

Department Mission:

The Klamath County Clerk's Office is dedicated to providing accurate information and services in a timely, efficient, professional and courteous manner regarding all aspects of elections, real property records, military discharge papers, passport application, marriage license applications, domestic partnership filings and property tax appeals.

Mandated Services:

- **Conduct elections in the county**--including federal, state, county, incorporated cities, and special district elections (ORS 246.200)

The conduct of elections includes:

- Registering all individuals who properly submit a voter registration card
 - Maintaining the voter register & address library
 - Establishing precincts
 - Preparing ballots
 - Mailing ballots to all qualified electors
 - Receiving and processing voted ballots
 - Certifying election results
 - Accepting and verifying, for statutory and constitutional requirements, candidate nomination and measure petition filings
- **Maintain the records of the county governing body**, commonly referred to as Commissioners' Journal (ORS 205.110)
 - **Record land records**, including deeds, mortgages, liens and all other documents that affect the title to a piece of property (ORS 205.130). We also record and provide certified copies of Military Discharge Papers (DD 214s) at no charge.

When a document is received for recording it is verified for compliance with Oregon statutes. The information (parties' names, type of document and legal description) are entered into the electronic index for future retrieval of the document. All recorded documents are scanned into our electronic system and microfilm is produced for required archival storage.

- **Process Board of Property Tax Appeals** (ORS 309.020)
- **Issue Marriage Licenses & Filing Domestic Partnerships** (ORS 106.041 & 106.325)

Self-Imposed Services:

- **Act as a United States Passport Agent**

Recording and election staffs are able to process passport applications around their other duties, so no additional FTEs are required.

A report following a September 2010 audit by the U.S. Department of State, Office of Passport Integrity and Internal Controls, included the following comments:

“Agents were knowledgeable, friendly and helpful and provide an excellent service to the community. The facility is performing at an excellent manner.” I feel that it is a worthwhile service to continue to provide, as at this time the revenue exceeds the postage and processing costs involved.

- **Notary**

In 2011 we implemented a fee of \$10 per notarization (maximum allowed by statute) and provide notary services for the general public. This is another service that is helpful to the public and has not required any additional FTEs.

- **Perform Wedding Ceremonies**

I began performing wedding ceremonies in 2011. This is a service for which we charge \$100—the amount set in statute. There is completion of paperwork involved, but my staff and I have been able to work it around our other duties.

Department Overview:

All staff members are cross-trained to cover election and recording duties. The long-range goal of the recording section of the Clerk’s Office is to continue to update technologies to increase efficiency and cost-effectiveness. We will continue to watch the development and challenges to e-recording and, when appropriate, implement e-recording in Klamath County.

The long-range goal of the elections section of the Clerk’s Office is to continue to stay up-to-date on statutes and directives to administer elections efficiently, fairly and accurately, and provide reports in a timely manner. This includes continued training of staff on current laws and directives, and maintaining election equipment. A recent legislative session had over 100 election-related proposed bills. Continuing to monitor and testify at the Legislature, when appropriate, are important facets of the County Clerk’s responsibilities.

Successes and Challenges:**Fiscal Year 7/1/10-6/30/11**

17,406	Real Property Recordings (every document is numbered, scanned and indexed by type of document, parties involved, and legal description)
52,418	Pages in Recorded Documents
457	Marriage Licenses & Domestic Partnerships (much time is also spent answering questions from customers at the counter and on the phone about license requirements)
3,463	Voter Registration Cards Received Updating Information (after updating the information, postcards are mailed to every voter showing the updates)
1,493	New Voter Registrations (after entering and verifying each new voter, postcards are mailed to the elector)
1521	Number of Voters Moved to Inactive Status (processing of undeliverable ballots and individual voter notices)
1300	Number of Voters Moved to Cancelled Status (processing of death notices and notices received from other states)
7	Property Tax Appeals Hearings (many more were handled and settled prior to the hearing)
41	Special Districts (we conduct the elections for these districts, for both tax levies and director positions)
5	Incorporated Cities for which we administer elections
177	Notarizations Performed
248	Passports Processed (with no additional FTEs required as noted above)
7	Number of Entities Provided Daily Digital Images of Recorded Documents (generates revenue of \$21,000 annually)

