



PAWNEE COUNTY

Financial Audit

For the fiscal year ended June 30, 2019

Cindy Byrd, CPA
State Auditor & Inspector

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

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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

December 21, 2021

TO THE CITIZENS OF
PAWNEE COUNTY, OKLAHOMA

Transmitted herewith is the audit of Pawnee 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".

CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR



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

Board of County Commissioners

District 1 – Charles Brown
District 2 – Jim McCormick
District 3 – Dale Carter

County Assessor

Melissa Waters

County Clerk

Kristie Moles

County Sheriff

Mike Waters

County Treasurer

Carrie Tatum

Court Clerk

Janet Dallas

District Attorney

Mike Fisher

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

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FINANCIAL SECTION

Independent Auditor's Report

TO THE OFFICERS OF
PAWNEE 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 Pawnee 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 Pawnee 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 Pawnee 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 Pawnee 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 November 15, 2021, on our consideration of Pawnee 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 Pawnee 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

November 15, 2021

REGULATORY BASIS FINANCIAL STATEMENT

PAWNEE 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	\$ 636,822	\$ 1,488,803	\$ 5,680	\$ -	\$ 1,366,612	\$ 764,693
Sales Tax	2,862,958	67,825	-	2,644,209	286,516	58
Courthouse Maintenance-ST	-	50	160,122	-	63,608	96,564
Emergency Management-ST	-	83	224,976	-	29,188	195,871
Extension-ST	-	48	149,128	-	50,985	98,191
Fair-ST	-	33	80,606	-	79,033	1,606
General Government-ST	-	1,796,223	606,853	-	1,167,223	1,235,853
Road and Bridges-ST	-	40	107,731	-	17,834	89,937
Jail-ST	145,046	204,749	24,696	-	124,396	250,095
Juvenile Detention-ST	-	39	90,304	-	2,600	87,743
Sheriff-ST	-	730	610,992	-	392,517	219,205
Rural Fire-ST	-	95	266,984	-	40,695	226,384
Senior Citizens-ST	-	15	33,795	-	18,020	15,790
Economic Development-ST	-	107	286,333	-	39,570	246,870
County Health	413,377	201,575	-	-	91,854	523,098
Highway Cash Fund	1,123,618	2,137,006	-	4,902	2,018,587	1,237,135
Sheriff Service Fee	389,558	139,795	416,746	-	426,318	519,781
Tribal Prisoner	370,363	54,516	-	416,746	8,133	-
County Bridge and Road Improvement	439,364	390,829	50,000	-	355,464	524,729
Resale Property	290,555	171,263	-	-	169,648	292,170
Wireless 911	21,737	-	11,698	21,193	12,242	-
County Sheriff Commissary	120,507	12,823	-	-	3,770	129,560
County Sheriff Training	299	-	-	-	-	299
County Clerk Lien Fee	109,415	4,808	-	-	26,716	87,507
County Treasurer Certification Fee	14,726	2,135	-	-	1,985	14,876
Lake Patrol OG&E	4,014	1	-	-	-	4,015
Lake Patrol COE	27,795	6,845	-	-	-	34,640
County Clerk Records Management and Preservation Fee	15,211	17,490	-	-	7,804	24,897
County Sheriff Asset and Forfeiture	71,180	9,597	-	-	-	80,777
County Assessor Visual Inspection	18,053	2,904	-	-	1,552	19,405
County Sheriff Courthouse Security	42,394	-	-	-	3,464	38,930
Use Tax-ST	267,304	115,514	22,377	20,688	27,600	356,907
LEPC Grant Hazards	15,425	1,000	-	-	-	16,425
911 Phone Fees	3,460	26,096	21,193	-	46,133	4,616
Highway Use Tax	45,031	-	-	-	14,561	30,470
Sheriff Community Service Sentencing Program	6,485	590	-	-	-	7,075
Court Clerk Payroll	109,147	140,320	-	-	170,807	78,660
Drug Task Force	399	-	-	399	-	-
Free Fair	12,060	9,121	-	-	15,891	5,290
County Donations	1,197	1,713	-	-	1,596	1,314
Combined Total - All County Funds	\$ 7,577,500	\$ 7,004,781	\$ 3,170,214	\$ 3,108,137	\$ 7,082,922	\$ 7,561,436

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

1. Summary of Significant Accounting Policies

A. Reporting Entity

Pawnee 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 change. 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.

