



BUDGET COMMITTEE MEETING

April 27, 2018

Ken Burke, CPA
PINELLAS COUNTY
EXECUTIVE COUNCIL CHAIR

Stacy Butterfield, CPA
POLK COUNTY
VICE-CHAIR

Tara S. Green
CLAY COUNTY
SECRETARY/TREASURER



SHARON R. BOCK, ESQ.
PALM BEACH COUNTY

JOHN CRAWFORD
NASSAU COUNTY

PAT FRANK
HILLSBOROUGH COUNTY

TODD NEWTON
GILCHRIST COUNTY

JEFFREY R. SMITH, CPA
INDIAN RIVER COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

KYLE HUDSON
HOLMES COUNTY
SENATE APPOINTEE

PAULA S. O'NEIL, PH.D.
PASCO COUNTY
HOUSE APPOINTEE

JOHN DEW
EXECUTIVE DIRECTOR

JOE BOYD
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

BUDGET COMMITTEE MEETING

April 27, 2018

Meeting: 9:30 AM – 11:00 AM

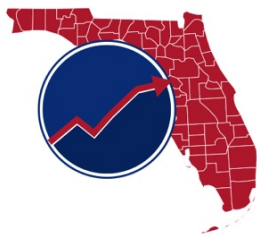
Conference Call line: 1-904-512-0115, Conference Code 412463

Location:

Conference Call Only

- 1) Call to Order and Introduction Hon. Clerk Butterfield, CPA
- 2) Approve Agenda..... Hon. Clerk Butterfield, CPA
- 3) Minutes of December 12, 2017 Meeting..... Marleni Bruner
- 4) Review Action Items from Last Meeting..... Hon. Clerk Butterfield, CPA
- 5) CFY 2018-19 Budget Startup Hon. Clerk Butterfield, CPA
 - a) Timeline
 - b) Forms
 - c) Training
- 6) Other Business Hon. Clerk Butterfield, CPA

Committee Members: Stacy Butterfield, CPA, Chair; Jeffrey Smith, CPA, Vice-Chair; Tom Bexley; Sharon Bock, Esq.; Dwight Brock, Esq., CPA; Ken Burke, CPA; Pam Childers, CPA; Kellie Connell, CPA; John Crawford; Kyle Hudson; Tiffany Moore Russell, Esq.; JD Peacock; Brent Thurmond, CPA; Carolyn Timmann; and Angela Vick



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Minutes of December 12th CCOC Budget Committee Meeting

Committee Action: Review and approve with amendments as necessary.

The Budget Committee of the Clerks of Court Operations Corporation (CCOC) held a workshop followed by a formal meeting in Orlando, FL on December 12, 2017. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website. Provided below is a summary of staff notes from the meeting. These staff notes are designed simply to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in **bold** text. All action items based on committee direction are in **red** and bold text.

1. Agenda Item 1 – Call to Order and Introduction

The public meeting was called to order at approximately 2:00 PM EDT. CCOC staff member Jason Harrell called the roll. Members in attendance included: Clerk Butterfield, Chair; Clerk Bexley; Clerk Burke; Clerk Childers; Clerk Crawford; Clerk Moore Russell; Clerk Peacock; Clerk Thurmond; and Clerk Vick.

Clerk Burke thanked the committee members and CCOC staff, as well as clerk staff that attend meetings. He specifically thanked Clerk Butterfield for her work as Chair of the committee.

2. Agenda Item 2 – The minutes of the August 23rd meeting were read by CCOC staff member Marleni Bruner.

A motion was made by Clerk Thurmond to approve the minutes as read and seconded by Clerk Moore Russell. Motion passed unanimously.

3. Agenda Item 3 – Closeout of CFY 2016-17 Budget

CCOC staff member Marleni Bruner has been working with counties on their CFY 2016-17 settle-up figures. Chair Butterfield directed Clerks who have not reviewed their figures to do so within the next week and contact Marleni Bruner. Those who are satisfied they have a final amount should send in the amount owed. If they are still working with CCOC staff they need to get those figures finalized as quickly as possible.

A motion was made by Clerk Burke and seconded by Clerk Moore Russell to give the Chair authority to work with CCOC staff to finalize the settle-up figures. Motion passed unanimously.

MEETING MINUTES – DECEMBER 12, 2017

CCOC staff will continue to work with clerk staff to finalize settle-up figures. Payments are statutorily due to the trust fund by January 25th.

As a note, Clerk Butterfield pointed out that we originally estimated \$4M of carryforward for the REC; however, the result of current settle-up looks like it will be more like \$9M in carryforward.

4. Agenda Item 4 – Update on Revenue Shortfall for CFY 2017-18

The statewide budget for the current fiscal year was cut from the prior fiscal year due to revenue estimates set by the REC in July at \$409M. The state also took a financial impact from Hurricane Irma. Clerks saw the largest reduction in traffic revenue. The analysis is on page 12 of the meeting packet. The CCOC estimates an impact of about \$14M, with potentially another \$5M of non-traffic impacts. CCOC revenues have been trending down about 3% from the prior year, and the current estimate for this year is about 2%. The REC will meet on January 11 to determine revenue estimates for the Clerks.

No action required by the Budget Committee.

5. Agenda Item 5 – Discussion of CFY 2017-18 Operational Budget

The COCC has information regarding the needs-based budget of \$460M for Clerks but now needs the Operational Budget information at the \$409M amount.

A motion was made by Clerk Vick and seconded by Clerk Moore Russell to request Operational Budgets and also grant the Chair authority to work with CCOC staff to distribute the Operational Budget forms with a due date of January 12th. Motion passed unanimously.

CCOC staff will finalize the Operational Budget form and distribute to clerk staff. CCOC staff is available to assist in completing the form.

Clerks gave a revenue estimate when they submitted their Original Budget in June 2017; however, a revised revenue estimate is needed. There have been many changes since revenues were first projected. The revenue re-projections are needed for the meeting with the REC.

A motion was made by Clerk Childers and seconded by Clerk Vick directing the CCOC staff to send out revenue reprojection forms with a due date of January 4th. Motion passed unanimously.

CCOC staff will finalize the form and distribute to clerk staff. CCOC staff is available to assist in completing the form.

6. Agenda Item 6 – Discussion of Collecting Indigency Data

A problem in the Civil area is the volume of indigency filings, which are increasing. The workload is still there but no filing fee to fund the workload. Many of the indigency cases are also pro se which increases the workload even more, with no fee to cover the costs. This is

MEETING MINUTES – DECEMBER 12, 2017

not a data element that is currently reported to the CCOC. The Budget Committee would like Clerks to report this data monthly starting on October 1 of CFY 2017-18.

