

OKMULGEE COUNTY COURT CLERK

FOR THE YEAR ENDED
JUNE 30, 2007

STATUTORY REPORT



Oklahoma State Auditor
& Inspector

**LINDA BEAVER, COURT CLERK
OKMULGEE COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2007**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



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November 13, 2009

Linda Beaver, Court Clerk
Okmulgee County Courthouse
Okmulgee, Oklahoma 74447

Transmitted herewith is the statutory report for the Okmulgee County Court Clerk for the fiscal year ended June 30, 2007. This engagement was conducted in accordance with 20 O.S. § 1312. A report of this type is critical in nature; however, we do not intend to imply that there were not commendable features in the present accounting and operating procedures of the Court Clerk.

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

The Office of the State Auditor and Inspector is committed to serve the public interest by providing independent oversight and to issue reports that serve as a management tool to the State to ensure a government which is accountable to the people of the State of Oklahoma.

Sincerely,

A handwritten signature in blue ink that reads "Steve Burrage".

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

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INTRODUCTORY INFORMATION

The Court Clerk is elected by the qualified voters of the County for a term of four years. The primary responsibilities of the Court Clerk are to record, file and maintain the proceedings of the District Court, and perform other duties as directed by the District Court. Other duties and responsibilities of the Court Clerk are as follows: collecting all required Court fees, issuing warrants, orders, writs, subpoenas, passports and certain licenses, maintaining dockets and financial records for the various divisions of the Court, maintaining an appropriation ledger to control and monitor Court Fund expenditures, disbursing District Court funds in accordance with Court instructions and state statutes, and reviewing Court Fund claims for proper supporting documentation before bringing the claims and vouchers to the Court Fund Board for approval.

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Linda Beaver, Court Clerk
Okmulgee County Courthouse
Okmulgee, Oklahoma 74447

Dear Ms. Beaver:

We have performed procedures for fiscal year 2007 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2007 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- Test receipts issued to determine whether: (1) the correct fee was collected, and (2) the receipt was properly accounted for in the financial records.
- Test Court Fund vouchers to determine whether the expenditure: (1) was properly supported by a claim, invoice, and receiving documentation, (2) was properly approved, (3) was properly classified, and (4) did not exceed appropriations.
- Test Court Clerk Revolving Fund vouchers to determine whether the expenditure: (1) was properly supported by a claim, invoice, and receiving documentation, and (2) was properly approved.
- Test District Court vouchers to determine whether they were properly accounted for and test supporting documentation for disbursements to determine whether the disbursements were issued in accordance with Court instructions.
- Determine whether Court Fund activity and/or balances reconcile to the County Treasurer's records.
- Determine whether the Court Clerk Revolving activity and/or balances reconcile to the County Treasurer's records.
- Determine whether the District Court case balances reconcile to the County Treasurer's depository ledger.

All information included in the reconciliations, the Court Fund appropriation ledger, the Court Clerk Revolving Fund, the monthly reports, and the cash receipts journal is the representation of the Court Clerk.

Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Okmulgee County.

Based on the above reconciliations, tests, and procedures performed, the Court Clerk was collecting the correct fees and properly accounting for them; Court Fund vouchers were properly supported, approved, classified, and did not exceed appropriations; Court Clerk Revolving Fund expenditures were properly supported and approved; District Court vouchers were properly accounted for and issued in accordance with Court instructions; Court Fund activity, Court Clerk Revolving Fund financial records, and District Court case balances reconciled with the County Treasurer's records. With respect to segregation of duties and negative case balances, our findings are included in the accompanying schedule of findings and responses.

We have prepared detailed analysis of the Court Fund Account and of the Court Clerk Revolving Fund, which are presented following this report.

This report is intended for the information and use of the Okmulgee County Court Fund Board and the Administrative Office of the Courts. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Sincerely,



STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

October 30, 2009

**LINDA BEAVER, COURT CLERK
OKMULGEE COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2007**

Collections:

Court fund fines, fees, and forfeitures	\$	807,006
Interest earned on deposit		10,551
Cancelled vouchers, refunds		641
Total collections		818,198

Deductions:

Lump sum budget categories:

Juror expenses		19,485
Trial court attorneys		53,493
Mental health attorneys		1,757
Transcripts - preliminary and trial		6,445
General office supplies		18,174
Forms printing		6,716
Publications		92
Books for records and indexes		864
Postage and freight		7,780
Court reporter supplies		2,287
Gas, water and electricity		10,640
General telephone expense		6,267
Long-distance telephone expense		1,887
Other expenses		586
Total lump sum categories		136,473

Restricted budget categories:

Renovation and remodeling		1,606
Maintenance of court area		2,203
Furniture and fixtures		4,658
Equipment rentals		7,060
Maintenance of equipment		14,696
OCIS services		32,413
Photocopy equipment rental		3,000
Photocopy equipment maintenance		3,197
Part-time court clerk employees		264,972
Total restricted categories		333,805

**LINDA BEAVER, COURT CLERK
OKMULGEE COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2007**

Mandated categories:	
State judicial fund	<u>495,944</u>
Total mandated categories	<u>495,944</u>
Total deductions	<u>966,222</u>
Collections over (under) deductions	(148,024)
Beginning account balance July 1, 2006	<u>396,488</u>
Ending account balance June 30, 2007	<u><u>\$ 248,464</u></u>

**LINDA BEAVER, COURT CLERK
OKMLUGEE COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2007**

Collections:	
Court fund revolving fees	\$ 38,499
Total collections	<u>38,499</u>
Deductions:	
Court clerk revolving fund disbursements	<u>3,346</u>
Total deductions	<u>3,346</u>
Collections over (under) deductions	35,153
Beginning account balance July 1, 2006	<u>72,120</u>
Ending account balance June 30, 2007	<u><u>\$ 107,273</u></u>

**LINDA BEAVER, COURT CLERK
OKMULGEE COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2007**

Finding 2007-1 – Segregation of Duties

Criteria: Accountability and stewardship are overall goals in evaluating management's accounting of funds. To help ensure a proper accounting of funds, the duties of receiving, receipting, recording, depositing cash and checks, reconciliations, and transaction authorization should be segregated.

Condition: Based on inquiries of personnel and testwork performed, it was noted that receiving, receipting, recording, depositing cash and checks, reconciliations, and transaction authorization within the Court Clerk's office were not properly segregated to assure adequate internal control structure.

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

Recommendation: OSAI recommends management be aware of these conditions and realize that concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. The most effective controls lie in management's knowledge of office operations and a periodic review of operations.

Views of responsible officials and planned corrective actions: Management chose not to respond.

Finding 2007-2 – Case Balances

Criteria: Accountability and stewardship are overall goals in evaluating management's accounting of funds. To help ensure a proper accounting of funds, all case balances should agree to actual funds in the case and should never reflect a negative case load balance.

Condition: In comparing case balance reconciliation reports and case schedules, we noted 20 cases with negative case balances.

Effect: This condition could result in undetected errors as well as misappropriation of funds.

Recommendation: OSAI recommends all case load balances currently showing negative balances be resolved to properly reflect the actual case load balance.

Views of responsible officials and planned corrective actions: We have been working on fixing our negative balances in cases and think we have resolved this matter.



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