

OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Mary Mosiman, CPA
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

NEWS RELEASE

FOR RELEASE

October 10, 2013

Contact: Andy Nielsen
515/281-5834

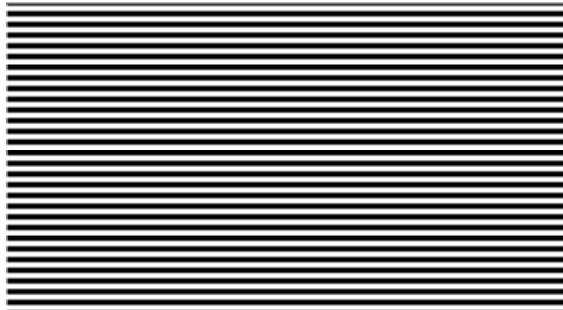
Auditor of State Mary Mosiman today released a report on the Iowa Judicial Branch – County Clerks of District Courts, a part of the State of Iowa, for the year ended June 30, 2012.

The Judicial Branch provides court services through the County Clerks of District Courts in each of Iowa's 99 counties. The County Clerks of District Courts are responsible for providing, managing and maintaining document processing activities of civil, probate, criminal, juvenile, traffic, child support and small claims for the courts. They also collect, deposit, disburse and account for all fees and other monies paid to the County Clerks of District Courts' offices.

Mosiman made recommendations to improve segregation of duties in the various County Clerks of District Courts' offices and strengthen controls over cash receipts, cash disbursements and financial reporting. Mosiman also made recommendations to improve various aspects of the Iowa Court Information System. Judicial Branch officials responded to each item in the report and stated corrective action is being taken.

A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's web site at <http://auditor.iowa.gov/reports/1365-4442-BR00.pdf>.

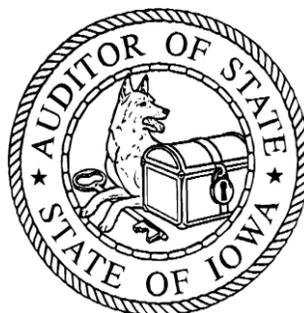
###



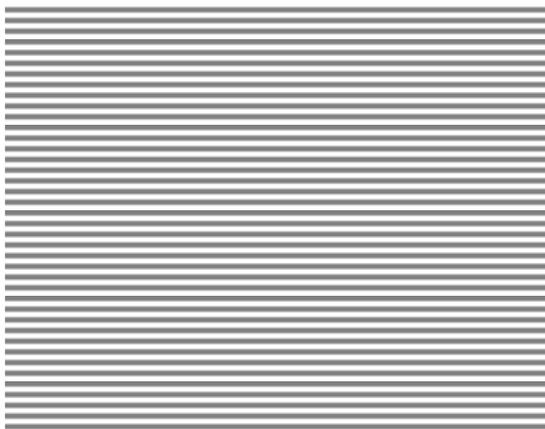
**REPORT OF RECOMMENDATIONS TO THE
IOWA JUDICIAL BRANCH -
COUNTY CLERKS OF DISTRICT COURTS**

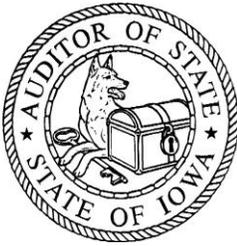
JUNE 30, 2012

Office of
**AUDITOR
OF STATE**
State Capitol Building • Des Moines, Iowa



Mary Mosiman, CPA
Auditor of State





OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Mary Mosiman, CPA
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

October 7, 2013

To the Iowa Judicial Branch:

The Iowa Judicial Branch – County Clerks of District Courts is a part of the State of Iowa and, as such, has been included in our audits of the State’s Comprehensive Annual Financial Report (CAFR) and the State’s Single Audit Report for the year ended June 30, 2012.

In conducting our audits, we became aware of certain aspects concerning the Iowa Judicial Branch – County Clerks of District Courts’ operations for which we believe corrective action is necessary. As a result, we have developed recommendations which are reported on the following pages. We believe you should be aware of these recommendations, which pertain to the Iowa Judicial Branch – County Clerks of District Courts’ internal control and compliance with statutory requirements and other matters. The recommendations have been discussed with Iowa Judicial Branch personnel and their responses to these recommendations are included in this report. While we have expressed our conclusions on the Iowa Judicial Branch’s responses, we did not audit the Iowa Judicial Branch’s responses and, accordingly, we express no opinion on them.

