

CHANCERY COURT



CHANCERY COURT

W. Aaron Hall, Clerk and Master

FY21 Budget Highlights

DEPARTMENT MISSION:

To provide efficient administration of courtroom operations and maintenance of all court records and documents for the three (3) divisions of Chancery Court, a court of equity. Pursuant to certain specific state statutes, Chancery Court also has concurrent jurisdiction with the Circuit Court.

DESCRIPTION OF ACTIVITIES:

- Maintaining records associated with filings and issuing various processes and notices.
- Preparing and certifying the record on all cases appealed from Chancery Court.
- Processing and conducting public auctions for delinquent real estate property taxes for Shelby County and all municipalities within the County, as well as monitoring post-sale activity.
- Receiving and processing garnishment and child support payments.

REVENUE SOURCES:

Revenue is primarily generated from the collection of fees provided for in T.C.A. 8-21-401 as well as fees and commissions for processes in the collection of delinquent property tax and sale of property. Data Processing (computerization) fees, an additional revenue source, were previously recorded in the General Fund but are being reported in a Special Revenue Fund (080) effective FY2021.

General Fund 032 – DEPT 7011 Chancery Judges, Clerk, and Master

<u>Summary</u>	<u>FY19 Actual</u>	<u>FY20 Amended *</u>	<u>FY21 Proposed</u>	<u>FY21-20 Var</u>
Revenue	4,295,326	4,880,000	4,490,000	(390,000)
Total Personnel	1,552,382	1,582,805	1,518,914	(63,891)
O&M	149,808	167,193	150,818	(16,375)
Net Expenditures	2,593,137	3,130,002	2,820,268	(309,734)

**Excludes carry forwards and one time expenditures*

CHANGES TO MAJOR CATEGORIES:

- **Revenue:** Projected decrease in FY2021 revenue is based on historical collections of Chancery Court fees.
- **Personnel:** Decrease is based on county-wide reductions in the personnel budget through the elimination of vacant positions and reduction of variances between position budgets and actual salaries.
- **O&M:** Decrease is based on county-wide reductions in operating expenditures.

OTHER FUNDS:

- No other special revenue or grant funds.

GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	22.0	2.0	9.1%		
Base Salary	1,185,389	112,903	9.5%		
Fringe	441,341	46,948			
	1,626,730	159,851	9.8%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u> ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		1,390,315	1,516,766	1,570,980	1,568,468
Actual Under-spending		123,304	155,018	79,198	61,451
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		22.0	22.0	22.0	22.0
Monthly Average Vacancies		1.7	1.1	0.5	1.3
Actual Unspent as a % of Total Personnel		8.9%	10.2%	5.0%	3.9%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	169,803	169,803	162,943	162,943	162,943	-	0.0%
Amended Budget	169,803	151,363	161,343	164,268			
Actual	165,535	130,793	149,808	116,459			
Variance	4,268	20,570	11,535	47,809			
% Unspent O&M	2.5%	13.6%	7.1%				
	% of O&M Budget Expended as of 3/31/20 ⁽³⁾			70.9%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 3/31/2020 Month-end close

(3) Normalized spend rate for 9 months = 75%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 TOTAL
SALARIES:	<i>Permanent</i>	2	112,903	46,948	\$ 159,851
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	2	112,903	46,948	\$ 159,851
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 159,851

Note: Chancery Court Clerk has plans to absorb the new request within its current budget.

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request	
GENERAL FUND									
032	7011	Chancery Court	22.0	22.0	22.0	22.0	22.0	2.0	159,851
FTE Changes								+2.0	\$159,851

FY21 Request from Chancery Court Clerk with plans to absorb the new request within its current budget.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg		Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
2017	22	1.1	\$ 67,703	\$ 123,304	\$ 55,601	8.5%
2018	22	0.4	\$ 26,428	\$ 155,018	\$ 128,590	10.0%
2019	22	0.9	\$ 60,600	\$ 79,198	\$ 18,598	4.9%
2020	22	0.5	\$ 39,640	\$ 61,451	\$ 21,811	3.8%
			\$ 52,853			

