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## Addendum to CFY 2018-19 Budget Instructions

5/8/18

1. Be careful not to drag cells or delete rows as this will override programming built into the form. Any changes to this programming will require that the information be copied to a new form before it can be brought into the CCOC database.
2. Do not link entries in the Original Budget Request form to outside sources such as a database or another Excel file. Data connections can become broken. While data may still be visible, the data cannot always be imported into the CCOC database.
  - a. The CCOC recommends performing calculations in another spreadsheet then copying and pasting back into the Original Budget Request form using the paste special – values feature.
3. Be careful if you use formulas to calculate amounts for the spreadsheet. While the form will allow you to enter formulas for certain fields, issues can arise when the data needs to be imported into the CCOC database.
  - a. The CCOC recommends copying the Exhibit you are working on and pasting into a new Excel workbook. Make all calculations there then copy the final calculation and paste special – values back into the Original Budget Request form.
4. Copying and pasting does not affect text in the spreadsheet. The CCOC recommends that all numerical values be hand keyed when possible to reduce issues that would prevent your submission from entering our database.
5. On Exhibit B – Gross Court Personnel Detail, each position FTE allocated to court in Column AM was previously rounded and the total in AM1306 was also rounded.
  - a. The formula has been updated so that each position line is no longer rounded and only the total in cell AM1306 is rounded to two decimal places.
  - b. This change makes some of the FTE amounts less thus changing the FTE allocation.
  - c. If you copy positions from a prior fiscal year spreadsheet, you may need to adjust your percent allocations in Columns AJ and AK to meet your desired FTE count.
  - d. This change will allow for more accurate FTE allocations.
  - e. *Form version 1 cannot be used for submission.*

ADDENDUM TO CFY 2018-19 BUDGET INSTRUCTIONS

6. Jury Management (Non-Reimbursed) refers to any jury expenses that are not allowable for reimbursement through the JAC. Please refer to the JAC Policies and Procedures for reimbursable expenditures.
  - a. The CCOC expects that most counties will not use this feature and all expenditures for jury management will be reimbursable.
  - b. Counties are requested to enter expenditures for jury management at the level required to perform their statutory duties regardless if full funding was previously provided.
  
7. The calculation for jury management on Exhibit E – Net Budget Amount has been corrected.
  - a. Totals for Jury Management (Non-Reimbursed) will be added to CCOC expenditure totals.
  - b. Only totals for Jury Management (Reimbursed) are totaled for the CCOC Jury Budget Request in cell B54 on Exhibit E- Net Budget Amount.

5/11/18

8. The CFY 2018-19 Original Budget Request form has been revised to revert the FRS rates back to the amounts during the Operational Budget process for CFY 2017-18.
  - a. The incremental difference for the new rates should be included in the light blue columns.
  - b. If you use a blended rate or use the lump sum “buckets” then this change will likely not affect your submission.
  - c. *Form version 2 can still be used for submission.*

5/14/18

9. The CFY 2018-19 Revenue Projection form has been revised to include an additional statutory reference for the “Issuance of a Summons (\$10)” line.
  - a. Version 1 of the form can be used for submission. Please verify that you have included all the requested information.

17	2008-111 Projections		Sep-18
18			
19	Issuance of a Summons (\$10)	s. 28.241(1)(d), F.S. s. 34.041(1)(d), F.S.	
20	Indigent Civil Defense Trust Fee (10%)	s. 57.082(1)(d), F.S.	
21	Proof of Compliance Court Costs	s. 318.14(10)(b), F.S.	
22	Civil Traffic Court Costs	s. 318.18(11)(a), F.S.	
23	Civil Traffic Admin Fee (\$12.50)	s. 318.18(18), F.S.	

5/25/18

10. CFY 2018-19 Original Budget Request was revised to account for two rounding errors and a formula error.
    - a. You DO NOT have to use the new form; however, you must complete at least using version 3.
  
  11. Rounding error on Exhibit B1
    - a. You get a warning on Exhibit A that you have unallocated FTE or over-allocated FTE on line 12 of Exhibit B1, but your Line 12 shows zero.
    - b. The Clerk FTE allocation from Exhibit B is carried over to B1 goes past two digits after the decimal. What is visible, for example, is 0.63, but what is in the background for excel is 0.634528.
    - c. Send your form to a Budget Manager for correction or make a note on Exhibit A that you have verified the information.
  
  12. Rounding error on Exhibit G
    - a. You get a warning on Exhibit A that your totals for dollars or FTE on Section 1a does not tie to Section 1b; however, both numbers are visually the same.
    - b. The FTE amount for the current budget request goes past two digits after the decimal and when compared to the CFY 2017-18 Operational Budget, the two do not match even though the visible numbers are the same.
    - c. Send your form to a Budget Manager for correction or make a note on Exhibit A that you have verified the information.
  
  13. Formula error on Exhibit B
    - a. Column Z for FICA/SS did not get pulled into the formula for totals in cell B1316. As this is for "Bucketed" amounts, it is not used very often and we have only seen a few counties with this error.
    - b. Send your form to a Budget Manager for correction.
  
  14. If you would like a worksheet that is similarly laid out to Exhibit B, but it unrestricted, please contact a Budget Manager.
    - a. The form will allow you to use formulas and links to formulate your totals.
    - b. Copy and paste special – values back into the Original Budget Request to reduce potential errors but still have accurate data.
  
  15. Remember that the light blue columns are for the INCREMENTAL increases over the dark blue columns.
    - a. New positions would not have anything listed in the dark blue columns.
    - b. Columns R, S, and T would need to be completed for new positions. Benefits would need to be completed in Columns Y, AA, AC, AE, and AG as applicable.
  
  16. IT personnel should NOT be included on Exhibit B unless they provide other court-related functions (jury, case management, etc.).
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## ADDENDUM TO CFY 2018-19 BUDGET INSTRUCTIONS

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- a. For IT personnel that have other court-related functions, enter their full amount on Exhibit B, then reduce their court-related percentage only to that which is court-related and non-IT.
    - b. Enter IT personnel to be funded from CCOC on Exhibit E – Net Budget Amount.
  17. The Amounts pulled on Exhibit G, Section 2, are statutorily required for the CCOC to collect and report.
    - a. The amounts do not include new positions as those are not raises or other benefits.
    - b. The amounts do not include rate increases.
    - c. The amounts do not include increase FICA/SS or FRS/Retirement associated with those raises.
  18. For Revenue Projections, please try to provide an accurate representation for each item listed on the revenue projection form.
    - a. If you cannot separate some of the fines or fees, please provide a thorough explanation in the Comments box.
  19. Title IV-D Child Support positions should be included on Exhibit B.
  20. On Exhibit G, Section 1b, identify the impact of the NET difference from your CFY 2018-19 request and your CFY 2017-18 Operational Budget by service area as best you can.
    - a. Increased expenditures from a reduced or lost funding source cannot be captured in Section 1b. Provide a thorough note in Section 5.
    - b. Try to allocate increased expenses across all applicable Service Areas.
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