

Washington State Auditor's Office
Accountability Audit Report

Shelton School District No. 309
Mason County

Report Date
May 7, 2014

Report No. 1011829

Issue Date
May 12, 2014



Washington State Auditor
Troy Kelley

Independence • Respect • Integrity



Washington State Auditor Troy Kelley

May 12, 2014

Board of Directors
Shelton School District No. 309
Shelton, Washington

Report on Accountability

We appreciate the opportunity to work in cooperation with your District 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 Shelton School District No. 309'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

Shelton School District No. 309
Mason County
May 7, 2014

Audit Summary.....	1
Related Reports.....	2
Description of the District.....	3

Audit Summary

**Shelton School District No. 309
Mason County
May 7, 2014**

ABOUT THE AUDIT

This report contains the results of our independent accountability audit of Shelton School District No. 309 from September 1, 2011 through August 31, 2013.

We evaluated internal controls and performed audit procedures on the activities of the District. We also determined whether the District 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:

- Open public meeting minutes
- Procurement (bidding/prevaling wage)
- Financial condition
- General disbursements/credit cards
- Lunch receipting/third party cash receipting (lunch accounts)
- Teacher education and experience (staff mix) reporting
- Student enrollment reporting
- Student transportation reporting
- Associated Student Body – fundraising

RESULTS

In the areas we examined, the District's internal controls were adequate to safeguard public assets. The District also complied with state laws and regulations and its own policies and procedures in the areas we examined.

Related Reports

Shelton School District No. 309
Mason County
May 7, 2014

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.

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 Federal Summary section of the financial statement and single audit report.

Description of the District

Shelton School District No. 309 Mason County May 7, 2014

ABOUT THE DISTRICT

Shelton School District No. 309 provides a full range of school programs to approximately 4,000 students in kindergarten through 12th grade. The District provides services in seven schools including basic elementary, middle school, high school, vocational education, alternative education, bilingual education, pupil transportation, food services and special education.

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 day-to-day operations as well as its approximately 285 certificated and 281 classified employees. For the years under audit, the District operated on annual budgets of approximately \$44.4 million.

ELECTED OFFICIALS

These officials served during the audit period:

Board of Directors:	Sue McCausland (effective November 2013) Gene Crater (effective November 2013) Brian Major (November 2009 – November 2013) Dean Hirschi (November 2009 – December 2011) Jim Barrett (January 2010 – November 2013) Cheryl Williams (effective December 2011) Brenda Hirschi (effective November 2013) Jim Carnahan (effective November 2013)
---------------------	---

APPOINTED OFFICIALS

Superintendent	Wayne Massie
----------------	--------------

DISTRICT CONTACT INFORMATION

Address: Shelton School District No. 309
700 S. First Street
Shelton, WA 98584

Phone: 360-426-8232

Website: www.sheltonschools.org

AUDIT HISTORY

We audit the District's federal grants and financial statements every year. We audit the District for accountability of public resources and legal compliance every two years. The District has been free of accountability audit findings for the last 10 years.

District management has been responsive to audit recommendations and has taken steps to make improvements and correct areas of concern noted in prior audits. We believe this reflects the District's commitment to maintain a strong financial system with sufficient internal controls.



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 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
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
Mark Rapozo, CPA
Lou Adams, CPA
Barb Hinton
Thomas Shapley
Mike Murphy
Mary Leider
(360) 902-0370
(866) 902-3900

Website
Subscription Service

www.sao.wa.gov
portal.sao.wa.gov/saportal/Login.aspx