



Sherry Witt
KNOX COUNTY CLERK

TO

GLENN JACOBS

KNOX COUNTY MAYOR

October 2019

County Clerk
Period Ended October 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 10/31/2019.



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 12th day of November, 2019.



Notary Public

My Commission Expires 10-1-2022



County Clerk

Statistical Data on Salaries

October 2019

	Authorized By Salary Suit	Actual
Number of Regular Employees	87	79
Total Salaries, Regular Employees	\$ 446,807.41	\$ 343,763.89
Number of Extra employees	As Needed	4
Total Salaries, Extra Employees	\$ 20,000.00	\$ 6,381.55

County Clerk
Assets and Liabilities
October 2019

Assets	Beginning Balance 10/1/2019	Debits	Credits	Balance As of 10/31/2019
Cash on Hand	106,446.83	4,514,461.06	4,513,304.36	107,603.53
First Tennessee Commercial Bank	24,583.98	-	-	24,583.98
FirstBank	2,175.88	8,376.32	10,552.20	-
FirstBank	2,535,913.70	6,698,215.55	7,045,182.39	2,188,946.86
FirstBank	4,401,659.77	1,933,801.39	1,250,000.00	5,085,461.16
Credit Card Receivables	458,114.37	1,831,286.84	1,956,816.17	332,585.04
Accounts Rec-TeleCheck	-			-
Total Assets	7,528,894.53	14,986,141.16	14,775,855.12	7,739,180.57

Liabilities	Beginning Balance 10/1/2019	Debits	Credits	Balance As of 10/31/2019
Due to State	3,096,358.50	3,180,954.85	3,572,308.22	3,487,711.87
Due to County	2,191,676.38	2,313,542.37	2,347,786.41	2,225,920.42
Due to Litigants, Heirs, Others	55,262.76	199,758.87	212,369.26	67,873.15
Due to Out of State Contractors	99,000.00	-	1,000.00	100,000.00
Clerk-Fee Commission Account	2,086,548.89	1,772,331.63	1,543,457.87	1,857,675.13
Total Liabilities	7,528,846.53	7,466,587.72	7,676,921.76	7,739,180.57

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

	RECEIPTS	DUE TO COUNTY	DUE TO STATE	CLERK FEES
Beer Tax	188,749.62	179,312.14		9,437.48
Marriage License - County	4,440.00	4,218.00		222.00
Wheel Tax	1,302,486.50	1,237,362.18		65,124.32
Hotel, Motel Tax	819,782.50	803,386.85		16,395.65
Beer Privilege Fee	334.00	317.30		16.70
Beer Fines				
Liquor Privilege Tax	1,250.00	1,187.50		62.50
Helping Schools	136.45	136.45		
Beer Permit Applications				
Marriage License - State	6,660.00		6,327.00	333.00
State Premarital Training - Marriage License	21,060.00		21,060.00	
State & Local Sales Tax Autos	1,522,053.50		1,445,950.82	76,102.68
State & Local Sales Tax Boats	64,219.55		61,008.57	3,210.98
Dogs on Patios				
MVD Renewals & Registrations	1,805,129.42		1,805,129.42	
Organ Donor	1,674.75		1,674.75	
MFG Home Installation Permits	740.00		740.00	
Totals	5,738,716.29	2,225,920.42	3,341,890.56	170,905.31

County Clerk
Fee Account
October 2019

Clerk's Fee Account	Beginning Balance 10/1/2019	2,086,596.89
	Additions:	574,963.36
	Passports (32,980.00)	
	Interest (\$11,573.55)	
	EIVS (\$1,380.00)	
	Mail Fees (\$20,492.10)	
	Marriage License (\$5,550.00)	
	Business License (\$4,155.00)	
	Miscellaneous Receipts (\$7,731.12)	
	Renewals (\$72,842.50)	
	Titles (\$129,238.01)	
	State Payment Business Taxes (\$23,317.37)	
	State Payment Title Printing (\$31,088.00)	
	Returned Checks/Funds Collected (\$150.00)	
	Clerk Fees Driver License (\$28,440.00)	
	Clerk Percent Fees-County/State (\$170,905.31)	
	Earmarked funds received (\$35,120.40)	
	Disbursements	803,885.12
	Knox County-Payroll (\$350,145.54)	
	TeleCheck Fee (\$2,700.00)	
	1st Qtr FY2020 Excess Fees (\$451,014.58)	
	Clerk Errors (\$25.00)	
	Ending Balance 10/31/2019	1,857,675.13

County Clerk
 Bank Reconciliations
 Commercial Bank, First Tennessee Bank, FirstBank
 October 2019

Per Bank Statements:

FirstBank - Main Account	\$ 1,985,509.77
FirstBank - State Account/Credit Cards	\$ 5,085,461.16
Commercial Bank-Main (Account closed 10/31/19)	\$ -
First Tennessee Bank	<u>\$ 24,583.98</u>

Total Per Bank Statements	<u><u>\$ 7,095,554.91</u></u>
---------------------------	-------------------------------

Deposit in bank not on books-Change from offices with new change each clerk	(2,599.20)
Remote Capture correction-bank did not correct October 2019	(265.00)
Add Deposits in Transit FirstBank -Main Account:	<u>\$ 221,890.74</u>

Total	<u><u>219,026.54</u></u>
-------	--------------------------

Deduct Outstanding Checks FirstBank-Main Account:	
98 checks outstanding as of 10/31/2019	\$ 15,589.45

Deduct Outstanding Checks Commercial Bank-Main Account:	\$ -
(96 check \$8262.32-sent to unclaimed property, 1 check reissued-\$114, 15 checks held to remit/reissue to unclaimed property 2020)	
	<u>15,589.45</u>

Balance per County Clerk's Books	<u><u>\$ 7,298,992.00</u></u>
----------------------------------	-------------------------------