

Budget & Finance Committee

Preliminary Questions to Metropolitan Government Departments

1. What is the amount of the proposed funding decrease from the previous fiscal year?

The Register of Deeds allocated budget amount for FY 2019-2020 is \$267,100.00. This amount has not changed from the prior year and is anticipated to remain through FY 2020-2021. There has been no decrease or increase in our proposed funding

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?
- b. What impact will such reduction or elimination have on the residents and businesses of Davidson County?
- c. How many department employees do you anticipate will be impacted by the reduction in funding?

The office of the Register of Deeds provides essential services to the citizens and businesses of Davidson County. Legally they cannot be reduced or eliminated. We do not anticipate any reduced, eliminated services nor reduction in employees as the department is already operating on a very lean staff due to not filling positions from retirements and attrition.

3. Regarding the number of FTE employees in your department:
 - a. How many budgeted employees do you have for the current fiscal year?
 - b. How many unfilled FTE employees does your department currently have?
 - c. How many FTE positions are included in the Mayor's proposed budget?

We have no FTE's in our budget.

4. Regarding your department's "departmental savings":
 - a. What is the amount of your department's 'targeted savings' for FY2020?
 - b. What was your department's budget for FY2020 after the targeted savings?
 - c. How does that compare with the Mayor's proposed FY2021 budget?

Answers:

- a. Our FY2020 targeted savings was \$6,900.00.
- b. Our department's budget for FY2020 after the targeted savings was \$260,200.00
- c. Our department's budget for FY2021 is the same as for FY2020.

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?
 - b. Has any capital spending been audited during the last five years? Ten years?
 - 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).

Answers:

Karen Johnson was elected to office in September 2018 and requested an audit of the books. She wanted a clear picture of the financial status of the office and the Metro Internal Audit conducted an audit 2018-2019.

Some of the items reviewed included:

- a. Accounts and reconciliations;
 - b. Cash receipting;
 - c. Payroll records; and
 - d. Office procedures and controls.
- b. We do not have any capital spending.
 - c. The only outstanding item recommended by the Auditor is a compensation study.

The compensation study is an ongoing project. Due to the expense and complexity, this study will take some time to complete.