

**KAREN VOLINO, COURT CLERK
CARTER COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2002**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

March 26, 2003

Karen Volino, Court Clerk
Carter County, Oklahoma

Transmitted herewith is the statutory report for the Carter County, Court Clerk, for the fiscal year ended June 30, 2002. 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

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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

Karen Volino, Court Clerk
Carter County Courthouse
Ardmore, Oklahoma 73402

Dear Ms. Volino:

For the purpose of complying with 20 O.S. § 1312, we have performed the following procedures for the fiscal year 2002:

- 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 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 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 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 Carter 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; District Court vouchers were properly accounted for and were issued in accordance with Court instructions; Court 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, which is presented following this report.

This report is intended for the information and use of the Carter 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 cursive script that reads "Jeff A. McMahán". The signature is written in black ink and is positioned above the printed name and title.

JEFF A. McMAHAN
State Auditor and Inspector

February 10, 2003

**KAREN VOLINO, COURT CLERK
CARTER COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2002**

Collections:

Court fund fines, fees, and forfeitures	\$805,714
Cancelled vouchers	68
Interest earned on deposit	<u>2,164</u>
Total collections	<u>807,946</u>

Deductions:

Lump sum categories:

Juror expenses	37,814
Trial court (attorneys)	32,851
Appeals (attorneys)	622
Transcripts-preliminary and trial	4,052
Transcripts-appeals	4,815
Mental health (attorneys)	6,450
General office supplies	4,587
Forms printing	9,941
OCIS computer training	894
Postage and freight	8,055
Court reporter supplies	2,226
Publications	1,228
Books for records & indexes	123
Gas, water, and electricity	12,000
Guardian ad litem fees	2,927
Other expenses	738
General telephone expense	3,129
Long-distance telephone expense	<u>1,068</u>
Total lump sum categories	<u>133,520</u>

Restricted categories:

Maintenance of court area(s)	12,000
Renovation and remodeling	22,175
Security for court room	32,375
Furniture and fixtures	5,395
Equipment rentals	2,333
Photocopy equipment maintenance	1,860
Maintenance of equipment	18,891
Part-time bailiffs	911
OCIS services	33,708
Part-time court clerk employees	<u>78,818</u>
Total restricted categories	<u>208,466</u>

KAREN VOLINO, COURT CLERK
CARTER COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2002

Mandated budget categories:	
Law library	9,000
State judicial fund	<u>459,405</u>
Total mandated categories	<u>468,405</u>
Total deductions	<u>810,391</u>
Excess collections over (under) deductions	(2,445)
Beginning account balance	<u>135,262</u>
Ending account balance	<u>\$132,817</u>