County Budget Workshop
2020-2021

Department for Local Government

Office of Financial Management & Administration
Welcome and Introductions

Area Development District
Executive Director
Welcome and Introductions

Department for Local Government
Robert Brown
Area Development District Update

Public Administration Specialist
Budget Workshop

Counties Branch Staff
Budget Timetable - January

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: Robert O. Brown, State Local Finance Officer
Office of Financial Management & Administration

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

SUBJECT: 2020 Fee Office Budgets

The County Clerk and Sheriff’s 2020 Fee Office Budgets were due to the Department for Local Government on January 15, 2020. To date, our office has not received their budgets and, therefore, they are considered delinquent.

Your county budget must be approved by July 1, 2020, for Fiscal Year 2021. 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
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.
Fee Official Support

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.
"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>
<tr>
<td>Federal Grants</td>
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<td>State Grants</td>
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<td>State Fees for Services</td>
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<td>Finance and Administration Cab.</td>
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<td>Fiscal Court (includes Election Comm.)</td>
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<td>County Clerk (Delinquent taxes)</td>
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<td>Commissions on Taxes Collected</td>
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<td>Fees Collected for Services</td>
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<td>Accident/Police Reports</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 (
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<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>
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<td>13. Licenses: (describe)</td>
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<td>15. Marriage</td>
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<td>16. Occupational</td>
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<td>17. Beer &amp; Liquor</td>
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<td>22. Fees Collected for Services</td>
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<td>24. Deeds, Easements, and Contracts</td>
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<td>25. Real Estate Mortgages</td>
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<td>26. Chattel Mortgages &amp; Financing Stmnts</td>
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<td>27. Powers of Attorney</td>
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<td>28. All Other Recordings</td>
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<td>29. Charges for Other Services:</td>
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<td>30. Copywork</td>
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<td>31. Postage</td>
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Budget Timetable - February

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

Prepare jail fund budget proposal.
Budget Timetable - April

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
Budget Timetable - July

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 6-30-2019 quarterly

Compare to the most recent quarterly report (3-31-20 electronic report)

Check with the treasurer, the jailer, other elected official’s 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 $233,870
- LGEA
- Jail (bed allotment, medical, DUI)
- State Prisoner Payments
- Strip mine permit fees
## Budgeting Cash Transfers

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<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Road Fund</th>
<th>Jail Fund</th>
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<td>4910</td>
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<td>50,000</td>
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</tbody>
</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
ALLOWABLE USES FOR LGEA FUNDS DEPENDS UPON THE SOURCE

Coal severance
Coal impact
Mineral severance
LOCAL GOVERNMENT ECONOMIC ASSISTANCE FUNDS

The county’s status may change during the fiscal year

Coal Producing ↔ Coal Impact
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 2020-2021 Figures

60\% \text{ allocation of funds available Aug 1.}

See us after the presentation for your estimated amounts
Estimating Expenditures

- Review the 6-30-2019 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 Official’s Annual Salary (Subject to 64.5275) 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
Mandated Appropriations

Mandatory Matches for County Employees:
Retirement (CERS) effective July 1, 2020

- **26.95%** for non-hazardous
- **44.33%** 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)
Mandated Appropriations

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.
Mandated Appropriations

50% of forestry receipts must be sent to the school board of any district with a portion of the forest reserve within its borders, using code: 02-9500-902

Election Expenses
KRS 117.035, 117.045
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: 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.
Counties are discouraged from carrying over unpaid obligations into the next fiscal year since, under KRS 65.140, counties are required to pay all bills for goods and services within 30 days of receipt of an invoice.
Unpaid Claims

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.. $233,870
This is a copy of a Road Cost Allocation Worksheet from a county two budget cycles back.

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 __________________ to 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>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<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
The Signature Page of the Budget Document (Page 30)

- 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.
Other items that could delay budget approval by the SLFO

**Quarterly Reports**

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

Robert O. Brown

Robert O. Brown
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 2019 - 2020 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
Tax Rate Calculation Process

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
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, 2020.

Preparation is the key to success.
County Debt

• Short-Term Borrowing Act
• Governmental Leasing Act
• County Debt Capacity
Short-Term Borrowing Act
Pages 82 - 89

• 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)
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
• 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 also have a public hearing and the approval of 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
GASB 87 – Lease Disclosures

- GASB 87 standard is required of the GAAP reporting counties. These counties will be responsible for preparing to meet the standard.

- DLG is adopting a similar reporting requirement for all Regulatory counties, following the spirit of GASB 87
  - This new DLG reporting form will not serve as a substitute for the GASB 87 requirement
  - This will make any future transition to a GAAP standard for those counties, much easier.
Leases Covered Under GASB 87

• Any lease where there is a right to use an Asset in an exchange-like transaction.
• The county may serve as lessee of the item (resulting in a disbursement of funds by the county) or they may be lessor (resulting in a receipt of income to the county).
• Does not involve the conveyance of title of the asset at the close of the term.
  • As Lessee, the county will not retain ownership of the asset.
  • As Lessor, the county will not cede ownership of the asset to another.
Typically, these will be leases of equipment or space (either fixed or virtual) for term of more than one year.

- Be sure to include the base term of the lease as well as any extension periods if you are reasonably sure that they will be exercised.
- If the term is 60 months with an additional 24 on the table, and you are reasonably certain that it will be extended, then report that extension.
GASB 87 – Reporting

- Exemptions-
  - Short term leases (less than 12 months)
  - Service components of contracts
  - As Lessor – leases of tangible assets that are considered investments (real estate)

- Reporting threshold – set by the county but should be a point low enough to capture all the important leases but exclude the small stuff.
  - Should be set high enough to capture all relevant expenditures.
  - The decision of the threshold limit is yours.
GASB 87 Reporting – Where do I start?

- Review all leases to see if they meet the standard. If unsure, check with DLG
- Speak with department heads to include any lease you may have missed
- Consider the application of any new lease that you may enter or sign onto.
- Consider the threshold you wish to use. Does it include relevant obligations or revenues?
  - When in doubt, report it.
## GASB 87 Form & Examples

<table>
<thead>
<tr>
<th>County as Lessor (Receipt)</th>
<th>Example Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Agreement</td>
<td>County Ag Extension Office</td>
</tr>
<tr>
<td>Effective Date</td>
<td>9.1.2019</td>
</tr>
<tr>
<td>Asset Type</td>
<td>Office Space in Old Jail Bldg.</td>
</tr>
<tr>
<td>Does lease grant control/right to use?</td>
<td>Yes</td>
</tr>
<tr>
<td>Length of Term (years)</td>
<td>5</td>
</tr>
<tr>
<td>Is there an option to Terminate?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is it a reasonable certainty it will be?</td>
<td>No</td>
</tr>
<tr>
<td>Number of years to exercise option?</td>
<td>2</td>
</tr>
<tr>
<td>Is there an option to Extend Lease?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is there a reasonable certainty of it?</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of years to exercise option?</td>
<td>4</td>
</tr>
<tr>
<td>Frequency of Payments</td>
<td>Monthly</td>
</tr>
<tr>
<td>Amount of Payment</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Total Value of Contract Agreement</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>Amount of Payments Received to Date</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Number of Payments Outstanding</td>
<td>57</td>
</tr>
<tr>
<td>Value of Payments Outstanding</td>
<td>$57,000.00</td>
</tr>
<tr>
<td>Value of Payments in This Fiscal Year</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>
## County as Lessee (Disbursement)

<table>
<thead>
<tr>
<th>County as Lessee (Disbursement)</th>
<th>Example Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Agreement</td>
<td>Copiers - Countywide</td>
</tr>
<tr>
<td>Effective Date</td>
<td>5.1.2019</td>
</tr>
<tr>
<td>Asset Type</td>
<td>Office Equipment</td>
</tr>
<tr>
<td>Does lease grant control/right to use?</td>
<td>Yes</td>
</tr>
<tr>
<td>Length of Term (years)</td>
<td>3</td>
</tr>
<tr>
<td>Is there an option to Terminate?</td>
<td>NO</td>
</tr>
<tr>
<td>Is it a reasonable certainty it will be?</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of years to exercise option?</td>
<td>N/A</td>
</tr>
<tr>
<td>Is there an option to Extend Lease?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is there a reasonable certainty of it?</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of years to exercise option?</td>
<td>1 year additional</td>
</tr>
<tr>
<td>Frequency of Payments</td>
<td>Monthly</td>
</tr>
<tr>
<td>Amount of Payment</td>
<td>$657.34</td>
</tr>
<tr>
<td>Total Value of Contract Agreement</td>
<td>$23,664.24</td>
</tr>
<tr>
<td>Amount of Payments to Date</td>
<td>$5,258.72</td>
</tr>
<tr>
<td>Number of Payments Outstanding</td>
<td>28</td>
</tr>
<tr>
<td>Value of Payments Outstanding</td>
<td>$18,405.52</td>
</tr>
<tr>
<td>Value of Payments in This Fiscal Year</td>
<td>$3,944.04</td>
</tr>
</tbody>
</table>
GASB 87 & SEFA

- To make this easier, we will include the GASB 87 Disclosure as a tab on a combined excel worksheet. There will be one download from DLG’s Counties Page and then you complete both pages.

- Email both Excel Worksheets to your County’s Local Government Advisor by August 1\textsuperscript{st}.
  - Or… Email them with your 4\textsuperscript{th} Quarter Signature Page if that is easier to remember.
The GASB 87 rule allows for easier disclosure of governmental liabilities and revenues for the public as well as credit rating agencies. Currently this only applies to GAAP counties. However, in a few years, compliance with GASB 87 could be required by all credit rating agencies. In which case, counties will either comply or be subject to high bond interest and costly issuance fees, due to poor credit ratings related to lax reporting standards.

DLG wants to create a culture of reporting according to the GASB standards, even if not following every single detail. We know that by requiring this form, any future transition to a GASB standard will be easier for the county.

Lastly, because The State Local Finance Officer says so.
County Elected Officials Training Incentive Program
Things You Should Know About The Training Incentive Program

• Created by the 1998 Kentucky General Assembly with the passage of HB 810. It was implemented in January 1999.

• 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

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
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. This policy should be stated in the county’s Administrative Code.
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 is relevant to your duties 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.** (109 KAR 2:020 Section 3(8))

• 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 (no pictures).

• **Ultimately it is the responsibility of the official to make sure their attendance information has been turned into DLG in a timely basis.**
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

Pictures are not acceptable forms
Pay Attention To The Instructions!!!

Return Forms to: Department for Local Government, 10/4 Capital Center Drive, Suite 240, Frankfort, KY 40601, E-mail scott.sharp@ky.gov

<table>
<thead>
<tr>
<th>Date:</th>
<th>August 14 - 16, 2018</th>
<th>Location:</th>
<th>Galt House, Louisville, KY</th>
</tr>
</thead>
</table>

**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>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00 - 4.45</td>
<td>Kentucky Opportunity Zones</td>
<td>Jessica Burke</td>
<td>Initial 1 Only</td>
</tr>
<tr>
<td></td>
<td>Hot Topics in the Alcohol Industry</td>
<td>Commissioner Christine Trout Van Tatenhove &amp; Marc Manley</td>
<td>wt</td>
</tr>
<tr>
<td></td>
<td>Coal and Mineral Severance Funds: Program Updates</td>
<td>DLG Staff</td>
<td>wt</td>
</tr>
<tr>
<td></td>
<td>You Can’t Sell From an Empty Wagon</td>
<td>Tess Pay</td>
<td>wt</td>
</tr>
<tr>
<td></td>
<td>KY Health Medicaid 115 Waiver</td>
<td>Deputy Secretary Kristi Putnam &amp; Veronica Cecil</td>
<td>wt</td>
</tr>
</tbody>
</table>

**Wednesday August 15**

Workshop Blocks .75 Hours Each

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 - 9.15</td>
<td>Attend 1 Only</td>
<td>Enlarging KY’s Workforce</td>
<td>wt</td>
</tr>
<tr>
<td></td>
<td>Initial</td>
<td>Building a Skilled Workforce</td>
<td></td>
</tr>
<tr>
<td>9.30 - 10.15</td>
<td>Attend 1 Only</td>
<td>KYA Update</td>
<td>wt</td>
</tr>
<tr>
<td></td>
<td>Initial</td>
<td>Community Traumatic Events</td>
<td>wt</td>
</tr>
<tr>
<td>10.30 - 11.15</td>
<td>Attend 1 Only</td>
<td>Economics Dev Efforts</td>
<td>wt</td>
</tr>
<tr>
<td></td>
<td>Initial</td>
<td>Re-entry Best Practices</td>
<td>wt</td>
</tr>
<tr>
<td>11.30 - 12.15</td>
<td>Attend 1 Only</td>
<td>KOHS Grant Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Initial</td>
<td>KOHS Grant Program</td>
<td></td>
</tr>
<tr>
<td>12.30 - 1.45</td>
<td>Lunchon Presentations</td>
<td>Lt. Col. Amy Mundell &amp; Governor Matt Bevin</td>
<td>0.75</td>
</tr>
</tbody>
</table>

**Workshop Blocks .75 Hours Each**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 - 2.45</td>
<td>Attend 1 Only</td>
<td>KY Aviation Industry</td>
</tr>
<tr>
<td></td>
<td>Initial</td>
<td>New &amp; Improved KY Dam Lock</td>
</tr>
<tr>
<td>3.00 - 3.45</td>
<td>Attend 1 Only</td>
<td>CDBG Grant: Winchester’s Success Story</td>
</tr>
<tr>
<td></td>
<td>Initial</td>
<td>Ask The Attorneys</td>
</tr>
<tr>
<td>4.00 - 4.45</td>
<td>Attend 1 Only</td>
<td>Strong Internal Controls</td>
</tr>
<tr>
<td></td>
<td>Initial</td>
<td>Regional Economic Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Counting KY in the 2020 Census</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Update on Grants, Regulations &amp; Forms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Making the Most of Social Media</td>
</tr>
</tbody>
</table>

**Concurrent Session Initial Accordingly**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.30 - 3.45</td>
<td>Understanding HB114: Economic Development Discussion for TVA Co.</td>
<td>1.25</td>
</tr>
</tbody>
</table>

**Thursday August 16**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00 - 10.30</td>
<td>Active Aggressive Shooter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kentucky Office of Homeland Security</td>
<td>2.5</td>
</tr>
</tbody>
</table>

***Notice To All County Officials, This Document is Subject To Open Records Request***

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: DLG Use Only
County: 
Signature: 

Possible Hrs: 11.25
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).

2020 CPI: 2.3%

2020 Incentive Unit Values Are:

1\textsuperscript{st} unit = $1,078.15
2\textsuperscript{nd} unit = $2,156.30
3\textsuperscript{rd} unit = $3,234.45
4\textsuperscript{th} unit = $4,312.60
How Do I Earn an Incentive?

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

One incentive 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 four units. To maintain incentive units, you must consecutively accumulate an incentive each calendar year.
When Will I Receive My Incentive Payment?

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

Remember, the incentive payment is issued from County funds
• It must be budgeted
• It is subject to fiscal court review
• It is subject to all State & Federal withholdings

Payment can not be issued until the authorization letter has been received.

Incentive payments are not allowed on Standing Orders.
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

On average, DLG issues incentive letters twice a month (around the 15th and the 30th). However, there are times when the period between incentive letters are once a 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.

• 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.
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: [Dropdown]

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>
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</thead>
<tbody>
<tr>
<td>810</td>
<td>Booth, Marti</td>
<td>Franklin</td>
<td>Magistrate</td>
</tr>
<tr>
<td>NP</td>
<td>Goins, Fred</td>
<td>Franklin</td>
<td>Magistrate</td>
</tr>
<tr>
<td>810</td>
<td>Hancock, Jeff F</td>
<td>Franklin</td>
<td>County Clerk</td>
</tr>
<tr>
<td>810</td>
<td>Melton, Pat</td>
<td>Franklin</td>
<td>Sheriff</td>
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<tr>
<td>810</td>
<td>Moore, Lambert</td>
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<td>Magistrate</td>
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<tr>
<td>810</td>
<td>Rogers, Rick</td>
<td>Franklin</td>
<td>Jailer</td>
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<td>810</td>
<td>Sturgeon, Don</td>
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<td>Magistrate</td>
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<td>810</td>
<td>Thompson, Wendy</td>
<td>Franklin</td>
<td>Magistrate</td>
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<td>810</td>
<td>Tracy, Scotty Lynn</td>
<td>Franklin</td>
<td>Magistrate</td>
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<tr>
<td>810</td>
<td>Turner, Michael Flynn</td>
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<td>Magistrate</td>
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<tr>
<td>810</td>
<td>Wells, Huston D</td>
<td>Franklin</td>
<td>Judge/Executive</td>
</tr>
</tbody>
</table>
County Officials Training Program
Wendy Thompson, Participant

Name: Wendy Thompson
Job Title: Magistrate
County: Franklin
Address1: 1234 County Road
Address2: 
CSZ: Frankfort, KY 40601

Salutation:
District:
Category: Participant
eMail:
Phone:
Fax:

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). Any 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 (800) 346-5606.

### Classes Completed

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

<table>
<thead>
<tr>
<th>START DATE</th>
<th>COURSE</th>
<th>VIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/2018</td>
<td>2018 Strategies for Improving Collection Systems</td>
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<td>10/28/2018</td>
<td>2018 UKTC Roadside Safety Improvements for Rural Roads</td>
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<tr>
<td>10/29/2018</td>
<td>2018 The Changing World of Media &amp; Communications</td>
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<tr>
<td>10/30/2018</td>
<td>2018 Microsoft Excel 2016 Part 2</td>
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## 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>
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<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>
<tr>
<td><strong>TOTAL FOR YEAR 2018</strong></td>
<td><strong>46.00</strong></td>
<td></td>
</tr>
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</table>

#### 2017

<table>
<thead>
<tr>
<th>EVENT</th>
<th>COMPLETED</th>
<th>HOURS</th>
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</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>
<tr>
<td><strong>TOTAL FOR YEAR 2017</strong></td>
<td><strong>46.75</strong></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>HOURS CREDITED</th>
<th>HOURS EARNED</th>
<th>UNIT</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>
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<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.
Is Your Contact Information Correct?

Elected County Officials Training Incentive Program
County Officials Updated Information Form

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

Check the Appropriate Response and List new information

□ 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: _____________________
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 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
9 – 9:30 a.m.  
**The Basics of IT**
The key terms and basic knowledge an elected official needs to know to understand planning for IT needs.
*Potential speakers: KACo staff (Jon Sharp, IT Manager and J. Burnett, IT Director), Center for Internet Security*

9:30 – 10 a.m.  
**The Importance of Cybersecurity**
It’s not a matter of if, but when – a review of the kinds of cybersecurity threats facing counties, the scale of the problem and the negative impact a cybersecurity attack can have on a county’s operations.
*Potential speakers: KACo staff (Jon Sharp, IT Manager and J. Burnett, IT Director), Center for Internet Security*

10 – 10:30 a.m.  
**Protecting Yourself against Cyber Threats**
The essentials of protecting yourself in the cyber world, including avoiding phishing attempts, malware/ransomware, setting secure passwords, preventing identity theft, etc.
*Potential speakers: KACo staff (Jon Sharp, IT Manager and J. Burnett, IT Director), Center for Internet Security*
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 POA’s 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 502-227-8691.

• Have you paid your conference registration fees? Hours will not be added until your account is paid-in-full. 60 day rule still applies from end of training date.

• Sometimes the association conducting the training has to document your attendance in their system before they forward the information to DLG. This could take up to a month after the event has occurred.
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. If this happens to you, you will need to:

• Keep your agenda and **initial** by each session you attended

• Write a letter on **your county letterhead** stating that you attended the training event listing its name, date, location and that you would like for the event 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.

*Subject to approval by DLG. Training **must** be relevant to your duties.*
I Carried 40 hours into the New Year
When Will I Get My Incentive Letter?

With the carryover provision officials that are continuing in 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. Prepare all the incentive letters to go out (letters are typically received in early 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: 502-227-8691
• E-mail: Wendy.Thompson@ky.gov
Department for Local Government

Office of Financial Management & Administration
100 Airport Road, Third Floor
Frankfort, KY 40601

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

Fax: 502-227-8691

http://kydlgweb.ky.gov