

**ADAIR  
COUNTY  
TREASURER**

**MAY 4, 2010**



**STATUTORY REPORT**



Oklahoma State Auditor  
& Inspector

**JANICE BREWER, COUNTY TREASURER  
ADAIR COUNTY, OKLAHOMA  
TREASURER STATUTORY REPORT  
MAY 4, 2010**

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# STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA  
State Auditor

MICHELLE R. DAY, ESQ.  
Chief Deputy



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June 8, 2010

BOARD OF COUNTY COMMISSIONERS  
ADAIR COUNTY COURTHOUSE  
STILWELL, OKLAHOMA 74960

Transmitted herewith is the Adair County Treasurer Statutory Report for May 4, 2010. The engagement was conducted in accordance with 74 O.S. § 212.

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 "Steve Burrage".

STEVE BURRAGE, CPA  
STATE AUDITOR & INSPECTOR

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Janice Brewer, County Treasurer  
Adair County Courthouse  
Stilwell, Oklahoma 74960

Dear Ms. Brewer:

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures for May 4, 2010:

- Review bank reconciliations, visually verify certificates of deposit, and confirm investments.
- Determine whether subsidiary records reconcile to the general ledger.
- Review pledged collateral securing deposits and invested funds.

All information included in the bank reconciliations, the investment ledger, the subsidiary ledgers, and the general ledger is the representation of the County Treasurer.

Our county treasurer statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any general-purpose financial statements of Adair County.

Based on the above reconciliations, visual verification, and confirmation procedures performed, the cash and investments of the County are supported by accounting and bank records and are adequately secured to prevent loss in the event of a bank failure. However, with respect to segregation of duties, our finding is presented in the accompanying schedule of findings and responses.

This report is intended for the information and use of the management of the County. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Sincerely,

A handwritten signature in blue ink that reads "Steve Burrage".

STEVE BURRAGE, CPA  
STATE AUDITOR & INSPECTOR

May 11, 2010

**JANICE BREWER, COUNTY TREASURER  
ADAIR COUNTY, OKLAHOMA  
TREASURER STATUTORY REPORT  
MAY 4, 2010**

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**SCHEDULE OF FINDINGS AND RESPONSES**

**Finding 2010-1 – Segregation of Duties**

Criteria: Accountability and stewardship are overall goals of management in the 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: The County Treasurer's office has one deputy that balances the cash drawer, prepares the deposit, takes deposit to the bank, posts daily receipts to official depository ledger, prepares vouchers, signs vouchers, and certifies receipt of goods and services.

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

Recommendation: OSAI recommends management be aware of these conditions and realize that 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 overseeing of office operations and a periodic review of operations. OSAI recommends management provide segregation of duties so that no one employee is able to perform all accounting functions. In the event that segregation of duties is not possible due to limited personnel, OSAI recommends implementing compensating controls to mitigate the risks involved with a concentration of duties. Compensating controls would include separating key processes and/or critical functions of the office, and having management review and approval of accounting functions.

Views of responsible officials and planned corrective actions: Management chose not to respond.



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