November 4, 2013

Board of Commissioners
Kittitas County
Ellensburg, Washington

Report on Accountability

We appreciate the opportunity to work in cooperation with your County to promote accountability, integrity and openness in government. The State Auditor’s Office takes seriously our role to advocate for government accountability and transparency and to promote positive change.

Please find attached our report on Kittitas County’s accountability and compliance with state laws and regulations and its own policies and procedures. Thank you for working with us to ensure the efficient and effective use of public resources.

Sincerely,

TROY KELLEY
STATE AUDITOR
# Table of Contents

Kittitas County  
October 24, 2013

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Summary</td>
<td>1</td>
</tr>
<tr>
<td>Related Reports</td>
<td>2</td>
</tr>
<tr>
<td>Description of the County</td>
<td>3</td>
</tr>
</tbody>
</table>
ABOUT THE AUDIT

This report contains the results of our independent accountability audit of Kittitas County from January 1, 2012 through December 31, 2012.

We evaluated internal controls and performed audit procedures on the activities of the County. We also determined whether the County complied with state laws and regulations and its own policies and procedures.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. The following areas were examined during this audit period:

- General disbursements
- Monitoring newly created entities
- Restricted revenue – criminal justice sales tax, hotel/motel tax, real estate excise tax
- Auditor’s Office – cash receipting
- Third-party cash receipting
- Treasurer’s Office – cash receipting
- Maintenance Department purchases
- Conflict of interest
- Property purchases
- Contract monitoring

RESULTS

In most areas, the County complied with state laws and regulations and its own policies and procedures. However, we noted certain matters that we communicated to County management. We appreciate the County’s commitment to resolving those matters.
Related Reports

Kittitas County
October 24, 2013

FINANCIAL

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

FEDERAL GRANT PROGRAMS

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the County’s major federal programs, which are listed in the Federal Summary section of the financial statement and single audit report. That report includes federal findings regarding federal Davis Bacon Act and suspension and debarment requirements.
Description of the County

Kittitas County
October 24, 2013

ABOUT THE COUNTY

Kittitas County serves approximately 41,900 citizens in central Washington. The County is administered by a three-member Board of Commissioners and operates on an $88 million annual budget. Its 452 employees provide an array of services including judicial and public safety, operation and maintenance of the county jail, building inspection, planning and zoning, property valuation, tax collection and distribution, vehicle licensing, road maintenance, social services, a landfill and transfer station and general administrative services.

ELECTED OFFICIALS

These officials served during the audit period:

Board of Commissioners:
- District 1
- District 2
- District 3
- Paul Jewell
- Alan A. Crankovich
- Obie O’Brien
- Marsha Weyand
- Jerald Pettit
- Joyce Julsrud
- Frances Chmelewski
- Scott Sparks

Superior Court Judges:
- District Court Judges:
- Lower District Court
- Upper District Court
- Prosecuting Attorney
- Sherriff
- Treasurer
- James Hurson
- Darrel Ellis
- Greg Zempel
- Gene Dana
- Deanna Panattoni

Note: Gary Berndt replaced Alan A. Crankovich on January 1, 2013.
APPOINTED OFFICIALS

Director of County Fair
Community Development Services
Building Official
Community Development Services
Planning Official
Director of Computer Services
Director of Facilities Maintenance
Facilities Maintenance Project Director
Director of Human Resources
Director of Probation Services
Director of Public Works
Director of Solid Waste
Fire Marshal
Public Health Administrator
Public Health Officer
Weed Administrator
Washington State University Extension

Matthew Anderson
Kirk Holmes
Robert “Doc” Hansen
James Goeben
Matthew Anderson
Patti Johnson
Lisa Young
William Holmes
Kirk Holmes
Patti Johnson
Brenda Larsen
Maria Canfield (through June 2012)
Dr. Mark Larson
Todd Davis
Tip Hudson

Note: Dr. Mark Larson served as Interim Public Health Administrator from July 2012 through February 2013. Robin Read was appointed Public Health Administrator on September 2013.

COUNTY CONTACT INFORMATION

Address: Kittitas County
205 W. Fifth
Ellensburg, WA 98926

Phone: (509) 962-7557

Website: www.co.kittitas.wa.us

AUDIT HISTORY

We audit the County every year. This audit marked the seventh consecutive year no findings were reported for the County.
ABOUT THE STATE AUDITOR'S OFFICE

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

Our mission is to work with our audit clients and citizens as an advocate for government accountability. As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

The State Auditor's Office employees are located around the state to deliver services effectively and efficiently.

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

The results of our work are widely distributed through a variety of reports, which are available on our Web site and through our free, electronic subscription service.

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

State Auditor                                      Troy Kelley
Chief of Staff                                      Doug Cochran
Director of Performance and State Audit             Chuck Pfeil, CPA
Director of Local Audit                             Kelly Collins, CPA
Deputy Director of State Audit                      Jan M. Jutte, CPA, CGFM
Deputy Director of Local Audit                      Sadie Armijo
Deputy Director of Local Audit                      Mark Rapozo, CPA
Deputy Director of Quality Assurance                Barb Hinton
Deputy Director of Communications                   Thomas Shapley
Local Government Liaison                            Mike Murphy
Public Records Officer                               Mary Leider
Main number                                         (360) 902-0370
Toll-free Citizen Hotline                           (866) 902-3900

Website                        www.sao.wa.gov
Subscription Service           www.sao.wa.gov/EN/News/Subscriptions