

Court Clerk Records Management and Preservation Monthly Report

OSAI Form #1727 (2019)
28 O.S. §§ 31.3 & 152

County: OKLAHOMA
Reporting Period: August 2025

Finalized/Modified
Date: 09/08/2025

Beginning Balance	\$ 1,242,698.81
Fees Collected	\$ 69,116.17
Interest	\$ 1,847.75
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 0.00
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 0.00
Ending Balance	\$ 1,313,662.73

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials PS) \$ 1,313,662.73

Reconciling Items:

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance \$ 1,313,662.73

The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

<u>Sabrina Hawah</u> Court Clerk or Authorized Deputy	<u>9-8-2025</u> Date
<u>Paul A. [Signature]</u> Reviewed by	<u>9/8/25</u> Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: _____

Filed with Administrative Director of the Courts on: _____

COURT CLERK'S MONTHLY REPORT
CASH SUMMARY
AUGUST 2025

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S. A. & I. 1721 REPORT

CASE TYPE	BEGINNING BALANCE	INVESTMENTS	TOTAL IN DOCKETS AND INVESTMENTS	RECEIPTS DURING MONTH	LESS: INSUFFICIENT CHECKS	ADD: CANCELLED VOUCHERS	VOUCHER BALANCES DISBURSEMENTS	APPLIED FEES DISBURSEMENTS	TOTAL DISBURSEMENTS	BALANCE IN DOCKETS
MISC	15,863.16		15,863.16	11,121.00	-	-	2.00	14,534.87	14,536.87	12,447.29
BL	200.00		200.00	140.00	-	-	-	200.00	200.00	140.00
BV	30.00		30.00	-	-	-	-	-	-	30.00
CJ	19,232,325.63	263.63	19,232,589.26	2,092,951.78	-	48.75	2,101,260.20	324,966.91	2,426,227.11	18,899,362.68
CJX	0.00		0.00	-	-	-	-	-	-	0.00
CO	-		-	-	-	-	-	-	-	-
CS	591,893.89		591,893.89	350,630.70	-	-	-	413,560.84	413,560.84	528,963.75
CV	6,396,104.68	120.38	6,396,225.06	288,787.79	-	-	565,982.65	43,529.56	609,512.21	6,075,500.64
FD	362,761.20		362,761.20	69,087.16	-	-	632.10	72,678.50	73,308.60	358,539.78
FI	-		-	-	-	-	-	-	-	-
FMI	317.14		317.14	-	-	-	-	229.14	229.14	88.00
FP	36,963.03		36,963.03	13,791.76	-	-	4,574.84	13,368.19	17,943.03	32,811.76
FR	174.14		174.14	-	-	-	-	174.14	174.14	-
FS	-		-	-	-	-	-	-	-	-
JD	2,924.51		2,924.51	310.50	-	-	-	2,159.50	2,159.50	1,075.51
JDL	126,477.60		126,477.60	12,033.21	-	19.08	3,460.00	8,428.90	11,888.90	126,640.99
JMI	10,265.00		10,265.00	(4,500.00)	-	-	-	-	-	5,765.00
JS	-		-	-	-	-	-	-	-	-
JT	-		-	-	-	-	-	-	-	-
