

HUNTER S. CONRAD, Esq.
CLERK OF THE CIRCUIT COURT & COMPTROLLER
ST. JOHNS COUNTY, FLORIDA
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2017



HUNTER S. CONRAD, Esq.
CLERK OF THE CIRCUIT COURT & COMPTROLLER – ST. JOHNS COUNTY, FLORIDA

- Budget Letter from the Clerk of Courts
- Budget Overview
 - This overview gives information on the Clerk’s office and budget preparation policies and procedures
- Budget Summary – All Funds
 - This schedule shows summary revenue and expenditure information for the General Fund and Special Revenues Funds
- General Fund Summary – Court-Related Revenues and Expenditures
 - This schedule shows summary revenue and expenditure information for the court-related functions within the General Fund
- General Fund Summary – Government Services Revenues and Expenditures
 - This schedule shows summary revenue and expenditure information for the government services functions within the General Fund
- General Fund Expenditure Budgets by Department
 - These schedules show the detail of budgeted expenditures by operating department and by account classification
- Special Revenue Funds – Revenues and Expenditures
 - This schedule shows detailed revenue and expenditure by fund and by account classification
- Budget Full-Time Equivalent Schedule
 - This schedule shows the full time equivalent positions provided for in the budget as compared to prior year

HUNTER S. CONRAD, Esq.
CLERK OF THE CIRCUIT COURT & COMPTROLLER
SEVENTH JUDICIAL CIRCUIT – ST. JOHNS COUNTY, FLORIDA

October 3, 2017

Dear Resident:

In accordance with Section 218.35(3) of the Florida Statutes, I am pleased to present the Clerk of Courts budget for the fiscal year ending September 30, 2017. The activities of the Clerk include recordkeeping, document administration, information management, and financial management and reporting for the courts and for the St. Johns County Board of County Commissioners.

Budget Process

The General Fund of the Clerk is divided into two segments, court-related and general government services. The Clerk is required to submit a budget to the State of Florida's Clerk of Courts Operations Corporation and to St. Johns County each June 1st. These budgets are separate and have difference requirements and approval processes. The State legislature and the Supreme Court approve the court-related budget, and the Board of County Commissioners approve the government services budget each year.

Responsibilities of the Clerk to the Courts

- Maintain custody of all court files
- Attend court sessions
- File indictments, pleadings and verdicts
- Prepares the appellate record
- Conduct mortgage foreclosure sales
- Assist victims of abuse while seeking to file an injunction
- Assist pro se litigants with necessary paperwork for their case
- Compile and report statistical and financial data

Responsibilities of the Clerk to the Board of County Commissioners

- Records, indexes and maintains the official records of the County
 - Deeds
 - Mortgages
 - Real estate transactions
 - Marriage licenses
 - Liens and judgments
- As the Chief Financial Officer of St. Johns County
 - Record all revenues
 - Process all payments, including payroll
 - Provide additional budget monitoring
 - Financial management
 - Financial reporting

- The Clerk is also tasked with maintaining the County Commission meeting minutes, maintaining the County ordinance database, and administering the Value Adjustment Board.

Special Revenue Funds

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally and administratively restricted to expenditures for specified purposes. The Clerk has four Special Revenue Funds, Records Modernization Trust Fund, Court Modernization Trust Fund, Teen Court, and Child Support Title IV-D.

Excess Fees and Unexpended Appropriations

The Clerk is required under Section 218.36 of the Florida Statutes to submit to the County of St. Johns, all excess fees from general governmental services operations by October 31st after the close of the fiscal year.

The Clerk is required to remit unexpended appropriations for court-related activities to the State of Florida by the following January 25 after the close of the fiscal year.

Revenue Highlights

The court-related activities are funded by revenues from fines, fees and services charges, and distributions made from the State Clerk of Courts Trust Fund when revenues are insufficient to meet the appropriated budget. The St. Johns County Clerk is scheduled to receive \$311,616 for this purpose in 2017.

We expect revenues from our general government services to remain stable, or increase slightly for the 2017 fiscal year based on the volume of recorded documents.

