

**MAJOR COUNTY, OKLAHOMA  
SPECIAL-PURPOSE FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED JUNE 30, 2003**

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STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

July 23, 2004

TO THE CITIZENS OF  
MAJOR COUNTY, OKLAHOMA

Transmitted herewith is the audit of Major County, Oklahoma, for the fiscal year ended June 30, 2003. A report of this type is critical in nature; however, we do not intend to imply that our audit failed to disclose commendable features in the present accounting and operating procedures of the County.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during the course of our audit.

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 cursive script that reads "Jeff A. McMahan".

JEFF A. McMAHAN  
State Auditor and Inspector

**MAJOR COUNTY, OKLAHOMA  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2003**

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**MAJOR COUNTY, OKLAHOMA  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2003**

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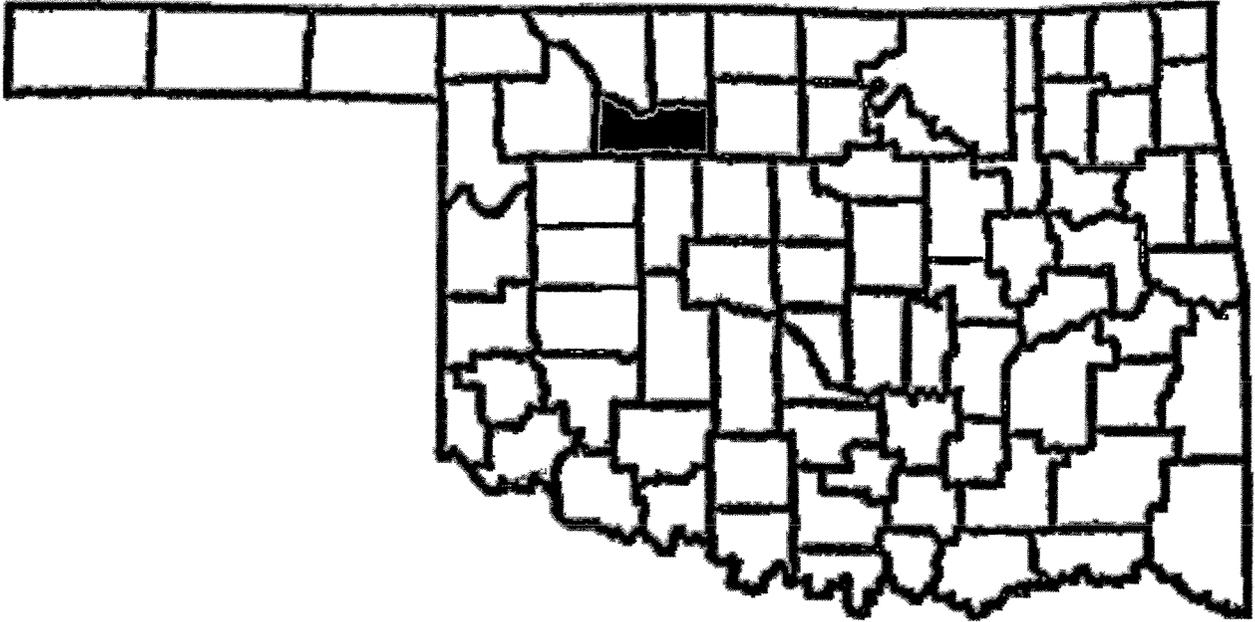
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REPORT TO THE CITIZENS  
OF  
MAJOR COUNTY, OKLAHOMA

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Major County was created at statehood from the southern portion of Woods County, Oklahoma Territory, and named for John C. Major, a member of the Oklahoma Constitutional Convention.

Several companies manufacture products ranging from oil drilling equipment to industrial loaders and steel truck bodies.

Annual events of interest include Fairview Follies, Wranglers Rodeo, National John Deere Two Cylinder Show, Major County Fair, and an Old Time Threshing Bee.

County Seat - Fairview

Area – 956.8 Square Miles

County Population – 7,545  
(2000 est.)

Farms - 877

Land in Farms - 490,911 acres

Source: Oklahoma Almanac 2003-2004

See independent auditor's report.

**MAJOR COUNTY OFFICIALS  
AND RESPONSIBILITIES**

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**COUNTY ASSESSOR**  
Ralph Wilson  
(R) Fairview

The County Assessor has the responsibility to appraise and assess the real and personal property within the county for the purpose of ad valorem taxation. Also, the County Assessor is required to compute the ad valorem taxes due on all taxable property. The County Assessor appraises all the taxable real and personal property according to its fair cash value for which the property is actually being used as of January 1 of the taxable year at the percentages provided for in Article 10, § 8 of the Oklahoma Constitution.

The County Assessor is required to build and maintain permanent records of the taxable real property and tax exempt real property within the county. Information entered on each record includes the property's legal description, owner's name and address, and the homestead exemption status of the owner.

**COUNTY CLERK**  
Janie Cravens  
(R) Fairview

The County Clerk serves as the register of deeds and custodian of records for the county. The County Clerk also serves as the secretary to several boards, including the Board of County Commissioners, the County Excise Board, the County Board of Equalization, and the Board of Tax Roll Corrections.

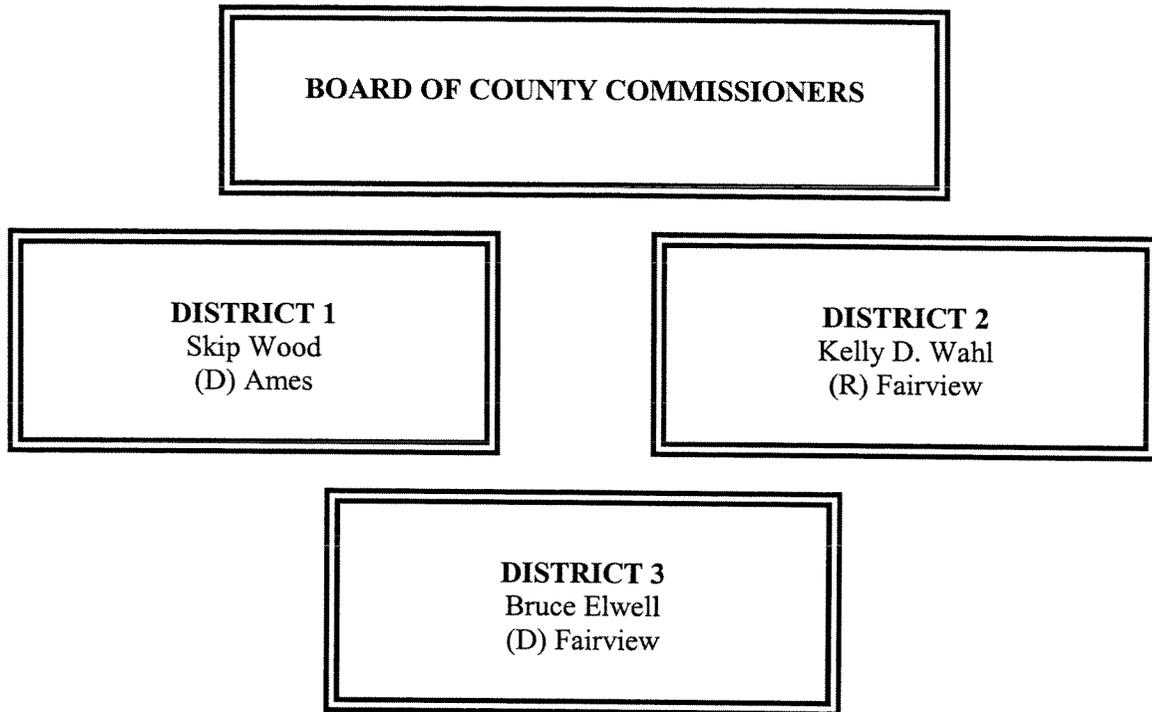
The County Clerk reviews all the claims for payment of goods and services purchased or contracted by the county, and prepares the proper warrants for payment of those goods and services and the county payroll. The County Clerk, or his or her designated deputy, serves as the purchasing agent for the county. This system is a means to ensure the public that tax dollars are being spent appropriately.

Various records within the different county offices are classified as "open records." As such, they can be reviewed and mechanically copied by the public.

See independent auditor's report.

**MAJOR COUNTY OFFICIALS  
AND RESPONSIBILITIES**

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The Board of County Commissioners is the chief administrative body for the county. County Commissioners are also responsible for maintaining and constructing the county roads and bridges.

The Commissioners must act as a Board when entering into contracts or other agreements affecting the county's welfare. Thus, actions taken by the Board are voted on and approved by a majority of the Commissioners. The Board of County Commissioners' business meetings are open to the public.

As the county's chief administrative body, the three County Commissioners must make major financial decisions and transactions. The Board has the official duty to ensure the fiscal responsibility of the other county officers who handle county funds. The review and approval procedures empowered to the Board of County Commissioners are a means to provide the public with a fiscally efficient system of county government.

See independent auditor's report.

**MAJOR COUNTY OFFICIALS  
AND RESPONSIBILITIES**

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**COUNTY SHERIFF**  
Tom Shaffer  
(R) Ringwood

The County Sheriff is responsible for preserving the peace and protecting life and property within the county's jurisdiction. As the county's chief law enforcement officer, the Sheriff has the power and authority to suppress all unlawful disturbances, to apprehend and secure persons charged with felony or breach of peace, and to operate the county jail.

The County Sheriff has the responsibility of serving warrants and processing papers ordered by the District Court.

**COUNTY TREASURER**  
Reba Hiebert  
(R) Ringwood

All collections by county government from ad valorem taxes and other sources are deposited with the County Treasurer. The County Treasurer collects ad valorem taxes for the county and its political subdivisions. The County Treasurer is authorized to issue delinquent personal property tax warrants and to impose tax liens on real property for delinquent taxes.

To account for county collections and disbursements, the County Treasurer is required to maintain an accurate record of all the monies received and disbursed. The State Auditor and Inspector's Office prescribes all the forms used by the County Treasurer, and at least twice a year inspects the County Treasurer's accounts.

See independent auditor's report.

**MAJOR COUNTY OFFICIALS  
AND RESPONSIBILITIES**

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**COURT CLERK**  
Shauna Hoffman  
(R) Fairview

The Court Clerk has the primary responsibility to record, file, and maintain as permanent records the proceedings of the District Court.

Court proceedings are recorded in the appropriate journal or record docket. All the court proceedings are public information except those related to juvenile, guardianship, adoption, and mental health cases.

The Court Clerk issues marriage licenses, passports, notary certificates, beer and pool hall licenses, and private process server licenses.

Monies from the court fund are identified for distribution by the Court Clerk to the appropriate units of county and state government. Court Clerks use forms and follow procedures prescribed by the Court Administrator's Office, the Oklahoma Supreme Court, and the State Auditor and Inspector.

**DISTRICT ATTORNEY**  
Ray Don Jackson  
(D) Woodward

As the chief attorney for county government, the District Attorney acts as the legal advisor to the county officers on matters related to their duties. The District Attorney represents the county in civil litigation. County officials may call upon the District Attorney to clarify a law or request an official interpretation from the Attorney General.

See independent auditor's report.

**MAJOR COUNTY OFFICIALS  
AND RESPONSIBILITIES**

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**ELECTION BOARD SECRETARY**

Mary Ann Lynch  
(D) Fairview

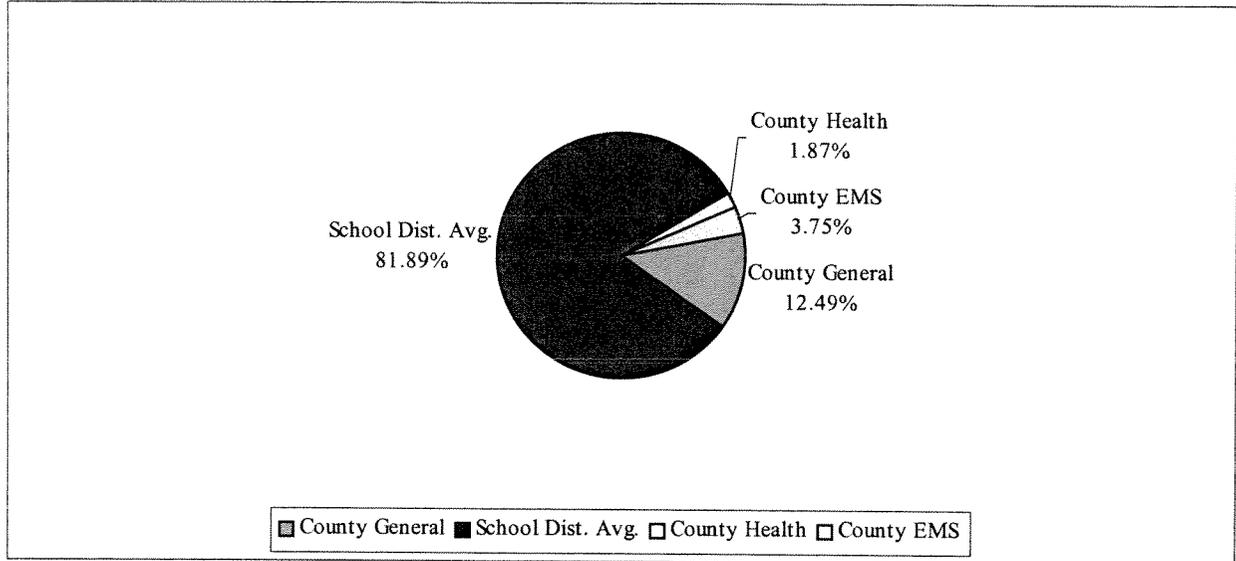
The Election Board Secretary is appointed by the State Election Board and is the chief administrative officer of the County Election Board. The County Election Board has direct responsibility for all the ballots used in all elections within the county. The Board also conducts all elections held within the county.

