

CADDO COUNTY

FOR THE FISCAL YEAR ENDED
JUNE 30, 2007

COUNTY AUDIT



Jeff A. McMahan

Oklahoma State Auditor
& Inspector

**CADDO COUNTY, OKLAHOMA
FINANCIAL STATEMENT
AND INDEPENDENT AUDITOR'S REPORT
FOR THE FISCAL 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

June 6, 2008

TO THE CITIZENS OF
CADDO COUNTY, OKLAHOMA

Transmitted herewith is the audit of Caddo County, Oklahoma, for the fiscal year ended June 30, 2007. A report of this type is critical in nature; however, we do not intend to imply that our audit failed to disclose commendable features in the present accounting and operating procedures of the County.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during the course of our audit.

The Office of the State Auditor and Inspector is committed to serving the public interest by providing independent oversight and by issuing 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 blue ink that reads "Michelle R. Day".

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

**CADDO COUNTY, OKLAHOMA
FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

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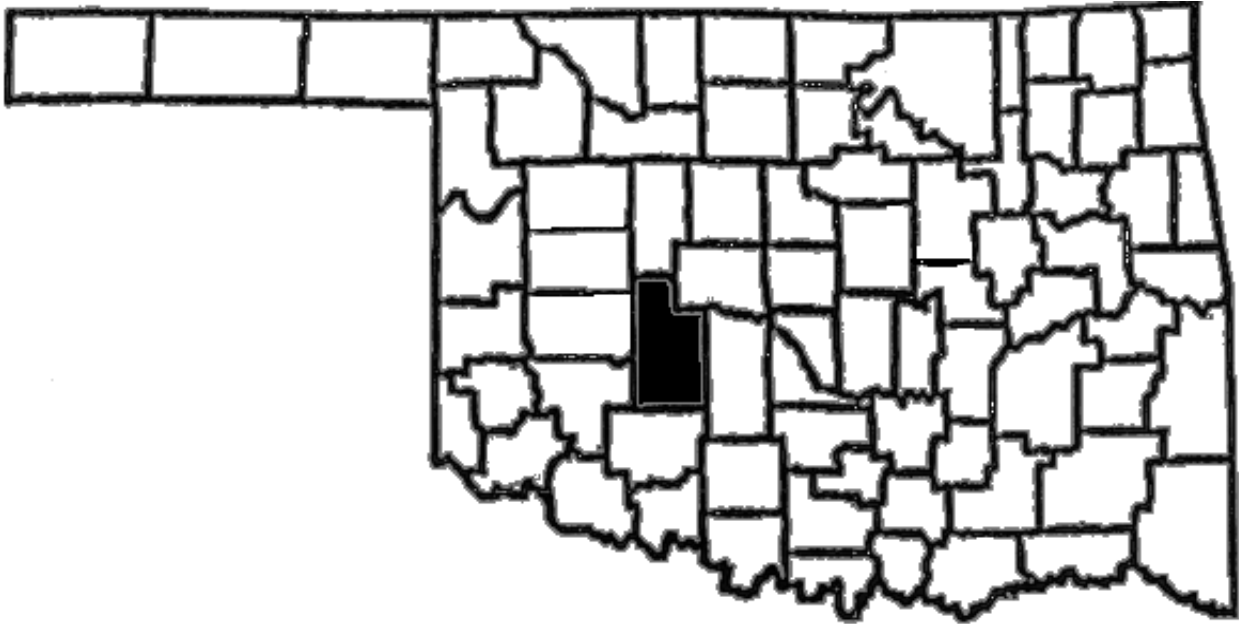
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**REPORT TO THE CITIZENS
OF
CADDO COUNTY, OKLAHOMA**



Caddo County was organized on August 6, 1901, when much of southwestern Oklahoma was opened by land lottery. Caddo comes from an Indian word, *Kaddi*, meaning “life” or “chief.” The county is primarily agricultural and produces much of Oklahoma’s peanuts, alfalfa, and wheat.

The American Indian Exposition, the largest event of its kind in the world, is held annually in Anadarko, as are the Southern Plains Indian Rendezvous Art Show and the Autumn Festival.

County Seat - Anadarko

Area – 1,290.31 Square Miles

County Population – 30,229
(2005 est.)

Farms – 1,504

Land in Farms – 710,833 Acres

Primary Source: Oklahoma Almanac 2007-2008

See independent auditor’s report.

**CADDO COUNTY OFFICIALS
AND RESPONSIBILITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

COUNTY ASSESSOR

Sandra Crumm
(D) Anadarko

The County Assessor has the responsibility to appraise and assess the real and personal property within the county for the purpose of ad valorem taxation. Also, the County Assessor is required to compute the ad valorem taxes due on all taxable property. The County Assessor appraises all the taxable real and personal property according to its fair cash value for which the property is actually being used as of January 1 of the taxable year at the percentages provided for in Article 10, § 8 of the Oklahoma Constitution.

The County Assessor is required to build and maintain permanent records of the taxable real property and tax exempt real property within the county. Information entered on each record includes the property's legal description, owner's name and address, and the homestead exemption status of the owner.

