

STATUTORY REPORT

SEMINOLE COUNTY COMMISSIONER DISTRICT 1 TURNOVER

December 29, 2010



*Independently serving the citizens of
Oklahoma by promoting the
accountability and fiscal integrity of
governmental funds.*



Oklahoma State
Auditor & Inspector
Gary A. Jones, CPA, CFE

**COUNTY OFFICER TURNOVER STATUTORY REPORT
TED EBERLE
SEMINOLE COUNTY COMMISSIONER
DISTRICT 1
DECEMBER 29, 2010**

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Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

March 15, 2011

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY COURTHOUSE
WEWOKA, OKLAHOMA 74884

Transmitted herewith is the Seminole County Officer Turnover Statutory Report for December 29, 2010. The engagement was conducted in accordance with 19 O.S. § 171.

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 "Gary A. Jones".

GARY A. JONES, CPA, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR



Oklahoma State Auditor & Inspector

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Ted Eberle, Seminole County Commissioner
District 1
Seminole County Courthouse
Wewoka, Oklahoma 74884

For the purpose of complying with 19 O.S. § 171, we have performed the following procedures for December 29, 2010:

- Verify that equipment items on hand agree with inventory records as per 19 O.S. § 178.1.
- Verify that the amount of total claims approved for the operation of said Office is not in excess of limitations imposed by 19 O.S. § 347.
- Verify that consumable items on hand agree with consumable inventory records maintained per 19 O.S. § 1502.
- Verify that machinery and equipment acquisitions, dispositions, and expenditures are in accordance with 19 O.S. § 333.

Information addressed in this report is the representation of the respective county officers.

Our county officer turnover engagement was limited to the statutory procedures described above and was less in scope than an examination or audit performed in accordance with auditing standards generally accepted in the United States of America, the objective of which would be the expression of an opinion. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Based on our procedures performed, equipment items on hand agreed with inventory records; the amount of total claims approved for the operation of said Office was not in excess of limitations; and machinery and equipment acquisitions, dispositions, and expenditures were in accordance with the statutory requirements. With respect to consumable items on hand agreeing with consumable inventory records, our finding is presented in the accompanying schedule of findings and responses.

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

A handwritten signature in blue ink, appearing to read "Gary A. Jones". The signature is fluid and cursive, with the first name "Gary" and the last name "Jones" clearly distinguishable.

GARY A. JONES, CPA, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR

January 28, 2011

**COUNTY OFFICER TURNOVER STATUTORY REPORT
TED EBERLE
SEMINOLE COUNTY COMMISSIONER
DISTRICT 1
DECEMBER 29, 2010**

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2011-1 –Consumables

Criteria: An important aspect of internal controls is the safeguarding of assets. Internal controls over safeguarding of assets constitute a process, affected by an entity's governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the entity's consumable inventory and safeguard consumable inventory from loss, damage, or misappropriation.

Title 19 O.S. § 1502B states:

The board of county commissioners shall:

1. Prescribe a uniform identification system for all supplies, materials and equipment of a county not used in the construction and maintenance of roads and bridges; and
2. Create and administer an inventory system for all:
 - a. equipment of a county having an original cost of Five Hundred Dollars (\$500.00) or more and not used in the construction and maintenance of roads and bridges, and
 - b. supplies and materials of a county purchased in lots of Five Hundred Dollars (\$500.00) or more and not used in the construction and maintenance of roads and bridges.

The board of county commissioners may designate an employee of that office to administer such inventory system.

Condition: Discrepancies were noted when comparing District Barn consumable records to the physical counts. District 1 maintains fuel logs for Diesel and Unleaded fuel, but the logs do not have a balance that can be reconciled to the actual fuel on hand.

<u>Item</u>	<u>Variance Long (Short)</u>	<u>Details</u>
Fuel	667.42 gallons	Diesel
Fuel	38.79 gallons	Gasoline
2/8 Tubing	748 feet	Used pipe

Effect: Consumable inventory items were not accurately accounted for and the County's consumable inventory items may not be safeguarded.

Recommendation: OSAI recommends that the County Commissioners investigate the discrepancies between the consumable records and the physical inventory of consumable items and make appropriate adjustments. OSAI recommends that consumable inventory cards be created and maintained for all consumable inventory items.



OFFICE OF THE STATE AUDITOR AND INSPECTOR

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