*9mo alloc.
full year*

FY2020 YTD as of 3/31/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Monthly Avg
	1	2	3	4	5	6	7	8	9	10	11	12	
2017	1.0	1.0	1.0	1.0	2.0	3.0	3.0	1.0	1.0	2.0	3.0	1.0	1.7
2018	1.0	2.0	2.0	1.0	0.0	0.0	1.0	1.0	1.0	2.0	1.0	1.0	1.1
2019	1.0	1.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	1.0	0.5
2020	2.0	2.0	2.0	0.0	1.0	1.0	1.0	0.0	2.5				1.3

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
032	7011	Chancery Court	169,803	169,803	169,803	162,943	162,943	162,943
Operating & Maintenance Changes			-	-	-	(6,860)	-	-

FY19 (6,860) Reduction of software licensing fees.

Budget Overview

Account	2017				2018				2019				2020				2020	2021	2020-2021	
	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	75%	Excl 1-Time	Preliminary	Variance	%
4605 - Chancery Court Fees	2,700,000	3,049,562	349,562	113%	3,300,000	3,339,838	39,838	101%	4,330,000	3,946,525	(383,475)	91%	4,600,000	2,819,809	(1,780,191)	61%	4,600,000	4,200,000	(400,000)	-8.7%
4650 - Computerization Fees	70,000	58,712	(11,288)	84%	50,000	94,751	44,751	190%	60,000	98,696	38,696	164%	80,000	73,562	(6,438)	92%	80,000	90,000	10,000	12.5%
46 - Fines, Fees & Permits	2,770,000	3,108,274	338,274	112%	3,350,000	3,434,590	84,590	103%	4,390,000	4,045,222	(344,778)	92%	4,680,000	2,893,371	(1,786,629)	62%	4,680,000	4,290,000	(390,000)	-8.3%
4805 - Interest Income	25,000	67,647	42,647	271%	45,000	165,922	120,922	369%	75,000	250,105	175,105	333%	200,000	188,696	(11,304)	94%	200,000	200,000	-	0.0%
48 - Investment Income	25,000	67,647	42,647	271%	45,000	165,922	120,922	369%	75,000	250,105	175,105	333%	200,000	188,696	(11,304)	94%	200,000	200,000	-	0.0%
TOTAL REVENUE SOURCES	2,795,000	3,175,921	380,921	114%	3,395,000	3,600,512	205,512	106%	4,465,000	4,295,326	(169,674)	96%	4,880,000	3,082,067	(1,797,933)	63%	4,880,000	4,490,000	(390,000)	-8.0%
TOTAL OTHER SOURCES	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
TOTAL APPROPRIATION SOURCES	2,795,000	3,175,921	380,921	114%	3,395,000	3,600,512	205,512	106%	4,465,000	4,295,326	(169,674)	96%	4,880,000	3,082,067	(1,797,933)	63%	4,880,000	4,490,000	(390,000)	-8.0%
5102 - Salaries & Labor	968,486	932,897	(35,589)	96%	997,832	946,663	(51,169)	95%	1,082,949	1,048,643	(34,306)	97%	1,116,167	785,879	(330,288)	70%	1,116,167	1,073,110	(43,057)	-3.9%
5109 - Temporary Labor	43,446	13,998	(29,447)	32%	44,356	33,913	(10,443)	76%	47,654	28,494	(19,160)	60%	29,222	23,880	(5,342)	82%	29,222	27,978	(1,244)	-4.3%
