**Glossary of Terms**

**Annual Report (CCOC)**

[Subsection 28.35(2)(h), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.35.html), requires the CCOC to prepare and submit a report on the operations and activities of the corporation as well as to detail the budget development for the clerks and the end-of-year reconciliation of actual expenditures versus projected expenditures for each clerk. The CCOC is required to submit this report to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the chairs of the legislative appropriations committees by January 1 each year. [[flccoc.org/ccoc-reports](https://flccoc.org/ccoc-reports/)]

**Appropriation**

A legal authorization to make expenditures for specific purposes within the amounts authorized by law.

**Audit**

An official inspection of an organization’s accounts, typically by an independent body (including the Department of Financial Services).

**Back of the Bill Appropriation (Carry Forward Appropriation)**

Represents state budget that is authorized by law to move forward to the next fiscal year. The name “Back of the Bill” comes from the fact that these carry forward appropriations are outlined at the end of the annual General Appropriations Act (GAA) document that is established by the Legislature and signed into law by the Governor. These appropriations have their own section in the GAA that includes verbiage describing the amount and use of the funds which are usually non-recurring unless specified otherwise.

**Base Budget**

The Base Budget is the calculated starting amount of budget established as a baseline to either build on or reduce to the actual available budget amount for the upcoming fiscal year. Each state agency has an established annual Base Budget that can be updated or built upon during the budgeting process. The CCOC Budget Committee approves the clerks’ Base Budget each year during the budget development process.

**Budget Amendment**

A state department has the ability to request new budget or move existing budget authority via a budget amendment. Each budget amendment is reviewed by the Governor’s Office as well as House and Senate appropriations staff. [[s. 216.292(2), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0216/Sections/0216.292.html)]

**Budget Committee**

The CCOC Budget Committee is a committee established under the CCOC Executive Council to review submitted budgets, budget requests, procedures to improve the overall budget process, and to establish and allocate the clerks’ budget each year. The committee chair and committee members serve at the pleasure of the CCOC Executive Council chair. The committee holds meetings periodically throughout the year both in-person and virtually. [[flccoc.org/committees/budget](https://flccoc.org/committees/budget/)]

**Budget Development Spreadsheet**

A document used by the CCOC and the Budget Committee to detail each step of the budget development process. This document usually includes an available revenue breakdown, the budget issue requests, and the calculation for the Base Budget, the Needs-Based Budget, and the Revenue-Limited Budget. [[flccoc.org/clerks-budget](https://flccoc.org/clerks-budget/)]

**Capital Expenditures**

Costs to fund real property (land, buildings, fixtures and fixed equipment, structures, etc.), including additions, replacements, major repairs, and renovations to real property which materially extend its useful life or materially improve or change its functional use.

**Clerk Court Services Framework**

The PIE Committee developed the Clerk Court Services Framework to compile all of the statutorily authorized duties for clerks of the court. They are organized by nine Services, over 50 Activities, and over 400 Tasks and applicable to 10 court divisions. [[flccoc.org/ccoc-reports/#fr](https://flccoc.org/ccoc-reports/#fr)]

**Clerks of Court Operations Corporation (CCOC)**

The CCOC was established as a public corporation to perform the functions specified in ss. [28.35](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.35.html) and [28.36](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.36.html), F.S. All 67 clerks of the circuit court are members of the CCOC and hold their position and authority in an ex officio capacity. The functions assigned to the CCOC are performed by an [Executive Council](https://flccoc.org/executive-council/) pursuant to the [Plan of Operation](https://flccoc.org/ccoc-reports/ccoc-plan-of-operations-approved-05092018/) approved by the members. [CCOC website: [flccoc.org](https://flccoc.org/)]

**Clerk of Court Revenue Remittance System**

Clerks collect fines and fees that are distributed to various state agencies, and Florida law requires these funds be electronically remitted to the [Department of Revenue (DOR)](https://floridarevenue.com/Pages/default.aspx) for distribution. Clerks transfer funds to DOR in electronic transactions through the Clerk of Court Revenue Remittance System. [[floridarevenue.com/ccrrs](https://floridarevenue.com/taxes/eservices/Pages/ccrrs.aspx)]

**Clerks of the Court Trust Fund (“COCTF” or “Trust Fund”)**

Established in [s. 213.131, F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0213/Sections/0213.131.html), the Clerks of the Court Trust Fund (COCTF) is a state trust fund and the main fund used by the CCOC to disburse funding for clerks for court-related functions. Local clerks may have a similarly named trust fund for court-related revenues and expenditures.

