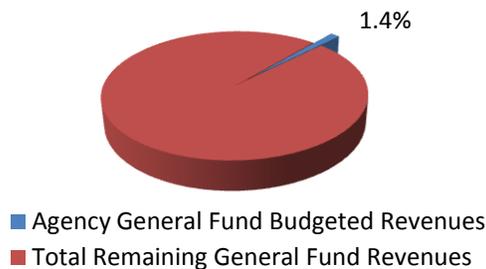
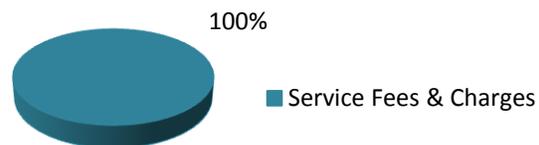


## General Fund Analysis

**Share of Total County Revenue**

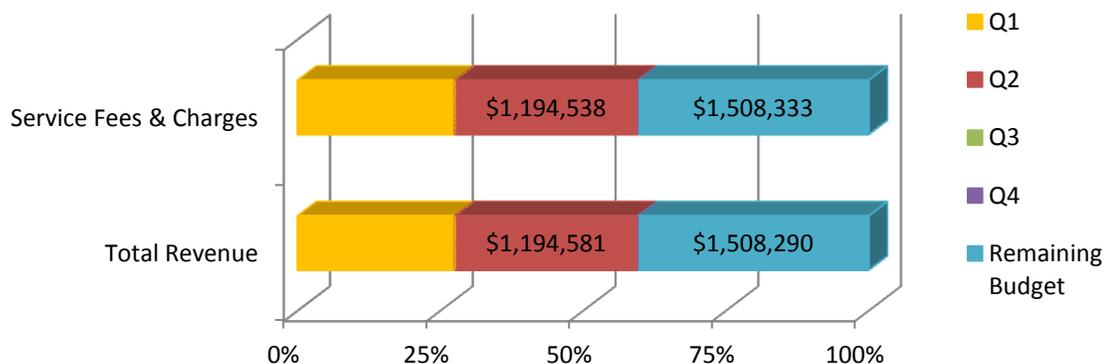


**Agency Budgeted Revenues By Source**



- The General Fund revenue for the Recorder is estimated to be **\$3,728,591** for 2012, which is **1.4%** of the total budgeted revenue for the General Fund.
- The main sources of General Fund revenue for the Recorder are: fees based on document filings, document searches, and generation of copies from electronic image, microfiche, microfilm, or paper copy. Most of this revenue is derived from the filing of mortgage documents.

## General Fund - Revenue



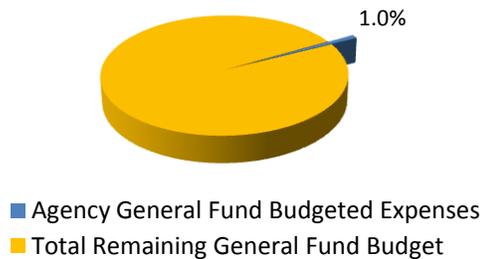
	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year Actuals	\$996,389	\$898,962	\$1,041,453	\$1,123,053	\$1,895,351	\$4,059,857
Current Year Actuals	\$1,025,720	\$1,194,581			\$2,220,301	\$3,728,591

\* Current year total represents revised budget.

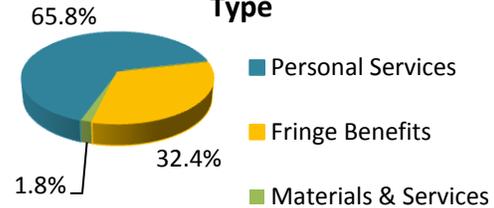
- Second quarter revenue of **\$1,194,581** represents **32.0%** of the budgeted amount for the year. YTD revenue of **\$2,220,301** represents **59.6%** of the budgeted amount for the year.
- General Fees collected during the 2<sup>nd</sup> quarter were \$1,194,538, which is 32.5% of the amount budgeted for the year. Collections during the 2<sup>nd</sup> quarter of 2012 were 32.9% higher than in the 2<sup>nd</sup> quarter of 2011. Much of this increase is related to an increase in mortgage refinancing and an improved housing market. For the YTD, General Fees collected were 59.7% of the amount budgeted for the year.

## General Fund Analysis

**Share of Total County Expenses**

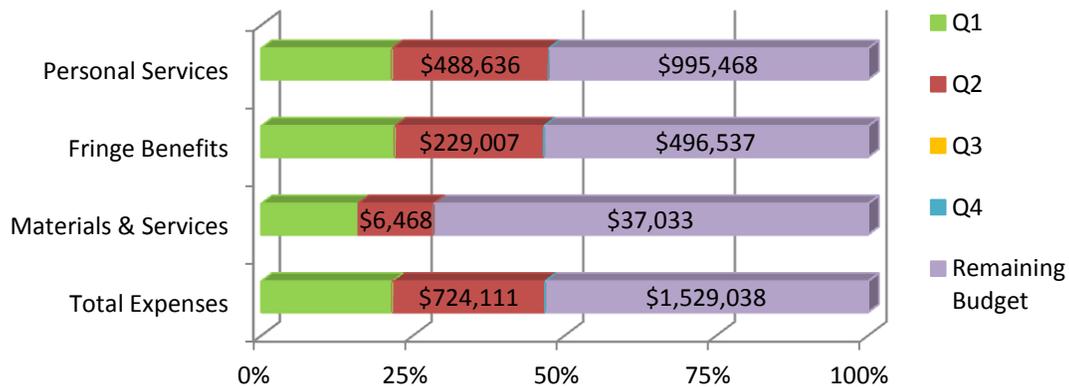


**Agency Budgeted Expenses By Type**



- The General Fund expenditures for the Recorder are estimated to be **\$2,873,936** for 2012, which is **1.0%** of the total budgeted expenditures for the General Fund.

## General Fund - Expenses



	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year Actuals	\$696,658	\$654,501	\$735,961	\$743,806	\$1,351,159	\$2,830,926
Current Year Actuals	\$620,787	\$724,111			\$1,344,898	\$2,873,936

\* Current year total represents revised budget.

- Second quarter expenditures of **\$724,111** represent **25.2%** of the budgeted amount for the year. YTD expenditures of **\$1,344,898** represent **46.8%** of the budgeted amount for the year.
- Expenditures for Materials and Services for the YTD were **28.4%** of the amount budgeted for the year. The expenditures associated with maintenance and repair agreements for the majority of equipment are due later in the year.

## General Fund Analysis

### Personal Services

<u>Quarter</u>	<u>Agency Budget</u>	<u>Actual Expenditures</u>	<u>% of Budget Expended</u>
1st Quarter	\$436,576	\$407,725	93.4%
2nd Quarter	\$509,339	\$488,636	95.9%
3rd Quarter	\$436,576		
4th Quarter	\$509,339		
<b>Total</b>	<b>\$1,891,829</b>	<b>\$896,361</b>	<b>47.4%</b>

- There were thirteen pay periods as of the 2<sup>nd</sup> quarter, which would equate to 50.0% of budget. There were no significant variances in Personal Service expenditures during this quarter.

### Budget Corrective Items

#### Approved

- Resolution No. 0411-12 authorized a General Fund transfer of appropriations from the Commissioners' Reserves in the amount of \$802,520 to various County offices for a 1% salary and wage increase for non-bargaining employees. The total amount transferred to Personal Services and Fringe Benefits for the Recorder's Office was \$24,255.

#### Pending

- There are no requests currently pending that may impact the budget.

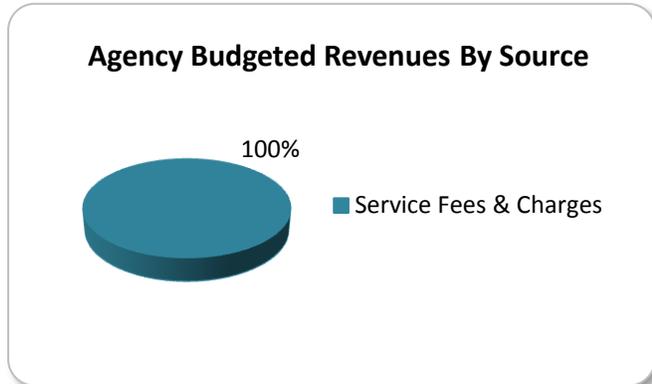
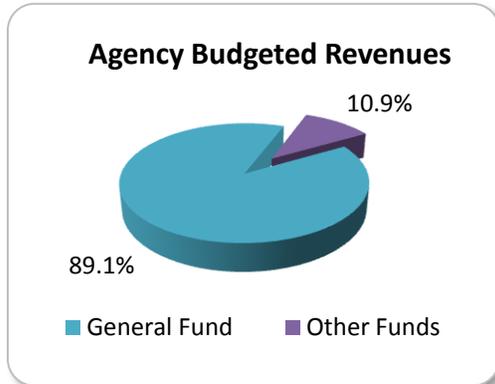
#### Not Recommended

- There have been no requests for budget adjustments not approved to date.

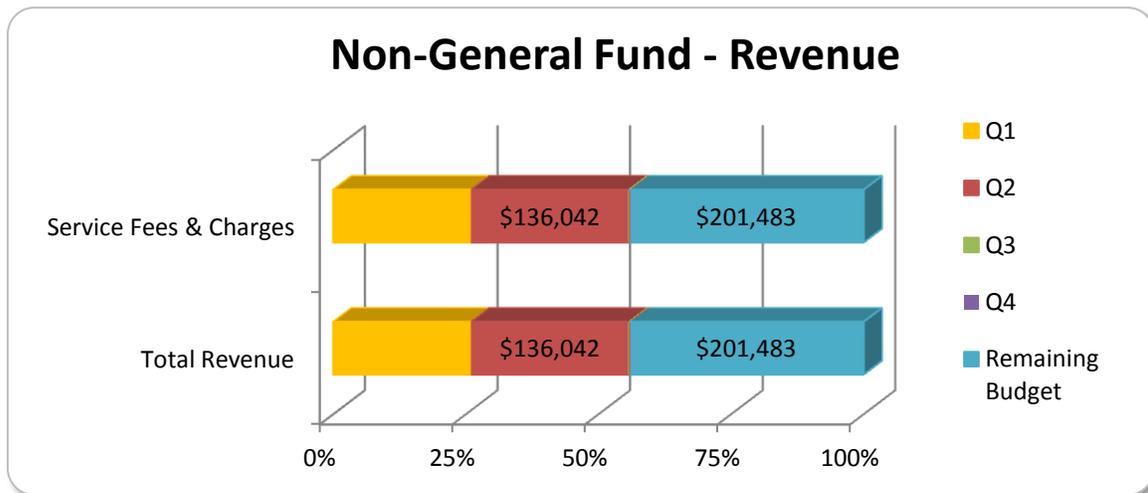
### Additional Budget Analysis and Budget Recommendations

- Based upon this analysis, there are no recommendations for budget savings or organizational performance improvement at this time.

## Non-General Fund Analysis



- The non-general fund revenue for the Recorder is estimated to be **\$456,027** for 2012, which is **10.9%** of the total budgeted revenue (**\$4,184,618**) for the Recorder.
- The main source of non-general fund revenue for the Recorder is a \$3.00 fee that is collected for every document filed. This fee is deposited into the Recorder's Equipment Fund (Fund 2016).

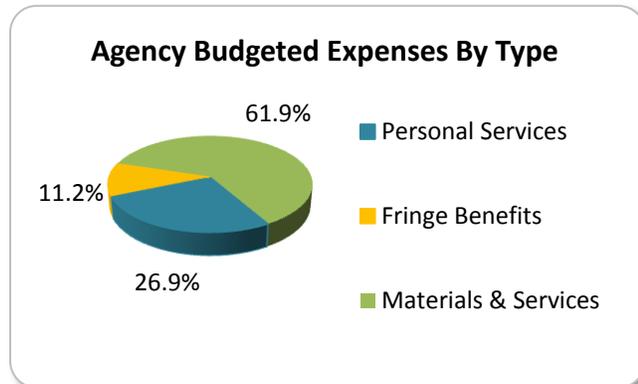
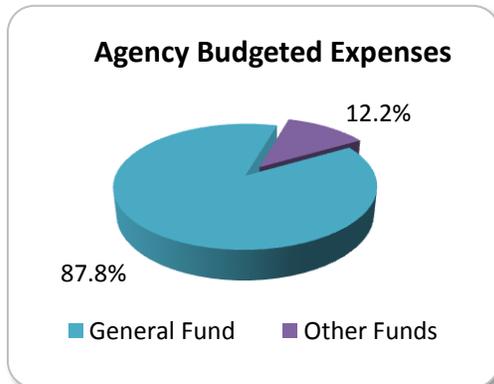


	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year Actuals	\$79,994	\$71,634	\$77,752	\$85,454	\$151,628	\$314,834
Current Year Actuals	\$118,502	\$136,042			\$254,544	\$456,027

