



HARPER COUNTY

Financial Report

For the fiscal year ended June 30, 2020

Cindy Byrd, CPA
State Auditor & Inspector

**HARPER COUNTY, OKLAHOMA
FINANCIAL STATEMENT
AND INDEPENDENT AUDITOR'S REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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OKLAHOMA
Office of the State Auditor & Inspector

Cindy Byrd, CPA | State Auditor & Inspector

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

November 7, 2022

TO THE CITIZENS OF
HARPER COUNTY, OKLAHOMA

Transmitted herewith is the audit of Harper County, Oklahoma for the fiscal year ended June 30, 2020. 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.

This report is 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.

Sincerely,

CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR

**HARPER COUNTY OFFICIALS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Board of County Commissioners

District 1 – Rex Brewer
District 2 – Gary Nielsen
District 3 – Steve Myatt

County Assessor

Gayla Welty

County Clerk

Willneta Mitchell

County Sheriff

Clif Brinson

County Treasurer

Peggy Tillery

Court Clerk

Susan Breon

District Attorney

James M. Boring

**HARPER COUNTY, OKLAHOMA
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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FINANCIAL SECTION



Independent Auditor's Report

TO THE OFFICERS OF
HARPER COUNTY, OKLAHOMA

Report on the Financial Statement

We have audited the total—all county funds on the accompanying regulatory basis Statement of Receipts, Disbursements, and Changes in Cash Balances of Harper County, Oklahoma, as of and for the year ended June 30, 2020, 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 Harper 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 Harper County as of June 30, 2020, 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 total receipts, disbursements, and changes in cash balances for all county funds of Harper County, as of and for the year ended June 30, 2020, in accordance with the basis of accounting described in Note 1.

Other Matters

Supplementary Information

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

The supplementary information is the responsibility of management and was derived from and relates 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 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 September 19, 2022, on our consideration of Harper 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 Harper 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 style with a large initial "C" and a stylized "Byrd".

CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR

September 19, 2022

REGULATORY BASIS FINANCIAL STATEMENT

HARPER COUNTY, OKLAHOMA
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH BALANCES—REGULATORY BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Beginning Cash Balances July 1, 2019	Receipts Apportioned	Transfers In	Transfers Out	Disbursements	Ending Cash Balances June 30, 2020
County Funds:						
County General	\$ 439,923	\$ 1,063,473	\$ -	\$ -	\$ 1,003,900	\$ 499,496
County Highway Unrestricted	2,375,363	2,305,414	-	-	2,621,043	2,059,734
Assessor Visual Inspection	8,147	-	-	-	-	8,147
Assessor Revolving Fee	2,529	1,772	-	-	1,242	3,059
County Clerk Lien Fee	10,002	3,707	-	5,011	6,398	2,300
Sheriff Forfeiture	11,080	123	-	-	-	11,203
Sheriff Service Fee	58,837	66,161	9,576	-	52,959	81,615
Sheriff Commissary	11,880	16,309	-	-	15,262	12,927
Sheriff Board of Prisoners	4,141	4,239	-	-	-	8,380
Sheriff Courthouse Security	9,576	-	-	9,576	-	-
Treasurer Mortgage Certification	5,262	905	-	-	699	5,468
Resale Property	49,433	34,247	-	-	33,215	50,465
Health-ST	24,744	37,827	-	-	28,699	33,872
Extension-ST	137,786	24,219	-	-	12,508	149,497
Fair-ST	42,046	26,308	-	-	21,664	46,690
Rural Fire-ST	75,174	28,939	-	-	19,178	84,935
County Sales Tax - Laverne EMS	3,667	-	-	3,667	-	-
County Sales Tax - Buffalo EMS	1,818	-	-	1,818	-	-
Emergency Medical Service (EMS-522)-ST	-	42,093	5,485	-	41,391	6,187
County Sales Tax - Buffalo Senior Citizens	5,980	-	-	5,980	-	-
County Sales Tax - Laverne Senior Citizens	1,532	-	-	1,532	-	-
Senior Citizens-ST	-	2,631	7,512	-	3,562	6,581
County Sales Tax - Laverne Delphian Library	1,695	-	-	1,695	-	-
County Sales Tax - Buffalo Library	345	-	-	345	-	-
Library-ST	-	2,631	2,040	-	1,035	3,636
Economic Development-ST	18,557	5,262	-	-	11,000	12,819
General Gov't-ST	40,622	100,744	-	-	92,685	48,681
Hospital-ST	22,719	263,083	-	-	259,292	26,510
Emergency Management	5,518	4,000	-	-	129	9,389
911 Phone Fees	456,435	63,310	-	-	969	518,776
County Bridge and Road Improvement	1,612,074	404,489	-	-	174,807	1,841,756
Court Clerk Special	10,279	-	-	10,279	-	-
Occupational Assistance Grant	10,402	4,642	-	10,365	1,776	2,903
Health	216	20	-	-	174	62
Free Fair Board	6,003	1,350	-	-	-	7,353
County Donations	-	1,000	20,644	-	2,870	18,774
Community Development Block Grants Revolving Fund	-	5,863	-	-	5,863	-
County Clerk Records Management and Preservation	-	10,248	5,011	-	7,154	8,105
Total - All County Funds	\$ 5,463,785	\$ 4,525,009	\$ 50,268	\$ 50,268	\$ 4,419,474	\$ 5,569,320

