

**ATTESTATION REPORT  
OF  
BLAINE COUNTY COURT**

**JANUARY 1, 2017, THROUGH DECEMBER 31, 2018**

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**Issued on June 20, 2019**

# BLAINE COUNTY COURT

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# BLAINE COUNTY COURT

## COMMENT AND RECOMMENDATION

During our examination of the Blaine County Court, we noted a certain deficiency and other operational matters that are presented here. The following comment is required to be reported in accordance with *Government Auditing Standards* and is considered to be a material weakness.

This comment and recommendation is intended to improve the internal control over financial reporting or result in operational efficiencies in the following area:

### **Segregation of Duties**

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

We noted that the office of the County Court lacked a sufficient 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 may not be possible without additional cost. Further, personnel are under the direction of both the Nebraska State Court Administrator and the Presiding Judge.

We have included this comment in previous examinations.

Additionally, the following errors were noted:

- In one case, restitution of \$98 was ordered to be paid to the victim. The defendant paid the County Court \$51 on March 26, 2014, of which \$46 was applied to County Court costs and fees, and the remaining \$5 was recorded as restitution. On this same day, a non-monetary receipt was issued for \$93 of restitution and \$5 of County Court costs. There was no documentation on file to support the non-monetary receipt, which made the costs no longer due to the County Court. The \$5 of restitution received was not paid to the victim until July 2018, over four years later.
- Two non-case receipts tested were not assigned to a case or paid out until nearly four months and two years later. One receipt for \$69 was received on September 25, 2017, and not paid to the correct County Court until February 21, 2018. The other receipt for \$99 was received on March 9, 2017, but not assigned to a case until February 27, 2019.

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. We also recommend the County Court review and follow up on case balances and non-case receipts at least semi-annually.

*County Court's Response: Financial Specialists are now doing random checks of Daily Receipts and Daily Deposits to help keep the Court in compliance. Non-case receipts and case balances will be dealt with in a timely fashion going forward.*

# BLAINE COUNTY COURT

## COMMENT AND RECOMMENDATION

(Concluded)

It should be noted this report is critical in nature, as it contains only our comment and recommendation on the area noted for improvement and does not include our observations on any accounting strengths of the County Court.

Draft copies of this report were furnished to the County Court to provide management an opportunity to review the report and to respond to the comment and recommendation included in this report. The formal response received has been incorporated into this report. The response has been objectively evaluated and recognized, as appropriate, in the report. A response that indicates corrective action has been taken was not verified at this time, but it will be verified in the next examination.



## NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

Charlie Janssen  
State Auditor

Charlie.Janssen@nebraska.gov  
PO Box 98917  
State Capitol, Suite 2303  
Lincoln, Nebraska 68509  
402-471-2111, FAX 402-471-3301  
[www.auditors.nebraska.gov](http://www.auditors.nebraska.gov)

### BLAINE COUNTY COURT

#### INDEPENDENT ACCOUNTANT'S REPORT

Blaine County Court  
Brewster, Nebraska 68821

We have examined the accompanying Schedules of Changes in Assets and Liabilities Arising from Cash Transactions of the Blaine County Court as of and for the calendar years ending December 31, 2017, and December 31, 2018. The County Court's management is responsible for the Schedules based on the accounting system and procedures set forth in Note 1. Our responsibility is to express an opinion on the Schedules based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we perform the examination to obtain reasonable assurance about whether the Schedules are based on the accounting system and procedures set forth in Note 1, in all material respects. An examination involves performing procedures to obtain evidence about the Schedules of Changes in Assets and Liabilities Arising from Cash Transactions. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the Schedules, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the Schedules of Changes in Assets and Liabilities Arising from Cash Transactions for the calendar years ending December 31, 2017, and December 31, 2018, are based on the accounting system and procedures prescribed by the Nebraska Supreme Court, as set forth in Note 1, in all material respects.

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the Schedules of Changes in Assets and Liabilities Arising from Cash Transactions; and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the subject matter or an assertion about the subject matter of the examination engagement. We are also required to obtain and report the views of management concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on whether the Schedules are presented in

accordance with the criteria described above and not for the purpose of expressing an opinion on the internal control over the Schedules or on compliance and other matters; accordingly, we express no such opinions. Our examination disclosed a certain finding that is required to be reported under *Government Auditing Standards*, and that finding, along with the views of management, is described in the Comment Section of the report.

