

To

Tim Burchett

County Mayor

Register of Deeds

Period Ended November 30, 2011

Tim Burchett
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 11-30-11.

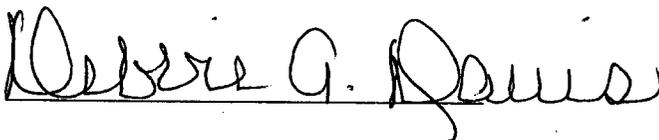


Sherry Witt, Register of Deeds

STATE OF TENNESSEE
COUNTY OF KNOX

Personally appeared before me, in the county aforesaid, Sherry Witt, Register of Deeds 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.

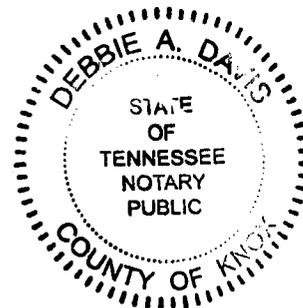
Sworn and subscribed to before me this 15th day of December 2011.



Notary Public

Notary Public

My Commission Expires 4-1-13



Register of Deeds
Statistical Data on Salaries

November 2011

| | Authorized By Court | Actual |
|-----------------------------------|------------------------|-------------|
| Number of Regular Employees | 29 | 23 |
| Total Salaries, Regular Employees | \$111,879 | \$85,645.52 |
| Number of Extra Employees | As Needed | 5 |
| Total Salaries, Extra Employees | \$20,000 | \$7,388.65 |

Knox Co. Register of Deeds
Employees as of November 2011

Salaried Employees

| Name | | Amount |
|------------------|----|---------------|
| Linda Barber | \$ | 4,120.00 |
| Richard Beeler | | 6,406.00 |
| Michelle Black | | 2,921.40 |
| William Bright | | 4,752.00 |
| Rose Browning | | 4,416.00 |
| Beverly Campbell | | 4,966.00 |
| Penny Carter | | 3,394.00 |
| Debbie Davis | | 2,682.00 |
| Steve Hall | | 5,522.00 |
| Barbara Hartsell | | 4,870.00 |
| Michael Lynch | | 3,280.00 |
| James N. McBride | | 6,406.00 |
| Sandra Merryman | | 4,234.00 |
| Lisa Reidy | | 3,892.00 |
| Cheri Wilson | | 3,504.00 |
| Sharon Yarbrough | | 3,024.00 |
| Margaret Taylor | | 2,896.00 |
| Benjamin Padgett | | 3,020.00 |
| Brandy Schaad | | 2,698.14 |
| John Hitt | | 2,698.14 |
| Susan Chesney | | 2,270.76 |
| Michael Payne | | 1,826.92 |
| Heather Wheeler | | 1,846.16 |

Hourly Employees

| | |
|------------------|----------|
| Edna Fraker | 2,363.80 |
| Joan Dozier | 2,080.00 |
| Levera Whitehead | 1,158.85 |
| Kent Carringer | 642.40 |
| Adrian Nelson | 1,143.60 |

BANK RECONCILIATION REGISTER

ACTIVITY FROM: 07/01/11 TO: 11/30/11

BANK CODE: A Payroll Account

DEPOSITS AND ADJUSTMENTS:

| DATE | TYP | REFERENCE | COMMENT | DEBITS | CREDITS | CLR |
|----------------------|-----|-----------|---------|--------|-----------|-----|
| 08/12/11 | DEP | deeds | | | 30.00 | N |
| 08/12/11 | DEP | tax comm | | .72 | | N |
| 11/30/11 | DEP | DEEDS | | | 5,591.85 | N |
| 11/30/11 | DEP | MAPS | | | 25.00 | N |
| 11/30/11 | DEP | COPIES | | | 9,929.45 | N |
| 11/30/11 | DEP | NOTICES | | | 40.00 | N |
| 11/30/11 | DEP | DPF | | | 362.00 | N |
| 11/30/11 | DEP | COMM | | | 618.86 | N |
| TOTAL OF 8 POSTINGS: | | | | .72 | 16,597.16 | |

CHECKS:

| CHECK NUMBER | DATE | SRC | REFERENCE | PAYEE NAME | AMOUNT | CLR |
|-------------------|----------|-----|-----------|---------------------|-----------|-----|
| 027466 | 11/30/11 | AP | 00TRUSTEE | Knox County Trustee | 12,126.00 | N |
| TOTAL OF 1 CHECK: | | | | | 12,126.00 | |

RECONCILIATION SUMMARY FOR BANK A FROM 07/01/11 TO 11/30/11:

G/L CASH ACCOUNT NUMBER: 3992

| | |
|-------------------------------------|-------------------|
| BANK STATEMENT BALANCE | 355,491.00 |
| PLUS 8 DEPOSITS IN TRANSIT TOTALING | 16,596.44 |
| LESS 0 ADJUSTMENTS TOTALING | .00 |
| LESS 1 CHECKS OUTSTANDING TOTALING | 12,126.00 |
| ADJUSTED BANK BALANCE | 359,961.44 |

