

**AUDIT REPORT  
OF  
MCPHERSON COUNTY COURT  
JULY 1, 2003 THROUGH JUNE 30, 2004**

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**Issued on January 4, 2005**

# MCPHERSON COUNTY COURT

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# MCPHERSON COUNTY COURT

## SUMMARY OF COMMENTS

During our audit of McPherson County Court, we noted certain matters involving the internal control over financial reporting and other operational matters that are presented here. These comments and recommendations are intended to improve the internal control over financial reporting or result in operational efficiencies in the areas as follows:

1. ***Segregation of Duties:*** One individual was capable of handling all phases of a transaction from beginning to end.
2. ***Records Retention:*** The County Court could not locate six months of original bank statements and seven of the traffic citations selected for testing.

More detailed information on the above items is provided hereafter. It should be noted that this report is critical in nature as it contains only our comments and recommendations on the areas noted for improvement and does not include our observations on any accounting strengths of the Court.

Draft copies of this report were furnished to the Court to provide them an opportunity to review the report and to respond to the comments and recommendations included in this report. The Court declined to respond.

We appreciate the cooperation and courtesy extended to our auditors during the course of the audit.

# MCPHERSON COUNTY COURT

## COMMENTS AND RECOMMENDATIONS

### 1. Segregation of Duties

Good internal control includes a plan of organization, procedures, and records designed to safeguard assets and provide reliable financial records. A system of internal control should include proper segregation of duties so no one individual is capable of handling all phases of a transaction from beginning to end.

We noted the office of the County Court had a lack of segregation of duties as one person was capable of handling all aspects of processing transactions from beginning to end. A lack of segregation of duties increases the risk of possible errors or irregularities. However, due to a limited number of personnel, an adequate segregation of duties is not possible without additional cost. Personnel are under the direction of both the Nebraska State Court Administrator and the Presiding Judge. We have noted this comment in previous audits.

We recommend the County Court and the Nebraska State Court Administrator review this situation. As always, the cost of hiring additional personnel versus the benefit of a proper segregation of duties must be weighed.

### 2. Records Retention

The records retention schedules issued by the Nebraska Secretary of State Records Management Division are designed to serve as records management guidelines for disposing, storing, and microfilming various office records. Schedule 18-7-7 (Traffic Case Files) states that original documents in traffic cases, including the court's copy of the actual traffic citation, may be disposed of 2 years after judgment was entered provided an audit has been completed. Schedule 123-4-15 (Bank Statements) states that bank statements may be disposed of after 3 years, provided an audit has been completed. Good internal control requires the County Court have procedures in place to ensure adequate records retention.

During the audit, the County Court could not locate its original bank statements for the period of July through December 2003. For audit purposes, facsimile copies of these statements were obtained from the County Court's financial institution. In addition, seven traffic citations selected for testing could not be located by the County Court. For audit purposes, prosecutor copies of these statements were obtained from the County Attorney.

The McPherson County courthouse has been demolished with a new courthouse scheduled for construction in 2005. During the transition, the courthouse offices are located in a trailer home with two adjacent boxcars provided for storage. Court officials believe this transition resulted in the above noted records not being available for audit.

# MCPHERSON COUNTY COURT

## COMMENTS AND RECOMMENDATIONS

(Continued)

### 2. **Records Retention** (Concluded)

When records are not retained in accordance with the State's records retention guidelines and not readily available for audit there is an increased risk of loss or misuse.

We recommend the County Court implement filing procedures which ensure all County Court records, including original bank statements and case files/citations, are retained in accordance with records retention guidelines and are made available for auditing.

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## MCPHERSON COUNTY COURT

### INDEPENDENT AUDITORS' REPORT

Mr. Frank Goodroe  
State Court Administrator  
State Capitol Building, Room 1220  
Lincoln, Nebraska 68509

We have audited the accompanying financial statement of McPherson County Court as of and for the fiscal year ended June 30, 2004, as listed in the Table of Contents. The financial statement is the responsibility of the Court's management. Our responsibility is to express an opinion on the financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statement was prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Also, as discussed in Note 1, the financial statement presents only the Court's Agency Funds activity and does not purport to, and does not, present fairly the assets, liabilities, and results of operations of McPherson County Court for the year then ended in conformity with the cash receipts and disbursements basis of accounting.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the assets and liabilities arising from cash transactions of the Agency Funds of McPherson County Court as of June 30, 2004, and the related activity for the fiscal year then ended, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2004, on our consideration of McPherson County Court's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

