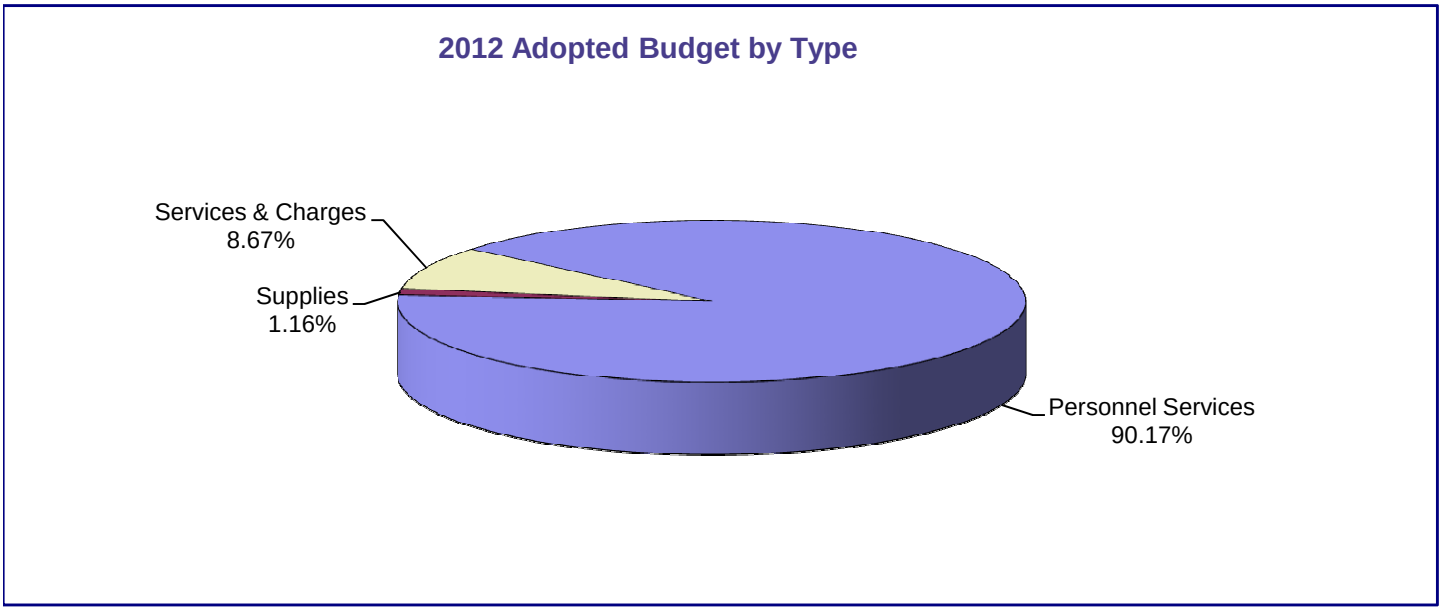
## Village of Palatine
## CY 2012 Adopted Budget - Expenditure Overview

**Department 14 Village Clerk**

| Expenditures by Division | 2011 Adopted Budget | 2012 Adopted Budget | % Change |
|---|---|---|---|
| Administration | $ 201,025 | $ 197,575 | -1.72% |
| **Department Total: Village Clerk** | **201,025** | **197,575** | **-1.72%** |

| Expenditures by Type | | | |
|---|---|---|---|
| Personnel Services | $ 177,225 | $ 178,150 | 0.52% |
| Supplies | 2,800 | 2,300 | -17.86% |
| Services & Charges | 21,000 | 17,125 | -18.45% |
| **Department Total: Village Clerk** | **201,025** | **197,575** | **-1.72%** |



**Department 14 Village Clerk**

### Prior Year - Status

* Continue processing Passport Applications.

  ***On-going***

* Disseminate information as it relates to the 2011 Consolidated Elections.

  ***Complete***

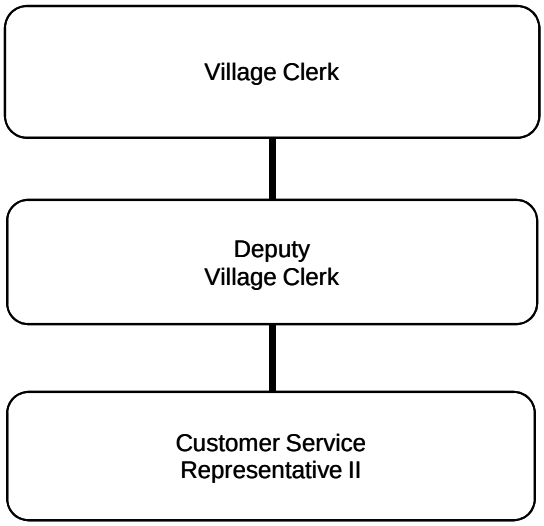
* Reorganize/restructure Village owned property files.

