

**DENISE SLOAN, COURT CLERK  
HASKELL COUNTY, OKLAHOMA  
STATUTORY REPORT  
FOR THE YEAR ENDED JUNE 30, 2003**

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STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

May 14, 2004

Denise Sloan, Court Clerk  
Haskell County, Oklahoma

Transmitted herewith is the statutory report of the Haskell County, Court Clerk, for the fiscal year ended June 30, 2003. 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 black ink 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

Denise Sloan, Court Clerk  
Haskell County Courthouse  
Stigler, Oklahoma 74462

Dear Ms. Sloan:

For the purpose of complying with 20 O.S. § 1312, we have performed the following procedures for the fiscal year 2003:

- 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 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 Haskell County.

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

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

This report is intended for the information and use of the Haskell 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,

A handwritten signature in black ink that reads "Jeff A. McMahane". The signature is written in a cursive, flowing style.

JEFF A. McMAHAN  
State Auditor and Inspector

March 10, 2004

**DENISE SLOAN, COURT CLERK  
HASKELL COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2003**

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|   |                  |
|---|------------------|
| Collections:                            |                  |
| Court fund fines, fees, and forfeitures | \$287,931        |
| Cancelled vouchers                      | 114              |
| Interest earned on deposit              | <u>171</u>       |
| Total collections                       | <u>288,216</u>   |
| Deductions:                             |                  |
| Lump sum categories:                    |                  |
| Juror expenses                          | 12,578           |
| Trial court (attorneys)                 | 650              |
| Mental health hearings                  | 525              |
| Transcripts-preliminary and trial       | 2,763            |
| General office supplies                 | 5,388            |
| Forms printing                          | 4,898            |
| Books for records and indexes           | 5,342            |
| Postage and freight                     | 4,959            |
| Court reporter supplies                 | 1,487            |
| General telephone expense               | 2,564            |
| Long-distance telephone expense         | <u>364</u>       |
| Total lump sum categories               | <u>41,518</u>    |
| Restricted categories:                  |                  |
| Equipment purchases                     | 650              |
| Equipment rentals                       | 672              |
| Maintenance of equipment                | 9,063            |
| OCIS services                           | 11,536           |
| Photocopy equipment maintenance         | 972              |
| Part-time bailiffs                      | 6,356            |
| Part-time court clerk employees         | <u>42,001</u>    |
| Total restricted categories             | <u>71,250</u>    |
| Mandated budget categories:             |                  |
| State judicial fund                     | <u>167,425</u>   |
| Total mandated categories               | <u>167,425</u>   |
| Total deductions                        | <u>280,193</u>   |
| Collections over (under) deductions     | 8,023            |
| Beginning account balance               | <u>19,676</u>    |
| Ending account balance                  | \$ <u>27,699</u> |

**DENISE SLOAN, COURT CLERK  
HASKELL COUNTY, OKLAHOMA  
COURT CLERK REVOLVING FUND ACCOUNT ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2003**

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|                   |                 |
|-------------------|-----------------|
| Beginning Balance | \$ 4,826        |
| Collections       | 5,127           |
| Disbursements     | <u>4,227</u>    |
| Ending Balance    | <u>\$ 5,726</u> |

**DENISE SLOAN, COURT CLERK  
HASKELL COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
JUNE 30, 2003**

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**Finding 2003-1 – Segregation of Duties**

Criteria: Segregation of duties over asset custody, transaction authorization, bookkeeping and reconciliation is an important element of effective internal control over government assets and resources.

Condition: The limited number of office personnel within the Court Clerk's office prevents a proper segregation of accounting functions, which is necessary to assure adequate internal control structure.

Recommendation: We recommend management be aware of this condition and realize that concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. Under these conditions, the most effective controls lie in management's knowledge of County operations and a periodic review of operations.

Management's Response: We concur with the auditor's findings. The Court Clerk does have knowledge of office operations and will perform a periodic review of these operations.

**Finding 2003-2 – Reconciliation With County Treasurer**

Criteria: Effective accounting procedures require that the Court Clerk reconcile the office ledgers with the County Treasurer at the end of each month.

Condition: The Court Clerk's official depository account for District Court case balances and Court Clerk Revolving did not reconcile with the County Treasurer's official depository ledger at June 30, 2003.

Recommendation: We recommend that the Court Clerk review the office ledgers at the end of each month and verify that the ending balances reconcile with the County Treasurer's official depository ledger.

Management's Response: We concur with the auditor's findings and will work to reconcile District Court and Court Clerk Revolving official depository accounts with the County Treasurer's ledger.

**DENISE SLOAN, COURT CLERK  
HASKELL COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
JUNE 30, 2003**

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**Finding 2003-3 – Court Fund and Court Clerk Revolving Claims**

Criteria: Effective accounting procedures require that proper supporting documentation be attached with all claims paid from the Court Fund and that all Court Clerk Revolving claims be approved by the majority of the Court Fund Board.

Condition: Court Fund vouchers #40222 and #40326 did not have supporting documentation attached to the claims. Also, Court Clerk Revolving vouchers #17, #18, and #22 did not have any approval signatures.

Recommendation: We recommend that all Court Fund claims have supporting documentation attached with the claim. We also recommend that the appropriate persons sign the Court Clerk Revolving claims for approval.

Management's Response: We concur with the auditor's findings and are implementing procedures to correct this problem.