

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

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Fiscal Year Ending September 30, 2015 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, 2015 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, 2015 Budget

Board Budget Request Summary	FY 15 Proposed Funding
Funding for Board-Related Functions	
Total Personal Services	\$1,382,200
Total Operating Expenditures	47,802
Total Indirect Charges for Human Resources	79,679
Total Capital Outlay	10,863
Total Funding for Board Related Functions	<u>\$1,520,544</u>
Funding for State Mandated Article V Court-Related Costs	
Total Personal Services	\$71,055
Total Operating Expenditures	342,773
Total Capital Outlay	0
Total Funding for State Mandated Article V Court-Related Costs	<u>\$413,828</u>
Total Board Budget Request Summary	<u><u>\$1,934,372</u></u>

Leon County Clerk of Courts and Comptroller
Board Budget Request
Fiscal Year Ending September 30, 2015 Budget

Total Expenditures		FY 15 Proposed Budget
Account Code	Account Code Description	
512000	Regular Salaries	\$1,090,137
513000	Other Salaries and Wages	4,837
514000	Overtime	7,242
516000	Health Insurance Opt out	15,021
521000	FICA	80,568
522000	Retirement Contributions	91,651
523000	Life & Health Insurance	206,967
524000	Worker's Compensation	4,756
	Personal Services Total	<u>\$1,501,179</u>
531000	Professional Services	\$36,495
534000	Other Contractual Services	34,499
540000	Travel & Per Diem	3,532
541100	Communications	87,344
541200	Postage	4,880
543000	Utility Services	1,944
544000	Rentals and Leases	37,999
544100	Rental for Parking	18,958
546000	Repair & Maintenance Services	154,420
547000	Printing & Binding	4,029
551000	Office Supplies	409
552000	Operating Supplies	4,992
554100	Books & Publications	1,448
554200	Training	31,381
	Operating Expenditures Total	<u>\$422,330</u>
564000	Machinery & Equipment	\$10,863
	Capital Outlay Total	<u>\$10,863</u>
	Total Budget Request	<u><u>\$1,934,372</u></u>

Leon County Clerk of Courts and Comptroller
Board Budget Request by Division
Fiscal Year Ending September 30, 2015 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Proposed Budget				Total
		Audit	Finance	Human Resources	Article V	
512000	Regular Salaries	\$78,500	\$929,992	\$31,888	\$49,757	\$1,090,137
513000	Other Salaries and Wages	0	4,837	0	0	4,837
514000	Overtime	0	7,242	0	0	7,242
516000	Health Insurance Opt out	3,600	7,821	3,600	0	15,021
521000	FICA	6,350	67,807	2,605	3,806	80,568
522000	Retirement Contributions	6,100	78,626	3,467	3,458	91,651
523000	Life & Health Insurance	5,200	181,629	6,228	13,910	206,967
524000	Worker's Compensation	400	4,096	136	124	4,756
	Personal Services Total	\$100,150	\$1,282,050	\$47,924	\$71,055	\$1,501,179
531000	Professional Services	\$0	\$7,399	\$24,896	\$4,200	\$36,495
534000	Other Contractual Services	0	579	0	33,920	34,499
540000	Travel & Per Diem	0	3,532	0	0	3,532
541100	Communications	0	3,149	720	83,475	87,344
541200	Postage	0	4,880	0	0	4,880
543000	Utility Services	0	0	0	1,944	1,944
544000	Rentals and Leases	0	1,495	0	36,504	37,999
544100	Rental for Parking	0	7,200	0	11,758	18,958
546000	Repair & Maintenance Services	0	1,448	0	152,972	154,420
547000	Printing & Binding	0	4,029	0	0	4,029
551000	Office Supplies	0	409	0	0	409
552000	Operating Supplies	0	4,992	0	0	4,992
554100	Books & Publications	0	1,448	0	0	1,448
554200	Training	0	7,242	6,139	18,000	31,381
	Operating Expenditures Total	\$0	\$47,802	\$31,755	\$342,773	\$422,330
564000	Machinery & Equipment	\$0	\$10,863	\$0	\$0	\$10,863
	Capital Total	\$0	\$10,863	\$0	\$0	\$10,863
	Total Budget Request	\$100,150	\$1,340,715	\$79,679	\$413,828	\$1,934,372

