



BUDGET COMMITTEE MEETING

October 29, 2020

JD Peacock, II
OKALOOSA COUNTY
EXECUTIVE COUNCIL CHAIR

Jeffrey R. Smith, CPA, CGMA
INDIAN RIVER COUNTY
VICE-CHAIR

Tiffany Moore Russell, Esq.
ORANGE COUNTY
SECRETARY/TREASURER



STACY BUTTERFIELD, CPA
POLK COUNTY

JOHN CRAWFORD
NASSAU COUNTY

TODD NEWTON
GILCHRIST COUNTY

LAURA E. ROTH
VOLUSIA COUNTY

HARVEY RUVIN, ESQ.
MIAMI-DADE COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

**ANGELINA "ANGEL"
COLONNESO, ESQ.**
MANATEE COUNTY
SENATE APPOINTEE

VACANT
HOUSE APPOINTEE

JOHN DEW
EXECUTIVE DIRECTOR

JOE BOYD
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

BUDGET COMMITTEE MEETING

October 29, 2020

Meeting: 1:00 PM – 3:00 PM, Eastern

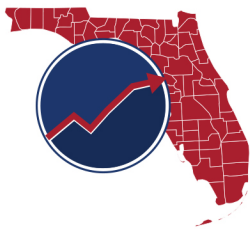
WebEx Link: <https://flccoc.webex.com/flccoc/j.php?MTID=m090d6466c55535fdc8f591dc6219d447>

Meeting Code: 172 988 0274, Password: CCOC

Conference Call: 1-415-655-0001; Access Code: 172 988 0274

- 1) Call to Order and Introduction.....Hon. JD Peacock
- 2) Approve AgendaHon. JD Peacock
- 3) Approve Minutes from 9/02/20 MeetingMarleni Bruner
- 4) CFY 2019-20 Settle-up DraftJason Welty
- 5) Budget Committee Work Plan for CFY 2020-21.....Hon. JD Peacock
- 6) CFY 2020-21 Operational BudgetJason Welty
- 7) Other business.Hon. JD Peacock

Committee Members: JD Peacock, Chair; Jeffrey Smith, CPA, Vice-Chair; Tom Bexley; Ken Burke, CPA; Sharon Bock, Esq.; Stacy Butterfield, CPA; Pam Childers, CPA; Kellie Connell, CPA; Gary Cooney, Esq.; John Crawford; Greg Godwin; Tara S. Green; Carla Hand, CPA, CGFO; Tiffany Moore Russell, Esq.; Donald C. Spencer; Carolyn Timmann; and Angela Vick



Minutes of September 2nd, CCOC Budget Committee Meeting

Committee Action: Review and approve with amendments as necessary.

The Budget Committee of the Clerk of Courts Operation Corporation (CCOC) held a meeting via WebEx on September 2nd, 2020. An agenda and materials were distributed in advance of the meeting and posted on the CCOC website. Provided below is a summary of staff notes from the meeting. These staff notes are designed to document committee action, not to be a full record of committee discussions. All motions adopted by the committee are in **bold** text. All CCOC staff action items based on committee direction are in red and **bold** text.

1. Agenda Item 1 – Call to Order and Introduction

The meeting was called to order by Clerk JD Peacock, Chair of the Budget Committee. Marleni Bruner, CCOC Senior Budget Manager called the roll.

Present for meeting conference call: Honorable Clerk JD Peacock, Clerk Jeffrey Smith, Clerk Tom Bexley, Clerk Ken Burke, Clerk Stacy Butterfield, Clerk Gary Cooney, Clerk John Crawford, Clerk Brenda Forman, Clerk Tara Green, Clerk Carla Hand, Clerk Bill Kinsaul, Clerk Tiffany Moore Russel, Clerk Don Spencer, Clerk Carolyn Timmann, Clerk Angela Vick

Absent from conference call: Honorable Clerk Sharon Bock, Clerk Pam Childers, Clerk Kellie Rhoades, Clerk Greg Godwin

2. Agenda Item 2 – Approve Agenda

Clerk Peacock announced that the fifth agenda item, "CFY 2020-21 Judge Allocation" would not be included in the meeting. This item will be presented at a meeting to follow.

A motion was made to adopt the agenda as amended by Clerk Timmann and seconded by Clerk Cooney. Hearing no objections, the motion was adopted by consent.

3. Agenda Item 3 – Approve Minutes from August 25, 2020 Meeting

The minutes from the last meeting on August 25, 2020 were presented for approval for approval.

Clerk Butterfield made a motion to adopt the minutes from the August 25th meeting which was seconded by Clerk Cooney. A voice vote was taken, and the motion was approved unanimously.

4. Agenda Item 4 – CFY 2020-21 Revenue- Limited Budget

Clerk Peacock introduced Jason Welty to present this information. Mr. Welty opened a spreadsheet, which he also sent out to the Committee. He utilized the Base Budget Calculation to explain FRS Increases from the clerks. Mr. Welty thanked all who submitted their prior requests and thanked all committee members for all their work. In order to get to the necessary budget reduction, Mr. Welty utilized two factors; Across the Board and Weighted Case Distribution. From these calculations, CFY 2020-21 Revenue Based Budget Calculation was calculated, in addition to the resource of the CFY 2020-21 Jury Budget Authority. This all finally led to the calculation of the Aggregate 2020-21 Budget, which was then compared to the same from CFY 2019-20.

Clerk Peacock asked if Mr. Welty has adjusted the CFY 2019-20 to reflect the adjustments made in recent months. Jason assured him that yes, the budget authority has been adjusted. Clerk Peacock then opened this presentation up for questions and discussion based on this presentation. Clerk Butterfield asked Mr. Welty if this adjusts everyone's budget, and Mr. Welty responded that yes.

Mr. Welty then compared this version or scenario to another which completely removed the jury distribution. Clerk Peacock asked Mr. Welty if he had a recommendation between the two options. Mr. Welty stated that he does not necessarily have a preference, but one simply requires more capping than the other. Clerk Cooney then suggested that fiscally concerned counties should receive funding from other counties, using the constrain on other counties. Clerk Butterfield suggested the second option, which does not include the jury distribution. She stated that the jury should not be included in those cuts.

Clerk Peacock opened the floor up for questions. Clerk Moore-Russel agreed with Clerk Butterfield that the committee should review policy in this decision, utilizing the second option. Clerk Burke then noted that we might want to think about this decision in the long-term, that when we get to next year, a fair representation should be utilized among all clerks. He reassured all that he is very supportive, but just commented that long-term thinking is important in budgeting. Clerk Peacock agreed and encouraged all to work on current items with a long-term outcome in mind.

Clerk Peacock asked if there were any questions, and there were none. He opened the floor up for a motion.

Clerk Butterfield made a motion to take the second presentation explained by Mr. Welty, removing the jury from the aggregate budget. The motion was seconded by Clerk Cooney.

Clerk Peacock opened the floor for questions from any clerks or committee members. Clerk Kinzel asked if revenue picks up, would the counties who take the largest cuts receive money back first? She showed concern that there is not normally reallocation for those who produce surplus revenue yet receive the largest cuts. Clerk Peacock replied that with the help of CCOC staff, the funding gap will be filled moving into the 2020-21 year, with approval. He stated that in the future, the committee will discuss how to allocate surplus spending, moving forward. Clerk Peacock reassured Clerk Kinzel that as a committee, the proper steps will be taken to reach the base budget set by the committee.

Clerk Moore Russell asked Clerk Peacock if he has plans to advocate for \$38,000,000 from the state for additional funding, as clearly shown in the spreadsheet presented. Clerk Peacock confirmed.

Clerk Peacock asked if there were any final comments on the motion, before a committee vote. There were no final questions.

The motion was adopted with a verbal majority vote.

5. Agenda Item 6 –Other business

Clerk Peacock said that he had no other business other than his anticipation of a Budget Committee Meeting in October where this work will be continued. This meeting is when the judge allocation policy discussion will take place.

Clerk Peacock asked if any committee members had additional comments. Clerk Cooney stated his great appreciation for the hard work done at the CCOC. Clerk Butterfield then mentioned the peer group and FRS incorporation in budget making. She asked if moving forward, if clerks could be instructed to add FRS increases in budget requests. Clerk Smith asked that any clarifications being made between staff and individual clerks, be made to all clerks, so that they are aware. Clerk Peacock assured that communication is very important in situations as this.

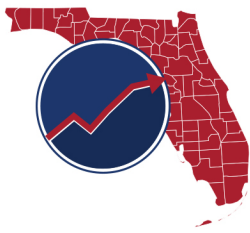
Clerk Peacock acknowledged a question in the chat, which asked about a relative timeline for this budget change. The Council will review this motion on the 29th of September, so shortly after, a decision will be made. He suggested that clerks utilize projected number to adjust as necessary.

Clerk Frank spoke to inform the committee about a conversation between herself and Clerk Peacock. She suggested that documentation of the current situation due to COVID-19 is extremely important, and that adjustments made might be published as

record. Clerk Peacock said that he is more than happy to provide any evidence or proof of the budget committee's work.

Clerk Peacock asked for any final questions or comments. There were none.

Clerk Peacock thanked everyone for all of their hard work and adjourned the meeting at 3:05 PM Eastern.



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

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AGENDA ITEM 4

DATE: October 29, 2020
SUBJECT: CFY 2019-20 Settle-up Draft
COMMITTEE ACTION: Approve sending CFY 2019-20 Settle-up Draft to Clerks

OVERVIEW:

The first draft of the CFY 2019-20 Settle-Up is complete based on the information received from the October Expenditures and Collections (EC) report and the Department of Revenue remittance information. CCOC staff calculated the settle-up amount by making a comparison of revenues to expenditures.

Revenues include the amounts received from the trust fund (regular monthly distributions and the special funding amounts – Line 138 of the EC report) for September 2019 through August 2020, plus CCOC revenues collected (Line 135 of EC report) for the same period, plus the cash distribution from the trust fund from CFY 2018-19 additional revenues (Line 136 of the EC report).

Expenditures include the excess revenue sent to the trust fund from the monthly 1/12th calculation for October 2019 through September 2020 (Line 148 of the EC report) and CCOC expenditures for the same period (Line 145 of the EC report). The calculation of expenditures does not include settle-up payments from the prior fiscal year.

Counties are not permitted to report expenditures in excess of the final approved spending authority adopted by the Executive Council on August 24, 2020. CCOC will send the CFY 2019-20 Settle-Up draft to all counties for their review and verification of the calculations.

1. If there are no discrepancies, please respond to the statewide email stating such.
 - a. The statutory deadline to remit settle-up funds is **January 25, 2021**. If a county owes funds to the trust fund, they may go ahead and remit those dollars on the appropriate DOR line for settle-up.
 - b. If you are owed funds from the trust fund, you will have to wait until all figures are verified and a budget amendment processed by DOR, which typically occurs in January or February.

AGENDA ITEM 4 - CFY 2019-20 SETTLE-UP DRAFT

2. If you have questions regarding your calculation, please respond to the statewide email to work through the discrepancy with CCOC staff. Responses to the CCOC need to occur before January 25, 2021.
 - a. Do not remit any funds until CCOC clears all discrepancies.
 - b. Corrections may require a revised EC report.
3. When remitting funds, be extra cautious to ensure the appropriate settle-up lines are used and NOT the 1/12th remittance lines.
 - a. As a reminder, the Clerk of Court Revenue Remittance System (CCRRS) describes the settle-up line as, "REMIT BY January 25: Annual remittance of the excess fines, fees, service charges, and costs for the previous county fiscal year."
 - b. **Do not** submit settle-up to any line that begins with, "All fees collected for the previous month which are in excess of the one-twelfth..."

COMMITTEE ACTION: Approve sending CFY 2019-20 Settle-up Draft to Clerks

LEAD STAFF: Jason L. Welty, Budget and Communications Director

ATTACHMENTS:

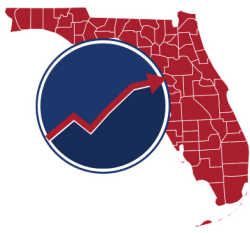
1. CFY 2019-20 Settle-up DRAFT

County	Final Spending Authority (Adopted by Exe Council 8/24)	Received from TF (Sep 19-Aug 20) (EC Report)	CCOC Revenues (Sep 19-Aug 20) (EC Report)	CFY 2018-19 Additional Revenues (EC Report)	Total Revenues for Settle-Up	Excess Revenue Sent to the TF (Oct 19-Sep 20) (DOR Report)	CCOC Expenditures (Oct 19-Sep 20) (EC Report)	Total Expenditures for Settle-Up (EC Report)	CFY 1920 Settle-Up Calculation	Due To (Due From) TF	Notes
Alachua	\$ 5,344,562.00	\$ 1,487,838.30	\$ 3,610,411.50	\$ 215,914.00	\$ 5,314,163.80	\$ -	\$ 5,241,755.70	\$ 5,241,755.70	\$ 72,408.10	Due To TF	
Baker	\$ 580,822.00	\$ 147,371.99	\$ 411,917.27	\$ 23,464.00	\$ 582,753.26	\$ -	\$ 568,955.18	\$ 568,955.18	\$ 13,798.08	Due To TF	
Bay	\$ 3,209,106.00	\$ -	\$ 4,249,683.48	\$ 129,645.00	\$ 4,379,328.48	\$ 782,723.22	\$ 3,209,106.00	\$ 3,991,829.22	\$ 387,499.26	Due To TF	
Bradford	\$ 596,380.00	\$ -	\$ 748,248.11	\$ 24,095.00	\$ 772,343.11	\$ 118,115.87	\$ 596,380.00	\$ 714,495.87	\$ 57,847.24	Due To TF	
Brevard	\$ 10,041,009.00	\$ 1,401,412.00	\$ 8,488,105.70	\$ 405,647.00	\$ 10,295,164.70	\$ -	\$ 10,041,009.00	\$ 10,041,009.00	\$ 254,155.70	Due To TF	
Broward	\$ 34,962,585.00	\$ 3,137,874.23	\$ 30,725,127.61	\$ 1,426,478.00	\$ 35,289,479.84	\$ 136,607.94	\$ 34,522,364.52	\$ 34,658,972.46	\$ 630,507.38	Due To TF	
Calhoun	\$ 371,695.00	\$ 170,313.00	\$ 198,333.47	\$ 15,166.00	\$ 383,812.47	\$ -	\$ 371,695.00	\$ 371,695.00	\$ 12,117.47	Due To TF	
Charlotte	\$ 3,122,957.00	\$ 180,074.00	\$ 3,032,573.78	\$ 126,164.00	\$ 3,338,811.78	\$ 42,771.79	\$ 3,122,957.00	\$ 3,165,728.79	\$ 173,082.99	Due To TF	
Citrus	\$ 2,608,566.00	\$ 109,484.25	\$ 2,501,118.31	\$ 105,383.00	\$ 2,715,985.56	\$ 130,151.50	\$ 2,608,566.00	\$ 2,738,717.50	\$ (22,731.94)	Due From TF	
Clay	\$ 3,188,203.00	\$ 8,221.00	\$ 3,606,082.42	\$ 130,080.00	\$ 3,744,383.42	\$ 241,725.07	\$ 3,188,203.00	\$ 3,429,928.07	\$ 314,455.35	Due To TF	
Collier	\$ 5,718,884.00	\$ -	\$ 6,313,163.61	\$ 231,036.00	\$ 6,544,199.61	\$ 381,661.10	\$ 5,649,236.38	\$ 6,030,897.48	\$ 513,302.13	Due To TF	
Columbia	\$ 1,411,122.00	\$ 165,156.07	\$ 1,283,903.81	\$ 53,439.00	\$ 1,502,498.88	\$ 26,755.52	\$ 1,290,750.20	\$ 1,317,505.72	\$ 184,993.16	Due To TF	
DeSoto	\$ 713,006.00	\$ 188,258.94	\$ 516,823.79	\$ 27,002.00	\$ 732,084.73	\$ -	\$ 712,829.37	\$ 712,829.37	\$ 19,255.36	Due To TF	
Dixie	\$ 434,772.00	\$ 170,327.19	\$ 267,029.77	\$ 16,464.00	\$ 453,820.96	\$ -	\$ 329,964.40	\$ 329,964.40	\$ 123,856.56	Due To TF	
Duval	\$ 17,071,484.00	\$ 623,849.19	\$ 16,807,092.13	\$ 689,668.00	\$ 18,120,609.32	\$ 1,048,110.92	\$ 17,069,418.04	\$ 18,117,528.96	\$ 3,080.36	Due To TF	
Escambia	\$ 6,068,048.00	\$ 346,943.52	\$ 5,561,645.90	\$ 245,142.00	\$ 6,153,731.42	\$ 17,336.82	\$ 5,829,570.78	\$ 5,846,907.60	\$ 306,823.82	Due To TF	
Flagler	\$ 1,597,350.00	\$ 85,947.00	\$ 1,588,762.82	\$ 64,531.00	\$ 1,739,246.82	\$ 50,556.51	\$ 1,597,350.00	\$ 1,647,906.51	\$ 91,334.31	Due To TF	
Franklin	\$ 543,356.00	\$ 352,757.69	\$ 166,037.77	\$ 21,951.00	\$ 540,746.46	\$ -	\$ 543,356.00	\$ 543,356.00	\$ (2,609.54)	Due From TF	
Gadsden	\$ 1,162,467.00	\$ 491,874.04	\$ 628,530.36	\$ 44,023.00	\$ 1,164,427.40	\$ -	\$ 1,162,467.00	\$ 1,162,467.00	\$ 1,960.40	Due To TF	
Gilchrist	\$ 449,134.00	\$ 205,978.83	\$ 229,914.30	\$ 18,145.00	\$ 454,038.13	\$ -	\$ 449,133.37	\$ 449,133.37	\$ 4,904.76	Due To TF	
Glades	\$ 441,947.00	\$ 6,804.00	\$ 495,929.77	\$ 17,854.00	\$ 520,587.77	\$ 27,058.02	\$ 415,715.80	\$ 442,773.82	\$ 77,813.95	Due To TF	
Gulf	\$ 412,252.00	\$ 165,826.30	\$ 232,094.58	\$ 16,654.00	\$ 414,574.88	\$ -	\$ 412,252.00	\$ 412,252.00	\$ 2,322.88	Due To TF	
Hamilton	\$ 466,245.00	\$ 99,725.92	\$ 392,144.01	\$ 17,657.00	\$ 509,526.93	\$ 35,498.60	\$ 466,245.00	\$ 501,743.60	\$ 7,783.33	Due To TF	
Hardee	\$ 756,220.00	\$ 236,945.60	\$ 636,429.16	\$ 30,550.00	\$ 903,924.76	\$ 140,957.45	\$ 728,259.55	\$ 869,217.00	\$ 34,707.76	Due To TF	
Hendry	\$ 1,048,739.00	\$ 177,612.74	\$ 1,033,111.48	\$ 42,368.00	\$ 1,253,092.22	\$ -	\$ 1,048,642.77	\$ 1,048,642.77	\$ 204,449.45	Due To TF	
Hernando	\$ 2,991,966.00	\$ -	\$ 3,661,497.49	\$ 120,872.00	\$ 3,782,369.49	\$ 457,062.91	\$ 2,769,668.28	\$ 3,226,731.19	\$ 555,638.30	Due To TF	
Highlands	\$ 1,640,098.00	\$ 110,635.00	\$ 1,491,834.74	\$ 66,258.00	\$ 1,668,727.74	\$ 5,167.24	\$ 1,640,098.00	\$ 1,645,265.24	\$ 23,462.50	Due To TF	
Hillsborough	\$ 26,177,780.00	\$ 661,680.50	\$ 25,107,483.00	\$ 1,057,553.00	\$ 26,826,716.50	\$ 184,065.69	\$ 26,177,780.00	\$ 26,361,845.69	\$ 464,870.81	Due To TF	
Holmes	\$ 484,881.00	\$ 56,303.37	\$ 427,529.52	\$ 19,783.00	\$ 503,615.89	\$ 1,994.35	\$ 484,881.00	\$ 486,875.35	\$ 16,740.54	Due To TF	
Indian River	\$ 2,642,024.00	\$ 10,287.72	\$ 2,585,895.06	\$ 106,735.00	\$ 2,702,917.78	\$ 22,580.59	\$ 2,639,617.29	\$ 2,662,197.88	\$ 40,719.90	Due To TF	
Jackson	\$ 912,781.00	\$ 149,841.00	\$ 850,705.51	\$ 37,242.00	\$ 1,037,788.51	\$ 20,001.23	\$ 830,242.28	\$ 850,243.51	\$ 187,545.00	Due To TF	
Jefferson	\$ 413,409.00	\$ 97,841.72	\$ 298,640.86	\$ 16,701.00	\$ 413,183.58	\$ -	\$ 413,183.58	\$ 413,183.58	\$ -		
Lafayette	\$ 259,217.00	\$ 148,470.74	\$ 94,096.43	\$ 10,576.00	\$ 253,143.17	\$ -	\$ 283,825.96	\$ 283,825.96	\$ (30,682.79)	Due From TF	
Lake	\$ 5,360,658.00	\$ -	\$ 5,468,766.00	\$ 218,716.00	\$ 5,687,482.00	\$ 171,890.00	\$ 5,038,251.00	\$ 5,210,141.00	\$ 477,341.00	Due To TF	
Lee	\$ 10,381,140.00	\$ -	\$ 13,983,703.17	\$ 419,387.00	\$ 14,403,090.17	\$ 2,875,336.71	\$ 10,355,940.21	\$ 13,231,276.92	\$ 1,171,813.25	Due To TF	
Leon	\$ 5,192,117.00	\$ 1,181,189.59	\$ 3,934,409.39	\$ 209,755.00	\$ 5,325,353.98	\$ -	\$ 5,190,424.21	\$ 5,190,424.21	\$ 134,929.77	Due To TF	
Levy	\$ 963,344.00	\$ 233,592.00	\$ 699,902.28	\$ 36,482.00	\$ 969,976.28	\$ -	\$ 916,706.40	\$ 916,706.40	\$ 53,269.88	Due To TF	
Liberty	\$ 252,605.00	\$ 111,469.00	\$ 134,712.96	\$ 10,206.00	\$ 256,387.96	\$ -	\$ 252,605.00	\$ 252,605.00	\$ 3,782.96	Due To TF	