Budget Overview:

To develop the Clerk's budget each year, the number of known elections is first determined. Although there are four set election dates every year (March, May, September and November), the elections in May and November of even-numbered years (Primary & General Elections) and May of odd-numbered years (Special District Elections) are the only "certain" elections. The other election dates are used when a governing body (county, city or special district) files an election measure, or by initiative or referendum petition.

Recall elections are held on special election dates of their own, and because of deadlines, are outside the election dates listed above.

Major revenue source for the Clerk's office is from real property recordings which are directly related to the economic climate. The number of recorded deeds and mortgages has decreased in the last several years, all related to the economy.

We provide digital images of the recorded documents daily to seven entities, so we are required to index the documents the same day as recording them. Up-to-date information is important to title companies and other interests, so that is the service we provide for the fees collected. The revenue we derive from providing the digital images is \$250 per entity/\$1,750 per month/\$21,000 annually.

Major expenditures for the Clerk's office are in the administration of elections. The major costs are printing ballots, programming the tally machines, election envelopes (three required for each of our 34,000+ voters—secrecy, outgoing and return), postage costs, and temporary election personnel for processing voted ballots. Election costs are not directly affected by the economy, and must be conducted on timelines set in statute.

Clerk Storage Fund, 9305-162-32191

ORS 205.320 directs that a fund for "acquiring storage and retrieval systems, payment of expenses incurred in collecting the fee or tax and maintaining and restoring records as authorized by the county clerk" be established in every county. A percentage of the fee on most recorded documents is deposited into this account and can only be spent using the listed criteria.

Clerk Overpayment Fund, 9334-162-32191

In 2000 after conferring with county counsel, other counties, and the county finance director, a fund was established for depositing overpayments received with documents to record. A county policy was established that overpayments of \$10 and more are automatically refunded. Overpayments of less than \$10 are refunded upon written request of the payee. This allows us to record the documents in a timely manner, and not reject a document for overpayment.

<p><u>Revenue</u></p> <p>Election Reimbursement</p>	<p>Increase in Election Reimbursement – two-year cycle with minimal reimbursement for General & Primary Elections (even years) and more significant reimbursement for Special District Elections (odd years).</p> <p>There is no reimbursement from the Federal or State governments for the Primary or General Elections held in even-numbered years. The special districts reimburse for their portion of their elections held in May of odd-numbered years.</p>	<p>FY 11-12 \$2,500</p>	<p>FY 12-13 \$30,000</p>
<p><u>Expenses</u></p> <p>Personnel Services</p>	<p>The Sr. Chief Office Deputy retired, and the position was left unfilled for three months to help balance the FY 11-12 budget. In October, the position was replaced with the lower paid position of Chief Office Deputy.</p>	<p>FY 11-12 \$27,538</p>	<p>FY 12-13 \$42,390</p>

Significant Changes:

The Clerk's Office has had up to 7.6 FTEs since 2000. In 2004-05 we cut the number to 5.5. Unfortunately, because of a variety of factors (volume of real property recordings and type/number of elections) the cost of temporary election help that was required to administer the elections that year, off-set any savings realized from reducing FTEs. From 2005-2010, we operated with 6.0 FTEs, and that has been reduced to 5.0 FTEs (including the County Clerk) since 2011, the minimum number to complete mandated services.

The County does not get reimbursed for election costs during Primary and General elections for the federal's, state's or any city's portion; however, the special district election in May, 2013, will be reimbursed by the districts.

