

## 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 _____
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**Checked by:** \_\_\_\_\_  
(initials)