

**State of Washington - Office of Financial Management
 Status of Audit Resolution
 December 2020**

Office of Legislative Support Services

Agency 037

Audit Report	Finding Number	Finding and Corrective Action Status
1026816	2019-001	<p>Finding: The Office of Legislative Support Services did not have adequate internal controls over the Legislative Gift Center inventory.</p> <p>Corrective Action: The Office concurs with the finding.</p> <p>To address the audit recommendations, the Office:</p> <ul style="list-style-type: none"> • Created and adopted policies and procedures for Gift Center inventory management. • Included an additional staff in the process to ensure separation of duties exists. • Reviewed procedures for scrap reporting, documenting, approval, and recording with staff involved in the process to ensure accurate records are kept. • Created a log for documenting items on scrap reports, which is reviewed by the Office Director each month. • Scheduled inventory counts on a monthly basis to monitor any inventory variances. <p>The Office will continue to ensure journal vouchers for inventory adjustments have Office Director’s written approval before they are processed.</p> <p>Completion Date: September 2020, subject to audit follow-up</p> <p>Contact: Becky DeBoer Financial Analyst 416 Sid Snyder Avenue SW Olympia, WA 98504-0500 (360) 786-7793 becky.deboer@leg.wa.gov</p>

**State of Washington - Office of Financial Management
 Status of Audit Resolution
 December 2020**

Office of Legislative Support Services

Agency 037

Audit Report	Finding Number	Finding and Corrective Action Status	
1026816	2019-002	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p> <p>Contact:</p>	<p>The Office of Legislative Support Services did not have adequate internal controls over the Legislative Gift Center cash receipting process.</p> <p>The Office’s Gift Center has procedures in place for cash receipting, but they were not formally incorporated into the Office’s policy manual.</p> <p>To address the audit recommendations, the Office:</p> <ul style="list-style-type: none"> • Updated the policy manual to include the Gift Center’s current procedures for user access to QuickBooks and for the cash receipting process. • Created individual login credentials and provided training to all Gift Center employees on accessing QuickBooks. • Enabled the point-of-sale system to automatically lock the register after each transaction. • Implemented procedures for documenting refunds. <p>September 2020, subject to audit follow-up</p> <p>Becky DeBoer Financial Analyst 416 Sid Snyder Avenue SW Olympia, WA 98504-0500 (360) 786-7793 becky.deboer@leg.wa.gov</p>