

STATUTORY REPORT

# OKFUSKEE COUNTY COURT CLERK TURNOVER

December 31, 2012



*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

**COUNTY OFFICER TURNOVER STATUTORY REPORT  
KAY ADAMS  
OKFUSKEE COURT CLERK  
DECEMBER 31, 2012**

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This publication, issued by the Oklahoma State Auditor and Inspector's Office as authorized by 19 O.S. § 171, 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

January 17, 2013

BOARD OF COUNTY COMMISSIONERS  
OKFUSKEE COUNTY COURTHOUSE  
OKEMAH, OKLAHOMA 74859

Transmitted herewith is the Okfuskee County Officer Turnover Statutory Report for December 31, 2012. The engagement was conducted in accordance with 19 O.S. § 171.

The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary A. Jones", is written over a horizontal line.

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



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Kay Adams  
Okfuskee County, Court Clerk  
Okfuskee County Courthouse  
Okemah, Oklahoma 74859

For the purpose of complying with 19 O.S. § 171, we have performed the following procedures for December 31, 2012:

- Verify that equipment items on hand agree with inventory records as per 19 O.S. § 178.1.
- Verify that the amount of total claims approved for the operation of said Office is not in excess of limitations imposed by 19 O.S. § 347.
- Verify that the office is not exceeding the maximum amount of cash authorized for their change needs per 19 O.S. § 682.
- Verify that a monthly report of the Office is on file with the County Clerk per 19 O.S. § 684.
- Verify that the Officer's depository account balances reconcile with the County Treasurer's records and that undeposited cash reconciles to receipts.

Information addressed in this report is the representation of the respective county officers.

Our county officer turnover engagement was limited to the statutory procedures described above and was less in scope than an examination or audit performed in accordance with auditing standards generally accepted in the United States of America, the objective of which would be the expression of an opinion. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Based on our procedures performed, we have presented our findings in the accompanying schedule.

This report is intended solely for the information and use of the management of the County and should not be used for any other purpose. This report is also a public document pursuant to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.), and shall be open to any person for inspection and copying.

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

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

December 31, 2012

**COUNTY OFFICER TURNOVER STATUTORY REPORT**  
**KAY ADAMS**  
**OKFUSKEE COUNTY, COURT CLERK**  
**DECEMBER 31, 2012**

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**SCHEDULE OF FINDINGS**

**Finding 2012-1 - Inventory Records**

**Condition:** The following exception was noted while visually inspecting the equipment at the Court Clerk's office:

- One (1) equipment item was not located.

The inventory item not located is listed in the schedule below.

**Equipment Items Not Located**

<b>Tag Number</b>	<b>Date Purchased</b>	<b>Description</b>	<b>Amount</b>
J218-6A	8/7/2012	HP Laser Jet Printer	\$669.88
		<b>Total</b>	<b>\$669.88</b>

**Cause of Condition:** Policies and procedures have not been designed and implemented to ensure that inventory is safeguarded.

**Effect of Condition:** This could result in over/understatement of inventory and items not being safeguarding from loss.

**Recommendation:** OSAI recommends fixed asset inventory records be updated to accurately reflect inventories on hand and these records be maintained perpetually.

**Management Response:** Management did not respond.

**Criteria:** Title 19 O.S. § 178.1 prescribes the procedures to be used to account for inventory items.



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