

COMANCHE COUNTY COURT CLERK

FOR THE YEAR ENDED
JUNE 30, 2008

STATUTORY REPORT



Oklahoma State Auditor
& Inspector

**ROBERT MORALES, COURT CLERK
COMANCHE COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2008**

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 (6) copies have been prepared and distributed at a cost of \$14.53. 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



2300 N. Lincoln Boulevard State Capitol, Room 100 Oklahoma City, OK 73105-4801 Phone (405) 521-3495 Fax (405) 521-3426 www.sai.ok.gov

December 8, 2008

Robert Morales, Court Clerk
Comanche County Courthouse
Lawton, Oklahoma 73501

Transmitted herewith is the statutory report for the Comanche County, Court Clerk, for the fiscal year ended June 30, 2008. 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".

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

A handwritten signature in blue ink that reads "Michelle R. Day".

MICHELLE R. DAY, ESQ.
DEPUTY STATE AUDITOR & INSPECTOR

**ROBERT MORALES, COURT CLERK
COMANCHE COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2008**

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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 AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
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Robert Morales, Court Clerk
Comanche County Courthouse
Lawton, Oklahoma 73501

Dear Mr. Morales:

We have performed procedures for fiscal year 2008 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2008 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 Comanche 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 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 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 Comanche 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



MICHELLE R. DAY, ESQ
DEPUTY STATE AUDITOR & INSPECTOR

November 14, 2008

**ROBERT MORALES, COURT CLERK
COMANCHE COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2008**

Collections:

Court fund fines, fees, and forfeitures	\$ 2,493,099
Interest earned on deposit	10,326
Total collections	<u>2,503,425</u>

Deductions:

Lump sum budget categories:

Juror expenses	40,294
Witness expenses	2,020
Trial court attorneys	152,952
Mental health (attorneys)	13,300
Guardians ad litem fees	6,000
Transcripts - preliminary & trial	20,394
Transcripts - appeals	5,065
Out-of-State sheriff fees	100
General office supplies	15,969
Forms printing	28,748
Books for records and indexes	515
Postage and freight	28,851
Microfilm supplies	5,553
Court reporter supplies	3,673
Gas, water, electricity	99,194
General telephone expense	11,505
Long-distance telephone expense	479
Other expenses (robes, etc.)	17,749
Total lump sum categories	<u>452,361</u>

Restricted budget categories:

Renovation and remodeling	7,965
Maintenance of court area(s)	40,100
Furniture and fixtures	3,813
Equipment purchases	28,077
Equipment rentals	980
Maintenance of equipment	16,669
OCIS services	70,980
Photocopy equipment rental	5,214
Photocopy equipment maintenance	2,390
Court clerk employees	487,638
Total restricted categories	<u>663,826</u>

**ROBERT MORALES, COURT CLERK
COMANCHE COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2008**

Mandated categories:	
Law library	9,000
State judicial fund	<u>1,321,132</u>
Total mandated categories	<u>1,330,132</u>
 Total deductions	 <u>2,446,319</u>
 Collections over (under) deductions	 57,106
 Cancelled vouchers	 884
 Beginning account balance	 <u>446,993</u>
 Ending account balance	 <u><u>\$ 504,983</u></u>

**ROBERT MORALES, COURT CLERK
COMANCHE COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2008**

Collections:	
Court fund revolving fees	<u>\$ 149,912</u>
Total collections	<u>149,912</u>
Deductions:	
Court revolving fund expenses	<u>27,366</u>
Total deductions	<u>27,366</u>
Collections over (under) deductions	122,546
Beginning account balance	<u>292,302</u>
Ending account balance	<u><u>\$ 414,848</u></u>



**OFFICE OF THE STATE AUDITOR AND INSPECTOR
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