

**RHONDA HALL, COURT CLERK  
CLEVELAND COUNTY, OKLAHOMA  
STATUTORY REPORT  
FOR THE YEAR ENDED JUNE 30, 2003**

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STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

December 15, 2003

Rhonda Hall, Court Clerk  
Cleveland County, Oklahoma

Transmitted herewith is the statutory report of the Cleveland County, Court Clerk, for the fiscal year ended June 30, 2003. 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. McMahon".

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

Rhonda Hall, Court Clerk  
Cleveland County Courthouse  
Norman, Oklahoma 73069

Dear Ms. Hall:

For the purpose of complying with 20 O.S. § 1312, we have performed the following procedures for the fiscal year 2003:

- 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.

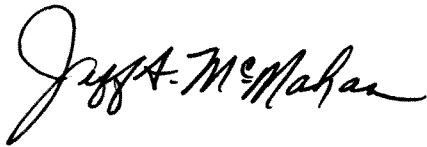
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Cleveland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

JEFF A. McMAHAN  
State Auditor and Inspector

December 8, 2003

**RHONDA HALL, COURT CLERK  
CLEVELAND COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2003**

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Collections:

Court fund fines, fees, and forfeitures	\$2,477,199
Cancelled vouchers	10,355
Interest earned on deposit	3,938
Transfer from Court Clerk Trust	<u>5,268</u>
Total collections	<u>2,496,760</u>

Deductions:

Lump sum categories:

Juror expenses	86,552
Trial court (attorneys)	165,150
Mental health attorney	74,050
Physician fees - mental health	12,950
Transcripts	25,860
General office supplies	28,961
Forms printing	13,460
Publications	1,178
Guardian ad litem fees	21,900
Postage and freight	27,299
Microfilm supplies	1,955
Court reporter supplies	3,532
Gas, water, and electricity	25,700
General telephone expense	14,305
Long-distance telephone expense	236
Other expenses	<u>2,258</u>
Total lump sum categories	<u>505,346</u>

Restricted categories:

Security for courtroom	3,100
Courtroom maintenance	240
Furniture and fixtures	2,972
Equipment purchases	18,585
Equipment rental	1,308
Maintenance of equipment	34,685
Photocopy equipment rental	34,282
O.C.I.S services	101,248
Per-diem court reporter	12,854
Part-time court clerk employees	458,194
Part-time bailiffs	<u>6,745</u>
Total restricted categories	<u>674,213</u>

**RHONDA HALL, COURT CLERK  
CLEVELAND COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2003**

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Mandated budget categories:	
Law library	10,050
State judicial fund	<u>1,280,580</u>
Total mandated categories	<u>1,290,630</u>
Total deductions	<u>2,470,189</u>
Collections over (under) deductions	26,571
Beginning account balance	<u>541,064</u>
Ending account balance	<u>\$ 567,635</u>