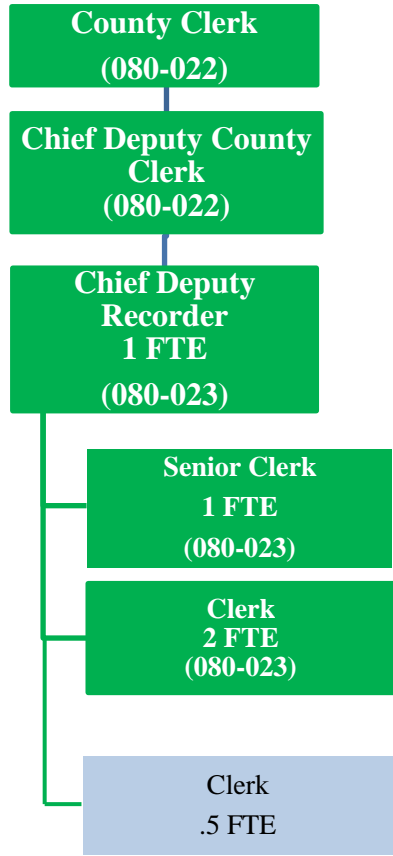


RECORDER AUTOMATION
Fund 614-023



Recorder Automation Fund position: .5 FTE

The Recorder Automation Fund was established pursuant to Public Act 83-1321 to be used for: (1) a document storage system to provide the equipment, materials and necessary expenses incurred to help defray the cost of implementing and maintaining such a document records system; and (2) a system to provide electronic access to those records. The statutory authority for the county board to impose the fee is defined in Division 4-4 – County Clerk Fees – First and Second Class Counties – of the Counties Code (55 ILCS 5/).

MISSION STATEMENT

The accurate and efficient recording and indexing of land records and miscellaneous documents recorded within Champaign County, and to provide prompt and courteous service, to integrate our office records with other county and governmental organizations, and to increase access to documents and data within our office. To continually work to update archival records to new technology while maintaining their historical integrity.

BUDGET HIGHLIGHTS

In FY2022 two full time staff members were moved back to the General Fund. Revenues have continued to increase due in large part to a better web presence and increased digital offerings available to our Laredo customers. This current budget year is balanced due to the movement of personnel out of the fund. We continue to look for ways to integrate our office with other offices to improve efficiency.

FINANCIAL

Fund 614 Dept 023			2020 Actual	2021 Original	2021 Projected	2022 Budget
341	33	RECORDING FEES	\$225,559	\$175,000	\$200,000	\$180,000
		FEES AND FINES	\$225,559	\$175,000	\$200,000	\$180,000
361	10	INVESTMENT INTEREST	\$1,483	\$5,000	\$130	\$5,000
		MISCELLANEOUS	\$1,483	\$5,000	\$130	\$5,000
REVENUE TOTALS			\$227,042	\$180,000	\$200,130	\$185,000
511	3	REG. FULL-TIME EMPLOYEES	\$58,243	\$62,621	\$62,621	\$0
511	4	REG. PART-TIME EMPLOYEES	\$745	\$15,629	\$15,629	\$15,611
511	5	TEMP. SALARIES & WAGES	\$16,596	\$13,403	\$0	\$10,000
513	1	SOCIAL SECURITY-EMPLOYER	\$1,327	\$2,221	\$2,221	\$2,220
513	2	IMRF - EMPLOYER COST	\$53	\$1,074	\$1,074	\$822
513	4	WORKERS' COMPENSATION INS	\$274	\$263	\$263	\$273
513	5	UNEMPLOYMENT INSURANCE PERSONNEL	\$401 \$77,639	\$466 \$95,677	\$466 \$82,274	\$468 \$29,394
522	1	STATIONERY & PRINTING	\$1,392	\$2,000	\$2,000	\$2,500
522	2	OFFICE SUPPLIES	\$2,281	\$5,000	\$5,000	\$5,000
522	44	EQUIPMENT LESS THAN \$5000 COMMODITIES	\$5,831 \$9,504	\$7,000 \$14,000	\$7,000 \$14,000	\$10,000 \$17,500
533	7	PROFESSIONAL SERVICES	\$31,209	\$32,000	\$32,000	\$32,000
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$100	\$100	\$200
533	29	COMPUTER/INF TCH SERVICES	\$27,285	\$35,000	\$35,000	\$35,000
533	33	TELEPHONE SERVICE	\$0	\$100	\$0	\$100
533	36	WASTE DISPOSAL & RECYCLNG	\$39	\$0	\$0	\$0
533	42	EQUIPMENT MAINTENANCE	\$179	\$500	\$500	\$500
533	51	EQUIPMENT RENTALS	\$0	\$500	\$500	\$500
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$100	\$0	\$100
533	71	BLUEPRINT,FILM PROCESSING	\$13,891	\$5,000	\$8,000	\$8,000
533	95	CONFERENCES & TRAINING	\$70	\$50	\$50	\$200
534	37	FINANCE CHARGES,BANK FEES SERVICES	\$78 \$72,751	\$0 \$73,350	\$0 \$76,150	\$0 \$76,600
544	33	OFFICE EQUIPMENT & FURNIS CAPITAL	\$55,600 \$55,600	\$55,600 \$55,600	\$55,600 \$55,600	\$55,600 \$55,600

EXPENDITURE TOTALS**\$215,494****\$238,627****\$228,024****\$179,094*****FUND BALANCE***

FY2020 Actual	FY2021 Projected	FY2022 Budgeted
\$490,996	\$463,102	\$469,008

Fund balance is used for expenditures per statute.

FULL TIME EMPLOYEE HISTORY

FY2018	FY2019	FY2020	FY2021	FY2022
2.5	2.5	2.5	2.5	0.5

DESCRIPTION

The automation fund makes possible various new software products that improve our efficiency and accuracy. Development of an online error reporting system is still being worked on. We continue to make progress on our digitizing and back indexing efforts.

OBJECTIVES

- Increase the documents recorded and filed electronically
- Update past recorded documents to digital format, continuing until all documents back to 1975 are digitized and indexed
- Digitize and index all county plats
- Make the Grantor and Grantee Indexes more easily searchable by computer, to protect over usage of the original books
- Increase number of paid users of the internet program and Monarch, our new bulk copy program
- Continue to enhance, through technology, the delivery of information and documents to the public

PERFORMANCE INDICATORS

Indicator	2020 Actual	2021 Projected	2022 Budgeted
Number of documents recorded & filed electronically	12,230	20,000	17,500
Number of old documents converted to digital format	25,000	25,000	100,000
Error Corrections	250	250	500
Number of documents back indexed	20,000	20,000	20,000