



## 55.10 Audit Tracking

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### 55.10.10 Purpose of these policies

July 23, 2017

This section establishes statewide policies and procedures for audit tracking.

### 55.10.20 Authority for these policies

June 1, 2022

[RCW 43.88.160\(6\)\(d\)](#) states that:

1. “It shall be the duty of the director of financial management to cause corrective action to be taken within six months, such action to include, as appropriate, the withholding of funds as provided in [RCW 43.88.110](#).”
2. “The director of financial management shall annually report by December 31st the status of audit resolution to the appropriate committees of the legislature, the state auditor, and the attorney general. The director of financial management shall include in the audit resolution report actions taken as a result of an audit including, but not limited to, types of personnel actions, costs and types of litigation, and value of recouped goods or services.”



[RCW 43.09.312](#) states:

1. “Within thirty days of receipt of an audit under [RCW 43.09.310](#) containing findings of noncompliance with state law, the subject state agency shall submit a response and a plan for remediation to the office of financial management.”
2. “Within sixty days of receipt of an audit under [RCW 43.09.310](#) containing findings of noncompliance with state law, the office of financial management shall submit the subject state agency’s response and the plan for the remediation to the governor, the state auditor, the joint legislative audit and review committee and the relevant fiscal and policy committees of the senate and house of representatives.”

Acting as the auditee for the statewide single audit, the Office of Financial Management (OFM) is responsible for maintaining a system for tracking findings, following up on findings, and compiling corrective action plans. Refer to [Subsection 50.30.35](#).

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## 55.10.30 Applicability of these policies

July 23, 2017

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This chapter is applicable to all agencies of the state of Washington, unless otherwise exempted by statute or rule. The Budget and Accounting Act ([RCW 43.88.020](#)) defines the term "Agency" to mean and include "...every state office, officer, each institution, whether educational, correctional or other, and every department, division, board and commission, except as otherwise provided..."

Agencies may request a waiver from complying with specific requirements of this chapter. Refer to [Subsection 1.10.40](#) for information on how to request a waiver.

For purposes of this section, auditor exceptions include questioned costs and audit findings reported in an accountability audit, financial audit, statewide single audit, and special investigation (i.e. fraud) reports.

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## 55.10.40 Responsibility of the Office of Financial Management

July 23, 2017

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1. Maintain a system for tracking findings to provide information on the resolution of all findings contained in audits of state agencies and institutions.
2. Submit agency responses and plan for remediation for findings of noncompliance with state law to the governor, the state auditor, the Joint Legislative Audit and Review Committee, and the relevant fiscal and policy committees of the Senate and House of Representatives within sixty days of receipt of the finding.
3. Cause corrective action to be taken within six months of issuance of the finding.
4. Prepare and publish the state of Washington Audit Resolution report by December 31.



## 55.10.50 Responsibility of the state agency

July 23, 2017

1. Submit corrective action plan information to OFM for each finding within 30 days of the issue date. Refer to [Subsection 55.10.60](#) for the format of the information to provide.
2. Upon request from OFM, provide updates on the current status of corrective action.
3. Upon completion of corrective action related to an audit finding, submit to OFM, a certification signed by the agency head or assigned designee that the audit resolution process is complete. Refer to [Subsection 55.10.70](#).

## 55.10.60 Corrective action plan templates

June 1, 2022

**55.10.60.a** [General Corrective Action Plan Template](#)

**55.10.60.b** [Fraud Report Corrective Action Plan Template](#)

**55.10.60.c** [Federal Finding Corrective Action Plan Template](#)

## 55.10.70 Certification of completion of corrective action

April 1, 2023

### 55.10.70.a

Upon completion of corrective action related to an accountability or financial audit finding, each state agency is required to submit to the OFM Accounting Division a certification signed by the agency head or assigned designee that the audit resolution process is complete. It is recommended that agencies discuss the completion of corrective action with their assigned OFM [Statewide Accounting Consultant](#) prior to submitting the certification. Email the completed certification to [OFMAccounting@ofm.wa.gov](mailto:OFMAccounting@ofm.wa.gov).

Federal findings are excluded from the above process. As required by federal regulations, OFM publishes the Summary Schedule of Prior Audit Findings as part of the annual Single Audit Report. The schedule reports the status of corrective actions of unresolved prior audit findings, which is determined by the auditor performing the Single Audit.

The certification of completion of corrective action also does not apply to fraud findings. State law (RCW 43.09.185) requires agencies to notify the State Auditor's Office (SAO) regarding any potential loss of public funds. SAO issues fraud reports which contains the results of the auditors' investigation to determine if a misappropriation has occurred.

**55.10.70.b** [Certification of Completion of Corrective Action Plan Template](#)