Expenditure Highlights

The General Fund budgeted expenditures for 2017 are \$7,421,775 as compared to \$7,371,780 in 2016. This fund is made up of court-related activities and general government services. In the second quarter of 2016 the Florida Clerk of Courts Operations Corporation cut the Clerk's court-related budget for St. Johns County by \$115,735, leaving a budget of \$3,559,215. For 2017 the court budget was cut another \$105,040, leaving a budget of \$3,454,175. The general government services budget increased \$292,650 due to anticipated increases in health insurance costs and additional funding from St. Johns County to assist the Clerk's office in light of the aforementioned State budget cuts.

Personal services costs for employee wages and benefits represent 88% of the total General Fund Budget. The Florida Clerk of Courts Operations Corporation has not provided funding to cover pay increases, mandatory retirement contribution increases or health insurance increases for several years now. These inequities in the budget process make it difficult to maintain adequate staffing levels and to hire and retain qualified staff. In spite of these difficulties, the Clerk has borne the increased expenses through various austerity measures and reduction of positions through attrition.

As always, it is an honor to serve the residents of St. Johns County.

Sincerely,



Hunter S. Conrad, Esq.
Clerk of Courts & Comptroller
St. Johns County, Florida

HUNTER S. CONRAD, Esq.
Clerk of the Circuit Court & Comptroller – St. Johns County, Florida
Budget Overview
For the Fiscal Year Ending September 30, 2017

Background Information

The Clerk of the Courts is an elected constitutional officer, whose office is established by Article VIII of the Constitution of the State of Florida and is governed by various provisions of State law. The Clerk's office is an integral part of St. Johns County, as the Clerk serves as the Chief Financial Officer of the County. The Clerk serves more than 210,000 residents. The Clerk's annual budgets do not include the County's budget or the budgets of any other constitutional officer.

Funds Reported in this Budget Document

General Fund – The General Fund is the primary operating fund. It is used to account for and report all financial resources not accounted for in another fund.

Special Revenue Funds – The special revenue funds are used to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures for specified purposes.

Funds not Reported in the Budget Document – Fiduciary Funds

Agency Fund – The Agency Fund is primarily used to account for and report resources held in a custodial capacity for individuals, private organizations, governments, and state agencies. The fund is excluded because of its custodial nature, and it does not involve a measurement of results of operations.

Budgetary Policies

The Clerk follows these procedures in establishing the budgetary data:

1. Section 218.35 of the Florida Statutes requires the Clerk, as a fee officer, to establish an annual budget reflecting resources available and the function for which funds are to be expended.
2. The Clerk is to file a proposed budget for general governmental services with the Board of County Commissioners' Office of Management and Budget by June 1st of each year.
3. The Clerk is required to submit a budget for court-related revenues and expenditures to the Florida Clerk of Courts Operations Corporation by June 1st of each year in accordance with Section 28.36 of the Florida Statutes.
4. The Clerk can amend the budget for the recording segment of the general government services budget and the special revenue fund budgets as deemed necessary during the year. The budgetary control is the total revenue and expenditure level.
5. The Clerk must receive approval from the Florida Clerk of Courts Operations Corporation in order to amend the total court-related budget. However, amendments to allocate amounts between court departments and account line items are at the Clerk's discretion.
6. Formal budgetary integration is employed as a management control device during the year for the Clerk's General Fund and Special Revenue Funds. Appropriations lapse at the end of each fiscal year.
7. The budgets for the Clerk's General Fund and Special Revenue Funds are adopted on a basis consistent with Generally Accepted Accounting Principles.

Explanation of Budget Funding Sources

Court Operations: The Florida Legislator is responsible for funding any shortfall in the Clerk's court-related budget. The court revenues are fees and services charges from court users. St. Johns County retains the responsibility for funding some court-related costs including facilities, communications, and shared technology.

General Government: The Clerk collects fees for document recordings, tax deeds, marriage licenses, and passports that fund the operations. St. Johns County provides funding for the Minutes and Records and Finance department that provide services to the County.

Title IV-D Child Support Grant Reimbursement: The Clerk is responsible for assisting in the collection of court-ordered child support payments. The Clerk has entered into a contract whereby the Federal government reimburses the Clerk for costs incurred in providing this service.

