

**Leon County Clerk of Circuit Court and Comptroller  
Bob Inzer**

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**Fiscal Year Ending September 30, 2012 Budget**

Prepared by Leon County Finance Department

# Leon County Clerk of Courts and Comptroller

## Table of Contents

Fiscal Year Ending September 30, 2012 Budget

|   | <b>Page</b> |
|---|-------------|
| Preparation of the Clerk's Budget                                       | 3           |
| Board Budget Request Summary  | 4           |
| Board Budget Request  | 5           |
| Board Budget Request by Division  | 6           |
| Notes to the Board Budget Request                                       | 7           |
| Revenues Available for General Fund Budget Request                      | 8           |
| General Fund Budget Request   | 9           |
| General Fund Budget Request by Division                                 | 10          |
| Notes to the General Fund Budget Request                                | 11          |
| Revenues Available for Courts Fund Budget Request                       | 12          |
| Courts Fund Budget Request  | 13          |
| Courts Fund Budget Request by Division                                  | 14          |
| Notes to the Courts Fund Budget Request                                 | 15          |
| Revenues Available for Records Modernization Trust Funds Budget Request | 16          |
| Records Modernization Trust Funds Budget Request                        | 17          |
| Records Modernization Trust Funds Budget Request by Division            | 18          |
| Notes to the Records Modernization Trust Funds Budget Request           | 19          |
| Revenues Available for Clerks Budget Request                            | 20          |
| Total Clerk Budget Request  | 21          |
| Clerk Budget Request by Fund  | 22          |

**Leon County Clerk of Courts and Comptroller**  
**Preparation of the Clerk's Budget**  
**Fiscal Year Ending September 30, 2012 Budget**

**Budgets and Budgetary Accounting**

Florida Statutes, Section 218.35 governs the preparation, adoption, and administration of the annual budget for the Clerk of the Courts and Comptroller. The Clerk establishes an annual budget for his or her office which clearly reflects the revenues available to the office and the functions for which money is expended.

The Clerk prepares his budget in three parts:

1. The budget relating to the requirements of the Clerk as the Ex Officio Clerk to the Board, County Auditor, County Recorder, and Custodian or Treasurer of all County funds and other county-related duties, and for Chapter 29 obligations. An appropriation is received from the Board of County Commissioners for these obligations.
  
2. The budget relating to the Florida court system, which is filed with the Clerk of Courts Operations Corporation (CCOC). The CCOC will submit a Legislative Budget Request for all clerks that will result in an appropriation by the legislature.
  
3. The budget for all other operations such as Title IV-D Reimbursements, Official Records, Passports, and the Records Modernization Trust Funds. The Clerk is considered a fee officer. Functions not funded by the appropriations mentioned above are funded by fees collected under Florida Statutes.

The annual budgetary data reported for the governmental fund types are adopted on a basis consistent with generally accepted accounting principles in the United States. Expenditures are controlled by appropriations in accordance with budget requirements set forth in the Florida Statutes. Budgets are adopted for General and Special Revenues Funds. Budget control is exercised at the fund level and any changes within the fund are made at the discretion of the Clerk. Appropriations lapse at the end of the fiscal year to the extent that they have not been expended.

Transfers and Indirect Costs are shown as Direct Costs by funding source.

**Leon County Clerk of Courts and Comptroller**  
**Board Budget Request Summary**  
**Fiscal Year Ending September 30, 2012 Budget**

| <b>Board Budget Request Summary</b>                             | <b>FY 12<br/>Proposed<br/>Funding</b> |
|---|---------------------------------------|
| <b>Funding for Board-Related Functions</b>                      |                                       |
| Total Personal Services   | \$1,299,692                           |
| Total Operating Expenditures                                    | 67,682                                |
| Total Indirect Charges for Human Resources                      | 74,107                                |
| Total Capital Outlay  | 15,000                                |
| Total Funding for Board Related Functions                       | <u>\$1,456,481</u>                    |
| <b>Funding for State Mandated Article V Court-Related Costs</b> |                                       |
| Total Personal Services   | \$75,566                              |
| Total Operating Expenditures                                    | 333,227                               |
| Total Funding for State Mandated Article V Court-Related Costs  | <u>\$408,793</u>                      |
| Total Board Budget Request Summary                              | <u><u>\$1,865,274</u></u>             |

**Leon County Clerk of Courts and Comptroller**  
**Board Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

| <b>Total Expenditures</b> |                                 | <b>FY 12<br/>Proposed<br/>Budget</b> |
|---------------------------|---------------------------------|--------------------------------------|
| <b>Account<br/>Code</b>   | <b>Account Code Description</b> |                                      |
| 512000                    | Regular Salaries                | \$1,053,058                          |
| 513000                    | Other Salaries and Wages        | 6,359                                |
| 514000                    | Overtime                        | 5,689                                |
| 516000                    | Health Insurance Opt out        | 7,821                                |
| 521000                    | FICA                            | 78,418                               |
| 522000                    | Retirement Contributions        | 49,045                               |
| 523000                    | Life & Health Insurance         | 218,665                              |
| 524000                    | Worker's Compensation           | 3,967                                |
| 525000                    | Unemployment Compensation       | 594                                  |
| 526000                    | Class C Travel                  | 31                                   |
|                           | Personal Services Total         | \$1,423,647                          |
| 531000                    | Professional Services           | \$25,897                             |
| 534000                    | Other Contractual Services      | 36,499                               |
| 540000                    | Travel & Per Diem               | 10,958                               |
| 541100                    | Communications                  | 88,790                               |
| 541200                    | Postage                         | 6,821                                |
| 543000                    | Utility Services                | 2,944                                |
| 544000                    | Rentals and Leases              | 67,036                               |
| 544100                    | Rental for Parking              | 16,124                               |
| 546000                    | Repair & Maintenance Services   | 108,259                              |
| 547000                    | Printing & Binding              | 3,142                                |
| 551000                    | Office Supplies                 | 409                                  |
| 552000                    | Operating Supplies              | 16,206                               |
| 554100                    | Books & Publications            | 7,798                                |
| 554200                    | Training                        | 35,744                               |
|                           | Operating Expenditures Total    | \$426,627                            |
| 564000                    | Machinery & Equipment           | \$15,000                             |
|                           | Capital Outlay Total            | \$15,000                             |
|                           | Total Budget Request            | \$1,865,274                          |

