

# COUNTY REGISTER



**FY21 Budget Highlights****DEPARTMENT MISSION:**

The Register is the official record keeper for Shelby County. The Register's mission is to record, scan, and index documents of public record in an orderly and timely manner into a permanent and secure system for retrieval purposes, to collect and report all forms of income to the appropriate state and county agencies, and to provide the highest levels of customer service while maintaining economical and efficient operations.

**DESCRIPTION OF ACTIVITIES:**

The most common documents filed by the Register as permanent records for public notice include tax liens (State and Federal), property titles, mortgages, bankruptcy documents, marriage settlements, contracts, powers of attorney, real estate conveyances, armed forces discharges and affidavits.

**REVENUE SOURCES:**

The Register collects fines, fees, and permits for recording public records such as tax liens, property titles, mortgages, bankruptcy documents, marriage settlements, contracts, powers of attorney, real estate conveyances, armed forces discharges, affidavits, and data processing fees.

**General Fund 041 – Dept 8007**

<b>Summary</b>	<b>FY19 Actual</b>	<b>FY20 Amended *</b>	<b>FY21 Proposed</b>	<b>FY21-20 Var</b>
Revenue	3,489,744	4,135,000	4,050,000	(85,000)
Total Personnel	1,720,548	2,109,345	2,157,848	48,502
O&M	88,703	80,419	69,140	(11,279)
<b>Net Expenditures</b>	<b>1,680,493</b>	<b>1,945,236</b>	<b>1,823,012</b>	<b>(122,223)</b>

*\*Excludes carry forwards and one time expenditures*

**BUDGETARY ISSUES/TRENDS:**

- Operating costs are covered by customer fees; no property taxes are required for support.
- The Register's office is exploring storage strategies, including electronic storage, to efficiently archive historical and important records, reducing the storage capacity needs and improving access to records.

**CHANGES TO MAJOR CATEGORIES:**

- **Revenue:** The \$85,000 revenue reduction reflects declining trends primarily in fines and fees collections.
- **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.

# GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	27.0	0.0	0.0%		
Base Salary	1,609,458	-	0.0%		
Fringe	607,838	-			
	2,217,296	-	0.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020<sup>(2)</sup></u>
Total Budgeted Personnel <sup>(1)</sup>		1,695,845	1,680,986	1,783,088	2,097,621
Actual Under-spending		74,305	55,952	62,540	281,301
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		24.0	22.0	22.5	27.0
Monthly Average Vacancies		1.2	2.3	1.4	1.4
Actual Unspent as a % of Total Personnel		4.4%	3.3%	3.5%	13.4%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 <sup>(2)</sup>	FY 2021 Request	\$ Change	% Change
Adopted Budget	124,891	112,255	112,255	80,419	80,419	-	0.0%
Amended Budget	112,255	112,255	97,361	80,419			
Actual	98,143	101,188	88,703	47,412			
Variance	14,112	11,067	8,658	33,007			
% Unspent O&M	11.3%	9.9%	7.7%				
	% of O&M Budget Expended as of 3/31/20 <sup>(3)</sup>			59.0%			

(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>	<b>FY21</b> <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	0	-	-	\$ -
	<i>Temporary</i>		-	-	\$ -
	<b>TOTAL SALARIES</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>
OTHER COMPENSATION:					\$ -
<b>O&amp;M:</b>					<b>\$ -</b>
REVENUE: <i>(subtract from cost)</i>					\$ -
<b>TOTAL FY21 NEW REQUEST:</b>					<b>\$ -</b>

**FTE Count – 5 Year History**

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
<b>GENERAL FUND</b>								
041	8007	Register	24.0	24.0	22.0	22.5	27.0	0.0 -
<b>FTE Changes</b>					<b>-2.0</b>	<b>+0.5</b>	<b>+4.5</b>	<b>0.0 \$0</b>

**FY18** - Deleted (1) Admin Assistant and (1) Deeds Processor

**FY19** - 0.5 FTE change represents two months of FTE for 3 new positions (Deeds Community Spec, Archives Deeds Tech, Deeds Processing Clerk) added during last two months of fiscal year

**FY20** - 4.5 FTE change due to a complete full year of FTE for 3 positions (Deeds Community Spec, Archives Deeds Tech, Deeds Processing Clerk) added at end of prior year and 2 new positions (Administrator-Archives and Manager B) added during the year

# FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies <sup>(1)</sup>	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	24.0	0.4	\$ 25,825	\$ 74,305	\$ 48,480	4.3%
2018	23.9	0.0	\$ -	\$ 55,952	\$ 55,952	3.3%
2019	23.3	0.0	\$ -	\$ 62,540	\$ 62,540	3.5%
2020	25.7	1.1	\$ 90,221 <i>9mo alloc.</i>	\$ 281,301	\$ 191,080	12.6%
			\$ 120,294 <i>full year</i>			