This report, a public record by law, is intended solely for the information and use of the officials and employees of the Iowa Judicial Branch, citizens of the State of Iowa and other parties to whom the Iowa Judicial Branch may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Iowa Judicial Branch – County Clerks of District Courts during the course of our audits. Should you have questions concerning the above matters, we shall be pleased to discuss them with you at your convenience. Individuals who participated in our audits of the Iowa Judicial Branch – County Clerks of District Courts are listed on page 14 and they are available to discuss these matters with you.


MARY MOSIMAN, CPA
Auditor of State


WARREN G. JENKINS, CPA
Chief Deputy Auditor of State

cc: Honorable Terry E. Branstad, Governor
David Roederer, Director, Department of Management
Glen P. Dickinson, Director, Legislative Services Agency

Report of Recommendations to the Iowa Judicial Branch
County Clerks of District Courts

June 30, 2012

Findings Reported in the State's Single Audit Report:

No matters were noted.

Findings Reported in the State's Report on Internal Control:

No matters were noted.

Other Findings Related to Internal Control:

- (A) Segregation of Duties – During our review of internal control, the existing procedures are evaluated in order to determine incompatible duties, from a control standpoint, are not performed by the same employee. This segregation of duties helps to prevent losses from employee error or dishonesty and, therefore, maximizes the accuracy of the County Clerks of District Courts' financial statements.

The following procedures or compensating controls have not been implemented in certain County Clerk of District Court Offices:

- (1) All incoming mail is not opened by an employee who is not authorized to make entries to the accounting records.
 - (a) A listing of all cash and a random listing of checks received is not prepared by the mail opener or is not prepared on a sufficiently frequent basis or in sufficient detail.
 - (b) The initial listing was not reviewed timely or the review was not dated.
 - (c) The initial listing was not reviewed by an independent person or there was no written evidence of who performed the independent review.
- (2) Responsibilities for receipt collection, deposit preparation and reconciliation functions are not segregated from those of recording and accounting for receipts.
- (3) Responsibilities for the preparation of the bank reconciliation are not segregated from the duties of check signing and the control of cash. Bank accounts are not reconciled by an individual who does not sign checks, handle or record cash.
- (4) Bank reconciliations are not reviewed by an independent person or there was no written evidence of who performed the independent review. Certain independent reviews were not performed timely.
- (5) Checks are not signed by an individual who does not record cash receipts or otherwise participate in the preparation of checks.
- (6) Receipts are not posted to the Iowa Court Information System (ICIS) by an individual not responsible for setting up the case on the system.
- (7) The individual who opens the mail or the traffic clerk has the ability to delete cases.

Report of Recommendations to the Iowa Judicial Branch –
County Clerks of District Courts

June 30, 2012

- (8) An independent review of the receipt to deposit spreadsheet was not performed or performed timely or there was no written evidence of the independent review. Certain independent reviews did not include a selection of days to verify the amounts on the daily receipt printouts agreed with the amount deposited.
- (9) The person responsible for the detailed record keeping of investments is also the custodian of the investments.

Recommendation – We realize segregation of duties is difficult with a limited number of office employees. However, each County Clerk of District Court should review the operating procedures of their office to obtain the maximum internal control possible under the circumstances. The Clerk should utilize current personnel to provide additional control through review of financial transactions, reconciliations and reports. Such reviews should be performed by independent persons to the extent possible and should be evidenced by the signature or initials of the reviewer and the date of the review.

Response – We will work very closely with the few larger offices which received this comment and help them maintain proper segregation of duties. We will also work with the small offices to help them utilize compensating controls and procedures to provide for proper segregation of duties.

Conclusion – Response accepted.

- (B) Check Signatures – Each County Clerk of District Court Office is responsible for establishing a bank account and designating authorized check signers for the account. At one County Clerk of District Court, prior Clerk of Court employees remained on the bank signature card.

Recommendation – The bank signature cards should be updated as soon as an employee leaves employment.

Response – The bank signature card for this office has been updated.

Conclusion – Response accepted.

- (C) Manual Receipts – Manual receipts should only be used when the ICIS system is down and should be recorded on ICIS at the time the ICIS receipt is prepared. The Judicial Branch Accounting Procedures Manual (APM), Procedure #190.400, identifies the procedure/controls to be followed when issuing and processing manual receipts. The following items relating to manual receipts were noted in certain County Clerk of District Court Offices:

- (1) Certain manual receipts did not include the date of the manual receipt and the ICIS receipt number to indicate timely posting to ICIS. Also, in some instances, the initials of the employee who prepared or posted the receipt to ICIS were omitted.
- (2) There was no written evidence of independent review to ensure all manual receipts were posted to ICIS.
- (3) Manual receipts were not always posted to ICIS timely.
- (4) The reason a manual receipt was used was not noted on the receipt.

Report of Recommendations to the Iowa Judicial Branch
County Clerks of District Courts

June 30, 2012

Recommendation – The County Clerks of District Courts should limit use of manual receipts to only those times when the ICIS system is down and should follow Judicial Branch Accounting Procedures and proper internal controls when processing manual receipts.

Response – Manual receipts are not used very often but we will remind the Clerks of the proper procedure to follow in the event it does happen.

Conclusion – Response accepted.

- (D) JRN Receipt/Batch Summary – The County Clerks of District Courts’ employees have the ability to create journal entries on ICIS. Supporting documentation for entries is required to be maintained. The JRN Receipt/Batch Summary report identifies all journal entries.

The following procedures or compensating controls have not been implemented in certain County Clerk of District Court Offices:

- (1) The JRN Receipts/Batch Summary report was not reviewed monthly or the review was not performed timely.
- (2) The JRN Receipts/Batch Summary report was not reviewed by an independent person or the review was not sufficient since it did not include or indicate the specific transactions verified for propriety by the reviewer or the reviewer did not verify the journal entry to the case file or other supporting documentation.
- (3) Transactions within the JRN Receipts/Batch Summary report did not include a comment explaining why the JRN receipt was generated or the comment was incomplete.

Recommendation – The Iowa Judicial Branch should develop procedures and work with the County Clerks of District Courts to ensure an independent review of the JRN Receipts/Batch Summary report is performed at least monthly. The independent review should be evidenced by the reviewer’s signature or initials, documentation of specific transactions reviewed and the date of the review.

Response – We will work with the offices which received these comments to ensure they understand the procedures concerning journal entries.

Conclusion – Response accepted.

- (E) Restrictive Endorsement – A restrictive endorsement was not placed on checks immediately upon receipt in accordance with APM Procedure #190.400 in three County Clerk of District Court Offices.

Recommendation – A restrictive endorsement should be placed on all checks when received to provide protection in case of theft or loss.

Response – In the three counties noted, a restrictive endorsement is now being placed on all checks immediately upon receipt.

Conclusion – Response accepted.

Report of Recommendations to the Iowa Judicial Branch –
County Clerks of District Courts

June 30, 2012

- (F) Interest Revenue – In three County Clerk of District Court Offices, interest earned on certain court ordered trusts or on other investments was not posted to ICIS timely.

Recommendation – All interest earned on court ordered investments should be posted to ICIS as a miscellaneous trust in accordance with APM Procedure #130.400. Interest earned on other investments should be recorded timely in accordance with APM Procedure #190.400.

Response – This has been corrected and interest has been posted to ICIS.

Conclusion – Response accepted.

- (G) Case Delete Program – The County Clerks of District Courts’ employees have access to the ICIS case delete program. The program deletes all information except the case number. This deleted information cannot be retrieved. APM Procedure #190.605 recommends requests to delete a case should be in writing and signed by the person deleting the case and the case delete log (the Case Deletion History report) should be maintained. The Case Deletion History report is to be reviewed by an independent person for propriety and evidenced by the reviewer’s signature or initials and the date of the review.

The following procedures or compensating controls have not been implemented in certain County Clerk of District Court Offices:

- (1) The request to delete cases was not in writing and properly signed.
- (2) The Case Deletion History report contained no written evidence of independent review.
- (3) The Case Deletion History reports were reviewed, but the review was not performed timely or the review was not dated.
- (4) An independent review of the Case Deletion History report was not performed as the individual who reviewed the report also has the ability to delete cases.
- (5) The person requesting a case deletion also deleted the case.

Recommendation – The Iowa Judicial Branch should work with the County Clerks of District Courts to ensure access is limited, deletions are properly documented in accordance with established procedures and case delete logs are generated and reviewed by an independent person.

Response – We will continue to work with the Clerks to ensure case deletion procedures are understood and followed.

Conclusion – Response accepted.

