



OTTAWA COUNTY Sheriff Turnover

Statutory Audit

December 31, 2020



State Auditor & Inspector

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Cindy Byrd, CPA | State Auditor & Inspector 2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | www.sai.ok.gov

May 4, 2021

BOARD OF COUNTY COMMISSIONERS OTTAWA COUNTY COURTHOUSE MIAMI, OKLAHOMA 74354

Transmitted herewith is the Ottawa County Officer Turnover Statutory Report for December 31, 2020. The engagement was conducted in accordance with 19 O.S. § 171.

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

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

Sincerely,

Ndi Byrd

CINDY BYRD, CPA OKLAHOMA STATE AUDITOR & INSPECTOR





Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | www.sai.ok.gov

Board of County Commissioners Ottawa County Courthouse Miami, Oklahoma 74354

For the purpose of complying with 19 O.S. § 171, we have performed the following procedures for December 31, 2020:

- Verify that equipment items on hand agree with inventory records maintained per 19 O.S. § 178.1.
- Verify that the amount of total claims approved for the operation of said Office is not in excess of limitations imposed by 19 O.S. § 347.
- Verify that a monthly report of the Office is on file with the County Clerk per 19 O.S. § 684.
- Verify that the Officers' depository account balances reconcile with the County Treasurer's records and that undeposited cash reconciles to receipts.
- Verify that the Inmate Trust Ledgers are reconciled to the Bank Statement in accordance with 19 O.S. § 531.
- Verify that the Sheriff maintains an evidence locker log and that the entrance to the evidence locker is restricted. Document who has access (keys or combination) to the evidence locker.
- Verify that the Sheriff has entered all confiscated license plates into the Oklahoma Temporary Motorist Liability Plan system per 47 O.S. § 7-621 through 47 O.S. § 7-628.
- Verify that the Sheriff maintains a log of all county owned weapons and to whom they are issued.

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

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

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

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

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CINDY BYRD, CPA OKLAHOMA STATE AUDITOR & INSPECTOR

March 10, 2021

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SCHEDULE OF FINDINGS AND RESPONSES

Finding 2021-001 – Lack of Internal Controls and Noncompliance Over Fixed Assets

Condition: Upon inquiry of County personnel and observation of fixed assets and inventory records, we noted inventory records were not maintained in a manner that a current inventory of fixed assets could be audited. Additionally, on the records that were maintained and provided to the Oklahoma State Auditor & Inspector's Office (OSAI) the following issues were noted:

- There was no indication when the last physical inventory was taken.
- The inventory on file with the County Clerk is inaccurate, incomplete, and obsolete.
 - The ninety-eight (98) items listed on the inventory list appear to be no longer in use or on hand *(See Appendix A)*.
 - No items currently in use and on hand were included on the inventory list.
 - $\circ~$ Not all inventory items with an original cost of \$500 or more were included on the inventory list.
 - Identification information was insufficient. The list did not contain the purchase date, item description, original cost and serial numbers for each item listed.
- A log of County owned weapons and to whom they are assigned is not maintained.

Cause of Condition: The Board of County Commissioners (BOCC) and the County Sheriff have not designed and implemented policies and procedures to ensure compliance with state statutes regarding maintaining and properly identifying fixed assets.

Effect of Condition: These conditions resulted in noncompliance with state statutes. When fixed assets are not monitored and equipment is not properly marked with County identification numbers and "Property of", opportunities for loss and misuse may be more likely to occur.

Recommendation: OSAI recommends management design and implement internal controls to ensure compliance with 19 O.S. § 178.1, 19 O. S. § 178.2, and 69 O.S. § 645 by maintaining inventory records and marking assets with county identification numbers.

OSAI also recommends management implement policies and procedures to ensure compliance with 19 O.S. § 421 regarding the disposition of County property with an original cost exceeding \$500.

OSAI further recommends a log of County owned weapons with assignments be maintained.

Management Response:

Chairman of the Board of County Commissioners: The BOCC will design and implement internal controls to ensure the Sheriff's office is in compliance with Title 19 O.S. § 178.1, Title 19 O. S. § 178.2, and Title 69 O.S. § 645 by maintaining inventory records with sufficient information, filing the inventory

records with the County Clerk's office, and marking assets with county identification numbers. Additionally, the BOCC will design and implement internal controls to ensure the Sheriff's office complies with 19 O.S. § 421 when disposing of County owned property. Furthermore, we will work with the Sheriff's office to ensure a log of county owned weapons and assignments of those weapons is maintained.

Former County Sheriff: Chose not to respond.

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. An important aspect of internal controls is the safeguarding of assets. 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 or timely detection of unauthorized transactions and safeguarding assets from misappropriation.

