

AGREED-UPON PROCEDURES REPORT

OKLAHOMA USED MOTOR VEHICLE AND PARTS COMMISSION

For the period March 1, 2012 through December 31, 2016



Oklahoma State
Auditor & Inspector
Gary A. Jones, CPA, CFE

Oklahoma Used Motor Vehicle and Parts Commission

Agreed-Upon Procedures Report

For the Period

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Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

August 18, 2017

**To the Executive Director
of the Oklahoma Used Motor Vehicle and Parts Commission**

This is the agreed-upon procedures report of the Oklahoma Used Motor Vehicle and Parts Commission (hereafter referred to as the Commission) for the period of March 1, 2012 through December 31, 2016. The goal of the Oklahoma 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 that reads "Gary A. Jones". The signature is fluid and cursive, with a long horizontal stroke at the end.

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

Mission Statement

The mission of the Oklahoma Used Motor Vehicle and Parts Commission is to license and regulate used motor vehicle dealers, wholesale motor vehicle dealers, automotive dismantlers, used motor vehicle crushers, rebuilders, manufactured home dealers, manufactured home manufacturers, and manufactured home installers, create an atmosphere of fair competition among equally regulated dealers, and protect the interests of the consuming public.

Commission Members (as of August 18, 2017)

John Longacre.....	Chairman
James Holman.....	Member
Jim Davis	Member
John Holt.....	Member
Daniel Derr.....	Member
Kerry Siegfried.....	Member
Billy Roberts	Member
Ralph Rooks.....	Member
Steve Ross.....	Member
Terry Shreve.....	Member

Key Staff

John W. Maile.....	Executive Director
Sherry Killian.....	Operations Manager
John Lancaster	Chief Investigator



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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Executive Director of the Oklahoma Used Motor Vehicle and Parts Commission

We have performed the procedures enumerated below, which were agreed to by management of the Oklahoma Used Motor Vehicle and Parts Commission (the Commission), solely to assist management of the Commission in evaluating the financial operational activities of the Commission for the period of March 1, 2012 through December 31, 2016. The financial operational activities of the Commission are the responsibility of the Commission's management. This agreed-upon procedures engagement was conducted in accordance with standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

For the engagement period, we applied the procedures listed below:

1. Determine the Commission has accounting duties properly segregated by function of receiving transactions, posting transactions, depositing transactions and reviewing monthly detail of revenue reports.

The Commission does not have accounting duties properly segregated by function of receiving transactions, posting transactions, depositing transactions and reviewing monthly detail of revenue reports.

2. Randomly select a sample of ten deposits during the period using the AR Reconcile Deposits Report from the Statewide Accounting System, and determine the amount of the deposits agreed with supporting documentation (monthly deposit report, deposit slip, and calculator tape (when applicable)), were coded to the correct account codes, and agreed with the amount recorded in the Statewide Accounting System.

No exceptions were found as a result of applying the procedure.

3. Recalculate the amount transferred to the State's general revenue fund and ensure at least 10% of all the fees deposited by the agency were transferred as required by 62 O.S. § 211.

No exceptions were found as a result of applying the procedure.

4. Determine the Commission has accounting duties properly segregated by function of approving transactions, posting transactions, and reviewing monthly detail of expenditure reports.

The Commission does not have accounting duties properly segregated by function of approving transactions, posting transactions, and reviewing monthly detail of expenditure reports.

5. Randomly select a sample of 25 expenditure claims during the period using the 6 Digit Expenditure Report from the Statewide Accounting System and determine the claims were properly authorized by someone independent of the purchasing process, agreed with supporting documentation (invoice, purchase order, and receiving reports (when applicable)), were coded to the correct account codes, agreed with the amount recorded in the Statewide Accounting System, and met the Commission's mission.

No exceptions were found as a result of applying the procedure.

6. Obtain a list of employees for each state fiscal year during the period using the HR Summary Query report and the HR All Action report from the Statewide Accounting System, and randomly select one employee from each state fiscal year and determine the employee's salary from their Request for Personnel Action form (OPM-14/HCM-14), or equivalent document, agrees with the HR Summary Query in the Statewide Accounting System and was properly approved.

No exceptions were found as a result of applying the procedure.

7. For each employee randomly selected above, randomly select one month during the state fiscal year and determine the salary/hourly rate paid agrees with the time reported on the timesheet.

No exceptions were found as a result of applying the procedure.

8. Obtain a list of terminated employees with their respective termination dates during the period using the HR All Action report from the Statewide Accounting System, and determine no further payroll was paid to the employee after the termination payroll period.

No exceptions were found as a result of applying the procedure.

9. Obtain a list of hired employees with their respective start dates during the period using the HR All Action report from the Statewide Accounting System, and determine the new hire was properly authorized by observing their Request for Personnel Action form (OPM-14/HCM-14).

No exceptions were found as a result of applying the procedure.

10. Observe payroll information from the HR Summary Query in the Statewide Accounting System to determine the executive director's annual salary did not exceed the maximum limit set forth in 74 O.S. § 3601.2.B.

No exceptions were found as a result of applying the procedure.

We were not engaged to and did not conduct an examination or a review, the objective of which would be the expression of an opinion or conclusion, respectively, on the financial operational activities of the Commission, as numerated above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to assist management of the Commission in evaluating the financial operational activities of the Commission for the period of March 1, 2012 through December 31, 2016. Accordingly, this communication is not suitable for any other purpose. This report is also a public document pursuant to the Oklahoma Open Records Act (51 O.S., § 24A.1 et seq.), and shall be open to any person for inspection and copying.

A handwritten signature in blue ink that reads "Gary A. Jones". The signature is written in a cursive style with a long horizontal stroke at the end.

GARY A. JONES, CPA, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR
August 18, 2017



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