

**COTTON
COUNTY
TREASURER**

FEBRUARY 4, 2010

**STATUTORY
REPORT**



Oklahoma State Auditor
& Inspector

**TAMMY SPENCE, COUNTY TREASURER
COTTON COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
FEBRUARY 4, 2010**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



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March 19, 2010

BOARD OF COUNTY COMMISSIONERS
COTTON COUNTY COURTHOUSE
WALTERS, OKLAHOMA 73572

Transmitted herewith is the Cotton County Treasurer Statutory Report for February 4, 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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Tammy Spence, County Treasurer
Cotton County Courthouse
Walters, Oklahoma 73572

Dear Ms. Spence:

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures for February 4, 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 Cotton County.

Based on the above reconciliations, visual verification, and confirmation procedures performed, the cash and investments of the County are supported by bank records and are adequately secured to prevent loss in the event of a bank failure. However, with respect to the matter of segregation of duties, 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

February 5, 2010

**TAMMY SPENCE, COUNTY TREASURER
COTTON COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
FEBRUARY 4, 2010**

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2010-1 – Segregation of Duties

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

Condition: The Treasurer's office does not adequately segregate the duties of receipting, posting, depositing, and reconciling bank statements to accounting records. There are instances when only one deputy is in the office and must perform all duties associated with the collection process.

Effect: These conditions 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 overseeing of office operations and a periodic review of operations.

Views of responsible officials and planned corrective actions: The County Treasurer is aware of this condition and will make every effort to ensure the segregation of duties in the office.



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