Quarterly Report Check Sheet

___________ Sheriff

**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 27, Total YTD: Yes ______ No ______
- Total Disbursements YTD equal Line 53, 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 Sheriff’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 27: 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 53: Yes ______ No ______
- Calculations are correct: Yes ______ No ______

**Part Four – Liabilities Outstanding**

- Liabilities page included: Yes ______ No ______

Checked by: __________ (initials)