



Sherry Witt
KNOX COUNTY CLERK

TO

GLENN JACOBS

KNOX COUNTY MAYOR

January 2020

County Clerk
Period Ended January 2020

Glenn Jacobs
County Mayor of Knox County, Tennessee

In compliance with the appropriate sections of the Tennessee Code Annotated, I respectfully submit the report of my office for the month ending 1/31/2020.



Sherry Witt, County Clerk

STATE OF TENNESSEE
COUNTY OF KNOX

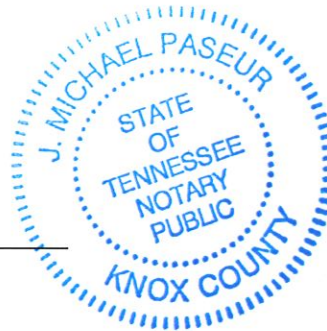
Personally appeared before me, in the county aforesaid, Sherry Witt, County Clerk of said county, who makes oath in due form of law that the foregoing report is full, true, and correct to the best of her knowledge and belief.

Sworn and subscribed to before me this 14th day of February, 2020.



Notary Public

My Commission Expires 10-1-2022



County Clerk

Statistical Data on Salaries

January 2020

| | Authorized By Salary Suit | Actual |
|-----------------------------------|---------------------------|---------------|
| Number of Regular Employees | 87 | 80 |
| Total Salaries, Regular Employees | \$ 446,807.41 | \$ 342,971.70 |
| Number of Extra employees | As Needed | 4 |
| Total Salaries, Extra Employees | \$ 20,000.00 | \$ 7,412.65 |

County Clerk
Assets and Liabilities
January 2020

| Assets | Beginning Balance 1/1/2020 | Debits | Credits | Balance As of 1/31/2020 |
|-------------------------|-------------------------------|----------------------|----------------------|----------------------------|
| Cash on Hand | 106,199.77 | 4,544,304.03 | 4,544,079.88 | 106,423.92 |
| First Tennessee | 24,583.98 | - | - | 24,583.98 |
| FirstBank | 4,774,341.32 | 4,209,605.32 | 5,549,687.83 | 3,434,258.81 |
| FirstBank | 1,545,123.53 | 1,896,805.82 | | 3,441,929.35 |
| Credit Card Receivables | 494,290.61 | 1,820,313.22 | 1,956,410.94 | 358,192.89 |
| Total Assets | 6,944,539.21 | 12,471,028.39 | 12,050,178.65 | <u>7,365,388.95</u> |

| Liabilities | Beginning Balance 1/1/2020 | Debits | Credits | Balance As of 1/31/2020 |
|------------------------------------|-------------------------------|---------------------|---------------------|----------------------------|
| Due to State | 2,858,603.65 | 3,048,464.41 | 3,641,974.63 | 3,452,113.87 |
| Due to County | 1,943,941.17 | 2,361,840.86 | 2,334,505.62 | 1,916,605.93 |
| Due to Litigants, Heirs, Others | 65,713.43 | 158,664.22 | 177,024.52 | 84,073.73 |
| Due to Out of State Contractors | 102,000.00 | - | - | 102,000.00 |
| Clerk-Fee Commission Account | 1,974,280.96 | 711,479.07 | 547,793.53 | 1,810,595.42 |
| Total Liabilities | 6,944,539.21 | 6,280,448.56 | 6,701,298.30 | <u>7,365,388.95</u> |

County Clerk
 Receipts and Disbursements
 Financial Transaction-Due to County-Due to State
 January 2020

| | RECEIPTS | DUE TO COUNTY | DUE TO STATE | CLERK FEES |
|--|---------------------|--------------------------|-------------------------|-------------------|
| Beer Tax | 184,656.30 | 175,423.48 | | 9,232.82 |
| Marriage License - County | 1,980.00 | 1,881.00 | | 99.00 |
| Wheel Tax | 1,214,564.50 | 1,153,836.28 | | 60,728.22 |
| Hotel, Motel Tax | 587,791.38 | 576,035.55 | | 11,755.83 |
| Beer Privilege Fee | 7,600.00 | 7,220.00 | | 380.00 |
| Beer Fines | - | - | | - |
| Liquor Privilege Tax | 1,000.00 | 950.00 | | 50.00 |
| Helping Schools | 72.12 | 72.12 | | - |
| Beer Permit Applications | 1,250.00 | 1,187.50 | | 62.50 |
| Marriage License - State | 2,970.00 | | 2,821.50 | 148.50 |
| State Premarital Training - Marriage License | 10,260.00 | | 10,260.00 | - |
| State & Local Sales Tax Autos | 1,648,699.18 | | 1,566,264.21 | 82,434.97 |
| State & Local Sales Tax Boats | 50,978.60 | | 48,429.67 | 2,548.93 |
| Dogs on Patios | - | | | - |
| MVD Renewals & Registrations | 1,675,203.41 | | 1,675,203.41 | - |
| Organ Donor | 1,525.77 | | 1,525.77 | - |
| MFG Home Installation Permits | 740.00 | | 740.00 | - |
| Totals | 5,389,291.26 | 1,916,605.93 | 3,305,244.56 | 167,440.77 |

County Clerk
Fee Account
January 2020

| | | |
|----------------------------|---|---------------------|
| Clerk's Fee Account | Beginning Balance 1/1/2020 | 1,974,280.96 |
| | Additions: | 537,483.03 |
| | Passports (\$55,920.00) | |
| | Interest (\$9,057.36) | |
| | EIVS (\$1,360.00) | |
| | Mail Fees (\$20,623.65) | |
| | Marriage License (\$2,475.00) | |
| | Business License (\$4,800.00) | |
| | Miscellaneous Receipts (\$7,157.35) | |
| | Renewals (\$67,905.50) | |
| | Titles (\$126,794.51) | |
| | State Payment Business Taxes (\$42,021.89) | |
| | State Payment Title Printing (\$0.00) | |
| | Clerk Fees Driver License (\$30,844.00) | |
| | Clerk Percent Fees-County/State (\$167,440.77) | |
| | Earmarked funds received (\$1,083.00) | |
| | Disbursements | 701,168.57 |
| | Knox County-Payroll (\$350,384.35) | |
| | TeleCheck Fee (\$2,741.37) | |
| | Clerk Errors (\$10.00) | |
| | Excess Fees Quarter 2 (\$311,922.72) | |
| | Returned Check (\$130.00) | |
| | Computer equip/supplies earmarked funds (\$35,980.13) | |
| | Ending Balance 1/31/2020 | 1,810,595.42 |

County Clerk
Bank Reconciliations
First Horizon Bank, FirstBank
January 2019

Per Bank Statements:

| | |
|--|---------------------|
| FirstBank - Main Account | \$ 3,374,435.77 |
| FirstBank - State Account/Credit Cards | \$ 3,441,929.35 |
| First Horizon Bank | <u>\$ 24,583.98</u> |

Total Per Bank Statements \$ 6,840,949.10

| | |
|---|----------------------|
| Deposit on bank, posted incorrect GL account | \$ 3,271.50 |
| Add Deposits in Transit FirstBank - Main Account: | <u>\$ 257,750.28</u> |

Total 257,750.28

| | |
|---|----------------------|
| Deduct Outstanding Checks FirstBank - Main Account: | |
| 178 checks outstanding as of 1/31/2020 | <u>\$ 197,927.24</u> |

Total 197,927.24

Balance per County Clerk's Books \$ 6,900,772.14