**County Fiscal Year (CFY)**

The county fiscal year is from October 1 - September 30.

**Cumulative Excess (CE)**

Defined in [s. 28.37(2)(a), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.37.html), and outlined in ss. [28.35(2)(f)](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.35.html) and [28.37(4)(b)](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.37.html), F.S., Cumulative Excess (CE) is revenues derived from fines, fees, service charges, and court costs collected by the clerks which are greater than the original revenue projection. The clerks’ share of the CE of revenue is the balance of funds remaining in the Clerks of the Court Trust Fund after the required transfer of funds to the General Revenue (GR) Fund (pursuant to [s. 28.37(4)(b), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.37.html)). Due to [SB 838](http://laws.flrules.org/2021/116) signed into law in 2021, clerks keep 50% of this amount while the remaining 50% still goes to GR. CE is a specified building block of the clerks’ court-related budget as detailed in statute.

**Disbursement**

The payment of an expenditure or funds sent from the COCTF to a county.

**Executive Committee**

The CCOC Executive Committee is a committee established under the CCOC Executive Council that manages contractual and other administrative issues as needed to prepare recommendations to the full Council. The three-member committee is comprised of the leadership of the Executive Council (the Chair, the Vice-Chair, and the Secretary/Treasurer). The committee holds meetings as necessary. [[flccoc.org/committees/executive-committee](https://flccoc.org/committees/executive-committee/)]

**Executive Council**

Outlined in [s. 28.35(1), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.35.html), the CCOC Executive Council is composed of 11 council members, including eight clerks elected by their fellow clerks for a term of two years (two from counties with a population of fewer than 100,000, two from counties with a population between 100,000 and 500,000, two from counties with a population between 500,000 and one million, and two from counties with a population of one million or more) as well as a designee from the House, the Senate, and the Judicial branch as ex officio members. At a minimum, the council meets quarterly to discuss and make decisions regarding CCOC business and budgetary matters. The chair of the Executive Council establishes the chairs of each CCOC Committee as described in the [Plan of Operation](https://flccoc.org/ccoc-reports/ccoc-plan-of-operations-approved-05092018/). [[flccoc.org/executive-council](https://flccoc.org/executive-council/)]

**Expenditure**

The creation or incurring of a legal obligation to disburse money. [Ex.: a $7 purchase of a desk calendar]

**Fine and Forfeiture Fund**

Created in [s. 142.01, F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0142/Sections/0142.01.html), the fine and forfeiture fund is a separate fund established by each clerk for use by the clerk in performing court-related functions. The fund consists of specified dollars outlined in statute, including fines, penalties, court costs, forfeitures, filing fees, and all other revenues received by the clerk authorized by law to be retained by the clerk.

**Florida Court Clerks & Comptrollers (FCCC or the Association)**

A statewide, nonprofit member association composed of Florida’s clerks of the circuit court and comptrollers. FCCC provides local government support services, technical assistance, and accreditation opportunities for all members of the Association. [[flclerks.com](https://www.flclerks.com/)]

**Florida Statutes (F.S.)**

A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections. The Florida Statutes are updated annually by laws that create, amend, transfer, or repeal statutory material. [[Online Sunshine (state.fl.us)](http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes)]

**FRS (Florida Retirement System)**

The State of Florida’s state-administered retirement system that includes a defined benefit pension plan and a defined contribution investment plan. FRS is administered by the [Department of Management Services (DMS)](https://www.dms.myflorida.com/) and provides retirement, disability, or death benefits to retirees or their designated beneficiaries. FRS participation is required by all state, county, district school board, state college, and state university employers with optional participation offered to cities, charter schools, metropolitan planning districts and special districts. [[frs.fl.gov](https://frs.fl.gov/)]

**FTE (Full-Time Equivalency)**

Employees holding salaried positions who are expected to work an average of at least 30 hours per week.

**Funded / Depository**

A designation of “funded” or “depository” is determined for each county at the beginning of the fiscal year based on projected revenues for the year compared to the approved Revenue-Limited Budget. The CCOC sends this calculated designation to the Department of Revenue each year. “Funded” counties receive calculated monthly funding from the Trust Fund, and “depository” counties send calculated monthly funds to the Trust Fund.

**General Appropriations Act (GAA)**

The budget document that provides the amounts of state budget for a specific fiscal year allocated by agency, the judicial branch, and the legislative branch for stated purposes in the performance of functions authorized by law. This document is determined and approved by the Legislature and then signed by the Governor with line-item vetoes. The Legislature is legally required to approve a balanced budget each fiscal year.