Sales Tax – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Courthouse Maintenance-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Emergency Management-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

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

Extension-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Fair-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

General Government-ST accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Road and Bridges-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Jail-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Juvenile Detention-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Sheriff-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Rural Fire-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Senior Citizens-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

Economic Development-ST – accounts for the collection of sales tax revenue and the disbursement of funds, as restricted by the sales tax ballot.

County Health – accounts for revenues from ad valorem taxes, miscellaneous fees charged by the health department, and state and federal funds. Disbursements are for the operation of the county health department.

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

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

Tribal Prisoner – accounts for tribal prisoners' housing and travel expenses and disbursements are for lawful expenses of the Sheriff's office.

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

County Bridge and Road Improvement – accounts for the collections from the State of Oklahoma and disbursements are for road and bridge improvements.

Resale Property – accounts for revenue from interest and penalties on delinquent ad valorem taxes. Disbursements are to offset the expense of collecting delinquent ad valorem taxes.

Wireless 911 – accounts for monies received from the Central Oklahoma Economic Development District and disbursements are for operating the 911 wireless system.

County Sheriff Commissary – accounts for monies received from the commissary sales and disbursement of funds, as restricted by state statute.

County Sheriff Training – accounts for monies collected from a grant and disbursed for the training of Sheriff officers.

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

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

Lake Patrol OG&E – accounts for monies received from OG&E for the patrol of the property around Sooner Lake.

Lake Patrol COE – accounts for monies collected from the Corp of Engineers for the payment of a part-time patrol officer.

County Clerk Records Management and Preservation Fee – accounts for fees collected for instruments filed in the County Clerk's office, as restricted by state statute for preservation of records.

County Sheriff Asset and Forfeiture – accounts for monies received from the sale of asset seizures and disbursements are for drug enforcement expenses of the Sheriff's office.

County Assessor Visual Inspection – accounts for the collection of fees for copies, as restricted by state statute.

County Sheriff Courthouse Security – accounts for monies from Court Clerk fees paid to the Sheriff's office for courthouse security.

Use Tax-ST – accounts for revenues for the use tax funds collected by the Oklahoma Tax Commission and disbursements are for the general operation of the County.

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

LEPC Grant Hazards – accounts for monies received from the State of Oklahoma for the purchase of Emergency Management equipment.

911 Phone Fees – accounts for the collection of fees charged on cellular telephone bills for the County’s wireless emergency 911 system. Disbursements are for expenditures related to providing these services.

Highway Use Tax – accounts for use tax collections to be distributed equally between Districts 1, 2, and 3 for road and bridge projects per BOCC resolution.

Sheriff Community Service Sentencing Program – accounts for the collection of funding through the State Department of Corrections for administrative expenses and supervision of offenders.

Court Clerk Payroll – accounts for collections from the state to pay for Court Clerk employees’ salaries.

Drug Task Force – accounts for both collections and disbursement of funds set aside for law enforcement sting operations.

Free Fair – accounts for the collections of rental income and donations and disbursements are for the maintenance and operation of the Free Fair.

County Donations – accounts for donations to the County for specified projects, as restricted by resolutions approved by the BOCC.

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

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

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 the first Monday in July of each year, each officer or department head submits an estimate of needs to the governing body. The budget is approved for the respective fund by office, or department and object. The County Board of Commissioners may approve changes of appropriations within the fund by office or department and object. To increase or decrease the budget by fund requires approval by the County Excise Board.

