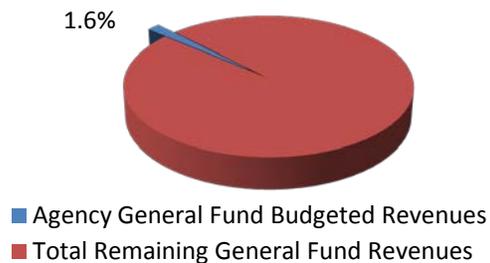


## General Fund Analysis

**Share of Total County Revenue**

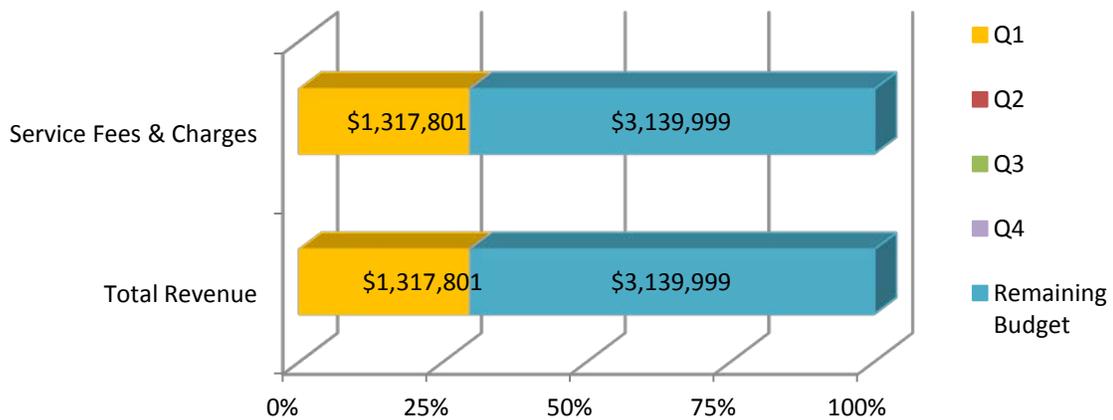


**Agency Budgeted Revenues By Source**



- The General Fund revenue for the Recorder's Office is estimated to be \$4,457,800 for 2013, which is 1.6% of the total budgeted revenue for the General Fund.
- The main sources of General Fund revenue for the Recorder's Office 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



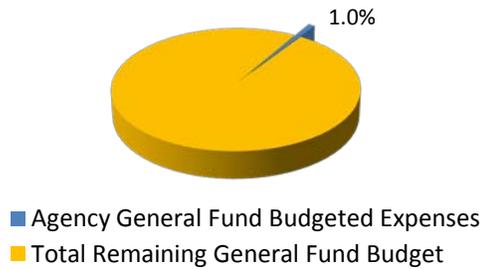
	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year Actuals	\$1,025,720	\$1,194,581	\$1,262,488	\$1,352,412	\$1,025,720	\$4,835,201
Current Year Actuals	\$1,317,801				\$1,317,801	\$4,457,800

\* Current year total represents revised budget.

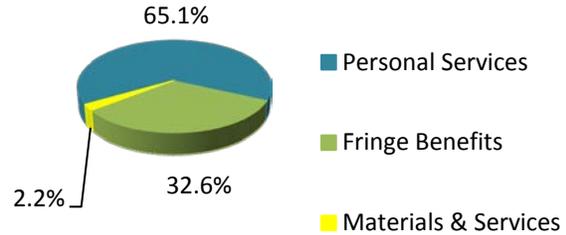
- First quarter revenue of \$1,317,801 represents 29.6% of the budgeted amount for the year.
- General Fees collected during the 1<sup>st</sup> quarter were \$1,302,829 which is 29.6% of the amount budgeted for the year. This amount represents an increase of \$273,529 or 26.6% over the amount that was collected in the 1<sup>st</sup> quarter of 2012. Much of this increase is related to an increase in mortgage refinancing.