As noted above, the elections that will be in a fiscal year are a main factor in the requested amounts in the Clerk's budget. In the 2012-2013 fiscal year, there will be a November Presidential General Election and a May Special District Election.

Key Issues:

Microfilm to Digital Conversion In 2006 the Clerk's Office partnered with the three local title companies to contract with a vendor to convert our microfilm to digital images. The resulting product was not satisfactory and payments to the original vendor were stopped. We have been working with a new vendor for over two years to correct and complete the project. The vendor has notified us that they expect to complete the project soon.

Historic Book Preservation In 1997 an audit was done of our permanent historic books to begin a restoration maintenance program. The audit revealed 16 books "requiring immediate attention" and seven books "requiring attention soon." The restoration project was started in 2001 and in 2003 another assessment was completed. At that time, 13 additional books were identified that needed immediate attention to ensure that data was not lost. These books are Klamath County's permanent records that date back to 1875.

Since 2001 we have been able to restore, through the de-acidification and conservation process, four to ten books a year, 74 books total. As the remaining books continue to age (several hundred books), this will be an ongoing project.

Klamath County, Oregon
2012-2013 Budget Financial Presentation
162 Clerk

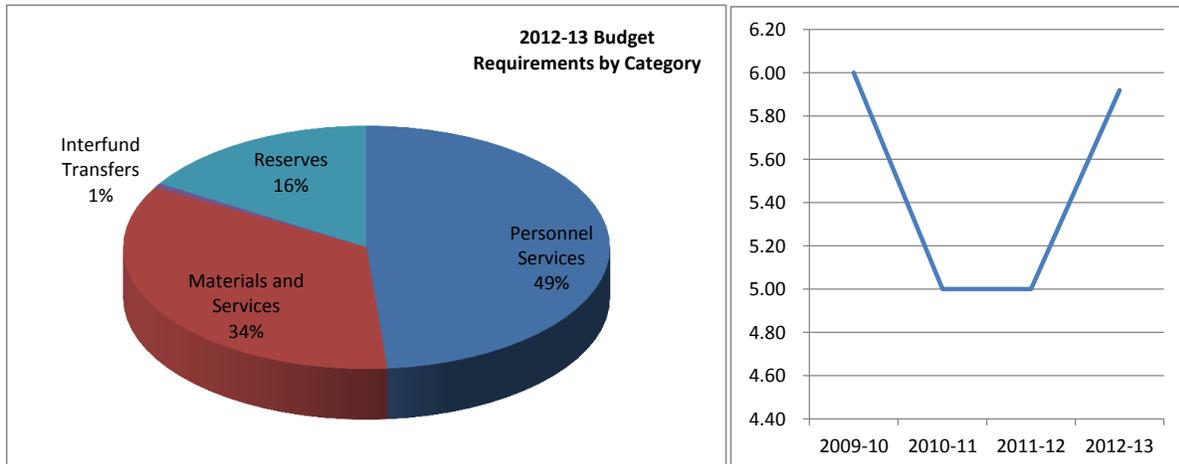
	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
<u>Requirements by Budgetary Category</u>				
Personnel Services	311,309	319,838	293,784	324,587
Materials and Services	236,103	237,317	224,797	230,727
Debt Service	2,226	743	8,000	
Interfund Transfers	6,182	6,170	10,552	4,050
Subtotal Current Expenditures	555,820	564,068	537,133	559,364
Reserves	-	-	46,723	108,121
Unappropriated Fund Balance	79,128	90,358	43,391	
Subtotal Noncurrent Expenditures	79,128	90,358	90,114	108,121
Total Requirements by Budgetary Category	634,948	654,426	627,247	667,485

<u>Requirements by Fund</u>				
General Fund (101)	555,053	563,263	534,633	559,364
Clerk 5% Storage Fund (9305)	69,849	80,646	83,554	100,761
Clerk Overpayment Fund (9334)	10,046	10,516	9,060	7,360
Total Requirements by Fund	634,948	654,426	627,247	667,485

