

**CREEK COUNTY, OKLAHOMA
SPECIAL-PURPOSE FINANCIAL STATEMENTS
AND INDEPENDENT AUDITOR'S 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

March 29, 2005

TO THE CITIZENS OF
CREEK COUNTY, OKLAHOMA

Transmitted herewith is the audit of Creek County, Oklahoma, for the fiscal year ended June 30, 2003. A report of this type is critical in nature; however, we do not intend to imply that our audit failed to disclose commendable features in the present accounting and operating procedures of the County.

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

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. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

**CREEK COUNTY, OKLAHOMA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2003**

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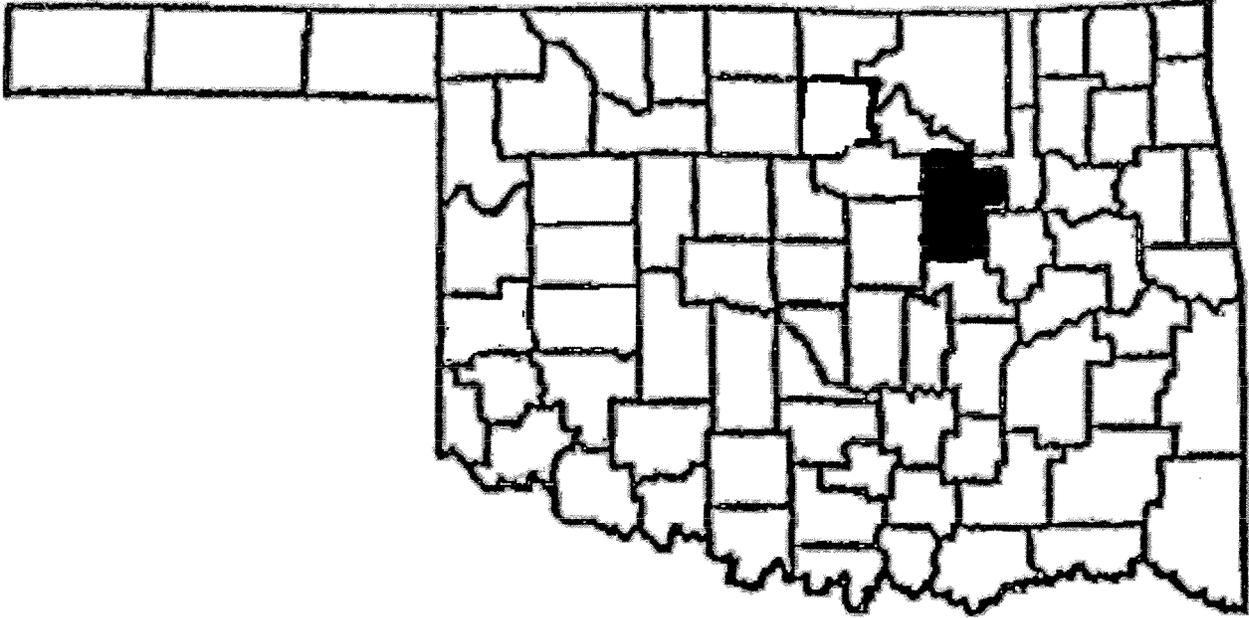
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**CREEK COUNTY, OKLAHOMA
FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2003**

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REPORT TO THE CITIZENS
OF
CREEK COUNTY, OKLAHOMA



Located in east Central Oklahoma, Creek County was created at statehood. Sapulpa, the county seat, was named for *Sus pul ber*, a Creek leader. The discovery of oil at the Red Fork field in 1901 marked the beginning of boom times for Creek County.

Creek County has been the home of Frankhoma Pottery, Inc., a unique industry which utilizes clay deposits from local Sugar Loaf Hill to manufacture dinnerware and art objects. Its factory and showroom draw visitors from all over the world.

County Seat – Sapulpa

Area – 955.6 Square Miles

County Population – 67,367
(2000 est.)

Farms – 1,475

Land in Farms – 351,400

Source: Oklahoma Almanac – 2003-2004

See independent auditor's report.

**CREEK COUNTY OFFICIALS
AND RESPONSIBILITIES**

COUNTY ASSESSOR
Cynthia Holtwick
(D) Sapulpa

The County Assessor has the responsibility to appraise and assess the real and personal property within the county for the purpose of ad valorem taxation. Also, the County Assessor is required to compute the ad valorem taxes due on all taxable property. The County Assessor appraises all the taxable real and personal property according to its fair cash value for which the property is actually being used as of January 1 of the taxable year at the percentages provided for in Article 10, § 8 of the Oklahoma Constitution.

The County Assessor is required to build and maintain permanent records of the taxable real property and tax exempt real property within the county. Information entered on each record includes the property's legal description, owner's name and address, and the homestead exemption status of the owner.

