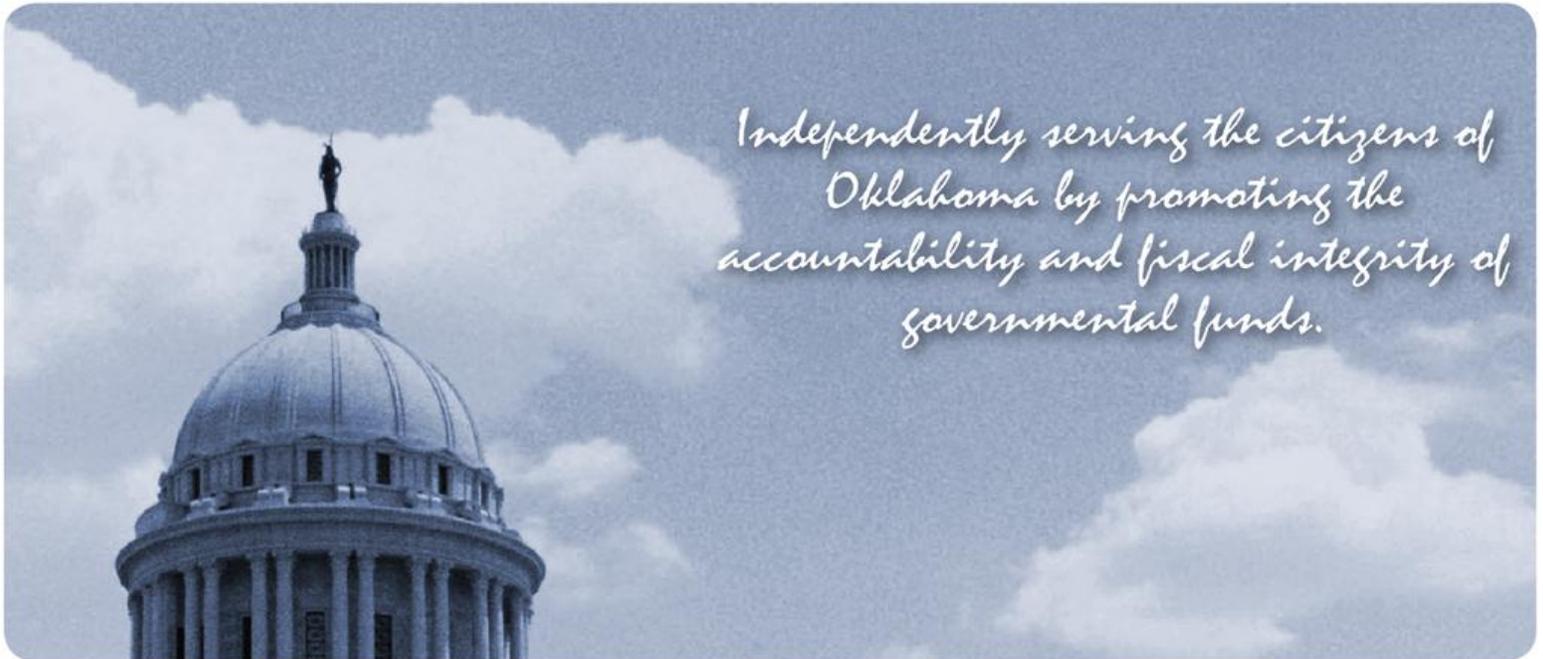


STATUTORY REPORT

# CANADIAN COUNTY TREASURER

February 29, 2016



*Independently serving the citizens of  
Oklahoma by promoting the  
accountability and fiscal integrity of  
governmental funds.*



Oklahoma State  
Auditor & Inspector  
Gary A. Jones, CPA, CFE

**CAROLYN LECK, COUNTY TREASURER  
CANADIAN COUNTY, OKLAHOMA  
TREASURER STATUTORY REPORT  
FEBRUARY 29, 2016**

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This publication, issued by the Oklahoma State Auditor and Inspector's Office as authorized by 74 O.S. § 212, has not been printed, but is available on the agency's website ([www.sai.ok.gov](http://www.sai.ok.gov)) and in the Oklahoma Department of Libraries Publications Clearinghouse Digital Collection, pursuant to 74 O.S. § 3105.B.



# Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

April 22, 2016

BOARD OF COUNTY COMMISSIONERS  
CANADIAN COUNTY COURTHOUSE  
EL RENO, OKLAHOMA 73036

Transmitted herewith is the Canadian County Treasurer Statutory Report for February 29, 2016. 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 "Gary A. Jones".

GARY A. JONES, CPA, CFE  
OKLAHOMA STATE AUDITOR & INSPECTOR

April 14, 2016



# Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

Ms. Carolyn Leck, Canadian County Treasurer  
Canadian County Courthouse  
El Reno, Oklahoma 73036

Dear Ms. Leck:

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 Canadian 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.

GARY A. JONES, CPA, CFE  
OKLAHOMA STATE AUDITOR & INSPECTOR

April 14, 2016

**SCHEDULE OF FINDINGS AND RESPONSES**

**Finding 2016-01 – Bank Reconciliations**

**Condition:** During a review of bank accounts and reconciliations, we noted there was no evidence that the School Payroll account was reconciled to the general ledger as of February 29, 2016. There was no indication that the account had been reconciled by the County Treasurer’s office on a monthly basis during the fiscal year. Further, the School Payroll account was not identified with the County’s tax identification number.

**Cause of Condition:** Policies and procedures have not been designed and implemented to ensure all information regarding the School Payroll account has been communicated to the Treasurer and that the bank statement is reconciled to the general ledger balance at the end of each month.

**Effect of Condition:** This condition could result in unrecorded transactions, misstated financial reports, undetected errors, or misappropriation of funds.

**Recommendation:** OSAI recommends all accounts be reconciled on a monthly basis and in a timely manner and that the County Treasurer ensures all bank reconciliations reflect an indication of review and approval by someone other than the preparer. Further, all bank accounts should be properly identified with the County’s tax identification number.

**Management Response:**

**County Treasurer:** We are still waiting for an employee to do her part. I finally got her in person and offered today to sit and help her sort one item at a time from the beginning of the fiscal year.

**Auditor Response:** As stated in the recommendation, we recommend the County Treasurer ensure all accounts are reconciled on a monthly basis and in a timely manner. We further recommend evidence of the review and approval be indicated by someone other than the preparer.

**Criteria:** To help ensure a proper accounting of funds, all bank accounts and investments should be identified with the County’s tax identification number and should be included on the general ledger. Bank reconciliations should be performed on a monthly basis, and approved by someone other than the preparer and include an indication of review.



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