



GARFIELD COUNTY

County Audit

For the fiscal year ended June 30, 2015

Cindy Byrd, CPA
State Auditor & Inspector

**GARFIELD COUNTY, OKLAHOMA
FINANCIAL STATEMENT
AND INDEPENDENT AUDITOR'S REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

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Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | www.sai.ok.gov

April 17, 2019

TO THE CITIZENS OF
GARFIELD COUNTY, OKLAHOMA

Transmitted herewith is the audit of Garfield County, Oklahoma for the fiscal year ended June 30, 2015. The audit was conducted in accordance with 19 O.S. § 171.

A report of this type can be critical in nature. Failure to report commendable features in the accounting and operating procedures of the entity should not be interpreted to mean that they do not exist.

The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

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

Sincerely,

A handwritten signature in blue ink that reads "Cindy Byrd". The signature is fluid and cursive, with the first letters of the first and last names being capitalized.

CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR



**GARFIELD COUNTY OFFICIALS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

Board of County Commissioners

District 1 – Marc Bolz
District 2 – Reese Wedel
District 3 – James C. Simunek

County Assessor

L. Wade Patterson

County Clerk

Kathy R. Hughes

County Sheriff

Jerry Niles

County Treasurer

Kevin R. Postier

Court Clerk

Margaret F. Jones

District Attorney

Michael Fields

**GARFIELD COUNTY, OKLAHOMA
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

TABLE OF CONTENTS

FINANCIAL SECTION

Report of State Auditor and Inspector	1
Financial Statement:	
Statement of Receipts, Disbursements, and Changes in Cash Balances—Regulatory Basis (with Combining Information)—Major Funds.....	4
Notes to the Financial Statement.....	5

OTHER SUPPLEMENTARY INFORMATION

Comparative Schedule of Receipts, Expenditures, and Changes in Cash Balances—Budget and Actual—Budgetary Basis—General Fund.....	11
Comparative Schedule of Receipts, Expenditures, and Changes in Cash Balances—Budget and Actual—Budgetary Basis—County Health Department Fund	13
Combining Statement of Receipts, Disbursements, and Changes in Cash Balances—Regulatory Basis—Remaining Aggregate Funds	14
Notes to Other Supplementary Information	15

INTERNAL CONTROL AND COMPLIANCE SECTION

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	18
Schedule of Findings and Responses	20

FINANCIAL SECTION

Independent Auditor's Report

TO THE OFFICERS OF
GARFIELD COUNTY, OKLAHOMA

Report on the Financial Statement

We have audited the combined total—all county funds on the accompanying regulatory basis Statement of Receipts, Disbursements, and Changes in Cash Balances of Garfield County, Oklahoma, as of and for the year ended June 30, 2015, and the related notes to the financial statement, which collectively comprise the County's basic financial statement as listed in the table of contents.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the regulatory basis of accounting described in Note 1, and for determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on this financial statement 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 statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1, the financial statement is prepared by Garfield County using accounting practices prescribed or permitted by Oklahoma state law, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statement referred to above does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Garfield County as of June 30, 2015, or changes in financial position for the year then ended.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the financial statement referred to above presents fairly, in all material respects, the combined total of receipts, disbursements, and changes in cash balances for all county funds of Garfield County, for the year ended June 30, 2015, in accordance with the basis of accounting described in Note 1.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the combined total of all county funds on the financial statement. The other supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and are not a required part of the financial statement.

The other supplementary information is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the financial statement. Such information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the financial statement.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 15, 2019, on our consideration of Garfield County’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial

reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Garfield County's internal control over financial reporting and compliance.

A handwritten signature in blue ink that reads "Cindy Byrd". The signature is written in a cursive, flowing style.

CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR

April 15, 2019

REGULATORY BASIS FINANCIAL STATEMENT

GARFIELD COUNTY, OKLAHOMA
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH BALANCES—REGULATORY BASIS
(WITH COMBINING INFORMATION)—MAJOR FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Beginning Cash Balances July 1, 2014	Receipts Apportioned	Transfers In	Transfers Out	Disbursements	Ending Cash Balances June 30, 2015
Combining Information:						
Major Funds:						
County General Fund	\$ 2,321,774	\$ 7,073,826	\$ -	\$ -	\$ 6,091,279	\$ 3,304,321
County Highway Fund	3,234,778	6,829,253	-	37,700	5,103,157	4,923,174
County Health Department	1,198,907	1,455,599	-	-	1,587,608	1,066,898
Jail Sales Tax Fund	-	3,283,872	-	-	3,283,872	-
Detention Facility	120,772	1,938,259	-	-	1,901,727	157,304
Rural Fire Sales Tax	1,877,897	1,357,140	-	-	748,159	2,486,878
Sheriff County Prisoner Fund	308,380	338,079	-	-	497,033	149,426
Sheriff Service Fee	285,282	647,700	-	-	591,746	341,236
Remaining Aggregate Funds	3,663,318	1,933,828	47,533	18,125	2,661,974	2,964,580
Combined Total - All County Funds, as Restated	\$ 13,011,108	\$ 24,857,556	\$ 47,533	\$ 55,825	\$ 22,466,555	\$ 15,393,817

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

**GARFIELD COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

1. Summary of Significant Accounting Policies

A. Reporting Entity

Garfield County is a subdivision of the State of Oklahoma created by the Oklahoma Constitution and regulated by Oklahoma Statutes.

The accompanying financial statement presents the receipts, disbursements, and changes in cash balances of the total of all funds under the control of the primary government. 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, where its use is restricted for a specified purpose. Other funds established by statute and under the control of the primary government are also presented.

The County Treasurer collects and remits material amounts of intergovernmental revenues and ad valorem tax revenue for other budgetary entities, including school districts. The cash receipts and disbursements attributable to those other entities do not appear in funds on the County's financial statement; those funds play no part in the County's operations. Any trust or agency funds maintained by the County are not included in this presentation.

B. Fund Accounting

The County 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.