COUNTY CLERK
Betty Rentz
(D) Sapulpa

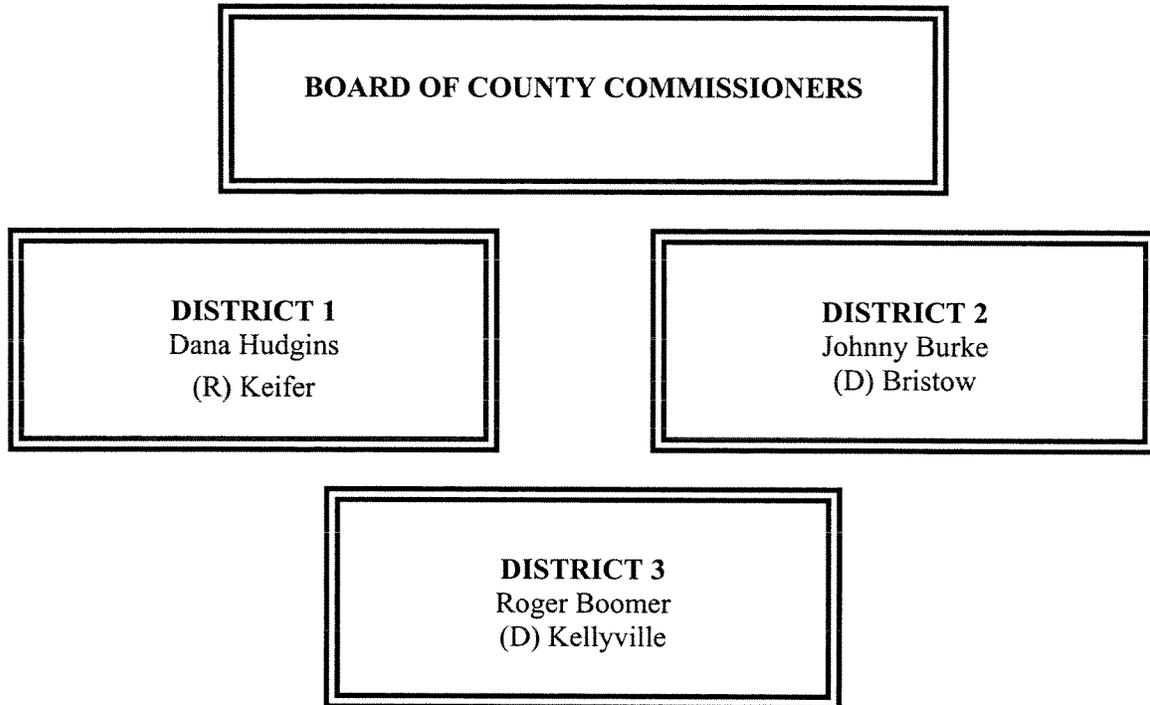
The County Clerk serves as the register of deeds and custodian of records for the county. The County Clerk also serves as the secretary to several boards, including the Board of County Commissioners, the County Excise Board, the County Board of Equalization, and the Board of Tax Roll Corrections.

The County Clerk reviews all the claims for payment of goods and services purchased or contracted by the county, and prepares the proper warrants for payment of those goods and services and the county payroll. The County Clerk, or his or her designated deputy, serves as the purchasing agent for the county. This system is a means to ensure the public that tax dollars are being spent appropriately.

Various records within the different county offices are classified as "open records." As such, they can be reviewed and mechanically copied by the public.

See independent auditor's report.

**CREEK COUNTY OFFICIALS
AND RESPONSIBILITIES**



The Board of County Commissioners is the chief administrative body for the county. County Commissioners are also responsible for maintaining and constructing the county roads and bridges.

The Commissioners must act as a Board when entering into contracts or other agreements affecting the county's welfare. Thus, actions taken by the Board are voted on and approved by a majority of the Commissioners. The Board of County Commissioners' business meetings are open to the public.

As the county's chief administrative body, the three County Commissioners must make major financial decisions and transactions. The Board has the official duty to ensure the fiscal responsibility of the other county officers who handle county funds. The review and approval procedures empowered to the Board of County Commissioners are a means to provide the public with a fiscally efficient system of county government.

See independent auditor's report.

**CREEK COUNTY OFFICIALS
AND RESPONSIBILITIES**

COUNTY SHERIFF
Steve Toliver
(R) Sapulpa

The County Sheriff is responsible for preserving the peace and protecting life and property within the county's jurisdiction. As the county's chief law enforcement officer, the Sheriff has the power and authority to suppress all unlawful disturbances, to apprehend and secure persons charged with felony or breach of peace, and to operate the county jail.

The County Sheriff has the responsibility of serving warrants and processing papers ordered by the District Court.

COUNTY TREASURER
Kathy Anglin
(D) Sapulpa

All collections by county government from ad valorem taxes and other sources are deposited with the County Treasurer. The County Treasurer collects ad valorem taxes for the county and its political subdivisions. The County Treasurer is authorized to issue delinquent personal property tax warrants and to impose tax liens on real property for delinquent taxes.

To account for county collections and disbursements, the County Treasurer is required to maintain an accurate record of all the monies received and disbursed. The State Auditor and Inspector's Office prescribes all the forms used by the County Treasurer, and at least twice a year inspects the County Treasurer's accounts.

See independent auditor's report.

**CREEK COUNTY OFFICIALS
AND RESPONSIBILITIES**

COURT CLERK

Pat Creason
(D) Sapulpa

The Court Clerk has the primary responsibility to record, file, and maintain as permanent records the proceedings of the District Court.

Court proceedings are recorded in the appropriate journal or record docket. All the court proceedings are public information except those related to juvenile, guardianship, adoption, and mental health cases.

The Court Clerk issues marriage licenses, passports, notary certificates, beer and pool hall licenses, and private process server licenses.

Monies from the court fund are identified for distribution by the Court Clerk to the appropriate units of county and state government. Court Clerks use forms and follow procedures prescribed by the Court Administrator's Office, the Oklahoma Supreme Court, and the State Auditor and Inspector.

DISTRICT ATTORNEY

Max Cook
(D) Kellyville

As the chief attorney for county government, the District Attorney acts as the legal advisor to the county officers on matters related to their duties. The District Attorney represents the county in civil litigation. County officials may call upon the District Attorney to clarify a law or request an official interpretation from the Attorney General.

See independent auditor's report.

**CREEK COUNTY OFFICIALS
AND RESPONSIBILITIES**

ELECTION BOARD SECRETARY

Joy Naifeh
(D) Sapulpa

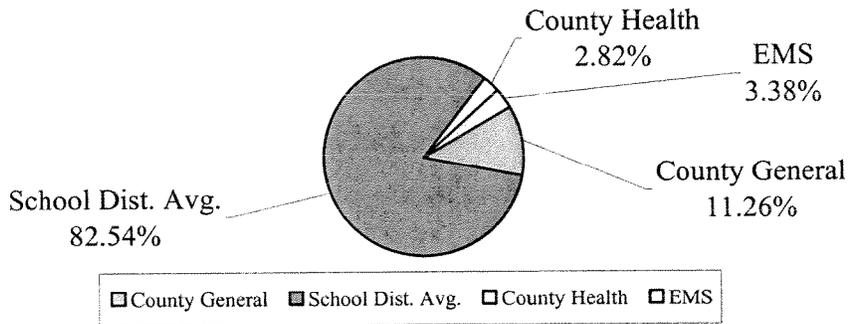
The Election Board Secretary is appointed by the State Election Board and is the chief administrative officer of the County Election Board. The County Election Board has direct responsibility for all the ballots used in all elections within the county. The Board also conducts all elections held within the county.

To finance the operation of the County Election Board, the County Excise Board must appropriate sufficient funds annually. The state and counties split the election costs, but counties must pay for any county elections not held concurrently with state elections.