<u>Resources by Budgetary Category</u>				
Taxes	-	-	-	-
Licenses, Fees and Permits	363,320	348,940	342,911	337,351
Intergovernmental	4,725	3,986	9,622	2,513
Charges for Services	23,815	52,055	16,500	44,000
Investment Earnings	700	715	-	
Interfund Transfers	195,722	169,603	182,971	192,561
Beginning Fund Balance	46,665	79,128	75,243	91,060
Total Resources by Budgetary Category	634,948	654,426	627,247	667,485

Full-Time Employee Equivalents	6.00	5.00	5.00	5.92
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<u>Mandate</u>	Total Cost	Personnel Services	FTE
Clerk	667,485	324,587	5.92
Total Mandates	667,485	324,587	5.92



Department	Position Title	GL Account	FTE	Grade	Step	Cell Phone	Total Wages	Unemployment	FICA	MEDICARE	KCWC-WCOMP	WC	Medical CAP	Life Insurance	STD	Retirement/PERS	Grand Total w/Benefits
Clerk	Election Specialist	10016260606	1.00	LH14	3.00		34,216.96	786.99	2,121.45	496.15	786.99	37.44	8,100.00	21.00	20.40	3,763.87	50,351.24
Clerk	County Clerk	10016260030	1.00	CL01	1.00	900.00	65,158.00	-	4,039.80	944.79	1,498.63	37.44	8,100.00	86.04	-	7,167.38	87,032.08
Clerk	Chief Deputy Clerk	10016260210	1.00	UF21	3.00		42,390.00	974.97	2,628.18	614.66	974.97	37.44	8,100.00	21.00	20.40	4,662.90	60,424.52
Clerk	Recording Specialist	10016260605	1.00	LH14	7.00		38,937.60	895.56	2,414.13	564.60	895.56	37.44	8,100.00	21.00	20.40	4,283.14	56,169.43
Clerk	Sr. Indexing Specialist	10016260607	1.00	LH12	6.00		35,235.20	810.41	2,184.58	510.91	810.41	37.44	8,100.00	21.00	20.40	3,875.87	51,606.22
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Worker	10016263923	-	MIN WAGE	1.00		-	-	-	-	-	-	-	-	-	-	-
Clerk	Election Workers	10016263923	0.92	MIN WAGE	1.00		16,896.00	388.61	1,047.55	244.99	388.61	34.56	-	-	-	-	19,000.32
			5.92			900.00	232,833.76	3,856.54	14,435.69	3,376.09	5,355.18	221.76	40,500.00	170.04	81.60	23,753.15	324,583.82

