

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

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**Fiscal Year Ending September 30, 2016 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, 2016 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, 2016 Budget**

<b>Board Budget Request Summary</b>	<b>FY 16 Proposed Funding</b>
<b>Funding for Board-Related Functions</b>	
Total Personal Services	\$1,378,608
Total Operating Expenditures	44,493
Total Indirect Charges for Human Resources	80,373
Total Capital Outlay	15,000
Total Funding for Board Related Functions	<u>\$1,518,474</u>
<b>Funding for State Mandated Article V Court-Related Costs</b>	
Total Personal Services	\$79,748
Total Operating Expenditures	342,357
Total Funding for State Mandated Article V Court-Related Costs	<u>\$422,105</u>
Total Board Budget Request Summary	<u><u>\$1,940,579</u></u>

**Leon County Clerk of Courts and Comptroller**  
**Board Budget Request**  
**Fiscal Year Ending September 30, 2016 Budget**

<b>Total Expenditures</b>		<b>FY 16 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
512000	Regular Salaries	\$1,115,156
513000	Other Salaries and Wages	4,837
514000	Overtime	0
516000	Health Insurance Opt out	11,414
521000	FICA	89,154
522000	Retirement Contributions	89,149
523000	Life & Health Insurance	207,374
524000	Worker's Compensation	4,309
	Personal Services Total	<hr/> \$1,521,393
531000	Professional Services	\$19,776
534000	Other Contractual Services	34,499
540000	Travel & Per Diem	6,154
541100	Communications	87,344
541200	Postage	4,880
543000	Utility Services	1,944
544000	Rentals and Leases	38,506
544100	Rental for Parking	18,358
546000	Repair & Maintenance Services	152,972
547000	Printing & Binding	3,029
552000	Operating Supplies	4,312
554100	Books & Publications	1,448
554200	Training	30,964
	Operating Expenditures Total	<hr/> \$404,186
564000	Machinery & Equipment	\$15,000
	Capital Outlay Total	<hr/> \$15,000
	Total Budget Request	<hr/> <hr/> <u>\$1,940,579</u>

**Leon County Clerk of Courts and Comptroller**  
**Board Budget Request by Division**  
**Fiscal Year Ending September 30, 2016 Budget**

**Detail of Total Expenditures**

**Proposed Budget**

Account Code	Account Code Description	Proposed Budget				Total
		Audit	Finance	Human Resources	Article V	
512000	Regular Salaries	\$83,815	\$934,965	\$47,000	\$49,376	\$1,115,156
513000	Other Salaries and Wages	0	4,837	0	0	4,837
516000	Health Insurance Opt out	2,600	5,214	3,600	0	11,414
521000	FICA	6,850	70,976	2,605	8,723	89,154
522000	Retirement Contributions	6,100	71,965	3,467	7,617	89,149
523000	Life & Health Insurance	444	186,792	6,228	13,910	207,374
524000	Worker's Compensation	341	3,709	136	123	4,309
	<b>Personal Services Total</b>	<b>\$100,150</b>	<b>\$1,278,458</b>	<b>\$63,036</b>	<b>\$79,749</b>	<b>\$1,521,393</b>
531000	Professional Services	\$0	\$5,098	\$10,478	\$4,200	\$19,776
534000	Other Contractual Services	0	579	0	33,920	34,499
540000	Travel & Per Diem	0	6,154	0	0	6,154
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	2,002	0	36,504	38,506
544100	Rental for Parking	0	6,600	0	11,758	18,358
546000	Repair & Maintenance Services	0	0	0	152,972	152,972
547000	Printing & Binding	0	3,029	0	0	3,029
552000	Operating Supplies	0	4,312	0	0	4,312
554100	Books & Publications	0	1,448	0	0	1,448
554200	Training	0	7,242	6,139	17,583	30,964
	<b>Operating Expenditures Total</b>	<b>\$0</b>	<b>\$44,493</b>	<b>\$17,337</b>	<b>\$342,356</b>	<b>\$404,186</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>\$1,337,951</b>	<b>\$80,373</b>	<b>\$422,105</b>	<b>\$1,940,579</b>

