COUNTY AUDIT

TULSA COUNTY SINGLE ÁUDIT

For the year ended June 30, 2013





Oklahoma State Auditor & Inspector Gary A. Jones, CPA, CFE TULSA COUNTY, OKLAHOMA SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133 FOR THE YEAR ENDED JUNE 30, 2013

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Oklahoma State Auditor & Inspector

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April 22, 2014

TO THE CITIZENS OF TULSA COUNTY, OKLAHOMA

Transmitted herewith are the Schedule of Expenditures of Federal Awards and the Independent Auditor's Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Program and Internal Control Over Compliance in Accordance With OMB Circular A-133 of Tulsa County, Oklahoma for the fiscal year ended June 30, 2013. Our audit report on the financial statements and the 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* were issued under separate cover. The audit was conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the provisions of the Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Reports of this type are critical in nature; however we do not intend to imply that our audit failed to disclose commendable features in the present accounting and operating procedures of the County.

The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during our engagement.

Sincerely,

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GARY A. JONES, CPA, CFE OKLAHOMA STATE AUDITOR & INSPECTOR

TULSA COUNTY, OKLAHOMA FOR THE FISCAL YEAR ENDED JUNE 30, 2013

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Schedule of Expenditures of Federal Awards

TULSA COUNTY, OKLAHOMA SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE FISCAL YEAR ENDED JUNE 30, 2013

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Federal Expenditures
U.S. DEPARTMENT OF AGRICULTURE			
Office of Food and Nutrition Service			
Passed Through the Oklahoma Department of Education:			
Child Nutrition Cluster			
School Breakfast Program	10.553	N/A	\$ 29,319
National School Lunch Program	10.555	N/A	56,015
Total U.S. Department of Agriculture			85,334
U.S. DEPARTMENT OF DEFENSE			
Department of the Army, Office of the Chief of Engineers			
Passed Through the Oklahoma State Treasurer:			
Flood Control Projects	12.106	N/A	2,100
Total U.S. Department of Defense			2,100
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT Office of Community Planning and Development			
Direct Grant:	14.218	B-09-UC-40-0001	48,197
Community Development Block Grants/Entitlement Grants Community Development Block Grants/Entitlement Grants	14.218	B-10-UC-40-0001 B-10-UC-40-0001	210,553
Community Development Block Grants/Entitlement Grants	14.218	B-11-UC-40-0001	588,291
Community Development Block Grants/Entitlement Grants	14.218	B-12-UC-40-0001	472,094
Total CFDA 14.218	14.210	D -12-0C-40-0001	1,319,135
Passed Through the Oklahoma Department of Commerce: Community Development Block Grants/state's Program and Non-Entitlement Grants in Hawaii	14.228	13572 NSP 08	6,166
			,
Direct Grant: Home Investment Partnerships Program	14.239		232,673
(Includes \$1,855 of expenditures of Program Income)	1 1.437		232,013
Homelessness Prevention and Rapid Re-Housing Program	14.257	S-09-UY-40-0003	1,571
(Recovery Act Funded) Total U.S. Department of Housing and Urban Development			1,559,545
Total U.S. Department of Housing and Urban Development			1,339,343

Continued on next page

The accompanying notes are an integral part of this schedule.

TULSA COUNTY, OKLAHOMA SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - CONTINUED FOR THE FISCAL YEAR ENDED JUNE 30, 2013

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Federal Expenditures
U.S. DEPARTMENT OF INTERIOR			
Bureau of Land Management			
Direct Grant:			
Payments in Lieu of Taxes (PILT)	15.226	N/A	7,138
Total U.S. Department of Interior			7,138
U.S. DEPARTMENT OF JUSTICE			
Office of Juvenile Justice and Delinquency Prevention			
Passed Through Oklahoma Department of Mental Health			
and Substance Abuse Services:			
Enforcing Underage Drinking Laws Program	16.727		40,425
Bureau of Justice Assistance			
Passed Through the City of Tulsa (Tulsa Police Department):			
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2009a-002	4,447
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2012 JAG (1)	21,532
Passed Through the Oklahoma District Attorneys Council:			
Edward Byrne Memorial Justice Assistance Grant Program	16.738	CJ-024	62,261
Edward Byrne Memorial Justice Assistance Grant Program	16.738	CO-SO-037	137,180
Edward Byrne Memorial Justice Assistance Grant Program	16.738	J09-10-026	18,966
Total CFDA 16.738			244,386
Direct Grant:			
Criminal and Juvenile Justice			
and Mental Health Collaboration Program	16.745	2011-MO-BX-0039	97,264
Total U.S. Department of Justice			382,075
U.S. DEPARTMENT OF TRANSPORTATION			
Office of Federal Highway Administration (FHWA)			
Passed Through Oklahoma Department of Transportation:			
Highway Planning and Construction	20.205		2,431
Highway Planning and Construction	20.205		25,299
Total CFDA 20.205			27,730

Continued on next page

The accompanying notes are an integral part of this schedule.

TULSA COUNTY, OKLAHOMA SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - CONTINUED FOR THE FISCAL YEAR ENDED JUNE 30, 2013

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Federal Expenditures
U.S. DEPARTMENT OF TRANSPORTATION - Continued			
Department of National Highway Traffic Safety Administration			
Passed Through the Oklahoma Highway Safety Office:			
State and Community Highway Safety	20.600	CE-12-03-33-05	26,145
State and Community Highway Safety	20.600	CE-13-03-43-06	68,201
Total CFDA 20.600			94,346
Total U.S. Department of Transportation			122,076
U.S. DEPARTMENT OF ENERGY			
Passed Through the Oklahoma Department of Commerce:			
State Energy Program	81.041	15369 SEP 12	47,182
Total U.S. Department of Energy			47,182
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			
Substance Abuse and Mental Health Services Administration			
Passed Through the Oklahoma Department of Mental Health and Substance Abuse Services:			
Substance Abuse and Mental Health Services - Projects of			
Regional and National Significance	93.243		49,696
Total U.S. Department of Health and Human Services	75.245		49,696
U.S. DEPARTMENT OF HOMELAND SECURITY			
Passed Through the Oklahoma Department of Emergency Management:			
Hazard Mitigation Grant	97.039		544
Passed Through the Oklahoma Department of Emergency Management:			
Emergency Management Performance Grants	97.042	ID#64336	72,126
Emergency Management Performance Grants	97.042	12 11 0 12 3 0	2,819
Total CFDA 97.042	2.1.0.1		74,945
Passed Through the Oklahoma Office of Homeland Security:			
Citizens-Community Resilience Innovation Challenge	97.053	148.017	1,596
Total U.S. Department of Homeland Security			77,085
Total 0.5. Department of Horicking Security			11,005
Total Expenditures of Federal Awards			\$ 2,332,231
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The accompanying notes are an integral part of this schedule.

1. Summary of Significant Accounting Policies

The accompanying schedule of expenditures of federal awards has been prepared in conformity with the requirements set forth in the Single Audit Act of 1984, Public Law 98-502, the Single Audit Act Amendments of 1996, Public Law 104-156, and the Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations.

A. <u>Reporting Entity</u>

The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. The reporting entity is the primary government of Tulsa County as presented in the Comprehensive Annual Financial Report (CAFR). Component units included in the CAFR prepare individual financial statements that meet the requirements of OMB Circular A-133, and have not been included in the Schedule. OMB Circular A-133 allows non-Federal entities to meet the audit requirements of the Circular through a series of audits that cover the reporting entity.

B. Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the primary government of Tulsa County and is presented on the modified accrual basis of accounting. Revenue and expenditures are reported using the modified accrual basis of accounting in the Comprehensive Annual Financial Report (CAFR).

2. Subrecipients

Of the Federal Expenditures presented in the schedule, Tulsa County provided federal awards to subrecipients as follows:

CFDA Number	Program Name	-	<u>t Provided</u> recipient
14.218	Community Development Block Grants/Entitlement Grants Community Development Block Grants/state's Program	\$1	,052,445
14.228	and Non-Entitlement Grants in Hawaii	\$	6,166
14.239	Home Investment Partnerships Program Homelessness Prevention and Rapid Re-Housing Program	\$	149,065
14.257	(Recovery Act Funded) Criminal and Juvenile Justice and Mental	\$	1,571
16.745	Health Collaboration Program	\$	97,264
81.041	State Energy Program	\$	47,182

Independent Auditor's Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Program and Internal Control Over Compliance in Accordance With OMB Circular A-133



Oklahoma State Auditor & Inspector

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Independent Auditor's Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Program and Internal Control Over Compliance in Accordance With OMB Circular A-133

TO THE OFFICERS OF TULSA COUNTY, OKLAHOMA

Compliance

We have audited the compliance of Tulsa County, Oklahoma, with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on Tulsa County's major federal programs for the year ended June 30, 2013. Tulsa County's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to its major federal programs are the responsibility of Tulsa County's management. Our responsibility is to express an opinion on Tulsa County's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Tulsa County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Tulsa County's compliance with those requirements.

