



CFY 2020-21 REVENUE PROJECTION INSTRUCTIONS

October 1, 2020 – September 30, 2021

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CFY 2020-21 REVENUE PROJECTION FORM INSTRUCTIONS

I. PURPOSE

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

The revenue estimates submitted with your CFY 2020-21 budget request are also 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 2020-21 revenue projections are requested from counties when submitting their Budget Request and again, with the completion of the Operational Budget.

II. STATUTORY REFERENCE

Section 28.36(2), 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, plus the total of unspent budgeted funds for court-related functions carried forward by the clerk of the court from the previous county fiscal year and plus the portion of the balance of funds remaining in the 2Clerks of the Court Trust Fund after the

transfer of funds to the General Revenue Fund required pursuant to s. 28.37(3)(b) which has been allocated to each respective clerk of the court by the Clerk of Courts Corporation. For the purposes of this paragraph, the term “unspent budgeted funds for court-related functions” means undisbursed funds included in the clerk of the courts’ budget for court related functions established pursuant to s. 28.35 and this section. The anticipated expenditures must be itemized as required by the corporation.

Section 28.36(2), Florida Statutes:

(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.

III. GENERAL GUIDELINES

1. Revenue projections should be a thorough estimate of anticipated revenues for all the categories listed.
2. Counties should make every effort to track revenues based on the revenues estimates for future revenue projections as this helps the CCOC respond to requests from the REC for this information.

CFY 2020-21 REVENUE PROJECTION INSTRUCTIONS

Clerk of Court Revenue Projections County Fiscal Year 2020-2021														
County:		Projections As of Date:												
Contact:		Version:												
E-Mail Address:														
CFY 2020-21 Fine and Forfeiture Trust Fund Projection														
		Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	YTD Total
Fines, Fees, Service Charges, Court Costs, etc. (Not Including Redirected 10% Fines)														\$ -
Redirected 10% Fines														\$ -
TOTAL FINE AND FORFEITURE TRUST FUND PROJECTION:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fine and Forfeiture Trust Fund Projection Additional Notes:														
CFY 2020-21 Chapter 2008-111 Projection														
		Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	YTD Total
Driving Under the Influence s. 316.193, F.S.														\$ -
Issuance of a Summons F.S. 28.341(2)(b)														\$ -
Traffic Administration Fees F.S. 318.18(18)														\$ -
All Other Line 47 Additional Revenues All Other														\$ -
TOTAL 2008-111 PROJECTION:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chapter 2008-111 Projection Additional Notes:														

IV. 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.
 - a. CCOC will use this contact information should we have any questions with your revenue projection.
3. Enter a "Projection as of Date" 6/1/2020 through 9/30/2021 in cell H4.
4. Select version number in cell H5.
 - a. Start with version 1 unless CCOC request corrections or if you have revised information to provide.
 - b. When revenue projections are requested during the Operational Budget you would again start with version 1.

CFY 2019-20 FINE AND FORFEITURE TRUST FUND PROJECTION

8	CFY 2020-21 Fine and Forfeiture Trust Fund Projection							
9					Sep-20	Oct-20	Nov-20	Dec-20
10	Fines, Fees, Service Charges, Court Costs, etc. (Not Including Redirected 10% Fines)							
11	Redirected 10% Fines							
12	TOTAL FINE AND FORFEITURE TRUST FUND PROJECTION:				\$ -	\$ -	\$ -	\$ -
13								
14	Fine and Forfeiture Trust Fund Projection							
15	Additional Notes:							

CFY 2020-21 REVENUE PROJECTION INSTRUCTIONS

5. 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).
 - b. If you leave any months blank, please provide explanation.
6. 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 "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 make every effort to provide projections individually.
 - c. If you leave any months blank, please provide explanation.
7. Provide any additional information necessary to explain your revenue projections in the "Additional Notes" section in cell D14.

CHAPTER 2008-111 PROJECTION

17	CFY 2020-21 Chapter 2008-111 Projection					
18			Sep-20	Oct-20	Nov-20	Dec-20
19	Driving Under the Influence	s. 316.193, F.S.				
20	Issuance of a Summons	F.S. 28.241(1)(d)				
21	Traffic Administration Fees	F.S. 318.18(18)				
22	All Other Line 47 Additional Revenues	All Other				
23	TOTAL 2008-111 PROJECTION		\$ -	\$ -	\$ -	\$ -
24						
25	Chapter 2008-111 Projection					
26	Additional Notes:					

8. The revenue lines listed for Chapter 2008-111 Projections are as follows:
 - a. Driving Under the Influence on Line 19
 - b. Issuance of a Summons on Line 20
 - c. Traffic Administration Fee on Line 21
 - d. All Other Line 47 Additional Revenues on Line 22
9. If you cannot break out Chapter 2008-111 revenues to the detail requested, please tell us where those fees are lumped together. Explanation should be provided in the "Additional Notes" section in cell D25.

CFY 2020-21 REVENUE PROJECTION INSTRUCTIONS

10. Please provide any additional information to explain your projections or insight to how your projections were calculated in the “Additional Notes” section for the appropriate revenue projection.
11. If you do not have a projection for a Line item, please enter a \$0 and provide explanation as to why you cannot or do not have a projection for that revenue line.