

**DIANE M. MATOUSEK  
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**ADOPTED BUDGET  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2013**

**DIANE M. MATOUSEK  
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**FORMAT OF BUDGET DOCUMENT  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2013**

The document is presented as follows:

Budget Letter from the Clerk of the Circuit Court

Budget Summary - All Funds

This schedule shows summary revenue and expenditure information for the General Fund and Special Revenue Funds.

General Fund - Budget Summary

This schedule shows summary revenue and expenditure information for the General Fund.

General Fund - Budget Revenues

This schedule shows the detail of revenues by the functional areas of Court and General Government.

General Fund Expenditure Budget Summary by Department

This schedule shows the detail of expenditures by the functional areas of court and noncourt.

Special Revenue Funds - Budget Summary

This schedule shows the detail of revenues and expenditures by the fund for special revenue funds.

Divisional Budgets

These schedules show the detail of expenditures by account classification.

Budget Overview

The overview gives information on the Clerk's office and budget preparation practices.

Organization Chart

Budget FTE Schedule

This schedule shows the full time equivalent positions provided for in the budget as compared to the previous year.



**DIANE M. MATOUSEK**  
CLERK OF THE CIRCUIT COURT

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VOLUSIA COUNTY • SEVENTH JUDICIAL CIRCUIT • POST OFFICE BOX 6043 • DeLAND, FLORIDA 32721-6043 • (386) 822-5710

August 24, 2012

Dear Members of the County Council:

I am pleased to present the Clerk of the Circuit Court budget for the fiscal year ending September 30, 2013. The activities of the Clerk include a wide range of recordkeeping, financial management, and information management services related to the court system and the public records of Volusia County.

**BUDGET PROCESS**

The General Fund budget of the Clerk is separated into Court-Related and General Government activities. The Clerk is required to submit the budget by September 1 each year. A separate budget is required for Court-related revenues and expenditures according to the State fiscal year ending June 30. The Court-related budget is reviewed by the Florida Clerks of Court Operations Corporation and submitted to the legislature and the Supreme Court by December 1 each year. The Florida Legislature makes an appropriation for each Clerk of Court individually.

Functions of the Clerk as relates to the Circuit and County Courts

- Maintains custody and control of all court files.
- Attends court sessions.
- Files indictments, pleadings and verdicts.
- Summons jurors, witnesses and defendants.
- Prepares the appellate record.
- Conducts mortgage foreclosure sales.
- Assists victims of abuse in completing the paperwork necessary to seek injunctions for protection.
- Assists plaintiffs in completing the paperwork necessary to file for a simplified divorce.
- Assists plaintiffs in completing the paperwork necessary to file a small claims lawsuit.
- Administers oaths.
- Compiles and reports statistical and financial data.

Clerk of the Circuit Court – Volusia County  
Budget for Fiscal Year Ending September 30, 2013

Functions of the Clerk as relates to General Government functions of County Recorder

- Records and indexes deeds, mortgages and real estate transactions.
- Processes tax deed applications and conducts tax deed sales.
- Records public defender liens and all judgments rendered by the court.
- Maintains public land records.
- Processes marriage licenses and passports.
- Performs marriage ceremonies.

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. The Clerk has three Special Revenue Funds with are governed by Chapter 28 of the Florida Statutes. They are the Modernization Trust Fund 10% Court Related, the Modernization Trust Fund Court Technology \$1.90, and the Modernization Trust Fund Public Records Modernization \$1.00.

Excess Fees and Unexpended Appropriations

The Clerk is required under Section 218.36 of the Florida Statutes to submit to the County of Volusia, all excess fees from general government operations by October 31<sup>st</sup> after the close of the fiscal year.

The Clerk is required to remit unexpended appropriations for the Court Related activities according to the fiscal year end of the State of Florida. The State fiscal year ends June 30 and the unexpended amount must be remitted by August 15.

The Clerk does not have the opportunity to accumulate net assets in the general fund.

**REVENUE HIGHLIGHTS**

The Court-related activities are funded by appropriation from the State of Florida. The General Government activities are funded by recording, tax deed, marriage and other fees, as well as transfers from the County of Volusia for Information Technology.

Various factors were considered in preparing the budget for the 2013 fiscal year. The Clerk currently sees an environment that does not indicate growth in recording fee revenues for the coming fiscal year. The recording fees for 2013 are projected \$1.7 million which is the actual amount expected for the 2013 fiscal year. The Court Budget

Clerk of the Circuit Court – Volusia County  
Budget for Fiscal Year Ending September 30, 2013

reflects the amount that was established by the Legislature at \$10.4 million. This is a decrease from the \$11.3 for the prior year. An additional appropriation of 6.6% was approved for the Clerks but the revised budget amounts have not been approved by the Florida Clerks of Court Operations Corporation.

**EXPENDITURE HIGHLIGHTS**

The General Fund budget expenditures for 2013 are \$15,667,184. This is a \$677,401 decrease from the 2012 budget. This decrease is due to a Court-related budget decrease of \$875,964 and a General Government budget increase of \$198,563.