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

**HARPER COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

1. Summary of Significant Accounting Policies

A. Reporting Entity

Harper 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 emergency medical districts, school districts, and cities and towns. 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.

During the fiscal year ended June 30, 2020, the County converted to a new chart of accounts; therefore, several fund names and descriptions change. However, these changes do not reflect a change in the sources and uses of revenues over the prior fiscal year.

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

County General – accounts for the general operations of the government.

County Highway Unrestricted – accounts for state, local, and miscellaneous receipts and disbursements are for the purpose of constructing and maintaining county roads and bridges.

Assessor Visual Inspection – accounts for the collections and disbursements by the Assessor as restricted by state statute for the visual inspection program.

Assessor Revolving Fee – accounts for the collection of fees for copies and disbursements as restricted by state statute.

**HARPER COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

County Clerk Lien Fee – accounts for the collection of fees for copies and liens and disbursements as restricted by state statute.

Sheriff Forfeiture – accounts for money forfeited or money earned from the sale of items forfeited to the Sheriff and disbursements are for drug related programs.

Sheriff Service Fee – accounts for the collection of fees and reimbursements for revenues such as: process fees, courthouse security fees, contracts for housing and feeding prisoners, and disbursements as restricted by state statute.

Sheriff Commissary – accounts for the collection from the sale of items to inmates and disbursements for jail operations as defined by state statute. Excess funds may be used for training equipment, travel, or capital outlay expenditures.

Sheriff Board of Prisoners – accounts for the collection of monies from the Oklahoma Department of Corrections and disbursements are used for the operations of the jail.

Sheriff Courthouse Security – accounts for the \$10.00 fee collected on traffic, misdemeanor, and felony court cases and disbursements are for enhancing existing or providing additional courthouse security as required by state statute.

Treasurer Mortgage Certification – accounts for collection of fees by the Treasurer for mortgage tax certificates and the disbursement of the funds as restricted by state statute.

Resale Property – accounts for the collection of interest and penalties on delinquent taxes and the disposition of same as restricted by state statute.

Health-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

Extension-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

Fair-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

Rural Fire-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

County Sales Tax - Laverne EMS – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

County Sales Tax - Buffalo EMS – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

**HARPER COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Emergency Medical Service (EMS-522)-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

County Sales Tax - Buffalo Senior Citizens – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

County Sales Tax - Laverne Senior Citizens – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

Senior Citizens-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

County Sales Tax - Laverne Delphian Library – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

County Sales Tax - Buffalo Library – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

Library-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

Economic Development-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

General Gov't-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

Hospital-ST – accounts for sales tax collected and disbursed as specified in the sales tax ballot.

Emergency Management – accounts for the receipt and disbursement of funds from federal and state sources and from local town donations for emergency management and other civil defense purposes.

911 Phone Fees – accounts for monies received from private telephone companies for the operations of emergency 911 services.

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

Court Clerk Special – accounts for Oklahoma Bar Association donation and other donations to be spent for updates to the courtroom.

Occupational Assistance Grant – accounts for the collections of state grant money to be disbursed in accordance with grant agreements.

**HARPER COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Health – accounts for monies collected on behalf of the County Health Department from state and local revenues.

Free Fair Board – accounts for revenue from rental fees on the fairgrounds and disbursements are for the purpose of the fairgrounds.

County Donations – accounts for donations made to the County. Disbursements are for the specific purpose for which it was donated.

Community Development Block Grants Revolving Fund – accounts for the collection of federal grant money to be disbursed in accordance with grant agreements.