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

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

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.

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

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

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

Sales Tax of October 13, 2009

The voters of Pawnee County approved a one percent (1%) sales tax on gross receipts of certain sales; providing that the purpose of such sales tax shall be solely to pay for acquiring, constructing, equipping, repairing, renovating, operating, and maintaining the County jail facilities for the County of Pawnee, Oklahoma and to support law enforcement within the County of Pawnee, Oklahoma; and to pay the principal of and interest on indebtedness incurred on behalf of said County by the Pawnee County Public Program Authority for such purposes; providing that the aforesaid sales tax shall be levied beginning January 1, 2010, and three-fourths of one percent (3/4%) sales tax shall cease to be collected when sufficient funds from said levy shall be deposited to retire such indebtedness or on January 1, 2030, whichever shall be earlier: and the remaining one-fourth of one percent (1/4%) shall be levied until repealed by a majority of the electors of Pawnee County. These funds are accounted for in the Jail-ST fund.

Sales Tax of July 9, 2013

The voters of Pawnee County approved a one (1) cent sales tax effective February 2014. The sales tax has a duration of five (5) years. The sales tax was established to provide revenue for the following: County Sheriff's office 30%; City and Rural Fire Protection 5% (equal shares between Basin, Blackburn, Cleveland, Jennings, Maramec, N48 Sunrise, Pawnee, Peninsula, Ralston, Terlton, Westport, and Skedee), County 911 2%; Senior Citizens Center 2%; County Juvenile Detention 1%; County Emergency Management 2%; County OSU Extension 5%; County Roads and Bridges 10%; County Free Fair 3%; County Buildings 8%; County Economic Development 4%; and County General 28%. These funds are accounted for in the Sales Tax fund.

Sales Tax of February 13, 2018

The voters of Pawnee County approved a one (1) cent sales tax effective February 2019. The sales tax has a duration of five (5) years. The sales tax was established to provide revenue for the following: County Sheriff's office 30%; City and Rural Fire Protection 5% (equal shares between Basin, Blackburn, Cleveland, Jennings, Maramec, N48 Sunrise, Pawnee, Peninsula, Ralston, Terlton, Westport, and Skedee), County 911 2%; Senior Citizens Center 2%; County Juvenile Detention 1%; County Emergency Management 2%; County OSU Extension 5%; County Roads

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

and Bridges 10%; County Free Fair 3%; County Buildings 8%; County Economic Development 4%; and County General 28%. These funds are accounted for in the General Government-ST fund.

E. Interfund Transfers

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

- To establish a uniform system of bookkeeping in accordance with 74 O.S. § 214, a total of \$2,617,824 was transferred from the Sales Tax fund to:
 - \$160,122 to Courthouse Maintenance-ST fund
 - \$224,976 to Emergency Management-ST fund
 - \$149,128 to Extension-ST fund
 - \$80,606 to Fair-ST fund
 - \$606,853 to General Government-ST fund
 - \$107,731 to Road & Bridges-ST fund
 - \$90,304 to Juvenile Detention-ST fund
 - \$610,992 to Sheriff-ST fund
 - \$266,984 to Rural Fire-ST fund
 - \$33,795 to Senior Citizen-ST fund
 - \$286,333 to Economic Development-ST fund
- To establish a uniform system of bookkeeping in accordance with 74 O.S. § 214, a total of \$416,746 was transferred from the Tribal Prisoner fund to the Sheriff Service Fee fund.
- To correct prior year apportionment errors, a total of \$26,385 was transferred from Sales Tax fund to:
 - \$22,377 to Use Tax-ST fund
 - \$4,008 to Jail-ST fund
- To correct prior year apportionment errors, a total of \$32,386 was transferred:
 - \$4,902 from Highway Cash Fund to Wireless 911 fund
 - \$6,796 from City 911 Phone Fees (a Trust and Agency Fund) to Wireless 911 fund
 - \$20,688 from Use Tax-ST fund to Jail-ST fund
- \$399 residual balance was transferred from Drug Task Force fund to the County General Fund as approved by a BOCC resolution to close the fund.
- \$5,280 residual balance was transferred from Individual Redemption fund (a Trust and Agency Fund) to the County General Fund as approved by a BOCC resolution to close the fund.
- \$21,193 residual balance was transferred from Wireless 911 fund to 911 Phone Fees fund as approved by a BOCC resolution to close the fund.

