

**LINDA BROWN, COURT CLERK
BECKHAM COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2004**

This publication is printed and issued by the State Auditor and Inspector as authorized by 20 O.S. § 1312. Pursuant to 74 O.S. § 3105 (B), 6 copies have been prepared and distributed at a cost of \$5.52. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

November 30, 2004

Linda Brown, Court Clerk
Beckham County, Oklahoma

Transmitted herewith is the statutory report for the Beckham County, Court Clerk, for the fiscal year ended June 30, 2004. 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 cursive script that reads "Jeff A. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

TABLE OF CONTENTS

Introductory Informationii
Statutory Report of State Auditor and Inspector 1
Court Fund Account Analysis 3
Court Clerk Revolving Fund Analysis 5

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

Linda Brown, Court Clerk
Beckham County Courthouse
Sayre, Oklahoma 73662

Dear Mrs. Brown:

We have performed procedures for fiscal year 2004 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2004 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- 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 Court Clerk Revolving Fund vouchers to determine whether the expenditure: (1) was properly supported by a claim, invoice, and receiving documentation, and (2) was properly approved.
- 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 Court Clerk Revolving 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 Court Clerk Revolving Fund, the monthly reports, and the cash receipts journal is the representation of the Court Clerk.

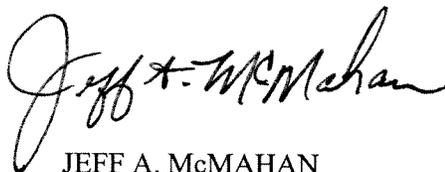
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Beckham 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; Court Clerk Revolving Fund expenditures were properly supported and approved; District Court vouchers were properly accounted for and issued in accordance with Court instructions; Court Fund activity, Court Clerk Revolving 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 Account and of the Court Clerk Revolving Fund, which are presented following this report.

This report is intended for the information and use of the Beckham 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. McMAHAN". The signature is written in a cursive style with a large initial "J" and "M".

JEFF A. McMAHAN
State Auditor and Inspector

October 14, 2004

LINDA BROWN, COURT CLERK
 BECKHAM COUNTY, OKLAHOMA
 COURT FUND ACCOUNT ANALYSIS
 JUNE 30, 2004

Collections:	
Court fund fines, fees, and forfeitures	\$ 804,312
Refunds	661
Interest earned on deposit	596
Total collections	805,569
Deductions:	
Lump sum budget categories:	
Juror expenses	18,796
Trial court (attorneys)	64,265
Transcripts-preliminary and trial	7,969
Transcripts-appeals	3,199
Mental health (attorneys)	12,650
General office supplies	5,820
Forms printing	5,510
Postage and freight	3,370
Court reporter supplies	975
Publications	321
Gas, water, electricity	15,142
Other expenses (robes, etc.)	996
General telephone expense	2,666
Long-distance telephone expense	490
Total lump sum categories	142,169
Restricted budget categories:	
Maintenance of court area(s)	754
Equipment purchases	3,777
Equipment rentals	999
Photocopy equipment maintenance	2,108
Photocopy equipment rental	4,338
Maintenance of equipment	12,100
OCIS services	24,150
Part-time court clerk employee	152,442
Total restricted categories	200,668

**LINDA BROWN, COURT CLERK
BECKHAM COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2004**

Mandated categories:	
Law library	7,000
State judicial fund	<u>373,308</u>
Total mandated categories	<u>380,308</u>
Total deductions	<u>723,145</u>
Collections over (under) deductions	82,424
Beginning account balance	<u>58,167</u>
Ending account balance	<u><u>\$ 140,591</u></u>

**LINDA BROWN, COURT CLERK
BECKHAM COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2004**

Collections:	
Court fund revolving fees	\$ 18,181
Interest earned	158
Total collections	<u>18,339</u>
Deductions:	
Equipment purchases	10,382
Part-time court clerk employees	3,270
Other:	
Membership dues	250
Travel (passport training class)	283
Total deductions	<u>14,185</u>
Collections over (under) deductions	4,154
Beginning account balance	<u>25,268</u>
Ending account balance	<u><u>\$ 29,422</u></u>