

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

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**Peninsula School District No. 401**  
**Pierce County**

Report Date  
**February 21, 2012**

**Report No. 1007381**

Issue Date  
**March 19, 2012**



WASHINGTON  
**BRIAN SONNTAG**  
STATE AUDITOR



**Washington State Auditor  
Brian Sonntag**

March 19, 2012

Board of Directors  
Peninsula School District No. 401  
Gig Harbor, 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 Peninsula School District No. 401'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

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Pierce County  
February 21, 2012**

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# Audit Summary

Peninsula School District No. 401  
Pierce County  
February 21, 2012

## ***ABOUT THE AUDIT***

This report contains the results of our independent accountability audit of Peninsula School District No. 401 from September 1, 2010 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:

- Financial condition
- Apportionment – teacher education and experience (staff mix) reporting
- Associated Student Body fundraisers
- Small and attractive assets (fuel use)
- Credit card expenditures
- Payroll/personnel
- Apportionment – transportation reporting
- Self-insurance

## ***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**

**Peninsula School District No. 401  
Pierce County  
February 21, 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

## Peninsula School District No. 401 Pierce County February 21, 2012

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

Peninsula School District No. 401, located in Pierce County, provides educational services to over 9,000 students in pre-school through 12th grade. The District provides services out of 15 schools including basic education, bilingual education, special education, pupil transportation, and food services.

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 1,175 employees. For the 2011 fiscal year, the District operated on a general fund budget of approximately \$83 million.

### ***ELECTED OFFICIALS***

These officials served during the audit period:

Board of Directors:

Jill Uddenberg  
Matt Wilkinson  
Wendy Wojtanowicz  
Jill Guernsey (through December 2010)  
Rand Wilhelmsen (effective December 2010)  
John Earl (through December 2011)  
Rick Jones (effective December 2011)

### ***APPOINTED OFFICIALS***

Superintendent  
Deputy Superintendent  
Finance Director

Terry Bouck  
Charles Cuzzetto, CPA  
Karen Andersen

### ***DISTRICT CONTACT INFORMATION***

Address: Peninsula School District No. 401  
14015 62nd Avenue N.W.  
Gig Harbor, WA 98332

Phone: (253) 530-1000

Website: [www.peninsula.wednet.edu](http://www.peninsula.wednet.edu)

## ***AUDIT HISTORY***

We audit the District annually. The 2007 audit contained two findings and the 2006 audit contained one finding. The District has since resolved these findings and has been free of findings for the last four audits.



## **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.

**State Auditor**  
**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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