



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

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

*REPORT ON AGREED-UPON PROCEDURES*

*JULY 1, 2005 THROUGH JUNE 30, 2006*



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

**WILL ROGERS MEMORIAL COMMISSION  
AGREED-UPON PROCEDURES REPORT  
FOR THE PERIOD  
JULY 1, 2005 THRU JUNE 30, 2006**

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STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

Shepherd Mall  
Branch Office

November 9, 2006

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

Transmitted herewith is the agreed-upon procedures report for the Will Rogers Memorial Commission. The Office of the State Auditor and Inspector is committed to serving 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,

A handwritten signature in blue ink that reads "Jeff A. McMAHAN".

JEFF A. McMAHAN  
State Auditor and Inspector

**WILL ROGERS MEMORIAL COMMISSION  
AGREED-UPON PROCEDURES REPORT  
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**MISSION STATEMENT**

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.

**BOARD 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
Tammy L. Humburg .....	Principal Assistant
Charles R. Mobley .....	Museum Archivist



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**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

We have performed the procedures enumerated below, which were agreed to by management of the Will Rogers Memorial Commission, solely to assist you in evaluating your internal controls over the receipt and disbursement process, the safeguarding of capital assets, and in determining whether selected receipts and disbursements are supported by underlying records for the period July 1, 2005 thru June 30, 2006. This agreed-upon procedures engagement was conducted in accordance with standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

1. We compared the Will Rogers Memorial Commission's internal controls over receipts and disbursements with the following criteria:
  - Accounting duties were segregated by functions into those who initiate or authorize transactions; those who execute transactions; and those who have responsibility for the asset, liability, expenditure, or revenue resulting from the transaction;
  - Receipts were issued for cash and/or checks received;
  - Incoming checks were restrictively endorsed upon receipt;
  - Receipts not deposited daily were safeguarded;
  - Voided receipts were retained;
  - Receipts and disbursements were reconciled to Office of State Treasurer and Office of State Finance records;
  - Disbursements were supported by an original invoice; and
  - Timesheets were prepared by employees and approved by supervisory personnel.

During our review of internal controls over expenditures, we noted the Will Rogers Memorial Commission allows one employee to prepare claims for payment, approve claims for payment, and mail warrants to vendors. By not properly having duties segregated, the Will Rogers Memorial Commission may be susceptible to misstatements or fraud that could materially affect the financial records. To ensure the accuracy of the agency's financial records, we recommend the Will Rogers Memorial Commission separate the purchasing duties (prepare claims for payment, approves claims for payment, mails payment to vendors).

**MANAGEMENT'S RESPONSE:** Management is aware of the lack of segregation of duties and will separate duties as well as possible with limited resources.

2. We compared the Will Rogers Memorial Commission's internal control over the safeguarding of capital assets with the following criteria:

- Inventory records were maintained for capital assets costing \$500 or more;
- Packing slips were compared to the purchase order when capital assets are received;
- Inventory records were adjusted promptly when capital assets are acquired, retired, sold, or transferred;
- Obsolete or unusable assets were disposed of through the Department of Central Services' Surplus Property Division;
- Physical inventories were performed;
- Differences between physical inventory counts and inventory records were resolved;

During our review of internal controls over capital assets, we noted the Will Rogers Memorial Commission does not maintain one complete inventory record of all assets or artifacts either purchased or donated. By not preparing a master inventory list of all assets, the Will Rogers Memorial Commission may be susceptible to misstatements or fraud that could materially affect the financial records. To ensure the accuracy of the agency's financial records, we recommend the Will Rogers Memorial Commission maintain a master inventory list of all assets updated with any additions or deletions and checked for accuracy annually.

**MANAGEMENT'S RESPONSE:** Management stated they would create an adequate inventory record separating the Will Rogers Memorial Commission Assets from the Will Rogers Heritage Assets.

3. We randomly selected 20 deposits and:

- Examined receipts to determine if they were pre-numbered and issued in numerical order;
- Agreed cash/check composition of deposits to the receipts issued;
- Agreed the total receipts issued to the deposit slip;
- Inspected agency receipts to determine whether receipts of \$100 or more were deposited on the same banking day as received;
- Inspected agency receipts to determine whether receipts of less than \$100 were deposited on the next business day when accumulated receipts equaled \$100 or after five business days, whichever occurred first;
- Inspected agency receipts to determine whether receipts were safeguarded;
- Compared the fund type to which the deposit was posted in CORE to the CAFR fund type listing for consistency;
- Compared the nature of the deposit to the account code description to determine consistency.

There were no findings as a result of applying the procedures.

4. We randomly selected 60 vouchers and:

- Compared the voucher amount and payee to the invoice amount and payee;
- Compared the voucher amount and payee to the CORE system;
- Compared the fund type to which the disbursement was charged in CORE to the CAFR fund type listing for consistency;
- Compared the nature of the purchase to the account code description to determine consistency.

There were no findings as a result of applying the procedures.

5. We randomly selected 2 employees who appeared on the *first month of audit period* 2005 payroll but not on the *last month of audit period* 2006 payroll and:
  - Observed the final “Request for Personnel Action” (OPM-14) or equivalent form to determine it was signed by the appointing authority;
  - Observed the main payroll funding sheet for the month subsequent to termination to determine employee no longer appeared.

There were no findings as a result of applying the procedures.

6. We randomly selected 2 employees from the *last month of audit period* 2006 payroll and agreed the amount paid to the “Request for Personnel Action” (OPM-14) or equivalent form that was in effect for *last month of audit period* 2006.

There were no findings as a result of applying the procedures.

7. We selected 10 assets from the capital asset listing and:
  - Visually inspected each asset to ensure its existence and that it was identified as property of the State of Oklahoma;
  - Compared the identification number on the listing to that shown on the asset.

There were no findings as a result of applying the procedures

8. We selected 10 assets from the floor and:
  - Traced them to the capital asset listing;
  - Compared the identification number on the asset to that shown on the listing;
  - Inspected the asset to determine it was properly identified as property of the State of Oklahoma.

There were no findings as a result of applying the procedures

We were not engaged to, and did not conduct an examination or a review, the objective of which would be the expression of an opinion or limited assurance on the cash, receipts, disbursements, and capital assets for the agency. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of the Will Rogers Memorial Commission and should not be used for any other purpose. This report is also a public document pursuant to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.), and shall be open to any person for inspection and copying.



JEFF A. McMAHAN  
State Auditor and Inspector

October 25, 2006







## **Office of the State Auditor & Inspector**

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