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

- \$50,000 was transferred from the Emergency and Transportation Revolving (ETR) fund (a Trust and Agency Fund) to County Bridge and Road Improvement fund as a loan for road and bridge projects in the County.

SUPPLEMENTARY INFORMATION

PAWNEE 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	\$ 10,000	\$ 10,000	\$ -
County Sheriff	364,750	331,112	33,638
County Treasurer	83,089	82,657	432
County Clerk	162,969	147,033	15,936
Court Clerk	82,787	82,608	179
County Assessor	82,915	82,093	822
Revaluation of Real Property	205,820	194,445	11,375
General Government	415,173	367,080	48,093
Excise-Equalization Board	5,000	2,294	2,706
County Election Board	64,658	64,222	436
Charity	3,000	500	2,500
County Audit Budget Account	27,054	-	27,054
Total Expenditures, Budgetary Basis	<u>\$ 1,507,215</u>	<u>\$ 1,364,044</u>	<u>\$ 143,171</u>

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

	County Health Budget		
	Budget	Actual	Variance
County Health Budget	\$ 582,023	\$ 106,690	\$ 475,333
Total Expenditures, Budgetary Basis	\$ 582,023	\$ 106,690	\$ 475,333

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

1. Budgetary Schedules

The Comparative Schedules of Expenditures—Budget and Actual—Budgetary Basis for the General Fund and the 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
PAWNEE 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 Pawnee County, Oklahoma, as of and for the year ended June 30, 2019, and the related notes to the financial statement, which collectively comprises Pawnee County's basic financial statement, prepared using accounting practices prescribed or permitted by Oklahoma state law, and have issued our report thereon dated November 15, 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 Pawnee 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 Pawnee County's internal control. Accordingly, we do not express an opinion on the effectiveness of Pawnee County's internal control.

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. 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.



Our consideration of internal control was for the limited purpose described in the first 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. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses that we consider to be material weaknesses: 2019-002 and 2019-003.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pawnee 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 matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2019-003.

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

Pawnee County's Response to Findings

Pawnee County's response to the findings identified in our audit are described in the accompanying schedule of findings and responses. Pawnee 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

November 15, 2021

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

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 2019-002 - Lack of Internal Controls Over the Financial Statement Presentation

Condition: The County has not designed and implemented internal controls to ensure the accurate presentation of the County's financial statement. During the review and reconciliation of the financial statement, as initially prepared by the County, we determined that cash receipts were overstated by \$672,277 and disbursements were overstated by \$603,147.

Additionally, the financial statement and notes to the related financial statement were not approved by the Board of County Commissioners.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure the County's financial statement is accurately prepared and timely presented as well as BOCC approval of the financial statement and notes to the financial statement.

Effect of Condition: This condition resulted in the County's original financial statement being materially misstated.

Recommendation: The Oklahoma State Auditor and Inspector's Office (OSAI) recommends the County design and implement policies and procedures to ensure the County's financial statement is accurately prepared and timely presented as well as BOCC approval of the financial statement and notes to the financial statement.

Management Response:

County Treasurer: We have designed and implemented internal controls to ensure the accurate presentation of the county financial statement. The financial statement and notes to the financial statement are now approved by the Board of County Commissioners. This was implemented after the prior year's audit.

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 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

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

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.”

