

## Form For Budget, Cumulative Quarterly Report and Annual Settlement For Calendar Year 2021

\_\_\_OHIO\_\_\_ County Clerk

**AMENDED**

## Part One ~ Summary and Reconciliation of All Accounts

Show & Describe All Accounts	Column 1 2021 Fee Account Budget Estimate	Column 2 20__ Fee Account Cumulative Actual	Column 3 Account (NOT FEE ACCOUNT)	Column 4 Account (NOT FEE ACCOUNT)	Column 5 Account (NOT FEE ACCOUNT)
1. Receipts YTD	\$6,217,129.00				
2. Total Disbursements YTD	\$6,217,129.00				
3. Book Balance/Excess Fees					
4. Bank Statement Balance					
5. Plus Deposits in Transit					
6. Less Outstanding Checks					
7. Other					
8. Reconciled Bank Balance					
9. Accounts Receivable as of 12/31					
10. Unpaid Obligations as of 12/31					
11. Excess Fees					

**Instructions:** This form is the required format for the budget and the quarterly report. **BUDGET:** After completing the budget estimate columns of Parts One, Two and Three, submit to the fiscal court for approval by January 15th and following approval submit to the state local finance officer. **QUARTERLY REPORT:** The quarterly report is cumulative. Show the status of all funds in the official's charge during calendar year to date in Part One. **Line 1** Show total receipts on a cash basis for the year to date including any beginning balances for all accounts. **Show current year fee account in COLUMN 2 as calculated in Part Two of report.** **Line 2** Show total disbursements on a cash basis for the year to date for all accounts. **Show current year fee account in COLUMN 2 as calculated in Part Three of report.** **Line 3** Show difference between lines 1 and 2 for all accounts. **Line 4** Show bank statement balance(s) at close of quarter. **Line 5** Show total deposits made prior to close of quarter that are not reflected in bank statement(s). **Line 6** Show total amount of checks issued prior to close of quarter that are not reflected in bank statement(s). **Line 7** Show investments. **Line 8** Show line 4 adjusted for lines 5, 6, and 7. Line 8 should equal line 3 for all accounts. **Line 9** Complete for quarter ending 12/31. Show calculation in Part Two of report. **Line 10** Complete for quarter ending 12/31. Show calculation in Part Three of report. **Line 11** Complete for quarter ending 12/31. Show line 8 adjusted for lines 9 and 10. All debt to be shown in Part Four. Report due to: State Local Finance Officer, 100 Airport Road, Third Floor Frankfort, KY 40601 by the 30th day following the close of each quarter. Fax # 502-227-8691 / Ph # 502-892-3487.

Approved by the fiscal court on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

To the best of my knowledge the information reported herein for the budget/quarter ended \_\_\_\_\_ is accurate and complete.

\_\_\_\_\_  
County Judge/Executive\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of County Clerk\_\_\_\_\_  
Date



Part Two Receipts	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	Accounts Receivable 12/31	Settlement Total
1. Federal Grants/Reimbursements								
2. State Grants								
3. State Fees For Services	\$14,300.00							
4. Fiscal Court								
5. Revenue Supplement (< 20,000 pop)								
6. Licenses and Taxes								
7. Motor Vehicle:								
8. Licenses and Transfers	\$948,108.00							
9. Usage Tax	\$2,105,195.00							
10. Tangible Personal Property Tax	\$2,253,969.00							
11. Notary Fees								
12. COUNTY STICKERS	\$233,070.00							
13. Licenses: (describe)								
14. Fish and Game	\$9,100.00							
15. Marriage	\$9,900.00							
16. Occupational								
17. Beer & Liquor								
18.								
19.								
20. Deed Transfer Tax	\$78,197.00							
21. Delinquent Taxes	\$260,935.00							
22. Fees Collected for Services								
23. Recordings:								
24. Deeds, Easements, and Contracts	\$44,041.00							
25. Real Estate Mortgages	\$77,675.00							
26. Chattel Mortgages & Financing S	\$68,118.00							
27. Powers of Attorney	\$6,000.00							
28. All Other Recordings	\$49,811.00							
29. Charges for Other Services:								
30. Copywork	\$8,640.00							
31. Postage	\$4,000.00							

Part Two (continued) Receipts	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	Accounts Receivable 12/31	Settlement Total
32. Other: (describe)								
33. Candidate Filing Fee								
34. DOCUMENT STORAGE FEE	\$45,920.00							
35. Interest Earned	\$150.00							
36.								
37. Total Revenues	\$6,217,129.00							
38. Petty Cash								
39. Borrowed Money								
40. Total Receipts	\$6,217,129.00							

Copy the figure shown on Line 40 in the Budget Estimate column to the Summary on page 1, column 1, line 1. Copy the figure shown on Line 40 in the Total YTD column to page 1, column 2, line 1. Copy the figure shown on Line 39 in the Receivable column (use for 12/31 report only) to page 1, line 9.

Part Three Disbursements	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	12/31 Unpaid Obligations	Settlement Total
Required Payments								
1. Payments to State (describe)								
2. Motor Vehicle:								
3. Licenses & Transfers	\$659,341.00							
4. Usage Tax	\$2,042,039.00							
5. Tangible Personal Prop Tax	\$852,168.00							
6. Licenses: (describe)								
7. Fish & Game	\$6,185.00							
8. Marriage Licenses	\$25,188.00							
9.								
10. Delinquent Tax	\$24,447.00							
11. Legal Process Tax	\$22,257.00							
12. Other Services								
13. Payments to Fiscal Court (describe)								
14. Tangible Personal Property Tax	\$105,466.00							
15. Delinquent Tax	\$16,544.00							
16. Deed Transfer Tax	\$70,137.00							
17. COUNTY STICKER FEE	\$220,000.00							
18. Beer & Liquor Licenses								



Part Three (continued) Disbursements	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	12/31 Unpaid Obligations	Settlement Total
19. Fiscal Court/Tax Bill Prep								
20. Document Storage Fee	\$0.00							
21. Payments to Other Districts (describe)								
22. Tangible Personal Property Tax	\$1,134,782.00							
23. Delinquent Tax	\$139,718.00							
24.								
25. Payments to Sheriff	\$20,100.00							
26.								
27. Payments to County Attorney	\$36,000.00							
28. Total Required Payments	\$5,374,372.00	\$0.00	\$0.00	\$0.00	\$0.00			
Official Expenses								
29. Personal Services								
30. County Clerk's Gross Salary								
31. County Clerk's Expense Allowance								
32. Deputies Gross Salaries								
33. Part Time Gross Salaries								
34. Overtime Gross								
35. Unemployment Insurance								
36. Employee Benefits								
37. Employer's Share S.S. (7.65%)								
38. Employer's Share Ret.								
39. Employer Paid Health Insurance								
40. Other Payroll Disbursements								
41. Training Fringe Benefit (HB 810)								
42. Contracted Services								
43. Fish & Game								
44. Advertising								
45. Printing & Binding								

Part Three (continued) Disbursements	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	12/31 Unpaid Obligations	Settlement Total
46.								
47.								
48. Supplies & Materials (describe)								
49. Office Supplies	\$400.00							
50.								
51. Other Charges (describe)								
52. Conventions & Travel								
53. Dues	\$2,500.00							
54. Postage	\$1,000.00							
55. REFUNDS	\$40,000.00							
56. BAD DEBT	\$200.00							
57. Debt Service (Borrowed money, interest, lease/purchases)								
58. Principal on Note								
59. Interest								
60. Computer Lease								
61. Capital Outlay (Outright purchases on tangible items lasting in nature)								
62. Office Equipment								
63. Vehicle								
64.								
65.								
66.								
67. Total Official Expenses	\$5,418,472.00							
For offices that fee pool, pay fees to county prior to December 31, or counties over 70,000 in population, show payments made on lines 68 and 69.								
68. Payments to County Treasurer	798,657.00							
69. Payments to State Treasurer								
	Enter total of lines 28, 67, 68 and 69 on line 70							
70. Total Disbursements	\$6,217,129.00							

Copy the figure shown on Line 70 in the Budget Estimate column to the Summary on page 1, column 1, line 2. Copy the figure shown on Line 70 in the Total YTD column to page 1, column 2, line 2. Copy the figure shown on Line 70 in the Unpaid column (use for 12/31 report only) to page 1, line 10.