

CHOCTAW COUNTY COURT CLERK

FOR THE YEAR ENDED
JUNE 30, 2007

STATUTORY REPORT



Oklahoma State Auditor
& Inspector

**JIMMY WALKER, COURT CLERK
CHOCTAW COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2007**

This publication is printed and issued by the State Auditor and Inspector as authorized by 20 O.S. § 1312. Pursuant to 74 O.S. § 3105.B, six copies have been prepared and distributed at a cost of \$14.62. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



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May 19, 2009

Jimmy Walker, Court Clerk
Choctaw County Courthouse
Hugo, Oklahoma 74743

Transmitted herewith is the statutory report for the Choctaw County Court Clerk for the fiscal year ended June 30, 2007. 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 blue ink that reads "Steve Burrage". The signature is written in a cursive style with a large initial "S" and "B".

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

TABLE OF CONTENTS

Introductory Information ii
Statutory Report of State Auditor and Inspector 1
Court Fund Account Analysis..... 3
Court Clerk Revolving Fund Analysis..... 5
Schedule of Findings and Responses 6

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.

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Jimmy Walker, Court Clerk
Choctaw County Courthouse
Hugo, Oklahoma 74743

Dear Ms. Walker:

We have performed procedures for fiscal year 2007 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2007 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- Test receipts issued to determine whether: (1) the correct fee was collected, and (2) the receipt was properly accounted for in the financial records.
- Test Court Fund vouchers 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.
- Test 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.
- Test District Court vouchers to determine whether they were properly accounted for and test supporting documentation for disbursements to determine whether the disbursements were issued in accordance with Court instructions.
- Determine whether Court Fund activity and/or balances reconcile to the County Treasurer's records.
- Determine whether the Court Clerk Revolving activity and/or balances reconcile to the County Treasurer's records.
- Determine whether the District Court case balances reconcile to the County Treasurer's depository ledger.

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 Choctaw County.

Based on the above reconciliations, tests, and procedures performed, the Court Clerk was collecting the correct fees and 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; 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. With respect to Court Clerk Revolving Fund expenditures being approved and segregation of duties, our findings are included in the accompanying schedule of findings and responses.

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 Choctaw 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,



STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

February 24, 2009

**JIMMY WALKER, COURT CLERK
CHOCTAW COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2007**

Collections:

Court fund fines, fees, and forfeitures	\$ 326,355
Interest earned on deposit	3,039
Cancelled vouchers, refunds	407
Total collections	<u>329,801</u>

Deductions:

Lump sum budget categories:

Juror expenses	18,219
Trial court attorneys	15,693
Mental health attorneys	20
Guardians ad litem fees	355
Transcripts - preliminary & trial	8,248
Transcripts - appeals	931
General office supplies	11,647
Forms printing	474
Books for records and indexes	1,492
Postage and freight	5,000
Publications	30
Court reporter supplies	1,475
General telephone expense	3,865
Long-distance telephone expense	545
Other expenses (robes, etc.)	50
Total lump sum categories	<u>68,044</u>

Restricted budget categories:

Maintenance of court area(s)	2,373
Furniture and fixtures	1,922
Equipment purchases	13,530
Equipment rentals	1,188
Maintenance of equipment	9,458
OCIS services	19,096
Photocopy equipment maintenance	3,925
Part-time bailiffs	294
Part-time court clerk employees	129,940
Total restricted categories	<u>181,726</u>

**JIMMY WALKER, COURT CLERK
CHOCTAW COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2007**

Mandated categories:	
Law library	7,000
State judicial fund	<u>64,490</u>
Total mandated categories	<u>71,490</u>
Total deductions	<u>321,260</u>
Collections over (under) deductions	8,541
Beginning account balance July 1, 2006	<u>24,454</u>
Ending account balance June 30, 2007	<u><u>\$ 32,995</u></u>

**JIMMY WALKER, COURT CLERK
CHOCTAW COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2007**

Collections:	
Court fund revolving fees	\$ 24,196
Total collections	<u>24,196</u>
Deductions:	
Court fund disbursements	<u>14,506</u>
Total deductions	<u>14,506</u>
Collections over (under) deductions	9,690
Beginning account balance July 1, 2006	<u>29,593</u>
Ending account balance June 30, 2007	<u>\$ 39,283</u>

**JIMMY WALKER, COURT CLERK
CHOCTAW COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2007**

Finding 2007-1—Segregation of Duties

Criteria: Accountability and stewardship are overall goals in evaluating management's accounting of funds. To help ensure a proper accounting of funds, the duties of receiving, receipting, recording, depositing cash and checks, reconciliations, and transaction authorization should be segregated.

Condition: Based on inquiries of personnel and testwork performed, it was noted that receiving, receipting, recording, depositing cash and checks, reconciliations, and transaction authorization within the Court Clerk's office were not properly segregated to assure adequate internal control structure.

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

Recommendation: OSAI recommends management be aware of these conditions and realize that concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. The most effective controls lie in management's knowledge of office operations and a periodic review of operations.

Views of responsible officials and planned corrective actions: We concur with the State Auditor's findings. Management does have knowledge of office operations and will perform a periodic review of these operations.

Finding 2007-2—Revolving Fund Expenditures

Criteria: Title 19 O.S. § 220.A states in part, "All monies accruing to the credit of the fund are hereby appropriated and shall be expended by the court clerk for the lawful operation of the court clerk's office. Claims against the fund shall include only expenses incurred for the operation of the court clerk's office in each county, and payment may be made after the claim is approved by the court clerk and either the district or the associate district judge of that county. The monies shall be reported quarterly to the Administrator of the Courts. The necessary forms and procedures shall be developed and implemented by the State Auditor and Inspector."

Condition: During a test of ten Revolving Fund claims, it was noted that two claims were not properly approved.

Effect: This condition could result in unlawful expenditures and misappropriation of funds.

Recommendation: OSAI recommends that the Court Clerk ensure all Revolving fund claims are properly approved by the appropriate officials.

Views of responsible officials and planned corrective actions: We concur with the State Auditor's findings. We will implement procedures to ensure the proper approval of Revolving Fund expenditures.



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