

OFFICE OF THE WARREN COUNTY CLERK  
PAMELA J. VOGEL, COUNTY CLERK  
SUEANNE S. LINEHAN, DEPUTY

**Warren County Support Services Committee: Co. Clerk/DMV  
Tuesday, Sept. 26, 2017 - Agenda**

- I. Committee Meeting Call to Order: Supervisor Edna Frasier
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business:
  - A. \_Review of 2018 Budget Summary, Worksheet, Salary Schedules.: Presented to Budget committee on 9/7/2017. Revenue: moderate increases for MV Use Tax, Mtg Tax, Internet Sales Fees. No change to Clerk Fees A 1255. Expenditures: limited/if any changes. Salary Schedules: Modest increase for OT (\$ 700).

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: County Clerk  
BUDGET ACCOUNT CODE: A.1410

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$618,029.93	\$651,670.00	\$661,678.00	\$677,987.00
200's EQUIPMENT	\$2,656.67	\$3,500.00	\$5,750.00	\$3,500.00
400's CONTRACTUAL	\$99,568.80	\$103,823.00	\$105,620.00	\$103,339.00
800's EMPLOYEE BENEFITS	\$380,234.88	\$389,508.00	\$391,834.00	\$386,332.00
TOTALS	\$1,100,490.28	\$1,148,501.00	\$1,164,882.00	\$1,171,158.00

2016 REVENUES	2017 ADOPTED REVENUES	2017 ESTIMATED REVENUES	2018 DEPARTMENT REQUESTS
\$4,108,122.78	\$3,260,000.00	\$3,260,000.00	\$3,320,000.00

SIGNED: Camelia J. Ugeux  
DEPARTMENT HEAD

TITLE: Warren County Clerk

DATE: 9-13-2017

# Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual	2017 Adopted	2017 Amended	2017 Actual	2018 Departmental
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Fund A - General	REVENUE					
	Department 1410 - County Clerk					
	Non-Property Tax Items					
1136	Automobile Use Tax	471,914.74	475,000.00	475,000.00	291,628.49	480,000.00
<b>Non-Property Tax Items Totals</b>		<b>\$471,914.74</b>	<b>\$475,000.00</b>	<b>\$475,000.00</b>	<b>\$291,628.49</b>	<b>\$480,000.00</b>

Comments	Account	Level	Request	Comment
	1136	Departmental Request		Based on 2016 and 2017 ytd (av. \$41,000 mo), projected MV Use Tax could generate \$ 490,000+ if activity remains consistent with 1st half of year (less h/i/o); steadily increased 2013 to 2016. Recommend small increase to \$ 480,000.

1255	County Clerks Fees	1,206,593.14	1,200,000.00	1,200,000.00	703,719.33	1,200,000.00
1256	Mortgage Tax	2,386,082.10	1,550,000.00	1,550,000.00	1,045,289.75	1,600,000.00
1259	Clerk Internet Sales	43,532.80	35,000.00	35,000.00	26,834.80	40,000.00
<b>Departmental Income Totals</b>		<b>\$3,636,208.04</b>	<b>\$2,785,000.00</b>	<b>\$2,785,000.00</b>	<b>\$1,775,843.88</b>	<b>\$2,840,000.00</b>

Comments	Account	Level	Request	Comment		
	1255	Departmental Request		YTD Clerk revenue fees monthly average at \$ 100,000; anticipate reaching budget amount; however, recommend no change to anticipated revenue for 2018. Remain at \$ 1,200,000.		
	1256	Departmental Request		Mortgage Tax revenue in 2016 was impacted by Feb. 2016 Mtg apportionment from 2014; added into 2016; not a factor to 2017 targets; current mo. average: \$ 153,000; anticipate reaching 2017 budget. Recommend conservative approach, possibly small increase. \$ 1,600,000		
	1259	Departmental Request		Online document sales are on course to meet and exceed budgeted amount; included in EDMs contract; 2017 ytd mo average: \$ 3500. Possible minor increase for 2018 to \$ 38,000 - \$ 40,000. Review suggests \$ 40,000.		
<b>Department 1410 - County Clerk Totals</b>		<b>\$4,108,122.78</b>	<b>\$3,260,000.00</b>	<b>\$3,260,000.00</b>	<b>\$2,067,472.37</b>	<b>\$3,320,000.00</b>