As described in item 2013-01, in the accompanying schedule of findings and questioned costs, Tulsa County did not comply with requirements regarding Activities Allowed or Unallowed; Allowable Cost/Cost Principles that are applicable to its Edward Byrne Memorial Justice Assistance Grant Program (CFDA #16.738). Compliance with such requirements is necessary, in our opinion, for Tulsa County to comply with the requirements applicable to that program.

In our opinion, except for the noncompliance described in the preceding paragraph, the County, complied, in all material respects, with the requirements referred to above that could have a direct and material effect on its Edward Byrne Memorial Justice Assistance Grant Program (CFDA #16.738) for the year ended June 30, 2013.

In our opinion, the County complied, in all material respects, with types of compliance requirements referred to above that could have a direct and material effect on its other major federal program identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs for the year ended June 30, 2013.

Internal Control Over Compliance

Management of Tulsa County is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Tulsa County's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Tulsa County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance 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 deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses as defined above. However, we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies as described in the accompanying schedule of findings and questioned costs as item 2013-01. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Tulsa County's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit Tulsa County's responses and, accordingly, we express no opinion on the responses.

Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Tulsa County as of and for the year ended June 30, 2013, and have issued our report thereon dated January 30, 2014. Our report was modified to include a reference to other auditors. Our audit was performed for the purpose of forming our opinions on the financial statements that collectively comprise Tulsa County's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of management, those charged with governance, others within the entity, and is not intended to be and should not be used by anyone other than the specified parties. This report is also a public document pursuant to the Oklahoma Open Records Act (51 O.S., section 24A.1 et seq.), and shall be open to any person for inspection and copying.

Sany a for

GARY A. JONES, CPA, CFE OKLAHOMA STATE AUDITOR & INSPECTOR

March 26, 2014 except as to the Schedule of Expenditures of Federal Awards, for which the date is January 30, 2014

Schedule of Findings and Questioned Costs

TULSA COUNTY, OKLAHOMA SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE FISCAL YEAR ENDED JUNE 30, 2013

SECTION 1 - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:......Unqualified

Internal control over financial reporting:

Noncompliance material to financial statements noted?...... No

For fiscal year 2013, the Comprehensive Annual Financial Report (CAFR) for Tulsa County for the year ended June 30, 2013, was issued under separate cover dated January 30, 2014.

Federal Awards

Internal control over major programs:

- Material weakness(es) identified?.....
 None reported

Type of auditor's report issued on

compliance for major programsSee below

- Qualified: 16.738 – Edward Byrne Memorial Justice Assistance Grant Program
- Unqualified: 14.218 – Community Development Block Grants/Entitlement Grants

TULSA COUNTY, OKLAHOMA SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE FISCAL YEAR ENDED JUNE 30, 2013

Identification of Major Programs

<u>CFDA Number(s)</u>	Name of Federal Program or Cluster
16.738	Edward Byrne Memorial Justice Assistance
	Grant Program
14.218	Community Development Block
	Grants/Entitlement Grants
Dollar threshold used to distinguish between	
Type A and Type B programs:	\$300,000

Auditee qualified as low-risk auditee?..... No

SECTION 2 – Findings related to the Independent Auditor's Report on Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Program and Internal Control Over Compliance in Accordance With OMB Circular A-133

Finding 2013-01 – Internal Controls and Noncompliance (Repeat Finding)

PASS-THROUGH GRANTOR: City of Tulsa, Oklahoma District Attorneys Council
FEDERAL AGENCY: U.S. Department of Justice
CFDA NO: 16.738
FEDERAL PROGRAM NAME: Edward Byrne Memorial Justice Assistance Grant Program
FEDERAL AWARD NUMBER: J09-10-026, CO-SO-037, CJ-024, 2009a-002, and 2012 JAG (1)
FEDERAL AWARD YEAR: 2013
CONTROL CATEGORY: Activities Allowed or Unallowed; Allowable Costs/Cost Principles
QUESTIONED COSTS: \$61,058.10

Condition: In our documentation of the internal controls of the Tulsa County Sheriff's Office (TCSO) for fiscal year 2013, we noted the following:

For Activities Allowed or Unallowed; Allowable Costs/Cost Principles:

• Fourteen activity and timesheets for grant CO-SO-037 could not be located to support their corresponding purchase orders. Therefore, \$61,058.10 worth of timesheets will be included in questioned costs.