County Clerk Records Management and Preservation – accounts for fees collected for instruments filed with the County Clerk's office and disbursements as restricted by state statute.

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 allows 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, which specifies the format and presentation of such regulatory basis financial statements: 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 with all other funds included in the audit presented in the aggregate in a combining statement. However, the County has elected to present all funds included in the audit in the Statement of Receipts, Disbursements, and Changes in Cash Balances—Regulatory Basis.

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.

**HARPER COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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.

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.

Unpaid delinquent personal property taxes are usually published in May. If the taxes are not paid within 30 days from publication, they shall be placed on the personal tax lien docket.

**HARPER COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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; however, the County expects such amounts, if any, to be immaterial.

As of the end of the fiscal year, there were no claims or judgments that would have a material adverse effect on the financial condition of the County; however, the outcome of any lawsuit would not be determinable.

D. Sales Tax

Sales Tax of November 8, 2011

The voters of Harper County approved a one percent (1%) sales tax on November 8, 2011. This sales tax was established to provide funds to the Harper County OSU Extension Office (9%); Harper County Free Fair (10%); Harper County Rural Fire Association (11%); Buffalo EMS (8%);

**HARPER COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

Laverne EMS (8%); Laverne Senior Citizens (.5%); Buffalo Senior Citizens (.5%); Harper County Rural Development Council (2%); Laverne Delphian Municipal Library (.5%); Buffalo Public Library (.5%); Harper County Health Department (14%); Harper County General Fund (36%). The tax imposed herein expired after sixty (60) months. The voters elected to continue the sales tax for an additionally 60 months on November 8, 2016. These funds are accounted for separately in special revenue funds as noted below:

- Extension-ST
- Fair-ST
- Rural Fire-ST
- Emergency Medical Service-ST
- Senior Citizen-ST
- Economic Development-ST
- Library-ST
- Health-ST
- General Gov't-ST

Sales Tax of November 8, 2016

The voters of Harper County also approved to continue a one percent (1%) sales tax on November 8, 2016. This sales tax was established to provide funds for General Operations and Capital Improvements of Health Care Facilities, for purposes pertaining to the health and general well-being of the people of Harper County, Oklahoma. The sales tax is to be effective from May 1, 2018 and will expire April 30, 2023. These funds are accounted for in the County Sales Tax – County Hospital Fund.

E. Interfund Transfers

During the fiscal year, the County made the following transfers between cash funds:

- \$5,011 was transferred from the County Clerk Lien Fee fund to the County Clerk Records Management and Preservation fund by Board of County Commissioner (BOCC) resolution to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214.
- \$9,576 was transferred from the Sheriff Courthouse Security fund to the Sheriff Service Fee fund by BOCC resolution to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214.
- \$5,485 was transferred to the Emergency Medical Service (EMS-522)-ST fund from the following funds by BOCC resolution to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214:
 - \$3,667 was transferred from County Sales Tax - Laverne EMS fund.
 - \$1,818 was transferred from County Sales Tax - Buffalo EMS fund.
- \$7,512 was transferred to the Senior Citizen-ST fund from the following funds by BOCC resolution to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214:

**HARPER COUNTY, OKLAHOMA
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

- \$5,980 was transferred from County Sales Tax - Buffalo Senior Citizens fund.
 - \$1,532 was transferred from County Sales Tax - Laverne Senior Citizens fund.
- \$2,040 was transferred to the Library-ST fund from the following funds by BOCC resolution to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214:
 - \$1,695 was transferred from County Sales Tax - Laverne Delphian Library fund.
 - \$345 was transferred from County Sales Tax - Buffalo Library fund.
- \$20,644 was transferred to the County Donation fund from the following funds by BOCC resolution to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214:
 - \$10,279 was transferred from Court Clerk Special fund.
 - \$10,365 was transferred from Occupational Assistance Grant fund.