**Leon County Clerk of Courts and Comptroller**  
**Notes to the Board Budget Request**  
**Fiscal Year Ending September 30, 2016 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, 2016 Budget**

<b>Expected Revenues Available for Budget Request</b>		<b>FY 16 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	\$9,384
341100	Recording Fees 28.24(15)\(8)(a)	815,402
341400	Certification & Copying 28.24	72,342
341753	Marriage Licenses 28.24(28)\(29)	75,713
341754	Tax Deed Sales 28.24(26)	20,000
341764	Return Check Fees 125.0105	1,775
341900	Other General Government	17,685
341920	Attorney Service Fees	890
341930	Documentary Stamp Fees for Clerk	99,000
341970	Passport Execution Fee	105,075
341971	Passport Photo Fee	25,980
361100	Interest, Including Profit	1,500
369910	Lobbyist Registration Fee L.C.02-08	700
369972	Marriage Photo Album	800
Total General Fund Expected Revenues Available for Funding for Clerk Related Functions		<u><u>\$1,246,246</u></u>



**Leon County Clerk of Courts and Comptroller**  
**General Fund Budget Request**  
**Fiscal Year Ending September 30, 2016 Budget**

<b>Total Expenditures</b>		<b>FY 16 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
511000	Executive Salary	\$32,256
512000	Regular Salaries	711,499
513000	Other Salaries and Wages	3,729
516000	Health Insurance Opt out	10,259
521000	FICA	79,696
522000	Retirement Contributions	79,705
523000	Life & Health Insurance	150,170
524000	Worker's Compensation	2,702
	Personal Services Total	<u>\$1,070,016</u>
531000	Professional Services	\$13,488
531100	Professional Services for SDU	6,840
534000	Other Contractual Services	270
540000	Travel & Per Diem	13,781
541100	Communications	18,432
541200	Postage	10,653
544000	Rentals and Leases	7,616
544100	Rental for Parking	3,264
545000	Insurance	4,062
546000	Repair & Maintenance Services	14,910
547000	Printing & Binding	4,447
549000	Other Current Charges	20,447
552000	Operating Supplies	28,933
554100	Books & Publications	12,922
554200	Training	15,165
	Operating Expenditures Total	<u>\$175,230</u>
564000	Machinery & Equipment	\$1,000
	Capital Outlay Total	<u>\$1,000</u>
	Total Budget Request	<u><u>\$1,246,246</u></u>

