

**GARVIN
COUNTY
COURT CLERK**

**FOR THE YEAR ENDED
JUNE 30, 2008**

**STATUTORY
REPORT**



Oklahoma State Auditor
& Inspector

**KAY BREWER, COURT CLERK
GARVIN 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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May 25, 2010

Kay Brewer, Court Clerk
Garvin County Courthouse
Pauls Valley, Oklahoma 73075

Transmitted herewith is the statutory report for the Garvin 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

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INTRODUCTORY INFORMATION

The Court Clerk is elected by the qualified voters of the County for a term of four years. The primary responsibilities of the Court Clerk are to record, file and maintain the proceedings of the District Court, and perform other duties as directed by the District Court. Other duties and responsibilities of the Court Clerk are as follows: collecting all required Court fees, issuing warrants, orders, writs, subpoenas, passports and certain licenses, maintaining dockets and financial records for the various divisions of the Court, maintaining an appropriation ledger to control and monitor Court Fund expenditures, disbursing District Court funds in accordance with Court instructions and state statutes, and reviewing Court Fund claims for proper supporting documentation before bringing the claims and vouchers to the Court Fund Board for approval.

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Kay Brewer, Court Clerk
Garvin County Courthouse
Pauls Valley, Oklahoma 73075

Dear Ms. Brewer:

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 Garvin 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. In performing the procedures, we noted a matter with respect to segregation of duties. Our finding is presented in the accompanying schedule of findings and responses.

We have prepared detailed analysis of the Court Fund Account and of the Court Clerk Revolving Fund, which are presented following this report.

This report is intended for the information and use of the Garvin 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

April 29, 2010

**KAY BREWER, COURT CLERK
GARVIN COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2008**

Collections:

Court fund fines, fees, and forfeitures	\$ 674,716
Interest earned on deposits	260
Canceled vouchers, refunds	640
Total collections	<u>675,616</u>

Deductions:

Lump sum budget categories:

Juror expenses	10,345
Trial court attorneys	96,092
Mental health hearings	75
Guardians ad litem fees	600
Transcripts-preliminary and trial	5,814
Transcripts - appeals	253
General office supplies	3,833
Forms printing	6,917
Books for records, indexes	2,170
Postage and freight	8,759
Court reporter supplies	1,032
General telephone expenses	6,317
Long-distance telephone expense	545
Other expenses	16
Total lump sum categories	<u>142,768</u>

Restricted budget categories:

Security for court areas	4,500
Furniture and fixtures	1,750
Maintenance of equipment	18,670
OCIS services	28,257
Photocopy equipment rental	1,800
Per diem court reporters	3,222
Employees	230,533
Total restricted categories	<u>288,732</u>

**KAY BREWER, COURT CLERK
GARVIN COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2008**

Mandated budget categories:	
Law library	7,000
State judicial fund	<u>283,280</u>
Total mandated categories	<u>290,280</u>
Total deductions	<u>721,780</u>
Collections over (under) deductions	(46,164)
Beginning account balance July 1, 2007	<u>99,696</u>
Ending account balance June 30, 2008	<u>\$ 53,532</u>

**KAY BREWER, COURT CLERK
GARVIN COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2008**

Collections:	
Court fund revolving fees	<u>\$ 48,387</u>
Total collections	<u>48,387</u>
Deductions:	
Court clerk revolving fund disbursements	<u>50,443</u>
Total deductions	<u>50,443</u>
Collections over (under) deductions	(2,056)
Beginning account balance July 1, 2007	<u>74,690</u>
Ending account balance June 30, 2008	<u>\$ 72,634</u>

SCHEDULE OF FINDINGS AND RESPONSES

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

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. To help ensure a proper accounting of funds, key duties and responsibilities should be segregated among different individuals to reduce the risk of error or fraud. No one individual should have the ability to authorize transactions, have physical custody of property, and record transactions.

Condition: We noted a concentration of duties in regards to recording, authorization, custody, and execution of revenue transactions:

- All employees write receipts.
- All employees work from the same cash drawer.
- The first deputy, in addition to receiving and issuing receipts, also issues permits, balances the cash drawer, prepares and makes deposits, posts to the ledger, and reconciles accounts with the Treasurer.
- The third deputy, in addition to receiving and issuing receipts, also issues permits, and posts payments received to customer accounts.
- The Court Clerk, in addition to receiving and issuing receipts, opens the mail, issues permits, and totals remittances.

We noted a concentration of duties in regards to recording, authorization, custody, and execution of expenditure transactions:

- The Court Clerk prepares claims, approves purchases, and is responsible for receiving of goods and services.
- The first deputy is responsible for preparing, signing, posting, distributing vouchers, and calculating and reviewing amounts to be vouchered to other funds.

Effect: These conditions could result in unrecorded transactions, misstated financial reports, undetected errors, or misappropriation of funds

Recommendation: OSAI recommends management be aware of these conditions and realize that concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. The most effective controls lie in management's overseeing of office operations and a periodic review of operations. In the event that segregation of duties is not possible due to limited personnel, OSAI recommends implementing compensating controls to mitigate the risks involved with a concentration of duties. Compensating controls would include separating key processes and/or critical functions of the office from management review and approval of accounting functions.

**KAY BREWER, COURT CLERK
GARVIN COUNTY, OKLAHOMA
JUNE 30, 2008**

Views of responsible officials and planned corrective actions: The Court Clerk stated that she has two people add and check deposits each day before taking to the Treasurer. Deputies who put cases on the computer disburse money in that case. She will try to rotate deputies in making deposits and end of month disbursements.



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