

Form For Budget, Cumulative Quarterly Report and Annual Settlement for Calendar Year 2018

Butler County Clerk
Part One - Summary and Reconciliation of All Accounts

Show & Describe All Accounts	Column 1 2018 Fee Account Budget Estimate	Column 2 2018 Fee Account Cumulative Actual	Column 3 Account (NOT FEE ACCOUNT)	Column 4 Account (NOT FEE ACCOUNT)
1. Receipts YTD	\$3,439,749.38			
2. Total Disbursements YTD	\$3,349,109.34			
3. Book Balance/Excess Fees	\$90,640.04			
4. Bank Statement Balance				
5. Plus Deposits in Transit				
6. Less Outstanding Checks				
7. Other				
8. Reconciled Bank Balance				
9. Accounts Receivable as of 12/31				
10. Unpaid Obligations as of 12/31				
11. Excess Fees				

Instructions: This form is the required format for the budget and the quarterly report. BUDGET: After completing the budget estimate columns of Parts One, Two and Three, submit to the fiscal court for approval 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 current year fee account in COLUMN 2 as calculated in Part Three of report. Line 2 Show total disbursements on a cash basis for the 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 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 quarter ending 12/31. 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 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 each quarter. Fax # 502-573-3712 / Ph # 502-573-3710.

Approved by the fiscal court on the _____ day of _____, 20_____.

To the best of my knowledge the information reported herein ended 2018 Budget is accurate and complete.

County Judge/Executive _____

Date _____

Signature of County Clerk Sherry Johnson

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Part Two Receipts	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	Account Receivable
1. Federal Grants/Reimbursements							
2. State Grants							
3. State Fees For Services	\$3,600.00						
4. Fiscal Court	\$20,000.00						
5. Revenue Supplement (< 20,000 pop)	\$66,599.38						
6. Licenses and Taxes							
7. Motor Vehicle:							
8. Licenses and Transfers	\$600,000.00						
9. Usage Tax	\$545,000.00						
10. Tangible Personal Property Tax	\$1,900,000.00						
11. Notary Fees	\$5,000.00						
12. Donations	\$200.00						
13. Licenses: (describe)							
14. Fish and Game	\$5,000.00						
15. Marriage	\$3,300.00						
16. Occupational							
17. Beer & Liquor							
18.							
19.							
20. Deed Transfer Tax	\$26,000.00						
21. Delinquent Taxes	\$130,000.00						
22. Fees Collected for Services							
23. Recordings:							
24. Deeds, Easements, and Contracts	\$8,000.00						
25. Real Estate Mortgages	\$17,000.00						
26. Chattel Mortgages & Financing S	\$41,500.00						
27. Powers of Attorney	\$1,200.00						
28. All Other Recordings	\$8,200.00						
29. Charges for Other Services:							
30. Copywork/Postage	\$5,000.00						
31. Lien Fees	\$9,000.00						

Part Two (continued) Receipts	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	Acco Receiv
32. Other: (describe)							
33. Candidate Filing Fee	\$2,500.00						
34. Miscellaneous	\$30,000.00						
35. Interest Earned	\$150.00						
36. Affordable Housing	\$12,500.00						
37. Total Revenues	\$3,439,749.38						
38. Petty Cash							
39. Borrowed Money							
40. Total Receipts	\$3,439,749.38						

Copy the figure shown on Line 40 in the Budget Estimate column to the Summary on page 1, column 1, line 1. Copy the figure shown on Line 40 in the Total YTD column to page shown on Line 39 in the Receivable column (use for 12/31 report only) to page 1, line 9.

Part Three Disbursements	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	12/31 U Oblig
Required Payments							
1. Payments to State (describe)							
2. Motor Vehicle:							
3. Licenses & Transfers	\$500,000.00						
4. Usage Tax	\$560,000.00						
5. Tangible Personal Prop Tax	\$1,160,000.00						
6. Licenses: (describe)							
7. Fish & Game	\$5,500.00						
8. Marriage Licenses							
9.							
10. Delinquent Tax	\$23,000.00						
11. Legal Process Tax	\$14,000.00						
12. Other Services							
13. Payments to Fiscal Court (describe)							
14. Tangible Personal Property Tax	\$77,000.00						
15. Delinquent Tax	\$12,000.00						
16. Deed Transfer Tax	\$23,000.00						
17. Occupational Licenses							
18. Beer & Liquor Licenses							

Part Three (continued) Disbursements	Budget Estimate	1 / 1 thru 3 / 31	4 / 1 thru 6 / 30	7 / 1 thru 9 / 30	10 / 1 thru 12 / 31	Total YTD	12/31 L Oblig
19. Fiscal Court/Tax Bill Prep	\$3,100.00						
20.							
21. Payments to Other Districts (describe)							
22. Tangible Personal Property Tax	\$500,000.00						
23. Delinquent Tax	\$75,000.00						
24.							
25. Payments to Sheriff	\$12,500.00						
26.							
27. Payments to County Attorney	\$20,000.00						
28. Total Required Payments	\$2,985,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Official Expenses							
29. Personal Services							
30. County Clerk's Gross Salary	\$83,059.34						
31. County Clerk's Expense Allowance	\$3,600.00						
32. Deputies Gross Salaries	\$173,500.00						
33. Part Time Gross Salaries							
34. Overtime Gross							
35. Unemployment Insurance							
36. Employee Benefits							
37. Employer's Share S.S. (7.65%)	\$18,000.00						
38. Employer's Share Ret.							
39. Employer Paid Health Insurance							
40. Other Payroll Disbursements							
41. Training Fringe Benefit (HB 810)	\$4,100.00						
42. Contracted Services							
43. Fish & Game							
44. Advertising							
45. Printing & Binding							

Part Three (continued) Disbursements	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	12/31 L Oblig
46. Affordable Housing	\$13,000.00						
47. Bad Debt/Returned Checks	\$1,750.00						
48. Supplies & Materials (describe)							
49. Office Supplies/Materials	\$9,000.00						
50. Repairs/Support	\$1,500.00						
51. Other Charges (describe)							
52. Conventions & Travel	\$6,000.00						
53. Dues/Training	\$2,000.00						
54. Postage	\$7,500.00						
55. Miscellaneous	\$20,000.00						
56. Refunds	\$15,000.00						
57. Debt Service (Borrowed money, interest, lease/purchases)							
58. Principal on Note							
59. Interest							
60. Computer Lease							
61. Capital Outlay (Outright purchases on tangible items lasting in nature)							
62. Office Equipment							
63. Vehicle							
64. Office Furniture/Cabinets	\$6,000.00						
65.							
66.							
67. Total Official Expenses	\$3,349,109.34						
For offices that fee pool, pay fees to county prior to December 31, or counties over 70,000 in population, show payments made on lines 68 and 69.							
68. Payments to County Treasurer							
69. Payments to State Treasurer							
Enter total of lines 28, 67, 68 and 69 on line 70							
70. Total Disbursements	\$3,349,109.34						

Copy the figure shown on Line 70 in the Budget Estimate column to the Summary on page 1, column 1, line 2. Copy the figure shown on Line 70 in the Total YTD column to page shown on Line 70 in the Unpaid column (use for 12/31 report only) to page 1, line 10.