



ADOPTED ANNUAL BUDGET

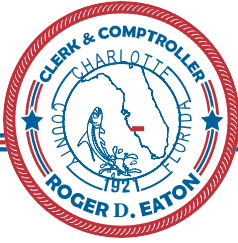


THE HONORABLE ROGER D. EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida

FOR FISCAL YEAR 2019 - 2020
ADOPTED SEPTEMBER 23, 2019

COMPTROLLER DIVISION

350 E. Marion Ave. Punta Gorda, FL 33950 • 941.505.4716 • CharlotteClerk.com



ROGER D. EATON
Clerk of the Circuit Court and County Comptroller

350 E. Marion Ave. Punta Gorda, FL 33950 • 941.505.4716

September 1, 2019

Honorable Chairman
Members of the County Commission
Residents of Charlotte County

Pursuant to Section 218.35 Florida Statutes, presented herewith is the adopted fee officer budget for the Charlotte County Clerk of the Circuit Court and County Comptroller for the 2019/2020 fiscal year. This statute requires the Clerk of the Circuit Court to prepare the budget in two parts: The budget necessary to perform Court Related functions as defined in F.S. 28.36 and the budget relating to the requirements of the Clerk as Clerk to the Board of County Commissioners, County Auditor, and custodian or treasurer of all County funds and other County related duties.

The Clerk's office revenues consist of charges for services and fees generated by the activities of the official records division, court related fines, fees and costs, interest earnings, miscellaneous charges and Board funding for those activities conducted on behalf of the BCC, as outlined in the June 1 budget submittal. Our request for Board funding has not changed from the June 1 submittal, and remains at a 1.5% overall decrease from the Fiscal Year 2019 adopted budget. The decrease is the third year in a row that we are requesting a decrease in our overall budget with a three-year savings to the citizens of Charlotte County of 5.4%.

The Records division fulfills the responsibilities outlined in Chapter 28.222 F.S which states "The Clerk of the circuit court shall be the recorder of all instruments that he or she may be required or authorized by law to record in the county where he or she is clerk." It also sets forth a fee schedule for service charges, which are used to support this function.

The 2013 Legislature made revisions to the court related funding of the clerk operations. The clerk retains court related fines fees and costs to perform the court related functions. Any excess monies collected are remitted to the Department of Revenue for deposit into the Clerks of the Court Trust Fund. The Florida Clerks of Court Operations Corporation (CCOC) oversees the budget process, granting budget authority to each of the 67 Counties based upon Florida Statutes budgetary guidelines for Court Operations budgets. Budget Authority was increased by the Florida CCOC Committee Action on July 23, 2019. Charlotte County's Budget Authority for Court Related functions increased 3.0% from our original request, due to additional state revenue for all Florida counties.

The 2004 session of the Florida legislature established an additional \$4.00 per page recording fee to cover the cost of the Court Automation Systems (CAS). The CAS network is a centralized database and a central repository of images developed to meet the requirements of the agencies involved in the judicial process.

The information technology budget represents Helpdesk, Network, and Software Support activities performed by the Clerk's office in carrying out constitutional responsibilities and functions on behalf of the Board of County Commissioners.

At the direction of the Board of County Commissioners and in cooperation with its administration, a Records Center fund has been established to provide records management services to selected departments of the Board of County Commissioners. The Clerk acts as manager of this operation on behalf of the Board. The proposed budget represents the twenty-third year of operation.

The citizens of Charlotte County deserve effective and efficient service at the least possible cost. I believe this philosophy is reflected in this proposal.

