

Tax and Elections Committee Meeting
Tuesday, September 5, 2017
5:00 PM, Courthouse Annex, Room 319

Agenda

1. Call to Order and Roll Call
2. Adoption/Amendment of Agenda
3. Adoption/Amendment of Minutes – August 1, 2017 Meeting
4. Audience Comments
5. Budget- Recorder
6. Budget- County Clerk
7. Items of Information
8. Executive Session
 - A. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
 - B. Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (6)**
The setting of a price for sale or lease of property owned by the public body.
 - C. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (11)** Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
9. Adjournment

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Morse called the meeting to order at 5:01 PM on Tuesday, August 1, 2017. Upon the call of roll, the following members were present: Tom Morse, Chuck Mockbee, Joe Eakle, Nancy O'Kane, John Criswell, Cari West-Monson, and Joel Bird. 7 present, 0 absent. Also attending the meeting were; Bill Donahue- Risk Consultant-County Board and Jennifer Jenkins, Administrative Assistant.

Agenda Item 2 - Adoption/Amendments to Agenda

O'Kane moved to adopt the agenda and a second was made by Criswell. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes for the Previous Meeting, January 3, 2017

Bird moved to approve the minutes with a change to the attendance, Mockbee was excused from the June 6, 2017 committee meeting, second was made by Eakle. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

There were none.

Agenda Item 5 – Budget –Supervisor of Assessments & Board of Review

Matt Long presented his budget to the committee and explained that within the Supervisor of Assessments budget he has cut down as much as he can. He did increase the postage for the upcoming fiscal year because he would like to send this out from the S of A office instead of the township assessor's office.

Motion by Mockbee second by Criswell to approve the Supervisor of Assessments budget: Upon the roll of call the following voted yes to-wit: Morse, Mockbee, Eakle, O'Kane, Criswell, West-Monson, and Bird. 7-yes 0-absent.

Long also informed the committee the only change in the Board of Review budget was pretty much the same as the S of A budget. Chairman Morse mentioned that there was an overall decrease of 8.26% from last year.

Long explained the change in the travel expenses is because there really hasn't been any increase in complaints therefore we have not been aggressively reassessing yet however once we do that number will increase.

As far as current expenses, Board of Review hasn't really done their job yet. There is a small lag behind but it will increase.

Bird provided a motion, 2nd by O'Kane to approve the Board of Review budget.

Upon the roll of call the following voted yes to-wit: Morse, Mockbee, Eakle, O'Kane, Criswell, West-Monson, and Bird. 7-yes 0-absent

**Tax and Elections Committee
Tuesday August 1, 2017
County Board Annex, Rm 319**

Agenda Item 6 – Budget Election Commission

Barb Bailey introduced the new Election Commissioner, Sandra Delhaye. Barb moved on to discuss the Election Commission budget. There is no canvas this year therefore \$8000.00 was removed. There was an increase in postage. Other than that all remains the same. Motion by Eakle, 2nd by Criswell to approve the Election Commissioner's budget. Upon the roll of call the following voted yes to-wit: Morse, Mockbee, Eakle, O'Kane, Criswell, West-Monson, and Bird. 7-yes 0-absent

Agenda Item 7 – Items of Information and Committee Concerns

Marron shared that there will be a committee on committees meeting at the upcoming County Board meeting. He also informed the committee that the budgets are currently coming in. He anticipates that everything will go through its parent committee this month and then the final product that can go to the September Finance Committee meeting. And then finally the September County Board meeting for display for 30 days with final passage in October. That would give us a good month of leeway after the County Board meeting. Erika Briggs has been working on getting accurate numbers from the State of Illinois on the revenue side of things.

Agenda Item 8 – Executive Session

None needed

Agenda Item 9 –Adjournment

Committee Chairman Morse adjourned the meeting at 5:14 PM.

