

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

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

2026 MAY 13 AM 8:41

Finalized/Modified
Date: 05/08/2026

County: MUSKOGEE
Reporting Period: May 2026

Beginning Balance	\$ 264,857.38
Fees Collected	\$ 5,236.50
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 3,597.89
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 3,597.89
Ending Balance	\$ 266,495.99

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials) JD \$ 266,495.99

Reconciling Items:

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

Reconciled Balance	\$ 266,495.99
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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

Norrie Duns

Court Clerk or Authorized Deputy

5-8-26

Date

Reviewed by

Date

Filed with Board of County Commissioners on:

Signature of BOCC Chairperson: Keithley

Filed with Administrative Director of the Courts on:

E-MAILED

5/18 9:13

TRANSFER OF APPROPRIATIONS

MUSKOGEE County, OklahomaFiscal Year Ending 6/30/2026

To the Honorable Governing Board:

Due to a need which has arisen in my office or department, and under the authority of 68 O.S. § 3021 and 62 O.S. § 461, I hereby request additional appropriations for current expense in the VI M+O

fund as shown in exhibit B. I further state that I have obtained written consent to the cancellation of VI PERSONAL SERVICE appropriations balances detailed in Exhibit A as evidenced by the signature of the department heads in schedule 2. The reason for this requested transfer is as follows:

Respectfully submitted this day of

Signature and Title of Officer(s)/Department Head(s):

[Signature] 5/11/2026

CONSENT TO CANCEL:

I (we) the undersigned official(s)/department head(s) of the above named governmental agency do hereby consent to the cancellation of appropriation balances detailed in Exhibit A.

Signature and Title of Officer(s)/Department Head(s):

[Signature] 5/11/2026

CONSENT TO CANCEL AND REQUEST FOR ADDITIONAL NEEDS:

We the undersigned Governing Board under authority of 68 O.S. § 3021 and 62 O.S. § 461, do hereby consent to the cancellation of the appropriation balances detailed in exhibit A and request that the revenues released be appropriated to the accounts detailed in Exhibit B. We further state that this request is made due to the following reason:

Done in a meeting of the Governing Board of the said government agency and recorded in the minutes of the Secretary or Clerk of said board and signed at this day of _____ this day of _____.

[Signature] [Signature]

Secretary/Clerk

Chairman

NOTICE TO COUNTY EXCISE BOARD:

Pursuant to 62 O.S. § 461, the undersigned County Clerk County, Oklahoma, gives notice to the _____ County Excise Board that there has been a transfer of appropriations following the approval by the governing board of _____.

ATTEST:

County Clerk

Date

Exhibit A

Unencumbered appropriations account balances as of _____ and schedule of amounts to be cancelled.

Account #	Name of Account	Office/Department	Unencumbered Balance	Consent to cancel by Officer	Cancelled by Governing Board
0001-1-1700-1110	PERSONAL SERVICE	VISUAL		\$25,000	
			TOTAL:	\$25,000	

Exhibit B

Additional appropriations requested for remainder of fiscal year ending _____.

Account #	Purpose or Name of Account	Office/Department	Amount Requested	Approved by Governing Board
0001-1-1700-2005	M+O	VISUAL	\$25,000	
			TOTAL:	\$25,000

Note: the total amount of additional appropriations may not exceed the total amount approved for cancellation.

E-MAILED
 5/18 10:47

TRANSFER OF APPROPRIATIONS

Muskogee County, Oklahoma

Fiscal Year Ending June 30, 2026

To the Honorable Governing Board:

Due to a need which has arisen in my office or department, and under the authority of 68 O.S. § 3021 and 62 O.S. § 461, I hereby request additional appropriations for current expense in the 1301-6-8041-2501 Okay Rd Rehab fund as shown in exhibit B. I further state that I have obtained written consent to the cancellation of appropriations balances detailed in Exhibit A as evidenced by the signature of the department heads in schedule 2. The reason for this requested transfer is as follows:

Make funds available to pay for costs incurred for construction costs pertaining to the Okay Rd Rehabilitation project.

Respectfully submitted this day of 5/18/2026

Signature and Title of Officer(s)/Department Head(s):

CONSENT TO CANCEL:

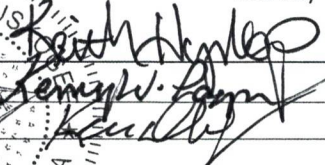
I (we) the undersigned official(s)/department head(s) of the above named governmental agency do hereby consent to the cancellation of appropriation balances detailed in Exhibit A.

Signature and Title of Officer(s)/Department Head(s):

CONSENT TO CANCEL AND REQUEST FOR ADDITIONAL NEEDS:

We the undersigned Governing Board under authority of 68 O.S. § 3021 and 62 O.S. § 461, do hereby consent to the cancellation of the appropriation balances detailed in exhibit A and request that the revenues released be appropriated to the accounts detailed in Exhibit B. We further state that this request is made due to the following reason: Make funds available to pay for costs incurred for construction costs pertaining to the Okay Rd Rehabilitation project.

Done in a meeting of the Governing Board of the said government agency and recorded in the minutes of the Secretary or Clerk of said board and signed at _____ this day of _____

 Secretary/Clerk   Chairman

NOTICE TO COUNTY EXCISE BOARD:

Pursuant to 62 O.S. § 461, the undersigned County Clerk of Muskogee County, Oklahoma, gives notice to the Muskogee County Excise Board that there has been a transfer of appropriations following the approval by the governing board of

ATTEST:

County Clerk_____
Date

Exhibit A

Unencumbered appropriations account balances as of 1/16/2025 and schedule of amounts to be cancelled.

Account #	Name of Account	Office/Department	Unencumbered Balance	Consent to cancel by Officer	Cancelled by Governing Board
1301-1-8020-2005	Use-Tax		\$7,808,982.75	260,638.97	
			TOTAL:	\$ 260,638.97	\$ 0.00

Exhibit B

Additional appropriations requested for remainder of fiscal year ending 6/30/2025

Account #	Purpose or Name of Account	Office/Department	Amount Requested	Approved by Governing Board
1301-6-8041-2501	Okay Rd Rehabilitation		248,631.26	
			TOTAL:	\$ 248,631.26

Note: the total amount of additional appropriations may not exceed the total amount approved for cancellation.