

DESCRIPTION OF SERVICES

The Clerk of the Circuit Court maintains all legal records of the County and assists the Judge of the Circuit Court in carrying out court-associated responsibilities. The position is an elected Constitutional Officer and the State Compensation Board sets salaries annually, which are paid out of fees. The City of Williamsburg also contributes a portion of the budget.

BUDGET SUMMARY

	FY 04 Budget	FY 05 Adopted	FY 06 Adopted
Personnel	\$ 525,076	\$ 574,264	\$ 579,442
Operating	95,350	91,574	91,574
Total	\$ <u>620,426</u>	\$ <u>665,838</u>	\$ <u>671,016</u>

PERSONNEL

Full-time Personnel	12	12	12
Part-time Personnel	2	2	2

WORKLOAD INDICATORS

	FY 04 Adopted	FY 05 Adopted	FY 06 Adopted
Deed Book Recordings	34,903	43,696	48,066
Marriage Licenses	672	613	600
Passports	1,356	1,353	1,350
Judgments	2,325	2,306	2,300
Assumed Names	406	484	500

BUDGET COMMENTS

The Clerk’s Office produces excess fees, two thirds of which are retained by the County and are shown in revenue. Overall, the Clerk’s Office is projected to generate revenues exceeding the budget by \$279,081 in FY 2005.

MEMO

Net County Funding:

	FY 04 Budget	FY 05 Adopted	FY 06 Adopted
Total Budget	\$ 620,426	\$ 665,838	\$ 671,016
State/Other Revenue	<u>(706,480)</u>	<u>(944,919)</u>	<u>(948,483)</u>
Net County Revenue	\$ <u>(86,054)</u>	\$ <u>(279,081)</u>	\$ <u>(277,467)</u>