5111 - Salaries Reimbursements	43,265	-	(43,265)	0%	43,265	-	(43,265)	0%	30,000	30,000	-	100%	40,000	40,000	-	100%	40,000	40,000	-	0.0%
51 - Salaries-Regular Pay	1,055,196	946,895	(108,301)	90%	1,085,453	980,577	(104,876)	90%	1,160,603	1,107,137	(53,466)	95%	1,185,389	849,759	(335,630)	72%	1,185,389	1,141,088	(44,301)	-3.7%
5234 - Other Supplemental Pay	-	-	-	0%	-	22	22	100%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
5266 - Longevity	8,928	7,741	(1,188)	87%	8,928	7,008	(1,920)	78%	8,928	6,671	(2,257)	75%	8,928	4,578	(4,350)	51%	8,928	8,548	(380)	-4.3%
5281 - Retirement - Sick Pay	4,600	5,771	1,171	125%	-	-	-	0%	3,600	5,771	2,171	160%	-	-	-	0%	-	-	-	0.0%
52 - Salaries-Other Compensation	13,528	13,512	(16)	100%	8,928	7,030	(1,898)	79%	12,528	12,443	(86)	99%	8,928	4,578	(4,350)	51%	8,928	8,548	(380)	-4.3%
5510 - Retirement Benefits - County	163,384	156,677	(6,706)	96%	209,046	199,592	(9,454)	95%	248,862	240,110	(8,752)	96%	243,659	170,635	(73,024)	70%	243,659	237,157	(6,502)	-2.7%
5511 - Other Post Employment Benefits	61,402	58,882	(2,520)	96%	55,978	53,447	(2,531)	95%	40,286	38,869	(1,417)	96%	26,118	15,150	(10,969)	58%	26,118	12,448	(13,670)	-52.3%
5515 - Social Security Employer Contributions	2,694	492	(2,201)	18%	2,750	1,890	(860)	69%	2,955	1,685	(1,270)	57%	1,812	1,601	(211)	88%	1,812	1,735	(77)	-4.3%
5516 - Medicare Employer Contributions	14,673	12,983	(1,690)	88%	15,112	13,553	(1,559)	90%	16,394	15,033	(1,361)	92%	16,608	11,276	(5,332)	68%	16,608	15,966	(642)	-3.9%
5520 - Group Life Insurance Benefit	4,058	6,051	1,993	149%	7,024	6,035	(988)	86%	7,623	7,307	(316)	96%	9,376	6,229	(3,146)	66%	9,376	9,014	(362)	-3.9%
5542 - Group Health Insurance - HRA	34,261	36,953	2,692	108%	24,476	45,229	20,752	185%	67,609	56,749	(10,859)	84%	67,609	44,064	(23,545)	65%	67,609	64,341	(3,268)	-4.8%
5543 - Group Health Insurance - HMO	89,640	92,360	2,720	103%	112,160	72,061	(40,099)	64%	56,718	55,385	(1,333)	98%	54,572	43,525	(11,047)	80%	54,572	59,946	5,374	9.8%
5560 - Long Term Disability Benefit	3,099	2,930	(169)	95%	3,193	3,034	(159)	95%	3,465	3,564	99	103%	4,241	2,943	(1,299)	69%	4,241	4,078	(164)	-3.9%
5579 - Fringe Benefit Reimbursement	8,342	-	(8,342)	0%	12,821	-	(12,821)	0%	8,885	8,885	0	100%	11,619	11,619	0	100%	11,619	11,619	-	0.0%
5591 - On-Job-Injury Benefit Expense	6,072	5,593	(479)	92%	5,211	4,867	(344)	93%	4,522	4,258	(264)	94%	4,582	3,207	(1,374)	70%	4,582	4,404	(177)	-3.9%
