



ROBYN BOSWELL
Muskogee County Court Clerk

Melody Davis
Chief Deputy

Meagan Coates
2nd Deputy

July 15, 2024

Board of County Commissioners
Muskogee County
400 West Broadway
Muskogee, OK 74401

RE: Preservation Fund account
Annual Report

Dear Chairman of the Board:

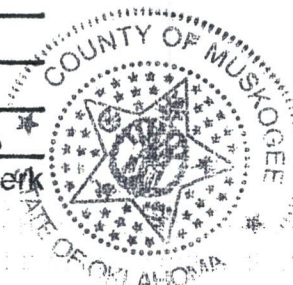
Please find enclosed the FY '24 Annual Report for the Preservation Fund account. Should you have any questions, please don't hesitate to contact me.

Sincerely,

Robyn Boswell
Muskogee County Court Clerk

22nd day of July 2024
Chairman _____
Member _____
Member _____
Attest _____
County Clerk

/rb



Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: June 2024

Finalized/Modified
Date: 06/06/2024

Beginning Balance	\$ 211,082.18
Fees Collected	\$ 5,055.23
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	\$ 216,137.41

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials) \$ 216,137.41

Reconciling Items:

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

Reconciled Balance \$ 216,137.41

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

Dorrie Smith _____ 0-6-24
Court Clerk or Authorized Deputy Date

Reviewed by Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: [Signature] _____
 Filed with Administrative Director of the Courts on: _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: May 2024

Finalized/Modified
Date: 05/09/2024

Beginning Balance	\$ 208,390.69
Fees Collected	\$ 6,303.12
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	\$ 3,611.63
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 3,611.63
Ending Balance	\$ 211,082.18

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials) \$ 211,082.18

Reconciling Items:

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

Reconciled Balance \$ 211,082.18

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

_____ Court Clerk or Authorized Deputy _____ Date

_____ Reviewed by _____ Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson:

Filed with Administrative Director of the Courts on: _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: April 2024

Finalized/Modified
Date: 04/10/2024

Beginning Balance	\$ 203,684.86
Fees Collected	\$ 4,705.83
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	\$ 208,390.69

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials) \$ 208,390.69

Reconciling Items:

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

Reconciled Balance \$ 208,390.69

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

Court Clerk or Authorized Deputy	Date
Reviewed by	Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson:
Filed with Administrative Director of the Courts on: _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: March 2024

Finalized/Modified
Date: 03/07/2024

Beginning Balance	\$ 198,647.73
Fees Collected	\$ 5,037.13
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	\$ 203,684.86

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials _____) \$ 203,684.86

Reconciling Items:

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

Reconciled Balance \$ 203,684.86

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

Court Clerk or Authorized Deputy Date

Reviewed by Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: _____ 

Filed with Administrative Director of the Courts on: _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: February 2024

Finalized/Modified
Date: 02/07/2024

Beginning Balance	\$ 194,389.84
Fees Collected	\$ 4,257.89
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	\$ 198,647.73

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials) \$ 198,647.73

Reconciling Items:

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

Reconciled Balance \$ 198,647.73

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

 2-7-24
Court Clerk or Authorized Deputy Date

Reviewed by Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson:
Filed with Administrative Director of the Courts on _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: January 2024

Finalized/Modified
Date: 01/08/2024

Beginning Balance	\$ 190,521.27
Fees Collected	\$ 3,868.57
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	\$ 194,389.84

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials _____) \$ 194,389.84

Reconciling Items:

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

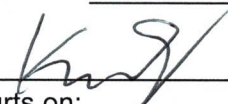
Reconciled Balance \$ 194,389.84

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

Court Clerk or Authorized Deputy Date

Reviewed by Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: 
Filed with Administrative Director of the Courts on: _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: December 2023

Finalized/Modified
Date: 12/06/2023

Beginning Balance	\$ 185,850.11
Fees Collected	\$ 4,671.16
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	\$ 190,521.27

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials) \$ 190,521.27

Reconciling Items:

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

Reconciled Balance \$ 190,521.27

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

Court Clerk or Authorized Deputy Date

Reviewed by Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson:
 Filed with Administrative Director of the Courts on: _____

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

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

County: MUSKOGEE
Reporting Period: November 2023

Finalized/Modified
Date: 11/15/2023

Beginning Balance	\$ 188,750.50
Fees Collected	\$ 4,748.87
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 3,360.16
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 4,289.10
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 7,649.26
Ending Balance	\$ 185,850.11

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials *ML*) **\$ 185,850.11**

Reconciling Items:

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

Reconciled Balance	\$ 185,850.11
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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

_____ Court Clerk or Authorized Deputy _____ Date

_____ Reviewed by _____ Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: _____ *[Signature]*

Filed with Administrative Director of the Courts on: _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: October 2023

Finalized/Modified
Date: 10/10/2023

Beginning Balance	\$ 184,617.07
Fees Collected	\$ 4,459.34
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 325.91
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	\$ 325.91
Ending Balance	\$ 188,750.50

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials _____) \$ 188,750.50

Reconciling Items:

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

Reconciled Balance \$ 188,750.50

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

10-10-23
Date

Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson:

 Filed with Administrative Director of the Courts on: _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: September 2023

Finalized/Modified
Date: 09/05/2023

Beginning Balance	\$ 179,874.79
Fees Collected	\$ 4,742.28
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	\$ 184,617.07

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials _____) \$ 184,617.07

Reconciling Items:

Outstanding Vouchers	\$ 0.00
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Reconciled Balance	\$ 184,617.07
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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

Court Clerk or Authorized Deputy Date

Reviewed by Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: _____


Filed with Administrative Director of the Courts on: _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: August 2023

Finalized/Modified
Date: 08/07/2023

Beginning Balance	\$ 174,983.62
Fees Collected	\$ 4,891.17
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	\$ 179,874.79

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials _____) \$ 179,874.79

Reconciling Items:

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

Reconciled Balance \$ 179,874.79

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

	8-7-23
Court Clerk or Authorized Deputy	Date

Reviewed by	Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson:  _____
Filed with Administrative Director of the Courts on: _____

Court Clerk Records Management and Preservation Monthly Report

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

County: MUSKOGEE
Reporting Period: July 2023

Finalized/Modified
Date: 07/06/2023

Beginning Balance	\$ 170,367.54
Fees Collected	\$ 4,616.08
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	\$ 174,983.62

Reconciled Balance on Treasurer's Ledger (Treasurer/Deputy Initials _____) \$ 174,983.62

Reconciling Items:

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

Reconciled Balance \$ 174,983.62

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

Court Clerk or Authorized Deputy Date

Reviewed by Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: 

Filed with Administrative Director of the Courts on: _____