

## Budget & Finance Committee

### Preliminary Questions to Metropolitan Government Departments

#### Responses of Clerk & Master's Office

1. What is the amount of the proposed funding decrease from the previous fiscal year?  
The proposed funding decrease is \$18,900. There is an overall net increase of \$6,100 due to anticipated vendor contractual payment increase. This does not include the FY2020 "targeted savings" amount of \$41,400.
2. Please provide a statement regarding the impact the proposed reductions will have on your department's operations. Specifically, please be sure to address the following questions:
  - a. What services currently provided by your department do you anticipate will be reduced/eliminated? The Clerk & Master's Office does not expect service reduction/elimination.
  - b. What impact will such reduction or elimination have on the residents and businesses of Davidson County? N/A.
  - c. How many department employees do you anticipate will be impacted by the reduction in funding? Eight employees are impacted by the elimination of longevity pay.
3. Regarding the number of FTE employees in your department:
  - a. How many budgeted employees do you have for the current fiscal year? Our office has 16 budgeted employees currently with 18 budgeted positions.
  - b. How many unfilled FTE employees does your department currently have? 2
  - c. How many FTE positions are included in the Mayor's proposed budget? 18
4. Regarding your department's "departmental savings":
  - a. What is the amount of your department's 'targeted savings' for FY2020? \$41,400
  - b. What was your department's budget for FY2020 after the targeted savings? \$1,649,800
  - c. How does that compare with the Mayor's proposed FY2021 budget? \$1,655,900
5. Regarding any previous audits in which your department has participated:
  - a. What operations or expenditures have been audited within the last three years? Five years? Ten years? The Clerk & Master's Office is subject to an annual financial audit as part of Metro's CAFR. This last annual audit was August, 2019. An audit was conducted by the Metro Office of Internal Audit in December, 2015 when there was a transition in the Clerk & Master position. The report is dated March 18, 2016. A performance audit was conducted by the Metro Office of Internal Audit for the audit period of July 1, 2011 to June 30, 2013. The report is dated August 28, 2013.
  - b. Has any capital spending been audited during the last five years? Ten years? No.
  - c. Are there any prior audit recommendations still shown as pending/outstanding? If so, please identify these recommendations and provide a response regarding your department's plan to address the recommendation(s). No.