- (H) Disaster Recovery Plan – The primary work area for each County Clerk of District Court is at the County Courthouse and, therefore, they are subject to disaster recovery policies established by County Boards of Supervisors. A number of Clerks have not annually tested or documented testing of the plan.

Report of Recommendations to the Iowa Judicial Branch
County Clerks of District Courts

June 30, 2012

Recommendation – The Iowa Judicial Branch should ensure the County Clerk of District Court Offices annually test the disaster recovery plan and retain documentation.

Response – We will remind offices to document their review and to keep their plans updated.

Conclusion – Response accepted.

- (I) Case File Information Changes – In all County Clerk of District Court Offices, employees can change or zero out amounts due on a case file. The Zeroed Transactions in Production report automatically identifies all changes made to amounts due on cases and explanations for each change.

The following procedures or compensating controls have not been implemented in certain County Clerk of District Court Offices:

- (1) The Zeroed Transactions in Production report contained no written evidence of independent review.
- (2) The Zeroed Transactions in Production report was reviewed, but the review was not performed timely or the review was not dated.
- (3) The Zeroed Transactions in Production report was reviewed, but the review was not considered sufficient since specific transactions were not verified for propriety by the reviewer, specific transactions verified were not documented or the reviewer did not verify the change to the case file or other supporting documentation.

Recommendation – The Iowa Judicial Branch should develop procedures and work with the County Clerks of District Courts to ensure the Zeroed Transactions in Production report is printed and reviewed by the County Clerks of District Courts at least monthly. The independent review should be evidenced by the reviewer's signature or initials, documentation of specific transactions reviewed and the date of the review. The reports should be retained in accordance with APM Procedure #190.710.

Response – We will provide additional training to all offices which received this comment to insure they understand the procedures concerning the Zeroed Transactions in Production report.

Conclusion – Response accepted.

- (J) Reversed Receipts Report – The County Clerks of District Courts' employees have the ability to reverse receipts on ICIS. Supporting documentation for these entries is to be maintained and the Reversed Receipts report is to be reviewed by an independent person for propriety and evidenced by the reviewer's signature or initials and the date of the review.

The following procedures or compensating controls have not been implemented:

- (1) The Reversed Receipts report was not reviewed monthly or the review was not performed timely.

Report of Recommendations to the Iowa Judicial Branch –
County Clerks of District Courts

June 30, 2012

- (2) The Reversed Receipts report was reviewed, but the review was not performed by an independent person or the review was not considered sufficient since it did not include or indicate specific transactions verified for propriety by the reviewer.
- (3) Supporting documentation was not retained.

Recommendation – The Iowa Judicial Branch should develop procedures and work with the County Clerks of District Courts to ensure an independent review of the Reversed Receipts report is performed at least monthly. The independent review should be evidenced by the reviewer’s signature or initials, documentation of specific transactions reviewed and the date of the review.

Response – We will remind Clerks of the procedures required with the Reversed Receipts report.

Conclusion – Response accepted.

- (K) Community Service – In certain cases, an individual may perform community service as a means to satisfy payment of a fine. The County Clerks of District Courts receive evidence the community service was performed and make a journal entry to indicate the obligation has been satisfied. Evidence of the community service performed should be retained in the case file.

The following instances were noted in certain County Clerk of District Court Offices:

- (1) Written evidence to support the community service performed was not maintained in the case file.
- (2) Evidence to support the community service performed was maintained in the case file, but the SAT/CMS screen did not include a comment noting the hours and rate of community service served in accordance with APM Procedure #200.00.
- (3) The community service obligation was entered as satisfied on ICIS before the community service was completed.

Recommendation – Obligations satisfied through performance of community service should be supported by evidence verifying completion of community service. This support should be retained in the case file. The ICIS comment field should be appropriately completed for all CMS transactions. The Judicial Branch should develop procedures to ensure journal entries made to record satisfaction of fines through performance of community service are proper.

Response – We will continue to work on improving our procedures and accounting of community service performed as a means to satisfy payment of a fine.

Conclusion – Response accepted.

Report of Recommendations to the Iowa Judicial Branch
County Clerks of District Courts

June 30, 2012

- (L) Cash Bond Receipts – Controls are not adequate to ensure cash (currency) bonds received from law enforcement personnel are entered into ICIS.

- (1) A receipt is not issued to law enforcement personnel when cash (currency) bonds are brought to the Clerk or a cash bond log form is not being used.
- (2) An independent review of the cash bond log is not performed to ensure the cash bond was entered into ICIS in a timely manner.

