

**CUSTER
COUNTY
COURT CLERK**

**FOR THE YEAR ENDED
JUNE 30, 2009**

**STATUTORY
REPORT**



Oklahoma State Auditor
& Inspector

**CONNIE BURDEN, COURT CLERK
CUSTER COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2009**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



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March 15, 2010

Connie Burden, Court Clerk
Custer County Courthouse
Arapaho, Oklahoma 73620

Transmitted herewith is the statutory report for the Custer County Court Clerk for the fiscal year ended June 30, 2009. 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

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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.

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Connie Burden, Court Clerk
Custer County Courthouse
Arapaho, Oklahoma 73620

Dear Ms. Burden:

We have performed procedures for fiscal year 2009 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2009 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 Custer 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. With respect to segregation of duties, our finding is presented in the accompanying schedule of findings and responses.

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 Custer 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

January 25, 2010

**CONNIE BURDEN, COURT CLERK
CUSTER COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2009**

Collections:

| | |
|---|----------------|
| Court fund fines, fees, and forfeitures | \$ 915,306 |
| Interest earned on deposit | 2,082 |
| Total collections | <u>917,388</u> |

Deductions:

Lump sum budget categories:

| | |
|-----------------------------------|----------------|
| Juror expenses | 22,636 |
| Trial court attorneys | 102,285 |
| Mental health (attorneys) | 6,150 |
| Guardian ad litem fees | 49,519 |
| Transcripts - preliminary & trial | 14,165 |
| Transcripts - appeals | 1,285 |
| OCIS computer training | 36,797 |
| General office supplies | 12,180 |
| Forms printing | 5,924 |
| Publications | 787 |
| Books for records and indexes | 1,045 |
| Postage and freight | 10,393 |
| Court reporter supplies | 1,532 |
| General telephone expense | 3,938 |
| Long distance telephone expense | 456 |
| Other expenses (robes, etc.) | 3,907 |
| Total lump sum categories | <u>272,999</u> |

Restricted budget categories:

| | |
|---------------------------------|----------------|
| Renovation and remodeling | 2,333 |
| Furniture and fixtures | 3,154 |
| Equipment purchases | 15,380 |
| Equipment rentals | 4,418 |
| Maintenance of equipment | 24,500 |
| Photocopy equipment rental | 15,217 |
| Photocopy equipment maintenance | 2,236 |
| Court clerk employee | 258,189 |
| Total restricted categories | <u>325,427</u> |

**CONNIE BURDEN, COURT CLERK
CUSTER COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2009**

| | |
|--|--------------------------|
| Mandated categories: | |
| Law library | 7,000 |
| State judicial fund | <u>263,079</u> |
| Total mandated categories | <u>270,079</u> |
| | |
| Total deductions | <u>868,505</u> |
| | |
| Collections over (under) deductions | 48,883 |
| | |
| Refunds | 213 |
| | |
| Cancelled vouchers | 704 |
| | |
| Beginning account balance July 1, 2008 | <u>89,458</u> |
| | |
| Ending account balance June 30, 2009 | <u><u>\$ 139,258</u></u> |

**CONNIE BURDEN, COURT CLERK
CUSTER COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2009**

| | |
|--|--------------------------|
| Collections: | |
| Court fund revolving fees | \$ 84,942 |
| Total collections | <u>84,942</u> |
| Deductions: | |
| Court revolving fund expenses | <u>34,712</u> |
| Total deductions | <u>34,712</u> |
| Collections over (under) deductions | 50,230 |
| Beginning account balance July 1, 2008 | <u>171,055</u> |
| Ending account balance June 30, 2009 | <u><u>\$ 221,285</u></u> |

**CONNIE BURDEN, COURT CLERK
CUSTER COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2009**

Finding 2009-1 – Segregation of Duties

Criteria: Accountability and stewardship are overall goals of management in 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 Court Clerk's office has one deputy that issues receipts, endorses checks received, takes the deposit to the County Treasurer, and reconciles the monthly report to Treasurer's official depository balance.

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: I have my First Deputy and Second Deputy share the duties of the financial reporting required by this office. Several deputies share the duties of receiving, receipting, recording, and depositing cash and checks on a daily basis, except for performing the daily deposit. Each receipt and voucher written in the office is signed by the deputy creating it and a deputy checking it. Without exception, there are always two sets of initials. I have moved the duties of the daily deposit to another employee, which will increase the segregation of duties. The First Deputy will be assisted by another employee with the end of the month financial reporting.



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