

STATUTORY REPORT

HARMON COUNTY TREASURER

August 5, 2013



Oklahoma State
Auditor & Inspector
Gary A. Jones, CPA, CFE

**ROBBIE GEE, COUNTY TREASURER
HARMON COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
AUGUST 5, 2013**

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Oklahoma State Auditor & Inspector

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August 29, 2013

BOARD OF COUNTY COMMISSIONERS
HARMON COUNTY COURTHOUSE
HOLLIS, OKLAHOMA 73550

Transmitted herewith is the Harmon County Treasurer Statutory Report for August 5, 2013. The engagement was conducted in accordance with 74 O.S. § 212.

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 "Gary A. Jones". The signature is written in a cursive style with a long horizontal stroke at the end.

GARY A. JONES, CPA, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR



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Robbie Gee, Harmon County Treasurer
Harmon County Courthouse
Hollis, Oklahoma 73550

Dear Ms. Gee:

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures:

- Determine whether bank reconciliations are properly performed, visually verify the certificates of deposit, and confirm the investments.
- Determine whether subsidiary records are reconciled to the general ledger.
- Determine whether deposits and invested funds are secured by pledged collateral.

All information included in the bank reconciliations, the investment ledger, the subsidiary ledgers, and the general ledger is the representation of the County Treasurer.

Our county treasurer statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any basic financial statement of Harmon County.

Based on our procedures performed, we have presented our findings in the accompanying schedule.

This report is intended for the information and use of the management of the County. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

A handwritten signature in blue ink, appearing to read "Gary A. Jones".

GARY A. JONES, CPA, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR

August 8, 2013

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2014-1— Segregation of Duties

Condition: The County Treasurer's office has one deputy. The Treasurer does not formally segregate the duties of receipting, posting, and depositing daily collections. In some situations, there is only one person working in the office; this person is responsible for receiving, receipting, and depositing money.

Cause of Condition: The deputy is new and is in the process of learning the duties of the office.

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. OSAI recommends management provide segregation of duties so that no one employee is able to perform all accounting functions. 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, and having management review and approve accounting functions.

Management Response: It is my duty to ensure verification and review of all accounting records prepared by the Deputy and myself. We both sign the daily report and the auditor's report. We are trying to initial and date documents, proving we both reviewed them. If something is overlooked, generally we will find the error at the end of the month, when we balance everything. If you have any suggestions, please bring it to my attention and I will try to implement whatever you suggest.

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 funds, and record transactions.



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