

Form For Budget, Cumulative Quarterly Report and Annual Settlement For Calendar Year 2026

\_\_\_\_\_ OHIO County Clerk

Part One - Summary and Reconciliation of All Accounts

Column 1	Column 2	Column 3	Column 4	Column 5
Show & Describe All Accounts	Budget Estimate	2026 Fee Account Cumulative Actual	Account (NOT FE ACCOUNT)	Account (NOT FE ACCOUNT)
1. Receipts YTD	\$6,844,317.00			
2. Total Disbursements YTD	\$6,844,317.00			
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. APPROVE: After completing the budget estimate columns of Part One, Two and Three, submit to the fiscal court for approval by January 15th and following approval submit to the state level if minor errors. QUARTERLY REPORT: The quarterly report is cumulative. Show the amount of all funds in the official change during calendar year to date in Part One, Line 1. Show total reconciled a cash basis for the year to date including any beginning balances for all accounts. Show current year/previous year reconciliation in COLUMN 2 and include in Part Two and Three. Line 2 Show total disbursements on a cash basis for the year to date for all accounts. Show current year/previous year reconciliation in Part Three and Four. Line 3 Show difference between lines 1 and 2 for all accounts. Line 4 Show bank statement balance as of 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 reconciliation. Line 8 Show line 4 adjusted for lines 5, 6, and 7. Line 8 should equal line 3. Other accounts. Line 9 Computer for quarter ending 12/31. Show calculation in Part Two of report. Line 10 Computer for quarter ending 12/31. Show calculation in Part Three of report. Line 11 Computer for quarter ending 12/31. Show line 8 adjusted for lines 9 and 10. All items to be shown in Part Four. Report due for State Fiscal Transfer Office, 1024 Capital Center Drive, Suite 540, Nashville, TN 37001-4504 by the 30th day following the close of calendar year. Fax # 502-575-5712 / Ph # 502-575-5710.

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 \_\_\_\_\_

*Bea A. Papp*  
4/22/24

v 11/0/09

	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								
4.	Tax Bill Prep	\$6,000.00							
5.	Registration of Voters	\$8,000.00							
6.	Licenses and Taxes								
7.	Motor Vehicle:								
8.	Licenses and Transfers	\$947,000.00							
9.	Usage Tax	\$2,310,000.00							
10.	Tangible Personal Property Tax	\$2,684,603.00							
11.	Notary Fees								
12.									
13.	Licenses (see above)								
14.	County Stickers	\$243,000.00							
15.	Marriage	\$7,500.00							
16.	Affordable Housing Trust Fund	\$26,240.00							
17.									
18.									
19.									
20.	Deed Transfer Tax	\$85,000.00							
21.	Delinquent Taxes	\$275,000.00							
22.	Fees Collected for Services								
23.	Recordings								
24.	Deeds, Easements, and Contracts	\$41,500.00							
25.	Real Estate Mortgages	\$67,980.00							
26.	Charred Mortgages & Financing \$	\$57,787.00							
27.	Powers of Attorney	\$5,665.00							
28.	All Other Recordings								
29.	Charges for Other Services:								
30.	Copywork	\$4,200.00							
31.	Postage	\$5,642.00							
32.	Other (describe)								
33.	Candidate Filing Fee								
34.	Storage Fees	\$39,000.00							
35.	Interest Earned	\$300.00							
36.									
37.	Total Revenues	\$6,844,317.00							
38.	Petty Cash								
39.	Borrowed Money								
40.	Total Receipts	\$6,844,317.00							

1. Balance and Debit

2. Balance

Copy the figure down on line 40 in the Budget Detail column to the Summary on page 1, column 1, line 1. Copy the figure down on line 40 in the Total Unpaid Obligations to page 1, column 2, line 1. Copy the figure down on line 39 in the Budget column to the Summary on page 1, column 1, line 3. Copy the figure down on line 39 in the Total Unpaid Obligations to page 1, column 2, line 3.

Part Three Disbursements	Budget Estimate	1/1 thru				Total YTD	12/31 Unpaid Obligations	Settlement Total
		3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31			
<b>Required Payments</b>								
1. Payments to State (various)								
2. Motor Vehicle:								
3. Licenses & Transfers	\$696,045.00							
4. Usage Tax	\$4,219,052.00							
5. Tangible Personal Prop Tax	\$1,021,201.00							
6. Licensee (describe)								
7.								
8. Marriage Licenses								
9. Affordable Housing Trust Fund	\$21,950.00							
10. Delinquent Tax	\$20,513.00							
11. Legal Process Tax	\$21,912.00							
12.								
<b>Payments to Fiscal Court (various)</b>								
13. Tangible Personal Property Tax	\$130,569.00							
14. Delinquent Tax	\$14,428.00							
15. Deed Transfer Tax	\$75,600.00							
16. Storage fees	\$39,000.00							
17. County Sockers	\$227,477.00							
<b>Part Three (continued) Disbursements</b>								
19.								
20.								
<b>Payments to Other Districts (various)</b>								
21. Tangible Personal Property Tax	\$1,407,133.00							
22. Delinquent Tax	\$138,536.00							
23.								
24.								
25. Payments to Sheriff	\$22,000.00							
26.								
27. Payments to County Attorney	\$35,000.00							
28. Total Required Payments	\$6,090,196.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Official Expenses</b>								
29. Personal Services								
30. County Clerk's Gross Salary								
31. County Clerk's Expense Allowance								
32. Deputies Gross Salaries								
33. Part Time Gross Salaries								

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00 Amount

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 Benefits (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	2025 Unpaid Obligations	Settlement Total										
46.																			
47.																			
48.	Supplies & Materials (various)																		
49.	Office Supplies	\$400.00																	
50.	REPUNDS	\$30,233.00																	
51.	Other Charges (various)																		
52.	Conventions & Travel	\$2,500.00																	
53.	Dues																		
54.	Postage	\$1,000.00																	
55.	Misc																		
56.																			
57.	Debt Service (various)																		
58.	Principal on Note																		
59.	Interest																		
60.	Computer Lease																		
61.	Capital Outlay (various)																		
62.	Office Equipment																		
63.	Vehicle																		
64.																			
65.																			
66.	BAID DEBT EXPENSE	\$200.00																	
67.	Total Official Expenses	\$6,124,529.00																	
68.	Payments to County Treasurer	719,788.00																	
69.	Payments to State Treasurer																		
70.	Total Disbursements	\$6,844,317.00																	

Copy the figure shown on line 70 to the Budget Estimate column to the Summary on page 1, column 1, line 2. Copy the figure shown on line 70 to the Total YTD column to page 1, column 2, line 3. Copy the figure shown on line 70 to the Unpaid column line for 12/31 report only to page 1, line 10.