

STATUTORY REPORT

KINGFISHER COUNTY TREASURER

February 15, 2012



*Independently serving the citizens of
Oklahoma by promoting the
accountability and fiscal integrity of
governmental funds.*



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

**KAREN MUEGGENBORG, KINGFISHER COUNTY TREASURER
KINGFISHER COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
FEBRUARY 15, 2012**

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Oklahoma State Auditor & Inspector

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March 6, 2012

BOARD OF COUNTY COMMISSIONERS
KINGFISHER COUNTY COURTHOUSE
KINGFISHER, OKLAHOMA 73750

Transmitted herewith is the Kingfisher County Treasurer Statutory Report for February 15, 2012. 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, reading "Gary A. Jones". The signature is fluid and cursive, with a long horizontal stroke at the end.

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



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Karen Mueggenborg, Kingfisher County Treasurer
Kingfisher County Courthouse
Kingfisher, Oklahoma 73750

Dear Ms. Mueggenborg:

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 general-purpose financial statements of the 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

February 16, 2012

**KAREN MUEGGENBORG, COUNTY TREASURER
KINGFISHER COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
FEBRUARY 15, 2012**

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2012-1—Limited Staff

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. To help ensure a proper accounting of funds, all funds in the County should be included in the general ledger accounting systems.

Condition: At the date of the initial treasurer review, the office was staffed with only one part-time employee who was trained in receiving monies, taking deposits to the bank and registering vouchers for County offices. The part-time employee was not trained in the bookkeeping process.

Effect: A single person having responsibility for more than one area of recording, authorization, custody of assets, and execution of transactions, could result in unrecorded transactions, misstated financial reports, clerical errors, or misappropriation of funds not being detected in a timely manner.

Recommendation: OSAI recommends the County Treasurer maintain adequate staff for the office at all times to allow key processes and/or critical functions of the office to be maintained.

Management Response: The Kingfisher County Treasurer's Office hires a part-time employee to come in three times a year. The part-time only works when our office is attending the CODA conferences in February and September and for the Treasurer's annual school in April. This is so we don't have to close the office for the days we are attending the training/educational conferences. We check all the work that the part-time employee has performed while we are gone. We check all deposits to see if they balance, check registered checks, verify issued mobile home stickers, farm implements and motor vehicle stamps that are issued and mortgage tax information collected and recount our cash drawers to verify all cash is there. We are available if she has any questions about the office that we answer when called by telephone. All of this is to keep our office open while attending the training/educational conference.



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