

**KARIN GARLAND, COURT CLERK
MAYES COUNTY, OKLAHOMA
STATUTORY 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

May 18, 2004

Karin Garland, Court Clerk
Mayes County, Oklahoma

Transmitted herewith is the statutory report for the Mayes County Court Clerk, for the fiscal year ended June 30, 2003. 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 cursive script that reads "Jeff A. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

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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 OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

Karin Garland, Court Clerk
Mayes County Courthouse
Pryor, Oklahoma 74362

Dear Ms. Garland:

For the purpose of complying with 20 O.S. § 1312, we have performed the following procedures for the fiscal year 2003:

- We tested Court Fund vouchers issued 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.
- We tested District Court vouchers to determine they were properly accounted for, and we looked at supporting documentation for disbursements to determine they were issued in accordance with Court instructions.
- We reconciled the Court Fund activity and/or balances to the County Treasurer's records.
- We reconciled the District Court case balances to the County Treasurer's depository ledger.
- We tested receipts issued to determine whether: (1) the correct fee was collected, and (2) the receipt was properly accounted for in the financial records.

All information included in the reconciliations, the Court Fund appropriation ledger, the monthly reports, and the cash receipts journal is the representation of the Court Clerk.

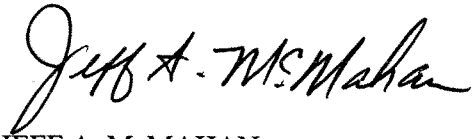
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Mayes County.

Based on the above reconciliations, tests, and procedures performed; the Court Clerk is collecting the correct fees and is properly accounting for them; Court Fund vouchers were properly supported, approved, classified, and did not exceed appropriations; District Court vouchers were properly accounted for and were issued in accordance with Court instructions; Court Fund financial records and District Court case balances reconciled with the County Treasurer's records.

We have prepared a detailed analysis of the Court Fund, which is presented following this report.

This report is intended for the information and use of the Mayes 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,

A handwritten signature in black ink that reads "Jeff A. McMAHAN". The signature is written in a cursive style with a large initial "J" and "M".

JEFF A. McMAHAN
State Auditor and Inspector

December 11, 2003

**KARIN GARLAND, COURT CLERK
MAYES COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2003**

Collections:

Court fund fines, fees, and forfeitures	\$1,010,368
Cancelled vouchers	1,451
Interest earned on deposit	<u>2,825</u>
Total collections	<u>1,014,644</u>

Deductions:

Lump sum categories:

Juror expenses	27,790
Trial court (attorneys)	66,412
Witness expense	6,646
Physician fees - mental health	14,111
Transcripts - preliminary and trial	26,988
Transcripts - appeals	2,096
Court computer system training	390
General office supplies	17,866
Forms printing	6,898
Publications	276
Books for records and indexes	602
Postage and freight	12,671
Court reporter supplies	350
Gas, water, and electricity	18,923
General telephone expense	5,941
Long-distance telephone expense	582
Other expenses	<u>1,205</u>
Total lump sum categories	<u>209,747</u>

Restricted categories:

Renovation and remodeling	15,275
Furniture and fixtures	2,330
Equipment purchases	2,780
Equipment rentals	5,261
Maintenance of equipment	28,038
OCIS services	56,238
Photocopy equipment rental	20,770
Part-time bailiffs	6,568
Part-time court reporters	1,351
Part-time court clerk employees	<u>345,927</u>
Total restricted categories	<u>484,538</u>

**KARIN GARLAND, COURT CLERK
MAYES COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2003**

Mandated budget categories:	
Law library	9,000
State judicial fund	<u>425,147</u>
Total mandated categories	<u>434,147</u>
Total deductions	<u>1,128,432</u>
Collections over (under) deductions	(113,788)
Beginning account balance	<u>282,065</u>
Ending account balance	<u>\$ 168,277</u>