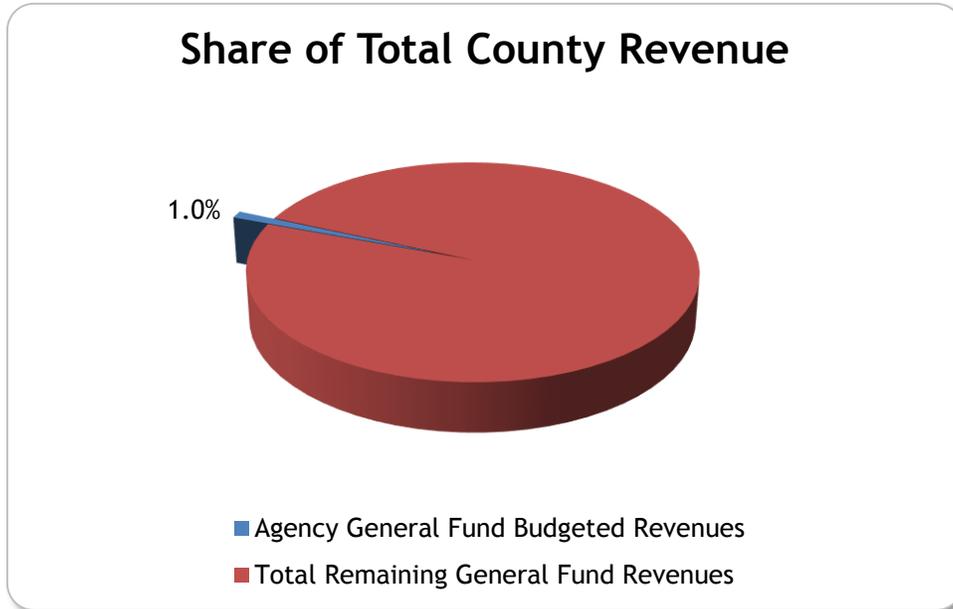
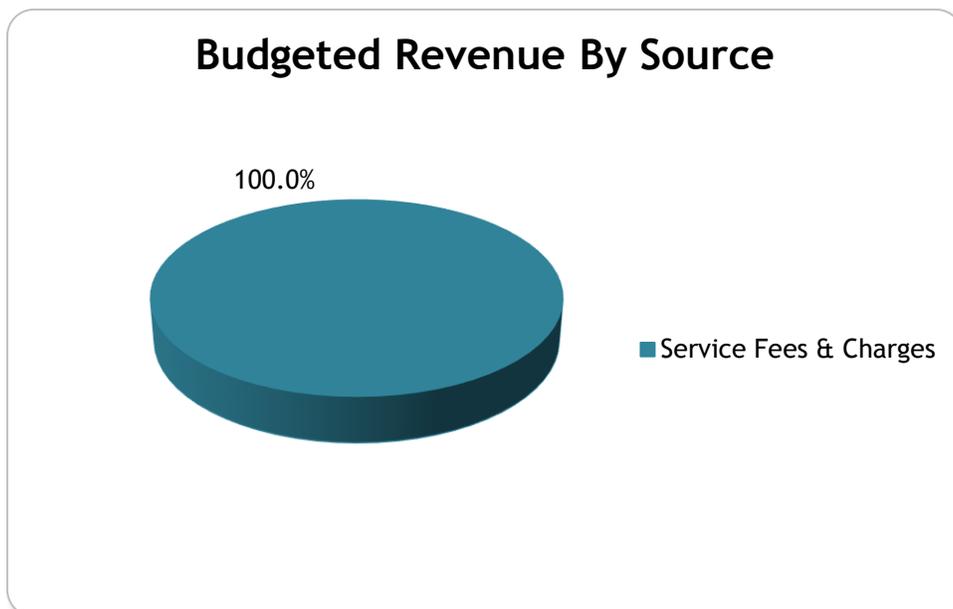


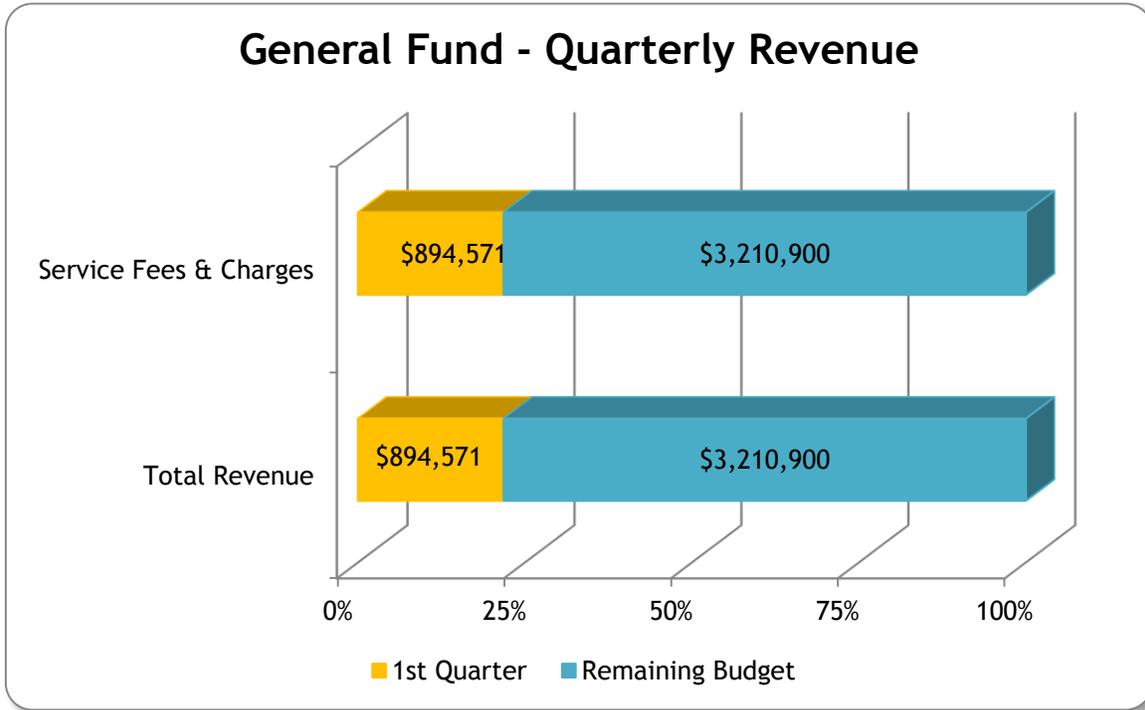
General Fund - Revenue Analysis



- The General Fund revenue for the Recorder's Office is estimated to be **\$4,105,471** for 2015, which is **1.0%** 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 the generation of copies from electronic images, microfiche, microfilm or paper copies. Most of this revenue is derived from the filing of mortgage documents.



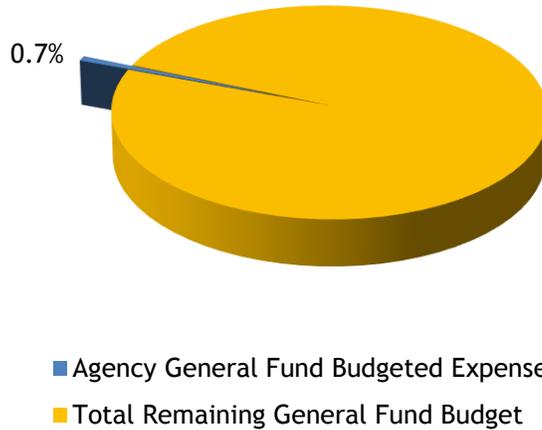
Actuals	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year	\$809,054	\$1,020,861	\$1,005,577	\$771,718	\$809,054	\$3,607,210
Current Year	\$894,571				\$894,571	\$4,105,471

\*Current year total represents revised budget.

- First quarter revenue of **\$894,571** represents **21.8%** of the budgeted amount for the year.
- General Fees collected during the 1<sup>st</sup> quarter were \$894,571 which is 21.8% of the amount budgeted for the year. This amount represents an increase of \$85,517 or 10.6% above the amount that was collected in the 1<sup>st</sup> quarter of 2014.

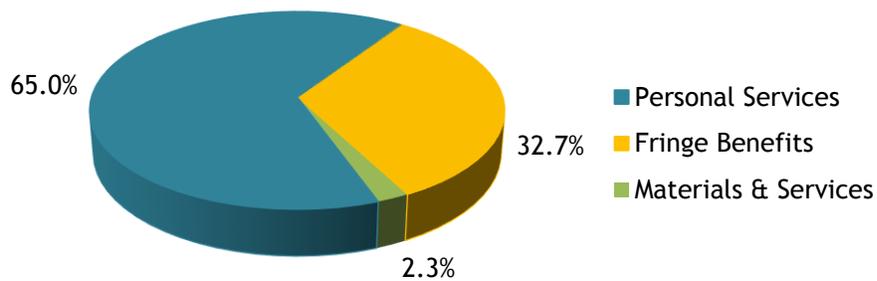
General Fund - Expenditure Analysis

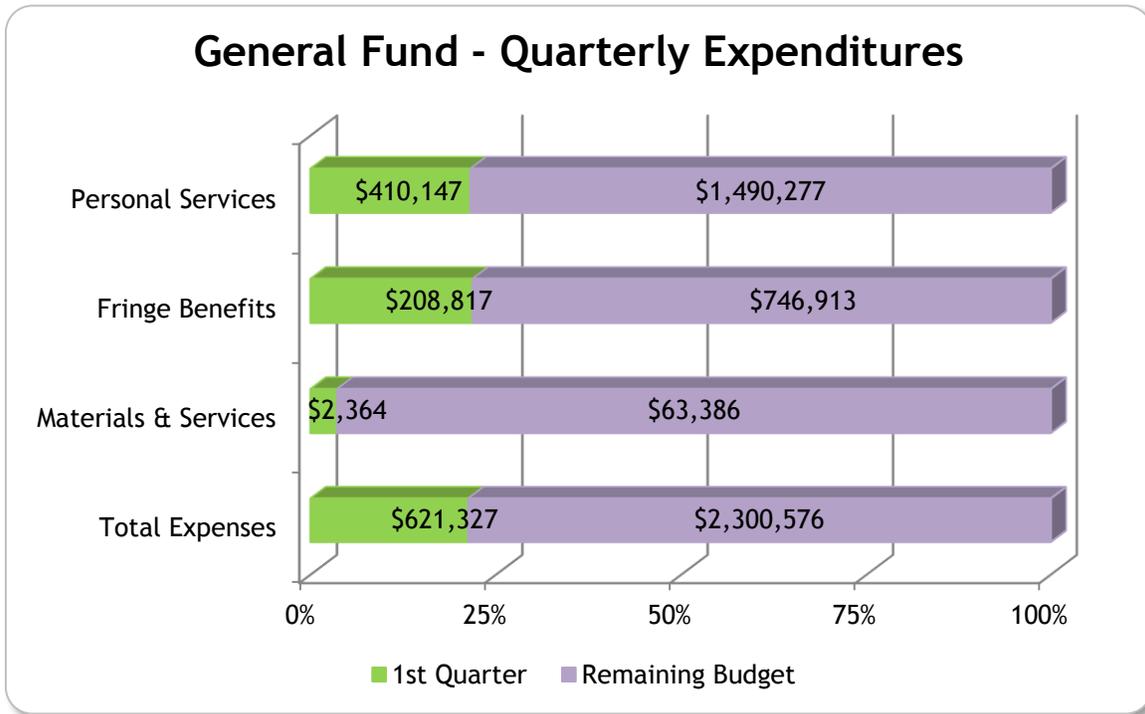
### Share of Total County Expenditures



- The General Fund expenditures for the Recorder's Office are estimated to be **\$2,921,903** for 2015, which is **0.7%** of the total budgeted expenditures for the General Fund.

### Budgeted Expenditures By Type





Actuals	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year	\$652,075	\$754,314	\$661,626	\$689,329	\$652,075	\$2,757,344
Current Year	\$621,327				\$621,327	\$2,921,903

\*Current year total represents revised budget.

- First quarter expenditures of **\$621,327** represent **21.3%** of the budgeted amount for the year.
- Expenditures within the Personal Services budget category were \$410,147 or 21.6% of the budgeted amount for the year. Through the end of the 1<sup>st</sup> quarter the Recorder's Office had not yet distributed the 2.0% non-bargaining salary and wage increase to agency personnel that was approved through Resolution No. 0037-15.
- Fringe Benefit expenditures during the 1<sup>st</sup> quarter were \$208,817 or 21.8% of the budgeted amount for the year.
- Materials and Services expenditures during the 1<sup>st</sup> quarter were \$2,364 or 3.6% of the budget amount for the year. This reflects a decrease of \$5,899 or 28.6% from the same period in 2014. The variance is attributed to a general shift in expenditures from the Materials and Services budget category from the 1<sup>st</sup> to 2<sup>nd</sup> quarters in 2015 as compared to the prior year.

