

STATUTORY REPORT

ATOKA COUNTY TREASURER

August 31, 2017



*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

**CARLA JACKSON, COUNTY TREASURER
ATOKA COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
AUGUST 31, 2017**

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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

January 3, 2018

BOARD OF COUNTY COMMISSIONERS
ATOKA COUNTY COURTHOUSE
ATOKA, OKLAHOMA 74525

Transmitted herewith is the Atoka County Treasurer Statutory Report for August 31, 2017. The engagement was conducted in accordance with 74 O.S. § 212.

The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

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

Sincerely,

A handwritten signature in blue ink that reads "Gary A. Jones". The signature is fluid and cursive, with a long horizontal stroke at the end.

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



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Carla Jackson, Atoka County Treasurer
Atoka County Courthouse
Atoka, Oklahoma 74525

Dear Ms. Jackson:

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

- Determine whether bank reconciliations are properly performed, visually verify the certificates of deposit, and confirm the investments.
- Determine whether subsidiary records are reconciled to the general ledger.
- Determine whether deposits and invested funds are secured by pledged collateral.

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 basic financial statement of Atoka County.

Based on our procedures performed, we have presented our findings in the accompanying schedule.

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.

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

October 3, 2017

**CARLA JACKSON, COUNTY TREASURER
ATOKA COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
AS OF AUGUST 31, 2017**

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2018-3 – Official Depository Bank Reconciliation – Unidentified Reconciling Items (Repeat Finding)

Condition: Reconciliations of the official depository bank account to the general ledger are performed monthly. However, we noted the following exceptions for the August 31, 2017 reconciliation:

- An unidentified variance of \$699.70 was noted.
- We were unable to locate \$1,434.51 of electronic fund transfer (EFT) deposits listed as reconciling items.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure a true and accurate monthly reconciliation occurs between the general and official depository ledgers and the corresponding bank accounts.

Effect of Condition: This condition could result in unrecorded transactions, misstated financial reports, undetected errors, misappropriation of funds, or clerical errors that are not detected in a timely manner.

Recommendation: The Oklahoma State Auditor & Inspector's Office (OSAI) recommends the following:

- Official depository ledgers should be reconciled consistently throughout the month to ensure that the monthly reconciliations are complete and accurate at the end of each month.
- All deposits to the official depository bank accounts should be receipted in the month received.
- Vouchers and warrants which have not been presented by payee within one year of issuance date should be cancelled by the County Treasurer.

Management Response:

County Treasurer: We are trying to fix all these problems the best we can, and are continually working on them.

Criteria: An important aspect of internal control is the safeguarding of assets. Internal controls over safeguarding of assets constitute a process, affected by the entity's governing body, management, and other personnel, designed to provide reasonable assurance that financial records are timely reconciled and financial ledgers are maintained in an accurate and complete manner.



OFFICE OF THE STATE AUDITOR & INSPECTOR
2300 N. LINCOLN BOULEVARD, ROOM 100
OKLAHOMA CITY, OK 73105-4896

WWW.SAI.OK.GOV