August 31, 2013**

Board of Directors  
Kennewick School District No. 17  
Kennewick, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Kennewick School District No. 17, Benton County, Washington, as of and for the year ended August 31, 2013, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated May 2, 2014.

We issued an unmodified opinion on the fair presentation of the District's financial statements in accordance with its regulatory basis of accounting. We issued a qualified opinion on the fair presentation of certain funds with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the District using accounting practices prescribed or permitted by Washington State statutes and the *Accounting Manual for Public School Districts in the State of Washington* (Accounting Manual) described in Note 1, which is a basis of accounting other than GAAP.

***INTERNAL CONTROL OVER FINANCIAL REPORTING***

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be

prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

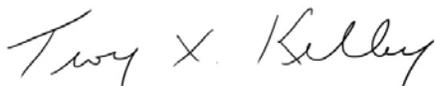
## ***COMPLIANCE AND OTHER MATTERS***

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## ***PURPOSE OF THIS REPORT***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



**TROY KELLEY**  
STATE AUDITOR

May 2, 2014

# **Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control over Compliance in Accordance with OMB Circular A-133**

**Kennewick School District No. 17  
Benton County  
September 1, 2012 through August 31, 2013**

Board of Directors  
Kennewick School District No. 17  
Kennewick, Washington

## ***REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM***

We have audited the compliance of Kennewick School District No. 17, Benton County, Washington, with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended August 31, 2013. The District's major federal programs are identified in the accompanying Federal Summary.

### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination on the District's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended August 31, 2013.

### ***REPORT ON INTERNAL CONTROL OVER COMPLIANCE***

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program in order to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***PURPOSE OF THIS REPORT***

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited.

It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in cursive script that reads "Troy X. Kelley".

**TROY KELLEY**  
STATE AUDITOR

May 2, 2014

# Independent Auditor's Report on Financial Statements

## **Kennewick School District No. 17 Benton County September 1, 2012 through August 31, 2013**

Board of Directors  
Kennewick School District No. 17  
Kennewick, Washington

### ***REPORT ON THE FINANCIAL STATEMENTS***

We have audited the accompanying financial statements of Kennewick School District No. 17, Benton County, Washington, as of and for the year ended August 31, 2013, and the related notes to the financial statements, which collectively comprise the District's financial statements, as listed on page 12.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Washington State statutes and the *Accounting Manual for Public School Districts in the State of Washington* (Accounting Manual) described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the

appropriateness of accounting policies used and the reasonableness of significant account estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Unmodified Opinion on Regulatory Basis of Accounting (Accounting Manual)***

As described in Note 1, the District has prepared these financial statements using accounting practices prescribed or permitted by Washington State statutes and the Accounting Manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The difference in these accounting practices is also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Kennewick School District No. 17, as of August 31, 2013, and the changes in financial position thereof for the year then ended in accordance with the basis of accounting described in Note 1.

***Basis for Qualified Opinion on the Fiduciary Funds Based on U.S. GAAP***

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The Accounting Manual does not require school districts to apply the provisions of Governmental Accounting Standards Board Statement 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* in the presentation of the net position of fiduciary funds at the end of the year. The District's financial statements present the fiduciary fund's ending position as net assets divided between nonspendable trust principal and assigned to fund purposes, instead of reporting all of the net position as being held in trust for the purpose for which the trust was established.

***Qualified Opinion on the Fiduciary Funds Based on U.S. GAAP***

In our opinion, except for the matters described in the "Basis for Qualified Opinion on the Fiduciary Funds Based on U.S. GAAP" paragraph above, the financial statements referred to above present fairly, in all material respects, the financial position of the fiduciary funds as of August 31, 2013, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Unmodified Opinions on the Governmental Funds Based on U.S. GAAP***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the General, ASB, Debt Service, Capital Project and Transportation Vehicle funds as of August 31, 2013, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Supplementary and Other Information*

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The accompanying Schedule of Long-Term Liabilities is also presented for purposes of additional analysis as required by the prescribed Accounting Manual. These schedules are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements, and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

**OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 2, 2014 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



**TROY KELLEY**  
STATE AUDITOR

May 2, 2014

# Financial Section

**Kennewick School District No. 17  
Benton County  
September 1, 2012 through August 31, 2013**

## ***FINANCIAL STATEMENTS***

Balance Sheet – Governmental Funds – 2013  
Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental  
Funds – 2013  
Statement of Fiduciary Net Assets – Fiduciary Funds – 2013  
Statement of Changes in Fiduciary Net Assets– Fiduciary Funds – 2013  
Notes to Financial Statements – 2013

## ***SUPPLEMENTARY AND OTHER INFORMATION***

Schedule of Long-Term Liabilities – 2013  
Schedule of Expenditures of Federal Awards – 2013  
Notes to the Schedule of Expenditures of Federal Awards – 2013

Balance Sheet

Governmental Funds

August 31, 2013

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
<b>ASSETS:</b>							
Cash and Cash Equivalents	4,371,768.96	50,183.33	47,547.31	1,746,246.26	646.34	0.00	6,216,392.20
Minus Warrants Outstanding	-4,050,067.32	-36,617.44	0.00	-1,745,600.28	0.00	0.00	-5,832,285.04
Taxes Receivable	10,422,838.57		4,805,056.25	0.00	0.00	0.00	15,227,894.82
Due From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due From Other Governmental Units	713,926.16	0.00	0.00	0.00	0.00	0.00	713,926.16
Accounts Receivable	20,011.02	2,600.00	0.00	0.00	0.00	0.00	22,611.02
Interfund Loans Receivable	0.00			0.00			0.00
Accrued Interest Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inventory	614,257.71	0.00					614,257.71
Prepaid Items	0.00	0.00		0.00	0.00	0.00	0.00
Investments	28,374,000.00	1,459,000.00	5,310,900.00	32,509,000.00	694,000.00	0.00	68,346,900.00
Investments/Cash With Trustee	0.00		0.00	0.00	0.00	0.00	0.00
Investments-Deferred Compensation	0.00			0.00			0.00
Self-Insurance Security Deposit	0.00						0.00
<b>TOTAL ASSETS</b>	<b>40,466,735.10</b>	<b>1,475,165.89</b>	<b>10,163,503.56</b>	<b>32,509,645.98</b>	<b>694,646.34</b>	<b>0.00</b>	<b>85,309,696.87</b>
<b>LIABILITIES:</b>							
Accounts Payable	532,706.00	278.04	0.00	0.00	0.00	0.00	532,984.04
Contracts Payable Current	0.00	0.00		0.00	0.00	0.00	0.00
Accrued Interest Payable			0.00				0.00
Accrued Salaries	26,385.57	0.00		0.00			26,385.57
Revenue Anticipation Notes Payable	0.00		0.00	0.00	0.00		0.00
Payroll Deductions and Taxes Payable	5,756.55	0.00		0.00			5,756.55
Due To Other Governmental Units	321,509.17	0.00		0.00	0.00	0.00	321,509.17
Deferred Compensation Payable	0.00			0.00			0.00
Estimated Employee Benefits Payable	1,624,101.69						1,624,101.69
Due To Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The accompanying notes are an integral part of this financial statement.

