



October 30, 2018

The Honorable Pat Edwards, Chair
Nassau County Board of County Commissioners
96160 Nassau Place
Yulee, FL 32097

Re: Annual Financial Report for Fiscal Year Ending September 30, 2018

Dear Chair Edwards and Commissioners,

In accordance with Florida Statutes Section 218.36, I am submitting my annual financial report for the period ending September 30, 2018. The unexpended budget balance as of the close of the fiscal year was \$254,293.56. As we have experienced significant growth and will need to open an additional early voting site in 2020 and upgrade and purchase additional voting equipment, I respectfully request that \$200,000 of the excess funds be carried forward in our FY 18/19 Budget. 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

RCVD COUNTY MGR
31 OCT '18 AM 8:24

Enclosures

STATE OF FLORIDA
CONSTITUTIONAL OFFICERS FINANCIAL REPORT FOR 2017-18

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 30th day of October, 2018 by
Vicki P. Cannon, who is personally, known to me.

Brenda T. Shubert

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**

TOTAL REVENUES AND OTHER CREDITS	\$ 1,639,620
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BOARD OF COMMISSIONERS
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>1S005513 SUPERVISOR OF ELECTIONS-GRANTS</u>							
<u>ALB18 ALBERT NETWORK MONITORING SOLUTION</u>							
1S005513 546000 ALB18 REPAIRS AND M	0	4,625	4,625	2,520.00	.00	2,105.00	54.5%
1S005513 564001 ALB18 EQUIP \$5000 O	0	6,594	6,594	6,594.00	.00	.00	100.0%
TOTAL ALBERT NETWORK MONITORING SOLU	0	11,219	11,219	9,114.00	.00	2,105.00	81.2%
<u>ESG18 ELECTIONS SECURITY GRANT 2018</u>							
1S005513 546000 ESG18 REPAIRS AND M	0	63,647	63,647	36,879.76	.00	26,767.24	57.9%
1S005513 564000 ESG18 EQUIPMENT	0	12,713	12,713	10,652.40	.00	2,060.60	83.8%
1S005513 564001 ESG18 EQUIP \$5000 O	0	20,698	20,698	11,303.04	.00	9,394.96	54.6%
TOTAL ELECTIONS SECURITY GRANT 2018	0	97,058	97,058	58,835.20	.00	38,222.80	60.6%
<u>FEA17 FEDERAL ELECTION ACTIVITIES 2017</u>							
1S005513 542000 FEA17 FREIGHT AND P	0	10,981	10,981	10,981.16	.00	-.16	100.0%*
TOTAL FEDERAL ELECTION ACTIVITIES 20	0	10,981	10,981	10,981.16	.00	-.16	100.0%
TOTAL SUPERVISOR OF ELECTIONS-GRANTS	0	119,258	119,258	78,930.36	.00	40,327.64	66.2%
TOTAL EXPENSES	0	119,258	119,258	78,930.36	.00	40,327.64	
<u>1S061513 SUPERVISOR OF ELECTIONS</u>							
1S061513 511000 SALARIES-ELECTED O	116,108	2,130	118,238	118,237.06	.00	.94	100.0%
1S061513 512000 REGULAR SALARIES A	464,757	35,584	500,341	500,340.42	.00	.58	100.0%
1S061513 512003 SALARIES-OTHER	0	2,800	2,800	2,641.00	.00	159.00	94.3%
1S061513 513000 OTHER SALARIES/WAG	116,065	-42,062	74,003	69,903.02	.00	4,099.98	94.5%
1S061513 514000 OVERTIME	42,500	-40,508	1,992	1,991.79	.00	.21	100.0%
1S061513 521010 FICA TAXES	45,845	-7,942	37,903	37,902.47	.00	.53	100.0%
1S061513 521020 MEDICARE TAXES	10,722	0	10,722	8,864.27	.00	1,857.73	82.7%

