County Budget Workshop
2019-2020

Department for Local Government

Office of Financial Management & Administration
Welcome and Introductions

Area Development District
Executive Director
“Your Area Development District”

Public Administration Specialist
Budget Workshop

Counties Branch Staff
Approve fee office budgets by January 15th

Entire Budget Preparation Timetable is listed on Page 7 of the Budget Manual
Fee Office Budget Approval

• Approval prior to January 1st is ideal.

• Operation of fee office without a budget?
Approving Fee Office Budgets

Approve as a whole:
- Without spending caps
- Capping total disbursements line

Approve each line item:
- Put a spending cap on each line item

Order must state specifics of approval
TO: The Honorable Jim Smith,
    Generic County Judge Executive

FROM: Sandra K. Dunahoo, State Local Finance Officer
        Office of Financial Management & Administration

DATE: ***********

SUBJECT: 2019 Fee Office Budgets

The County Clerk and Sheriff’s 2019 Fee Office Budgets were due to the Department
for Local Government on January 15, 2019. To date, our office has not received their
budgets and, therefore, they are considered delinquent.

Your county budget must be approved by July 1, 2019, for Fiscal Year 2020. Unfortunately, I cannot approve the county’s budget without the receipt of a completed
fee office budget from your clerk and sheriff.

If you have any questions, please feel free to contact me or your county representative
at 800-346-5606
Order Setting Maximum Amount for Fee Office Deputies and Assistants

• KRS 64.530 states:
  “The Fiscal Court shall fix annually the maximum amount including fringe benefits which the county clerk and sheriff may expend for deputies and assistants.”

• Form is available on DLG Website
This is the Form for Setting the Maximum Salaries of Deputies and Assistants

ANNUAL ORDER SETTING MAXIMUM AMOUNT FOR DEPUTIES AND ASSISTANTS

Pursuant to KRS 64.530(3), “…The fiscal court shall fix annually the maximum amount, including fringe benefits, which the officer may expend for deputies and assistants…”.

The fiscal court of _____________ County in compliance with state law hereby sets the maximum amount which the ___________ (specify county clerk or sheriff) of ___________ County may expend from fees during calendar year ______ at $______________ for deputies, assistants and other employees. The maximum amount as set includes all amounts paid from fees for:

- [ ] Full time salaries and wages
- [ ] Overtime wages
- [ ] Part time salaries and wages
- [ ] Vacation and sick leave
- [ ] Health insurance
- [ ] Insurance other than health
- [ ] Employer match SS/Retirement
- [ ] Other ________________
- [ ] Other ________________

Motion made by ____________________, second by ____________________

Vote ____________________________________________________________

______________________________________________________________

Signed ___________________________ Fiscal Court Clerk
Date ____________________________
Fee Official Support

• Fiscal Courts may support fee official’s expenses through the payment of claims presented to the fiscal court and paid from a properly budgeted line item in the county budget.

• If the county pays these expenses they should not be included in the fee officials budget. This includes salaries, fringe benefits or all expenses should you fee pool.
KRS 64.710

“No public officer or employee shall receive or be allowed or paid any lump sum expense allowance, or contingent fund for personal or official expenses…”

This includes excess fees from the prior year as a reimbursement/funding of office expenses.
Approving Fee Office Budgets

Amount budgeted to receive from fiscal court is shown:

Sheriff’s Budgeted Receipts…Line 11

Clerk’s Budgeted Receipts…Line 4
<table>
<thead>
<tr>
<th>Part Two Receipts</th>
<th>Budget Estimate</th>
<th>1/1 thru 3/31</th>
<th>4/1 thru 6/30</th>
<th>7/1 thru 9/30</th>
<th>10/1 thru 12/31</th>
<th>Total YTD</th>
<th>Accounts Receivable 12/31</th>
<th>Settlement Total</th>
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</thead>
<tbody>
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<td>1. Federal Grants</td>
<td></td>
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<td>3. State - KLEFFP</td>
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<td>4. State Fees for Services</td>
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<td>5. Finance and Administration Cab.</td>
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<td>6. Cabinet Human Resources</td>
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<td>7. Circuit Clerk</td>
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<td>9. Fines/Fees Collected</td>
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<td>$0.00</td>
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<td>10. Court Ordered Payments</td>
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<td>11. Fiscal Court (includes Election Comm.)</td>
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<td>$0.00</td>
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<td>12. County Clerk (Delinquent taxes)</td>
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<td>$0.00</td>
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<td>13. Commissions on Taxes Collected</td>
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<tr>
<td>14. Fees Collected for Services</td>
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<td>$0.00</td>
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<td>15. Auto Inspections</td>
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<td>16. Accident/Police Reports</td>
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<td>19. Other (Describe)</td>
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Copy the figures shown on line 27 in the Budget Estimate column to the Summary on page 1, column 1, line 1. Copy the figure shown on Line 27 in the Total YTD column to page 1, column 2, line 1. Copy the figure shown on Line 27 in the Receivable column (Part Two Budget 1/1 thru 4/1 thru 7/1 thru 10/1 thru Total Accounts Settlement)}
<table>
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<th>Part Two</th>
<th>Receipts</th>
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<th>1/1 thru 3/31</th>
<th>4/1 thru 6/30</th>
<th>7/1 thru 9/30</th>
<th>10/1 thru 12/31</th>
<th>Total YTD</th>
<th>Accounts Receivable 12/31</th>
<th>Settlement Total</th>
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<td>1.</td>
<td>Federal Grants/Reimbursements</td>
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<td>Tangible Personal Property Tax</td>
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<td>Fees Collected for Services</td>
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<td>Recordings:</td>
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<td>24.</td>
<td>Deeds, Easements, and Contracts</td>
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<td>Real Estate Mortgages</td>
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<td>Chattel Mortgages &amp; Financing Stmts</td>
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</table>
Budget Timetable - February

Attend budget workshops.
Compile Budget Information.
Budget Timetable - March

Prepare jail fund budget proposal.
Submit proposed jail fund budget to the fiscal court by April 1st.
Budget Timetable - May

Submit entire budget proposal to the fiscal court by May 1st

Advertise LGEA & CRA proposed use hearings -- *sample notice on page 9*
Budget Timetable - June

- Fiscal court meets to consider proposed budget ordinance by June 1st
- Hold LGEA and CRA proposed use hearings

- First reading of proposed budget ordinance
- County Judge/Executive makes changes to proposed budget as directed by fiscal court
Budget Timetable - June

• Forward 3 copies of proposed budget to State Local Finance Officer

• Proposed budget will be approved as to form and classification and returned to county

• Advertise 2nd reading and publish summary - sample forms on pages 10 - 13

• Post copy near front door of courthouse
2nd reading and adoption of proposed budget ordinance by July 1

Publish -- sample form starts on page 9

Provide 1 copy of Fiscal Court approved budget to the State Local Finance Officer
Budget Preparation

- Estimating Receipts
- Estimating Expenditures
- Unpaid Claims
- Liabilities
- Road Cost Allocation Worksheet
- Standing Orders
- Signature Page
Utilize the 6-30-2018 quarterly

Compare to the most recent quarterly report (3-31-19 electronic report)

Check with the treasurer, the jailer, other elected officials budgets

Other sources...
Other sources may include:

• The ADD: Grants

• The Fiscal Court: New taxes or fees

• Your associations: Changes in legislation
Estimating Receipts
Use Current Year Figures!

- Property tax receipts
- Truck license …….
- LGEA
- Jail (bed allotment, medical, DUI)
- State Prisoner Payments
- Strip mine permit fees

$223,513
# Budgeting Cash Transfers

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<thead>
<tr>
<th>General Fund</th>
<th>Road Fund</th>
<th>Jail Fund</th>
<th>Total</th>
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<td>4909</td>
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<td>4910</td>
<td>100,000</td>
<td>50,000</td>
<td>150,000</td>
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</table>

Featured on Pages 25 – 27 of the Budget Manual
Revenue Sources
Pages 14-16

General purpose revenues

Restricted revenues
KRS 42.455 prohibits expenditure of LGEA funds for administration of government
Coal Severance and Impact funds may be used like Mineral Severance funds until June 30, 2020

Coal severance

Coal impact

Mineral severance
The county’s status may change during the fiscal year.

Coal Producing  <->  Coal Impact

The allowable uses of LGEA funds have temporarily changed, but the reporting of coal production has not.
These funds are for the construction, reconstruction and maintenance of county roads and bridges
Use accounting Code 02-4518

Municipal Road Aid - 02-4519
CRA 2019-2020 Figures

60% allocation of funds available Aug 1.

See us after the presentation for your estimated amounts
Estimating Expenditures

- Review the 6-30-2018 4th Qtr. report
- Review the most recent electronic quarterly report
- Get budgets, financial statements, contracts, agreements, etc.
Estimating Expenditures

- Check with the treasurer, department heads, other offices, fiscal court...

- Was there anything mentioned during the proposed use hearings for LGEA and CRA that needs to be included?

- Check the fee office budgets - Ensure that Fiscal Court payment for services aren’t “double budgeted.”
Fund to Fund Appropriation Transfer

- 01-9200-999 (10,000)
- 01-9300-999 10,000
- 01-9300-999 (10,000)
- 03-9200-999 10,000
Mandated Appropriations

Listed on pages 17 & 18
Mandated Appropriations

Elected officials’ salaries

• County Judge/Executive

• Jailer (if county operates a full service jail) KRS 64.5275

• Jailer (if county does not operate a full-service jail) KRS 441.245 & 64.527
Mandated Appropriations

- Sheriff and Clerk: If county fee pools or pays salary through county budget

- 1/12 of Fee Officer’s Annual Salary shall be paid monthly. KRS 64.535

- Training incentives under HB 810 - KRS 64.5275
Mandated Appropriations

- Commissioners/Magistrates
- Coroner
- Constable (if paid a salary)
Mandated Appropriations

Salaries for statutorily mandated appointments including:

• Road Supervisor
• County Treasurer
• Dog Warden
Mandated Appropriations

- Personal bonds for elected/appointed officials. (Pages 93 & 94)
- Unemployment insurance for county employees. KRS 341.050
- Worker’s compensation for county employees KRS 342.630 & KRS 342.640
Mandated Appropriations

Mandatory Matches for County Employees:

- **Social Security 7.65%**
  Required by KRS 61.460

- **Retirement (CERS) effective July 1, 2019**
  - **24.06%** for non-hazardous
  - **39.58%** for hazardous duty
  Required by KRS 78.530
Mandated Appropriations

County Attorney’s Salary (if fiscal court has set one)

Office expenses incurred by the county attorney in the performance of his duties as legal advisor to the county shall be paid by the fiscal court. KRS 15.750 (4)
Between $600 and $1,200 annually to the Circuit Clerk for duties as ex officio librarian of the county law library. KRS 172.110(1)

This payment is subject to all withholdings.
Mandated Appropriations

12.5 cents per capita for the public defender -- KRS 31.185 (2)

Cost of interdisciplinary evaluation report if court ordered. KRS 387.540
Mandated Appropriations

KRS 42.455(2) requires that 30% of LGEA Coal Severance receipts be used on coal haul roads.

KRS 42.470 Requires 100% of LGEA Coal Impact receipts for roads and public transport.

These requirements have been suspended in the 2018-2020 State Budget Cycle, However, they will return on July 1, 2020.
Mandated Appropriations

50% of forestry receipts distributed through the Road Fund to the school board using code: 02-9500-902

Election Expenses
KRS 117.035, 117.045

KRS 149.130 (3)
Mandated Appropriations

PVA Statutory Contribution -- KRS 132.590

Preliminary figure comes via letter from Revenue in March/April – based upon last years assessments plus 5%
Final figures come via letter from Revenue in August / September

Contact: JoJuana Leavell-Greene,
PVA Administrative Support
502-564-5620
Additional Items to Consider

All categories of tax revenue to be estimated and reported separately.

Utilization of minor codes 499 and 599 for miscellaneous is limited to $1000 per major object code.
Unpaid Claims

Counties are discouraged from carrying over unpaid obligations into the next fiscal year due to the fact that, under KRS 65.140, counties are required to pay all bills for goods and services within 30 days of receipt of an invoice. However, if a county must carry over an unpaid obligation, the county **MUST** budget for the complete payment of this obligation within the upcoming fiscal year. **ALL** unpaid obligations of any kind must be included in the county’s budget.
Liabilities

Page 28 is the required budget form for showing outstanding debt and debt service
*including AOC debt issues*

Appropriating for debt service is a mandate

The liabilities section and the appropriations sections must tie together. Include account codes!

Make sure quarterly report includes issue dates for all liabilities as well as the date that the report was submitted.
Road Cost Allocation Worksheet
Pages 33 - 34

• Allowable administrative costs
• Percentage of Road Fund to Operating Budget excluding Grants
• Maximum allowable.. $223,513
1. General Fund $841,002.00 Line 2 $1,513,408.83
2. Road Fund $1,513,408.83 Divided By Line 7 $3,818,530.83
3. Jail Fund $134,050.00
4. Waste Mngmt $98,020.00
5. Occupational Tax $976,000.00
6. 911 $256,050.00

7. Total $3,818,530.83 Equals 0.396333

<table>
<thead>
<tr>
<th>Account #</th>
<th>Description</th>
<th>Amount</th>
<th>%</th>
<th>RF Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5001-101</td>
<td>Co. Judge Executive Salary</td>
<td>$86,879.65</td>
<td>0.396333</td>
<td>$34,433.25</td>
</tr>
<tr>
<td>5001-165</td>
<td>Co Judge Exec Secretary Salary</td>
<td>$28,000.00</td>
<td>0.396333</td>
<td>$11,097.32</td>
</tr>
<tr>
<td>5005-101</td>
<td>Co. Attorney Salary</td>
<td>$21,270.00</td>
<td>0.396333</td>
<td>$8,430.00</td>
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<tr>
<td>5005-102</td>
<td>Asst. Co. Attorney Salary</td>
<td>$7,500.00</td>
<td>0.396333</td>
<td>$1,648.19</td>
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<tr>
<td>9100-521</td>
<td>Insurance</td>
<td>$60,631.00</td>
<td>0.396333</td>
<td>$24,030.05</td>
</tr>
<tr>
<td>9400-201</td>
<td>Social Security</td>
<td>$60,500.00</td>
<td>0.396333</td>
<td>$23,978.13</td>
</tr>
<tr>
<td>9400-202</td>
<td>Retirement</td>
<td>$173,300.00</td>
<td>0.396333</td>
<td>$68,684.47</td>
</tr>
<tr>
<td>9400-205</td>
<td>Health Insurance</td>
<td>$128,000.00</td>
<td>0.396333</td>
<td>$50,730.59</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>$566,080.65</td>
<td></td>
<td>$223,032.00</td>
</tr>
</tbody>
</table>

This is a copy of a Road Cost Allocation Worksheet from a county in the current budget cycle.

Page 34 of the Budget Manual shows the form’s layout.

DLG can provide you a copy in Excel format.
Standing Orders

• Please send your Standing Orders at the same time you send the rest of the budget.

• Payroll, Utilities and Debt Service are the only items that are guaranteed approval.

• The approval or disapproval or any other expenses on the Standing Order is the sole discretion of the State Local Finance Officer.
ANNUAL STANDING ORDER TO PRE-APPROVE CERTAIN RECURRING EXPENSES

Pursuant to KRS 68.275(3), “The fiscal court may adopt an order, to pre-approve the payment of monthly payroll and utility expenses. No other expenses shall be pre-approved pursuant to this subsection without the written consent of the State Local Finance Officer...”. The Fiscal Court of ___________ County in accordance with state law hereby orders recurring expenses for ____________ and ____________ be paid when due.

The fiscal court of ___________ County further orders upon the written consent of the State Local Finance Officer the following expenses be paid when due:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

It is hereby acknowledged the above standing orders shall expire after July 1 of each fiscal year and no more payments designated in the standing order shall be pre-approved unless a new order is adopted by the fiscal court of ___________ County according to the provisions of KRS 68.275(3).

Motion made by: __________________________
Seconded by: __________________________

Vote: __________________________
__________________________

Signature: __________________________  County Judge Executive __________________________  Date
Approved: __________________________  State Local Finance Officer __________________________  Date
• Judge-Executive signs after first reading

• State Local Finance Officer signs as to approval of form and classification

ADVERTISE…. 7 – 21 day window
The Signature Page of the Budget Document (Page 30)

- Judge-Executive signs after second reading and adoption
- County Clerk signs and attests.
- The county will then send an adopted copy of the entire budget to DLG.
The Budget Signature Page on Page 30 of the current budget manual, and it may also be downloaded from our website.

BUDGET SIGNATURE PAGE

Submitted

Date

Signed

County Judge/Executive

Approved as to Form and Classification

Date

Signed

State Local Finance Officer

I certify that this budget, incorporating the changes if any, as required by the State Local Finance Officer, has been duly adopted by the County Fiscal Court on the _____ day of _________________, 20____.

Signed

County Judge/Executive

Attest

County Clerk

Initial budget submission is one (1) original and two (2) copies. Return final budget as adopted by the fiscal court within fifteen (15) days of adoption.

All materials should be sent to:
Governor’s Office for Local Development
Attention: State Local Finance Officer
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601
Other items that could delay budget approval by the SLFO

Quarterly Reports

- Must be current & accurate
- Delinquency Letter
- Road Aid Withheld
Example Delinquency Letter

The Honorable Jim Smith
Blank County Judge-Executive
1234 Main Street
Cityville, KY 40601

Dear Judge Smith:

We have not received your electronic financial quarterly report for Fiscal Year ending June 2019. This report includes:

- Section I Summary and Reconciliation, prepared by county treasurer
- Section II Receipts Section, prepared by county treasurer
- Section II Contingent Liabilities Section, prepared by county treasurer
- Section IV Appropriation Condition Report, prepared by county judge/executive

This report was due the 20th day following the close of the quarter. This information is very important to us since we use it to satisfy several requirements by federal and state government agencies. Our office works very close with the Auditor’s Office, therefore, they will be receiving a copy of this delinquency letter.

If you need assistance in completing this report you may contact me or anyone in the Counties Branch at 800-346-5606

Sincerely,

Sandra K. Dunahoo

Sandra K. Dunahoo
State Local Finance Officer
Other items that could delay budget approval by the SLFO

- Fee office budgets not submitted to DLG
- Adopted Amendments not filed
- No 2018 - 2019 Adopted Budget on File
- Tax Rates not approved/accepted (Page 31)
AMENDMENTS
Pages 47 - 52

• Simple five step process

• Include documentation!
Emergency Amendments

- KRS 67.078
- Requires only one reading by FC
- Does not require SLFO signature
- Emergency must be declared in Fiscal Court meeting and reflected in the minutes
County PVA sends assessment information to DOR

DOR certifies assessment and gives to DLG

DLG calculates compensating and 4% real property rates and mails information to county

County has 45 days from date of DOR certification to set real rate as well as calculate and set personal rate
Two Tax rates are calculated by DLG

1. **Compensating Rate**
   Generates approximately the same revenue as the previous year exclusive of new property.

   Rounded to next higher one - tenth of one cent.
2. **4% Rate increase**

Generates four percent more revenue than compensating rate

Requires hearing process

Rounded down to next one-tenth of one cent

**Rates higher than four percent are subject to recall**
County Property Tax Rates

Hearing Process (KRS 68.245)
• Required for any rate above the compensating rate
• Advertise at least twice in two consecutive weeks in newspaper with largest circulation in the county, OR;
• Mail notice of hearing to every property owner in the county
County Property Tax Rates

Sample Advertisement on page 81
Newspaper Advertisements

KRS Chapter 424

Qualifying newspaper

Time and periods of publication

Rates — 7 point type on solid leading and shall not exceed the lowest non-contract classified rate paid by advertisers
Review of Important Dates

By April 1
Submit proposed jail budget to Fiscal Court

By May 1
Judge/Executive must submit entire proposed county budget to Fiscal Court
Important Dates…

By June 1
Fiscal Court must meet to consider budget

Throughout June
Review the County’s Administrative Code and make any necessary policy changes by the end of the month.
Important Dates…

THE FINALIZED BUDGET MUST BE IN PLACE BY JULY 1, 2019.

Preparation is the key to success.
County Debt

- Short-Term Borrowing Act
- Governmental Leasing Act
- County Debt Capacity
• Requires notification to the state local debt officer (SLDO) PRIOR to borrowing

• SLDO approval not required

• Budget must be amended to reflect the receipt and repayment of the borrowed money (Use receipt code 4911)
Short-Term Borrowing Act
Pages 82 - 89

• Must be repaid by the end of the fiscal year in which the money was borrowed (Use expenditure code 7500)

• Must be reported on the liabilities section of the quarterly financial statement
Governmental Leasing Act
Pages 85 - 89

- Notification of lease issues with a principal amount of $200,000 or less is *not* required, but is requested.

- Notification to SLDO of lease issues with a principal amount exceeding $200,000 is required.

- All lease issues exceeding a principal amount of $500,000 must have a public hearing and approval from the SLDO.
• All lease issues (regardless of amount) are reported on the liabilities section of the quarterly financial statement.

• SLFO will approve standing orders for debt service payments.

• Use receipt code 4912 when bringing these receipts into the budget.
County Debt Capacity

- Section 158 of the KY Constitution limits a county’s debt capacity to 2% of the value of taxable property within the county.

- Capacity is determined from the most recent assessment of taxable property as certified by the Department of Revenue.
County Debt Capacity

If you would like to see a copy of your county’s debt capacity as it currently stands, contact your DLG county representative and one can be emailed to you.
Break
County Elected Officials Training Incentive Program
County Elected Officials Training Incentive Program

- Created by the 1998 Kentucky General Assembly with the passage of HB 810.
- Challenged and upheld by the Kentucky Supreme Court.
Things You Should Know About The Training Incentive Program

- Commonly referred to by many officials as the HB 810 Training Program.

- Authorizing Statue for the program is KRS: 64.5275 (6)

- Administrative Regulations governing the program are: 109 KAR 2:020
What You Should Know About the Training Incentive Program

Your participation is **VOLUNTARY**

- Officials are not automatically enrolled as participants in the program. When DLG becomes aware of a new official we place them in the training database as a Non-Participant (NP). Until an official indicates to us that they want to participate in the program their status will remain as a Non-Participant until they are no longer serving in office.

- For officials that choose to participate and submit the proper documentation, DLG will enter/change the officials status to participating which is indicated by an (810) beside their name.

- Once an official is out of office for whatever reason (resignation, retirement, or loss of election) their status will be changed to Ex-Official (EX). If the official is later re-elected this record is not reactivated but rather a new record is created.
What You Should Know About the Training Incentive Program

Funding for the program is **LOCAL**

- The moneys used to pay the training fringe benefit comes from County funds.

- DLG’s role in the payment process is to notify the official of their completion and authorize the County to make the incentive payment.

- There are specific line items in each County’s Budget for the officials Training Fringe Benefit. Each line should have the minor code 212.
Participation in the Program

Who Can Participate:

- Members of the Fiscal Court (Judge/Executives, Magistrates or Commissioners)
- County Clerks
- Sheriffs
- Jailers
How to Participate

1. Notify your county’s Judge Executive to ensure that funds are budgeted.

2. Complete and submit the County Elected Officials Training Participation Form to DLG.

3. Attend 40 hours of approved training each “Calendar Year”.

4. Send documentation of attendance to DLG.
Participation Form

County Officials Training Incentive Program Participation Form

Return Forms To:
Department for Local Government
1024 Capital Center Drive Suite 340, Frankfort, KY 40601
Phone: (502)-573-2382   Fax: (502)-573-3712   E-mail: Wendy.Thompson@ky.gov

Elected Official's Information

☐ Newly Elected   ☐ Appointed   ☐ Continuing in Service

Attention Appointed Officials: You should attach a copy of your appointment letter when submitting this form.

Name: ☐ Mr.   ☐ Ms.   First: ___________________________   Middle: ___________________________   Last: ___________________________

Officials County: ___________________________________________
Office Address: ___________________________________________
Phone: ___________________________________________
Fax: ___________________________________________
E-Mail: ___________________________________________
Web Site ___________________________________________

Elected Position

(Check the corresponding box & list District if applicable)

☐ Judge Executive   ☐ Magistrate-District ________   ☐ Commissioner - District ________

☐ County Clerk   ☐ Sheriff   ☐ Jailer

First Day Served In Office:
(Start Position Term) ___________________________________________

I Choose To Participate In The HB 810 County Elected Officials Training Incentive Program

You must "INITIAL" by the appropriate response

☐ YES, I choose to participate in the training program   ☐ NO, I choose not to participate in the training program

Certification: By signing below I certify that the information listed above is correct & accurate and that I am entitled to participate in the County Elected Officials Training Incentive Program.

Signature: ___________________________   Date: ___________________________
County Policies Regarding Travel & Training Reimbursements

Each county determines its own policies regarding the reimbursement for travel and training expenses. While incentives earned are mandated county expenses. The cost of travel and tuition related to training are not statutorily mandated. Therefore, each county decides what to fund.
Obtaining Training

Training Recommendations:

Most counties have limited funds available so don’t waste your training dollars.

Officials should vary selections to include conferences as well as traditional classroom settings.

You need to select training that will benefit you in your role as an elected official!!!
Approvable Training Topics:

- Legal / Legislative Issues
- Budget Preparation
- Computer & Software Training
- Election Training – County Clerk
- Human Resources Training
- Transportation/Road – Fiscal Court
- Corrections – Jailers
- Insurance/Tax/Fringe Benefits
- Federal and State Grant Training
Sources for Obtaining Training:

• Associations – KACo, KCJEA, KMCA

• Government Agencies – DLG, Transportation, UK Transportation Center

• Area Development Districts

• Independent Conferences and Training Groups
Reporting Your Attendance

• Proof of an official’s training attendance should be submitted to our office within 60 days of completing the training.

• Always make sure your “Name”, “County” and “Office” are legible on your attendance form before submitting it.

• Completion documentation can be submitted by the official or the training provider by mail, fax or e-mail.

• Keep a copy of your attendance documents for your records.

• Ultimately it is the responsibility of the official to make sure their attendance information has been turned into DLG.
Acceptable Forms of Attendance Documentation

When attending a training event your proof of attendance should be submitted in the same document form as all other officials.

Some of the acceptable forms are:

1. Sign-in Sheets
2. Attendance Logs/Reports
3. Individual Certificates
4. Individual Proof of Attendance Forms
**Pay Attention To The Instructions!!!**

Return Forms to: Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601, E-mail scott.sharp@ky.gov

### Date
August 14 - 16, 2018

### Location
Galt House, Louisville, KY

#### Tuesday August 14

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker</th>
<th>Hrs</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:15 - 2:30</td>
<td>Developing KY's Workforce</td>
<td>Secretary Scott Brinkman &amp; Cabinet Secretaries</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>3:00 - 3:45</td>
<td>Cracker Barrel Sessions with Cabinet Officials</td>
<td>Multiple Cabinet Officials</td>
<td>0.75</td>
<td></td>
</tr>
</tbody>
</table>

#### Concurrent Sessions

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00 - 4.45</td>
<td>Kentucky Opportunity Zones</td>
<td>Jessica Burke</td>
</tr>
<tr>
<td>4.00 - 4.45</td>
<td>Hot Topics in the Alcohol Industry</td>
<td>Commissioner Christine Trout Van Tatenhove &amp; Marc Manley</td>
</tr>
<tr>
<td>4.00 - 4.45</td>
<td>Coal and Mineral Severance Funds: Program Updates</td>
<td>DLG Staff</td>
</tr>
<tr>
<td>4.00 - 4.45</td>
<td>You Can’t Sell From an Empty Wagon</td>
<td>Tess Pay</td>
</tr>
<tr>
<td>4.00 - 4.45</td>
<td>KY Health Medicaid 115 Waiver</td>
<td>Deputy Secretary Kristi Putnam &amp; Veronica Cecal</td>
</tr>
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</table>

#### Wednesday August 15

**Workshop Blocks .75 Hours Each**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Initial</th>
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</thead>
<tbody>
<tr>
<td>8:30 - 9:15</td>
<td>Attend 1 Only</td>
<td>wt</td>
</tr>
<tr>
<td>9:30 - 10:15</td>
<td>Attend 1 Only</td>
<td>wt</td>
</tr>
<tr>
<td>10:30 - 11:15</td>
<td>Attend 1 Only</td>
<td>wt</td>
</tr>
<tr>
<td>11:30 - 12:15</td>
<td>Attend 1 Only</td>
<td>wt</td>
</tr>
<tr>
<td>12:30 - 1:45</td>
<td>Attend 1 Only</td>
<td>wt</td>
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</table>

<table>
<thead>
<tr>
<th>2:00 - 2:45</th>
<th>Attend 1 Only</th>
<th>wt</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 - 3:45</td>
<td>Attend 1 Only</td>
<td>wt</td>
</tr>
<tr>
<td>4:00 - 4:45</td>
<td>Attend 1 Only</td>
<td>wt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workshop Blocks .75 Hours Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY Innovation</td>
</tr>
<tr>
<td>Enlarging KY’s Workforce</td>
</tr>
<tr>
<td>Kentucky Wired</td>
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<tr>
<td>Bridging KY</td>
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<tr>
<td>KY Response to Hepatitis A</td>
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<tr>
<td>Building a Skilled Workforce</td>
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<tr>
<td>KIA Update</td>
</tr>
<tr>
<td>Federal Funding Opportunities</td>
</tr>
<tr>
<td>Pre-Project Planning Tips</td>
</tr>
<tr>
<td>KY Transport Cabinet</td>
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<tr>
<td>Floods in KY</td>
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<tr>
<td>Community Traumatic Events</td>
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<tr>
<td>Economic Dev Efforts</td>
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<tr>
<td>Re-entry Best Practices</td>
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<tr>
<td>KOHS Grant Program</td>
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<tr>
<td>Public Service Commission</td>
</tr>
<tr>
<td>Personnel Updates</td>
</tr>
<tr>
<td>Secrets of Econ Dev</td>
</tr>
<tr>
<td>Lt. Col. Amy Mundell &amp; Governor Matt Bevin</td>
</tr>
</tbody>
</table>

#### Thursday August 16

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Hrs</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 10:30</td>
<td>Active Aggressive Shooter</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>11:25</td>
<td>Kentucky Office of Homeland Security</td>
<td>0.75</td>
<td></td>
</tr>
</tbody>
</table>

**Certification:** By signing below I certify that I attended the training event described above and that I am entitled to claim credit for the duration of time listed in each session in compliance with KRS 64.5275(6)

Print Name: Wendy Thompson

Office: 

County: 

Signature: 

Possible Hrs: 11.25

**DLG Use Only**
Your Training Record

• Reflects what you have certified that you attended on your Proof of Attendance Forms (POAs). So fill them out accurately!

• If you need to leave the session to make a phone call, please make it very brief or mark on your POA for the amount of time you left the session.

• Your record is Subject To Open Records Requests!!! As are all of your Proof of Attendance Forms.
How Much is an Incentive?

The amount of 1 incentive unit is $100 which adjust annually for changes in the Consumer Price Index (CPI).

2019 CPI: 1.9%

2019 Incentive Unit Values Are:

1\textsuperscript{st} unit = $1,053.91
2\textsuperscript{nd} unit = $2,107.82
3\textsuperscript{rd} unit = $3,161.73
4\textsuperscript{th} unit = $4,215.64
How Do I Earn an Incentive?

An incentive unit is comprised of the completion of 40 hours of approved training.

One incentive unit can be earned per calendar year by attending training and/or carrying over hours from the previous year.

Carryover hours are limited to a maximum of 40 hours that can be carried from one year into the next consecutive year of your term.

The maximum amount of incentive units that an official can accumulate is capped at a maximum of four units. To maintain incentive units, you must consecutively accumulate an incentive unit each calendar year.
When Will I Receive My Incentive Payment?

Once you reach your 40 hour training unit, DLG will mail notice to the Official, the County Judge/Executive, the County Treasurer, and the State Auditors Office.

Payment is issued from County funds
- Must be budgeted
- Is subject to fiscal court review
- Is subject to all withholdings (State & Federal)

Payment can not be issued until the authorization letter has been received!!!
Incentive Payment Process For Fee Officials (County Clerks & Sheriffs)

County’s with population of less than 70,000

The incentive can be paid from the fee account or by the fiscal court.

County’s with population of 70,000 or greater

Notice will be mailed to the County Fees Office in the Finance and Administration Cabinet which will then send the payment to the official.
When Are Incentive Letters Issued

DLG periodically runs reports that let us know who has completed the incentive requirement.

On average DLG issues incentive letters more than once a month. However, there are times when the time period between incentives is greater than one month.

Letters are not issued during the months of May and June while fiscal courts are working on their budgets.
Incentive Letter

October 23, 2018

Ms. Wendy Thompson
Franklin County Magistrate
1234 Country Road.
Frankfort, KY 40601

Dear Ms. Thompson:

Congratulations on the completion of your 40 hour training unit for calendar year 2011. Pursuant to KRS 64.5275(6) you are required to be paid an annual incentive per calendar year for each training unit completed up to a maximum of four incentive payments. The value of an incentive payment for 2011 is $919.65.

Our records show that you have successfully completed 1 unit(s) and are due 1 incentive payment(s) of $919.65 for a total of $919.65. Please make the disbursing officer aware that incentive payments are not exempt from state or federal withholding requirements.

Enclosed is a summary of your training record to date. If you have questions, please contact me at (800) 346-5606.

Sincerely,

Wendy Thompson
Training Coordinator

CC: State Auditor’s Office
Franklin County Judge Executive
Franklin County Treasurer
How To Access Your Training Page

• Go to the DLG website [http://kydlgweb.ky.gov](http://kydlgweb.ky.gov).

• You will see a list of links that take you to the different areas of our agency.

• Second row, 3rd button is the County Officials Training Program Link.
LOCAL OFFICIALS TRAINING PROGRAM

LEARN

LEAD
Reports and Forms

Below are reports and forms that officials participating in the County Elected Officials Training Program will utilize. To view the corresponding report or forms click the heading of each section.

**County Elected Officials Training Program Participation Form** (Adobe 125 KB)
Elected or appointed officials who wish to participate in the County Elected Officials Training Program will need to complete and submit the County Elected Officials Training Program Participation Form before they will be included in the program. Newly elected or appointed officials who wish to participate in the County officials training program will need to complete this form and submit it to our office in order to be enrolled in the training incentive program.

**Individual Training Records**
By clicking the link above, program participants may view their individual training record online by entering their name, county, office or any combination thereof.

**Training Approval Request Form** (Adobe 136 KB)
For training events not listed in the Upcoming Approved Training Events, approval may be requested by completing and submitting the Training Approval Request Form, along with a detailed event agenda listing all training times and indicating any breaks and meals during the training event. To complete this form click the link in the heading listed above this section.

For questions concerning the County Elected Officials Training Program please contact Wendy Thompson, Training Coordinator.
County Officials Training Program

To search for an Official, choose your county and click the <submit> button.

Search Criteria

County:  

Submit

If your status is "NP" (non-participant) and you would like to participate, please fill out a Participation Form (Adobe - 123KB).
To search again, click [here](#).

## Search Criteria

**County:**

Franklin

If your status is "NP" (non-participant) and you would like to participate, please fill out a [Participation Form](#) (Adobe - 123KB).

## Results

<table>
<thead>
<tr>
<th>STATUS</th>
<th>NAME</th>
<th>COUNTY</th>
<th>JOB TITLE</th>
<th>VIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>810</td>
<td>Booth, Marti</td>
<td>Franklin</td>
<td>Magistrate</td>
<td><a href="#">VIEW</a></td>
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<tr>
<td>NP</td>
<td>Goins, Fred</td>
<td>Franklin</td>
<td>Magistrate</td>
<td><a href="#">VIEW</a></td>
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<td>810</td>
<td>Hancock, Jeff F</td>
<td>Franklin</td>
<td>County Clerk</td>
<td><a href="#">VIEW</a></td>
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<tr>
<td>810</td>
<td>Melton, Pat</td>
<td>Franklin</td>
<td>Sheriff</td>
<td><a href="#">VIEW</a></td>
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<tr>
<td>810</td>
<td>Moore, Lambert</td>
<td>Franklin</td>
<td>Magistrate</td>
<td><a href="#">VIEW</a></td>
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<tr>
<td>810</td>
<td>Rogers, Rick</td>
<td>Franklin</td>
<td>Jailer</td>
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<tr>
<td>810</td>
<td>Sturgeon, Don</td>
<td>Franklin</td>
<td>Magistrate</td>
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<td>Franklin</td>
<td>Magistrate</td>
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<tr>
<td>810</td>
<td>Tracy, Scotty Lynn</td>
<td>Franklin</td>
<td>Magistrate</td>
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<tr>
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<td>Turner, Michael Flynn</td>
<td>Franklin</td>
<td>Magistrate</td>
<td><a href="#">VIEW</a></td>
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<tr>
<td>810</td>
<td>Wells, Huston D</td>
<td>Franklin</td>
<td>Judge/Executive</td>
<td><a href="#">VIEW</a></td>
</tr>
</tbody>
</table>
view your training record, click here: Summary of Training Hours Report

If this data is incorrect or out of date, please fill out and submit an Updated Information form (Adobe - 122KB).

If a training event not listed in the Relevant Upcoming Classes column that you would like to request approval for, please submit a Training Approval Request form (Adobe - 156KB). For all other questions, please contact Scott Sharp at scott.sharp@ky.gov or (800) 346-5606.

### Classes Completed

<table>
<thead>
<tr>
<th>START DATE</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/20/2018</td>
<td>2018 KY Cooperative Extension Service</td>
</tr>
<tr>
<td>08/14/2018</td>
<td>2018 Governors Local Issues Conference</td>
</tr>
<tr>
<td>06/02/2018</td>
<td>2018 Broadband and Your Community</td>
</tr>
<tr>
<td>06/27/2018</td>
<td>2018 KCEA-KMCA Joint Conference</td>
</tr>
<tr>
<td>05/02/2018</td>
<td>2018 Tourism for Counties</td>
</tr>
<tr>
<td>02/16/2018</td>
<td>2018 Budget Workshops</td>
</tr>
<tr>
<td>11/08/2017</td>
<td>2017 KACo Conference</td>
</tr>
<tr>
<td>08/23/2017</td>
<td>2017 Governors Local Issues Conference</td>
</tr>
<tr>
<td>06/14/2017</td>
<td>2017 KCEA / KMCA Joint Summer Conference</td>
</tr>
<tr>
<td>02/08/2017</td>
<td>2017 KCEA Winter Conference</td>
</tr>
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</table>

### Relevant Upcoming Classes

<table>
<thead>
<tr>
<th>START DATE</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/2018</td>
<td>2018 Strategies for Improving Collection Systems</td>
</tr>
<tr>
<td>10/28/2018</td>
<td>2018 UKTC Roadside Safety Improvements for Rural Roads</td>
</tr>
<tr>
<td>10/29/2018</td>
<td>2018 The Changing World of Media &amp; Communications</td>
</tr>
<tr>
<td>10/30/2018</td>
<td>2018 Microsoft Excel 2016 Part 2</td>
</tr>
</tbody>
</table>
Is Your Contact Information Correct?

Elected County Officials Training Incentive Program
County Officials Updated Information Form

Return Form To:
Department for Local Government
1024 Capital Center Drive, Suite 340, Frankfort, KY 40601
Phone: (800)-346-5606 Fax: (502)-573-3712 e-mail: Wendy.Thompson@ky.gov

Elected Officials Information on Record

Name: □ Mr. □ Ms. First: __________________________ Middle: __________________________ Last: __________________________
County: __________________________ Office: __________________________

Reason For Information Change

☐ Name Change: First: __________________________ Middle: __________________________ Last: __________________________
☐ Address Change: Street: __________________________ PO Box: __________________________
City: __________________________ Zip Code: __________________________
☐ Contact Change: Phone #: __________________________ E-mail: __________________________
Fax #: __________________________ Web Site: __________________________
☐ Position Change: Date of Appointment: __________________________ Special Election: __________________________

New Office Held:
☐ Judge Executive ☐ Magistrate - District # ______ ☐ Commissioner
☐ County Court Clerk ☐ County Sheriff ☐ County Jailer

Note: If you have been elected/appointed to a new office you will need to complete a new participation form to participate in the training program.

By signing below I certify that the information provided is accurate to the best of my knowledge.

Officials Signature: __________________________ Date: __________________________
# County Officials Training Program

## Summary of Training Hours

**Wendy Thompson, Franklin County Magistrate**

### 2018

<table>
<thead>
<tr>
<th>EVENT</th>
<th>COMPLETED</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 KY Cooperative Extension Service</td>
<td>09/20/2018</td>
<td>6.50</td>
</tr>
<tr>
<td>2018 Governors Local Issues Conference</td>
<td>08/16/2018</td>
<td>11.25</td>
</tr>
<tr>
<td>2018 Broadband and Your Community</td>
<td>08/02/2018</td>
<td>6.50</td>
</tr>
<tr>
<td>2018 KCIEA-KMCA Joint Conference</td>
<td>06/29/2018</td>
<td>12.25</td>
</tr>
<tr>
<td>2018 Tourism for Counties</td>
<td>05/02/2018</td>
<td>6.50</td>
</tr>
<tr>
<td>2018 Budget Workshops</td>
<td>02/16/2018</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**TOTAL FOR YEAR 2018**

46.00

### 2017

<table>
<thead>
<tr>
<th>EVENT</th>
<th>COMPLETED</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 KACo Conference</td>
<td>11/10/2017</td>
<td>12.00</td>
</tr>
<tr>
<td>2017 Governors Local Issues Conference</td>
<td>08/25/2017</td>
<td>11.50</td>
</tr>
<tr>
<td>2017 KCIEA / KMCA Joint Summer Conference</td>
<td>06/16/2017</td>
<td>11.00</td>
</tr>
<tr>
<td>2017 KCIEA Winter Conference</td>
<td>02/10/2017</td>
<td>12.25</td>
</tr>
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</table>

**TOTAL FOR YEAR 2017**

46.75

### Hours Credited

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours Credited</th>
<th>Hours Earned</th>
<th>Unit Completed</th>
<th>Hours Needed to Complete Unit</th>
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</thead>
<tbody>
<tr>
<td>Calendar Year 2017</td>
<td>0.00</td>
<td>46.75</td>
<td>Yes</td>
<td>0.00</td>
</tr>
<tr>
<td>Calendar Year 2018</td>
<td>6.75</td>
<td>46.00</td>
<td>Yes</td>
<td>0.00</td>
</tr>
</tbody>
</table>

This summary is provided for informational purposes and does not constitute authorization for payment.
How to get a Training Event Approved

If a training event is not listed on your “Relevant Upcoming Classes List” it could be because DLG is not aware of the training. To get the training approved in this program we will need the “Training Hour Approval Request Form” filled out and submitted to our office along with the “Detailed Agenda” for the training event.
Training Approval Request Form

Elected County Officials
Training Incentive Program
Training Approval Request Form

Training Approval Requested By: ____________________________________________

Title: ___________________________ Agency: ____________________________

Phone: ___________________________ E-mail: ____________________________

Requester: Please complete both pages of this form, attach a copy of the detailed agenda that lists the start and end times of all training sessions while also indicating any breaks that may be given and submit to:
Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601 Phone: 800-346-5605 Fax: 502-573-3712 E-mail: Wendy.Thompson@ky.gov

Training Event Information

Training Title: ____________________________________________

Training Provider: ____________________________________________

Contact Name: ___________________________ Title: ____________________________

Phone: ___________________________ E-mail: ____________________________

Fax: ___________________________ Website: ____________________________

Training Intended For: □ Fiscal Court □ County Clerk □ Sheriff □ Jailer □ All

Registration Fees: □ Yes: Dollar Amount: $ ____________________________ □ No

Enrollment Limitations: □ Yes: Maximum Enrollment: # ____________________________ □ No

Proof of Attendance: □ Individual POA Form □ Sign-In/Out Sheets □ Individual Certificate
Invocation
9:00 a.m. – 10:30 a.m. Clerks and Deputies Only

Approval of Minutes (Clerks and Deputies Only)
Treasurer’s Report (Clerks and Deputies Only)
Discussion of Issues (Clerks and Deputies Only)
Legislative Update (Clerks and Deputies Only)
Reports of Committees

Old Business
New Business

Meeting Open to Guests at Conclusion of Clerks Only Session
Recognition of Guests
10:30 a.m. - 11:30 a.m. KAVIS Update

Presentations by State Officials
12:00 Noon – 1:00 p.m. Lunch

Announcements
Adjournment
1:00 p.m. – 3:00 p.m. Secretary of State and State Board of Elections
ePoll Books and ADA compliance for the 11/6/2018 General Election

3:00 p.m. – 4:00 p.m. Manufactured Housing Issues - Department of Housing, Buildings and Construction
Common Training Questions

QUESTIONS ANSWERED HERE EVEN THE SILLY ONES
I Have Completed My 40 Hours but Haven’t Received My Incentive Letter

• Make sure your status states 810. If it states NP then we need you to fill out a participation form.

• Have you turned in all of your Proof of Attendance (POA) Documentation? Your State Associations (KCJEA, KMCA, KCCA, KSA, KJA, & KACo) are very good about turning your completions in for you. However, most training entities do not forward this information to DLG. If you have your POA you can scan and e-mail it to Wendy.Thompson@ky.gov, or fax it to 502-573-3712.

• Sometimes the association conducting the training has to document your attendance in their system before they forward that information on to DLG. It is not uncommon for DLG to receive attendance documentation anywhere from three to six weeks after a training event has occurred.

• Incentive letters are not automatically generated upon the completion of an incentive unit. DLG periodically runs reports that let us know which officials have recently completed their training requirement. (on average letters are generated more than once a month).
The Training Event Didn’t Have A Certificate, Sign-in Sheet or a Proof of Attendance Form

This mostly happens with out of state training events. In the event that you attend a training event that does not provide attendee’s with some type of proof of attendance (POA). Simply:

• Keep your agenda and initial by each session you attended

• Write a letter on your office letterhead stating that you attended the training event listing its: name, date, and location and that you would like for the sessions initialed on your agenda to be considered for training credit.

• Submit the initialed agenda and letter to our office and we will use it as your proof of attendance for the event.
I Carried 40 hours into the New Year
When Will I Get My Incentive Letter?

With the Carryover Provision several officials that are continuing in the service of their office are eligible for their incentive as soon as the new year arrives. Before DLG can issue any incentives we have to:

1. Receive the CPI information from the US Department of Labor, Bureau of Labor Statistics (typically in the last part of January).

2. Use the CPI information to calculate the new years salary levels and incentive values.

3. Check the training system to make sure that it is functioning properly and prepare all the incentive letters to go out (letters are typically received in early to mid February).
Other Training Questions

If you have any question about the Elected County Officials Training Program please contact Wendy Thompson at:

- Toll Free Phone: 1-800-346-5606
- Direct to Desk: 502-892-3479
- Fax: 502-573-3712
- E-mail: wendy.Thompson@ky.gov
Department for Local Government

Office of Financial Management & Administration
1024 Capitol Center Drive, Suite 340
Frankfort, KY 40601

Phone: 800-346-5606 or 502-573-2382

Fax: 502-573-3712

http://kydlgweb.ky.gov