

Recorder's Office

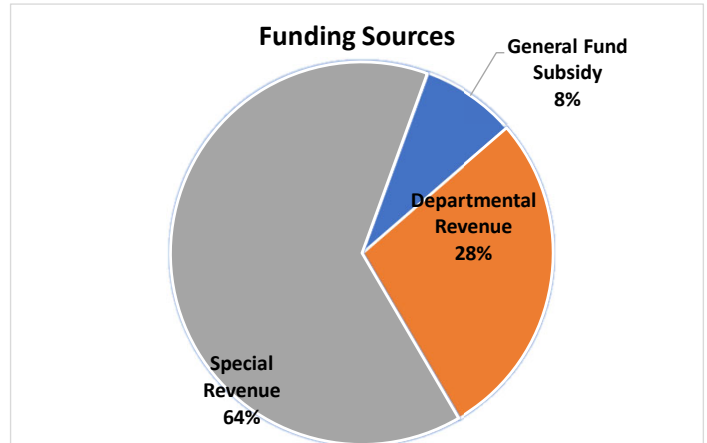
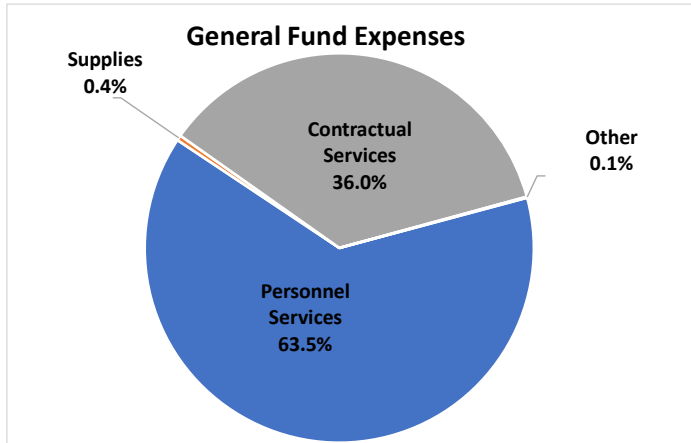
Function Statement:

The County Recorder performs two essential functions: processing documents primarily related to real estate transactions and maintaining voter registration records for all jurisdictions within the county and performing related responsibilities as statutorily required.

Changes for FY24:

- None

Recorder's Office



General Fund Budgeted Expenses	FY22	FY23	FY24
Personnel Services	447,657	478,029	476,143
Supplies	2,400	3,200	3,200
Contractual Services	276,860	323,017	269,560
Support/Care of Persons			
Judicial Expenses			
Capital Outlay			
Contingency			
Other	600	600	600
Transfer			
Total	727,517	804,846	749,503

Budgeted Funding Sources	FY22	FY23	FY24
General Fund Subsidy	116,517	143,846	168,503
Departmental Revenue	611,000	661,000	581,000
Special Revenue	363,739	352,447	1,332,447
Total	1,091,256	1,157,293	2,081,950

Sources of Special Revenue Funding	FY24
103 - Document Storage - Recorder	281,000
322 - HAVA Grant - Recorder	23,708
323 - Recorder Special Election	1,027,739
Total Special Revenue Funding	1,332,447

FTEs	FY22	FY23	FY24
General Fund	5.00	6.00	6.00
Special Revenue Funds	0.00	0.00	0.00
Total	5.00	6.00	6.00



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2023 Adopted Budget	2024 Budget 1
Fund 100	General Fund		
REVENUE			
Department 0400 - Recorder			
Activity 0410 - Recorder			
Charge for Services			
341.300	Recorder Fees	625,000.00	550,000.00
	<i>Charge for Services Totals</i>	<u>\$625,000.00</u>	<u>\$550,000.00</u>
<i>Miscellaneous</i>			
399.000	Miscellaneous Revenue	35,000.00	30,000.00
	<i>Miscellaneous Totals</i>	<u>\$35,000.00</u>	<u>\$30,000.00</u>
	Activity 0410 - Recorder Totals	<u>\$660,000.00</u>	<u>\$580,000.00</u>
Activity 0420 - Voter Registration			
Charge for Services			
341.310	Voter Registration Fees	1,000.00	1,000.00
	<i>Charge for Services Totals</i>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
	Activity 0420 - Voter Registration Totals	<u>\$1,000.00</u>	<u>\$1,000.00</u>
	Department 0400 - Recorder Totals	<u>\$661,000.00</u>	<u>\$581,000.00</u>
	REVENUE TOTALS	\$661,000.00	\$581,000.00
EXPENSE			
Department 0400 - Recorder			
Activity 0410 - Recorder			
Personal Services			
401.100	Elected Officials Wages	63,800.00	63,800.00
401.300	Wages	172,220.00	172,220.00
401.600	Overtime Wages	.00	5,000.00
401.800	Salary Adjustments	3,487.00	6,601.00
402.100	O.A.S.I. Contributions	18,060.00	18,060.00
402.200	Arizona State Retirement	21,036.00	21,036.00
402.300	Elected Officials Retire	44,928.00	44,928.00
402.600	Workers' Compensation Ins	649.00	649.00
402.700	Health Insurance	33,125.00	33,125.00
402.710	Dental Insurance	250.00	250.00
	<i>Personal Services Totals</i>	<u>\$357,555.00</u>	<u>\$365,669.00</u>
<i>Supplies</i>			
411.000	Office Supplies	1,200.00	1,200.00
	<i>Supplies Totals</i>	<u>\$1,200.00</u>	<u>\$1,200.00</u>
<i>Contractual Services</i>			
420.000	Fleet Charges	657.00	700.00



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2023 Adopted Budget	2024 Budget 1
Fund 100	General Fund		
EXPENSE			
Department 0400 - Recorder			
Activity 0410 - Recorder			
<i>Contractual Services</i>			
421.900	Misc Professional Service	2,000.00	2,000.00
422.100	Telephone	1,000.00	1,000.00
422.120	Cellular Phone Service	800.00	800.00
422.200	Long Distance	460.00	460.00
422.500	Postage	5,000.00	5,000.00
423.000	Travel, Training & Members	500.00	2,000.00
423.200	Conference Registration	500.00	500.00
423.300	Meals and Lodging	900.00	900.00
423.700	Personal Vehicle Mileage Reimb	500.00	500.00
425.000	Printing & Binding	3,000.00	3,000.00
428.100	Office Equip Oper Lease	2,100.00	2,100.00
<i>Contractual Services Totals</i>		\$17,417.00	\$18,960.00
<i>Other</i>			
499.001	Refunds/Rebates	600.00	600.00
<i>Other Totals</i>		\$600.00	\$600.00
Activity 0410 - Recorder Totals		\$376,772.00	\$386,429.00
Activity 0420 - Voter Registration			
<i>Personal Services</i>			
401.300	Wages	68,360.00	68,360.00
401.500	Temporary Wages	18,000.00	10,000.00
401.600	Overtime Wages	7,000.00	5,000.00
402.100	O.A.S.I. Contributions	5,231.00	5,231.00
402.200	Arizona State Retirement	8,354.00	8,354.00
402.600	Workers' Compensation Ins	179.00	179.00
402.700	Health Insurance	13,250.00	13,250.00
402.710	Dental Insurance	100.00	100.00
<i>Personal Services Totals</i>		\$120,474.00	\$110,474.00
<i>Supplies</i>			
411.000	Office Supplies	2,000.00	2,000.00
<i>Supplies Totals</i>		\$2,000.00	\$2,000.00



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2023 Adopted Budget	2024 Budget 1
Fund 100 - General Fund			
EXPENSE			
Department 0400 - Recorder			
Activity 0420 - Voter Registration			
<i>Contractual Services</i>			
421.900	Misc Professional Service	5,600.00	5,600.00
422.500	Postage	120,000.00	100,000.00
425.000	Printing & Binding	165,000.00	130,000.00
429.200	Offc Equip Repair & Maint	15,000.00	15,000.00
<i>Contractual Services Totals</i>		\$305,600.00	\$250,600.00
Activity 0420 - Voter Registration Totals		\$428,074.00	\$363,074.00
Department 0400 - Recorder Totals		\$804,846.00	\$749,503.00
EXPENSE TOTALS		\$804,846.00	\$749,503.00
Fund 100 - General Fund Totals			
REVENUE TOTALS		\$661,000.00	\$581,000.00
EXPENSE TOTALS		\$804,846.00	\$749,503.00
Fund 100 - General Fund Totals		(\$143,846.00)	(\$168,503.00)
Net Grand Totals			
REVENUE GRAND TOTALS		\$661,000.00	\$581,000.00
EXPENSE GRAND TOTALS		\$804,846.00	\$749,503.00
Net Grand Totals		(\$143,846.00)	(\$168,503.00)