

HUNTER S. CONRAD, Esq.
CLERK OF THE CIRCUIT COURT & COMPTROLLER
ST. JOHNS COUNTY, FLORIDA
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018



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, 2018. 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 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 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 \$384,504 for this purpose in 2018. Our state appropriated budget for fiscal year 2018 is \$3,350,975, which is a \$103,200 reduction from the prior year.

We expect revenues from our general government services to increase slightly for the 2018 fiscal year based on the volume of recorded documents.

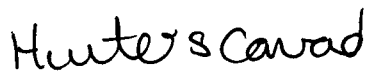
Expenditure Highlights

The General Fund budgeted expenditures for 2018 are \$7,518,575 as compared to \$7,421,775 in 2017. This fund is made up of court-related activities and general government services.

Personal services costs for employee wages and benefits represent 86% 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 continues to bear 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, 2018

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 235,000 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 Statute 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, 2018

	General Fund	Special Revenue Funds	Totals
Court Activities Revenues	\$ 2,888,457	\$ 47,350	\$ 2,935,807
Government Services Revenues	2,026,850	795,000	2,821,850
Title IV-D Grant	-	112,000	112,000
Appropriation from County Commission	2,140,750	-	2,140,750
Appropriation from CCOC Court Trust Fund	384,504	-	384,504
Appropriation from Office of State Court Admin.	71,514	-	71,514
Transfers from Other Funds	-	-	-
Investment Earnings	6,500	7,800	14,300
Estimated Cash Carryforward	-	1,857,875	1,857,875
Total Revenues	\$ 7,518,575	\$ 2,820,025	\$ 10,338,600
Personal Services	\$ 6,498,695	\$ 517,120	\$ 7,015,815
Operating Expenditures	557,230	281,900	839,130
Capital Outlay	19,500	55,000	74,500
Transfers to Other Funds	-	-	-
Reserves	443,150	1,966,005	2,409,155
Total Expenditures	\$ 7,518,575	\$ 2,820,025	\$ 10,338,600

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 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Court-Related General Fund Budget
 For the Fiscal Year Ending September 30, 2018

Fines	\$ 635,700
Court Costs	639,607
Filing Fees	1,125,500
Service Charges	487,650
Interest	6,500
Appropriation from CCOC Court Trust Fund	384,504
Appropriation from Office of State Court Admin.	71,514
Transfers from Other Funds	-
Total Revenues	<u>\$ 3,350,975</u>
Salary of the Clerk	\$ 84,500
Salaries and Wages	2,038,200
Payroll Taxes	169,850
FL Retirement System Contributions	235,010
Life and Health Insurance	616,850
Other Post Employment Benefits	63,725
Worker's Compensation	4,610
Total Personal Services	<u>3,212,745</u>
Contractual Services	6,025
Legal Fee	1,500
Travel & Per Diem	6,100
Postage	25,355
Rental of Equipment	19,450
Insurance	5,000
Equipment Maintenance	7,650
Software Licenses	3,500
Operating Supplies	29,550
Training	4,450
Dues & Subscriptions	2,650
Juror Payroll	25,000
Juror Meals & Lodging	2,000
Reserves	-
Total Operating Expenditures	<u>138,230</u>
Total Expenditures	<u>\$ 3,350,975</u>

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 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Government Services General Fund Budget
 For the Fiscal Year Ending September 30, 2018

Recording Fees	\$	1,375,650
Passports		170,000
Marriage Licenses		100,000
Other Revenues		381,200
Appropriation from County Commission		2,140,750
Transfers from Other Funds		-
Total Revenues	\$	4,167,600
Salary of the Clerk	\$	59,000
Salaries and Wages		2,223,990
Payroll Taxes		168,000
FL Retirement System Contributions		254,500
Life and Health Insurance		519,300
Other Post Employment Benefit		56,100
Worker's Compensation		5,060
Total Personal Services	\$	3,285,950
Contractual Services		70,500
Legal Fee		5,500
Travel & Per Diem		14,200
Communications		20,000
Postage		38,000
Rental of Equipment		24,000
Insurance		6,500
Equipment Maintenance		14,500
Advertising		50,350
Bank Service Charges		850
Operating Supplies		60,300
Training		43,000
Software Licenses & Fees		65,000
Dues and Memberships		6,300
Total Operating Expenditures		419,000
Equipment		19,500
Reserves		443,150
Total Expenditures	\$	4,167,600

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, 2018

Court-Related Functions

	Administration	Circuit		Family	Juvenile	Probate	County		Traffic	Totals
		Criminal	Civil				Criminal	Civil		
Personal Services:										
Clerk's Salary	\$ 84,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,500
Salaries & Wages	373,500	274,400	283,400	193,000	35,100	88,400	203,000	435,400	2,038,200	
Payroll Taxes	36,600	25,000	21,000	18,000	2,450	5,800	16,000	33,000	169,850	
Retirement Contributions	90,600	24,000	21,000	15,060	2,450	5,700	18,000	44,000	235,010	
Life & Health Insurance	92,600	82,000	93,000	58,000	12,200	28,000	69,000	131,050	616,850	
OPEB Contributions	9,200	8,500	9,700	5,700	1,325	2,900	7,200	13,900	63,725	
Worker's Compensation	1,045	600	600	325	90	175	450	975	4,610	
Total	688,045	414,500	428,700	290,085	53,615	130,975	313,650	658,325	3,212,745	
Operating Expenditures:										
Contractual Services	3,000	-	100	2,500	50	-	100	225	6,025	
Legal Fees	1,500	-	-	-	-	-	-	-	1,500	
Travel & Per Diem	5,000	-	200	300	150	150	300	-	6,100	
Postage	4,255	4,000	1,000	1,500	800	2,500	3,000	7,800	25,355	
Rental of Equipment	2,500	2,000	700	9,000	1,500	1,000	1,500	1,000	19,450	
Insurance	5,000	-	-	-	-	-	-	-	5,000	
Equipment Maintenance	6,500	200	-	-	-	-	100	850	7,650	
Software License	3,500	-	-	-	-	-	-	-	3,500	
Operating Supplies	7,400	4,100	1,550	6,150	1,350	750	4,000	3,750	29,550	
Training	2,500	300	300	300	600	150	300	-	4,450	
Dues & Subscriptions	2,500	100	-	-	-	-	50	-	2,650	
Juror Payroll	25,000	-	-	-	-	-	-	-	25,000	
Juror Meals & Lodging	2,000	-	-	-	-	-	-	-	2,000	
Total	70,655	10,700	3,850	19,750	4,450	4,550	9,350	13,625	138,230	
Reserves	-	-	-	-	-	-	-	-	-	-
Total Court-Related Functions	\$ 758,700	\$ 425,200	\$ 432,550	\$ 309,835	\$ 58,065	\$ 135,525	\$ 323,000	\$ 236,150	\$ 671,950	\$ 3,350,975

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, 2018

General Government Services

	Minutes and Records	Finance	Recording	County's Court Subsidy	Total
Personal Services:					
Clerk's Salary	\$ 14,000	\$ 23,000	\$ 22,000	\$ -	\$ 59,000
Salaries & Wages	310,000	828,200	949,500	136,290	2,223,990
Payroll Taxes	26,000	66,000	74,500	1,500	168,000
Retirement Contributions	42,000	105,000	106,000	1,500	254,500
Life & Health Insurance	82,000	190,000	240,000	7,300	519,300
OPEB Contributions	8,200	21,500	25,500	900	56,100
Worker's Compensation	800	2,000	2,200	60	5,060
Total	483,000	1,235,700	1,419,700	147,550	3,285,950
Operating Expenditures:					
Contractual Services	-	29,500	41,000	-	70,500
Legal Fees	-	1,500	4,000	-	5,500
Travel & Per Diem	700	6,000	7,500	-	14,200
Communications	-	-	-	20,000	20,000
Postage	1,500	6,500	30,000	-	38,000
Rental of Equipment	15,000	4,000	5,000	-	24,000
Insurance	-	6,500	-	-	6,500
Equipment Maintenance	5,000	3,000	3,500	3,000	14,500
Advertising	50,350	-	-	-	50,350
Bank Service Charges	850	-	-	-	850
Operating Supplies	10,200	25,100	20,000	5,000	60,300
Training	500	5,000	37,500	-	43,000
Dues & Subscriptions	-	4,800	1,500	-	6,300
Software Licenses & Fees	15,000	25,000	10,000	15,000	65,000
Total	99,100	116,900	160,000	43,000	419,000
Capital Outlay:					
Equipment	1,500	8,000	4,000	6,000	19,500
Reserves					
	-	-	443,150	-	443,150
Total Government Services	\$ 583,600	\$ 1,360,600	\$ 2,026,850	\$ 196,550	\$ 4,167,600

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Special Revenue Fund Budgets
 For the Year Ending September 30, 2018

	Records Modernization Trust Fund		Court Modernization Trust Fund		Teen Court	Title IV-D Child Support Program		Totals
Revenues:								
Recording Fees	\$ 195,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 795,000
10% of Court Fines	-	-	-	-	-	-	-	-
Court & Traffic Fees	-	-	-	47,350	-	-	-	47,350
Title IV - D Grant	-	-	-	-	-	112,000	-	112,000
Investment Earnings	3,500	4,000	-	300	-	-	-	7,800
Total Revenues	198,500	604,000	47,650	112,000	5,825	-	-	962,150
Estimated Cash Carryforward	910,450	916,250	25,350	5,825	-	-	-	1,857,875
Total Available Resources	\$ 1,108,950	\$ 1,520,250	\$ 73,000	\$ 117,825	\$ -	\$ -	\$ -	\$ 2,820,025
Expenditures:								
Personal Services:								
Salaries & Wages	\$ -	\$ 261,000	\$ 33,000	\$ 72,685	\$ -	\$ -	\$ -	\$ 366,685
Payroll Taxes	-	20,500	2,600	7,000	-	-	-	30,100
Retirement Contributions	-	21,500	4,200	6,500	-	-	-	32,200
Life & Health Insurance	-	52,000	6,200	21,000	-	-	-	79,200
OPEB Contributions	-	5,200	700	2,250	-	-	-	8,150
Worker's Compensation	-	600	70	115	-	-	-	785
Total	-	360,800	46,770	109,550	-	-	-	517,120

Hunter S. Conrad, Esq.
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
 Special Revenue Fund Budgets
 For the Year Ending September 30, 2018

	Records Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	Totals
Operating Expenditures:					
Contractual Services	20,000	30,000	3,000	-	53,000
Legal Fees	-	-	-	-	-
Travel & Per Diem	-	1,000	-	-	1,000
Communications	-	-	-	-	-
Postage	-	-	150	200	350
Rental of Equipment	-	-	-	1,300	1,300
Insurance	-	-	-	-	-
Equipment Maintenance	-	2,000	-	100	2,100
Special Events	-	-	-	-	-
Advertising	-	-	-	-	-
Bank Service Charges	-	-	-	-	-
Operating Supplies	8,000	35,000	300	850	44,150
Training	-	5,000	-	-	5,000
Dues & Subscriptions	-	-	-	-	-
Software Licenses	60,000	115,000	-	-	175,000
Total	88,000	188,000	3,450	2,450	281,900
Capital Outlay:					
Equipment	30,000	25,000	-	-	55,000
Other Uses:					
Reserves	990,950	946,450	22,780	5,825	1,966,005
Transfer to Other Funds	-	-	-	-	-
Total Expenditures	\$ 1,108,950	\$ 1,520,250	\$ 73,000	\$ 117,825	\$ 2,820,025

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, 2018

	2018 FTEs	2017 FTEs
Court-Related Functions		
Administration	6.6	5.9
Jury	0.8	0.9
Circuit Criminal	6.8	7.2
Circuit Civil	7.8	8.5
Family	3.7	5.5
Juvenile	1.0	2.1
Probate	2.3	1.8
County Criminal	5.8	5.8
County Civil	3.5	3.4
Traffic	10.9	10.0
Court Modernization Trust Fund	4.1	4.0
Domestiv Violence Grant	0.9	-
Teen Court	0.2	1.0
Title IV-D Child Support Program	2.3	2.7
Total Courts	56.4	58.8
General Government Services		
Board Minutes & Records	6.5	7.0
Finance	14.6	15.1
Recording	17.5	15.5
Total Government Services	38.6	37.6
Total of all Budgeted FTES	95.0	96.4