A motion was made by Clerk Vick then amended and seconded by Clerk Burke directing the CCOC staff to develop a form to record indigency filings in the civil court divisions monthly starting October 1, 2017.

CCOC staff will work to develop a form for monthly reporting of indigency filings in the civil court divisions.

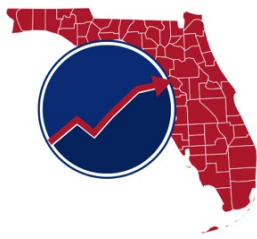
7. Agenda Item 7 – Other Business

A Doodle poll will go out for the next meeting. If possible, the next meeting will be in the Tampa area around the end of January or early February. CFY 2018-19 budget process is still to come.

Chair Butterfield asked for a motion to adjourn. Motion was made by Clerk Moore Russell and seconded by Clerk Peacock. The motion passed unanimously.

Lead Staff: Marleni Bruner, Senior Budget Manager

Attachments: None



AGENDA ITEM 4

DATE: April 27, 2018

SUBJECT: Review of Action Items from Meeting on December 12, 2017

COMMITTEE ACTION: For Informational Purposes

OVERVIEW:

The following is an update on the action items from the Budget Committee meeting on December 12, 2017.

Action Item: The Budget Committee authorized CCOC staff to finalize CFY 2016-17 settle-up.

Result: Please see Attachment 1 for the spreadsheet detailing the final results.

Action Item: Operational Budgets were due on January 12th.

Result: All Operational Budgets have since been received.

Action Item: Revenue Reprojections were due on January 4th.

Result: All Revenue Reprojections have been received.

Action Item: The Budget Committee requested the CCOC staff to develop a form to record indigency filings in the civil court divisions by month starting October 1, 2017.

Result: This form is still in development but will be releasing soon. A workgroup of clerk staff is scheduled to meet soon to review the concept draft and associated business rules. The form for CFY 2017-18 would count applications from October 1, 2017 to present. The CFY 2018-19 form would count applications and dollars. A draft concept of the CFY 2017-18 Indigency form is included as Attachment 2.

COMMITTEE ACTION: For Informational Purposes

LEAD STAFF: Marleni Bruner, Senior Budget Manager

ATTACHMENTS:

1. CFY 2016-17 Settle-Up
2. CFY 2017-18 Indigency Form – Draft Concept

County Name	Received from TF (Sep16-Aug17)	CCOC Revenues (Sep16-Aug17)	Redirected 10% Revenues Jun17-Aug17	Total Revenues for Settle-Up
Alachua	\$ 1,567,816.13	\$ 3,781,201.23	\$ 37,571.00	\$ 5,386,588.36
Baker	\$ 59,874.58	\$ 417,452.98	\$ 3,485.03	\$ 480,812.59
Bay	\$ -	\$ 3,608,531.49	\$ 49,874.73	\$ 3,658,406.22
Bradford	\$ -	\$ 648,531.43	\$ 19,955.94	\$ 668,487.37
Brevard	\$ 2,619,854.06	\$ 8,283,256.36	\$ 88,079.62	\$ 10,991,190.04
Broward	\$ 2,547,478.00	\$ 34,153,115.70	\$ 151,330.79	\$ 36,851,924.49
Calhoun	\$ 238,766.72	\$ 177,539.53	\$ 1,806.89	\$ 418,113.14
Charlotte	\$ 44,187.06	\$ 3,085,841.65	\$ 28,671.45	\$ 3,158,700.16
Citrus	\$ 136,443.06	\$ 2,230,471.40	\$ -	\$ 2,366,914.46
Clay	\$ 5,111.72	\$ 3,240,932.76	\$ 30,972.64	\$ 3,277,017.12
Collier	\$ 109,136.00	\$ 5,527,828.88	\$ 68,315.66	\$ 5,705,280.54
Columbia	\$ -	\$ 1,327,999.33	\$ 18,557.28	\$ 1,346,556.61
Desoto	\$ 142,658.41	\$ 493,541.93	\$ 6,233.02	\$ 642,433.36
Dixie	\$ 126,663.47	\$ 239,583.42	\$ 2,812.39	\$ 369,059.28
Duval	\$ 1,143,402.52	\$ 16,230,302.77	\$ 176,109.40	\$ 17,549,814.69
Escambia	\$ 630,919.89	\$ 6,236,259.43	\$ 73,776.70	\$ 6,940,956.02
Flagler	\$ 266,807.41	\$ 1,302,056.25	\$ 10,289.46	\$ 1,579,153.12
Franklin	\$ 371,831.25	\$ 185,792.72	\$ 2,341.73	\$ 559,965.70
Gadsden	\$ 215,832.98	\$ 742,269.27	\$ 8,670.68	\$ 966,772.93
Gilchrist	\$ 293,939.27	\$ 178,405.93	\$ 1,786.07	\$ 474,131.27
Glades	\$ 80,701.61	\$ 370,421.14	\$ 9,491.28	\$ 460,614.03
Gulf	\$ 213,288.75	\$ 241,511.34	\$ 2,374.70	\$ 457,174.79
Hamilton	\$ 49,127.01	\$ 418,132.29	\$ 11,718.06	\$ 478,977.36
Hardee	\$ 228,006.45	\$ 498,357.50	\$ 10,172.28	\$ 736,536.23
Hendry	\$ -	\$ 876,288.82	\$ 9,894.85	\$ 886,183.67
Hernando	\$ -	\$ 3,801,144.66	\$ 36,239.88	\$ 3,837,384.54
Highlands	\$ 182,195.21	\$ 1,355,026.90	\$ 11,632.17	\$ 1,548,854.28
Hillsborough	\$ 1,268,259.91	\$ 26,532,771.00	\$ 264,116.00	\$ 28,065,146.91
Holmes	\$ 38,765.29	\$ 343,341.67	\$ 7,528.59	\$ 389,635.55
Indian River	\$ 17,483.21	\$ 2,880,300.12	\$ 29,622.66	\$ 2,927,405.99
Jackson	\$ 157,572.98	\$ 800,721.22	\$ 17,794.01	\$ 976,088.21
Jefferson	\$ 22,360.39	\$ 272,151.32	\$ 3,094.85	\$ 297,606.56
Lafayette	\$ 136,992.16	\$ 82,994.72	\$ 919.62	\$ 220,906.50
Lake	\$ 89,924.67	\$ 5,088,925.00	\$ 56,422.00	\$ 5,235,271.67
Lee	\$ -	\$ 11,433,576.87	\$ 134,526.59	\$ 11,568,103.46
Leon	\$ 397,179.57	\$ 4,895,247.81	\$ 43,221.30	\$ 5,335,648.68

