

Form For Budget, Cumulative Quarterly Report and Annual Settlement for Calendar Year 2017

**MARSHALL COUNTY CLERK**

Part One - Summary and Reconciliation of All Accounts

Show & Describe All Accounts	2017 Fee Account Budget Estimate	2017 Fee Account Actual	Account	GRANT Account	Account
1. Beginning Balance Plus Receipts YTD	\$9,600,000				
2. Total Disbursements YTD	\$9,405,000				
3. Book Balance/Excess Fees	\$195,000	\$0.00	\$0.00	\$0.00	\$0.00
4. Bank Statement Balance					
5. Plus Deposit in Transit					
6. Less Outstanding Checks					
7. Other					
8. Reconciled Bank Balance		\$0.00	\$0.00	\$0.00	\$0.00
9. Accounts Receivable as of 12/31					
10. Unpaid Obligations as of 12/31					
11. Excess Fees					

Instruction: This form is the required format for the budget and the quarterly report. BUDGET: After completing the budget estimate columns of Part One, Two and Three, submit to the fiscal court for approval by January 15th and following approval submit to the state local finance officer. Quarterly Report: The quarterly report is cumulative. Show the status of all funds in the official's charge during calendar year to date in Part One. Line 1 Show total receipts on a cash basis for the year to date including any beginning balances for all accounts. Show current year fee account in column 2 as calculated in Part Two of report. Line 2 Show total disbursements on a cash basis for the year to date for all accounts. Show current year fee account in column 2 as calculated in Part Three of report. Line 3 Show difference between lines 1 and 2 for all accounts. Line 4 Show bank statement balance(s) at close of quarter. Line 5 Show total deposits made prior to close of quarter that are not reflected in bank statement(s). Line 6 Show total amount of checks issued prior to close of quarter that are not reflected in bank statement(s). Line 7 Show investments. Line 8 Show line 4 adjusted for lines 5, 6, and 7. Line 8 should equal line 3 for all accounts. Line 9 Complete for quarter ending 12/31. Show calculation in Part Two of report. Line 10 Complete for quarter ending 12/31. Show calculation in Part Three of report. Line 11 Complete for quarter ending 12/31. Show line 8 adjusted for lines 9 and 10. All debt to be shown in Part Four. Report due to: State Local Finance Officer, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601-8204 by the 30th day following the close of each quarter. Fax # 502-573-3712 / Ph # 502-573-3710.

Approved by the Fiscal Court on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

County Judge/ Executive \_\_\_\_\_ DATE \_\_\_\_\_

To the best of my Knowledge the information reported herein for the Budget/quarter ended 12/31/17 is accurate and complete.

Signature of County Clerk \_\_\_\_\_

Date 12/12/17

Marshall County Clerk  
Budget

	Budget Estimate
<b>PART TWO - RECEIPTS</b>	
1. Federal Grants/ reimbursements	
2. State Grants	
3. State Fees For services	\$13,000
4. Fiscal Court	\$10,000
5. Licenses and Taxes	
6. Motor Vehicle:	
7. Licenses and Transfers	\$1,378,000
8. Usage Tax	\$3,800,000
9. Tangible Personal Property Tax	\$3,600,000
10. Clerk Lien Fee	\$25,000
11.	
12. Licenses: (describe)	
13. Fish & Game	\$3,000
14. Marriage	\$7,000
15. Transient Merchant Permit	\$0
18.	
19. Deed Transfer Tax	\$90,000
20. Delinquent Taxes	\$425,000
21. Fees Collected for Services	
22. Recordings:	
23. Deeds, Easements, and Contracts	\$30,000
24. Real Estate Mortgages	\$45,000
25. Chattel Mortgages & Financing Stmtns	\$95,000
26. Power of Attorney	\$2,000
27. All Other Recordings	\$60,000
28. Charges for Other Services:	
29. Copywork	\$7,000
30. Postage	\$5,000
Return Check Fees	\$1,000
Candidate Filing Fees	\$0
31. Other: (describe)	
32. Customer Over Payment	
33. Customer Credit	
34. Interest Earned	\$4,000
35. Over/Short	
36. Total Revenues	<u>\$9,600,000</u>
37.	
38.	
39. Total Receipts	<u>\$9,600,000</u>

Marshall County Clerk  
Budget

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Budget  
Estimate

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PART THREE - DISBURSEMENTS

1.	Payments to State (describe)	
2.	Motor Vehicle:	
3.	Licenses & Transfers	\$964,000
4.	Usage Tax	\$3,686,000
5.	Tangible Personal Prop Tax	\$1,200,000
6.	Licenses: (describe)	
7.	Fish & Game	\$2,500
8.		
9.		
10.	Delinquent Tax	\$40,000
11.	Legal Process Tax	\$30,000
12.	Affordable Housing	\$30,000
13.	Payments to Fiscal Court (describe)	
14.	Tangible Personal Property Tax	\$285,000
15.	Delinquent Tax	\$28,000
16.	Deed Transfer Tax	\$85,000
17.		
18.		
19.		
20.		
21.	Payments to Other Districts (describe)	
22.	Tangible personal Property Tax	\$1,970,000
23.	Delinquent Tax	\$223,000
24.		
25.	Payments to Sheriff (Del. Tax)	\$35,000
26.		
27.	Payments to County Attorney (Del. Tax)	\$56,000
28.		
29.	Personal Services	
30.	County Clerk's Gross Salary	\$98,000
31.	County Clerk's Expense Allowance	\$3,600
32.	Deputies Gross Salaries	\$570,000
33.	Part Time Gross Salaries	
34.	Overtime Gross	
35.		
36.	Employee Benefits	
37.	Employer's Share S.S. (7.65%)	
38.	Employer's State Ret. (7.28%)	
39.	Employer Paid Health Insurance	
40.	Other Payroll Disbursements	
41.	Training Fringe Benefit (HB 810)	\$4,100

Marshall County Clerk  
Budget

	Budget Estimate
42. Contracted services	
43. Office Machine Maint and Repair	\$4,000
44. Advertising	\$1,000
45. Printing & Binding	\$10,000
46. Plat Copier Maint.	\$1,600
47 Computer Software	\$15,000
48. Supplies & Materials	
49. Office Supplies	\$18,000
50. Election Supplies	\$0
51. Other Charges (describe)	
52. Convention & Travel	\$7,000
53. Dues And Registration	\$4,000
54. Postage	\$12,000
55. Voting Machines Storage	
56. Telephone (Cell)	\$1,200
57. Debt Service (Borrowed money, interest, lease/purchase)	
58. Principal on Note	
59. Interest	
60 Clerk Bond	
61. Capital Outlay (outright purchases on items lasting in nature)	
62. Office Equipment	\$19,000
63 Uniforms	\$2,000
64 Customer Overpayment	
65 Bank Service Charges	
66 Refunds	
67. Total	<u>\$9,405,000</u>

68. Payments to County Treasurer

69. Payments to State Treasurer

70. Total Disbursements

Enter total of lines 6

\$9,405,000

Excess Fees

\$195,000