

**DEE RAY, COURT CLERK
CANADIAN COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2004**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

June 16, 2005

Dee Ray, Court Clerk
Canadian County, Oklahoma

Transmitted herewith is the statutory report for the Canadian 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 cursive script that reads "Jeff A. McMahon".

JEFF A. McMAHAN
State Auditor and Inspector

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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

Dee Ray, Court Clerk
Canadian County Courthouse
Canadian, Oklahoma 73036

Dear Ms. Ray:

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.

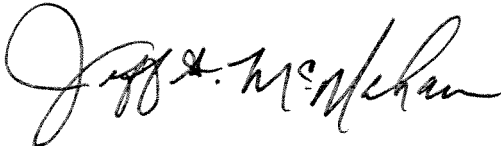
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Canadian 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 Canadian 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, appearing to read "Jeff A. McMahon". The signature is fluid and cursive, with the first name "Jeff" and last name "McMahon" clearly distinguishable.

JEFF A. McMAHAN
State Auditor and Inspector

May 11, 2005

**DEE RAY, COURT CLERK
CANADIAN COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2004**

Collections:

Court fund fines, fees, and forfeitures	\$1,330,840
Interest earned on deposit	815
Total collections	<u>1,331,655</u>

Deductions:

Lump sum budget categories:

Juror expenses	49,937
Trial court attorneys	77,300
Transcripts - preliminary & trial	4,638
Transcripts - appeals	8,022
Mental health (attorneys)	12,600
Guardians ad litem fees	25,396
General office supplies	3,828
Forms printing	128
Microfilm supplies	15,220
Postage and freight	4,761
Publications	303
Gas, water and electricity	27,534
Other expenses	7,337
General telephone expense	2,607
Long-distance telephone expense	6
Total lump sum categories	<u>239,617</u>

Restricted budget categories:

Maintenance of court area(s)	24,374
Furniture and fixtures	11,094
Equipment purchases	17,915
Equipment rentals	8,243
Photocopy equipment rental	18,523
Maintenance of equipment	24,391
OCIS services	83,178
Per diem court reporters	2,799
Part-time court clerk employees	193,296
Total restricted categories	<u>383,813</u>

DEE RAY, COURT CLERK
CANADIAN COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2004

Mandated categories:	
Law library	9,000
State judicial fund	572,870
Total mandated categories	<u>581,870</u>
Total deductions	<u>1,205,300</u>
Collections over (under) deductions	126,355
Cancelled vouchers	1,074
Beginning account balance	<u>45,942</u>
Ending account balance	<u>\$ 173,371</u>

**DEE RAY, COURT CLERK
CANADIAN COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2004**

Collections:	
Court fund revolving fees	\$ 43,860
Interest earned on deposits	574
Total collections	<u>44,434</u>
Deductions:	
Maintenance of court area	1,070
Equipment purchases	28,306
Furniture and fixtures	7,257
Membership dues	425
Total deductions	<u>37,058</u>
Collections over (under) deductions	7,376
Beginning account balance	<u>77,964</u>
Ending account balance	<u>\$ 85,340</u>