

ABSENTEE SHAWNEE TRIBE
ELECTION COMMISSION
2019 AUDIT

1.1.19 Beginning Balance \$ 151.35

<u>Month</u>	<u>Deposits</u>	<u>Checks</u>
January	\$ 4,230.46	\$ 1,209.70
February	\$ 18.86	\$ 794.31
March	\$ 500.00	\$ 2,465.00
April	\$ -	\$ 200.00
May	\$ 50.95	\$ -
June	\$ 560.00	\$ -
July	\$ -	\$ 52.76
August	\$ -	\$ -
September	\$ -	\$ -
October	\$ -	\$ -
November	\$ 47.40	\$ 205.00
December	\$ -	\$ -
Totals	<u>\$ 5,407.67</u>	<u>\$ 4,926.77</u>

12.31.19 Ending Balance \$ 632.25

COMMENTS/FINDINGS:

Expenses:

- 2/13/2019 Remaining funds (\$11.80) from Certified Mail fees expense was not deposited back into account.
- 2/26/2019 Receipt and supporting documentation for Certified Mail fee is missing (\$7.40)

Revenue:

- 7/3/2019 Pre-numbered receipt not included for acceptance of funds for Fellers, Snider, Blankenship, Bailey, & Tippens reimbursement for service overcharge

RECOMMENDATIONS:

We recommend for the Election Commission to issue a receipt for all cash, checks, and money orders received during the year for tracking purposes. Back up documentation is required for all expenses incurred such as copy of money order, checks, and receipts for payment. If there are remaining funds left over after a purchase, funds must be deposited back to the Election Commission account. Finance requests that Payment Vouchers are included for each expense in audit packet.

Audit performed by:

 Courtney Green - Budget Officer

9/30/20

 Date

Audit reviewed by:

 Jason Murdock - Controller

10/8/2020

 Date

2019 Detailed Revenue

	Receipt #	Date	Payor	Amt	Description
January					
	N/A	1.07.19	BancFirst	\$ 9.71	BancFirst Refund Analysis Service Charge
	862624, 862622, 862623,				Filing Fees for 2019 Election: Twila Parker (\$590.00), Delana Deere (\$590.00), Ezra Delodge (\$590.00), James Spybuck Jr. (\$132.00), John Little Axe (\$215.00), Sherman Tiger (\$215.00),
	862624, 862625, 862626,	1.11.2018	Deposit	\$ 4,102.00	Edwina Butler Wolfe (\$590.00), Leroy Ellis (\$590.00), John Johnson (\$590.00)
	862627, 862628, 862620	1.14.19	Deposit	\$ 118.75	Excess funds deposited back into Election Commission account from check #722
January Total				\$ 4,230.46	
February					
	N/A	2.26.19	BancFirst	\$ 18.86	BancFirst Refund Analysis Service Charge
February Total				\$ 18.86	
March					
	862360	3.22.19	John Johnson	\$ 500.00	Protest fee for Election
March Total				\$ 500.00	
May					
		5.14.19	Deposit	\$ 50.95	Excess funds deposited back into Election Commission account from check #758
May Total				\$ 50.95	
June					
	862631	6.21.19	Edwina Butler Wolfe Fellers, Snider, Blankenship, Bailey, & Tippens	\$ 500.00	Protest fee for June 15, 2019 Election
		7.3.19		\$ 60.00	Reimbursement for overcharge by check. No receipt issued for funds received
June Total				\$ 560.00	
November					
		11.07.19	Deposit	\$ 47.40	Excess funds deposited back into Election Commission account from ATM withdrawal on 11.06.19
November Total				\$ 47.40	
2019 Revenue Total				\$ 5,407.67	

