Quarterly Report Check Sheet

___________ Clerk

Part One – Summary & Reconciliation

Figures are recorded in Budget Estimate column  Yes _____ No _____

Figures are recorded in Summary for all accounts  Yes _____ No _____

Receipts YTD equal line 40, Total YTD  Yes _____ No _____

Total Disbursements YTD equal Line 70, Total YTD  Yes _____ No _____

Figures are recorded in Reconciliation for all accounts  Yes _____ No _____

Accounts are labeled across the top  Yes _____ No _____

Book Balance and Reconciled Bank Balance equal  Yes _____ No _____

Quarters are combined  Yes _____ No _____ N/A _____

Calculations are correct  Yes _____ No _____

County Clerk’s signature is present  Yes _____ No _____

Part Two – Receipts

Figures are recorded in Budget Estimate column  Yes _____ No _____

Figures are recorded in 1/1 thru 3/31 column  Yes _____ No _____

Figures are recorded in 4/1 thru 6/30 column  Yes _____ No _____ N/A _____

Figures are recorded in 7/1 thru 9/30 column  Yes _____ No _____ N/A _____

Figures are recorded in 10/1 thru 12/31 column  Yes _____ No _____ N/A _____

Totals entered in Total YTD column  Yes _____ No _____

Accounts Receivables listed  Yes _____ No _____ N/A _____

Settlement Totals entered  Yes _____ No _____ N/A _____

Receipts are broken down into categories  Yes _____ No _____

Total Receipts entered in Line 40  Yes _____ No _____

Calculations are correct  Yes _____ No _____

Part Three – Disbursements

Figures are recorded in Budget Estimate column  Yes _____ No _____

Figures are recorded in 1/1 thru 3/31 column  Yes _____ No _____

Figures are recorded in 4/1 thru 6/30 column  Yes _____ No _____ N/A _____

Figures are recorded in 7/1 thru 9/30 column  Yes _____ No _____ N/A _____

Figures are recorded in 10/1 thru 12/31 column  Yes _____ No _____ N/A _____

Totals entered in Total YTD column  Yes _____ No _____

Unpaid Obligations listed  Yes _____ No _____ N/A _____

Settlement Totals entered  Yes _____ No _____ N/A _____

Disbursements are broken down into categories  Yes _____ No _____

Total Disbursements entered in Line 70  Yes _____ No _____

Calculations are correct  Yes _____ No _____

Part Four – Liabilities Outstanding

Liabilities page included  Yes _____ No _____

Checked by:  ____________________________

(initials)