To finance the operation of the County Election Board, the County Excise Board must appropriate sufficient funds annually. The state and counties split the election costs, but counties must pay for any county elections not held concurrently with state elections.

See independent auditor's report.

**MAJOR COUNTY, OKLAHOMA  
AD VALOREM DISTRIBUTION  
SHARE OF THE AVERAGE MILLAGE**

Property taxes are calculated by applying a millage rate to the assessed valuation of property. Millage rates are established by the Oklahoma Constitution. One mill equals one-thousandth of a dollar. For example, if the assessed value of a property is \$1,000.00 and the millage rate is 1.00, then the tax on that property is \$1.00. This chart shows the different entities of the County and their share of the various millages as authorized by the Constitution.



County-Wide Millages		School District Millages							
				Gen.	Bldg.	Skg.	Vo-Tech	Common	Total
County General	10.00								
County Health	1.50	Ringwood	I-1	35.00	5.00	6.76	13.00	4.00	63.76
County EMS	3.00	Cimarron	I-92	35.00	5.00	8.79	13.00	4.00	65.79
		Aline-Cleo	I-4	35.00	5.00	4.16	13.00	4.00	61.16
		Fairview	I-84	35.00	5.00	9.75	13.00	4.00	66.75
		Mooreland	J-2W	35.00	5.00	8.75	13.00	4.00	65.75
		Waynoka	J-3W	35.00	5.00	12.72	13.00	4.00	69.72
		Seiling	J-8D	35.00	5.00	3.55	13.00	4.00	60.55
		Okeene	J-9B	35.00	5.00	7.54	13.00	4.00	64.54
		Hennessey	J-16K	35.00	5.00	12.23	13.00	4.00	69.23
		Chisholm	J-42G	35.00	5.00	6.33	13.00	4.00	63.33
		Drummond	J-85G	35.00	5.00	10.12	13.00	4.00	67.12
		Timberlake	J-93A	35.00	5.00	5.35	13.00	4.00	62.35
		Canton	J-105B	35.00	5.00	9.06	13.00	4.00	66.06

See independent auditor's report.



STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

**Independent Auditor's Report**

TO THE OFFICERS OF  
MAJOR COUNTY, OKLAHOMA

We have audited the special-purpose financial statements of Major County, Oklahoma, as of and for the year ended June 30, 2003, as listed in the table of contents. These special-purpose financial statements are the responsibility of Major County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying special-purpose financial statements were prepared for the purpose of presenting the receipts, disbursements, and changes in cash of all funds of Major County, Oklahoma, and comparisons of such information with the corresponding budgeted information for the general and county health department funds of the County, and are not intended to be a complete presentation of the financial position and results of operations of those funds or of Major County in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the special-purpose financial statements referred to in the first paragraph present fairly, in all material respects, the receipts, disbursements, and changes in cash of all funds of Major County, Oklahoma, and comparisons of such information with the corresponding budgeted information for the general fund and county health department fund of the County, as of and for the year ended June 30, 2003, in conformity with the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 19, 2004, on our consideration of Major County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was performed for the purpose of forming an opinion on the special-purpose financial statements of Major County, Oklahoma, taken as a whole. The information listed in the table of contents under *Introductory Section* and *Statistical Data* has not been audited by us, and accordingly, we express no opinion on such data.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report:

This report is intended solely for the information and use of the management of the County and is not intended to be and should not be used by anyone other than these specified parties.

However, the Oklahoma Open Records Act states that all records of public bodies and public officials shall be open to any person, except as specifically exempted. The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Therefore, this report is a matter of public record and its distribution is in no way limited or restricted.

Sincerely,

A handwritten signature in black ink that reads "Jeff A. McMahon". The signature is written in a cursive, flowing style.

JEFF A. McMAHAN  
State Auditor and Inspector

July 19, 2004

**Special-Purpose Financial Statements**

**MAJOR COUNTY, OKLAHOMA  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND  
CHANGES IN CASH BALANCES - ALL FUNDS  
FOR THE YEAR ENDED, JUNE 30, 2003**

All County Funds	Beginning Cash Balances July 1, 2002	Receipts Apportioned	Disbursements	Cancelled Vouchers	Transfer In	Transfer Out	Ending Cash Balances June 30, 2003
County General Fund	\$ 386,437	\$ 923,578	\$ 1,039,794	\$	\$	(11,999)	\$ 270,221
Highway Cash	1,341,641	3,403,820	3,338,954				1,406,507
Civil Emergency Management		5,263					5,263
REAP Grant	88		88				
County Health Department	86,247	91,225	90,046				87,426
Rural Fire	43,639	13,531	24,237				32,933
Resale Property	44,736	16,787	13,523		11,999		48,000
Community Service Sentencing Program	280	2,836	1,890				1,226
Sheriff Service Fee	15,342	44,583	44,207				15,718
County Clerk Lien Fee	13,329	13,734	7,721				19,342
Treasurer Mortgage Tax Certification Fee	3,729	2,220	2,127				3,822
Sheriff Contract Prisoner Revolving	103						103
Board of Prisoners	26,754	80,476	91,245				15,985
Assessor Visual Inspection	3,579	46	240				3,385
Grants	1,264	105,889	104,626				2,527
Assessor Hardware Upgrade	43		43				
County Clerk Record's Preservation Fee	15,865	17,980	2,435				31,410
Assessor Revolving Fund	3,476	828					4,304
Individual Redemption		148	148				
Emergency Medical Service	193,090	237,911	315,310				115,691
Schools	17,927	3,259,340	3,266,141				11,126
Vo-Tech 10	631	673,104	671,832				1,903
J-105 EMS		3,062	3,062				
Cities and Towns	5,948	89,190	89,937				5,201
Law Library	2,529	10,730	10,841				2,418
Vo-Tech 15	870	133,833	134,496				207
Unapportioned Tax	8		8				
1985 Tax	2,500						2,500
Court Clerk Trust Voucher Cash	12,000						12,000
Official Depository	151,961	1,120,462	1,118,807	1,676			155,292
Protest Tax	25,971	49,756	34,019				41,708
Cash in Office	145	375					520
<b>Total County Funds</b>	<b>\$ 2,400,132</b>	<b>\$ 10,300,707</b>	<b>\$ 10,405,777</b>	<b>\$ 1,676</b>	<b>\$ 11,999</b>	<b>\$ (11,999)</b>	<b>\$ 2,296,738</b>

The notes to the financial statements are an integral part of this statement.

