

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

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

Finalized/Modified
Date: 03/05/2025

County: OKLAHOMA
Reporting Period: February 2025

Beginning Balance	\$ 852,542.99
Fees Collected	\$ 61,429.83
Interest	\$ 1,238.66
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	\$ 915,211.48

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy
Initials *JK*) **\$ 915,211.48**

Reconciling Items:

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

Reconciled Balance	\$ 915,211.48
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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> <i>S. Bryant Hawort</i> </u>	<u> 3-7-2025 </u>
Court Clerk or Authorized Deputy	Date
<u> <i>Rich Hansen</i> </u>	<u> 3-7-2025 </u>
Reviewed by	Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: _____

**COURT CLERK'S MONTHLY REPORT
CASH SUMMARY
FEBRUARY 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	12,132.04		12,132.04	8,608.00	15.50	-	-	10,850.00	10,850.00	9,874.54
BL	60.00		60.00	80.00	-	-	-	60.00	60.00	80.00
BV	30.00		30.00	-	-	-	-	-	-	30.00
CJ	13,322,364.92	249,259.48	13,570,844.40	2,126,158.00	756.42	3,638.18	4,737,761.72	290,308.62	5,028,070.34	10,671,813.82
CJX	0.00		0.00	-	-	-	-	-	-	0.00
CO	-		-	-	-	-	-	-	-	-
CS	622,192.30		622,192.30	338,756.03	-	-	21,590.72	377,138.28	398,729.00	562,219.33
CV	1,890,221.33	11.58	1,890,232.91	37,471.31	-	103.31	21,282.50	41,664.60	62,947.10	1,864,860.43
FD	577,067.34		577,067.34	79,008.48	-	-	50,276.95	80,672.27	130,949.22	525,126.60
FI	-		-	-	-	-	-	-	-	-
FMI	88.00		88.00	174.14	-	-	-	-	-	262.14
FP	33,969.59		33,969.59	15,021.08	-	-	48.75	15,214.55	15,263.30	33,727.37
FR	-		-	-	-	-	-	-	-	-
FS	-		-	-	-	-	-	-	-	-
JD	1,100.01		1,100.01	385.00	-	-	-	500.00	500.00	985.01
JDL	136,955.20		136,955.20	5,388.50	-	-	4,538.50	7,149.00	11,687.50	130,656.20
JMI	8,615.00		8,615.00	4,200.00	-	-	-	-	-	12,815.00
JS	-		-	-	-	-	-	-	-	-
JT	-		-	-	-	-	-	-	-	-
MH	5.00		5.00	-	-	-	-	-	-	5.00
ML	15,325.00		15,325.00	15,875.00	-	-	-	15,325.00	15,325.00	15,875.00
NP	-		-	-	-	-	-	-	-	-
PP	49,210.00		49,210.00	40,845.00	35.00	-	-	49,140.00	49,140.00	40,880.00
PH	-		-	-	-	-	-	-	-	-
PO	3,071.83		3,071.83	815.70	-	-	-	928.22	928.22	2,959.31
PS	(0.00)		(0.00)	-	-	-	-	-	-	(0.00)
PSS	916.56		916.56	957.42	-	-	-	916.56	916.56	957.42
SB	10.50		10.50	-	-	-	-	-	-	10.50
SC	563,739.11		563,739.11	253,812.42	843.92	-	1,408.50	292,679.10	294,087.60	522,620.01
SD	-		-	-	-	-	-	-	-	-
TL	1,607.00		1,607.00	2,822.80	-	-	-	810.70	810.70	3,619.10
CIVIL TOTAL	17,238,706.72	248,271.06	17,486,977.78	2,930,378.88	1,650.84	3,741.49	4,838,907.64	1,183,356.90	6,020,264.54	14,399,176.77
AI	(0.00)		(0.00)	-	-	-	-	-	-	(0.00)
FA	6,862.76		6,862.76	6,393.26	-	-	-	5,154.28	5,154.28	8,101.74
PB	2,377,678.35	54,940.25	2,432,618.60	32,105.96	-	-	49.50	29,755.46	29,804.96	2,434,919.60
PG/DTR	310.00		310.00	-	-	-	-	-	-	310.00
PG	51,619.18	3.10	51,622.28	10,103.53	-	-	48.71	9,705.71	9,754.42	51,971.39
PMI	-		-	-	-	-	-	-	-	-
PT	438.00		438.00	1,044.84	-	-	-	50.00	50.00	1,432.84
WLYO/CCA/GJ	5,967.50		5,967.50	631.25	-	83.49	1,500.00	172.49	1,572.49	5,009.75
PROBATE TOTAL	2,442,878.79	54,943.35	2,497,819.14	50,278.84	-	83.49	1,598.21	44,837.94	46,436.15	2,501,745.32
CF	3,647,668.14	-	3,647,668.14	829,884.28	-	26,067.06	301,144.19	711,133.40	1,012,277.59	3,491,341.89
CM	1,098,352.64		1,098,352.64	432,272.60	-	16,052.55	97,178.50	162,388.31	259,566.81	1,287,110.98
CP	54.75		54.75	10.00	-	-	-	30.00	30.00	34.75
CPC	205,000.00		205,000.00	25,000.00	-	-	50,500.00	-	50,500.00	179,500.00
MI	1,044.00		1,044.00	-	-	-	-	-	-	1,044.00
NF	635.00		635.00	-	-	-	-	-	-	635.00
TR	245,508.10		245,508.10	214,454.18	-	-	1,836.20	202,625.23	204,461.43	255,500.85
WL	8,438.00		8,438.00	2,385.00	-	-	-	2,651.38	2,651.38	8,171.62
CRIMINAL TOTAL	5,206,706.63	-	5,206,706.63	1,504,006.06	-	42,119.61	450,858.69	1,078,828.32	1,629,487.21	5,223,339.09
SUB TOTAL	24,888,272.15	303,214.41	25,191,491.56	4,484,663.78	1,650.84	45,944.59	5,289,164.74	2,307,023.16	7,596,187.90	22,124,261.19
JUVENILE	16,415.54		16,415.54	-	-	-	-	-	-	16,415.54
LONG/SHORTS UNIDENTIFIED VARIANCE	-		-	-	-	-	-	-	-	-
GRAND TOTAL	24,904,682.69	303,214.41	25,207,907.10	4,484,663.78	1,650.84	45,944.59	5,289,164.74	2,307,023.16	7,596,187.90	22,140,676.73

