

**COURT CLERK'S REVOLVING FUND QUARTERLY REPORT**

COUNTY OF \_\_\_\_\_ COUNTY NO. \_\_\_\_\_

FOR THE QUARTER ENDING \_\_\_\_\_, 20\_\_\_\_\_

**Expenses for Quarter:**

Archival of Records		_____
Collection Expenses (Research, LexisNexis, Accurint)		_____
Computer Equipment		_____
Dues (Associations)		_____
Equipment Purchases		_____
Equipment Rentals		_____
Furniture and Fixtures		_____
Maintenance of Court Areas		_____
Office Supplies		_____
Renovation and Remodeling Court Clerk's Office		_____
Renovation and Remodeling Courtroom/Judge's Office		_____
Rentals (Storage and Buildings)		_____
Safety Awards		_____
Security for Court Area		_____
Training/Education/Materials		_____
Travel		_____
Uniforms		_____
Salaries (Please itemize below:)		_____
Salaries paid by Revolving Fund	\$	_____
Amount Transferred to Court Fund Payroll Account	\$	_____
Miscellaneous Expense (Please itemize below:)		_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

**Total Disbursements for the Quarter:**

Line A \_\_\_\_\_

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FOR THE QUARTER ENDING \_\_\_\_\_, 20\_\_\_\_

**Salaries and Benefits Information Sheet**

Salaries and Benefits Expenses  
for Full-Time Paid by Court Clerk  
Revolving Fund

Month 1	Month 2	Month 3	Total
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Salaries and Benefits Expenses  
for Part-Time Paid by Court Clerk  
Revolving Fund

Month 1	Month 2	Month 3	Total
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**Total Salaries Paid**

Month 1	Month 2	Month 3	Total
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Number of Full-Time  
Employees

Month 1	Month 2	Month 3
---------	---------	---------

Number of Part-Time  
Employees

Month 1	Month 2	Month 3
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**Total Number of  
Employees**

Month 1	Month 2	Month 3
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FOR THE QUARTER ENDING \_\_\_\_\_, 20\_\_\_\_

Reconciliation to County Treasurer

Beginning Balance as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (F1) \_\_\_\_\_

Plus Deposits:

For the Month Ending \_\_\_\_\_, 20\_\_\_\_ \_\_\_\_\_  
For the Month Ending \_\_\_\_\_, 20\_\_\_\_ \_\_\_\_\_  
For the Month Ending \_\_\_\_\_, 20\_\_\_\_ \_\_\_\_\_

Total Deposits for the Quarter: (F2) \_\_\_\_\_

Total Disbursements for the Quarter (Line A from Page 1) (F3) \_\_\_\_\_

Ending Balance for Quarter (Per County Clerk's Appropriation Ledger) (F4) \_\_\_\_\_

Reconciliation to County Treasurer's General Ledger:

Ending Balance for Quarter (F4) \_\_\_\_\_  
Plus: Outstanding Voucher (F5) \_\_\_\_\_  
Plus: Encumbrances not Paid (F6) \_\_\_\_\_  
Less: Outstanding Deposits (F7) \_\_\_\_\_  
Other Reconciling Items: (Identify Below) (F8) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treasurer's General Ledger Balance \$ \_\_\_\_\_

General Ledger Balance Certified:

\_\_\_\_\_  
County Treasurer

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Court Clerk

\_\_\_\_\_  
District Judge

\_\_\_\_\_  
Associate District Judge