Balance Sheet

Governmental Funds

August 31, 2013

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
<b>LIABILITIES:</b>							
Interfund Loans Payable	0.00		0.00	0.00	0.00		0.00
Deposits	0.00	0.00					0.00
Matured Bonds Payable			0.00				0.00
Matured Bond Interest Payable			1,093.02				1,093.02
Arbitrage Rebate Payable	0.00		0.00	0.00	0.00		0.00
Deferred Revenue	10,747,734.38	0.00	4,805,056.25	0.00	0.00	0.00	15,552,790.63
<b>TOTAL LIABILITIES</b>	<b>13,258,193.36</b>	<b>278.04</b>	<b>4,806,149.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,064,620.67</b>
<b>FUND BALANCE:</b>							
Nonspendable Fund Balance	400,000.00	0.00	0.00	0.00	0.00	0.00	400,000.00
Restricted Fund Balance	4,046,689.08	1,474,887.85	5,357,354.29	30,253,096.37	694,646.34	0.00	41,826,673.93
Committed Fund Balance	7,000,000.00	0.00	0.00	0.00	0.00	0.00	7,000,000.00
Assigned Fund Balance	15,761,852.66	0.00	0.00	2,256,549.61	0.00	0.00	18,018,402.27
Unassigned Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FUND BALANCE</b>	<b>27,208,541.74</b>	<b>1,474,887.85</b>	<b>5,357,354.29</b>	<b>32,509,645.98</b>	<b>694,646.34</b>	<b>0.00</b>	<b>67,245,076.20</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>40,466,735.10</b>	<b>1,475,165.89</b>	<b>10,163,503.56</b>	<b>32,509,645.98</b>	<b>694,646.34</b>	<b>0.00</b>	<b>85,309,696.87</b>

The accompanying notes are an integral part of this financial statement.

Statement of Revenues, Expenditures, and Changes in Fund Balance

Governmental Funds

For the Year Ended August 31, 2013

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
<b>REVENUES:</b>							
Local	23,795,513.57	1,734,446.83	10,249,356.71	63,757.70	436.08		35,843,510.89
State	111,856,929.07		0.00	10,001,972.79	410,142.17		122,269,044.03
Federal	13,038,947.16		0.00	0.00	0.00		13,038,947.16
Federal Stimulus	0.00						0.00
Other	504,437.20			6,150.00	0.00	0.00	510,587.20
<b>TOTAL REVENUES</b>	<b>149,195,827.00</b>	<b>1,734,446.83</b>	<b>10,249,356.71</b>	<b>10,071,880.49</b>	<b>410,578.25</b>	<b>0.00</b>	<b>171,662,089.28</b>
<b>EXPENDITURES:</b>							
<b>CURRENT:</b>							
Regular Instruction	80,894,172.86						80,894,172.86
Federal Stimulus	0.00						0.00
Special Education	17,556,102.02						17,556,102.02
Vocational Education	4,274,587.68						4,274,587.68
Skills Center	3,314,538.09						3,314,538.09
Compensatory Programs	9,624,439.67						9,624,439.67
Other Instructional Programs	1,378,555.36						1,378,555.36
Community Services	250,469.75						250,469.75
Support Services	29,065,885.02						29,065,885.02
Student Activities/Other		1,616,668.76				0.00	1,616,668.76
<b>CAPITAL OUTLAY:</b>							
Sites				0.00			0.00
Building				20,605,446.55			20,605,446.55
Equipment				1,369,207.81			1,369,207.81
Instructional Technology				0.00			0.00
Energy				0.00			0.00
Transportation Equipment					437,613.20		437,613.20
Sales and Lease				0.00			0.00
Other	764,655.62						764,655.62
<b>DEBT SERVICE:</b>							
Principal	0.00		6,450,000.00	0.00	0.00		6,450,000.00
Interest and Other Charges	24.22		3,367,671.88	0.00	0.00		3,367,696.10
Bond/Levy Issuance				0.00	0.00		0.00
<b>TOTAL EXPENDITURES</b>	<b>147,123,430.29</b>	<b>1,616,668.76</b>	<b>9,817,671.88</b>	<b>21,974,654.36</b>	<b>437,613.20</b>	<b>0.00</b>	<b>180,970,038.49</b>

The accompanying notes are an integral part of this financial statement.

Statement of Revenues, Expenditures, and Changes in Fund Balance

Governmental Funds

For the Year Ended August 31, 2013

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
<b>DEBT SERVICE:</b>							
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	2,072,396.71	117,778.07	431,684.83	-11,902,773.87	-27,034.95	0.00	-9,307,949.21
<b>OTHER FINANCING SOURCES (USES):</b>							
Bond Sales & Refunding Bond Sales	0.00		0.00	0.00	0.00	0.00	0.00
Long-Term Financing	0.00		0.00	0.00	0.00	0.00	0.00
Transfers In	0.00		0.00	3,500,000.00	150,000.00	0.00	3,650,000.00
Transfers Out (GL 536)	-3,650,000.00		0.00	0.00	0.00	0.00	-3,650,000.00
Other Financing Uses (GL 535)	0.00		0.00	0.00	0.00	0.00	0.00
Other	0.00		0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-3,650,000.00</b>		<b>0.00</b>	<b>3,500,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXCESS OF REVENUES/OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>-1,577,603.29</b>	<b>117,778.07</b>	<b>431,684.83</b>	<b>-8,402,773.87</b>	<b>122,965.05</b>	<b>0.00</b>	<b>-9,307,949.21</b>
<b>BEGINNING TOTAL FUND BALANCE</b>	<b>28,786,145.03</b>	<b>1,357,109.78</b>	<b>4,925,669.46</b>	<b>40,912,419.85</b>	<b>571,681.29</b>	<b>0.00</b>	<b>76,553,025.41</b>
Prior Year(s) Corrections or Restatements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>ENDING TOTAL FUND BALANCE</b>	<b>27,208,541.74</b>	<b>1,474,887.85</b>	<b>5,357,354.29</b>	<b>32,509,645.98</b>	<b>694,646.34</b>	<b>0.00</b>	<b>67,245,076.20</b>

The accompanying notes are an integral part of this financial statement.

Kennewick School District No. 017  
Statement Of Fiduciary Net Assets  
Fiduciary Funds  
August 31, 2013

	Private Purpose Trust	Other Trust
<b>ASSETS:</b>		
Imprest Cash	7,034.75	0.00
Cash On Hand	0.00	0.00
Cash On Deposit with Cty Treas	0.00	68,103.87
Minus Warrants Outstanding	0.00	-67,027.39
Due From Other Funds	0.00	76,407.81
Accounts Receivable	0.00	0.00
Accrued Interest Receivable	0.00	0.00
Investments	0.00	2,498,500.00
Investments/Cash With Trustee	0.00	0.00
Other Assets	0.00	
Capital Assets, Land	0.00	
Capital Assets, Buildings	0.00	
Capital Assets, Equipment	0.00	0.00
Accum Depreciation, Buildings	0.00	
Accum Depreciation, Equipment	0.00	0.00
<b>TOTAL ASSETS</b>	<b>7,034.75</b>	<b>2,575,984.29</b>
<b>LIABILITIES:</b>		
Accounts Payable	0.00	24.86
Due To Other Funds	0.00	422,092.51
<b>TOTAL LIABILITIES</b>	<b>0.00</b>	<b>422,117.37</b>
<b>NET ASSETS:</b>		
<b>Net assets held in trust for:</b>		
Restricted for Other Items	0.00	0.00
Restricted for Self Insurance		0.00
Restricted for Uninsured Risks		0.00
Nonspendable -- Trust Principal	0.00	0.00
Committed to Other Purposes	0.00	0.00
Assigned to Fund Purposes	7,034.75	2,153,866.92
Unassigned Fund Balance	0.00	0.00
<b>TOTAL NET ASSETS</b>	<b>7,034.75</b>	<b>2,153,866.92</b>

The accompanying notes are an integral part  
of this financial statement.