**General Revenue (GR) Fund**

The state's primary operating fund. General Revenue budget authority is usually released quarterly. [State fund code: 1000]

**Generally Accepted Accounting Principles (GAAP)**

Detailed accounting guidelines that ensure entities compile and report clear and consistent financial information. GAAP is managed by the Financial Accounting Standards Board (FASB), which regularly publishes updates to these standards. [[fasb.org](https://fasb.org/)]

**Governor’s Recommended Budget (Gov.’s recs)**

Authorized and outlined in [s. 216.163, F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0216/Sections/0216.163.html), the Gov.’s recs include annual recommended operating and FCO budgets for operating each state agency, including the judicial branch, for the upcoming fiscal year. Like the GAA, these recommendations are displayed by appropriation category within each budget entity and include the LBR of the corresponding agency. The Gov.’s recs for operating appropriations may include an alternative recommendation to that of the Chief Justice. The Gov.’s recs are due to be published 30 days prior to the first day of legislative session.

**Guardianship**

“Guardian” refers to a person who has been appointed by the court to act on behalf of a ward’s person or property, or both. Created in 2022, [s. 744.2112, F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0700-0799/0744/Sections/0744.2112.html), requires the CCOC and the clerks to establish a statewide database of guardian and guardianship case information to facilitate improving court oversight of guardianship cases. This database makes guardianship information available to the public in a searchable format.

**Judicial Branch**

All officers, employees, and offices of the Supreme Court, the six district courts of appeal, the 20 circuit courts, the 67 county courts, and the Judicial Qualifications Commission. The Office of the State Courts Administrator (OSCA) was created in 1972 to serve as the administrative arm of the Florida Supreme Court. The mission of the judicial branch is to protect rights and liberties, uphold and interpret the law, and provide for the peaceful resolution of disputes. [[flcourts.gov](https://www.flcourts.gov/)]

**Justice Administrative Commission (JAC)**

A state agency created in 1965 that provides administrative services on behalf of 49 judicial-related offices, including 20 Offices of State Attorney, 20 Offices of Public Defender, five Offices of Criminal Conflict and Civil Regional Counsel, three Offices of Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided include accounting, budgeting, financial services, and human resources. The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent persons and associated due process vendors. [[justiceadmin.org](https://www.justiceadmin.org/)]

**Legislative Branch**

The various officers, committees, and other units of the legislative branch of state government, including the Florida Senate ([flsenate.gov](https://www.flsenate.gov)) and the Florida House of Representatives ([myfloridahouse.gov](https://www.myfloridahouse.gov)). The Legislature drafts, proposes, and passes legislation to be signed by the Governor for approval, including the annual state budget.

**Legislative Budget Request (LBR)**

An annual request submitted to the Legislature, filed pursuant to [s. 216.023, F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0216/Sections/0216.023.html), for funding that the agency, department, or branch believes will be needed in the performance of its functions. This submission is required by all state entities annually and includes multiple reports and schedules to be completed. [[floridafiscalportal.state.fl.us](http://floridafiscalportal.state.fl.us/)]

**Legislative Committee**

The CCOC Legislative Committee is a committee established under the CCOC Executive Council to review legislative priorities, committee hearings, bills, etc. as they relate to clerk and CCOC activities. The committee chair and committee members serve at the pleasure of the CCOC Executive Council chair. The committee holds meetings periodically throughout the year both in-person and virtually. [[flccoc.org/committees/legislative-committee](https://flccoc.org/committees/legislative-committee/)]

**Needs-Based Budget**

During the budget development process each year, the Budget Committee establishes and approves the clerks’ Needs-Based Budget. This amount attempts to reflect the clerks’ true budgetary need to operate, regardless of actual available revenue and is based on both actual current operating costs as well as identified unfunded needs. However, due to limited available revenues, this budget amount is usually millions more than the actual available budget amount. This calculated funding shortfall is what the clerks’ legislative team works to address with our partners in the Legislature.

