



OFFICE OF AUDITOR OF STATE
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NEWS RELEASE

FOR RELEASE

August 18, 2014

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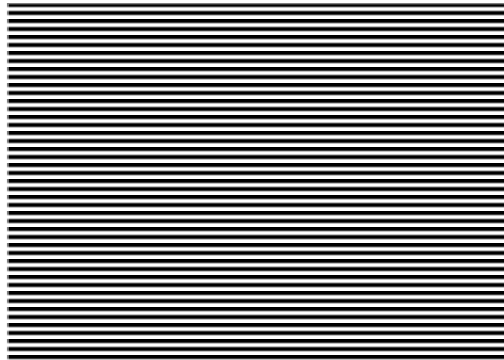
Auditor of State Mary Mosiman today released a report on the Iowa Judicial Branch for the year ended June 30, 2013. The Iowa Judicial Branch is comprised of the Supreme Court, the Court of Appeals, the District Courts, the Clerks of Court and the Court Administrator.

The Iowa Judicial Branch's purpose is to exercise general, general appellate and original jurisdiction in civil and criminal cases and in all proceedings including probate and juvenile matters. The Iowa Judicial Branch determines rules for admission and discipline of the bar and adopts rules regulating appellate practice and procedures and promulgates regulations of the Commission on Judicial Qualifications, the Board of Law Examiners and the Board of Shorthand Reporters.

Mosiman recommended the Iowa Judicial Branch review its policies and procedures for segregating the duties of the Human Resources Associates from the duties of payroll. The Iowa Judicial Branch's response to the recommendation is included in the report.

A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's web site at <http://auditor.iowa.gov/reports/1460-4440-OR00.pdf>.

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**REPORT OF RECOMMENDATIONS TO THE
IOWA JUDICIAL BRANCH**

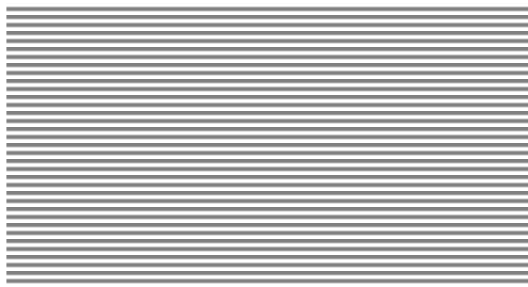
JUNE 30, 2013

Office of
**AUDITOR
OF STATE**

State Capitol Building • Des Moines, Iowa



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August 13, 2014

To the Iowa Judicial Branch:


The Iowa Judicial Branch 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, 2013.

In conducting our audits, we became aware of an aspect concerning the Iowa Judicial Branch's operations for which we believe corrective action is necessary. As a result, we have developed a recommendation which is reported on the following page. We believe you should be aware of this recommendation pertaining to the Iowa Judicial Branch's internal control. This recommendation has been discussed with Iowa Judicial Branch personnel and their response to this recommendation is included in this report. While we have expressed our conclusion on the Iowa Judicial Branch's response, we did not audit the Iowa Judicial Branch's response and, accordingly, we express no opinion on it.

This report, a public record by law, is intended solely for the information and use of the officials and employees of the Iowa Judicial Branch, citizens of the State of Iowa and other parties to whom the Iowa Judicial Branch 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 Iowa Judicial Branch 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 Iowa Judicial Branch are listed on page 5 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

June 30, 2013

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 Findings Related to Internal Control:

Payroll – The Judicial Branch processes and records payroll and personnel information on the Human Resource Information System (HRIS). The Human Resources Associates utilize an online P-1 document to initiate and approve payroll actions, such as adding new employees and recording pay raises. The following findings were noted where there were no compensating controls:

- a) Three individuals have the ability to initiate and approve P-1 documents. Two of the three individuals also have the ability to initiate and approve timesheets.
- b) For the period July 6, 2012 through February 15, 2013, twenty-five P-1 documents were initiated and received department level approval by the same person.

Recommendation – To strengthen controls, the Judicial Branch should develop and implement procedures to segregate the duties of the Human Resources Associates from the duties of payroll.

Response – To strengthen controls we review a quarterly report of all P-1s processed to insure no staff has initiated and approved the same document. Since September 2013 we have not had any P-1s initiated and approved by the same person.

Conclusion – Response accepted.

Findings Related to Statutory Requirements and Other Matters:

No matters were noted.

Report of Recommendations to the Iowa Judicial Branch

June 30, 2013

Staff:

Questions or requests for further assistance should be directed to:

Ernest H. Ruben, Jr., CPA, Manager
Steven O. Fuqua, CPA, Senior Auditor II
Andrew E. Nielsen, CPA, Deputy Auditor of State

Other individuals who participated in the audits include:

Kayley R. Alexander, Staff Auditor
Karie A. Meisgeier, CPA, Staff Auditor
Stephen J. Hoffman, Staff Auditor
Lucas D. Bernhard, Assistant Auditor
Amanda L. Burt, Assistant Auditor
Jeremy L. Krajicek, Assistant Auditor
Kyle C. Smith, Assistant Auditor
Brandon A. Soda, Assistant Auditor