

**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 elected and the State Compensation Board sets salaries annually which are paid out of fees. This budget provides for the County's share of the operation. The City of Williamsburg also contributes a portion of the budget.

**BUDGET SUMMARY**

	<u>Budget</u>	<u>Budget</u>
Personnel	\$ 373,863	\$ <b>400,241</b>
Operating	61,347	<b>47,614</b>
Capital	4,300	<b>6,000</b>
Total Received - Joint Activity	<u>(307,815)</u>	<u><b>(306,712)</b></u>
Total	<u>\$ 131,695</u>	<u>\$ <b>147,143</b></u>

**WORKLOAD INDICATORS**

	<u>FY 95</u>	<u>FY 96</u>	<u>FY 97</u>
	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>
Deed Book Recordings	20,122	19,360	20,500
Marriage Licenses	622	715	700
Passports	1,257	1,245	1,300
Judgments	1,654	1,787	1,690
Financing Statements	832	856	900

**PERSONNEL**

Full-time Personnel	10	10
Part-time Personnel	2	3

**BUDGET COMMENTS**

The FY 1998 budget continues the present level of services, expanded slightly to create/maintain an automatic records system, a part-time temporary position is proposed to go to limited-term. The office budget increases by 11.7 percent and produces excess fees, 2/3 of which are retained by the County and are shown in revenue.