See independent auditor's report.

**AD VALOREM TAX DISTRIBUTION
CREEK COUNTY, OKLAHOMA
SHARE OF THE AVERAGE MILLAGE**

Property taxes are calculated by applying a millage rate to the assessed valuation of property. Millage rates are established by the Oklahoma Constitution. One mill equals one-thousandth of a dollar. For example, if the assessed value of a property is \$1,000.00 and the millage rate is 1.00, then the tax on that property is \$1.00. This chart shows the different entities of the County and their share of the various millages as authorized by the Constitution.



County-Wide Millages		School District Millages							
				Gen.	Bldg.	Skg.	Career Tech	Common	Total
Co. General	10.26	Milfay	D1	35.49	5.07		13.26	4.10	57.92
County Health	2.57	Bristow	I2	36.00	5.14	30.06	13.26	4.10	88.56
EMS	3.08	Mannford	I3	36.02	5.15	23.83	13.26	4.10	82.36
Other		Pawnee	3	35.00	5.00	23.83	13.26	4.10	81.19
Kiefer	4.09	Mounds	I5	36.26	5.18	16.34	13.26	4.10	75.14
Sapulpa	8.81	Okmulgee	5	35.00	5.00	16.34	13.26	4.10	73.70
		Lone Star	D8	36.40	5.20	10.73	13.26	4.10	69.69
		Gypsy	D12	36.24	5.18	6.22	13.26	4.10	65.00
		Olive	I17	36.38	5.20	14.76	13.26	4.10	73.70
		Kiefer	I18	35.83	5.12	18.76	13.26	4.10	77.07
		Oilton	I20	35.96	5.14	18.29	13.26	4.10	76.75
		Payne	20	35.00	5.00	18.29	13.00	4.10	75.39
		Depew	I21	35.57	5.08	10.46	13.26	4.10	68.47
		Kellyville	I31	36.15	5.16	24.23	13.26	4.10	82.90
		Sapulpa	I33	35.78	5.11	21.34	13.26	4.10	79.59
		Pretty Water	D34	36.79	5.26	7.24	13.26	4.10	66.65
		Allen Bowden	D35	36.11	5.16	13.45	13.26	4.10	72.08
		Drumright	I39	35.66	5.09	22.56	13.26	4.10	80.67
		Payne	39	35.00	5.00	22.56	13.00	4.10	79.66
		Tulsa	J11	35.04	5.01	22.34	13.16	4.10	79.65
		Pawnee	JD2	36.44	5.21		13.26	4.10	59.01
		Tulsa	J15	36.79	5.26	32.17	13.16	4.10	91.48
		Pawnee	J16	36.14	5.16	30.37	13.26	4.10	89.03
		Okfuskee	J14	35.50	5.07	6.34	15.17	4.10	66.18
		Tulsa	JD15	35.98	5.14	9.77	13.16	4.10	68.15

See independent auditor's report.

Financial Section



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

Independent Auditor's Report

TO THE OFFICERS OF
CREEK COUNTY, OKLAHOMA

We have audited the special-purpose financial statements of Creek County, Oklahoma, as of and for the year ended June 30, 2003, as listed in the table of contents. These special-purpose financial statements are the responsibility of Creek County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying special-purpose financial statements were prepared for the purpose of presenting the receipts, disbursements, and changes in cash of all funds of Creek County, Oklahoma, and comparisons of such information with the corresponding budgeted information for the general fund and county health department fund of the County, and are not intended to be a complete presentation of the financial position and results of operations of those funds or of Creek County in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the special-purpose financial statements referred to in the first paragraph present fairly, in all material respects, the receipts, disbursements, and changes in cash of all funds of Creek County, Oklahoma, and comparisons of such information with the corresponding budgeted information for the general fund and county health department fund of the County, as of and for the year ended June 30, 2003, in conformity with the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2004, on our consideration of Creek County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

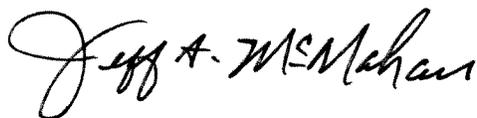
Our audit was performed for the purpose of forming an opinion on the special-purpose financial statements of Creek County, Oklahoma, taken as a whole. The information listed in the table of contents under *Introductory Section* and *Statistical Section* has not been audited by us, and accordingly, we express no opinion on such data.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report:

This report is intended solely for the information and use of the management of the County and is not intended to be and should not be used by anyone other than these specified parties.

However, the Oklahoma Open Records Act states that all records of public bodies and public officials shall be open to any person, except as specifically exempted. The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Therefore, this report is a matter of public record and its distribution is in no way limited or restricted.

Sincerely,

A handwritten signature in black ink that reads "Jeff A. McMaham". The signature is written in a cursive, flowing style.

JEFF A. McMAHAN
State Auditor and Inspector

March 31, 2004

Special-Purpose Financial Statements

**CREEK COUNTY, OKLAHOMA
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH BALANCES - ALL FUNDS
FOR THE YEAR ENDED JUNE 30, 2003**

