

AMENDED

**ANNUAL ORDER SETTING MAXIMUM AMOUNT
FOR DEPUTIES AND ASSISTANTS**

Pursuant to KRS 64.530(3), "...The fiscal court shall fix annually the maximum amount, which the officer may expend for deputies and assistants...".

The fiscal court of Marshall County in compliance with state law hereby sets the maximum amount which the County Clerk of

Marshall County may expend from fees during calendar year 2021 at

\$880,000 for deputies, assistants and other employees. The maximum

amount as set includes all amounts paid from fees for:

- Full time salaries and wages
- Overtime wages
- Part time salaries and wages
- Vacation and sick leave
- Health insurance
- Insurance other than health
- Employer match SS/Retirement
- Other _____
- Other _____

Motion made by _____, second by _____

Vote _____

Signed _____ Fiscal Court Clerk

Date _____

Marshall County Clerk
Budget Amendment
Recap

	Approved Budget	Proposed Amendment	Change
Receipts			
From Fiscal Court	\$ 10,000.00	\$ 100,000.00	\$ 90,000.00
Total Receipts Change			<u>\$ 90,000.00</u>
Disbursements			
Deputy Hire	\$ 830,000.00	\$ 880,000.00	\$ 50,000.00
Capital Spending	\$ 45,000.00	\$ 135,000.00	\$ 90,000.00
Excess Fees	\$ 50,000.00	\$ -	\$(50,000.00)
Total Disbursements Change			<u>\$ 90,000.00</u>

AMENDED BUDGET

Form For Budget, Cumulative Quarterly Report and Annual Settlement for Calendar Year 2021
MARSHALL COUNTY CLERK
 Part One - Summary and Reconciliation of All Accounts

Show & Describe All Accounts	2021 Fee Account Budget Estimate	2021 Fee Account Actual	_____Account	_____Account
1. Beginning Balance Plus Receipts YTD	\$10,280,000			
2. Total Disbursements YTD	\$10,280,000			
3. Book Balance/Excess Fees	\$0	\$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
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 # 502-573-3710 / Ph # 502-573-3710.

To the best of my knowledge the information reported herein for the Budget for calendar year 2020 is accurate and complete.



 Signature of County Clerk

2/5/21

 Date

Approved by the Fiscal Court on the _____ day of _____.

 County Judge/Executive

 DATE

Marshall County Clerk
Budget

	Budget Estimate
PART TWO - RECEIPTS	
1. Federal Grants/ reimbursements	
2. State Grants	
3. State Fees For services	\$13,000
4. Fiscal Court	\$100,000
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	\$4,000,000
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	\$100,000
24. Real Estate Mortgages	\$100,000
25. Chattel Mortgages & Financing Stmtnts	\$95,000
26. Document Storage Fee	\$60,000
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	\$1,000
31. Other: (describe)	
32. Customer Over Payment	
33. Customer Credit	
34. Interest Earned	\$10,000
35. Over/Short	
36. Total Revenues	<u>\$10,280,000</u>
37.	
38.	
39. Total Receipts	\$10,280,000

Marshall County Clerk
Budget

	Budget
	Estimate

PART THREE - DISBURSEMENTS

1. Payments to State <i>(describe)</i>	
2. Motor Vehicle:	
3. Licenses & Transfers	\$965,000
4. Usage Tax	\$3,685,000
5. Tangible Personal Prop Tax	\$1,340,000
6. Licenses: <i>(describe)</i>	
7. Fish & Game	\$2,000
8.	
9.	
10. Delinquent Tax	\$40,000
11. Legal Process Tax	\$30,000
12. Affordable Housing	\$30,000
13. Payments to Fiscal Court <i>(describe)</i>	
14. Tangible Personal Property Tax	\$315,000
15. Delinquent Tax	\$28,000
16. Deed Transfer Tax	\$85,000
17.	
18.	
19.	
20.	
21. Payments to Other Districts <i>(describe)</i>	
22. Tangible personal Property Tax	\$2,157,000
23. Delinquent Tax	\$220,000
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	\$103,000
31. County Clerk's Expense Allowance	\$3,600
32. Deputies Gross Salaries	\$610,000
33. Part Time Gross Salaries	
34. Overtime Gross	
35.	
36. Employee Benefits	
37. Employer's Share S.S. (7.65%)	\$55,000
38. Employer's Share Ret.	\$175,000
39. Employer Paid Health Insurance	\$90,000
40. Other Payroll Disbursements	\$0
41. Training Fringe Benefit (HB 810)	\$4,400

Marshall County Clerk
Budget

	Budget Estimate
42. Contracted services	
43. Office Machine Maint and Repair	\$5,000
44. Advertising	\$0
45. Printing & Binding	\$20,000
46. Plat Copier Maint.	\$2,000
47 Computer Software	\$18,000
48. Supplies & Materials	
49. Office Supplies	\$35,000
50. Election Supplies	\$2,000
51. Other Charges (describe)	
52. Convention & Travel	\$8,000
53. Dues And Registration	\$4,000
54. Postage	\$18,000
55. Voting Machines Storage	\$0
56. Telephone	\$2,000
57. Debt Service (Borrowed money, interest, lease/purchase)	
58. Principal on Note	\$0
59. Interest	\$0
60 Clerk Bond	
61. Capital Outlay (outright purchases on items lasting in nature)	
62. Capital Spending	\$135,000
63 Uniforms	\$2,000
64 Customer Overpayment	
65 Bank Service Charges	
66 Refunds	
67. Total	\$10,280,000

68. Payments to County Treasurer

69. Payments to State Treasurer

Enter total of lines 68-69

70. Total Disbursements

\$10,280,000

Excess Fees

\$0