

Office of the Suffolk County Clerk

2013 Annual Report



February 1, 2014

Judith A. Pascale
Suffolk County Clerk

SUFFOLK COUNTY CLERK



JUDITH A. PASCALE

February 1, 2014

Honorable Steve Bellone
Suffolk County Executive

Honorable Members of the
Suffolk County Legislature

Ladies and Gentlemen:

In compliance with Section 406 of County Law, I hereby submit the Suffolk County Clerk's Annual Report for fiscal year 2013. The duties of the County Clerk's Office are mandated by the State Constitution and by state and local law. These duties are executed by a dedicated staff that works diligently to serve the public.

The work of the Clerk's Office affects and services more residents of Suffolk County than any other county office. Every deed, mortgage, lien, judgment, business certificate or incorporation, U.C.C. document, civil and criminal court record, notary public and veteran discharge is filed or recorded with the Clerk's Office.

The Suffolk County Clerk's Office is the busiest Clerk's Office in New York State. Hundreds of thousands of vital property, business and court documents are filed or recorded annually. These records must be maintained in perpetuity. In addition, the County Clerk is responsible for safeguarding the vital historical records of the County, as well as the records of other county departments stored in our Records Center at the BOMARC facility in Westhampton.

Despite the current economic climate, my office continues to be the one of the largest revenue generating offices in the County, delivering **\$20 million to the General Fund in 2013** as compared to \$17.8 million in 2012.

The Clerk's Office collected **\$332,903,244** in revenue for 2013 as compared to \$260 million in 2012. The County Treasurer received from this amount the following: **\$20,006,661** County Clerk fees; **\$13,482,480** in Real Property verification fees and **\$493,119** from the Court Fund. Thus, **\$33,982,260** in revenue was turned over to the County. In addition, the County Treasurer received **\$11,575,550** Prepaid and **\$83,907,479** in Community Preservation Funds. The total expenditures for the operation of the Clerk's Office are more than offset by user fees generated and revenue collected.

Of the remaining amounts, **\$70,426,022** of Real Estate Transfer Tax was paid to the New York State Department of Taxation and Finance; **\$12,330,245** collected from Court Revenue was paid to the New York State Comptroller; **\$55,395,234** from Mortgage Tax was distributed to the ten towns of Suffolk County; **\$31,982,902** from Mortgage Tax was forwarded to the Metropolitan Transit Authority; **\$21,730,102** was forwarded to the State's Special Assistance accounts; **\$2,828,003** was forwarded to the State of New York Mortgage Agency; **\$1,097,236** was paid to the Commissioner of Taxation for the New York Commissioner of Education; **\$3,291,707** was paid to the Commissioner of Taxation and Finance for the New York State Cultural Fund; **\$4,106,407** was paid to the New York State Equalization and Assessment Office; **\$252,600** was paid to the New York State Department of State for notaries and **\$66,822** in interest earnings was paid to various agencies.

In 2013, the Clerk's Office reached an unprecedented milestone by collecting in excess of \$20 million to the County's general fund. This is the largest amount ever collected in the history of this office. My dedicated staff worked tirelessly to achieve these results. If not for the support of both the Executive and Legislative branches of government in providing my office with the resources needed, this milestone would not be a reality.

In 2013, the Clerk's Office continued with the "**Deed Alert Notification Program**" informing the public that, if requested, the Clerk would provide a certified deed of their property at the official government fee of \$5.00. This program was implemented when private deed service companies solicited homeowners offering a certified copy of their deed at costs well above the current County Clerk fee of \$5.00 (in some cases twenty times the amount).

In 2013, the County Executive and Legislature approved funding for the upgrade of the **Clerk's Court Minutes System**. This funding has allowed us to take the next step in complying with the New York State's E-Filing Program. In fact, in March of this year, the Office of Court Administration has mandated the mandatory electronic filing of Small Claims Assessment Review Petitions (SCARPS) and Foreclosures.

In 2013, the County Executive and Legislature approved funding for the upgrade of the **Clerk's Record Retrieval System**. Due to New York State mandates and legislation moving forward related to the electronic recording of land documents, it is critical that the Clerk's Office has the tools necessary to effectuate such a task.

My goals for the Suffolk County Clerk's Office continue to be *privacy protection*, the continued pursuit of *innovative technology*, *responsive constituent service*, *efficiency*, *productivity* and *revenue generation*. These goals have been strategically implemented in all work flow processes and employee culture.

As the State moves forward with legislation allowing for the *electronic filing and recording of documents*, my office continues to be at the forefront of this new technology and will continue to work closely with NYSACC to ensure that County Clerks have the tools and resources necessary to accept the electronic transmission of documents in the most efficient, proper, and cost effective manner.

