

**Journal Review Checklist for end of day reports**  
**Juvenile Court site:** \_\_\_\_\_

The following reports were reviewed for journal \_\_\_\_\_ or journals: \_\_\_\_\_ thru \_\_\_\_\_  
journal Date(s) \_\_\_\_\_

*Comments to include: Number of transactions reviewed, detail of discrepancies or issues discovered and any necessary resolutions.*

**CARE Reports:**

**Reviewed**

➤ **Adjustments to Acct Receivable**

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**Comments:**

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➤ **Mail Transaction Log**

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**Comments:**

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➤ **Transaction Reversal Report**

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**Comments:**

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\_\_\_\_\_  
Signature of Reviewer

Date: \_\_\_\_\_

*\*\*File with the daily journal or with the last journal reviewed*