

**JENNY HOPKINS, COURT CLERK
WOODWARD COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2006**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

March 30, 2007

Jenny Hopkins, Court Clerk
Woodward County, Oklahoma

Transmitted herewith is the statutory report for the Woodward County, Court Clerk, for the fiscal year ended June 30, 2006. This engagement was conducted in accordance with 20 O.S. § 1312. A report of this type is critical in nature; however, we do not intend to imply that there were not commendable features in the present accounting and operating procedures of the Court Clerk.

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

The Office of the State Auditor and Inspector is committed to serve the public interest by providing independent oversight and to issue reports that serve as a management tool to the state to ensure a government which is accountable to the people of the State of Oklahoma.

Sincerely,

A handwritten signature in cursive script that reads "Jeff A. McMahon".

JEFF A. McMAHAN
State Auditor and Inspector

**JENNY HOPKINS, COURT CLERK
WOODWARD COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2006**

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INTRODUCTORY INFORMATION

The Court Clerk is elected by the qualified voters of the County for a term of four years.

The primary responsibilities of the Court Clerk are to record, file and maintain the proceedings of the District Court, and perform other duties as directed by the District Court. Other duties and responsibilities of the Court Clerk are as follows: collecting all required Court fees, issuing warrants, orders, writs, subpoenas, passports and certain licenses, maintaining dockets and financial records for the various divisions of the Court, maintaining an appropriation ledger to control and monitor Court Fund expenditures, disbursing District Court funds in accordance with Court instructions and state statutes, and reviewing Court Fund claims for proper supporting documentation before bringing the claims and vouchers to the Court Fund Board for approval.



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

Jenny Hopkins, Court Clerk
Woodward County Courthouse
Woodward, Oklahoma 73801

Dear Ms. Hopkins:

We have performed procedures for fiscal year 2006 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2006 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- Test Court Fund vouchers to determine whether the expenditure: (1) was properly supported by a claim, invoice, and receiving documentation, (2) was properly approved, (3) was properly classified, and (4) did not exceed appropriations.
- Test Court Clerk Revolving Fund vouchers to determine whether the expenditure: (1) was properly supported by a claim, invoice, and receiving documentation, and (2) was properly approved.
- Test District Court vouchers to determine whether they were properly accounted for and test supporting documentation for disbursements to determine whether the disbursements were issued in accordance with Court instructions:
- Determine whether Court Fund activity and/or balances reconcile to the County Treasurer's records.
- Determine whether the Court Clerk Revolving activity and/or balances reconcile to the County Treasurer's records.
- Determine whether the District Court case balances reconcile to the County Treasurer's depository ledger.
- Test receipts issued to determine whether: (1) the correct fee was collected, and (2) the receipt was properly accounted for in the financial records.

All information included in the reconciliations, the Court Fund appropriation ledger, the Court Clerk Revolving Fund, the monthly reports, and the cash receipts journal is the representation of the Court Clerk.

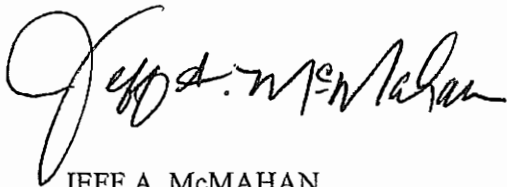
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Woodward County.

Based on the above reconciliations, tests, and procedures performed; the Court Clerk was collecting the correct fees and was properly accounting for them; Court Fund vouchers were properly supported, approved, classified, and did not exceed appropriations; Court Clerk Revolving Fund expenditures were properly supported and approved; District Court vouchers were properly accounted for and issued in accordance with Court instructions; Court Fund activity, Court Clerk Revolving Fund financial records, and District Court case balances reconciled with the County Treasurer's records.

We have prepared detailed analysis of the Court Fund Account and of the Court Clerk Revolving Fund, which are presented following this report.

This report is intended for the information and use of the Woodward County Court Fund Board and the Administrative Office of the Courts. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Sincerely,

A handwritten signature in black ink that reads "Jeff A. McMAHAN". The signature is written in a cursive style with a large, looping initial "J".

JEFF A. McMAHAN
State Auditor and Inspector

February 12, 2007

**JENNY HOPKINS, COURT CLERK
WOODWARD COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2006**

Collections:

Court fund fines, fees, and forfeitures	\$	755,849
Interest earned on deposit		778
Total collections		<u>756,627</u>

Deductions:

Lump sum budget categories:

Juror expenses		2,856
Trial court attorneys		18,221
Mental health (attorneys)		5,032
Guardian ad litem fees		60
Transcripts - preliminary & trial		154
General office supplies		7,798
Forms printing		2,391
Publications		116
Books for records and indexes		1,535
Postage and freight		11,000
Court reporter supplies		596
Gas, water and electricity		14,070
General telephone expense		2,427
Long-distance telephone expense		482
Interpreter fees		105
Total lump sum categories		<u>66,843</u>

Restricted budget categories:

Furniture and fixtures		2,365
Equipment purchases		618
Equipment rentals		2,664
Maintenance of equipment		11,317
OCIS services		29,148
Photocopy equipment rental		3,133
Part-time bailiffs		105
Court clerk employees		122,265
Total restricted categories		<u>171,615</u>

**JENNY HOPKINS, COURT CLERK
WOODWARD COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2006**

Mandated categories:	
Law library	7,000
State judicial fund	<u>511,583</u>
Total mandated categories	<u>518,583</u>
Total deductions	<u>757,041</u>
Collections over (under) deductions	(414)
Refunds	20
Beginning account balance	<u>156,975</u>
Ending account balance	<u>\$ 156,581</u>

**JENNY HOPKINS, COURT CLERK
WOODWARD COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2006**

Collections:	
Court fund revolving fees	\$ 52,997
Total collections	<u>52,997</u>
Deductions:	
Personal service	2,972
Maintenance and operation	1,252
Capital outlay	<u>5,463</u>
Total deductions	<u>9,687</u>
Collections over (under) deductions	43,310
Beginning account balance	<u>60,502</u>
Ending account balance	<u>\$ 103,812</u>