

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

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**Bainbridge Island School District**  
**No. 303**  
**Kitsap County**

Report Date  
**May 15, 2012**

**Report No. 1007963**

Issue Date  
**July 2, 2012**



WASHINGTON  
**BRIAN SONNTAG**  
STATE AUDITOR



**Washington State Auditor  
Brian Sonntag**

July 2, 2012

Board of Directors  
Bainbridge Island School District No. 303  
Bainbridge Island, 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 Bainbridge Island School District No. 303'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,

**BRIAN SONNTAG, CGFM**  
STATE AUDITOR

Table of Contents

**Bainbridge Island School District No. 303**  
**Kitsap County**  
**May 15, 2012**

Audit Summary ..... 1

Related Reports ..... 2

Description of the District ..... 3

# Audit Summary

**Bainbridge Island School District No. 303  
Kitsap County  
May 15, 2012**

## ***ABOUT THE AUDIT***

This report contains the results of our independent accountability audit of Bainbridge Island School District No. 303 from September 1, 2009 through August 31, 2011.

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:

- Accounting/financial reporting and financial condition
- Cash-receipting
- Open public meeting minutes
- Procurement (bid law compliance and contract administration)
- Student enrollment reporting – Alternative Learning Experience
- Student transportation reporting
- Associated Student Body activities
- Student accounts

## ***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

**Bainbridge Island School District No. 303**  
**Kitsap County**  
**May 15, 2012**

### ***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

## **Bainbridge Island School District No. 303 Kitsap County May 15, 2012**

### ***ABOUT THE DISTRICT***

Bainbridge Island School District No. 303 provides education services to approximately 3,923 students in kindergarten through 12th grade. The District operates three elementary schools, one intermediate school, one middle school, one main high school and an array of optional programs, including a multiage program and a second smaller high school.

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 daily operations as well as its approximately 276 certificated and 225 classified employees. For the 2010-2011 fiscal year, the District operated on an annual budget of \$58.8 million.

### ***ELECTED OFFICIALS***

These officials served during the audit period:

Board of Directors:	Mary Curtis Patty Fielding John Tawresey Mike Foley (through November 2009) Dave Pollock (through August 2010) Mike Spence (effective December 2009) Timothy Kinkead (effective September 2010)
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### ***APPOINTED OFFICIALS***

Superintendent	Faith Chapel
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### ***DISTRICT CONTACT INFORMATION***

Address:	Bainbridge Island School District No. 303 8489 Madison Avenue N.E. Bainbridge Island, WA 98110
Phone:	(206) 842-4714
Website:	<a href="http://www.bisd303.org">www.bisd303.org</a>

## **AUDIT HISTORY**

We audit the District's financial statements and perform a federal single audit annually. We audit the District for accountability of public resources and legal compliance biennially. We have reported no findings since the 1999 audit.

District management has been very 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 maintaining a strong financial system with sufficient internal controls.



## **ABOUT THE STATE AUDITOR'S OFFICE**

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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.

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**Chief of Staff**  
**Deputy Chief of Staff**  
**Chief Policy Advisor**  
**Director of Audit**  
**Director of Performance Audit**  
**Director of Special Investigations**  
**Director for Legal Affairs**  
**Director of Quality Assurance**  
**Local Government Liaison**  
**Communications Director**  
**Public Records Officer**  
**Main number**  
**Toll-free Citizen Hotline**

**Brian Sonntag, CGFM**  
**Ted Rutt**  
**Doug Cochran**  
**Jerry Pugnetti**  
**Chuck Pfeil, CPA**  
**Larisa Benson**  
**Jim Brittain, CPA**  
**Jan Jutte, CPA, CGFM**  
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