# Budget Worksheet Report

Budget Year 2018

Unit	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
<b>EXPENSE</b>						
Department 1410 - County Clerk						
Personal Services						
	Salaries - Regular	607,294.91	629,051.00	639,059.00	416,550.46	654,436.00
	Salaries - Overtime	2,799.60	2,000.00	2,000.00	2,099.25	2,000.00
	Salaries - Part Time	7,935.42	20,619.00	20,619.00	1,719.31	21,551.00
	<i>Personal Services Totals</i>	<u>\$618,029.93</u>	<u>\$651,670.00</u>	<u>\$661,678.00</u>	<u>\$420,369.02</u>	<u>\$677,987.00</u>
Comments						
	<i>Account</i>		<i>Level</i>	<i>Comment</i>		
	120		Departmental Request	OT is required to provide adequate DMV supervisory coverage given DMV 9 hr day/supervisor's leave allocations; occasional mandatory dept level meetings outside normal workday (due to public demands). Projected request reflects more accurate need of dept.: \$2700. Clerk PT reflects DMV PT (1040 hrs/no benefits) position and Co. Clerk part time temp/no benefits) for court imaging. DMV PT is a downsize from FT position.		
	130		Departmental Request			
<b>Equipment</b>						
	Furniture/Furnishings	2,317.15	.00	.00	.00	3,000.00
	Office Equipment	339.52	3,500.00	3,500.00	177.75	500.00
	Office Equipment - Reserve	.00	.00	2,250.00	1,740.81	.00
	<i>Equipment Totals</i>	<u>\$2,656.67</u>	<u>\$3,500.00</u>	<u>\$5,750.00</u>	<u>\$1,918.56</u>	<u>\$3,500.00</u>
Comments						
	<i>Account</i>		<i>Level</i>	<i>Comment</i>		
	210		Departmental Request	Pistol Permit Active Case files have experienced significant growth & activity (since 2013); uncertain as to impact of 2018 recert on office; current filing system in need of expansion; 1 additional Times 2 Confidential filing unit - NYS contract PC66232. \$ 3000. DMV remote purchase order for 2017 underway; return to routine equipment replacement for DMV/Clerk - staplers, adding machines.		
	220		Departmental Request			

# Budget Worksheet Report

Budget Year 2018

Fund A - General Account Description 2016 Actual 2017 Adopted Budget 2017 Amended Budget 2017 Actual Amount 2018 Departmental Request

Account	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Actual	2018 Departmental Request
EXPENSE					
Department 1410 - County Clerk					
Contractual Expense					
410 Supplies	8,836.57	8,750.00	8,734.00	6,149.33	8,750.00
422 Repair/Maint-Equipment	380.00	1,100.00	2,897.00	1,447.00	1,000.00
423 Telephone	4,466.12	5,800.00	5,800.00	2,784.86	5,400.00
424 Postage	10,272.30	11,500.00	11,500.00	5,771.54	11,500.00
425 Reproduction Expenses	71,604.00	72,000.00	72,000.00	41,769.00	72,000.00
426 Subscriptions	2,567.64	2,600.00	2,600.00	990.00	2,600.00
427 Memberships & Dues	300.00	300.00	300.00	300.00	300.00
428 Data Processing & Internet Fees	204.17	248.00	264.00	248.00	264.00
436 Advertising Fees	355.00	500.00	500.00	357.50	500.00
439 Misc Fees & Expenses	229.00	225.00	225.00	.00	225.00
444 Travel/Education/Conference	354.00	800.00	800.00	274.00	800.00
<b>Contractual Expense Totals</b>	<b>\$99,568.80</b>	<b>\$103,823.00</b>	<b>\$105,620.00</b>	<b>\$60,091.23</b>	<b>\$103,339.00</b>

