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## CFY 2019-20 REVENUE PROJECTION FORM INSTRUCTIONS

### PURPOSE:

The CCOC collects revenue projections from clerk's offices to aid in statewide revenue projections. The CCOC shares those projections with the Office of Economic & Demographic Research (EDR) who develops the official statewide projections through Revenue Estimating Conference (REC) meeting. Representatives from the House, Senate, and Governor's Office are involved with the decisions made by the REC. These estimating conferences are held multiple times a year.

The Revenue estimates submitted with your Original Budget Submission are used by the CCOC in the calculation of Funded and Depository distinction. This is directly tied to the amounts the CCOC disburses to Funded counties each month, and the amount anticipated from Depository counties.

For CFY 2019-20 revenue projections are requested from counties when submitting their Original Budget Request and with the completion of the Operational Budget.

### STATUTORY REFERENCE:

Section 28.36 (2) & s. 28.36(3), Florida Statutes:

- (2) Each proposed budget shall further conform to the following requirements:
- (a) On or before June 1, the proposed budget shall be prepared, summarized, and submitted by the clerk in each county to the Florida Clerks of Court Operations Corporation in the manner and form prescribed by the corporation. ***The proposed budget must provide detailed information on the anticipated revenues available and expenditures necessary for the performance of the court-related functions listed in s. 28.35(3)(a) of the clerk's office for the county fiscal year beginning October 1.***
  - (b) The proposed budget must be balanced such that the total of the estimated revenues available equals or exceeds the total of the anticipated expenditures. Such revenues include revenue projected to be received from fees, service charges, costs, and fines for court-related functions during the fiscal period covered by the budget. The anticipated expenditures must be itemized as required by the corporation.


**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.

(3) *If a clerk of the court estimates that available funds plus projected revenues from fines, fees, service charges, and costs for court-related services are insufficient to meet the anticipated expenditures for the standard list of court-related functions in s. 28.35(3)(a) performed by his or her office, the clerk must report the revenue deficit to the corporation in the manner and form prescribed by the corporation. The corporation shall verify that the proposed budget is limited to the standard list of court-related functions in s. 28.35(3)(a). If the corporation verifies that a revenue deficit is projected, the corporation shall certify a revenue deficit and notify the Department of Revenue that the clerk is authorized to retain revenues, in an amount necessary to fully fund the projected revenue deficit, which he or she would otherwise be required to remit to the Department of Revenue for deposit into the department's Clerks of the Court Trust Fund pursuant to s. 28.37. If a revenue deficit is projected for that clerk after retaining all of the projected collections from the court-related fines, fees, service charges, and costs, the corporation shall certify the amount of the revenue deficit to the Executive Office of the Governor and request release authority for funds from the department's Clerks of the Court Trust Fund. Notwithstanding s. 216.192 relating to the release of funds, the Executive Office of the Governor may approve the release of funds in accordance with the notice, review, and objection procedures set forth in s. 216.177 and shall provide notice to the Department of Revenue and the Chief Financial Officer. The Department of Revenue shall request monthly distributions from the Chief Financial Officer in equal amounts to each clerk certified to have a revenue deficit, in accordance with the releases approved by the Governor.*

#### GENERAL GUIDELINES:

The revenue projections that are to be submitted with CFY 2019-20 Operational Budget submission should match the totals that were sent as part of the funded/depository calculation. Please refer to the email from John Dew with your letter regarding funded or depository distinction.

## INSTRUCTIONS – CFY 2019-20 REVENUE PROJECTIONS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	<b>Clerk of Court Revenue Projections</b>																 <b>CCOC</b> <small>FLORIDA CLERKS OF COURT OPERATIONS CORPORATION</small>
2	<b>County Fiscal Year 2019-2020</b>																
4				County:				Projections As of Date:	10/1/2019								
5				Contact:				Version:									
6				E-Mail Address:													
7																	
8	<b>CFY 2019-20 Fine and Forfeiture Trust Fund Projection</b>																
9				Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	YTD Total	
10	Fines, Fees, Service Charges, Court Costs, etc. <small>(Not Including Redirected 10% Fines)</small>															\$ -	
11	Redirected 10% Fines															\$ -	
12	<b>TOTAL FINE AND FORFEITURE TRUST FUND PROJECTION:</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13																	
14	Comments/Additional Notes:																
15																	
16																	
17	<b>CFY 2019-20 Chapter 2008-111 Projection</b>																
18				Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	YTD Total	
19	Driving Under the Influence s. 316.193, F.S.															\$ -	
20	Issuance of a Summons F.S. 28.24(1)(d)																
21	Traffic Administration Fees F.S. 318.18(18)																
22	All Other Line 47 Additional Revenues All Other															\$ -	
23	<b>TOTAL 2008-111 PROJECTION</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24																	
25	Comments/Additional Notes:																
26																	

### INSTRUCTIONS:

1. Select the County name from the drop-down box in cell D4.
2. Enter Contact name in cell D5 and E-Mail Address in cell D6.
3. Enter a “Projection as of Date” 10/1/2019 or later in cell H4 for CFY 2019-20.

### CFY 2019-20 Fine and Forfeitures Trust Fund Projections

8	<b>CFY 2019-20 Fine and Forfeiture Trust Fund Projection</b>														
9				Sep-19	Oct-19										
10	Fines, Fees, Svc Chgs, Ct Costs, etc. <small>(Not Including Redirected 10% Fines)</small>														
11	Redirected 10% Fines														
12	<b>TOTAL FINE AND FORFEITURE TRUST FUND PROJECTION:</b>			\$ -	\$ -										

4. Enter Revenue Projections by month for all Fines, Fees, Service Charges, Court Costs, etc. for the Clerk of Court Trust Fund on Line 10.
  - a. Does not include 10% Revenues that were redirected from the Records Modernization Trust Fund to the Clerks of Court Trust Fund with the passage of SB 2506 in 2017 (Chapter 2017-126, Laws of Florida).
5. Enter Revenue Projections for Redirected 10% Fines on Line 11.
  - a. If you cannot separate 10% fines from your regular fines, please provide explanation in the “Comments/Additional Notes” section in cell D14.
  - b. The REC projects these revenues separately so it is the goal of the CCOC to match our projections to theirs. The CCOC encourages each clerk’s office to

## INSTRUCTIONS – CFY 2019-20 REVENUE PROJECTIONS

make every effort to provide projections individually.

6. Provide any additional information necessary to explain your revenue projections in the “Comments/Additional Notes” section in cell D14.

### 2008-111 Projections

17	<b>CFY 2019-20 Chapter 2008-111 Projection</b>			
18			<b>Sep-19</b>	<b>Oct-19</b>
19	<b>Driving Under the Influence</b>	s. 316.193, F.S.		
20	<b>Issuance of a Summons</b>	F.S. 28.241(1)(d)		
21	<b>Traffic Administration Fees</b>	F.S. 318.18(18)		
22	<b>All Other Line 47 Additional Revenues</b>	All Other		
23	<b>TOTAL 2008-111 PROJECTION</b>		<b>\$ -</b>	<b>\$ -</b>

7. The revenue lines listed for 2008-111 Projections are more detailed than on the monthly report. The Projection lines are as follows:
  - a. Driving Under the Influence (line 19)
  - b. Issuance of a Summons (line 20)
  - c. Traffic Administration Fee (line 21)
  - d. All Other Line 47 Additional Revenues (line 22)
8. The current form asks for the following revenues:
  - a. Driving Under the Influence
  - b. Issuance of a Summons
  - c. Traffic Administration Fees
  - d. All Other Line 47 Additional Revenues
9. If you cannot break out 2008-111 revenues to the detail requested, please tell us where those fees are lumped together. Explanation should be provided in the “Comments/Additional Notes” section in cell D28.
10. Please provide any additional information to explain your projections or insight to how your projections were calculated.
11. If you do not have a projection for an item, please enter a \$0 and be sure to provide explanation to why you cannot or do not have a projection for that revenue line.