



## FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

### CFY 2022-23 Budget Requests Submission Frequently Asked Questions (FAQ)

1. For FRS and health insurance increase issues, do I enter only the additional amount needed for each?
  - a. Yes, these issue amount should only reflect the **additional** cost over the current year's amount for each. Please include all figures and calculations in the explanation in the Issue Request Detail section.
    - i. For example, if you need \$150,000 total and current funding is \$125,000 the issue request amount would be \$25,000.
  - b. If the current operating amounts for FRS and health insurance are sufficient, you do not need to include an issue request for either.
2. How was FRS calculated?

Regular Class	11.91 = 5.96 rate + 4.23 UAL + 1.66 HIS + 0.06 Admin
SMS	31.57 = 7.70 rate + 22.15 UAL + 1.66 HIS + 0.06 Admin
DROP	18.60 = 7.79 rate + 9.15 UAL + 1.66 HIS + 0.00 Admin
Elected Clerk	57.00 = 11.30 rate + 43.98 UAL + 1.66 HIS + 0.06 Admin
3. 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 Clerk Court Service areas.
4. What if I do not have new judges this year?
  - a. You do not need to include a budget issue for judges if no new judges were approved or transferred to your county for this fiscal year.
5. What if I would like to include an issue for raising my staff's salaries relating to the minimum wage increase, including compression?
  - a. Please use the "Pay & Benefits/COLA" issue category and provide detailed information describing the issue. Include all information describing minimum wage increases and/or any compression issues in the explanation in the Issue Request Detail section.
6. Can I include an issue for pay bonuses or raises?
  - a. Yes, please include these requests under the "Pay & Benefits/COLA" issue category and provide detailed information describing the issue.
7. Will the CCOC Base Budget include jury funding?

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## BUDGET REQUESTS SUBMISSION FAQ

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- a. No, the Base Budget does not include jury. Jury reimbursement funding will continue to be handled through a separate process. More information relating to jury funding will be provided in the near future.
  8. Can I submit supporting documentation?
    - a. Yes. Please ensure all additional documents include the county name within the file and in the file name. This information will assist CCOC staff in keeping all supporting documents with the appropriate request.
  9. Do I need to provide an issue for Pandemic Recovery Plan (PRP) funding relating to the backlog of cases?
    - a. No, the Budget Committee will determine the allocation of the second year of non-recurring PRP funding in the coming months. However, if you project to need more than the allocated amount of funding, please include a budget issue for the additional amount needed over the allocated amount.
  10. When are the Budget Issue Request forms due?
    - a. All forms are due by June 1, 2022.
    - b. Budget Issue Request spreadsheet, the Revenue Projection form, and the signed Clerk Certification letter.
    - c. Submit all documents to [reports@flccoc.org](mailto:reports@flccoc.org).
    - d. If you do not have any budget issue requests, please submit the Revenue Projection form, the signed Clerk Certification letter, and state in the submission email that you have no budget issue requests for this year.
  11. Who do I contact if I have further questions?
    - a. Please contact CCOC staff by calling 850-386-2223 or emailing a staff member individually. Please **do not** send questions to the CCOC Reports email address.
      - i. Griffin Kolchakian – [gkolchakian@flccoc.org](mailto:gkolchakian@flccoc.org)
      - ii. Rafael Ali Lozano – [rali-lozano@flccoc.org](mailto:rali-lozano@flccoc.org)
      - iii. Leonard Carper – [lcarper@flccoc.org](mailto:lcarter@flccoc.org)
      - iv. Johnny Pettit – [jpettit@flccoc.org](mailto:jpettit@flccoc.org)
- Please ensure that all seven boxes are completed at the top of the Budget Issue Request Spreadsheet (County, Contact, E-mail, Priority, Recurring, Issue Type, and Issue Category).
  - **Do not** skip tabs when completing the Budget Issue form.
  - The Budget Committee will review all requests and make final determinations in the coming committee meetings.
  - The DFS Guidance on allowable expenditures and the FRS Calculation tool are posted on the CCOC website: <https://flccoc.org/clerks-budget/>.
  - The Budget Issue Requests Training on 5/5/22 will be posted to the CCOC website following the meeting.
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