

# Court Clerk Records Management and Preservation Monthly Report

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

County: OKLAHOMA  
Reporting Period: October 2024

Finalized/Modified  
Date: 11/12/2024

<b>Beginning Balance</b>	\$ 821,057.29
<b>Fees Collected</b>	\$ 53,649.98
<b>Interest</b>	\$ 1,250.65
<b>Refunds</b>	\$ 0.00
<b>Cancelled Vouchers</b>	\$ 0.00

**Expenditures:**

Archiving/digitizing services	\$ 108,000.00
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

<b>Total Expenditures</b>	\$ 108,000.00
<b>Ending Balance</b>	\$ 767,957.92

**Reconciled Balance on Treasurer's Ledger** (Treasurer/Deputy Initials   *LS*  ) \$ 767,957.92

**Reconciling Items:**

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

**Reconciled Balance** \$ 767,957.92

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

<i>Enbratt Haworth</i>	11-12-24
Court Clerk or Authorized Deputy	Date
<i>Rich Warner</i>	11-12-24
Reviewed by	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  
OCTOBER 2024**

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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	11,594.29		11,594.29	13,393.50	-	-	-	10,312.25	10,312.25	14,675.54
BL	60.00		60.00	120.00	-	-	-	60.00	60.00	120.00
BV	30.00		30.00	-	-	-	-	-	-	30.00
CJ	12,145,062.09	314.83	12,145,376.92	6,227,856.99	-	3,118.50	3,665,591.44	259,990.06	3,925,581.50	14,450,770.91
CJX	0.00		0.00	-	-	-	-	-	-	0.00
CO	-		-	-	-	-	-	-	-	-
CS	521,930.45		521,930.45	627,130.16	183.28	-	495.50	294,240.76	294,736.26	854,141.09
CV	1,936,305.61		1,936,305.61	2,710,934.55	-	122.95	2,446.05	53,859.64	56,305.69	4,591,057.42
FD	518,436.60		518,436.60	88,624.84	-	-	948.72	70,750.55	71,699.27	535,362.27
FI	-		-	-	-	-	-	-	-	-
FMI	88.00		88.00	-	-	-	-	-	-	88.00
FP	32,399.76		32,399.76	12,257.86	-	-	49.50	13,627.18	13,676.68	30,980.94
FR	-		-	-	-	-	-	-	-	-
FS	-		-	-	-	-	-	-	-	-
JD	720.01		720.01	624.50	-	-	-	120.00	120.00	1,224.51
JDL	132,212.60		132,212.60	7,173.00	-	7.00	4,950.00	5,063.40	10,013.40	129,379.20
JMI	9,115.00		9,115.00	2,300.00	-	-	1,100.00	-	1,100.00	10,315.00
JS	-		-	-	-	-	-	-	-	-
JT	-		-	-	-	-	-	-	-	-
MH	5.00		5.00	-	-	-	-	-	-	5.00
ML	23,965.00		23,965.00	28,021.00	-	-	-	23,965.00	23,965.00	28,021.00
NP	-		-	-	-	-	-	-	-	-
PP	14,560.00		14,560.00	14,595.00	-	-	-	14,490.00	14,490.00	14,665.00
PH	-		-	-	-	-	-	-	-	-
PO	4,100.42		4,100.42	2,837.67	-	-	-	2,105.56	2,105.56	4,832.53
PS	(0.00)		(0.00)	-	-	-	-	-	-	(0.00)
PSS	1,186.56		1,186.56	2,143.98	-	-	-	1,186.56	1,186.56	2,143.98
SB	10.50		10.50	-	-	-	-	-	-	10.50
SC	551,074.20		551,074.20	295,144.34	126.64	-	937.50	282,275.40	283,212.90	562,879.00
SD	-		-	-	-	-	-	-	-	-
TL	3,115.04		3,115.04	1,128.88	-	-	-	2,318.74	2,318.74	1,925.28
<b>CIVIL TOTAL</b>	<b>15,905,971.12</b>	<b>314.83</b>	<b>15,906,285.95</b>	<b>10,034,296.49</b>	<b>309.92</b>	<b>3,248.45</b>	<b>3,676,518.71</b>	<b>1,034,365.10</b>	<b>4,710,883.81</b>	<b>21,232,627.16</b>
AI	492.42		492.42	328.28	-	-	-	492.42	492.42	328.28
FA	6,952.26		6,952.26	5,095.64	-	-	-	5,321.78	5,321.78	6,726.12
PB	2,405,936.83	711.30	2,406,648.13	58,572.15	-	-	49.50	27,749.46	27,798.96	2,435,421.32
PC/DTR	310.00		310.00	-	-	-	-	-	-	310.00
PG	54,850.66	4.19	54,954.85	12,074.30	-	-	169.24	13,092.23	13,261.47	53,767.68
PMI	-		-	-	-	-	-	-	-	-
PT	716.28		716.28	502.42	-	-	-	328.28	328.28	890.42
WL/YOCCA/GJ	8,707.43		8,707.43	1,038.14	-	-	1,506.25	1,528.93	3,035.18	6,710.39
<b>PROBATE TOTAL</b>	<b>2,478,065.88</b>	<b>715.49</b>	<b>2,478,781.37</b>	<b>75,610.93</b>	<b>-</b>	<b>-</b>	<b>1,724.99</b>	<b>48,513.10</b>	<b>50,238.09</b>	<b>2,584,154.21</b>
CF	3,512,829.42		3,512,829.42	613,461.56	-	543.75	387,599.01	309,406.86	697,005.67	3,429,828.86
CM	1,050,896.87		1,050,896.87	302,756.70	-	6,090.30	98,013.50	136,229.07	234,242.57	1,125,503.30
CP	52.29		52.29	30.00	-	-	-	27.54	27.54	54.75
GPC	204,150.00		204,150.00	30,900.00	-	200.00	17,850.00	-	17,850.00	217,400.00
MI	1,044.00		1,044.00	51,180.00	-	-	-	-	-	52,224.00
NF	635.00		635.00	-	-	-	-	-	-	635.00
TR	263,262.26		263,262.26	228,367.74	-	-	890.70	220,777.99	221,668.69	269,961.31
WL	2,722.00		2,722.00	1,301.00	-	-	-	750.00	750.00	3,273.00
<b>CRIMINAL TOTAL</b>	<b>5,035,591.84</b>	<b>-</b>	<b>5,035,591.84</b>	<b>1,227,999.00</b>	<b>-</b>	<b>6,834.05</b>	<b>504,353.21</b>	<b>667,191.46</b>	<b>1,171,544.67</b>	<b>5,098,880.22</b>
<b>SUB TOTAL</b>	<b>23,419,628.85</b>	<b>1,030.32</b>	<b>23,420,659.17</b>	<b>11,337,896.42</b>	<b>309.92</b>	<b>10,082.50</b>	<b>4,182,596.91</b>	<b>1,750,069.66</b>	<b>5,932,666.57</b>	<b>28,835,681.60</b>
JUVENILE	16,415.54		16,415.54	-	-	-	-	-	-	16,415.54
LONG/SHORTS UNIDENTIFIED VARIANCE	-		-	-	-	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>23,436,044.39</b>	<b>1,030.32</b>	<b>23,437,074.71</b>	<b>11,337,896.42</b>	<b>309.92</b>	<b>10,082.50</b>	<b>4,182,596.91</b>	<b>1,750,069.66</b>	<b>5,932,666.57</b>	<b>28,852,077.14</b>

COURT CLERK'S MONTHLY REPORT -  
CASH SUMMARY OCTOBER 2024  
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S. A. & I. 1721 REPORT

DEPOSITS	(+) Plus Last Month Deposit	(-) Minus Last Deposit of Current Month	Credit Cards 9.25 through 9.29	Credit Cards 10.24 through 10.30	Cashier Henderson - short \$10 undet. Ct				COURT CLERK'S DEPOSITS	COUNTY TREASURER'S DEPOSITS	Difference
11,337,886.42	81,451.84	(311,401.32)	111,538.88	(166,523.09)	(10.00)				11,052,953.73	11,052,953.73	0.00
DISBURSEMENTS	(-) Vouchers Not Registered from current month	(+) Vouchers Not Registered from previous month							COURT CLERK'S DISBURSEMENTS	COUNTY TREASURER'S DISBURSEMENTS	Difference
5,932,686.57	0.00	0.00							5,932,686.57	5,932,686.57	0.00
BALANCE IN DOCKETS	(-) Minus Last Deposit of Current Month	(-) Minus Insuff Cks Not Posted to Dockets CK # 8/22/14 TR-14-19175 Credit card issue corrected 8/9/14 MR-16-2 \$3.00 Correction	(-) Minus Insuff Cks Not Posted to Dockets CK # 7/27/14 CF-10-282 \$5 Rounding Error CF case type Applied Fees 10.4.19 (.01) Insufficient check CJ-24-6610 Input 1/14/24 \$252.14	(+) Plus Insuff Checks Not Posted Correction 12/31/15 CS-11-2125 By Treasurer e-pay \$15.00 duplicate deposit on 2/11 & 2/12	TR-2014-32968 \$231.50 cashed voucher# 401611 canceled by indemnity bond 5/3/15 Randle short ck#98868 CJ-13-2513 to correct deposit 4/30/15 \$20.00	Credit Cards Current Month	*Errors Identified But Not Corrected From Below	2013 - \$166.00 1.14 & 2.14 - \$59.00 FY14.15 - \$239.00 FY 15.16 - \$109.00 FY16.17 - \$97.00 FY17.18 - \$29.00 10/1/18 Walker short \$10 3/3/19 Henderson short \$10 11.19.19 Counterfeit \$20 7.2.2020 McMichael short \$20 7.10.2020 Fields short \$100 6.14.2022 Henderson short \$20 7.19.22 Gassner short \$10 10.24.22 Hawkins short \$40 / CORR 12-1-2022 204-2022-2074 5.31.23 Fields short \$20	COURT CLERK'S ENDING BALANCE	COUNTY TREASURER'S ENDING BALANCE	Difference
28,952,077.14	(311,401.32)	20.00	(257.13)	0.54	(211.50)	(166,523.09)	(0.01)	(1,108.00)	28,372,596.63	28,372,596.63	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
			MIDFIRST BANK MONEY ORDER #732737 UNPROCESSEABLE CF-10-282; MONEY ORDER AMOUNT \$50.00 CHASE BANK PROCESSING MONEY ORDER AS \$5.00	(5.00)
			*Rounding Error in CF case type in Applied Fees	(0.01)
			CF-07-7084 (Lavenite) check written for \$50.00 however in the numeric box amount is \$50.50, \$20.50 was receipted and backed out for the insufficient check.	0.50
			Cashier SHIMY cash on determine court 2/13/14 Fields 2/1/13 \$20 Mullendore 8/29/13 \$15 McNair 5/8/13 \$30	(165.00)
			Cashier - Randle short \$20.00 ck# 98868 CJ-2013-2513 correct on 5/3/15 for 4/30/15 deposit	20.00
			Counterfeit \$20 bill on 7/2/14 Counterfeit on 7/2/14	(40.00)
			Cashier - Henderson short undetermined court 2/14/14	(28.00)
			Cashier - Mullendore short undetermined court 2/25/14	(10.00)
			Cashier - Dodson short undetermined court 8/15/14	(10.00)
			TR-2014-19175 credit card issue corrected 9/8/14	20.00
			Cashier - Porter short undetermined court 11/2/14	(19.00)
			Cashier - Fields short undetermined court 11/5/14	(20.00)
			Cashier - Fields short undetermined court 11/18/14	(10.00)
			Cashier - Ross-Phillips short undetermined court 11/22/14	(40.00)
			Cashier - Mills short undetermined court 9/17/14	(20.00)
			Cashier - Fields short undetermined court 8/1/16	(7.00)
			Cashier - Warner short undetermined court 8/18/16	(7.00)
			Cashier - Potter 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	(18.00)
			Cashier - Henderson short undetermined court 12/14/17	(10.00)
			Cashier - Walker short undetermined court 10/1/19	(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 - Gassner short undetermined court 7.19.22	(10.00)
			Cashier - Fields short undetermined court 5.31.23	(20.00)
			Cashier - Henderson short undetermined court 10.11.24	(10.00)
TOTAL	0.00	0.00	TOTAL	(792.51)

COURT CLERK'S MONTHLY REPORT - CASH SUMMARY  
OCTOBER 2024  
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S. A. & I. 1721 (February 2002)

Deposits \$11,337,896.42	(+)Plus Last Month Deposit \$81,451.84	(-)Minus Last Deposit Current Month (\$311,401.32)	Credit Cards 9.25-9.29 \$111,539.88	Credit Cards 10.24-10.30 (\$166,523.09)	Cashier Henderson - short \$10 undet. Ct 10.11.24 (\$10.00)	(=)Equals County Treasurer's Deposits \$11,052,953.73
Total Disbursements \$5,932,666.57	(+)Minus Vouchers Not Registered \$0.00	(+)Plus Last Month's Report Fees Not Posted to Dockets \$0.00				(=)Equals County Treasurer's Disbursements \$5,932,666.57
BALANCE IN DOCKETS \$28,852,077.14	(-)Minus Last Deposit of Current Month (\$311,401.32)	(-) 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 CJ-24-6610 input 11.4.24 \$252.14 (\$257.09)	8/22/14 TR-14-19175 Credit card issue corrected 9/8/14 \$20 TR-14-32969 cashed canceled voucher #401611 \$231.50 (\$211.50)	Rounding errors/ Bank corrections Cashiers short cash 2013 \$165 Counterfeit bills \$20 1/22/14 & 7/28/14 Henderson short 2/14/14 \$29 Mullendore short 2/28/14 \$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 2/11/15 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 \$5 7/11/16 Prince short \$25 7/18/16 Smith - Counterfeit \$20 9/16/16 Warne - short \$7 9/19/16 Porter - short \$25 3/2/17 Cutter - 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 (\$1,087.51)	Credit Cards Current Month (\$166,523.09)	(=)Equals County Treasurer's Ending Balance \$28,372,596.63

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
\$1,453,596.63	\$1,001,963.23		\$2,641.34	\$2,828.64	\$1,799,471.73	\$661,558.11		\$661,558.11

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
\$569,192.42	\$38,280.50		\$1,044.20		\$23,492.81	\$585,024.31		\$585,024.31

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 October 31, 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)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, 19 OSA, §§ 153 and 684.

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County Clerk

RICK WARREN  
*Rick Warren*  
for COURT CLERK

Sabrina Haworth  
*Sabrina Haworth*  
Deputy

Chairman, Board of County Commissioners

County Commissioner

County Commissioner

NOTES: