



CFY 2019-20 Original Budget Request Instructions

October 1, 2019 – September 30, 2020

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Dear Clerks and Clerk Staff,

Thank you for your hard work and continued diligence to the budget development process for the Clerks of Court. Every year, the clerks face challenges to support their offices and communities. We continue to use every opportunity to tell the clerks' story.

The Budget Committee would like each Clerk to submit an Original Budget Request that reflects the total costs needed to perform your court-related statutorily required duties. Should this amount include raises or other salary adjustments, those are to be included as well. Original Budget forms are due **May 1, 2019**. This will allow the CCOC to have time to perform technical reviews on each budget and compile information for the Budget Committee.

There are no major changes to the budget forms; however, we encourage each office to have staff attend one of the three trainings to get assistance during this process.

Punta Gorda – Friday, April 5th 9:00 AM – 1:00 PM

https://ccoctraining_pg.eventbrite.com

Registration ends April 3rd at 5:00 PM; Capacity: 30

Orlando – Thursday, April 11th 9:00 am to 1:00 pm

https://ccoctraining_orl.eventbrite.com

Registration ends April 8th at 5:00 PM; Capacity: 75

Marianna – Monday, April 15th Noon to 4:00 pm (CST)

https://ccoctraining_mrn.eventbrite.com

Registration ends April 12th at 5:00 PM; Capacity: 50

Should you need assistance during the budget process, do not hesitate to contact a CCOC Budget Manager.

Thank you,

Ken Burke, CPA, Pinellas Clerk of the Circuit Court & Comptroller
Budget Committee Chair

Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

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I. BUDGET PROCESS OVERVIEW**A. AUTHORITY**

Section 23 of Chapter 2004-265, Laws of Florida, created the Clerk of Court Operations Corporation (CCOC) to perform various fiscal and budget-related duties, which include provisions in s. 28.35(2)(f), F.S. These provisions outline the duties of the CCOC to include:

(f) Reviewing, certifying, and recommending proposed budgets submitted by clerks of the court pursuant to s. 28.36. As part of this process, the corporation shall:

1. Calculate the minimum amount of revenue necessary for each clerk of the court to efficiently perform the list of court related functions specified in paragraph (3)(a). The corporation shall apply the workload measures appropriate for determining the individual level of review required to fund the clerk's budget.
2. Prepare a cost comparison of similarly situated clerks of the court, based on county population and numbers of filings, using the standard list of court related functions specified in paragraph (3)(a).
3. Conduct an annual base budget review and an annual budget exercise examining the total budget of each clerk of the court. The review shall examine revenues from all sources, expenses of court related functions, and expenses of non-court related functions as necessary to determine that court related revenues are not being used for non-court related purposes. The review and exercise shall identify potential targeted budget reductions in the percentage amount provided in Schedule VIII-B of the state's previous year's legislative budget instructions, as referenced in s. 216.023(3), or an equivalent schedule or instruction as may be adopted by the Legislature.
4. Identify those proposed budgets containing funding for items not included on the standard list of court related functions specified in paragraph (3)(a).
5. Identify those clerks projected to have court related revenues insufficient to fund their anticipated court related expenditures.
6. Use revenue estimates based on the official estimate for funds accruing to the clerks of the court made by the Revenue Estimating Conference.
7. Identify and report pay and benefit increases in any proposed clerk budget, including, but not limited to, cost of living increases, merit increases, and bonuses.
8. Provide detailed explanation for increases in anticipated expenditures in any clerk budget that exceeds the current year budget by more than 3 percent.
9. Identify and report the budget of any clerk which exceeds the average budget of similarly situated clerks by more than 10 percent.

The Florida Clerks of the Court are required to follow a budget procedure for the court related functions they perform pursuant to s. 28.36, F.S. The law requires the proposed budgets to be prepared, summarized, and submitted to the CCOC by the Clerk in each county in the manner and form prescribed by the CCOC which is outlined in the following Budget Instructions.

B. PURPOSE

The CCOC budgeting process is designed to tell the following Clerks' story within and across Clerks' offices:

1. The Clerk's funding request by personnel, operating, and capital;
2. The revenues available to support the request;
3. Expenditures by court division funded within the budget; and
4. Other valuable information about the budget request submission.

The budgeting process produces information during a fiscal year to assist Clerks' in managing budgets (e.g. actual expenditures, revenues, workloads/outputs, and performance standard achievement levels).

Submitted budgets also assist the CCOC in monitoring the Clerks of Court Trust Fund to anticipate and respond to Article V budget related issues, as well as provide budget-related education and training in support of finding cost efficiencies, increasing revenue collections, responding to workload pressures, and maintaining customer performance effectiveness.

C. SUBMISSION INSTRUCTIONS

For CFY 2019-20, the following files will comprise a county's Budget Submission:

1. Original Budget Request – an Excel file that contains multiple Exhibits of the Original Budget Request.
2. Revenue Projection - an Excel file that contains revenue projections for the Fine and Forfeiture Trust Fund as well as Chapter 2008-111, L.O.F. revenues.
3. Certification Letter – A pdf file that must be signed by the Clerk.

All **three** forms should be submitted to the CCOC email address, reports@flccoc.org, by the close of business on May 1, 2019.

If you have questions or issues with your submission, please contact a Budget Manager at the CCOC prior to the deadline. You may call our office at (850) 386-2223. Do **NOT** email questions or comments to the submission email address as this email is not maintained for correspondence.

All forms can be found on the CCOC website under the Budget Process tab:
<https://flccoc.org/budget-process/>

D. BUDGET PROCESS TIMELINE

The budget instructions provided in this document address the budgets for the period of October 1, 2019 through September 30, 2020, which are due to the CCOC by close of business on May 1, 2019 to reports@flccoc.org.

Below is a timeline for the preparation, submission, and approval of the Clerks' CFY 2019-20 proposed budgets that is still in development. Changes to the following schedule could occur based on legislative action or as approved by the Budget Committee or Executive Council.

<u>Date</u>	<u>Activity</u>
March 2019	<ul style="list-style-type: none"> • Original Budget Request forms development and workgroup testing. • Revise budget instructions
April 2019	<ul style="list-style-type: none"> • Release Certification Letter, Original Budget Request, and Revenue Projection forms and instructions. • Training led by CCOC staff on the budget process and forms. • Process Technical Reviews for budgets submitted prior to the deadline. • Potential Budget Committee meeting to determine budget deliberation criteria, methodology, etc.
May 2019	<ul style="list-style-type: none"> • Clerks submit Certification Letter, Original Budget Request, and Revenue Projection forms on May 1, 2019. • CCOC staff perform technical reviews on submittals with revisions as necessary.
June 2019	<ul style="list-style-type: none"> • CCOC staff perform technical reviews on submittals with revisions as necessary.
July 2019	<ul style="list-style-type: none"> • REC meets and determines available revenues (mid to late July)

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

Date

August 2019

Activity

- Budget Committee determines and approves each county's budget authority
- Executive Council approves budget as proposed by the Budget Committee
- Provide DOR request for monthly amount for "Funded" counties

September 2019

- 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

October 2019

- County Fiscal Year begins October 1st
- Process technical reviews of Operational Budgets submitted before the deadline
- Receive forms

November 2019

- CCOC perform technical reviews
 - Complete technical reviews
 - Begin analysis as requested by the Budget Committee or required by statute
-

II. BUDGET EXHIBITS AND INSTRUCTIONS

A. GENERAL GUIDELINES

The following general guidelines apply to the CFY 2019-20 budget submission:

1. Refer to the Glossary in Appendix A for commonly referred to terms throughout the instructions.
2. Refer to the Uniform Accounting System (UAS) Code Definitions in Appendix B as needed.
3. Clerks should submit a budget request which represents the funding needed to perform their statutory duties. See Appendix C Services, Activities, and Tasks, and the Clerks Court Services Framework posted to the CCOC website: <https://flccoc.org/wp-content/uploads/2019/04/CFY1718-Framework-06-25-2018.pdf>
4. Include all budgeted court related costs/expenditures, regardless if these costs are paid by other entities or other revenue sources.
5. “Give proper deference to the constitutional and statutory obligations of counties to fund certain needs of the court system.” These needs include court related personnel services, operating, and capital costs/expenditures such as facilities, maintenance, utilities, security, etc. (See s.14, Art. V of the State Constitution, s. 29.008(1), F.S., and Appendix D)
6. Court related personnel services, operating, and capital costs/expenditures for IT purposes may be included if those costs/expenditures are “part of administrative support to perform the court related functions delegated to the Clerk of Court under s. 28.35(3)(a), FS.” (See Appendix D)

SPECIFIC TO DATA ENTRY

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.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

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.

B. LIST OF EXHIBITS

The following is a list of the Exhibits contained in the CFY 2019-20 Original Budget Form as approved by the Budget Committee.


Exhibit	Exhibit Name
A	Front Page
B	Gross Court Personnel Detail
B1	Gross FTEs
B2	Personnel Cost
C	Operating Costs Detail
C1	Operating Costs
D	Capital Costs Detail
D1	Capital Costs
E	Net Budget Amount
G	Additional Information

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

C. INSTRUCTIONS BY EXHIBIT

Exhibit A – Front Page

PURPOSE: To provide identification information and to display warnings as the result of automated checks throughout the Budget Request form.

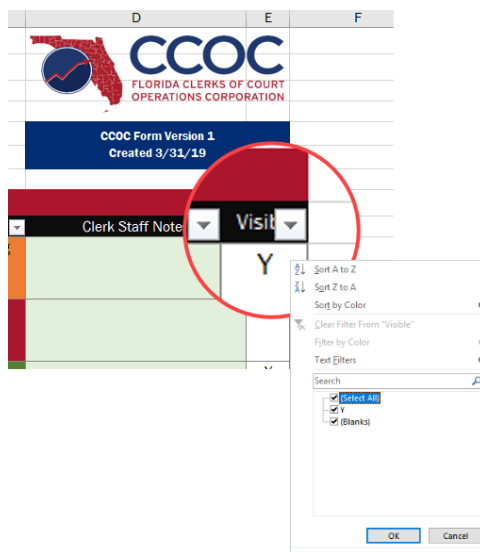
	A	B	C	D	E
1	Florida CCOC Original Budget Request				
2	County Fiscal Year 2019-2020				
3	Section 28.36, Florida Statutes				
4					
5				CCOC Form Version 1 Created 3/31/19	
6	County: <input type="text"/>				
7					
8	WARNINGS				
9	Tab	Warning	Type	Clerk Staff Notes	Visible
10	B- GrossCourtPersonnelDetail	Check to make sure that all applicable columns A - G are completed for positions listed (look for peach cells).	Lvl 2 - Warning		Y
11	B1- GrossFTEs	No FTEs provided for Title IV-D Reimbursed. Please verify and correct as needed or provide explanation on Exhibit G.	Lvl 1 - ERROR		Y
12	B1- GrossFTEs	Not all Court Types have FTE associated with them. Please verify and correct as needed or provide explanation on Exhibit G.	Lvl 4 - Info Only		Y
13	B2 - PersonnelCosts	No Reimbursable Juror Costs shown for Personnel. Please verify and correct as needed or provide explanation in Additional Info box.	Lvl 3 - Warning		Y

INSTRUCTIONS:

1. Select the county name from the drop-down list in cell B6. A list of warnings will automatically populate.
*Portions of this spreadsheet will **not** work until the name is selected.*
2. Warnings are listed on Exhibit A that occur as the result of automated checks within the spreadsheet.
 - a. Column A identifies the Exhibit (spreadsheet tab) related to the warning.
 - b. Column B describes the warning and is color coded to match the warning level.
 - c. Column C identifies whether the warning type is an ERROR, Warning, or Info Only.
 - d. Column D is titled “Clerk Staff Notes” and is available for you to add comments or supporting information regarding the warnings.
 - i. If comments are provided and the issue that caused the warning in later cleared up, the text will remain. Before submitting a final version be sure all comments relate to the visible warning.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

- e. Column E is a specialized filter if you would only like rows with data to be visible. Click on the down arrow, uncheck (Blanks), then click OK. Only rows with data will now be visible.



- f. Contact the CCOC office if you need help understanding and clearing these warnings.

3. Warning Types:

a. Level 1 – ERROR (Red, Severe)

- Budgets **cannot** be submitted to the CCOC with red warnings.
- A red warning will prohibit your budget request from moving forward and usually indicates a major issue in the budget request.
- Your budget cannot be imported into the CCOC database with red warnings.

b. Level 2 – Warning (Orange, Moderate)

- Budgets can be submitted to the CCOC with orange warnings.
- An orange warning will not prevent a budget from moving forward but will cause a delay while information is identified as either problematic or acceptable.

c. Level 3 – Warning (Yellow, Mild)

- Budgets can be submitted to the CCOC with yellow warnings.
- A yellow warning will not prevent a budget from moving forward but may cause a delay while information is verified as acceptable.

d. Level 4 – Info Only (Green)

- Budgets can be submitted with green warnings.
- A green warning will not delay a budget from moving forward.
- Green warnings usually require explanation to be provided in the additional information cell on the various Exhibits.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

7. As you type information into each row, Column AV will automatically contain a Y.
 - a. If you want to see only the rows with data, click on the down arrow, uncheck (Blanks), then click OK. Only rows with data will now be visible. (See image under Exhibit A instructions for more information.)

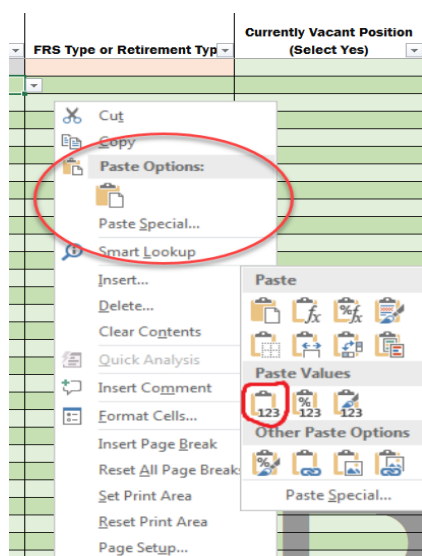
AU	AV	AW
Personnel Costs Allocated to Court	Row Visible	
\$ -	Y	
\$ -		
\$ -		
\$ -		

8. All personnel columns can be **FILTERED** but they cannot be SORTED
 - a. There are 1,301 rows for personnel information.
 - b. If you **SORT** data on this Exhibit, formulas on future Exhibits will not work and the form will no longer be usable. ***The CCOC cannot fix the form.*** You will have to start over again with a blank form.



9. If entering information from a prior fiscal year spreadsheet, the copy and paste special values feature in Excel can be utilized.
 - a. The “Paste Special, Values” feature will truncate the figure entered and not round, potentially causing rounding errors. The CCOC advises you to verify your figures and enter manually when possible. Text fields are not affected by the paste feature.
 - b. Differences to prior fiscal year forms may apply, so be careful when trying to copy full rows. CCOC advises copying full *columns*.
 - c. Row 5 cannot be copied because of locked cells related to the Elected Clerk position.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST



10. In Column A, titled “Position Number,” list individual position numbers associated with each position in your office. Do not combine FTEs with the same job title as individual data is required.
 - a. When data is entered in this cell, the cells that are required for completion in that row will highlight red. Once data is entered, it will return to green.
 - b. If you do not use position numbers in your office, simply enter consecutive numbers (1, 2, 3, etc.). Do not list individual names.

11. In Column B, titled “Job Title,” list the job titled related to each position number.
 - a. Do not list individual names.

12. In Column C, titled “Employment Type,” select one for each job title. The elected Clerk has been entered for you in Columns B and C of row 5. Be sure to complete the remaining required fields.
 - a. Benefit Eligible Position
 - i. Full-time positions that are eligible to receive benefits.
 - b. OPS/Part-time Not Benefit Eligible
 - i. Part-time positions that are not eligible to receive benefits.
 - c. Volunteer
 - i. Non-employed positions that perform court-related functions; they do not receive any compensation.
 - ii. Listed here to have workload counted towards FTE totals and would have no dollars included.
 - iii. FRS Type would be “Not Eligible – Position”
 - iv. Pay Type would be “Volunteer (No Pay)”
 - d. New – Benefit Eligible
 - i. New position for CFY 2019-20 that is eligible to receive benefits.
 - e. New – Not Benefit Eligible
 - i. New position for CFY 2019-20 that is not eligible to receive benefits.
 - f. Contract FTE (no position anticipated)

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

- i. Listed on this form to have workload counted towards FTE totals but position is funded through Contract Services. No dollar amounts should be entered for this position.
- ii. FRS Type would be “Not Eligible – Position”
- iii. Pay Type would be “Contract FTE (no position anticipated)”

13. In Column D, titled “FRS Type or Retirement Type,” select one for each job title.

- a. Not Eligible – Position
- b. Not Eligible – Person
- c. HA/PA Regular Class (RA/QA)
- d. DROP Regular Class
- e. HM/PM Sr Mgmt Svc Class (RM/QM; RP/QP; RQ/QP; RQ/QQ; HP/PP; HQ/PQ)
- f. DROP Sr Mgmt Svc
- g. HB/PB Special Risk
- h. HJ/PJ Special Risk Admin Support Class
- i. HI/PI Clerk (EOC) (RI/QI)
- j. DE/DF/DG/DH DROP Elected Officers Class
- k. UA Reg Class Reemployment
- l. UB Special Risk Reemployed
- m. UM Sr Mgmt Svc Reemployed
- n. Non-FRS (Duval) Pension
- o. Non-FRS (Duval) Investment Plan

14. Should an employee not elect to take retirement benefits, select “Not Eligible – Person” and remove the calculated dollar amounts in the FRS column.

15. In Column E, titled “Currently Vacant Position,” select yes for applicable job titles.

- a. Yes.
 - i. When selecting this option, the box for length of vacancy will appear in red.
- b. Yes, but contracted.
 - i. Select this option if permanent positions are filled with temporary personnel that may become permanent. This does **not** include OPS personnel but **does** include personnel that come from an employment agency, temporary to permanent personnel, or short-term contract for a person to fill a specific position.
 - ii. Do not include contracts that are for operational services.

16. If you use the employment type “Contract FTE (no position anticipated),” then select “Not eligible – position” in the FRS Type, and select “Contract FTE (no position anticipated)” for the Pay Type. Enter **zero** for the Pay Rate, the number of Hours worked, and no dollars for the position. Those dollars will be entered on Exhibit C - Operating Costs Detail.

- a. Calculate the number of hours the position works in a week by taking the number of hours worked in a year, divided by 52 weeks.

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- d. Hourly – Benefit Eligible Overtime Exempt
 - e. Hourly – Not Benefit Eligible (OPS)
 - f. Volunteer (No Pay)
 - g. Contract FTE (no position anticipated)
21. In Column H, titled “Current Pay Rate (Hourly or Annual),” provide data for each job title. For volunteers and vacant positions, these amounts would be the amount that position would be getting paid if it were filled by an employee.
- a. If the Pay Type is “Annual” then the “Current Pay Rate” must be entered as an annual amount.
 - b. If the Pay Type is “Hourly” then the “Current Pay Rate” must be entered as an hourly amount.
 - c. A warning will appear on the front page if they do not agree.
22. In Column I, titled “Average Number of Hours Worked per Week,” provide data for each job title. The number of hours entered in this column is the amount used to calculate an FTE. The spreadsheet automatically carries that amount forward to the other Exhibits.
- a. For offices that operate less than 40 hours, for every full-time position enter the standard work-week hours for your office (i.e. 36 hours).
23. In Column J, titled “Current Actual Total Wages (Annual),” provide actual **annual** wages budgeted for each job title. For volunteers, this amount would be zero; however, for a vacant position this amount would be the amount budgeted if the position were to be filled in CFY 2019-20.
- a. Lump sum amounts for Overtime related to Current Actual Total Wages (Annual) should be entered in cell J1309.
 - b. Lump sum budgeting for Worker’s Comp should be entered in cell J1310 and Unemployment in cell J1311.
24. In Column K, titled “Current FICA/SS,” provide data for each job title. Lump sum budgeting for FICA/AA related to Overtime should be documented as bucketed items in cell K1309.
25. In Column L, titled “Current FRS/Retirement \$’s,” a calculation is built in that includes the current rate as of April 2018 (see chart below), based upon the FRS type selected and Actual Total Wages. If you budget for this amount by calculating a blended rate, etc., you may override the calculation in this column by deleting the number and entering your information. Lump sum budgeting for FRS/Retirement related to Overtime should be documented as bucketed items in cell L1309.

FRS Type	FRS Rates
Not Eligible - Position	0.00%
Not Eligible - Person	0.00%

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FRS Type	FRS Rates
HA/PA Regular Class (RA/QA)	8.26%
DROP Regular Class	14.03%
HM/PM Sr Mgmt Srvs Class (RM/QM; RP/QP; RQ/QP; RQ/QQ; HP/PP; HQ/PQ)	24.06%
DROP Sr Mgmt Srvs	14.03%
HB/PB Special Risk	24.50%
HJ/PJ Special Risk Admin Support Class	34.98%
HI/PI Clerk (EOC) (RI/QI)	48.70%
DE/DF/DG/DH DROP Elected Officers Class	9.62%
UA Reg Class Reemployed	5.16%
UB Special Risk Reemployed	12.26%
UM Sr Mgmt Srvs Reemployed	19.55%
Non-FRS (Duval) Pension	0.00%
Non-FRS (Duval) Investment Plan	0.00%

These rates are subject to change pending Legislative action each year.

26. In Columns M and N, titled “Current General Budgeted Health” and “Current Budgeted Actual Health,” select only **one** column to complete.

- a. If you budget an average amount of health benefits for all employees, please fill out the “Current General Budgeted Health” column for each job title.
- b. If you budget an actual amount for most or all positions, please fill out the “Current Budgeted Actual Health” column for each job title.

27. In Column O, titled “Current Life Insurance,” provide data for each job title. For lump sum budgeting, enter amount in the cell O1307 and provide explanation in the Additional Info text box in cell E1315.

28. In Column P, titled “Current Other Benefits (Dental, Vision, supplements, etc.),” provide data for each job title.

- a. Include other benefits budgeted by each job title such as life insurance, dental insurance, vision insurance, OPEB, supplements provided for education, training, etc. Provide explanation of the benefits provided in the Additional Info text box in cell E1315.
- b. If needed, provide any lump sum bucketed Other Benefits that cannot be broken out by employee in cell P1307. Please provide explanation of what is included in this amount in the Additional Info text box in cell E1315.
- c. If you budget lump sum for OPEB, provide explanation in the Additional Info text box in cell E1315 then enter amounts into the following cells:
 - i. Health Insurance in cell P1308
 - ii. Vision, Dental, or Life Insurance in cell P1309
 - iii. Other in cell P1310, provide explanation in the Additional Info text box in cell E1315.

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- e. Column X, Other
 - i. Any other wage increases or decreases that cannot be attributed to any of the prior columns.
 - ii. Provide Explanation in the Additional Info text box in cell E1315.
- f. Enter lump sum “bucketed” budget amounts for Columns U through X on row 1307.
- g. FICA increases related to the above are entered in Column Y.
- h. FRS/Retirement increases related to the above are entered in Column AA.
- i. In Column Y, titled “CFY1920 New/Additional/Cancelled FICA/SS”, entered increased or decreases related to FICA/Social Security as the result of new positions, additional costs from raises, or cancelled positions. Enter lump sum “bucketed” budget amounts in Y1307.

35. Positive amounts entered in Columns U through X are brought forward to Exhibit G, Section 2: Pay and Benefit Increases, which the CCOC is statutorily required to collect in section 28.35(2)(f)(7), F. S.

- a. See further instructions under Exhibit G.

Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
FICA/SS		FRS/RETIREMENT		HEALTH INSURANCE		LIFE INSURANCE		OTHER BENEFITS		
CFY1920 New/Additional/Cancelled FICA/SS	CFY1920 +/- FICA/SS	CFY1920 New/Additional/Cancelled FRS/Retirement \$'s	CFY1920 +/- FRS/Retirement \$'s	CFY1920 New/Additional/Cancelled Health	CFY1920 +/- Health	CFY1920 New/Additional/Cancelled Life Insurance	CFY1920 +/- Life Insurance	CFY1920 New/Additional/Cancelled Benefits (Dental, Vision, etc.)	CFY1920 +/- Other Benefits (Dental, Vision, etc.)	CFY1920 +/- Budgeted Separation Payout

36. In Column Z, titled “CFY1920 +/- FICA/SS”, enter any rate increases for FICA or Social Security. Enter lump sum “bucketed” budget amounts in Z1307.

37. In Columns AA through AI, enter known increases or decreases for new or additional Health Insurance, Life Insurance, Other Benefits, and Budgeted Separation Payout.
- a. Enter lump sum “bucketed” budget amounts for these items on row 1307, Columns AA through AI.

AJ	AK	AL	AM	AU
% Workload Allocation				
Court	Non-Court	Avg Hours Worked Allocated to Court	FTE Allocated to Court	Personnel Costs Allocated to Court
100.00%		0.00	0.00	\$ -
100.00%		0.00	0.00	\$ -
100.00%		0.00	0.00	\$ -
100.00%		0.00	0.00	\$ -
100.00%		0.00	0.00	\$ -
100.00%		0.00	0.00	\$ -

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38. In Column AK, titled “% Workload Allocation,” enter the Non-Court percentage allocated for each position. This will automatically adjust the Court workload allocation percentage.

