

**OFFICE OF THE COUNTY ADMINISTRATOR**

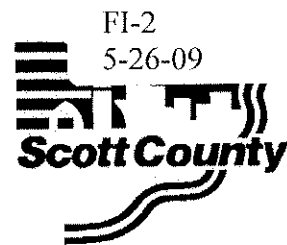
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May 1<sup>st</sup>, 2009

TO: Board of Supervisors

FROM: Craig Hufford, Financial Management Supervisor  
Sarah Kautz, Budget Manager  
Wes Rostenbach, Accounting and Tax Manager  
Dee F. Bruemmer, County Administrator

SUBJ: Quarterly Status Report from the Financial Review Committee on Various Financial Management Improvements – March 2009

The Financial Review Committee (FRC) consisting of Craig Hufford, Financial Management Supervisor in the Treasurer's Office, Sarah Kautz, Budget Manager, Wes Rostenbach, Accounting and Tax Manager in the Auditor's Office, and Dee F. Bruemmer, County Administrator reports quarterly to the Board on the status of various financial management improvements.

Attached to this memo are the following status reports:

- FY2007-08 Audit Management Letter Comments

Please contact us should you have any questions regarding this memo or the attached status report.

Attachment

cc: All County Departments and Offices  
McGladrey & Pullen, LLP

**2007-08 MANAGEMENT LETTER COMMENTS**  
**March 2009**

SUBJECT	RESPONSIBILITY	TIMEFRAME
<p><b>1. Comment:</b> The County does not have an adequate segregation of duties over the revenue transition cycle and the cash disbursement cycle in the Sheriff's department</p> <p><b>Recommendation:</b> We recommend removing access of the signature stamp from the individuals performing the check writing function. Also we recommend an individual independent of the cash reconciliation process review the reconciliations and bank statements for completeness</p> <p><b>Current Status:</b> IT, Treasurers office and Administration gathered to go over this deficiency. The fixes are summarized below:</p> <ol style="list-style-type: none"> <li>1. Users would not be administrators of the system. Administrator of the system would reside in the IT department.</li> <li>2. Office Manager / Bank Reconciler would have 'read only' access to the system except for the bank reconciliation portion of the system.</li> <li>3. Office Manager would not be able to write checks, change the signature stamp, assign user access, etc</li> <li>4. Deputy Sheriff will sign off on all bank reconciliations after they are completed.</li> </ol>	<p>Administration/Sheriff/Treasurer</p>	<p>March 2009</p> <p align="center"><b>CLOSED – Auditors will audit process when they are here for the FY09 audit.</b></p>

**2007-08 MANAGEMENT LETTER COMMENTS**  
**March 2009**

SUBJECT	RESPONSIBILITY	TIMEFRAME
<p><b>2. Comment:</b> County Treasurer Report – According to Chapter 349.13(3) of the Code of Iowa, the County Treasurer shall publish a report of the receipts, disbursements and ending cash balances of each fund with the warrant/checks outstanding against each fund. During the year ended June 30, 2008, this report was not published.</p> <p><b>Recommendation:</b> The County should prepare and publish the report per the requirements of the code.</p> <p><b>Current Status:</b> This deficiency has been recurring for a few years. This has not been closed in previous years because of the difficulty of capturing the information required from our computer systems and configurations. IT, Treasurer, and Administration have met to review this deficiency. Peer Treasurer offices have reported that they publish this report two times per year. The steps that we will take to build the report are as follows:</p> <ol style="list-style-type: none"> <li>1. IT is working on a report that will pull outstanding warrants by fund out of the A/P system. If a warrant has more than one fund associated with it, the report will break down that warrant by fund.</li> <li>2. Administration is working on creating a report that lists by fund, beginning fund balances, revenues, expenditures, and ending fund balance for a given time period.</li> <li>3. Reports from above will be combined to a new report that will report in total, all activities, by fund, for a given time period.</li> <li>4. This report will be published twice a year, on 12/31 and 6/30, after bank reconciliations are completed.</li> </ol>	<p>Administration/ Treasurer/Auditor</p>	<p>June 2009</p>