Account	Level	Comment
410	Departmental Request	Consumables (toner, barcode labels for RP, Court, Pistol Permit Ink, cards, passport photo media) impact supply costs. With more streamlined purchasing expect to meet budgeted amounts for both Clerk and Public Records. Maintain as per 2017.
422	Departmental Request	Request reflects selected equipment repair essential for clerk operations (paymaster, court clock, map plotter, address repair prior to engaging in more costly replacement. Slight decrease suggested.
423	Departmental Request	Telephone and EDMS high speed contained in 2017; slightly less in expenditures ytd. Anticipate slight reduction in 2018 request.
424	Departmental Request	Postage remains consistent with 2017 expenditures; less outgoing mail due to e-recording program; anticipate no significant change for 2018.
425	Departmental Request	Request reflects annual contract for EDMS with IQS (WC-13, Res 182 of 2013; hardware, software, support, backups, \$ 5967 mo; main operation of County Clerk. System generate av \$3500 revenue per month: Internet copy fees/subscriptions (reflected in A 1410 1259 revenue code). Maintain as is.
426	Departmental Request	Request reflect legal publications for Clerk's court and real property/recording & filing. Maintain as is.
427	Departmental Request	Request reflects membership to NYSACC; fee established by by-laws. No change.
428	Departmental Request	Code reflect anticipated 2018 cost of \$ 66 per Internet connection for dept as advised by IT.
436	Departmental Request	Request reflect limited advertising for FAVOR program; legal ads on demand. Maintain as is.
439	Departmental Request	Request reflects DMV/Homeand security criminal background checks on new employees. Maintain as is.
444	Departmental Request	Request reflects annual Clerk conferences (NYSACC) scheduled throughout yr and for serving as chair of Clerk operations. Maintain as is.

Employee Benefits	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Actual	2018 Departmental Request
110 Retirement	89,422.36	90,147.00	91,708.00	64,386.49	94,935.00
130 Social Security	35,971.19	40,402.00	41,022.00	24,461.90	42,034.00
131 Medicare Contribution	8,412.71	9,449.00	9,594.00	5,720.88	9,832.00
160 Hospitalization	184,480.38	183,563.00	183,563.00	120,170.14	156,740.00
165 Dental Insurance	2,626.22	2,496.00	2,496.00	2,108.00	2,904.00
<b>Employee Benefits Totals</b>	<b>\$320,912.86</b>	<b>\$326,057.00</b>	<b>\$328,383.00</b>	<b>\$216,847.41</b>	<b>\$306,445.00</b>

# Budget Worksheet Report

Budget Year 2018

Other Benefits						
0	Workmen's Compensation	6,515.78	4,987.00	4,987.00	4,986.50	4,204.00
1	Retirees Hospitalization	52,806.24	58,464.00	58,464.00	44,686.75	75,683.00
2	Health Insurance Cost Reimbursement	.00	.00	.00	395.00	.00
<i>Other Benefits Totals</i>		<u>\$59,322.02</u>	<u>\$63,451.00</u>	<u>\$63,451.00</u>	<u>\$50,068.25</u>	<u>\$79,887.00</u>
Comments						
Account	Level	Comment				
840	Departmental Request	Request reflects dept. assessment presented by Self Insurance; \$ 4203.03 (rounded to \$ 4204). Represents \$ 783 decrease over 2017.				
Department	1410 - County Clerk Totals	<u>\$1,100,490.28</u>	<u>\$1,148,501.00</u>	<u>\$1,164,882.00</u>	<u>\$749,294.47</u>	<u>\$1,171,158.00</u>

2018 Salary Schedule (Position Budgeting)  
County Clerk

Empl. #	Name	Position	Ann. Grade & Rate	Annual Earnings	Empl. Type	Benefit Group	Hire Date
12428	Conte, Christine	MV License/Reg Clerk #2	08-05 / \$19,18	\$37,402.00	Full Time	CSEA/FT	9/30/2013
11443	Conway, Jamie	MV LIC/REG CLERK #8	08-09 / \$19,18	\$41,800.00	Full Time	CSEA/FT	4/14/2008
8240	Corcoran, Ann	MV Supervisor	15-27 / \$24,96	\$51,923.00	Full Time	CSEA/FT	12/17/1990
11984	French, Lucinda	Legal Recording Clerk	07-06 / \$18,43	\$38,328.00	Full Time	CSEA/FT	8/8/2011
11708	Latham, Christine	Legal Record Clerk	07-08 / \$18,43	\$38,328.00	Full Time	CSEA/FT	10/19/2009
12872	Linehan, Suanne	1st Deputy County Clerk	N/A / \$27.83	\$50,658.00	Full Time	Appointed FT	1/1/2016
13022	Palma, Yvonne	MV License/Reg Clerk #10	08-00 / \$16,40	\$34,470.00	Full Time	CSEA/FT	5/10/2017
12702	Rivers, Peter	MV License/Reg Clerk #1	08-03 / \$17,24	\$35,917.00	Full Time	CSEA/FT	12/1/2014
8891	Ryther, Theresa	Senior Legal Recording Clerk	12-23 / \$22,95	\$47,744.00	Full Time	CSEA/FT	2/7/1994
13021	Sherman, Patricia	MV License/Reg Clerk #7	08-00 / \$16,40	\$34,535.00	Full Time	CSEA/FT	3/27/2017
7810	Smith, Sandra	Principal Account Clerk	10-28 / \$22,56	\$46,934.00	Full Time	CSEA/FT	4/24/1989
13008	Stillman, Veronica	Recording Clerk #2	07-00 / \$15,74	\$33,226.00	Full Time	CSEA/FT	2/27/2017
11067	Van Dorn, Cindy	Senior MV Examiner	10-11 / \$21,84	\$45,434.00	Full Time	CSEA/FT	3/6/2006

1553	Vogel, Pamela N/A / \$41.90	County Clerk N/A / \$41.90	\$76,266.00 Elected	Elected/FT	1/8/1990
9975	Winchell, Claudia 07-18 / \$19.94	Recording Clerk #1 07-19 / \$19.94	\$41,471.00 Full Time	CSEA/FT	10/4/1999
	N/A / \$0.00	County Clerk Over Time N/A / \$0.00	\$2,000.00		
	N/A / \$0.00	County Clerk Part Time Help N/A / \$0.00	\$4,500.00		
	08-00 / \$16.40	MV License/Reg Clerk - PT N/A / \$16.40	\$17,051.00		
		<b>18</b>	<b>\$677,987.00</b>		

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WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT:

Public Records

BUDGET ACCOUNT CODE:

A.1665

OBJECT CODES

2016 EXPENDITURES

2017 ADOPTED

2017 AMENDED

2018 DEPARTMENT REQUESTS

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
100'S PERSONAL SERVICES	\$111,677.48	\$136,914.00	\$138,631.00	\$145,242.00
200'S EQUIPMENT	\$732.85			\$0.00
400'S CONTRACTUAL	\$12,493.77	\$18,000.00	\$19,735.00	\$18,930.00
800'S EMPLOYEE BENEFITS	\$65,994.03	\$87,928.00	\$88,221.00	\$83,936.00
TOTALS	\$190,898.13	\$242,842.00	\$246,587.00	\$248,108.00

SIGNED:

*James G. Logan*  
DEPARTMENT HEAD

TITLE:

Warren County Clerk

DATE:

9-13-2017

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# Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 1665 - Public Records						
Personal Services						
110	Salaries - Regular	96,483.87	116,831.00	118,548.00	80,947.13	124,297.00
120	Salaries - Overtime	.00	200.00	200.00	.00	200.00
130	Salaries - Part Time	15,193.61	19,883.00	19,883.00	4,632.36	20,745.00
<i>Personal Services Totals</i>		<u>\$111,677.48</u>	<u>\$136,914.00</u>	<u>\$138,631.00</u>	<u>\$85,579.49</u>	<u>\$145,242.00</u>
Comments						
<i>Account</i>		<i>Level</i>		<i>Comment</i>		
120		Departmental Request		Request reflects minimal OT that may be necessary for staff meetings prior to public hours.		
130		Departmental Request		Dept. PT reflects Rec. Clerk PT (1000 hrs annually) and part-time temp work for Imaging programs, no benefits. PT position is downsize from FT Rec. Clerk. Maintain as is.		
<b>Equipment</b>						
210	Furniture/Furnishings	239.92	.00	.00	.00	.00
220	Office Equipment	492.93	.00	.00	.00	.00
<i>Equipment Totals</i>		<u>\$732.85</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Contractual Expense</b>						
410	Supplies	3,824.53	7,000.00	7,000.00	2,712.78	7,000.00
422	Repair/Maint-Equipment	430.00	1,000.00	1,000.00	.00	430.00
425	Reproduction Expenses	8,239.24	10,000.00	11,735.00	2,546.02	11,500.00
<i>Contractual Expense Totals</i>		<u>\$12,493.77</u>	<u>\$18,000.00</u>	<u>\$19,735.00</u>	<u>\$5,258.80</u>	<u>\$18,930.00</u>
Comments						
<i>Account</i>		<i>Level</i>		<i>Comment</i>		
410		Departmental Request		Consummables & supplies for pub. records equipment represent large portion of supply budget. With streamlined purchasing anticipate holding expenditures to current for 2018. No change.		
422		Departmental Request		Request reflects annual maintenance on Cummins shredder - RSC for inhouse shredding required for BOE,DMV, selected Public Health & other highly confidential documents. Reduced to reflect annual fee.		
425		Departmental Request		Request reflects expenditures associated with operation of public records and RSC units within CC: Archival Preservation of Permanent Volumes; Annual Confidential Destruction of obsolete records (all co. depts.); Offsite storage of MF (county depts. & court)-NYS partner); Archival Mgt Software for digital conversion of hi-volume, longterm files impacting storage capacity of RSC; relative to IQS pilot (Aug. 2017). Anticipate slight increase to address digital project for RSC 2018.		

Budget Worksheet Report  
Budget Year 20

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General EXPENSE						
Department 1665 - Public Records						
<i>Employee Benefits</i>						
810	Retirement	13,551.14	16,182.00	16,450.00	10,463.05	18,252.00
830	Social Security	6,589.62	8,488.00	8,488.00	4,988.52	9,004.00
831	Medicare Contribution	1,541.12	1,986.00	2,011.00	1,166.67	2,106.00
860	Hospitalization	27,073.19	41,251.00	41,251.00	24,579.99	31,819.00
865	Dental Insurance	438.00	696.00	696.00	396.00	528.00
<i>Employee Benefits Totals</i>		<u>\$49,193.07</u>	<u>\$68,603.00</u>	<u>\$68,896.00</u>	<u>\$41,594.23</u>	<u>\$61,709.00</u>
<i>Other Benefits</i>						
861	Retirees Hospitalization	16,800.96	19,325.00	19,325.00	12,883.20	22,227.00
<i>Other Benefits Totals</i>		<u>\$16,800.96</u>	<u>\$19,325.00</u>	<u>\$19,325.00</u>	<u>\$12,883.20</u>	<u>\$22,227.00</u>
Department 1665 - Public Records Totals		\$190,898.13	\$242,842.00	\$246,587.00	\$145,315.72	\$248,108.00

