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CFY 2023-24 BUDGET PROCESS INSTRUCTIONS

A. PURPOSE/ AUTHORITY

The purpose of the budget issue request package is to identify any budget issues, including additional FTE, needed above the current CFY 2022-23 Revenue-Limited Budget that each clerk's office is currently operating within as well as to detail anticipated revenues. Clerks should submit a budget request that represents the total funding needed to perform the statutorily required court-related duties. This request is for the county fiscal year beginning October 1, 2023.

[Subsection 28.35\(2\)\(f\), F.S.](#), requires the CCOC to approve the proposed budgets submitted by clerks and "ensure that the total combined budgets of the clerks of the court do not exceed the total estimated revenues (REC estimate plus the Unspent Budgeted Funds plus the clerks' share of the Cumulative Excess funds from the Trust Fund) for court-related functions."

[Subsection 28.35\(3\)\(a\), F.S.](#), provides a list of court-related functions that clerks may fund from filing fees, service charges, court costs, and fines, including:

- Case maintenance,
- Records management,
- Court preparation and attendance,
- Processing the assignment, reopening, and reassignment of cases,
- Processing of appeals,
- Collection and distribution of fines, fees, service charges, and court costs,
- Processing of bond forfeiture payments,
- Data collection and reporting,
- Determinations of indigent status, and
- Paying reasonable administrative support costs to carry out court-related functions.

[Subsection 28.35\(3\)\(b\), F.S.](#), provides a list of court-related functions that clerks may not fund from filing fees, service charges, costs, and fines, including:

- Those functions not specified within paragraph (a),
- Functions assigned by administrative orders which are not required for the clerk to perform the functions in paragraph (a),
- Enhanced levels of service which are not required for the clerk to perform the functions in paragraph (a), or
- Functions identified as local requirements in law or local optional programs.

[Section 28.36, F.S.](#), requires the clerks to follow a budget procedure for court-related functions performed as established by the CCOC. The following budget instructions outline this process.

The Clerk Court Services Framework can be found at <https://flccoc.org/ccoc-reports/#fr>.

B. SUBMISSION INSTRUCTIONS

Please request any budget issues and additional FTE needed **above** the current CFY 2022-23 operational budget (Revenue-Limited Budget). These requests will be for the budget period of October 1, 2023, through September 30, 2024. The following files will comprise a county's CFY 2023-24 Budget Submission:

1. Budget Issues Request Spreadsheet – an Excel file that contains five tabs for requested budget issues. If you have more than five issues, please use a second spreadsheet, etc.
 - a. File name format: CountyName CFY 23-24 Budget Issue Ver1.xlsx
 - i. Example: Orange CFY 23-24 Budget Issue Ver1.xlsx
 - b. If using more than one form:
 - i. CountyName CFY 23-24 Budget Issue Form A Ver1.xlsx
 - ii. CountyName CFY 23-24 Budget Issue Form B Ver1.xlsx
 - c. Start with Version 1. Change the version number if submitting a revised form.
2. Revenue Projection Spreadsheet – an Excel file that contains revenue projections for the Fine and Forfeiture Fund as well as Chapter 2008-111, L.O.F. revenues.
 - a. File naming format: CountyName CFY 23-24 Revenue Projection VerX
 - i. Example: Liberty CFY 23-24 Revenue Projection Ver1
3. Clerk's Certification Letter – a PDF document that must be signed by the clerk asserting that statutory guidelines have been followed in requesting CFY 2023-24 funding.
 - a. The fillable PDF should be signed by the elected clerk only.
 - b. If an electronic signature is used, the actual signature must be visible.
 - c. Select the county name from the drop-down menu.

All forms should be submitted to reports@flccoc.org by close of business on **June 1, 2023**. Once forms are submitted, CCOC staff will perform technical reviews on each submission and compile for the Budget Committee to review and evaluate. Forms and instructions can be found on the CCOC website: flccoc.org/clerks-budget. Should you need assistance during the budget process, please contact CCOC staff at (850) 386-2223. A link to a recording of the budget training held last year can be found at: flccoc.org/clerks-budget.

