

ELLIS COUNTY COURT CLERK

FOR THE YEAR ENDED
JUNE 30, 2008

STATUTORY REPORT



Oklahoma State Auditor
& Inspector

**DONA FOLKS, COURT CLERK
ELLIS COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2008**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



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December 9, 2008

Dona Folks, Court Clerk
Ellis County Courthouse
Arnett, Oklahoma 73832

Transmitted herewith is the statutory report for the Ellis 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

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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

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Dona Folks, Court Clerk
Ellis County Courthouse
Arnett, Oklahoma 73832

Dear Ms. Folks:

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 Ellis 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 and proper documentation of payroll claims, our findings are noted in the 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 Ellis 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

October 30, 2008

**DONA FOLKS, COURT CLERK
ELLIS COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2008**

Collections:

Court fund fines, fees, and forfeitures	\$ 141,206
Interest earned on deposit	611
Cancelled vouchers	<u>33</u>
Total collections	<u>141,850</u>

Deductions:

Lump sum budget categories:

Juror expenses	847
Trial court attorneys	8,189
Transcripts-preliminary and trial	1,466
General office supplies	1,729
Postage and freight	695
Gas, water, electricity	5,507
General telephone expense	1,036
Long-distance telephone expense	182
Other expenses (robes, etc.)	<u>40</u>
Total lump sum categories	<u>19,691</u>

Restricted budget categories:

OCIS services	5,376
Equipment rentals	763
Part-time bailiff	64
Court clerk employees	<u>6,212</u>
Total restricted categories	<u>12,415</u>

Mandated categories:

State judicial fund	<u>109,908</u>
Total mandated categories	<u>109,908</u>
Total deductions	<u>142,014</u>

Collections over (under) deductions (164)

Beginning account balance 59,085

Ending account balance \$ 58,921

**DONA FOLKS, COURT CLERK
ELLIS COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2008**

Collections:	
Court fund revolving fees	<u>\$ 7,753</u>
Total collections	<u>7,753</u>
 Deductions:	
Court revolving fund expenses	<u>319</u>
Total deductions	<u>319</u>
 Collections over (under) deductions	7,434
 Beginning account balance	<u>43,922</u>
 Ending account balance	<u><u>\$ 51,356</u></u>

**DONA FOLKS, COURT CLERK
ELLIS COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2008**

Finding 2008-1—Segregation of Duties (Repeat Finding)

Criteria: Segregation of duties over asset custody, transaction authorization, bookkeeping, and reconciliations, are important elements of effective internal control over government assets and resources.

Condition: It was noted that asset custody, transaction authorization, bookkeeping, and reconciliations were not properly segregated to assure adequate internal control structure..

Effect: The condition could result in unrecorded transactions, undetected errors, or misappropriation of assets.

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

Views of responsible officials and planned corrective actions: The Court Clerk has one full-time employee and one part-time employee that works when the Court Clerk or deputy are on leave. The Court Clerk is aware of all the operations of the office.

Finding 2008-2—Court Fund Payroll Claims (Repeat Finding)

Criteria: Effective internal controls include claims having the proper documentation for payment.

Condition: The payroll claims of a part-time employee did not always reflect the same number of hours worked as documented on the employee's timesheet.

<u>Voucher #</u>	<u>Period</u>	<u>Total Hours Worked</u>	<u>Total Hours Paid</u>
510	June - July 2007	55.5	56.25
664	May - June 2008	58.5	60.00

Effect: Differences in the number of hours worked and the number of hours paid results in over or under payment to the employee.

**DONA FOLKS, COURT CLERK
ELLIS COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2008**

Recommendation: OSAI recommends the Court Clerk review and approve timesheets at the end of the pay period. The time sheets should be signed by both the employee and the Court Clerk. The total hours should be reflected on the timesheet and the claim to ensure both reflect the same hours worked.

Views of responsible officials and planned corrective actions: The Court Clerk will review timesheets and contact (AOC) to determine if prior year hours worked can be paid from the current year budget.



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