IOWA SCHOOLS EMPLOYEE BENEFITS ASSOCIATION

FINANCIAL STATEMENTS

YEARS ENDED
JUNE 30, 2009 AND 2008

CONTENTS

IOWA SCHOOL BOARDS EMPLOYEE BENEFITS ASSOCIATION

MANAGEMENT'S DISCUSSION AND ANALYSIS
For Fiscal Year Ended June 30, 2009

This narrative overview and analysis of the financial activities of the Iowa Schools Employee Benefits Association (ISEBA) is presented by ISEBA's management and is for the fiscal year ended June 30, 2009. The reader is encouraged to consider the information presented here in conjunction with ISEBA's financial statements, which follow this overview.

Financial Highlights

ISEBA's total net assets for fiscal year June 30, 2009 increased $468,485 compared to June 30, 2008, primarily due to the reduction of overall expenses during the year. Net assets at June 30, 2009 totaled $1,503,069. Net assets at June 30, 2008 were $1,034,584.

This discussion and analysis is intended to serve as an introduction to ISEBA's basic financial statements. ISEBA's basic financial statements consist of: the statement of net assets, the statement of revenues, expenses and changes in net assets, and the statement of cash flows. These basic financial statements also include the notes to the basic financial statements and explain some of the information in the statements and provide more detail.

Overview of the Financial Statements

Statement of net assets: The statement of net assets presents the assets, liabilities, and net assets of ISEBA as of the end of the year. The statement of net assets is a point-in-time financial statement. The purpose of this statement is to present a fiscal snapshot of ISEBA. The statement of net assets includes year-end information concerning current assets that can reasonably be expected to be collected or consumed within a year. Readers of the financial statements are able to determine ISEBA's financial position over time by analyzing the increases and decreases in net assets. This statement is a reliable source for readers to determine how much ISEBA owes to outside vendors and creditors. The statement also presents the available assets that can be used to satisfy those liabilities.

During the 2009 fiscal year, the monthly payments made to the provider of medical coverage were changed from being due at the end of each month (often paid in the following month) to being due and payable by the 5th day of the current month. This change caused the resulting reduction in Accounts Payable from $4,562,034 to $44,815.

All of ISEBA's net assets are unrestricted and can be used to meet ISEBA's obligations.

Overview of the Financial Statements *(Continued)*

	2009	2008	2007
Current assets	$ 4,446,176	$ 8,383,749	$ 6,132,499
Non-current assets	9,599	12,290	21,474
Total assets	$ 4,455,775	$ 8,396,039	$ 6,153,973
Current liabilities:			
Advanced premiums	$ 2,907,891	$ 2,799,421	$ 2,664,703
Accounts payable	44,815	4,562,034	4,411,104
Total current liabilities	$ 2,952,706	$ 7,361,455	$ 7,075,807
Net assets (deficit), unrestricted	$ 1,503,069	$ 1,034,584	$ (921,834)
Total liabilities and net assets (deficit)	$ 4,455,775	$ 8,396,039	$ 6,153,973

Statement of revenues, expenses and changes in net assets (deficit): Changes in total net assets, as presented on the statement of net assets, are based on the activity presented in the statement of revenues, expenses, and changes in net assets. The purpose of the statement is to present the revenues received by ISEBA, both operating and non-operating, and the expenses paid by ISEBA, both operating and non-operating, and any other revenues, expenses, gains and losses received or incurred by ISEBA.

Operating revenues are received as premiums and commissions, and comprised $58,531,123 of the $58,547,298 in total revenues. Operating expenses were incurred for claims and administration, and comprised $58,066,977 of the $58,078,813 in total expenses. Non-operating revenues and non-operating expenses consisted of interest income on cash accounts and interest expense respectively.

	2009	2008	2007
Operating revenues	$58,531,123	$64,123,675	$60,969,521
Non-operating revenues	16,175	141,620	182,475
Total revenues	$58,547,298	$64,265,295	$61,151,996
Operating expenses	58,066,977	62,096,877	60,813,143
Non-operating expenses	11,836	212,000	212,000
Change in unpaid claims estimate	-	-	(97,783)
Change in net assets	$ 468,485	$ 1,956,418	$ 224,636
Net assets (deficit), unrestricted, beginning	$ 1,034,584	$ (921,834)	$(1,146,470)
Net assets (deficit), unrestricted, ending	$ 1,503,069	$ 1,034,584	$ (921,834)

Overview of the Financial Statements *(Continued)*

Statement of cash flows: The statement of cash flows is an important tool in helping the reader to assess an entity's ability to generate future net cash flows, its ability to meet its obligations as they come due, and its need for external financing. The statement of cash flows presents information related to cash inflows and outflows, summarized by operating and investment activities.

