

**CUSTER
COUNTY
COMMISSIONER
DISTRICT 1
TURNOVER**

OCTOBER 22, 2009

**STATUTORY
REPORT**



Oklahoma State Auditor
& Inspector

**COUNTY OFFICER TURNOVER STATUTORY REPORT
J.M. KELLEY
CUSTER COUNTY COMMISSIONER
DISTRICT 1
OCTOBER 22, 2009**

This publication is printed and issued by the State Auditor and Inspector as authorized by 19 O.S. § 171. Pursuant to 74 O.S. § 3105.B, seven (7) copies have been prepared and distributed at a cost of \$15.22. 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

November 3, 2009

BOARD OF COUNTY COMMISSIONERS
CUSTER COUNTY COURTHOUSE
ARAPAHO, OKLAHOMA 73620

Transmitted herewith is the Custer County Commissioner, District 1, Officer Turnover Statutory Report for October 22, 2009. The engagement was conducted in accordance with 19 O.S. § 171.

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

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

Board of County Commissioners
Custer County Courthouse
Arapaho, Oklahoma 73620

For the purpose of complying with 19 O.S. § 171, we have performed the following procedures for October 22, 2009:

- Verify that equipment items on hand agree with inventory records as per 19 O.S. § 178.1
- Verify that consumable items on hand agree with consumable inventory records maintained per 19 O.S. § 1502.
- Verify that machinery and equipment acquisitions, dispositions, and expenditures are in accordance with 19 O.S. § 333.

Information addressed in this report is the representation of the respective county officers.

Our county officer turnover engagement was limited to the statutory procedures described above and was less in scope than an examination or audit performed in accordance with auditing standards generally accepted in the United States of America, the objective of which would be the expression of an opinion. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Based on our procedures performed, machinery and equipment acquisitions, dispositions, and expenditures were in accordance with statutory requirements. With respect to equipment items on hand agreeing with inventory records and consumable items on hand agreeing with consumable inventory records, our findings are presented in the accompanying schedule of findings and responses.

This report is intended solely for the information and use of the management of the County and should not be used for any other purpose. This report is also a public document pursuant to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.), and shall be open to any person for inspection and copying.

Sincerely,

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

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

October 22, 2009

COUNTY OFFICER TURNOVER STATUTORY REPORT
J.M. KELLEY
CUSTER COUNTY COMMISSIONER
DISTRICT 1
OCTOBER 22, 2009

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2010-1 – Fixed Assets Inventory

Criteria: Title 19 O.S. § 178.1 states:

The board of county commissioners in each county of this state shall take or cause to be taken, an inventory of all working tools, apparatus, machinery and equipment belonging to the county or leased or otherwise let to it or to any department thereof, other than that which is affixed to and made a part of lands and buildings, the cost of which as to each complete working unit thereof is more than Five Hundred Dollars (\$500.00), and thereafter maintain or cause to be maintained a continuous inventory record...biennially thereafter, or oftener...

Condition: We were unable to visually verify the following items on the County Clerk's inventory for the District 1 County Commissioner:

County ID Number	Make	Serial Number	Cost	Date Acquired
D-601-16	Motorola	240FJY0849	\$500.00	02-04-85
D-601-17A	Motorola	240FJY0848	\$500.00	02-04-85
D-601-21	Motorola	475FFY1092	\$964.00	12-23-81
D-601-25	Motorola	475FFY1084	\$964.00	12-23-81
D-601-29	Relm	634-BO3988	\$850.00	12-30-99
D-601-30	Relm	634-BO4026	\$850.00	12-30-91

Effect: Inventory items were not accurately accounted for and the County's assets may not be safeguarded.

Recommendation: OSAI recommends equipment inventory information be periodically reviewed, reconciled, and updated to detect errors and to maintain an accurate inventory record.

Views of responsible officials and planned corrective actions: These radios had been junked.

Finding 2010-2 – Equipment Identification

Criteria: According to 69 O.S. § 645, county-owned automobiles, trucks, road machinery and equipment shall be conspicuously and legibly marked PROPERTY OF (name of county) COUNTY, and leased automobiles, trucks, road machinery and equipment shall be conspicuously and legibly marked LEASED BY (name of county) COUNTY, on EACH SIDE, in upper case letters, on a background of sharply contrasting color.

COUNTY OFFICER TURNOVER STATUTORY REPORT
J.M. KELLEY
CUSTER COUNTY COMMISSIONER
DISTRICT 1
OCTOBER 22, 2009

Condition: County-owned pick-ups, trucks, trailers, and other road equipment and machinery were not marked as “Property of Custer County.” It was also noted that the following items were not marked with a county identification number:

County ID Number	Equipment	Serial Number	Cost	Date Acquired
D-218-05	Computer	USW41205B9	\$1,724.00	03-31-04
D-410-03	Transmission Jack	G717Y03043	\$942.64	12-12-88
D-439-04	Pressure Washer	14635	\$722.50	01-22-02
D-499-29	Wire Roller	11529	\$770.00	06-08-05

Effect: The lack of marking diminishes the ability of the public to identify county-owned equipment and whether the equipment is being used in a manner consistent with public policy.

Recommendation: OSAI recommends the Board of County Commissioners evaluate its policies and procedures for marking all county-owned vehicles and machinery and make the necessary changes to improve compliance with the provisions of 69 O.S. § 645.

Views of responsible officials and planned corrective actions: We have taken action to place corrected identification numbers on the equipment and are searching various vendors to supply an appropriate image for the vehicles.

Finding 2010-3 – Consumable Inventory

Criteria: Title 19 O.S. § 1502 prescribes the procedures to be used to account for supplies and materials used in the construction and maintenance of roads and bridges.

Condition: The following items were not recorded accurately on the consumable inventory list:

Consumable Item	Actual Count	Count on Record	Variance
9 5/8” Pipe Piling	778’	758’	20’
30 X 55 Wide Beams	386’	362’	24’
72” 2-Piece Band	1	0	1

Effect: This condition could result in the misappropriation of county supplies and materials.

Recommendation: OSAI recommends consumable records be updated to accurately reflect inventories on hand and these records be maintained perpetually.

Views of responsible officials and planned corrective actions: Crews have been instructed to make every effort to log accurate amounts on inventory records.



**OFFICE OF THE STATE AUDITOR AND INSPECTOR
2300 N. LINCOLN BOULEVARD, ROOM 100
OKLAHOMA CITY, OK 73105-4896**

WWW.SAI.OK.GOV