

**OTTAWA
COUNTY
TREASURER**

FEBRUARY 28, 2009



**STATUTORY
REPORT**



Oklahoma State Auditor
& Inspector

**BRENDA CONNER, COUNTY TREASURER
OTTAWA COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
FEBRUARY 28, 2009**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



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September 14, 2009

BOARD OF COUNTY COMMISSIONERS
OTTAWA COUNTY COURTHOUSE
MIAMI, OKLAHOMA 74355

Transmitted herewith is the Ottawa County Treasurer Statutory Report for February 28, 2009. The engagement was conducted in accordance with 74 O.S. § 212.

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

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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Brenda Conner, County Treasurer
Ottawa County Courthouse
Miami, Oklahoma 74355

Dear Ms. Conner:

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures for February 28, 2009:

- Review bank reconciliations, visually verify certificates of deposit, and confirm investments.
- Determine whether subsidiary records reconcile to the general ledger.
- Review pledged collateral securing deposits and invested funds.

All information included in the bank reconciliations, the investment ledger, the subsidiary ledgers, and the general ledger is the representation of the County Treasurer.

Our county treasurer statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any general-purpose financial statements of Ottawa County.

Based on the above reconciliations, visual verification, and confirmation procedures performed, the cash and investments of the County are supported by accounting and bank records and are adequately secured to prevent loss in the event of a bank failure. With respect to review and approval of bank reconciliations and segregation of duties, our findings are included in the accompanying schedule of findings and responses.

This report is intended for the information and use of the management of the County. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Sincerely,

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

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

September 10, 2009

**BRENDA CONNER, COUNTY TREASURER
OTTAWA COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
FEBRUARY 28, 2009**

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2009-1- 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 test work performed, it was noted that receiving, receipting, recording, depositing cash and checks, reconciliations, and transaction authorization within the Treasurer'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: Ottawa County Treasurer's Office is not staffed to be able to segregate duties.

2009-2 – Bank Reconciliations

Criteria: Accountability and stewardship are overall goals in evaluating management's accounting of funds. To help ensure a proper accounting of funds, all reconciliations performed between bank account balances and the County's general ledger balances should be approved by someone other than the preparer.

Condition: Based on test work performed, it appears reconciliations between the bank balances and the Treasurer's general ledger balances are not being approved by someone other than the preparer.

Effect: By failing to properly approve reconciliations for all accounts listed on the general ledger the risk of misstatement and misappropriation increases. As a result, misstatements or misappropriation of funds would not be detected in a timely manner.

Recommendation: OSAI recommends management take steps to ensure that all bank reconciliations be approved and reviewed by someone other than the preparer.

Views of responsible officials and planned corrective actions: Our office will sign off on all bank reconciliations.



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