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Madison	\$ 465,624.00	\$ -	\$ 596,890.45	\$ 18,997.00	\$ 615,887.45	\$ 115,035.82	\$ 541,515.27	\$ 656,561.09	\$ (40,663.64)	Due From TF	
Manatee	\$ 5,241,958.00	\$ 106,493.00	\$ 5,326,971.78	\$ 211,769.00	\$ 5,645,233.78	\$ 125,021.76	\$ 5,241,958.00	\$ 5,366,979.76	\$ 278,254.02	Due To TF	
Marion	\$ 5,804,672.00	\$ 33,492.00	\$ 5,958,556.04	\$ 234,502.00	\$ 6,226,550.04	\$ -	\$ 5,795,301.20	\$ 5,795,301.20	\$ 431,248.84	Due To TF	
Martin	\$ 3,154,977.00	\$ 85,135.73	\$ 2,982,336.86	\$ 127,458.00	\$ 3,194,930.59	\$ 26,798.41	\$ 3,120,903.59	\$ 3,147,702.00	\$ 47,228.59	Due To TF	
Miami-Dade	\$ 62,674,987.00	\$ 1,841,428.39	\$ 60,929,444.97	\$ 2,531,998.00	\$ 65,302,871.36	\$ 2,047,203.09	\$ 62,674,987.00	\$ 64,722,190.09	\$ 580,681.27	Due To TF	
Monroe	\$ 3,192,893.00	\$ 790,618.90	\$ 2,342,618.18	\$ 130,271.00	\$ 3,263,508.08	\$ -	\$ 3,388,901.82	\$ 3,388,901.82	\$ (125,393.74)	Due From TF	
Nassau	\$ 1,369,059.00	\$ 11,044.00	\$ 1,415,845.13	\$ 55,308.00	\$ 1,482,197.13	\$ 44,624.32	\$ 1,342,227.01	\$ 1,386,851.33	\$ 95,345.80	Due To TF	
Okaloosa	\$ 3,227,922.00	\$ -	\$ 3,674,148.37	\$ 130,404.00	\$ 3,804,552.37	\$ 315,241.60	\$ 3,227,922.00	\$ 3,543,163.60	\$ 261,388.77	Due To TF	
Okeechobee	\$ 1,095,897.00	\$ 176,634.09	\$ 878,349.32	\$ 44,273.00	\$ 1,099,256.41	\$ 3,059.24	\$ 996,379.22	\$ 999,438.46	\$ 99,817.95	Due To TF	
Orange	\$ 25,435,219.00	\$ -	\$ 31,798,728.80	\$ 1,027,554.00	\$ 32,826,282.80	\$ 4,368,812.26	\$ 25,435,219.00	\$ 29,804,031.26	\$ 3,022,251.54	Due To TF	
Osceola	\$ 6,847,800.00	\$ -	\$ 7,882,102.60	\$ 259,326.00	\$ 8,141,428.60	\$ 1,378,406.29	\$ 6,702,210.67	\$ 8,080,616.96	\$ 60,811.64	Due To TF	
Palm Beach	\$ 26,570,245.00	\$ 1,801,705.51	\$ 23,859,480.97	\$ 1,084,069.00	\$ 26,745,255.48	\$ -	\$ 26,570,245.00	\$ 26,570,245.00	\$ 175,010.48	Due To TF	
Pasco	\$ 10,303,538.00	\$ 2,814,909.37	\$ 7,099,733.81	\$ 416,251.00	\$ 10,330,894.18	\$ -	\$ 9,734,663.00	\$ 9,734,663.00	\$ 596,231.18	Due To TF	
Pinellas	\$ 20,281,892.00	\$ 2,406,271.36	\$ 17,091,119.86	\$ 819,365.00	\$ 20,316,756.22	\$ -	\$ 20,281,892.00	\$ 20,281,892.00	\$ 34,864.22	Due To TF	
Polk	\$ 10,810,797.00	\$ -	\$ 11,745,128.51	\$ 436,744.00	\$ 12,181,872.51	\$ 1,055,788.33	\$ 10,455,675.89	\$ 11,511,464.22	\$ 670,408.29	Due To TF	
Putnam	\$ 1,746,138.00	\$ 844,191.22	\$ 843,261.30	\$ 70,542.00	\$ 1,757,994.52	\$ 62,005.88	\$ 1,746,138.00	\$ 1,808,143.88	\$ (50,149.36)	Due From TF	
Saint Johns	\$ 3,123,818.00	\$ 32,395.00	\$ 3,263,992.04	\$ 126,199.00	\$ 3,422,586.04	\$ 128,125.93	\$ 3,123,585.59	\$ 3,251,711.52	\$ 170,874.52	Due To TF	
Saint Lucie	\$ 5,961,168.00	\$ 117,177.44	\$ 5,777,800.96	\$ 240,824.00	\$ 6,135,802.40	\$ 79,864.80	\$ 5,958,399.62	\$ 6,038,264.42	\$ 97,537.98	Due To TF	
Santa Rosa	\$ 2,775,059.00	\$ -	\$ 3,324,386.15	\$ 112,109.00	\$ 3,436,495.15	\$ 363,433.92	\$ 2,775,059.00	\$ 3,138,492.92	\$ 298,002.23	Due To TF	
Sarasota	\$ 7,208,042.00	\$ 999,539.10	\$ 6,019,346.23	\$ 291,197.00	\$ 7,310,082.33	\$ 164,096.49	\$ 7,208,042.00	\$ 7,372,138.49	\$ (62,056.16)	Due From TF	
Seminole	\$ 7,797,760.00	\$ 78,056.00	\$ 7,960,173.13	\$ 315,020.00	\$ 8,353,249.13	\$ 72,890.66	\$ 7,797,760.00	\$ 7,870,650.66	\$ 482,598.47	Due To TF	
Sumter	\$ 1,633,445.00	\$ -	\$ 1,866,936.17	\$ 65,989.00	\$ 1,932,925.17	\$ 148,944.59	\$ 1,633,445.00	\$ 1,782,389.59	\$ 150,535.58	Due To TF	
Suwannee	\$ 1,026,261.00	\$ 36,907.00	\$ 965,178.34	\$ 38,864.00	\$ 1,040,949.34	\$ 19,228.00	\$ 1,026,261.00	\$ 1,045,489.00	\$ (4,539.66)	Due From TF	
Taylor	\$ 461,057.00	\$ 91,066.20	\$ 366,773.98	\$ 18,626.00	\$ 476,466.18	\$ -	\$ 461,013.71	\$ 461,013.71	\$ 15,452.47	Due To TF	
Union	\$ 409,387.00	\$ 246,441.18	\$ 122,435.35	\$ 16,538.00	\$ 385,414.53	\$ -	\$ 425,589.08	\$ 425,589.08	\$ (40,174.55)	Due From TF	
Volusia	\$ 10,108,026.00	\$ 1,482,128.00	\$ 8,611,553.83	\$ 412,409.00	\$ 10,506,090.83	\$ -	\$ 10,108,026.00	\$ 10,108,026.00	\$ 398,064.83	Due To TF	
Wakulla	\$ 601,988.00	\$ 105,118.49	\$ 484,203.79	\$ 22,797.00	\$ 612,119.28	\$ -	\$ 601,988.00	\$ 601,988.00	\$ 10,131.28	Due To TF	
Walton	\$ 1,430,134.00	\$ 112,917.00	\$ 1,319,214.51	\$ 57,776.00	\$ 1,489,907.51	\$ -	\$ 1,430,134.00	\$ 1,430,134.00	\$ 59,773.51	Due To TF	
Washington	\$ 661,083.00	\$ 256,387.09	\$ 392,496.74	\$ 26,707.00	\$ 675,590.83	\$ -	\$ 661,083.00	\$ 661,083.00	\$ 14,507.83	Due To TF	
Statewide	\$ 391,413,777.00	\$ 27,191,962.51	\$ 377,362,599.49	\$ 15,812,672.00	\$ 420,367,234.00	\$ 17,436,710.44	\$ 388,635,929.94	\$ 406,072,640.38	\$ 14,294,593.62		

