

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

**ADOPTED BUDGET**  
**FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2016**

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

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**DIANE M. MATOUSEK**  
CLERK OF THE CIRCUIT COURT  
SEVENTH JUDICIAL CIRCUIT – VOLUSIA COUNTY, FLORIDA

August 12, 2015

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, 2016. 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 August 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, 2016

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.
- Provide and support the judiciary with electronic case file access.
- Support information exchanges with the Sheriff, Jail, State Attorney, and Public Defender.

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 which 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 to the State of Florida. The unexpended amount for the fiscal year ending September 30, 2016 must be remitted by January 25, 2016.

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

Clerk of the Circuit Court – Volusia County  
Budget for Fiscal Year Ending September 30, 2016

**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 revenues insufficient to meet their approved budget expenditures. The Volusia Clerk is scheduled to receive \$2,588,911 for this purpose. This represents 23% of the total court budget.

Various factors were considered in preparing the budget for the 2016 fiscal year. The Clerk expects the recording fee revenues to remain stable for the coming fiscal year. The recording fees for 2015 are projected at \$1.850 million. The recording fees expected for the 2016 fiscal year are budgeted at \$1.925 million.

**EXPENDITURE HIGHLIGHTS**

The General Fund budget expenditures for 2016 are \$15,944,450.18. The budget expenditures for 2015 were \$16,200,530.09. The \$256,079.91 decrease is largely attributable to decrease in the court budget which was approved by the Florida Clerk of Court Operations Corporation.

The Clerks of Court Operations Corporation submitted a proposed budget request for all Clerks in the State of Florida to the Legislative Budget Commission on August 1, 2015. The total proposed budget for all Clerks was \$443,364,061. The Volusia Clerk's budget represents 2.49% of this total.

The personal services costs for employee wages and benefits represent 93.8% of the total General Fund Budget. The Clerks of Court Operations Corporation did not provide funding to cover pay increases for Clerk staff in the 2016 budget request. The Clerks have borne within their existing budgets the increased costs of health insurance premiums and Florida Retirement System contributions. These inequities in the budget process are making it difficult for the Clerk to attract, hire, and retain a qualified and competent workforce through a competitive compensation package.

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, 2016**

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>TOTALS</u>
Revenues	\$ 15,944,450.18	\$ 1,082,000.00	\$ 17,026,450.18
Transfers from Fund Balance	-	1,168,748.05	1,168,748.05
	<u>15,944,450.18</u>	<u>2,250,748.05</u>	<u>18,195,198.23</u>
Expenditures	15,944,450.18	2,250,748.05	18,195,198.23
TOTALS	<u>\$ 15,944,450.18</u>	<u>\$ 2,250,748.05</u>	<u>\$ 18,195,198.23</u>

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

**GENERAL FUND - BUDGET SUMMARY  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2016**

	GENERAL FUND TOTALS	COURT BUDGET	GENERAL GOVERNMENT
Revenues	15,944,450.18	11,059,363.20	4,885,086.98
TOTALS	15,944,450.18	11,059,363.20	4,885,086.98
Expenditures	15,944,450.18	11,059,363.20	4,885,086.98
Excess fees to be transferred	-	-	-
TOTALS	15,944,450.18	11,059,363.20	4,885,086.98

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.

**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY**  
**GENERAL FUND - BUDGET REVENUES**  
**FOR THE FISCAL YEAR ENDING 9/30/2016**

	GENERAL FUND TOTALS	COURT BUDGET	GENERAL GOVERNMENT
APPROPRIATION FROM COURT TRUST FUND	2,588,911.00	2,588,911.00	
TRANSFER FROM SPECIAL REVENUE - MTF 10%	-		
FORECLOSURE BACKLOG FUNDING	-		
COUNTY CRIMINAL FILING FEES	25,112.42	25,112.42	
COUNTY CRIMINAL SERVICE CHARGES	91,082.26	91,082.26	
COUNTY CRIMINAL COURT COSTS	372,074.04	372,074.04	
COUNTY CRIMINAL FINES	99,942.16	99,942.16	
CIRCUIT CRIMINAL SERVICE CHARGES	26,840.98	26,840.98	
CIRCUIT CRIMINAL COURT COSTS	160,930.84	160,930.84	
CIRCUIT CRIMINAL FINES	124,865.52	124,865.52	
COUNTY CIVIL FILING FEES	1,626,531.24	1,626,531.24	
COUNTY CIVIL SERVICE CHARGES	39,086.00	39,086.00	
COUNTY CIVIL COURT COSTS	80.00	80.00	
CIRCUIT CIVIL FILING FEES	1,301,943.80	1,301,943.80	
CIRUIT CIVIL SERVICE CHARGES	1,023,815.08	1,023,815.08	
CIRCUIT CIVIL FINES	2,156.40	2,156.40	
CHILD SUPPORT DEPOSITORY FEES	135,436.10	135,436.10	
TRAFFIC SERVICE CHARGES	465,998.62	465,998.62	
TRAFFIC COURT COSTS	1,330,170.54	1,330,170.54	
TRAFFIC FINES	1,107,519.54	1,107,519.54	
JUVENILE FILING FEES	-		
JUVENILE SERVICE CHARGES	7,576.88	7,576.88	
JUVENILE FINES	45.00	45.00	
PROBATE FILING FEES	464,388.48	464,388.48	
PROBATE SERVICE CHARGES	64,856.30	64,856.30	
RECORDING & INDEXING FEES	1,925,000.00		1,925,000.00
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	125,000.00		125,000.00
MARRIAGE CEREMONY FEES	30,000.00		30,000.00
PASSPORT APPLICATION FEES	62,750.00		62,750.00
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	44,000.00		44,000.00
ONLINE TAX DEED SALE FEES	5,000.00		5,000.00
PASSPORT PHOTO FEES	12,000.00		12,000.00
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	8,901.47		8,901.47
TITLE IV-D GRANT REIMBURSEMENT	444,136.51		444,136.51
INTEREST EARNINGS	1,000.00		1,000.00
SALE OF SURPLUS EQUIPMENT	10,000.00		10,000.00
TRANSFER FROM COUNTY	1,785,899.00		1,785,899.00
<b>TOTAL REVENUES</b>	<b>15,944,450.18</b>	<b>11,059,363.20</b>	<b>4,885,086.98</b>



**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY  
GENERAL FUND BUDGET EXPENDITURES BY DEPARTMENT  
FOR THE FISCAL YEAR ENDING 9/30/2016**

	TOTALS	COURT OPERATIONS	INDIRECT ADMINISTRATIVE	GENERAL GOVERNMENT
<b>PERSONAL SERVICES:</b>				
CLERK'S SALARY	146,076.00	-	146,076.00	-
SALARIES & WAGES	10,214,287.64	6,968,917.76	618,269.15	2,627,100.73
OVERTIME WAGES	166,000.00	146,941.01	3,000.00	16,058.99
COMPENSATED ABSENCES	75,000.00	-	75,000.00	-
SOCIAL SECURITY TAXES	642,342.74	430,731.18	47,389.39	164,222.17
MEDICARE TAXES	150,225.37	100,735.52	11,083.03	38,406.82
RETIREMENT CONTRIBUTIONS	911,359.34	564,950.15	103,768.24	242,640.95
HEALTH INSURANCE	2,533,359.94	1,864,714.08	112,411.47	556,234.39
LIFE INSURANCE	11,623.20	8,567.63	480.96	2,574.61
DISABILITY INSURANCE	22,620.00	16,673.52	936.00	5,010.48
WORKERS' COMPENSATION	75,000.00	-	75,000.00	-
UNEMPLOYMENT COMPENSATION	5,000.00	-	5,000.00	-
EMPLOYEE ASSISTANCE	6,438.00	4,772.17	261.00	1,404.83
<b>TOTALS</b>	<b>14,959,332.23</b>	<b>10,107,003.02</b>	<b>1,198,675.24</b>	<b>3,653,653.97</b>
Overhead Allocation	-	968,289.86	(1,198,675.24)	230,385.38
<b>TOTAL PERSONAL SERVICES</b>	<b>14,959,332.23</b>	<b>11,075,292.88</b>	<b>-</b>	<b>3,884,039.35</b>
<b>OPERATING EXPENSES:</b>				
LEGAL	30,000.00	-	10,000.00	20,000.00
ACCOUNTING & AUDITING	30,000.00	-	30,000.00	-
CONTRACT LABOR	280,000.00	-	25,000.00	255,000.00
OTHER CONTRACT SERVICES	178,500.00	103,500.00	55,500.00	19,500.00
LODGING	18,860.00	7,200.00	8,010.00	3,650.00
MEALS	3,525.00	1,350.00	1,224.00	951.00
INCIDENTAL TRAVEL	590.00	-	350.00	240.00
MILEAGE	10,731.00	6,325.00	1,306.00	3,100.00
TRAVEL- PUBLIC TRANSPORTATION	-	-	-	-
TELEPHONE	-	-	-	-
NETWORKING SERVICES	50,000.00	-	-	50,000.00
FREIGHT	500.00	-	-	500.00
POSTAGE	237,100.00	12,000.00	225,100.00	-
BUILDING RENTAL	4,500.00	-	-	4,500.00
EQUIPMENT RENTAL	6,940.00	-	3,940.00	3,000.00
LIABILITY INSURANCE	130,000.00	-	-	130,000.00
PROPERTY INSURANCE	20,000.00	-	-	20,000.00
OFFICE EQUIP MAINTENANCE	89,070.00	4,400.00	34,884.00	49,786.00
OTHER MAINTENANCE - VEHICLES	20,000.00	-	-	20,000.00
PRINTING	26,350.00	-	26,100.00	250.00
TRAINING	13,500.00	-	6,000.00	7,500.00
REGISTRATION	12,665.00	5,200.00	5,300.00	2,165.00
LEGAL ADVERTISING	750.00	-	750.00	-
OTHER MISC. EXPENSES	23,700.00	1,200.00	2,000.00	20,500.00
OFFICE SUPPLIES	170,550.00	91,500.00	66,900.00	12,150.00
OFFICE EQUIPMENT < \$1000	37,450.00	12,100.00	2,000.00	23,350.00
COMPUTER SUPPLIES	100,000.00	-	-	100,000.00
OPERATING SUPPLIES	2,000.00	-	1,000.00	1,000.00
UNIFORMS	1,700.00	-	1,700.00	-
SOFTWARE	75,000.00	-	-	75,000.00
MICROGRAPHICS SUPPLIES	20,000.00	-	20,000.00	-
OTHER SUPPLIES	16,500.00	-	8,500.00	8,000.00
PUBLICATIONS	2,600.00	-	2,100.00	500.00
SUBSCRIPTIONS	2,850.00	500.00	1,600.00	750.00
MEMBERSHIPS	5,060.00	-	4,860.00	200.00
<b>TOTALS</b>	<b>1,620,991.00</b>	<b>245,275.00</b>	<b>544,124.00</b>	<b>831,592.00</b>
Overhead Allocation	-	439,543.37	(544,124.00)	104,580.63
<b>TOTAL OPERATING EXPENSES</b>	<b>1,620,991.00</b>	<b>684,818.37</b>	<b>-</b>	<b>936,172.63</b>
<b>CAPITAL OUTLAY:</b>				
OFFICE EQUIPMENT	64,875.00	-	-	64,875.00
FUNDED BY 10% MODERNIZATION TRUST	(700,748.05)	(700,748.05)	-	-
<b>GRAND TOTALS</b>	<b>15,944,450.18</b>	<b>11,059,363.20</b>	<b>-</b>	<b>4,885,086.98</b>

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

**SPECIAL REVENUE FUNDS - BUDGET SUMMARY  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2016**

	TOTALS	10% Court Related MTF 10%	Court Technology MTF \$1.90	Public Records Modernization MTF \$1.00
<b>REVENUES</b>				
Misdemeanor Fines	20,000.00	20,000.00		
Felony Fines	10,000.00	10,000.00		
Traffic Fines	357,000.00	357,000.00		
Recording Fees	1,080,000.00		750,000.00	330,000.00
Investment Earnings	2,000.00		2,000.00	
<b>TOTAL REVENUES</b>	<b>1,082,000.00</b>	<b>387,000.00</b>	<b>752,000.00</b>	<b>330,000.00</b>
<b>EXPENDITURES</b>				
General Fund Transfers	700,748.05	700,748.05		
Equipment	400,000.00		200,000.00	200,000.00
Maintenance	400,000.00		200,000.00	200,000.00
Training	-			
Software	200,000.00		100,000.00	100,000.00
Technical Assistance	550,000.00		500,000.00	50,000.00
Support Staff	-			
<b>TOTAL EXPENDITURES</b>	<b>2,250,748.05</b>	<b>700,748.05</b>	<b>1,000,000.00</b>	<b>550,000.00</b>
Excess (deficiency) of revenues over expenditure	(781,748.05)	(313,748.05)	(248,000.00)	(220,000.00)
Fund Balance, beginning of year	2,972,948.05	313,748.05	2,048,670.00	610,530.00
Fund Balance, end of year	2,191,200.00	-	1,800,670.00	390,530.00

**PROGRAM DESCRIPTIONS**

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 BUDGET EXPENDITURES  
BY DIVISION  
FOR THE FISCAL YEAR ENDING 9/30/2016

**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY**  
**GENERAL FUND BUDGET EXPENDITURES BY DIVISION**  
**FOR THE FISCAL YEAR ENDING 9/30/2016**

	COURT TOTALS	1004-744 COUNTY CIVIL	1006-764 TRAFFIC	1007-724 COUNTY CRIMINAL	1008-694 PROBATE	1010-634 CIRCUIT CIVIL
<b>PERSONAL SERVICES:</b>						
CLERK'S SALARY	-	-	-	-	-	-
SALARIES & WAGES	6,968,917.76	601,347.70	1,336,259.85	742,219.80	338,941.54	962,018.10
OVERTIME WAGES	146,941.01	10,000.00	50,000.00	30,000.00	10,000.00	10,000.00
COMPENSATED ABSENCES	-	-	-	-	-	-
SOCIAL SECURITY TAXES	430,731.18	37,283.58	82,848.15	46,017.64	21,014.39	59,645.16
MEDICARE TAXES	100,735.52	8,719.53	19,375.76	10,762.22	4,914.67	13,949.26
RETIREMENT CONTRIBUTIONS	564,950.15	46,029.94	117,364.40	59,548.81	24,979.98	81,392.98
HEALTH INSURANCE	1,864,714.08	154,785.30	343,775.06	206,172.59	101,790.43	268,914.68
LIFE INSURANCE	8,567.63	721.44	1,683.36	921.84	440.88	1,202.40
DISABILITY INSURANCE	16,673.52	1,404.00	3,276.00	1,794.00	858.00	2,340.00
WORKERS' COMPENSATION	-	-	-	-	-	-
UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
EMPLOYEE ASSISTANCE	4,772.17	391.50	913.50	500.25	261.00	652.50
<b>TOTAL</b>	<b>10,107,003.02</b>	<b>860,682.99</b>	<b>1,955,496.08</b>	<b>1,097,937.15</b>	<b>503,200.89</b>	<b>1,400,115.08</b>

<b>OPERATING EXPENSES:</b>						
LEGAL	-	-	-	-	-	-
ACCOUNTING & AUDITING	-	-	-	-	-	-
CONTRACT LABOR	-	-	-	-	-	-
OTHER CONTRACT SERVICES	103,500.00	-	-	-	-	-
LODGING	7,200.00	-	600.00	-	-	600.00
MEALS	1,350.00	-	100.00	-	-	100.00
INCIDENTAL TRAVEL	-	-	-	-	-	-
MILEAGE	6,325.00	150.00	890.00	250.00	250.00	1,000.00
TRAVEL- PUBLIC TRANSPORTATION	-	-	-	-	-	-
TELEPHONE	-	-	-	-	-	-
NETWORKING SERVICES	-	-	-	-	-	-
FREIGHT	-	-	-	-	-	-
POSTAGE	12,000.00	-	-	-	-	-
BUILDING RENTAL	-	-	-	-	-	-
EQUIPMENT RENTAL	-	-	-	-	-	-
LIABILITY INSURANCE	-	-	-	-	-	-
PROPERTY INSURANCE	-	-	-	-	-	-
OFFICE EQUIP MAINTENANCE	4,400.00	300.00	1,000.00	100.00	300.00	300.00
OTHER MAINTENANCE - VEHICLES	-	-	-	-	-	-
PRINTING	-	-	-	-	-	-
TRAINING	-	-	-	-	-	-
REGISTRATION	5,200.00	500.00	1,100.00	1,000.00	300.00	700.00
LEGAL ADVERTISING	-	-	-	-	-	-
OTHER MISC. EXPENSES	1,200.00	-	-	-	-	500.00
OFFICE SUPPLIES	91,500.00	6,000.00	3,600.00	28,000.00	3,000.00	20,000.00
OFFICE EQUIPMENT < \$1000	12,100.00	-	400.00	1,200.00	-	1,000.00
COMPUTER SUPPLIES	-	-	-	-	-	-
OPERATING SUPPLIES	-	-	-	-	-	-
UNIFORMS	-	-	-	-	-	-
SOFTWARE	-	-	-	-	-	-
MICROGRAPHICS SUPPLIES	-	-	-	-	-	-
OTHER SUPPLIES	-	-	-	-	-	-
PUBLICATIONS	-	-	-	-	-	-
SUBSCRIPTIONS	500.00	-	-	-	-	-
MEMBERSHIPS	-	-	-	-	-	-
<b>TOTAL</b>	<b>245,275.00</b>	<b>6,950.00</b>	<b>7,690.00</b>	<b>30,550.00</b>	<b>3,850.00</b>	<b>24,200.00</b>

<b>CAPITAL OUTLAY:</b>						
OFFICE EQUIPMENT	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>10,352,278.02</b>	<b>867,632.99</b>	<b>1,963,186.08</b>	<b>1,128,487.15</b>	<b>507,050.89</b>	<b>1,424,315.08</b>

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY

GENERAL FUND BUDGET EXPENDITURES BY DIVISION

FOR THE FISCAL YEAR ENDING 9/30/2016

	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
<b>PERSONAL SERVICES:</b>							
CLERK'S SALARY	-	-	-	-	-	-	-
SALARIES & WAGES	1,143,398.05	281,918.55	390,838.50	122,137.85	131,034.01	311,604.00	607,199.81
OVERTIME WAGES	10,000.00	5,000.00	10,000.00		10,000.00		1,941.01
COMPENSATED ABSENCES							
SOCIAL SECURITY TAXES	70,890.70	17,478.96	24,231.99	7,572.55	8,124.11	19,319.46	36,304.49
MEDICARE TAXES	16,579.26	4,087.81	5,667.17	1,771.00	1,900.00	4,518.27	8,490.57
RETIREMENT CONTRIBUTIONS	86,124.76	20,777.40	30,280.96	10,537.97	9,657.20	33,903.62	44,352.13
HEALTH INSURANCE	319,317.82	70,801.13	104,975.86	26,849.45	19,524.17	73,363.13	174,444.46
LIFE INSURANCE	1,442.88	360.72	521.04	120.24	80.16	320.64	752.03
DISABILITY INSURANCE	2,808.00	702.00	1,014.00	234.00	156.00	624.00	1,463.52
WORKERS' COMPENSATION							
UNEMPLOYMENT COMPENSATION							
EMPLOYEE ASSISTANCE	783.00	195.75	282.75	87.00	108.75	174.00	422.17
<b>TOTAL</b>	<b>1,651,344.47</b>	<b>401,322.32</b>	<b>567,812.27</b>	<b>169,310.06</b>	<b>180,584.40</b>	<b>443,827.12</b>	<b>875,370.19</b>
<b>OPERATING EXPENSES:</b>							
LEGAL							
ACCOUNTING & AUDITING							
CONTRACT LABOR							
OTHER CONTRACT SERVICES	500.00				100,000.00		3,000.00
LODGING					5,000.00	400.00	600.00
MEALS					1,000.00	50.00	100.00
INCIDENTAL TRAVEL							
MILEAGE	2,000.00	150.00	445.00			200.00	990.00
TRAVEL- PUBLIC TRANSPORTATION							
TELEPHONE							
NETWORKING SERVICES							
FREIGHT							
POSTAGE					12,000.00		
BUILDING RENTAL							
EQUIPMENT RENTAL							
LIABILITY INSURANCE							
PROPERTY INSURANCE							
OFFICE EQUIP MAINTENANCE	600.00	500.00	300.00	300.00	200.00		500.00
OTHER MAINTENANCE - VEHICLES							
PRINTING							
TRAINING							
REGISTRATION	500.00				200.00	200.00	700.00
LEGAL ADVERTISING							
OTHER MISC. EXPENSES					200.00	500.00	
OFFICE SUPPLIES	16,100.00	1,800.00	3,000.00	1,200.00	200.00		8,600.00
OFFICE EQUIPMENT < \$1000	6,000.00	500.00	1,000.00		500.00		1,500.00
COMPUTER SUPPLIES							
OPERATING SUPPLIES							
UNIFORMS							
SOFTWARE							
MICROGRAPHICS SUPPLIES							
OTHER SUPPLIES							
PUBLICATIONS							
SUBSCRIPTIONS					500.00		
MEMBERSHIPS							
<b>TOTAL</b>	<b>25,700.00</b>	<b>2,950.00</b>	<b>4,745.00</b>	<b>1,500.00</b>	<b>119,800.00</b>	<b>1,350.00</b>	<b>15,990.00</b>
<b>CAPITAL OUTLAY:</b>							
OFFICE EQUIPMENT							
<b>TOTAL EXPENSES</b>	<b>1,677,044.47</b>	<b>404,272.32</b>	<b>572,557.27</b>	<b>170,810.06</b>	<b>300,384.40</b>	<b>445,177.12</b>	<b>891,360.19</b>

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY

GENERAL FUND BUDGET EXPENDITURES BY DIVISION

FOR THE FISCAL YEAR ENDING 9/30/2016

	INDIRECT ADMIN TOTALS	4001-604 CLERK ADMINISTRATION	4029-604 ACCOUNTING	4011-604 RECORDS MANAGEMENT	4003-604 HUMAN RESOURCES	4018-604 PURCHASING
<b>PERSONAL SERVICES:</b>						
CLERK'S SALARY	146,076.00	146,076.00				
SALARIES & WAGES	618,269.15	209,210.00	261,931.65	-	147,127.50	-
OVERTIME WAGES	3,000.00		2,000.00		1,000.00	
COMPENSATED ABSENCES	75,000.00	75,000.00				
SOCIAL SECURITY TAXES	47,389.39	22,027.73	16,239.76	-	9,121.90	-
MEDICARE TAXES	11,083.03	5,151.65	3,798.03	-	2,133.35	-
RETIREMENT CONTRIBUTIONS	103,768.24	55,883.85	27,553.97	-	20,330.42	-
HEALTH INSURANCE	112,411.47	21,975.84	65,164.03	-	25,271.60	-
LIFE INSURANCE	480.96	120.24	240.48	-	120.24	-
DISABILITY INSURANCE	936.00	234.00	468.00	-	234.00	-
WORKERS' COMPENSATION	75,000.00	75,000.00				
UNEMPLOYMENT COMPENSATION	5,000.00	5,000.00				
EMPLOYEE ASSISTANCE	261.00	65.25	130.50	-	65.25	-
<b>TOTAL</b>	<b>1,198,675.24</b>	<b>615,744.56</b>	<b>377,526.42</b>	<b>-</b>	<b>205,404.26</b>	<b>-</b>
<b>OPERATING EXPENSES:</b>						
LEGAL	10,000.00	10,000.00				
ACCOUNTING & AUDITING	30,000.00	30,000.00				
CONTRACT LABOR	25,000.00		25,000.00			
OTHER CONTRACT SERVICES	55,500.00	10,000.00	30,000.00	5,500.00	10,000.00	
LODGING	8,010.00	4,000.00	500.00	1,350.00	2,160.00	
MEALS	1,224.00	500.00	100.00	324.00	300.00	
INCIDENTAL TRAVEL	350.00	200.00	100.00		50.00	
MILEAGE	1,306.00	1,000.00	100.00		150.00	56.00
TRAVEL- PUBLIC TRANSPORTATION	-					
TELEPHONE	-					
NETWORKING SERVICES	-					
FREIGHT	-					
POSTAGE	225,100.00		100.00			225,000.00
BUILDING RENTAL	-					
EQUIPMENT RENTAL	3,940.00					3,940.00
LIABILITY INSURANCE	-					
PROPERTY INSURANCE	-					
OFFICE EQUIP MAINTENANCE	34,884.00		500.00	19,054.00		15,330.00
OTHER MAINTENANCE - VEHICLES	-					
PRINTING	26,100.00	1,000.00			100.00	25,000.00
TRAINING	6,000.00	1,000.00			5,000.00	
REGISTRATION	5,300.00	2,000.00		450.00	2,800.00	50.00
LEGAL ADVERTISING	750.00	100.00			500.00	150.00
OTHER MISC. EXPENSES	2,000.00	2,000.00				
OFFICE SUPPLIES	66,900.00	200.00	2,200.00	4,000.00	500.00	60,000.00
OFFICE EQUIPMENT < \$1000	2,000.00		500.00			1,500.00
COMPUTER SUPPLIES	-					
OPERATING SUPPLIES	1,000.00		1,000.00			
UNIFORMS	1,700.00				100.00	1,600.00
SOFTWARE	-					
MICROGRAPHICS SUPPLIES	20,000.00			20,000.00		
OTHER SUPPLIES	8,500.00	2,000.00		500.00	1,000.00	5,000.00
PUBLICATIONS	2,100.00	2,000.00	100.00			
SUBSCRIPTIONS	1,600.00	500.00			1,100.00	
MEMBERSHIPS	4,860.00	4,000.00		400.00	460.00	
<b>TOTAL</b>	<b>544,124.00</b>	<b>70,500.00</b>	<b>60,200.00</b>	<b>51,578.00</b>	<b>24,220.00</b>	<b>337,626.00</b>
<b>CAPITAL OUTLAY:</b>						
OFFICE EQUIPMENT	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>1,742,799.24</b>	<b>686,244.56</b>	<b>437,726.42</b>	<b>51,578.00</b>	<b>229,624.26</b>	<b>337,626.00</b>

**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY**  
**GENERAL FUND BUDGET EXPENDITURES BY DIVISION**  
**FOR THE FISCAL YEAR ENDING 9/30/2016**

GENERAL GOVERNMENT	2012-519	2020-519	2023-519	2025-519	IV-D	6060-713
TOTALS	RECORDING	MARRIAGE, TAX DEEDS, PASSPORTS	RECORDING NONCOURT ADMIN	RECORDS RET. NON- COURT	REIMBURSED	INFORMATION TECHNOLOGY
<b>PERSONAL SERVICES:</b>						
CLERK'S SALARY	-	-	-	-	-	-
SALARIES & WAGES	2,627,100.73	774,190.15	309,491.35	99,763.05	197,973.75	297,826.79
OVERTIME WAGES	16,058.99	10,000.00	5,000.00	-	-	1,058.99
COMPENSATED ABSENCES	-	-	-	-	-	-
SOCIAL SECURITY TAXES	164,222.17	47,999.78	19,188.48	6,185.31	12,274.37	19,807.19
MEDICARE TAXES	38,406.82	11,225.76	4,487.63	1,446.56	2,870.63	4,632.33
RETIREMENT CONTRIBUTIONS	242,640.95	79,587.15	22,809.49	7,352.53	18,920.75	24,197.86
HEALTH INSURANCE	556,234.39	175,917.05	79,110.56	21,975.84	53,838.96	95,174.25
LIFE INSURANCE	2,574.61	881.76	360.72	120.24	240.48	410.29
DISABILITY INSURANCE	5,010.48	1,716.00	702.00	234.00	468.00	798.48
WORKERS' COMPENSATION	-	-	-	-	-	-
UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
EMPLOYEE ASSISTANCE	1,404.83	478.50	195.75	65.25	130.50	230.33
<b>TOTAL</b>	<b>3,653,653.97</b>	<b>1,101,996.15</b>	<b>441,345.98</b>	<b>137,142.78</b>	<b>286,717.44</b>	<b>444,136.51</b>
<b>OPERATING EXPENSES:</b>						
LEGAL	20,000.00	-	10,000.00	-	-	10,000.00
ACCOUNTING & AUDITING	-	-	-	-	-	-
CONTRACT LABOR	255,000.00	5,000.00	-	-	-	250,000.00
OTHER CONTRACT SERVICES	19,500.00	2,000.00	3,500.00	6,500.00	2,500.00	5,000.00
LODGING	3,650.00	1,350.00	300.00	-	-	2,000.00
MEALS	951.00	324.00	127.00	-	-	500.00
INCIDENTAL TRAVEL	240.00	-	40.00	-	-	200.00
MILEAGE	3,100.00	100.00	-	-	-	3,000.00
TRAVEL- PUBLIC TRANSPORTATION	-	-	-	-	-	-
TELEPHONE	-	-	-	-	-	-
NETWORKING SERVICES	50,000.00	-	-	-	-	50,000.00
FREIGHT	500.00	500.00	-	-	-	-
POSTAGE	-	-	-	-	-	-
BUILDING RENTAL	4,500.00	-	-	-	4,500.00	-
EQUIPMENT RENTAL	3,000.00	3,000.00	-	-	-	-
LIABILITY INSURANCE	130,000.00	130,000.00	-	-	-	-
PROPERTY INSURANCE	20,000.00	20,000.00	-	-	-	-
OFFICE EQUIP MAINTENANCE	49,786.00	38,912.00	874.00	-	-	10,000.00
OTHER MAINTENANCE - VEHICLES	20,000.00	20,000.00	-	-	-	-
PRINTING	250.00	250.00	-	-	-	-
TRAINING	7,500.00	5,000.00	-	-	-	2,500.00
REGISTRATION	2,165.00	690.00	125.00	-	350.00	1,000.00
LEGAL ADVERTISING	-	-	-	-	-	-
OTHER MISC. EXPENSES	20,500.00	20,000.00	-	500.00	-	-
OFFICE SUPPLIES	12,150.00	10,000.00	1,650.00	-	-	500.00
OFFICE EQUIPMENT < \$1000	23,350.00	12,600.00	750.00	-	-	10,000.00
COMPUTER SUPPLIES	100,000.00	-	-	-	-	100,000.00
OPERATING SUPPLIES	1,000.00	-	-	-	-	1,000.00
UNIFORMS	-	-	-	-	-	-
SOFTWARE	75,000.00	-	-	-	-	75,000.00
MICROGRAPHICS SUPPLIES	-	-	-	-	-	-
OTHER SUPPLIES	8,000.00	7,000.00	800.00	-	-	200.00
PUBLICATIONS	500.00	-	-	-	-	500.00
SUBSCRIPTIONS	750.00	250.00	-	-	-	500.00
MEMBERSHIPS	200.00	-	-	-	-	200.00
<b>TOTAL</b>	<b>831,592.00</b>	<b>276,976.00</b>	<b>18,166.00</b>	<b>7,000.00</b>	<b>7,350.00</b>	<b>522,100.00</b>
<b>CAPITAL OUTLAY:</b>						
OFFICE EQUIPMENT	64,875.00	64,875.00	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>4,550,120.97</b>	<b>1,443,847.15</b>	<b>459,511.98</b>	<b>144,142.78</b>	<b>294,067.44</b>	<b>444,136.51</b>
						<b>1,764,415.11</b>

**DIANE M. MATOUSEK**  
**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**  
**Budget Overview - Fiscal Year Ending September 30, 2016**

**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 six 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 function 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 proceeding 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 fiscal year ending September 30, 2016 by June



1, 2015. 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 request and made recommendations to the Legislative Budget Commission by August 1, 2015.

(4) The Clerk can amend the General Government budget (Non-court General Revenue Fund) and special revenue budgets as deemed necessary during the year. Budgetary control is at the total revenue and expenditure level.

(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.

(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 October 1, 2015 to September 30, 2016 by January 25, 2017.

(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 non-court 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. The Clerk receives transfers from the County to provide funding for the Clerk's Information Technology department. Unspent non-court revenues are returned to the County as excess fees. The Clerk has approval authority for the non-court 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 non-court. The 2016 budget revenue from this grant is \$444,136.51.

## 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 September 30, 2016 are 80.78% to Court-Related and 19.22% to General Government.

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

**LAURA ROTH, CHIEF DEPUTY CLERK**

General Counsel

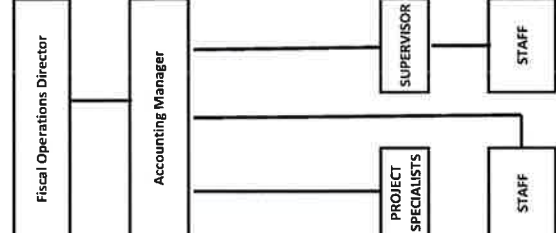
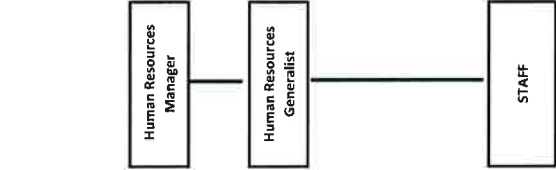
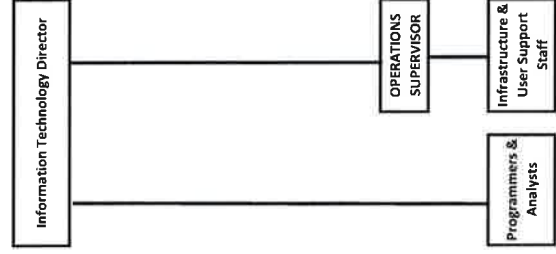
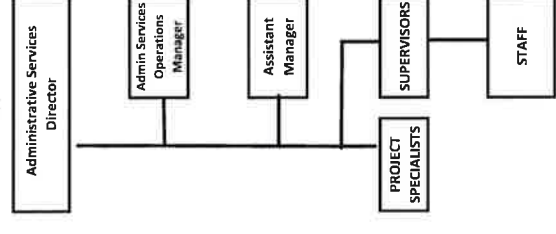
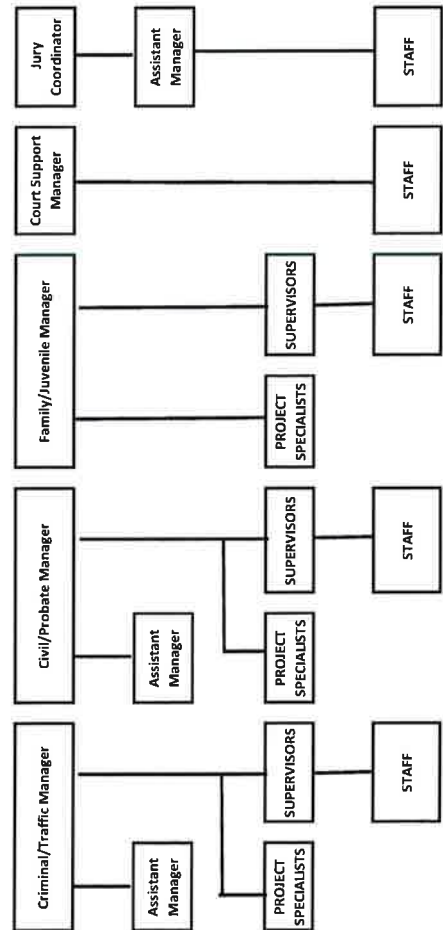
**COURT OPERATIONS**  
 Criminal, Traffic, Civil, Probate, Family and Juvenile Courts-- Jury Management

**ADMINISTRATIVE SERVICES**  
 Recording, Marriage/ Passports/Tax Deeds, Purchasing, Evidence, Records Management, Support Services

**INFORMATION TECHNOLOGY**  
 User Support, Infrastructure Implementation, Application Development

**HUMAN RESOURCES**  
 Employee Relations, Benefits Administration, Staff Development

**FISCAL OPERATIONS** Clerk  
 Accounting and Budget, Child Support



**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**Budget FTE Schedule**

**For the Fiscal Year Ending 9/30/2016**

Code	DEPARTMENT	<u>2016 FTE'S</u>	<u>2015 FTE'S</u>
1004	COUNTY CIVIL	18.00	16.00
1006	TRAFFIC	42.00	41.00
1007	COUNTY CRIMINAL	23.00	22.00
1008	PROBATE	11.50	12.00
1009	FAMILY LAW	20.00	23.00
1010	CIRCUIT CIVIL	30.00	32.00
1016	CIRCUIT CRIMINAL	36.00	38.00
1017	CRIMINAL INTAKE	9.00	11.00
1019	JUVENILE	13.00	16.00
1021	JURY MANAGEMENT	3.50	3.50
1022	APPEALS	3.50	4.00
1026	UNIFIED FAMILY	8.00	9.00
1030	CHILD SUPPORT	9.50	8.00
2012	RECORDING	22.00	21.00
2020	MARRIAGE, TAX DEED	9.00	9.00
2023	NONCOURT ADMINISTRATIVE	3.00	3.00
2025	NONCOURT RECORDS RETENTION	6.00	6.00
4001	CLERK ADMINISTRATION	3.00	4.00
4003	HUMAN RESOURCES	3.00	2.00
4011	RECORDS MANAGEMENT	-	-
4018	PURCHASING	-	-
4029	ACCOUNTING	6.00	6.00
6060	INFORMATION TECHNOLOGY	14.00	14.00
	TOTALS	<u>293.00</u>	<u>300.50</u>