

# NOWATA COUNTY TREASURER

APRIL 30, 2010

# STATUTORY REPORT



Oklahoma State Auditor  
& Inspector

**BONNIE WORKMAN, COUNTY TREASURER  
NOWATA COUNTY, OKLAHOMA  
TREASURER STATUTORY REPORT  
APRIL 30, 2010**

---

This publication is printed and issued by the State Auditor and Inspector as authorized by 74 O.S. § 212. Pursuant to 74 O.S. § 3105.B, five (5) copies have been prepared and distributed at a cost of \$10.87. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

# STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA  
State Auditor

MICHELLE R. DAY, ESQ.  
Chief Deputy



2300 N. Lincoln Boulevard State Capitol, Room 100 Oklahoma City, OK 73105-4801 Phone (405) 521-3495 Fax (405) 521-3426 [www.sai.ok.gov](http://www.sai.ok.gov)

August 9, 2010

BOARD OF COUNTY COMMISSIONERS  
NOWATA COUNTY COURTHOUSE  
NOWATA, OKLAHOMA 74048

Transmitted herewith is the Nowata County Treasurer Statutory Report for April 30, 2010. The engagement was conducted in accordance with 74 O.S. § 212.

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

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 blue ink that reads "Steve Burrage".

STEVE BURRAGE, CPA  
STATE AUDITOR & INSPECTOR

# STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA  
State Auditor

MICHELLE R. DAY, ESQ.  
Chief Deputy



2300 N. Lincoln Boulevard State Capitol, Room 100 Oklahoma City, OK 73105-4801 Phone (405) 521-3495 Fax (405) 521-3426 [www.sai.ok.gov](http://www.sai.ok.gov)

Bonnie Workman, County Treasurer  
Nowata County Courthouse  
Nowata, Oklahoma 74048

Dear Ms. Workman:

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures for April 30, 2010:

- Review bank reconciliations, visually verify certificates of deposit, and confirm investments.
- Determine whether subsidiary records reconcile to the general ledger.
- Review pledged collateral securing deposits and invested funds.

All information included in the bank reconciliations, the investment ledger, the subsidiary ledgers, and the general ledger is the representation of the County Treasurer.

Our county treasurer statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any general-purpose financial statements of Nowata County.

Based on the above reconciliations, visual verification, and confirmation procedures performed, cash and investments of the County are supported by bank records and are adequately secured to prevent loss in the event of a bank failure. With respect to subsidiary records reconciling to the general ledger, our finding is presented in the accompanying schedule of findings and responses. In performing the procedures, we noted a matter of segregation of duties, and our finding is presented in the schedule of findings and responses.

This report is intended for the information and use of the management of the County. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Sincerely,

A handwritten signature in blue ink, reading 'Steve Burrage', is positioned above the printed name.

STEVE BURRAGE, CPA  
STATE AUDITOR & INSPECTOR

July 6, 2010



**BONNIE WORKMAN, COUNTY TREASURER  
NOWATA COUNTY, OKLAHOMA  
TREASURER STATUTORY REPORT  
APRIL 30, 2010**

---

**SCHEDULE OF FINDINGS AND RESPONSES**

**Finding 2010-1 – Segregation of Duties**

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. To help ensure a proper accounting of funds, key duties and responsibilities should be segregated among different individuals to reduce the risk of error or fraud. No one individual should have the ability to authorize transactions, have physical custody of assets, and record transactions.

Condition: We noted the following concerns in regards to recording, authorization, custody, and execution of revenue transactions performed by a single employee:

- All employees receive money and post payments to customer accounts.
- One deputy mentioned above also posts receipts and reconciles the accounts to the bank.

We noted the following concerns in regards to recording, authorization, custody, and execution of expenditure transactions performed by a single employee:

- All employees prepare vouchers, prepare claims, and certify receipt of goods or services.
- One deputy mentioned above also signs vouchers.

Effect: A single person having responsibility for more than one area of recording, authorization, custody of assets, and execution of transactions could result in unrecorded transactions, misstated financial reports, clerical errors, or misappropriation of funds not being detected in a timely manner.

Recommendation: OSAI recommends management be aware of these conditions 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 overseeing of office operations and a periodic review of operations. In the event that segregation of duties is not possible due to limited personnel, OSAI recommends implementing compensating controls to mitigate the risks involved with a concentration of duties. Compensating controls would include separating key processes and/or critical functions of the office, and having management review and approval of accounting functions.

Views of responsible officials and planned corrective actions: We will correct the items. We are a three person office and manage the best we can.

**Finding 2010-2 – Investment Ledger**

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. To help ensure a proper accounting of funds, the investment ledger should reflect the balances of the County's investments and should tie to the general ledger.

**BONNIE WORKMAN, COUNTY TREASURER  
NOWATA COUNTY, OKLAHOMA  
TREASURER STATUTORY REPORT  
APRIL 30, 2010**

---

Condition: The balances on the investment ledger do not equal the balances on the general ledger because the investment ledger is not being updated properly to reflect the value of the investment and interest.

Effect: These conditions could result in undetected errors and misappropriation of county funds.

Recommendation: OSAI recommends management maintain the investment ledger so that it reflects the value of the County's investments, and the investment ledger should be reconciled with the general ledger.

Views of responsible officials and planned corrective actions: We will correct the items. We are a three person office and manage the best we can.



**OFFICE OF THE STATE AUDITOR AND INSPECTOR  
2300 N. LINCOLN BOULEVARD, ROOM 100  
OKLAHOMA CITY, OK 73105-4896**

**[WWW.SAI.OK.GOV](http://WWW.SAI.OK.GOV)**