



MEANINGFUL CONNECTIONS

EXTENSION COUNCIL CONFERENCE

GATEWAY HOTEL & CONFERENCE CENTER | AMES

March 5, 2022

Extension District Audits: Lessons Learned

Dien Judge, Monroe County Council Member
Sara Pinckney, Jones County Council Member
Bryan Whaley, Director of Field Operations-North

Topics

- Background – Iowa Code
- Review - Fiscal policy
- Oversight – Role of the Extension Council
 - Council Monitoring
 - Internal Controls
 - Best Practices
- Question & Answer with Council Members



Iowa Code 176A.8.2

To serve as an **agency of the state and to manage** and transact all of the business and affairs of its district and have control of all of the property acquired by it and necessary for the conduct of the business of the district for the purposes of this chapter.



Section 2.3 of Fiscal Policy



Public funds, as defined in Iowa Code Chapter 12C.1, are those funds owned by a public entity such as a county extension district. This includes both **tax and non-tax monies**.



All public funds are the **legal responsibility** of the extension council. Legal responsibility assigned by law cannot be transferred by extension council action.



[Fiscal Policy and Procedures](#)

Extension Districts Fiscal Policy



All public funds have the same legal requirements for accounting, reporting, auditing, proper signatures, segregation of duties, publishing, bonding, investing and uniform financial accounting procedures.



[Fiscal Policy and Procedures](#)

Oversight

- Extension officials have a fiduciary responsibility to exercise authority over funds administered by the office, efficiently and effectively achieve its mission, provide oversight of the Extension's operations, and maintain the public trust.
- Oversight is typically defined as the “watchful and responsible care” a governing body exercises in its fiduciary capacity. [\(State Audit Report – Jones County\)](#)
- Oversight procedures ensure sufficient controls are in place over items which are susceptible to loss or improper use
- Oversight procedures also ensure timesheets are reviewed and approved in a timely manner and all leave is properly recorded.

COUNCIL MONITORING

Handout 1

Internal Control (segregation of duties)

Daily Internal Control Log File

Updated: 06/10/2021

Use daily for segregation of duties as per 2.5 of the Fiscal Policy and Procedures.

Today's Date <small>xx/xx/xxxx</small>	Opens Mail	Writes Receipts	Counts and reconciles cash box	Name of special reviewer (first time) and initials subsequently	Takes Deposit to the bank	Comments	Date Council Meeting Reviewed	Initialed

Best Practices for Oversight Handout 2

What is needed for an AUDIT?

- Receipt books, deposit slips.
- All bank statements, voucher reports, invoices
- Financial reports-month end (X12)
- Proof of publication-public hearing and year end
- All year end reports
- Proof of bonding (treasurer/dishonesty)
- Proof of filings w/auditor and treasurer
- Certificate of organization
- Fiscal policy and all minutes (signed!)
- IDOM forms, budget template
- Full disclosure and access to staff for questions.....

Iowa Code Budget Resources

[Iowa Code 12C](#) - Deposit of Public Funds

[Iowa Code Chapter 24](#) - Local Budgets

[Iowa Code Chapter 21](#) - Open Meeting

[Iowa Code Chapter 22](#) - Open Records

[Iowa Code Chapter 562A](#) – Landlord and Tenant Law, extension districts that rent

County Services Finance Resources

County Services Website – County Finance

- Fiscal Resources
 - [C.S.5.28.2020.Fiscal Policy and Procedures](#)
 - [Guidance for Support or Donations](#)
 - [Charitable Contributions to Government Offices](#)
- Budget Resources
 - [Budget Instructions](#)
 - [Budget Amendment Process](#)
 - [Budget Timelines](#)
 - [County Agricultural Extension District Tax Asking Limits](#)
 - [Carryover Analysis Spreadsheet](#)

MyExtension - Bookkeeper Resources (staff access)

MyExtension – County Insurance (staff access)

- County Insurance Costs FY21
- FY2021 Insurance Fact Sheet



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