COUNTY CLERK

Patrice Dolch
(D) Anadarko

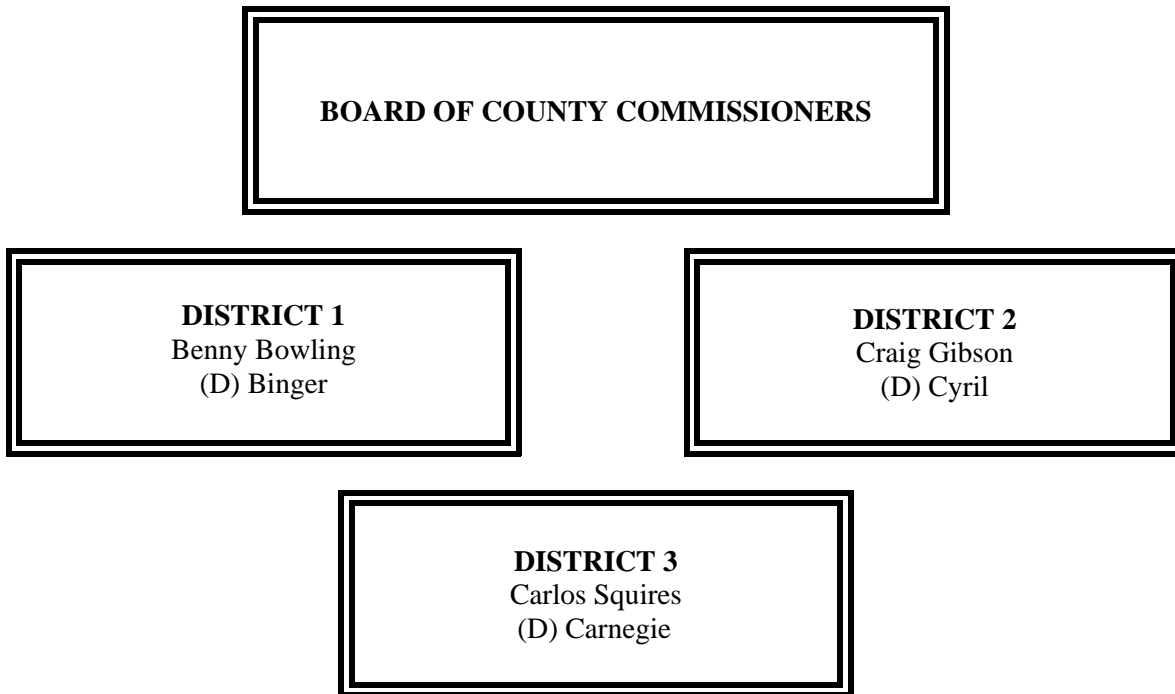
The County Clerk serves as the register of deeds and custodian of records for the county. The County Clerk also serves as the secretary to several boards, including the Board of County Commissioners, the County Excise Board, the County Board of Equalization, and the Board of Tax Roll Corrections.

The County Clerk reviews all the claims for payment of goods and services purchased or contracted by the county, and prepares the proper warrants for payment of those goods and services and the county payroll. The County Clerk, or his or her designated deputy, serves as the purchasing agent for the county. This system is a means to ensure the public that tax dollars are being spent appropriately.

Various records within the different county offices are classified as "open records." As such, they can be reviewed and mechanically copied by the public.

See independent auditor's report.

**CADDO COUNTY OFFICIALS
AND RESPONSIBILITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**



The Board of County Commissioners is the chief administrative body for the county. County Commissioners are also responsible for maintaining and constructing the county roads and bridges.

The Commissioners must act as a Board when entering into contracts or other agreements affecting the county's welfare. Thus, actions taken by the Board are voted on and approved by a majority of the Commissioners. The Board of County Commissioners' business meetings are open to the public.

As the county's chief administrative body, the three County Commissioners must make major financial decisions and transactions. The Board has the official duty to ensure the fiscal responsibility of the other county officers who handle county funds. The review and approval procedures empowered to the Board of County Commissioners are a means to provide the public with a fiscally efficient system of county government.

See independent auditor's report.

**CADDO COUNTY OFFICIALS
AND RESPONSIBILITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

COUNTY SHERIFF
Gene Cain
(D) Anadarko

The County Sheriff is responsible for preserving the peace and protecting life and property within the county's jurisdiction. As the county's chief law enforcement officer, the Sheriff has the power and authority to suppress all unlawful disturbances, to apprehend and secure persons charged with felony or breach of peace, and to operate the county jail.

The County Sheriff has the responsibility of serving warrants and processing papers ordered by the District Court.

COUNTY TREASURER
Stan Jennings
(D) Gracemont

All collections by county government from ad valorem taxes and other sources are deposited with the County Treasurer. The County Treasurer collects ad valorem taxes for the county and its political subdivisions. The County Treasurer is authorized to issue delinquent personal property tax warrants and to impose tax liens on real property for delinquent taxes.

To account for county collections and disbursements, the County Treasurer is required to maintain an accurate record of all the monies received and disbursed. The State Auditor and Inspector's Office prescribes all the forms used by the County Treasurer, and at least twice a year inspects the County Treasurer's accounts.

See independent auditor's report.

**CADDO COUNTY OFFICIALS
AND RESPONSIBILITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

COURT CLERK

Opal Carol Finch
(D) Gracemont

The Court Clerk has the primary responsibility to record, file, and maintain as permanent records the proceedings of the District Court.

Court proceedings are recorded in the appropriate journal or record docket. All the court proceedings are public information except those related to juvenile, guardianship, adoption, and mental health cases.

The Court Clerk issues marriage licenses, passports, notary certificates, beer and pool hall licenses, and private process server licenses.

Monies from the court fund are identified for distribution by the Court Clerk to the appropriate units of county and state government. Court Clerks use forms and follow procedures prescribed by the Court Administrator's Office, the Oklahoma Supreme Court, and the State Auditor and Inspector.

DISTRICT ATTORNEY

Bret Burns
(D) Chickasha

As the chief attorney for county government, the District Attorney acts as the legal advisor to the county officers on matters related to their duties. The District Attorney represents the county in civil litigation. County officials may call upon the District Attorney to clarify a law or request an official interpretation from the Attorney General.

See independent auditor's report.

**CADDO COUNTY OFFICIALS
AND RESPONSIBILITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

ELECTION BOARD SECRETARY

Jean Anne McKee
(D) Anadarko

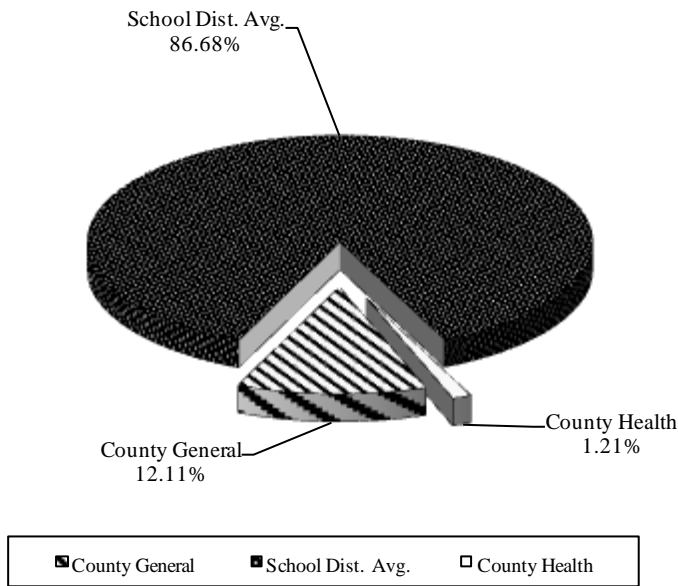
The Election Board Secretary is appointed by the State Election Board and is the chief administrative officer of the County Election Board. The County Election Board has direct responsibility for all the ballots used in all elections within the county. The Board also conducts all elections held within the county.