**Leon County Clerk of Courts and Comptroller**  
**Board Budget Request by Division**  
**Fiscal Year Ending September 30, 2012 Budget**

**Detail of Total Expenditures**

**Proposed Budget**

| Account Code | Account Code Description            | Proposed Budget  |                    |                 |                  | Total              |
|--------------|-------------------------------------|------------------|--------------------|-----------------|------------------|--------------------|
|              |                                     | Audit            | Finance            | Human Resources | Article V        |                    |
| 512000       | Regular Salaries                    | \$79,357         | \$877,890          | \$42,119        | \$53,692         | \$1,053,058        |
| 513000       | Other Salaries and Wages            | 0                | 4,837              | 1,522           | 0                | 6,359              |
| 514000       | Overtime                            | 0                | 5,689              | 0               | 0                | 5,689              |
| 516000       | Health Insurance Opt out            | 0                | 7,821              | 0               | 0                | 7,821              |
| 521000       | FICA                                | 4,889            | 66,874             | 2,548           | 4,107            | 78,418             |
| 522000       | Retirement Contributions            | 4,000            | 40,937             | 1,472           | 2,636            | 49,045             |
| 523000       | Life & Health Insurance             | 11,704           | 191,449            | 595             | 14,917           | 218,665            |
| 524000       | Worker's Compensation               | 200              | 3,420              | 133             | 214              | 3,967              |
| 525000       | Unemployment Compensation           | 0                | 594                | 0               | 0                | 594                |
| 526000       | Class C Travel                      | 0                | 31                 | 0               | 0                | 31                 |
|              | <b>Personal Services Total</b>      | <b>\$100,150</b> | <b>\$1,199,542</b> | <b>\$48,389</b> | <b>\$75,566</b>  | <b>\$1,423,647</b> |
| 531000       | Professional Services               | \$0              | \$12,156           | \$8,541         | \$5,200          | \$25,897           |
| 534000       | Other Contractual Services          | 0                | 579                | 0               | 35,920           | 36,499             |
| 540000       | Travel & Per Diem                   | 0                | 9,008              | 1,950           | 0                | 10,958             |
| 541100       | Communications                      | 0                | 3,149              | 0               | 85,641           | 88,790             |
| 541200       | Postage                             | 0                | 6,821              | 0               | 0                | 6,821              |
| 543000       | Utility Services                    | 0                | 0                  | 0               | 2,944            | 2,944              |
| 544000       | Rentals and Leases                  | 0                | 32                 | 0               | 67,004           | 67,036             |
| 544100       | Rental for Parking                  | 0                | 6,600              | 0               | 9,524            | 16,124             |
| 546000       | Repair & Maintenance Services       | 0                | 890                | 375             | 106,994          | 108,259            |
| 547000       | Printing & Binding                  | 0                | 3,142              | 0               | 0                | 3,142              |
| 551000       | Office Supplies                     | 0                | 409                | 0               | 0                | 409                |
| 552000       | Operating Supplies                  | 0                | 16,206             | 0               | 0                | 16,206             |
| 554100       | Books & Publications                | 0                | 1,448              | 6,350           | 0                | 7,798              |
| 554200       | Training                            | 0                | 7,242              | 8,502           | 20,000           | 35,744             |
|              | <b>Operating Expenditures Total</b> | <b>\$0</b>       | <b>\$67,682</b>    | <b>\$25,718</b> | <b>\$333,227</b> | <b>\$426,627</b>   |
| 564000       | Machinery & Equipment               | \$0              | \$15,000           | \$0             | \$0              | \$15,000           |
|              | <b>Capital Total</b>                | <b>\$0</b>       | <b>\$15,000</b>    | <b>\$0</b>      | <b>\$0</b>       | <b>\$15,000</b>    |
|              | <b>Total Budget Request</b>         | <b>\$100,150</b> | <b>\$1,282,224</b> | <b>\$74,107</b> | <b>\$408,793</b> | <b>\$1,865,274</b> |

**Leon County Clerk of Courts and Comptroller**  
**Notes to the Board Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

**Interlocal Agreement for Financial, Accounting, and Auditing Services**

On April 21, 2004, Leon County and Leon County Clerk of the Circuit Court entered into an Interlocal agreement for Financial, Accounting, and Auditing Services. Leon County implemented Revision 7 to Article V of the Constitution of the State of Florida resulting in a change to the financial relationship between the Clerk and the County as it relates to the funding of certain court related activities such as financial management, accounting, auditing services, including but not limited to the following: accounting, financial reporting, Board secretary, insurance processing, treasury management, payroll, billing, auditing, accounts receivable, and general financial support. Any change in material scope of services will be reduced to writing. This Agreement ends on September 30, 2007 and is automatically extended one year annually, unless either party provides the other with a written notice of intent not to renew within 150 days of the end of the current term of the agreement. The County agrees to pay 72% of the total cost of the Finance Department plus a portion of a position for Human Resources and \$100,150.00 of the expenditures for internal audit services.

**State Mandated Article V Court-Related Costs**

In 2000, the State mandated that certain costs of the courts would be funded by the counties. The new chapter 29 defined the courts to include the costs for the circuit and county courts for the Clerk in addition to the judges and attorneys. Counties in accordance with F.S. 29.008 are required to fund the cost of communications services, existing radio systems, existing multiagency criminal justice information systems, and the cost of construction or lease, maintenance, utilities, and security of facilities. A increase of 1.5 percent is automatically verified for the total expenditures. Each year, an audit is done of the expenditures and reported to the State of Florida's Chief Financial Officer.

