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# CFY 2020-21 Operational Budget Instructions

October 1, 2020 – September 30, 2021

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Dear Clerks and Clerk Staff,

Thank you for your hard work and diligence to the budget development process for the Clerks of Court. Every year, the Clerks face new challenges and the Budget Committee is tasked with making sure all necessary information is captured.

The Budget Committee would like each Clerk to complete and submit an Operational Budget for CFY 2020-21. This information will allow the CCOC to provide data to our counterparts in the legislature and Governor's Office, as well as help provide useful information during legislative session to help tell the clerk's story. The information will also aid the CCOC in their ongoing analysis and oversight of budgetary concerns throughout the fiscal year.

There are no major changes to the Operational Budget form from prior fiscal years.

The CCOC is planning to host a WebEx training on the Operational Budget forms as part of the CCOC/FCCC Virtual Joint Workshop. The training will be Tuesday, **November 10** from 1:30 PM to 4 PM. The recording of the training will be available on the CCOC website afterwards. Registration will be handled by FCCC, please click the following [link](#).

Please contact a CCOC Budget Manager should you have additional questions or concerns.

Warm Regards,

JD Peacock, Okaloosa County Clerk of Court & Comptroller  
Budget Committee Chair

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### I. OPERATIONAL BUDGET OVERVIEW

#### A. AUTHORITY & PURPOSE

The CCOC Budget Committee met on Friday, October 29, 2020 and approved the final Operational Budget files required for submission. The Committee is requesting each county to complete an Operational Budget

This information will allow the CCOC to provide data to our counterparts in the legislature and Governor's Office, as well as help provide useful information during legislative session to help tell the clerk's story. The information will also aid the CCOC in their ongoing analysis and oversight of budgetary concerns throughout the fiscal year. It will provide detail on how funds will be spent and allows the CCOC to track spending.

#### B. BUDGET SUBMISSION INSTRUCTIONS

For CFY 2020-21, the following files will comprise a county's Operational Budget Submission: Operational Budget, Revenue Projection, and the Certification Letter. The Operational Budget will be submitted using the Operational Budget form which is an Excel file. Revenue projections will be submitted using the Revenue Projection form which is an Excel file. The certification letter will be submitted using the Operational Budget Certification Letter which is a PDF file. Forms and certification letter should be submitted to the CCOC email address, [reports@flccoc.org](mailto:reports@flccoc.org), by the close of business on **Friday, December 11, 2020**.

If you have questions or issues with your submission, please contact a CCOC Budget Manager 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. Please email a staff member directly. Please visit our website for more information on [CCOC Staff](#) members.

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

File Name: When saving the file replace "CountyName" with your county's name, such as Marion. For the first submission your version number should be 1. If you submit a revised version, make sure to indicate the version number in the file name as well as on the form, if applicable. Only change the version number to match the versions you have **submitted** to the CCOC.

The file name for the Operational Budget Excel file is "CountyName CFY2021 Operational Budget VerX.xlsx".

**Default File Name:** CountyName CFY2021 Operational Budget VerX.xlsx

**Sample File Name:** Marion CFY2021 Operational Budget Ver1.xlsx

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## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

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The file name for the Certification letter is “CountyName CFY2021 Operational Budget Certification VerX.”

**Default File Name:** CountyName CFY2021 Operational Budget Certification VerX.pdf

**Sample File Name:** Marion CFY2021 Operational Budget Certification Ver1.pdf

The file name for the Revenue Projection Excel form “CountyName CFY2021 Revenue Projection VerX”.

**Default File Name:** CountyName CFY2021 Revenue Projection VerX.xlsx

**Sample File Name:** Marion CFY2021 Revenue Projection Ver1.xlsx

### C. TIMELINE

The CCOC is planning to host a WebEx training on the Operational Budget forms as part of the CCOC/FCCC Virtual Joint Workshop. The training will be Tuesday, **November 10** from 1:30 PM to 4 PM. The recording of the training will be available on the CCOC website afterwards. Registration will be handled by FCCC, please click the following [link](#).

Forms are due by the close of business on **Friday, December 11, 2020**. If you cannot complete the Operational Budget files in their entirety, an email should be sent from the Clerk to CCOC staff requesting an extension, stating the reason for the delay, and give a specific date the forms can be expected. It is imperative that all forms are received on time to ensure CCOC staff has the time to complete the Technical Reviews and process the information for the Budget Committee in a timely manner.

CCOC staff will perform technical reviews of Operational Budget submissions in December and January. Upon completion of technical reviews, CCOC staff will contact each county individually to have corrections or updates made as needed.

### D. INSTRUCTIONS

Detailed instructions for the Revenue Projection form can be found on the CCOC website: <https://flccoc.org/budget-process/>.

Detailed instructions for the Operational Budget form follow in Section II.

## II. OPERATIONAL BUDGET – EXHIBITS AND INSTRUCTIONS

### A. LIST OF EXHIBITS

The following is a list of the Exhibits contained in the CFY 2020-21 Operational Budget form as approved but 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

Some sections of the form have been hidden and are not part of the Operational Budget Submission.

### B. GENERAL GUIDELINES

The following general guidelines apply to the CFY 2020-21 Operational Budget submission:


1. Include **all** budgeted court-related expenditures, regardless if these costs are paid by other entities or other revenue sources.
2. DO NOT include any non-court related functions, expenditures, or positions that are 100% non-court.
3. “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 [section 14, Art. V](#) of the State Constitution, [section 29.008\(1\), F.S.](#), and Appendix C)
4. 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 C)
5. Refer to the Glossary in Appendix A for commonly referred to terms throughout the instructions.

6. **Do not** 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.
7. **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 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.
8. **Do not** use formulas or equations within 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.
9. 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.
10. Use the CCOC provided drop-down menus to make selections whenever possible. This will reduce any discrepancies between copied data and the CCOC's ability to import the data.



## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

### C. INSTRUCTIONS BY EXHIBIT

	A	B	C	D	E
1	<b>Florida Clerks of Court Operational Budget</b>			 <b>CCOC</b> <small>FLORIDA CLERKS OF COURT OPERATIONS CORPORATION</small>	
2	<b>County Fiscal Year 2020-2021</b>				
3	<b>Section 28.36, Florida Statutes</b>				
4					
5				<b>CCOC Form Version 1</b> <b>Created 10/1/20</b>	
6	<b>County:</b>		▼		
7					
8	<b>WARNINGS</b>				
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.	Lvl 1 - ERROR		Y
12	B1- GrossFTEs	Not all Court Types have FTE associated with them. Please verify and correct as needed.	Lvl 4 - Info Only		Y
13	B2 - PersonnelCosts	No Reimbursable Juror Costs shown for Personnel. Please verify and correct or provide justification.	Lvl 3 - Warning		Y
14	C- OperatingCostsDetail	No Jury Operating Expenses shown. Please verify and correct or provide justification.	Lvl 2 - Warning		Y
15	C1- OperatingCosts	No Juror Costs shown for Operating Costs. Please verify and correct or provide justification.	Lvl 2 - Warning		Y
16	E- Net Budget Amt	There are no Juror Costs allocated. This would mean no Juror Funding budgeted. Please correct on B2, C1, and D1 or provide explanation on Exhibit G.	Lvl 1 - ERROR		Y

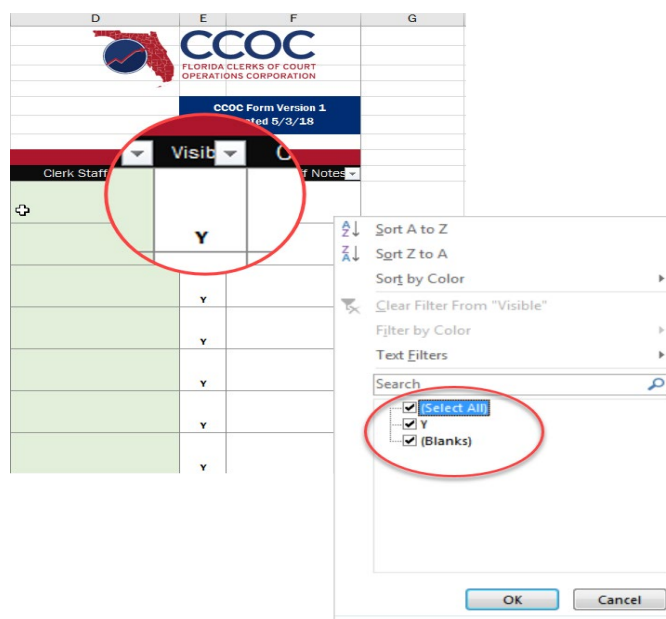
### Exhibit A – Front Page

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

**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.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET



- e. Column E is a specialized filter if you would like to view only rows with data 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)
    - i. Budgets **cannot** be submitted to the CCOC with red warnings. CCOC staff will not perform a technical review of your file and will return it to you with an explanation e-mail.
    - ii. A red warning will prohibit your budget submission from moving forward and usually indicates a major issue in the budget form.
    - iii. Your budget cannot be imported into the CCOC database with red warnings.
  - b. Level 2 – Warning (Orange, Moderate)
    - i. Budgets can be submitted to the CCOC with orange warnings.
    - ii. 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.
    - iii. Providing thorough explanation for Warnings in the appropriate comment boxes on your submission will expedite the review process.
  - c. Level 3 – Warning (Yellow, Mild)
    - i. Budgets can be submitted to the CCOC with yellow warnings.
    - ii. A yellow warning will not prevent a budget from moving forward but may cause a delay while information is verified as acceptable.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

- iii. Providing thorough explanation for Warnings in the appropriate comment boxes on your submission will expedite the review process.
- d. Level 4 – Info Only (Green)
  - i. Budgets can be submitted with green warnings.
  - ii. A green warning will not delay a budget from moving forward.
  - iii. Green warnings usually require explanation to be provided in the additional information cell on the various Exhibits.
  - iv. Providing thorough explanation when necessary in the appropriate comment boxes on your submission will expedite the review process.

### Exhibit B – Gross Court Personnel Detail

**Purpose:** To document gross court-related Full-time Equivalent (FTE) positions, regardless of funding source, and provide personnel details for each position.

	A	B	E	F	G
1					
2	<b>Gross Court FTEs and Personnel Detail</b>				
3					
	<b>Position Number</b>	<b>Job Title</b>	<b>Currently Vacant Position (Select Yes)</b>	<b>Length of time for Current Vacancy</b>	<b>Pay Type</b>
4					
5		Clerk of Court			
6					
7					
8					
9					
10					
11					
12					

**Instructions:**

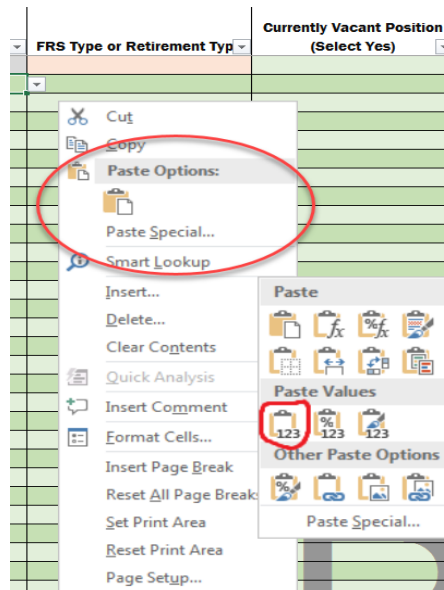
- The selected county name will appear in cell A1.
- Enter the detail for your current positions for CFY 2018-19.
- Each position listed on this Exhibit must have some court related duties or functions. If you have positions that are 100% non-court, they should not be included.
- Include jury personnel on this Exhibit as part of your gross budget request. The portion of the costs that are reimbursed will be considered on Exhibit E – Net Budget Amount.
- Include Title IV-D Child Support personnel on this Exhibit as part of your gross budget request. Any reimbursement for these positions will be considered on Exhibit E – Net Budget Amount.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

6. Do not include IT personnel on this Exhibit. Enter IT FTE and expenditures will be collected on Exhibit E – Net Budget Amount.
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 more information.)
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 another 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. Using this feature will override data available from drop-down menus. In order for data to be pulled into the CCOC database correctly, please use the drop-down menus for Columns C, D, F, and G.

