

**Electronic Services System  
Johnston, Iowa**

**FINANCIAL REPORT**

**December 31, 2021 and 2020**

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## INDEPENDENT AUDITOR'S REPORT

Electronic Services System Coordinating Committee  
Electronic Services System  
Johnston, Iowa

### Opinion

We have audited the accompanying financial statements of Electronic Services System, as of and for the years ended December 31, 2021 and 2020, and the related notes to the financial statements, which collectively comprise Electronic Services System's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Electronic Services System as of December 31, 2021 and 2020, and changes in its financial position and its cash flows for the years then ended in accordance with the financial reporting requirements of the County Electronic Services System 28E Agreement.

### Basis for Opinion

We conducted our audits 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Electronic Services System and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Basis of Accounting

We draw your attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared to present the operations of the Electronic Services System pursuant to the 28E agreement described in Note 1, which is not intended to be a complete presentation of the financial statements of Electronic Services System. Our opinion is not modified with respect to that matter.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the financial reporting requirements of the County Electronic Services System 28E Agreement, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Electronic Services System's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Electronic Services System's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Electronic Services System's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 6 through 8 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during the audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Restriction on Use**

This report, a public record by law, is intended solely for the information and use of the Electronic Services System Coordinating Committee and management of Electronic Services System. The report is not intended to be and should not be used by anyone other than those specified parties.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated July 10, 2022 on our consideration of Electronic Services System’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of Electronic Services System’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Electronic Services System’s internal control over financial reporting and compliance.

*Denman & Company, LLP*  
**DENMAN & COMPANY, LLP**

West Des Moines, Iowa  
July 10, 2022

**Electronic Services System  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2021**

Management of Electronic Services System (ESS) provides this Management's Discussion and Analysis of the ESS's annual financial statements. This narrative overview and analysis of the financial activities is for the years ended December 31, 2021 and 2020. We encourage readers to consider this information in conjunction with the ESS's financial statements, which follow.

**FINANCIAL HIGHLIGHTS**

Electronic Services System's cash balance at December 31, 2021 was \$1,563,401, representing an increase of \$60,254 from December 31, 2020. The cash balance at December 31, 2020 was \$1,503,147, representing an increase of \$608,594 from December 31, 2019. The increases in cash balance are due primarily to continued growth in income from submittal fees.

Recording fee income increased 29.0% or approximately \$7,700,000 to \$34,249,445 for the year ended December 31, 2021. Recording fee income increased 50.6% or approximately \$8,900,000 to \$26,560,533 for the year ended December 31, 2020.

Recording distributions increased 29.0% or approximately \$7,700,000 to \$34,248,021 for the year ended December 31, 2021. Recording distributions increased 50.6% or approximately \$8,900,000 to \$26,560,578 for the year ended December 31, 2020.

Variance in the amounts for recording fees and distributions are related to timing of cash flow.

**USING THIS REPORT**

The report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of ESS's financial activities.

The Special-Purpose Statements of Net Position present information on the ESS's assets and liabilities, along with the composition of its net position.

The Special-Purpose Statements of Revenues, Expenses, and Changes in Net Position present information on ESS's operating revenues and expenses.

The Special-Purpose Statements of Cash Flows present the change in ESS's cash during the years. This information can help describe how ESS generated and used cash through its operating and capital and related financing activities.

The Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

## FINANCIAL ANALYSIS

### *Special-Purpose Statements of Net Position*

Net position serves as an indicator of ESS's overall financial position. ESS's net position increased \$602,700 or 31.1% during the year ended December 31, 2021. The increase is due predominately to continued growth in income from submittal fees. A management objective in calendar year 2020 was to begin a transition to a consolidated budget through the treasury management account. In prior years a separate budget was prepared for the Electronic Transaction Fund. Management believes this new accounting policy will provide improved financial oversight of the entire Electronic Services System. This transition continued in 2021 as funds were consolidated in treasury management reserve accounts. Resources allocated to reserve accounts were used for the purposes of implementing one-time projects to improve the system rather than committing increased revenues to higher ongoing expenses. The transition is expected to be completed in calendar year 2022. A summary of the statements of net position is presented below.

