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

ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2027



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, 2027 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, 2027

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 359,322 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 & Comptroller - St. Johns County, Florida
Budget Summary - All Funds
For the Fiscal Year Ended September 30, 2027

	General Fund	Special Revenue Funds	Totals
Court Activities Revenues	5,061,231	145,200	5,206,431
Government Services Revenues	3,057,300	1,280,000	4,337,300
Title IV-D Grant	-	167,528	167,528
Appropriation from County Commission	7,300,400	-	7,300,400
Appropriation from CCOC Court Trust Fund	-	-	-
Appropriation from Office of State Court Admin.	129,946		129,946
Transfers from Other Funds	-	-	-
Investment Earnings	-	151,000	151,000
Estimated Cash Carryforward	-	3,477,306	3,477,306
Total Revenues	$ 15,548,877	$ 5,221,034	$ 20,769,911
Personal Services	14,269,250	1,200,378	15,469,628
Operating Expenditures	1,117,767	629,699	1,747,466
Capital Outlay	-	40,000	40,000
Transfers to Other Funds	-	-	-
Reserves	161,860	3,350,957	3,512,817
Total Expenditures	$ 15,548,877	$ 5,221,034	$ 20,769,911
	-	-	-

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, 2027

Fines		2,218,850
Court Costs		717,650
Filling Fees		1,739,166
Service Charges		385,565
Interest		-
Appropriation from CCOC Court Trust Fund		-
Appropriation from Office of State Court Admin.		129,946
Transfers from Other Funds		-
Total Revenues	$	5,191,177
Salary of the Clerk		67,000
Salaries and Wages		3,325,200
457 COC Contribution		2,600
Payroll Taxes		259,506
FL Retirement System Contributions		502,400
Life and Health Insurance		918,000
Other Post Employment Benefits		-
Worker's Compensation		2,704
Total Personal Services	$	5,077,410
Contractual Services		2,500
Legal Fee		11,800
Travel & Per Diem		3,650
Postage		6,000
Rental of Equipment		-
Insurance		-
Equipment Maintenance		-
Software Licenses		-
Operating Supplies		58,817
Training		3,000
Dues & Subscriptions		3,000
Juror Payroll		20,000
Juror Meals & Lodging		5,000
Reserves		-
Total Operating Expenditures	$	113,767
Total Expenditures	$	5,191,177
		-

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, 2027

Recording Fees		1,600,000
Passports		450,000
Marriage Licenses		180,000
Other Revenues		827,300
Appropriation from County Commission		7,300,400
Transfers from Other Funds		-
Total Revenues	$	10,357,700
Salary of the Clerk		137,000
Salaries and Wages		6,102,612
Temp Salaries		19,000
457 COC Contribution		12,800
Payroll Taxes		478,555
FL Retirement System Contributions		1,184,747
Life and Health Insurance		1,252,246
Other Post Employment Benefit		-
Worker's Compensation		4,880
Total Personal Services	$	9,191,840
Contractual Services		342,600
Legal Fee		75,000
Travel & Per Diem		23,600
Communications		5,000
Postage		98,750
Rental of Equipment		18,500
Insurance		28,000
SM Health Ins		7,700
Equipment Maintenance		14,800
Printing and Binding		7,500
Promotional Activities		17,000
Advertising		11,000
Bank Service Charges		3,000
Operating Supplies		153,800
Office Furniture		26,500
Training		52,750
Software Licenses & Fees		102,500
Dues and Memberships		16,000
Total Operating Expenditures	$	1,004,000
Equipment		-
Reserves		161,860
Total Expenditures	$	10,357,700
		-

