

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

www.clerk.leon.fl.us

Fiscal Year Ending September 30, 2014 Budget

Prepared by Leon County Finance Department

Leon County Clerk of Courts and Comptroller

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Leon County Clerk of Courts and Comptroller
Preparation of the Clerk's Budget
Fiscal Year Ending September 30, 2014 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, 2014 Budget

Board Budget Request Summary	FY 14 Proposed Funding
Funding for Board-Related Functions	
Total Personal Services	\$1,341,605
Total Operating Expenditures	47,874
Total Indirect Charges for Human Resources	79,679
Total Capital Outlay	10,863
Total Funding for Board Related Functions	<u>\$1,480,021</u>
Funding for State Mandated Article V Court-Related Costs	
Total Personal Services	\$71,055
Total Operating Expenditures	343,472
Total Capital Outlay	0
Total Funding for State Mandated Article V Court-Related Costs	<u>\$414,527</u>
Total Board Budget Request Summary	<u><u>\$1,894,548</u></u>

Leon County Clerk of Courts and Comptroller
Board Budget Request
Fiscal Year Ending September 30, 2014 Budget

Total Expenditures	FY 14 Proposed Budget	
Account		
Code	Account Code Description	
512000	Regular Salaries	\$1,063,802
513000	Other Salaries and Wages	4,900
514000	Overtime	7,270
516000	Health Insurance Opt out	10,139
521000	FICA	81,181
522000	Retirement Contributions	89,616
523000	Life & Health Insurance	198,317
524000	Worker's Compensation	4,018
	Personal Services Total	\$1,459,243
531000	Professional Services	\$25,260
534000	Other Contractual Services	34,119
540000	Travel & Per Diem	9,600
541100	Communications	86,195
541200	Postage	4,371
543000	Utility Services	1,944
544000	Rentals and Leases	37,504
544100	Rental for Parking	14,758
546000	Repair & Maintenance Services	154,454
547000	Printing & Binding	4,175
551000	Office Supplies	400
552000	Operating Supplies	9,279
554100	Books & Publications	7,719
554200	Training	34,622
	Operating Expenditures Total	\$424,400
564000	Machinery & Equipment	\$10,905
	Capital Outlay Total	\$10,905
	Total Budget Request	\$1,894,548

Leon County Clerk of Courts and Comptroller
Board Budget Request by Division
Fiscal Year Ending September 30, 2014 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	\$899,200	\$35,488	\$49,757	\$1,063,802
513000	Other Salaries and Wages	0	4,900	0	0	4,900
514000	Overtime	0	7,270	0	0	7,270
516000	Health Insurance Opt out	4,889	5,250	0	0	10,139
521000	FICA	6,070	68,700	2,605	3,806	81,181
522000	Retirement Contributions	5,515	77,040	3,603	3,458	89,616
523000	Life & Health Insurance	496	180,610	3,301	13,910	198,317
524000	Worker's Compensation	317	3,441	136	124	4,018
	Personal Services Total	\$96,644	\$1,246,411	\$45,133	\$71,055	\$1,459,243
531000	Professional Services	\$0	\$8,000	\$12,060	\$5,200	\$25,260
534000	Other Contractual Services	0	500	0	33,619	34,119
540000	Travel & Per Diem	1,500	6,000	2,100	0	9,600
541100	Communications	0	2,000	720	83,475	86,195
541200	Postage	0	4,000	371	0	4,371
543000	Utility Services	0	0	0	1,944	1,944
544000	Rentals and Leases	0	1,000	0	36,504	37,504
544100	Rental for Parking	0	3,000	0	11,758	14,758
546000	Repair & Maintenance Services	0	1,000	482	152,972	154,454
547000	Printing & Binding	0	4,000	175	0	4,175
551000	Office Supplies	0	400	0	0	400
552000	Operating Supplies	0	6,400	2,879	0	9,279
554100	Books & Publications	0	982	6,737	0	7,719
554200	Training	2,006	5,594	9,022	18,000	34,622
	Operating Expenditures Total	\$3,506	\$42,876	\$34,546	\$343,472	\$424,400
564000	Machinery & Equipment	\$0	\$10,905	\$0	\$0	\$10,905
	Capital Total	\$0	\$10,905	\$0	\$0	\$10,905
	Total Budget Request	\$100,150	\$1,300,192	\$79,679	\$414,527	\$1,894,548

