

**ADAIR COUNTY, OKLAHOMA
SPECIAL-PURPOSE FINANCIAL STATEMENTS
AND INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED JUNE 30, 2003**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

June 20, 2005

TO THE CITIZENS OF
ADAIR COUNTY, OKLAHOMA

Transmitted herewith is the audit of Adair County, Oklahoma, for the fiscal year ended June 30, 2003. A report of this type is 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.

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

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. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

ADAIR COUNTY, OKLAHOMA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2003

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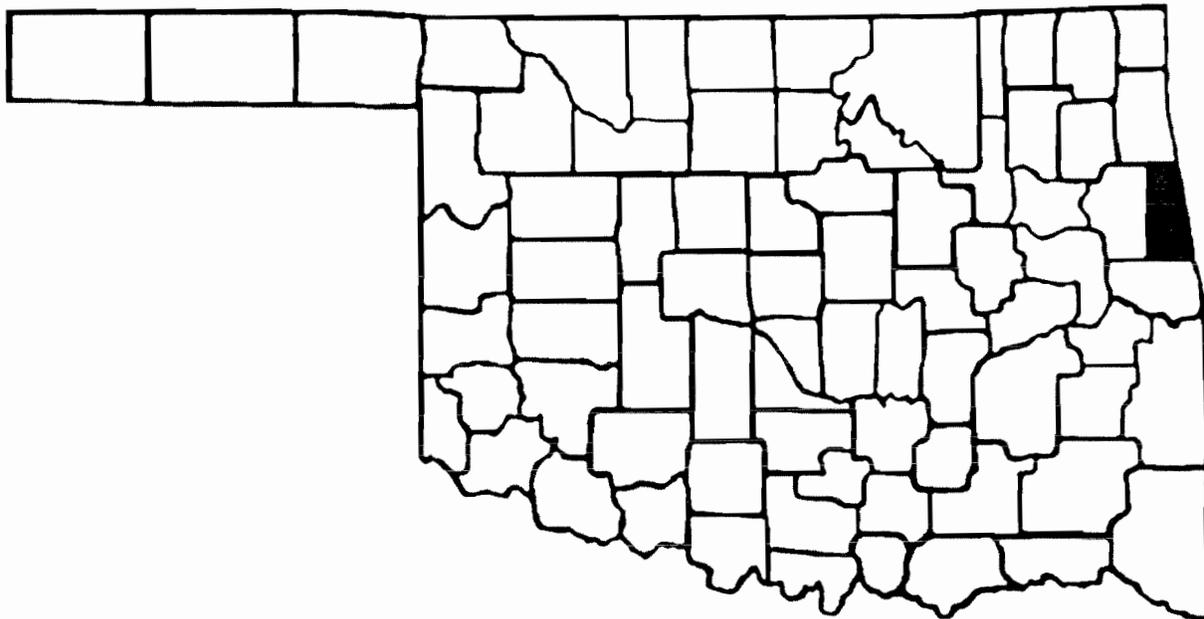
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**ADAIR COUNTY, OKLAHOMA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2003**

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REPORT TO THE CITIZENS
OF
ADAIR COUNTY, OKLAHOMA



Bordering Arkansas, Adair County was created at statehood and named for a well-known Cherokee Indian family. The county seat has been located in Stilwell since 1910. Primary industries of the county include food processing and canning, poultry raising, cattle ranching, and horse breeding. The Annual Strawberry Festival is held on the second Saturday in May in Stilwell.

Sites of interest within Adair County include the Old Baptist Missionary Church, built by the “Trail of Tears” Cherokee Indians in 1836, located north of Stilwell near Westville. A marker stands near the community of Watts recognizing Fort Wayne, a military post established in 1838. Abandoned in 1842, it was reactivated and became the site of a Civil War battle in 1862.

County Seat – Stilwell

Area – 575.7 Square Miles

County Population – 21,038
(2000 est.)

Farms – 1,090

Land in Farms – 225,322

Source: Oklahoma Almanac – 2003-2004

See independent auditor's report.

**ADAIR COUNTY OFFICIALS
AND RESPONSIBILITIES**

COUNTY ASSESSOR
Rhonda Pritchett
(D) Bunch

The County Assessor has the responsibility to appraise and assess the real and personal property within the county for the purpose of ad valorem taxation. Also, the County Assessor is required to compute the ad valorem taxes due on all taxable property. The County Assessor appraises all the taxable real and personal property according to its fair cash value for which the property is actually being used as of January 1 of the taxable year at the percentages provided for in Article 10, § 8 of the Oklahoma Constitution.

The County Assessor is required to build and maintain permanent records of the taxable real property and tax exempt real property within the county. Information entered on each record includes the property's legal description, owner's name and address, and the homestead exemption status of the owner.