Court Modernization Trust Fund: This special revenue fund collects a \$1.90 service charge on the recording of most instruments.

Records Modernization Trust Fund: This special revenue fund collects a \$1 service charge on the first page of most recorded instruments and an additional \$.50 cents for each additional page recorded. This fund also includes the collection of 10% of fines from court-related operations under Section 28.37(5), Florida Statutes.

Expenditure Allocations

Indirect administrative expenses benefit both court-related and general government operations. They are allocated according the method used for State court budget reporting.

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Budget Summary - All Funds
 For the Fiscal Year Ended September 30, 2017

	General Fund	Special Revenue Funds	Totals
Court Activities Revenues	\$ 2,818,440	\$ 183,900	\$ 3,002,340
Government Services Revenues	1,801,850	705,000	2,506,850
Title IV-D Grant	-	83,000	83,000
Appropriation from County Commission	2,165,750	-	2,165,750
Appropriation from CCOC Court Trust Fund	311,616	-	311,616
Appropriation from Office of State Court Admin.	71,514	-	71,514
Transfers from Other Funds	250,000	-	250,000
Investment Earnings	2,605	3,700	6,305
Estimated Cash Carryforward	-	1,441,700	1,441,700
Total Revenues	\$ 7,421,775	\$ 2,417,300	\$ 9,839,075
Personal Services	\$ 6,508,591	\$ 501,570	\$ 7,010,161
Operating Expenditures	468,954	257,950	726,904
Capital Outlay	22,600	75,000	97,600
Transfers to Other Funds	-	250,000	250,000
Reserves	421,630	1,332,780	1,754,410
Total Expenditures	\$ 7,421,775	\$ 2,417,300	\$ 9,839,075

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Court-Related General Fund Budget
 For the Fiscal Year Ending September 30, 2017

Fines	\$	555,400
Court Costs		574,900
Filing Fees		1,058,640
Service Charges		629,500
Interest		2,605
Appropriation from CCOC Court Trust Fund		311,616
Appropriation from Office of State Court Admin.		71,514
Transfers from Other Funds		250,000
Total Revenues	\$	3,454,175
Salary of the Clerk	\$	39,720
Salaries and Wages		2,262,211
Payroll Taxes		161,480
FL Retirement System Contributions		212,020
Life and Health Insurance		586,610
Other Post Employment Benefits		63,670
Worker's Compensation		2,660
Total Personal Services		3,328,371
Contractual Services		19,000
Legal Fee		2,100
Travel & Per Diem		4,700
Postage		24,950
Rental of Equipment		17,300
Insurance		4,500
Equipment Maintenance		600
Operating Supplies		29,854
Training		4,700
Dues & Subscriptions		2,100
Juror Payroll		15,000
Juror Meals & Lodging		1,000
Reserves		-
Total Operating Expenditures		125,804
Total Expenditures	\$	3,454,175

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Government Services General Fund Budget
 For the Fiscal Year Ending September 30, 2017

Recording Fees	\$	1,180,000
Passports		173,000
Marriage Licenses		100,000
Other Revenues		348,850
Appropriation from County Commission		2,165,750
Transfers from Other Funds		-
Total Revenues	\$	<u>3,967,600</u>
Salary of the Clerk	\$	91,850
Salaries and Wages		2,157,570
Payroll Taxes		162,450
FL Retirement System Contributions		270,100
Life and Health Insurance		447,300
Other Post Employment Benefit		47,930
Worker's Compensation		3,020
Total Personal Services		<u>3,180,220</u>
Contractual Services		38,000
Legal Fee		6,000
Travel & Per Diem		8,600
Communications		40,000
Postage		37,200
Rental of Equipment		20,900
Insurance		3,700
Equipment Maintenance		16,900
Advertising		60,000
Bank Service Charges		1,100
Operating Supplies		57,700
Training		5,550
Software Licenses & Fees		42,000
Dues and Memberships		5,500
Total Operating Expenditures		<u>343,150</u>
Equipment		22,600
Reserves		421,630
Total Expenditures	\$	<u>3,967,600</u>

