

WASHITA COUNTY COURT CLERK

FOR THE FISCAL YEAR ENDED
JUNE 30, 2007



COUNTY AUDIT



Jeff A. McMahan

Oklahoma State Auditor
& Inspector

**TENA ARGANBRIGHT, COURT CLERK
WASHITA 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

June 3, 2008

Tena Arganbright, Court Clerk
Washita County Courthouse
Cordell, Oklahoma 73632

Transmitted herewith is the statutory report for the Washita 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 blue ink that reads "Michelle R. Day".

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

**TENA ARGANBRIGHT, COURT CLERK
WASHITA COUNTY, OKLAHOMA
STATUTORY REPORT
JUNE 30, 2007**

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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

Tena Arganbright, Court Clerk
Washita County Courthouse
Cordell, Oklahoma 73632

Dear Ms. Arganbright:

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 Washita 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 Washita 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,



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

May 13, 2008

**TENA ARGANBRIGHT, COURT CLERK
WASHITA COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2007**

Collections:

Court fund fines, fees, and forfeitures	\$	369,231
Interest earned on deposit		617
Total collections		369,848

Deductions:

Lump sum budget categories:

Juror expenses		2,435
Trial court attorneys		4,255
Mental health (attorneys)		770
Guardian ad litem fees		6,570
Transcripts - preliminary & trial		3,732
Transcripts - appeals		25
General office supplies		2,912
Forms printing		3,408
Postage and freight		4,709
Gas, water, electricity		6,306
General telephone expense		1,564
Long-distance telephone expense		615
Other expenses (robes, etc.)		578
Total lump sum categories		37,879

Restricted budget categories:

Renovation and remodeling		800
Maintenance of court area(s)		399
Security of court area(s)		330
Equipment purchases		5,470
Equipment rentals		1,128
Maintenance of equipment		10,740
OCIS services		17,654
Photocopy equipment rental		2,052
Part-time bailiffs		57
Court clerk employees		120,020
Total restricted categories		158,650

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**TENA ARGANBRIGHT, COURT CLERK
WASHITA COUNTY, OKLAHOMA
COURT FUND ACCOUNT ANALYSIS
JUNE 30, 2007**

Mandated categories:	
Law library	7,000
State judicial fund	151,736
Total mandated categories	<u>158,736</u>
Total deductions	<u>355,265</u>
Collections over (under) deductions	14,583
Cancelled vouchers	59
Beginning account balance	<u>48,542</u>
Ending account balance	<u><u>\$ 63,184</u></u>

**TENA ARGANBRIGHT, COURT CLERK
WASHITA COUNTY, OKLAHOMA
COURT CLERK REVOLVING FUND ANALYSIS
JUNE 30, 2007**

Collections:	
Court fund revolving fees	\$ 29,429
Total collections	<u>29,429</u>
Deductions:	
Personal service	1,124
Office supplies	51
Renovation and remodeling	992
Court computer system	7,195
Office furniture	334
Court employees payroll	<u>8,723</u>
Total deductions	<u>18,419</u>
Collections over (under) deductions	11,010
Beginning account balance	<u>35,468</u>
Ending account balance	<u><u>\$ 46,478</u></u>



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