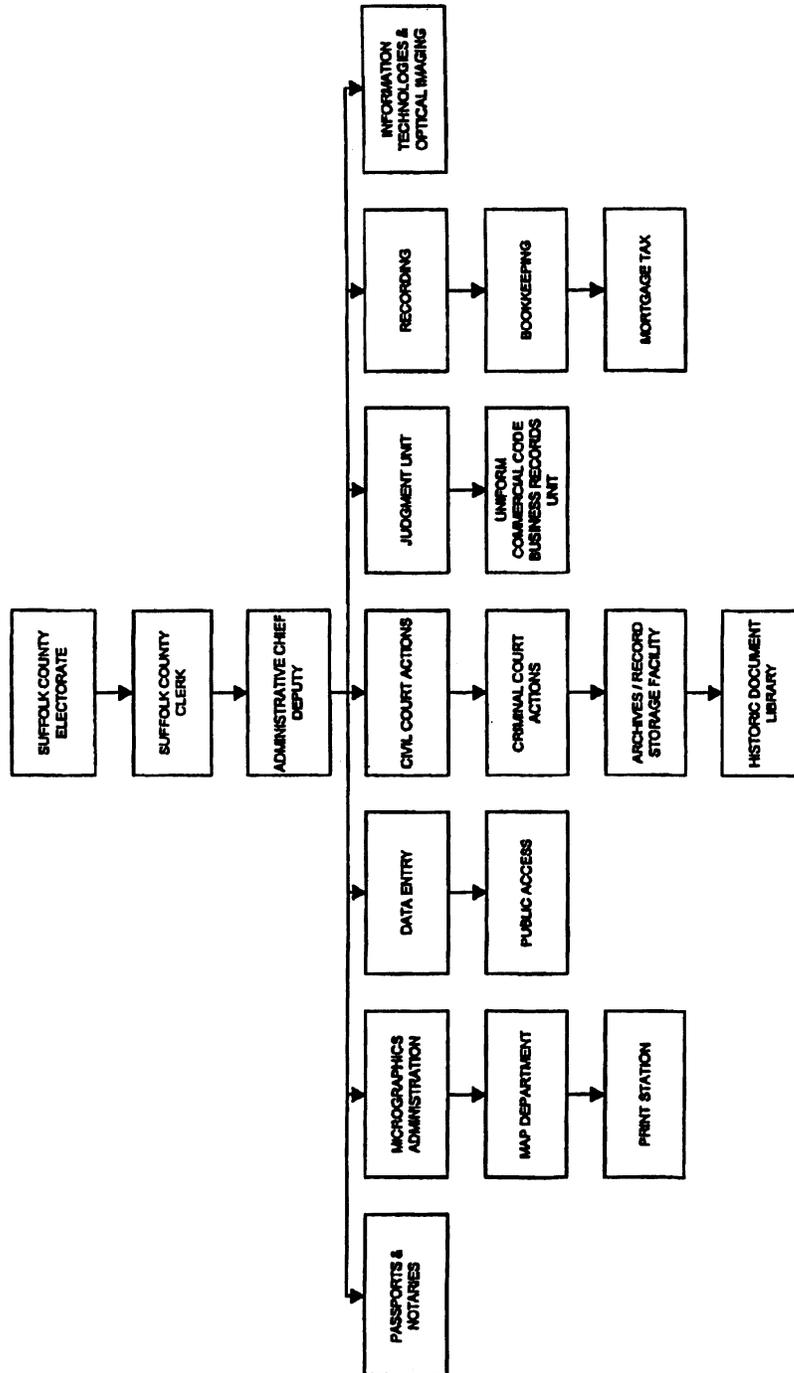
I am confident that the County Executive and the County Legislature will continue to provide sufficient resources to allow the Clerk's Office to meet its' mandates and fulfill its' fiduciary responsibilities on behalf of the residents of Suffolk County. The Clerk's budget should be tied to revenue collection so that we may continue our mission of utilizing technology to streamline processes and fulfill our commitment of doing more with less.

Respectfully submitted,



Judith A. Pascale
Suffolk County Clerk

OFFICE OF THE SUFFOLK COUNTY CLERK ORGANIZATIONAL CHART



FAST STATS . . . 2013

- ◆ **The ten townships received \$55.4 million in mortgage tax revenues, as compared to \$44.3 million in 2012.**
- ◆ **County Clerk contributed \$20 million to the General Fund, as compared to \$17.8 million in 2012.**
- ◆ **131,510 Judgments were filed as compared to 137,221 in 2012.**
- ◆ **Recorded more than 156,509 mortgage documents, as compared to 133,739 in 2012.**
- ◆ **39,141 Civil Court Index Numbers were issued, as compared to 38,163 in 2012.**
- ◆ **39,496 Small Claim Assessment Review petitions were filed, as compared to 40,473 in 2012.**
- ◆ **\$83.9 million was distributed to the five eastern Towns from the Community Preservation Fund, as compared to \$63.2 million in 2012.**
- ◆ **11,304 Lis Pendens were filed, as compared to 8,706 in 2012.**
- ◆ **925 Judgments of Foreclosure were filed, as compared to 589 in 2012.**

Services Provided

- ◆ Notaries Public
- ◆ D.B.A.(Doing Business As), and Business Certificate and Partnership Certificate Filings
- ◆ Filing of Supreme Court Cases and Related Papers
- ◆ Filing of Major Felony Indictments and Criminal Court Papers
- ◆ Recording of All Land Transactions
- ◆ Filing of All Subdivision Maps
- ◆ Hazardous Waste Site Information
- ◆ Federal and State Tax Liens
- ◆ Storage of County Records
- ◆ Storage of Supreme and County Court Records
- ◆ Filing of Small Claims Assessment Review Petitions
- ◆ All Notary Renewals
- ◆ Filing of Oaths of Office
- ◆ Registry of All Land Transactions
- ◆ Powers of Attorney Filings
- ◆ Filing of Veterans Discharges
- ◆ Issuance of Veterans Peddlers Permits
- ◆ Filing of Uniform Commercial Code Forms Related to Real Property
- ◆ Filing of Money Judgments
- ◆ Senior Citizen Identification Cards
- ◆ Internet Access to Land Records and Images
- ◆ Indexes of Judgments, Liens, Court Minutes, Federal Tax Liens and Mechanic's Liens available at the Clerk's Web-site
- ◆ Certified Copies of all Filed and Recorded Documents
- ◆ Domestic Partnership Registry

NEW, IMPROVED AND/OR CONTINUED SERVICES

Website

The “Virtual Suffolk County Clerk’s Office” website has been enhanced to include a subscription component that allows access to images of records for a fee using credit cards. This new added enhanced service has allowed convenient off site access in addition to contributing to the \$1.3 million revenue stream for printing purposes. New upgrades to the Assessor website have made it easier for the assessing agencies to download real time data associated with real property transactions.

Technical Accomplishments

Completion of the Data Center in the County Center has allowed server consolidation and virtualization of user work stations by the use of “thin clients” and VMware software tools. This has greatly reduced overall maintenance and operational costs in addition to eliminating first level help desk calls by allowing complete management of all applications through a unified backend infrastructure. The new infrastructure allows for scalability of complete disaster recovery/business continuity architecture to be finalized in 2014.

New Imaging System

Replacement of the existing legacy imaging system is scheduled to be completed by 2014. The new system affords the ability to easily integrate e-filing and e-recording functionality in addition to complete electronic workflow of images which will lead to greater intra-agency efficiencies and real time delivery of information to our constituents, businesses and real estate industry.

New Tax Map and Sub-Division Viewer

Implemented a new application to allow for the viewing of all current and legacy tax maps dating back to 1977. This has yielded additional print revenue and also has reduced foot traffic in the Real Property Tax Service Agency thereby allowing for greater process efficiency.

Court Actions E-File Integration

The first phase of the unified court actions application has been completed which will ultimately consolidate the New York State E-filing System with the Suffolk County Clerk’s Office Minutes application. The primary benefit to this new system is that it will facilitate the end result of paperless transactions using credit cards.

Red Light Camera Application

Implemented a new program that incorporates red light camera judgments into the existing public index.

State of the Art Public Access Room/Call Center/VOIP System

This state-of-the-art environment has created open access and user friendly help desk resources for members of the public and title industry. Calls are routed to a fully functioning “Call Center” environment via the Public Access Room and are handled in an efficient and expeditious manner. External access to our Retrieval System via the VOIP phone system allows the public to query land and/or court records at the touch of their fingertips. This revenue-generating facility brought in \$1.3 million this year.

OFFICE DESCRIPTIONS OF THE SUFFOLK COUNTY CLERK

Administration

This division processes and maintains all personnel and payroll records. Purchases, expenditures, the planning and preparation of the budget, public information, constituent services and intergovernmental affairs are also the responsibility of the Administrative Division, overseen by the Chief Deputy County Clerk.

Accounting

The County Clerk's Office has a centralized accounting function that is managed by this unit. It is responsible for all accounting records, including issuing of receipts, the maintenance of general ledgers and all journals. It is also responsible for recording and depositing all fees and taxes that are collected by all the departments of the County Clerk's Office.

Within the Accounting Department is the Mortgage Tax Unit, which is responsible for ensuring that the proper tax is collected on every mortgage recorded as provided for by Article II of the Tax Law, Sections 250-267. It is this unit's responsibility to see that the proper tax is collected and all affidavits submitted are in proper order. Court revenue is also accepted in this department and concise bookkeeping records are kept.

Business Certificate Department

The Business Certificate Unit is responsible for filing and maintaining all records concerning corporations, business certificates and assumed business names (DBA).

Court Actions Department

The Court Actions Division is divided into two units, Civil Court Actions and Criminal Court Actions, both governed by Article 12 of County Law, Section 530 of the Court and Trust Fund Register and Section 8018 of the C.P.L.R.

Civil Court Actions

The primary function of this unit is to index and maintain all court actions received from the Supreme and County Courts. These records are indexed and filed in accordance with the Suffolk County Index Number System. After entry, court documents are stored in the record storage facility to be retrieved on demand. Other documents filed by this unit include Oaths of Office, Veterans' Discharge Papers, Certificates of Election, County Resolutions and Exempt Fireman Certificates. Additionally, this unit processes all Confessions of Judgment, Judgments of Foreclosure and Judgments of Divorce. Court requisitions, subpoena responses, requests by mail, transfer orders, commissions to committee, Lis Pendens and other recordables are also processed by this division.

Criminal Court Actions

This unit handles the records and indices for every indictment and conviction, as well as court actions on highway takings and the applicable maps filed with the actions.

Data Entry Department

This department has the responsibility of indexing all deeds, mortgages, contracts, leases, appropriations, powers of attorney documents and the numerous other conveyances affecting real property in Suffolk County.

Information Technology Department

The Information Technology Department is responsible for maintaining the County Clerk's computers, its Public Access Room, servers, operation of the office's scanners and document processors as well as the troubleshooting of all systems. It is also responsible for working with DOIT as it pertains to the Riverhead Data Center. Additionally, the department is responsible for re-engineering and process improvement to ensure that the office is in a continuous improvement culture with the supporting technology to make the office more efficient.

Judgments/U.C.C. Department

In addition to judgments, this division also indexes all other liens filed with the Clerk's Office. Such other liens include Federal Tax Liens, Mechanics Liens, Lis Pendens, Hazardous Waste Liens, Vessel Liens, Welfare Liens and a variety of miscellaneous liens. Also processed and indexed are all U.C.C. instruments for Suffolk County lienors. The Unified Commercial Code Unit is mandated by the Uniform Commercial Code of the State of New York and Section 8018 of the C.P.L.R. All chattels, Conditional Bills of Sale and Security Agreements are filed with the division.

Historic Documents Library

The County Clerk Archivist heads the Historic Documents Library, whose function is to catalogue, maintain and preserve Suffolk County's historic documents. The Archivist also serves the general public in researching genealogy, land divisions, naturalization petitions and other related research. The Clerk's Office continues to digitize, archive and preserve many historic documents, some dating back to 1650. The Office started digitizing the historic atlas maps that were used in the 20th century as a means to determine land ownership.

Micrographic/Optical Imaging Department

The Micrographic Division is responsible for the microfilming and digitizing of paper records as well as the operations of the optical imaging and scanning equipment.

Notary Public Department

This division is responsible for notary renewals as well as maintaining files for notary signature cards for every notary qualified in Suffolk County. In addition, notary signatures are authenticated.

Record Room and Map Department

This division handles the filing and/or abandonment of all subdivision maps in the County of Suffolk. The notation of all transactions involving real property in Suffolk County, i.e. mortgage assignments, satisfactions and releases are also under the auspices of the Record Room.

Recording Department

This department of the County Clerk's office operates pursuant to numerous sections of the Real Property Law and the C.P.L.R. The functions include the recording of deeds, mortgages, easements, covenants, powers of attorney, etc. Recording fees and taxes are collected as required by law.

Record Management Center

The Record Management Center is located in Westhampton at BOMARC and was transferred to the Office of the Suffolk County Clerk by resolution in 1990. The department is responsible for maintaining more than sixty million inactive county records from all county agencies and departments, except the District Attorney's Office, Police Department and Probation Department.