*FY2020 YTD as of 3/31/2020*

*Positive = Underspending was more than budgeted.*

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	1.0	1.0	2.0	1.0	1.0	2.0	3.0	3.0	1.2
2018	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	2.0	2.3
2019	1.0	1.0	0.0	0.0	0.0	0.0	0.0	3.0	3.0	3.0	3.0	3.0	1.4
2020	2.0	1.0	2.0	1.0	0.0	0.0	2.0	2.0	3.0				1.4

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

**FY 2021 Budgetary Considerations**

**Operating Changes – 5 Year History (Adopted Budget)**

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
<b>GENERAL FUND</b>								
041	8007	Register	124,891	124,891	112,255	112,255	80,419	-
<b>Operating &amp; Maintenance Changes</b>			-	-	(12,636)	-	(31,836)	-

**FY18** (12,636) Due to 0.7% reduction to O&M to offset OPEB expenditures

**FY20** (31,836) Transfer \$12,600 to Register DP Fund; \$19,236 of O&M transferred to personnel budget to fund new positions

Other Elected Officials - 80  
Register - 8007

# Budget Overview

As of 3/31/2020  
Fund 041 - Register

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	%
4653 - County Register	3,600,000	3,944,640	344,640	110%	4,000,000	3,675,937	(324,063)	92%	4,118,333	3,439,223	(679,110)	84%	4,110,000	3,432,010	(677,990)	84%	4,110,000	4,000,000	(110,000)	-2.7%
<b>46 - Fines, Fees &amp; Permits</b>	<b>3,600,000</b>	<b>3,944,640</b>	<b>344,640</b>	<b>110%</b>	<b>4,000,000</b>	<b>3,675,937</b>	<b>(324,063)</b>	<b>92%</b>	<b>4,118,333</b>	<b>3,439,223</b>	<b>(679,110)</b>	<b>84%</b>	<b>4,110,000</b>	<b>3,432,010</b>	<b>(677,990)</b>	<b>84%</b>	<b>4,110,000</b>	<b>4,000,000</b>	<b>(110,000)</b>	<b>-2.7%</b>
4805 - Interest Income	4,000	14,409	10,409	360%	10,000	24,634	14,634	246%	20,000	50,521	30,521	253%	25,000	59,667	34,667	239%	25,000	50,000	25,000	100.0%
<b>48 - Investment Income</b>	<b>4,000</b>	<b>14,409</b>	<b>10,409</b>	<b>360%</b>	<b>10,000</b>	<b>24,634</b>	<b>14,634</b>	<b>246%</b>	<b>20,000</b>	<b>50,521</b>	<b>30,521</b>	<b>253%</b>	<b>25,000</b>	<b>59,667</b>	<b>34,667</b>	<b>239%</b>	<b>25,000</b>	<b>50,000</b>	<b>25,000</b>	<b>100.0%</b>
<b>TOTAL REVENUE SOURCES</b>	<b>3,604,000</b>	<b>3,959,049</b>	<b>355,049</b>	<b>110%</b>	<b>4,010,000</b>	<b>3,700,570</b>	<b>(309,430)</b>	<b>92%</b>	<b>4,138,333</b>	<b>3,489,744</b>	<b>(648,589)</b>	<b>84%</b>	<b>4,135,000</b>	<b>3,491,676</b>	<b>(643,324)</b>	<b>84%</b>	<b>4,135,000</b>	<b>4,050,000</b>	<b>(85,000)</b>	<b>-2.1%</b>
<b>TOTAL OTHER SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL APPROPRIATION SOURCES</b>	<b>3,604,000</b>	<b>3,959,049</b>	<b>355,049</b>	<b>110%</b>	<b>4,010,000</b>	<b>3,700,570</b>	<b>(309,430)</b>	<b>92%</b>	<b>4,138,333</b>	<b>3,489,744</b>	<b>(648,589)</b>	<b>84%</b>	<b>4,135,000</b>	<b>3,491,676</b>	<b>(643,324)</b>	<b>84%</b>	<b>4,135,000</b>	<b>4,050,000</b>	<b>(85,000)</b>	<b>-2.1%</b>
5102 - Salaries & Labor	1,208,301	1,162,249	(46,052)	96%	1,145,293	1,130,307	(14,986)	99%	1,223,317	1,192,929	(30,388)	98%	1,516,458	991,890	(524,568)	65%	1,516,458	1,482,881	(33,577)	-2.2%