	<b>December 31</b>		
	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>ASSETS</b>			
Cash	\$1,563,401	\$1,503,147	\$ 894,553
Other current assets	600,517	224,006	194,365
Capital assets, less accumulated depreciation	<u>665,191</u>	<u>522,684</u>	<u>458,205</u>
Total assets	<u>2,829,109</u>	<u>2,249,837</u>	<u>1,547,123</u>
<b>LIABILITIES</b>			
Current liabilities	<u>291,877</u>	<u>315,305</u>	<u>369,111</u>
<b>NET POSITION</b>			
Net investment in capital assets	665,191	522,684	458,205
Unrestricted	<u>1,872,041</u>	<u>1,411,848</u>	<u>719,807</u>
Total net position	<u>\$2,537,232</u>	<u>\$1,934,532</u>	<u>\$1,178,012</u>

### *Special-Purpose Statements of Revenues, Expenses, and Changes in Net Position*

Operating revenues are received from the electronic submission of real estate documents for official recording and processing fees from credit card transactions performed at local county recorders' offices.

Electronic Services System is reimbursed by the local counties for service maintenance associated with the integration of county land records management system with the Electronic Services System. ESS's operational costs are in part reimbursed by the State of Iowa through the Electronic Transaction Fund administered by the Office of the Treasurer of State in addition to the operating revenues received through the treasury management account.

Electronic Services System distributes electronic recording fees and taxes to the local counties on a daily basis.

A summary of the statements of revenues, expenses, and changes in net position is presented below:

	<b>Year ended December 31</b>		
	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>REVENUES</b>			
Recording fees	\$34,249,445	\$26,560,333	\$17,631,664
Point of Sale (POS) payment system	3,276,022	2,390,006	3,048,642
Other fees and income	1,424,611	1,302,370	969,213
Draws from Electronic Transaction Fund	810,666	985,420	316,944
Total revenues	<u>39,760,744</u>	<u>31,238,129</u>	<u>21,966,463</u>
<b>EXPENSES</b>			
Recording distributions	34,248,021	26,560,578	17,638,213
POS payment system distributions	3,195,308	2,316,704	2,969,942
Depreciation	214,834	174,057	53,227
Salaries and payroll	314,637	384,729	293,140
Transaction fees and bank charges	173,529	132,113	139,000
Other operating expenses	1,011,715	913,428	658,482
Planned reserve expenses	-	-	39,575
Total expenses	<u>39,158,044</u>	<u>30,481,609</u>	<u>21,791,579</u>
<b>CHANGE IN NET POSITION</b>	602,700	756,520	174,884
<b>NET POSITION, beginning</b>	<u>1,934,532</u>	<u>1,178,012</u>	<u>1,003,128</u>
<b>NET POSITION, ending</b>	<u>\$ 2,537,232</u>	<u>\$ 1,934,532</u>	<u>\$ 1,178,012</u>

Total revenues increased by 27.3% or \$8,522,615 in 2021, primarily due to increases in recording fee income. Expenses increased by 28.5% or \$8,676,435 in 2021, primarily due to increases in recording distributions. Total documents processed increased by 13% or 48,359 documents to 416,177 in 2021. The percent of documents filed electronically statewide increased from approximately 52% in 2020 to 56% in 2021. This increase in electronic filing is attributed to the COVID-19 pandemic requiring county recorders to minimize in-person services and to a strong statewide real estate market.

