

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: August 2024

Finalized/Modified
Date: 08/12/2024

Beginning Balance	\$ 219,978.69
Fees Collected	\$ 4,672.73
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	\$ 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	\$ 224,651.42

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials SD) \$ 224,651.42

Reconciling Items:

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

Reconciled Balance \$ 224,651.42

The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

[Signature]
8-12-24

Court Clerk or Authorized Deputy
Date

Reviewed by
Date

Filed with Board of County Commissioners on: *[Signature]*

Signature of BOCC Chairperson: *[Signature]*

Filed with Administrative Director of the Courts on:

RECONCILEMENT

Revised

The following is a reconciliation of the County

Muskogee County, Oklahoma, Muskogee County Election Board
for the month of May 2024

Beginning Depository Balance	\$	35006
ADD: Collections	\$	19342.12
Cancelled Vouchers	\$	200
SUBTRACT: Vouchers Issued	\$	35939.72
Ending Depository Balance	\$	18608.4
ADD: Vouchers Issued, Not Reg	\$	
Deposits in Transit -		
Beginning	\$	
Ending	\$	
Treasurer Error Adjustment	\$	
Officer Error Adjustment	\$	
TREASURER'S BALANCE	\$	18608.4
Treasurer (or deputy) initials:		

June 2024 Muskogee County Election Board monthly report of

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

THIS DAY OF _____, 20____

 Chairman

 Member

 Member

MONTHLY REPORT

Of Muskogee County Election Board
Muskogee County, Okla.

For month ending on 31st day of 2024
May 21st day

of August 2024

County Clerk

I, Kelly G. Beach, duly elected or appointed, qualified and acting in and for Muskogee County Oklahoma, do solemnly swear that the above is true and correct report of all fees charged and collected in my office for the month ending on the 31st May, 2024.

Name Title
Kelly G. Beach

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public

My Commission Expires: _____

Time Period: 05/01/2024 to 05/31/2024

Starting Balance: 35,006.57

Add:

Deposits 19,342.12
Cancelled Vouchers 200.00

Less:

Issued Vouchers (35,939.72)

Ending Balance:	18,608.97
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Open Transactions: 0.00

Printed Vouchers: 0.00

RECONCILEMENT

The following is a reconciliation of the County

Muskogee Muskogee County Election Board
for the month of July 2024

Beginning Depository Balance	\$ 5990.84
ADD: Collections	\$ 3550.17
Cancelled Vouchers	\$
SUBTRACT: Vouchers Issued	\$ 3591.93
Ending Depository Balance	\$ 5949.08
ADD: Vouchers Issued, Not Reg	\$
Deposits in Transit -	\$
Beginning	\$
Ending	\$
Treasurer Error Adjustment	\$ -48
Officer Error Adjustment	\$
TREASURER'S BALANCE	\$ 5901.08
Treasurer (or deputy) Initials:	

July 2024 monthly report of Muskogee Muskogee County Election Board

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

THIS _____ DAY OF _____, 20____

Chairman *[Signature]*

Member *[Signature]*

Member *[Signature]*

MONTHLY REPORT

Of Muskogee County Election Board

Muskogee County, Okla.

For month ending on 31st day of

July 21st day 2024

Filed this _____ day _____

of August _____ 2024

County/Clerk _____

I, Kelly G. Beach,
 duly elected or appointed, qualified and
 acting in and for Muskogee
 County Oklahoma, do solemnly swear that the
 above is true and correct report of all fees
 charged and collected in my office for the month
 ending on the 31st July,
 2024

Name *[Signature]* Title *[Signature]*

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public _____

My Commission Expires: _____

Time Period: 07/01/2024 to 07/31/2024

Starting Balance: 5,942.84

Add:

Deposits 3,550.17

Cancelled Vouchers 0.00

Less:

Issued Vouchers (3,591.93)

Ending Balance:	5,901.08
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Open Transactions: (31.50)

Printed Vouchers: 0.00

(Revised)

RECONCILEMENT

The following is a reconciliation of the County

Muskogee Muskogee County Election Board
for the month of June 2024

Beginning Depository Balance	\$ 18608.97
ADD: Collections	\$
Cancelled Vouchers	\$ 147.73
SUBTRACT: Vouchers Issued	\$ 12765.86
Ending Depository Balance	\$ 5990.84
ADD: Vouchers Issued, Not Reg	\$

Deposits in Transit -	\$
Beginning	\$
Ending	\$
Treasurer Error Adjustment	\$
Officer Error Adjustment	\$

TREASURER'S BALANCE \$ 5990.84

Treasurer (or deputy) initials:

June 2024 monthly report of Muskogee Muskogee County Election Board

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

THIS DAY OF , 20

Chairman *[Signature]*

Member *[Signature]*

Member *[Signature]*

MONTHLY REPORT

Of: Muskogee County Election Board
Muskogee County, Okla.
For month ending on 30th day of June 2024
Filed this 21st day of August 2024

County Clerk _____

I, Kelly G. Beach,
duly elected or appointed, qualified and acting in and for Muskogee County Oklahoma, do solemnly swear that the above is true and correct report of all fees charged and collected in my office for the month ending on the 30th June 2024.

Name: Kelly R. S. Title: Secretary
Subscribed and sworn to before me this ___ day of ___, 20__

Notary Public _____
My Commission Expires: _____

Time Period: 06/01/2024 to 06/28/2024

Starting Balance: 18,608.97

Add:

Deposits 0.00

Cancelled Vouchers 195.46

Less:

Issued Vouchers (12,813.59)

Ending Balance:	5,990.84
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Open Transactions: 0.00

Printed Vouchers: 0.00

TRANSFER OF APPROPRIATIONS

County, Oklahoma

Fiscal Year Ending

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 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:

Transferring to M&O from Capital outlay, in order to purchases for supplies

Respectfully submitted this day of

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

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]

Boynston VED

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.

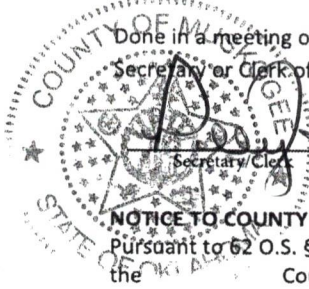
Signature and Title of Officer(s)/Department Head(s):

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]

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 Muskogee 20th this day of September, 2024



[Handwritten signature]
Secretary/Clerk

[Handwritten signature]
Chairman

NOTICE TO COUNTY EXCISE BOARD:

Pursuant to 62 O.S. § 461, the undersigned County Clerk of _____ 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