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	100	General Fund					
Revenue							
Department	162	Clerk					
<u>Licenses, Fees and Permits</u>							
32140	Licenses - Marriage	\$10,400.00	\$11,400.00	\$10,500.00	\$10,000.00	(\$500.00)	-5%
34040	Fees - Clerk General	\$317,443.15	\$320,248.06	\$315,000.00	\$310,000.00	(\$5,000.00)	-2%
34041	Recording Debit Holding	(\$268.25)	\$3,101.50	\$0.00	\$0.00	\$0.00	
34231	Fees - NSF Check	\$40.00	\$40.00	\$40.00	\$40.00	\$0.00	0%
36262	Fees - Surveyor	\$3,175.35	\$2,830.25	\$3,000.00	\$3,000.00	\$0.00	0%
<u>Total: Licenses, Fees and Permits</u>		\$330,790.25	\$337,619.81	\$328,540.00	\$323,040.00	(\$5,500.00)	-2%
<u>Intergovernmental</u>							
33200	A&T Grant	\$4,725.42	\$3,985.79	\$4,000.00	\$2,513.00	(\$1,487.00)	-37%
33405	Grants	\$0.00	\$0.00	\$5,621.52	\$0.00	(\$5,621.52)	-100%
<u>Total: Intergovernmental</u>		\$4,725.42	\$3,985.79	\$9,621.52	\$2,513.00	(\$7,108.52)	-74%
<u>Charges for Service</u>							
32015	Passports	\$9,900.00	\$6,200.00	\$6,000.00	\$6,000.00	\$0.00	0%
34070	Fees - Tax Office	\$4,530.00	\$0.00	\$0.00	\$0.00	\$0.00	
34500	Fees - Lien Docket	\$7,883.00	\$10,985.00	\$8,000.00	\$8,000.00	\$0.00	0%
34510	Reimb - Election	\$1,501.84	\$34,869.91	\$2,500.00	\$30,000.00	\$27,500.00	1,100%
<u>Total: Charges for Service</u>		\$23,814.84	\$52,054.91	\$16,500.00	\$44,000.00	\$27,500.00	167%
<u>Interfund Transfers</u>							
36330	Trans - General Non Dept	\$188,744.10	\$166,602.87	\$179,971.00	\$189,811.00	\$9,840.00	5%
36440	Trans - Property WCF	\$3,478.00	\$0.00	\$0.00	\$0.00	\$0.00	
39026	Trans - Surveyor	\$3,500.00	\$3,000.00	\$0.00	\$0.00	\$0.00	
39042	Trans - Clerk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Interfund Transfers</u>		\$195,722.10	\$169,602.87	\$179,971.00	\$189,811.00	\$9,840.00	5%
Department Total: Clerk		\$555,052.61	\$563,263.38	\$534,632.52	\$559,364.00	\$24,731.48	5%
Revenue Totals		\$555,052.61	\$563,263.38	\$534,632.52	\$559,364.00	\$24,731.48	5%

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	100	General Fund					
Expenses							
Department	162	Clerk					
<u>Personnel Services</u>							
60030	Clerk	\$63,938.16	\$61,045.15	\$64,258.00	\$64,258.00	\$0.00	0%
60071	Sr Chief Office Deputy	\$53,651.75	\$66,513.53	\$0.00	\$0.00	\$0.00	
60210	Chief Office Deputy	\$0.00	\$0.00	\$27,538.00	\$42,390.00	\$14,852.00	54%
60605	Recording Specialist	\$34,377.18	\$34,232.43	\$38,820.00	\$38,938.00	\$118.00	0%
60606	Election Specialist	\$36,094.02	\$35,365.33	\$35,200.00	\$34,217.00	(\$983.00)	-3%
60607	Senior Indexing Specialist	\$30,590.36	\$30,010.73	\$34,029.00	\$35,236.00	\$1,207.00	4%
60608	Support Specialist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61610	Office Assistant III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
63900	Overtime	\$1,394.91	\$786.04	\$0.00	\$0.00	\$0.00	
63923	Temp Help Election	\$8,420.02	\$8,721.63	\$9,668.00	\$16,896.00	\$7,228.00	75%
63930	FICA	\$17,029.35	\$17,035.64	\$17,429.00	\$17,811.00	\$382.00	2%
63940	Workmans Compensation Tax	\$0.00	\$100.82	\$164.00	\$222.00	\$58.00	35%
63941	Workmans Compensation	\$0.00	\$0.00	\$0.00	\$5,355.00	\$5,355.00	
63949	Oregon Premium Tax	\$243.36	\$0.00	\$0.00	\$0.00	\$0.00	
63950	Medical Insurance	\$38,100.00	\$39,526.82	\$40,500.00	\$40,500.00	\$0.00	0%
63951	Life Insurance	\$198.84	\$196.89	\$199.00	\$171.00	(\$28.00)	-14%
63952	Short Term Disability	\$81.60	\$79.98	\$82.00	\$82.00	\$0.00	0%
63960	Retirement - General	\$21,974.33	\$20,831.37	\$21,666.00	\$23,754.00	\$2,088.00	10%
63980	Unemployment Compensation	\$5,095.00	\$4,841.70	\$3,751.00	\$3,857.00	\$106.00	3%
63990	Cell Phone Allowance	\$120.00	\$550.00	\$480.00	\$900.00	\$420.00	88%
<u>Total: Personnel Services</u>		\$311,308.88	\$319,838.06	\$293,784.00	\$324,587.00	\$30,803.00	10%
<u>Material and Services</u>							
44010	Mgmt Travel & Training	\$4,557.28	\$5,188.59	\$4,000.00	\$4,000.00	\$0.00	0%
44040	Staff Travel & Training	\$1,824.71	\$923.88	\$1,093.00	\$1,500.00	\$407.00	37%
44091	Oper Exp - Board of Equalization	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	0%
44094	Book Restoration	\$10,149.85	\$9,052.03	\$5,000.00	\$9,800.00	\$4,800.00	96%

