

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

**Warren County Support Services Committee: Co. Clerk/DMV - Agenda
Sept. 28, 2018**

- I. Committee Meeting Call to Order: Supervisor Bill Loeb
- II. Motion to approve minutes of prior committee meeting (No pending items)
- III. Action Agenda/New Business:

Review of the 2019 County Clerk-DMV/ Public Records/Historian Department Budgets:

County Clerk: A 1410 with Revenue A 1410 1136 (MV Use Tax) , A 1410 1255 (Clerk Fees), **A 1410 1256 (Mortgage Tax-note: awaiting legislative renewal)**, A 1410 1259 (Clerk Internet Fees).

Records Mgt: A 1460

Public Records: A 1665

Historian: A 7510 with Revenue A 7510 1271

UPDATE AS OF 9/27/2018:

Re: A 1410 1256 Mortgage Tax (Local):

According to NYS Tax and Finance, the agency does not anticipate a return to session at this time (prior to Dec. 1, 2018) to pass legislation extending the Local Mortgage Tax for those counties due to expire by Dec. 1, 2018. This includes Warren County. The following steps are being taken to address the **recording process** in affected counties:

- The Office of Counsel for NYS Taxation and Finance will be sending a letter advising County Clerks for those counties for which the Local Tax was not extended by the NYS Legislature to discontinue collecting the .25% Local Tax as of Dec. 1, 2018.
- Tax and Finance is also in the process of revising the tax form/instruction sheet to reflect the return to 1% for these counties. This should provide essential information to those involved in the recording of mortgages-banks, attorneys, title/abstract companies, Clerk's offices.
- It is possible that the legislature could address the Local Tax extension in 2019.
- Warren County's annual revenue from Local Mtg. Tax amounts to approx. \$ 900,000. (2017: \$986,342.58; 2018 YTD Jan-Aug: \$ 657,456.98 (Sept. approx. \$ 126,000).
- The budgeted amount for A. 1256 for 2019 is based on 12 months Additional Mortgage Tax (\$ 900,000) and approx. 9 months Local Tax (\$ 700,000); with minor increase: \$ 1,650,000 (anticipating a return to session and renewal by April 1, 2018).

No Further Business.

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$638,300.37	\$682,367.00	\$682,367.00	\$703,749.00
200's EQUIPMENT	\$2,121.68	\$3,500.00	\$6,070.00	\$500.00
400's CONTRACTUAL	\$101,293.92	\$103,339.00	\$103,339.00	\$104,325.00
800's EMPLOYEE BENEFITS	\$371,433.04	\$383,747.00	\$383,747.00	\$382,205.00
TOTALS	\$1,113,149.01	\$1,172,953.00	\$1,175,523.00	\$1,190,779.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$3,697,659.41	\$3,320,000.00	\$3,320,000.00	\$3,370,000.00

SIGNED: *Samela J. Vogel*
DEPARTMENT HEAD
TITLE: *Warren Co Clerk*
DATE: *9-14-2018*

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
REVENUE						
Department 1410 - County Clerk						
Non-Property Tax Items						
1136	Automobile Use Tax	480,586.97	480,000.00	480,000.00	296,552.81	480,000.00
<i>Non-Property Tax Items Totals</i>		<u>\$480,586.97</u>	<u>\$480,000.00</u>	<u>\$480,000.00</u>	<u>\$296,552.81</u>	<u>\$480,000.00</u>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
1136	Departmental Request	Based on prior year 2017 (\$ 480,000) & 2018 ytd (6 mos/\$ 254,804)/\$ 42,000 mo), could realize an increase to approx. \$500,000. Recommend conservative approach; remain at \$ 480,000.				
Departmental Income						
1255	County Clerks Fees	1,247,578.43	1,200,000.00	1,200,000.00	745,701.07	1,200,000.00
1256	Mortgage Tax	1,922,485.21	1,600,000.00	1,600,000.00	1,115,159.69	1,650,000.00
1259	Clerk Internet Sales	47,008.80	40,000.00	40,000.00	25,454.00	40,000.00
<i>Departmental Income Totals</i>		<u>\$3,217,072.44</u>	<u>\$2,840,000.00</u>	<u>\$2,840,000.00</u>	<u>\$1,886,314.76</u>	<u>\$2,890,000.00</u>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
1255	Departmental Request	Current YTD revenue (\$ 738,374/7m/approx. \$ 105,482 per mo) suggests meeting & exceeding 2018 budget. Note: Increased DMV activity: license cycles, EDL, Real ID, dealer work; recommend conservative approach - Maintain budget as is. Since 2008 implementation, the Local Tax along w/ Add'l MT have played an essential part in county budget & revenue. 2017: \$ 1,922,485; 2018 ytd suggests will meet & exceed 2018 budget (\$ 1,600,000 / av. \$ 159,308/7 mos, ie: \$ 1,900,000). HOWEVER, NYS legislature has failed to approve Local Tax renewal (exp. 12/1/2018); could reduce 2018 revenue. Until approved, will also impact 2019 rev. After discussion, continue conservative, with modest increase for 2019. 2019: \$ 1,650,000. Online document sales are on course to meet & exceed budgeted amount for 2018; YTD (\$ 25,454/7 mo/\$ 3600 av). Projected year end: \$ 43,635. While activity could increase in last qtr, suggest remain at \$ 40,000. No Change.				
1256	Departmental Request					
1259	Departmental Request					
Department 1410 - County Clerk Totals		<u>\$3,697,659.41</u>	<u>\$3,320,000.00</u>	<u>\$3,320,000.00</u>	<u>\$2,182,867.57</u>	<u>\$3,370,000.00</u>
REVENUE TOTALS		<u>\$3,697,659.41</u>	<u>\$3,320,000.00</u>	<u>\$3,320,000.00</u>	<u>\$2,182,867.57</u>	<u>\$3,370,000.00</u>
EXPENSE						
Department 1410 - County Clerk						
Personal Services						
110	Salaries - Regular	625,715.48	658,116.00	658,116.00	441,071.97	679,055.00
120	Salaries - Overtime	2,992.59	2,700.00	2,700.00	1,276.91	2,700.00
130	Salaries - Part Time	9,592.30	21,551.00	21,551.00	14,625.63	21,994.00
<i>Personal Services Totals</i>		<u>\$638,300.37</u>	<u>\$682,367.00</u>	<u>\$682,367.00</u>	<u>\$456,974.51</u>	<u>\$703,749.00</u>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
120	Departmental Request	OT is required to provide adequate DMV supervisory coverage (9 hr DMV day), address leave allocations, end of year requests, & current volume. Amended budget of \$ 2700 is expected to meet DMV needs. for 2018. No change for 2019. Clerk PT reflects DMV PT (1040 hrs/no benefits) & Clerk PT temp for court records imaging. DMV PT is downsize from FT position; PT salary based on CSEA gr. 8 hrly pay rate (2019); Clerk PT temp : \$ 4500.)				
130	Departmental Request					

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
Department 1410 - County Clerk						
<i>Equipment</i>						
210	Furniture/Furnishings	.00	3,000.00	3,000.00	.00	.00
220	Office Equipment	380.87	500.00	3,070.00	115.22	500.00
220.1	Office Equipment - Reserve	1,740.81	.00	.00	.00	.00
<i>Equipment Totals</i>		\$2,121.68	\$3,500.00	\$6,070.00	\$115.22	\$500.00
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
210	Departmental Request	2018 represents single request for additional Pistol Permit Cabinet, to be installed, Sept-Nov 2018. No furniture purchases for 2019. \$ 0 request.				
220	Departmental Request	2018 Amended includes DMV equipment PO, still awaiting delivery; 2019 resumes standard replacement budget for DMV/Clerk - electric staplers, calculators for terminals. Allocate: \$ 500.				
<i>Contractual Expense</i>						
410	Supplies	9,026.96	8,750.00	8,750.00	5,147.90	8,750.00
422	Repair/Maint-Equipment	1,447.00	1,000.00	1,000.00	.00	1,000.00
423	Telephone	4,324.22	5,400.00	5,400.00	2,687.17	5,400.00
424	Postage	10,365.67	11,500.00	11,500.00	6,188.71	12,000.00
425	Reproduction Expenses	71,754.00	72,000.00	72,000.00	41,769.00	72,000.00
426	Subscriptions	2,633.57	2,600.00	2,600.00	1,143.26	2,850.00
427	Memberships & Dues	300.00	300.00	300.00	300.00	300.00
428	Data Processing & Internet Fees	248.00	264.00	264.00	264.00	300.00
436	Advertising Fees	357.50	500.00	500.00	357.50	500.00
439	Misc Fees & Expenses	.00	225.00	225.00	198.00	225.00
444	Travel/Education/Conference	837.00	800.00	800.00	689.60	1,000.00

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
Department 1410 - County Clerk						
<i>Contractual Expense</i>						
	<i>Contractual Expense Totals</i>	\$101,293.92	\$103,339.00	\$103,339.00	\$58,745.14	\$104,325.00
Comments						
	<i>Account</i>		<i>Level</i>	<i>Comment</i>		
	410		Departmental Request	Consummables (toner, barcode labels (RP,Court), passport & pistol permit supplies) are essential supplies for Clerk operations. Streamlined purchasing in place; anticipate expenditures to fall within budgeted amounts: Clerk & Public Records accounts. No change for 2019.		
	422		Departmental Request	Request reflects potential repair costs for essential Clerk equipment/operations: map printers, pc consummables, court clock, paymaster. Repair can be more cost effective approach to item replacement. No change for 2019.		
	423		Departmental Request	Projected 2018 tel. expenditures av. ytd \$ 387 per mo., includes cost of Hi speed EDMS line for Clerk computer operation; within budget. Recommend no change for 2019.		
	424		Departmental Request	YTD postage (\$ 6198/7 mo) slightly higher than 2017 (\$ 5771); end of year monthly expenditures tend to increase (ie: Aug-Dec 2017); project addl \$ 5000 (Aug-Dec) for 2018. . Recommend modest postage increase for 2019. Budget request: \$ 12,000.		
	425		Departmental Request	Request reflects annual contract for EDMS with IQS (WC-13,Res 182/2013, extension 120/2018-19. Web revenue credited to A 1259 Rev. account. Monthly fee: \$ 5967 - Annual \$ 72,000. Maintain as is for 2019.		
	426		Departmental Request	Request reflects legal publications for Co. Clerk; slight increase in subscriptions; projected 2018 - \$ 2832. Recommend modest increase for 2019. \$ 2850.		
	427		Departmental Request	Request reflects membership in NYSACC; fees est. by by-laws. No increase for 2019.		
	428		Departmental Request	Anticipated minor increase for internet/domain fees for 2019. Request reflects modest increase for 2019.		
	436		Departmental Request	Request reflects limited legal ads (on demand), Veterans/Favor Program recognition. Maintain as is. No change for 2019.		
	439		Departmental Request	Request reflects DMV/Homeland Security security/criminal checks for employees not prev. screened. Anticipate two employees for 2019. Maintain as is.		
	444		Departmental Request	Request reflects official Clerk Conferences (NYSACC); chair operations, ad hoc/grant committees; 2018-2019 also reflect change to meeting schedule, add'l fee for deputy attendance. Slight increase to accommodate change in conference schedule. Increase to \$ 1000.		
<i>Employee Benefits</i>						
810	Retirement	88,701.34	95,216.00	95,216.00	64,353.95	95,678.00
830	Social Security	37,144.38	42,306.00	42,306.00	26,486.99	43,632.00
831	Medicare Contribution	8,686.97	9,895.00	9,895.00	6,194.52	10,205.00
860	Hospitalization	160,001.38	156,740.00	156,740.00	102,710.23	153,829.00
865	Dental Insurance	2,848.00	2,904.00	2,904.00	2,091.25	2,904.00
	<i>Employee Benefits Totals</i>	\$297,382.07	\$307,061.00	\$307,061.00	\$201,836.94	\$306,248.00
<i>Other Benefits</i>						
840	Workmen's Compensation	4,986.50	4,204.00	4,204.00	4,203.03	4,396.00
861	Retirees Hospitalization	67,731.88	70,232.00	70,232.00	45,514.58	69,311.00
862	Health Insurance Cost Reimbursement	1,332.59	2,250.00	2,250.00	1,250.21	2,250.00
	<i>Other Benefits Totals</i>	\$74,050.97	\$76,686.00	\$76,686.00	\$50,967.82	\$75,957.00
Comments						

Budget Worksheet Report

Budget Year 2019

<i>Account</i> 840	<i>Level</i> Departmental Request	<i>Comment</i> Expenditure reflects 2019 WC Assessment as rec'd from Self-Insurance.				
Department	1410 - County Clerk Totals	\$1,113,149.01	\$1,172,953.00	\$1,175,523.00	\$768,639.63	\$1,190,779.00
	EXPENSE TOTALS	\$1,113,149.01	\$1,172,953.00	\$1,175,523.00	\$768,639.63	\$1,190,779.00
Fund	A - General Totals					
	REVENUE TOTALS	\$3,697,659.41	\$3,320,000.00	\$3,320,000.00	\$2,182,867.57	\$3,370,000.00
	EXPENSE TOTALS	\$1,113,149.01	\$1,172,953.00	\$1,175,523.00	\$768,639.63	\$1,190,779.00
Fund	A - General Totals	\$2,584,510.40	\$2,147,047.00	\$2,144,477.00	\$1,414,227.94	\$2,179,221.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$3,697,659.41	\$3,320,000.00	\$3,320,000.00	\$2,182,867.57	\$3,370,000.00
	EXPENSE GRAND TOTALS	\$1,113,149.01	\$1,172,953.00	\$1,175,523.00	\$768,639.63	\$1,190,779.00
	Net Grand Totals	\$2,584,510.40	\$2,147,047.00	\$2,144,477.00	\$1,414,227.94	\$2,179,221.00

