

**CLERK OF THE CIRCUIT COURT & COUNTY COMPTROLLER
ST. JOHNS COUNTY, FLORIDA**

**ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2024**



**THE HONORABLE BRANDON J. PATTY
CLERK OF THE CIRCUIT COURT & COUNTY COMPTROLLER
ST. JOHNS COUNTY, FLORIDA**

- Budget Letter from the Clerk of Courts and County Comptroller
- 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 details 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 the prior year.



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 ends on September 30, 2024 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, including recordkeeping, document administration, information management, 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 by May 1st and to St. Johns County by June 1st 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 approve the government services budget each year.

Responsibilities of the Clerk of the Circuit Court

- 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 the 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
- Maintain the County Commission meeting minutes and ordinance database
- Administer the Value Adjustment Board.

Responsibilities as the County Comptroller

- Record all revenues
- Process all payments, including payroll
- Provide additional budget monitoring
- Financial management
- Financial reporting



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 the Records Modernization Trust Fund, Records Modernization Trust Fund-Court Technology, Teen Court, Child Support Title IV-D, and Tourist Development Fund.

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 25th 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 & County Comptroller
St. Johns County, Florida



Budget Overview for the Fiscal Year Ending September 30, 2024

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 298,442 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 due to its custodial nature, and it does not involve a measurement of the 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 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 documents, tax deeds, marriage licenses, and passports that fund the operations. St. Johns County provides funding for the Minutes and Records Department, Comptroller’s Office, Court Subsidy, and the Office of Inspector General.

Title IV-D Child Support Grant Reimbursement – The Clerk is responsible for assisting in the collection of court-ordered child support payments. The Clerk 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.

Tourist Development Fund – This special revenue fund receives a 1% commission on all tourist development tax revenue collected by the St. Johns County Tax Collector

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 & County Comptroller - St. Johns County, Florida
 Budget Summary - All Funds
 For the Fiscal Year Ending September 30, 2024

	General Fund	Special Revenue Funds	Totals
Court Activities Revenues	\$ 3,819,915	\$ 67,650	\$ 3,887,565
Government Services Revenues	2,823,600	1,110,000	3,933,600
Title IV-D Grant	-	173,200	173,200
Appropriation from County Commission	4,351,885	-	4,351,885
Appropriation from CCOC Court Trust Fund	-	-	-
Appropriation from Office of State Court Admin.	110,000	-	110,000
Transfers from Other Funds	-	-	-
Investment Earnings	30,000	142,200	172,200
Estimated Cash Carryforward	-	3,540,976	3,540,976
Total Revenues	<u>\$ 11,135,400</u>	<u>\$ 5,034,026</u>	<u>\$ 16,169,426</u>
Personal Services	\$ 10,344,702	\$ 1,155,215	\$ 11,499,917
Operating Expenditures	712,479	925,550	1,638,029
Capital Outlay	10,000	20,000	30,000
Transfers to Other Funds	-	-	-
Reserves	68,219	2,933,261	3,001,480
Total Expenditures	<u>\$ 11,135,400</u>	<u>\$ 5,034,026</u>	<u>\$ 16,169,426</u>

Hon. Brandon J. Patty
 Clerk of the Circuit Court & County Comptroller - St. Johns County, Florida
 Court-Related General Fund Budget
 For the Fiscal Year Ending September 30, 2024

Fines	\$	1,742,415
Court Costs		565,400
Filing Fees		1,176,200
Service Charges		335,900
Interest		30,000
Appropriation from CCOC Court Trust Fund		-
Appropriation from Office of State Court Admin.		110,000
Transfers from Other Funds		-
Total Revenues	<u>\$</u>	<u>3,959,915</u>
Salary of the Clerk	\$	17,000
Salaries and Wages		2,676,000
Payroll Taxes		206,017
FL Retirement System Contributions		400,520
Life and Health Insurance		591,500
Other Post Employment Benefits		-
Worker's Compensation		2,799
Total Personal Services	<u>\$</u>	<u>3,893,836</u>
Contractual Services		-
Legal Fee		3,000
Travel & Per Diem		1,000
Postage		22,454
Rental of Equipment		6,500
Insurance		500
Equipment Maintenance		-
Software Licenses		-
Operating Supplies		1,000
Training		500
Dues & Subscriptions		500
Juror Payroll		25,625
Juror Meals & Lodging		5,000
Reserves		-
Total Operating Expenditures	<u>\$</u>	<u>66,079</u>
Total Expenditures	<u>\$</u>	<u>3,959,915</u>

Hon. Brandon J. Patty
 Clerk of the Circuit Court & County Comptroller - St. Johns County, Florida
 Government Services General Fund Budget
 For the Fiscal Year Ending September 30, 2024

Recording Fees	\$	1,550,000
Passports		450,000
Marriage Licenses		120,000
Other Revenues		703,600
Appropriation from County Commission		4,351,885
Transfers from Other Funds		-
Total Revenues	\$	<u>7,175,485</u>
Salary of the Clerk	\$	153,000
Salaries and Wages		4,249,500
Temp Salaries		5,000
457 COC Contribution		6,200
Payroll Taxes		337,174
FL Retirement System Contributions		804,000
Life and Health Insurance		891,408
Other Post Employment Benefit		-
Worker's Compensation		4,584
Total Personal Services		<u>6,450,866</u>
Contractual Services		104,000
Legal Fee		88,500
Travel & Per Diem		15,700
Communications		9,000
Postage		70,150
Rental of Equipment		10,900
Insurance		6,600
SM Health Ins		14,200
Equipment Maintenance		20,500
Advertising		59,500
Bank Service Charges		650
Operating Supplies		125,900
Office Furniture		13,000
Training		30,500
Software Licenses & Fees		61,500
Dues and Memberships		15,800
Total Operating Expenditures		<u>646,400</u>
Equipment		10,000
Reserves		68,219
Total Expenditures	\$	<u>7,175,485</u>

Hon. Brandon J. Patty
 Clerk of the Circuit Court & County Comptroller- St. Johns County, Florida
 Court-Related General Fund Expenditure Budgets by Department
 For the Fiscal Year Ending September 30, 2024

Court-Related Functions

	Administration	Circuit Criminal	Circuit Civil	Family	Juvenile	Probate	County Criminal	County Civil	Traffic	Totals
Personal Services:										
Clerk's Salary	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000
Salaries & Wages	312,000	402,000	335,000	423,000	32,000	49,000	291,000	156,000	676,000	2,676,000
Payroll Taxes	25,169	30,753	25,628	32,360	2,448	3,749	22,262	11,934	51,714	206,017
Retirement Contributions	64,920	54,000	50,000	58,000	4,300	6,300	39,000	22,000	102,000	400,520
Life & Health Insurance	59,000	86,000	69,000	91,000	9,500	14,000	58,000	44,000	161,000	591,500
OPEB Contributions	-	-	-	-	-	-	-	-	-	-
Worker's Compensation	342	418	348	439	33	50	304	162	703	2,799
Total	478,431	573,171	479,976	604,799	48,281	73,099	410,566	234,096	991,417	3,893,836
Operating Expenditures:										
Contractual Services	-	-	-	-	-	-	-	-	-	-
Legal Fees	3,000	-	-	-	-	-	-	-	-	3,000
Travel & Per Diem	1,000	-	-	-	-	-	-	-	-	1,000
Postage	6,550	2,000	500	1,000	500	500	2,000	1,000	8,404	22,454
Rental of Equipment	-	1,000	500	3,000	-	-	500	-	1,500	6,500
Insurance	500	-	-	-	-	-	-	-	-	500
Equipment Maintenance	-	-	-	-	-	-	-	-	-	-
Software License	-	-	-	-	-	-	-	-	-	-
Operating Supplies	1,000	-	-	-	-	-	-	-	-	1,000
Training	500	-	-	-	-	-	-	-	-	500
Dues & Subscriptions	500	-	-	-	-	-	-	-	-	500
Juror Payroll	25,625	-	-	-	-	-	-	-	-	25,625
Juror Meals & Lodging	5,000	-	-	-	-	-	-	-	-	5,000
Total	43,675	3,000	1,000	4,000	500	500	2,500	1,000	9,904	66,079
Reserves	-	-	-	-	-	-	-	-	-	-
Total Court-Related Functions	\$ 522,106	\$ 576,171	\$ 480,976	\$ 608,799	\$ 48,781	\$ 73,599	\$ 413,066	\$ 235,096	\$ 1,001,321	\$ 3,959,915

Hon. Brandon J. Patty
 Clerk of the Circuit Court & County Comptroller - St. Johns County, Florida
 Government Services General Fund Expenditure Budgets by Department
 For the Fiscal Year Ending September 30, 2024

General Government Services

	Minutes and Records	Finance	OIG	Recording	County's Court Subsidy	Total
Personal Services:						
Clerk's Salary	\$ 12,000	\$ 65,000		\$ 76,000	\$ -	\$ 153,000.00
Salaries & Wages	519,000	1,339,000	505,000	1,550,000	336,500	4,249,500.00
Temp Salaries	3,000	2,000				5,000.00
457 COC Contribution	2,000	3,000		1,200		6,200.00
Payroll Taxes	40,851	107,559	38,633	124,389	25,742	337,174.00
Retirement Contributions	91,000	265,000	96,000	289,000	63,000	804,000.00
Life & Health Insurance	111,000	259,000	69,000	386,000	66,408	891,408.00
OPEB Contributions	-	-		-	-	-
Worker's Compensation	557	1,462	523	1,692	350	4,584.00
Total	<u>779,408</u>	<u>2,042,021</u>	<u>709,156</u>	<u>2,428,281</u>	<u>492,000</u>	<u>6,450,866</u>
Operating Expenditures:						
Contractual Services	-	14,000	20,000	70,000	-	104,000
Legal Fees	-	8,500		80,000	-	88,500
Travel & Per Diem	500	5,000	6,000	4,200	-	15,700
Communications	-	-		-	9,000	9,000
Postage	50	10,000	100	60,000	-	70,150
Rental of Equipment	4,000	4,500		2,400	-	10,900
Insurance	-	6,600		-	-	6,600
SM Health Ins	1,000	2,000		9,200	2,000	14,200
Equipment Maintenance	9,000	3,500		4,500	3,500	20,500
Advertising	52,000	-		-	7,500	59,500
Bank Service Charges	650	-		-	-	650
Operating Supplies	11,000	27,600	16,300	45,000	26,000	125,900
Office Furniture	-	1,500	5,000	1,500	5,000	13,000
Training	1,000	5,000	8,500	16,000	-	30,500
Dues & Subscriptions	-	4,000	7,500	4,300	-	15,800
Software Licenses & Fees	16,000	6,500	14,000	20,000	5,000	61,500
Total	<u>95,200</u>	<u>98,700</u>	<u>77,400</u>	<u>317,100</u>	<u>58,000</u>	<u>646,400</u>
Capital Outlay:						
Equipment	-	-		10,000	-	10,000
Reserves						
	-	-		68,219	-	68,219
Total Government Services	<u>\$ 874,608</u>	<u>\$ 2,140,721</u>	<u>\$ 786,556</u>	<u>\$ 2,823,600</u>	<u>\$ 550,000</u>	<u>\$ 7,175,485</u>

Hon. Brandon J. Patty
Clerk of the Circuit Court & County Comptroller - St. Johns County, Florida
Special Revenue Fund Budgets
For the Year Ending September 30, 2024

