



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

June 7, 2022

10:30 am

- APPROVAL OF MINUTES May 3, 2022
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of Clerk's Office and DMV
- PERSONNEL
None
- RESOLUTIONS
None
- PROCLAMATIONS
None
- ADJOURNMENT

	2022 April	% of Annual Budget	This month 2021	Monthly Year to Year	Total Budget YTD 2022	Total YTD % of Budget	YTD 2021	YTD Year to Year	2022 Annual Budget
Clerk									
Revenue									
Fees (general)	\$34,426.73		\$34,486.61	(59.88)	\$141,032.04		\$152,703.15	(\$11,671.11)	
Interest, Mgt. Tax & Trans. Tax	\$12,708.33		\$12,219.85	488.48	\$49,418.48		\$47,510.06	\$1,908.42	
ACH Corp and Notary fees from State	\$80.00		\$0.00		\$200.00		\$548.00		
	\$47,215.06	8.91%	\$46,706.46		\$190,650.52	35.97%	\$200,761.21		\$530,000.00
Expenses									
Salaries (w/o Fringe)	\$23,304.00	7.62%	\$30,249.61		\$93,932.38	30.73%	\$81,673.39		\$305,692.00
Office supplies	\$213.14	6.27%	\$383.78		\$654.65	19.25%	\$593.92		\$3,400.00
DMV									
Revenue									
Fees	\$25,870.12		36,632.95	(10,762.83)	\$102,095.01		\$120,963.26	(\$18,868.25)	
Sales Tax Retention	\$482.50		959.50	(477.00)	\$1,799.50		\$2,485.50	(\$686.00)	
	\$26,352.62	7.22%	\$37,592.45		\$103,894.51	28.46%	\$123,448.76		\$365,000.00
Auto Use Fee	\$28,347.09	7.99%	36,849.09	(8,502.00)	\$101,740.23	28.66%	\$128,882.19	(\$27,141.96)	\$355,000.00
COPRS	\$0.00		\$4,229.46		\$0.00		\$4,229.46		
Expenses									
Salaries (w/o Fringe)	\$15,376.20	6.11%	21,746.08		\$63,767.67	25.36%	\$57,158.52		\$251,462.00
Office supplies	\$67.77	7.53%	54.00		\$585.36	65.04%	\$200.68		\$900.00

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 3, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator E. Hollenbeck, Legislator W. Standinger

Staff: Tracy Savard, Director of Assets and Records Management

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept March's minutes as presented, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

Tracy Savard presented the draft of her Records Management Policy and Procedures. The Committee will review the draft and move forward with a resolution in June.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
May 3, 2022**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Committee approved the Semi Annual Mortgage Tax Distribution resolution as presented. This resolution will go before the entire Legislature at their next meeting.

EXECUTIVE SESSION

None

ADJOURNMENT

**Respectfully submitted,
Andrea Klett
Tioga County Clerk**

DRAFT