

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

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**Fiscal Year Ending September 30, 2011 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, 2011 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, 2011 Budget**

<b>Board Budget Request Summary</b>	<b>FY 11 Proposed Funding</b>
<b>Funding for Board-Related Functions</b>	
Total Personal Services	\$1,354,280
Total Operating Expenditures	70,655
Total Indirect Charges for Human Resources	80,456
Total Capital Outlay	15,000
Total Funding for Board Related Functions	<u>\$1,520,391</u>
<b>Funding for State Mandated Article V Court-Related Costs</b>	
Total Personal Services	\$91,553
Total Operating Expenditures	319,977
Total Funding for State Mandated Article V Court-Related Costs	<u>\$411,530</u>
Total Board Budget Request Summary	<u><u>\$1,931,921</u></u>

**Leon County Clerk of Courts and Comptroller**  
**Board Budget Request**  
**Fiscal Year Ending September 30, 2011 Budget**

<b>Total Expenditures</b>		<b>FY 11 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
512000	Regular Salaries	\$1,061,032
513000	Other Salaries and Wages	6,533
514000	Overtime	5,689
516000	Health Insurance Opt out	7,821
521000	FICA	79,722
522000	Retirement Contributions	117,201
523000	Life & Health Insurance	220,035
524000	Worker's Compensation	2,599
525000	Unemployment Compensation	594
526000	Class C Travel	31
	Personal Services Total	\$1,501,257
531000	Professional Services	\$27,640
534000	Other Contractual Services	34,544
540000	Travel & Per Diem	10,954
541100	Communications	87,510
541200	Postage	7,350
543000	Utility Services	1,944
544000	Rentals and Leases	65,038
544100	Rental for Parking	14,874
546000	Repair & Maintenance Services	106,407
547000	Printing & Binding	3,550
551000	Office Supplies	409
552000	Operating Supplies	18,190
554100	Books & Publications	3,510
554200	Training	33,744
	Operating Expenditures Total	\$415,664
564000	Machinery & Equipment	\$15,000
	Capital Outlay Total	\$15,000
	Total Budget Request	\$1,931,921

**Leon County Clerk of Courts and Comptroller**  
**Board Budget Request by Division**  
**Fiscal Year Ending September 30, 2011 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	\$880,142	\$37,113	\$64,420	\$1,061,032
513000	Other Salaries and Wages	0	4,837	1,696	0	6,533
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	67,046	2,839	4,948	79,722
522000	Retirement Contributions	5,050	101,365	3,997	6,789	117,201
523000	Life & Health Insurance	10,704	184,500	9,699	15,132	220,035
524000	Worker's Compensation	150	2,105	80	264	2,599
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>\$1,254,130</b>	<b>\$55,424</b>	<b>\$91,553</b>	<b>\$1,501,257</b>
531000	Professional Services	\$0	\$14,716	\$8,724	\$4,200	\$27,640
534000	Other Contractual Services	0	624	0	33,920	34,544
540000	Travel & Per Diem	0	8,975	1,979	0	10,954
541100	Communications	0	3,149	720	83,641	87,510
541200	Postage	0	7,350	0	0	7,350
543000	Utility Services	0	0	0	1,944	1,944
544000	Rentals and Leases	0	34	0	65,004	65,038
544100	Rental for Parking	0	6,600	0	8,274	14,874
546000	Repair & Maintenance Services	0	959	454	104,994	106,407
547000	Printing & Binding	0	3,385	165	0	3,550
551000	Office Supplies	0	409	0	0	409
552000	Operating Supplies	0	15,764	2,426	0	18,190
554100	Books & Publications	0	1,448	2,062	0	3,510
554200	Training	0	7,242	8,502	18,000	33,744
	<b>Operating Expenditures Total</b>	<b>\$0</b>	<b>\$70,655</b>	<b>\$25,032</b>	<b>\$319,977</b>	<b>\$415,664</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>\$1,339,785</b>	<b>\$80,456</b>	<b>\$411,530</b>	<b>\$1,931,921</b>