All County Funds	Beginning Cash Balances July 1, 2002	Receipts Apportioned	Disbursements	Cancelled Vouchers	Ending Cash Balances June 30, 2003
General Fund	\$ 1,273,285	\$ 3,885,683	\$ 4,173,209	\$	\$ 985,759
Highway Cash	1,200,812	3,695,434	4,419,117		477,129
Highway Sales Tax	359,249	1,308,547	999,794		668,002
County Health	777,042	727,099	662,551		841,590
Community Development	48,768	32,974	8,128		73,614
Resale Property	427,020	290,313	376,532		340,801
Treasurer's Mort Cert Fee	4,989	23,130	23,596		4,523
County Clerk Lien Fee	44,340	17,956	31,091		31,205
County Clerk Preservation	64,003	98,065	125,416		36,652
Sheriff Service Fee	177,468	307,950	291,303		194,115
Sheriff Board of Prisoners	12,934	88,279	36,108		65,105
Sheriff Training Fund	3,546		3,298		248
Free Fair	69,037	27,045	23,377		72,705
Assessor's Revolving	34,180	11,451	6,206		39,425
Assessor's Visual Inspection	132,545				132,545
Drug Court	3,815	49,362	40,404		12,773
Sinking Fund	6,510	50,932	55,074		2,368
Schools	279,647	23,394,502	23,416,218		257,931
Cities and Towns	30,377	936,370	933,317		33,430
Official Depository	1,822,261	16,123,495	16,486,255	127,401	1,586,902
Cash on Hand	234				234
Court Clerk Investments	1,822,713	21,754	1,844,467		
Refunds	2,413	45,808	45,452		2,769
Individual Redemption	6,151	180,984	172,842		14,293
Law Library	22,523	61,214	71,233		12,504
Court Clerk Trust Fund	34,000				34,000
Ambulance	6,551	765,297	762,199		9,649
WR-911	132,871	92,195	61,204		163,862
EMC-1	100				100
Protest Tax	11,643	726,534	386,099		352,078
Courthouse Remodel	4,312	29,812	21,614		12,510
Record Owner/Excess Resale	4,642	1,295	1,087		4,850
Election Board	530				530
Use Tax	7,037	145,122			152,159
County Jail Maintenance	301,869	1,297,298	1,034,179		564,988
County Jail Sales Tax	138,764	1,296,421	864,769		570,416
Total County Funds	<u>\$ 9,268,181</u>	<u>\$ 55,732,321</u>	<u>\$ 57,376,139</u>	<u>\$ 127,401</u>	<u>\$ 7,751,764</u>

The notes to the financial statements are an integral part of this statement.

**CREEK COUNTY, OKLAHOMA
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES,
AND CHANGES IN CASH BALANCES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2003**

	General Fund			
	Original	Final	Actual	Variance
	Budget	Budget		
Beginning Cash Balances	\$ 1,304,270	\$ 1,304,270	\$ 1,273,285	\$ (30,985)
Less: Prior Year Encumbrances	130,028	130,028	116,947	13,081
Beginning Cash Balances, Budgetary Basis	<u>1,174,242</u>	<u>1,174,242</u>	<u>1,156,338</u>	<u>(17,904)</u>
Receipts:				
Ad Valorem Taxes	2,445,312	2,445,312	2,758,185	312,873
Charges for Services	331,245	331,245	364,240	32,995
Intergovernmental Revenues	313,309	316,232	609,892	293,660
Miscellaneous Revenues	50,000	50,000	153,366	103,366
Total Receipts, Budgetary Basis	<u>3,139,866</u>	<u>3,142,789</u>	<u>3,885,683</u>	<u>742,894</u>
Expenditures:				
Total District Attorney	31,000	31,600	31,598	2
County Sheriff	932,720	927,720	915,134	12,586
Capital Outlay	55,000	60,000	60,000	
Total County Sheriff	<u>987,720</u>	<u>987,720</u>	<u>975,134</u>	<u>12,586</u>
County Treasurer	184,343	184,343	184,163	180
Capital Outlay	1	1		1
Total County Treasurer	<u>184,344</u>	<u>184,344</u>	<u>184,163</u>	<u>181</u>
County Commissioners	173,707	171,729	153,807	17,922
Capital Outlay	10,000	10,000	5,024	4,976
Total County Commissioners	<u>183,707</u>	<u>181,729</u>	<u>158,831</u>	<u>22,898</u>
OSU Extension	80,014	75,027	75,027	
Capital Outlay	1	4,988	4,927	61
Total OSU Extension	<u>80,015</u>	<u>80,015</u>	<u>79,954</u>	<u>61</u>
Total County Clerk	<u>247,248</u>	<u>247,248</u>	<u>247,243</u>	<u>5</u>
Total Court Clerk	<u>324,923</u>	<u>329,923</u>	<u>329,861</u>	<u>62</u>
Total County Assessor	<u>230,398</u>	<u>230,398</u>	<u>228,457</u>	<u>1,941</u>
Total Revaluation of Real Property	<u>389,522</u>	<u>389,522</u>	<u>346,328</u>	<u>43,194</u>
Total Juvenile	<u>25,000</u>	<u>25,000</u>	<u>10,320</u>	<u>14,680</u>
General Government	1,023,532	1,081,632	1,061,944	19,688
Capital Outlay	177,236	109,636	97,866	11,770
Total General Government	<u>1,200,768</u>	<u>1,191,268</u>	<u>1,159,810</u>	<u>31,458</u>

continued on next page

The notes to the financial statements are an integral part of this statement.

**CREEK COUNTY, OKLAHOMA
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES,
AND CHANGES IN CASH BALANCES -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2003**

continued from previous page

	Original Budget	Final Budget	Actual	Variance
Total Excise-Equalization Board	\$ 4,800	\$ 4,800	\$ 4,313	\$ 487
County Election Board	119,993	120,970	120,704	266
Capital Outlay		1,946	1,946	
Total County Election Board	119,993	122,916	122,650	266
Total County Purchasing Agent	38,062	38,062	38,061	1
Total Charity	3,200	5,600	5,297	303
Total Civil Defense	59,080	68,080	67,876	204
Total Metro Planning	66,800	66,800	66,425	375
Total County Audit	26,898	26,898	10,856	16,042
Free Fair	78,630	78,630	78,541	89
Capital Outlay	2,000	2,000	2,000	
Total Free Fair	80,630	80,630	80,541	89
Total Building Maintenance	30,000	24,478	24,097	381
Total Expenditures, Budgetary Basis	<u>4,314,108</u>	<u>4,317,031</u>	<u>4,171,815</u>	<u>145,216</u>
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	<u>\$ -</u>	<u>\$ -</u>	870,206	<u>\$ 870,206</u>
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances				
Add: Current Year Encumbrances			<u>115,553</u>	
Ending Cash Balance			<u>\$ 985,759</u>	

The notes to the financial statements are an integral part of this statement.

**CREEK COUNTY, OKLAHOMA
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES,
AND CHANGES IN CASH BALANCES - BUDGET AND ACTUAL -
COUNTY HEALTH DEPARTMENT FUND
FOR THE YEAR ENDED JUNE 30, 2003**

	County Health Department			
	Original Budget	Final Budget	Actual	Variance
Beginning Cash Balances	\$ 777,042	\$ 777,042	\$ 777,042	\$ -
Less: Prior Year Encumbrances	60,643	60,643	46,105	14,538
Beginning Cash Balances, Budgetary Basis	<u>716,399</u>	<u>716,399</u>	<u>730,937</u>	<u>14,538</u>
Receipts:				
Ad Valorem Taxes	628,445	628,445	686,128	57,683
Miscellaneous Revenues		31,987	40,971	8,984
Total Receipts, Budgetary Basis	<u>628,445</u>	<u>660,432</u>	<u>727,099</u>	<u>66,667</u>
Expenditures:				
Health and Welfare	790,000	805,329	685,510	119,819
Capital Outlay	554,844	571,502	5,847	565,655
Total Expenditures, Budgetary Basis	<u>1,344,844</u>	<u>1,376,831</u>	<u>691,357</u>	<u>685,474</u>
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	<u>\$ -</u>	<u>\$ -</u>	766,679	<u>\$ 766,679</u>
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances				
Add: Current Year Encumbrances			74,911	
Ending Cash Balance			<u>\$ 841,590</u>	

The notes to the financial statements are an integral part of this statement.

**CREEK COUNTY, OKLAHOMA
DETAILED STATEMENT OF RECEIPTS, DISBURSEMENTS,
AND CHANGES IN CASH BALANCES - SINKING FUND
FOR THE YEAR ENDED JUNE 30, 2003**

Beginning Cash Balance	\$ <u>6,510</u>
Receipts:	
Ad Valorem Tax	50,670
Miscellaneous	<u>262</u>
Total Receipts	<u>50,932</u>
Disbursements:	
County Judgments	48,866
Interest Paid	<u>6,208</u>
Total Disbursements	<u>55,074</u>
Ending Cash Balance	<u>\$ 2,368</u>

The notes to the financial statements are an integral part of this statement.

**CREEK COUNTY, OKLAHOMA
 DETAILED STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CHANGES IN CASH BALANCES - OFFICIAL DEPOSITORY ACCOUNTS
 FOR THE YEAR ENDED JUNE 30, 2003**

Official Depository Accounts	Beginning Cash Balance July 1, 2002	Receipts	Disbursements	Cancelled Vouchers	Ending Cash Balance June 30, 2003
Court Clerk	\$ 1,017,687	\$ 6,650,466	\$ 7,033,552	\$ 92,078	\$ 726,679
Court Fund	224,632	1,398,814	1,384,068	3,956	243,334
Court Clerk Revolving	51,247	32,726	13,506	2,419	72,886
District Attorney Bogus Check Restitution	38,266	452,057	474,554	5,287	21,056
Bogus Check Restitution Fees	94,976	213,011	186,233	112	121,866
Drug Enforcement Fund	116,639	504,623	404,379	170	217,053
District Attorney State's Witness Fee	737	10,536	10,858		415
County Sheriff	28,917	1,390,720	1,419,663	36	10
County Sheriff Tax Warrants	30				30
County Sheriff Cash Bond		176,865	183,349	6,484	
County Clerk	52,262	550,906	552,652		50,516
County Clerk Lien Account	60,204	9,258	33,622		35,840
County Treasurer	67,382	4,468,028	4,523,696	15,654	27,368
County Treasurer Super Now	1,460	20,756	20,914		1,302
County Treasurer Mobile Homes	64,357	118,205	118,090	75	64,547
County Election Board	415	73,660	74,760	1,130	445
County Health Department		40,908	40,908		
County Assessor	3,050	11,956	11,451		3,555
Total Official Depository Accounts	\$ 1,822,261	\$ 16,123,495	\$ 16,486,255	\$ 127,401	\$ 1,586,902

The notes to the financial statements are an integral part of this statement.

1. Summary of Significant Accounting Policies

A. Reporting Entity

Counties were created by the Constitution of Oklahoma. One county officer is appointed; however, most county officers are locally elected by their constituents. All county powers are delegated by the state.

The accompanying special-purpose financial statements present the receipts, disbursements, and changes in cash balances of all funds of Creek County, Oklahoma, and comparisons of such information with the corresponding budgeted information for the general fund and county health department fund of the County. The funds presented are established by statute, and their operations are under the control of the County officials. The general fund is the County's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. The other funds presented account for financial resources whose use is restricted for specified purposes.

B. Fund Accounting

The government uses funds to report on receipts, disbursements, and changes in cash balances. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

C. Basis of Accounting

The financial statements are prepared on a basis of accounting wherein amounts are recognized when received or disbursed. This basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred.

D. Budgetary Policies

Under current Oklahoma Statutes, the general fund and the county health department fund are the only funds required to adopt a formal budget. The budget presented for the general fund and county health department fund includes the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories. Appropriations for the highway funds and other funds are made on a monthly basis, according to the funds then available.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the general fund and county health department fund.

**CREEK COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003**

Summary of Significant Accounting Policies (continued)

Any encumbrances outstanding at year-end are included as reservations of cash balances, budgetary basis, since they do not constitute expenditures or liabilities. At the end of the year, unencumbered appropriations are lapsed.

The Statements of Receipts, Expenditures, and Changes in Cash Balances - Budget and Actual – for the General Fund and the County Health Department Fund present comparisons of the legally adopted budget with actual data. The "actual" data, as presented in the comparison of budget and actual, will differ from the data as presented in the Statement of Receipts, Disbursements, and Changes in Cash Balances - All Funds because of adopting certain aspects of the budgetary basis of accounting and the adjusting of encumbrances to their related budget year.

The County Treasurer collects and remits material amounts of intergovernmental revenues and ad valorem tax revenue for other budgetary entities, including the county health department, school districts and cities and towns. These other budgetary entities produce and file their own financial statements and estimates of needs (budgets). These related cash receipts and disbursements of other budgetary entities are not included in the County's Estimate of Needs.

E. Cash and Investments

The County pools cash resources of its various funds to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash accounts is available to meet current operating requirements. Investments are carried at cost, which approximates market value. All funds were fully invested or deposited in interest-bearing demand accounts at June 30, 2003.