- NOTES
1. This document was last revised on 10/27/20 by CCOC Staff. This draft version will be sent to each county for their review and confirmation of the calculations.
 2. If there are any discrepancies, please contact a Jason L. Welty for corrections.

\$	(379,001.38)	Due From TF	9
\$	14,673,595.00	Due To TF	57
\$	14,294,593.62	Difference	



CCOC

FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

JD Peacock, II
OKALOOSA COUNTY
EXECUTIVE COUNCIL CHAIR

Jeffrey R. Smith, CPA, CGMA
INDIAN RIVER COUNTY
VICE-CHAIR

Tiffany Moore Russell, Esq.
ORANGE COUNTY
SECRETARY/TREASURER

STACY BUTTERFIELD, CPA
POLK COUNTY

JOHN CRAWFORD
NASSAU COUNTY

TODD NEWTON
GILCHRIST COUNTY

LAURA E. ROTH
VOLUSIA COUNTY

HARVEY RUVIN, ESQ.
MIAMI-DADE COUNTY

RON FICARROTTA
13TH JUDICIAL CIRCUIT JUDGE
SUPREME COURT APPOINTEE

ANGELINA "ANGEL"
COLONNESO, ESQ.
MANATEE COUNTY
SENATE APPOINTEE

VACANT
HOUSE APPOINTEE

JOHN DEW
EXECUTIVE DIRECTOR

JOE BOYD
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | FAX 850.386.2224 | WWW.FLCCOC.ORG

AGENDA ITEM 6

DATE: October 29, 2020
SUBJECT: CFY 2020-21 Operational Budget
COMMITTEE ACTION: Approve required forms for CFY 2020-21 Operational Budget

OVERVIEW:

The following forms are being presented for discussion and adoption as required forms for the CFY 2020-21 Operational Budget submission:

1. Operational Budget Form (Excel file)
2. Certification Letter (PDF file)
3. Revenue Projection Form (Excel file)
4. Collections Best Practices Checklist (PDF form)

Upon approval by the Budget Committee, CCOC will release all required forms on Monday, November 2, 2020, and they will be due back on Monday, November 30, 2020. CCOC staff will hold training as part of a joint FCCC/CCOC workshop scheduled for November 10, 2020. The FCCC will handle notification of the meeting and registration. Significant changes to the forms as presented may alter the release and return dates.

CCOC will post the forms to the CCOC website: <https://flccoc.org/budget-process/>

COMMITTEE ACTION: Approve required forms for CFY 2020-21 Operational Budget

LEAD STAFF: Marleni Bruner, Senior Budget Manager

ATTACHMENTS:

1. CFY 2020-21 Operational Budget
2. Certification Letter
3. Revenue Projection form
4. Collections Best Practices Checklist

Florida Clerks of Court Operational Budget

County Fiscal Year 2020-2021

Section 28.36, Florida Statutes



CCOC Form Version 1

Created 10/1/20

County: Okaloosa

WARNINGS

Tab	Warning	Type	Clerk Staff Notes	Visible
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
B1- GrossFTEs	No FTEs provided for Title IV-D Reimbursed. Please verify and correct as needed.	Lvl 1 - ERROR		Y
B1- GrossFTEs	Not all Court Types have FTE associated with them. Please verify and correct as needed.	Lvl 4 - Info Only		Y
B2 - PersonnelCosts	No Reimbursible Juror Costs shown for Personnel. Please verify and correct or provide	Lvl 3 - Warning		Y
C- OperatingCostsDetail	No Jury Operating Expenses shown. Please verify and correct or provide justification.	Lvl 2 - Warning		Y
C1- OperatingCosts	No Reimbursible Juror Costs shown for Operating Costs. Please verify and correct or provide justification.	Lvl 2 - Warning		Y
C1- OperatingCosts	There are cost centers with no Operational dollars associated with them. Please verify and correct as needed.	Lvl 4 - Info Only		Y
E- Net Budget Amt	There are no Juror Costs allocated as being reimbursible. This would mean no Juror Funding budgeted. Please correct on B2, C1, and D1.	Lvl 1 - ERROR		Y
E- Net Budget Amt	The total Net CCOC Budget dollars are less than the CFY 18-19 Budget Authority. Please verify and adjust, as needed.	Lvl 3 - Warning		Y

Gross Court FTEs and Personnel Detail												(Please fill out one)						% Workload Allocation		Avg Hours Worked Allocated to Court	FTE Allocated to Court	Personnel Costs Allocated to Court	Y or N		
Position Number	Job Title	Employment Type	FRS Type or Retirement Type	Currently Vacant Position (Select Yes)	Length of time for Current Vacancy	Pay Type	Current Pay Rate (Hourly or Annual)	Current Average # of Hrs Worked per Week	Current Actual Total Wages (Annual)	Current FICA/SS	Current FRS/ Retirement \$'s	Current General Budgeted Health	Current Budgeted Actual Health	Current Life Insurance	Current Other Benefits (Dental, Vision, supplements, etc.)	Current Budgeted Separation Payout	Court	Non-Court							
	Clerk of Court	Benefit Eligible Position						40.00			\$ -							100.00%		40.00	1.00	\$ -	Y		
											\$ -							100.00%		0.00	0.00	\$ -	Y		
											\$ -							100.00%		0.00	0.00	\$ -	Y		
											\$ -							100.00%		0.00	0.00	\$ -	Y		
											\$ -							100.00%		0.00	0.00	\$ -	Y		
											\$ -							100.00%		0.00	0.00	\$ -	Y		
											\$ -							100.00%		0.00	0.00	\$ -	Y		
TOTALS:							\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					1.00	\$ -			
												Other Benefits (Explain):													
												OPEB:	Health Insurance:		\$ -										
													Vision, Dental or Life Insurance:		\$ -										
													Other (Explain):		\$ -										
													Other Increase/Decrease:												
Total Court FTEs		1.00																							

Total Court FTEs	1.00
Area	Total Court Personnel Costs (Rounded to nearest dollar)
Salaries/Overtime	\$ -
FICA	\$ -
FRS	\$ -
Health Insurance	\$ -
Life Insurance	\$ -
Other Benefits	\$ -
Unemployment	\$ -
Workers Comp	\$ -
Bdgt'd Sep Payout	\$ -
OPEB	\$ -
Other	\$ -
TOTAL PERSONNEL	\$ -

Additional Info	
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Gross Court FTEs by UAS Code

	Clerk Court Admin	Jury Mgmt	Circuit Criminal	Circuit Criminal With Jury	Circuit Civil	Circuit Civil With Jury Mgmt	Family	Juvenile	Juvenile Delinquency Breakout	Juvenile Dependency Breakout	Probate	County Criminal	County Criminal With Jury	County Civil	Traffic	Criminal Traffic Breakout	Civil Traffic Breakout	Non-Court	Non-Court	Shared Indirect Overhead	Court Side Shared Overhead	Non-Court Side Shared Overhead	
NOTE: FTE can be recorded to two decimal points.				60.00%		40.00%			41.42%	58.58%			0.00%			40.00%	60.00%				100.00%	0.00%	
Cost Centers / Departments	604	608	614		634		654	674			694	724		744	764			513	519				Court Side Court Type Total
Title IV-D Child Support (Reimbursed)																							0.00
Title IV-D Child Support (Non-Reimbursed)				0.00		0.00			0.00	0.00			0.00			0.00	0.00						0.00
Elected Clerk	1.00			0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	1.00
Human Resources				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Clerk Accounting				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Executive Administration				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Calculated FTE Cost Center Based on Tab B Detail			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
Jury Management				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Case Processing				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Revenue Collection and Distribution				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Financial Processing				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Requests for Records and Reports				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Provide Ministerial Pro Se Assistance				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Technology Services for External Users				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
Mandated Reporting Services				0.00		0.00			0.00	0.00			0.00			0.00	0.00				0.00	0.00	0.00
TOTALS	1.00	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	1.00

Personnel Costs

Cost Centers / Departments	600s-700s	Clerk Court Admin	Jury Management	Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic	Shared	Row Visible
1	2														
Title IV-D Child Support (Reimbursed)						\$ -									Y
Title IV-D Child Support (Non-Reimbursed)						\$ -									Y
Elected Clerk		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Human Resources		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Clerk Accounting		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Executive Administration		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Calculated FTE Cost Center Based on Tab B Detail	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		Y
Jury Management			\$ -												Y
Case Processing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Revenue Collection and Distribution			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Financial Processing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Requests for Records and Reports			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Provide Ministerial Pro Se Assistance			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Technology Services for External Users			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Mandated Reporting Services			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y

Gross Court-Related Operating Costs Detail

UAS CODE	OBJECT CODE	OPERATING COSTS
31	Professional Services	
32	Accounting And Auditing	
33	Court Reporter	
34	Other Services	
35	Investigations	
36	Pension Benefits (OPEB)	
	a Health Insurance	
	b Life Insurance	
	c Other	
40	Travel and Per Diem	
41	Communications	
42	Freight and Postage Services	
43	Utilities	
44	Rentals and Leases	
45	Insurance	
46	Repair and Maintenance	
47	Printing and Binding	
48	Promotional Activities	
49	Other Current Charges	
51	Office Supplies	
52	Operating Supplies	
53	Road Materials and Supplies	
54	Books, Pub., Subs., Memberships	
55	Training	
59	Depreciation	
GROSS OPERATING TOTAL		\$ -
Jury Operating Expenses		
608	Jury Meals/Lodging	
608	Jury Per Diem	
608	Jury Summonses/Postage	
608	Jury Other	
JURY TOTAL		\$ -
OPERATING TOTAL		\$ -

Operating Costs Detail Additional Info	
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Operating Costs

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	Row Visible
1	2														
Title IV-D Child Support (Reimbursed)						\$ -									Y
Title IV-D Child Support (Non-Reimbursed)						\$ -									Y
Elected Clerk		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Human Resources		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Clerk Accounting		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Executive Administration		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Calculated FTE Cost Center Based on Tab B Detail	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Jury Management		\$ -													Y
Case Processing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Revenue Collection and Distribution		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Financial Processing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Requests for Records and Reports		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Provide Ministerial Pro Se Assistance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Technology Services for External Users		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Mandated Reporting Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y

Gross Court-Related Capital Costs Detail

UAS CODE	OBJECT CODE	Capital Costs Current
64	Machinery and Equipment	
	Furniture and Equipment (non Jury Related)	
	Computer Equipment (non Jury Related)	
	Software (non Jury Related)	
	Other (non Jury Related)	
GROSS CAPITAL TOTAL		\$ -
Jury Capital Expenses		
	Furniture and Equipment (Jury Related)	
	Computer Equipment (Jury Related)	
	Software (Jury Related)	
	Other (Jury Related)	
JURY CAPITAL TOTAL		\$ -
CAPITAL TOTAL		\$ -

Capital Costs Detail Additional Info	
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Capital Costs

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	Row Value
1	2														
Title IV-D Child Support (Reimbursed)						\$ -									Y
Title IV-D Child Support (Non-Reimbursed)						\$ -									Y
Elected Clerk		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Human Resources		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Clerk Accounting		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Executive Administration		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Calculated FTE Cost Center Based on Tab B Detail	\$ -														Y
Jury Management			\$ -												Y
Case Processing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Revenue Collection and Distribution		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Financial Processing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Requests for Records and Reports		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Provide Ministerial Pro Se Assistance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Technology Services for External Users		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
Mandated Reporting Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y