Leon County Clerk of Courts and Comptroller
Notes to the Board Budget Request
Fiscal Year Ending September 30, 2015 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, 2015 Budget

Expected Revenues Available for Budget Request		FY 15 Proposed Funding
Account Code	Account Code Description	
Expected Revenues Available for General Fund Expenditures		
331650	Federal Grants Title IV-D Fee Reimbursement	\$9,898
341100	Recording Fees 28.24(15)\(8)(a)	824,899
341400	Certification & Copying 28.24	76,863
341753	Marriage Licenses 28.24(28)\(29)	53,799
341754	Tax Deed Sales 28.24(26)	8,255
341764	Return Check Fees 125.0105	1,775
341900	Other General Government	13,189
341920	Attorney Service Fees	877
341930	Documentary Stamp Fees for Clerk	77,017
351800	28.37(2) Records Modernization 10%	10,000
361100	Interest, Including Profit	7,789
369910	Lobbyist Registration Fee L.C.02-08	700
369970	Passport Execution Fee	79,850
369971	Passport Photo Fee	14,953
369972	Marriage Photo Album	800
Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		<u>\$1,180,664</u>

Leon County Clerk of Courts and Comptroller
General Fund Budget Request
Fiscal Year Ending September 30, 2015 Budget

Total Expenditures		FY 15 Proposed Budget
Account Code	Account Code Description	
511000	Executive Salary	\$36,910
512000	Regular Salaries	653,392
513000	Other Salaries and Wages	69,961
514000	Overtime	4,809
516000	Health Insurance Opt out	12,619
521000	FICA	47,450
522000	Retirement Contributions	70,578
523000	Life & Health Insurance	119,746
524000	Worker's Compensation	1,764
	Personal Services Total	<u>\$1,017,229</u>
531000	Professional Services	\$11,101
531100	Professional Services for SDU	6,840
534000	Other Contractual Services	402
540000	Travel & Per Diem	908
541100	Communications	17,982
541200	Postage	10,553
544000	Rentals and Leases	6,716
544100	Rental for Parking	3,264
545000	Insurance	4,062
546000	Repair & Maintenance Services	4,574
547000	Printing & Binding	4,245
549000	Other Current Charges	20,447
551000	Office Supplies	156
552000	Operating Supplies	34,040
554100	Books & Publications	2,325
554200	Training	4,735
	Operating Expenditures Total	<u>\$132,350</u>
564000	Machinery & Equipment	\$5,137
	Capital Outlay Total	<u>\$5,137</u>
591000	Transfer Out BOCC - Year End Excess	\$25,948
	Transfer Out Total	<u>\$25,948</u>
	Total Budget Request	<u><u>\$1,180,664</u></u>

Leon County Clerk of Courts and Comptroller
General Fund Budget Request by Division
Fiscal Year Ending September 30, 2015 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Admin		Official Records	Archives		CIS	Total
		Including Title IV-D	Finance		Funded by General Fund			
511000	Executive Salary	\$36,910	\$0	\$0	\$0	\$0	\$0	\$36,910
512000	Regular Salaries	60,140	181,803	242,241	60,000	109,208		653,392
513000	Other Salaries and Wages	6,143	249	60,819	2,750	0		69,961
514000	Overtime	886	2,758	565	600	0		4,809
516000	Health Insurance Opt out	0	6,579	3,600	900	1,540		12,619
521000	FICA	5,839	11,089	18,530	4,000	7,992		47,450
522000	Retirement Contributions	13,457	15,450	17,853	5,000	18,818		70,578
523000	Life & Health Insurance	8,543	19,229	68,485	9,250	14,239		119,746
524000	Worker's Compensation	266	0	969	272	257		1,764
	Personal Services Total	\$132,184	\$237,157	\$413,062	\$82,772	\$152,054		\$1,017,229
531000	Professional Services	\$0	\$11,101	\$0	\$0	\$0		\$11,101
531100	Professional Services for SDU	6,840	0	0	0	0		6,840
534000	Other Contractual Services	134	221	0	0	47		402
540000	Travel & Per Diem	806	0	0	0	102		908
541100	Communications	0	0	1,400	0	16,582		17,982
541200	Postage	303	3,246	7,000	0	4		10,553
544000	Rentals and Leases	721	570	3,686	0	1,739		6,716
544100	Rental for Parking	0	0	2,000	0	1,264		3,264
545000	Insurance	4,062	0	0	0	0		4,062
546000	Repair & Maintenance Services	641	449	2,000	0	1,484		4,574
547000	Printing & Binding	560	3,092	590	0	3		4,245
549000	Other Current Charges	0	20,347	100	0	0		20,447
551000	Office Supplies	0	156	0	0	0		156
552000	Operating Supplies	12,341	12,223	9,000	0	476		34,040
554100	Books & Publications	1,459	352	500	0	14		2,325
554200	Training	840	1,358	500	0	2,037		4,735
	Operating Expenditures Total	\$28,707	\$53,115	\$26,776	\$0	\$23,752		\$132,350
564000	Machinery & Equipment	\$1,000	\$4,137	\$0	\$0	\$0		\$5,137
	Capital Outlay Total	\$1,000	\$4,137	\$0	\$0	\$0		\$5,137
591000	Transfer Out BOCC - Year End Excess	\$25,948	\$0	\$0	\$0	\$0		\$25,948
	Transfer Out Total	\$25,948	\$0	\$0	\$0	\$0		\$25,948
	Total Budget Request	\$187,839	\$294,409	\$439,838	\$82,772	\$175,806		\$1,180,664

Leon County Clerk of Courts and Comptroller
Notes to the General Fund Budget Request
Fiscal Year Ending September 30, 2015 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, 2015 Budget

Expected Revenues Available for Budget Request		FY 15 Proposed Funding
Account Code	Account Code Description	
Expected Fines Available for Court Expenditures		
348140	County Court Criminal Fines	\$71,494
348240	Circuit Court Criminal Fines	190,761
348540	Traffic Court Fines	596,061
Total Expected Fines		\$858,316
Expected Forfeitures Available for Court Expenditures		
359000	Forfeitures	\$270,771
Total Expected Forfeitures		270,771
Expected Filing Fees Available for Court Expenditures		
348310	County Court Civil Filing Fees	\$1,044,023
348410	Circuit Court Civil Filing Fees	704,573
348512	Circuit Court Civil Filing Fees	3,275
348564	DOR OSCA 34.041(1)(B)	439
348710	Probate Filing Fees	157,231
348852	Circuit Ct Civil Filing Fees	1,800
348860	DOR OSCA 34.041(1)(B)	257
348885	CCOC Fees	7,611
Total Expected Filing Fees		1,919,209
Expected Service Charges Available for Court Expenditures		
348120	County Court Criminal Services Charges	\$142,273
348220	Circuit Court Criminal Services Charges	98,581
348320	County Court Civil Services Charges	5,509
348420	Circuit Court Civil Services Charges	236,755
348450	Circuit Court Civil Child Support Fees	26,747
348520	Traffic Court Services Charges	188,553
348620	Juvenile Services Charges	4,426
348720	Probate Services Charges	39,533
Total Expected Service Fees		742,377
Expected Court Costs Available for Court Expenditures		
348130	County Court Criminal Court Costs	\$65,410
348230	Circuit Court Criminal Court Costs	170,336
348530	Traffic Court - Court Costs	1,092,949
Total Expected Court Costs		1,328,695
Total Expected Revenues from Court Related Cases		\$5,119,368
335800	Additional State Appropriation for the Courts	884,102
Total Revenue Available		\$6,003,470
331650	Federal Grants Title IV-D Fee Reimbursement	386,024
Total Expected Revenues Available for Funding for Court-Related Functions		\$6,389,494

Leon County Clerk of Courts and Comptroller
Courts Fund Budget Request
Fiscal Year Ending September 30, 2015 Budget

Total Expenditures		FY 15 Proposed Budget
Account Code	Account Code Description	
511000	Executive Salary	\$98,390
512000	Regular Salaries	3,997,180
513000	Other Salaries and Wages	7,681
514000	Overtime	34,115
516000	Health Insurance Opt out	62,600
521000	FICA	312,041
522000	Retirement Contributions	343,828
523000	Life & Health Insurance	971,063
524000	Worker's Compensation	16,329
525000	Unemployment Compensation	22,368
	Personal Services Total	\$5,865,595
531000	Professional Services	\$15,572
531100	Professional Services for SDU	0
534000	Other Contractual Services	589
534100	Jury Payrolls	106,171
540000	Travel & Per Diem	41,438
540100	Jury Meals and Lodging	4,309
541200	Postage	86,606
544000	Rentals and Leases	31,126
546000	Repair & Maintenance Services	44,061
547000	Printing & Binding	35,570
549000	Other Current Charges	7,774
552000	Operating Supplies	94,559
554100	Books & Publications	25,284
554200	Training	30,840
	Operating Expenditures Total	\$523,899
	Total Budget Request	\$6,389,494

Leon County Clerk of Courts and Comptroller
Courts Fund Budget Request by Division
Fiscal Year Ending September 30, 2015 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Indirect Funded by			Total
		Title IV-D	Courts Fund	Courts Funds	
511000	Executive Salary	\$0	\$98,390	\$0	\$98,390
512000	Regular Salaries	254,000	471,133	3,272,047	3,997,180
513000	Other Salaries and Wages	0	0	7,681	7,681
514000	Overtime	2,700	0	31,415	34,115
516000	Health Insurance Opt out	4,700	0	57,900	62,600
521000	FICA	19,400	41,694	250,947	312,041
522000	Retirement Contributions	21,700	63,066	259,062	343,828
523000	Life & Health Insurance	65,300	92,895	812,868	971,063
524000	Worker's Compensation	1,117	2,179	13,033	16,329
525000	Unemployment Compensation	0	0	22,368	22,368
	Personal Services Total	\$368,917	\$769,357	\$4,727,321	\$5,865,595
531000	Professional Services	\$0	\$1,000	\$14,572	\$15,572
531100	Professional Services for SDU	0	0	0	0
534000	Other Contractual Services	0	366	223	589
534100	Jury Payrolls	0	0	106,171	106,171
540000	Travel & Per Diem	3,500	24,704	13,234	41,438
540100	Jury Meals and Lodging	0	0	4,309	4,309
541200	Postage	0	3,818	82,788	86,606
544000	Rentals and Leases	4,500	5,474	21,152	31,126
546000	Repair & Maintenance Services	1,500	7,580	34,981	44,061
547000	Printing & Binding	2,500	3,244	29,826	35,570
549000	Other Current Charges	0	0	7,774	7,774
552000	Operating Supplies	5,107	15,461	73,991	94,559
554100	Books & Publications	0	24,478	806	25,284
554200	Training	0	26,850	3,990	30,840
	Operating Expenditures Total	\$17,107	\$112,975	\$393,817	\$523,899
	Total Budget Request	\$386,024	\$882,332	\$5,121,138	\$6,389,494

Leon County Clerk of Courts and Comptroller
Notes to the Courts Fund Budget Request
Fiscal Year Ending September 30, 2015 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, 2015 Budget

Expected Revenues Available for Budget Request	FY 15 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)	\$112,159
361100 Interest, Including Profit	8,076
Total Expected Revenues collected for Records Modernization Trust Fund I	<u>\$120,235</u>
399900 Appropriations from Fund Balance	176,155
Total Expected Revenues Available for Funding for Trust Fund I	<u><u>\$296,390</u></u>
Expected Revenues Available for the Records Modernization Trust Fund II	
341150 Recording Fees Collected under 28.24(12)(e)	\$382,549
369950 Dial In Official Records Revenues	16,582
Total Expected Revenues collected for Records Modernization Trust Fund II	<u>\$399,131</u>
399900 Appropriations from Fund Balance	94,728
Total Expected Revenues Available for Funding for Trust Fund II	<u><u>\$493,859</u></u>
Expected Revenues Available for the Records Modernization Trust Fund III	
351800 10% collected under 28.37(5)	\$274,427
Total Expected Revenues Available for Funding for Trust Fund III	<u>\$274,427</u>
Total Expected Revenues Available for Funding for all Records Modernization Trust Funds	<u><u>\$1,064,676</u></u>

Leon County Clerk of Courts and Comptroller
Records Modernization Trust Funds Budget Request
Fiscal Year Ending September 30, 2015 Budget

Total Expenditures		FY 15 Proposed Budget
Account Code	Account Code Description	
512000	Regular Salaries	\$527,202
513000	Other Salaries and Wages	780
514000	Overtime	151
516000	Health Insurance Opt out	3,360
521000	FICA	40,680
522000	Retirement Contributions	58,303
523000	Life & Health Insurance	113,814
524000	Worker's Compensation	2,284
525000	Unemployment Compensation	400
	Personal Services Total	\$746,974
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	\$217,702
564000	Machinery & Equipment	\$100,000
	Capital Outlay Total	\$100,000
	Total Budget Request	\$1,064,676

Leon County Clerk of Courts and Comptroller
Records Modernization Trust Funds Budget Request by Division
Fiscal Year Ending September 30, 2015 Budget

Detail of Total Expenditures

Proposed Budget

Account Code	Account Code Description	Proposed Budget				Total
		Trust Fund I	Courts Funded by TF III	Trust Fund II funded by Trust Fund III	Trust Fund III	
512000	Regular Salaries	\$0	76,000	\$108,289	\$342,913	\$527,202
513000	Other Salaries and Wages	0	780	0	0	780
514000	Overtime	0	0	0	151	151
516000	Health Insurance Opt out	0	1,300	495	1,565	3,360
521000	FICA	0	5,800	8,372	26,508	40,680
522000	Retirement Contributions	0	6,000	12,552	39,751	58,303
523000	Life & Health Insurance	0	19,420	22,654	71,740	113,814
524000	Worker's Compensation	0	300	476	1,508	2,284
525000	Unemployment Compensation	0	400	0	0	400
	Personal Services Total	\$0	\$110,000	\$152,838	\$484,136	\$746,974
531000	Professional Services	\$20,000	\$0	\$0	\$0	\$20,000
534000	Other Contractual Services	10,000	0	0	175	10,175
540000	Travel & Per Diem	0	0	0	373	373
541200	Postage	0	0	0	15	15
544000	Rentals and Leases	0	0	4,000	1,999	5,999
546000	Repair & Maintenance Services	10,000	0	3,589	1,864	15,453
547000	Printing & Binding	0	0	0	10	10
552000	Operating Supplies	100,000	0	0	1,750	101,750
554100	Books & Publications	0	0	0	51	51
554200	Training	56,390	0	4,000	3,486	63,876
	Operating Expenditures Total	\$196,390	\$0	\$11,589	\$9,723	\$217,702
564000	Machinery & Equipment	\$100,000	\$0	\$0	\$0	\$100,000
	Capital Outlay Total	\$100,000	\$0	\$0	\$0	\$100,000
	Total Budget Request	\$296,390	\$110,000	\$164,427	\$493,859	\$1,064,676

Leon County Clerk of Courts and Comptroller
Notes to the Records Modernization Trust Funds Budget Request
Fiscal Year Ending September 30, 2015 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 2015 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, 2015 Budget

Expected Revenues Available for Budget Requests	FY 15 Proposed Funding by Type	FY 15 Grand Total of Proposed Funding
Account Account Code		
Code Description		
Total Funding for Board Related Functions	\$1,520,544	
Total Funding for State Mandated Article V Court-Related Costs	413,828	
Total Board Budget Request Summary	<hr/>	\$1,934,372
Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		1,180,664
Total Expected Revenues from Court Related Revenues	\$5,119,368	
331650 Federal Grants Title IV-D Fee Reimbursement	386,024	
335800 Additional State Appropriation for the Courts	884,102	
Total Expected Revenues Available for Funding for Court-Related Functions	<hr/>	6,389,494
Total Expected Revenues Available for Funding for Trust Fund I		296,390
Total Expected Revenues Available for Funding for Trust Fund II		493,859
Total Expected Revenues Available for Funding for Trust Fund III		274,427
Total Clerk's Budget		<hr/> <u>\$10,569,206</u>

Leon County Clerk of Courts and Comptroller
Total Clerk Budget Request
Fiscal Year Ending September 30, 2015 Budget

Total Expenditures		FY 15 Proposed Budget
Account Code	Account Code Description	
511000	Executive Salary	\$135,300
512000	Regular Salaries	6,267,911
513000	Other Salaries and Wages	82,479
514000	Overtime	47,097
516000	Health Insurance Opt out	93,600
521000	FICA	480,739
522000	Retirement Contributions	564,360
523000	Life & Health Insurance	1,411,590
524000	Worker's Compensation	25,133
525000	Unemployment Compensation	22,768
	Personal Services Total	<u>\$9,130,977</u>
531000	Professional Services	\$83,168
531100	Professional Services for SDU	6,840
534000	Other Contractual Services	45,665
534100	Jury Payrolls	106,171
540000	Travel & Per Diem	46,251
540100	Jury Meals and Lodging	4,309
541100	Communications	105,326
541200	Postage	102,054
543000	Utility Services	1,944
544000	Rentals and Leases	81,840
544100	Rentals for Parking	22,222
545000	Insurance	4,062
546000	Repair & Maintenance Services	218,508
547000	Printing & Binding	43,854
549000	Other Current Charges	28,221
551000	Office Supplies	565
552000	Operating Supplies	235,341
554100	Books & Publications	29,108
554200	Training	130,832
	Operating Expenditures Total	<u>\$1,296,281</u>
564000	Machinery & Equipment	\$116,000
	Capital Outlay Total	<u>\$116,000</u>
591000	Transfer Out BOCC - Year End Excess	\$25,948
	Transfer Out Total	<u>\$25,948</u>
	Total Budget Request	<u><u>\$10,569,206</u></u>

Leon County Clerk of Courts and Comptroller
Clerk Budget Request by Fund
Fiscal Year Ending September 30, 2015 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	\$36,910	\$0	\$0	\$0	\$98,390	\$135,300
512000	Regular Salaries	1,743,529	0	184,289	342,913	3,997,180	6,267,911
513000	Other Salaries and Wages	74,798	0	0	0	7,681	82,479
514000	Overtime	12,051	0	780	151	34,115	47,097
516000	Health Insurance Opt out	27,640	0	1,795	1,565	62,600	93,600
521000	FICA	128,018	0	14,172	26,508	312,041	480,739
522000	Retirement Contributions	162,229	0	18,552	39,751	343,828	564,360
523000	Life & Health Insurance	326,713	0	42,074	71,740	971,063	1,411,590
524000	Worker's Compensation	6,520	0	776	1,508	16,329	25,133
525000	Unemployment Compensation	0	0	400	0	22,368	22,768
	Personal Services Total	\$2,518,408	\$0	\$262,838	\$484,136	\$5,865,595	\$9,130,977
531000	Professional Services	\$47,596	\$20,000	\$0	\$0	\$15,572	\$83,168
531100	Professional Services for SDU	6,840	0	0	0	0	6,840
534000	Other Contractual Services	34,901	10,000	0	175	589	45,665
534100	Jury Payrolls	0	0	0	0	106,171	106,171
540000	Travel & Per Diem	4,440	0	0	373	41,438	46,251
540100	Jury Meals and Lodging	0	0	0	0	4,309	4,309
541100	Communications	105,326	0	0	0	0	105,326
541200	Postage	15,433	0	0	15	86,606	102,054
543000	Utility Services	1,944	0	0	0	0	1,944
544000	Rentals and Leases	44,715	0	4,000	1,999	31,126	81,840
544100	Rental for Parking	22,222	0	0	0	0	22,222
545000	Insurance	4,062	0	0	0	0	4,062
546000	Repair & Maintenance Services	158,994	10,000	3,589	1,864	44,061	218,508
547000	Printing & Binding	8,274	0	0	10	35,570	43,854
549000	Other Current Charges	20,447	0	0	0	7,774	28,221
551000	Office Supplies	565	0	0	0	0	565
552000	Operating Supplies	39,032	100,000	0	1,750	94,559	235,341
554100	Books & Publications	3,773	0	0	51	25,284	29,108
554200	Training	36,116	56,390	4,000	3,486	30,840	130,832
	Operating Expenditures Total	\$554,680	\$196,390	\$11,589	\$9,723	\$523,899	\$1,296,281
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	\$25,948	\$0	\$0	\$0	\$0	\$25,948
	Transfer Out Total	\$25,948	\$0	\$0	\$0	\$0	\$25,948
	Total Budget Request	\$3,115,036	\$296,390	\$274,427	\$493,859	\$6,389,494	\$10,569,206