



FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION

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CFY 2021-22 Budget Development
Frequently Asked Questions (FAQ) as of 5/25/21

1. Do you need to enter the exact amount for FRS?
 - a. Yes. Please complete the first tab, titled “Budget Issue 1 FRS,” line 13 of the Budget Issue form with your exact number. Include all figures in your explanation in the Issue Request Detail section.
 - b. If the amount estimated is sufficient to cover your need and you do not want to include an issue, please include that in the Issue Request Detail section. Leave line 13 of the Budget Issue form blank.
 - c. CCOC emailed the original Base Budget spreadsheet on 5/25/21 and provided a revised version on 5/26/21 to account for changes to judges. The spreadsheet is on the CCOC website: <https://flccoc.org/clerks-budget/>
 - d. The FRS amount in column G of the Base Budget spreadsheet is an estimate. The actuals you submit on “Budget Issue 1 FRS” will replace the amount in this column.

2. Can FRS be divided across all of the Clerk Court Service areas?
 - a. Yes. You can tie it to your percentage of employees in each area or equally across all the Clerk Court Service areas.

3. How was FRS calculated?

Regular Class	10.82 = 4.91 rate + 4.19 UAL + 1.66 HIS + 0.06 Admin
Senior Management	29.01 = 6.49 rate + 20.8 UAL + 1.66 HIS + 0.06 Admin
DROP Class	18.34 = 7.23 rate + 9.45 UAL + 1.66 HIS + 0.00 Admin
Elected Clerk	51.42 = 10.28 rate + 39.42 UAL + 1.66 HIS + 0.06 Admin

4. Do you need my exact amount for Insurance?
 - a. No. Only complete the second tab, titled “Budget Issue 2 Ins,” if you need an amount *greater* than what the Base Budget provided. Include only the **additional increase** over the amount in the Base Budget spreadsheet, not the total amount needed. Include all figures in your explanation in the Issue Request Detail section.
 - b. If you do not need more than the amount provided in the Base Budget spreadsheet, please include that in the Issue Request Detail section and leave line 13 of the Budget Issue form blank.

5. What if I do not have judges?
 - a. You can delete the template information provided on the third tab, titled “Budget Issue 3 Judge,” of the Budget Issue form and replace it with your unique issue, or leave it blank if you do not have any issues after FRS and Insurance.

 6. What if I would like to put in an issue for raising my staff’s salaries relating to the minimum wage increase?
 - a. Please use the fourth tab, titled “Budget Issue 4,” for this issue. This issue should include raising employees to the minimum of \$10 per hour and any compression issues. Include all information in the explanation in the Issue Request Detail section.
 - b. The Budget Committee will review this item for informational purposes only.

 7. Can I include an issue for bonuses or raises?
 - a. Yes. Please create that as a unique issue providing all information.
 - b. You can remove the unneeded template verbiage from any of the tabs if necessary. **Do not skip tabs** when completing the Budget Issue form.

 8. Does the Base Budget include jury?
 - a. No, it does not include jury. Jury funding will be handled through a separate process upon the Governor’s signature on our jury bill. More about that in the coming weeks!

 9. What can be done if we need more budget?
 - a. After completing the required tabs, please complete individual issues for the areas that you are requesting additional funding. You must prewise clear, detailed explanation and thorough information on the issue.
 - b. The Budget Committee will review all requests and make final determinations in July or August.

 10. Can I submit supporting documentation?
 - a. Yes. Be sure all documents include your county name within the printed file and in the file name. This information will assist CCOC staff in keeping all supporting documents with the appropriate requests.

 11. Do I need to provide an issue for funding to cover the backlog of cases?
 - a. No. CCOC staff is developing some options for the Budget Committee to evaluate. At the June Budget Committee meeting, the committee will meet to review options. This process will be outside the current budget process since funds will become available July 1, 2021, and are non-recurring.
 - b. Expenditures and the allocation process will be outside the current budget authority, and the Budget Committee will finalize determinations regarding budget authority and spending limits in the coming weeks.
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12. If I am OK with the Base Budget amount in the spreadsheet and do not want to make any changes or additions, what do I need to do?
 - a. Indicate that the FRS amount is sufficient on the first tab leaving line 13 blank. Indicate that the health insurance amount is sufficient on the second tab leaving line 13 blank. If you do not have judges, please remove the template data in the third tab and submit your Budget Issue form.

13. When are the Budget Issue forms due?
 - a. Forms are due June 1, 2021; however, you have a grace period until **June 15, 2021**. Please let the CCOC know if you will need the grace period so we can plan accordingly.

14. What else is due with the Budget Issue form?
 - a. You need to submit your Budget Issue form, the Revenue Projection form, and the signed Clerk Certification letter.
 - b. Submit all documents to reports@flccoc.org

15. Who do I contact if I have further questions?
 - a. Please contact CCOC staff by calling 850-386-2223 or emailing us individually. Do not send questions to the report submission email!

Griffin Kolchakian – gkolchakian@flccoc.org

Marleni Bruner – mbruner@flccoc.org

Morgan Guse – mguse@flccoc.org

Leonard Carper – [lcarper@flccoc.org](mailto:lcarter@flccoc.org)

Johnny Pettit – jpettit@flccoc.org

- CCOC posted the Budget Training video from 5/13/21, DFS Guidance on allowable expenditures, and the FRS Calculation tool to the CCOC website: <https://flccoc.org/clerks-budget/>

- CCOC will post the Budget Development Training from 5/25/21 to the same website when it is available.