Sincerely,



ROGER D EATON
CLERK OF THE CIRCUIT COURT
AND COUNTY COMPTROLLER

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
October 1, 2019

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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund & Court Related Allocations
October 1, 2019

Estimated Revenue

General Revenue	Amount
Fees - Recording	\$ 945,332
Fees- Recording/ Signing/ Sealing	1,500
Recording - Indexing	10,000
Oth Fees- Record Search Tax Deeds	2,000
Fees - Copies	25,000
Fees - Records Search	-
Fees - Certifications	15,000
Fees - Plat Copies	100
OGGC Fees - Other	11,000
Fees - Marriage Solomnizing	31,000
Fees - Marriage Ceremony	9,500
Fees - Notary Service	500
Fees - Passport	75,000
Fees - Passport Photo Service	15,000
Fees - Doc Stamp Commission	85,000
Fees - Intangible Tax Commission	12,000
Fees - Tax Deed Sales	140,000
Interest Earnings	43,000
Miscellaneous Revenue	28,148
Postage	58,759
Total User Fees and Service Charges	\$ 1,507,839
Transfer In - Court Related Allocations	792,030
Transfer In - Mod Trust Fund-Clerk Tech	415,816
Transfer In - Mod Trust Fund-BCC Tech	463,847
Transfer In - Civil Cases Filing Trust Fund	75,083
Total General Revenue	\$ 3,254,615
State Shared Revenues - CCOC Trust Fund	227,514
State Shared Revenues - Jury Reimbursement	161,461
Court Related Revenues	3,155,726
Board Funding of Court Related Health Insurance	284,655
Transfer In - IV-D Reimbursement Trust Fund	97,445
Total Revenues for Court Operations	\$ 3,926,800
Summary	
Total User Fees and Service Charges	\$ 1,507,839
Total Revenues for Court Operations	3,829,355
Total Transfer In - Revenues	1,844,221
Total Available for Clerk's Office Operations	\$ 7,181,415
Board of County Commissioners Services Request	2,806,241
Total Revenue to support General Fund and Court Related Functions	\$ 9,987,656

GENERAL FUND

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Recording - Punta Gorda

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 312,761	\$ -	\$ 312,761
Employee Benefits	214,705	-	214,705
Contract Services	4,800	-	4,800
Purchased Services	14,700	-	14,700
Materials & Supplies	10,900	-	10,900
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Recording - Punta Gorda	<u>\$ 557,866</u>	<u>\$ -</u>	<u>\$ 557,866</u>

Full Time Equivalent Positions	8.0	-	8.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Recording - Murdock

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 99,804	\$ -	\$ 99,804
Employee Benefits	37,314	-	37,314
Contract Services	4,800	-	4,800
Purchased Services	550	-	550
Materials & Supplies	4,450	-	4,450
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Recording - Murdock	<u>\$ 146,918</u>	<u>\$ -</u>	<u>\$ 146,918</u>

Full Time Equivalent Positions	3.0	-	3.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Tax Deeds

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 49,287	\$ -	\$ 49,287
Employee Benefits	20,623	-	20,623
Contract Services	71,000	-	71,000
Purchased Services	57,307	-	57,307
Materials & Supplies	3,000	-	3,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Tax Deeds	<u>\$ 201,217</u>	<u>\$ -</u>	<u>\$ 201,217</u>

Full Time Equivalent Positions	1.0	-	1.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Disaster Recovery Enhancement

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 39,511	\$ -	\$ 39,511
Employee Benefits	6,599	-	6,599
Contract/Professional Services	20,000	-	20,000
Purchased Services	3,000	-	3,000
Materials & Supplies	6,794	-	6,794
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Disaster Recovery Enhancement	\$ <u>75,904</u>	\$ <u>-</u>	\$ <u>75,904</u>

Full Time Equivalent Positions	1.0	-	1.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Administration

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 183,014	\$ 21,221	\$ 204,235
Employee Benefits	128,730	11,584	140,314
Contract/Professional Services	57,000	3,000	60,000
Purchased Services	10,760	2,040	12,800
Materials & Supplies	10,560	1,440	12,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Administration	\$ <u>390,064</u>	\$ <u>39,285</u>	\$ <u>429,349</u>

Full Time Equivalent Positions	2.2	0.3	2.5
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Minutes

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ -	\$ 148,226	\$ 148,226
Employee Benefits	-	70,244	70,244
Purchased Services	-	27,340	27,340
Materials & Supplies	-	2,650	2,650
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Commission Minutes	<u>\$ -</u>	<u>\$ 248,460</u>	<u>\$ 248,460</u>

Full Time Equivalent Positions	-	4.0	4.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Comptroller

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 233,694	\$ 800,343	\$ 1,034,037
Employee Benefits	118,630	441,987	560,617
Purchased Services	4,539	69,461	74,000
Materials & Supplies	4,175	16,975	21,150
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Comptroller	\$ <u>361,038</u>	\$ <u>1,328,766</u>	\$ <u>1,689,804</u>

Full Time Equivalent Positions	3.8	15.3	19.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Employee Relations

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 78,803	\$ 26,267	\$ 105,070
Employee Benefits	58,698	18,059	76,757
Contract/Professional Services	7,500	2,500	10,000
Purchased Services	10,100	3,950	14,050
Materials & Supplies	3,645	1,215	4,860
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Employee Relations	\$ <u>158,746</u>	\$ <u>51,991</u>	\$ <u>210,737</u>

Full Time Equivalent Positions	1.5	0.5	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Internal Audit

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 128,664	\$ 128,940	\$ 257,604
Employee Benefits	54,706	52,987	107,693
Purchased Services	1,916	1,734	3,650
Materials & Supplies	4,638	4,197	8,835
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Internal Audit	\$ <u>189,924</u>	\$ <u>187,858</u>	\$ <u>377,782</u>

Full Time Equivalent Positions	2.1	1.9	4.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Information Technology

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 42,275	\$ 227,711	\$ 269,986
Employee Benefits	20,138	106,172	126,310
Contract/Professional Services	-	-	-
Purchased Services	108,126	226,082	334,208
Materials & Supplies	39,319	43,486	82,805
Capital Outlay	<u>18,000</u>	<u>-</u>	<u>18,000</u>
Total Information Technology	<u>\$ 227,858</u>	<u>\$ 603,451</u>	<u>\$ 831,309</u>

Full Time Equivalent Positions	1.1	2.3	3.4
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Court Automation

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 188,365	\$ 203,237	\$ 391,602
Employee Benefits	85,100	94,591	179,691
Contract/Professional Services	11,367	11,633	23,000
Purchased Services	84,817	86,798	171,615
Materials & Supplies	30,878	51,943	82,821
Capital Outlay	<u>15,289</u>	<u>15,645</u>	<u>30,934</u>
Total Court Automation	<u>\$ 415,816</u>	<u>\$ 463,847</u>	<u>\$ 879,663</u>

Full Time Equivalent Positions	2.57	2.63	5.20
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

Records Center

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ -	\$ 103,498	\$ 103,498
Employee Benefits	-	77,121	77,121
Contract/Professional Services	-	-	-
Purchased Services	-	17,150	17,150
Materials & Supplies	-	6,000	6,000
Capital Outlay	<u>-</u>	<u>6,000</u>	<u>6,000</u>
Total Records Center	<u>\$ -</u>	<u>\$ 209,769</u>	<u>\$ 209,769</u>

Full Time Equivalent Positions	-	3.0	3.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

General Services

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 19,778	\$ 27,889	\$ 47,667
Employee Benefits	10,288	22,633	32,921
Contract/Professional Services	-	-	-
Purchased Services	31,438	83,402	114,840
Materials & Supplies	3,913	2,737	6,650
Capital Outlay	-	-	-
Total General Services	\$ <u>65,417</u>	\$ <u>136,661</u>	\$ <u>202,078</u>

Full Time Equivalent Positions	0.6	0.8	1.4
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

General Fund Departmental Recap

Departmental Totals	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Recording & Tax Deeds	906,001	-	906,001
Disaster Recovery Enhancement	75,904	-	75,904
Administration	\$ 390,064	\$ 39,285	\$ 429,349
Commission Minutes	-	248,460	248,460
Comptroller	361,038	1,328,766	1,689,804
Employee Relations	158,746	51,991	210,737
Internal Audit	189,924	187,858	377,782
Information Technology	227,858	603,451	831,309
Court Automation	415,816	463,847	879,663
Records Center	-	209,769	209,769
General Services	65,417	136,661	202,078
Total General Fund	\$ <u>2,790,768</u>	\$ <u>3,270,088</u>	\$ <u>6,060,856</u>

Full Time Equivalent Positions	26.8	30.7	57.5
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GENERAL FUND SUMMARY

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
General Fund
October 1, 2019

General Fund Summary

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Board of County Commissioners	\$ -	\$ 2,806,241	\$ 2,806,241
User Fees	1,507,839	-	1,507,839
Transfer In	<u>1,282,929</u>	<u>463,847</u>	<u>1,746,776</u>
Total General Fund	<u>\$ 2,790,768</u>	<u>\$ 3,270,088</u>	<u>\$ 6,060,856</u>

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 1,375,956	\$ 1,687,332	\$ 3,063,288
Employee Benefits	755,531	895,378	1,650,909
Contract/Professional Services	176,467	17,133	193,600
Purchased Services	327,253	517,957	845,210
Materials & Supplies	122,272	130,643	252,915
Capital Outlay	<u>33,289</u>	<u>21,645</u>	<u>54,934</u>
Total General Fund	<u>\$ 2,790,768</u>	<u>\$ 3,270,088</u>	<u>\$ 6,060,856</u>

Full Time Equivalent Positions	26.8	30.7	57.5
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COURT RELATED EXPENDITURE FUND

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Circuit Court - Criminal

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 153,562	\$ -	\$ 153,562
Employee Benefits	69,716	19,270	88,986
Purchased Services	1,700	-	1,700
Materials & Supplies	6,508	-	6,508
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit Court - Criminal	\$ <u><u>231,486</u></u>	\$ <u><u>19,270</u></u>	\$ <u><u>250,756</u></u>

Full Time Equivalent Positions	4.0	-	4.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Circuit Court - Criminal - Juvenile

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 59,370	\$ -	\$ 59,370
Employee Benefits	27,319	7,607	34,926
Purchased Services	-	-	-
Materials & Supplies	1,200	-	1,200
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit - Criminal - Juvenile	\$ <u><u>87,889</u></u>	\$ <u><u>7,607</u></u>	\$ <u><u>95,496</u></u>

Full Time Equivalent Positions	2.0	-	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Circuit Court - Civil

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 273,279	\$ -	\$ 273,279
Employee Benefits	140,879	34,040	174,919
Purchased Services	12,000	-	12,000
Materials & Supplies	14,850	-	14,850
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit Court - Civil	<u>\$ 441,008</u>	<u>\$ 34,040</u>	<u>\$ 475,048</u>

Full Time Equivalent Positions	7.0	-	7.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Circuit Court - Civil - Support

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 59,370	\$ -	\$ 59,370
Employee Benefits	35,160	10,967	46,127
Purchased Services	2,600	-	2,600
Materials & Supplies	2,500	-	2,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit - Civil - Support	\$ <u><u>99,630</u></u>	\$ <u><u>10,967</u></u>	\$ <u><u>110,597</u></u>

Full Time Equivalent Positions	2.0	-	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Domestic Violence Services

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 71,130	\$ -	\$ 71,130
Employee Benefits	26,163	6,299	32,462
Purchased Services	-	-	-
Materials & Supplies	4,000	-	4,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Domestic Violence Services	<u>\$ 101,293</u>	<u>\$ 6,299</u>	<u>\$ 107,592</u>

Full Time Equivalent Positions	2.0	-	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Probate & Guardianship