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## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

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- c. There are hidden columns on the CFY 2018-19 Operational Budget form so be careful when copying full rows. CCOC advises copying full columns.
  - d. Row 5 cannot be copied because of locked cells related to the Elected Clerk position. You will need to hand-key this information.
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 position data is required.
- a. When data is entered in this cell, the cells that are required for completion in that row will highlight peach. 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 or initials.
  - c. Alpha and numeric characters can be used.
  - d. Do not duplicate any numbers
11. In Column B, titled “Job Title,” list the job title related to each position number.
- a. Do not list individual names or initials.
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. OPS/Part-time - Benefit Eligible
    - i. Part-time positions that are eligible to receive benefits.
  - d. 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)”
  - e. Contract FTE (no position anticipated)
    - 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. HI/PI Clerk EOC (RI/QI)
  - d. HA/PA Regular Class (RA/QA)

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## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

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- e. HM/PM Sr Mgmt Svc Class (RM/QM; RP/QP; RQ/QP; RQ/QQ; HP/PP; HQ/PQ)
  - f. HB/PB Special Risk
  - g. HJ/PJ Special Risk Admin Support Class
  - h. DE/DF/DG/DH DROP Clerk EOC
  - i. DP/DR/DS/DT DROP All Other Classes
  - j. UA Reg Class Reemployed
  - k. UB Special Risk Reemployed
  - l. UI Clerk Reemployed
  - m. UM Sr Mgmt Svc Reemployed
  - n. Non-FRS (Duval) Pension
  - o. Non-FRS (Duval) Investment Plan
14. 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.
15. 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.
  - b. Use this process to identify seasonal employees that are not permanent OPS positions.
16. If a full-time equivalent position exists and is being filled with a temporary employee, Enter the FTE position information as you would a regular position. Back out the contract amount on this Exhibit in cell P1311 and provide an explanation in E1315. This will prevent counting the dollars for this position twice.
- a. In Column E, titled “Currently Vacant Position,” select “Yes, but contracted” and then enter the length of time the position has been vacant in Column F.
  - b. Full contract costs should be included on Exhibit C – Operating Costs Detail.
17. In Column F, titled “Length of time for Current Vacancy,” for vacant positions, select the appropriate length of time.
- a. < 3 months
  - b. 3-6 months





## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

- 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).
22. 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 2018-19.
- a. Lump sum amounts for Overtime related to Current Actual Total Wages (Annual) should be entered in cell J1309.
    - i. Amounts entered should only be the court-related portion.
  - b. Lump sum budgeting for Worker’s Comp should be entered in cell J1310 and Unemployment in cell J1311.
    - i. Amounts entered should only be the court-related portion.
23. In Column K, titled “Current FICA/SS,” provide data for each job title.
- a. Lump sum budgeting for FICA/AA related to Overtime should be documented as bucketed items in cell K1309.
    - i. Amounts entered should only be the court-related portion.
24. In Column L, titled “Current FRS/Retirement \$’s” a calculation is built in that includes the current rate as of July 2020 (see chart), based upon the FRS type selected and Actual Total Wages.

FRS Type	FRS Rates
Not Eligible - Position	0.00%
Not Eligible - Person	0.00%
HI/PI Clerk EOC (RI/QI)	49.18%
HA/PA Regular Class (RA/QA)	10.00%
HM/PM Sr Mgmt Srv Class (RM/QM; RP/QP; RQ/QP; RQ/QQ; HP/PP; HQ/PQ)	27.29%
HB/PB Special Risk	24.45%
HJ/PJ Special Risk Admin Support Class	35.84%
DE/DF/DG/DH DROP Clerk EOC	9.95%
DP/DR/DS/DT DROP All Other Classes	16.98%
UA Reg Class Reemployed	5.10%
UB Special Risk Reemployed	9.26%
UI Clerk Reemployed	39.05%
UM Sr Mgmt Srv Reemployed	20.84%
Non-FRS (Duval) Pension	0.00%
Non-FRS (Duval) Investment Plan	0.00%
	7/1/2020



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## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

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- a. 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.
  - b. These rates were approved by the Florida Legislature in their 2020 Session.
  - c. Lump sum budgeting for FRS/Retirement related to Overtime should be documented as bucketed items in cell L1309.
    - i. Amounts entered should only be the court-related portion.
25. 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.
26. In Column O, titled “Current Life Insurance,” provide data for each job title.
- a. For lump sum budgeting, enter amount in the cell O1307 and provide explanation in the Additional Info text box in cell E1315.
    - i. Amounts entered should only be the court-related portion.
27. 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.
  - 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.
    - i. Amounts entered should only be the court-related portion.
  - 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
28. Use cell P1311 to enter Other Increase/Decrease as needed to account for attrition or other changes. Please make appropriate notes in the Additional Info box in cell E1315 for any amount entered in this cell.
29. In Column Q, titled “Current Budgeted Separation Payout,” for positions that you know are separating in CFY 2018-19, include the budgeted payout for that employee. Leave blank if not applicable.
30. In Column AK, titled “% Workload Allocation,” enter the Non-Court percentage allocated for each position. This will automatically adjust the Court workload allocation percentage.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

- 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.

% Workload Allocation		Avg Hours Worked Allocated to Court	FTE Allocated to Court	Personnel Costs Allocated to Court	Row Visible
Court	Non-Court				
100.00%		40.00	1.00	\$ -	Y
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	\$ -	
100.00%		0.00	0.00	\$ -	
100.00%		0.00	0.00	\$ -	
100.00%		0.00	0.00	\$ -	

31. 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	H
1								
2	<b>Gross Court FTEs by UAS Code</b>							
3		Clerk Court Admin	Jury Mgmt	Circuit Criminal	Criminal With Jury Mgmt	Circuit Civil	With Jury Mgmt Breakout	Family
4	Note: FTE can be recorded to two decimal points.							
5	Cost Centers / Departments	604	608	614		634		654
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	0.00
13	Jury Management (Reimbursed)				0.00		0.00	
15					0.00		0.00	
16					0.00		0.00	
17					0.00		0.00	

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

### 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.
3. 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 A instructions more information.)
4. 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.
5. 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.

Non-Court	Non-Court	Shared Indirect Overhead	Court Side Shared Overhead	Side Shared Overhead
			100.00%	0.00%
513	519			
		0.50	0.50	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

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. You can change the percentages to meet the needs of your county.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

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

### UAS Category & Code

### Allocation Methodology

Traffic (764)

45.0% - criminal, 55.0% - civil

Juvenile (674)

55.0% - criminal (delinquency),  
45.0% - civil (dependency)

Jury Management (608)

76.62% - criminal, 23.38% civil

Jury Management is then allocated to County and Circuit Divisions based on the split of FTEs between those two Divisions, and Civil Jury Management is placed in the Circuit Civil Division.

8. Enter names of Cost Centers in Column A rows 15 through 80. These costs centers will automatically populate on all subsequent Exhibits.
  - a. The paste – special feature in Excel can be utilized to enter this information from another spreadsheet.
  - 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. You should **not** enter costs centers that **do not** have FTE or expenditures associated with them.
  - d. DO NOT use employee names or initials as cost centers as Cost Centers should explain how your office is organized.
9. 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.
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).
12. The following is a list of typical direct support functions that should be distributed among UAS, 608-764:
- a. Records Management (Court only; not Official Records Departments)
  - b. Court Administration (e.g. court supervisors)
  - c. Branch/Satellite offices
  - d. Support Services (other than those listed Clerk Court Admin) such as central mailroom, central intake, switchboard, and call center.
13. For Record Centers, determine how centers are used and by whom.
- a. 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).
14. 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.
15. Jury Management FTEs should be included on this exhibit as part of your gross budgeted FTEs.
- a. Enter FTEs that are reimbursed on Line 13.
  - b. Total Jury Management FTEs that will be carried over to Exhibit E – Net Budget Amount will be the amount in column C.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

### 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
1	
2 <b>Personnel Costs</b>	
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 <b>Calculated FTE Cost Center Based on Tab B Detail</b>	\$ -
13 Jury Management (Reimbursed)	
14	
15	
16	
17	

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.
  - To add an additional cost center, go back to Exhibit B1 to create the cost center and add appropriate FTE.
  - The total for the Personnel Costs breakout must equal the Total for the budgeted expenditures.
- As you type information into each row, Column T will automatically contain a Y.
  - 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 more information.)

Clerk Court Adm	Jury Management	Circuit Criminal	Circuit Civil	Family	Juvenile Delinquency	Juvenile Dependency	Probate	County Criminal	County Civil	Criminal Traffic	Civil Traffic	Shared	Row Label
				\$ -									Y
				\$ -									Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Y

- Cell B12 will automatically adjust when amounts are distributed across the cost centers.

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## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

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- a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. Amounts cannot be manually adjusted as they pull from what was entered and calculated on Exhibit B and allocated on Exhibit B1.
5. 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. Clerk Court Admin
  - b. Jury Management
  - c. Circuit Criminal
  - d. Circuit Civil
  - e. Family
  - f. Juvenile Delinquency
  - g. Juvenile Dependency
  - h. Probate
  - i. County Criminal
  - j. County Civil
  - k. Criminal Traffic
  - l. Civil Traffic
  - m. Shared
16. Jury Management personnel costs should be included on this exhibit as part of your gross budget.
  - a. Enter personnel costs that are reimbursed on Line 13
  - b. Total Jury Management expenditures that will be carried over to Exhibit E – Net Budget Amount will be the amount in column E.
  - c. Any expenditures greater than the anticipated jury funding amount will be added to the CCOC expenditures.
6. 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 distributed across all court types except for Jury.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

### 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	<b>Gross Court-Related Operating Costs Detail</b>			
3				
4	<b>UAS CODE</b>	<b>OBJECT CODE</b>	<b>OPERATING COSTS</b>	
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	4	Health Insurance		
12	5	Life Insurance		
13	6	Other		
14	40	Travel and Per Diem		
15	41	Communications		
16	42	Freight and Postage Services		
17	43	Utilities		
18	44	Rentals and Leases		
19	45	Insurance		
20	46	Repair and Maintenance		
21	47	Printing and Binding		
22	48	Promotional Activities		
23	49	Other Current Charges		
24	51	Office Supplies		
25	52	Operating Supplies		
26	53	Road Materials and Supplies		
27	54	Books, Pub. Sub., Memberships		
28	55	Training		
29	59	Depreciation		
30	<b>GROSS OPERATING TOTAL</b>			\$ -
31	<b>Jury Operating Expenses</b>			
32		Jury Meals/Lodging		
33		Jury Per Diem		
34		Jury Summonses/Postage		
35		Jury Other		
36	<b>JURY TOTAL</b>			\$ -
37	<b>OPERATING TOTAL</b>			\$ -

#### Instructions:

- The selected county name will appear in cell A1.
- UAS Codes are listed in Column A and the Object Code identified in Column B/C.
  - Definitions of UAS codes are contained in Appendix B.
- Enter Gross Court related operating costs in Column D.
- Gross Court related operating costs are totaled in cell D36.
- Jury costs that will be fully or partially reimbursed should be included in your gross budget request Column D, lines 32 through 35 and will be totaled in cell D36.
- Additional Information can be entered in cell C38. Provide explanation for Other Services, OPEB Other, Other Current Charges, and Jury Other in this cell.



## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

### Exhibit C1 – Operating Costs

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

	A	B
1		
2	<b>Operating Costs</b>	
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		

**Instructions:**

- The selected county name will appear in cell A1.
- In Column A, titled “Costs Centers/Departments,” each cost center/department from Exhibit B1 is automatically populated.
- As you type information into each row, Column T will automatically contain a Y.
  - 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 more information.)
- For each cost center/department listed on Exhibit B1 – Gross FTEs, the Article V budgeted operating expenditure amount should be entered.
- 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.
  - Clerk Court Admin
  - Jury Management
  - Circuit Criminal
  - Circuit Civil
  - Family
  - Juvenile Delinquency
  - Juvenile Dependency
  - Probate



## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

### Exhibit D – Capital Costs Detail

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

Gross Court-Related Capital Costs Detail		
UAS CODE	OBJECT CODE	Capital Costs Current
	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		\$ -
Operating Costs Detail Additional Info		

Instructions:

- The selected county name will appear in cell A1.
- For Universal Accounting System (UAS) code 64 in Column A, enter the gross Article V budgeted Capital expenditure amounts.
  - Capital Costs are totaled in cell D14.
  - Jury Capital Expenses are totaled in cell D16.
- Provide explanation for Other (non-Jury Related) in cell C18.

### Exhibit D1 – Capital Costs

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

Capital Costs	
Cost Centers / Departments	600s-700s
1	2
Elected Clerk	
Human Resources	
Clerk Accounting	
Executive Administration	
Calculated FTE Cost Center Based on Tab B Detail	\$ -
Jury Management (Reimbursed)	
Jury Management (Non-Reimbursed)	

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## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

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### 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 A 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. Clerk Court Admin
  - b. Jury Management
  - c. Circuit Criminal
  - d. Circuit Civil
  - e. Family
  - f. Juvenile Delinquency
  - g. Juvenile Dependency
  - h. Probate
  - i. County Criminal
  - j. County Civil
  - k. Criminal Traffic
  - l. Civil Traffic
  - m. Shared
6. Cell B12 will automatically adjust when amounts are distributed across the cost centers and will equal zero when balanced.
  - a. The capital costs 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.
  - b. 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. A warning will appear on Exhibit A – Front Page for negative amounts.
  - c. 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.
  - d. The expenditure amount in cell B12 will be automatically distributed among the court divisions based on the FTE allocations from Exhibit B1 – Gross FTEs.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

- e. 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. A warning will appear on Exhibit A – Front Page for negative amounts.
7. Jury Management personnel costs should be included on this exhibit as part of your gross budget.
    - a. Enter personnel costs that are reimbursed on Line 13
    - b. Total Jury Management expenditures that will be carried over to Exhibit E – Net Budget Amount will be the amount in column E.
    - c. Any expenditures greater than the anticipated jury funding amount will be added to the CCOC expenditures.
  9. If an amount is entered in Column B that does not coincide to a cost center/department already defined on Exhibit B1 – Gross FTEs, any budgeted operating costs will be allocated across all court divisions except jury.
    - a. We do not recommend doing this because the data will not come into the database cleaning and will result in an error message.
    - b. Go back to Exhibit B1 – Gross FTEs to ensure you have costs centers for all FTEs and that those cost centers align with expenditure allocations.

### 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.

	A
1	
2	<b>Net Budget Amounts</b>
3	
8	
9	
10	<b>FTEs</b>
11	Court Type FTEs +
12	Court Admin (604) FTE Allocation +
13	Shared FTE Allocation +
14	Jury FTE Allocation +
15	<b>Total Gross FTE Allocation -</b>

#### Instructions:

1. The selected county name will appear in cell A1.
2. In Column A, the first section titled “FTEs,” provides a breakout of FTEs by court division as reported in Exhibit B1 – Gross FTEs.
  - a. Court Type FTEs
  - b. Court Admin (604) FTE Allocation

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

- c. Shared FTE Allocation
  - d. Jury FTE Allocation
  - e. 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.
  - f. Total Gross FTE is on Line 15.
3. Subsection “Other Funding Allocations” requires that you list any of the previously reported positions that are funded by other Non-CCOC Funding (including County, Jury Reimbursement, Title IV-D reimbursement, etc.) be identified.
- a. These FTE amounts will reduce the Gross FTE count.

16	<b>Other Funding Allocations</b>
17	<b>Title IV-D Reimbursed Funding FTE Allocation -</b>
18	<b>Jury Reimbursed Funded FTE Allocation -</b>
19	<b>Other Non-CCOC Funding FTE Allocation (County, Grants, etc.)</b>
20	<b>Total Non-CCOC Trust Fund FTE Allocation =</b>
22	<b>Total Net FTE Not Including IT:</b>
23	<b>Additional IT FTE</b>
24	<b>IT FTE to be funded via CCOC Trust Fund</b>
25	<b>Total Net FTE:</b>
26	<b>Actual Percent Allocation:</b>
27	<b>Target Percent Allocation</b>

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 dollars. Total Net FTE is on Line 25.
6. Actual Percentage Allocation is on Line 26, and Target Allocation is on Line 27.
- a. Any amounts that are higher or lower than 5% of the Target Allocation will appear in Yellow text with a warning on Exhibit A – Front Page. Please verify these figures are correct.
  - b. This is a tool to compare you to the benchmark allocations. There may be valid reasons why this is not applicable to your county.
  - c. Having figures outside the target allocation will not prevent your budget from being submitted.

	A	B	C
1			
2	<b>Net Budget Amounts</b>		
3			
8			
9		<b>Circuit Criminal</b>	<b>Circuit Civil</b>
25	<b>Total Net FTE:</b>	0.05	0.06
26	<b>Actual Percent Allocation:</b>	5.0%	6.0%
27	<b>Target Percent Allocation</b>	19.4%	14.6%

7. Column A, “Court Related Expenses” section, provides a breakout of court related expenses by court division as reported in Exhibits B through D1.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

- a. Court Type Expenditures
- b. Court Admin (604) Expenditure Allocation
- c. Shared Expenditure Allocation
- d. 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

29	<b>Court Related Expenses</b>
30	<b>Court Type Expenditures +</b>
31	<b>Court Admin (604) Expenditure Allocation +</b>
32	<b>Shared Expenditure Allocation +</b>
33	<b>Jury Expenditure Allocation +</b>
34	<b>Total Gross Expenditure Allocation -</b>

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. Title IV-D Reimbursed Funding Expenditure Allocation
  - b. Jury Reimbursed Funding Expenditure Allocation
  - c. County Funding Expenditure Allocation
  - d. Other Non-CCOC Funding Expenditure Allocation
  - e. All “Other Expenditure” amounts are totaled on Line 40.
  - f. Net Expenditure Allocation 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.
  - a. Total Net Expenditures Excluding CCOC funded IT and Reimbursed Jury is totaled on Line 46.

35	<b>Other Expenditure Resource Allocation</b>
36	<b>Title IV-D Reimbursed Funding Expenditure Allocation -</b>
37	<b>Jury Reimbursed Funding Expenditure Allocation -</b>
	<b>County Funding Expenditure Allocation</b>
38	(do not include Indirect Funding)
39	<b>Other Non-CCOC Funding Expenditure Allocation (explain on Exhibit G)</b>
40	<b>Total Other Funding Expenditure Allocation =</b>
42	<b>Total Net Expenditures Not Including IT Request:</b>
43	<b>Additional IT Expenditure Request</b>
44	<b>IT Expenditures requested to be funded via CCOC Trust Fund</b>
45	<b>No longer used</b>
46	<b>Total CCOC Net Expenditures Including CCOC Funded IT (not including Jury):</b>

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

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

- a. Any amounts that are higher or lower than 5% of the Target Allocation will appear in Yellow text with a warning on Exhibit A – Front Page. Please verify these figures are correct.
- b. This is a tool to compare you to the benchmark allocations. There may be valid reasons why this is not applicable to your county.
- c. Having figures outside the target allocation will not prevent your budget from being submitted.

These benchmark percentages are to be used as a guideline, not a requirement.

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 CCOC Jury Budget authority is totaled in cell B/C51.

- a. This amount is totaled from the entire column of Jury Management entered in Column E of Exhibits B2, C1, and D1.
- b. Any amount over the Budget Authority is in cell D/E51.
- c. This amount is then included to the CCOC expenditure calculation.

12. The CCOC Budget Authority is totaled in cell B/C54.

- a. The amount over or under the CCOC Budget Authority (and including any amount over jury budget authority) is calculated in cell D/E54.

13. The Aggregate CCOC Budget Authority is in cell B/C57.

	A	B	C	D	E
1					
2	<b>Net Budget Amounts</b>				
3					
8					
9		<b>Circuit Criminal</b>	<b>Circuit Civil</b>	<b>Family</b>	<b>Juvenile Delinquency</b>
49					
50		<b>Budget Authority</b>	<b>Net Amount Allocated Above</b>		
51	<b>CCOC Jury Budget:</b>	\$ -	\$ -		
52					
53		<b>Budget Authority</b>	<b>Net Amount Budgeted Above</b>		
54	<b>CCOC Net Budget:</b>	\$ -	\$ -		
55					
56					
57	<b>Aggregate Total Budget Authority:</b>	\$ -			



## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

### Exhibit G – Additional Information

Purpose: To provide explanation as necessary.

Instructions:

1. The selected county name will appear in cell A1.

	A	B	C	D	E	F	G	H	I
1									
2		<b>Additional Information</b>							
3									
4	<b>Section 1a: Differences Between CFY 2019-20 Operational Budget and the approved CFY 2020-21 Operational Budget</b>								
5	Calculated difference between the original approved CFY 2019-20 Operational Budget and CFY 2020-21 Operational Budget as approved by the Budget Committee and Executive Council.								
6		CFY 2020-21 OPERATIONAL BUDGET:	\$	-		CFY 2020-21 OPERATIONAL FTE:		1.00	
7		CFY 2019-20 OPERATIONAL BUDGET:	\$	-		CFY 2019-20 OPERATIONAL FTE:		0.00	
8		DIFFERENCE:	\$	-		DIFFERENCE:		1.00	

2. Section 1a calculates the differences between CFY 2020-21 Operational Budget and CFY 2019-20 Operational Budget and the FTE.
  - a. These calculations are automated.
  - b. The difference is calculated in cell D8 for Budget Authority and H8 for FTE.

<b>Section 1b: Differences Between CFY 2019-20 Operational Budget and the approved CFY 2020-21 Operational Budget</b>										
<small>(Skip Section 1b ONLY if the "Difference" in Section 1a is equal to 0 in cell D8 and H8.)</small>										
<small>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.</small>										
		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
13	<b>FTE</b>									<b>TOTAL</b>
14										
15	Personnel									0.00
16										
17	<b>EXPENDITURES</b>									
18	Personnel									\$ -
19	Operating									\$ -
20	Capital									\$ -
21	<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

3. In Section 1b, provide the differences identified in Section 1 as either increases or decreases in Columns C through K with totals in Column L 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
  - 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
    - i. Provide explanation in Section 5 as needed.
  - h. Enter FTE using decimals and the Expenditures as whole dollars.
4. Section 2 has been hidden as it is not required for the Operational Budget.

