



Sherry Witt
KNOX COUNTY CLERK

TO

GLENN JACOBS

KNOX COUNTY MAYOR

February 2020

County Clerk

Period Ended February 2020

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 2/29/2020.



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.

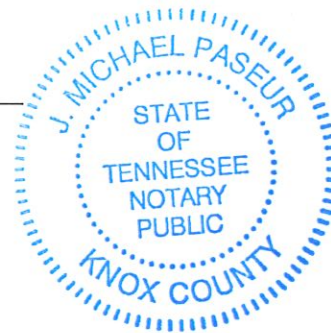
Sworn and subscribed to before me this 12th day of March, 2020.



Notary Public

My Commission Expires

10-1-2022



County Clerk

Statistical Data on Salaries

February 2020

	Authorized By Salary Suit	Actual
Number of Regular Employees	87	79
Total Salaries, Regular Employees	\$ 446,807.41	\$ 340,965.62
Number of Extra employees	As Needed	3
Total Salaries, Extra Employees	\$ 20,000.00	\$ 6,893.10

County Clerk
Assets and Liabilities
February 2020

Assets	Beginning Balance 2/1/2020	Debits	Credits	Balance As of 2/29/2020
Cash on Hand	106,423.92	3,872,864.37	3,872,394.92	106,893.37
First Tennessee	24,583.98	-	-	24,583.98
FirstBank	3,434,258.81	4,861,313.81	5,761,717.04	2,533,855.58
FirstBank	3,441,929.35	1,676,182.63	1,000,000.00	4,118,111.98
Credit Card Receivables	358,192.89	1,689,233.72	1,607,329.78	440,096.83
Total Assets	7,365,388.95	12,099,594.53	12,241,441.74	7,223,541.74

Liabilities	Beginning Balance 2/1/2020	Debits	Credits	Balance As of 2/29/2020
Due to State	3,452,113.87	3,539,344.18	3,304,053.59	3,216,823.28
Due to County	1,916,605.93	2,013,624.32	1,903,722.50	1,806,704.11
Due to Litigants, Heirs, Others	84,073.73	202,072.42	188,486.96	70,488.27
Due to Out of State Contractors	102,000.00	500.00	2,000.00	103,500.00
Clerk-Fee Commission Account	1,810,595.42	363,444.73	578,875.39	2,026,026.08
Total Liabilities	7,365,388.95	6,118,985.65	5,977,138.44	7,223,541.74

County Clerk
 Receipts and Disbursements
 Financial Transaction-Due to County-Due to State
 February 2020

	RECEIPTS	DUE TO COUNTY	DUE TO STATE	CLERK FEES
Beer Tax	167,666.15	159,282.84		8,383.31
Marriage License - County	2,550.00	2,422.50		127.50
Wheel Tax	1,147,728.50	1,090,342.08		57,386.42
Hotel, Motel Tax	561,397.74	550,169.79		11,227.95
Beer Privilege Fee	1,660.00	1,577.00		83.00
Beer Fines				
Liquor Privilege Tax	2,600.00	2,470.00		130.00
Helping Schools	202.40	202.40		-
Beer Permit Applications	250.00	237.50		12.50
Marriage License - State	3,825.00		3,633.75	191.25
State Premarital Training - Marriage License	13,080.00		13,080.00	-
State & Local Sales Tax Autos	1,511,067.31		1,435,513.94	75,553.37
State & Local Sales Tax Boats	39,820.06		37,829.06	1,991.00
Dogs on Patios				
MVD Renewals & Registrations	1,586,193.37		1,586,193.37	
Organ Donor	1,365.85		1,365.85	-
MFG Home Installation Permits	-			
Totals	5,039,406.38	1,806,704.11	3,077,615.97	155,086.30

County Clerk
Fee Account
February 2020

Clerk's Fee Account	Beginning Balance 2/1/2020	1,810,595.42
	Additions:	574,345.68
	Passports (\$41,930.00)	
	Interest (\$8,797.14)	
	EIVS (\$1,630.00)	
	Mail Fees (\$20,658.85)	
	Marriage License (\$3,187.50)	
	Business License (\$4,335.00)	
	Miscellaneous Receipts (\$6,768.88)	
	Renewals (\$64,859.50)	
	Returned Checks collected (\$150.00)	
	Titles (\$108,989.24)	
	State Payment Business Taxes (\$54,629.02)	
	State Payment Title Printing (\$58,310.00)	
	Clerk Fees Driver License (\$29,636.00)	
	Clerk Percent Fees-County/State (\$155,086.30)	
	Earmarked funds received (\$15,378.25)	
	Disbursements	358,871.02
	Knox County-Payroll (\$347,858.72)	
	TeleCheck Fee (\$2,700.00)	
	Clerk Errors (\$88.25)	
	Excess Fees (\$0.00)	
	Returned Checks (\$0.00)	
	Computer equip/supplies earmarked funds (\$8,224.05)	
	Ending Balance 2/29/2020	2,026,070.08

County Clerk
Bank Reconciliations
First Horizon Bank, FirstBank
February 2020

Per Bank Statements:

FirstBank - Main Account	\$ 2,330,789.94
FirstBank - State Account/Credit Cards	\$ 4,118,111.98
First Horizon Bank	<u>\$ 24,583.98</u>

Total Per Bank Statements \$ 6,473,485.90

Deposit on bank, posted incorrect GL account

Add Deposits in Transit FirstBank - Main Account: \$ 223,484.77

Total 223,484.77

Deduct Outstanding Checks FirstBank - Main Account:

178 checks outstanding as of 2/29/2020 \$ 20,419.13

Total 20,419.13

Balance per County Clerk's Books

\$ 6,676,551.54