Following are descriptions of the county funds included as combining information within the financial statement:

County General Fund – accounts for revenues from ad valorem, sales tax, officer's fees, interest earnings, and miscellaneous collections of the County. Disbursements are for the general operations of the County.

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

County Health Department – accounts for revenues 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.

Jail Sales Tax Fund – accounts for the collection of sales tax revenue and disbursements are made to the Criminal Justice Authority and Sales Tax fund in accordance with the sales tax agreement.

**GARFIELD COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

Detention Facility – accounts for bond fees received from the Court Clerk, prisoner housing reimbursements received from the City of Enid, and for sales tax revenue transferred from the Criminal Justice Authority and Jail Sales Tax fund. The disbursements are for maintaining and operating the Garfield County Detention Facility.

Rural Fire Sales Tax – accounts for the sales tax received for the operation of the Breckenridge, Covington, Douglas, Drummond, Fairmont, Garber, Hillsdale, Hunter, Kremlin, Lahoma, Waukomis, and Pioneer rural fire departments.

Sheriff County Prisoner Fund – accounts for the collection and disbursement of money supplied to the Sheriff's office for the housing of prisoners for towns, tribes, and other counties. This money can be used for any lawful expenditure of the Sheriff's office.

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

C. Basis of Accounting

The financial statement is 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. This regulatory basis financial presentation is not a comprehensive measure of economic condition or changes therein.

Title 19 O.S. § 171 specifies the format and presentation for Oklahoma counties to present their financial statement in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) or on a regulatory basis. The County has elected to present their financial statement on a regulatory basis in conformity with Title 19 O.S. § 171. County governments (primary only) are required to present their financial statements on a fund basis format with, at a minimum, the general fund and all other county funds, which represent ten percent or greater of total county revenue. All other funds included in the audit shall be presented in the aggregate in a combining statement.

D. Budget

Under current Oklahoma Statutes, a general fund and a county health department fund are the only funds required to adopt a formal budget. 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 for the respective fund by 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.

**GARFIELD COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

E. Cash and Investments

For the purposes of financial reporting, "Ending Cash Balances, June 30" includes cash and cash equivalents and investments as allowed by statutes. The County pools the cash of its various funds in maintaining its bank accounts. However, cash applicable to a particular fund is readily identifiable on the County's books. The balance in the pooled cash accounts is available to meet current operating requirements.

State statutes require financial institutions with which the County maintains funds to deposit collateral securities to secure the County's deposits. The amount of collateral securities to be pledged is established by the County Treasurer; this amount must be at least the amount of the deposit to be secured, less the amount insured (by, for example, the FDIC).

The County Treasurer has been authorized by the County's governing board to make investments. Allowable investments are outlined in statutes 62 O.S. § 348.1 and § 348.3.

All investments must be backed by the full faith and credit of the United States Government, the Oklahoma State Government, fully collateralized, or fully insured. All investments as classified by state statute are nonnegotiable certificates of deposit. Nonnegotiable certificates of deposit are not subject to interest rate risk or credit risk.

At June 30, 2015, the County's investments were under-collateralized in the amount of \$717,569.15.

2. 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."

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. The County Treasurer, according to the law, shall give notice of delinquent taxes and special assessments by publication once a week for two consecutive weeks at any time after April 1, but prior to the end of September following the year the taxes were first due and payable. Unpaid real property taxes become a lien upon said property after the treasurer has perfected the lien by public notice.

**GARFIELD COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

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.

3. Other Information

A. 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.

Funding Policy. The contribution rates for each member category are established by the Oklahoma Legislature and are based on an actuarial calculation which is performed to determine the adequacy of contribution rates.

B. Other Post Employment Benefits (OPEB)

In addition to the pension benefits described in the Pension Plan note, OPERS provides post-retirement health care benefits of up to \$105 each for retirees who are members of an eligible group plan. These benefits are funded on a pay-as-you-go basis as part of the overall retirement benefit. OPEB expenditure and participant information is available for the state as a whole; however, information specific to the County is not available nor can it be reasonably estimated.

C. Contingent Liabilities

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, primarily the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable fund. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time; although, the County expects such amounts, if any, to be immaterial.

The County 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 County.

**GARFIELD COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

D. Sales Tax

The voters of Garfield County approved a .25% (.0025) county sales tax effective January 1, 2003, to be in effect until January 1, 2018. This sales tax is collected in the Jail Sales Tax Fund and then disbursed to the Garfield County Criminal Justice Authority in accordance with the sales tax agreement. The sales tax is administered by the Garfield County Criminal Justice Authority for the purpose of erecting, furnishing, equipping, operating, and maintaining a new county jail. These funds are accounted for within the Jail Sales Tax Fund, and the Detention Facility fund. A resolution passed by the Garfield County Criminal Justice Authority directs the Garfield County Treasurer to create the Detention Facility fund and to transfer annually an amount to be determined by the Garfield County Board of County Commissioners and the Garfield County Sheriff to provide for the operations of the Garfield County Detention Facility.

The voters of Garfield County approved a .10% (.0010) county sales tax effective January 1, 2006, to be in effect until December 31, 2014. The sales tax is dedicated to the twelve (12) county rural fire departments. The voters of Garfield County approved to extend the .10% (.0010) county sales tax again effective January 1, 2015 and shall terminate December 31, 2024. These funds are accounted for within the Rural Fire Sales Tax fund.

E. Interfund Transfers

During the fiscal year, the County made the following interfund transfers between funds.

- \$37,700 from County Highway Fund to the Economic Development Authority, a trust and agency fund, for repayment of District 3 shop building.
- \$29,408 from Excess Resale, a trust and agency fund, to Resale Property for unclaimed 2014 Excess Resale in accordance with Title 68 O.S. § 3131.
- \$18,125 from the Contingency Fund to the Garfield County Emergency Management Program fund to pay for Phase III of the Hazard Mitigation Plan.