**Operation Green Light (OGL) / Driver License Reinstatement Days**

[Section 322.75, F.S.](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0300-0399/0322/Sections/0322.75.html), requires that clerks hold an annual event for driver license reinstatement for one or more days (known as [Operation Green Light](https://www.flclerks.com/general/custom.asp?page=GreenLight)). The clerk may work with the FCCC to promote such programs, develop communications, and coordinate the event. An individual is required to pay the full license reinstatement fee; however, the clerk has the flexibility to reduce or waive other fees and costs to facilitate reinstatement. The clerk is required to report to the CCOC related information following the event. [[flccoc.org/dl-reinstatement-days](https://flccoc.org/driver-license-reinstatement-days/)]

**Operational Budget**

An annual report completed by each clerk’s office at the beginning of each fiscal year that details court-related personnel costs, operating costs, and capital costs by court divisions. This document details the allocation of the Revenue-Limited Budget for each clerk’s office. The Operational Budget submission is comprised of the Operational Budget spreadsheet and the signed Certification Letter.

**Other Personnel Services (OPS) / Part-time Position**

A position authorized for less than the entire normally established work period, whether daily, weekly, monthly, or annually.

**Peer Group**

Peer Groups to classify each county are established based on population and cases to satisfy the requirement in [s. 28.35(2)(f)2., F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.35.html), which requires the CCOC to “prepare a cost comparison of similarly situated clerks of the court, based on county population and numbers of filings.” There are currently eight Peer Groups. These designations are reviewed and updated periodically. [[flccoc.org/ccoc-reports/#pg](https://flccoc.org/ccoc-reports/#pg)]

**Performance Improvement and Efficiencies (PIE) Committee**

The Performance Improvement and Efficiencies (PIE) Committee is a committee established under the CCOC Executive Council that reviews and recommends performance measure changes as well as reporting needs for the CCOC as a whole. The committee chair and committee members serve at the pleasure of the CCOC Executive Council chair. The committee holds meetings periodically throughout the year both in-person and virtually. [[flccoc.org/committees/PIE](https://flccoc.org/committees/performance-improvement-and-efficiencies-committee/)]

**Performance Measures**

A quantitative or qualitative indicator used to assess entity performance. The PIE Committee is responsible for the development and reporting of CCOC performance measures. There are [performance measures](https://flccoc.org/wp-content/uploads/2022/09/2023-CCOC-Performance-Measures-and-Standards.pdf) for Collections and Timeliness, Jury Payment, and Fiscal Management Performance. The quarterly Performance Measures and Action Plan report is compiled and sent to the House, Senate, and Governor’s office as required by statute. [[flccoc.org/ccoc-reports/#pr](https://flccoc.org/ccoc-reports/#pr)]

**Plan of Operation**

[Subsection 28.35(2)(a), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.35.html), requires the CCOC to adopt a plan of operation that includes a detailed budget for the corporation. This document details the corporation’s establishment, structure, powers and duties, membership, etc. [[flccoc.org/Plan-of-Operation](https://flccoc.org/wp-content/uploads/2018/06/CCOC-Plan-of-Operations-Approved-05092018.pdf)]

**Proviso**

Language in the GAA that qualifies or restricts a specific appropriation and which can be logically and directly related to the specific appropriation.

**Reserve Fund**

Established in 2021, the clerks’ reserve fund is a reserve for contingencies within the Clerks of the Court Trust Fund pursuant to [s. 28.36(3), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.36.html) Moneys held in reserve may be used by the CCOC to offset a deficit between available revenue and the original budget authority, to provide funding for an emergency, or to provide funds in the development

of the total clerks’ budget to ensure a minimum continuation budget is met. At a minimum, the Budget Committee is required to deposit at least 10% of the clerks’ share of the Cumulative Excess into the reserve fund each year. [Reserve Fund Policy: [flccoc.org(Reserve-Fund-Policy)](https://flccoc.org/wp-content/uploads/2023/02/Reserve-Fund-Policy-Approved-8-5-21.pdf)]

**Revenue-Limited Budget**

The budget amount allocated by county for a given county fiscal year, excluding State appropriations like jury funding. The statewide total is determined by the components identified in [s. 28.35(2)(f), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.35.html) This budget is established and approved by the Budget Committee and then the Executive Council prior to implementation. [[flccoc.org/budget](https://flccoc.org/clerks-budget/budget-information/)]

**Revenue Enhancement Committee**

The CCOC Revenue Enhancement Committee is a committee established under the CCOC Executive Council to help develop a more sustainable funding model for clerks. The committee chair and committee members serve at the pleasure of the CCOC Executive Council chair. The committee currently meets under the leadership of the CCOC Legislative Committee. [[flccoc.org/committees/revenue-enhancement-committee](https://flccoc.org/committees/revenue-enhancement-committee/)]