5592 - Unemployment Compensation Benefit	1,670	1,385	(284)	83%	1,042	861	(181)	83%	1,131	957	(174)	85%	1,146	707	(439)	62%	1,146	1,101	(45)	-3.9%
55 - Fringe Benefits	389,294	374,307	(14,987)	96%	448,813	400,569	(48,244)	89%	458,449	432,803	(25,646)	94%	441,341	310,956	(130,386)	70%	441,341	421,809	(19,533)	-4.4%
5635 - Restricted Salaries	(67,703)	-	67,703	0%	(26,428)	-	26,428	0%	(60,600)	-	60,600	0%	(67,190)	-	67,190	0%	(52,853)	(52,530)	323	-0.6%
56 - Restricted Salaries	(67,703)	-	67,703	0%	(26,428)	-	26,428	0%	(60,600)	-	60,600	0%	(67,190)	-	67,190	0%	(52,853)	(52,530)	323	-0.6%
TOTAL SALARIES	1,390,315	1,334,713	(55,601)	96%	1,516,766	1,388,176	(128,590)	92%	1,570,980	1,552,382	(18,598)	99%	1,568,468	1,165,293	(403,175)	74%	1,582,805	1,518,914	(63,891)	-4.0%
6006 - Apparel - Employees	682	483	(199)	71%	682	369	(313)	54%	682	328	(354)	48%	682	481	(201)	71%	682	541	(141)	-20.7%
6016 - Computer Supplies	3,144	3,605	461	115%	6,346	6,346	0	100%	10,163	10,136	(27)	100%	3,000	3,373	373	112%	3,000	6,308	3,308	110.3%
6024 - Employee Recognition Materials	-	17	17	100%	500	177	(323)	35%	500	190	(310)	38%	500	-	(500)	0%	500	901	401	80.2%
6026 - Expendable Furnishings & Equipment	4,042	2,370	(1,672)	59%	2,268	735	(1,533)	32%	2,268	1,514	(754)	67%	2,268	190	(2,078)	8%	2,268	4,506	2,238	98.7%
6027 - Expendable Computer/Telecom Furnishing	2,141	2,141	0	100%	5,292	4,852	(440)	92%	2,614	2,963	349	113%	(800)	27	827	-3%	(800)	901	1,701	-212.6%
6042 - Materials - Operational	-	12	12	100%	-	23	23	100%	42	42	0	100%	-	79	79	100%	-	162	162	100.0%
6052 - Office Supplies	4,301	3,970	(331)	92%	5,439	4,629	(810)	85%	5,439	4,599	(840)	85%	3,801	788	(3,013)	21%	3,801	6,128	2,327	61.2%
6054 - Paper Products	3,000	2,995	(6)	100%	3,000	2,996	(4)	100%	5,052	2,101	(2,951)	42%	5,925	3,100	(2,825)	52%	8,850	3,605	(5,245)	-59.3%
60 - Supplies & Materials	17,310	15,593	(1,717)	90%	23,527	20,128	(3,400)	86%	26,760	21,872	(4,888)	82%	15,376	8,038	(7,338)	52%	18,301	23,051	4,750	26.0%
6418 - Dues & Memberships - Individual	1,420	2,302	882	162%	1,420	2,157	737	152%	3,821	3,854	33	101%	1,420	-	(1,420)	0%	1,420	1,802	382	26.9%
6428 - Freight, Shipping & Storage	-	75	75	100%	-	-	-	0%	-	44	44	100%	-	-	-	0%	-	90	90	100.0%
6433 - Hospitality Expenses	2,700	2,054	(646)	76%	2,700	3,799	1,099	141%	3,700	3,267	(433)	88%	4,700	4,030	(670)	86%	4,700	5,407	707	15.0%

