



Executive Council of Iowa

29C.20 Claim Procedure, Policy & Best Practices Meeting



Welcome

Emergency Allocation Procedure

When your agency incurs a loss covered by [29C.20](#), follow these steps to insure timely payment of bills. In an emergency situation, the agency may repair the damage immediately – but they must still follow this procedure for payment of bills.

1

Report the loss to the Treasurer's Office and to the Auditor's Office on or before the end of the next regular working day.

- Tammy.Hollingsworth@aos.iowa.gov
- ExecutiveCouncil@tos.iowa.gov

2

Submit a written request for an allocation to the Treasurer's Office and to the Auditor's Office within 60 days from the time of the damage.

Include:

- Estimate of the amount of the loss
- Description of the loss

The estimate should be based on quotations, contracts, catalog prices, etc.



Best Practice! This should all be contained in 1 pdf file.

Emergency Allocation Procedure

3

After the Auditor's Office has reviewed the claim and recommends the allocation, the request will be presented to the Executive Council at the next available meeting.

In order to make the agenda, the letter that the Auditor's office sends to the Executive Council Secretary must match what the agency sent.

- It is important to include ExecutiveCouncil@tos.iowa.gov and Tammy.Hollingsworth@aos.iowa.gov on all communications.

4

After the allocation request has been approved by the Executive Council, the agency may incur the costs and submit the invoice(s), along with a cover letter referencing the 29C.20 claim, to the Executive Council.

Invoices can be sent for the entire amount at once or you can submit invoices over the course of time.



- **It is a best practice to include the requested accounting string in your payment request letter so payment is not delayed.**
- **This should all be contained in 1 pdf file.**

Emergency Allocation Procedure

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After the Auditor's Office has reviewed the invoices and recommends payment, the cost items will be presented to the Executive Council for approval.

6

After the Executive Council has approved the cost item, the invoice will be paid by the Treasurer's Office.



Emergency Allocation Procedure

Special Circumstances:

- In some instances, you may submit the request for the allocation at the same time as the invoices. This is appropriate when the work was completed immediately in an emergency situation. The Council does prefer that the allocation request be presented before the actual work is completed.
- An agency may pay the invoices directly and seek reimbursement from the Executive Council if that meets the needs of the vendor and the agency.
- In the event that the actual work expenses exceed the originally requested allocation, an agency can request an increase in the allocation amount. This request must follow the same procedure as the original request.



Date: October 5, 2023

To: Tammy Hollingsworth, Auditor of State
Victoria Newton, Treasurer of State
Executive Council

From: Mariah Fucaloro, Fleet Manager
DAS Fleet Services
Department of Administrative Services

Re: REIMBURSEMENT REQUEST - 29C20 Claim

| | |
|------------------|--|
| Claim # | 3512 |
| Vehicle / Event | #161, 431/ Hail |
| Event Date | May 7, 2023 |
| Summary | Vehicle 161 & 431 sustained hail damage. (260755, 258088) |
| Amount Requested | \$2,828.45 - Final Invoice <u>\$3,603.75 - Final Invoice</u> \$6,432.20 - TOTAL |

The Department of Administrative Services, Central Procurement Fleet Services Enterprise, has paid all vendors to date. We are seeking an allocation for those funds under 29C20 Contingency Fund – Disaster Aid. **Please deposit into the following account: 0665-005-5790-0657.**

If you have any questions or need additional information, please do not hesitate to contact me.

Thank you,


Mariah Fucaloro, Fleet Manager
DAS Fleet Services
Mariah.Fucaloro@iowa.gov
515-414-6582

November 8, 2023

**Executive Council
State Capitol Building
Des Moines, IA
LOCAL**

Attn: Victoria Newton

Invoice Number: 64524022

Tenant #: EXEC00000001

OSP Log #: 88230107

Cost to repair ICN fiber in Union County **\$ 33,111.87**

Along Highway 169, between 270th St. and Ringgold Union St.

February 8, 2023

See attached detail

Net Amount Due: \$ 33,111.87

*ICN Accounting String:
Fund: 0645 DEPT: 336 ORG: 2700 REV: 0709 APPR: 0000*

Randy Goddard, Executive Director

Help Us, Help You

Additional best practices

- Have an e-mail subject
- Rename your PDF (lots of scan with the generic scan numbering)
- Utilize the AOS claim number
- Make it a PDF packet (agencies send in many different formats: excel, video, txt, email attachments). This should all be contained in 1 pdf file.
- If you send it to Tammy, make sure you send it to ExecutiveCouncil@tos.iowa.gov
- TOS isn't on Google, so sending links to drives or attachments doesn't work for TOS
- <https://state-treasury-ia.municodemeetings.com/>
- Given the size of a monthly meeting, please allow up to 2 weeks for payment. TOS strives to do this as quickly as possible

Emergency Allocation Policies

The Executive Council adopted a policy at the October 13, 1997, meeting stating: Any Emergency Allocation of Funds claims under \$2,000 will not be reviewed by the Executive Council unless the agency can demonstrate a hardship.

The Executive Council adopted a policy at the October 11, 2021, meeting stating: The Executive Council is to vote to provide for an annual inflation adjustment to the claim limit and asks the State Treasurer to provide the adjusted value for approval at the first Executive Council meeting of each new fiscal year. Fiscal Year 2024's claim limit is \$1,990,000.00.

The following guidelines for processing 20C.20 claims, were originally adopted by the Executive Council in a meeting held on December 24, 1979.

1. The loss must be reported to the Secretary of the Executive Council and to the Auditor of State on or before the end of the next regular working day following the loss.
2. Any losses claimed for theft must be accompanied with a police report written by the appropriate security force of the jurisdiction submitted the claim.
3. Expenses for necessary demolition, debris removal and cleanup will be allowed.

4. Expenses to provide necessary repairs to protect of preserve the damaged property until the ensuing session of the Legislature will be allowed.
5. Expenses essential to the continuation of a program or service until the ensuing session of the Legislature will be allowed.
6. AMMENDED 10/11/2021: All permanent repairs or acquisition of replacement tools or supplies, which are estimated to cost in excess of \$1,990,000.00 per loss, will be referred to the Legislature for an appropriation, except in those instances where the cost of temporary measurers could reasonably be expected to exceed the cost of permanent repairs or replacement within the dollar guidelines established herein.
7. No claim will be allowed for the replacement of any equipment damaged or destroyed, the loss of which could have been avoided by reasonable care, prudence and foresight.
8. No claim will be allowed for the repair or replacement of any property which is now owned by the State or Federal government. For the purposes of this rule, claims for State property will be allowed when inventoried in accordance with the rules promulgated by the Department of General Services. Claims for Federal property will be allowed when the acquisition of such property was authorized by the terms of a grant.

9. All claims against 29C.20 funds shall be forwarded to the Secretary of the Executive Council and to the Auditor for review and recommendation. In all cases, a copy of the Auditor's recommendation shall be forwarded to the claiming agency whether the Auditor does or does not approve the total amount claimed, he shall seek to resolve the differences with the claiming agency. If the differences cannot be resolved, the agency may provide the Council with a written response and/or request a personal appearance before the Executive Council.
10. All request for warrants against an Executive Council allocation shall first be reviews and a recommendation ma to the Executive Council by the Auditor of State. In all cases, a copy of the Auditor's recommendation shall be forwarded to the claiming agency. Whenever the Auditor does not approve the total amount requested, the Auditor shall seek to resolve the difference with the claiming agency. If the differences cannot be resolved, the agency may provide the Council with a written response and/or request a personal appearance before the Executive Council.