



# MAJOR COUNTY COMMISSIONER DISTRICT 3 TURNOVER

## Statutory Report

December 27, 2018

**Cindy Byrd, CPA**  
State Auditor & Inspector

**COUNTY OFFICER TURNOVER STATUTORY REPORT  
TRAVIS ROHLA  
MAJOR COUNTY COMMISSIONER  
DISTRICT 3  
DECEMBER 27, 2018**

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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](http://www.sai.ok.gov)) and in the Oklahoma Department of Libraries Publications Clearinghouse Digital Prairie Collection (<http://digitalprairie.ok.gov/cdm/search/collection/audits/>) pursuant to 65 O.S. § 3-114.



Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | [www.sai.ok.gov](http://www.sai.ok.gov)

February 19, 2019

BOARD OF COUNTY COMMISSIONERS  
MAJOR COUNTY COURTHOUSE  
FAIRVIEW, OKLAHOMA 73737

Transmitted herewith is the Major County Officer Turnover Statutory Report for December 27, 2018. 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 that reads "Cindy Byrd". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

CINDY BYRD, CPA  
OKLAHOMA STATE AUDITOR & INSPECTOR



Travis Rohla  
Major County Commissioner, District 3  
Major County Courthouse  
Fairview, Oklahoma 73737

For the purpose of complying with 19 O.S. § 171, we have performed the following procedures for December 31, 2018:

- 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.



CINDY BYRD, CPA  
OKLAHOMA STATE AUDITOR & INSPECTOR

January 7, 2019



**SCHEDULE OF FINDINGS AND RESPONSES**

**Finding 2019-001 – Fixed Assets and Consumable Inventory Records**

**Condition:** During our review of 100% of District 3 Commissioner Fixed Assets and Consumable Inventory, the following weaknesses were noted:

- Eleven (11) items did not have accurate serial numbers recorded on inventory records.
- Twelve (12) items had inventory cards in the County Clerk’s office with different inventory numbers.
- Thirty-one (31) inventory cards were on file in the County Clerk’s office but were not on the inventory list.
- Two (2) items had inventory cards on file in the County Clerk’s office but were not on the inventory list. Further, the inventory numbers associated with these two items were used on other equipment.
- Two (2) consumable items had a count variance greater than 10% of the amount recorded on records.

**Cause of Condition:** Policies and procedures have not been adequately designed and implemented by county offices/departments to ensure the accurate reporting of fixed assets and consumable inventory items. Further, we recommend that adequate procedures be designed and implemented to ensure equipment is properly identified in accordance with state statutes.

**Effect of Condition:** These conditions resulted in noncompliance with state statutes. Opportunities for loss and misappropriation of county assets may be more likely to occur when the County does not have procedures in place to account for fixed assets. Additionally, when consumable inventory items are not adequately documented, the opportunity for misappropriation and undetected errors could occur.

**Recommendation:** The Oklahoma State Auditor and Inspector’s Office recommends the County comply with 19 O.S. § 178.1 by maintaining inventory records and performing and documenting a periodic inventory of fixed assets. The verification should be performed by an individual independent of the fixed assets recordkeeping process. Further, yearly counts of fixed asset items should be filed with the County Clerk in accordance with 19 O.S. § 178.2.

Additionally, OSAI recommends 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. § 1504(A).

**Management Response:** Management chose not to respond.

**Criteria:** Accountability and stewardship are overall goals of management in the accounting of funds. An important aspect of internal controls is the safeguarding of assets. Internal controls over safeguarding of assets constitute a process, affected by an entity’s governing body, management, and other personnel,

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**MAJOR COUNTY COMMISSIONER**  
**DECEMBER 31, 2018**

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designed to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions and safeguarding assets from misappropriation.

Title 19 O.S. § 178.1 requires the board of county commissioners in each county of this state to take or cause to be taken, an inventory of all working tools, apparatus, machinery and equipment.

Title 19 O.S. § 178.2 requires the inventory records to be filed with the County Clerk.

Title 19 O.S. § 1504 requires the receiving officer to maintain a record of all items received, disbursed, stored and consumed by the department.

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S·A·I  
STATE AUDITOR & INSPECTOR



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