

STATUTORY REPORT

ATOKA COUNTY TREASURER

July 2, 2015



Oklahoma State
Auditor & Inspector
Gary A. Jones, CPA, CFE

**CARLA JACKSON, COUNTY TREASURER
ATOKA COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
JULY 2, 2015**

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Oklahoma State Auditor & Inspector

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September 11, 2015

BOARD OF COUNTY COMMISSIONERS
ATOKA COUNTY COURTHOUSE
ATOKA, OKLAHOMA 74525

Transmitted herewith is the Atoka County Treasurer Statutory Report for July 2, 2015. 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, appearing to read "Gary A. Jones".

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 equipment items on hand agree with inventory records filed with the County Clerk.
- Determine whether the Office is not exceeding the maximum amount of cash authorized for their change needs per 19 O.S. § 682.

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

July 20, 2015

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2016-2 - Fixed Assets

Condition: The County Treasurer did not file an annual listing with the County Clerk as required by 19 O.S. § 178.2.

Cause of Condition: Policies and procedures have not been designed and implemented with regard to effective internal controls over safeguarding of fixed assets by performing an annual physical inventory count, clearly identifying equipment as being County owned and maintaining the fixed asset inventory record with the County Clerk

Effect of Condition: This condition resulted in noncompliance with state statues and could result in the loss or misuse of County property.

Recommendation: OSAI recommends the County comply with 19 O.S. § 178.1 by performing and documenting a periodic inventory of fixed assets. The verification should be performed by an individual independent of the fixed asset recordkeeping process, and then approved by someone other than the preparer. Also, the fix asset list shall be filed with the County Clerk in accordance with 19 O.S. § 178.2.

Management Response: County Treasurer will work on making a list of all assets within her office and file it with the County Clerk.

Criteria: Effective internal controls include designing and implementing procedures to ensure that all fixed assets be safeguard from loss, damage, or misappropriation and inventory comply with 19 O.S. § 178.1 and 19 O.S. § 178.2.



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