The County’s management is responsible for establishing internal control procedures to prevent or detect misstatements in a timely manner. This includes preparation of the financial statements and accompanying notes to the financial statements in accordance with applicable accounting principles. Statement on Auditing Standards (SAS) No. 115 indicates that the County must have adequate knowledge and expertise to apply accounting principles to the financial statements or to review financial statements prepared on their behalf by others to ensure they are prepared in accordance with these principles. Professional audit standards preclude the external financial statement auditor from performing any part of management’s control activities or be a component of the internal controls over financial reporting as this would impair their independence.

Finding 2019-003 - Lack of Internal Controls and Noncompliance Over the Discrete Presentation of the Sales Tax Activity (Repeat Finding - 2017-003, 2018-003)

Condition: While gaining an understanding of internal controls and observation of the recordkeeping process of expending the county sales tax, the following was noted:

- Disbursements from the Sales Tax fund to the Pawnee County Public Program Authority did not follow the proper disbursement guidelines as outlined by state statute in the amount of \$818,643.
- All sales tax money was receipted into the proper sales tax fund. However, the funds are then disbursed from the General Government-ST fund or Sales Tax fund and apportioned to the County Use Tax and Jail Sales Tax funds. Thus, overstating apportionments and disbursements by \$320,029 on the financial statement.
- \$2,521 in non-sales tax revenue was receipted and apportioned to the Sales Tax fund and General Government-ST fund.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure compliance with state statutes 19 O.S. § 1505, 68 O.S. § 1370(E), 1370(I) and Attorney General (AG) Opinion 2014 OK AG 15.

Effect of Condition: These conditions resulted in noncompliance with state statutes and AG Opinion. Further these conditions resulted in misstated financial reports, and could result in unrecorded transactions, undetected errors, or misappropriation of funds.

Recommendation: OSAI recommends the County appropriate sales tax funds in accordance with the sales tax ballot into the appropriate funds to discretely present the revenue and expenditures. In addition, the sales tax should be expended in such a manner to provide assurance that expenditures are made in accordance to the purposes specified by the ballot and as outlined in state statutes 19 O.S. § 1505, 68 O.S. § 1370(E), 1370(I) and AG Opinion 2014 OK AG 15.

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

Management Response:

County Treasurer: This has been corrected and the money is now being receipted into the correct sales tax fund according to the new chart of accounts. All sales tax disbursements will follow the purchasing procedure and will be disbursed on a purchase order. This was changed per the Bond Attorney's request.

Criteria: The GAO Standards – Section 2 – Objectives of an Entity – OV2.23 states in part:

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.

Further, GAO Standards – Principle 6 – Defined Objectives and Risk Tolerances – 6.05 states:

Definitions of Objectives

Management considers external requirements and internal expectations when defining objectives to enable the design of internal control. Legislators, regulators, and standard-setting bodies set external requirements by establishing the laws, regulations, and standards with which the entity is required to comply. Management identifies, understands, and incorporates these requirements into the entity's objectives. Management sets internal expectations and requirements through the established standards of conduct, oversight structure, organizational structure, and expectations of competence as part of the control environment.

Title 19 O.S. § 1505 requires disbursements to be issued by purchase order approved by the BOCC.

Title 68 O.S. § 1370(E), states in part... “requires the sales tax collections to be deposited in the general revenue or sales tax revolving fund of the County and be used only for the purpose for which such sales tax was designated.”

Title 68 O.S. § 1370(I), states in part... “Each such revolving fund shall be designated for a particular purpose and shall consist of all monies generated by such sales tax which are designated for such purpose. Monies in such funds shall only be expended for the purposes specifically designated as required by this section. A county sales tax revolving fund shall be a continuing fund not subject to fiscal year limitations.”

