



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 7/1/2025

**= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Pima County Recorder's Office – all FY24 and July-May FY25 Document Storage & Retrieval Fund Report

***Introduction/Background:**

The Pima County Recorder's Office generates revenue from individual document recording. For every document recorded, a \$4.00 fee is transferred into a special revenue fund to support the digital conversion of documents and maintain the technological infrastructure used to preserve the documents recorded. See A.R.S § 11-475.01

Pursuant to Pima County Resolution No. 1993-200, the Recorder presents to the Board of Supervisors a monthly report documenting the revenue generated, expenditures made, and remaining balance of the Document Storage & Retrieval Fund.

The delay in reporting is largely due to a grueling 18 month cycle of high turnout elections, unexpected turnover in leadership staff, and the County's change to a new financial program. The data needed to complete the reports was not available for 8 months during the finance program transition creating an additional delay. Our office has worked closely with County Finance throughout this time to resolve all data issues and to ensure the accuracy of our completed reports. We are committed to producing more timely reports at more regular intervals and have taken additional steps, such as creating and filling a Finance Specialist position, to ensure the reports are minimally impacted by high volume elections in the future.

The irregular amounts being deposited have also been impacted by high volume election cycles as well as inconsistent housing market trends. These are often reflected in large variations between months, where an amount may appear low in one month, but extremely high in the next. This is due to the timing of the deposits. The amounts deposited are based on housing market trends.

***Discussion:**

The attached report reflects the personnel expenditures, the monthly revenue total, and the fund balance of the Document Storage & Retrieval Fund Report for all FY24 and July-May FY25.

***Conclusion:**

The Document Storage & Retrieval Fund continues to support the on-going technology needs of the Pima County Recorder's Office by covering operational costs that would otherwise need to be paid for with monies from the General Fund.

***Recommendation:**

It is recommend that the Board of Supervisors ratify the attached FY24 and July-May FY25 Document Storage & Retrieval Fund Report.

***Fiscal Impact:**

N/A

***Board of Supervisor District:**

7/14/2021

Department: Recorder

Telephone: (520) 724-4321

Contact: Marion Chubon, Chief Deputy Recorder

Telephone: (520) 724-4321

Department Director Signature: Marion Chubon Date: 6/18/25

Deputy County Administrator Signature: [Signature] Date: _____

County Administrator Signature: [Signature] Date: 6/18/25

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report**

JULY 2023

FUND BALANCE AS OF 07/01/2023

\$1,754,872.00REVENUES

| JULY 2023 | |
|---------------------|-------------|
| Conversion Fee | \$23,188.00 |
| Commingled Interest | \$0.00 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES

\$23,188.00

EXPENDITURES

| JULY 2023 | |
|----------------------------|-------------|
| Salaries & Benefits | \$33,362.40 |
| Software | \$0.00 |
| IT Services | \$0.00 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Professional Services | \$0.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES

\$33,362.40

ENDING FUND BALANCE AS OF 07/31/2023**\$1,744,697.60**

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report****AUGUST 2023****FUND BALANCE AS OF 08/01/2023****\$1,744,697.60****REVENUES**

| AUGUST 2023 | |
|---------------------|-------------|
| Conversion Fee | \$39,874.00 |
| Commingled Interest | \$0.00 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$39,874.00****EXPENDITURES**

| AUGUST 2023 | |
|----------------------------|--------------|
| Salaries & Benefits | \$36,365.69 |
| New Software under \$5M | \$534,505.14 |
| IT Services | \$0.00 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Professional Services | \$4,902.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$575,772.83*****ENDING FUND BALANCE AS OF 08/31/2023*****\$1,208,798.77**

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov**GABRIELLA CÁZARES-KELLY, Recorder****DOCUMENT STORAGE & RETRIEVAL FUND****Summary Report****SEPTEMBER 2023****FUND BALANCE AS OF 09/01/2023****\$1,208,798.77****REVENUES**

| SEPTEMBER 2023 | |
|-----------------------|------------|
| Conversion Fee | \$7,228.00 |
| Commingled Interest | \$6,761.92 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$13,989.92****EXPENDITURES**

| SEPTEMBER 2023 | |
|----------------------------|-------------|
| Salaries & Benefits | \$34,031.50 |
| Software | \$0.00 |
| IT Services | \$0.00 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Professional Services | \$3,420.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$37,451.50*****ENDING FUND BALANCE AS OF 09/30/2023*****\$1,185,337.19**

