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MEMO

DATE: March 30, 2020
TO: Clerks and clerk staff
FROM: Jason Welty, CCOC Budget and Communications Chair
SUBJECT: Interim Revenue Reporting

The Executive Council held an emergency meeting on Wednesday, March 25, 2020, via WebEx to discuss the impact of COVID-19 on clerk operations. CCOC staff requested gathering revenue data more often than the current Expenditure and Collection (EC) reporting time period allows.

The Council agreed to the increased revenue reporting, and it recommended a workgroup of clerk staff work with CCOC to develop the format and the timing of submitting the data. Chair Peacock appointed Vice-Chair Clerk Jeff Smith to lead the workgroup.

The Workgroup met via conference call on Friday, March 27, 2020. Clerk Hand and her staff recommended clerks submit revenue data on a reporting period of the 1st – 15th of the month and a second report detailing the 1st through the end of the month (EOM). The submission date for reporting the 1st - 15th data will be the 20th of the month. The submission date for the 1st - EOM will be the 10th of the following month. The members of the Workgroup agreed these reporting periods and submission dates would be feasible.

Clerks will use a simplified revenue reporting form to capture this additional data. The form contains the due dates for each reporting period and can be found on the CCOC website (<https://flccoc.org/forms/>). CCOC will also update the Due Dates calendar on the CCOC website to reflect these changes as well (<https://flccoc.org/forms/#calendar>).

Some clerks may have their General Ledger set up in such a way that it mirrors the EC report. For counties who feel it is easier to provide the detail on the current EC form, they will be permitted to submit that form on the 10th and 20th so long as the reporting periods are the same (1st – 15th and 1st through EOM). **Standard reporting of the complete EC form is still due on the 20th of the month following the reporting period.**

Please contact Jason Welty, CCOC Budget and Communications Director for questions or concerns with this temporary form and the requested reporting periods.