

Court Clerk Records Management and Preservation Monthly Report

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

County: OKLAHOMA
Reporting Period: September 2024

Finalized/Modified
Date: 10/04/2024

| | |
|---------------------------|---------------|
| Beginning Balance | \$ 752,938.49 |
| Fees Collected | \$ 66,924.66 |
| Interest | \$ 1,194.14 |
| 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 | \$ 821,057.29 |


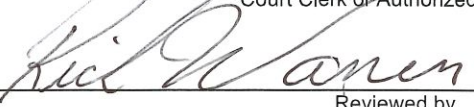
Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials JS) \$ 821,057.29

Reconciling Items:

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

Reconciled Balance \$ 821,057.29

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

| | |
|---|-----------------|
|  Court Clerk or Authorized Deputy | 10-7-24 Date |
|  Reviewed by | 10/7/24 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
SEPTEMBER 2024**

Page 1

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 | 12,989.04 | | 12,989.04 | 10,330.25 | 18.00 | - | - | 11,707.00 | 11,707.00 | 11,594.29 |
| BL | 100.00 | | 100.00 | 60.00 | - | - | - | 100.00 | 100.00 | 60.00 |
| BV | 30.00 | | 30.00 | - | - | - | - | - | - | 30.00 |
| CJ | 10,175,985.46 | 372.59 | 10,176,358.05 | 3,500,213.87 | - | - | 1,253,043.06 | 278,466.77 | 1,531,509.83 | 12,145,062.09 |
| CJK | 0.00 | | 0.00 | - | - | - | - | - | - | 0.00 |
| CO | - | | - | - | - | - | - | - | - | - |
| CS | 546,999.54 | | 546,999.54 | 348,679.26 | - | - | 16,518.55 | 357,229.80 | 373,748.35 | 521,930.45 |
| CV | 1,812,516.86 | | 1,812,516.86 | 188,135.24 | 164.14 | - | 7,333.43 | 56,848.92 | 64,182.35 | 1,936,305.61 |
| FD | 526,212.67 | | 526,212.67 | 71,554.70 | - | - | 4,256.35 | 75,074.42 | 79,330.77 | 518,436.60 |
| FI | - | | - | - | - | - | - | - | - | - |
| FMI | 164.64 | | 164.64 | - | - | - | - | 76.64 | 76.64 | 88.00 |
| FP | 30,428.02 | | 30,428.02 | 13,688.68 | - | - | 18.56 | 11,698.38 | 11,716.94 | 32,389.76 |
| FR | - | | - | - | - | - | - | - | - | - |
| FS | - | | - | - | - | - | - | - | - | - |
| JD | 720.01 | | 720.01 | 120.00 | - | - | - | 120.00 | 120.00 | 720.01 |
| JDL | 139,572.70 | | 139,572.70 | 4,520.40 | - | 100.00 | 5,557.00 | 6,423.50 | 11,980.50 | 132,212.60 |
| JMI | 8,815.00 | | 8,815.00 | 300.00 | - | - | - | - | - | 9,115.00 |
| JS | - | | - | - | - | - | - | - | - | - |
| JT | - | | - | - | - | - | - | - | - | - |
| MH | 5.00 | | 5.00 | - | - | - | - | - | - | 5.00 |
| ML | 18,485.00 | | 18,485.00 | 24,015.00 | 50.00 | - | - | 18,485.00 | 18,485.00 | 23,965.00 |
| NP | - | | - | - | - | - | - | - | - | - |
| PP | 21,280.00 | | 21,280.00 | 14,490.00 | - | - | - | 21,210.00 | 21,210.00 | 14,560.00 |
| PH | - | | - | - | - | - | - | - | - | - |
