



ADOPTED
ANNUAL BUDGET



THE HONORABLE ROGER D. EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida

FOR FISCAL YEAR 2018 - 2019
ADOPTED SEPTEMBER 25, 2018

COMPTROLLER DIVISION

350 E. Marion Ave. Punta Gorda, FL 33950 • 941.505.4716 • CharlotteClerk.com



ROGER D. EATON
Clerk of the Circuit Court and County Comptroller

350 E. Marion Ave. Punta Gorda, FL 33950 • 941.505.4716

October 1, 2018

Honorable Chairman
Members of the Board of County Commissioners
Citizens of Charlotte County

Pursuant to Section 218.35 Florida Statutes, presented herewith is the adopted fee officer budget for the Charlotte County Clerk of the Circuit Court for the 2018/2019 fiscal year. This statute requires the Clerk of the Circuit Court to prepare the budget in two parts: The budget necessary to perform Court Related functions as defined in F.S. 28.36 and the budget relating to the requirements of the Clerk as Clerk to the Board of County Commissioners, County Auditor, and custodian or treasurer of all County funds and other County related duties.

The Clerk's office revenues consist of charges for services and fees generated by the activities of the official records division, court related fines, fees and costs, interest earnings, miscellaneous charges and Board funding for those activities conducted on behalf of the BCC, as outlined in the June 1 budget submittal. Our request for Board funding has not changed from the June 1 submittal, and remains at a 2.0% overall decreases from the Fiscal Year 2018 amended budget.

The Records division fulfills the responsibilities outlined in Chapter 28.222 F.S which states "The Clerk of the Circuit Court shall be the recorder of all instruments that he or she may be required or authorized by law to record in the county where he or she is Clerk." It also sets forth a fee schedule for service charges, which are used to support this function.

The 2013 Legislature made revisions to the court related funding of the clerk operations. The Clerk retains court related fines fees and costs to perform the court related functions. Any excess monies collected are remitted to the Department of Revenue for deposit into the Clerks of the Court Trust Fund. The Florida Clerks of Court Operations Corporation (CCOC) oversees the budget process, granting budget authority to each of the 67 Counties based upon Florida Statutes budgetary guidelines for Court Operations budgets. Budget Authority was granted by the Florida CCOC on September 21, 2018. Charlotte County's Budget Authority for Court Related functions remained constant from our original request.

The 2004 session of the Florida legislature established an additional \$4.00 per page recording fee to cover the cost of the Court Automation Systems (CAS). The CAS network is a centralized database and a central repository of images developed to meet the requirements of the agencies involved in the judicial process.

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The information technology budget represents Helpdesk, Network, and Software Support activities performed by the Clerk's office in carrying out constitutional responsibilities and functions on behalf of the Board of County Commissioners.

At the direction of the Board of County Commissioners and in cooperation with its administration, a Records Center fund has been established to provide records management services to selected departments of the Board of County Commissioners. The Clerk acts as manager of this operation on behalf of the Board. The proposed budget represents the twenty-second year of operation.

The citizens of Charlotte County deserve effective and efficient service at the least possible cost. I believe this philosophy is reflected in this proposal.

Sincerely,



ROGER D. EATON
CLERK OF THE CIRCUIT COURT & COUNTY COMPTROLLER

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
October 1, 2018

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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund & Court Related Allocations
October 1, 2018

Estimated Revenue

General Revenue	Amount
Fees - Recording	\$ 945,563
Fees- Recording/ Signing/ Sealing	1,900
Recording - Indexing	11,000
Commission - Tourist Dev Tax	-
Fees - Copies	25,000
Fees - Records Search	500
Fees - Certifications	18,800
Fees - Plat Copies	-
OGGC Fees - Other	14,000
Fees - Marriage Solomnizing	32,000
Fees - Marriage Ceremony	9,100
Fees - Notary Service	700
Fees - Passport	72,000
Fees - Passport Photo Service	10,000
Fees - Doc Stamp Commission	90,019
Fees - Intangible Tax Commission	13,000
Fees - Tax Deed Sales	100,000
Interest Earnings	18,500
Miscellaneous Revenue	11,402
Postage	50,000
Total User Fees and Service Charges	\$ 1,423,484
Transfer In - Court Related Allocations	829,413
Transfer In - Mod Trust Fund-Clerk Tech	378,463
Transfer In - Mod Trust Fund-BCC Tech	451,443
Transfer In - Civil Cases Filing Trust Fund	74,065
Total General Revenue	\$ 3,156,868
State Shared Revenues - CCOC Trust Fund	179,330
State Shared Revenues - Jury Reimbursement	161,461
Court Related Revenues	3,105,368
Board Funding of Court Related Health Insurance	262,375
Transfer In - IV-D Reimbursement Trust Fund	75,000
Total Revenues for Court Operations	\$ 3,783,534
Summary	
Total User Fees and Service Charges	\$ 1,423,484
Total Revenues for Court Operations	3,783,534
Total Transfer In - Revenues	1,808,384
Total Available for Clerk's Office Operations	\$ 7,015,402
Board of County Commissioners Services Request	2,873,848
Total Revenue to support General Fund and Court Related Functions	\$ 9,889,250

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Recording - Punta Gorda

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 291,054	\$ -	\$ 291,054
Employee Benefits	201,303	-	201,303
Contract Services	4,500	-	4,500
Purchased Services	15,650	-	15,650
Materials & Supplies	8,400	-	8,400
Capital Outlay	<u>16,500</u>	<u>-</u>	<u>16,500</u>
Total Recording - Punta Gorda	<u>\$ 537,407</u>	<u>\$ -</u>	<u>\$ 537,407</u>

Full Time Equivalent Positions	8.0	-	8.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Recording - Murdock

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 81,372	\$ -	\$ 81,372
Employee Benefits	50,216	-	50,216
Contract Services	4,500	-	4,500
Purchased Services	5,500	-	5,500
Materials & Supplies	1,200	-	1,200
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Recording - Murdock	<u>\$ 142,788</u>	<u>\$ -</u>	<u>\$ 142,788</u>

Full Time Equivalent Positions	3.0	-	3.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Tax Deeds

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 47,210	\$ -	\$ 47,210
Employee Benefits	19,592	-	19,592
Contract Services	55,000	-	55,000
Purchased Services	42,682	-	42,682
Materials & Supplies	2,000	-	2,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Tax Deeds	<u>\$ 166,484</u>	<u>\$ -</u>	<u>\$ 166,484</u>

Full Time Equivalent Positions	1.0	-	1.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Disaster Recovery Enhancement

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 37,947	\$ -	\$ 37,947
Employee Benefits	6,265	-	6,265
Contract/Professional Services	14,520	-	14,520
Purchased Services	3,000	-	3,000
Materials & Supplies	17,710	-	17,710
Capital Outlay	<u>20,000</u>	<u>-</u>	<u>20,000</u>
Total Disaster Recovery Enhancement	<u>\$ 99,442</u>	<u>\$ -</u>	<u>\$ 99,442</u>

Full Time Equivalent Positions	1.0	-	1.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Administration

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 275,498	\$ 30,351	\$ 305,849
Employee Benefits	165,169	17,374	182,543
Contract/Professional Services	31,953	3,547	35,500
Purchased Services	6,483	2,037	8,520
Materials & Supplies	9,213	1,537	10,750
Capital Outlay	-	-	-
Total Administration	<u>\$ 488,316</u>	<u>\$ 54,846</u>	<u>\$ 543,162</u>

Full Time Equivalent Positions	3.0	0.5	3.5
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Commission Minutes

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ -	\$ 136,685	\$ 136,685
Employee Benefits	-	84,481	84,481
Purchased Services	-	26,840	26,840
Materials & Supplies	-	4,800	4,800
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Commission Minutes	<u>\$ -</u>	<u>\$ 252,806</u>	<u>\$ 252,806</u>

Full Time Equivalent Positions	-	4.0	4.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Comptroller

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 189,777	\$ 815,454	\$ 1,005,231
Employee Benefits	102,768	434,226	536,994
Purchased Services	3,561	66,940	70,501
Materials & Supplies	3,585	17,064	20,649
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Comptroller	<u>\$ 299,691</u>	<u>\$ 1,333,684</u>	<u>\$ 1,633,375</u>

Full Time Equivalent Positions	3.3	15.7	19.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Employee Relations

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 67,959	\$ 30,534	\$ 98,493
Employee Benefits	36,106	15,208	51,314
Contract/Professional Services	6,900	3,100	10,000
Purchased Services	2,973	2,027	5,000
Materials & Supplies	3,353	1,507	4,860
Capital Outlay	-	-	-
Total Employee Relations	<u>\$ 117,291</u>	<u>\$ 52,376</u>	<u>\$ 169,667</u>

Full Time Equivalent Positions	1.4	0.6	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Internal Audit

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 85,143	\$ 144,160	\$ 229,303
Employee Benefits	50,912	60,071	110,983
Purchased Services	1,508	2,042	3,550
Materials & Supplies	1,827	2,473	4,300
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Internal Audit	<u>\$ 139,390</u>	<u>\$ 208,746</u>	<u>\$ 348,136</u>

Full Time Equivalent Positions	1.7	2.3	4.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Information Technology

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 39,481	\$ 208,655	\$ 248,136
Employee Benefits	23,702	94,777	118,479
Contract/Professional Services	8,380	17,522	25,902
Purchased Services	116,418	243,420	359,838
Materials & Supplies	21,536	45,028	66,564
Capital Outlay	<u>2,394</u>	<u>5,006</u>	<u>7,400</u>
Total Information Technology	<u>\$ 211,911</u>	<u>\$ 614,408</u>	<u>\$ 826,319</u>

Full Time Equivalent Positions	1.1	2.3	3.4
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Court Automation

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 170,056	\$ 176,999	\$ 347,055
Employee Benefits	75,741	78,807	154,548
Contract/Professional Services	13,670	14,032	27,702
Purchased Services	101,695	104,384	206,079
Materials & Supplies	10,096	69,826	79,922
Capital Outlay	<u>7,205</u>	<u>7,395</u>	<u>14,600</u>
Total Court Automation	<u>\$ 378,463</u>	<u>\$ 451,443</u>	<u>\$ 829,906</u>

Full Time Equivalent Positions	2.27	2.33	4.60
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

Records Center

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ -	\$ 121,237	\$ 121,237
Employee Benefits	-	101,833	101,833
Contract/Professional Services	-	-	-
Purchased Services	-	21,602	21,602
Materials & Supplies	-	6,105	6,105
Capital Outlay	<u>-</u>	<u>9,500</u>	<u>9,500</u>
Total Records Center	<u>\$ -</u>	<u>\$ 260,277</u>	<u>\$ 260,277</u>

Full Time Equivalent Positions	-	4.0	4.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

General Services

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 31,590	\$ 24,821	\$ 56,411
Employee Benefits	25,769	20,247	46,016
Contract/Professional Services	-	-	-
Purchased Services	62,970	47,300	110,270
Materials & Supplies	3,913	4,337	8,250
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total General Services	<u>\$ 124,242</u>	<u>\$ 96,705</u>	<u>\$ 220,947</u>

Full Time Equivalent Positions	1.1	0.9	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

General Fund Departmental Recap

Departmental Totals	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Recording & Tax Deeds	846,679	-	846,679
Disaster Recovery Enhancement	99,442	-	99,442
Administration	\$ 488,316	\$ 54,846	\$ 543,162
Commission Minutes	-	252,806	252,806
Comptroller	299,691	1,333,684	1,633,375
Employee Relations	117,291	52,376	169,667
Internal Audit	139,390	208,746	348,136
Information Technology	211,911	614,408	826,319
Court Automation	378,463	451,443	829,906
Records Center	-	260,277	260,277
General Services	124,242	96,705	220,947
Total General Fund	\$ <u>2,705,425</u>	\$ <u>3,325,291</u>	\$ <u>6,030,716</u>

Full Time Equivalent Positions	26.9	32.6	59.5
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
General Fund
October 1, 2018

General Fund Summary

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Board of County Commissioners	\$ -	\$ 2,873,848	\$ 2,873,848
User Fees	1,423,484	-	1,423,484
Transfer In	<u>1,281,941</u>	<u>451,443</u>	<u>1,733,384</u>
Total General Fund	<u>\$ 2,705,425</u>	<u>\$ 3,325,291</u>	<u>\$ 6,030,716</u>

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 1,317,087	\$ 1,688,896	\$ 3,005,983
Employee Benefits	757,543	907,024	1,664,567
Contract/Professional Services	139,423	38,201	177,624
Purchased Services	362,440	516,592	879,032
Materials & Supplies	82,833	152,677	235,510
Capital Outlay	<u>46,099</u>	<u>21,901</u>	<u>68,000</u>
Total General Fund	<u>\$ 2,705,425</u>	<u>\$ 3,325,291</u>	<u>\$ 6,030,716</u>

Full Time Equivalent Positions	26.9	32.6	59.5
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Circuit Court - Criminal

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 140,466	\$ -	\$ 140,466
Employee Benefits	55,344	14,142	69,486
Purchased Services	1,800	-	1,800
Materials & Supplies	6,125	-	6,125
Capital Outlay	<u>42,182</u>	<u>-</u>	<u>42,182</u>
Total Circuit Court - Criminal	<u>\$ 245,917</u>	<u>\$ 14,142</u>	<u>\$ 260,059</u>

Full Time Equivalent Positions	4.0	-	4.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Circuit Court - Criminal - Juvenile

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 51,616	\$ -	\$ 51,616
Employee Benefits	30,520	9,560	40,080
Purchased Services	100	-	100
Materials & Supplies	4,800	-	4,800
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit - Criminal - Juvenile	<u>\$ 87,036</u>	<u>\$ 9,560</u>	<u>\$ 96,596</u>

Full Time Equivalent Positions	2.0	-	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Circuit Court - Civil

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 256,633	\$ -	\$ 256,633
Employee Benefits	140,443	41,149	181,592
Purchased Services	19,600	-	19,600
Materials & Supplies	14,100	-	14,100
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit Court - Civil	<u>\$ 430,776</u>	<u>\$ 41,149</u>	<u>\$ 471,925</u>

Full Time Equivalent Positions	7.0	-	7.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Circuit Court - Civil - Support

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 52,390	\$ -	\$ 52,390
Employee Benefits	32,718	10,449	43,167
Purchased Services	2,000	-	2,000
Materials & Supplies	2,500	-	2,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit - Civil - Support	\$ <u>89,608</u>	\$ <u>10,449</u>	\$ <u>100,057</u>

Full Time Equivalent Positions	2.0	-	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Domestic Violence Services

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 54,016	\$ -	\$ 54,016
Employee Benefits	22,605	6,005	28,610
Purchased Services	-	-	-
Materials & Supplies	3,500	-	3,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Domestic Violence Services	<u>\$ 80,121</u>	<u>\$ 6,005</u>	<u>\$ 86,126</u>

Full Time Equivalent Positions	2.0	-	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Probate & Guardianship

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 51,616	\$ -	\$ 51,616
Employee Benefits	34,141	11,112	45,253
Purchased Services	500	-	500
Materials & Supplies	2,750	-	2,750
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Probate & Guardianship	<u>\$ 89,007</u>	<u>\$ 11,112</u>	<u>\$ 100,119</u>

Full Time Equivalent Positions	2.0	-	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

County Court - Criminal

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 145,406	\$ -	\$ 145,406
Employee Benefits	69,575	18,360	87,935
Purchased Services	15,300	-	15,300
Materials & Supplies	10,160	-	10,160
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total County Court - Criminal	<u>\$ 240,441</u>	<u>\$ 18,360</u>	<u>\$ 258,801</u>

Full Time Equivalent Positions	4.0	-	4.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

County Court - Civil

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 98,002	\$ -	\$ 98,002
Employee Benefits	40,960	10,872	51,832
Purchased Services	200	-	200
Materials & Supplies	4,000	-	4,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total County Court - Civil	<u>\$ 143,162</u>	<u>\$ 10,872</u>	<u>\$ 154,034</u>

Full Time Equivalent Positions	3.0	-	3.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

County Court - Traffic

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 161,552	\$ -	\$ 161,552
Employee Benefits	72,305	18,737	91,042
Purchased Services	50	-	50
Materials & Supplies	4,600	-	4,600
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total County Court - Traffic	<u>\$ 238,507</u>	<u>\$ 18,737</u>	<u>\$ 257,244</u>

Full Time Equivalent Positions	5.0	-	5.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Jury Management

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 57,732	\$ -	\$ 57,732
Employee Benefits	17,762	3,676	21,438
Purchased Services	80,325	-	80,325
Materials & Supplies	10,000	-	10,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Jury Management	<u>\$ 165,819</u>	<u>\$ 3,676</u>	<u>\$ 169,495</u>

Full Time Equivalent Positions	1.5	-	1.5
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Appeals

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 28,208	\$ -	\$ 28,208
Employee Benefits	4,648	68	4,716
Purchased Services	1,000	-	1,000
Materials & Supplies	1,500	-	1,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Appeals	<u>\$ 35,356</u>	<u>\$ 68</u>	<u>\$ 35,424</u>

Full Time Equivalent Positions	1.0	-	1.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Trial Clerks

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 200,475	\$ -	\$ 200,475
Employee Benefits	99,119	28,810	127,929
Purchased Services	-	-	-
Materials & Supplies	930	-	930
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Trial Clerks	<u>\$ 300,524</u>	<u>\$ 28,810</u>	<u>\$ 329,334</u>

Full Time Equivalent Positions	6.0	-	6.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Central Intake Processing

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 270,450	\$ -	\$ 270,450
Employee Benefits	154,810	46,988	201,798
Purchased Services	900	-	900
Materials & Supplies	900	-	900
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Central Intake Processing	<u>\$ 427,060</u>	<u>\$ 46,988</u>	<u>\$ 474,048</u>

Full Time Equivalent Positions	8.0	-	8.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Court Related Allocations & Other Operating Expenses

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Postage - Court Related	\$ 40,000	\$ -	\$ 40,000
Reimburse Administration	314,788	9,627	324,415
Reimburse Comptroller	235,902	16,082	251,983
Reimburse Human Resources	84,062	3,769	87,831
Reimburse General Services	62,064	5,112	67,176
Reimburse Internal Audit	90,150	7,858	98,008
Return to CCOC	-	-	-
Reserve for Contingency	120,859	-	120,859
Total Allocations & Other Expense	\$ <u>947,825</u>	\$ <u>42,447</u>	\$ <u>990,272</u>

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Court Related Expenditure Departmental Recap

Department Totals	Clerk	Board	Total
Circuit Court - Criminal	\$ 245,917	\$ 14,142	\$ 260,059
Circuit Court - Criminal - Juvenile	87,036	9,560	96,596
Circuit Court - Civil	430,776	41,149	471,925
Circuit Court - Civil - Support	89,608	10,449	100,057
Domestic Violence Services	80,121	6,005	86,126
Probate & Guardianship	89,007	11,112	100,119
County Court - Criminal	240,441	18,360	258,801
County Court - Civil	143,162	10,872	154,034
County Court - Traffic	238,507	18,737	257,244
Jury Management	165,819	3,676	169,495
Appeals	35,356	68	35,424
Trial Clerks	300,524	28,810	329,334
Central Intake Processing	427,060	46,988	474,048
Court Related Allocations/ Other	947,825	42,447	990,272
Total Court Expenditures	<u>\$ 3,521,159</u>	<u>\$ 262,375</u>	<u>\$ 3,783,534</u>

Full Time Equivalent Positions	47.5	-	47.5
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Court Related Expenditures Fund
October 1, 2018

Court Related Expenditure Fund Summary

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Court Related Funding	\$ 3,446,159	\$ -	\$ 3,446,159
Transfer In	<u>75,000</u>	<u>262,375</u>	<u>337,375</u>
Total General Fund	<u>\$ 3,521,159</u>	<u>\$ 262,375</u>	<u>\$ 3,783,534</u>

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 1,568,562	\$ -	\$ 1,568,562
Employee Benefits	774,950	219,928	994,878
Purchased Services	121,775	-	121,775
Materials & Supplies	65,865	-	65,865
Capital Outlay	42,182	-	42,182
Court Related Allocations/ Other	<u>947,825</u>	<u>42,447</u>	<u>990,272</u>
Total Court Related Expense	<u>\$ 3,521,159</u>	<u>\$ 262,375</u>	<u>\$ 3,783,534</u>

Full Time Equivalent Positions	47.5	-	47.5
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
October 1, 2018

Modernization Trust Fund

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Fees - Records Trust	\$ 125,000	\$ -	\$ 125,000
Fees - Recording - Technology	340,000	350,000	690,000
Fund Balance - Tech - BCC	-	405,132	405,132
Fund Balance - Tech - Clerk	1,000,824	-	1,000,824
Fund Balance - 10% fines	-	-	-
Fund Balance - Modern	<u>440,820</u>	<u>-</u>	<u>440,820</u>
Total Estimated Revenue	\$ <u>1,906,644</u>	\$ <u>755,132</u>	\$ <u>2,661,776</u>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Purchases Services	\$ 74,092	\$ 30,624	\$ 104,716
Capital Outlay	-	-	-
Transfer Out - Court Auto	378,463	451,443	829,906
Transfer Out - Court Oper.	-	-	-
Reserves - Tech - BCC	-	273,065	273,065
Reserves - Tech - Clerk	928,331	-	928,331
Reserves - 10% fines	-	-	-
Reserves - Records Modern	<u>525,758</u>	<u>-</u>	<u>525,758</u>
Total Appropriations	\$ <u>1,906,644</u>	\$ <u>755,132</u>	\$ <u>2,661,776</u>

Full Time Equivalent Positions	N/A	N/A	N/A
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
October 1, 2018

Civil Cases Filing Fee Trust Fund

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Beginning Fund Balance	<u>108,000</u>	<u>-</u>	<u>108,000</u>
Total Estimated Revenue	<u>\$ 108,000</u>	<u>\$ -</u>	<u>\$ 108,000</u>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Interfund Transfers	\$ 74,065	\$ -	\$ 74,065
Reserves	<u>33,935</u>	<u>-</u>	<u>33,935</u>
Total Appropriations	<u>\$ 108,000</u>	<u>\$ -</u>	<u>\$ 108,000</u>

Full Time Equivalent Positions	N/A	N/A	N/A
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
October 1, 2018

IV-D Reimbursement Trust Fund

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Title IV-D Reimbursement	\$ 75,000	\$ -	\$ 75,000
Beginning Fund Balance	<u>151,845</u>	<u>-</u>	<u>151,845</u>
Total Estimated Revenue	<u>\$ 226,845</u>	<u>\$ -</u>	<u>\$ 226,845</u>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Transfer Out - Courts	\$ 75,000	\$ -	\$ 75,000
Reserve for Contingencies	<u>151,845</u>	<u>-</u>	<u>151,845</u>
Total Appropriations	<u>\$ 226,845</u>	<u>\$ -</u>	<u>\$ 226,845</u>
Full Time Equivalent Positions	N/A	N/A	N/A

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
October 1, 2018

Grand Total of All Funds

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
General Fund	\$ 2,705,425	\$ 3,325,291	\$ 6,030,716
Court Related Fund	3,521,159	262,375	3,783,534
Modernization Trust Fund	1,906,644	755,132	2,661,776
Civil Cases Filing Fees Trust Fund	108,000	-	108,000
IV-D Reimbursement Trust Fund	226,845	-	226,845
Total Available for Appropriation	8,468,073	4,342,798	12,810,871
Less: Interfund Transfers	1,356,941	451,443	1,808,384
Less: Beginning Balances	1,701,489	405,132	2,106,621
Net Estimated Revenue	\$ 5,409,643	\$ 3,486,223	\$ 8,895,866
Appropriations			
General Fund	\$ 2,705,425	\$ 3,325,291	\$ 6,030,716
Court Related Fund	3,521,159	262,375	3,783,534
Modernization Trust Fund	1,906,644	755,132	2,661,776
Civil Cases Filing Fees Trust Fund	108,000	-	108,000
IV-D Reimbursement Trust Fund	226,845	-	226,845
Gross Appropriations	8,468,073	4,342,798	12,810,871
Less: Interfund Transfers	1,356,941	451,443	1,808,384
Less: Reserves & Balances	1,639,869	273,065	1,912,934
Net Appropriations	\$ 5,471,263	\$ 3,618,290	\$ 9,089,553

Total Full Time Equivalent Positions	74.4	32.6	107.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
October 1, 2018

Summary Total of All Funds

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Board of County Commissioners	\$ -	\$ 3,136,223	\$ 3,136,223
Clerk's Office Users' Fees	1,888,484	350,000	2,238,484
State Shared Revenues - Court	3,105,368	-	3,105,368
Tourist Development Tax	340,791	-	340,791
Grants	75,000	-	75,000
Interfund Transfers	1,356,941	451,443	1,808,384
Beginning Fund Balances	<u>1,701,489</u>	<u>405,132</u>	<u>2,106,621</u>
Total Available for Appropriation	8,468,073	4,342,798	12,810,871
Less: Interfund Transfers	1,356,941	451,443	1,808,384
Less: Beginning Balances	<u>1,701,489</u>	<u>405,132</u>	<u>2,106,621</u>
Net Estimated Revenue	<u>\$ 5,409,643</u>	<u>\$ 3,486,223</u>	<u>\$ 8,895,866</u>

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 2,885,649	\$ 1,688,896	\$ 4,574,545
Employee Benefits	1,490,046	1,169,399	2,659,445
Contract/Professional Services	139,423	38,201	177,624
Purchased Services	598,307	547,216	1,145,523
Materials & Supplies	148,698	152,677	301,375
Capital Outlay	88,281	21,901	110,182
Courts Reserve for Contingency	120,859	-	120,859
Transfers, Reserves, & Balances	<u>2,996,810</u>	<u>724,508</u>	<u>3,721,318</u>
Gross Appropriations	8,468,073	4,342,798	12,810,871
Less: Interfund Transfers	1,356,941	451,443	1,808,384
Less: Reserves & Balances	<u>1,639,869</u>	<u>273,065</u>	<u>1,912,934</u>
Net Appropriations	<u>\$ 5,471,263</u>	<u>\$ 3,618,290</u>	<u>\$ 9,089,553</u>

Total Full Time Equivalent Positions	74.4	32.6	107.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
October 1, 2018

Interfund Transfers

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
General Fund	\$ 1,207,876	\$ 451,443	\$ 1,659,319
Court Related Expenditures fund	75,000	-	75,000
Modernization Trust Fund	-	-	-
Civil Cases Filing Fees Trust Fund	74,065	-	74,065
IV-D Reimbursement Trust Fund	-	-	-
Total Transfers In	\$ <u>1,356,941</u>	\$ <u>451,443</u>	\$ <u>1,808,384</u>

Appropriations			
General Fund	\$ -	\$ -	\$ -
Court Related Expenditures fund	829,413	-	829,413
Modernization Trust Fund	378,463	451,443	829,906
Civil Cases Filing Fees Trust Fund	74,065	-	74,065
IV-D Reimbursement Trust Fund	75,000	-	75,000
Total Transfers Out	\$ <u>1,356,941</u>	\$ <u>451,443</u>	\$ <u>1,808,384</u>

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
October 1, 2018

Reserves and Balances

Estimated Beginning Balances	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
General Fund	\$ -	\$ -	\$ -
Modernization Trust Fund	1,441,644	405,132	1,846,776
Civil Cases Filing Fees Trust Fund	108,000	-	108,000
IV-D Reimbursement Trust Fund	<u>151,845</u>	<u>-</u>	<u>151,845</u>
Total Beginning Balances	\$ <u>1,701,489</u>	\$ <u>405,132</u>	\$ <u>2,106,621</u>

Estimated Ending Balances			
Modernization Trust Fund	\$ 1,454,089	273,065	\$ 1,727,154
Civil Cases Filing Fees Trust Fund	33,935	-	33,935
IV-D Reimbursement Trust Fund	<u>151,845</u>	<u>-</u>	<u>151,845</u>
Total Reserves/Balances	\$ <u>1,639,869</u>	\$ <u>273,065</u>	\$ <u>1,912,934</u>

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2018-2019 Adopted Budget
Budgetary Comparison
October 1, 2018

2018- 19 Proposed Budget compared to 2017-18 Amended Budget

General Fund Request	2018-2019 Proposed Submittal	2017-2018 Amended Budget	Increase/ (Decrease)	Percent
Comptroller, Minutes, Audit	\$ 1,999,163	\$ 1,977,167	\$ 21,996	1.1%
Information Technology Division	614,408	659,653	(45,245)	-6.9%
Records Center Division	<u>260,277</u>	<u>266,084</u>	<u>(5,807)</u>	<u>-2.2%</u>
Total General Revenue Funded	<u>\$ 2,873,848</u>	<u>2,902,904</u>	<u>\$ (29,056)</u>	<u>-1.0%</u>
Courts Health Insurance Suppl	262,375	295,737	(33,362)	-11.3%
Total Board Request	<u><u>\$ 3,136,223</u></u>	<u><u>\$ 3,198,641</u></u>	<u><u>\$ (62,418)</u></u>	<u><u>-2.0%</u></u>