



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

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R2 - Quarterly Report of Confidential Funds

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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R2 - Quarterly Report of Confidential Funds

Reference Number: MTAS-393

The police chief must submit a quarterly report to the recorder by the 30th of the month following the close of the quarter.

Form R-2
QUARTERLY REPORT OF CONFIDENTIAL FUNDS

For the quarter ending _____, 20____

TO: _____
City Recorder/Finance Director

The following represents a true and accurate accounting of confidential funds held by the office of _____ for the quarter listed above.
Police chief or designee

Balance of confidential funds, first of quarter	\$ _____
Add: Funds received from City Recorder/Finance Director	\$ _____
Less: Expenditures from confidential funds	\$(_____)
Less: Funds returned to City Recorder/Finance Director	\$(_____)
Balance of confidential funds, end of quarter	\$ _____

Submitted by _____
Chief law enforcement official

Title _____ Date _____

This report must be filed with the City Recorder/Finance Director within 30 days of the end of the months of September, December, March and June each year.

Original: Filed with City Recorder/Finance Director
Copy: Retained by the law enforcement agency

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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