

**Court Clerk Records Management and Preservation
Monthly Report**

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

County: OKLAHOMA
Reporting Period: January 2025

Finalized/Modified
Date: 02/11/2025

Beginning Balance	\$ 826,600.35
Fees Collected	\$ 54,645.34
Interest	\$ 1,297.30
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 30,000.00
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

Total Expenditures	\$ 30,000.00
Ending Balance	\$ 852,542.99

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy
Initials SW) \$ 852,542.99

Reconciling Items:

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

Reconciled Balance	\$ 852,542.99
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The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

<u>Sabrina Hawort</u>	<u>2-19-2025</u>
Court Clerk or Authorized Deputy	Date
<u>Keith Warner</u>	<u>2-19-2025</u>
Reviewed by	Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: _____

COURT CLERK'S MONTHLY REPORT
CASH SUMMARY
JANUARY 2025

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S. A. & L 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	11,996.79		11,996.79	10,850.00	-	-	-	10,714.75	10,714.75	12,132.04
BL	140.00		140.00	60.00	-	-	-	140.00	140.00	60.00
BV	30.00		30.00	-	-	-	-	-	-	30.00
CJ	14,438,485.94	284.00	14,438,769.94	1,740,506.09	-	19,800.00	2,607,009.61	269,681.50	2,876,691.11	13,322,384.92
CJX	0.00		0.00	-	-	-	-	-	-	0.00
CO	-		-	-	-	-	-	-	-	-
CS	775,065.95		775,065.95	377,221.78	-	-	220,314.07	309,781.38	530,095.43	622,192.30
CV	1,878,369.29	4,420.56	1,882,789.85	44,353.66	-	57.87	1,570.93	35,409.12	36,980.05	1,890,221.33
FD	565,364.62		565,364.62	61,214.30	-	-	432.60	69,078.98	69,511.58	577,067.34
FI	-		-	-	-	-	-	-	-	-
FM	642.28		642.28	-	-	-	-	554.28	554.28	88.00
FP	30,889.62		30,889.62	15,283.30	-	-	48.75	12,154.58	12,203.33	33,969.59
FR	-		-	-	-	-	-	-	-	-
FS	-		-	-	-	-	-	-	-	-
JD	920.01		920.01	500.00	-	-	-	320.00	320.00	1,100.01
JDL	133,942.45		133,942.45	11,586.50	-	-	987.50	7,586.25	8,573.75	136,955.20
JMI	9,515.00		9,515.00	(900.00)	-	-	-	-	-	8,615.00
JS	-		-	-	-	-	-	-	-	-
JT	-		-	-	-	-	-	-	-	-
MH	5.00		5.00	-	-	-	-	-	-	5.00
ML	22,655.00		22,655.00	15,325.00	-	-	-	22,655.00	22,655.00	15,325.00
