

**FYE 2017 BUDGET RECEIVED**

**\$971,437**

**FYE 2018 BUDGET REQUEST**

**\$898,156**

**FREMONT COUNTY, WYOMING**

**BUDGET REQUEST PACKET**

**FISCAL YEAR 2017 - 2018**

**DEPARTMENT NAME**

**County Clerk**

**CHART OF ACCOUNT NUMBERS**

**100-1-1121**

**BUDGET VERSION**

**2**

**PREPARED BY**

**Julie A. Freese, County Clerk**

**PHONE NUMBER**

**307-332-1122**

**EMAIL**

**[julie.freese@fremontcountywy.gov](mailto:julie.freese@fremontcountywy.gov)**

# BUDGET MESSAGE

## DEPARTMENT County Clerk

### **ANTICIPATED REVENUE STREAMS**

As shown in my projections, we have dropped our revenue again this year and are projected to drop again over this next fiscal year. Over the last 3 years, the total reduction in revenue is about 17%. For this reason, and for the reason that business is slower, I have not asked to replace my one position that is still open.

### **EXPENDITURE TRENDS**

As requested, my budget is 10% less than last year. Unfortunately or fortunately, however you look at it, I have seen a big turnover this past year. I have had 5 employees retire or quit. This made it possible to meet a 7% reduction quite honestly. Our Clerk team had worked very hard last year to make changes in what we do to get the barebones budget request and with a little luck, we are able to find a few more things to cut out or back. As a statutory office, I know that you have to fund our office so we can do our job, but we took it seriously (as do we always) to reduce our spending to what is necessary to do our work. If the economy for some reason, takes a jump back up this year, it may be difficult to keep up with the many statutory deadlines that we must keep. We will do our best and keep the board informed.

### **BUDGET CHANGES FROM LAST YEAR**

The biggest changes you might see from the last year's budget:

- 1) Somehow there was a miscommunication with Tyler Technologies when we moved from the server to the cloud--we budgeted the Tyler maintenance and I guess we didn't budget the hosting fee. Luckily we should be able to weather that fee with no budget, but it increased our Service agreements and for next year by that same amount plus their increase.
- 2) We found a deal with HR (BLR) Online. We use to purchase FSLA, FMLA, Exemption Reference Books annually for about \$1500 total. In a demo of the HR Online piece, those books plus more are there and for the same price (or actually about 400 less) we also get reference materials, training (like we use to have) and much much more. We re-subscribed in March and with that they gave me 8 months of credit on our subscription meaning I will not need to budget that amount in this year's budget.
- 3) Obviously as mentioned above, my salary line item is much reduced to due attrition and rehiring at entry levels plus not re-hiring one position at this time.
- 4) I would like to contract with BC/BS to handle our Section 125. I have had many questions about our process and found a number of federal regulations that we have to follow and although I love the Section 125 program, I think it should be handled by someone that is constantly up on those laws.

# FIVE YEAR PLAN

## DEPARTMENT County Clerk

### **1. SERVICE PRIORITIES**

Our priority is to serve the public the best that we can in an efficient and pleasant manner. We realize our customers don't do what we do every day and that means we need to take the time to help them get the service that they will need to perform whatever duty they have with the county.

### **2. EMPLOYEES and BENEFITS**

We believe we will be ok if things stay static (meaning--at the rate that we are getting business right now). If the economy takes a leap in this next year and the business comes back, we will likely need our position returned to us this next year. Our hope is that by doing some of the things that are making our job easier, we won't need this position for at least 2 more years. E-Recording (that you allowed us to get) has been increasing. This saves us money on supplies and equipment as it is emailed to us with the money through a company whose job it is to make sure all of the documents meet state and federal standards. No labels are put on them (by hand), just an e-label. There is no scanning into the system saving staff time. Other counties who have done this are seeing increases of about 30% going to e-recording. Timekeeping system is up and running and we should see some efficiencies in moving from paper to e-records here as well. The time needed in payroll should decrease as should approval from department head and hopefully for the employees as well.

### **3. FUNDING and REVENUE CHANGES**

We hope that the decline in our revenues will reach the all time low soon and start to rebound for the next couple of years.

We have no new ways to increase our revenue streams as all of our fees are set by statute.

### **4. MAINTENANCE or SECURITY ISSUES**

We have NOT planned this year on buying a plat cabinet (holds subdivisions and road plats). We have about 13 slots left for the rest of this year and next year. We do have a few open slots in the Road Plat file and there's no reason we can't use those to get us through this period (20-30 slots). But over the next 5 years depending on development in this county, it is anticipated that within 2 years, I will have to purchase a plat cabinet.

**GRANT SUMMARY - FYE 2018**

**DEPT: County Clerk**

	Grant Name	Begin Date	End Date	Award Amount	No. of FTEs	Status	Purpose of Grant
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>TOTAL</b>				<b>\$0</b>			

**CONTRACTUAL SERVICES - FYE 2018**

**DEPT: County Clerk**

	<b>Contractor</b>	<b>Description of Services</b>	<b>Amount</b>
1.	Blue Cross Blue Shield	Administer the Section 125 Accounts	\$1,450
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL CONTRACTUAL SERVICES (69214)</b>			<b>\$1,450</b>

**SERVICE AGREEMENTS - FYE 2018**

**DEPT: County Clerk**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.	Arcasearch	Web Hosting for digitized documents	\$5,100
2.	Selby's	Service Agreement for Mapping Maching shared	\$800
3.	Capital Business Systems	Bookkeeping Copier agreement	\$330
4.	Office Shop	Main Floor Copier agreement	\$740
5.	Office Shop	Riverton Copier agreement	\$400
6.	Tyler/CSA	Computer system and hosting costs	\$48,000
7.	<b>State Archives</b>	<b>Electronic Storage of records (statutorily required)</b>	<b>\$100</b>
8.	Caselle	Bookkeeping services cloud hosting (shared)	\$35,500
9.			
10.			
<b>TOTAL SERVICE AGREEMENTS (65234)</b>			<b>\$90,970</b>

**DUES AND SUBSCRIPTIONS - FYE 2018**

DEPT: County Clerk

	Organization	Description	Amount
1.	HR Online	Replaces FSLA, FMLA, Exemption reference books and added complimentary training. By going this way, I have 20 months paid for and won't need any money this year. Will need about \$1200 FY 18-19	\$0
2.	Wyoming.com	Internet Services	\$1,500
3.	Charter	Internet Services	\$200
4.	NADA Online (share with Treas) I pay all	Online reference materials (statutorily required)	\$1,500
5.	Riverton Ranger and Lander Journal	Papers--have to cut out proof of publications	\$105
6.	GFOA (share this with Treas--ea pay costs)	Government Finance Officer's Assoc. Dues	\$125
7.	IGO	Nat'l Clerk group--membership helps on training	\$200
8.	CCAW	Wyoming County Clerk dues	\$100
9.	My PC.com	Will cancel--with new computer system--don't need	\$0
10.	NADA	Out of State Reference Book--cancel for 1 more year	\$0
<b>TOTAL DUES &amp; SUBSCRIPTIONS (69250)</b>			<b>\$3,730</b>

**CAPITAL ASSETS - FYE 2018**

DEPT: County Clerk

DEPARTMENT PURCHASES (< \$10,000)					
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>TOTAL - DEPARTMENT PURCHASES (&lt; \$10,000)</b>				<b>\$0</b>	

85001	LAND	\$0
85002	BUILDINGS & IMPROVEMENTS	\$0
85003	MACHINERY & EQUIPMENT	\$0
85004	VEHICLES	\$0
85005	OFFICE FURNITURE	\$0
85006	COMPUTER SOFTWARE	\$0
85008	INFRASTRUCTURE	\$0
85010	LIBRARY BOOKS	\$0

CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)							
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	AUTHORIZED AMOUNT	ESTIMATED LIFE (YRS)	INTEREST RATE	EST FYE 2018 RENTAL AMT
1.	Office computer replacements	JUL-SEP 2017	MACHINERY & EQUIPMENT	\$12,000	5	2.0%	\$2,524
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2018)</b>							<b>\$0</b>
<b>TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)</b>				<b>\$12,000</b>			<b>\$2,524</b>





**CHART OF ACCOUNTS WORKSHEET - FYE 2018**

DEPT: County Clerk

[back to instructions](#)

								FYE 2017 BUDGET COMPARISON	\$49,961			
Account Number	Account Title	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Budget	FYE 2017 Actual (thru Dec)	FYE 2017 Add'l Expected (Jan - Jun)	FYE 2017 Projected Actual	FYE 2018 Budget Request	Difference from FYE 2017	FYE 2018 Approved Budget	Notes
100-1-1121-42410	CO CLERK LIQUOR PERMITS	\$19,437	\$20,021	\$20,657	\$20,000	\$25	\$19,658	\$19,683	\$19,700	-\$300	\$19,700	MB and Retail Licenses
100-1-1121-42990	MISC LICENSES AND PERMITS	\$670	\$349	\$98	\$100	\$55	\$193	\$248	\$250	\$150	\$250	24 Hr permits
100-1-1121-44210	CO CLERK CHATTELS	\$113,544	\$110,230	\$99,447	\$100,000	\$38,508	\$50,771	\$89,279	\$90,000	-\$10,000	\$90,000	UCC Personal loan filings
100-1-1121-44215	CO CLERK CORNERS	\$1,245	\$830	\$350	\$250	\$85	\$418	\$503	\$500	\$250	\$500	Land Corner recordations
100-1-1121-44220	CO CLERK MISC.	\$4,921	\$4,416	\$4,440	\$4,600	\$1,867	\$2,225	\$4,092	\$4,000	-\$600	\$4,000	Misc. Recordings etc.
100-1-1121-44230	CO CLERK RECORDINGS	\$157,865	\$163,163	\$157,538	\$156,000	\$64,848	\$92,139	\$156,987	\$157,000	\$1,000	\$157,000	Land Recordings/Marriage Licenses
100-1-1121-44240	CO CLERK TITLES	\$249,890	\$232,190	\$216,454	\$207,000	\$88,256	\$109,627	\$197,883	\$198,000	-\$9,000	\$198,000	Vehicle Titles minus Aband Veh fee
100-1-1121-44245	CO CLERK VIN INSPECTIONS	\$24,255	\$21,030	\$18,400	\$17,500	\$7,380	\$7,995	\$15,375	\$15,500	-\$2,000	\$15,500	VIN inspections done by SO
100-1-1121-44250	COPIES & PRINTED MATERIALS	\$2,319	\$2,821	\$2,003	\$2,000	\$970	\$1,330	\$2,300	\$2,300	\$300	\$2,300	Any copies
100-1-1121-44360	NSF CHECK CHARGE	-\$102	-\$210	-\$140	\$0	-\$120	\$0	-\$120	\$0	\$0	\$0	Dropped their charge and they will reduce their budget (Museum)
100-1-1121-44400	REIMBURSEMENTS	\$2,625	\$10,500	\$10,500	\$10,500	\$10,500	\$0	\$10,500	\$0	-\$10,500	\$0	
100-1-1121-48549	OVER/SHORT	-\$50	\$46	\$45	\$0	\$139	-\$293	-\$154	\$0	\$0	\$0	
100-1-1121-48890	OTHER MISC REVENUES	\$215	\$179	\$171	\$260	\$50	\$50	\$50	\$0	-\$260	\$0	
100-1-1121-49650	TRANSFER FR HEALTH PLAN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>REVENUE TOTALS:</b>	<b>\$576,834</b>	<b>\$565,565</b>	<b>\$529,963</b>	<b>\$518,210</b>	<b>\$212,563</b>	<b>\$284,063</b>	<b>\$496,626</b>	<b>\$487,250</b>	<b>-\$30,960</b>	<b>\$487,250</b>	<b>Revenue continues to take a drop</b>
100-1-1121-51100	SALARIES-ELECTED OFFICIAL	\$73,750	\$75,750	\$77,250	\$78,750	\$39,000	\$39,750	\$78,750	\$80,250	\$1,500	\$80,250	Statutory increase
100-1-1121-51110	SALARIES-DEPUTIES	\$64,550	\$67,320	\$67,320	\$67,320	\$33,660	\$33,660	\$67,320	\$67,320	\$0	\$67,320	
100-1-1121-51120	SALARIES-CLERKS/DISPATCHER	\$354,141	\$405,641	\$398,112	\$397,369	\$185,700	\$173,198	\$358,898	\$344,871	-\$52,498	\$344,871	Many employee changes, hired new at lower levels and will not replace one lands employee for now
100-1-1121-52210	HEALTH & LIFE INSURANCE (INTRA	\$187,379	\$170,469	\$203,161	\$206,748	\$94,806	\$89,099	\$183,905	\$180,990	-\$25,758	\$180,990	Due to reduction in employees
100-1-1121-52220	SOCIAL SECURITY-EMPLOYER	\$35,197	\$38,794	\$38,644	\$41,574	\$18,327	\$18,865	\$37,192	\$37,672	-\$3,902	\$37,672	Due to reduction in employees
100-1-1121-52240	WORKERS COMPENSATION	\$3,474	\$5,234	\$5,718	\$6,062	\$4,803	\$3,300	\$8,103	\$7,373	\$1,311	\$7,373	Not sure why this was under budgeted
100-1-1121-52250	WYOMING RETIREMENT	\$71,091	\$81,047	\$82,251	\$67,930	\$31,774	\$30,825	\$62,599	\$61,556	-\$6,374	\$61,556	Due to reduction in employees
100-1-1121-61449	CONSULTING & AUDITING FEE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1121-65232	EQUIPMENT REPAIR	\$0	\$0	\$65	\$0	\$65	\$0	\$65	\$0	\$0	\$0	
100-1-1121-65234	SERVICE AGREEMENTS	\$29,155	\$27,282	\$30,976	\$73,840	\$63,317	\$29,000	\$92,317	\$90,970	\$17,130	\$90,970	Tyler Hosting missed last year had to add to this year. Also some copier increases
100-1-1121-65250	COPIER REPAIRS (USE 65232)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1121-65458	RENTALS (INTRA)	\$4,325	\$4,325	\$4,325	\$2,884	\$2,162	\$722	\$2,884	\$2,524	-\$360	\$2,524	Old CRF finished in March. Had to add new computer replacements to this year
100-1-1121-69110	ADVERTISING-OTHER	\$450	\$1,367	\$107	\$200	\$0	\$100	\$100	\$100	-\$100	\$100	
100-1-1121-69214	CONTRACTUAL SERVICES	\$10,063	\$71,664	\$75,287	\$0	\$0	\$500	\$500	\$1,450	\$1,450	\$1,450	I'd like to have BC/BS administer Section 125 accounts. There are so many regulations and I would like the experts handle this and there are more options for our employees with them administering it. Estimating 20 people using it
100-1-1121-69216	NON STATUTORY AD	\$0	\$0	\$0	\$0	\$100	\$0	\$100	\$0	\$0	\$0	
100-1-1121-69250	DUES, SUBSCRIPTIONS	\$6,257	\$8,683	\$8,280	\$8,135	\$6,109	\$2,165	\$8,274	\$3,730	-\$4,405	\$3,730	Found some good deals on HR products including the return of Training included
100-1-1121-69450	INSURANCE, BONDS	\$160	\$420	\$390	\$260	\$260	\$80	\$340	\$180	-\$80	\$180	1 Notary (80) and Clerks Bond (100)

**CHART OF ACCOUNTS WORKSHEET - FYE 2018**

DEPT: County Clerk

[back to instructions](#)

							FYE 2017 BUDGET COMPARISON	\$49,961				
Account Number	Account Title	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Budget	FYE 2017 Actual (thru Dec)	FYE 2017 Add'l Expected (Jan - Jun)	FYE 2017 Projected Actual	FYE 2018 Budget Request	Difference from FYE 2017	FYE 2018 Approved Budget	Notes
100-1-1121-69550	MISC. SERVICES & CHARGES	\$1,396	\$846	\$1,528	\$0	\$1,296	\$0	\$1,296	\$200	\$200	\$200	Plaques and last year I had to pay for every credit card membership fee since the county missed their max amount spent for the month (\$80)-\$120 for unforeseen things?
100-1-1121-69625	PRINTING PUBLICATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1121-69710	TELEPHONE	\$2,709	\$2,466	\$3,137	\$3,500	\$1,408	\$1,429	\$2,837	\$3,000	-\$500	\$3,000	Kevin has really helped get this cost down this year.
100-1-1121-69720	TRAINING SEMINARS	\$274	\$950	\$2,854	\$0	\$125	\$0	\$125	\$0	\$0	\$0	No training this year
100-1-1121-69730	TRAVEL EXPENSE	\$2,228	\$1,391	\$3,905	\$1,350	\$473	\$877	\$1,350	\$1,100	-\$250	\$1,100	I cut this significantly last year.
100-1-1121-75210	GENERAL OFFICE SUPPLIES	\$1,885	\$3,298	\$1,423	\$2,000	\$1,734	\$412	\$2,146	\$2,500	\$500	\$2,500	Need title file folders 450 (extra)
100-1-1121-75211	PRINTED OFFICE SUPPLIES	\$5,402	\$6,300	\$5,749	\$5,115	\$2,079	\$1,721	\$3,800	\$4,320	-\$795	\$4,320	Titles used out of inventory (14,250 titles = \$1500), Warrants (PR 300, AP 900) W2 1099 315, Cert-labels-189, Marriage env 150, Scan ck bank chg 150, Notary logs 600, Envelopes 400
100-1-1121-75214	POSTAGE	\$8,303	\$7,193	\$6,566	\$7,500	\$1,964	\$4,732	\$6,696	\$7,000	-\$500	\$7,000	We are emailing a lot more than mailing.
100-1-1121-75215	COPIER REIMBURSEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1121-75216	COPIER SUPPLIES	\$644	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1121-75224	VEHICLE FUEL	\$22	\$233	\$298	\$250	\$49	\$120	\$169	\$250	\$0	\$250	Had to pay mileage more than I expected due to no pool car
100-1-1121-75228	COMPUTER SUPPLIES	\$0	\$688	\$344	\$650	\$0	\$950	\$950	\$800	\$150	\$800	Labels for recording. Hope this will go down due to the implementation of e-recording.
100-1-1121-75610	EQUIPMENT LESS THAN \$1000	\$4,056	\$8,391	\$0	\$0	\$0	\$260	\$260	\$0	\$0	\$0	We had to buy 2 chairs.
100-1-1121-81490	EXPENDITURE REIMBURSEMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1121-85003	MACHINERY & EQUIP > 1,000	\$1,648	\$0	\$0	\$0	\$500	\$0	\$500	\$0	\$0	\$0	We had to purchase a copier for Riverton Office--other died
100-1-1121-85005	OFFICE FURNITURE > 1,000	\$0	\$3,200	\$1,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
100-1-1121-85006	COMPUTER SOFTWARE > 1,000	\$0	\$10,040	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>EXPENDITURE TOTALS:</b>	<b>\$868,559</b>	<b>\$1,002,992</b>	<b>\$1,019,340</b>	<b>\$971,437</b>	<b>\$489,711</b>	<b>\$431,765</b>	<b>\$921,476</b>	<b>\$898,156</b>	<b>-\$73,281</b>	<b>\$898,156</b>	<b>\$3416 voluntary cuts</b>

**EXECUTIVE SUMMARY - FYE 2018**

**DEPT:** County Clerk

**ACCOUNT NUMBERS:** 100-1-1121

[back to instructions](#)

<b>REVENUES:</b>	<b>FYE 2014 Actual</b>	<b>FYE 2015 Actual</b>	<b>FYE 2016 Actual</b>	<b>FYE 2017 Budget</b>	<b>FYE 2017 Projected Actual</b>	<b>FYE 2018 Budget Request</b>	<b>Difference from FYE 2017</b>	<b>FYE 2018 Approved Budget</b>
Tax Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$20,107	\$20,370	\$20,755	\$20,100	\$19,931	\$19,950	-\$150	\$19,950
Intergovernmental/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Charges for Goods & Services	\$556,562	\$544,970	\$508,992	\$497,850	\$476,799	\$467,300	-\$30,550	\$467,300
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$165	\$225	\$216	\$260	-\$104	\$0	-\$260	\$0
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$576,834</b>	<b>\$565,565</b>	<b>\$529,963</b>	<b>\$518,210</b>	<b>\$496,626</b>	<b>\$487,250</b>	<b>-\$30,960</b>	<b>\$487,250</b>

<b>EXPENDITURES:</b>								
Salaries	\$492,441	\$548,711	\$542,682	\$543,439	\$504,968	\$492,441	-\$50,998	\$492,441
Employee Benefits	\$297,141	\$295,544	\$329,774	\$322,314	\$291,799	\$287,591	-\$34,723	\$287,591
Property Services	\$33,480	\$31,607	\$35,366	\$76,724	\$95,266	\$93,494	\$16,770	\$93,494
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$23,537	\$87,787	\$95,488	\$13,445	\$14,922	\$9,760	-\$3,685	\$9,760
Supplies & Materials	\$20,312	\$26,103	\$14,380	\$15,515	\$14,021	\$14,870	-\$645	\$14,870
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$1,648	\$13,240	\$1,650	\$0	\$500	\$0	\$0	\$0
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$868,559</b>	<b>\$1,002,992</b>	<b>\$1,019,340</b>	<b>\$971,437</b>	<b>\$921,476</b>	<b>\$898,156</b>	<b>-\$73,281</b>	<b>\$898,156</b>