

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

WWW.Clerk.leon.fl.us

Fiscal Year Ending September 30 , 2017 Budget

Prepared by Leon County Finance Department

Leon County Clerk of Courts and Comptroller

Table of Contents

Fiscal Year Ending September 30 , 2017 Budget

	Page
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 , 2017 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 beginning October 1 of a Fiscal Year. County Fiscal Years begin October 1 and end September 30.

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 , 2017 Budget

Board Budget Request Summary	FY 17 Proposed Funding
Funding for Board-Related Functions	
Total Personal Services	\$1,450,117
Total Operating Expenditures	70,796
Total Indirect Charges for Human Resources	77,441
Total Capital Outlay	10,863
Total Funding for Board Related Functions	<u>\$1,609,217</u>
Funding for State Mandated Article V Court-Related Costs	
Total Personal Services	\$79,926
Total Operating Expenditures	327,531
Total Funding for State Mandated Article V Court-Related Costs	<u>\$407,457</u>
Total Board Budget Request Summary	<u><u>\$2,016,674</u></u>

Leon County Clerk of Courts and Comptroller
Board Budget Request
Fiscal Year Ending September 30 , 2017 Budget

Total Expenditures

**FY 17 Proposed
Budget**

Account Code	Account Code Description	
512000	Regular Salaries	\$1,128,330
513000	Other Salaries and Wages	7,268
514000	Overtime	7,242
516000	Health Insurance Opt out	10,065
521000	FICA	87,685
522000	Retirement Contributions	110,853
523000	Life & Health Insurance	210,308
524000	Worker's Compensation	4,558
599115	Reserve for Equity Increases	10,863
	Personal Services Total	<u>\$1,577,172</u>
531000	Professional Services	\$26,230
534000	Other Contractual Services	34,499
540000	Travel & Per Diem	11,454
541100	Communications	81,424
541200	Postage	7,687
544000	Rentals and Leases	29,634
544100	Rental for Parking	16,538
546000	Repair & Maintenance Services	154,879
547000	Printing & Binding	6,596
552000	Operating Supplies	17,997
554100	Books & Publications	7,866
554200	Training	33,835
	Operating Expenditures Total	<u>\$428,639</u>
564000	Machinery & Equipment	\$10,863
	Capital Outlay Total	<u>\$10,863</u>
	Total Budget Request	<u><u>\$2,016,674</u></u>

Leon County Clerk of Courts and Comptroller
Board Budget Request by Division
Fiscal Year Ending September 30 , 2017 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Proposed Budget				Total
		Audit	Finance	Human Resources	Article V	
512000	Regular Salaries	\$117,700	\$917,390	\$34,056	\$59,184	\$1,128,330
513000	Other Salaries and Wages	0	7,268	0	0	7,268
514000	Overtime	0	7,242	0	0	7,242
516000	Health Insurance Opt out	3,651	5,214	1,200	0	10,065
521000	FICA	9,619	70,933	2,605	4,528	87,685
522000	Retirement Contributions	8,566	94,302	3,559	4,426	110,853
523000	Life & Health Insurance	623	192,560	5,573	11,552	210,308
524000	Worker's Compensation	479	3,707	136	236	4,558
599115	Reserve for Equity Increases	0	10,863	0	0	10,863
Personal Services Total		\$140,638	\$1,309,479	\$47,129	\$79,926	\$1,577,172
531000	Professional Services	\$0	\$13,398	\$8,632	\$4,200	\$26,230
534000	Other Contractual Services	0	579	0	33,920	34,499
540000	Travel & Per Diem	0	9,454	2,000	0	11,454
541100	Communications	0	2,281	240	78,903	81,424
541200	Postage	0	6,880	807	0	7,687
544000	Rentals and Leases	0	2,002	254	27,378	29,634
544100	Rental for Parking	0	4,780	0	11,758	16,538
546000	Repair & Maintenance Services	0	1,448	459	152,972	154,879
547000	Printing & Binding	0	6,029	167	400	6,596
552000	Operating Supplies	0	15,255	2,742	0	17,997
554100	Books & Publications	0	1,448	6,418	0	7,866
554200	Training	0	7,242	8,593	18,000	33,835
Operating Expenditures Total		\$0	\$70,796	\$30,312	\$327,531	\$428,639
564000	Machinery & Equipment	\$0	\$10,863	\$0	\$0	\$10,863
Capital Total		\$0	\$10,863	\$0	\$0	\$10,863
Total Budget Request		\$140,638	\$1,391,138	\$77,441	\$407,457	\$2,016,674

Leon County Clerk of Courts and Comptroller
Notes to the Board Budget Request
Fiscal Year Ending September 30 , 2017 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 \$140,638.00 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 , 2017 Budget

Expected Revenues Available for Budget Request

**FY 17 Proposed
Funding**

**Account Code Account Code
Code Description**

Expected Revenues Available for General Fund Expenditures

331650	Federal Grants Title IV-D Fee Reimbursement	\$4,300
341100	Recording Fees 28.24(15)(8)(a)	789,950
341400	Certification & Copying 28.24	64,600
341753	Marriage Licenses 28.24(28)(29)	64,000
341754	Tax Deed Sales 28.24(26)	21,200
341764	Return Check Fees 125.0105	2,025
341900	Other General Government	15,000
341920	Attorney Service Fees	600
341930	Documentary Stamp Fees for Clerk	99,000
341970	Passport Execution Fee	104,471
341971	Passport Photo Fee	25,980
369910	Lobbyist Registration Fee L.C.02-08	700
Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		\$1,191,826

Leon County Clerk of Courts and Comptroller
General Fund Budget Request
Fiscal Year Ending September 30 , 2017 Budget

Total Expenditures

**FY 17 Proposed
Budget**

Account Code	Account Code Description	
511000	Executive Salary	\$33,446
512000	Regular Salaries	684,702
521000	FICA	54,958
522000	Retirement Contributions	75,101
523000	Life & Health Insurance	192,040
524000	Worker's Compensation	2,857
	Personal Services Total	<u>\$1,043,104</u>
531000	Professional Services	\$13,635
534000	Other Contractual Services	440
540000	Travel & Per Diem	8,892
541100	Communications	19,568
541200	Postage	8,891
544000	Rentals and Leases	19,987
545000	Insurance	4,062
546000	Repair & Maintenance Services	13,935
547000	Printing & Binding	2,278
549000	Other Current Charges	9,622
552000	Operating Supplies	19,128
554100	Books & Publications	5,465
554200	Training	17,682
	Operating Expenditures Total	<u>\$143,585</u>
564000	Machinery & Equipment	\$5,137
	Capital Outlay Total	<u>\$5,137</u>
	Total Budget Request	<u><u>\$1,191,826</u></u>

Leon County Clerk of Courts and Comptroller
General Fund Budget Request by Division
Fiscal Year Ending September 30 , 2017 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Admin	Proposed Budget				Total
		Including Title IV-D	Finance	Official Records	Archives Funded by General Fund	CIS	
511000	Executive Salary	\$33,446	\$0	\$0	\$0	\$0	\$33,446
512000	Regular Salaries	119,452	160,779	248,897	28,835	126,739	684,702
521000	FICA	11,719	12,299	19,041	2,206	9,693	54,958
522000	Retirement Contributions	19,250	17,606	19,649	2,277	16,319	75,101
523000	Life & Health Insurance	24,392	34,977	93,783	9,559	29,329	192,040
524000	Worker's Compensation	596	642	995	116	508	2,857
	Personal Services Total	\$208,855	\$226,303	\$382,365	\$42,993	\$182,588	\$1,043,104
531000	Professional Services	\$10,114	\$2,329	\$0	\$1,192	\$0	\$13,635
534000	Other Contractual Services	117	101	0	0	222	440
540000	Travel & Per Diem	4,492	2,008	0	1,917	475	8,892
541100	Communications	547	1,039	1,400	0	16,582	19,568
541200	Postage	644	1,205	7,000	23	19	8,891
544000	Rentals and Leases	1,398	2,498	5,686	1,403	9,002	19,987
545000	Insurance	4,062	0	0	0	0	4,062
546000	Repair & Maintenance Services	1,769	261	2,000	2,968	6,937	13,935
547000	Printing & Binding	569	1,048	590	58	13	2,278
549000	Other Current Charges	0	0	9,622	0	0	9,622
552000	Operating Supplies	5,200	2,702	9,000	0	2,226	19,128
554100	Books & Publications	4,529	342	500	29	65	5,465
554200	Training	5,709	1,570	500	380	9,523	17,682
	Operating Expenditures Total	\$39,150	\$15,103	\$36,298	\$7,970	\$45,064	\$143,585
564000	Machinery & Equipment	\$1,000	\$4,137	\$0	\$0	\$0	\$5,137
	Capital Outlay Total	\$1,000	\$4,137	\$0	\$0	\$0	\$5,137
	Total Budget Request	\$249,005	\$245,543	\$418,663	\$50,963	\$227,652	\$1,191,826

Leon County Clerk of Courts and Comptroller
Notes to the General Fund Budget Request
Fiscal Year Ending September 30 , 2017 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 , 2017 Budget

Expected Revenues Available for Budget Request	FY 17 Proposed Funding
Account Code Account Code Description	
Expected Fines Available for Court Expenditures	
348140 County Court Criminal Fines	\$76,138
348240 Circuit Court Criminal Fines	266,989
348540 Traffic Court Fines	653,086
Total Expected Fines	\$996,213
Expected Forfeitures Available for Court Expenditures	
359000 Forfeitures	\$123,557
Total Expected Forfeitures	123,557
Expected Filing Fees Available for Court Expenditures	
348310 County Court Civil Filing Fees	\$1,096,433
348410 Circuit Court Civil Filing Fees	636,327
348512 Circuit Court Civil Filing Fees	1,500
348564 DOR OSCA 34.041(1)(B)	250
348710 Probate Filing Fees	147,914
348852 Circuit Ct Civil Filing Fees	600
348860 DOR OSCA 34.041(1)(B)	150
348885 CCOC Fees	6,970
Total Expected Filing Fees	1,890,144
Expected Service Charges Available for Court Expenditures	
348120 County Court Criminal Services Charges	\$140,152
348220 Circuit Court Criminal Services Charges	126,517
348320 County Court Civil Services Charges	4,364
348420 Circuit Court Civil Services Charges	228,004
348450 Circuit Court Civil Child Support Fees	28,004
348520 Traffic Court Services Charges	214,147
348620 Juvenile Services Charges	7,995
348720 Probate Services Charges	32,342
Total Expected Service Fees	781,525
Expected Court Costs Available for Court Expenditures	
348130 County Court Criminal Court Costs	\$69,752
348230 Circuit Court Criminal Court Costs	176,013
348530 Traffic Court - Court Costs	1,170,266
Total Expected Court Costs	1,416,031
Total Expected Revenues from Court Related Cases	\$5,207,470
335800 Additional State Appropriation for the Courts	254,776
Total Revenue Available	\$5,462,246
331650 Federal Grants Title IV-D Fee Reimbursement	314,073
Total Expected Revenues Available for Funding for Court-Related Functions	\$5,776,319

Leon County Clerk of Courts and Comptroller
Courts Fund Budget Request
Fiscal Year Ending September 30 , 2017 Budget

Total Expenditures

**FY 17 Proposed
Budget**

Account Code	Account Code Description	
511000	Executive Salary	\$101,854
512000	Regular Salaries	3,464,344
521000	FICA	290,187
522000	Retirement Contributions	355,699
523000	Life & Health Insurance	1,047,856
524000	Worker's Compensation	15,117
525000	Unemployment Compensation	25,000
	Personal Services Total	<hr/> \$5,300,057
531000	Professional Services	\$23,389
534000	Other Contractual Services	726
534100	Jury Payrolls	140,871
540000	Travel & Per Diem	34,191
540100	Jury Meals and Lodging	4,309
541200	Postage	58,339
544000	Rentals and Leases	28,758
546000	Repair & Maintenance Services	39,637
547000	Printing & Binding	23,305
549000	Other Current Charges	7,774
552000	Operating Supplies	72,633
554100	Books & Publications	16,488
554200	Training	25,842
	Operating Expenditures Total	<hr/> \$476,262
	Total Budget Request	<hr/> <hr/> \$5,776,319

Leon County Clerk of Courts and Comptroller
Courts Fund Budget Request by Division
Fiscal Year Ending September 30 , 2017 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Title IV-D	Indirect Funded by Courts Fund	Courts Funds	Total
511000	Executive Salary	\$0	\$101,854	\$0	\$101,854
512000	Regular Salaries	276,926	536,901	2,650,517	3,464,344
521000	FICA	21,185	49,765	219,237	290,187
522000	Retirement Contributions	25,063	78,784	251,852	355,699
523000	Life & Health Insurance	100,442	114,316	833,098	1,047,856
524000	Worker's Compensation	1,107	2,554	11,456	15,117
525000	Unemployment Compensation	0	0	25,000	25,000
	Personal Services Total	\$424,723	\$884,174	\$3,991,160	\$5,300,057
531000	Professional Services	\$0	\$0	\$23,389	\$23,389
534000	Other Contractual Services	0	0	726	726
534100	Jury Payrolls	0	0	140,871	140,871
540000	Travel & Per Diem	4,000	0	30,191	34,191
540100	Jury Meals and Lodging	0	0	4,309	4,309
541200	Postage	0	0	58,339	58,339
544000	Rentals and Leases	0	0	28,758	28,758
546000	Repair & Maintenance Services	0	0	39,637	39,637
547000	Printing & Binding	0	0	23,305	23,305
549000	Other Current Charges	0	0	7,774	7,774
552000	Operating Supplies	2,000	0	70,633	72,633
554100	Books & Publications	272	0	16,216	16,488
554200	Training	2,000	0	23,842	25,842
	Operating Expenditures Total	\$8,272	\$0	\$467,990	\$476,262
	Total Budget Request	\$432,995	\$884,174	\$4,459,150	\$5,776,319

Leon County Clerk of Courts and Comptroller
Notes to the Courts Fund Budget Request
Fiscal Year Ending September 30 , 2017 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 Jun 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 , 2017 Budget

Expected Revenues Available for Budget Request		FY 17 Proposed Funding
Account Code	Account Code Description	
Expected Revenues Available for the Records Modernization Trust Fund I		
341100	Recording Fees collected under 28.24(12)(d)	\$112,264
361100	Interest, Including Profit	8,076
Total Expected Revenues collected for Records Modernization Trust Fund I		\$120,340
399900	Appropriations from Fund Balance	176,155
Total Expected Revenues Available for Funding for Trust Fund I		\$296,495
Expected Revenues Available for the Records Modernization Trust Fund II		
341150	Recording Fees Collected under 28.24(12)(e)	\$383,269
369950	Dial In Official Records Revenues	16,582
Total Expected Revenues collected for Records Modernization Trust Fund II		\$399,851
399900	Appropriations from Fund Balance	219,800
Total Expected Revenues Available for Funding for Trust Fund II		\$619,651
Expected Revenues Available for the Records Modernization Trust Fund III		
351800	10% collected under 28.37(5)	\$227,199
Total Expected Revenues Available for Funding for Trust Fund III		\$227,199
Total Expected Revenues Available for Funding for all Records Modernization Trust Funds		\$1,143,345

Leon County Clerk of Courts and Comptroller
Records Modernization Trust Funds Budget Request
Fiscal Year Ending September 30 , 2017 Budget

Total Expenditures

**FY 17 Proposed
Budget**

Account Code	Account Code Description	
512000	Regular Salaries	\$642,515
521000	FICA	31,772
522000	Retirement Contributions	53,479
523000	Life & Health Insurance	96,111
524000	Worker's Compensation	1,661
	Personal Services Total	<hr/> \$825,538
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	15,558
547000	Printing & Binding	10
552000	Operating Supplies	101,750
554100	Books & Publications	51
554200	Training	63,876
	Operating Expenditures Total	<hr/> \$217,807
564000	Machinery & Equipment	\$100,000
	Capital Outlay Total	<hr/> \$100,000
	Total Budget Request	<hr/> <hr/> <u>\$1,143,345</u>

Leon County Clerk of Courts and Comptroller
Records Modernization Trust Funds Budget Request by Division
Fiscal Year Ending September 30 , 2017 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Trust Fund I	Trust Fund II	Courts Funded by TF III	Total
512000	Regular Salaries	\$0	\$415,316	227,199	\$642,515
521000	FICA	0	31,772	0	31,772
522000	Retirement Contributions	0	53,479	0	53,479
523000	Life & Health Insurance	0	96,111	0	96,111
524000	Worker's Compensation	0	1,661	0	1,661
	Personal Services Total	<u>\$0</u>	<u>\$598,339</u>	<u>\$227,199</u>	<u>\$825,538</u>
531000	Professional Services	\$20,000	\$0	\$0	\$20,000
534000	Other Contractual Services	10,000	175	0	10,175
540000	Travel & Per Diem	0	373	0	373
541200	Postage	0	15	0	15
544000	Rentals and Leases	0	5,999	0	5,999
546000	Repair & Maintenance Services	10,105	5,453	0	15,558
547000	Printing & Binding	0	10	0	10
552000	Operating Supplies	100,000	1,750	0	101,750
554100	Books & Publications	0	51	0	51
554200	Training	56,390	7,486	0	63,876
	Operating Expenditures Total	<u>\$196,495</u>	<u>\$21,312</u>	<u>\$0</u>	<u>\$217,807</u>
564000	Machinery & Equipment	\$100,000	\$0	\$0	\$100,000
	Capital Outlay Total	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$100,000</u>
	Total Budget Request	<u><u>\$296,495</u></u>	<u><u>\$619,651</u></u>	<u><u>\$227,199</u></u>	<u><u>\$1,143,345</u></u>

Leon County Clerk of Courts and Comptroller
Notes to the Records Modernization Trust Funds Budget Request
Fiscal Year Ending September 30 , 2017 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 2017 budget, all of the money collected will be used directly for the Courts Fund. 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 , 2017 Budget

Expected Revenues Available for Budget Requests	FY 17 Proposed Funding by Type	FY 17 Grand Total of Proposed Funding
Account Account Code		
Code Description		
Total Funding for Board Related Functions	\$1,609,217	
Total Funding for State Mandated Article V Court-Related Costs	407,457	
Total Board Budget Request Summary	<hr/>	\$2,016,674
Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		1,191,826
Total Expected Revenues from Court Related Revenues	\$5,207,470	
331650 Federal Grants Title IV-D Fee Reimbursement	314,073	
335800 Additional State Appropriation for the Courts	254,776	
Total Expected Revenues Available for Funding for Court-Related Functions	<hr/>	5,776,319
Total Expected Revenues Available for Funding for Trust Fund I		296,495
Total Expected Revenues Available for Funding for Trust Fund II		619,651
Total Expected Revenues Available for Funding for Trust Fund III		227,199
Total Clerk's Budget		<hr/> <u>\$10,128,164</u>

Leon County Clerk of Courts and Comptroller
Total Clerk Budget Request
Fiscal Year Ending September 30 , 2017 Budget

Total Expenditures

**FY 17 Proposed
Budget**

Account Code	Account Code Description	
511000	Executive Salary	\$135,300
512000	Regular Salaries	5,919,891
513000	Other Salaries and Wages	7,268
516000	Health Insurance Opt out	10,065
521000	FICA	464,602
522000	Retirement Contributions	595,132
523000	Life & Health Insurance	1,546,315
524000	Worker's Compensation	24,193
525000	Unemployment Compensation	25,000
599115	Reserve for Equity Increases	10,863
	Personal Services Total	<hr/> \$8,745,871
531000	Professional Services	\$83,254
534000	Other Contractual Services	45,840
534100	Jury Payrolls	141,244
540000	Travel & Per Diem	54,537
540100	Jury Meals and Lodging	4,324
541100	Communications	100,992
541200	Postage	74,917
544000	Rentals and Leases	84,378
544100	Rentals for Parking	16,538
545000	Insurance	4,062
546000	Repair & Maintenance Services	224,009
547000	Printing & Binding	32,189
549000	Other Current Charges	17,396
552000	Operating Supplies	211,508
554100	Books & Publications	29,870
554200	Training	141,235
	Operating Expenditures Total	<hr/> \$1,266,293
564000	Machinery & Equipment	\$116,000
	Capital Outlay Total	<hr/> \$116,000
	Total Budget Request	<hr/> <hr/> \$10,128,164

Leon County Clerk of Courts and Comptroller
Clerk Budget Request by Fund
Fiscal Year Ending September 30 , 2017 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Records Modernization Trust Funds					Total
		General Fund - 003	Trust Fund I - Fund 119	Trust Fund II - Fund 103	Trust Fund III - Fund 102	Courts Fund - Fund 104	
511000	Executive Salary	\$33,446	\$0	\$0	\$0	\$101,854	\$135,300
512000	Regular Salaries	1,813,032	0	415,316	227,199	3,464,344	5,919,891
513000	Other Salaries and Wages	7,268	0	0	0	0	7,268
514000	Overtime	7,242	0	0	0	0	7,242
516000	Health Insurance Opt out	10,065	0	0	0	0	10,065
521000	FICA	142,643	0	31,772	0	290,187	464,602
522000	Retirement Contributions	185,954	0	53,479	0	355,699	595,132
523000	Life & Health Insurance	402,348	0	96,111	0	1,047,856	1,546,315
524000	Worker's Compensation	7,415	0	1,661	0	15,117	24,193
525000	Unemployment Compensation	0	0	0	0	25,000	25,000
599115	Reserve for Equity Increases	10,863	0	0	0	0	10,863
	Personal Services Total	\$2,620,276	\$0	\$598,339	\$227,199	\$5,300,057	\$8,745,871
531000	Professional Services	\$39,865	\$20,000	\$0	\$0	\$23,389	\$83,254
534000	Other Contractual Services	\$34,939	10,000	175	0	726	45,840
534100	Jury Payrolls	0	0	373	0	140,871	141,244
540000	Travel & Per Diem	20,346	0	0	0	34,191	54,537
540100	Jury Meals and Lodging	0	0	15	0	4,309	4,324
541100	Communications	100,992	0	0	0	0	100,992
541200	Postage	16,578	0	0	0	58,339	74,917
544000	Rentals and Leases	49,621	0	5,999	0	28,758	84,378
544100	Rental for Parking	16,538	0	0	0	0	16,538
545000	Insurance	4,062	0	0	0	0	4,062
546000	Repair & Maintenance Services	168,814	10,105	5,453	0	39,637	224,009
547000	Printing & Binding	8,874	0	10	0	23,305	32,189
549000	Other Current Charges	9,622	0	0	0	7,774	17,396
552000	Operating Supplies	37,125	100,000	1,750	0	72,633	211,508
554100	Books & Publications	13,331	0	51	0	16,488	29,870
554200	Training	51,517	56,390	7,486	0	25,842	141,235
	Operating Expenditures Total	\$572,224	\$196,495	\$21,312	\$0	\$476,262	\$1,266,293
564000	Machinery & Equipment	\$16,000	\$100,000	\$0	\$0	\$0	\$116,000
	Capital Outlay Total	\$16,000	\$100,000	\$0	\$0	\$0	\$116,000
	Total Budget Request	\$3,208,500	\$296,495	\$619,651	\$227,199	\$5,776,319	\$10,128,164