F. Risk Management

The County is exposed to various risks of loss as follows:

<u>Types of Loss</u>	<u>Method Managed</u>	<u>Risk of Loss Retained</u>
General Liability	The County carries	None
- Torts	commercial insurance	
- Errors and Omissions	for these types of risks.	
- Law Enforcement Officers Liability		
- Vehicle		
Physical Plant		
- Theft		
- Damage to Assets		
- Natural Disasters		

Summary of Significant Accounting Policies (continued)

<u>Types of Loss</u>	<u>Method Managed</u>	<u>Risk of Loss Retained</u>
Worker's Compensation - Employees' Injuries	The County carries commercial insurance for these types of risk.	None
Employee - Medical - Disability - Dental - Life	The County carries commercial insurance for these types of risk.	None

Management believes such coverage is sufficient to preclude any significant uninsured losses to the County. Settled claims have not exceeded insurance coverage in any of the past three fiscal years. There have been no significant reductions in insurance coverage during the 2003 fiscal year.

G. Compensated Absences

All full-time employees are entitled to annual leave that is accrued on a monthly basis. Employees can earn from 10 days of vacation up to 15 days of vacation depending on the number of years of service. Employees may accumulate no more than 15 days of annual leave.

The County does accumulate sick leave. Full-time employees earn 10 hours of sick leave for each full calendar month of service to the County. Sick leave may be accumulated up to 60 days.

2. Stewardship, Compliance, and Accountability

Budgetary Compliance

On or before the first Monday in July of each year, each officer or department head submits an estimate of needs to the governing body. The budget is approved by fund, office, or department and object. The County Board of Commissioners may approve changes of appropriations within the fund by office or department and object. To increase or decrease the budget by fund requires approval by the County Excise Board.

3. Detailed Notes on Account Balances

A. Deposits

At year-end, the reported amount of the County's deposits was \$7,751,764 and the bank balance was \$9,536,829. Of the bank balance, all funds were covered by federal depository insurance or collateral held by the County's agent in the County's name.

Detailed Notes on Account Balances (continued)

Title 62 O.S. § 348.1 and § 348.3 allow the following types of investments:

- U.S. Government obligations
- Certificates of deposit
- Savings accounts
- G.O. bonds issued by counties, municipalities, or school districts
- Money judgments against counties, municipalities, or school districts
- Bonds and revenue notes issued by a public trust when the beneficiary of the trust is a county, municipality, or school district
- Negotiable certificates of deposit
- Prime bankers acceptances which are eligible for purchase by the Federal Reserve System
- Prime commercial paper with a maturity of 180 days or less
- Repurchase agreements
- Money market funds regulated by the Securities and Exchange Commission and which investments consist of the above-mentioned types of investments.

B. Description of Funds

General Fund – revenues are from ad valorem taxes, officers' fees, interest earnings and miscellaneous collections of the County. Disbursements are for the general operations of the County.

Highway Cash – revenues are from state imposed fuel taxes and disbursements are for the maintenance and construction of county roads and bridges.

Highway Sales Tax – revenues are from a county sales tax and disbursements are for the retirement of bonds issued to construct county roads and bridges.

County Health – revenues are from ad valorem taxes, miscellaneous fees charged by the health department and state and federal funds. Disbursements are for the operation of the county health department.

Community Development – revenues are from a federal grant for the construction of safe rooms and community development.

Resale Property – revenues are from interest and penalties on ad valorem taxes paid late. Disbursements are to offset the expense of collecting delinquent ad valorem taxes.

Treasurer's Mortgage Certification Fees – revenues are from a fee for certifying mortgages. Disbursements are for any lawful expense of the Treasurer's office.

Detailed Notes on Account Balances (continued)

County Clerk Lien Fee – revenues are from a fee charged by the Clerk for filing liens. Disbursements are for any lawful expense of the Clerk’s office.

County Clerk Preservation – revenues are from a fee charged by the Clerk for recording instruments. Disbursements are for the maintenance and preservation of public records.

Sheriff Service Fee – revenues are from fees charged for serving summons and notices. Disbursements are for any lawful expense of the Sheriff’s office.

Sheriff Board of Prisoners – revenues are from fees charged for boarding prisoners of non-county entities in the County jail. Disbursements are for feeding and housing inmates of the County jail.

Sheriff Training Fund – revenues are from the sale of property forfeited in drug cases. Disbursements are for officer training, equipment, and crime prevention.

Free Fair – revenues are from the rental of fairground properties. Disbursements are for the expense of the County free fair.

Assessor’s Revolving – revenues are from any and all fees collected by the County Assessor. Disbursements are to maintain electronic databases and geographic information systems in the Assessor’s office.

Assessor’s Visual Inspection – revenues are from fees charged to all entities receiving ad valorem taxes. Disbursements are for the re-valuation of all county property for ad valorem purposes.

Drug Court – revenues are from fines paid to the drug court. Disbursements are for any lawful expense of the drug court.

Sinking Fund – revenues are from ad valorem taxes and interest earnings. Disbursements are for the payment of principal and interest on judgments against the County.

Schools – All funds collected on behalf of the County schools are recorded in this fund and remitted to the individual schools monthly.

Cities and Towns – All funds collected on behalf of cities and towns are recorded in this fund and remitted to the individual cities and towns monthly.

Official Depository – All officers and agencies collecting fees deposit those fees to this account daily. At the end of each month the fees are distributed to the appropriate fund or agency.

Cash on Hand – recording account only to reflect cash held by the various county offices for change funds.

Detailed Notes on Account Balances (continued)

Court Clerk Investments – investments made for specific court case balances at the direction of the District Court.

Refunds – deposits are from overpayments of ad valorem taxes. Disbursements are made to refund these amounts to the payers.

Individual Redemption – revenues are from taxpayers who redeem tax certificates previously sold on their property. Disbursements are to reimburse the certificate holders for taxes paid, interest, penalties and cost.

Law Library – revenues are from an annual payment from the courts. Disbursements are for the operation of the County law library.

Court Clerk Trust Fund – revenues are from the state court system to be used to purchase equipment.

Ambulance – revenues are from ad valorem taxes collected for the EMS. These collections are remitted to the EMS monthly.

WR-911 – revenues are from a tariff charged to telephone customers. Disbursements are to offset the expense of the 911 emergency service.

EMC-1 – revenues are from a donation for use by the emergency management department.

Protest Tax – ad valorem taxes paid under protest are held in this account pending the outcome of the protest.

Courthouse Remodel – revenues are from the state court system. Disbursements are for the remodeling of the County courthouse.

Record Owner/Excess Resale – revenues are the amount collected in excess of taxes due when property is sold for taxes. The amount is held for the landowner for two years and if unclaimed, is transferred to the resale property fund.

