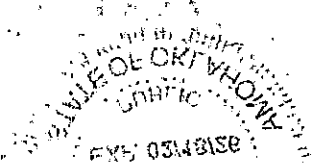


**MONTHLY REPORT OF OFFICERS**

OFFICE OF THE COUNTY COMMISSIONERS OF OKLAHOMA COUNTY, OKLAHOMA

The following report showing, by classes, the amount of receipts and disbursements for the month of Month of December, 2024, with balance of cash on hand at beginning and close of said months, is respectfully submitted.



1	2	3	4	5	6	7	8
CLASSIFICATION OF ACCOUNTS	BALANCE	DEBITS/ACCOUNTS RECEIVABLE		TOTAL	CREDITS		BALANCE
	Cash on Hand at						Cash on Hand at
	beginning of month	Received this Month	Transfers In		Vouchers Issued	Transfers Out	close of month
<b>Depository Fund 8202</b>							
Commissioners #4	\$167,759.52	\$0.00					\$167,759.52
Insufficient Checks	\$0.00						\$0.00
Canceled/Stopped Vouchers	\$0.00						\$0.00
<b>Depository Fund 8203</b>							
DA Civil Fee	\$2,761.24	\$0.00					\$2,761.24
Insufficient Checks	\$0.00						\$0.00
Canceled/Stopped Vouchers	\$0.00						\$0.00
<b>Depository Fund 8204</b>							
Prevention of Child Abuse	\$3,667.01	\$0.00					\$3,667.01
Insufficient Checks	\$0.00						\$0.00
Canceled/Stopped Vouchers	\$0.00						\$0.00
<b>Depository Fund 8206</b>							
Sale of Culvert Pipe	\$3,036.93	\$2,900.08			\$ 802.02		\$5,134.99
Insufficient Checks	\$0.00						\$0.00
Returned Checks	\$0.00						\$0.00
Canceled/Stopped Vouchers	\$0.00						\$0.00
<b>TOTAL</b>	<b>\$177,224.70</b>	<b>\$2,900.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$802.02</b>	<b>\$0.00</b>	<b>\$179,322.76</b>

**RECONCILEMENT**

The following is a reconciliation of the County Clerk for the month of February 2025.

Beginning Depository Balance	\$177,224.70
ADD: Collections	\$2,900.08
Cancelled Vouchers	\$ -
SUBTRACT: Vouchers Issued	\$802.02
Ending Depository Balance	\$179,322.76
ADD: Vouchers Issued, Not Registered	
Deposits in Transit - Beginning	-
Ending	
Treasurer's Errors	\$ -
County Clerk Total	\$179,322.76
TREASURERS BALANCE	\$ 179,322.76

Reconciled and filed on this 10th day of March 2025

**MONTHLY REPORT**

Of Board of County Commissioners  
of Oklahoma County, Oklahoma for the month ending on the  
28th day of February 2025

Reconciled and Filed this 10th day of  
March 2025

Maressa Treat  
Oklahoma County Clerk

Maressa Treat, County Clerk  
duly and elected, qualified and acting in and for Oklahoma  
County, Oklahoma a true and correct report of all fees charged  
and collected in my office for the month ending on the

28th day of February 2025

Officer

Subscribed and sworn to before me this 10th day of  
March 2025

M. Michele Nicholson

My Commissioner Expires: \_\_\_\_\_



From: 02/02/2025 TO: 02/28/2025

Fund No	Fund Name	Previous	Deposits	Disbursements	Cancellations	Transfers	Ending
8202	Commissioners #4	167,759.52	0.00	0.00	0.00	0.00	167,759.52
8203	Commissioners DA Civil Fee	2,761.24	0.00	0.00	0.00	0.00	2,761.24
8204	Commissioners Prevention of Child Abuse	3,667.01	0.00	0.00	0.00	0.00	3,667.01
8206	Commissioners/Culvert Pipe Sales	3,036.93	2,900.08	-802.02	0.00	0.00	5,134.99
<b>Fund Group Totals</b>		<b>177,224.70</b>	<b>2,900.08</b>	<b>-802.02</b>	<b>0.00</b>	<b>0.00</b>	<b>179,322.76</b>



# OKLAHOMA SALES TAX RETURN

A. Taxpayer <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN (check one, enter number below)	B. Reporting Period <b>FEBRUARY 2025</b>	C. Due Date <b>3/20/2024</b>	D. Account Number <b>STS-10048219-10</b>
--	---	---------------------------------	---

E. Amended Return  
 H. Page 01 of \_\_\_\_\_ Page(s)

F. Out of Business  
 Date Out of Business: \_\_\_\_\_ MM/DD/YY

G. Mailing Address Change  
 G. New Mailing Address

Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**OKLA COUNTY BOARD OF COUNTY COMMISSIONER**

Name  
**320 ROBERT S. KERR, SUITE 203**  
 Address  
**OKLAHOMA CITY OK 73102**  
 City State ZIP

**I. Off-Premise**  
 Beer Sales: (See Instructions) \_\_\_\_\_ . 00

J. SALES TAX EXEMPTION SCHEDULE	
---- WHOLE DOLLARS ONLY ----	
3a. Sales to Those Holding Sales Tax Permits or Direct Pay Permits .....	_____
3b. Gasoline Sales with State Gasoline Tax Paid .....	_____
3c. Motor Vehicle Sales on which Excise Tax Has Been Paid .....	_____
3d. Agricultural Sales .....	_____
3e. Sales Subject to Federal Food Stamp Exemption .....	_____
3f. Returned Merchandise .....	_____
3g. Other Legal Sales Tax Exemptions (explain on page 2) .....	<b>1391</b>

	----- DOLLARS -----	- CENTS -
1. Total Sales .....	<b>2781</b>	<b>00</b>
2. Removed from inventory and consumed or used or purchases for which direct payment is due .. +	_____	_____
3. Total Exemptions (Total from Schedule J) .....	<b>1390</b>	<b>50</b>
4. Net taxable sales .....	<b>1390</b>	<b>50</b>
5. State Tax .....	<b>119</b>	<b>08</b>
6. City/County Tax (sum of line(s) P. of Column O from schedule below and supplemental pages) .....	<b>0</b>	<b>00</b>
7. Tax Due (Add lines 5 and 6) .....	<b>119</b>	<b>08</b>
8. Discount - Limit \$2,500. (Discount not allowed for direct pay) ..	<b>0</b>	<b>00</b>
9. Interest .....	<b>0</b>	<b>00</b>
10. Penalty .....	<b>0</b>	<b>00</b>
11. Total Due (If no total due put '0') =	<b>119</b>	<b>08</b>

**CITY AND COUNTY TAX SCHEDULE**

	K. City/County Code	L. City/County Name	M. Net Sales Subject to Tax	N. Tax Rate (%)	O. Amount of Tax Due (Multiply Item M by Item N)	
			--- WHOLE DOLLARS ONLY ---		--- DOLLARS ---	CENTS
12	<b>5513</b>	<b>LUTHER</b>	<b>680</b>	<b>8.50</b>	<b>57</b>	<b>83</b>
13	<b>1421</b>	<b>NORMAN</b>	<b>710</b>	<b>8.63</b>	<b>61</b>	<b>25</b>
14						
15						
16						
17						
18						
<b>P. TOTAL (if more space is needed, use supplement page[s])</b>					<b>119</b>	<b>08</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 The information contained in this return and any attachments is true and correct to the best of my knowledge.

## OKLAHOMA SALES TAX RETURN INSTRUCTIONS

### GENERAL INSTRUCTIONS

#### **WHO MUST FILE FORM STS20002**

Every vendor who is responsible for collecting/remitting payment of Oklahoma sales tax must file a Sales Tax Return. Returns must be filed for every period even though there is no amount subject to tax nor any tax due.

#### **WHEN TO FILE FORM STS20002**

Returns must be postmarked on or before the 20th day of the month following each reporting period.

#### **PAYMENT INFORMATION**

Please send a separate check with each return submitted and put your Taxpayer Number (Item A) on your check.

### SPECIFIC INSTRUCTIONS

If you received this form by mail, make sure the preprinted information in Items A, B, C and D are correct. If incorrect, contact the Oklahoma Tax Commission's Taxpayer Assistance Division at (405) 521-3160.

- ITEM A** - If not preprinted, check the box next to the type of identification number being used, and enter the taxpayer identification number.
- ITEM B** - If not preprinted, enter the month(s) and year for the sales being reported. (Begin with the month when you made your first sale)
- ITEM C** - If not preprinted, enter the date the return is due.
- ITEM D** - If not preprinted, enter your Account Number.
- ITEM E** - Check Box E if this is an amended return.
- ITEM F** - If out of business and this will be your last sales tax return, check Box F and give the Date Out of Business.
- ITEM G** - Check Box G if your mailing address has changed. Enter the new address in Item G. **NOTE:** Changes to location address must be submitted on the Notification of Business Address Change Form (BT-115-C-W), available at [www.tax.ok.gov](http://www.tax.ok.gov).
- ITEM H** - Enter the total number of pages enclosed to the right of the word "of."
- ITEM I** - (Informational Only) This line should only include sales for **low point off-premises consumption**. It should not be used by bars and restaurants. Enter the total dollar amount of the monthly off-premises beer sales that was included in the total sales listed on Line 1. **NOTE: This total is NOT a deductible amount.**

#### **Line 1: Total Sales**

Enter the amount of gross receipts of all sales, including taxable and non-taxable receipts, leases and rentals of tangible personal property. If no sales were made during the reporting period, leave blank.