5109 - Temporary Labor	14,446	5,910	(8,536)	41%	14,879	846	(14,033)	6%	12,258	12,210	(48)	100%	93,000	7,992	(85,008)	9%	93,000	90,662	(2,338)	-2.5%
<b>51 - Salaries-Regular Pay</b>	<b>1,222,747</b>	<b>1,168,159</b>	<b>(54,588)</b>	<b>96%</b>	<b>1,160,172</b>	<b>1,131,153</b>	<b>(29,019)</b>	<b>97%</b>	<b>1,235,575</b>	<b>1,205,139</b>	<b>(30,436)</b>	<b>98%</b>	<b>1,609,458</b>	<b>999,882</b>	<b>(609,576)</b>	<b>62%</b>	<b>1,609,458</b>	<b>1,573,542</b>	<b>(35,916)</b>	<b>-2.2%</b>
5234 - Other Supplemental Pay	-	-	-	0%	-	11	11	100%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
5254 - Overtime	4,579	781	(3,798)	17%	4,579	551	(4,028)	12%	4,579	4,107	(472)	90%	4,579	411	(4,168)	9%	4,579	4,464	(115)	-2.5%
5266 - Longevity	7,764	9,920	2,156	128%	7,764	9,925	2,161	128%	9,764	10,184	420	104%	7,764	9,043	1,279	116%	7,764	7,569	(195)	-2.5%
5281 - Retirement - Sick Pay	-	1,580	1,580	100%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
<b>52 - Salaries-Other Compensation</b>	<b>12,343</b>	<b>12,282</b>	<b>(61)</b>	<b>100%</b>	<b>12,343</b>	<b>10,486</b>	<b>(1,857)</b>	<b>85%</b>	<b>14,343</b>	<b>14,291</b>	<b>(52)</b>	<b>100%</b>	<b>12,343</b>	<b>9,454</b>	<b>(2,889)</b>	<b>77%</b>	<b>12,343</b>	<b>12,033</b>	<b>(310)</b>	<b>-2.5%</b>
5510 - Retirement Benefits - County	203,840	179,164	(24,677)	88%	239,939	215,864	(24,074)	90%	281,118	271,636	(9,483)	97%	331,043	218,457	(112,586)	66%	331,043	327,717	(3,326)	-1.0%
5511 - Other Post Employment Benefits	76,606	74,349	(2,257)	97%	64,251	64,012	(239)	100%	45,507	44,658	(849)	98%	35,485	19,429	(16,056)	55%	35,485	17,201	(18,284)	-51.5%
5514 - Retirement Benefits - State Retirement Sys	1,572	10,480	8,908	667%	10,473	10,878	405	104%	10,473	9,385	(1,088)	90%	8,868	5,187	(3,681)	58%	8,868	8,645	(223)	-2.5%
5515 - Social Security Employer Contributions	896	6,978	6,082	779%	923	6,694	5,772	726%	760	1,830	1,070	241%	5,766	341	(5,425)	6%	5,766	5,621	(145)	-2.5%
5516 - Medicare Employer Contributions	17,730	15,675	(2,054)	88%	16,822	15,289	(1,533)	91%	17,916	16,510	(1,406)	92%	23,337	13,730	(9,607)	59%	23,337	22,816	(521)	-2.2%
5520 - Group Life Insurance Benefit	5,063	8,289	3,227	164%	8,062	8,000	(61)	99%	8,611	9,272	661	108%	12,738	8,387	(4,351)	66%	12,738	12,456	(282)	-2.2%
5542 - Group Health Insurance - HRA	74,762	82,729	7,967	111%	77,526	100,644	23,118	130%	116,253	88,634	(27,619)	76%	76,273	60,466	(15,807)	79%	76,273	84,587	8,313	10.9%
5543 - Group Health Insurance - HMO	92,890	76,790	(16,100)	83%	79,850	51,706	(28,144)	65%	42,437	49,326	6,889	116%	100,518	46,925	(53,593)	47%	100,518	79,726	(20,791)	-20.7%
5560 - Long Term Disability Benefit	3,867	3,691	(176)	95%	3,665	3,613	(52)	99%	3,915	3,965	50	101%	5,763	3,771	(1,991)	65%	5,763	5,635	(128)	-2.2%
5591 - On-Job-Injury Benefit Expense	7,336	7,013	(324)	96%	5,801	5,661	(139)	98%	4,942	4,811	(131)	97%	6,438	3,991	(2,447)	62%	6,438	6,294	(144)	-2.2%
5592 - Unemployment Compensation Benefit	2,018	1,767	(251)	88%	1,160	1,032	(128)	89%	1,237	1,091	(147)	88%	1,609	908	(702)	56%	1,609	1,574	(36)	-2.2%
<b>55 - Fringe Benefits</b>	<b>486,580</b>	<b>466,925</b>	<b>(19,655)</b>	<b>96%</b>	<b>508,471</b>	<b>483,395</b>	<b>(25,076)</b>	<b>95%</b>	<b>533,170</b>	<b>501,118</b>	<b>(32,052)</b>	<b>94%</b>	<b>607,838</b>	<b>381,593</b>	<b>(226,246)</b>	<b>63%</b>	<b>607,838</b>	<b>572,272</b>	<b>(35,566)</b>	<b>-5.9%</b>
5635 - Restricted Salaries	(25,825)	-	25,825	0%	-	-	-	0%	-	-	-	0%	(132,018)	-	132,018	0%	(120,294)	-	120,294	-100.0%
<b>56 - Restricted Salaries</b>	<b>(25,825)</b>	<b>-</b>	<b>25,825</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>(132,018)</b>	<b>-</b>	<b>132,018</b>	<b>0%</b>	<b>(120,294)</b>	<b>-</b>	<b>120,294</b>	<b>-100.0%</b>
<b>TOTAL SALARIES</b>	<b>1,695,845</b>	<b>1,647,365</b>	<b>(48,480)</b>	<b>97%</b>	<b>1,680,986</b>	<b>1,625,034</b>	<b>(55,952)</b>	<b>97%</b>	<b>1,783,088</b>	<b>1,720,548</b>	<b>(62,540)</b>	<b>96%</b>	<b>2,097,621</b>	<b>1,390,929</b>	<b>(706,692)</b>	<b>66%</b>	<b>2,109,345</b>	<b>2,157,848</b>	<b>48,502</b>	<b>2.3%</b>
6014 - Custodial & Cleaning Supplies	100	91	(9)	91%	100	87	(13)	87%	100	37	(63)	37%	100	17	(83)	17%	100	65	(35)	-35.4%
6016 - Computer Supplies	-	6,156	6,156	100%	-	6,365	6,365	100%	-	1,994	1,994	100%	-	-	-	0%	-	-	-	0.0%
6024 - Employee Recognition Materials	300	45	(255)	15%	300	-	(300)	0%	300	-	(300)	0%	-	95	95	100%	-	-	-	0.0%
6026 - Expendable Furnishings & Equipment	7,600	10,912	3,312	144%	5,600	5,627	27	100%	6,600	9,926	3,326	150%	7,600	1,750	(5,850)	23%	7,600	4,908	(2,692)	-35.4%
6027 - Expendable Computer/Telecom Furnishing	1,000	1,244	244	124%	1,000	380	(620)	38%	1,000	210	(790)	21%	5,158	-	(5,158)	0%	5,158	5,268	110	2.1%
6042 - Materials - Operational	-	1,996	1,996	100%	-	2,411	2,411	100%	-	491	491	100%	-	-	-	0%	-	-	-	0.0%
6052 - Office Supplies	3,300	2,371	(929)	72%	3,300	1,816	(1,484)	55%	3,300	2,829	(471)	86%	1,700	1,147	(553)	67%	1,700	1,098	(602)	-35.4%
6054 - Paper Products	4,400	1,180	(3,220)	27%	4,400	1,757	(2,643)	40%	4,400	798	(3,602)	18%	1,400	-	(1,400)	0%	1,400	904	(496)	-35.4%
6064 - Photos, Maps & Blueprint Supplies	17,845	9,085	(8,760)	51%	17,845	13,996	(3,849)	78%	2,951	1,738	(1,213)	59%	1,151	54	(1,097)	5%	1,151	743	(408)	-35.4%
<b>60 - Supplies &amp; Materials</b>	<b>34,545</b>	<b>33,080</b>	<b>(1,465)</b>	<b>96%</b>	<b>32,545</b>	<b>32,438</b>	<b>(107)</b>	<b>100%</b>	<b>18,651</b>	<b>18,025</b>	<b>(626)</b>	<b>97%</b>	<b>17,109</b>	<b>3,063</b>	<b>(14,046)</b>	<b>18%</b>	<b>17,109</b>	<b>12,985</b>	<b>(4,124)</b>	<b>-24.1%</b>
6404 - Advertising And Legal Notices	200	-	(200)	0%	200	-	(200)	0%	200	560	360	280%	2,000	244	(1,757)	12%	2,000	1,292	(708)	-35.4%
6418 - Dues & Memberships - Individual	1,475	1,542	67	105%	1,475	1,597	122	108%	1,475	1,681	206	114%	1,700	1,839	139	108%	1,700	1,098	(602)	-35.4%
6433 - Hospitality Expenses	1,950	2,292	342	118%	1,950	2,042	92	105%	1,950	3,948	1,998	202%	3,600	5,712	2,112	159%	3,600	387	(3,213)	-89.2%