| PO | 3,500.95 | | 3,500.95 | 2,154.31 | - | - | 292.50 | 1,282.34 | 1,554.84 | 4,100.42 |
| PS | (0.00) | | (0.00) | - | - | - | - | - | - | (0.00) |
| PSS | 1,186.56 | | 1,186.56 | 1,186.56 | - | - | - | 1,186.56 | 1,186.56 | 1,186.56 |
| SB | 10.50 | | 10.50 | - | - | - | - | - | - | 10.50 |
| SC | 594,238.15 | | 594,238.15 | 284,206.54 | - | - | 3,860.00 | 323,510.49 | 327,370.49 | 551,074.20 |
| SD | - | | - | - | - | - | - | - | - | - |
| TL | 1,278.72 | | 1,278.72 | 2,318.74 | - | - | - | 482.42 | 482.42 | 3,115.04 |
| CIVIL TOTAL | 13,894,516.82 | 372.59 | 13,894,891.41 | 4,465,973.55 | 232.14 | 100.00 | 1,290,879.45 | 1,163,882.24 | 2,454,761.69 | 15,905,971.12 |
| AI | 984.84 | | 984.84 | 492.42 | - | - | - | 984.84 | 984.84 | 492.42 |
| FA | 8,098.74 | | 8,098.74 | 5,341.78 | - | - | 44.75 | 6,443.51 | 6,488.26 | 6,952.26 |
| PB | 2,408,618.61 | 1,010.55 | 2,409,629.16 | 33,385.05 | - | - | 24.75 | 37,052.63 | 37,077.38 | 2,405,936.83 |
| PC/DTR | 310.00 | | 310.00 | - | - | - | - | - | - | 310.00 |
| PG | 57,801.21 | 4.63 | 57,805.84 | 13,225.98 | - | - | 24.75 | 16,056.41 | 16,081.16 | 54,950.66 |
| PMI | - | | - | - | - | - | - | - | - | - |
| PT | 1,238.70 | | 1,238.70 | 328.28 | - | - | - | 850.70 | 850.70 | 716.28 |
| WL/YOCCA/GJ | 7,966.75 | | 7,966.75 | 1,528.93 | - | - | - | 788.25 | 788.25 | 6,707.43 |
| PROBATE TOTAL | 2,485,018.85 | 1,015.18 | 2,486,034.03 | 54,302.44 | - | - | 94.25 | 62,176.34 | 62,270.59 | 2,478,065.88 |
| CF | 3,782,398.60 | | 3,782,398.60 | 277,738.71 | - | 58.00 | 348,838.92 | 198,526.97 | 547,365.89 | 3,512,829.42 |
| CM | 1,137,719.92 | | 1,137,719.92 | 176,123.64 | - | 3,201.00 | 127,258.65 | 138,889.04 | 266,147.69 | 1,050,896.87 |
| CPC | 24.75 | | 24.75 | 27.54 | - | - | - | - | - | 52.29 |
| CPC | 227,150.00 | | 227,150.00 | 10,000.00 | - | 5,000.00 | 38,000.00 | - | 38,000.00 | 204,150.00 |
| MI | 1,044.00 | | 1,044.00 | - | - | - | - | - | - | 1,044.00 |
| NF | 635.00 | | 635.00 | - | - | - | - | - | - | 635.00 |
| TR | 257,140.71 | | 257,140.71 | 225,304.17 | - | - | 3,100.05 | 216,082.57 | 219,182.62 | 263,262.26 |
| WL | 2,824.00 | | 2,824.00 | 750.00 | - | - | - | 852.00 | 852.00 | 2,722.00 |
| CRIMINAL TOTAL | 5,408,936.98 | - | 5,408,936.98 | 689,944.06 | - | 8,259.00 | 517,197.62 | 664,350.58 | 1,071,548.20 | 5,035,591.84 |
| SUB TOTAL | 21,788,474.65 | 1,387.77 | 21,789,862.42 | 5,210,220.05 | 232.14 | 8,359.00 | 1,809,171.32 | 1,780,409.16 | 3,588,580.48 | 23,419,628.85 |
| JUVENILE | 16,415.54 | | 16,415.54 | - | - | - | - | - | - | 16,415.54 |
| LONG/SHORTS UNIDENTIFIED VARIANCE | - | | - | - | - | - | - | - | - | - |
| GRAND TOTAL | 21,804,890.19 | 1,387.77 | 21,806,277.96 | 5,210,220.05 | 232.14 | 8,359.00 | 1,808,171.32 | 1,780,409.16 | 3,588,580.48 | 23,436,044.39 |