Leon County Clerk of Courts and Comptroller
Notes to the Board Budget Request
Fiscal Year Ending September 30, 2014 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, 2014 Budget

Expected Revenues Available for Budget Request		FY 14 Proposed Funding
Account Code	Account Code Description	
Expected Revenues Available for General Fund Expenditures		
331650	Federal Grants Title IV-D Fee Reimbursement	\$25,000
341100	Recording Fees 28.24(15)\(8)(a)	806,349
341400	Certification & Copying 28.24	70,863
341753	Marriage Licenses 28.24(28)\(29)	56,799
341754	Tax Deed Sales 28.24(26)	7,855
341764	Return Check Fees 125.0105	1,800
341900	Other General Government	13,189
341920	Attorney Service Fees	1,077
341930	Documentary Stamp Fees for Clerk	77,017
351800	28.37(2) Records Modernization 10%	8,000
361100	Interest, Including Profit	6,865
369910	Lobbyist Registration Fee L.C.02-08	700
369970	Passport Execution Fee	79,850
369971	Passport Photo Fee	17,453
369972	Marriage Photo Album	800
Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		<u><u>\$1,173,617</u></u>

Leon County Clerk of Courts and Comptroller
General Fund Budget Request
Fiscal Year Ending September 30, 2014 Budget

Total Expenditures		FY 14 Proposed Budget
Account Code	Account Code Description	
511000	Executive Salary	\$28,110
512000	Regular Salaries	542,478
513000	Other Salaries and Wages	69,777
514000	Overtime	2,890
516000	Health Insurance Opt out	6,113
521000	FICA	38,645
522000	Retirement Contributions	48,275
523000	Life & Health Insurance	108,687
524000	Worker's Compensation	2,110
	Personal Services Total	<hr/> \$847,085
531000	Professional Services	\$6,608
531100	Professional Services for SDU	9,509
534000	Other Contractual Services	277
540000	Travel & Per Diem	6,455
541100	Communications	19,581
541200	Postage	10,818
544000	Rentals and Leases	6,867
544100	Rental for Parking	7,564
545000	Insurance	4,062
546000	Repair & Maintenance Services	4,912
547000	Printing & Binding	3,223
549000	Other Current Charges	100
551000	Office Supplies	40
552000	Operating Supplies	23,129
554100	Books & Publications	4,699
554200	Training	9,097
	Operating Expenditures Total	<hr/> \$116,941
564000	Machinery & Equipment	\$5,095
	Capital Outlay Total	<hr/> \$5,095
591000	Transfer Out BOCC - Year End Excess	\$204,496
	Transfer Out Total	<hr/> \$204,496
	Total Budget Request	<hr/> <hr/> \$1,173,617

Leon County Clerk of Courts and Comptroller
General Fund Budget Request by Division
Fiscal Year Ending September 30, 2014 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Admin	Finance	Official Records	Archives	CIS	Total
		Including Title IV-D			Funded by General Fund		
511000	Executive Salary	\$28,110	\$0	\$0	\$0	\$0	\$28,110
512000	Regular Salaries	45,022	61,543	255,442	76,000	104,471	542,478
513000	Other Salaries and Wages	6,143	289	60,819	2,400	126	69,777
514000	Overtime	886	498	565	900	41	2,890
516000	Health Insurance Opt out	0	343	3,600	1,400	770	6,113
521000	FICA	651	4,661	19,541	5,800	7,992	38,645
522000	Retirement Contributions	9,240	5,278	22,138	5,800	5,819	48,275
523000	Life & Health Insurance	10,432	12,369	59,347	12,867	13,672	108,687
524000	Worker's Compensation	300	232	1,021	300	257	2,110
	Personal Services Total	\$100,784	\$85,213	\$422,473	\$105,467	\$133,148	\$847,085
531000	Professional Services	\$228	\$6,380	\$0	\$0	\$0	\$6,608
531100	Professional Services for SDU	9,509	0	0	0	0	9,509
534000	Other Contractual Services	100	130	0	0	47	277
540000	Travel & Per Diem	3,226	3,127	0	0	102	6,455
541100	Communications	450	1,149	1,400	0	16,582	19,581
541200	Postage	434	3,380	7,000	0	4	10,818
544000	Rentals and Leases	945	604	3,686	0	1,632	6,867
544100	Rental for Parking	0	4,300	2,000	0	1,264	7,564
545000	Insurance	4,062	0	0	0	0	4,062
546000	Repair & Maintenance Services	873	555	2,000	0	1,484	4,912
547000	Printing & Binding	160	2,470	590	0	3	3,223
549000	Other Current Charges	0	0	100	0	0	100
551000	Office Supplies	0	40	0	0	0	40
552000	Operating Supplies	4,121	9,532	9,000	0	476	23,129
554100	Books & Publications	3,607	578	500	0	14	4,699
554200	Training	4,374	2,186	500	0	2,037	9,097
	Operating Expenditures Total	\$32,089	\$34,431	\$26,776	\$0	\$23,645	\$116,941
564000	Machinery & Equipment	\$1,000	\$4,095	\$0	\$0	\$0	\$5,095
	Capital Outlay Total	\$1,000	\$4,095	\$0	\$0	\$0	\$5,095
591000	Transfer Out BOCC - Year End Excess	\$204,496	\$0	\$0	\$0	\$0	\$204,496
	Transfer Out Total	\$204,496	\$0	\$0	\$0	\$0	\$204,496
	Total Budget Request	\$338,369	\$123,739	\$449,249	\$105,467	\$156,793	\$1,173,617

Leon County Clerk of Courts and Comptroller
Notes to the General Fund Budget Request
Fiscal Year Ending September 30, 2014 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, 2014 Budget

Expected Revenues Available for Budget Request	FY 14 Proposed Funding by Type	FY 14 Grand Total of Proposed Funding
Account		
Code	Account Code Description	
Expected Fines Available for Court Expenditures		
348140	County Court Criminal Fines	\$58,640
348240	Circuit Court Criminal Fines	156,333
348540	Traffic Court Fines	663,529
351100	County Court Criminal Fines & Judgements	200
Total Expected Fines		\$878,702
Expected Forfeitures Available for Court Expenditures		
359000	Forfeitures	\$88,165
Total Expected Forfeitures		88,165
Expected Filing Fees Available for Court Expenditures		
348310	County Court Civil Filing Fees	\$1,132,597
348410	Circuit Court Civil Filing Fees	772,777
348710	Probate Filing Fees	171,856
348564	DOR OSCA 34.041(1)(B)	400
348885	CCOC Fees	7,740
348860	DOR OSCA 34.041(1)(B)	240
Total Expected Filing Fees		2,085,610
Expected Service Charges Available for Court Expenditures		
348120	County Court Criminal Services Charges	\$140,053
348220	Circuit Court Criminal Services Charges	108,874
348320	County Court Civil Services Charges	6,953
348420	Circuit Court Civil Services Charges	247,176
348450	Circuit Court Civil Child Support Fees	28,226
348520	Traffic Court Services Charges	262,051
348620	Juvenile Services Charges	1,638
348720	Probate Services Charges	32,302
Total Expected Service Fees		827,273
Expected Court Costs Available for Court Expenditures		
348130	County Court Criminal Court Costs	\$62,663
348230	Circuit Court Criminal Court Costs	254,194
348530	Traffic Court - Court Costs	1,582,638
Total Expected Court Costs		1,899,495
Total Expected Revenues from Court Related Cases		\$5,779,245
335800	Additional State Appropriation for the Courts	446,348
Total Revenue Available		\$6,225,593
331650	Federal Grants Title IV-D Fee Reimbursement	385,000
335850	Additional State Appropriation for Foreclosures	48,240
Total Expected Revenues Available for Funding for Court-Related Functions		\$6,658,833

Leon County Clerk of Courts and Comptroller
Courts Fund Budget Request
Fiscal Year Ending September 30, 2014 Budget

Total Expenditures		FY 14 Proposed Budget
Account Code	Account Code Description	
511000	Executive Salary	\$107,190
512000	Regular Salaries	4,217,320
513000	Other Salaries and Wages	17,641
514000	Overtime	22,668
516000	Health Insurance Opt out	81,718
521000	FICA	331,852
522000	Retirement Contributions	327,017
523000	Life & Health Insurance	990,617
524000	Worker's Compensation	16,896
525000	Unemployment Compensation	22,768
	Personal Services Total	\$6,135,687
531000	Professional Services	\$32,300
534000	Other Contractual Services	793
534100	Jury Payrolls	106,171
540000	Travel & Per Diem	32,717
540100	Jury Meals and Lodging	4,309
541200	Postage	86,400
544000	Rentals and Leases	31,363
546000	Repair & Maintenance Services	43,689
547000	Printing & Binding	36,446
549000	Other Current Charges	7,774
551000	Office Supplies	125
552000	Operating Supplies	101,183
554100	Books & Publications	16,639
554200	Training	23,237
	Operating Expenditures Total	\$523,146
	Total Budget Request	\$6,658,833

Leon County Clerk of Courts and Comptroller
Courts Fund Budget Request by Division
Fiscal Year Ending September 30, 2014 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	\$107,190	\$0	\$107,190
512000	Regular Salaries	263,000	546,392	3,407,928	4,217,320
513000	Other Salaries and Wages	500	1,490	15,651	17,641
514000	Overtime	1,000	2,232	19,436	22,668
516000	Health Insurance Opt out	6,000	3,918	71,800	81,718
521000	FICA	20,000	54,638	257,214	331,852
522000	Retirement Contributions	17,000	71,228	238,789	327,017
523000	Life & Health Insurance	65,000	114,211	811,406	990,617
524000	Worker's Compensation	1,000	2,592	13,304	16,896
525000	Unemployment Compensation	1,000	0	21,768	22,768
Personal Services Total		\$374,500	\$903,891	\$4,857,296	\$6,135,687
531000	Professional Services	\$0	\$17,728	\$14,572	\$32,300
534000	Other Contractual Services	0	570	223	793
534100	Jury Payrolls	0	0	106,171	106,171
540000	Travel & Per Diem	1,000	13,089	18,628	32,717
540100	Jury Meals and Lodging	0	0	4,309	4,309
541200	Postage	3,000	3,612	79,788	86,400
544000	Rentals and Leases	1,000	5,711	24,652	31,363
546000	Repair & Maintenance Services	1,000	7,208	35,481	43,689
547000	Printing & Binding	1,000	4,120	31,326	36,446
549000	Other Current Charges	500	0	7,274	7,774
551000	Office Supplies	0	125	0	125
552000	Operating Supplies	3,000	22,085	76,098	101,183
554100	Books & Publications	0	15,833	806	16,639
554200	Training	0	19,247	3,990	23,237
Operating Expenditures Total		\$10,500	\$109,328	\$403,318	\$523,146
Total Budget Request		\$385,000	\$1,013,219	\$5,260,614	\$6,658,833

Leon County Clerk of Courts and Comptroller
Notes to the Courts Fund Budget Request
Fiscal Year Ending September 30, 2014 Budget

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

In accordance to s.14(b), Article V of the State Constitution, 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. Beginning June 2013, all court revenues collected for the Clerk will be collected monthly and available for use in the month following collections. 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.

Additional State Appropriation for the Courts

The revenues collected during the year are not sufficient to fund our entire Courts budget and funds are appropriated by the Florida Clerks of Court Operations Corporation for use by the Leon County Clerk's Office in accordance with Florida Statutes 28.35.

Leon County Clerk of Courts and Comptroller
Revenues Available for Records Modernization Trust Funds Budget Request
Fiscal Year Ending September 30, 2014 Budget

Account Code Account Code Description	FY 14 Proposed Funding
Expected Revenues Available for Budget Request	
Expected Revenues Available for the Records Modernization Trust Fund I	
341100 Recording Fees collected under 28.24(12)(d)	\$112,159
361100 Interest, Including Profit	8,076
Total Expected Revenues collected for Records Modernization Trust Fund I	\$120,235
399900 Appropriations from Fund Balance	176,155
Total Expected Revenues Available for Funding for Trust Fund I	\$296,390
Expected Revenues Available for the Records Modernization Trust Fund II	
341150 Recording Fees Collected under 28.24(12)(e)	\$358,549
361200 SBA Interest 28.33	7,722
369950 Dial In Official Records Revenues	16,582
Total Expected Revenues collected for Records Modernization Trust Fund II	\$382,853
399900 Appropriations from Fund Balance	0
Total Expected Revenues Available for Funding for Trust Fund II	\$382,853
Expected Revenues Available for the Records Modernization Trust Fund III	
351800 10% collected under 28.37(5)	\$292,927
Total Expected Revenues Available for Funding for Trust Fund III	\$292,927
Total Expected Revenues Available for Funding for all Records Modernization Trust Funds	\$972,170

Leon County Clerk of Courts and Comptroller
Records Modernization Trust Funds Budget Request
Fiscal Year Ending September 30, 2014 Budget

Total Expenditures		FY 14 Proposed Budget
Account Code	Account Code Description	
512000	Regular Salaries	\$311,644
513000	Other Salaries and Wages	465
514000	Overtime	151
516000	Health Insurance Opt out	2,830
521000	FICA	23,843
522000	Retirement Contributions	36,108
523000	Life & Health Insurance	32,128
524000	Worker's Compensation	1,623
525000	Unemployment Compensation	0
	Personal Services Total	<hr/> \$408,792
531000	Professional Services	\$20,000
534000	Other Contractual Services	10,175
540000	Travel & Per Diem	373
541200	Postage	15
544000	Rentals and Leases	5,999
546000	Repair & Maintenance Services	15,453
547000	Printing & Binding	10
552000	Operating Supplies	101,750
554100	Books & Publications	51
554200	Training	63,876
	Operating Expenditures Total	<hr/> \$217,702
564000	Machinery & Equipment	\$100,000
	Capital Outlay Total	<hr/> \$100,000
599000	Other Uses	\$245,676
	Other Uses Total	<hr/> \$245,676
	Total Budget Request	<hr/> <hr/> <u>\$972,170</u>

Leon County Clerk of Courts and Comptroller
Records Modernization Trust Funds Budget Request by Division
Fiscal Year Ending September 30, 2014 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Trust Fund II funded by			Total
		Trust Fund I	Trust Fund III	Trust Fund III	
512000	Regular Salaries	\$0	\$208,100	\$103,544	\$311,644
513000	Other Salaries and Wages	0	300	165	465
514000	Overtime	0	96	55	151
516000	Health Insurance Opt out	0	1,800	1,030	2,830
521000	FICA	0	16,061	7,782	23,843
522000	Retirement Contributions	0	22,875	13,233	36,108
523000	Life & Health Insurance	0	24,805	7,323	32,128
524000	Worker's Compensation	0	936	687	1,623
525000	Unemployment Compensation	0	0	0	0
	Personal Services Total	\$0	\$274,973	\$133,819	\$408,792
531000	Professional Services	\$20,000	\$0	\$0	\$20,000
534000	Other Contractual Services	10,000	111	64	10,175
540000	Travel & Per Diem	0	237	136	373
541200	Postage	0	0	15	15
544000	Rentals and Leases	0	4,971	1,028	5,999
546000	Repair & Maintenance Services	10,000	5,000	453	15,453
547000	Printing & Binding	0	0	10	10
552000	Operating Supplies	100,000	1,150	600	101,750
554100	Books & Publications	0	19	32	51
554200	Training	56,390	6,466	1,020	63,876
	Operating Expenditures Total	\$196,390	\$17,954	\$3,358	\$217,702
564000	Machinery & Equipment	\$100,000	\$0	\$0	\$100,000
	Capital Outlay Total	\$100,000	\$0	\$0	\$100,000
599000	Other Uses	\$0	\$0	\$245,676	\$245,676
	Other Uses Total	\$0	\$0	\$245,676	\$245,676
	Total Budget Request	\$296,390	\$292,927	\$382,853	\$972,170

Leon County Clerk of Courts and Comptroller
Notes to the Records Modernization Trust Funds Budget Request
Fiscal Year Ending September 30, 2014 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 2014 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, 2014 Budget

Expected Revenues Available for Budget Requests	FY 14 Proposed Funding by Type	FY 14 Grand Total of Proposed Funding
Account		
Code Account Code Description		
Total Funding for Board Related Functions	\$1,480,021	
Total Funding for State Mandated Article V Court-Related Costs	414,527	
Total Board Budget Request Summary		\$1,894,548
 Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		 1,173,617
Total Expected Revenues from Court Related Revenues	\$5,779,245	
331650 Federal Grants Title IV-D Fee Reimbursement	385,000	
335800 Additional State Appropriation for the Courts	446,348	
335850 Additional State Appropriation for Foreclosures	48,240	
Total Expected Revenues Available for Funding for Court-Related Functions		6,658,833
 Total Expected Revenues Available for Funding for Trust Fund I		 296,390
Total Expected Revenues Available for Funding for Trust Fund II		382,853
Total Expected Revenues Available for Funding for Trust Fund III		292,927
Total Clerk's Budget		\$10,699,168

Leon County Clerk of Courts and Comptroller
Total Clerk Budget Request
Fiscal Year Ending September 30, 2014 Budget

Total Expenditures		FY 14 Proposed Budget
Account Code	Account Code Description	
511000	Executive Salary	\$135,300
512000	Regular Salaries	6,135,244
513000	Other Salaries and Wages	92,783
514000	Overtime	32,979
516000	Health Insurance Opt out	100,800
521000	FICA	475,521
522000	Retirement Contributions	501,016
523000	Life & Health Insurance	1,329,749
524000	Worker's Compensation	24,647
525000	Unemployment Compensation	22,768
	Personal Services Total	<u>\$8,850,807</u>
531000	Professional Services	\$84,168
531100	Professional Services for SDU	9,509
534000	Other Contractual Services	45,364
534100	Jury Payrolls	106,171
540000	Travel & Per Diem	49,145
540100	Jury Meals and Lodging	4,309
541100	Communications	105,776
541200	Postage	101,604
543000	Utility Services	1,944
544000	Rentals and Leases	81,733
544100	Rentals for Parking	22,322
545000	Insurance	4,062
546000	Repair & Maintenance Services	218,508
547000	Printing & Binding	43,854
549000	Other Current Charges	7,874
551000	Office Supplies	565
552000	Operating Supplies	235,341
554100	Books & Publications	29,108
554200	Training	130,832
	Operating Expenditures Total	<u>\$1,282,189</u>
564000	Machinery & Equipment	\$116,000
	Capital Outlay Total	<u>\$116,000</u>
591000	Transfer Out BOCC - Year End Excess	\$204,496
	Transfer Out Total	<u>\$204,496</u>
599000	Other Uses	\$245,676
	Other Uses Total	<u>\$245,676</u>
	Total Budget Request	<u><u>\$10,699,168</u></u>

Leon County Clerk of Courts and Comptroller
Clerk Budget Request by Fund
Fiscal Year Ending September 30, 2014 Budget

Detail of Total Expenditures

Proposed Budget

Records Modernization Trust Funds

Account Code	Account Code Description	General Fund - Fund 003	Trust Fund I - Fund 119	Trust Fund II - Fund 103	Trust Fund III - Fund 102	Courts Fund - Fund 104	Total
511000	Executive Salary	\$28,110	\$0	\$0	\$0	\$107,190	\$135,300
512000	Regular Salaries	1,606,280	0	103,544	208,100	4,217,320	6,135,244
513000	Other Salaries and Wages	74,677	0	165	300	17,641	92,783
514000	Overtime	10,160	0	55	96	22,668	32,979
516000	Health Insurance Opt out	16,252	0	1,030	1,800	81,718	100,800
521000	FICA	119,826	0	7,782	16,061	331,852	475,521
522000	Retirement Contributions	137,891	0	13,233	22,875	327,017	501,016
523000	Life & Health Insurance	307,004	0	7,323	24,805	990,617	1,329,749
524000	Worker's Compensation	6,128	0	687	936	16,896	24,647
525000	Unemployment Compensation	0	0	0	0	22,768	22,768
	Personal Services Total	\$2,306,328	\$0	\$133,819	\$274,973	\$6,135,687	\$8,850,807
531000	Professional Services	\$31,868	\$20,000	\$0	\$0	\$32,300	\$84,168
531100	Professional Services for SDU	9,509	0	0	0	0	9,509
534000	Other Contractual Services	34,396	10,000	64	111	793	45,364
534100	Jury Payrolls	0	0	0	0	106,171	106,171
540000	Travel & Per Diem	16,055	0	136	237	32,717	49,145
540100	Jury Meals and Lodging	0	0	0	0	4,309	4,309
541100	Communications	105,776	0	0	0	0	105,776
541200	Postage	15,189	0	15	0	86,400	101,604
543000	Utility Services	1,944	0	0	0	0	1,944
544000	Rentals and Leases	44,371	0	1,028	4,971	31,363	81,733
544100	Rental for Parking	22,322	0	0	0	0	22,322
545000	Insurance	4,062	0	0	0	0	4,062
546000	Repair & Maintenance Services	159,366	10,000	453	5,000	43,689	218,508
547000	Printing & Binding	7,398	0	10	0	36,446	43,854
549000	Other Current Charges	100	0	0	0	7,774	7,874
551000	Office Supplies	440	0	0	0	125	565
552000	Operating Supplies	32,408	100,000	600	1,150	101,183	235,341
554100	Books & Publications	12,418	0	32	19	16,639	29,108
554200	Training	43,719	56,390	1,020	6,466	23,237	130,832
	Operating Expenditures Total	\$541,341	\$196,390	\$3,358	\$17,954	\$523,146	\$1,282,189
564000	Machinery & Equipment	\$16,000	\$100,000	\$0	\$0	\$0	\$116,000
	Capital Outlay Total	\$16,000	\$100,000	\$0	\$0	\$0	\$116,000
591000	Transfer Out BOCC - Year End Excess	\$204,496	\$0	\$0	\$0	\$0	\$204,496
	Transfer Out Total	\$204,496	\$0	\$0	\$0	\$0	\$204,496
599000	Other Uses	\$0	\$0	\$245,676	\$0	\$0	\$245,676
	Other Uses Total	\$0	\$0	\$245,676	\$0	\$0	\$245,676
	Total Budget Request	\$3,068,165	\$296,390	\$382,853	\$292,927	\$6,658,833	\$10,699,168