

# **AGENDA**

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – July 12<sup>th</sup>, 2022
4. Audience Comments
5. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Election Commission
6. Budget – Election Commission
7. Budget – Recorder
8. Budget – County Clerk
9. Budget – Supervisor of Assessments – Board of Review
10. Executive Sessions:
  - A **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
  - B **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (2)** Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
  - C **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (6)** The setting of a price for sale or lease of property owned by the public body.
  - D **Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (11)** Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
11. Items of Information
12. Adjournment

Tax & Elections Committee Meeting  
Tuesday July 12, 2022 @ 5:30 P.M.  
VCAB, 201 N Vermilion St, Chambers

## MINUTES

### **Agenda Item 1 - Call to Order and Roll Call**

Committee Vice Chairman Bird called the meeting to order at 5:30 P.M. on Tuesday, July 12, 2022. Upon the call of roll, the following members were present: Joel Bird, Marla Mackiewicz, Jerry Hawker, Nancy O'Kane, Bruce Stark, and Becky Stark. Tom Morse was excused 6 present, 1 absent. Also attending the meeting were; Cathy Jenkins- Vermilion County Clerk, Robyn Heffern- County Clerk's Office, Larry Baughn-County Board Chairman, and Jennifer Jenkins, CB Office Manager.

### **Agenda Item 2 – Adoption /Amendments to Agenda**

Bruce Stark moved to adopt the agenda and a second was made by O'Kane. Motion passed by acclamation.

### **Agenda Item 3 - Approval of Minutes for the Previous Meeting- January 4, 2022**

Becky Stark moved to approve the minutes, second was made by O'Kane. Motion passed by acclamation.

### **Agenda Item 4 - Audience Comments**

None.

### **Agenda Item 5 – Certified List- Election Judges**

Motion by Hawker, seconded by Bruce Stark to discuss. Cathy Jenkins explained that this is the current list of election judges as presented. Upon the roll of call the following voted yes to-wit: Bird, Mackiewicz, Hawker, O'Kane, Bruce Stark and Becky Stark. 6 -yes 1-absent.

### **Agenda Item 6 – Executive Session**

None required

### **Agenda Item 7 – Items of Information**

None

### **Agenda Item 8 –Adjournment**

Committee Vice Chairman Bird adjourned the meeting at 5:34 PM.

***Minutes by: Jennifer Jenkins, Office Manager, County Board***

**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR THE ELECTION COMMISSION**

**WHEREAS**, the Election Commission has State grant funds which need to be moved into an expense line for the upcoming election; and

**WHEREAS**, the budget therefore needs to be amended accordingly to show such add funds into the appropriate line in the Election Commission Office to pay for election expenses and this need was not known when the budget was prepared, and thus was not included.

**NOW, THEREFORE BE IT ORDAINED** by the County Board of Vermilion County Illinois that the County Auditor and County Board Chairman and Office be authorized and instructed to so amend the budget for fiscal year 2021-2022 as set out below:

<b>001.530.00.4270</b>	<b>Postage</b>	<b>\$10,000.00</b>
<b>001.530.00.4215</b>	<b>Supplies/Election</b>	<b>\$22,015.00</b>

And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the October 11, 2022 A.D. Session.

***This amendment takes two thirds majority for passage.***

DATED this 11<sup>th</sup> day of October 2022 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

Ordinance # \_\_\_\_\_

APPROVED BY Taxation & Election 09/20/22

Tom Morse Y N A  
Committee Chairperson

Joel Bird Y N A

Marla Mackiewicz Y N A

Jerry Hawker Y N A

Nancy O'Kane Y N A

Bruce Stark Y N A

Becky Stark Y N A

APPROVED BY Finance Personnel 09/26/22:

Steve Fourez Y N A  
Committee Chairperson

Wesley Bieritz Y N A

Craig Golden Y N A

Becky Stark Y N A

Bruce Stark Y N A

Crisi Walls Y N A

Steve Miller Y N A

**Request for Amendment  
Fiscal Budget  
2021 - 2022**

Dept: 530 Election Commission

Date: 09.15.22

Account Number	Account Description	Original Appr.	Additional	To Read
<u>001.530.00.4270</u>	<u>Postage</u>	\$ <u>9,500</u>	\$ <u>10,000</u>	<u>\$19,500.00</u>
<u>001.530.00.4215</u>	<u>Supplies/Election</u>	\$ <u>92,000</u>	\$ <u>22,015</u>	<u>\$114,015.00</u>
<u>                    </u>	<u>                    </u>	\$ <u>          </u>	\$ <u>          </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	\$ <u>          </u>	\$ <u>          </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	\$ <u>          </u>	\$ <u>          </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	\$ <u>          </u>	\$ <u>          </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	\$ <u>          </u>	\$ <u>          </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	\$ <u>          </u>	\$ <u>          </u>	<u>                    </u>

**Narrative:**

**This grant money from the state was required to be deposited into a reveune line. This money needs to be moved from this revenue line into the expense lines to be able to pay for postage and supplies expenses.**

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Department Head: *Stephanie M. Bellamy*

**Approved By:**

\_\_\_\_\_ Committee

Finance Committee

\_\_\_\_\_ Chairman

\_\_\_\_\_ Chairman

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Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



**Election Commission Budget Worksheet  
Report  
Budget Year 2023**

Account	Account Description	2021 Actual Amount	2022 Amended Budget	2022 Actual Amount	2023 Initialization
Fund 001 - GENERAL FUND					
EXPENSE					
Department 530 - Election Commission					
Project 00 - General					
PERSONNEL SERVICES					
4101	Salary - Personnel	42,049.19	43,312.00	30,368.13	51,188.00
4102	Salary - Part-Time	6,359.50	16,000.00	9,964.22	19,899.00
4103	Salary - Commissioners	7,468.77	7,935.00	5,776.62	9,270.00
4104	Salary - Overtime	.00	.00	.00	.00
4106	Salary - Election Personnel	28,478.00	62,000.00	18,704.50	65,000.00
4110	Salary - Department Head	51,000.00	52,530.00	36,831.30	60,705.00
4155	Insurance - Life/Health	.00	.00	.00	.00
	PERSONNEL SERVICES Totals	<u>\$135,355.46</u>	<u>\$181,777.00</u>	<u>\$101,644.77</u>	<u>\$206,062.00</u>
SUPPLIES & MATERIALS					
4210	Supplies/Office	1,726.87	5,000.00	2,130.70	6,000.00
4213	Books/Periodicals	.00	.00	.00	.00
4215	Supplies/Election	31,087.20	92,000.00	26,373.33	98,000.00
4238	Special Circumstances	.00	.00	.00	.00
	SUPPLIES & MATERIALS Totals	<u>\$32,814.07</u>	<u>\$97,000.00</u>	<u>\$28,504.03</u>	<u>\$104,000.00</u>
OTHER SERVICES & CHARGES					
4251	Travel Expense	.00	3,000.00	.00	3,000.00
4265	Contractual/Communications	4,561.22	5,000.00	3,040.80	5,000.00
4270	Postage	5,682.11	9,500.00	9,415.58	9,500.00
4271	Contractual/Legal Fees	1,500.00	4,000.00	1,200.00	4,000.00
4275	Rent	2,000.00	5,000.00	.00	6,000.00
4280	Publications	3,566.88	13,000.00	2,962.79	13,000.00
4290	Maint/Repair - Equipment	.00	.00	.00	.00
4349	Canvas of Voters	.00	9,500.00	9,000.00	9,500.00
4361	Contractual/Prof Services	1,562.53	1,500.00	.00	1,500.00
4363	Dues/License Fees	450.00	1,000.00	675.00	1,500.00
4364	Education/Training	.00	1,000.00	.00	1,500.00
	OTHER SERVICES & CHARGES Totals	<u>\$19,322.74</u>	<u>\$52,500.00</u>	<u>\$26,294.17</u>	<u>\$54,500.00</u>
CAPITAL OUTLAY					
4450	Office Furniture/Equipment	.00	.00	.00	500.00
	CAPITAL OUTLAY Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$500.00</u>
	Project 00 - General Totals	<u>\$187,492.27</u>	<u>\$331,277.00</u>	<u>\$156,442.97</u>	<u>\$365,062.00</u>
	Department 530 - Election Commission	<u>\$187,492.27</u>	<u>\$331,277.00</u>	<u>\$156,442.97</u>	<u>\$365,062.00</u>
	EXPENSE TOTALS	<u>\$187,492.27</u>	<u>\$331,277.00</u>	<u>\$156,442.97</u>	<u>\$365,062.00</u>
Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	<u>\$187,492.27</u>	<u>\$331,277.00</u>	<u>\$156,442.97</u>	<u>\$365,062.00</u>
	Net Grand Totals	<u>(\$187,492.27)</u>	<u>(\$331,277.00)</u>	<u>(\$156,442.97)</u>	<u>(\$365,062.00)</u>



# Board of Elections Budget Worksheet Report Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Amended Budget	2022 Actual Amount	2023 Initialization
Fund 086 - BOARD OF ELECTION FUND					
	REVENUE				
	Department 101 - General				
	Project 00 - General				
	INTERGOVERNMENTAL REVENUE				
3351	State Funds	.00	.00	.00	.00
3352	City Funds	.00	.00	.00	.00
3354	County Funds	88,684.37	.00	.00	.00
	INTERGOVERNMENTAL REVENUE	\$88,684.37	\$0.00	\$0.00	\$0.00
	MISCELLANEOUS REVENUES				
3701	Interest	.00	.00	.00	.00
	MISCELLANEOUS REVENUES Totals	\$0.00	\$0.00	\$0.00	\$0.00
	Project 00 - General Totals	\$88,684.37	\$0.00	\$0.00	\$0.00
	Department 101 - General Totals	\$88,684.37	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$88,684.37	\$0.00	\$0.00	\$0.00
	EXPENSE				
	Department 974 - Board of Elections				
	Project 00 - General				
	OTHER SERVICES & CHARGES				
4374	Miscellaneous Expenses	.00	.00	.00	.00
	OTHER SERVICES & CHARGES Totals	\$0.00	\$0.00	\$0.00	\$0.00
	TRANSFERS				
4610	Transfer	90,493.76	.00	.00	.00
	TRANSFERS Totals	\$90,493.76	\$0.00	\$0.00	\$0.00
	Project 00 - General Totals	\$90,493.76	\$0.00	\$0.00	\$0.00
	Department 974 - Board of Elections	\$90,493.76	\$0.00	\$0.00	\$0.00
	EXPENSE TOTALS	\$90,493.76	\$0.00	\$0.00	\$0.00
Fund 086 - BOARD OF ELECTION					
	REVENUE TOTALS	\$88,684.37	\$0.00	\$0.00	\$0.00
	EXPENSE TOTALS	\$90,493.76	\$0.00	\$0.00	\$0.00
Fund 086 - BOARD OF ELECTION		(\$1,809.39)	\$0.00	\$0.00	\$0.00
	Net Grand Totals				
	REVENUE GRAND TOTALS	\$88,684.37	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$90,493.76	\$0.00	\$0.00	\$0.00
	Net Grand Totals	(\$1,809.39)	\$0.00	\$0.00	\$0.00



## Danville Election Commission

Barbara Bailey  
Chairperson

Thomas Mellen  
Vice Chairperson

David J. Ryan  
Secretary

Sandra Delhaye  
Executive Director

201 N Vermilion (lower level)  
Danville, Illinois 61832

phone: 217-554-1930

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eleccomm@vercounty.org

September 2, 2022

To: Vermilion County Finance Committee

From: Sandy Delhaye, Executive Director, Danville Election Commission

Re: 2022-2023 Danville Election Commission's Budget

This year's budget numbers are based on the election commission being responsible for two (2) elections in 2022.

The 2022-2023 FY Danville election's budget has an increase over 2021-2022 budget due to an inflation rate of 8.5%. Our staff consist of 1 full time Executive Director, Sandy Delhaye, 1 full time Assistant Director, Karla Dukes, and one part time election worker, Leora Clark.

4101- Salary-personnel, New Rate for 2023 will be \$51,188, (Karla Dukes)

4102- Salary-part time, will increase to \$18.00 per hour (Leora Clark)

4103- Commissioners, will increase from \$3,000 annually to \$3,090: Barbara Bailey, David Ryan and Tom Mellen. This amount represents a \$270 annual increase for all three commissioners.

4106- Salary-Election Personnel— increased for 2022-2023 due to judges being in the office during early voting.

4110- Salary-Department Head, will increase to \$60,705, (Sandy Delhaye)

4210- Supplies/Office—increase in cost for printer ink for 3 printers and other office supplies.

4215- Supplies/Election—increase due to vendor increases for election supplies and support.

4251- Travel Expense-is at \$3,000. Now that COVID has calmed down a little, we will be having in-person meetings in 2023.

4265- Contractual/communications—stayed exactly the same as 2021-2022 budget

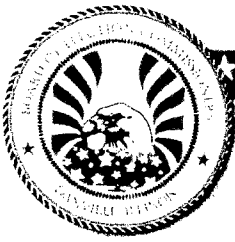
4270- Postage—this amount has increased due to US Postal Service increasing their postage rates in July, 2022.

4271- Contractual/Legal Fees- remained the same as 2021-2022.

4275- Rent (Various Polling Locations), this amount increased due to polling place rent increase.

4280- Publications, will remain the same as previous year.





## Danville Election Commission

Barbara Bailey  
Chairperson

Thomas Mellen  
Vice Chairperson

David J. Ryan  
Secretary

Sandra Delhaye  
Executive Director

201 N Vermilion (lower level)  
Danville, Illinois 61832

phone: 217-554-1930

fax: 217-554-1933

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September 2, 2022

4349- Canvass of Voters, will remain the same as budget year 2022-2023.

4361- Contractual/Professional Fees, will remain the same as 2021-2022.

4363- Dues/License Fees—increased by \$500 due to increase in association fees.

4364- Education/Training—this amount has increased by \$500 for FY 2022-2023. Money is used for training material.

Thank you for your consideration of the 2021/2022 budget for the Danville Election Commission.

Sandy Delhaye

Executive Director

Danville Election Commission



# Recorder's Budget Worksheet Report

## Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Amended Budget	2022 Actual Amount	2023 Initialization
<b>Fund 001 - GENERAL FUND</b>					
<b>EXPENSE</b>					
Department 520 - Recorder					
Project 00 - General					
<i>PERSONNEL SERVICES</i>					
4101	Salary - Personnel	109,910.99	113,208.00	84,573.23	145,878.00
4110	Salary - Department Head	72,830.00	75,015.00	55,470.70	77,265.00
4155	Insurance - Life/Health	22,725.02	24,000.00	18,050.00	25,080.00
<i>PERSONNEL SERVICES Totals</i>		<u>\$205,466.01</u>	<u>\$212,223.00</u>	<u>\$158,093.93</u>	<u>\$248,223.00</u>
<i>SUPPLIES &amp; MATERIALS</i>					
4209	Supplies/Microfilm	530.45	1,600.00	530.45	1,600.00
4210	Supplies/Office	1,202.78	3,000.00	1,434.95	3,000.00
<i>SUPPLIES &amp; MATERIALS Totals</i>		<u>\$1,733.23</u>	<u>\$4,600.00</u>	<u>\$1,965.40</u>	<u>\$4,600.00</u>
<i>OTHER SERVICES &amp; CHARGES</i>					
4251	Travel Expense	.00	1,500.00	742.80	1,500.00
4265	Contractual/Communications	.00	.00	.00	.00
4270	Postage	1,500.00	1,500.00	1,500.00	4,000.00
4290	Maint/Repair - Equipment	.00	680.00	.00	680.00
4325	Contractual/Revenue Machine	.00	.00	.00	.00
4363	Dues/License Fees	640.00	370.00	.00	690.00
4364	Education/Training	.00	500.00	.00	500.00
<i>OTHER SERVICES &amp; CHARGES Totals</i>		<u>\$2,140.00</u>	<u>\$4,550.00</u>	<u>\$2,242.80</u>	<u>\$7,370.00</u>
<i>CAPITAL OUTLAY</i>					
4450	Office Furniture/Equipment	.00	.00	.00	.00
4452	Equipment Lease/Purchase	.00	.00	.00	.00
<i>CAPITAL OUTLAY Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Project 00 - General Totals		<u>\$209,339.24</u>	<u>\$221,373.00</u>	<u>\$162,302.13</u>	<u>\$260,193.00</u>
Department 520 - Recorder Totals		<u>\$209,339.24</u>	<u>\$221,373.00</u>	<u>\$162,302.13</u>	<u>\$260,193.00</u>
<b>EXPENSE TOTALS</b>		<u>\$209,339.24</u>	<u>\$221,373.00</u>	<u>\$162,302.13</u>	<u>\$260,193.00</u>
Fund 001 - GENERAL FUND Totals		<u>(\$209,339.24)</u>	<u>(\$221,373.00)</u>	<u>(\$162,302.13)</u>	<u>(\$260,193.00)</u>

**Fund 076 - RECORDER SPECIAL FUND**  
**REVENUE**

  Department 101 - General  
    Project 00 - General  
      *CHARGES FOR SERVICES*



# Recorder's Budget Worksheet Report

Budget Year 2023

3513	Spec Recording Filing Fees	54,786.59	40,000.00	29,583.00	40,000.00
	<i>CHARGES FOR SERVICES Totals</i>	<u>\$54,786.59</u>	<u>\$40,000.00</u>	<u>\$29,583.00</u>	<u>\$40,000.00</u>
	<i>MISCELLANEOUS REVENUES</i>				
3701	Interest	1,376.07	50.00	721.64	50.00
	<i>MISCELLANEOUS REVENUES Totals</i>	<u>\$1,376.07</u>	<u>\$50.00</u>	<u>\$721.64</u>	<u>\$50.00</u>
	<i>OTHER FINANCING SOURCES</i>				
3902	Transfers In	.00	.00	.00	.00
	<i>OTHER FINANCING SOURCES Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Project 00 - General Totals	<u>\$56,162.66</u>	<u>\$40,050.00</u>	<u>\$30,304.64</u>	<u>\$40,050.00</u>
	Department 101 - General Totals	<u>\$56,162.66</u>	<u>\$40,050.00</u>	<u>\$30,304.64</u>	<u>\$40,050.00</u>
	<b>REVENUE TOTALS</b>	<b>\$56,162.66</b>	<b>\$40,050.00</b>	<b>\$30,304.64</b>	<b>\$40,050.00</b>

## EXPENSE

Department 963 - Recorder Special Account

Project 00 - General

### PERSONNEL SERVICES

4101	Salary - Personnel	28,721.90	35,000.00	23,048.57	42,000.00
4149	FICA	.00	.00	.00	.00
4150	IMRF	.00	.00	.00	.00
4151	Unemployment	.00	.00	.00	.00
4152	Workers Compensation	.00	.00	.00	.00
4155	Insurance - Life/Health	74.98	.00	.00	.00
	<i>PERSONNEL SERVICES Totals</i>	<u>\$28,796.88</u>	<u>\$35,000.00</u>	<u>\$23,048.57</u>	<u>\$42,000.00</u>

### SUPPLIES & MATERIALS

4210	Supplies/Office	.00	1,000.00	.00	1,000.00
	<i>SUPPLIES &amp; MATERIALS Totals</i>	<u>\$0.00</u>	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$1,000.00</u>

### OTHER SERVICES & CHARGES

4251	Travel Expense	.00	2,000.00	.00	3,000.00
4290	Maint/Repair - Equipment	.00	3,000.00	.00	3,000.00
4303	Contractual/Computer	.00	18,000.00	.00	10,000.00
4363	Dues/License Fees	.00	.00	.00	.00
4364	Education/Training	.00	1,000.00	.00	1,000.00
	<i>OTHER SERVICES &amp; CHARGES Totals</i>	<u>\$0.00</u>	<u>\$24,000.00</u>	<u>\$0.00</u>	<u>\$17,000.00</u>

### CAPITAL OUTLAY

4450	Office Furniture/Equipment	.00	3,000.00	545.58	3,000.00
	<i>CAPITAL OUTLAY Totals</i>	<u>\$0.00</u>	<u>\$3,000.00</u>	<u>\$545.58</u>	<u>\$3,000.00</u>

### TRANSFERS

4610	Transfer	.00	.00	.00	.00
	<i>TRANSFERS Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

	Project 00 - General Totals	<u>\$28,796.88</u>	<u>\$63,000.00</u>	<u>\$23,594.15</u>	<u>\$63,000.00</u>
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Project 90 - Technology

### OTHER SERVICES & CHARGES



## Recorder's Budget Worksheet Report

Budget Year 2023

4292	Maint/Repair - Hardware	.00	.00	.00	.00
4293	Maint/Repair - Software	.00	.00	.00	.00
<i>OTHER SERVICES &amp; CHARGES Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project 90 - Technology Totals		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Department 963 - Recorder Special		<b>\$28,796.88</b>	<b>\$63,000.00</b>	<b>\$23,594.15</b>	<b>\$63,000.00</b>
<b>EXPENSE TOTALS</b>		<b>\$28,796.88</b>	<b>\$63,000.00</b>	<b>\$23,594.15</b>	<b>\$63,000.00</b>

Fund 076 - RECORDER SPECIAL FUND

	REVENUE TOTALS	\$56,162.66	\$40,050.00	\$30,304.64	\$40,050.00
	EXPENSE TOTALS	<b>\$28,796.88</b>	<b>\$63,000.00</b>	<b>\$23,594.15</b>	<b>\$63,000.00</b>
Fund 076 - RECORDER SPECIAL FUND		<b>\$27,365.78</b>	<b>(\$22,950.00)</b>	<b>\$6,710.49</b>	<b>(\$22,950.00)</b>

**VERMILION COUNTY  
RECORDER'S OFFICE**

**2022 - 2023**

**BUDGET**

**W. David Stone, Recorder**

**RECORDER'S GENERAL FUND 001  
DEPT 520 RECORDER**

***SALARIES***

**04101 - SALARIES - PERSONNEL**

BUDGET 2022 - \$ 113,208.00

**BUDGET 2023 - \$ 145,878.00**

<u>Employees</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
C. BURTON -	\$ 62,038.64	= \$ 62,038.64	4/17/1990
C. MOULTON -	\$ 43,571.50	= \$ 43,571.50	10/09/2007
K. J. MORGAN	\$ 41,816.25*	= \$ 41,816.25*	6/12/2017
K. K. MORGAN	\$ 40,267.50	= \$ 40,267.50	4/08/2020
 Total:	 \$187,693.89	 \$ 187,693.89 - \$ 41,816.25* <u>\$ 145,877.64</u>	

\* Salary paid from Recorder's Special Fund

**04110 - SALARY - OFFICEHOLDER**

BUDGET 2022 - \$ 75,015.00

**BUDGET 2023 - \$ 77,265.00**

<u>Officeholder</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
W. DAVID STONE -	\$77,265.00	= \$77,265.00	01/14/2015

Recorder of Deeds salary per County Board. Effective December 1, 2022.

**04209 - SUPPLIES/MICROFILM/IMAGING**

BUDGET 2022 - \$ 1,600.00

**BUDGET 2023 - \$ 1,600.00**

The Recorder's Office still maintains a library of microfilm cards dating back prior to mid 1987. Computer technology began mid 1987. The office is maintaining a dual system of files.

**04210 - SUPPLIES / OFFICE**

BUDGET 2022 - \$ 3,000.00

**BUDGET 2023 - \$ 3,000.00**

General office supplies including supplies needed to maintain microfilm System. Includes paper, toner, pens, pencils, paper for Epson printers, and Cartridges for HP printers.

**04251 - TRAVEL EXPENSES**

BUDGET 2022- \$ 1,500.00

**BUDGET 2023 - \$ 1,500.00**

**04270 - POSTAGE**

BUDGET 2022- \$ 1,500.00

**BUDGET 2023- \$ 4,000.00**

**04290 - REPAIR & MAINTENANCE OF EQUIPMENT**

BUDGET 2022- \$ 680.00

**BUDGET 2023- \$ 680.00**

Maintain card readers/Microfilm reader/Printer

**04363 - DUES & SUBSCRIPTIONS**

BUDGET 2022 - \$ 690.00

**BUDGET 2023 - \$ 690.00**

This covers dues and subscriptions for the office. As part of these dues, we also have access to updated legislation. Approximate dues for IACCR \$640.00, and Zone \$50.00

**04364 – EDUCATION/TRAINING**

Budget 2022 – \$500.00

**Budget 2023 - \$500.00**

Workshops/Seminars

**04450 – OFFICE FURNITURE/EQUIPMENT**

BUDGET 2023 – \$0.00

**BUDGET 2023 – \$0.00**

Replacement of Office Furniture/Repair of binder books/Computers

***TOTAL GENERAL BUDGET***



2022 - \$197,373.00  
2023 - \$235,113.00

***RECORDER'S SPECIAL CHARGE FUND 76***  
***963 SPECIAL RECORDER'S FUND***

The Vermilion County Recorder's Office collects \$4.50 per document recorded (excepting Federal, State and Government filings from RHSP fee), for the purpose of maintaining a system of automation.

**ANTICIPATED REVENUES**

03513 SPECIAL RECORDING FILING FEES-	\$ 40,000.00
03701 INTEREST (APPROXIMATE)	\$ 50.00
03902 TRANSFERS IN (APPROXIMATE)	\$ 0.00
<b>TOTAL REVENUES</b>	<b>\$ 40,050.00</b>

Recorders Special Charge Fund 76  
Expenditure Budget

**ANTICIPATED EXPENDITURES**

04101 – SALARY	\$ 42,000.00*
04149 – FICA	\$ 0.00
04150 – IMRF	\$ 0.00
04151 – UNEMPLOYMENT	\$ .00
04152 – WORKERS COMPENSATION	<u>\$ .00</u>
TOTAL:	\$ 42,000.00

04210 – SUPPLIES	<u>\$ 1,000.00</u>
TOTAL:	\$ 1,000.00

04251 – TRAVEL	\$ 3,000.00
04290 - MAINT/REPAIR – EQUIPMENT	\$ 3,000.00
04303 – CONTRACTUAL/COMPUTER	\$ 10,000.00
04363 – DUES/LICENSE	\$ .00
04364 – EDUCATION/TRAINING	<u>\$ 1,000.00</u>
TOTAL:	\$ 17,000.00

04450 – Office furniture/Equipment	<u>\$ 3,000.00</u>
TOTAL:	\$ 3,000.00

<b>TOTAL EXPENDITURES:</b>	<b>\$ 63,000.00</b>
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# County Clerk Budget Worksheet Report

## Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Amended Budget	2022 Actual Amount	2023 Department Request
Fund 001 - GENERAL FUND					
EXPENSE					
Department 510 - County Clerk					
Project 00 - General					
PERSONNEL SERVICES					
4101	Salary - Personnel	243,302.23	251,976.00	160,624.06	284,475.00
4102	Salary - Part-Time	.00	.00	.00	.00
4104	Salary - Overtime	.00	.00	.00	.00
4106	Salary - Election Personnel	52,580.00	80,000.00	43,830.00	70,000.00
4110	Salary - Department Head	72,830.00	75,015.00	52,596.61	77,265.00
4155	Insurance - Life/Health	41,400.00	47,000.00	24,200.00	38,380.00
4156	Insurance - Liab/Fire/Bonds	.00	.00	.00	.00
<i>PERSONNEL SERVICES Totals</i>		<b>\$410,112.23</b>	<b>\$453,991.00</b>	<b>\$281,250.67</b>	<b>\$470,120.00</b>
SUPPLIES & MATERIALS					
4210	Supplies/Office	11,497.53	7,000.00	4,749.37	7,000.00
4215	Supplies/Election	145,499.32	82,000.00	68,118.83	82,000.00
4238	Special Circumstances	.00	.00	.00	.00
<i>SUPPLIES &amp; MATERIALS Totals</i>		<b>\$156,996.85</b>	<b>\$89,000.00</b>	<b>\$72,868.20</b>	<b>\$89,000.00</b>
OTHER SERVICES & CHARGES					
4251	Travel Expense	4,346.45	6,800.00	2,306.28	6,800.00
4260	Telephone	.00	.00	.00	.00
4270	Postage	14,270.00	15,000.00	5,265.00	15,000.00
4274	Tax Search	.00	.00	.00	.00
4275	Rent	2,300.00	4,600.00	1,520.00	3,100.00
4280	Publications	4,657.46	10,000.00	5,369.13	10,000.00
4290	Maint/Repair - Equipment	.00	.00	.00	.00
4326	HAVA Funds	.00	.00	.00	.00
4361	Contractual/Prof Services	4,214.81	4,400.00	4,195.88	4,400.00
4363	Dues/License Fees	640.00	640.00	640.00	640.00
4364	Education/Training	140.00	500.00	140.00	500.00
<i>OTHER SERVICES &amp; CHARGES Totals</i>		<b>\$30,568.72</b>	<b>\$41,940.00</b>	<b>\$19,436.29</b>	<b>\$40,440.00</b>
CAPITAL OUTLAY					
4450	Office Furniture/Equipment	.00	.00	.00	.00
<i>CAPITAL OUTLAY Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Project 00 - General Totals		<b>\$597,677.80</b>	<b>\$584,931.00</b>	<b>\$373,555.16</b>	<b>\$599,560.00</b>
Department 510 - County Clerk Totals		<b>\$597,677.80</b>	<b>\$584,931.00</b>	<b>\$373,555.16</b>	<b>\$599,560.00</b>
<b>EXPENSE TOTALS</b>		<b>\$597,677.80</b>	<b>\$584,931.00</b>	<b>\$373,555.16</b>	<b>\$599,560.00</b>



# County Clerk Budget Worksheet Report

Budget Year 2023

Fund 001 - GENERAL FUND Totals

EXPENSE TOTALS	\$597,677.80	\$584,931.00	\$373,555.16	\$599,560.00
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Fund 001 - GENERAL FUND Totals	(\$597,677.80)	(\$584,931.00)	(\$373,555.16)	(\$599,560.00)
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Fund 015 - COUNTY CLERK VITAL RECORDS

REVENUE

Department 101 - General

Project 00 - General

CHARGES FOR SERVICES

3501.02 Public & Co Fees Cty Clerk	14,454.00	13,000.00	8,848.00	13,000.00
<i>CHARGES FOR SERVICES Totals</i>	<u>\$14,454.00</u>	<u>\$13,000.00</u>	<u>\$8,848.00</u>	<u>\$13,000.00</u>

MISCELLANEOUS REVENUES

3701 Interest	149.28	50.00	70.86	50.00
3710 Miscellaneous	.00	.00	.00	.00
<i>MISCELLANEOUS REVENUES Totals</i>	<u>\$149.28</u>	<u>\$50.00</u>	<u>\$70.86</u>	<u>\$50.00</u>

OTHER FINANCING SOURCES

3902 Transfers In	.00	.00	.00	.00
<i>OTHER FINANCING SOURCES Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Project 00 - General Totals	<u>\$14,603.28</u>	<u>\$13,050.00</u>	<u>\$8,918.86</u>	<u>\$13,050.00</u>
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Department 101 - General Totals	<u>\$14,603.28</u>	<u>\$13,050.00</u>	<u>\$8,918.86</u>	<u>\$13,050.00</u>
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REVENUE TOTALS	<u>\$14,603.28</u>	<u>\$13,050.00</u>	<u>\$8,918.86</u>	<u>\$13,050.00</u>
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EXPENSE

Department 511 - County Clerk Vital Records

Project 00 - General

PERSONNEL SERVICES

4101 Salary - Personnel	9,747.60	10,000.00	6,510.60	12,495.00
4102 Salary - Part-Time	.00	.00	.00	.00
4149 FICA	.00	.00	.00	.00
4150 IMRF	.00	.00	.00	.00
<i>PERSONNEL SERVICES Totals</i>	<u>\$9,747.60</u>	<u>\$10,000.00</u>	<u>\$6,510.60</u>	<u>\$12,495.00</u>

OTHER SERVICES & CHARGES

4290 Maint/Repair - Equipment	3,150.00	3,150.00	3,150.00	3,150.00
<i>OTHER SERVICES &amp; CHARGES Totals</i>	<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$3,150.00</u>

CAPITAL OUTLAY

4450 Office Furniture/Equipment	.00	.00	.00	.00
4499 Suspend File	.00	.00	.00	.00
<i>CAPITAL OUTLAY Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

TRANSFERS

4610 Transfer	.00	.00	.00	.00
<i>TRANSFERS Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Project 00 - General Totals	<u>\$12,897.60</u>	<u>\$13,150.00</u>	<u>\$9,660.60</u>	<u>\$15,645.00</u>
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# County Clerk Budget Worksheet Report

Budget Year 2023

Project 90 - Technology

*OTHER SERVICES & CHARGES*

4292	Maint/Repair - Hardware	.00	.00	.00	.00
4293	Maint/Repair - Software	3,150.00	3,150.00	.00	3,150.00
<i>OTHER SERVICES &amp; CHARGES Totals</i>		<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$0.00</u>	<u>\$3,150.00</u>
Project 90 - Technology Totals		<u>\$3,150.00</u>	<u>\$3,150.00</u>	<u>\$0.00</u>	<u>\$3,150.00</u>
Department 511 - County Clerk Vital		<u>\$16,047.60</u>	<u>\$16,300.00</u>	<u>\$9,660.60</u>	<u>\$18,795.00</u>
EXPENSE TOTALS		<u>\$16,047.60</u>	<u>\$16,300.00</u>	<u>\$9,660.60</u>	<u>\$18,795.00</u>

Fund 015 - COUNTY CLERK VITAL

REVENUE TOTALS	\$14,603.28	\$13,050.00	\$8,918.86	\$13,050.00
EXPENSE TOTALS	<u>\$16,047.60</u>	<u>\$16,300.00</u>	<u>\$9,660.60</u>	<u>\$18,795.00</u>

Fund 015 - COUNTY CLERK VITAL	(\$1,444.32)	(\$3,250.00)	(\$741.74)	(\$5,745.00)
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Fund 018 - CO CLERK TAX AUTOMATION FUND

REVENUE

Department 101 - General

Project 00 - General

*CHARGES FOR SERVICES*

3516	Tax Sale Fees	8,200.00	1,000.00	3,110.00	1,000.00
<i>CHARGES FOR SERVICES Totals</i>		<u>\$8,200.00</u>	<u>\$1,000.00</u>	<u>\$3,110.00</u>	<u>\$1,000.00</u>

*MISCELLANEOUS REVENUES*

3701	Interest	78.98	15.00	32.37	15.00
<i>MISCELLANEOUS REVENUES Totals</i>		<u>\$78.98</u>	<u>\$15.00</u>	<u>\$32.37</u>	<u>\$15.00</u>

Project 00 - General Totals		<u>\$8,278.98</u>	<u>\$1,015.00</u>	<u>\$3,142.37</u>	<u>\$1,015.00</u>
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Department 101 - General Totals		<u>\$8,278.98</u>	<u>\$1,015.00</u>	<u>\$3,142.37</u>	<u>\$1,015.00</u>
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REVENUE TOTALS		<u>\$8,278.98</u>	<u>\$1,015.00</u>	<u>\$3,142.37</u>	<u>\$1,015.00</u>
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EXPENSE

Department 181 - Co Clerk Tax Automation

Project 00 - General

*PERSONNEL SERVICES*

4101	Salary - Personnel	8,725.99	.00	.00	.00
4149	FICA	.00	.00	.00	.00
4150	IMRF	.00	.00	.00	.00
<i>PERSONNEL SERVICES Totals</i>		<u>\$8,725.99</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

*SUPPLIES & MATERIALS*

4210	Supplies/Office	.00	.00	.00	.00
<i>SUPPLIES &amp; MATERIALS Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

*CAPITAL OUTLAY*

4450	Office Furniture/Equipment	461.91	500.00	.00	500.00
<i>CAPITAL OUTLAY Totals</i>		<u>\$461.91</u>	<u>\$500.00</u>	<u>\$0.00</u>	<u>\$500.00</u>



# County Clerk Budget Worksheet Report

Budget Year 2023

Project 00 - General Totals	\$9,187.90	\$500.00	\$0.00	\$500.00
Project 90 - Technology				
<i>OTHER SERVICES &amp; CHARGES</i>				
4292 Maint/Repair - Hardware	.00	.00	.00	.00
4293 Maint/Repair - Software	.00	.00	.00	.00
<i>OTHER SERVICES &amp; CHARGES Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00
Project 90 - Technology Totals	\$0.00	\$0.00	\$0.00	\$0.00
Department 181 - Co Clerk Tax	\$9,187.90	\$500.00	\$0.00	\$500.00
EXPENSE TOTALS	\$9,187.90	\$500.00	\$0.00	\$500.00
Fund 018 - CO CLERK TAX				
REVENUE TOTALS	\$8,278.98	\$1,015.00	\$3,142.37	\$1,015.00
EXPENSE TOTALS	\$9,187.90	\$500.00	\$0.00	\$500.00
Fund 018 - CO CLERK TAX	(\$908.92)	\$515.00	\$3,142.37	\$515.00
Net Grand Totals				
REVENUE GRAND TOTALS	\$22,882.26	\$14,065.00	\$12,061.23	\$14,065.00
EXPENSE GRAND TOTALS	\$622,913.30	\$601,731.00	\$383,215.76	\$618,855.00
Net Grand Totals	(\$600,031.04)	(\$587,666.00)	(\$371,154.53)	(\$604,790.00)

**Vermilion County Clerk's Office  
2022-2023 Budget  
Cathy Jenkins, Vermilion County Clerk**

## County Clerk General Fund (001) Department 510

The main functions of the County Clerk's office are to write and maintain County Board minutes and other county records, run elections and voter registration (outside city limits of Danville), issue vital records, including birth, death, and marriage/civil union records and also issues marriage licenses. The County Clerk also computes tax rates of over 100 units of local government based on the amount of money requested by each government and the amount of the assessed value within the district and handles redemptions of delinquent taxes. The County Clerk also files assumed names for businesses, campaign disclosures and statements of economic interests.

### 4101 – Full-Time Salaries

Budget 2021/2022 - \$261,976.00

Budget 2022/2023 - \$284,475.00

The County Clerk's office has 6 full time employees that are paid out of this line. The budgeted amount includes the 3.25% yearly increases.

### 4102 – Part Time

Budget 2021/2022 - \$0.00

Budget 2022/2023 - \$0.00

Any part time staff are now paid out of our vital records or election line.

### 4104 – Overtime

Budget 2021/2022 - \$0.00

Budget 2022/2023 - \$0.00

Overtime is no longer offered.



## 4106 – Election Staff Salary

Budget 2021/2022 - \$70,000.00

Budget 2022/2023 - \$70,000.00

This line is for election judges on Election Day, vote center judges who work six weeks during early voting, and election support/election night staff. We can use a minimal number (3 per precinct) on Election Day, per statute. We now have set a pay structure for each election worker and have utilized more early vote election judges to ensure things are running smoothly. Typically, a grant is offered for election judge reimbursement and we should continue to receive \$5,985+/- per election in grants for this line. We also are utilizing this line to pay election staff working for setup/pickup of equipment at our 38 precincts.

## 4110 – Officeholder Salary

Budget 2021/2022 - \$75,015.00

Budget 2022/2023 - \$77,265.00

Salary for Cathy Jenkins, County Clerk set by County Board resolution.

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## Total for Salary Lines (minus Insurance)

Budget 2021/2022 - \$406,991.00

Budget 2022/2023 - \$431,740.00

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## 4210 – Office Supplies

Budget 2021/2022 - \$7,000.00

Budget 2022/2023 - \$7,000.00

This line is for general office supplies. This line also pays for economic interest supplies including yellow perforated paper & window envelopes for over 1,000 forms required to be sent by law annually. This line covers all paper for vital records, which requires seals embossed in the paper as well as official paper for marriage certificates. It supplies all certificate paper required to process DBAs & elected official oaths. It supplies tax sale certificates for the treasurer, tax redemption receipts, and forms used for various services. We purchase approximately 1,000 marriage licenses per year which includes two envelopes for each license issued.

## 4215 – Election Supplies

Budget 2021/2022 - \$82,000.00

Budget 2022/2023 - \$82,000.00

We have a quarterly election contract fee that we pay from this line. This contract includes: printing & delivery of ballots, test decks, equipment maintenance, ballot coding, lock and load services, logic & accuracy testing, ballot on-demand setup & calibration of ballot on-demand printer(s), performance of Public Test, Election Day personnel on-site to assist in troubleshooting & tabulation and results posting, retab audit performance & assistance with closing the election. We pay \$14,700 for VEMACS (our voter registration system) annually. We pay \$4,125 per election to have all eligible voter applications printed & bound. We also pay \$1,500 for early vote setup per election for our machines, election night reporting \$2,500 per election and precinct/vote center kits \$4,575. We also pay for the UHAUL's for the delivery & pickup of election equipment out of this line. This line also pays for any voting machine paper we may need and any ballot paper needed for the vote by mail requests and any envelopes needed to process the vote by mail applications.

\*\*This line remained the same for 1 election. New regulations from the State regarding VBM mailings that are required to be sent before the general elections and consolidated elections are increasing the amount being paid out of this line. In a 2-election year this line will need to be increased to cover this additional requirement.

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## Total Supply Lines

Budget 2021/2022 - \$89,000.00

Budget 2022/2023 - \$89,000.00

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## 4251 – Travel Expenses

Budget 2021/2022 - \$6,800.00

Budget 2022/2023 - \$6,800.00

Mileage for election workers/election judges for working out of their own precincts and for returning ballots on election night. Mileage for election day tech reps is paid from this line as well. Robyn/Cathy also travel twice a year to conferences for training and/or legislative updates affecting the office. This also pays for U-Haul fuel for supply delivery.

## 4270 – Postage

Budget 2021/2022 - \$15,000.00

Budget 2022/2023 - \$15,000.00

We mail approximately \$5500 a year in take notices, but once that money is recovered when the taxes are redeemed it goes back into the General Fund. We also mail all vital records requests, economic interest required certified mailings, vote by mail applications and/or ballots, and we have an annual permit fee through USPS for all voter registration returns.

## 4275 – Rent

Budget 2021/2022 - \$4,600.00

Budget 2022/2023 - \$3,100.00

Polling place rent for 1 election. 27 polling places. This also pays for ballot box storage at polling places.

## 4280 – Publications

Budget 2021/2022 - \$10,000.00

Budget 2022/2023 - \$10,000.00

All required publications for election judge certification, election notices, specimen ballots, etc. This is also used for radio ads for voter outreach efforts. Printing of all sample ballot inserts distributed to the newspapers, voters. This line was historically \$30,000.

## 4361 – Contractual/Professional Services

Budget 2021/2022 - \$4,400.00

Budget 2022/2023 - \$4,400.00

This line pays for our shredding service and for our contract to Liberty for our economic interest system.

## 4363 – Dues/License Fees

Budget 2021/2022 - \$640.00

Budget 2022/2023 - \$640.00

IACCR Dues – There was an increase voted in by the IACCR in 2020 that increased the dues.

## 4364 – Education/Training for Staff

Budget 2021/2022 - \$500.00

Budget 2022/2023 - \$500.00

Cathy Jenkins/Robyn Heffern attendance at IACCR meetings and IACO meetings to stay up-to-date on all changing legislation and office procedures.

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## Total of all “other” lines

Budget 2021/2022 - \$41,940.00

Budget 2022/2023 - \$40,440.00

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## Total General Fund Budget Overall (minus Insurance)

Budget 2021/2022 - \$537,931.00

Budget 2022/2023 - \$561,180.00

## County Clerk Vital Records Fund (015)

### Revenue:

#### 3501.02 – Public & Co Fees

Budget 2021/2022 - \$13,000.00

Budget 2022/2023 - \$13,000.00

We have kept this line the same.

#### 3701 – Interest

Budget 2021/2022 - \$50.00

Budget 2022/2023 - \$50.00

We have kept this line the same.

**Expenses:**

**4101 – Salaries**

Budget 2021/2022 - \$10,000.00

Budget 2022/2023 - \$12,495.00

Salary for one part-time person who is cleaning up the scanning that is left.

**4290 – Maintenance/Repair – Equipment**

Budget 2021/2022 - \$3,150.00

Budget 2022/2023 - \$3,150.00

This line pays our annual contractual fee to DEVNET for our Vital Records system.

**County Clerk Tax Automation Fund (018)**

**Revenue:**

**3516 – Tax Sale Fees**

Budget 2021/2022 - \$1,000.00

Budget 2022/2023 - \$1,000.00

This amount can fluctuate. We did have a big increase at one time due to a tax buyer reassigning all of their certificates however, that was a one-time thing and will not happen frequently.

**3701 – Interest**

Budget 2021/2022 - \$15.00

Budget 2022/2023 - \$15.00

**Expenses:**

**4450 – Office Furniture/Equipment**

Budget 2021/2022 - \$500.00

Budget 2022/2023 - \$500.00

This line covers anything the tax department might need over the course of the year. We keep \$500 available to spend in case they need furniture, a printer, computer, etc.



# SOA Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Amended Budget	2022 Actual Amount	2023 Initialization
Fund 001 - GENERAL FUND					
EXPENSE					
Department 550 - Supervisor of Assessments					
Project 00 - General					
<i>PERSONNEL SERVICES</i>					
4101	Salary - Personnel	226,818.91	253,500.00	158,008.65	300,545.00
4102	Salary - Part-Time	.00	.00	.00	.00
4110	Salary - Department Head	72,830.00	75,015.00	49,722.44	77,265.00
4155	Insurance - Life/Health	50,000.00	48,360.00	32,700.00	50,820.00
<i>PERSONNEL SERVICES Totals</i>		\$349,648.91	\$376,875.00	\$240,431.09	\$428,630.00
<i>SUPPLIES &amp; MATERIALS</i>					
4210	Supplies/Office	5,551.37	6,000.00	4,376.71	6,000.00
4213	Books/Periodicals	214.88	300.00	.00	300.00
<i>SUPPLIES &amp; MATERIALS Totals</i>		\$5,766.25	\$6,300.00	\$4,376.71	\$6,300.00
<i>OTHER SERVICES &amp; CHARGES</i>					
4251	Travel Expense	5,033.72	6,300.00	4,526.14	6,300.00
4270	Postage	8,000.00	.00	.00	.00
4280	Publications	2,659.62	4,000.00	214.88	46,000.00
4290	Maint/Repair - Equipment	.00	.00	.00	.00
4361	Contractual/Prof Services	371,992.50	.00	.00	.00
4363	Dues/License Fees	545.00	700.00	550.00	6,400.00
4364	Education/Training	2,520.00	4,800.00	3,990.00	4,800.00
<i>OTHER SERVICES &amp; CHARGES Totals</i>		\$390,750.84	\$15,800.00	\$9,281.02	\$63,500.00
<i>CAPITAL OUTLAY</i>					
4450	Office Furniture/Equipment	.00	.00	.00	500.00
<i>CAPITAL OUTLAY Totals</i>		\$0.00	\$0.00	\$0.00	\$500.00
Project 00 - General Totals		\$746,166.00	\$398,975.00	\$254,088.82	\$498,930.00
Department 550 - Supervisor of		\$746,166.00	\$398,975.00	\$254,088.82	\$498,930.00
<b>EXPENSE TOTALS</b>		<b>\$746,166.00</b>	<b>\$398,975.00</b>	<b>\$254,088.82</b>	<b>\$498,930.00</b>
Net Grand Totals					
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$746,166.00	\$398,975.00	\$254,088.82	\$498,930.00
Net Grand Totals		(\$746,166.00)	(\$398,975.00)	(\$254,088.82)	(\$498,930.00)



**MATTHEW R. LONG  
SUPERVISOR OF ASSESSMENTS**

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201 N. Vermilion, 3<sup>RD</sup> Floor  
Danville, Illinois 61832  
(217) 554-1940  
E-mail [assessor@vercounty.org](mailto:assessor@vercounty.org)

**Supervisor of Assessments Budget Narrative 2022/2023**

**Salary Personnel, Line 001.550.00.04101** – 3.25% Increase Per County Board Action

**Salary Department Head, Line 001.550.00.04110** – 3% increase Per County Board Action

**Insurance-Life/Health, Line 001.550.00.04155** – This line item calculated based on the number of employees that utilize health insurance from the county.

**Supplies/Office, Line 001.550.00.04210** – No change based on historical expenses.

**Books/Periodicals, Line 001.550.04213** – No change based on historical expenses.

**Travel Expense, Line 001.550.00.04251** – No change based on historical expenses.

**Postage, Line 001.550.00.04270** - Still \$0 due to the amount of postage still remaining on postage machine, current budget, and anticipated needs next year

**Publications, Line 001.550.00.04280** – Increase due to requirement that all assessment be published every four years.

**Contractual/Professional Services, Line 001.550.00.04361** – No change based on historical expenses.

**Dues/License Fees 001.550.00.04363** – Increase of \$5,700 to pay for yearly subscription to CoStar (database of commercial real estate sales, leases, current listings).

**Education/Training, Line 001.550.00.04364** – No change based on historical expenses.

**Office Furniture/Equipment, Line 001.550.00.04450** - Increase of \$500 for the replacement of office furniture as needed.

Respectfully Submitted,

*Matthew R. Long*

Matthew R. Long, CIAO-M  
Supervisor of Assessments



# Board of Review Budget Worksheet

## Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Amended Budget	2022 Actual Amount	2023 Initialization
Fund 001 - GENERAL FUND					
	<b>EXPENSE</b>				
	Department 540 - Board of Review				
	Project 00 - General				
	<i>PERSONNEL SERVICES</i>				
4101	Salary - Personnel	77,315.00	82,656.00	54,765.01	91,703.00
4110	Salary - Department Head	24,400.00	25,133.00	16,650.61	25,887.00
4155	Insurance - Life/Health	43,675.00	48,360.00	24,225.00	50,160.00
	<i>PERSONNEL SERVICES Totals</i>	<u>\$145,390.00</u>	<u>\$156,149.00</u>	<u>\$95,640.62</u>	<u>\$167,750.00</u>
	<i>SUPPLIES &amp; MATERIALS</i>				
4210	Supplies/Office	512.89	1,000.00	.00	1,000.00
	<i>SUPPLIES &amp; MATERIALS Totals</i>	<u>\$512.89</u>	<u>\$1,000.00</u>	<u>\$0.00</u>	<u>\$1,000.00</u>
	<i>OTHER SERVICES &amp; CHARGES</i>				
4251	Travel Expense	366.80	2,000.00	.00	2,000.00
4270	Postage	2,500.00	.00	.00	.00
4280	Publications	.00	.00	.00	.00
4361	Contractual/Prof Services	.00	.00	.00	.00
4363	Dues/License Fees	.00	.00	.00	.00
4364	Education/Training	.00	.00	.00	.00
	<i>OTHER SERVICES &amp; CHARGES Totals</i>	<u>\$2,866.80</u>	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>
	<i>CAPITAL OUTLAY</i>				
4450	Office Furniture/Equipment	.00	.00	.00	.00
	<i>CAPITAL OUTLAY Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Project 00 - General Totals	<u>\$148,769.69</u>	<u>\$159,149.00</u>	<u>\$95,640.62</u>	<u>\$170,750.00</u>
	Department 540 - Board of Review	<u>\$148,769.69</u>	<u>\$159,149.00</u>	<u>\$95,640.62</u>	<u>\$170,750.00</u>
	<b>EXPENSE TOTALS</b>	<u>\$148,769.69</u>	<u>\$159,149.00</u>	<u>\$95,640.62</u>	<u>\$170,750.00</u>
Fund 001 - GENERAL FUND Totals					
	<b>EXPENSE TOTALS</b>	<u>\$148,769.69</u>	<u>\$159,149.00</u>	<u>\$95,640.62</u>	<u>\$170,750.00</u>
Fund 001 - GENERAL FUND Totals		<u>(148,769.69)</u>	<u>(159,149.00)</u>	<u>(95,640.62)</u>	<u>(170,750.00)</u>
	Net Grand Totals				
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	<u>\$148,769.69</u>	<u>\$159,149.00</u>	<u>\$95,640.62</u>	<u>\$170,750.00</u>
	Net Grand Totals	<u>(148,769.69)</u>	<u>(159,149.00)</u>	<u>(95,640.62)</u>	<u>(170,750.00)</u>





**MATTHEW R. LONG  
SUPERVISOR OF ASSESSMENTS**

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**Board of Review Budget Narrative 2022/2023**

**Salary Personnel, Line 001.540.00.04101** – 3% Increase Per County Board Action for two elected office holders. 3.25% Increase in pay for the Administrative Assistant to Board of Review Per County Board Action.

**Salary Department Head, Line 001.540.00.04110** - 3% Increase Per County Board Action

**Insurance Life/Health, Line 001.540.00.04155** - This line item calculated based on the number of employees that utilize health insurance from the county.

**Supplies Expense, Line 001.540.00.04210** - No change based on historical expenses.

**Travel Expense, Line 001.540.00.04251**- No change based on historical expenses

**Postage Expense, Line 001.540.00.04270** – Still \$0 due to the amount of postage still remaining on postage machine, current budget, and anticipated needs next year

**Publications, Line 001.540.00.04280** No change based on historical expenses

**Contractual/Professional Services, Line 001.540.00.04361** – No change based on historical expenses

**Dues/License & Fees, Line 001.540.00.04363** - No change based on historical expenses

**Education/Training, Line 001.540.00.04364** - No change based on historical expenses

**Office Furniture/Equipment, Line 001.540.00.04450** - No change based on historical expenses

Respectfully Submitted,

*Matthew R. Long*

Matthew R. Long, CIAO-M  
Clerk, Board of Review