**MAJOR COUNTY, OKLAHOMA**  
**COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES,**  
**AND CHANGES IN CASH BALANCES - BUDGET AND ACTUAL**  
**GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2003**

	General Fund			
	Original	Final	Actual	Variance
	Budget	Budget		
Beginning Cash Balances	\$ 386,352	\$ 386,352	\$ 386,437	\$ 85
Less: Prior Year Outstanding Warrants	(44,991)	(44,991)	(44,991)	
Less: Prior Year Encumbrances	(24,413)	(24,413)	(24,405)	8
Beginning Cash Balances, Budgetary Basis	<u>316,948</u>	<u>316,948</u>	<u>317,041</u>	<u>93</u>
Receipts:				
Ad Valorem Taxes	553,975	553,975	606,043	52,068
Charges for Services	51,225	51,294	58,417	7,123
Intergovernmental Revenues	150,948	150,948	181,169	30,221
Miscellaneous Revenues	66,354	78,613	77,949	(664)
Total Receipts, Budgetary Basis	<u>822,502</u>	<u>834,830</u>	<u>923,578</u>	<u>88,748</u>
Expenditures:				
District Attorney	6,600	6,600	4,840	1,760
Capital Outlay				
Total District Attorney	<u>6,600</u>	<u>6,600</u>	<u>4,840</u>	<u>1,760</u>
County Sheriff	151,709	153,325	153,287	38
Capital Outlay				
Total County Sheriff	<u>151,709</u>	<u>153,325</u>	<u>153,287</u>	<u>38</u>
County Treasurer	65,864	65,864	65,780	84
Capital Outlay				
Total County Treasurer	<u>65,864</u>	<u>65,864</u>	<u>65,780</u>	<u>84</u>
County Commissioners OSU Extension	14,700	14,700	14,699	1
Capital Outlay	2,300	2,300	1,260	1,040
Total County Commissioners OSU Extension	<u>17,000</u>	<u>17,000</u>	<u>15,959</u>	<u>1,041</u>
County Clerk	113,298	113,298	92,372	20,926
Capital Outlay	100	100		100
Total County Clerk	<u>113,398</u>	<u>113,398</u>	<u>92,372</u>	<u>21,026</u>
Court Clerk	63,159	72,253	72,253	
Capital Outlay				
Total Court Clerk	<u>63,159</u>	<u>72,253</u>	<u>72,253</u>	<u>-</u>
County Assessor	60,033	60,033	60,031	2
Capital Outlay				
Total County Assessor	<u>60,033</u>	<u>60,033</u>	<u>60,031</u>	<u>2</u>
Revaluation of Real Property	122,370	122,370	119,969	2,401
Capital Outlay	1,000	1,000	998	2
Total Revaluation of Real Property	<u>123,370</u>	<u>123,370</u>	<u>120,967</u>	<u>2,403</u>
General Government	138,000	136,384	115,032	21,352
Capital Outlay	97,000	97,000	66,876	30,124
Total General Government	<u>235,000</u>	<u>233,384</u>	<u>181,908</u>	<u>51,476</u>
Excise-Equalization Board	4,100	4,100	2,301	1,799
Capital Outlay				
Total Excise-Equalization Board	<u>4,100</u>	<u>4,100</u>	<u>2,301</u>	<u>1,799</u>

continued on next page

The notes to the financial statements are an integral part of this statement.

**MAJOR COUNTY, OKLAHOMA  
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES,  
AND CHANGES IN CASH BALANCES - BUDGET AND ACTUAL  
GENERAL FUND**

**FOR THE YEAR ENDED JUNE 30, 2003**

continued from previous page

	Original Budget	Final Budget	Actual	Variance
County Election Board	\$ 48,325	\$ 48,390	\$ 42,824	\$ 5,566
Capital Outlay	5	5		5
Total County Election Board	48,330	48,395	42,824	5,571
Insurance - Benefits	168,000	171,169	142,476	28,693
Capital Outlay				
Total Insurance - Benefits	168,000	171,169	142,476	28,693
Early Settlement	59,692	59,692	56,873	2,819
Capital Outlay	100	100		100
Total Early Settlement	59,792	59,792	56,873	2,919
County Audit Budget	6,094	6,094	6,094	
Capital Outlay				
Total County Audit Budget	6,094	6,094	6,094	
Free Fair Budget	11,999	11,999	11,737	262
Capital Outlay	2	2		2
Total Free Fair Budget	12,001	12,001	11,737	264
Provision for Interest on Warrants	5,000	5,000		5,000
Total Expenditures, Budgetary Basis	1,139,450	1,151,778	1,029,702	122,076
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	<u>\$ -</u>	<u>\$ -</u>	210,917	<u>\$ 210,917</u>
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances				
Add: Current Year Encumbrances			7,418	
Add: Current Year Outstanding Warrants			51,886	
Ending Cash Balance			<u>\$ 270,221</u>	

The notes to the financial statements are an integral part of this statement.

**MAJOR COUNTY, OKLAHOMA  
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES,  
AND CHANGES IN CASH BALANCES - BUDGET AND ACTUAL  
COUNTY HEALTH FUND  
FOR THE YEAR ENDED JUNE 30, 2003**

	County Health Department			
	Original Budget	Final Budget	Actual	Variance
Beginning Cash Balances	\$ 86,247	\$ 86,247	\$ 86,247	\$ -
Less: Prior Year Outstanding Warrants	(50)	(50)	(50)	
Less: Prior Year Encumbrances	(3,272)	(3,272)	(2,708)	564
Beginning Cash Balances, Budgetary Basis	<u>82,925</u>	<u>82,925</u>	<u>83,489</u>	<u>564</u>
Receipts:				
Ad Valorem Taxes	83,096	83,096	90,907	7,811
Miscellaneous Revenues		174	318	144
Total Receipts, Budgetary Basis	<u>83,096</u>	<u>83,270</u>	<u>91,225</u>	<u>7,955</u>
Expenditures:				
Health and Welfare	165,021	165,195	88,457	76,738
Capital Outlay	1,000	1,000		1,000
Total Expenditures, Budgetary Basis	<u>166,021</u>	<u>166,195</u>	<u>88,457</u>	<u>77,738</u>
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	<u>\$ -</u>	<u>\$ -</u>	86,257	<u>\$ 86,257</u>
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances				
Add: Current Year Encumbrances			228	
Add: Current Year Outstanding Warrants			941	
Ending Cash Balance			<u>\$ 87,426</u>	

The notes to the financial statements are an integral part of this statement.

