

RECORDER OF DEEDS

FY2019

RECOMMENDED BUDGET

TO COUNTY COUNCIL

April 16, 2018

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2019 ORGANIZATIONAL CHART**

MISSION

The mission of this office is to place the customer first. We strive to continuously improve the services we provide to individual citizens and business organizations. Our objective is to provide the services you need efficiently and effectively, through teamwork and dedication.

Recorder of Deeds
Michael E. Kozikowski

FUNCTIONS

<u>Accounting/Transfer Tax</u>	<u>Receiving/Recording</u>	<u>Scanning</u>	<u>Administration</u>	<u>Data Entry/Quality Assurance</u>	<u>Mail - Delivery</u>	<u>Library</u>
(3)	(5)	(4)	(3)	(7)	(2)	(1)
<ul style="list-style-type: none"> • Collects transfer tax for State of Delaware, New Castle County and several other municipalities. • Monies are reconciled daily. 	<ul style="list-style-type: none"> • Record all Real Estate transactions within NCC and related settlement documents. • Monies collected for recording are reconciled daily. 	<ul style="list-style-type: none"> • Scan all documents recorded for title searching and archival purposes. 	<ul style="list-style-type: none"> • Office Management Attendance, payroll and policies. 	<ul style="list-style-type: none"> • Names and other pertinent information are extracted from the recorded documents in order to generate an index. This index is used primarily for title searching and genealogical research. 	<ul style="list-style-type: none"> • Documents sent for recording are opened and screened for requirements. • Recorded documents are then returned to the recording agents. 	<ul style="list-style-type: none"> • Maintains all recorded documents either electronically or in book form. • Provides customer service to the general public.

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2018 ACCOMPLISHMENTS**

Since 2005 the Recorder of Deeds Technology Fee for documents recorded has generated almost \$1.5 million. This fee has provided technological upgrades for all of the Row Offices, NCCTV and Public Safety.

Empowerment Continuous Improvement Matrix meetings have improved morale and continue to serve as a means of developing new and innovative ways to improve the overall "customer experience."

The office has completed the rescan of all compact mortgage books up to the year 2000 and are in the final review (verification) of these books.

A significant accomplishment for the Common Interest Communities (CIC) is the waiving of the NCC recording fees for all governing documents. The passage of S.B. 297 amending Title 9 relating to the collection of recording fees eliminates the state fee for all governing documents recorded in the Recorder of Deeds Office which completes the first half of the CIC 360 Action Plan.

Implementing the replacement of all hardware (computers, monitors, etc.) and software improvements to provide our internal and external customers with the necessary tools and equipment to perform a variety of tasks and responsibilities.

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2019 GOALS/CHALLENGES**

Generate over \$7.0 million in revenue in FY2019.

Continue to educate the public on the office facilities and computer system through PowerPoint presentations, newsletters and brochures.

Implement the Deed document type for the ROD e-recording delivery system. This added measure will provide our customers with a 100% paperless recordation process for deeds, mortgages, assignments and satisfactions.

Continue redacting social security numbers and identifiable information found on daily recorded documents.

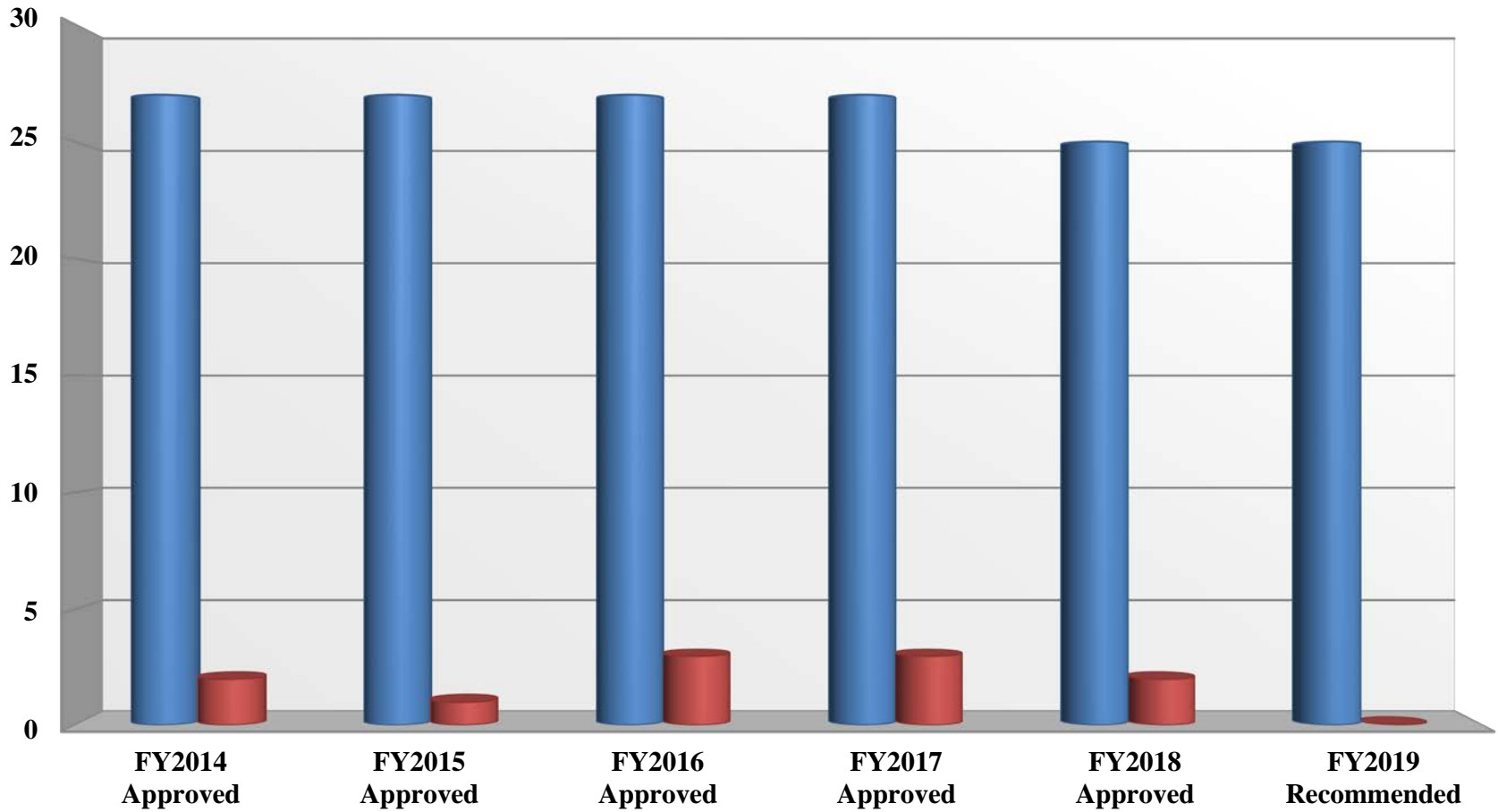
Continue performing projects in-house. Currently working on the rescanning of compact deed books from 1969 (A83) forward. We are also finishing up the mortgage book project.

