



MEMORANDUM

TO: Rob Fix

DATE: December 30, 2013

FROM: Tamara Sobjack *TS*

SUBJECT: Appointment of Auditor

ACTION REQUESTED:

Motion to approve the appointment of Ms. Tamara Sobjack, Director of Finance, as Auditor and appoint Ms. Valerie Schorr, Senior Accountant, as Deputy Auditor for fiscal year 2014.

BACKGROUND:

As part of the necessary check and balance system to ensure accountability of Port funds, the legislature has established an auditing process to monitor expenditures. RCW 53.36.010 requires the Port Commission to appoint a Port Auditor for that purpose. Each January, the Port Commission appoints an individual to serve as the Auditor of the Port. This position, which reports directly to the Commission, serves the following primary functions:

1. Reviews and recommends to the Commission payment of all warrants. The review includes a measuring compliance with State law and Port policies.
2. Maintains control over all designated cash funds not invested. These funds include advance travel, petty cash and incidental cash.
3. Provides oversight for the Commission regarding all variance from compliance guidelines and with regards to actions of the Port officials which may represent malfeasance or misfeasance.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approval of the motion.