

**SHIRLEY GLORY, COURT CLERK
CHEROKEE 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

February 2, 2005

Shirley Glory, Court Clerk
Cherokee County, Oklahoma

Transmitted herewith is the statutory report for the Cherokee 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. McMahon". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

JEFF A. McMAHAN
State Auditor and Inspector

**SHIRLEY GLORY, COURT CLERK
CHEROKEE COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2004**

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**SHIRLEY GLORY, COURT CLERK
CHEROKEE COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2004**

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

Shirley Glory, Court Clerk
Cherokee County Courthouse
Tahlequah, Oklahoma 74464

Dear Ms. Glory:

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 issued 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.

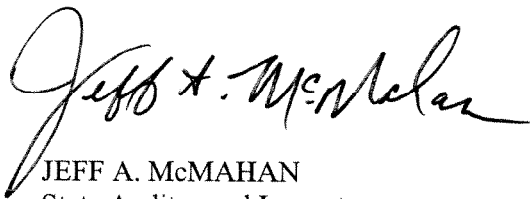
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Cherokee 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 Cherokee 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 stylized with a large, flowing "J" and "M".

JEFF A. McMAHAN
State Auditor and Inspector

October 28, 2004

**SHIRLEY GLORY, COURT CLERK
CHEROKEE COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2004**

Collections:

Court fund fines, fees, and forfeitures	\$ 934,966
Interest earned on deposits	201
Cancelled vouchers	719
Total collections	<u>935,886</u>

Deductions:

Lump sum budget categories:

Juror expenses	37,114
Trial court (attorneys)	34,340
Appeals (attorneys)	425
Mental health (attorneys)	4,200
Guardian ad litem fees	3,640
Transcripts-preliminary and trial	4,127
Transcripts-appeals	9,558
General office supplies	14,873
Forms printing	5,693
Publications	1,449
Books for records and indexes	133
Postage and freight	3,076
Court reporter supplies	4,241
Gas, water, and electricity	17,545
General telephone expense	5,235
Long-distance telephone	318
Other expenses	6,375
Total lump sum categories	<u>152,342</u>

**SHIRLEY GLORY, COURT CLERK
CHEROKEE COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2004**

Restricted budget categories:

Maintenance of court area	9,175
Security for court area	23,386
Equipment purchases	10,329
Maintenance of equipment	19,764
Photocopy equipment rental	11,508
Part-time bailiffs	5,261
Part-time court clerk employees	<u>269,363</u>
Total restricted categories	<u>348,786</u>

Mandated budget categories:

Law library	9,000
Judicial retirement fund	<u>399,600</u>
Total mandated categories	<u>408,600</u>

Total deductions	<u>909,728</u>
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Collections over (under) deductions	26,158
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Beginning account balance	<u>74,127</u>
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Ending account balance	<u><u>\$ 100,285</u></u>
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**SHIRLEY GLORY, COURT CLERK
CHEROKEE COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2004**

Collections:	
Court fund revolving fees	\$ 45,253
Cancelled vouchers	<u>60</u>
Total collections	<u>45,313</u>
 Deductions:	
Other	<u>44,673</u>
Total lump sum categories	<u>44,673</u>
 Collections over (under) deductions	640
 Beginning account balance	<u>48,110</u>
 Ending account balance	<u>\$ 48,750</u>