## SNOHOMISH COUNTY FIRE DISTRICT NO. 12 COMMISSIONERS SPECIAL MEETING

#### June 24, 2013

# CALL TO ORDER

Courtney Amondsen, Audit Supervisor for the Washington State Auditor's Office began the audit exit conference at 10:03 a.m.

#### The following were in attendance:

Board of Directors: David DeMarco

Marilyn Sheldon

Staff Members: Greg Corn, Fire Chief Martin McFalls, Assistant Chief Chelsie Reece, Finance Manager

Guests:

Courtney Amonsen, Audit Supervisor, Team Everett

### 2010-2011 Washington State Auditor's Office Exit Conference

Introductions were made. Ms. Amonsen apologized for the delayed time frame between the conclusion of the Districts' audits and this exit conference. She explained that their office has been experiencing high turnover and that our next audit cycles would be closed more expeditiously

Ms. Amonsen reviewed audit reports for both Marysville Fire District and Snohomish County Fire District 12. This this was the first year that both entities were presented and audited separately.

Ms. Amonsen discussed the scope of the Districts' audits for the period beginning January 1, 2010 and ending December 31, 2011. The audits in general consisted of two separate audits, one for the Districts' accountability and the other for the Districts' financial statements. The Marysville Fire District accountability portion focused on four main elements: 1.) Safeguarding of small and attractive assets such as computers, 2.) Contracts/agreements, 3.) Donations, and 4.) Fuel usage. The Snohomish County Fire District No. 12 accountability portion focused on three main elements: 1.) Contracts/agreements, 2.) Open public meeting minutes, and 3.) Disbursements. Ms. Amonsen reported that both Districts complied in all areas of accountability. She also reported that the Districts' financial statements were a fair representation of the Districts' operations and are considered sound for decision making purposes.

Ms. Amonsen reported that the both audit results exhibited no findings or management letters. A few exit items were discussed, which is the lowest level of reporting and considered minor recommendations for improvement. Exit items for both Districts are as follows:

Snohomish County Fire District No. 12 Exit Items:

1. Auditor's Office recommends that the District ensure that all reporting standards changes are included in the financial statements. It was noted that all ending fund balances were reported as unreserved, while a portion of those funds related to EMS levy collections should have been considered

reserved. The District subsequently corrected its financial statements during the audit. The corrected reports will be included in the final audit report.

Marysville Fire District Exit Items:

- 1. Auditor's Office recommends improving internal controls over assets and inventory by assigning an independent person to perform review of inventory.
- 2. Auditor's Office recommends the District create a fuel policy to ensure allowable uses of fuel are being adhered to.
- 3. Auditor's Office recommends the District ensure that all interlocal agreements are either being filed with the County Auditor or posted in a public posting such as a website.
- 4. Auditor's Office recommends that the District's donation policy is clarified to address the processing and use of donations that include donor imposed restrictions.

Ms. Amonsen reported that both Districts have been free of audit findings for over 16 years. She also noted that the Districts' staff and management were very enjoyable to work with.

Ms. Amonsen concluded the meeting by informing the Districts of their next audits. Snohomish County Fire District No. 12 will have their next audit in 2014 and it will cover years 2012 and 2013. This audit is anticipated to cost approximately \$9,200 plus travel expenses. Marysville Fire District's next audit will be scheduled once it is determined if the District will be cycled to an annual audit or maintain the status quo two-year cycle. This audit is anticipated to cost approximately \$11,700 plus travel expenses. Ms. Amonsen also noted that if either District expends over \$500,000 in federal grant funds during a fiscal year to contact the Auditors Office prior to September to schedule a federal single audit.

## **A**DJOURNMENT

With no further action required, the Commissioners adjourned at 10:35 a.m.

Greg Corn Secretary Date approved