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1S061513 SUPERVISOR OF ELECTIONS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1S061513 522000 RETIREMENT	114,086	4,348	118,434	118,433.70	.00	.30	100.0%
1S061513 531000 PROFESSIONAL SERVI	18,324	-11,800	6,524	6,348.80	.00	175.20	97.3%
1S061513 534000 OTHER CONTRACTUAL	15,000	-15,000	0	.00	.00	.00	.0%
1S061513 540000 TRAVEL & PER DIEM	6,500	5,000	11,500	11,011.11	.00	488.89	95.7%
1S061513 541000 COMMUNICATIONS	46,750	-22,221	24,529	24,528.50	.00	.50	100.0%
1S061513 542000 FREIGHT AND POSTAG	60,000	-7,145	52,855	52,854.83	.00	.17	100.0%
1S061513 544000 RENTALS/LEASES	20,535	-7,354	13,181	13,180.38	.00	.62	100.0%
1S061513 545000 INSURANCE	2,000	0	2,000	1,427.00	.00	573.00	71.4%
1S061513 546000 REPAIRS & MAINTENA	120,800	30,672	151,472	151,471.53	.00	.47	100.0%
1S061513 547000 PRINTING AND BINDI	61,000	-18,839	42,161	42,160.22	.00	.78	100.0%
1S061513 549000 OTHER CURRENT CHGS	56,100	-25,282	30,818	30,817.59	.00	.41	100.0%
1S061513 551000 OFFICE SUPPLIES	3,000	4,340	7,340	7,339.82	.00	.18	100.0%
1S061513 552000 MISCELLANEOUS SUPP	42,370	-32,419	9,951	9,950.57	.00	.43	100.0%
1S061513 552640 EQUIPMENT <\$750	16,600	-4,909	11,691	11,690.62	.00	.38	100.0%
1S061513 552646 SOFTWARE	26,490	-26,490	0	.00	.00	.00	.0%
1S061513 554000 DUES & SUBSCRIPTIO	4,500	3,500	8,000	6,294.68	.00	1,705.32	78.7%
1S061513 555000 TRAINING	6,500	1,000	7,500	6,712.91	.00	787.09	89.5%
1S061513 564000 EQUIPMENT	16,000	-7,375	8,625	8,624.52	.00	.48	100.0%
1S061513 564001 EQUIP \$5000 OR GRE	55,000	-14,330	40,670	40,669.34	.00	.66	100.0%
TOTAL NO PROJECT	1,487,552	-194,302	1,293,250	1,283,396.15	.00	9,853.85	99.2%
ADAOS ADA OPTICAL SCAN							
1S061513 564002 ADAOS EQUIP \$50,000	100,000	-18,136	81,864	.00	.00	81,864.00	.0%
TOTAL ADA OPTICAL SCAN	100,000	-18,136	81,864	.00	.00	81,864.00	.0%
TOTAL SUPERVISOR OF ELECTIONS	1,587,552	-212,438	1,375,114	1,283,396.15	.00	91,717.85	93.3%
TOTAL EXPENSES	1,587,552	-212,438	1,375,114	1,283,396.15	.00	91,717.85	
1S061586 TRANS TO CONSTITUTIONAL							
BOCC BOARD OF COUNTY COMMISSIONERS							
1S061586 591910 BOCC TRANS TO CONST	0	254,294	254,294	254,293.56	.00	.44	100.0%
TOTAL BOARD OF COUNTY COMMISSIONERS	0	254,294	254,294	254,293.56	.00	.44	100.0%
PROPA PROPERTY APPRAISER							
1S061586 591910 PROPA TRANS TO CONS	18,000	5,000	23,000	23,000.00	.00	.00	100.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL PROPERTY APPRAISER	18,000	5,000	23,000	23,000.00	.00	.00	100.0%
TOTAL TRANS TO CONSTITUTIONAL	18,000	259,294	277,294	277,293.56	.00	.44	100.0%
TOTAL EXPENSES	18,000	259,294	277,294	277,293.56	.00	.44	
GRAND TOTAL	1,605,552	166,114	1,771,666	1,639,620.07	.00	132,045.93	92.5%

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

RESOLUTION 2018-

WHEREAS the Supervisor of Elections Office has returned residual equity in the amount of \$254,293.56 and has requested \$200,000 be placed in the FY18/19 SOE budget to be used for opening an additional early voting site and upgrading/purchasing additional voting equipment.

WHEREAS this revenue was not anticipated in the 2018/2019 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 _____, 2018 the following budget amendment pursuant to Florida Statutes Chapter 129.06 be adopted:

REVENUE

1S061513-386100	Transfer In-BOCC	\$ 200,000
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APPROPRIATION

1S061513-564001	Equipment \$5000 or Greater	\$ 200,000
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ADOPTED this _____ day of _____, 2018.

ATTEST:

CHAIR

EX-OFFICIO CLERK

RESOLUTION 2018-

WHEREAS the Supervisor of Elections Office has returned residual equity in the amount of \$254,293.56 and has requested \$200,000 be placed in the FY18/19 SOE budget to be used for opening an additional early voting site and upgrading/purchasing additional voting equipment.

WHEREAS this revenue was not anticipated in the 2018/2019 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 _____, 2018 the following budget amendment pursuant to Florida Statutes Chapter 129.06 be adopted:

REVENUE

01061582-399100 SOE	Cash Forward	\$ 200,000
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APPROPRIATION

01061582-591910 SOE	T/O to Constitutional	\$ 200,000
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ADOPTED this _____ day of _____, 2018.

ATTEST:

CHAIR

EX-OFFICIO CLERK