Statement of Changes in Fiduciary Net Assets

Fiduciary Funds

For the Year Ended August 31, 2013

<b>ADDITIONS:</b>			
<b>Contributions:</b>			
Private Donations		Private Purpose Trust	Other Trust
Employer Members	8,812.88		0.00
Other			3,923,132.78
<b>TOTAL CONTRIBUTIONS</b>	<b>8,812.88</b>		<b>3,923,132.78</b>
<b>Investment Income:</b>			
Net Appreciation (Depreciation) in Fair Value	0.00		0.00
Interest and Dividends	0.00		2,488.00
Less Investment Expenses	0.00		0.00
Net Investment Income	0.00		2,488.00
<b>Other Additions:</b>			
Rent or Lease Revenue	0.00		0.00
Total Other Additions	0.00		0.00
<b>TOTAL ADDITIONS</b>	<b>8,812.88</b>		<b>3,925,620.78</b>
<b>DEDUCTIONS:</b>			
Benefits			3,614,645.84
Refund of Contributions	0.00		0.00
Administrative Expenses	0.00		0.00
Scholarships	5,330.01		
Other	0.00		0.00
<b>TOTAL DEDUCTIONS</b>	<b>5,330.01</b>		<b>3,614,645.84</b>
Net Increase (Decrease)	3,482.87		310,974.94
Net Assets--Beginning	3,551.88		1,842,891.98
Prior Year(s) Corrections or Restatements	0.00		0.00
<b>NET ASSETS--ENDING</b>	<b>7,034.75</b>		<b>2,153,866.92</b>

The accompanying notes are an integral part of this financial statement.

**Kennewick School District #17**  
**Notes to Financial Statements**  
**September 1, 2012 through August 31, 2013**

**Note 1 Summary of Significant Accounting Policies (SSAP)**

**Description of the governmental wide financial statements.**

The Kennewick School District #17 is a municipal corporation organized pursuant to Title 28A Revised Code of Washington (RCW) for the purpose of providing public school services to students in grades K–12. Oversight responsibility for the district's operations is vested with the independently elected board of directors. Management of the district is appointed by and is accountable to the board of directors. Fiscal responsibility, including budget authority and the power to set fees, levy property taxes, and issue debt consistent with provisions of state statutes, also rests with the board of directors.

The Kennewick School District #17 presents governmental fund financial statements and related notes on the modified accrual basis of accounting as prescribed by generally accepted accounting principles (GAAP) and required by its regulatory agencies, the Office of Superintendent of Public Instruction and the State Auditor's Office. The district's accounting policies, as reflected in the accompanying financial statements, conform to the *Accounting Manual for Public School Districts in the State of Washington*, issued jointly by the State Auditor's Office and the Superintendent of Public Instruction by the authority of RCW 43.09.200, RCW 28A.505.140, RCW 28A.505.010(1), and RCW 28A.505.020. This manual allows for a practice that differs from generally accepted accounting principles in the following manner:

- (1) District wide statements, as defined in GAAP, are not presented.
- (2) The financial statements do not report capital assets.
- (3) Debt is not reported on the face of the financial statements. It is reported on the notes to the financial statements and on the Schedule of Long-Term Debt. The Schedule of Long-Term Debt is required supplemental information.
- (4) The budgetary comparison schedule compares the district's actual results with the final budgeted amounts. The original budget is available through the Office of Superintendent of Public Instruction.
- (5) The Management Discussion and Analysis is not required.
- (6) The financial statements do not report a liability for Other Post-Employment Benefits (GASB Statement 45).
- (7) Other departures from GAAP that are material in nature are indicated throughout the Notes.

**Description of the activities accounted for in each of the following funds presented in the basic financial statements.**

The Kennewick School District #17 presents financial information on the basis of funds, each of which is considered a separate accounting entity. The regulatory agencies require all funds be presented as major funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures (or expenses) as appropriate. The various funds in the report are grouped into governmental (and fiduciary) funds as follows:

***GOVERNMENTAL FUNDS***

**General Fund**

This fund is used to account for all expendable financial resources, except those required to be accounted for in another fund. In keeping with the principle of as few funds as necessary, activities such as food services, maintenance, data processing, printing, and student transportation activities are included in the General Fund.

## Capital Projects Funds

These funds account for financial resources to be used for the construction or acquisition of major capital assets. There are two funds that are considered to be of the capital projects fund type: the Capital Projects Fund and the Transportation Vehicle Fund.

Capital Projects Fund. This fund is used to account for resources set aside for the acquisition and construction of capital assets such as land and buildings.

Transportation Vehicle Fund. This fund is used to account for the purchase, major repair, rebuilding, and debt service expenditures related to pupil transportation equipment.

## Debt Service Fund

This fund is used to account for the accumulation of resources for and the payment of matured general long-term debt principal, interest.

## Special Revenue Funds

In Washington State, the only allowable special revenue fund for school districts is the Associated Student Body (ASB) Fund. This fund is accounted for in the District's financial statements as the financial resources legally belong to the District. As a special revenue fund, amounts within the ASB Fund may only be used for those purposes that relate to the operation of the Associated Student Body of the district.

## Permanent Funds

These funds are used to report resources that are legally restricted such that only earnings, and not principal, may be expended. Amounts in the Permanent Fund may only be spent in support of the District's programs and may not be used to the benefit of any individual.

## **FIDUCIARY FUNDS**

Fiduciary funds that include pension and other employee benefit trust funds, private-purpose trust funds, and agency funds, are used to account for assets held by the district in a trustee and agency capacity. Effective September 1, 2007, the district began accounting for self-insured dental and self-insured workers' compensation programs within a fiduciary fund. Premiums are deposited into the fund. Dental and workers' compensation claims are paid from the fund.

## Private-Purpose Trust Fund.

This fund is used to account for resources that are legally held in trust by the District. The trust agreement details whether principal and interest may both be spent, or whether only interest may be spent. Money from a Private-Purpose Trust Fund may not be used to support the District's programs, and may be used to benefit individuals, private organizations, or other governments.

## **The measurement focus and basis of accounting used in the government-wide statements.**

The district's accounting policies conform to the *Accounting Manual for Public School Districts in the State of Washington*, issued jointly by the State Auditor and the Superintendent of Public Instruction. The district's financial statements are presented in conformity with that publication.

The measurement focus for the district's funds is the modified accrual basis and the current financial resources focus. This basis of accounting focuses primarily on the sources, uses, and balances of current financial resources and often has a budgetary orientation. This means that only current assets and current liabilities are included on their balance sheets.

Revenues are recognized as soon as they are measurable and available. "Measurable" means the amount of the transaction can be readily determined. Revenues are considered "available" if they are collected within 60 days after year-end to pay liabilities of the current period. Property taxes receivable are measurable but not available and are, therefore, not accrued. Categorical program claims and inter-district billings are measurable and available and are, therefore, accrued.