2019 Salary Schedule (Position Budgeting)
County Clerk

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan. Grade & Rate	Ann. Grade & Rate				
12428	Conte, Christine	MV License/Reg Clerk #2	\$40,922.00	Full Time	CSEA/FT	9/30/2013
	08-05 / \$19.67	08-06 / \$19.67				
11443	Conway, Jamie	MV LIC/REG CLERK #8	\$43,611.00	Full Time	CSEA/FT	4/14/2008
	08-10 / \$20.97	08-11 / \$20.97				
8240	Corcoran, Ann	MV Supervisor	\$53,234.00	Full Time	CSEA/FT	12/17/1990
	15-28 / \$25.59	15-29 / \$25.59				
11984	French, Lucinda	Legal Recording Clerk	\$39,324.00	Full Time	CSEA/FT	8/8/2011
	07-07 / \$18.91	07-08 / \$18.91				
11708	Latham, Christine	Legal Record Clerk	\$39,846.00	Full Time	CSEA/FT	10/19/2009
	07-09 / \$18.91	07-10 / \$20.21				
12892	Leacock, Andrea	MV License/Reg Clerk - PT	\$17,494.00	Less than Half	Less P/T12/21/12	10/2/2017
	08-00 / \$16.82	N/A / \$16.82				
12872	Linehan, Sueanne	1st Deputy County Clerk	\$52,127.00	Full Time	Appointed F/T	1/1/2016
	N/A / \$28.64	N/A / \$28.64				
13022	Palma, Yvonne	MV License/Reg Clerk #10	\$35,967.00	Full Time	CSEA/FT	5/10/2017
	08-01 / \$17.10	08-02 / \$17.39				
12702	Rivers, Peter	MV License/Reg Clerk #1	\$37,704.00	Full Time	CSEA/FT	12/1/2014
	08-04 / \$18.00	08-05 / \$19.67				
8891	Ryther, Theresa	Senior Legal Recording Clerk	\$49,401.00	Full Time	CSEA/FT	2/7/1994
	12-24 / \$23.54	12-25 / \$23.78				
13021	Sherman, Patricia	MV License/Reg Clerk #7	\$36,038.00	Full Time	CSEA/FT	3/27/2017
	08-01 / \$17.10	08-02 / \$17.39				
7810	Smith, Sandra	Principal Account Clerk	\$48,461.00	Full Time	CSEA/FT	4/24/1989
	10-29 / \$23.13	10-30 / \$23.37				
13008	Stillman, Veronica	Recording Clerk #2	\$34,676.00	Full Time	CSEA/FT	2/27/2017
	07-01 / \$16.43	07-02 / \$16.71				

11067	Van Dorn, Cindy 10-12 / \$22.41	Senior MV Examiner 10-13 / \$22.41	\$46,615.00	Full Time	CSEA/FT	3/6/2006
1553	Vogel, Pamela N/A / \$43.12	County Clerk N/A / \$43.12	\$78,477.00	Elected	Elected/FT	1/8/1990
9975	Winchell, Claudia 07-19 / \$20.45	Recording Clerk #1 07-20 / \$20.69	\$42,652.00	Full Time	CSEA/FT	10/4/1999
	N/A / \$0.00	County Clerk Over Time N/A / \$0.00	\$2,700.00			
	N/A / \$0.00	County Clerk Part Time Help N/A / \$0.00	\$4,500.00			
			18	\$703,749.00		

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Public Records
BUDGET ACCOUNT CODE: A.1665

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$128,792.74	\$145,242.00	\$145,242.00	\$146,419.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$11,856.73	\$18,930.00	\$24,680.00	\$22,680.00
800's EMPLOYEE BENEFITS	\$75,499.82	\$81,674.00	\$81,674.00	\$82,182.00
TOTALS	\$216,149.29	\$245,846.00	\$251,596.00	\$251,281.00

