

STATUTORY REPORT

# OKLAHOMA COUNTY COURT CLERK

For the year ended June 30, 2010



*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

**PATRICIA PRESLEY, COURT CLERK  
OKLAHOMA COUNTY, OKLAHOMA  
STATUTORY REPORT  
FOR THE YEAR ENDED JUNE 30, 2010**

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This publication, issued by the Oklahoma State Auditor and Inspector's Office as authorized by 20 O.S. § 1312, has not been printed, but is available on the agency's website ([www.sai.ok.gov](http://www.sai.ok.gov)) and in the Oklahoma Department of Libraries Publications Clearinghouse Digital Collection, pursuant to 74 O.S. § 3105.B.



# Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

March 18, 2011

Patricia Presley, Court Clerk  
Oklahoma County Courthouse  
Oklahoma City, Oklahoma 73102

Transmitted herewith is the statutory report for the Oklahoma County Court Clerk for the fiscal year ended June 30, 2010. 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 blue ink that reads "Gary A. Jones". The signature is fluid and cursive.

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

**PATRICIA PRESLEY, COURT CLERK  
OKLAHOMA COUNTY, OKLAHOMA  
STATUTORY REPORT  
JUNE 30, 2010**

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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.



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Patricia Presley, Court Clerk  
Oklahoma County Courthouse  
Oklahoma City, Oklahoma 73102

Dear Ms. Presley:

We have performed procedures for fiscal year 2010 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2010 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 Oklahoma County.

Based on the above reconciliations, tests, and procedures performed, and with respect to the items tested, 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.

We have included in this report the Court Fund Account Report, which was prepared from the Oklahoma County Court Clerk's quarterly reports, which were submitted to the Administrative Office of the Courts.

We have also included in this report the Court Clerk Revolving Fund Report, which was prepared by the Oklahoma County Court Clerk, which was submitted to the Administrative Office of the Courts.

This report is intended for the information and use of the Oklahoma 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.

A handwritten signature in blue ink, appearing to read "Gary A. Jones". The signature is fluid and cursive, with a large loop at the end.

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

March 6, 2011

**PATRICIA PRESLEY, COURT CLERK  
OKLAHOMA COUNTY, OKLAHOMA  
COURT FUND ACCOUNT REPORT  
JUNE 30, 2010**

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Collections:	
Court fund fines, fees, and forfeitures	\$ 12,995,189
Interest earned on deposit	2,136
Transfer from Encumbered Acct	7,344
Total collections	<u>13,004,669</u>
Deductions:	
Lump sum budget categories:	
Juror expenses	549,530
Witness expenses	22,937
Indigent defense witness expense	31,607
Trial court attorneys	419,132
Public defender programs	4,549,882
Public defender travel expense	15,226
Transcripts - preliminary & trial	24,157
Transcripts - appeals	131,315
General office supplies	89,926
Forms printing	27,620
Publications	151,233
Books for records and indexes	5,750
Postage and freight	95,440
Microfilm supplies	11,300
Court reporter supplies	18,610
Gas, water and electricity	84,000
General telephone expense	84,000
Other expenses (robes, etc.)	50,855
Total lump sum categories	<u>6,362,520</u>
Restricted budget categories:	
Maintenance of court area(s)	462,390
Furniture and fixtures	3,816
Equipment purchases	12,720
Equipment rentals	840
Maintenance of equipment	56,966
OCIS services	591,360
Photocopy equipment rental	56,062
Part-time bailiffs	934
Part-time court clerk employees	281,329
Total restricted categories	<u>1,466,417</u>

*Source: Oklahoma County Court Clerk's Court Fund Quarterly Reports (for informational purposes only)*



**PATRICIA PRESLEY, COURT CLERK  
OKLAHOMA COUNTY, OKLAHOMA  
COURT FUND ACCOUNT REPORT  
JUNE 30, 2010**

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Mandated categories:	
Law library	10,000
State judicial fund	<u>4,742,232</u>
Total mandated categories	<u>4,752,232</u>
Total deductions	<u>12,581,169</u>
Collections over (under) deductions	423,500
Beginning account balance July 1, 2009	<u>1,518,355</u>
Ending account balance June 30, 2010	<u><u>\$ 1,941,855</u></u>

*Source: Oklahoma County Court Clerk's Court Fund Quarterly Reports (for informational purposes only)*

**PATRICIA PRESLEY, COURT CLERK  
OKLAHOMA COUNTY, OKLAHOMA  
COURT CLERK REVOLVING FUND REPORT  
JUNE 30, 2010**

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Collections:	
Court fund revolving fees	<u>\$ 1,252,830</u>
Total collections	<u>1,252,830</u>
Deductions:	
Court revolving fund expenses	<u>1,271,119</u>
Total deductions	<u>1,271,119</u>
Collections over (under) deductions	(18,289)
Beginning account balance July 1, 2009	<u>965,850</u>
Ending account balance June 30, 2010	<u><u>\$ 947,561</u></u>

*Source: Oklahoma County Court Clerk's Revolving Fund Annual Report (for informational purposes only)*



OFFICE OF THE STATE AUDITOR AND INSPECTOR

2300 N. LINCOLN BOULEVARD, ROOM 100

OKLAHOMA CITY, OK 73105-4896

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