BANK RECONCILIATION REGISTER

ACTIVITY FROM: 07/01/11 TO: 11/30/11

BANK CODE: B Transfer Account

DEPOSITS AND ADJUSTMENTS:

| DATE | TYP | REFERENCE | COMMENT | DEBITS | CREDITS | CLR |
|----------------------|-----|-----------|---------|--------|-----------|-----|
| 08/12/11 | DEP | st tax | | 29.28 | | N |
| 11/30/11 | DEP | ST TAX | | | 25,166.97 | N |
| TOTAL OF 2 POSTINGS: | | | | 29.28 | 25,166.97 | |

CHECKS:

| CHECK NUMBER | DATE | SRC | REFERENCE | PAYEE NAME | AMOUNT | CLR |
|-------------------|----------|-----|-----------|------------|--------|-----|
| CK ORD | 10/31/11 | GL | | | 140.93 | N |
| TOTAL OF 1 CHECK: | | | | | 140.93 | |

RECONCILIATION SUMMARY FOR BANK B FROM 07/01/11 TO 11/30/11:

G/L CASH ACCOUNT NUMBER: 3993

| | |
|-------------------------------------|-------------------|
| BANK STATEMENT BALANCE | 716,001.00 |
| PLUS 2 DEPOSITS IN TRANSIT TOTALING | 25,137.69 |
| LESS 0 ADJUSTMENTS TOTALING | .00 |
| LESS 1 CHECKS OUTSTANDING TOTALING | 140.93 |
| ADJUSTED BANK BALANCE | 740,997.76 |

Register of Deeds
Financial Transactions – Fee Account

Month of November 2011

| Code | Account Name | Credits (Receipts) | Debits (Disbursements) | Totals To Date |
|------|--------------------------|-----------------------|---------------------------|-------------------|
| 3911 | Recording of Deeds | 148,363.00 | | 694,808.50 |
| 3912 | Recording of Sec. Liens | 55.00 | | 849.00 |
| 3913 | Copies | 13,250.70 | | 87,521.60 |
| 3914 | Charters & Maps | 859.00 | | 4,828.00 |
| 3915 | Interest Earned | 1,118.90 | | 3,157.78 |
| 3916 | Notices of Completion | 500.00 | | 3,035.00 |
| 3917 | Data Processing Fees | 12,126.00 | | 59,252.00 |
| 3918 | State Tax Commission | 16,920.38 | | 123,422.75 |
| | | 16,920.38 | | 123,422.75 |
| | | 210,113.36 | | |
| 3941 | Salary – Register | | 8,223.54 | 45,229.47 |
| 3942 | Salary – Clerks | | 94,818.17 | 500,114.69 |
| 3943 | FICA Expense | | 6,906.61 | 38,259.36 |
| 3944 | Attorney Fees | | | |
| 3945 | Surety Bonds | | | |
| 3946 | County Officials Tax | | 16,920.38 | 123,422.75 |
| 3947 | Employer Hosp./Ret. | | 24,013.87 | 132,744.39 |
| 3948 | Office Expense | | 0.00 | 351.47 |
| 3980 | Excess Fees Beginning | | | (273,186.66) |
| 3981 | Disbursements to Trustee | | 12,126.00 | 104,252.00 |
| | | | 163,008.57 | |
| 3991 | Petty Cash | | | 4,000.00 |
| 3992 | Cash in Bank | 146,788.19 | 190,924.13 | 402,584.10 |
| 3994 | Accounts Receivable | 4,781.20 | 7,050.05 | 18,675.81 |
| 3995 | Car Allowance | | 700.00 | 3,850.00 |
| | TOTALS | \$ 361,682.75 | 361,682.75 | 0.00 |

Register of Deeds

Receipts, Disbursements & Transfers

Month of November 2011

| Code | Account Name | Credits | Debits | Transfers To | Transfers From | Net Transfers |
|------|------------------------|-----------------|--------------|-----------------|-------------------|------------------|
| 3410 | Due to State | | | | | |
| 3411 | Conveyance Tax | 688,093.97 | 2,072,467.06 | | 16,920.38 | (16,920.38) |
| 3510 | Register's Fee Account | | | | | |
| 3511 | Fees & Commissions | 210,113.36 | 143,977.21 | 16,920.38 | 35,951.74 | (19,031.36) |
| 3512 | Fed. Income Tax | | 12,496.69 | 12,496.69 | | 12,496.69 |
| 3513 | FICA Withheld | | 6,906.61 | 6,906.61 | | 6,906.61 |
| 3514 | Hosp. Withheld | | 3,519.14 | 3,519.14 | | 3,519.14 |
| 3515 | Pension Withheld | | 9,741.04 | 9,741.04 | | 9,741.04 |
| 3516 | Misc. Insurance | | 2,108.58 | 2,108.58 | | 2,108.58 |
| 3517 | Dental Insurance | | 1,179.68 | 1,179.68 | | 1,179.68 |
| 3518 | Register's Ret. | | 0.00 | 0.00 | | 0.00 |
| 3610 | Assets | | | | | |
| 3611 | Petty Cash | | | | | |
| 3612 | Cash in Banks | 2,236,175.63 | 879,018.10 | | | |
| 3613 | Fed. Revenue Stamps | | | | | |
| 3614 | Accounts Receivable | 4,781.20 | 7,050.05 | | | |
| | Car Allowance | | 700.00 | | | |
| | TOTALS | \$ 3,139,164.16 | 3,139,164.16 | 52,872.12 | 52,872.12 | 0.00 |