

**OKFUSKEE  
COUNTY  
COURT CLERK**

**FOR THE YEAR ENDED  
JUNE 30, 2005**

**STATUTORY  
REPORT**



Oklahoma State Auditor  
& Inspector

**KAY ADAMS, COURT CLERK  
OKFUSKEE COUNTY, OKLAHOMA  
STATUTORY REPORT  
FOR THE YEAR ENDED JUNE 30, 2005**

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# STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA  
State Auditor

MICHELLE R. DAY, ESQ.  
Chief Deputy



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April 19, 2010

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

Transmitted herewith is the statutory report for the Okfuskee County Court Clerk for the fiscal year ended June 30, 2005. 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 "Steve Burrage".

STEVE BURRAGE, CPA  
STATE AUDITOR & INSPECTOR

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**KAY ADAMS, COURT CLERK  
OKFUSKEE COUNTY, OKLAHOMA  
STATUTORY REPORT  
JUNE 30, 2005**

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

Dear Ms. Adams:

We have performed procedures for fiscal year 2005 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2005 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 Okfuskee County.

Based on the above reconciliations, tests, and procedures performed, the Court Clerk was collecting the correct fees; Court Fund vouchers were properly supported, classified, and did not exceed appropriations; Court Clerk Revolving Fund expenditures were properly supported; District Court vouchers were 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 segregation of duties in accounting for fees collected, District Court vouchers disbursed, approvals, and voided vouchers, our findings are presented 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 Okfuskee 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

April 7, 2010

**KAY ADAMS, COURT CLERK  
OKFUSKEE COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
JUNE 30, 2005**

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Collections:

Court fund fines, fees, and forfeitures	\$ 376,438
Interest earned on deposit	243
Total collections	<u>376,681</u>

Deductions:

Lump sum budget categories:

Juror expenses	6,390
Trial court attorneys	11,502
Mental health (attorneys)	790
Transcripts	3,577
General office supplies	5,017
Forms printing	1,734
Books for records and indexes	6,840
Postage and freight	8,482
Court reporter supplies	572
General telephone expense	2,939
Long distance telephone expense	2,197
Other expenses	2,313
Total lump sum categories	<u>52,353</u>

Restricted budget categories:

Renovation and remodeling	3,710
Maintenance of court areas	2,325
Furniture and fixtures	1,977
Equipment purchases	415
Equipment rentals	1,920
Maintenance of equipment	37,242
OCIS services	20,188
Photocopy equipment rental	3,505
Photocopy equipment maintenance	1,729
Part-time court clerk employees	66,272
Total restricted categories	<u>139,283</u>



**KAY ADAMS, COURT CLERK  
OKFUSKEE COUNTY, OKLAHOMA  
COURT FUND ACCOUNT ANALYSIS  
JUNE 30, 2005**

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Mandated categories:	
Law library	7,000
State judicial fund	<u>211,646</u>
Total mandated categories	<u>218,646</u>
Total deductions	<u>410,282</u>
Collections over (under) deductions	(33,601)
Cancelled vouchers	1,213
Beginning account balance July 1, 2004	<u>117,650</u>
Ending account balance June 30, 2005	<u><u>\$ 85,262</u></u>

**KAY ADAMS, COURT CLERK  
OKFUSKEE COUNTY, OKLAHOMA  
COURT CLERK REVOLVING FUND ANALYSIS  
JUNE 30, 2005**

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Collections:	
Court fund revolving fees	\$ 22,092
Total collections	<u>22,092</u>
Deductions:	
Court revolving fund expenses	<u>16,431</u>
Total deductions	<u>16,431</u>
Collections over (under) deductions:	5,661
Beginning account balance July 1, 2004	<u>12,183</u>
Ending account balance June 30, 2005	<u>\$ 17,844</u>

**SCHEDULE OF FINDINGS AND RESPONSES**

**Finding 2005-1 – 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, the duties of receiving, receipting, recording, depositing cash and checks, reconciliations, and transaction authorization should be segregated. Separate employees should perform the following functions: open the mail, write receipts, post receipts, reconcile to the treasurer, prepare vouchers, sign vouchers, post vouchers, mail or distribute vouchers, prepare billings, mail billings, post payments, balance cash drawer, prepare deposit.

Condition: The duties of receiving, receipting, recording, depositing cash and checks, reconciliations, and transaction authorization were not properly segregated to assure adequate internal control structure.

Effect: These conditions could result in unrecorded transactions, misstated financial reports, undetected errors, or misappropriation of funds.

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.

Views of responsible officials and planned corrective actions: This was corrected in 2008. Due to limited personnel and understaffing I will do the best I can.

**Finding 2005-2 – Duplicate Voucher Numbers**

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. To help ensure a proper accounting of funds, vouchers should be issued in sequential order for all monies disbursed. Also, duplicate voucher numbers should not be issued.

Condition: The Court Clerk's computer system allows access to reissue a voucher with the same number once the original was voided.

Effect: The ability to reissue a voucher with the same number increases the risk of unrecorded transactions and misappropriation of funds.

Recommendation: OSAI recommends the Court Clerk's computer system be modified with controls that prevent the reissuing of voucher numbers. We further recommend that vouchers requiring changes be properly voided and a new voucher issued.

Views of responsible officials and planned corrective actions: This will be corrected.



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