

## Status of Resolution of Audit Findings

December 2010

---

---

Department of Services for the Blind (DSB)

Agency: 315

---

---

**Audit Report:** 1003544

**Finding Number:** 001

**Finding:** The Department of Services for the Blind is not following its own policies or state requirements for accounting for and safeguarding Department assets, putting assets at risk for loss or misappropriation.

**Resolution:** The Department received current and complete electronic asset reports from the Information Technology, Assistive Technology, and Business Enterprise Program sections. These reports include small and attractive assets tracked by each unit and were used along with the asset listing from the Capital Asset Management System (CAMS) to perform the physical inventory. By December 31, 2010, the Department will have completed the physical inventory, reconciliation, and certification of capital assets.

The inventory due dates were added to the Department calendar to provide more visibility to the process.

The Department is updating its capital asset policy and procedures to designate the business manager as the Department's inventory officer and to be compliant with the *State Administrative and Accounting Manual (SAAM)*. Specifically, the policy update will mirror SAAM in regards to small and attractive asset definitions and tracking requirements. Each section of the Department will have an assigned asset tag number sequence and an employee assigned to track assets within that sequence. The updates are anticipated to be completed by December 31, 2010.

In addition, fiscal staff now performs a monthly reconciliation of CAMS to the Agency Financial Reporting System.

**Agency Contact:** Jim Lochner  
Department of Services for the Blind  
PO Box 40933  
Olympia WA 98504-0933  
(360) 725-3840  
jim.lochner@dsb.wa.gov