**MAJOR COUNTY, OKLAHOMA  
 DETAILED STATEMENT OF RECEIPTS, DISBURSEMENTS,  
 AND CHANGES IN CASH BALANCES - OFFICIAL DEPOSITORY ACCOUNTS  
 FOR THE YEAR ENDED JUNE 30, 2003**

Official Depository Accounts	Beginning Cash Balances July 1, 2002	Receipts	Disbursements	Cancelled Vouchers	Ending Cash Balances June 30, 2003
Court Clerk	\$ 101,258	\$ 546,029	\$ 577,104	\$ 1,204	\$ 71,387
Court Fund	40,559	235,702	224,718		51,543
Court Clerk Revolving	3,765	7,954	2,853	30	8,896
County Clerk		100,571	100,571		
County Sheriff		107,782	107,782		
County Treasurer	6,003	102,826	86,089	79	22,819
County Election Board		15,544	15,664	120	
County Health Department	113	2,616	2,903	243	69
Dispute Mediation	55	607	295		367
Sheriff DARE	20				20
Assessor Revolving		828	828		
Sheriff Revolving	188	3			191
<b>Total Official Depository Accounts</b>	<u>\$ 151,961</u>	<u>\$ 1,120,462</u>	<u>\$ 1,118,807</u>	<u>\$ 1,676</u>	<u>\$ 155,292</u>

The notes to the financial statements are an integral part of this statement.

**Notes to the Financial Statements**

1. Summary of Significant Accounting Policies

A. Reporting Entity

Counties were created by the Constitution of Oklahoma. One county officer is appointed; however, most county officers are locally elected by their constituents. All county powers are delegated by the state.

The accompanying special-purpose financial statements present the receipts, disbursements, and changes in cash balances of all funds of Major County, Oklahoma, and comparisons of such information with the corresponding budgeted information for the general fund and county health department fund of the County. The funds presented are established by statute, and their operations are under the control of the County officials. The general fund is the County's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. The other funds presented account for financial resources whose use is restricted for specified purposes.

B. Fund Accounting

The government uses funds to report on receipts, disbursements, and changes in cash balances. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

C. Basis of Accounting

The financial statements are prepared on a basis of accounting wherein amounts are recognized when received or disbursed. This basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable or when they are earned and expenditures or expenses to be recognized when the related liabilities are incurred.

D. Budgetary Policies

Under current Oklahoma Statutes, the general fund is the only fund required to adopt a formal budget. The budget presented for the general fund includes the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories. Appropriations for the highway funds and other funds are made on a monthly basis, according to the funds then available.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the general fund and county health department fund.

Summary of Significant Accounting Policies (continued)

Any encumbrances outstanding at year-end are included as reservations of cash balances, budgetary basis, since they do not constitute expenditures or liabilities. At the end of the year, unencumbered appropriations are lapsed.

The Statement of Receipts, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund presents comparisons of the legally adopted budget with actual data. The "actual" data, as presented in the comparison of budget and actual, will differ from the data as presented in the Statement of Receipts, Disbursements, and Changes in Fund Balances - All Funds because of adopting certain aspects of the budgetary basis of accounting and the adjusting of encumbrances and outstanding warrants to their related budget year.

The County Treasurer collects and remits material amounts of intergovernmental revenues and ad valorem tax revenue for other budgetary entities, including emergency medical districts, county or city-county health departments, school districts and cities and towns. These other budgetary entities produce and file their own financial statements and estimates of needs (budgets). These related receipts and disbursements of other budgetary entities are not included in the County's Estimate of Needs.

E. Cash and Investments

The County pools cash resources of its various funds to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash accounts is available to meet current operating requirements. Investments are carried at cost, which approximates market value. All funds were fully invested or deposited in interest-bearing demand accounts at June 30, 2003.

F. Risk Management

The County is exposed to various risks of loss as follows:

<u>Types of Loss</u>	<u>Method Managed</u>	<u>Risk of Loss Retained</u>
General Liability	The County participates in a public entity risk pool; Association of County Commissioners of Oklahoma-Self-Insurance Group. (See ACCO-SIG.)	If claims exceed authorized deductibles, the County would have to pay its share of the pool deficit.
- Torts		
- Errors and Omissions		
- Law Enforcement Officers Liability		
- Vehicle		

**MAJOR COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003**

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Summary of Significant Accounting Policies (continued)

<u>Types of Loss</u>	<u>Method Managed</u>	<u>Risk of Loss Retained</u>
Physical Plant - Theft - Damage to Assets - Natural Disasters	The County participates in a public entity risk pool. (See ACCO-SIG.)	If claims exceed authorized deductibles, the County would have to pay its share of the pool deficit.
Worker's Compensation - Employees' Injuries	The County participates in a public entity risk pool; Association of County Commissioners of Oklahoma-Self-Insurance Fund. (See ACCO-SIF.)	If claims exceed pool assets, the County would have to pay its share of the pool deficit.
Health and Life - Medical - Disability - Dental - Life	The County carries commercial insurance for these types of risk.	None

ACCO-SIG - The pool operates as a common risk management and insurance program and is to be self-sustaining through member premiums. Each participating County will pay a deductible amount (\$1,000 to \$10,000; the County has a \$10,000 deductible) for each insured event as stated in the County's "Certificate of Participation." The risk pool will pay legitimate claims in excess of the deductible amounts up to and including \$50,000 per insured event. The pool has acquired commercial reinsurance to cover claims in excess of \$50,000 up to \$1,000,000 limit per insured event. The pool, established in 1986, has never had to assess additional premiums to be paid by its members.

ACCO-SIF - The pool operates as a common risk management and insurance program and is to be self-sustaining through member premiums. ACCO-SIF was set up in 1984 and will pay legitimate worker's compensation claims up to \$500,000 per incident. A reinsurance policy, with no limit, pays claims that exceed \$500,000 for a particular incident. The pool has not recently assessed additional premiums to be paid by its members.

The County continues to carry commercial insurance for employees' health and life insurance. Management believes such coverage is sufficient to preclude any significant uninsured losses to the County. Settled claims have not exceeded insurance coverage in any of the past three fiscal years. There have been no significant reductions in insurance coverage during the 2003 fiscal year.

