

## **Department of Administrative Services**

- *State Accounting Enterprise*
  - The State Accounting Enterprise (SAE) manages Iowa's Financial Accounting System and Iowa's central payroll system. They process accounting and payroll documents, prepares and issues comprehensive financial reports, and generates other financial reports.
- *General Services Enterprise*
  - The General Services Enterprise maintains all capitol complex buildings and oversees the operation of the State fleet of vehicles, the State's internal mail delivery, design and construction of new buildings, and the official purchasing function.
- *Human Resources Enterprise*
  - The Human Resources Enterprise is responsible for human resource management in the Executive Branch and provides limited services to the Judicial and Legislative Branches.
- *Information Technology Enterprise*
  - The Information Technology Enterprise' provides information technology, develops and implements recommended standards for information technology, and develops and maintains security policies and systems. They also coordinate the acquisition of information technology by participating agencies.

## **Auditor of State**

- *Administration Division*
  - The Administration Division is responsible for general management of the office, which includes fiscal management, data processing, recruiting, and audit report printing and mailing process. The division also is responsible for human resource management, personnel training and quality control.
- *Financial Audit Division*
  - The Financial Audit Division is responsible for performing annual audits of Iowa's Comprehensive Annual Financial Report and its Single Audit report, all state departments and agencies, as well as audits of counties, cities, school districts, and other governmental subdivisions as requested. This division also reviews audits of governmental subdivisions performed by CPA firms, performs re-audits, as needed, and provides technical assistance to private citizens, CPA firms, government officials and other governmental agencies.
- *Performance Investigation Division*
  - This division is responsible for conducting comprehensive performance audits of state agencies and the programs they administer. The division also investigates suspected embezzlements and conducts special studies assigned by the Auditor of State or requested by the legislature.

## **Department of Commerce**

- *Alcohol Beverages*
  - The Iowa Alcoholic Beverages Division is responsible for the regulation and control of alcohol in the State of Iowa. Iowa is one of nineteen states that, since the repeal of prohibition, directly control the sale and distribution of alcoholic beverages. In addition, the Division is responsible for the enforcement of state and federal laws and regulations regarding the sale and use of alcohol and tobacco products.
- *Banking (three Bureaus)*
  - Banking Bureau - Regulates Iowa's State chartered banks.
  - Finance Bureau- Regulates loan companies, industrial loan companies, debt management companies, mortgage bankers/brokers, delayed deposit services (payday lenders), money transmitters.

- Professional Licensing Bureau - oversees the following professions: accountants; architects; engineers and land surveyors; landscape architects; real estate brokers and agents; and real estate appraisers.
- *Credit Union*
  - Safeguards the interests of credit union depositors and shareholders through the administration and execution of the laws relating to credit unions.
- *Insurance*
  - The Iowa Insurance Division supervises all insurance business transacted in the State. The Commissioner also serves as the Administrator of the Securities Act which involves the licensing of brokerage firms and their agents, examining new securities offerings and investigating investment fraud cases.
- *Utilities Board*
  - The Iowa Utilities Board regulates utilities in the State.

#### **Ethics and Campaign Disclosure Board**

- The Board is responsible for ensuring the integrity of political campaigns, the ethical standards for officials and employees of the executive branch and the lawful conduct of executive branch lobbyists.

#### **Governor**

- *Terrace Hill*
  - Maintains the Terrace Hill Quarters.
- *State and Federal Relations*
  - Monitors Federal legislation and rules for impacts to the State.
- *Administrative Rules Coordinator*
  - Reviews the Administrative Rules for the Governors Office.

#### **Office of Drug Control Policy**

- Promotes strategic approaches and collaboration to reduce drug use and related crime.

#### **Department of Human Rights**

- *Community Action Agencies*
  - Works with the network of Community Action Agencies (CAA) throughout the State. The CAA's serve as advocates for low-income, elderly and disabled residents of Iowa.
- *Criminal and Juvenile Justice*
  - Conducts research, policy analysis, program development and data analysis activities to assist policy makers, justice system agencies and others to identify issues of concern and to improve the operation and effectiveness of Iowa's justice system.
- *Deaf Services*
  - Plan, coordinating and providing services for the deaf.
- *Commission on the Status of African-Americans*
  - Advocates for people of African American heritage, working to equalize opportunities and to promote full participation in the economic, political, and social life of the State.
- *Status of Women*
  - Advocates for women, working to equalize opportunities and to promote full participation in the economic, political, and social life of the State.
- *Persons with Disabilities*
  - Advocates for people with disabilities, working to equalize opportunities and to promote full participation in the economic, political, and social life of the State.
- *Latino Affairs*
  - Advocates for people of Latino heritage, working to equalize opportunities and to promote full participation in the economic, political, and social life of the State.

