

STATUTORY REPORT

HUGHES COUNTY COMMISSIONER DISTRICT 1 TURNOVER

December 17, 2014



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

**COUNTY OFFICER TURNOVER STATUTORY REPORT
CLYDE COLLIS
HUGHES COUNTY COMMISSIONER
DISTRICT 1
DECEMBER 17, 2014**

This publication, issued by the Oklahoma State Auditor and Inspector's Office as authorized by 19 O.S. § 171, has not been printed, but is available on the agency's website (www.sai.ok.gov) and in the Oklahoma Department of Libraries Publications Clearinghouse Digital Collection, pursuant to 74 O.S. § 3105.B.



Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

January 30, 2015

BOARD OF COUNTY COMMISSIONERS
HUGHES COUNTY COURTHOUSE
HOLDENVILLE, OKLAHOMA 74848

Transmitted herewith is the Hughes County Officer Turnover Statutory Report for December 17, 2014. The engagement was conducted in accordance with 19 O.S. § 171.

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, reading "Gary A. Jones".

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



Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

Clyde Collis
Hughes County Commissioner, District 1
Hughes County Courthouse
Holdenville, Oklahoma 74848

For the purpose of complying with 19 O.S. § 171, we have performed the following procedures for December 17, 2014:

- Verify that equipment items on hand agree with inventory records maintained per 19 O.S. § 178.1.
- Verify that consumable items on hand agree with consumable inventory records maintained per 19 O.S. § 1502.
- Verify that machinery and equipment acquisitions, dispositions, and expenditures are in accordance with 19 O.S. § 333.
- Verify that the amount of total claims approved for the operation of said Office is not in excess of limitations imposed by 19 O.S. § 347.

Information addressed in this report is the representation of the respective county officer.

Our county officer turnover engagement was limited to the statutory procedures described above and was less in scope than an examination or audit performed in accordance with auditing standards generally accepted in the United States of America, the objective of which would be the expression of an opinion. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

This report is intended solely for the information and use of the management of the County and should not be used for any other purpose. This report is also 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.

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

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

December 17, 2014

**COUNTY OFFICER TURNOVER STATUTORY REPORT
 CLYDE COLLIS
 HUGHES COUNTY COMMISSIONER DISTRICT 1
 DECEMBER 17, 2014**

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2015-1 – Consumable Inventory

Condition: When comparing consumable inventory on hand to consumable cards the following exceptions were noted.

Item	Amount per Stock Card	Amount on Hand	Variance
Pro-Line Asphalt	150 blocks	15 blocks	-135 blocks
CRS-2	1,833.43 gallons	0 gallons	-1,833.43 gallons

Additionally, due to the crusher run and gravel being mixed together OSAI was unable to verify the amounts on hand.

Effect of Condition: This condition resulted in noncompliance with state statute and inaccurate inventory records and could result in unauthorized use of consumable inventories, or loss of consumable inventories.

Recommendation: OSAI also recommends that consumable inventory cards be maintained and updated for all consumable inventory items. Furthermore, OSAI recommends that the District perform and document a periodic physical count of inventory.

Management Response:

County Commissioner: These items were used and records not brought up to date.

Criteria: Effective internal controls include designing and implementing procedures to ensure that all supplies, materials, and equipment received, disbursed, stored and consumed by their department comply with 19 O.S. § 1502.

Finding 2015-2 – Fixed Assets Inventory

Condition: The following fixed assets items could not be located:

County Identification Number	Item	Serial Number
425-1	Jonsered chainsaw	991800869
427-1	Dayton grinder	None

**COUNTY OFFICER TURNOVER STATUTORY REPORT
 CLYDE COLLIS
 HUGHES COUNTY COMMISSIONER DISTRICT 1
 DECEMBER 17, 2014**

County Identification Number	Item	Serial Number
443-26	Motorola radio	778TRA4902
443-29	Motorola radio	436HNL0262
443-30	Motorola radio	778VQW6979
443-31	Motorola radio	778TSE3455
443-32	Motorola radio	778TRA1784
443-33	Motorola radio base unit	778TRE2827
443-80	Motorola radio	159TWAN944
443-94	Motorola radio	682FYL7542
443-100	Motorola radio	682FZN1920

We also noted that the fixed assets inventory record at the County Clerk’s office was not up-to-date.

Cause of Condition: Procedures have not been implemented to ensure an annual review of fixed assets inventory is performed and fixed asset records are updated with the County Clerk.

Effect of Condition: This condition resulted in noncompliance with state statute and inaccurate inventory records.

Recommendation: OSAI recommends that the District perform an annual review of fixed asset inventory and update all fixed asset records with the County Clerk.

Management Response:

County Commissioner: These items were purchased several years ago and when they were disposed of the inventory records were not brought up to date.

Criteria: Title 19 O.S. § 178.1 states in part, “The board of county commissioners in each county of this state shall take, or cause to be taken, an inventory of all working tools, apparatus, machinery and equipment belonging to the county or leased or otherwise let to it or to any department thereof, other than that which is affixed to and made apart of lands and buildings, the cost of which as to each complete working unit thereof is more than Five Hundred Dollars (\$500.00), and therefore maintain or cause to be maintained a continuous inventory record....annually thereafter, or oftener....”



OFFICE OF THE STATE AUDITOR & INSPECTOR
2300 N. LINCOLN BOULEVARD, ROOM 100
OKLAHOMA CITY, OK 73105-4896

WWW.SAI.OK.GOV