

# ANNUAL REPORT CERTIFICATION

Port of Illahee

(Official Name of Government)

1734

MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2017

## GOVERNMENT INFORMATION:

Official Mailing Address PO Box2357

Bremerton, WA 98310

Official Website Address www.portofillahee.com

Official E-mail Address portofillahee@gmail.com

Official Phone Number (360) 698-4918

## AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Theresa Haaland Administrator

Contact Phone Number (360) 698-4918

Contact E-mail Address portofillahee@gmail.com

I certify 18th day of April, 2018, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Theresa Haaland (portofillahee@gmail.com)

**Port of Illahee**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1734	401	Operations	3088000	Unreserved Cash and Investments - Beginning	\$361,533
1734	401	Operations	3218000	Concessions	\$80,818
1734	401	Operations	3611000	Investment Earnings	\$2,285
1734	401	Operations	3620000	Rents and Leases	\$32,725
1734	401	Operations	5460010	Airports and Ports	\$11,058
1734	401	Operations	5460040	Airports and Ports	\$40,692
1734	401	Operations	5899000	Other Custodial Activities	\$2,374
1734	401	Operations	5914670	Debt Repayment - Airports and Ports	\$5,995
1734	401	Operations	5924680	Interest and Other Debt Service Cost - Airports and Ports	\$8,841
1734	401	Operations	5088000	Unreserved Cash and Investments - Ending	\$408,400

Port of Illahee

Schedule 22 - Audit Assessment Questionnaire (unaudited)

For Fiscal Year ended December 31, 2017

Reference	#	Question	Answer	Explanation
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**INSTRUCTIONS FOR PREPARER**

The term "entity" as used in this Schedule 22 refers to the local government completing this Schedule 22. The term "governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your entity. If the government preparing this questionnaire did not have any revenue activity during the year, please click the "Help" button to request more information about completing this Schedule 22.

For **guidance** to these questions, please refer to the document at, <http://www.sao.wa.gov/local/Pages/BARSReportingTemplates.aspx>.

Please click, "**Next**," to begin the Schedule 22. You may use the numbers above circled in blue to quickly navigate to a specific section of the Schedule 22. As with the rest of the Annual Report submission, it does not need to be completed all at once; you may leave and return to the Schedule 22 as needed.

**FINANCIAL ACTIVITY MONITORING**

1	Is a reconciliation of the government's bank accounts (including accounts with the County Treasurer) to the general ledger/books performed? This would include a reconciliation of both ending cash and investment balances as well as total activity in the bank accounts to the general ledger/books (for total revenues, expenditures, and balances).	Yes
2	Identify the personnel in charge of performing the reconciliation function and, if applicable, the personnel in charge of reviewing and monitoring the reconciliation function.	Contracted bookkeeper

**Note:** The job position will be sufficient for the identification purpose.

Reference	#	Question	Answer	Explanation
	3	<p><b>Journal Entries Process - Identify the personnel in charge of posting journal entries into the government's general ledger and, if applicable, the personnel in charge of reviewing and monitoring the journal entries being posted, both during the year and at year-end. The job position/title will be sufficient for the identification purpose.</b></p> <p><b>Note:</b> Some local governments do not perform journal entries to adjust its ledger. In those cases, this question can be answered "not applicable."</p>	N/A	
	4	Has there been any change in the process or procedure for the preparation of financial statements, including posting year-end journal entries? If yes, please identify the significant changes that occurred.	Yes	Administrative contractor hired in September of 2017. Work had previously been completed by Commissioner.
<b>PERMANENT FILES</b>				
	5	Does the government have any changes in significant accounting estimates that have been used that are material to the financial statements? For example: compensated absence liabilities disclosed in the notes, any GASB 68 liabilities, etc.	No	
	6	Has the government had any changes (additions or dispositions) of component units, joint ventures, etc., in the reporting year? If yes, please identify the addition or disposition.	No	
	7	Has the entity contracted out for or recently re-assumed responsibility for any major function the government provides?	No	
	8	Does the government use the <i>Budgeting, Accounting and Reporting System (BARS)</i> Chart of Accounts for its internal accounting systems?	Yes	
	9	Is this the most current BARS chart of accounts?	Yes	
	10	Does the government use any key software applications (for example, for general ledger, cash receipting, payroll, tax assessments, etc.)? <b>If yes</b> , please list the application and its function in the text box provided.	Yes	Quickbooks 2016

Reference	#	Question	Answer	Explanation
	11	Have there been any changes to the key accounting software from last year? For example: significant updates, changes in providers, etc.	Yes	Unaware of the software used prior to September 2017.