The purpose of this report is to express an opinion on the Schedules of Changes in Assets and Liabilities Arising from Cash Transactions, as described in paragraph one above. Accordingly, this report is not suitable for any other purpose. This report is a matter of public record, and its distribution is not limited.

A handwritten signature in black ink, appearing to read "C. J. Janssen", with a long horizontal flourish extending to the right.

June 19, 2019

Charlie Janssen  
Auditor of Public Accounts  
Lincoln, Nebraska

**BLAINE COUNTY COURT**  
**BREWSTER, NEBRASKA**  
**SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES**  
**ARISING FROM CASH TRANSACTIONS**  
**AGENCY FUNDS**

For the Calendar Year Ended December 31, 2018

	Balance January 1, 2018	Additions	Deductions	Balance December 31, 2018
<b>ASSETS</b>				
Cash and Deposits	\$ 3,320	\$ 39,654	\$ 41,497	\$ 1,477
<b>LIABILITIES</b>				
Due to State Treasurer:				
Regular Fees	\$ 212	\$ 4,511	\$ 4,534	\$ 189
Law Enforcement Fees	40	675	683	32
State Judges Retirement Fund	180	2,814	2,846	148
Court Administrative Fees	153	2,808	2,842	119
Legal Services Fees	145	2,379	2,396	128
Due to County Treasurer:				
Regular Fines	825	20,649	20,924	550
Regular Fees	-	169	152	17
Trust Fund Payable	1,765	5,649	7,120	294
<b>Total Liabilities</b>	<b>\$ 3,320</b>	<b>\$ 39,654</b>	<b>\$ 41,497</b>	<b>\$ 1,477</b>

The accompanying notes are an integral part of the schedule.

**BLAINE COUNTY COURT**  
**BREWSTER, NEBRASKA**  
**SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES**  
**ARISING FROM CASH TRANSACTIONS**  
**AGENCY FUNDS**

For the Calendar Year Ended December 31, 2017

	Balance January 1, 2017	Additions	Deductions	Balance December 31, 2017
<b>ASSETS</b>				
Cash and Deposits	\$ 2,115	\$ 41,715	\$ 40,510	\$ 3,320
<b>LIABILITIES</b>				
Due to State Treasurer:				
Regular Fees	\$ 162	\$ 3,600	\$ 3,550	\$ 212
Law Enforcement Fees	30	629	619	40
State Judges Retirement Fund	100	2,452	2,372	180
Court Administrative Fees	98	2,151	2,096	153
Legal Services Fees	101	2,229	2,185	145
Due to County Treasurer:				
Regular Fines	1,250	19,196	19,621	825
Overload Fines	25	350	375	-
Regular Fees	71	1,246	1,317	-
Trust Fund Payable	278	9,862	8,375	1,765
Total Liabilities	\$ 2,115	\$ 41,715	\$ 40,510	\$ 3,320

The accompanying notes are an integral part of the schedule.

**BLAINE COUNTY COURT**  
**NOTES TO FINANCIAL SCHEDULES**

For the Calendar Years Ending December 31, 2017, and December 31, 2018

**1. Criteria**

**A. Reporting Entity**

The Blaine 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 Schedules of Changes in Assets and Liabilities Arising from Cash Transactions of the County Court reflect only the Agency Funds activity of the County Court, including the receipts and their subsequent disbursement to the appropriate entities for which they were collected. The Schedules do not reflect the personal services expenses of the County Court, which are paid by the Nebraska Supreme Court, or the operating expenses, which are paid by Blaine County.

**B. Basis of Accounting**

The accounting records of the County Court Agency Funds are maintained, and the Schedules of Changes in Assets and Liabilities Arising from Cash Transactions have been prepared, based on the accounting system and procedures prescribed by the Nebraska Supreme Court. Under this system 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 or collected. Likewise, disbursements are shown as deductions to assets and as a decrease in the related liability when a check is written.

**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. § 25-2713 (Reissue 2016). Funds are generally consolidated in an interest-bearing checking account; however, the County 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. § 77-2326.04 (Reissue 2018) to be secured either by a surety bond or as provided in the Public Funds Deposit Security Act.