To finance the operation of the County Election Board, the County Excise Board must appropriate sufficient funds annually. The state and counties split the election costs, but counties must pay for any county elections not held concurrently with state elections.

See independent auditor's report.

**CADDO COUNTY, OKLAHOMA
AD VALOREM TAX DISTRIBUTION
SHARE OF THE AVERAGE MILLAGE
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

Property taxes are calculated by applying a millage rate to the assessed valuation of property. Millage rates are established by the Oklahoma Constitution. One mill equals one-thousandth of a dollar. For example, if the assessed value of a property is \$1,000.00 and the millage rate is 1.00, then the tax on that property is \$1.00. This chart shows the different entities of the County and their share of the various millages as authorized by the Constitution.



| County-Wide Millages | | School District Millages | | | | | | | | |
|----------------------|---------------|--------------------------|-------------|-------|-------|-------|----------------|------|--------|-------|
| County General | County Health | | | Gen. | Bldg. | Skg. | Career Tech | EMS | Common | Total |
| 10.24 | 1.02 | Anadarko | I-20 | 35.57 | 5.08 | 20.24 | 11.26 | | 4.10 | 76.25 |
| | | Hydro-Eakly | I-11 | 36.01 | 5.14 | 19.06 | 11.26 | | 4.10 | 75.57 |
| | | Apache-Boone | I-56 | 35.86 | 5.12 | 20.16 | 11.26 | | 4.10 | 76.50 |
| | | Ft. Cobb-Broxton | I-167 | 36.26 | 5.18 | 4.70 | 11.26 | | 4.10 | 61.50 |
| | | Lookeba-Sickles | I-12 | 36.32 | 5.19 | 8.77 | 11.26 | 3.08 | 4.10 | 68.72 |
| | | Binger-Oney | I-168 | 35.98 | 5.14 | 8.67 | 11.26 | 3.08 | 4.10 | 68.23 |
| | | Binger | I-168V6 | 35.98 | 5.14 | 8.67 | 15.36 | 3.08 | 4.10 | 72.33 |
| | | Carnegie | I-33 | 36.03 | 5.15 | 14.21 | 11.26 | | 4.10 | 70.75 |
| | | Cyril | I-64 | 35.62 | 5.09 | 15.67 | 11.26 | | 4.10 | 71.74 |
| | | Gracemont | I-86 | 36.94 | 5.28 | 24.44 | 11.26 | | 4.10 | 82.02 |
| | | Cement | I-160 | 35.67 | 5.10 | 11.59 | 11.26 | | 4.10 | 67.72 |
| | | Hinton | I-161V2 | 35.59 | 5.08 | 23.56 | 11.26 | 3.08 | 4.10 | 82.67 |
| | | Hinton (Can) | I-161V6 | 35.59 | 5.08 | 23.56 | 15.36 | 3.08 | 4.10 | 86.77 |
| | | Grady | Jt 2 V6 | 35.97 | 5.14 | 21.52 | 15.36 | | 4.10 | 82.09 |
| | | Corn | Jt 11/6/9V9 | 35.50 | 5.07 | 22.37 | 11.15 | | 4.10 | 78.19 |
| | | Washita | Jt 9 | 36.48 | 5.21 | 6.48 | | | 4.10 | 52.27 |
| | | Grady | Jt 99V2 | 35.66 | 5.09 | 12.32 | 11.26 | | 4.10 | 68.43 |
| | | Grady | Jt 131 | 35.02 | 5.00 | 18.27 | 15.36 | | 4.10 | 77.75 |

See independent auditor's report.

**CADDO COUNTY, OKLAHOMA
COMPUTATION OF LEGAL DEBT MARGIN
FOR THE FISCAL YEAR ENDED JUNE 30, 2007
(UNAUDITED)**

| | | |
|---|----------|-----------------------|
| Total net assessed value as of January 1, 2006 | | <u>\$ 133,223,591</u> |
| Debt limit - 5% of total assessed value | | 6,661,180 |
| Total bonds outstanding | - | |
| Total judgments outstanding | - | |
| Less cash in sinking fund | <u>1</u> | <u>-</u> |
| Legal debt margin | | <u>\$ 6,661,180</u> |

See independent auditor's report.

**CADDO COUNTY, OKLAHOMA
RATIO OF NET GENERAL BONDED DEBT TO ASSESSED
VALUE AND NET BONDED DEBT PER CAPITA
FOR THE FISCAL YEAR ENDED JUNE 30, 2007
(UNAUDITED)**

| | 2007 |
|---|----------------|
| Estimated population | 30,229 |
| Net assessed value as of January 1, 2006 | \$ 133,223,591 |
| Gross bonded debt | - |
| Less available sinking fund cash balance | 1 |
| Net bonded debt | \$ - |
| Ratio of net bonded debt to assessed value | 0.00% |
| Net bonded debt per capita | \$ - |

See independent auditor's report.

**CADDO COUNTY, OKLAHOMA
 ASSESSED VALUE OF PROPERTY
 FOR THE FISCAL YEAR ENDED JUNE 30, 2007
 (UNAUDITED)**

| Valuation Date | Personal | Public Service | Real Estate | Homestead Exemption | Net Value | Estimated Fair Market Value |
|-------------------|--------------|-------------------|----------------|------------------------|---------------|-----------------------------------|
| 1/1/2006 | \$45,690,355 | \$30,632,434 | \$63,423,220 | \$6,522,418 | \$133,223,591 | \$1,091,386,478 |

See independent auditor's report.

FINANCIAL SECTION



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

Independent Auditor's Report

TO THE OFFICERS OF
CADDO COUNTY, OKLAHOMA

We have audited the combined totals—all funds of the accompanying Combined Statement of Receipts, Disbursements, and Changes in Cash Balances of Caddo County, Oklahoma, as of and for the year ended June 30, 2007, listed in the table of contents as the basic financial statement. This financial statement is the responsibility of Caddo County's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion. Oklahoma Statutes, in addition to audit responsibilities, assign other responsibilities to the State Auditor and Inspector's Office. Those responsibilities include providing various information technology (IT) support for county government.