COUNTY CLERK
Carrie Philpott
(D) Stilwell

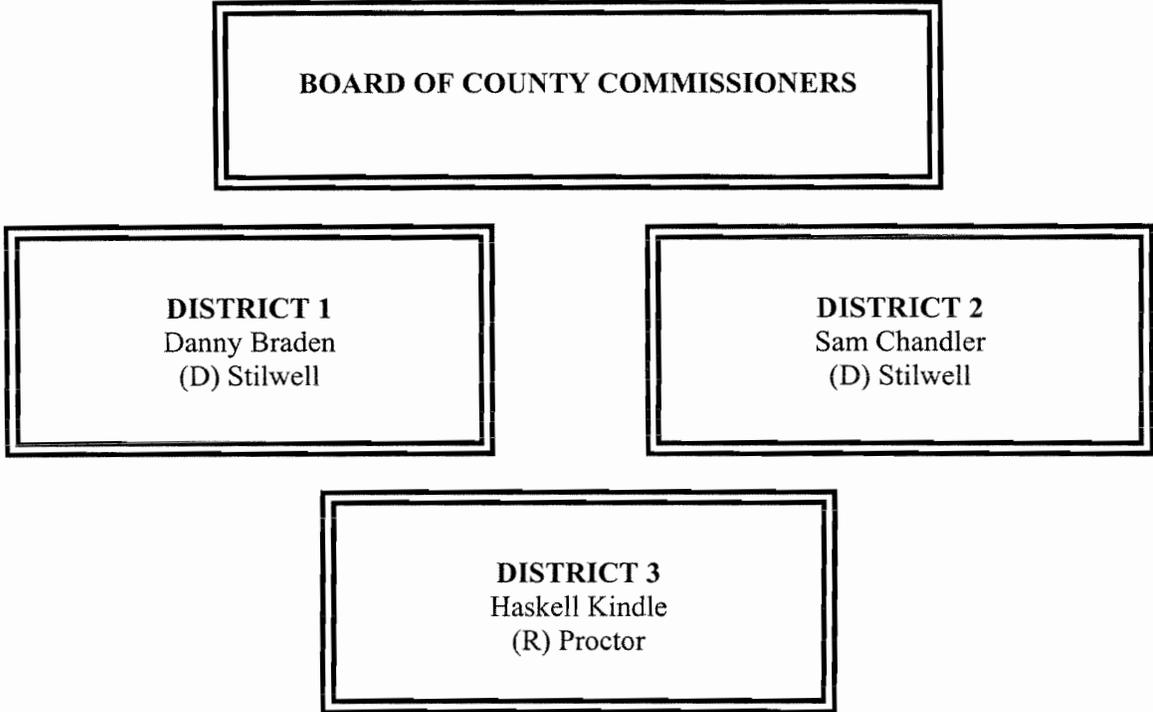
The County Clerk serves as the register of deeds and custodian of records for the county. The County Clerk also serves as the secretary to several boards, including the Board of County Commissioners, the County Excise Board, the County Board of Equalization, and the Board of Tax Roll Corrections.

The County Clerk reviews all the claims for payment of goods and services purchased or contracted by the county, and prepares the proper warrants for payment of those goods and services and the county payroll. The County Clerk, or his or her designated deputy, serves as the purchasing agent for the county. This system is a means to ensure the public that tax dollars are being spent appropriately.

Various records within the different county offices are classified as "open records." As such, they can be reviewed and mechanically copied by the public.

See independent auditor's report.

**ADAIR COUNTY OFFICIALS
AND RESPONSIBILITIES**



The Board of County Commissioners is the chief administrative body for the county. County Commissioners are also responsible for maintaining and constructing the county roads and bridges.

The Commissioners must act as a Board when entering into contracts or other agreements affecting the county's welfare. Thus, actions taken by the Board are voted on and approved by a majority of the Commissioners. The Board of County Commissioners' business meetings are open to the public.

As the county's chief administrative body, the three County Commissioners must make major financial decisions and transactions. The Board has the official duty to ensure the fiscal responsibility of the other county officers who handle county funds. The review and approval procedures empowered to the Board of County Commissioners are a means to provide the public with a fiscally efficient system of county government.

See independent auditor's report.

**ADAIR COUNTY OFFICIALS
AND RESPONSIBILITIES**

COUNTY SHERIFF
Charles Hartshorne
(D) Watts

The County Sheriff is responsible for preserving the peace and protecting life and property within the county's jurisdiction. As the county's chief law enforcement officer, the Sheriff has the power and authority to suppress all unlawful disturbances, to apprehend and secure persons charged with felony or breach of peace, and to operate the county jail.

The County Sheriff has the responsibility of serving warrants and processing papers ordered by the District Court.

COUNTY TREASURER
Janice Brewer
(D) Stilwell

All collections by county government from ad valorem taxes and other sources are deposited with the County Treasurer. The County Treasurer collects ad valorem taxes for the county and its political subdivisions. The County Treasurer is authorized to issue delinquent personal property tax warrants and to impose tax liens on real property for delinquent taxes.

To account for county collections and disbursements, the County Treasurer is required to maintain an accurate record of all the monies received and disbursed. The State Auditor and Inspector's Office prescribes all the forms used by the County Treasurer, and at least twice a year inspects the County Treasurer's accounts.

See independent auditor's report.

**ADAIR COUNTY OFFICIALS
AND RESPONSIBILITIES**

COURT CLERK
Shawna Baird
(D) Stilwell

The Court Clerk has the primary responsibility to record, file, and maintain as permanent records the proceedings of the District Court.

Court proceedings are recorded in the appropriate journal or record docket. All the court proceedings are public information except those related to juvenile, guardianship, adoption, and mental health cases.

The Court Clerk issues marriage licenses, passports, notary certificates, beer and pool hall licenses, and private process server licenses.

Monies from the court fund are identified for distribution by the Court Clerk to the appropriate units of county and state government. Court Clerks use forms and follow procedures prescribed by the Court Administrator's Office, the Oklahoma Supreme Court, and the State Auditor and Inspector.

DISTRICT ATTORNEY
Richard Gray
(D) Wagoner

As the chief attorney for county government, the District Attorney acts as the legal advisor to the county officers on matters related to their duties. The District Attorney represents the county in civil litigation. County officials may call upon the District Attorney to clarify a law or request an official interpretation from the Attorney General.

See independent auditor's report.

