



2017 ANNUAL REPORT

FOR THE OFFICE OF THE

GREENE COUNTY CLERK

MARILYN FARRELL

STATE OF NEW YORK:

COUNTY OF GREENE:

I, Marilyn Farrell, County Clerk of the County of Greene, do hereby certify that the foregoing statements for the:

Records Management

Greene County Recording Office

Mortgage Tax receipts

Greene County Department of Motor Vehicles Office

are a true and accurate annual accounting of the money received by the Greene County Clerk's Office for the year 2017.



Marilyn Farrell
Greene County Clerk
April 1, 2018

**GREENE COUNTY CLERK
STATEMENT OF ALL MONIES RECEIVED AND DISBURSED
2017**

RECEIVED

Undertakings	\$31,208.45
E&A Transfer Report	\$377,750.00
Mortgage Tax	\$2,958,822.55
Motor Vehicles	\$18,794,218.18
DMV INTERNET/EZ PASS	\$20,356.94
Clerk Fees	\$477,673.27
Judicial-State Revenue Account	\$319,231.09
Notary	\$10,635.00
Cultural Ed/Rec Mgmt	\$158,388.25
Transfer Tax	\$1,108,542.93
TOTAL RECEIVED	\$24,256,826.66

DISBURSED

COUNTY TREASURER-COUNTY REVENUE

Clerk Fees	\$477,673.27
DMV INTERNET/EZ PASS	\$20,356.94
MOTOR VEHICLES	\$953,793.61
Judicial Fees	\$23,691.75
Local Mortgage Tax *	\$1,162,700.76
Mortgage Tax Expense	\$82,977.48
Notary	\$3,955.00
State Education(Records)	\$7,913.00
E&A Transfer Report	\$21,654.00
Transfer Tax Commission	\$2,528.00
TOTAL	\$2,757,243.81

COUNTY TREASURER FOR DISBURSAL

Undertakings	\$31,208.45
Basic Mortgage Tax *	\$1,160,325.22
DWI Fines	\$10,825.00
TOTAL	\$1,202,358.67

NEW YORK STATE

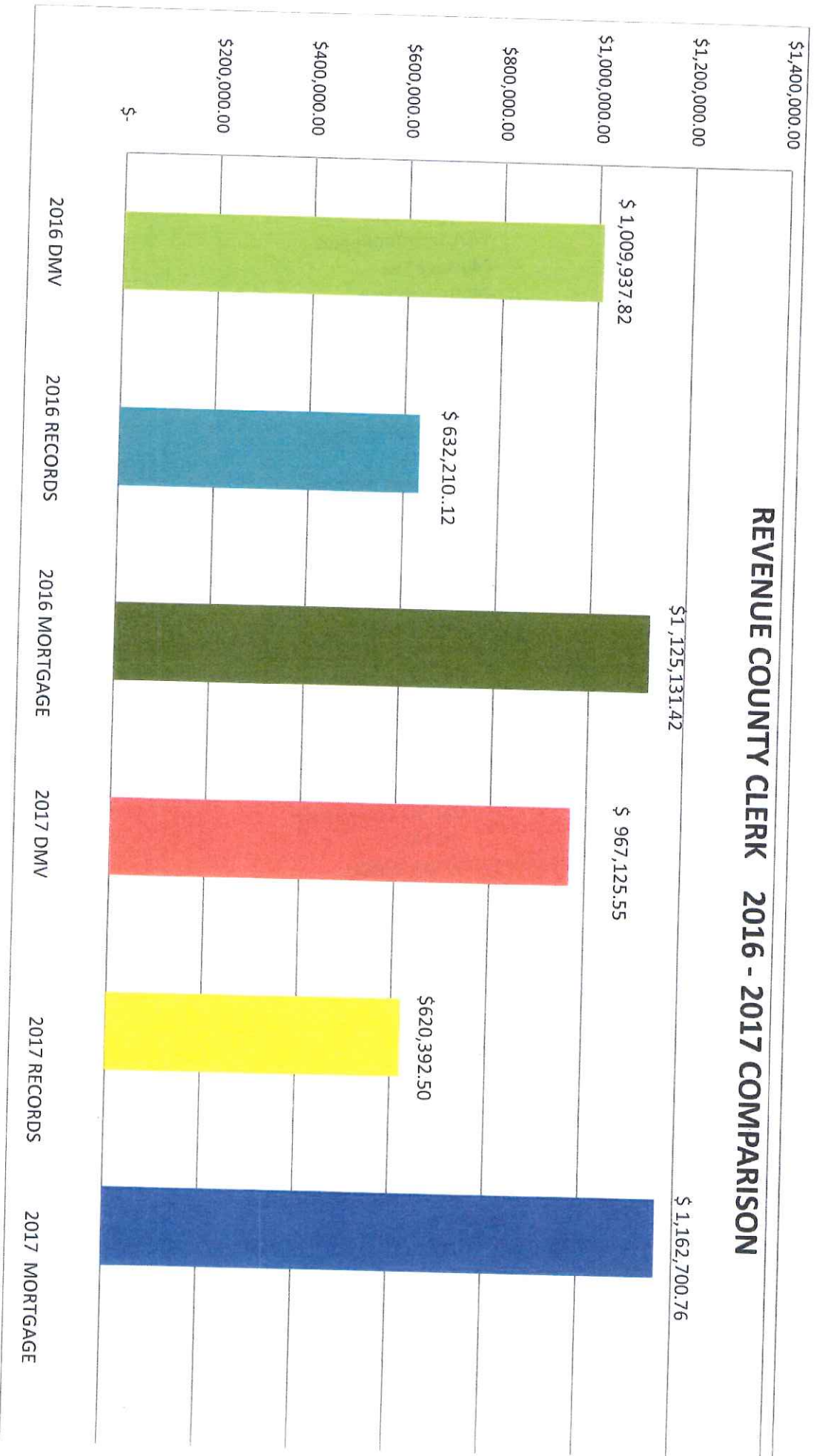
Cultural Ed	\$112,760.25
Judicial	\$284,714.34
LGRMIF	\$37,715.00
Notary	\$6,680.00
NYS Motor Vehicles	\$17,840,424.57
State of NY Mortgage Agency *	\$541,853.96
E&A Transfer Report(NYSORPS)	\$356,096.00
Transfer Tax	\$1,106,014.93
TOTAL	\$20,286,259.05

MORTGAGE TAX BEING HELD FOR DISTRIBUTION BY COUNTY CLERK

Held as of 12/31/2017	\$10,965.13
TOTAL DISBURSED	\$24,256,826.66

*includes interest

REVENUE COUNTY CLERK 2016 - 2017 COMPARISON



2017 ANNUAL DMV REPORT

MONTH	TRANSACTIONS PROCESSED	LICENSE & REG. FEES	PLATE SURRENDERS	SALES TAX	TOTAL
January	6528	\$77,674.71	\$481.00	\$719.00	\$78,874.71
February	5095	\$58,637.74	\$402.00	\$677.00	\$59,716.74
March	6906	\$78,315.39	\$501.00	\$822.50	\$79,638.89
April	7414	\$81,252.36	\$462.00	\$873.50	\$82,587.86
May	7379	\$86,368.50	\$512.00	\$943.50	\$87,824.00
June	7441	\$86,674.74	\$509.00	\$988.00	\$88,171.74
July	6737	\$81,034.73	\$503.00	\$850.25	\$82,387.98
August	7208	\$86,509.02	\$518.00	\$985.00	\$88,012.02
September	6315	\$73,749.43	\$500.00	\$1,187.50	\$75,436.93
October	6347	\$74,678.41	\$514.00	\$1,137.00	\$76,329.41
November	6690	\$71,978.62	\$511.00	\$991.00	\$73,480.62
December	7110	\$79,923.71	\$449.00	\$960.00	\$81,332.71
TOTAL OFFICE	81170	\$936,797.36	\$5,862.00	\$11,134.25	\$953,793.61
TOTAL INTERNET					\$13,331.94
GRAND TOTAL					\$967,125.55

Greene County Clerk's Office
Statement to County Treasurer for Receipts
For the year 2017

From Counter Control for the year 2017

\$5,411,043.09

Notaries	\$6,680.00
Records Management	\$150,475.25
E & A (NYSDEA)	\$356,096.00
Transfer Tax	\$1,108,542.93
Unified Court System	\$284,714.34
Fines paid to Treasurer See attached listing	\$10,825.00
Mortgage Tax Report	\$2,958,822.55
Passports paid to agency	

TOTAL

\$4,876,156.07

SUB-TOTAL

\$534,887.02

Undertakings	\$31,208.45
Bad Checks	

Stale Checks

1/2 Interest on Transfer Tax Account

\$28.58

Bank of Greene County Interest

\$197.60

SUB-TOTAL

\$535,113.20

Transfer Tax Commission

\$2,528.00

Total Paid to Treasurer

\$537,641.20

Checks drawn to Treasurer

Fees+BGC Interest

\$535,084.62

Transfer Tax Commission + int

\$2,556.58

TOTAL CHECKS PAID TO TREASURER

\$537,641.20

County Clerk's Office SS:

Greene County, NY

Marilyn Farrell

being duly sworn: says the above is a just and true

Statement of the entire Collections made by her as Deputy County Clerk of Greene County for the year of

2017

Subscribed and sworn to before me this
1st day of February, 2018

Amy & Katt

Notary Public *Amy & Katt*

State of New York Notary Public

Qualified in Greene County

My Commission Expires 07/07/2019

Marilyn Farrell

County Clerk

GREENE COUNTY CLERK'S ANNUAL REPORT TO THE LEGISLATORS FOR THE YEAR 2017

Month	Total Receipts	Mortgage Tax Collected	Notaries	Records Management	Equalization & Assessment	Transfer Tax Collected	Unified Court System	DWI Fines	Receipts paid to Treasurer	Transfer Tax Commission	Interest Transfer Tax	Interest	Undertakings
January	\$439,699.36	\$251,901.55	\$200.00	\$11,471.25	\$29,309.00	\$82,112.00	\$24,260.00	\$2,210.00	\$41,235.56	\$178.00	\$1.37	\$21.25	
February	\$436,776.75	\$245,810.25	\$200.00	\$12,777.50	\$27,335.00	\$81,364.00	\$23,965.00	\$460.00	\$44,845.00	\$206.00	\$3.34	\$19.45	\$16,325.00
March	\$453,810.82	\$254,513.50	\$200.00	\$13,832.00	\$25,791.00	\$85,952.00	\$22,600.00	\$750.00	\$50,172.32	\$188.00	\$2.16	\$11.06	
April	\$462,469.56	\$305,506.25	\$320.00	\$9,899.00	\$24,872.00	\$64,344.00	\$19,475.00	\$1,875.00	\$36,178.31	\$174.00	\$1.90	\$14.03	
May	\$367,719.20	\$191,390.50	\$800.00	\$11,799.00	\$28,165.00	\$69,900.00	\$24,375.00	\$240.00	\$41,049.70	\$204.00	\$1.01	\$10.45	
June	\$373,224.21	\$180,595.50	\$360.00	\$12,036.50	\$29,129.00	\$77,440.00	\$28,981.08	\$1,150.00	\$43,532.13	\$203.00	\$1.05	\$16.16	
July	\$429,683.42	\$243,479.50	\$480.00	\$11,428.50	\$23,158.00	\$83,360.00	\$26,970.00	\$50.00	\$40,757.42	\$172.00	\$1.15	\$13.11	
August	\$423,144.46	\$221,822.00	\$560.00	\$13,304.75	\$30,985.00	\$82,442.00	\$24,742.00	\$2,620.00	\$46,666.71	\$224.00	\$1.05	\$13.12	
September	\$477,770.50	\$216,643.25	\$800.00	\$14,031.50	\$42,124.00	\$135,782.00	\$19,370.00	\$920.00	\$48,099.75	\$270.00	\$1.39	\$22.00	
October	\$625,264.38	\$369,947.25	\$1,240.00	\$14,653.75	\$37,910.00	\$124,767.50	\$24,546.26	\$40.00	\$52,159.62	\$267.00	\$6.86	\$27.43	
November	\$416,631.12	\$206,495.50	\$880.00	\$12,426.00	\$29,512.00	\$100,368.00	\$23,435.00	\$150.00	\$43,344.62	\$212.00	\$3.34	\$15.65	\$14,883.45
December	\$504,849.31	\$270,717.50	\$640.00	\$12,815.50	\$30,806.00	\$120,691.43	\$21,975.00	\$360.00	\$46,843.88	\$230.00	\$3.96	\$13.89	
TOTALS	\$6,411,043.09	\$2,958,822.55	\$6,680.00	\$150,475.25	\$356,096.00	\$1,108,542.98	\$284,714.34	\$10,825.00	\$534,887.02	\$2,628.00	\$28.58	\$197.60	\$31,208.45