## **ECONOMIC FACTORS**

Changes in the real estate market and the State economy as a whole may result in changes in recording activity and revenue. The COVID-19 pandemic clearly influenced business practices. The adoption of remote work and “contact-free” transactions, coupled with ESS efforts to promote electronic submissions resulted in revenue growth. During the second half of calendar year 2021, ESS provided substantial education and outreach efforts for a new streamlined interface for electronic submissions which was moved into production in December 2021. Legislation adopted in 2021 (House File 837) requires that any fee increase will require legislative approval. For the immediate future, income will be primarily affected by changes in market conditions which may both positively and negatively affect future revenue. ESS continually monitors economic and other factors to protect the financial condition of Electronic Services System.

## **CONTACTING ELECTRONIC SERVICES SYSTEM FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the ESS’s financial and operating activities to all those with an interest in its finances. If you have any questions or require additional information, please contact the Project Manager at Electronic Services System, 8711 Windsor Parkway, Suite 2, Johnston, IA 50131.



**Electronic Services System  
SPECIAL-PURPOSE STATEMENTS OF NET POSITION**

	<b>December 31</b>	
<b>ASSETS</b>	<b>2021</b>	<b>2020</b>
<b>CURRENT ASSETS</b>		
Cash	\$1,563,401	\$1,503,147
Accounts receivable	4,160	78
Due from Electronic Transaction Fund	440,539	73,274
Prepaid expenses	<u>155,818</u>	<u>150,654</u>
Total current assets	<u>2,163,918</u>	<u>1,727,153</u>
<b>CAPITAL ASSETS</b>		
Computer equipment	718,247	718,247
Developed software	633,302	380,779
Software development in progress	<u>200,910</u>	<u>96,092</u>
	1,552,459	1,195,118
Accumulated depreciation	<u>(887,268)</u>	<u>(672,434)</u>
Total capital assets	<u>665,191</u>	<u>522,684</u>
 Total assets	 <u>2,829,109</u>	 <u>2,249,837</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	41,174	54,594
Accrued compensation	35,257	41,015
Customer deposits	76,744	81,196
Unearned revenues	<u>138,702</u>	<u>138,500</u>
Total current liabilities	<u>291,877</u>	<u>315,305</u>
<b>NET POSITION</b>		
Net investment in capital assets	665,191	522,684
Unrestricted	<u>1,872,041</u>	<u>1,411,848</u>
 Net position	 <u>\$2,537,232</u>	 <u>\$1,934,532</u>

See Notes to Financial Statements.

**Electronic Services System**  
**SPECIAL-PURPOSE STATEMENTS OF REVENUES, EXPENSES, AND**  
**CHANGES IN NET POSITION**

	<b>Year ended December 31</b>	
	<b>2021</b>	<b>2020</b>
<b>REVENUES</b>		
Recording fees	\$34,249,445	\$26,560,333
Point-of-Sale (POS) payment system	3,276,022	2,390,006
Submitting fees	1,283,615	1,139,949
Draws from Electronic Transaction Fund	810,666	985,420
Local service maintenance fees, (net of discounts \$145,248, 2021; \$117,558, 2020)	138,376	161,891
Miscellaneous income	<u>2,620</u>	<u>530</u>
Total revenues	<u>39,760,744</u>	<u>31,238,129</u>
<b>EXPENSES</b>		
Recording distributions	34,248,021	26,560,578
POS payment system distributions	3,195,308	2,316,704
Local service maintenance	287,953	278,377
Transaction fees and bank charges	173,529	132,113
Project management	137,925	135,900
Salaries and payroll	314,637	384,729
Marketing	177,030	150,071
Depreciation	214,834	174,057
Office	86,455	77,983
Technology	213,926	180,269
Professional fees	<u>108,426</u>	<u>90,828</u>
Total expenses	<u>39,158,044</u>	<u>30,481,609</u>
<b>CHANGE IN NET POSITION</b>	602,700	756,520
<b>NET POSITION, beginning</b>	<u>1,934,532</u>	<u>1,178,012</u>
<b>NET POSITION, ending</b>	<u>\$ 2,537,232</u>	<u>\$ 1,934,532</u>

See Notes to Financial Statements.