As described in Note 1, this financial statement was prepared using accounting practices prescribed or permitted by Oklahoma state law, which practices differ from accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Caddo County as of June 30, 2007, or changes in its financial position for the year then ended.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the combined total of receipts, disbursements, and changes in cash of Caddo County, for the year ended June 30, 2007, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 2, 2008, on our consideration of Caddo County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the combined total of all funds within the basic financial statement taken as a whole. The combining information is presented for purposes of additional analysis rather than to present the receipts, disbursements, and cash balances of the individual funds. Also, the other supplementary information, as listed in the table of contents, is presented for purposes of additional analysis, and is not a required part of the basic financial statement. Such supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statement and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statement taken as a whole. The information listed in the table of contents under Introductory Section has not been audited by us, and accordingly, we express no opinion on it.



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

June 2, 2008

Basic Financial Statement

**CADDO COUNTY, OKLAHOMA
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH BALANCES
(WITH COMBINING INFORMATION)
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

| | Beginning | | Transfer | | | Ending |
|---|---------------------|----------------------|------------------|--------------------|----------------------|---------------------|
| | Cash Balances | Receipts | | Out | Disbursements | Cash Balances |
| | July 1, 2006 | Apportioned | Transfer In | | | June 30, 2007 |
| Combing Information: | | | | | | |
| County General Fund | \$ 546,960 | \$ 2,415,502 | \$ 25,109 | | \$ 2,381,720 | \$ 605,851 |
| Resale Property | 72,104 | 71,927 | | | 81,223 | 62,808 |
| County Highway Cash | 4,913,769 | 7,231,681 | | | 7,502,360 | 4,643,090 |
| County Road Fund | 643,992 | 358,803 | | | 535,592 | 467,203 |
| County Use Tax | 41,319 | 144,417 | | | 160,791 | 24,945 |
| Trash Cop Grant | | 5,000 | | | | 5,000 |
| Local Environmental Planning Commission | 3,355 | | | | | 3,355 |
| County Health Department | 147,311 | 132,211 | | | 168,926 | 110,596 |
| Treasurer Mortgage Tax Certification Fee | 28,200 | 6,295 | | | 3,080 | 31,415 |
| Community Service Sentencing Program | 1,163 | | | | 1,011 | 152 |
| County Clerk Lien Fee | 77,991 | 40,974 | | (25,109) | 17,241 | 76,615 |
| Assessor Visual Inspection | 205 | | | | | 205 |
| Assessor Revolving | 17,448 | 4,478 | | | 1,000 | 20,926 |
| Sheriff Service Fee | 99,345 | 140,856 | | | 105,176 | 135,025 |
| Sheriff Board of Prisoners | 59,435 | 190,694 | | | 207,686 | 42,443 |
| Sheriff Reserve Deputy | 6 | | | | | 6 |
| Sheriff COP Grant | 972 | | | | | 972 |
| Sheriff Special Response Team | 7,028 | | | | | 7,028 |
| Sheriff Southwestern Bell Corporation | 14,231 | 37,860 | | | 38,737 | 13,354 |
| REAP Alfalfa RFD | 689 | 24,004 | | | 4,508 | 20,185 |
| E-911 | 6,088 | 29,932 | | | 18,355 | 17,665 |
| Safe Room | 525 | | | | 525 | |
| County Clerk Records Preservation Fee | 75,019 | 69,720 | | | 60,098 | 84,641 |
| OSU Sales Tax | 419,492 | 150,028 | | | 147,810 | 421,710 |
| Sheriff Sales Tax | 111,725 | 222,708 | | | 228,114 | 106,319 |
| Capital Improvement Sales Tax | 628,460 | 76,556 | | | 152,314 | 552,702 |
| Grandstand Sales Tax | 35,004 | | | | 671 | 34,333 |
| Free Fair Sales Tax | 117,647 | 106,592 | | | 159,348 | 64,891 |
| Township Fair Sales Tax | 45,779 | 97,435 | | | 96,585 | 46,629 |
| Rural Fire Sales Tax | 65,401 | 139,298 | | | 138,039 | 66,660 |
| Senior Nutrition Sales Tax | 45,780 | 97,435 | | | 96,585 | 46,630 |
| Senior Citizen Sales Tax | 81,264 | 96,843 | | | 99,924 | 78,183 |
| Health Sales Tax | 30,521 | 34,798 | | | 8,724 | 56,595 |
| Civil Emergency | 5,325 | 1,250 | | | 70 | 6,505 |
| Caddo County Industrial Authority Sinking | 643 | 214 | | | 856 | 1 |
| Court Clerk Revolving | 142,047 | 49,470 | | | 3,637 | 187,880 |
| Drug Court Fund | 1,212 | 4,177 | | | 3,353 | 2,036 |
| Hazard Mitigation | 16,000 | | | | 16,000 | |
| REAP-911 | 75,000 | | | | 52,671 | 22,329 |
| Sheriff Courthouse Security | | 6,383 | | | | 6,383 |
| E-911-5 | | 30,795 | | | | 30,795 |
| Veterans Statue | | 2,451 | | | 500 | 1,951 |
| Combined Total--All County Funds | \$ 8,578,455 | \$ 12,020,787 | \$ 25,109 | \$ (25,109) | \$ 12,493,230 | \$ 8,106,012 |

The notes to the financial statement are an integral part of this statement.

**CADDO COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

1. Summary of Significant Accounting Policies

A. Reporting Entity

Counties were created by the Constitution of Oklahoma. One county officer is appointed; however, most county officers are locally elected by their constituents. All county powers are delegated by the state.

The accompanying basic financial statement presents the receipts, disbursements, and changes in cash balances of the total of all funds of Caddo County, Oklahoma. The funds presented as line items are not a part of the basic financial statement, but have been included as supplementary information within the basic financial statement. These separate funds are established by statute, and their operations are under the control of the County officials. The general fund is the County's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. The other funds presented account for financial resources whose use is restricted for specified purposes.

B. Fund Accounting

The County uses funds to report on receipts, disbursements, and changes in cash balances. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Following are descriptions of the funds included as supplementary information within the financial statement:

County General Fund - accounts for the general operations of the government.

Resale Property - accounts for the collection of interest and penalties on delinquent taxes and the disposition of same as restricted by statute.

