Annual Corporation Meeting

June 22, 2026

CCOC ANNUAL CORPORATION MEETING

June 22, 2026
Meeting: Immediately following the Executive Council Meeting
Location: Omni ChampionsGate (Virtual Zoom Link)

Call to Order .... Hon. Tara S. Green
Roll Call .... Jason L. Welty
Public Comment .... Hon. Tara S. Green
1) Approve Minutes of 2025 Meeting .... Hon. Michelle Miller
2) Treasurer's Report .... Hon. Tara S. Green
    a. CFY 2024-25 Annual Financial Report
    b. Report on CCOC Office Budget for CFY 2025-26
    c. Proposed Corporation Budget for CFY 2026-27
3) Plan of Operation Update .... Jason L. Welty
4) Report from the Chair .... Hon. Tara S. Green
    a. Future Work Plan
5) Tentative Council Meeting Dates for CFY 2026-27 .... Jason L. Welty
6) Other Business .... Hon. Tara S. Green

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

Attendance Annual Corporation Meeting June 22, 2026

Clerk	County	Present Via Zoom	Present In Person	Absent
Honorable Jess Irby	Alachua			
Honorable Stacie Harvey	Baker			
Honorable Bill Kinsaul	Bay			
Honorable Denny Thompson	Bradford			
Honorable Rachel Sadoff	Brevard			
Honorable Brenda D. Forman	Broward			
Honorable Robin “Cissy” Barfield	Calhoun			
Honorable Roger D. Eaton	Charlotte			
Honorable Traci Perry	Citrus			
Honorable Tara S. Green	Clay			
Honorable Crystal K. Kinzel	Collier			
Honorable Jay Swisher	Columbia			
Honorable Nadia K. Daughtrey	DeSoto			
Honorable Barbara Higginbotham	Dixie			
Honorable Jody Phillips	Duval			
Honorable Pam Childers	Escambia			
Honorable Tom W. Bexley	Flagler			
Honorable Michele Maxwell	Franklin			
Honorable Nicholas Thomas	Gadsden			

Clerk	County	Present Via Zoom	Present In Person	Absent
Honorable Todd Newton	Gilchrist			
Honorable Tami Pearce Simmons	Glades			
Honorable James Terry	Gulf			
Honorable W. Greg Godwin	Hamilton			
Honorable Victoria L. Rogers	Hardee			
Honorable Kimberly Barrineau	Hendry			
Honorable Doug Chorvat, Jr.	Hernando			
Honorable Jerome Kaszubowski	Highlands			
Honorable Victor Crist	Hillsborough			
Honorable Sam Bailey	Holmes			
Honorable Ryan Butler	Indian River			
Honorable Clayton O. Rooks	Jackson			
Honorable Trey Hightower	Jefferson			
Honorable Steve Land	Lafayette			
Honorable Gary J. Cooney	Lake			
Honorable Kevin C. Karnes	Lee			
Honorable Gwen Marshall Knight	Leon			
Honorable Matt Brooks	Levy			
Honorable Jace Ford	Liberty			
Honorable Billy Washington	Madison			
Honorable Angelina M. Colonneso	Manatee			
Honorable Greg Harrell	Marion			
Honorable Carolyn Timmann	Martin			
Honorable Juan Fernandez-Barquin	Miami-Dade			
Honorable Kevin Madok	Monroe			

Clerk	County	Present Via Zoom	Present In Person	Absent
Honorable Mitch Keiter	Nassau			
Honorable Brad Embry	Okaloosa			
Honorable Jerald Bryant	Okeechobee			
Honorable Tiffany Moore Russell	Orange			
Honorable Kelvin Soto	Osceola			
Honorable Mike Caruso	Palm Beach			
Honorable Nikki Alvarez-Sowles	Pasco			
Honorable Ken Burke	Pinellas			
Honorable Stacy Butterfield	Polk			
Honorable Matt Reynolds	Putnam			
Honorable Brandon Patty	Saint Johns			
Honorable Michelle Miller	Saint Lucie			
Honorable Jason English	Santa Rosa			
Honorable Karen E. Rushing	Sarasota			
Honorable Grant Maloy	Seminole			
Honorable Erin Munz	Sumter			
Honorable Barry Baker	Suwannee			
Honorable Gary Knowles	Taylor			
Honorable Kellie H. Rhoades	Union			
Honorable Laura E. Roth	Volusia			
Honorable Greg James	Wakulla			
Honorable Crystal Sconiers	Walton			
Honorable Lora C. Bell	Washington			

MINUTES OF THE EXECUTIVE COUNCIL MEETING
FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)

DATE: June 16, 2025
TIME: Upon Completion of the Executive Council meeting
LOCATION: World Equestrian Center in Ocala, Florida

CALL TO ORDER

Chair Green called the meeting to order at 3:15 PM.

ROLL CALL

Jason Welty conducted the roll call. A quorum was established

1) Agenda Approval
   - **Motion to approve:** Clerk Chorvat
   - **Second:** Clerk Washington
   - **Vote**: Approved unanimously

2) Approve Minutes of 2024 Meeting
   - **Motion to approve:** Clerk Timmann
   - **Second:** Clerk Green
   - **Vote**: Approved unanimously

3) Treasurer's Report – Clerk Green presented the Treasurer's Report, which was the same from the Executive Council Meeting.
   a. CFY 2023-24 Annual Financial Report
      i. Law Redd issued a clean audit opinion.
      ii. There were no significant deficiencies or material weaknesses in internal control identified.
      iii. There were no instances of noncompliance noted with laws, rules, contracts, or grant agreements.
      iv. As a follow-up to the prior year's finding on the cybersecurity fraud, Law Redd noted that the actions taken by CCOC were sufficient to report that corrective action was taken on the issue.
   b. CFY 2024-25 CCOC Office Budget
      i. FY 2024-25 budget status (as of April 30): $1.3M expended (52% of budget), under budget by $130,498.
   c. CFY 2024-25 Budget Amendment
      i. CCOC requested approval for a CFY 2024-25 budget amendment of $281,000 for Cloud Navigator's guardianship database contract.

d. CFY 2025-26 Proposed Corporation Budget
   i. The Proposed FY 2025-26 CCOC Budget is $2,609,763, which includes additional funding for contracted services, salaries/benefits, legislative coordinator position, and education contract increases.
   ii. Clerk Newton asked about the $115,000 difference in the contractual services.
   iii. Mr. Welty explained that the amount was accidentally added to the budget twice and that the contractual services line for the FY 2025-26 budget should be $569,563. That reduces the Proposed FY 2025-26 CCOC Budget to $2,494,763.

e. CCOC Financial Policies
   i. CCOC presented two new policies for the Council's consideration: Purchasing Credit Card Policy and Procurement Policy.

- **Motion to approve the Treasurer's Report, which includes the FY 2024-25 budget amendment, the FY 2025-26 proposed budget (with correction to contractual services amount), and adoption of financial policies:** Clerk Daughtrey
- **Second:** Clerk Washington
- **Vote:** Approved unanimously

4) Report from the Chair
   a. Clerk Butterfield provided a report from the chair highlighting the successes in the CFY 2024-25 Budget being over $500 million for the first time since coming out of the state budget in CFY 2013-14. Additional highlights include the Guardianship Transparency Database; the work being conducted by the workgroups including the Clerks' Court Service Framework and updated internal office improvements.

5) Tentative Council Meeting Dates for CFY 2025-26 – were proposed for:
   a. October 21, 2025 – FCCC Fall Conference
   b. December 2025 – Virtual Meeting to approve contracts
   c. March 16, 2026 – FCCC Winter Conference
   d. June 22, 2026 – FCCC Summer Conference; Executive Council and Annual Corporation Meeting

6) Other Business
   a. Executive Director Welty spoke about the state of the CCOC and changes that have been made in the six months since he started as the Executive Director.

The meeting was adjourned at 3:40 PM

AGENDA ITEM 2

SUBJECT: Treasurer's Report
CORPORATION ACTION: Approve CFY 2026-27 CCOC Office Budget

OVERVIEW:

a. **CFY 2024-25 Audited Financial Statement**: The FY 2025 audit for the year ended September 30, 2025, has been completed by Law, Redd, Crona & Munroe, P.A., who issued an unmodified (clean) opinion with no findings, no material weaknesses, and no instances of noncompliance. The full financial statements are attached for your reference. **(Attachment 1)** and the CCOC Governance Letter **(Attachment 2).** Additionally, the auditors will be available at the Council and Corporation meetings for questions.

b. **CFY 2025-26 Budget Update**: As seen on the attached CCOC Office Budget Report **(Attachment 3)**, the office has expended 51 percent of the approved budget through May 2026, through 67 percent of the fiscal year. These expenditures are unaudited and are subject to change.

c. **CFY 2026-27 Budget Request**: CCOC requests a 4.25 percent increase in personnel expenses. The increase in personnel will provide salary increases to keep up with inflation. Additionally, we've made an adjustment in contracted services allowing for a nine percent reduction in that category. Overall, the adjustments allow for CCOC's budget to remain flat year over year. **(Attachment 4).**

LEAD STAFF: Jason L. Welty, CCOC Executive Director

ATTACHMENTS:

- CFY 2024-25 Annual Financial Report
- Report on CCOC Office Budget for CFY 2025-26
- Proposed Corporation Budget for CFY 2026-27

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

(A Component Unit of the State of Florida)

TALLAHASSEE, FLORIDA

FINANCIAL STATEMENTS

September 30, 2025

C O N T E N T S

INDEPENDENT AUDITOR'S REPORT

To the Executive Council
Florida Clerks of Court Operations Corporation
Tallahassee, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund (special revenue) of Florida Clerks of Court Operations Corporation (a component unit of the State of Florida), as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund (special revenue) of Florida Clerks of Court Operations Corporation, as of September 30, 2025, and the changes in its financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Florida Clerks of Court Operations Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Law, Redd, Crona & Munroe, P.A.· 2075 Centre Pointe Blvd., Suite 200 · Telephone (850) 878-6189
Members: American Institute of Certified Public Accountants and Florida Institute of Certified Public Accountants

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Florida Clerks of Court Operations Corporation's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Florida Clerks of Court Operations Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 1-3 and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Florida Clerks of Court Operations Corporation's basic financial statements. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by Chapter 10.550, *Rules of the Auditor General*, and is not a required part of the basic financial statements.