Sent to the TF (Oct16-Sep17)	CCOC Expenditures (Oct16-Sep17)	Redirected 10% Expenditures (June17-Sep17)	Total Expenditures for Settle-Up
\$ -	\$ 5,178,489.04	\$ 52,549.81	\$ 5,231,038.85
\$ 6,047.39	\$ 464,791.21	\$ -	\$ 470,838.60
\$ 499,160.02	\$ 3,129,869.00	\$ -	\$ 3,629,029.02
\$ 389,817.35	\$ 276,066.00	\$ 22,384.12	\$ 688,267.47
\$ -	\$ 10,661,967.68	\$ 81,121.00	\$ 10,743,088.68
\$ 983,463.16	\$ 34,240,810.45	\$ -	\$ 35,224,273.61
\$ -	\$ 392,314.72	\$ 2,391.12	\$ 394,705.84
\$ 97,544.26	\$ 3,048,496.00	\$ -	\$ 3,146,040.26
\$ 179,492.25	\$ 2,068,602.00	\$ 23,448.65	\$ 2,271,542.90
\$ 369,536.13	\$ 2,990,245.17	\$ 24,973.47	\$ 3,384,754.77
\$ 133,320.53	\$ 5,057,253.12	\$ 89,876.47	\$ 5,280,450.12
\$ 186,075.80	\$ 1,146,606.32	\$ -	\$ 1,332,682.12
\$ -	\$ 648,017.00	\$ -	\$ 648,017.00
\$ -	\$ 430,346.06	\$ -	\$ 430,346.06
\$ 900,982.16	\$ 16,281,898.36	\$ -	\$ 17,182,880.52
\$ 481,140.45	\$ 5,938,557.00	\$ -	\$ 6,419,697.45
\$ -	\$ 1,411,845.68	\$ 15,120.19	\$ 1,426,965.87
\$ -	\$ 521,405.52	\$ -	\$ 521,405.52
\$ -	\$ 1,002,648.84	\$ -	\$ 1,002,648.84
\$ -	\$ 440,824.49	\$ 2,241.83	\$ 443,066.32
\$ 18,366.74	\$ 368,298.21	\$ -	\$ 386,664.95
\$ -	\$ 405,097.43	\$ -	\$ 405,097.43
\$ 61,186.25	\$ 388,182.15	\$ -	\$ 449,368.40
\$ -	\$ 715,137.19	\$ -	\$ 715,137.19
\$ 13,224.72	\$ 911,535.00	\$ -	\$ 924,759.72
\$ 801,746.22	\$ 2,720,294.59	\$ -	\$ 3,522,040.81
\$ 18,014.95	\$ 1,538,879.84	\$ 15,477.07	\$ 1,572,371.86
\$ 1,845,957.78	\$ 24,551,367.00	\$ -	\$ 26,397,324.78
\$ 14,620.72	\$ 400,598.32	\$ 26,336.36	\$ 441,555.40
\$ 223,051.36	\$ 2,690,847.72	\$ -	\$ 2,913,899.08
\$ 7,982.19	\$ 795,847.24	\$ 22,544.30	\$ 826,373.73
\$ 23.50	\$ 312,617.42	\$ 4,350.58	\$ 316,991.50
\$ -	\$ 244,985.00	\$ 1,127.63	\$ 246,112.63
\$ 267,275.50	\$ 4,742,729.00	\$ -	\$ 5,010,004.50
\$ 1,425,046.33	\$ 9,902,448.00	\$ 184,678.16	\$ 11,512,172.49
\$ 78,231.17	\$ 5,116,736.51	\$ -	\$ 5,194,967.68

Settle-Up Calculation	Due To (Due From) TF
\$ 155,549.51	Due To TF
\$ 9,973.99	Due To TF
\$ 29,377.20	Due To TF
\$ (19,780.10)	Due From TF
\$ 248,101.36	Due To TF
\$ 1,627,650.88	Due To TF
\$ 23,407.30	Due To TF
\$ 12,659.90	Due To TF
\$ 95,371.56	Due To TF
\$ (107,737.65)	Due From TF
\$ 424,830.42	Due To TF
\$ 13,874.49	Due To TF
\$ (5,583.64)	Due From TF
\$ (61,286.78)	Due From TF
\$ 366,934.17	Due To TF
\$ 521,258.57	Due To TF
\$ 152,187.25	Due To TF
\$ 38,560.18	Due To TF
\$ (35,875.91)	Due From TF
\$ 31,064.95	Due To TF
\$ 73,949.08	Due To TF
\$ 52,077.36	Due To TF
\$ 29,608.96	Due To TF
\$ 21,399.04	Due To TF
\$ (38,576.05)	Due From TF
\$ 315,343.73	Due To TF
\$ (23,517.58)	Due From TF
\$ 1,667,822.13	Due To TF
\$ (51,919.85)	Due From TF
\$ 13,506.91	Due To TF
\$ 149,714.48	Due To TF
\$ (19,384.94)	Due From TF
\$ (25,206.13)	Due From TF
\$ 225,267.17	Due To TF
\$ 55,930.97	Due To TF
\$ 140,681.00	Due To TF