**Leon County Clerk of Courts and Comptroller**  
**Revenues Available for General Fund Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

| <b>Expected Revenues Available for Budget Request</b>                                  |   | <b>FY 12<br/>Proposed<br/>Funding</b> |
|--|---|---------------------------------------|
| <b>Account<br/>Code</b>  | <b>Account Code Description</b>             |                                       |
| <b>Expected Revenues Available for General Fund Expenditures</b>                       |   |                                       |
| 331650   | Federal Grants Title IV-D Fee Reimbursement | \$12,923                              |
| 341100   | Recording Fees 28.24(15)\(8)(a)             | 663,676                               |
| 341400   | Certification & Copying 28.24               | 68,493                                |
| 341753   | Marriage Licenses 28.24(28)\(29)            | 58,800                                |
| 341754   | Tax Deed Sales 28.24(26)                    | 12,385                                |
| 341764   | Return Check Fees 125.0105                  | 1,810                                 |
| 341900   | Other General Government                    | 12,423                                |
| 341920   | Attorney Service Fees                       | 683                                   |
| 341930   | Documentary Stamp Fees for Clerk            | 60,721                                |
| 341970   | Passport Execution Fee                      | 94,328                                |
| 341971   | Passport Photo Fee                          | 17,398                                |
| 341972   | Marriage Photo Album                        | 780                                   |
| 361100   | Interest, Including Profit                  | 2,000                                 |
| 369910   | Lobbyist Registration Fee L.C.02-08         | 350                                   |
| Total General Fund Expected Revenues Available for Funding for Clerk Related Functions |   | <u><u>\$1,006,770</u></u>             |



**Leon County Clerk of Courts and Comptroller**  
**General Fund Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

| <b>Total Expenditures</b>                  | <b>FY 12<br/>Proposed<br/>Budget</b> |
|--|--------------------------------------|
| <b>Account</b>                             |                                      |
| <b>Code    Account Code Description</b>    |                                      |
| 511000 Executive Salary                    | \$27,768                             |
| 512000 Regular Salaries                    | 477,431                              |
| 513000 Other Salaries and Wages            | 68,663                               |
| 514000 Overtime                            | 3,573                                |
| 516000 Health Insurance Opt out            | 5,728                                |
| 521000 FICA                                | 39,840                               |
| 522000 Retirement Contributions            | 27,894                               |
| 523000 Life & Health Insurance             | 125,039                              |
| 524000 Worker's Compensation               | 2,072                                |
| 525000 Unemployment Compensation           | 103                                  |
| 526000 Class C Travel                      | 2                                    |
| Personal Services Total                    | \$778,113                            |
| 531000 Professional Services               | \$6,563                              |
| 531100 Professional Services for SDU       | 9,509                                |
| 534000 Other Contractual Services          | 268                                  |
| 540000 Travel & Per Diem                   | 12,458                               |
| 541100 Communications                      | 22,069                               |
| 541200 Postage                             | 7,770                                |
| 544000 Rentals and Leases                  | 11,928                               |
| 544100 Rental for Parking                  | 3,964                                |
| 545000 Insurance                           | 4,062                                |
| 546000 Repair & Maintenance Services       | 16,389                               |
| 547000 Printing & Binding                  | 1,235                                |
| 549000 Other Current Charges               | 85,100                               |
| 551000 Office Supplies                     | 30                                   |
| 552000 Operating Supplies                  | 12,437                               |
| 554100 Books & Publications                | 1,430                                |
| 554200 Training                            | 7,091                                |
| Operating Expenditures Total               | \$202,303                            |
| 564000 Machinery & Equipment               | \$1,000                              |
| Capital Outlay Total                       | \$1,000                              |
| 591000 Transfer Out BOCC - Year End Excess | \$25,354                             |
| Transfer Out Total                         | \$25,354                             |
| Total Budget Request                       | \$1,006,770                          |

**Leon County Clerk of Courts and Comptroller**  
**General Fund Budget Request by Division**  
**Fiscal Year Ending September 30, 2012 Budget**