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

Section 3: FRS and Health Insurance Expenditures

Identify and report actual and projected FRS and health insurance expenditures. These expenditures must represent the gross and net court-related expenditures. Decimals can be used for actuals and whole dollars used for projected amounts.

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

5. In Section 3, identify the Gross (total court-related) and Net (CCOC funded) amounts for FRS and Health Insurance expenditures:
  - a. Actual CFY 2018-19
  - b. Actual CFY 2019-20
  - c. Projected CFY 2020-21
  - d. Provide explanation in Section 5 if needed.
  - e. Enter actuals as decimals and projected as whole dollars

48 Section 4: Expenditures Related to Retired Previous Employees

49 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. Decimals can be used.

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Retiree Expenditures	OPEB Amounts	CCOC Funded	Non-CCOC	Provide Explanation
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	\$ -	\$ -	\$ -	

6. In Section 4, 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 and will adjust as an amount is entered in Column G when Non-CCOC funding source is entered.
  - c. Provide detail information in Column H as necessary.
  - d. Decimals can be used.

62	Section 5: Additional Information (Optional)					
63						
64	Additional Information					
65	1. Please provide any additional information you feel explain the figures provided within this operational budget.					
66	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.					

7. In Section 5, provide any additional information related to your CFY 2020-21 Original Budget Request.
  - a. Please provide any additional factors you feel explain the figures provided within this budget.
  - b. Provide explanation of other funding sources identified on Exhibit E.
  - c. Provide explanation from other sections of Exhibit G as needed.

## 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 submission 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 <a href="#">section 14, Art. V</a> of the State Constitution, <a href="#">section 29.008(1), F.S.</a>, and Appendix C)</p>
Budgeted Positions	<p>FTE positions, not specific employees, included in the budget submission 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 <a href="#">section 14, Art. V</a> of the State Constitution, <a href="#">section 29.008(1), F.S.</a>, and Appendix C).</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>

## INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

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. Do NOT use employee names or initials.
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, 2) 10% funding expenditures, or 3) other non-CCOC funding expenditures. The sum of these three variables is equivalent to the aggregate non-CCOC funding expenditures.
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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**INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET**

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<b>Term</b>	<b>Definition</b>
Universal Accounting System (UAS) codes	Uniform Accounting System Manual for Florida Local Governments was developed by the State of Florida and was last updated June 2020 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. The codes and definitions listed are as stated in the Uniform Accounting System Manual for Florida Local Governments last updated June 2020 by the State of Florida Department of Financial Services, Bureau of Financial Reporting.

Website link:

<https://myfloridacfo.com/Division/AA/Manuals/documents/UASManualEffectiveBeginning2020-2021.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, accounting, personnel, purchasing, pension administration, printing, stores, property control, internal auditing, and grants development.</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 <u>for UAS code 513.00</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 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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INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

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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>

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**INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET**

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<b>Code</b>	<b>Name</b>	<b>Definition</b>
586.00	Intragovernmental Transfers Out from Constitutional Fee Officers	<p>The 586 series is for internal bookkeeping purposes only and should not be reported on the Annual Financial Report to DFS.</p> <p>This account code includes amounts transferred from constitutional fee officers to the county including payment or reimbursement for goods provided or services performed. Any amounts entered in account code 586.xx must have a corresponding entry in the 386 series. Transfer out from Constitutional Officers to the Board of County Commissioners (including excess fees transferred).</p> <p>This represents the <u>excess fees</u> or unspent transfers/appropriations paid to the Board at the end of the fiscal year.</p>



COURT RELATED EXPENDITURES:

Code	Name	Definition
604.00	Clerk of Court Administration – General Administration	<p>All personnel, contractual and operating costs directly 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 directly 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 directly associated with clerk of court circuit court-criminal case management and operations.
634.00	Clerk of Court – Circuit Court Civil	All personnel, contractual and operating costs directly associated with circuit court civil case management and operations.
654.00	Clerk of Court – Circuit Court Family (excluding Juvenile)	All personnel, contractual and operating costs directly 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.

INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET

Code	Name	Definition
674.00	Clerk of the Court – Circuit Juvenile	<p>All personnel, contractual and operating costs directly associated with clerk of court circuit court juvenile case management and operations for delinquency and dependency.</p> <p><a href="#">Reference Guide for State Expenditures</a> – See the reference information regarding the requirements applicable to the disbursements of funds by the Bureau of Auditing, Department of Financial Services.</p> <p>Sections 28.35(3)(a), 29.008, and 112.061, F.S.</p>
694.00	Clerk of Court – Probate	<p>All personnel, contractual and operating costs directly associated with clerk of court circuit court - probate case management and operations.</p> <p><a href="#">Reference Guide for State Expenditures</a> – See the reference information regarding the requirements applicable to the disbursements of funds by the Bureau of Auditing, Department of Financial Services.</p> <p>Sections 28.35(3)(a), 29.008, 112.061, and 733, F.S.</p>
724.00	Clerk of Court – County Court Criminal	<p>All personnel, contractual and operating costs associated with clerk of court 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.</p> <p><a href="#">Reference Guide for State Expenditures</a> – See the reference information regarding the requirements applicable to the disbursements of funds by the Bureau of Auditing, Department of Financial Services.</p> <p>Sections 28.35(3)(a), 29.008, and 112.061, F.S.</p>

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**INSTRUCTIONS – CFY 2020-21 OPERATIONAL BUDGET**

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<b>Code</b>	<b>Name</b>	<b>Definition</b>
744.00	Clerk of Court – County 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	<p>All personnel contractual and operating costs associated with clerk of court county court-traffic case management and operations (criminal and civil).</p> <p><a href="#">Reference Guide for State Expenditures</a> – See the reference information regarding the requirements applicable to the disbursements of funds by the Bureau of Auditing, Department of Financial Services.</p> <p>Sections 28.35(3)(a), 29.008, and 112.061, F.S.</p>

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

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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.

Joe R. Boyd, B.C.S.  
Board Certified Marital Law Attorney  
Board Certified Real Estate Attorney  
Boyd, DuRant & Sliger, P.L.

## CLERKS COURT SERVICES FRAMEWORK

Service		Activity	Task
<b>Case Processing</b>			
		Create and maintain court case record	
1			Timestamp, verify, index party names and demographic information, add charges/cause of action, docket and image new cases filed in paper
2			Verify, index party names and demographic information, add charges/cause of action, and docket new cases filed through the ePortal
3			Create administrative case for maintenance of search warrants, as necessary
4			Verify case type and venue
5			Search name index and identify companion case(s)
6			Process and maintain judicial assignments.
7			Create and maintain attorney information and relate to respective cases/parties; review for attorney/judicial conflict assignment
8			Process statements of claim - Small Claims
9			Process posting of motor vehicle repair bonds
10			Enter data elements into Case Maintenance System required to satisfy reporting requirements established by statute.
11			Send Lis Pendens to Recording
12			Send certified copy of Foreign Judgment to Official Records to be recorded; after recording prepare and send Notice to Judgment Debtor.
13			Create bar codes, labels and jacket for paper documents
14			Prepare and/or issue initial and subsequent summons and subpoenas
15			Process and issue notice of action
16			Timestamp, verify, docket, and image subsequently filed paper documents
17			Verify and docket documents subsequently filed through the ePortal or return to the Portal Correction Queue
18			Protect confidential information in court records; publish order determining confidentiality as necessary
19			Process counter/cross claims and 3rd party complaints
20			Schedule court event and prepare and provide notices to all parties, parents or guardians, attorneys and/or bondsman
21			Administer oaths, acknowledgments and affidavits
22			Accept and/or approve civil bonds
23			Maintain small claims trial calendar and docket court minutes
24			Reschedule court dates
25			Process statements of claim - Probate
26			Review case activity for appropriate entry of default upon motion
27			Prepare and/or process dismissal notices/dockets for lack of prosecution/service
28			Prepare small claims summary procedure judgment
29			Prepare and/or process, and issue civil writs (e.g., garnishment, replevin, attachment, distress, execution, etc.)
30			Process 20 year old unsatisfied writs of executions from Sheriff
31			Process and implement requirements set forth in administrative orders
32			Review, accept, process and present appropriate motions and proposed orders for judicial review
33			Conform and provide copies
34			Prepare satisfactions of liens/judgments
35			Maintain original documents as required by Rule or Statute
36			Provide copies of applicable final judgments to Child Support Depository
37			Process case transfers to other counties
			Serve examining committee reports via electronic or U.S. mail on petitioner and alleged incapacitated's attorney. Docket certificate of such service.
38			Process guardianship orders for payment of expert examinations/testimony
39			Process guardianship orders for payment of examining committee and court appointed attorney
40			Provide copies of incapacity and appointment of guardian to interested parties
41			Process professional guardian files, including maintenance of guardianship bonds, continuing education, and fingerprints
42			Prepare notice to guardians re: Inventory Due and dates for guardianship report

## CLERKS COURT SERVICES FRAMEWORK

Service		Activity	Task
<b>Case Processing</b>			
43			Audit appointed guardians inventory of the ward's assets
44			Review guardian's annual plan for the ward's care
45			Audit guardian's annual accounting of the ward's receivables and expenditures; request additional info and issue subpoenas etc.
46			Prepare Clerk Report for annual guardianship report
47			Prepare orders regarding guardianship report
48			Review and prepare guardianship status reports/orders to court
49			Process petitions for guardian's fees; alert judge of extraordinary entries and draft proposed order
50			Process guardianship petitions for attorney's fees, alert judge of extraordinary entries
51			Complete checklist upon receipt of closing document
52			Process order of discharge to estate and guardianship case
53			Process order for registry of court deposit/disbursements
54			Process judicial sale orders, to include service to all parties
55			Process cancellations and resets of judicial sales
56			Calendar, monitor, and perform judicial sales (electronic or courthouse steps)
57			Compute and collect good faith deposit and remainder bid amount on judicial sales
58			Prepare and/or process, and serve certificate of sale or no sale
59			Compute and collect documentary stamps, and/or prepare Certificate of Title, and send to be recorded in Official Records
60			Disburse proceeds, determine amount of surplus funds
61			Process drivers license suspensions for statutory reasons
62			Prepare and process drivers license clearances and/or reinstatements
63			Add Victim/Witness names and addresses, as appropriate, in local Case Maintenance System
64			Process, docket and image Affidavit for Statutory Election; review for eligibility and grant or deny
65			Determine eligibility for clerk's dismissal of certain traffic infractions
66			Determine eligibility for clerk's dismissal of certain medical marijuana infractions
67			Accept and track posted bond (Surety, Property, ROR or Cash)
68			Retrieve, docket and image defendant motor vehicle history from DHSMV
69			Prepare, issue, sign and seal capiases for all State Attorney initiated cases; Certify and distribute copies for sheriff's service.
70			Process original/amended charging documents filed by State Attorney
71			Process Affidavit of Defense or Admission and Waiver of Appearance for hearings
72			Process/Post bond in lieu of appearance - (Civil traffic hearings only)
73			Process Order to Set, Modify or Reduce Bond; Add/Update bond data
74			Process, docket and image Affidavit Electing Traffic School and completion certificate
75			Withdraw warrants remaining unserved after applicable timeframe
76			Maintain on site, as space allows, non-evidentiary paper documents which require retention, or send to records storage facility for safekeeping
77			Monitor data integrity and quality of business process results for precision and timeliness; implement corrective action as needed.
78			Process case/charge dispositions/closures
79			Send final orders, dismissals, and Public Defender Liens to Recording

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task
<b>Case Processing</b>		
	Criminal Data	
80		Reprogram the CMS to store 60 +/- data elements for each criminal case
81		Collect, bi-weekly, 60 +/- data elements for each criminal case
82		Report to FDLE, monthly, 60 +/- data elements for each criminal case
83		Aid in the creation of a misdemeanor prearrest diversion program
84		Create a database separate from the court record in which to store the personal identifying information of prearrest diversion program participants
85		Receive, electronically, from the "program operator" personal identifying information of prearrest diversion program participants
86		Maintain as confidential the personal identifying information of prearrest diversion program participants
87		Maintain the personal identifying information of prearrest diversion program participants in a statewide database
88		Collect and deposit any fee received for the receipt and maintenance of the personal identifying information into the fine and forfeiture fund established under Section 142.01
89		Pay for the receipt and maintenance of the personal identifying information out of the fine and forfeiture fund established under Section 142.01
90		Digitize and transmit scoresheets to DOC at least monthly
91		Digitize and transmit scoresheets and uniform judgments and sentences to DOC
92		Capture and use the "unique identifier" of a defendant for that defendant's court case(s)
93		Aid in the creation of a juvenile circuit misdemeanor civil citation or prearrest diversion program
94		Collect the clerk's portion of any program fee received
	Possession of Real Property	
95		Mail, by first class mail, copies of summons and complaint to defendant's residence and business address as provided by plaintiff
96		Note the mailing of the summons and complaint in the docket
97		Create a certificate of the fact and date of mailing the summons and complaint
98		File the certificate of mailing in the court file
	Guardianship	
99		Audit guardianship reports
100		Advise the court of audit results
101		Disclose confidential information to DCF or law enforcement
102		Receive information regarding Section 744.368 investigations
103		Maintain the confidentiality of information regarding Section 744.368 investigations
	RPO's	
104		Receive petitions for RPOs from law enforcement agency or officer
105		Forward petition to court or make court aware of petition
106		Receive copy of notice of hearing from court
107		Forward, on or before the next business day, a copy of Notice of Hearing and Petition to Sheriff or other law enforcement agency for service on respondent
108		Attend all hearings on RPO's (necessary to certify and deliver copies at hearing)
109		Furnish a copy of the notice of hearing, the petition, and temporary ex parte RPO or RPO to the sheriff of the county where the respondent resides or can be found
110		Furnish a physical description and location of the respondent to the sheriff of the county where the respondent resides or can be found
111		Transmit to the sheriff, at the sheriff's request, a facsimile copy of a temporary ex parte RPO or RPO which has been certified
112		Certify copies of all orders issued
113		Deliver certified copies to all parties at the time of the entry of the order
114		Obtain signatures on the original order from all parties acknowledging the receipt of the certified copies

## CLERKS COURT SERVICES FRAMEWORK

Service		Activity	Task
<b>Case Processing</b>			
115			Note on the original order that "service was effected" if a party fails or refuses to acknowledge receipt of a certified copy of an order
116			Mail, to the last known address, certified copies of the order to any party to whom delivery of a certified copy at the hearing on the order was not possible
117			Prepare and file a written certification of all service under F.S. 790.401(5)(b) specifying the time, date, and method of service
118			Notify the sheriff of all service pursuant to F.S. 790.401(5)(b)
119			Receive requests to vacate from respondents
120			Forward requests to vacate to court or make court aware of requests to vacate
121			Receive copy of notice of hearing from court
122			Serve a copy of the notice of hearing and the request to vacate on the petitioner
123			Notify the law enforcement agency holding surrendered items of any order to vacating the RPO
124			Notify petitioner at least 30 days in advance of the impending end of the RPO
125			Receive motions from petitioners to extend RPO's
126			Forward motions to extend RPO's to court or make court aware of such motions
127			Receive copy of order setting hearing
128			Serve a copy of the order setting hearing and the motion to extend on the respondent or furnish a copy of the order setting hearing and the motion for extension to the sheriff of the county where the respondent resides or can be found
129			Issue warrants for items not surrendered under an RPO
130			Receive the original receipt for items surrendered under an RPO
131			Receive sworn statements of non-compliance with RPO surrender orders
132			Forward sworn statements of non-compliance to court or make court aware of same
133			Issue warrants in response to court findings of probable cause of non-compliance with RPO's
134			Provide confirmation to law enforcement of vacation or expiration of RPO's
135			Enter, within 24 hours, any RPO or temporary ex parte RPO into "the uniform case reporting system"
136			Forward, within 24 hours, a copy of any RPO or temporary ex parte RPO to the appropriate law enforcement agency specified in the RPO
137			Forward, within 3 business days, all available identifying information of the respondent to any RPO along with the date of issuance of the RPO or temporary ex parte RPO to the Department of Agriculture and Consumer Services
138			Forward, on the day of any order to vacate any RPO, a copy of the order vacating the RPO or temporary ex parte RPO to the Department of Agriculture and Consumer Services and the appropriate law enforcement agency specify in the order to vacate
139			Receive from OSCA the master copy of the RPO petition and order forms, instructions, and informational brochures
140			Within 90 days after receiving from OSCA the master copy of the RPO petition and order forms, instructions, and informational brochures, make same available
141			Notify the appropriate district school superintendent of the name and address of any student the court refers to mental health services
		<b>Create and maintain child support/alimony depository record</b>	
142			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
143			Update system with supplemental orders/judgments, adjust balances as ordered
144			Perform balance adjustments relative to financial intercepts relative to workers compensation, lottery proceeds, unemployment benefits, etc.
145			Track emancipation of dependents and adjust obligation accordingly
146			Receipt Payments, (purge, over counter, lockbox) and reconcile daily balances



## CLERKS COURT SERVICES FRAMEWORK

Service		Activity	Task
<b>Case Processing</b>			
147			Respond to customers inquiries regarding payments, balances, and enforcement options
148			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.
149			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.
150			Provide payoff statement as requested; Prepare and send Satisfaction of Judgment to Official Records for recording upon full payment
151			Prepare Income Deduction Orders upon request
152			Perform audits on depository accounts
153			Process arrest orders for non-payment of support; Prepare Writ of Bodily Attachment; coordinate hearings within 24 hours of arrest
154			Reconcile and prepare reports
155			Prepare Title IV-D invoice and submit to DOR monthly
156			Prepare and participate with annual audit (IV-D, DOR)
157			Evaluate and prepare Indirect Cost Calculation
158			Establish, maintain, and monitor Random Moment Sampling for federal reimbursement IV-D cost allocation
			<b>Determine indigent status</b>
159			Provide and review application for determination of indigency; document indigent status in case maintenance system
160			Assess and waive filing fees, if indigent, for tracking purposes; establish payment plan for costs, etc.
161			Time stamp Application for Criminal Indigent Status to Appoint Public Defender and verify for completeness.
162			Review state motor vehicle title records and property records in the county of residence to determine disqualifying factors for assignment of Public Defender
163			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.
			<b>Prepare for and attend court</b>
164			Create and update court calendar, obtain and prepare case files including companion/related cases
165			Prepare and/or distribute court docket
166			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
167			Prepare lists for prisoner transfers from jail
168			Attend court sessions, hearings and trials
169			Accept, secure and file recording of non-criminal traffic hearing made by party
170			Review Written Pleas of Not Guilty and Waiver of Arraignment and continue case to next applicable court event, reading of the charges
171			Prepare form and process oral motions/orders to determine confidentiality
172			Administer oaths
173			Process hearing continuances/resets
174			Create next court event for all continuances; Provide notice to defendant, parent or guardian, attorney of record and bondsman (if applicable)
175			Empanel jury
176			Swear/poll jury
177			Accept, label, log and maintain chain of custody of exhibits/evidence
178			Read verdict
179			Prepare and/or process final judgment/orders
180			Deliver evidence to vault for storage
181			Prepare and process (out of county) judge reassignment case - (Due to judicial absence, disqualification or recusal reason)

## CLERKS COURT SERVICES FRAMEWORK

Service		Activity	Task
<b>Case Processing</b>			
182			Prepare and docket court minutes
183			Complete, Process and Distribute court minutes/case dispositions
		Process case after court decision	
184			Prepare final judgment/orders for injunctions for protection and child pick up
185			Prepare service packet for injunctions for protection/child pick up orders and forward to law enforcement for service
186			Publish Grand Jury Indictment
187			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)
188			Process restitution order; Add restitution assessment, if applicable
189			Prepare, process and distribute bond forfeiture notices and documents
190			Process court ordered DL suspensions
191			Prepare, process and distribute court ordered Failure to Appear Capias and Order to Take into Custody; prepare and process withdrawal as appropriate
192			Prepare and certify Judgments Assessing Costs, and send for recording in Official Records
193			Prepare and e-Serve clearance forms to DHSMV at Court Assist regarding financial obligation payoffs not filed on UTC
194			Process disposition orders/court minutes; Serve parties with copies
195			Prepare and send Satisfaction of Judgment for recording upon full payment
196			Provide, process and distribute applicable forms (e.g. Dispositions, PD Applications, Plea Forms, Notice of Fines and Costs)
197			Process and respond to bond remission motions
198			Process bond remission orders to finance
199			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
200			Prepare, docket, image and provide booking with Jail/DOC/DJJ Commitment Orders
201			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)
202			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.
203			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
204			Add evidence data in local Case Maintenance System; Prepare evidence for storage and transfer to custody of Evidence Management Dept.
205			Monitor Community Service Hours
206			Prepare and/or review check requests for financial processing
207			Review and apply cash bonds to all unpaid court fees, court costs, and criminal penalties or prepare check request to return deposit
208			Link civil contraband forfeiture and criminal case to apply contraband surplus
209			Send final orders and dismissals to Recording

## CLERKS COURT SERVICES FRAMEWORK

Service		Activity	Task
<b>Case Processing</b>			
		Process Reopened Cases	
210			Receive reopening petition/motion and update status in case maintenance system
211			Review case for type of reopen and time frame to determine assessment of fee and assess as appropriate
212			Prepare, docket, image and e-File Modification/Probation Orders and Subsequent Commitment documents (including verification form with DOC)
213			Process request for traffic hearing up to 180 days post disposition (including those filed as counts within criminal case)
214			Reinstitute case processing activities/tasks as applicable
215		Seal/Expunge	
216			Provide forms and ministerial support for Sealing and/or Expunging Cases; Ensure all court ordered assessments relative to case are paid in full.
217			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	
218			File and time stamp Notice of Appeal, send to be recorded if applicable
219			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)
220			Provide a certified copy of Notice of Appeal to Circuit Court (County Court to Circuit), and, if applicable, the petition in 9.030(c)(2) and (3) cases
221			Determine and ensure compliance with timelines
222			File, process, and comply with documents/orders filed from the appellate courts
223			Select and number documents, prepare index, prepare cost estimate, collect deposit (unless determined indigent)
224			Prepare record on appeal, redact, and transmit index and record to appellate court
225			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
226			Prepare supplemental records
227			Review case filings for exempt or confidential data and ensure all images are scanned accurately; Update confidential docket descriptions (if necessary)
228			Copy exhibits; Provide physical evidence only (when required) to DCA
229			File, send for recording if applicable, and distribute copies of mandates
		Perform Records Management/Retention	
230			Maintain, catalog, and archive documents and files in environmentally controlled facility, regardless of media (e.g. films, CD's, tapes, computer media)
231			Transport documents and files to and from offsite storage/courthouse
232			Prepare files and convert to non-paper format
233			Verify, process, and destroy paper files/documents following conversion
234			Sanitize/redact historical case file/images
235			Microfilm, microfiche and/or image filings
236			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)
237			Prepare form for destruction
238			Destroy eligible cases
239			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	