SUPPLEMENTARY INFORMATION

HARPER COUNTY, OKLAHOMA
COMPARATIVE SCHEDULE OF EXPENDITURES—BUDGET AND ACTUAL—
BUDGETARY BASIS—GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	General Fund		
	Budget	Actual	Variance
District Attorney	\$ 110	\$ 110	\$ -
County Sheriff	285,520	267,893	17,627
County Treasurer	58,300	55,800	2,500
County Clerk	66,750	61,633	5,117
Court Clerk	100,800	94,876	5,924
County Assessor	43,800	42,370	1,430
Revaluation of Real Property	112,000	106,487	5,513
General Government	572,532	271,846	300,686
Excise - Equalization Board	2,400	2,228	172
County Election Expense	52,040	51,481	559
Charity	17,447	17,447	-
County Audit Budget Account	21,231	19,929	1,302
Total Expenditures, Budgetary Basis	<u>\$ 1,332,930</u>	<u>\$ 992,100</u>	<u>\$ 340,830</u>

**HARPER COUNTY, OKLAHOMA
NOTE TO SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

1. Budgetary Schedules

The Comparative Schedule of Expenditures—Budget and Actual—Budgetary Basis for the General Fund present comparison 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 Statement of Receipts, Disbursements, and Changes in Cash Balances 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.

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
HARPER COUNTY, OKLAHOMA

We have audited, 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, the total—all county funds of the accompanying Statement of Receipts, Disbursements, and Changes in Cash Balances of Harper County, Oklahoma, as of and for the year ended June 30, 2020, and the related notes to the financial statement, which collectively comprise Harper County's basic financial statement, prepared using accounting practices prescribed or permitted by Oklahoma state law, and have issued our report thereon dated September 19, 2022.

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 as of and for the year ended June 30, 2020, 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 Harper County's internal control over financial reporting (internal control) as a basis for designing 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 Harper County's internal control. Accordingly, we do not express an opinion on the effectiveness of Harper County's internal control.

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. 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.

Our consideration of internal control was for the limited purpose described in the first 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. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses that we consider to be material weaknesses: 2020-001 and 2020-003.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Harper 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 financial statement. 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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

Harper County's Response to Findings

Harper County's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Harper County's response was not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

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 results 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.



CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR

September 19, 2022

**HARPER COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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 2020-001 – Lack of County–Wide Internal Controls (Repeat Finding – 2017-001, 2018-001, 2019-001)

Condition: Through the process of gaining an understanding of the County’s internal control structure, it was noted that county-wide controls regarding Risk Assessment and Monitoring have not been designed.

Cause of Condition: Policies and procedures have not been designed and implemented to address the risks of the County.

Effect of Condition: Without an adequate system of county-wide controls, there is greater risk of a breakdown in control activities which could result in unrecorded transactions, undetected errors, or misappropriation of funds.

Recommendation: The Oklahoma State Auditor & Inspector’s Office (OSAI) recommends that the County design and implement a system of county-wide procedures to identify and address risks related to financial reporting and to ensure that information is communicated effectively. OSAI also recommends that the County design and implement monitoring procedures to assess the quality of performance over time. These procedures should be written policies and procedures and could be included in the County’s policies and procedures handbook.

Management Response:

Chairman of the Board of the Board of County Commissioners: We have some county-wide controls in place. We will build on what we have and improve the documentation of Risk Assessment and Monitoring.

County Clerk: I took office in January 2020 and then the pandemic started two months later. During that time, the county officers did not meet. I plan to have officers’ meetings on a quarterly basis to discuss and document county-wide controls.

County Treasurer: The County worked on the documentation of county-wide control in 2019. The need for social distancing, due to the coronavirus, stopped us from meeting together. We are striving to get better and will start to address the county-wide internal controls again.

Criteria: The United States Government Accountability Office’s *Standards for Internal Control in the Federal Government* (2014 version) aided in guiding our assessments and conclusion. Although this publication (GAO Standards) addresses controls in the federal government, this criterion can be treated as best practices and may be applied as a framework for an internal control system for state, local, and quasi-governmental entities.

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The GAO Standards – Section 1 – Fundamental Concepts of Internal Control – OV1.01 states in part:

Definition of Internal Control

Internal control is a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance that the objectives of an entity will be achieved.

Additionally, GAO Standards – Section 2 – Establishing an Effective Internal Control System – OV2.04 states in part:

Components, Principles, and Attributes

Control Environment - The foundation for an internal control system. It provides the discipline and structure to help an entity achieve its objectives.

Risk Assessment - Assesses the risks facing the entity as it seeks to achieve its objectives. This assessment provides the basis for developing appropriate risk responses.

Information and Communication - The quality information management and personnel communicate and use to support the internal control system.

Monitoring - Activities management establishes and operates to assess the quality of performance over time and promptly resolve the findings of audits and other reviews.

