

HON. BRANDON J. PATTY
CLERK OF THE CIRCUIT COURT & COMPTROLLER
ST. JOHNS COUNTY, FLORIDA
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2022



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. They are Records Modernization Trust Fund, Records Modernization Trust Fund Court Technology, 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 31 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.

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



HON. BRANDON J. PATTY
CLERK OF THE CIRCUIT COURT & COMPTROLLER
SEVENTH JUDICIAL CIRCUIT – 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



HON. BRANDON J. PATTY
CLERK OF THE CIRCUIT COURT & COMPTROLLER
SEVENTH JUDICIAL CIRCUIT – 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 ending on September 30, 2022, 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 and June 1, 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.



HON. BRANDON J. PATTY
CLERK OF THE CIRCUIT COURT & COMPTROLLER
SEVENTH JUDICIAL CIRCUIT – ST. JOHNS COUNTY, FLORIDA

Budget Overview for the Fiscal Year Ending September 30, 2022

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 276,096 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.

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, 2022

	General Fund	Special Revenue Funds	Totals
Court Activities Revenues	\$ 3,581,299	\$ 49,650	\$ 3,630,949
Government Services Revenues	3,272,900	1,413,000	4,685,900
Title IV-D Grant	-	151,726	151,726
Appropriation from County Commission	2,522,691	-	2,522,691
Appropriation from CCOC Court Trust Fund	-	-	-
Appropriation from Office of State Court Admin.	95,087	-	95,087
Transfers from Other Funds	-	-	-
Investment Earnings	1,000	1,550	2,550
Estimated Cash Carryforward	-	3,158,161	3,158,161
Total Revenues	<u>\$ 9,472,977</u>	<u>\$ 4,774,087</u>	<u>\$ 14,247,064</u>
Personal Services	\$ 7,589,827	\$ 750,620	\$ 8,340,447
Operating Expenditures	710,962	956,550	1,667,512
Capital Outlay	41,500	100,000	141,500
Transfers to Other Funds	-	-	-
Reserves	1,130,688	2,966,917	4,097,605
Total Expenditures	<u>\$ 9,472,977</u>	<u>\$ 4,774,087</u>	<u>\$ 14,247,064</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, 2022

Fines	\$ 1,204,600
Court Costs	609,650
Filing Fees	1,415,249
Service Charges	351,800
Interest	1,000
Appropriation from CCOC Court Trust Fund	-
Appropriation from Office of State Court Admin.	95,087
Transfers from Other Funds	-
Total Revenues	<u>\$ 3,677,386</u>

Salary of the Clerk	\$ 89,000
Salaries and Wages	2,448,000
Payroll Taxes	194,082
FL Retirement System Contributions	365,500
Life and Health Insurance	488,405
Other Post Employment Benefits	-
Worker's Compensation	2,637
Total Personal Services	<u>3,587,624</u>

Contractual Services	7,000
Legal Fee	2,000
Travel & Per Diem	750
Postage	19,767
Rental of Equipment	8,200
Insurance	5,000
Equipment Maintenance	3,850
Software Licenses	300
Operating Supplies	22,300
Training	1,650
Dues & Subscriptions	2,650
Juror Payroll	15,795
Juror Meals & Lodging	500
Reserves	-
Total Operating Expenditures	<u>89,762</u>

Total Expenditures	<u>\$ 3,677,386</u>
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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, 2022

Recording Fees	\$ 2,250,000
Passports	150,000
Marriage Licenses	100,000
Other Revenues	772,900
Appropriation from County Commission	2,522,691
Transfers from Other Funds	-
Total Revenues	<u>\$ 5,795,591</u>
Salary of the Clerk	\$ 87,000
Salaries and Wages	2,790,800
Payroll Taxes	220,088
FL Retirement System Contributions	424,821
Life and Health Insurance	476,500
Other Post Employment Benefit	-
Worker's Compensation	2,994
Total Personal Services	<u>4,002,203</u>
Contractual Services	265,000
Legal Fee	77,500
Travel & Per Diem	5,500
Communications	19,850
Postage	38,050
Rental of Equipment	9,000
Insurance	5,000
Equipment Maintenance	17,500
Advertising	40,000
Bank Service Charges	-
Operating Supplies	78,550
Training	15,250
Software Licenses & Fees	42,500
Dues and Memberships	7,500
Total Operating Expenditures	<u>621,200</u>
Equipment	41,500
Reserves	1,130,688
Total Expenditures	<u>\$ 5,795,591</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, 2022

Court-Related Functions

	Administration	Circuit Criminal	Circuit Civil	Family	Juvenile	Probate	County Criminal	County Civil	Traffic	Totals
Personal Services:										
Clerk's Salary	\$ 89,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,000
Salaries & Wages	537,000	300,000	301,000	230,000	53,000	76,000	248,000	182,000	521,000	2,448,000
Payroll Taxes	47,889	22,950	23,027	17,595	4,055	5,814	18,972	13,923	39,857	194,082
Retirement Contributions	134,100	33,500	33,000	28,000	5,900	10,000	30,000	19,000	72,000	365,500
Life & Health Insurance	74,005	67,000	63,000	51,500	11,400	20,500	46,000	40,000	115,000	488,405
OPEB Contributions	-	-	-	-	-	-	-	-	-	-
Worker's Compensation	651	312	313	239	55	79	258	189	541	2,637
Total	882,645	423,762	420,340	327,334	74,410	112,393	343,230	255,112	748,398	3,587,624
Operating Expenditures:										
Contractual Services	4,000	-	-	3,000	-	-	-	-	-	7,000
Legal Fees	2,000	-	-	-	-	-	-	-	-	2,000
Travel & Per Diem	750	-	-	-	-	-	-	-	-	750
Postage	1,500	3,000	1,000	1,500	1,250	750	2,500	1,000	7,267	19,767
Rental of Equipment	750	1,000	1,000	3,500	500	-	500	150	800	8,200
Insurance	5,000	-	-	-	-	-	-	-	-	5,000
Equipment Maintenance	350	1,000	-	750	-	-	750	-	1,000	3,850
Software License	300	-	-	-	-	-	-	-	-	300
Operating Supplies	5,550	2,150	2,150	2,650	1,250	900	2,150	1,000	4,500	22,300
Training	-	150	150	150	300	150	150	150	450	1,650
Dues & Subscriptions	1,000	150	150	150	300	150	150	150	450	2,650
Juror Payroll	15,795	-	-	-	-	-	-	-	-	15,795
Juror Meals & Lodging	500	-	-	-	-	-	-	-	-	500
Total	37,495	7,450	4,450	11,700	3,600	1,950	6,200	2,450	14,467	89,762
Reserves	-	-	-	-	-	-	-	-	-	-
Total Court-Related Functions	\$ 920,140	\$ 431,212	\$ 424,790	\$ 339,034	\$ 78,010	\$ 114,343	\$ 349,430	\$ 257,562	\$ 762,865	\$ 3,677,386

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, 2022

General Government Services

	Minutes and Records	Finance	Recording	County's Court Subsidy	Total
Personal Services:					
Clerk's Salary	\$ 17,000	\$ 25,000	\$ 45,000	\$ -	\$ 87,000
Salaries & Wages	411,000	1,104,800	1,170,000	105,000	2,790,800
Payroll Taxes	32,700	86,400	92,948	8,040	220,088
Retirement Contributions	67,000	162,821	180,000	15,000	424,821
Life & Health Insurance	76,000	182,000	205,000	13,500	476,500
OPEB Contributions	-	-	-	-	-
Worker's Compensation	445	1,175	1,264	110	2,994
Total	604,145	1,562,196	1,694,212	141,650	4,002,203
Operating Expenditures:					
Contractual Services	-	15,000	250,000	-	265,000
Legal Fees	-	2,500	75,000	-	77,500
Travel & Per Diem	-	3,000	2,500	-	5,500
Communications	-	-	-	19,850	19,850
Postage	50	8,000	30,000	-	38,050
Rental of Equipment	3,000	3,000	3,000	-	9,000
Insurance	-	5,000	-	-	5,000
Equipment Maintenance	5,000	5,000	5,000	2,500	17,500
Advertising	40,000	-	-	-	40,000
Bank Service Charges	-	-	-	-	-
Operating Supplies	5,000	20,050	30,000	23,500	78,550
Training	250	5,000	10,000	-	15,250
Dues & Subscriptions	-	5,000	2,500	-	7,500
Software Licenses & Fees	15,000	10,000	15,000	2,500	42,500
Total	68,300	81,550	423,000	48,350	621,200
Capital Outlay:					
Equipment	1,500	5,000	25,000	10,000	41,500
Reserves					
	-	-	1,130,688	-	1,130,688
Total Government Services	\$ 673,945	\$ 1,648,746	\$ 3,272,900	\$ 200,000	\$ 5,795,591

Hon. Brandon J. Patty
Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
Special Revenue Fund Budgets
For the Year Ending September 30, 2022

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	Totals
Revenues:					
Recording Fees	\$ 345,000	\$ 1,068,000	\$ -	\$ -	\$ 1,413,000
10% of Court Fines	-	-	-	-	-
Court & Traffic Fees	-	-	49,650	-	49,650
Grant Revenue	-	-	-	151,726	151,726
Investment Earnings	750	750	50		1,550
Total Revenues	345,750	1,068,750	49,700	151,726	1,615,926
Estimated Cash Carryforward	1,684,581	1,412,831	39,835	20,914	3,158,161
Total Available Resources	\$ 2,030,331	\$ 2,481,581	\$ 89,535	\$ 172,640	\$ 4,774,087
Expenditures:					
Personal Services:					
Salaries & Wages	\$ -	\$ 400,000	\$ 15,000	\$ 114,000	\$ 529,000
Payroll Taxes	-	30,600	1,148	8,721	40,469
Retirement Contributions	-	65,000	1,600	12,400	79,000
Life & Health Insurance	-	63,000	2,500	36,100	101,600
OPEB Contributions	-	-	-	-	-
Worker's Compensation	-	416	16	119	551
Total	-	559,016	20,264	171,340	750,620

Hon. Brandon J. Patty
Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
Special Revenue Fund Budgets
For the Year Ending September 30, 2022

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	Totals
Operating Expenditures:					
Contractual Services	750,000	6,500	1,500	-	758,000
Legal Fees	-	-	-	-	-
Travel & Per Diem	-	500	-	-	500
Communications	-	-	-	-	-
Postage	-	-	50	200	250
Rental of Equipment	-	-	1,000	500	1,500
Insurance	-	-	-	-	-
Equipment Maintenance	10,000	20,000	-	100	30,100
Special Events	-	-	-	-	-
Advertising	-	-	-	-	-
Bank Service Charges	-	-	-	-	-
Operating Supplies	3,000	25,000	200	500	28,700
Training	-	2,500	-	-	2,500
Dues & Subscriptions	-	-	-	-	-
Software Licenses	35,000	100,000	-	-	135,000
Total	798,000	154,500	2,750	1,300	956,550
Capital Outlay:					
Equipment	50,000	50,000	-	-	100,000
Other Uses:					
Reserves	1,182,331	1,718,065	66,521	-	2,966,917
Transfer to Other Funds	-	-	-	-	-
Total Expenditures	\$ 2,030,331	\$ 2,481,581	\$ 89,535	\$ 172,640	\$ 4,774,087

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, 2022

	2022 FTEs	2021 FTEs
Court-Related Functions		
Administration	5.93	7.70
Jury	1.50	1.10
Circuit Criminal	7.03	7.40
Circuit Civil	7.11	5.60
Family	7.54	6.00
Juvenile	1.29	1.30
Probate	1.80	1.30
County Criminal	5.89	6.00
County Civil	3.20	4.70
Traffic	12.83	10.70
Court Modernization Trust Fund	4.01	3.00
Domestic Violence Grant	-	-
Teen Court	0.70	0.70
Title IV-D Child Support Program	1.25	2.25
Total Courts	<u>60.08</u>	<u>57.75</u>
General Government Services		
Board Minutes & Records	6.99	6.90
Finance	19.34	16.20
Recording	21.54	26.70
Court Subsidy	2.06	-
Total Government Services	<u>49.93</u>	<u>49.80</u>
Total of all Budgeted FTES	<u><u>110.01</u></u>	<u><u>107.55</u></u>