



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

State Capitol Building  
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

Rob Sand  
Auditor of State

**NEWS RELEASE**

FOR RELEASE

August 2, 2019

Contact: Marlys Gaston  
515/281-5834

Auditor of State Rob Sand today released an agreed-upon procedures report for the Building Direction for Families, 4 R Kids, DHLW and Partnerships 4 Families Early Childhood Iowa Area Boards for which the Central Iowa Juvenile Detention Center is the fiscal agent for the period July 1, 2017 through June 30, 2018.

A copy of the agreed-upon procedures report is available for review on the Auditor of State's web site at <https://auditor.iowa.gov/reports/audit-reports/>.

# # #

**BUILDING DIRECTION FOR FAMILIES, 4 R KIDS,  
DHLW AND PARTNERSHIPS 4 FAMILIES  
EARLY CHILDHOOD IOWA AREA BOARDS**

**AUDITOR OF STATE'S INDEPENDENT REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

**FOR THE PERIOD  
JULY 1, 2017 THROUGH JUNE 30, 2018**

## Table of Contents

		<u>Page</u>
Officials		3
Auditor of State's Independent Report on Applying Agreed-Upon Procedures		4-5
Financial Data – Early Childhood Iowa Area Boards	<u>Schedule</u>	
Building Direction for Families	1	6
4 R Kids	2	7
DHLW	3	8
Partnerships 4 Families	4	9
Staff		10

Officials

Name

Title

**Central Iowa Juvenile Detention Center:**

Tony Reed Executive Director

Kassie Ruth Fiscal Director

**Early Childhood Iowa Area Boards**

**Building Direction for Families:**

Beth Ownby Coordinator

**4 R Kids:**

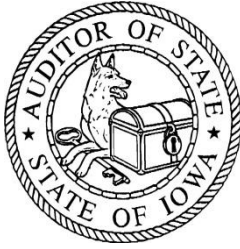
Debra Schrader Executive Director

**DHLW:**

Tasha Beghtol Director

**Partnerships 4 Families:**

Cindy Duhrkopf Area Director



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

Rob Sand  
Auditor of State

State Capitol Building  
Des Moines, Iowa 50319-0006

Telephone (515) 281-5834 Facsimile (515) 281-6518

Auditor of State's Independent Report on Applying Agreed-Upon Procedures

To the Members of the Building Direction for Families, 4 R Kids, DHLW and Partnerships 4 Families Early Childhood Iowa Area Boards:

We have performed the procedures enumerated below, which were agreed to by the Building Direction for Families, 4 R Kids, DHLW and Partnerships 4 Families Early Childhood Iowa Area Boards and the Iowa Department of Management (Department) for the period July 1, 2017 through June 30, 2018. The four Early Childhood Iowa Area Boards were formed pursuant to the provisions of Chapter 256I of the Code of Iowa. The procedures performed are to review the financial activity of the Early Childhood Iowa Area Boards and to determine if the Area Boards' internal controls are adequate. The Area Boards' management is responsible for the financial information.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Department. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed are summarized as follows:

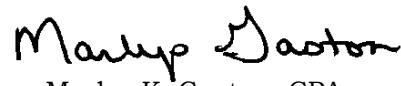
- a. We reviewed Chapter 256I of the Code of Iowa to determine and document the procedures required pertaining to Early Childhood Iowa Area Boards.
- b. We reviewed the Area Boards' internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same individual.
- c. We reviewed the summary of financial data for each Early Childhood Iowa Area Board verifying the data for accuracy and ensuring it is supported by underlying records.
- d. We confirmed state receipts for each Early Childhood Iowa Area Board and traced the receipts into the accounting records, verifying the receipts are properly distributed between early childhood and school ready programs.
- e. We tested selected disbursements from each Early Childhood Iowa Area Board and tested that the disbursements were properly authorized, properly supported and charged to the proper program and funding category.
- f. We reviewed the fund balances for each Early Childhood Iowa Area Board verifying the fund balances by category reported on each Board's respective summary of financial data agreed with the financial records of the Area Board and reviewed the fund balances for any deficits.
- g. We recalculated the carry forward for the school ready funding reported by each Early Childhood Iowa Board to determine if the amount exceeded 20% of the fund balance.

