

STATUTORY REPORT

# STEPHENS COUNTY TREASURER

December 13, 2011



*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

**JANICE GRAHAM, COUNTY TREASURER  
STEPHENS COUNTY, OKLAHOMA  
TREASURER STATUTORY REPORT  
DECEMBER 13, 2011**

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# Oklahoma State Auditor & Inspector

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January 31, 2012

BOARD OF COUNTY COMMISSIONERS  
STEPHENS COUNTY COURTHOUSE  
DUNCAN, OKLAHOMA 73533

Transmitted herewith is the Stephens County Treasurer Statutory Report for December 13, 2011. The engagement was conducted in accordance with 74 O.S. § 212.

The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during our engagement.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary A. Jones", with a long horizontal flourish extending to the right.

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



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Janice Graham, Stephens County Treasurer  
Stephens County Courthouse  
Duncan, Oklahoma 73533

Dear Ms. Graham:

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures:

- Determine whether bank reconciliations are properly performed, visually verify the certificates of deposit, and confirm the investments.
- Determine whether subsidiary records are reconciled to the general ledger.
- Determine whether deposits and invested funds are secured by pledged collateral.

All information included in the bank reconciliations, the investment ledger, the subsidiary ledgers, and the general ledger is the representation of the County Treasurer.

Our county treasurer statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any general-purpose financial statements of the County.

Based on our procedures performed, we have presented our findings in the accompanying schedule.

This report is intended for the information and use of the management of the County. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

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

December 14, 2011

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**SCHEDULE OF FINDINGS AND RESPONSES**

**Finding 2012-1—Paid Voucher**

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. To help ensure a proper accounting of funds, vouchers that are paid, should be posted as “Paid” in a timely manner.

Condition: At the date of the review, a voucher #292 for \$4,975.00 registered on October 20, 2011, in the DA Evidence account had not been posted as paid by the Treasurer. The voucher had been paid by the bank on October 27, 2011.

Effect: This condition could result in unrecorded transactions, misstated financial reports, undetected errors, or misappropriation of funds.

Recommendation: OSAI recommends the Treasurer monitor the process of posting “Paid” vouchers to the accounting records, to provide oversight of the County’s assets.

Management Response: I will have the bookkeeping department print a daily ledger on each bank account from our online banking. A daily ledger will be printed of each account, regardless of activity. After the daily posting on the computer system, a printout of what was posted will be printed. The amounts on the printouts will be verified and initialed by the Deputy responsible for the posting. The amounts will then be verified and initialed by myself or another Deputy if I am unavailable.



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