COURT CLERK'S MONTHLY REPORT -
CASH SUMMARY SEPTEMBER 2024
Page 2

| S. A. § 1.1721 REPORT | | | | | | | | | | | |
|-------------------------|---|--|---|---|--|----------------------------|---|---|-------------------------------------|-----------------------------------|------------|
| DEPOSITS | (+)Plus Last Month Deposit | (-)Minus Last Deposit of Current Month | Credit Cards 8.26 through 8.29 | Credit Cards 8.25 through 8.29 | | | | | COURT CLERK'S DEPOSITS | COUNTY TREASURER'S DEPOSITS | Difference |
| 5,218,220.85 | 167,814.61 | (81,451.84) | 111,842.43 | (111,539.88) | | | | | 5,296,985.37 | 5,296,985.37 | 0.00 |
| DISBURSEMENTS | (-)Vouchers Not Registered from current month | (+)Vouchers Not Registered from previous month | | | | | | | COURT CLERK'S DISBURSEMENTS | COUNTY TREASURER'S DISBURSEMENTS | Difference |
| 3,588,580.48 | 0.00 | 0.00 | | | | | | | 3,588,580.48 | 3,588,580.48 | 0.00 |
| BALANCE IN DOCKETS | (-)Minus Last Deposit of Current Month | 8/22/14 TR-14-19176 Credit card issue corrected 9/6/14 MR-16-2 \$3.00 Correction | (-)Minus Inflow CKs Not Posted to Dockets CK # 792737CF-10-282 56 Rounding Error CF case type Applied Fees 10.4.19 (.01) Insufficient check SC-23-5289 input 4/4/23 \$230.55 Adjustment 4.3.23 CJ.17.2370 | (+) Plus Inflow Checks Not Posted Correction 12/31/15 CS-11-2125 By Treasurer epay \$15.00 duplicate deposit on 2/11 & 2/12 | TR-2014-32969 \$231.50 cashed voucher# 401811 cancelled by indemnity bond 5/13/15 Randle short ck#888888 CJ-13-2813 to correct deposit 4/30/14 \$20.00 | Credit Cards Current Month | *Errors Identified But Not Corrected From Below | 2013 -\$186.00 1.14 & 2.14 - \$59.00 FY14.16 - \$339.00 FY 16.16 - \$109.00 FY16.17 - \$97.00 FY17.18 - \$25.00 10/1/18 Walker short \$10 3/13/19 Henderson short \$100 11.18.19 Counterfeit \$20 7.2.2020 McMichael short \$20 7.10.2020 Fields short \$100 6.14.2022 Henderson short \$20 7.19.22 Gasner short \$10 10.24.22 Hawkins short \$40 / CORR 12 6.2023 cv-2022-2074 5.31.23 Fields short \$20 | COURT CLERK'S ENDING BALANCE | COUNTY TREASURER'S ENDING BALANCE | Difference |
| 23,436,044.39 | (81,451.84) | 20.00 | (4.99) | 0.54 | (211.50) | (111,539.88) | (0.01) | (1,098.00) | 23,241,758.71 | 23,241,758.71 | 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 CF case type 10.4.19 | 0.01 | | |
| | | | | | | | | MIFIRST BANK MONEY ORDER #702737 UNPROCESSABLE CF-10-282, MONEY ORDER AMOUNT \$30.00 CHASE BANK PROCESSING MONEY ORDER AS \$5.00 | (5.00) | | |
| | | | | | | | | *Rounding Error in CF case type in Applied Fees | (0.01) | | |