County Name	Received from TF (Sep16-Aug17)	CCOC Revenues (Sep16-Aug17)	Redirected 10% Revenues Jun17-Aug17	Total Revenues for Settle-Up
Levy	\$ 342,544.96	\$ 528,988.42	\$ 5,700.49	\$ 877,233.87
Liberty	\$ 167,673.38	\$ 119,073.13	\$ 2,236.41	\$ 288,982.92
Madison	\$ -	\$ 732,975.93	\$ 10,284.93	\$ 743,260.86
Manatee	\$ 631,434.80	\$ 4,804,132.21	\$ 46,499.25	\$ 5,482,066.26
Marion	\$ -	\$ 5,576,118.10	\$ 70,838.76	\$ 5,646,956.86
Martin	\$ -	\$ 3,163,350.12	\$ 34,705.40	\$ 3,198,055.52
Miami-Dade	\$ 5,567,096.31	\$ 58,144,868.39	\$ 778,987.67	\$ 64,490,952.37
Monroe	\$ 667,441.50	\$ 2,303,121.62	\$ 12,464.01	\$ 2,983,027.13
Nassau	\$ 81,460.14	\$ 1,313,113.55	\$ 11,455.16	\$ 1,406,028.85
Okaloosa	\$ -	\$ 3,679,545.61	\$ 30,944.28	\$ 3,710,489.89
Okeechobee	\$ 157,670.36	\$ 653,765.40	\$ 4,376.50	\$ 815,812.26
Orange	\$ -	\$ 29,614,803.91	\$ 322,045.76	\$ 29,936,849.67
Osceola	\$ -	\$ 7,495,848.43	\$ 51,917.01	\$ 7,547,765.44
Palm Beach	\$ 1,319,542.03	\$ 26,645,538.81	\$ 224,575.20	\$ 28,189,656.04
Pasco	\$ 3,041,227.09	\$ 7,234,848.00	\$ 53,051.46	\$ 10,329,126.55
Pinellas	\$ 38,985.17	\$ 20,806,533.92	\$ 192,268.08	\$ 21,037,787.17
Polk	\$ 610,080.88	\$ 11,882,949.48	\$ 151,376.15	\$ 12,644,406.51
Putnam	\$ 861,266.10	\$ 919,301.77	\$ 3,446.00	\$ 1,784,013.87
Saint Johns	\$ 438,048.71	\$ 2,953,247.08	\$ 29,515.19	\$ 3,420,810.98
Saint Lucie	\$ 430,963.88	\$ 5,539,718.04	\$ 59,845.02	\$ 6,030,526.94
Santa Rosa	\$ -	\$ 3,424,511.17	\$ 39,279.44	\$ 3,463,790.61
Sarasota	\$ 460,834.23	\$ 7,028,707.26	\$ 71,482.45	\$ 7,561,023.94
Seminole	\$ 458,844.61	\$ 7,677,472.11	\$ 113,408.82	\$ 8,249,725.54
Sumter	\$ 72,836.34	\$ 1,488,333.68	\$ 29,524.98	\$ 1,590,695.00
Suwannee	\$ 147,559.43	\$ 857,119.85	\$ 3,776.10	\$ 1,008,455.38
Taylor	\$ 62,463.23	\$ 447,234.04	\$ 1,686.31	\$ 511,383.58
Union	\$ 257,483.61	\$ 137,702.98	\$ 851.75	\$ 396,038.34
Volusia	\$ 2,064,843.73	\$ 8,419,713.15	\$ 59,948.33	\$ 10,544,505.21
Wakulla	\$ 117,726.01	\$ 519,247.17	\$ -	\$ 636,973.18
Walton	\$ 101,179.29	\$ 1,319,614.90	\$ 14,585.90	\$ 1,435,380.09
Washington	\$ 168,192.82	\$ 337,787.26	\$ -	\$ 505,980.08
	\$ 31,669,978.35	\$ 377,751,112.33	\$ 3,860,486.13	\$ 413,281,576.81

Sent to the TF (Oct16-Sep17)	CCOC Expenditures (Oct16-Sep17)	Redirected 10% Expenditures (June17-Sep17)	Total Expenditures for Settle-Up
\$ -	\$ 820,904.32	\$ -	\$ 820,904.32
\$ -	\$ 264,410.94	\$ 1,286.27	\$ 265,697.21
\$ 335,625.94	\$ 355,812.78	\$ -	\$ 691,438.72
\$ 67,687.08	\$ 4,776,083.01	\$ -	\$ 4,843,770.09
\$ 274,828.89	\$ 5,376,238.46	\$ -	\$ 5,651,067.35
\$ 231,841.98	\$ 2,936,336.00	\$ 46,242.37	\$ 3,214,420.35
\$ 258,733.21	\$ 63,650,550.02	\$ 1,017,650.68	\$ 64,926,933.91
\$ 617,715.43	\$ 2,604,633.41	\$ -	\$ 3,222,348.84
\$ 72,124.30	\$ 1,276,739.15	\$ -	\$ 1,348,863.45
\$ 481,856.94	\$ 3,173,571.00	\$ 30,944.28	\$ 3,686,372.22
\$ -	\$ 901,679.01	\$ -	\$ 901,679.01
\$ 4,175,820.85	\$ 25,137,160.00	\$ 439,619.03	\$ 29,752,599.88
\$ 1,538,326.13	\$ 6,212,290.26	\$ 5,620.00	\$ 7,756,236.39
\$ 81,217.63	\$ 27,727,610.54	\$ -	\$ 27,808,828.17
\$ -	\$ 10,070,469.85	\$ 96,598.72	\$ 10,167,068.57
\$ 1,161,540.03	\$ 20,301,606.00	\$ 166,700.19	\$ 21,629,846.22
\$ 1,024,329.81	\$ 10,974,945.50	\$ 12,925.86	\$ 12,012,201.17
\$ -	\$ 1,705,755.91	\$ 3,446.00	\$ 1,709,201.91
\$ 104,590.91	\$ 3,009,122.83	\$ -	\$ 3,113,713.74
\$ -	\$ 5,901,414.90	\$ -	\$ 5,901,414.90
\$ 793,870.75	\$ 2,645,498.00	\$ 61,818.20	\$ 3,501,186.95
\$ 298,183.54	\$ 7,111,691.18	\$ 63,766.47	\$ 7,473,641.19
\$ 245,093.64	\$ 7,480,569.11	\$ -	\$ 7,725,662.75
\$ 75,268.85	\$ 1,481,441.11	\$ 29,524.98	\$ 1,586,234.94
\$ 11,669.19	\$ 964,890.94	\$ 6,726.36	\$ 983,286.49
\$ 21,399.32	\$ 483,559.25	\$ -	\$ 504,958.57
\$ -	\$ 396,990.00	\$ 766.21	\$ 397,756.21
\$ 78,124.03	\$ 9,640,782.97	\$ -	\$ 9,718,907.00
\$ -	\$ 588,808.00	\$ -	\$ 588,808.00
\$ 68,331.20	\$ 1,373,412.39	\$ -	\$ 1,441,743.59
\$ -	\$ 516,323.00	\$ -	\$ 516,323.00
\$ 21,019,486.58	\$ 380,997,954.12	\$ 2,552,256.38	\$ 404,569,697.08

