

**JUDY CAIN, COURT CLERK  
CADDO 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

April 11, 2005

Judy Cain, Court Clerk  
Caddo County, Oklahoma

Transmitted herewith is the statutory report for the Caddo 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 black ink that reads "Jeff A. McMahan".

JEFF A. McMAHAN  
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

Judy Cain, Court Clerk  
Caddo County Courthouse  
Anadarko, Oklahoma 73005

Dear Ms. Cain:

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.

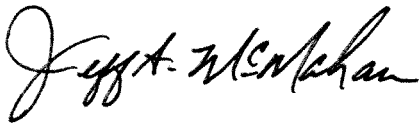
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Caddo 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 Caddo 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. McMahen". The signature is written in a cursive, flowing style.

JEFF A. McMAHAN  
State Auditor and Inspector

February 22, 2005

**JUDY CAIN, COURT CLERK**  
**CADDO COUNTY, OKLAHOMA**  
**COURT FUND ACCOUNT ANALYSIS**  
**JUNE 30, 2004**

---

Collections:

Court fund fines, fees, and forfeitures	\$703,075
Interest earned on deposit	1,072
Total collections	704,147

Deductions:

Lump sum budget categories:

Juror expenses	19,001
Trial court attorneys	28,822
Transcripts - preliminary & trial	2,764
Transcripts - appeals	5,878
General office supplies	11,551
Forms printing	3,633
Publications	282
Postage and freight	9,527
Books for records and indexes	8,474
Court reporter supplies	544
Gas, water and electricity	21,890
General telephone expense	2,496
Long-distance telephone expense	427
Other expenses	15
Total lump sum categories	115,304

Restricted budget categories:

Maintenance of court area(s)	1,617
Furniture and fixtures	4,347
Equipment rentals	357
Photocopy equipment rental	7,752
Maintenance of equipment	22,367
Per diem court reporter	414
Part-time court clerk employees	136,975
Total restricted categories	173,829

**JUDY CAIN, COURT CLERK  
CADDO COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
JUNE 30, 2004**

---

Mandated categories:	
Law library	9,000
State judicial fund	387,416
Total mandated categories	<u>396,416</u>
Total deductions	<u>685,549</u>
Collections over (under) deductions	18,598
Cancelled vouchers	1,472
Beginning account balance	<u>114,885</u>
Ending account balance	<u><u>\$ 134,955</u></u>



**JUDY CAIN, COURT CLERK  
CADDO COUNTY, OKLAHOMA  
COURT CLERK REVOLVING FUND ANALYSIS  
JUNE 30, 2004**

---

Collections:	
Court fund revolving fees	\$ 45,731
Interest earned on deposits	512
Total collections	<u>46,243</u>
Deductions:	
Total deductions	<u>-</u>
Collections over (under) deductions	46,243
Beginning account balance	<u>30,053</u>
Ending account balance	<u>\$ 76,296</u>