| | | | | | | | | CF-07-7094 (Juvenile) check written for \$50.00 however in the numeric box amount is \$90.50; \$50.50 was recaptured and backed out for the insufficient check. | 0.50 | | |
| | | | | | | | | Cashier short cash undetermined court 2013 | | | |
| | | | | | | | | Fields 2/1/13 \$20 | | | |
| | | | | | | | | Mullendore 8/28/13 \$15 | (165.00) | | |
| | | | | | | | | McNeill 9/0/13 \$50 | | | |
| | | | | | | | | Cashier - Randle short \$20.00 ck# 88888 CJ-2013-2513 correct on 9/3/13 Inv. 430/13 deposit | 20.00 | | |
| | | | | | | | | Counterfeit \$20 bill on 1/22/14 | | | |
| | | | | | | | | Counterfeit on 7/29/14 | (40.00) | | |
| | | | | | | | | Cashier - Henderson short undetermined court 2/14/14 | (29.00) | | |
| | | | | | | | | Cashier - Mullendore short undetermined court 2/26/14 | (10.00) | | |
| | | | | | | | | Cashier - Dodson short undetermined court 8/15/14 | (10.00) | | |
| | | | | | | | | TR-2014-19175 credit card issue corrected 9/6/14 | 20.00 | | |
| | | | | | | | | Cashier - Porter short undetermined court 11/3/14 | (19.00) | | |
| | | | | | | | | Cashier - Fields short undetermined court 11/18/14 | (20.00) | | |
| | | | | | | | | Cashier - Fields short undetermined court 11/18/14 | (10.00) | | |
| | | | | | | | | Cashier - Ross-Phillips short undetermined court 11/21/14 | (40.00) | | |
| | | | | | | | | Cashier - Mills short undetermined court 9/17/14 | (20.00) | | |
| | | | | | | | | Cashier - Fields short undetermined court 6/1/16 | (79.00) | | |
| | | | | | | | | Cashier - Warne short undetermined court 9/19/16 | (7.00) | | |
| | | | | | | | | Cashier - Porter short undetermined court 3/2/17 | (25.00) | | |
| | | | | | | | | Cashier - Cutler short undetermined court 6/30/17 | (15.00) | | |
| | | | | | | | | Cashier - Fields short undetermined court 7/12/17 | (19.00) | | |
| | | | | | | | | Cashier - Henderson short undetermined court 12/14/17 | (10.00) | | |
| | | | | | | | | Cashier - Walker short undetermined court 10/1/18 | (10.00) | | |
| | | | | | | | | Cashier - Henderson short undetermined court 3/13/19 | (100.00) | | |
| | | | | | | | | Unknown Court - Counterfeit \$20 11.19.19 | (20.00) | | |
| | | | | | | | | Cashier - McMichael short undetermined court 7/2/2020 | (20.00) | | |
| | | | | | | | | Cashier - Fields short undetermined court 7/10/2020 | (100.00) | | |
| | | | | | | | | Cashier - Henderson short undetermined court 6.14.2022 | (20.00) | | |
| | | | | | | | | Cashier - Gasner short undetermined court 7.19.22 | (10.00) | | |
| | | | | | | | | Cashier - Fields short undetermined court 5.31.23 | (20.00) | | |
| TOTAL | 0.00 | 0.00 | | | | | | TOTAL | (782.51) | 0.00 | |

COURT CLERK'S MONTHLY REPORT - CASH SUMMARY
 SEPTEMBER 2024
 Page 3

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

| | | | | | | |
|---------------------------------------|--|---|--|---|--|---|
| Deposits \$5,210,220.05 | (+)Plus Last Month Deposit \$167,814.61 | (-)Minus Last Deposit Current Month (\$81,451.84) | Credit Cards 8,26-8,29 \$111,942.43 | Credit Cards 9,25-9,29 (\$111,539.88) | (=)Equals County Treasurer's Deposits \$5,296,985.37 | |
| Total Disbursements \$3,588,580.48 | (+)Minus Vouchers Not Registered \$0.00 | (+)Plus Last Month's Report Fees Not Posted to Dockets \$0.00 | | | (=)Equals County Treasurer's Disbursements \$3,588,580.48 | |
| BALANCE IN DOCKETS | (-)Minus Last Deposit of Current Month | (-) Minus Insufficient Checks Not Posted by Court Clerk CF-10-282 \$5 CS-11-2125 12/31/15 04 Applied Fee Disbursements rounding error 10.4.19 .01 insufficient check SC.23.5399 input 4.4.23 \$230.55 Adjustment 4.3.23 CJ.17.2370 \$66.64 | 8/22/14 TR-14-19175 Credit card issue corrected 9/8/14 \$20 TR-14-32969 cashed canceled voucher #401611 \$231.50 | Rounding errors/ Bank corrections Cashiers short cash 2013 \$165 Counterfeit bills \$20 1/22/14 8/7/28/14 Henderson short 2/14/14 \$29 Mullendore short 2/26/14 \$10 Dodson short 8/15/14 \$10 Mills short \$20 9/17/14 Porter short \$19 11/3/14 Fields short \$20 11/5/14 Fields short \$10 11/18/14 Ross-Phillips short \$40 11/21/14 Fields short \$20 12/23/14 Henderson short \$80 2/14/15 Counterfeit \$100 bill 6/5/15 Tillman Counterfeit \$20 Fields 8/14/15 Counterfeit \$10.00 Bellomy 4/29/15 Fields short \$79 6/1/16 Warne short \$9 7/1/16 Prince short \$25 7/18/16 Smith - Counterfeit \$20 9/16/16 Warne - short \$7 9/19/16 Porter - short \$25 3/2/17 Cutler - short \$15 6/30/17 Fields - short \$19 7/12/17 Henderson - short \$10 12/14/17 Walker - short \$10.00 10/1/18 Henderson - short \$100 3.13.19 Counterfeit - \$20 11.19.19 McMichael - short \$20 7.2.2020 Fields - short \$100 7.10.2020 | Credit Cards Current Month | (=)Equals County Treasurer's Ending Balance |
| \$23,436,044.39 | (\$81,451.84) | (\$4.95) | (\$211.50) | (\$1,077.51) | \$23,241,758.71 | |

COURT FUND DEPOSITS AND DISBURSEMENTS

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-------------------|---------------------|----------------|------------------|--------------------|--------------------------|----------------|---|-------------------------------------|
| Beginning Balance | Court Fund Deposits | Refund Deposit | Interest Deposit | Cancelled Vouchers | Court Fund Disbursements | Ending Balance | | County Treasurer Court Fund Balance |
| \$1,168,423.72 | \$969,221.40 | | \$2,381.62 | \$665.26 | \$687,095.37 | \$1,453,596.63 | | \$1,453,596.63 |

COURT CLERK REVOLVING FUND DEPOSITS AND DISBURSEMENTS

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------------------------|-------------|----------------|------------------|--------------------|---------------|----------------|---|--------------------------|
| Beginning Balance FUND 8052 | Deposits | Refund Deposit | Interest Deposit | Cancelled Vouchers | Disbursements | Ending Balance | | County Treasurer Balance |
| \$724,659.38 | \$45,160.79 | | \$1,209.15 | | \$201,836.90 | \$569,192.42 | | \$569,192.42 |

I, the undersigned Court Clerk of the County and State aforesaid, do solemnly swear that the foregoing report contains a full and complete statement of the fiscal condition of the office of Court Clerk of the County of Oklahoma, State of Oklahoma, for the month ending September 30, 2024 reflecting the full amount of all fees, fines, assessments and forfeitures collected by the Court Clerk. Said report reflects the money in which the Court Clerk as required by law disburses to the Court Fund and various agencies or funds as authorized by law to receive same.

And, that the said statement, together with the schedules thereof is true and correct, so help me God.

(SEAL)

RICK WARREN

COURT CLERK

Sabrina Haworth

Deputy

Chairman, Board of County Commissioners

County Commissioner

County Commissioner

NOTES:

Approved this _____ day of _____, 20____, 19 OSA, §§ 153 and 684.

Filed this _____ day of _____, 20____.

County Clerk