



FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

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

Budget Requests Submission Frequently Asked Questions (FAQ)

- For FRS and health insurance increase issues, do I enter only the additional amount needed for each?
 - a. Yes, these issue amounts should only reflect the **additional** cost above the current year's actual amount for each. Please include all figures, calculations, and an explanation in the Issue Request Detail section.
 - i. For example, if FRS costs total \$150,000 and the current funding is \$125,000, the issue request amount would be the \$25,000 difference.
 - b. If the current operating amounts for FRS and health insurance are sufficient, you do not need to include an issue request for either.
- 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.
- 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.
- 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.
- Should our budget issue request submission include jury management funding?
 - a. No, since jury management funding is state appropriated General Revenue, this does not need to be included. If available statewide jury reimbursement funding runs out during the fiscal year, the overage will have to come from your CCOC Revenue-Limited Budget; however, this will be addressed on a statewide level at that time.
- Can I submit supporting documentation?
 - a. Yes, supporting documentation can be emailed with the other documents in the Budget Issue Requests Submission. Please ensure all additional documents include the county name within the file and in the file name; this will assist CCOC staff in keeping all supporting documents with the appropriate request.

Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

BUDGET REQUESTS SUBMISSION FAQ

- When are the Budget Issue Requests forms due?
 - a. All forms are due by June 1, 2023.
 - i. Budget Issue Requests spreadsheet, the Revenue Projection form, and the signed Clerk Certification letter.
 - b. Submit all documents to reports@flccoc.org.
 - c. 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.

 - 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
 - ii. Rafael Ali Lozano – rali-lozano@flccoc.org
 - iii. Leonard Carper – [lcarper@flccoc.org](mailto:lcarter@flccoc.org)
 - iv. Johnny Pettit – jpettit@flccoc.org

 - Other Information:
 - a. 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).
 - b. **Do not** skip tabs when completing the Budget Issue Request Spreadsheet. Tabs are numbered in issue priority order as determined by the clerk.
 - c. The DFS Guidance on allowable expenditures and the FRS Calculation tool are posted on the CCOC website: flccoc.org/clerks-budget/.
 - d. A recording of the Budget Issue Requests Training is posted on the CCOC website: flccoc.org/clerks-budget/.
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