Expenditures are recorded in the period in which the benefit is received or when the goods or services are used. Unmatured principal and interest on long-term debt which are recorded when due. For federal grants, the recognition of expenditures is dependent on the obligation date. (Obligation means a purchase order has been issued, contracts have been awarded, or goods and/or services have been received.)

## ***Budgetary Data***

### General Budgetary Policies

Chapter 28A.505 RCW and Chapter 392-123 Washington Administrative Code (WAC) mandate school district budget policies and procedures. The board adopts the budget after a public hearing. An appropriation is a prerequisite to expenditure. Appropriations lapse at the end of the fiscal period.

### Budgetary Basis of Accounting

For budget and accounting purposes, revenues and expenditures are accounted for on the modified accrual basis as prescribed in law for all governmental funds. Fund balance is budgeted as available resources and, under statute, may not be negative, unless the district enters into binding conditions with state oversight pursuant to RCW 28A.505.110.

### **The government's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.**

The Kennewick School District #17 receives state funding for specific categorical education-related programs. Amounts that are received for these programs that are not used in the current fiscal year may be carried forward into the subsequent fiscal year, where they may be used only for the same purpose as they were originally received. When the district has such carryover, those funds are expended before any amounts received in the current year are expended.

Additionally, the District has other restrictions placed on its financial resources. When expenditures are recorded for purposes for which a restriction or commitment of fund balance is available, those funds that are restricted or committed to that purpose are considered first before any unrestricted or unassigned amounts are expended.

### **The government's fund balance classifications policies and procedures.**

The district classifies ending fund balance for its governmental funds into five categories.

Non-spendable Fund Balance - The amounts reported as Non-spendable are resources of the district that are not in spendable format. They are either non-liquid resources such as inventory or prepaid items, or the resources are legally or contractually required to be maintained intact.

Restricted Fund Balance - Amounts that are reported as Restricted are those resources of the district that have had a legal restriction placed on their use either from statute, WAC, or other legal requirements that are beyond the control of the board of directors. Restricted fund balance includes anticipated recovery of revenues that have been received but are restricted as to their usage.

Committed Fund Balance. - Amounts that are reported as Committed are those resources of the district that have had a limitation placed upon their usage by formal action of the district's board of directors. Commitments are made either through a formal adopted board resolution or are related to a school board policy. Commitments may only be changed when the resources are used for the intended purpose or the limitation is removed by a subsequent formal action of the board of directors.

The board of directors has established a minimum fund balance policy for the general fund to provide for financial stability and contingencies within the district. The policy is that the district shall maintain "The unreserved/undesignated fund balance shall be maintained at a minimum of 3% and within a range of 3% to 5% of the general fund budget. Should the Board authorize use of the unreserved undesignated fund balance below the 3% level, the superintendent or designee, will prepare a financial plan identifying how the reserve will be returned to the 3% level". For the 2012–13 fiscal year, the amount Committed to this minimum fund balance policy is \$7,000,000, which is 4.7% and is the amount reported as Committed Fund Balance on the financial statements.

Assigned Fund Balance. - In the General Fund, amounts that are reported as Assigned are those resources that the district has set aside for specific purposes. These accounts reflect tentative management plans for future financial resource use such as the replacement of equipment or the assignment of resources for contingencies. Assignments reduce the amount reported as Unassigned Fund Balance, but may not reduce that balance below zero.

In other governmental funds, Assigned fund balance represents a positive ending spendable fund balance once all restrictions and commitments are considered. These resources are only available for expenditure in that fund and may not be used in any other fund without formal action by the district's board of directors and as allowed by statute.

Unassigned Fund Balance. In the General Fund, amounts that are reported as Unassigned are those net spendable resources of the district that are not otherwise Restricted, Committed, or Assigned, and may be used for any purpose within the General Fund.

In other governmental funds, Unassigned fund balance represents a deficit ending spendable fund balance once all restrictions and commitments are considered.

A negative Unassigned fund balance means that the legal restrictions and formal commitments of the district exceed its currently available resources.

### **Assets, Liabilities, and Fund Equity**

All of the district's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

### **Cash Deposits with Financial Institutions**

The Benton County Treasurer is the *ex officio* treasurer for the district and holds all accounts of the district. The district directs the County Treasurer to invest those financial resources of the district that the district has determined are not needed to meet the current financial obligations of the district.

All of the district's investments (except for investments of deferred compensation plans) during the year and at year end were insured or registered and held by the district or its agent in the district's name.

The district's investments as of August 31, 2013, are as follows:

	Number of Securities	Carrying Amount	Market Value
Certificates of Deposit or Other Time Deposits			
Repurchase Agreements			
Bankers' Acceptance			
Obligations of the U.S. Government or Its Subsidiary Corporations			
Investments Held by Broker-Dealers Under Reverse Repurchase Agreements: U.S. Government Securities U.S. Instrumentality Securities			
State Treasurer's Investment Pool		75,175,900	
County Treasurer's Investment Pool			
Total Investments		75,175,900	

#### Receivables and Payables

All receivables are expected to be collected within one year.

#### Inventory

Inventory is valued at cost using the first-in, first-out (FIFO) method. The consumption method of inventory is used, which charges inventory as an expenditure when it is consumed. A portion of fund balance, representing inventory, is considered Non-spendable. Such reserves for inventory indicate that a portion of net current assets is set aside to replace or increase the inventory. USDA commodity inventory consists of food donated by the United States Department of Agriculture. It is valued at the prices paid by the USDA for the commodities.

#### Encumbrances

Encumbrance accounting is employed in governmental funds. Purchase orders, contracts, and other commitments for the expenditure of moneys are recorded in order to reserve a portion of the applicable appropriation. Encumbrances lapse at the end of the fiscal year and may be re-encumbered the following year. Encumbrances in the amount of \$532,094.91 within the General Fund were accrued August 31, 2013 and re-encumbered on September 1, 2013.

#### Capital Assets

All fixed assets are valued at historical cost or estimated historical cost if actual cost is unknown. Donated fixed assets are valued at their estimated fair value on the date donated. Depreciation is not recognized on general capital assets. Only assets of \$1,000. or greater are recognized as Capital Assets for the Financial Reports.

#### **Revenue and Expenditure Recognition**

#### Debt Service

Principal and interest on general long-term debt is recognized only when due.

## Property Taxes

Property tax revenues are collected as the result of special levies passed by the voters in the district. Taxes are levied on January 1. The taxpayer has the option of paying all taxes on April 30 or one-half then and one-half on October 31. Typically, slightly more than half of the collections are made on the April 30 date. The October 31 collection is not available in time to cover liabilities for the fiscal period ended August 31. Therefore, the fall portion of property taxes is not accrued as revenue. Instead, the taxes due on October 31 are recorded as deferred revenue.

## Compensated Absences

Employees earn sick leave at a rate of 10 or 12 days per year up to a maximum of one contract year.

Under the provisions of RCW 28A.400.210, sick leave accumulated by district employees is reimbursed at death or retirement at the rate of one day for each four days of accrued leave, limited to 180 accrued days. This chapter also provides for an annual buy out of an amount up to the maximum annual accumulation of 12 days. For buy out purposes employees may accumulate such leave to a maximum of 192 days, including the annual accumulation, as of December 31 of each year. These expenditures are recorded when paid. Vacation pay, including benefits, that is expected to be liquidated with expendable available financial resources is reported as expenditures when paid.

No unrecorded liability exists for other employee benefits.

The district's financial statements include the following amounts presented in the aggregate.

Non-spendable Fund Balance	General Fund	ASB Fund	CPF	DSF	TVF
Inventory and Prepaid Items	\$400,000	\$0	\$0	\$0	\$0
Restricted Fund Balance					
Carryover of Restricted Revenues	\$4,046,689	\$1,474,888	\$30,253,096	\$5,357,354	\$694,646
Debt Service	\$0	\$0	\$0	\$0	\$0
Arbitrage Rebate	\$0	\$0	\$0	\$0	\$0
Uninsured Risks	\$0	\$0	\$0	\$0	\$0
Other Items	\$0	\$0	\$0	\$0	\$0
Committed Fund Balance					
Minimum Fund Balance Policy	\$7,000,000	\$0	\$0	\$0	\$0
Other Commitments	\$0	\$0	\$0	\$0	\$0
Assigned Fund Balance					
Contingencies	\$15,761,853	\$0	\$2,256,550	\$0	\$0
Other Capital Projects	\$0	\$0	\$0	\$0	\$0
Other Purposes	\$0	\$0	\$0	\$0	\$0
Fund Purposes	\$0	\$0	\$0	\$0	\$0

## **Note 2 Self-Insurance—Security Deposit**

### **Self-Funded Dental Plan**

The Kennewick School District maintains a Self-funded Dental Plan as part of the district Fiduciary Fund. The Self-Funded Dental Plan is administered by the Kennewick School District Insurance Committee. The third party administrator is Assurant Employee Benefits. Premiums are deposited into the fund and claims are paid from the fund. The liability of the Self-Funded Dental Plan reported at August 31, 2013 including incurred but not reported claims, totals \$422,093. Plan assets total \$1,172,108 at August 31, 2013.

### **Self-Funded Industrial Insurance**

The district has been self-insured since October 1, 2005, for industrial insurance. The district Self-Insured Industrial Insurance Program is administered through the district Fiduciary Fund. Cash collected through workers' compensation premiums is deposited into the fund and claims are paid from the fund. The estimated liability for claims from October 1, 2005, to August 31, 2013 is \$533,454. Total workers compensation premiums collected and available to pay estimated claims and future claims totals \$2,735,313 with \$1,327,469 held in the district Fiduciary fund and \$1,407,844 held in the General Fund.

The district has purchased both per occurrence and aggregated stop-loss reinsurance protection. The district maintains a per occurrence self-insurance retention limit \$400,000 and an aggregate excess limit of \$1,000,000 over its retention.

## **Note 3 Capital Assets**

	<b>BALANCE 9/1/12</b>	<b>ADDITIONS</b>	<b>DELETIONS</b>	<b>BALANCE 8/31/13</b>
LAND	14,245,388	0	0	14,245,388
BUILDINGS	354,023,180	23,019,430	0	377,042,610
TRANSPORTATION EQUIPMENT	5,056,721	437,613	(1,838,998)	3,655,336
OTHER EQUIP & MACHINERY	17,817,354	2,322,014	(1,599,936)	18,539,432
CONSTRUCTION IN PROGRESS	21,970,849	0	(11,733,731)	10,237,118
<b>TOTAL</b>	<b>\$413,113,492</b>	<b>\$25,779,057</b>	<b>(15,172,665)</b>	<b>\$423,719,884</b>

Kennewick School District has a total of 103 buses which 56 are fully depreciated and 55 are on the schedule for a total dollar amount of \$3,655,336 of state obligated cost.

## **Note 4 Construction and Other Significant Commitments**

Construction in progress is composed of:

Project	Project Authorization Amount	Expended as of 8/31/2013	Additional Local Funds Committed	Additional State Funds Committed
Sunset View Elem	10,976,734	82,427	312,060	
Canyon View Elem	8,646,610	53,267	424,350	
SouthGate Elem	8,926,548	408	848,431	
Cascade Elem	11,013,932	10,387,273		
Lincoln Elem	11,271,339	1,210,356		
Total	50,835,163	11,733,731	1,584,841	

The district's capital assets are insured in the amount of \$378,443,172 fiscal 2013. In the opinion of the district's insurance consultant, this amount is sufficient to adequately fund replacement of the district's assets.

**Note 5 Pensions**

General Information

Substantially all District full-time and qualifying part-time employees participate in one or the following statewide retirement systems managed by the Washington State Department of Retirement Systems (DRS), under cost-sharing multiple-employer public employee defined benefit and defined contribution retirement plans. The Department of Retirement Systems (DRS), a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to: Department of Retirement Systems, Communications Unit, P.O. Box 48380, Olympia, WA 98504-8380; or it may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov). The following disclosures are made pursuant to GASB Statements No. 27, *Accounting for Pensions by State and Local Government Employers* and No. 50, *Pension Disclosures, an Amendment of GASB Statements No. 25 and No. 27*.

Membership by retirement system program as of June 30, 2012:

<u>Program</u>	<u>Active Members</u>	<u>Inactive Vested Members</u>	<u>Retired Members</u>
TRS	65,357	9,545	42,918
PERS	150,590	30,515	82,242
SERS	51,558	10,920	7,651

Certificated public employees are members of TRS. Noncertificated public employees are members of PERS (if Plan 1) or SERS.

Plan 1 under the TRS and PERS programs are defined benefit pension plans whose members joined the system on or before September 30, 1977. Plan 1 members are eligible to retire with full benefits after five years of credited service and attainment of age 60, after 25 years of credited service and attainment of age 55, or after 30 years of credited service.

Plan 2 under the TRS or SERS programs are defined benefit pension plans whose members joined on or after October 1, 1977, but before June 30, 1996 or August 31, 2000, for TRS or SERS programs, respectively. Members of TRS and SERS are eligible to retire with full benefits after five years of credited service and attainment of age 65 or after 20 years of credited service and attainment of age 55 with the benefit actuarially reduced from age 65, or 30 years of credited service and receive either a reduced benefit or stricter return-to-work rules.

Plan 3 under the TRS and SERS programs are defined benefit, defined contribution pension plans whose members joined on or after July 1, 1996, or September 1, 2000, for TRS and SERS, respectively. Members are eligible to retire with full benefits at age 65, or they may retire at age 55 with at least ten service years with a reduced benefit amount, or they may retire at age 55 with at least 30 service years and receive either a reduced benefit or stricter return-to-work rules.

Average final compensation (AFC) of Plan 1 TRS and PERS members is the highest average salary during any two consecutive years. For Plan 2 and Plan 3 TRS and SERS members, it is the highest average salary during any five consecutive years.

The retirement allowance of Plan 1 TRS and PERS members is the AFC multiplied by 2 percent per year of service capped at 60 percent with a cost-of-living adjustment. For Plan 2 TRS and SERS members, it is the AFC multiplied by 2 percent per year of service with provision for a cost-of-living adjustment. For the defined benefit portion of Plan 3 TRS and SERS it is the AFC multiplied by 1 percent per year of service with a cost-of-living adjustment.

