

W. Kapp

DEC 17, 202

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Monthly Checklist for Review of Justice Court Records

Month of Nov. '25

Cash Book Reconciliation (Accountability) at End of Month

The amounts on deposit in the court bank accounts (adjusted bank balance) are the following:

Bank Balance - End of Month

\$ 8074.00

Add: Cash on Hand- deposited 1st day of
Next Month (deposit in transit)

1255.00

Deduct: Outstanding Checks - Month End

6.00

Adjusted Bank Balance - Month End ***

9323.00

Cash Book Balance at Month End is determined as follows:

Amount Due to the State Comptroller (or CFO)

3573.00

Bail

5750.00

Other - Identify

Total Cash Book Balance- Month End ***

\$ 9323.00

*** Adjusted Bank Balance should agree with total Cash Book Balance at month end.

Monthly Checklist for Review of Justice Court Records

Yes No

Cash Book Summary

- ▶ Does the Amount Due to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report to be submitted? ☒ ☐
- ▶ Does the amount shown as bail agree with the list of bail held for pending cases? ☒ ☐
- ▶ Does the amount shown for other categories agree with the supporting information? ☒ ☐

Issuance of Receipts

What was the beginning receipt number for this month?

015633

24923

What was the ending receipt number for the previous month?

015632

24922

Receipts should be issued in numerical sequence. The ending receipt number from the previous month should be one number lower than the beginning receipt number for this month. For example, if the ending receipt number for the previous month is 256 then the beginning receipt number for this month should be 257. If they are out of sequence, please explain.

- ▶ Were receipts issued in numerical sequence during the month? ☒ ☐

Bank Deposits

Review the bank statements, canceled checks and deposit slips for month and compare with accounting records.

- ▶ Do deposits agree with cash collections shown in the accounting records? ☒ ☐
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? ☐ ☒

Disbursements

- ▶ Does the check to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report? ☒ ☐
- ▶ If invoice billing is used, do checks agree with the supporting information? ☐ ☐
- ▶ Do bail return checks agree with supporting case information? ☒ ☐

Overall Evaluation

W. Kopp
Dec 17, 2025

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Monthly Checklist for Review of Justice Court Records

Month of Nov. '25

Cash Book Reconciliation (Accountability) at End of Month

The amounts on deposit in the court bank accounts (adjusted bank balance) are the following:

Bank Balance – End of Month

\$ 20.00

Add: Cash on Hand- deposited 1st day of
Next Month (deposit in transit)

- 0 -

Deduct: Outstanding Checks – Month End

- 0 -

Adjusted Bank Balance – Month End ***

20.00

Cash Book Balance at Month End is determined as follows:

Amount Due to the State Comptroller (or CFO)

20.00

Bail

0

Other - Identify

Total Cash Book Balance- Month End ***

\$ 20.00

*** Adjusted Bank Balance should agree with total Cash Book Balance at month end.

Monthly Checklist for Review of Justice Court Records

Yes No

Cash Book Summary

- ▶ Does the Amount Due to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report to be submitted? ☒ ☐
- ▶ Does the amount shown as bail agree with the list of bail held for pending cases? ☒ ☐
- ▶ Does the amount shown for other categories agree with the supporting information? ☒ ☐

Issuance of Receipts

What was the beginning receipt number for this month?

7667

What was the ending receipt number for the previous month?

7666

Receipts should be issued in numerical sequence. The ending receipt number from the previous month should be one number lower than the beginning receipt number for this month. For example, if the ending receipt number for the previous month is 256 then the beginning receipt number for this month should be 257. If they are out of sequence, please explain.

- ▶ Were receipts issued in numerical sequence during the month? ☒ ☐

Bank Deposits

Review the bank statements, canceled checks and deposit slips for month and compare with accounting records.

- ▶ Do deposits agree with cash collections shown in the accounting records? ☒ ☐
- ▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)? ☐ ☒

Disbursements

- ▶ Does the check to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report? ☒ ☐
- ▶ If invoice billing is used, do checks agree with the supporting information? ☐ ☐
- ▶ Do bail return checks agree with supporting case information? ☒ ☐

Overall Evaluation