### General Fund - Personal Services Analysis

Quarter	Agency Budget	Actual Expenditures	% of Budget
1 <sup>st</sup> Quarter	\$438,559	\$410,146	93.5%
2 <sup>nd</sup> Quarter	\$511,652		
3 <sup>rd</sup> Quarter	\$438,559		
4 <sup>th</sup> Quarter	\$511,652		
<b>Total</b>	<b>\$1,900,423</b>	<b>\$410,146</b>	<b>21.6%</b>

- There were six pay periods through the end of the 1<sup>st</sup> quarter, which would equate to 23.1% of the budgeted amount. The 6.5% variance in Personal Services in the 1<sup>st</sup> quarter is primarily attributed to higher than anticipated vacancies during the 1<sup>st</sup> quarter, along with the delay by the agency in allocating the 2.0% salary and wage increase for non-bargaining employees. The distribution of the wage increases was executed by the Recorder's Office beginning on the April 3<sup>rd</sup> pay date.

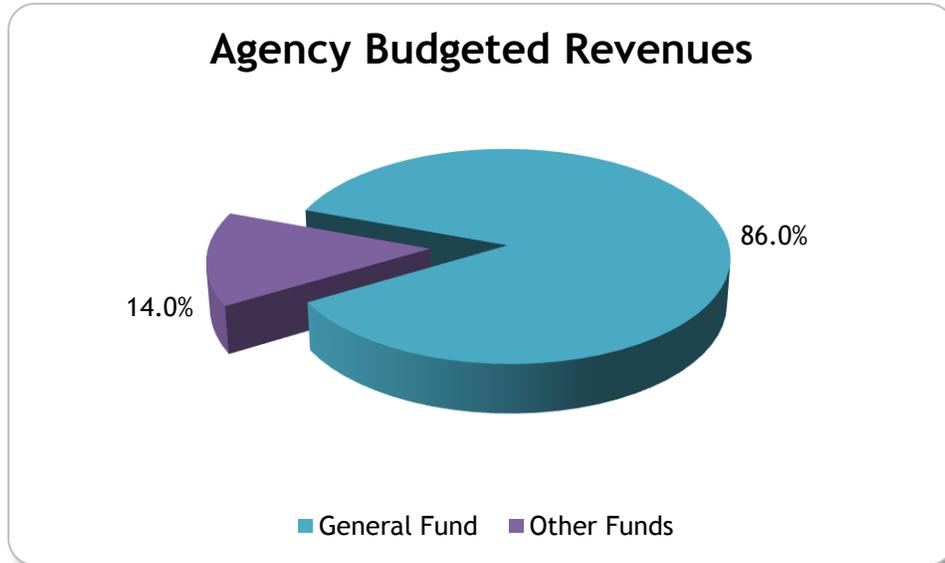
### General Fund - Budget Corrective Items - Approved

- Resolution No. 0037-15 authorized a transfer of General Fund appropriations from the Commissioners' Reserves in the amount of \$1,700,488 to various County offices for a 2.0% salary and wage increase for non-bargaining employees. The total amount transferred to Personal Services and Fringe Benefits for the Recorder's Office was \$42,581.

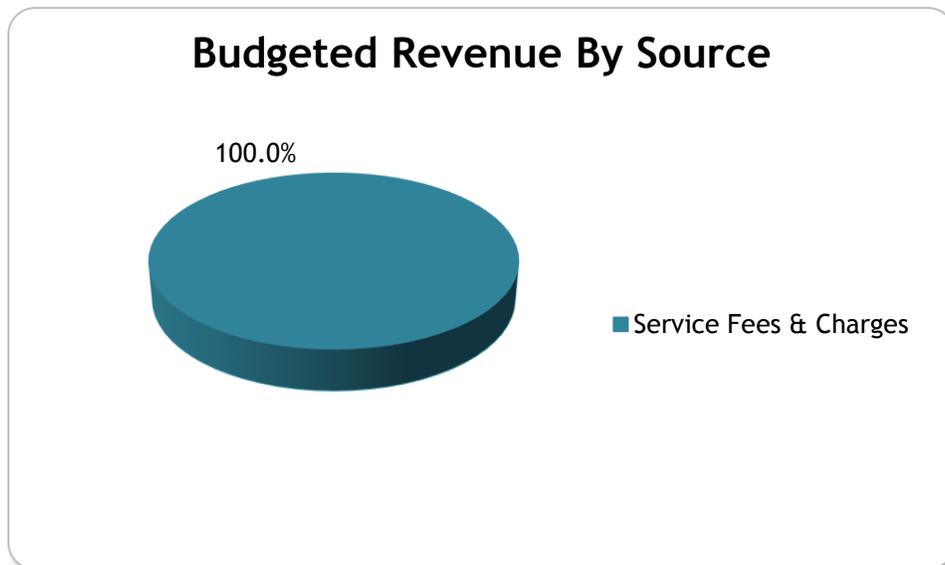
### General Fund - Budget Corrective Items - Pending

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

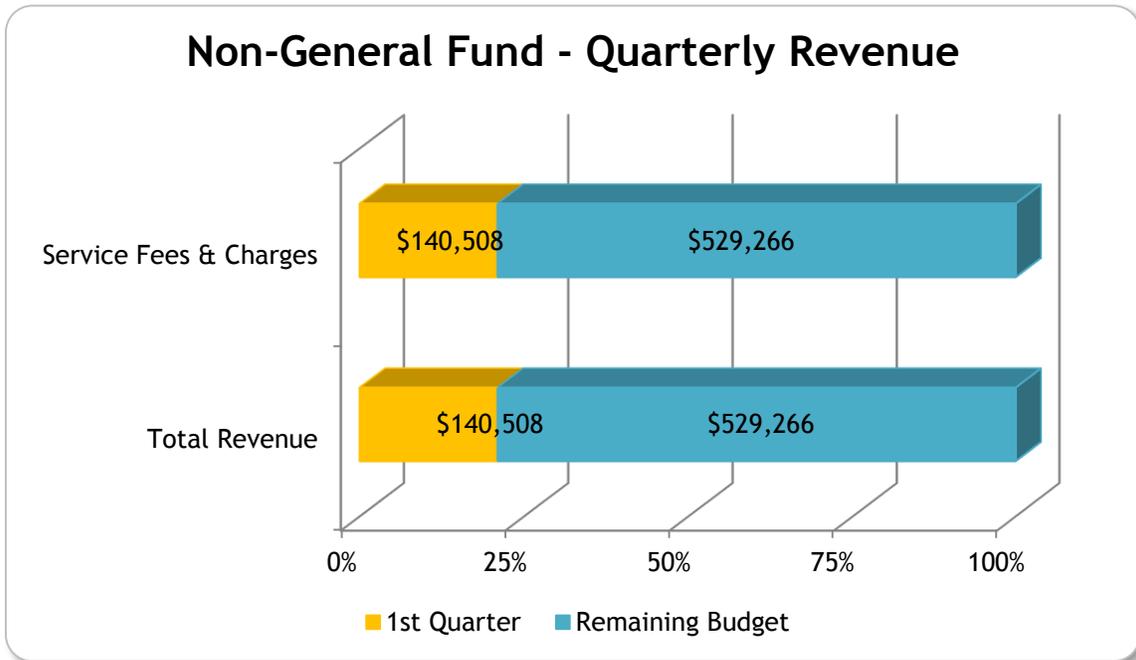
Non-General Fund - Revenue Analysis



- The non-general fund revenue for the Recorder's Office is estimated to be **\$669,773** for 2015, which is **14.0%** of the total budgeted revenue for the Recorder's Office.



- The main source of non-general fund revenue for the Recorder's Office is a \$4.00 fee that is collected for every document filed and deposited into the Recorder's Technology Fund (Fund 2016).