Summary of Significant Accounting Policies (continued)

G. Compensated Absences

The County's employee personnel policy handbook, dated 2001, sets forth the following for annual leave benefits:

<b>Years of Service</b>	<b>Accrual Rate</b>	<b>Accrual Limits</b>
1 Year	5 Days Vacation	Must be used before the next anniversary date.
2-9 Years	10 Days Vacation	
10-19 Years	15 Days Vacation	
20 or More	20 Days Vacation	

All full-time Major County employees shall be entitled to sick leave with pay that is accrued on a monthly basis. Sick leave shall accumulate at the rate of 10 hours for each full calendar month of service to the County. Sick leave may be accrued up to a maximum of 130 days.

2. Stewardship, Compliance, and Accountability

Budgetary Compliance

On or before the first Monday in July of each year, each officer or department head submits an estimate of needs to the governing body. The budget is approved by fund, office, or department and object. The County Board of Commissioners may approve changes of appropriations within the fund by office or department and object. To increase or decrease the budget by fund requires approval by the County Excise Board.

3. Detailed Notes on Funds and Account Balances

A. Deposits

At year-end, the reported amount of the County's deposits was \$2,296,738 and the bank balance was \$2,296,093. Of the bank balance, all funds were covered by federal depository insurance or collateral held by the County's agent in the County's name.

Title 62 O.S. § 348.1 and § 348.3 allow the following types of investments:

- U.S. Government obligations
- Certificates of deposit
- Savings accounts
- G.O. bonds issued by counties, municipalities or school districts
- Money judgments against counties, municipalities or school districts
- Bonds and revenue notes issued by a public trust when the beneficiary of the trust is a county, municipality or school district

Detailed Notes on Funds and Account Balances (continued)

- Negotiable certificates of deposit
- Prime bankers acceptance which are eligible for purchase by the Federal Reserve System
- Prime commercial paper with a maturity of 180 days or less
- Repurchase agreements
- Money market funds regulated by the Securities and Exchange Commission and which investments consist of the above-mentioned types of investments

B. Description of Funds

County General Fund - accounts for the general operations of the government.

Highway Cash - accounts for state, local and miscellaneous receipts and disbursements for the purpose of constructing and maintaining county roads and bridges.

Civil Emergency Management – accounts for funds collected by the State Department of Civil Emergency Management for county civil defense purposes.

REAP Grant – accounts for state grants passed through the County to benefit communities having a population of 10,000 or less.

County Health Department – accounts for the fees collected for services received by clients of the facility and transferred to the cash fund each month.

Rural Fire - accounts for monies collected on behalf of the fire district from ad valorem taxes and remitted to them monthly.

Resale Property - accounts for the collection of interest and penalties on delinquent taxes and the disposition of same as restricted by statute.

Community Service Sentencing Program - accounts for the collection of funding through the State Department of Corrections for administrative expenses and supervision of offenders.

Sheriff Service Fee - accounts for the collection and disbursements of sheriff process service fees as restricted by statute.

County Clerk Lien Fee - accounts for lien collections and disbursements as restricted by statute.

Treasurer Mortgage Tax Certification Fee - accounts for the collection of fees by the Treasurer for mortgage tax certificates and the disbursements of the funds as restricted by statute.

Sheriff Contract Prisoner Revolving – accounts for the collection of monies from the Oklahoma Department of Corrections and disbursements are for the purpose of maintaining the jail.

Detailed Notes on Funds and Account Balances (continued)

Board of Prisoners – accounts for the collection of reimbursements from other entities such as state and city for the board of their prisoners.

Assessor Visual Inspection - accounts for the collection and disbursement of monies by the Assessor as restricted by state statute for the visual inspection program.

Assessor Hardware Upgrade – accounts for funds set aside by the state for assessor computer equipment.

Grants – account for federal grants received and expended based on the agreement with the awarding agency.

County Clerk Record's Preservation Fee - accounts for fees collected for instruments filed with the Registrar of Deeds as restricted by statute for preservation of records.

Assessor Revolving Fund - accounts for the collection of fees for copies restricted by state statute.

Individual Redemption – accounts for the monies collected and due to individuals from property tax sales on delinquent taxes.

Emergency Medical Service – accounts for charges for services, ad valorem monies and miscellaneous collections apportioned and amounts disbursed for the expenses of the Major County Emergency Medical Service.

Schools - account for monies collected on behalf of the public schools in Major County from ad valorem taxes, state and local revenues, and remitted to them monthly.

J-105 EMS - accounts for charges for services, ad valorem monies and miscellaneous collections apportioned and amounts disbursed for the expenses of the Canton-Longdale Emergency Medical Service.

Vo-Tech 10 – accounts for monies collected on behalf of the Vo-Tech 10 within the County from ad valorem taxes, state and local revenues, and remitted to them monthly.

Cities and Towns – account for Oklahoma Tax Commission collections distributed to the cities and towns of Major County.

Law Library - accounts for monies received for disbursement from the state for the law library board.

Vo-Tech 15 - accounts for monies collected on behalf of the Vo-Tech 15 within the County from ad valorem taxes, state and local revenues, and remitted to them monthly.

Detailed Notes on Funds and Account Balances (continued)

Unapportioned Taxes – account for taxes collected and being held for apportionment to various government entities.

1985 Tax – accounts for the \$2,500 used to keep the bank account balance active.

Court Clerk Trust Voucher Cash – accounts for funds held in trust by the Court Clerk to be distributed by court order.

Official Depository - accounts for the collection and distribution of officer and board fees held in trust until the end of the month.

Protest Tax – accounts for collections of ad valorem taxes that have been protested.

Cash in Office – accounts for cash used to make change for citizens making transactions in cash.

Additionally, the following official depository accounts are described as follows:

Court Clerk – accounts for the collection of bond money, court fines and fees. Money is disbursed for fees and restitution.

District Court Fund – accounts for fees transferred from District Court and interest earned. Money is disbursed for the purpose of fees for various entities, salaries and operation of the Court Clerk's office.

Court Clerk Revolving – accounts for the charge of \$5 for each warrant. Money is disbursed in the same manner as the court fund.

County Clerk – accounts for the collection of filing fees and disbursed to the Oklahoma Tax Commission and general fund.

County Sheriff – accounts for all collection of foreign service fees and bonds. Monies are disbursed to the Sheriff Service Fee Account and District Court Clerk account.

County Treasurer – accounts for collection of taxes paid in advance.

County Election Board – accounts for reimbursement of election expense and disbursements are for refunds of election fees and maintenance and operation of the office.