Minutes by: Jennifer Jenkins, Administrative Assistant

	11-30-2015	11-30-2016	05-31-2017	ACTUAL DOLLARS	REVISIED BUDGET	BUDGETS	DEPT	WORK 1	DEPT	WORK 2
RECORDER										
GENERAL										
PERSONNEL SERVICES										
001.520.00.04101	94,235.82	95,832.54	39,026.27	97,653.27	* \$100,584.00	*				*
SALARY - PERSONNEL										
001.520.00.04110	64,700.00	66,910.29	27,960.10	68,650.00	* \$70,710.00	*				*
SALARY - DEPARTMENT HEAD										
PERSONNEL SERVICES										
TOTAL	158,935.82	162,742.83	66,986.37	166,303.27	\$171,294.00					0.00
SUPPLIES & MATERIALS										
001.520.00.04209	1,500.00	1,500.00	1,500.00	2,000.00	* \$2,000.00	*				*
SUPPLIES/MICROFILM										
001.520.00.04210	3,193.10	2,710.77	1,401.58	3,500.00	* \$3,500.00	*				*
SUPPLIES/OFFICE										
SUPPLIES & MATERIALS										
TOTAL	4,693.10	4,210.77	2,901.58	5,500.00	\$ 5,500.00					0.00
OTHER SERVICES & CHARGES										
001.520.00.04251	1,779.15	2,223.73	552.00	2,900.00	* \$2,900.00	*				*
TRAVEL EXPENSE										
001.520.00.04265	1,088.90	1,098.40	1,079.40	1,700.00	* \$1,700.00	*				*
CONTRACTUAL/COMMUNICATIONS										
001.520.00.04270	0.00	0.00	0.00	0.00	* \$ 0.00	*				*
POSTAGE										
001.520.00.04290	840.94	1,047.28	0.00	1,500.00	* \$1,500.00	*				*
MAINT/REPAIR - EQUIPMENT										
001.520.00.04325	0.00	0.00	0.00	350.00	* \$350.00	*				*
CONTRACTUAL/REVENUE MACHIN										
001.520.00.04363	370.00	320.00	320.00	720.00	* \$720.00	*				*
DUES/LICENSE FEES										
001.520.00.04364	0.00	0.00	0.00	900.00	* \$900.00	*				*
EDUCATION/TRAINING										
OTHER SERVICES & CHARGES										
TOTAL	4,078.99	4,689.41	1,951.40	8,070.00	\$ 8,070.00					0.00
CAPITAL OUTLAY										
001.520.00.04450	0.00	0.00	0.00	0.00	* \$ 0.00	*				*
OFFICE FURNITURE/EQUIPMENT										
001.520.00.04452	430.50	777.77	430.50	975.00	* \$975.00	*				*
EQUIPMENT LEASE/PURCHASE										
CAPITAL OUTLAY										
GENERAL										
TOTAL	430.50	777.77	430.50	975.00	\$ 975.00					0.00
RECORDER										
TOTAL	168,138.41	172,420.78	72,269.85	180,848.27	\$185,839.00					0.00
TOTAL	168,138.41	172,420.78	72,269.85	180,848.27	\$185,839.00					0.00

5

VERMILION COUNTY FINANCIAL
5/16/2017 12:49:51

RECORDER SPECIAL FUND

Revenue Budget Worksheet

VERMILION COUNTY
GL7AIR-V08.03 PAGE 67

	11-30-2015	11-30-2016	05-31-2017	ACTUAL DOLLARS	BUDGETS	REVISD BUDGET DEPT -	WORK 1	DEPT -	WORK 2
GENERAL									
CHARGES FOR SERVICES									
076.101.00.03513									
SPRC RECORDING FILING FEES	37,573.50	42,031.50	16,997.50	43,000.00	*\$43,000.00*				
CHARGES FOR SERVICES									
TOTAL	37,573.50	42,031.50	16,997.50	43,000.00	\$43,000.00				0.00
MISCELLANEOUS REVENUES									
076.101.00.03701									
INTEREST	47.23	49.58	17.19	50.00	*\$50.00*				
MISCELLANEOUS REVENUES									
TOTAL	47.23	49.58	17.19	50.00	\$50.00				0.00
OTHER FINANCING SOURCES									
076.101.00.03902									
TRANSFERS IN	0.00	0.00	0.00	0.00	*0.00*				
OTHER FINANCING SOURCES									
TOTAL	0.00	0.00	0.00	0.00	0.00				0.00
GENERAL									
TOTAL	37,620.73	42,081.08	17,014.69	43,050.00	\$43,050.00				0.00
RECORDER SPECIAL FUND									
TOTAL	37,620.73	42,081.08	17,014.69	43,050.00	\$43,050.00				0.00

