

# 25 Clerk & Master-At a Glance

**Mission** The Clerk and Master's office administers and maintains Chancery Court case files and records as directed by the Chancellors or required by law. It collects and reports revenue from court costs and delinquent tax sales, and deposits funds pursuant to court order or law. The office provides public records and information. The role of the office is also judicial, as the Clerk and Master hears matters referred by the Chancellors.

## Budget Summary

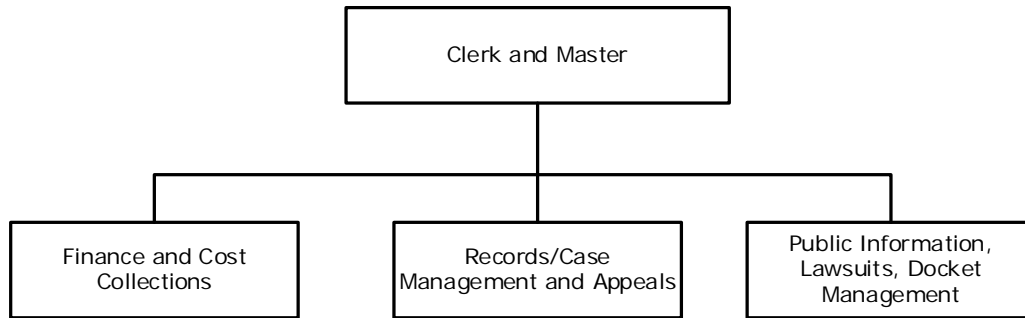
|   | 2014-15             | 2015-16             | 2016-17             |
|---|---------------------|---------------------|---------------------|
| <b>Expenditures and Transfers:</b>      |                     |                     |                     |
| GSD General Fund                        | \$ 1,458,600        | \$ 1,489,300        | \$ 1,552,100        |
| <b>Total Expenditures and Transfers</b> | <u>\$ 1,458,600</u> | <u>\$ 1,489,300</u> | <u>\$ 1,552,100</u> |
| <b>Revenues and Transfers:</b>          |                     |                     |                     |
| Program Revenue                         |                     |                     |                     |
| Charges, Commissions, and Fees          | \$ 1,260,000        | \$ 1,193,800        | \$ 1,100,000        |
| Other Governments and Agencies          | 0                   | 0                   | 0                   |
| Other Program Revenue                   | 0                   | 0                   | 0                   |
| <b>Total Program Revenue</b>            | <u>\$ 1,260,000</u> | <u>\$ 1,193,800</u> | <u>\$ 1,100,000</u> |
| Non-program Revenue                     | 48,800              | 56,700              | 50,400              |
| Transfers From Other Funds and Units    | 0                   | 0                   | 0                   |
| <b>Total Revenues</b>                   | <u>\$ 1,308,800</u> | <u>\$ 1,250,500</u> | <u>\$ 1,150,400</u> |
| <b>Expenditures Per Capita</b>          | \$ 2.21             | \$ 2.23             | \$ 2.29             |

|                  |                          |    |    |    |
|------------------|--------------------------|----|----|----|
| <b>Positions</b> | Total Budgeted Positions | 18 | 18 | 18 |
|------------------|--------------------------|----|----|----|

|                 |                                 |                                      |
|-----------------|---------------------------------|--------------------------------------|
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# 25 Clerk & Master-At a Glance

## Organizational Structure



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## Programs

### Administration

Administration  
Non-allocated Financial Transactions

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## Budget Changes and Impact Highlights

| Recommendation                              |     |          | Impact   |
|---|-----|----------|--|
| <b>Training Costs</b>                       |     |          |  |
| Travel Funding                              | GSD | \$6,000  | Funds travel costs to attend training seminars and conferences   |
| Registration Funding                        | GSD | 5,000    | Funds conference costs for new case management system training   |
| <b>Non-allocated Financial Transactions</b> |     |          |  |
| Pension Savings                             | GSD | (19,200) | Savings realized through reduced cost for fringe benefits  |
| Internal Service Charges*                   | GSD | 9,200    | Delivery of centrally provided services including information systems, fleet management, radio, and surplus property |
| Pay Plan Adjustment                         | GSD | 61,800   | Supports the hiring and retention of a qualified workforce   |
| <b>General Services District Total</b>      |     | \$62,800 |  |
| <b>TOTAL</b>                                |     | \$62,800 |  |

\* See Internal Service Charges section for details