



# **PORT OF BROWNSVILLE**

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## **Commissioners:**

Shaun Nye  
Jack Bailey  
Fred Perkins

May 8, 2019

## **CALL TO ORDER**

Commissioner Shaun Nye called the special meeting to order at 5:04 PM. In attendance were Commissioner Fred Perkins, Commissioner Jack Bailey, Port Manager Matt Appleton, Port Office Manager Claudia Sharpe and Port CPA Jan Francher.

## **PLEDGE OF ALLEGIANCE**

Commissioners led pledge of allegiance.

## **APPROVAL OF AGENDA**

Fred Perkins made a motion to approve the agenda as written. Jack Bailey seconded the motion and it passed unanimously.

## **CPA UPDATE AND PROGRESS REPORT**

Port CPA Jan Francher presented a written report to the Commissioners on the progress she has made with the Port's financial records. She stated that she noticed in May 2018 that the Port was having findings from the State's Audits so she notified the Port office to see discuss the findings. She said that in Fall of 2018 WPPA suggested to Commissioner Nye that the Port contact her for assistance. She was then notified in January 2019 to assist the Port and was hired temporarily. To help with this the Port purchased a laptop computer to be able to do the upgrades and adjustments needed. The three critical areas identified in the beginning were:

1. Timely 2018 Annual Report to the SAO due May 30, 2019.
2. Review of the 2017 SAO Annual Report to determine the amount of corrections needed. It was determined a complete amendment was needed for the online filing and written portion.
3. Review the cash basis conversion to be make sure it was adequate to be audited by SAO. It was determined the cash basis conversion did not occur and would need to be created.

Jan Francher reported that Claudia Sharpe set up a meeting with the previous CPA firm for a 2 hour session reconciling the monthly Treasurer's Report. She also set up a meeting with the County Treasurer's office to discuss the reconciling of all accounts. Both meetings were beneficial. As a result, Claudia Sharpe is performing the monthly Treasurer's report and is doing great.

Jan Francher said that while going over all the Port's financial records, she is looking for basic items that would be addressed in a normal audit from the State Office. She briefly described those items.

Jan Francher listed the items that she and the Port office staff are working on. She said there were 13 items listed and noted there have been over 500 Journal Entries in Quickbooks, the Port's financial database.



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Jan Francher stated the Port and herself have been in contact with the head of the State Audit Team and conversations have gone well.

Jan Francher then discussed the training and resources that are available to the Port staff, including the fact the Port has joined the Washington Finance Officers Association. She said she and the staff have attended an 8 hour training already offered by the Washington Finance Officers Association. She reviewed other training and conferences that the Port has joined or signed up to attend.

Jan Francher summarized by stating she commended the Port Commissioners and Staff for their collective efforts to tackle this extremely large project. She added that she has 14 binders e

## QUESTIONS FOR CPA

Commissioner Fred Perkins asked for more detail on the Journal entries. Jan Francher described particular Journal entries.

Marjorie Rowland stated the Journal Entries in Quickbooks do not change the bottom line of the finances of the Port. Jan Francher agreed this is true but the reporting of accounts may be different.

## CLOSE MEETING / ADJOURN

Meeting was adjourned at 5:35 PM.

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President / Commissioner

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Secretary / Commissioner

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Commissioner

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Recording Secretary