F. Restatement of Prior Year Ending Cash Balance

Due to the reclassification of funds for the fiscal year ended June 30, 2014, the ending balance of the schedule included in the prior year financial audit report is different than the July 1, 2014, beginning balance. The difference is due to reclassifying Garfield County Drug Court and Court Funded Payroll from trust and agency funds to county funds and the Criminal Justice Authority and Jail Sales Tax, the Educational Facility Authority, and Garfield County Economic Development Authority were reclassified from county funds to trust and agency funds. Additionally, the disbursements in the Detention Facility were reversed in fiscal year 2013. This resulted in the ending balances of those cash funds being presented incorrectly in fiscal year 2013, adversely impacting the balances in fiscal year 2014.

GARFIELD COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Ending Cash Balance June 30, 2014, as previously reported	\$19,678,411
Ending Cash Balances Reported Incorrectly:	
Detention Facility	(812,813)
Corrected Ending Cash Balances:	
Detention Facility	120,772
Amounts Reclassified from Trust and Agency Funds to County Funds:	
Garfield County Drug Court	75,862
Court Funded Payroll	6,577
Amounts Reclassified from County Funds to Trust and Agency Funds:	
Criminal Justice Authority and Jail Sales Tax	(5,889,229)
Educational Facility Authority	(151,425)
Garfield County Economic Development Authority	<u>(17,047)</u>
Beginning Cash Balance July 1, 2014, as restated	<u>\$13,011,108</u>

OTHER SUPPLEMENTARY INFORMATION

GARFIELD COUNTY, OKLAHOMA
COMPARATIVE SCHEDULE OF RECEIPTS, EXPENDITURES, AND
CHANGES IN CASH BALANCES—BUDGET AND ACTUAL—BUDGETARY BASIS—
GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	General Fund		
	Budget	Actual	Variance
Beginning Cash Balances	\$ 2,320,025	\$ 2,321,774	\$ 1,749
Less: Prior Year Outstanding Warrants	(204,867)	(208,624)	(3,757)
Less: Prior Year Encumbrances	(114,060)	(77,362)	36,698
Beginning Cash Balances, Budgetary Basis	2,001,098	2,035,788	34,690
Receipts:			
Ad Valorem Taxes	5,130,110	5,282,680	152,570
Charges for Services	-	328,220	328,220
Intergovernmental Revenues	-	1,055,806	1,055,806
Miscellaneous Revenues	2,800	407,120	404,320
Total Receipts, Budgetary Basis	5,132,910	7,073,826	1,940,916
Expenditures:			
District Attorney - State	43,534	34,884	8,650
District Attorney - County	6,023	5,724	299
County Sheriff	1,046,364	1,016,307	30,057
County Treasurer	224,136	223,516	620
County Commissioners	443,292	431,173	12,119
OSU Extension	128,652	51,369	77,283
County Clerk	258,415	252,136	6,279
Court Clerk	530,366	524,166	6,200
County Assessor	431,863	344,860	87,003
Revaluation of Real Property	333,176	308,286	24,890
Juvenile Shelter Bureau	195,560	182,444	13,116
District Court	4,001	1,874	2,127
General Government	983,644	786,873	196,771
Excise - Equalization Board	13,450	12,281	1,169
County Election Board	152,482	137,529	14,953
Insurance - Benefits	1,667,630	1,310,958	356,672
Data Processing	84,235	73,253	10,982
Charity	2,975	350	2,625
Recording Account	65,000	44,682	20,318
Civil Defense/Emergency Management	109,393	85,477	23,916
Planning Commission	1	-	1
Courthouse Security	90,000	70,342	19,658
Juvenile Detention	120,500	109,659	10,841
County Audit Budget Account	154,316	74,316	80,000
Free Fair Budget Account	20,000	20,000	-
Postage	25,000	25,000	-
Total Expenditures, Budgetary Basis	7,134,008	6,127,459	1,006,549

Continued on next page

GARFIELD COUNTY, OKLAHOMA
COMPARATIVE SCHEDULE OF RECEIPTS, EXPENDITURES, AND
CHANGES IN CASH BALANCES—BUDGET AND ACTUAL—BUDGETARY BASIS—
GENERAL FUND - CONTINUED
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	General Fund		
	Budget	Actual	Variance
Continued from previous page			
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	\$ -	2,982,155	\$ 2,982,155
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances			
Add: Cancelled Warrants		3,819	
Add: Current Year Outstanding Warrants		156,284	
Add: Current Year Encumbrances		162,063	
Ending Cash Balance		\$ 3,304,321	

GARFIELD COUNTY, OKLAHOMA
COMPARATIVE SCHEDULE OF RECEIPTS, EXPENDITURES, AND
CHANGES IN CASH BALANCES—BUDGET AND ACTUAL—BUDGETARY BASIS—
COUNTY HEALTH DEPARTMENT FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	County Health Department Fund		
	Budget	Actual	Variance
Beginning Cash Balances	\$ 1,198,907	\$ 1,198,907	\$ -
Less: Prior Year Outstanding Warrants	(914)	(914)	-
Less: Prior Year Encumbrances	(44,823)	(34,226)	10,597
Beginning Cash Balances, Budgetary Basis	1,153,170	1,163,767	10,597
Receipts:			
Ad Valorem Taxes	1,246,522	1,323,174	76,652
Charges for Services	-	16,010	16,010
Intergovernmental Revenues	-	116,310	116,310
Miscellaneous Revenues	14,313	105	(14,208)
Total Receipts, Budgetary Basis	1,260,835	1,455,599	194,764
Expenditures:			
Health and Welfare	2,414,005	1,959,524	454,481
Total Expenditures, Budgetary Basis	2,414,005	1,959,524	454,481
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	\$ -	659,842	\$ 659,842
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances			
Add: Current Year Encumbrances		182,573	
Add: Current Year Outstanding Warrants		224,483	
Ending Cash Balance		\$ 1,066,898	

GARFIELD COUNTY, OKLAHOMA
COMBINING STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH BALANCES—REGULATORY BASIS—
REMAINING AGGREGATE FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

	Beginning Cash Balances July 1, 2014	Receipts Apportioned	Transfers In	Transfers Out	Disbursements	Ending Cash Balances June 30, 2015
Remaining Aggregate Funds:						
County Bridge and Road Improvement Fund	\$ 872,022	\$ 514,085	\$ -	\$ -	\$ 505,920	\$ 880,187
Resale Property	809,975	203,476	29,408	-	603,475	439,384
Assessor Visual Inspection	31,986	-	-	-	-	31,986
County Clerk Records Preservation Fee	60,726	80,345	-	-	99,473	41,598
County Clerk Lien Fee	124,221	61,100	-	-	95,099	90,222
Treasurer Mortgage Tax Certification Fee	3,375	8,975	-	-	7,667	4,683
Sheriff Training	8,229	1,192	-	-	4,421	5,000
Sheriff Estray Animal	710	-	-	-	-	710
Sheriff Commissary	56,013	31,996	-	-	61,332	26,677
County Assessor Fee	18,325	4,522	-	-	9,353	13,494
Sheriff Reserve	8,297	-	-	-	-	8,297
Sheriff Drug	15,040	427	-	-	1,979	13,488
Sheriff Environmental Quality	1,911	198	-	-	-	2,109
Sheriff Confidential Purchase	500	-	-	-	-	500
Sheriff Juvenile Justice	7,947	5,602	-	-	12,918	631
Sheriff DARE	1,392	-	-	-	-	1,392
Sheriff Unclaimed Property	1,414	-	-	-	-	1,414
Sheriff K9 Donation	51	-	-	-	-	51
Special Insurance	28,325	262,200	-	-	262,200	28,325
County Use Tax	16,326	299,002	-	-	34,234	281,094
Contingency Fund	1,497,678	127,631	-	18,125	611,631	995,553
Safe Room Program	1,080	-	-	-	-	1,080
Local Emergency Planning	15,335	-	-	-	144	15,191
Garfield County Emergency Management Program	1	-	18,125	-	14,702	3,424
Garfield County Drug Court	75,862	175,484	-	-	174,137	77,209
Court Funded Payroll	6,577	157,593	-	-	163,289	881
Combined Total - Remaining Aggregate Funds	\$ 3,663,318	\$ 1,933,828	\$ 47,533	\$ 18,125	\$ 2,661,974	\$ 2,964,580

GARFIELD COUNTY, OKLAHOMA
NOTES TO OTHER SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

1. Budgetary Schedules

The Comparative Schedules of Receipts, Expenditures, and Changes in Cash Balances—Budget and Actual—Budgetary Basis 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 Combined Statement of Receipts, Disbursements, and Changes in Cash Balances with Combining Information because of adopting certain aspects of the budgetary basis of accounting and the adjusting of encumbrances and outstanding warrants to their related budget year.

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 these funds. At the end of the year unencumbered appropriations lapse.

2. Remaining County Funds

Remaining aggregate funds as presented on the financial statement are as follows:

County Bridge and Road Improvement Fund – accounts for state receipts and disbursements are for the purpose of maintaining bridges and roads.

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

Assessor Visual Inspection – accounts for the collection and expenditure of monies by the Assessor as restricted by state statute for the visual inspection program.

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

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

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

Sheriff Training – accounts for the collection and disbursement of money supplied to the Sheriff's office for the training of officers.

Sheriff Estray Animal – accounts for the collection of selling found and unclaimed cattle. Disbursements are made for the general operation of the Sheriff's office.

**GARFIELD COUNTY, OKLAHOMA
NOTES TO OTHER SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

Sheriff Commissary – accounts for the profit of collection of funds on items sold to prisoners, and used to purchase additional merchandise to be sold and operation of the jail.

County Assessor Fee – accounts for revenues from fees charged by the County Assessor. Disbursements are for any lawful expense of the Assessor's office.

Sheriff Reserve – accounts for the receipt of donations and general expenditures of the Sheriff's office.

Sheriff Drug – accounts for the collection and disbursement of forfeited property from drug cases.

Sheriff Environmental Quality – accounts for a percentage of fines imposed for littering and disbursed for rewards in the arrest and conviction of any person who violates these provisions.

Sheriff Confidential Purchase – accounts for the undercover drug purchases and the reimbursement of those funds.

Sheriff Juvenile Justice – accounts for the receipt of federal grants for the use of juvenile detention.

Sheriff DARE – accounts for the donation and disbursements for the DARE program.

Sheriff Unclaimed Property – accounts for the receipt of unclaimed property that is court ordered as property of the Sheriff's office.

Sheriff K9 Donation – accounts for the donations for the purchase of a replacement drug dog.

Special Insurance – established to administer the County's pooled self-insurance fund and accounts for receipts and disbursements for insurance loss.

County Use Tax – accounts for the use tax collected by the State of Oklahoma and disbursed to the County to be spent as directed by the Board of County Commissioners.

Contingency Fund – accounts for the amount reserved for possible future liabilities.

Safe Room Program – accounts for the funds received for the safe room rebate program funded through the Oklahoma Department of Civil Emergency Management.

Local Emergency Planning – accounts for revenues from the State of Oklahoma and disbursements are for the purchase of equipment for Emergency Management.

Garfield County Emergency Management Program – accounts for the receipt and disbursement of funds from state and local governments for civil defense purposes.

**GARFIELD COUNTY, OKLAHOMA
NOTES TO OTHER SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

Garfield County Drug Court – accounts for funds received through the Department of Mental Health and Substance Abuse Services and disbursements are for the operation of the drug court programs.

Court Funded Payroll – accounts for funds deposited by the Court Clerk and disbursements are for payroll operations of the Court Clerk's office.

INTERNAL CONTROL AND COMPLIANCE SECTION

**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements Performed in
Accordance With *Government Auditing Standards***

TO THE OFFICERS OF
GARFIELD COUNTY, OKLAHOMA

We have audited, in accordance with the 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, the combined total—all funds of the accompanying Combined Statement of Receipts, Disbursements, and Changes in Cash Balances of Garfield County, Oklahoma, as of and for the year ended June 30, 2015, and the related notes to the financial statement, which collectively comprises Garfield County's basic financial statement, prepared using accounting practices prescribed or permitted by Oklahoma state law, and have issued our report thereon dated April 15, 2019.

Our report included an adverse opinion on the financial statement because the statement is prepared using accounting practices prescribed or permitted by Oklahoma state law, which is a basis of accounting other than accounting principles generally accepted in the United States of America. However, our report also included our opinion that the financial statement does present fairly, in all material respects, the receipts, disbursements, and changes in cash balances – regulatory basis of the County for the year ended June 30, 2015, on the basis of accounting prescribed by Oklahoma state law, described in Note 1.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statement, we considered Garfield County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of Garfield County's internal control. Accordingly, we do not express an opinion on the effectiveness of Garfield County's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.



A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

We consider the deficiencies described in the accompanying schedule of findings and responses to be material weaknesses: 2015-008, 2015-009, and 2015-016.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and responses to be significant deficiencies: 2015-003, 2015-004, 2015-011, and 2015-013.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Garfield County's financial statement is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as item 2015-008.

We noted a certain matter regarding statutory compliance that we reported to the management of Garfield County, which is included in Section 2 of the schedule of findings and responses contained in this report.

Garfield County's Responses to Findings

Garfield County's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. Garfield County's responses were not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable 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.

A handwritten signature in blue ink that reads "Cindy Byrd". The signature is written in a cursive, flowing style.

CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR

April 15, 2019

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

SECTION 1—Findings related to the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

Finding 2015-003 - Inadequate Internal Controls Over Transfers and Noncompliance with State Statutes

Condition: In fiscal year 2014, the County created the Contingency Fund by transferring County General Fund monies totaling \$685,146 into the Contingency Fund. OSAI informed the County that transferring funds out of the County General Fund was not allowed by state statute. During the fiscal year 2015 audit, it was noted that this condition has not been corrected.

Further, the County General Fund revenues are budgeted funds and the use of these funds are restricted by state statute. These funds are budgeted to meet the expenditure requirements for the current fiscal year. If the funds are not used, they are lapsed and used for the expenditure requirements of the next fiscal year.

Also, on August 13, 2014, the County transferred \$18,125 from the Contingency Fund to the Garfield County Emergency Management Program fund to pay for the Hazard Mitigation Plan. The Garfield County Emergency Management Program fund failed to repay these funds back to the Contingency Fund by the end of the fiscal year.

Cause of Condition: Policies and procedures have not been designed to ensure compliance with Title 62 O.S. § 331 which restricts the transferring and comingling of specific revenue sources and Title 68 O.S. § 3021 to ensure temporary transfers are repaid by the end of the fiscal year.

Effect of Condition: This condition resulted in noncompliance with state statutes and restricted funds being used for purposes other than those outlined in state statutes. This condition could also result in misstated financial reports, undetected errors, and misappropriation of funds.

Recommendation: OSAI recommends that the County reimburse the County General Fund from the Contingency Fund in the amount of \$685,146. Transfers between funds should only be made for those limited specific purposes as stated in the state statutes. The County also needs to design procedures to identify all temporary operational transfers and ensure these transfers are paid back prior to the end of the fiscal year in which they were made in accordance with state statutes.

Management Response:

Chairman of the Board: We have corrected the Contingency Fund by moving it into the General Fund in accordance with the Chart of Accounts and have reimbursed the Contingency Fund for the Hazard Mitigation Plan.

Criteria: Title 62 O.S. § 331 states in part, “First. All funds for current requirements arising out of an ad valorem tax levy assessed and collected under the provisions of Section 9, Article 10, Constitution, as amended, ... are hereby declared to constitute the "General Fund" of

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

such county, city, town, independent or dependent school district, or other municipal subdivisions of the state. All special "funds" arising out of an ad valorem tax levy, within the limitations of said Section 9, Article 10, Constitution, ... authorized or required by existing laws to be devoted to a specific or special purpose, or that may hereafter be so authorized or required, unless specifically excepted, shall, from and after the effective date of this act, be accounted for as integral "budget accounts" within and as a part of the said "General Fund." Each such integral budget account shall bear the title ascribed by law to such special purpose, and it shall be subject to be so itemized for purpose of appropriation as the law may direct for the accomplishment of such special purpose, and none of the items of appropriation within such special budget account shall ever be expended for any purpose other than provided by the law creating such special fund (now budget account) nor shall any part of it ever be available for transfer to any other budget account within the General Fund. It is provided, however, that cancellation and/or transfer between the several items of appropriation for a special purpose within the limitations and in the manner provided by law is hereby authorized."

Title 68 O.S. § 3021 states, "Fourth: If at any time during the budget year it appears to the county treasurer that there is temporarily insufficient money in a particular fund to meet the requirements of appropriation in the fund, the excise board, upon request of the county treasurer and upon notification to the county commissioners, may temporarily transfer money from one fund to any other fund with the permission of the county officer in charge of the fund that the money will be temporarily transferred from. No transfer shall be made from the debt service fund to any other fund except as may be permitted by the terms of the bond issue or applicable law. Any funds temporarily transferred shall be repaid to the original fund from which they were transferred within the fiscal year that the funds were transferred."

Finding 2015-004 – Lack of Written Disaster Recovery Plans (Repeat Finding)

Condition: The County Commissioners, County Clerk, County Treasurer, County Clerk, Court Clerk, County Sheriff, and County Assessor do not have current written Disaster Recovery Plans.

Cause of Condition: Policies and procedures have not been designed to develop and implement a formal Disaster Recovery Plan for each office.

Effect of Condition: The failure to have a formal Disaster Recovery Plan could result in the County being unable to function in the event of a disaster.

Recommendation: The Oklahoma State Auditor & Inspector's Office (OSAI) recommends the County Commissioners, County Clerk, County Treasurer, County Clerk, Court Clerk, County Sheriff, and the County Assessor develop a Disaster Recovery Plan which is stored off-site. The County should study and act on different proposals to ensure that back-up tapes of all records in the County are stored in a safe,

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

secure and remote location, off the premises from the courthouse, where information could be easily retrieved by authorized personnel in the event of a disaster.

Management Response:

District 1 Commissioner: We will format a disaster recovery plan with Class A Officers.

District 2 Commissioner: We will work to design a plan in a Class A Officers' meeting to ensure a plan is in place for all officers to know the procedures to follow.

District 3 Commissioner: We will work on implementing a plan through Class A Officers and the Emergency Management Officer.

County Clerk: We have discussed among the Elected Officials ideas to begin a written disaster recovery plan, and will begin working on this issue in our Class A Officers' meeting.

County Treasurer: We will work with IT to prepare a Disaster Recovery Plan.

County Sheriff: We will work with all offices, emergency management and Data/IT staff to develop written policy to include purchasing of equipment for adequate data storage, recovery and back-ups for recovery operations, including:

- Jail operations,
- Dispatch operations,
- Patrol and civil service,
- Fleet management, and
- Courthouse security.

Court Clerk: The Elected Officials will address the matter in the next Class A Officers' meeting.

County Assessor: We will work with our IT Director to document and put in place a formal Disaster Recovery Plan. At this time, we are backing up all data internally as well as off site. We will make sure and put this in writing as well.

Criteria: According to the standards of the Information Systems Audit and Control Association's (COBIT Delivery and Support 4.3), management should ensure that a written Disaster Recovery Plan is documented and contains the following:

- Guidelines on how to use the Recovery Plan,
- Emergency procedures to ensure the safety of all affected staff members,
- Roles and responsibilities of information services function, vendors providing recovery services, users of services and support administrative personnel,
- Listing of systems requiring alternatives (hardware, peripherals, software),
- Listing of highest to lowest priority applications, required recovery times and expected performance norms,

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

- Various recovery scenarios from minor to loss of total capability and response to each in sufficient detail for step-by-step execution,
- Specific equipment and supply needs are identified such as high speed printers, signatures, forms, communications equipment, telephones, etc. and a source and alternative source defined, training and/or awareness of individual and group roles in continuity plan,
- Listing of contracted service providers,
- Logistical information on location of key resources, including back-up site for recovery operating system, applications, data files, operating manuals and program/system/user documentation,
- Current names, addresses, telephone/pager numbers of key personnel,
- Business resumption alternatives for all users for establishing alternative work locations once IT resources are available.

According to the standards of the Information Systems Audit and Control Association (CobiT 4.1, Delivery and Support, 5.3 Identity Management), information services function management should ensure that all users (internal, external, and temporary) and their activity on IT systems (business application, IT environment, system operations, development, and maintenance) are uniquely identifiable. Enable user identities via authentication mechanisms. Confirm that user access rights to systems and data are in line with defined and documented business needs and that job requirements are attached to user identities. Ensure that user access rights are requested by user management, approved by system owners and implemented by the security-responsible person. Maintain user identities and access rights in a central repository. Deploy cost-effective technical and procedural measures, and keep them current to establish user identification, implement authentication and enforce access rights.

Finding 2015-008 – Inadequate Internal Controls and Noncompliance Over the Disbursement Process (Repeat Finding)

Condition: Upon discussion with officials, observation of the disbursement process, and tests of disbursements, we noted the following weaknesses regarding the disbursement process:

- The duties of accounts payable were not adequately segregated. One employee is responsible for adding new vendors, encumbering the funds, printing the warrants, and delivering the warrants to vendors.
- The duties of processing payroll were not adequately segregated. The Payroll Clerk enrolls new hires, makes payroll changes, prints payroll warrants, and prepares the end of the month payroll reports. The Payroll Clerk is also responsible for logging on to the financial institution website and initiating the direct deposit.
- The test of sixty-two (62) disbursements reflected the following:
 - Twelve (12) purchase orders for payroll had incomplete payroll claims submitted for payment; therefore we were unable to obtain reasonable assurance that the disbursements were made for the appropriate amount.
 - Six (6) employees did not sign their timesheet. A department official or supervisor signed for those employees.

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

- Four (4) disbursements were for the County's share of insurance and benefits. This was done on a general claim form rather than a purchase order. The general claim form does not encumber the funds or require proper signatures to be completed. Also, the general claim form does not have the proper verification attached.
- Six (6) instances were noted where the purchase orders were not properly encumbered.

Cause of Condition: Policies and procedures have not been fully implemented with regard to the disbursement process to strengthen internal controls and ensure compliance with state statutes.

Effect of Condition: These conditions resulted in noncompliance with the state statutes and could result in unrecorded transactions, misstated financials reports, undetected errors, and misappropriation of funds.

Recommendation: OSAI recommends that the processes regarding disbursements be adequately segregated.

OSAI recommends the County practice proper purchasing procedures in accordance with state statutes. All purchases should be properly requisitioned, and have proper supporting documentation attached.

Furthermore, OSAI recommends the following key accounting functions of the payroll process be adequately segregated:

- Posting new hires and/or making payroll changes to the payroll system,
- Maintaining personnel files,
- Performing direct deposits, and
- Preparing end of month payroll reports.

Further, OSAI recommends the following in accordance with 19 O.S. § 1505(C) and § 1505(E).

- County funds should be encumbered prior to the receipt of goods and/or services.
- Disbursements of county funds should be supported with invoices and receiving reports.

Management Response:

District 1 Commissioner: We will meet with Department Heads to ensure employees sign the payroll claim. We will use the purchase order form instead of the general claim forms. We will request the Health Department personnel go to a purchasing class.

District 2 Commissioner: We will ensure that all employees are signing payroll claims. We will change to purchase order instead of a general claim form for insurance and benefits. We will have the Health Department employees attend a purchasing class so they are aware and understand the procedures regarding purchase orders.

District 3 Commissioner: We will make sure payroll sheets are signed by the employee. We will change form style to a purchase order and send Health Department employees to a purchasing and procedure class.

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

County Clerk: We are working on a new system of having the tasks of adding new vendors, encumbering the funds, printing the warrants, and delivering the warrants to vendors broken down to more than one employee. Likewise on payroll, we are working on a plan of having the duties of the payroll clerk broken down to more than one employee. On the finding of employees not signing their own payroll form, we are preparing a memo to be distributed to all County Departments informing them that repeated signing by the Department Head (month after month) of payroll claims will no longer be accepted by the County Clerk's Payroll Clerk. This will also be discussed in Class A Officers. Regarding the previous practice of using a general claim form for the encumbering of the County's share of insurance and benefits, we have informed the payroll clerk that this will no longer be an acceptable method, and that the Purchase Order form is the correct form to use when completing this task. On the six (6) instances noted where the purchase orders were not properly encumbered, the listed departments have been contacted, and they have taken steps to ensure that funds are properly encumbered prior to making a purchase.

County Sheriff: I am working with my administrative staff to ensure payroll claims are completed with the appropriate information. We will also ensure all staff members sign their own timesheet.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. Internal controls should be designed to analyze and check accuracy, completeness, and authorization of disbursements and/or transactions. To help ensure a proper accounting of funds, the duties of processing, authorization, and distribution should be segregated.

Additionally, effective internal controls require that management properly implement procedures to ensure that procedures to ensure that purchases are made in compliance with 19 O.S. § 1505(C) and 1505(E).

Finding 2015-009 – Purchasing Procedures Not Properly Followed

Condition: During the documentation of internal controls over disbursements, we noted that the twelve (12) rural fire departments sign the requisitioning line on blank purchase orders authorizing the requisition of goods or services. The signed purchase orders are held by the County Purchasing Agent to be completed upon the request of the rural fire departments. Upon request of the rural fire departments, the Purchasing Agent completes the purchase order by filling in the amount, purpose, and funds.

Cause of Condition: For the convenience of rural fire department volunteers proper purchasing procedures with regard to requisitioning of goods and services have not been followed.

Effect of Condition: These conditions could result in unrecorded transactions, undetected errors, and misappropriation of funds.

Recommendation: OSAI recommends the requisitioning officer of the rural fire departments sign purchase orders after the requisition/purchase order form has been completed.

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

Management Response:

Chairman of the Board of County Commissioners: In regards to the twelve rural fire departments signing a blank purchase order and leaving it to be held by the Purchasing Agent to be completed upon the request of the rural fire departments. The County Clerk has notified all of the twelve rural fire departments that the Purchasing Department will no longer hold signed blank purchase orders, to be completed as per their request. The County Clerk's office has been working with all the rural fire departments, to devise a plan that will comply with internal controls over purchasing procedures.

County Clerk: We have notified the twelve rural fire departments that the Purchasing Department will no longer hold signed blank purchase orders, for us to complete as per their request. We are currently in the process of working with all twelve departments, and devising a plan that will work for both the Purchasing Department and rural fire departments, while complying with internal controls over purchasing procedures.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. An important aspect of internal controls is the safeguarding of assets. Internal controls over safeguarding of assets constitute a process, affected by an entity's governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions, and safeguarding assets from misappropriation.

Finding 2015-011 – Inadequate Internal Controls Over the Reconciliations of Financial Ledgers (Repeat Finding)

Condition: The County Clerk's appropriation ledger was not reconciled to the County Treasurer's general ledger during fiscal year 2015.

Cause of Condition: Policies and procedures were not designed regarding a monthly reconciliation of the County Clerk's appropriation ledger to the County Treasurer's general ledger.

Effect of Condition: This condition could result in unrecorded transactions, misstated financial reports, undetected errors, misappropriation of funds, or clerical errors that are not detected in a timely manner.

Recommendation: OSAI recommends that the County Clerk's appropriation ledger be reconciled monthly to the County Treasurer's general ledger.

Management Response:

County Clerk: We are in the process of working with the County Treasurer's Office to devise a policy whereas the County Clerk's appropriation ledger is reconciled monthly to the County Treasurer's general ledger.

County Treasurer: We are working on the completion of the reconciliation of the County Clerk's appropriation ledger to the County Treasurer's general ledger.

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

Criteria: Safeguarding controls are an important aspect of internal controls. Safeguarding controls relate to the prevention or timely detection of unauthorized transactions and unauthorized access to assets. Failure to perform tasks that are part of internal controls, such as reconciliations not prepared or timely prepared, are deficiencies in internal control. Further, reconciliations should be performed on a monthly basis.

Finding 2015-013 – Inadequate Internal Controls and Noncompliance Over Pledged Collateral

Condition: Upon inquiry of County personnel, observation, and review of documents regarding the pledged collateral process, it was noted that the County has not properly designed and implemented procedures to monitor the bank balance on a daily basis to ensure that county funds are adequately secured.

Furthermore, county funds were not adequately secured at two financial institutions. As of June 30, 2015, county funds were unsecured in the total amount of \$717,569.

Cause of Condition: Policies and procedures have not been designed regarding monitoring of pledged collateral.

Effect of Condition: These conditions resulted in noncompliance with state statute and unsecured county funds and could result in possible loss of county funds.

Recommendation: OSAI recommends that the County Treasurer implement a system of internal controls to provide reasonable assurance that county funds are adequately secured and in compliance with 62 O.S. § 517.4.

Further, OSAI recommends the County Treasurer maintain evidence of monitoring pledged collateral amounts to all bank balances on a daily basis to ensure that county funds are adequately secured.

Management Response:

County Treasurer: The County Treasurer now monitors the pledged collateral daily.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. An important aspect of internal controls is the safeguarding of assets. Internal controls over safeguarding of assets constitute a process, affected by an entity's governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions, and safeguarding assets from misappropriation.

Title 62 O.S. § 517.4.A. states, "A treasurer of a public entity shall require that financial institutions deposit collateral securities or instruments to secure the deposits of the public entity in each such institution. The amount of collateral securities or instruments to be pledged for the security of public deposits shall be established by the treasurer of the public entity consistent with the provisions of the Security for Local Public Deposits Act; provided, such amount shall not be less than the amount of the deposit to be secured, less the amount insured."

