



Washington State Auditor's Office

Troy Kelley

Integrity • Respect • Independence

Accountability Audit Report

Washington Counties Insurance Fund

Thurston County

For the period January 1, 2013 through December 31, 2013

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Washington State Auditor

Troy Kelley

November 3, 2014

Board of Trustees
Washington Counties Insurance Fund
Tumwater, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office 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 Fund operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our report on the Fund's compliance and safeguarding of public resources. Our independent audit report describes the overall results and conclusions for areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

TROY KELLEY
STATE AUDITOR

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AUDIT SUMMARY

Results in brief

In the areas we audited, Fund operations complied with applicable requirements and provided adequate safeguarding of public resources. The Fund also complied with state laws and regulations and its own policies and procedures in the areas we examined.

About the audit

This report contains the results of our independent accountability audit of the Washington Counties Insurance Fund from January 1, 2013 through December 31, 2013.

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.

Our audit involved performing procedures to obtain evidence about the Fund's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

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 fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- General revenue
- General expenditures
- Financial condition
- Third party administrator monitoring
- Payroll
- Significant internal control systems
 - Disbursements

RELATED REPORTS

Financial

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

INFORMATION ABOUT THE FUND

The Washington Counties Insurance Fund was formed in 1958 by the Washington State Association of Counties as a means of pooling the cost of employee benefits such as medical, dental, vision and life insurance coverage for counties and special purpose districts throughout the state. In 1985 the Fund hired its own professional employee benefits staff to direct the efforts of the Fund, set future goals, install cost containment measures, research available coverage, develop administration guidelines for member employers and manage Fund investments.

The Fund is governed by a 19-member Board of Trustees. Board membership consists of representatives from the member counties and local governments. Daily operations of the Fund are run by an Executive Director, Finance Director, Director of Benefits and Sales and five additional employees. The Fund's 2013 annual operating budget was approximately \$1.8 million.

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|---|--|
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Information current as of report publish date.

Audit history

You can find current and past audit reports for the Washington Counties Insurance Fund at <http://portal.sao.wa.gov/ReportSearch>.

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 to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

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.

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 as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

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

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