#### **Line 2: Removed from Inventory**

Enter the sales value of tangible personal property purchased for resale and consumed or used in this reporting period. Any merchandise purchased tax exempt with your sales tax permit and withdrawn for use by you or your business is to be included in this line. Also include amounts for purchases for which you are paying the sales tax directly to the Oklahoma Tax Commission.

#### **Line 3: Total Sales Tax Exemption**

Use the Exemption Schedule, item J, to complete the authorized exemptions from gross receipts for this reporting period. (Use lines 3a. through 3g.) Enter the amount of total sales tax exemptions on Line 3.

3g. Explanation of 'Other Sales tax exemptions':

#### UNINCORPORATED AREA

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#### **Line 4: Net Taxable Sales**

Subtract Line 3 from the total of lines 1 and 2 to arrive at net taxable sales. If you have no amount subject to tax, leave blank.

#### **Line 5: State Tax**

Multiply Line 4 by the applicable tax rate. If there is no tax due, leave blank.

#### **Line 6: Total from City/County Tax Schedule**

Add the City/County tax due from Column O, Item P from City/County Tax Schedule and supplemental page(s).

### SPECIFIC INSTRUCTIONS - CONTINUED

#### **City/County Tax Schedule Computation (Lines 12-18)**

**Column K** - Enter the code for each city or county for which you are remitting tax.

**Column L** - Print the name of the city or county for which you are remitting tax.

**Column M** - Enter the "taxable sales" for each city/county associated with the code entered in Column K. If no "taxable sales" were made, leave blank.

**Column N** - Enter the current sales tax rate for each city/county for which you are remitting tax.

**Column O** - Multiply the amounts in Column M times the rates in Column N and enter the sales tax due for each city/county.

**ITEM P. TOTAL:** Add the total from Column O.

If additional supplemental pages are needed, download additional pages from our website at [www.tax.ok.gov](http://www.tax.ok.gov) or call the Oklahoma Tax Commission office at (405) 521-3160 and request the number of Sales Tax Return Supplement pages required.

#### **Line 7: Tax Due**

Add the amount on lines 5 and 6. This will be the total state, city, county tax due before any discount, interest or penalty is applied.

#### **Line 8: Discount**

If this return and remittance is filed by the due date in Item C, you are eligible for a 1% discount for timely payment. Multiply Line 7 (tax) by 0.01. The maximum discount allowed is \$2,500.00. Make no entry if this return is late. No discount allowed for Direct Pay.

#### **Line 9: Interest**

If this return and remittance is postmarked after the due date in Item C, the tax is subject to interest from the due date (Item C) until it is paid. Multiply the amount on Line 7 by 0.0125 the applicable rate for each month or part thereof that the return is late.

#### **Line 10: Penalty**

If this tax return and remittance is not postmarked within 15 calendar days of the due date, a 10% penalty is due. Multiply the tax amount on Line 7 by 0.10 to determine the penalty.

#### **Line 11: Total Due**

Total the return. Subtract Line 8 from Line 7, then add Line 9 and Line 10.

### **WHEN YOU ARE FINISHED...**

Sign and date the return and mail it with your payment to:

**Oklahoma Tax Commission**  
Post Office Box 26850  
Oklahoma City, OK 73126-0850

### **NEED ASSISTANCE?**

For assistance, contact the Oklahoma Tax Commission's Taxpayer Assistance Division at (405) 521-3160.

Mandatory inclusion of Social Security and/or Federal Identification numbers is required on forms filed with the Oklahoma Tax Commission pursuant to Title 68 of the Oklahoma Statutes and regulations thereunder, for identification purposes, and are deemed part of the confidential files and records of the Oklahoma Tax Commission.

**The Oklahoma Tax Commission is not required to give actual notice of changes in any state tax law.**



**Commissioners Vouchers**  
**Monthly Voucher Total Worksheet**  
**January-25**

Highway Vouchers	Misc. Receipt #		Total Amount	Total Vouchers	Voucher Number
Dist. 1	9240014		\$0.00		Ck#
Dist. 2	9240014		\$1,420.20		Ck#
Dist. 3	9240014		\$1,360.80		Ck#
<b>Total</b>			\$2,781.00		
Oklahoma Tax Commission			\$119.08		Ck#
<b>Total Vouchers</b>				<b>\$2,900.08</b>	
Deposit Total from SA&I		\$2,900.08			
Less Refund Overpayment	Returned merchandise				
Voucher Total		\$2,900.08			
Net Difference "0"		\$0.00			