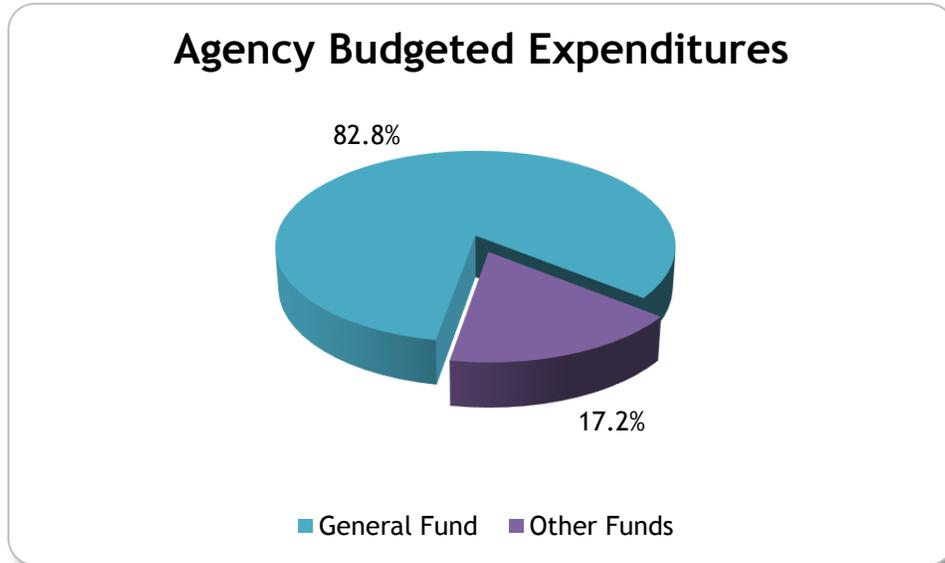


Actuals	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year	\$128,134	\$154,820	\$161,175	\$152,478	\$128,134	\$596,607
Current Year	\$140,508				\$140,508	\$669,773

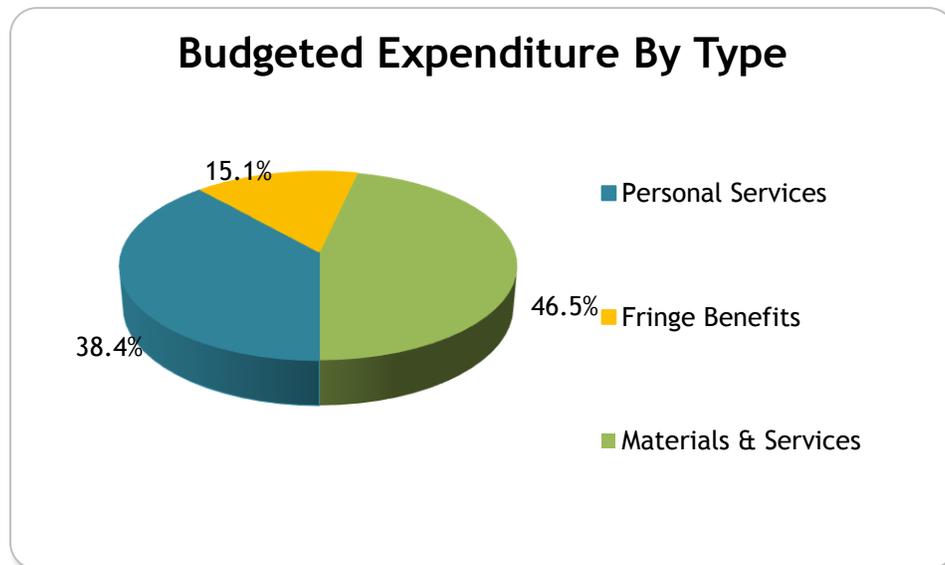
*\*Current year total represents revised budget.*

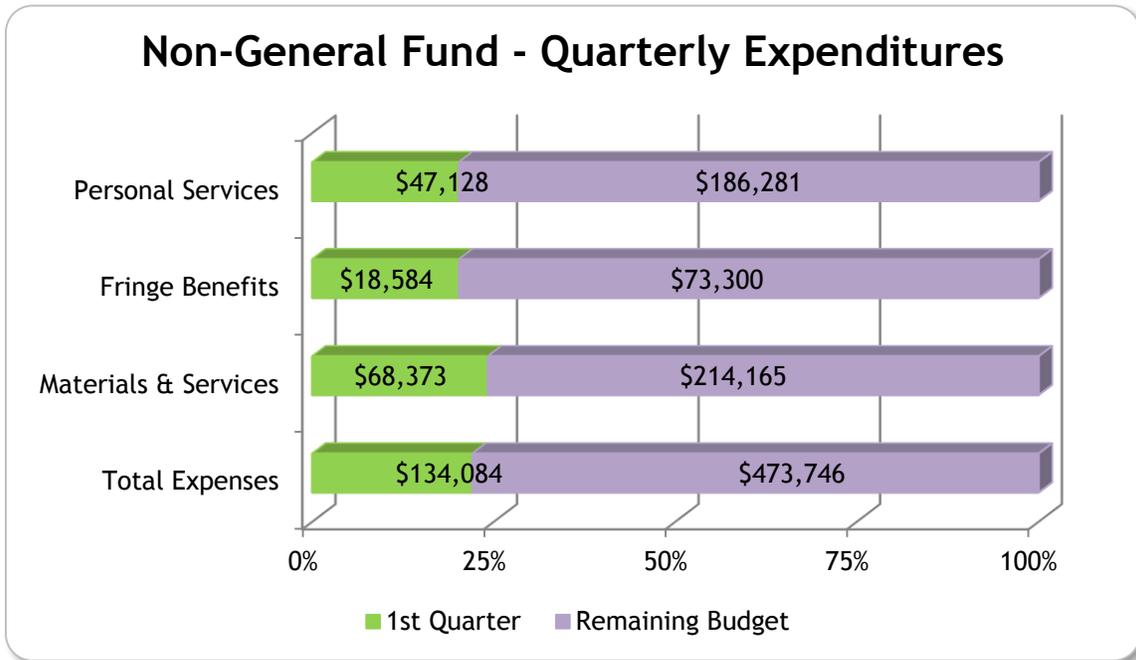
- First quarter revenue of **\$140,508** represents **21.0%** of the budgeted amount for the year.
- General Fees collected during the 1<sup>st</sup> quarter were \$140,508 which is 21.0% of the amount budgeted for the year. This amount represents a marginal increase of \$12,374 or 9.7% above the amount that was collected in the 1<sup>st</sup> quarter of 2014.

