

HON. BRANDON J. PATTY
CLERK OF THE CIRCUIT COURT & COUNTY COMPTROLLER
ST. JOHNS COUNTY, FLORIDA
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2023



HON. BRANDON J. PATTY
CLERK OF THE CIRCUIT COURT & COUNTY 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 & COUNTY 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 that ends on September 30, 2023, is published. The Florida Constitution established the roles of the Clerk of the Circuit Court and County 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 Florida Legislature and the Supreme Court approve the court-related budget, and the Board of County Commissioners approves the government services budget each year.

Responsibilities of the Clerk to the Courts

- Maintain custody of court files
- Attend court proceedings
- Manage juries
- File indictments, pleadings, and verdicts
- Process all civil and criminal cases
- Prepare 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 following official records of the County:
 - Deeds
 - Mortgages
 - Real estate transactions
 - Marriage licenses
 - Liens and judgments
- As the Chief Financial Officer of St. Johns County, the Clerk
 - Records all revenues



- Processes all payments, including payroll
 - Provides additional budget monitoring
 - Provides financial reporting
- Maintains the County Commission meeting minutes and County ordinance database and administers 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, 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 St. Johns County 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 an honor and 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 & County Comptroller
St. Johns County, Florida



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

Budget Overview for the Fiscal Year Ending September 30, 2023

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 acts as the County's Chief Financial Officer and serves approximately 292,466 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 1 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 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 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 (GAAP).

Explanation of Budget Funding Sources

Court Operations: The Florida Legislature 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 recording tax deeds, marriage licenses and other records, and processing passports, which fund office operations. St. Johns County provides funding for the Minutes and Records Department, Comptroller Office, Court Subsidy, and Inspector General's Office.

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 documents.

Records Modernization Trust Fund: This Special Revenue Fund collects a \$1 service charge on the first page of most recorded documents 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
Budgeted Full Time Equivalent Positions
For the Fiscal Year Ending September 30, 2023

	2023 FTEs	2022 FTEs
Court-Related Functions		
Administration	5.16	5.93
Jury	1.00	1.50
Circuit Criminal	8.03	7.03
Circuit Civil	6.60	7.11
Family	7.90	7.54
Juvenile	0.90	1.29
Probate	1.70	1.80
County Criminal	6.64	5.89
County Civil	3.70	3.20
Traffic	12.58	12.83
Court Modernization Trust Fund	5.95	4.01
Domestic Violence Grant	-	-
Teen Court	-	0.70
Title IV-D Child Support Program	2.20	1.25
Total Courts	62.35	60.08
General Government Services		
Board Minutes & Records	8.89	6.99
Finance	15.88	19.34
Inspector General	2.00	
Recording	26.90	21.54
Court Subsidy	1.98	2.06
Total Government Services	55.65	49.93
 Total of all Budgeted FTES	 118.00	 110.01

Hon. Brandon J. Patty
Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
Special Revenue Fund Budgets
For the Year Ending September 30, 2023

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	Totals
Revenues:					
Recording Fees	\$ 310,000	\$ 1,000,000	\$ -	\$ -	\$ 1,310,000
10% of Court Fines	-	-	-	-	-
Court & Traffic Fees	-	-	48,850	-	48,850
Grant Revenue	-	-	-	137,451	137,451
Investment Earnings	15,000	12,000	500	-	27,500
Total Revenues	325,000	1,012,000	49,350	137,451	1,523,801
Estimated Cash Carryforward	1,886,676	1,523,420	22,254	11,041	3,443,391
Total Available Resources	\$ 2,211,676	\$ 2,535,420	\$ 71,604	\$ 148,492	\$ 4,967,192
Expenditures:					
Personal Services:					
Salaries & Wages	\$ -	\$ 425,720	\$ 29,744	\$ 102,000	\$ 557,464
Payroll Taxes	-	32,568	2,275	7,861	42,704
Retirement Contributions	-	87,023	3,542	12,300	102,865
Life & Health Insurance	-	51,300	11,107	24,925	87,332
OPEB Contributions	-	-	-	-	-
Worker's Compensation	-	443	162	106	711
Total	-	597,054	46,830	147,192	791,076

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Operating Expenditures:					
Contractual Services	50,000	10,000	500	-	60,500
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	10,000	-	100	20,100
Special Events	-	-	-	-	-
Advertising	-	-	-	-	-
Bank Service Charges	-	-	-	-	-
Operating Supplies	5,000	50,000	200	500	55,700
Training	-	1,000	-	-	1,000
Dues & Subscriptions	-	-	-	-	-
Software Licenses	35,000	150,000	-	-	185,000
Total	100,000	221,500	1,750	1,300	324,550
Capital Outlay:					
Equipment	50,000	25,000	-	-	75,000
Other Uses:					
Reserves	2,061,676	1,691,866	23,024	-	3,776,566
Transfer to Other Funds	-	-	-	-	-
Total Expenditures	\$ 2,211,676	\$ 2,535,420	\$ 71,604	\$ 148,492	\$ 4,967,192

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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, 2023

General Government Services

	Minutes and Records	Finance	Inspector General	Recording	County's Court Subsidy	Total
Personal Services:						
Clerk's Salary	\$ 10,920	\$ 56,424		\$ 70,130	\$ -	\$ 137,474
Salaries & Wages	506,100	1,296,078	230,000	1,527,782	163,986	3,723,946
Payroll Taxes	40,000	104,000	18,000	123,000	12,600	297,600
Retirement Contributions	87,000	221,000	46,000	270,000	16,100	640,100
Life & Health Insurance	104,462	208,500	38,050	287,046	33,926	671,984
OPEB Contributions	-	-		-	-	-
Worker's Compensation	540	1,415	240	1,662	171	4,028
Total	749,022	1,887,417	332,290	2,279,620	226,783	5,475,132
Operating Expenditures:						
Contractual Services	-	10,000	60,000	90,000	-	160,000
Legal Fees	-	2,500		75,000	-	77,500
Travel & Per Diem	1,000	2,500	3,500	3,500	-	10,500
Communications	-	-		-	20,000	20,000
Postage	50	9,000	100	40,000	-	49,150
Rental of Equipment	4,000	4,000		1,500	-	9,500
Insurance	-	6,000		-	-	6,000
Equipment Maintenance	8,000	2,500		3,000	3,000	16,500
Advertising	50,000	-		-	-	50,000
Bank Service Charges	500	-		-	-	500
Operating Supplies	11,500	19,550	6,000	40,000	40,217	117,267
Training	1,500	3,000	5,000	10,000	-	19,500
Dues & Subscriptions	-	1,000	2,000	2,500	-	5,500
Software Licenses & Fees	20,000	2,500	3,000	60,000	10,000	95,500
Total	96,550	62,550	79,600	325,500	73,217	637,417
Capital Outlay:						
Equipment	3,000	2,350		10,000	-	15,350
Reserves						
	-	-		608,780	-	608,780
Total Government Services	\$ 848,572	\$ 1,952,317	\$ 411,890	\$ 3,223,900	\$ 300,000	\$ 6,736,679

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, 2023

Court-Related Functions

	Administration	Circuit Criminal	Circuit Civil	Family	Juvenile	Probate	County Criminal	County Civil	Traffic	Totals
Personal Services:										
Clerk's Salary	\$ 16,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,922
Salaries & Wages	371,247	408,070	311,934	332,318	40,992	75,799	276,557	161,517	577,862	2,556,296
Payroll Taxes	30,173	31,657	24,101	26,215	3,351	5,952	21,600	12,509	45,305	200,863
Retirement Contributions	83,483	50,350	37,521	40,812	5,217	9,266	36,101	19,475	79,865	362,090
Life & Health Insurance	71,160	78,676	65,207	67,605	10,225	19,415	57,150	43,645	127,306	540,389
OPEB Contributions	-	-	-	-	-	-	-	-	-	-
Worker's Compensation	397	430	328	357	47	81	293	171	616	2,720
Total	573,382	569,183	439,091	467,307	59,832	110,513	391,701	237,317	830,954	3,679,280
Operating Expenditures:										
Contractual Services	5,000	-	-	2,500	-	-	-	-	-	7,500
Legal Fees	1,000	-	-	-	-	-	-	-	-	1,000
Travel & Per Diem	1,000	-	-	-	-	-	-	-	-	1,000
Postage	12,100	3,000	500	1,000	1,300	1,000	3,000	1,000	11,000	33,900
Rental of Equipment	500	500	1,000	4,000	-	-	500	-	200	6,700
Insurance	6,000	-	-	-	-	-	-	-	-	6,000
Equipment Maintenance	-	-	100	300	-	-	250	-	-	650
Software License	300	-	-	-	-	-	-	-	-	300
Operating Supplies	4,850	2,100	1,500	2,550	1,500	1,000	2,050	1,000	4,100	20,650
Training	1,500	100	-	-	-	-	-	-	-	1,600
Dues & Subscriptions	2,500	50	-	-	-	-	-	-	-	2,550
Juror Payroll	30,000	-	-	-	-	-	-	-	-	30,000
Juror Meals & Lodging	5,000	-	-	-	-	-	-	-	-	5,000
Total	69,750	5,750	3,100	10,350	2,800	2,000	5,800	2,000	15,300	116,850
Reserves	-	-	-	-	-	-	-	-	-	-
Total Court-Related Functions	\$ 643,132	\$ 574,933	\$ 442,191	\$ 477,657	\$ 62,632	\$ 112,513	\$ 397,501	\$ 239,317	\$ 846,254	\$ 3,796,130

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, 2023

Recording Fees	\$ 1,950,000
Passports	300,000
Marriage Licenses	105,000
Other Revenues	868,900
Appropriation from County Commission	3,512,779
Transfers from Other Funds	-
Total Revenues	<u>\$ 6,736,679</u>
Salary of the Clerk	\$ 137,474
Salaries and Wages	3,723,946.00
Payroll Taxes	297,600.00
FL Retirement System Contributions	640,100.00
Life and Health Insurance	671,984.00
Other Post Employment Benefit	-
Worker's Compensation	4,028.00
Total Personal Services	<u>5,475,132</u>
Contractual Services	160,000
Legal Fee	77,500
Travel & Per Diem	10,500
Communications	20,000
Postage	49,150
Rental of Equipment	9,500
Insurance	6,000
Equipment Maintenance	16,500
Advertising	50,000
Bank Service Charges	500
Operating Supplies	117,267
Training	19,500
Software Licenses & Fees	95,500
Dues and Memberships	5,500
Total Operating Expenditures	<u>637,417</u>
Equipment	15,350
Reserves	608,780
Total Expenditures	<u>\$ 6,736,679</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, 2023

Fines	\$ 1,520,100
Court Costs	510,235
Filing Fees	1,302,900
Service Charges	317,350
Interest	5,000
Appropriation from CCOC Court Trust Fund	-
Appropriation from Office of State Court Admin.	140,545
Transfers from Other Funds	-
Total Revenues	<u>\$ 3,796,130</u>
Salary of the Clerk	\$ 16,922
Salaries and Wages	2,556,296.00
Payroll Taxes	200,863.00
FL Retirement System Contributions	362,090.00
Life and Health Insurance	540,389.00
Other Post Employment Benefits	-
Worker's Compensation	2,720.00
Total Personal Services	<u>3,679,280</u>
Contractual Services	7,500
Legal Fee	1,000
Travel & Per Diem	1,000
Postage	33,900
Rental of Equipment	6,700
Insurance	6,000
Equipment Maintenance	650
Software Licenses	300
Operating Supplies	20,650
Training	1,600
Dues & Subscriptions	2,550
Juror Payroll	30,000
Juror Meals & Lodging	5,000
Reserves	-
Total Operating Expenditures	<u>116,850</u>
Total Expenditures	<u>\$ 3,796,130</u>

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, 2023

	General Fund	Special Revenue Funds	Totals
Court Activities Revenues	\$ 3,650,585	\$ 48,850	\$ 3,699,435
Government Services Revenues	3,223,900	1,310,000	4,533,900
Title IV-D Grant	-	137,451	137,451
Appropriation from County Commission	3,512,779	-	3,512,779
Appropriation from CCOC Court Trust Fund	-	-	-
Appropriation from Office of State Court Admin.	140,545	-	140,545
Transfers from Other Funds	-	-	-
Investment Earnings	5,000	27,500	32,500
Estimated Cash Carryforward	-	3,443,391	3,443,391
Total Revenues	<u>\$ 10,532,809</u>	<u>\$ 4,967,192</u>	<u>\$ 15,500,001</u>
Personal Services	\$ 9,154,412	\$ 791,076	\$ 9,945,488
Operating Expenditures	754,267	324,550	1,078,817
Capital Outlay	15,350	75,000	90,350
Transfers to Other Funds	-	-	-
Reserves	608,780	3,776,566	4,385,346
Total Expenditures	<u>\$ 10,532,809</u>	<u>\$ 4,967,192</u>	<u>\$ 15,500,001</u>