5

VERMILION COUNTY FINANCIAL
 5/24/2017 11:20:21
 RECORDER SPECIAL FUND

Expenditure Budget Worksheet

VERMILION COUNTY
 GL7A1R-V08.03 PAGE 2

	ACTUAL DOLLARS		BUDGETS		DEPT - WORK 1	DEPT - WORK 2
	11-30-2015	11-30-2016	05-31-2017	REVISED BUDGET		
RECORDER SPECIAL ACCOUNT GENERAL						
TOTAL	23,032.63	2,960.00	1,683.54	64,000.00	0.00	0.00
TECHNOLOGY						
OTHER SERVICES & CHARGES						
076.963.90.04292						
MAINT/REPAIR - HARDWARE	0.00	0.00	0.00	0.00	0.00	*
076.963.90.04293						
MAINT/REPAIR - SOFTWARE	0.00	0.00	0.00	0.00	0.00	*
OTHER SERVICES & CHARGES	0.00	0.00	0.00	0.00	0.00	*
TECHNOLOGY						
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
RECORDER SPECIAL ACCOUNT						
TOTAL	23,032.63	2,960.00	1,683.54	64,000.00	0.00	0.00
RECORDER SPECIAL FUND						
TOTAL	23,032.63	2,960.00	1,683.54	64,000.00	\$ 64,000.00	0.00

**VERMILION COUNTY
RECORDER'S OFFICE
2017-2018
BUDGET
W. David Stone, Recorder**

**RECORDER'S GENERAL FUND 001
DEPT 520 RECORDER**

SALARIES

04101 - SALARIES - PERSONNEL

BUDGET 2017 - \$ 97,653.27

BUDGET 2018 - \$ 100,584.00

<u>Employees</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
C. BURTON -	\$ 47,821.00	= \$ 47,821.00	04/17/1990
C. MOULTON -	\$ 29,277.00	= \$ 29,277.00	10/09/2007
K. MORGAN -	\$ 23,486.00	= \$ 23,486.00	06/12/2017
Total:	\$100,584.00	= \$100,584.00	

04110 - SALARY - OFFICEHOLDER

BUDGET 2017 - \$ 68,650.00

BUDGET 2018 - \$ 70,710.00

<u>Officeholder</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
W. DAVID STONE -	\$70,710.00	= \$70,710.00	01/14/2015

Recorder of Deeds salary increase per County Board. Effective December 1, 2017.

04209 - SUPPLIES/MICROFILM/IMAGING

BUDGET 2017 - \$ 2000.00

BUDGET 2018 - \$ 2000.00

The Recorder's Office still maintains a library of microfilm cards dating back prior to mid 1987. computer technology began mid 1987. The office is maintaining a dual system of files.

04210 - SUPPLIES / OFFICE

BUDGET 2017 - \$ 3,500.00

BUDGET 2018 - \$ 3,500.00

General office supplies including supplies needed to maintain microfilm System. Includes paper, toner, pens, pencils, paper for Epson printers, and Cartridges for HP printers.

04251 - TRAVEL EXPENSES

BUDGET 2017- \$ 2,900.00

BUDGET 2018 - \$2,900.00

Money in this category has reflected money needed to travel to Springfield for Revenue. Depending on the economy, approximately 10-15 trips are made to Springfield a year for Revenue.

04260 - TELEPHONE - \$0.00

04265 – CONTRACTUAL COMMUNICATIONS

BUDGET 2017 - \$ 1,700.00

BUDGET 2018 - \$ 1,700.00

04270 - POSTAGE

BUDGET 2017- \$ 0.00

BUDGET 2018- \$ 0.00

04290 - REPAIR & MAINTENANCE OF EQUIPMENT

BUDGET 2017- \$ 1,500.00

BUDGET 2018- \$ 1,500.00

Maintain card readers/Microfilm reader/Printer

04325 - REVENUE STAMP MACHINE RENTAL

BUDGET 2017- \$ 350.00

BUDGET 2018- \$ 350.00

04363 - DUES & SUBSCRIPTIONS

BUDGET 2017 - \$ 720.00

BUDGET 2018 - \$ 720.00

This covers dues and subscriptions for the office. As part of these dues, we also have access to updated legislation. Approximate dues for IACCR \$320.00, IACREOT \$350.00, and Zone \$50.00

04364 – EDUCATION/TRAINING

Budget 2017 – \$900.00

Budget 2018 - \$900.00

Workshops/Seminars

04450 – OFFICE FURNITURE/EQUIPMENT

BUDGET 2017 – \$0.00

BUDGET 2018 – \$0.00

Replacement of Office Furniture/Repair of binder books/Computers

04452 – EQUIPMENT LEASE/PURCHASE

BUDGET 2017 - \$975.00

BUDGET 2018 - \$975.00

Leases for Fax & Copier Machines

TOTAL GENERAL BUDGET

2017 - \$180,848.27

2018 - \$185,839.00

RECORDER'S SPECIAL CHARGE FUND 76
963 SPECIAL RECORDER'S FUND

The Vermilion County Recorder's Office collects \$4.00 per document (excepting Federal and State filings) recorded, for the purpose of maintaining a system of automation.

ANTICIPATED REVENUES

03513 SPECIAL RECORDING FILING FEES-	\$ 43,000.00
03701 INTEREST (APPROXIMATE)	\$ 50.00
03902 TRANSFERS IN	\$.00
TOTAL REVENUES	\$ 43,050.00

1

Recorders Special Charge Fund 76
Expenditure Budget

ANTICIPATED EXPENDITURES

04101 – SALARY	\$	6,000.00
04149 – FICA	\$.00
04150 – IMRF	\$.00
04151 – UNEMPLOYMENT	\$.00
04152 – WORKERS COMPENSATION	\$.00
TOTAL:	\$	6,000.00

04210 – SUPPLIES	\$.00
TOTAL:	\$.00

04251 – TRAVEL	\$	2,000.00
04290 - MAINT/REPAIR – EQUIPMENT	\$.00
04303 – CONTRACTUAL/COMPUTER	\$	52,000.00
04363 – DUES/LICENSE	\$.00
04364 – EDUCATION/TRAINING	\$.00
TOTAL:	\$	54,000.00

04450 – Office furniture/Equipment	\$	4,000 .00
TOTAL:	\$.00

TOTAL EXPENDITURES:	\$	64,000.00
----------------------------	-----------	------------------

SIX MONTHS REPORT COMPARISONS

YEAR END TOTAL	6 MONTH TOTAL (Dec-May)
2009/2010 - \$ 225,924.69	\$ 106,654.79
2010/2011 - \$ 227,811.22	\$ 118,951.36
2011/2012 - \$ 244,542.44	\$ 126,226.45
2012/2013 - \$ 241,909.71	\$ 124,372.61
2013/2014 - \$ 225,879.31	\$ 105,453.87
2014/2015 - \$ 224,535.99	\$ 108,039.37
2015/2016 - \$ 223,846.13	\$111,109.81
First six month of the 2016/2017 fiscal year -	\$ 104,508.56

RECORDER'S OFFICE

2017/2018

JOB POSITIONS

W. DAVID STONE Januray of 2015	RECORDER	\$70,710
CINDY BURTON April of 1990	CHIEF DEPUTY	\$47,821
CATHY MOULTON October of 2007	SENIOR DEPUTY RECORDER	\$29,277
KATHY MORGAN June 2017	DEPUTY RECORDER	\$23,486

2017-2018 COUNTY CLERK'S BUDGET NARRATIVE

001.510.00.0

4101 PERSONNEL **\$224,289.00**

Salary schedule attached - no add'l staff, but staff given 3% increases.

4102 PART-TIME **\$ 30,455.00**

This line covers Early Voting judges and other election workers, plus part time employees who fill in during vacations and assist with major projects, as well as additional personnel hours to cover extended Grace Period voting. and additional staff for document scanning

4104 OVERTIME **\$ 10,000.00**

There is a new election law which requires us to be open for extended hours prior to Election Day.

4106 ELECTION PERSONNEL **\$ 70,000.00**

Election Judges, Election workers - 2 elections this year

4110 DEPARTMENT HEAD **\$ 70,710.00**

Pursuant to County Board resolution.

4156 LIABILITY/FIRE/BONDS **\$ 150.00**

Not Budgeted - No notary fees anticipated

Includes notary commission, seal and bond for County Clerk, Chief Deputy, and one deputy clerk.

\$405,604.00

4210 SUPPLIES/OFFICE **\$ 17,000.00**

Remains the same.

In addition to ordinary office supplies, this line includes the purchases of forms used for various services: Marriage licenses (approx 1000 per year) and 2 envelopes for each license.

Tax sale certificates for the treasurer, tax redemption receipts. Vital records security paper, the state mandated death and birth certificate papers, and copy paper for the office use.