2019 Detailed Expenses

Check#	Date	Payee	Amount	Description
714	1.10.19	John Little Axe	\$ 50.00	Election Commission Process Meeting (6 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Shirley Adkins, Emily Longman
715	1.10.19	Shirley Adkins	\$ 50.00	Election Commission Process Meeting (6 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Shirley Adkins, Emily Longman
716	1.10.19	Sherman Tiger	\$ 50.00	Election Commission Process Meeting (6 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Shirley Adkins, Emily Longman
717	1.10.19	Meredith Walpekeche	\$ 50.00	Election Commission Process Meeting (6 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Shirley Adkins, Emily Longman
718	1.10.19	Tina Ciulla	\$ 50.00	Election Commission Process Meeting (6 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Shirley Adkins, Emily Longman
719	1.10.19	Emily Longman	\$ 50.00	Election Commission Process Meeting (6 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Shirley Adkins, Emily Longman
720	1.10.19	Oklahoma Tax Comm	\$ 225.00	Motor Vehicle back-ground check (9 @ \$25.00)
721	1.10.19	OSBI	-	VOIDED CK
722	1.10.19	Emily Longman	\$ 300.00	Postage (\$7.45), U.S. Treasury FBI fingerprint fee (\$162.00), Certified Mail fee (\$11.80). Excess funds re-deposited on 1/14/19 in the amount of \$181.25
723	1.10.19	OSBI	\$ 135.00	Background checks (9 @ \$15.00 each)
N/A	1.22.19	BankFirst	\$ 9.70	Account Analysis Service Charge
724	1.24.19	John Little Axe	\$ 50.00	Election Commission Process Meeting (4 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
725	1.24.19	Sherman Tiger	\$ 50.00	Election Commission Process Meeting (4 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
726	1.24.19	Shirley Adkins	\$ 50.00	Election Commission Process Meeting (4 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
727	1.24.19	Meredith Walpekeche	\$ 50.00	Election Commission Process Meeting (4 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
728	1.24.19	Tina Ciulla	\$ -	VOIDED CK
729	1.24.19	Emily Longman	\$ 40.00	Election Commission Process Meeting (4 @ \$50.00) Commissioners present: John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
January Total \$ 1,209.70				
730	2.12.19	Tina Ciulla	\$ 25.00	Election Process Certification Meeting (5 @ \$100.00) (1 @ \$25.00) Commissioners present: Tina Ciulla, John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
731	2.12.19	John Little Axe	\$ 100.00	Election Process Certification Meeting (5 @ \$100.00) (1 @ \$25.00) Commissioners present: Tina Ciulla, John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
732	2.12.19	Shirley Adkins	\$ 100.00	Election Process Certification Meeting (5 @ \$100.00) (1 @ \$25.00) Commissioners present: Tina Ciulla, John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
733	2.12.19	Meredith Walpekeche	\$ 100.00	Election Process Certification Meeting (5 @ \$100.00) (1 @ \$25.00) Commissioners present: Tina Ciulla, John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
734	2.12.19	Emily Longman	\$ 100.00	Election Process Certification Meeting (5 @ \$100.00) (1 @ \$25.00) Commissioners present: Tina Ciulla, John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
735	2.12.19	Sherman Tiger	\$ 100.00	Election Process Certification Meeting (5 @ \$100.00) (1 @ \$25.00) Commissioners present: Tina Ciulla, John Little Axe, Sherman Tiger, Meredith Walpekeche, Shirley Adkins, Emily Longman
736	2.13.19	Emily Longman	\$ 59.75	Certified Mail fees (7 @ \$6.85 each= \$47.95) Remaining funds (\$11.80) not deposited back to account in February.
N/A	2.21.19	BankFirst	\$ 9.16	BankFirst Account Analysis Service Charge
737	2.26.19	Shirley Adkins	\$ 7.40	Certified Mail fee receipt and back up documentation missing
738	2.26.19	US Postmaster	\$ 193.00	Stamps
February Total \$ 794.31				
739	3.13.19	Demco Printing	\$ 275.00	900 ballots printed for 2019 election
740	3.13.19	Xpress Wellness	\$ 650.00	Drug and alcohol tests for election candidates (10 @ \$65.00)
741	3.15.19	Shirley Adkins	\$ 50.00	Election Preparation Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
742	3.15.19	Sherman Tiger	\$ 50.00	Election Preparation Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
743	3.15.19	Meredith Walpekeche	\$ 50.00	Election Preparation Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
744	3.15.19	Tina Ciulla	\$ 50.00	Election Preparation Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
745	3.15.19	Emily Longman	\$ 50.00	Election Preparation Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
746	3.22.19	Shirley Adkins	\$ 50.00	Background check (\$15.00) and Motor Vehicle Report (\$25.00)
747	3.22.19	Shirley Adkins	\$ 50.00	Election Process Certification Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
748	3.22.19	Sherman Tiger	\$ 50.00	Election Process Certification Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
749	3.22.19	Meredith Walpekeche	\$ 50.00	Election Process Certification Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
750	3.22.19	Tina Ciulla	\$ 50.00	Election Process Certification Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
751	3.22.19	Emily Longman	\$ 50.00	Election Process Certification Meeting (5 @ \$50.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
752	3.25.19	Robert Gifford	\$ 500.00	Judge Robert Gifford Judicial services rendered on March 25, 2019
753	3.25.19	Shirley Adkins	\$ 100.00	Primary Election Recount Meeting (5 @ \$100.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
754	3.25.19	Sherman Tiger	\$ 100.00	Primary Election Recount Meeting (5 @ \$100.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
755	3.25.19	Meredith Walpekeche	\$ 100.00	Primary Election Recount Meeting (5 @ \$100.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
756	3.25.19	Tina Ciulla	\$ 100.00	Primary Election Recount Meeting (5 @ \$100.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
757	3.25.19	Emily Longman	\$ 100.00	Primary Election Recount Meeting (5 @ \$100.00) Commissioners present: Shirley Adkins, Sherman Tiger, Meredith Walpekeche, Tina Ciulla, Emily Longman
March Total \$ 2,463.00				
758	4.25.19	Emily Longman	\$ 200.00	Money Orders for US Treasury & FBI (\$72.00) Postage for FBI letter (\$22.00) OSBI (\$20.00) Motor Vehicle Report (\$25.00) \$50.95 deposited back to account in May.
April Total \$ 200.00				
Debit card	7.2.19	Boomerang	\$ 52.76	Special Election Commission Meeting at Boomerang. Commissioners present: John Little Axe, Shirley Adkins, Meredith Walpekeche, Sherman Tiger, James Spynuck
July Total \$ 53.76				
Cash withdrawal	11.06.19	Shirley Adkins	\$ 160.00	Money Order for US Treasury (\$54.00) Postage (\$8.60) Motor Vehicle Report (\$50.00), \$47.40 deposited back to account in November
759	11.13.19	Shirley Adkins	\$ 45.00	Reimbursement for OSBI Election Commission Alternates (3 @ \$15.00): Meredith Walpekeche, Emily Longman, Dana Wilson
November Total \$ 205.00				
No expenses in May, June, August, September, October, & December				
2019 TOTAL EXPENSES \$ 4,926.77				