MURRAY COUNTY COURT CLERK

FOR THE YEAR ENDED JUNE 30, 2006

STATUTORY REPORT

Oklahoma State Auditor & Inspector

JO FREEMAN, COURT CLERK
MURRAY COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2006

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STATE AUDITOR AND INSPECTOR

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November 5, 2008

Jo Freeman, Court Clerk
Murray County Courthouse
Sulphur, Oklahoma 73086

Transmitted herewith is the statutory report for the Murray County, Court Clerk, for the fiscal year ended June 30, 2006. 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,

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

MICHELLE R. DAY, ESQ.
DEPUTY STATE AUDITOR & 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 AUDITOR AND INSPECTOR

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Jo Freeman, Court Clerk
Murray County Courthouse
Sulphur, Oklahoma 73086

Dear Ms. Freeman:

We have performed procedures for fiscal year 2006 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2006 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- Test receipts issued to determine whether: (1) the correct fee was collected, and (2) the receipt was properly accounted for in the financial records.

- Test Court Fund vouchers 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.

- Test Court Clerk Revolving Fund vouchers to determine whether the expenditure: (1) was properly supported by a claim, invoice, and receiving documentation, and (2) was properly approved.

- Test District Court vouchers to determine whether they were properly accounted for and test supporting documentation for disbursements to determine whether the disbursements were issued in accordance with Court instructions.

- Determine whether Court Fund activity and/or balances reconcile to the County Treasurer's records.

- Determine whether the Court Clerk Revolving activity and/or balances reconcile to the County Treasurer's records.

- Determine whether the District Court case balances reconcile to the County Treasurer's depository ledger.

All information included in the reconciliations, the Court Fund appropriation ledger, the Court Clerk Revolving Fund, 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 Murray County.

Based on the above reconciliations, tests, and procedures performed, the Court Clerk was collecting the correct fees and properly accounting for them; Court Fund vouchers were properly supported, approved, classified, and did not exceed appropriations; Court Clerk Revolving Fund expenditures were properly supported and approved; District Court vouchers were properly accounted for and issued in accordance with Court instructions; Court Fund activity, Court Clerk Revolving Fund financial records, and District Court case balances reconciled with the County Treasurer's records. With respect to the matter of segregation of duties, our finding is included in the accompanying schedule of findings and responses.

We have prepared detailed analysis of the Court Fund Account and of the Court Clerk Revolving Fund, which are presented following this report.

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

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

MICHELLE R. DAY, ESQ.
DEPUTY STATE AUDITOR & INSPECTOR

September 30, 2008

JO FREEMAN, COURT CLERK
MURRAY COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2006

Collections:	
Court fund fines, fees, and forfeitures	$ 426,262
Interest earned on deposit	1,092
Cancelled vouchers, refunds	140
Total collections	427,494
Deductions:	
Lump sum budget categories:	
Witness expenses	36
Trial court attorneys	29,739
Transcripts - preliminary & trial	332
General office supplies	8,233
Forms printing	2,000
Books for records and indexes	732
Postage and freight	4,763
Gas, water, electricity	7,794
General telephone expense	4,836
Other expenses (robes, etc.)	2,000
Total lump sum categories	60,465
Restricted budget categories:	
Furniture and fixtures	3,311
Renovation and remodeling	4,165
Maintenance of court area(s)	4,813
Maintenance of equipment	9,095
OCIS services	18,704
Photocopy equipment rental	2,412
Part-time court clerk employees	118,860
Total restricted categories	161,360

Mandated categories:	
Law library	7,000
State judicial fund	205,620
Total mandated categories	212,620
Total deductions	434,445
Collections over (under) deductions	(6,951)
Beginning account balance	66,953
Ending account balance	$ 60,002

JO FREEMAN, COURT CLERK
MURRAY COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2006

Collections:	
Court fund revolving fees	$ 27,429
Total collections	27,429
Deductions:	
Court fund disbursements	16,400
Total deductions	16,400
Collections over (under) deductions	11,029
Beginning account balance	10,313
Ending account balance	$ 21,342

Finding 2006-1—Segregation of Duties (Repeat Finding)

Criteria: Segregation of duties over asset custody, transaction authorization, bookkeeping and reconciliation is an important element of effective internal control over government assets and resources.

Condition: It was noted that asset custody, transaction authorization, bookkeeping, and reconciliations were not properly segregated to assure adequate internal control structure.

Effect: This condition could result in unrecorded transactions, misstated financial reports, undetected errors, or misappropriation of assets.

Recommendation: OSAI recommends management be aware of this condition and realize that concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. The most effective controls lie in management's knowledge of office operations and a periodic review of operations.

Views of responsible officials and planned corrective actions: We concur with the State Auditor's findings. Management does have knowledge of office operations and will perform a periodic review of these operations.

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