The schedule of expenditures of state financial assistance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2026, on our consideration of Florida Clerks of Court Operations Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Florida Clerks of Court Operations Corporation's internal control over financial reporting and compliance.

Law Redd Crona + Munroe P.A.

LAW, REDD, CRONA & MUNROE, P.A.
Tallahassee, Florida
June 15, 2026

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Florida Clerks of Court Operations Corporation's (the "CCOC") financial performance provides an overview of the CCOC's financial activities for the year ended September 30, 2025. Please read it in conjunction with the CCOC's basic financial statements, which begin on page 6.

Background and Financial Information

The Florida Clerks of Court Operations Conference (the "Conference") was established in 2003 by Section 28.35, *Florida Statutes*, to establish a process for the review and approval of court-related proposed budgets submitted by the respective Clerks of the Court. The 2004 session of the Florida Legislature amended Section 28.35, *Florida Statutes*, making the Conference a public corporation and changing its name to Florida Clerks of Court Operations Corporation.

During the 2009 session, the Florida Legislature changed the CCOC from a quasi-governmental form of government to a governmental fund housed under the Justice Administrative Commission (JAC). The Florida Legislature identified a source of court fees, collected from the Clerks throughout the State, to fund the operations of the CCOC.

Beginning on July 1, 2013, the Florida Legislature changed the structure and funding for the CCOC. The corporation reverted back to being a separate entity (public corporation) with a September 30 fiscal year end and was no longer housed under the JAC. Instead, the CCOC is funded pursuant to a contract with the Chief Financial Officer of the State of Florida. The employees of the Corporation participate in the Florida Retirement System. Further, the Corporation may hire staff and pay other expenses necessary to perform the official duties and responsibilities. CCOC is considered a blended component unit of the State of Florida.

Overview of the Financial Statements and Financial Highlights

The CCOC issues basic financial statements comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-Wide Financial Statements: The government-wide financial statements are prepared using the accrual basis of accounting and the economic resources measurement focus. All CCOC's basic services are considered to be governmental activities and state courts programs. Operations are funded through court fees collected from the Clerks throughout the state of Florida.

Section 744.2112, *Florida Statutes*, signed into law in June 2022, requires CCOC and the clerks of court to establish a statewide database of guardian and guardianship case information to facilitate improving court oversight of guardianship cases. The database was completed and put into service April 2024. The project is administered by the Justice Administrative Commission who awarded reimbursement grant in the fiscal year to CCOC to maintain the database.

The Statement of Net Position presents information on CCOC's assets, deferred inflows/outflows and liabilities, the difference being reported as net position.

Over time, changes in net position (increases and decreases) may serve as a useful indicator of whether the financial position of CCOC is improving or deteriorating.

The Statement of Activities presents the change in the CCOC's net position during the fiscal year. Revenues and expenses are accounted for on the accrual basis of accounting in this report. CCOC's financial statements include the governmental activities related to state courts programs and grants.

The following table presents the CCOC's condensed Statement of Net Position as of September 30, 2025 and 2024, as derived from the government-wide Statement of Net Position.

Table 1 – Net Position

	Governmental Activities	
	2025	2024
Current and other assets	$ 2,577,903	$ 2,497,128
Capital assets	1,052,333	1,208,966
Deferred outflows of resources	509,116	264,305
Current liabilities	(339,941)	(138,790)
Noncurrent liabilities	(1,000,779)	(839,005)
Deferred inflows of resources	(418,362)	(398,846)
NET POSITION	$ 2,380,270	$ 2,593,758

In 2025, investment in capital assets (software, furniture and equipment) totals $1,052,333 and represents 44% of CCOC's net position. The remaining 56% of net position is restricted for program costs.

The following table presents the CCOC's condensed statement of activities for the years ended September 30, 2025 and 2024, as derived from the government-wide Statement of Activities.

Table 2 – Changes in Net Position

	Governmental Activities	
	2025	2024
Total revenues	$ 2,028,907	$ 2,524,389
Total expenditures	2,242,395	2,069,347
Change in net position	(213,488)	455,042
Net position – beginning of year	2,593,758	2,138,716
Net position – end of year	$ 2,380,270	$ 2,593,758

State appropriations and court fees revenue decreased $187,856 (or 9%) compared to the previous year. This decrease was due to a decrease in fees collected from the State Clerks. CCOC also recognized revenues of $72,670 and expenditures of $72,670 related to the Guardianship Database in 2025.

Fund Financial Statements: A fund is a self-balancing group of accounts used to maintain control over resources intended to be used for specific purposes. The fund financial statements focus on the only fund of the CCOC, the special revenue fund.

The governmental fund financial statements provide information based on current sources and uses of resources of CCOC's operations. A reconciliation of the governmental fund financial statements with the Statement of Net Position (prepared on the accrual basis of accounting) is provided at the end of the related financial statements to facilitate comparison. The capital assets, long-term debt and deferred inflows and outflows used in governmental activities, which are not current sources and uses of financial resources, are not reported in the fund financial statements

Notes to the Financial Statements: The notes provide additional information that is important to the reader in attaining a full understanding of the data presented in the financial statements.

Requests for Information

Questions concerning any of the information provided in this report or requests for additional information should be addressed to Jason Welty, Executive Director, Florida Clerks of Court Operations Corporation, 2560-102 Barrington Circle, Tallahassee, Florida 32308.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
STATEMENT OF NET POSITION
September 30, 2025

		Governmental Activities
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		
CURRENT ASSETS		
Cash and cash equivalents	$	1,465,854
Investments		1,021,776
Grant receivable		72,670
Prepaid expenses and other assets		17,603
TOTAL CURRENT ASSETS		2,577,903
NONCURRENT ASSETS		
Capital assets:		
Software, furniture and equipment, net		1,019,662
Leases, right-of-use asset, net		32,671
		1,052,333
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows related to pensions		509,116
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	$	4,139,352
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	$	229,224
Compensated absences - current		75,246
Lease liabilities, current		35,471
TOTAL CURRENT LIABILITIES		339,941
NONCURRENT LIABILITIES		
Compensated absences		109,558
Pension liability		891,221
		1,000,779
TOTAL LIABILITIES		1,340,720
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows related to pensions		418,362
NET POSITION		
Net investment in capital assets		1,052,333
Restricted		1,327,937
TOTAL NET POSITION		2,380,270
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	$	4,139,352

See accompanying notes to the financial statements.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2025

Functions/Programs	Expenses	Program Revenues: Capital Grants	Program Revenues: State Appropriations and Court Fees	Net (Expenses) Revenue and Changes in Net Position
PRIMARY GOVERNMENT:				
Governmental activities:				
State courts	$ 2,242,395	$ 72,670	$ 1,911,042	$ (258,683)
TOTAL GOVERNMENTAL ACTIVITIES	$ 2,242,395	$ 72,670	$ 1,911,042	(258,683)
Interest income				23,394
Change in fair value of investments				21,776
Other revenue				25
CHANGE IN NET POSITION				(213,488)
NET POSITION - BEGINNING OF YEAR				2,593,758
NET POSITION - END OF YEAR				$ 2,380,270

See accompanying notes to the financial statements.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
BALANCE SHEET – GOVERNMENTAL FUND
September 30, 2025

		Special Revenue Fund
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	$	1,465,854
Investments		1,021,776
Grant receivable		72,670
Prepaid expenses and other assets		17,603
TOTAL CURRENT ASSETS	$	2,577,903
LIABILITIES AND FUND BALANCE		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	$	229,224
FUND BALANCE		
Restricted fund balance		2,348,679
TOTAL LIABILITIES AND FUND BALANCE	$	2,577,903

Amounts reported for "Governmental Activities" in Statement of Net Position are different because:

Fund Balance - Governmental Fund	$	2,348,679
Capital Assets, Net of depreciation and amortization used in Governmental Activities, are not financial resources and, therefore, are not reported in the fund financial statements.		1,052,333
Deferred outflows and inflows of resources are not available in the current period and, therefore, are not reported in the governmental funds. Deferred outflows and inflows of resources at year-end consist of:		
Deferred outflows related to pensions		509,116
Deferred inflows related to pensions		(418,362)
Long-term liabilities, including compensated absences, leases and pension, are not due and payable in the current period and, therefore, are not reported in the fund financial statements.		(1,111,496)
NET POSITION OF GOVERNMENTAL ACTIVITIES	$	2,380,270

See accompanying notes to the financial statements.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – GOVERNMENTAL FUND
For the Year Ended September 30, 2025

		Special Revenue Fund
REVENUES		
State financial assistance	$	1,983,712
Change in fair value of investments		21,776
Interest income		23,394
Other income		25
TOTAL REVENUES		2,028,907
EXPENDITURES		
Current:		
State courts:		
Personnel services		1,148,494
Expenses		945,321
Debt service:		
Principal - leases		32,590
Interest - leases		4,535
TOTAL EXPENDITURES		2,130,940
NET CHANGE IN FUND BALANCE - GOVERNMENTAL FUND		(102,033)
RESTRICTED FUND BALANCE, BEGINNING OF YEAR		2,450,712
RESTRICTED FUND BALANCE, END OF YEAR	$	2,348,679

See accompanying notes to the financial statements.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2025

NET CHANGE IN FUND BALANCE - GOVERNMENTAL FUND	$	(102,033)
Amounts reported for Governmental Activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense. No capital outlay for the year. Depreciation and amortization expense of $156,633 occurred in the current period.		(156,633)
Lease financings provide current financial resources to governmental funds, but increase long-term liabilities in the Statement of Net Position. Principal payments on lease payables was $32,590.		32,590
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
Change in pension related balances		78,996
Change in compensated absences		(66,408)
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	$	(213,488)

See accompanying notes to the financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity - These financial statements are intended to present the financial position and results of operations of the Florida Clerks of Court Operations Corporation (CCOC). The CCOC is a blended component unit of the State of Florida and is included in the State of Florida's annual financial report. The financial statements contained herein represent the financial transactions of only the CCOC.