	2009	2008	2007
Cash (used in) provided by:			
Operating activities	$(2,085,873)	$ 1,623,935	$ (837,512)
Investing activities	16,175	141,620	182,475
Non-capital financing activities	(11,836)	-	(212,000)
Net (decrease) increase in cash	$(2,081,534)	$ 1,765,555	$ (867,037)
Cash, beginning of year	6,491,161	4,725,606	5,592,643
Cash, end of year	$ 4,409,627	$ 6,491,161	$ 4,725,606

Economic Factors

ISEBA served as a partially self-insured plan from July 1, 1999 to July 1, 2004. ISEBA has been fully insured each year beginning with fiscal year 2005.

ISEBA transferred responsibility for all marketing and program administration to Local Government Services, Inc. (LGS), a wholly-owned for-profit subsidiary of the Iowa Association of School Boards (IASB), in June 2007. In February 2010, ISEBA entered into a contract with Reynolds and Reynolds to provide this third party administration.

While health care inflation had been rising at double digit rates in recent years, ISEBA had good claims experience in FY 2008, which enabled ISEBA to issue a renewal rate with no change for FY 2009. No school has had an increase of 10 percent or more since the conversion to a fully-insured program in 2005.

Contacting ISEBA's Financial Management

This financial report is designed to provide a general overview of ISEBA's finances, and to demonstrate ISEBA's accountability for the resources it receives. If you have questions about this report or need additional financial information, please contact the Iowa Schools Employee Benefits Association, 6000 Grand Avenue, Des Moines, Iowa 50312.

Brooks Lodden P.C.
certified public accountants

Telford A. Lodden, CPA, CFP®, CVA, Shareholder
Bruce W. Hartley, CPA, Shareholder
John E. Lamale, CPA, Shareholder
Brent L. Alexander, CPA, Shareholder

INDEPENDENT AUDITOR'S REPORT

The Board of Directors
Iowa Schools Employee Benefits Association

We have audited the accompanying statements of net assets of Iowa Schools Employee Benefits Association (ISEBA) as of June 30, 2009 and 2008, and the related statements of revenues, expenses and changes in net assets (deficit) and cash flows for the years then ended. These financial statements are the responsibility of ISEBA's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of ISEBA as of June 30, 2009 and 2008, and the changes in its financial position and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards,* we have also issued our report dated July 26, 2010, on our consideration of ISEBA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

Management's discussion and analysis on pages i-iii is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Brooks Lodden, P.C.

West Des Moines, Iowa
July 26, 2010

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IOWA SCHOOLS EMPLOYEE BENEFITS ASSOCIATION

STATEMENTS OF NET ASSETS
June 30, 2009 and 2008

ASSETS	**2009**	**2008**
CURRENT ASSETS		
Cash and cash equivalents	**$ 4,409,627**	**$ 6,491,161**
RECEIVABLES		
Premiums receivable	**$ 5,599**	**$ 147,281**
Retrospective premium	**-**	**1,634,206**
Other receivables	**22,076**	**36,462**
Total receivables	**$ 27,675**	**$ 1,817,949**
PREPAID EXPENSES	**$ 8,874**	**$ 74,639**
Total current assets	**$ 4,446,176**	**$ 8,383,749**
FIXED ASSETS		
Computer software	**$ 17,535**	**$ 17,535**
Furniture, fixtures and equipment	**18,823**	**18,823**
Less accumulated depreciation and amortization	**26,759**	**24,068**
Total fixed assets	**$ 9,599**	**$ 12,290**
Total assets	**$ 4,455,775**	**$ 8,396,039**

LIABILITIES AND NET DEFICIT		
CURRENT LIABILITIES		
Advanced premiums	**$ 2,907,891**	**$ 2,799,421**
Accounts payable	**44,815**	**4,562,034**
Total current liabilities	**$ 2,952,706**	**$ 7,361,455**
NET ASSETS	**$ 1,503,069**	**$ 1,034,584**
Total liabilities and net assets	**$ 4,455,775**	**$ 8,396,039**

See Notes to Financial Statements.