## CLERKS COURT SERVICES FRAMEWORK

Service		Activity	Task
<b>Case Processing</b>			
240			Ensure evidence rooms contain layered security with climatic controlled equipment and a fire suppression system
241			Receive and inventory evidence from court clerk and catalog
242			Place into secure evidence vault
243			Mark confidential evidence appropriately to prevent inadvertent release
244			Maintain a dual verification chain of custody process
245			Enter or update all evidence with storage location in the evidence tracking system
246			Perform periodic inventory of physical evidence
247			Review Department of Corrections website for date of death of defendant sentenced to Life/Death
248			Review and maintain evidence retention requirements
249			Prepare, process and provide Notice of Intention to Dispose of or Destroy for all introducing/interested parties in the case
250			Prepare, process, and provide all required forms, motions, and proposed orders for release/return/disposition of evidence
251			Process return of original documents at the direction of the court
252			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.
253			Conduct CCIS security check prior to returning firearm to individual pursuant to the Gun Control Act
254			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
255			Review and arrange for disposal of biohazard evidence with the local fire department; contact specialized vendor and pay destruction fees
256			Prepare and process Petition to Sell Unclaimed Evidence (Auction)
257			Store and/or destroy DNA evidence pursuant to guidelines
258			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
259			Dispose of evidence timely and lawfully
260			Generate report for audit/tracking inventory
261			Conduct biohazard training

## CLERKS COURT SERVICES FRAMEWORK

	Service	Activity	Task
	<b>Revenue Collection and Distribution</b>		
		Establish and maintain assessment, collection, and distribution schedules	
262			Monitor and perform review of legislation, supreme court orders, judicial admin orders, county or local ordinances for fee and distribution changes
263			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
264			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	
265			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.)
266			Perform electronic interface processing, daily balancing, and accounting for payment files from all external payment sources (ePortal, collection agency, credit card)
267			Perform manual daily balancing and accounting from all external payment sources (ePortal, collection, credit card)
268			Perform daily cashier balancing and prepare deposits
		Establish and ensure compliance with payment plans	
269			Determine payment plan structure; establish payment plan by enrolling payor
270			Maintain payment plans; negotiate and restructure payment plans as appropriate
271			Review established plans for non-compliance, communicate non-compliance for further action if applicable
272			Perform collection efforts for noncompliance; notify DHSMV of suspension by suspending license in case maintenance system, or otherwise; refer case to collections
273			Respond to customer inquiries and reinstate or establish renegotiated plans if applicable
		Pursue collection of delinquent debts	
274			Develop criteria, maintain interface, and integrate with Collection Agency
275			Collect, Reconcile, Adjust, and Distribute Funds
276			Perform Collection Monitoring and Reporting
277			Recall cases from collection agency as applicable
278			Perform periodic reassignments between agencies as applicable
279			Diligently pursue payment of non-sufficient funds checks, credit/debit charge backs, up to and including forwarding to SAO for prosecution
280			Enforce, satisfy, compromise, settle, subordinate, release or otherwise dispose of any debts or liens
281			Process DL Suspensions as statutorily allowed

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task
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
		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
	Unclaimed Money	
		Report and remit any surplus remaining with the clerk one year after a sale pursuant to Chapter 45
	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

## CLERKS COURT SERVICES FRAMEWORK

Service		Activity	Task
<b>Requests for Records and Reports</b>			
		Satisfy customer copy and record requests	
312			Receive and review requests for records
313			Determine whether the requested records are confidential or expunged, and whether customer has the right to review or know of the record
314			Acknowledge and respond to customer inquiries
315			Conduct records search, compile data, provide results to customer as necessary
316			Retrieve archival records from offsite storage locations, as needed
317			Review and apply proactive/View on Request (VOR) redactions
318			Process requests for certification and exemplification (other examples of types of record requests and charges for same)
319			Compute, assess, and collect statutory fees
320			Provide records
		Prepare and manage custom reports/bulk data requests	
321			Review and respond to request to determine parameters and applicable systems/data fields
322			Write report request with specific data fields
323			Conduct staff/department review of report to insure accuracy/review anomalies
324			Provide report to customer/post on website
325			Update report programmatically or as needed
326			Compute, assess, and collect fee
<b>Provide Ministerial Pro Se Assistance</b>			
		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.	
327			Interface with protective shelters
328			Provide ministerial assistance in filling out forms for filing
329			Coordinate service of documents
330			Update website and form packets with approved Supreme Court and other forms as necessary
331			Provide information/referrals for applicable agencies outside of Clerk's office
		Vulnerable Adult	
332			Assist petitioners filing an initial petition for injunction against exploitation of a vulnerable adult
333			Assist petitioners filing a petition alleging a violation of an injunction against exploitation of a vulnerable adult
334			Provide simplified forms relating to exploitation of a vulnerable adult
335			Provide privacy for the petitioner
336			Provide petitioner with two certified copies of the petition without charge
337			Practice law by informing the petitioner of the necessary steps for service of process and enforcement
338			Provide petitioner with certified copies of an order of injunction (no mention is made of whether to charge)
339			Practice law by informing the petitioner of "the service of process and enforcement"
340			Receive training in the effective assistance of petitioners
341			Produce a brochure to include information about the exploitation of vulnerable adults and the effect of providing false information to the court
342			Provide the informational brochure to petitioners, local senior centers, local aging and disability resource centers, or appropriate state or federal agencies
343			Provide a copy of all petitions and orders filed under Section 825.1035 to the "adult protective services program" (this appears to be the program under the aegis of DCF mentioned in Chapter 415)
344			Submit a quarterly reimbursement request to OSCA for \$40 for each petition processed
345			Pay law enforcement \$20 out of each \$40 received for each injunction served

## CLERKS COURT SERVICES FRAMEWORK

	Service	Activity	Task
346			Track the amount of filing fees and service charges waived by Section 825.1035 for purposes of having those charges assessed against guilty respondents
347			Furnish a copy of the petition, the financial affidavit, the notice of hearing, and any temporary injunction to the sheriff or a law enforcement agency of the county in which the respondent resides or can be found
348			Transmit to the sheriff, at the sheriff's request, a facsimile copy of an injunction which has been certified
349			Furnish a copy of the petition, the financial affidavit, the notice of hearing, and any temporary injunction to the sheriff or a law enforcement agency of the county in which the vulnerable adult resides or can be found
350			Transmit to the sheriff, at the sheriff's request, a facsimile copy of an injunction which has been certified
351			Certify copies of all orders issued
352			Attend all hearings on injunctions (necessary to certify and deliver copies at hearing)
353			Deliver certified copies to all parties at the time of the entry of the order
354			Obtain signatures on the original order from all parties acknowledging the receipt of the certified copies
355			Note on the original petition that "service was effected" if a party fails or refuses to acknowledge receipt of a certified copy of an order
356			Mail, to the last known mailing address, certified copies of the order to any party to whom delivery of a certified copy at the hearing on the order was not possible
357			Serve certified copies of the order on depositories or financial institutions as provided in Section 655.0201
358			Notify the sheriff of all service pursuant to F.S. 825.1035(10)(a)4.
359			Prepare and file a written certification of all service under F.S. 825.1035(10)(a)4. specifying the time, date, and method of service
360			Serve, by mail, any subsequent petitions "for an injunction seeking an extension of time" on any respondent who was previously served with a temporary injunction and failed to appear at the initial hearing on the temporary injunction.
361			Forward, within 24 hours, to the sheriff with jurisdiction over the residence of the petitioner, any orders issuing, changing, continuing, extending, or vacating an injunction
362			Notify, within 24 hours of an injunction being terminated or rendered ineffective by ruling of the court, the sheriff receiving original notification under F.S. 825.1035(10)(b)1. (the sheriff with jurisdiction over the residence of the petitioner)
363			Collect any assessment or fine for enforcing a Section 825.1035 injunction
364			Transfer monthly any assessment or fine collected for enforcing a Section 825.1035 injunction to DOR for deposit in the Domestic Violence Trust Fund
365			Assist a petitioner in preparing an affidavit alleging a violation of an injunction for protection against the exploitation of a vulnerable adult when the person who violated the injunction has not been arrested or direct the petitioner to a chief judge designated office for injunction violations
366			Immediately forward any Section 825.1036(1) affidavit received to the state attorney and to "the court or judge as the chief judge determines to be the recipient of affidavits of violation."
367			If a Section 825.1036(1) affidavit alleges that a crime has been committed, forward the affidavit to the "appropriate law enforcement agency for investigation"



## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task
<b>Technology Services for External Users</b>		
	Provide and maintain Online Electronic Access	
368		Receive applications for access to remote applications and/or subscription services
369		Assign login and password; reset password and unlock accounts as needed
370		Perform table management; link specific users' participant IDs as needed
371		Manage/update access roles as changed by governing authorities
372		Test/troubleshoot problems
373		Maintain interface, logins/passwords for bulk data purchasers via FTP/bulk sharing network
374		Monitor ongoing eligibility for access
	Maintain the eFiling Portal	
375		Maintain internal user access
376		Add law firm and associate firm administrators
377		Add/edit/associate/disassociate docket codes, court types/sub-types, case types, fee codes, fee schedules, party types, and work queues
378		Triage/troubleshoot issues for customers
379		Monitor e-filing workflow between local system and statewide Portal
380		Manage corrective action/abandoned filing queues
381		Perform Release Management (e.g. testing new releases prior to implementation)
	Maintain data and image integration with Judicial Viewer application	
382		Maintain user access
383		Maintain interface between Case Maintenance System and viewer
384		Provide training to judicial/clerk staff
385		Test/troubleshoot problems
	Establish and maintain Clerk website	
386		Build/maintain website to provide access to reports, information, and case data
387		Manage content, including court calendars; contact information for departments and divisions including Supreme Court Self Help; FAQs; fees and charges
388		Establish/maintain links and interfaces with new applications or collegial entities
<b>Mandated Reporting Services</b>		
	Compile and submit state and local reports and data extracts	
389		Determine parameters and applicable systems/data fields in accordance with respective Interface Control Document
390		Write report request with specific data fields
391		Conduct staff/department review of report to ensure accuracy/review anomalies
392		Update report programmatically or as needed
393		Create and maintain auditable detail records
394		E-mail or electronically upload data to recipient agency
395		Maintain interface with agency for proper reporting of data
<b>Jury Management</b>		
	Establish and manage jury pools	
396		Create, manage, and update annual jury list from DHSMV for petit and grand jury
397		Evaluate scheduled trial data; determine appropriate number of jurors needed; produce venire; prepare and mail summonses
398		Review excusal requests and questions for qualified juror participation; reschedule requests
399		Coordinate and verify jurors for check-in, including transport/parking/DL verification, pending qualification and swearing in for voir dire
400		Coordinate meals, lodging and parking, if applicable; reconcile invoices and payment of vendors after trials
401		Determine eligibility and pay jurors for services performed, transfer of payment for donations, provide information for donations and school/work excusals
402		Research and void/reissue juror payments
403		Purge the jury list periodically for convicted felons, deceased, and mentally incapacitated persons

## CLERKS COURT SERVICES FRAMEWORK

	Service	Activity	Task
404			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
405			Prepare and Submit Jury Service Management Report to OSCA
		Support enforcement of Failure to Appear for Jury Duty	
406			Validate and document potential juror failures to appear
407			Issue and mail notice to appear for court
408			Attend court proceedings, maintain court minutes, and process resulting order including any applicable fine
		Request funds and reconcile jury cost reimbursement	
409			Prepare and submit quarterly jury management cost estimate to CCOC/JAC jury management
410			Track and reconcile expenditures for juror reimbursement advance
411			Participate in DFS audit of juror revenue/expense
	Administration		
		Human Resources Support	
412			Conduct Training sessions for Management and staff
413			Benefits
414			Recruitment
415			Provide public outreach
		Financial Support	
416			Budget Development
417			Audits
418			Purchasing and Procurement
		Legal Support	
419			Interpreting laws, rules, legislative changes
420			Preparation and review of contracts
421			Represent the Clerk before the Court
422			Acts as liaison with Judiciary, constitutionals, and other entities
423			Ensure compliance with State & Federal Regulations, Rules of Courts, Florida Statutes and Rules of Procedures and how they pertain to each area
		Facilities Support	
424			Emergency Management
425			Records Storage
426			Perform annual clerk fixed assets inventory



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The following is a summary of the Florida Department of Financial Services (DFS) Article V Clerk of the Circuit Court Expenditure Compliance Audit.