The 2013 session of the Florida Legislature amended Section 28.35, *Florida Statutes*, making the Florida Clerks of Court Operations Corporation a public corporation financed through a contract with the Department of Financial Services, effective July 1, 2013.

CCOC's activities are accounted for in a special revenue fund. The CCOC has no component units.

Government-Wide and Fund Accounting - The CCOC's financial statements have been prepared in accordance with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB). GASB Statement No. 34 establishes financial reporting requirements for state and local governments throughout the United States. The financial data of the CCOC is presented in the required GASB format as discussed on the following pages.

Government-Wide Accounting - The government-wide financial statements, including the Statement of Net Position and the Statement of Activities, report information regarding the activities of the CCOC. Government-wide statements distinguish between government-type and business-type activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

As a branch of government that does not levy taxes, the CCOC is funded by an appropriation of the Florida Legislature through a portion of the fees collected by the Clerks of Court for filing a civil action in Circuit Court, as specified in Section 28.241, *Florida Statutes*. In addition, CCOC was awarded a grant from the Justice Administrative Commission to establish a statewide database of guardian and guardianship case information to facilitate improving court oversight of guardianship cases in accordance with Section 744.2112, *Florida Statutes*. The government-wide financial statements present this activity as a special revenue fund.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Accounting - In fund accounting, the diverse nature of governmental operations and the necessity of determining compliance with legal provisions require modification of accounting systems commonly used by commercial enterprises. The CCOC special revenue fund is considered a separate entity with self-balancing accounts that include, where applicable, its assets, liabilities, fund equity, revenues, expenditures and other financial sources and uses.

> *Government Fund Type: Special Revenue Fund* – Special revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments or expendable trusts) that are legally restricted to expenditures for specified purposes.

GASB Statement No. 54 requires fund balance reported in the governmental fund balance sheet to be classified using a hierarchy based primarily on the extent to which a government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Within this hierarchy, fund balance is first classified as non-spendable, then restricted, committed, assigned, and unassigned.

- *Non-spendable* – This component of fund balance consists of amounts that cannot be spent because (a) they are not expected to be converted to cash, or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund.

- *Restricted* – This component of fund balance consists of amounts that are constrained either (a) externally by third parties (creditors, grantors, contributors, or laws or regulations of other governments), or (b) by law through constitutional provisions or enabling legislation.

- *Committed* – This component of fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal resolution of the CCOC's board. These committed amounts cannot be used for any other purpose unless the board removes or changes the specified use by taking the same type of action employed to constrain those amounts.

- *Assigned* – This component of fund balance consists of amounts that are constrained by the CCOC board's intent to be used for specific purposes but are neither restricted nor committed.

The CCOC is a special revenue fund and is a component unit of the State of Florida. The activities of the CCOC are directed by Florida Statute. Accordingly, the fund balance is classified as restricted.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net Position - Net position represents all assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources. Net position is presented on the Statement of Net Position into the following categories:

- *Net Investment in Capital Assets* – Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.

- *Restricted* – Net position subject to externally imposed stipulations on their use.

- *Unrestricted* – All remaining net position that do not meet the definition of "net investment in capital assets" or "restricted".

When both restricted and unrestricted resources are available for the same purpose, restricted net position are considered to be used first over unrestricted net position.

Basis of Accounting - Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The accounting and financial reporting treatment applied is determined by the type of financial statement presentation.

Measurement Focus - The government-wide statements are reported using an economic resources management focus and accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental-type and business-type activities are included in the Statement of Net Position. Revenues are recognized when earned and expenses are recognized at the time the liabilities are incurred in the Statement of Activities. In these statements, capital assets are reported and depreciated or amortized over their useful lives.

In the Special Revenue Fund, revenues are based on transfers required by law and actual billings to other governmental agencies and are recognized when they become measurable and available. Expenditures are generally recognized under a modified accrual basis of accounting when the related fund liability is incurred.

Governmental funds are reported using a current financial resources measurement focus and the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash - Cash consists of demand deposits held at qualified public depositories. Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. Therefore, any amount of the CCOC's demand deposits in excess of FDIC protection would be fully insured or collateralized.

Accounts Receivable - Accounts receivable consists of balances due from the Justice Administrative Commission for expenditures incurred through September 30, 2025 under the Guardianship Database project. Management deems these balances to be fully collectible. Therefore, there is no allowance for doubtful accounts

Capital Assets and Lease Activity - In the governmental fund statements, general fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental fund types.

In the government-wide statements, tangible assets used in operations with an initial useful life that extends beyond one year and valued at more than a specified threshold ($1,000) are capitalized. Capital assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset lives are not capitalized. Capital assets are depreciated using the straight-line method of depreciation over their estimated useful lives (3-10 years). These assets are reported net of accumulated depreciation on the Statement of Net Position.

In accordance with GASB Statement No. 87, *Leases*, the government-wide statements recognize a lease liability and an intangible right-to-use lease asset for all material leases with terms greater than 12 months. The lease asset is initially measured as the present value of future lease payments plus any initial direct costs, and is amortized over the shorter of the lease term or the useful life of the underlying asset. Lease liabilities are similarly measured at the present value of expected lease payments. Lease activity is presented in the government-wide financial statements in accordance with this standard. Short-term leases (12 months or less) are excluded and are recognized as expenses when incurred.

Deferred Inflows of Resources - Represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time. The CCOC has deferred inflows of resources related to pension items.

Deferred Outflows of Resources - Represents a consumption of net assets that applies to a future period and therefore will not be recognized as an outflow of resources (expense) until that future time. The CCOC has deferred outflows of resources related to pension items.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Support from State Government - The CCOC received all of its support and revenue to fund operations from a contract with the State of Florida's Chief Financial Officer. The contract is renewed and/or renegotiated annually. Revenue is recognized as it is received from the Department of Financial Services' CCOC Trust Fund. The CCOC Trust Fund collects court filing fees for Circuit Civil Court cases. The CCOC receives $4.50 from each filing fee.

During the year, CCOC also received capital grant funds on a reimbursement basis.

Estimates - The preparation of these financial statements in conformity with accounting principles generally accepted in the United States of America requires CCOC to make estimates and assumptions based on analytical methods in determining depreciation and various accruals. Actual results may differ from those estimates.

Subsequent Events - Management has performed an analysis of the activities and transactions subsequent to September 30, 2025 to determine the need for any adjustments to and/or disclosures within the financial statements for the year ended September 30, 2025. Management has performed their analysis through June 15, 2026 the date the financial statements were available to be issued.

NOTE 2 - BUDGETARY PROCESS

Pursuant to its Plan of Operation, CCOC shall adopt an annual operating budget and program work plan for each fiscal year, as recommended by the Executive Council. The program work plan shall clearly outline the annual objectives of the Executive Council relative to duties and responsibilities and provide an anticipated schedule for completion of those objectives. The budget is adopted on the modified accrual basis of accounting.

NOTE 3 - INVESTMENTS

At year-end, CCOC held an investment of $1,021,776 in a Short-Term Bond Fund through a local government investment pool operated by the Florida Local Government Investment Trust. The investment is reported at fair value based on the fund's net asset value ("NAV") per share as provided by the fund. The investment provides next-business-day liquidity for withdrawal requests submitted in accordance with the fund's requirements.

CCOC's investment in the Florida Trust Short-Term Bond Fund is subject to credit risk and interest rate risk. At year-end, the fund's credit quality rating was **AAAf** and its market risk sensitivity rating was **S2**, as assigned by Fitch Ratings. As a short-term bond fund, the investment is subject to fluctuations in fair value due to changes in market interest rates.

NOTE 4 - CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2025 was as follows:

	Beginning Balance	Additions	Retirements	Total
Capital assets:				
Software	$ 1,195,000	$ -	$ -	$ 1,195,000
Furniture and equipment	111,470	-	-	111,470
Right-of-use asset	98,013	-	-	98,013
Less: accumulated depreciation and amortization	(195,517)	(156,633)	-	(352,150)
Capital assets, net	$ 1,208,966	$ (156,633)	$ -	$ 1,052,333

Depreciation and amortization expense of $123,962 related to software and furniture and equipment is recorded in the statement of activities for the government-wide statements. Amortization expense of $32,671 related to the right-of-use asset is recorded in the statement of activities for the government-wide statements.

NOTE 5 - LONG-TERM LIABILITIES

Long-term liability activity for the year ended September 30, 2025 is as follows:

	Beginning Balances	Additions	Reductions	Ending Balances	Current Portion of Long-term Liabilities
Compensated absences	$ 118,397	$ 123,733	$ (57,326)	$ 184,804	$ 75,246
Lease liability	68,061	-	(32,590)	35,471	35,471
Pension liability	744,921	146,300	-	891,221	-
Total long-term debt	$ 931,379	$ 270,033	$ (89,916)	$ 1,111,496	$ 110,717

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS

Florida Retirement System:

General Information – All of the CCOC's employees participate in the Florida Retirement System (FRS). As provided by Chapters 121 and 112, Florida Statutes, the FRS provides two cost sharing, multiple employer defined benefit plans administered by the Florida Department of Management Services, Division of Retirement, including the FRS Pension Plan ("Pension Plan") and the Retiree Health Insurance Subsidy ("HIS Plan"). Under Section 121.4501, Florida Statutes, the FRS also provides a defined contribution plan ("Investment

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS (Continued)

Plan") alternative to the FRS Pension Plan, which is administered by the State Board of Administration ("SBA"). As a general rule, membership in the FRS is compulsory for all employees working in a regularly established position for a state agency, county government, district school board, state university, community college, or a participating city or special district within the State of Florida. The FRS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits are established by Chapter 121, Florida Statutes, and Chapter 60S, Florida Administrative Code. Amendments to the law can be made only by an act of the Florida State Legislature.

The State of Florida annually issues a publicly available financial report that includes financial statements and required supplementary information for the FRS. The latest available report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or from the Website: www.dms.myflorida.com/workforce_operations/retirement/publications.

Pension Plan

Plan Description – The Pension Plan is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program ("DROP") for eligible employees.

Benefits Provided – Benefits under the Pension Plan are computed on the basis of age, average final compensation, and service credit. For Pension Plan members enrolled before July 1, 2011, Regular class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Vested members with less than 30 years of service may retire before age 62 and receive reduced retirement benefits. Special Risk Administrative Support class members who retire at or after age 55 with at least six years of credited service or 25 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 1.6% of their final average compensation based on the five highest years of salary, for each year of credited service. Special Risk class members (sworn law enforcement officers, firefighters, and correctional officers) who retire at or after age 55 with at least six years of credited service, or with 25 years of service regardless of age, are entitled to a retirement benefit payable monthly for life, equal to 3.0% of their final average compensation based on the five highest years of salary for each year of credited service. Senior Management Service class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 2.0% of their final average compensation based on the five highest years of salary for each year of credited service. Elected Officers' class members who retire at or after age 62 with at least six years of credited service or 30 years of service regardless of age are entitled to a retirement benefit payable monthly for life, equal to 3.0% (3.33% for judges and justices) of their final average compensation based on the five highest years of salary for each year of credited service.

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS (Continued)

For Plan members enrolled on or after July 1, 2011, the vesting requirement is extended to eight years of credited service for all these members and increasing normal retirement to age 65 or 33 years of service regardless of age for Regular, Senior Management Service, and Elected Officers' class members, and to age 60 or 30 years of service regardless of age for Special Risk and Special Risk Administrative Support class members. Also, the final average compensation for all these members will be based on the eight highest years of salary.

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the Pension Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost of living adjustment is three percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of three percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by three percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

In addition to the above benefits, the DROP program allows eligible members to defer receipt of monthly retirement benefit payments while continuing employment with an FRS employer for a period not to exceed 96 months after electing to participate. Deferred monthly benefits are held in the FRS Trust Fund and accrue interest. There are no required contributions by DROP participants.

Contributions – Effective July 1, 2011, all enrolled members of the FRS, other than DROP participants, are required to contribute three percent of their salary to the FRS. In addition to member contributions, governmental employers are required to make contributions to the FRS based on state-wide contribution rates established by the Florida Legislature. These rates are updated as of July 1 of each year. The employer contribution rates by job class for the periods from October 1, 2024 through June 30, 2025 and from July 1, 2025 through September 30, 2025, respectively, were as follows: Regular—13.63% and 14.03%; Senior Management Service—34.52% and 33.24%; and DROP participants—21.13% and 22.02%. These employer contribution rate include 2.0% HIS Plan subsidy for the years ended June 30, 2024 and June 30, 2025. It also includes the applicable unfunded actuarial liability (UAL) and the 0.06% administrative/educational assessment.

The CCOC's contributions to the Pension Plan totaled $158,922 for the fiscal year ended September 30, 2025.

The CCOC recognizes pension liabilities, pension expense and deferred outflows of resources and deferred inflows of resources related to pensions on the accrual basis of accounting. At September 30, 2025, the CCOC reported a liability of $705,953 for their proportionate share of the Pension Plan's net pension liability. The net pension liability was measured as of June 30, 2025, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2024. The CCOC's

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS (Continued)

proportionate share of the net pension liability was based on the CCOC's 2024-25 fiscal year contributions relative to the 2024-25 fiscal year contributions of all participating members. At June 30, 2025, the CCOC's proportionate share for all funds was 0.0023 percent. As of September 30, 2025, CCOC had 6 active employees in the Pension Plan.

For the fiscal year ended September 30, 2025, the CCOC recognized pension expense/(benefit) of $(61,392). In addition, these activities reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FRS Pension	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 75,403	$ -
Changes of assumptions	81,980	-
Net difference between projected and actual earnings on pension plan investments	-	117,866
Changes in proportion and differences between pension plan contributions and proportionate share of contributions	279,272	212,195
Pension plan contributions subsequent to the measurement date	45,561	-
	$ 482,216	$ 330,061

The Pension Plan's deferred outflows of resources related to the CCOC's contributions to the Plan subsequent to the measurement date, totaling $45,561, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

	FRS
Year ended June 30:	
2026	$ 308,593
2027	(54,829)
2028	(82,053)
2029	(65,117)
	$ 106,594

Actuarial Assumptions – The total pension liability was determined by an actuarial valuation as of the measurement date of June 30, 2025 using the following actuarial assumption, applied to all period included in the measurement:

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS (Continued)

Inflation	2.40%
Salary increases	3.50%, average, including inflation
Investment rate of return	6.70%, net of pension plan investment expense, including inflation

The mortality assumption is based on the Generational PUB-2010 with Projection Scale MP-2021 tables.

The actuarial assumptions used were based on the results of an actuarial experience study for the period July 1, 2018 through June 30, 2023.

The long-term expected rate of return on Pension Plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Cash	1.0%	3.2%
Fixed Income	29.0%	5.5%
Global Equity	45.0%	8.5%
Real Estate	12.0%	8.4%
Private Equity	11.0%	12.4%
Strategic Investments	2.0%	6.5%
	100.0%	

Discount Rate – The discount rate used to measure the total pension liability was 6.70%. The Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculation of the total pension liability is equal to the long-term expected rate of return.

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS (Continued)

Sensitivity of the CCOC's Proportionate Share of the Net Position Liability to Changes in the Discount Rate – The following represents the CCOC's proportionate share of the net pension liability calculated using the discount rate of 6.70%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.70%) or one percentage point higher (7.70%) than the current rate:

	1% Decrease (5.70%)	FRS Net Pension Liability Current Discount Rate (6.70%)	1% Increase (7.70%)
Proportionate Share of the Net Pension Plan Liability	$ 1,385,423	$ 705,953	$ 136,296

Pension Plan Fiduciary Net Position – Detailed information regarding the Pension Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report.

HIS Plan

Plan Description – The HIS Plan is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided – For the fiscal year ended September 30, 2025, eligible retirees and beneficiaries received a monthly HIS payment of $5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of $30 and a maximum HIS payment of $150 per month. To be eligible to receive these benefits, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions – The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended September 30, 2025, the HIS contribution for the period October 1, 2024 through June 30, 2025 was 2.0%. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or cancelled.

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS (Continued)

The CCOC's contributions to the HIS Plan totaled $14,170 for the fiscal year ended September 30, 2025.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – The basis of accounting and financial reporting of the CCOC's HIS Plan is identical to that of the CCOC's Pension Plan. At September 30, 2025, the CCOC reported a liability of $185,268 for their proportionate share of the CCOC's HIS Plan's net pension liability. The CCOC's proportionate share of the net pension liability was based on the CCOC's 2024-25 fiscal year contributions relative to the 2024-25 fiscal year contributions of all participating members. At June 30, 2025, the CCOC's proportionate share of all funds was .0015%, rounded.

For the fiscal year ended September 30, 2025, the CCOC recognized pension expense/(benefit) of $(17,603). In addition, these activities reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	HIS Pension	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 1,106	$ 294
Changes of assumptions	1,640	44,812
Net difference between projected and actual earnings on HIS plan investments	-	154
Changes in proportion and differences between HIS plan contributions and proportionate share of contributions	20,432	43,041
HIS plan contributions subsequent to the measurement date	3,722	-
	$ 26,900	$ 88,301

The deferred outflows of resources related to the HIS Plan resulting from the CCOC's contributions to the HIS Plan subsequent to the measurement date, totaling $3,722, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2025.

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS (Continued)

Other amounts reported as deferred outflows of resources related to the HIS Plan will be recognized as pension expense as follows:

		HIS
Year ended June 30:		
2026	$	(14,366)
2027		(17,200)
2028		(14,481)
2029		(11,605)
2030		(7,471)
	$	(65,123)

Actuarial Assumptions – The total pension liability was determined by an actuarial valuation as of the measurement date of July 1, 2025 using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary increases	3.50%, average, including inflation
Municipal bond rate	5.20%

The municipal bond rate used to determine total pension liability was increased from 3.93% to 5.20%. The mortality assumption is the Generational PUB-2010 with Projection Scale MP-2021.

The actuarial assumptions used were based on certain results of an actuarial experience study for the pension plan for the period July 1, 2018 through June 30, 2023.

Discount Rate – The discount rate used to measure the total pension liability was 5.20%. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor.

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS (Continued)

Sensitivity of the CCOC's Proportionate Share of the Net Position Liability to Changes in the Discount Rate – The following represents the CCOC's proportionate share of the net pension liability calculated using the discount rate of 5.20%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (4.20%) or one percentage point higher (6.20%) than the current rate:

	1% Decrease (4.20%)	HIS Net Pension Liability Current Discount Rate (5.20%)	1% Increase (6.20%)
Proportionate Share of the Net HIS Plan Liability	$ 208,920	$ 185,268	$ 165,432

Pension Plan Fiduciary Net Position – Detailed information regarding the HIS Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State-Administered Systems Annual Comprehensive Financial Report.

Investment Plan

The SBA administers the defined contribution plan officially titled the FRS Investment Plan. The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Annual Comprehensive Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. County employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the Pension Plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06% of payroll and by forfeited benefits of plan members. After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the FRS Investment Plan, receive a lump-sum distribution, or leave the funds invested for future distribution. Disability coverage is provided; the employer pays an employer contribution to fund the disability benefit which is deposited in the FRS Trust Fund. The member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan or remain in the FRS Investment Plan and rely upon that account balance for retirement income.

NOTE 6 - FLORIDA RETIREMENT SYSTEM PLANS (Continued)

CCOC's Investment Plan pension expense totaled $1,313 for the fiscal year ended September 30, 2025. For the fiscal year ended September 30, 2025, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to CCOC.

NOTE 7 – LEASE COMMITMENTS

CCOC leases office space under a lease agreement that expires September 2026 and has an interest rate of 8.50%. The right-of-use lease asset for office space was originally valued at $98,013. Accumulated amortization for the right-of-use lease assets for office space as of September 30, 2025 is $65,342. Future minimum lease commitments are as follows:

Year ended September 30:	Principal	Interest	Total
2026	$ 35,471	$ 1,654	$ 37,125
	$ 35,471	$ 1,654	$ 37,125

NOTE 8 - RISK MANAGEMENT

CCOC is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; forgery and alteration; bodily injury and fraud for which CCOC carries commercial insurance. The primary coverage limits include: $1,000,000 for 90 days for newly acquired or constructed property; $500,000 for 90 days for newly acquired business personal property; $100,000 per accident for bodily injury by accident; $100,000 per employee for bodily injury by disease with a policy limit of $500,000; $15,000 for employee dishonesty; $10,000 for forgery and alteration; $1,000,000 each policy period for directors and officers, employment practices and internet liability. Liabilities for losses would be recorded when a loss occurs, and the amount can be reasonably estimated. There are no such losses as of September 30, 2025.

NOTE 9 – CHANGE IN ACCOUNTING PRINCIPLE

During the year ended September 30, 2025, management adopted GASB Statement No. 101, Compensated Absences. This statement updates the recognition and measurement guidance for compensated absences, aligning the accounting treatment under a unified model. This change in accounting principle did not have an impact on beginning net position or fund balance.

During the year ended September 2025, management adopted GASB statement No. 102, Certain Risk Disclosures. This change in accounting principle had no impact on the financial statements for the year ended September 30, 2025

REQUIRED SUPPLEMENTARY INFORMATION

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
SCHEDULE OF CCOC PROPORTIONATE SHARE OF NET PENSION LIABILITY
FLORIDA RETIREMENT SYSTEM
Last Ten Fiscal Years*

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
CCOC's proportion of the net pension liability	0.0022747%	0.0013938%	0.002464%	0.002124%	0.001946%	0.001899%	0.002025%	0.001732%	0.001859%	0.002393%
CCOC's proportionate share of the net pension liability	$ 705,953	$ 539,221	$ 981,866	$ 790,264	$ 146,963	$ 823,046	$ 697,448	$ 521,823	$ 549,827	$ 604,194
CCOC's covered-employee payroll	$ 483,768	$ 450,047	$ 490,142	$ 493,748	$ 474,202	$ 429,818	$ 447,195	$ 264,015	$ 297,968	$ 297,903
CCOC's proportionate share of the net pension liability as a percentage of its covered-employee payroll	145.93%	119.81%	200.32%	160.05%	30.99%	191.49%	155.96%	197.65%	184.53%	202.82%
Plan fiduciary net position as a percentage of the total pension liability	87.26%	83.70%	82.38%	82.89%	96.40%	78.85%	82.61%	84.26%	83.89%	84.88%

* The amounts presented for each fiscal year were determined as of 6/30.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
SCHEDULE OF CCOC CONTRIBUTIONS
FLORIDA RETIREMENT SYSTEM
Last Ten Fiscal Years*

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually required contribution	$ 158,922	$ 78,931	$ 119,842	$ 93,183	$ 78,691	$ 64,417	$ 64,190	$ 52,392	$ 48,390	$ 58,353
Contributions in relation to the contractually required contribution	(158,922)	(78,931)	(119,842)	(93,183)	(78,691)	(64,417)	(64,190)	(52,392)	(48,390)	(58,353)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
CCOC's covered-employee payroll	$ 483,768	$ 450,047	$ 490,142	$ 493,748	$ 474,202	$ 429,818	$ 447,195	$ 264,015	$ 297,968	$ 297,903
Contributions as a percentage of covered-employee payroll	32.85%	17.54%	24.45%	18.87%	16.59%	14.99%	14.35%	19.84%	16.24%	19.59%

* The amounts presented for each fiscal year were determined as of 6/30.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
SCHEDULE OF CCOC PROPORTIONATE SHARE OF NET PENSION LIABILITY
HEALTH INSURANCE SUBSIDY PROGRAM
Last Ten Fiscal Years*

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
CCOC's proportion of the net pension liability	0.0014544%	0.0013713%	0.0016928%	0.0015332%	0.0015786%	0.0015835%	0.0018608%	0.0017798%	0.0016870%	0.0016857%
CCOC's proportionate share of the net pension liability	$ 185,268	$ 205,700	$ 268,835	$ 162,386	$ 186,188	$ 193,345	$ 208,209	$ 188,372	$ 180,381	$ 196,466
CCOC's covered-employee payroll	$ 483,768	$ 450,047	$ 490,142	$ 493,748	$ 474,202	$ 429,818	$ 447,195	$ 264,015	$ 297,968	$ 297,903
CCOC's proportionate share of the net pension liability as a percentage of its covered-employee payroll	38.30%	45.71%	54.85%	32.89%	39.26%	44.98%	46.56%	71.35%	60.54%	65.95%
Plan fiduciary net position as a percentage of the total pension liability	6.36%	4.80%	4.12%	4.81%	3.56%	3.00%	2.63%	2.15%	1.64%	0.97%

* The amounts presented for each fiscal year were determined as of 6/30.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
SCHEDULE OF CCOC CONTRIBUTIONS
HEALTH INSURANCE SUBSIDY PROGRAM
Last Ten Fiscal Years*

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually required contribution	$ 14,170	$ 11,609	$ 12,215	$ 9,382	$ 9,123	$ 8,654	$ 10,063	$ 10,120	$ 8,928	$ 8,640
Contributions in relation to the contractually required contribution	(14,170)	(11,609)	(12,215)	(9,382)	(9,123)	(8,654)	(10,063)	(10,120)	(8,928)	(8,640)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FCCOC's covered-employee payroll	$ 483,768	$ 450,047	$ 490,142	$ 493,748	$ 474,202	$ 429,818	$ 447,195	$ 264,015	$ 297,968	$ 297,903
Contributions as a percentage of covered-employee payroll	2.93%	2.58%	2.49%	1.90%	1.92%	2.01%	2.25%	3.83%	3.00%	2.90%

* The amounts presented for each fiscal year were determined as of 6/30.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GOVERNMENTAL FUND
For the Year Ended September 30, 2025

	Governmental Fund			
	Special Revenue			
	Budgeted Amounts			
	Original	Final	Actual	Variance - Favorable (Unfavorable)
REVENUES				
State financial assistance	$ 1,996,824	$ 2,277,824	$ 1,983,712	$ (294,112)
Change in fair value of investments	-	-	21,776	21,776
Interest income	-	-	23,394	23,394
Other income	-	-	25	25
TOTAL REVENUES	1,996,824	2,277,824	2,028,907	(248,917)
EXPENDITURES				
Current:				
Expenses	1,996,824	2,277,824	2,093,815	184,009
Debt service:				
Principal - leases	-	-	32,590	(32,590)
Interest - leases	-	-	4,535	(4,535)
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	1,996,824	2,277,824	2,130,940	146,884
EXCESS OF REVENUES OVER EXPENDITURES	-	-	(102,033)	(102,033)
NET CHANGE IN FUND BALANCE - GOVERNMENTAL FUND	$ -	$ -	(102,033)	$ (102,033)
RESTRICTED FUND BALANCE, BEGINNING OF YEAR			2,450,712	
RESTRICTED FUND BALANCE, END OF YEAR			$ 2,348,679	

See independent auditor’s report.

OTHER REPORTS AND SUPPLEMENTARY INFORMATION

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Executive Council
Florida Clerks of Court Operations Corporation
Tallahassee, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund (special revenue) of Florida Clerks of Court Operations Corporation, as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise Florida Clerks of Court Operations Corporation's basic financial statements, and have issued our report thereon dated June 15, 2026.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Florida Clerks of Court Operations Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

Law, Redd, Crona & Munroe, P.A.· 2075 Centre Pointe Blvd., Suite 200 · Telephone (850) 878-6189
Members: American Institute of Certified Public Accountants and Florida Institute of Certified Public Accountants

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Florida Clerks of Court Operations Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Law Redd Crona + Munroe P.A.

LAW, REDD, CRONA & MUNROE, P.A.
Tallahassee, Florida
June 15, 2026

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROJECT AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY CHAPTER 10.550, RULES OF THE AUDITOR GENERAL

To the Executive Council
Florida Clerks of Court Operations Corporation
Tallahassee, Florida

Report on Compliance for Each Major State Project

Opinion on Each Major State Project

We have audited Florida Clerks of Court Operations Corporation's compliance with the types of compliance requirements described in the *Department of Financial Service's State Projects Compliance Supplement* that could have a direct and material effect on the Florida Clerks of Court Operations Corporation's major state projects for the year ended September 30, 2025. Florida Clerks of Court Operations Corporation's major state projects are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Florida Clerks of Court Operations Corporation complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major state projects for the year ended September 30, 2025.

Basis for Opinion on Each Major State Project

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Chapter 10.550, Rules of the Auditor General. Our responsibilities under those standards and Chapter 10.550, Rules of the Auditor General are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Florida Clerks of Court Operations Corporation and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major state project. Our audit does not provide a legal determination of Florida Clerks of Court Operations Corporation's compliance with the compliance requirements referred to above.

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Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Florida Clerks of Court Operations Corporation's state projects.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Florida Clerks of Court Operations Corporation's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, Government Auditing Standards, and Chapter 10.550, Rules of the Auditor General will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Florida Clerks of Court Operations Corporation's compliance with the requirements of each major state project as a whole.

In performing an audit in accordance with generally accepted auditing standards, Government Auditing Standards, and Chapter 10.550, Rules of the Auditor General, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Florida Clerks of Court Operations Corporation's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Florida Clerks of Court Operations Corporation's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with Chapter 10.550, Rules of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of Florida Clerks of Court Operations Corporation's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state project will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Chapter 10.550, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.

Law Redd Crona + Munroe P.A.

LAW, REDD, CRONA & MUNROE, P.A.
Tallahassee, Florida
June 15, 2026

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
For the Year Ended September 30, 2025

	CSFA Number	Contract Number	Expenditures
STATE			
State of Florida, Department of Financial Services			
CCOC/CFO Contract	N/A	N/A	$ 2,169,725
Justice Administrative Commission			
Guardianship Database	21.012	JCOC2	72,670
TOTAL STATE FINANCIAL ASSISTANCE EXPENDED			$ 2,242,395

NOTES:

(1) The Schedule of Expenditures of State Financial Assistance was prepared on the accrual basis of accounting.

(2) The programs do not utilize sub-recipients.

See independent auditor’s report.

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS –
STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED SEPTEMBER 30, 2025

SECTION I - SUMMARY OF AUDIT RESULTS

1. **Type of Audit Report issued on the Financial Statements**

   Unmodified

2. **Significant Deficiencies and/or Material Weaknesses in Internal Control Over Financial Reporting**

   No

3. **Noncompliance Material to Audited Financial Statements**

   No

4. **Significant Deficiencies and/or Material Weaknesses in Internal Control Over Each Major State Project**

   No

5. **Type of Audit Report Issued on Compliance with Requirements that Could Have a Direct and Material Effect on Each Major State Project**

   Unmodified

6. **Audit findings disclosed that are required to be reported in accordance with Chapter 10.554(1)(m)(4), Rules of the Auditor General**

   No

7. **Audit findings disclosed that are required to be reported in accordance with Chapter 10.554(1)(i)(3), Rules of the Auditor General**

   No

8. **Major State Projects**

State Projects
State of Florida, Department of Financial Services FCCOC/CFO Contract

9. **Threshold**

   The threshold for distinguishing Type A or Type B programs was $672,718.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported

SECTION III – STATE FINANCIAL ASSISTANCE FINDINGS AND QUESTIONED COSTS

None reported

SECTION IV – PRIOR YEAR AUDIT FINDINGS

None reported

June 15, 2026

To the Executive Council
Florida Clerks of Court Operations Corporation

We have audited the financial statements of Florida Clerks of Court Operations Corporation (CCOC) (a component unit of the State of Florida) for the year ended September 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards,* Chapter 10.550, Rules of the Auditor General and the Florida Single Audit Act, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 12, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by CCOC are described in Note 1 to the financial statements. As described in Note 9 to the financial statements, CCOC changed accounting policies related to compensated absences and certain risk disclosures by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 102, Certain Risk Disclosures and No. 101, Compensated Absences, in 2024/2025. There was no adjustment to beginning net position or fund balance as a result of adoption.

We noted no transactions entered into by CCOC during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting CCOC's financial statements were:

1. Compensated absences are an estimate of costs and the resulting liability for leave benefits provided to employees of CCOC.
2. The pension liability and related deferred inflows and outflows are derived from the CCOC's proportionate share as reflected in the audited Schedules of Employer Allocations and Pension Amounts by Employer for the Florida Retirement System Pension Plan and the Retiree Health Insurance Subsidy Program.

We evaluated the key factors and assumptions used to develop the above-mentioned estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements is as follows:

1. Note 1 discloses CCOC receives all of its support and revenue to fund operations from a contract with the State of Florida's Chief Financial Officer that is renewed and/or renegotiated annually.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Adjustments detected as a result of audit procedures and corrected by management are included on Attachment A. Items noted with "PBC" were prepared by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 15, 2026.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to CCOC's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as CCOC's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary schedule and pension liability and contributions schedules which are required supplemental information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the schedule of expenditures of state financial assistance, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with Chapter 10.550, Rules of the Auditor General and the Florida Single Audit Act, the method of preparing the supplementary information has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Executive Council and CCOC management and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Law Redd Crona + Munroe P.A.

LAW, REDD, CRONA & MUNROE, P.A.
Tallahassee, Florida

CCOC **ATTACHMENT A**
Year End: September 30, 2025
Adjusting Journal Entries
Date: 10/1/2024 To 9/30/2025

Number	Date	Type	Name	Account No	Debit	Credit
1	9/30/2025	N	Accrued Leave Liability	307		$ (53,276)
1	9/30/2025	N	Payroll Expenses:Wages	631	$ 53,276	
		PBC - AJE to record CY leave liability.				
2	9/30/2025	N	GASB 68 Dfd Outflows/Resources	203	$ 244,810	
2	9/30/2025	N	GASB 68 Pension Liability	305		$ (146,300)
2	9/30/2025	N	GASB 68 Dfd Inflows/Resources	306		$ (19,515)
2	9/30/2025	N	GASB 68 Pension Expense	640		$ (78,995)
		PBC - Entry to adjust pension related balances to GASB report at 9/30/25.				
3	9/30/2025	N	A/R - Guardianship Database	116	$ 72,670	
3	9/30/2025	N	Grant income - Guardianship Database	503		$ (72,670)
		PBC- To record A/R for Guardianship Database grant.				
4	9/30/2025	N	Prepaid Expense	104		$ (3,094)
4	9/30/2025	N	Accounts Payable	300	$ 3,094	
		Remove 11/2025 rent paid in 11/25.				
5	9/30/2025	N	Accrued Leave Liability	307		$ (13,133)
5	9/30/2025	N	Payroll Expenses:Wages	631	$ 13,133	
		Record FICA liability in accordance with GASB 101.				
					$ 386,983	**$ (386,983)**

Net Income (Loss) **(213,492.00)**

FY 2025-26
CCOC Budget and Expenditures
through May 2026

	FY25/26	October	November	December	January	February	March	April	May
Personal Services		$ 108,149.64	$ 83,666.08	$ 106,722.19	$ 72,194.89	$ 85,052.00	$ 105,434.84	$ 105,311.42	$ 105,566.58
Operating		$ 141,988.62	$ 23,476.33	$ 10,549.92	$ 146,296.26	$ 14,148.98	$ 97,109.92	$ 23,143.67	$ 99,343.02
Capital Outlay		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Grand Total		$ 250,138.26	$ 107,142.41	$ 117,272.11	$ 218,491.15	$ 99,200.98	$ 202,544.76	$ 128,455.09	$ 204,909.60
YTD		$ 250,138.26	$ 357,280.67	$ 474,552.78	$ 693,043.93	$ 792,244.91	$ 994,789.67	$ 1,123,244.76	$ 1,328,154.36
YTD Budget	$ 2,609,763.00	$ 217,480.25	$ 434,960.50	$ 652,440.75	$ 869,921.00	$ 1,087,401.25	$ 1,304,881.50	$ 1,522,361.75	$ 1,739,842.00
Budget to Actuals		$ (32,658.01)	$ 77,679.83	$ 177,887.97	$ 176,877.07	$ 295,156.34	$ 310,091.83	$ 399,116.99	$ 411,687.64
% YTD		10%	14%	18%	27%	30%	38%	43%	51%

Proposed CFY 2026-2027 CCOC Budget

CCOC Budget CFY 2025-26	
	Budget Category Amount
CCOC STAFF:	$1,256,000
OPS STAFF:	$34,000
GENERAL EXPENSES:	$85,200
TRAVEL	$40,000
STAFF TRAINING:	$10,000
CONTRACTUAL EXPENSES:	$684,563
EDUCATION SERVICES:	$500,000
TOTALS:	**$2,609,763**

CCOC Budget CFY 2026-27 Proposed	
	Budget Category Amount
CCOC STAFF:	$1,299,800
OPS STAFF:	$45,000
GENERAL EXPENSES:	$85,200
TRAVEL:	$40,000
STAFF TRAINING:	$10,000
CONTRACTUAL EXPENSES:	$620,000
EDUCATION SERVICES:	$500,000
TOTALS:	**$2,600,000**

AGENDA ITEM 3

SUBJECT: Plan of Operation Changes
CORPORATION ACTION: Approve changes to CCOC's Plan of Operation

OVERVIEW:
CCOC's Plan of Operation is the governing document that translates the Corporation's statutory mandate into the operational rules. It includes Council structure, officer duties, elections, quorum, fiscal administration, and committee functions that the Florida Clerks of Court Operations Corporation runs on a day-to-day basis. The Executive Committee (Chair, Vice-Chair, and Secretary/Treasurer) reviewed the 2018 Plan of Operation. During the review, several modifications were suggested and incorporated into the attached draft. The committee voted unanimously to recommend this draft for the Corporation's consideration.

The 2026 Plan of Operation draft modernizes procedural mechanics (electronic notice, e-balloting, remote attendance) and reflects CCOC's expanded statutory portfolio, including the Guardianship Transparency Database.

Additional changes:
- Quorum raised 5→6 (§2-6): Council quorum increases from 5 to 6 of 11 members; in-person vs. remote distinction for counting quorum is removed.
- Executive Director gains hire/fire authority (§4-2): The 2018 Plan only described an annual staffing plan. The 2026 Plan vests the Executive Director with day-to-day hire, supervise, evaluate, and terminate authority within budget. The recommended changes codify current practice.
- Facility Location (§4-1.E): Council is authorized to lease or purchase office space. The 2018 Plan had no such authority.
- Revenue Enhancement Committee eliminated (§2-3): Since 2019, the Legislative Committee has handled the duty of recommending fine and fee changes to the legislature. This change also codifies current practice.
- New military leave-of-absence (LOA) protection (§2-5): deployed Council members get LOA status, a special election fills the seat, and reinstatement is guaranteed on return.
- 45-day audit distribution deadline added (§4-1.C): no deadline existed in 2018.

LEAD STAFF: Jason L. Welty, CCOC Executive Director

ATTACHMENTS:
- Recommended 2026 Plan of Operation

PLAN OF OPERATION

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION

ARTICLE I
GENERAL PROVISIONS

Section 1-1: Name

The name of the Corporation shall be the Florida Clerks of Court Operations Corporation.

Section 1-2: Establishment

The Florida Clerks of Court Operations Corporation, hereinafter known as “Corporation,” is established under s. 28.35, F.S. The statutory duties assigned to the Corporation shall be performed by the Executive Council (Council) through the Corporation staff.

Section 1-3: Legal Structure

A. The Corporation is established as a public corporation organized to perform the functions specified in statute and as described in this Plan of Operation.

B. Membership in the Corporation consists of the Clerks of the Circuit Court, each serving in an ex officio capacity.

C. The members must adopt the Corporation Plan of Operation and may amend it by a majority vote of the Corporation members at the annual meeting. The Plan of Operation may not contradict the Corporation’s statutory purpose, construction, operation, or scope of duties/authority.

Section 1-4: Corporation Powers and Duties

The duties of the Corporation shall include the functions assigned to the Corporation, as defined in ss. 11.45, 27.52, 28.246, 28.35, 28.36, 28.37, 28.42, 40.29, 57.082, 318.18, 322.75, and 744.2112, F.S. These duties shall include, but are not limited to:

A. **Annually reviewing and adopting** the Plan of Operation and **developing** a corporate budget.

B. **Conducting** elections for the Executive Council and **supporting** governance functions.

C. **Recommending** changes to fines, fees, service charges, and costs, and **developing** funding formulas when judicial capacity increases.

D. **Establishing and certifying** workload measures and performance standards, **monitoring** clerk performance, and **reporting** deficiencies **requiring** corrective actions.

E. **Reviewing, amending, and setting** clerk budget authority, **ensuring** alignment with available revenues, and **performing** comparative and annual budget analyses.

F. **Contracting** for audits and **ensuring** fiscal accountability of court-related expenditures.

G. **Developing and delivering** statewide education and training programs for clerks.

H. **Preparing and submitting** annual reports detailing operations, budget development, and expenditure reconciliation.

I. **Preparing and submitting** annual budget requests for statutory reimbursements to the Legislature.

J. **Maintaining and upgrading** the Guardianship Transparency Database.

Section 1-5: Corporation Meetings

Meetings of the Corporation shall be governed by the following provisions:

A. The Corporation will collaborate with the Florida Court Clerks & Comptrollers to coordinate meetings for the convenience of the members. The Corporation shall hold an annual business meeting each year and such other meetings as deemed necessary by the call of the Council or upon the petition to the Council by twenty-two (22) or more members of the Corporation.

B. The Corporation shall notice the Corporation's annual meeting thirty (30) days before the meeting date. The agenda, stating the substance and nature of each agenda item, shall be provided at least seven days prior to the annual meeting. For other meetings described in subsection A, notice shall be provided at least seven days prior to the meeting and shall include an agenda as described above.

C. All meetings of the Corporation shall be open to the public pursuant to Florida law. Proceedings of Corporation meetings shall be governed by the most current edition of Robert's Rules of Order, with detailed minutes of all proceedings taken and maintained by the Secretary/Treasurer. Upon approval by the Corporation, minutes shall be posted on the Corporation's website for public access.

D. Corporation Annual Meeting: After providing proper notice as outlined under Section 1-5, a quorum will consist of a majority of the Corporation membership. This includes counting those present in person and electronically.

ARTICLE II
COUNCIL

Section 2-1: Membership

The Council shall be composed of eight clerks elected by the Corporation members. Two clerks shall be from each of the following four population categories and shall serve two-year terms.

A. Group A: Less than 100,000 citizens

B. Group B: 100,000 but fewer than 500,000

C. Group C: 500,000 but fewer than one million

D. Group D: one million or more

The Executive Council shall consist of staggered two-year terms. The Executive Council shall establish the process, terms, and division within groups to implement the staggered terms. The Council shall also include, as ex officio members, a designee of the President of the Senate, a designee of the Speaker of the House of Representatives, and a designee of the Chief Justice of the Supreme Court.

Section 2-2: Election of Council

At the annual meeting, the currently sitting Council members shall conduct the meeting then the General Counsel will swear in the incoming board members.

Council members, other than designees of the President of the Senate, the Speaker of the House of Representatives, and the Chief Justice of the Supreme Court, assuming office at the annual meeting, shall be elected pursuant to the following:

A. Counties shall be assigned to population categories based on individual county population estimates for the year in which the election is held, as published by the Bureau of Economic and Business Research (BEBR), University of Florida.

B. On or before April 1 of each year, the Secretary/Treasurer shall provide email notice to all clerks of the upcoming election. The notice shall include the election schedule and a statement that any clerk who intends to be a candidate must notify the Secretary/Treasurer in writing by April 15. By May 15 of each year, the Secretary/Treasurer shall prepare an election ballot that shall contain the names of all candidates divided into appropriate population categories of their respective counties. The ballot shall be distributed to all clerks via email at least 15 days before the ballot return deadline.

C. All ballots shall be returned to the email address of a Certified Public Accountant (CPA) selected by the Council by the designated date for the official opening and counting of the ballots. The CPA shall maintain custody of all ballots until the designated date and time for opening and counting.

D. On the date and at the time and location noticed for the official opening and counting of the ballots, the designated CPA shall open and count all ballots and shall certify the official results of the election. The designated CPA shall serve notice of certification to the Council and the Corporation Members.

E. Special elections, as may be necessary and called pursuant to Section 2-5, shall be conducted within the requirements and framework of the above provisions, including applicable schedule timelines. Special elections may be held to fill a vacated term on the Council for the remaining term of the vacated office.

F. If a candidate is unopposed, then no ballot process/election process shall be required.

Section 2-3: Duties and Responsibilities

The Council and Corporation staff shall perform, on behalf of the Corporation, those duties and responsibilities assigned by statute and the Corporation's Plan of Operation. Such duties and responsibilities shall be administered in accordance with the Plan of Operation. The Council shall develop administrative, personnel, and purchasing policies for the Corporation.

The Council shall have standing committees to help perform statutory duties more efficiently. Ad hoc committees may be established as determined necessary by the Council Chair. Summary minutes of all proceedings of meetings of the standing committees shall be taken and maintained by Corporation staff and placed and maintained on the Corporation website for public access.

Standing committees shall include:

A. Budget Committee: Duties include developing budget forms and instructions for clerks; educating clerks about the budget process; requesting and reviewing proposed clerk budgets using established evaluation criteria; recommending a consolidated budget for all clerks to the Council; recommending amendments to existing or proposed budgets as necessary; presenting the budget to the Legislature, the Governor, or their staff as required; and identifying legislative issues and proposed solutions for referral to the Legislative Committee.

B. Legislative Committee: Duties include reviewing legislative priorities, committee hearings, and bills affecting clerks and CCOC activities, and providing recommendations to the Legislature on court-related fines, fees, service charges, and costs, and on the distribution of those fines and fees.

C. Performance Improvement and Efficiency Committee: Duties include working with Corporation members to develop, review, and refine workload measures and performance standards for clerks' court-related functions; evaluating Clerk operations to identify opportunities to improve efficiency, effectiveness, and consistency;

recommending process improvements, best practices, and operational enhancements to support high-quality court services; analyzing performance data to identify trends and areas requiring corrective action or support; and coordinating with other committees, as appropriate, to ensure performance expectations align with budgetary, legislative, and educational priorities.

D. Education Committee: Duties include assisting Corporation members to help carry out statutory duties of developing and conducting clerk education programs. The Committee shall ensure that all education programs comply with applicable continuing education requirements and support the Corporation's mission of promoting efficient and effective court operations throughout Florida.

E. Executive Committee: The Committee shall consist of the Council Officers as established in Section 3-1. The purpose of the Committee is to act on behalf of the Council when decisions must be made on issues requiring immediate attention or on administrative matters. The Council shall be notified of any action taken by the Executive Committee. All decisions of the Executive Committee shall be provided to the Council at the Council's next meeting for confirmation.

Section 2-4: Council Meetings

A. At the annual Corporation meeting, the Council shall recommend a tentative schedule of all regular meetings for the coming year. To promote efficiency and cost-effectiveness, the Corporation must coordinate its in-person meetings with those of the Florida Court Clerks & Comptrollers.

B. The Council shall meet in accordance with the annually published schedule of meetings. The Council can meet either in person or via an electronic meeting platform. Other meetings may be called by the Chair and/or by petition of at least three (3) Council members.

C. Notice of the Council meetings shall be given seven (7) days before the meeting date to the Council and members of the Corporation and the notice shall include the agenda which shall advise the Council and Corporation members on the substance and nature of each agenda item. For other Council meetings, as provided herein, notices shall be provided a minimum of seven (7) days before such meetings, with agenda provisions as previously noted. The seven (7) day notice can be waived by seven (7) members of the Council at the commencement of the meeting.

D. For any in-person Council meetings, all reasonable efforts must be made to have electronic access available to all members. Council members should attend in person but may also attend and vote electronically.

E. All meetings of the Council shall be open to the public, governed pursuant to Florida law.

Section 2-5: Vacancies

Vacancies of Council members shall be governed by the following provisions:

A. A vacancy in office is declared when a member has three consecutive unexcused absences from Council meetings; dies while in office; or no longer holds the qualifying office for Council membership. The Chair must grant excused absences.

B. When a vacancy occurs or is imminent, the Secretary/Treasurer or the Chair must provide written notification to the Council.

C. Upon such notification by the Secretary/Treasurer or the Chair, the Council shall notify the Corporation members of the vacancy.

D. If the remaining term is less than six (6) months, the vacancy will remain open until the next regular election. If more than six (6) months remain, the Council shall direct the Secretary/Treasurer or Chair to conduct a special election under Section 2-2 to fill the unexpired term. The timeline for this process under Section 2-2 may be shortened to conclude within 30 days.

E. Attendance by a member’s designated representative at any regular and/or special meetings of the Council and/or Committee of the Council does not constitute official attendance by that member, and such representative shall not be permitted to cast a vote on behalf of the represented member.
    a. Leave of Absence (LOA) Status – if a Council member is deployed in military service, that member must notify CCOC immediately to initiate a special election under Section 2-2. The active-duty members will be placed on LOA status for the duration of their deployment.
    b. Reinstatement Protections – Upon return from active duty, the Council member shall be reinstated to their position on the Council, unless the term has expired.

Section 2-6: Quorum

Executive Council: A quorum shall consist of at least six (6) members of the Council being present in person or remotely to participate and vote.

ARTICLE III
COUNCIL OFFICERS

Section 3-1: Executive Officers

The Executive Officers shall be the Chair, Vice Chair, and Secretary/Treasurer. Said officers shall be elected by majority vote of the Council at the first meeting of the Council at the beginning of each new Council year, with each officer serving a one (1) year term, and shall develop a schedule for meetings of the Council and Corporation for the coming year. Executive Officers may serve successive terms. All officers of the Council are also officers of the Corporation. If at any time during the one year an officer's position becomes vacant, the Council at its next meeting shall select a Council member to fill the vacant position.

A. Chair: The Chair shall preside at all meetings of the Corporation and the Council and shall serve as the Council's Executive Officer. If the Chair and the Vice Chair will not be present for a meeting, the Chair may designate another officer or member to preside in the Chair's absence. The Chair shall have authority to appoint regular or special committees as deemed necessary, appoint committee members, and appoint the chair and vice chairs of each committee.

B. Vice Chair: The Vice Chair shall exercise all the powers and duties of the Chair during the Chair's absence or inability to act and shall perform such other duties as may be assigned by the Council or Chair.

C. Secretary/Treasurer: The Secretary/Treasurer shall oversee the keeping of accurate up-to-date record of all proceedings of the Council and the Corporation and shall be the chief financial agent of the Corporation. As chief financial agent, he, or she shall oversee the financial matters of the Corporation, shall be the Chair of any audit committee, and shall propose the annual budget of the Corporation.

Section 3-2: Other Officers

The ex officio non-voting Officers of the Council shall be the Executive Director and a General Counsel. The Council shall appoint officials based on the professional requirements of the applicable position, subject to the other provisions herein.

A. Executive Director: The Executive Director shall serve as the Administrator for the functions of the Council. Employment and/or contracting for the position shall be pursuant to Section 4-2 and the Corporation's Annual Budget, pursuant to Section 4-1 B. The Executive Director is a managerial and policy-making employee who serves at the pleasure of the Council without civil service protection. The Council must evaluate the performance of the Executive Director annually. The Chair shall request an evaluation from each Council member. The Chair shall go over the evaluations with the Director. The Chair will provide the Council members with the compilation of the evaluations.
    a. The Executive Director has the responsibility to make personnel, budget, expenditure, or policy decisions in his or her area of responsibility. The

Executive Director shall be included in the Senior Management Services Class of the Florida Retirement System. The Executive Director shall be responsible for the day-to-day operations of the Corporation as well as function as a liaison between the Corporation and the Florida Court Clerks & Comptrollers.

b. General Counsel: The General Counsel shall provide legal services in accordance with the directives of the Council related to the operations and the statutory duties and responsibilities of the Corporation.

ARTICLE IV
ADMINISTRATION

Section 4-1: Financial Administration

A. Fiscal Year: The Corporation's fiscal and program year shall begin on October 1 and end on September 30.

B. Budget and Program Administration: At its annual meeting, the Corporation, shall adopt an annual operating budget and program work plan for the upcoming fiscal year, as presented by the Executive Director and recommended by the Council. The budget and work plan shall provide a delineation of projected revenues and proposed expenditures by classification, personnel, operating, and capital. Each quarter, unless otherwise requested by the Corporation and/or the Council, the Secretary/Treasurer shall report on the status of the budget and may make recommendations for required modifications.

C. Accounting and Financial Reporting: The financial reporting system for funds received by the Florida Clerks of Court Operations Corporation to fulfill its statutory responsibilities and the associated annual audit shall comply with the following provisions:
   a. The Council must maintain a financial reporting system that records, establishes accountability for, and provides controls over all funds received in accordance with Generally Accepted Accounting Principles and applicable state law.
   b. The Council shall ensure that an independent audit is conducted each year of the preceding fiscal year's financial statements and related records, performed by a Certified Public Accountant (CPA) in accordance with Generally Accepted Governmental Auditing Standards issued by the Comptroller's Office of the United States of America.

D. The Council shall submit the resulting annual financial audit report, management letter, and Council response to the Corporation members and such other entities that may be designated by law within 45 days.

E. Administration of Procurement and Contracting: The Council shall develop and adopt policies and guidelines for procurement and contracting in accordance with law.

F. Lease and Acquisition of Facilities: The Council is authorized to lease or purchase office space. The Council may waive applicable procurement policies upon a determination that a direct negotiation strategy serves the best financial and operational interests of the Corporation. A record of such determination shall be maintained with the agreement.

Section 4-2: Personnel Administration

The Executive Director shall be responsible for the day-to-day personnel administration of the Corporation. This authority includes the power to hire, supervise, evaluate, and terminate staff necessary to conduct the Council's functions, provided such actions remain within the scope of the approved budget.

Annually, as an element of the Corporation's budget and work plan preparation, the Executive Director shall develop and submit a proposed staffing plan to the Council for review. The Executive Director shall have the authority to adjust the staffing plan as needed, subject to the overall budget and the Council-approved personnel policies. The Executive Director shall ensure that all personnel actions are consistent with the plan and the Corporation's policies and procedures.

The Council shall provide guidance and oversight to the Executive Director on personnel administration matters, as needed. The Executive Director shall keep the Council informed of any significant personnel actions or issues that may arise during the fiscal year.

Section 4-3: Program/Policy Coordination

For efficiency and public benefit, the Chair of the Corporation and its Executive Director shall meet regularly with the President and Executive Director of the Florida Court Clerks & Comptrollers to coordinate efforts on cross-organizational issues.

ARTICLE V
OPERATIONS

Pursuant to the functions of the Corporation as provided by statute and performed by the Council, and pursuant to the Plan of Operation, the following specific provisions shall govern the Council in the administration of such functions.

Section 5-1: Plan of Operation

The Council shall submit to the Corporation each year, at its annual business meeting, such changes, and modifications, as necessary.

Section 5-2: Legislative Recommendations

The Council shall develop such legislative changes it deems appropriate for recommendation to Florida Legislature. Such recommendations shall be coordinated with the Legislative Committee of the Florida Court Clerks & Comptrollers for the purpose of obtaining input regarding Legislative initiatives. The proposed changes shall be and placed on the agenda for consideration at the next scheduled regular meeting of the Council before November 30 of each year.

Section 5-3: Research and Analytical Services

The Corporation may contract to provide ongoing research and analytical evaluation regarding the budgetary requirements, performance measures, and applicable performance standards for the Clerks of the Court, including review and monitoring of expenditures, fines, fees, service charges, and court costs, as provided by law.

Section 5-4: Clerk of Court Education Programs
The Corporation may contract for developing and conducting education programs. Programs administered pursuant to such contract(s) may be based on the following requirement classifications and within the general provisions as herein provided.

A. Certification Training: The contract may provide for the development, implementation, and administration of a program of training and education as required by s. 145.051, F.S., and delineated in Administrative Order of the Florida Supreme Court, dated November 18, 1996.

B. Budgetary Training: The contract may provide for the development, implementation, and administration of training requirements deemed necessary by the Council for the effective ongoing implementation and administration of the budgetary and reporting process.

C. Notification: Any contracts entered by the Corporation for educational training of Clerks and staff shall include in the contract and training announcements, publication, and materials that funding for such training is paid for by the Corporation.