

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
MARIE A TROMBLEY, DEPUTY COUNTY CLERK

**Warren County Clerk's Committee Meeting
January 26, 2012 – 11:15 a.m.**

1.) Budget Performance : 2011

Revenue: \$ ~~340,599.85~~^{3,490,599.85} exceeded adopted budget by \$ 270,599.85
(Increase of 8%)

Expenditures: County Clerk and Public Records (principal departments) –
came in under budget by 95% and 97% respectively.

Transfer of Funds will be necessary to correct minor overages in Public
Records Dental Insurance Codes and in Historian's Telephone Codes.

**2.) Warren County Bicentennial Citizens Advisory Committee:
Budget Amendment: Resolution Request Form Attached**

Establishment of "Bicentennial Project" as separate code for purposes of event
expenditures and receipt of funds working in concert with Co. Administrator,
Assistant Administrator, and Deputy Co. Treasurer. Note: The budget
amendment does not reflect any new money, only transfer from the already
allocated funds under Tourism Occupancy Tax (\$10,000) and from town
contributions received/offered to date (\$ 3000):

Appropriation: A.6422 410 Supplies \$ 13000.
Revenue: A.6422 2390 Share of Joint Activity (Bic.) \$ 13000.

**3.) NYS Association of County Clerks – Legislative Meeting/Meeting with
Representatives; Albany NY – Feb. 5,6,7, 2012. Fleet Vehicle; possible
overnite.**

**4.) Retirement: Warren County Records Manager – Thomas Lynch –
1/27/2012**

Currently working with County Administrator and Personnel Director Kathy
Barrie; possibly re-structuring of positions within public records/records
management unit; prioritizing duties for most cost-effective delivery of
services; updating to reflect most current needs of office; anticipate this being
initially a trial with a report back to committee with final recommendations in a
future meeting.

Budget Performance Report

From Date: 1/1/2011 To Date: 12/31/2011

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
REVENUE										
Department: 1410 County Clerk										
1136	Automobile Use Tax	\$420,000.00	\$0.00	\$420,000.00	\$60,930.88	\$0.00	\$457,039.32	(\$37,039.32)	109%	\$0.00
1255	County Clerks Fees	\$1,300,000.00	\$0.00	\$1,300,000.00	\$218,640.50	\$0.00	\$1,336,510.06	(\$36,510.06)	103%	\$0.00
1256	Mortgage Tax	\$1,500,000.00	\$0.00	\$1,500,000.00	\$401,420.92	\$0.00	\$1,697,050.47	(\$197,050.47)	113%	\$0.00
Department: 1410 County Clerk Totals:		\$3,220,000.00	\$0.00	\$3,220,000.00	\$680,992.30	\$0.00	\$3,490,599.85	(\$270,599.85)	108%	\$0.00
REVENUE Totals		\$3,220,000.00	\$0.00	\$3,220,000.00	\$680,992.30	\$0.00	\$3,490,599.85	(\$270,599.85)	108%	\$0.00
EXPENSE										
Department: 1410 County Clerk										
110	Salaries - Regular	\$582,347.48	(\$300.00)	\$582,047.48	\$59,180.41	\$0.00	\$561,881.20	\$20,166.28	97%	\$0.00
120	Salaries - Overtime	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$601.59	(\$101.59)	120%	\$0.00
130	Salaries - Part Time	\$4,500.00	\$300.00	\$4,800.00	\$1,441.20	\$0.00	\$3,870.00	\$930.00	81%	\$0.00
140	Salaries - Sick Leave Incentive	\$2,400.00	\$0.00	\$2,400.00	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00	50%	\$0.00
210	Furniture/Furnishings	\$0.00	\$7,300.00	\$7,300.00	\$7,299.70	\$0.00	\$7,299.70	\$0.30	100%	\$0.00
220	Office Equipment	\$200.00	\$0.00	\$200.00	\$24.63	\$0.00	\$197.33	\$2.67	99%	\$0.00
260	Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
410	Supplies	\$6,000.00	\$300.00	\$6,300.00	\$1,432.51	\$0.00	\$6,199.40	\$100.60	98%	\$0.00
413	Repair & Maint. - Bldg/Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
418	Ins-General Liability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
421	Equipment Rental	\$4,800.00	(\$338.00)	\$4,462.00	\$343.41	\$0.00	\$4,183.99	\$278.01	94%	\$0.00
422	Repair/Maint-Equipment	\$1,800.00	\$338.00	\$2,138.00	\$0.00	\$0.00	\$2,137.15	\$0.85	100%	\$0.00
423	Telephone	\$1,800.00	\$400.00	\$2,200.00	\$305.85	\$0.00	\$1,860.04	\$339.96	85%	\$0.00
424	Postage	\$13,000.00	(\$1,000.00)	\$12,000.00	\$1,057.64	\$0.00	\$9,474.43	\$2,525.57	79%	\$0.00
425	Reproduction Expenses	\$102,307.00	(\$7,300.00)	\$95,007.00	\$0.00	\$3,500.00	\$89,903.10	\$1,598.90	98%	\$0.00
426	Subscriptions	\$1,700.00	\$300.00	\$2,000.00	\$632.83	\$0.00	\$1,837.53	\$162.47	92%	\$0.00
427	Memberships & Dues	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	100%	\$0.00
428	Data Processing & Internet Fees	\$180.00	\$0.00	\$180.00	\$0.00	\$0.00	\$180.00	\$0.00	100%	\$0.00
436	Advertising Fees	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%	\$0.00
439	Misc Fees & Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
444	Travel/Education/Conferenc	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$431.00	\$69.00	86%	\$0.00
453	Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
810	Retirement	\$80,040.19	\$0.00	\$80,040.19	\$6,202.77	\$0.00	\$74,390.36	\$5,649.83	93%	\$0.00
830	Social Security	\$36,564.33	\$0.00	\$36,564.33	\$3,639.71	\$0.00	\$34,130.22	\$2,434.11	93%	\$0.00
831	Medicare Contribution	\$8,551.33	\$0.00	\$8,551.33	\$851.23	\$0.00	\$7,982.07	\$569.26	93%	\$0.00
840	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
850	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
855	Disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
860	Hospitalization	\$151,981.80	\$0.00	\$151,981.80	\$13,479.80	\$0.00	\$142,401.32	\$9,580.48	94%	\$0.00
861	Retirees Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

Budget Performance Report

From Date: 1/1/2011 To Date: 12/31/2011

Account Number	Account Description	Adopted Budget	Budget		Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
			Amendments	Amended Budget						
EXPENSE										
Department: 1410 County Clerk										
865	Dental Insurance	\$3,024.00	\$0.00	\$3,024.00	\$228.00	\$0.00	\$2,868.00	\$156.00	95%	\$0.00
Department: 1410 County Clerk Totals:		\$1,002,496.13	\$0.00	\$1,002,496.13	\$67,319.69	\$3,500.00	\$953,233.43	\$45,762.70	95%	\$0.00
Department: 1665 Public Records										
110	Salaries - Regular	\$144,270.88	\$0.00	\$144,270.88	\$16,646.43	\$0.00	\$144,654.16	(\$383.28)	100%	\$0.00
120	Salaries - Overtime	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$238.39	(\$38.39)	119%	\$0.00
130	Salaries - Part Time	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$4,437.60	\$562.40	89%	\$0.00
140	Salaries - Sick Leave Incentive	\$1,200.00	\$0.00	\$1,200.00	\$400.00	\$0.00	\$400.00	\$800.00	33%	\$0.00
210	Furniture/Furnishings	\$855.00	\$1,800.00	\$2,655.00	\$2,567.00	\$0.00	\$2,567.00	\$88.00	97%	\$0.00
220	Office Equipment	\$3,000.00	\$250.00	\$3,250.00	\$221.02	\$0.00	\$3,218.02	\$31.98	99%	\$0.00
410	Supplies	\$6,000.00	\$300.00	\$6,300.00	\$808.10	\$0.00	\$6,299.83	\$0.17	100%	\$0.00
422	Repair/Maint-Equipment	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$1,289.00	\$2,311.00	36%	\$0.00
425	Reproduction Expenses	\$33,100.00	\$8,254.10	\$41,354.10	\$8,814.00	\$14,944.80	\$22,689.79	\$3,719.51	91%	\$0.00
427	Memberships & Dues	\$60.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	100%	\$0.00
428	Data Processing & Internet Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
439	Misc Fees & Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
444	Travel/Education/Conferenc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
470	Contract	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
810	Retirement	\$20,868.55	\$0.00	\$20,868.55	\$1,660.25	\$0.00	\$19,727.60	\$1,140.95	95%	\$0.00
830	Social Security	\$9,341.59	\$0.00	\$9,341.59	\$1,007.43	\$0.00	\$9,027.23	\$314.36	97%	\$0.00
831	Medicare Contribution	\$2,184.73	\$0.00	\$2,184.73	\$235.61	\$0.00	\$2,111.22	\$73.51	97%	\$0.00
840	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
850	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
855	Disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
860	Hospitalization	\$33,812.28	\$360.00	\$34,172.28	\$3,170.16	\$0.00	\$34,164.75	\$7.53	100%	\$0.00
861	Retirees Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
865	Dental Insurance	\$528.00	\$0.00	\$528.00	\$54.00	\$0.00	\$538.00	(\$10.00)	102%	\$0.00
Department: 1665 Public Records Totals:		\$264,021.03	\$10,964.10	\$274,985.13	\$35,584.00	\$14,944.80	\$251,422.59	\$6,617.74	97%	\$0.00
EXPENSE Totals										
		\$1,266,517.16	\$10,964.10	\$1,277,481.26	\$132,903.69	\$18,444.80	\$1,204,656.02	\$54,380.44	96%	\$0.00
Revenue Totals:										
		\$3,220,000.00	\$0.00	\$3,220,000.00	\$680,992.30	\$0.00	\$3,499,599.85	(\$270,599.85)	108%	\$0.00
Expenditure Totals:										
		\$1,266,517.16	\$10,964.10	\$1,277,481.26	\$132,903.69	\$18,444.80	\$1,204,656.02	\$54,380.44	96%	\$0.00
Fund Totals: General										
		\$1,953,482.84	(\$10,964.10)	\$1,942,518.74	\$548,088.61	(\$18,444.80)	\$2,285,943.83	(\$324,980.29)		\$0.00
Revenue Grand Totals:										
		\$3,220,000.00	\$0.00	\$3,220,000.00	\$680,992.30	\$0.00	\$3,499,599.85	(\$270,599.85)	108%	\$0.00
Expenditure Grand Totals:										
		\$1,266,517.16	\$10,964.10	\$1,277,481.26	\$132,903.69	\$18,444.80	\$1,204,656.02	\$54,380.44	96%	\$0.00
Grand Totals:		\$1,953,482.84	(\$10,964.10)	\$1,942,518.74	\$548,088.61	(\$18,444.80)	\$2,285,943.83	(\$324,980.29)		\$0.00

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: County Clerk

DATE: January 24, 2012

- (a) Purpose of Amendment: To amend the county budget to create a separate department identified as the Bicentennial Project in order to re-allocate funds provided by Tourism Occupancy Tax budget and towns' local occupancy tax budgets and establish the appropriation codes for expenditures.

- (b) Appropriation Code, Object Code, Full Title and Amount:
Bicentennial Project A.6422 410 Supplies \$ 13,000

- (c) Revenue Code (with title), and Amount:
A.6422 2390 -Share of Joint Activity \$ 13,000

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The County Clerk/DMV hereby authorizes Pamela Vogel

(Supervisory Committee) (Employee Name)

to attend NYS Assoc. of County Clerks: Legislative

(Name of meeting or organization)

at Albany NY

(Address)

on 2/5-6, 2012. Mode of transportation to be used county vehicle

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ 104 one nite 2/5 GSA * Rate \$ 104(rm)

Meal costs - GSA *per diem rate \$ 61 (this meeting: \$ 50 Monday , \$ 120
(Monday-Tues.)

*www.gsa.gov

Date: 1/26/2012



Department Head Signature

Date: 1/26/2012



Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations