

## REGISTER OF DEEDS

### Program Description

The Office of Register of Deeds is responsible for the recording, indexing and maintenance of legal documents such as deeds, mortgages, plats, financing statements, tax liens, and other documents related to property transactions.

### Program and Services

- Collections of recording fees.
- Ensuring legal compliance for all recorded documents.
- Providing the general public access to viewing all public documents.

### Significant Changes

Personnel costs reflect the impact of a 4% compensation adjustment, higher health care and workers compensation premiums, and the permanent transfer of one position on loan to the GIS Department in FY 2006. All operating and capital lease expenditures for the Register of Deeds are now located in the Records Management Department.

PERSONNEL INFORMATION				
		FY2005 ACTUAL	FY2006 BUDGET	FY2007 BUDGET
POSITION TITLES	GRADES	NUMBER OF POSITIONS		
Account Clerk	12	1	1	1
Senior Account clerk	14	2	2	2
Data Record Tech I	10	3	3	3
Data Record Tech II	11	1	1	1
Data Record Tech III	13	6	6	5
Deputy Register of Deeds	17	2	2	2
Assistant Register of Deeds	22	1	1	1
Director	30	1	1	1
<b>TOTAL</b>		<b>17</b>	<b>17</b>	<b>16</b>

REGISTER OF DEEDS							
Account		FY 2005		Budget	Budget	FY07 vs FY06	%
No	Description	Actual	Budget	FY 2006	FY2007	Change	Change
<b>510 PERSONNEL SERVICES</b>							
*	91010 SALARIES	476,100	467,810	475,670	470,829	(4,841)	-1.0%
	91011 OVERTIME	2,127	-	-	-	-	
*	91510 FICA	34,362	35,790	36,390	36,016	(374)	-1.0%
*	91520 S C RETIREMENT	32,704	32,050	36,630	38,605	1,975	5.4%
*	91540 GROUP INSURANCE	68,412	76,700	86,360	100,451	14,091	16.3%
*	91550 WORKMENS COMPENSATION	1,469	1,260	1,650	2,122	472	28.6%
<b>* 510 PERSONNEL SERVICES</b>		<b>615,174</b>	<b>613,610</b>	<b>636,700</b>	<b>648,023</b>	<b>11,323</b>	<b>1.8%</b>
<b>520 OPERATING EXPENSES</b>							
	92204 SOFTWARE DEVELOPMENT	-	600	600	-	(600)	-100.0%
	92510 PROFESSIONAL DEVELOPMENT	1,614	-	-	-	-	
	92700 OFFICE SUPPLIES & EXPENSE	4,654	5,000	5,000	-	(5,000)	-100.0%
	92704 COPIER EXPENSE	7,908	8,000	8,000	-	(8,000)	-100.0%
	92902 MICROFILM COST	-	800	800	-	(800)	-100.0%
	92904 SUPPLIES & DEVELOPER	14,063	8,400	8,400	-	(8,400)	-100.0%
	92907 COMPUTER SUPPLIES	5,685	7,000	7,000	-	(7,000)	-100.0%
	93206 INDEX SYSTEM	6,143	4,860	4,860	-	(4,860)	-100.0%
	93208 INDEX BNDRS/COVER/REPAIRS	-	2,600	2,600	-	(2,600)	-100.0%
	93302 CONTRACT SERVICES	(100)	-	-	-	-	
	93600 TELEPHONE/FAX	6,947	7,000	7,000	-	(7,000)	-100.0%
	94100 MAINTENANCE AGREEMENTS	16,988	14,200	14,200	-	(14,200)	-100.0%
<b>520 OPERATING EXPENSES</b>		<b>63,900</b>	<b>58,460</b>	<b>58,460</b>	<b>-</b>	<b>(58,460)</b>	<b>-100.0%</b>
<b>530 CAPITAL OUTLAY</b>							
	99680 MISCELLANEOUS EQUIPMENT	43,996	37,990	37,990	-	(37,990)	-100.0%
<b>530 CAPITAL OUTLAY</b>		<b>43,996</b>	<b>37,990</b>	<b>37,990</b>	<b>-</b>	<b>(37,990)</b>	<b>-100.0%</b>
<b>* 09120 REGISTER OF DEEDS</b>		<b>723,071</b>	<b>710,060</b>	<b>733,150</b>	<b>648,023</b>	<b>(85,127)</b>	<b>-11.6%</b>