

Quarterly Report Check Sheet

_____ Sheriff

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 27, Total YTD Yes _____ No _____
 Total Disbursements YTD equal Line 53, 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 Sheriff’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 27 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 53 Yes _____ No _____
 Calculations are correct Yes _____ No _____

Part Four – Liabilities Outstanding

Liabilities page included Yes _____ No _____

Checked by: _____
 (initials)