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 2 – Establishing an Effective Internal Control System – OV2.24 states in part:

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.

- Title 19 O.S. § 178.1 states in part, "The board of county commissioners in each county of this state shall take, or cause to be taken, an inventory of all working tools, apparatus, machinery and equipment belonging to the county or leased or otherwise let to it or to any department thereof, other than that which is affixed to and made a part of lands and buildings, the cost of which as to each complete working unit thereof is more than Five Hundred Dollars (\$500.00), and therefore maintain or cause to be maintained a continuous inventory record thereof and of like tools, apparatus, machinery and equipment purchased, leased, or otherwise coming into custody of the county or of any office, board, department, commission or any either thereof, and the disposition thereof whether sold, exchanged, leased, or let where authorized by statute, junked, strayed or stolen, and annually thereafter, or oftener in the event of death, resignation or removal of an elective officer with a term, to verify or cause to be verified by count and report of the same as of the end of a term of office.."
- Title 19 O. S. § 178.2 states, "It shall be and is hereby made the duty of every county officer, board, commission, or department, and by record directive of the board of county commissioners may be made the duty of any employee of the board of county commissioners subject to

summary discharge and removal by the board, to conform in all respects and be amenable to all uniform resolutions adopted by their respective boards of county commissioners directing the taking, recording, maintaining and reporting inventories of properties in their respective custody in accordance with the provisions of this act. It shall be the duty and responsibility of each elected county official to create and maintain inventory records of said office. Such inventory shall be filed with the county clerk."

- Title 69 O.S. § 645 requires all county owned, rented, or leased road machinery or equipment be clearly and visibly marked "Property Of"...
- Title 19 O.S. § 421 states, "From and after the effective date of this act, each board of county commissioners of the several counties in the state shall within thirty (30) days after the disposition of any tools, apparatus, machinery, and equipment belonging to the county or leased or otherwise let to it or any department thereof, the original cost of which is more than Five Hundred Dollars (\$500.00), whether sold, exchanged, junked, leased or let where authorized by statute, shall enter, or cause to be entered, in the minutes of the proceedings of the board the fact of such disposition, including complete description of item, serial number, the date property was acquired, the name and address of the person or firm from whom property was acquired, the date of disposition, the name and address of the person or firm to whom property transferred, the price received therefor and the reason for disposition."

Finding 2021-003 – Lack of Internal Controls Over Inmate Trust Fund Checking Account

Condition: An examination of the two Inmate Trust Fund Checking Accounts reflected the following:

- Monthly bank reconciliations were not performed.
- Inmate Trust Fund collections are not deposited daily with the bank.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure the safeguarding of inmate funds held in trust at the County.

Effect of Condition: Without an adequate system of internal controls, there is greater risk of a breakdown in control activities which could result in unrecorded transactions, undetected errors, or misappropriation of funds.

Recommendation: OSAI recommends management take steps to ensure collections held in trust are deposited with the bank on a daily basis and bank reconciliations are performed on the Inmate Trust Fund Checking Account on a monthly basis. OSAI further recommends reconciliations be reviewed and approved by someone other than the preparer and documentation of the review be retained.

Management Response:

Chairman of the Board of County Commissioners: The BOCC will work with the Sheriff's office to design and implement policies and procedures to ensure monthly bank reconciliations are performed on the Inmate Trust Fund Checking Account, that the reconciliations are reviewed by someone other than the preparer, and that there is indication of the review. Furthermore, the BOCC will work with the Sheriff's office to ensure collections are deposited in the bank daily.

Former County Sheriff: Chose not to respond.

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.

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

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.

Finding 2021-004 – Lack of Internal Controls Over Bank Accounts and Accounting Systems Regarding a Change in Officials

Condition: An examination of the Inmate Trust Fund Checking Accounts and Accounting Systems reflected the following:

- The outgoing Sheriff, who was placed on administrative leave on December 21, 2020 and whose term ended December 31, 2020, and the Undersheriff, who resigned December 21, 2020, were both still listed as authorized check signers on the Ottawa County Inmate Trust bank accounts as of January 4, 2021.
- The outgoing Sheriff, who was placed on administrative leave on December 21, 2020 and whose term ended December 31, 2020, and the Undersheriff, who resigned December 21, 2020, were both still listed as authorized users on the phone card accounting system as of January 4, 2021.
- The outgoing Sheriff, who was placed on administrative leave on December 21, 2020 and whose term ended December 31, 2020, was listed as a current employee as of January 4, 2021.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure, that in the event an elected official leaves office or key personnel are terminated or resign, controls are in place to guarantee no unauthorized transactions may occur.

Effect of Condition: Without an adequate system of internal controls, there is greater risk of a breakdown in control activities which could result in unrecorded transactions, undetected errors, or misappropriation of funds.

Recommendation: OSAI recommends the County design and implement policies and procedures to ensure an outgoing official, and all other non-county employees, are removed as check signers from all County bank accounts and access to accounting systems have been revoked upon the completion of the officers term or the resignation or termination of employee. OSAI also recommends 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.

Management Response:

Chairman of the Board of County Commissioners: The BOCC will design and implement policies and procedures to ensure outgoing officials and key personnel are removed as authorized signers on all bank accounts and removed as authorized users from all accounting systems.

Former County Sheriff: Chose not to respond.

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.

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

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.

Appendix A

Inventory List								2020	
Ottawa County									
ID# District: B	Year	Make	Model	Serial#	Cost	<u>lni</u>	Date Inspected	Disp	
101.03		SAFE				-			
101.04		SAFE						_	
101.05		SAFE	1610	T672478					
101.06		SAFE	1610	R99273		-			
101.07		SAFE	SENTRY FIRE-PRO)	\$1,429.99	_		_	
110.06		TABLE	OF5221112232		\$600.00			_	
201.03		TYPEWRITER		6235114	\$810.00			_	
201.04		TYPEWRITER	6781024	11BVLZO	\$599.00			_	
209.02		AIR CONDITIONE		AS186T2K1SHJK02708	\$599.00			_	
213.02		COPIER	NP 6016	NDF09055	\$2,400.00	_			
213.03		COPIER	NP-4050	NCJ19814	\$6,795.00				
213.04		COPIER	AR-160	96503792	\$1,525.00				
213.06		COPIER	JXB33637	VKB05969	\$3,395.00				
232.03		PRINTER		2EU0124124	\$540.00				
233.01		LAPTOP COMPUT	1350PC	1600047527	\$2,069.00				
233.02		LAPTOP COMPUT	I CF-45RJ48JAM	S8GMTA02185	\$1,750.00				
233.03		LAPTOP COMPUT	CF-45RJ48JAM	S8KMAA03333	\$1,750.00				
233.04		LAPTOP COMPUT	TCF-45RJ48JAM	S8KMAA03176	\$1,750.00			_	
233.05		LAPTOP COMPUT	I CF-45RJ48JAM	S8KMAA03309	\$1,750.00			_	
233.06		LAPTOP COMPUT	1CF-45RJ48JAM	S8KMAA03351	\$1,750.00				
233.07		LAPTOP COMPUT	TCF-45RJ48JAM	S8JMAA02977	\$1,750.00				
233.08		LAPTOP COMPUT	1	9BMAA02863	\$1,750.00				
233.09		LAPTOP COMPUT	Π. I	9BMAA01145	\$1,750.00				
233.10		LAPTOP COMPUT	ï	9BMAA01065	\$1,750.00				
233.11		LAPTOP COMPUT	1	9BMAA03498	\$1,750.00				
233.12		LAPTOP COMPUT	1 CF47	9FMTA01559	\$2,495.00				
234.03		COMPUTER	PB650CD	N257017187	\$998.00			_	
234.04		COMPUTER	PB650CD	N257017156	\$998.00	_			
234.06		COMPUTER		9600002072	\$1,581.00				
234.07		COMPUTER		9600002076	\$1,974.00			_	
234.08		COMPUTER	DA-1565	BBK647A0024436	\$1,535.25				
234.09		COMPUTER	DA-1565VA	BDK 649D00037382121	\$1,535.25				
234.10		COMPUTER	DA-1565	BBK647A0024438	\$1,535.25				
234.11		COMPUTER	DA-1565VA	BDK649D0003724	\$1,535.25			_	
234.12		COMPUTER		914C9741636	\$2,738.55				
234.13		COMPUTER	GEMMA-45GM		\$3,500.00	-	·		
234.24		COMPUTER		99030067	\$1,380.00			_	
234.25		COMPUTER		99030068	\$4,530.00			_	

APPENDIX A

The Ottawa County Sheriff's Office is designated as District B in the software utilized by the Ottawa County Clerk to maintain inventory. This inventory listing was compiled from data received from the County Clerk's office based upon the data as submitted by the Sheriff's office. Some information may be abbreviated or condensed.

Inventory List

12/17/2020

			Ott	awa County				
ID# 234.27	Year	Make COMPUTER	Model	<u>Serial#</u> 003247891	<u>Cost</u> \$1,594.99	<u>lni</u>	Date Inspected	Disp
235.01		FAX MACHINE	CFX-L35001F	F3500UEF19258	\$1,000.00			
235.02		FAX MACHINE	L3500	F3500UEF40441	\$1,000.00			
240.01		PARTNERS IN CR		OCS205COA6HLCD1L4	\$50,500.00			
242.01		PAPER SHREDDE	320		\$649.99			
331.12	1989	AUTOMOBILE		1G1BL5176KR197255	\$7,000.00	_		
331.13	1986	AUTOMOBILE	LTD	2FABP43FHGX158791	\$3,650.00			
331.15	1987	AUTOMOBILE		2FABP72G3HX180018	\$3,600.00			_
331.16	1983	AUTOMOBILE	GRAND PRIX	IG2AK37H8D3249480	\$1,475.00			_
331.17	1979	AUTOMOBILE	IMPALA	1L6989S224873				_
331.31	1997	AUTOMOBILE	CROWN VIC	2FALP71W5VX123487	\$19,196.00	_		_
331.35	1995	AUTOMOBILE	CROWN VIC	2FALP71W2SX142526	\$12,500.00			_
331.37	1995	AUTOMOBILE	CROWN VIC	2FALP71W8SX172078		_		_
331.38	1994	AUTOMOBILE		2B5WB35Z6RK160269	\$9,950.00	_		_
331.47	1999	AUTOMOBILE	CHEROKEE	1J4FF68S7XL593957	\$11,500.00	_		-
331.48	1995	AUTOMOBILE	CHEVROLET	1G1B158PXSR113758	\$6,075.00			_
331.50	1999	AUTOMOBILE	FORD	2FAFP71W4XX137607	\$10,000.00			_
331.51	1999	AUTOMOBILE	DODGE	1B4HS28Y8XF578645	\$14,899.00			_
331.53	2000	AUTOMOBILE		2FAFP71W4YX146258	\$10,500.00			-
331.54		AUTOMOBILE		2FAFP71W0YX146242	\$10,500.00	_		_
331.55	1995	AUTOMOBILE		2FALP74W0SX201651	\$3,600.00	_		_
331.56	2001	AUTOMOBILE	CROWN VICTORIA	2FAFP71W91X160727	\$12,200.00			_
331.57	2002	AUTOMOBILE	CROWN VICTORIA	2FAFP71W02X108386	\$13,000.00	_		-
331.62	2003	AUTOMOBILE		2FAFP71W73X182101	\$13,000.00	_		_
331.63	2003	AUTOMOBILE		2FAFP71W93X206317	\$13,000.00			_
331.64	2003	AUTOMOBILE		2FAFP71W53X206329	\$13,000.00			_
331.65	2003	AUTOMOBILE		2FAFP71W03X190623	\$13,000.00			_
331.66	2005	AUTOMOBILE	F-150	1FTRX14W95F	\$17,926.00	_		_
348.01		TRAILER		472FB10135X035489	\$2,517.00			_
509.01		MEDICAL EXAM 1						-
601.05		REPEATER	PSC1438			_		_
602.06		SCANNER MONIT		70-05013				_
606.04		SHOT GUN		89522				_
606.05		SHOT GUN						_
606.06		SHOTGUN		113320		-		_
606.07		SEMI-AUTO PIST		208005		_		_
606.08		DOUBLE ACTION		006128				_
606.09		SEMI-AUTO PIST		72C58892				_

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Inventory List							12/17/2020		
Ottawa County									
ID# 606.10	Year	<u>Make</u> DOUBLE ACTION	Model	<u>Serial#</u> 9K68335	Cost	Ini Date I	nspected	Disp	
606.11		ACTION RIFLE	94					_	
606.12		SHOTGUN		69G14863					
606.13		SHOTGUN		MV16232F				_	
606.14		RIFLE		5832501				_	
606.15		RIFLE		29662				_	
606.16		SHOTGUN						_	
606.17		RIFLE		8040378				_	
606.18		RIFLE		25306688				_	
606.19		RIFLE		57492				_	
606.20		PISTOL		67446				_	
606.22		PISTOL		794958				_	
606.23		PISTOL							
606.24		REVOLVER		71592				_	
606.26		RIFLE		80175A				_	
606.27		SHOTGUN		A077S-1				_	
606.28		RIFLE	MOG50402	P843585	\$261.00			_	
610.01		THERMAL IMAG		250-001553				_	
611.01		CAMERA	SRT-201	1586113				_	
611.02		VIDEO CAMERA		30903779				_	
625.01	1992	REFRIDGERATOR	L.	G439635118	\$599.00			_	
636.01	2013	VACUUM		205577357	\$2,324.00			_	
				District: B Tot Grand Tot					

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