

**Washington State Auditor's Office**  
**Accountability Audit Report**

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**City of Colfax**  
**Whitman County**

Report Date  
**May 14, 2007**

**Report No. 72912**

Issue Date  
**July 6, 2007**



Washington \_\_\_\_\_  
***State Auditor***  
\_\_\_\_\_  
Brian Sonntag



**Washington State Auditor  
Brian Sonntag**

July 6, 2007

Mayor and City Council  
City of Colfax  
Colfax, Washington

***Report on Accountability***

Please find attached our report on the City of Colfax's accountability and compliance with state laws and regulations and its own policies and procedures.

In addition to this work, we also audit the City's financial statements. The results of that audit will be included in a separately issued audit report.

Sincerely,

**BRIAN SONNTAG, CGFM**  
STATE AUDITOR

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Whitman County  
May 14, 2007**

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# Audit Summary

**City of Colfax  
Whitman County  
May 14, 2007**

## ***ABOUT THE AUDIT***

This report contains the results of our independent accountability audit of the City of Colfax.

We performed audit procedures to determine whether the City complied with state laws and regulations and its own policies and procedures. We also examined City management's accountability for public resources. Our work focused on specific areas that have potential for abuse and misuse of public resources.

Areas examined during the audit were selected using financial transactions from January 1, 2005, through December 31, 2006.

## ***RESULTS***

In most areas, the City complied with state laws and regulations and its own policies and procedures and Internal controls were adequate to safeguard public resources. However, we noted an issue that we communicated to City management. We appreciate the City's commitment to resolving this issue.

## ***RELATED REPORTS***

Our opinion on the City's financial statements is provided in a separate report, which includes the City's financial statements.

## ***CLOSING REMARKS***

We thank City officials and personnel for their assistance and cooperation during the audit.

# Description of the City

## City of Colfax Whitman County May 14, 2007

### **ABOUT THE CITY**

The City of Colfax serves approximately 2,850 citizens in Whitman County. It is administered by a mayor-council form of government with seven elected Council Members and an independently elected Mayor. The City operated on an annual budget of \$2.3 million during 2005 and \$2.2 million during 2006. Its 21 employees provide an array of services, including water, sewer, fire and police protection, parks and recreation, and planning and economic development. The City also operates its own swimming pool.

### **AUDIT HISTORY**

We audit the City every two years. The past five audits have reported one finding for the 2002-01 audit period.

### **ELECTED OFFICIALS**

These officials served during the audit period:

Mayor	Norma Becker
City Council:	Lloyd Nelson
	Don Henderson
	Shannon Hall
	Bob Ingalls
	Ron Braun
	John Brabb
	Earl Leland

Note: Jeannette Solimine replaced Lloyd Nelson in September 2005 and Dave Nails replaced Ron Braun in January 2006.

### **APPOINTED OFFICIALS**

City Administrator	Emily Adams
City Treasurer	Mark Clinton
City Clerk	Carol Larson
Police Chief	Barney Buckley
Fire Chief	Carl Thompson
Building Inspector	Andy Burgard

Note: Connie Ellis replaced Carol Larson in June 2005. Bill Hickman replaced Barney Buckley in September 2006. Carl Thompson resigned as Fire Chief and replaced Emily Adams in September 2006. Ralph Walter then replaced Carl Thompson.

### **ADDRESS**

City

400 North Mill Street  
P.O. Box 229  
Colfax, WA 99111  
(509) 397-3044

# Audit Areas Examined

**City of Colfax  
Whitman County  
May 14, 2007**

In keeping with general auditing practices, we do not examine every portion of the City of Colfax's financial activities during each audit. The areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. Other areas are audited on a rotating basis over the course of several years. The following areas of the City were examined during this audit period:

## ***ACCOUNTABILITY***

We evaluated the City's accountability and compliance with laws, regulations, contracts and grant agreements in the following areas:

- Billings/cash receipting
- Payroll/personnel
- Disbursements/expenditures
- Restricted funds
- Conflict of interest/ethics laws
- Compliance with grant requirements
- Open Public Meetings Act/records laws

## ***FINANCIAL AREAS***

Our opinion on the City's financial statements is provided in a separate report. That report includes the City's financial statements and other required financial information. We examined the financial activity and balances of the City including:

- Financial statement preparation
- Cash and investments
- Long-term debt
- Revenues
- Expenditures
- Overall presentation of the financial statements