The personal services costs for employee wages and benefits represent 87% of the total General Fund Budget. This budget reflects no increase in wages and reduces 25.0 FTE's from the budget. With the expected increase in the Court-related budget appropriation, we plan to restore some of the eliminated positions and grant a modest pay increase for our employees.

As we bring to close another budget development process, it is a privilege for me to present this budget for your perusal.

Sincerely,



Diane M. Matousek  
Clerk of the Circuit Court

**DIANE M. MATOUSEK  
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**BUDGET SUMMARY - ALL FUNDS  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2013**

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>TOTALS</u>
Revenues	\$ 14,720,707.64	\$ 1,303,500.00	\$ 16,024,207.64
Transfers from Fund Balance	-	1,747,500.00	1,747,500.00
	<u>14,720,707.64</u>	<u>3,051,000.00</u>	<u>17,771,707.64</u>
Expenditures	14,720,707.64	3,051,000.00	17,771,707.64
TOTALS	<u>\$ 14,720,707.64</u>	<u>\$ 3,051,000.00</u>	<u>\$ 17,771,707.64</u>

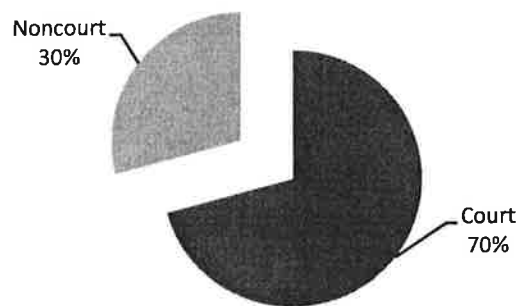
**DIANE M. MATOUSEK  
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**GENERAL FUND - BUDGET SUMMARY  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2013**

	GENERAL FUND TOTALS	COURT BUDGET	GENERAL GOVERNMENT
Revenues	14,720,707.64	10,438,449.29	4,282,258.35
<b>TOTALS</b>	<b>14,720,707.64</b>	<b>10,438,449.29</b>	<b>4,282,258.35</b>
Expenditures	14,720,707.64	10,438,449.29	4,282,258.35
Excess fees to be transferred	-	-	-
<b>TOTALS</b>	<b>14,720,707.64</b>	<b>10,438,449.29</b>	<b>4,282,258.35</b>

The General Fund is the general operating fund of the Clerk. It is used to account for all financial resources, except those required to be accounted for in another fund.

**Budget Percentages by Category**



DIANE M. MATOUSEK  
 CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY  
**GENERAL FUND - BUDGET REVENUES**  
**FOR THE FISCAL YEAR ENDING 9/30/2013**

	GENERAL FUND TOTALS	COURT BUDGET	GENERAL GOVERNMENT
STATE COURT APPROPRIATION	10,438,449.29	10,438,449.29	
RECORDING & INDEXING FEES	1,400,000.00		1,400,000.00
EXTRA INDEXING FEES	35,000.00		35,000.00
COPIES & CERTIFICATIONS	75,000.00		75,000.00
AFFIDAVIT SIGN & SEAL	10,000.00		10,000.00
OATH FEES - NONCOURT	500.00		500.00
RECORDING OVERAGES	5,000.00		5,000.00
SEARCHING OF RECORDS	700.00		700.00
MARRIAGE LICENSE FEES	95,000.00		95,000.00
MARRIAGE CEREMONY FEES	25,000.00		25,000.00
PASSPORT APPLICATION FEES	45,000.00		45,000.00
DOCUMENT STAMP COMMISSION	120,000.00		120,000.00
NOTARY FEES	200.00		200.00
NOTICE OF CONTEST OF LIEN	600.00		600.00
TAX DEED APPLICATION FEES	50,000.00		50,000.00
TAX DEED SURPLUS FEES	3,000.00		3,000.00
TAX DEED FORFEITURE DEPOSITS	5,000.00		5,000.00
TAX DEED TO COUNTY FEES	500.00		500.00
HOME SOLICITATION FEES	500.00		500.00
PASSPORT PHOTO FEES	10,000.00		10,000.00
BAD CHECK FEES	500.00		500.00
DATA PROCESSING FEES	10,000.00		10,000.00
MICROGRAPHIC FEES	30,000.00		30,000.00
POSTAGE FEES - NONCOURT	40,000.00		40,000.00
MISCELLANEOUS FEES - NONCOURT	23,446.69		23,446.69
TITLE IV-D GRANT REIMBURSEMENT	656,787.66		656,787.66
INTEREST EARNINGS	3,000.00		3,000.00
SALE OF SURPLUS EQUIPMENT	10,000.00		10,000.00
TRANSFER FROM COUNTY	1,627,524.00		1,627,524.00
<b>TOTAL REVENUES</b>	<b>14,720,707.64</b>	<b>10,438,449.29</b>	<b>4,282,258.35</b>

**EXPLANATION OF BUDGET FUNDING SOURCES:**

**Court Operations:** the Florida Legislature is responsible for funding the budget for the clerk's court-related services. This funding is accomplished through fees and service charges for court users. The County of Volusia retains the responsibility for funding some court-related costs including facilities, communications, and shared technology. The Legislature created the Clerks of Court Operations Corporation (CCOC) to assist clerks in the development of their budget and to approve those budgets within statutory guidelines. See the CCOC website at [www.flccoc.org](http://www.flccoc.org) for additional information. Funding for Court related services is part of the state appropriation process. At the time this budget was prepared, the State of Florida Legislative Budget Commission approved an additional appropriation for the Clerks of Court. The CCOC expects to allocate an additional 6.6% to each Clerk as their share of this additional appropriation. When the final budget approval is received for the additional amount, this budget will be amended to reflect the increased appropriation.