- a. Include all employees who have any court related workload or duties on this Exhibit at the full amount of their position and the spreadsheet will calculate their court related costs from this percentage allocation.

39. Only the court portion of the employees’ hours and personnel costs will be used to calculate Total Court FTEs in cell B1311 and Total Court Personnel Costs in cell B1326.

- a. The Total Court FTEs in cell B1311 is carried forward to Exhibit B1.
- b. The Total of Cells B1315 through B1325 are carried forward to Exhibit B2.

Exhibit B1 – Gross FTEs

PURPOSE: To distribute gross court related FTE from Exhibit B – Gross Court Personnel Detail across the court divisions using the following Universal Accounting System (UAS) codes: Clerk Court Administration (604), Jury Management (608), Circuit Criminal (614), Circuit Civil (634), Family (654), Juvenile (674), Probate (694), County Criminal (724), County Civil (744), & Traffic (764).

	A	B	C	D	E	F	G
1							
2	GROSS COURT FTEs BY UAS CODE						
3		Clerk Court Admin	Jury Mgmt	Circuit Criminal	Circuit Criminal With Jury Mgmt Breakout	Circuit Civil	Circuit Civil With Jury Mgmt Breakout
4	NOTE: FTE can be recorded to two decimal points.				60.00%		40.00%
5	Cost Centers / Departments	604	608	614		634	
6	Title IV-D Child Support (Reimbursed)						
7	Title IV-D Child Support (Non-Reimbursed)				0.00		0.00
8	Elected Clerk	1.00			0.00		0.00
9	Human Resources				0.00		0.00
10	Clerk Accounting				0.00		0.00
11	Executive Administration				0.00		0.00
12	Calculated FTE Cost Center Based on Tab B Detail			0.00	0.00	0.00	0.00
13	Jury Management (Reimbursed)				0.00		0.00
15					0.00		0.00

INSTRUCTIONS:

1. The selected county name will appear in cell A1.
2. Refer to the glossary in Appendix B for definitions of Universal Accounting System (UAS) codes, and to determine which functions should be included.

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3. Information Technology (IT), UAS codes 713 and 716, are not included on this Exhibit. IT costs to be funded from CCOC Trust Fund dollars will be accounted for on Exhibit E – Net Budget Amount.
4. Shared and Non-Court allocations are collected on this Exhibit in Columns V (UAS code 513), Column W (UAS Code 519), and Column X – Shared Indirect Overhead.

V	W	X	Y	Z
---	---	---	---	---

Non-Court	Non-Court	Shared Indirect Overhead	Court Side Shared Overhead	Non-Court Side Shared Overhead
			100.00%	0.00%
513	519			
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

5. As you type information into each row, Column AC will automatically contain a Y.
 - a. If you want to see only the rows with data, click on the down arrow, uncheck (Blanks), then click OK. Only rows with data will now be visible. (See image under Exhibit B instructions for more information.)
6. From Exhibit B – Gross Court Personnel Detail, the Court FTE allocation in cell AM5 for the Clerk is carried over to this Exhibit. The amount defaults to Clerk Court Admin in cell B8 but can be manually distributed across the court divisions as needed.
7. Line 12 of this Exhibit will automatically populate with the remaining Gross Court FTE from Exhibit B across the various court divisions based on the default percentages for allocating juvenile (UAS 674), traffic (UAS 764), and jury management (UAS 608) FTEs between criminal and civil court.
 - a. Default percentages are provided in the table below and are based on a representative survey of Clerks' offices based on the percentage of trials in each court. You can change the percentages to meet the needs of your county.

<u>UAS Category & Code</u>	<u>Allocation Methodology</u>
Traffic (764)	45.0% - criminal, 55.0% - civil
Juvenile (674)	55.0% - criminal (delinquency),

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45.0% - civil (dependency)

Jury Management (608)

76.62% - criminal, 23.38% civil

- b. Jury Management (Column C) is allocated to County (Column Q) and Circuit Criminal (Column E) Divisions based on the split of FTEs between those two Divisions, and Civil Jury Management is placed in the Circuit Civil Division (Column G).

C	D	E	F	G	H	I	J	K	L	P	Q	R	S	T	U
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
		76.62%		23.38%			55.00%	45.00%			0.00%			45.00%	55.00%
608	614		634		654	674			694	724		744	764		
		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	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	0.00

8. Jury Management FTEs should be included on this exhibit as part of your gross budgeted FTEs.
 - a. FTEs entered in cell C13 will directed the amounts entered on future Exhibits at direct jury costs, while other amounts in Column C are indirect.
 - b. Total Jury Management FTEs will be calculated from the total of Column C.
 - c. Grand totals for jury will be on Exhibit E – Nut Budget Amount.
9. Enter names of Cost Centers in Column A rows 15 through 80. These costs centers will automatically populate on all subsequent Exhibits.
 - a. The copy/paste special feature in Excel can be utilized to enter this information from previous budgets.
 - b. It is recommended that you include cost centers specifically for any in-house Collections Department so that those will be easily identifiable throughout the exhibits.
 - c. Do **NOT** skip rows when entering Cost Center information.

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	A
1	
2	GROSS COURT FTEs BY UAS CODE
3	
4	NOTE: FTE can be recorded to two decimal points.
5	Cost Centers / Departments
6	Title IV-D Child Support (Reimbursed)
7	Title IV-D Child Support (Non-Reimbursed)
8	Elected Clerk
9	Human Resources
10	Clerk Accounting
11	Executive Administration
12	Calculated FTE Cost Center Based on Tab B Detail
13	Jury Management (Reimbursed)
15	
16	
17	
18	
19	
20	
21	

10. A set of pre-established cost centers/departments have been included in Column A.
 - a. Title IV-D Child Support (Reimbursed)
 - b. Title IV-D Child Support (Non-Reimbursed)
 - c. Elected Clerk
 - d. Human Resources
 - e. Clerk Accounting
 - f. Executive Administration
 - g. Jury Management (Reimbursed)
 - h. Only the following four cost centers can and must be reported under UAS 604:
 - i. Elected Clerk
 - ii. Clerk's Accounting (e.g. payroll, general accounting)
 - iii. Human Resources
 - iv. Executive Administration (e.g. Clerk's secretary, staff attorneys)
11. For each cost center/department, specify the number of FTEs performing activities in the court related UAS code.
 - a. The distribution of FTEs across the cost centers/departments should be based on the best available documentation or approximation of actual work performed, including court administration (supervisors).
 - b. The CCOC recommends that the methodology used to determine the FTE distribution be quantifiable, justifiable, and reasonable.
12. Manually enter FTE in the various cost centers to adjust Line 12 accordingly.
 - a. Line 12 should equal zero if cost centers are fully utilized. CCOC recommends allocating to the cost centers for an accurate representation of personnel distributions.
 - b. Court Side Court Type Totals in cell AA81 will match the Total Court FTEs from Exhibit B – Gross Court Personnel Detail.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

- c. Line 12 should not have **ANY** negative allocations. Negatives cannot be brought into the CCOC database.
13. Do not enter cost centers that do not have associated FTE. If it is absolutely necessary to have a cost center with no FTE, please provide a thorough explanation on Exhibit G or with the warning on Exhibit A.
14. The following is a list of typical direct support functions that should be distributed among UAS, 608-764:
- Records Management (not Official Records Departments)
 - Court Administration (e.g. court supervisors)
 - Branch/Satellite offices
 - Support Services (other than those listed Clerk Court Admin) such as central mailroom, central intake, switchboard, and call center.
15. For Record Centers, determine how centers are used and by whom.
- If a Record Center is used for all areas of Clerk's office – both Board of County Commission and Courts, identify Court costs only and allocate between UAS codes 608-764 as deemed appropriate (e.g. by case volume or time).
16. The personnel costs (Exhibit B2), operating costs (Exhibit C1), and capital costs (Exhibit D1) exhibits will be allocated to various court divisions based on assignment of court related FTEs on this Exhibit. Changes on this Exhibit will adjust future exhibits, as this Exhibit feeds the information forward.

Exhibit B2 – Personnel Costs

PURPOSE: To distribute all gross Personnel Services expenditures, Salaries (including Overtime), FICA, FRS, Health Insurance, Unemployment, Worker's Comp, and Other benefits among the court divisions by cost centers.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2	PERSONNEL COSTS																			
3																				
4	Cost Centers / Departments	600s-700s		Clerk Court Adm	Jury Management	Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic	Shared				
5	1	2																		
6	Title IV-D Child Support (Reimbursed)							\$ -												Y
7	Title IV-D Child Support (Non-Reimbursed)							\$ -												Y
8	Elected Clerk			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
9	Human Resources			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
10	Clerk Accounting			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
11	Executive Administration			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
12	Calculated FTE Cost Center Based on Tab B Detail	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
13	Jury Management (Reimbursed)			\$ -																Y
14				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

INSTRUCTIONS:

- The selected county name will appear in cell A1.
- In Column A, titled "Costs Centers/Departments," each cost center/department that was listed on Exhibit B1 is automatically populated.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

- a. To add an additional cost center, go back to Exhibit B1 to create the cost center and add appropriate FTE.
- b. The total for the Personnel Costs breakout must equal the Total for the budgeted expenditures.

	A	B
1		
2	PERSONNEL COSTS	
3		
4	Cost Centers / Departments	600s-700s
5	1	2
6	Title IV-D Child Support (Reimbursed)	
7	Title IV-D Child Support (Non-Reimbursed)	
8	Elected Clerk	
9	Human Resources	
10	Clerk Accounting	
11	Executive Administration	
12	Calculated FTE Cost Center Based on Tab B Detail	\$ -
13	Jury Management (Reimbursed)	
14		
15		
16		
17		

3. As you type information into each row, Column T will automatically contain a Y.
 - a. If you want to see only the rows with data, click on the down arrow, uncheck (Blanks), then click OK. Only rows with data will now be visible. (See image under Exhibit B instructions more information.)
4. The expenditure amount in cell B12 will be automatically distributed among the court divisions based on the FTE allocations from Exhibit B1 – Gross FTEs but will not include Jury Management (Column E).
5. Cell B12 will automatically adjust when amounts are distributed across the cost centers in Column B.
 - a. If this number is negative, you have over allocated costs and need to correct either the information entered on Exhibit B - Gross Court Personnel Detail or adjust your allocations on this Exhibit.
 - b. Line 12 should equal zero if cost centers are fully utilized. CCOC recommends allocating to the cost centers for an accurate representation of personnel distributions.
 - c. Any amounts unallocated to a cost center and court division will allocate across the court divisions based on FTE allocation on Line 12. It will not include Jury Management (Column E).
 - d. Amounts cannot be manually adjusted as they are allocated based on FTEs reported on Exhibit B1.
6. Jury Management personnel costs should be included on this exhibit as part of your gross budget.
 - a. Dollars entered in cell C13 are direct jury costs, while other amounts in Column C are indirect.
 - b. Total Jury Management costs will be calculated from the total of Column E.
 - c. Grand totals for jury will be on Exhibit E – Nut Budget Amount.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

7. On the Personnel Costs breakouts in Columns D through S, the total amount of the Personnel Costs is broken out by the following court divisions:
 - a. Column D – Clerk Court Admin
 - b. Column E – Jury Management
 - c. Column F – Circuit Criminal
 - d. Column G – Circuit Civil
 - e. Column H – Family
 - f. Column I – Juvenile Delinquency
 - g. Column J – Juvenile Dependency
 - h. Column K – Probate
 - i. Column O – County Criminal
 - j. Column P – County Civil
 - k. Column Q – Criminal Traffic
 - l. Column R – Civil Traffic
 - m. Column S – Shared

8. If a cost center/department has no court related FTEs designated on Exhibit B1 – Gross FTEs, any budgeted personnel expenditures for that cost center/department will be allocated to Civil Traffic.

9. Do not using cost centers that do not have personnel costs. If it is absolutely necessary to have a cost center with no personnel costs, please provide a thorough explanation on Exhibit G or with the warning on Exhibit A.

Exhibit C – Operating Costs Detail

PURPOSE: To provide detail regarding gross court related operating costs by Universal Accounting System (UAS) codes.

	A	B	C	D
1				
2	GROSS COURT-RELATED OPERATING COSTS DETAIL			
3				
4	UAS CODE	OBJECT CODE	Operations Request	
5	31	Professional Services		
6	32	Accounting And Auditing		
7	33	Court Reporter		
8	34	Other Services		
9	35	Investigations		
10	36	Pension Benefits (OPEB)		
11		a Health Insurance		
12		b Life Insurance		
13		c Other		

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

INSTRUCTIONS:

1. The selected county name will appear in cell A1.
2. UAS Codes are listed in Column A and the Object Code identified in Column B/C.
 - a. Definitions of UAS codes are contained in Appendix B.
3. Enter Gross Court related operating costs in Column D.
4. Gross Court related operating costs are totaled in cell D30.
5. Jury costs should be included in your gross budget request Column D, lines 32 through 35 and will be totaled in cell D36.