**Revenue Estimating Conference (REC)**

The Office of Economic and Demographic Research (EDR) is a research arm of the Legislature principally concerned with forecasting economic and social trends that affect policymaking, revenues, and appropriations. The EDR oversees 10 estimating conferences, one of which is the Revenue Estimating Conference (REC). The REC is comprised of multiple issue-specific conferences, including the [Article V Fees & Transfers REC](http://edr.state.fl.us/Content/conferences/articleV/index.cfm) which estimates the clerks’ revenues two or three times a year. The four principals of the conference are designated staff representing the Governor’s Office, the Senate, the House, and EDR as well as a representative from OSCA and the CCOC. Anticipated revenue forecasting is used to support the planning and budgeting process. General statutory authority is provided in ss. [216.136(3)](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0216/Sections/0216.136.html) and [216.138](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0216/Sections/0216.138.html), F.S. [[edr.state.fl.us](http://edr.state.fl.us/Content/)]

**Revenue Projection**

Submitted as part of the budget development process and used in the calculation of the Funded / Depository designation as well as the REC projection for clerks statewide.

**Salary**

The cash compensation for services rendered by an employee for a specific period of time.

**Settle-Up**

The reconciliation process completed at the conclusion of the county fiscal year pursuant to [s. 28.37(4)(a), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.37.html) This process reconciles revenues received against funds expended or sent to the Clerks of the Court Trust Fund (COCTF) for each clerk’s office. Statute requires the clerk, in consultation with the CCOC, to remit to the Department of Revenue the Cumulative Excess of all fines, fees, service charges, and court costs retained by the clerk, plus any funds received from the COCTF which exceed the approved budget amount, for deposit in the COCTF. Settle-Up makes the clerks and the COCTF whole and balanced at the end of the fiscal year.

**State Agency**

Any official, officer, commission, board, authority, council, committee, or department of the executive branch or the judicial branch of state government as defined in [Chapter 216, F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0216/0216ContentsIndex.html&StatuteYear=2022&Title=%2D%3E2022%2D%3EChapter%20216) This includes, but is not limited to, state attorneys, public defenders, criminal conflict and civil regional counsel, capital collateral regional counsel, the Justice Administrative Commission, the Florida Housing Finance Corporation, and the Florida Public Service Commission. Solely for the purposes of implementing [s. 19(h), Art. III](http://www.leg.state.fl.us/Statutes/index.cfm?Mode=Constitution&Submenu=3&Tab=statutes#A3S19) of the State Constitution, the terms “state agency” or “agency” include the judicial branch.

**State Fiscal Year (SFY)**

The State of Florida's fiscal year is from July 1 - June 30.

**Transparency Florida**

An online tool that provides the public with access to state government spending information, including Florida’s operating budget, associated expenditure records, and agency personnel data. This data is updated daily and allows search options of data at varying levels of detail as well as reports that can be downloaded. [[transparencyflorida.gov](http://www.transparencyflorida.gov/Home.aspx?FY=23)]

**Trust Funds**

Consist of monies received by the state which under law or under trust agreement are segregated for a purpose authorized by law. The state agency or branch of state government receiving or collecting such monies shall be responsible for their proper expenditure as provided by law. [State fund code: 2xxx (ex.: Admin. TF 2021)]

**Uniform Accounting System (UAS)**

The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports. [[2022 UAS Manual](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/localgov/2021-2022-uas-manual.pdf?sfvrsn=7359c98f_2)] [[Local Government Financial Reporting](https://apps.fldfs.com/LocalGov/Reports/AdHoc.aspx)] [[Rules](https://flrules.org/gateway/readFile.asp?sid=0&tid=0&cno=69I-51&caid=969726&type=4&file=69I-51.doc)]

**Unspent Budgeted Funds (UBF)**

Outlined in [s. 28.35(2)(f), F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0028/Sections/0028.35.html), the Unspent Budgeted Funds (UBF) are the difference of the actual amount of court-related budget authority and the actual court-related expenditures in a given fiscal year. This is calculated by the CCOC during the Settle-Up process. UBF is a specified building block of the clerks’ court-related budget as detailed in statute.

**Weighted Cases**

The CCOC PIE Committee develops weights that are assigned to each subcase type which is reported on the monthly Outputs report for new cases. The weights were developed to take into consideration the time and effort required to work each subcase type, including the lifespan of new cases over time.

**Weighted Workload Measure (WWM)**

A calculated measure based on case counts for each county that establishes case weights based on the determined time it takes to work a case type. Case weighting is developed by the PIE Committee for use in the Weighted Workload Measure which is then adopted by the Executive Council.

[updated by CCOC staff on April 25, 2023]