

OFFICE OF THE NASSAU COUNTY CLERK 2018 ANNUAL REPORT



**MAUREEN
O'CONNELL
NASSAU COUNTY CLERK**



MAUREEN O'CONNELL, RN, JD
NASSAU COUNTY CLERK



OFFICE OF THE 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 2018.

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 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 assist residents, legal professionals, other governmental agencies, court staff and the judiciary with numerous services including: court filings, name change orders, 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 2018 the County Clerk's Office processed over 644,000 transactions equating to more than 2,500 on the public's behalf each business day, totaling over \$240 million in receipts and disbursements. These transactions include continued advancement in e-recording of land documents, e-filing of court records and other electronic filing interfaces, providing efficient and streamlined services to our residents.

The Clerk's Office continues to develop our electronic document management system including ongoing expansion of documents available online. The electronic filing of court and land records continued to expand in 2018, as well as additional electronic filing interfaces creating paperless filings with other agencies. Our financial systems and protocols continue to be enhanced to follow the most current best practices. The Clerk's Office facilitated improvements to the security of our office infrastructure to better protect our staff and the hundreds of visitors that come through our office daily. I am proud of our community outreach and mobile office services enabling residents to easily access the County Clerk's Office, which has always been a priority throughout my administration.

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

During my tenure as County Clerk, I consistently perform my prescribed Constitutional, fiduciary and statutory obligations on behalf of the residents of Nassau County 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.

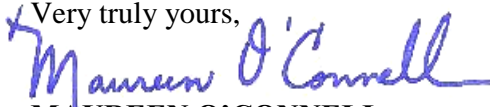
Very truly yours,

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 12,000 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 continuously adds enhancements to our in-house electronic document management system. This system maintains the County Clerk index and document images, offering online access to numerous records. Additional document types are frequently added to the website, including older documents that have been backfilled, providing residents and professionals greater access to County Clerk records remotely at no additional cost. This includes most documents needed for a title search which can be done in many instances without coming into the office. Through the use of current technology, the Clerk continues to achieve one of its main priorities by allowing ease of access to the office and its services.

INFRASTRUCTURE IMPROVEMENTS

In 2018, the Nassau County Clerk initiated several infrastructure upgrades creating greater efficiencies and security for both the Clerk's staff and the public we serve. In coordination with the Nassau County Police Department, the Clerk has been at the forefront of improving the security controls in place at our office building. Enhanced screening of visitors and updated security protocols have been implemented to protect both staff and the hundreds of visitors who come through our doors every day. At the Clerk's archival record center, ongoing investment was made in high density shelving installation to replace outdated storage which increases storage capacity and modernizes operations while also improving efficiencies.

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. In 2018 the planning began for this multi-phase project. Included in these plans will be up to date security features to ensure the safety of our dedicated staff and all those who utilize the Clerk's Office. Physical work is scheduled to begin in 2019.

ELECTRONIC DOCUMENT PROCESSING

The Nassau County Clerk continues to partner with the Unified Court System to grow the New York State Courts Electronic Filing (NYSCEF) system in Nassau County, which provides electronic filings of various court documents for cases in Nassau's Supreme Court. In 2018 Nassau expanded this platform to include all cases types allowed by law, mandating many of these to only be filed electronically. E-filing accounts for more than 75% of new court 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.

2018 saw continued increases in the electronic recording of documents with the County Clerk relating to the ownership of real property in Nassau. Approximately 70% of land recordings are fully processed electronically. 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.

In 2017 the Clerk's office developed an interface with the Nassau County Traffic and Parking Violations Agency (TPVA) for the complete electronic transfer of judgments issued by TPVA. This was expanded on in 2018 to incorporate subsequent filings such as satisfactions. This replaces paper filings that had to be manually entered into the Clerk's database.

DOCUMENT CONVERSION

The Nassau County Clerk's office was awarded a New York State Archives Grant in 2018 to bring filed maps to the Clerk's centralized electronic database. These maps, which document property boundaries for the entire county, will be catalogued and imaged 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.

Through capital funds secured in 2017, the project to backfill real property records that predate the Clerk's electronic database system has continued to be worked on in 2018. The first phase of this project is to convert images that are indexed in the database. This eliminates the need to access older records in various media formats including microfilm, microfiche and paper. Converting these records will create more efficient access for staff and the public to these documents making them available both in-house as well as online.

FINANCIAL SYSTEMS

The Nassau County Clerk continues to utilize modern technology and best practices to improve efficiencies and provide enhanced services. In 2018, the Accounting Division implemented an automated credit card reconciliation system. This allows staff to review these financial transactions more efficiently and in a controlled system. Automated reconciliation was also developed for the payments received for e-recorded land documents. These recordings generate millions of dollars of revenue daily. This streamlined our process allowing staff to monitor a voluminous amount of activity to ensure the financial aspects of these transaction are balanced and accounted for.

Also, in 2018 the Clerk's Accounting Division secured multiple interest rate increases resulting in a 491% increase in interest income over 2017. This interest is then disbursed to various jurisdictions including New York State and Nassau County. There was also an increase in the collection rates on returned checks, ensuring the receipt of all revenues due and ensuring public funds are safeguarded on behalf of the county taxpayers. These measures have allowed the Accounting Division to improve efficiencies while maintaining the proper checks and balances.

COMMUNITY OUTREACH

In 2018 the County Clerk launched a language translation line in our offices. This allows County Clerk staff to interact with and provide service to non-English speaking residents in person or on the phone. This interpreter service accommodates sign language and over 200 international languages.

The County Clerk is continually developing ways to better serve the residents of Nassau County by bringing the services of the office to the public and creating ease of access, 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 communities. 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.

The County Clerk continues 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 2018, the Office of the County Clerk:

- Collected \$242 million in revenue
 - \$52 million contributed to the Nassau County General Fund
 - \$136 million remitted to New York State
 - \$53 million in mortgage tax revenues distributed to the 3 townships and 2 cities within Nassau County
- Processed more than 644,000 transactions
- Recorded 254,000 real property related documents
- Filed over 188,000 court records
- Filed more than 15,000 business filings
- Processed more than 38,000 judgement filings
- Recorded over 7,000 lien filings
- Processed more than 13,000 Notary Public License related filings
- Recorded over 6,000 Uniform Commercial Code related filings
- Processed more than 61,000 searches, certifications & copy requests
- Processed more than 58,000 miscellaneous filings

Summary of Receipts & Disbursements

For Year Ending December 31, 2018

Receipts

County Fees (Schedule 1)	48,542,468	
NYS Office of Court Administration Fees (Schedule 1)	9,207,865	
State Fees (Schedule 1)	3,194,131	
Surcharge Fees (Schedule 1)	3,428,500	
Real Estate Transfer Tax (RETT) (Schedule 1)	65,098,622	
Mortgage Tax (Schedule 1)	112,907,689	
		242,379,275
Interest Earned (Schedule 1)	157,394	
		157,394
TOTAL RECEIPTS		\$ 242,536,669

Disbursements

Nassau County Treasurer:

Local Mortgage Tax Distribution (Schedule 3 & 4)	53,443,289	
Fees & Interest (Schedule 5)	48,870,987	
Mortgage Tax Recording Administrative Fees & Interest (Schedule 5)	2,845,646	
Total to Nassau County Treasurer		\$ 105,159,922

NY State:

NYS Office of Court Administration (Schedule 2)	9,215,474	
Metropolitan Transit Authority - Mortgage Tax (Schedule 3)	52,312,600	
State of New York Mortgage Authority (SONYMA) - Mortgage Tax Schedule 3)	3,424,128	
New York State Tax Commission - Real Estate Transfer Tax (RETT) (Schedule 6)	65,079,342	
New York State Tax Commission - Equalization & Assessment (Schedule 7)	3,190,693	
New York State Tax Commission - Record Management Fund (Schedule 8)	688,086	
New York State Tax Commission - Cultural Education Fund (Schedule 8)	2,063,787	
New York State Tax Commission - Notary Division (Schedule 1)	443,040	
Total to New York State		\$ 136,417,150

Other State Ordered Disbursements:

Mortgage Tax Apportionments to other Counties	691,651	
Mortgage Tax Other Refunds	110,929	
Mortgage Tax Adjustments of Year End Holds for Apportionment	157,017	
Total to Other Jurisdictions & Holds		\$ 959,597

TOTAL DISBURSEMENTS		\$ 242,536,669
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TOTAL RECEIPTS BY TYPE

FOR YEAR ENDING DECEMBER 31, 2018

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	15,973	\$ 172,796						\$ 172,796
Court Filings	188,320	541,106	531,781			9,207,865		10,280,752
Deeds, Fees & Taxes	58,141	10,469,225	679,517	65,098,622	3,428,500			79,675,864
Judgments	38,056	92,490						92,490
Liens	7,861	139,544	1,216					140,760
Mortgages – Fees & Taxes	195,919	29,645,803	1,538,577				112,907,689	144,092,069
Uniform Commercial Code	6,723	393,545						393,545
Miscellaneous Filings/Fees	58,087	5,312,517						5,312,517
Notary Licenses	13,952	248,665	443,040					691,705
Searches, Certifications, Images, Copies	61,514	1,526,777						1,526,777
Net Receipts		48,542,468	3,194,131	65,098,622	3,428,500	9,207,865	112,907,689	242,379,275
Interest Earned		66,190	1,565	4,459		7,609	77,571	157,394
Total Receipts	644,546	48,608,658	3,195,696	65,103,081	3,428,500	9,215,474	112,985,260	242,536,669

NEW YORK STATE OFFICE OF COURT ADMINISTRATION DISTRIBUTION

FOR YEAR ENDING DECEMBER 31, 2018

SCHEDULE 2

	Number of Filings	Receipts
Index Numbers:		
Civil	18,276	2,978,110
<i>Matrimonial</i>	3,021	494,010
<i>Tax Certioraris</i>	6,947	1,146,255
Notes of Issue	8,921	266,700
Jury Demand	3,103	201,240
Request for Judicial Intervention (RJI)	18,302	1,720,960
Notice of Appeal	1,889	119,275
Motions	24,434	1,085,805
Stipulations of Settlement or Voluntary Discontinuance	11,288	390,915
Assessment Review Petitions (SCAR)	13,883	347,075
Foreclosures	4,519	457,520
Interest		7,609
Total	114,583	9,215,474

MORTGAGE TAX DISTRIBUTION

FOR YEAR ENDING DECEMBER 31, 2018

SCHEDULE 3

	Total Fees Disbursed	Remitted to Nassau County Treasurer	Remitted to NYS MTA	Remitted to SONYMA
January	\$ 10,722,495	5,181,354	5,057,853	483,288
February	7,403,884	3,648,388	3,492,773	262,723
March	7,987,882	3,955,771	3,807,568	224,543
April	7,412,797	3,671,152	3,597,852	143,793
May	9,206,495	4,539,470	4,360,335	306,690
June	8,693,644	4,294,346	4,240,708	158,590
July	9,824,120	4,791,843	4,735,651	296,626
August	12,575,850	6,178,567	5,848,180	549,103
September	9,186,038	4,508,982	4,444,850	232,206
October	9,656,492	4,746,490	4,648,106	261,896
November	7,664,218	3,690,133	3,826,260	147,825
December	8,846,102	4,236,793	4,252,464	356,845
Total	\$ 109,180,017	\$ 53,443,289	\$ 52,312,600	\$ 3,424,128

LOCAL MORTGAGE TAX DISTRIBUTION

FOR YEAR ENDING DECEMBER 31, 2018

SCHEDULE 4

Town of Hempstead	27,149,186
Town of North Hempstead	11,009,275
Town of Oyster Bay	13,281,223
City of Glen Cove	730,259
City of Long Beach	1,273,346
Total Distributions	\$53,443,289

COUNTY DISBURSEMENT

FOR YEAR ENDING DECEMBER 31, 2018

SCHEDULE 5

SUMMARY OF RECEIPT SOURCES DISBURSED TO THE NASSAU COUNTY TREASURER

County Fees (See Schedule 1)	48,542,468	
Bank Interest Earnings (See Schedule 1)	66,190	
New York State Real Estate Transfer Tax (See Schedule 6)	23,744	
New York State Division of Equalization & Assessment (Surcharge) (See Schedule 7)	237,807	
New York State Commission of Taxation & Finance - Records Management (See Schedule 8)	<u>778</u>	
Subtotal County Fees, County Portion NYS Fees, Taxes & Interest		48,870,987
Mortgage Tax: Administration Fee Allowed by New York State	2,825,820	
Mortgage Tax Interest: County Portion	<u>19,826</u>	
Subtotal County Portion Mortgage Tax & Interest		<u>2,845,646</u>
Total Receipts Disbursed to Nassau County		<u><u>51,716,633</u></u>

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

REAL ESTATE TRANSFER TAX (RETT)*

FOR YEAR ENDING DECEMBER 31, 2018

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
146	1,664	1,810	5,308,782	(1,664)	146	5,307,264
82	1,392	1,474	3,977,574	(1,392)	82	3,976,264
44	1,465	1,509	3,938,436	(1,465)	44	3,937,015
176	1,409	1,585	4,314,984	(1,409)	176	4,313,751
121	1,677	1,798	5,002,599	(1,677)	121	5,001,043
114	1,680	1,794	5,712,358	(1,680)	114	5,710,792
162	1,841	2,003	6,276,968	(1,841)	162	6,275,289
235	2,903	3,138	7,898,432	(2,903)	235	7,895,764
132	2,281	2,413	6,195,775	(2,281)	132	6,193,626
267	1,953	2,220	6,258,046	(1,953)	267	6,256,360
573	1,559	2,132	4,955,807	(1,559)	573	4,954,821
180	1,688	1,868	5,258,861	(1,688)	180	5,257,353
				-	-	
\$ 2,232	\$ 21,512	\$ 23,744	\$ 65,098,622	\$ (21,512)	\$ 2,232	\$ 65,079,342

* 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.

EQUALIZATION AND ASSESSMENT

FOR YEAR ENDING DECEMBER 31, 2018

SCHEDULE 7

	Total Fees Disbursed	Remitted to New York State	Remitted to Nassau County Treasurer
January	284,500	265,024	19,476
February	236,750	220,424	16,326
March	250,125	232,872	17,253
April	239,375	222,734	16,641
May	286,875	267,003	19,872
June	287,000	267,092	19,908
July	310,000	288,400	21,600
August	370,750	345,154	25,596
September	291,000	270,624	20,376
October	327,125	304,391	22,734
November	261,125	242,909	18,216
December	283,875	264,066	19,809
Total	3,428,500	3,190,693	237,807

RECORD MANAGEMENT

FOR YEAR ENDING DECEMBER 31, 2018

SCHEDULE 8

	Total Fees Disbursed	NYS Record Management Interest Share	Remitted to NYS Record Management Fund	NYS Cultural Education Interest Share	Remitted to NYS Cultural Education Fund	Remitted to Nassau County Treasurer
January	252,351	12	59,936	38	179,750	12,665
February	216,969	11	51,523	33	154,556	10,890
March	234,888	12	55,775	35	167,324	11,789
April	281,993	18	66,956	55	200,868	14,169
May	243,263	8	57,770	28	173,294	12,199
June	242,640	14	57,632	41	172,824	12,184
July	240,232	9	57,057	28	171,128	12,047
August	279,175	20	66,310	60	198,830	14,035
September	224,670	21	53,357	63	159,999	11,314
October	256,317	19	60,886	57	182,543	12,888
November	209,243	22	49,671	65	149,027	10,545
December	214,930	27	51,020	82	153,059	10,851
Total	2,896,671	193	687,893	585	2,063,202	145,576

OPERATING EXPENSES

FOR YEAR ENDING DECEMBER 31, 2018

SCHEDULE 9

	County Clerk	Records Management
Salaries, Wages & Fees Expenses	\$ 5,260,168	\$ 703,998
Equipment	\$ 164,840	\$ 58,037
Consumables	\$ 155,754	\$ 123,122
Contractual Services	\$ 551,322	\$ 35,915
Total	\$ 6,132,084	\$ 921,072
Total Operating Expenses	\$ 7,053,156	