SUFFOLK COUNTY CLERK
TOTAL FUNDS COLLECTED AND DISTRIBUTED BY THE COUNTY CLERK

FOR FISCAL YEAR ENDING 12/31/2013

<u>COUNTY CLERK FEES</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$20,006,660.72
<u>MORTGAGE TAX</u>	
\$1,741,049.76 WAS RETAINED BY THE COUNTY OF SUFFOLK FOR ADMINISTRATIVE EXPENSES.	
THE REMAINING \$111,866,915.37 WAS ALLOCATED AS FOLLOWS:	
48.01% TO THE METROPOLITAN TRANSIT AUTHORITY	
2.53% TO THE STATE OF NEW YORK MORTGAGE AGENCY	
49.46% TO TEN TOWNSHIPS OF SUFFOLK COUNTY	\$111,866,915.37
<u>REAL ESTATE TRANSFER TAX</u>	
PAID TO THE NYS DEPARTMENT OF TAXATION & FINANCE	\$70,426,022.50
<u>COURT REVENUE</u>	
PAID TO THE NEW YORK STATE COMPTROLLER	\$12,330,244.60
<u>REAL PROPERTY TAX MAP VERIFICATION</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$13,482,480.00
<u>COURT FUND</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$493,118.89
<u>COMMISSIONER OF EDUCATION</u>	
PAID TO THE COMMISSIONER OF TAXATION & FINANCE	\$1,097,235.75
<u>NEW YORK STATE CULTURAL FUND</u>	
PAID TO THE COMMISSIONER OF TAXATION & FINANCE	\$3,291,707.25
<u>EQUALIZATION & ASSESSMENTS</u>	
PAID TO NEW YORK STATE EQUALIZATION & ASSESSMENT	\$4,106,407.00
<u>COMMUNITY PRESERVATION FUND</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$83,907,479.44
<u>PREPAID COMMUNITY PRESERVATION FUND</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$11,575,550.36
<u>INTEREST EARNED</u>	
PAID TO VARIOUS AGENCIES	\$66,822.16
<u>NOTARY</u>	
PAID TO NEW YORK STATE DEPARTMENT OF STATE	\$252,600.00

TOTAL REVENUE	\$332,903,244.04

**RECORDED AND OR FILED DOCUMENTS
AND
COUNTY CLERK FEES COLLECTED**

<u>NUMBER OF DOCUMENTS</u>	<u>INSTRUMENTS</u>	<u>FEES</u>
32,015	RECORDABLE DEEDS	\$1,603,077.00
11,128	OTHER DEED PAPERS	\$609,943.50
48,499	RECORDED MORTGAGE PAPERS	\$4,970,473.50
108,010	OTHER MORTGAGE PAPERS	\$6,376,892.00
15,565	BUSINESS CERTIFICATES	\$233,303.00
4,149	NOTARY REVENUE	\$157,190.00
31,744	MICROGRAPHICS	\$212,014.20
44,989	SUBSCRIPTIONS	\$1,502,875.35
4,200	CHattel MORTGAGES - UCC	\$167,560.00
2,905	INTERNAL REVENUE SERVICES	\$116,200.00
131,510	JUDGMENTS	\$198,485.00
12,453	COURT ACTIONS - RIVERHEAD	\$239,070.00
137	MAPS	\$1,500.00
6	COURT FUND REVENUE	\$18.00
113	INTERIM REVENUE	\$2,825.00
109	NSF - SPECIAL REVENUE	\$2,180.00
238	PREPAID CPF REVENUE	\$1,190.00
134	DOMESTIC PARTNERSHIP	\$2,670.00
392	OTHER INCOME	\$1,368.86
42,220	CERTIFIED COPIES	\$207,183.80
126	SEARCH REVENUE	\$670.00
11,274	APPROPRIATIONS	\$98,648.45
15	STALE DATED CHECKS	\$9,920.55
501,931	FEES COLLECTED BY CLERK	\$16,715,258.21
12	NYS CULTURAL	\$173,247.75
12	COE REVENUE	\$57,749.25
12	MORTGAGE TAX REVENUE	\$1,741,049.76
12	TRANSFER TAX REVENUE	\$25,982.75
12	INDEX NUMBERS REVENUE	\$810,630.00
11	SMALL CLAIM ASSESS/REVENUE	\$195,400.00
12	EQUALIZATION & ASSESSMENTS	\$287,343.00
83	FEES RECEIVED FROM AGENCIES	\$3,291,402.51
502,014	TOTAL ANNUAL FEES COLLECTED	\$20,006,660.72

OFFICE OF THE SUFFOLK COUNTY CLERK
2013 OPERATING EXPENSE

	COUNTY CLERK	MICROGRAPHIC	COURT RELATED	ARCHIVES
SALARIES and PERSONNEL EXP'S	\$3,371,878	\$892,940	\$918,823	\$239,484
EQUIPMENT	60,917	0	4,623	0
SUPPLIES, MATERIALS, & OTHER EXPENSES	327,011	128,857	21,362	17,972
CONTRACTUAL EXPENSES	553,824	0	0	0
TOTAL	\$4,313,630	\$1,021,797	\$944,808	\$257,456
TOTAL OPERATING EXPENSE ESTIMATES		\$6,537,691		

Monies Earned from Interest on Money Market Accounts

	Mortgage Tax	Transfer Tax	Commissioner of Education	Real Property	Equalization & Assessment	Community Preservation	NYS CULTURAL
January	\$4.86			\$32.11	\$0.96	\$145.23	
February	\$10.37			\$17.49		\$114.99	
March	\$8.72			\$11.42		\$24.10	
April	\$1.53			\$5.53		\$21.84	
May	\$0.68			\$33.54		\$92.65	
June	\$1.22			\$11.83		\$110.72	
July	\$1.78			\$16.68	\$0.90	\$113.86	
August	\$1.06			\$12.50		\$66.97	
September	\$0.75			\$15.63		\$46.27	
October	\$1.10			\$6.82		\$63.45	
November	\$0.54			\$21.58		\$169.11	
December	\$0.29			\$5.63		\$51.50	
Total	\$32.90	\$0.00	\$0.00	\$190.76	\$1.86	\$1,020.69	\$0.00

GRAND TOTAL:
Interest Income
TOTAL INTEREST EARNED

\$1,246.21
\$65,575.95
\$66,822.16

SUFFOLK COUNTY CLERK
DISTRIBUTION OF MORTGAGE TAX
FISCAL YEAR ENDING 12/31/13

	BASIC	SONYMA	MTA	MTA SPEC ASSIST
JANUARY	\$4,778,689.84	\$359,247.06	\$2,760,927.17	\$1,790,713.32
FEBRUARY	\$3,542,311.64	\$214,558.11	\$2,047,786.08	\$1,366,892.85
MARCH	\$3,706,487.53	\$166,411.31	\$2,131,723.48	\$1,458,417.98
APRIL	\$3,921,082.12	\$228,821.84	\$2,261,824.50	\$1,502,493.42
MAY	\$4,316,786.90	\$137,767.68	\$2,484,873.01	\$1,664,959.18
JUNE	\$4,316,293.70	\$182,414.32	\$2,496,027.65	\$1,736,247.24
JULY	\$5,055,805.83	\$237,222.37	\$2,925,338.53	\$1,995,336.53
AUGUST	\$5,763,675.43	\$287,829.85	\$3,331,098.46	\$2,271,528.06
SEPTEMBER	\$5,276,645.53	\$175,520.08	\$3,050,599.34	\$2,156,300.80
OCTOBER	\$5,524,112.04	\$240,231.67	\$3,198,485.21	\$2,234,679.10
NOVEMBER	\$4,015,953.71	\$223,518.00	\$2,327,811.66	\$1,624,608.53
DECEMBER	\$5,108,080.92	\$374,460.86	\$2,966,411.25	\$1,927,928.18
TOTAL	\$55,325,925.19	\$2,828,003.15	\$31,982,906.34	\$21,730,105.19
LESS INTEREST	\$16.25	\$0.41	\$4.69	\$3.15
NET PROCEEDS	\$55,325,908.94	\$2,828,002.74	\$31,982,901.65	\$21,730,102.04
TOTAL MORTGAGE TAX DISTRIBUTION			\$111,866,915.37	

Basic Tax Distribution by Township

	COLLECTED	INTEREST	DISTRIBUTION
BABYLON.....	\$4,254,505.19	\$5,354.64	\$4,259,859.83
BROOKHAVEN.....	\$11,858,234.97	\$14,838.93	\$11,873,073.90
EAST HAMPTON.....	\$5,351,490.34	\$6,717.86	\$5,358,208.20
HUNTINGTON.....	\$8,389,086.61	\$10,448.52	\$8,399,535.13
ISLIP.....	\$7,742,075.74	\$9,676.36	\$7,751,752.10
RIVERHEAD.....	\$1,180,756.31	\$1,466.69	\$1,182,223.00
SHELTER ISLAND.....	\$428,434.09	\$534.27	\$428,968.36
SMITHTOWN.....	\$4,691,218.49	\$5,867.06	\$4,697,085.55
SOUTHAMPTON.....	\$10,160,171.45	\$12,818.39	\$10,172,989.84
SOUTHOLD.....	\$1,269,935.75	\$1,601.90	\$1,271,537.65
TOTAL	\$55,325,908.94	\$69,324.62	\$55,395,233.56

BUSINESS CERTIFICATE DIVISION

Assumed Business Names Filed	4,557
Discontinuance of Assumed Business Names	501
Certificate of Incorporation	6,574
Verification Certification	5
Certified copies of Business Certificates	9,287
Business Searches	0
Assumed Business Names - State	900
State Insurance Fund - Banking	5
Discontinuance of Corporations	1,427
Living Wages	139
Certificates of Amendments	435
Certificate of Change / Merger	926
Restated Corporations	12
Surrender of Authority	84
TOTALS	24,852

Notary Public of Suffolk County Filed	6,315
Notarial Certificates Issued	3,895
Issuing Certificate of Appointment (Character Card)	175
Certificate File (Another County)	44
Verification Certification	9
Total Number Filed	10,438

DOMESTIC PARTNERSHIP

Filed	115
Terminated	18
Re-issued	1
Total Number Filed	134

DATA ENTRY / JUDGMENT DIVISIONS

Computer Entries	INDEXED	VERIFIED
Deeds	37,799	37,797
Mortgages	134,570	133,692
Marital	3,628	3,627
Judgments	116,961	117,208
Court Actions	7,915	7,891
Lis-Pendens	10,494	10,474
Total Entered Documents		622,056

Judgement Dept. Written Documents

Certificates of Disposition	1,001
Transcripts	73,457
Executions	5,317
Exemplified Transcript	104
Certified Copies	6,026
Liens	2,627
Federal Tax Liens / Releases	2,984
Bonds	1
Building Loan Agreement	212
Termination of Building Loan Agreement	14
Notice of Lending	6777
Releases/Satisfaction	40,431
Assignment of Judgment	53
Certificate of Disposition (S/J)	1158
Judgment of Bankruptcy	224
Order Discharging Mechanics Liens	14
Order Continuing Mechanics Liens	36
Order Amending Mechanics Liens	
Broker's Affidavit	5
Total Written Documents	140,441

UNIFORMED COMMERCIAL CODE DIVISION

	Real Estate
New	2,117
Continuations	548
Terminations	1,100
Releases	130
Assignments	132
Amendments	173
Order	
TOTALS	4,200

RECORD STORAGE DIVISION

Cubic Foot File Boxes Received From County Agencies	6,193
Total Cubic Foot File Boxes Put Into System	6,193
Cubic Foot File Boxes Verified & Assigned Numbers	6,193
Computer Entries From SCIN Form 55A	6,193
Files Returned and Refiled	1,127
Court Action Files Returned & Refiled	932
Cubic Foot File Boxes Destroyed & Purged	4,580

Mailroom Monthly Mailings

January	9,384
February	12,749
March	9,642
April	13,151
May	9,037
June	6,022
July	6,226
August	1,548
September	7,074
October	18,705
November	9,518
December	12,752
TOTAL:	115,808

**SUFFOLK COUNTY CLERK
YEARLY SUMMARY OF COMMUNITY PRESERVATION FUND**

Fiscal Year Ending 12/31/13

ITEMS	AMOUNTS
EAST HAMPTON	\$ 23,771,591.76
RIVERHEAD	\$ 2,385,172.25
SHELTER ISLAND	\$ 2,018,507.26
SOUTHAMPTON	\$ 51,084,438.07
SOUTHOLD	\$ 4,647,770.10
DUAL TOWN	
TOTALS	\$ 83,907,479.44

DISTRIBUTION OF COMMUNITY PRESERVATION FUND

Fiscal Year Ending 12/31/13

	EAST HAMPTON	RIVERHEAD	SHELTER ISLAND	SOUTHAMPTON	SOUTHOLD	
JANUARY	\$2,193,007.39	290 \$215,729.53	75 \$568,993.40	37 \$7,014,214.10	473 \$500,111.26	164
FEBRUARY	\$921,296.40	118 \$118,513.80	53 \$53,500.00	13 \$1,624,731.75	300 \$213,615.00	59
MARCH	\$1,279,715.02	127 \$126,096.02	62 \$40,524.05	10 \$2,340,587.02	259 \$198,813.00	82
APRIL	\$1,420,964.62	147 \$130,802.62	76 \$43,170.00	13 \$3,913,509.44	271 \$127,420.00	82
MAY	\$2,843,732.48	174 \$120,718.87	78 \$238,825.00	25 \$4,610,828.24	312 \$268,040.26	90
JUNE	\$2,713,732.58	183 \$215,967.46	58 \$176,640.00	20 \$3,463,752.21	250 \$355,613.00	95
JULY	\$2,442,746.00	181 \$289,295.14	80 \$200,020.00	23 \$4,697,916.43	331 \$517,670.00	102
AUGUST	\$1,905,251.39	143 \$237,428.22	106 \$127,130.00	16 \$3,115,100.48	271 \$243,765.32	76
SEPTEMBER	\$1,599,369.50	148 \$133,861.78	66 \$123,725.00	12 \$2,355,006.91	282 \$419,268.86	104
OCTOBER	\$2,554,779.17	172 \$350,855.23	102 \$68,539.81	15 \$6,762,314.81	333 \$550,370.00	124
NOVEMBER	\$1,839,090.42	157 \$187,920.78	79 \$355,700.00	25 \$3,296,467.76	262 \$585,127.00	105
DECEMBER	\$2,057,906.79	175 \$257,982.80	71 \$21,740.00	14 \$7,890,008.92	392 \$667,956.40	123
TOTALS	\$23,771,591.76	2015 \$2,385,172.25	906 \$2,018,507.26	223 \$51,084,438.07	3736 \$4,647,770.10	1206

CRIMINAL COURT ACTIONS DIVISION

APPELLATE ORDERS	459
APPELLATE REQUESTS	102
APPELLATE RETURNS	116
CLOSED FILES	2,764
COUNTER REQUESTS	3,449
COURT FILE RETURNS	468
COURT REQUESTS	505
MINUTES FILED	351
DISMISSALS	2
FINGERPRINTS FILED	562
GENERAL MAIL	491
INDICTMENTS	1,615
INMATE MAIL	184
MINUTES PROCESSED	351
MISC. PAPERS ENTERED	341
NEW CRIMINALS	254
SEALING ORDERS	170
YOUTHFUL OFFENDERS	171
TOTALS	12,355

MICROGRAPHICS / OPTICAL IMAGING

DEEDS

Original Reels of Microfilm Created (A&B)	102
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MORTGAGES

Original Reels of Microfilm Created (A&B)	660
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MAPS

Subdivision Maps filed	43
Condominium Maps filed	28
Miscellaneous Maps filed	17
Certificates of Abandonment filed	49
Certified Copies filed	363
Paper Copies Produced	826

MISCELLANEOUS PAPERS

Original Reels of Filmed Created	18
Duplicate Reels of Microfilm Created	6
Paper Copies Produced	479

OPTICAL IMAGING

No.of Documents Prepped, Scanned and Processed:	378,216
No. of Images Added to Imaging System	2,494,409
Deed Documents	41,959
Mortgage Documents	144,164

TO THE COUNTY LEGISLATURE, COUNTY OF SUFFOLK

In accordance with Section 406 of County law, I herewith transmit statement of all moneys received by my office during the fiscal year ended December 31, 2013.

Recording Deeds	\$2,213,020.50
Real Estate Transfer Tax	\$70,426,022.50
Prepaid Community Preservation Fund	\$11,575,550.36
Community Preservation Fund	\$83,907,479.44
Recording Mortgages	\$11,347,365.50
Mortgage Tax	\$111,866,915.37
Uniform Commercial Code	\$167,560.00
Recording other Documents and Papers	\$2,291,433.35
Searches, Certifications, Copies & Exemplifications.....	\$207,853.80
Clerk Fees, Filing and Other Services	\$3,779,427.57
Passports	\$0.00
Interest Earned	\$66,822.16
Agency's Remittance:		
Suffolk County Treasurer	\$13,975,598.89
NYS Comptroller	\$12,330,244.60
Commissioner of Taxation & Finance	\$4,388,943.00
NYS Equalization and Assessment	\$4,106,407.00
NYS Department of State	\$252,600.00
	TOTAL:	\$332,903,244.04

STATE OF NEW YORK
COUNTY OF SUFFOLK

SS:

Judith A. Pascale, being duly sworn, says she is the County Clerk of the County of Suffolk; that the foregoing statement is in all respects a full and true statement of all moneys received by her as such clerk, to the best of her knowledge and belief.

Sworn to me this **first day of February, 2014.**

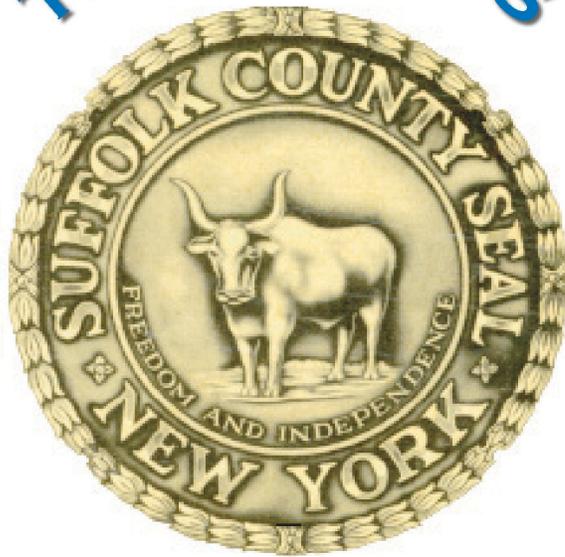
Nicole De Luca

Notary Public



NICOLE DeLUCA
Notary Public, State of New York
No. 01DE6020123
Qualified in Suffolk County
Commission Expires Feb. 22, 2015

TEN TOWNS



ONE SUFFOLK COUNTY

**JUDITH A. PASCALE
SUFFOLK COUNTY CLERK**

