

Agreed-Upon Procedures Report

OKLAHOMA STATE BOARD OF
LICENSURE FOR PROFESSIONAL
ENGINEERS AND LAND SURVEYORS

July 1, 2005 Through
December 31, 2006



Office of the Oklahoma State Auditor and Inspector
Jeff A. McMahan, CFE

**Oklahoma State Board of
Licensure for Professional Engineers and Land Surveyors**

Agreed-upon Procedures Report

**For the Period
July 1, 2005 through December 31, 2006**



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

Jeff A. McMahan
State Auditor and Inspector

May 17, 2007

**TO THE OKLAHOMA STATE BOARD OF LICENSURE
FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

Transmitted herewith is the agreed-upon procedures report for the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors. The Office of the State Auditor and Inspector is committed to serving the public interest by providing independent oversight and by issuing reports that serve as a management tool to the State. Our goal is to ensure a government that is accountable to the people of the State of Oklahoma.

We wish to take this opportunity to express our appreciation to the agency's staff for the assistance and cooperation extended to our office during the course of our engagement.

Sincerely,

A handwritten signature in blue ink, reading "Jeff A. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

Mission Statement

To safeguard life, health and property, and to promote the public welfare by regulating the practice of engineering and surveying in the State of Oklahoma.

Board Members

Mr. John D. Nelson, P.E.	Chairman
Mr. William (Bill) A. McVey, Jr., P.E.	Vice-Chairman
Mr. Ted Sack, P.L.S.	Secretary
Mr. George T. Gibson, P.E.	Member
Mr. Robert C. Zahl., P.E.	Member
Mr. Roy W. Entz, P.L.S.	Member
Mr. Mark A. Fuller	Public Member

Key Staff

Kathy Hart	Executive Director
Kim Taber.....	Executive Secretary



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

Jeff A. McMahan
State Auditor and Inspector

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

We have performed the procedures enumerated below, which were agreed to by management of the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, solely to assist you in evaluating your internal controls over the receipt and disbursement process, and in determining whether selected receipts and disbursements are supported by underlying records for the period July 1, 2005 through December 31, 2006. This agreed-upon procedures engagement was conducted in accordance with standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

1. We compared the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors' internal controls over receipts and disbursements with the following criteria:
 - Accounting duties were segregated by functions into those who initiate or authorize transactions; those who execute transactions; and those who have responsibility for the asset, liability, expenditure, or revenue resulting from the transaction;
 - Receipts were issued for cash and/or checks received;
 - Incoming checks were restrictively endorsed upon receipt;
 - Receipts not deposited daily were safeguarded;
 - Voided receipts were retained;
 - Receipts and disbursements were reconciled to Office of State Treasurer and Office of State Finance records;
 - Disbursements were supported by an original invoice;
 - Timesheets were prepared by employees and approved by supervisory personnel.

There were no findings as a result of applying the procedures.

2. e randomly selected 20 deposits and:
 - Compared the Treasurer's deposit date to agency deposit slip date to determine if dates were within one working day;
 - Examined receipts to determine if they were pre-numbered and issued in numerical order;
 - Agreed cash/check composition of deposits to the receipts issued;
 - Agreed the total receipts issued to the deposit slip;

- Inspected agency receipts to determine whether receipts of \$100 or more were deposited on the same banking day as received;
- Inspected agency receipts to determine whether receipts of less than \$100 were deposited on the next business day when accumulated receipts equaled \$100 or after five business days, whichever occurred first;
- Inspected agency receipts to determine whether receipts were safeguarded;
- Compared the fund type to which the deposit was posted in CORE to the CAFR fund type listing for consistency;
- Compared the nature of the deposit to the account code description to determine consistency.

There were no findings as a result of applying the procedures.

3. We recalculated the required percentage/amount to be deposited to the State's General Revenue Fund and agreed it to the amount transferred to the General Revenue Fund.

There were no findings as a result of applying the procedure.

4. We randomly selected 60 vouchers and:
 - Compared the voucher amount and payee to the invoice amount and payee;
 - Compared the voucher amount and payee to the CORE system;
 - Compared the fund type to which the disbursement was charged in CORE to the CAFR fund type listing for consistency;
 - Compared the nature of the purchase to the account code description to determine consistency.

During our comparison of 60 claims, we noted claim #988, which is an Authority Order Pcard for \$654.29, contained five account codes; two of these codes were incorrect based on the nature of the purchase. Purchases made on Authority Order Pcards are processed through Pathway Net which automatically assigns account codes to the purchases before posting to CORE; these codes must be changed by the Executive Secretary if they are incorrect.

- Pathway Net assigned account code #515990 (Other Services--Exc. Pub. Admin) to voucher #988 from Sunshine Industries for \$26.60. The account code should have been changed to #536140 (Office Supplies-Expendable).
- Pathway Net assigned account code #534220 (Rec.Supplies,Materials Students) to voucher #988 from Batteries Plus for \$54.17. The account code should have been changed to #536140 (Office Supplies-Expendable).

An objective of having an effective system of internal control is to provide accurate and reliable information. We recommend the agency use accounts that better describe the expenditure being posted.

Management Response: The Executive Secretary was not aware that the account codes needed to be changed within Pathway Net and once she was made aware of this the following process was put in place. Upon notification from the Department of Central Services, Central Purchasing, that Pathway Net reports are available for review and modification of the account code assigned to each transaction, the Executive Secretary generates the Transaction Detail Report. The account codes are reviewed and cross-referenced to the Office of State Finance Financial Object of Expenditure Code Listing and Definitions. If the assigned account code is not representative of the transaction then the appropriate account code is selected. The Executive Secretary will then modify the account code in Pathway Net, which will transfer into the CORE system and appear on the purchase card voucher once it is generated.

With respect to the other procedures described, there were no findings.

5. We compared salaries set by statute, if any, to the actual salary paid to determine the statutory limit was not exceeded.

There were no findings as a result of applying the procedure.

6. We randomly selected one (1) employee who appeared on the July 2005 payroll but not on December 2006 payroll and:
 - Observed the final "Request for Personnel Action" (OPM-14) or equivalent form to determine it was signed by the appointing authority;
 - Observed the main payroll funding sheet for the month subsequent to termination to determine the employee no longer appeared.

There were no findings as a result of applying the procedures.

7. We randomly selected one (1) employee whose gross salary at December 2006 had increased since July 2005 (excluding legislative pay raises) and observed the "Request for Personnel Action" (OPM-14) or equivalent form to determine it was signed by the appointing authority.

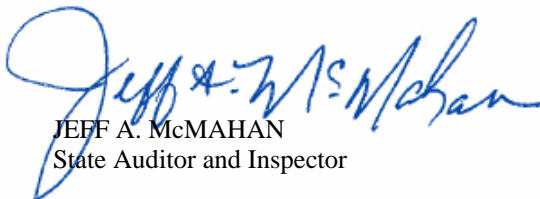
There was no finding as a result of applying the procedure.

8. We randomly selected one (1) employee from the December 2006 payroll and agreed the amount paid to the "Request for Personnel Action" (OPM-14) or equivalent form that was in effect for December 2006.

There were no findings as a result of applying the procedure.

We were not engaged to, and did not, conduct an examination or a review, the objective of which would be the expression of an opinion or limited assurance on the cash, receipts, and disbursements for the agency. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors 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.



JEFF A. McMAHAN
State Auditor and Inspector

May 4, 2007



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