### SFY 2019-20

#### 1. **Sarasota** – Report # 2019-40 (Report Date: July 18, 2019)

##### Audit Findings:

- Six instances in which expenditures, contrary to statutory guidance, had been allocated to court cost or was not a reasonable administrative support cost.
  - Travel
    - In 2016-17 attendance to Association of Certified Fraud Examiners (ACFE) national conference in Washington, D.C. to obtain CPE credits. Hotel stay exceeded \$150 statutory cap. Room was \$172 per night and \$365 of \$1,107 was charged to the state.
    - In 2017-18 attendance to ACFE national conference in New York City. Hotel stay exceeded \$150 statutory cap. Room was \$230 per night and total cost of \$1,193 was charged to the state.
    - 2017 Community LIVE Conference – \$2,802 of total \$5,921 for the trip was charged to state. Hotel was \$209 per night.
    - 2018 Community LIVE Conference – \$2,848 of total \$5,194 for the trip was charged to state. Hotel was \$199 per night.
    - In 2018-19 one employee attended the Ontario Systems – Power Up Conference with \$1,632 of the total cost of \$1,834 was charged to the state. Hotel was \$204 per night.
    - Did not provide documentation that certification was required to the perform that statutorily required duties of the position
    - Did not provide justification that the trips were mission critical.
    - Did not show where teleconferencing was considered to obtain CPE credits or to provide training.
  - Financial Reporting and Recording
    - CFY 2018-19 Leadership training sessions \$13,860 of \$42,000 charged to state
    - CFY 2017-18 Annual subscription to PayScale Insight Subscription & Services \$4,125 of \$12,500 charged to the state.
  - Communication Services Expenditures
    - CFY 2016-17 \$13,419 of \$15,788 charged to state funds for archive writer, micro file with film unit, and archive processors.

## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

- CFY 2016-17 \$6,474 of \$7,616 charged to state funds for support and maintenance for three scanners

Auditor Recommendations:

- Adhere to s. 112.061, F.S. and Clerk's office travel policy to ensure travel and lodging rates can be justified as the most economical.
- Consider other funding sources for certifications and CPEs that are not a requirement of the position.
- Ensure that court-related expenditures are allowable per s. 28.35(3)(a), F.S.
- Ensure that communication services costs are allowable per s. 29.008(1)(f)1, and 2, F.S.

Clerk Responses:

- Clerk disagreed with the finding regarding the ACFE certification and training from conferences stating that it was mission critical and aided in the role of the Clerk; however, agreed it wasn't a requirement. Also, the Clerk stated that the benefit of the increased hotel cost as part of the conference package reduced the need for additional expenses such as taxis or rental cars. Agreed to refund \$1,558 to TF.
- Clerk believes that it was mission critical to offer training opportunities to staff members and allows the office to maintain a classification and compensation program per s. 110.2035(1)(b), F.S.; however, agrees to return \$17,985 to the trust fund.
- Clerk disagrees with finding related to technology costs and points to the CCOC legal opinion included with the Budget Instructions; however, agrees to return \$19,893 to the trust fund.

**2. Clay – Report # [2019-41](#) (Report Date: July 24, 2019)**Audit Findings:

- Two instances in which expenditures, contrary to statutory guidance, had been allocated to court cost or was not a reasonable administrative support cost.
  - CFY 2016-17 subscription to the Florida Bar Journal and the Florida Bar News for \$220
  - CFY 2017-18 purchased assorted birthday cards \$92 of \$110 allocated to court.

Auditor Recommendations:

- Ensure that court-related expenditures are allowable per s. 28.35(3)(a), F.S.

Clerk Responses:

- Clerk concurred with findings and agreed to remit \$312 back to the trust fund.

## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

### 3. Volusia – Report # [2019-42](#) (Report Date: August 1, 2019)

#### Audit Findings:

- Five instances in which expenditures, contrary to statutory guidance, had been allocated to court cost or was not a reasonable admirative support cost.
  - CFY 2017-18 purchased framed artwork for \$77 for court employee
  - CFY 2017-18 \$277 of \$351 allocated to court for purchase and embroidering of 15 polo shirts for non-court employees
  - CFY 2018-19 purchased a microwave for \$176
  - Two expenditures totaling \$1,835 for office equipment maintenance of microfilm scanners
- Overhead Allocation Methodologies Improvement Needed:
  - Management estimates used for FTE overhead between court and non-court related functions.
  - No supporting documentation was provided to substantiate the time and effort employees spent working on court vs. non-court related functions.

#### Auditor Recommendations:

- Ensure that court-related expenditures are allowable per s. 28.35(3)(a), F.S.
- Ensure that communication services costs are allowable per s. 29.008(1)(f)1, and 2, F.S.
- Establish a methodology for tracking employees' time and effort between court and non-court related activities to ensure accuracy in the budgeting process and appropriation of State Funds.
  - Suggested Sampling Method (analogous to, Title IV-D Child Support Process)
    - Random Moment Sampling
    - Time Study

#### Clerk Responses:

- Clerk concurred with findings and agreed to remit \$2,365 back to the trust fund.

### 4. Lafayette – Report # [2019-43](#) (Report Date: August 16, 2019)

#### Audit Findings:

- Internal Controls
  - 9 out of 20 administrative expenditures sampled totaling \$6,817 lacked documentation that verification of goods ordered matched goods received.
  - Bank reconciliations did not include documentation of the individual who prepared and reviewed with date stamp.
  - Travel – 4 instances with no travel authorization prior to travel to conference with three of the 4 not showing sign of approval
  - Two trips where travelers attended a two-day conference but did not incur an overnight stay but charged meals even though meals provided by conference.

#### Auditor Recommendations:

## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

- Document all authorization/approvals of purchased goods and have a separate individual (person) verify and document that goods ordered match the goods received.
- Document the preparer and reviewer of all bank reconciliations, including the date prepared and reviewed.
- Adhere to s. 112.061(11)(a)1, F.S. and Clerk's office travel policy to ensure travel authorization is obtained prior to travel along with review and approval of supervisor prior to travel.
- Adhere to s. 112.061(1)(m), F.S. regarding reimbursement for meals.

Clerk Responses:

- Clerk concurred with findings and agreed to necessary changes.

**5. Gadsden** – Report # [2019-44](#) (Report Date: September 6, 2019)Audit Findings:

- Communications Services were improperly charged to “court-related” cost centers and/or were not authorized as of record as being a reasonable administrative support cost per s. 29.008(1)(f)1, and 2, F.S.
  - CFY 2016-17 a charge of \$242 of \$485 allocated to court for the rental of a copy machine.
- Overhead Allocation Methodologies Improvement Needed:
  - Management estimates used for FTE overhead between court and non-court related functions.
  - No supporting documentation was provided to substantiate the time and effort employees spent working on court vs. non-court related functions.

Auditor Recommendations:

- Ensure that communication services costs are allowable per s. 29.008(1)(f)1, and 2, F.S.
- Establish a methodology for tracking employees' time and effort between court and non-court related activities to ensure accuracy in the budgeting process and appropriation of State Funds.
  - Suggested Sampling Method (analogous to, Title IV-D Child Support Process)
    - Random Moment Sampling
    - Time Study

Clerk Responses:

- Clerk concurred with findings and agreed to remit \$242 back to the trust fund and will adjust allocations based on time study diaries with ongoing review.

## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

**6. Dixie – Report # [2019-45](#) (Report Date: September 26, 2019)****Audit Findings:**

- Three instances in which expenditures, contrary to statutory guidance, had been allocated to court cost or was not a reasonable administrative support cost.
  - CFY 2016-17 \$294 of \$444 charged to court for Sam's Club membership and cold medicine.
  - CFY 2017-18 \$271 of \$405 charged to court for Sam's Club membership.
- Communications Services were improperly charged to "court-related" cost centers and/or were not authorized as of record as being a reasonable administrative support cost per s. 29.008(1)(f)1, and 2, F.S.
  - Ten expenditures totaling \$4,060 of \$5,704 charged to state for a scanner, a printer, memory upgrade, desktop computer, server components, smart switch, laptop, exchange roller kit, copier lease, and smart server backups.
- Clerk did not have supporting documentation for information contained on CCOC reports and unable to provide evidence of reconciliation.
- Bank Signature cards and EFT execution authority should only list authorized signees.
  - Bank signature card still had former Clerk of the Circuit Clerk and former employee still had access authority for EFT.
- No travel policy on file and one instance of travel voucher for reimbursement did not show signature of approval for payment.
- No documented authorization and/or approval for goods purchased, receipt of goods and services, and costs related to purchase.
  - 1 out of 30 administrative expenditures not supported by an invoice or receipt
  - 10 out of 30 administrative expenditures with no documentation indicating verification and of approval that good received match goods ordered.
  - 18 out of 30 administrative expenditures with no documentation of authorization that items were approved for purchase.
- Employee pay rates should be documented and approved in personnel file.
- Overhead Allocation Methodologies Improvement Needed:
  - Management estimates used for FTE overhead between court and non-court related functions.
  - No supporting documentation was provided to substantiate the time and effort employees spent working on court vs. non-court related functions.
- Bank reconciliations – No documentation was given of the preparer or the reviewer

**Auditor Recommendations:**

- Ensure that court-related expenditures are allowable per s. 28.35(3)(a), F.S.
- Ensure that communication services costs are allowable per s. 29.008(1)(f)1, and 2, F.S.
- Implement procedures to support balances on CCOC reports and retain documents for audit purposes.
- Adhere to s. 112.061, F.S. and develop a travel policy for the Clerk's office whereby travel vouchers are approved by the Clerk or designated approver.
- Document all authorization/approvals of purchased goods and have a separate individual (person) verify and document that goods ordered match the goods

## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

received. Also, recommend Clerk establish a policy that sets a threshold for the reaction of a purchase order and written documentation such as an email for lesser amounts.

