

**CHOCTAW
COUNTY
TREASURER**

JULY 30, 2010

**STATUTORY
REPORT**



Oklahoma State Auditor
& Inspector

**ARLENE MINCHEY, COUNTY TREASURER
CHOCTAW COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
JULY 30, 2010**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



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October 25, 2010

BOARD OF COUNTY COMMISSIONERS
CHOCTAW COUNTY COURTHOUSE
HUGO, OKLAHOMA 74743

Transmitted herewith is the Choctaw County Treasurer Statutory Report for July 30, 2010. The engagement was conducted in accordance with 74 O.S. § 212.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during the course of our engagement.

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".

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

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Arlene Minchey, County Treasurer
Choctaw County Courthouse
Hugo, Oklahoma 74743

Dear Ms. Minchey:

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures for July 30, 2010:

- Review bank reconciliations, visually verify certificates of deposit, and confirm investments.
- Determine whether subsidiary records reconcile to the general ledger.
- Review pledged collateral securing deposits and invested funds.

All information included in the bank reconciliations, the investment ledger, the subsidiary ledgers, and the general ledger is the representation of the County Treasurer.

Our county treasurer statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any general-purpose financial statements of Choctaw County.

Based on the above subsidiary records reconciliations, visual verification, and confirmation procedures performed, the cash and investments of the County are supported by accounting records and are adequately secured to prevent loss in the event of a bank failure. With respect to bank reconciliations, our finding is presented in the accompanying schedule of findings and responses.

This report is intended for the information and use of the management of the County. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Sincerely,

A handwritten signature in blue ink that reads "Steve Burrage".

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

October 7, 2010

**ARLENE MINCHEY, COUNTY TREASURER
CHOCTAW COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JULY 30, 2010**

Finding 2011-1—Bank Reconciliations (Repeat Finding)

Criteria: Safeguarding controls are an aspect of internal control. Safeguarding controls relate to the prevention or timely detection of unauthorized transactions and unauthorized access to assets. Failure to perform tasks that are part of internal controls, such as reconciling bank statements to the general ledger, are deficiencies in internal control.

Condition: The General Fund Account reconciliation for February 2010 reflected an unidentified variance of \$18.78. The Official Depository Account reconciliation reflected an unidentified variance of \$277.50

Effect: This condition could result in incomplete and inaccurate records, incomplete information, or misappropriation of funds.

Recommendation: OSAI recommends that the Treasurer reconcile all bank accounts monthly to the General Ledger. All unknown variances should be promptly investigated and reconciled.

Views of responsible officials and planned corrective actions: The County Treasurer stated they have maintained the unidentified variances on the General and Depository Bank Account to a consistent amount for the past year and have researched back to 1999 to locate the variances, but at this point have not found any.



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