Settle-Up Calculation	Due To (Due From) TF
\$ 56,329.55	Due To TF
\$ 23,285.71	Due To TF
\$ 51,822.14	Due To TF
\$ 638,296.17	Due To TF
\$ (4,110.49)	Due From TF
\$ (16,364.83)	Due From TF
\$ (435,981.54)	Due From TF
\$ (239,321.71)	Due From TF
\$ 57,165.40	Due To TF
\$ 24,117.67	Due To TF
\$ (85,866.75)	Due From TF
\$ 184,249.79	Due To TF
\$ (208,470.95)	Due From TF
\$ 380,827.87	Due To TF
\$ 162,057.98	Due To TF
\$ (592,059.05)	Due From TF
\$ 632,205.34	Due To TF
\$ 74,811.96	Due To TF
\$ 307,097.24	Due To TF
\$ 129,112.04	Due To TF
\$ (37,396.34)	Due From TF
\$ 87,382.75	Due To TF
\$ 524,062.79	Due To TF
\$ 4,460.06	Due To TF
\$ 25,168.89	Due To TF
\$ 6,425.01	Due To TF
\$ (1,717.87)	Due From TF
\$ 825,598.21	Due To TF
\$ 48,165.18	Due To TF
\$ (6,363.50)	Due From TF
\$ (10,342.92)	Due From TF

County:

Contact:

E-Mail Address:

Report Month: Version #: **Workload**

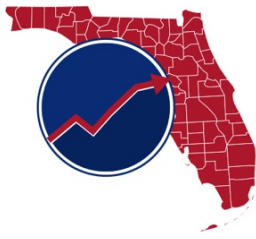
Number of Civil Indigence Applications	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD Total
Circuit Civil													0
County Civil													0
Family													0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of Applications Approved	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD Total
Circuit Civil													0
County Civil													0
Family													0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Lost Revenue (will begin collection of this data in FY18/19)

Indigence Fees Waived	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	YTD Total
CCOC Trust Fund Fees Waived													\$ -
Other Entity Fees Waived													\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Comments/Additional Notes:



AGENDA ITEM 5

DATE: April 27, 2018

SUBJECT: CFY 2018-19 Budget Startup

COMMITTEE ACTION: Consideration of a needs-based budget for CFY 2018-19, Budget Timeline, Forms, and Training

OVERVIEW:

CCOC Staff request the Budget Committee provide direction for the CFY 2018-19 Budget cycle regarding the CFY 2018-19 Original Budget request, Budget Timeline, Forms, and Training.

Original Budget Request

Historically, the CCOC Budget Committee has requested that Clerks submit an Original Budget request to the CCOC by the statutory deadline of June 1st. The Original Budget request reflects what Clerks feel they need to perform their court-related duties, regardless of the revenues that may be available through the Revenue Estimating Conference. The Original Budget request provides important information for the CCOC and Clerk leadership that is used both during the budget and legislative processes. For the CFY 2018-19 budget, the CCOC is recommending that Clerks once again be asked to submit an Original Budget request.

During the CFY 2017-18 budget start-up process, the Budget Committee deliberated on what items should be included in the Original Budget request. Most notably, the Committee considered whether to ask Clerks to include raises for their employees or ask for a standardized amount in the request. For CFY 2018-19, the Committee may consider:

- Asking Clerks to submit a needs-based budget that includes salary increases that the individual Clerk deems appropriate to run their offices
- Asking Clerks to submit a needs-based budget that includes a standardized amount for salary increase statewide, e.g., 3%
- Asking Clerks to submit a needs-based budget with no salary increases included; therefore, allowing the Committee to deal with the issue of raises during the budget process

AGENDA ITEM 5

Other items of discussion from CFY 2017-18 such as OPEB, health insurance, FRS increases, etc. can be pulled from the aggregate data before analysis is done or comparisons made.

The CFY 2018-19 Original Budget request amount will be used extensively in communicating the Clerks' budget to the Legislature and other policymakers. Historically, this number has been used to determine the "gap" or "shortfall" between Clerks' needs and the revenues available. Differences and outliers will be identified and analyzed during the budget process as the Committee works to determine the approved budget.

Motion: The Budget Committee requests clerks to submit an Original Budget request for CFY 2018-19 that reflects their costs to perform court-related duties.

Motion: The Original Budget request may include salary increases as the individual Clerks deem appropriate to operate their offices.

Timeline

Statute requires Clerks' to have their budget request submitted to CCOC by June 1st. The CFY begins October 1, so CCOC must approve budgets before that date with time to implement. Due to policy decisions that were needed to be made by Clerk leadership, the timeline for the CFY 2018-19 budget process is shortened. With all factors considered, CCOC staff created a draft timeline for the Committee to discuss. Attachment 1 to this memo is a detail timeline for consideration by the Budget Committee with due dates and possible training locations.

Motion: Grant the Budget Committee Chair the authority to work with CCOC staff to develop and implement a budget timeline.

Budget Forms

For CFY 2017-18, the CCOC made substantive changes to the budget forms. For CFY 2018-19, CCOC staff reviewed the forms and identified several minor, non-substantive changes needed to the forms. A workgroup of Clerk staff has been formed to review and test the forms once the Budget Committee has made final policy decisions. The list of members is included as Attachment 2. CCOC Staff recommends avoiding major changes that would require time intensive programming and training, and instead, refine the forms created last CFY. A concept form is ready that would remove three exhibits from the current budget form and utilize a separate, simpler form to gather revenue data. CCOC requests the Committee provide direction on the forms and authorize CCOC staff to work with the Budget Committee Chair to finalize and distribute the forms in the next 2 weeks. A draft concept of the CFY 2018-19 budget form is included as Attachment 3 and a draft concept of the Revenue Projection form is included as Attachment 4.

Motion: Approve the Budget Committee Chair to work with CCOC Staff and the workgroup of Clerk staff to finalize and distribute forms for the CFY 2018-19 budget process.

Training

Last year, CCOC conducted seven in-person regional budget training sessions for Clerks and clerk staff on the budget forms. In preparation of this year, CCOC sent a survey to gauge interest and get feedback for training sessions. The results gave CCOC a lot of information to work with regarding future trainings. Due to the limited time frame this year the CCOC is recommending three trainings: Jacksonville, Marianna, and Orlando.

The CCOC has four budget managers on staff to assist Clerks and clerk staff during the shortened budget process. Budget Instructions will be enhanced with the assistance of the workgroup, to aid those unable to attend regional trainings.

COMMITTEE ACTION: Consider and make motions regarding the submission of an Original Budget request for CFY 2018-19, the proposed budget timeline, and the proposed budget form.