# 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	%
6436 - Insurance - Property & Liability	255	255	-	100%	255	255	-	100%	255	255	-	100%	255	-	(255)	0%	255	165	(90)	-35.4%
6450 - Permits, Licenses and Fees	-	86	86	100%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
6452 - Photography, Film & Graphics Services	7,385	4,430	(2,955)	60%	9,385	6,766	(2,619)	72%	4,885	1,524	(3,361)	31%	460	-	(460)	0%	460	297	(163)	-35.4%
6462 - Publications & Subscriptions	825	318	(507)	39%	825	331	(494)	40%	825	343	(482)	42%	825	357	(468)	43%	825	533	(292)	-35.4%
6467 - Travel - Training Related	2,075	2,420	345	117%	2,075	1,410	(665)	68%	3,075	3,409	334	111%	4,575	5,724	1,149	125%	4,575	2,954	(1,621)	-35.4%
6469 - Training & Education - Local	190	-	(190)	0%	190	-	(190)	0%	190	-	(190)	0%	90	-	(90)	0%	90	58	(32)	-35.4%
<b>64 - Services &amp; Other Expenses</b>	<b>14,355</b>	<b>11,343</b>	<b>(3,012)</b>	<b>79%</b>	<b>16,355</b>	<b>12,401</b>	<b>(3,954)</b>	<b>76%</b>	<b>12,855</b>	<b>11,721</b>	<b>(1,134)</b>	<b>91%</b>	<b>13,505</b>	<b>13,875</b>	<b>370</b>	<b>103%</b>	<b>13,505</b>	<b>6,784</b>	<b>(6,721)</b>	<b>-49.8%</b>
6678 - Professional Services - Other	-	-	-	0%	-	-	-	0%	-	-	-	0%	350	-	(350)	0%	350	226	(124)	-35.4%
<b>66 - Professional &amp; Contracted Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>350</b>	<b>-</b>	<b>(350)</b>	<b>0%</b>	<b>350</b>	<b>226</b>	<b>(124)</b>	<b>-35.4%</b>
6710 - Bldg & Grounds Maintenance - Contracted	1,975	453	(1,523)	23%	825	453	(373)	55%	1,975	360	(1,615)	18%	475	360	(115)	76%	475	307	(168)	-35.4%
6714 - Bldg & Land Rent	4,800	4,600	(200)	96%	4,800	4,615	(185)	96%	4,800	4,600	(200)	96%	-	58	58	100%	-	-	-	0.0%
6723 - Equipment Maintenance - Contracted; Cor	2,800	2,580	(220)	92%	2,800	2,946	146	105%	2,800	2,946	146	105%	-	-	-	0%	-	-	-	0.0%
6724 - Equip Maintenance - Contracted	3,100	2,450	(650)	79%	2,050	2,050	-	100%	600	2,153	1,553	359%	400	-	(400)	0%	400	258	(142)	-35.4%
6725 - Equipment Lease/Purchase - Computer/Tel	5,000	4,662	(338)	93%	5,000	4,632	(368)	93%	5,000	2,738	(2,262)	55%	-	-	-	0%	-	-	-	0.0%
6727 - Equipment Rent	-	-	-	0%	-	175	175	100%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
6750 - Telecommunications Services-External	2,100	1,216	(884)	58%	2,100	1,469	(631)	70%	2,100	681	(1,419)	32%	-	-	-	0%	-	-	-	0.0%
<b>67 - Rent, Utilities &amp; Maintenance</b>	<b>19,775</b>	<b>15,961</b>	<b>(3,814)</b>	<b>81%</b>	<b>17,575</b>	<b>16,340</b>	<b>(1,235)</b>	<b>93%</b>	<b>17,275</b>	<b>13,478</b>	<b>(3,797)</b>	<b>78%</b>	<b>875</b>	<b>418</b>	<b>(457)</b>	<b>48%</b>	<b>875</b>	<b>565</b>	<b>(310)</b>	<b>-35.4%</b>
6831 - Fleet Petroleum Services	470	62	(408)	13%	470	35	(435)	8%	470	141	(329)	30%	470	38	(432)	8%	470	470	-	0.0%
6832 - Fleet Vehicle Services	1,500	850	(650)	57%	1,500	88	(1,413)	6%	1,500	-	(1,500)	0%	1,500	-	(1,500)	0%	1,500	1,500	-	0.0%
6850 - Copy Machines - Inside	4,500	3,242	(1,258)	72%	4,500	3,327	(1,173)	74%	4,500	3,444	(1,056)	77%	4,500	2,287	(2,213)	51%	4,500	4,500	-	0.0%
6852 - Printing - Inside	5,650	5,571	(79)	99%	7,850	7,706	(144)	98%	10,650	12,481	1,831	117%	10,650	6,420	(4,230)	60%	10,650	10,650	-	0.0%
6854 - Mail Services - Inside	14,571	12,670	(1,901)	87%	14,571	13,060	(1,511)	90%	14,571	11,918	(2,653)	82%	14,571	7,605	(6,966)	52%	14,571	14,571	-	0.0%
6855 - Support Services Work	325	-	(325)	0%	325	-	(325)	0%	325	-	(325)	0%	325	-	(325)	0%	325	325	-	0.0%
6874 - Telecommunication Services - Inside	16,564	15,363	(1,201)	93%	16,564	15,794	(771)	95%	16,564	17,495	931	106%	16,564	13,708	(2,856)	83%	16,564	16,564	-	0.0%
<b>68 - Interfund Services</b>	<b>43,580</b>	<b>37,759</b>	<b>(5,821)</b>	<b>87%</b>	<b>45,780</b>	<b>40,009</b>	<b>(5,771)</b>	<b>87%</b>	<b>48,580</b>	<b>45,478</b>	<b>(3,102)</b>	<b>94%</b>	<b>48,580</b>	<b>30,057</b>	<b>(18,523)</b>	<b>62%</b>	<b>48,580</b>	<b>48,580</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL OPERATING &amp; MAINTENANCE</b>	<b>112,255</b>	<b>98,143</b>	<b>(14,112)</b>	<b>87%</b>	<b>112,255</b>	<b>101,188</b>	<b>(11,067)</b>	<b>90%</b>	<b>97,361</b>	<b>88,703</b>	<b>(8,658)</b>	<b>91%</b>	<b>80,419</b>	<b>47,412</b>	<b>(33,007)</b>	<b>59%</b>	<b>80,419</b>	<b>69,140</b>	<b>(11,279)</b>	<b>-14.0%</b>
<b>TOTAL OTHER USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL APPROPRIATED USES</b>	<b>1,808,100</b>	<b>1,745,508</b>	<b>(62,592)</b>	<b>97%</b>	<b>1,793,241</b>	<b>1,726,222</b>	<b>(67,019)</b>	<b>96%</b>	<b>1,880,449</b>	<b>1,809,251</b>	<b>(71,198)</b>	<b>96%</b>	<b>2,178,040</b>	<b>1,438,341</b>	<b>(739,699)</b>	<b>66%</b>	<b>2,189,764</b>	<b>2,226,988</b>	<b>37,223</b>	<b>1.7%</b>
<b>BALANCE</b>	<b>1,795,900</b>	<b>2,213,541</b>			<b>2,216,759</b>	<b>1,974,348</b>			<b>2,257,884</b>	<b>1,680,493</b>			<b>1,956,960</b>	<b>2,053,335</b>			<b>1,945,236</b>	<b>1,823,012</b>	<b>(122,223)</b>	