- Retain current and approved personnel action forms for all employees in personnel file.
- Establish a methodology for tracking employees' time and effort between court and non-court related activities to ensure accuracy in the budgeting process and appropriation of State Funds.
  - Suggested Sampling Method (analogous to, Title IV-D Child Support Process)
    - Random Moment Sampling
    - Time Study
- Document the preparer and reviewer of all bank reconciliations, including the date prepared and reviewed.

### Clerk Responses:

- Clerk concurred with audit findings related to court-related expenditures and will reimburse the trust fund a total of \$4,625.00 for non-allowed expenditures.
- We implement procedures to support balances on CCOC reports.
- Corrected bank signature cards and EFT access to only authorized individuals.
- Implemented a travel policy as recommended.
- Implemented purchasing policy as recommended.
- Will retain all current and approved payroll actions.
- Will establish a method of sampling employees' time and effort between court-related and non-court activities.
- Hired outside financial consultant who will be preparing bank reconciliations and will include reviewer and approver signatures.

### **7. Orange – Report # [2019-46](#) (Report Date: October 8, 2019)**

#### Audit Findings:

- Three instances in which expenditures, contrary to statutory guidance, had been allocated to court cost or was not a reasonable administrative support cost.
  - CFY 2017-18 \$254 charged to state for 2500 postcards for passport applications.
  - CFY 2017-18 \$728 charged to the state for a yearly renewal of “Annual Partners of Education,” by the Orlando Times.
- The Clerk's office purchased equipment for their facility.
  - CFY 2016-17 \$164 was charged to the state for two signs for the marriage license and the passport services divisions to direct customers to the new location.
  - CFY 2017-18 \$671 was charged to the state for the purchase of three-room signs used to display to the public the services provided within the room.
- Overhead Allocation Methodologies Improvement Needed



## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

### Auditor Recommendations:

- Ensure that court-related expenditures are allowable per s. 28.35(3)(a), F.S.
- Ensure that communication services costs are allowable per s. 29.008(1)(f)1, and 2, F.S.
- Establish a methodology for tracking employees' time and effort between court and non-court related activities to ensure accuracy in the budgeting process and appropriation of State Funds.
  - Suggested Sampling Method (analogous to, Title IV-D Child Support Process)
    - Random Moment Sampling
    - Time Study

### Clerk Responses:

- Clerk concurred with finding; the expenditures were not properly coded as non-court expenditures at the time of entry into the financial system.
- Clerk concurred with the recommendation regarding equipment purchase.
- Clerk concurs with the recommendation and will review the employee's job duties for court versus non-court related allocation and will adjust as necessary.

### **8. Manatee – Report # [2019-47](#) (Report Date: October 28, 2019)**

#### Audit Findings:

- Three instances in which expenditures, contrary to statutory guidance, had been allocated to court cost or was not a reasonable administrative support cost.
  - CFY 2017-18 and CFY 2018-19 \$2,739 charged to court for cell phones.
- The Clerk's office purchased equipment for their facility.
  - CFY 2016-17 and CFY 2018-19 \$372 charged to the state for renting a copier.
- Payroll expenditures – No documentation was given of the preparer or the reviewer.

#### Auditor Recommendations:

- Clerk's office allocates as court-related expenditures only those costs authorized by the Statutes.
- Ensure that its court-related expenditures are allowable according to ss. 28.35(3)(a) and 29.008, F.S.
- Clerk's office should establish a method for sampling employees' time and effort between court-related and non-court related activities to ensure the allocation of payroll and administrative expenditures reflects an accurate appropriation of State funds.

#### Clerk Responses:

- Clerk concurs that expenditures were not properly coded to a non-court expenditure account at the time of entry into the payroll system.
- Clerk concurs and will no longer allow the rental charges for copiers to be charged against the court-related expenditures.

## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

- Clerk takes the recommendation under advisement and will review their methodology for the allocation of payroll expenditures for employees performing overhead duties.

**9. Citrus – Report # [2019-48](#) (Report Date: December 11, 2019)****Audit Findings:**

- Two instances in which expenditures, contrary to statutory guidance, had been allocated to court cost or was not a reasonable administrative support cost.
  - CFY 2016-17 \$20 charged to the state for the removal of existing lettering and the addition of new lettering on the glass for the Injunctions Office.
  - CFY 2017-18 \$679 charged to the state for the purchase of a room divider used to provide a quiet and private location for petitioners to complete injunction petitions.
- Four instances totaling \$100 in which expenditures for cell phone subsidies had been allocated to court cost.
- Three instances where no travel authorization forms or other documentation indicating prior approval to attend conferences.
- Overhead Allocation Methodologies Improvement Needed

**Auditor Recommendations:**

- Ensure that its court-related expenditures are allowable according to ss. 28.35(3)(a) and 29.008, F.S.
- Ensure that communication services costs are allowable per s. 29.008(1)(f)1, and 2, F.S.
- Adhere to s. 112.061, F.S. and Clerk's office travel policy.
- Establish a methodology for tracking employees' time and effort between court and non-court related activities to ensure accuracy in the budgeting process and appropriation of State Funds.
  - Suggested Sampling Method (analogous to, Title IV-D Child Support Process)
    - Random Moment Sampling
    - Time Study

**Clerk Responses:**

- Clerk does not concur that court expenditures could be used on the divider purchased for areas for people to complete paperwork for domestic violence injunction.
- Clerk concurs with finding related to cell phone subsidies.
- Clerk concurs with finding related to travel policy.
- Clerk concurs with finding related to overhead methodology.

## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

**10. Washington – Report # [2020-49](#) (Report Date: January 21, 2020)****Audit Findings:**

- Three instances in which computer expenditures, contrary to statutory guidance, had been allocated to court cost or was not a reasonable administrative support cost.
  - CFY 2016-17 \$670, CFY 2017-18 \$468 and \$500 charges for computer software
- Improper use of the Florida Uniform Accounting System Manual
  - Only 4 cost centers used, therefore expenditures not properly allocated.
- Incomplete guidelines for travel reimbursement.
- No documentation of a reconciliation of goods purchased against goods received.
- Overhead Allocation Methodologies Improvement Needed

**Auditor Recommendations:**

- Ensure that communication services costs are allowable per s. 29.008(1)(f)1, and 2, F.S.
- Record administrative expenditures in general ledger using the expenditure account codes provided in the Florida Uniform Accounting System Manual that properly allocate the expenditures to the benefiting cost center.
- Adhere to s. 112.061, F.S. and expand Clerk's office travel policy.
- Document all authorization/approvals of purchased goods and have a separate individual (person) verify and document that goods ordered match the goods received.
- Establish a methodology for tracking employees' time and effort between court and non-court related activities to ensure accuracy in the budgeting process and appropriation of State Funds.
  - Suggested Sampling Method (analogous to, Title IV-D Child Support Process)
    - Random Moment Sampling
    - Time Study

**Clerk Responses:**

- Clerk felt the technology items were "reasonable administrative support costs" but agreed to return \$1,638.
- Plans to review allocation methodology to ensure expenditures match benefitting cost center.
- Revised travel policy and associated travel documents.
- Clerk noted that limited resources and office size for reason reconciliation of goods ordered to goods received not done but indicated that findings are isolated incidents and not an indication of systematic failure.
- Clerk also feels current methodology for allocations is sufficient for office size.

## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

### 11. Santa Rosa – Report # [2020-50](#) (Report Date: February 19, 2020)

#### Audit Findings:

- Two instances in which expenditures, contrary to statutory guidance, had been allocated to court cost or was not a reasonable administrative support cost.
  - CFY 2017-18, \$99 charged to the state for copier rental.
  - CFY 2018-19, \$219 cost for two copier rentals
- Overhead Allocation Methodologies Improvement Needed
- Uniform accounting practices and procedures for local governments not followed.
  - Lump sum budget transfer of non-court expenses done at fiscal yearend.
  - Administrative expenditure allocation did not align with employee FTE allocation.
- Three instances of no documentation for a reconciliation of goods purchased against goods received.
- Travel
  - No documentation of prior authorization of travel or estimated costs.
  - Travel reimbursement forms do not contain required elements.
  - Traveler signed reimbursement form as the traveler and approver.
  - No supporting documentation for mileage claimed
  - Travel date missing on voucher form.

#### Auditor Recommendations:

- Ensure that expenditures are allowable per s. 29.008(1)(f)1, and 2, F.S.
- Establish a methodology for tracking employees' time and effort between court and non-court related activities to ensure accuracy in the budgeting process and appropriation of State Funds.
  - Suggested Sampling Method (analogous to, Title IV-D Child Support Process)
    - Random Moment Sampling
    - Time Study
- Record administrative expenditures in general ledger using the expenditure account codes provided in the Florida Uniform Accounting System Manual that properly allocate the expenditures to the benefiting cost center.
- Document all authorization/approvals of purchased goods and have a separate individual verify and document that goods ordered match the goods received.
- Adhere to s. 112.061, F.S. and expand Clerk's office travel policy.

#### Clerk Responses:

- Clerk disagrees with finding on County Funding because of the underfunding by the State of Florida.
- Clerk disagrees with finding related to allocation methodology and does not deem is necessary to verify data on an annual basis.
- Disagrees with improper use of accounting practices and procedures due to lack of funding from the State of Florida.
- Clerk stated that payment of goods indicates that a reconciliation of goods ordered to goods received has been done.
- Clerk agrees to implement the use of the DFS form for preauthorization of travel.

## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

- Noted finding regarding lack of required elements on travel reimbursement forms.
- Clerk noted they would have the internal auditor sign for the Clerk of Court since that position does not have a supervisor.
- Stated that a Google Maps search could verify mileage at any time.
- Noted finding regarding missing travel date.

### 12. Taylor – Report # [2020-51](#) (Report Date: March 3, 2020)

#### Audit Findings:

- Overhead Allocation Methodologies Improvement Needed
- Internal Controls
  - Timesheets – Non-exempt employees did not complete timesheets; only required leave request forms and all other time considered time worked.
  - Payroll Authorizations – 3 authorized signers who signed their own paycheck at least once during CFY 2017-18 and CFY 2018-19 (7 total instances).

#### Auditor Recommendations:

- Establish a methodology for tracking employees' time and effort between court and non-court related activities to ensure accuracy in the budgeting process and appropriation of State Funds.
  - Suggested Sampling Method (analogous to, Title IV-D Child Support Process)
    - Random Moment Sampling
    - Time Study
- Implement use of timesheets to accurately reflect time worked and approved leave signed by employee and supervisor
- Implement segregation of duties to prohibit authorized signers from signing their own paychecks.

#### Clerk Responses:

- Clerk is reviewing time study methodologies for reporting employee time between court and non-court related functions.
- Clerk is working to improve internal controls by installing a time clock and timesheets, as well as improving procedures to ensure signers do not sign their own paycheck.

### 13. Osceola – Report # [2020-52](#) (Report Date: March 3, 2020)

#### Audit Findings:

- One expenditure that was not considered a reasonable administrative support cost
  - CFY 2017-18, \$325 charged to state for firmware update
- Internal Controls
  - 2 instances \$119 lacked documentation that verification of goods ordered matched goods received.

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## SFY 2019-20 DFS ARTICLE V FINDINGS – SUMMARY

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### Auditor Recommendations:

- Verify court-related expenditures are allowable by state law.
- Have a separate individual (person) verify and document that goods ordered match the goods received.

### Clerk Responses:

- Clerk agreed and will update policy to ensure any communication services are charged to the BOCC including departments under Interlocal Agreement.
- Clerk has implemented procedure to ensure items received are signed for before delivery, then also verify and document goods received match goods ordered.