

**OKLAHOMA STATE BOARD OF PODIATRIC MEDICAL EXAMINERS  
INTERNAL CONTROL REPORT  
FOR THE FISCAL 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

August 3, 2004

**TO THE HONORABLE BRAD HENRY  
GOVERNOR OF THE STATE OF OKLAHOMA**

Transmitted herewith is the Oklahoma State Board of Podiatric Medical Examiners Internal Control Report for the fiscal year ended June 30, 2003. By its nature, this report focuses on weaknesses in controls. This focus should not be understood to mean there are not also various strengths and accomplishments.

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

The Office of the State Auditor and Inspector is committed to serving the public interest by providing independent oversight and by issuing 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 black ink that reads "Jeff A. McMahan".

JEFF A. McMAHAN  
State Auditor and Inspector

**OKLAHOMA STATE BOARD OF PODIATRIC MEDICAL EXAMINERS  
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**OKLAHOMA STATE BOARD OF PODIATRIC MEDICAL EXAMINERS  
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**BOARD MEMBERS**

<u>Name</u>		<u>Term Expires</u>
William K. Smith, Sr. D.P.M.	President	July 1, 2004
Thomas S. Murray, D.P.M.	Vice President	July 1, 2005
Steven Smith, D.P.M.	Secretary-Treasurer	July 1, 2003
Frank S. Aaron, D.P.M.	Member	July 1, 2007
Gary Williams	Member	January 13, 2003
Raymond Smith, D.P.M.	Member	July 1, 2006
Clifford D. McEntire, D.P.M.	Member	July 1, 2006

**ADMINISTRATIVE STAFF**

	Lyle Kelsey, Executive Director	
Jan Ewing, Deputy Director	Elizabeth Scott, Assistant Attorney General	Kathy Plant, Executive Secretary



STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

**TO THE OKLAHOMA STATE BOARD OF PODIATRIC MEDICAL EXAMINERS**

We have applied the procedures enumerated below to certain aspects of internal control for the period July 1, 2002 through June 30, 2003.

7. We reviewed management's internal controls over financial records and operations, and performed a walk-through of controls to determine whether they have been designed as represented by management. We reviewed controls in the following specific areas:

- i. Cash receipting and depositing of funds.
- j. Fixed Assets.
- k. Recording of cash receipts, disbursement of funds, and reconciliation of funds.
- l. Segregation of duties regarding authorization, recording, and custody.

8. We reviewed procedures for remitting required portions of fees to the State of Oklahoma and tested a sample of remittances for adherence to these procedures.

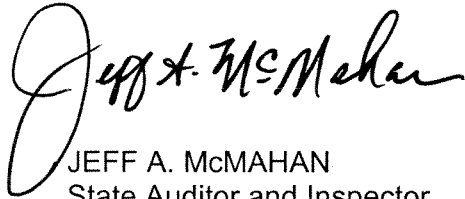
9. We reviewed the Board's policies and procedures and tested compliance with such policies and procedures in the following specific areas:

- e. Agency's compliance with policies and procedures regarding budgetary matters.
- f. Agency's compliance with policies and procedures regarding personnel and payroll issues such as attendance record keeping, compensation increases, and annual evaluations.

The purpose of these procedures was to identify the internal controls designed or developed by the Oklahoma State Board of Podiatric Medical Examiners, make recommendations in certain areas, and determine whether stated controls were operating as represented to us or if additional controls were necessary to reduce the risk of errors and irregularities.

Our procedures were more limited than would be necessary to express an opinion on any of the items referred to above or to express an opinion on the effectiveness of the Board's internal control or any part thereof. Accordingly, we do not express such opinions. Alternatively, we have identified the procedures we performed and the findings resulting from those procedures. Had we performed additional procedures or had we made an audit of the effectiveness of the Board's internal control, other matters might have come to our attention that would have been reported to you.

Sincerely,



JEFF A. McMAHAN  
State Auditor and Inspector

July 27, 2004

**COMMENTS AND RECOMMENDATIONS**

**Comment 2003-140-001**

**Criteria:** The Oklahoma Podiatric Medicine Practice Act Section 144 B. states in part: "To be entitled to take the examination, a person shall: (6) Not have been finally convicted of any crime involving moral turpitude or of any felony".

**Condition:** Upon inquiry, it came to our attention that the Podiatric Board does not use a criminal investigation agency such as the Oklahoma State Bureau of Investigation (OSBI) to perform criminal background checks on applicants. They do use a private agency that conducts a background check on those applicants previously registered in another state. However, this limits the population to those who have already registered with another licensure board.

**Effect:** There are no controls in place to ensure that applicants have not been finally convicted of any crime involving moral turpitude or of any felony.

**Recommendation:** We recommend the Podiatric Board require applicants to submit a copy of a recent OSBI criminal history record search with their application for licensure.

***Management's Corrective Action Plan***

**Contact Person:** Reji Varghese, Business Manager

**Anticipated Completion Date:** 10/15/04

**Corrective Action Planned:** Pending Board approval. This recommendation will be on the next board meeting agenda for approval.