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller- St. Johns County, Florida
 Court-Related General Fund Expenditure Budgets by Department
 For the Fiscal Year Ending September 30, 2017

Court-Related Functions

	Administration	Circuit Criminal	Circuit Civil	Family	Juvenile	Probate	County Criminal	County Civil	Traffic	Totals
Personal Services:										
Clerk's Salary	\$ 39,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,720
Salaries & Wages	328,278	368,724	366,391	217,757	82,250	83,377	255,835	80,841	478,758	2,262,211
Payroll Taxes	29,520	22,280	23,820	13,530	5,260	6,140	19,060	8,410	33,460	161,480
Retirement Contributions	57,510	25,240	25,890	15,760	5,160	8,500	19,870	10,730	43,360	212,020
Life & Health Insurance	68,580	81,510	98,000	56,000	22,520	25,200	80,520	28,000	126,280	586,610
OPEB Contributions	8,420	8,640	10,500	6,000	2,520	2,700	8,580	3,000	13,310	63,670
Worker's Compensation	490	370	400	230	90	100	310	130	540	2,660
Total	532,518	506,764	525,001	309,277	117,800	126,017	384,175	131,111	695,708	3,328,371
Operating Expenditures:										
Contractual Services	6,000	-	-	13,000	-	-	-	-	-	19,000
Legal Fees	2,100	-	-	-	-	-	-	-	-	2,100
Travel & Per Diem	2,000	300	300	300	300	300	300	300	600	4,700
Postage	4,300	4,000	1,000	2,000	550	2,500	2,200	800	7,600	24,950
Rental of Equipment	300	4,000	1,000	5,500	900	1,000	3,500	300	800	17,300
Insurance	4,500	-	-	-	-	-	-	-	-	4,500
Equipment Maintenance	400	200	-	-	-	-	-	-	-	600
Operating Supplies	5,054	3,700	3,500	5,100	2,600	2,200	1,500	1,000	5,200	29,854
Training	1,700	300	300	300	600	300	300	300	600	4,700
Dues & Subscriptions	2,000	-	-	-	-	-	-	-	100	2,100
Juror Payroll	15,000	-	-	-	-	-	-	-	-	15,000
Juror Meals & Lodging	1,000	-	-	-	-	-	-	-	-	1,000
Total	44,354	12,500	6,100	26,200	4,950	6,300	7,800	2,700	14,900	125,804
Reserves	-	-	-	-	-	-	-	-	-	-
Total Court-Related Functions	\$ 576,872	\$ 519,264	\$ 531,101	\$ 335,477	\$ 122,750	\$ 132,317	\$ 391,975	\$ 133,811	\$ 710,608	\$ 3,454,175

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Government Services General Fund Expenditure Budgets by Department
 For the Fiscal Year Ending September 30, 2017

General Government Services

	Minutes and Records	Finance	Recording	County's Court Subsidy	Total
Personal Services:					
Clerk's Salary	\$ 13,300	\$ 39,800	\$ 38,750	\$ -	\$ 91,850
Salaries & Wages	324,900	855,300	858,170	112,600	2,150,970
Payroll Taxes	25,400	68,000	67,700	7,950	169,050
Retirement Contributions	40,600	113,200	114,900	1,400	270,100
Life & Health Insurance	75,000	174,000	191,500	6,800	447,300
OPEB Contributions	7,800	18,800	20,580	750	47,930
Worker's Compensation	450	1,200	1,320	50	3,020
Total	487,450	1,270,300	1,292,920	129,550	3,180,220
Operating Expenditures:					
Contractual Services	-	15,000	23,000	-	38,000
Legal Fees	-	2,000	4,000	-	6,000
Travel & Per Diem	1,000	2,800	4,800	-	8,600
Communications	-	-	-	40,000	40,000
Postage	1,200	6,800	29,200	-	37,200
Rental of Equipment	9,000	4,300	7,600	-	20,900
Insurance	-	3,700	-	-	3,700
Equipment Maintenance	1,400	8,000	4,500	3,000	16,900
Advertising	60,000	-	-	-	60,000
Bank Service Charges	1,100	-	-	-	1,100
Operating Supplies	5,300	23,200	24,200	5,000	57,700
Training	550	3,000	2,000	-	5,550
Dues & Subscriptions	-	2,500	3,000	-	5,500
Software Licenses & Fees	15,000	10,000	2,000	15,000	42,000
Total	94,550	81,300	104,300	63,000	343,150
Capital Outlay:					
Equipment	1,600	9,000	8,000	4,000	22,600
Reserves					
	-	-	421,630	-	421,630
Total Government Services	\$ 583,600	\$ 1,360,600	\$ 1,826,850	\$ 196,550	\$ 3,967,600

