

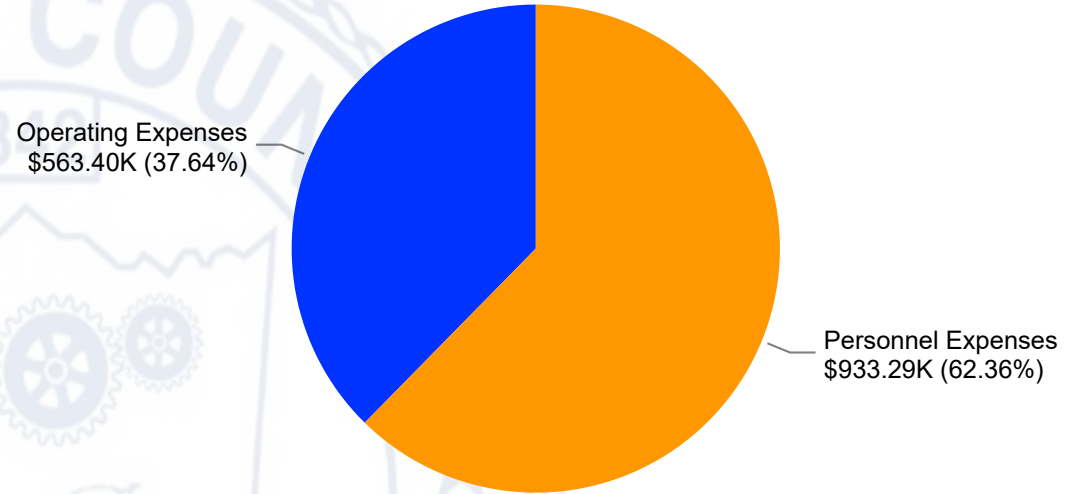
Expenditure by Fund	
Automation Enhancement SR Fund	\$100,000
General Government Fund	\$1,396,687
Total	\$1,496,687

Program Costs by Department	
Register of Deeds	\$1,496,687
Total	\$1,496,687

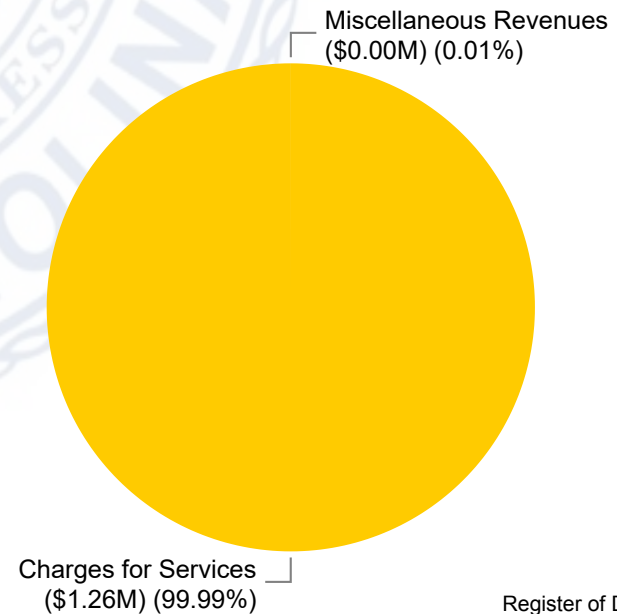
Net County Cost of Proposed Expansions for FY 2020	
Certification Increases for Passport Agent Training	\$7,300
Reclassify P/T position to F/T position	\$21,150
Total	\$28,450

FTE by Department			
Actual FY 2017	Actual FY 2018	Revised FY 2019	Proposed FY 2020
10.63	10.48	11.44	10.95

Expenditure by Category



Revenue by Category



Register of Deeds

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Department Mission

To provide exceptional customer service to the residents of Union County and preserve and protect all records in a manner that ensures integrity, completeness, accuracy and safekeeping.

Department Services Provided

The Register of Deeds manages vital records, scans, indexes and issues all birth certificates, death certificates, marriage certificates and licenses, administers notary oaths and records DD-214 (military discharge). In addition, the department works closely with Health Department, Tax Department, and North Carolina Vital Records in Raleigh. The Register of Deeds focuses on providing a high level of customer service for walk-ins and by telephone. Provides ongoing protection of records for future use as well as preserving old books and paper copies.

Passports – Serves as the Acceptance Facility for the US Department of State. Four certified agents review applications from those seeking passports including photo service as well.

Department FY 2020 Discussion

In FY 2020, the Register of Deeds will proactively work to manage customer demands for Real Estate eClosings. In addition, the department will work to prevent external hacking attempts, cross-train staff to navigate new electronic death registration and real estate systems, and continue to automate local systems and processes. This will be done while still integrating with manual state systems and processes and maximizing Automation Enhancement Fund to preserve books and paper documents.

Department Analysis

The overall change in Register of Deeds budget is due to the expected decrease in revenue based on current trends of \$232,411 or 16.6 percent.

Total proposed expenditure budget increased by \$11,329 and includes reclassification of a part time position to full time and certification increases for four employees.

Register of Deeds

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Object Code	Object Description	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Revised FY 2019	Proposed FY 2020	\$ Change FY 2019 - 20	% Change FY 2019 - 20
Revenue									
	Charges for Services	-1,196,423	-1,216,683	-1,299,407	-1,231,208	-1,517,372	-1,264,000	253,372	-16.70%
	Miscellaneous Revenues	2,612	-1,852	161	4,503	309	-80	-389	-125.89%
	Contingencies and Fund Balance	0	0	0	0	-28,733	0	28,733	-100.00%
	Total Revenue	-1,193,811	-1,218,534	-1,299,246	-1,226,705	-1,545,796	-1,264,080	281,716	-18.22%
Expenditures									
	Personnel Expenses	717,346	771,222	744,162	805,694	887,736	933,285	45,549	5.13%
	Operating Expenses	390,244	476,239	493,908	525,342	646,926	563,402	-83,524	-12.91%
	Total Expenditures	1,107,591	1,247,461	1,238,070	1,331,036	1,534,663	1,496,687	-37,976	-2.47%
	Total Register of Deeds	-86,220	28,927	-61,176	104,332	-11,133	232,607	243,740	-2189.31%

FTE Summary

Position Type	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Revised FY 2019	Proposed FY 2020	\$ Change FY 2019 - 20	% Change FY 2019 - 20
Full-Time	10.00	10.00	10.00	10.00	10.00	11.00	1.00	10.00%
Part-Time	0.00	0.00	0.00	0.00	0.48	-0.46	-0.94	-195.83%
Temp-Part-Time	0.48	0.48	0.63	0.48	0.96	0.41	-0.55	-57.29%
Total Register of Deeds	10.48	10.48	10.63	10.48	11.44	10.95	-0.49	-4.28%

