



Sherry Witt
KNOX COUNTY CLERK

TO

GLENN JACOBS

KNOX COUNTY MAYOR

November 2019

County Clerk
Period Ended November 2019

Glenn Jacobs
County Mayor of Knox County, Tennessee

In compliance with the appropriate sections of the Tennessee Code Annotated, I respectfully submit the report of my office for the month ending 11/30/2019.



Sherry Witt, County Clerk

STATE OF TENNESSEE
COUNTY OF KNOX

Personally appeared before me, in the county aforesaid, Sherry Witt, County Clerk of said county, who makes oath in due form of law that the foregoing report is full, true, and correct to the best of her knowledge and belief.

Sworn and subscribed to before me this 11th day of December, 20 19.


Notary Public

My Commission Expires 10-1-2022



County Clerk
Statistical Data on Salaries
November 2019

	Authorized By Salary Suit	Actual
Number of Regular Employees	87	79
Total Salaries, Regular Employees	\$ 446,807.41	\$ 522,273.40 *
Number of Extra employees	As Needed	4
Total Salaries, Extra Employees	\$ 20,000.00	\$ 9,402.60

* Longevity pay November - \$12,728.80

* 3 payrolls - November

County Clerk
Assets and Liabilities
November 2019

Assets	Beginning Balance 11/1/2019	Debits	Credits	Balance As of 11/30/2019
Cash on Hand	107,603.53	3,750,484.05	3,736,668.67	121,418.91
First Tennessee Commercial Bank	24,583.98	-	-	24,583.98
FirstBank	-	-	-	-
FirstBank	2,188,946.86	6,244,873.81	6,280,852.23	2,152,968.44
FirstBank	5,085,461.16	1,579,123.02	2,500,000.00	4,164,584.18
Credit Card Receivables	332,585.04	1,414,899.19	1,487,325.65	260,158.58
Total Assets	7,739,180.57	12,989,380.07	14,004,846.55	6,723,714.09

* Commercial Bank account closed 10/31/19

Liabilities	Beginning Balance 11/1/2019	Debits	Credits	Balance As of 11/30/2019
Due to State	3,487,711.87	3,544,386.53	2,699,650.54	2,642,975.88
Due to County	2,225,920.42	2,306,198.85	2,166,763.95	2,086,485.52
Due to Litigants, Heirs, Others	67,873.15	198,901.35	175,566.04	44,537.84
Due to Out of State Contractors	100,000.00	-	1,500.00	101,500.00
Clerk-Fee Commission Account	1,857,675.13	538,739.90	529,279.62	1,848,214.85
Total Liabilities	7,739,180.57	6,588,226.63	5,572,760.15	6,723,714.09

County Clerk
 Receipts and Disbursements
 Financial Transaction-Due to County-Due to State
 November 2019

	RECEIPTS	DUE TO COUNTY	DUE TO STATE	CLERK FEES
Beer Tax	198,220.03	188,309.03		9,911.00
Marriage License - County	2,160.00	2,052.00		108.00
Wheel Tax	990,997.00	941,447.15		49,549.85
Hotel, Motel Tax	972,943.92	953,485.04		19,458.88
Beer Privilege Fee	34.00	32.30		1.70
Beer Fines	-	-		-
Liquor Privilege Tax	750.00	712.50		37.50
Helping Schools	210.00	210.00		-
Beer Permit Applications	250.00	237.50		12.50
Marriage License - State	3,240.00		3,078.00	162.00
State Premarital Training - Marriage License	9,720.00		9,720.00	-
State & Local Sales Tax Autos	1,095,663.90		1,040,880.70	54,783.20
State & Local Sales Tax Boats	25,615.50		24,334.73	1,280.77
Dogs on Patios	-	-		-
MVD Renewals & Registrations	1,445,247.36		1,445,247.36	-
Organ Donor	1,231.78		1,231.78	-
MFG Home Installation Permits	-		-	-
Totals	4,746,283.49	2,086,485.52	2,524,492.57	135,305.40

County Clerk
Fee Account
November 2019

Clerk's Fee Account

Beginning Balance 11/1/2019	1,857,675.13
Additions:	525,348.58
Passports (\$24,450.00)	
Interest (\$9,367.75)	
EIVS (\$1,105.00)	
Mail Fees (\$17,035.20)	
Marriage License (\$2,700.00)	
Business License (\$3,225.00)	
Miscellaneous Receipts (\$6,567.27)	
Renewals (\$55,030.00)	
Titles (\$118,130.50)	
State Payment Business Taxes (\$59,532.80)	
State Payment Title Printing (\$59,414.00)	
Returned Checks/Funds Collected (\$125.00)	
Clerk Fees Driver License (\$22,612.00)	
Clerk Percent Fees-County/State (\$135,305.40)	
Earmarked funds received (\$10,748.66)	
Disbursements	534,808.86
Knox County-Payroll (\$531,676.00)	
TeleCheck Fee (\$2,733.10)	
Clerk Errors (\$332.76)	
Credit Card dispute (\$67.00)	
Ending Balance 11/30/2019	1,848,214.85
	1,848,214.85

County Clerk
 Bank Reconcilations
 Commercial Bank, First Tennessee Bank, FirstBank
 November 2019

Per Bank Statements:

FirstBank - Main Account	\$ 2,234,935.54
FirstBank - State Account/Credit Cards	\$ 4,164,584.18
First Tennessee Bank	<u>\$ 24,583.98</u>

Total Per Bank Statements	<u><u>\$ 6,424,103.70</u></u>
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Deposit in bank not on books-wire transfer for Hotel/Motel Tax	(15,900.74)
Remote Capture correction-bank did not correct October 2019	(265.00)
Duplicate je deposit one time in bank, gl posted two times	1,092.00
Add Deposits in Transit FirstBank -Main Account:	<u>\$ 126,054.36</u>

Total	<u><u>110,980.62</u></u>
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Deduct Outstanding Checks FirstBank-Main Account:

131 checks outstanding as of 11/30/2019	\$ 192,947.72
	<u>192,947.72</u>

Balance per County Clerk's Books	<u><u>\$ 6,342,136.60</u></u>
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