4215 SUPPLIES/ELECTIONS **\$ 150,000.00**

Election and voter registration supplies, including education and training for election judges and local election officials. All supplies for candidates, local jurisdictions, and our office, related to elections, are purchased from this line. Voting booths, polling place signs canvass cards, R26 cards, online training, VEMACS & Liberty vendor quarterly payments. (Note: we used to and still could receive approx a \$30,000 grant from the state, but we cannot count on this moving forward.) With the new vendor, our maintenance and repair will be billed within our contract as it used to be additional in the past. This contract also includes quarterly payments for new equipment.

\$ 167,000.00

4251 TRAVEL EXPENSE	\$ 5,800.00
Increased this line due to increase in staff travel for training. Pays election judges' mileage for working out of their own precincts and for returning ballots on election night. Mileage for election day tech reps is paid from this line. It also pays travel expenses for the officeholder and staff.	
4260 TELEPHONE	\$ -
We cut telephones for election judges and pay techs an add'l fee for use of their personal cell phone as a cost savings.	
4270 POSTAGE	\$ 20,000.00
Decreased significantly due to more awareness & increased use of email instead of mailing all paperwork to jurisdictions.	
4274 TAX SEARCH	\$ -
Prepares abstracts for sub divisions Not budgeted due to no expenditures last several years	
4275 RENT	\$ 4,500.00
No change. This line is used to pay rent for ballot box storage and rent of the polling places.	
4280 PUBLICATIONS	\$ 12,000.00
Includes election notices and specimen ballots for each election; prevailing wage publication and other notices as required by statute or board action; no change.	
4290 MAINTENANCE/REPAIR - EQUIPMENT	\$ 500.00
Decreased Service and repair of typewriters, PC's, printers and the Card-veyor.	
4326 HAVA FUNDS	\$ -
None budgeted. We may receive grant monies to be used for the voter registration system or voting equipment. We will request spending authority if funds become available.	
4361 CONTRACTUAL / PROFESSIONAL SERVICES	\$ 32,500.00
Election workers other than judges. Additional pay for election judges who accept and return ballots. Rental of trucks, setting up polling places Hired through Trillium for part time work & staff training through next year.	
4363 DUES / LICENSE FEES	\$ 380.00
No change. Illinois Association of Clerks and Recorders annual dues of \$320 and Zone III Clerk's Association annual dues of \$50, plus notary fees.	
4364 EDUCATION	\$ 500.00
Small increase to provide add'l training due to new staff	
	\$ 76,180.00
4450 OFFICE FURNITURE / EQUIPMENT	\$ 1,000.00
Decreased.	
	\$ 1,000.00
TOTAL FOR 2017-2018	\$649,784.00

*NOTE: One of our largest expenses is certified mail for tax buyers. We are reimbursed for this, but that money goes to the general fund, not back into our budget.

Expenditure Budget Worksheet

GENERAL FUND

	ACTUAL DOLLARS			BUDGETS		
	11-30-2015	11-30-2016	05-31-2017	REVISED BUDGET	DEPT - WORK 1	DEPT - WORK 2
COUNTY CLERK						
GENERAL:						
PERSONNEL SERVICES						
001.510.00.04101						
SALARY - PERSONNEL	233,956.78	201,671.27	86,697.53	213,210.00	*	224,289
001.510.00.04102						
SALARY - PART-TIME	6,467.25	22,947.52	14,501.50	45,000.00	*	30,455
001.510.00.04104						
SALARY - OVERTIME	1,667.59	9,467.90	2,954.59	2,000.00	*	10,000
001.510.00.04106						
SALARY - ELECTION PERSONNE	30,672.50	72,378.50	28,877.00	35,000.00	*	70,000
001.510.00.04110						
SALARY - DEPARTMENT HEAD	64,700.00	66,650.00	28,143.89	68,650.00	*	70,710
001.510.00.04156						
INSURANCE - LIAB/FIRE/BOND	0.00	0.00	0.00	150.00	*	150
PERSONNEL SERVICES	337,464.12	373,115.19	161,174.51	364,010.00		405,604
TOTAL				0.00		
SUPPLIES & MATERIALS						
001.510.00.04210						
SUPPLIES/OFFICE	16,582.21	16,559.08	1,810.33	17,000.00	*	17,000
001.510.00.04215						
SUPPLIES/ELECTION	129,483.80	149,369.43	55,244.00	135,000.00	*	150,000
001.510.00.04238						
SPECIAL CIRCUMSTANCES	26,641.81	0.00	0.00	0.00	*	
SUPPLIES & MATERIALS	172,707.82	165,928.51	57,054.33	152,000.00		167,000
TOTAL				0.00		
OTHER SERVICES & CHARGES						
001.510.00.04251						
TRAVEL EXPENSE	2,698.73	5,602.79	4,753.72	6,000.00	*	5,800
001.510.00.04260						
TELEPHONE	143.75	0.00	0.00	0.00	*	0
001.510.00.04270						
POSTAGE	23,500.00	32,269.81	215.00	34,000.00	*	20,000
001.510.00.04274						
TAX SEARCH	0.00	0.00	0.00	0.00	*	0
001.510.00.04275						
RENT	2,155.00	4,140.00	2,085.00	3,500.00	*	4,500
001.510.00.04280						
PUBLICATIONS	8,601.42	13,251.01	5,434.81	12,000.00	*	12,800
001.510.00.04290						
MAINT/REPAIR - EQUIPMENT	6,885.00	0.00	0.00	500.00	*	500
001.510.00.04326						
HAVA FUNDS	0.00	0.00	0.00	0.00	*	0
001.510.00.04361						
CONTRACTUAL/PROF SERVICES	9,301.95	50,160.10	19,025.00	31,500.00	*	32,500
001.510.00.04363						
DUES/LICENSE FEES	390.00	370.00	0.00	380.00	*	380