## General Fund Analysis

**Share of Total County Expenses**

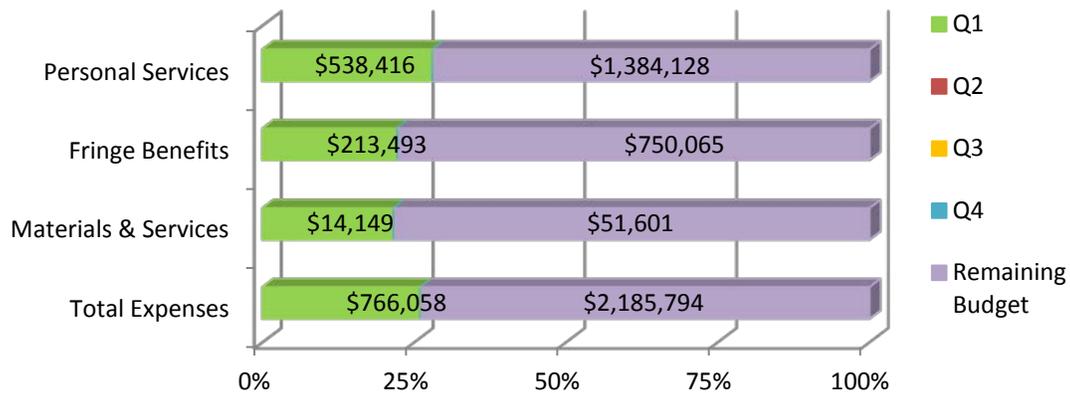


**Agency Budgeted Expenses By Type**



- The General Fund expenditures for the Recorder's Office are estimated to be \$2,951,852 for 2013, 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	\$620,788	\$724,111	\$613,561	\$669,788	\$620,788	\$2,628,248
Current Year Actuals	\$766,058				\$766,058	\$2,951,852

\* Current year total represents revised budget.

- First quarter expenditures of \$766,058 represent 26.0% of the budgeted amount for the year.
- There are no significant variances in the current quarter versus budget.

## General Fund Analysis

### Personal Services

<u>Quarter</u>	<u>Agency Budget</u>	<u>Actual Expenditures</u>	<u>% of Budget Expended</u>
1st Quarter	\$443,664	\$538,416	121.4%
2nd Quarter	\$517,608		
3rd Quarter	\$443,664		
4th Quarter	\$517,608		
<b>Total</b>	<b>\$1,922,544</b>	<b>\$538,416</b>	<b>28.0%</b>

- There were six pay periods through the end of the 1st quarter, which would equate to 23.1% of budget. Personal Services expenditures for the Recorder's Office exceeded the amount budgeted for the 1<sup>st</sup> quarter due to termination payouts of vacation and sick leave in the amount of \$101,178. Excluding these termination payouts, Personal Services expenditures would have been 98.6% of the budgeted amount. OMB will continue to monitor these expenses and appropriations will be realigned through the Omnibus Termination and Wellness Resolution at the end of the year to accommodate these non-recurring costs for the Recorder's Office.

### Budget Corrective Items

#### Approved

- Resolution No. 0031-13 authorized a General Fund transfer of appropriations from the Commissioners' Reserves in the amount of \$1,219,297 to various County offices for a 1.5% salary and wage increase for non-bargaining employees. The total amount transferred to Personal Services and Fringe Benefits for the Recorder's Office was \$35,688.

#### Pending

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

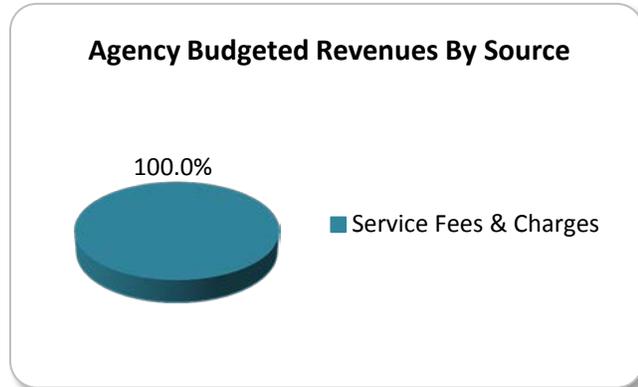
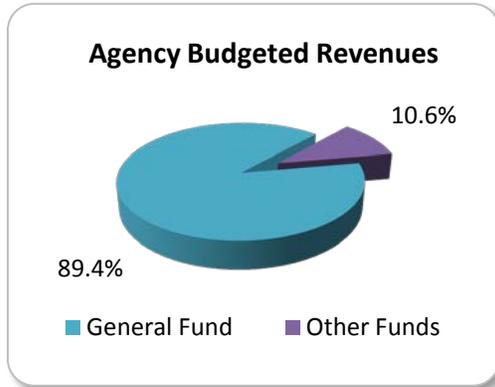
#### Not Recommended

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

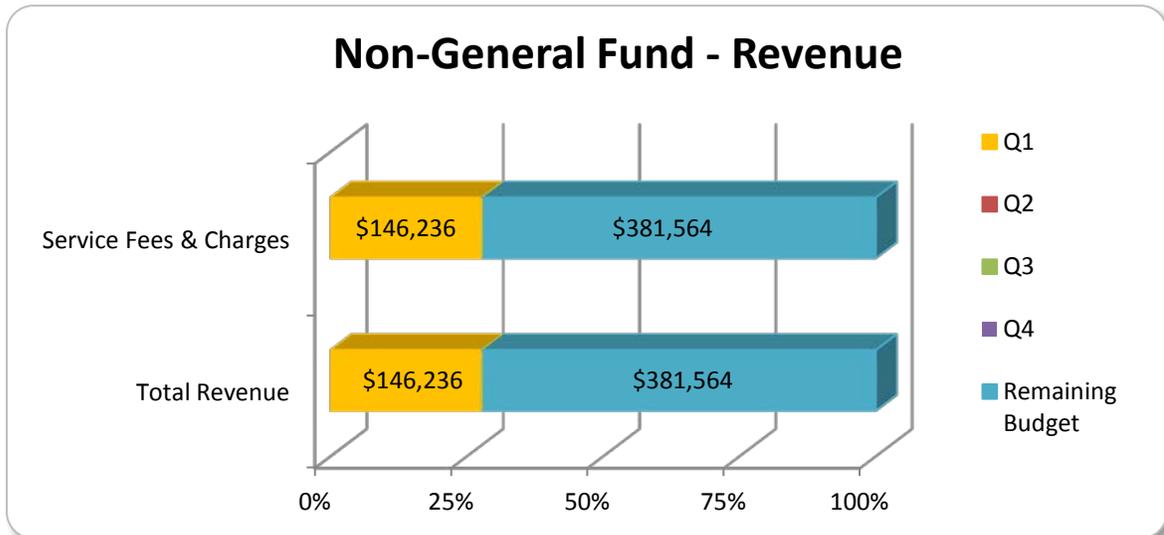
### Additional Budget Analysis and Budget Recommendations

- 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’s Office is estimated to be **\$527,800** for 2013, which is **10.6%** of the total budgeted revenue (**\$4,985,600**) for the Recorder’s Office.
- The main source of non-general fund revenue for the Recorder’s Office is a \$3.00 fee that is collected for every document filed, and deposited into the Recorder’s Equipment Fund (Fund 16).

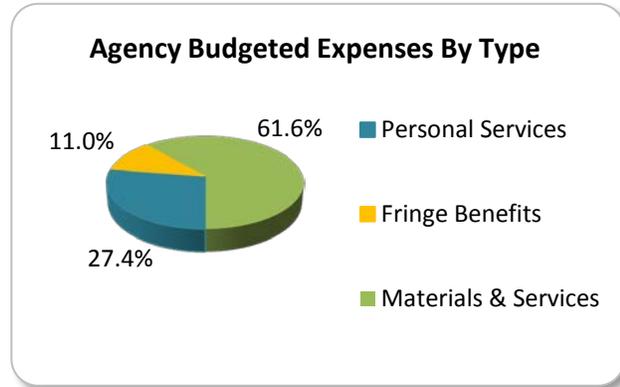
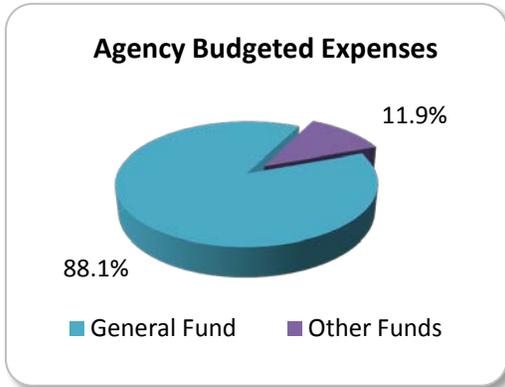


	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year Actuals	\$118,502	\$136,042	\$138,727	\$152,803	\$118,502	\$546,074
Current Year Actuals	\$146,236				\$146,236	\$527,800

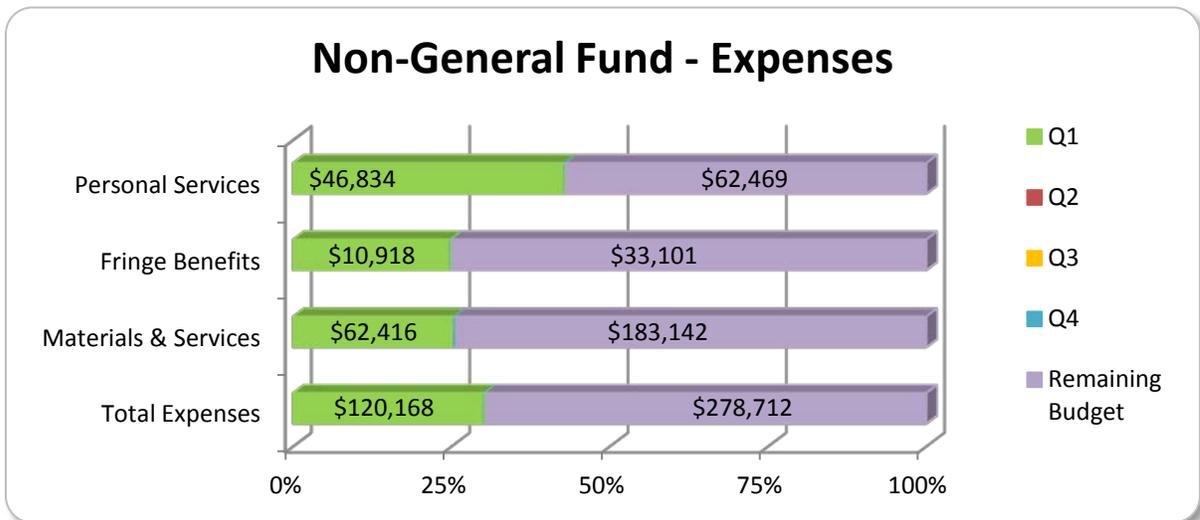
\* Current year total represents revised budget.

- First quarter revenue of **\$146,236** represents **27.7%** of the budgeted amount for the year.
- The increase in Service Fees and Charges represents an increase of **\$27,734** or **23.4%** over the amount that was collected in the 1<sup>st</sup> quarter of 2012. Much of this increase is related to an increase in mortgage refinancing.

## Non-General Fund Analysis



- The non-general fund expenditure budget for the Recorder's Office is estimated to be \$398,880 for 2013, which is 11.9% of the total budgeted expenditures (\$3,350,732) for the Recorder's Office.



	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	\$128,911	\$76,810	\$91,771	\$127,911	\$128,911	\$425,403
Current Year Actuals	\$120,168				\$120,168	\$398,880

\* Current year total represents revised budget.

- First quarter expenditures of \$120,168 represent 30.1% of the budgeted amount for the year.
- The Materials and Services budget category includes one-time expenditures in the Equipment Fund for maintenance/repair agreements, photographic supplies as well as software licensure

## Non-General Fund Analysis

### Personal Services

<u>Quarter</u>	<u>Agency Budget</u>	<u>Actual Expenditures</u>	<u>% of Budget Expended</u>
1st Quarter	\$25,224	\$46,834	185.7%
2nd Quarter	\$29,428		
3rd Quarter	\$25,224		
4th Quarter	\$29,428		
<b>Total</b>	<b>\$109,303</b>	<b>\$46,834</b>	<b>42.8%</b>

- There were six pay periods through the end of the 1st quarter, which would equate to 23.1% of budget. Personal Services expenditures for the Recorder's Office exceeded the amount budgeted for the 1<sup>st</sup> quarter due to termination payouts of vacation and sick leave in the amount of \$19,950. Excluding these termination payouts, Personal Services expenditures would have been 106.6% of the budgeted amount. OMB will continue to monitor these expenses and appropriations will be realigned through the Omnibus Termination and Wellness Resolution at the end of the year to accommodate these non-recurring costs for the Recorder's Office

### Budget Corrective Items

#### Approved

- Resolution No. 0031-13 authorized non-general fund supplemental appropriations in the amount of \$727,419 to various County offices for a 1.5% 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 in the Recorder's Equipment Fund (Fund 2016) was \$1,879.

#### 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.