

2023 Compliance Guides **COUNTY COMPLIANCE GUIDE**

		Non-compliance Noted/FY	FY23				FY24				FY25			
			Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks	Selected	Done By	WP Ref	Remarks
			RISK				RISK				RISK			
			H	M	L		H	M	L		H	M	L	
RECEIPTS/REVENUES:														
1. Property Tax:														
a. If the County has levied an addition to the basic levies due to unusual circumstances, determine compliance with the requirements of Chapter 331.426 of the Code of Iowa.			2											
b. If the County has certified an addition to a basic levy in excess of the amounts otherwise permitted under Chapter 331.426 of the Code of Iowa, determine a special election was held as required by Chapter 331.425 of the Code of Iowa.			2											
c. Determine County levied the minimum tax for the purpose of providing financial support to public libraries in accordance with Chapter 256.69 of the Code of Iowa.			2											
2. Other County Taxes:														
a. Determine local option tax receipts were expended in accordance with local provisions. Obtain a copy of the ballot authorizing the local option tax.			2											
b. Determine hotel/motel tax receipts were expended in accordance with Chapter 423A.7(4) of the Code of Iowa.			2											

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RECEIPTS/REVENUES (continued):														
3. Determine whether sales and hotel/motel taxes were collected on the appropriate transactions and remitted to the Iowa Department of Revenue in accordance with Chapters 423.2, 423.3 and 423A of the Code of Iowa.	2													
4. REAP Funds														
a. Obtain a copy of the County's "Certification of Entity Conservation Purpose Support By Entity Property Taxes" report and review for reasonableness.	1													
b. Determine if the County has dedicated property tax revenue to conservation purposes as required by Chapter 455A.19(1)(b)(5) of the Code of Iowa. The amount must be at least 22¢ per thousand dollars of assessed valuation in order to receive the additional REAP funds allocated in accordance with subsections (b)(2) and (b)(3).	1													
5. Determine the County has properly recorded amounts received from the Clerk of Court for delinquent fines and other fees collected by the County Attorney as follows:														

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RECEIPTS/REVENUES (continued):														
a. Collections distributed by the Clerk of Court in accordance with Chapters 602.8107(4)(c)(1) and (4)(d) of the Code of Iowa were deposited to the County's General Fund.	2													
b. Additional collections distributed by the Clerk of Court to the County Attorney under Chapters 602.8107(4)(c)(2) and (4)(d) of the Code of Iowa were deposited to a General Fund account/subfund.	2													
8. Joint County-City Building:														
a. Determine any tax levy imposed under Chapter 346.27(22) of the Code of Iowa was deposited into a separate account in the County's Debt Service Fund.	2													
b. Determine any funds expended are for the payment of the annual rent and disbursed pursuant to Chapter 346.27(22) of the Code of Iowa.	2													
9. Restricted Donor Activity under Chapter 68B:														
a. Determine the existence of restricted donor activity such as: vendors taking officials out for meals, vendors offering trips or vacations, providing free clothing samples, gift baskets, holiday gifts, etc. Inquiry of various departments may be required.	1													

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			RISK				RISK				RISK			
			H	M	L		H	M	L		H	M	L	
RECEIPTS/REVENUES (continued):														
b. Documentation should include all restricted donor activity received during the period, the official involved, and a description of each transaction.	1													