**ADAIR COUNTY OFFICIALS
AND RESPONSIBILITIES**

ELECTION BOARD SECRETARY

Mary Morton
(D) Stilwell

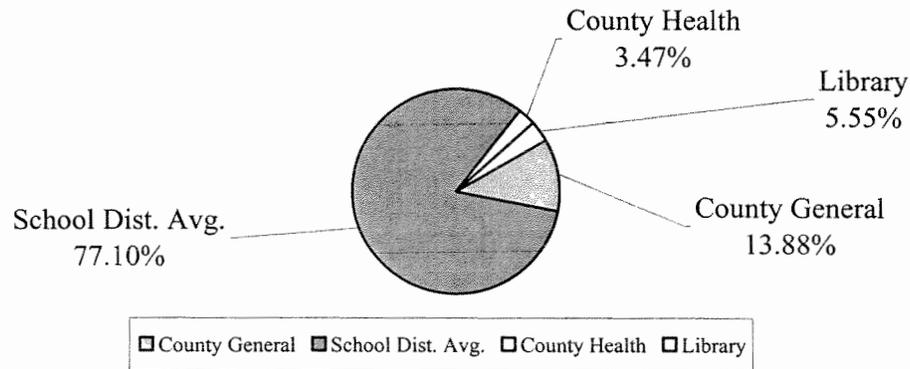
The Election Board Secretary is appointed by the State Election Board and is the chief administrative officer of the County Election Board. The County Election Board has direct responsibility for all the ballots used in all elections within the county. The Board also conducts all elections held within the county.

To finance the operation of the County Election Board, the County Excise Board must appropriate sufficient funds annually. The state and counties split the election costs, but counties must pay for any county elections not held concurrently with state elections.

See independent auditor's report.

**AD VALOREM TAX DISTRIBUTION
ADAIR COUNTY, OKLAHOMA
SHARE OF THE AVERAGE MILLAGE**

Property taxes are calculated by applying a millage rate to the assessed valuation of property. Millage rates are established by the Oklahoma Constitution. One mill equals one-thousandth of a dollar. For example, if the assessed value of a property is \$1,000.00 and the millage rate is 1.00, then the tax on that property is \$1.00. This chart shows the different entities of the County and their share of the various millages as authorized by the Constitution.



County-Wide Millages		School District Millages							
				Gen.	Bldg.	Skg.	Career Tech	Common	Total
Co. General	10.00	Skelly	D-1	35.00	5.00		10.00	4.00	54.00
County Health	2.50	Watts	I-4	35.00	5.00		10.00	4.00	54.00
Library	4.00	Westville	I-11	35.00	5.00		10.00	4.00	54.00
		Peavine	D-19	35.00	5.00		10.00	4.00	54.00
		Maryetta	D-22	35.00	5.00		10.00	4.00	54.00
		Rockman	D-24	35.00	5.00		10.00	4.00	54.00
		Stilwell	I-25	35.00	5.00		10.00	4.00	54.00
		Zion	D-28	35.00	5.00		10.00	4.00	54.00
		Dahlongegah	D-29	35.00	5.00		10.00	4.00	54.00
		Cave Springs	I-30	35.00	5.00		10.00	4.00	54.00
		Greasy	D-32	35.00	5.00		10.00	4.00	54.00
		Bell	D-33	35.00	5.00		10.00	4.00	54.00
		Kansas	JT-3	35.00	5.00	21.51	10.00	4.00	75.51
		Moseley	JT-34	35.00	5.00		10.00	4.00	54.00

See independent auditor's report.

FINANCIAL SECTION



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

Independent Auditor's Report

TO THE OFFICERS OF
ADAIR COUNTY, OKLAHOMA

We have audited the special-purpose financial statements of Adair County, Oklahoma, as of and for the year ended June 30, 2003, as listed in the table of contents. These special-purpose financial statements are the responsibility of Adair County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying special-purpose financial statements were prepared for the purpose of presenting the receipts, disbursements, and changes in cash of all funds of Adair County, Oklahoma, and comparisons of such information with the corresponding budgeted information for the general fund and county health department fund of the County, and are not intended to be a complete presentation of the financial position and results of operations of those funds or of Adair County in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the special-purpose financial statements referred to in the first paragraph present fairly, in all material respects, the receipts, disbursements, and changes in cash of all funds of Adair County, Oklahoma, and comparisons of such information with the corresponding budgeted information for the general fund and county health department fund of the County, as of and for the year ended June 30, 2003, in conformity with the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 6, 2004, on our consideration of Adair County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

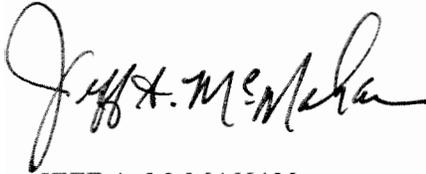
Our audit was performed for the purpose of forming an opinion on the special-purpose financial statements of Adair County, Oklahoma, taken as a whole. The information listed in the table of contents under *Introductory Section* and *Statistical Section* has not been audited by us, and accordingly, we express no opinion on such data.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report:

This report is intended solely for the information and use of the management of the County and is not intended to be and should not be used by anyone other than these specified parties.

However, the Oklahoma Open Records Act states that all records of public bodies and public officials shall be open to any person, except as specifically exempted. The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Therefore, this report is a matter of public record and its distribution is in no way limited or restricted.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff A. McMahhan". The signature is written in a cursive style with a large initial "J" and "M".

JEFF A. McMAHAN
State Auditor and Inspector

December 6, 2004

Special-Purpose Financial Statements

**ADAIR COUNTY, OKLAHOMA
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH BALANCES - ALL FUNDS
FOR THE YEAR ENDED JUNE 30, 2003**

