From: Hill, Amy
To: Browning, Roxann (SAO)
Subject: RE: New Business Manager: Amy Hill
Date: Tuesday, September 6, 2022 4:03:31 PM
Attachments: image001.png

External Email

Roxann,

Yes, I will be the main audit contact for the district. I believe I set up a SAW account last week but will review the materials provided to make sure it is set up correctly and will reach back out once I confirm that to have you update my access.

Thank you for reaching out!

All my best,
Amy

Amy Hill
Business Manager
Prosser School District
1500 Grant Ave., Prosser, WA 99350
Office: 509-786-3323 x2008 | Fax: 509-786-2062
Cell: 509-778-2029

From: Browning, Roxann (SAO) <browninr@sao.wa.gov>
Sent: Tuesday, September 6, 2022 3:53 PM
To: Hill, Amy <amy.hill@prosserschools.org>
Subject: FW: New Business Manager: Amy Hill

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Hi Amy,

Will you be the main audit contact for the district? If so, you will need to set up a Secure Access Washington (SAW) account. I have attached a user guide for your reference. It will help you with the set up process. This account will enable you to submit audit and accounting questions via our online HelpDesk as well as file the annual report for the district.

Once you have your account set up, you will need to associate our office services with your account using the Client Portal on our website, www.sao.wa.gov. In the upper right corner of the page, click on Client Log In, and Log in with SAW. We are listed in SAW as Office of the Washington State Auditor.

Let me know when your account is set up so that I can make you the audit contact in our system and set your access.

Feel free to contact us if you have any questions or need any assistance.

Thank you,
Roxann

Roxann Browning
Program Specialist, Office of the Washington State Auditor
Local Government Support
(564) 444-6626 |Pronouns: She, Her, Hers | www.sao.wa.gov
Want a meaningful job and a balanced life? Go to sao.wa.gov/jobs to see our openings.

From: Hill, Amy <amy.hill@prosserschools.org>
Sent: Friday, September 2, 2022 1:45 PM
To: Pat McCarthy, State Auditor <WAStateAuditorSubscriptions@sao.wa.gov>
Subject: New Business Manager: Amy Hill

External Email

Good afternoon,

Will you please add me to this distribution list? I am the new Business Manager for the Prosser School District.

Thank you in advance,
Amy

Amy Hill
Business Manager
Prosser School District
1500 Grant Ave., Prosser, WA 99350
Office: 509-786-3323 | Fax: 509-786-2062

Cell: 509-778-2029

From: Reynolds, Craig <Craig.Reynolds@prosserschools.org>
Sent: Thursday, September 1, 2022 4:07 PM
To: Hill, Amy <amy.hill@prosserschools.org>
Subject: Fwd: This week: New resource for ACH internal controls and an updated school district financial preparation checklist

FYI

Begin forwarded message:

From: The Office of the Washington State Auditor <wastateauditorsubscriptions@sao.wa.gov>
Date: September 1, 2022 at 2:02:50 PM MDT
To: "Reynolds, Craig" <Craig.Reynolds@prosserschools.org>
Subject: This week: New resource for ACH internal controls and an updated school district financial preparation checklist
Reply-To: wastateauditorsubscriptions@sao.wa.gov

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Hello Craig!

This week, SAO released a new guide to help you improve your ACH payment controls. We also updated our checklist to help school districts prepare their annual reports. Plus, we offer congratulations to the 2022 Governor's Smart Community Award winners.

New things we would like you to know

Are your ACH internal controls strong enough to protect you from fraudsters? SAO has a new resource to help you

Fraudsters can impersonate your employees and vendors to redirect Automated Clearing House (ACH) payments meant for payroll direct deposits or vendor payments. You need to stay vigilant and ensure your government has strong internal controls. To help you, SAO has developed a new guide that offers advice on developing ACH payment process policies and employee training, establishing a verification process, and monitoring for unauthorized payee account changes.

Read article

Preparing your school district's annual report? SAO's updated tool can help

It's that time of year when school districts begin preparing their financial statements. And, as we do every September, we updated our Checklist for Preparing and Reviewing School District Financial Statements to help you get ready. The 2021-2022 tool includes new questions on lease accounting, recording transactions as they occur, and non-routine events.

Read article

2022 Governor's Smart Communities Award winners announced

This program annually recognizes local governments and their partners for exceptional work in implementing the state's Growth Management Act to shape future growth, economic vitality and quality of life in communities across Washington.

GAO offers resources to combat fraud in federal programs

Did you know the U.S. Government Accountability Office (GAO) has a dedicated website for antifraud resources? You can learn more about the agency's conceptual fraud model, and how you can use it to assess and manage fraud risks in your federal programs.

Congratulations to this year's winning cities: Hoquiam, Renton, Kenmore, Bellevue, Langley, Seattle and Lakewood.

Read article

Explore website

School districts are vulnerable to cyberattacks; these tips can help districts armor up

The start of the school year is an especially risky time for a cyberattack on your district. Staff are busy managing a flurry of enrollments and paperwork, and they may not recognize a phishing attempt or detect a network intrusion. *Government Technology* offers tip to help your district stay safe.

Read article

Advice for talking about risk with your agency's leadership

Managing risk is one of the top responsibilities of elected officials in the public sector, but they can only manage the risks they know about. This article from *Government Technology* offers advice on how to report about risk to your agency's leaders.

Read article

Training & Events

Last chance to attend L&I's employment law webinars

These trainings from the Washington State Department of Labor and Industries (L&I) cover workers' rights, white-collar overtime rules, isolated worker protections and the Equal Pay and Opportunities Act. The series ends in September.

Register

WFOA's annual conference is Sept. 13 - 16

The 67th annual Washington Finance Officer Association's (WFOA) annual conference is live and in person this year in Tacoma. SAO will be leading 13 sessions and four pre-conference trainings.

Register

AWC's fall Mayors Exchange is Sept. 21

Join your fellow mayors and executives for a day of learning and networking at the Association of Washington Cities' (AWC) Mayors Exchange.

Register

AWC webinar: Fundamentals of municipal budgets

AWC's on-demand webinar explores how to master the basics of budgeting for newly elected officials and the staff who serve them.

Register

Things you might have missed

Are you at risk for wire transfer fraud? SAO's new resource details best practices for protecting public money

Wire transfers move money from one bank account to another. They are a fast way to send money and, if a fraudster intervenes, a fast way to lose it. Wire transfer fraud has dramatically increased in recent years, and more local governments are becoming victims of these scams. SAO's new guide can help your government develop strong internal controls to prevent and detect wire transfer fraud.

Read article

Is your payroll process as secure and efficient as it could be? Find out with SAO's suite of payroll resources

While payroll may be a routine and repetitive process, it's still vulnerable to fraud and human error. Coupled with new and evolving ways to pay your employees and automate payroll, your process may not be as secure and efficient as it could be. SAO has a suite of resources that can help you evaluate your payroll process and explore ways to improve it.

Read article

Released: Sept. 1, 2022

Contact Our Office

WA State Auditor's Office302 Sid Snyder Ave SWOlympia, WA 98504

Unsubscribe craig.reynolds@prosserschools.org

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