

# OFFICE OF THE NASSAU COUNTY CLERK 2017 ANNUAL REPORT



**MAUREEN  
O'CONNELL  
NASSAU COUNTY CLERK**



**MAUREEN O'CONNELL, RN, JD**  
NASSAU COUNTY CLERK



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Dear Fellow Residents:

I am pleased to provide the Annual Report of the Nassau County Clerk's Office for fiscal year 2017.

Created by the New York State Constitution, the Nassau County Clerk's Office acts as agent for the state and is part of the New York State Unified Court System serving as the Clerk of Supreme and County Courts. The office has unique duties dictated by legal statutes pertaining to processing and indexing all real property ownership records dating back to 1899, as well as filing and maintaining court records. Every record must be reviewed for statutory compliance and is required to be retained in perpetuity. In addition, the County Clerk is responsible for safeguarding vital historic records of the County including the storage and retrieval of records belonging to many county departments.

While one of the most public offices in Nassau County government, the matters handled by the Clerk's Office are of a personal nature to the hundreds of residents who utilize our services daily. My dedicated staff assists residents, legal professionals, other governmental agencies, court staff and the judiciary with numerous services including: court filings, name change orders, small claims assessment review petitions (SCAR), deeds, mortgages, mortgage satisfactions, real property maps, judgments and liens, business certificates, notary public requests, passports, and veteran's discharge filings. Accordingly, the County Clerk exercises a non-delegable fiduciary duty as collection agent for the funds generated by these services on behalf of other taxing jurisdictions, including New York State and the Unified Court System.

In 2017 the County Clerk's Office processed over 676,000 transactions equating to more than 2,600 on the public's behalf each business day totaling over \$250 million in receipts and disbursements. Included in these transactions was substantial expansion and growth of e-recording of land documents, e-filing of court records and other electronic filing interfaces, creating greater efficiencies and streamlined services.

The Clerk's Office continued to build upon recent technology upgrades adding enhanced features to our electronic document database and imaging system including expansion of document available online. The electronic filing of court and land records saw significant gains in 2017 and new electronic interfaces were added to create paperless filings with outside agencies. There were investments made into the offices infrastructure modernizing areas to create greater efficiencies and we have instituted new financial systems. I am proud of our community outreach enabling residents to easily County Clerk services, a top priority throughout my administration.

The Clerk's Office continues to meet objectives by providing real time recording of documents through implementation of new technologies, responsive constituent services, operational efficiency, document preservation and personal privacy protection to best serve the public.

During my tenure as County Clerk, I consistently perform my prescribed Constitutional, fiduciary and statutory obligations to the residents of Nassau County and New York State through the efficient allocation of the resources provided by the County. My office remains committed to providing the optimum level of service the residents of Nassau County deserve.

Very truly yours,  
  
**MAUREEN O'CONNELL**  
Nassau County Clerk

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# FEES & TAXES

## STATUTORY AUTHORITY

Fees and taxes collected by the Office of the County Clerk are remitted to various Federal, State and local municipalities as follows:

### **MORTGAGE TAX**

In accordance with Article 11 of the New York State Tax Law assessed on mortgages for single and multi family dwellings, commercial property and vacant land through private lenders, natural persons or Federal Credit Unions.

### **REAL ESTATE TRANSFER TAX**

In accordance with Article 31 of the New York State Tax Law assessed on conveyances of real property.

### **SUPREME AND COUNTY COURT FEES**

In accordance with Article 12 of Nassau County Laws and Article 80 of the New York State Civil Practice Law (CPLR) for County Clerk services as Clerk of the Supreme and County Courts.

### **RECORD MANAGEMENT**

In accordance with §8018 and §8021 of the New York State Civil Practice Law, Records Management Surcharge for document processing.

### **EQUALIZATION AND ASSESSMENT**

In accordance with §333(3) and §574 of the New York State Real Property Law (RPL), assessed on each RP-5217 form filed with the Clerk's Office.

### **NOTARY LICENSING**

In accordance with New York State Executive Law §131, for the processing of Notary Public Commissions.