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

DEPOSITS	(+)Plus Last Month Deposit	(-)Minus Last Deposit of Current Month	Credit Cards 1.22 through 1.30	Credit Cards 2.22 through 2.27					COURT CLERK'S DEPOSITS	COUNTY TREASURER'S DEPOSITS	Difference
4,484,683.76	78,539.82	(112,190.61)	332,217.89	(194,130.81)					4,689,098.07	4,689,098.07	0.00
DISBURSEMENTS	(-)Vouchers Not Registered from current month	(+)Vouchers Not Registered from previous month							COURT CLERK'S DISBURSEMENTS	COUNTY TREASURER'S DISBURSEMENTS	Difference
7,596,187.90	0.00	0.00							7,596,187.90	7,596,187.90	0.00
BALANCE IN DOCKETS	(-)Minus Last Deposit of Current Month		(-)Minus Inset Cks Not Posted to Dockets CK # 792737/CP-10-282 \$8 Rounding Error CF case type Applied Fees 10.4.19 (.01) CK #1253 CM-2022-2892 \$1128.76 & CK #1288 CP-2021-2884 \$816.25 / both case by Treas 2-28-25 posted to OCIS 3-4-25	(+) Plus Inset Checks Not Posted Correction 12/21/16 CS-14-2126 By Treasurer epay \$15.00 duplicate deposit on 2/11 & 2/12	TR-2014-32868 \$231.80 cashed voucher# 407611 canceled by indemnity bond 5/13/15 Randa short ck#898989 CA-13-2513 to correct deposit 4/30/13 \$20.00	Credit Cards Current Month	Errors Identified But Not Corrected From Below	2013 - \$165.00 1.14 & 2.14 - \$59.00 FY14-15 - \$339.00 / FY 15-16 - \$109.00 FY16-17 - \$87.00 / FY17-18 - \$29.00 10/1/18 Walker short \$10 3/13/19 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 Gasner short \$10 10.24.22 Hawkins short \$40 / CORR 12-1-2022 CV-2022-2074 5.31.23 Fields short \$39 10.11.24 Henderson short \$10	COURT CLERK'S ENDING BALANCE	COUNTY TREASURER'S ENDING BALANCE	Difference
22,140,676.73	(112,190.61)	20.00	(1,945.98)	0.54	(211.50)	(194,130.81)	(0.81)	(1,108.00)	21,831,110.35	21,831,110.35	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
			WORST BANK MONEY ORDER #78237 UNPROCESSABLE	
			CF-10-282; MONEY ORDER AMOUNT \$50.00 CHASE BANK	(5.00)
			PROCESSING MONEY ORDER AS \$5.00	
			*Rounding Error in CF case type in Applied Fees	(0.01)
			CF-07-7094 (Luventia) check written for \$50.00 however in the numeric box amount is \$50.50; \$50.50 was deposited and backed out for the insufficient check	0.50
			Cashier short claim undetermined court 2/13	
			Fields 2/13 \$20	
			Mullendore 8/29/13 \$15	(165.00)
			McNeil 9/21/13 \$50	
			Cashier - Randa short \$20.00 case 988989 CV-2013-2513	20.00
			correct on 5/3/13 for 4/30/13 deposit	
			Counterfeit \$20 bill on 1/22/14	(40.00)
			Counterfeit on 7/29/14	
			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 collected 9/6/14	20.00
			Cashier - Porter short undetermined court 11/3/14	(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 - M&B short undetermined court 8/17/14	(20.00)
			Cashier - Fields short undetermined court 8/17/14	(79.00)
			Cashier - Wayne short undetermined court 8/19/16	(7.00)
			Cashier - Porter short undetermined court 3/20/17	(25.00)
			Cashier - Carter short undetermined court BBD17	(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)
			Cashier - Henderson short undetermined court 10.11.24	(10.00)
TOTAL	0.00	0.00	TOTAL	(787.51) 0.00

