

**JACKSON
COUNTY
COURT CLERK**

**FOR THE YEAR ENDED
JUNE 30, 2009**

**STATUTORY
REPORT**



Oklahoma State Auditor
& Inspector

**RHONDA STEPANOVICH, COURT CLERK
JACKSON COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2009**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



2300 N. Lincoln Boulevard State Capitol, Room 100 Oklahoma City, OK 73105-4801 Phone (405) 521-3495 Fax (405) 521-3426 www.sai.ok.gov

May 3, 2010

Rhonda Stepanovich, Court Clerk
Jackson County Courthouse
Altus, Oklahoma 73521

Transmitted herewith is the statutory report for the Jackson County Court Clerk for the fiscal year ended June 30, 2009. 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 blue ink that reads "Steve Burrage".

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

**RHONDA STEPANOVICH, COURT CLERK
JACKSON COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2009**

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**RHONDA STEPANOVICH, COURT CLERK
JACKSON COUNTY, OKLAHOMA
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JUNE 30, 2009**

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 AUDITOR AND INSPECTOR

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Rhonda Stepanovich, Court Clerk
Jackson County Courthouse
Altus, Oklahoma 73521

Dear Ms. Stepanovich:

We have performed procedures for fiscal year 2009 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2009 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

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

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 Jackson County.

Based on the above reconciliations, tests, and procedures performed, the Court Clerk was collecting the correct fees and properly accounting for them; Court Fund vouchers were properly supported, 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 proper approval of Court Fund vouchers, our finding is presented in the accompanying schedule of findings and responses.

We have prepared 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 Jackson 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,



STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

February 11, 2010

**RHONDA STEPANOVICH, COURT CLERK
JACKSON COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2009**

Collections:

Court fund fines, fees, and forfeitures	\$ 734,702
Interest earned on deposit	968
Total collections	<u>735,670</u>

Deductions:

Lump sum budget categories:

Juror expenses	9,669
Trial court attorneys	46,924
Mental health hearings attorneys	805
Guardianship evaluation fees	1,000
Transcripts - preliminary & trial	847
Transcripts - appeals	2,075
General office supplies	6,380
Forms printing	8,454
Publications	600
Postage and freight	7,896
Court reporter supplies	1,091
Gas, water, electricity	14,217
General telephone expense	2,054
Long-distance telephone expense	622
Other expenses (robes, etc.)	53
Total lump sum categories	<u>102,687</u>

Restricted budget categories:

Maintenance of court area(s)	90
Security for court area(s)	17,858
Furniture and fixtures	850
OCIS services	28,840
Equipment purchases	895
Equipment rentals	1,283
Maintenance of equipment	18,759
Photocopy equipment rental	4,125
Part-time bailiffs	7,336
Court clerk employees	<u>177,816</u>
Total restricted categories	<u>257,852</u>

**RHONDA STEPANOVICH, COURT CLERK
JACKSON COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2009**

Mandated categories:	
Law library	7,000
State judicial fund	<u>361,665</u>
Total mandated categories	<u>368,665</u>
Total deductions	<u>729,204</u>
Collections over (under) deductions	6,466
Refunds	86
Cancelled vouchers	246
Beginning account balance July 1, 2008	<u>113,036</u>
Ending account balance June 30, 2009	<u><u>\$ 119,834</u></u>

**RHONDA STEPANOVICH, COURT CLERK
JACKSON COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2009**

Collections:	
Court fund revolving fees	\$ 61,755
Total collections	<u>61,755</u>
Deductions:	
Disbursements	<u>50,688</u>
Total deductions	<u>50,688</u>
Collections over (under) deductions	11,067
Beginning account balance July 1, 2008	<u>199,493</u>
Ending account balance June 30, 2009	<u><u>\$ 210,560</u></u>

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2009-1 – Court Fund Claim Approval

Criteria: Title 20 O.S. § 1304.A states in part:

Payment of the expenses may be made after the claim is approved by the district judge...and either the local court clerk or the local associate district judge...

Condition: There were a total of 560 Court Fund claims issued for fiscal year 2009. We tested 50 of these claims and noted one exception in which a claim was approved by only a Court Clerk Deputy.

Effect: This condition could result in misappropriation of funds and undetected errors.

Recommendation: OSAI recommends Court Fund claims be approved by the District Judge and either the local Court Clerk or local Associate District Judge.

Views of responsible officials and planned corrective action: Management chose not to respond.



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

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