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

Finding 2015-016 – Material Misstatement of the Financial Statement

Condition: During the review and reconciliation of the financial statement as initially prepared by the County, we determined that the financial statement was materially misstated.

The ending balance at June 30, 2014 for the Detention Facility fund was reported as \$812,813. The actual ending balance was \$120,772 resulting in an overstatement of \$692,041.

The Garfield County Drug Court fund and Court Funded Payroll fund were not reported on the financial statement resulting in an understatement of the beginning fund balances in the amount of \$75,852 and \$6,577, respectively.

The Criminal Justice Authority and Jail Sales Tax fund, the Educational Facility Authority fund, and the Garfield County Economic Development Authority fund were reported on the financial statement as \$5,889,229, \$151,425, and \$17,047, respectively. These funds are trust and agency funds and were reclassified resulting in an overstatement of \$6,057,701.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure that the County's financial statement is accurately presented.

Effect of Condition: These conditions resulted in a material misstatement of the County's financial statement.

Recommendation: OSAI recommends the County design and implement procedures to ensure the financial statement is accurately reported.

Management Response:

Chairman of the Board: We will work with the budget maker to present an accurate financial statement.

Criteria: Effective internal controls are essential to provide reasonable assurance about the achievement of the entity's objectives with regard to reliability of financial reporting, and compliance with applicable laws and regulations. An effective internal control system has in place policies and procedures that reduce the risk of errors and fraud within an organization.

The County's management is responsible for establishing internal control procedures to prevent or detect misstatements in a timely manner. Professional audit standards preclude the external financial statement auditor from performing any part of management's control activities or be a component of the internal controls over financial reporting as this would impair their independence.

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

SECTION 2—This section contains a certain matter not required to be reported in accordance with *Government Auditing Standards*. However, we believe this matter is significant enough to bring to management's attention. We recommend that management consider this matter and take appropriate corrective action.

Finding 2015-014 – Inadequate Internal Controls and Noncompliance Over Inmate Trust Fund Checking Account and Sheriff Commissary Fund (Repeat Finding)

Condition: Upon inquiry of County Officials and employees, and observation of records in regard to the Inmate Trust Fund Checking Account and Sheriff Commissary fund, the following weaknesses were noted:

- During fiscal year 2015, 318 checks, totaling \$154,521, were issued to payees not allowable by state statute.
 - Payees included: Garfield County Court Clerk, Garfield County, City of Enid, Waukomis Court Clerk, Tiger Correctional Services, and Lahoma Municipal Court.
- Collections are not deposited daily.
- The Annual Commissary Report filed by the County Sheriff's office did not include Sheriff Commissary fund beginning and ending balances and expenditures.
- Internal controls have not been established to ensure amounts credited to inmates' accounts agree to amounts deposited. As a result, unresolved adjustments are continually carried forward in order to reconcile the County Sheriff's vendor software to the banks statements. At June 30, 2015, the total amount of these adjustments was \$734.
- There are no procedures in place regarding unclaimed funds.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure that controls are in place with regard to Inmate Trust Fund Checking Account and Sheriff Commissary Fund financial operations. The County Sheriff issued checks from the Inmate Trust Fund Checking Account rather than transferring the proceeds from the inmate sales to the Sheriff Commissary fund for disbursement or issuing checks directly to the inmates.

Effect of Condition: These conditions resulted in noncompliance with state statutes. Without proper accounting and safeguarding of the Inmate Trust Fund Checking Account, there is an increased risk of misappropriation of funds.

Recommendation: OSAI recommends the total of inmates' trust fund balances should be reconciled to the bank statements each month, collection of inmate monies should be deposited daily, and no operating expenditures should be made from this fund. Furthermore, an annual report of commissary operations should be submitted to the Board of County Commissioners no later than January 15th of each year.

OSAI also recommends that unclaimed property procedures should be established for checks that are outstanding more than 6 months in accordance with state statute.

**GARFIELD COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

Management Response:

County Sheriff: Bank deposits will be made daily on regular business days. Checks will only be made out to the inmate upon release and the commissary service, and no other operational expenses. An annual report of commissary operations will be made to the Board of County Commissioners no later than January 15th of each year.

We will check with the District Attorney's office and State Treasurer's office procedures dealing with unclaimed funds.

Criteria: Effective accounting procedures and internal controls are necessary to ensure stewardship and accountability of public funds. Safeguarding controls are an important aspect of internal controls. Safeguarding controls relate to the prevention or timely detection of unauthorized transaction and unauthorized access to assets. Failure to perform tasks that are part of internal controls, such as reconciliations not performed or not timely prepared, are deficiencies in internal control. Further, reconciliations should be performed on a monthly basis.

Effective internal controls should provide procedures wherein receipts for the monies collected are maintained and available for inspection and deposits are made on a daily basis.

Title 19 O.S. § 180.43(D) states in part, "....Any funds received pursuant to said operations shall be the funds of the county where the persons incarcerated and shall be deposited in the Sheriff's Commissary Account. The sheriff shall be permitted to expend the funds to improve or provide jail services. The sheriff shall be permitted to expend any surplus in the Sheriff's Commissary Account for administering expenses for training equipment, travel or for capital expenditures. The claims for expenses shall be filed with and allowed by the board of county commissioners in the same manner as other claims. The sheriff shall receive no compensation for operation of said commissary. The sheriff shall file an annual report on any said commissary under his or her operation no later than January 15 of each year...."

Title 19 O.S. § 531(A) states in part, "...the county sheriff may establish a checking account, to be designated the "Inmate Trust Fund Checking Account." The county sheriff shall deposit all monies collected from inmates incarcerated in the county jail into this checking account and may write checks to the Sheriff's Commissary Account for purchases made by the inmate during his or her incarceration and to the inmate from unencumbered balances due the inmate upon his or her discharge."

Title 19 O.S. § 682 states in part, "It shall be the duty of each and every county officer... to deposit daily... all monies...of every kind received or collected by virtue or under color of office..."

Title 22 O.S. § 1325(F, H) prescribes the procedures for handling unclaimed property.



Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | www.sai.ok.gov