

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

**ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2014**

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

**FORMAT OF BUDGET DOCUMENT
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2014**

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

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

August 16, 2013

Dear Members of the County Council:

In accordance with Section 218.35(3) of the Florida Statutes, I am pleased to present the Clerk of the Circuit Court budget for the fiscal year ending September 30, 2014. 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 which is reviewed by the Florida Clerks of Court Operations Corporation and submitted to the legislature and the Supreme Court by December 1 each year

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, 2014

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.

Functions of the Clerk as relates to the support of the Criminal Justice Community

- Provide support warrant tracking software and hardware to VCSO.
- Provide support warrant service software and hardware to VCSO and other Volusia County Law Enforcement agencies.
- Provide and support Drug Court with case maintenance and integration software.
- Provide and support Pre-trial Services with case maintenance software.

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 31st after the close of the fiscal year.

The Clerk is required to remit unexpended appropriations for the Court-Related activities to the State of Florida. The unexpended amount for the fiscal year ending September 30, 2014 must be remitted by January 15, 2015.

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

REVENUE HIGHLIGHTS

The Court-Related activities are funded by revenues from fines, fees, and service charges. Distributions from the Clerk of Court Trust Fund will be made to fund Clerks with

Clerk of the Circuit Court – Volusia County
Budget for Fiscal Year Ending September 30, 2014

revenues insufficient to meet their approved budget expenditures. The Volusia Clerk is scheduled to receive \$250,769.88 for this purpose. This is a new revenue structure which was a result of 2013 Legislative changes to the Florida Statutes.

Various factors were considered in preparing the budget for the 2014 fiscal year. The Clerk expects the recording fee revenues to remain stable for the coming fiscal year. The recording fees for 2013 are projected at \$2.1 million. The recording fees expected for the 2014 fiscal year are budgeted at \$2.0 million.

EXPENDITURE HIGHLIGHTS

The General Fund budget expenditures for 2014 are \$16,623,381.85. This is a \$1,902,674.21 increase over the 2013 budget. This increase is due to a Court-Related budget increase of \$1,295,686.71 and a General Government budget increase of \$606,987.50. After last year's 2013 budget was approved, the Florida Clerks of Court Operations Corporation granted our office an additional \$734,462.08 in spending authority.

The personal services costs for employee wages and benefits represent 88.15% of the total General Fund Budget. This budget reflects recent wage increases consistent with those granted by the State of Florida to its 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, 2014**

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>TOTALS</u>
Revenues	\$ 16,623,381.85	\$ 1,575,000.00	\$ 18,198,381.85
Transfers from Fund Balance	-	1,815,000.00	1,815,000.00
	<u>16,623,381.85</u>	<u>3,390,000.00</u>	<u>20,013,381.85</u>
Expenditures	16,623,381.85	3,390,000.00	20,013,381.85
TOTALS	<u>\$ 16,623,381.85</u>	<u>\$ 3,390,000.00</u>	<u>\$ 20,013,381.85</u>

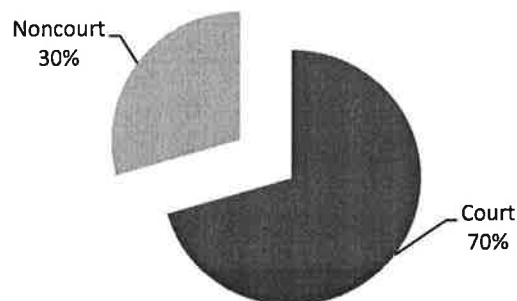
**DIANE M. MATOUSEK
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**GENERAL FUND - BUDGET SUMMARY
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2014**

	GENERAL FUND TOTALS	COURT BUDGET	GENERAL GOVERNMENT
Revenues	16,623,381.85	11,734,136.00	4,889,245.85
TOTALS	16,623,381.85	11,734,136.00	4,889,245.85
Expenditures	16,623,381.85	11,734,136.00	4,889,245.85
Excess fees to be transferred	-	-	-
TOTALS	16,623,381.85	11,734,136.00	4,889,245.85

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 9/30/2014

	GENERAL FUND TOTALS	COURT BUDGET	GENERAL GOVERNMENT
APPROPRIATION FROM COURT TRUST FUND	250,769.88	250,769.88	
TRANSFER FROM SPECIAL REVENUE - MTF 10%	550,000.00	550,000.00	
FORECLOSURE BACKLOG FUNDING	79,960.00	79,960.00	
COUNTY CRIMINAL FILING FEES	38,406.12	38,406.12	
COUNTY CRIMINAL SERVICE CHARGES	100,000.00	100,000.00	
COUNTY CRIMINAL COURT COSTS	325,000.00	325,000.00	
COUNTY CRIMINAL FINES	75,000.00	75,000.00	
CIRCUIT CRIMINAL SERVICE CHARGES	30,000.00	30,000.00	
CIRCUIT CRIMINAL COURT COSTS	150,000.00	150,000.00	
CIRCUIT CRIMINAL FINES	375,000.00	375,000.00	
COUNTY CIVIL FILING FEES	1,800,000.00	1,800,000.00	
COUNTY CIVIL SERVICE CHARGES	25,000.00	25,000.00	
CIRCUIT CIVIL FILING FEES	2,500,000.00	2,500,000.00	
CIRCUIT CIVIL SERVICE CHARGES	1,200,000.00	1,200,000.00	
CIRCUIT CIVIL FINES	5,000.00	5,000.00	
CHILD SUPPORT DEPOSITORY FEES	130,000.00	130,000.00	
TRAFFIC SERVICE CHARGES	500,000.00	500,000.00	
TRAFFIC COURT COSTS	1,500,000.00	1,500,000.00	
TRAFFIC FINES	1,500,000.00	1,500,000.00	
JUVENILE SERVICE CHARGES	10,000.00	10,000.00	
JUVENILE FINES	15,000.00	15,000.00	
PROBATE FILING FEES	500,000.00	500,000.00	
PROBATE SERVICE CHARGES	75,000.00	75,000.00	
RECORDING & INDEXING FEES	2,000,000.00		2,000,000.00
EXTRA INDEXING FEES	40,000.00		40,000.00
COPIES & CERTIFICATIONS	90,000.00		90,000.00
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	100,000.00		100,000.00
MARRIAGE CEREMONY FEES	25,000.00		25,000.00
PASSPORT APPLICATION FEES	50,000.00		50,000.00
DOCUMENT STAMP COMMISSION	175,000.00		175,000.00
NOTARY FEES	200.00		200.00
NOTICE OF CONTEST OF LIEN	500.00		500.00
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	40,000.00		40,000.00
ONLINE TAX DEED SALE FEES	5,000.00		5,000.00
PASSPORT PHOTO FEES	8,000.00		8,000.00
BAD CHECK FEES	500.00		500.00
DATA PROCESSING FEES	1,000.00		1,000.00
MICROGRAPHIC FEES	10,000.00		10,000.00
POSTAGE FEES - NONCOURT	40,000.00		40,000.00
MISCELLANEOUS FEES - NONCOURT	83.72		83.72
TITLE IV-D GRANT REIMBURSEMENT	579,986.13		579,986.13
INTEREST EARNINGS	1,000.00		1,000.00
SALE OF SURPLUS EQUIPMENT	10,000.00		10,000.00
TRANSFER FROM COUNTY	1,638,776.00		1,638,776.00
TOTAL REVENUES	16,623,381.85	11,734,136.00	4,889,245.85

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

GENERAL FUND EXPENDITURE BUDGET SUMMARY BY DEPARTMENT

FOR THE FISCAL YEAR ENDING 9-30-2014

	GENERAL FUND TOTALS	COURT BUDGET	INDIRECT ADMINISTRATIVE	GENERAL GOVERNMENT
PERSONAL SERVICES:				
CLERK'S SALARY	140,455.00	-	140,455.00	-
SALARIES & WAGES	10,019,318.62	6,610,876.97	843,118.55	2,565,323.10
OVERTIME WAGES	373,883.92	288,805.52	10,000.00	75,078.40
COMPENSATED ABSENCES	50,000.00	-	50,000.00	-
SOCIAL SECURITY TAXES	629,906.00	409,874.38	60,981.58	159,050.04
MEDICARE TAXES	147,316.81	95,857.77	14,261.83	37,197.21
RETIREMENT CONTRIBUTIONS	857,290.06	512,991.86	123,009.01	221,289.19
HEALTH INSURANCE	2,343,024.00	1,661,869.80	156,177.60	524,976.60
LIFE INSURANCE	12,104.16	8,627.89	761.52	2,714.75
DISABILITY INSURANCE	15,821.78	11,277.82	995.41	3,548.55
WORKERS' COMPENSATION	-	-	-	-
UNEMPLOYMENT COMPENSATION	60,000.00	-	60,000.00	-
EMPLOYEE ASSISTANCE	4,560.00	3,259.00	285.00	1,016.00
TOTALS	14,653,680.35	9,603,441.01	1,460,045.50	3,590,193.84
Overhead Allocation	-	1,202,931.49	(1,460,045.50)	257,114.01
TOTAL PERSONAL SERVICES	14,653,680.35	10,806,372.50	-	3,847,307.85
OPERATING EXPENSES:				
LEGAL	20,000.00	-	20,000.00	-
ACCOUNTING & AUDITING	30,000.00	-	30,000.00	-
CONTRACT LABOR	466,488.50	122,488.50	4,000.00	340,000.00
OTHER CONTRACTUAL SERVICES	205,000.00	154,500.00	45,500.00	5,000.00
LODGING	25,250.00	9,500.00	10,100.00	5,650.00
MEALS	13,824.00	9,600.00	1,773.00	2,451.00
INCIDENTAL TRAVEL	500.00	-	310.00	190.00
MILEAGE	13,229.00	7,879.00	2,350.00	3,000.00
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	244,730.00	-	244,330.00	400.00
BUILDING RENTAL	23,500.00	-	-	23,500.00
EQUIPMENT RENTAL	5,318.00	-	5,318.00	-
LIABILITY INSURANCE	-	-	-	-
PROPERTY INSURANCE	-	-	-	-
OFFICE EQUIP MAINTENANCE	131,180.00	1,300.00	55,835.00	74,045.00
OTHER MAINTENANCE - VEHICLES	15,000.00	-	-	15,000.00
PRINTING	73,445.00	12,500.00	60,945.00	-
TRAINING	15,600.00	4,000.00	1,600.00	10,000.00
REGISTRATION	26,205.00	730.00	4,180.00	21,295.00
LEGAL ADVERTISING	2,350.00	200.00	2,150.00	-
OTHER MISC. EXPENSES	6,925.00	-	2,000.00	4,925.00
OFFICE SUPPLIES	170,500.00	94,150.00	60,700.00	15,650.00
OFFICE EQUIPMENT < \$1000	59,850.00	3,300.00	2,500.00	54,050.00
COMPUTER SUPPLIES	100,000.00	-	-	100,000.00
OPERATING SUPPLIES	2,000.00	-	1,000.00	1,000.00
UNIFORMS	1,500.00	-	1,500.00	-
SOFTWARE	-	-	-	-
MICROGRAPHICS SUPPLIES	40,000.00	-	40,000.00	-
OTHER SUPPLIES	16,265.00	-	8,760.00	7,505.00
PUBLICATIONS	3,100.00	1,000.00	1,100.00	1,000.00
SUBSCRIPTIONS	4,057.00	500.00	3,057.00	500.00
MEMBERSHIPS	4,785.00	-	4,785.00	-
TOTALS	1,879,701.50	421,647.50	614,293.00	843,761.00
Overhead Allocation	-	506,116.00	(614,293.00)	108,177.00
TOTAL OPERATING EXPENSES	1,879,701.50	927,763.50	-	951,938.00
CAPITAL OUTLAY:				
OFFICE EQUIPMENT	90,000.00	-	-	90,000.00
GRAND TOTALS	16,623,381.85	11,734,136.00	-	4,889,245.85

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

**SPECIAL REVENUE FUNDS - BUDGET SUMMARY
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2014**

	TOTAL	10% Court Fund MTF 10%	Court Technology MTF \$1.90	Public Records MTF \$1.00
REVENUES AND TRANSFERS IN:				
Fees - Records Modernization fees \$1.00	325,000.00			325,000.00
Fees - Court Technology fees \$1.90	700,000.00		700,000.00	
Fees - 10% of court fines	550,000.00	550,000.00		
Investment earnings - Records Modernization	-			
Investment earnings - Court Technology	-			
Investment earnings - 10% fund	-			
Total Revenues	1,575,000.00	550,000.00	700,000.00	325,000.00
Transfers in - Fund Balance Contribution	1,815,000.00	40,000.00	500,000.00	1,275,000.00
Total	3,390,000.00	590,000.00	1,200,000.00	1,600,000.00
EXPENDITURES:				
Transfer to General Fund for Court Expenditures	550,000.00	550,000.00		
Equipment	1,500,000.00		500,000.00	1,000,000.00
Maintenance	400,000.00		100,000.00	300,000.00
Training	40,000.00	40,000.00		
Software	200,000.00		100,000.00	100,000.00
Technical Assistance	700,000.00		500,000.00	200,000.00
Support Staff	-			
Total	3,390,000.00	590,000.00	1,200,000.00	1,600,000.00

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 10% Court Related, Modernization Trust Fund Court Technology and the Public Records Modernization.

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 9/30/2014

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY
 DIVISIONAL BUDGETS - YEAR ENDING 9-30-14

	COURT BUDGET TOTALS	1004-744 COUNTY CIVIL	1006-764 TRAFFIC	1007-724 COUNTY CRIMINAL	1008-694 PROBATE	1010-634 CIRCUIT CIVIL
PERSONAL SERVICES:						
5001101	CLERK'S SALARY	-	-	-	-	-
5001201	SALARIES & WAGES	6,610,876.97	494,288.36	1,152,770.66	729,658.18	295,895.71
5001400	OVERTIME WAGES	288,805.52	25,883.92	50,000.00	50,000.00	10,000.00
5001900	COMPENSATED ABSENCES	-	-	-	-	-
5002101	SOCIAL SECURITY TAXES	409,874.38	30,645.87	71,471.76	45,238.82	18,345.54
5002102	MEDICARE TAXES	95,857.77	7,167.19	16,715.16	10,580.05	4,290.50
5002200	RETIREMENT CONTRIBUTIONS	512,991.86	40,531.80	94,059.97	56,069.10	20,564.76
5002301	HEALTH INSURANCE	1,661,869.80	121,582.32	280,115.52	201,871.68	82,134.48
5002302	LIFE INSURANCE	8,627.89	601.20	1,563.12	1,002.00	400.80
5002303	DISABILITY INSURANCE	11,277.82	785.85	2,043.21	1,309.75	523.90
5002400	WORKERS' COMPENSATION	-	-	-	-	-
5002500	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
5002900	EMPLOYEE ASSISTANCE	3,259.00	225.00	585.00	375.00	150.00
-	TOTAL	9,603,441.01	721,711.51	1,669,324.40	1,096,104.58	432,305.69
OPERATING EXPENSES:						
5003101	LEGAL	-	-	-	-	-
5003201	ACCOUNTING & AUDITING	-	-	-	-	-
5003405	CONTRACT LABOR	122,488.50	4,500.00	15,000.00	15,000.00	4,500.00
5003410	OTHER CONTRACTUAL SERVICES	154,500.00	-	-	-	-
5004001	LODGING	9,500.00	-	-	-	-
5004002	MEALS	9,600.00	-	-	-	-
5004003	INCIDENTAL TRAVEL	-	-	-	-	-
5004004	MILEAGE	7,879.00	300.00	745.00	1,000.00	250.00
5004005	TRAVEL- PUBLIC TRANSPORTATION	-	-	-	-	-
5004110	TELEPHONE	-	-	-	-	-
5004140	NETWORKING SERVICES	-	-	-	-	-
5004220	FREIGHT	-	-	-	-	-
5004230	POSTAGE	-	-	-	-	-
5004420	BUILDING RENTAL	-	-	-	-	-
5004430	EQUIPMENT RENTAL	-	-	-	-	-
5004510	LIABILITY INSURANCE	-	-	-	-	-
5004520	PROPERTY INSURANCE	-	-	-	-	-
5004660	OFFICE EQUIP MAINTENANCE	1,300.00	-	300.00	100.00	300.00
5004670	OTHER MAINTENANCE - VEHICLES	-	-	-	-	-
5004701	PRINTING	12,500.00	-	-	2,500.00	-
5004901	TRAINING	4,000.00	500.00	500.00	1,000.00	1,000.00
5004902	REGISTRATION	730.00	-	-	-	330.00
5004910	LEGAL ADVERTISING	200.00	-	-	-	200.00
5004920	OTHER MISC. EXPENSES	-	-	-	-	-
5005101	OFFICE SUPPLIES	94,150.00	6,500.00	3,600.00	28,000.00	3,500.00
5005102	OFFICE EQUIPMENT < \$1000	3,300.00	-	400.00	-	-
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	421,647.50	11,800.00	20,545.00	47,800.00	8,250.00
CAPITAL OUTLAY:						
5006410	OFFICE EQUIPMENT	-	-	-	-	-
-	TOTAL BEFORE ALLOCATIONS	10,025,088.51	733,511.51	1,689,869.40	1,143,904.58	440,555.69

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY
 DIVISIONAL BUDGETS - YEAR ENDING 9-30-14

	1016-614 CIRCUIT CRIMINAL	1017-724 CRIMINAL INTAKE	1019-674 JUVENILE	1022-607 APPEALS	1021-608 JURY MGMT.	1026-654 UNIFIED FAMILY NON-IVD	NON IV-D GRANT FAMILY CHLD SUPPORT
PERSONAL SERVICES:							
5001101	CLERK'S SALARY	-	-	-	-	-	-
5001201	SALARIES & WAGES	1,184,422.45	213,582.83	415,655.57	139,236.99	190,691.85	242,448.79
5001400	OVERTIME WAGES	50,000.00	20,000.00	10,000.00	1,000.00	10,000.00	11,921.60
5001900	COMPENSATED ABSENCES	-	-	-	-	-	-
5002101	SOCIAL SECURITY TAXES	73,434.19	13,242.14	25,770.66	8,632.69	11,822.90	15,031.82
5002102	MEDICARE TAXES	17,174.12	3,096.95	6,027.04	2,018.95	2,765.03	3,515.51
5002200	RETIREMENT CONTRIBUTIONS	86,472.63	17,380.53	32,238.57	9,676.97	16,397.76	20,381.52
5002301	HEALTH INSURANCE	292,961.76	47,966.88	117,892.08	40,121.76	23,548.32	54,754.32
5002302	LIFE INSURANCE	1,523.04	280.56	601.20	160.32	120.24	280.56
5002303	DISABILITY INSURANCE	1,990.82	366.73	785.85	209.56	157.17	366.73
5002400	WORKERS' COMPENSATION	-	-	-	-	-	-
5002500	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
5002900	EMPLOYEE ASSISTANCE	570.00	105.00	225.00	60.00	75.00	105.00
-	TOTAL	1,708,549.01	316,021.62	609,195.97	201,117.24	255,578.27	336,884.25
OPERATING EXPENSES:							
5003101	LEGAL	-	-	-	-	-	-
5003201	ACCOUNTING & AUDITING	-	-	-	-	-	-
5003405	CONTRACT LABOR	10,000.00	15,000.00	10,000.00	-	10,000.00	-
5003410	OTHER CONTRACTUAL SERVICES	-	-	-	150,000.00	-	4,500.00
5004001	LODGING	-	-	-	9,500.00	-	-
5004002	MEALS	-	-	-	9,500.00	-	100.00
5004003	INCIDENTAL TRAVEL	-	-	-	-	-	-
5004004	MILEAGE	3,000.00	1,034.00	300.00	-	-	1,000.00
5004005	TRAVEL- PUBLIC TRANSPORTATION	-	-	-	-	-	-
5004110	TELEPHONE	-	-	-	-	-	-
5004140	NETWORKING SERVICES	-	-	-	-	-	-
5004220	FREIGHT	-	-	-	-	-	-
5004230	POSTAGE	-	-	-	-	-	-
5004420	BUILDING RENTAL	-	-	-	-	-	-
5004430	EQUIPMENT RENTAL	-	-	-	-	-	-
5004510	LIABILITY INSURANCE	-	-	-	-	-	-
5004520	PROPERTY INSURANCE	-	-	-	-	-	-
5004660	OFFICE EQUIP MAINTENANCE	600.00	-	-	-	-	-
5004670	OTHER MAINTENANCE - VEHICLES	-	-	-	-	-	-
5004701	PRINTING	10,000.00	-	-	-	-	-
5004901	TRAINING	500.00	-	-	-	-	500.00
5004902	REGISTRATION	-	-	200.00	-	-	200.00
5004910	LEGAL ADVERTISING	-	-	-	-	-	-
5004920	OTHER MISC. EXPENSES	-	-	-	-	-	-
5005101	OFFICE SUPPLIES	16,100.00	2,700.00	5,400.00	600.00	150.00	8,100.00
5005102	OFFICE EQUIPMENT < \$1000	200.00	-	-	-	-	1,500.00
5005103	COMPUTER SUPPLIES	-	-	-	-	-	-
5005201	OPERATING SUPPLIES	-	-	-	-	-	-
5005210	UNIFORMS	-	-	-	-	-	-
5005240	SOFTWARE	-	-	-	-	-	-
5005250	MICROGRAPHICS SUPPLIES	-	-	-	-	-	-
5005299	OTHER SUPPLIES	-	-	-	-	-	-
5005410	PUBLICATIONS	500.00	100.00	-	-	-	200.00
5005420	SUBSCRIPTIONS	-	-	-	500.00	-	-
5005430	MEMBERSHIPS	-	-	-	-	-	-
-	TOTAL	40,900.00	18,834.00	15,900.00	600.00	169,650.00	10,000.00
CAPITAL OUTLAY:							
5006410	OFFICE EQUIPMENT	-	-	-	-	-	-
-	TOTAL BEFORE ALLOCATIONS	1,749,449.01	334,855.62	625,095.97	201,717.24	425,228.27	346,884.25

COURT OPERATIONS - CONTINUED

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY
 DIVISIONAL BUDGETS - YEAR ENDING 9-30-14

GENERAL GOVERNMENT TOTALS		2012-519 RECORDING	2020-519 MARRIAGE, TAX DEEDS, PASSPORTS	2023-519 RECORDING NONCOURT ADMIN	2025-519 RECORDS RET. NON- COURT	TITLE IV-D GRANT REIMBURSED	6060-713 INFORMATION TECHNOLOGY
PERSONAL SERVICES:							
5001101	CLERK'S SALARY	-	-	-	-	-	-
5001201	SALARIES & WAGES	2,565,323.10	714,109.36	303,295.06	106,585.88	188,076.60	848,210.01
5001400	OVERTIME WAGES	75,078.40	50,000.00	15,000.00	1,000.00	1,000.00	-
5001900	COMPENSATED ABSENCES	-	-	-	-	-	-
5002101	SOCIAL SECURITY TAXES	159,050.04	44,274.78	18,804.30	6,608.32	11,660.75	52,589.03
5002102	MEDICARE TAXES	37,197.21	10,354.59	4,397.79	1,545.50	2,727.11	12,299.05
5002200	RETIREMENT CONTRIBUTIONS	221,289.19	66,541.57	21,079.00	9,783.98	15,928.38	75,601.35
5002301	HEALTH INSURANCE	524,976.60	145,745.76	82,134.48	18,313.92	52,481.52	122,256.24
5002302	LIFE INSURANCE	2,714.75	841.68	400.80	120.24	240.48	561.12
5002303	DISABILITY INSURANCE	3,548.55	1,100.19	523.90	157.17	314.34	733.46
5002400	WORKERS' COMPENSATION	-	-	-	-	-	-
5002500	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
5002900	EMPLOYEE ASSISTANCE	1,016.00	315.00	150.00	45.00	90.00	210.00
-	TOTAL	3,590,193.84	1,035,282.93	445,785.33	144,160.01	272,519.18	1,112,460.26
OPERATING EXPENSES:							
5003101	LEGAL	-	-	-	-	-	-
5003201	ACCOUNTING & AUDITING	-	-	-	-	-	-
5003405	CONTRACT LABOR	340,000.00	-	-	-	-	340,000.00
5003410	OTHER CONTRACTUAL SERVICES	5,000.00	-	-	-	-	5,000.00
5004001	LODGING	5,650.00	1,350.00	300.00	-	-	4,000.00
5004002	MEALS	2,451.00	324.00	127.00	-	-	2,000.00
5004003	INCIDENTAL TRAVEL	190.00	-	40.00	-	-	150.00
5004004	MILEAGE	3,000.00	-	-	-	-	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	23,500.00	15,000.00	-	-	8,500.00	-
5004430	EQUIPMENT RENTAL	-	-	-	-	-	-
5004510	LIABILITY INSURANCE	-	-	-	-	-	-
5004520	PROPERTY INSURANCE	-	-	-	-	-	-
5004660	OFFICE EQUIP MAINTENANCE	74,045.00	72,305.00	1,740.00	-	-	-
5004670	OTHER MAINTENANCE - VEHICLES	15,000.00	15,000.00	-	-	-	-
5004701	PRINTING	-	-	-	-	-	-
5004901	TRAINING	10,000.00	-	-	-	-	10,000.00
5004902	REGISTRATION	21,295.00	670.00	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	843,761.00	127,454.00	5,532.00	-	8,500.00	702,275.00
CAPITAL OUTLAY:							
5006410	OFFICE EQUIPMENT	90,000.00	90,000.00	-	-	-	-
-	TOTAL BEFORE ALLOCATIONS	4,523,954.84	1,252,736.93	451,317.33	144,160.01	281,019.18	1,814,735.26

DIANE M. MATOUSEK
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA
Budget Overview - FISCAL YEAR ENDING 9/30/2014

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 1st 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, 2014 by October 1, 2012. 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 and changed the budget process from the State fiscal year with a June 30 year end to the Clerks fiscal year of October 1 to September 30.
- (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 9/30/2014

(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 31st 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 revenues for the period July 1, 2013 to September 30, 2014 by January 20, 2015.

(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.

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 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 the Clerks in the development of their budget and to approve those budgets within statutory guidelines.

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.

EXPENDITURE INFORMATION

Indirect administrative expenses benefit Court-Related and General Government operations. They are allocated according to the method used for State court budget reporting. The allocation percentages for the fiscal year ending 9/30/2014 are 82.39% to Court-Related and 17.61% to General Government.

Volusia County Citizens

Clerk of the Circuit Court

Chief Deputy / General Counsel



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

DIANE M. MATOUSEK
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA
Budget FTE Schedule - FISCAL YEAR ENDING 9/30/2014

Code	DEPARTMENT	2014 FTE'S	2013 FTE'S
1004	COUNTY CIVIL	15.00	21.00
1006	TRAFFIC	39.00	36.00
1007	COUNTY CRIMINAL	25.00	23.00
1008	PROBATE	10.00	8.00
1009	FAMILY LAW	25.00	25.00
1010	CIRCUIT CIVIL	32.00	20.00
1016	CIRCUIT CRIMINAL	38.00	32.00
1017	CRIMINAL INTAKE	7.00	12.00
1019	JUVENILE	15.00	12.00
1021	JURY MANAGEMENT	4.00	3.00
1022	APPEALS	4.00	4.00
1026	UNIFIED FAMILY	7.00	2.00
1030	CHILD SUPPORT	9.00	10.00
2012	RECORDING	21.00	21.00
2020	MARRIAGE, TAX DEED	10.00	10.00
2023	NONCOURT ADMINISTRATIVE	3.00	1.00
2025	NONCOURT RECORDS RETENTION	6.00	2.00
4001	CLERK ADMINISTRATION	4.00	5.00
4003	HUMAN RESOURCES	3.00	3.00
4011	RECORDS MANAGEMENT	5.00	18.50
4018	PURCHASING	-	3.00
4029	FISCAL OPERATIONS	7.00	6.00
6060	INFORMATION TECHNOLOGY	14.00	13.00
	TOTALS	303.00	290.50