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov**GABRIELLA CÁZARES-KELLY, Recorder****DOCUMENT STORAGE & RETRIEVAL FUND****Summary Report****OCTOBER 2023****FUND BALANCE AS OF 10/01/2023****\$1,185,337.19****REVENUES**

| OCTOBER 2023 | |
|---------------------|-------------|
| Conversion Fee | \$84,054.00 |
| Commingled Interest | \$9,567.20 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$93,621.20****EXPENDITURES**

| OCTOBER 2023 | |
|----------------------------|-------------|
| Salaries & Benefits | \$36,074.88 |
| Software | \$0.00 |
| IT Services | \$0.00 |
| Computer Equip < \$1k | \$91.48 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Professional Services | \$3,732.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$39,898.36*****ENDING FUND BALANCE AS OF 10/31/2023*****\$1,239,060.03**

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov**GABRIELLA CÁZARES-KELLY, Recorder****DOCUMENT STORAGE & RETRIEVAL FUND****Summary Report****NOVEMBER 2023****FUND BALANCE AS OF 11/01/2023****\$1,239,060.03****REVENUES**

| NOVEMBER 2023 | |
|----------------------|-------------|
| Conversion Fee | \$46,808.00 |
| Commingled Interest | \$5,080.52 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$51,888.52****EXPENDITURES**

| NOVEMBER 2023 | |
|----------------------------|-------------|
| Salaries & Benefits | \$36,074.99 |
| Software | \$0.00 |
| Office Supplies | \$158.66 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Professional Services | \$4,493.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$40,726.65*****ENDING FUND BALANCE AS OF 11/30/2023*****\$1,250,221.90**

Public Service Center Building240 N. Stone Ave., 1st Floor
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Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov**GABRIELLA CÁZARES-KELLY, Recorder****DOCUMENT STORAGE & RETRIEVAL FUND****Summary Report****DECEMBER 2023****FUND BALANCE AS OF 12/01/2023****\$1,250,221.90****REVENUES**

| DECEMBER 2023 | |
|----------------------|-------------|
| Conversion Fee | \$42,064.00 |
| Commingled Interest | \$5,108.41 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$47,172.41****EXPENDITURES**

| DECEMBER 2023 | |
|----------------------------|-------------|
| Salaries & Benefits | \$36,811.24 |
| Software | \$0.00 |
| IT Services | \$0.00 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Professional Services | \$3,351.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$40,162.24*****ENDING FUND BALANCE AS OF 12/31/2023*****\$1,257,232.07**

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report****JANUARY 2024****FUND BALANCE AS OF 01/01/2024****\$1,257,232.58****REVENUES**

| JANURARY 2024 | |
|----------------------|-------------|
| Conversion Fee | \$42,632.00 |
| Commingled Interest | \$5,628.01 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$48,260.01****EXPENDITURES**

| JANUARY 2024 | |
|----------------------------|-------------|
| Salaries & Benefits | \$44,043.50 |
| Software | \$0.00 |
| IT Services | \$0.00 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Professional Services | \$2,728.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$46,771.50*****ENDING FUND BALANCE AS OF 01/31/2024*****\$1,258,720.58**

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report****FEBRUARY 2024****FUND BALANCE AS OF 02/01/2024****\$1,258,720.58****REVENUES**

| FEBRUARY 2024 | |
|----------------------|-------------|
| Conversion Fee | \$42,004.00 |
| Commingled Interest | \$3,796.02 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$45,800.02****EXPENDITURES**

| FEBRUARY 2024 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$40,695.84 |
| New Software under \$5M | \$3,159.13 |
| IT Services | \$0.00 |
| Computer Equip < \$1k | \$4,474.32 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Professional Services | \$4,066.76 |
| Computer Equip. \$1k - \$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |
| Software Maint and Supprt | \$454.63 |

TOTAL EXPENDITURES**\$52,850.68*****ENDING FUND BALANCE AS OF 02/29/2024*****\$1,251,669.92**

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov**GABRIELLA CÁZARES-KELLY, Recorder****DOCUMENT STORAGE & RETRIEVAL FUND****Summary Report****MARCH 2024****FUND BALANCE AS OF 03/01/2024****\$1,251,669.92****REVENUES**

| MARCH 2024 | |
|---------------------|-------------|
| Conversion Fee | \$12,104.00 |
| Commingled Interest | \$1,701.04 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$13,805.04****EXPENDITURES**

| MARCH 2024 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$41,726.40 |
| Software | \$0.00 |
| IT Services | \$0.00 |
| Computer Equip < \$1k | \$7,032.28 |
| R&M Equipment | \$0.00 |
| Software Maint & Support | \$1,768.04 |
| Professional Services | \$1,563.00 |
| Computer Equip. \$1k - \$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |
| Cameras. Film, & Equipment | \$18,458.88 |

TOTAL EXPENDITURES**\$70,548.60*****ENDING FUND BALANCE AS OF 03/31/2024*****\$1,194,926.36**

Public Service Center Building240 N. Stone Ave., 1st Floor
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Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report**

APRIL 2024

FUND BALANCE AS OF 04/01/2024

\$1,194,926.36**REVENUES**

| APRIL 2024 | |
|---------------------|-------------|
| Conversion Fee | \$20,972.00 |
| Commingled Interest | \$0.00 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES

\$20,972.00

EXPENDITURES

| APRIL 2024 | |
|--------------------------|-------------|
| Salaries & Benefits | \$42,226.93 |
| Software | \$0.00 |
| Other Operating Supplies | \$1,736.83 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| Software Maint & Support | \$620.60 |
| Professional Services | \$3,325.00 |
| Out of State Training | \$1,199.00 |
| Out of State Travel | \$987.80 |
| Office Supplies | \$4,473.12 |

TOTAL EXPENDITURES

\$54,569.28

ENDING FUND BALANCE AS OF 04/30/2024**\$1,161,329.08**

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report**

MAY 2024

FUND BALANCE AS OF 05/01/2024

\$1,161,329.08REVENUES

| MAY 2024 | |
|---------------------|--------------|
| Conversion Fee | \$121,744.00 |
| Commingled Interest | \$9,026.89 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES

\$130,770.89

EXPENDITURES

| MAY 2024 | |
|--------------------------|-------------|
| Salaries & Benefits | \$44,646.33 |
| Software | \$16.53 |
| Office Supplies | \$312.27 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| Software Maint & Support | \$29,254.58 |
| Professional Services | \$5,338.00 |
| Out State Training | \$0.00 |
| Out of State Travel | \$207.50 |

TOTAL EXPENDITURES

\$79,775.21

ENDING FUND BALANCE AS OF 05/31/2024**\$1,212,324.76**

Public Service Center Building
240 N. Stone Ave., 1st Floor
Tucson, AZ 85701

Doc. Recording: (520) 724-4350
Voter Registration: (520) 724-4330



Mailing Address:
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Tucson, AZ 85702-3145
Social: @PimaRecorder
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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND

Summary Report

JUNE 2024

FUND BALANCE AS OF 06/01/2024

\$1,212,324.76

REVENUES

| JUNE 2024 | |
|---------------------|--------------|
| Conversion Fee | \$110,574.00 |
| Commingled Interest | \$10,794.93 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES

\$121,368.93

EXPENDITURES

| JUNE 2024 | |
|--------------------------|-------------|
| Salaries & Benefits | \$19,383.97 |
| Software | \$240.40 |
| Office Supplies | \$0.00 |
| Computer Equip < \$1k | \$1,150.09 |
| R&M Software | \$7,088.99 |
| Software Maint & Support | \$2,325.11 |
| Professional Services | \$15,409.88 |
| Out State Training | \$0.00 |
| Out of State Travel | \$1,155.48 |

TOTAL EXPENDITURES

\$46,753.92

ENDING FUND BALANCE AS OF 06/31/2024

\$1,286,939.77

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report**

JULY 2024

FUND BALANCE AS OF 07/01/2024

\$1,297,189.86REVENUES

| JULY 2024 | |
|---------------------|--------|
| Conversion Fee | \$0.00 |
| Commingled Interest | \$0.00 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES

\$0.00

EXPENDITURES

| JULY 2024 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$47,413.54 |
| Software | \$0.00 |
| Software Maint & Support | \$3,786.65 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Other Professional Services | \$2,852.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES

\$54,052.19

ENDING FUND BALANCE AS OF 07/31/2024**\$1,243,137.67**

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report****AUGUST 2024****FUND BALANCE AS OF 08/01/2024****\$1,243,137.67****REVENUES**

| AUGUST 2024 | |
|---------------------|-------------|
| Conversion Fee | \$16,586.25 |
| Commingled Interest | \$0.00 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$16,586.25****EXPENDITURES**

| AUGUST 2024 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$43,532.61 |
| New Software under \$5M | \$0.00 |
| Software Maint & Support | \$7,213.15 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Other Professional Services | \$3,126.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |
| Leases and Rental-Other | \$185.02 |

TOTAL EXPENDITURES**\$54,056.78*****ENDING FUND BALANCE AS OF 08/31/2024*****\$1,205,667.14**

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report****SEPTEMBER 2024****FUND BALANCE AS OF 09/01/2024****\$1,205,667.14****REVENUES**

| SEPTEMBER 2024 | |
|-----------------------|-------------|
| Conversion Fee | \$80,136.00 |
| Commingled Interest | \$0.00 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$80,136.00****EXPENDITURES**

| SEPTEMBER 2024 | |
|-----------------------------|--------------|
| Salaries & Benefits | \$41,805.88 |
| Software (New) | \$0.00 |
| Software Maint & Support | \$466,482.51 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Other Professional Services | \$3,100.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$511,388.39*****ENDING FUND BALANCE AS OF 09/30/2024*****\$774,414.75**

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Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov**GABRIELLA CÁZARES-KELLY, Recorder****DOCUMENT STORAGE & RETRIEVAL FUND****Summary Report****OCTOBER 2024****FUND BALANCE AS OF 10/01/2024****\$774,414.75****REVENUES**

| OCTOBER 2024 | |
|---------------------|-------------|
| Conversion Fee | \$94,976.00 |
| Commingled Interest | \$14,301.83 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$109,277.83****EXPENDITURES**

| OCTOBER 2024 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$47,663.24 |
| Software (New) | \$0.00 |
| Software Maint & Support | \$569.84 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Other Professional Services | \$3,147.00 |
| Computer Equip. \$1k - \$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$51,380.08*****ENDING FUND BALANCE AS OF 10/31/2024*****\$832,312.50**

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report****NOVEMBER 2024****FUND BALANCE AS OF 11/01/2024****\$832,312.50****REVENUES**

| NOVEMBER 2024 | |
|----------------------|------------|
| Conversion Fee | \$6,424.00 |
| Commingled Interest | \$0.00 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$6,424.00****EXPENDITURES**

| NOVEMBER 2024 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$42,963.97 |
| Software (New) | \$0.00 |
| Software Maint & Support | \$1,637.08 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Other Professional Services | \$3,645.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$48,246.05*****ENDING FUND BALANCE AS OF 11/30/2024*****\$790,490.45**

Public Service Center Building240 N. Stone Ave., 1st Floor
Tucson, AZ 85701**Doc. Recording:** (520) 724-4350**Voter Registration:** (520) 724-4330**Mailing Address:**PO Box 3145
Tucson, AZ 85702-3145**Social:** @PimaRecorder**Web:** recorder.pima.gov**GABRIELLA CÁZARES-KELLY, Recorder****DOCUMENT STORAGE & RETRIEVAL FUND****Summary Report****DECEMBER 2024****FUND BALANCE AS OF 12/01/2024****\$790,490.45****REVENUES**

| DECEMBER 2024 | |
|----------------------|-------------|
| Conversion Fee | \$11,006.50 |
| Commingled Interest | \$8,769.19 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$19,775.69****EXPENDITURES**

| DECEMBER 2024 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$40,217.17 |
| Software (New) | \$0.00 |
| Software Maint & Support | \$0.00 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Other Professional Services | \$3,007.50 |
| Computer Equip. \$1k - \$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$43,224.67*****ENDING FUND BALANCE AS OF 12/31/2024*****\$767,041.47**

