

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

www.clerk.leon.fl.us

Fiscal Year Ending September 30, 2013 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, 2013 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, 2013 Budget

Board Budget Request Summary	FY 13 Proposed Funding
Funding for Board-Related Functions	
Total Personal Services	\$1,268,668
Total Operating Expenditures	44,556
Total Indirect Charges for Human Resources	79,679
Total Capital Outlay	10,863
Total Funding for Board Related Functions	<u>\$1,403,766</u>
Funding for State Mandated Article V Court-Related Costs	
Total Personal Services	\$62,931
Total Operating Expenditures	377,050
Total Capital Outlay	0
Total Funding for State Mandated Article V Court-Related Costs	<u>\$439,981</u>
Total Board Budget Request Summary	<u><u>\$1,843,747</u></u>

Leon County Clerk of Courts and Comptroller
Board Budget Request
Fiscal Year Ending September 30, 2013 Budget

Total Expenditures		FY 13 Proposed Budget
Account Code	Account Code Description	
512000	Regular Salaries	\$1,015,693
513000	Other Salaries and Wages	4,900
514000	Overtime	5,700
516000	Health Insurance Opt out	12,500
521000	FICA	76,778
522000	Retirement Contributions	51,703
523000	Life & Health Insurance	206,395
524000	Worker's Compensation	2,613
	Personal Services Total	\$1,376,282
531000	Professional Services	\$28,726
534000	Other Contractual Services	68,697
540000	Travel & Per Diem	7,000
541100	Communications	87,794
541200	Postage	2,251
543000	Utility Services	1,944
544000	Rentals and Leases	37,504
544100	Rental for Parking	18,358
546000	Repair & Maintenance Services	154,172
547000	Printing & Binding	1,100
551000	Office Supplies	400
552000	Operating Supplies	8,400
554100	Books & Publications	6,982
554200	Training	31,594
	Operating Expenditures Total	\$454,922
564000	Machinery & Equipment	\$12,543
	Capital Outlay Total	\$12,543
	Total Budget Request	\$1,843,747

Leon County Clerk of Courts and Comptroller
Board Budget Request by Division
Fiscal Year Ending September 30, 2013 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Proposed Budget				Total
		Audit	Finance	Human Resources	Article V	
512000	Regular Salaries	\$82,000	\$850,848	\$35,488	\$47,357	\$1,015,693
513000	Other Salaries and Wages	0	4,900	0	0	4,900
514000	Overtime	0	5,700	0	0	5,700
516000	Health Insurance Opt out	2,000	10,500	0	0	12,500
521000	FICA	5,550	65,000	2,605	3,623	76,778
522000	Retirement Contributions	4,950	43,300	1,000	2,453	51,703
523000	Life & Health Insurance	5,000	186,000	6,015	9,380	206,395
524000	Worker's Compensation	200	2,270	25	118	2,613
	Personal Services Total	\$99,700	\$1,168,518	\$45,133	\$62,931	\$1,376,282
531000	Professional Services	\$0	\$8,000	\$16,526	\$4,200	\$28,726
534000	Other Contractual Services	0	500	0	68,197	68,697
540000	Travel & Per Diem	0	6,000	1,000	0	7,000
541100	Communications	450	3,149	720	83,475	87,794
541200	Postage	0	2,251	0	0	2,251
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	6,600	0	11,758	18,358
546000	Repair & Maintenance Services	0	1,000	200	152,972	154,172
547000	Printing & Binding	0	1,000	100	0	1,100
551000	Office Supplies	0	400	0	0	400
552000	Operating Supplies	0	6,400	2,000	0	8,400
554100	Books & Publications	0	982	6,000	0	6,982
554200	Training	0	5,594	8,000	18,000	31,594
	Operating Expenditures Total	\$450	\$42,876	\$34,546	\$377,050	\$454,922
564000	Machinery & Equipment	\$0	\$12,543	\$0	\$0	\$12,543
	Capital Total	\$0	\$12,543	\$0	\$0	\$12,543
	Total Budget Request	\$100,150	\$1,223,937	\$79,679	\$439,981	\$1,843,747

