

LAURA E. ROTH
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA

ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018

LAURA E. ROTH
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA

TABLE OF CONTENTS
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018

Budget Letter from the Clerk of the Circuit Court

Budget Summary - All Funds

Summary revenue and expenditure information for the General Fund and Special Revenue Funds.

General Fund - Budget Summary

Summary revenue and expenditure information for the General Fund.

General Fund - Budget Revenues

The detail of revenues by the functional areas of Court and General Government.

General Fund Budget Expenditures by Department

The detail of expenditures by the functional areas of court operations and general government.

Special Revenue Funds - Budget Summary

The detail of revenues and expenditures by the fund for special revenue funds.

General Fund Budget Expenditures by Division - Court Operations

The detail of expenditures for Court Operations.

General Fund Budget Expenditures by Division - General Government

The detail of expenditures for Noncourt Operations.

General Fund Budget Expenditures by Division - Administrative

The detail of expenditures for administrative expenses.

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.

LAURA E. ROTH
CLERK OF THE CIRCUIT COURT
SEVENTH JUDICIAL CIRCUIT – VOLUSIA COUNTY, FLORIDA

August 30, 2017

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, 2018. 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 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, 2018

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 two Special Revenue Funds which are governed by Chapter 28 of the Florida Statutes. They are 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, 2018 must be remitted by January 25, 2019.

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, 2018

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 \$1,958,762.74 for this purpose. This represents 18.8% of the total court budget.

Various factors were considered in preparing the budget for the 2018 fiscal year. The Clerk expects the recording fee revenues to remain stable for the coming fiscal year. The recording fees for 2017 are projected at \$2.2 million. The recording fees expected for the 2018⁴fiscal year are budgeted at \$2 million.

EXPENDITURE HIGHLIGHTS

The General Fund budget expenditures for 2018 are \$15,566,055.87. The budgeted expenditures for 2017 were \$15,919,955.52. The \$353,899.65 decrease is due to a \$321,100.40 decrease in the Court Operations budget and a \$32,799.25 decrease in the General Government budget.

The Clerks of Court Operations Corporation will submit a proposed budget request for all Clerks in the State of Florida to the Legislative Budget Commission by August 31, 2017. The total proposed budget for all Clerks is \$409,400,000. The Volusia Clerk's proposed court budget of \$10,419,246 represents 2.55% of this total. All Clerks were given a 2.9% reduction for the 2018 budget cap as compared to the 2017 budget cap.

The personal services costs for employee wages and benefits represent 87.07% 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 2018 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,


Laura E. Roth
Clerk of the Circuit Court

**LAURA E. ROTH
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**BUDGET SUMMARY - ALL FUNDS
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018**

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>TOTALS</u>
Revenues	\$ 15,566,055.87	\$ 1,240,000.00	\$ 16,806,055.87
TOTALS	<u>\$ 15,566,055.87</u>	<u>\$ 1,240,000.00</u>	<u>\$ 16,806,055.87</u>
Expenditures	\$ 15,566,055.87	\$ 1,080,000.00	\$ 16,646,055.87
Reserves		160,000.00	160,000.00
TOTALS	<u>\$ 15,566,055.87</u>	<u>\$ 1,240,000.00</u>	<u>\$ 16,806,055.87</u>

**LAURA E. ROTH
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**GENERAL FUND - BUDGET SUMMARY
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018**

	<u>COURT OPERATIONS</u>	<u>GENERAL GOVERNMENT</u>	<u>GENERAL FUND TOTALS</u>
Revenues	\$ 10,419,246.00	\$ 5,146,809.87	\$ 15,566,055.87
TOTALS	<u>\$ 10,419,246.00</u>	<u>\$ 5,146,809.87</u>	<u>\$ 15,566,055.87</u>
Expenditures	\$ 10,419,246.00	\$ 5,146,809.87	\$ 15,566,055.87
Excess fees to be transferred	-	-	-
TOTALS	<u>\$ 10,419,246.00</u>	<u>\$ 5,146,809.87</u>	<u>\$ 15,566,055.87</u>

**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY
GENERAL FUND - BUDGET REVENUES
FOR THE FISCAL YEAR ENDING 9/30/2018**

REVENUE DESCRIPTION	GENERAL FUND TOTALS	COURT OPERATIONS	GENERAL GOVERNMENT
APPROPRIATION FROM COURT TRUST FUND	\$ 1,958,762.74	\$ 1,958,762.74	
JURY REIMBURSEMENT FROM STATE	301,039.26	301,039.26	
COUNTY CRIMINAL FILING FEES	24,190.00	24,190.00	
COUNTY CRIMINAL SERVICE CHARGES	84,763.00	84,763.00	
COUNTY CRIMINAL COURT COSTS	320,759.00	320,759.00	
COUNTY CRIMINAL FINES	99,596.00	99,596.00	
CIRCUIT CRIMINAL SERVICE CHARGES	23,747.00	23,747.00	
CIRCUIT CRIMINAL COURT COSTS	182,491.00	182,491.00	
CIRCUIT CRIMINAL FINES	254,106.00	254,106.00	
COUNTY CIVIL FILING FEES	1,777,026.00	1,777,026.00	
COUNTY CIVIL SERVICE CHARGES	37,045.00	37,045.00	
CIRCUIT CIVIL FILING FEES	878,028.00	878,028.00	
CIRUIT CIVIL SERVICE CHARGES	933,677.00	933,677.00	
FAMILY FILING FEES	337,789.00	337,789.00	
FAMILY SERVICE CHARGES	44,874.00	44,874.00	
CHILD SUPPORT DEPOSITORY FEES	60,000.00	60,000.00	
TRAFFIC SERVICE CHARGES	376,602.00	376,602.00	
TRAFFIC COURT COSTS	1,101,034.00	1,101,034.00	
TRAFFIC FINES	1,043,590.00	1,043,590.00	
JUVENILE FILING FEES	1,025.00	1,025.00	
JUVENILE SERVICE CHARGES	5,400.00	5,400.00	
JUVENILE FINES	144.00	144.00	
PROBATE FILING FEES	497,323.00	497,323.00	
PROBATE SERVICE CHARGES	76,235.00	76,235.00	
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	125,000.00		125,000.00
MARRIAGE CEREMONY FEES	30,000.00		30,000.00
PASSPORT APPLICATION FEES	72,950.00		72,950.00
DOCUMENT STAMP COMMISSION	210,000.00		210,000.00
NOTICE OF CONTEST OF LIEN	500.00		500.00
TAX DEED APPLICATION FEES	25,000.00		25,000.00
TAX DEED SURPLUS FEES	2,000.00		2,000.00
TAX DEED FORFEITURE DEPOSITS	5,000.00		5,000.00
TAX DEED TO COUNTY FEES	35,000.00		35,000.00
ONLINE TAX DEED SALE FEES	5,000.00		5,000.00
PASSPORT PHOTO FEES	16,000.00		16,000.00
BAD CHECK FEES	500.00		500.00
MICROGRAPHIC FEES	12,000.00		12,000.00
POSTAGE FEES - NONCOURT	40,000.00		40,000.00
MISCELLANEOUS FEES - NONCOURT	6,893.23		6,893.23
TITLE IV-D GRANT REIMBURSEMENT	388,481.64		388,481.64
INTEREST EARNINGS	1,000.00		1,000.00
SALE OF SURPLUS EQUIPMENT	10,000.00		10,000.00
TRANSFER FROM COUNTY	2,015,285.00		2,015,285.00
TOTAL REVENUES	\$ 15,566,055.87	\$ 10,419,246.00	\$ 5,146,809.87

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY
GENERAL FUND BUDGET EXPENDITURES BY DEPARTMENT
FOR THE FISCAL YEAR ENDING 9/30/2018

	TOTALS	COURT OPERATIONS	GENERAL GOVERNMENT
<u>PERSONAL SERVICES:</u>			
SALARIES & WAGES	\$ 9,726,570.10	\$ 6,653,687.30	\$ 3,072,882.80
OVERTIME WAGES	157,297.45	137,297.45	20,000.00
COMPENSATED ABSENCES	25,474.00	18,800.00	6,674.00
FICA TAXES	603,047.59	412,528.86	190,518.73
MEDICARE TAXES	141,035.55	96,478.73	44,556.82
RETIREMENT CONTRIBUTIONS	777,009.18	522,743.66	254,265.52
HEALTH INSURANCE	1,947,120.00	1,434,720.00	512,400.00
LIFE INSURANCE	14,630.00	10,780.00	3,850.00
DISABILITY INSURANCE	33,250.00	24,500.00	8,750.00
WORKERS' COMPENSATION	109,755.00	81,000.00	28,755.00
UNEMPLOYMENT COMPENSATION	12,000.00	12,000.00	-
EMPLOYEE ASSISTANCE	6,233.00	4,600.00	1,633.00
TOTAL PERSONAL SERVICES	13,553,421.87	9,409,136.00	4,144,285.87
<u>OPERATING EXPENSES:</u>			
LEGAL	20,000.00	7,900.00	12,100.00
ACCOUNTING & AUDITING	30,000.00	23,700.00	6,300.00
CONTRACT LABOR	696,000.00	358,440.00	337,560.00
OTHER CONTRACT SERVICES	101,400.00	52,930.00	48,470.00
JUROR PAYMENTS	100,000.00	100,000.00	-
LODGING	19,100.00	13,950.00	5,150.00
MEALS	11,484.00	10,395.00	1,089.00
INCIDENTAL TRAVEL	240.00	-	240.00
MILEAGE	9,100.00	6,580.00	2,520.00
NETWORKING SERVICES	50,000.00	-	50,000.00
FREIGHT	500.00	-	500.00
POSTAGE	320,000.00	284,300.00	35,700.00
BUILDING RENTAL	4,600.00	-	4,600.00
EQUIPMENT RENTAL	3,000.00	-	3,000.00
LIABILITY INSURANCE	130,000.00	-	130,000.00
PROPERTY INSURANCE	25,000.00	-	25,000.00
OFFICE EQUIP MAINTENANCE	85,785.00	19,480.00	66,305.00
OTHER MAINTENANCE - VEHICLES	20,000.00	-	20,000.00
PRINTING	66,000.00	57,650.00	8,350.00
TRAINING	16,000.00	10,270.00	5,730.00
REGISTRATION	9,625.00	4,345.00	5,280.00
LEGAL ADVERTISING	500.00	395.00	105.00
OTHER MISC. EXPENSES	17,500.00	1,975.00	15,525.00
OFFICE SUPPLIES	65,600.00	48,715.00	16,885.00
OFFICE EQUIPMENT < \$1000	51,350.00	-	51,350.00
COMPUTER SUPPLIES	50,000.00	-	50,000.00
OPERATING SUPPLIES	2,500.00	1,975.00	525.00
SOFTWARE	35,000.00	-	35,000.00
MICROGRAPHICS SUPPLIES	7,500.00	-	7,500.00
OTHER SUPPLIES	10,700.00	1,580.00	9,120.00
PUBLICATIONS	2,800.00	1,580.00	1,220.00
SUBSCRIPTIONS	750.00	395.00	355.00
MEMBERSHIPS	5,100.00	3,555.00	1,545.00
TOTAL OPERATING EXPENSES	1,967,134.00	1,010,110.00	957,024.00
<u>CAPITAL OUTLAY:</u>			
OFFICE EQUIPMENT	45,500.00	-	45,500.00
GRAND TOTALS	\$ 15,566,055.87	\$ 10,419,246.00	\$ 5,146,809.87

**LAURA E. ROTH
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**SPECIAL REVENUE FUNDS - BUDGET SUMMARY
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018**

	TOTALS	Court Technology MTF \$1.90	Public Records Modernization MTF \$1.00
REVENUES			
Recording Fees	\$ 1,230,000.00	\$ 900,000.00	\$ 330,000.00
Investment Earnings	10,000.00	10,000.00	
TOTAL REVENUES	1,240,000.00	910,000.00	330,000.00
EXPENDITURES			
Equipment	200,000.00	200,000.00	
Maintenance	430,000.00	200,000.00	230,000.00
Software	200,000.00	100,000.00	100,000.00
Technical Assistance	250,000.00	250,000.00	
TOTAL EXPENDITURES	1,080,000.00	750,000.00	330,000.00
Excess (deficiency) of revenues over expenditure	160,000.00	160,000.00	-
Fund Balance, beginning of year	3,500,000.00	3,300,000.00	200,000.00
Fund Balance, end of year	\$ 3,660,000.00	\$ 3,460,000.00	\$ 200,000.00

PROGRAM DESCRIPTIONS

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.

**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY
 BUDGET EXPENDITURES BY DIVISION
 FOR THE FISCAL YEAR ENDING 9/30/2018**

COURT OPERATIONS	COURT OPERATIONS TOTALS	COUNTY CIVIL	TRAFFIC	COUNTY CRIMINAL	PROBATE	FAMILY LAW	CIRCUIT CIVIL
		1004-744	1006-764	1007-724	1008-694	1009-654	1010-634
PERSONAL SERVICES:							
SALARIES & WAGES	\$ 6,653,687.30	\$ 479,914.50	\$ 1,241,857.50	\$ 644,767.50	\$ 372,261.50	\$ 604,909.50	\$ 839,514.00
OVERTIME WAGES	137,297.45	4,297.45	40,000.00	23,000.00		10,000.00	
COMPENSATED ABSENCES	18,800.00	1,410.00	3,666.00	1,974.00	1,222.00	1,880.00	2,350.00
FICA TAXES	412,528.86	29,754.71	76,995.25	39,975.63	23,080.21	37,504.40	52,049.89
MEDICARE TAXES	96,478.73	6,958.78	18,007.00	9,349.16	5,397.81	8,771.22	12,172.97
RETIREMENT CONTRIBUTIONS	522,743.66	36,089.58	98,727.34	52,515.70	29,615.38	46,437.06	63,831.91
HEALTH INSURANCE	1,434,720.00	109,800.00	285,480.00	153,720.00	87,840.00	146,400.00	183,000.00
LIFE INSURANCE	10,780.00	825.00	2,145.00	1,155.00	660.00	1,100.00	1,375.00
DISABILITY INSURANCE	24,500.00	1,875.00	4,875.00	2,625.00	1,500.00	2,500.00	3,125.00
WORKERS' COMPENSATION	81,000.00	6,075.00	15,795.00	8,505.00	5,265.00	8,100.00	10,125.00
UNEMPLOYMENT COMPENSATION	12,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
EMPLOYEE ASSISTANCE	4,600.00	345.00	897.00	483.00	299.00	460.00	575.00
TOTAL	9,409,136.00	678,345.02	1,789,445.09	939,069.99	528,140.90	869,062.18	1,169,118.77
OPERATING EXPENSES:							
LEGAL	7,900.00						
ACCOUNTING & AUDITING	23,700.00						
CONTRACT LABOR	358,440.00		90,000.00			60,000.00	30,000.00
OTHER CONTRACT SERVICES	52,930.00						
JUROR PAYMENTS	100,000.00						
LODGING	13,950.00						
MEALS	10,395.00						
INCIDENTAL TRAVEL	-						
MILEAGE	6,580.00	500.00	500.00	500.00	500.00	500.00	500.00
NETWORKING SERVICES	-						
FREIGHT	-						
POSTAGE	284,300.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
BUILDING RENTAL	-						
EQUIPMENT RENTAL	-						
LIABILITY INSURANCE	-						
PROPERTY INSURANCE	-						
OFFICE EQUIP MAINTENANCE	19,480.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
OTHER MAINTENANCE - VEHICLES	-						
PRINTING	57,650.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
TRAINING	10,270.00						
REGISTRATION	4,345.00						
LEGAL ADVERTISING	395.00						
OTHER MISC. EXPENSES	1,975.00						
OFFICE SUPPLIES	48,715.00	500.00	2,000.00	3,000.00	5,000.00		3,000.00
OFFICE EQUIPMENT < \$1000	-						
COMPUTER SUPPLIES	-						
OPERATING SUPPLIES	1,975.00						
SOFTWARE	-						
MICROGRAPHICS SUPPLIES	-						
OTHER SUPPLIES	1,580.00						
PUBLICATIONS	1,580.00						
SUBSCRIPTIONS	395.00						
MEMBERSHIPS	3,555.00						
TOTAL	1,010,110.00	20,000.00	111,500.00	22,500.00	24,500.00	79,500.00	52,500.00
CAPITAL OUTLAY:							
OFFICE EQUIPMENT	-						
TOTAL EXPENSES	\$ 10,419,246.00	\$ 698,345.02	\$ 1,900,945.09	\$ 961,569.99	\$ 552,640.90	\$ 948,562.18	\$ 1,221,618.77

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COURT OPERATIONS	CIRCUIT	CRIMINAL	JUVENILE	JURY MGMT	APPEALS	FAMILY LAW	COURT -
	CRIMINAL	INTAKE				NON IV-D	ADMINISTRATIVE
	1016-614	1017-724	1019-674	1021-608	1022-607	1026-654	ALLOCATION
							1097-604
PERSONAL SERVICES:							
SALARIES & WAGES	\$ 962,149.50	\$ 242,866.00	\$ 313,404.00	\$ 125,691.80	\$ 39,682.50	\$ 209,508.00	\$ 577,161.00
OVERTIME WAGES	50,000.00					10,000.00	
COMPENSATED ABSENCES	2,820.00	846.00	940.00	376.00	94.00	470.00	752.00
FICA TAXES	59,653.31	15,057.70	19,431.06	7,792.90	2,460.32	12,989.50	35,783.98
MEDICARE TAXES	13,951.21	3,521.56	4,544.37	1,822.54	575.40	3,037.87	8,368.84
RETIREMENT CONTRIBUTIONS	76,044.24	17,406.80	23,567.98	9,452.02	2,984.12	20,077.07	45,994.46
HEALTH INSURANCE	219,600.00	58,560.00	73,200.00	14,640.00	7,320.00	36,600.00	58,560.00
LIFE INSURANCE	1,650.00	440.00	550.00	110.00	55.00	275.00	440.00
DISABILITY INSURANCE	3,750.00	1,000.00	1,250.00	250.00	125.00	625.00	1,000.00
WORKERS' COMPENSATION	12,150.00	3,645.00	4,050.00	1,620.00	405.00	2,025.00	3,240.00
UNEMPLOYMENT COMPENSATION	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
EMPLOYEE ASSISTANCE	690.00	207.00	230.00	92.00	23.00	115.00	184.00
TOTAL	1,403,458.26	344,550.06	442,167.41	162,847.26	54,724.34	296,722.44	731,484.28
OPERATING EXPENSES:							
LEGAL							7,900.00
ACCOUNTING & AUDITING							23,700.00
CONTRACT LABOR	90,000.00		30,000.00			30,000.00	28,440.00
OTHER CONTRACT SERVICES							52,930.00
JUROR PAYMENTS				100,000.00			
LODGING				10,000.00			3,950.00
MEALS				10,000.00			395.00
INCIDENTAL TRAVEL							-
MILEAGE	500.00	500.00	500.00	500.00			1,580.00
NETWORKING SERVICES							-
FREIGHT							-
POSTAGE	15,000.00	15,000.00	15,000.00	15,000.00			134,300.00
BUILDING RENTAL							-
EQUIPMENT RENTAL							-
LIABILITY INSURANCE							-
PROPERTY INSURANCE							-
OFFICE EQUIP MAINTENANCE	1,000.00	1,000.00	1,000.00	1,000.00			9,480.00
OTHER MAINTENANCE - VEHICLES							-
PRINTING	3,000.00	3,000.00	3,000.00	3,000.00			27,650.00
TRAINING							10,270.00
REGISTRATION							4,345.00
LEGAL ADVERTISING							395.00
OTHER MISC. EXPENSES							1,975.00
OFFICE SUPPLIES	10,000.00	1,000.00	1,000.00	200.00		500.00	22,515.00
OFFICE EQUIPMENT < \$1000							-
COMPUTER SUPPLIES							-
OPERATING SUPPLIES							1,975.00
SOFTWARE							-
MICROGRAPHICS SUPPLIES							-
OTHER SUPPLIES							1,580.00
PUBLICATIONS							1,580.00
SUBSCRIPTIONS							395.00
MEMBERSHIPS							3,555.00
TOTAL	119,500.00	20,500.00	50,500.00	139,700.00	-	30,500.00	338,910.00
CAPITAL OUTLAY:							
OFFICE EQUIPMENT							
TOTAL EXPENSES	\$ 1,522,958.26	\$ 365,050.06	\$ 492,667.41	\$ 302,547.26	\$ 54,724.34	\$ 327,222.44	\$ 1,070,394.28

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY
BUDGET EXPENDITURES BY DIVISION
FOR THE FISCAL YEAR ENDING 9/30/2018

GENERAL GOVERNMENT	GENERAL GOVERNMENT TOTALS	RECORDING	MARRIAGE, TAX DED, PASSPORT	SUPPORT SERVICES - COURIER	RECORDS RETENTION NONCOURT	CHILD SUPPORT IV-D GRANT NONCOURT	ADMIN - NONCOURT	INFORMATION TECHNOLOGY
		2012-519	2020-519	2023-519	2025-519	1030-654	2098-519	6060-713
PERSONAL SERVICES:								
SALARIES & WAGES	\$ 3,072,882.80	\$ 683,923.50	\$ 387,192.00	\$ 104,130.00	\$ 290,355.00	\$ 273,767.00	\$ 260,422.50	\$ 1,073,092.80
OVERTIME WAGES	20,000.00	15,000.00	5,000.00					
COMPENSATED ABSENCES	6,674.00	1,880.00	1,034.00	282.00	846.00	846.00	376.00	1,410.00
FICA TAXES	190,518.73	42,403.27	24,005.90	6,456.06	18,002.01	16,973.55	16,146.19	66,531.75
MEDICARE TAXES	44,556.82	9,916.89	5,614.30	1,509.89	4,210.14	3,969.63	3,776.12	15,559.85
RETIREMENT CONTRIBUTIONS	254,265.52	51,431.05	30,748.83	7,830.58	27,018.62	24,616.46	19,583.77	93,036.21
HEALTH INSURANCE	512,400.00	146,400.00	80,520.00	21,960.00	65,880.00	58,560.00	29,280.00	109,800.00
LIFE INSURANCE	3,850.00	1,100.00	605.00	165.00	495.00	440.00	220.00	825.00
DISABILITY INSURANCE	8,750.00	2,500.00	1,375.00	375.00	1,125.00	1,000.00	500.00	1,875.00
WORKERS' COMPENSATION	28,755.00	8,100.00	4,455.00	1,215.00	3,645.00	3,645.00	1,620.00	6,075.00
UNEMPLOYMENT COMPENSATION	-							
EMPLOYEE ASSISTANCE	1,633.00	460.00	253.00	69.00	207.00	207.00	92.00	345.00
TOTAL	4,144,285.87	963,114.71	540,803.03	143,992.53	411,783.77	384,024.64	332,016.58	1,368,550.61
OPERATING EXPENSES:								
LEGAL	12,100.00						2,100.00	10,000.00
ACCOUNTING & AUDITING	6,300.00						6,300.00	-
CONTRACT LABOR	337,560.00	30,000.00					7,560.00	300,000.00
OTHER CONTRACT SERVICES	48,470.00	22,900.00	3,500.00			5,000.00	14,070.00	3,000.00
JUROR PAYMENTS	-							
LODGING	5,150.00	1,450.00	300.00		1,350.00		1,050.00	1,000.00
MEALS	1,089.00	333.00	127.00		324.00		105.00	200.00
INCIDENTAL TRAVEL	240.00		40.00					200.00
MILEAGE	2,520.00	100.00					420.00	2,000.00
NETWORKING SERVICES	50,000.00							50,000.00
FREIGHT	500.00	500.00						
POSTAGE	35,700.00						35,700.00	
BUILDING RENTAL	4,600.00	4,600.00						
EQUIPMENT RENTAL	3,000.00	3,000.00						
LIABILITY INSURANCE	130,000.00	130,000.00						
PROPERTY INSURANCE	25,000.00	25,000.00						
OFFICE EQUIP MAINTENANCE	66,305.00	34,135.00	435.00		19,215.00		2,520.00	10,000.00
OTHER MAINTENANCE - VEHICLES	20,000.00	20,000.00						
PRINTING	8,350.00	1,000.00					7,350.00	
TRAINING	5,730.00	2,000.00					2,730.00	1,000.00
REGISTRATION	5,280.00	700.00	125.00		800.00		1,155.00	2,500.00
LEGAL ADVERTISING	105.00						105.00	
OTHER MISC. EXPENSES	15,525.00	15,000.00					525.00	
OFFICE SUPPLIES	16,885.00	6,000.00	1,000.00		2,800.00	600.00	5,985.00	500.00
OFFICE EQUIPMENT < \$1000	51,350.00	12,600.00	750.00					38,000.00
COMPUTER SUPPLIES	50,000.00							50,000.00
OPERATING SUPPLIES	525.00						525.00	
SOFTWARE	35,000.00							35,000.00
MICROGRAPHICS SUPPLIES	7,500.00				7,500.00			
OTHER SUPPLIES	9,120.00	7,000.00	1,200.00		500.00		420.00	
PUBLICATIONS	1,220.00						420.00	800.00
SUBSCRIPTIONS	355.00	250.00					105.00	
MEMBERSHIPS	1,545.00	400.00					945.00	200.00
TOTAL	957,024.00	316,968.00	7,477.00	-	32,489.00	5,600.00	90,090.00	504,400.00
CAPITAL OUTLAY:								
OFFICE EQUIPMENT	45,500.00	45,500.00						
TOTAL EXPENSES	\$ 5,146,809.87	\$ 1,325,582.71	\$ 548,280.03	\$ 143,992.53	\$ 444,272.77	\$ 389,624.64	\$ 422,106.58	\$ 1,872,950.61

**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY
 BUDGET EXPENDITURES BY DIVISION
 FOR THE FISCAL YEAR ENDING 9/30/2018**

ADMINISTRATIVE	TOTAL COURT ADMINISTRATIVE 79.00%	TOTAL NONCOURT ADMINISTRATIVE 21.00%	TOTAL ADMINISTRATIVE	CLERK ADMINISTRATIO N 4001-604	ACCOUNTING 4029-604	HUMAN RESOURCES 4003-604	PURCHASING 4018-604
PERSONAL SERVICES:							
SALARIES & WAGES							
OVERTIME WAGES							
COMPENSATED ABSENCES							
FICA TAXES							
MEDICARE TAXES							
RETIREMENT CONTRIBUTIONS							
HEALTH INSURANCE							
LIFE INSURANCE							
DISABILITY INSURANCE							
WORKERS' COMPENSATION							
UNEMPLOYMENT COMPENSATION							
EMPLOYEE ASSISTANCE							
TOTAL							
OPERATING EXPENSES:							
LEGAL	\$ 7,900.00	\$ 2,100.00	\$ 10,000.00	\$ 10,000.00			
ACCOUNTING & AUDITING	23,700.00	6,300.00	30,000.00	30,000.00			
CONTRACT LABOR	28,440.00	7,560.00	36,000.00			\$ 36,000.00	
OTHER CONTRACT SERVICES	52,930.00	14,070.00	67,000.00	50,000.00	\$ 15,000.00	2,000.00	
JUROR PAYMENTS	-	-	-				
LODGING	3,950.00	1,050.00	5,000.00	4,000.00	1,000.00		
MEALS	395.00	105.00	500.00	500.00			
INCIDENTAL TRAVEL	-	-	-				
MILEAGE	1,580.00	420.00	2,000.00	2,000.00			
NETWORKING SERVICES	-	-	-				
FREIGHT	-	-	-				
POSTAGE	134,300.00	35,700.00	170,000.00				\$ 170,000.00
BUILDING RENTAL	-	-	-				
EQUIPMENT RENTAL	-	-	-				
LIABILITY INSURANCE	-	-	-				
PROPERTY INSURANCE	-	-	-				
OFFICE EQUIP MAINTENANCE	9,480.00	2,520.00	12,000.00				12,000.00
OTHER MAINTENANCE - VEHICLES	-	-	-				
PRINTING	27,650.00	7,350.00	35,000.00				35,000.00
TRAINING	10,270.00	2,730.00	13,000.00	1,000.00		12,000.00	
REGISTRATION	4,345.00	1,155.00	5,500.00	2,500.00		3,000.00	
LEGAL ADVERTISING	395.00	105.00	500.00			500.00	
OTHER MISC. EXPENSES	1,975.00	525.00	2,500.00	2,000.00		500.00	
OFFICE SUPPLIES	22,515.00	5,985.00	28,500.00	500.00	3,000.00		25,000.00
OFFICE EQUIPMENT < \$1000	-	-	-				
COMPUTER SUPPLIES	-	-	-				
OPERATING SUPPLIES	1,975.00	525.00	2,500.00	500.00		2,000.00	
SOFTWARE	-	-	-				
MICROGRAPHICS SUPPLIES	-	-	-				
OTHER SUPPLIES	1,580.00	420.00	2,000.00	2,000.00			
PUBLICATIONS	1,580.00	420.00	2,000.00	2,000.00			
SUBSCRIPTIONS	395.00	105.00	500.00	500.00			
MEMBERSHIPS	3,555.00	945.00	4,500.00	4,000.00		500.00	
TOTAL	338,910.00	90,090.00	429,000.00	111,500.00	19,000.00	56,500.00	242,000.00
CAPITAL OUTLAY:							
OFFICE EQUIPMENT	-	-	-				
TOTAL EXPENSES	\$ 338,910.00	\$ 90,090.00	\$ 429,000.00	\$ 111,500.00	\$ 19,000.00	\$ 56,500.00	\$ 242,000.00

LAURA E. ROTH
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA
Budget Overview - Fiscal Year Ending September 30, 2018

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 two Special Revenue Funds: Modernization Trust Fund - Public Records Modernization and Modernization Trust Fund - Court Technology. The Modernization Trust Fund - 10% Court Related was dissolved by the Florida Legislature in 2017.

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, 2018 by May 15, 2017. 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 approved the final budget on August 23, 2017.
- (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, 2017 to September 30, 2018 by January 25, 2019.
- (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 2018 budget revenue from this grant is \$388,481.64.

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, 2018 are 79% to Court Related and 21% to General Government.

Laura Roth
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA

Legal Counsel

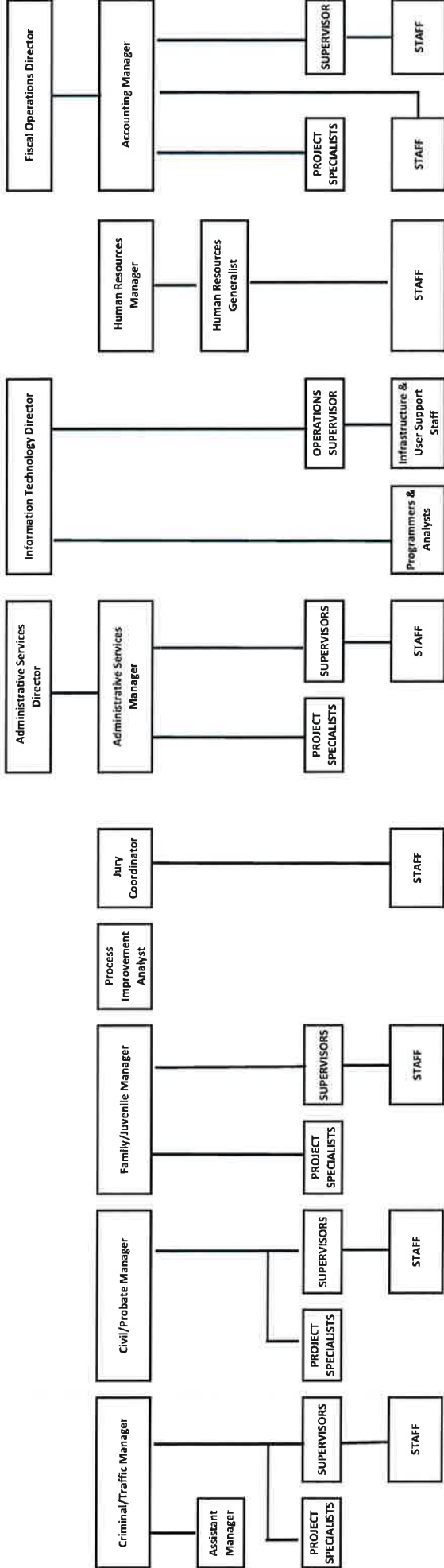
COURT OPERATIONS
 Criminal, Traffic, Probate, Family and Juvenile Courts-- Jury Management

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 9/30/2018

Code	DEPARTMENT	2018 FTE'S	2017 FTE'S	2016 FTE'S
1004	COUNTY CIVIL	15.00	17.00	18.00
1006	TRAFFIC	39.00	41.00	42.00
1007	COUNTY CRIMINAL	21.00	22.00	23.00
1008	PROBATE	12.50	15.00	11.50
1009	FAMILY LAW	20.00	16.00	20.00
1010	CIRCUIT CIVIL	25.00	25.00	30.00
1016	CIRCUIT CRIMINAL	30.00	31.00	36.00
1017	CRIMINAL INTAKE	8.50	8.00	9.00
1019	JUVENILE	10.00	11.00	13.00
1021	JURY MANAGEMENT	3.00	3.50	3.50
1022	APPEALS	1.00	4.50	3.50
1026	UNIFIED FAMILY	5.00	8.00	8.00
1030	CHILD SUPPORT	8.50	9.50	9.50
1099	COURT - ADMINISTRATIVE	8.00	-	-
2012	RECORDING	20.00	21.00	22.00
2020	MARRIAGE, TAX DEED	11.00	9.00	9.00
2023	SUPPORT SERVICES - COURIER	3.00	3.00	3.00
2025	RECORDS RETENTION	9.00	5.00	6.00
2099	NONCOURT - ADMINISTRATIVE	4.00	-	-
4001	CLERK ADMINISTRATION	-	3.00	3.00
4003	HUMAN RESOURCES	-	2.00	3.00
4029	ACCOUNTING	-	6.00	6.00
6060	INFORMATION TECHNOLOGY	15.00	17.00	14.00
	TOTALS	268.50	277.50	293.00