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report****JANUARY 2025****FUND BALANCE AS OF 01/01/2025****\$767,041.47****REVENUES**

| JANUARY 2025 | |
|---------------------|-------------|
| Conversion Fee | \$74,808.00 |
| Commingled Interest | \$3,734.10 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$78,542.10****EXPENDITURES**

| JANUARY 2025 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$46,366.90 |
| Software (New) | \$0.00 |
| Software Maint & Support | \$288.96 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Other Professional Services | \$3,510.00 |
| Computer Equip. \$1k - \$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$50,165.86*****ENDING FUND BALANCE AS OF 01/31/2025*****\$795,417.71**

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report****FEBRUARY 2025****FUND BALANCE AS OF 02/01/2025****\$795,417.71****REVENUES**

| FEBRUARY 2025 | |
|----------------------|------------|
| Conversion Fee | \$8,836.00 |
| Commingled Interest | \$3,687.36 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$12,523.36****EXPENDITURES**

| FEBRUARY 2025 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$39,848.28 |
| New Software under \$5M | \$0.00 |
| Software Maint & Support | \$579.92 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| R&M Software | \$0.00 |
| Other Professional Services | \$2,970.00 |
| Computer Equip. \$1k - \$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |

TOTAL EXPENDITURES**\$43,398.20*****ENDING FUND BALANCE AS OF 02/29/2025*****\$764,542.87**

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| MARCH 2025 | |
|---------------------|--------------|
| Conversion Fee | \$126,832.00 |
| Commingled Interest | \$2,718.16 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES**\$129,550.16****EXPENDITURES**

| MARCH 2025 | |
|------------------------------|-------------|
| Salaries & Benefits | \$40,850.51 |
| Software (New) | \$0.00 |
| Software Maint & Support | \$288.66 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| Out of State Training/Travel | \$4,460.58 |
| Other Professional Services | \$3,345.00 |
| Computer Equip. \$1k -\$5k | \$0.00 |
| Capital Equip. \$5k & Up | \$0.00 |
| Cameras. Film, & Equipment | \$0.00 |

TOTAL EXPENDITURES**\$48,944.75*****ENDING FUND BALANCE AS OF 03/31/2025*****\$845,148.28**

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report**

APRIL 2025

FUND BALANCE AS OF 04/01/2025

\$845,148.28REVENUES

| APRIL 2025 | |
|---------------------|-------------|
| Conversion Fee | \$75,818.00 |
| Commingled Interest | \$2,020.36 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES

\$77,838.36

EXPENDITURES

| APRIL 2025 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$45,471.53 |
| Software (New) | \$0.00 |
| Software Maint & Support | \$75,409.27 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| Other Professional Services | \$4,852.50 |
| Out of State Training | \$0.00 |
| Out of State Travel | \$0.00 |
| Office Supplies | \$0.00 |

TOTAL EXPENDITURES

\$125,733.30

ENDING FUND BALANCE AS OF 04/30/2025**\$797,253.34**

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GABRIELLA CÁZARES-KELLY, Recorder

DOCUMENT STORAGE & RETRIEVAL FUND**Summary Report**

MAY 2025

FUND BALANCE AS OF 05/01/2025

\$797,253.34REVENUES

| MAY 2025 | |
|---------------------|-------------|
| Conversion Fee | \$41,000.00 |
| Commingled Interest | \$2,212.49 |
| Misc. Revenue | \$0.00 |

TOTAL REVENUES

\$43,212.49

EXPENDITURES

| MAY 2025 | |
|-----------------------------|-------------|
| Salaries & Benefits | \$43,375.44 |
| Software (New) | \$5,830.36 |
| Office Supplies | \$0.00 |
| Computer Equip < \$1k | \$0.00 |
| R&M Equipment | \$0.00 |
| Software Maint & Support | \$288.71 |
| Other Professional Services | \$5,130.00 |
| Out State Training | \$0.00 |
| Out of State Travel | \$0.00 |

TOTAL EXPENDITURES

\$54,624.51

ENDING FUND BALANCE AS OF 05/31/2025**\$785,841.32**