County Highway Cash - accounts for state, local and miscellaneous receipts and disbursements for the purpose of constructing and maintaining county roads and bridges.

County Road Fund - accounts for state receipts and disbursements for the purpose of constructing bridges.

County Use Tax - accounts for tax collected and disbursed for the purpose of maintenance and operation of the Sheriff's department.

Trash Cop Grant - accounts for federal funds collected and disbursed for the purpose of trash patrol.

**CADDO COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

Local Environmental Planning Commission - accounts for federal funds collected and disbursed for environmental control.

County Health Department - accounts for monies collected on behalf of the county health department from ad valorem taxes and state and local revenues.

Treasurer Mortgage Tax Certification Fee - accounts for the collection of fees by the Treasurer for mortgage tax certificates and the disbursement of the funds as restricted by statute.

Community Service Sentencing Program - accounts for the collection of funding through the State Department of Corrections for administrative expenses and supervision of offenders.

County Clerk Lien Fee - accounts for lien collections and disbursements as restricted by statute.

Assessor Visual Inspection - accounts for the collection and expenditure of monies by the Assessor as restricted by state statute for the visual inspection program.

Assessor Revolving - accounts for the collection of fees for copies restricted by state statute.

Sheriff Service Fee - accounts for the collection and disbursement of sheriff process service fees as restricted by statute.

Sheriff Board of Prisoners - accounts for the collection of funding through the State Department of Corrections for maintaining prisoners.

Sheriff Reserve Deputy - accounts for collection of donations and disbursements for equipment for the reserve deputies.

Sheriff COP Grant - accounts for all grants for the purpose of deputy's salaries.

Sheriff Special Response Team - accounts for all federal grants collected and disbursed for the purpose of the Special Response Team.

Sheriff Southwestern Bell Corporation - accounts for fees for calling from inmates and collected by Southwestern Bell Corporation.

REAP - Grant Alfalfa Fire Department - accounts for state grants for the purpose of fire equipment for Alfalfa Rural Fire Department.

E-911 Account - accounts for the collection of fees imposed on the residents within the boundaries of Caddo County from the phone company and disbursements are made to maintain an emergency telephone system.

**CADDO COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

Safe Room – accounts for federal grants for the purpose of reimbursement on storm cellars.

County Clerk Records Preservation Fee – accounts for fees collected for instruments filed in the Registrar of Deeds as restricted by statute for preservation of records.

OSU Sales Tax – accounts for county sales tax collected and disbursed for OSU Extension services.

Sheriff Sales Tax – accounts for county sales tax collected and disbursed for the Sheriff's office.

Capital Improvement Sales Tax – accounts for county sales tax collected and disbursed for improvements of the courthouse.

Grandstand Sales Tax – accounts for county sales tax collected and disbursed for improvement for the County grandstands.

Free Fair Sales Tax – accounts for county sales tax collected and disbursed for improvement for the County fairgrounds.

Township Fair Sales Tax – accounts for county sales tax collected and disbursed for operation of the township fairs.

Rural Fire Sales Tax – accounts for county sales tax collected and disbursed for the maintenance and operation of the rural fire districts in the County.

Senior Nutrition Sales Tax – accounts for county sales tax collected and disbursed for maintenance and operation of county senior nutrition centers.

Senior Citizen Sales Tax – accounts for county sales tax apportioned to the individual senior citizen centers.

Health Sales Tax – accounts for county sales tax collected and disbursed for maintenance and operation of the County Health Department.

Civil Emergency – accounts for funds received from state and local governments to be disbursed for civil emergency purposes.

Caddo County Industrial Authority Sinking – accounts for the payment of interest and principal on the matured portion of any long-term bonded debt. Debt service receipts are derived generally from a special ad valorem tax levy and from interest earned on investments of cash not immediately required for debt service payments. There are no principal payments left to pay.

**CADDO COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

Court Clerk Revolving – accounts for the collection of service fees for each warrant issued. Disbursements are made in accordance with state statutes to defray the expense of the court.

Drug Court Fund – accounts for the collection of fees from court costs and is disbursed for drug screenings for inmates going to drug court.

Hazard Mitigation – accounts for grant funds received from the Federal Emergency Management Agency. Disbursements are made to individuals for safe room projects.

REAP-911 – accounts for state grants for the purpose of maintaining an emergency telephone system.

Sheriff Courthouse Security – accounts for the collection of fees from court cost and disbursed for surveillance equipment.

E-911-5 Account – accounts for monies received from telephone companies to maintain an emergency telephone system.

Veterans Statue – accounts for donations received to restore and repair the veteran's memorial statue.

The County Treasurer collects and remits material amounts of intergovernmental revenues and ad valorem tax revenue for other budgetary entities, including emergency medical districts, county or city-county health departments, school districts and cities and towns. The cash receipts and disbursements attributable to those other entities do not appear in funds on the County's financial statement; those funds play no part in the County's operations.

C. Basis of Accounting

The basic financial statement is prepared on a basis of accounting wherein amounts are recognized when received or disbursed. This basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred. This cash basis financial presentation is not a comprehensive measure of economic condition or changes therein.

D. Budget

Under current Oklahoma Statutes, the general fund and the county health department fund are the only funds required to adopt a formal budget. On or before the first Monday in July of each year, each officer or department head submits an estimate of needs to the governing body. The budget is approved for the respective fund by office, or department and object. The County Board of Commissioners may approve changes of appropriations within the fund by office or department

**CADDO COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

and object. To increase or decrease the budget by fund requires approval by the County Excise Board.

For the highway funds and other funds, which are not required to adopt a formal budget, appropriations are made on a monthly basis, according to the funds then available.

E. Cash

The County pools the cash of its various funds in maintaining its bank accounts. However, cash applicable to a particular fund is readily identifiable on the County's books. The balance in the pooled cash accounts is available to meet current operating requirements.

State statutes require financial institutions with which the County maintains funds to deposit collateral securities to secure the County's deposits. The amount of collateral securities to be pledged is established by the County Treasurer; this amount must be at least the amount of the deposit to be secured, less the amount insured (by, for example, the FDIC).

F. Investments

The County Treasurer has been authorized by the County's governing board to make investments. By statute (62 O.S. § 348.1 and § 348.3), the following types of investments are allowed:

- U.S. Government obligations
- Certificates of deposit
- Savings accounts
- G.O. bonds issued by counties, municipalities or school districts
- Money judgments against counties, municipalities or school districts
- Bonds and revenue notes issued by a public trust when the beneficiary of the trust is a county, municipality or school district
- Negotiable certificates of deposit
- Prime bankers acceptance which are eligible for purchase by the Federal Reserve System
- Prime commercial paper with a maturity of 180 days or less
- Repurchase agreements
- Money market funds regulated by the Securities and Exchange Commission and which investments consist of the above-mentioned types of investments

All investments must be backed by the full faith and credit of the United States Government, the Oklahoma State Government, fully collateralized, or fully insured.

G. Compensated Absences

Vacation benefits are earned by the employee during the year and may not be accumulated. Employees with service years up to 10 years earn 10 days per year. Employees with service years exceeding 10 years earn 15 days per year. Vacation leave is accrued monthly.

**CADDO COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

The County does not record any liability for sick leave. An employee earns up to 12 days per year and may accumulate up to 60 days (420 hours for courthouse employees and 480 hours for Commissioner's and law enforcement employees).

2. Ad Valorem Tax

The County's property tax is levied each October 1 on the assessed value listed as of January 1 of the same year for all real and personal property located in the County, except certain exempt property. Assessed values are established by the County Assessor within the prescribed guidelines established by the Oklahoma Tax Commission and the State Equalization Board. Title 68 O.S. § 2820.A. states, ". . . Each assessor shall thereafter maintain an active and systematic program of visual inspection on a continuous basis and shall establish an inspection schedule which will result in the individual visual inspection of all taxable property within the county at least once each four (4) years."

The assessed property value as of January 1, 2006, was approximately \$133,223,591.

Per Article 10, § 8A, with the repeal of personal property tax, the millages with the adjustment factor are 10.24 mills for general fund operations and 1.02 mills for the county health department. In addition, the County collects the ad valorem taxes assessed by cities and towns, emergency medical service, and school districts and remits the ad valorem taxes collected to the appropriate taxing units.

Taxes are due on November 1 following the levy date, although they may be paid in two equal installments. If the first half is paid prior to January 1, the second half is not delinquent until April 1. Unpaid real property taxes become a lien upon said property on October 1 of each year.

Unpaid delinquent personal property taxes are published usually in May. If the taxes are not paid within 30 days from publication, they shall be placed on the personal tax lien docket.

Current year tax collections for the year ended June 30, 2007, were approximately 90.10 percent of the tax levy.

3. Fuel Tax

The County receives major funding for roads and highways from a state imposed fuel tax. Taxes are collected by the Oklahoma Tax Commission. Taxes are imposed on all gasoline, diesel, and special fuel sales statewide. The County's share is determined on formulas based on the County population, road miles, and land area and is remitted to the County monthly. These funds are earmarked for roads and highways only and are accounted for in the county highway fund.

**CADDO COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

4. Risk Management

The County is exposed to the various risks of loss shown in the following table:

| Types of Loss | Method of Management | Risk of Loss Retained |
|--|---|--|
| General Liability <ul style="list-style-type: none"> • Torts • Errors and Omissions • Law Enforcement Officers Liability • Vehicle Physical Plant <ul style="list-style-type: none"> • Theft • Damage to Assets • Natural Disasters | The County participates in a public entity risk pool: Association of County Commissioners of Oklahoma-Self-Insurance Group. (See ACCO-SIG.) | If claims exceed the authorized deductibles, the County could have to pay its share of any pool deficit. A judgment could be assessed for claims in excess of the pool's limits. |
| Workers' Compensation <ul style="list-style-type: none"> • Employees' Injuries | The County carries commercial insurance. | A judgment could be assessed for claims in excess of coverage. |
| Employee <ul style="list-style-type: none"> • Medical • Disability • Dental • Life | The County carries commercial insurance. | None |

ACCO-SIG - The pool operates as a common risk management and insurance program and is to be self-sustaining through member premiums. Each participating county chooses a \$10,000, \$25,000, or a \$50,000 deductible amount. The County has chosen a \$25,000 deductible for each insured event as stated in the County's "Certificate of Participation." The risk pool will pay legitimate claims in excess of the deductible amount for replacement value up to \$100,000 for property, and up to \$500,000 for general liability. The pool has acquired commercial reinsurance in the amount of \$1,000,000 to cover claims that exceed the pool's risk retention limits. Settled claims have not exceeded insurance coverage for each of the past three fiscal years. There have been no significant reductions in coverage from the prior fiscal year.

Commercial Insurance - The County obtains commercial insurance coverage to pay legitimate workers' compensation claims and employees' insurance. Settled claims have not exceeded insurance coverage for each of the past three fiscal years. There have been no significant reductions in coverage from the prior fiscal year.

**CADDO COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

5. Long-term Obligations

Capital Leases

The County acquires road machinery and equipment through lease-purchase agreements financed by the Oklahoma Department of Transportation and/or the equipment vendors or their assignees pursuant to the provisions of 69 O.S. § 636.1 through § 636.7. Lease agreements entered into with the Oklahoma Department of Transportation (ODOT) are interest free. However, starting in January 1997, ODOT began charging a one-time fee of 3% on all pieces of machinery subsequently acquired.

6. Pension Plan

Plan Description. The County contributes to the Oklahoma Public Employees Retirement Plan (the Plan), a cost-sharing, multiple-employer defined benefit pension plan administered by the Oklahoma Public Employees Retirement System (OPERS). Benefit provisions are established and amended by the Oklahoma Legislature. The Plan provides retirement, disability, and death benefits to Plan members and beneficiaries. Title 74, Sections 901 through 943, as amended, establishes the provisions of the Plan. OPERS issues a publicly available financial report that includes financial statements and supplementary information. That report may be obtained by writing OPERS, P.O. Box 53007, Oklahoma City, Oklahoma 73105 or by calling 1-800-733-9008.

Funding Policy. The contribution rates for each member category are established by the Oklahoma Legislature and are based on an actuarial calculation which is performed to determine the adequacy of contribution rates. County employees are required to contribute between 3.5% and 8.5% of earned compensation. The County contributes between 7.5% and 12.5% of earned compensation. Elected officials could contribute between 4.5% and 10% of their entire compensation. The County contributes 12.5% of earned compensation for elected officials. The County's contributions to the Plan for the years ending June 30, 2007, 2006, and 2005, were \$432,912, \$387,656, and \$311,919, respectively, equal to the required contributions for each year.

7. Other Post Employment Benefits (OPEB)

In addition to the pension benefits described in the Pension Plan note, OPERS provides post-retirement health care benefits of up to \$105 each for retirees who are members of an eligible group plan. These benefits are funded on a pay-as-you-go basis as part of the overall retirement benefit. OPEB expenditure and participant information is available for the state as a whole; however, information specific to the County is not available nor can it be reasonably estimated.

**CADDO COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

8. Contingent Liabilities

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, primarily the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable fund. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time; although, the County expects such amounts, if any, to be immaterial.

The County is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in management's opinion, the resolution of these matters will not have a material adverse effect on the financial condition of the County.

9. Sales Tax

Caddo County voters approved a .50% sales tax effective January 1, 2005. This sales tax will expire January 1, 2010. The sales tax was established to provide revenue in the following manner:

| | |
|--|--------|
| Caddo County General Fund | 35.00% |
| OSU Extension and 4-H Office | 10.00% |
| Caddo County Free Fair and Caddo County Livestock Show | 7.00% |
| Caddo County Free Township Fairs | 7.00% |
| Capital Improvements for Caddo County Courthouse including Repair and Maintenance thereof | 5.50% |
| Office of the Sheriff, Caddo County | 16.00% |
| Rural and Volunteer Firefighting Programs | 10.00% |
| Caddo County Health Department | 2.50% |
| Senior Citizen Nutrition Centers | 7.00% |

10. Interfund Transactions

Operating transfers consist of \$25,109 transferred from County Clerk Lien Fee to the County General Fund for copy fees in excess of the statutory limitation.

OTHER SUPPLEMENTARY INFORMATION

CADDO COUNTY, OKLAHOMA
COMPARATIVE SCHEDULE OF RECEIPTS, EXPENDITURES, AND
CHANGES IN CASH BALANCES—BUDGET AND ACTUAL—BUDGETARY BASIS—
GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2007

| | General Fund | | | |
|---|--------------------|------------------|-------------------|-------------------|
| | Original Budget | Final Budget | Actual | Variance |
| Beginning Cash Balances | \$ 546,960 | \$ 546,960 | \$ 546,960 | \$ - |
| Less: Prior Year Outstanding Warrants | (37,319) | (37,319) | (37,319) | |
| Less: Prior Year Encumbrances | (5,660) | (5,660) | (5,548) | 112 |
| Beginning Cash Balances, Budgetary Basis | <u>503,981</u> | <u>503,981</u> | <u>504,093</u> | <u>112</u> |
| Receipts: | | | | |
| Ad Valorem Taxes | 1,240,191 | 1,240,191 | 1,251,604 | 11,413 |
| Charges for Services | 148,776 | 148,776 | 396,738 | 247,962 |
| Intergovernmental Revenues | 446,232 | 484,117 | 523,559 | 39,442 |
| Miscellaneous Revenues | 116,058 | 116,058 | 243,601 | 127,543 |
| Total Receipts, Budgetary Basis | <u>1,951,257</u> | <u>1,989,142</u> | <u>2,415,502</u> | <u>426,360</u> |
| Expenditures: | | | | |
| County Sheriff | 714,803 | 714,972 | 714,588 | 384 |
| County Treasurer | 169,982 | 169,981 | 169,685 | 296 |
| County Clerk | 216,703 | 216,703 | 210,973 | 5,730 |
| Court Clerk | 166,021 | 167,600 | 167,039 | 561 |
| County Assessor | 125,842 | 126,682 | 120,960 | 5,722 |
| Revaluation of Real Property | 199,501 | 165,858 | 160,222 | 5,636 |
| Juvenile | 65,200 | 65,200 | 55,909 | 9,291 |
| General Government | 725,239 | 791,502 | 747,568 | 43,934 |
| Excise-Equalization Board | 2,620 | 2,620 | 1,826 | 794 |
| County Election Board | 56,005 | 58,683 | 53,784 | 4,899 |
| County Audit Budget | 13,322 | 13,322 | 12,837 | 485 |
| Total Expenditures, Budgetary Basis | <u>2,455,238</u> | <u>2,493,123</u> | <u>2,415,391</u> | <u>77,732</u> |
| Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis | <u>\$ -</u> | <u>\$ -</u> | 504,204 | <u>\$ 504,204</u> |
| Interfund Transfer | | | 25,109 | |
| Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances | | | | |
| Add: Current Year Encumbrances | | | 7,970 | |
| Add: Current Year Outstanding Warrants | | | 68,568 | |
| Ending Cash Balance | | | <u>\$ 605,851</u> | |

The accompanying notes to the other supplementary information are an integral part of this schedule.
See independent auditor's report.

CADDO COUNTY, OKLAHOMA
COMPARATIVE SCHEDULE OF RECEIPTS, EXPENDITURES, AND
CHANGES IN CASH BALANCES—BUDGET AND ACTUAL—BUDGETARY BASIS—
COUNTY HEALTH DEPARTMENT FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2007

| | County Health Department Fund | | | |
|--|-------------------------------|----------------|-------------------|------------------|
| | Original | Final | Actual | Variance |
| | Budget | Budget | | |
| Beginning Cash Balances | \$ 147,311 | \$ 147,311 | \$ 147,311 | \$ - |
| Less: Prior Year Outstanding Warrants | (167) | (167) | (167) | |
| Less: Prior Year Encumbrances | (12,296) | (12,296) | (11,591) | 705 |
| Beginning Cash Balances, Budgetary Basis | <u>134,848</u> | <u>134,848</u> | <u>135,553</u> | <u>705</u> |
| Receipts: | | | | |
| Ad Valorem Taxes | 123,935 | 123,935 | 127,665 | 3,730 |
| Charges for Services | | 4,501 | 4,037 | (464) |
| Miscellaneous | | | 509 | 509 |
| Total Receipts, Budgetary Basis | <u>123,935</u> | <u>128,436</u> | <u>132,211</u> | <u>3,775</u> |
| Expenditures: | | | | |
| Health and Welfare | 258,783 | 263,284 | 187,814 | 75,470 |
| Total Expenditures, Budgetary Basis | <u>258,783</u> | <u>263,284</u> | <u>187,814</u> | <u>75,470</u> |
| Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis | <u>\$ -</u> | <u>\$ -</u> | 79,950 | <u>\$ 75,950</u> |
| Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances | | | | |
| Add: Current Year Encumbrances | | | 2,084 | |
| Add: Current Year Outstanding Warrants | | | 28,562 | |
| Ending Cash Balance | | | <u>\$ 110,596</u> | |

The accompanying notes to the other supplementary information are an integral part of this schedule. See independent auditor's report.