Election Board – warrants cancelled by statute pending transfer to election board fund.

Use Tax – revenues are from sales tax charged to out-of-county vendors on in-county sales. Disbursements are for any legal expense of the County.

County Jail Maintenance – revenues are from a county sales tax. Disbursements are for the maintenance of the County jail.

**CREEK COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003**

Detailed Notes on Account Balances (continued)

County Jail Sales Tax – revenues are from a county sales tax. Disbursements are for the construction of a new County jail.

The following narrative details the official depository accounts.

Court Clerk - accounts for the collection of bonds, fines, and fees. Money is disbursed for fees and restitution.

Court Fund - accounts for fees transferred from the Court Clerk account and interest earnings and is disbursed for the purpose of fees for various entities, salaries and operation of the Court Clerk's office.

Court Clerk Revolving Cash - accounts for the charge of \$5 for each warrant. Money is disbursed in the same manner as the Court Fund.

District Attorney Bogus Check Restitution – accounts for the collection of bogus check amounts and the subsequent remittance to the injured party.

Bogus Check Restitution Fees – accounts for fees charged bogus check issuers and used by the District Attorney to run the program.

Drug Enforcement Fund – accounts for the proceeds of forfeited property.

District Attorney State's Witness Fee – accounts for fees received from the state to reimburse for witness expenses.

County Sheriff – accounts for all collections of foreign service fees and bonds. Monies are disbursed to the Sheriff's Service Fee Fund and the District Court.

County Sheriff Tax Warrants – accounts for the collection of tax warrants issued by various agencies.

County Sheriff Cash Bond – accounts for the collection of cash bonds transferred to courts.

County Clerk – accounts for the collection of filing fees and is transferred to the appropriate entity monthly.

County Clerk Lien Account – accounts for funds deposited to be paid over to lien holders for the release of materialman and mechanics liens.

**CREEK COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003**

Detailed Notes on Account Balances (continued)

County Treasurer - accounts for all collections of pre-paid ad valorem taxes, pre-paid mobile homes, and the sale of motor vehicle tax stamps. Disbursements are for the purpose of refunds, tax payments, Oklahoma Tax Commission and Treasurer's Mortgage Tax Certification Fees.

County Treasurer Super Now – interest received on the Super Now Investment Account. This money is apportioned out monthly to the account from which the investments were derived.

County Treasurer Mobile Homes – trust account for the collection of the estimated mobile home tax. Money is held in this account until it is posted to the tax roll.

County Election Board - accounts for reimbursements for election cost and is disbursed for election board operations.

County Health Department - accounts for fees charged by the county health department. Disbursements are to the county health department budget account monthly.

County Assessor - accounts for fees charged by the County Assessor and remitted to the Assessor's Revolving Fund monthly.

C. Ad Valorem Tax

The County's property tax is levied each October 1 on the assessed value listed as of January 1 of the same year for all real and personal property located in the County, except certain exempt property. Assessed values are established by the County Assessor within the prescribed guidelines established by the Oklahoma Tax Commission and the State Equalization Board. Title 68 O.S. § 2820.A. states, ". . . Each assessor shall thereafter maintain an active and systematic program of visual inspection on a continuous basis and shall establish an inspection schedule which will result in the individual visual inspection of all taxable property within the county at least once each four (4) years."

The assessed property value as of January 1, 2002, was approximately \$268,984,332.

The County voted to repeal the personal property tax. The initiative provided that real property tax levies would be increased to make up for the loss of taxable personal property; therefore, the levy is now 10.26 mills (the legal maximum) for general fund operations, 2.57 mills for the county health department and 3.08 mills for the emergency medical service. In addition, the County also collects the ad valorem taxes assessed by cities and towns and school districts and remits the ad valorem taxes collected to the appropriate taxing units.

Taxes are due on November 1 following the levy date, although, they may be paid in two equal installments. If the first half is paid prior to January 1, the second half is not delinquent until April 1. Unpaid real property taxes become a lien upon said property on October 1 of each year.

CREEK COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003

Detailed Notes on Account Balances (continued)

Unpaid delinquent personal property taxes are published usually in May. If the taxes are not paid within 30 days from publication, they shall be placed on the personal tax lien docket.

Current year tax collections for the year ended June 30, 2003, were approximately 96 percent of the tax levy.

D. Pension Plan

Plan Description. The County contributes to the Oklahoma Public Employees Retirement Plan (the Plan), a cost-sharing, multiple-employer defined benefit pension plan administered by the Oklahoma Public Employees Retirement System (OPERS). Benefit provisions are established and amended by the Oklahoma Legislature. The Plan provides retirement, disability, and death benefits to Plan members and beneficiaries. Title 74, Sections 901 through 943, as amended, establishes the provisions of the Plan. OPERS issues a publicly available financial report that includes financial statements and supplementary information. That report may be obtained by writing OPERS, P.O. Box 53007, Oklahoma City, Oklahoma 73105 or by calling 1-800-733-9008.

E. Capital Leases

The County acquires road machinery and equipment through lease-purchase agreements financed by the Oklahoma Department of Transportation and/or the equipment vendors or their assignees pursuant to the provisions of 69 O.S. § 636.1 through § 636.7. Lease agreements entered into with the Oklahoma Department of Transportation (ODOT) are interest free. However, starting in January 1997, ODOT began charging a one-time fee of 3 percent on all subsequent pieces of machinery acquired.

F. Judgments

The County has judgments which are being retired by a tax levy. The County is obligated to pay these judgments over a three-year period.

<u>Case Number</u>	<u>Original Judgment</u>
CT-97-665	\$ 81,000
B-CT-2000-113	<u>59,655</u>
Total	<u>\$140,655</u>

During the year ended June 30, 2003, the County paid \$48,866 principal and \$6,208 interest on these judgments.

**CREEK COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003**

Detailed Notes on Account Balances (continued)

Future principal and interest payments that will become due on the existing judgments are as follows:

Year Ending June 30,	Principal	Interest	Total
2004	<u>\$46,886</u>	<u>\$6,208</u>	<u>\$53,904</u>
Total	<u>\$46,886</u>	<u>\$6,208</u>	<u>\$53,904</u>

G. Fuel Tax

The County receives major funding for roads and highways from a state imposed fuel tax. Taxes are collected by the Oklahoma Tax Commission. Taxes are imposed on all gasoline, diesel, and special fuel sales statewide. The County's share is determined on formulas based on the County population, road miles, and land area and is remitted to the County monthly. These funds are earmarked for roads and highways only and are accounted for in the County highway fund.