IOWA SCHOOLS EMPLOYEE BENEFITS ASSOCIATION

STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS (DEFICIT)
Years Ended June 30, 2009 and 2008

	2009	2008
OPERATING REVENUES		
Premiums earned	$ 58,130,298	$ 62,105,667
Retrospective premium	-	1,633,974
Commission income	400,825	384,034
Net operating revenues	$ 58,531,123	$ 64,123,675
OPERATING EXPENSES		
Premiums paid to insurance companies	$ 56,605,832	$ 60,512,611
Program administration	911,704	986,485
Commissions	496,319	537,638
Accounting	9,050	10,840
Professional fees	11,775	5,648
Office supplies	103	9,997
Board expense	1,513	939
Insurance	27,196	23,421
Telephone	-	113
Marketing	475	-
Other	320	-
Depreciation and amortization	2,690	9,185
Total operating expenses	$ 58,066,977	$ 62,096,877
Operating income	$ 464,146	$ 2,026,798
NON-OPERATING REVENUES (EXPENSES)		
Interest expense	$ (11,836)	$ (212,000)
Interest income	16,175	141,620
Total non-operating revenues (expenses)	$ 4,339	$ (70,380)
Change in net assets before change in estimates	$ 468,485	$ 1,956,418
Change in net assets	$ 468,485	$ 1,956,418
Net assets (deficit), beginning of year	1,034,584	(921,834)
Net assets, end of year	$ 1,503,069	$ 1,034,584

See Notes to Financial Statements.

IOWA SCHOOLS EMPLOYEE BENEFITS ASSOCIATION

STATEMENTS OF CASH FLOWS
Years Ended June 30, 2009 and 2008

	2009	2008
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from premiums	$ 60,014,305	$ 63,185,925
Cash received from commissions	409,884	368,409
Cash payments to insurance companies	(61,117,565)	(60,362,878)
Cash payments for program and administration services	(842,359)	(980,597)
Cash payments for general and administrative expenses	(550,138)	(586,924)
Net cash (used in) provided by operating activities	$ (2,085,873)	$ 1,623,935
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES		
Interest payments on line of credit	$ (11,836)	$ -
Net cash (used in) non-capital financing activities	$ (11,836)	$ -
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment income	$ 16,175	$ 141,620
Net cash provided by investing activities	$ 16,175	$ 141,620
Net (decrease) increase in cash and cash equivalents	$ (2,081,534)	$ 1,765,555
Cash and cash equivalents at beginning of year	6,491,161	4,725,606
Cash and cash equivalents at end of year	$ 4,409,627	$ 6,491,161
Reconciliation of operating income to net cash (used in) provided by operating activities:		
Operating income	$ 464,146	$ 2,026,798
Adjustments to reconcile operating income to net cash (used in) provided by operating activities:		
Depreciation and amortization	2,690	9,185
Changes in assets and liabilities:		
Decrease (increase) in receivables	1,790,274	(704,058)
Decrease in prepaids	65,765	6,362
Increase in advanced premiums	108,470	134,718
(Decrease) increase in accounts payable	(4,517,218)	150,930
Net cash (used in) provided by operating activities	$ (2,085,873)	$ 1,623,935

See Notes to Financial Statements.

Note 1. Nature of Business and Significant Accounting Policies

Nature of business:

Iowa Schools Employee Benefits Association (ISEBA) was formed July 1, 1999 under Chapter 28E of the Code of Iowa and provides insurance for medical, vision, life, dental and accidental death coverage to Iowa school districts and area education agencies. ISEBA operated a partially self-funded plan until July 1, 2004 at which time ISEBA became a fully-insured plan.

Significant accounting policies:

The financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as they apply to governmental entities. Pursuant to the Governmental Accounting Standards Board (GASB) Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Funds that Use Proprietary Fund Accounting,* ISEBA has elected not to apply the provisions of all relevant pronouncements of the Financial Accounting Standards Board issued after November 30, 1989.

Measurement focus and basis of accounting: The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Use of estimates: The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the recorded amounts of assets and liabilities and disclosure of contingent assets and liabilities as the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and cash equivalents: For purposes of the statements of cash flows, ISEBA considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Retrospective premium: ISEBA has an agreement with an insurance provider to return a portion of premiums paid if the actual claims incurred on the policy is below a certain percentage of the premiums paid. Retrospective premium revenue is estimated based upon actual claims incurred during the reporting period and is subject to change.

