

**DEE RAY, COURT CLERK
CANADIAN COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2005**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

November 14, 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, 2005. 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. McMAHAN".

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 2005 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2005 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.

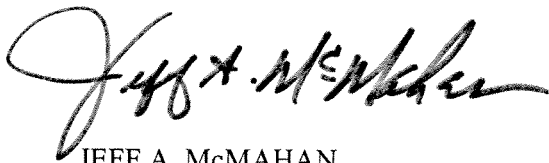
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Canadian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

JEFF A. McMAHAN
State Auditor and Inspector

October 26, 2005

**DEE RAY, COURT CLERK
CANADIAN COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2005**

Collections:

Court fund fines, fees, and forfeitures	\$1,403,291
Interest earned on deposit	2,205
Refunds	63,009
Proceeds from auction	281
Total collections	<u><u>1,468,786</u></u>

Deductions:

Lump sum budget categories:

Juror expenses	44,337
Indigent defense witness expense	4,150
Trial court attorneys	90,200
Mental health (attorneys)	7,500
Transcripts - preliminary & trial	4,547
Transcripts - appeals	1,798
General office supplies	19,226
Forms printing	11,845
Publications	166
Books for records & indexes	311
Postage and freight	15,220
Court reporter supplies	3,466
Gas, water and electricity	20,285
Other expenses	8,378
Total lump sum categories	<u><u>231,429</u></u>

Restricted budget categories:

Maintenance of court area(s)	18,206
Security for court area	50,479
Equipment purchases	2,000
Equipment rentals	6,779
Maintenance of equipment	22,264
OCIS services	85,356
Photocopy equipment rental	18,224
Per diem court reporters	188
Part-time court clerk employees	236,611
Total restricted categories	<u><u>440,107</u></u>

**DEE RAY, COURT CLERK
CANADIAN COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2005**

Mandated categories:	
Law library	9,000
State judicial fund	941,994
Total mandated categories	<u>950,994</u>
Total deductions	<u>1,622,530</u>
Collections over (under) deductions	(153,744)
Cancelled vouchers	187,214
Beginning account balance	<u>173,371</u>
Ending account balance	<u><u>\$ 206,841</u></u>

**DEE RAY, COURT CLERK
CANADIAN COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2005**

Collections:	
Court fund revolving fees	\$ 55,027
Interest earned on deposits	208
Total collections	<u>55,235</u>
Deductions:	
Personal services	6,410
Maintenance and operation	3,129
Capital outlay	24,601
Total deductions	<u>34,140</u>
Collections over (under) deductions	21,095
Beginning account balance	<u>85,340</u>
Ending account balance	<u><u>\$ 106,435</u></u>