

State of Washington  
 Status of Audit Resolution  
 December 2016

Washington State Center for Childhood Deafness and Hearing Loss

Agency 353

Audit Report	Finding Number	Finding and Corrective Action Plan
1016945	2015-001	<p>Finding: The Washington State Center for Childhood Deafness and Hearing Loss lacked adequate internal controls over its local fund cash receipts.</p> <p>Corrective Action: In June 2016, the Center updated the policy and procedure for cash handling and receipting, which included the procedures for receipt of negotiables. During that time, the Center also updated other procedures of the Business Office.</p> <p>In November 2016, the Center hired an additional Fiscal Technician. The additional position allowed the Center to ensure proper segregation of duties and to monitor and reconcile all fiscal transactions. The new staff is also responsible for making daily deposit of local funds.</p> <p>Completion Date: November 2016, subject to audit follow-up</p> <p>Agency Contact: Thomas A. Galey          Director of Business Operations          611 Grand Boulevard          Vancouver, WA 98661          (360) 334-5780  <a href="mailto:Tom.Galey@cdhl.wa.gov">Tom.Galey@cdhl.wa.gov</a></p>

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Audit Report	Finding Number	Finding and Corrective Action Plan
1016945	2015-002	<p>Finding: The Washington State Center for Childhood Deafness and Hearing Loss lacked adequate internal controls over and did not comply with state policies related to credit cards.</p> <p>Corrective Action: The Center's state purchasing and travel card policies are outdated and do not address requirements associated with recent statewide procurement changes. The Center has already updated the procedures on the utilization of credit cards and is currently updating related written policies. Any policy change will require approval from the Board of Trustees. The new policy is expected to be completed and approved by June 2017.</p> <p>A standard card user agreement form has been developed. Each employee who has been assigned a credit card is required to complete an agreement form to be maintained on file by November 2016.</p> <p>The Center has hired an additional Fiscal Technician. The additional position will allow the Center to ensure proper segregation of duties and to monitor and reconcile all fiscal transactions. The new staff will also ensure adequate supporting documentation is maintained in accordance with internal policy and procedures.</p> <p>Completion Date: Corrective action is expected to be complete by June 2017</p> <p>Agency Contact: Thomas A. Galey          Director of Business Operations          611 Grand Boulevard          Vancouver, WA 98661          (360) 334-5780  <a href="mailto:Tom.Galey@cdhl.wa.gov">Tom.Galey@cdhl.wa.gov</a></p>