Expenditure Budget Worksheet

	11-30-2015	11-30-2016	ACTUAL DOLLARS 05-31-2017	REVISED BUDGET	DEPT - WORK 1	DEPT - WORK 2
COUNTY CLERK						
GENERAL						
OTHER SERVICES & CHARGES		240.00	1,030.00	1,300.00	*	500
001.510.00.04364	0.00					
EDUCATION/TRAINING						
OTHER SERVICES & CHARGES		106,033.71	32,543.53	89,180.00	0.00	76,180
TOTAL	53,675.85					
CAPITAL OUTLAY						
001.510.00.04450	2,860.01	2,373.02	0.00	3,000.00	*	1,000
OFFICE FURNITURE/EQUIPMENT						
CAPITAL OUTLAY						
GENERAL	2,860.01	2,373.02	0.00	3,000.00	0.00	31,000
TOTAL	566,707.80	647,450.43	250,772.37	608,190.00	0.00	
COUNTY CLERK	566,707.80	647,450.43	250,772.37	608,190.00	0.00	649,784

2017-2018 COUNTY CLERK'S VITAL RECORDS BUDGET NARRATIVE

015.511.00.0

4101 PERSONNEL SERVICES \$ 10,000.00

This line will be for PT staff to scan all vital records into the DevNet system.

4149 FICA
7.65% OF LINE 4101

4150 IMRF
9.83% OF LINE 4101

4151 UNEMPLOYMENT \$ -

4152 WORKERS COMPENSATION \$ -

\$ 10,000.00

4290 MAINTENANCE / REPAIR - EQUIPMENT \$ 3,000.00

This pays our annual contract fee to DevNet for the VR system.

\$ 3,000.00

4450 OFFICE FURNITURE / EQUIPMENT \$ 1,000.00

\$ 1,000.00

TOTAL FOR 2017 - 2018

\$ 14,000.00

REVENUE:

CLERKS VR FEES (Annual Estimate) \$ 13,000.00

INTEREST (Annual Estimate) \$ 50.00

Current balance in this fund, as of May 30, 2017 is \$44031.78

	11-30-2015	11-30-2016	ACTUAL DOLLARS 05-31-2017	BUDGETS REVISED BUDGET	DEPT 1	DEPT - WORK 2
GENERAL						
GENERAL						
CHARGES FOR SERVICES						
015.101.00.03502						
PUBLIC & CO FEES/CTY CLERK	13,368.00	18,664.00	5,714.00	10,950.00 *		\$13,000
CHARGES FOR SERVICES	13,368.00	18,664.00	5,714.00	10,950.00	0.00	0.00
TOTAL,						
MISCELLANEOUS REVENUES						
015.101.00.03701						
INTEREST	9.56	10.73	4.02	50.00 *		\$50
015.101.00.03710	0.00	0.00	0.00	0.00 *		
MISCELLANEOUS	9.56	10.73	4.02	50.00	0.00	0.00
MISCELLANEOUS REVENUES						
TOTAL						
OTHER FINANCING SOURCES						
015.101.00.03902						
TRANSFERS IN	0.00	0.00	0.00	0.00 *		
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00
GENERAL						
GENERAL	13,377.56	18,674.73	5,718.02	11,000.00	0.00	0.00
TOTAL	13,377.56	18,674.73	5,718.02	11,000.00	0.00	0.00
COUNTY CLERK VITAL RECORDS						
TOTAL	13,377.56	18,674.73	5,718.02	11,000.00	0.00	0.00

