STATE OF OKLAHOMA
OFFICE OF THE STATE AUDITOR & INSPECTOR

BOARD OF GOVERNORS OF
ARCHITECTS AND LANDSCAPE
ARCHITECTS
JULY 1, 2003 THROUGH JUNE 30, 2004

JEFF A. McMahan, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR
Board of Governors of Architects and Landscape Architects
Statutory Examination Report
For the Period July 1, 2003 to June 30, 2004
July 7, 2005

TO THE BOARD OF GOVERNORS OF ARCHITECTS AND LANDSCAPE ARCHITECTS

Transmitted herewith is the Statutory Examination Report for the Board of Governors of Architects and Landscape Architects. The procedures we performed were conducted pursuant to 74 O.S. § 212.

The Office of the State Auditor and Inspector is committed to serve the public interest by providing independent oversight and by issuing reports that serve as a management tool to the State. Our goal is to ensure a government that is accountable to the people of the State of Oklahoma.

We wish to take this opportunity to express our appreciation to the agency’s staff for the assistance and cooperation extended to our office during the course of our engagement.

Sincerely,

JEFF A. McMahan
State Auditor and Inspector
# Table of Contents

Background, Board Members and Key Staff ................................................................. ii

Report of the State Auditor and Inspector ................................................................. 1

Statement of Receipts, Disbursements and Changes in Cash .............................. 2

Other Information ........................................................................................................ 3
Background

The mission of the Board of Governors of Architects and Landscape Architects is to protect the citizens of Oklahoma by regulating the professions of Architecture and Landscape Architecture and promoting quality practice.

Board Members

JIM BRUZA ............................................................................................................................ ARCHITECT-CHAIR
RANDY WEATHERLY ............................................................................................................... ARCHITECT-VICE CHAIR
ROGER COFFEY ....................................................................................................................... ARCHITECT-SECRETARY-TREASURER
FRANK CHITWOOD .................................................................................................................... ARCHITECT
JOSEPH R. COLEMAN ............................................................................................................... ARCHITECT
CONNIE SCOTHORN .................................................................................................................. LANDSCAPE ARCHITECT
BILL SCHNEIDER ...................................................................................................................... ARCHITECT
HAROLD HITE ............................................................................................................................ ARCHITECT
DEBBIE REYNOLDS .................................................................................................................... PUBLIC MEMBER

Key Staff

JEAN WILLIAMS .......................................................................................................................... EXECUTIVE DIRECTOR
LESLIE HANSKA ........................................................................................................................ EXECUTIVE ASSISTANT
ELLEN LUNSFORD ........................................................................................................................ EXECUTIVE SECRETARY
TO THE BOARD OF GOVERNORS OF ARCHITECTS AND LANDSCAPE ARCHITECTS

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures for the fiscal year 2004:

1. We reviewed internal controls over cash, revenues and expenditures;

2. We tested a sample of deposits to determine they were properly posted to the financial records and had adequate supporting documentation;

3. We tested a sample of disbursements to determine they were properly posted to the financial records and had adequate supporting documentation;

4. We performed analytical procedures to test the reasonableness of payroll disbursements.

We also prepared a Schedule of Receipts, Disbursements and Changes in Cash from information obtained from the statewide CORE accounting system. This schedule has been included for informational purposes only.

Our procedures were limited to those defined above and were less in scope than would be necessary to express an opinion on any of the items referred to above or to express an opinion on the effectiveness of the Board of Governors of Architects and Landscape Architects’ internal control or any part thereof. Accordingly, we do not express such opinions. Alternatively, we have identified the procedures we performed and there were no findings resulting from those procedures.

Sincerely,

[Signature]

JEFF A. McMAHAN
State Auditor and Inspector

May 17, 2005
RECEIPTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect Board License/Fee</td>
<td>496,467</td>
</tr>
<tr>
<td>Other Fines</td>
<td>45,000</td>
</tr>
<tr>
<td>Sales of Service</td>
<td>30,777</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td><strong>572,244</strong></td>
</tr>
</tbody>
</table>

DISBURSEMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Expense</td>
<td>167,233</td>
</tr>
<tr>
<td>Professional Services</td>
<td>66,652</td>
</tr>
<tr>
<td>Misc. Administrative Expenses</td>
<td>35,994</td>
</tr>
<tr>
<td>Travel</td>
<td>24,232</td>
</tr>
<tr>
<td>Office Furniture &amp; Equip.</td>
<td>22,567</td>
</tr>
<tr>
<td>Rent Expense</td>
<td>13,759</td>
</tr>
<tr>
<td>Other</td>
<td>4,766</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td><strong>335,203</strong></td>
</tr>
</tbody>
</table>

RECEIPTS OVER (UNDER) DISBURSEMENTS | 237,041

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH - Beginning of year</td>
<td>329,431</td>
</tr>
<tr>
<td>CASH - End of year</td>
<td>566,472</td>
</tr>
</tbody>
</table>

**Chart:**

- **Receipts:**
  - Architect Board License/Fee: 87%
  - Other Fines, Forfeits, Penalties: 8%
  - Sales of Service: 5%

- **Disbursements:**
  - Salary Expense: 50%
  - Professional Services: 20%
  - Office Furniture and Equipment: 7%
  - Misc Admin: 11%
  - Travel: 7%
Other Information

Clearing Account

The Board of Governors of Architects and Landscape Architects maintains a clearing account to deposit revenues collected on a daily basis. All items deposited into the clearing account are held there until such items have been honored by the paying entity. Once these items have been honored, the revenues are transferred for deposit into the agency’s operating fund(s). The agency’s clearing account had a cash balance of $0 at June 30, 2004.

Payments to the State General Revenue Fund

In accordance with 59 § 46.2, at the close of each fiscal year, the Board of Governors of Architects and Landscape Architect shall remit 10% of all license and certificate of authority issuance and renewal fees collected and received during the year to the State of Oklahoma General Revenue Fund. During fiscal year 2004, the board submitted $54,458 to the State’s General Revenue Fund. As previously discussed, the agency maintains a clearing account in which receipts are deposited. When the required deposit of monies is made to the State’s General Revenue Fund, it is made directly from the board’s clearing account. As a result, these receipts and disbursements are not included in the accompanying Schedule of Receipts, Disbursements, and Changes in Cash.

Revenues

The revenues on the Schedule of Receipts, Disbursements, and Changes in Cash include $425,808 in FY 2003 revenues posted to the statewide accounting system in FY 2004.