

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

**Warren County Support Services Committee: Co. Clerk/DMV - Agenda
Wednesday ~ June 20, 2018 – 10:30 am**

- 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:

A. Local Government Records Mgt. Improvement Fund Award: Amend County Budget to include funds awarded.

Rationale: Warren County's Records Management Program has identified significant number of records management projects c. 1991 – 2010, seeking funding for these projects thru the LGRMIF. Results: approximately \$ 1 million has been awarded to Warren County to implement and complete these projects. This grant marks the first written for the court/ county clerk since 2010; project will address digital conversion and preservation of 400,000 pages (238 cf) of permanent criminal court documents (currently in storage in the RSC).

Resolution Request: To amend the Warren Co. budget to include funds received from the LGRMIF for digital conversion of permanent criminal court case files (County Clerk is Clerk of the Supreme and County Courts) for grant year July 1, 2018 – June 30, 2019. Full funding: \$ 61,024 (Revenue Code A 1460 3060; Appropriation Code A 1460 425 (purchased services) in accordance with LGRMIF requirements and Warren Co. contract.

**B. Warren County Clerk's Office Annual Financial Report – Jan. 1, 2017-Dec. 31, 2017: Informational.
No resolution required.**

Rationale: The Warren County Clerk's Office interacts with all levels of governments from county departments to New York State agencies to the Federal departments. Responsibilities include the receipt and disbursement of funds specific to the transactions performed with the office of the Clerk and units under the Clerk's administration: recording, filing, court, pistol permits, passport agent, agent to the NYS DMV, and as agent to the NYS Dept. of Taxation and Finance (mortgage tax, transfer tax collection). The office is held to the highest standards of accountability in reconciling revenue and its subsequent disbursement in accordance with the law.

Report Generation:

The enclosed report represents a new effort in presenting a detailed description of the office's annual financial activity. The 2017 report is comprised of the following:

- Receipts and Deposit/Disbursement Summary Report (based on our system generated Deposit Report and Receipt by Payment Type for 2017)
- Narrative Description of the various accounts for receipts and disbursements.

Brief description of the report and narrative. Discussed with the Chairman of the Board, Ronald Conover; Reviewed by the Warren County Treasurer and Deputy Treasurer (positive comments). The report will be filed with the Clerk of the Board, noted/read into Board minutes, with copies made available to the full Board. Individual reviews invited.

No further business.

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/Records Mgt

DATE: June 15, 2018

(a) Purpose of Amendment:

To amend the 2018 Warren Co. Budget to include funding (\$ 61,024) received from the LGRMIF, based on grant submitted : Res 493 of 2017. Grant app institutional authorization: 1/16/2018, Kevin Geraghty, Acting Co. Administrator; Pamela J. Vogel, RMO, Project # 0580-19-7635

(b) Appropriation Code, Object Code, Full Title and Amount:

A 1460 425 Reproduction Expenses \$ 61,024

(c) Revenue Code (with title), and Amount:

A 1460 3060 Records Management \$ 61,024

**RECEIPTS AND DEPOSIT/DISBURSEMENT SUMMARY REPORT: ANNUAL
WARREN COUNTY CLERK, PAMELA J. VOGEL
Jan. 1, 2017 – Dec. 31, 2017**

Herewith is transmitted a statement of all moneys received and disbursed by this office to the best of my knowledge during the fiscal year: 2017.

RECEIPTS BY PAYMENT TYPE SUMMARY:

Gross Cash	\$ 110,327.24
Checks	\$ 8,237,085.45
Charges On Account	\$ 25,438.50
Other:	\$ 146.00
ACH (E Rec)	\$ 1,041,796.50
EFT (IRS)	\$ 4,840.00
Refunds	\$ -4,080.38
Grand Total Sales:	\$ 9,415,553.31

DAILY DEPOSIT/DISBURSEMENT SUMMARY:

JUDICIAL ACCOUNT:	
Court Fees County	\$ 3,120.00
Court Fees State	\$ 371,744.91
	<u>\$ 402,944.91</u>
MORTGAGE TAX ACCOUNT:	
Mortgage Tax Additional	\$ 938,130.93
Mortgage Tax Basic	\$ 1,974,831.36
Mortgage Tax Local	\$ 986,859.55
Mortgage Tax Special/Addl	\$ 854,656.68
Mortgage Tax Withheld	\$ -102,040.16
Additional	
Basic	
Local	
Sp Addl	
	<u>\$ 4,856,518.68</u>

Less: Chgs on Acct	\$ 25,438.50
Less: Other	\$ 146.00
Less Total Chgs/Other	\$ - 25,584.50
Less Bank Adjustments	\$ - 287.54
Less Refund Adj.	\$ - 103.00

Total Net Sales Receipts \$ 9,389,578.27

REAL ESTATE TRANSFER TAX ACCOUNT:	
Transfer Tax	\$ 2,177,040.50
	<u>\$ 2,177,040.50</u>

RECORDS MGT ACCOUNT:	
Cultural Education	\$ 152,560.50
NYS Ed/Rec Mgt State	\$ 50,853.50
	<u>\$ 203,414.00</u>

MISC NYS:	
E & A State	\$ 393,944.00
Notary Fees State	\$ 7000.00
Lake George Park Comm.	\$ 610.50
	<u>\$ 401,554.50</u>

COURT & TRUST:	
	<u>\$ 116,924.99</u>

CLERK FEES A1255:	
Boat Permit Fees	\$ 42.00
Copy Fees	\$ 48,396.65
Cover Page Fees	\$ 46,115.00
Customer Payments	\$ 25,834.50
DMV Fees	\$ 469,518.65
E & A County	\$ 25,020.00
Filing Fees	\$ 22,406.00
Misc Fees	\$ 39,620.19
Notary Fees County	\$ 3,737.00
NY State Ed/Rec Mgt County	\$ 10,706.00
Overages	\$ 3,449.74
Passport Fees County	\$ 23,575.00
Photo Fees	\$ 12,570.00
Pistol Permits	\$ 27,887.00
Recording Fees	\$ 488,038.00
UCC Filing	\$ 10,240.00
<i>Subtotal Clerk Fees A1255:</i>	<i>\$1,257,155.73</i>
Less Copy Fees/Charges on Acct	\$ - 25,438.50
Other:	\$ - 146.00
Less Adj for Bank Fees	\$ - 287.54
Less Refund Fee	\$ - 103.00
Total Clerk Fees to Treas.	\$ 1,231,180.69

Total Net Sales Receipts: \$9,389,578.27

Total Net Deposits/Disbursed: \$ 9,389,578.27

I, Pamela J. Vogel, Clerk of the County of Warren, being duly sworn, do hereby state that the foregoing is in all respects is a full and true statement of all monies received and disbursed by the Warren County Clerk's Office for 2017 to the best of my knowledge.

Pamela J. Vogel, County Clerk