

ADAIR COUNTY COURT CLERK

FOR THE YEAR ENDED
JUNE 30, 2007

STATUTORY REPORT



Oklahoma State Auditor
& Inspector

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2007**

This publication is printed and issued by the State Auditor and Inspector as authorized by 20 O.S. § 1312. Pursuant to 74 O.S. § 3105.B, six (6) copies have been prepared and distributed at a cost of \$14.62. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



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February 3, 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, 2007. 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". The signature is written in a cursive, flowing style.

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2007**

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**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2007**

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 2007 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2007 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, the Court Clerk was collecting the correct fees and properly accounting for them; Court Fund vouchers were properly supported, approved, classified, and did not exceed appropriations; Court Clerk Revolving Fund expenditures were properly supported and approved; District Court vouchers were properly accounted for and issued in accordance with Court instructions; Court Fund activity and Court Clerk Revolving Fund financial records reconciled with the County Treasurer's records. With respect to the matter of segregation of duties, our finding is 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, 2007**

Collections:

Court fund fines, fees, and forfeitures	\$	411,245
Interest earned on deposit		774
Cancelled vouchers, refunds		355
Total collections		412,374

Deductions:

Lump sum budget categories:

Juror expenses		13,401
Trial court attorneys		25,402
Mental health (attorneys)		384
Guardians ad litem fees		352
Transcripts - preliminary & trial		6,327
General office supplies		6,190
Forms printing		2,576
Publications		906
Books for records and indexes		117
Postage and freight		3,420
Court reporter supplies		1,493
Utilities		5,387
General telephone expense		4,836
Long-distance telephone expense		1,081
Other expenses (robes, etc.)		4,941
Total lump sum categories		76,813

Restricted budget categories:

Security for court area		7,760
Equipment purchases		3,482
Equipment rentals		1,368
OCIS services		19,563
Photocopy equipment rental		2,875
Part-time bailiffs		124
Part-time court clerk employees		122,763
Total restricted categories		157,935

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2007**

Mandated categories:	
Law library	9,000
State judicial fund	<u>127,833</u>
Total mandated categories	<u>136,833</u>
Total deductions	<u>371,581</u>
Collections over (under) deductions	40,793
Beginning account balance July 1, 2006	<u>43,609</u>
Ending account balance June 30, 2007	<u><u>\$ 84,402</u></u>

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2007**

Collections:	
Court fund revolving fees	\$ 16,403
Total collections	<u>16,403</u>
Deductions:	
Other	<u>17,370</u>
Total deductions	<u>17,370</u>
Collections over (under) deductions	(967)
Beginning account balance July 1, 2006	<u>11,350</u>
Ending account balance June 30, 2007	<u><u>\$ 10,383</u></u>

**PAULA "SAM" McCARTER, COURT CLERK
ADAIR COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2007**

Finding 2005-1 – Segregation of Duties (Repeat Finding)

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.



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