The employer contribution rates for PERS, TRS, and SERS (Plans 1, 2, and 3) and the TRS and SERS Plan 2 employee contribution rates are established by the Pension Funding Council based upon advice from the Office of the State Actuary. The employee contribution rate for Plan 1 in PERS and TRS is set by statute at 6 percent and does not vary from year to year. The employer rate is the same for all plans in a system. The methods used to determine the contribution requirements are established under chapters 41.40, 41.32, and 41.35 RCW for PERS, TRS and SERS respectively.

The district contribution represents its full liability under both systems, except that future rates may be adjusted to meet the system needs.

Contributions

Employee contribution rates September 1, 2012 through August 31, 2013:

Plan 1 TRS	6.00%	Plan 1 PERS	6.00%
Plan 2 TRS	4.69%	Plan 2 SERS	4.09%
Plan 3 TRS and SERS	5.00% (minimum), 15.00% (maximum)		

For Plan 3 TRS and SERS: Member-selected rate between 5 percent and 15 percent, depending on plan options.

Employer contribution rates effective September 1, 2012 through August 31, 2013:

	<u>9/1/12 – 8/31/13</u>	<u>9/1/12-6/30/13</u>	<u>7/1/13-8/31/13</u>
Plan 1 TRS	8.05%	Plan 1 PERS	7.21%
Plan 2 TRS	8.05%	Plan 2 SERS	7.59%
Plan 3 TRS	8.05%	Plan 3 SERS	7.59%

Under current law the employer must contribute 100 percent of the employer-required contribution. Employer required contributions in dollars (Participant information for all plans is as of August 31, 2013).

<u>Plan</u>	<u>FY 13</u>	<u>FY 12</u>	<u>FY 11</u>
Plan 1 TRS	\$ 179,889	\$ 223,064	\$ 257,115
Plan 2 TRS	\$ 918,233	\$ 702,946	\$ 590,206
Plan 3 TRS	\$ 4,170,461	\$ 3,533,497	\$ 3,098,919
Plan 1 PERS	\$ 46,629	\$ 44,633	\$ 41,423
Plan 2 SERS	\$ 517,037	\$ 368,822	\$ 326,986
Plan 3 SERS	\$ 958,774	\$ 750,232	\$ 671,989

Historical trend information showing, TRS, PERS and SERS progress in accumulating sufficient assets to pay benefits when due is presented in the state of Washington's June 30, 2013, comprehensive annual financial report. Refer to this report for detailed trend information. It is available from:

State of Washington  
 Office of Financial Management  
 300 Insurance Building  
 PO BOX 43113  
 Olympia, WA 98504-3113

## **Note 6 Annual Other Post-Employment Benefit Cost and Net OPEB Obligations**

The State, through the Health Care Authority (HCA), administers an agent multi-employer Other Post-Employment Benefit plan. The Public Employees Benefits Board (PEBB), created within the HCA, is authorized to design benefits and determine the terms and conditions of employee and retired employee participation and coverage, including establishment of eligibility criteria for both active and retired employees. Programs include (medical, dental, life insurance and long-term disability insurance).

Employers participating in the plan include the State of Washington (which includes general government agencies and higher education institutions), 57 of the state's K-12 school districts and educational service districts (ESDs), and 206 political subdivisions and tribal governments. Additionally, the PEBB plan is available to the retirees of the remaining 247 K-12 school districts and ESDs. The District's retirees are eligible to participate in the PEBB plan under this arrangement.

According to state law, the Washington State Treasurer collects a fee from all school district entities which have employees that are not current active members of the state Health Care Authority but participate in the state retirement system. The purpose of this fee is to cover the impact of the subsidized rate of health care benefits for school retirees that elect to purchase their health care benefits through the state Health Care Authority. For the fiscal year 2012-2013 the District was required to pay the HCA \$65.17 per month per full-time equivalent employee to support the program, for a total payment of \$1,286,101, associated with fiscal year 2012-13. This assessment to the district is set forth in the State's operating budget and is subject to change on an annual basis. This amount is not actuarially determined and is not placed in a trust to pay the obligations for post-employment health care benefits.

The District has no control over the benefits offered to retirees, the rates charged to retirees, nor the fee paid to the Health Care Authority. The district does not determine its Annual Required Contribution nor the Net Other Post-Employment Benefit obligation associated with this plan. Accordingly, these amounts are not shown on the financial statements. This is a departure from GAAP.

## **Note 7 Entity Risk Management**

### **Unemployment**

The Kennewick School District is a member of the Cooperative Unemployment Compensation Insurance Pool.

In fiscal year 1978, school districts within Education Service District (ESD)#123 joined together to form the Cooperative Unemployment Compensation Insurance Pool, a public entity risk pool currently operating as a common risk management and insurance program for unemployment compensation. Seventeen districts, including ESD #123, have joined the pool. Members pool their self-insured losses and administrative services and have established a plan of self-insurance and related services, such as risk management, claims administration, etc. Coverage is on an "occurrence" basis. Members make an annual contribution to the fund based on their total gross payroll and unemployment history during the preceding year. The pool is fully funded by its member participants. The financial statements of the pool may be obtained by contacting Educational Service District 123. KSD amount as of 8/31/13, is \$751,468.24.

The pool is governed by a Cooperative Board, which is comprised of one designated representative from each participating members and a six member Executive Board. Five members elected by the Cooperative Board and the ESD Superintendent comprise the Executive Board. ESD #123 is responsible for conducting the business affairs of the pool.

## Risk Management

The Kennewick School District is a member of the Schools Insurance Association of Washington. Chapter 48.62 RCW authorizes the governing body of any one or more governmental entities to form together into or join a pool or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services to the same extent that they may individually purchase insurance, self-insure or hire contract for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The pool was formed on September 1, 1995, when 7 mid-sized school districts in the State of Washington joined together by signing an Interlocal Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. Presently, the SIAW pool has 42 member districts.

The program allows members to jointly purchase insurance coverage and provide related services, such as administration, risk management, claims administration, etc. Coverage for Wrongful Act Liability and Employee Benefit Liability is on a claims-made basis. All other coverage's are on an occurrence basis. The pool provides the following forms of group purchased insurance coverage for its members: property, earthquake, liability, automotive liability, equipment breakdown, crime, employee benefits and wrongful act liability.

The pool acquires liability insurance from unrelated underwriters that are subject to a per occurrence deductible of \$100,000. Members are responsible for the \$2,500 deductible for each claim, while the program is responsible for the \$100,000, self insured retention.

Insurance carriers cover insured losses over \$102,500 to the limits of each policy. Since the pool is a cooperative program, there is a joint liability among the participating members towards the sharing of the \$100,000 of the self insured retention. The program also purchases a Stop Loss Policy in the amount of \$3,946,800 which it fully funds in its annual budget.

Property insurance is subject to a per-occurrence self-insured retention of \$250,000. Members are responsible for a \$10,000 deductible amount for each claim. The pool is responsible for the remaining \$250,000 deductible. Equipment breakdown insurance is subject to a per-occurrence deductible of \$10,000. Members are responsible for the deductible amount of each claim.

Members contract to remain in the pool for one year and must give notice before December 31 before terminating participation the following September 1. Renewal of the Interlocal Agreement occurs automatically each year. Even after termination, a member is still responsible for contributions to the pool for any unresolved, unreported, and in-process claims for the period they were a signatory to the Interlocal Agreement.

The program is fully funded by its member participants. Claims are filed by members with Canfield & Associates, which has been contracted to perform pool administration, claims adjustment and administration and loss prevention for the pool. Fees paid to the third party Administrator under this arrangement for the year ended August 31, 2013 were \$3,198,671.88.

A Board of directors of eight members is selected by the membership from the east and west side of the state and is responsible for conducting the business affairs of the program. The Board of directors has contracted with Canfield to perform day-to-day administration of the pool. This program has no employees.

## **Note 8 Deferred Compensation Plans**

### **457 Plan – Deferred Compensation Plan**

District employees have the option of participating in an IRC, Section 457, Deferred Compensation Plan administered by the District, a state retirement system or another governmental entity. The District retains a right of legal access to the plan assets (valued at market) until paid or made available to the employees, subject only to the claims of the District's general creditor.

### **403(b) Plan – Tax Sheltered Annuity (TSA)**

The district offers a tax deferred annuity plan for its employees. The plan permits participants to defer a portion of their salary until future years under two types of deferrals: elective deferrals (employee contribution) and non-elective contribution (employer matching).

The district complies with IRS regulations that require school districts to have a written plan to include participating investment companies, types of investments, loans, transfers, and various requirements. The plan is administered by a third party administrator. The plan assets are assets of the SD employees, not the school district, and are therefore not reflected on these financial statements.

## **Note 9 Compensated Absences Pool**

### **Compensated Absences Pool**

In the fiscal year 2012-13, five school districts and Educational Service District (ESD) #123 make up the membership of a Compensated Absences Pool. The purpose of the Pool is to allow members to accumulate funds for payments of accrued sick and/or annual leave due to annual cash out, termination, retirement and/or death of employees. Members make contributions to the Pool based on a self selected percentage of their total gross payroll. Payroll contributions are made to the Pool at the time leave is earned to serve assets for expenditures related to leave buy out consistent with district policy. Such expenditures are recorded at the time leave is earned rather than at the time of cash out. Expenditures of leave taken during employment continue to be recorded when paid. The Pool is fully funded by its member participants. The financial statements of the Pool may be obtained by contacting Educational Service District No. 123. KSD amount as of 8/31/13, is \$820,642.35.

## **Note 10 Lease and Conditional Sales Obligations**

### **Lease Obligations and Conditional Sales Contract Obligations**

Kennewick School District #17 has no lease obligations and/or Conditional Sales Contract obligations as of August 31, 2013.

**Note 11 Debt**

Long-Term Debt

A. Bonds payable at August 31, 2013, are comprised of the following issue:

**BOND MATURITY SCHEDULE**

Election Date, May 19, 2009  
 ISSUE OF June 2009 GENERAL OBLIGATION \$68,000,000.00

	EFFECTIVE RATE OF INTEREST	3.9953%
	<u>RATE OF INTEREST</u>	
2012 -	3.375%-5.00%	
2013 -	5.00%	
2014 -	4.000%-5.00%	
2015 -	3.375%-5.00%	
2016 -	5.00%	
2017 -	5.00%	
2018 -	4.00%	
2019 -	4.00%	
2020 -	5.00%	
2021 -	5.00%	
2022 -	4.75%	
2023 -	4.75%	
2024 -	4.875%-5.00%	
2025 -	5.125%	
2026 -	5.25%	
2027 -	5.25%	
2028 -	5.00%	

BONDS RETIRED THRU DECEMBER 1, 2012 \$1,950,000

BONDS OUTSTANDING:

December 1, 2013	5.00%	\$6,970,000
December 1, 2014	4.00%-5.00%	\$7,520,000
December 1, 2015	3.375%-5.00%	\$8,080,000
December 1, 2016	5.00%	\$2,020,000
December 1, 2017	5.00%	\$2,200,000
December 1, 2018	4.00%	\$2,395,000
December 1, 2019	4.00%	\$2,580,000
December 1, 2020	5.00%	\$2,770,000
December 1, 2021	5.00%	\$3,000,000
December 1, 2022	4.75%	\$3,240,000
December 1, 2023	4.75%	\$3,485,000
December 1, 2024	4.875%-5.00%	\$3,750,000
December 1, 2025	5.125%	\$4,030,000
December 1, 2026	5.25%	\$4,335,000
December 1, 2027	5.25%	\$4,665,000
December 1, 2028	5.00%	<u>\$5,010,000</u>

\$66,050,000

\$68,000,000

- B. The following is a summary of general obligation long-term debt transactions of the District for the year ended August 31, 2013.

Long-Term Debt Payable at 9/1/12	\$72,500,000
New Issues and Refunding	-0-
Debt Retired and Defeased	\$6,450,000
Long-Term Debt Payable at 8/31/13	\$66,050,000

- C. Annual Requirements to Amortize Long-Term Debt August 31, 2013

YEAR ENDING AUGUST 31	PRINCIPAL	INTEREST	TOTAL
2014	6,970,000.00	3,031,843.76	\$10,001,843.76
2015	7,520,000.00	2,682,193.76	\$10,202,193.76
2016	8,080,000.00	2,318,787.51	\$10,398,787.51
2017	2,020,000.00	2,080,281.26	\$4,100,281.26
2018	2,200,000.00	1,974,781.26	\$4,174,781.26
2019	2,395,000.00	1,871,881.26	\$4,266,881.26
2020	2,580,000.00	1,772,381.26	\$4,352,381.26
2021	2,770,000.00	1,651,531.26	\$4,421,531.26
2022	3,000,000.00	1,507,281.26	\$4,507,281.26
2023	3,240,000.00	1,355,331.26	\$4,595,331.26
2024	3,485,000.00	1,195,612.51	\$4,680,612.51
2025	3,750,000.00	1,021,190.63	\$4,771,190.63
2026	4,030,000.00	826,268.75	\$4,856,268.75
2027	4,335,000.00	609,206.25	\$4,944,206.25
2028	4,665,000.00	372,956.25	\$5,037,956.25
2029	5,010,000.00	125,250.00	\$5,135,250.00
<b>TOTAL</b>	<b>\$66,050,000.00</b>	<b>\$24,396,778.24</b>	<b>\$90,446,778.24</b>

At August 31, 2013, the district had \$5,357,354.29 in the Debt Service Fund to service the General Obligation Bonds.

## **Note 12 Summaries of Significant Contingencies**

### **INTERFUND LOANS**

There were no interfund loans for Fiscal Year 2012-2013.

### **Litigation**

The Kennewick School District has no known legal obligations that would materially impact the financial position of the district.

## **Note 13 Other Disclosures**

### **Skill Center:**

The District is the host district for the Tri-Tech Skills Center, a regional program designed to provide career and technical education opportunities to students in participating districts. The Purpose of a Skills Center is to enhance the career and technical education course offerings among districts by avoiding unnecessary duplication of courses.

The Tri-Tech Skills Center was created through an agreement of the 5 member districts. The Skills Center is governed by an Administrative Council, comprised of the superintendents, or their appointed representatives, of all member districts. The Skills Center administration is handled through a director, employed by the District.

As host district, the District has the following responsibilities:

1. Employ staff of the Skills Center.
2. Act as fiscal agent for the Skills Center and maintain separate accounts and fund balances for each fund. Financial operations of this facility are included in these financial statements in the amount of revenues totaling \$3,778,790 and expenditures totaling \$3,323,616. Comparable revenues and expenditures totaled \$3,496,429 and \$3,249,856 respectfully, during the preceding year.
3. Review and adopt the Skills Center budget as a part of the District's overall budget.
4. Provide such services as may be mutually agreed upon by the District and the Skills Center.

### *Sources of Funding*

The Skills Center is primarily funded by state apportionment, based on the number of students who attend the Skills Center. Other sources of income include federal grants from the Carl D. Perkins program, tuition and fees, and payments from member districts.

### **KCDA Purchasing Coop:**

The district is a member of the King County Directors' Association, a purchasing cooperative consisting of 294 school districts from throughout the state. The district's equity, in this cooperative, totaled \$111,172.97 as of December 31, 2012. The district has the right to withdraw its equity, subject to certain restrictions, over a period of up to fifteen years. During the 2012 school year, the district's purchases from this cooperative totaled \$1,484,554.51 as compared with \$1,436,053.06 during the 2011 school year.

DELTA High School/STEM:

In 2009 the district entered into an inter-cooperative agreement with Richland and Pasco School districts to establish Delta High School. The school opened for the 2009/2010 school year offering students a Science, Technology, Engineering, and Mathematics (STEM) focused curriculum. The school is scheduled to enroll 100 students each year for a target capacity of 400 students in school year 2012/2013. Each of the three participating districts is allotted a share of student seats to fill. The school operates out of facilities owned by Columbia Basin College located within the Richland School District. Educational Service District 123 serves as the fiscal agent for the program.

**Note 14 SUMMARIES OF SIGNIFICANT CONTINGENCIES**

There were no events after the balance sheet date that would have a material impact on the next or future years.

Kennewick School District No. 017  
 Schedule of Long-Term Liabilities  
 For the Year Ended August 31, 2013

Description	Beginning Outstanding Debt September 1, 2012	Amount Issued/Increased	Amount Redeemed/Decreased	Ending Debt Outstanding Debt August 31, 2013
Total Voted Bonds	72,500,000.00	0.00	6,450,000.00	66,050,000.00
Total Non-Voted Notes/Bonds	0.00	0.00	0.00	0.00
Qualified Zone Academy Bonds (QZAB)	0.00	0.00	0.00	0.00
Qualified School Construction Bonds (QSCB)	0.00	0.00	0.00	0.00
<b>Other Long-Term Debt</b>				
Capital Leases	0.00	0.00	0.00	0.00
Contracts Payable (GL 603)	0.00	0.00	0.00	0.00
NonCanceliable Operating Leases	0.00	0.00	0.00	0.00
Claims & Judgments	0.00	0.00	0.00	0.00
Compensated Absences	7,253,805.23	0.00	65,022.73	7,188,782.50
Other Long-Term Liabilities	0.00	0.00	0.00	0.00
Total Other Long-Term Liabilities	7,253,805.23	0.00	65,022.73	7,188,782.50
<b>TOTAL LONG-TERM LIABILITIES</b>	79,753,805.23	0.00	6,515,022.73	73,238,782.50

Kennewick School District #17

Benton County

EIN: 91-600-1557

Schedule of Expenditure of Federal Awards

For Fiscal Year Ending August 31, 2013

Federal Catalog Number	Federal Agency Name	Federal Program Title	Pass Thru Agency	Grant Number	Pass Thru Amount	Direct Fund Amount	Total Funds Expended	Foot Note
10.553		School Breakfast Program (A)	WA SPI		906,573		906,573	
10.555	Dept of Agriculture	Non-Cash Assistance (Commodities)	WA SPI		339,879		339,879	3
10.555		Nat'l School Lunch Program (A)	WA SPI		3,259,070		3,259,070	
10.559		Summer Food Service Program	WA SPI		77,883		77,883	
<b>Dept of Agriculture Subtotal</b>					<b>4,583,405</b>	<b>0</b>	<b>4,583,405</b>	
84.010A		Title 1 T1A Basic	WA SPI	201159	3,165,972		3,165,972	2
84.010A		T1D NEG/DEL Local	WA SPI	222434	81,639		81,639	
84.010A		Title 1 ESEA Focus-Park MS	WA SPI	228522	19,533		19,533	
84.011A		Migrant Ed	WA SPI	281019	636,874		636,874	
84.027A		Sp Ed Idea -B Flow Thru 12-13	WA SPI	304519	2,729,596		2,729,596	
84.041		Impact Aid, Maintenance and Operations	N/A			5,793	5,793	
84.048		CTE Perkins	WA SPI	172608	150,555		150,555	
84.048		CTE Perkins-SKCTR	WA SPI	172583	57,294		57,294	
84.173A		Sp Ed Preschool Flow 12-13	WA SPI	364516	79,793		79,793	
84.330B		Advance Placement Test Fees	WA SPI	887341	1,692		1,692	
84.334A		Harvest of Hope Gear Up Partnership PKMS	WSU		4,916		4,916	
84.334A		Harvest of Hope Gear Up Partnership HMS	WSU		10,645		10,645	
84.365A		Title III LEP FLOW 12-13	WA SPI	401632	318,688		318,688	
84.367		Title II TPQ Regular	WA SPI	523115	530,717		530,717	
<b>Dept of Education Subtotal</b>					<b>7,787,913</b>	<b>5,793</b>	<b>7,793,706</b>	
93.576	SOWA/DSHS/ORIA	Refugee School Impact Grant	YWCA		22,500		22,500	
93.778	Health/Human Ser/Dep	Medicaid-Medical Assist Program	WA DSHS		323,815		323,815	
<b>Health/Human Services Dept Subtotal</b>					<b>346,315</b>	<b>0</b>	<b>346,315</b>	
<b>Totals</b>					<b>12,717,633</b>	<b>5,793</b>	<b>12,723,426</b>	

The Notes to the Schedule of Expenditures of Federal Awards is an integral part of this statement.

Kennewick School District #1  
Benton County  
EIN: 91-600-1557  
Notes to the Schedule of Expenditure of Federal Awards  
For Fiscal Year Ending August 31, 2013

**Note 1 Basis of Accounting**

The schedule of Expenditures of Federal Awards is prepared on the modified accrual basis of accounting. Expenditures represent only the federally funded portions of the program. District records should be consulted to determine amounts expended or matched from non-federal sources.

**Note 2 Schoolwide Programs**

The District operates a "schoolwide program" in five elementary buildings and one middle school. Using federal funding, schoolwide programs are designed to upgrade an entire educational program within a school for all students, rather than limit services to certain targeted students. The following federal program amounts were expended by the District in its schoolwide programs:

Title I (84.010A) - \$1,945,513.

**Note 3 Non Cash Awards - Food Commodities**

The amount of food commodities reported on the schedule is the market value of the commodities used by the District during the current year. The value is determined by the USDA.



## **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.

We 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.

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**Chief of Staff**  
**Director of Performance and State Audit**  
**Director of Local Audit**  
**Deputy Director of State Audit**  
**Deputy Director of Local Audit**  
**Deputy Director of Local Audit**  
**Deputy Director of Performance Audit**  
**Deputy Director of Quality Assurance**  
**Deputy Director of Communications**  
**Local Government Liaison**  
**Public Records Officer**  
**Main number**  
**Toll-free Citizen Hotline**

**Troy Kelley**  
**Doug Cochran**  
**Chuck Pfeil, CPA**  
**Kelly Collins, CPA**  
**Jan M. Jutte, CPA, CGFM**  
**Sadie Armijo**  
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