Note 1. Nature of Business and Significant Accounting Policies *(Continued)*

Significant accounting policies: *(Continued)*

Depreciation and amortization: Depreciation and amortization for financial reporting purposes is computed using the straight-line methods over the estimated useful service lives of the assets. For financial reporting purposes, the service life of the computer software is three years and furniture, fixtures, and equipment is seven years.

Premiums paid to insurance companies: Premiums paid to insurance companies consist of premiums for health, vision, life, dental and accidental death premiums paid by ISEBA on behalf of the participants.

Operating revenues and expenses: Operating revenues result from exchange transactions associated with the principle activity of ISEBA, the providing of insurance coverage. Operating expenses are defined as expenses directly related to, or incurred in support of, the providing of insurance coverage to participating members. Interest income and interest expense are classified as nonoperating expenses and revenue.

Income taxes: ISEBA was formed under Chapter 28E of the Iowa Code and is tax-exempt as it is an instrumentality of the state of Iowa.

Note 2. Deposits

ISEBA's deposits as of June 30, 2009 and 2008 were invested in the Iowa Schools Joint Investment Trust in accordance with Chapters 12B and 12C, Code of Iowa. This Chapter provides for additional assessments against the depositories to ensure there will be no loss of public funds. As of June 30, 2009 and 2008, the carrying amounts of ISEBA's cash deposits were $4,409,628 and $6,491,161, respectively.

Note 3. Related Party Transactions

ISEBA is a related party to the Iowa Association of School Boards (IASB) through common board members. IASB occasionally pays expenses of ISEBA and requests reimbursement for these expenses. At June 30, 2009 and 2008, ISEBA owed IASB $2,775 and $5,175, respectively.

ISEBA utilized IASB's in-house legal counsel; legal expenses incurred for June 30, 2009 and 2008 were $11,775 and $5,175, respectively.

Note 3. Related Party Transactions *(Continued)*

ISEBA had an administrative services agreement with Local Government Services (LGS) which encompasses all operating expenses of ISEBA including management and oversight, marketing, and administration, except those that are strictly entity specific (i.e., premiums expense, professional fees, and interest expense). The agreement was for LGS to serve in the role of management and provide administration services including all marketing and benefit services staff, make recommendations to the board on vendor selection, pricing and plan design, and perform various additional responsibilities. The administrative services fee was 1.75% of monthly billed medical premiums. For the years ended June 30, 2009 and 2008, $911,704 and $986,485 were paid to LGS administrative services. ISEBA typically paid for the administrative services the month prior to the service; therefore, the prepaid service fee to LGS was $74,639 for the year ended June 30, 2008. The July 2009 administrative service fee was not paid prior to year end June 30, 2009, therefore no prepaid administrative service fee was recorded. Effective February 2010, ISEBA entered into an agreement with a new third party administrator.

Note 4. Retrospective Premium

The retrospective premium balance is considered an estimate that is susceptible to change as it relates to the determination of unreported claims incurred during the reporting period to which the retrospective premium agreement with the insurance provider relates. Based upon management's estimates, the retrospective premium accrued in the financial statements for June 30, 2009 and 2008 was $-0- and $1,634,206, respectively. During 2009, based upon management's estimate, the organization did not meet the requirements of the agreement to obtain the retrospective premium; therefore, no amount was accrued for 2009.

Note 5. Subsequent Events

Subsequent to year end, the Board of Directors has approved negotiations with a new third party administrator to administer ISEBA and its insurance programs, and to renegotiate the terms of the LGS contract.

On December 1, 2009, it appears Kevin Schick made unauthorized transfers from the ISEBA account in the amount of $500,000 to the Iowa Association of School Boards and its wholly owned subsidiary. Mr. Schick did not have the authority to make this transfer nor did the Board approve Mr. Schick to be an authorized signor on the account. Brooks Lodden, P.C. obtained the signature cards from the bank and noted the signature cards were changed on September 21, 2009 to include Maxine Kilcrease, Kevin Schick, and Mary Delagardelle. No banking resolution authorizing this change on September 21, 2009 was approved by the Board; nor were proper controls established to oversee the duties performed by Kevin Schick. Outside legal counsel researched whether or not ISEBA could loan funds to either the Iowa Association of School Boards or its wholly owned subsidiary. Based upon their research of the Iowa Constitution Article VII, this transfer would not be permissible under the Iowa Code.

Management has evaluated subsequent events through July 26, 2010, the date the audit report was available to be issued.

Brooks Lodden P.C.
certified public accountants

Telford A. Lodden, CPA, CFP®, CVA, Shareholder
Bruce W. Hartley, CPA, Shareholder
John E. Lamale, CPA, Shareholder
Brent L. Alexander, CPA, Shareholder

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Board of Directors
Iowa Schools Employee Benefits Association

We have audited the financial statements of the Iowa Schools Employee Benefits Association (ISEBA) as of and for the year ended June 30, 2009, and have issued our report thereon dated July 26, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the ISEBA's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control over financial reporting.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in the internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the deficiencies described in the accompanying schedule of findings and responses as II-A-09, IV-C-09, and IV-D-09 to be significant deficiencies in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weakness. We believe the significant deficiencies described above are also material weaknesses.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether ISEBA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as items III-B-09 and IV-C-09.

This report is intended solely for the information and use of the Board of Directors, the ISEBA's management, and the State of Iowa and is not intended to be and should not be used by anyone other than these specified parties.

Brooks Lodden, P.C.

West Des Moines, Iowa
July 26, 2010

IOWA SCHOOLS EMPLOYEE BENEFITS ASSOCIATION

SCHEDULE OF FINDINGS AND RESPONSES

For the Year Ended June 30, 2009

Part I: Summary of the Independent Auditor's Results

Financial Statement Section:

Type of auditor's report issued:	**Unqualified Opinion**
Internal control over financial reporting:	
Material weakness(es) identified?	X Yes ___ No
Significant deficiency(s) identified not considered to be material weaknesses?	___ Yes X No
Noncompliance material to financial statements noted?	___ Yes X No

Part II: Findings Related to the Financial Statement Audit

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards.*

II-A-09: Segregation of Duties and Supervision & Review: Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, statement of activities, and cash flows in conformity with U.S. generally accepted accounting principles. Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud affecting the Organization involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. The Director of Finance had access to all accounting software and calculated and posted the majority of transactions of the Organization. From July 2008 to March 2009, the CFO was reviewing and documenting his review of the activities performed by the Director of Finance. After the departure of the CFO in March 2009 through July 2009, the duties of the Director of Finance had not been reviewed by an independent individual.

Recommendation: The Board should require management to review and document current internal controls and establish a process for an ongoing review of these controls and make changes to adequately segregate the duties of the accounting staff. If the duties cannot be segregated, procedures should be established to ensure the duties are reviewed by an independent individual. This review should be performed monthly and documented on all financial accounting records noting the review took place.

Response: The Board passed a new banking resolution at their meeting on April 15, 2010 requiring the ISEBA Executive Director's signature for all checks and withdrawal orders. Internal controls have again been implemented ensuring financial transactions and bank reconciliations are independently reviewed by multiple individuals including the ISEBA Executive Director and Treasurer, and such reviews are documented noting that the review actually took place.

Part III: Instances of Non-Compliance:

III-B-09: Publication of Board Minutes: Per Chapter 28E.6(3) of the Code of Iowa, board minutes are to be published within 20 days after each meeting. There were two instances in which board minutes were published after 20 days. The September 18, 2008 minutes were published October 15, 2008 (27 days after the meeting) and the December 18, 2008 minutes were published January 9, 2009 (22 days after the meeting).

Recommendation: The organization needs to ensure the minutes are submitted to be published in accordance with 28E.6(3) of the Code of Iowa.

Response: The delay in regards to publishing the minutes was related to the transition and training of accounting staff. Staff will ensure the minutes are submitted for publishing timely.

Part IV: Findings Related to the Financial Statement Audit and Instances of Non-Compliance Subsequent to June 30, 2009:

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards* affecting the organization subsequent to June 30, 2009.

IV-C-09: Unauthorized Transfers

On December 1, 2009, it appears Kevin Schick made unauthorized transfers from the ISEBA account in the amount of $500,000 to the Iowa Association of School Boards and its wholly owned subsidiary. Mr. Schick did not have the authority to make this transfer nor did the Board approve Mr. Schick to be an authorized signor on the account. Brooks Lodden, P.C. obtained the signature cards from the bank and noted the signature cards were changed on September 21, 2009 to include Maxine Kilcrease, Kevin Schick, and Mary Delagardelle. No banking resolution authorizing this change on September 21, 2009 was approved by the Board; nor were proper controls established to oversee the duties performed by Kevin Schick. Outside legal counsel researched whether or not ISEBA could loan funds to either the Iowa Association of School Boards or its wholly owned subsidiary. Based upon their research of the Iowa Constitution Article VII, this transfer would not be permissible under the Iowa Code.