All County Funds	Beginning Cash Balances July 1, 2002	Receipts Apportioned	Disbursements	Transfers In	Transfers Out	Ending Cash Balances June 30, 2003
General Fund	\$ 482,571	\$ 1,016,563	\$ 1,046,569	\$ 42,031	\$	\$ 494,596
Highway Cash	2,119,547	2,037,634	2,332,715			1,824,466
County Health	115,909	169,316	219,964			65,261
Sheriff LLE Grant	1,248	2,318	1,733			1,833
Resale Property	30,101	86,265	84,047			32,319
County Clerk Preservation	15,759	20,991	3,469			33,281
Cops in School	12,202	70,142	65,203			17,141
Court Clerk Revolving	1,809	2,514	3,354			969
Sheriff Drug Fund	7,683	5,224	10,995			1,912
Jail Trust Authority	29,489	326,139	327,470			28,158
Welfare Building	22,118				22,118	
County Clerk Lien Fee	5,938	2,419	5,793			2,564
ACCSP	544	13,910	8,125			6,329
OSU Cash Fund	20		20			
Sheriff Service Fee	27,004	89,542	86,575			29,971
Sheriff GT VAWA	2,817		2,394			423
Cops-Fast/UHP	583	612	376			819
Fair Board Cash	64,374	7,976	68,258			4,092
Treasurer Mortgage Fees	21,423	5,315	2,868			23,870
Assessor Cash-Visual Inspection	6,402	875	3,087			4,190
Assessor AHUC	110					110
Sinking Fund	19,913	99			19,913	99
Cities and Towns	6,366	91,893	92,124			6,135
Official Depository	655,969	1,368,172	1,571,474	5,418		458,085
Individual Redemption	1,854	26,934	24,409			4,379
Law Library	5,966	16,615	18,078			4,503
E-911	150,049	101,411	109,322			142,138
County Library	6,074	243,736	239,032			10,778
Animal Control	16		16			
Public Service Permit	1,202	170				1,372
Fire Districts	133,376	163,071	85,466			210,981
Court Clerk Trust Fund	14,000		14,000			
Schools	39,108	3,482,668	3,456,449			65,327
Total County Funds	<u>\$ 4,001,544</u>	<u>\$ 9,352,524</u>	<u>\$ 9,883,385</u>	<u>\$ 47,449</u>	<u>\$ 42,031</u>	<u>\$ 3,476,101</u>

The notes to the financial statements are an integral part of this statement.

ADAIR COUNTY, OKLAHOMA
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES,
AND CHANGES IN CASH BALANCES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2003

	General Fund			
	Original	Final	Actual	Variance
	Budget	Budget		
Beginning Cash Balances	\$ 482,517	\$ 482,517	\$ 482,571	\$ 54
Less: Prior Year Encumbrances	(36,678)	(36,678)	(36,678)	
Less: Prior Year Outstanding Warrants	(89,226)	(89,226)	(83,474)	5,752
Beginning Cash Balances, Budgetary Basis	<u>356,613</u>	<u>356,613</u>	<u>362,419</u>	<u>5,806</u>
Residual Equity Transfers In	<u>42,031</u>	<u>42,031</u>	<u>42,031</u>	
Receipts:				
Ad Valorem Taxes	581,794	581,794	610,093	28,299
Charges for Services	57,429	57,429	74,682	17,253
Intergovernmental Revenues	211,851	262,094	278,802	16,708
Miscellaneous Revenues	10,000	10,000	52,986	42,986
Total Receipts, Budgetary Basis	<u>861,074</u>	<u>911,317</u>	<u>1,016,563</u>	<u>105,246</u>
Expenditures:				
Total District Attorney	<u>10,000</u>	<u>60,000</u>	<u>55,380</u>	<u>4,620</u>
Total County Sheriff	<u>228,130</u>	<u>228,130</u>	<u>228,045</u>	<u>85</u>
Total County Treasurer	<u>39,002</u>	<u>43,802</u>	<u>43,799</u>	<u>3</u>
County Commissioners	43,693	43,864	39,438	4,426
Capital Outlay	<u>200,000</u>	<u>200,000</u>		<u>200,000</u>
Total County Commissioners	<u>243,693</u>	<u>243,864</u>	<u>39,438</u>	<u>204,426</u>
Total OSU Extension	<u>13,300</u>	<u>13,300</u>	<u>13,282</u>	<u>18</u>
Total County Clerk	<u>83,274</u>	<u>88,074</u>	<u>88,037</u>	<u>37</u>
Total Court Clerk	<u>58,829</u>	<u>63,629</u>	<u>62,172</u>	<u>1,457</u>
Total County Assessor	<u>35,812</u>	<u>40,612</u>	<u>40,612</u>	<u>-</u>
Total Revaluation of Real Property	<u>178,153</u>	<u>178,153</u>	<u>176,152</u>	<u>2,001</u>

continued on next page

The notes to the financial statements are an integral part of this statement.

**ADAIR COUNTY, OKLAHOMA
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES,
AND CHANGES IN CASH BALANCES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2003**

continued from previous page

	Original Budget	Final Budget	Actual	Variance
Total General Government	111,526	91,154	58,956	32,198
Total Excise-Equalization Board	2,700	2,700	2,250	450
Total County Election Board	50,360	51,604	51,093	511
Total Insurance	174,094	174,094	114,901	59,193
Total County Purchasing Agent	20,645	20,645	20,633	12
Total County Audit Budget	6,400	6,400	6,400	-
Total Free Fair	500	500	500	-
Total Budget Preparation	3,000	3,000	3,000	-
 Provision for Interest on Warrants	 300	 300		 300
 Total Expenditures, Budgetary Basis	 <u>1,259,718</u>	 <u>1,309,961</u>	 <u>1,004,650</u>	 <u>305,311</u>
 Excess of Beginning Cash Balances, Residual Equity Transfers in and Receipts Over Disbursements, Budgetary Basis	 <u>\$ -</u>	 <u>\$ -</u>	 416,363	 <u>\$ 416,363</u>
 Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances				
Add: Current Year Encumbrances			36,332	
Add: Current Year Outstanding Warrants			<u>41,901</u>	
 Ending Cash Balance			 <u>\$ 494,596</u>	

The notes to the financial statements are an integral part of this statement.

ADAIR COUNTY, OKLAHOMA
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES,
AND CHANGES IN CASH BALANCES - BUDGET AND ACTUAL -
COUNTY HEALTH DEPARTMENT FUND
FOR THE YEAR ENDED JUNE 30, 2003

	County Health Department			
	Original	Final		Variance
	Budget	Budget	Actual	
Beginning Cash Balances	\$ 115,893	\$ 115,893	\$ 115,909	\$ 16
Less: Prior Year Outstanding Warrants	(11,637)	(11,637)	(11,570)	67
Less: Prior Year Encumbrances	(15,876)	(15,876)	(14,948)	928
Beginning Cash Balances, Budgetary Basis	<u>88,380</u>	<u>88,380</u>	<u>89,391</u>	<u>1,011</u>
Receipts:				
Ad Valorem Taxes	145,449	145,449	153,454	8,005
Miscellaneous Revenues		28,953	15,862	(13,091)
Total Receipts, Budgetary Basis	<u>145,449</u>	<u>174,402</u>	<u>169,316</u>	<u>(5,086)</u>
Expenditures:				
Health and Welfare	233,829	252,782	223,842	28,940
Capital Outlay		10,000		10,000
Total Expenditures, Budgetary Basis	<u>233,829</u>	<u>262,782</u>	<u>223,842</u>	<u>38,940</u>
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	<u>\$ -</u>	<u>\$ -</u>	34,865	<u>\$ 34,865</u>
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances				
Add: Current Year Encumbrances			26,827	
Add: Current Year Outstanding Warrants			3,569	
Ending Cash Balance			<u>\$ 65,261</u>	

The notes to the financial statements are an integral part of this statement.

**ADAIR COUNTY, OKLAHOMA
DETAILED STATEMENT OF RECEIPTS, DISBURSEMENTS,
AND CHANGES IN CASH BALANCES – SINKING FUND
FOR THE YEAR ENDED JUNE 30, 2003**

Beginning Cash Balance	<u>\$ 19,913</u>
Receipts:	
Ad Valorem Taxes	99
Miscellaneous	
Total Receipts	<u>99</u>
Other:	
Transfer to General Fund	<u>19,913</u>
Total Other	<u>19,913</u>
Ending Cash Balance	<u><u>\$ 99</u></u>

The notes to the financial statements are an integral part of this statement.

**ADAIR COUNTY, OKLAHOMA
 DETAILED STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CHANGES IN CASH BALANCES – OFFICIAL DEPOSITORY ACCOUNTS
 FOR THE YEAR ENDED JUNE 30, 2003**

Official Depository Accounts	Beginning Cash Balances July 1, 2002	Receipts	Disbursements	Cancelled Vouchers	Ending Cash Balances June 30, 2003
Court Clerk	\$ 476,494	\$ 548,941	\$ 757,919	\$ 4,783	\$ 272,299
Court Fund	82,887	436,128	473,380	2	45,637
District Attorney	1,896	3,969	1,772		4,093
County Clerk		141,352	141,365	13	
County Sheriff	2,318	53,847	55,687		478
County Treasurer	92,174	132,689	92,812	485	132,536
Election Board	200	28,127	26,924	135	1,538
Health Department		22,244	20,740		1,504
County Assessor		875	875		
Total Official Depository Accounts	<u>\$ 655,969</u>	<u>\$ 1,368,172</u>	<u>\$ 1,571,474</u>	<u>\$ 5,418</u>	<u>\$ 458,085</u>

The notes to the financial statements are an integral part of this statement.

1. Summary of Significant Accounting Policies

A. Reporting Entity

Counties were created by the Constitution of Oklahoma. One county officer is appointed; however, most county officers are locally elected by their constituents. All county powers are delegated by the state.

The accompanying special-purpose financial statements present the receipts, disbursements, and changes in cash balances of all funds of Adair County, Oklahoma, and comparisons of such information with the corresponding budgeted information for the general fund and county health department fund of the County. The funds presented are established by statute, and their operations are under the control of the County officials. The general fund is the County's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. The other funds presented account for financial resources whose use is restricted for specified purposes.

B. Fund Accounting

The government uses funds to report on receipts, disbursements, and changes in cash balances. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

C. Basis of Accounting

The financial statements are prepared on a basis of accounting wherein amounts are recognized when received or disbursed. This basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred.

D. Budgetary Policies

Under current Oklahoma Statutes, the general fund and the county health department fund are the only funds required to adopt a formal budget. The budget presented for the general fund and county health department fund includes the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories. Appropriations for the highway funds and other funds are made on a monthly basis, according to the funds then available.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the general fund and county health department fund.

Summary of Significant Accounting Policies (continued)

Any encumbrances outstanding at year-end are included as reservations of cash balances, budgetary basis, since they do not constitute expenditures or liabilities. At the end of the year, unencumbered appropriations are lapsed.

The Statements of Receipts, Expenditures, and Changes in Cash Balances - Budget and Actual – for the General Fund and the County Health Department Fund present comparisons of the legally adopted budget with actual data. The "actual" data, as presented in the comparison of budget and actual, will differ from the data as presented in the Statement of Receipts, Disbursements, and Changes in Cash Balances - All Funds because of adopting certain aspects of the budgetary basis of accounting and the adjusting of encumbrances to their related budget year.

The County Treasurer collects and remits material amounts of intergovernmental revenues and ad valorem tax revenue for other budgetary entities, including the county health department, school districts and cities and towns. These other budgetary entities produce and file their own financial statements and estimates of needs (budgets). These related cash receipts and disbursements of other budgetary entities are not included in the County's Estimate of Needs.

E. Cash and Investments

The County pools cash resources of its various funds to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash accounts is available to meet current operating requirements. Investments are carried at cost, which approximates market value. All funds were fully invested or deposited in interest-bearing demand accounts at June 30, 2003.

F. Risk Management

The County is exposed to various risks of loss as follows:

<u>Types of Loss</u>	<u>Method Managed</u>	<u>Risk of Loss Retained</u>
General Liability - Torts - Errors and Omissions - Law Enforcement Officers Liability - Vehicle Physical Plant - Theft - Damage to Assets - Natural Disasters	The County participates in a public entity risk pool; Association of County Commissioners of Oklahoma-Self-Insurance Group. (See ACCO-SIG.)	If claims exceed the authorized deductibles, the County could have to pay its share of any pool deficit. A judgment could be assessed for claims in excess of the pool's limits.

Summary of Significant Accounting Policies (continued)

<u>Types of Loss</u>	<u>Method Managed</u>	<u>Risk of Loss Retained</u>
Worker's Compensation - Employees' Injuries	The County carries commercial insurance for these types of risk.	A judgment could be assessed for claims in excess of coverage.
Employee - Medical - Disability - Dental - Life	The County participates in the Oklahoma Public Employees Health and Welfare Plan. (See OPEH&WP.)	If claims exceed pool assets, the members would have surcharges assessed to pay the excess claims.

ACCO-SIG - The pool operates as a common risk management and insurance program and is to be self-sustaining through member premiums. Each participating county chooses a \$10,000, \$25,000, or a \$50,000 deductible amount. The County has chosen a \$25,000 deductible for each insured event as stated in the County's "Certificate of Participation." The risk pool will pay legitimate claims in excess of the deductible amount for replacement value up to \$100,000 for property, and up to \$500,000 for general liability. The pool has acquired commercial reinsurance in the amount of \$1,000,000 to cover claims that exceed the pool's risk retention limits. Settled claims have not exceeded insurance coverage for each of the past three fiscal years. There have been no significant reductions in coverage from the prior fiscal year.

Commercial Insurance - The County obtains commercial insurance coverage to pay legitimate worker's compensation claims. Settled claims have not exceeded insurance coverage for each of the past three fiscal years. There have been no significant reductions in coverage from the prior fiscal year.

OPEH&WP - The County has entered into an interlocal agreement with other governmental entities to participate in a pooled self-insurance fund to provide insurance coverage. The pool provides for surcharges to be assessed for claims in excess of pool assets to offset pool deficits. Settled claims have not exceeded insurance coverage for each of the past three fiscal years. There have been no significant reductions in coverage from the prior fiscal year.

Management believes coverage is sufficient to preclude any significant uninsured losses to the County.

2. Stewardship, Compliance, and Accountability

Budgetary Compliance

On or before the first Monday in July of each year, each officer or department head submits an estimate of needs to the governing body. The budget is approved by fund, office, or department and object. The County Board of Commissioners may approve changes of appropriations within

Stewardship, Compliance, and Accountability (continued)

the fund by office or department and object. To increase or decrease the budget by fund requires approval by the County Excise Board.

3. Detailed Notes on Funds and Account Balances

A. Deposits

At year-end, the reported amount of the County's deposits was \$3,476,101 and the bank balance was \$3,557,019. Of the bank balance, all funds were covered by federal depository insurance or collateral held by the County's agent in the County's name.

Title 62 O.S. § 348.1 and § 348.3 allow the following types of investments:

- U.S. Government obligations
- Certificates of deposit
- Savings accounts
- G.O. bonds issued by counties, municipalities, or school districts
- Money judgments against counties, municipalities, or school districts
- Bonds and revenue notes issued by a public trust when the beneficiary of the trust is a county, municipality, or school district
- Negotiable certificates of deposit
- Prime bankers acceptances which are eligible for purchase by the Federal Reserve System
- Prime commercial paper with a maturity of 180 days or less
- Repurchase agreements
- Money market funds regulated by the Securities and Exchange Commission and which investments consist of the above-mentioned types of investments.

B. Description of Funds

General Fund – revenues are from ad valorem taxes, officers' fees, interest earnings and miscellaneous collections of the County. Disbursements are for the general operations of the County.

Highway Cash – revenues are from state imposed fuel taxes and disbursements are for the maintenance and construction of county roads and bridges.

County Health – revenues are from ad valorem taxes, miscellaneous fees charged by the health department and state and federal funds. Disbursements are for the operation of the county health department.

Sheriff LLE Grant – revenues are from a federal grant and disbursements are for local law enforcement.

ADAIR COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003

Detailed Notes on Funds and Account Balances (continued)

Resale Property – revenues are from interest and penalties on ad valorem tax collections. Disbursements are to offset the expense of collecting delinquent ad valorem taxes.

County Clerk Preservation – revenues are from a fee charged by the County Clerk for recording instruments. Disbursements are for the maintenance and preservation of public records.

Cops in School – revenues are from a federal grant and disbursements are to provide law enforcement in schools.

Court Clerk Revolving – accounts for the charge of \$5 for each warrant. Money is disbursed in the same manner as the Court Fund.

Sheriff Drug Fund – accounts for the proceeds of forfeited property.

Jail Trust Authority – revenues are from a County sales tax and disbursements are for the operation of the jail facility.

Welfare Building – balance of a fund formerly used for maintenance of a building leased by DHS. The fund was transferred to the general fund during the year and closed.

County Clerk Lien Fee – revenues are from a fee charged by the County Clerk for filing liens. Disbursements are for any lawful expense of the Clerk's office.

ACCSP – revenues are from the State Department of Corrections to reimburse the County for the expense of administering the Community Service Sentencing Program.

OSU Cash Fund – balance of a private donation. Disbursements are for county stock show expenses.

Sheriff Service Fee – revenues are from fees charged for serving summons and notices. Disbursements are for any lawful expense of the Sheriff's office.

Sheriff GT VAWA – revenues are from a federal grant and disbursements are for the prevention of violence against women.

Cops - Fast/UHP – revenues are from a federal grant and disbursements are for police protection.

Fair Board Cash – revenues are from the rental of fairground properties. Disbursements are for the expense of the County free fair.

Treasurer Mortgage Fees – revenues are from a fee for certifying mortgages. Disbursements are for any lawful expense of the Treasurer's office.

ADAIR COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003

Detailed Notes on Funds and Account Balances (continued)

Assessor Cash - Visual Inspection – revenues are from fees charged to all entities receiving ad valorem taxes. Disbursements are for the re-valuation of all county property for ad valorem purposes.

Assessor AHUC – revenues are from state funds for the purchase of equipment.

Sinking Fund – revenues are from prior years ad valorem taxes. The County has no outstanding long-term debt. Therefore the fund balance is transferred to the general fund annually.

Cities and Towns – all funds collected on behalf of cities and towns are recorded in this fund and remitted to the individual cities and towns monthly.

Official Depository – all officers and agencies collecting fees deposit those fees to this account daily. At the end of each month the fees are distributed to the appropriate fund or agency.

Individual Redemption – revenues are from taxpayers who redeem tax certificates previously sold on their property. Disbursements are to reimburse the certificate holders for taxes paid, interest, penalties and cost.

Law Library – revenues are from an annual payment from the courts. Disbursements are for the operation of the County law library.

E-911 – revenues are from a tariff charged to telephone customers. Disbursements are to offset the expense of the 911 emergency service.

County Library – revenues are from ad valorem taxes and disbursements are for the operations of a county library.

Animal Control – revenues are from state funds. Disbursements are for the control of stray animals.

Public Service Permit – revenues are from utility companies crossing county roads. Disbursements are for the repair of those roads.

Fire Districts – revenue is from a County sales tax. Disbursements are for County fire department expenses.

Court Clerk Trust Fund – revenues are from the state court system to be used to purchase equipment.

Schools – all funds collected on behalf of the County schools are recorded in this fund and remitted to the individual schools monthly.

Detailed Notes on Funds and Account Balances (continued)

The following narrative details the official depository accounts.

Court Clerk - accounts for the collection of bonds, fines, and fees. Money is disbursed for fees and restitution.

Court Fund - accounts for fees transferred from the Court Clerk account and interest earnings and is disbursed for the purpose of fees for various entities, salaries and operation of the Court Clerk's office.

District Attorney - accounts for the collection of District Attorney fees and the subsequent remittance to the proper fund.

County Clerk – accounts for the collection of filing fees and is transferred to the appropriate entity monthly.

County Sheriff – accounts for all collections of foreign service fees and bonds. Monies are disbursed to the Sheriff's Service Fee Fund and the District Court.

County Treasurer - accounts for all collections of pre-paid ad valorem taxes, pre-paid mobile homes, and the sale of motor vehicle tax stamps. Disbursements are for the purpose of refunds, tax payments, Oklahoma Tax Commission and Treasurer's Mortgage Tax Certification Fees.

Election Board - accounts for reimbursements for election cost and is disbursed for election board operations.

Health Department - accounts for fees charged by the county health department. Disbursements are to the county health department budget account monthly.

County Assessor - accounts for fees charged by the County Assessor and remitted to the Assessor's Revolving Fund monthly.

C. Ad Valorem Tax

The County's property tax is levied each October 1 on the assessed value listed as of January 1 of the same year for all real and personal property located in the County, except certain exempt property. Assessed values are established by the County Assessor within the prescribed guidelines established by the Oklahoma Tax Commission and the State Equalization Board. Title 68 O.S. § 2820.A. states, ". . . Each assessor shall thereafter maintain an active and systematic program of visual inspection on a continuous basis and shall establish an inspection schedule which will result in the individual visual inspection of all taxable property within the county at least once each four (4) years."

Detailed Notes on Funds and Account Balances (continued)

The assessed property value as of January 1, 2002, was approximately \$63,997,389.

The County levied 10 mills (the legal maximum) for general fund operations, 4 mills for the county library and 2.5 mills for the county health department. In addition, the County also collects the ad valorem taxes assessed by cities and towns and school districts and remits the ad valorem taxes collected to the appropriate taxing units.

Taxes are due on November 1 following the levy date, although, they may be paid in two equal installments. If the first half is paid prior to January 1, the second half is not delinquent until April 1. Unpaid real property taxes become a lien upon said property on October 1 of each year.

Unpaid delinquent personal property taxes are published usually in May. If the taxes are not paid within 30 days from publication, they shall be placed on the personal tax lien docket.

Current year tax collections for the year ended June 30, 2003, were approximately 98.7 percent of the tax levy.

D. Pension Plan

Plan Description. The County contributes to the Oklahoma Public Employees Retirement Plan (the Plan), a cost-sharing, multiple-employer defined benefit pension plan administered by the Oklahoma Public Employees Retirement System (OPERS). Benefit provisions are established and amended by the Oklahoma Legislature. The Plan provides retirement, disability, and death benefits to Plan members and beneficiaries. Title 74, Sections 901 through 943, as amended, establishes the provisions of the Plan. OPERS issues a publicly available financial report that includes financial statements and supplementary information. That report may be obtained by writing OPERS, P.O. Box 53007, Oklahoma City, Oklahoma 73105 or by calling 1-800-733-9008.

E. Capital Leases

The County acquires road machinery and equipment through lease-purchase agreements financed by the Oklahoma Department of Transportation and/or the equipment vendors or their assignees pursuant to the provisions of 69 O.S. § 636.1 through § 636.7. Lease agreements entered into with the Oklahoma Department of Transportation (ODOT) are interest free. However, starting in January 1997, ODOT began charging a one-time fee of 3 percent on all subsequent pieces of machinery acquired.

Detailed Notes on Funds and Account Balances (continued)

F. Fuel Tax

The County receives major funding for roads and highways from a state imposed fuel tax. Taxes are collected by the Oklahoma Tax Commission. Taxes are imposed on all gasoline, diesel, and special fuel sales statewide. The County's share is determined on formulas based on the County population, road miles, and land area and is remitted to the County monthly. These funds are earmarked for roads and highways only and are accounted for in the County highway fund.

4. Contingent Liabilities

The government is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in management's opinion, the resolution of these matters will not have a material adverse effect on the financial condition of the government.

5. Sales Tax

On September 17, 1996, Adair County voters approved a permanent sales tax of one-half of one percent (0.5%). The sole purpose of this sales tax is for the construction, maintenance, and operation of the Adair County Jail Trust Authority and its facilities.

On March 6, 2001, Adair County voters approved a permanent sales tax of one-quarter of one percent (0.25%). The purpose of this tax is to provide funds for the fire departments in Adair County.

6. Transfers

Residual equity transfers consist of \$19,913 transferred from the Sinking Fund to County General in accordance with 62 O.S. § 445 and \$22,118 transferred from Welfare Building to County General to close the account. Total transfers in and transfers out do not balance on the Statement of Receipts, Disbursements, and Changes in Cash Balances - All Funds, because cancelled vouchers of \$5,418 are included as transfers in.

COMPLIANCE AND INTERNAL CONTROL SECTION



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

**Report on Compliance and on Internal Control Over Financial
Reporting Based on an Audit of Financial Statements Performed in Accordance With
*Government Auditing Standards***

TO THE OFFICERS OF
ADAIR COUNTY, OKLAHOMA

We have audited the special-purpose financial statements of Adair County, Oklahoma, as of and for the year ended June 30, 2003, and have issued our report thereon dated December 6, 2004. Our report includes an explanatory paragraph discussing that the financial statements are not a complete presentation. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Adair County's special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations and contracts, noncompliance with which could have a direct and material effect on the determination of special-purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Adair County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the special-purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the County's ability to record, process, summarize, and report financial data consistent with the assertions of management in the special-purpose financial statements. The reportable condition is described in the accompanying schedule of findings as item 98-1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider item 98-1 to be a material weakness.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report.

This report is intended solely for the information and use of the management of the County and is not intended to be and should not be used by anyone other than these specified parties.

However, the Oklahoma Open Records Act states that all records of public bodies and public officials shall be open to any person, except as specifically exempted. The purpose of the Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Therefore, this report is a matter of public record and its distribution is in no way limited or restricted.

Sincerely,



JEFF A. McMAHAN
State Auditor and Inspector

December 6, 2004

**ADAIR COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED JUNE 30, 2003**

Findings related to the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

Finding 98-1 - Segregation of Duties (Repeat Finding)

Criteria: Demonstration of accountability and stewardship are goals used in evaluating management's accounting for funds. To help ensure a proper accounting of funds, the duties of receiving, receipting, recording, and depositing cash and checks should be segregated.

Condition: Based on inquiries of County personnel, it was noted that the duties of receiving, receipting, recording, and depositing collections were not adequately segregated. Payroll preparation, review and distribution are not adequately segregated.

Effect: These conditions could result in unrecorded transactions, misstated financial reports, undetected errors, or misappropriation of assets.

Recommendation: We recommend management be aware of this condition and realize the concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. Under these conditions, the most effective controls lie in management's knowledge of office operations and a periodic review of operations.

STATISTICAL SECTION
(Unaudited)

**ADAIR COUNTY, OKLAHOMA
TOP TEN TAXPAYERS
FOR THE YEAR ENDED JUNE 30, 2003
(UNAUDITED)**

<u>TAXPAYER NAME</u>	<u>ASSESSED VALUE</u>	<u>% OF TOTAL NET VALUATION</u>
Mrs. Smith's/Stilwell Foods	\$ 9,237,964	14.43%
Tyson Foods	4,155,433	6.49%
Oklahoma Alltel, Inc.	2,915,400	4.56%
Kansas City Southern Railroad	1,331,567	2.08%
Southwestern Bell	1,299,127	2.03%
Baldor Electric	998,832	1.56%
Henningsen Cold Storage	814,425	1.27%
Southwestern Electric Power	601,257	0.94%
Facet USA, Inc.	436,111	0.68%
Griffin Industries	303,791	0.48%
Total	<u>\$ 22,093,907</u>	<u>34.52%</u>

Source: (Provided by Oklahoma Tax Commission – Ad Valorem Division)

**ADAIR COUNTY, OKLAHOMA
COMPUTATION OF LEGAL DEBT MARGIN
FOR THE YEAR ENDED JUNE 30, 2003
(UNAUDITED)**

Total net assessed value as of January 1, 2002		<u>\$ 63,997,389</u>
Debt limit - 5% of total assessed value		3,199,869
Total bonds outstanding	-	
Total judgments outstanding	-	
Cash in sinking fund	<u>\$ 99</u>	<u>-</u>
Legal debt margin		<u>\$ 3,199,869</u>

**ADAIR COUNTY, OKLAHOMA
RATIO OF NET GENERAL BONDED DEBT TO ASSESSED
VALUE AND NET BONDED DEBT PER CAPITA
FOR THE YEAR ENDED JUNE 30, 2003
(UNAUDITED)**

	2003
Estimated population	21,038
Net assessed value as of January 1, 2002	\$ 63,997,389
Gross bonded debt	-
Less available sinking fund cash balance	99
Net bonded debt	\$ -
Ratio of net bonded debt to assessed value	0.00%
Net bonded debt per capita	\$ -

**ADAIR COUNTY, OKLAHOMA
ASSESSED VALUE OF PROPERTY
FOR THE YEAR ENDED JUNE 30, 2003
(UNAUDITED)**

<u>Valuation Date</u>	<u>Personal</u>	<u>Public Service</u>	<u>Real Estate</u>	<u>Homestead Exemption</u>	<u>Net Value</u>	<u>Estimated Fair Market Value</u>
1/1/02	\$15,945,247	\$6,860,560	\$45,713,005	\$4,521,423	\$63,997,389	\$581,794,446