FTEs	Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic	TOTALS
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
Court Admin (604) FTE Allocation +	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	1.00
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
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
TOTAL GROSS FTE -	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	1.00
Other Funding Allocations											
Title IV-D Reimbursed Funding FTE Allocation -			0.00								0.00
Jury Reimbursed Funded FTE Allocation -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Non-CCOC Funding FTE Allocation - (County, Grants, etc.)											0.00
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
TOTAL NET FTE (not including IT):	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	1.00
Additional IT FTE											
IT FTE to be funded via CCOC Trust Fund											0.00
TOTAL NET FTE:	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	1.00
Actual Percent Allocation:	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	100.0%
Target Percent Allocation	19.4%	14.6%	9.5%	3.9%	2.9%	4.4%	15.1%	8.9%	9.1%	12.2%	100.0%

Court Related Expenses															
Court Type Expenditures +	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Court Admin (604) Expenditure Allocation +	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Shared Expenditure Allocation +	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Jury Expenditure Allocation +	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
TOTAL GROSS EXPENDITURE -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Other Expenditure Resource Allocation															
Title IV-D Reimbursed Funding Expenditure Allocation -				\$	-										\$
Jury Reimbursed Funding Expenditure Allocation -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
County Funding Expenditure Allocation (do not include Indirect Funding)															\$
Other Non-CCOC Funding Expenditure Allocation (explain on Exhibit G)															\$
Total Other Funding Expenditure Allocation =	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
TOTAL NET EXPENDITURES (not including IT):	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Additional IT Expenditure Request:															
IT Expenditures requested to be funded via CCOC Trust Fund															
No longer used	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
TOTAL CCOC NET EXPENDITURES (including CCOC Funded IT) (not including Jury):	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Percent Allocation:	0.0%		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%
Target Percent Allocation	19.4%		14.6%		9.5%		3.9%		2.9%		4.4%		15.1%		8.9%
															100.0%

	BUDGET AUTHORITY	NET AMOUNT ALLOCATED ABOVE
CCOC JURY BUDGET:	\$ -	\$ -
	BUDGET AUTHORITY	NET AMOUNT ALLOCATED ABOVE
CCOC NET BUDGET:	\$ -	\$ -

TOTAL AGGREGATE BUDGET AUTHORITY:	\$ -
--	------

Additional Information

Section 1a: Differences Between CFY 2019-20 Operational Budget and the approved CFY 2020-21 Operational Budget

Calculated difference between CFY 2019-20 Operational Budget and CFY 2020-21 Operational Budget as approved by the Budget Committee.

CFY 2020-21 OPERATIONAL BUDGET: \$	3,457,173	CFY 2020-21 OPERATIONAL FTE:	1.00
CFY 2019-20 OPERATIONAL BUDGET: \$	3,335,089	CFY 2019-20 OPERATIONAL FTE:	47.46
DIFFERENCE: \$	122,084	DIFFERENCE:	-46.46

Section 1b: Differences Between CFY 2019-20 Operational Budget and the approved CFY 2020-21 Operational Budget

(Skip Section 1b ONLY if the "Difference" in Section 1a is equal to 0 in cell D8 and H8.)

Provide dollar and FTE differences (increases or decreases) between the CFY 2019-20 Operational Budget and the CFY 2020-21 Operational Budget as approved by the Budget Committee. Explain Expenditure differences 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 5 below.

	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	TOTAL
FTE											
Personnel											0.00
EXPENDITURES											
Personnel											\$ -
Operating											\$ -
Capital											\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Section 3: FRS and Health Insurance Expenditures

Identify and report actual, estimated, and projected FRS and health insurance expenditures. These expenditures must represent the gross and net court-related expenditures.

FRS Court-Related Expenditures	Gross	Net	Health Court-Related Expenditures	Gross	Net
Actual FY 2018-19			Actual FY 2018-19		
Estimated FY 2019-20			Estimated FY 2019-20		
Projected FY 2020-21			Projected FY 2020-21		

Section 4: Expenditures Related to Retired Previous Employees

Identify and report estimated expenditures related to retired previous employees. These expenditures must represent the gross court-related expenditures as well as the net expenditures to be covered with court-related revenues.

Retiree Expenditures	OPEB Amounts	CCOC Funded	Non-CCOC	Detail 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	\$ -	\$ -	\$ -	

Section 5: Additional Information (Optional)

Provide any additional information or explanation related to your CFY 2020-21 Operational Budget.

Additional Information	
1. Please provide any additional information you feel explain the figures provided within this operational budget.	
2. Identify any non-CCOC funding sources from Exhibit E in this text box.	
3. Provide explanation for differences from Section 1b above, in this text box.	

Additional Information

Section 1a: Differences Between CFY 2020-21 Operational Budget and CFY 2020-21 Needs-Based Budget Request

Calculated difference between CFY 2020-21 Operational Budget and CFY 2020-21 Needs-Based Budget Request as determined by the Budget Committee. This amount includes only the budget requests that were adopted by the Budget Committee.

CFY 2020-21 OPERATIONAL BUDGET:	\$ -	CFY 2020-21 OPERATIONAL FTE:	1.00
CFY 2020-21 NEEDS-BASED BUDGET:	\$ -	CFY 2020-21 NEEDS-BASED FTE:	0.00
DIFFERENCE:	\$ -	DIFFERENCE:	1.00

Section 1b: Differences Between CFY 2020-21 Operational Budget and CFY 2020-21 Needs-Based Budget Request

(Skip Section 1b ONLY if the "Difference" in Section 1a is equal to 0 in cell D8 and H8.)

Provide dollar and FTE differences (increases or decreases) between the CFY 2020-21 Operational Budget and the CFY 2020-21 Needs-Based Budget, as determined by the Budget Committee. Explain Expenditure differences 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 5 below.

	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	TOTAL
FTE											
Personnel											0.00
EXPENDITURES											
Personnel											\$ -
Operating											\$ -
Capital											\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Section 3: FRS and Health Insurance Expenditures

Identify and report actual, estimated, and projected FRS and health insurance expenditures. These expenditures must represent the gross and net court-related expenditures.

FRS Court-Related Expenditures	Gross	Net
Actual FY 2018-19		
Estimated FY 2019-20		
Projected FY 2020-21		

Health Court-Related Expenditures	Gross	Net
Actual FY 2018-19		
Estimated FY 2019-20		
Projected FY 2020-21		

Section 4: Expenditures Related to Retired Previous Employees

Identify and report estimated expenditures related to retired previous employees. These expenditures must represent the gross court-related expenditures as well as the net expenditures to be covered with court-related revenues.

Retiree Expenditures	OPEB Amounts	CCOC Funded	Non-CCOC	Detail 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	\$ -	\$ -	\$ -	

Section 5: Additional Information (Optional)

Provide any additional information or explanation related to your CFY 2020-21 Operational Budget.

Additional Information	
1. Please provide any additional information you feel explain the figures provided within this operational budget.	
2. Identify any non-CCOC funding sources from Exhibit E in this text box.	
3. Provide explanation for differences from Section 1b above, in this text box.	