	Records Modernization Trust Fund	Court Modernization Trust Fund	Teen Court	Title IV-D Child Support Program	Tourist Development Fund	Totals
Revenues:						
Recording Fees	\$ 260,000	\$ 650,000	\$ -	\$ -	\$ -	\$ 910,000.00
10% of Court Fines	-	-	-	-	-	-
Court & Traffic Fees	-	-	67,650	-	-	67,650.00
Grant Revenue	-	-	-	173,200	-	173,200.00
TDT Dist Commission	-	-	-	-	200,000	200,000.00
Investment Earnings	75,000	65,000	2,200	-	-	142,200.00
Total Revenues	335,000	715,000	69,850	173,200	200,000	1,493,050
Estimated Cash Carryforward	2,088,913	1,165,288	86,637	138	200,000	3,540,976
Total Available Resources	\$ 2,423,913	\$ 1,880,288	\$ 156,487	\$ 173,338	\$ 400,000	\$ 5,034,026
Expenditures:						
Personal Services:						
Salaries & Wages	\$ -	\$ 571,000	\$ 23,200	\$ 117,400	\$ 75,000	\$ 786,600.00
Temp Salaries	-	\$ 11,000	-	-	-	11,000.00
457 COC Contribution	-	\$ 600	-	\$ 55	-	655.00
Payroll Taxes	-	44,523	1,775	8,981	5,800	61,079.00
Retirement Contributions	-	115,000	2,500	13,482	10,200	141,182.00
Life & Health Insurance	-	105,000	3,370	32,000	13,500	153,870.00
OPEB Contributions	-	-	-	-	-	-
Worker's Compensation	-	605	24	120	80	829.00
Total	-	847,728	30,869	172,038	104,580	1,155,215
Operating Expenditures:						
Contractual Services	250,000	60,000	500	-	-	310,500
Legal Fees	-	-	-	-	-	-
Travel & Per Diem	-	2,000	-	-	1,000	3,000
Communications	-	-	-	-	-	-
Postage	-	-	50	200	-	250
Rental of Equipment	-	-	500	500	-	1,000
Insurance	-	-	-	-	-	-
Equipment Maintenance	6,000	10,000	-	100	-	16,100
Special Events	-	-	-	-	-	-
Advertising	-	-	-	-	-	-
Bank Service Charges	-	-	-	-	-	-
Operating Supplies	1,000	56,600	100	500	1,000	59,200
Training	-	4,000	-	-	1,000	5,000
Dues & Subscriptions	-	-	-	-	500	500
Software Licenses	150,000	380,000	-	-	-	530,000
Total	407,000	512,600	1,150	1,300	3,500	925,550
Capital Outlay:						
Equipment	10,000	10,000	-	-	-	20,000
Other Uses:						
Reserves	2,006,913	509,960	124,468	-	291,920	2,933,261
Transfer to Other Funds	-	-	-	-	-	-
Total Expenditures	\$ 2,423,913	\$ 1,880,288	\$ 156,487	\$ 173,338	\$ 400,000	\$ 5,034,026

Hon. Brandon J. Patty
 Clerk of the Circuit Court & County Comptroller- St. Johns County, Florida
 Budgeted Full Time Equivalent Positions
 For the Fiscal Year Ending September 30, 2024

	<u>2024</u>	<u>2023</u>
	FTEs	FTEs
Court-Related Functions		
Administration	4.68	5.16
Jury	1.00	1.00
Circuit Criminal	8.15	8.03
Circuit Civil	7.10	6.60
Family	9.15	7.90
Juvenile	0.90	0.90
Probate	1.20	1.70
County Criminal	6.75	6.64
County Civil	3.70	3.70
Traffic	13.86	12.58
Court Modernization Trust Fund	6.49	5.95
Domestic Violence Grant	-	-
Teen Court	0.25	-
Title IV-D Child Support Program	2.20	2.20
Total Courts	65.43	62.36
General Government Services		
Board Minutes & Records	7.73	8.89
Finance	17.06	15.88
Inspector General	3.00	2.00
Recording	26.39	26.90
Court Subsidy	1.40	1.98
Total Government Services	55.58	55.65
Total of all Budgeted FTES	121.01	118.0