Recommendation – The Iowa Judicial Branch should develop procedures and work with the Clerks to complete and maintain a cash bond log. This log should be reconciled to the trust listing. Receipts issued to law enforcement personnel turning over the bond should be evidenced by their initials and the date recorded in the log. A review of the log, which includes tracing receipt of the bond money into ICIS and noting the ICIS receipt number, should be performed by an independent person.

Response – We will review the cash bond procedures with the counties which received this comment to ensure they understand what needs to be done.

Conclusion – Response accepted.

- (M) Outstanding Checks – Some County Clerks of District Court Offices issue checks for other counties. The County Clerks who authorized the printing of checks are responsible for reviewing bank reconciliations which includes reviewing the outstanding check listing.

At one County Clerk of District Court Office, a batch of 20 checks was listed on the bank reconciliation as outstanding for over a year before the checks were reissued. It is unclear if the original checks were lost or never printed.

At one County Clerk of District Court Office, a check issued in December 2009 to the County remained outstanding for over three years before reissuance.

Recommendation – The Clerks of District Court should thoroughly review outstanding checks to determine whether outstanding checks are reasonable.

Response – We will remind the Clerks to review their outstanding checks list and take appropriate action.

Conclusion – Response accepted.

- (N) Over the Counter Receipts – APM Procedure #190.400 requires a prenumbered receipt be issued for cash payments received over the counter and upon customer request for other receipts. Checks received over the counter, including checks for bonds received from law enforcement, do not require a receipt.

Recommendation – Checks and cash receipts are both susceptible to loss and theft. The Iowa Judicial Branch should develop procedures to ensure receipts are issued for all collections received over the counter. In lieu of issuing receipts to law enforcement for checks remitted to the Clerk of Court for bonds, a bond log could be maintained to record the amounts received and later be reviewed by an independent person to ensure the receipts were entered into ICIS.

Report of Recommendations to the Iowa Judicial Branch –
County Clerks of District Courts

June 30, 2012

Response – Given the large volume of cash and checks received by our Clerk of Court Offices, we have only enough staff to issue receipts for cash received. Although checks are susceptible to loss and theft, we don't have the staff and money to issue receipts for all revenue received via checks.

Conclusion – Response acknowledged. To strengthen controls over collections, receipts should be issued to customers paying over the counter.

(O) Iowa Court Information System – A review of certain financial information recorded by the County Clerks of District Courts in the Iowa Court Information System (ICIS) and the controls over ICIS was performed and noted the following:

- (1) Removable Media – Removable storage devices allow portability of data and programs. They are easy to use and capable of holding large quantities of data. Their small size makes them easy to lose and their portability facilitates removal of confidential data from secure systems. The Judicial Information Technology Department does not have a written policy addressing the use of removable storage devices and does not require these devices to be encrypted.

Recommendation – The Judicial Information Technology Department should establish a policy covering use of storage devices and, at a minimum, the types of data permitted on removable storage devices and the types of devices permitted. The Department should also continue to explore the encryption of removable storage devices.

Response – We will be reviewing all IT procedures that ICIS has and will ensure this is addressed in the policy. The policy will instruct the user no confidential data should be saved to any external device or email.

We have not found a software application which will safely encrypt a removable device without causing the user issues or issues with the data on the drive. We continue to review and research new products.

Conclusion – Response accepted.

- (2) Relational Database – Database administrators are able to make changes directly to the database tables. The Judicial Information Technology Department has not established procedures to track or monitor changes made directly to the database tables.

Recommendation – The Judicial Information Technology Department should develop procedures to ensure changes made to the relational database tables are properly monitored.

Response – The Judicial Information Technology Department purchased a software application which will provide a check-in and check-out functionality to log all changes. When this is implemented, all users will need to log-in with a user-id and the data base changes will be limited to the database administrators only.

Conclusion – Response accepted.

Report of Recommendations to the Iowa Judicial Branch
County Clerks of District Courts

June 30, 2012

Findings Related to Statutory Requirements and Other Matters:

- (1) Monthly Reports – The monthly reports to the County or City Clerk were not completed by the 15th of each month or the copies of the monthly reports were not retained by the Clerk of District Court's Office.

Recommendation – The monthly reports to the County or City Clerk should be completed by the 15th of each month and copies should be retained by the County Clerk of District Court Office.

Response – Only six offices received this comment. With additional staffing, we should be able to be timely with monthly reports in the future.

Conclusion – Response accepted.

- (2) Unclaimed Property – Chapter 556.11 of the Code of Iowa requires each County Clerk of District Court to report and remit outstanding obligations, including checks, trusts and bonds held for more than two years, to the State Treasurer's Office annually. The State Court Administration Office has prepared the report for certain County Clerk of District Court Offices. The State Court Administration Office or certain County Clerks of District Courts did not remit all obligations as required.

Recommendation – The outstanding checks, trusts and bonds lists should be reviewed annually and amounts over two years old should be remitted to the State Treasurer's Office. Unclaimed property for other states and entities should be reviewed and remitted as required.

Response – We will ensure the trust list is reviewed each year along with the outstanding check list and all items eligible will be remitted at the appropriate time.

Conclusion – Response accepted.

- (3) Electronic Check Retention – Chapter 554D.114 of the Code of Iowa allows each County Clerk of District Court to retain cancelled checks in an electronic format and requires retention in this manner to include an image of both the front and back of each cancelled check. For one County Clerk of District Court Office, an image of the back of each cancelled check was not obtained.

Recommendation – The County Clerk of District Court Office should obtain and retain an image of both the front and back of each cancelled check, as required.

Response – The Office now receives both the front and back image of the cancelled checks.

Conclusion – Response accepted.

- (4) Community Service Wage Rate – Chapter 909.3A of the Code of Iowa states, "The court may, in its discretion, order the defendant to perform community service work of an equivalent value to the fine imposed where it appears the community service work will be adequate to deter the defendant and to discourage others from similar criminal activity. The rate at which the community service shall be calculated shall be the federal or state minimum wage, whichever is higher."

Report of Recommendations to the Iowa Judicial Branch –
County Clerks of District Courts

June 30, 2012

During the year ended June 30, 2012, the state and federal minimum wage were \$7.25 per hour.

APM Procedure #200.00 states the cashier must record the amount of the community service credit applied toward the appropriate obligation using an amount calculated by multiplying the number of community service hours verified by the current federal minimum wage.

Instances where the community service credits were calculated using incorrect rates were noted. In some cases, the Judge ordered a higher hourly rate, such as \$8.00 per hour, be used in the calculation. In other cases, a rate lower than \$7.25 per hour was used.

Recommendation – The Judicial Branch should revise its APM Procedure #200.00 to be consistent with Chapter 909.3A of the Code of Iowa. In addition, procedures should be developed to ensure the community service hourly rates applied per a Judge's orders are in compliance with the Code of Iowa.

Response – We have been working with judges and clerks and hopefully have the issue resolved.

Conclusion – Response accepted.

Report of Recommendations to the Iowa Judicial Branch
County Clerks of District Courts

June 30, 2012

Questions or requests for further assistance should be directed to:

Erwin L. Erickson, CPA, Director
Donna F. Kruger, CPA, Manager
Dorothy O. Stover, Senior Auditor
Andrew E. Nielsen, CPA, Deputy Auditor of State

Other individuals who participated in the audits include:

Pamela J. Bormann, CPA, Manager
Brian R. Brustkern, CPA, Manager
Suzanne R. Dahlstrom, CPA, Manager
Marlys K. Gaston, CPA, Manager
Timothy D. Houlette, CPA, Manager
Deborah J. Moser, CPA, Manager
Michelle B. Meyer, CPA, Manager
Ernest H. Ruben, Jr., CPA, Manager

Appendix

Appendix A

Iowa Judicial Branch – County Clerks of District Courts

Matrix of Findings

June 30, 2012

The following comment items correspond to the conditions noted in the comments and recommendations section of this report. The purpose of this summary is to identify the County Clerk of District Court Office the specific items relate to (designated by an "X").

County		Internal Control																					
County Name	Number	A(1)	A(1)a	A(1)b	A(1)c	A(2)	A(3)	A(4)	A(5)	A(6)	A(7)	A(8)	A(9)	B	C(1)	C(2)	C(3)	C(4)	D(1)	D(2)	D(3)	E	F
Adair	1				X	X	X	X		X	X	X									X		
Adams	2	X	X			X				X	X												
Allamakee	3	X				X				X													
Appanoose	4					X				X		X			X	X	X		X	X		X	
Audubon	5	X				X	X		X	X	X										X		
Benton	6	X								X													X
Black Hawk	7											X							X				
Boone	8	X			X	X	X			X								X				X	
Bremer	9							X															
Buchanan	10											X				X							
Buena Vista	11									X									X				
Butler	12	X				X				X													
Calhoun	13					X	X		X	X											X		
Carroll	14	X								X												X	
Cass	15									X													
Cedar	16									X													
Cerro Gordo	17					X	X		X		X										X		
Cherokee	18									X													
Chickasaw	19	X				X				X	X												
Clarke	20					X			X	X	X								X	X			
Clay	21			X								X											
Clayton	22	X	X							X													
Clinton	23																				X		
Crawford	24									X													
Dallas	25	X					X			X		X						X	X				
Davis	26	X				X				X													
Decatur	27	X				X				X	X	X									X		
Delaware	28	X									X												
Des Moines	29									X													
Dickinson	30						X			X													
Dubuque	31																						
Emmet	32	X				X			X	X													
Fayette	33					X				X								X					
Floyd	34														X	X							

Appendix A

County																					Statutory Finding				
County Name	Number	G(1)	G(2)	G(3)	G(4)	G(5)	H	I(1)	I(2)	I(3)	J(1)	J(2)	J(3)	K(1)	K(2)	K(3)	L(1)	L(2)	M	N	O	1	2	3	4
Adair	1				X	X		X				X						X							
Adams	2												X												
Allamakee	3																								
Appanoose	4			X	X							X	X					X							
Audubon	5									X		X													
Benton	6																								
Black Hawk	7							X			X														
Boone	8											X					X	X					X		
Bremer	9										X		X					X							
Buchanan	10																								
Buena Vista	11														X										
Butler	12																X								
Calhoun	13																								
Carroll	14														X									X	
Cass	15				X																				
Cedar	16																								
Cerro Gordo	17		X		X								X					X							
Cherokee	18														X			X						X	
Chickasaw	19																	X							
Clarke	20	X		X					X		X	X				X		X							
Clay	21																								
Clayton	22		X									X					X	X							
Clinton	23														X			X							
Crawford	24																							X	
Dallas	25			X	X		X		X						X			X					X	X	
Davis	26		X		X		X								X			X							
Decatur	27		X			X					X														
Delaware	28												X												
Des Moines	29																								
Dickinson	30															X									
Dubuque	31																								
Emmet	32		X				X					X													
Fayette	33																							X	
Floyd	34														X									X	

Appendix A

Iowa Judicial Branch – County Clerks of District Courts

Matrix of Findings

June 30, 2012

The following comment items correspond to the conditions noted in the comments and recommendations section of this report. The purpose of this summary is to identify the County Clerk of District Court Office the specific items relate to (designated by an "X").

County		Internal Control																					
County Name	Number	A(1)	A(1)a	A(1)b	A(1)c	A(2)	A(3)	A(4)	A(5)	A(6)	A(7)	A(8)	A(9)	B	C(1)	C(2)	C(3)	C(4)	D(1)	D(2)	D(3)	E	F
Franklin	35	X				X				X													
Fremont	36	X	X			X	X	X		X	X	X									X		
Greene	37	X				X				X	X		X								X		
Grundy	38					X				X													
Guthrie	39	X			X	X	X	X	X	X	X	X									X		
Hamilton	40						X																
Hancock	41	X				X				X													
Hardin	42	X			X	X				X													
Harrison	43									X													
Henry	44						X		X	X	X												
Howard	45	X				X				X													
Humboldt	46	X				X	X	X								X							
Ida	47	X				X				X	X												
Iowa	48																						X
Jackson	49	X				X															X		
Jasper	50						X	X		X													
Jefferson	51									X	X												
Johnson	52																				X		
Jones	53																						
Keokuk	54	X				X																	
Kossuth	55									X	X				X	X							
Lee	56			X		X	X		X	X													
Linn	57																						
Louisa	58	X	X		X		X			X							X	X			X		
Lucas	59	X	X		X	X	X	X		X	X	X								X		X	
Lyon	60					X	X			X													
Madison	61					X				X	X												
Mahaska	62							X		X								X					
Marion	63														X								
Marshall	64									X								X					
Mills	65					X				X													

