

**CONNIE ELAM, COURT CLERK
STEPHENS COUNTY, OKLAHOMA
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2007**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

February 15, 2008

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, 2007. 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 "Michelle R. Day".

MICHELLE R. DAY, Esq.
Deputy 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 2007 activity of the Court Fund Account for the purpose of complying with 20 O.S. § 1312. We have also performed procedures for fiscal year 2007 activity of the Court Clerk Revolving Fund as created by 19 O.S. § 220.

- 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.
- Test 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.

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 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 "Michelle R. Day". The signature is written in a cursive, flowing style.

MICHELLE R. DAY, Esq.
Deputy State Auditor and Inspector

January 5, 2008

CONNIE ELAM, COURT CLERK
STEPHENS COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2007

Collections:	
Court fund fines, fees, and forfeitures	\$ 1,223,480
Interest earned on deposit	10,461
Total collections	<u>1,233,941</u>
Deductions:	
Lump sum budget categories:	
Juror expenses	41,631
Trial court attorneys	4,648
Guardians ad litem fees	2,764
Transcripts - preliminary & trial	23,016
Transcripts - appeals	2,289
General office supplies	11,556
Forms printing	7,275
Books for records and indexes	1,072
Publications	383
Postage and freight	6,112
Court reporter supplies	3,126
Gas, water, electricity	34,813
General telephone expense	8,710
Long-distance telephone expense	769
Other expenses (robes, etc.)	611
Total lump sum categories	<u>148,775</u>
Restricted budget categories:	
Renovation and remodeling	9,300
Security of court area(s)	18,986
Furniture and fixtures	3,555
Equipment purchases	1,294
Equipment rentals	2,722
Maintenance of equipment	21,206
OCIS services	42,126
Photocopy equipment rental	10,736
Court clerk employees	191,408
Total restricted categories	<u>301,333</u>

**CONNIE ELAM, COURT CLERK
STEPHENS COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2007**

Mandated categories:	
Law library	9,000
State judicial fund	825,297
Total mandated categories	<u>834,297</u>
Total deductions	<u>1,284,405</u>
Collections over (under) deductions	(50,464)
Refunds	13,882
Cancelled vouchers	6,912
Beginning account balance	<u>301,991</u>
Ending account balance	<u><u>\$ 272,321</u></u>

**CONNIE ELAM, COURT CLERK
STEPHENS COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2007**

Collections:	
Court fund revolving fees	\$ 74,474
Total collections	<u>74,474</u>
Deductions:	
Travel	444
Maintenance and operations	10,099
Total deductions	<u>10,543</u>
Collections over (under) deductions	63,931
Beginning account balance	<u>141,799</u>
Ending account balance	<u>\$ 205,730</u>



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