



October 26, 2017

The Honorable Danny Leeper, Chair
Nassau County Board of County Commissioners
96135 Nassau Place, Suite 1
Yulee, Florida 32097

17 OCT 27 PM 1:48

Re: Annual Financial Report for Fiscal Year Ending September 30, 2017

Dear Chair Leeper and Commissioners,

In accordance with Florida Statutes Section 218.36, I am submitting my annual financial report for the period ending September 30, 2017. The unexpended budget balance as of the close of the fiscal year was \$148,285. I am respectfully requesting that \$48,285 of the unexpended funds be placed in my FY 2017-2018 budget for equipment and services that were requisitioned but were not received or completed by September 30, 2017 due to Hurricane Irma, and for election security purposes. Should you have questions, or if additional information is needed, please do not hesitate to contact me.

Sincerely,

Vicki P. Cannon
Nassau County Supervisor of Elections

Enclosures

STATE OF FLORIDA
CONSTITUTIONAL OFFICERS FINANCIAL REPORT FOR 2016-17

Name of governmental unit:

Nassau County Supervisor of Elections

Address:

96135 Nassau Place, Suite 3

City and zip code:

Yulee, Florida, 32097

Name of chief financial officer:

Vicki Peterson Cannon

Title of chief financial officer:

Supervisor of Elections

Telephone number (904) 491-7500

Pursuant to 218.36, F.S., I the undersigned certify, to the best of my knowledge, that the information reported herein is accurate and complete as to all funds received and expensed by the office of the Supervisor of Elections, Nassau County.

Vicki P. Cannon

Vicki P. Cannon, Supervisor of Elections

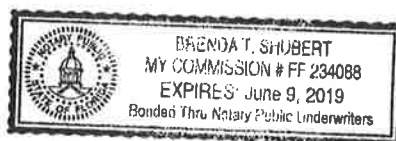
State of Florida
County of Nassau

Sworn to and subscribed before me this 26th day of Oct, 2017 by
Vicki P. Cannon, who is personally, known to me.

Brenda T. Schubert

Notary Public, State of Florida

Forms DBF-AA-403 Attached



Reporting Entity: **Vicki Cannon, Nassau County Supervisor of Elections**
Reporting Fund Group: **Supervisor of Elections Fund**

**Whole
Dollars Only**

Account No.	Description	Amount
331 100	Federal Grants	\$ 14,620
337 000	Local Government Unit Grant-GG	-
349 000	Charges for Services	-
361 100	Interest	642
369 900	Other Miscellaneous Revenues	3,410
386 100	Intragovernmental Transfers from BOCC	1,342,796
386 600	Intragovernmental Transfers from Property Appraiser	-
TOTAL REVENUES AND OTHER CREDITS		\$ 1,361,468

FOR 2017 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL

33 INTERGOVERNMENTAL						

1S005513 331115 FEA16 FEDERAL ELECT	0	-14,620	-14,620	-14,619.99	-.01	100.0%*
TOTAL INTERGOVERNMENTAL	0	-14,620	-14,620	-14,619.99	-.01	100.0%
TOTAL REVENUES	0	-14,620	-14,620	-14,619.99	-.01	
36 MISCELLANEOUS REV						

1S061513 361101 INTEREST-BANK	0	0	0	-642.26	642.26	100.0%
1S061513 369900 MISCELLANEOUS REVE	0	0	0	-143.60	143.60	100.0%
1S061513 369910 REFUND OF PRIOR YE	0	0	0	-3,266.51	3,266.51	100.0%
TOTAL MISCELLANEOUS REV	0	0	0	-4,052.37	4,052.37	100.0%
TOTAL REVENUES	0	0	0	-4,052.37	4,052.37	
38 OTHER SOURCES						