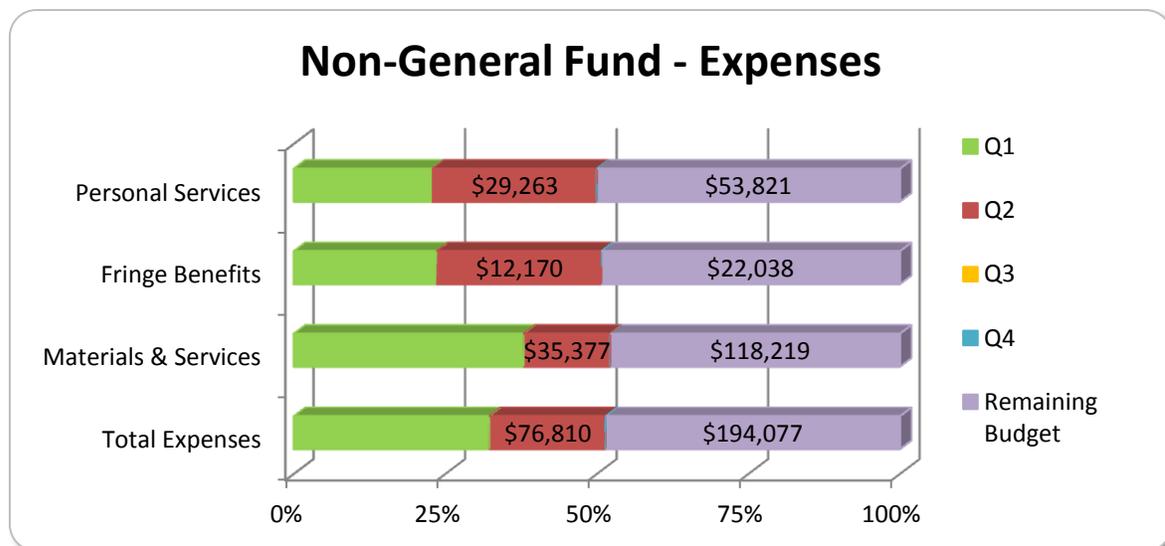
\* Current year total represents revised budget.

- Second quarter revenue of **\$136,042** represents **29.8%** of the budgeted amount for the year. YTD revenue of **\$254,544** represents **55.8%** of the budgeted amount for the year.

### Non-General Fund Analysis



- The non-general fund expenditure budget for the Recorder is estimated to be **\$399,797** for 2012, which is **12.2%** of the total budgeted expenditures (**\$3,273,733**) for the Recorder.



	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year Actuals	\$117,258	\$74,845	\$75,243	\$68,527	\$192,103	\$335,873
Current Year Actuals	\$128,910	\$76,810			\$205,720	\$399,797

\* Current year total represents revised budget.

- Second quarter expenditures of **\$76,810** represent **19.2%** of the budgeted amount for the year. YTD expenditures of **\$205,720** represent **51.5%** of the budgeted amount for the year.
- The Materials & Services category includes one-time expenditures in the Equipment Fund for maintenance and repair agreements and software licenses which are typically made in the 1<sup>st</sup> quarter. The Recorder's Office is expected to meet budget expectations by year-end.

## Non-General Fund Analysis

### Personal Services

<u>Quarter</u>	<u>Agency Budget</u>	<u>Actual Expenditures</u>	<u>% of Budget Expended</u>
1st Quarter	\$24,851	\$24,603	99.0%
2nd Quarter	\$28,993	\$29,263	100.9%
3rd Quarter	\$24,851		
4th Quarter	\$28,993		
<b>Total</b>	<b>\$107,687</b>	<b>\$53,866</b>	<b>50.0%</b>

- There were thirteen pay periods as of the 2<sup>nd</sup> quarter, which would equate to 50.0% of budget. The slight variance in the 2<sup>nd</sup> quarter was related to the retroactive pay associated with the 1% salary and wage increase for non-bargaining employees approved during the 2<sup>nd</sup> quarter.

### Budget Corrective Items

#### Approved

- Resolution No. 0411-12 authorized non-general fund supplemental appropriations in the amount of \$431,413 to various County offices for a 1% salary and wage increase for non-bargaining employees. The total amount of supplemental appropriations in Personal Services and Fringe Benefits for the Recorder's Office was \$1,238.

#### Pending

- There are no requests currently pending that may impact the budget.

#### Not Recommended

- There have been no requests for budget adjustments not approved to date.

### Additional Budget Analysis and Budget Recommendations

- Based upon this analysis, there are no recommendations for budget savings or organizational performance improvement at this time.