Recommendations:

1. The organization should establish controls over authorization and the transfer of funds from the organization’s bank account.

2. The organization should establish controls to formally adopt a resolution to add or remove individuals from the bank signatory card.

3. The Board should report the unauthorized transfer to the proper authorities for investigation.

4. The Board should work with the Iowa Association of School Boards to pay the remaining balance due to the organization.

Part IV: Findings Related to the Financial Statement Audit and Instances of Non-Compliance Subsequent to June 30, 2009: ***(Continued)***

IV-C-09: Unauthorized Transfers ***(Continued)***

Response: The Board passed a new banking resolution at their meeting on April 15, 2010 requiring the ISEBA Executive Director's signature for all checks and withdrawal orders. Internal controls have again been implemented ensuring financial transactions and bank reconciliations are independently reviewed by multiple individuals including the ISEBA Executive Director and Treasurer, and such reviews are documented noting that the review actually took place. The unauthorized transfers have been reported to the proper authorities for investigation. The Board is working with the Iowa Association of School Boards to determine how to repay the remaining balance due to the organization. The remaining balance receivable as of June 1, 2010 is $184,211.

IV-D-09: Critical Accounting Routines & Timeliness of Financial Statements: Critical accounting routines are tasks which are to be completed on a regular basis in order to ensure the timeliness and accuracy of the flow of information to management, and to provide the Board of Directors sufficient timely and accurate information so that they are able to fulfill their oversight responsibilities. During the audit and review of subsequent activity, it became apparent that certain accounts were not being reconciled and financial statements had not been provided to the Board after the termination of the Director of Finance on September 17, 2009.

Recommendation: The Board should ensure that formal policies are incorporated to require management to timely reconcile accounts and provide complete and accurate financial statements on a monthly basis to the Board to review. If management does not provide timely financial statements on a monthly basis to the Board, the Board should obtain an explanation from management to determine if the delay is appropriate.

Response: The Board passed a new banking resolution at their meeting on April 15, 2010 requiring the ISEBA Executive Director's signature for all checks and withdrawal orders. Internal controls have again been implemented ensuring financial transactions and bank reconciliations are independently reviewed by multiple individuals including the ISEBA Executive Director and Treasurer, and such reviews are documented noting that the review actually took place. Financial statements are again being prepared and presented to the Board at each board meeting.

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Bruce W. Hartley, CPA, Shareholder
John E. Lamale, CPA, Shareholder
Brent L. Alexander, CPA, Shareholder

To the Board of Directors
Iowa Schools Employee Benefits Association
Des Moines, Iowa

We have audited the financial statements of the Iowa Schools Employee Benefits Association for the year ended June 30, 2009, and have issued our report thereon dated July 26, 2010. Professional standards require that we provide you with information about our responsibilities under generally accepted accounting standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 27, 2009. Professional standards also require that we communicate to you the following information related to our audit.

<u>Significant Audit Findings</u>

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Iowa Schools Employee Benefits Association are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2009. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Difficulties Encountered in Performing the Audit

ISEBA contracted with Local Government Services, a wholly owned subsidiary of the Iowa Association of School Boards, to perform administrative services, including accounting. On September 17, 2009, the Director of Finance was terminated. On September 18, 2009 we were instructed by Kevin Schick, acting CFO, that personnel changes had taken place and that no one would be able to assist us in completing the audit. On October 27, 2009, Brooks Lodden, P.C. (BLPC) returned to the organization's office to try to complete the audit. At this time, remaining information was not ready for us to complete the audit. BLPC then pulled off of the audit. BLPC had made several requests by phone, e-mail and written correspondence regarding the status of the outstanding information. Due to the delay in providing information to us, audit procedures necessary to perform the audit were delayed, thus causing a delay in preparing and reporting the audit to the Board. Upon return of the prior Director of Finance in March 2010, information was provided and the audit procedures and report were able to be completed.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No such misstatements were noted.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 26, 2010.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of Iowa Schools Employee Benefits Association and is not intended to be and should not be used by anyone other than these specified parties.

Brooks Lodden, P.C.

West Des Moines, Iowa
July 26, 2010