County Health Department – accounts for the fees collected for services received by clients of the facility and transferred to the cash fund each month.

Detailed Notes on Funds and Account Balances (continued)

Dispute Mediation – accounts for fees collected for services provided for dispute mediation in the County.

Sheriff DARE – accounts for balance remaining in the DARE account.

Sheriff Revolving – accounts for interest earned on the remaining balance of a COPS grant.

Assessor Revolving – accounts for all collection for copies and proceeds from sale of ownership books to be disbursed at the end of the month and deposited in the Assessor Revolving Fund.

C. Ad Valorem Tax

The County's property tax is levied each October 1 on the assessed value listed as of January 1 of the same year for all real and personal property located in the County, except certain exempt property. Assessed values are established by the County Assessor within the prescribed guidelines established by the Oklahoma Tax Commission and the State Equalization Board. Title 68 O.S. § 2820.A. states, ". . . Each assessor shall thereafter maintain an active and systematic program of visual inspection on a continuous basis and shall establish an inspection schedule which will result in the individual visual inspection of all taxable property within the county at least once each four (4) years."

The assessed property value as of January 1, 2002, was approximately \$60,937,261.

The County levied 10 mills (the legal maximum) for general fund operations and 1.5 mills for the county health department and 3 mills for the countywide EMS. In addition, the County also collects the ad valorem taxes assessed by cities and towns and school districts and remits the ad valorem taxes collected to the appropriate taxing units.

Taxes are due on November 1 following the levy date, although, they may be paid in two equal installments. If the first half is paid prior to January 1, the second half is not delinquent until April 1. Unpaid real property taxes become a lien upon said property on October 1 of each year.

Unpaid delinquent personal property taxes are published usually in May. If the taxes are not paid within 30 days from publication, they shall be placed on the personal tax lien docket.

Current year tax collections for the year ended June 30, 2003, were approximately 98.9 percent of the tax levy.

D. Pension Plan

Plan Description. The County contributes to the Oklahoma Public Employees Retirement Plan (the Plan), a cost-sharing, multiple-employer defined benefit pension plan administered by the

Detailed Notes on Funds and Account Balances (continued)

Oklahoma Public Employees Retirement System (OPERS). Benefit provisions are established and amended by the Oklahoma Legislature. The Plan provides retirement, disability, and death benefits to Plan members and beneficiaries. Title 74, Sections 901 through 943, as amended, establishes the provisions of the Plan. OPERS issues a publicly available financial report that includes financial statements and supplementary information. That report may be obtained by writing OPERS, P.O. Box 53007, Oklahoma City, Oklahoma 73105 or by calling 1-800-733-9008.

E. Capital Leases

The County acquires road machinery and equipment through lease-purchase agreements financed by the Oklahoma Department of Transportation and/or the equipment vendors or their assignees pursuant to the provisions of 69 O.S. § 636.1 through § 636.7. Lease agreements entered into with the Oklahoma Department of Transportation (ODOT) are interest free. However, starting in January 1997, ODOT began charging a one-time fee of 3 percent on all subsequent pieces of machinery acquired.

F. Fuel Tax

The County receives major funding for roads and highways from a state imposed fuel tax. Taxes are collected by the Oklahoma Tax Commission. Taxes are imposed on all gasoline, diesel, and special fuel sales statewide. The County's share is determined on formulas based on the County population, road miles, and land area and is remitted to the County monthly. These funds are earmarked for roads and highways only and are accounted for in the County highway fund.

4. Contingent Liabilities

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, primarily the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable fund. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time; although, the government expects such amounts, if any, to be immaterial.

The government is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in management's opinion, the resolution of these matters will not have a material adverse effect on the financial condition of the government.

**Report on Compliance and on Internal Control Over Financial Reporting  
Based on an Audit of Financial Statements Performed in Accordance With  
*Government Auditing Standards***



STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

**Report on Compliance and on Internal Control Over Financial Reporting  
Based on an Audit of Financial Statements Performed in Accordance With  
*Government Auditing Standards***

TO THE OFFICERS OF  
MAJOR COUNTY, OKLAHOMA

We have audited the special-purpose financial statements of Major County, Oklahoma, as of and for the year ended June 30, 2003, and have issued our report thereon dated July 19, 2004. Our report contains an explanatory paragraph discussing that the financial statements are not a complete presentation. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Major County's special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted a certain immaterial instance of noncompliance, which we have reported to management and is included in Section 2 of the schedule of findings, contained within this report.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Major County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the special-purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the County's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The reportable conditions are described in the accompanying schedule of findings as items 2002-1, 2003-1 and 2003-2.

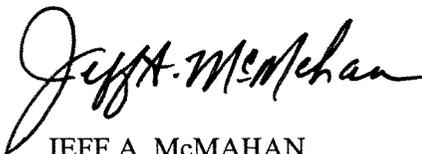
A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe that none of the reportable conditions described above is a material weakness.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report:

This report is intended solely for the information and use of the management of the County and is not intended to be and should not be used by anyone other than these specified parties.

However, the Oklahoma Open Records Act states that all records of public bodies and public officials shall be open to any person, except as specifically exempted. The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Therefore, this report is a matter of public record and its distribution is in no way limited or restricted.

Sincerely,



JEFF A. McMAHAN  
State Auditor and Inspector

July 19, 2004

**SECTION 1 - Findings related to the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

**Finding 2002-1 - Segregation of Duties (Repeat Finding)**

Criteria: Management's accounting for funds should demonstrate accountability and stewardship. To help ensure a proper accounting of funds, the duties of receiving, receipting, recording, and depositing cash and checks should be segregated.

Condition: One deputy in the County Sheriff's office performs the following tasks:

1. Opens mail and totals remittances,
2. Writes official depository receipts,
3. Balances the receipts as to cash and checks received,
4. Prepares the deposit slip.

Recommendation: We recommend management be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view. Under these conditions, the most effective controls lie in management's knowledge of County operations and periodic review of those operations.

Management Corrective Action Plan: A lack of funds requires that the duties of the office be shared by all employees. At this time, measures have been taken to ensure proper accounting of funds by segregating the duties of receiving, receipting, recording, and depositing cash and checks.

