



**STATE OF OKLAHOMA**  
**OFFICE OF THE STATE AUDITOR & INSPECTOR**

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**WILL ROGERS**  
**MEMORIAL COMMISSION**

*JULY 1, 2003 THROUGH JUNE 30, 2004*



**JEFF A. MCMAHAN, CFE**  
**OKLAHOMA STATE AUDITOR & INSPECTOR**

Will Rogers Memorial Commission  
Statutory Examination Report  
For the Period July 1, 2003 to June 30, 2004

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This publication is printed and issued by the State Auditor and Inspector, as required by 74 O.S. §212. Pursuant to 74 O.S. § 3105, 5 copies have been prepared and distributed at a cost of \$4.35. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.



STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

September 12, 2005

**TO THE MEMBERS OF THE WILL ROGERS MEMORIAL COMMISSION**

Transmitted herewith is the Statutory Examination Report for the Will Rogers Memorial Commission. The procedures we performed were conducted pursuant to 74 O.S. § 212.

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

We wish to take this opportunity to express our appreciation to the agency's staff for the assistance and cooperation extended to our office during the course of our engagement.

Sincerely,

JEFF A. McMAHAN  
State Auditor and Inspector

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Background

The mission of the Will Rogers Memorial Commission is to educate today's public about the life, lessons and legacy of Will Rogers and to perpetuate him as a powerful role model and example for future generations.

Commission Members

JIM HARTZ ..... CHAIR  
STEVE TURNBO ..... VICE-CHAIR  
PATRICIA CRUME ..... MEMBER  
PAUL JOHNSON..... MEMBER  
KEM ROGERS..... MEMBER  
STEPHEN PAZZO, JR ..... MEMBER  
DEACON TURNER ..... MEMBER

Key Staff

MICHELLE LEFEBVRE-CARTER..... DIRECTOR  
GREG MALAK ..... BUSINESS MANAGER



STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

**TO THE MEMBERS OF THE WILL ROGERS MEMORIAL COMMISSION**

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures for the fiscal year 2004:

1. We reviewed internal controls over cash, receipts, and disbursements.
2. We tested a sample of deposits to determine they were properly posted to the financial records and had adequate supporting documentation.
3. We tested a sample of disbursements to determine they were properly posted to the financial records and had adequate supporting documentation.
4. We performed analytical procedures to test the reasonableness of payroll disbursements;

We also prepared a Schedule of Receipts, Disbursements and Changes in Cash from information obtained from the statewide CORE accounting system. This schedule has been included for informational purposes only.

Our procedures were limited to those defined above and were less in scope than would be necessary to express an opinion on any of the items referred to above or to express an opinion on the effectiveness of the Will Rogers Memorial Commission's internal control or any part thereof. Accordingly, we do not express such opinions. Alternatively, we have identified the procedures we performed and the finding resulting from those procedures.

Sincerely,

A handwritten signature in blue ink that reads "Jeff A. McMahan". The signature is written in a cursive, flowing style.

JEFF A. McMAHAN  
State Auditor and Inspector

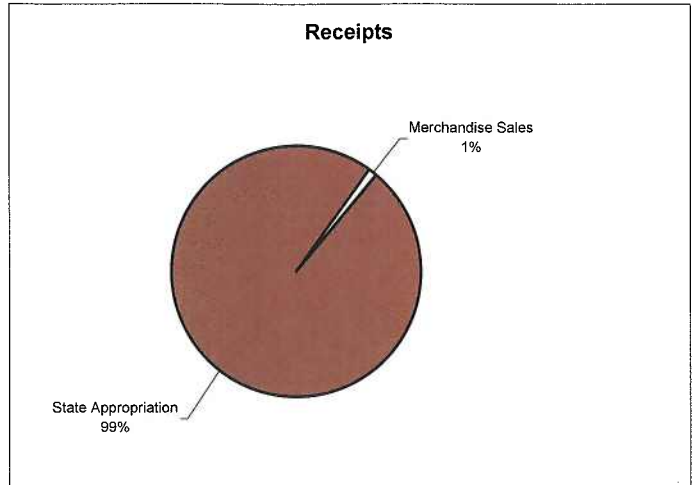
August 15, 2005

# Will Rogers Memorial Commission

## SCHEDULE OF RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH FOR THE YEAR ENDED JUNE 30, 2004

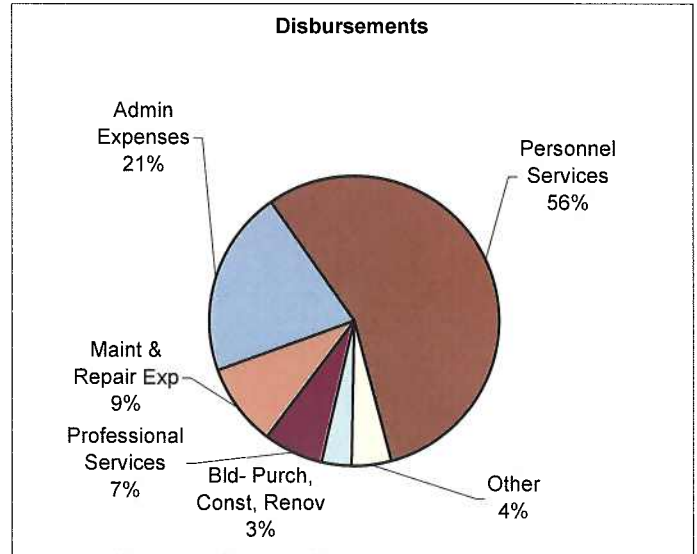
**RECEIPTS:**

State Appropriations	803,835
Merchandise Sales	<u>9,815</u>
Total Receipts	<u>813,650</u>



**DISBURSEMENTS:**

Personnel Services	479,608
Administrative Expenses	179,769
Maintenance and Repair Expense	78,275
Professional Services	57,524
Building-Purch., Const., Reno.	30,339
General Operating Expenses	18,163
Office furniture & Equipment	9,621
Other	<u>8,750</u>
Total Disbursements	<u>862,049</u>



RECEIPTS OVER (UNDER) DISBURSEMENTS	(48,399)
CASH - Beginning of year	<u>127,249</u>
CASH - End of year	<u><u>78,850</u></u>

## **Findings/Recommendations**

### **Finding #1**

During our review of internal controls over cash receipts, we noted the agency did not perform true monthly reconciliations of the OSF (Office of State Finance)/agency balance to the OST (Office of State Treasurer) balance for its clearing account. The OST balance per the reconciliation was not the balance per the OST statements for the months reviewed. Additionally, the reconciliations reflected transfers each month from the clearing account to the agency's operating fund that were not recorded by OST. Had the correct OST balance been used each month, it is likely the agency would have timely identified the errors. Therefore, we recommend the agency use the correct OST balances on the reconciliation of clearing account cash between OSF/agency and OST.

### **Management's Response:**

We will reconcile agency balances in the future with the OST balance to ensure a correct clearing account balance transfer. This has been done for several months recently after the OSF form 11 is completed. Following this reconciliation electronic transfers are made to OST (for deposit into fund 200) and to OTC (payment of monthly sales tax).

During the time period reviewed by your office the changeover to PeopleSoft occurred and balance reflected by OST, OSF and CORE were rarely in balance. Additionally during this time sales tax payments were made via wire transfer but weren't reflected in reports issued by these offices.

As stated previously, we believe this problem has been addressed and been corrected, and that we are now in compliance with your recommendation.



## **Other Information**

### ***Clearing Account***

The Will Rogers Memorial Commission maintains a clearing account to deposit revenues collected on a daily basis. All items deposited into the clearing account are held there until such items have been honored by the paying entity. Once these items have been honored, a portion of the revenues are transferred to the Oklahoma Tax Commission for the remittance of sales tax collected and the remaining balance is generally transferred for deposit into the agency's operating fund(s). The agency's clearing account had a cash balance of \$14,461 at June 30, 2004. As of this date, this amount had not yet been transferred to the Oklahoma Tax Commission or into the agency's operating fund(s) and is not considered to be available to fund the agency's general operations. As a result, the clearing account's cash balance, revenues, and disbursements are not included in the accompanying Schedule of Receipts, Disbursements, and Changes in Cash Balance.



## Office of the State Auditor and Inspector

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