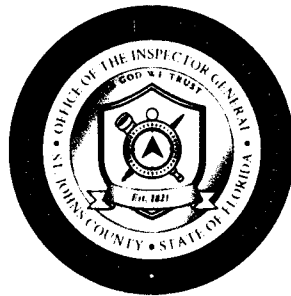


HON. BRANDON J. PATTY
CLERK OF THE CIRCUIT COURT & COMPTROLLER
ST. JOHNS COUNTY, FLORIDA
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2021



Brandon J. Patty

Clerk of the Circuit Court and
Comptroller



Mark P. Miner

Chief Deputy Clerk

**Clerk of the Circuit Court
and County 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

Brandon J. Patty

Clerk of the Circuit Court and
Comptroller



Mark P. Miner

Chief Deputy Clerk

**Clerk of the Circuit Court
and County Comptroller
St. Johns County, Florida**

To the Residents of St. Johns County,

In accordance with Section 218.35 of the Florida Statutes, this Adopted Budget Report for the fiscal year which ended on September 30, 2021 is published. The Florida Constitution established the roles of the Clerk of the Circuit Court and Comptroller. The clerk's office is responsible for over 1,000 functions which includes recordkeeping, document administration, information management, and financial management and reporting for the courts and 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 by May 1st and June 1st, respectively, each year. These budgets are separate and have different 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 court files
- Attend court proceedings
- 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 five Special Revenue Funds. They are Records Modernization Trust Fund, Records Modernization Trust Fund- Court Technology, Teen Court, Domestic Violence, and Child Support Title IV-D.

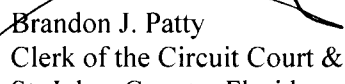
Excess Fees and Unexpended Appropriations

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 25th after the close of the fiscal year.

It is a privilege to serve as your Clerk of the Courts and County Comptroller. If you wish to discuss this report further, please contact my office at (904) 819-3601.

Sincerely,



Brandon J. Patty
Clerk of the Circuit Court & Comptroller
St. Johns County, Florida

Brandon J. Patty

Clerk of the Circuit Court and
Comptroller



Mark P. Miner

Chief Deputy Clerk

**Clerk of the Circuit Court
and County Comptroller
St. Johns County, Florida**

Budget Overview for the Fiscal Year Ending September 30, 2021

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 286,388 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 May 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 engaged in 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.

Department of Children and Families (DCF) Grant: This special revenue fund is a reimbursable grant used exclusively to fund a portion of the salary for the Domestic Batter Compliance Coordinator for the Clerk's office.

Expenditure Allocations

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

Hon. Brandon J. Patty
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Budget Summary - All Funds
 For the Fiscal Year Ended September 30, 2021

	General Fund	Special Revenue Funds	Totals
Court Activities Revenues	\$ 3,241,170	\$ 39,700	\$ 3,280,870
Government Services Revenues	2,572,300	1,075,000	3,647,300
Title IV-D Grant	-	120,000	120,000
Appropriation from County Commission	2,097,800	-	2,097,800
Appropriation from CCOC Court Trust Fund	-	-	-
Appropriation from Office of State Court Admin.	79,264	-	79,264
Transfers from Other Funds	-	-	-
Investment Earnings	15,000	22,500	37,500
Estimated Cash Carryforward	-	2,108,470	2,108,470
Total Revenues	<u>\$ 8,005,534</u>	<u>\$ 3,365,670</u>	<u>\$ 11,371,204</u>
Personal Services	\$ 6,840,498	\$ 536,928	\$ 7,377,426
Operating Expenditures	483,424	174,900	658,324
Capital Outlay	20,000	55,000	75,000
Transfers to Other Funds	-	-	-
Reserves	661,612	2,598,842	3,260,454
Total Expenditures	<u>\$ 8,005,534</u>	<u>\$ 3,365,670</u>	<u>\$ 11,371,204</u>

Hon. Brandon J. Patty
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Court-Related General Fund Budget
 For the Fiscal Year Ending September 30, 2021

Fines	\$	1,029,822
Court Costs		546,500
Filing Fees		1,360,198
Service Charges		304,650
Interest		15,000
Appropriation from CCOC Court Trust Fund		-
Appropriation from Office of State Court Admin.		79,264
Transfers from Other Funds		-
Total Revenues	<u>\$</u>	<u>3,335,434</u>
Salary of the Clerk	\$	88,000
Salaries and Wages		2,144,303
Payroll Taxes		175,500
FL Retirement System Contributions		308,800
Life and Health Insurance		488,600
Other Post Employment Benefits		-
Worker's Compensation		4,967
Total Personal Services		<u>3,210,170</u>
Contractual Services		10,700
Legal Fee		3,950
Travel & Per Diem		2,150
Postage		23,800
Rental of Equipment		17,200
Insurance		5,000
Equipment Maintenance		3,300
Software Licenses		2,500
Operating Supplies		31,414
Training		2,450
Dues & Subscriptions		1,500
Juror Payroll		20,800
Juror Meals & Lodging		500
Reserves		-
Total Operating Expenditures		<u>125,264</u>
Total Expenditures	<u>\$</u>	<u>3,335,434</u>