LEAD STAFF: Jason Harrell, CCOC Budget and Communications Director

ATTACHMENTS:

1. Timeline for CFY 2018-19 Budget Process
2. CFY 2018-19 Budget Forms Workgroup
3. CFY 2018-19 Budget Form - Draft Concept
4. CFY 2018-19 Revenue Projection – Draft Concept



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

2560-102 BARRINGTON CIRCLE ✦ TALLAHASSEE, FLORIDA 32308 ✦ PHONE 850.386.2223 ✦ FAX 850.386.2224 ✦ WWW.FLCCOC.ORG

Timeline for CFY 2018-19 Budget Process

APRIL

- Budget Committee Meeting
- Original Budget Form development - CCOC
- Revise budget instructions as needed
- Workgroup testing of forms and instructions

MAY

- Release forms to counties (tentative – Tuesday, May 1st)
- Regional budget training – registration through Eventbrite
 - Potential Locations & Dates:
 - Week of May 7th
 - Marianna – 10 AM – 2 PM, Jackson County Ag Center
 - Week of May 14th
 - Orlando – 10 AM – 2 PM, Florida Mall, Thursday, May 17th
 - Jacksonville – 10 AM – 2 PM, Duval County Courthouse
- Process Technical Review for forms submitted before deadline

JUNE

- Statutory deadline of June 1st for budget submissions to CCOC
- Complete technical reviews
- Begin analysis as requested by the Budget Committee or required by Statute
- Preliminary information released at Summer Conference

JULY

- Potential Budget Committee meeting to determine budget deliberation criteria, methodology, etc.
- REC meets and determines available revenues (mid to late July)

AUGUST

- Potential Budget Deliberations (Week of August 20)
- Budget Committee determines and approves each county's budget authority
- Executive Council approves budget as proposed by the Budget Committee

TIMELINE FOR CFY 2018-19 BUDGET PROCESS

- Provide DOR request for monthly amount for “Funded” counties

SEPTEMBER

- Budget Letters sent to each Clerk and their finance staff
- Operational Budget Form development - CCOC
- Revise Operational Budget instructions as needed
- Workgroup testing of forms and instructions as needed
- Release forms to counties (tentative - Friday, September 28th)

OCTOBER

- County Fiscal Year begins October 1st
- Process technical reviews of Operational Budgets submitted before the deadline
- Receive forms (tentative Wednesday, October 31st)

NOVEMBER

- Perform technical reviews starting November 1st
- Complete technical reviews (tentative Friday, November 30th)
- Begin analysis as requested by the Budget Committee or required by Statute



**FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION**

2560-102 BARRINGTON CIRCLE ✓ TALLAHASSEE, FLORIDA 32308 ✓ PHONE 850.386.2223 ✓ FAX 850.386.2224 ✓ WWW.FLCCOC.ORG

CFY 2018-19 Budget Forms Workgroup

County	Peer Group	Staff
Gulf	2	Sherry Herring
Wakulla	3	Suzanne Hawkins, Greg James
Columbia	5	Chad Crews
Flagler	6	Jennifer Barker
Clay	7	Rick Dingle, Jeannie Dopson
Lake	8	Kevin McDonald, Denise Bell
Escambia	9	Daniel Moderie
Polk	10	Dan Bowden, Dee Dee Beaver
Duval	11	Jennifer Spinelli, Allison Luker
Orange	11	Mike Murphy
Pinellas	11	Bill Seiter
Miami-Dade	12	Liza Saboya-Fernandez, Sergio Herrera
Palm Beach	12	Shannon Ramsey-Chessman, Rita Rodriguez
CCOC Staff		Marleni Bruner Lisa Daws Leonard Carper Justin Douglas Johnny Petit

Florida CCOC Budget Submission
Performance and Budget System (PABS)
Section 28.36, Florida Statutes
County:



Original Budget Request for CFY 2018-19

Gross Court FTEs and Personnel Detail

Agenda Item 5, Attachment 3

Number of
Rows Needed:

47

(Please fill out one)

[illegible]

Gross Court FTEs and Personnel Detail

Agenda Item 5, Attachment 3

[illegible]

Gross Court FTEs and Personnel Detail

Agenda Item 5, Attachment 3

[illegible]

Gross Court FTEs and Personnel Detail

Number of Rows Needed:		47											(Please fill out one)		
Position Number	Job Title	Employment Type	FRS Type or Retirement Type	Currently Vacant Position (Select Yes)	Length of time for Current Vacancy	Pay Type	Current Pay Rate (Hourly or Annual)	Current Average # of Hrs Worked per Week	Current Actual Total Wages (Annual)	Current FICA/SS	Current FRS/ Retirement \$'s	Current General Budgeted Health	Current Budgeted Actual Health	Current Life Insurance	
									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
									Overtime:			Other Benefits (Explain):			
									Workers Comp:				OPEB:	Health Insurance:	
									Unemployment:					Vision, Dental or Life Insurance:	
														Other (Explain):	
												Other Increase/Decrease:			
Total Court FTEs		1.00													

Total Court FTEs	
	1.00
Area	Total Court Personnel Costs (Rounded to nearest dollar)
Salaries/Overtime	\$ -
FICA	\$ -
FRS	\$ -
Health Insurance	\$ -
Life Insurance	\$ -
Other Benefits	\$ -
Unemployment	\$ -
Workers Comp	\$ -
Bdgtd Sep Payout	\$ -
OPEB	\$ -
Other	\$ -
Totals	\$ -

Additional Info	
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Gross Court FTEs and Personnel Detail

Agenda Item 5, Attachment 3

Number of Rows Needed:		47				Pay Increases/Decreases					FICA/SS	FRS/Retirement	
Position Number	Job Title	Current Other Benefits (Dental, Vision, supplements, etc.)	Current Budgeted Separation Payout	CFY1718 +/- Pay Rate (Hourly or Annual)	CFY1718 +/- Average # of Hrs Worked per Week	CFY1718 Total Wages (Annual) NEW Position	CFY1718 Additional Total Wages (Annual) COLA	CFY1718 Additional Total Wages (Annual) Merit	CFY1718 Additional Total Wages (Annual) Bonus	CFY1718 Additional Total Wages (Annual) Other	CFY1718 Additional FICA/SS	CFY1718 +/- FRS/Retirement \$'s	CFY1718 New/Additional/ Cancellation FRS/Retirement \$'s
		\$ -	\$ -			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						"Bucket" Increases							
								Overtime					
Total Court FTEs	1.00							Workers Comp					
								Unemployment					

Area	Total Court Personnel Costs (Rounded to nearest dollar)
Salaries/Overtime	\$ -
FICA	\$ -
FRS	\$ -
Health Insurance	\$ -
Life Insurance	\$ -
Other Benefits	\$ -
Unemployment	\$ -
Workers Comp	\$ -
Bdgt'd Sep Payout	\$ -
OPEB	\$ -
Other	\$ -
Totals	\$ -

Gross Court FTEs and Personnel Detail

Agenda Item 5, Attachment 3

Number of Rows Needed:		47		Health Insurance		Life Insurance Benefit		Other Benefits				% Workload Allocation				
Position Number	Job Title	CFY1718 +/- Health	CFY1718 New/Additional/ Cancellation Health	CFY1718 +/- Life Insurance	CFY1718 New/Additional/ Cancellation Life Insurance	CFY1718 +/- Other Benefits (Dental, Vision, etc.)	CFY1718 New/Additional/ Cancellation Benefits (Dental, Vision, etc.)	CFY1718 +/- Budgeted Separation Payout	Court	Non-Court	Avg Hours Worked Allocated to Court	FTE Allocated to Court	Personnel Costs Allocated to Court			
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			40.00	1.00	\$ -			
		OPEB:		Health Insurance												
				Vision, Dental or Life Insurance												
Total Court FTEs		1.00		Other (Explain):												
				Other Increase/Decrease (Explain):												
Area	Total Court Personnel Costs (Rounded to nearest dollar)															
Salaries/Overtime	\$ -															
FICA	\$ -															
FRS	\$ -															
Health Insurance	\$ -															
Life Insurance	\$ -															
Other Benefits	\$ -															
Unemployment	\$ -															
Workers Comp	\$ -															
Bdgtd Sep Payout	\$ -															
OPEB	\$ -															
Other	\$ -															
Totals	\$ -															

Agenda Item 5, Attachment 3

	Clerk Court Admin	Jury Mgmt	Circuit Criminal	Circuit Criminal With Jury Mgmt Breakout	Circuit Civil	Circuit Civil With Jury Mgmt Breakout	Family	Juvenile	Juvenile Delinquency Breakout	Juvenile Dependency Breakout	Probate	County Criminal	County Criminal With Jury Mgmt Breakout	County Civil	Traffic	Criminal Traffic Breakout	Civil Traffic Breakout	Non-Court	Non-Court	Shared Indirect Overhead	Court Side Shared Overhead	Non-Court Side Shared Overhead	Court Side Court Type Totals
Note: FTE can be recorded to two decimal points.				60.00%		40.00%			41.42%	58.58%			0.00%			40.00%	60.00%				100.00%	0.00%	
Cost Centers / Departments	604	608	614		634		654	674			694	724		744	764			513	519				
Title IV-D Child Support (Reimbursed)				0.00		0.00			0.00	0.00			0.00			0.00	0.00						0.00
Title IV-D Child Support (Non-Reimbursed)	1.00			0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	1.00
Human Resources				0.00		0.00			0.00	0.00			0.00			0.00	0.00						0.00
Clerk Accounting				0.00		0.00			0.00	0.00			0.00			0.00	0.00						0.00
Executive Administration				0.00		0.00			0.00	0.00			0.00			0.00	0.00						0.00
Consolidated FTE Cost Center Based on Tab B Detail		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Jury Management				0.00		0.00			0.00	0.00			0.00			0.00	0.00						0.00
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Agenda Item 5, Attachment 3

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Gross Court-Related Operating Costs Detail

UAS CODE	OBJECT CODE		Operations Current	Operations Increase/Decrease	Operations Budget Request
31	Professional Services				\$ -
32	Accounting And Auditing				\$ -
33	Court Reporter				\$ -
34	Other Services				\$ -
35	Investigations				\$ -
36	Pension Benefits (OPEB)				
	a	Health Insurance			\$ -
	b	Life Insurance			\$ -
	c	Other			\$ -
40	Travel and Per Diem				\$ -
41	Communications				\$ -
42	Freight and Postage Services				\$ -
43	Utilities				\$ -
44	Rentals and Leases				\$ -
45	Insurance				\$ -
46	Repair and Maintenance				\$ -
47	Printing and Binding				\$ -
48	Promotional Activities				\$ -
49	Other Current Charges				\$ -
51	Office Supplies				\$ -
52	Operating Supplies				\$ -
53	Road Materials and Supplies				\$ -
54	Books, Pub., Subs., Memberships				\$ -
55	Training				\$ -
59	Depreciation				\$ -
Gross Operating Total			\$ -	\$ -	\$ -
Jury Operating Expenses					
	Jury Meals/Lodging				\$ -
	Jury Per Diem				\$ -
	Jury Summonses/Postage				\$ -
	Jury Other				\$ -
Jury Total			\$ -	\$ -	\$ -

Operating Costs Detail Additional Info	
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[illegible]

Gross Court-Related Capital Costs Detail

UAS CODE	OBJECT CODE	Capital Costs Current	Capital Costs Increase/Decrease	Capital Costs Budget Request
64	Machinery and Equipment			
	Furniture and Equipment (non Jury Related)			\$ -
	Computer Equipment (non Jury Related)			\$ -
	Software (non Jury Related)			\$ -
	Other (non Jury Related)			\$ -
Gross Capital Total		\$ -	\$ -	\$ -
Jury Capital Expenses				
	Furniture and Equipment (Jury Related)			\$ -
	Computer Equipment (Jury Related)			\$ -
	Software (Jury Related)			\$ -
	Other (Jury Related)			\$ -
Jury Capital Total		\$ -	\$ -	\$ -

Capital Costs Detail Additional Info	
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[illegible]

Agenda Item 5, Attachment 3

FTEs	Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic	TOTALS
Court Type FTEs +	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Court Admin (604) FTE Allocation +	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	1.00
Shared FTE Allocation +	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jury FTE Allocation +	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Gross FTE Allocation -	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	1.00
Other Funding Allocations											
Title IV-D Reimbursed Funding FTE Allocation -			0.00								0.00
Jury Funded FTE Allocation -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Non-CCOC Funding FTE Allocation (County, Grants, etc. Not CCOC Trust Fund or Jury Reimbursement)											0.00
Total Non-CCOC Trust Fund FTE Allocation =	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net FTE Not Including IT:	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	1.00
Additional IT FTE											
IT FTE to be funded via CCOC Trust Fund											0.00
Total Net FTE:	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	1.00
Actual Percent Allocation:	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	100.0%
Target Percent Allocation	19.4%	14.6%	9.5%	3.9%	2.9%	4.4%	15.1%	8.9%	9.1%	12.2%	100.0%

Court Related Expenses											
Court Type Expenditures +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Court Admin (604) Expenditure Allocation +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shared Expenditure Allocation +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jury Expenditure Allocation +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Gross Expenditure Allocation -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenditure Resource Allocation											
Title IV-D Reimbursed Funding Expenditure Allocation -			\$ -								\$ -
Juror Funding Budget Expenditure Allocation -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Funding Expenditure Allocation (do not include indirect funding here - See instructions)											\$ -
Other Non-CCOC Funding Expenditure Allocation (explain on Exhibit G)											\$ -
Total Other Funding Expenditure Allocation =	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Net Expenditures Not Including IT Request:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional IT Expenditure Request and Budget Balancing											
IT Expenditures requested to be funded via CCOC Trust Fund											\$ -
Total CCOC Net Expenditures Including CCOC Funded IT (not including Jury):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Allocation:	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Target Percent Allocation	19.4%	14.6%	9.5%	3.9%	2.9%	4.4%	15.1%	8.9%	9.1%	12.2%	100.0%

CCOC Net Budget Request (not including Juror):	\$ -
CCOC Estimated Annual Juror Budget Request:	\$ -
Aggregate Budget Total Request Amount:	\$ -

Additional BUDGET Information																							
<div style="display: flex; justify-content: space-between;"> <div>COUNTY: _____</div> </div>																							
Section 1a: Calculating Differences Between 1718 Operational Based Budget and 1819 Budget Request Calculate difference between 1718 Approved Budget and the Budget Request. CFY 2018-19 AGGREGATE BUDGET REQUEST: \$ _____ CFY 2017-18 AGGREGATE BUDGET AUTHORITY: \$ _____ DIFFERENCE: \$ _____ % DIFFERENCE: _____																							
Section 1b: Specific Differences Between 1718 Approved Budget and Budget Request <small>(Help Section 1b ONLY if the "Difference" in Section 1a is equal to 0.)</small> Provide dollar differences (Increases and decreases) between the CFY 2018-19 budget request and the CFY 2017-18 budget authority. Enter all dollar amounts as positive, whole numbers. For items like FTE, OPS, etc. fill out the additional columns with specific information. Use section 6 below if additional space is needed for explanations.																							
				\$ Amounts for		\$ Amounts for		Service Areas Affected															
				Continuation Issues		New/Improved Issues																	
				Recurring		Non-Recurring																	
				Non-Service Specific		Case Processing		Revenue Collection and Distribution		Financial Processing		Requests for Records and Reports		Provide Minimalist Pro Se Assistance		Technology Services		Vendor Reporting Services		Jury Management		Administration	
				Explanations/Additional Info																			
				Personal Expenditures		Increases		Decreases		Net Differences		Additional Data											
				Increases/Decreases in FTE																			
				Increases/Decreases in OPS																			
				Raises, bonuses, or salary increases/Salary Decreases																			
				Other benefits increase/decreases																			
				Reinstating/Eliminating Positions																			
				Eliminating or reducing/instituting Furloughs																			
				Increasing/Decreasing Office Hours																			
				Cost shift from county to state/from state to county																			
				Health insurance increase/decrease																			
				FRS increase/decrease																			
				1. Other personnel cost increases																			
				2. Other personnel cost increases																			
				3. Other personnel cost increases																			
				Total Personnel Cost Increases																			
				Operating Expenditure Increases																			
				New Purchases or Projects/Canceled Purchase or Project																			
				Cost shift from county to state/from state to county																			
				Increased/Decreased Cost of current items																			
				Total Operational Cost Increases																			
				Capital Expenditure Increases																			
				New Purchases or Projects/Canceled Purchase or Project																			
				Cost shift from county to state/from state to county																			
				Increased/Decreased Cost of current items																			
				Total Capital Cost Increases																			

Section 2: Pay and Benefits Increases (Complete Section 2 regardless of the calculation in Section 1a.)
 Identify and report all pay and benefit increases included within the CFY 2018-19 budget request as required in section 28.36(2)(7), Florida Statutes. Report all pay and benefits increases regardless of whether the budget request is less than, equal to, or greater than the CFY 2017-18 budget authority.

CFY 2018-19 AGGREGATE BUDGET REQUEST: \$ _____

 TOTAL PAY AND BENEFIT INCREASES: \$ _____
 BALANCE OF CFY 2018-19 BUDGET REQUEST: \$ _____

Pay and Benefit Increases
 Cost of living increases: \$ _____
 Merit increases: \$ _____
 Bonuses: \$ _____
 Other pay increases: \$ _____
 Other benefit increases: \$ _____

Explanation: _____
 Explanation: _____
 Explanation: _____
 Explanation: _____
 Explanation: _____

Section 3: FRS and Health Insurance Expenditures
 Identify and report actual, estimated, and projected FRS and health insurance expenditures. These expenditures must represent the gross and net court-related expenditures.

FRS Court-Related Expenditures			Health Insurance Court-Related		
	Gross	Net		Gross	Net
Actual FY 2018-17			Actual FY 2018-17		
Estimated FY 2017-18			Estimated FY 2017-18		
Projected FY 2018-19			Projected FY 2018-19		

Section 4: Expenditures Related to Retired Previous Employees
 Identify and report estimated expenditures related to retired previous employees. These expenditures must represent the gross court-related expenditures as well as the net expenditures to be covered with court-related revenues.

Retiree Expenditures			
	OPES Amounts	COGC Funded	Non-COGC
OPES Health Insurance Personnel Costs	\$ _____	\$ _____	\$ _____
OPES Other Insurance Personnel Costs	\$ _____	\$ _____	\$ _____
OPES Other Personnel Costs	\$ _____	\$ _____	\$ _____
OPES Health Insurance Operational Costs	\$ _____	\$ _____	\$ _____
OPES Other Insurance Operational Costs	\$ _____	\$ _____	\$ _____
OPES Other Operational Costs	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

Section 5: Additional Information (Optional)
 Provide any additional information related to your CFY 2018-19 Budget Request.



County:

Projections As of Date:

Contact:

E-Mail Address:

18/19 Fine and Forfeitures Trust Fund Projections

	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	YTD Total
Fines, Fees, Svc Chgs, Ct Costs, etc. (Not Including Redirected 10% Fines)													\$ -
Redirected 10% Fines													\$ -
Total Fine and Forfeitures Trust Fund Dollars:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Comments/Additional Notes:

2008-111 Projections

		Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	YTD Total
Issuance of a Summons (\$10)	28.241(1)(d), F.S.													\$ -
Indigent Civil Defense Trust Fee (10%)	57.082(1)(d), F.S.													\$ -
Civil Traffic Proof of Compliance Court	318.14(10)(b), F.S.													\$ -
Civil Traffic Court Cost	318.18(11)(a), F.S.													\$ -
Civil Traffic Admin Fee (\$12.50)	318.18(18), F.S.													\$ -
Additional Traffic Admin Fees	318.18(18), F.S.													\$ -
Driving Under the Influence	316.193, F.S.													\$ -
All Other Line 47 Additional Revenues	All Other													\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Comments/Additional Notes: