

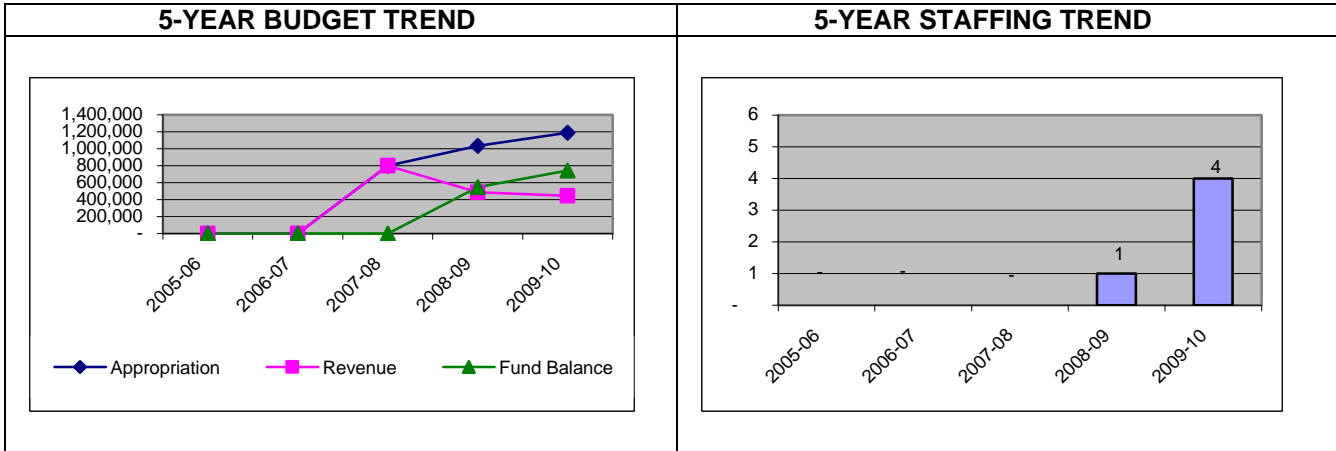
## Recorder Records

### DESCRIPTION OF MAJOR SERVICES

The Recorder Records budget unit was established to defray the cost of storing, restoring, and imaging the County Recorder's documents.

The primary service provided by this fund is the maintenance, repair and imaging digitization of the County Recorder's documents. Revenue includes fees collected pursuant to Government Code section 27361 on legal documents.

### BUDGET HISTORY



### PERFORMANCE HISTORY

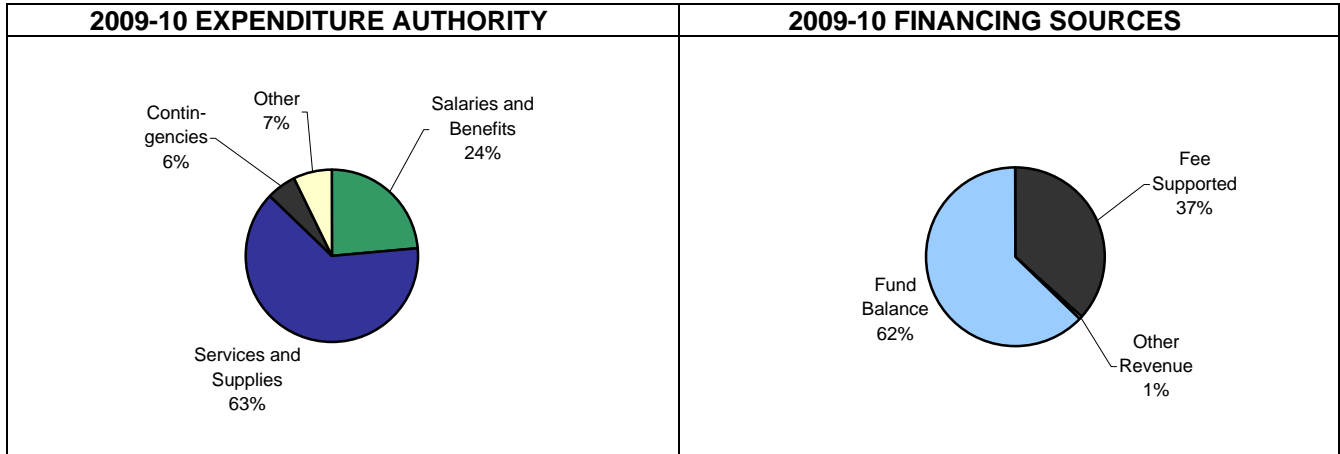
	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Modified Budget	2008-09 Estimate
Appropriation	-	-	-	1,034,032	270,876
Departmental Revenue	-	-	549,032	485,000	467,091
Fund Balance				549,032	
Budgeted Staffing				1	

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriation in this budget unit is typically less than budget. The amount not expended is carried over to the subsequent year's budget.

FISCAL



**ANALYSIS OF PROPOSED BUDGET**



**GROUP:** Fiscal  
**DEPARTMENT:** Auditor/Controller-Recorder  
**FUND:** Recorder Records

**BUDGET UNIT:** SIX REC  
**FUNCTION:** Public Protection  
**ACTIVITY:** Other Protection

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Estimate	2008-09 Final Budget	2009-10 Proposed Budget	Change From 2008-09 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	-	-	-	111,222	115,531	281,462	165,931
Services and Supplies	-	-	-	181,618	663,487	752,108	88,621
Travel	-	-	-	1,296	2,679	2,550	(129)
Land and Improvements	-	-	-	-	-	54,000	54,000
Equipment	-	-	-	-	-	30,000	30,000
Transfers	-	-	-	(23,260)	52,230	243	(51,987)
Contingencies	-	-	-	-	200,105	68,744	(131,361)
<b>Total Appropriation</b>	-	-	-	270,876	1,034,032	1,189,107	155,075
<b>Departmental Revenue</b>							
Use Of Money and Prop	-	-	9,211	9,519	-	9,000	9,000
Current Services	-	-	539,821	457,749	485,000	434,860	(50,140)
Other Revenue	-	-	-	(177)	-	-	-
<b>Total Revenue</b>	-	-	549,032	467,091	485,000	443,860	(41,140)
				Fund Balance	549,032	745,247	196,215
				Budgeted Staffing	1	4	3

Salaries and benefits of \$281,462 include an increase of \$165,931 due to the transfer of 3 positions from the Auditor/Controller-Recorder general fund to this budget unit, including 1 Archives Analyst, 1 Archives Technician, and 1 Storekeeper. The Archives Analyst position will only be filled if this budget unit is awarded a grant.

Services and supplies of \$752,108 show an increase of \$88,621 for professional service contracts for document restoration and document preservation.

Land and improvements of \$54,000 include a provision for a specially designed air conditioning unit to ensure the proper preservation of County's records.

Equipment of \$30,000 includes the purchase of a digital camera and document scanners.

Contingencies of \$68,744 are decreased from the prior year by \$131,361 due to the need to increase budgeted expenditures.

Departmental revenue of \$443,860 shows a decrease of \$41,140 from the prior year due to fewer recorded documents.

