

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

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Auditor of State

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NEWS RELEASE

FOR RELEASE

October 31, 2019

Contact: Marlys Gaston
515/281-5834

Auditor of State Rob Sand today released a report on the Iowa Ethics and Campaign Disclosure Board for the year ended June 30, 2018.

The Iowa Ethics and Campaign Disclosure Board is responsible for administering campaign finance laws and charged with promoting the public's trust and confidence in government by ensuring integrity of political campaigns, the ethical standards for officials and employees of the executive branch of state government and lawful conduct of executive branch lobbyists.

Sand recommended the Board improve controls by implementing proper segregation of duties over financial transactions, reconciliations and reports. The Board responded corrective action is being implemented.

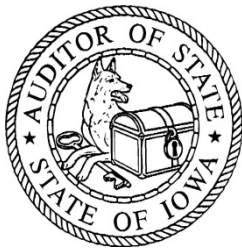
A copy of the report is available for review on the Auditor of State's web site at <https://auditor.iowa.gov/reports/audit-reports/>.

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**REPORT OF RECOMMENDATIONS TO THE
IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD**

JUNE 30, 2018

Iowa Ethics and Campaign Disclosure Board



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September 30, 2019

Iowa Ethics and Campaign Disclosure Board
Des Moines, Iowa

To Megan Tooker, Executive Director, Iowa Ethics and Campaign Disclosure Board:

I am pleased to submit to you the Report of Recommendations for the Iowa Ethics and Campaign Disclosure Board for the year ended June 30, 2018. The report includes findings pertaining to the Department's internal control which resulted from the fiscal year 2018 audit.

I appreciate the cooperation and courtesy extended by the officials and employees of the Iowa Ethics and Campaign Disclosure Board throughout the audit. If I or this office can be of any further assistance, please contact me or my staff at 515-281-5834.

Sincerely,

A handwritten signature in black ink that reads "Rob Sand". The signature is written in a cursive, slightly stylized font.

Rob Sand
Auditor of State

Iowa Ethics and Campaign Disclosure Board



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September 30, 2019

Iowa Ethics and Campaign Disclosure Board
Des Moines, Iowa

To Megan Tooker, Executive Director, Iowa Ethics and Campaign Disclosure Board:

The Iowa Ethics and Campaign Disclosure Board is a part of the State of Iowa and, as such, has been included in our audit of the State's Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2018.

In conducting our audit, we became aware of an aspect concerning the Board'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 which pertains to the Board's internal controls. This recommendation has been discussed with Board personnel and their response to this recommendation is included in this report. While we have expressed our conclusion on the Board's response, we did not audit the Board'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 Ethics and Campaign Disclosure Board, citizens of the State of Iowa and other parties to whom the Iowa Ethics and Campaign Disclosure Board 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 Board during the course of our audit. Should you have questions concerning the above matter, we shall be pleased to discuss it with you at your convenience. Individuals who participated in our audit of the Board are listed on page 5 and they are available to discuss this matter with you.

A handwritten signature in black ink that reads "Marlys K. Gaston".

Marlys K. Gaston, CPA
Deputy Auditor of State

cc: Honorable Kim Reynolds, Governor
David Roederer, Director, Department of Management
Glen P. Dickinson, Director, Legislative Services Agency

Report of Recommendations to the
Iowa Ethics and Campaign Disclosure Board

June 30, 2018

Findings Reported in the State's Single Audit Report:

No matters were reported.

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

No matters were reported.

Other Finding Related to Internal Control:

Segregation of Duties

Criteria – Management is responsible for establishing and maintaining internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion. In order to maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the Board's financial statements.

Condition – Generally, one individual has control over each of the following areas for which no compensating controls exist:

1. The employee performing the general accounting/journal entry function is also involved in the detail recording function of accounts receivable, accounts payable and purchasing.
2. Responsibilities for collection, deposit preparation and reconciliation functions are not segregated from those for recording and accounting for cash receipts.
3. Responsibilities for the disbursement/expenditure approval function are not segregated from those for the voucher preparation and purchasing function.

Cause – The Board has a limited number of employees and procedures have not been designed to adequately segregate duties or provide compensating controls through additional oversight of transactions and processes.

Effect – Inadequate segregation of duties could adversely affect the Board's ability to prevent or detect and correct misstatements, errors or misappropriation on a timely basis by employees in the normal course of performing their assigned functions.

Recommendation – We realize segregation of duties is difficult with a limited number of employees. However, the Board should review its control procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff to provide additional control through review of financial transactions, reconciliations and reports.

Response – As of March 2018, we have further segregated duties. We have also hired an executive secretary to help spread out responsibilities.

Conclusion – Response accepted.

Report of Recommendations to the
Iowa Ethics and Campaign Disclosure Board

June 30, 2018

Findings Related to Statutory Requirements and Other Matters:

No matters were noted.

Report of Recommendations to the
Iowa Ethics and Campaign Disclosure Board

June 30, 2018

Staff:

Questions or requests for further assistance should be directed to:

Marlys K. Gaston, CPA, Deputy
Suzanne R. Dahlstrom, CPA, Manager
Brett S. Gillen, CPA, Staff Auditor

Other individuals who participated in the audits include:

Noelle M. Johnson, Assistant Auditor