Based on the performance of the procedures described above, no exceptions were noted.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the financial activity of the Early Childhood Iowa Area Boards for the period July 1, 2017 through June 30, 2018. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report, a public record by law, is intended solely for the information and use of the Central Iowa Juvenile Detention Center and the Department of Management. 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 Central Iowa Juvenile Detention Center during the course of our agreed-upon procedures engagement. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.



Marlys K. Gaston, CPA  
Deputy Auditor of State

March 26, 2019

**Schedule 1**

## Early Childhood Iowa Area Board

## Financial Data

For the Period July 1, 2017 through June 30, 2018

**Building Direction for Families**

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 73,788	-	73,788
Quality improvement	-	58,238	58,238
Allocation for administration	3,884	13,116	17,000
School ready general use	-	365,830	365,830
Total state grants	77,672	437,184	514,856
Interest on investments	131	-	131
Total revenues	77,803	437,184	514,987
Expenditures:			
Program services:			
Early childhood	69,895	-	69,895
Quality improvement	-	55,361	55,361
School ready general use	-	347,606	347,606
Total program services	69,895	402,967	472,862
Administration	3,781	13,153	16,934
Total expenditures	73,676	416,120	489,796
Change in fund balance	4,127	21,064	25,191
Fund balance beginning of year	13,032	27,119	40,151
Fund balance end of year	\$ 17,159	48,183	65,342

## Early Childhood Iowa Area Board

## Financial Data

For the Period July 1, 2017 through June 30, 2018

**4 R Kids**

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 87,342	-	87,342
Quality improvement	-	81,290	81,290
Allocation for administration	4,679	26,841	31,520
School ready general use	-	762,585	762,585
Total state grants	92,021	870,716	962,737
Interest on investments	70	630	700
Total revenues	92,091	871,346	963,437
Expenditures:			
Program services:			
Early childhood	87,411	-	87,411
Quality improvement	-	74,345	74,345
School ready general use	-	748,085	748,085
Total program services	87,411	822,430	909,841
Administration	5,380	29,673	35,053
Total expenditures	92,791	852,103	944,894
Change in fund balance	(700)	19,243	18,543
Fund balance beginning of year	828	63,903	64,731
Fund balance end of year	\$ 128	83,146	83,274



**Schedule 3**

## Early Childhood Iowa Area Board

## Financial Data

For the Period July 1, 2017 through June 30, 2018

**DHLW**

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 197,279	-	197,279
Quality improvement	-	63,235	63,235
Allocation for administration	10,383	22,126	32,509
School ready general use	-	652,163	652,163
Total state grants	207,662	737,524	945,186
Interest on investments	194	688	882
Total revenues	207,856	738,212	946,068
Expenditures:			
Program services:			
Early childhood	184,507	-	184,507
Quality improvement	-	56,376	56,376
School ready general use	-	658,464	658,464
Total program services	184,507	714,840	899,347
Administration	11,324	24,256	35,580
Total expenditures	195,831	739,096	934,927
Change in fund balance	12,025	(884)	11,141
Fund balance beginning of year	20,064	106,061	126,125
Fund balance end of year	\$ 32,089	105,177	137,266

## Early Childhood Iowa Area Board

## Financial Data

For the Period July 1, 2017 through June 30, 2018

**Partnerships 4 Families**

	Early Childhood	School Ready	Total
<b>Revenues:</b>			
State grants:			
Early childhood	\$ 56,905	-	56,905
Quality improvement	-	58,455	58,455
Allocation for administration	3,252	14,728	17,980
School ready general use	-	333,586	333,586
Total state grants	60,157	406,769	466,926
Interest on investments	34	344	378
Total revenues	60,191	407,113	467,304
<b>Expenditures:</b>			
Program services:			
Early childhood	56,905	-	56,905
Quality improvement	-	55,362	55,362
School ready general use	-	345,692	345,692
Total program services	56,905	401,054	457,959
Administration	3,243	12,125	15,368
Total expenditures	60,148	413,179	473,327
Change in fund balance	43	(6,066)	(6,023)
Fund balance beginning of year	248	69,213	69,461
Fund balance end of year	\$ 291	63,147	63,438

Building Direction for Families, 4 R Kids,  
DHLW and Partnerships 4 Families  
Early Childhood Iowa Area Boards

Staff

This engagement was performed by:

Marlys K. Gaston, CPA, Deputy Auditor of State  
Tammy A. Hollinsworth, CIA, Manager  
Taran E. McCusker, Assistant Auditor