NP	-		-	-	-	-	-	-	-	-
PP	24,815.00		24,815.00	49,280.00	140.00	-	-	24,745.00	24,745.00	49,210.00
PH	-		-	-	-	-	-	-	-	-
PO	4,153.51		4,153.51	928.22	-	-	20.00	1,989.90	2,009.90	3,071.83
PS	(0.00)		(0.00)	-	-	-	-	-	-	(0.00)
PSS	916.56		916.56	916.56	-	-	-	916.56	916.56	916.56
SB	10.50		10.50	-	-	-	-	-	-	10.50
SC	546,897.07		546,897.07	296,229.95	-	48.75	2,401.62	277,035.04	279,436.66	563,739.11
SD	-		-	-	-	-	-	-	-	-
TL	1,442.86		1,442.86	810.70	-	-	-	646.56	646.56	1,607.00
CIVIL TOTAL	18,446,257.44	4,704.56	18,450,962.00	2,644,166.06	140.00	19,906.62	2,832,785.08	1,043,408.88	3,876,193.96	17,238,700.72
AI	(0.00)		-	(0.00)	-	-	-	-	-	(0.00)
FA	7,522.68		7,522.68	5,154.28	-	-	-	5,814.20	5,814.20	6,862.76
PB	2,426,482.53	377.86	2,426,860.39	29,854.46	-	-	54,490.50	24,546.00	79,036.50	2,377,678.35
PC/OTR	310.00		310.00	-	-	-	-	-	-	310.00
PG	53,159.57	3.32	53,162.89	9,829.96	-	-	74.25	11,299.42	11,373.67	51,619.18
PMI	-		-	-	-	-	-	-	-	-
PT	880.42		880.42	50.00	-	-	-	492.42	492.42	438.00
WL/YOCCA/GJ	4,762.25		4,762.25	1,589.00	-	-	-	383.75	383.75	5,967.50
PROBATE TOTAL	2,493,117.45	381.18	2,493,498.63	46,477.70	-	-	54,564.75	42,535.79	97,100.54	2,442,875.79
CF	3,474,849.07	-	3,474,849.07	492,288.85	100.00	-	103,532.09	215,837.69	319,369.78	3,647,668.14
CM	1,112,653.56		1,112,653.56	169,414.21	-	2,500.00	34,190.92	152,024.21	186,215.13	1,088,252.64
CP	24.75		24.75	30.00	-	-	-	-	-	54.75
CPC	186,000.00		186,000.00	19,500.00	-	-	500.00	-	500.00	205,000.00
MI	1,044.00		1,044.00	-	-	-	-	-	-	1,044.00
NF	635.00		635.00	-	-	-	-	-	-	635.00
TR	218,651.43		218,651.43	206,718.62	-	-	20.00	180,041.95	180,061.95	245,508.10
WL	2,351.00		2,351.00	6,916.00	-	-	-	829.00	829.00	8,438.00
CRIMINAL TOTAL	4,996,408.81	-	4,996,408.81	594,867.68	100.00	2,500.00	138,243.01	548,732.85	686,975.86	5,206,700.63
SUB TOTAL	25,935,783.71	5,085.74	25,940,869.45	3,585,511.44	240.00	22,406.62	3,025,592.84	1,634,677.52	4,660,270.38	24,886,277.15
JUVENILE	16,415.54	-	16,415.54	-	-	-	-	-	-	16,415.54
LONG/SHORTS	-		-	-	-	-	-	-	-	-
UNIDENTIFIED VARIANCE	-		-	-	-	-	-	-	-	-
GRAND TOTAL	25,952,199.25	5,085.74	25,957,284.99	3,585,511.44	240.00	22,406.62	3,025,592.84	1,634,677.52	4,660,270.38	24,904,692.69

COURT CLERK'S MONTHLY REPORT -
CASH SUMMARY JANUARY 2025
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S. A. & L. 1721 REPORT

	(+)Plus Last Month Deposit	(-)Minus Last Deposit of Current Month	Credit Cards 12.23 through 12.30	Credit Cards 1.22 through 1.30	Cashier - Valle - short \$4 12.9.24 MR-2024-83				COURT CLERK'S DEPOSITS	COUNTY TREASURER'S DEPOSITS	Difference
DEPOSITS	73,385.66	(78,538.82)	128,786.96	(332,217.89)	4.00				3,376,840.35	3,376,840.35	0.00
3,585,511.44											
	(-)Vouchers Not Registered from current month	(+)Vouchers Not Registered from previous month							COURT CLERK'S DISBURSEMENTS	COUNTY TREASURER'S DISBURSEMENTS	Difference
DISBURSEMENTS	0.00	0.00							4,660,270.36	4,660,270.36	0.00
4,660,270.36											
	(-)Minus Last Deposit of Current Month	8/29/14 TR-14-19175 Credit card issue corrected 9/8/14 MR-18-2 \$3.00 Correction	(-)Minus Insuff Docs Not Posted to Dockets - CK # 792737CF-10-282 \$5 Rounding Error CF case type Applied Pass 10.4.19 (.01)	(+) Plus Insuff Checks Not Posted Correction 12/31/19 GS-11-2125 By Treasurer repay \$15.00 duplicate deposit on 2/11 & 2/12	TR-2014-32069 \$251.80 cashed voucher# 461611 canceled by indemnity bond 8/10/16 Randle short ck#99868 CJ-13-2513 to correct deposit 4/20/19 \$20.00	Credit Cards Current Month		2013 -\$145.00 1.14 & 2.14 - \$59.00 FY14.15 - \$339.00 / FY 18.16 - \$100.00 FY16.17 - \$97.00 / FY17.18 - \$29.00 10/1/18 Walker short \$10 3/10/19 Henderson short \$100 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 CIV-2022-2074 5.31.23 Fields short \$20 10.11.24 Henderson short \$10	COURT CLERK'S ENDING BALANCE	COUNTY TREASURER'S ENDING BALANCE	Difference
BALANCE IN DOCKETS	(78,538.82)	20.00	(4.98)	0.54	(211.50)	(332,217.89)	(0.01)	(1,108.00)	24,492,632.02	24,492,632.02	0.00
24,904,692.69											
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 #722737 UNPROCESSABLE CF-10-242, 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 (Juvenile) check written for \$50.00 however in the numeric box amount is \$50.50; \$50.50 was recapped and backed out for the insufficient check. Cashier short cash undetermined court 2/13 Fields 2/1/13 \$20 Mullendore 8/29/13 \$15	0.50		
								Mullendore 30/13 \$30	(165.00)		
								Cashier - Randle short \$20.00 ckt 99868 CJ-2013-2513 correct on 5/3/13 for 4/20/13 deposit	20.00		
								Counterfeit \$20 bill on 1/22/14 Counterfeit on 7/28/14	(40.00)		
								Cashier - Henderson short undetermined court 2/14/14	(29.00)		
								Cashier - Mullendore short undetermined court 2/28/14	(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 11/5/14	(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 11/21/14	(40.00)		
								Cashier - Mills short undetermined court 9/17/14	(20.00)		
								Cashier - Fields short undetermined court 8/1/16	(79.00)		
								Cashier - Waino short undetermined court 9/15/16	(7.00)		
								Cashier - Porter short undetermined court 3/2/17	(25.00)		
								Cashier - Gutter 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 11.18.19	(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)		
								Cashier - Valle short \$4.00 MR-2024-83 12.9.24 / CORR 1-13-2025	0.00		
TOTAL	0.00	0.00						TOTAL	(787.51)	0.00	

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			Credit Cards 12.23-12.30	Credit Cards 1.22-1.30	Cashier Valle - short \$4 12.9.2024 MR-2024-83	
Deposits	(+)Plus Last Month Deposit	(-)Minus Last Deposit Current Month				(=)Equals County Treasurer's Deposits
\$3,585,511.44	\$73,385.66	(\$78,538.82)	\$128,795.96	(\$332,217.89)	\$4.00	\$3,376,940.35
		(+)Plus Last Month's Report Fees Not Posted to Dockets				(=)Equals County Treasurer's Disbursements
Total Disbursements	(*)Minus Vouchers Not Registered	\$0.00				\$4,660,270.36
\$4,660,270.36	\$0.00					
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	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 & 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 2/11/15 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 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
\$24,904,692.69	(\$78,538.82)	(\$4.95)	(\$211.50)	(\$1,087.51)	(\$332,217.89)	\$24,492,632.02

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
\$902,777.60	\$921,708.94		\$1,917.94	\$3,218.30	\$1,170,074.04	\$659,548.74		\$659,548.74

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
\$583,382.72	\$45,634.44		\$957.52		\$42,478.99	\$587,495.69		\$587,495.69

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 January 31, 2025 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

COURT CLERK

Sabrina Haworth

Deputy

Chairman, Board of County Commissioners

County Commissioner

County Commissioner

NOTES: