

**REBEKAH MARTIN, COURT CLERK  
BLAINE COUNTY, OKLAHOMA  
STATUTORY REPORT  
FOR THE YEAR ENDED JUNE 30, 2007**

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STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

January 17, 2008

Rebekah Martin, Court Clerk  
Blaine County, Oklahoma

Transmitted herewith is the statutory report for the Blaine County, Court Clerk, for the fiscal year ended June 30, 2007. 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 "Michelle R. Day".

MICHELLE R. DAY, Esq.  
Deputy State Auditor and Inspector

TABLE OF CONTENTS

Introductory Information ..... ii

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

Rebekah Martin, Court Clerk  
Blaine County Courthouse  
Watonga, Oklahoma 73772

Dear Ms. Martin:

We have performed procedures for fiscal year 2007 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2007 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- Test Court Fund vouchers 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.
- Test 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.
- Test District Court vouchers to determine whether they were properly accounted for and test supporting documentation for disbursements to determine whether the disbursements were issued in accordance with Court instructions.
- Determine whether Court Fund activity and/or balances reconcile to the County Treasurer's records.
- Determine whether the Court Clerk Revolving activity and/or balances reconcile to the County Treasurer's records.
- Determine whether the District Court case balances reconcile to the County Treasurer's depository ledger.
- Test 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 Blaine County.

Based on the above reconciliations, tests, and procedures performed; the Court Clerk is collecting the correct fees and 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 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 Blaine 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 "Michelle R. Day". The signature is written in a cursive, flowing style.

MICHELLE R. DAY, Esq.  
Deputy State Auditor and Inspector

December 5, 2007

**REBEKAH MARTIN, COURT CLERK  
BLAINE COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
JUNE 30, 2007**

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Collections:	
Court fund fines, fees, and forfeitures	\$ 286,584
Interest earned on deposit	44
Total collections	<u>286,628</u>

Deductions:	
Lump sum budget categories:	
Juror expenses	5,392
Trial court attorneys	75,000
Mental health hearings attorneys	5,000
Guardian ad litem fees	10,000
Transcripts - preliminary & trial	7,237
Transcripts - appeals	70
Court computer system training	274
General office supplies	3,834
Forms printing	2,924
Publications	146
Postage and freight	1,764
Court reporter supplies	1,146
Gas, water and electricity	12,000
General telephone expense	2,211
Long-distance telephone expense	809
Other expenses	5,156
Total lump sum categories	<u>132,963</u>

Restricted budget categories:	
Maintenance of court area(s)	2,840
Security for courtroom	15,000
Maintenance of equipment	9,924
OCIS services	17,304
Photocopy equipment rental and maintenance	1,176
Part-time court clerk employees	<u>102,000</u>
Total restricted categories	<u>148,244</u>

**REBEKAH MARTIN, COURT CLERK  
BLAINE COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
JUNE 30, 2007**

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Mandated categories:	
Law library	<u>7,000</u>
Total mandated categories	<u>7,000</u>
Total deductions	<u>288,207</u>
Collections over (under) deductions	(1,579)
Cancelled vouchers	20
Beginning account balance	<u>1,624</u>
Ending account balance	<u>\$ 65</u>



**REBEKAH MARTIN, COURT CLERK  
BLAINE COUNTY, OKLAHOMA  
COURT CLERK REVOLVING FUND ANALYSIS  
JUNE 30, 2007**

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Collections:	
Court fund revolving fees	<u>\$ 29,793</u>
Total collections	<u>29,793</u>
Deductions:	
Disbursements	<u>27,488</u>
Total deductions	<u>27,488</u>
Collections over (under) deductions	2,305
Beginning account balance	<u>9,444</u>
Ending account balance	<u><u>\$ 11,749</u></u>



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