# SCOPE OF SERVICES PROVIDED

- Recording all deeds, mortgages, mortgage satisfactions and other real property related filings
- Filing and maintaining county land and subdivision maps
- Issuing civil case index numbers, requests for judicial intervention, notes of issue and jury demands
- Indexing all Supreme Court files and related documents
- Maintaining Supreme and County Court case files
- Processing name change applications
- Receiving and processing Notices of Appeal to the Appellate Division
- Processing Small Claims Assessment Review (SCAR) matters
- Processing Tax Certiorari cases
- Recording Powers of Attorney
- Indexing judgments, judgment dispositions and satisfactions
- Providing certificates of disposition of judgments
- Filing transcripts of judgments from other courts
- Indexing all liens, lien satisfactions and discharges
- Filing New York State warrants and federal tax liens
- Filing Broker Affidavit of Entitlement to Commission
- Registering and filing business names
- Notary Public licensing and renewals; maintaining signature cards of all notary publics qualified in Nassau County; authenticating notary signatures
- Maintaining Oaths of Office registry
- Recording and maintaining Veteran's Discharge (DD-214) documents
- Issuing Veteran's Peddlers licenses
- Passport Acceptance Agent
- Recording Uniform Commercial Code filings
- Recording Firefighter's Exemption Certificates
- Maintaining naturalization records from 1899 to 1997
- Conduct title, judgment and lien searches
- Providing certified copies of all filed and recorded documents
- Recording various documents for other municipalities and agencies

# COUNTY CLERK DEPARTMENTS

## **ADMINISTRATION**

The Administration is responsible for planning and directing all phases of the Clerk's Office operations. It processes and maintains all personnel and payroll records, prepares the budget, effectuates purchases and expenditures, provides public information, community outreach, constituent services and acts as liaison for inter-governmental affairs.

## **ACCOUNTING**

The Accounting Department is responsible for all accounting operations, including daily reconciliation of all accounts and maintenance of general ledgers and journals. It is responsible for depositing and remitting all fees and taxes collected by the County Clerk. This department verifies that accurate mortgage tax is collected and remitted to the appropriate entity on every mortgage recorded in accordance with Tax Law, Article II, §§250-267. Court related filing fees, business and other filings fees are collected and remitted to the proper entities in accordance with applicable law. The division electronically deposits approximately 108,900 checks annually through a remote on site processor.

## **COURT DOCUMENT ROOM**

The County Clerk is the Clerk of the Supreme and County Courts and maintains all court files for civil and criminal matters including matrimonial files, tax certioraris and Criminal Court minutes received from attorneys, parties, courts, and process servers. The public is able to view on-site most Supreme Court documents. The Clerk's Minutes, a listing of various documents filed by index number, is available on site via a public access database. Court requisitions, subpoena responses, certified copies, requests by mail, are also processed by this department.

## **COURT RECORDING**

In accordance with the CPLR, this department indexes and maintains all court actions received from Supreme and County Courts. It also processes all subsequent pleadings and papers, including decisions, Judgments of Divorce, stipulations, orders, judgments, transfer orders, commissions to committee, and other court documents. Electronic Filing has been expanded to mandatory on most case types as allowed by statute.

## **LAND RECORDING DEPARTMENT**

This Department's operations are in compliance with numerous sections of the Real Property Law. Its functions include recording deeds, mortgages, mortgage assignments, mortgage satisfactions, easements, covenants, powers of attorneys, etc. This department also records liens, lis pendens, notices of violation, and real estate broker affidavits of entitlement to commission to be filed against real property. Recording fees and taxes are collected as required by law.

## **LAND RECORDS**

The County Clerk is responsible for maintaining a Land Records registry, including the archival records of mortgages, deeds and maps dating back to 1899. Over the years, this registry was maintained in various media formats, and since 1992, on the Clerk's electronic database. Public access computer terminals allow access to the electronic database for searching and printing of land records. All media document a property's genealogy and all instruments are available for public viewing. This department is also responsible for maintaining real property subdivision and highway maps, which currently total in excess of 12,000 maps. As the Clerk's Office most publicly visited department, it handles hundreds of inquiries daily assisting residents, professionals, other county agencies and municipalities in locating documents.

## **LICENSING & RECEIVING**

This department files judgments and several types of court documents including liens, separation agreements, Family Court Orders and Notices of Violations, lis pendens, confessions of judgment, and judgments of foreclosure. All judgments and liens are verified and quality controlled to ensure the accuracy of the public record.

- **Licensing** - This division accepts for filing several federal, state and county licenses and certificates, records Certificates of Release or Discharges from Active Duty (DD-214), provides certified copies thereof, issues Veterans Peddler's Licenses, records Firefighter Exemption certificates, and maintains Naturalization records from 1899 to 1987.
- **Business Names** - This division records and maintains all filings relative to business certificates, corporations, assumed business names (DBA), and religious corporations.
- **Notary** - The Notary division handles notary renewals on behalf of New York State, maintains notary signature cards for every notary qualified in Nassau County and authenticates notary signatures. On-site notaries are also available to notarize signatures.
- **Passports** - The County Clerk acts as an agent for the United States Passport Service and processes passports.

## **MICROGRAPHICS & IMAGING**

Microfilms and digitizes paper records that become permanent instruments and part of Nassau County's history. The records include: land instruments, judgments, Uniform Commercial Code filings, Business Name filings and other Receiving Department documents.

## **RECORD MANAGEMENT CENTER**

The Records Management Center for Nassau County is located in Westbury, and is under the purview of the County Clerk's Office. The department maintains millions of inactive Court files and county records from 54 county agencies. The goal of this Department is to provide a secure storage facility for County Government and Court records, while ensuring the timely retrieval of

those records and proper disposal of records that reach the end of their legally prescribed retention period.

# **INITIATIVES**

## **TECHNOLOGY ENHANCEMENTS**

The Nassau County Clerk has continued to expand on the upgraded electronic document management system. This system maintains the County Clerk index and document images, offering online access to various records. Additional document types have been added to the website providing residents and professionals greater access to County Clerk records remotely at no additional cost, which include most documents needed for a title search. This further advances one of the Clerk's main priorities allowing ease of access to the office.

## **INFRASTRUCTURE IMPROVEMENTS**

In 2017, the Nassau County Clerk upgraded a number of infrastructure improvements creating greater efficiencies for both the Clerk's staff and the public they serve. High density shelving was installed to accommodate court records allowing for shorter retrieval times. Microfilm storage was updated improving employee productivity and reducing customer request response time. At the Clerk's archival record center, high density shelving was installed increasing storage capacity and modernizing operations while improving efficiencies.

Also in 2017, the County Clerk secured capital funds to modernize the overall infrastructure including office reconfigurations, upgraded office fixtures and up-to-date facility systems. These advances will greatly improve the work environment for the Clerk's dedicated staff who in turn serve the hundreds of residents who interact with the office on a daily basis. Work is scheduled to begin in 2018.

## **ELECTRONIC DOCUMENT PROCESSING**

The Nassau County Clerk continues to partner with the Unified Court System and in 2017 initiated the largest expansion of the New York State Courts Electronic Filing (NYSCEF) system in Nassau County to date, which provides electronic filings of various court documents for cases in Nassau's Supreme Court. E-filing now accounts for 75% of new cases filed resulting in efficient processing and handling of filings between the Clerk's Office, Supreme Court and civil litigants. Since court records have a permanent retention period, the NYSCEF system allows the County Clerk's Office to efficiently file, store, maintain and retrieve court files creating a paperless system.

The electronic recording of records pertaining to the ownership of real property in Nassau has also increased significantly through the County Clerk's Office. More than half of the land recordings are processed in this way. Documents presented for e-recording eliminate the need for original papers to be sent and processed through the Clerk's Office creating a streamlined and efficient interface.

Working with the Nassau County Traffic and Parking Violations Agency (TPVA), the County Clerk's Office has created an interface for the complete electronic transfer of judgments issued by TPVA. This replaces paper filings that had to be manually entered into the Clerk's database, scanned and quality controlled by staff.



## **DOCUMENT CONVERSION**

The Nassau County Clerk's office was awarded a New York State Archives Grant in 2017 to convert paper separation agreements to the Clerk's centralized electronic database. These court records are scanned and indexed into the database making them easily accessible to staff while also preserving these records for permanent retention. The Clerk's office continually pursues grant opportunities to assist with various projects to enhance the office's operations.

Capital funds were secured to backfill real property records that predate the Clerk's electronic database system. This funding will allow the Clerk's office to convert a portion of paper records to an electronic format eliminating the need to access older original records. Converting these records will create efficient access for staff and ease of access for the public. Once converted the records will be available in-house as well as online on the Clerk's website.

## **FINANCIAL SYSTEMS**

The Nassau County Clerk continues to utilize modern technology to improve efficiencies and provide enhanced services. In 2017, an electronic check depositing system was installed in the Accounting Division. This system processes more than 108,900 checks annually onsite and electronically deposits the funds with the Clerk's banking institution thereby eliminating the need for check deposits to be manually prepared and delivered to the banking branch.

Also in 2017, the Clerk's office Accounting Division completed an RFP for banking services. This resulted in a tripling of the interest rate earned on the Clerk's accounts. The selected banking institution provides all modern day services while also ensuring all public funds are safeguarded on behalf of the county taxpayers. These services have allowed the Accounting Division to improve efficiencies while maintaining the proper checks and balances.

## **COMMUNITY OUTREACH**

The County Clerk is continually developing opportunities to better serve the residents of Nassau County by bringing the services of the office to the public and creating ease of access which remains a top priority for the County Clerk.

The County Clerk maintains an active schedule of mobile office operations bringing the Clerk's Office directly to residents within their community. Many of the vital transactions conducted at the Clerk's Office can be done for the public at these mobile office events which are held at various locations throughout Nassau County.

With the expansion of technology in the Clerk's Office and recent launch of the Clerk's online records access, the County Clerk implemented training classes for the public. These classes instruct residents how to navigate and utilize the website, enabling them to conduct business with the Clerk's office without leaving their home. These classes are held at various locations throughout the county.

The County Clerk has continued to offer extended office hours at our Mineola location on Tuesday evenings. This provides residents the opportunity to access Clerk's Office services outside normal business hours to accommodate the busy schedules of day to day life.

The County Clerk remains committed to enhancing the level of service provided to the public in an accessible and efficient manner.

# YEAR IN REVIEW

In fiscal year 2017, the Office of the County Clerk:

- Collected approximately \$250 million in revenue
  - \$56 million contributed to the Nassau County General Fund
  - \$137 million remitted to New York State
  - \$56 million in mortgage tax revenues distributed to the 3 townships and 2 cities within Nassau County
  
- Processed more than 646,000 transactions
  
- Recorded 288,000 real property related documents
  
- Filed more than 15,000 business filings
  
- Processed more than 26,000 judgement filings
  
- Recorded over 9,000 lien filings
  
- Processed more than 10,000 Notary Public License related filings
  
- Recorded approximately 8,000 Uniform Commercial Code related filings
  
- Processed more than 59,000 searches, certifications & copy requests
  
- Processed more than 63,000 miscellaneous filings

# Summary of Receipts & Disbursements

For Year Ending December 31, 2017

## Receipts

County Fees (Schedule 1)	54,497,515	
NYS Office of Court Administration Fees (Schedule 1)	8,920,285	
State Fees (Schedule 1)	3,298,858	
Surcharge Fees (Schedule 1)	3,417,750	
Real Estate Transfer Tax (RETT) (Schedule 1)	64,244,188	
Mortgage Tax (Schedule 1)	<u>115,613,657</u>	\$ 249,992,253
Interest Earned (Schedule 1)	<u>32,034</u>	\$ 32,034
<b>TOTAL RECEIPTS</b>		<b><u><u>\$ 250,024,287</u></u></b>

## Disbursements

### *Nassau County Treasurer:*

Local Mortgage Tax Distribution (Schedule 3 & 4)	55,891,341	
Fees & Interest (Schedule 5)	54,766,632	
Mortgage Tax Recording Administrative Fees & Interest (Schedule 5)	<u>1,730,040</u>	
<b>Total to Nassau County Treasurer</b>		<b>\$ 112,388,013</b>

### *NY State:*

NYS Office of Court Administration (Schedule 2)	8,920,285	
Metropolitan Transit Authority - Mortgage Tax (Schedule 3)	54,236,217	
State of New York Mortgage Authority (SONYMA) - Mortgage Tax (Schedule 3)	3,559,821	
New York State Tax Commission - Real Estate Transfer Tax (RETT) (Schedule 6)	64,224,625	
New York State Tax Commission - Equalization & Assessment (Schedule 8)	3,183,138	

New York State Tax Commission - Record Management Fund (Schedule 9)	749,451	
New York State Tax Commission - Cultural Education Fund (Schedule 9)	2,248,340	
New York State Tax Commission - Notary Division (Schedule 1)	<u>301,680</u>	
<b>Total to New York State</b>		\$ 137,423,557
 <b><u>Other State Ordered Disbursements:</u></b>		
Mortgage Tax Apportionments to other Counties	55,442	
Mortgage Tax Other Refunds	247,861	
Mortgage Tax Adjustments of Year End Holds for Apportionment	<u>(90,586)</u>	
Total to Other Jurisdictions & Holds		\$ 212,717
<b>TOTAL DISBURSEMENTS</b>		<b><u><u>\$ 250,024,287</u></u></b>

