

Office of the Secretary of State

Jeanne P. Atkins
Secretary of State

Robert Taylor
Deputy Secretary of State



Audits Division

Gary Blackmer
Director

255 Capitol St. NE, Suite 500
Salem, OR 97310

(503) 986-2255

July 7, 2015

Tom Byler, Director
Water Resources Department
725 Summer Street NE, Suite A
Salem, Oregon 97301

Dear Mr. Byler:

We have completed our risk assessment of controls over the receipting, handling, and disbursement of cash at the Water Resources Department (department). The purpose of the risk assessment was to determine whether controls over cash have been established and are working properly. In performing the risk assessment, we interviewed employees, reviewed policies and procedures, and examined supporting documentation. Based on our risk assessment, the department has established sufficient controls over the receipt and disbursement of cash to minimize the risk that the misappropriation of cash would not be detected and corrected in a timely manner.

The purpose of this letter is solely to describe the scope of our review and the results of the procedures performed, and not to provide an opinion on the effectiveness of the department's internal controls.

We appreciate your staff's assistance and cooperation during this review. Should you have any questions, please contact me at (503) 986-2349.

Sincerely,
OREGON AUDITS DIVISION

Kelly L. Olson, CPA
Audit Manager

cc: Tracy Loudon, Administrator, Administrative Services Division