C. DATA ENTRY GUIDELINES

1. Please hand-key all information, especially numerical values, instead of copying and pasting to avoid issues that would prevent your submission from entering the CCOC database. If it is imperative to copy and paste, please ensure you use the “paste special - values” feature.
 2. Please do not drag cells or delete rows as this will override programming built into the form.
 3. Please do not link cells in the spreadsheet to outside sources such as a database or another Excel file. While data may still be visible, it cannot be imported into the CCOC database.
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4. Please do not use formulas to calculate amounts on the spreadsheet. While the form will allow you to enter formulas for certain fields, the data cannot be brought into the CCOC database.

D. BUDGET ISSUE FORM INSTRUCTIONS

On the Budget Issue Request Spreadsheet, please request any budget issues and additional FTE needed **above** the current CFY 2022-23 operating budget (Revenue-Limited Budget). This Excel spreadsheet has five tabs to enter information for up to five budget issues in one file. Should you need a second spreadsheet for more than five budget issues, please use a new spreadsheet for these additional issue requests. You may submit as many spreadsheets as needed. Each issue will be addressed individually. Please use the spreadsheet sent out by the CCOC which is also available on the CCOC website: flccoc.org/clerks-budget. Please see the directions below for filling out each portion of the spreadsheet for each individual issue:

1. CONTACT INFORMATION
 - a) Select your county name from the drop-down in cell C4.
 - b) Enter a contact name in cell C5. Should the CCOC have questions about your budget submission, this is who will be contacted.
 - c) Enter an email address for the contact person listed above in cell C6.
 - d) Data in these cells on the first tab is carried through to the other tabs in the spreadsheet.
2. PRIORITY
 - a) Enter a numerical priority rating for each requested issue in cell G4. Please correspond each priority number with the tab number (Example: the issue on the “Budget Issue #1” tab should be priority #1).
 - b) If more than five issues are requested, start over on the second tab (Example: the issue on the “Budget Issue #1” tab on the second spreadsheet should be priority #6).
 - c) Please do not skip or duplicate priority numbers.
3. RECURRING
 - a) Select “Yes” or “No” for whether each budget issue is recurring in cell G6; please manually select this designation for each issue requested:
 - i) Recurring impact – this issue is requested to be a part of the Base Budget going forward, if approved.
 - ii) Non-recurring impact – this issue will be for the current fiscal year only and would not be a part of the Base Budget going forward.
4. ISSUE TYPE
 - a) In cell J4, select either Issue Type for each issue; please manually select this designation for each issue requested:
 - i) Funding Issue – a budget issue requested for additional funding to support it.
 - ii) Reduction Issue – a budget issue or implemented efficiency that reduces funding.
5. ISSUE CATEGORY
 - a) Please select one of the issue categories from the dropdown list in cell J6 to classify each issue requested:
 - i) AO/ Court Order/ Rule Change – Funding to support an Administrative Order, Court Order, or a rule change that impacts court-related operations.
 - ii) Audit Finding – Funding to correct an audit finding from DFS or another auditor.
 - iii) Compliance Services – Funding to support compliance efforts as a means to increase revenues collected.

