

**STAN STEPHENS, COUNTY TREASURER
WASHINGTON COUNTY, OKLAHOMA
TREASURER STATUTORY REPORT
JANUARY 15, 2008**

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STATE AUDITOR AND INSPECTOR

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March 10, 2008

BOARD OF COUNTY COMMISSIONERS
WASHINGTON COUNTY COURTHOUSE
BARTLESVILLE, OKLAHOMA 74003

Transmitted herewith is the Washington County Treasurer Statutory Report for January 15, 2008. 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 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

SCHEDULE OF FINDINGS AND RESPONSES

2008-1 – General ledger, bank reconciliations

Criteria: Title 19 O.S. § 625 states in part, “The treasurer ... shall keep a fair and accurate current account of the monies by him received showing the amount thereof, the time when, from whom, and on what account received, in cash, warrants, county or road orders; and if in warrants or orders, their kind, number or other designation, amounts for which they were drawn, interest due thereon, and the amounts of the receipts thereon endorsed, if any; also of all disbursements by him made, showing the time when, to whom, on what account, and the amounts paid; and he shall so arrange his books that the amounts received and paid on account of each separate and distinct fund or appropriation shall be exhibited in separate and distinct columns or accounts...”

To help ensure a proper accounting of funds, a reconciliation should be performed between all bank accounts and the County’s general ledger.

Condition: During our review, we noted the general ledger had not been maintained on a daily basis since the end of October 2007. Additionally, since there was no general ledger, bank reconciliations had not been performed since September 2007.

Effect: No current general ledger and no timely bank reconciliations increase the risk of undetected errors or improprieties, and the possible misappropriation of assets.

Recommendation: We recommend management take steps to ensure an accurate general ledger be maintained and all bank accounts be reconciled monthly to the general ledger.

Views of responsible officials and planned corrective actions: We concur with the State Auditor’s findings and are taking measures to comply with the recommendation.

SA&I response: Subsequent to this report a special audit was conducted on the Washington County Treasurer’s Office and the general ledger has been posted through December 2007.