



**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

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Mary Mosiman, CPA  
Auditor of State

**NEWS RELEASE**

FOR RELEASE

September 3, 2013

Contact: Andy Nielsen  
515/281-5834

Auditor of State Mary Mosiman today released a report on the Iowa Department on Aging for the year ended June 30, 2012.

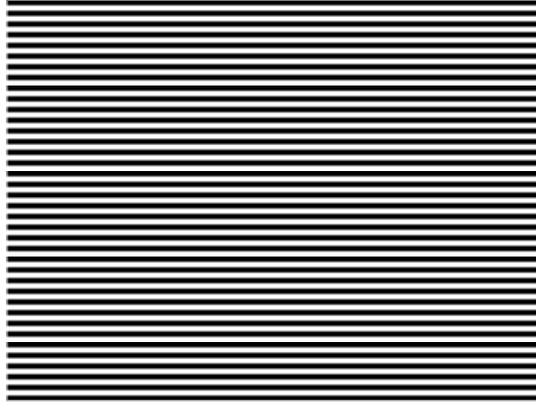
The Department has the primary responsibility for providing advocacy, educational and prevention services to older Iowans. The Department receives funding from the U.S. Administration on Aging and distributes funds to Area Agencies on Aging.

Mosiman recommended the Department's on-site reviews of Area Agencies on Aging include documentation expenditures were reviewed for allowability and proper coding. In addition, the Department should review its policies and procedures over contracts to ensure compliance with Iowa Administrative Code requirements. The Department's responses to the recommendations are included in the report.

A copy of the report is available for review in the Iowa Department on Aging, in the Office of Auditor of State and on the Auditor of State's website at <http://auditor.iowa.gov/reports/1360-2970-0R00.pdf>.

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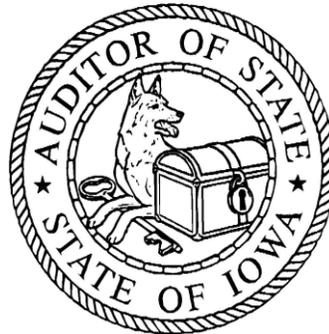




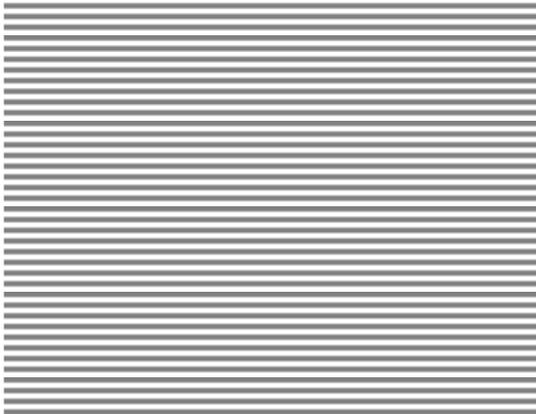
**REPORT OF RECOMMENDATIONS TO THE  
IOWA DEPARTMENT ON AGING**

**JUNE 30, 2012**

Office of  
**AUDITOR  
OF STATE**  
State Capitol Building • Des Moines, Iowa



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**Auditor of State**







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August 29, 2013

To the Members of the Commission on Aging:

The Iowa Department on Aging is a part of the State of Iowa and, as such, has been included in our audits of the State's Comprehensive Annual Financial Report (CAFR) and the State's Single Audit Report for the year ended June 30, 2012.

In conducting our audits, we became aware of certain aspects concerning the Department's operations for which we believe corrective action is necessary. As a result, we have developed recommendations which are reported on the following pages. We believe you should be aware of these recommendations, which include recommendations pertaining to the Department's internal control and compliance with statutory requirements and other matters. These recommendations have been discussed with Department personnel and their responses to these recommendations are included in this report. While we have expressed our conclusions on the Department's responses, we did not audit the Iowa Department on Aging's responses and, accordingly, we express no opinion on them.

This report, a public record by law, is intended solely for the information and use of the officials and employees of the Iowa Department on Aging, citizens of the State of Iowa and other parties to whom the Iowa Department on Aging may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Department during the course of our audits. Should you have questions concerning the above matters, we shall be pleased to discuss them with you at your convenience. Individuals who participated in our audits of the Department are listed on page 6 and they are available to discuss these matters with you.

  
MARY MOSIMAN, CPA  
Auditor of State

  
WARREN G. JENKINS, CPA  
Chief Deputy Auditor of State

cc: Honorable Terry E. Branstad, Governor  
David Roederer, Director, Department of Management  
Glen P. Dickinson, Director, Legislative Services Agency

Report of Recommendations to the Iowa Department on Aging

June 30, 2009

**Findings Reported in the State's Single Audit Report:**

No matters were noted.

**Findings Reported in the State's Report on Internal Control:**

No matters were noted.

**Other Finding Related to Internal Control:**

Allowability of Expenditures – The Department is responsible to monitor the use of the funds provided to Area Agencies on Aging (AAA) for compliance with State and Federal regulations. However, we determined on-site reviews do not provide adequate documentation to address whether payments to vendors were for eligible goods, services were actually received by specific clients or payments were recorded in the proper fiscal year. In addition, on-site reviews were not conducted for program years 2009, 2010 and 2011.

Recommendation – The Department should implement procedures to ensure the allowability and proper coding of vendor payments is reviewed and the procedures performed during on-site reviews are documented.

Response – The Department concurs it maintains responsibility for the oversight of state and federal dollars. To the best of its ability and with the resources available, procedures will be reviewed to ensure the allowability of vendor payments during periodic on-site visits which most recently were conducted for program year 2012. Additional guidance has also been provided to AAA's in recent program years regarding their required annual independent audits to address this issue.

Conclusion – Response accepted.

Report of Recommendations to the Iowa Department on Aging

June 30, 2012

**Finding Related to Statutory Requirements and Other Matters:**

Service Contracts – Service contracts are contracts entered into by a department to aid in carrying out its programs and to provide specialized services through an independent contractor qualified by education, experience and/or technical ability. Service contracts may be with individuals, partnerships, firms, corporations or other business entities.

Iowa Administrative Code (IAC) Chapters 11-106 and 11-107 require service contracts be signed prior to the start date of the contract, include an indemnification clause, a termination clause and clauses requiring the service provider to comply with all applicable state/federal regulations. For the year ended June 30, 2012, 5 of the 10 contracts reviewed started before they were signed.

Recommendation – The Department should ensure all requirements of IAC Chapters 11-106 and 11-107 are met when entering into service contracts.

Response – The Department will continue to review its procedures to ensure all requirements of IAC 11-106 through 11-107 are met when entering into service contracts.

Conclusion – Response accepted.

Report of Recommendations to the Iowa Department on Aging

June 30, 2009

Questions or requests for further assistance should be directed to:

Donna F. Kruger, CPA, Manager  
Tracey L. Gerrish, Staff Auditor  
Andrew E. Nielsen, CPA, Deputy Auditor of State

Other individuals who participated in the audits include:

Daniel Mikels, Staff Auditor  
Matthew J. Erlbacher, Assistant Auditor