CFY 2023-24 BUDGET INSTRUCTIONS

- iv) Cost Shift to/from County – Funding to cover the cost of a court-related service that is currently being funded by the county or a reduction of costs that should be covered by the county moving forward.
 - v) FRS Additional Funding – Funding for **additional** FRS costs above the total amount of actual FRS costs in the current fiscal year. Only include the amount needed **above** your current FRS total (Example: if you need \$135k total and current funding is \$125k; issue request would be the \$10k difference).
 - vi) Health Insurance Additional Funding – Funding for **additional** health insurance costs above the total amount of actual health insurance costs in the current fiscal year. Only include amount needed **above** your current health insurance total (Example: if you need \$205k total and current funding is \$185k; issue request would be the \$20k difference).
 - vii) IT Funded from CCOC – Funding for court-related costs for IT purposes which must be “part of administrative support to perform the court-related functions delegated to the clerk of court under [s. 28.35\(3\)\(a\), F.S.](#)” These expenditures cannot exceed the redirected 10% funds as tracked on the monthly EC Report.
 - viii) New Judges Funding – Funding for additional staff needed to compliment a new judge established by the Legislature. This can also be used if a judge is transferred between counties.
 - ix) Pay & Benefits/ COLA – Funding related to pay and benefit increases to support court-related functions, including cost of living adjustments, merit increases, etc.
 - x) Performance Measures / Efficiencies – Funding to meet performance measure standards or to correct identified deficiencies or for an issue expected to create or improve office efficiencies.
 - xi) Other – Funding that does not fall under any of the previous categories. If this option is selected, a text box will appear in cell J8 for you to enter the category name. Please carefully review the listed issue categories before choosing this option.
- b) If requesting a new FTE, please include all costs associated with that position (salary and benefits, including FRS and health insurance costs) in the new issue request. Do not include the FRS or health insurance costs for newly requested FTE in the “FRS Additional Funding” or “Health Insurance Additional Funding” budget issues.
6. BUDGET ISSUE REQUEST
- a) The budget issue request is broken out by New FTE (Line 11), Personnel costs (Line 13), Operating costs (Line 14), and Capital costs (Line 15) by the nine Clerk Court Service areas: 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, and Administration. Issue requests are for budget issues **in addition to** a clerk’s current operating budget amount and FTE count.
 - i) The Clerk Court Services Framework provides a detailed list of the services, activities, and tasks (flccoc.org/ccoc-reports/#fr).
 - b) FTE amounts on Line 11 can be positive or negative numbers to two decimal places. Data entered on this line should only reflect changes in FTE above or below the current existing FTE in each county.
 - c) Personnel, Operating, and Capital cost amounts can be entered as a positive or negative number in whole dollars. Data entered on these lines should only reflect changes in funding above or below the current existing budget amounts in each county.

7. ISSUE REQUEST DETAIL

- a) Provide a detailed explanation of the budget issue and its impact in cell B23, including pertinent information that justifies the recurring impact, issue type, and issue category.
 - i) Funding Issue – Thoroughly explain the impacts on court operations, public safety, etc. should the item be funded, as well as repercussions if the item is not funded.
 - ii) Reduction Issue – Thoroughly explain the impacts on court operations, public safety, etc. should the reduction item be taken.

8. SUPPORTING DOCUMENTATION (OPTIONAL)

- a) Any additional supporting documentation can be submitted to reports@flccoc.org with your submission.
 - i) Please include the County Name at the beginning of the file name and the issue priority number so that CCOC staff can compile your information correctly.

E. BUDGET PROCESS TIMELINE

Below is a tentative timeline for the development, preparation, submission, and eventual approval of the clerks’ CFY 2023-24 proposed budgets. This timeline serves as a guide; dates and activities are subject to change at the direction of the Budget Committee or the Executive Council.

<u>Date</u>	<u>Activity</u>
April 2023	<ul style="list-style-type: none"> • Budget Committee plans to establish the Base Budget • CCOC staff will send out budget forms and instructions
June 2023	<ul style="list-style-type: none"> • Forms due June 1 • CCOC staff will perform technical review of submissions and make outreach, as necessary
July 2023	<ul style="list-style-type: none"> • REC meets and determines available revenues
August 2023	<ul style="list-style-type: none"> • Clerks given opportunity to present their budget issues to the Budget Committee (<i>optional</i>) • Budget Committee will review and evaluate submissions • Budget Committee will deliberate and approve Revenue-Limited Budget to meet REC projected revenues • Executive Council will approve the final budget
September 2023	<ul style="list-style-type: none"> • CCOC staff will send out Budget Letters to each clerk
October 2023	<ul style="list-style-type: none"> • CFY 2023-24 Begins on October 1 • CCOC staff will send out Operational Budget forms and instructions
December 2023	<ul style="list-style-type: none"> • CFY 2023-24 Operational Budgets are due