2018 Salary Schedule (Position Budgeting)  
Public Records

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
			Jan. Grade & Rate			
10044	McClenahan, Alison	Records Manager	\$50,923.00	Full Time	CSEA/FT	4/3/2000
	15-17 / \$24.48	15-18 / \$24.48				
11757	Raymond, Brian	Assistant Records Manager	\$39,885.00	Full Time	CSEA/FT	3/29/2010
	08-07 / \$19.18	08-08 / \$19.18				
12961	Ryan, Richard	Recording Clerk #3	\$33,489.00	Full Time	CSEA/FT	9/8/2016
	07-01 / \$16.02	07-02 / \$16.29				
		Public Records Over Time	\$200.00			
	N/A / \$0.00	N/A / \$0.00				
		Public Records Part Time	\$5,000.00			
	N/A / \$0.00	N/A / \$0.00				
		Recording Clerk (1000 hrs)	\$15,745.00			
	07-00 / \$15.74	N/A / \$15.74				
		<b>6</b>	<b>\$145,242.00</b>			

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WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT:

Historian

BUDGET ACCOUNT CODE:

A.7510

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$11,730.93	\$11,987.00	\$11,987.00	\$11,987.00
200's EQUIPMENT		\$0.00	\$750.00	\$0.00
400's CONTRACTUAL	\$571.79	\$1,000.00	\$1,000.00	\$986.00
800's EMPLOYEE BENEFITS	\$964.05	\$977.00	\$977.00	\$988.00
TOTALS	\$13,266.77	\$13,964.00	\$14,714.00	\$13,961.00

2016 REVENUES	2017 ADOPTED REVENUES	2017 ESTIMATED REVENUES	2018 DEPARTMENT REQUESTS
\$154.90	\$150.00	\$150.00	\$100.00

SIGNED:

*Annelle Lopez*  
DEPARTMENT HEAD

TITLE:

~~Warren County Clerk~~

DATE:

~~9-13-2017~~

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**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Historian  
 BUDGET ACCOUNT CODE: A.7510

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$11,730.93	\$11,987.00	\$11,987.00	\$11,987.00
200's EQUIPMENT		\$0.00	\$750.00	\$0.00
400's CONTRACTUAL	\$571.79	\$1,000.00	\$1,000.00	\$986.00
800's EMPLOYEE BENEFITS	\$964.05	\$977.00	\$977.00	\$988.00
<b>TOTALS</b>	<b>\$13,266.77</b>	<b>\$13,964.00</b>	<b>\$14,714.00</b>	<b>\$13,961.00</b>

2016 REVENUES	2017 ADOPTED REVENUES	2017 ESTIMATED REVENUES	2018 DEPARTMENT REQUESTS
\$154.90	\$150.00	\$150.00	\$100.00

SIGNED: *Patricia J. Vogel*  
 DEPARTMENT HEAD  
 TITLE: Warren County Clerk  
 DATE: 9-13-2017

# Budget Worksheet Report

Budget Year 201

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General	REVENUE					
Department 7510 - Historian	Departmental Income					
1271	Historian Fees	154.90	150.00	150.00	6.00	100.00
	<i>Departmental Income Totals</i>	154.90	150.00	150.00	6.00	100.00
	<i>Comments</i>					
	Account					
	1271					
	Level					
	Departmental Request					
	<i>Comment</i>					
	Historian fee collection (for dept copies, research fees) lagging; several inquiries out. Recommend decreasing budgeted amount for Historian revenue.					
Department 7510 - Historian Totals	REVENUE TOTALS	\$154.90	\$150.00	\$150.00	\$6.00	\$100.00
Department 7510 - Historian Totals	REVENUE TOTALS	\$4,108,277.68	\$3,260,150.00	\$3,260,150.00	\$2,067,478.37	\$3,320,100.00

# Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
<b>EXPENSE</b>						
	Department 7510 - Historian					
	Personal Services					
130	Salaries - Part Time					
	<i>Personal Services Totals</i>	11,730.93	11,987.00	11,987.00	8,212.30	11,987.00
		\$11,730.93	\$11,987.00	\$11,987.00	\$8,212.30	\$11,987.00
	<i>Equipment</i>					
220.1	Office Equipment - Reserve					
	<i>Equipment Totals</i>	.00	.00	750.00	580.27	.00
		\$0.00	\$0.00	\$750.00	\$580.27	\$0.00
	<i>Contractual Expense</i>					
410	Supplies					
423	Telephone	85.12	410.00	360.00	58.83	360.00
424	Postage	12.64	25.00	25.00	8.32	25.00
427	Memberships & Dues	29.03	30.00	30.00	5.43	25.00
428	Data Processing & Internet Fees	40.00	50.00	50.00	40.00	40.00
444	Travel/Education/Conference	62.00	85.00	85.00	82.17	86.00
	<i>Contractual Expense Totals</i>	343.00	400.00	450.00	.00	450.00
		\$571.79	\$1,000.00	\$1,000.00	\$194.75	\$986.00
	Comments					
	Account	Level	Comment			
	410	Departmental Request	Request reflects potential supply costs; expenditures could increase with Internship programs. Maintain reasonable base from which to operate.			
	427	Departmental Request	Request reflects annual members to Association of Public Historians, NYS. Slight reduction for 2018.			
	428	Departmental Request	Request reflect annual internet connection; web domain for Bic. page.			
	444	Departmental Request	Historian participates in annual meetings as well as periodic conferences with APHNY (Public Historian), representative to Historian's Institute. Very active meeting with town historians in Warren Co. Inservice training essential to program. Slight increase; All travel in accordance with GSA rates.			
	<i>Employee Benefits</i>					
30	Social Security					
31	Medicare Contribution					
	<i>Employee Benefits Totals</i>	727.32	743.00	743.00	509.17	743.00
		170.09	174.00	174.00	119.08	174.00
		\$897.41	\$917.00	\$917.00	\$628.25	\$917.00

# Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual	2017 Adopted	2017 Amended	2017 Actual	2018 Departmental Request
Fund A - General	EXPENSE					
Department 7510 - Historian	Other Benefits					
840	Workmen's Compensation	66.64	60.00	60.00	59.26	71.00
	Other Benefits Totals	\$66.64	\$60.00	\$60.00	\$59.26	\$71.00
Comments						
Account	Level	Comment				
840	Departmental Request	WC Assessment based on data provided by Self Insurance Dept. - \$ 70.13 (rounded to \$ 71) for 2018.				

Department 7510 - Historian Totals	\$13,266.77	\$13,964.00	\$14,714.00	\$9,674.83	\$13,961.00
EXPENSE TOTALS	\$1,304,655.18	\$1,405,307.00	\$1,426,183.00	\$904,285.02	\$1,433,227.00
Fund A - General Totals	\$4,108,277.68	\$3,260,150.00	\$3,260,150.00	\$2,067,478.37	\$3,320,100.00
REVENUE TOTALS	\$4,108,277.68	\$3,260,150.00	\$3,260,150.00	\$2,067,478.37	\$3,320,100.00
EXPENSE TOTALS	\$1,304,655.18	\$1,405,307.00	\$1,426,183.00	\$904,285.02	\$1,433,227.00
Fund A - General Totals	\$2,803,622.50	\$1,854,843.00	\$1,833,967.00	\$1,163,193.35	\$1,886,873.00
Net Grand Totals	\$4,108,277.68	\$3,260,150.00	\$3,260,150.00	\$2,067,478.37	\$3,320,100.00
REVENUE GRAND TOTALS	\$4,108,277.68	\$3,260,150.00	\$3,260,150.00	\$2,067,478.37	\$3,320,100.00
EXPENSE GRAND TOTALS	\$1,304,655.18	\$1,405,307.00	\$1,426,183.00	\$904,285.02	\$1,433,227.00
Net Grand Totals	\$2,803,622.50	\$1,854,843.00	\$1,833,967.00	\$1,163,193.35	\$1,886,873.00

2018 Salary Schedule (Position Budgeting)  
Historian

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
Jan 1 Grade & Rate	Ann. Grade & Rate					
12844	Cianfarano, Stanley	County Historian				
	N/A / \$14.41	N/A / \$14.41	\$11,987.00	Less than Half	Less P/T12/21/12	10/5/2015
		1	\$11,987.00			