**General Government:** The Clerk collects recording fees as well as tax deed and marriage fees that fund noncourt operations. In addition to the recording of official records, centralized administrative functions including human resources, purchasing, mail and general management are provided by Clerk's Administration. Unspent recording revenues are returned to the County as excess fees. The Clerk has approval authority for the noncourt budget.

**Title IV-D Grant Reimbursement:** Clerks are responsible for assisting in collecting court-ordered child support payments. The Clerk has entered into a contract whereby the Federal government reimburses the Clerk for the cost incurred in providing this service. These services are provided by employees in the Child Support Department and Family Law Departments and their time is captured and expenses are not included in our court related budget. Grant revenues are classified as noncourt.



DIANE M. MATOUSEK, CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY  
GENERAL FUND EXPENDITURE BUDGET SUMMARY BY DEPARTMENT  
FOR THE FISCAL YEAR ENDING 9-30-2013

	GENERAL FUND TOTALS	COURT BUDGET	INDIRECT ADMINISTRATIVE	GENERAL GOVERNMENT
<b>PERSONAL SERVICES:</b>				
CLERK'S SALARY	140,707.00	-	140,707.00	-
SALARIES & WAGES	8,888,074.78	5,406,804.93	1,283,906.50	2,197,363.35
OVERTIME WAGES	259,838.25	254,979.33	-	4,858.92
COMPENSATED ABSENCES	50,000.00	-	50,000.00	-
SOCIAL SECURITY TAXES	559,784.86	335,222.15	88,326.08	136,236.63
MEDICARE TAXES	130,917.47	78,398.81	20,656.90	31,861.76
RETIREMENT CONTRIBUTIONS	480,581.27	281,268.84	84,283.02	115,029.41
HEALTH INSURANCE	2,282,644.68	1,478,859.28	279,981.48	523,803.92
LIFE INSURANCE	11,583.12	7,614.94	1,402.80	2,565.38
DISABILITY INSURANCE	15,140.71	9,953.78	1,833.65	3,353.28
WORKERS' COMPENSATION	30,000.00	-	30,000.00	-
UNEMPLOYMENT COMPENSATION	60,000.00	-	60,000.00	-
EMPLOYEE ASSISTANCE	4,380.00	2,879.91	540.00	960.09
TOTALS	12,913,652.14	7,855,981.97	2,041,637.43	3,016,032.74
Overhead Allocation	-	1,694,354.90	(2,041,637.43)	347,282.53
<b>TOTAL PERSONAL SERVICES</b>	<b>12,913,652.14</b>	<b>9,550,336.87</b>	<b>-</b>	<b>3,363,315.27</b>
<b>OPERATING EXPENSES:</b>				
LEGAL	20,000.00	-	20,000.00	-
ACCOUNTING & AUDITING	30,000.00	-	30,000.00	-
CONTRACT LABOR	312,500.00	90,000.00	22,500.00	200,000.00
OTHER CONTRACTUAL SERVICES	170,500.00	154,500.00	6,000.00	10,000.00
LODGING	24,455.00	9,800.00	9,530.00	5,125.00
MEALS	14,486.00	9,700.00	2,429.00	2,357.00
INCIDENTAL TRAVEL	550.00	50.00	310.00	190.00
MILEAGE	13,596.50	8,079.00	1,517.50	4,000.00
TRAVEL- PUBLIC TRANSPORTATION	500.00	-	500.00	-
TELEPHONE	7,000.00	-	-	7,000.00
NETWORKING SERVICES	150,000.00	-	-	150,000.00
FREIGHT	1,600.00	-	-	1,600.00
POSTAGE	238,302.00	250.00	237,652.00	400.00
BUILDING RENTAL	15,700.00	-	-	15,700.00
EQUIPMENT RENTAL	4,952.00	-	4,952.00	-
LIABILITY INSURANCE	-	-	-	-
PROPERTY INSURANCE	-	-	-	-
OFFICE EQUIP MAINTENANCE	126,022.00	1,600.00	50,848.00	73,574.00
OTHER MAINTENANCE - VEHICLES	15,000.00	-	-	15,000.00
PRINTING	77,400.00	22,500.00	54,900.00	-
TRAINING	20,600.00	9,500.00	1,100.00	10,000.00
REGISTRATION	26,160.00	730.00	4,190.00	21,240.00
LEGAL ADVERTISING	1,850.00	200.00	1,650.00	-
OTHER MISC. EXPENSES	5,425.00	-	500.00	4,925.00
OFFICE SUPPLIES	171,300.00	97,650.00	58,000.00	15,650.00
OFFICE EQUIPMENT < \$1000	61,850.00	3,300.00	4,500.00	54,050.00
COMPUTER SUPPLIES	100,000.00	-	-	100,000.00
OPERATING SUPPLIES	2,000.00	-	1,000.00	1,000.00
UNIFORMS	2,400.00	-	2,400.00	-
SOFTWARE	-	-	-	-
MICROGRAPHICS SUPPLIES	47,250.00	-	47,250.00	-
OTHER SUPPLIES	13,265.00	-	5,760.00	7,505.00
PUBLICATIONS	2,600.00	1,000.00	600.00	1,000.00
SUBSCRIPTIONS	4,057.00	500.00	3,057.00	500.00
MEMBERSHIPS	5,735.00	-	5,735.00	-
TOTALS	1,687,055.50	409,359.00	576,880.50	700,816.00
Overhead Allocation	-	478,753.42	(576,880.50)	98,127.08
<b>TOTAL OPERATING EXPENSES</b>	<b>1,687,055.50</b>	<b>888,112.42</b>	<b>-</b>	<b>798,943.08</b>
<b>CAPITAL OUTLAY:</b>				
OFFICE EQUIPMENT	120,000.00	-	-	120,000.00
<b>GRAND TOTALS</b>	<b>14,720,707.64</b>	<b>10,438,449.29</b>	<b>-</b>	<b>4,282,258.35</b>

**DIANE M. MATOUSEK  
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**SPECIAL REVENUE FUNDS - BUDGET SUMMARY  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2013**

	TOTAL	10% Court Fund MTF 10%	Court Technology MTF \$1.90	Public Records MTF \$1.00
<b>REVENUES AND TRANSFERS IN:</b>				
Fees - Records Modernization fees \$1.00	250,000.00			250,000.00
Fees - Court Technology fees \$1.90	600,000.00		600,000.00	
Fees - 10% of court fines	450,000.00	450,000.00		
Investment earnings - Records Modernization	500.00			500.00
Investment earnings - Court Technology	2,000.00		2,000.00	
Investment earnings - 10% fund	1,000.00	1,000.00		
Total Revenues	1,303,500.00	451,000.00	602,000.00	250,500.00
Transfers in - Fund Balance Contribution	1,747,500.00		298,000.00	1,449,500.00
Total	3,051,000.00	451,000.00	900,000.00	1,700,000.00
<b>EXPENDITURES:</b>				
Court Operations Expenditures	451,000.00	451,000.00		
Equipment	1,300,000.00		300,000.00	1,000,000.00
Maintenance	700,000.00		100,000.00	600,000.00
Software	100,000.00			100,000.00
Technical Assistance	500,000.00		500,000.00	
Support Staff	-			
Total	3,051,000.00	451,000.00	900,000.00	1,700,000.00

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. The Clerk has three Special Revenue Funds: Modernization Trust Fund Public Records Modernization, Modernization Trust Fund Court Technology and the Modernization Trust Fund 10% Court Related.

Modernization Trust Fund – 10% Court Related:

The fund receives 10% of all court-related fines pursuant to F.S. 28.37(2) and the fund is to be used for court-related operational needs and program enhancements

Modernization Trust Fund – Court Technology:

The Clerk collects a \$1.90 service charge on certain recorded documents for the Modernization Trust Fund – Court Technology pursuant to Florida Statute 28.24(12)(e). This fund must be used exclusively for the court-related technology needs of the Clerk.

Modernization Trust Fund – Public Records Modernization:

The Clerk collects either a \$1.00 service charge or 50 cent service charge on certain recorded documents for the Modernization Trust Fund – Public Records pursuant to Florida Statute 28.24 (12) (d). The fund must be used exclusively for equipment and maintenance of equipment, personnel training, and technical assistance in modernizing the public records system of the Clerk.

GENERAL FUND - EXPENDITURES

DIVISIONAL BUDGETS

FISCAL YEAR ENDING 9/30/2013

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY  
 DIVISIONAL BUDGETS - YEAR ENDING 9-30-13

		COURT BUDGET TOTALS	1004-744 COUNTY CIVIL	1006-764 TRAFFIC	1007-724 COUNTY CRIMINAL	1008-694 PROBATE	1010-634 CIRCUIT CIVIL
<b>PERSONAL SERVICES:</b>							
5001101	CLERK'S SALARY	-	-	-	-	-	-
5001201	SALARIES & WAGES	5,406,804.93	614,815.50	993,057.00	610,837.50	222,514.50	546,702.00
5001400	OVERTIME WAGES	254,979.33	-	249,898.25	-	-	-
5001900	COMPENSATED ABSENCES	-	-	-	-	-	-
5002101	SOCIAL SECURITY TAXES	335,222.15	38,118.58	61,569.59	37,871.96	13,795.92	33,895.55
5002102	MEDICARE TAXES	78,398.81	8,914.83	14,399.35	8,857.17	3,226.46	7,927.24
5002200	RETIREMENT CONTRIBUTIONS	281,268.84	31,847.44	51,440.37	31,641.41	11,526.26	28,319.16
5002301	HEALTH INSURANCE	1,478,859.28	168,431.40	255,542.88	189,824.76	65,875.20	166,387.68
5002302	LIFE INSURANCE	7,614.94	841.68	1,442.88	921.84	320.64	801.60
5002303	DISABILITY INSURANCE	9,953.78	1,100.19	1,886.04	1,204.97	419.12	1,047.80
5002400	WORKERS' COMPENSATION	-	-	-	-	-	-
5002500	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
5002900	EMPLOYEE ASSISTANCE	-	-	-	-	-	-
	TOTAL	2,879.91	315.00	540.00	345.00	120.00	300.00
		7,855,981.97	864,384.62	1,629,716.36	881,504.61	317,798.10	785,381.03
<b>OPERATING EXPENSES:</b>							
5003101	LEGAL	-	-	-	-	-	-
5003201	ACCOUNTING & AUDITING	-	-	-	-	-	-
5003405	CONTRACT LABOR	90,000.00	-	-	-	-	-
5003410	OTHER CONTRACTUAL SERVICES	154,500.00	-	-	-	-	-
5004001	LODGING	9,800.00	-	-	-	-	-
5004002	MEALS	9,700.00	-	-	-	-	-
5004003	INCIDENTAL TRAVEL	50.00	-	-	-	-	-
5004004	MILEAGE	8,079.00	300.00	745.00	1,000.00	250.00	250.00
5004005	TRAVEL- PUBLIC TRANSPORTATION	-	-	-	-	-	-
5004110	TELEPHONE	-	-	-	-	-	-
5004140	NETWORKING SERVICES	-	-	-	-	-	-
5004220	FREIGHT	-	-	-	-	-	-
5004230	POSTAGE	250.00	-	-	-	-	-
5004420	BUILDING RENTAL	-	-	-	-	-	-
5004430	EQUIPMENT RENTAL	-	-	-	-	-	-
5004510	LIABILITY INSURANCE	-	-	-	-	-	-
5004520	PROPERTY INSURANCE	-	-	-	-	-	-
5004660	OFFICE EQUIP MAINTENANCE	1,600.00	-	300.00	100.00	-	300.00
5004670	OTHER MAINTENANCE - VEHICLES	-	-	-	-	-	-
5004701	PRINTING	22,500.00	-	-	2,500.00	-	-
5004901	TRAINING	9,500.00	1,000.00	1,500.00	2,000.00	-	1,000.00
5004902	REGISTRATION	730.00	-	-	-	-	330.00
5004910	LEGAL ADVERTISING	200.00	-	-	-	-	200.00
5004920	OTHER MISC. EXPENSES	-	-	-	-	-	-
5005101	OFFICE SUPPLIES	97,650.00	7,000.00	3,700.00	30,000.00	3,700.00	19,700.00
5005102	OFFICE EQUIPMENT < \$1000	3,300.00	-	400.00	-	-	1,200.00
5005103	COMPUTER SUPPLIES	-	-	-	-	-	-
5005201	OPERATING SUPPLIES	-	-	-	-	-	-
5005210	UNIFORMS	-	-	-	-	-	-
5005240	SOFTWARE	-	-	-	-	-	-
5005250	MICROGRAPHICS SUPPLIES	-	-	-	-	-	-
5005299	OTHER SUPPLIES	-	-	-	-	-	-
5005410	PUBLICATIONS	1,000.00	-	-	200.00	-	-
5005420	SUBSCRIPTIONS	500.00	-	-	-	-	-
5005430	MEMBERSHIPS	-	-	-	-	-	-
	TOTAL	409,359.00	8,300.00	6,645.00	35,800.00	3,950.00	22,980.00
<b>CAPITAL OUTLAY:</b>							
5006410	OFFICE EQUIPMENT	-	-	-	-	-	-
	TOTAL BEFORE ALLOCATIONS	8,265,340.97	872,684.62	1,636,361.36	917,304.61	321,748.10	808,361.03



CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY  
 DIVISIONAL BUDGETS - YEAR ENDING 9-30-13

	INDIRECT ADMIN TOTALS	4001-604 CLERK ADMINISTRATION	4011-604 RECORDS MANAGEMENT	4029-604 ACCOUNTING	4003-604 HUMAN RESOURCES	4018-604 PURCHASING
<b>PERSONAL SERVICES:</b>						
5001101	CLERK'S SALARY	140,707.00	140,707.00	-	-	-
5001201	SALARIES & WAGES	1,283,906.50	309,261.50	479,687.00	234,766.00	156,680.50
5001400	OVERTIME WAGES	-	-	-	-	-
5001900	COMPENSATED ABSENCES	50,000.00	50,000.00	-	-	-
5002101	SOCIAL SECURITY TAXES	88,326.08	27,898.04	29,740.62	14,555.51	9,714.19
5002102	MEDICARE TAXES	20,856.90	6,524.54	6,955.47	3,404.10	2,271.87
5002200	RETIREMENT CONTRIBUTIONS	84,283.02	32,455.40	24,847.79	12,767.21	8,850.73
5002301	HEALTH INSURANCE	279,981.48	38,301.48	139,962.00	55,463.76	27,731.88
5002302	LIFE INSURANCE	1,402.80	200.40	721.44	240.48	120.24
5002303	DISABILITY INSURANCE	1,833.65	261.95	943.02	314.34	157.17
5002400	WORKERS' COMPENSATION	30,000.00	30,000.00	-	-	-
5002500	UNEMPLOYMENT COMPENSATION	60,000.00	60,000.00	-	-	-
5002900	EMPLOYEE ASSISTANCE	540.00	75.00	285.00	90.00	45.00
-	TOTAL	2,041,637.43	695,685.31	683,142.34	321,601.40	205,571.58
<b>OPERATING EXPENSES:</b>						
5003101	LEGAL	20,000.00	20,000.00	-	-	-
5003201	ACCOUNTING & AUDITING	30,000.00	30,000.00	-	-	-
5003405	CONTRACT LABOR	22,500.00	20,000.00	-	2,500.00	-
5003410	OTHER CONTRACTUAL SERVICES	6,000.00	-	5,500.00	500.00	-
5004001	LODGING	9,530.00	7,250.00	780.00	500.00	1,000.00
5004002	MEALS	2,429.00	1,764.00	216.00	200.00	249.00
5004003	INCIDENTAL TRAVEL	310.00	200.00	-	50.00	60.00
5004004	MILEAGE	1,517.50	1,167.50	-	200.00	150.00
5004005	TRAVEL- PUBLIC TRANSPORTATION	500.00	500.00	-	-	-
5004110	TELEPHONE	-	-	-	-	-
5004140	NETWORKING SERVICES	-	-	-	-	-
5004220	FREIGHT	-	-	-	-	-
5004230	POSTAGE	237,652.00	250.00	-	100.00	237,302.00
5004420	BUILDING RENTAL	-	-	-	-	-
5004430	EQUIPMENT RENTAL	4,952.00	-	-	-	4,952.00
5004510	LIABILITY INSURANCE	-	-	-	-	-
5004520	PROPERTY INSURANCE	-	-	-	-	-
5004660	OFFICE EQUIP MAINTENANCE	50,848.00	-	24,573.00	3,500.00	22,775.00
5004670	OTHER MAINTENANCE - VEHICLES	-	-	-	-	-
5004701	PRINTING	54,900.00	400.00	-	50.00	54,450.00
5004901	TRAINING	1,100.00	500.00	-	600.00	-
5004902	REGISTRATION	4,190.00	2,480.00	460.00	1,200.00	50.00
5004910	LEGAL ADVERTISING	1,650.00	500.00	-	1,000.00	150.00
5004920	OTHER MISC. EXPENSES	500.00	500.00	-	-	-
5005101	OFFICE SUPPLIES	58,000.00	3,000.00	4,000.00	3,500.00	500.00
5005102	OFFICE EQUIPMENT < \$1000	4,500.00	1,000.00	-	2,000.00	1,500.00
5005103	COMPUTER SUPPLIES	-	-	-	-	-
5005201	OPERATING SUPPLIES	1,000.00	1,000.00	-	-	-
5005210	UNIFORMS	2,400.00	-	-	-	2,400.00
5005240	SOFTWARE	-	-	-	-	-
5005250	MICROGRAPHICS SUPPLIES	47,250.00	-	47,250.00	-	-
5005299	OTHER SUPPLIES	5,760.00	500.00	-	760.00	4,500.00
5005410	PUBLICATIONS	600.00	500.00	-	100.00	-
5005420	SUBSCRIPTIONS	3,057.00	2,500.00	-	557.00	-
5005430	MEMBERSHIPS	5,735.00	5,000.00	350.00	100.00	285.00
-	TOTAL	576,880.50	99,011.50	83,129.00	13,250.00	6,411.00
<b>CAPITAL OUTLAY:</b>						
5006410	OFFICE EQUIPMENT	-	-	-	-	-
-	TOTAL BEFORE ALLOCATIONS	2,618,517.93	794,696.81	766,271.34	334,851.40	211,982.58

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY  
 DIVISIONAL BUDGETS - YEAR ENDING 9-30-13

GENERAL GOVERNMENT TOTALS		2012-519	2020-519	2023-519	2025-519	TITLE IV-D GRANT REIMBURSED	6060-713 INFORMATION TECHNOLOGY
		RECORDING	MARRIAGE, TAX DEEDS, PASSPORTS	RECORDING NONCOURT ADMIN	RECORDS RET. NON- COURT		
<b>PERSONAL SERVICES:</b>							
5001101	CLERK'S SALARY	-	-	-	-	-	-
5001201	SALARIES & WAGES	2,197,363.35	608,341.50	304,336.50	28,957.50	47,872.50	758,214.78
5001400	OVERTIME WAGES	4,858.92	-	-	-	-	-
5001900	COMPENSATED ABSENCES	-	-	-	-	-	-
5002101	SOCIAL SECURITY TAXES	136,236.63	37,717.20	18,868.88	1,795.37	2,968.10	47,009.34
5002102	MEDICARE TAXES	31,861.76	8,820.96	4,412.88	419.88	694.15	10,994.10
5002200	RETIREMENT CONTRIBUTIONS	115,029.41	31,512.09	15,764.64	1,500.00	2,479.80	40,481.49
5002301	HEALTH INSURANCE	523,803.92	168,431.40	92,927.04	6,174.12	17,842.32	100,461.24
5002302	LIFE INSURANCE	2,565.38	841.68	400.80	40.08	80.16	521.04
5002303	DISABILITY INSURANCE	3,353.28	1,100.19	523.90	52.39	104.78	681.07
5002400	WORKERS' COMPENSATION	-	-	-	-	-	-
5002500	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
5002900	EMPLOYEE ASSISTANCE	960.09	315.00	150.00	15.00	30.00	195.00
-	TOTAL	3,016,032.74	857,080.02	437,384.64	38,954.34	72,071.81	958,558.06
<b>OPERATING EXPENSES:</b>							
5003101	LEGAL	-	-	-	-	-	-
5003201	ACCOUNTING & AUDITING	-	-	-	-	-	-
5003405	CONTRACT LABOR	200,000.00	-	-	-	-	200,000.00
5003410	OTHER CONTRACTUAL SERVICES	10,000.00	-	-	-	-	10,000.00
5004001	LODGING	5,125.00	875.00	250.00	-	-	4,000.00
5004002	MEALS	2,357.00	252.00	105.00	-	-	2,000.00
5004003	INCIDENTAL TRAVEL	190.00	-	40.00	-	-	150.00
5004004	MILEAGE	4,000.00	1,000.00	-	-	-	3,000.00
5004005	TRAVEL- PUBLIC TRANSPORTATION	-	-	-	-	-	-
5004110	TELEPHONE	7,000.00	-	-	-	-	7,000.00
5004140	NETWORKING SERVICES	150,000.00	-	-	-	-	150,000.00
5004220	FREIGHT	1,600.00	-	-	-	-	1,600.00
5004230	POSTAGE	400.00	-	-	-	-	400.00
5004420	BUILDING RENTAL	15,700.00	8,500.00	-	-	7,200.00	-
5004430	EQUIPMENT RENTAL	-	-	-	-	-	-
5004510	LIABILITY INSURANCE	-	-	-	-	-	-
5004520	PROPERTY INSURANCE	-	-	-	-	-	-
5004660	OFFICE EQUIP MAINTENANCE	73,574.00	71,884.00	1,690.00	-	-	-
5004670	OTHER MAINTENANCE - VEHICLES	15,000.00	15,000.00	-	-	-	-
5004701	PRINTING	-	-	-	-	-	-
5004901	TRAINING	10,000.00	-	-	-	-	10,000.00
5004902	REGISTRATION	21,240.00	615.00	125.00	-	-	20,500.00
5004910	LEGAL ADVERTISING	-	-	-	-	-	-
5004920	OTHER MISC. EXPENSES	4,925.00	-	-	-	-	4,925.00
5005101	OFFICE SUPPLIES	15,650.00	13,000.00	1,650.00	-	-	1,000.00
5005102	OFFICE EQUIPMENT < \$1000	54,050.00	3,300.00	750.00	-	-	50,000.00
5005103	COMPUTER SUPPLIES	100,000.00	-	-	-	-	100,000.00
5005201	OPERATING SUPPLIES	1,000.00	-	-	-	-	1,000.00
5005210	UNIFORMS	-	-	-	-	-	-
5005240	SOFTWARE	-	-	-	-	-	-
5005250	MICROGRAPHICS SUPPLIES	-	-	-	-	-	-
5005299	OTHER SUPPLIES	7,505.00	6,505.00	800.00	-	-	200.00
5005410	PUBLICATIONS	1,000.00	-	-	-	-	1,000.00
5005420	SUBSCRIPTIONS	500.00	-	-	-	-	500.00
5005430	MEMBERSHIPS	-	-	-	-	-	-
-	TOTAL	700,816.00	120,931.00	5,410.00	-	7,200.00	567,275.00
<b>CAPITAL OUTLAY:</b>							
5006410	OFFICE EQUIPMENT	120,000.00	120,000.00	-	-	-	-
-	TOTAL BEFORE ALLOCATIONS	3,836,848.74	1,098,011.02	442,794.64	38,954.34	79,271.81	1,525,833.06

**DIANE M. MATOUSEK**  
**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**  
**Budget Overview - FISCAL YEAR ENDING 9/30/2013**

**BACKGROUND INFORMATION**

The County of Volusia, Florida (the "County"), implemented a County Home Rule Charter on January 1, 1971, as provided by Section 125.60 of the Laws of Florida. The County operates under an elected County Council and provides services to its more than 500,000 residents. Section 503 of the Charter specifically excludes the office of the Clerk of the Circuit Court (the "Clerk") and its related activities, as it is a separate governmental unit governed by the Constitution and Laws of Florida. The Clerk's annual budget does not include the budget of the County Council Charter government (the "County of Volusia, Florida") representing the County Council, Supervisor of Elections, Sheriff and Property Appraiser.

**FUNDS REPORTED IN THIS BUDGET DOCUMENT**

**General Fund** – The General Fund is the general operating fund of the Clerk. It is used to account for all financial resources, except those required to be 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. The Clerk has three Special Revenue Funds: Modernization Trust Fund Public Records Modernization, Modernization Trust Fund Court Technology and the Modernization Trust Fund 10% Court Related.

**FUNDS NOT REPORTED IN THIS BUDGET DOCUMENT - FIDUCIARY FUNDS**

**Agency Funds** – Agency funds are used to account for assets held by the Clerk in a trustee capacity or as an agent for individuals, private organizations, other governments and/or funds. The Clerk has seven agency funds. They are excluded from this budget because they are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Clerk's agency funds are: Court Registry, Documentary Stamps and Intangible Tax, Fine and Forfeiture, Miscellaneous Deposits, Juror and Witness Payments, Tax Deed Sales.

**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 functions for which funds are to be expended.
- (2) The proposed budget is to be filed with the Clerk of the County Council by September 1<sup>st</sup> preceding the fiscal year of the budget.
- (3) The Clerk was required to submit a budget for court-related revenues and expenditures (for functions elaborated in Section 28.36 of the Florida Statutes) for the State of Florida fiscal year ending June 30, 2013 by October 1, 2011. The budget was submitted to the Florida Clerks of Court Operations Corporation in accordance with Section 28.36 of the Florida Statutes. The corporation reviewed the budget requests and made recommendations to the Legislature and the Supreme Court by December 1. The Legislature approved the budget appropriations for each Clerk of Court individually. The State Legislative Budget Commission has approved an additional 6.6% appropriation for the 2013 budget. The additional budget revenue is not reflected in this budget because the Florida Clerks of Court Operations Corporation has not officially approved the individual amounts for the Clerks.
- (4) The Clerk can amend the general government budget (Noncourt General Revenue Fund) and special revenue budgets as deemed necessary during the year. Budgetary control is at the total revenue and expenditure level. When the additional budget amount is approved by the Florida Clerks of Court Operations Corporation, the Court budget will be amended to reflect that amount.
- (5) The Clerk must request approval from the Florida Clerks of Court Operations Corporation in order to amend the court-related budget. Budgetary control is at the total revenue and expenditure level.



**DIANE M. MATOUSEK**  
**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**  
**Budget Overview - FISCAL YEAR ENDING 9/30/2013**

(6) The Clerk must remit to the General Fund of the County of Volusia, Florida, the excess revenues over expenditures for general government operations in the Clerk's General Fund. This must be done by October 31<sup>st</sup> after the close of the fiscal year, in accordance with Section 218.36 of the Florida Statutes.

(7) The Clerk must remit to the State of Florida General Revenue Fund the unexpended appropriations (state appropriations received in excess of the approved budgeted expenditures) within 45 days after the State fiscal year end of June 30.

(8) 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 close of the fiscal year.

(9) The budgets for the Clerk's General and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles.

# Volusia County Citizens

## Clerk of the Circuit Court

Chief Deputy / General Counsel

Court Operations	Administrative Services	Human Resources	Information Technology	Fiscal Operations
General Civil	Official Records	Employee Relations	IT Support	Financial Reporting
Probate	Records Management	Benefits Administration	IT Infrastructure Implementation & Administration	Child Support
Family Law	Marriage License	Educational Programs	Application Development	Budget
Juvenile	Passports	Staffing		Fixed Assets
Criminal	Tax Deeds			Payroll
Traffic	Purchasing			Accounts Payable
Jury Management	Mail Services			Accounts Receivable

**DIANE M. MATOUSEK**  
**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**  
**Budget FTE Schedule - FISCAL YEAR ENDING 9/30/2013**

Code	DEPARTMENT	2013 FTE'S	2012 FTE'S
1004	COUNTY CIVIL	21.00	22.00
1006	TRAFFIC	36.00	42.00
1007	COUNTY CRIMINAL	23.00	22.00
1008	PROBATE	8.00	11.00
1009	FAMILY LAW	25.00	24.00
1010	CIRCUIT CIVIL	20.00	25.00
1016	CIRCUIT CRIMINAL	32.00	36.00
1017	CRIMINAL INTAKE	12.00	13.00
1019	JUVENILE	12.00	14.00
1021	JURY MANAGEMENT	3.00	3.00
1022	APPEALS	4.00	4.00
1026	UNIFIED FAMILY	2.00	2.00
1030	CHILD SUPPORT	10.00	10.00
2012	RECORDING	21.00	23.00
2020	MARRIAGE, TAX DEED	10.00	9.00
2023	NONCOURT ADMINISTRATIVE	1.00	-
2025	NONCOURT RECORDS RETENTION	2.00	2.00
4001	CLERK ADMINISTRATION	5.00	5.00
4003	HUMAN RESOURCES	3.00	4.00
4011	RECORDS MANAGEMENT	18.50	20.50
4018	PURCHASING	3.00	4.00
4029	FISCAL OPERATIONS	6.00	7.00
6060	INFORMATION TECHNOLOGY	13.00	13.00
	TOTALS	290.50	315.50