

HUNTER S. CONRAD, Esq.  
CLERK OF THE CIRCUIT COURT & COMPTROLLER  
ST. JOHNS COUNTY, FLORIDA  
ADOPTED BUDGET  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019



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

June 28, 2019

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, 2019. 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 1<sup>st</sup>. 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 five Special Revenue Funds, Records Modernization Trust Fund, Court Modernization Trust Fund, Teen Court, Child Support Title IV-D, and Domestic Violence.

### 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 31<sup>st</sup> 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 \$388,740 for this purpose in 2019. Our state appropriated budget for fiscal year 2019 is \$3,476,251, which is a \$125,276 reduction from the prior year.

We expect revenues from our general government services to increase slightly for the 2019 fiscal year based on the volume of recorded documents.

### Expenditure Highlights

The General Fund budgeted expenditures for 2019 are \$7,699,207 as compared to \$7,518,575 in 2018. 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, 2019

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 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

**Domestic Violence Grant:** This special revenue fund is primarily used to account for and report domestic violence staff costs and related federal reimbursement

## 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, 2019

	General Fund	Special Revenue Funds	Totals
Court Activities Revenues	\$ 3,000,297	\$ 43,500	\$ 3,043,797
Government Services Revenues	2,050,200	869,701	2,919,901
Title IV-D Grant	-	116,000	116,000
Appropriation from County Commission	2,172,756	-	2,172,756
Appropriation from CCOC Court Trust Fund	388,740	-	388,740
Appropriation from Office of State Court Admin.	71,514	-	71,514
Transfers from Other Funds	-	-	-
Investment Earnings	15,700	29,750	45,450
Estimated Cash Carryforward	-	1,965,748	1,965,748
<b>Total Revenues</b>	<b>\$ 7,699,207</b>	<b>\$ 3,024,699</b>	<b>\$ 10,723,906</b>
Personal Services	\$ 6,650,470	\$ 518,890	\$ 7,169,360
Operating Expenditures	589,337	504,736	1,094,073
Capital Outlay	18,500	105,000	123,500
Transfers to Other Funds	-	-	-
Reserves	440,900	1,896,073	2,336,973
<b>Total Expenditures</b>	<b>\$ 7,699,207</b>	<b>\$ 3,024,699</b>	<b>\$ 10,723,906</b>

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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, 2019

Fines	\$ 757,150
Court Costs	640,022
Filing Fees	1,228,900
Service Charges	374,225
Interest	15,700
Appropriation from CCOC Court Trust Fund	388,740
Appropriation from Office of State Court Admin.	71,514
Transfers from Other Funds	-
Total Revenues	<u>\$ 3,476,251</u>
Salary of the Clerk	\$ 88,000
Salaries and Wages	2,122,474
Payroll Taxes	226,620
457 COC Contribution	4,576
FL Retirement System Contributions	305,200
Life and Health Insurance	514,800
Other Post Employment Benefits	51,725
Worker's Compensation	5,925
Total Personal Services	<u>3,319,320</u>
Contractual Services	8,100
Legal Fee	2,500
Travel & Per Diem	13,930
Postage	23,150
Rental of Equipment	21,050
Insurance	6,000
Equipment Maintenance	8,870
Software Licenses	3,500
Advertising	50
Miscellaneous	200
Operating Supplies	28,735
Training	3,651
Dues & Subscriptions	4,550
New Employee Expense	445
Juror Payroll	30,000
Juror Meals & Lodging	2,200
Reserves	-
Total Operating Expenditures	<u>156,931</u>
Total Expenditures	<u>\$ 3,476,251</u>



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, 2019

Recording Fees	\$	1,390,000
Passports		170,000
Marriage Licenses		90,000
Other Revenues		400,200
Appropriation from County Commission		2,172,756
Transfers from Other Funds		-
Total Revenues	\$	4,222,956
Salary of the Clerk	\$	59,500
Salaries and Wages		2,272,015
457 COC Contribution		5,110
Payroll Taxes		175,250
FL Retirement System Contributions		278,400
Life and Health Insurance		477,300
Other Post Employment Benefit		58,200
Worker's Compensation		5,375
Total Personal Services		3,331,150
Contractual Services		50,150
Legal Fee		33,000
Travel & Per Diem		9,800
Communications		19,850
Postage		32,300
Rental of Equipment		21,500
Insurance		6,000
Equipment Maintenance		16,900
Advertising		48,650
Bank Service Charges		1,250
Miscellaneous		3,306
Operating Supplies		48,500
Training		35,500
Software Licenses & Fees		101,000
Dues and Memberships		4,700
Total Operating Expenditures		432,406
Equipment		18,500
Reserves		440,900
Total Expenditures	\$	4,222,956

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 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, 2019

**Court-Related Functions**

	Administration	Circuit		Family	Juvenile	Probate	County		Traffic	Totals
		Criminal	Civil				Criminal	Civil		
Personal Services:										
Clerk's Salary	\$ 88,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,000
Salaries & Wages	415,095	278,600	253,845	230,558	44,987	94,663	211,413	146,938	446,378	2,122,474
Payroll Taxes	45,470	27,500	26,000	23,500	4,650	14,000	23,000	18,000	44,500	226,620
457 COC Contribution	955	400	1,156	442	14	338	588	63	623	4,576
Retirement Contributions	106,200	32,500	28,000	23,500	5,500	14,500	24,500	20,000	50,500	305,200
Life & Health Insurance	96,000	72,000	63,000	55,000	10,200	27,000	46,000	34,000	111,600	514,800
OPEB Contributions	8,000	6,600	7,000	6,900	850	2,500	5,600	3,675	10,600	51,725
Worker's Compensation	1,200	800	700	600	125	300	550	500	1,150	5,925
<b>Total</b>	<b>760,920</b>	<b>418,400</b>	<b>379,700</b>	<b>340,500</b>	<b>66,325</b>	<b>153,300</b>	<b>311,650</b>	<b>223,175</b>	<b>665,350</b>	<b>3,319,320</b>
Operating Expenditures:										
Contractual Services	4,000	-	100	4,000	-	-	-	-	-	8,100
Legal Fees	2,500	-	-	-	-	-	-	-	-	2,500
Travel & Per Diem	12,730	300	300	300	100	-	200	-	-	13,930
Postage	3,500	3,950	1,000	1,000	800	1,700	2,200	1,000	8,000	23,150
Rental of Equipment	1,500	2,000	2,000	9,000	1,500	1,500	1,500	550	1,500	21,050
Insurance	6,000	-	-	-	-	-	-	-	-	6,000
Equipment Maintenance	6,000	1,000	-	750	-	-	600	-	520	8,870
Software License	2,500	500	-	-	-	-	500	-	-	3,500
Operating Supplies	9,000	3,150	2,050	4,350	1,000	1,500	2,750	1,000	4,630	29,430
Training	2,500	150	150	150	500	-	150	-	51	3,651
Dues & Subscriptions	4,000	300	-	-	-	-	100	-	150	4,550
Juror Payroll	30,000	-	-	-	-	-	-	-	-	30,000
Juror Meals & Lodging	2,200	-	-	-	-	-	-	-	-	2,200
<b>Total</b>	<b>86,430</b>	<b>11,350</b>	<b>5,600</b>	<b>19,550</b>	<b>3,900</b>	<b>4,700</b>	<b>8,000</b>	<b>2,550</b>	<b>14,851</b>	<b>156,931</b>
Reserves	-	-	-	-	-	-	-	-	-	-
<b>Total Court-Related Functions</b>	<b>\$ 847,350</b>	<b>\$ 429,750</b>	<b>\$ 385,300</b>	<b>\$ 360,050</b>	<b>\$ 70,225</b>	<b>\$ 158,000</b>	<b>\$ 319,650</b>	<b>\$ 225,725</b>	<b>\$ 680,201</b>	<b>\$ 3,476,251</b>

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, 2019

**General Government Services**

	Minutes and Records	Finance	Recording	County's Court Subsidy	Total
<b>Personal Services:</b>					
Clerk's Salary	\$ 14,500	\$ 23,000	\$ 22,000	\$ -	\$ 59,500
Salaries & Wages	338,793	854,555	944,543	134,125	2,272,015
457 COC Contribution	1,208	2,445	1,458	-	5,110
Payroll Taxes	29,500	68,000	75,000	2,750	175,250
Retirement Contributions	48,000	117,000	111,000	2,400	278,400
Life & Health Insurance	80,300	160,000	230,000	7,000	477,300
OPEB Contributions	8,900	21,500	27,000	800	58,200
Worker's Compensation	800	2,200	2,300	75	5,375
Total	522,000	1,248,700	1,413,300	147,150	3,331,150
<b>Operating Expenditures:</b>					
Contractual Services	-	-	50,000	150	50,150
Legal Fees	-	3,000	30,000	-	33,000
Travel & Per Diem	300	6,000	3,500	-	9,800
Communications	-	-	-	19,850	19,850
Postage	500	6,800	25,000	-	32,300
Rental of Equipment	12,000	4,500	5,000	-	21,500
Insurance	-	6,000	-	-	6,000
Equipment Maintenance	7,500	3,500	5,000	900	16,900
Advertising	48,000	50	600	-	48,650
Bank Service Charges	500	-	750	-	1,250
Operating Supplies	10,000	16,100	23,206	2,500	51,806
Training	250	5,000	30,250	-	35,500
Dues & Subscriptions	50	3,650	1,000	-	4,700
Software Licenses & Fees	20,000	55,000	19,000	7,000	101,000
Total	99,100	109,600	193,306	30,400	432,406
<b>Capital Outlay:</b>					
Equipment	1,500	6,000	5,000	6,000	18,500
<b>Reserves</b>					
	-	-	440,900	-	440,900
<b>Total Government Services</b>	<b>\$ 622,600</b>	<b>\$ 1,364,300</b>	<b>\$ 2,052,506</b>	<b>\$ 183,550</b>	<b>\$ 4,222,956</b>

Hunter S. Conrad, Esq.  
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida  
 Special Revenue Fund Budgets  
 For the Year Ending September 30, 2019

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	Domestic Violence Grant	Totals
Revenues:						
Recording Fees	\$ 200,000	\$ 610,000	\$ -	\$ -	\$ 59,701	\$ 869,701
10% of Court Fines	-	-	-	-	-	-
Court & Traffic Fees	-	-	43,500	-	-	43,500
Title IV - D Grant	-	-	-	116,000	-	116,000
Investment Earnings	15,500	13,500	750	-	-	29,750
Total Revenues	215,500	623,500	44,250	116,000	59,701	1,058,951
Estimated Cash Carryforward	986,494	921,700	50,833	6,721	-	1,965,748
Total Available Resources	\$ 1,201,994	\$ 1,545,200	\$ 95,083	\$ 122,721	\$ 59,701	\$ 3,024,699

Expenditures:						
Personal Services:						
Salaries & Wages	\$ -	\$ 219,438	\$ 25,000	\$ 76,711	\$ 39,626	\$ 360,775
Payroll Taxes	-	17,000	2,000	6,000	3,200	28,200
457 COC Contribution	-	563	-	289	-	852
Retirement Contributions	-	28,000	3,500	6,100	5,500	43,100
Life & Health Insurance	-	40,000	4,064	26,000	6,750	76,814
OPEB Contributions	-	4,200	420	3,050	625	8,295
Worker's Compensation	-	500	55	200	100	855
Total	-	309,700	35,039	118,350	55,801	518,890

Hunter S. Conrad, Esq.  
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida  
 Special Revenue Fund Budgets  
 For the Year Ending September 30, 2019

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	Domestic Violence Grant	Totals
Operating Expenditures:						
Contractual Services	15,000	20,000	3,500	-	-	38,500
Legal Fees	-	-	-	-	-	-
Travel & Per Diem	-	500	-	-	1,000	1,500
Communications	-	-	-	-	-	-
Postage	-	-	50	150	50	250
Rental of Equipment	-	-	1,400	1,275	-	2,675
Insurance	-	-	-	-	-	-
Equipment Maintenance	19,500	20,000	100	100	-	39,700
Special Events	-	-	-	-	-	-
Advertising	-	-	-	-	-	-
Bank Service Charges	-	-	-	-	-	-
Operating Supplies	8,000	50,000	236	525	500	59,261
Training	-	500	-	-	2,350	2,850
Dues & Subscriptions	-	-	-	-	-	-
Software Licenses	45,000	315,000	-	-	-	360,000
<b>Total</b>	<b>87,500</b>	<b>406,000</b>	<b>5,286</b>	<b>2,050</b>	<b>3,900</b>	<b>504,736</b>
Capital Outlay:						
Equipment	50,000	55,000	-	-	-	105,000
Other Uses:						
Reserves	1,064,494	774,500	54,758	2,321	-	1,896,073
Transfer to Other Funds	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,201,994</b>	<b>\$ 1,545,200</b>	<b>\$ 95,083</b>	<b>\$ 122,721</b>	<b>\$ 59,701</b>	<b>\$ 3,024,699</b>

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, 2019

	2019 FTEs	2018 FTEs
<b>Court-Related Functions</b>		
Administration	6.9	6.6
Jury	0.8	0.8
Circuit Criminal	5.8	6.8
Circuit Civil	7.3	7.8
Family	5.1	3.7
Juvenile	0.8	1.0
Probate	1.8	2.3
County Criminal	5.2	5.8
County Civil	4.0	3.5
Traffic	10.9	10.9
Court Modernization Trust Fund	4.0	4.1
Domestic Violence Grant	0.6	0.9
Teen Court	0.4	0.2
Title IV-D Child Support Program	2.3	2.3
Total Courts	55.8	56.4
<b>General Government Services</b>		
Board Minutes & Records	6.7	6.5
Finance	15.3	14.6
Recording	20.6	17.5
Total Government Services	42.6	38.6
Total of all Budgeted FTES	98.3	95.0