4. Contingent Liabilities

The government is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in management's opinion, the resolution of these matters will not have a material adverse effect on the financial condition of the government.

5. Sales Tax

In a special election held on November 13, 2001, the citizens of Creek County approved a one percent (1%) sales tax. Sales tax collections began January 1, 2003. Sales tax revenue is used as follows:

- (A) One-third (1/3) is transferred to the County Jail Sales Tax revolving fund to be used to pay debt service on bonds or notes issued by the Creek County Public Facilities Authority. The proceeds of which are to be used to acquire, construct and equip the County jail facility. This one-third (1/3) is to be terminated at the earliest possible date, at the retirement of bonds or notes, and not to exceed fifteen (15) years.
- (B) One-third (1/3) is used to pay operational and maintenance expenses on the County jail facility. This one-third (1/3) is to continue on a permanent or unlimited basis.
- (C) One-third (1/3) is used to pay debt service on bonds or notes issued by the Creek County Public Facilities Authority. The proceeds of which are to be used to construct county roads and bridges. This one-third (1/3) is to be terminated at the earliest possible date, at the retirement of bonds or notes, and not to exceed five (5) years.

Compliance and Internal Control Section



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

**Report on Compliance and on Internal Control Over Financial
Reporting Based on an Audit of Financial Statements Performed in Accordance With
*Government Auditing Standards***

TO THE OFFICERS OF
CREEK COUNTY, OKLAHOMA

We have audited the special-purpose financial statements of Creek County, Oklahoma, as of and for the year ended June 30, 2003, and have issued our report thereon dated March 31, 2004. Our report includes an explanatory paragraph discussing that the financial statements are not a complete presentation. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Creek County's special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations and contracts, noncompliance with which could have a direct and material effect on the determination of special-purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Creek County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the special-purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the County's ability to record, process, summarize, and report financial data consistent with the assertions of management in the special-purpose financial statements. The reportable condition is described in the accompanying schedule of findings as item 2003-1.

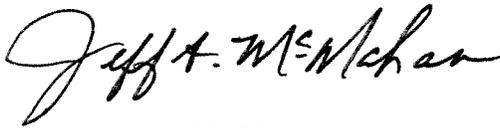
A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions, and accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider item 2003-1 to be a material weakness.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report.

This report is intended solely for the information and use of the management of the County and is not intended to be and should not be used by anyone other than these specified parties.

However, the Oklahoma Open Records Act states that all records of public bodies and public officials shall be open to any person, except as specifically exempted. The purpose of the Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Therefore, this report is a matter of public record and its distribution is in no way limited or restricted.

Sincerely,



JEFF A. McMAHAN
State Auditor and Inspector

March 31, 2004

**CREEK COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED JUNE 30, 2003**

Findings related to the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

Finding 2003-1 - Segregation of Duties

Criteria: Demonstration of accountability and stewardship are goals used in evaluating management's accounting for funds. To help ensure a proper accounting of funds, the duties of receiving, receipting, recording, and depositing cash and checks should be segregated.

Condition: Based on inquiries of County personnel, it was noted that the duties of receiving, receipting, recording, and depositing collections were not adequately segregated. Payroll preparation, review, and distribution are not adequately segregated.

Effect: These conditions could result in unrecorded transactions, misstated financial reports, undetected errors, or misappropriation of assets.

Recommendation: We recommend management be aware of this condition and realize the concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. Under these conditions, the most effective controls lie in management's knowledge of office operations and a periodic review of operations.

**Statistical Section
(Unaudited)**

**CREEK COUNTY, OKLAHOMA
TOP TEN TAXPAYERS
FOR THE YEAR ENDED JUNE 30, 2003
(UNAUDITED)**

<u>TAXPAYER NAME</u>	<u>ASSESSED VALUE</u>	<u>% OF TOTAL NET VALUATION</u>
ONG & Oneok (All)	\$ 15,022,110	5.58%
OG&E	9,046,300	3.36%
Southwestern Bell	8,042,104	2.99%
Enogex Inc.	4,374,166	1.63%
Saint-Gobain Containers	4,214,334	1.57%
Kwikset Division	3,116,835	1.16%
Indiana Glass	3,056,561	1.14%
Paragon Industries	2,751,837	1.02%
U.S. Cellular Tel. Co.	2,701,671	1.00%
KCI Inc.	2,502,196	0.93%
Total	<u>\$ 54,828,114</u>	<u>20.38%</u>

Source: (Provided by Oklahoma Tax Commission – Ad Valorem Division)

**CREEK COUNTY, OKLAHOMA
COMPUTATION OF LEGAL DEBT MARGIN
FOR THE YEAR ENDED JUNE 30, 2003
(UNAUDITED)**

Total net assessed value as of January 1, 2002		<u>\$ 268,984,332</u>
Debt limit - 5% of total assessed value		13,449,217
Total bonds outstanding	-	
Total judgments outstanding	46,886	
Cash in sinking fund	<u>\$ 2,368</u>	<u>44,518</u>
Legal debt margin		<u>\$13,404,699</u>

**CREEK COUNTY, OKLAHOMA
 RATIO OF NET GENERAL BONDED DEBT TO ASSESSED
 VALUE AND NET BONDED DEBT PER CAPITA
 FOR THE YEAR ENDED JUNE 30, 2003
 (UNAUDITED)**

	2003
Estimated population	67,367
Net assessed value as of January 1, 2002	\$ 268,984,332
Gross bonded debt	-
Less available sinking fund cash balance	2,368
Net bonded debt	\$ -
Ratio of net bonded debt to assessed value	0.00%
Net bonded debt per capita	\$ -

**CREEK COUNTY, OKLAHOMA
ASSESSED VALUE OF PROPERTY
FOR THE YEAR ENDED JUNE 30, 2003
(UNAUDITED)**

Valuation Date	Personal	Public Service	Real Estate	Homestead Exemption	Net Value	Estimated Fair Market Value
1/1/02	\$50,755,977	\$53,208,766	\$180,907,534	\$15,887,945	\$268,984,332	\$2,241,536,100