

**PITTSBURG
COUNTY
COURT CLERK**

FOR THE YEAR ENDED
JUNE 30, 2008

**STATUTORY
REPORT**



Oklahoma State Auditor
& Inspector

**CINDY ELLER, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2008**

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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

January 15, 2009

Cindy Eller, Court Clerk
Pittsburg County, Oklahoma 74501

Transmitted herewith is the statutory report for the Pittsburg County, Court Clerk, for the fiscal year ended June 30, 2008. This engagement was conducted in accordance with 20 O.S. §1312. A report of this type is critical in nature; however, we do not intend to imply that there were not commendable features in the present accounting and operating procedures of the Court Clerk.

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

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

Sincerely,

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

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

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INTRODUCTORY INFORMATION

The Court Clerk is elected by the qualified voters of the County for a term of four years.

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

STATE AUDITOR AND INSPECTOR

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Cindy Eller, Court Clerk
Pittsburg County Courthouse
McAlester, Oklahoma 74501

Dear Ms. Eller:

We have performed procedures for fiscal year 2008 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2008 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

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

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

Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of 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 approved, classified, and did not exceed appropriations; Court Clerk Revolving Fund expenditures were properly supported and approved; District Court vouchers were properly accounted for and issued in accordance with Court instructions; Court Fund activity, Court Clerk Revolving Fund financial records, and District Court case balances reconciled with the County Treasurer's records. With respect to the matters of segregation of duties and court fund vouchers being properly supported, 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

December 30, 2008

**CINDY ELLER, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2008**

Collections:

Court fund fines, fees, and forfeitures	\$ 1,367,093
Interest earned on deposits	15,892
Cancelled vouchers	1,373
Total collections	1,384,358

Deductions:

Lump sum budget categories:

Juror expenses	41,446
Witness expenses	5,250
Defense witness expenses	9,522
Trial court attorneys	41,807
Appeals attorneys	1,522
Transcripts-preliminary and trial	4,345
Transcripts-appeals	6,969
General office supplies	18,241
Forms printing	6,504
Publications	1,487
Books for records, indexes	8,584
Postage and freight	17,216
Microfilm supplies	1,442
Court reporter supplies	1,966
Gas, water, and electricity	12,100
General telephone expenses	4,400
Long-distance telephone expense	2,393
Other expenses	1,190
Total lump sum categories	186,384

Restricted budget categories:

Maintenance of court area(s)	1,800
Security for court area(s)	12,000
Furniture and fixtures	260
Equipment purchases	4,895
Maintenance of equipment	33,859
Photocopy equipment rentals	18,567
Photocopy equipment maintenance	1,869
OCIS services	37,521
Part-time bailiffs	5,796
Part-time court employees	320,129
Total restricted categories	436,696

**CINDY ELLER, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2008**

Mandated budget categories:	
Law library	18,000
State judicial fund	<u>614,054</u>
Total mandated categories	<u>632,054</u>
Total deductions	<u>1,255,134</u>
Collections over (under) deductions	129,224
Beginning account balance July 1, 2007	<u>449,696</u>
Ending account balance June 30, 2008	<u>\$ 578,920</u>

**CINDY ELLER, COURT CLERK
PITTBURG COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2008**

Collections:	
Court fund revolving fees	\$ 95,826
Total collections	<u>95,826</u>
Deductions:	
Court fund revolving fund disbursements	<u>72,221</u>
Total deductions	<u>72,221</u>
Collections over (under) deductions	23,605
Beginning account balance	<u>264,382</u>
Ending account balance	<u>\$ 287,987</u>

**CINDY ELLER, COURT CLERK
PITTSBURG COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2008**

Finding 2008-1 – Segregation of Duties (Repeat Finding)

Criteria: Segregation of duties over asset custody, transaction authorization, bookkeeping, and reconciliations 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, 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 2008-2 – Court Fund Vouchers

Criteria: Effective internal controls include reviewing claims and invoices prior to payment and ensuring vouchers for payment agree to all supporting documentation.

Condition: The amount of court fund voucher #1387 did not match the invoice or the claim. The voucher amount was \$37.50 and the claim and the invoice were for \$150.00.

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

Recommendation: OSAI recommends more emphasis be placed on reviewing and approving claims for payment.

Views of responsible officials and planned corrective actions: We concur with the State Auditor's findings. Management will implement procedures to reconcile voucher amounts to claims and invoices prior to issuing vouchers to claimants.



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