**Electronic Services System  
SPECIAL-PURPOSE STATEMENTS OF CASH FLOWS**

	<b>Year ended December 31</b>	
	<b>2021</b>	<b>2020</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from recording fees, submitting fees and POS payment services	\$38,804,630	\$30,139,360
Cash received from counties for maintenance fees	134,496	180,694
Reimbursements received from Electronic Transaction Fund	443,401	947,248
Cash received from other revenue	2,620	530
Cash paid to employees for services	(320,395)	(378,816)
Cash paid to suppliers for goods and services	(1,205,921)	(1,164,803)
Recording and POS distributions to counties	<u>(37,441,236)</u>	<u>(28,877,083)</u>
Net cash provided by operating activities	<u>417,595</u>	<u>847,130</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Purchase of capital assets	<u>(357,341)</u>	<u>(238,536)</u>
<b>NET INCREASE IN CASH</b>	60,254	608,594
<b>CASH</b>		
Beginning	<u>1,503,147</u>	<u>894,553</u>
Ending	<u>\$ 1,563,401</u>	<u>\$ 1,503,147</u>
<b>RECONCILIATION OF CHANGE IN NET POSITION TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Change in net position	\$ 602,700	\$ 756,520
Adjustments to reconcile change in net position to net cash provided by operating activities		
Depreciation	214,834	174,057
Change in assets and liabilities		
Accounts receivable	(4,082)	14,815
Due from Electronic Transaction Fund	(367,265)	(38,172)
Prepaid expenses	(5,164)	(6,284)
Accounts payable	(13,420)	(50,279)
Accrued compensation	(5,758)	5,913
Customer deposits	(4,452)	49,072
Unearned revenues	202	3,988
Other current liabilities	<u>—</u>	<u>(62,500)</u>
Net cash provided by operating activities	<u>\$ 417,595</u>	<u>\$ 847,130</u>

See Notes to Financial Statements.

**Electronic Services System  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Electronic Services System (ESS) was formed as a result of legislation adopted by the Iowa General Assembly. ESS is managed under an agreement (County Electronic Services System 28E Agreement), as executed within the meaning of Iowa Code Chapter 28E, between Iowa's ninety-nine counties and Iowa County Recorders Association (ICRA). ESS was formed to facilitate the submitting of real estate and other legal documents electronically to Iowa County Recorders for official recording, to provide public access to records through the Internet, and to provide other electronic services. In 2021, the Iowa legislature authorized the Electronic Services System to simplify its governance structure and contracting authority (House File 527). Iowa counties unanimously approved an amendment to the 28E agreement in December 2021. The governing board of the Electronic Services System is appointed by the Executive Board of the Iowa County Recorders Association (ICRA).

**Measurement Focus and Basis of Accounting**

The financial statements include the financial activities administered by the ICRA and the Electronic Services System Coordinating Committee. They include all transactions of the Electronic Services System treasury management account and capital asset account. The treasury management account is used primarily as the central clearinghouse for receipt of payments to the ESS system and the distribution of funds to Iowa counties for recording and other services. The treasury management account is also used for certain operating expenses. The capital asset account includes the equipment and software used to host the Electronic Services System web site.

In accordance with State statute, a portion of all transaction fees recorded by Iowa county recorders is to be deposited to the State of Iowa's Electronic Transaction Fund, also known as Fund 255, administered by the Office of the Treasurer of State to be used for the payment of claims approved by the Electronic Services System Coordinating Committee. The receipts and disbursements of this fund are not included in the financial statements of Electronic Services System, in accordance with the reporting requirements of the County Electronic Services System 28E Agreement. Receipts from the Electronic Transaction Fund to Electronic Services System's treasury management account are recorded as draws from Electronic Transaction Fund and are included in revenue.

ESS has elected to apply all applicable Governmental Accounting Standards Board (GASB) pronouncements. 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 special-purpose financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Income Taxes**

ESS is a governmental subdivision of the State of Iowa and is exempt from federal and state income taxes.