Further, AG opinion 2014 OK AG 15 dated 10/31/2014 states:

“4. C. As the fiscal agent responsible for superintending the funds of Canadian County, the board of county commissioners is responsible to ensure that the sales tax proceeds are not intermingled and are used exclusively for the purpose expressed in the ballot measure and resolution. The board can direct that the funds be deposited in a dedicated revolving fund and not intermingled with other revenues. Okla. Const. art. X, § 19; 68 O.S. 2011, §

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

1370; 19 O.S. Supp. 2013, § 339; 19 O.S. 2011, § 345; Cavin v. Bd. of County Comm'rs, 1934 OK 245 11, 33 P.2d 477, 479.”

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

Finding 2019-006 - Lack of Internal Controls and Noncompliance Over the Inmate Trust Fund Checking Account and Sheriff Commissary Fund (Repeat Finding)

Condition: An audit of the Inmate Trust Fund Checking Account and Sheriff Commissary Fund reflected the following:

- One person is responsible for accessing and balancing the drop box, preparing deposit slips, taking deposits to the bank, maintaining the inmate records, issuing checks, signing checks, and performing bank reconciliations.
- Inmate ledgers are not reconciled to the bank statement.
- Deposits are not made daily.
- An annual commissary report was not filed with the Board of County Commissioners by January 15th of each year.
- There is no policy or procedure regarding unclaimed funds.
- Payments to vendors were paid from the Inmate Trust Fund Checking Account.

Cause of Condition: Policies and procedures have not been designed and implemented regarding the Inmate Trust Fund Checking Account and Sheriff Commissary Fund.

Effect of Condition: These conditions resulted in noncompliance with state statutes. Also, without proper accounting and safeguarding of the Inmate Trust Fund Checking Account, there is an increased risk of misappropriation of funds.

Recommendation: OSAI recommends the following:

- Key duties and responsibilities should be segregated among different individuals to reduce the risk of error or fraud. No one individual should have the ability to authorize transactions, have physical custody of assets, and record transactions.
- Inmate Trust Fund Checking Account monies should be maintained in a manner that reflects each inmate’s trust deposits, disbursements, and account balances. The total of inmate’s trust fund balances should be reconciled to the bank statements each month with someone other than the preparer reviewing it.
- All collections should be deposited daily.

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

- An annual report of commissary operations should be submitted to the Board of County Commissioners no later than January 15th of each year in accordance with state statute.
- Unclaimed inmate monies should follow unclaimed property in accordance with state statute.
- Expenditures are to be made from the Inmate Trust Fund Checking Account in accordance with Title 19 O.S. § 531A.

Management Response:

County Sheriff: While this has been a repeat finding, all prior years were under a previous administration. The Sheriff's office will put into place internal controls and segregation of duties and ensure the inmate ledger is reconciled to the bank statements. We will strive to make daily deposits and file the Commissary report by January 15th of each year. We will implement policies and procedures to ensure that expenditures are made in accordance with Title 19 and for all unclaimed funds such as sending the information to the District Attorney's office for review and suggestions.

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 transaction, 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.

The GAO Standards – 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.

**PAWNEE COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
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The GAO Standards – Principle 16 – Perform Monitoring Activities – 16.05 states:

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. Ongoing monitoring may include automated tools, which can increase objectivity and efficiency by electronically compiling evaluations of controls and transactions.

Title 19 O.S. § 180.43 D. states in part, “The sheriff shall file an annual report on any said commissary under his or her operation no later than January 15 of each year.”

Title 22 O.S. § 1325(F, H) prescribes the procedures for handling unclaimed property.

Title 19 O.S. § 531 A. states in part, “The county sheriff may establish a checking account, to be designated the “Inmate Trust Fund Checking Account.” The county sheriff shall deposit all monies collected from inmates incarcerated in the county jail into this checking account and may write checks to the Sheriff’s Commissary Account for purchases made by the inmate during his or her incarceration and to the inmate from unencumbered balances due the inmate upon his or her discharge.”



Cindy Byrd, CPA | State Auditor & Inspector

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