**CADDO COUNTY, OKLAHOMA
NOTES TO OTHER SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

Budgetary Schedules

The Comparative Schedules of Receipts, Expenditures, and Changes in Cash Balances—Budget and Actual—Budgetary Basis, for the General Fund and the County Health Department Fund present comparisons of the legally adopted budget with actual data. The "actual" data, as presented in the comparison of budget and actual, will differ from the data as presented in the Combined Statement of Receipts, Disbursements, and Changes in Cash Balances with Combining Information because of adopting certain aspects of the budgetary basis of accounting and the adjusting of encumbrances and outstanding warrants to their related budget year.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in these funds. At the end of the year, unencumbered appropriations lapse.

See independent auditor's report.

INTERNAL CONTROL AND COMPLIANCE SECTION



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

**Report on Internal Control Over Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in Accordance With
*Government Auditing Standards***

TO THE OFFICERS OF
CADDO COUNTY, OKLAHOMA

We have audited the combined totals—all funds of the accompanying Combined Statement of Receipts, Disbursements, and Changes in Cash Balances of Caddo County, Oklahoma, as of and for the year ended June 30, 2007, which comprises Caddo County's basic financial statement, prepared using accounting practices prescribed or permitted by Oklahoma state law, and have issued our report thereon dated June 2, 2008. Our report on the basic financial statement was adverse because the statement is not a presentation in conformity with accounting principles generally accepted in the United States of America. Also, our report describes certain responsibilities of the State Auditor and Inspector's Office other than audit responsibilities. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Caddo County's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the deficiency 2007-3 as described in the accompanying schedule of findings and responses to be a significant deficiency in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe the significant deficiency described above is not a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Caddo County's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, which are described in the accompanying schedule of findings and responses as items 2007-1 and 2007-2.

Caddo County's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. We did not audit Caddo County's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of Caddo 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., section 24A.1 et seq.), and shall be open to any person for inspection and copying.



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

June 2, 2008

**CADDO COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

Findings related to the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Finding 2007-1 – Pledged Securities

Criteria: In accordance with 62 O.S. § 517.4.A, “A treasurer of a public entity shall require that financial institutions deposit collateral securities or instruments to secure the deposits of the public entity in each such institution. The amount of collateral securities or instruments to be pledged for the security of deposits shall be established by the treasurer of the public entity consistent with the provisions of the Security for Local Public Deposits Act; provided, such amount shall not be less than the amount of the deposit to be secured, less the amount insured.”

Condition: At December 30, 2006, the peak ad valorem tax collection period, the deposits at the First State Bank of Anadarko were \$12,148,938.89 and the pledged collateral at the fair market value at that bank was \$11,944,115.50, leaving an under collateralization in the amount of \$104,823.39 after FDIC coverage.

Effect: The County’s assets could be subjected to losses if there are not adequate pledged securities for deposits.

Recommendation: We recommend the County Treasurer comply with 62 O.S. § 517.4 that requires that financial institutions deposit collateral securities or instruments to secure the deposits of the public entity at an amount not less than the amount of the deposit to be secured.

Views of responsible officials and planned corrective actions: The Treasurer secured pledges in early January 2007 and actively monitors collateral on a monthly basis.

Finding 2007-2 – Budget Appropriations

Criteria: With regard to cash accounts and departments operated within the general fund, 68 O.S. § 3011 requires the items of appropriation to be categorized at least to the level of “personal services,” “maintenance and operation,” and/or “capital outlay.”

Condition: Expenditures for personal services, maintenance and operation and capital outlay are not identified as such in the County’s appropriation ledger. The County operates with numerous cash funds that are not appropriated to any specific category.

Most of the sales tax funds (except for the Sheriff and OSU funds) were not categorized for any specific item of appropriation.

**CADDO COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

Effect: This condition results in the County being unable to monitor its fiscal responsibilities for appropriations and expenditures within a legal level of control.

Recommendation: We recommend the County consider revising its chart of funds and accounts to reflect the actual category of the appropriations and expenditures.

Views of responsible officials and planned corrective actions: The County Clerk is in the process of categorizing accounts as necessary.

2007-3 – Timely Encumbrances of Sheriff Purchase Orders

Criteria: Effective internal controls include procedures such as reconciliations be performed periodically.

Condition: The County operates with numerous cash funds. At the end of the fiscal year, the County Clerk has been transferring unexpended, unreserved balances from the old budget year appropriation ledger to the new appropriation ledger, without reconciling the amounts to the actual cash balance on hand with the County Treasurer. Without reconciliations, errors have occurred, and some balances being transferred have become significantly different than the actual cash balances available for each new fiscal year. Some examples:

| FUND (FY06-07) | Appropriation transferred from FY05-06 | Treasurer's actual cash balance (less outstanding warrants and/or reserves at June 30, 2006) |
|--|---|---|
| Law Library | \$ 6,670 | \$ 5,048 |
| Resale Property Fund | 120,850 | 71,524 |
| Sales Tax Capital Improvement Fund | 597,997 | 608,493 |
| County Use Tax Fund | 47,710 | 37,088 |
| County Clerk Records Preservation Fund | 59,504 | 69,970 |

Effect: When old appropriation balances transferred to the new fiscal year are OVER the actual cash available for appropriation, the County may inadvertently expend or obligate funds in excess of the cash funds available. When old appropriation balances transferred to the new fiscal year are UNDER the actual cash available for appropriation, the County may unnecessarily delay needed purchases in the mistaken belief that funds are not available.

Recommendation: We recommend the appropriation ledgers for “cash” funds be reconciled periodically to the actual cash balance the County Treasurer has in the general ledger. Reconciling items would be prior year and current year outstanding warrants on the Treasurer’s side and prior year and current year outstanding purchase orders that “reserve” a portion of the appropriation balance on the County Clerk’s side.

Views of responsible officials and planned corrective actions: At June 30, 2008, the Treasurer and County Clerk will reconcile the accounts to determine that the appropriate balance is transferred for the next year.



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