\$13,050

Expenditure Budget Worksheet

COUNTY CLERK VITAL RECORDS

	11-30-2015	11-30-2016	ACTUAL DOLLARS 05-31-2017	REVISED BUDGET DEPT	WORK 1	DEPT - WORK 2
COUNTY CLERK VITAL RECORDS						
GENERAL						
PERSONNEL SERVICES						
015.511.00.04101	11,073.12	0.00	0.00	0.00		\$10,000
SALARY - PERSONNEL						
015.511.00.04149	788.38	0.00	0.00	0.00		
FICA						
015.511.00.04150	867.50	0.00	0.00	0.00		
IMRF						
PERSONNEL SERVICES	12,729.00	0.00	0.00	0.00	0.00	
TOTAL						
OTHER SERVICES & CHARGES						
015.511.00.04290	3,000.00	3,000.00	3,000.00	7,000.00		\$3,000
MAINT/REPAIR - EQUIPMENT						
OTHER SERVICES & CHARGES	3,000.00	3,000.00	3,000.00	7,000.00	0.00	0.00
TOTAL						
CAPITAL OUTLAY						
015.511.00.04450	1,300.60	2,225.00	0.00	4,000.00		\$1,000
OFFICE FURNITURE/EQUIPMENT						
015.511.00.04499	0.00	0.00	0.00	0.00		
SUSPEND FILE						
CAPITAL OUTLAY	1,300.60	2,225.00	0.00	4,000.00	0.00	0.00
TOTAL						
TRANSFERS						
015.511.00.04610	0.00	0.00	0.00	0.00		
TRANSFER						
TRANSFERS	0.00	0.00	0.00	0.00		
GENERAL	17,029.60	5,225.00	3,000.00	11,000.00	0.00	0.00
TOTAL						
TECHNOLOGY						
OTHER SERVICES & CHARGES						
015.511.90.04292	0.00	0.00	0.00	0.00		
MAINT/REPAIR - HARDWARE						
015.511.90.04293	0.00	0.00	0.00	0.00		
MAINT/REPAIR - SOFTWARE						
OTHER SERVICES & CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL						
COUNTY CLERK VITAL RECORDS						
TOTAL	17,029.60	5,225.00	3,000.00	11,000.00	0.00	\$14,000

5

2017-2018 COUNTY CLERK'S TAX AUTOMATION BUDGET NARRATIVE

018.181.00.0			
4210	SUPPLIES	\$ -	\$ -
4450	OFFICE FURNITURE/EQUIPMENT	\$ 500.00	\$ 500.00
TOTAL FOR EXPENDITURES FOR FY17-18			\$ 500.00
018.101.00.03516			
	REVENUE	\$ 2,000.00	
	INTEREST	\$ 15.00	
TOTAL REVENUE FOR FY 15/16-17			\$ 2,015.00

This is a fund that can only be used for automation supplies for the tax department. The revenue is generated by the fees charged for transfers of tax sale certificates.

Revenue for this fund varies wildly from year to year. This is our best estimate based on the past three (3) years.

Total in this fund as of May 31, 2017 is: 8400.02.

	11-30-2015	11-30-2016	ACTUAL DOLLARS 05-31-2017	BUDGETS REVISED BUDGET	DEPT - WORK 1	DEPT - WORK 2
GENERAL						
GENERAL						
CHARGES FOR SERVICES						
018.101.00.03516	590.00	1,220.00	820.00	2,000.00		\$ 2,000
TAX SALE FEES						
CHARGES FOR SERVICES	590.00	1,220.00	820.00	2,000.00		
TOTAL						
MISCELLANEOUS REVENUES						
018.101.00.03701						
INTEREST	3.63	3.20	0.98	15.00		\$ 15
MISCELLANEOUS REVENUES	3.63	3.20	0.98	15.00		
TOTAL						
GENERAL						
GENERAL	593.63	1,223.20	820.98	2,015.00		
TOTAL	593.63	1,223.20	820.98	2,015.00		
CO CLERK TAX AUTOMATION FUND						
TOTAL	593.63	1,223.20	820.98	2,015.00		\$ 2,015