31	Jury Operating Expenses	
32	Jury Meals/Lodging	
33	Jury Per Diem	
34	Jury Summonses/Postage	
35	Jury Other	
36	JURY OPERATING TOTAL	\$ -

6. Additional Information can be entered in cell C38.
 - a. Provide explanation for Other Services (D8), OPEB Other (D13), Other Current Charges (D23), and Jury Other (D35) in this cell.

Exhibit C1 – Operating Costs

PURPOSE: To distribute all Article V budgeted operating expenditures across the court divisions.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T			
1																							
2	OPERATING COSTS																						
3																							
4	Cost Centers / Departments	600s-700s		Clerk Court Ad	Jury Mgmt	Circuit Crimin	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Crimin	County Civil	Criminal Traff	Civil Traffic	Shared	row						
5	1	2																					
6	Title IV-D Child Support (Reimbursed)							\$ -												Y			
7	Title IV-D Child Support (Non-Reimbursed)							\$ -												Y			
8	Elected Clerk			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y			
9	Human Resources			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y			
10	Clerk Accounting			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y			
11	Executive Administration			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y			
12	Calculated FTE Cost Center Based on Tab B Detail	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y			
13	Jury Management (Reimbursed)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y			
15					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

INSTRUCTIONS:

1. The selected county name will appear in cell A1.
2. In Column A, titled "Costs Centers/Departments," each cost center/department that was listed on Exhibit B1 is automatically populated.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

	A	B
1		
2	OPERATING COSTS	
3		
4	Cost Centers / Departments ▼	600s-700s ▼
5	1	2
6	Title IV-D Child Support (Reimbursed)	
7	Title IV-D Child Support (Non-Reimbursed)	
8	Elected Clerk	
9	Human Resources	
10	Clerk Accounting	
11	Executive Administration	
12	Calculated FTE Cost Center Based on Tab B Detail	\$ -
13	Jury Management (Reimbursed)	
15		
16		
17		

3. As you type information into each row, Column T will automatically contain a Y.
 - a. If you want to see only the rows with data, click on the down arrow, uncheck (Blanks), then click OK. Only rows with data will now be visible. (See image under Exhibit B instructions more information.)
4. For each cost center/department listed on Exhibit B1 – Gross FTEs, the Article V budgeted operating expenditure amount should be entered.
5. The expenditure amount will be automatically distributed among the court divisions in Columns D through S based on the FTE allocations from Exhibit B1 – Gross FTEs. These cells are yellow, meaning that while the data is pre-populated, they can be manually adjusted.
 - a. Column D – Clerk Court Admin
 - b. Column E – Jury Management
 - c. Column F – Circuit Criminal
 - d. Column G – Circuit Civil
 - e. Column H – Family
 - f. Column I – Juvenile Delinquency
 - g. Column J – Juvenile Dependency
 - h. Column K – Probate
 - i. Column O – County Criminal
 - j. Column P – County Civil
 - k. Column Q – Criminal Traffic
 - l. Column R – Civil Traffic
 - m. Column S – Shared
7. Cell B12 will automatically adjust when amounts are distributed across the cost centers in Column B.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

- a. If this number is negative, you have over allocated costs and need to correct either the information entered on Exhibit C - Gross Operating Cost Detail or adjust your allocations on this Exhibit.
 - b. Line 12 should equal zero if cost centers are fully utilized. CCOC recommends allocating to the cost centers for an accurate representation of personnel distributions.
 - c. Any amounts unallocated to a cost center and court division will allocate across the court divisions based on FTE allocation on Line 12. It will not include Jury Management (Column E).
 - d. Amounts can be manually adjusted; however, they are allocated based on FTEs reported on Exhibit B1.
6. Jury Management operating costs should be included on this exhibit as part of your gross budget.
- a. Dollars entered in cell C13 are direct jury costs, while other amounts in Column C are indirect.
 - b. Total Jury Management costs will be calculated from the total of Column E.
 - c. Grand totals for jury will be on Exhibit E – Nut Budget Amount.
7. If an amount is entered in Column B that is not a cost center/department already defined on Exhibit B1 – Gross FTEs, any budgeted operating costs will be allocated to Civil Traffic.

Exhibit D – Capital Costs Detail

PURPOSE: To provide detail regarding gross court related capital costs.

	A	B	C	D
1				
2	GROSS COURT-RELATED CAPITAL COSTS DETAIL			
3				
4	UAS CODE	OBJECT CODE	Capital Costs Current	
5	64	Machinery and Equipment		
6		Furniture and Equipment (non Jury Related)		
7		Computer Equipment (non Jury Related)		
8		Software (non Jury Related)		
9		Other (non Jury Related)		
10		GROSS CAPITAL TOTAL	\$	-
11		Jury Capital Expenses		
12		Furniture and Equipment (Jury Related)		
13		Computer Equipment (Jury Related)		
14		Software (Jury Related)		
15		Other (Jury Related)		
16		JURY CAPITAL TOTAL	\$	-
17				
18	Operating Costs Detail Additional Info			

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

INSTRUCTIONS:

1. The selected county name will appear in cell A1.
2. For Universal Accounting System (UAS) code 64 in Column A, enter the gross Article V budgeted Capital expenditure amounts.
 - a. Capital Costs are totaled in cell D10.
 - b. Jury Capital Expenses are totaled in cell D16.

Exhibit D1 – Capital Costs

PURPOSE: To distribute all Article V budgeted capital expenditures among the court divisions.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2	CAPITAL COSTS																			
3																				
4	Cost Centers / Departments	600s-700s		Clerk Court Admin	Jury Mgmt	Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic	Shared				
5	1	2																		
6	Title IV-D Child Support (Reimbursed)							\$ -												Y
7	Title IV-D Child Support (Non-Reimbursed)							\$ -												Y
8	Elected Clerk			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
9	Human Resources			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
10	Clerk Accounting			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
11	Executive Administration			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
12	Calculated FTE Cost Center Based on Tab B Detail			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
13	Jury Management (Reimbursed)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
15				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

INSTRUCTIONS:

1. The selected county name will appear in cell A1.
2. In Column A, titled “Costs Centers/Departments,” each cost center/department that was listed on Exhibit B1 is automatically populated.
3. As you type information into each row, Column T will automatically contain a Y.
 - a. If you want to see only the rows with data, click on the down arrow, uncheck (Blanks), then click OK. Only rows with data will now be visible. (See image under Exhibit B instructions more information.)
4. For each cost center/department listed on Exhibit B1 – Gross FTEs, the Article V budgeted capital expenditure amount should be entered.
5. The expenditure amount will be automatically distributed among the court divisions in Columns D through S based on the FTE allocations from Exhibit B1 – Gross FTEs. These cells are yellow, meaning that while the data is pre-populated, they can be manually adjusted.
 - a. Column D – Clerk Court Admin
 - b. Column E – Jury Management
 - c. Column F – Circuit Criminal
 - d. Column G – Circuit Civil
 - e. Column H – Family
 - f. Column I – Juvenile Delinquency
 - g. Column J – Juvenile Dependency

- h. Column K – Probate
 - i. Column O – County Criminal
 - j. Column P – County Civil
 - k. Column Q – Criminal Traffic
 - l. Column R – Civil Traffic
 - m. Column S – Shared
6. Cell B12 will automatically adjust when amounts are distributed across the cost centers in Column B.
- a. If this number is negative, you have over allocated costs and need to correct either the information entered on Exhibit D – Capital Cost Detail or adjust your allocations on this Exhibit.
 - b. Line 12 should equal zero if cost centers are fully utilized. CCOC recommends allocating to the cost centers for an accurate representation of personnel distributions.
 - c. Any amounts unallocated to a cost center and court division will allocate across the court divisions based on FTE allocation on Line 12. It will not include Jury Management (Column E).
 - d. Amounts can be manually adjusted; however, they are allocated based on FTEs reported on Exhibit B1.
7. Jury Management capital costs should be included on this exhibit as part of your gross budget.
- a. Dollars entered in cell C13 are direct jury costs, while other amounts in Column C are indirect.
 - b. Total Jury Management costs will be calculated from the total of Column E.
 - c. Grand totals for jury will be on Exhibit E – Net Budget Amount.
8. If an amount is entered in Column B that is not a cost center/department already defined on Exhibit B1 – Gross FTEs, any budgeted operating costs will be allocated to Civil Traffic.

Exhibit E – Net Budget Amount

PURPOSE: To identify gross FTE allocations and gross expenditure allocations; document non-CCOC funding FTE and expenditures; identify IT FTE to be funded by CCOC; calculate the total net FTE and budget appropriation request; and calculate the percent allocation by court division.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

	A	B	C	D	E	F	G	H	I	J	K	L
1	NET BUDGET AMOUNT											
2												
3												
4												
5												
6												
7												
8												
9												
10	FTEs											
11	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
12	Court Admin (604) FTE Allocation +	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	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
14	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
15	TOTAL Gross FTE Allocation -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	Other Funding Allocations											
17	Title IV-D Reimbursed Funding FTE Allocation -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Jury Reimbursed Funding FTE Allocation -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	Other Non-CCOC Funding FTE Allocation -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	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
21	TOTAL Net FTE Not Including IT -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	Additional IT FTE											
23	IT FTE to be funded via CCOC Trust Fund											
24	TOTAL Net FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	Actual Percent Allocation:	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
26	Target Percent Allocation:	10.4%	14.6%	9.5%	3.9%	2.9%	4.4%	15.1%	8.9%	9.1%	12.2%	100.0%
27												
28												
29	Court Related Expenses											
30	Court Type Expenditures +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	Court Admin (604) Expenditure Allocation +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Shared Expenditure Allocation +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Jury Expenditure Allocation +	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	TOTAL Gross Expenditure Allocation -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	Other Expenditure Resource Allocation											
36	Title IV-D Reimbursed Funding Expenditure Allocation -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Jury Reimbursed Funding Expenditure Allocation -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	County Funding Expenditure Allocation											
39	Other Non-CCOC Funding Expenditure Allocation -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	TOTAL Other Funding Expenditure Allocation -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	TOTAL Net Expenditures Not Including IT -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Additional IT Expenditure Request											
43	IT Expenditures requested to be funded via CCOC Trust Fund											
44	TOTAL CCOC Net Expenditures Including CCOC Funded IT (not including Jury):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45	Percent Allocation:	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
46	Target Percent Allocation:	10.4%	14.6%	9.5%	3.9%	2.9%	4.4%	15.1%	8.9%	9.1%	12.2%	100.0%
47												
48												
49												
50												
51												
52	CCOC Not Budget Request (not including Jury):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

INSTRUCTIONS:

- The selected county name will appear in cell A1.
- In Column A, the first section titled “FTEs,” provides a breakout of FTEs by court division (Columns B through K) as reported in Exhibit B1 – Gross FTEs.
 - Line 11 – Court Type FTEs
 - Line 12 – Court Admin (604) FTE Allocation
 - Line 13 – Shared FTE Allocation
 - Line 14 – Jury FTE Allocation
 - To make corrections to this section, changes must be made on Exhibit B1 – Gross FTEs or FTE added/removed from Exhibit B – Gross Court Personnel Detail.
 - Total Gross FTE is on Line 15.

	A
1	
2	NET BUDGET AMOUNT
3	
4	
5	
6	
7	
8	
9	
10	FTEs
11	Court Type FTEs +
12	Court Admin (604) FTE Allocation +
13	Shared FTE Allocation +
14	Jury FTE Allocation +
15	TOTAL Gross FTE Allocation -

- Subsection “Other Funding Allocations” requires that you list any of the previously reported positions that are funded by other Non-CCOC Funding be identified.
 - These FTE amounts will reduce the Gross FTE count.
 - Title IV-D Reimbursed positions are listed on Line 17.
 - Jury Reimbursed FTE are listed on Line 18.

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- d. Other Non-CCOC funded positions are listed on Line 19. This would include county funding, grants, etc. Does not include positions funded from CCOC Trust Fund or jury reimbursement.

	A
1	
2	NET BUDGET AMOUNT
8	
9	
16	Other Funding Allocations
17	Title IV-D Reimbursed Funding FTE Allocation -
18	Jury Reimbursed Funded FTE Allocation -
19	Other Non-CCOC Funding FTE Allocation (County, Grants, etc. Not CCOC Trust Fund or Jury Reimbursement)
20	TOTAL Non-CCOC Trust Fund FTE Allocation =

4. Total Net FTE not including IT is totaled on Line 22.
5. Subsection "Additional IT FTE request" is on Line 24 and should identify IT positions to be funded from CCOC Trust Fund. Total Net FTE is on Line 25.