**FLORIDA CLERK OF COURT OPERATION CORPORATION
BUDGET PROGRAM EXPENDITURE CERTIFICATION
FISCAL YEAR 2020-2021**

I, the undersigned Clerk of Court, do herein attest as to the following:

1. Operational budget for October 1, 2020 through September 30, 2021 as herein submitted represents, to the best of my knowledge and belief, pursuant to s. 28.35(3)(a), F.S., the salaries, benefits, and costs for all (the **gross budgeted expenditures**) of the following court-related functions of the office:
 - Case maintenance
 - Records management (all costs associated with storage, redaction, retrieval and maintenance not included under Chapter 29)
 - Court preparation and attendance
 - Processing the assignment, reopening, and reassignment of cases
 - Processing of appeals
 - Collection and distribution of fines, fees, service charges, and court costs
 - Processing of bond forfeiture payments
 - Payment of jurors and witnesses and all Juror related costs including their payments
 - Payment of expenses for meals and lodging provided to jurors
 - Data collection and reporting
 - Determinations of indigent status
 - Paying reasonable administrative support costs to enable the Clerk of the Court to carry out above court-related functions

(Note: Certification of this provision will allow for compliance with numerous provisions under s. 28.35, F.S., in which these court-related functions are referenced.)

2. Operational budget as herein submitted, to the best of my knowledge and belief, **does not** include budgeted expenditures associated with local requirements deemed the responsibility of the county pursuant to s. 29.008, F.S., nor does the operational budget include budgeted expenditures for any non-court-related function of the office. Local requirements include the following as defined by applicable statute:
 - Facility Expenses (s. 29.008(1)(a), F.S.)
 - Construction or Lease Expenses (s. 29.008(1)(b), F.S.)
 - Maintenance (s. 29.008(1)(c) F.S.)
 - Utilities (s. 29.008(1)(d), F.S.)
 - Security (s. 29.008(1)(e), F.S.)
 - Communications (s. 29.008(1)(f), F.S.)
 - Radio Systems, existing (s. 29.008(1)(g), F.S.)
 - Multi-agency criminal justice information systems, existing (s. 29.008(1)(h), F.S.)
 - Specialized Programs (s. 29.008(2), F.S.)
3. Revenues used to support court-related operations are included within the operational budget (i.e. county funding, Title IV-D reimbursement, and other Clerk revenues received)
4. Operational budgeted FTE and expenditures have been allocated among the divisions consistent with the workload in those divisions.
5. As per s. 28.35(2)(f) 3, F.S., court related revenues projected in this budget will not be used for non-court related purposes.

DATE

CLERK OF COURT SIGNATURE

COUNTY

Clerk of Court Revenue Projections
County Fiscal Year 2020-2021



CCOC Form Version 2
 Revised 6/16/20

County:
 Contact:
 E-Mail Address:

Projections as of Date:
 Version:

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 s. 28.241(1)(d), F.S.													\$ -
Traffic Administration Fees s. 318.18(18), F.S.													\$ -
All Other Line 47 Additional Revenues All Other													\$ -
TOTAL 2008-111 PROJECTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Chapter 2008-111 Projection
 Additional Notes:



2560-102 BARRINGTON CIRCLE ✓ TALLAHASSEE, FLORIDA 32308 ✓ PHONE 850.386.2223 ✓ FAX 850.386.2224 ✓ WWW.FLCCOC.ORG

BEST PRACTICE CHECKLIST – COMPLIANCE SERVICES

DATE

CLERK OF COURT SIGNATURE

COUNTY

Mandatory Elements

1. ☐ Enforce, satisfy, compromise, settle, subordinate, release, or dispose of debts and liens as required by s. 938.30(9), F.S.
2. ☐ Impose statutory fees for payments as required by s. 28.24(26), F.S.
3. ☐ Distribute funds in the tiers required by s. 28.246(5), F.S., after distributing funds as required by s. 27.52(1)(c), F.S.
4. ☐ Comply with all bond forfeiture requirements noted in s. 903.26, s. 903.27, F.S., s. 903.28, F.S., and s. 142.01, F.S.
5. ☐ Collect administrative costs for compliance, s. 938.30(12), F.S., for postage, copying, docketing fees, service fees, etc.

Fundamental Practice Elements

1. ☐ Establish a payment program to accept partial payments for court related fees, service charges, costs, and fines as required by s. 28.246(4), F.S.
2. ☐ Communicate with all parties involved in collections:
 - a. Defendants, in court or immediately after sentencing, to provide information, information sheets, etc.
 - b. DOC, concerning its statutory requirement under s. 948.09(7), F.S., since that statute provides for different distribution than s. 28.246(5), F.S.
 - c. Judiciary
 - i. For an administrative order that will allow the financial portion of cases to remain open until paid in full, despite a seal or expunge order.
 - ii. For a process to claim money seized during a case, whether as evidence or not, to apply to court costs and fines.
3. ☐ Place defendants on payment plans on the day of sentencing and run the 90-day time period of s. 28.246(6), F.S., from the sentencing date.
4. ☐ Use application/affidavit forms to secure financial information from defendants in setting them up on payment plans.
5. ☐ Establish default payment amounts for CT/MM vs. CF cases as a starting point, but work with defendants and their individual circumstances.

BEST PRACTICE CHECKLIST – COMPLIANCE SERVICES

6. ☐ Share information on community service options under s. 938.30(2), F.S., provide information forms, ensure monitoring, and work with the judiciary for reconversion if defendants fail to submit timely proof of completion.
7. ☐ Use postcards/late notices/letters and IVR systems to provide defendants with payment reminders and next consequences.
8. ☐ Use the DOC website, Offender Search, to track defendants' release so you can notify defendants about compliance.
9. ☐ Regularly evaluate the effectiveness of collection tools.

Compliance Enforcement Elements

1. ☐ Record all criminal judgments and sentences to ensure that a lien is created under s. 938.30(6), F.S.
2. ☐ Suspend driver licenses for nonpayment under s. 322.245(5), F.S.
3. ☐ Contract with collection firms as required by s. 28.246(6), F.S., for all "fees, service charges, fines, court costs, and liens for the payment of attorney fees and costs pursuant to s. 938.29, F.S."
4. ☐ Regarding collection firms:
 - a. Do not send cases under s. 28.246(6), F.S. if the defendants are complying with your local payment plans.
 - b. Provide them with specific settlement authority under s. 938.30(9), F.S.
 - c. Retract cases from the firms when new costs and fines have been imposed so that all court costs and fines on a case are combined.

Optional Elements

1. ☐ Negotiate payment plan balances as provided under s. 938.30(9), F.S. initiated for:
 - a. interest on liens
 - b. due dates for installments and end dates on payment plans
 - c. large balance fines
 - d. older cases
2. ☐ Generate text messages and email to provide defendants with payment reminders and next consequences.
3. ☐ Provide an automated system to create plans, track due dates, create and send notifications, and report payment plan workload.
4. ☐ Track payment plan workload including plans initiated by case type by date range demonstrating:
 - a. volume
 - b. plan amounts initiated
 - c. payment amounts collect by case type and date range
 - d. payment plan failure actions initiated
 - e. payment plans closed
5. ☐ Initiated CCOC Compliance assistance through workshops, summits, or one on one consultation to improve compliance service.