

**TULSA COUNTY, OKLAHOMA
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED JUNE 30, 2012**

Management Response:

Monica Song-Remington, TCSO Human Resources

We have established the following procedures and policies for our mail room:

- We have “two employees in the mail room” policy established. Also, we have installed surveillance cameras to monitor the mail room activities.
- We strictly enforce “No Cash” policy and any cash received is returned to sender immediately. All incoming mail is to be opened daily as soon as it is picked up from the post office and sorted.
- Effective March 1, 2013, we will no longer receive money orders at the front lobby. Public visitors with money orders for inmates will be given a preprinted envelope to mail-in their money order.
- The envelopes for the Inmate Account will not be opened in the mail room but forwarded directly to the Inmate Trust Accounting office.
- All money orders and checks received are logged in by mail room employees. Photo copies of money orders/checks are made in the Inmate Trust Accounting office. Sergeant Jack Reusser is responsible for overseeing mail room tasks.
- We have placed management responsibility and oversight for the mail room process and established segregation of duties in order to prevent unrecorded transactions and misappropriation of inmates’ funds.

Criteria: To help ensure a proper accounting of funds, the duties of receiving, receipting, and recording, should be segregated and properly supervised by management. A single person having responsibility for more than one area of recording and custody of assets could result in unrecorded transactions, misstated financial reports, misappropriation of funds, or clerical errors that are not detected in a timely manner.

Finding 2012-04 – Inmate Trust Fund – Lack of Segregation of Duties

Condition: There is an inadequate segregation of duties regarding the County Sheriff’s Inmate Trust Account.

- Prior to May 1, 2012, one individual administered and performed all Inmate Account duties including processing funds, preparing deposits, and managing the bank account(s).

Cause of Condition: Policies and procedures have not been designed regarding segregation of duties and/or compensating controls for the Inmate Trust Account.

Effect of Condition: This condition could result in unrecorded transactions, misstated financial reports, undetected errors, or misappropriation of funds.

Recommendation: OSAI recommends that management be aware of this condition and determine how to properly segregate duties. OSAI further recommends implementing compensating controls to mitigate the risks involved with a concentration of duties. Compensating controls would include separating key processes and/or critical functions of the office, and having management review and approve the accounting functions.