### MATERIAL COMPLIANCE REQUIREMENT

	12	Does the government have any licensing, regulatory, contracting or granting oversight agencies, or any interlocal agreements, with the ability to impose material penalties or otherwise play a fundamental role in the entity's operations or ability to continue business if not complied with?	No	
	13	Is the government currently involved in any lawsuits?	No	

### REVENUES AND EXPENDITURES

	14	Did the Entity receive any non-SAO audits during the year?	No	
	15	Does the Entity use a 3rd party vendor to bill or receipt funds? If yes, please list the vendor used and its purpose.	NA - No Billing	
	16	Cash Receipting - Does the government have any written policies and procedures related to cash receipting? This includes procedures for ensuring that funds received are recorded on a pre-printed, pre-number receipt book wherein the mode of payment is noted (as either cash, check, EFT, etc.) and that funds received are deposited within 24 of receipt?	No	No cash deposits received
	17	Petty Cash – Does the government use any petty cash or imprest funds?	No	
	19	Credit cards – Does the government have any debit/credit cards or charge accounts?	Yes	Port Commissioners are issued Visa credit cards in order to purchase necessary items related to the Port.
	20	How many physical cards does the government have?	3	
	21	How many open accounts does the government have?	1	

Reference	#	Question	Answer	Explanation
	22	Does the government have written policies and procedures for appropriate use of credit/procurement cards and charge account purchases?	No	Commissioners are aware that the cards are to be used only for Port related necessities and are also aware that they must provide receipts for all items.
	23	Payroll – Does the entity directly employ any staff?	No	

#### SAFEGUARDING OF ASSETS

	24	Safeguarding Capital Assets – Does the government have an asset management policy that defines the entity’s capitalization threshold and protects assets susceptible to theft (including defining small and attractive assets)?	NA - No Capital/Small and Attractive Assets	
	25	Does the entity have a process to <i>proactively</i> identify, assess and respond to risks. This process could be <b>formal</b> (structured, scheduled, and documented), <b>informal</b> (unstructured, undocumented, and/or unscheduled), or can be done on the fly or as needed ( <b>ad hoc</b> - relying on individuals to react and identify risk as it appears).	Ad Hoc	

#### REQUIRED ATTACHMENTS (see instructions for required details)

<i>Informational</i>	61	Meeting Minutes - Attach the meeting minutes and resolutions for <b>all</b> governing body meetings held during the last year.	Other	All minutes are posted on the Port's website portofillahee.com <b>Attachments</b> <a href="#">POI 09-11-2017 minutes.pdf</a> <a href="#">POI 10-11-2017.pdf</a> <a href="#">POI 2017-08-09 minutes.pdf</a> <a href="#">POI 2017-11-08 minutes.pdf</a> <a href="#">POI 2017-12-13 minutes.pdf</a> <a href="#">POI 10-16-2017 Kitsap All Ports minutes.pdf</a>
<i>Informational</i>	62	Revenue Summary - Attach a copy of the year-end County Treasurer's report that show the total receipts for the year by revenue source. Government's who do not use a County Treasurer should mark, "NA."	Attached	<b>Attachments</b> <a href="#">County Treasurer Year End Report.pdf</a>

Reference	#	Question	Answer	Explanation
<i>Informational</i>	63	Detailed Expenditure List - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing <b>all</b> expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.	Attached	<b>Attachments</b> <a href="#">Check Register.pdf</a> <a href="#">GPM Register.pdf</a> <a href="#">Investment Pool Register.pdf</a>
<i>Informational</i>	64	Cash Receipting Policy - Attach a detailed description of the entity's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to <b>all districts that invoice for a service</b> (including third party billing services) <b>or</b> receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).	Other	Monthly deposits consist of two rent checks. No cash transactions.
<i>Informational</i>	65	Elected Official List - Attach a listing of the names of <b>all</b> governing body members present during the year, and include any business interest a governing body member or his/her household members hold. <b>Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.</b>	Attached	<b>Attachments</b> <a href="#">Commissioners - no known business interests.docx</a>
<i>Informational</i>	66	Rates and Fees - Attach rate and fee schedule in effect during the fiscal year and any related billing or fee policy.	Other	None
<i>Preparer</i>	67	<b>Local Government Contact Information for Preparer:</b>  Name:  Telephone number:  E-mail address:	Theresa Haaland (360) 698-4918 portofillahee@gmail.com	