# **SPECIAL REVENUE FUND**

**Special Revenue Funds Summary****Data Processing - Fund 076:**

The Register's Data Processing Fund (DP Fund) was created by the State with the requirement that a \$2.00 fee be collected on every document recorded (excluding online document processing). This Special Revenue Fund is designated for the acquisition of computer equipment and software necessary to operate and maintain a data processing system within the Register's Office.

- Revenue is \$281,345 in FY21, a \$66,700 reduction from prior year due to lower expected records processing
- Fund Balance is \$517,655 as of June 30, 2019
- There are no FTEs in this fund

**Other Elected Officials - 80  
Register - 8007**

**Budget Overview**

**As of 3/31/2020  
Special Revenue Fund**

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	%
4511 - Document Services	10,845	4,229	(6,616)	39%	8,845	1,677	(7,168)	19%	8,845	-	(8,845)	0%	75,545	-	(75,545)	0%	75,545	8,845	(66,700)	-88.3%
<b>45 - Charges for Services</b>	<b>10,845</b>	<b>4,229</b>	<b>(6,616)</b>	<b>39%</b>	<b>8,845</b>	<b>1,677</b>	<b>(7,168)</b>	<b>19%</b>	<b>8,845</b>	<b>-</b>	<b>(8,845)</b>	<b>0%</b>	<b>75,545</b>	<b>-</b>	<b>(75,545)</b>	<b>0%</b>	<b>75,545</b>	<b>8,845</b>	<b>(66,700)</b>	<b>-88.3%</b>
4650 - Computerization Fees	276,655	263,902	(12,753)	95%	276,655	257,808	(18,847)	93%	267,023	258,325	(8,698)	97%	260,000	205,869	(54,131)	79%	260,000	260,000	-	0.0%
<b>46 - Fines, Fees &amp; Permits</b>	<b>276,655</b>	<b>263,902</b>	<b>(12,753)</b>	<b>95%</b>	<b>276,655</b>	<b>257,808</b>	<b>(18,847)</b>	<b>93%</b>	<b>267,023</b>	<b>258,325</b>	<b>(8,698)</b>	<b>97%</b>	<b>260,000</b>	<b>205,869</b>	<b>(54,131)</b>	<b>79%</b>	<b>260,000</b>	<b>260,000</b>	<b>-</b>	<b>0.0%</b>
4805 - Interest Income	900	4,317	3,417	480%	900	8,591	7,691	955%	3,000	15,814	12,814	527%	12,500	9,192	(3,308)	74%	12,500	12,500	-	0.0%
<b>48 - Investment Income</b>	<b>900</b>	<b>4,317</b>	<b>3,417</b>	<b>480%</b>	<b>900</b>	<b>8,591</b>	<b>7,691</b>	<b>955%</b>	<b>3,000</b>	<b>15,814</b>	<b>12,814</b>	<b>527%</b>	<b>12,500</b>	<b>9,192</b>	<b>(3,308)</b>	<b>74%</b>	<b>12,500</b>	<b>12,500</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL REVENUE SOURCES</b>	<b>288,400</b>	<b>272,448</b>	<b>(15,952)</b>	<b>94%</b>	<b>286,400</b>	<b>268,076</b>	<b>(18,324)</b>	<b>94%</b>	<b>278,868</b>	<b>274,138</b>	<b>(4,730)</b>	<b>98%</b>	<b>348,045</b>	<b>215,061</b>	<b>(132,984)</b>	<b>62%</b>	<b>348,045</b>	<b>281,345</b>	<b>(66,700)</b>	<b>-19.2%</b>
9999 - Planned Fund Balance Decrease	-	-	-	0%	500,000	-	(500,000)	0%	390,000	-	(390,000)	0%	-	-	-	0%	-	-	-	0.0%
<b>99 - Planned Use of Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>500,000</b>	<b>-</b>	<b>(500,000)</b>	<b>0%</b>	<b>390,000</b>	<b>-</b>	<b>(390,000)</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL OTHER SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>500,000</b>	<b>-</b>	<b>(500,000)</b>	<b>0%</b>	<b>390,000</b>	<b>-</b>	<b>(390,000)</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL APPROPRIATION SOURCES</b>	<b>288,400</b>	<b>272,448</b>	<b>(15,952)</b>	<b>94%</b>	<b>786,400</b>	<b>268,076</b>	<b>(518,324)</b>	<b>34%</b>	<b>668,868</b>	<b>274,138</b>	<b>(394,730)</b>	<b>41%</b>	<b>348,045</b>	<b>215,061</b>	<b>(132,984)</b>	<b>62%</b>	<b>348,045</b>	<b>281,345</b>	<b>(66,700)</b>	<b>-19.2%</b>
<b>TOTAL SALARIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
6016 - Computer Supplies	6,785	-	(6,785)	0%	6,785	-	(6,785)	0%	6,785	7,526	741	111%	6,785	11,259	4,474	166%	6,785	6,785	-	0.0%
6026 - Expendable Furnishings & Equipment	-	-	-	0%	-	-	-	0%	-	520	520	100%	-	-	-	0%	-	-	-	0.0%
6027 - Expendable Computer/Telecom Furnishin	-	-	-	0%	-	-	-	0%	20,000	22,217	2,217	111%	-	4,314	4,314	100%	-	-	-	0.0%
6052 - Office Supplies	-	-	-	0%	-	-	-	0%	-	2,191	2,191	100%	-	2,217	2,217	100%	-	-	-	0.0%
