

**State of Washington
 Status of Audit Resolution
 December 2017**

Department of Ecology

Agency 461

Audit Report	Finding Number	Finding and Corrective Action Plan	
1019361	2016-001	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p> <p>Agency Contact:</p>	<p>The Department did not establish adequate internal controls to ensure wastewater discharge permit fees were properly assessed and billed.</p> <p>The Department concurs with this finding.</p> <p>To address the audit recommendations, the Department will take steps to improve internal processes and procedures for the Water Quality Permit Fee program.</p> <p>As of June 2017, the Department:</p> <ul style="list-style-type: none"> • Followed up on permits that were found to be improperly assessed. • Refunded the customers who had overpayments identified in the audit. <p>By February 2018, the Department will:</p> <ul style="list-style-type: none"> • Establish policies and procedures over the billing process to: <ul style="list-style-type: none"> ○ Verify the accuracy of fees and ensure they are assessed in accordance with the fee schedule. ○ Reconcile between the permitting system and the billing system. ○ Determine when accounts can be adjusted or fees can be written off. ○ Ensure required documentation is obtained and reviewed. • Enhance the Department’s billing system to allow effective reconciliation between permit issuances and collection of fees, and to monitor billings and adjustments. • Develop billing system reports to enable reconciliation with the fee system. <p>Corrective action is expected to be complete by February 2018</p> <p>Lisa Darnell Fiscal Manager PO Box 47615 Olympia, WA 98504-7615 (360) 407-7052 Lisa.darnell@ecy.wa.gov</p>