SIGNED: 
DEPARTMENT HEAD
TITLE: 
DATE: 9-14-2018

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1665 - Public Records Totals	\$216,149.29	\$245,846.00	\$251,596.00	\$152,905.98	\$251,281.00
	EXPENSE TOTALS	\$216,149.29	\$245,846.00	\$251,596.00	\$152,905.98	\$251,281.00
	Fund A - General Totals					
	EXPENSE TOTALS	\$216,149.29	\$245,846.00	\$251,596.00	\$152,905.98	\$251,281.00
	Fund A - General Totals	(\$216,149.29)	(\$245,846.00)	(\$251,596.00)	(\$152,905.98)	(\$251,281.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$216,149.29	\$245,846.00	\$251,596.00	\$152,905.98	\$251,281.00
	Net Grand Totals	(\$216,149.29)	(\$245,846.00)	(\$251,596.00)	(\$152,905.98)	(\$251,281.00)

2019 Salary Schedule (Position Budgeting)
Public Records

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
13128	Campagnone, Nancy	Recording Clerk (1000 hrs)	\$16,153.00	Less than Half	Less P/T12/21/12	10/31/2017
	07-00 / \$16.15	N/A / \$16.15				
10044	McClenahan, Alison	Records Manager	\$49,193.00	Full Time	CSEA/FT	4/3/2000
	15-18 / \$25.11	15-19 / \$23.11				
11757	Raymond, Brian	Assistant Records Manager	\$40,922.00	Full Time	CSEA/FT	3/29/2010
	08-08 / \$19.67	08-09 / \$19.67				
12961	Ryan, Richard	Recording Clerk #3	\$34,951.00	Full Time	CSEA/FT	9/8/2016
	07-02 / \$16.71	07-03 / \$17.00				
		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				
		6	\$146,419.00			

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WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$11,979.90	\$12,335.00	\$12,335.00	\$12,335.00
200's EQUIPMENT	\$580.27			\$0.00
400's CONTRACTUAL	\$609.01	\$986.00	\$986.00	\$1,140.00
800's EMPLOYEE BENEFITS	\$975.73	\$1,015.00	\$1,015.00	\$1,013.00
TOTALS	\$14,144.91	\$14,336.00	\$14,336.00	\$14,488.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$30.00	\$100.00	\$100.00	\$100.00

SIGNED: *Benita J. Vogel*
 DEPARTMENT HEAD
 TITLE: *Warren Co. Clerk*
 DATE: *9-14-2018*

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
REVENUE						
Department 7510 - Historian						
Departmental Income						
1271	Historian Fees	30.00	100.00	100.00	.00	100.00
<i>Departmental Income Totals</i>		<u>\$30.00</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$0.00</u>	<u>\$100.00</u>
Comments						
Account	Level	Comment				
1271	Departmental Request	Historian proposes a revised plan for revenue assessment (re: Family History requests), based on specific collection resources/fixd fee. Maintain as is.				
Department 7510 - Historian Totals		<u>\$30.00</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$0.00</u>	<u>\$100.00</u>
REVENUE TOTALS		<u>\$30.00</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$0.00</u>	<u>\$100.00</u>
EXPENSE						
Department 7510 - Historian						
Personal Services						
130	Salaries - Part Time	11,979.90	12,335.00	12,335.00	8,576.89	12,335.00
<i>Personal Services Totals</i>		<u>\$11,979.90</u>	<u>\$12,335.00</u>	<u>\$12,335.00</u>	<u>\$8,576.89</u>	<u>\$12,335.00</u>
Comments						
Account	Level	Comment				
130	Departmental Request	Historian is PT position, no benefits, approx. 832 hours per year. Salary as per 2019 salary schedule.				
<i>Equipment</i>						
220.1	Office Equipment - Reserve	580.27	.00	.00	.00	.00
<i>Equipment Totals</i>		<u>\$580.27</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<i>Contractual Expense</i>						
410	Supplies	86.69	360.00	330.00	93.28	330.00
423	Telephone	15.19	25.00	25.00	9.84	25.00
424	Postage	15.96	25.00	50.00	34.47	50.00
427	Memberships & Dues	40.00	40.00	40.00	40.00	40.00
428	Data Processing & Internet Fees	82.17	86.00	91.00	86.17	95.00
444	Travel/Education/Conference	369.00	450.00	450.00	25.00	600.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
Department 7510 - Historian						
<i>Contractual Expense</i>						
<i>Contractual Expense Totals</i>		\$609.01	\$986.00	\$986.00	\$288.76	\$1,140.00
<i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
410	Departmental Request	Request reflects standard supply costs; book purchases for collection.				
424	Departmental Request	Request reflects potential mailings for Hawaiian celebration; planning initiated 2018; Chas. Reed Bishop 2019-2020. Joint project between Warren Co. and Hawaii.				
427	Departmental Request	Request reflects membership in NY Assoc. of Public Historians (annual membership). Maintain as is.				
428	Departmental Request	Request reflects minor increase for internet/domain fees as per IT dept.				
444	Departmental Request	Request reflects attendance at NYSAPH conferences - scheduling changes; participation in local in-service programs (Capital District & Warren Co.).				
<i>Employee Benefits</i>						
830	Social Security	742.76	765.00	765.00	531.76	765.00
831	Medicare Contribution	173.71	179.00	179.00	124.36	179.00
<i>Employee Benefits Totals</i>		\$916.47	\$944.00	\$944.00	\$656.12	\$944.00
<i>Other Benefits</i>						
840	Workmen's Compensation	59.26	71.00	71.00	70.13	69.00
<i>Other Benefits Totals</i>		\$59.26	\$71.00	\$71.00	\$70.13	\$69.00
<i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
840	Departmental Request	Request reflects Workmen's Comp assessment provided by Self-Insurance for 2019. Minor decrease for 2019.				
Department 7510 - Historian Totals		\$14,144.91	\$14,336.00	\$14,336.00	\$9,591.90	\$14,488.00
EXPENSE TOTALS		\$14,144.91	\$14,336.00	\$14,336.00	\$9,591.90	\$14,488.00
Fund A - General Totals						