Leon County Clerk of Courts and Comptroller
Notes to the Board Budget Request
Fiscal Year Ending September 30, 2013 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, 2013 Budget

Expected Revenues Available for Budget Request		FY 13 Proposed Funding
Account Code	Account Code Description	
Expected Revenues Available for General Fund Expenditures		
331650	Federal Grants Title IV-D Fee Reimbursement	\$23,794
341100	Recording Fees 28.24(15)\(8)(a)	799,136
341400	Certification & Copying 28.24	64,863
341753	Marriage Licenses 28.24(28)\(29)	59,799
341754	Tax Deed Sales 28.24(26)	5,855
341764	Return Check Fees 125.0105	200
341900	Other General Government	13,189
341920	Attorney Service Fees	1,077
341930	Documentary Stamp Fees for Clerk	77,017
341970	Passport Execution Fee	79,850
341971	Passport Photo Fee	19,953
341972	Marriage Photo Album	800
351800	28.37(2) Records Modernization 10%	457
361100	Interest, Including Profit	6,865
369900	Other Miscellaneous Revenue	721
369910	Lobbyist Registration Fee L.C.02-08	700
Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		<u>\$1,154,276</u>

Leon County Clerk of Courts and Comptroller
General Fund Budget Request
Fiscal Year Ending September 30, 2013 Budget

Total Expenditures		FY 13 Proposed Budget
Account Code	Account Code Description	
511000	Executive Salary	\$24,025
512000	Regular Salaries	551,587
513000	Other Salaries and Wages	70,214
514000	Overtime	3,307
516000	Health Insurance Opt out	5,270
521000	FICA	42,297
522000	Retirement Contributions	26,062
523000	Life & Health Insurance	173,420
524000	Worker's Compensation	1,254
525000	Unemployment Compensation	637
526000	Class C Travel	33
	Personal Services Total	\$898,106
531000	Professional Services	\$13,670
531100	Professional Services for SDU	9,509
534000	Other Contractual Services	305
540000	Travel & Per Diem	14,205
541100	Communications	20,178
541200	Postage	10,434
544000	Rentals and Leases	10,088
544100	Rental for Parking	3,964
545000	Insurance	4,065
546000	Repair & Maintenance Services	14,004
547000	Printing & Binding	2,820
549000	Other Current Charges	5,909
551000	Office Supplies	40
552000	Operating Supplies	23,995
554100	Books & Publications	2,686
554200	Training	5,454
	Operating Expenditures Total	\$141,326
564000	Machinery & Equipment	\$3,457
	Capital Outlay Total	\$3,457
591000	Transfer Out BOCC - Year End Excess	\$111,387
	Transfer Out Total	\$111,387
	Total Budget Request	\$1,154,276