	A	B
1		
2	NET BUDGET AMOUNT	
8		
9		Circuit Criminal
23	Additional IT FTE	
24	IT FTE to be funded via CCOC Trust Fund	
25	TOTAL Net FTE:	0.10
26	Actual Percent Allocation:	10.0%
27	Target Percent Allocation	19.4%

6. Actual Percentage Allocation is on Line 26, and Target Allocation is on Line 27.
- Any amounts that are higher or lower than 5% of the Target Allocation will highlight in Yellow with a warning on Exhibit A – Front Page. Please verify these figures are correct.
 - This is a tool to compare you to the benchmark allocations. There may be valid reasons why this is not applicable to your county.
 - Having figures outside the target allocation will not prevent your budget from being submitted.
 - You do not have to make changes if your allocations produce a warning; however, please provide comment to the reason on Exhibit A with the warning or on Exhibit G.

Divisional Benchmark Percent Allocations									
Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic
19.4%	14.6%	9.5%	3.9%	2.9%	4.4%	15.1%	8.9%	9.1%	12.2%

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7. Column A, "Court Related Expenses" section, provides a breakout of court related expenses by court division as reported in Exhibits B through D1.
 - a. Line 30 – Court Type Expenditures
 - b. Line 31 – Court Admin (604) Expenditure Allocation
 - c. Line 32 – Shared Expenditure Allocation
 - d. Line 33 – Jury Expenditure Allocation
 - e. To make corrections to this section, changes must be made to allocations on Exhibit B1, B2, C1, or D1 or expenditures added/removed from Exhibits B, C, or D.
 - f. Gross Expenditures are totaled on Line 34.

	A
1	
2	NET BUDGET AMOUNT
8	
9	
29	Court Related Expenses
30	Court Type Expenditures +
31	Court Admin (604) Expenditure Allocation +
32	Shared Expenditure Allocation +
33	Jury Expenditure Allocation +
34	TOTAL Gross Expenditure Allocation -

8. Column A, "Other Expenditure Resource Allocation" section provides a breakout of expenditures funded from non-CCOC sources and is distributed across the court divisions.
 - a. Line 36 – Title IV-D Reimbursed Funding Expenditure Allocation
 - b. Line 37 – Juror Funding Budget Expenditure Allocation (Reimbursed)
 - c. Line 38 – County Funding Expenditure Allocation
 - d. Line 39 – Other Non-CCOC Funding Expenditure Allocation
 - e. All other expenditure amounts are totaled on Line 40 and subtracted from the Gross Expenditure Allocation.
 - f. Net Expenditure Allocation Not Including IT is totaled on Line 42.
9. Column A, "Additional IT Expenditure Request" allows for IT expenditures to be funded via CCOC Trust Fund on Line 44 across the court divisions.

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- a. Total Net Expenditures Including CCOC funded IT (but not including jury) is totaled on Line 46.

	A	B
1		
2	NET BUDGET AMOUNT	
8		
9		Circuit Criminal
35	Other Expenditure Resource Allocation	
36	Title IV-D Reimbursed Funding Expenditure Allocation -	
37	Jury Reimbursed Funding Expenditure Allocation -	\$ -
	County Funding Expenditure Allocation	
38	(do not include Indirect Funding)	
	Other Non-CCOC Funding Expenditure Allocation	
39	(explain on Exhibit G)	
40	TOTAL Other Funding Expenditure Allocation =	\$ -
42	TOTAL Net Expenditures Not Including IT:	\$ -
43	Additional IT Expenditure Request	
44	IT Expenditures requested to be funded via CCOC Trust Fund	
	TOTAL CCOC Net Expenditures Including CCOC Funded IT	
46	(not Including Jury):	\$ -
47	Percent Allocation:	0.0%
48	Target Percent Allocation	19.4%

10. Percent allocations are on Line 47 with Target Allocations on Line 48.

- Any amounts that are higher or lower than 5% of the Target Allocation will highlight in Yellow with a warning on Exhibit A – Front Page. Please verify these figures are correct.
- This is a tool to compare you to the benchmark allocations. There may be valid reasons why this is not applicable to your county.
- Having figures outside the target allocation will not prevent your budget from being submitted.
- You do not have to make changes if your allocations produce a warning; however, please provide comment to the reason on Exhibit A with the warning or on Exhibit G.

Divisional Benchmark Percent Allocations									
Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic
19.4%	14.6%	9.5%	3.9%	2.9%	4.4%	15.1%	8.9%	9.1%	12.2%

11. The Total CCOC Net Budget Request (not including juror request) is totaled in cell B52.

12. The CCOC Estimated Annual Juror Budget Request is totaled in cell B53.

- This amount is totaled from the entire column of Jury Management entered in Column E of Exhibits B2, C1, and D1.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

13. The Total Budget Request is totaled in cell B54. The Aggregate budget includes the net CCOC budget request and the budget amount requested for Jurors.

52	CCOC Net Budget Request (not including Jury):	\$	-
53	CCOC Jury Budget Request:	\$	-
54	TOTAL BUDGET REQUEST:	\$	-

Exhibit G – Additional Information

PURPOSE: To identify differences between CFY 2018-19 operational budget and CFY 2019-20 budget request and FTE with detail by Service Area; identify Pay and Benefit Increases and explain as necessary; identify actual, estimates, and projected Personnel, Operating, and Capital costs; identify actual, estimates, and projected FRS, Health Insurance, and Leave Payout costs; identify expenditures related to Retired Previous Employees (OPEB) and list non-CCOC funding and provide explanation as necessary; provide additional comments and explanation as needed.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ADDITIONAL INFORMATION												
2													
3													
4	Section 1a: Differences Between CFY 2018-19 Operational Budget and CFY 2019-20 Original Budget Request												
5	Calculated difference between CFY 2018-19 Operational Budget and CFY 2019-20 Original Budget Request.												
6		CFY 2019-20 AGGREGATE BUDGET REQUEST:	\$	-				CFY 2019-20 FTE REQUEST:	1.00				
7		CFY 2018-19 AGGREGATE BUDGET AUTHORITY:	\$	-				CFY 2018-19 OPERATIONAL FTE:	0.00				
8		DIFFERENCE:	\$	-				DIFFERENCE:	1.00				
9													
10	Section 1b: Differences Between CFY 2018-19 Approved Budget and CFY 2019-20 Original Budget Request												
11	(Skip Section 1b ONLY if the "Difference" in Section 1a is equal to 0.)												
12	Provide dollar and FTE differences (increases or decreases) between the CFY 2019-20 Original Budget Request and the CFY 2018-19 Operational Budget authority. Explain Expenditure difference for Personnel, Operating, and Capital costs. Enter all dollar amounts as whole numbers. Verify totals for FTE and Expenditures match the differences provided in Section 1a. Provide explanation for each in Section 6 below.												
13		Non-Service Specific	Case Processing	Revenue Collection and Distribution	Financial Processing	Requests for Records and Reports	Provide Ministerial Pro Se Assistance	Technology Services for External Users	Mandated Reporting Services	Jury Management	Administration	Totals	
14	FTE												
15	Personnel												0.00
16													
17	Expenditures												
18	Personnel											\$	-
19	Operating											\$	-
20	Capital											\$	-
21	Totals	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
22													

INSTRUCTIONS:

- The selected county name will appear in cell A1.
- Section 1a calculates the differences between CFY 2018-19 Operational Budget and CFY 2019-20 Original Budget Request and the FTE.
 - These calculations are automated.
 - The difference is calculated in cell D8 for Budget Authority and H8 for FTE.

4	Section 1a: Differences Between CFY 2018-19 Operational Budget and CFY 2019-20 Original Budget Request												
5	Calculated difference between CFY 2018-19 Operational Budget and CFY 2019-20 Original Budget Request.												
6		CFY 2019-20 AGGREGATE BUDGET REQUEST:	\$	-				CFY 2019-20 FTE REQUEST:	1.00				
7		CFY 2018-19 AGGREGATE BUDGET AUTHORITY:	\$	-				CFY 2018-19 OPERATIONAL FTE:	0.00				
8		DIFFERENCE:	\$	-				DIFFERENCE:	1.00				
9													

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

3. In Section 1b, provide the differences as either increases or decreases in Columns C through L with totals in Column M by Service Area. Refer to Appendix C – Services, Activities, and Tasks as needed.
 - a. Line 15 – FTE
 - b. Line 18 – Personnel Expenditures
 - c. Line 19 – Operating Expenditures
 - d. Line 20 – Capital Expenditures

Section 2: Pay and Benefits Increases									
Identify and report all pay and benefit increases included within the CFY 2019-20 Original Budget Request as required in section 28.35(2)(f)7, Florida Statutes. Provide explanation for all pay and benefits increases regardless of whether the budget request is less than, equal to, or greater than the CFY 2018-19 budget authority.									
CFY 2019-20 AGGREGATE BUDGET REQUEST: \$ -									
Pay and Benefit Increases					Explanation				
Cost of living increases \$ -									
Merit increases \$ -									
Bonuses \$ -									
Other pay increases \$ -									
Other benefit increases \$ -									
TOTAL PAY AND BENEFIT INCREASES: \$ -									
BALANCE OF 2019-20 BUDGET REQUEST: \$ -									

- e. Totals by Service Area are on Line 21.
- f. The Total for FTE in cell M15 should match the difference in cell H8.
- g. The Total for Expenditures in cell M21 should match the difference in cell D8.

Section 1b: Differences Between CFY 2018-19 Approved Budget and CFY 2019-20 Original Budget Request									
(Skip Section 1b ONLY if the "Difference" in Section 1a is equal to 0.)									
Provide dollar and FTE differences (increases or decreases) between the CFY 2019-20 Original Budget Request and the CFY 2018-19 Operational Budget authority. Explain Expenditure difference for Personnel, Operating, and Capital costs. Enter all dollar amounts as whole numbers. Verify totals for FTE and Expenditures match the differences provided in Section 1a. Provide explanation for each in Section 6 below.									
Section 3: Personnel, Operating, and Capital									
Identify and report actual, estimated, and projected expenditures related to total Personnel, Operating, and Capital. These expenditures must represent the gross court-related and net (CCOC funded) expenditures. Net amounts should tie to total expenditures reported during settle-up.									
Personnel			Operating			Capital			
Actual CFY 2017-18	Gross	Net	Actual CFY 2017-18	Gross	Net	Actual CFY 2017-18	Gross	Net	
Estimated CFY 2018-19			Estimated CFY 2018-19			Estimated CFY 2018-19			
Projected CFY 2019-20			Projected CFY 2019-20			Projected CFY 2019-20			
Totals \$ - \$ - \$ -			Totals \$ - \$ - \$ -			Totals \$ - \$ - \$ -			

4. In Section 2, pay and benefits increases, as required in section 28.35(2)(f)7, Florida Statutes, are automatically calculated from amounts entered in Exhibit B – Gross Court Personnel Detail.
 - a. Provide explanation as necessary.
 - b. Report all Pay and Benefits increases regardless of whether the budget request is less than, equal to, or greater than the CFY 2018-19 budget authority.
5. Section 3 asks to identify the following for Personnel, Operating, and Capital:
 - a. Actual CFY 2017-18
 - b. Estimated CFY 2018-19
 - c. Projected CFY 2019-20
 - d. Gross = Court-related amounts and Net = funded from CCOC dollars.
6. In Section 4, report the following for FRS, Health Insurance, and Leave Payout:
 - a. Actual CFY 2017-18
 - b. Estimated CFY 2018-19
 - c. Projected CFY 2019-20
 - d. Gross = Court-related amounts and Net = funded from CCOC dollars.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

Section 4: FRS, Health Insurance, and Leave Payouts Expenditures									
Identify and report actual, estimated, and projected FRS, Health Insurance, and Leave Payout expenditures. These expenditures must represent the gross court-related and net (CCOC funded) expenditures. These amounts should be a subset of the totals provided in Section 3.									
	FRS	Gross	Net		Health Insurance	Gross	Net		Leave Payout
	Actual CFY 2017-18				Actual CFY 2017-18				Actual CFY 2017-18
	Estimated CFY 2018-19				Estimated CFY 2018-19				Estimated CFY 2018-19
	Projected CFY 2019-20				Projected CFY 2019-20				Projected CFY 2019-20

7. In Section 5, identify and report estimated expenditures related to previous court related employees (OPEB).
 - a. OPEB amounts in Column D are automated from amounts entered in Exhibit B – Gross Personnel Detail.
 - b. CCOC Funded amount in Column F is automatically calculated when an amount is entered in Column G for Non-CCOC sources.
 - c. Provide detail information in Column H as necessary.

