

**PHYLLIS DENNEY, COURT CLERK
GREER COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2004**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

September 15, 2005

Phyllis Denney, Court Clerk
Greer County, Oklahoma

Transmitted herewith is the statutory report for the Greer County, Court Clerk, for the fiscal year ended June 30, 2004. 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 cursive script that reads "Jeff A. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

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INTRODUCTORY INFORMATION

The Court Clerk is elected by the qualified voters of the County for a term of four years.

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



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

Phyllis Denney, Court Clerk
Greer County Courthouse
Mangum, Oklahoma 73554

Dear Ms. Denney:

We have performed procedures for fiscal year 2004 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2004 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- We tested Court Fund vouchers issued 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.
- We tested Court Clerk Revolving Fund vouchers issued to determine whether the expenditure: (1) was properly supported by a claim, invoice, and receiving documentation, and (2) was properly approved.
- We tested District Court vouchers to determine they were properly accounted for and we looked at supporting documentation for disbursements to determine they were issued in accordance with Court instructions.
- We reconciled the Court Fund activity and/or balances to the County Treasurer's records.
- We reconciled the Court Clerk Revolving activity and/or balances to the County Treasurer's records.
- We reconciled the District Court case balances to the County Treasurer's depository ledger.
- We tested receipts issued to determine whether: (1) the correct fee was collected, and (2) the receipt was properly accounted for in the financial records.

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 Greer County.

Based on the above reconciliations, tests, and procedures performed; the Court Clerk is collecting the correct fees; Court Fund vouchers were properly supported, approved, classified, and did not exceed appropriations; Court Clerk Revolving Fund expenditures were properly supported and approved; District Court vouchers were properly accounted for and issued in accordance with Court instructions; Court Fund activity, Court Clerk Revolving Fund financial records, and District Court case balances reconciled with the County Treasurer's records. With respect to properly accounting for fees, our finding is included in the schedule of findings and recommendations.

We have prepared a 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 Greer 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,



JEFF A. McMAHAN
State Auditor and Inspector

June 29, 2005

**PHYLLIS DENNEY, COURT CLERK
GREER COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2004**

Collections:

Court fund fines, fees, and forfeitures	\$ 163,443
Interest earned on deposit	219
Total collections	<u>163,662</u>

Deductions:

Lump sum budget categories:

Juror expenses	1,315
Trial court attorneys	4,090
Mental health (attorneys)	1,248
Transcripts-preliminary & trial	483
General office supplies	4,027
Forms printing	397
Books for records and indexes	176
Postage and freight	4,968
Court reporter supplies	380
General telephone expense	2,528
Long-distance telephone expense	442
Total lump sum categories	<u>20,054</u>

Restricted budget categories:

Renovation and remodeling	2,897
Equipment rentals	1,158
Maintenance of equipment	5,856
OCIS services	15,120
Photocopy equipment rental & maintenance	2,100
Court Clerk employees	73,744
Total restricted categories	<u>100,875</u>

PHYLLIS DENNEY, COURT CLERK
GREER COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2004

Mandated categories:	
Law library	5,000
State judicial fund	<u>31,547</u>
Total mandated categories	<u>36,547</u>
Total deductions	<u>157,476</u>
Collections over (under) deductions	6,186
Refunds	80
Beginning account balance	<u>7,880</u>
Ending account balance	<u><u>\$ 14,146</u></u>

**PHYLLIS DENNEY, COURT CLERK
GREER COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2004**

Collections:	
Court fund revolving fees	\$ 4,944
Total collections	<u>4,944</u>
Deductions:	
Office supplies	337
Furniture and fixtures	<u>3,408</u>
Total deductions	<u>3,745</u>
Collections over (under) deductions	1,199
Beginning account balance	<u>1,364</u>
Ending account balance	<u><u>\$ 2,563</u></u>

**PHYLLIS DENNEY, COURT CLERK
GREER COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2004**

Finding 2004-1 - Payments to the Court Fund

Criteria: In accordance with 20 O.S. § 1313.2-1314.4 fees collected by the Court Clerk shall be transferred monthly to each state agency.

Condition: The test of 25 traffic ticket payments revealed in 17 instances, the Court Clerk did not transfer funds in a timely manner. The payment was transferred to the Court Fund from 5 to 13 months after the date the defendant paid the ticket.

Recommendation: We recommend the County Court Clerk pay monies owed from traffic tickets to the Court Fund and/or other agencies at the end of each month, in accordance with 20 O.S. § 1313.2-1314.4.

Views of responsible officials and planned corrective actions: Traffic ticket fees have been transferred to the court fund and other appropriate agencies in the month of August 2005.