

## Budget & Finance Committee

### County Clerk Preliminary Questions to Metropolitan Government Departments

1. What is the amount of the proposed funding decrease from the previous fiscal year?  
**\$149,300 reduction in salary & fringe,  
\$ 2,800 reduction in all other expenses  
\$152,100 total reduction (includes savings target)**
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?  
**No services can be reduced. We will continue to serve the citizens of Metropolitan Government & Davidson County to the best of our abilities. Because there was no other place to cut/realize the targeted savings for FY2021, two (2) vacant positions were identified.**
  - b. What impact will such reduction or elimination have on the residents and businesses of Davidson County?  
**The elimination of two (2) positions will result in longer wait times for customers.**
  - c. How many department employees do you anticipate will be impacted by the reduction in funding?  
**No employees would be impacted because the positions are currently vacant.**
3. Regarding the number of FTE employees in your department:
  - a. How many budgeted employees do you have for the current fiscal year?  
**73 full-time positions (73 FTE) and 16 part-time positions (5.35 FTE).**
  - b. How many unfilled FTE employees does your department currently have?  
**5 full-time positions (5 FTE) and 3 part-time/intern positions (.75 FTE) are currently vacant.**
  - c. How many FTE positions are included in the Mayor's proposed budget?  
**From what we understand, the Mayor's proposed budget will include a reduction of 2 positions (2 FTE).**
4. Regarding your department's "departmental savings":
  - a. What is the amount of your department's 'targeted savings' for FY2020?  
**\$122,200 target savings for FY2020**
  - b. What was your department's budget for FY2020 after the targeted savings?  
**The FY2020 budget after targeted savings is \$4,877,200.**
  - c. How does that compare with the Mayor's proposed FY2021 budget?  
**The Mayor's proposed FY2021 budget reduces the County Clerk's budget by \$152,100 to \$4,725,100.**
5. Regarding any previous audits in which your department has participated:
  - a. What operations or expenditures have been audited within the last three years?

**The Statement of Changes in Assets and Liabilities – County Clerk is audited annually. Crosslin and Associates has conducted the audit for the past few years.**

Five years?

**Internal Audit conducted an audit of the Davidson County Clerk's Cash Collection on February 27, 2015.**

Ten years?

**The audits mentioned above are the only ones conducted during my tenure as Davidson County Clerk.**

- b. Has any capital spending been audited during the last five years? **NO**  
Ten years? **We are not aware of any capital spending by the County Clerk's Office prior to 2012.**
- c. Are there any prior audit recommendations still shown as pending/outstanding?  
**NO.**  
If so, please identify these recommendations and provide a response regarding your department's plan to address the recommendation(s).