**Finding 2003-1 - Disaster Recovery Plan**

Criteria: According to the standards of the Information Systems Audit and Control Association (COBIT Delivery & Support 4.3), management should ensure that a written Disaster Recovery Plan is documented and contains the following:

- Guidelines on how to use the Recovery Plan;
- Emergency procedures to insure the safety of all effected staff members;
- Roles and responsibilities of information services function, vendors providing recovery services, users of services and support administrative personnel;
- Listing of systems requiring alternatives (hardware, peripherals, software);
- Listing of highest to lowest priority applications, required recovery times and expected performance norms;
- Various recovery scenarios from minor to loss of total capability and response to each in sufficient detail for step-by-step execution;

- Specific equipment and supply needs are identified such as high-speed printers, signatures, forms, communications equipment, telephones, etc., and a source and alternative source defined;
- Training and/or awareness of individual and group roles in continuity plan;
- Listing of contracted service providers;
- Logistical information on location of key resources, including back-up sites for recovery operating system, applications, data files, operating manuals and program/system/user documentation;
- Current names, addresses, telephone/pager numbers of key personnel;
- Business resumption alternatives for all users for establishing alternative work locations once IT resources are available.

Condition: Our review of the Treasurer's and Clerk's system backups and plans for ensuring continuous computer service found no written Disaster Recovery Plan for either office. The Clerk's office does not store any of the backup tapes offsite.

Effect: The lack of an effective and adequate Disaster Recovery Plan could result in potential loss of:

- Ad valorem information;
- Taxpayer and land information;
- State and federal reporting data;
- Financial information.

Recommendation: We recommend the County establish a Disaster Recovery Plan to ensure the safekeeping and integrity of the County's financial and non-financial data. Adequate backups of the data and programs are an essential part of any Recovery Plan. The file server should be backed up every workday. One day a week the backup tape should be stored offsite at a location away from the courthouse. Other tapes used during the week should be stored in a fireproof container in the County office. There should be complete month end backup tapes for at least three months of prior work, giving the County officer the ability to restore data and programs if the need arises.

Management Corrective Action Plan: The County Treasurer and Clerk are working on a Disaster Recovery Plan and have implemented an offsite backup site since the audit.

### **Finding 2003-2 – Computer Security Policies and Procedures**

Criteria: According to the standards of the Information Systems Audit and Control Association's (COBIT) Delivery and Support Control Objectives (DS7), management should educate and train users to ensure that users are making effective use of technology and are aware of their risks and responsibilities.

Condition: Our review of the Treasurer's and Clerk's office found that they did not have policies and procedures addressing computer security and have not provided security awareness training to their employees.

Effect: County employees are not aware of their responsibilities and potential risks involved when using the County's computer systems.

Recommendation: We recommend the County establish Information Security Policies and Procedures that define the acceptable and unacceptable use for the office computers. A security awareness-training program should be established requiring all the employees using computers to participate.

Management Corrective Action Plan: The County Treasurer and County Clerk will begin work on policy and procedures for proper computer usage.

**SECTION 2 - Other Audit Findings – This section contains audit findings not required to be reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*, but which we believed were significant enough to bring to the County's attention. We recommend that the County consider these matters and take appropriate corrective action.**

**Finding 2003-3 – Equipment Inventory**

Criteria: According to 69 O.S. 2001, § 645, county-owned automobiles, trucks, road machinery and equipment shall be conspicuously and legibly marked PROPERTY OF (name of county) COUNTY, and leased automobiles, trucks, road machinery and equipment shall be conspicuously and legibly marked LEASED BY (name of county) COUNTY, **on EACH SIDE**, in upper case letters, on a background of sharply contrasting color. (Emphasis added)

Condition: While testing equipment inventory at the three districts of Major County, it was noted that not all equipment was marked as county equipment as mandated by 69 O.S. 2001, § 645. Additionally, it was noted that county identification numbers were partially missing and/or missing all together.

Effect: The purpose of the statute is to make it easier for the public to identify county owned equipment and to permit the public to make judgments concerning the appropriate location and use of the equipment. The lack of marking diminishes this control intended by the legislature.

Recommendation: The Board of County Commissioners should evaluate its policies and procedures for marking its equipment and make the necessary changes to improve its compliance with the above statute.

Management Corrective Action Plan: The County Commissioners will strive to adhere to 69 O.S. 2001, §645.

**Statistical Data  
(Unaudited)**

**MAJOR COUNTY, OKLAHOMA  
TOP TEN TAXPAYERS  
FOR THE YEAR ENDED JUNE 30, 2003  
(UNAUDITED)**

<b>TAXPAYER</b>	<b>JANUARY 1, 2002 NET ASSESSED ASSESSED VALUE</b>	<b>% OF TOTAL NET VALUATION</b>
Duke Energy Field Service Inc.	\$ 4,728,570	7.76%
Western Gas Resources	3,205,170	5.26%
Oneok Gas Processing LLC	2,429,356	3.99%
Kronseder Farms Inc.	1,627,883	2.67%
Mission Funding LLC	1,538,213	2.52%
Southwestern Bell Telephone	1,230,794	2.02%
Pioneer Telephone	1,099,084	1.80%
Oklahoma Gas & Electric	988,503	1.62%
Seaboard Farms	905,945	1.49%
Safety-Kleen	836,138	1.37%
Total	<u>\$ 18,589,656</u>	<u>30.50%</u>

Source: (Provided by Oklahoma Tax Commission - Ad Valorem Division)

**MAJOR COUNTY, OKLAHOMA  
COMPUTATION OF LEGAL DEBT MARGIN  
FOR THE YEAR ENDED JUNE 30, 2003  
(UNAUDITED)**

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Total net assessed value as of January 1, 2002		<u>\$ 60,937,261</u>
Debt limit - 5% of total assessed value		\$ 3,046,863
Total bonds outstanding	0	
Total judgments outstanding	<u>0</u>	<u>                    </u>
Legal debt margin		<u>\$ 3,046,863</u>

**MAJOR COUNTY, OKLAHOMA  
 RATIO OF NET GENERAL BONDED DEBT TO ASSESSED  
 VALUE AND NET BONDED DEBT PER CAPITA  
 FOR THE YEAR ENDED JUNE 30, 2003  
 (UNAUDITED)**

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	2003
Estimated population	7,545
Net assessed value	\$ 60,937,261
Gross bonded debt	-
Less available sinking fund cash balance	-
Net bonded debt	\$ -
Ratio of net bonded debt to assessed value	0.00%
Net bonded debt per capita	\$ -

**MAJOR COUNTY, OKLAHOMA  
ASSESSED VALUE OF PROPERTY  
FOR THE YEAR ENDED JUNE 30, 2003  
(UNAUDITED)**

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<u>Tax Year</u>	<u>Personal</u>	<u>Public Service</u>	<u>Real Estate</u>	<u>Homestead Exemption</u>	<u>Net Value</u>	<u>Estimated Fair Market Value</u>
2002	\$25,690,657	\$6,595,888	\$30,844,296	\$2,193,580	\$60,937,261	\$573,916,736