MORTGAGE TAX YEAR END REPORT
1/1/17 THRU 12/31/17

Month	Total Taxes Collected	Total Taxes Held	Total Taxes Disbursed	Interest Bank Accounts	Shared Services Reimbursement	NYS Special Addl. Tax (Incl. Incl.)	Amt. Pd. Treas. Town Share-Int Incl	Amt. Pd. Treas. Local Share-Int Incl	Interest County Treasurer Retained	Refunds
January	\$251,901.55	\$2,197.50	\$259,225.28	\$54.62	\$6,914.79	\$48,355.92	\$104,714.78	\$102,289.17	\$5.24	
February	\$245,810.25	\$15,750.00	\$230,060.25	\$55.30	\$6,914.79	\$42,194.27	\$90,500.62	\$90,500.64	\$5.23	
March	\$254,513.50	\$247,776.00	\$247,776.00	\$56.07	\$6,914.79	\$45,281.59	\$97,815.20	\$97,815.22	\$5.27	
April	\$305,506.25	\$0.00	\$307,506.25	\$73.72	\$6,914.79	\$57,828.35	\$121,414.87	\$121,414.88	\$7.08	
May	\$191,390.50	\$2,812.50	\$190,581.75	\$60.31	\$6,914.79	\$34,055.59	\$74,833.04	\$74,833.05	\$5.59	
June	\$180,595.50	\$1,762.50	\$213,040.50	\$38.72	\$6,914.79	\$38,995.25	\$83,582.74	\$83,582.76	\$3.68	
July	\$243,479.50	\$11,068.75	\$232,073.03	\$39.43	\$6,914.79	\$43,324.23	\$91,103.68	\$90,765.98	\$3.78	
August	\$221,822.00	\$0.00	\$221,822.00	\$45.05	\$6,914.79	\$38,653.60	\$88,147.30	\$88,147.31	\$4.05	
September	\$216,643.25	\$25,136.25	\$194,319.50	\$36.77	\$6,914.79	\$34,966.97	\$76,235.54	\$76,235.55	\$3.42	
October	\$369,947.25	\$6,375.00	\$371,372.47	\$45.68	\$6,914.79	\$69,883.15	\$146,238.55	\$148,377.28	\$4.38	
November	\$206,495.50	\$0.00	\$208,995.50	\$63.78	\$6,914.79	\$38,137.89	\$82,000.29	\$82,000.30	\$5.01	
December	\$270,717.50	\$187.50	\$270,530.00	\$43.29	\$6,914.79	\$50,177.15	\$106,738.61	\$106,738.62	\$4.12	
TOTALS	\$2,958,822.55	\$313,066.00	\$2,947,302.53	\$612.74	\$82,977.48	\$541,853.96	\$1,160,325.22	\$1,162,700.76	\$57.85	\$0.00

Because the Records Center at 465 Main Street had previously outgrown its capacity for storage, we had been using some space on the 3rd floor at the County Office Building as a satellite storage location. This space could be better utilized as office space as it was originally intended. We managed to clear out half of the space in 2016 by shredding obsolete records at the Records Center to make room for approximately 1200 boxes that were moved back to the Records Center. In 2017 we managed to identify and destroy enough obsolete files to make room for and relocate the other 1200 boxes to the Records Center.

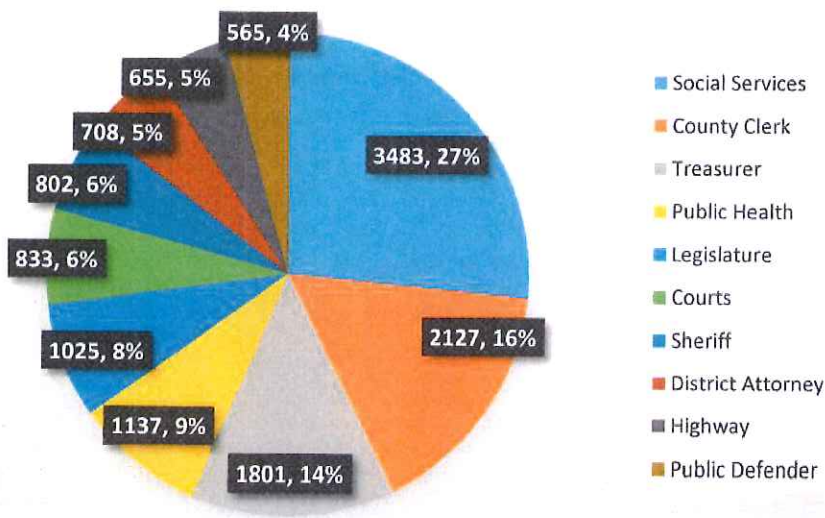
The attached charts show which departments utilize Records Management services the most – indicating the most active departments in terms of:

- Top ten departments in terms of overall storage of records (includes records that have been stored and subsequently destroyed, not the volume currently in storage)
- Top ten department in terms of storage of records for 2017 only
- Top five departments in terms of retrievals, including maintenance requests, for 2017. These five departments account for 90% of the overall retrieval requests for the year.

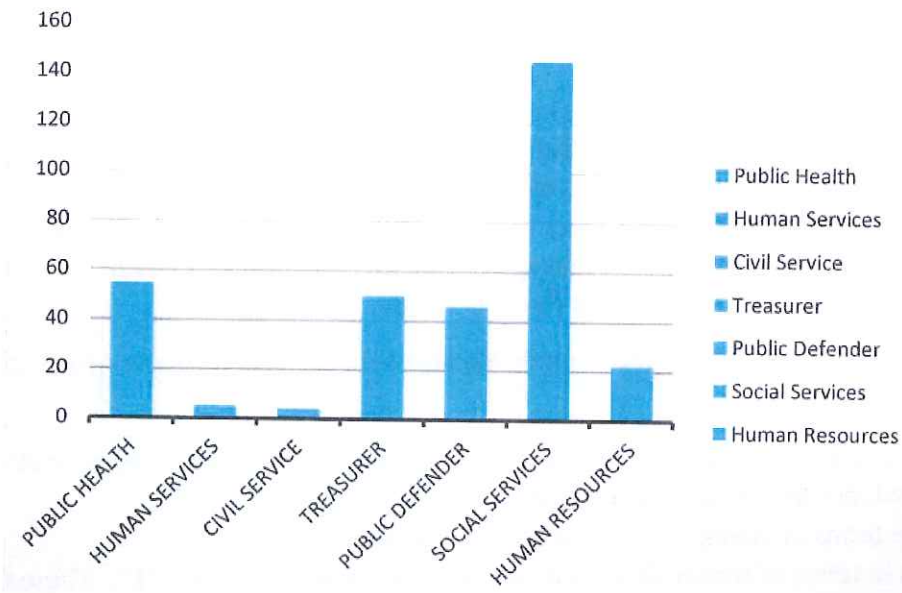
The following is a summary of Records Management activity for 2017:

- 328 boxes (cubic feet) of original records were moved from various County Offices into storage at the Records Center and added to the Records Center inventory.
- Over 1,200 boxes of records were destroyed or disposed of according to NYS Retention Schedule CO2.
- 672 requests for retrieval of records from storage were processed for County Departments.
- 385 requests for file maintenance were processed (primarily, this involves retrieval of a file to add materials.)

Percentage of Total Storage, Top 10 Departments



Percentage of Boxes Received in 2017



Records Requests, Top 5 Departments 2017

