

## Checklist for Magistrate Monthly Report

1. Completed Check List
2. Bank Statement
3. Interest Receipt and Receipt Journal Fund and Fee Code for Interest Deposit - Labeled **2**.
4. Report **3** - Account Balances
5. Report **4** –Registry and Trust with Balances
6. Report **5** - Disbursement Summary - Draft Copy

*Complete this table with the information entered in the table on Page 9.*

			Amount	
1	Cash Bond in Report # 3, Account Balances Report	+		
2	Livestock proceeds held by court	+		
3	Total of 1 & 2	=		
4	Registry & Trust Account with Balances Report in Report #4			
5	Do the amounts in #3 and #4 agree?			Y or N

7. Report **7** - Disbursement Summary - Final Copy
8. Original Remittance Check Payable to the AOC. Also include 1 copy of the check labeled **8**.
9. Report **9A** -Financial Manager Transaction Detail Report (Checks written report)
10. Report **9B** - Receipt Journal by Fund and Fee Code (Cash Bonds Collected for the month)
11. Report **9C** - Outstanding Bond Report - *Provide type written explanation of Cash Bonds over 6 months on this report.*
12. Report **9D** - Transaction Detail Report for Refunded Cash Bonds
13. Report **10.C 9** - Account Reconciliation Report
14. Report **11** - Outstanding Deposits and Checks
15. Report **12** - Balance Sheet
16. Mail Log
17. Bond Log
18. Copies of Voided Receipts to be included with Daily Backup  
\_\_\_\_\_ (receipt # / date)
19. Voided Checks for the month, if any.
20. Stale Dated Check Review: a. Do the results of Report **11** require disbursement of funds to the AOC Suspense Fund (checks over 6 months old)? Yes \_\_\_\_ No \_\_\_\_.
21. Copy of Help Desk Ticket (if applicable).

Effective 1-1-2022

Fiscal Services Division  
Magistrate End of Month Procedures