

STATUTORY REPORT

MAJOR COUNTY TREASURER

June 9, 2015



*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

**COUNTY OFFICER TURNOVER STATUTORY REPORT
SANDRA GOSS
MAJOR COUNTY TREASURER
JUNE 9, 2015**

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Oklahoma State Auditor & Inspector

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June 18, 2015

BOARD OF COUNTY COMMISSIONERS
MAJOR COUNTY COURTHOUSE
FAIRVIEW, OKLAHOMA 73737

Transmitted herewith is the Major County Officer Turnover Statutory Report for June 9, 2015. 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 "Gary A. Jones".

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



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Sandra Goss
Major County Treasurer
Major County Courthouse
Fairview, Oklahoma 73737

For the purpose of complying with 19 O.S. § 171, we have performed the following procedures for June 9, 2015:

- Verify that equipment items on hand agree with inventory records maintained per 19 O.S. § 178.1.
- Verify that a monthly report of the Office is on file with the County Clerk per 19 O.S. § 684.
- Verify that the Office is not exceeding the maximum amount of cash authorized for their change needs per 19 O.S. § 682.
- Verify that the County Treasurer's account balances reconcile with bank records, and that all funds are properly covered by pledged collateral per 62 O.S. § 511.

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.

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

June 9, 2015

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SCHEDULE OF FINDINGS AND RESPONSES

Finding 2015-01 – Fixed Assets Inventory

Condition: The County Treasurer does not have procedures in place to ensure that the fixed assets inventory listing is maintained. A current inventory list was not on file with the County Clerk and there was no evidence that a physical verification of fixed asset inventory items had been conducted.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure all fixed assets are recorded on the inventory listing.

Effect of Condition: This condition could result in inventory items not being accurately accounted for and the County's assets may not be safeguarded.

Management Response: We have not had inventory items change since fiscal year 2013. In the future, we will make sure that an updated inventory list is filed in the County Clerk's office. We also need to surplus items that are no longer being used in this office (by resolution). We will check our inventory periodically and make sure we are in compliance.

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 a part of lands and buildings, the cost of which as to each complete working unit thereof is more than Five Hundred Dollars (\$500.00), and thereafter maintain or cause to be maintained a continuous inventory record thereof and of like tools, apparatus, machinery and equipment purchased, leased or otherwise coming into the custody of the county or of any office, board, department, commission or any or either thereof, and the disposition thereof whether sold, exchanged, leased or let where authorized by statute, junked, strayed or stolen, and annually thereafter, or oftener in event of death, resignation or removal of an elective officer with a term, to verify or cause to be verified by count and report of the same as of the end of a term of office and as part and parcel of the accounting required by law."

An important aspect of internal controls is the safeguarding of assets. Internal controls constitute a process affected by an entity's governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use or disposition, and safeguard fixed assets inventory items from loss, damage, or misappropriation.



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