Section 5: Expenditures Related to Retired Previous Employees (OPEB)									
Identify and report estimated expenditures related to retired previous employees for CFY 2019-20. These expenditures are pulled from amounts entered on Exhibit B. Identify the amount that is funded from CCOC and what is funded from non-CCOC revenues.									
	Retiree Expenditures	OPEB Amounts		CCOC Funded	Non-CCOC	Additional Information			
	OPEB Health Insurance Personnel Costs	\$ -		\$ -					
	OPEB Other Insurance Personnel Costs	\$ -		\$ -					
	OPEB Other Personnel Costs	\$ -		\$ -					
	OPEB Health Insurance Operational Costs	\$ -		\$ -					
	OPEB Other Insurance Operational Costs	\$ -		\$ -					
	OPEB Other Operational Costs	\$ -		\$ -					
	TOTAL	\$ -		\$ -	\$ -				

8. In Section 6, provide any additional information related to your CFY 2019-20 Original Budget Request that:
 - a. Better explain the figures provided within this budget request or that the Budget Committee should consider.
 - b. Provide additional explanation for items included on Exhibits B1 through E here as well, including funding sources identified on Exhibit E.

76	Section 6: Additional Information (Optional)	
77	Provide any additional information related to your CFY 2019-20 Budget Request.	
78	Additional Information	
79	<p>Please provide any additional information you feel better explain the figures provided within this budget request. Use this Additional Info box to provide explanation from prior Exhibits as necessary.</p>	

III. Appendices

Appendix: A. GLOSSARY

Term	Definition
Budgeted (Gross) Expenditures	<p>Costs included in the proposed budget and anticipated to be expended on personnel during the upcoming fiscal year. Budgeted personnel services costs should take into account that some budgeted positions will be vacant part of the year depending on how long it typically takes to fill vacancies and new positions.</p> <p>The budgeted expenditures reported in this Budget Request should be gross expenditures, which is all applicable expenditures whether or not the expenditures are paid for by other entities or other revenue sources. However, “give proper deference” regarding any positions that the county is obligated to incur such as those related to facilities, maintenance, utilities, security, etc.</p> <p>(See s. 14, Art. V of the State Constitution, s. 29.008(1) F.S., and Appendix G)</p>
Budgeted Positions	<p>FTE positions, not specific employees, included in the proposed budget and anticipated to be used to perform functions during the requested budget fiscal year. They may be budgeted as full- or part-time positions, and they may be vacant part of the year. The budgeted positions should be gross FTE positions, meaning all applicable FTE positions regardless of the funding source.</p> <p>However, “give proper deference” regarding any positions that the county is obligated to incur such as those related to facilities, maintenance, utilities, security, etc. (See s. 14, Art. V of the State Constitution, s. 29.008(1) F.S., and Appendix G).</p>
Contract FTE	<p>A permanent position that is currently filled with a temporary employee, such as those through a temp agency or by individual contract. This does not include OPS or work done by a contract employee for operational services.</p>

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Term	Definition
Cost Center	Cost Centers are used to identify FTE among the court divisions and can be titled the same as your office structure, departments, accounting software, payment systems, etc.
Direct Support FTEs	The functions performed by these FTEs <u>directly</u> support either court or non-court services, but not both simultaneously.
Florida Retirement System (FRS)	The system developed and maintained by the State of Florida, Department of Financial Services to track and invest pension and retirement funds for state employees and other FRS members.
Full-Time Equivalent (FTE)	Full-time equivalent represents positions, not specific employees, and is displayed as 1.00 for a position working 100% time or 40 hours a week. Positions working fewer hours are represented as a lesser percent (e.g., 0.50 FTE for 20 hours per week, 0.25 FTE for 10 hours per week).
Non-CCOC Funding Expenditures	The budgeted expenditures included in the gross expenditures paid for by entities or revenue sources other than the CCOC. They should be reported as either 1) county funding expenditures or 2) other non-CCOC funding expenditures (grants and aid from non-CCOC sources).
Non-CCOC Funding FTE	The budgeted positions included in the gross FTE paid for by entities or revenue sources other than the CCOC.
Other Personal Services (OPS)	A temporary position used solely for accomplishing short term or intermittent tasks. Typically, funds are budgeted specifically for this purpose. Does not include temporary employees who are under contract or a temporary person filling a full-time equivalent position's duties.
Other Post-Employment Benefits (OPEB)	Expenses that entities may or may not be legally bound to pay for Benefit Pension Plans, Healthcare Plans, or other Postemployment Benefit Plans as part of public employee retirement systems.

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Term	Definition
Universal Accounting System (UAS) codes	Uniform Accounting System Manual for Florida Local Governments was developed by the State of Florida and was last updated September 26, 2014 by the Department of Financial Services, Bureau of Financial Reporting. This manual creates and defines universally accepted expenditure codes.

Appendix: B. Uniform Accounting System (UAS) Code Definitions

The following is a listing of expenditure account codes that are commonly used in Clerk of the Circuit Court operations within the State of Florida. Most of the codes and definitions listed are as stated in the Uniform Accounting System Manual for Florida Local Governments last updated September 26, 2014 by the State of Florida Department of Financial Services, Bureau of Financial Reporting (https://www.myfloridacfo.com/division/aa/manuals/2014UASManual-7-31-15_FINAL.pdf).

The following list of descriptions has been modified to provide additional information regarding account or function code. The budget submission should be completed based on the revenue account and expenditure function code descriptions utilized here, which in some instances may differ from the codes utilized in the preparation of the Annual Report to the Comptroller to provide a greater level of consistency in the methodology used in preparing the budget submission.

NON-COURT EXPENDITURES:

Code	Name	Definition
513.00	Financial and Administrative	<p>The cost of providing financial and administrative services. This activity includes: budgeting, Board Finance, printing, stores, property control, Board Records (minutes and VAB), internal auditing.</p> <p>This activity also includes an allocation of: the Clerk's administrative office (including the Clerk), Clerk's Accounting, purchasing, and personnel related to providing administrative services to staff in Board Finance, printing, stores, property control, Board Records, and internal auditing. This should be calculated based on the ratio of total FTE's for UAS code 513.00 to the total FTE's of the office excluding the administrative FTE's.</p> <p>The portion of the cost of providing administrative services to staff in Recording, marriage licenses, etc. should be reported in UAS code 519.00. The portion of the cost of providing administrative services to court related functions should be included in UAS code 604.00</p>

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Code	Name	Definition
519.00	Other General Government Services	<p>Cost of other government services, which are not specifically, classified within other activity classifications. This activity includes: recording services, marriage licenses, passports, tax deed sales, and non-court portion records management (for archival purposes). The court portion of records management should be charged to UAS code 604.00.</p> <p>This activity also includes an allocation of the following: the Clerk's administrative office (including the Clerk), Clerk's Accounting, purchasing, and personnel related to administering and providing service to staff in Recording Services, marriage licenses and passports tax deeds, etc. This should be calculated based on the ratio of total FTE's in <u>UAS code 519.00</u> to the total FTE's of the office excluding the administrative FTE's.</p> <p>The portion of the cost of providing administrative services to Board Finance, printing, stores, property control, Board Records, and internal auditing, etc. should be reported in UAS code 513.00 and the portion of the cost of providing administrative services to court related functions should be included in UAS code 604.00.</p>
5XX.00	Other Non-Court Related Programs	<p>All personnel, contractual and operating costs associated with functions outside of the Clerk's Office but paid for by the Clerk and reported in the Clerk's annual financial report. This would include costs of staff of the Court Administrator, for example, that the Clerk receives funding from the State to pay the Court Administrator's operating costs.</p>
586.00	Transfers out from constitutional officers	<p>This represents the <u>excess fees</u> or unspent transfers/appropriations paid to the Board at the end of the fiscal year.</p>

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COURT RELATED EXPENDITURES:

Code	Name	Definition
604.00	Clerk of Court Administration- General Administration	<p>All personnel, contractual and operating costs associated with court administration within the clerk of court's office. This includes court related portion of the following offices of the Clerk: Elected Clerk, Clerk's Administration, Clerk's Accounting, personnel/HR, purchasing. This should be calculated based on the ratio of total court related FTE's <u>in UAS codes 604.00 through 764.00</u> to total FTE's of the office excluding administrative FTE's.</p> <p>The portion of the cost of providing administrative services to board finance, internal audit, records management (non-court), printing, stores, property control, board records, etc. should be reported in UAS code 513.00. The portion of the cost of providing administrative services to staff in Recording, marriage licenses, etc. should be reported in UAS code 519.00.</p>
608.00	Jury Management – General Administration	All personnel, contractual and operating costs associated with staff support for juries and juror reimbursement (including grand and petit juries).
614.00	Clerk of Court - Circuit Court Criminal	All personnel, contractual and operating costs associated with circuit court criminal case management and operations including appeals.
634.00	Clerk of Court – Circuit Court Civil	All personnel, contractual and operating costs associated with circuit court civil case management and operations including appeals.
654.00	Clerk of Court – Circuit Court Family (excluding Juvenile)	All personnel, contractual and operating costs associated with circuit court family case management and operations. This includes child support, domestic violence, dissolution of marriage, adoptions, paternity, custody, visitations, and termination of parental rights.
674.00	Clerk of the Court – Circuit Court Juvenile	All personnel, contractual and operating costs associated with clerk of court circuit court juvenile case management and operations for delinquency and dependency.

INSTRUCTIONS - CFY 2019-20 ORIGINAL BUDGET REQUEST

Code	Name	Definition
694.00	Clerk of Court – Circuit Court Probate	All personnel, contractual and operating costs associated with clerk of court circuit court probate case management and operations.
724.00	Clerk of Court – County Court Criminal	All personnel, contractual and operating costs associated with county court- criminal case management and operations. This also includes processing of county and municipal ordinance violations such as curfews, false alarms, etc. Do not include cost of traffic court operations that should be included in UAS code 764.00.
744.00	Clerk of Court – County Court Civil	All personnel, contractual and operating costs associated with clerk of court county court - civil case management and operations.
764.00	Clerk of Court - Traffic Criminal and Civil	All personnel contractual and operating costs associated with clerk of court traffic case management and operations (criminal and civil).

Service	Activity	Task
Case Processing		
	Create and maintain court case record	<p>Timestamp, verify, index party names and demographic information, add charges/cause of action, docket and image new cases filed in paper</p> <p>Verify, index party names and demographic information, add charges/cause of action, and docket new cases filed through the ePortal</p> <p>Create administrative case for maintenance of search warrants, as necessary</p> <p>Verify case type and venue</p> <p>Search name index and identify companion case(s)</p> <p>Process and maintain judicial assignments.</p> <p>Create and maintain attorney information and relate to respective cases/parties; review for attorney/judicial conflict assignment</p> <p>Process statements of claim - Small Claims</p> <p>Process posting of motor vehicle repair bonds</p> <p>Enter data elements into Case Maintenance System required to satisfy reporting requirements established... (OBTS, CCIS, TCATS, MECOM, etc.)</p> <p>Send Lis Pendens to Recording</p> <p>Send certified copy of Foreign Judgment to Official Records to be recorded; after recording prepare and send Notice to Judgment Debtor.</p> <p>Create bar codes, labels and jacket for paper documents</p> <p>Prepare and/or issue initial and subsequent summons and subpoenas</p> <p>Process and issue notice of action</p> <p>Timestamp, verify, docket, and image subsequently filed paper documents</p> <p>Verify and docket documents subsequently filed through the ePortal or return to the Portal Correction Queue</p> <p>Protect confidential information in court records; publish order determining confidentiality as necessary</p> <p>Process counter/cross claims and 3rd party complaints</p> <p>Schedule court event and prepare and provide notices to all parties, parents or guardians, attorneys and/or bondsman.</p> <p>Administer oaths, acknowledgments and affidavits</p> <p>Accept and/or approve civil bonds</p> <p>Maintain small claims trial calendar and docket court minutes</p> <p>Reschedule court dates</p> <p>Process statements of claim - Probate</p> <p>Review case activity for appropriate entry of default upon motion</p> <p>Prepare and/or process dismissal notices/dockets for lack of prosecution/service</p> <p>Prepare small claims summary procedure judgment</p> <p>Prepare and/or process, and issue civil writs (e.g., garnishment, replevin, attachment, distress, execution, etc.)</p> <p>Process 20 year old unsatisfied writs of executions from Sheriff</p> <p>Process and implement requirements set forth in administrative orders</p>

Service	Activity	Task
		Review, accept, process and present appropriate motions and proposed orders for judicial review
		Conform and provide copies
		Prepare satisfactions of liens/judgments
		Maintain original documents as required by Rule or Statute
		Provide copies of applicable final judgments to Child Support Depository
		Process case transfers to other counties
		Process guardianship orders for payment of expert examinations/testimony
		Process guardianship orders for payment of examining committee and court appointed attorney
		Provide copies of incapacity and appointment of guardian to interested parties
		Process professional guardian files, including maintenance of guardianship bonds, continuing education, and fingerprints
		Prepare notice to guardians re: Inventory Due and dates for guardianship report
		Audit appointed guardians inventory of the ward's assets
		Review guardian's annual plan for the ward's care
		Audit guardian's annual accounting of the ward's receivables and expenditures; request additional info and issue subpoenas etc.
		Prepare Clerk Report for annual guardianship report
		Prepare orders regarding guardianship report
		Review and prepare guardianship status reports/orders to court
		Process petitions for guardian's fees; alert judge of extraordinary entries and draft proposed order
		Process guardianship petitions for attorney's fees, alert judge of extraordinary entries
		Complete checklist upon receipt of closing document
		Process order of discharge to estate and guardianship case
		Process order for registry of court deposit/disbursements
		Process judicial sale orders, to include service to all parties
		Process cancellations and resets of judicial sales
		Calendar, monitor, and perform judicial sales (electronic or courthouse steps)
		Compute and collect good faith deposit and remainder bid amount on judicial sales
		Prepare and/or process, and serve certificate of sale or no sale
		Compute and collect documentary stamps, and/or prepare Certificate of Title, and send to be recorded in Official Records
		Determine amount of surplus funds and appoint trustee from qualified list
		Terminate appointment if surplus funds remain unclaimed after statutory period and process as unclaimed property
		Process drivers license suspensions for statutory reasons
		Prepare and process drivers license clearances and/or reinstatements

Service	Activity	Task
		Add Victim/Witness names and addresses, as appropriate, in local Case Maintenance System
		Process, docket and image Affidavit for Criminal Election; review for eligibility and grant or deny
		Accept and track posted bond (Surety, Property, ROR or Cash)
		Retrieve, docket and image defendant motor vehicle history from DHSMV
		Prepare, issue, sign and seal capiases for all State Attorney initiated cases; Certify and distribute copies for sheriff's service.
		Process original/amended charging documents filed by State Attorney
		Process Affidavit of Defense or Admission and Waiver of Appearance for hearings
		Process/Post bond in lieu of appearance - (Civil traffic hearings only)
		Process Order to Set, Modify or Reduce Bond; Add/Update bond data
		Process, docket and image Affidavit Electing Traffic School and completion certificate
		Withdraw warrants remaining unserved after applicable timeframe
		Maintain, as space allows, non-evidentiary paper documents which require retention, or send to records storage facility for safekeeping
		Monitor data integrity and quality of business process results for precision and timeliness; implement corrective action as needed.
		Process case/charge dispositions/closures
		Send final orders, dismissals, and Public Defender Liens to Recording
		Create and maintain child support/alimony depository record
		Input and maintain personal and financial information into state-wide depository system, including amount of support due, schedule of payments ordered, payments received; maintain account balances
		Update system with supplemental orders/judgments, adjust balances as ordered
		Perform balance adjustments relative to financial intercepts relative to workers compensation, lottery proceeds, unemployment benefits, etc.
		Track emancipation of dependents and adjust obligation accordingly
		Receipt Payments, (purge, over counter, lockbox) and reconcile daily balances
		Respond to customers inquiries regarding payments, balances, and enforcement options
		Process request for driver license suspension for non-payment of support, including preparation of notice of delinquency, processing motion to contest, and sending suspension notice to DHSMV if applicable.
		Track unpaid balance of any arrearage due, prepare applicable Notice of Delinquency, process Motion to Contest Delinquency, and prepare applicable Final Judgment of Delinquency; send to Official Records for recording.

Service	Activity	Task
		Provide payoff statement as requested; Prepare and send Satisfaction of Judgment to Official Records for recording upon full payment
		Prepare Income Deduction Orders upon request
		Perform audits on depository accounts
		Process arrest orders for non-payment of support; Prepare Writ of Bodily Attachment; coordinate hearings within 24 hours of arrest
		Reconcile and prepare reports
		Prepare Title IV-D invoice and submit to DOR monthly
		Prepare and participate with annual audit (IV-D, DOR)
		Evaluate and prepare Indirect Cost Calculation
		Establish, maintain, and monitor Random Moment Sampling for federal reimbursement IV-D cost allocation
	Determine indigent status	
		Provide and review application for determination of indigency; document indigent status in case maintenance system
		Assess and waive filing fees, if indigent, for tracking purposes; establish payment plan for costs, etc.
		Time stamp Application for Criminal Indigent Status to Appoint Public Defender and verify for completeness.
		Review state motor vehicle title records and property records in the county of residence to determine disqualifying factors for assignment of Public Defender
		Review and complete the Clerk's Determination Certification as indigent or not indigent; Notify public defender of the assignment if applicable and assess mandatory Public Defender application fee.
	Prepare for and attend court	
		Create and update court calendar, obtain and prepare case files including companion/related cases
		Prepare and/or distribute court docket
		Provide copies of all court calendars to Judges, State Attorney, Public Defender, Private Attorneys, Booking, Department of Juvenile Justice, Department of Children/Families, State Probation, County Probation and Bailiffs
		Prepare lists for prisoner transfers from jail
		Attend court sessions, hearings and trials
		Review Written Pleas of Not Guilty and Waiver of Arraignment and continue case to next applicable court event
		Prepare form and process oral motions/orders to determine confidentiality
		Administer oaths
		Process hearing continuances/resets
		Create next court event for all continuances; Provide notice to defendant, parent or guardian, attorney of record and bondsman (if applicable)
		Empanel jury
		Swear/poll jury
		Accept, label, log and maintain chain of custody of exhibits/evidence
		Read verdict
		Prepare and/or process final judgment/orders
		Deliver evidence to vault for storage

Service	Activity	Task
		Prepare and process (out of county) judge reassignment case - (Due to judicial absence, disqualification or recusal reason)
		Prepare and docket court minutes
		Complete, Process and Distribute court minutes/case dispositions
	Process case after court decision	
		Prepare final judgment/orders for injunctions for protection and child pick up
		Prepare service packet for injunctions for protection/child pick up orders and forward to law enforcement for service
		Publish Grand Jury Indictment
		Process Deferred Prosecution Agreement; Dispose court event; Dispose case in local Case Maintenance System; Provide copies to defendant, attorney of record, booking (if incarcerated) and bondman (if applicable)
		Process restitution order; Add restitution assessment, if applicable
		Prepare, process and distribute bond forfeiture notices and documents
		Process court ordered DL suspensions
		Prepare, process and distribute court ordered Failure to Appear Capias and Order to Take into Custody; prepare and process withdrawal as appropriate
		Prepare and certify Judgments Assessing Costs, and send for recording in Official Records
		Prepare and e-Serve clearance forms to DHSMV at Court Assist regarding financial obligation payoffs not filed on UTC
		Process disposition orders/court minutes; Serve parties with copies
		Prepare and send Satisfaction of Judgment for recording upon full payment
		Provide, process and distribute applicable forms (e.g. Dispositions, PD Applications, Plea Forms, Notice of Fines and Costs)
		Process and respond to bond remission motions
		Process bond remission orders to finance
		Prepare, record, process and disburse certified copies of Financial Obligations Converted to Judgment Lien, Disposition Orders and Department of Corrections Judgment and Sentencing Commitment Packets; Add sentence data in local Case Maintenance System
		Prepare, docket, image and provide booking with Jail/DOC/DJJ Commitment Orders
		Prepare, docket, image and process court ordered Vehicle Impound/Immobilization Notice for DUI's; Check DHSMV for lien holder data on vehicles owned by defendant; Provide copy of form to defendant, Probation Officer, Attorney of Record and lien holder (if applicable)
		Apply and track all statutory financial assessments; enter minimum mandatory court assessment if not ordered by Court; Notify defendant, Probation (if necessary) and attorney of record of all assessment adjustments.

Service	Activity	Task	
		Process Order Adjudicating Defendant; Provide certified copies of the Order, Arrest Report, Information and Psychological Evaluations to the Forensic Program Coordinator(s), State Attorney, Attorney of Record, and the local Sheriff's Office; add or update data in FDLE MECOM	
		Add evidence data in local Case Maintenance System; Prepare evidence for storage and transfer to custody of Evidence Management Dept.	
		Monitor Community Service Hours	
		Prepare and/or review check requests for financial processing	
		Review and apply cash bonds to all unpaid court fees, court costs, and criminal penalties or prepare check request to return deposit	
		Link civil contraband forfeiture and criminal case to apply contraband surplus	
		Send final orders and dismissals to Recording	
		Process Reopened Cases	
			Receive reopening petition/motion and update status in case maintenance system
			Review case for type of reopen and time frame to determine assessment of fee and assess as appropriate
Prepare, docket, image and e-File Modification/Probation Orders and Subsequent Commitment documents (including verification form with DOC)			
Process request for traffic hearing up to 180 days post disposition (including those filed as counts within criminal case)			
Reinstitute case processing activities/tasks as applicable			
Seal/Expunge			
	Provide forms and ministerial support for Sealing and/or Expunging Cases; Ensure all court ordered assessments relative to case are paid in full.		
	Process Petition to Seal/Expunge, Affidavit, Certificate of Eligibility and Order to Seal/Expunge; Cashier mandatory service fee		
	Remove or seal case and images upon receipt of Order to Expunge/Seal; Provide certified copies to all parties listed in the Order or by Rule		
	Prepare Record for Appealed Cases		
	File and time stamp Notice of Appeal, send to be recorded if applicable		
	Provide certified copy of Notice of Appeal and Notice of Appeal Transmittal Form to DCA or Supreme Court (Circuit Court to DCA or Circuit Court to Supreme Court)		
	Provide a certified copy of Notice of Appeal to Circuit Court (County Court to Circuit)		
	Determine and ensure compliance with timelines		
	File, process, and comply with documents/orders filed from the appellate courts		
	Select and number documents, prepare index, prepare cost estimate, collect deposit (unless determined indigent)		
	Prepare record on appeal, redact, and transmit index and record to appellate court		

Service	Activity	Task
		Compile a redacted trial transcript and/or an unredacted trial transcript into a single PDF file that is text searchable and paginated to correspond with the master trial index pursuant to Appellant Court AO
		Prepare supplemental records
		Review case filings for exempt or confidential data and ensure all images are scanned accurately; Update confidential docket descriptions (if necessary)
		Copy exhibits; Provide physical evidence only (when required) to DCA
		File, send for recording if applicable, and distribute copies of mandates
	Perform Records Management/Retention	
		Maintain, catalog, and archive documents and files in environmentally controlled facility, regardless of media (e.g. films, CD's, tapes, computer media)
		Transport documents and files to and from offsite storage/courthouse
		Prepare files and convert to non-paper format
		Verify, process, and destroy paper files/documents following conversion
		Sanitize/redact historical case file/images
		Microfilm, microfiche and/or image filings
		Review case files to identify eligible cases for destruction (Confirm case is closed; Confirm payment received in full or judgment recorded; Ensure case does not contain an active process; Confirm no case activity for various term limits set forth in retention rules)
		Prepare form for destruction
		Destroy eligible cases
		Administratively dismiss and dispose civil traffic UTC's with outstanding suspensions after 7 years; Notify the Department of Highway Safety and Motor Vehicles
	Perform Evidence Management/Retention	
		Ensure evidence rooms contain layered security with climatic controlled equipment and a fire suppression system
		Receive and inventory evidence from court clerk and catalog
		Place into secure evidence vault
		Mark confidential evidence appropriately to prevent inadvertent release
		Maintain a dual verification chain of custody process
		Enter or update all evidence with storage location in the evidence tracking system
		Perform periodic inventory of physical evidence
		Review Department of Corrections website for date of death of defendant sentenced to Life/Death
		Review and maintain evidence retention requirements
		Prepare, process and provide Notice of Intention to Dispose of or Destroy for all introducing/interested parties in the case
		Prepare, process, and provide all required forms, motions, and proposed orders for release/return/disposition of evidence
		Process return of original documents at the direction of the court