It was further noted, the TCSO had not completed the reconciliation process with Tulsa County to reconcile the expenditure records of the Sheriff's office with the amounts reported in the County's accounting system.

Cause of Condition: The TCSO does have internal controls that were designed and implemented to ensure compliance with federal guidelines; however they were not operating effectively. Furthermore, the TCSO failed to perform reconciliations which reconcile the TCSO records to the County's accounting system.

Effect of Condition: The TCSO may not have a complete and accurate assessment of the funds expended on their federal programs during the fiscal year. This condition could result in the possible re-payment of grant funds to the Department of Justice or lack of future federal funding.

Recommendation: The Oklahoma State Auditor & Inspector's Office (OSAI) recommends the TCSO create a process that ensures internal controls are operating effectively. Further, OSAI recommends the County become familiar with federal regulations and guidelines pertaining to Justice Assistance Grants. This would ensure that grant funds are properly expended and documented in accordance with grant requirements. Timesheets should be maintained and contain the signature of the employee and program

director to ensure that the time spent working was for the purpose of the grant. Furthermore, the TCSO should reconcile their records to the County's accounting system on a quarterly basis.

Management Response:

Jeffrey Brown, Grant Analyst: While this can be termed a repeat finding, as the same did occur in the fiscal year 2012 audit, this finding is essentially the same single problem from the previous year that was corrected when uncovered during the previous audit. Once the lax timekeeping was revealed during the fiscal year 2012 audit, the problem was corrected and steps were taken to ensure that it would not occur again with multiple supervisor signatures and initials, as was seen in the time sheets from after mid-March of fiscal year 2013. Time sheet and activity log upkeep will be stringent in future federal grant programs to prevent reoccurrence, and any contractors in grant activity will be informed of this policy.

The Sheriff's office will endeavor to keep better communication with the County Clerk's office and will attempt to perform quarterly reconciliations with their cooperation.

Criteria: *OMB A-133, Subpart C*, §____.300 reads as follows:

Subpart C—Auditees

§____.300 Auditees responsibilities.

The auditee shall:

(b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs.

Schedule of Prior Year Findings and Questioned Costs

Finding 2011-2 – JR-39-039 – JAG Reconciliation

PASS-THROUGH GRANTOR: Oklahoma District Attorneys Council
FEDERAL AGENCY: U.S. Department of Justice
CFDA NO: 16.738
FEDERAL PROGRAM NAME: Edward Byrne Memorial Justice Assistance Grant Program
FEDERAL AWARD NUMBER: JR-39-038, 2009 JAG, 2010 JAG Recovery Act, JR-39-039, and 2010 JAG
CONTROL CATEGORY: Reporting
QUESTIONED COSTS: \$0

Finding Summary: The TCSO had not completed the reconciliation process with the County Clerk's office in order to support the amounts reported in the County's records.

Status: Not Corrected.

Finding 2012-1 – JR-10-026, JR-39-039, and 2010 JAG – Internal Controls

PASS-THROUGH GRANTOR: Oklahoma District Attorneys Council
FEDERAL AGENCY: U.S. Department of Justice
CFDA NO: 16.738
FEDERAL PROGRAM NAME: Edward Byrne Memorial Justice Assistance Grant Program
FEDERAL AWARD NUMBER: J09-10-026, JR09-039, and 2010 JAG
CONTROL CATEGORY: Allowable Costs/Cost Principles, Procurement and Suspension and Debarment
QUESTIONED COSTS: \$137,193.37

Finding Summary: Multiple *Allowable Costs/Cost Principles* exceptions regarding purchase orders reviewed. Exceptions included a lack of adequate supporting documentation and internal controls that were not found to be operating effectively. This resulted \$137,193 in questioned costs. The TCSO did not ensure cities receiving federal funding had not been suspended or debarred.

Status regarding Allowable Costs/Cost Principle: Not Corrected. Status regarding Procurement and Suspension and Debarment: Corrected.



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