# TOTAL RECEIPTS BY TYPE

FOR YEAR ENDING DECEMBER 31, 2017

## SCHEDULE 1

Services & Filings	Number of Filings	Nassau County Receipts	NYS Receipts	RETT Receipts	Surcharge Receipts	Court Receipts	Mortgage Tax Receipts	Total Receipts
BUSINESS NAMES & CORPORATIONS	15,571	\$170,286						\$ 170,286
COURT FILINGS	196,315	479,352	\$ 495,112			8,920,285		9,894,749
DEEDS—FEES & REAL ESTATE TRANSFER TAXES	57,683	10,396,458	688,668	64,244,188	3,417,750			78,747,064
JUDGMENTS	26,205	97,920						97,920
LIENS	8,926	140,713	969					141,682
MORTGAGES—FEES & TAXES	229,610	35,016,380	1,812,429				115,613,657	152,442,466
UNIFORM COMMERCIAL CODE	7,973	314,940						314,940
NOTARY LICENSES	10,411	176,160	301,680					477,840
SEARCHES & CERTIFICATIONS	59,723	1,441,711						1,441,711
MISCELLANEOUS FEES	63,942	6,263,595						6,263,595
<b>NET RECEIPTS</b>		54,497,515	3,298,858	64,244,188	3,417,750	8,920,285	115,613,657	249,992,253
INTEREST EARNED		11,078	1,181	3,272			16,503	32,034
<b>TOTAL RECEIPTS</b>	676,359	<b>\$54,508,593</b>	<b>\$3,300,039</b>	<b>\$64,247,460</b>	<b>\$3,417,750</b>	<b>\$8,920,285</b>	<b>\$115,630,160</b>	<b>\$250,024,287</b>

**NEW YORK STATE**  
**OFFICE OF COURT ADMINISTRATION**  
**FOR YEAR ENDING DECEMBER 31, 2017**  
**SCHEDULE 2**

	Number of Filings	Receipts
<b>Index Numbers:</b>		
<b>Civil</b>	16,969	\$2,751,445
<i>Matrimonial</i>	3,162	506,220
<i>Tax Certioraris</i>	6,318	1,042,470
<b>Notes of Issue</b>	8,584	255,960
<b>Jury Demand</b>	3,005	194,740
<b>Request for Judicial Intervention (RJI)</b>	18,199	1,698,285
<b>Notice of Appeal</b>	1,815	115,960
<b>Motions</b>	26,180	1,157,940
<b>Stipulations of Settlement or Voluntary Discontinuance</b>	11,523	396,935
<b>Assessment Review Petitions (SCAR)</b>	13,302	332,550
<b>Foreclosures</b>	9,663	467,780
<b>Total</b>	<b>118,720</b>	<b>\$8,920,285</b>

# MORTGAGE TAX DISTRIBUTION

FOR YEAR ENDING DECEMBER 31, 2017

## SCHEDULE 3

	<b>Total Fees Disbursed</b>	<b>Remitted to Nassau County Treasurer</b>	<b>Remitted to NYS MTA</b>	<b>Remitted to SONYMA</b>
<b>JANUARY</b>	\$ 9,081,561	\$ 4,493,712	\$ 4,234,029	\$ 353,820
<b>FEBRUARY</b>	9,371,816	4,617,627	4,285,674	468,515
<b>MARCH</b>	8,174,620	4,068,541	3,888,328	217,751
<b>APRIL</b>	9,100,001	4,513,247	4,290,755	295,999
<b>MAY</b>	9,273,283	4,565,520	4,381,425	326,338
<b>JUNE</b>	10,114,296	4,988,133	4,703,846	422,317
<b>JULY</b>	8,918,770	4,432,316	4,345,851	140,603
<b>AUGUST</b>	11,427,029	5,648,430	5,540,067	238,532
<b>SEPTEMBER</b>	11,170,143	5,496,031	5,302,395	371,717
<b>OCTOBER</b>	9,454,507	4,526,363	4,733,707	194,437
<b>NOVEMBER</b>	8,432,253	4,172,705	3,995,871	263,677
<b>DECEMBER</b>	<u>9,169,100</u>	<u>4,368,716</u>	<u>4,534,269</u>	<u>266,115</u>
<b>TOTAL</b>	<b><u>\$ 113,687,379</u></b>	<b><u>\$ 55,891,341</u></b>	<b><u>\$ 54,236,217</u></b>	<b><u>\$ 3,559,821</u></b>

# LOCAL MORTGAGE TAX DISTRIBUTION

FOR YEAR ENDING DECEMBER 31, 2017

## SCHEDULE 4

TOWN OF HEMPSTEAD	\$ 26,672,654
TOWN OF NORTH HEMPSTEAD	12,667,822
TOWN OF OYSTER BAY	14,422,887
CITY OF GLEN COVE	832,116
CITY OF LONG BEACH	<u>1,295,862</u>
<b>TOTAL DISTRIBUTIONS</b>	<b><u><u>\$ 55,891,341</u></u></b>



# COUNTY DISBURSEMENT

FOR YEAR ENDING DECEMBER 31, 2017

## SCHEDULE 5

### SUMMARY OF RECEIPT SOURCES DISBURSED TO THE NASSAU COUNTY TREASURER

County Fees <i>( See Schedule 1)</i>	\$	54,497,515	
Bank Interest Earnings <i>( See Schedule 1)</i>		11,078	
New York State Real Estate Transfer Tax <i>( See Schedule 6)</i>		22,837	
New York State Division of Equalization & Assessment (Surcharge) <i>(See Schedule 7)</i>		234,612	
New York State Commission of Taxation & Finance - Records Management <i>(See Schedule 8)</i>		<u>590</u>	
<b>Subtotal County Fees, County Portion NYS Fees, Taxes &amp; Interest</b>			<b>\$ 54,766,632</b>
Mortgage Tax: Administration Fee Allowed by New York State	\$	1,725,854	
Mortgage Tax Interest: County Portion		<u>4,186</u>	
<b>Subtotal County Portion Mortgage Tax &amp; Interest</b>			<b>\$ 1,730,040</b>
 <b>Total Receipts Disbursed to Nassau County</b>			 <b><u><u>\$56,496,672</u></u></b>

\*Total Disbursed not inclusive of Local Mortgage Tax Distribution (See Schedule 3 & 4)

# REAL ESTATE TRANSFER TAX (RETT)\*

FOR YEAR ENDING DECEMBER 31, 2017

## SCHEDULE 6

Nassau County Share Interest on Deposits	Recording Officers Fees	Remitted to Nassau County Treasurer	Total RETT Receipts	Recording Officer's Fees	NYS Share Interest on Deposits	Remitted to NYS Tax Commission
244	1,486	1,730	4,083,858	(1,486)	244	4,082,616
85	1,335	1,420	4,295,518	(1,335)	85	4,294,268
135	1,536	1,671	4,079,644	(1,536)	135	4,078,243
175	1,610	1,785	4,331,332	(1,610)	175	4,329,897
207	1,703	1,910	5,146,181	(1,703)	207	5,144,685
38	1,716	1,754	6,067,946	(1,716)	38	6,066,268
272	1,632	1,904	5,997,478	(1,632)	272	5,996,118
355	2,727	3,082	8,029,776	(2,727)	355	8,027,404
59	2,514	2,573	6,913,253	(2,514)	59	6,910,798
40	1,822	1,861	5,486,698	(1,822)	40	5,484,916
19	1,509	1,528	4,932,421	(1,509)	19	4,930,931
7	1,611	1,618	4,880,085	(1,611)	7	4,878,481
<b>\$1,636</b>	<b>\$21,201</b>	<b>\$22,837</b>	<b>\$64,244,190</b>	<b>\$(21,201)</b>	<b>\$1,636</b>	<b>\$64,224,625</b>

\* Recording Officer's Fees, in accordance with New York State statute, retained by the County Clerk and remitted to the Nassau County Treasurer based on the number of documents recorded.

# Office of The Nassau County Clerk

## 2017 Operating Expenses Schedule 7

	County Clerk	Records Management
Salaries, Wages & Fees		
Expenses	\$ 5,149,829	\$ 781,603
Equipment	\$ 41,023	\$ 278,031
Consumables	\$ 208,205	\$ 57,561
Contractual Services	\$ 532,203	\$ 24,530
Total	\$ 5,931,260	\$ 1,141,725
Total Operating Expenses	\$ 7,072,985	

# Equalization and Assessment

For Year Ending December 31, 2017

## Schedule 8

	<b>Total Fees Disbursed</b>	<b>Remitted to New York State</b>	<b>Remitted to Nassau County Treasurer</b>
January	\$ 259,125	\$ 241,674	\$ 17,451
February	227,500	211,831	15,669
March	261,375	243,492	17,883
April	276,875	257,975	18,900
May	293,625	273,564	20,061
June	296,375	276,215	20,160
July	278,375	259,223	19,152
August	348,625	324,514	24,111
September	334,250	311,327	22,923
October	311,000	289,490	21,510
November	256,250	238,403	17,847
December	274,375	255,430	18,945
<b>Total</b>	<b>\$ 3,417,750</b>	<b>\$ 3,183,138</b>	<b>\$ 234,612</b>

# Record Management

For Year Ending December 31, 2017

## Schedule 9

	<b>Total Fees Disbursed</b>	<b>NYS Record Management Interest Share</b>	<b>Remitted to NYS Record Management Fund</b>	<b>NYS Cultural Education Interest Share</b>	<b>Remitted to NYS Cultural Education Fund</b>	<b>Remitted to Nassau County Treasurer</b>
<b>January</b>	267,989	12	63,636	37	190,907	13,4456
<b>February</b>	245,394	25	58,254	74	174,776	12,3634
<b>March</b>	267,184	16	63,441	48	190,323	13,420
<b>April</b>	310,119	15	73,639	44	220,918	15,562
<b>May</b>	267,641	14	63,569	42	190,637	13,435
<b>June</b>	252,226	14	59,868	41	179,693	12,665
<b>July</b>	240,591	15	57,133	45	171,371	12,087
<b>August</b>	292,739	15	69,512	44	208,535	14,692
<b>September</b>	258,495	13	61,380	40	184,139	12,976
<b>October</b>	258,944	6	61,494	17	184,481	12,969
<b>November</b>	259,099	3	61,536	10	184,595	12,968
<b>December</b>	235,120	-	55,841	-	167,523	11,756
<b>Total</b>	<b>\$3,155,541</b>	<b>\$148</b>	<b>\$749,303</b>	<b>\$442</b>	<b>\$2,247,898</b>	<b>\$158,340</b>

TO THE COUNTY LEGISLATURE, COUNTY OF NASSAU

I certify this statement of all moneys received by this office during the calendar year ending

December 31, 2017

Business Names & Corporations	170,286
Court Fees	8,920,285
Deed Recordings	10,238,710
Deed - Real Estate Transfer Tax (RETT)	64,244,188
Deed - Equalization & Assessment	3,417,750
Records Management/Cultural Education (RM)	2,997,178
Judgments	97,920
Liens	140,713
Mortgage Recordings & Tax	147,124,512
Uniform Commercial Code	314,940
Miscellaneous Filings/Fees	5,643,165
Notary Licenses	301,680
Searches, Certifications, Images, Copies	6,352,218
Other Receipts	28,708
Interest Earned	32,034
<b>TOTAL</b>	<b><u>250,024,287</u></b>

I certify this statement of all moneys disbursed by this office during the calendar year ending

December 31, 2017


Nassau County Treasurer- Fees	54,766,632
Nassau County Treasurer- Mortgage Tax	55,891,341
Nassau County Treasurer- Mortgage Fees	1,730,040
New York State Office of Court Administration	8,920,285
Metropolitan Transportation Authority- Mortgage Tax	54,236,217
Sate of New York Mortgage Authority (SONYMA) - Mortgage Tax	3,559,821
New York State- Tax Commission - RETT	64,224,625
New York State- Division of Equalization & Assessment	3,183,138
New York State- Commission of Taxation & Finance- RM	2,997,791
New York State- Notary Division	301,680
Mortgage Tax Apportionment Releases to other Counties	55,442
Other Mortgage Tax Refunds	247,861
Mortgage Tax Hold Pending Apportionment	(90,586)
<b>TOTAL</b>	<b><u>250,024,287</u></b>

STATE OF NEW YORK  
COUNTY OF NASSAU


SS:

Maureen O'Connell, being duly sworn, says she is the County Clerk of the County of Nassau; that the foregoing statement is in all respects a full and true statement of all moneys received by her as such clerk, to the best of her knowledge and belief.

Sworn to me this first day of February, 2018

  
Notary Public

JOHN P. BUTLER  
NOTARY PUBLIC, STATE OF NEW YORK  
NO. 04BU6351147  
QUALIFIED IN NASSAU COUNTY  
COMMISSION TO EXPIRE 11/2018

  
Maureen O'Connell  
Nassau County Clerk