6054 - Paper Products	-	-	-	0%	-	-	-	0%	-	1,812	1,812	100%	-	2,000	2,000	100%	-	-	-	0.0%
6064 - Photos, Maps & Blueprint Supplies	-	-	-	0%	-	-	-	0%	25,000	5,000	(20,000)	20%	27,477	10,000	(17,478)	36%	27,477	27,477	-	0.0%
<b>60 - Supplies &amp; Materials</b>	<b>6,785</b>	<b>-</b>	<b>(6,785)</b>	<b>0%</b>	<b>6,785</b>	<b>-</b>	<b>(6,785)</b>	<b>0%</b>	<b>51,785</b>	<b>39,265</b>	<b>(12,520)</b>	<b>76%</b>	<b>34,262</b>	<b>29,790</b>	<b>(4,472)</b>	<b>87%</b>	<b>34,262</b>	<b>34,262</b>	<b>-</b>	<b>0.0%</b>
6404 - Advertising And Legal Notices	-	-	-	0%	-	-	-	0%	-	551	551	100%	-	-	-	0%	-	-	-	0.0%
6452 - Photography, Film & Graphics Services	65,288	36,797	(28,491)	56%	65,288	-	(65,288)	0%	32,588	2,273	(30,315)	7%	32,588	5,000	(27,588)	15%	32,588	32,588	-	0.0%
6461 - Printing - Outside	-	-	-	0%	-	-	-	0%	-	1,703	1,703	100%	-	6,640	6,640	100%	-	-	-	0.0%
6465 - Software-Acquisition & Licenses	84,257	79,431	(4,826)	94%	84,257	43,749	(40,508)	52%	66,208	54,891	(11,317)	83%	105,558	689	(104,869)	1%	105,558	40,708	(64,850)	-61.4%
<b>64 - Services &amp; Other Expenses</b>	<b>149,545</b>	<b>116,228</b>	<b>(33,316)</b>	<b>78%</b>	<b>149,545</b>	<b>43,749</b>	<b>(105,796)</b>	<b>29%</b>	<b>98,796</b>	<b>59,418</b>	<b>(39,378)</b>	<b>60%</b>	<b>138,146</b>	<b>12,329</b>	<b>(125,817)</b>	<b>9%</b>	<b>138,146</b>	<b>73,296</b>	<b>(64,850)</b>	<b>-46.9%</b>
6620 - Computing/Telecom Services - Contracted	4,500	4,500	-	100%	506,032	120,133	(385,899)	24%	390,000	260,109	(129,891)	67%	25,500	25,500	-	100%	25,500	25,500	-	0.0%
<b>66 - Professional &amp; Contracted Services</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>	<b>100%</b>	<b>506,032</b>	<b>120,133</b>	<b>(385,899)</b>	<b>24%</b>	<b>390,000</b>	<b>260,109</b>	<b>(129,891)</b>	<b>67%</b>	<b>25,500</b>	<b>25,500</b>	<b>-</b>	<b>100%</b>	<b>25,500</b>	<b>25,500</b>	<b>-</b>	<b>0.0%</b>
6711 - Cabling & Wiring - Computer/Telecom	-	-	-	0%	-	-	-	0%	-	454	454	100%	-	1,072	1,072	100%	-	-	-	0.0%
6723 - Equipment Maintenance - Contracted; Cor	70,770	55,217	(15,553)	78%	68,770	58,266	(10,504)	85%	54,045	24,098	(29,947)	45%	66,545	40,707	(25,838)	61%	66,545	66,545	-	0.0%
6724 - Equip Maintenance - Contracted	26,073	-	(26,073)	0%	26,073	-	(26,073)	0%	6,073	-	(6,073)	0%	26,073	-	(26,073)	0%	26,073	26,073	-	0.0%
6725 - Equipment Lease/Purchase - Computer/Te	-	-	-	0%	-	-	-	0%	2,500	2,305	(195)	92%	5,000	5,000	(0)	100%	5,000	5,000	-	0.0%
<b>67 - Rent, Utilities &amp; Maintenance</b>	<b>96,843</b>	<b>55,217</b>	<b>(41,626)</b>	<b>57%</b>	<b>94,843</b>	<b>58,266</b>	<b>(36,577)</b>	<b>61%</b>	<b>62,618</b>	<b>26,858</b>	<b>(35,760)</b>	<b>43%</b>	<b>97,618</b>	<b>46,779</b>	<b>(50,839)</b>	<b>48%</b>	<b>97,618</b>	<b>97,618</b>	<b>-</b>	<b>0.0%</b>
6834 - Geographic Information Services	-	-	-	0%	10,438	10,438	-	100%	16,638	16,638	-	100%	16,638	16,638	-	100%	16,638	16,638	-	0.0%
6852 - Printing - Inside	-	-	-	0%	-	-	-	0%	15,000	-	(15,000)	0%	-	-	-	0%	-	-	-	0.0%
6860 - PC Replacement Installments	-	-	-	0%	-	-	-	0%	15,274	15,274	(0)	100%	17,124	17,096	(28)	100%	17,124	15,274	(1,850)	-10.8%
<b>68 - Interfund Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>10,438</b>	<b>10,438</b>	<b>-</b>	<b>100%</b>	<b>46,912</b>	<b>31,912</b>	<b>(15,000)</b>	<b>68%</b>	<b>33,762</b>	<b>33,734</b>	<b>(28)</b>	<b>100%</b>	<b>33,762</b>	<b>31,912</b>	<b>(1,850)</b>	<b>-5.5%</b>
7003 - Electronic & Computer Equipment	18,757	-	(18,757)	0%	18,757	-	(18,757)	0%	18,757	12,141	(6,616)	65%	18,757	-	(18,757)	0%	18,757	18,757	-	0.0%
<b>70 - Capital Asset Acquisitions</b>	<b>18,757</b>	<b>-</b>	<b>(18,757)</b>	<b>0%</b>	<b>18,757</b>	<b>-</b>	<b>(18,757)</b>	<b>0%</b>	<b>18,757</b>	<b>12,141</b>	<b>(6,616)</b>	<b>65%</b>	<b>18,757</b>	<b>-</b>	<b>(18,757)</b>	<b>0%</b>	<b>18,757</b>	<b>18,757</b>	<b>-</b>	<b>0.0%</b>