Hon. Brandon J. Patty
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Government Services General Fund Budget
 For the Fiscal Year Ending September 30, 2021

Recording Fees	\$	1,800,000
Passports		125,000
Marriage Licenses		85,000
Other Revenues		562,300
Appropriation from County Commission		2,097,800
Transfers from Other Funds		-
Total Revenues	<u>\$</u>	<u>4,670,100</u>
Salary of the Clerk	\$	62,000
Salaries and Wages		2,525,000
Payroll Taxes		197,907
FL Retirement System Contributions		375,973
Life and Health Insurance		463,733
Other Post Employment Benefit		-
Worker's Compensation		5,715
Total Personal Services		<u>3,630,328</u>
Contractual Services		50,000
Legal Fee		27,000
Travel & Per Diem		4,650
Communications		25,000
Postage		28,100
Rental of Equipment		12,500
Insurance		5,000
Equipment Maintenance		15,000
Advertising		50,000
Bank Service Charges		250
Operating Supplies		59,100
Training		32,250
Software Licenses & Fees		44,310
Dues and Memberships		5,000
Total Operating Expenditures		<u>358,160</u>
Equipment		20,000
Reserves		661,612
Total Expenditures	<u>\$</u>	<u>4,670,100</u>

Hon. Brandon J. Patty
 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, 2021

Court-Related Functions

	Administration	Circuit Criminal	Circuit Civil	Family	Juvenile	Probate	County Criminal	County Civil	Traffic	Totals
Personal Services:										
Clerk's Salary	\$ 88,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,000
Salaries & Wages	568,303	262,000	221,000	206,000	67,000	73,000	217,000	155,000	375,000	2,144,303
Payroll Taxes	51,100	21,000	17,500	16,500	5,600	5,800	17,000	12,000	29,000	175,500
Retirement Contributions	148,200	24,000	20,000	23,000	8,600	9,000	20,000	18,000	38,000	308,800
Life & Health Insurance	108,500	69,000	52,000	42,000	16,100	22,000	42,000	42,000	95,000	488,600
OPEB Contributions	-	-	-	-	-	-	-	-	-	-
Worker's Compensation	1,484	579	488	455	148	161	480	343	829	4,967
Total	965,587	376,579	310,988	287,955	97,448	109,961	296,480	227,343	537,829	3,210,170
Operating Expenditures:										
Contractual Services	6,000	150	200	4,000	50	-	200	-	100	10,700
Legal Fees	3,950	-	-	-	-	-	-	-	-	3,950
Travel & Per Diem	750	500	150	100	300	-	150	100	100	2,150
Postage	1,300	4,000	1,100	1,000	1,400	2,000	3,000	1,000	9,000	23,800
Rental of Equipment	750	2,000	2,000	8,500	1,250	500	500	750	950	17,200
Insurance	5,000	-	-	-	-	-	-	-	-	5,000
Equipment Maintenance	500	500	250	1,500	150	-	150	-	250	3,300
Software License	2,500	-	-	-	-	-	-	-	-	2,500
Operating Supplies	8,964	3,200	2,200	5,200	1,400	1,000	1,700	850	6,900	31,414
Training	750	500	500	200	200	-	100	100	100	2,450
Dues & Subscriptions	1,000	500	-	-	-	-	-	-	-	1,500
Juror Payroll	20,800	-	-	-	-	-	-	-	-	20,800
Juror Meals & Lodging	500	-	-	-	-	-	-	-	-	500
Total	52,764	11,350	6,400	20,500	4,750	3,500	5,800	2,800	17,400	125,264
Reserves	-	-	-	-	-	-	-	-	-	-
Total Court-Related Functions	\$ 1,018,351	\$ 387,929	\$ 317,388	\$ 308,455	\$ 102,198	\$ 113,461	\$ 302,280	\$ 230,143	\$ 555,229	\$ 3,335,434

Hon. Brandon J. Patty
 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, 2021

General Government Services

	Minutes and Records	Finance	Recording	County's Court Subsidy	Total
Personal Services:					
Clerk's Salary	\$ 16,000	\$ 23,000	\$ 23,000	\$ -	\$ 62,000
Salaries & Wages	355,000	918,000	1,180,000	72,000	2,525,000
Payroll Taxes	28,382	71,987	92,030	5,508	197,907
Retirement Contributions	57,000	137,000	175,000	6,973	375,973
Life & Health Insurance	65,000	137,183	240,000	21,550	463,733
OPEB Contributions	-	-	-	-	-
Worker's Compensation	819	2,079	2,658	159	5,715
Total	<u>522,201</u>	<u>1,289,249</u>	<u>1,712,688</u>	<u>106,190</u>	<u>3,630,328</u>
Operating Expenditures:					
Contractual Services	-	5,000	45,000	-	50,000
Legal Fees	-	2,000	25,000	-	27,000
Travel & Per Diem	150	2,000	2,500	-	4,650
Communications	-	-	-	25,000	25,000
Postage	100	8,000	20,000	-	28,100
Rental of Equipment	5,000	2,500	5,000	-	12,500
Insurance	-	5,000	-	-	5,000
Equipment Maintenance	5,000	4,000	3,000	3,000	15,000
Advertising	50,000	-	-	-	50,000
Bank Service Charges	250	-	-	-	250
Operating Supplies	4,000	15,100	30,000	10,000	59,100
Training	250	2,000	30,000	-	32,250
Dues & Subscriptions	-	2,500	2,500	-	5,000
Software Licenses & Fees	5,000	12,000	25,000	2,310	44,310
Total	<u>69,750</u>	<u>60,100</u>	<u>188,000</u>	<u>40,310</u>	<u>358,160</u>
Capital Outlay:					
Equipment	1,500	5,000	10,000	3,500	20,000
Reserves					
	-	-	661,612	-	661,612
Total Government Services	<u>\$ 593,451</u>	<u>\$ 1,354,349</u>	<u>\$ 2,572,300</u>	<u>\$ 150,000</u>	<u>\$ 4,670,100</u>