December 14, 2004

Pat Reding, CPA

Assistant Deputy Auditor

MCPHERSON COUNTY COURT  
 TRYON, NEBRASKA  
**STATEMENT OF CHANGES IN ASSETS AND LIABILITIES**  
**ARISING FROM CASH TRANSACTIONS**  
**AGENCY FUNDS**

For the Fiscal Year Ended June 30, 2004

	Balance July 1, 2003	Additions	Deductions	Balance June 30, 2004
<b>ASSETS</b>				
Cash and Deposits	\$ 4,980	\$ 45,117	\$ 47,100	\$ 2,997
<b>LIABILITIES</b>				
Due to State Treasurer:				
Regular Fees	\$ 1,199	\$ 8,176	\$ 8,898	\$ 477
Law Enforcement Fees	122	1,252	1,305	69
State Judges Retirement Fund	111	2,032	2,025	118
Court Administrative Fees	372	3,292	3,480	184
Legal Services Fees	310	3,230	3,362	178
Due to County Treasurer:				
Regular Fines	2,800	23,049	24,599	1,250
Regular Fees	-	76	76	-
Trust Fund Payable	66	4,010	3,355	721
<b>Total Liabilities</b>	<b>\$ 4,980</b>	<b>\$ 45,117</b>	<b>\$ 47,100</b>	<b>\$ 2,997</b>

The accompanying notes are an integral part of the financial statement.



**MCPHERSON COUNTY COURT  
NOTES TO FINANCIAL STATEMENT**

For the Fiscal Year Ended June 30, 2004

**1. Summary of Significant Accounting Policies**

**A. Reporting Entity**

The McPherson County Court is established by State Statute and is administratively operated through the Court Administrator's Office of the Nebraska Supreme Court, which is part of the State of Nebraska reporting entity. The Statement of Changes in Assets and Liabilities Arising from Cash Transactions of the County Court reflects only the Agency Funds activity of the Court; the receipts, and their subsequent disbursement to the appropriate entities for which they were collected. The financial statement does not reflect the personal services expenses of the Court, which are paid by the Nebraska Supreme Court, or the operating expenses, which are paid by McPherson County.

**B. Basis of Accounting**

The accounting records of the County Court Agency Funds are maintained, and the Statement of Changes in Assets and Liabilities Arising from Cash Transactions has been prepared, on the cash receipts and disbursements basis of accounting. Under this basis of accounting, fines, fees, and receipts relating to trust funds are shown as additions to assets and as an increase in the related liability when received. Likewise, disbursements are shown as deductions to assets and a decrease in the related liability when a check is written. This differs from Generally Accepted Accounting Principles (GAAP) which requires the accrual basis of accounting. Under GAAP, Agency Funds would be reported in the Statement of Net Assets. Agency Funds are not reported in the Statement of Changes of Fiduciary Net Assets. Agency Funds are used to report resources held by the reporting government in a purely custodial capacity. Agency Funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

**2. Deposits and Investments**

Funds held by the County Court are deposited and invested in accordance with rules issued by the Supreme Court as directed by Neb. Rev. Stat. Section 25-2713 R.R.S. 1995. Funds are generally consolidated in an interest-bearing checking account; however, the Court may order certain trust funds to be invested separately. Any deposits in excess of the amount insured by the Federal Deposit Insurance Corporation are required by Neb. Rev. Stat. Section 77-2326.04 R.R.S. 2003 to be secured either by a surety bond or as provided in the Public Funds Deposit Security Act.

The June 30, 2004, carrying amount of total deposits, which included a checking account, was \$2,997. The bank balance was \$3,037. All funds were entirely covered by federal depository insurance.

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## MCPHERSON COUNTY COURT REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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We have audited the financial statement of McPherson County Court as of and for the year ended June 30, 2004, and have issued our report thereon dated December 14, 2004. The report was modified to emphasize that the financial statement presents only the Agency Funds of McPherson County Court prepared on the basis of cash receipts and disbursements. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

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### Internal Control Over Financial Reporting

In planning and performing our audit, we considered McPherson County Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide an opinion on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect McPherson County Court's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement. Reportable conditions are described in the Comments Section of the report as Comment Number 1 (Segregation of Duties) and Comment Number 2 (Records Retention).

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A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider Comment Number 1 to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the McPherson County Court's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Court, and the appropriate Federal and regulatory agencies. However, this report is a matter of public record and its distribution is not limited.

Pat Reding, CPA

Assistant Deputy Auditor

December 14, 2004