Non-General Fund - Expenditure Analysis



- The non-general fund expenditures for the Recorder's Office are estimated to be \$607,830 for 2015, which is 17.2% of the total budgeted expenditures for the Recorder's Office.





Actuals	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	YTD	Total*
Prior Year	\$138,708	\$111,484	\$162,521	\$186,269	\$138,708	\$598,982
Current Year	\$134,084				\$134,084	\$607,830

*\*Current year total represents revised budget.*

- First quarter expenditures of **\$134,084** represent **22.1%** of the budgeted amount for the year.
- Expenditures within the Personal Services budget category were \$47,128 or 20.2% of the budgeted amount for the year. Through the end of the 1<sup>st</sup> quarter the Recorder's Office had not yet distributed the 2.0% non-bargaining salary and wage increase to agency personnel that was approved through Resolution No. 0037-15.
- Fringe Benefit expenditures during the 1<sup>st</sup> quarter were \$18,584 or 20.2% of the budgeted amount for the year.
- Materials and Services expenditures during the 1<sup>st</sup> quarter were \$68,373 or 24.2% of the budget amount for the year. This reflects a decrease of \$12,131 or 15.1% from the same period in 2014. The variance is attributed to a general shift in expenditures from the Materials and Services budget category from the 1<sup>st</sup> to 2<sup>nd</sup> quarters in 2015 as compared to the prior year.

### Non-General Fund - Personal Services Analysis

Quarter	Agency Budget	Actual Expenditures	% of Budget
1 <sup>st</sup> Quarter	\$53,863	\$47,127	87.5%
2 <sup>nd</sup> Quarter	\$62,841		
3 <sup>rd</sup> Quarter	\$53,863		
4 <sup>th</sup> Quarter	\$62,841		
<b>Total</b>	<b>\$233,408</b>	<b>\$47,127</b>	<b>20.2%</b>

- There were six pay periods through the end of the 1<sup>st</sup> quarter, which would equate to 23.1% of the budgeted amount. The 12.5% variance in Personal Services in the 1<sup>st</sup> quarter is primarily attributed a vacant IT position allocated to the Technology Fund (Fund 2016) as well as a delay by the agency in allocating the 2.0% salary and wage increase for non-bargaining employees. The distribution of the wage increases was executed by the Recorder's Office beginning on the April 3<sup>rd</sup> pay date.

### Non-General Fund - Budget Corrective Items - Approved

- Resolution No. 0037-15 authorized non-general fund supplemental appropriations in the amount of \$993,825 to various County offices for a 2.0% 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 Technology Fund (Fund 2016) was \$5,272.

### Non-General Fund - Budget Corrective Items - Pending

- Resolution No. 0245-15 authorized a settlement of legal claims with two prior employees from the Recorder's Office. The settlement was paid from the Commissioner's Self Insurance Fund (Fund 1005) and the Recorder's Office has agreed to utilize \$108,298 from the Technology Fund (Fund 2016) to offset the cost of the planned Document Recording System upgrade project, with the balance of the cost to be financed from the General Fund. The Recorder's Office will request a financial resolution for supplemental appropriations within the Technology Fund (Fund 2016) once a vendor has been selected.