

**CONNIE ELAM, COURT CLERK
STEPHENS COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2003**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

January 4, 2005

Connie Elam, Court Clerk
Stephens County, Oklahoma

Transmitted herewith is the statutory report for the Stephens County, Court Clerk, for the fiscal year ended June 30, 2003. 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,

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

Connie Elam, Court Clerk
Stephens County Courthouse
Duncan, Oklahoma 73533

Dear Ms. Elam:

We have performed procedures for fiscal year 2003 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2003 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 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.

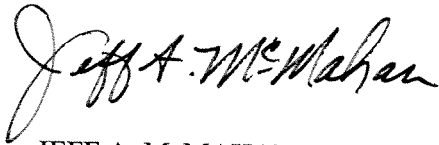
Our Court Clerk's engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any general-purpose financial statements of Stephens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

Based on the above reconciliations, tests, and procedures performed; the Court Clerk is collecting the correct fees and is 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 segregation of duties, our finding is presented in the accompanying 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 Stephens 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 that reads "Jeff A. McMahan". The signature is written in a cursive, flowing style.

JEFF A. McMAHAN
State Auditor and Inspector

November 8, 2004

**CONNIE ELAM, COURT CLERK
STEPHENS COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2003**

Collections:	
Court fund fines, fees, and forfeitures	\$ 1,121,475
Cancelled vouchers	4,025
Interest earned on deposit	1,305
Total collections	<u>1,126,805</u>
Deductions:	
Lump sum budget categories:	
Juror expenses	43,791
Trial court attorneys	7,195
Appeals (attorneys)	1,200
Transcripts - preliminary and trial	21,889
Transcripts - appeals	5,042
General office supplies	9,768
Forms printing	8,259
Postage and freight	12,768
Court reporter supplies	2,328
Books for records and indexes	1,612
Gas, water, and electricity	27,830
Guardian ad litem fees	155
Other expenses	7,798
General telephone expense	1,528
Long-distance telephone expense	1,872
Total lump sum categories	<u>153,035</u>
Restricted budget categories:	
Furniture and fixtures	1,028
Equipment purchases	4,095
Equipment rentals	1,760
Photocopy equipment rental	9,115
Maintenance of equipment	19,886
Oklahoma Court Information System Services	38,360
Part-time court clerk employees	157,122
Total restricted categories	<u>231,366</u>
Mandated categories:	
Law Library	9,000
State judicial fund	708,641
Total mandated categories	<u>717,641</u>
Total deductions	<u>1,102,042</u>
Collections over (under) deductions	24,763
Beginning account balance	<u>252,631</u>
Ending account balance	<u>\$ 277,394</u>

**CONNIE ELAM, COURT CLERK
STEPHENS COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2003**

Collections:	
Court fund revolving fees	\$ 30,459
Total collections	<u>30,459</u>
Deductions:	
General office supplies	1,974
Part-time court clerk employees	7,597
Total deductions	<u>9,571</u>
Collections over (under) deductions	20,888
Beginning account balance	<u>53,403</u>
Ending account balance	<u><u>\$ 74,291</u></u>

**CONNIE ELAM, COURT CLERK
STEPHENS COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2003**

Finding - Segregation of Duties

Criteria: Effective internal controls include those employees who process cash transactions be segregated from the duties of depositing funds, posting bookkeeping records, and reconciling reports of collection activity.

Condition: Based on inquiries and observation of the Court Clerk's office, it was noted that the duties of receiving, receipting, recording, and depositing collections were not adequately segregated.

Recommendation: We recommend management be aware of this condition and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view. Under these conditions, the most effective controls lie in management's knowledge of office operations and periodic review of those operations.

Management Response: The Court Clerk is aware of this situation, and will conduct periodic reviews of the deputy's duties and responsibilities.