

FY 2024-25 Bank Account and Transparency Accountability Report
Pursuant to Proviso 117.78 of the FY2025-26 Appropriations Act

Agency Name/Number

Secretary of State / E080

Account Name:

Composite Account

Purpose of Account:

Return Check Account

Exemption Requested:

Yes

No ☒

If exemption is requested, reason:

Exemption Approved in Prior Year:

Yes

No ☒

Authorized Personnel

Check Writing/Withdrawal:

Name: N/A

Title: NO CHECKS WRITTEN OUT OF THIS ACCOUNT

Reconciliation:

Name: Kaitlin Flak (Performs Reconciliation)

Title: Deputy Director of Administration

Name: Tracy Watford (Approves Reconciliation)

Title: Director of Administration

Financial Information

Beginning Balance at July 1, 2024:

\$ (140.00)

Detailed Transactions During FY 2024 - 2025:

Deposits: (Please list each deposit separately. Add lines as needed.)

Date	Amount	Source
7/5/2024	50.00	Charity
7/8/2024	16.00	UCC- In House
7/17/2024	25.00	SCSOS Notaries
7/23/2024	5.00	Authentications
7/24/2024	25.00	SCSOS Notaries
7/25/2024	8.00	UCC- In House
7/30/2024	10.00	Business Filings-In House
7/31/2024	25.00	SCSOS Notaries
8/8/2024	25.00	SCSOS Notaries
8/14/2024	10.00	Business Filings-In House
8/15/2024	25.00	SCSOS Notaries

9/3/2024	25.00	SCSOS Notaries
9/5/2024	124.00	Business Filings-In House
9/6/2024	25.00	SCSOS Notaries
9/10/2024	25.00	SCSOS Notaries
9/11/2024	25.00	SCSOS Notaries
9/12/2024	25.00	SCSOS Notaries
9/13/2024	25.00	SCSOS Notaries
9/19/2024	10.00	Business Filings-In House
10/3/2024	120.00	Business Filings-In House
10/4/2024	5.00	Authentications
10/8/2024	10.00	Business Filings-In House
10/18/2024	5.00	Authentications
10/30/2024	25.00	SCSOS Notaries
11/5/2024	10.00	Business Filings-In House
11/7/2024	50.00	SCSOS Notaries
11/8/2024	300.00	Charged in error - wrong agency
1/2/2025	25.00	SCSOS Notaries
1/3/2025	10.00	Business Filings-In House
1/8/2025	10.00	Business Filings-In House
1/13/2025	50.00	SCSOS Notaries
1/14/2025	10.00	Business Filings-In House
1/17/2025	10.00	Business Filings-In House
1/28/2025	15.00	Trademark
1/29/2025	25.00	SCSOS Notaries
2/10/2025	420.00	Charity
2/10/2025	10.00	Business Filings-In House
2/12/2025	110.00	Business Filings-In House
2/27/2025	10.00	Business Filings-In House
3/7/2025	25.00	SCSOS Notaries
3/13/2025	10.00	Business Filings-In House
3/13/2025	10.00	Business Filings-In House
3/13/2025	10.00	Business Filings-In House
3/13/2025	10.00	Business Filings-In House
3/13/2025	10.00	Business Filings-In House
3/18/2025	15.00	Trademark
3/18/2025	15.00	Trademark
3/19/2025	110.00	Business Filings-In House
3/20/2025	10.00	Business Filings-In House
3/24/2025	50.00	Charity
3/26/2025	25.00	SCSOS Notaries
4/3/2025	25.00	SCSOS Notaries
4/11/2025	25.00	Business Filings-In House
4/17/2025	5.00	Authentications
4/22/2025	55.00	Authentications
4/29/2025	25.00	SCSOS Notaries
5/1/2025	5.00	Authentications
5/9/2025	25.00	SCSOS Notaries

5/9/2025	45.00	Trademark
5/14/2025	5.00	Authentications
5/14/2025	5.00	Authentications
5/14/2025	5.00	Authentications
5/14/2025	5.00	Authentications
5/23/2025	25.00	SCSOS Notaries
5/28/2025	10.00	Business Filings-In House
6/5/2025	10.00	Business Filings-In House
6/5/2025	10.00	Business Filings-In House
6/6/2025	15.00	Trademark
6/11/2025	25.00	SCSOS Notaries
6/13/2025	50.00	Charity
6/25/2025	10.00	Business Filings-In House

Withdrawals: (Please list each withdrawal separately. Add lines as needed)

Date	Amount	Payee	Purchase Description
7/15/2025	140.00	Secretary of State Ret Ck Acct	Reimburse return check acct
8/20/2025	164.00	Secretary of State Ret Ck Acct	Reimburse return check acct
9/23/2025	60.00	Secretary of State Ret Ck Acct	Reimburse return check acct
10/29/2024	284.00	Secretary of State Ret Ck Acct	Reimburse return check acct
11/26/2024	165.00	Secretary of State Ret Ck Acct	Reimburse return check acct
11/29/2025	300.00	Secretary of State Ret Ck Acct	Reversal Charged in error
1/6/2025	60.00	Secretary of State Ret Ck Acct	Reimburse return check acct
2/28/2025	165.00	Secretary of State Ret Ck Acct	Reimburse return check acct
3/17/2025	550.00	Secretary of State Ret Ck Acct	Reimburse return check acct
4/21/2025	300.00	Secretary of State Ret Ck Acct	Reimburse return check acct
5/22/2025	135.00	Secretary of State Ret Ck Acct	Reimburse return check acct
6/17/2025	130.00	Secretary of State Ret Ck Acct	Reimburse return check acct

Ending Balance at June 30, 2025:

\$ (120.00)