**Leon County Clerk of Courts and Comptroller**  
**Notes to the Board Budget Request**  
**Fiscal Year Ending September 30, 2011 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, 2011 Budget**

<b>Expected Revenues Available for Budget Request</b>		<b>FY 11 Proposed Funding</b>
<b>Account Code</b>	<b>Account Code Description</b>	
<b>Expected Revenues Available for General Fund Expenditures</b>		
331650	Federal Grants Title IV-D Fee Reimbursement	\$5,700
341100	Recording Fees 28.24(15)\(8)(a)	706,607
341400	Certification & Copying 28.24	67,720
341751	Registry of Court Fees 28.24/28.33	773
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	13,106
341930	Documentary Stamp Fees for Clerk	60,721
361100	Interest, Including Profit	14,858
369910	Lobbyist Registration Fee L.C.02-08	350
369970	Passport Execution Fee	94,328
369971	Passport Photo Fee	17,419
369972	Marriage Photo Album	780
Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		<u><u>\$1,055,357</u></u>



**Leon County Clerk of Courts and Comptroller**  
**General Fund Budget Request**  
**Fiscal Year Ending September 30, 2011 Budget**

<b>Total Expenditures</b>		<b>FY 11 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
511000	Executive Salary	\$45,699
512000	Regular Salaries	501,460
513000	Other Salaries and Wages	67,417
514000	Overtime	3,587
516000	Health Insurance Opt out	8,759
521000	FICA	49,955
522000	Retirement Contributions	78,082
523000	Life & Health Insurance	146,784
524000	Worker's Compensation	1,808
525000	Unemployment Compensation	87
526000	Class C Travel	12
	Personal Services Total	\$903,650
531000	Professional Services	\$5,893
531100	Professional Services for SDU	17,702
534000	Other Contractual Services	392
540000	Travel & Per Diem	14,252
541100	Communications	21,349
541200	Postage	7,967
544000	Rentals and Leases	20,691
544100	Rental for Parking	5,224
545000	Insurance	4,062
546000	Repair & Maintenance Services	17,275
547000	Printing & Binding	1,587
549000	Other Current Charges	5,909
551000	Office Supplies	32
552000	Operating Supplies	17,559
554100	Books & Publications	3,605
554200	Training	7,208
	Operating Expenditures Total	\$150,707
564000	Machinery & Equipment	\$1,000
	Capital Outlay Total	\$1,000
	Total Budget Request	\$1,055,357

**Leon County Clerk of Courts and Comptroller**  
**General Fund Budget Request by Division**  
**Fiscal Year Ending September 30, 2011 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	\$45,699	\$0	\$0	\$0	\$45,699
512000	Regular Salaries	72,450	52,895	278,161	97,954	501,460
513000	Other Salaries and Wages	6,223	375	60,819	0	67,417
514000	Overtime	2,246	441	565	335	3,587
516000	Health Insurance Opt out	2,547	607	3,600	2,005	8,759
521000	FICA	12,277	4,748	21,371	11,559	49,955
522000	Retirement Contributions	25,855	5,416	30,087	16,724	78,082
523000	Life & Health Insurance	30,178	1,238	90,861	24,507	146,784
524000	Worker's Compensation	500	329	668	311	1,808
525000	Unemployment Compensation	42	45	0	0	87
526000	Class C Travel	0	12	0	0	12
	<b>Personal Services Total</b>	<b>\$198,017</b>	<b>\$66,106</b>	<b>\$486,132</b>	<b>\$153,395</b>	<b>\$903,650</b>
531000	Professional Services	\$5,893	\$0	\$0	\$0	\$5,893
531100	Professional Services for SDU	17,702	0	0	0	17,702
534000	Other Contractual Services	170	0	0	222	392
540000	Travel & Per Diem	13,777	0	0	475	14,252
541100	Communications	2,450	0	1,400	17,499	21,349
541200	Postage	948	0	7,000	19	7,967
544000	Rentals and Leases	15,185	0	3,686	1,820	20,691
544100	Rental for Parking	1,960	0	2,000	1,264	5,224
545000	Insurance	4,062	0	0	0	4,062
546000	Repair & Maintenance Services	15,053	0	2,000	222	17,275
547000	Printing & Binding	984	0	590	13	1,587
549000	Other Current Charges	0	5,809	100	0	5,909
551000	Office Supplies	0	32	0	0	32
552000	Operating Supplies	6,349	84	9,000	2,126	17,559
554100	Books & Publications	2,965	113	500	27	3,605
554200	Training	6,146	562	500	0	7,208
	<b>Operating Expenditures Total</b>	<b>\$93,644</b>	<b>\$6,600</b>	<b>\$26,776</b>	<b>\$23,687</b>	<b>\$150,707</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>
	<b>Total Budget Request</b>	<b>\$292,661</b>	<b>\$72,706</b>	<b>\$512,908</b>	<b>\$177,082</b>	<b>\$1,055,357</b>

**Leon County Clerk of Courts and Comptroller**  
**Notes to the General Fund Budget Request**  
**Fiscal Year Ending September 30, 2011 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, 2011 Budget

<b>Expected Revenues Available for Budget Request</b>		<b>FY 11 Grand Total of Proposed Funding</b>
<b>Account Code</b>	<b>Account Code Description</b>	
335800	Additional State Appropriation for the Courts	6,326,893
331650	Federal Grants Title IV-D Fee Reimbursement	292,725
335850	State Appropriation for Foreclosures	24,732
Total Expected Revenues Available for Funding for Court-Related Functions		<u>\$6,644,350</u>

**Leon County Clerk of Courts and Comptroller**  
**Courts Fund Budget Request**  
**Fiscal Year Ending September 30, 2011 Budget**

<b>Total Expenditures</b>		<b>FY 11 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
511000	Executive Salary	\$88,512
512000	Regular Salaries	4,122,056
513000	Other Salaries and Wages	12,092
514000	Overtime	33,397
516000	Health Insurance Opt out	46,540
521000	FICA	326,326
522000	Retirement Contributions	394,520
523000	Life & Health Insurance	1,030,570
524000	Worker's Compensation	14,709
525000	Unemployment Compensation	48,658
	Personal Services Total	<u>\$6,117,380</u>
531000	Professional Services	\$32,296
534000	Other Contractual Services	722
534100	Jury Payrolls	87,610
540000	Travel & Per Diem	35,784
540100	Jury Meals and Lodging	1,995
541200	Postage	78,491
544000	Rentals and Leases	52,308
546000	Repair & Maintenance Services	41,526
547000	Printing & Binding	43,236
549000	Other Current Charges	304
551000	Office Supplies	1,764
552000	Operating Supplies	112,891
554100	Books & Publications	10,775
554200	Training	27,268
	Operating Expenditures Total	<u>\$526,970</u>
	Total Budget Request	<u><u>\$6,644,350</u></u>

**Leon County Clerk of Courts and Comptroller**  
**Courts Fund Budget Request by Division**  
**Fiscal Year Ending September 30, 2011 Budget**

**Detail of Total Expenditures**

**Proposed Budget**

Account Code	Account Code Description	Title IV-D	Indirect Funded by			Total
			Courts Fund	Courts Funds	Foreclosure	
511000	Executive Salary	\$0	\$88,512	\$0	\$0	\$88,512
512000	Regular Salaries	192,979	499,663	3,410,039	19,375	4,122,056
513000	Other Salaries and Wages	341	4,386	7,365	0	12,092
514000	Overtime	1,401	1,725	30,271	0	33,397
516000	Health Insurance Opt out	1,676	3,425	41,439	0	46,540
521000	FICA	11,650	43,562	269,916	1,198	326,326
522000	Retirement Contributions	13,338	74,613	304,882	1,687	394,520
523000	Life & Health Insurance	39,047	110,789	878,262	2,472	1,030,570
524000	Worker's Compensation	547	1,458	12,704	0	14,709
525000	Unemployment Compensation	1,372	199	47,087	0	48,658
Personal Services Total		\$262,351	\$828,332	\$5,001,965	\$24,732	\$6,117,380
531000	Professional Services	\$0	\$20,520	\$11,776	\$0	\$32,296
534000	Other Contractual Services	0	506	216	0	722
534100	Jury Payrolls	0	0	87,610	0	87,610
540000	Travel & Per Diem	2,636	12,264	20,884	0	35,784
540100	Jury Meals and Lodging	0	0	1,995	0	1,995
541200	Postage	3,315	3,517	71,659	0	78,491
544000	Rentals and Leases	1,501	17,020	33,787	0	52,308
546000	Repair & Maintenance Services	1,546	5,550	34,430	0	41,526
547000	Printing & Binding	1,795	2,654	38,787	0	43,236
549000	Other Current Charges	57	0	247	0	304
551000	Office Supplies	0	124	1,640	0	1,764
552000	Operating Supplies	19,164	20,201	73,526	0	112,891
554100	Books & Publications	109	8,299	2,367	0	10,775
554200	Training	251	21,603	5,414	0	27,268
Operating Expenditures Total		\$30,374	\$112,258	\$384,338	\$0	\$526,970
Total Budget Request		\$292,725	\$940,590	\$5,386,303	\$24,732	\$6,644,350

**Leon County Clerk of Courts and Comptroller**  
**Notes to the Courts Fund Budget Request**  
**Fiscal Year Ending September 30, 2011 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, 2011 Budget**

<b>Expected Revenues Available for Budget Request</b>	<b>FY 11 Proposed Funding</b>
<b>Account 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)	\$110,663
361100    Interest, Including Profit	6,000
Total Expected Revenues collected for Records Modernization Trust Fund I	\$116,663
399900    Appropriations from Fund Balance	565,727
Total Expected Revenues Available for Funding for Trust Fund I	\$682,390
<b>Expected Revenues Available for the Records Modernization Trust Fund II</b>	
341150    Recording Fees Collected under 28.24(12)(e)	\$313,842
361200    SBA Interest 28.33	5,000
369950    Dial In Official Records Revenues	24,000
Total Expected Revenues Available for Funding for Trust Fund II	\$342,842
<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	\$272,800
Total Expected Revenues Available for Funding for all Records Modernization Trust Funds	\$1,298,032



**Leon County Clerk of Courts and Comptroller**  
**Records Modernization Trust Funds Budget Request**  
**Fiscal Year Ending September 30, 2011 Budget**

<b>Total Expenditures</b>		<b>FY 11 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
512000	Regular Salaries	\$446,626
514000	Overtime	292
516000	Health Insurance Opt out	1,595
521000	FICA	27,655
522000	Retirement Contributions	45,395
523000	Life & Health Insurance	67,201
524000	Worker's Compensation	691
	Personal Services Total	\$589,455
531000	Professional Services	\$20,000
534000	Other Contractual Services	10,000
544000	Rentals and Leases	6,311
546000	Repair & Maintenance Services	16,715
552000	Operating Supplies	100,100
554100	Books & Publications	38
554200	Training	69,413
	Operating Expenditures Total	\$222,577
564000	Machinery & Equipment	\$486,000
	Capital Outlay Total	\$486,000
	Total Budget Request	\$1,298,032

**Leon County Clerk of Courts and Comptroller**  
**Records Modernization Trust Funds Budget Request by Division**  
**Fiscal Year Ending September 30, 2011 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	\$182,378	\$264,248	\$446,626
514000	Overtime	0	275	17	292
516000	Health Insurance Opt out	0	1,595	0	1,595
521000	FICA	0	16,418	11,237	27,655
522000	Retirement Contributions	0	25,977	19,418	45,395
523000	Life & Health Insurance	0	38,588	28,613	67,201
524000	Worker's Compensation	0	437	254	691
	<b>Personal Services Total</b>	<b>\$0</b>	<b>\$265,668</b>	<b>\$323,787</b>	<b>\$589,455</b>
531000	Professional Services	\$20,000	\$0	\$0	\$20,000
534000	Other Contractual Services	10,000	0	0	10,000
544000	Rentals and Leases	0	2,796	3,515	6,311
546000	Repair & Maintenance Services	10,000	2,976	3,739	16,715
552000	Operating Supplies	100,000	44	56	100,100
554100	Books & Publications	0	17	21	38
554200	Training	56,390	1,299	11,724	69,413
	<b>Operating Expenditures Total</b>	<b>\$196,390</b>	<b>\$7,132</b>	<b>\$19,055</b>	<b>\$222,577</b>
564000	Machinery & Equipment	\$486,000	\$0	\$0	\$486,000
	<b>Capital Outlay Total</b>	<b>\$486,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$486,000</b>
	<b>Total Budget Request</b>	<b>\$682,390</b>	<b>\$272,800</b>	<b>\$342,842</b>	<b>\$1,298,032</b>

**Leon County Clerk of Courts and Comptroller**  
**Notes to the Records Modernization Trust Funds Budget Request**  
**Fiscal Year Ending September 30, 2011 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 2011 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, 2011 Budget**

Expected Revenues Available for Budget Requests	FY 11 Proposed Funding by Type	FY 11 Grand Total of Proposed Funding
<b>Account</b>		
<b>Code    Account Code Description</b>		
<b>Total Funding for Board Related Functions</b>	\$1,520,391	
Total Funding for State Mandated Article V Court-Related Costs	411,530	
Total Board Budget Request Summary	<hr/>	\$1,931,921
<b>Total General Fund Expected Revenues Available for Funding for Clerk Related Functions</b>		1,055,357
331650    Federal Grants Title IV-D Fee Reimbursement	292,725	
335800    Additional State Appropriation for the Courts	6,326,893	
335850    State Appropriation for Foreclosures	24,732	
<b>Total Expected Revenues Available for Funding for Court-Related Functions</b>	<hr/>	6,644,350
<b>Total Expected Revenues Available for Funding for Trust Fund I</b>		682,390
<b>Total Expected Revenues Available for Funding for Trust Fund II</b>		342,842
<b>Total Expected Revenues Available for Funding for Trust Fund III</b>		272,800
Total Clerk's Budget		<hr/> <u>\$10,929,660</u>

**Leon County Clerk of Courts and Comptroller**  
**Total Clerk Budget Request**  
**Fiscal Year Ending September 30, 2011 Budget**

<b>Total Expenditures</b>		<b>FY 11 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
511000	Executive Salary	\$134,211
512000	Regular Salaries	6,131,174
513000	Other Salaries and Wages	86,042
514000	Overtime	42,965
516000	Health Insurance Opt out	64,715
521000	FICA	483,658
522000	Retirement Contributions	635,198
523000	Life & Health Insurance	1,464,590
524000	Worker's Compensation	19,807
525000	Unemployment Compensation	49,339
526000	Class C Travel	43
	Personal Services Total	<u>\$9,111,742</u>
531000	Professional Services	\$85,829
531100	Professional Services for SDU	17,702
534000	Other Contractual Services	45,658
534100	Jury Payrolls	87,610
540000	Travel & Per Diem	60,990
540100	Jury Meals and Lodging	1,995
541100	Communications	108,859
541200	Postage	93,808
543000	Utility Services	1,944
544000	Rentals and Leases	144,348
544100	Rentals for Parking	20,098
545000	Insurance	4,062
546000	Repair & Maintenance Services	181,923
547000	Printing & Binding	48,373
549000	Other Current Charges	6,213
551000	Office Supplies	2,205
552000	Operating Supplies	248,740
554100	Books & Publications	17,928
554200	Training	137,633
	Operating Expenditures Total	<u>\$1,315,918</u>
564000	Machinery & Equipment	\$502,000
	Capital Outlay Total	<u>\$502,000</u>
	Total Budget Request	<u><u>\$10,929,660</u></u>

**Leon County Clerk of Courts and Comptroller**  
**Clerk Budget Request by Fund**  
**Fiscal Year Ending September 30, 2011 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	\$45,699	\$0	\$0	\$0	\$88,512	\$134,211
512000	Regular Salaries	1,562,492	0	264,248	182,378	4,122,056	6,131,174
513000	Other Salaries and Wages	73,950	0	0	0	12,092	86,042
514000	Overtime	9,276	0	17	275	33,397	42,965
516000	Health Insurance Opt out	16,580	0	0	1,595	46,540	64,715
521000	FICA	129,677	0	11,237	16,418	326,326	483,658
522000	Retirement Contributions	195,283	0	19,418	25,977	394,520	635,198
523000	Life & Health Insurance	366,819	0	28,613	38,588	1,030,570	1,464,590
524000	Worker's Compensation	4,407	0	254	437	14,709	19,807
525000	Unemployment Compensation	681	0	0	0	48,658	49,339
526000	Class C Travel	43	0	0	0	0	43
	<b>Personal Services Total</b>	<b>\$2,404,907</b>	<b>\$0</b>	<b>\$323,787</b>	<b>\$265,668</b>	<b>\$6,117,380</b>	<b>\$9,111,742</b>
531000	Professional Services	\$33,533	\$20,000	\$0	\$0	\$32,296	\$85,829
531100	Professional Services for SDU	17,702	0	0	0	0	17,702
534000	Other Contractual Services	34,936	10,000	0	0	722	45,658
534100	Jury Payrolls	0	0	0	0	87,610	87,610
540000	Travel & Per Diem	25,206	0	0	0	35,784	60,990
540100	Jury Meals and Lodging	0	0	0	0	1,995	1,995
541100	Communications	108,859	0	0	0	0	108,859
541200	Postage	15,317	0	0	0	78,491	93,808
543000	Utility Services	1,944	0	0	0	0	1,944
544000	Rentals and Leases	85,729	0	3,515	2,796	52,308	144,348
544100	Rental for Parking	20,098	0	0	0	0	20,098
545000	Insurance	4,062	0	0	0	0	4,062
546000	Repair & Maintenance Services	123,682	10,000	3,739	2,976	41,526	181,923
547000	Printing & Binding	5,137	0	0	0	43,236	48,373
549000	Other Current Charges	5,909	0	0	0	304	6,213
551000	Office Supplies	441	0	0	0	1,764	2,205
552000	Operating Supplies	35,749	100,000	56	44	112,891	248,740
554100	Books & Publications	7,115	0	21	17	10,775	17,928
554200	Training	40,952	56,390	11,724	1,299	27,268	137,633
	<b>Operating Expenditures Total</b>	<b>\$566,371</b>	<b>\$196,390</b>	<b>\$19,055</b>	<b>\$7,132</b>	<b>\$526,970</b>	<b>\$1,315,918</b>
564000	Machinery & Equipment	\$16,000	\$486,000	\$0	\$0	\$0	\$502,000
	<b>Capital Outlay Total</b>	<b>\$16,000</b>	<b>\$486,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$502,000</b>
	<b>Total Budget Request</b>	<b>\$2,987,278</b>	<b>\$682,390</b>	<b>\$342,842</b>	<b>\$272,800</b>	<b>\$6,644,350</b>	<b>\$10,929,660</b>