Other Elected Officials - 80  
Register - 8007

## Budget Overview

As of 3/31/2020  
Special Revenue Fund

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	%
<b>TOTAL OPERATING &amp; MAINTENANCE</b>	<b>276,430</b>	<b>175,945</b>	<b>(100,485)</b>	<b>64%</b>	<b>786,400</b>	<b>232,586</b>	<b>(553,814)</b>	<b>30%</b>	<b>668,868</b>	<b>429,702</b>	<b>(239,166)</b>	<b>64%</b>	<b>348,045</b>	<b>148,131</b>	<b>(199,914)</b>	<b>43%</b>	<b>348,045</b>	<b>281,345</b>	<b>(66,700)</b>	<b>-19.2%</b>
9847 - Transfer To Capital Improvement Fund	10,438	10,438	-	100%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
<b>98 - Operating Transfers Out</b>	<b>10,438</b>	<b>10,438</b>	<b>-</b>	<b>100%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
9998 - Planned Fund Balance Increase	1,532	-	(1,532)	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
<b>99 - Planned Increase to Fund Balance</b>	<b>1,532</b>	<b>-</b>	<b>(1,532)</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL OTHER USES</b>	<b>11,970</b>	<b>10,438</b>	<b>(1,532)</b>	<b>87%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL APPROPRIATED USES</b>	<b>288,400</b>	<b>186,383</b>	<b>(102,017)</b>	<b>65%</b>	<b>786,400</b>	<b>232,586</b>	<b>(553,814)</b>	<b>30%</b>	<b>668,868</b>	<b>429,702</b>	<b>(239,166)</b>	<b>64%</b>	<b>348,045</b>	<b>148,131</b>	<b>(199,914)</b>	<b>43%</b>	<b>348,045</b>	<b>281,345</b>	<b>(66,700)</b>	<b>-19.2%</b>
<b>BALANCE</b>	<b>-</b>	<b>86,065</b>			<b>-</b>	<b>35,490</b>			<b>-</b>	<b>(155,563)</b>			<b>-</b>	<b>66,930</b>			<b>-</b>	<b>-</b>	<b>-</b>	