County		G(1)	G(2)	G(3)	G(4)	G(5)	H	I(1)	I(2)	I(3)	J(1)	J(2)	J(3)	K(1)	K(2)	K(3)	L(1)	L(2)	M	N	O	1	2	3	4
Franklin	35														X										
Fremont	36							X			X	X	X		X			X							
Greene	37						X	X				X	X										X		
Grundy	38						X																		
Guthrie	39						X	X				X						X							
Hamilton	40																								
Hancock	41																								
Hardin	42						X								X		X	X				X	X		
Harrison	43						X																		
Henry	44						X																		
Howard	45																							X	
Humboldt	46																								
Ida	47																								
Iowa	48						X																		
Jackson	49						X				X		X												
Jasper	50																					X			
Jefferson	51																	X							
Johnson	52											X						X					X		
Jones	53																								
Keokuk	54																								
Kossuth	55										X											X			
Lee	56						X					X											X		
Linn	57																								
Louisa	58									X		X	X												
Lucas	59						X	X			X		X				X					X			X
Lyon	60																								
Madison	61																	X							
Mahaska	62										X	X	X					X				X			
Marion	63													X	X			X							
Marshall	64												X					X						X	
Mills	65																X	X							

Appendix A

Iowa Judicial Branch – County Clerks of District Courts

Matrix of Findings

June 30, 2012

The following comment items correspond to the conditions noted in the comments and recommendations section of this report. The purpose of this summary is to identify the County Clerk of District Court Office the specific items relate to (designated by an "X").

County		Internal Control																					
County Name	Number	A(1)	A(1)a	A(1)b	A(1)c	A(2)	A(3)	A(4)	A(5)	A(6)	A(7)	A(8)	A(9)	B	C(1)	C(2)	C(3)	C(4)	D(1)	D(2)	D(3)	E	F
Mitchell	66	X				X			X	X	X									X			
Monona	67					X			X	X													
Monroe	68	X		X		X				X	X	X				X			X				
Montgomery	69	X				X	X	X		X										X			
Muscatine	70					X																	
O'Brien	71	X				X	X			X	X												
Osceola	72					X				X													
Page	73	X				X	X	X		X													
Palo Alto	74	X				X				X													
Plymouth	75						X	X			X								X				
Pocahontas	76	X				X				X	X								X				
Polk	77									X													
Pottawattamie	78									X													
Poweshiek	79																						
Ringgold	80	X				X				X	X												
Sac	81	X				X	X		X	X	X												
Scott	82																						
Shelby	83	X			X	X	X		X	X	X												
Sioux	84									X									X				
Story	85	X				X			X	X					X								X
Tama	86									X													
Taylor	87	X				X				X	X				X			X					
Union	88	X				X	X			X	X	X		X						X			
Van Buren	89	X			X	X	X	X		X	X	X							X	X			
Wapello	90	X	X	X								X							X	X			
Warren	91					X	X	X	X	X		X							X	X			
Washington	92	X								X													
Wayne	93	X				X	X		X	X										X			
Webster	94	X		X		X	X	X	X													X	
Winnebago	95	X				X	X	X	X	X	X	X											
Winneshie	96	X								X													
Woodbury	97																			X			
Worth	98	X								X													
Wright	99	X					X	X	X	X													

County																				Statutory Finding					
County Name	Number	G(1)	G(2)	G(3)	G(4)	G(5)	H	I(1)	I(2)	I(3)	J(1)	J(2)	J(3)	K(1)	K(2)	K(3)	L(1)	L(2)	M	N	O	1	2	3	4
Mitchell	66				X								X												
Monona	67														X										X
Monroe	68			X					X		X							X							X
Montgomery	69											X	X											X	
Muscatine	70																								
O'Brien	71																								
Osceola	72																								
Page	73												X												
Palo Alto	74											X													
Plymouth	75		X		X			X			X														
Pocahontas	76			X		X			X		X	X			X			X							
Polk	77																								
Pottawattamie	78																								X
Poweshiek	79														X										
Ringgold	80					X												X	X						
Sac	81				X																				
Scott	82																								X
Shelby	83																								
Sioux	84			X					X		X		X												
Story	85																								
Tama	86														X								X		
Taylor	87														X										
Union	88		X					X		X	X			X			X	X						X	
Van Buren	89		X			X		X			X	X						X							
Wapello	90		X	X			X	X	X		X														
Warren	91			X					X		X	X		X				X	X						
Washington	92							X																	
Wayne	93											X						X							X
Webster	94																								
Winnebago	95										X	X													
Winneshiek	96																								
Woodbury	97							X	X			X			X										
Worth	98														X			X							
Wright	99																								