

**ATTESTATION REPORT
OF
DEUEL COUNTY COURT**

JULY 1, 2014, THROUGH DECEMBER 31, 2016

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Issued on June 20, 2017

DEUEL COUNTY COURT

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DEUEL COUNTY COURT

COMMENT AND RECOMMENDATION

During our examination of the Deuel County Court, we noted a certain deficiency and other operational matters that are presented here.

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 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 the office of the County Court lacked a 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. 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. We consider this to be a material weakness.

The following errors were noted:

- During testing, the County Court failed to take timely action on 4 of 14 case balances tested, totaling \$268, resulting in two individual's licenses erroneously being suspended.
- For two of five days tested, cash drawers were not properly balanced at the close of the business day.

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.

Clerk Magistrate's Response: Deuel County Court currently has a Records Clerk that works in Deuel County Court most of the time, but she does travel to assist in other counties as needed. I also travel to work in Deuel County, and we are working on alleviating some of the issues with the segregation of duties; however, even with 2 people working the court it isn't something that will correct the issue in full. I became the Clerk Magistrate for Deuel County June 24, 2016, and therefore wasn't here during the audited time period, and myself and other staff worked very hard going through reports and holding accounts, etc. to clear up things that seemed to have piled up on previous staff. We continue to strive to do our best and keep on top of these types of things.

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.

DEUEL COUNTY COURT

COMMENT AND RECOMMENDATION

(Concluded)

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.



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DEUEL COUNTY COURT

INDEPENDENT ACCOUNTANT'S REPORT

We have examined the accompanying Schedules of Changes in Assets and Liabilities Arising from Cash Transactions of the Deuel County Court as of and for the period July 1, 2015, to December 31, 2016, and the fiscal year ending June 30, 2015. 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 plan and 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 period July 1, 2015, to December 31, 2016, and the fiscal year ending June 30, 2015, 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 findings of deficiencies in internal control, violations of provisions of contracts or grant agreements, abuse that is material to the Schedules, and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We are also required to obtain the views of management on those matters. 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 findings 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.

This report is intended solely for the information and use of management, the Supreme Court, others within the County Court, and the appropriate Federal and regulatory agencies, and it is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.

June 15, 2017


Deann Haeffner, CPA
Assistant Deputy Auditor
Lincoln, Nebraska

DEUEL COUNTY COURT
CHAPPELL, NEBRASKA
SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES
ARISING FROM CASH TRANSACTIONS
AGENCY FUNDS

For the Period Ending December 31, 2016

	Balance July 1, 2015	Additions	Deductions	Balance December 31, 2016
ASSETS				
Cash and Deposits	\$ 55,183	\$ 342,231	\$ 374,503	\$ 22,911
LIABILITIES				
Due to State Treasurer:				
Regular Fees	\$ 3,641	\$ 40,760	\$ 44,107	\$ 294
Law Enforcement Fees	250	3,092	3,208	134
State Judges Retirement Fund	730	10,907	11,201	436
Court Administrative Fees	1,037	13,925	14,545	417
Legal Services Fees	795	10,119	10,430	484
Due to County Treasurer:				
Regular Fines	7,552	95,348	100,050	2,850
Overload Fines	-	350	350	-
Regular Fees	219	11,723	11,731	211
Petty Cash Fund	-	25	-	25
Due to Municipalities:				
Regular Fines	100	4,018	3,866	252
Trust Fund Payable	40,859	151,964	175,015	17,808
Total Liabilities	\$ 55,183	\$ 342,231	\$ 374,503	\$ 22,911

The accompanying notes are an integral part of the schedule.

DEUEL COUNTY COURT
CHAPPELL, NEBRASKA
SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES
ARISING FROM CASH TRANSACTIONS
AGENCY FUNDS
For the Fiscal Year Ended June 30, 2015

	Balance July 1, 2014	Additions	Deductions	Balance June 30, 2015
ASSETS				
Cash and Deposits	\$ 20,228	\$ 233,266	\$ 198,311	\$ 55,183
LIABILITIES				
Due to State Treasurer:				
Regular Fees	\$ 1,826	\$ 26,543	\$ 24,728	\$ 3,641
Law Enforcement Fees	246	2,256	2,252	250
State Judges Retirement Fund	786	6,786	6,842	730
Court Administrative Fees	1,022	10,472	10,457	1,037
Legal Services Fees	802	7,299	7,306	795
Due to County Treasurer:				
Regular Fines	4,249	59,958	56,655	7,552
Overload Fines	450	1,400	1,850	-
Regular Fees	249	2,450	2,480	219
Due to Municipalities:				
Regular Fines	-	375	275	100
Trust Fund Payable	10,598	115,727	85,466	40,859
Total Liabilities	\$ 20,228	\$ 233,266	\$ 198,311	\$ 55,183

The accompanying notes are an integral part of the schedule.

DEUEL COUNTY COURT
NOTES TO FINANCIAL SCHEDULES

For the Period Ended December 31, 2016, and Fiscal Year Ended June 30, 2015

1. Criteria

A. Reporting Entity

The Deuel 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 Deuel 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. 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 2009) to be secured either by a surety bond or as provided in the Public Funds Deposit Security Act.