



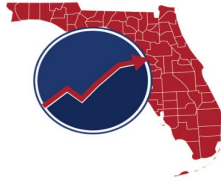
CFY 2022-23 REVENUE PROJECTION INSTRUCTIONS

October 1, 2022 – September 30, 2023

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CFY 2022-23 REVENUE PROJECTION FORM OPERATIONAL BUDGET SUBMISSION INSTRUCTIONS

I. PURPOSE

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

The revenue estimates submitted with your CFY 2022-23 budget request are also used by the CCOC in the calculation of Funded and Depository distinction. This is directly tied to the amounts the CCOC disburses to Funded counties each month and the amount anticipated in 1/12th excess from Depository counties.

For CFY 2022-23, revenue projections are requested from counties when submitting their Budget Request and again with the Operational Budget submission.

II. STATUTORY REFERENCE

Subsection 28.36(2)(a), Florida Statutes:

- (2) Each proposed budget shall further conform to the following requirements:
 - (a) On or before June 1, the proposed budget shall be prepared, summarized, and submitted by the clerk in each county to the Florida Clerks of Court Operations Corporation in the manner and form prescribed by the corporation. The proposed budget must provide detailed information on the anticipated revenues available and expenditures necessary for the performance of the court-related functions listed in s. 28.35(3)(a) of the clerk's office for the county fiscal year beginning October 1.

III. GENERAL GUIDELINES

1. Revenue projections should be a thorough estimate of anticipated revenues for all the categories listed.

2. Counties should make every effort to track revenues based on the revenue estimates for all revenue projections as this helps the CCOC respond to requests from the REC for this information.
3. File naming convention: CountyName CFY2223 Revenue Projection VerX
 - a. Example: Highlands CFY2223 Revenue Projection Ver1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Florida CCOC Revenue Projection															
2	County Fiscal Year 2021-2022															
3																
4			County:				Projection as of Date:									
5			Contact:				Version:									
6			E-Mail Address:													
7																
8	CFY 2021-22 Fine and Forfeiture Trust Fund Projection															
9				Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	YTD Total
10			Fines, Fees, Service Charges, Court Costs, etc. (Not including Redirected 10% Fines)													\$ -
11			Redirected 10% Fines													\$ -
12			TOTAL FINE AND FORFEITURE TRUST FUND PROJECTION:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13																
14			Fine and Forfeiture Trust Fund Projection Additional Notes:													
15																
16																
17	CFY 2021-22 Chapter 2008-111 Projection															
18				Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	YTD Total
19			Driving Under the Influence §. 316.193, F.S.													\$ -
20			Issuance of a Summons §. 28.24(1)(f), F.S.													\$ -
21			Traffic Administration Fees §. 318.18(18), F.S.													\$ -
22			All Other Line 47 Additional Revenues All Other													\$ -
23			TOTAL 2008-111 PROJECTION:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24																
25			Chapter 2008-111 Projection Additional Notes:													
26																

IV. INSTRUCTIONS

1. Select the County name from the drop-down box in cell D4.
2. Enter Contact name in cell D5 and E-Mail Address in cell D6.
 - a. CCOC will use this contact information should we have any questions with your revenue projection.

8	CFY 2021-22 Fine and Forfeiture Trust Fund Projection															
9				Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	YTD Total
10			Fines, Fees, Service Charges, Court Costs, etc. (Not including Redirected 10% Fines)													\$ -
11			Redirected 10% Fines													\$ -
12			TOTAL FINE AND FORFEITURE TRUST FUND PROJECTION:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13																
14			Fine and Forfeiture Trust Fund Projection Additional Notes:													
15																

3. Enter a "Projection as of Date" in cell H4 (e.g. "9/30/2022").
4. Select version number in cell H5.
 - a. Start with version 1. Update the version number if a revised spreadsheet is submitted.

CFY 2022-23 FINE AND FORFEITURE TRUST FUND PROJECTION

5. Enter revenue projections by month for all Fines, Fees, Service Charges, Court Costs, etc. for the Clerk of Court Trust Fund on Line 10.
 - a. This line does not include 10% Revenues that were redirected from the Records Modernization Trust Fund to the Clerk of Court Trust Fund with the passage of SB 2506 in 2017 (Chapter 2017-126, Laws of Florida).
 - b. If you leave any months blank, please provide explanation in the “Additional Notes” section in cell D14.

6. Enter revenue projections for Redirected 10% Fines on Line 11.
 - a. If you cannot separate 10% fines from your regular fines, please provide explanation in the “Additional Notes” section in cell D14.
 - b. The REC projects these revenues separately so it is the goal of the CCOC to match our projections to theirs. The CCOC encourages each clerk’s office to make every effort to provide projections individually.
 - c. If you leave any months blank, please provide explanation in the “Additional Notes” section in cell D14.

CFY 2021-22 Chapter 2008-111 Projection			Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	YTD Total
18	Driving Under the Influence	s. 316.193, F.S.													\$ -
19	Issuance of a Summons	s. 28.241(1)(d), F.S.													\$ -
20	Traffic Administration Fees	s. 318.18(18), F.S.													\$ -
21	All Other Line 47 Additional Revenues	All Other													\$ -
22	TOTAL 2008-111 PROJECTION		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Chapter 2008-111 Projection														
24	Additional Notes:														
25															
26															

7. Provide any additional information necessary to explain your revenue projections in the “Additional Notes” section in cell D14, including your revenue projection methodology.

CFY 2022-23 CHAPTER 2008-111 PROJECTION

8. The revenue lines listed for Chapter 2008-111 Projections are as follows:
 - a. Driving Under the Influence on Line 19
 - b. Issuance of a Summons on Line 20
 - c. Traffic Administration Fees on Line 21
 - d. All Other Line 47 Additional Revenues on Line 22

9. If you cannot break out Chapter 2008-111 revenues to the detail requested, please indicate where those fees are lumped together. Explanation should be provided in the “Additional Notes” section in cell D25.
 - a. If explanation is not provided for missing projections, this form will be returned for corrections.

10. Provide any additional information necessary to explain your revenue projections in the “Additional Notes” section in cell D25, including your revenue projection methodology.