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	100	General Fund					
Department	162	Clerk					
44100	Supplies - Office	\$2,016.13	\$2,959.27	\$3,000.00	\$3,900.00	\$900.00	30%
44101	Office Sup-Board of Equalization	\$0.00	\$7.65	\$20.00	\$20.00	\$0.00	0%
44110	Supplies - Other	\$48,013.38	\$49,496.89	\$43,393.00	\$39,100.00	(\$4,293.00)	-10%
44115	Computer Equipment	\$0.00	\$0.00	\$4,228.52	\$0.00	(\$4,228.52)	-100%
44200	Dues / Fees	\$660.00	\$360.00	\$450.00	\$600.00	\$150.00	33%
44570	Fees for Service	\$15,793.06	\$15,366.56	\$10,000.00	\$11,000.00	\$1,000.00	10%
44640	Telephone	\$2,115.33	\$1,951.24	\$2,000.00	\$2,000.00	\$0.00	0%
44650	Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
44700	Postage	\$12,295.29	\$12,142.30	\$11,000.00	\$12,000.00	\$1,000.00	9%
44720	Legal Notice Publish	\$551.00	\$1,846.01	\$1,500.00	\$1,500.00	\$0.00	0%
44830	Maintenance Contracts	\$30,989.70	\$30,847.91	\$30,000.00	\$32,527.00	\$2,527.00	8%
46160	Microfilm / Microfiche	\$0.00	\$0.00	\$0.00	\$3,400.00	\$3,400.00	
99755	Risk Management	\$0.00	\$0.00	\$0.00	\$1,776.00	\$1,776.00	
99760	Insurance/Liability	\$1,787.00	\$1,787.00	\$1,787.00	\$2,892.00	\$1,105.00	62%
99765	Insurance/Workmans Compensation	\$572.00	\$572.00	\$572.00	\$0.00	(\$572.00)	-100%
99770	Internal Services	\$72,394.00	\$72,394.00	\$72,394.00	\$72,394.00	\$0.00	0%
99780	Space Rent	\$30,429.00	\$30,429.00	\$30,759.00	\$31,218.00	\$459.00	1%
99782	EMail Account Charge	\$1,188.00	\$1,188.00	\$1,050.00	\$1,050.00	\$0.00	0%
<u>Total: Material and Services</u>		\$235,335.73	\$236,512.33	\$222,296.52	\$230,727.00	\$8,430.48	4%
<u>Debt Service</u>							
99950	Interfund Loan Principal	\$5,774.00	\$7,269.01	\$8,000.00	\$0.00	(\$8,000.00)	-100%
99960	Interfund Loan Interest	\$2,226.00	\$742.99	\$0.00	\$0.00	\$0.00	
99970	GW Debt Service Adjustment	(\$5,774.00)	(\$7,269.01)	\$0.00	\$0.00	\$0.00	
<u>Total: Debt Service</u>		\$2,226.00	\$742.99	\$8,000.00	\$0.00	(\$8,000.00)	-100%
<u>Interfund Transfers</u>							
99460	Trans - Equip Rent & Revolving	\$6,182.00	\$0.00	\$6,182.00	\$0.00	(\$6,182.00)	-100%
99781	Trans - Steering Committee	\$0.00	\$5,400.00	\$3,600.00	\$4,050.00	\$450.00	13%

