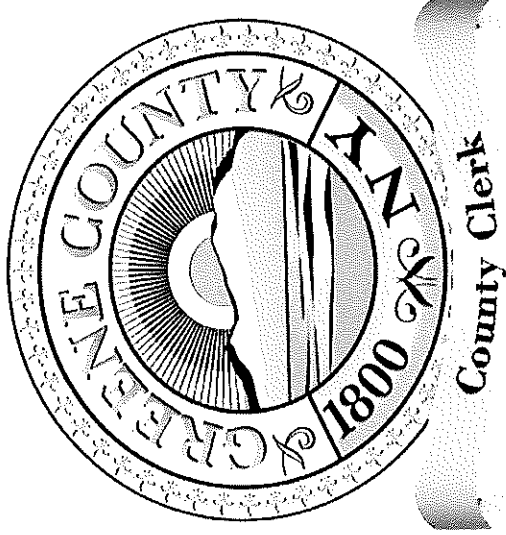
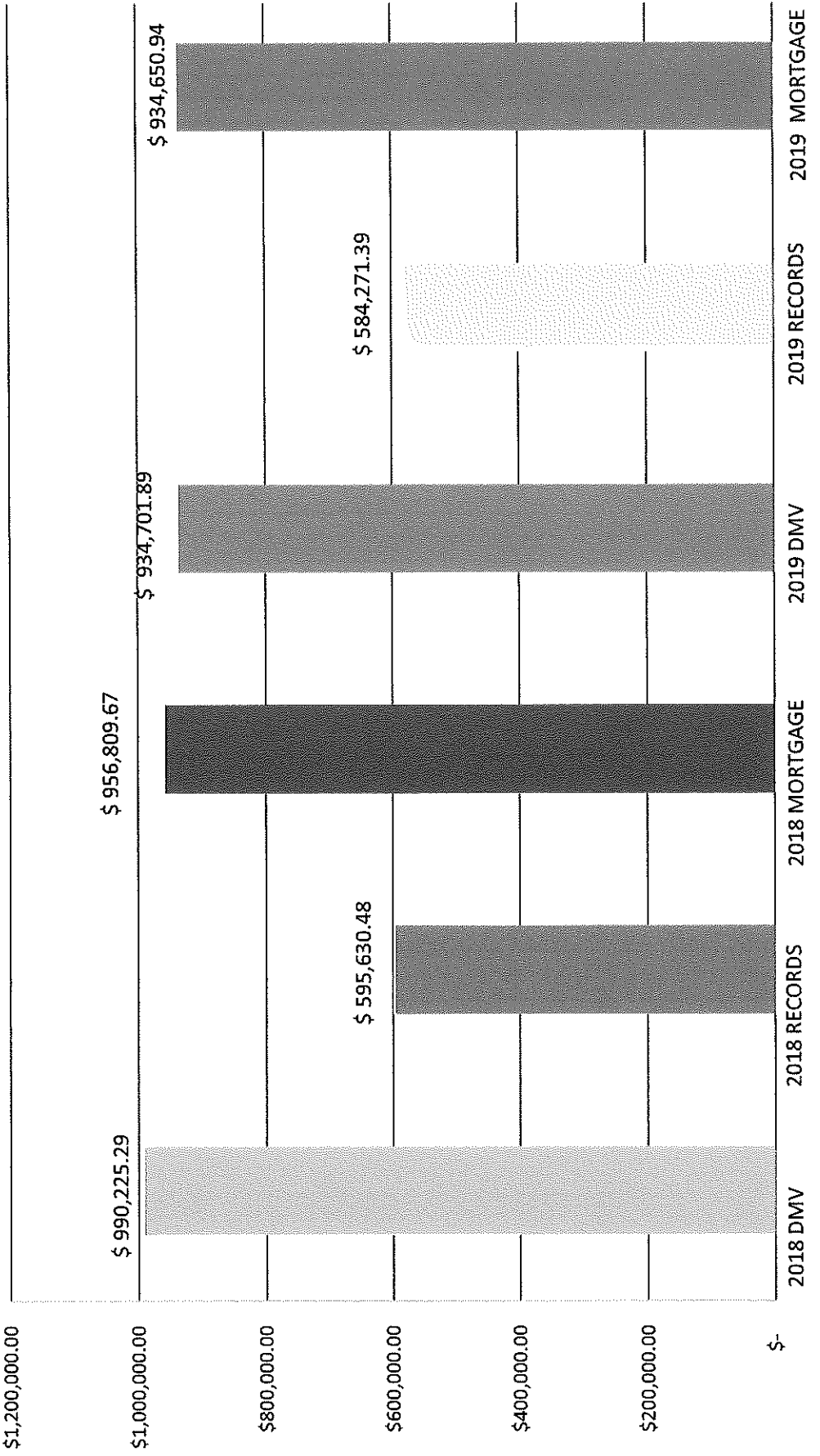


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Greene Co Legislature



2019 ANNUAL REPORT
FOR THE OFFICE OF THE
GREENE COUNTY CLERK
MARILYN FARRELL

REVENUE COUNTY CLERK 2018 - 2019 COMPARISON



GREENE COUNTY CLERK'S ANNUAL REPORT TO THE LEGISLATORS FOR THE YEAR 2019

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	\$334,614.89	\$149,709.09	\$1,000.00	\$11,841.75	\$27,415.00	\$73,832.00	\$29,150.00	\$30.00	\$41,637.05	\$191.00	\$3.56	\$25.48	
February	\$284,663.84	\$99,337.27	\$1,000.00	\$10,834.75	\$27,228.00	\$83,496.00	\$22,232.52	\$2,070.00	\$38,465.30	\$207.00	\$2.59	\$12.29	
March	\$281,800.31	\$119,955.00	\$1,160.00	\$10,730.25	\$22,793.00	\$65,920.00	\$23,980.06	\$285.00	\$36,977.00	\$154.00	\$2.58	\$15.87	
April	\$299,396.00	\$131,877.00	\$520.00	\$11,200.50	\$25,095.00	\$60,580.00	\$28,685.00	\$1,310.00	\$40,128.50	\$175.00	\$2.71	\$11.02	
May	\$400,711.99	\$213,845.00	\$920.00	\$11,243.25	\$26,460.00	\$82,722.00	\$25,105.00	\$515.00	\$39,901.74	\$187.00	\$2.62	\$42.30	
June	\$529,512.71	\$331,586.25	\$600.00	\$9,395.50	\$22,703.00	\$108,974.00	\$20,150.00	\$400.00	\$35,703.96	\$165.00	\$7.03	\$43.18	
July	\$414,579.43	\$210,124.50	\$120.00	\$11,989.00	\$28,325.00	\$94,414.00	\$25,830.00	\$720.00	\$43,056.93	\$212.00	\$7.00	\$16.83	
August	\$424,132.25	\$228,936.00	\$200.00	\$12,392.75	\$30,334.00	\$85,010.00	\$21,880.00	\$1,030.00	\$44,349.50	\$214.00	\$6.49	\$20.17	
September	\$470,572.63	\$246,630.38	\$120.00	\$12,521.00	\$35,849.00	\$111,564.00	\$19,547.00	\$600.00	\$43,741.25	\$255.00	\$5.07	\$30.64	
October	\$487,320.11	\$265,051.00	\$200.00	\$13,718.00	\$32,770.00	\$102,756.00	\$25,200.00	\$585.00	\$47,040.11	\$243.00	\$6.96	\$23.58	
November	\$492,287.88	\$238,406.50	\$200.00	\$12,853.50	\$32,323.00	\$137,977.00	\$25,525.00	\$525.00	\$44,477.88	\$232.00	\$11.13	\$41.34	
December	\$663,308.85	\$474,798.34	\$240.00	\$11,599.50	\$27,317.00	\$82,864.00	\$22,673.31	\$950.00	\$42,866.70	\$195.00	\$12.72	\$39.60	
TOTALS	\$5,082,900.89	\$2,710,256.33	\$6,280.00	\$140,319.75	\$338,612.00	\$1,090,109.00	\$289,957.89	\$9,020.00	\$498,345.92	\$2,430.00	\$70.46	\$322.30	

The County Clerk's Office is a state constitutional office that is the main depositor for records created within the county. The County Clerk serves as the Clerk of the Corporation of Greene County. The County Clerk serves as a register of mortgages and deeds and of all records pertaining to real property within Greene County including judgments and liens. The County Clerk also serves as clerk of the Supreme and County Courts and is commissioned to not only collect all fees of the courts but to also protect, produce upon request and preserve court records.



The Greene County Clerk's Office collects and distributes monies for various state agencies. The county's share of these collections is submitted to the county treasurer on a monthly basis with a report detailing the collections.

Bail monies, levied by the county judges, are paid in to court through the county clerk's office as well as monies held in trust. These are transferred to the county treasurer's office within 48 hours of receiving the order to do so from the courts.

Our office is an Acceptance Facility for passport applications. The US Department of State provides us with applications and other forms applicants may need. For every application that we process an execution fee of \$35 is retained by the County Clerk. We also take passport photos to submit with the application. Our office also takes photos for passport renewals, licenses (ie: cosmetology), and attorneys for their court ID.

The County Clerk, in accordance with Vehicle and Traffic Law, acts as an agent for the Commissioner of the New York State Motor Vehicle Department. New

York State supplies the county motor vehicle office with computer equipment, support, and all necessary forms and literature to run the DMV on behalf of the state. The county supplies the facility and the manpower to perform DMV transactions. In exchange, the county retains 12.7% of many transactions performed at the county DMV. In addition, the county is allowed to retain \$1.00 for each of the first 5,000 transactions in which sales tax has been collected for NYS. After the initial 5,000 transactions, the county is allowed to retain \$.75 per transaction.

In 2011, the NYS Association of County Clerks negotiated with the NYS Department of Motor Vehicle Office to receive revenue from internet usage from county residents after meeting the state issued threshold. In 2019, Greene County received 3.25 % of the internet revenue that resulted from usage of the DMV website that was over and above \$506,001.75.

The DMV Office and the County Clerk's Office offer EZ Pass Tags for sale. These are purchased for \$21.00 each and sold for \$25.00 each. In addition to the \$4.00 profit, offering these for sale at our location provides a service to our constituents.

The Greene County Records Management Program was established by New York State Mandate in 1988. We adopted Retention Schedule CO-2 in 1989 by a resolution of the County Legislature, and our first Records Management Officer (RMO) was appointed in 1989.

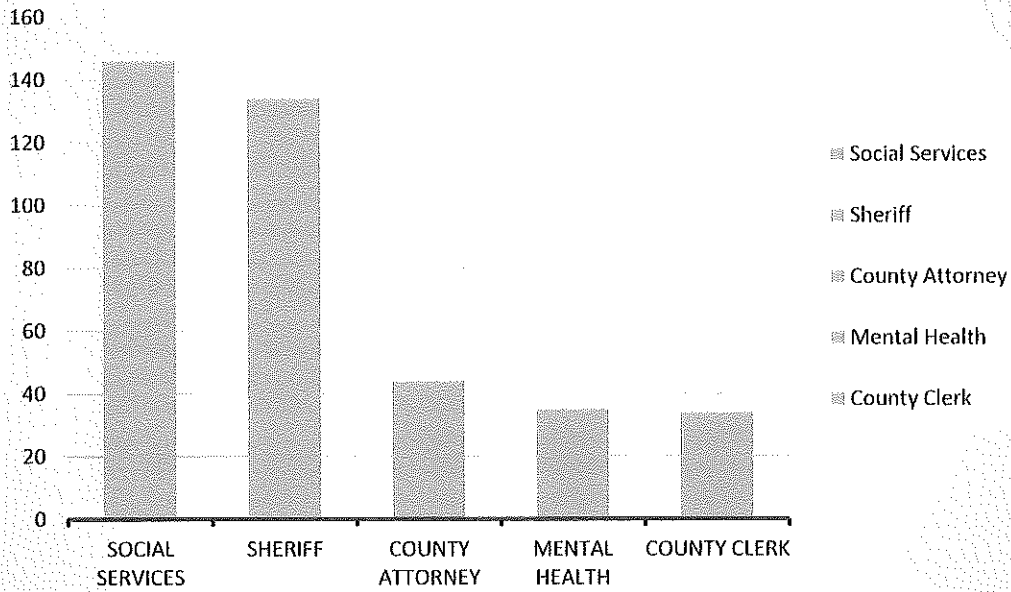
The Records Management Program operates the County's Records Center, where archived records are stored and serviced. In addition to storage and retrieval of records, we also perform routine destruction of obsolete files, and advise other departments within the County on records issues.

Records Center staff consists of a Records Management Director, Records Inventory Clerk and per-diem clerks as needed. The Record Management staff is currently working on digitization of Public Defender and Probation records.

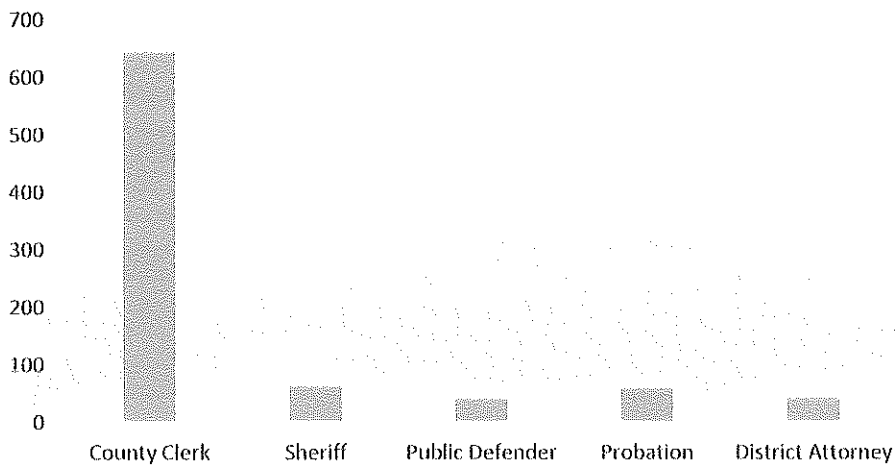
GREENE COUNTY CLERK
STATEMENT OF ALL MONIES RECEIVED AND DISBURSED
2019

RECEIVED			
	Undertakings		\$0.00
	E&A Transfer Report		\$359,375.00
	Mortgage Tax*		\$2,711,190.44
	Mortgage Tax held 2018		\$32,061.00
	Motor Vehicles		\$23,590,357.92
	DMV INTERNET/EZ PASS		\$20,907.05
	Clerk Fees*		\$441,364.97
	Judicial-State Revenue Account*		\$324,765.76
	Notary		\$9,700.00
	Cultural Ed/Rec Mgmt*		\$147,720.36
	Transfer Tax*		\$1,090,249.89
	TOTAL RECEIVED		\$28,727,692.39
DISBURSED			
COUNTY TREASURER-COUNTY REVENUE			
	Clerk Fees*		\$432,344.97
	DMV INTERNET/EZ PASS		\$20,907.05
	MOTOR VEHICLES		\$913,794.84
	Judicial Fees*		\$34,783.57
	Local Mortgage Tax *		\$934,650.94
	Mortgage Interest Retained		\$91.07
	Mortgage Tax Expense		\$82,977.48
	Notary		\$3,420.00
	State Education(Records)*		\$7,390.84
	E&A Transfer Report		\$20,763.00
	Transfer Tax Commission*		\$2,500.46
	TOTAL		\$2,453,624.22
COUNTY TREASURER FOR DISBURSAL			
	Undertakings		\$0.00
	Basic Mortgage Tax *		\$1,153,606.48
	DWI Fines		\$9,020.00
	TOTAL		\$1,162,626.48
NEW YORK STATE			
	Cultural Ed*		\$105,186.56
	Judicial*		\$289,982.19
	LGRMIF*		\$35,142.96
	Notary		\$6,280.00
	NYS Motor Vehicles		\$22,676,563.08
	State of NY Mortgage Agency *		\$536,832.91
	E&A Transfer Report(NYSORPS)		\$338,612.00
	Transfer Tax*		\$1,087,749.43
	TOTAL		\$25,076,349.13
APPORTIONMENTS TO OTHER COUNTIES & REFUNDS			\$25,122.56
MORTGAGE TAX BEING HELD FOR DISTRIBUTION BY COUNTY CLERK 12/31/19			\$9,970.00
	TOTAL DISBURSED		\$28,727,692.39
*includes interest			

Number of Boxes Received in 2019



Records Requests, Top 5 Departments 2019



Annual Report 2019

Records Management

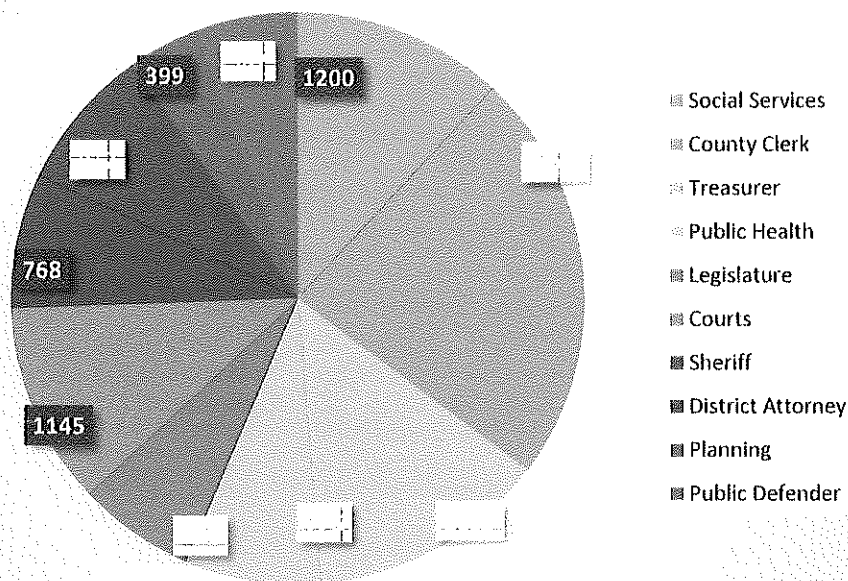
The following is a summary of Records Management activity for 2019:

- 553 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.
- 198 boxes of records were destroyed or disposed of according to NYS Retention Schedule CO2.
- 997 requests for retrieval of records from storage were processed for County Departments.
- 436 requests for file maintenance were processed (primarily, this involves retrieval of a file to add materials.)
- Approximately 56 boxes of records were scanned, verified, and destroyed by Records Center Staff.

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 net storage of records that have not been destroyed
- Top five department in terms of storage of records for 2019 only
- Top five departments in terms of retrievals, including maintenance requests, for 2019. These five departments account for 85% of the overall retrieval requests for the year.

Total Boxes in Storage, (not destroyed) Top 10 Departments



2019 ANNUAL DMV REPORT

MONTH	TRANSACTIONS PROCESSED	LICENSE & REG. FEES	PLATE SURRENDERS	SALES TAX	TOTAL
January	6161	\$70,618.35	\$528.00	\$976.25	\$72,122.60
February	5352	\$62,008.31	\$456.00	\$744.50	\$63,208.81
March	6468	\$71,972.76	\$498.00	\$827.00	\$73,297.76
April	7673	\$83,502.66	\$576.00	\$1,093.50	\$85,172.16
May	7166	\$77,668.76	\$526.00	\$970.00	\$79,164.76
INTERNET 2.5%					
June	6710	\$78,069.49	\$489.00	\$964.00	\$79,522.49
INTERNET 2.5%					\$2,160.98
July	6934	\$78,478.83	\$555.00	\$991.00	\$80,024.83
INTERNET 2.5%					\$3,138.10
August	6763	\$77,781.69	\$532.00	\$1,058.75	\$79,372.44
INTERNET 2.5%					\$2,767.22
September	6589	\$79,375.72	\$591.00	\$1,272.00	\$81,238.72
INTERNET 2.5%					\$2,853.45
October	6448	\$77,032.00	\$530.00	\$1,323.00	\$78,885.00
INTERNET 2.5%					\$3,274.69
November	6585	\$71,851.05	\$502.00	\$1,162.50	\$73,515.55
INTERNET 2.5%					\$3,431.56
December	5958	\$66,695.22	\$486.00	\$1,088.50	\$68,269.72
INTERNET 2.5%					\$3,281.05
TOTAL OFFICE	78807	\$895,054.84	\$6,269.00	\$12,471.00	\$913,794.84
TOTAL INTERNET					\$20,907.05
GRAND TOTAL			\$913,794.84		\$934,701.89

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 2019.

Marilyn Farrell
Greene County Clerk
April 10, 2020

Greene County Clerk's Office
Statement to County Treasurer for Receipts
For the year 2019

From Counter Control for the YEAR 2019 \$5,082,900.89

Notaries	\$6,280.00
Records Management	\$140,319.75
E & A (NYSDEA)	\$338,612.00
Transfer Tax	\$1,090,109.00
Unified Court System	\$289,957.89
Fines paid to Treasurer	\$9,020.00
See attached listing	
Mortgage Tax Report	\$2,710,256.33
Passports paid to agency	

TOTAL \$4,584,554.97

SUB-TOTAL \$498,345.92

Undertakings
Bad Checks

State Checks

1/2 Interest on Transfer Tax Account \$70.46

Bank of Greene County Interest \$322.30

Current month R/M & State 1/2 interest \$34.16

SUB-TOTAL \$498,772.84

Transfer Tax Commission \$2,430.00

Total Paid to Treasurer \$501,202.84

Checks drawn to Treasurer

Fees/BGC Interest \$498,668.22

Transfer Tax Commission + int \$2,500.46

Current month R/M & State 1/2 interest \$34.16

TOTAL CHECKS PAID TO TREASURER \$501,202.84

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 County Clerk of Greene County for the year of

2019

Subscribed and sworn to before me this

5th day of June, 2020



Notary Public State of New York

Amy E. Katt

Qualified in Greene County

My Commission Expires 01/01/2023


County Clerk

MORTGAGE TAX YEAR END REPORT
1/1/19 THRU 12/31/19

Month	Total Taxes Collected	Total Taxes Held	Total Taxes Disbursed	Interest Bank Accounts	Shared Services Reimbursement	NYS Special Addl. Tax (Int. Incl.)	Amt. Pd. Treas. Town Share-Int Incl	Amt. Pd. Treas. Local Share-Int Incl	Interest County Treasurer Retained	Returns
January	\$149,709.09	\$5,952.00	\$146,186.84	\$22.43	\$6,914.79	\$41,830.59	\$87,940.02	\$9,620.49	\$3.38	
February	\$99,337.27	\$0.00	\$99,337.27	\$19.16	\$6,914.79	\$28,606.81	\$63,788.11	\$43.75	\$2.97	
March	\$119,955.00	\$0.00	\$141,205.00	\$14.72	\$6,914.79	\$40,653.13	\$85,564.93	\$8,084.64	\$2.23	
April	\$131,877.00	\$0.00	\$138,416.75	\$32.46	\$6,914.79	\$25,301.25	\$54,790.59	\$51,439.46	\$3.12	
May	\$213,845.00	\$0.00	\$213,845.00	\$20.05	\$6,914.79	\$39,530.09	\$83,709.12	\$83,709.13	\$1.92	
June	\$331,586.25	\$141,287.50	\$193,147.00	\$51.50	\$6,914.79	\$34,758.55	\$76,359.58	\$75,160.77	\$4.81	
July	\$210,124.50	\$5,000.00	\$205,124.50	\$89.37	\$6,914.79	\$38,366.26	\$79,962.07	\$79,962.08	\$8.67	
August	\$228,936.00	\$5,681.25	\$223,254.75	\$102.52	\$6,914.79	\$39,897.52	\$88,267.75	\$88,267.76	\$9.45	
September	\$246,630.38	\$1,250.00	\$245,380.38	\$127.85	\$6,914.79	\$43,758.27	\$100,292.56	\$94,530.88	\$11.73	
October	\$265,051.00	\$0.00	\$391,161.19	\$148.31	\$6,914.79	\$71,832.34	\$153,794.55	\$158,753.96	\$13.86	
November	\$238,406.50	\$6,220.00	\$237,867.75	\$148.15	\$6,914.79	\$43,148.46	\$93,969.40	\$93,969.41	\$13.84	
December	\$474,798.34	\$2,500.00	\$472,298.34	\$157.59	\$6,914.79	\$89,149.64	\$185,267.80	\$191,108.61	\$15.09	
TOTALS	\$2,710,266.33	\$167,890.75	\$2,707,224.77	\$934.11	\$82,977.48	\$536,832.91	\$1,153,606.48	\$934,650.94	\$91.07	\$0.00