

County Officer's Annual Report

Please Read Carefully

This form is designed for use by all INDEPENDENT OFFICES AND AGENCIES including the following:

"A" DISTRICT ATTORNEY

"B" COUNTY SHERIFF

"C" COUNTY TREASURER

"D" COUNTY COMMISSIONERS

"F" COUNTY CLERK

"H" COUNTY ASSESSOR

"I" COURT CLERK

"J" DISTRICT COURT

"SL" ELECTION BOARD

"SO" VISUAL INSPECTION

"U" COUNTY EXCISE-EQUALIZATION BOARD

Office of _____
 _____ County, Oklahoma
 ANNUAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 20____
 AND ESTIMATE OF NEEDS FOR THE ENSUING FISCAL YEAR

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS
 and COUNTY EXCISE BOARD:

I, _____, the duly qualified and acting _____
 of the County and State aforesaid, do hereby certify that the following is a true and correct report of expenditures
 of this office during the fiscal year just closed with an estimate of my actual needs for the ensuing fiscal year.

REPORT OF PRIOR EXPENDITURES AND ESTIMATE OF NEEDS

CLASSIFICATION Items of Expense	Net Amount Appropriations By Excise Board	Warrants Issued	Reserves	Determined Unencumbered By Officer	Estimate of Needs
1a Personal Services					
1b Part-time Help					
1c Travel Expense					
2 Maintenance and Operation					
3 Capital Outlay					
TOTAL					

SET OUT BELOW ANY DETAIL DEEMED ESSENTIAL TO EXPLAIN ESTIMATE FOR ENSUING YEAR

Personal Services:

Statutory Annual Salary of Principal Officer	\$
Annual Salary of First Deputy	\$
Annual Salary of Second Deputies at \$ _____ Per Annum	\$
Annual Salary of Third Deputies at \$ _____ Per Annum	\$
Annual Salary of Fourth Deputies at \$ _____ Per Annum	\$
Annual Salary of _____ Deputies at \$ _____ Per Annum	\$
Total of Principal Officer and Deputies Salaries	\$
Wages and/or Compensation of Part-time Help	\$
Travel Expenses as Authorized and/or Defined by Law	\$
TOTAL FOR ALL PERSONAL SERVICES	\$

Maintenance and Operation:

Postage, Telephone and Telegraph	\$
Books, Printed Forms, Ledgers and other Supplies	\$
Repair and Upkeep of Office Furniture, Machines and Equipment	\$

TOTAL FOR MAINTENANCE AND OPERATION

\$

Capital Outlay:

Furniture, Machines and Equipment to be replaced	\$
Additional Furniture, Machines and Equipment Needed	\$

TOTAL FOR CAPITAL OUTLAY

\$

Respectfully Submitted,

 Official Title _____

OFFICER'S ANNUAL REPORT OF EARNINGS, EXPENDITURES,
ESTIMATED INCOME AND NEEDS

To: The Honorable Board of County Commissioners and County Excise Board

_____ County, State of Oklahoma:

GENTLEMEN; in pursuance of requirements of 68 Okl.St. Ann. § 3004, and other statutes, there is set forth on the reverse side hereof an itemized statement of the accrued earnings and the cost of maintenance of the office of _____
County of _____, Oklahoma, covering the fiscal year ending June 30, 20____, including an itemized statement of the estimated income and approximate needs of said office for the ensuing fiscal year

I further certify that the several items of probable needs are indispensable for the proper administration of the affairs of said office for the ensuing fiscal year. You will please include the same in the published County Estimate and Budget filed with the County Excise Board as provided by 68 Okl.St. Ann. § 3002.

Dated at _____, Oklahoma, this _____ day of _____, 20____

Name of Official

Official Title

=====	ANNUAL REPORT	=====
	<i>of the</i>	
	<i>of</i>	
	Earnings and Expenditures	
	<i>for</i>	
	FISCAL YEAR ENDING	
	JUNE 30, 20____	
	<i>and</i>	
	Estimated Income	
	and Needs	
	FOR ENSUING FISCAL YEAR	
=====		=====
	Filed this _____ day of _____ 20____	
		_____ County Clerk
		By _____ Deputy
=====		=====