**Capital Assets**

Computer equipment is stated at cost. Depreciation is computed on a straight-line basis over the estimated useful lives of the assets which are three to five years. Software reported on the special-purpose statements of net position has been internally developed by ESS and recorded at cost. Software is amortized over a three year useful life.

**Electronic Services System  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Net Position**

The Special-Purpose Statements of Net Position present ESS's assets and liabilities, with the difference reported as net position. Net position is reported in three categories:

*Net investment in capital assets*, consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes and other debt attributable to the acquisition, construction or improvement of those assets.

*Restricted net position* results when constraints placed on net position use are either externally imposed or imposed by law through constitutional provisions or enabling legislation. Electronic Services System had no restricted net position at December 31, 2021 and 2020.

*Unrestricted net position* consists of net position not meeting the definition of the two preceding categories. Unrestricted net position often has constraints on resources imposed by management which can be removed or modified.

**Customer Deposits**

Electronic Services System allows customers to hold funds on account with ESS for future electronic submittals. These funds are recorded as a liability on the Special-Purpose Statements of Net Position until an electronic submission is initiated by the customer, at which time it is recorded to revenue.

**Unearned Revenues**

Electronic Services System is reimbursed for costs associated with local service maintenance contracts by local county recorders offices. These local service maintenance contracts are paid for in advance by ESS, resulting in prepaid expenditures for services not yet performed at the end of the reporting period. In order to match the period of recognition for both revenues and expenses associated with these service contracts, ESS has recorded as a liability the payments made by county recorders associated with services which have not yet been performed as of the end of the reporting period.

**NOTE 2 CONCENTRATIONS OF CREDIT RISK**

Electronic Services System maintains a checking account at a commercial bank. Cash in this account at times exceeded the FDIC insurance limit of \$250,000.

**NOTE 3 RETIREMENT PLAN**

ESS has a retirement plan covering employees who have met certain eligibility requirements. Contributions to the plan for the years ended December 31, 2021 and 2020 were \$5,500 and \$8,656, respectively.

**NOTE 4 SUBSEQUENT EVENTS**

ESS has evaluated subsequent events through July 10, 2022, the date which the financial statements were available to be issued. There were no subsequent events which required accrual or disclosure.



**INDEPENDENT AUDITOR'S 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**

Electronic Services System Coordinating Committee  
Electronic Services System  
Johnston, Iowa

We have audited, in accordance with the 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, the financial statements of Electronic Services System, which comprise the special-purpose statement of net position as of December 31, 2021, and the related special-purpose statements of revenues, expenses, and changes in net position and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated July 10, 2022.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Electronic Services System's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Electronic Services System's internal control. Accordingly, we do not express an opinion on the effectiveness of Electronic Services System's internal control.

A *deficiency in internal control* 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 and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Electronic Services System's financial statements are free from 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 financial statement. 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Electronic Services System's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Electronic Services System's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**DENMAN & COMPANY, LLP**

West Des Moines, Iowa  
July 10, 2022



Electronic Services System Coordinating Committee  
Electronic Services System  
Johnston, Iowa

We have audited the financial statements of Electronic Services System (the Organization) for the year ended December 31, 2021, and have issued our report thereon dated July 10, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing 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 April 18, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Matters**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Electronic Services System 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 the year. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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. The most sensitive estimates affecting the financial statements were management's estimate of depreciation expense which is based on the estimated useful lives of assets using the straight-line method and management's estimate of accrued compensation. We evaluated the accounting estimates used and found them reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. We evaluated the disclosures and found them reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.



### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a disagreement on 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. We are pleased to report that 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 10, 2022.

### *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 Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those financial 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 Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Other Matters**

We applied certain limited procedures to the Management's Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

### **Restriction on Use**

This information is intended solely for the information and use of the Electronic Services System Coordinating Committee and management of Electronic Services System, and is not intended to be and should not be used by anyone other than these specified parties.

  
DENMAN & COMPANY, LLP

West Des Moines, Iowa  
July 10, 2022