  ***On-going***

### Current Year

* Enhance on-line updates of Village Code modifications.
* Continue to digitize historic written documents.

**Department 14 Village Clerk**



## Village of Palatine
## CY 2012 Adopted Budget - Personnel Summary

**Department 14 Village Clerk**

| Position | 2010 Adopted Budget | 2011 Adopted Budget | 2012 Adopted Budget |
|---|---|---|---|
| Village Clerk | 1 | 1 | 1 |
| Deputy Village Clerk | 1 | 1 | 1 |
| Customer Service Representative II | 1 | 1 | 1 |
| Full-Time Total | 3 | 3 | 3 |
| **Department Total: Village Clerk** | **3** | **3** | **3** |

**Department 14 Village Clerk**

**Department Description**

The Village Clerk's office carries out the statutory requirements by complying with the Local Records Act, Freedom of information Act, Open Meetings Act & Election Laws. The Clerk's office administers both the Village's Ethics Ordinance and Cook County's Statement of Economic Interest, and keeps the Village properties tax-exempt. The Clerk's office provides research and retrieval of documents for all Departments, as well as the Village Attorneys. By drafting ordinances, resolutions, liens, and recording documents, the Clerk's office saves legal fees. Maximum electoral participation is encouraged by providing voter registration, assisting with early voting and accepting nominating petitions for consolidated elections. The Clerk's office manages and preserves records in compliance with state statutes and also provides notary service, accepts passport applications, and is utilizing Laser fiche (the document imaging system).

**Department Objectives**

1 Continued compliance with statutory requirements with Open Meetings Act, Freedom of Information Act and Local Records Act.

2 Combine previous indexes of minutes, ordinances and resolutions into Laser fiche for a more streamlined search process.

3 Continued conversion of previous years minutes, ordinances and resolutions into Laser fiche for easier and faster retrieval of records.

**Budget Summary**

| | 2010 Actual | 2011 Adopted Budget | 2012 Adopted Budget |
|---|---|---|---|
| **Expenditures** | | | |
| Personnel Services | $ 173,774 | $ 177,225 | $ 178,150 |
| Supplies | 762 | 2,800 | 2,300 |
| Services & Charges | 13,560 | 21,000 | 17,125 |
| **Department Total** | **$ 188,096** | **$ 201,025** | **$ 197,575** |
| **Personnel Summary** | | | |
| Full-Time | 3 | 3 | 3 |
| Part-Time | 0 | 0 | 0 |

## Village of Palatine
## CY 2012 Adopted Budget - Expenditures

| Account Number | Description | 2011 Adopted Budget | 2012 Adopted Budget |
|---|---|---|---|
| **Fund 100** | **General Fund** | | |
| **Department 14** | **Village Clerk** | | |
| **Division 01** | **Administration** | | |
| Salaries | | | |
| 500.05 | Salaries Full Time | 121,315 | 121,950 |
| 500.20 | Salaries Overtime | 1,000 | 1,000 |
| 500.25 | Salaries Special Compensation | 750 | 1,050 |
| Total: Salaries | | $ 123,065 | $ 124,000 |
| Total: Taxes & Benefits | | 54,160 | 54,150 |
| Supplies | | | |
| 520.05 | Office Supplies General | 1,100 | 1,100 |
| 520.10 | Office Supplies Paper | 200 | 200 |
| 525.95 | Operating Supplies Other | 1,500 | 1,000 |
| Total: Supplies | | 2,800 | 2,300 |
| Services & Charges | | | |
| 540.95 | Services Other | 9,000 | 7,000 |
| 550.05 | Printing/Advertising Legal Notices | 7,800 | 6,000 |
| 565.05 | Repair and Maintenance Machinery & Equipment | 1,200 | 1,200 |
| 575.10 | Other Memberships & Publications | 950 | 875 |
| 575.15 | Other Training & Travel | 2,050 | 2,050 |
| Total: Services & Charges | | 21,000 | 17,125 |
| **Division Total: Administration** | | **201,025** | **197,575** |
| **Department Total: Village Clerk** | | **201,025** | **197,575** |
| **Fund Total: General Fund** | | **201,025** | **197,575** |