

ADAIR COUNTY COURT CLERK

FOR THE YEAR ENDED
JUNE 30, 2005

STATUTORY REPORT



Oklahoma State Auditor
& Inspector

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2005**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



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February 6, 2009

Paula "Sam" McCarter, Court Clerk
Adair County Courthouse
Stillwell, Oklahoma 74960

Transmitted herewith is the statutory report for the Adair County, Court Clerk, for the fiscal year ended June 30, 2005. 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 blue ink that reads "Steve Burrage".

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2005**

TABLE OF CONTENTS

Introductory Information ii

Statutory Report of State Auditor and Inspector 1

Court Fund Account Analysis 3

Court Clerk Revolving Fund Analysis 5

Schedule of Findings and Responses 6

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2005**

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 AUDITOR AND INSPECTOR

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Paula "Sam" McCarter, Court Clerk
Adair County Courthouse
Stillwell, Oklahoma 74960

Dear Ms. McCarter:

We have performed procedures for fiscal year 2005 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2005 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- Test receipts issued to determine whether: (1) the correct fee was collected, and (2) the receipt was properly accounted for in the financial records.
- 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.

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 Adair County.

Based on the above reconciliations, tests, and procedures performed, Court Fund vouchers were properly supported, approved, classified, and did not exceed appropriations; Court Clerk Revolving Fund expenditures were properly supported and approved; Court Fund activity, Court Clerk Revolving Fund financial records, and District Court case balances reconciled with the County Treasurer's records. With respect to the Court Clerk collecting the correct fees and properly accounting for them; District Court vouchers being properly accounted for and issued in accordance with Court instructions; and segregation of duties, our findings are included in the accompanying schedule of findings and responses.

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 Adair 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,



STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

November 26, 2008

**PAULA "SAM" McCARTER, COURT CLERK
 ADAIR COUNTY, OKLAHOMA
 COURT FUND ACCOUNT ANALYSIS
 JUNE 30, 2005**

Collections:

Court fund fines, fees, and forfeitures	\$ 365,322
Cancelled vouchers	<u>867</u>
Total collections	<u>366,189</u>

Deductions:

Lump sum budget categories:

Juror expenses	6,911
Trial court attorneys	31,589
Mental health hearing (attorneys)	1,050
Transcripts preliminary and trial	5,930
General office supplies	7,291
Forms printing	2,115
Publications	188
Postage and freight	279
Microfilm supplies	713
Court reporter supplies	1,555
Gas, water, and electricity	3,545
General telephone expense	5,198
Long-distance telephone expense	1,103
Other expenses	<u>6,041</u>
Total lump sum categories	<u>73,508</u>

Restricted budget categories:

Equipment rental	2,389
Equipment purchase	1,100
Maintenance of equipment	1,470
OCIS services	14,336
Photocopy equipment rental	2,189
Part-time bailiffs	239
Court clerk employees	<u>68,457</u>
Total restricted categories	<u>90,180</u>

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2005**

Mandated categories:	
Law library	7,000
State judicial fund	<u>135,990</u>
Total mandated categories	<u>142,990</u>
Total deductions	<u>306,678</u>
Collections over (under) deductions	59,511
Beginning account balance July 1, 2004	<u>59,640</u>
Ending account balance June 30, 2005	<u><u>\$ 119,151</u></u>

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2005**

Collections:	
Court fund revolving fees	\$ 5,685
Total collections	<u>5,685</u>
Deductions:	
Lump sum budget categories:	
Clerk revolving fund disbursements	<u>4,349</u>
Total deductions	<u>4,349</u>
Collections over (under) deductions	1,336
Beginning account balance July 1, 2004	<u>4,884</u>
Ending account balance June 30, 2005	<u>\$ 6,220</u>

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2005**

Finding 2005-1 – Segregation of Duties

Criteria: Accountability and stewardship are overall goals in evaluating management's accounting of funds. To help ensure a proper accounting of funds, the duties of receiving, receipting, recording, depositing cash and checks, reconciliations, and transaction authorization should be segregated.

Condition: Based on inquiries of County personnel and testwork performed, it was noted that receiving, receipting, recording, depositing cash and checks, reconciliations, and transaction authorization within the Court Clerk's office were not properly segregated to assure adequate internal control structure.

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

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

Views of responsible officials and planned corrective actions: Every effort is made to segregate duties; however, that is often times difficult to do in such a small office.

Finding 2005-2 – Cancelled Vouchers

Criteria: Accountability and stewardship are overall goals in evaluating management's accounting of funds. To help ensure a proper accounting of funds, documentation supporting vouchers should be adequately maintained.

Condition: During our test work of cancelled vouchers, the voucher book that contained vouchers #5801-6400 could not be located. Without the voucher book, we were unable to determine if cancelled vouchers were recorded on court cases.

Effect: This could result in undetected errors, misstated reports, and possible misappropriation of assets.

Recommendation: OSAI recommends management take steps to ensure all documentation supporting vouchers are adequately maintained.

Views of responsible officials and planned corrective actions: This has been corrected. The missing vouchers were those of the previous administration and could not be found after I took over.

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2005**

Finding 2005-3 – Fees

Criteria: Accountability and stewardship are overall goals in evaluating management's accounting of funds. To ensure proper accounting of funds, fees should be distributed in a timely manner and proper supporting documentation should be attached to the worksheet.

Condition: We found that fees were not being distributed in a timely manner. We noted that the fees for May 2005 were not distributed to the entities until August 2005. Also, supporting documentation was not attached to the fee worksheet.

Effect: It appears the Court Clerk may not be timely distributing monies to other entities who are dependent upon those monies for their operations.

Recommendation: OSAI recommends the Court Clerk distribute all fees in a timely manner, and all worksheets have proper supporting documentation attached.

Views of responsible officials and planned corrective actions: This has been corrected.



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