



Agreed-Upon Procedures Report

Oklahoma Real Estate Commission

July 1, 2005 Through
December 31, 2006



Office of the Oklahoma State Auditor and Inspector
Jeff A. McMahan, CFE

OKLAHOMA REAL ESTATE COMMISSION

Agreed-upon Procedures Report

**For the Period
July 1, 2005 through December 31, 2006**



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

Jeff A. McMahan
State Auditor and Inspector

May 11, 2007

TO THE OKLAHOMA REAL ESTATE COMMISSION

Transmitted herewith is the agreed-upon procedures report for the Oklahoma Real Estate Commission. The Office of the State Auditor and Inspector is committed to serving the public interest by providing independent oversight and by issuing reports that serve as a management tool to the State. Our goal is to ensure a government that is accountable to the people of the State of Oklahoma.

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

Sincerely,

A handwritten signature in blue ink, reading "Jeff A. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

Mission Statement

The mission of the Oklahoma Real Estate Commission is to safeguard the public interest and provide quality services by assisting and providing resources; encouraging and requiring high standards of knowledge and ethical practices of licensees; investigating and sanctioning licensed activities; and through the prosecution of any unlicensed person who violates the Oklahoma License Code and Rules.

Commission Members

Charles Barnes	Chair
Randall Saunier	Vice-Chair
Mike Cassidy	Broker Member
Pete Galbraith	Broker Member
John Mosley.....	Broker Member
Stephen Sherman	Lay Member
Martin VanMeter	Broker Member

Key Staff

Anne M. Woody	Executive Director
Lynetta Roberts	Executive Assistant
Marc Spain.....	Data Processing
Connie Miller.....	Education & Licensing Program Director
Diane Foote	Supervisor
Lisa Hays	Business Manager
Sherry Kueffler.....	Chief Investigator



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

Jeff A. McMahan
State Auditor and Inspector

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

We have performed the procedures enumerated below, which were agreed to by management of the Oklahoma Real Estate Commission, solely to assist you in evaluating your internal controls over the receipt and disbursement process, and in determining whether selected receipts and disbursements are supported by underlying records for the period July 1, 2005 through December 31, 2006. This agreed-upon procedures engagement was conducted in accordance with standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

1. We compared the Oklahoma Real Estate Commission internal controls over receipts and disbursements with the following criteria:
 - Accounting duties were segregated by functions into those who initiate or authorize transactions; those who execute transactions; and those who have responsibility for the asset, liability, expenditure, or revenue resulting from the transaction;
 - Receipts were issued for cash and/or checks received;
 - Incoming checks were restrictively endorsed upon receipt;
 - Receipts not deposited daily were safeguarded;
 - Voided receipts were retained;
 - 10% of the gross fees charged, collected and received were deposited to the State's General Revenue Fund;
 - Receipts and disbursements were reconciled to Office of State Treasurer and Office of State Finance records;
 - Disbursements were supported by an original invoice;
 - Timesheets were prepared by employees and approved by supervisory personnel.

There were no findings as a result of applying the procedures.

2. We randomly selected 20 deposits and:
 - Compared the Treasurer's deposit date to agency deposit slip date to determine if dates were within one working day. Examined receipts to determine if they were pre-numbered and issued in numerical order;
 - Agreed cash/check composition of deposits to the receipts issued;
 - Agreed the total receipts issued to the deposit slip;

- Inspected agency receipts to determine whether receipts of \$100 or more were deposited on the same banking day as received;
- Inspected agency receipts to determine whether receipts of less than \$100 were deposited on the next business day when accumulated receipts equaled \$100 or after five business days, whichever occurred first;
- Inspected agency receipts to determine whether receipts were safeguarded;
- Compared the fund type to which the deposit was posted in CORE to the CAFR fund type listing for consistency;
- Compared the nature of the deposit to the account code description to determine consistency.

We observed 20 deposits between July 1, 2005 and December 31, 2006 and were unable to determine the actual business day the payments were received by the agency. The agency does safeguard funds in a safe between the time of receipt and the time of deposit. However, according to 62 O.S. § 7.1C1, receipts of One Hundred Dollars (\$100) or more shall be deposited on the same banking day as received. Therefore, we recommend the agency implement procedures of tracking the date payments are received by the agency to ensure compliance with 62 O.S. § 7.1C1.

Management response: Normally, OREC deposits funds received on the day of receipt, with the exception of funds received late in the day. OREC is in the process of developing a logging system for all incoming funds to accommodate the concern expressed from the State Auditor's office as noted above.

With respect to the other procedures applied, there were no findings.

3. We recalculated the required percentage/amount to be deposited to the State's General Revenue Fund and agreed it to the amount transferred to the General Revenue Fund.

There were no findings as a result of applying the procedures.

4. We randomly selected 60 vouchers and:
 - Compared the voucher amount and payee to the invoice amount and payee;
 - Compared the voucher amount and payee to the CORE system;
 - Compared the fund type to which the disbursement was charged in CORE to the CAFR fund type listing for consistency;
 - Compared the nature of the purchase to the account code description to determine consistency.

There were no findings as a result of applying the procedures.

5. We compared salaries set by statute, if any, to the actual salary paid to determine the statutory limit was not exceeded.

There were no findings as a result of applying the procedures.

6. We randomly selected one (1) employee who appeared on the December 31, 2006 payroll but not on the July 1, 2005 payroll and observed the initial "Request for Personnel Action" (OPM-14) or equivalent form to determine it was signed by the appointing authority.

There were no findings as a result of applying the procedures.

7. We randomly selected one (1) employee who appeared on the July 1, 2005 payroll but not on the December 31, 2006 payroll and:

- Observed the final “Request for Personnel Action” (OPM-14) or equivalent form to determine it was signed by the appointing authority;
- Observed the main payroll funding sheet for the month subsequent to termination to determine employee no longer appeared.

There were no findings as a result of applying the procedures.

8. We randomly selected one (1) employee whose gross salary at December 31, 2006 had increased since July 1, 2005 (excluding legislative pay raises) and observed the “Request for Personnel Action” (OPM-14) or equivalent form to determine it was signed by the appointing authority.

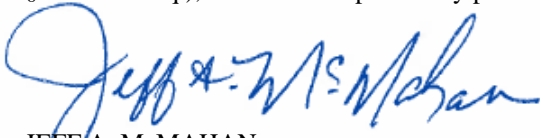
There were no findings as a result of applying the procedures.

9. We randomly selected one (1) employee from the December 31, 2006 payroll and agreed the amount paid to the “Request for Personnel Action” (OPM-14) or equivalent form that was in effect for December 31, 2006.

There were no findings as a result of applying the procedures.

We were not engaged to, and did not, conduct an examination or a review, the objective of which would be the expression of an opinion or limited assurance on the cash, receipts, and disbursements for the agency. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of the Commission 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.



JEFF A. McMAHAN
State Auditor and Inspector

May 2, 2007



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