**Detail of Total Expenditures**

**Proposed Budget**

| Account Code | Account Code Description            | Admin Including Title |                  |                  |                  | Total              |
|--------------|-------------------------------------|-----------------------|------------------|------------------|------------------|--------------------|
|              |                                     | IV-D                  | Finance          | Official Records | CIS              |                    |
| 511000       | Executive Salary                    | \$27,768              | \$0              | \$0              | \$0              | \$27,768           |
| 512000       | Regular Salaries                    | 64,943                | 34,522           | 279,428          | 98,538           | 477,431            |
| 513000       | Other Salaries and Wages            | 7,494                 | 350              | 60,819           | 0                | 68,663             |
| 514000       | Overtime                            | 2,429                 | 411              | 565              | 168              | 3,573              |
| 516000       | Health Insurance Opt out            | 792                   | 566              | 3,600            | 770              | 5,728              |
| 521000       | FICA                                | 8,305                 | 2,621            | 21,376           | 7,538            | 39,840             |
| 522000       | Retirement Contributions            | 7,303                 | 1,538            | 13,720           | 5,333            | 27,894             |
| 523000       | Life & Health Insurance             | 17,412                | 3,726            | 85,090           | 18,811           | 125,039            |
| 524000       | Worker's Compensation               | 435                   | 131              | 1,112            | 394              | 2,072              |
| 525000       | Unemployment Compensation           | 60                    | 43               | 0                | 0                | 103                |
| 526000       | Class C Travel                      | 0                     | 2                | 0                | 0                | 2                  |
|              | <b>Personal Services Total</b>      | <b>\$136,941</b>      | <b>\$43,910</b>  | <b>\$465,710</b> | <b>\$131,552</b> | <b>\$778,113</b>   |
| 531000       | Professional Services               | \$5,100               | \$1,463          | \$0              | \$0              | \$6,563            |
| 531100       | Professional Services for SDU       | 9,509                 | 0                | 0                | 0                | 9,509              |
| 534000       | Other Contractual Services          | 0                     | 221              | 0                | 47               | 268                |
| 540000       | Travel & Per Diem                   | 11,864                | 492              | 0                | 102              | 12,458             |
| 541100       | Communications                      | 3,170                 | 0                | 1,400            | 17,499           | 22,069             |
| 541200       | Postage                             | 169                   | 597              | 7,000            | 4                | 7,770              |
| 544000       | Rentals and Leases                  | 6,491                 | 12               | 3,686            | 1,739            | 11,928             |
| 544100       | Rental for Parking                  | 700                   | 0                | 2,000            | 1,264            | 3,964              |
| 545000       | Insurance                           | 4,062                 | 0                | 0                | 0                | 4,062              |
| 546000       | Repair & Maintenance Services       | 12,841                | 64               | 2,000            | 1,484            | 16,389             |
| 547000       | Printing & Binding                  | 415                   | 227              | 590              | 3                | 1,235              |
| 549000       | Other Current Charges               | 0                     | 85,000           | 100              | 0                | 85,100             |
| 551000       | Office Supplies                     | 0                     | 30               | 0                | 0                | 30                 |
| 552000       | Operating Supplies                  | 2,806                 | 155              | 9,000            | 476              | 12,437             |
| 554100       | Books & Publications                | 811                   | 105              | 500              | 14               | 1,430              |
| 554200       | Training                            | 4,002                 | 524              | 500              | 2,065            | 7,091              |
|              | <b>Operating Expenditures Total</b> | <b>\$61,940</b>       | <b>\$88,890</b>  | <b>\$26,776</b>  | <b>\$24,697</b>  | <b>\$202,303</b>   |
| 564000       | Machinery & Equipment               | \$1,000               | \$0              | \$0              | \$0              | \$1,000            |
|              | <b>Capital Outlay Total</b>         | <b>\$1,000</b>        | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$1,000</b>     |
| 591000       | Transfer Out BOCC - Year End Excess | \$0                   | \$0              | \$0              | \$25,354         | \$25,354           |
|              | <b>Transfer Out Total</b>           | <b>\$0</b>            | <b>\$0</b>       | <b>\$0</b>       | <b>\$25,354</b>  | <b>\$25,354</b>    |
|              | <b>Total Budget Request</b>         | <b>\$199,881</b>      | <b>\$132,800</b> | <b>\$492,486</b> | <b>\$181,603</b> | <b>\$1,006,770</b> |

**Leon County Clerk of Courts and Comptroller**  
**Notes to the General Fund Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

**Recording Fees**

Recording Fees collected in the General Fund under Florida Statutes 28.24 are used to fund total expenditures for Official Records and the non court portions of Administration, Human Resources, Audits, Finance, and Clerk Information Systems.

**Marriage Fees**

One of the duties of our office is to issue marriage licenses and in some cases, marry the individuals applying for the license. In accordance with Florida Statute 28.24(23) and 741.01(1), our office charges fees used to fund our operations under the General Fund.

**Passport Fees**

Our office handles the applications for passports for the Federal Government, the fees collected for this service may be used to fund operations in both the General and Special Revenue Funds.

**General Fund Portion of the Title IV-D Reimbursement**

Under a Federal Grant for Title IV-D Reimbursement of Child Support expenditures, our office bills the federal government for reimbursement of expenditures that occur in both the General and Courts Funds. One of our functions is to record Child Support Court Documents. A small portion of our reimbursement is recorded in the General Fund to cover costs incurred by the Official Records Division.

**Leon County Clerk of Courts and Comptroller**  
Revenues Available for Courts Fund Budget Request  
Fiscal Year Ending September 30, 2012 Budget

| Expected Revenues Available for Budget Request                            |   | FY 12 Grand<br>Total of<br>Proposed<br>Funding |
|---|---|--|
| Account<br>Code   | Account Code Description                      |  |
| 335800  | Additional State Appropriation for the Courts | 6,264,507                                      |
| 331650  | Federal Grants Title IV-D Fee Reimbursement   | 501,199  |
| Total Expected Revenues Available for Funding for Court-Related Functions |   | <u><u>\$6,765,706</u></u>                      |

**Leon County Clerk of Courts and Comptroller**  
**Courts Fund Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

| <b>Total Expenditures</b> | <b>FY 12<br/>Proposed<br/>Budget</b> |             |
|---------------------------|--------------------------------------|-------------|
| <b>Account</b>            |                                      |             |
| <b>Code</b>               | <b>Account Code Description</b>      |             |
| 511000                    | Executive Salary                     | \$106,443   |
| 512000                    | Regular Salaries                     | 4,288,847   |
| 513000                    | Other Salaries and Wages             | 14,850      |
| 514000                    | Overtime                             | 15,007      |
| 516000                    | Health Insurance Opt out             | 40,915      |
| 521000                    | FICA                                 | 329,771     |
| 522000                    | Retirement Contributions             | 214,391     |
| 523000                    | Life & Health Insurance              | 1,228,232   |
| 524000                    | Worker's Compensation                | 12,786      |
| 525000                    | Unemployment Compensation            | 22,951      |
| 526000                    | Class C Travel                       | 10          |
|                           | Personal Services Total              | \$6,274,203 |
| 531000                    | Professional Services                | \$28,563    |
| 534000                    | Other Contractual Services           | 723         |
| 534100                    | Jury Payrolls                        | 106,170     |
| 540000                    | Travel & Per Diem                    | 22,667      |
| 540100                    | Jury Meals and Lodging               | 4,309       |
| 541200                    | Postage                              | 78,644      |
| 544000                    | Rentals and Leases                   | 24,656      |
| 546000                    | Repair & Maintenance Services        | 31,658      |
| 547000                    | Printing & Binding                   | 35,480      |
| 549000                    | Other Current Charges                | 7,774       |
| 551000                    | Office Supplies                      | 126         |
| 552000                    | Operating Supplies                   | 104,755     |
| 554100                    | Books & Publications                 | 19,829      |
| 554200                    | Training                             | 26,149      |
|                           | Operating Expenditures Total         | \$491,503   |
|                           | Total Budget Request                 | \$6,765,706 |

**Leon County Clerk of Courts and Comptroller**  
**Courts Fund Budget Request by Division**  
**Fiscal Year Ending September 30, 2012 Budget**

**Detail of Total Expenditures**

**Proposed Budget**

| Account Code                 | Account Code Description      | Title IV-D | Indirect              |              | Total       |
|------------------------------|-------------------------------|------------|-----------------------|--------------|-------------|
|                              |                               |            | Funded by Courts Fund | Courts Funds |             |
| 511000                       | Executive Salary              | \$0        | \$106,443             | \$0          | \$106,443   |
| 512000                       | Regular Salaries              | 343,353    | 523,694               | 3,421,800    | 4,288,847   |
| 513000                       | Other Salaries and Wages      | 423        | 9,457                 | 4,970        | 14,850      |
| 514000                       | Overtime                      | 984        | 2,458                 | 11,565       | 15,007      |
| 516000                       | Health Insurance Opt out      | 2,384      | 2,413                 | 36,118       | 40,915      |
| 521000                       | FICA                          | 20,937     | 48,425                | 260,409      | 329,771     |
| 522000                       | Retirement Contributions      | 13,352     | 36,550                | 164,489      | 214,391     |
| 523000                       | Life & Health Insurance       | 83,084     | 133,478               | 1,011,670    | 1,228,232   |
| 524000                       | Worker's Compensation         | 761        | 2,562                 | 9,463        | 12,786      |
| 525000                       | Unemployment Compensation     | 1,364      | 183                   | 21,404       | 22,951      |
| 526000                       | Class C Travel                | 0          | 10                    | 0            | 10          |
| Personal Services Total      |                               | \$466,642  | \$865,673             | \$4,941,888  | \$6,274,203 |
| 531000                       | Professional Services         | \$0        | \$20,355              | \$8,208      | \$28,563    |
| 534000                       | Other Contractual Services    | 0          | 500                   | 223          | 723         |
| 534100                       | Jury Payrolls                 | 0          | 0                     | 106,170      | 106,170     |
| 540000                       | Travel & Per Diem             | 1,099      | 14,533                | 7,035        | 22,667      |
| 540100                       | Jury Meals and Lodging        | 0          | 0                     | 4,309        | 4,309       |
| 541200                       | Postage                       | 5,835      | 4,228                 | 68,581       | 78,644      |
| 544000                       | Rentals and Leases            | 1,396      | 5,704                 | 17,556       | 24,656      |
| 546000                       | Repair & Maintenance Services | 1,793      | 7,871                 | 21,994       | 31,658      |
| 547000                       | Printing & Binding            | 2,515      | 3,404                 | 29,561       | 35,480      |
| 549000                       | Other Current Charges         | 581        | 0                     | 7,193        | 7,774       |
| 551000                       | Office Supplies               | 0          | 126                   | 0            | 126         |
| 552000                       | Operating Supplies            | 21,100     | 25,657                | 57,998       | 104,755     |
| 554100                       | Books & Publications          | 53         | 19,148                | 628          | 19,829      |
| 554200                       | Training                      | 185        | 23,785                | 2,179        | 26,149      |
| Operating Expenditures Total |                               | \$34,557   | \$125,311             | \$331,635    | \$491,503   |
| Total Budget Request         |                               | \$501,199  | \$990,984             | \$5,273,523  | \$6,765,706 |

**Leon County Clerk of Courts and Comptroller**  
**Notes to the Courts Fund Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

**Revenues Collected from All Fines, Filing Fees, Service Charges, and Court Costs**

Beginning June 2009, all court revenues collected for the Clerk will be collected monthly and transferred in the month following collections by the 10th thru the Department of Revenue remittance website. Such collections do not include funding received for the operation of the Title IV-D child support collections and disbursement program and any costs for communications services, existing radio systems, existing multiagency criminal justice information systems, and the cost of construction or lease, maintenance, utilities, and security of facilities.

**Courts Portion of the Title IV-D Reimbursement**

Under a Federal Grant for Title IV-D Reimbursement of Child Support expenditures, our office bills the federal government for reimbursement of expenditures that occur in both the General and Courts Funds. A large portion of our reimbursement is recorded in the Courts Fund to cover costs incurred for Child Support Cases for such activities as case maintenance, records management, and court preparation.

**State Appropriation for the Courts**

In accordance to 28.37 Florida Statutes, selected salaries, costs, and expenses of the Clerk of the Court's court-related functions shall be funded from a portion of revenues distributed from statutory fines, filing fees, service charges, and court costs collected by the Clerk and remitted to the State of Florida thru the Department of Revenue website. Revenues are appropriated by Florida Clerk of Court Operations Corporation for use by the Leon County Clerk's Office in accordance with Florida Statutes 28.35. These appropriations are used for the period of July to June, the State Fiscal Year. Financial statements are produced for the period of October thru September, the County Fiscal Year.

**Leon County Clerk of Courts and Comptroller**  
**Revenues Available for Records Modernization Trust Funds Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

| <b>Expected Revenues Available for Budget Request</b>                                   | <b>FY 12<br/>Proposed<br/>Funding</b> |
|---|---------------------------------------|
| <b>Account<br/>Code    Account Code Description</b>                                     |                                       |
| <b>Expected Revenues Available for the Records Modernization Trust Fund I</b>           |                                       |
| 341100    Recording Fees collected under 28.24(12)(d)                                   | \$104,663                             |
| 361100    Interest, Including Profit  | 2,000                                 |
| Total Expected Revenues collected for Records Modernization Trust Fund I                | <u>\$106,663</u>                      |
| 399900    Appropriations from Fund Balance  | 565,727                               |
| Total Expected Revenues Available for Funding for Trust Fund I                          | <u>\$672,390</u>                      |
| <b>Expected Revenues Available for the Records Modernization Trust Fund II</b>          |                                       |
| 341150    Recording Fees Collected under 28.24(12)(e)                                   | \$302,015                             |
| 361200    SBA Interest 28.33  | 7,000                                 |
| 369950    Dial In Official Records Revenues   | 20,000                                |
| Total Expected Revenues Available for Funding for Trust Fund II                         | <u>\$329,015</u>                      |
| <b>Expected Revenues Available for the Records Modernization Trust Fund III</b>         |                                       |
| 351800    10% collected under 28.37(5)  | \$272,800                             |
| Total Expected Revenues Available for Funding for Trust Fund III                        | <u>\$272,800</u>                      |
| Total Expected Revenues Available for Funding for all Records Modernization Trust Funds | <u>\$1,274,205</u>                    |



**Leon County Clerk of Courts and Comptroller**  
**Records Modernization Trust Funds Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

| <b>Total Expenditures</b> |                                 | <b>FY 12<br/>Proposed<br/>Budget</b> |
|---------------------------|---------------------------------|--------------------------------------|
| <b>Account<br/>Code</b>   | <b>Account Code Description</b> |                                      |
| 512000                    | Regular Salaries                | \$362,131                            |
| 514000                    | Overtime                        | 621                                  |
| 516000                    | Health Insurance Opt out        | 2,830                                |
| 521000                    | FICA                            | 27,703                               |
| 522000                    | Retirement Contributions        | 19,599                               |
| 523000                    | Life & Health Insurance         | 69,129                               |
| 524000                    | Worker's Compensation           | 1,447                                |
|                           | Personal Services Total         | \$483,460                            |
| 531000                    | Professional Services           | \$20,000                             |
| 534000                    | Other Contractual Services      | 10,175                               |
| 540000                    | Travel & Per Diem               | 373                                  |
| 541200                    | Postage                         | 15                                   |
| 544000                    | Rentals and Leases              | 6,392                                |
| 546000                    | Repair & Maintenance Services   | 15,453                               |
| 547000                    | Printing & Binding              | 10                                   |
| 552000                    | Operating Supplies              | 101,750                              |
| 554100                    | Books & Publications            | 51                                   |
| 554200                    | Training                        | 67,348                               |
|                           | Operating Expenditures Total    | \$221,567                            |
| 564000                    | Machinery & Equipment           | \$476,000                            |
|                           | Capital Outlay Total            | \$476,000                            |
| 599000                    | Other Uses                      | \$93,178                             |
|                           | Other Uses Total                | \$93,178                             |
|                           | Total Budget Request            | \$1,274,205                          |

**Leon County Clerk of Courts and Comptroller**  
**Records Modernization Trust Funds Budget Request by Division**  
**Fiscal Year Ending September 30, 2012 Budget**

**Detail of Total Expenditures**

**Proposed Budget**

| Account Code | Account Code Description      | Trust Fund II<br>funded by |                  |                  | Total              |
|--------------|-------------------------------|----------------------------|------------------|------------------|--------------------|
|              |                               | Trust Fund I               | Trust Fund III   | Trust Fund III   |                    |
| 512000       | Regular Salaries              | \$0                        | \$197,978        | \$164,153        | \$362,131          |
| 514000       | Overtime                      | 0                          | 340              | 281              | 621                |
| 516000       | Health Insurance Opt out      | 0                          | 1,547            | 1,283            | 2,830              |
| 521000       | FICA                          | 0                          | 15,146           | 12,557           | 27,703             |
| 522000       | Retirement Contributions      | 0                          | 10,715           | 8,884            | 19,599             |
| 523000       | Life & Health Insurance       | 0                          | 37,793           | 31,336           | 69,129             |
| 524000       | Worker's Compensation         | 0                          | 790              | 657              | 1,447              |
|              | Personal Services Total       | \$0                        | \$264,309        | \$219,151        | \$483,460          |
| 531000       | Professional Services         | \$20,000                   | \$0              | \$0              | \$20,000           |
| 534000       | Other Contractual Services    | 10,000                     | 96               | 79               | 10,175             |
| 540000       | Travel & Per Diem             | 0                          | 204              | 169              | 373                |
| 541200       | Postage                       | 0                          | 8                | 7                | 15                 |
| 544000       | Rentals and Leases            | 0                          | 3,494            | 2,898            | 6,392              |
| 546000       | Repair & Maintenance Services | 10,000                     | 2,981            | 2,472            | 15,453             |
| 547000       | Printing & Binding            | 0                          | 5                | 5                | 10                 |
| 552000       | Operating Supplies            | 100,000                    | 957              | 793              | 101,750            |
| 554100       | Books & Publications          | 0                          | 27               | 24               | 51                 |
| 554200       | Training                      | 56,390                     | 5,990            | 4,968            | 67,348             |
|              | Operating Expenditures Total  | \$196,390                  | \$13,762         | \$11,415         | \$221,567          |
| 564000       | Machinery & Equipment         | \$476,000                  | \$0              | \$0              | \$476,000          |
|              | Capital Outlay Total          | \$476,000                  | \$0              | \$0              | \$476,000          |
| 599000       | Other Uses                    | \$0                        | \$93,178         | \$0              | \$93,178           |
|              | Other Uses Total              | \$0                        | \$93,178         | \$0              | \$93,178           |
|              | <b>Total Budget Request</b>   | <b>\$672,390</b>           | <b>\$371,249</b> | <b>\$230,566</b> | <b>\$1,274,205</b> |

**Leon County Clerk of Courts and Comptroller**  
**Notes to the Records Modernization Trust Funds Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

**Funding From Trust Fund I monies**

In accordance with Florida Statutes 28.24 (12)(d), recording fees are collected to be held in trust and used only for equipment and maintenance of equipment, personnel training, and technical assistance in modernizing the public records system of the Clerk's office. This trust fund is called Trust Fund I.

**Funding From Trust Fund II monies**

In accordance with Florida Statutes 28.24 (12)(e), recording fees of \$1.90 are collected to be held in trust and only used court related technology needs of the Clerk. This trust is called Trust Fund II.

**Funding From Trust Fund III monies**

Ten Percent of all court-related fines collected by the Clerk, except for penalties or fines distributed to local governments under Florida Statute 316.0083(1)(b)3 or 318.18(15)(a) shall be deposited into the Clerk's Public Modernization Trust Fund to be used for additional clerk court-related needs and program enhancements in accordance with Florida Statutes 28.37(5). For the 2012 budget, \$110,000 of the money collected will be used directly for the Courts Fund and the remainder for Trust Fund II. This trust is called Trust Fund III.

**Leon County Clerk of Courts and Comptroller**  
**Revenues Available for Total Clerks Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

| Expected Revenues Available for Budget Requests   | FY 12<br>Proposed<br>Funding by<br>Type | FY 12 Grand<br>Total of<br>Proposed<br>Funding |
|---|---|--|
| <b>Account</b>  |   |  |
| <b>Code    Account Code Description</b>   |   |  |
| <b>Total Funding for Board Related Functions</b>  | \$1,456,481                             |  |
| Total Funding for State Mandated Article V Court-Related Costs                                    | 408,793                                 |  |
| Total Board Budget Request Summary  |   | \$1,865,274                                    |
| <br><b>Total General Fund Expected Revenues Available for Funding for Clerk Related Functions</b> |   | 1,006,770                                      |
| 331650    Federal Grants Title IV-D Fee Reimbursement   | 501,199                                 |  |
| 335800    Additional State Appropriation for the Courts   | 6,264,507                               |  |
| <b>Total Expected Revenues Available for Funding for Court-Related Functions</b>                  |   | 6,765,706                                      |
| <br><b>Total Expected Revenues Available for Funding for Trust Fund I</b>                         |   | 672,390  |
| <br><b>Total Expected Revenues Available for Funding for Trust Fund II</b>                        |   | 329,015  |
| <br><b>Total Expected Revenues Available for Funding for Trust Fund III</b>                       |   | 272,800  |
| Total Clerk's Budget  |   | \$10,911,955                                   |

**Leon County Clerk of Courts and Comptroller**  
**Total Clerk Budget Request**  
**Fiscal Year Ending September 30, 2012 Budget**

| <b>Total Expenditures</b>                           | <b>FY 12<br/>Proposed<br/>Budget</b> |
|---|--------------------------------------|
| <b>Account<br/>Code    Account Code Description</b> |                                      |
| 511000 Executive Salary                             | \$134,211                            |
| 512000 Regular Salaries                             | 6,181,467                            |
| 513000 Other Salaries and Wages                     | 89,872                               |
| 514000 Overtime                                     | 24,890                               |
| 516000 Health Insurance Opt out                     | 57,294                               |
| 521000 FICA   | 475,732                              |
| 522000 Retirement Contributions                     | 310,929                              |
| 523000 Life & Health Insurance                      | 1,641,065                            |
| 524000 Worker's Compensation                        | 20,272                               |
| 525000 Unemployment Compensation                    | 23,648                               |
| 526000 Class C Travel                               | 43                                   |
| Personal Services Total                             | \$8,959,423                          |
| 531000 Professional Services                        | \$81,023                             |
| 531100 Professional Services for SDU                | 9,509                                |
| 534000 Other Contractual Services                   | 47,665                               |
| 534100 Jury Payrolls                                | 106,170                              |
| 540000 Travel & Per Diem                            | 46,456                               |
| 540100 Jury Meals and Lodging                       | 4,309                                |
| 541100 Communications                               | 110,859                              |
| 541200 Postage                                      | 93,250                               |
| 543000 Utility Services                             | 2,944                                |
| 544000 Rentals and Leases                           | 110,012                              |
| 544100 Rentals for Parking                          | 20,088                               |
| 545000 Insurance                                    | 4,062                                |
| 546000 Repair & Maintenance Services                | 171,759                              |
| 547000 Printing & Binding                           | 39,867                               |
| 549000 Other Current Charges                        | 92,874                               |
| 551000 Office Supplies                              | 565                                  |
| 552000 Operating Supplies                           | 235,148                              |
| 554100 Books & Publications                         | 29,108                               |
| 554200 Training                                     | 136,332                              |
| Operating Expenditures Total                        | \$1,342,000                          |
| 564000 Machinery & Equipment                        | \$492,000                            |
| Capital Outlay Total                                | \$492,000                            |
| 591000 Transfer Out BOCC - Year End Excess          | \$25,354                             |
| Transfer Out Total                                  | \$25,354                             |
| 599000 Other Uses                                   | \$93,178                             |
| Other Uses Total                                    | \$93,178                             |
| Total Budget Request                                | \$10,911,955                         |

**Leon County Clerk of Courts and Comptroller**  
**Clerk Budget Request by Fund**  
**Fiscal Year Ending September 30, 2012 Budget**

**Detail of Total Expenditures**

**Proposed Budget**

**Records Modernization Trust Funds**

| Account Code | Account Code Description            | General Fund -<br>Fund 003 | Trust Fund I -<br>Fund 119 | Trust Fund II -<br>Fund 103 | Trust Fund III -<br>Fund 102 | Courts Fund -<br>Fund 104 | Total                      |
|--------------|-------------------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|---------------------------|----------------------------|
| 511000       | Executive Salary                    | \$27,768                   | \$0                        | \$0                         | \$0                          | \$106,443                 | \$134,211                  |
| 512000       | Regular Salaries                    | 1,530,489                  | 0                          | 164,153                     | 197,978                      | 4,288,847                 | 6,181,467                  |
| 513000       | Other Salaries and Wages            | 75,022                     | 0                          | 0                           | 0                            | 14,850                    | 89,872                     |
| 514000       | Overtime                            | 9,262                      | 0                          | 281                         | 340                          | 15,007                    | 24,890                     |
| 516000       | Health Insurance Opt out            | 13,549                     | 0                          | 1,283                       | 1,547                        | 40,915                    | 57,294                     |
| 521000       | FICA                                | 118,258                    | 0                          | 12,557                      | 15,146                       | 329,771                   | 475,732                    |
| 522000       | Retirement Contributions            | 76,939                     | 0                          | 8,884                       | 10,715                       | 214,391                   | 310,929                    |
| 523000       | Life & Health Insurance             | 343,704                    | 0                          | 31,336                      | 37,793                       | 1,228,232                 | 1,641,065                  |
| 524000       | Worker's Compensation               | 6,039                      | 0                          | 657                         | 790                          | 12,786                    | 20,272                     |
| 525000       | Unemployment Compensation           | 697                        | 0                          | 0                           | 0                            | 22,951                    | 23,648                     |
| 526000       | Class C Travel                      | 33                         | 0                          | 0                           | 0                            | 10                        | 43                         |
|              | Personal Services Total             | <u>\$2,201,760</u>         | <u>\$0</u>                 | <u>\$219,151</u>            | <u>\$264,309</u>             | <u>\$6,274,203</u>        | <u>\$8,959,423</u>         |
| 531000       | Professional Services               | \$32,460                   | \$20,000                   | \$0                         | \$0                          | \$28,563                  | \$81,023                   |
| 531100       | Professional Services for SDU       | 9,509                      | 0                          | 0                           | 0                            | 0                         | 9,509                      |
| 534000       | Other Contractual Services          | 36,767                     | 10,000                     | 79                          | 96                           | 723                       | 47,665                     |
| 534100       | Jury Payrolls                       | 0                          | 0                          | 0                           | 0                            | 106,170                   | 106,170                    |
| 540000       | Travel & Per Diem                   | 23,416                     | 0                          | 169                         | 204                          | 22,667                    | 46,456                     |
| 540100       | Jury Meals and Lodging              | 0                          | 0                          | 0                           | 0                            | 4,309                     | 4,309                      |
| 541100       | Communications                      | 110,859                    | 0                          | 0                           | 0                            | 0                         | 110,859                    |
| 541200       | Postage                             | 14,591                     | 0                          | 7                           | 8                            | 78,644                    | 93,250                     |
| 543000       | Utility Services                    | 2,944                      | 0                          | 0                           | 0                            | 0                         | 2,944                      |
| 544000       | Rentals and Leases                  | 78,964                     | 0                          | 2,898                       | 3,494                        | 24,656                    | 110,012                    |
| 544100       | Rental for Parking                  | 20,088                     | 0                          | 0                           | 0                            | 0                         | 20,088                     |
| 545000       | Insurance                           | 4,062                      | 0                          | 0                           | 0                            | 0                         | 4,062                      |
| 546000       | Repair & Maintenance Services       | 124,648                    | 10,000                     | 2,472                       | 2,981                        | 31,658                    | 171,759                    |
| 547000       | Printing & Binding                  | 4,377                      | 0                          | 5                           | 5                            | 35,480                    | 39,867                     |
| 549000       | Other Current Charges               | 85,100                     | 0                          | 0                           | 0                            | 7,774                     | 92,874                     |
| 551000       | Office Supplies                     | 439                        | 0                          | 0                           | 0                            | 126                       | 565                        |
| 552000       | Operating Supplies                  | 28,643                     | 100,000                    | 793                         | 957                          | 104,755                   | 235,148                    |
| 554100       | Books & Publications                | 9,228                      | 0                          | 24                          | 27                           | 19,829                    | 29,108                     |
| 554200       | Training                            | 42,835                     | 56,390                     | 4,968                       | 5,990                        | 26,149                    | 136,332                    |
|              | Operating Expenditures Total        | <u>\$628,930</u>           | <u>\$196,390</u>           | <u>\$11,415</u>             | <u>\$13,762</u>              | <u>\$491,503</u>          | <u>\$1,342,000</u>         |
| 564000       | Machinery & Equipment               | \$16,000                   | \$476,000                  | \$0                         | \$0                          | \$0                       | \$492,000                  |
|              | Capital Outlay Total                | <u>\$16,000</u>            | <u>\$476,000</u>           | <u>\$0</u>                  | <u>\$0</u>                   | <u>\$0</u>                | <u>\$492,000</u>           |
| 591000       | Transfer Out BOCC - Year End Excess | \$25,354                   | \$0                        | \$0                         | \$0                          | \$0                       | \$25,354                   |
|              | Transfer Out Total                  | <u>\$25,354</u>            | <u>\$0</u>                 | <u>\$0</u>                  | <u>\$0</u>                   | <u>\$0</u>                | <u>\$25,354</u>            |
| 599000       | Other Uses                          | \$0                        | \$0                        | \$0                         | \$93,178                     | \$0                       | \$93,178                   |
|              | Other Uses Total                    | <u>\$0</u>                 | <u>\$0</u>                 | <u>\$0</u>                  | <u>\$93,178</u>              | <u>\$0</u>                | <u>\$93,178</u>            |
|              | <b>Total Budget Request</b>         | <u><u>\$2,872,044</u></u>  | <u><u>\$672,390</u></u>    | <u><u>\$230,566</u></u>     | <u><u>\$371,249</u></u>      | <u><u>\$6,765,706</u></u> | <u><u>\$10,911,955</u></u> |