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Special Revenue Fund Budgets
 For the Year Ending September 30, 2017

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	Totals
Revenues:					
Recording Fees	\$ 175,000	\$ 530,000	\$ -	\$ -	\$ 705,000
10% of Court Fines	134,000	-	-	-	134,000
Court & Traffic Fees	-	-	49,900	-	49,900
Title IV - D Grant	-	-	-	83,000	83,000
Investment Earnings	1,000	2,400	300	-	3,700
Total Revenues	310,000	532,400	50,200	83,000	975,600
Estimated Cash Carryforward	695,000	700,300	46,400	-	1,441,700
Total Available Resources	\$ 1,005,000	\$ 1,232,700	\$ 96,600	\$ 83,000	\$ 2,417,300
Expenditures:					
Personal Services:					
Salaries & Wages	\$ -	\$ 253,100	\$ 57,500	\$ 50,600	\$ 361,200
Payroll Taxes	-	19,400	4,400	3,900	27,700
Retirement Contributions	-	19,100	4,320	3,800	27,220
Life & Health Insurance	-	47,000	11,200	18,700	76,900
OPEB Contributions	-	4,800	1,200	2,000	8,000
Worker's Compensation	-	350	100	100	550
Total	-	343,750	78,720	79,100	501,570

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Special Revenue Fund Budgets
 For the Year Ending September 30, 2017

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	Totals
Operating Expenditures:					
Contractual Services	15,000	15,000	4,000	-	34,000
Legal Fees	-	-	-	-	-
Travel & Per Diem	-	5,000	-	-	5,000
Communications	-	-	-	-	-
Postage	-	-	100	200	300
Rental of Equipment	-	-	-	1,300	1,300
Insurance	-	-	-	-	-
Equipment Maintenance	-	5,000	100	100	5,200
Special Events	-	-	-	-	-
Advertising	-	-	-	-	-
Bank Service Charges	-	-	-	-	-
Operating Supplies	1,000	5,350	700	1,100	8,150
Training	-	14,000	-	-	14,000
Dues & Subscriptions	-	-	-	-	-
Software Licenses	60,000	130,000	-	-	190,000
Total	76,000	174,350	4,900	2,700	257,950
Capital Outlay:					
Equipment	-	75,000	-	-	75,000
Other Uses:					
Reserves	679,000	639,600	12,980	1,200	1,332,780
Transfer to Other Funds	250,000	-	-	-	250,000
Total Expenditures	\$ 1,005,000	\$ 1,232,700	\$ 96,600	\$ 83,000	\$ 2,417,300

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller- St. Johns County, Florida
 Budgeted Full Time Equivalent Positions
 For the Fiscal Year Ending September 30, 2017

	<u>2017</u> FTEs	<u>2016</u> FTEs
Court-Related Functions		
Administration	5.9	5.6
Jury	0.9	0.6
Circuit Criminal	7.2	8.9
Circuit Civil	8.5	11.9
Family	5.5	7.3
Juvenile	2.1	2.2
Probate	1.8	2.2
County Criminal	5.8	6.0
County Civil	3.4	4.6
Traffic	10.0	10.6
Court Modernization Trust Fund	4.0	3.2
Teen Court	1.0	1.0
Title IV-D Child Support Program	2.7	2.3
Total Courts	<u>58.8</u>	<u>66.4</u>
General Government Services		
Board Minutes & Records	7.0	6.4
Finance	15.1	14.1
Recording	15.5	17.7
Total Government Services	<u>37.6</u>	<u>38.2</u>
Total of all Budgeted FTES	<u>96.4</u>	<u>104.6</u>