

ADMINISTRATIVE SERVICES COMMITTEE AGENDA  
(County Clerk, Historian, Real Property, Veterans and Elections)

Real Property Agenda

Date: February 8, 2022

Time: 10:30 AM

APPROVAL OF MINUTES:

- Motion to approve 01/04/2022 minutes

FINANCIAL:

- YTD Budget Report

OLD BUSINESS:

- Town & County 2022 tax bills went out 1/1/2022

NEW BUSINESS:

- Preparing for Village of Newark Valley 2022 tax bills

PERSONNEL:

- N/A

RESOLUTIONS:

- N/A

PROCLAMATIONS:

- N/A

ADJOURNMENT:

Terie Huseby, Director  
Real Property Tax Services



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022\_01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							

### A1355 Assessments

A1355 412900	Map Fees	-24,000	0	-24,000	.00	-24,000.00	.0%
A1355 510010	Salary Ft	108,761	0	108,761	5,135.10	103,625.90	4.7%
A1355 540180	Dues	200	0	200	.00	200.00	.0%
A1355 540320	Leased Eq	3,000	0	3,000	363.03	2,636.97	12.1%
A1355 540420	Office Sup	1,400	0	1,400	276.61	1,123.39	19.8%
A1355 540450	Pay To St	10,650	0	10,650	.00	10,650.00	.0%
A1355 540480	Postage	200	0	200	.00	200.00	.0%
A1355 540650	Taxes	3,000	0	3,000	.00	3,000.00	.0%
A1355 540731	Traffic St	400	0	400	.00	400.00	.0%
A1355 540733	Traffic Oth	1,500	0	1,500	.00	1,500.00	.0%
A1355 581088	St Ret	10,331	0	10,331	1,018.96	9,312.14	9.9%
A1355 583088	Social Sec	7,629	0	7,629	672.61	6,956.05	8.8%
A1355 584088	Work Comp	2,449	0	2,449	195.88	2,252.80	8.0%
A1355 585588	Disab Ins	136	0	136	10.44	125.28	7.7%
A1355 586088	Health Ins	25,721	0	25,721	1,942.64	23,777.86	7.6%
A1355 588988	Eap	29	0	29	2.24	26.88	7.7%

TOTAL Assessments

TOTAL General Fund

TOTAL REVENUES	-24,000	0	-24,000	9,617.51	.00	-24,000.00	
TOTAL EXPENSES	175,405	0	175,405	9,617.51	.00	165,787.27	6.4%

<b>Acct</b>	<b>Amount</b>	<b>Expense Description</b>
320		
Leased Service Equipment	\$84.01	Xerox Copier Lease Agreement Monthly Amount
	\$279.02	Xerox Copier Monthly Usage
420		
Office Supplies	\$289.04	Staples
Total Expenses	\$652.07	
<b>Income Sources</b>		
Maps to Public/Appraisers/Realtors	\$51.00	January Cash Revenue
	\$7.00	Walk-ins
Total Revenue	\$58.00	

ADMINISTRATIVE SERVICES COMMITTEE MINUTES

TIOGA COUNTY OFFICE OF REAL PROPERTY TAX

January 4, 2022

ATTENDANCE:

LEGISLATORS: Committee Chair Ciotoli, Legislator Brown,  
Legislator Hollenbeck, Legislator Standinger

EX-OFFICIO: Chair Sauerbrey

STAFF: Peter DeWind, County Attorney, Cathy Haskell, Legislative Clerk

GUESTS: N/A

APPROVAL OF MINUTES: Motion to approve December 7, 2021 committee meeting minutes. Motion was made by Legislator Standinger, and seconded by Legislator Brown; all in favor Aye. Carried.

FINANCIAL: Real Property revenue to December 31, 2021 is \$ 24,318.75, which brings revenue 1.01% above budget. Please refer to attached breakdown for December's expenses and revenues.

OLD BUSINESS: Printed Town/County 2022 tax bills and tax rolls for 9 towns and sent out extracts to Corelogic, Lereta and Wells Fargo.

NEW BUSINESS: N/A

PERSONNEL: N/A

RESOLUTIONS/PROCLAMATIONS: N/A

EXECUTIVE SESSION: N/A

ADJOURNMENT: 10:40 AM

Terie Huseby, CCD, Director  
Tioga County Real Property Tax Service