



**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

**NEWS RELEASE**

Contact: Brian Brustkern  
515/281-5834

FOR RELEASE

November 18, 2024

Auditor of State Rob Sand today released a report on the Iowa Department of Administrative Services for the year ended June 30, 2023.

The Iowa Department of Administrative Services is mandated by statute to provide services to other state agencies. To fulfill this responsibility, the Department is structured into the General Services Enterprise (GSE), the Human Resources Enterprise (HRE), the State Accounting Enterprise (SAE) and the Central Procurement and Fleet Services Enterprise (CPFSE).

**AUDIT FINDINGS:**

Sand reported two findings related to the Department. The findings are on pages 3 and 4 of this report. Sand recommended that appropriate controls be established to ensure independent reviewer approves timesheets and employees are not allowed to circumvent procedures for timesheet approval and leave time.

Management of the Iowa Department of Administrative Services has a fiduciary responsibility to provide oversight of the Department's operations and financial transactions. Oversight is typically defined as the "watchful and responsible care" management exercises in its fiduciary capacity.

A copy of the report is available for review on the Auditor of State's website at [Audit Reports – Auditor of State](#).

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**REPORT OF RECOMMENDATIONS TO THE  
IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES**

**JUNE 30, 2023**

**Iowa Department of Administrative Services**



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Telephone (515) 281-5834

Rob Sand  
Auditor of State

November 13, 2024

Iowa Department of Administrative Services  
Des Moines, Iowa

To Adam Steen, Director:

I am pleased to submit to you this Report of Recommendations for the Iowa Department of Administrative Services for the year ended June 30, 2023. The report includes findings pertaining to the Department's internal control and compliance with statutory requirements and other matters which resulted from the fiscal year 2023 audit.

I appreciate the cooperation and courtesy extended by the officials and employees of the Iowa Department of Administrative Services 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, appearing to read "Rob Sand", written in a cursive style.

Rob Sand  
Auditor of State

**Iowa Department of Administrative Services**



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November 13, 2024

To Adam Steen, Director of the  
Iowa Department of Administrative Services:

The Iowa Department of Administrative Services is a part of the State of Iowa and, as such, has been included in our audits of the State's Annual Comprehensive Financial Report (ACFR) and the State's Single Audit Report for the year ended June 30, 2023.

In conducting our audits, we became aware of certain aspects concerning the Department's operations for which we believe corrective action is necessary. As a result, we have developed recommendations which are reported on the following pages. We believe you should be aware of these recommendations, which pertain to the Department's internal control and compliance with statutory requirements and other matters. These recommendations have been discussed with Department personnel and their responses to these recommendations are included in this report. While we have expressed our conclusion on the Department's responses, we did not audit the Iowa Department of Administrative Services' responses and, accordingly, we express no opinion on them.

This report, a public record by law, is intended solely for the information and use of the officials and employees of the Iowa Department of Administrative Services, citizens of the State of Iowa and other parties to whom the Iowa Department of Administrative 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 the Department during the course of our audits. Should you have questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience. Individuals who participated in our audits of the Department are listed on page 5 and they are available to discuss these matters with you.

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

Brian R. Brustkern, CPA  
Deputy Auditor of State

cc: Honorable Kim Reynolds, Governor  
Kraig Paulsen, Director, Department of Management  
Tim McDermott, Director, Legislative Services Agency

Report of Recommendations to the  
Iowa Department of Administrative Services

June 30, 2023

**Findings Reported in the State's Single Audit Report:**

No matters were reported.

**Finding Reported in the State's Report on Internal Control:**

No matters were reported.

**Other Findings Related to Internal Control:**

(A) Approval of Timesheets

Criteria – A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements of the financial statements on a timely basis. Properly designed policies and procedures and implementation of the policies and procedures are an integral part of ensuring the reliability and accuracy of the financial statements.

Departments process payroll transactions utilizing the Workday computer system.

Condition – During our review of the Workday system we noted the following:

Public Safety – We noted that a manager set up a delegation during their personal absence and employees were then allowed to approve their own timesheets rather than request an alternate delegates approval.

Civil Rights Commission – We noted that during a time period there was no Director of Civil Rights Commission. Staff reported their timesheets to the Governor's office which were then automatically approved.

Cause – Although policies and procedures are in place to monitor and approve timesheets, employees were allowed to approve their own timesheets. During the time in which there was no Civil Rights Commissioner, the Governor's office automatically approved timesheets without departmental approval.

Effect – Inappropriate and/or inaccurate hours worked and leave taken may be included on timesheets and go unnoticed.

Recommendation – The Department of Administrative Services, in conjunction with the Department of Public Safety and the Civil Rights Commission, should implement appropriate controls to ensure an independent reviewer approves timesheets. No employee should be allowed to approve their own timesheet. In addition, if a manager sets a delegation, employees should not be allowed to approve their own timesheet. Also, approval of timesheets should be done within the Civil Rights Commission rather than an automatic approval at the Governor's office.

Response – The Department of Administrative Services will work with state agencies to implement controls to ensure an independent reviewer approves timesheets.

Conclusion – Response accepted.

Report of Recommendations to the  
Iowa Department of Administrative Services

June 30, 2023

(B) Requested Time Off and Corrections of Time Off

Criteria – A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements of the financial statements on a timely basis. Properly designed policies and procedures and implementation of the policies and procedures are an integral part of ensuring the reliability and accuracy of the financial statements.

Departments process payroll transactions utilizing the Workday computer system.

Condition – In the Department of Public Safety, Department of Administrative Services and the Iowa Law Enforcement Academy, various employees were allowed to approve their time off when other listed delegates were available to approve the leave.

Additionally, in the Department of Public Safety, Department of Administrative Services and Iowa Department of Health and Human Services, several instances occurred where a correction of leave time was approved by the employee requesting the correction.

Cause – Although policies and procedures are in place to monitor and approve corrections and requested time off, employees circumvented the procedures to approve their requests.

Effect – Inappropriate and/or inaccurate requests for time off and corrections of time off requests may be approved and errors occur unnoticed.

Recommendation – The Department of Administrative Services, in conjunction with Iowa Department of Health and Human Services and the Department of Public Safety should implement appropriate controls to ensure an independent reviewer approves all business process transactions, such as request time off and corrections to time off.

Response – The Department of Administrative Services will work with state agencies to implement controls to ensure proper approvals are in place for all business processes.

Conclusion – Response accepted.

**Findings Related to Statutory Requirements and Other Matters:**

No matters were noted.



Report of Recommendations to the  
Iowa Department of Administrative Services

June 30, 2023

**Staff:**

Questions or requests for further assistance should be directed to:

Brian R. Brustkern, CPA, Deputy  
Katherine L. Rupp, CPA, Manager  
Ethan M. Snedigar, Senior II Auditor

Other individuals who participated in the audits include:

Micaela A. Tintjer, CPA, Senior II Auditor  
Allison L. Carlon, Staff Auditor  
Enoch Duval, Staff Auditor  
Jon G. Hanson, Staff Auditor  
Roxanne R. Stotler, Staff Auditor  
Hunter W. Penton, Staff Auditor  
Austin C. Gohlmann, Assistant Auditor  
Stella F. Tsai, Assistant Auditor  
Amila Tursunovic, Assistant Auditor  
Alexis A. Gootee, Audit Intern