Finding 2020-003 – Lack of Segregation of Duties Over the Disbursement and Payroll Processes (Repeat Finding – 2008-009, 2009-007, 2017-003, 2018-004, 2019-004)

Condition: Upon inquiry of county personnel and the observation of the County's disbursement and payroll processes, we noted the County does not have an adequate segregation of duties to ensure that duties assigned to individuals are done so in a manner that would not allow one individual to control both the recording function and the procedures relative to processing a transaction.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure the duties of the payroll and disbursement processes are adequately segregated.

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

Recommendation: OSAI recommends the County implement a system of internal controls that adequately segregates the duties of the payroll and disbursement processes. In the event, segregation of duties is not possible due to limited personnel, we recommend implementing compensating controls to mitigate the risk 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.

**HARPER COUNTY, OKLAHOMA
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Management Response:

County Clerk: We plan on hiring a new person. We will discuss how to segregate duties. I will contact our software provider to see if any compensating controls can be built into the software.

Criteria: The GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

Segregation of Duties

Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets so that no one individual controls all key aspects of a transaction or event.

Additionally, Principle 10 – Segregation of Duties states:

10.12 - Management considers segregation of duties in designing control activity responsibilities so that incompatible duties are segregated and, where such segregation is not practical, designs alternative control activities to address the risk.

10.13 - Segregation of duties helps prevent fraud, waste, and abuse in the internal control system. Management considers the need to separate control activities related to authority, custody, and accounting of operations to achieve adequate segregation of duties. In particular, segregation of duties can address the risk of management override. Management override circumvents existing control activities and increases fraud risk. Management addresses this risk through segregation of duties, but cannot absolutely prevent it because of the risk of collusion, where two or more employees act together to commit fraud.

10.14 - If segregation of duties is not practical within an operational process because of limited personnel or other factors, management designs alternative control activities to address the risk of fraud, waste, or abuse in the operational process.

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

Finding 2020-004 – Lack of Internal Controls and Noncompliance Over Inmate Trust Fund Checking Account, Sheriff Commissary, and Sheriff Commissary Fund

Condition: Upon inquiry, observation of procedures and records, and test work performed, OSAI noted the following regarding the Inmate Trust Fund Checking Account, Sheriff Commissary, and the Sheriff Commissary Fund:

**HARPER COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

- Inmate balances are not reconciled to the bank statement.
- Commissary items are not safeguarded.
- A periodic inventory of commissary items is not performed.
- An Annual Commissary Report has not been filed with the County Commissioners.

Cause of Condition: Policies and procedures have not been designed and implemented for proper administration regarding the Inmate Trust Fund Checking Account, the Sheriff Commissary, and the Sheriff Commissary Fund.

Effect of Condition: These conditions resulted in noncompliance with state statute. In addition, without proper accounting and safeguarding of the Inmate Trust Fund Checking Account and commissary items, there is an increased risk of misappropriation of assets.

Recommendation: OSAI recommends the following:

- Bank reconciliations should be accurately performed on a monthly basis. Additionally, Inmate Trust Fund Checking Account monies should be maintained in a manner that reflects each inmate's trust deposits, disbursements, and account balances. The inmate's ledger balances should be reconciled to the bank statements each month and proper supporting documentation should be maintained for all reconciling items.
- Access to commissary items should be limited to a select few employees.
- A commissary inventory ledger should be maintained and reflect a running balance for each individual item.
- The County Sheriff should file a report of the Commissary with the Board of County Commissioners by January 15th of each year in accordance with 19 O.S. § 180.43 (D). Amounts noted on the report should agree/reconcile to the County Treasurer's records.

Management Response:

County Sheriff: I have a new employee who is now reconciling the bank statement to the inmate balances. We have done away with having any commissary items on hand. Items are purchased only after being ordered by the inmates. The items are distributed to the inmates immediately after the purchase. I will prepare the annual report in the future.

Criteria: The GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

Establishment of review of performance measurers and indicators

Management establishes physical control to secure and safeguard vulnerable assets. Examples include security for and limited access to assets such as cash, securities, inventories, and equipment that might be vulnerable to risk of loss or unauthorized use. Management periodically counts and compares such assets to control records.

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GAO Standards – Section 2 – Establishing an Effective Internal Control System – OV2.24 states in part:

Safeguarding of Assets Management designs an internal control system to provide reasonable assurance regarding prevention or prompt detection and correction of unauthorized acquisition, use, or disposition of an entity's assets.

Title 19 O.S. § 180.43 (D) states in part, “The sheriff shall file an annual report on any said commissary under his or her operation no later than January 15 of each year.”



Cindy Byrd, CPA | State Auditor & Inspector

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