Hon. Brandon J. Patty
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Special Revenue Fund Budgets
 For the Year Ending September 30, 2021

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	DCF Domestic Violence Grant	Totals
Revenues:						
Recording Fees	\$ 250,000	\$ 825,000	\$ -	\$ -	\$ -	\$ 1,075,000
10% of Court Fines	-	-	-	-	-	-
Court & Traffic Fees	-	-	39,700	-	-	39,700
Grant Revenue	-	-	-	120,000	-	120,000
Investment Earnings	12,000	10,000	500	-	-	22,500
Total Revenues	<u>262,000</u>	<u>835,000</u>	<u>40,200</u>	<u>120,000</u>	<u>-</u>	<u>1,257,200</u>
Estimated Cash Carryforward	1,218,952	870,976	7,978	10,564	-	2,108,470
Total Available Resources	<u>\$ 1,480,952</u>	<u>\$ 1,705,976</u>	<u>\$ 48,178</u>	<u>\$ 130,564</u>	<u>\$ -</u>	<u>\$ 3,365,670</u>
Expenditures:						
Personal Services:						
Salaries & Wages	\$ -	\$ 270,000	\$ 31,000	\$ 85,000	\$ -	\$ 386,000
Payroll Taxes	-	21,000	2,358	6,600	-	29,958
Retirement Contributions	-	39,000	5,500	7,200	-	51,700
Life & Health Insurance	-	36,000	6,400	26,000	-	68,400
OPEB Contributions	-	-	-	-	-	-
Worker's Compensation	-	600	70	200	-	870
Total	<u>-</u>	<u>366,600</u>	<u>45,328</u>	<u>125,000</u>	<u>-</u>	<u>536,928</u>

Hon. Brandon J. Patty
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Special Revenue Fund Budgets
 For the Year Ending September 30, 2021

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	DCF Domestic Violence Grant	Totals
Operating Expenditures:						
Contractual Services	15,000	5,000	1,500	-	-	21,500
Legal Fees	-	-	-	-	-	-
Travel & Per Diem	-	500	100	-	-	600
Communications	-	-	-	-	-	-
Postage	-	-	50	200	-	250
Rental of Equipment	-	-	1,000	1,500	-	2,500
Insurance	-	-	-	-	-	-
Equipment Maintenance	3,000	10,000	-	100	-	13,100
Special Events	-	-	-	-	-	-
Advertising	-	-	-	-	-	-
Bank Service Charges	-	-	-	-	-	-
Operating Supplies	1,000	10,000	200	750	-	11,950
Training	-	-	-	-	-	-
Dues & Subscriptions	-	-	-	-	-	-
Software Licenses	25,000	100,000	-	-	-	125,000
Total	44,000	125,500	2,850	2,550	-	174,900
Capital Outlay:						
Equipment	25,000	30,000	-	-	-	55,000
Other Uses:						
Reserves	1,411,952	1,183,876	-	3,014	-	2,598,842
Transfer to Other Funds	-	-	-	-	-	-
Total Expenditures	\$ 1,480,952	\$ 1,705,976	\$ 48,178	\$ 130,564	\$ -	\$ 3,365,670

Hon. Brandon J. Patty
 Clerk of the Circuit Court & Comptroller- St. Johns County, Florida
 Budgeted Full Time Equivalent Positions
 For the Fiscal Year Ending September 30, 2021

	2021 FTEs	2020 FTEs
Court-Related Functions		
Administration	7.70	6.62
Jury	1.10	0.80
Circuit Criminal	7.40	6.80
Circuit Civil	5.60	7.75
Family	6.00	3.70
Juvenile	1.30	1.00
Probate	1.30	2.25
County Criminal	6.00	5.75
County Civil	4.70	3.50
Traffic	10.70	10.89
Court Modernization Trust Fund	3.00	4.08
Domestic Violence Grant	-	0.85
Teen Court	0.70	0.15
Title IV-D Child Support Program	2.25	2.30
Total Courts	57.75	56.44
General Government Services		
Board Minutes & Records	6.90	6.48
Finance	16.20	14.61
Recording	26.70	17.47
Total Government Services	49.80	38.56
Total of all Budgeted FTES	107.55	95.00