

STATUTORY REPORT

BECKHAM COUNTY COMMISSIONER DISTRICT 2 TURNOVER

December 18, 2012



*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

**COUNTY OFFICER TURNOVER STATUTORY REPORT
CARL SIMON
BECKHAM COUNTY COMMISSIONER
DISTRICT 2
DECEMBER 18, 2012**

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Oklahoma State Auditor & Inspector

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February 12, 2013

BOARD OF COUNTY COMMISSIONERS
BECKHAM COUNTY COURTHOUSE
SAYRE, OKLAHOMA 73662

Transmitted herewith is the Beckham County Officer Turnover Statutory Report for December 18, 2012. The engagement was conducted in accordance with 19 O.S. § 171.

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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Carl Simon
Beckham County Commissioner, District 2
Beckham County Courthouse
Sayre, Oklahoma 73662

For the purpose of complying with 19 O.S. § 171, we have performed the following procedures for December 18, 2012:

- Verify that equipment items on hand agree with inventory records as per 19 O.S. § 178.1.
- Verify that the amount of total claims approved for the operation of said Office is not in excess of limitations imposed by 19 O.S. § 347.
- Verify that consumable items on hand agree with consumable inventory records maintained per 19 O.S. § 1502.
- Verify that machinery and equipment acquisitions, dispositions, and expenditures are in accordance with 19 O.S. § 333.

Information addressed in this report is the representation of the respective county officers.

Our county officer turnover engagement was limited to the statutory procedures described above and was less in scope than an examination or audit performed in accordance with auditing standards generally accepted in the United States of America, the objective of which would be the expression of an opinion. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

This report is intended solely for the information and use of the management of the County and should not be used for any other purpose. This report is also a public document pursuant to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.), and shall be open to any person for inspection and copying.

A handwritten signature in blue ink, appearing to read 'Gary A. Jones', is written over a horizontal line.

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

December 18, 2012

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SCHEDULE OF FINDINGS AND RESPONSES

Finding 2013-1 - Fixed Assets Inventory

Condition: While performing inventory at the District 2 barn, the following discrepancies were noted.

- Nine items were not marked with a county identification number.

County Identification Number	Description	Serial Number	Cost
302-98	1973 FORD FIRE TRUCK	C90LVR51633	\$54,846.37
322-09	INGERSOL IMPACT WRENCH	101E	\$613.23
322-10	INGERSOL IMPACT WRENCH	Not documented	\$699.95
330-37	STIHL POLE SAW	HT131	\$649.99
358-01	CATERPILLAR ROCK BUCKET	W81192	\$8,800.00
412-07	LINE X FUEL TANK	Not documented	\$715.00
413-04	2000 GALLON FUEL TANK	Not documented	\$4,513.90
420-20	HONDA MOTOR/PUMP	GE-860	\$1,987.01
443-05	MOTOROLA RADIO	922FTS6017	\$620.00

Cause of Condition: Procedures have not been designed and implemented to ensure fixed assets inventory is adequately marked with county identification numbers.

Effect of Condition: This condition could result in inventory items not being accurately accounted for and the County's assets may not be safeguarded.

Recommendation: OSAI recommends the County mark all equipment with a county identification number.

Management Response: The nine items listed as not being marked with a county identification number, have been corrected and now are properly marked. The three items that did not have a serial number documented on the inventory list have also been corrected.

Criteria: Title 19 O.S. § 178.1 states in part:

“The board of county commissioners in each county of this state shall take, or cause to be taken, an inventory of all working tools, apparatus, machinery and equipment belonging to the county or leased or otherwise let to it or to any department thereof.”

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Finding 2013-2 - Consumable Inventory

Condition: The following discrepancies were noted during the consumable inventory verification.

Item	Inventory Card Count	Actual Count
21" CSP PIPE	40 FT	60 FT
LANDMASTER WEED CONTROL	50 GAL	0 GAL
MILESTONE WEED CONTROL	3.5 GAL	0 GAL
SPIKE RANGE & PASTURE WEED CONTROL	50 LB	0 LB

Cause of Condition: Procedures have not been designed and implemented to ensure consumable inventory items are adequately accounted for on a monthly basis.

Effect of Condition: This condition could result in misappropriation of county assets.

Recommendation: OSAI recommends that a periodic inventory be conducted of consumable inventory items and compared to accounting records. Any discrepancies noted should be investigated and noted on records. Consumable inventory records should be maintained in an accurate, up-to-date manner.

Management Response: The pipe was taken out to the job site, but not used. It was returned to the District yard, but the consumable inventory officer was not notified. Therefore, it was not transferred back to inventory records. The other items were chemicals that were used but were not written down. The consumable inventory officer's computer was not working properly, so she scanned and emailed the consumable item stock record to the court house.

Criteria: Title 19 O.S. § 1502 prescribes a uniform identification system to account for supplies, materials, and equipment used in the construction and maintenance of roads and bridges.



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