



Office of the Washington State Auditor  
Pat McCarthy

## Accountability Audit Report

# Manson School District No. 19

For the period September 1, 2017 through August 31, 2020

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

May 27, 2021

Board of Directors  
Manson School District No. 19  
Manson, Washington

**Report on Accountability**

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor 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.

Attached is 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 value your cooperation during the audit.

Sincerely,

Pat McCarthy  
State Auditor  
Olympia, WA

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## AUDIT RESULTS

### Results in brief

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

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

### About the audit

This report contains the results of our independent accountability audit of Manson School District No. 19 from September 1, 2017 through August 31, 2020.

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 Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the District's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended August 31, 2020, 2019 and 2018, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Payroll – supplemental contracts and electronic funds transfers
- Establishment and use of local revenue and expenditures accounts
- Use of restricted funds – professional learning
- Financial condition
- Associated Student Body activities – budgets, fundraisers, meeting minutes and student store reconciliations

# Manson School District

## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

### Manson School District No. 19 September 1, 2017 through August 31, 2020

This schedule presents the status of findings reported in prior audit periods.

<b>Audit Period:</b> September 1, 2014 through August 31, 2017	<b>Report Ref. No.:</b> 1021386	<b>Finding Ref. No.:</b> 2017-001
<b>Finding Caption:</b> The District's internal controls over Associated Student Body activities were insufficient to safeguard against potential loss and noncompliance with laws and regulations.		
<b>Background:</b> Districts may use Associated Student Body (ASB) funds for optional and noncurricular student activities that are cultural, athletic, recreational or social in nature, or that otherwise support ASB activities and programs. Our audit found: <ul style="list-style-type: none"> <li>• The District did not document ASB fundraiser activity for all three school years.</li> <li>• Not all ASB Council meeting minutes were available for audit and those available were incomplete and lacked approvals for purchases and fundraisers.</li> <li>• The District could not demonstrate whether it reconciled inventory counts to sales for any of the four days we tested at the student store.</li> <li>• Several clubs had a negative balance at year-end, which does not comply with state regulations (WAC 392.138.125).</li> </ul>		
<b>Status of Corrective Action: (check one)</b> <input type="checkbox"/> Fully Corrected <input checked="" type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected <input type="checkbox"/> Finding is considered no longer valid		
<b>Corrective Action Taken:</b> <i>After conclusion of the prior ASB audit, the District appointed new ASB Secretary and ASB Advisor. The two work jointly to implement processes that ensure ASB fundraiser activity is documented, minutes are recorded at ASB Council meetings, and to reconcile merchandise at the student store. The ASB Secretary meets with the ASB Council annually to reconcile negative club balances and obtain approval for interclub transfers.</i>		

## RELATED REPORTS

### **Financial**

Our opinion on the District's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the District's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

### **Federal grant programs**

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the District's major federal programs, which are listed in the Schedule of Findings and Questioned Costs section of the separate financial statement and single audit report. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

## INFORMATION ABOUT THE DISTRICT

Manson School District No. 19, is located in Manson, WA in Chelan County and provides educational services to approximately 620 students in kindergarten through 12th grade. The District has one middle school, one high school and one elementary school.

An elected, five-member Board of Directors governs the District. Board Members serve staggered, four-year terms. The Board appoints a Superintendent to oversee the District's daily operations as well as its approximately 150 employees. Most of the District's funding comes from state apportionment and the District operated on annual budgets of approximately \$11 million, \$10 million and \$10 million for fiscal years 2020, 2019 and 2018, respectively.

### Contact information related to this report

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*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for Manson School District No. 19 at <http://portal.sao.wa.gov/ReportSearch>.

## ABOUT THE STATE AUDITOR'S OFFICE

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

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

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

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, [www.sao.wa.gov](http://www.sao.wa.gov). Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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