

**HELEN KOGER, COURT CLERK  
ATOKA COUNTY, OKLAHOMA  
STATUTORY REPORT  
FOR THE YEAR ENDED JUNE 30, 2002**

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STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

October 20, 2003

Helen Koger, Court Clerk  
Atoka County, Oklahoma

Transmitted herewith is the statutory report of the Atoka County, Court Clerk, for the fiscal year ended June 30, 2002. 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 black ink that reads "Jeff A. McMahan".

JEFF A. McMAHAN  
State Auditor and Inspector

**TABLE OF CONTENTS**

Introductory Information.....ii  
Statutory Report of State Auditor and Inspector ..... 1  
Court Fund Account Analysis .....3

## **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 OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

Helen Koger, Court Clerk  
Atoka County Courthouse  
Atoka, Oklahoma 74525

Dear Ms. Koger:

For the purpose of complying with 20 O.S. § 1312, we have performed the following procedures for the fiscal year 2002:

- We tested Court Fund vouchers issued 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.
- We tested District Court vouchers to determine they were properly accounted for and we looked at supporting documentation for disbursements to determine they were issued in accordance with Court instructions.
- We reconciled the Court Fund activity and/or balances to the County Treasurer's records.
- We reconciled the District Court case balances to the County Treasurer's depository ledger.
- We tested receipts issued to determine whether: (1) the correct fee was collected, and (2) the receipt was properly accounted for in the financial records.

All information included in the reconciliations, the Court Fund appropriation ledger, the monthly reports, and the cash receipts journal is the representation of the Court Clerk.

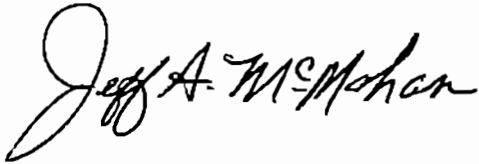
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Atoka County.

Based on the above reconciliations, tests, and procedures performed; the Court Clerk is collecting the correct fees and is properly accounting for them; Court Fund vouchers were properly supported, approved, classified, and did not exceed appropriations; District Court vouchers were properly accounted for and were issued in accordance with Court instructions; Court Fund financial records and District Court case balances reconciled with the County Treasurer's records.

We have prepared a detailed analysis of the Court Fund, which is presented following this report.

This report is intended for the information and use of the Atoka 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,

A handwritten signature in black ink that reads "Jeff A. McMahon". The signature is written in a cursive style with a large initial "J" and "M".

JEFF A. McMAHAN  
State Auditor and Inspector

August 28, 2003

**HELEN KOGER, COURT CLERK  
ATOKA COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2002**

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Collections:

Court fund fines, fees, and forfeitures	\$257,048
Cancelled vouchers	20,204
Interest earned on deposit	489
Total collections	<u>277,741</u>

Deductions:

Lump sum categories:

Juror expenses	19,420
Defense witness	11
Trial court (attorneys)	29,988
Guardian ad litem fees	267
Transcripts-preliminary and trial	2,479
Transcripts-appeals	198
General office supplies	6,942
Forms printing	344
Publications	77
Books for records and indexes	952
Postage and freight	4,399
Court reporter supplies	882
Gas, water, and electricity	16,400
General telephone expense	1,597
Long-distance telephone expense	363
Other expenses	480
Total lump sum categories	<u>84,799</u>

Restricted categories:

Maintenance of court area(s)	4,536
Equipment purchases	8,823
Equipment rentals	4,800
Maintenance of equipment	868
OCIS computer services	17,200
Photocopy equipment maintenance	1,240
Part-time court clerk employees	<u>67,575</u>
Total restricted categories	<u>105,042</u>

**HELEN KOGER, COURT CLERK  
ATOKA COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2002**

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Mandated budget categories:	
Law library	7,000
State judicial fund	<u>57,724</u>
Total mandated categories	<u>64,724</u>
Total deductions	<u>254,565</u>
Collections over (under) deductions	23,176
Beginning account balance	<u>18,451</u>
Ending account balance	<u>\$ 41,627</u>