



CADDO COUNTY TREASURER

Statutory Report

October 31, 2022

Cindy Byrd, CPA
State Auditor & Inspector

**REGINA MOSER, COUNTY TREASURER
CADDO COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
OCTOBER 31, 2022**

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OKLAHOMA
Office of the State Auditor & Inspector

Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | www.sai.ok.gov

January 18, 2023

BOARD OF COUNTY COMMISSIONERS
CADDO COUNTY COURTHOUSE
ANADARKO, OKLAHOMA 73005

Transmitted herewith is the Caddo County Treasurer Statutory Report for October 31, 2022. The engagement was conducted in accordance with 74 O.S. § 212.

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 that reads "Cindy Byrd".

CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR



Regina Moser, Caddo County Treasurer
Caddo County Courthouse
Anadarko, Oklahoma 73005

Dear Ms. Moser:

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

- Determine whether bank reconciliations are properly performed, visually verify the certificates of deposit, and confirm the investments.
- Determine whether subsidiary records are reconciled to the general ledger.
- Determine whether deposits and invested funds are secured by pledged collateral.

All information included in the bank reconciliations, the investment ledger, the subsidiary ledgers, and the general ledger is the representation of the County Treasurer.

Our county treasurer statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any basic financial statement of Caddo County.

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

This report is intended for the information and use of the management of the County. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

A handwritten signature in blue ink that reads "Cindy Byrd".

CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR

November 28, 2022

**REGINA MOSER, COUNTY TREASURER
CADDO COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
OCTOBER 31, 2022**

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2022-001 - Lack of Internal Controls Over the Reconciliation Process

Condition: Upon inquiry and review of bank statements the following was noted:

- When reviewing the month end reconciliations, it was noted that the Payroll Account was not listed on the general ledger. There was a variance of \$23,743 between the bank statement and the general ledger ending balance for October 31, 2022.
- The general ledger balance did not reconcile to the official depository ledger ending balance. There was a variance of \$280 between the general ledger and the official depository ledger ending balance for October 31, 2022.

Cause of Condition: Internal controls have not been designed and implemented by the County Treasurer to identify all reconciling items in the reconciliation of bank statements to the general ledger.

Effect of Condition: These conditions could result in unrecorded transactions, misstated financial reports, or misappropriation of funds which may not be detected in a timely manner.

Recommendation: The Oklahoma State Auditor & Inspector's Office (OSAI) recommends that accurate bank reconciliations be performed in a timely manner and that all reconciling items be identified.

Management Response:

County Treasurer: Corrective action has been taken to ensure all bank accounts reconcile to the general ledger. Further, procedures will be implemented to ensure the monthly reconciliation of the general ledger and official depository ledger are performed and reviewed.

Criteria: The GAO Standards – Principle 16 – Perform Monitoring Activities: 16.05 states in part:

Internal Control System Monitoring

Management performs ongoing monitoring of the design and operating effectiveness of the internal control system as part of the normal course of operations. Ongoing monitoring includes regular management and supervisory activities, comparisons, reconciliations, and other routine actions.

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