MH	5.00		5.00	-	-	-	-	-	-	5.00
ML	18,320.00		18,320.00	16,555.00	-	-	-	18,320.00	18,320.00	16,555.00
NP	-		-	-	-	-	-	-	-	-
PP	25,300.00		25,300.00	22,750.00	-	-	-	25,230.00	25,230.00	22,820.00
PH	-		-	-	-	-	-	-	-	-
PO	3,866.69		3,866.69	2,934.47	-	-	-	1,575.58	1,575.58	5,225.58
PS	(0.00)		(0.00)	-	-	-	-	-	-	(0.00)
PSS	957.42		957.42	1,873.98	-	-	-	957.42	957.42	1,873.98
SB	10.50		10.50	-	-	-	-	-	-	10.50
SC	617,220.98		617,220.98	335,138.98	76.64	50.00	688.75	321,608.07	322,296.82	630,036.50
SD	-		-	-	-	-	-	-	-	-
TL	1,288.72		1,288.72	1,088.98	-	-	-	472.42	472.42	1,905.28
CIVIL TOTAL	27,443,269.28	384.01	27,443,653.29	3,214,695.31	76.64	117.83	2,676,800.54	1,261,992.04	3,938,592.58	26,719,797.21
AI	328.28		328.28	984.84	-	-	-	328.28	328.28	984.84
FA	8,884.16		8,884.16	5,620.06	-	-	-	7,175.68	7,175.68	7,328.54
PB	2,570,923.88	347.66	2,571,271.54	35,478.57	-	-	99.08	38,507.41	38,606.49	2,568,143.62
PC/DTR	310.00		310.00	184.14	-	-	-	-	-	474.14
PG	55,859.61	3.11	55,861.72	13,859.85	-	-	160.77	13,578.24	13,739.01	55,982.56
PMI	-		-	-	-	-	-	-	-	-
PT	779.78		779.78	20.00	-	-	-	348.28	348.28	451.50
WLYGICCA/GJ	6,954.00		6,954.00	1,270.41	-	-	-	1,280.50	1,280.50	6,943.91
PROBATE TOTAL	2,844,038.71	350.77	2,844,389.48	97,397.87	-	-	259.85	61,218.39	61,478.24	2,840,309.11
CF	3,362,606.16	-	3,362,606.16	417,273.26	-	3,220.83	79,647.39	259,251.21	338,898.60	3,444,201.65
CM	988,097.41		988,097.41	175,459.56	-	1,158.35	41,309.00	158,051.87	199,360.87	965,354.45
CP	44.75		44.75	-	-	-	-	20.00	20.00	24.75
GPC	264,015.00		264,015.00	35,015.00	-	-	19,500.00	15.00	19,515.00	279,515.00
MI	2,544.00		2,544.00	515.00	-	-	500.00	-	500.00	2,559.00
NF	635.00		635.00	-	-	-	-	-	-	635.00
TR	295,602.50		295,602.50	241,739.05	-	20.00	4,155.60	238,064.62	242,220.42	295,141.13
WL	5,616.00		5,616.00	1,325.00	-	-	-	1,336.00	1,336.00	5,805.00
CRIMINAL TOTAL	4,919,160.82	-	4,919,160.82	871,326.87	-	4,399.18	145,111.99	656,738.90	801,850.89	4,993,035.98
SUB TOTAL	35,006,468.82	734.78	35,007,203.60	4,143,420.05	76.64	4,517.01	2,821,972.38	1,979,949.33	4,801,921.71	34,353,142.31
JUVENILE	16,415.54	-	16,415.54	-	-	-	-	-	-	16,415.54
LONG/SHORTS UNIDENTIFIED VARIANCE	-		-	-	-	-	-	-	-	-
GRAND TOTAL	35,022,884.38	734.78	35,023,619.14	4,143,420.05	76.64	4,517.01	2,821,972.38	1,979,949.33	4,801,921.71	34,369,567.85

COURT CLERK'S MONTHLY REPORT -
CASH SUMMARY AUGUST 2025
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S. A. & I. 1721 REPORT

DEPOSITS	(+)Plus Last Month Deposit	(-)Minus Last Deposit of Current Month	Credit Cards 7.21 through 7.30	Credit Cards 8.27 through 8.28					COURT CLERK'S DEPOSITS	COUNTY TREASURER'S DEPOSITS	Difference
4,143,426.05	98,626.57	(321,072.89)	311,748.28	(73,802.41)					4,165,919.50	4,159,919.50	0.00
DISBURSEMENTS	(-)Vouchers Not Registered from current month	(+)Vouchers Not Registered from previous month	Rounding errors in Applied Fees disbursements CP-2000-4300 Multiple ACS and parties						COURT CLERK'S DISBURSEMENTS	COUNTY TREASURER'S DISBURSEMENTS	Difference
4,801,921.71	0.00	0.00	(0.02)						4,801,921.89	4,801,921.89	0.00
BALANCE IN DOCKETS	(-)Minus Last Deposit of Current Month	8/22/14 TR-14-19176 Credit card issue corrected 9/8/14 MR-16-2 \$3.00 Correction	(-)Minus Inout Cks Not Posted to Dockets CK # 792737CP-10-282 \$9 Rounding Errors CP case type Applied Fees 10.4.19 (.01) / CF-00-4300 8.5.25 (.02)	(+) Plus Inout Checks Not Posted Correction 12/31/18 CS-11-2125 By Treasurer/ pay \$15.00 duplicate deposit on 2/11 & 2/12	TR-2014-32909 \$231.00 cashed voucher# 401611 canceled by indemnity bond \$121.15 Randle short ch#8868 CJ-13-2512 to correct deposit 4/30/13 \$20.00	Credit Cards Current Month	"Errors Identified But Not Corrected From Below	SHORTS/COUNTERFEIT 2013 -\$185.00 / 1.14 & 2.14 - \$69.00 FY14.15 - \$338.00 / FY 15.16 - \$109.00 FY16.17 - \$87.00 / FY17.18 - \$23.00 FY18.19 - \$110 / FY19.20 - \$20 FY20.21 - \$120 / FY21.22 - \$20 FY22.23 - \$30 / FY24.25 - \$10	COURT CLERK'S ENDING BALANCE	COUNTY TREASURER'S ENDING BALANCE	Difference
34,369,557.35	(321,072.89)	20.00	(4.97)	0.54	(211.50)	(73,802.41)	(0.01)	(1,108.00)	33,973,378.51	33,973,378.51	0.00
DESCRIPTION OF VARIANCE	AMOUNT	ERRORS IDENTIFIED BUT NOT CORRECTED						DESCRIPTION OF VARIANCE	ERRORS IDENTIFIED BUT NOT CORRECTED		
								Rounding error in Applied Fee disbursements CP case type 10 4 19 0 31 / CF-00-4300 8 5 25 0 02	0.03		
								MIDFIRST BANK MONEY ORDER #792737 UNPROCESSABLE CF-10-282; MONEY ORDER AMOUNT \$50.00 CHASE BANK PROCESSING MONEY ORDER AS \$5.00	(5.00)		
								*Rounding Error in CP case type in Applied Fees	(0.01)		
								CF-07-7094 (Juvenile) check written for \$50.00 however in the numeric box amount is \$50.50; \$50.50 was receipted and backed out for the insufficient check	0.50		
								Cashier Short Cash Undetermined Court 2013 Fields 2.1.13 \$20 / Mullendore 8.28.13 \$10 / McNeer 8.9.13 \$50 / Curtis 8.13.13 \$50 Randle 9.25.13 \$10 / Mullendore 10.18.13 \$10 / Randle 12.30.13 \$10	(165.00)		
								Cashier - Randle short \$20.00 call 8/8/68 CJ-2013-2513 correct on 6/3/13 for 4/30/13 deposit	20.00		
								Cashier Short Cash Undetermined Court 1 14 3 2 14 Counterfeit 1 22 14 \$20 / Henderson 2 14 14 \$29 / Mullendore 2 26 14 \$10	(69.00)		
								TR-2014-19175 credit card issue corrected 9/8/14	20.00		
								Cashier Short Cash Undetermined Court FY 2015 Counterfeit 7.28.14 \$20 / Dodson 8.15.14 \$10 / Mils 9.17.14 \$20 Porter 11.3.14 \$19 / Fields 11.3.14 \$20 / Fields 11.18.14 \$10 / Phillips 11.21.14 \$40 Fields 12.23.14 \$20 / Henderson 2.11.15 \$30 / Counterfeit 6.5.15 \$100	(339.00)		
								Cashier Short Cash Undetermined Court FY 2016 Counterfeit 8.14.15 \$20 / Counterfeit 4.28.16 \$10 / Fields 6.1.16 \$79	(109.00)		
								Cashier Short Cash Undetermined Court FY 2017 Wame 7.11.16 \$5 / Ponce 7.18.16 \$25 / Counterfeit 9.18.16 \$20 / Wame 9.19.16 \$7 Porter 3.2.17 \$25 / Cullen 8.30.17 \$15	(97.00)		
								Cashier Short Cash Undetermined Court FY 2018 Fields 7.12.17 \$19 / Henderson 12.14.17 \$10	(29.00)		
								Cashier Short Cash Undetermined Court FY 2018 Walker 10.1.18 \$10 / Henderson 3.13.19 \$100	(110.00)		
								Cashier Short Cash Undetermined Court FY 2020 Counterfeit 11.19.19 \$20	(20.00)		
								Cashier Short Cash Undetermined Court FY 2021 McMichael 7.2.2020 \$20 / Fields 7.10.2020 \$100	(120.00)		
								Cashier Short Cash Undetermined Court FY 2022 Henderson 5.14.2022 \$20	(20.00)		
								Cashier Short Cash Undetermined Court FY 2023 Gasner 7.19.22 \$10 / Fields 3.31.23 \$20	(30.00)		
								Cashier Short Cash Undetermined Court FY 2025 Henderson 10.11.24 \$10	(10.00)		
TOTAL	0.00	0.00						TOTAL	(1,072.48)	0.00	

S. A. & I. 1721 (February 2002)

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