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
	REVENUE TOTALS	\$30.00	\$100.00	\$100.00	\$0.00	\$100.00
	EXPENSE TOTALS	\$14,144.91	\$14,336.00	\$14,336.00	\$9,591.90	\$14,488.00
Fund A -	General Totals	(\$14,114.91)	(\$14,236.00)	(\$14,236.00)	(\$9,591.90)	(\$14,388.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$30.00	\$100.00	\$100.00	\$0.00	\$100.00
	EXPENSE GRAND TOTALS	\$14,144.91	\$14,336.00	\$14,336.00	\$9,591.90	\$14,488.00
	Net Grand Totals	(\$14,114.91)	(\$14,236.00)	(\$14,236.00)	(\$9,591.90)	(\$14,388.00)

2019 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	\$12,335.00	Less than Half	Less P/T12/21/12	10/5/2015
	N/A / \$14.83	N/A / \$14.83				
		1	\$12,335.00			

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Records Management

BUDGET ACCOUNT CODE: A.1460

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL		\$0.00	\$61,024.00	\$0.00
800's EMPLOYEE BENEFITS				\$0.00
TOTALS		\$0.00	\$61,024.00	\$0.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$0.00	\$0.00	\$61,024.00	\$0.00

SIGNED: *Camela J. Urgel*
DEPARTMENT HEAD

TITLE: *Warren Co Clerk*

DATE: *9-14-2018*

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual	2018 Adopted	2018 Amended	2018 Actual	2019 Departmental Request
Fund A - General						
REVENUE						
Department 1460 - Records Management						
State Aid						
3060	Records Management	.00	.00	61,024.00	.00	.00
	State Aid Totals	\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
	Comments					
Account	3060					
Level	Departmental Request					
Comment	Amount reflects award for 2018-2019 LGRMIF; any amount remaining as of 12/31/2018 will be carried over to finish project by project deadline 6/30/2019, # 0580-19-7635. Budget will be amended to reflect any carry-over.					
Department 1460 - Records Management Totals		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
REVENUE TOTALS		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
EXPENSE						
Department 1460 - Records Management						
Contractual Expense						
425	Reproduction Expenses	.00	.00	61,024.00	.00	.00
	Contractual Expense Totals	\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
	Comments					
Account	425					
Level	Departmental Request					
Comment	Award will cover LGRMIF Grant # 0580-19-7635; if not expended by 12/31/2018, amount will be carried over to pay remaining expenses by project deadline 6/30/19). 2019 Budget will be amended to reflect any carry-over.					
Department 1460 - Records Management Totals		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
EXPENSE TOTALS		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
Fund A - General Totals		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
REVENUE TOTALS		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
EXPENSE TOTALS		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
Fund A - General Totals		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
Net Grand Totals		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00
Net Grand Totals		\$0.00	\$0.00	\$61,024.00	\$0.00	\$0.00