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	100	General Fund					
Department	162	Clerk					
99783	Trans - Phones	\$0.00	\$770.00	\$770.00	\$0.00	(\$770.00)	-100%
<u>Total: Interfund Transfers</u>		\$6,182.00	\$6,170.00	\$10,552.00	\$4,050.00	(\$6,502.00)	-62%
Department Total: Clerk		\$555,052.61	\$563,263.38	\$534,632.52	\$559,364.00	\$24,731.48	5%
Revenue Totals:		\$555,052.61	\$563,263.38	\$534,632.52	\$559,364.00	\$24,731.48	5%
Expense Totals		\$555,052.61	\$563,263.38	\$534,632.52	\$559,364.00	\$24,731.48	5%
Fund Total: General Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Revenue Grand Totals:		\$555,052.61	\$563,263.38	\$534,632.52	\$559,364.00	\$24,731.48	5%
Expense Grand Totals:		\$555,052.61	\$563,263.38	\$534,632.52	\$559,364.00	\$24,731.48	5%
Net Grand Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	9305	A&T - Clerk 5% Storage					
Revenue							
Department	162	Clerk					
<u>Licenses, Fees and Permits</u>							
32191	Fees - Recording	\$32,530.18	\$10,085.99	\$14,011.00	\$14,011.00	\$0.00	0%
<u>Total: Licenses, Fees and Permits</u>		\$32,530.18	\$10,085.99	\$14,011.00	\$14,011.00	\$0.00	0%
<u>Interest</u>							
39150	Investments - Interest On	\$700.17	\$711.10	\$0.00	\$0.00	\$0.00	
<u>Total: Interest</u>		\$700.17	\$711.10	\$0.00	\$0.00	\$0.00	+++
<u>Interfund Transfers</u>							
39026	Trans - Surveyor	\$0.00	\$0.00	\$3,000.00	\$2,750.00	(\$250.00)	-8%
<u>Total: Interfund Transfers</u>		\$0.00	\$0.00	\$3,000.00	\$2,750.00	(\$250.00)	-8%
<u>Fund Balances</u>							
31001	Beginning Fund Balance	\$36,618.98	\$69,849.33	\$66,543.00	\$84,000.00	\$17,457.00	26%
<u>Total: Fund Balances</u>		\$36,618.98	\$69,849.33	\$66,543.00	\$84,000.00	\$17,457.00	26%
Department Total: Clerk		\$69,849.33	\$80,646.42	\$83,554.00	\$100,761.00	\$17,207.00	21%
Revenue Totals		\$69,849.33	\$80,646.42	\$83,554.00	\$100,761.00	\$17,207.00	21%
Expenses							
Department	162	Clerk					
<u>Material and Services</u>							
44100	Supplies - Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Material and Services</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<u>Capital Outlay</u>							
88360	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
88760	Computer Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
88765	Computer Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<u>Interfund Transfers</u>							
99012	Trans - Clerk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Interfund Transfers</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	9305	A&T - Clerk 5% Storage					
Department	162	Clerk					
<u>Contingencies and Reserves</u>							
99980	Reserve Future Expenditures	\$0.00	\$0.00	\$46,723.00	\$100,761.00	\$54,038.00	116%
99981	Unappropriated Fund Balance	\$69,849.33	\$80,646.42	\$36,831.00	\$0.00	(\$36,831.00)	-100%
<u>Total: Contingencies and Reserves</u>		\$69,849.33	\$80,646.42	\$83,554.00	\$100,761.00	\$17,207.00	21%
Department Total: Clerk		\$69,849.33	\$80,646.42	\$83,554.00	\$100,761.00	\$17,207.00	21%
Revenue Totals:		\$69,849.33	\$80,646.42	\$83,554.00	\$100,761.00	\$17,207.00	21%
