

OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Mary Mosiman, CPA
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Des Moines, Iowa 50319-0004

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NEWS RELEASE

FOR RELEASE

September 11, 2013

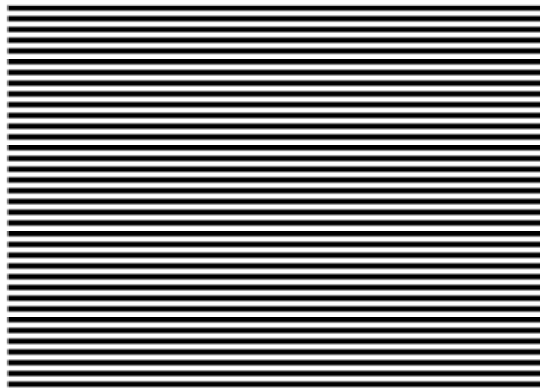
Contact: Andy Nielsen
515/281-5834

The Office of Auditor of State today released a report on the Office of Secretary of State for the year ended June 30, 2012.

The Secretary of State is the State Elections Commissioner, directs the State Land Office and commissions Iowa notaries public. In addition, the Office of Secretary of State receives and processes various reports and the related fees required of corporations, borrowers and lenders.

A copy of the report is available for review in the Office of Secretary of State, in the Office of Auditor of State and on the Auditor of State's web site at <http://auditor.iowa.gov/reports/1360-6350-0R00.pdf>.

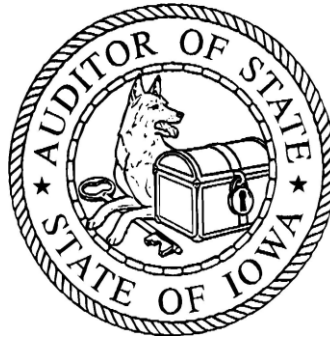
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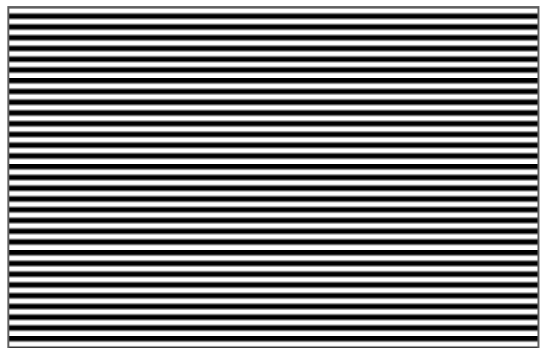
**REPORT OF RECOMMENDATIONS TO THE
OFFICE OF SECRETARY OF STATE**

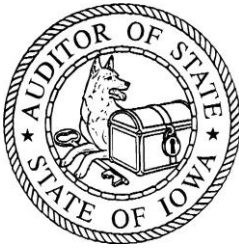
JUNE 30, 2012

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



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September 9, 2013


To the Honorable Matt Schultz,
Secretary of State:

The Office of Secretary of State 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 an aspect concerning the Office's operations for which we believe corrective action is necessary. As a result, we have developed a recommendation which is reported on page 5. We believe you should be aware of this recommendation, which pertains to the Office's internal control. This recommendation has been discussed with Office personnel and their response to this recommendation is included in this report. While we have expressed our conclusion on the Office's response, we did not audit the Office of Secretary of State'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 Office of Secretary of State, citizens of the State of Iowa and other parties to whom the Office of Secretary of State 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 Office during the course of our audits. Should you have any questions concerning the above matter, we shall be pleased to discuss it with you at your convenience. Individuals who participated in our audits of the Office of Secretary of State are listed on page 6 and they are available to discuss these matters with you.


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

Office of Secretary of State

Report of Recommendations to the Office of Secretary of State

Schedule of Findings

June 30, 2012

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:

Financial Reconciliation – The Office records receipts on the Integrated Information for Iowa (I/3) system throughout the year, including the accrual period. The Office also utilizes separate software to track individual fee receipts and fee billing accounts and reconciles the daily receipts on the I/3 system to the daily batched receipts from the separate software. However, the reconciliation does not include reconciling the ending balance. In addition, the Office did not post certain receipts to individual accounts timely.

Recommendation – The Office should reconcile the separate software ending balance to the I/3 system monthly and post all receipts to individual accounts timely.

Response – The accounts receivable personnel will develop work procedures to ensure the timely application of all payments. In addition, we are currently communicating with the software vendor and information technology personnel to create an end of month reconciliation process between I/3 and the receivables software which will be verified monthly by the accounts receivable personnel.

Conclusion – Response accepted.

Findings Related to Statutory Requirements and Other Matters:

No matters were noted.

Report of Recommendations to the Office of Secretary of State

June 30, 2012

Questions or requests for further assistance should be directed to:

Ernest H. Ruben, Jr., CPA, Manager
Jessica P.V. Green, Staff Auditor
Andrew E. Nielsen, CPA, Deputy Auditor of State

Other individuals who participated in the audits include:

Daniel J. Mikels, Staff Auditor
Kirstie R. Hill, Assistant Auditor
Jesse J. Probasco, Assistant Auditor