Budget Overview

Account	2017				2018				2019				2020				2020	2021	2020-2021	
	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	75%	Excl 1-Time	Preliminary	Variance	%
6440 - Laundry & Dry Cleaning Services	18	-	(18)	0%	18	-	(18)	0%	18	-	(18)	0%	18	40	22	222%	18	90	72	400.6%
6450 - Permits, Licenses and Fees	-	-	-	0%	-	16	16	100%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
6452 - Photography, Film & Graphics Services	200	-	(200)	0%	200	-	(200)	0%	200	-	(200)	0%	200	-	(200)	0%	200	90	(110)	-54.9%
6459 - Postage & Mail Services	96	209	113	217%	96	-	(96)	0%	96	7	(89)	7%	96	-	(96)	0%	96	90	(6)	-6.1%
6461 - Printing - Outside	32	490	458	1530%	732	16	(716)	2%	732	577	(155)	79%	732	72	(660)	10%	732	451	(281)	-38.4%
6462 - Publications & Subscriptions	3,000	2,886	(114)	96%	3,000	1,544	(1,456)	51%	3,000	1,395	(1,605)	46%	3,000	2,063	(937)	69%	3,000	3,605	605	20.2%
6465 - Software-Acquisition & Licenses	97,614	95,762	(1,852)	98%	73,922	60,223	(13,700)	81%	73,234	71,568	(1,666)	98%	91,540	65,335	(26,205)	71%	91,540	64,431	(27,109)	-29.6%
6467 - Travel -Training Related	250	412	162	165%	250	2,853	2,603	1141%	250	2,253	2,003	901%	250	2,193	1,943	877%	250	3,154	2,904	1161.6%
6470 - Travel - Training Related for Computer/Tel	-	-	-	0%	800	-	(800)	0%	800	-	(800)	0%	800	-	(800)	0%	800	1,352	552	69.0%
6499 - Other Services & Expenses	-	-	-	0%	-	-	-	0%	1,800	1,646	(154)	91%	1,800	1,800	-	100%	1,800	1,802	2	0.1%
64 - Services & Other Expenses	105,330	104,189	(1,141)	99%	83,138	70,608	(12,530)	85%	87,651	84,611	(3,040)	97%	104,556	75,533	(29,023)	72%	104,556	82,363	(22,193)	-21.2%
6620 - Computing/Telecom Services - Contracted	-	-	-	0%	1,362	1,361	(1)	100%	1,362	1,361	(1)	100%	-	-	-	0%	-	1,442	1,442	100.0%
6678 - Professional Services - Other	-	-	-	0%	104	52	(52)	50%	104	66	(38)	63%	104	-	(104)	0%	104	90	(14)	-13.4%
66 - Professional & Contracted Services	-	-	-	0%	1,466	1,413	(53)	96%	1,466	1,427	(39)	97%	104	-	(104)	0%	104	1,532	1,428	1373.0%
6711 - Cabling & Wiring - Computer/Telecom	-	-	-	0%	250	-	(250)	0%	250	-	(250)	0%	250	-	(250)	0%	250	225	(25)	-9.9%
6714 - Bldg & Land Rent	1,680	1,680	-	100%	1,680	630	(1,050)	38%	2,354	2,354	0	100%	2,680	2,168	(512)	81%	2,680	3,154	474	17.7%
6723 - Equipment Maintenance - Contracted; Con	-	-	-	0%	199	-	(199)	0%	199	-	(199)	0%	199	-	(199)	0%	199	180	(19)	-9.4%
67 - Rent, Utilities & Maintenance	1,680	1,680	-	100%	2,129	630	(1,499)	30%	2,803	2,354	(449)	84%	3,129	2,168	(961)	69%	3,129	3,559	430	13.8%
6850 - Copy Machines - Inside	2,603	4,354	1,751	167%	2,603	4,220	1,617	162%	2,603	4,386	1,783	169%	2,603	2,683	80	103%	2,603	4,500	1,897	72.9%
6852 - Printing - Inside	3,000	748	(2,253)	25%	3,000	1,099	(1,901)	37%	3,000	1,747	(1,254)	58%	3,000	387	(2,613)	13%	3,000	2,000	(1,000)	-33.3%
6854 - Mail Services - Inside	16,000	8,422	(7,578)	53%	9,687	7,113	(2,574)	73%	9,687	6,735	(2,952)	70%	9,687	4,794	(4,893)	49%	9,687	7,000	(2,687)	-27.7%
6855 - Support Services Work	8,380	16,500	8,120	197%	-	-	-	0%	1,560	-	(1,560)	0%	-	-	-	0%	-	-	-	0.0%
6860 - PC Replacement Installments	-	-	-	0%	10,313	10,313	-	100%	10,313	10,313	(0)	100%	10,313	10,313	(0)	100%	10,313	10,313	-	0.0%
6874 - Telecommunication Services - Inside	15,500	14,049	(1,451)	91%	15,500	15,270	(231)	99%	15,500	16,362	862	106%	15,500	12,544	(2,956)	81%	15,500	16,500	1,000	6.5%
68 - Interfund Services	45,483	44,072	(1,411)	97%	41,103	38,014	(3,089)	92%	42,663	39,542	(3,121)	93%	41,103	30,721	(10,382)	75%	41,103	40,313	(790)	-1.9%
TOTAL OPERATING & MAINTENANCE	169,803	165,535	(4,268)	97%	151,363	130,793	(20,570)	86%	161,343	149,808	(11,535)	93%	164,268	116,459	(47,809)	71%	167,193	150,818	(16,375)	-9.8%
TOTAL OTHER USES	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
TOTAL APPROPRIATED USES	1,560,118	1,500,248	(59,870)	96%	1,668,129	1,518,968	(149,161)	91%	1,732,323	1,702,190	(30,133)	98%	1,732,736	1,281,752	(450,984)	74%	1,749,998	1,669,732	(80,266)	-4.6%
BALANCE	1,234,882	1,675,673			1,726,871	2,081,543			2,732,677	2,593,137			3,147,264	1,800,315			3,130,002	2,820,268	(309,734)	