



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

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Auditor of State

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NEWS RELEASE

Contact: Ernest Ruben
515/281-5834

FOR RELEASE

March 10, 2023

Auditor of State Rob Sand today released a report on the Iowa Department of Administrative Services for the year ended June 30, 2019.

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 one finding related to the Department. The finding is on page 3 of this report. Sand recommended a state employee suggestion system is established in accordance with the Code of Iowa.

The finding discussed above is repeated from the prior year. 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 web site at [Audit Reports – Auditor of State](#).

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

JUNE 30, 2019

Iowa Department of Administrative Services



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Rob Sand
Auditor of State

February 27, 2023

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, 2019. 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 2019 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 that reads "Rob Sand". The signature is stylized and cursive.

Rob Sand
Auditor of State

Iowa Department of Administrative Services



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February 27, 2023

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, 2019.

In conducting our audits, we became aware of 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 4 and they are available to discuss these matters with you.

A handwritten signature in cursive script, reading "Ernest H. Ruben, Jr.".

Ernest H. Ruben, Jr., 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, 2019

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:

No matters were noted.

Findings Related to Statutory Requirements and Other Matters:

State Employee Suggestion System – Chapter 8A.110 of the Code of Iowa establishes a state employee suggestion system for the purpose of encouraging state employees to develop and submit ideas which will reduce costs and increase efficiency in state government and which will make monetary and other awards to state employees whose costs reduction ideas are adopted under the system. The Chapter states the Department of Administrative Services shall provide necessary personnel for the efficient operation of the state employee suggestion system and shall adopt rules as necessary for the administration of the system and to establish the award policy under which the system will operate. A state employee suggestion system has not been established and no rules have been developed by the Department.

Recommendation – The Department should adopt rules as necessary for the administration of the state employee suggestion system and establish the award policy under which the system will operate, as well as provide necessary personnel for the efficient operation of the system as required.

Response – The Department is still in process of determining the policies, process and workflow of this program.

Conclusion – Response accepted.

Report of Recommendations to the
Iowa Department of Administrative Services

June 30, 2019

Staff:

Questions or requests for further assistance should be directed to:

Ernest H. Ruben, Jr., CPA, Deputy
Tammy A. Hollingsworth, CIA, Manager
Brandon J. Vogel, Senior Auditor II

Other individuals who participated in the audits include:

Alison L. Carlon, Staff Auditor
Charles P. Duff, Staff Auditor
Andrew J. Dunne, Staff Auditor
Terry J. Erlbacher, Staff Auditor
Vivian J. Hustad, Staff Auditor
Steve D. Rater, Staff Auditor
Silvester K. Rutto, Staff Auditor
Brandon G. Sommers, Staff Auditor
Adam J. Sverak, Staff Auditor
Samantha J. Coster, Assistant Auditor
Matthew K. Nnanna, Assistant Auditor
Joseph G. Timmons, Assistant Auditor