

STATUTORY REPORT

# ADAIR COUNTY COMMISSIONER DISTRICT 3 TURNOVER

December 29, 2010



*Independently serving the citizens of  
Oklahoma by promoting the  
accountability and fiscal integrity of  
governmental funds.*



Oklahoma State  
Auditor & Inspector  
Gary A. Jones, CPA, CFE

**COUNTY OFFICER TURNOVER STATUTORY REPORT  
HASKELL KINDLE  
ADAIR COUNTY COMMISSIONER  
DISTRICT 3  
DECEMBER 29, 2010**

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# Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

February 4, 2011

BOARD OF COUNTY COMMISSIONERS  
ADAIR COUNTY COURTHOUSE  
STILWELL, OKLAHOMA 74960

Transmitted herewith is the Adair County Commissioner, District 3, Officer Turnover Statutory Report for December 29, 2010. The engagement was conducted in accordance with 19 O.S. § 171.

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

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 blue ink that reads "Gary A. Jones". The signature is fluid and cursive.

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



# Oklahoma State Auditor & Inspector

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Haskell Kindle  
Adair County Commissioner, District 3  
Adair County Courthouse  
Stilwell, Oklahoma 74960

For the purpose of complying with 19 O.S. § 171, we have performed the following procedures for December 29, 2010:

- Verify that equipment items on hand agree with inventory records as per 19 O.S. § 178.1.
- Verify that the amount of total claims approved for the operation of said Office is not in excess of limitations imposed by 19 O.S. § 347.
- Verify that consumable items on hand agree with consumable inventory records maintained per 19 O.S. § 1502.
- Verify that machinery and equipment acquisitions, dispositions, and expenditures are in accordance with 19 O.S. § 333.

Information addressed in this report is the representation of the respective county officers.

Our county officer turnover engagement was limited to the statutory procedures described above and was less in scope than an examination or audit performed in accordance with auditing standards generally accepted in the United States of America, the objective of which would be the expression of an opinion. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Based on our procedures performed, the amount of total claims approved for the operation of said Office was not in excess of limitations; and machinery and equipment acquisitions, dispositions, and expenditures were in accordance with the statutory requirements. With respect to equipment items on hand agreeing with inventory records and consumable items on hand agreeing with consumable inventory records, our findings are presented in the accompanying schedule of findings and responses.

This report is intended solely for the information and use of the management of the County 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.

A handwritten signature in blue ink, appearing to read "Gary A. Jones". The signature is fluid and cursive, with the first name "Gary" being the most prominent.

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

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**FINDINGS AND RESPONSES**

**Finding 2011-1 – Lack of Inventory**

Criteria: An important aspect of internal controls is the safeguarding of assets. Internal controls over safeguarding of assets constitute a process, affected by an entity's governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the entity's assets and safeguard assets from loss, damage, or misappropriation.

Title 19 O.S. § 178.1 states in part:

The board of county commissioners in each county of this state shall take, or cause to be taken, an inventory of all working tools, apparatus, machinery and equipment belonging to the county or leased or otherwise let to it or to any department thereof, other than that which is affixed to and made a part of lands and buildings, the cost of which as to each complete working unit thereof is more than Five Hundred Dollars (\$500.00), and thereafter maintain or cause to be maintained a continuous inventory record...biennially thereafter, or oftener...

Title 19 O.S. § 421 states:

From and after the effective date of this act, each board of county commissioners of the several counties in the state shall within thirty (30) days after the disposition of any tools, apparatus, machinery, and equipment belonging to the county or leased or otherwise let to it or any department thereof, the original cost of which is more than Five Hundred Dollars (\$500.00), whether sold, exchanged, junked, leased or let where authorized by statute, shall enter, or cause to be entered, in the minutes of the proceedings of the board the fact of such disposition, including complete description of item, serial number, the date property was acquired, the name and address of the person or firm from whom property was acquired, the cost price at time of acquisition or contract price if acquired under lease-rental agreement, the date of disposition, the name and address of the person or firm to whom property transferred, the price received therefore and the reason for disposition.

Condition: From test work performed, it appears equipment inventory lists were not up-to-date and an accurate inventory record was not on file with the County Clerk's office. Missing from the inventory list were the following items:

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<b>Asset</b>	<b>Inventory or Serial Number</b>
Chip Spreader	6PLK#8C268
Cedar Rapids Asphalt Machine	40168
Wylie Spreader	#39
Wood Bed Trailer	N/A
Oil Distributor	1FDXF70J1PYA24766
Tractor Attachment Brush Sweeper	0715063
10 Ton Airlift	0-0129-02
Ford Oil Truck	F61DCJ00878
John Deere Brushhog 10 ft.	CX15
1982 Chevrolet Truck	VIN# 1GBHC34JCV135174
Tractor attachment picks up limbs	3-0900106

Effect: Inventory items were not accurately accounted for and the County's assets may not be safeguarded.

Recommendation: OSAI recommends the Board of County Commissioners cause to be taken a biennial inventory of all working tools, apparatus, machinery, and equipment belonging to the County. OSAI also recommends that these inventories be documented and filed with the County Clerk.

Views of responsible officials and planned corrective actions:

**Keith Davis, Incoming County Commissioner District 3**

I received your letter regarding the turnover audit on January 12, 2011. I will look at these issues and they will be corrected. If you should have any further questions please do not hesitate to call me.

**Finding 2011-2 – Consumable Inventory**

Criteria: Title 19 O.S. § 1502 prescribes the procedures to be used to account for supplies and materials used in the construction and maintenance of roads and bridges.

Condition: Based on our test work performed, consumable records are not accurate and up-to-date. We noted several piles of tires on hand, which were not accounted for on the consumable records. Also, when checking the amount of fuel in the tanks, the reading indicated 500 gallons on hand; however, consumable records showed 227 gallons.

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Effect: This condition could result in the misappropriation of county supplies and materials.

Recommendation: OSAI recommends consumable records be updated to accurately reflect inventories on hand and these records be maintained perpetually.

Views of responsible officials and planned corrective actions:

**Keith Davis, Incoming County Commissioner District 3**

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