

**SHARON POST, COURT CLERK
SEMINOLE COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2004**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

August 8, 2005

Sharon Post, Court Clerk
Seminole County, Oklahoma

Transmitted herewith is the statutory report for the Seminole County, Court Clerk, for the fiscal year ended June 30, 2004. 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 black ink that reads "Jeff A. McMahon".

JEFF A. McMAHAN
State Auditor and 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 OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

Sharon Post, Court Clerk
Seminole County Courthouse
Wewoka, Oklahoma 74884

Dear Ms. Post:

We have performed procedures for fiscal year 2004 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2004 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- We tested Court Fund vouchers issued 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.
- We tested Court Clerk Revolving Fund vouchers issued to determine whether the expenditure: (1) was properly supported by a claim, invoice, and receiving documentation, and (2) was properly approved.
- We tested District Court vouchers to determine they were properly accounted for and we looked at supporting documentation for disbursements to determine they were issued in accordance with Court instructions.
- We reconciled the Court Fund activity and/or balances to the County Treasurer's records.
- We reconciled the Court Clerk Revolving activity and/or balances to the County Treasurer's records.
- We reconciled the District Court case balances to the County Treasurer's depository ledger.
- We tested receipts issued to determine whether: (1) the correct fee was collected, and (2) the receipt was properly accounted for in the financial records.

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.

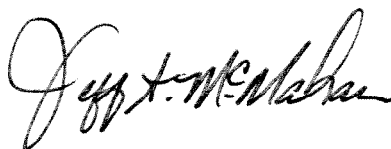
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Seminole County.

Based on the above reconciliations, tests, and procedures performed; the Court Clerk is collecting the correct fees and properly accounting for them; Court Fund vouchers were properly supported, 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 matter of segregation of duties, our finding is included in the schedule of findings and recommendations.

We have prepared a 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 Seminole 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,

A handwritten signature in black ink, appearing to read "Jeff A. McMahán". The signature is written in a cursive, flowing style.

JEFF A. McMAHAN
State Auditor and Inspector

June 28, 2005

**SHARON POST, COURT CLERK
SEMINOLE COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2004**

| | |
|---|----------------|
| Collections: | |
| Court fund fines, fees, and forfeitures | \$ 571,365 |
| Cancelled vouchers | 103 |
| Interest earned on deposit | 212 |
| Total collections | <u>571,680</u> |
| Deductions: | |
| Lump sum budget categories: | |
| Juror expenses | 32,860 |
| Indigent defense witness expense | 163 |
| Trial court attorneys | 44,805 |
| Mental health hearings | 16,342 |
| Guardians ad litem fees | 813 |
| Transcripts-preliminary and trial | 2,650 |
| Transcripts-appeals | 4,977 |
| Out of state - sheriff fees | 1,344 |
| General office supplies | 8,883 |
| Forms printing | 2,723 |
| Postage and freight | 6,890 |
| Court reporter supplies | 1,889 |
| Gas, water, and electricity | 20,000 |
| General telephone expense | 11,277 |
| Long-distance telephone expenses | 425 |
| Other expenses | 535 |
| Total lump sum categories | <u>156,576</u> |
| Restricted budget categories: | |
| Maintenance of court area(s) | 3,812 |
| Security for court area(s) | 28,192 |
| Furniture and fixtures | 475 |
| Equipment rentals | 15,018 |
| Maintenance of equipment | 26,293 |
| O.C.I.S. services | 32,016 |
| Photocopy equipment rental | 13,295 |
| Photocopy equipment maintenance | 3,146 |
| Part-time bailiffs | 6,217 |
| Part-time court employees | 196,351 |
| Total restricted categories | <u>324,815</u> |

**SHARON POST, COURT CLERK
SEMINOLE COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2004**

| | |
|--|-------------------------|
| Mandated budget categories: | |
| Law library | 7,000 |
| State judicial fund | 84,629 |
| Total mandated categories | <u>91,629</u> |
| | |
| Total deductions | <u>573,020</u> |
| | |
| Collections over (under) deductions | (1,340) |
| | |
| Beginning account balance July 1, 2003 | <u>21,352</u> |
| | |
| Ending account balance June 30, 2004 | <u><u>\$ 20,012</u></u> |

**SHARON POST, COURT CLERK
SEMINOLE COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2004**

| | |
|------------------------|-------------------------|
| Beginning balance | \$ 4,287 |
| Collections | 19,625 |
| Disbursements | <u>6,822</u> |
| Ending account balance | <u><u>\$ 17,090</u></u> |

**SHARON POST, COURT CLERK
SEMINOLE COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2004**

Finding 2004-1 - Segregation of Duties (Repeat Finding)

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

Condition: The limited number of office personnel within the Court Clerk's office prevents a proper segregation of accounting functions, which is necessary to assure adequate internal control structure.

Recommendation: We recommend 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. Under these conditions, 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 auditor's findings. The Court Clerk does have knowledge of office operations and will perform a periodic review of these operations.