

**ATTESTATION REPORT  
OF  
DIXON COUNTY COURT  
JULY 1, 2012 THROUGH JUNE 30, 2014**

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**Issued on May 11, 2015**

# DIXON COUNTY COURT

## TABLE OF CONTENTS

|                                                                                                                                             | <u>Page</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b><u>Comments Section</u></b>                                                                                                              |             |
| Summary of Comments                                                                                                                         | 1           |
| Comments and Recommendations                                                                                                                | 2           |
| <b><u>Financial Section</u></b>                                                                                                             |             |
| Independent Accountant's Report                                                                                                             | 3 - 4       |
| Financial Schedules:                                                                                                                        |             |
| Schedule of Changes in Assets and Liabilities<br>Arising from Cash Transactions - Agency<br>Funds - For the Fiscal Year Ended June 30, 2014 | 5           |
| Schedule of Changes in Assets and Liabilities<br>Arising from Cash Transactions - Agency<br>Funds - For the Fiscal Year Ended June 30, 2013 | 6           |
| Notes to Financial Schedules                                                                                                                | 7           |

# DIXON COUNTY COURT

## SUMMARY OF COMMENTS

During our examination of the Dixon County Court, we noted certain deficiencies 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 following areas:

1. ***Segregation of Duties:*** One individual was capable of handling all phases of a transaction from beginning to end.
2. ***Petty Cash Fund:*** The County Court maintains a \$100 petty cash fund when County Court General Rules limit such funds to \$50.

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 County Court.

Draft copies of this report were furnished to the County Court to provide management with an opportunity to review the report and to respond to the comments and recommendations included in this report. All formal responses received have been incorporated into this report. Responses have been objectively evaluated and recognized, as appropriate, in the report. Responses that indicate corrective action has been taken were not verified at this time, but they will be verified in the next examination.

# DIXON COUNTY COURT

## COMMENTS AND RECOMMENDATIONS

### 1. 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. Specifically, 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.

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.

*County Court's Response: Considering for at least three and one half years the appropriate authority has declined to adequately staff this court to avoid the segregation of duties items, that authority must be willing to assume the risk. There is nothing local staff can do to change that circumstance.*

### 2. Petty Cash Fund

Supreme Court Rules, Chapter 6, Article 14, § 6-1458, states, in part, "Whenever the need exists, a clerk magistrate, with the concurrence of the county judges of his or her district, may establish and maintain a petty cash fund of not more than \$50."

The County Court maintained a County Board-approved petty cash fund of \$100.

When petty cash funds are maintained in excess of limitations established by applicable Supreme Court Rules, there is an increased risk of loss or misuse of funds.

We recommend the County Court reduce its petty cash fund to no more than \$50 to be in compliance with Supreme Court Rule § 6-1458.

*County Court's Response: Concerning the "petty cash" comment, considering the large volumes of money that is not subject to the segregation of duties protection, the petty cash issue seems "frivolous"; and that amount has annually been set and approved by the Dixon County Board for many years. This is especially true when the cost of the items purchased by the petty cash fund is considered.*



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### DIXON COUNTY COURT

#### INDEPENDENT ACCOUNTANT'S REPORT

We have examined the accompanying Schedules of Changes in Assets and Liabilities Arising from Cash Transactions of the Dixon County Court as of and for the fiscal years ended June 30, 2014, and June 30, 2013. The County Court's management is responsible for the Schedules. Our responsibility is to express an opinion 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 and, accordingly, included examining, on a test basis, evidence supporting the amounts and disclosures in the Schedules and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the Schedules referred to above present, in all material respects, the assets and liabilities arising from cash transactions of the Agency Funds of the Dixon County Court, as of June 30, 2014, and June 30, 2013, and the related activity for the fiscal years then ended, based on the accounting system and procedures prescribed by the Nebraska Supreme Court, as described in Note 1.

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, and abuse that are 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 finding that is required to be reported under *Government Auditing Standards*, and the finding, along with the views of management, is described in the Comments 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.

April 8, 2015



Don Dunlap, CPA  
Assistant Deputy Auditor

**DIXON COUNTY COURT**  
**PONCA, NEBRASKA**  
**SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES**  
**ARISING FROM CASH TRANSACTIONS**  
**AGENCY FUNDS**  
For the Fiscal Year Ended June 30, 2014

|                              | Balance<br>July 1, 2013 | Additions  | Deductions | Balance<br>June 30, 2014 |
|------------------------------|-------------------------|------------|------------|--------------------------|
| <b>ASSETS</b>                |                         |            |            |                          |
| Cash and Deposits            | \$ 23,311               | \$ 122,700 | \$ 130,729 | \$ 15,282                |
| <b>LIABILITIES</b>           |                         |            |            |                          |
| Due to State Treasurer:      |                         |            |            |                          |
| Regular Fees                 | \$ 1,428                | \$ 23,672  | \$ 23,271  | \$ 1,829                 |
| Law Enforcement Fees         | 105                     | 1,319      | 1,322      | 102                      |
| State Judges Retirement Fund | 402                     | 4,620      | 4,606      | 416                      |
| Court Administrative Fees    | 805                     | 10,820     | 10,382     | 1,243                    |
| Legal Services Fees          | 387                     | 4,768      | 4,780      | 375                      |
| Due to County Treasurer:     |                         |            |            |                          |
| Regular Fines                | 3,648                   | 25,746     | 27,951     | 1,443                    |
| Overload Fines               | -                       | 25         | 25         | -                        |
| Regular Fees                 | 33                      | 1,500      | 808        | 725                      |
| Petty Cash Fund              | 100                     | -          | -          | 100                      |
| Due to Municipalities:       |                         |            |            |                          |
| Regular Fines                | -                       | 1,550      | 1,325      | 225                      |
| Regular Fees                 | -                       | -          | -          | -                        |
| Trust Fund Payable           | 16,403                  | 48,680     | 56,259     | 8,824                    |
| Total Liabilities            | \$ 23,311               | \$ 122,700 | \$ 130,729 | \$ 15,282                |

The accompanying notes are an integral part of the schedule.

**DIXON COUNTY COURT**  
**PONCA, NEBRASKA**  
**SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES**  
**ARISING FROM CASH TRANSACTIONS**  
**AGENCY FUNDS**  
For the Fiscal Year Ended June 30, 2013

|                              | Balance<br>July 1, 2012 | Additions  | Deductions | Balance<br>June 30, 2013 |
|------------------------------|-------------------------|------------|------------|--------------------------|
| <b>ASSETS</b>                |                         |            |            |                          |
| Cash and Deposits            | \$ 28,676               | \$ 112,504 | \$ 117,869 | \$ 23,311                |
| <b>LIABILITIES</b>           |                         |            |            |                          |
| Due to State Treasurer:      |                         |            |            |                          |
| Regular Fees                 | \$ 2,120                | \$ 20,670  | \$ 21,362  | \$ 1,428                 |
| Law Enforcement Fees         | 137                     | 1,333      | 1,365      | 105                      |
| State Judges Retirement Fund | 514                     | 4,694      | 4,806      | 402                      |
| Court Administrative Fees    | 1,270                   | 9,560      | 10,025     | 805                      |
| Legal Services Fees          | 498                     | 4,842      | 4,953      | 387                      |
| Due to County Treasurer:     |                         |            |            |                          |
| Regular Fines                | 2,370                   | 26,925     | 25,647     | 3,648                    |
| Overload Fines               | 25                      | 25         | 50         | -                        |
| Regular Fees                 | 64                      | 1,161      | 1,192      | 33                       |
| Petty Cash Fund              | 100                     | -          | -          | 100                      |
| Due to Municipalities:       |                         |            |            |                          |
| Regular Fines                | -                       | 225        | 225        | -                        |
| Regular Fees                 | -                       | -          | -          | -                        |
| Trust Fund Payable           | 21,578                  | 43,069     | 48,244     | 16,403                   |
| Total Liabilities            | \$ 28,676               | \$ 112,504 | \$ 117,869 | \$ 23,311                |

The accompanying notes are an integral part of the schedule.



**DIXON COUNTY COURT**  
**NOTES TO FINANCIAL SCHEDULES**  
For the Fiscal Years Ended June 30, 2014, and June 30, 2013

**1. Criteria**

**A. Reporting Entity**

The Dixon 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 Dixon 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 2008). 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.