Create the Home Ownership Association Portal. The portal will provide free online access to all related governing documents of the 1,017 Common Interest Communities in NCC which will complete the CIC 360 Action Plan.

Implement the software upgrade for the ROD Imaging Retrieval System providing our internal and external customers with cutting edge technological improvements.

POSITION OVERVIEW

**NEW CASTLE COUNTY
RECORDER OF DEEDS
POSITION HISTORY**



	FY2014 Approved	FY2015 Approved	FY2016 Approved	FY2017 Approved	FY2018 Approved	FY2019 Recommended
Number of Positions	27	27	27	27	25	25
Vacancies	2	1	3	3	2	

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2019 POSITION ADJUSTMENTS**

INCREASE	
#	Position Title
0	TOTAL INCREASE

DECREASE	
#	Position Title
0	TOTAL DECREASE

**NEW CASTLE COUNTY
RECORDER OF DEEDS
CURRENT VACANCIES AS OF FEBRUARY 28, 2018**

Position Title	Date Vacated	Fund Source	Comments
Recorder of Deeds			
Deputy II	7/3/2017		Filling in FY2018
Clerk Typist	5/23/2017		Filling in FY2018
Total Vacancies:	2		
Vacancy Rate:	8%		

**NEW CASTLE COUNTY
RECORDER OF DEEDS
DIVERSITY SUMMARY FOR CY2017**

JOB CATEGORIES	NUMBER OF EMPLOYEES															Totals
	MALE							FEMALE								
	Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)	Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)		
Officials and Administrators															0	
Professionals		1							1						2	
Technicians															0	
Paraprofessionals															0	
Administrative Support		1	1					2	6	9					19	
Skilled Craft Workers															0	
Service-Maintenance															0	
Certain Elected/Appointed Officials		2													2	
TOTAL	0	4	1	0	0	0	0	2	7	9	0	0	0	0	23	

State and Local Government Information (EEO-4) Report Format: In advance of the September 30, 2017 deadline for filing the FY2017 EEO-4 Report, the Office of Human Resources implemented changes in ethnic group coding required by the Equal Employment Opportunity Commission (EEOC). In addition, job categories were reviewed on a county-wide basis, resulting in job category changes to approximately fifty (50) position titles.

Category	Males	Females	Total
# Total	5	18	23
% Total	22%	78%	100%
# Non White	1	11	12
% Non White	20%	61%	52%

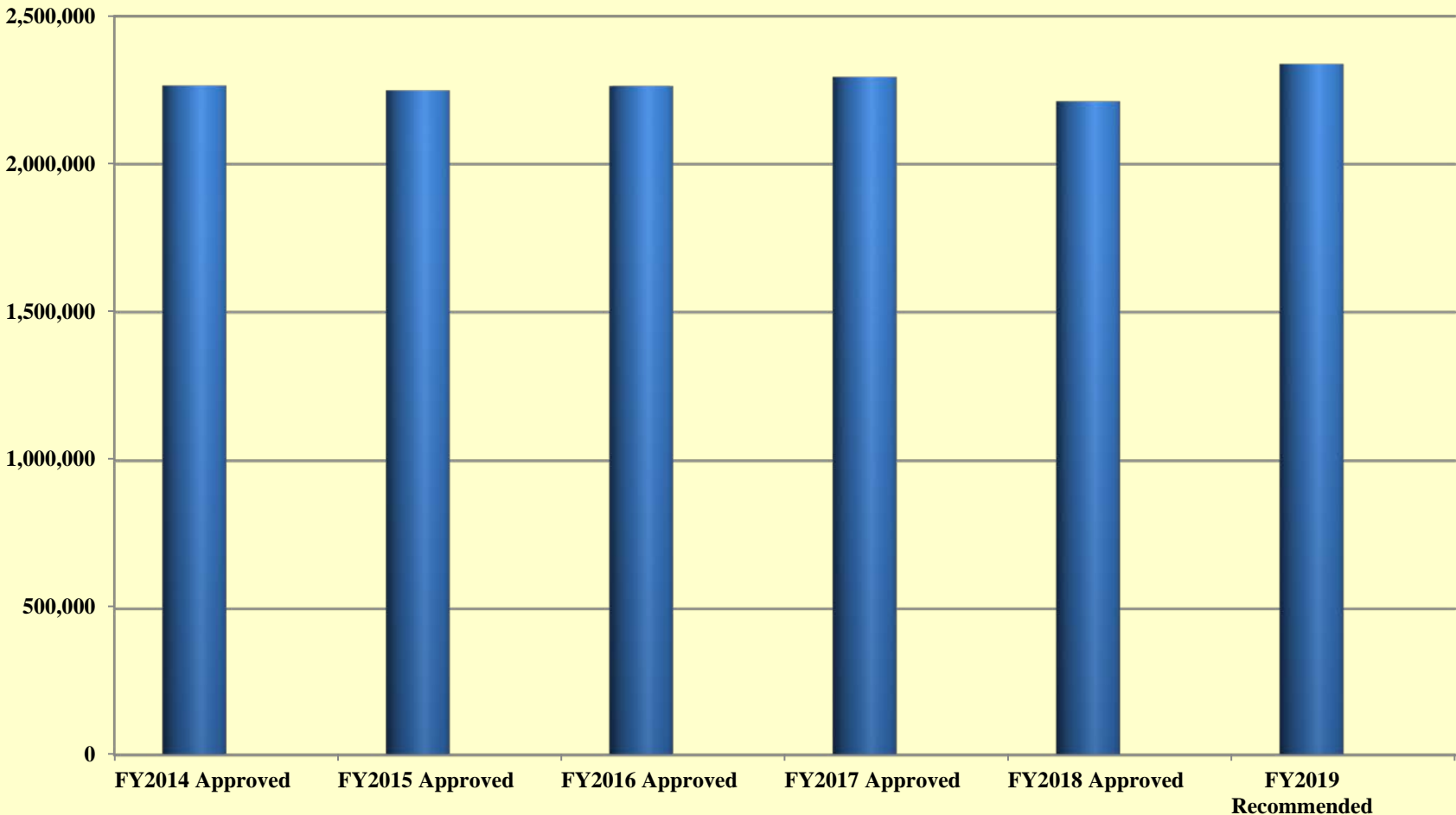
**NEW CASTLE COUNTY
RECORDER OF DEEDS
DIVERSITY SUMMARY FOR 2016-2014**

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		Overall Totals (Sum of Col. B-K)	MALE					FEMALE				
			White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
			A	B	C	D	E	F	G	H	I	J
Officials and Administrators	2016	0										
	2015	0										
	2014	0										
Professionals	2016	2	1				1					
	2015	2	1				1					
	2014	2	1				1					
Technicians	2016	0										
	2015	0										
	2014	0										
Paraprofessionals	2016	0										
	2015	0										
	2014	0										
Administrative Support	2016	20	1				8	9	2			
	2015	21	1				9	9	2			
	2014	21	2				10	7	2			
Skilled Craft Workers	2016	0										
	2015	0										
	2014	0										
Service-Maintenance	2016	0										
	2015	0										
	2014	0										
Certain Elected/Appointed Officials	2016	2	2									
	2015	2	2									
	2014	2	2									
TOTAL	2016	24	4	0	0	0	0	9	9	2	0	0
	2015	25	4	0	0	0	0	10	9	2	0	0
	2014	25	5	0	0	0	0	11	7	2	0	0

0
State and Local Government Information (EEO-4) Report Format

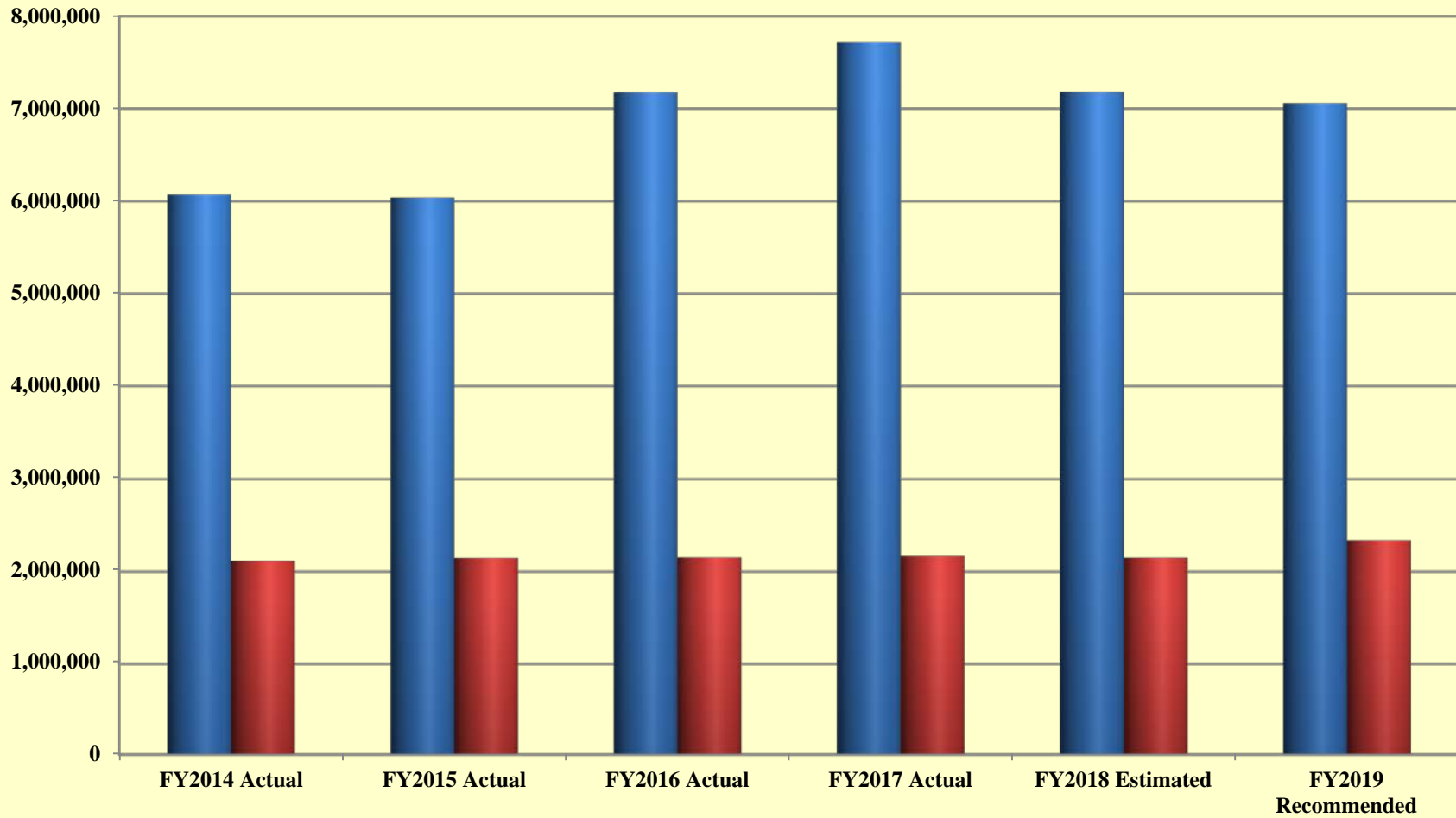
BUDGET OVERVIEW

**NEW CASTLE COUNTY
RECORDER OF DEEDS
BUDGET HISTORY**



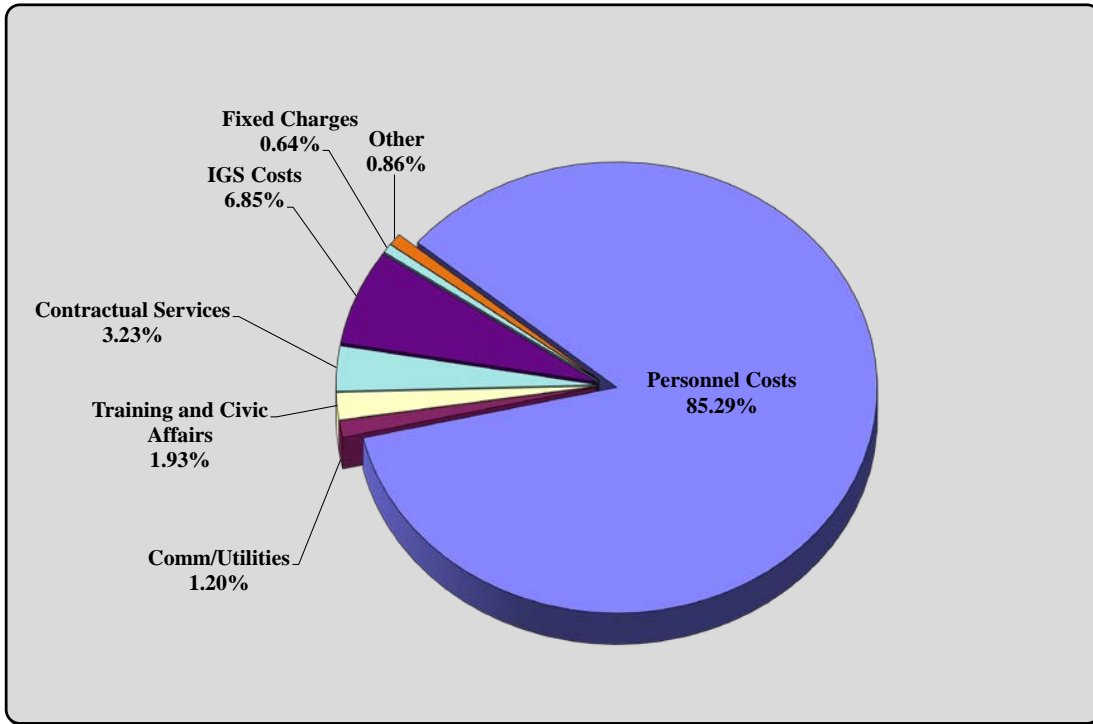
	FY2014 Approved	FY2015 Approved	FY2016 Approved	FY2017 Approved	FY2018 Approved	FY2019 Recommended
RECORDER OF DEEDS	2,265,738	2,249,451	2,264,193	2,294,860	2,212,083	2,338,461
% Change over PY	1.60%	-0.72%	0.66%	1.35%	-3.61%	5.71%

**NEW CASTLE COUNTY
RECORDER OF DEEDS
REVENUE AND EXPENDITURES**



	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Estimated	FY2019 Recommended
■ Revenue	6,069,865	6,038,283	7,175,670	7,715,470	7,179,480	7,060,480
■ Expenditures	2,114,182	2,146,143	2,152,289	2,167,144	2,149,356	2,338,461

**NEW CASTLE COUNTY
RECORDER OF DEEDS
BUDGET OVERVIEW**



<u>Object Level</u>	<u>FY2019 Recommended</u>
Personnel Costs	\$1,994,512
Comm/Utilities	28,090
Training and Civic Affairs	45,190
Contractual Services	75,494
IGS Costs	160,125
Fixed Charges	15,000
Other	20,050
Total Budget:	\$2,338,461

* Other includes:
Materials and Supplies and Equipment Replacement

**NEW CASTLE COUNTY
RECORDER OF DEEDS
BUDGET SUMMARY**

	FY2018 Approved	FY2019 Recommended	FY2018 Approved vs. FY2019 Recommended	% Increase/ (Decrease) over FY2018 Approved
Salaries and Wages	\$1,207,043	\$1,253,385	\$46,342	3.84%
Employee Benefits	\$676,424	\$741,127	\$64,703	9.57%
Training and Civic Affairs	\$45,190	\$45,190	\$0	0.00%
Communications/Utilities	\$28,675	\$28,090	(\$585)	-2.04%
Materials and Supplies	\$12,050	\$12,050	\$0	0.00%
Contractual Services	\$61,368	\$75,494	\$14,126	23.02%
Equipment Replacement	\$8,000	\$8,000	\$0	0.00%
Grants and Fixed Charges	\$15,000	\$15,000	\$0	0.00%
Intergovernmental Service Charges	\$158,333	\$160,125	\$1,792	1.13%
Total:	\$2,212,083	\$2,338,461	\$126,378	5.71%

**NEW CASTLE COUNTY
RECORDER OF DEEDS
BUDGET DETAILS**

Object Level	FY2018 Approved	FY2019 Recommended	\$ Change	% Change
Salaries and Wages:	\$1,207,043	\$1,253,385	\$46,342	3.84%
Increase in Salaries and Wages represents merit increases for eligible employees and union negotiated COLA.				
Employee Benefits:	\$676,424	\$741,127	\$64,703	9.57%
Calculated based on employee benefit rates: 60.111% Full-time, 10.922% Part-Time				
Training and Civic Affairs:	\$45,190	\$45,190	\$0	0.00%
<p>There is no change recommended in Training and Civic Affairs.</p> <p>Budget includes:</p> <p>Parking expense - \$39,600</p> <p>Community events - \$3,070</p> <p>Membership dues - \$950</p>				
Communication and Utilities:	\$28,675	\$28,090	(\$585)	-2.04%
<p>Decrease represents a reduction in Telephone Service.</p> <p>Budget includes:</p> <p>Postage and overnight express - \$22,400</p> <p>Telephone & Cell phone expense - \$5,690</p>				
Materials and Supplies:	\$12,050	\$12,050	\$0	0.00%
<p>There is no change recommended in Materials and Supplies.</p> <p>Budget includes:</p> <p>Computer supplies - \$4,000</p> <p>Office Supplies - \$4,050</p>				

**NEW CASTLE COUNTY
RECORDER OF DEEDS
BUDGET DETAILS**

Object Level	FY2018 Approved	FY2019 Recommended	\$ Change	% Change
Contractual Services:	\$61,368	\$75,494	\$14,126	23.02%
<p>\$14,126 increase represents an increase of \$3,000 in Bank and Credit Card Fees, \$18,000 in Other Professional Services, offset by a decrease of (\$2,680) in Armored Car Services and (\$4,194) in Other Equipment and Property Rental.</p> <p>Budget includes:</p> <p>Micrograhics - \$22,500 Bank & Credit Card Fees - \$12,500 Pitney Bowes Rental - \$4,134 Record Storage - \$7,700 Parcels - Bank Service - \$2,520 State Contract - Judgement Access - \$18,000 (Increase - new service)</p>				
Equipment Replacement:	\$8,000	\$8,000	\$0	0.00%
<p>There is no change recommended in Equipment Replacement.</p> <p>Budget includes:</p> <p>Office equipment - \$7,000 Office furniture - \$1,000</p>				
Grants and Fixed Charges:	\$15,000	\$15,000	\$0	0.00%
<p>There is no change recommended in Grants and Fixed Charges.</p> <p>Budget includes:</p> <p>Junior Achievement kiosks</p>				
Intergovernmental Service Charges:	\$158,333	\$160,125	\$1,792	1.13%
<p>Increase of \$1,860 in Information Systems Crosscharges and \$932 in Photocopies, offset by a decrease of (\$1,000) in Printing.</p> <p>Budget Includes:</p> <p>Information Systems Crosscharges - \$151,693 Photocopies - \$6,432 Printing - \$2,000</p>				

BUDGET BY OBJECT LEVEL 3

**NEW CASTLE COUNTY
RECORDER OF DEEDS
BUDGET BY OBJECT LEVEL 3**

Object Level 1	Object Level 3	FY2019 Recommended
11 Salaries & Wages	1001 Salaries & Wages-Permanent	\$1,228,388
	1002 Salaries & Wages-Part-Time	\$24,997
11 Salaries & Wages Total		\$1,253,385
15 Employee Benefits	1500 Emp. Bene.-Regular Overhead	\$738,396
	1520 Emp. Bene.-Part time	\$2,731
15 Employee Benefits Total		\$741,127
22 Training /Civic Affairs	2001 Airfare	\$400
	2003 Taxi and Shuttle	\$100
	2004 Mileage Reimbursement	\$200
	2006 Parking Fees	\$39,600
	2010 Hotel Accommodations	\$200
	2020 Meals	\$100
	2030 Communication Charges	\$100
	2101 Conference Fees	\$250
	2301 Membership Dues	\$950
	2310 Catering	\$220
	2315 Community Event	\$3,070
22 Training/Civic Affairs Total		\$45,190
23 Comm /Utilities	3100 Postage	\$22,000
	3110 Overnight Express	\$400
	3200 Telephone Service	\$2,690
	3210 Cellular Telephone Service	\$2,500
	3212 Cellular/Wireless Data Svc Dept	\$500
23 Communication/Utilities Total		\$28,090
24 Materials /Supplies	4000 Books and Subscriptions	\$500
	4004 Miscellaneous Materials	\$500
	4101 Office Supplies	\$4,050
	4103 Duplicating & Repro. Supplies	\$3,000
	4104 Computer Supplies	\$4,000
24 Materials/Supplies Total		\$12,050
25 Contractual Services	5200 Serice Contracts - Other	\$3,740
	5210 Bank & CC Processing Fees	\$12,500
	5300 Printing & Related Costs	\$4,000
	5301 Micrographics	\$22,500
	5406 Other ProgeSSIONAL Services	\$18,000
	5413 Armored Car Service	\$2,520
	5504 Other Equipment & Prop. Rental	\$4,134
	5505 Records Storage	\$7,700
	5736 Fire and Security	\$400
25 Contractual Services Total		\$75,494
26 Equipment	6160 Office Equipment =<\$5,000	\$2,000
	6161 Office Equipment =>\$5,000	\$5,000
	6201 Office Furniture =<\$5,000	\$1,000
26 Equipment Total		\$8,000
27 Fixed Charges	7200 Contributions	\$15,000
27 Fixed Charges Total		\$15,000
30 IGS Charges	5900 IS Conrac-Data Processing	\$151,693
	5901 IS Conrac-Photocopies	\$6,432
	5902 IS Conrac-Printing Dupl	\$2,000
30 IGS Charges Total		\$160,125
Grand Total		\$2,338,461

CONTRACTUAL SERVICES DETAIL

**NEW CASTLE COUNTY
RECORDER OF DEEDS
CONTRACTUAL SERVICES DETAIL**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2019 Recommended Budget	Explanation
260100	Recorder of Deeds	5200	Service Contract -Other	\$ 3,740	Maintenance Agreements - Scanning & Fax Equipment
		5210	Bank & Credit Card Fees	\$ 12,500	Credit Card Fees
		5300	Printing & Related Costs	\$ 1,000	Delivery & Retrieval of Microfilm
		5300	Printing & Related Costs	\$ 3,000	Envelopes, Brochures & Newsletter
		5301	Micropgraphics	\$ 22,500	Microfilm FY19 Documents Recorded
		5406	Other Professional Services	\$ 18,000	State Contract - Judgement Access (New Service)
		5413	Armored Car Service	\$ 2,520	Pick up Deposits (Parcels)
		5504	Other Equipment Rental	\$ 4,134	Pitney Bowes Postage Machine
		5505	Records Storage	\$ 7,700	Iron Mountain Storage
		5736	Fire & Security Services	\$ 400	Security System for Office
			Total	\$ 75,494	

FEE SCHEDULE

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FEE SCHEDULE**

Item	Object Code	Revenue Source	Current Fee	Proposed Fee	Last Increase MM/YY	FY2018 Projected Revenue	FY2019 Projected Revenue	Comparable Fees	Comments
1	0200	Corporation Filing Fees	\$9.00 per page		N/A	1,100,000	1,200,000	Set by state	
2	0212	Deeds and Instruments - Deeds	\$13.00 per page + \$3.00 a parcel - Avg. 3 pages - \$42.00		04/2015	6,000,000	5,600,000	Chester County - \$93.75, DE County - \$38.00, Sussex County - \$27.00, Lancaster County - \$18.50, Montgomery County, PA - \$86.75, Somerset County, NJ - \$60.00, Montgomery County, MD - \$20.00, Kent County - \$35.00	Average - \$47.38 We are 4th highest out of 9 counties. Most counties charge a set fee of \$18.50 to \$60 for the first four pages, then a per page of \$2 to \$4 dollars a page.
3	0212	Deeds and Instruments - Mortg.	\$13.00 per page - Avg. 18 pages - \$234.00		04/2015			Chester County - \$149.75, DE County - \$94.00, Sussex County - \$162.00, Lancaster County - \$46.50, Montgomery County, PA - \$142.75, Somerset County, NJ - \$200.00, Montgomery County, MD - \$75.00, Kent County - \$180.00	Average - \$131.25 We are the highest county recording mortgages, due to us charging a straight \$13.00 per page.
4	0212	Deeds and Instruments - Sats.	\$20.00 first page, then \$13.00 each addtl. - Avg. 1 pages - \$20.00		04/2015			Chester County - \$80.75, DE County - \$38.00, Sussex County - \$15.00, Lancaster County - \$18.50, Montgomery County, PA - \$80.75, Somerset County, NJ - \$40.00, Montgomery County, MD - \$20.00, Kent County - \$20.00	Average - \$39.13 We are low on the average, however right in line with half of the counties surveyed.
5	0212	Miscellaneous Documents	\$13.00 per page - Avg. 4 pages - \$52.00		04/2015			Chester County - \$40.50, De County - \$38.00, Sussex County - \$36.00, Lancaster County - \$20.50, Montgomery County, PA - \$75.75, Somerset County, NJ - \$70.00, Montgomery County, MD - \$20.00, Kent County - \$40.00	Average - \$42.22 We are 3rd highest out of 9 counties. Due to our pricing structure, any document over six pages will bring in more revenue in NCC than most other counties.
6	0212	Minor Subdivision plan	\$50.00 per plan- Avg. 2 pages					Chester County - \$82.00, De County - \$40.00, Sussex County - \$60.00, Lancaster County - \$17.00, Montgomery County, PA - \$65.00, Somerset County, NJ - \$110.00, Montgomery County, MD - N/A, Kent County - \$70.00	Average - \$63.43 We are 3rd lowest price out of 8 counties.
7	0212	Major Subdivision plan	\$300.00 per plan- Avg. 4 pages					Chester County - \$82.00, De County - \$50.00, Sussex County - \$120.00, Lancaster County - \$21.00, Montgomery County, PA - \$65.00, Somerset County, NJ - \$220.00, Montgomery County, MD - N/A, Kent County - \$140.00	Average - \$99.71 We are priced higher than all counties.
8	0213	Document Surcharge	1% of \$25.00, 5% of \$5.00 and 25% of \$1.00		08/01/2009	64,000	60,000	N/A - Each jurisdiction has different surcharges.	Started in 1990, originally \$6.00 per document, raised to \$30.00 per document on August 1st, 2009
9	0248	Web Site Subscriber Fees	\$1.00 per page or \$100.00 per month		05/2007	200,000	200,000	Chester County - Free, De County - N/A, Sussex County - \$50 per month plus .25 per page or \$1.00 per page, Lancaster County - Free, Montgomery County, PA - Free, Somerset County, NJ - Free, Montgomery County, MD - Free, Kent County - \$50.00 per month	New Castle County took website over in May of 2007. Delaware seems to be the only state where counties charge for this service.
10	0506	Interest Earned	Depends on market		N/A	480	480	N/A	

NOTE: FY2018 Projected Revenue based on current fee schedule, FY2019 Projected Revenue based on requested fee schedule.

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FEE SCHEDULE COMPARISON**

	# of Docs	% of Rev.	NCC Revenue	IF Somrst Cty	IF Chester Cty	IF Montg. MD
Deeds	14,261	10%	\$630,076.00	\$855,660.00	\$1,336,969.00	\$285,220.00
Mortgages	19,007	70%	\$4,360,347.00	\$3,801,400.00	\$2,846,298.00	\$1,425,525.00
Satisfactions	20,244	7%	\$441,130.00	\$809,760.00	\$1,634,703.00	\$404,880.00
Miscellaneous	5,061	3%	\$204,015.00	\$354,270.00	\$204,971.00	\$101,220.00
Totals	58,573	90%	\$5,635,568.00	\$5,821,090.00	\$6,022,941.00	\$2,216,845.00

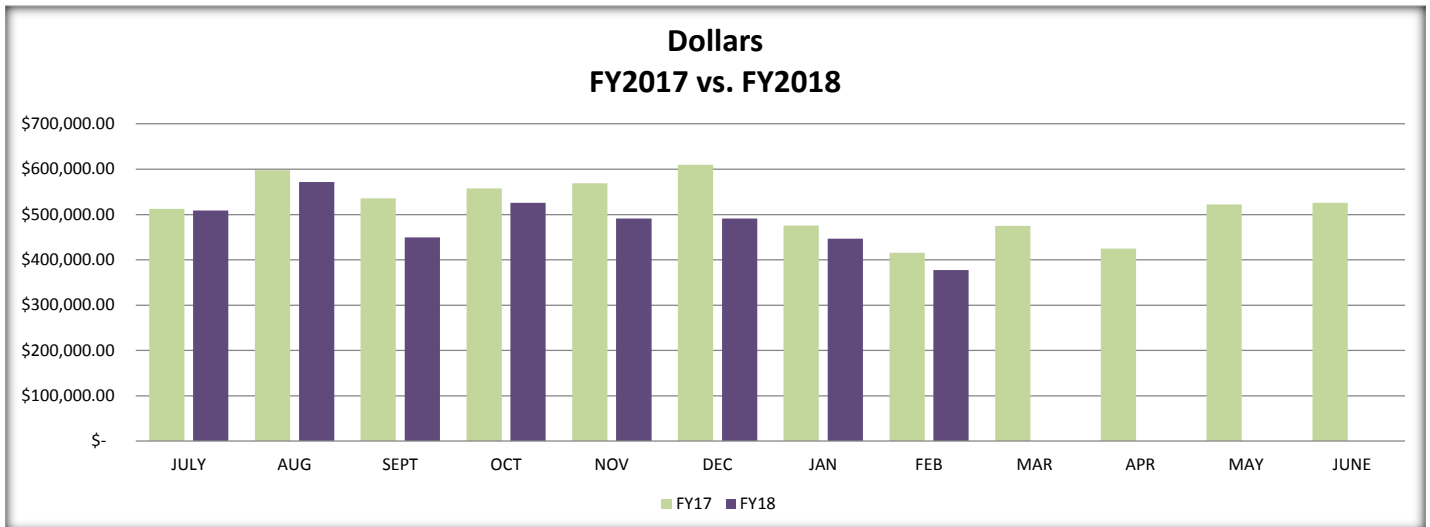
*** Revenue numbers are shown as if we recorded our documents with each counties price structure.

*** Number of documents and NCC Revenue recorded are FY2017 numbers.

PERFORMANCE METRICS

**Recorder of Deeds
Recording Revenue
FY2017 vs. FY2018**

<u>MONTH</u>	<u>FY17</u>	<u>FY18</u>	<u>DOCS \$ +/-</u>	<u>%Diff.</u>
JULY	\$ 512,731.40	\$ 508,549.40	\$ (4,182.00)	-0.82%
AUG	\$ 598,023.10	\$ 571,966.65	\$ (26,056.45)	-4.36%
SEPT	\$ 535,762.45	\$ 449,888.85	\$ (85,873.60)	-16.03%
OCT	\$ 557,480.10	\$ 526,041.80	\$ (31,438.30)	-5.64%
NOV	\$ 568,873.75	\$ 491,509.65	\$ (77,364.10)	-13.60%
DEC	\$ 610,160.50	\$ 491,362.30	\$ (118,798.20)	-19.47%
JAN	\$ 475,558.25	\$ 446,876.70	\$ (28,681.55)	-6.03%
FEB	\$ 415,961.40	\$ 377,577.80	\$ (38,383.60)	-9.23%
MAR	\$ 475,269.00	\$ -	\$ (475,269.00)	-100.00%
APR	\$ 424,501.50	\$ -	\$ (424,501.50)	-100.00%
MAY	\$ 522,474.80	\$ -	\$ (522,474.80)	-100.00%
JUNE	\$ 526,079.95	\$ -	\$ (526,079.95)	-100.00%
TOTAL	\$ 6,222,876.20	\$ 3,863,773.15	\$ (2,359,103.05)	-37.91%
YTD	\$ 4,274,550.95	\$ 3,863,773.15	\$ (410,777.80)	-9.61%

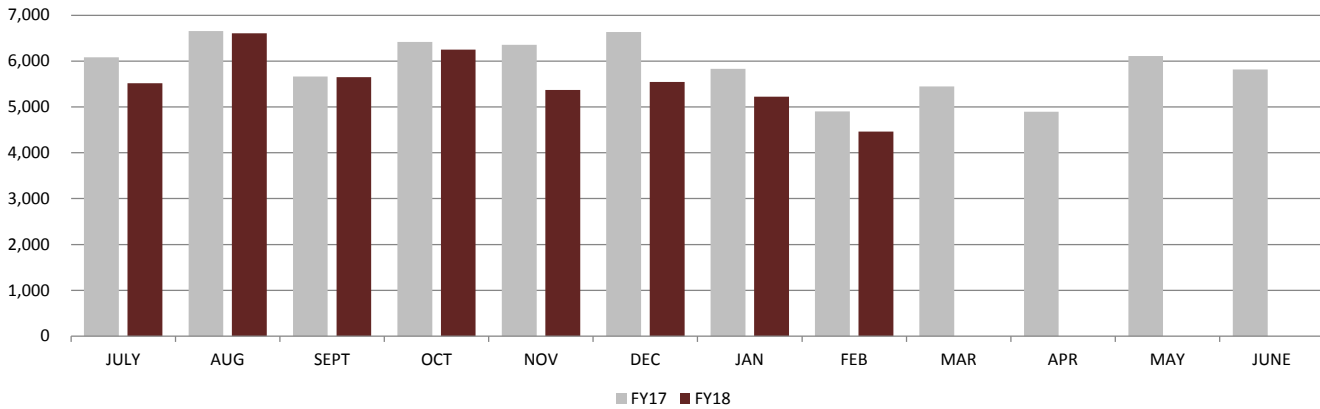


Notes:

**Recorder of Deeds
Documents Recorded
FY2017 vs. FY2018**

<u>MONTH</u>	<u>FY17</u>	<u>FY18</u>	<u>DOCS +/-</u>	<u>E-file Docs</u>	<u>% of Docs</u>
JULY	6,083	5,514	(569)	1,442	26.15%
AUG	6,652	6,607	(45)	1,844	27.91%
SEPT	5,662	5,650	(12)	1,572	27.82%
OCT	6,417	6,248	(169)	1,836	29.39%
NOV	6,358	5,371	(987)	1602	29.83%
DEC	6,634	5,547	(1,087)	1507	27.17%
JAN	5,832	5,226	(606)	1,643	31.44%
FEB	4,905	4,462	(443)	1,390	31.15%
MAR	5,445	0	(5,445)	0	#DIV/0!
APR	4,898	0	(4,898)	0	#DIV/0!
MAY	6,108	0	(6,108)	0	#DIV/0!
JUNE	5,820	0	(5,820)	0	#DIV/0!
TOTAL	70,814	44,625	(26,189)	12,836	28.76%
YTD	48,543	44,625	(3,918)	12,836	28.76%

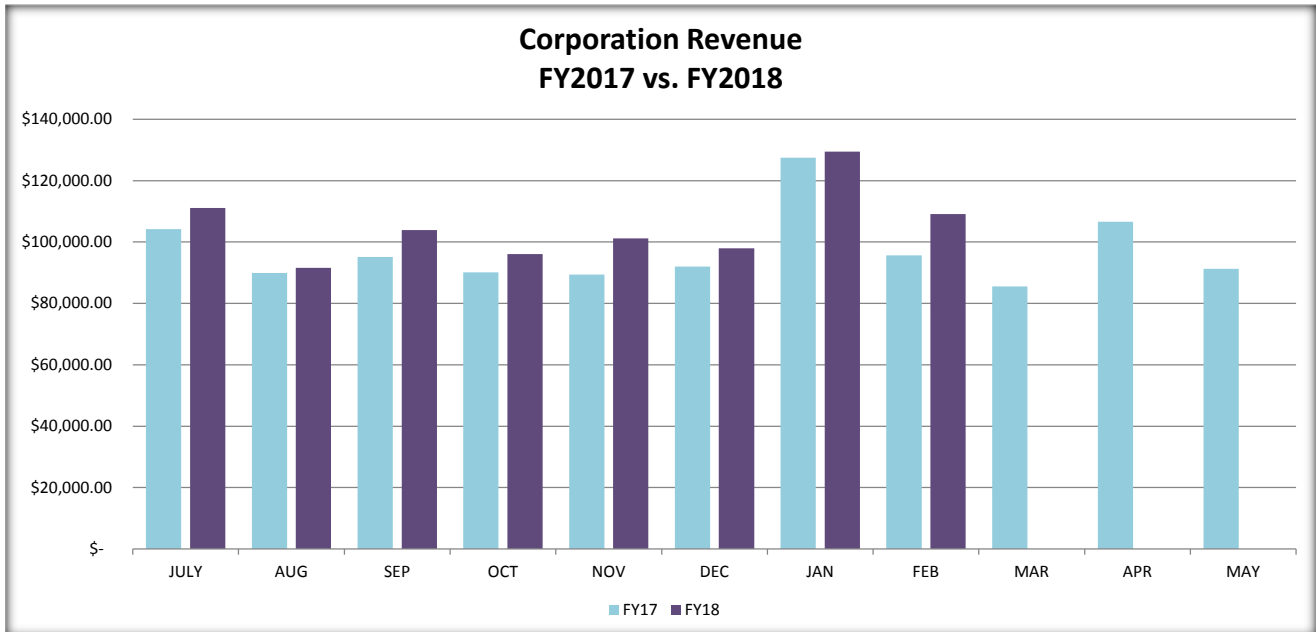
**Total Documents
FY2017 vs. FY2018**



Notes:

**Recorder of Deeds
Corporation Revenue
FY2017 vs. FY2018**

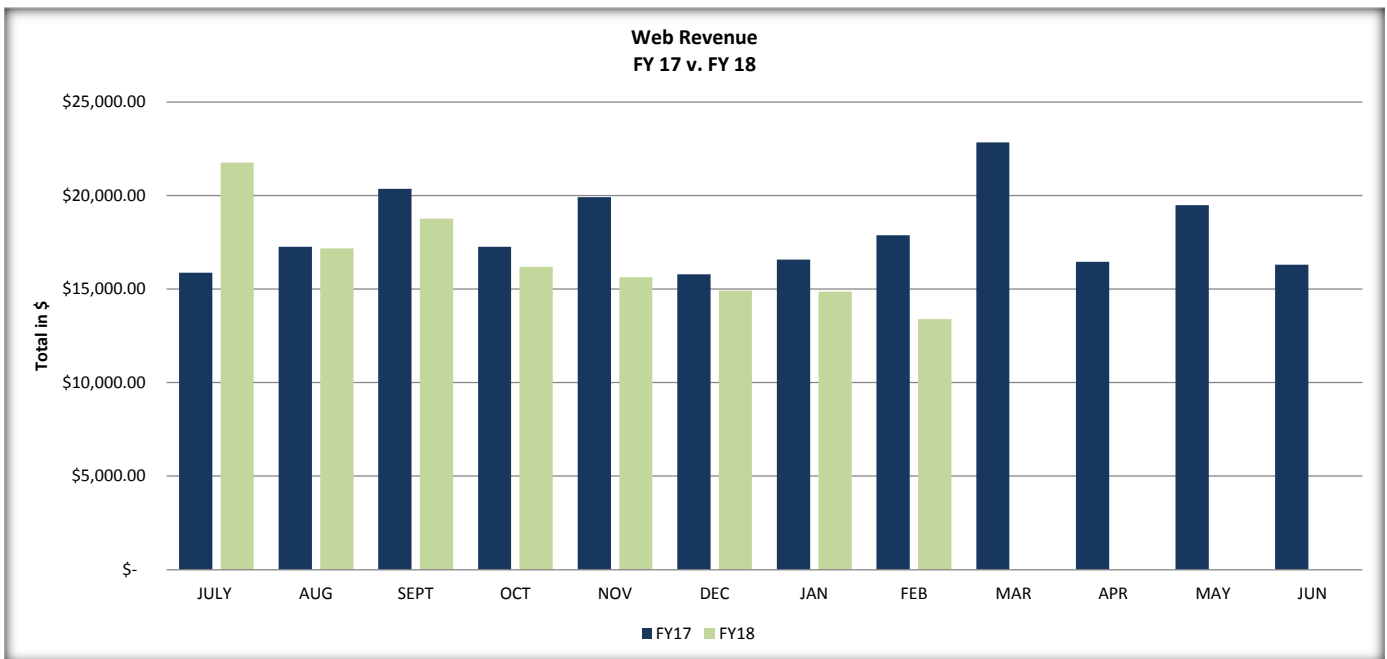
Month	FY17	FY18	(+/-)	%Diff
JULY	\$ 104,215.82	\$ 111,072.06	\$ 21,107.79	23.46%
AUG	\$ 89,964.27	\$ 91,621.53	\$ (3,568.46)	-3.75%
SEP	\$ 95,189.99	\$ 103,886.94	\$ 13,766.72	15.28%
OCT	\$ 90,120.22	\$ 96,080.99	\$ 6,629.54	7.41%
NOV	\$ 89,451.45	\$ 101,213.15	\$ 9,221.85	10.02%
DEC	\$ 91,991.30	\$ 97,983.27	\$ (29,513.88)	-23.15%
JAN	\$ 127,497.15	\$ 129,502.40	\$ 33,816.92	35.34%
FEB	\$ 95,685.48	\$ 109,134.14	\$ 23,598.14	27.59%
MAR	\$ 85,536.00	\$ -	\$ (106,599.24)	-100.00%
APR	\$ 106,599.24	\$ -	\$ (91,296.32)	-100.00%
MAY	\$ 91,296.32	\$ -	\$ 91,296.32	100.00%
JUN	\$ 104,946.44	\$ -	\$ (1,172,493.68)	-100.00%
TOTAL	\$ 1,172,493.68	\$ 840,494.48	\$ (331,999.20)	-28.32%
YTD	\$ 784,115.68	\$ 840,494.48	\$ 56,378.80	7.19%



Notes:

**Recorder of Deeds
Web Revenue
FY17 vs. FY18**

Month	FY17	FY18	(+/-)	%Diff.
JULY	\$ 15,870.00	\$ 21,764.00	\$ 5,894.00	37.14%
AUG	\$ 17,267.00	\$ 17,180.00	\$ (87.00)	-0.50%
SEPT	\$ 20,362.00	\$ 18,775.00	\$ (1,587.00)	-7.79%
OCT	\$ 17,263.00	\$ 16,177.00	\$ (1,086.00)	-6.29%
NOV	\$ 19,908.00	\$ 15,637.00	\$ (4,271.00)	-21.45%
DEC	\$ 15,781.00	\$ 14,912.00	\$ (869.00)	-5.51%
JAN	\$ 16,580.00	\$ 14,865.00	\$ (1,715.00)	-10.34%
FEB	\$ 17,873.00	\$ 13,392.00	\$ (4,481.00)	-25.07%
MAR	\$ 22,849.00	\$ -	\$ (22,849.00)	-100.00%
APR	\$ 16,450.00	\$ -	\$ (16,450.00)	-100.00%
MAY	\$ 19,479.00	\$ -	\$ (19,479.00)	-100.00%
JUN	\$ 16,307.00	\$ -	\$ (16,307.00)	-100.00%
TOTAL	\$ 215,989.00	\$ 132,702.00	\$ (83,287.00)	-38.56%
YTD	\$ 140,904.00	\$ 132,702.00	\$ (8,202.00)	-5.82%



Notes:

