

**TILLMAN  
COUNTY  
TREASURER**

**MARCH 17, 2010**

**STATUTORY  
REPORT**



Oklahoma State Auditor  
& Inspector

**KIM LAMB, COUNTY TREASURER  
TILLMAN COUNTY, OKLAHOMA  
TREASURER STATUTORY REPORT  
MARCH 17, 2010**

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# STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA  
State Auditor

MICHELLE R. DAY, ESQ.  
Chief Deputy



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April 15, 2010

BOARD OF COUNTY COMMISSIONERS  
TILLMAN COUNTY COURTHOUSE  
FREDERICK, OKLAHOMA 73542

Transmitted herewith is the Tillman County Treasurer Statutory Report for March 17, 2010. The engagement was conducted in accordance with 74 O.S. § 212.

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 "Steve Burrage".

STEVE BURRAGE, CPA  
STATE AUDITOR & INSPECTOR

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Kim Lamb, County Treasurer  
Tillman County Courthouse  
Frederick, Oklahoma 73542

Dear Ms. Lamb:

For the purpose of complying with 74 O.S. § 212, we have performed the following procedures for March 17, 2010:

- Review bank reconciliations, visually verify certificates of deposit, and confirm investments.
- Determine whether subsidiary records reconcile to the general ledger.
- Review pledged collateral securing deposits and invested funds.

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 Tillman County.

Based on the above bank reconciliations, visual verification, and confirmation procedures performed, the cash and investments of the County are supported by bank records and are adequately secured to prevent loss in the event of a bank failure. With respect to the matter of segregation of duties, our finding is presented in the accompanying schedule of findings and responses.

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.

Sincerely,

A handwritten signature in blue ink that reads "Steve Burrage".

STEVE BURRAGE, CPA  
STATE AUDITOR & INSPECTOR

March 18, 2010

**SCHEDULE OF FINDINGS AND RESPONSES**

**Finding 2010-1 – Segregation of Duties**

Criteria: Accountability and stewardship are overall goals of management in the accounting of funds. To help ensure a proper accounting of funds, the duties of receiving, receipting, recording, and depositing cash and checks should be segregated.

Condition: The Treasurer's office has one full-time deputy. There are recurring occasions when only the deputy or the Treasurer is in the office. During those times, either the Treasurer or the deputy performs all duties of opening the mail, endorsing checks received, issuing receipts, reconciling deposits to receipts, preparing deposits, and taking the deposits to the banks.

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

Recommendation: OSAI recommends management be aware of these conditions and realize that concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. The most effective controls lie in management's overseeing of office operations and a periodic review of operations.

Views of responsible officials and planned corrective actions: Due to the lack of funding, this office can only staff two people. It is understandable the concern of accountability in a limited staff situation, but at this time the economic status of the County does not allow us any opportunity for change.



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