1S005513 386100 FEA16 TRANS IN-BOAR	0	-2,193	-2,193	-2,193.00	.00	100.0%
1S061513 386100 TRANS IN-BOARD OF	-1,342,796	2,193	-1,340,603	-1,340,603.04	.04	100.0%
1S061513 386100 ADAOS TRANS IN-BOAR	-100,000	0	-100,000	.00	-100,000.00	.0%*
TOTAL OTHER SOURCES	-1,442,796	0	-1,442,796	-1,342,796.04	-99,999.96	93.1%
TOTAL REVENUES	-1,442,796	0	-1,442,796	-1,342,796.04	-99,999.96	
GRAND TOTAL	-1,442,796	-14,620	-1,457,416	-1,361,468.40	-95,947.60	93.4%

** END OF REPORT - Generated by Mary Potochnik **

Reporting Entity: Vicki Cannon, Nassau County Supervisor of Elections
Reporting Fund Group: Supervisor of Elections Fund

**Whole
Dollars Only**

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FOR 2017 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED

513 GG-FINANCIAL AND ADMINISTRATIV							

51 PERSONAL SERVICES							

18061513 511000 SALARIES-ELECTED O	118,619	0	118,619	113,276.02	.00	5,342.98	95.5%
18061513 512000 REGULAR SALARIES A	406,606	19,861	426,467	426,466.09	.00	.91	100.0%
18061513 512003 SALARIES-OTHER	0	4,125	4,125	3,600.00	.00	525.00	87.3%
18061513 513000 OTHER SALARIES/WAG	140,000	-23,200	116,800	105,858.16	.00	10,941.84	90.6%
18061513 514000 OVERTIME	7,000	1,900	8,900	7,972.36	.00	927.64	89.6%
18061513 514001 HMATT OVERTIME-EMER	0	73	73	72.49	.00	.51	99.3%
18061513 521010 FICA TAXES	41,678	0	41,678	41,280.12	.00	397.88	99.0%
18061513 521010 HMATT FICA TAXES	0	5	5	4.49	.00	.51	89.8%
18061513 521020 MEDICARE TAXES	9,747	0	9,747	9,654.08	.00	92.92	99.0%
18061513 521020 HMATT MEDICARE TAXE	0	2	2	1.05	.00	.95	52.5%
18061513 522000 RETIREMENT	100,520	3,253	103,773	103,772.25	.00	.75	100.0%
18061513 522000 HMATT RETIREMENT	0	6	6	5.45	.00	.55	90.8%
TOTAL PERSONAL SERVICES	824,170	6,025	830,195	811,962.56	.00	18,232.44	97.8%
53 OPERATING							

18005513 542000 FEA16 FREIGHT AND P	0	7,000	7,000	7,000.00	.00	.00	100.0%
18005513 547000 FEA16 PRINTING AND	0	9,813	9,813	9,812.99	.00	.01	100.0%
18061513 531000 PROFESSIONAL SERVI	18,155	0	18,155	7,347.48	.00	10,807.52	40.5%
18061513 540000 TRAVEL & PER DIEM	6,500	25,900	32,400	30,927.87	.00	1,472.13	95.5%
18061513 541000 COMMUNICATIONS	35,500	15,800	51,300	34,113.79	.00	17,186.21	66.5%
18061513 542000 FREIGHT AND POSTAG	60,000	-35,396	24,604	3,252.55	.00	21,351.45	13.2%
18061513 544000 RENTALS/LEASES	22,250	0	22,250	5,273.81	.00	16,976.19	23.7%
18061513 545000 INSURANCE	1,300	177	1,477	1,477.00	.00	.00	100.0%
18061513 546000 REPAIRS & MAINTENA	123,192	12,496	135,688	135,687.79	.00	.21	100.0%
18061513 547000 PRINTING AND BINDI	61,000	-30,100	30,900	20,050.31	.00	10,849.69	64.9%
18061513 549000 OTHER CURRENT CHGS	57,229	3,700	60,929	59,196.07	.00	1,732.93	97.2%
18061513 549403 INSURANCE CLAIMS	0	225	225	225.00	.00	.00	100.0%
18061513 551000 OFFICE SUPPLIES	3,000	0	3,000	1,901.93	.00	1,098.07	63.4%
18061513 552000 MISCELLANEOUS SUPP	52,370	-27,620	24,750	21,768.67	.00	2,981.33	88.0%
18061513 552640 EQUIPMENT <\$750	19,630	0	19,630	4,638.27	.00	14,991.73	23.6%
18061513 552646 SOFTWARE	7,000	0	7,000	310.50	.00	6,689.50	4.4%
18061513 554000 DUES & SUBSCRIPTIO	4,500	600	5,100	4,944.49	.00	155.51	97.0%
18061513 555000 TRAINING	5,000	26,000	31,000	29,672.23	.00	1,327.77	95.7%

FOR 2017 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL OPERATING	476,626	8,595	485,221	377,600.75	.00	107,620.25	77.8%
56 CAPITAL OUTLAY							
18061513 564000 EQUIPMENT	8,000	0	8,000	5,620.09	.00	2,379.91	70.3%
18061513 564001 EQUIP \$5000 OR GRE	16,000	0	16,000	.00	.00	16,000.00	.0%
18061513 564002 ADAOS EQUIP \$50,000	100,000	0	100,000	.00	.00	100,000.00	.0%
TOTAL CAPITAL OUTLAY	124,000	0	124,000	5,620.09	.00	118,379.91	4.5%
TOTAL GG-FINANCIAL AND ADMINISTRATIV	1,424,796	14,620	1,439,416	1,195,183.40	.00	244,232.60	83.0%
TOTAL EXPENSES	1,424,796	14,620	1,439,416	1,195,183.40	.00	244,232.60	
586 OU-T/O FM CONSTITUTIONAL OFFIC							
59 OTHER USES							
18061586 591910 PROPA TRANS TO CONS	18,000	0	18,000	18,000.00	.00	.00	100.0%
TOTAL OTHER USES	18,000	0	18,000	18,000.00	.00	.00	100.0%
TOTAL OU-T/O FM CONSTITUTIONAL OFFIC	18,000	0	18,000	18,000.00	.00	.00	100.0%
TOTAL EXPENSES	18,000	0	18,000	18,000.00	.00	.00	
GRAND TOTAL	1,442,796	14,620	1,457,416	1,213,183.40	.00	244,232.60	83.2%

** END OF REPORT - Generated by Mary Potochnik **

RESOLUTION 2017-

WHEREAS the Supervisor of Elections Office has returned residual equity in the amount of \$148,285 and has requested \$48,285 be placed in the FY17/18 SOE budget for equipment and services requisitioned in FY16/17, but not received or completed by September 30, 2017.

WHEREAS this revenue was not anticipated in the 2017/2018 budget year for the fund.

BE IT THEREFORE resolved by the Board of County Commissioners, Nassau County, Florida in regular session, duly assembled on the _____ day of _____, 2017 the following budget amendment pursuant to Florida Statutes Chapter 129.06 be adopted:

REVENUE

01061582-399100 SOE	Cash Forward	\$ 48,285
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APPROPRIATION

01061582-591910 SOE	T/O to Constitutional	\$ 48,285
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ADOPTED this _____ day of _____, 2017.

ATTEST:

CHAIR

EX-OFFICIO CLERK

RESOLUTION 2017-

WHEREAS the Supervisor of Elections Office has returned residual equity in the amount of \$148,285 and has requested \$48,285 be placed in the FY17/18 SOE budget for equipment and services requisitioned in FY16/17, but not received or completed by September 30, 2017.

WHEREAS this revenue was not anticipated in the 2017/2018 budget year for the fund.

BE IT THEREFORE resolved by the Board of County Commissioners, Nassau County, Florida in regular session, duly assembled on the _____ day of _____, 2017 the following budget amendment pursuant to Florida Statutes Chapter 129.06 be adopted:

REVENUE

1S061513-386100	Transfer In-BOCC	\$ 48,285
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APPROPRIATION

1S061513-546000	Repairs & Maintenance	\$ 17,725
1S061513-564001	Equipment \$5000 or Greater	<u>\$ 30,560</u>
		\$ 48,285

ADOPTED this _____ day of _____, 2017.

ATTEST:

CHAIR

EX-OFFICIO CLERK