## **Department of Inspections and Appeals**

- *Administrative Hearings Division*
  - Conducts contested case hearings involving lowans who have been impacted by an adverse action taken by a State department or agency.
- *Investigations Division*
  - The Investigations Division investigates alleged fraud in the State's public assistance programs including the theft of warrants, investigates Medicaid fraud by health care providers, and conducts professional practice investigations on behalf of state licensing boards.
- *Health Facilities Division*
  - Health and habilitation professionals in the Department's Health Facilities Division inspect, license and/or certify under the Medicare and Medicaid Programs more than 4,000 health care providers and suppliers.
- *Racing and Gaming*
  - Administers the laws and rules on pari-mutuel wagering at racetracks and gambling at excursion gambling boats/racetrack enclosures to protect the public and to assure the integrity of licensed facilities and participants.

## **Department of Management**

- *Budget and Finance*
  - Facilitates the State budget process with the Governor.
- *Accountability and Results*
  - The Accountable Government Act (AGA) requires Iowa state government to adopt strategic planning, agency performance planning, performance measurement, results-based budgeting, performance reporting, performance audits, and return on investment.
- *Local Budget and Finance*
  - The major statutory areas include annual valuations and budgets for each city, school district, county and miscellaneous authorities (assessors, townships, ag extensions, etc.) within Iowa. Property valuations are reported and approved for each tax districts in the State, annually budgets are submitted and the tax rates certified by the department back to the county auditor for billing each year.
- *Community Empowerment*
  - Community Empowerment serves as a catalyst to integrate and coordinate an early care, health and education system of systems for our youngest lowans.
- *State Appeal Board*
  - Approves or rejects and authorizes payment of claims against the State or a State employee and resolve local budget protests.

## **Department of Revenue**

- *Compliance*
  - Examines tax returns and tax records and sends bills or refunds accordingly; uses data warehousing technology to identify non-filers and under-reporters.
- *Internal Services*
  - Administers the Department's budget, accounting, personnel and performance measurement programs; develops information for the public; updates forms; manages the Departments Web site.
- *Property Tax*
  - Provides education, service and enforcement programs to property tax officials and property taxpayers; assesses railroads, utilities and pipelines.

- *Revenue Operations*
  - Processes tax returns and payments; collects outstanding debt owed to the State.
- *Taxpayer Services and Policy*
  - Provides a call center to answer taxpayer questions; conducts statewide education programs; develops tax policy; resolves disputed tax issues.
- *Tax Research and Analysis Section (part of the Director's Office)*
  - Tracks, analyzes, and forecasts tax receipts and refunds; provides statistical information to the State Revenue Estimating Conference; estimates the fiscal impacts of proposed state and federal tax legislation.
- *Technology and Information Management*
  - Develops and maintains computerized systems; plans and provides technical support of the wide area network and related automated systems; manages forms for external and internal customers.

#### **Treasurer of State**

- The Treasurer receives all revenues from State agencies and the federal government and is responsible for all consequent bank relations.

#### **Secretary of State**

- *Business Services*
  - A Service Center for businesses in Iowa, the nation and the world and is committed to making sure Iowa remains a gateway for the world by being an advocate for Iowa business and products and making government more business friendly.
- *Admin/Elections/Voter Registration*
  - The Secretary of State is the State Commissioner of Elections and supervises Iowa's 99 county auditors in the administration of our election laws and administrative rules

#### **IPERS**

- IPERS provides retirement plans for career public employees. It has two different boards.
  - An 11-member Investment Board governs IPERS investment activities. As the trustee of the IPERS Fund, the Board sets investment policy, monitors investment performance, oversees the actuarial program, and includes three representatives who are IPERS members.
  - The Benefits Advisory Committee (BAC) is responsible for recommendations to the IPERS administrators and the General Assembly regarding benefits and services. The BAC also submits nominees to the Governor to fill positions on the Investment Board, reviews and provides feedback on the annual IPERS operating budget, and participates in the performance evaluation of the Chief Executive Officer. The BAC is comprised of no fewer than nine and no more than 14 representatives of employers and employees who are covered by the IPERS.