

PITTSBURG COUNTY COURT CLERK

FOR THE YEAR ENDED
JUNE 30, 2006

STATUTORY REPORT



Oklahoma State Auditor
& Inspector

**RANAE MOODY, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2006**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



2300 N. Lincoln Boulevard State Capitol, Room 100 Oklahoma City, OK 73105-4801 Phone (405) 521-3495 Fax (405) 521-3426 www.sai.ok.gov

November 7, 2008

Ranae Moody, Court Clerk
Pittsburg County Courthouse
McAlester, Oklahoma 74501

Transmitted herewith is the statutory report for the Pittsburg County, Court Clerk, for the fiscal year ended June 30, 2006. 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

A handwritten signature in blue ink that reads "Michelle R. Day".

MICHELLE R. DAY, ESQ.
DEPUTY 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.

STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
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Ranae Moody, Court Clerk
Pittsburg County Courthouse
McAlester, Oklahoma 74501

Dear Ms. Moody:

We have performed procedures for fiscal year 2006 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2006 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 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 Pittsburg 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 classified and did not exceed appropriations; Court Clerk Revolving Fund expenditures were properly supported; 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 the matter of segregation of duties, court fund vouchers being properly supported and approved, and court clerk revolving fund expenditures being approved, 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 Pittsburg 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



MICHELLE R. DAY, ESQ.
DEPUTY STATE AUDITOR & INSPECTOR

September 18, 2008

**RANAE MOODY, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2006**

Collections:

Court fund fines, fees, and forfeitures	\$ 1,094,574
Interest earned on deposit	17,525
Cancelled vouchers, refunds	534
Total collections	<u>1,112,633</u>

Deductions:

Lump sum budget categories:

Juror expenses	40,049
Trial court attorneys	37,972
Transcripts - preliminary & trial	4,241
Transcripts - appeals	3,505
OCIS computer training	3,919
General office supplies	15,073
Forms printing	5,082
Publications	1,168
Books for records and indexes	336
Postage and freight	16,900
Microfilm supplies	3,636
Court reporter supplies	2,965
Gas, water, electricity	12,028
General telephone expense	3,815
Long-distance telephone expense	1,433
Other expenses (robes, etc.)	1,514
Total lump sum categories	<u>153,636</u>

Restricted budget categories:

Maintenance of court area(s)	1,718
Security for court area(s)	12,150
Furniture and fixtures	2,950
Equipment purchases	1,582
Maintenance of equipment	33,495
OCIS services	38,670
Photocopy equipment maintenance	2,310
Part-time bailiffs	4,402
Part-time court clerk employees	263,889
Total restricted categories	<u>361,166</u>

**RANAE MOODY, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2006**

Mandated categories:	
Law library	9,082
State judicial fund	<u>592,147</u>
Total mandated categories	<u>601,229</u>
Total deductions	<u>1,116,031</u>
Collections over (under) deductions	(3,398)
Beginning account balance	<u>430,210</u>
Ending account balance	<u><u>\$ 426,812</u></u>

**RANAE MOODY, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2006**

Collections:	
Court fund revolving fees	<u>\$ 81,181</u>
Total collections	<u>81,181</u>
Deductions:	
Court fund disbursements	<u>53,692</u>
Total deductions	<u>53,692</u>
Collections over (under) deductions	27,489
Beginning account balance	<u>199,019</u>
Ending account balance	<u><u>\$ 226,508</u></u>

**RANAE MOODY, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2006**

Finding 2006-1—Segregation of Duties (Repeat Finding)

Criteria: Segregation of duties over asset custody, transaction authorization, bookkeeping, and reconciliation are important elements of effective internal control over government assets and resources.

Condition: It was noted that asset custody, transaction authorization, bookkeeping, and reconciliations were not properly segregated to assure adequate internal control structure.

Effect: This condition could result in unrecorded transactions, misstated financial reports, undetected errors, or misappropriation of assets.

Recommendation: OSAI recommends management be aware of this condition 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: We concur with the State Auditor's findings. Management does have knowledge of office operations and will perform a periodic review of these operations.

Finding 2006-2—Court Fund Claims (Repeat Finding)

Criteria: Title 20 O.S. § 1304 states that payment of court fund expense "...May be made after the claim is approved by the district judge who is a member of the governing board of the court fund and either the local court clerk or the local associate district judge who is a member of the governing board." Also, effective internal controls include the preparation of claims in a complete and accurate manner and that invoices be compared to claims and receiving documentation prior to payment of the claims.

Condition: For the Court Fund claims tested, the following exceptions were noted:

- Eight claims were not properly authorized.
- Seven vouchers were issued without claims or any supporting documentation.

Effect: This condition could result in improper expenditures.

Recommendation: OSAI recommends that expenditures of the court fund be properly approved and have supporting documentation.

Views of responsible officials and planned corrective actions: We concur with the State Auditor's findings. (Condition listed above was during a prior administration.) However, we will work to ensure that claims are properly authorized in accordance with state statutes.

**RANAE MOODY, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2006**

Finding 2006-3—Revolving Fund Claims (Repeat Finding)

Criteria: Title 19 O.S. § 220.A states in part, “All monies accruing to the credit of the fund are hereby appropriated and shall be expended by the court clerk for the lawful operation of the court clerk’s office. Claims against the fund shall include only expenses incurred for the operation of the court clerk’s office in each county, and payment may be made after the claim is approved by the court clerk and either the district or the associate district judge of that county. The monies shall be reported quarterly to the Administrator of the Courts....”

Condition: For the revolving fund claims tested, the following was noted:

- Twelve claims were not properly authorized by the majority of the court board.

Effect: This condition could result in improper expenditures.

Recommendation: OSAI recommends that all claims have the signatures of the majority of the court board.

Views of responsible officials and planned corrective actions: We concur with the State Auditor’s findings. (Condition listed above was during a prior administration.) However, we will work to ensure that claims are properly authorized in accordance with state statutes.



**OFFICE OF THE STATE AUDITOR AND INSPECTOR
2300 N. LINCOLN BOULEVARD, ROOM 100
OKLAHOMA CITY, OK 73105-4896**

WWW.SAI.STATE.OK.US