COURT CLERK'S MONTHLY REPORT - CASH SUMMARY
 FEBRUARY 2025
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S. A. & I. 1721 (February 2002)

Deposits \$4,484,663.78	(+)Plus Last Month Deposit \$78,538.82	(-)Minus Last Deposit Current Month (\$112,190.61)	Credit Cards 1.22-1.30 \$332,217.89	Credit Cards 2.22-2.27 (\$194,130.81)	(=)Equals County Treasurer's Deposits \$4,589,099.07	
Total Disbursements \$7,596,187.90	(+)Minus Vouchers Not Registered \$0.00	(+)Plus Last Month's Report Fees Not Posted to Dockets \$0.00			(=)Equals County Treasurer's Disbursements \$7,596,187.90	
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 CK #1253 CM-2022-2552 \$1125.75 & CK #1249 CF-2021-2694 \$815.25 / both canceled by Treas 2-28-25 posted to OCIS 3-4-25	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 11/9/14 Fields short \$20 11/5/14 Fields short \$10 11/5/14 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 11.15.19 McMichael - short \$20 7.2.2020 Fields - short \$100 7.10.2020	Credit Cards Current Month	(=)Equals County Treasurer's Ending Balance \$21,831,110.35
\$22,140,676.73	(\$112,190.61)	(\$1,945.95)	(\$211.50)	(\$194,130.81)		

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
\$659,548.74	\$1,474,832.88		\$1,855.19	\$3,873.07	\$809,077.43	\$1,331,032.45		\$1,331,032.45

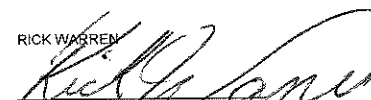
COURT CLERK REVOLVING FUND DEPOSITS AND DISBURSEMENTS

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
\$587,495.69	\$72,104.46		\$859.96		\$71,852.83	\$588,607.28		\$588,607.28

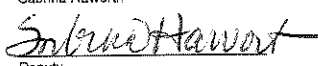
I, the undersigned Court Clerk of the County and State aforesaid, do solemnly swear that the foregoing report contains a full and complete statement of the fiscal condition of the office of Court Clerk of the County of Oklahoma, State of Oklahoma, for the month ending February 28, 2025 reflecting the 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)

RICK WARREN

 COURT CLERK

NOTES:

Sabrina Haworth

 Deputy

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

 Chairman, Board of County Commissioners

Filed this _____ day of _____, 20____.

 County Commissioner

 County Clerk

 County Commissioner