**Leon County Clerk of Courts and Comptroller**  
**General Fund Budget Request by Division**  
**Fiscal Year Ending September 30, 2016 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	\$32,256	\$0	\$0	\$0	\$0	\$0	\$32,256
512000	Regular Salaries	89,129	190,889	247,241	43,271	140,969		711,499
513000	Other Salaries and Wages	0	3,729	0	0	0		3,729
516000	Health Insurance Opt out	2,655	4,004	3,600	0	0		10,259
521000	FICA	12,671	29,665	24,244	0	13,116		79,696
522000	Retirement Contributions	17,090	28,322	17,950	0	16,343		79,705
523000	Life & Health Insurance	20,977	34,186	65,087	0	29,920		150,170
524000	Worker's Compensation	537	613	989	0	563		2,702
	<b>Personal Services Total</b>	<b>\$175,315</b>	<b>\$291,408</b>	<b>\$359,111</b>	<b>\$43,271</b>	<b>\$200,911</b>		<b>\$1,070,016</b>
531000	Professional Services	\$2,796	\$10,692	\$0	\$0	\$0		\$13,488
531100	Professional Services for SDU	6,840	0	0	0	0		6,840
534000	Other Contractual Services	119	104	0	0	47		270
540000	Travel & Per Diem	8,691	4,988	0	0	102		13,781
541100	Communications	450	0	1,400	0	16,582		18,432
541200	Postage	888	2,761	7,000	0	4		10,653
544000	Rentals and Leases	1,833	358	3,686	0	1,739		7,616
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	1,591	1,707	2,000	8,128	1,484		14,910
547000	Printing & Binding	757	3,097	590	0	3		4,447
549000	Other Current Charges	0	20,347	100	0	0		20,447
552000	Operating Supplies	7,324	12,133	9,000	0	476		28,933
554100	Books & Publications	12,149	259	500	0	14		12,922
554200	Training	11,335	1,293	500	0	2,037		15,165
	<b>Operating Expenditures Total</b>	<b>\$58,835</b>	<b>\$57,739</b>	<b>\$26,776</b>	<b>\$8,128</b>	<b>\$23,752</b>		<b>\$175,230</b>
564000	Machinery & Equipment	\$1,000	\$0	\$0	\$0	\$0		\$1,000
	<b>Capital Outlay Total</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,000</b>
	<b>Total Budget Request</b>	<b>\$235,150</b>	<b>\$349,147</b>	<b>\$385,887</b>	<b>\$51,399</b>	<b>\$224,663</b>		<b>\$1,246,246</b>

**Leon County Clerk of Courts and Comptroller**  
**Notes to the General Fund Budget Request**  
**Fiscal Year Ending September 30, 2016 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, 2016 Budget**

<b>Account Code</b>	<b>Account Code Description</b>	<b>FY 16 Proposed Funding</b>
<b>Expected Revenues Available for Budget Request</b>		
<b>Expected Fines Available for Court Expenditures</b>		
348140	County Court Criminal Fines	\$76,186
348240	Circuit Court Criminal Fines	202,690
348540	Traffic Court Fines	743,344
Total Expected Fines		\$1,022,220
<b>Expected Forfeitures Available for Court Expenditures</b>		
359000	Forfeitures	\$166,802
Total Expected Forfeitures		166,802
<b>Expected Filing Fees Available for Court Expenditures</b>		
348310	County Court Civil Filing Fees	\$1,140,164
348410	Circuit Court Civil Filing Fees	658,997
348512	Circuit Court Civil Filing Fees	2,337
348564	DOR OSCA 34.041(1)(B)	515
348710	Probate Filing Fees	157,265
348852	Circuit Ct Civil Filing Fees	1,356
348860	DOR OSCA 34.041(1)(B)	324
348885	CCOC Fees	6,965
Total Expected Filing Fees		1,967,923
<b>Expected Service Charges Available for Court Expenditures</b>		
348120	County Court Criminal Services Charges	\$132,961
348220	Circuit Court Criminal Services Charges	109,780
348320	County Court Civil Services Charges	4,634
348420	Circuit Court Civil Services Charges	233,190
348450	Circuit Court Civil Child Support Fees	31,278
348520	Traffic Court Services Charges	222,763
348620	Juvenile Services Charges	6,160
348720	Probate Services Charges	30,861
Total Expected Service Fees		771,627
<b>Expected Court Costs Available for Court Expenditures</b>		
348130	County Court Criminal Court Costs	\$60,752
348230	Circuit Court Criminal Court Costs	157,426
348530	Traffic Court - Court Costs	1,195,292
Total Expected Court Costs		1,413,470
<b>Total Expected Revenues from Court Related Cases</b>		<b>\$5,342,042</b>
335800	Additional State Appropriation for the Courts	358,525
Total Revenue Available		<b>\$5,700,567</b>
331650	Federal Grants Title IV-D Fee Reimbursement	365,979
Total Expected Revenues Available for Funding for Court-Related Functions		<b>\$6,066,546</b>

**Leon County Clerk of Courts and Comptroller**  
**Courts Fund Budget Request**  
**Fiscal Year Ending September 30, 2016 Budget**

<b>Total Expenditures</b>		<b>FY 16 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
511000	Executive Salary	\$103,044
512000	Regular Salaries	3,636,961
513000	Other Salaries and Wages	12,629
516000	Health Insurance Opt out	68,327
521000	FICA	391,374
522000	Retirement Contributions	343,402
523000	Life & Health Insurance	1,018,802
524000	Worker's Compensation	16,040
525000	Unemployment Compensation	17,392
	Personal Services Total	\$5,607,971
531000	Professional Services	\$29,904
534000	Other Contractual Services	721
534100	Jury Payrolls	106,171
540000	Travel & Per Diem	33,751
540100	Jury Meals and Lodging	4,309
541200	Postage	73,368
544000	Rentals and Leases	29,719
546000	Repair & Maintenance Services	35,173
547000	Printing & Binding	24,292
549000	Other Current Charges	7,774
552000	Operating Supplies	73,296
554100	Books & Publications	15,687
554200	Training	24,410
	Operating Expenditures Total	\$458,575
	Total Budget Request	\$6,066,546

**Leon County Clerk of Courts and Comptroller**  
**Courts Fund Budget Request by Division**  
**Fiscal Year Ending September 30, 2016 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	\$103,044	\$0	\$103,044
512000	Regular Salaries	192,129	545,486	2,899,346	3,636,961
513000	Other Salaries and Wages	0	1,470	11,159	12,629
516000	Health Insurance Opt out	3,601	3,527	61,199	68,327
521000	FICA	19,253	57,764	314,357	391,374
522000	Retirement Contributions	15,556	72,998	254,848	343,402
523000	Life & Health Insurance	55,174	106,430	857,198	1,018,802
524000	Worker's Compensation	768	2,562	12,710	16,040
525000	Unemployment Compensation	1,087	0	16,305	17,392
	<b>Personal Services Total</b>	<b>\$287,568</b>	<b>\$893,281</b>	<b>\$4,427,122</b>	<b>\$5,607,971</b>
531000	Professional Services	\$2,970	\$15,332	\$11,602	\$29,904
534000	Other Contractual Services	86	498	137	721
534100	Jury Payrolls	0	0	106,171	106,171
540000	Travel & Per Diem	2,727	18,517	12,507	33,751
540100	Jury Meals and Lodging	0	0	4,309	4,309
541200	Postage	27,138	3,268	42,962	73,368
544000	Rentals and Leases	6,902	4,767	18,050	29,719
546000	Repair & Maintenance Services	8,867	6,820	19,486	35,173
547000	Printing & Binding	7,754	4,042	12,496	24,292
549000	Other Current Charges	3,014	0	4,760	7,774
552000	Operating Supplies	17,773	22,813	32,710	73,296
554100	Books & Publications	264	14,881	542	15,687
554200	Training	916	20,420	3,074	24,410
	<b>Operating Expenditures Total</b>	<b>\$78,411</b>	<b>\$111,358</b>	<b>\$268,806</b>	<b>\$458,575</b>
	<b>Total Budget Request</b>	<b>\$365,979</b>	<b>\$1,004,639</b>	<b>\$4,695,928</b>	<b>\$6,066,546</b>

**Leon County Clerk of Courts and Comptroller**  
**Notes to the Courts Fund Budget Request**  
**Fiscal Year Ending September 30, 2016 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, 2016 Budget**

		<b>FY 16 Proposed Funding</b>
<b>Expected Revenues Available for Budget Request</b>		
<b>Account Code</b>	<b>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)	\$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
<b>Expected Revenues Available for the Records Modernization Trust Fund II</b>		
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	263,269
Total Expected Revenues Available for Funding for Trust Fund II		\$663,120
<b>Expected Revenues Available for the Records Modernization Trust Fund III</b>		
351800	10% collected under 28.37(5)	\$235,647
Total Expected Revenues Available for Funding for Trust Fund III		\$235,647
Total Expected Revenues Available for Funding for all Records Modernization Trust Funds		\$1,195,262



**Leon County Clerk of Courts and Comptroller**  
**Records Modernization Trust Funds Budget Request**  
**Fiscal Year Ending September 30, 2016 Budget**

<b>Total Expenditures</b>		<b>FY 16 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
512000	Regular Salaries	\$685,985
521000	FICA	41,899
522000	Retirement Contributions	52,209
523000	Life & Health Insurance	95,559
524000	Worker's Compensation	1,803
	Personal Services Total	<hr/> \$877,455
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>\$1,195,262</u>

**Leon County Clerk of Courts and Comptroller**  
**Records Modernization Trust Funds Budget Request by Division**  
**Fiscal Year Ending September 30, 2016 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	235,647	\$0	\$450,338	\$685,985
521000	FICA	0	0	0	41,899	41,899
522000	Retirement Contributions	0	0	0	52,209	52,209
523000	Life & Health Insurance	0	0	0	95,559	95,559
524000	Worker's Compensation	0	0	0	1,803	1,803
	<b>Personal Services Total</b>	<b>\$0</b>	<b>\$235,647</b>	<b>\$0</b>	<b>\$641,808</b>	<b>\$877,455</b>
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	0	5,999	5,999
546000	Repair & Maintenance Services	10,105	0	0	5,453	15,558
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	0	7,486	63,876
	<b>Operating Expenditures Total</b>	<b>\$196,495</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,312</b>	<b>\$217,807</b>
564000	Machinery & Equipment	\$100,000	\$0	\$0	\$0	\$100,000
	<b>Capital Outlay Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
	<b>Total Budget Request</b>	<b>\$296,495</b>	<b>\$235,647</b>	<b>\$0</b>	<b>\$663,120</b>	<b>\$1,195,262</b>

**Leon County Clerk of Courts and Comptroller**  
**Notes to the Records Modernization Trust Funds Budget Request**  
**Fiscal Year Ending September 30, 2016 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 2016 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, 2016 Budget**

<b>Expected Revenues Available for Budget Requests</b>	<b>FY 16 Proposed Funding by Type</b>	<b>FY 16 Grand Total of Proposed Funding</b>
<b>Account    Account Code</b>		
<b>Code    Description</b>		
<b>Total Funding for Board Related Functions</b>	\$1,518,474	
Total Funding for State Mandated Article V Court-Related Costs	422,105	
Total Board Budget Request Summary	<hr/>	\$1,940,579
<b>Total General Fund Expected Revenues Available for Funding for Clerk Related Functions</b>		1,246,246
Total Expected Revenues from Court Related Revenues	\$5,342,042	
331650    Federal Grants Title IV-D Fee Reimbursement	365,979	
335800    Additional State Appropriation for the Courts	358,525	
<b>Total Expected Revenues Available for Funding for Court-Related Functions</b>	<hr/>	6,066,546
<b>Total Expected Revenues Available for Funding for Trust Fund I</b>		296,495
<b>Total Expected Revenues Available for Funding for Trust Fund II</b>		663,120
<b>Total Expected Revenues Available for Funding for Trust Fund III</b>		235,647
Total Clerk's Budget		<hr/> <u><u>\$10,448,633</u></u>

**Leon County Clerk of Courts and Comptroller**  
**Total Clerk Budget Request**  
**Fiscal Year Ending September 30, 2016 Budget**

<b>Total Expenditures</b>		<b>FY 16 Proposed Budget</b>
<b>Account Code</b>	<b>Account Code Description</b>	
511000	Executive Salary	\$135,300
512000	Regular Salaries	6,149,601
513000	Other Salaries and Wages	21,195
516000	Health Insurance Opt out	90,000
521000	FICA	602,123
522000	Retirement Contributions	564,465
523000	Life & Health Insurance	1,471,905
524000	Worker's Compensation	24,854
525000	Unemployment Compensation	17,392
	Personal Services Total	\$9,076,835
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	54,059
540100	Jury Meals and Lodging	4,309
541100	Communications	105,776
541200	Postage	88,916
543000	Utility Services	1,944
544000	Rentals and Leases	81,840
544100	Rentals for Parking	21,622
545000	Insurance	4,062
546000	Repair & Maintenance Services	218,613
547000	Printing & Binding	31,778
549000	Other Current Charges	28,221
552000	Operating Supplies	208,291
554100	Books & Publications	30,108
554200	Training	134,415
	Operating Expenditures Total	\$1,255,798
564000	Machinery & Equipment	\$116,000
	Capital Outlay Total	\$116,000
	Total Budget Request	\$10,448,633

**Leon County Clerk of Courts and Comptroller**  
**Clerk Budget Request by Fund**  
**Fiscal Year Ending September 30, 2016 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	\$32,256	\$0	\$0	\$0	\$103,044	\$135,300
512000	Regular Salaries	1,826,655	0	235,647	450,338	3,636,961	6,149,601
513000	Other Salaries and Wages	8,566	0	0	0	12,629	21,195
516000	Health Insurance Opt out	21,673	0	0	0	68,327	90,000
521000	FICA	168,850	0	0	41,899	391,374	602,123
522000	Retirement Contributions	168,854	0	0	52,209	343,402	564,465
523000	Life & Health Insurance	357,544	0	0	95,559	1,018,802	1,471,905
524000	Worker's Compensation	7,011	0	0	1,803	16,040	24,854
525000	Unemployment Compensation	0	0	0	0	17,392	17,392
	<b>Personal Services Total</b>	<b>\$2,591,409</b>	<b>\$0</b>	<b>\$235,647</b>	<b>\$641,808</b>	<b>\$5,607,971</b>	<b>\$9,076,835</b>
531000	Professional Services	\$33,264	\$20,000	\$0	\$0	\$29,904	\$83,168
531100	Professional Services for SDU	6,840	0	0	0	0	6,840
534000	Other Contractual Services	34,769	10,000	0	175	721	45,665
534100	Jury Payrolls	0	0	0	0	106,171	106,171
540000	Travel & Per Diem	19,935	0	0	373	33,751	54,059
540100	Jury Meals and Lodging	0	0	0	0	4,309	4,309
541100	Communications	105,776	0	0	0	0	105,776
541200	Postage	15,533	0	0	15	73,368	88,916
543000	Utility Services	1,944	0	0	0	0	1,944
544000	Rentals and Leases	46,122	0	0	5,999	29,719	81,840
544100	Rental for Parking	21,622	0	0	0	0	21,622
545000	Insurance	4,062	0	0	0	0	4,062
546000	Repair & Maintenance Services	167,882	10,105	0	5,453	35,173	218,613
547000	Printing & Binding	7,476	0	0	10	24,292	31,778
549000	Other Current Charges	20,447	0	0	0	7,774	28,221
552000	Operating Supplies	33,245	100,000	0	1,750	73,296	208,291
554100	Books & Publications	14,370	0	0	51	15,687	30,108
554200	Training	46,129	56,390	0	7,486	24,410	134,415
	<b>Operating Expenditures Total</b>	<b>\$579,416</b>	<b>\$196,495</b>	<b>\$0</b>	<b>\$21,312</b>	<b>\$458,575</b>	<b>\$1,255,798</b>
564000	Machinery & Equipment	\$16,000	\$100,000	\$0	\$0	\$0	\$116,000
	<b>Capital Outlay Total</b>	<b>\$16,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$116,000</b>
	<b>Total Budget Request</b>	<b>\$3,186,825</b>	<b>\$296,495</b>	<b>\$235,647</b>	<b>\$663,120</b>	<b>\$6,066,546</b>	<b>\$10,448,633</b>