Leon County Clerk of Courts and Comptroller
General Fund Budget Request by Division
Fiscal Year Ending September 30, 2013 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	\$24,025	\$0	\$0	\$0	\$24,025
512000	Regular Salaries	107,923	64,032	268,614	111,018	551,587
513000	Other Salaries and Wages	8,890	379	60,819	126	70,214
514000	Overtime	2,246	455	565	41	3,307
516000	Health Insurance Opt out	0	900	3,600	770	5,270
521000	FICA	9,065	4,691	20,549	7,992	42,297
522000	Retirement Contributions	3,120	3,116	14,007	5,819	26,062
523000	Life & Health Insurance	33,705	12,923	103,770	23,022	173,420
524000	Worker's Compensation	180	149	668	257	1,254
525000	Unemployment Compensation	0	637	0	0	637
526000	Class C Travel	0	33	0	0	33
	Personal Services Total	\$189,154	\$87,315	\$472,592	\$149,045	\$898,106
531000	Professional Services	\$7,170	\$6,500	\$0	\$0	\$13,670
531100	Professional Services for SDU	9,509	0	0	0	9,509
534000	Other Contractual Services	105	200	0	0	305
540000	Travel & Per Diem	9,200	4,255	750	0	14,205
541100	Communications	2,000	0	1,400	16,778	20,178
541200	Postage	685	4,249	5,500	0	10,434
544000	Rentals and Leases	6,495	800	2,686	107	10,088
544100	Rental for Parking	700	0	2,000	1,264	3,964
545000	Insurance	4,065	0	0	0	4,065
546000	Repair & Maintenance Services	12,950	554	500	0	14,004
547000	Printing & Binding	390	1,570	860	0	2,820
549000	Other Current Charges	0	5,809	100	0	5,909
551000	Office Supplies	0	40	0	0	40
552000	Operating Supplies	3,970	9,525	10,500	0	23,995
554100	Books & Publications	1,615	571	500	0	2,686
554200	Training	2,785	2,169	500	0	5,454
	Operating Expenditures Total	\$61,639	\$36,242	\$25,296	\$18,149	\$141,326
564000	Machinery & Equipment	\$1,000	\$2,457	\$0	\$0	\$3,457
	Capital Outlay Total	\$1,000	\$2,457	\$0	\$0	\$3,457
591000	Transfer Out BOCC - Year End Excess	\$111,387	\$0	\$0	\$0	\$111,387
	Transfer Out Total	\$111,387	\$0	\$0	\$0	\$111,387
	Total Budget Request	\$363,180	\$126,014	\$497,888	\$167,194	\$1,154,276

Leon County Clerk of Courts and Comptroller
Notes to the General Fund Budget Request
Fiscal Year Ending September 30, 2013 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, 2013 Budget

Expected Revenues Available for Budget Request	FY 13 Grand Total of Proposed Funding
Account	
Code Account Code Description	
Expected Fines Available for Court Expenditures	\$220,328
Expected Forfeitures Available for Court Expenditures	11,288
Expected Filing Fees Available for Court Expenditures	517,174
Expected Service Charges Available for Court Expenditures	209,998
Expected Court Costs Available for Court Expenditures	477,595
Total Expected Revenues from Court Related Cases	\$1,436,383
335800 Additional State Appropriation for the Courts	4,788,994
Total Revenue Available	\$6,225,377
331650 Federal Grants Title IV-D Fee Reimbursement	492,728
335850 Additional State Appropriation for Foreclosures	0
Total Expected Revenues Available for Funding for Court-Related Functions	\$6,718,105

Leon County Clerk of Courts and Comptroller
Courts Fund Budget Request
Fiscal Year Ending September 30, 2013 Budget

Total Expenditures		FY 13 Proposed Budget
Account Code	Account Code Description	
511000	Executive Salary	\$106,454
512000	Regular Salaries	4,171,689
513000	Other Salaries and Wages	21,820
514000	Overtime	21,676
516000	Health Insurance Opt out	50,608
521000	FICA	329,245
522000	Retirement Contributions	215,328
523000	Life & Health Insurance	1,265,466
524000	Worker's Compensation	16,374
525000	Unemployment Compensation	22,951
526000	Class C Travel	10
	Personal Services Total	\$6,221,621
531000	Professional Services	\$20,776
534000	Other Contractual Services	720
534100	Jury Payrolls	106,171
540000	Travel & Per Diem	29,523
540100	Jury Meals and Lodging	4,309
541200	Postage	85,400
544000	Rentals and Leases	25,154
546000	Repair & Maintenance Services	31,897
547000	Printing & Binding	35,166
549000	Other Current Charges	7,774
551000	Office Supplies	125
552000	Operating Supplies	102,220
554100	Books & Publications	19,378
554200	Training	27,871
	Operating Expenditures Total	\$496,484
	Total Budget Request	\$6,718,105

Leon County Clerk of Courts and Comptroller
Courts Fund Budget Request by Division
Fiscal Year Ending September 30, 2013 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Title IV-D	Indirect Funded by		Total
			Courts Fund	Courts Funds	
511000	Executive Salary	\$0	\$106,454	\$0	\$106,454
512000	Regular Salaries	325,606	520,302	3,325,781	4,171,689
513000	Other Salaries and Wages	500	9,492	11,828	21,820
514000	Overtime	1,000	2,586	18,090	21,676
516000	Health Insurance Opt out	6,000	4,600	40,008	50,608
521000	FICA	20,000	48,513	260,732	329,245
522000	Retirement Contributions	17,000	38,232	160,096	215,328
523000	Life & Health Insurance	103,000	114,113	1,048,353	1,265,466
524000	Worker's Compensation	1,000	1,629	13,745	16,374
525000	Unemployment Compensation	1,000	183	21,768	22,951
526000	Class C Travel	0	10	0	10
Personal Services Total		\$475,106	\$846,114	\$4,900,401	\$6,221,621
531000	Professional Services	\$0	\$11,304	\$9,472	\$20,776
534000	Other Contractual Services	0	497	223	720
534100	Jury Payrolls	0	0	106,171	106,171
540000	Travel & Per Diem	4,394	18,095	7,034	29,523
540100	Jury Meals and Lodging	0	0	4,309	4,309
541200	Postage	3,000	4,712	77,688	85,400
544000	Rentals and Leases	500	6,202	18,452	25,154
546000	Repair & Maintenance Services	500	8,110	23,287	31,897
547000	Printing & Binding	500	3,090	31,576	35,166
549000	Other Current Charges	0	0	7,774	7,774
551000	Office Supplies	0	125	0	125
552000	Operating Supplies	8,728	23,122	70,370	102,220
554100	Books & Publications	0	18,697	681	19,378
554200	Training	0	25,507	2,364	27,871
Operating Expenditures Total		\$17,622	\$119,461	\$359,401	\$496,484
Total Budget Request		\$492,728	\$965,575	\$5,259,802	\$6,718,105

Leon County Clerk of Courts and Comptroller
Notes to the Courts Fund Budget Request
Fiscal Year Ending September 30, 2013 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, 2013 Budget

Account Code Account Code Description	FY 13 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	478,965
Total Expected Revenues Available for Funding for Trust Fund I	\$599,200
Expected Revenues Available for the Records Modernization Trust Fund II	
341150 Recording Fees Collected under 28.24(12)(e)	\$334,549
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	\$358,853
399900 Appropriations from Fund Balance	0
Total Expected Revenues Available for Funding for Trust Fund II	\$358,853
Expected Revenues Available for the Records Modernization Trust Fund III	
351800 10% collected under 28.37(5)	\$326,493
Total Expected Revenues Available for Funding for Trust Fund III	\$326,493
Total Expected Revenues Available for Funding for all Records Modernization Trust Funds	\$1,284,546

Leon County Clerk of Courts and Comptroller
Records Modernization Trust Funds Budget Request
Fiscal Year Ending September 30, 2013 Budget

Total Expenditures		FY 13 Proposed Budget
Account Code	Account Code Description	
512000	Regular Salaries	\$348,072
513000	Other Salaries and Wages	465
514000	Overtime	0
516000	Health Insurance Opt out	2,830
521000	FICA	26,862
522000	Retirement Contributions	19,500
523000	Life & Health Insurance	59,000
524000	Worker's Compensation	1,409
525000	Unemployment Compensation	0
	Personal Services Total	\$458,138
531000	Professional Services	\$20,000
534000	Other Contractual Services	10,222
540000	Travel & Per Diem	475
541200	Postage	19
544000	Rentals and Leases	7,631
546000	Repair & Maintenance Services	47,917
547000	Printing & Binding	13
552000	Operating Supplies	44,445
554100	Books & Publications	65
554200	Training	66,272
	Operating Expenditures Total	\$197,059
564000	Machinery & Equipment	\$430,000
	Capital Outlay Total	\$430,000
599000	Other Uses	\$199,349
	Other Uses Total	\$199,349
	Total Budget Request	\$1,284,546

Leon County Clerk of Courts and Comptroller
Records Modernization Trust Funds Budget Request by Division
Fiscal Year Ending September 30, 2013 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	\$90,930	\$257,142	\$348,072
513000	Other Salaries and Wages	0	465	0	465
514000	Overtime	0	0	0	0
516000	Health Insurance Opt out	0	1,400	1,430	2,830
521000	FICA	0	13,067	13,795	26,862
522000	Retirement Contributions	0	9,475	10,025	19,500
523000	Life & Health Insurance	0	26,589	32,411	59,000
524000	Worker's Compensation	0	749	660	1,409
525000	Unemployment Compensation	0	0	0	0
	Personal Services Total	\$0	\$142,675	\$315,463	\$458,138
531000	Professional Services	\$20,000	\$0	\$0	\$20,000
534000	Other Contractual Services	10,000	147	75	10,222
540000	Travel & Per Diem	0	288	187	475
541200	Postage	0	12	7	19
544000	Rentals and Leases	0	4,575	3,056	7,631
546000	Repair & Maintenance Services	40,980	4,197	2,740	47,917
547000	Printing & Binding	0	8	5	13
552000	Operating Supplies	42,220	1,347	878	44,445
554100	Books & Publications	0	40	25	65
554200	Training	56,000	6,215	4,057	66,272
	Operating Expenditures Total	\$169,200	\$16,829	\$11,030	\$197,059
564000	Machinery & Equipment	\$430,000	\$0	\$0	\$430,000
	Capital Outlay Total	\$430,000	\$0	\$0	\$430,000
599000	Other Uses	\$0	\$199,349	\$0	\$199,349
	Other Uses Total	\$0	\$199,349	\$0	\$199,349
	Total Budget Request	\$599,200	\$358,853	\$326,493	\$1,284,546

Leon County Clerk of Courts and Comptroller
Notes to the Records Modernization Trust Funds Budget Request
Fiscal Year Ending September 30, 2013 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 2013 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, 2013 Budget

Expected Revenues Available for Budget Requests	FY 13 Proposed Funding by Type	FY 13 Grand Total of Proposed Funding
Account		
Code Account Code Description		
Total Funding for Board Related Functions	\$1,403,766	
Total Funding for State Mandated Article V Court-Related Costs	439,981	
Total Board Budget Request Summary		\$1,843,747
 Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		 1,154,276
Total Expected Revenues from Court Related Revenues	\$1,436,383	
331650 Federal Grants Title IV-D Fee Reimbursement	492,728	
335800 Additional State Appropriation for the Courts	4,788,994	
335850 Additional State Appropriation for Foreclosures	0	
Total Expected Revenues Available for Funding for Court-Related Functions		6,718,105
 Total Expected Revenues Available for Funding for Trust Fund I		 599,200
Total Expected Revenues Available for Funding for Trust Fund II		358,853
Total Expected Revenues Available for Funding for Trust Fund III		326,493
Total Clerk's Budget		\$11,000,674

Leon County Clerk of Courts and Comptroller
Total Clerk Budget Request
Fiscal Year Ending September 30, 2013 Budget

Total Expenditures		FY 13 Proposed Budget
Account Code	Account Code Description	
511000	Executive Salary	\$130,479
512000	Regular Salaries	6,087,041
513000	Other Salaries and Wages	97,399
514000	Overtime	30,683
516000	Health Insurance Opt out	71,208
521000	FICA	475,182
522000	Retirement Contributions	312,593
523000	Life & Health Insurance	1,704,281
524000	Worker's Compensation	21,650
525000	Unemployment Compensation	23,588
526000	Class C Travel	43
	Personal Services Total	<u>\$8,954,147</u>
531000	Professional Services	\$83,172
531100	Professional Services for SDU	9,509
534000	Other Contractual Services	79,944
534100	Jury Payrolls	106,171
540000	Travel & Per Diem	51,203
540100	Jury Meals and Lodging	4,309
541100	Communications	107,972
541200	Postage	98,104
543000	Utility Services	1,944
544000	Rentals and Leases	80,377
544100	Rentals for Parking	22,322
545000	Insurance	4,065
546000	Repair & Maintenance Services	247,990
547000	Printing & Binding	39,099
549000	Other Current Charges	13,683
551000	Office Supplies	565
552000	Operating Supplies	179,060
554100	Books & Publications	29,111
554200	Training	131,191
	Operating Expenditures Total	<u>\$1,289,791</u>
564000	Machinery & Equipment	\$446,000
	Capital Outlay Total	<u>\$446,000</u>
591000	Transfer Out BOCC - Year End Excess	\$111,387
	Transfer Out Total	<u>\$111,387</u>
599000	Other Uses	\$199,349
	Other Uses Total	<u>\$199,349</u>
	Total Budget Request	<u><u>\$11,000,674</u></u>

Leon County Clerk of Courts and Comptroller
Clerk Budget Request by Fund
Fiscal Year Ending September 30, 2013 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	\$24,025	\$0	\$0	\$0	\$106,454	\$130,479
512000	Regular Salaries	1,567,280	0	257,142	90,930	4,171,689	6,087,041
513000	Other Salaries and Wages	75,114	0	0	465	21,820	97,399
514000	Overtime	9,007	0	0	0	21,676	30,683
516000	Health Insurance Opt out	17,770	0	1,430	1,400	50,608	71,208
521000	FICA	119,075	0	13,795	13,067	329,245	475,182
522000	Retirement Contributions	77,765	0	10,025	9,475	215,328	312,593
523000	Life & Health Insurance	379,815	0	32,411	26,589	1,265,466	1,704,281
524000	Worker's Compensation	3,867	0	660	749	16,374	21,650
525000	Unemployment Compensation	637	0	0	0	22,951	23,588
526000	Class C Travel	33	0	0	0	10	43
	Personal Services Total	\$2,274,388	\$0	\$315,463	\$142,675	\$6,221,621	\$8,954,147
531000	Professional Services	\$42,396	\$20,000	\$0	\$0	\$20,776	\$83,172
531100	Professional Services for SDU	9,509	0	0	0	0	9,509
534000	Other Contractual Services	69,002	10,000	75	147	720	79,944
534100	Jury Payrolls	0	0	0	0	106,171	106,171
540000	Travel & Per Diem	21,205	0	187	288	29,523	51,203
540100	Jury Meals and Lodging	0	0	0	0	4,309	4,309
541100	Communications	107,972	0	0	0	0	107,972
541200	Postage	12,685	0	7	12	85,400	98,104
543000	Utility Services	1,944	0	0	0	0	1,944
544000	Rentals and Leases	47,592	0	3,056	4,575	25,154	80,377
544100	Rental for Parking	22,322	0	0	0	0	22,322
545000	Insurance	4,065	0	0	0	0	4,065
546000	Repair & Maintenance Services	168,176	40,980	2,740	4,197	31,897	247,990
547000	Printing & Binding	3,920	0	5	8	35,166	39,099
549000	Other Current Charges	5,909	0	0	0	7,774	13,683
551000	Office Supplies	440	0	0	0	125	565
552000	Operating Supplies	32,395	42,220	878	1,347	102,220	179,060
554100	Books & Publications	9,668	0	25	40	19,378	29,111
554200	Training	37,048	56,000	4,057	6,215	27,871	131,191
	Operating Expenditures Total	\$596,248	\$169,200	\$11,030	\$16,829	\$496,484	\$1,289,791
564000	Machinery & Equipment	\$16,000	\$430,000	\$0	\$0	\$0	\$446,000
	Capital Outlay Total	\$16,000	\$430,000	\$0	\$0	\$0	\$446,000
591000	Transfer Out BOCC - Year End Excess	\$111,387	\$0	\$0	\$0	\$0	\$111,387
	Transfer Out Total	\$111,387	\$0	\$0	\$0	\$0	\$111,387
599000	Other Uses	\$0	\$0	\$0	\$199,349	\$0	\$199,349
	Other Uses Total	\$0	\$0	\$0	\$199,349	\$0	\$199,349
	Total Budget Request	\$2,998,023	\$599,200	\$326,493	\$358,853	\$6,718,105	\$11,000,674