



# Office of the Washington State Auditor

Pat McCarthy

## **Exit Conference: Chuckanut Community Forest Park District**

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independence and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

### **Audit Reports**

We will publish the following reports:

- Accountability audit for January 1, 2017 through December 31, 2018 - see draft report.

### **Audit Highlights**

We would like to thank Robyn Albro for her cooperation and timely response to our requests during the audit. This efficiency and the District's clean audit allowed the audit to come in under budget and for our office to offer an extended three year cycle resulting in a multi-year cost savings to the District.

### **Recommendations not included in the Audit Report**

#### **Exit Items**

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or non-compliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

### **Finalizing Your Audit**

#### **Report Publication**

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this service at: <https://secureaccess.wa.gov/FIM2MFA/sps/sawmfaidp/saml20/login>

#### **Representation Letter**

We have requested a listing of management representations. We ask that management share the signed letter with the governing body.

#### **Audit Cost**

Within the engagement letter, we estimated the cost of the audit to be \$4,500 and actual audit costs will be below this amount.

## **Your Next Scheduled Audit**

Your next audit is scheduled to be conducted in 2022 and will cover the following general areas:

- Accountability for Public Resources for 2019- 2021

The estimated cost for the next audit based on current rates is \$6,000 plus travel expenses, if any. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

These estimates are based on timely access to financial information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work.

If expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office so we can schedule your audit to meet federal single audit requirements. Federal awards can include grants, loans, and non-cash assistance such as equipment and supplies.

## **Working Together to Improve Government**

### **Audit Survey**

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

### **Local Government Support Team**

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

### **The Center for Government Innovation**

The Center is a resource for local governments that want to solve problems, innovate, and improve the value of their services to citizens. The Center is available by phone, online, or in person to offer assistance, programs, and tools – at no additional charge. You can contact the Center for more information at [center@sao.wa.gov](mailto:center@sao.wa.gov).

### **Questions?**

Please contact us with any questions about information in this document or related audit reports.

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Office of the Washington State Auditor  
Pat McCarthy

Accountability Audit Report  
**Chuckanut Community Forest Park  
District**

For the period January 1, 2017 through December 31, 2018

Published (Inserted by OS)

Report No. 1025086





**Office of the Washington State Auditor  
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners  
Chuckanut Community Forest Park District  
Bellingham, 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 District 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 independent audit report on the District’s compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

Pat McCarthy  
State Auditor  
Olympia, WA

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## AUDIT RESULTS

This report describes the overall results and conclusions for the areas we examined. In those selected areas, District operations complied with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

### About the audit

This report contains the results of our independent accountability audit of the Chuckanut Community Forest Park District from January 1, 2017 through December 31, 2018.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved performing procedures to obtain evidence about the District'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, based on our risk assessment for the years ended December 31, 2018 and 2017, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Financial condition and fiscal sustainability
- Accounts payable – general disbursements, travel expenditures and petty cash disbursements
- Compliance with debt payment schedule
- Payroll – gross wages, timesheets and approvals

## INFORMATION ABOUT THE DISTRICT

The Chuckanut Community Forest Park District is a voter approved Metropolitan Park District created in 2013 by a public vote, concerning city-owned property of approximately 82 acres located on the south side of the City of Bellingham.

The District consists of an elected, five-member Board of Commissioners and one employee. The District's purpose is to ensure the property is protected in public ownership in perpetuity, with respect for its ecological, recreational and education functions and to serve as a fiscal mechanism through which the District, via a tax levy, repay the City of Bellingham for the Greenways Endowment Fund loan. The District operated on approximate annual expenditures of \$500,207 in fiscal year 2017 and \$524,958 in fiscal year 2018; the majority of these expenditures were for debt payments and the majority of revenues were from property taxes.

<b>Contact information related to this report</b>	
Address:	Chuckanut Community Forest Park District P.O. Box 4283 Bellingham, WA 98227
Contact:	Robyn Albro, Secretary
Email:	Ralbro.ccfpd@gmail.com
Website:	www.chuckanutcommunityforest.com

*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for the Chuckanut Community Forest Park District 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.

<b>Contact information for the State Auditor’s Office</b>	
<b>Public Records requests</b>	<a href="mailto:PublicRecords@sao.wa.gov">PublicRecords@sao.wa.gov</a>
<b>Main telephone</b>	(360) 902-0370
<b>Toll-free Citizen Hotline</b>	(866) 902-3900
<b>Website</b>	<a href="http://www.sao.wa.gov">www.sao.wa.gov</a>

# Chuckanut Community Forest Park District

PO Box 4283, Bellingham, WA 98227

www.chuckanutcommunityforest.com

November 13, 2019

Office of the Washington State Auditor  
11 Bellwether Way, Suite 211  
Bellingham, WA 98225

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of Chuckanut Community Forest Park District for the period from January 1, 2017 through December 31, 2018. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

## **General Representations:**

1. We have provided you with unrestricted access to people you wished to speak with and made available requested and relevant information of which we are aware, including:
  - a. Financial records and related data.
  - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
  - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
  - e. Related party relationships and transactions.
  - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.

# Chuckanut Community Forest Park District

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2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all material events and transactions have been properly recorded in the financial records.



Frank James  
Board of Commissioners President



Robyn Albro  
Board Secretary