



OFFICE OF AUDITOR OF STATE  
STATE OF IOWA

State Capitol Building  
Des Moines, Iowa 50319-0004  
Telephone (515) 281-5834 Facsimile (515) 281-6518

Rob Sand  
Auditor of State

February 11, 2022

Victoria Newton  
Executive Council  
LOCAL

Subject: Hail Damage to Vehicle #581 on July 9, 2021  
Department of Administrative Services  
Claim dated July 29, 2021  
AOS Claim ID: 2199

The Department's request included a supplemental allocation request of \$304.26 because additional damages were identified. However, one of the vendor invoices included was for vehicle inspection costs of \$195.25, which are considered administrative costs since they are incurred regardless of whether or not a claim is allowed under Chapter 29C.20 of the Code of Iowa. We recommend Executive Council approval of the supplemental allocation, net of these costs, for a total of \$109.01. In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to this loss. We have found the items to be in order as shown below:

Documented request	\$	5,319.74
Excluded vehicle damage inspection costs		<u>(195.25)</u>
Revised request	\$	<u>5,124.49</u>
Executive Council Allocation (Revised)	\$	5,124.49
Less:		
Previous payments	\$	0.00
This payment		<u>5,124.49</u>
Total	\$	<u>5,124.49</u>
Remaining Executive Council allocation	\$	<u>0.00</u>

We recommend reimbursement be made in the amount of \$5,124.49. This represents full and final payment of the loss.

Sincerely,

Ernest H. Ruben, Jr., CPA  
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services  
Jacquie Holm-Smith, Fleet Services Manager, Department of Administrative Services