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, 2027

Court-Related Functions

	Administration	Circuit Criminal	Circuit Civil	Family	Juvenile	Probate	County Criminal	County Civil	Traffic	Totals
Personal Services:										
Clerk's Salary	67,000	-	-	-	-	-	-	-	-	67,000
Salaries & Wages	852,000	359,000	603,000	518,000	34,000	81,000	356,000	74,600	447,600	3,325,200
457 COC Contribution	200	250	700	500	-	-	150	200	600	2,600
Payroll Taxes	70,304	27,464	46,130	39,627	2,601	6,197	27,234	5,707	34,242	259,506
Retirement Contributions	194,300	50,000	80,000	63,000	4,200	10,000	41,000	8,900	51,000	502,400
Life & Health Insurance	281,000	72,000	169,000	140,000	11,000	24,000	87,000	18,000	116,000	918,000
OPEB Contributions	-	-	-	-	-	-	-	-	-	-
Worker's Compensation	715	280	470	404	27	63	278	58	409	2,704
Total	$ 1,465,519	$ 508,994	$ 899,300	$ 761,531	$ 51,828	$ 121,260	$ 511,662	$ 107,465	$ 649,851	$ 5,077,410
Operating Expenditures:										
Contractual Services	-	-	-	2,500	-	-	-	-	-	2,500
Legal Fees	11,800	-	-	-	-	-	-	-	-	11,800
Travel & Per Diem	3,650	-	-	-	-	-	-	-	-	3,650
Postage	6,000	-	-	-	-	-	-	-	-	6,000
Rental of Equipment	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-
Equipment Maintenance	-	-	-	-	-	-	-	-	-	-
Software License	-	-	-	-	-	-	-	-	-	-
Operating Supplies	2,467	6,650	6,150	8,650	1,150	4,150	6,650	7,650	15,300	58,817
Training	3,000	-	-	-	-	-	-	-	-	3,000
Dues & Subscriptions	3,000	-	-	-	-	-	-	-	-	3,000
Juror Payroll	20,000	-	-	-	-	-	-	-	-	20,000
Juror Meals & Lodging	5,000	-	-	-	-	-	-	-	-	5,000
Total	$ 54,917	$ 6,650	$ 6,150	$ 11,150	$ 1,150	$ 4,150	$ 6,650	$ 7,650	$ 15,300	$ 113,767
Reserves	-	-	-	-	-	-	-	-	-	-
Total Court-Related Functions	$ 1,520,436	$ 515,644	$ 905,450	$ 772,681	$ 52,978	$ 125,410	$ 518,312	$ 115,115	$ 665,151	$ 5,191,177

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, 2027

General Government Services

	Minutes and Records	Finance	OIG	Recording	County's Court Subsidy	Total
Personal Services:						
Clerk's Salary	-	112,000	-	25,000	-	137,000
Salaries & Wages	425,000	1,987,000	697,000	1,654,000	1,339,612	6,102,612
Temp Salaries	3,000	3,000	3,000	5,000	5,000	19,000
457 COC Contribution	2,000	3,800	1,000	5,000	1,000	12,800
Payroll Taxes	32,742	160,803	53,321	128,826	102,863	478,555
Retirement Contributions	63,000	435,000	120,000	290,000	276,747	1,184,747
Life & Health Insurance	108,000	405,000	131,000	403,000	205,246	1,252,246
OPEB Contributions	-	-		-	-	-
Worker's Compensation	334	1,640	543	1,314	1,049	4,880.00
Total	$ 634,076	$ 3,108,243	$ 1,005,864	$ 2,512,140	$ 1,931,517	$ 9,191,840
Operating Expenditures:						
Contractual Services	1,000	175,000	3,000	133,600	30,000	342,600
Legal Fees	-	20,000	5,000	50,000	-	75,000
Travel & Per Diem	6,100	5,500	5,000	4,000	3,000	23,600
Communications	-	-	-	-	5,000	5,000
Postage	150	10,000	600	48,000	40,000	98,750
Rental of Equipment	4,000	2,500	1,500	2,500	8,000	18,500
Insurance	-	12,000	-	16,000	-	28,000
SM Health Ins	300	2,000	1,700	2,000	1,700	7,700
Equipment Maintenance	4,800	1,000	1,000	4,000	4,000	14,800
Printing & Binding	-	1,000	-	6,500	-	7,500
Promotional Activities	-	-	500	6,500	10,000	17,000
Advertising	10,000	-	-	-	1,000	11,000
Bank Service Charges	-	3,000	-	-	-	3,000
Operating Supplies	9,650	43,150	11,300	71,700	18,000	153,800
Office Furniture	-	1,500	2,000	3,000	20,000	26,500
Training	2,250	7,500	14,000	25,000	4,000	52,750
Dues & Subscriptions	3,000	4,500	5,000	2,000	1,500	16,000
Software Licenses & Fees	25,000	15,000	36,000	8,500	18,000	102,500
Total	$ 66,250	$ 303,650	$ 86,600	$ 383,300	$ 164,200	$ 1,004,000
Capital Outlay:						
Equipment	-	-		-	-	-
Reserves	-	-		161,860	-	161,860
Total Government Services	$ 700,326	$ 3,411,893	$ 1,092,464	$ 3,057,300	$ 2,095,717	$ 10,357,700

Hon. Brandon J. Patty
Clerk of the Circuit Court & Comptroller - St. Johns County, Florida
Special Revenue Fund Budgets
For the Year Ending September 30, 2027

	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	800,000	-	-	-	1,060,000
10% of Court Fines	-	-	-	-		-
Court & Traffic Fees	-	90,000	55,200	-		145,200
Grant Revenue	-	-	-	167,528		167,528
TDT Dist Commission	-	-	-	-	220,000	220,000
Investment Earnings	95,000	25,000	6,000		25,000	151,000
Total Revenues	$ 355,000	$ 915,000	$ 61,200	$ 167,528	$ 245,000	$ 1,743,728
Estimated Cash Carryforward	2,235,318	375,080	150,527	-	716,381	3,477,306
Total Available Resources	$ 2,590,318	$ 1,290,080	$ 211,727	$ 167,528	$ 961,381	$ 5,221,034
Expenditures:						
Personal Services:						
Salaries & Wages	-	580,000	60,000	111,000	78,000	829,000
Temp Salaries	-	-				-
457 COC Contribution	-	600		100	220	920
Payroll Taxes	-	44,370	4,590	8,492	5,967	63,419
Retirement Contributions	-	101,000	8,100	15,000	14,000	138,100
Life & Health Insurance	-	107,000	16,292	31,000	14,000	168,292
OPEB Contributions	-	-	-	-	-	-
Worker's Compensation	-	452	47	87	61	647
Total	$ -	$ 833,422	$ 89,029	$ 165,679	$ 112,248	$ 1,200,378

Operating Expenditures:						
Contractual Services	150,000	5,000	4,000	-	-	159,000
Legal Fees	-	-	-	-	-	-
Travel & Per Diem	-	1,500	1,500	-	2,500	5,500
Communications	-	-	-	-	-	-
Postage	-	-	50	299	1,500	1,849
Rental of Equipment	-	-	600	900	-	1,500
Insurance	-	-	-	-	-	-
Equipment Maintenance	7,000	16,500	-	150	-	23,650
Special Events	-	-	-	-	-	-
Promotional Activities			1,000			1,000
Advertising	-	-	-	-	-	-
Bank Service Charges	-	-	-	-	-	-
Operating Supplies	2,000	80,000	6,500	500	1,500	90,500
Training		2,000	1,500	-	2,000	5,500
Dues & Subscriptions		-	200	-	1,000	1,200
Software Licenses	200,000	140,000	-	-	-	340,000
Total	$ 359,000	$ 245,000	$ 15,350	$ 1,849	$ 8,500	$ 629,699
Capital Outlay:						
Equipment	20,000	20,000	-	-	-	40,000
						-
Other Uses:						-
Reserves	2,211,318	191,658	107,348	-	840,633	3,350,957
Transfer to Other Funds	-	-	-	-	-	-
Total Expenditures	$ 2,590,318	$ 1,290,080	$ 211,727	$ 167,528	$ 961,381	$ 5,221,034
	-	-	-	-	-	-

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, 2027

	2027 FTEs	2026 FTEs
Court-Related Functions		
Administration	16.22	12.81
Jury	0.95	0.95
Circuit Criminal	6.51	6.90
Circuit Civil	11.60	7.60
Family	9.00	8.50
Juvenile	0.70	0.70
Probate	1.50	1.50
County Criminal	6.66	6.07
County Civil	1.20	2.20
Traffic	8.37	11.58
Court Modernization Trust Fund	6.40	5.60
Tourist Development	0.75	0.75
Teen Court	1.00	0.75
Title IV-D Child Support Program	1.70	1.20
Total Courts	72.56	67.11
General Government Services		
Board Minutes & Records	6.16	5.89
Finance	22.64	20.00
Inspector General	7.25	5.25
Recording	24.30	25.59
Court Subsidy	9.08	5.16
Total Government Services	69.43	61.89
Total of all Budgeted FTES	141.99	129.00