Expense Totals		\$69,849.33	\$80,646.42	\$83,554.00	\$100,761.00	\$17,207.00	21%
Fund Total: A&T - Clerk 5% Storage		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Revenue Grand Totals:		\$69,849.33	\$80,646.42	\$83,554.00	\$100,761.00	\$17,207.00	21%
Expense Grand Totals:		\$69,849.33	\$80,646.42	\$83,554.00	\$100,761.00	\$17,207.00	21%
Net Grand Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	9334	Clerk Overpay (Refunds)					
Revenue							
Department	162	Clerk					
<u>Licenses, Fees and Permits</u>							
32191	Fees - Recording	\$0.00	\$1,233.95	\$360.00	\$300.00	(\$60.00)	-17%
<u>Total: Licenses, Fees and Permits</u>		\$0.00	\$1,233.95	\$360.00	\$300.00	(\$60.00)	-17%
<u>Interest</u>							
39150	Investments - Interest On	\$0.00	\$4.24	\$0.00	\$0.00	\$0.00	
<u>Total: Interest</u>		\$0.00	\$4.24	\$0.00	\$0.00	\$0.00	+++
<u>Fund Balances</u>							
31001	Beginning Fund Balance	\$10,045.97	\$9,278.22	\$8,700.00	\$7,060.00	(\$1,640.00)	-19%
<u>Total: Fund Balances</u>		\$10,045.97	\$9,278.22	\$8,700.00	\$7,060.00	(\$1,640.00)	-19%
Department Total: Clerk		\$10,045.97	\$10,516.41	\$9,060.00	\$7,360.00	(\$1,700.00)	-19%
Revenue Totals		\$10,045.97	\$10,516.41	\$9,060.00	\$7,360.00	(\$1,700.00)	-19%
Expenses							
Department	162	Clerk					
<u>Material and Services</u>							
44100	Supplies - Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
44104	Miscellaneous	\$767.75	\$805.00	\$2,500.00	\$0.00	(\$2,500.00)	-100%
<u>Total: Material and Services</u>		\$767.75	\$805.00	\$2,500.00	\$0.00	(\$2,500.00)	-100%
<u>Capital Outlay</u>							
88360	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
88760	Computer Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
88765	Computer Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Capital Outlay</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<u>Interfund Transfers</u>							
99012	Trans - Clerk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Interfund Transfers</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<u>Contigencies and Reserves</u>							
99811	Reserve Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	9334	Clerk Overpay (Refunds)					
Department	162	Clerk					
99980	Reserve Future Expenditures	\$0.00	\$0.00	\$0.00	\$7,360.00	\$7,360.00	
99981	Unappropriated Fund Balance	\$9,278.22	\$9,711.41	\$6,560.00	\$0.00	(\$6,560.00)	-100%
<u>Total: Contingencies and Reserves</u>		\$9,278.22	\$9,711.41	\$6,560.00	\$7,360.00	\$800.00	12%
Department Total: Clerk		\$10,045.97	\$10,516.41	\$9,060.00	\$7,360.00	(\$1,700.00)	-19%
Revenue Totals:		\$10,045.97	\$10,516.41	\$9,060.00	\$7,360.00	(\$1,700.00)	-19%
Expense Totals		\$10,045.97	\$10,516.41	\$9,060.00	\$7,360.00	(\$1,700.00)	-19%
Fund Total: Clerk Overpay (Refunds)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Revenue Grand Totals:		\$10,045.97	\$10,516.41	\$9,060.00	\$7,360.00	(\$1,700.00)	-19%
Expense Grand Totals:		\$10,045.97	\$10,516.41	\$9,060.00	\$7,360.00	(\$1,700.00)	-19%
Net Grand Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++