Service	Activity	Task	
		Prepare and process Petition to Transfer Evidence and an Evidence Chain of Custody form for criminal convictions involving firearms, weapons, obscene materials, narcotics or medication, etc. to transfer custody to Sheriff's Dept.	
		Conduct CCIS security check prior to returning firearm to individual pursuant to the Gun Control Act	
		Return weapons, electric weapons or devices, or arms to any person acquitted of offenses within 60 days from and after the acquittal or dismissal upon filing of motion and issuance of court order; prepare forms and secure signatures ; If defendant fails to retrieve item must be transferred to Sheriff	
		Review and arrange for disposal of biohazard evidence with the local fire department; contact specialized vendor and pay destruction fees	
		Prepare and process Petition to Sell Unclaimed Evidence (Auction)	
		Store and/or destroy DNA evidence pursuant to guidelines	
		Prepare and submit an order for the destruction of gambling machines, apparatuses or devices must be destroyed in the presence of the Clerk or an assigned deputy clerk (except money inside those items); Requires a court order	
		Dispose of evidence timely and lawfully	
		Generate report for audit/tracking inventory	
		Conduct biohazard training	
Revenue Collection and Distribution			
	Establish and maintain assessment, collection, and distribution schedules	Monitor and perform review of legislation, supreme court orders, judicial admin orders, county or local ordinances for fee and distribution changes	
		Obtain, review, and reconcile the FCCC annual Distribution Schedule of Court-Related Filing Fees, Service Charges, Costs, and Fines, including a Fee Schedule for Recording	
	Evaluate and update in Case Maintenance System, website, handouts, forms for any fees/distributions changes (including meetings with stakeholders)	Assess and Collect, and Distribute Fines, Fees, Court Costs, and Service Charges	Create system of accounts receivable and receipt payments received via mail, over counter, telephone, on-line payments, from 3rd party vendors (Amscot, Western Union, ePortal, myfloridacounty, collection agencies, appointments, etc.)
			Perform electronic interface processing, daily balancing, and accounting for payment files from all external payment sources (ePortal, collection agency, credit card)
			Perform manual daily balancing and accounting from all external payment sources (ePortal, collection, credit card)
	Perform daily cashier balancing and prepare deposits	Establish and ensure compliance with payment plans	Determine payment plan structure; establish payment plan by enrolling payor
			Maintain payment plans; negotiate and restructure payment plans as appropriate

Service	Activity	Task
		Review established plans for non-compliance, communicate non-compliance for further action if applicable
		Perform collection efforts for noncompliance; notify DHSMV of suspension by suspending license in case maintenance system, or otherwise; refer case to collections
		Respond to customer inquiries and reinstate or establish renegotiated plans if applicable
	Pursue collection of delinquent debts	
		Develop criteria, maintain interface, and integrate with Collection Agency
		Collect, Reconcile, Adjust, and Distribute Funds
		Perform Collection Monitoring and Reporting
		Recall cases from collection agency as applicable
		Perform periodic reassignments between agencies as applicable
		Diligently pursue payment of non-sufficient funds checks, credit/debit charge backs, up to and including forwarding to SAO for prosecution
		Enforce, satisfy, compromise, settle, subordinate, release or otherwise dispose of any debts or liens
		Process DL Suspensions as statutorily allowed
	Financial Processing	
Establish fine and forfeiture fund		
	Establish a fine and forfeiture fund for the county	
	Pay into, and dispense from, the fine and forfeiture fund all appropriate money.	
Reconcile financial transactions		
	Review, approve, and process accounts payable transactions including refunds, overpayments, and restitution payments	
	Perform balancing and reconciliation of accounts to financial ledgers	
	Perform Daily/Monthly bank reconciliation including positive pay, transfers between locations, ACH wires, etc.	
	Analyze, reconcile, and prepare timely electronic remittances as required to State of Florida Department of Revenue for appropriate distribution	
	Analyze, reconcile and prepare timely remittances for distribution to County, Municipalities, and other agencies	
	Prepare and/or post periodic billings for any activity for which payment is not made at the time of service	
Maintain Escrow Accounts		
	Set Up, Manage and Reconcile Escrow Accounts	
	Accept deposits and withdraw funds for applicable amounts due	
	Perform periodic reconciliation of accounts	
Process Bonds		
	Conduct periodic reconciliation of cash bonds against GL accounts	
	Track and Process estreated/forfeited bonds for transfer to clerk revenue	
	Process bond forfeiture to judgment	

Service	Activity	Task
		Prepare paperwork for notification to bond company, surety company, Department of Insurance, Department of Financial Services, for judgment on unpaid bond
		Process Abandoned/Unclaimed property
		Maintain a retention system for money deposited into the registry of the court
		Compile for, and provide to, the administrative judge a list of all money, and the person entitled thereto, which has remained unclaimed for the required statutory period.
		Remit money to the Chief Financial Officer as directed by the court.
		Maintain a retention system for money not in the registry of the court, but which otherwise comes into the possession of the clerk.
		Compile and publish, at the clerk's expense, a list of all money, and any defendant connected therewith, which has remained unclaimed since January 1 of the previous year.
		Process any written claims for unclaimed money.
		Pay any money into the fine and forfeiture fund of the clerk's county which goes unclaimed by September 1.
		Deposit into the registry of the court all funds received from a guardian upon the appropriate termination of a guardianship where no recipient entitled thereto can be located
		Provide notice in an appropriate manner, depending upon the value of the funds, a notice which will put interested persons on notice of the availability of the funds
		Deposit with the Chief Financial Officer all funds going unclaimed for the statutory period following the notice
		Furnish to Department of Legal Affairs as required all estates being administered in which no person appears to be entitled to property
		Manage funds deposited into the Court Registry
		Create, manage and monitor accounts for registry deposits
		Calculate and disburse payments and any applicable interest per court order
		Periodically reconcile accounts with GL
	Requests for Records and Reports	
		Satisfy customer copy and record requests
		Receive and review requests for records
		Determine whether the requested records are confidential or expunged, and whether customer has the right to review or know of the record
		Acknowledge and respond to customer inquiries
		Conduct records search, compile data, provide results to customer as necessary
		Retrieve archival records from offsite storage locations, as needed
		Review and apply proactive/View on Request (VOR) redactions
		Process requests for certification and exemplification
		Compute, assess, and collect statutory fees
		Provide records
		Prepare and manage custom reports/bulk data requests

Service	Activity	Task	
		Review and respond to request to determine parameters and applicable systems/data fields	
		Write report request with specific data fields	
		Conduct staff/department review of report to insure accuracy/review anomalies	
		Provide report to customer/post on website	
		Update report programmatically or as needed	
		Compute, assess, and collect fee	
		Provide Ministerial Pro Se Assistance	
	Assist self-represented (pro se) litigants with filings including, but not limited to, Domestic, Repeat, Sexual, Dating, and Stalking Injunctions; Tenant Evictions; Small Claims cases; Simplified Dissolutions of Marriage; and Mental Health cases		
		Interface with protective shelters	
		Provide ministerial assistance in filling out forms for filing	
		Coordinate service of documents	
		Update website and form packets with approved Supreme Court and other forms as necessary	
		Provide information/referrals for applicable agencies outside of Clerk's office	
		Technology Services for External Users	
	Provide and maintain Online Electronic Access		
		Receive applications for access to remote applications and/or subscription services	
		Assign login and password; reset password and unlock accounts as needed	
		Perform table management; link specific users' participant IDs as needed	
		Manage/update access roles as changed by governing authorities	
		Test/troubleshoot problems	
		Maintain interface, logins/passwords for bulk data purchasers via FTP/bulk sharing network	
		Monitor ongoing eligibility for access	
	Maintain the eFiling Portal		
		Maintain internal user access	
		Add law firm and associate firm administrators	
		Add/edit/associate/disassociate docket codes, court types/sub-types, case types, fee codes, fee schedules, party types, and work queues	
		Triage/troubleshoot issues for customers	
		Monitor e-filing workflow between local system and statewide Portal	
		Manage corrective action/abandoned filing queues	
		Perform Release Management (e.g. testing new releases prior to implementation)	
	Maintain data and image integration with Judicial Viewer application		
		Maintain user access	
		Maintain interface between Case Maintenance System and viewer	
		Provide training to judicial/clerk staff	
		Test/troubleshoot problems	
	Establish and maintain Clerk website		
		Build/maintain website to provide access to reports, information, and case data	

Service	Activity	Task
		Manage content, including court calendars; contact information for departments and divisions including Supreme Court Self Help; FAQs; fees and charges Establish/maintain links and interfaces with new applications or collegial entities
Mandated Reporting Services		
	Compile and submit state and local reports and data extracts	
		Determine parameters and applicable systems/data fields in accordance with respective Interface Control Document Write report request with specific data fields Conduct staff/department review of report to ensure accuracy/review anomalies Update report programmatically or as needed Create and maintain auditable detail records E-mail or electronically upload data to recipient agency Maintain interface with agency for proper reporting of data
Jury Management		
	Establish and manage jury pools	
		Create, manage, and update annual jury list from DHSMV for petit and grand jury Evaluate scheduled trial data; determine appropriate number of jurors needed; produce venire; prepare and mail summonses Review excusal requests and questions for qualified juror participation; reschedule requests Coordinate and verify jurors for check-in, including transport/parking/DL verification, pending qualification and swearing in for voir dire Coordinate meals, lodging and parking, if applicable; reconcile invoices and payment of vendors after trials Determine eligibility and pay jurors for services performed, transfer of payment for donations, provide information for donations and school/work excusals Research and void/reissue juror payments Purge the jury list periodically for convicted felons, deceased, and mentally incapacitated persons Furnish to, and/or maintain for, the Division of Elections, a list of those persons adjudicated mentally incapacitated or those persons who have had their voting rights restored based upon a determination of mental incapacity, and those persons who have returned signed jury notices during the preceding months indicating a change of address Prepare and Submit Jury Service Management Report to OSCA
	Support enforcement of Failure to Appear for Jury Duty	
		Validate and document potential juror failures to appear Issue and mail notice to appear for court Attend court proceedings, maintain court minutes, and process resulting order including any applicable fine
	Request funds and reconcile jury cost reimbursement	
		Prepare and submit quarterly jury management cost estimate to CCOC/JAC jury management Track and reconcile expenditures for juror reimbursement advance Participate in DFS audit of juror revenue/expense

Service	Activity	Task
Administration		
	Human Resources Support	Conduct Training sessions for Management and staff
		Benefits
		Recruitment
		Provide public outreach
	Financial Support	Budget Development
		Audits
		Purchasing and Procurement
	Legal Support	Interpreting laws, rules, legislative changes
		Preparation and review of contracts
		Represent the Clerk before the Court
		Acts as liaison with Judiciary, constitutionals, and other entities
		Ensure compliance with State & Federal Regulations, Rules of Courts, Florida Statutes and Rules of Procedures and how they pertain to each area
	Facilities Support	Emergency Management
		Records Storage
		Perform annual clerk fixed assets inventory

Appendix: D. General Counsel Opinion Regarding IT Funding

From: [Joe Boyd](#)
To: [John Dew](#)
Subject: Use of State Funds on IT
Date: Wednesday, August 31, 2011 1:13:19 AM

John, the following represents our opinion as General Counsel of the Clerks of Court Operations Corporation. We conclude that a Clerk of Court may use state funds for Information Technology ("IT") needs, as more fully described below. It is not an unbridled authorization but may be done within the statutory parameters.

ANALYSIS

Clerks are authorized under Section 28.35, FS, to spend state appropriations on functions authorized by law or court rule. These include twelve functions described in that statute. They are also authorized in the same section to spend state funds for reasonable administrative support to enable the Clerk to perform these functions. It is this grant of authority that permits Clerks to use state funds for certain, limited IT needs.

Section 28.35(3)(b), FS, prohibits the use of state funds for any use not specified in section (a) discussed above. However, section (a) does provide Clerks authority to use state funds for reasonable administrative support, and therefore such practice is not prohibited, provided it fits the parameter of Section 28.35(3)(a), FS. Further, if the Legislature wished to prohibit any use of state funds whatsoever for IT needs by a Clerk, the Legislature could have done so simply by barring such use in Section 28.35(3)(b), FS.

However, a Clerk must give proper deference to the constitutional and statutory obligations of counties to fund certain needs of the court system, including Clerks of Court when performing court related functions. Pursuant to Section 7, Article V, Florida Constitution, and Section 29.008, FS, counties are to fund a series of needs of the court system.

These needs include certain defined "communications services". Subsection (f) defines that phrase to include a series of nouns such as writings, sounds, and images. It then, in sub-subsection (1), discusses telephone and other similar resources.

In sub-subsection (2), it describes the term "communication services" to include all computer networks, systems, and equipment, including hardware and software, modems, printers, wiring, network connections, maintenance, support staff.....for an integrated computer system. It then describes the anticipated uniform statewide reporting of court related information and it's intent that such a system be operating by 2006. It then limits the counties' obligation to acquire computer resources if they are not in conformance with the state criteria. The conclusion can be easily reached that this definition is focused on the uniform reporting system of the state court system and the counties' obligations to support that system.

IT matters falling under this provision would be the obligation of the county. Nothing herein prevents a Clerk from using state funds for IT purposes as reasonable administrative support to enable the Clerk to carry out the specified court related functions in Section 28.35(3)(a), FS.

Rules of statutory construction and review of limited legislative history were included in this analysis.

CONCLUSION

A Clerk of Court may use state appropriated funds for IT purposes if it is part of administrative support to perform the court related functions delegated to the Clerk of Court under section 28.35(3)(a), FS.

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