



# OKMULGEE COUNTY

## Financial Audit

For the fiscal year ended June 30, 2019

**Cindy Byrd, CPA**  
State Auditor & Inspector

**OKMULGEE COUNTY, OKLAHOMA  
FINANCIAL STATEMENT  
AND INDEPENDENT AUDITOR'S REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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March 24, 2021

TO THE CITIZENS OF  
OKMULGEE COUNTY, OKLAHOMA

Transmitted herewith is the audit of Okmulgee County, Oklahoma for the fiscal year ended June 30, 2019. The audit was conducted in accordance with 19 O.S. § 171.

A report of this type can be critical in nature. Failure to report commendable features in the accounting and operating procedures of the entity should not be interpreted to mean that they do not exist.

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 that reads "Cindy Byrd". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

CINDY BYRD, CPA  
OKLAHOMA STATE AUDITOR & INSPECTOR

**OKMULGEE COUNTY OFFICIALS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**Board of County Commissioners**

District 1 – Ron Ballard  
District 2 – Robert Hardridge  
District 3 – James Connors

**County Assessor**

Ed Johnson

**County Clerk**

Becky Thomas

**County Sheriff**

Eddy Rice

**County Treasurer**

Vonna Lampkins

**Court Clerk**

Charly Criner

**District Attorney**

Carol Iski

**OKMULGEE COUNTY, OKLAHOMA  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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## **FINANCIAL SECTION**



## **Independent Auditor's Report**

TO THE OFFICERS OF  
OKMULGEE COUNTY, OKLAHOMA

### ***Report on the Financial Statement***

We have audited the combined total—all county funds on the accompanying regulatory basis Statement of Receipts, Disbursements, and Changes in Cash Balances of Okmulgee County, Oklahoma, as of and for the year ended June 30, 2019, and the related notes to the financial statement, which collectively comprise the County's basic financial statement as listed in the table of contents.

### ***Management's Responsibility for the Financial Statement***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the regulatory basis of accounting described in Note 1, and for determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As described in Note 1, the financial statement is prepared by Okmulgee County using accounting practices prescribed or permitted by Oklahoma state law, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

### ***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statement referred to above does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Okmulgee County as of June 30, 2019, or changes in financial position for the year then ended.

### ***Unmodified Opinion on Regulatory Basis of Accounting***

In our opinion, the financial statement referred to above presents fairly, in all material respects, the combined total of receipts, disbursements, and changes in cash balances for all county funds of Okmulgee County, for the year ended June 30, 2019, in accordance with the basis of accounting described in Note 1.

### ***Other Matters***

#### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the combined total of all county funds on the financial statement. The supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statement.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statement. Such information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statement.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 23, 2021, on our consideration of Okmulgee County’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County’s internal control over financial reporting or on compliance.



That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Okmulgee County's internal control over financial reporting and compliance.

A handwritten signature in blue ink that reads "Cindy Byrd". The signature is written in a cursive, flowing style.

CINDY BYRD, CPA  
OKLAHOMA STATE AUDITOR & INSPECTOR

March 23, 2021

## **REGULATORY BASIS FINANCIAL STATEMENT**

**OKMULGEE COUNTY, OKLAHOMA**  
**STATEMENT OF RECEIPTS, DISBURSEMENTS, AND**  
**CHANGES IN CASH BALANCES—REGULATORY BASIS**  
**(WITH COMBINING INFORMATION)**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

	Beginning Cash Balances July 1, 2018	Receipts Apportioned	Transfers In	Transfers Out	Disbursements	Ending Cash Balances June 30, 2019
Combining Information:						
County General Fund	\$ 797,598	\$ 2,548,670	\$ 87,084	\$ 96,856	\$ 2,293,696	\$ 1,042,800
Highway Cash Fund	411,379	2,394,888	1,812	-	2,327,888	480,191
Highway TCR Fund	2,034,004	445,766	-	-	586,664	1,893,106
Half Cent County Road Tax	440,336	1,456,687	-	-	1,291,042	605,981
County Health	919,085	608,375	-	-	652,747	874,713
Resale Property	1,024,586	431,100	79,271	81,867	582,375	870,715
Country Bridge and Road Infrastructure	1,130,686	560,035	-	-	297,873	1,392,848
County Use Tax	113,542	412,855	-	-	315,315	211,082
County Clerk Preservation	36,724	35,475	-	-	33,381	38,818
Sheriff Service Fee	103,741	175,397	238	-	179,425	99,951
Sheriff 1/4 Cent Sales Tax	44,748	747,978	-	-	716,573	76,153
County Building Authority Sales Tax Proceeds	-	1,450,361	-	-	1,450,361	-
Anna McBride Court Fund	33,266	53,541	-	-	66,269	20,538
Family Treatment Court	4,298	20	-	-	3,312	1,006
Emergency Management	37,705	24,190	2,500	-	38,369	26,026
County Clerk Lien Fee	15,755	12,627	-	-	20,866	7,516
Drug Court	35,490	122,520	-	-	116,154	41,856
Sheriff Consolidated Special	1,935	-	330	-	-	2,265
County Treasurer Certification Fee	13,188	5,423	-	-	2,435	16,176
Sheriff DOC Cash	170	-	-	170	-	-
County Sinking	8,858	79	-	-	-	8,937
Assessor Visual Inspection	8,598	77	-	-	-	8,675
Trash Cops Fund	8,070	25	-	-	7,378	717
DARE	68	-	-	68	-	-
Anti Gang	151	-	-	151	-	-
Sheriff Reserve Account	330	-	-	330	-	-
Assessor Revolving Fund	11,089	2,155	-	-	4,109	9,135
Community Development Block Grant-Rural Water District 7	913	-	-	913	-	-
Community Development Block Grant-County Fairgrounds	1,172	-	913	-	-	2,085
Community Development Block Grant-Rural Water District 5	-	264,432	-	-	264,432	-
Emergency 911	67,342	468,851	80,000	-	551,200	64,993
District Attorney JAG ARRA 2010	66	-	-	66	-	-
Court Clerk Personal Service	20,229	246,000	-	-	218,635	47,594
Industrial Development Sinking Fund	34,579	308	-	-	-	34,887
Criminal Justice Authority	2,500	-	-	2,500	-	-
Fire Department Sales Tax	-	750,961	-	-	198,292	552,669
Sheriff Oklahoma Attorney General Grant	-	29,000	-	-	29,000	-
<b>Combined Total - All County Funds</b>	<b>\$ 7,362,201</b>	<b>\$ 13,247,796</b>	<b>\$ 252,148</b>	<b>\$ 182,921</b>	<b>\$ 12,247,791</b>	<b>\$ 8,431,433</b>

The notes to the financial statement are an integral part of this statement.

**OKMULGEE COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**1. Summary of Significant Accounting Policies**

**A. Reporting Entity**

Okmulgee County is a subdivision of the State of Oklahoma created by the Oklahoma Constitution and regulated by Oklahoma Statutes.

The accompanying financial statement presents the receipts, disbursements, and changes in cash balances of the total of all funds under the control of the primary government. The general fund is the county's general operating fund, accounting for all financial resources except those required to be accounted for in another fund, where its use is restricted for a specified purpose. Other funds established by statute and under the control of the primary government are also presented.

The County Treasurer collects and remits material amounts of intergovernmental revenues and ad valorem tax revenue for other budgetary entities, including school districts, and cities and towns. The cash receipts and disbursements attributable to those other entities do not appear in funds on the County's financial statement; those funds play no part in the County's operations. Any trust or agency funds maintained by the County are not included in this presentation.

**B. Fund Accounting**

The County uses funds to report on receipts, disbursements, and changes in cash balances. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

During the fiscal year ended June 30, 2019, the County converted to a new chart of accounts; therefore, several fund names and descriptions changed. However, these changes do not reflect a change in the sources and uses of revenues over the prior fiscal year.

Following are descriptions of the county funds included as combining information within the financial statement:

County General Fund – accounts for the general operations of the government.

Highway Cash Fund – accounts for state, local, and miscellaneous receipts and disbursements for the purpose of constructing and maintaining county roads and bridges.

Highway TCR Fund – accounts for revenue from imposed fuel taxes, FEMA reimbursements, interest, and miscellaneous reimbursements. Disbursements are for maintenance, material, and equipment for county roads and highways.

Half Cent County Road Tax – accounts for revenues from special sales tax from the State of Oklahoma and interest. Disbursements are for the Okmulgee County road system.

**OKMULGEE COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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County Health – accounts for monies collected on behalf of the county health department from ad valorem taxes and state and local revenues.

Resale Property – accounts for collection of interest and penalties on delinquent taxes and disposition of sales as restricted by statute.

County Bridge and Road Infrastructure – accounts for revenues from state-imposed taxes, Oklahoma Department of Transportation, and interest. Disbursements are for road and bridge projects.

County Use Tax – accounts for sales tax charged to out-of-county vendors on in-county sales. Disbursements are for any legal expense of the County.

County Clerk Preservation – accounts for fees collected for instruments filed with the County Clerk as restricted by statute to be used for preservation of records.

Sheriff Service Fee – accounts for collection and disbursement of sheriff process service fees as restricted by statute.

Sheriff 1/4 Cent Sales Tax – accounts for revenues from special sales tax and disbursements are for lawful operations of the Sheriff's office.

County Building Authority Sales Tax Proceeds – accounts for the revenue from ½ cent county sales tax to be disbursed in accordance with the sales tax ballot.

Anna McBride Court Fund – accounts for contractual revenues from the state and fees and donations from individuals enrolled in the program. Disbursements are for personal services and maintenance and operation costs related to the operation of the program.

Family Treatment Court – accounts for contractual revenues from state and fees and donations from individuals enrolled in the program. Disbursements are for personal services and maintenance and operation costs related to the operation of the program.

Emergency Management – accounts for revenues from state and federal grants, and miscellaneous fees and disbursements are for personal services and maintenance operation.

County Clerk Lien Fee – accounts for lien collections and disbursements as restricted by statute.

Drug Court – accounts for contractual revenues from state and fees and donations from individuals enrolled in the program. Disbursements are for personal services and maintenance and operation costs related to the operation of the program.

Sheriff Consolidated Special – accounts for the consolidation of miscellaneous Sheriff funds.

**OKMULGEE COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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County Treasurer Certification Fee – accounts for the collection of fees by the County Treasurer for mortgage tax certificates and the disbursements of the funds as restricted by statute.

Sheriff DOC Cash – accounts for revenues from the state for the reimbursements of juvenile transports and disbursements are for maintenance and operation.

County Sinking – accounts for debt service receipts derived generally from a special ad valorem tax levy and from interest earned on investments of cash not immediately required for debt service payments.

Assessor Visual Inspection – accounts for the receipt and disbursement of funds by the Assessor as restricted by state statute for the visual inspection program.

Trash Cops Fund – accounts for the state trash cop grant and disbursed for the purpose of trash patrol.

DARE – accounts for revenues from donations and disbursements are for program operations.

Anti Gang – accounts for state grant revenues and disbursements are for program operations.

Sheriff Reserve Account – accounts for revenues from donations and disbursements are for equipment and for reserve program.

Assessor Revolving Fund – accounts for the collection of fees for copies and disbursements as restricted by state statute.

Community Development Block Grant-Rural Water District 7 – accounts for collections and disbursements of Community Development Block Grant monies used for rural water improvements in Rural Water District 7.

Community Development Block Grant-County Fairgrounds – accounts for collections and disbursements of Community Development Block Grant monies used for improvements to the county fairgrounds.

Community Development Block Grant-Rural Water District 5 – accounts for collections and disbursements of Community Development Block Grant monies used for rural water improvements in Rural Water District 5.

Emergency 911 – accounts for monies received from private telephone companies for the operations of emergency 911 services.

District Attorney JAG ARRA 2010 – accounts for federal grant money to be used by the County Sheriff for Justice Assistance Grant program as restricted by the grant requirements.

**OKMULGEE COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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Court Clerk Personal Service – accounts for funds deposited to be used for payroll for the Court Clerk’s office.

Industrial Development Sinking Fund – accounts for interest earned on revenues generated from the leasing of County lands.

Criminal Justice Authority – accounts for Rural Economic Action Plan (REAP) grant money received from the state and disbursed as restricted by the grant requirements.

Fire Department Sales Tax – accounts for revenues from a special county sales tax to be disbursed in accordance with the sales tax ballot.

Sheriff Oklahoma Attorney General Grant – accounts for revenue received from the Office of Attorney General Safe Oklahoma Grant. Disbursements are for prevention of violent crimes.

**C. Basis of Accounting**

The financial statement is prepared on a basis of accounting wherein amounts are recognized when received or disbursed. This basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred. This regulatory basis financial presentation is not a comprehensive measure of economic condition or changes therein.

Title 19 O.S. § 171 specifies the format and presentation for Oklahoma counties to present their financial statement in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) or on a regulatory basis. The County has elected to present their financial statement on a regulatory basis in conformity with Title 19 O.S. § 171. County governments (primary only) are required to present their financial statements on a fund basis format with, at a minimum, the general fund and all other county funds, which represent ten percent or greater of total county revenue with all other funds included in the audit presented in the aggregate in a combining statement. However, the County has elected to present all funds included in the audit in the Statement of Receipts, Disbursements, and Changes in Cash Balances—Regulatory Basis.

**D. Budget**

Under current Oklahoma Statutes, a general fund and a county health department fund are the only funds required to adopt a formal budget. On or before May 31 of each year, each officer or department head submits an estimate of needs (budget) to the governing body. The budget is approved for the respective fund by office, or department and object. Within weeks, the County Budget Board may approve changes of appropriations within the fund by office or department and object.

**OKMULGEE COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**E. Cash and Investments**

For the purposes of financial reporting, "Ending Cash Balances, June 30" includes cash and cash equivalents and investments as allowed by statutes. The County pools the cash of its various funds in maintaining its bank accounts. However, cash applicable to a particular fund is readily identifiable on the County's books. The balance in the pooled cash accounts is available to meet current operating requirements.

State statutes require financial institutions with which the County maintains funds to deposit collateral securities to secure the County's deposits. The amount of collateral securities to be pledged is established by the County Treasurer; this amount must be at least the amount of the deposit to be secured, less the amount insured (by, for example, the FDIC).

The County Treasurer has been authorized by the County's governing board to make investments. Allowable investments are outlined in statutes 62 O.S. § 348.1 and § 348.3.

All investments must be backed by the full faith and credit of the United States Government, the Oklahoma State Government, fully collateralized, or fully insured. All investments as classified by state statute are nonnegotiable certificates of deposit. Nonnegotiable certificates of deposit are not subject to interest rate risk or credit risk.

**2. Ad Valorem Tax**

The County's property tax is levied each October 1 on the assessed value listed as of January 1 of the same year for all real and personal property located in the County, except certain exempt property. Assessed values are established by the County Assessor within the prescribed guidelines established by the Oklahoma Tax Commission and the State Equalization Board. Title 68 O.S. § 2820.A. states, ". . . Each assessor shall thereafter maintain an active and systematic program of visual inspection on a continuous basis and shall establish an inspection schedule which will result in the individual visual inspection of all taxable property within the county at least once each four (4) years."

Taxes are due on November 1 following the levy date, although they may be paid in two equal installments. If the first half is paid prior to January 1, the second half is not delinquent until April 1. The County Treasurer, according to the law, shall give notice of delinquent taxes and special assessments by publication once a week for two consecutive weeks at any time after April 1, but prior to the end of September following the year the taxes were first due and payable. Unpaid real property taxes become a lien upon said property after the treasurer has perfected the lien by public notice.

Unpaid delinquent personal property taxes are usually published in May. If the taxes are not paid within 30 days from publication, they shall be placed on the personal tax lien docket.



**OKMULGEE COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**3. Other Information**

**A. Pension Plan**

Plan Description. The County contributes to the Oklahoma Public Employees Retirement Plan (the Plan), a cost-sharing, multiple-employer defined benefit pension plan administered by the Oklahoma Public Employees Retirement System (OPERS). Benefit provisions are established and amended by the Oklahoma Legislature. The Plan provides retirement, disability, and death benefits to Plan members and beneficiaries. Title 74, Sections 901 through 943, as amended, establishes the provisions of the Plan. OPERS issues a publicly available financial report that includes financial statements and supplementary information. That report may be obtained by writing OPERS, P.O. Box 53007, Oklahoma City, Oklahoma 73105 or by calling 1-800-733-9008.

Funding Policy. The contribution rates for each member category are established by the Oklahoma Legislature and are based on an actuarial calculation which is performed to determine the adequacy of contribution rates.

**B. Other Post Employment Benefits (OPEB)**

In addition to the pension benefits described in the Pension Plan note, OPERS provides post-retirement health care benefits of up to \$105 each for retirees who are members of an eligible group plan. These benefits are funded on a pay-as-you-go basis as part of the overall retirement benefit. OPEB expenditure and participant information is available for the state as a whole; however, information specific to the County is not available nor can it be reasonably estimated.

**C. Contingent Liabilities**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, primarily the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable fund. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time; although, the County expects such amounts, if any, to be immaterial.

As of the end of the fiscal year, there were no claims or judgments that would have a material adverse effect on the financial condition of the County; however, the outcome of any lawsuit would not be determinable.

**D. Sales Tax**

The voters of Okmulgee County approved a one-half of one percent (0.50%) sales tax on November 9, 1999. This sales tax was established solely to pay for acquiring, constructing, equipping, operating and maintaining new county jail facilities and parking facility for Okmulgee County and to pay the principal and interest on indebtedness incurred on behalf of the Okmulgee County Governmental Building Authority. One-fourth of one percent (0.25%) shall continue on a

**OKMULGEE COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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permanent basis and one-fourth (0.25%) shall expire and cease to be collected when aforesaid indebtedness of the Okmulgee County Governmental Building Authority is paid or December 31, 2019, whichever comes first. The funds are accounted for in the County Building Authority Sales Tax Proceeds fund.

On March 4, 2014, the voters of Okmulgee County approved a permanent extension of the Okmulgee County Governmental Building Authority's one-fourth of one percent (0.25%) sales tax that would have otherwise terminated no later than December 31, 2019. This sales tax was continued to pay for acquiring, constructing, equipping, operating and maintaining the County jail and parking facilities and to pay the principal of and interest on indebtedness incurred on behalf of the County by any public trust having the County as the beneficiary. The funds are accounted for in the County Building Authority Sales Tax Proceeds fund.

The voters of Okmulgee County approved a permanent one-half percent (0.50%) sales tax on December 14, 2010. This sales tax was established to provide revenue for the use and benefit of the Okmulgee County Road System. These funds are accounted for in the Half Cent County Road Tax fund.

The voters of Okmulgee County also approved a permanent one-fourth of one percent (0.25%) sales tax on December 14, 2010. This sales tax was established to provide revenue for the lawful duties and responsibilities of the County Sheriff's Office. These funds are accounted for in the Sheriff ¼ Cent Sales Tax fund.

The voters of Okmulgee County approved a permanent thirty-three and one third hundredths of one percent (.00333%) sales tax on April 3, 2018. This sales tax was established to provide revenue for the operations, equipment purchases, and capital outlay of fire departments located in Okmulgee County, Oklahoma. These funds are accounted for in the Fire Department Sales Tax fund.

**E. Tax Abatements**

The County is subject to ad valorem tax abatements granted by the State of Oklahoma in accordance with the Oklahoma Constitution, Article 10 Section 6B for qualifying manufacturing concern—ad valorem tax exemption.

Under this program, a five-year ad valorem tax exemption exempts all real and personal property that is necessary for the manufacturing of a product and facilities engaged in research and development which meet the requirements set by the Oklahoma Constitution and statutes. Under Title 68 O.S. § 2902, in exchange for the five-year exemption, qualifying manufacturing concerns must meet certain minimum investment requirements for construction, acquisition, or expansion of a manufacturing facility. In addition, there are general minimum payroll requirements that must be met and the qualifying manufacturing concern must offer basic health benefit plans to all full-time employees within 180 days of employment.

**OKMULGEE COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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The County had \$20,164 of ad valorem taxes abated under this program for the fiscal year ended June 30, 2019.

The State has an Ad Valorem Reimbursement Fund in accordance with Title 62 O.S. § 193 that is used to reimburse the County for the loss of revenue. Monies apportioned to this fund by the State also may be transferred to other state funds or otherwise expended as directed by the Legislature. In the event monies apportioned to the Fund are insufficient to pay all claims for reimbursement, claims for reimbursement for loss of revenue due to manufacturing exemptions of ad valorem taxes shall be paid first, and any remaining funds shall be distributed proportionally among the counties making claims for reimbursement for loss of revenue for school district exemptions.

**F. Interfund Transfers**

During the fiscal year, the County made the following transfers between cash funds:

- \$5,000 was transferred from Back Tax Collections to the County General Fund in error. These funds were then transferred out of the County General Fund to Back Tax Collections to correct the error.
- \$151 was transferred from the Anti Gang fund to the County General Fund to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214.
- \$66 was transferred from the District Attorney JAG ARRA 2010 fund to the County General Fund to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214.
- \$81,867 was transferred from the Resale Property fund to the County General Fund as authorized by 68 O.S. § 3137.
- \$11,856 was transferred from the County General Fund to the Okmulgee County Educational Authority fund (a trust and agency fund) to correct prior year apportionment errors from fiscal years 2013, 2014, and 2015.
- \$80,000 was transferred from the County General Fund to the Emergency 911 fund to account for a budgeted transfer.
- \$1,812 was transferred to Highway Cash Fund to correct a prior year payroll disbursement error that was corrected on the General Bank Account in the current year.
- \$913 was transferred from the Community Development Block Grant-Rural Water District 7 fund to the Community Development Block Grant-County Fairgrounds fund to correct a prior year apportionment error.
- \$6,653 was transferred from the Excess Resale Proceeds fund (a trust and agency fund) to the Resale Property fund to correct a fiscal year 2018 apportionment error.
- \$72,618 was transferred from the Excess Resale Proceeds fund (a trust and agency fund) to the Resale Property fund in accordance with 68 O.S. § 3131C.
- \$2,500 was transferred from the Criminal Justice Authority fund to the Emergency Management fund to correct a fiscal year 2008 apportionment error.
- \$170 was transferred from the Sheriff DOC Cash fund to the Sheriff Service Fee fund to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214.

**OKMULGEE COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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- \$68 was transferred from the DARE fund to the Sheriff Service Fee fund to establish a uniform system of bookkeeping in accordance with 74 O.S. § 214.
- \$330 was transferred from the Sheriff Reserve Account fund to the Sheriff Consolidated Special fund to correct a prior year apportionment error.

## **SUPPLEMENTARY INFORMATION**

**OKMULGEE COUNTY, OKLAHOMA**  
**COMPARATIVE SCHEDULE OF EXPENDITURES—BUDGET AND ACTUAL—**  
**BUDGETARY BASIS—GENERAL FUND**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

	General Fund		
	Budget	Actual	Variance
District Attorney - County	\$ 12,165	\$ 10,059	\$ 2,106
County Sheriff	159,082	158,273	809
County Treasurer	117,327	116,331	996
County Commissioners	214,144	207,719	6,425
County Commissioners O.S.U. Extension	81,989	81,927	62
County Clerk	213,646	208,764	4,882
Court Clerk	111,679	110,020	1,659
County Assessor	120,656	115,705	4,951
Revaluation of Real Property	311,733	291,237	20,496
General Government	1,346,175	1,058,638	287,537
Excise - Equalization Board	3,642	2,309	1,333
County Election Expense	95,526	92,883	2,643
County Purchasing Agent	32,975	32,719	256
Charity	2,000	250	1,750
Highway Budget	47,915	38,489	9,426
County Audit Budget Account	38,029	2,100	35,929
Free Fair Budget Account	30,001	29,966	35
Provisions for Interest	5,000	1,852	3,148
Total Expenditures, Budgetary Basis	<u>\$ 2,943,684</u>	<u>\$ 2,559,241</u>	<u>\$ 384,443</u>

**OKMUULGEE COUNTY, OKLAHOMA**  
**COMPARATIVE SCHEDULE OF EXPENDITURES—BUDGET AND ACTUAL—**  
**BUDGETARY BASIS— COUNTY HEALTH**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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	County Health		
	Budget	Actual	Variance
Health and Welfare	\$ 1,329,288	\$ 624,701	\$ 704,587
Total Expenditures, Budgetary Basis	<u>\$ 1,329,288</u>	<u>\$ 624,701</u>	<u>\$ 704,587</u>

**OKMULGEE COUNTY, OKLAHOMA  
NOTE TO SUPPLEMENTARY INFORMATION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**1. Budgetary Schedules**

The Comparative Schedules of Expenditures—Budget and Actual—Budgetary Basis for the General Fund and the County Health fund present comparisons of the legally adopted budget with actual data. The "actual" data, as presented in the comparison of budget and actual, will differ from the data as presented in the Statement of Receipts, Disbursements, and Changes in Cash Balances (with Combining Information) because of adopting certain aspects of the budgetary basis of accounting and the adjusting of encumbrances and outstanding warrants to their related budget year.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in these funds. At the end of the year unencumbered appropriations lapse.



## **INTERNAL CONTROL AND COMPLIANCE SECTION**



**Independent Auditor's Report on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements Performed in  
Accordance With *Government Auditing Standards***

TO THE OFFICERS OF  
OKMULGEE COUNTY, OKLAHOMA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the combined total—all funds of the accompanying Statement of Receipts, Disbursements, and Changes in Cash Balances (with Combining Information) of Okmulgee County, Oklahoma, as of and for the year ended June 30, 2019, and the related notes to the financial statement, which collectively comprises Okmulgee County's basic financial statement, prepared using accounting practices prescribed or permitted by Oklahoma state law, and have issued our report thereon dated March 23, 2021.

Our report included an adverse opinion on the financial statement because the statement is prepared using accounting practices prescribed or permitted by Oklahoma state law, which is a basis of accounting other than accounting principles generally accepted in the United States of America. However, our report also included our opinion that the financial statement does present fairly, in all material respects, the receipts, disbursements, and changes in cash balances – regulatory basis of the County for the year ended June 30, 2019, on the basis of accounting prescribed by Oklahoma state law, described in Note 1.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statement, we considered Okmulgee County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of Okmulgee County's internal control. Accordingly, we do not express an opinion on the effectiveness of Okmulgee County's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

We consider the deficiencies described in the accompanying schedule of findings and responses to be material weaknesses: 2019-001, 2019-002, 2019-004, 2019-006, 2019-007, and 2019-008.

A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and responses to be a significant deficiency: 2019-012.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Okmulgee County's financial statement is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2019-007.

We noted certain matters regarding statutory compliance that we reported to the management of Okmulgee County, which are included in Section 2 of the schedule of findings and responses contained in this report.

### **Okmulgee County's Response to Findings**

Okmulgee County's response to the findings identified in our audit are described in the accompanying schedule of findings and responses. Okmulgee County's response was not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on the response.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable 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.



CINDY BYRD, CPA  
OKLAHOMA STATE AUDITOR & INSPECTOR

March 23, 2021

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**SECTION 1—Findings related to the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards***

**Finding 2019-001 – Lack of County-Wide Internal Controls and Disaster Recovery Plans (Repeat Finding - 2015-001, 2016-001, 2017-001, 2018-001)**

**Condition:** When assessing the county-wide internal controls, the following weaknesses were noted:

- County-wide internal controls regarding Control Environment, Risk Assessment, Information and Communication and Monitoring have not been designed.
- The County Sheriff and the County Commissioner's Districts have not yet designed a Disaster Recovery Plan over information systems operating within each office.

**Cause of Condition:** Policies and procedures have not been designed and implemented to address county-wide internal controls and to ensure all county offices have a Disaster Recovery Plan.

**Effect of Condition:** Without an adequate system of county-wide internal controls, there is a greater risk of a breakdown in control activities which could result in unrecorded transactions, undetected errors, or misappropriation of funds. Further, the lack of a Disaster Recovery Plan could also result in the loss of data, the unreliability of data, and increase the risk that the County may not recover from an emergency and/or disaster in a timely manner.

**Recommendation:** The Oklahoma State Auditor and Inspector's Office (OSAI) recommends that the County design and implement a system of county-wide procedures to identify and address risks related to financial reporting and to ensure that information is communicated effectively. OSAI also recommends that the County design monitoring procedures to assess the quality of performance over time. These procedures should be written policies and procedures and could be included in the County's policies and procedures handbook.

OSAI further recommends all officials have a formal Disaster Recovery Plan for their office in order to maintain operations in the event of a disaster.

**Management Response:**

**Chairman of the Board of County Commissioners/District 2 County Commissioner:** Okmulgee County Budget Board will be more involved as a group to create a county-wide control system. In addition, we will design and implement a county-wide Disaster Recovery Plan and ensure each elected official designs and implements a Disaster Recovery Plan as well.

**District 1 County Commissioner:** I will work with the other County Officials to implement quarterly meetings to discuss and assess risks and with the other County Commissioners to prepare Disaster Recovery Plans.

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**District 3 County Commissioner:** County Commissioners, along with other office heads, will be working with Emergency Management to design and implement a county-wide Disaster Recovery Plan and ensure that each elected official implements a plan as well. Additionally, we will work to implement county-wide controls regarding Control Environment, Risk Assessment, Information and Communication, and Monitoring.

**County Clerk:** Okmulgee County Budget Board will be more involved as a group to create a county-wide control system, in lieu of each individual office.

**County Treasurer:** We will work on designing and implementing procedures over county-wide controls to identify and address risks regarding Control Environment, Risk Assessment, Information and Communication, and Monitoring.

**County Sheriff:** I will work with the other County Officials to implement quarterly meetings to discuss and assess risks. Additionally, we are in the process of preparing our Disaster Recovery Plan.

**County Assessor:** My plan for the future is to work with the County Commissioners and other County Officers to establish new policies and procedures for county-wide controls.

**Court Clerk:** I will discuss these issues with the proper officials and work with them to put a county-wide control plan in place.

**Criteria:** The United States Government Accountability Office's Standards for Internal Control in the Federal Government (2014 version) aided in guiding our assessments and conclusion. Although this publication (GAO Standards) addresses controls in the federal government, this criterion can be treated as best practices and may be applied as a framework for an internal control system for state, local, and quasi-governmental entities.

The GAO Standards – Section 1 – Fundamental Concepts of Internal Control – OV1.01 states in part:

*Definition of Internal Control*

Internal control is a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance that the objectives of an entity will be achieved.

Additionally, GAO Standards – Section 2 – Establishing an Effective Internal Control System – OV2.04 states in part:

*Components, Principles, and Attributes*

Control Environment - The foundation for an internal control system. It provides the discipline and structure to help an entity achieve its objectives.

Risk Assessment - Assesses the risks facing the entity as it seeks to achieve its objectives. This assessment provides the basis for developing appropriate risk responses.

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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Information and Communication - The quality information management and personnel communicate and use to support the internal control system.

Monitoring - Activities management establishes and operates to assess the quality of performance over time and promptly resolve the findings of audits and other reviews.

Further, an important aspect of internal controls is the safeguarding of assets which includes adequate Disaster Recovery Plans. Internal controls over safeguarding of assets constitute a process, affected by an entity's governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention in a county being unable to function in the event of a disaster.

According to the standards of the Information Systems Audit and Control Association (CobiT Delivery and Support 4), information services function management should ensure that a written Disaster Recovery Plan is documented and contains guidelines and instructions for the County to follow in the event of a disaster.

**Finding 2019-002 – Lack of Internal Controls Over Financial Statement Preparation, Notes to the Financial Statements and Required Supplemental Information (Repeat Finding - 2015-002, 2016-002)**

**Condition:** The County is responsible for preparing their annual financial statement, notes to the financial statements, and supplemental information. However, this required information was not submitted to and received by OSAI until May 19, 2020; eleven months after the fiscal year end.

Additionally, during the review and reconciliation of the financial statements, as initially prepared by the County, the following was noted:

- Apportionment errors of \$405,316 in the aggregate. These errors were due to:
  - \$309,306 in fund to fund disbursements.
  - \$80,000 in budgeted transfers receipted in and apportioned instead of being treated as a transfer.
  - \$16,010 in apportionment errors.
- Disbursement errors of \$573,999 in the aggregate. These errors were due to:
  - \$309,306 in fund to fund disbursements.
  - \$80,000 in budgeted transfers treated as disbursements instead of being treated as a transfer.
  - \$1,812 in disbursement errors classified as transfers.
  - \$182,881 in disbursements from the County Building Authority Sales Tax Proceeds fund that were not recorded as disbursements on the County's financial statement.
- Beginning fund balance errors of \$913 in the aggregate.
  - \$913 in fiscal year 2016 apportionment errors adjusted from the beginning balances instead of being treated as a transfer.

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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- Ending fund balance errors of \$200,479 in the aggregate.
  - \$5,000 was transferred into the County General Fund from Back Tax Collections without being apportioned.
  - \$11,856 in apportionment error being posted twice.
  - \$182,881 in disbursement from the County Building Authority Sales Tax Proceeds fund not being recorded on the County's financial statements.
  - \$742 in interest earned on the County Building Authority bank account apportioned in error to a County fund.

**Cause of Condition:** Policies and procedures have not been designed and implemented to ensure the County's financial statement, notes to the financial statement, and supplemental information are presented accurately and in a timely manner.

**Effect of Condition:** These conditions resulted in the cash balances, revenues, and disbursements being inaccurately reported on the County financial statement and the County's financial statements, notes to the financial statements, and supplemental information note being completed in a timely manner.

**Recommendation:** OSAI recommends the County design and implement policies and procedures to ensure the financial statement, notes to the financial statement, and supplemental information are prepared in a timely manner, reviewed for accuracy and completeness, and approved by management. OSAI also recommends the County present financial statements and applicable notes to the financial statements to OSAI in a timely manner.

**Management Response:**

**Chairman of the Board of County Commissioners:** I will work with the County Treasurer and County Clerk to design and implement policies and procedures to ensure the financial statement, notes to the financial statement, and supplemental information are prepared in a timely manner, are reviewed for accuracy and completeness, and are approved by management. Additionally, I will work with the other responsible parties to ensure the County presents financial statements and applicable notes to the financial statements to OSAI to review in a timely manner.

**County Clerk:** I will continue to work to design and implement policies and procedures to ensure the financial statement, notes to the financial statement, and supplemental information are prepared in a timely manner, are reviewed for accuracy and completeness, and are approved by management. Additionally, I will work with the other responsible parties to ensure the County presents financial statements and applicable notes to the financial statements to OSAI to review in a timely manner.

**County Treasurer:** I will work to implement policies and procedures to ensure the financial statement, notes to the financial statement, and supplemental information are all prepared in a timely manner, reviewed for accuracy and completeness, and approved by management.

**Criteria:** The County is required to present a financial statement for each fiscal year ended June 30. Title 19 O.S. § 171 states, in part, "Unless the county elects to prepare its financial statement in accordance with

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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Generally Accepted Accounting Principles as prescribed by the Governmental Accounting Standards Board, the county shall present their financial statements in a regulatory basis of accounting.”

The limitations of the auditor are described in the American Institute of Certified Public Accountants Clarified Statements on Auditing Standards AU-C § 210, which states, in part: “The concept of an independent audit requires that the auditor's role does not involve assuming management's responsibility for the preparation and fair presentation of the financial statements or assuming responsibility for the entity's related internal control and that the auditor has a reasonable expectation of obtaining the information necessary for the audit insofar as management is able to provide or procure it. Accordingly, the premise is fundamental to the conduct of an independent audit.”

**Finding 2019-004 – Lack of Internal Controls Over County Treasurer Operations – Cash Balances  
(Repeat Finding - 2015-009, 2016-009, 2017-005, 2018-005)**

**Condition:** Upon inquiry of the County Treasurer’s staff and observation of records, we noted the following:

- One person is responsible for posting to the General Ledger, reconciling the General Ledger to the daily reports, preparing and signing the monthly reports, and performing banks reconciliations.
- If the person responsible for the preparation of the monthly reports and bank reconciliations is unavailable, no one assumes these duties but rather these duties are not performed until said individual returns.

**Cause of Condition:** Policies and procedures have not been designed and implemented to separate key functions and processes among various employees in the office, to have levels of review over the processes performed, and to ensure accurate and proper accounting of funds.

**Effect of Condition:** These conditions 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 determine if duties can be properly segregated. In the event that segregation of duties is not possible due to limited personnel, OSAI recommends implementing compensating controls to mitigate the risk 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 approve accounting functions.

**Management Response:**

**County Treasurer:** The County Treasurer will make every effort to review, date, and initial as a reviewer on the items listed above on a regular basis. In addition, cross-training will be performed so that essential bookkeeping duties are not left undone when an employee is out of office.



**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**Criteria:** The GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

*Segregation of Duties*

Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets so that no one individual controls all key aspects of a transaction or event.

Additionally, Principle 10 - Segregation of Duties states:

10.12 – Management considers segregation of duties in designing control activity responsibilities so that incompatible duties are segregated and, where such segregation is not practical, designs alternative control activities to address the risk.

10.13 – Segregation of duties helps prevent fraud, waste, and abuse in the internal control system. Management considers the need to separate control activities related to authority, custody, and accounting of operations to achieve adequate segregation of duties. In particular, segregation of duties can address the risk of management override. Management override circumvents existing control activities and increases fraud risk. Management addresses this risk through segregation of duties but cannot absolutely prevent it because of the risk of collusion, where two or more employees act together to commit fraud.

10.14 - If segregation of duties is not practical within an operational process because of limited personnel or other factors, management designs alternative control activities to address the risk of fraud, waste, or abuse in the operational process.

**Finding 2019-006 – Lack of Internal Controls Over the Reconciliation of the Appropriation Ledger to the General Ledger (Repeat Finding - 2015-008, 2016-008, 2017-008, 2018-009)**

**Condition:** The County Clerk does not reconcile the appropriation ledger to the County Treasurer’s general ledger.

**Cause of Condition:** Policies and procedures have not been designed and implemented to ensure the reconciliation of the County Clerk’s appropriation ledger to the County Treasurer’s general ledger is performed on a monthly basis for all funds.

**Effect of Condition:** This condition could result in unrecorded transactions, misstated financial reports, undetected errors, and misappropriation of funds.

**Recommendation:** OSAI recommends the County Clerk reconciles the appropriation ledger to the County Treasurer’s general ledger on a monthly basis. The reconciliation should be reviewed and approved by

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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someone other than the preparer. All documentation to support the performance and review and approval of the reconciliation should be retained.

**Management Response:**

**County Clerk:** The County Clerk's office and Treasurer's office are now balancing the appropriation ledger every month to ensure accuracy.

**County Treasurer:** This office has been working with the County Clerk to balance the appropriation ledger to the general ledger and will continue to provide necessary information to the County Clerk.

**Criteria:** The GAO Standards - Principle 16 – Perform Monitoring Activities: 16.05 states in part:

*Internal Control System Monitoring*

Management performs ongoing monitoring of the design and operating effectiveness of the internal control system as part of the normal course of operations. Ongoing monitoring includes regular management and supervisory activities, comparisons, reconciliations and other routine actions.

**Finding 2019-007 – Lack of Internal Controls and Noncompliance Over Disbursement Process (Repeat Finding – 2000-001, 2001-001, 2015-011, 2016-011, 2017-009, 2018-010)**

**Condition:** Upon inquiry, observation, and review of the County's disbursement process, the following was noted:

- One person, the purchasing agent is responsible for generating and printing warrants, taking the warrants to the Treasurer to be registered, voiding warrants in the system, and using the County Clerk's signature stamp to sign warrants.
- County Clerk disbursement data was incomplete and lacked pay dates. There appears to be an issue with importing data between the County Treasurer and the County Clerk.
- The County expended \$1,450,361 in County funds without following proper expenditure procedures as outlined in 19 O.S. § 1505.
  - \$1,450,361 in sales tax collections were paid to the Okmulgee County Building Authority via bank transfer without issuing a purchase order and warrant.

The audit of fifty-two (52) out of seven thousand three hundred fifty (7,350) expenditures reflected the following:

- Two (2) expenditures totaling \$100 had no support documentation; therefore, we were unable to determine if the disbursement was charged to the proper fund and account, the disbursement was made for the appropriate amount, and if the disbursement was charged to the proper period.
- Four (4) expenditures totaling \$82,432 did not have a receiving report attached.
- Seven (7) expenditures totaling \$91,992 were not encumbered prior to the ordering or receiving goods or services.

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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Additionally, the County issued sixteen (16) purchase orders and warrants totaling \$227,439 between County funds. The purchase orders and warrants were issued to reimburse one county fund for another county fund's actual expenditures, transfers from one county fund to another, or correct apportionment errors.

**Cause of Condition:** Policies and procedures have not been designed and implemented to ensure:

- Key functions and processes over disbursements are properly segregated or have adequate levels of reviews over processes performed.
- The County is in compliance with state statutes regarding the disbursement process for all County funds.
- Purchase orders are not issued for the purpose of transferring funds or to correct errors.
- Expenditures are accurately reflected in the County's data.
- Signature stamps are safeguarded from unauthorized use.

**Effect of Condition:** These conditions resulted in noncompliance with state statute, unrecorded transactions, undetected errors, and inaccurate records and could have resulted in the misappropriation of funds.

**Recommendation:** OSAI recommends management be aware of these conditions and determine if duties can be properly segregated. 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 approve accounting functions.

OSAI also recommends the County implement a system of internal controls over the disbursement process. Such controls should include ensuring:

- Expenditures are made from the appropriate funds.
- Funds are encumbered prior to the receipt of goods and/or services.
- Expenditures are supported by adequate documentation.
- Purchase orders and warrants are issued in accordance with 19 O.S. § 1505.
- Expenditure data is complete and accurate.
- Signature stamps are safeguarded from unauthorized use and are only used by the official to whom it belongs.

**Management Response:**

**Chairman of the Board of County Commissioners/District 2 County Commissioner:** I will make the necessary adjustments and adhere to the state purchasing guidelines for all County funds. I will ensure, for all departments that fall under the authority of the BOCC, that purchase orders are encumbered prior to the receipt of goods and/or services, purchase orders are supported by adequate documentation, purchase orders and warrants are issued in accordance with 19 O.S. § 1505.

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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**District 1 County Commissioner:** I will ensure receiving reports are signed for all expenditures and continue to ensure encumbrances are completed before purchases are made. The sales tax expenditure process has been corrected by issuing a purchase order and warrant to disburse the funds. Additionally, I will continue to work closely with and monitor the fire departments sales tax expenditure process.

**District 3 County Commissioner:** I will work towards ensuring expenditures are supported by adequate documentation and are encumbered properly. We will work on not issuing warrants and purchase orders between funds.

**County Clerk:** I will work to segregate the purchasing duties by implementing compensating controls and no longer allow the use of my signature stamp by anyone but myself. Going forward, I will make the necessary adjustments and adhere to the state purchasing guidelines for all County funds. I will ensure that purchase orders are encumbered prior to the receipt of goods and/or services, purchase orders are supported by adequate documentation, purchase orders and warrants are issued in accordance with 19 O.S. § 1505. Additionally, I will work to ensure the accuracy of the County's financial data.

**Criteria:** The GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

*Segregation of Duties*

Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets so that no one individual controls all key aspects of a transaction or event.

Additionally, Principle 10 - Segregation of Duties states:

10.12 – Management considers segregation of duties in designing control activity responsibilities so that incompatible duties are segregated and, where such segregation is not practical, designs alternative control activities to address the risk.

10.13 – Segregation of duties helps prevent fraud, waste, and abuse in the internal control system. Management considers the need to separate control activities related to authority, custody, and accounting of operations to achieve adequate segregation of duties. In particular, segregation of duties can address the risk of management override. Management override circumvents existing control activities and increases fraud risk. Management addresses this risk through segregation of duties but cannot absolutely prevent it because of the risk of collusion, where two or more employees act together to commit fraud.

10.14 – If segregation of duties is not practical within an operational process because of limited personnel or other factors, management designs alternative control activities to address the risk of fraud, waste, or abuse in the operational process.

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
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Furthermore, Principle 13 – Use of Quality Information states in part:

*Relevant Data from Reliable Sources*

13.04 - Management obtains relevant data from reliable internal and external sources in a timely manner based on the identified information requirements. Relevant data have a logical connection with, or bearing upon, the identified information requirements. Reliable internal and external sources provide data that are reasonably free from error and bias and faithfully represent what they purport to represent. Management evaluates both internal and external sources of data for reliability. Sources of data can be operational, financial, or compliance related. Management obtains data on a timely basis so that they can be used for effective monitoring.

*Data Processed into Quality Information*

13.05 - Management processes the obtained data into quality information that supports the internal control system. This involves processing data into information and then evaluating the processed information so that it is quality information. Quality information meets the identified information requirements when relevant data from reliable sources are used. Quality information is appropriate, current, complete, accurate, accessible, and provided on a timely basis. Management considers these characteristics as well as the information processing objectives in evaluating processed information and makes revisions when necessary so that the information is quality information.

Section 2 – Establishing an Effective Internal Control System – OV2.23 states in part:

*Objectives of an Entity – Compliance Objectives*

Management conducts activities in accordance with applicable laws and regulations. As part of specifying compliance objectives, the entity determines which laws and regulations apply to the entity. Management is expected to set objectives that incorporate these requirements.

Effective internal controls require that management properly implement procedures to ensure that expenditures comply with 19 O.S. § 1505.

**Finding 2019-008 – Lack of Internal Controls and Segregation of Duties Over Payroll (Repeat Finding – 2011-001, 2012-001, 2015-012, 2016-012, 2017-010, 2018-011)**

**Condition:** Upon inquiry and observation of the County’s payroll process, we noted one employee is responsible for the following:

- Enrolling new hires.
- Reviewing payroll claims.
- Inputting payroll information into the system.
- Calculating withholdings.

**OKMULGEE COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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- Preparing withholding reports.
- Preparing, printing, and distributing payroll warrants.
- Signing payroll warrants with County Clerk's signature stamp.
- Maintaining warrant register.
- Removing terminated employees from payroll system.
- Maintaining personnel files.
- Reconciling direct deposit amounts back to payroll claims. Additionally, this individual is the direct contact for the bank regarding direct deposit issues.

Furthermore, the County Commissioners' signature stamps are under the physical control of the Board of County Commissioner's (BOCC) secretary in the courthouse. The BOCC's secretary utilizes the BOCC Chairman's signature stamp to endorse payroll warrants.

**Cause of Condition:** Policies and procedures have not been designed and implemented with regard to segregation of duties and/or compensating controls over the payroll process and the usage of the County Officers' signature stamps.

**Effect of Condition:** These conditions could result in unrecorded transaction, misstated financial records, undetected errors, or misappropriation of funds.

**Recommendation:** OSAI recommends that management be aware of these conditions and determine if duties can be properly segregated. 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 approve accounting functions.

The following key accounting functions of the payroll process should be adequately segregated:

- Enrolling new employees and maintaining personnel files,
- Reviewing time records and preparing payroll, and
- Distributing payroll warrants to individuals.

Further, OSAI recommends that signature stamps be used only by the official to whom it belongs.

**Management Response:**

**Chairman of the Board of County Commissioners/District 2 County Commissioner:** My signature stamp will now be under my physical control.

**District 1 County Commissioner:** My signature stamp will now be under my physical control.

**District 3 County Commissioner:** My signature stamp is now within my physical control and will only be used by me.

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**County Clerk:** I am now responsible for removing terminated employees from the payroll system. Additionally, I review and certify the payroll affidavit which includes the withholdings. The Treasurer's Office is the contact for any direct deposit issues. Lastly, my signature stamp is now under my physical control and will only be used by me.

**Criteria:** The GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

*Segregation of Duties*

Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets so that no one individual controls all key aspects of a transaction or event.

Additionally, Principle 10 - Segregation of Duties states:

10.12 – Management considers segregation of duties in designing control activity responsibilities so that incompatible duties are segregated and, where such segregation is not practical, designs alternative control activities to address the risk.

10.13 – Segregation of duties helps prevent fraud, waste, and abuse in the internal control system. Management considers the need to separate control activities related to authority, custody, and accounting of operations to achieve adequate segregation of duties. In particular, segregation of duties can address the risk of management override. Management override circumvents existing control activities and increases fraud risk. Management addresses this risk through segregation of duties but cannot absolutely prevent it because of the risk of collusion, where two or more employees act together to commit fraud.

10.14 – If segregation of duties is not practical within an operational process because of limited personnel or other factors, management designs alternative control activities to address the risk of fraud, waste, or abuse in the operational process.

**Finding 2019-012 – Lack of Internal Controls Over Sales Tax Apportionments**

**Condition:** Upon inquiry, observation, and review of the County Treasurer's sales tax collection and apportionment processes, the following was noted:

- The calculations of sales tax collections performed and apportioned by the County Treasurer are not reviewed or approved by someone other than the preparer.
- The apportionment calculations used by the County Treasurer in fiscal year 2019 were incorrect resulting in:
  - The County Treasurer apportioning a total of \$15,560 more than required by the November 9, 2009 permanent, one-fourth of one percent (0.25%) sales tax ballot and the March 4,

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- 2014 permanent, one-fourth of one percent (0.25%) sales tax ballot to the County Building Authority Sales Tax Proceeds fund.
- The County Treasurer apportioning a total of \$15,560 more than required by the December 14, 2010 unlimited life, one-half of one percent (0.50%) sales tax ballot to the Half Cent County Road Tax fund.
  - The County Treasurer apportioning a total of \$7,780 more than required by the December 14, 2010 unlimited life, one-fourth of one percent (0.25%) sales tax ballot to the Sheriff ¼ Cent Sales Tax fund.
  - The County Treasurer apportioning a total of \$38,900 less than required by the April 3, 2018 unlimited life, one third hundredths of one percent (.00333%) sales tax ballot to the Fire Department Sales Tax fund.

**Cause of Condition:** Policies and procedures have not been designed and implemented to ensure sales tax collections are apportioned in accordance with the sales tax ballots that govern them and are reviewed and approved for accuracy by someone other than the preparer.

**Effect of Condition:** These conditions resulted in undetected errors, and could result in unrecorded transactions, misstated financial reports, and 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. The most effective controls lie in management's overseeing of office operations and a periodic review of operations. OSAI recommends procedures be designed and implemented to review the calculation of the sales tax apportionment and appropriation to ensure collections are distributed in accordance with the sales tax ballot.

**Management Response:**

**County Treasurer:** The calculations that this office used to figure the new fire tax was found to be inaccurate according the State Auditor's Office. The error was found to be due to the rounding factor used. Originally the calculation was only carried out to two places after the decimal and needed to be carried out six to get to 100% total collections. The error has been corrected for the current Fiscal Year 2020-2021. The County Treasurer and the Chairman of the Board of County Commissioners is still waiting on the advice of our District Attorney on how to proceed with a plan of action to address the shortfall of the previous years (FY 2018-2019 & FY 2019-2020) collections.

**Auditor Response:** Error occurred because calculated percentages were rounded to a whole number.

**Criteria:** The GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

*Segregation of Duties*

Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions,



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and handling any related assets so that no one individual controls all key aspects of a transaction or event.

*Accurate and timely recording of transactions*

Transactions are promptly recorded to maintain their relevance and value to management in controlling operations and making decisions. This applies to the entire process or life cycle of a transaction or event from its initiation and authorization through its final classification in summary records. In addition, management designs control activities so that all transactions are completely and accurately recorded.

Additionally, Principle 10 - Segregation of Duties states:

10.12 – Management considers segregation of duties in designing control activity responsibilities so that incompatible duties are segregated and, where such segregation is not practical, designs alternative control activities to address the risk.

10.13 – Segregation of duties helps prevent fraud, waste, and abuse in the internal control system. Management considers the need to separate control activities related to authority, custody, and accounting of operations to achieve adequate segregation of duties. In particular, segregation of duties can address the risk of management override. Management override circumvents existing control activities and increases fraud risk. Management addresses this risk through segregation of duties but cannot absolutely prevent it because of the risk of collusion, where two or more employees act together to commit fraud.

10.14 – If segregation of duties is not practical within an operational process because of limited personnel or other factors, management designs alternative control activities to address the risk of fraud, waste, or abuse in the operational process.

Furthermore, Principle 13 - Use Quality Information – 13.05 states in part:

*Data Processed into Quality Information*

13.05 – Management processes the obtained data into quality information that supports the internal control system. This involves processing data into information and then evaluating the processed information so that it is quality information. Quality information meets the identified information requirements when relevant data from reliable sources are used. Quality information is appropriate, current, complete, accurate, accessible, and provided on a timely basis. Management considers these characteristics as well as the information processing objectives in evaluating processed information and makes revisions when necessary so that the information is quality information.

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**SECTION 2—**This section contains certain matters not required to be reported in accordance with *Government Auditing Standards*. However, we believe these matters are significant enough to bring to management’s attention. We recommend that management consider these matters and take appropriate corrective action.

**Finding 2019-005 – County Officials’ Salaries in Excess of Statutory Limits (Repeat Finding)**

**Condition:** During our review and recalculation of the Okmulgee County officers’ salaries, the following was noted:

- On May 29, 2013, the Board of County Commissioners approved a raise for all eight (8) elected officials to go into effect on July 1, 2013.
- The approved raise resulted in the County Officials receiving salary increases in excess of the maximum annual salary allowed by statute as noted:

<b>Fiscal Year</b>	<b>Maximum Annual Salary Allowed</b>	<b>Actual Annual Salary Received</b>	<b>Over/(Under) Payment Per Official</b>	<b>Total Overpayment for Year</b>
2013	\$54,300.00	\$52,447.44	(\$1,852.56)	\$ -
2014	\$54,300.00	\$62,500.08	\$8,200.08	\$ 65,600.64
2015	\$54,300.00	\$62,500.08	\$8,200.08	\$ 65,600.64
2016	\$54,400.00	\$62,500.08	\$8,100.08	\$ 64,800.64
2017	\$54,500.00	\$62,500.08	\$8,000.08	\$ 64,000.64
2018	\$54,800.00	\$62,500.08	\$7,700.08	\$ 61,600.64
2019	\$54,900.00	\$61,866.74	\$6,966.74	\$ 55,733.92
<b>Total Over Payment as of June 30, 2019</b>				<b>\$377,337.12</b>

- Per a review of the BOCC minutes, the Board of County Commissioners did not formally set the salaries for the elected County Officials from July 1, 2014 through June 10, 2019.

On June 10, 2019 the BOCC, in an open meeting, passed a resolution decreasing the annual salary of all eight County Officials to \$54,900 effective June 1, 2019.

**Cause of Condition:** Policies and procedures have not been designed and implemented to ensure County Officials’ salaries are calculated correctly, are within the amounts allowed by state statute, and are set by the BOCC annually.

**Effect of Condition:** These conditions resulted in noncompliance with state statutes and collectively, County Officials being overpaid \$377,337.12 as of June 30, 2019.

**Recommendation:** OSAI recommends that the BOCC set the salaries for County Officials every year by action of the Board in accordance with 19 O.S. §§ 180.74 and 180.75. OSAI also recommends the County

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design and implement policies and procedures to ensure County Officials' salaries are within the limitations as outlined by 19 O.S. §§ 180.71 – 180.83.

**Management Response:**

**District 1 County Commissioner:** Immediate action was taken upon notification of the salary calculation error. On June 10, 2019, the BOCC passed resolution 19-22 decreasing the annual salary for Okmulgee County Elected Officials to \$54,900. I will continue to work with the other elected officials to ensure calculations that determine the County Officials' salaries are correct and reviewed for accuracy, County Officials' salaries are within statutory limitations, and salaries for County Officials are set and approved by the BOCC each year.

**District 2 County Commissioner:** Immediate action was taken upon notification of the salary calculation error. On June 10, 2019, the BOCC passed resolution 19-22 decreasing the annual salary for Okmulgee County Elected Officials to \$54,900. I will continue to work with the other elected officials to ensure calculations that determine the County Officials' salaries are correct and reviewed for accuracy, County Officials' salaries are within statutory limitations, and salaries for County Officials are set and approved by the BOCC each year.

**District 3 County Commissioner:** Immediate action was taken upon notification of the salary calculation error. On June 10, 2019, the BOCC passed resolution 19-22 decreasing the annual salary for Okmulgee County Elected Officials to \$54,900. I will continue to work with the other elected officials to ensure calculations that determine the County Officials' salaries are correct and reviewed for accuracy, County Officials' salaries are within statutory limitations, and salaries for County Officials are set and approved by the BOCC each year.

**County Clerk:** Immediate action was taken upon notification of the salary calculation error. On June 10, 2019, the BOCC passed resolution 19-22 decreasing the annual salary for Okmulgee County Elected Officials to \$54,900. I will continue to work with the other elected officials to ensure calculations that determine the County Officials' salaries are correct and reviewed for accuracy, County Officials' salaries are within statutory limitations, and salaries for County Officials are set and approved by the BOCC each year.

**County Treasurer:** Immediate action was taken upon notification of the salary calculation error. On June 10, 2019, the BOCC passed resolution 19-22 decreasing the annual salary for Okmulgee County Elected Officials to \$54,900. I will continue to work with the other elected officials to ensure calculations that determine the County Officials' salaries are correct and reviewed for accuracy, County Officials' salaries are within statutory limitations, and salaries for County Officials are set and approved by the BOCC each year.

**County Assessor:** Immediate action was taken upon notification of the salary calculation error. On June 10, 2019, the BOCC passed resolution 19-22 decreasing the annual salary for Okmulgee County Elected Officials to \$54,900. I will continue to work with the other elected officials to ensure calculations that determine the County Officials' salaries are correct and reviewed for accuracy, County Officials' salaries

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are within statutory limitations, and salaries for County Officials are set and approved by the BOCC each year.

**County Sheriff:** Immediate action was taken upon notification of the salary calculation error. On June 10, 2019, the BOCC passed resolution 19-22 decreasing the annual salary for Okmulgee County Elected Officials to \$54,900. I will continue to work with the other elected officials to ensure calculations that determine the County Officials' salaries are correct and reviewed for accuracy, County Officials' salaries are within statutory limitations, and salaries for County Officials are set and approved by the BOCC each year.

**Court Clerk:** Immediate action was taken upon notification of the salary calculation error. On June 10, 2019, the BOCC passed resolution 19-22 decreasing the annual salary for Okmulgee County Elected Officials to \$54,900. I will continue to work with the other elected officials to ensure calculations that determine the County Officials' salaries are correct and reviewed for accuracy, County Officials' salaries are within statutory limitations, and salaries for County Officials are set and approved by the BOCC each year.

**Criteria:** Title 19 O.S. §§ 180.71 – 180.83 provides guidance for the calculation and setting of County Officials' salaries. Specifically, Title 19 O.S. §§ 180.74 and 180.75 defines the formula for the calculation of the minimum and maximum salary allowed for county officials.

**Finding 2019-009 – Lack of Internal Controls over Collection, Disbursement and Reporting and Reconciliation Processes –Court Clerk (Repeat Finding)**

**Condition:** Upon inquiry regarding the receipting, disbursement, and reporting and reconciliation processes over the Official Depository Fund, Court Fund and the Court Clerk Revolving Fund, the following weaknesses were noted:

**Official Depository:**

- Deposits are not reviewed for accuracy before they are taken to the Treasurer's office.
- One individual can receive collections and issue receipts; calculate amounts to be vouchered out; prepare, sign, and distribute official depository vouchers; post official depository vouchers to register; and reconcile official depository to the County Treasurer.

**Court Fund:**

- One individual can prepare, approve, and review Court Fund claims; prepare, sign, and distribute Court Fund vouchers; take Court Fund vouchers to Treasurer to be register and receive registered vouchers; post Court Fund disbursements to the claims calendar/voucher register; prepare the Court Fund monthly, quarterly, and yearly reports.
- The Court Clerk is relying on the County Treasurer to review the Court Fund reports for accuracy.

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Revolving Fund:

- The Revolving Fund quarterly reports are not reviewed by someone other than the preparer.

**Cause of Condition:** Policies and procedures have not been designed and implemented with regard to segregation of duties over all aspects of collection, disbursement, reporting, and reconciliation processes within the Court Clerk's office.

**Effect of Condition:** These conditions could result in unrecorded transactions, misappropriation of funds, or clerical errors that are not detected in a timely manner.

**Recommendation:** OSAI recommends management be aware of these conditions and determine if duties can be properly segregated. 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. Additionally, OSAI recommends all reconciliations be reviewed and approved by someone other than the preparer and documentation of the review and approval be retained.

**Management Response:**

**Court Clerk:** For the Official Depository, we will start having two people count money and verify amounts. Although one person has the ability to receipt, report, disburse, and reconcile, it very rarely happens. I will work to implement compensating controls to mitigate the risks involved where duties are concentrated due to the limited number of staff by separating key processes and critical functions of the office. Additionally, I am currently training my First Deputy to be able to use the Court Fund System and review Court Fund reports. Lastly, my First Deputy will also be trained to be able to review the Revolving Fund reports.

**Criteria:** The GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

*Segregation of Duties*

Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets so that no one individual controls all key aspects of a transaction or event.

Additionally, Principle 10 - Segregation of Duties states:

10.12 – Management considers segregation of duties in designing control activity responsibilities so that incompatible duties are segregated and, where such segregation is not practical, designs alternative control activities to address the risk.

10.13 – Segregation of duties helps prevent fraud, waste, and abuse in the internal control system. Management considers the need to separate control activities related to authority, custody, and accounting of operations to achieve adequate segregation of duties. In

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particular, segregation of duties can address the risk of management override. Management override circumvents existing control activities and increases fraud risk. Management addresses this risk through segregation of duties but cannot absolutely prevent it because of the risk of collusion, where two or more employees act together to commit fraud.

10.14 – If segregation of duties is not practical within an operational process because of limited personnel or other factors, management designs alternative control activities to address the risk of fraud, waste, or abuse in the operational process.

**Finding 2019-010 – Lack of Controls and Noncompliance Over Fixed Assets (Repeat Finding)**

**Condition:** Upon inquiry of County personnel, observation and review of fixed assets inventory records, we noted the following:

- The following offices do not file an inventory list with the County Clerk:
  - Court Clerk
  - County Treasurer
  - County Sheriff
  - County Assessor
  - Emergency Management
- County Sheriff's inventory only accounted for a listing of vehicles, radios, and laptops.
- An annual physical inventory count of fixed assets is not being performed in the following offices:
  - Court Clerk
  - County Treasurer
  - County Sheriff
  - County Assessor
  - Emergency Management
- The County Clerk's inventory list does not include asset numbers, original cost, detailed description, or serial number.
- District 2:
  - There is a lack of segregation of duties over fixed assets. One employee can perform the following duties:
    - Signs as a receiving agent when a new item is received.
    - Maintains the inventory records.
    - Performs annual inventory of fixed assets.

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The review of ten (10) fixed asset items with an original cost of \$500 or more from District 1 noted the following:

- The inventory list did not include the original cost for four (4) items, the year purchased for two (2) items, and adequate descriptions for four (4) items.
- Three (3) items were not recorded on the inventory list:
  - Coleman Powermate 4000 Generator, serial number 64930626,
  - STIHL Pole Saw, serial number 513986035, and
  - STIHL FS250R Weed eater, serial number 2846485.
- One (1) piece of rolling equipment, Gooseneck Trailer (GN30) with serial number 17XFG2927C1022533, was not clearly marked as county property on both sides.

The review of ten (10) fixed asset items with an original cost of \$500 or more from District 2 noted the following:

- One (1) piece of rolling equipment, Utility Trailer (TM101), was not clearly marked as county property on both sides.

Additionally, in fiscal year 2019, a new County sales tax was passed for the purpose of operations, equipment purchases, and capital outlay for the fire departments located in Okmulgee County. An inventory of any equipment purchased with County sales tax should be maintained and filed with the County Clerk and a physical count of all equipment should be performed annually. During testwork, it was noted that the following fire departments within Okmulgee County are being paid sales tax money, but are not providing annual inventory records to the County Clerk's office:

Beggs, Beggs Rural, Dewar, Grayson, Henryetta, Liberty, Morris, Mounds, Nuyaka, Okmulgee, Plainview, Preston, Schuler, Twin Hills, and Wilson.

**Cause of Condition:** Policies and procedures have not been designed and implemented regarding effective internal controls over the safeguarding of fixed asset inventory and to ensure compliance with state statutes.

**Effect of Condition:** These conditions resulted in noncompliance with state statutes. Opportunities for loss and misappropriation of county assets may be more likely to occur when the County does not have procedures in place to account for fixed assets.

**Recommendation:** OSAI recommends the County design policies and procedures to implement a system of internal controls over fixed assets to ensure compliance with state statutes. Additionally, OSAI recommends the duties of performing periodic inventories is segregated from the key functions of receiving duties and inventory control duties.

**Management Response:**

**District 1 County Commissioner:** I will continue to improve my fixed asset inventory listing to include all of District 1 assets and the necessary information for the identification of assets. Additionally, I will ensure that all rolling equipment is clearly marked as County property.

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**District 2 County Commissioner:** I will implement a system of internal controls over fixed assets to ensure compliance with state statutes. Additionally, I will segregate key functions of receiving and inventory control duties. Lastly, I will continue to work with the fire departments to ensure their inventory is compiled, performed annually, and filed with the County Clerk.

**County Clerk:** I will implement a system of internal controls over fixed assets to ensure compliance with state statutes.

**Court Clerk:** We are currently working on completing an inventory list for our office. Once our inventory is complete and accurate, I will file the listing with the County Clerk. Going forward an annual inventory count will be performed and filed with the County Clerk.

**County Treasurer:** The original office inventory is kept in the Treasurer's office but going forward will be performed annually and filed in the County Clerk's office.

**County Assessor:** I am in the process of updating inventory records and will file the new listing with the County Clerk and ensure yearly inventory is taken.

**County Sheriff:** I will adopt policies and procedures to implement a system of internal controls over fixed assets to ensure compliance with state statutes.

**Criteria:** GAO Standards – Section 2 – Establishing an Effective Internal Control System – OV2.24 states in part:

*Objectives of an Entity - Safeguarding of Assets*

Management designs an internal control system to provide reasonable assurance regarding prevention or prompt detection and correction of unauthorized acquisition, use, or disposition of an entity's assets.

Furthermore, GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

*Physical Control over Vulnerable Assets*

Management establishes physical control to secure and safeguard vulnerable assets. Examples include security for and limited access to assets such as cash, securities, inventories, and equipment that might be vulnerable to risk of loss or unauthorized use. Management periodically counts and compares such assets to control records."

*Segregation of Duties*

Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets so that no one individual controls all key aspects of a transaction or event.



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GAO Standards – Principle 10 – Design Control Activities– Segregation of Duties further states:

10.12 – Management considers segregation of duties in designing control activity responsibilities so that incompatible duties are segregated and, where such segregation is not practical, designs alternative control activities to address the risk.

10.13 – Segregation of duties helps prevent fraud, waste, and abuse in the internal control system. Management considers the need to separate control activities related to authority, custody, and accounting of operations to achieve adequate segregation of duties. In particular, segregation of duties can address the risk of management override. Management override circumvents existing control activities and increases fraud risk. Management addresses this risk through segregation of duties but cannot absolutely prevent it because of the risk of collusion, where two or more employees act together to commit fraud.

10.14 If segregation of duties is not practical within an operational process because of limited personnel or other factors, management designs alternative control activities to address the risk of fraud, waste, or abuse in the operational process.

Title 19 O.S. § 178.1 requires the board of county commissioners in each county of this state to take or cause to be taken, an annual inventory of all working tools, apparatus, machinery and equipment.

Title 19 O.S. § 178.3 requires the elected officials to create and maintain inventory records of their office and to file that with the County Clerk.

Title 19 O.S. § 1502(A)(1) requires a prescribed uniform identification system for all supplies, materials, and equipment of a county used for maintenance for roads and bridges.

Title 19 O.S. § 1502(B)(1) requires a prescribed uniform identification system for all supplies, materials, and equipment of a county not used in the construction and maintenance for roads and bridges.

Title 69 O.S. § 645 requires all county owned, rented, or leased road machinery or equipment be clearly and visibly marked “Property Of.”



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