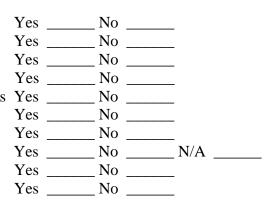
## **Quarterly Report Check Sheet** Sheriff

## Part One – Summary & Reconciliation

Figures are recorded in Budget Estimate column Figures are recorded in Summary for all accounts Receipts YTD equal line 27, Total YTD Total Disbursements YTD equal Line 53, Total YTD Figures are recorded in Reconciliation for all accounts Yes \_\_\_\_\_ No \_\_\_\_\_ Accounts are labeled across the top Book Balance and Reconciled Bank Balance equal Ouarters are combined Calculations are correct County Sheriff's signature is present



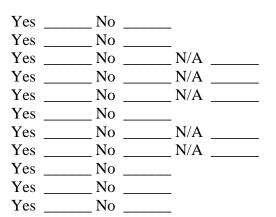
## Part Two – Receipts

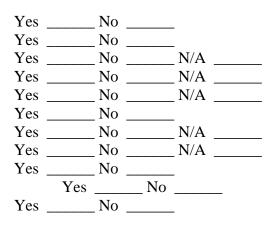
Figures are recorded in Budget Estimate column Figures are recorded in 1/1 thru 3/31 column Figures are recorded in 4/1 thru 6/30 column Figures are recorded in 7/1 thru 9/30 column Figures are recorded in 10/1 thru 12/31 column Totals entered in Total YTD column Accounts Receivables listed Settlement Totals entered Receipts are broken down into categories Total Receipts entered in Line 27 Calculations are correct

## Part Three – Disbursements

Figures are recorded in Budget Estimate column Figures are recorded in 1/1 thru 3/31 column Figures are recorded in 4/1 thru 6/30 column Figures are recorded in 7/1 thru 9/30 column Figures are recorded in 10/1 thru 12/31 column Totals entered in Total YTD column Unpaid Obligations listed Settlement Totals entered Disbursements are broken down into categories Total Disbursements entered in Line 53 Calculations are correct

Part Four – Liabilities Outstanding Liabilities page included





Yes \_\_\_\_\_No \_\_\_\_\_

Checked by:

(initials)