OFFICE OF AUDITOR OF STATE
STATE OF IOWA
David A. Vaudt, CPA
Auditor of State
State Capitol Building
Des Moines, Iowa 50319-0004
Telephone (515) 281-5834 Facsimile (515) 242-6134

NEWS RELEASE
Contact: Andy Nielsen
FOR RELEASE
July 5, 2005
515/281-5834

Auditor of State David A. Vaudt today released an audit report on 5B Judicial District Youth Services located in Lamoni, Iowa. Youth Services ceased operations on February 28, 2005.

Vaudt reported Youth Services' operating revenues totaled $\$ 749,524$ for the year ended June 30, 2004, including $\$ 748,583$ from the State of Iowa and other governments. Operating revenues for the eight months ended February 28, 2005 totaled $\$ 332,924$, including $\$ 330,412$ from the State of Iowa and other governments.

Operating expenses totaled $\$ 747,761$ for the year ended June 30, 2004, including salaries and benefits of $\$ 557,070$ and rent of $\$ 42,000$. Operating expenses for the eight months ended February 28, 2005 totaled $\$ 392,753$, including salaries and benefits of $\$ 279,240$ and rent of $\$ 15,800$.

A copy of the audit report is available for review in the Office of Auditor of State.
\# \# \#

5B JUDICIAL DISTRICT YOUTH SERVICES
INDEPENDENT AUDITOR'S REPORTS BASIC FINANCIAL STATEMENTS

SCHEDULE OF FINDINGS

EIGHT MONTHS ENDED FEBRUARY 28, 2005 AND YEAR ENDED JUNE 30, 2004

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## 5B Judicial District Youth Services

## Officials

Name<br>Kevin Wynn<br>J.R. Cornett<br>Jack Cooley<br>Clarence Gee<br>Wayne Kemery<br>Lee Little<br>Curt Turner<br>Jerry O’Dell<br>Michelle Bowen<br>Cary Williams<br>Andy Ross

5B Judicial District Youth Services


# OFFICE OF AUDITOR OF STATE 

## STATE OF IOWA

David A. Vaudt, CPA
Auditor of State

State Capitol Building<br>Des Moines, Iowa 50319-0004<br>Telephone (515) 281-5834 Facsimile (515) 242-6134<br>Independent Auditor's Report

To the Officials of 5B Judicial District Youth Services:
We have audited the accompanying basic financial statements of 5B Judicial District Youth Services as of and for the period July 1, 2004 through February 28, 2005 and for the year ended June 30, 2004 as listed as exhibits in the table of contents. These financial statements are the responsibility of Youth Services' management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of 5B Judicial District Youth Services as of February 28, 2005 and June 30, 2004, and the changes in its financial position and its cash flows for the period July 1, 2004 through February 28, 2005 and the year ended June 30, 2004 in conformity with U.S. generally accepted accounting principles.

As discussed in Note 9 to the financial statements during the year ended June 30, 2004, 5B Judicial District Youth Services adopted Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis for State and Local Governments; Statement No. 37, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments: Omnibus; and Statement No. 38, Certain Financial Statement Note Disclosures.

In accordance with Government Auditing Standards, we have also issued our report dated March 16, 2005 on our consideration of 5B Judicial District Youth Services' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations and contracts. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

5B Judicial District Youth Services has not presented Management's Discussion and Analysis which the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements.


DAVID A. VAUDT, CPA
Auditor of State


Chief Deputy Auditor of State

March 16, 2005

5B Judicial District Youth Services
Statement of Net Assets
February 28, 2005 and June 30, 2004

February 28, 2005 June 30, 2004

## Assets

| Current assets: |  |  |  |
| :---: | :---: | :---: | :---: |
| Cash | \$ | 23,524 | 54,406 |
| Accounts receivable |  | 46,795 | 86,794 |
| Inventory |  | - | 1,496 |
| Total current assets |  | 70,319 | 142,696 |
| Noncurrent assets: |  |  |  |
| Capital assets (net of accumulated depreciation) |  | 5,427 | 43,654 |
| Total assets |  | 75,746 | 186,350 |
| Liabilities |  |  |  |
| Current liabilities: |  |  |  |
| Accounts payable |  | 13,973 | 19,323 |
| Salaries and benefits payable |  | 4,929 | 24,826 |
| Capital lease purchase agreements |  | 4,650 | 10,942 |
| Compensated absences |  | - | 26,570 |
| Loan payable |  | 25,000 | - |
| Total current liabilities |  | 48,552 | 81,661 |
| Non-current liabilities: |  |  |  |
| Capital lease purchase agreements, net |  | - | 4,148 |
| Total liabilities |  | 48,552 | 85,809 |
| Net assets |  |  |  |
| Invested in capital assets, net of related debt |  | 777 | 28,564 |
| Unrestricted |  | 26,417 | 71,977 |
| Total net assets | \$ | 27,194 | 100,541 |

See notes to financial statements.

5B Judicial District Youth Services<br>Statement of Revenues, Expenses and Changes in Net Assets

Eight months ended February 28, 2005 and
Year ended June 30, 2004

|  | Eight months <br> ended <br> February 28, 2005 |  | $\begin{gathered} \text { Year ended } \\ \text { June 30, } 2004 \\ \hline \end{gathered}$ |
| :---: | :---: | :---: | :---: |
| Operating revenues: |  |  |  |
| Government funding sources: |  |  |  |
| Iowa Department of Human Services purchase of service | \$ | 155,510 | 464,599 |
| National School Lunch program reimbursements |  | 8,646 | 20,085 |
| Clothing allowances |  | 246 | 2,371 |
| Juvenile justice reimbursements |  | 96,090 | 132,978 |
| Charges for service to other governments |  | 46,002 | 85,788 |
| Iowa in Home program |  | 23,918 | 42,762 |
| Miscellaneous |  | 2,512 | 941 |
| Total operating revenues |  | 332,924 | 749,524 |
| Operating expenses: |  |  |  |
| Salaries and benefits |  | 279,240 | 557,070 |
| Workers' compensation insurance |  | 4,059 | 4,337 |
| Office supplies |  | 3,974 | 7,639 |
| Food |  | 11,685 | 28,132 |
| Other supplies |  | 3,491 | 2,249 |
| Building, grounds, supplies and maintenance |  | 2,499 | 7,113 |
| Clothing and personal needs |  | 1,692 | 7,630 |
| Rent |  | 15,800 | 42,000 |
| Utilities |  | 7,657 | 10,984 |
| Telephone |  | 8,954 | 13,512 |
| Accounting/auditing services |  | 8,144 | 8,144 |
| Insurance |  | 21,460 | 17,381 |
| Vehicle expense |  | 4,050 | 10,156 |
| Staff development and training |  | 410 | 516 |
| Subscriptions and dues |  | 1,740 | 3,227 |
| Equipment repair |  | 1,540 | 3,261 |
| Travel |  | 126 | 2,507 |
| Depreciation |  | 9,933 | 15,795 |
| Miscellaneous |  | 6,299 | 6,108 |
| Total operating expenses |  | 392,753 | 747,761 |
| Operating income (loss) |  | $(59,829)$ | 1,763 |
| Non-operating revenues (expenses): |  |  |  |
| Interest income |  | 105 | 228 |
| Interest expense |  | $(2,329)$ | $(1,388)$ |
| Loss on disposal of capital assets |  | $(11,294)$ | $(1,190)$ |
| Net non-operating revenues (expenses) |  | $(13,518)$ | $(2,350)$ |
| Change in net assets |  | $(73,347)$ | (587) |
| Net assets beginning of period |  | 100,541 | 101,128 |
| Net assets end of period | \$ | 27,194 | 100,541 |

See notes to financial statements.

## 5B Judicial District Youth Services <br> Statement of Cash Flows

Eight months ended February 28, 2005 and
Year ended June 30, 2004

|  | Year ended June 30, 2004 |  |
| :---: | :---: | :---: |
| Cash flows from operating activities: |  |  |
| Cash received from governmental sources | \$ | 770,388 |
| Cash received from other operating revenues |  | 941 |
| Cash paid to suppliers for goods and services |  | $(170,246)$ |
| Cash paid to employees for services |  | $(559,742)$ |
| Net cash provided by operating activities |  | 41,341 |
| Cash flows from capital and related financing activities: |  |  |
| Principal paid on capital leases |  | $(12,800)$ |
| Acquisition of capital assets |  | $(4,955)$ |
| Interest paid |  | $(1,203)$ |
| Net cash used for capital and related financing activities |  | $(18,958)$ |
| Cash flows from investing activities: Interest on investments |  | 228 |
| Net increase in cash and cash equivalents |  | 22,611 |
| Cash and cash equivalents beginning of year |  | 31,795 |
| Cash and cash equivalents end of year | \$ | 54,406 |
| Reconciliation of operating income to net cash provided by operating activities: |  |  |
| Operating income | \$ | 1,763 |
| Adjustments to reconcile operating income to net cash provided by operating activities: |  |  |
| Depreciation |  | 15,795 |
| (Increase) decrease in: |  |  |
| Accounts receivable |  | 21,805 |
| Inventory |  | (26) |
| Increase (decrease) in: |  |  |
| Accounts payable |  | 4,676 |
| Salaries and benefits payable |  | 2,890 |
| Compensated absences |  | $(5,562)$ |
| Total adjustments |  | 39,578 |
| Net cash provided by operating activities | \$ | 41,341 |

Non-cash investing, capital and financing activities:
During the eight months ended February 28, 2005, certain vehicles and office equipment were exchanged with the lessor for two months of facility rent valued at $\$ 7,000$.

See notes to financial statements.

Notes to Financial Statements
February 28, 2005 and June 30, 2004

## (1) Summary of Significant Accounting Policies

5B Judicial District Juvenile Group Home and Shelter Care was formed in 1977 by eight Southern Iowa member counties pursuant to the provisions of Chapter 28E of the Code of Iowa. During 1995, the District discontinued its residential group home program, at which time the name of the organization was changed to 5B Judicial District Youth Services. Youth Services provides shelter care to juveniles in Judicial District 5B.

5B Judicial District Youth Services is governed by a Board comprised of one representative from each of the following member counties: Adams, Clarke, Decatur, Lucas, Ringgold, Taylor, Union and Wayne. In the performance of its duties, the Board may cooperate with, contract with, and accept and expend funds from federal, state or local agencies, public or semi-public, private individuals or corporations, and may carry out such cooperative undertakings and contracts as provided by law.

Effective March 1, 2005, 5B Judicial District Youth Services ceased operations as a separate entity with the closing of the Lamoni shelter. The administrative responsibility and records for the tracking and monitoring program for juveniles has been transferred to Decatur County. Upon dissolution of Youth Services, any remaining assets are to be liquidated and the net proceeds distributed to member counties pro-rata upon the same basis they contributed to the operation.

## A. Reporting Entity

For financial reporting purposes, 5B Judicial District Youth Services has included all funds, organizations, agencies, boards, commissions and authorities. Youth Services has also considered all potential component units for which it is financially accountable and other organizations for which the nature and significance of their relationships with Youth Services are such that exclusion would cause Youth Services' financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and (1) the ability of Youth Services to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on Youth Services. 5B Judicial District Youth Services has no component units which meet the Governmental Accounting Standards Board criteria.
B. Basis of Presentation

The accounts of the Youth Services are organized as an Enterprise Fund. Enterprise Funds are utilized to finance and account for the acquisition, operation and maintenance of governmental facilities and services supported by user charges.

Enterprise Funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an Enterprise Fund's principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.
C. Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The accompanying financial statements have been prepared on the accrual basis of accounting in conformity with U.S. generally accepted accounting principles. Revenues are recognized when earned and expenses are recognized when the liability is incurred.
D. Budgets

Youth Services annually adopts a budget on the accrual basis. The annual budget may be amended during the year upon approval of the Board.
E. Assets, Liabilities and Net Assets

The following accounting policies are followed in preparing the Statement of Net Assets:

Cash and Cash Equivalents - 5B Judicial District Youth Services considers all short-term investments that are highly liquid to be cash equivalents. Cash equivalents are readily convertible to known amounts of cash and, at the day of purchase, have a maturity date no longer than three months.

Inventory - Inventory is valued at cost using the first-in, first-out method. Inventory consists of food commodities held for consumption.

Capital Assets - Capital assets are carried at historical cost. Depreciation of all exhaustible capital assets is charged as an expense against operations. The cost of repair and maintenance is charged to expense, while the cost of renewals or substantial betterments is capitalized. The cost and accumulated depreciation of assets sold, retired or otherwise disposed of are deleted, with any gain or loss recorded in current operations.

Reportable capital assets are defined by Youth Services as assets with initial, individual costs in excess of the following thresholds and estimated useful lives in excess of five years.

| Asset Class | Amount |  |
| :--- | ---: | ---: |
|  | $\$$ | 1,000 |
| Building and improvements | $\$$ | 1,000 |

Capital assets of 5B Judicial District Youth Services are depreciated using the straight line method over the following estimated useful lives:

| Asset Class | Estimated <br> Useful lives <br> (In Years) |
| :--- | :---: |
| Buildings and improvements | 7 |
| Furniture and equipment | $5-7$ |
| Vehicles | 5 |

Compensated Absences - Full-time employees of Youth Services accumulate a limited amount of earned but unused vacation hours for subsequent use or for payment upon termination, death or retirement. Youth Services' liability for accumulated vacation has been computed based on rates of pay in effect at June 30, 2004. There is no liability as of February 28, 2005 due to the separation of employees during the process of ceasing operations.

## (2) Cash

Youth Services' deposits in banks at February 28, 2005 and June 30, 2004 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the members of the pool to insure there will be no loss of public funds.

Youth Services is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Board; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

Youth Services' cash and deposits at February 28, 2005 and June 30, 2004 are as follows:

| Type | February 28, 2005 | June 30, 2004 |
| :--- | ---: | ---: |
| Checking and savings accounts | $\$ 23,060$ | 53,941 |
| Cash on hand | \$ 464 | 465 |
| Total | $\$ 23,524$ | 54,406 |

## (3) Pension and Retirement Benefits

Youth Services contributes to the Iowa Public Employees Retirement System (IPERS), which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by state statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, P.O. Box 9117, Des Moines, Iowa, 50306-9117.

Plan members are required to contribute $3.70 \%$ of their annual salary and Youth Services is required to contribute $5.75 \%$ of annual payroll for the eight months ended February 28, 2005 and years ended June 30, 2004 and 2003. Contribution requirements are established by state statute. Youth Services' contributions to IPERS for the eight months ended February 28, 2005 and the years ended June 30, 2004 and 2003 were $\$ 12,781$, $\$ 22,380$ and $\$ 22,613$, respectively, equal to the required contributions for each period.

## (4) Lease Agreement

5B Judicial District Youth Services entered into a lease agreement with JRC, Inc., for the lease of the facility in Lamoni, Iowa. The lease was for a period of 20 years, commencing October 1, 1994. The lease required monthly rental payments of $\$ 3,500$. The rent expense under this lease was $\$ 42,000$ for the year ended June 30, 2004 and $\$ 15,800$ for the eight months ended February 28, 2005.

## (5) Capital Assets

Capital assets activity for the eight months ended February 28, 2005 and for the year ended June 30, 2004 is as follows:

| Balance |  |  | Balance |
| :---: | :---: | :---: | :---: |
| Beginning <br> of Period | Increases | Decreases | End |
| Period |  |  |  |

Eight Months ended February 28, 2005:

| Capital assets being depreciated: |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Furniture and equipment | \$ | 36,922 | - | 28,925 | 7,997 |
| Vehicles |  | 75,621 | - | 75,621 | - |
| Total capital assets |  | 112,543 | - | 104,546 | 7,997 |
| Less accumulated depreciation for: |  |  |  |  |  |
| Furniture and equipment |  | 21,747 | 3,133 | $(22,310)$ | 2,570 |
| Vehicles |  | 47,142 | 6,800 | $(53,942)$ | - |
| Total accumulated depreciation |  | 68,889 | 9,933 | $(76,252)$ | 2,570 |
| Total capital assets, net | \$ | 43,654 | $(9,933)$ | 28,294 | 5,427 |

Furniture and equipment includes $\$ 7,997$ of assets acquired under a capital lease.

| Balance <br> Beginning <br> of Year | Increases | Decreases | Balance <br> End <br> Year |
| :---: | :---: | :---: | :---: |

## Year ended June 30, 2004

Capital assets being depreciated:

Building and improvement
Furniture and equipment
Vehicles
Total capital assets
Less accumulated depreciation for:
Building and improvement
Furniture and equipment
Vehicles
Total accumulated depreciation
Total capital assets, net

| $\$$ | 1,868 |  | - |
| ---: | ---: | ---: | ---: |
| 1,868 | - |  |  |
| 39,198 | 4,955 | 7,231 | 36,922 |
| 75,621 | - | - | 75,621 |
| 116,687 | 4,955 | 9,099 | 112,543 |


| $\$$ | 1,868 | - | 1,868 | - |
| ---: | ---: | ---: | ---: | ---: |
|  | 23,997 | 3,791 | 6,041 | 21,747 |
|  | 35,138 | 12,004 | - | 47,142 |
|  | 61,003 | 15,795 | 7,909 | 68,889 |
| $\$$ | 55,684 | $(10,840)$ | 1,190 | 43,654 |

Furniture and equipment includes $\$ 7,997$ of assets acquired under a capital lease.
Vehicles include $\$ 46,596$ of assets acquired under a capital lease.

Upon closing of the Youth Services facility capital assets consisting of three vehicles and a computer valued at $\$ 23,082$ were sold to Decatur County for $\$ 10,000$. Capital assets consisting of vehicles and office equipment valued at $\$ 5,212$ were exchanged with JRC, Inc. for two months of facility rent. The remaining copier was returned to the vendor upon termination of vendor upon termination of the lease agreement after February 28, 2005.

## (6) Capital Lease Purchase Agreements

Youth Services entered into capital lease purchase agreements in November, 2002 to lease a copier and in March, 2002 to lease three vehicles. The lease payments, including interest at $9.45 \%$ and $6.26 \%$ per annum, respectively, continue through the year ending June 30, 2008.

Year ended June 30, 2004:

| Year Ending June 30, |  | Copier | Vehicles | Total |
| :---: | :---: | :---: | :---: | :---: |
| 2005 | \$ | 1,928 | 9,763 | 11,691 |
| 2006 |  | 1,928 | - | 1,928 |
| 2007 |  | 1,928 | - | 1,928 |
| 2008 |  | 803 | - | 803 |
| Total minimum lease payments |  | 6,587 | 9,763 | 16,350 |
| Less amounts representing interest |  | (979) | (281) | $(1,260)$ |
| Present value of net minimum lease payments | \$ | 5,608 | 9,482 | 15,090 |

Payments under the copier and vehicles capital lease purchase agreements during the year ended June 30, 2004 totaled $\$ 1,285$ and $\$ 12,901$, respectively.

Eight months ended February 28, 2005:
Payments under the copier and vehicles capital lease agreements during the eight months ended February 28, 2005 totaled $\$ 1,285$ and $\$ 9,726$, respectively. The remaining copier capital lease obligation of $\$ 4,650$ as of February 28,2005 will be paid upon termination of the lease agreement. An additional finance change of $\$ 986$ was to be paid upon returning the leased copier.

## (7) Loan Payable

On February 26, 2005, JRC, Inc. loaned Youth Services $\$ 25,000$ to cover closing costs. The loan is to be paid back upon collection of outstanding service billings.

## (8) Risk Management

Youth Services is exposed to various risks of loss related to torts; theft, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by the purchase of commercial insurance. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

## (9) Accounting Change

For the year ended June 30, 2004, 5B Judicial District Youth Services implemented Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments; Statement No. 37, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments: Omnibus; and Statement No. 38, Certain Financial Statement Note Disclosures.

Implementation of these statements had no effect on the beginning net assets of the Youth Services.


## OFFICE OF AUDITOR OF STATE

## STATE OF IOWA

David A. Vaudt, CPA
Auditor of State
State Capitol Building
Des Moines, Iowa 50319-0004
Telephone (515) 281-5834 Facsimile (515) 242-6134

Independent Auditor's Report on Compliance and on Internal Control over Financial Reporting

To the Officials of 5B Judicial District Youth Services:

We have audited the financial statements of 5B Judicial District Youth Services as of and for the period July 1, 2004 through February 28, 2005 and the year ended June 30, 2004, and have issued our report thereon dated March 16, 2005. We conducted our audit in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

## Compliance

As part of obtaining reasonable assurance about whether 5B Judicial District Youth Services' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations and contracts, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance that are required to be reported under Government Auditing Standards. However, we noted an immaterial instance of non-compliance that is described in the accompanying Schedule of Findings.

Comments involving statutory and other legal matters about Youth Services' operations for the period July 1, 2004 through February 28, 2005 and the year ended June 30, 2004 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of 5B Judicial District Youth Services. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes. The prior year statutory comment has not been resolved and is restated as item (2).

## Internal Control Over Financial Reporting

In planning and performing our audit, we considered 5B Judicial District Youth Services' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report, a public record by law, is intended solely for the information of the members and customers of 5B Judicial District Youth Services and other parties to whom Youth Services 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 5B Judicial District Youth Services during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.


DAVID A. VAUDT, CPA
Auditor of State


March 16, 2005

## Findings Related to the Financial Statements:

## INSTANCES OF NON-COMPLIANCE:

No matters were noted.

## REPORTABLE CONDITIONS:

No material weaknesses in internal control over financial reporting were noted.

Schedule of Findings

Eight months ended February 28, 2005 and
Year ended June 30, 2004

## Other Findings Related to Required Statutory Reporting:

(1) Official Depository - A resolution naming an official depository has been adopted by the Board. The maximum deposit amount stated in the resolution was not exceeded during the eight months ended February 28, 2005 or the year ended June 30, 2004.
(2) Questionable Expenditures - Certain expenditures were noted that may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 since the public benefits to be derived have not been clearly documented. These expenditures are detailed as follows:

| Paid to | Purpose | Amount |
| :--- | :--- | ---: |
| $\begin{array}{l}\text { Year ended June 30, 2004: } \\ \text { Hy-Vee }\end{array}$ | $\begin{array}{c}\text { Christmas gift certificates } \\ \text { for employees }\end{array}$ |  |
| Pamida | $\begin{array}{c}\text { Christmas gift certificates } \\ \text { for employees }\end{array}$ | $\$$ |$] 1,300$

According to the opinion, it is possible for certain expenditures to meet the test of serving a public purpose under certain circumstances, although such expenses will certainly be subject to a deserved close scrutiny. The line to be drawn between a proper and an improper purpose is very thin.

Recommendation - The Board should determine and document the public purpose served by these expenditures before authorizing any further payments. Youth Services should establish written policies and procedures, including the requirement for proper documentation.

Response - These types of expenditures should no longer occur.
Conclusion - Response acknowledged.
(3) Business Transactions - No business transactions between 5B Judicial District Youth Services and its officials or employees were noted.
(4) Board Minutes - No transactions were found that we believe should have been approved in the Board minutes but were not.
(5) Deposits and Investments - No instances of non-compliance with the deposit and investment provisions of Chapter 12B and Chapter 12C of the Code of Iowa and Youth Services' investment policy were noted.

## 5B Judicial District Youth Services

Staff

This audit was performed by:
Ronald D. Swanson, CPA, Manager
Sheila M. Jensen, Staff Auditor
Cheryl R. McNaught, CPA, Assistant Auditor

Anewherai
Andrew E. Nielsen, CPA
Deputy Auditor of State

