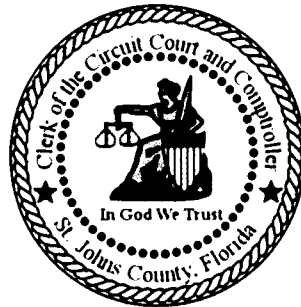


HONORABLE HUNTER S. CONRAD, ESQ  
CLERK OF THE CIRCUIT COURT & COMPTROLLER  
ST. JOHNS COUNTY, FLORIDA  
ADOPTED BUDGET  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020





**Hunter S. Conrad, Esq.**  
**St. Johns County Clerk of the Circuit Court and Comptroller**

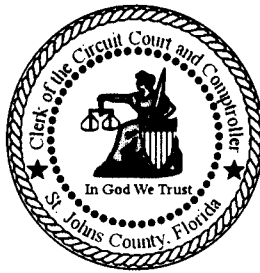
*Dedicated to Excellence-Committed to Improvement-Serving with Kindness*

4010 Lewis Speedway, Saint Augustine, Florida 32084

Office: (904) 819-3600 Fax: (904) 819-3661

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

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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, 2020 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 1<sup>st</sup> and June 1<sup>st</sup>, 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 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<sup>th</sup> 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,



Hunter S. Conrad, Esq.  
Clerk of the Circuit Court & Comptroller  
St. Johns County, Florida



**Hunter S. Conrad, Esq.**  
**St. Johns County Clerk of the Circuit Court and Comptroller**  
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**Budget Overview for the Fiscal Year Ending September 30, 2020**

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 275,530 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 May 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 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.

**Florida Coalition Against Domestic Violence (FCADV) 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. Hunter S. Conrad  
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida  
 Budget Summary - All Funds  
 For the Fiscal Year Ended September 30, 2020

	General Fund	Special Revenue Funds	Totals
Court Activities Revenues	\$ 3,534,449	\$ 48,100	\$ 3,582,549
Government Services Revenues	2,084,800	810,000	2,894,800
Title IV-D Grant	-	180,396	180,396
Appropriation from County Commission	2,121,800	-	2,121,800
Appropriation from CCOC Court Trust Fund	-	-	-
Appropriation from Office of State Court Admin.	78,068	-	78,068
Transfers from Other Funds	-	-	-
Investment Earnings	31,500	45,850	77,350
Estimated Cash Carryforward	-	1,965,528	1,965,528
<b>Total Revenues</b>	<b>\$ 7,850,617</b>	<b>\$ 3,049,874</b>	<b>\$ 10,900,491</b>
Personal Services	\$ 6,711,743	\$ 578,476	\$ 7,290,219
Operating Expenditures	703,374	354,600	1,057,974
Capital Outlay	7,500	75,000	82,500
Transfers to Other Funds	-	-	-
Reserves	428,000	2,041,798	2,469,798
<b>Total Expenditures</b>	<b>\$ 7,850,617</b>	<b>\$ 3,049,874</b>	<b>\$ 10,900,491</b>

Hon. Hunter S. Conrad  
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida  
 Court-Related General Fund Budget  
 For the Fiscal Year Ending September 30, 2020

Fines	\$	1,010,200
Court Costs		668,775
Filing Fees		1,420,124
Service Charges		435,350
Interest		31,500
Appropriation from CCOC Court Trust Fund		-
Appropriation from Office of State Court Admin.		78,068
Transfers from Other Funds		-
Total Revenues	\$	3,644,017
Salary of the Clerk	\$	86,000
Salaries and Wages		2,186,068
Payroll Taxes		178,650
FL Retirement System Contributions		289,450
Life and Health Insurance		528,400
Other Post Employment Benefits		47,100
Worker's Compensation		5,425
Total Personal Services		3,321,093
Contractual Services		9,600
Legal Fee		5,000
Travel & Per Diem		5,300
Postage		27,900
Rental of Equipment		19,650
Insurance		6,500
Equipment Maintenance		3,800
Software Licenses		2,500
Operating Supplies		28,450
Training		3,750
Dues & Subscriptions		8,100
Juror Payroll		20,000
Juror Meals & Lodging		2,000
Reserves		180,374
Total Operating Expenditures		322,924
Total Expenditures	\$	3,644,017



Hon. Hunter S. Conrad  
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida  
 Government Services General Fund Budget  
 For the Fiscal Year Ending September 30, 2020

Recording Fees	\$	1,400,000
Passports		200,000
Marriage Licenses		91,000
Other Revenues		393,800
Appropriation from County Commission		2,121,800
Transfers from Other Funds		-
Total Revenues	<u>\$</u>	<u>4,206,600</u>
Salary of the Clerk	\$	58,500
Salaries and Wages		2,255,000
Payroll Taxes		179,200
FL Retirement System Contributions		317,500
Life and Health Insurance		528,000
Other Post Employment Benefit		47,200
Worker's Compensation		5,250
Total Personal Services		<u>3,390,650</u>
Contractual Services		40,050
Legal Fee		28,000
Travel & Per Diem		8,650
Communications		35,000
Postage		33,150
Rental of Equipment		23,000
Insurance		6,000
Equipment Maintenance		14,000
Advertising		45,000
Bank Service Charges		750
Operating Supplies		48,600
Training		40,250
Software Licenses & Fees		53,500
Dues and Memberships		4,500
Total Operating Expenditures		<u>380,450</u>
Equipment		7,500
Reserves		428,000
Total Expenditures	<u>\$</u>	<u>4,206,600</u>

Hon. Hunter S. Conrad  
 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, 2020

**Court-Related Functions**

	Administration	Circuit Criminal	Circuit Civil	Family	Juvenile	Probate	County Criminal	County Civil	Traffic	Totals
<b>Personal Services:</b>										
Clerk's Salary	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,000
Salaries & Wages	533,068	250,000	270,000	200,000	50,000	98,000	215,000	145,000	425,000	2,186,068
Payroll Taxes	48,000	19,250	21,000	16,000	3,900	7,500	17,000	12,000	34,000	178,650
Retirement Contributions	128,650	20,000	28,000	19,000	4,300	10,000	18,500	15,000	46,000	289,450
Life & Health Insurance	107,400	58,000	61,000	58,000	11,000	28,000	50,000	33,000	122,000	528,400
OPEB Contributions	8,750	5,100	6,900	5,600	1,200	2,400	4,450	3,000	9,700	47,100
Worker's Compensation	1,400	600	600	500	125	250	500	350	1,100	5,425
<b>Total</b>	<b>913,268</b>	<b>352,950</b>	<b>387,500</b>	<b>299,100</b>	<b>70,525</b>	<b>146,150</b>	<b>305,450</b>	<b>208,350</b>	<b>637,800</b>	<b>3,321,093</b>
<b>Operating Expenditures:</b>										
Contractual Services	5,000	-	100	4,500	-	-	-	-	-	9,600
Legal Fees	5,000	-	-	-	-	-	-	-	-	5,000
Travel & Per Diem	2,500	1,000	300	200	-	-	500	500	300	5,300
Postage	3,800	4,000	1,500	2,000	1,100	2,000	3,000	1,000	9,500	27,900
Rental of Equipment	2,000	2,000	500	8,500	1,500	1,500	1,000	1,000	1,650	19,650
Insurance	6,500	-	-	-	-	-	-	-	-	6,500
Equipment Maintenance	1,500	1,000	-	500	-	-	500	-	300	3,800
Software License	2,500	-	-	-	-	-	-	-	-	2,500
Operating Supplies	8,200	4,200	2,100	3,100	1,350	1,000	2,000	1,000	5,500	28,450
Training	2,000	1,000	150	100	-	-	200	200	100	3,750
Dues & Subscriptions	6,000	1,000	-	-	-	-	1,000	-	100	8,100
Juror Payroll	20,000	-	-	-	-	-	-	-	-	20,000
Juror Meals & Lodging	2,000	-	-	-	-	-	-	-	-	2,000
<b>Total</b>	<b>67,000</b>	<b>14,200</b>	<b>4,650</b>	<b>18,900</b>	<b>3,950</b>	<b>4,500</b>	<b>8,200</b>	<b>3,700</b>	<b>17,450</b>	<b>142,550</b>
Reserves	180,374	-	-	-	-	-	-	-	-	180,374
<b>Total Court-Related Functions</b>	<b>\$ 1,160,642</b>	<b>\$ 367,150</b>	<b>\$ 392,150</b>	<b>\$ 318,000</b>	<b>\$ 74,475</b>	<b>\$ 150,650</b>	<b>\$ 313,650</b>	<b>\$ 212,050</b>	<b>\$ 655,250</b>	<b>\$ 3,644,017</b>

Hon. Hunter S. Conrad  
 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, 2020

**General Government Services**

	Minutes and Records	Finance	Recording	County's Court Subsidy	Total
<b>Personal Services:</b>					
Clerk's Salary	\$ 14,500	\$ 22,000	\$ 22,000	\$ -	\$ 58,500
Salaries & Wages	335,000	867,000	986,000	67,000	2,255,000
Payroll Taxes	28,000	68,000	78,000	5,200	179,200
Retirement Contributions	52,000	126,000	134,000	5,500	317,500
Life & Health Insurance	83,000	173,000	247,000	25,000	528,000
OPEB Contributions	7,100	16,000	22,000	2,100	47,200
Worker's Compensation	800	2,000	2,300	150	5,250
Total	520,400	1,274,000	1,491,300	104,950	3,390,650
<b>Operating Expenditures:</b>					
Contractual Services	-	5,000	35,000	50	40,050
Legal Fees	-	3,000	25,000	-	28,000
Travel & Per Diem	150	6,000	2,500	-	8,650
Communications	-	-	-	35,000	35,000
Postage	150	8,000	25,000	-	33,150
Rental of Equipment	12,000	6,000	5,000	-	23,000
Insurance	-	6,000	-	-	6,000
Equipment Maintenance	5,500	4,000	2,000	2,500	14,000
Advertising	45,000	-	-	-	45,000
Bank Service Charges	750	-	-	-	750
Operating Supplies	5,500	25,100	15,000	3,000	48,600
Training	250	5,000	35,000	-	40,250
Dues & Subscriptions	-	3,500	1,000	-	4,500
Software Licenses & Fees	10,000	19,000	20,000	4,500	53,500
Total	79,300	90,600	165,500	45,050	380,450
<b>Capital Outlay:</b>					
Equipment	1,500	6,000	-	-	7,500
<b>Reserves</b>					
	-	-	428,000	-	428,000
<b>Total Government Services</b>	<b>\$ 601,200</b>	<b>\$ 1,370,600</b>	<b>\$ 2,084,800</b>	<b>\$ 150,000</b>	<b>\$ 4,206,600</b>

Hon. Hunter S. Conrad  
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida  
 Special Revenue Fund Budgets  
 For the Year Ending September 30, 2020

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	FCADV Domestic Violence Grant	Totals
Revenues:						
Recording Fees	\$ 210,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 810,000
10% of Court Fines	-	-	-	-	-	-
Court & Traffic Fees	-	-	48,100	-	-	48,100
Grant Revenue	-	-	-	130,000	50,396	180,396
Investment Earnings	25,000	20,000	850	-	-	45,850
Total Revenues	<u>235,000</u>	<u>620,000</u>	<u>48,950</u>	<u>130,000</u>	<u>50,396</u>	<u>1,084,346</u>
Estimated Cash Carryforward	1,139,677	780,698	31,788	13,365	-	1,965,528
Total Available Resources	<u>\$ 1,374,677</u>	<u>\$ 1,400,698</u>	<u>\$ 80,738</u>	<u>\$ 143,365</u>	<u>\$ 50,396</u>	<u>\$ 3,049,874</u>
Expenditures:						
Personal Services:						
Salaries & Wages	\$ -	\$ 260,000	\$ 28,000	\$ 83,000	\$ 35,076	\$ 406,076
Payroll Taxes	-	20,000	2,200	6,500	2,690	31,390
Retirement Contributions	-	34,000	4,100	7,000	5,120	50,220
Life & Health Insurance	-	48,000	5,200	24,000	5,110	82,310
OPEB Contributions	-	4,100	460	2,400	570	7,530
Worker's Compensation	-	600	70	200	80	950
Total	<u>-</u>	<u>366,700</u>	<u>40,030</u>	<u>123,100</u>	<u>48,646</u>	<u>578,476</u>

Hon. Hunter S. Conrad  
 Clerk of the Circuit Court & Comptroller - St. Johns County, Florida  
 Special Revenue Fund Budgets  
 For the Year Ending September 30, 2020

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	FCADV Domestic Violence Grant	Totals
Operating Expenditures:						
Contractual Services	15,000	20,000	3,000	-	-	38,000
Legal Fees	-	-	-	-	-	-
Travel & Per Diem	-	-	100	-	500	600
Communications	-	-	-	-	-	-
Postage	-	-	50	200	50	300
Rental of Equipment	-	-	1,000	1,500	-	2,500
Insurance	-	-	-	-	-	-
Equipment Maintenance	15,000	10,000	-	100	-	25,100
Special Events	-	-	-	-	-	-
Advertising	-	-	-	-	-	-
Bank Service Charges	-	-	-	-	-	-
Operating Supplies	6,000	15,000	200	500	500	22,200
Training	-	200	-	-	700	900
Dues & Subscriptions	-	-	-	-	-	-
Software Licenses	50,000	215,000	-	-	-	265,000
Total	<u>86,000</u>	<u>260,200</u>	<u>4,350</u>	<u>2,300</u>	<u>1,750</u>	<u>354,600</u>
Capital Outlay:						
Equipment	50,000	25,000	-	-	-	75,000
Other Uses:						
Reserves	1,238,677	748,798	36,358	17,965	-	2,041,798
Transfer to Other Funds	-	-	-	-	-	-
Total Expenditures	<u>\$ 1,374,677</u>	<u>\$ 1,400,698</u>	<u>\$ 80,738</u>	<u>\$ 143,365</u>	<u>\$ 50,396</u>	<u>\$ 3,049,874</u>

Hon. Hunter S. Conrad  
 Clerk of the Circuit Court & Comptroller- St. Johns County, Florida  
 Budgeted Full Time Equivalent Positions  
 For the Fiscal Year Ending September 30, 2020

	2020 FTEs	2019 FTEs
<b>Court-Related Functions</b>		
Administration	6.62	6.87
Jury	0.80	0.80
Circuit Criminal	6.80	5.83
Circuit Civil	7.75	7.26
Family	3.70	5.13
Juvenile	1.00	0.79
Probate	2.25	1.75
County Criminal	5.75	5.23
County Civil	3.50	4.00
Traffic	10.89	10.87
Court Modernization Trust Fund	4.08	3.96
Domestic Violence Grant	0.85	0.60
Teen Court	0.15	0.40
Title IV-D Child Support Program	2.30	2.26
Total Courts	56.44	55.75
<b>General Government Services</b>		
Board Minutes & Records	6.48	6.73
Finance	14.61	15.26
Recording	17.47	20.60
Total Government Services	38.56	42.59
Total of all Budgeted FTES	95.00	98.34