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 59,370	\$ -	\$ 59,370
Employee Benefits	27,319	7,607	34,926
Purchased Services	400	-	400
Materials & Supplies	2,800	-	2,800
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Probate & Guardianship	\$ <u><u>89,889</u></u>	\$ <u><u>7,607</u></u>	\$ <u><u>97,496</u></u>

Full Time Equivalent Positions	2.0	-	2.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

County Court - Criminal

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 167,109	\$ -	\$ 167,109
Employee Benefits	105,523	26,686	132,209
Purchased Services	69,747	-	69,747
Materials & Supplies	10,760	-	10,760
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total County Court - Criminal	\$ <u><u>353,139</u></u>	\$ <u><u>26,686</u></u>	\$ <u><u>379,825</u></u>

Full Time Equivalent Positions	4.0	-	4.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

County Court - Civil

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 108,580	\$ -	\$ 108,580
Employee Benefits	61,432	18,827	80,259
Purchased Services	200	-	200
Materials & Supplies	4,500	-	4,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total County Court - Civil	<u>\$ 174,712</u>	<u>\$ 18,827</u>	<u>\$ 193,539</u>

Full Time Equivalent Positions	3.0	-	3.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

County Court - Traffic

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 161,079	\$ -	\$ 161,079
Employee Benefits	83,432	23,394	106,826
Purchased Services	350	-	350
Materials & Supplies	4,750	-	4,750
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total County Court - Traffic	\$ <u><u>249,611</u></u>	\$ <u><u>23,394</u></u>	\$ <u><u>273,005</u></u>

Full Time Equivalent Positions	5.0	-	5.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Jury Management

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 63,760	\$ -	\$ 63,760
Employee Benefits	24,949	6,288	31,237
Purchased Services	84,650	-	84,650
Materials & Supplies	5,680	-	5,680
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Jury Management	<u>\$ 179,039</u>	<u>\$ 6,288</u>	<u>\$ 185,327</u>

Full Time Equivalent Positions	1.5	-	1.5
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Appeals

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 31,247	\$ -	\$ 31,247
Employee Benefits	13,912	3,803	17,715
Purchased Services	250	-	250
Materials & Supplies	5,500	-	5,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Appeals	\$ <u><u>50,909</u></u>	\$ <u><u>3,803</u></u>	\$ <u><u>54,712</u></u>

Full Time Equivalent Positions	1.0	-	1.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Trial Clerks

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 221,848	\$ -	\$ 221,848
Employee Benefits	98,474	26,876	125,350
Purchased Services	50	-	50
Materials & Supplies	1,600	-	1,600
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Trial Clerks	\$ <u><u>321,972</u></u>	\$ <u><u>26,876</u></u>	\$ <u><u>348,848</u></u>

Full Time Equivalent Positions	6.0	-	6.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Central Intake Processing

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 294,483	\$ -	\$ 294,483
Employee Benefits	166,534	50,012	216,546
Purchased Services	500	-	500
Materials & Supplies	1,000	-	1,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Central Intake Processing	\$ <u><u>462,517</u></u>	\$ <u><u>50,012</u></u>	\$ <u><u>512,529</u></u>

Full Time Equivalent Positions	8.0	-	8.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Court Related Allocations & Other Operating Expenses

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Postage - Court Related	\$ 35,000	\$ -	\$ 35,000
Accrued Compensated Absences	\$ 15,000	\$ -	\$ 15,000
Reimburse Administration	212,124	10,721	222,845
Reimburse Comptroller	278,544	16,526	295,070
Reimburse Human Resources	100,004	7,186	107,190
Reimburse General Services	33,363	1,750	35,113
Reimburse Internal Audit	125,016	6,796	131,812
Return to CCOC	-	-	-
Reserve for Contingency	-	-	-
Total Allocations & Other Expense	<u>\$ 799,052</u>	<u>\$ 42,979</u>	<u>\$ 842,030</u>

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Court Related Expenditure Departmental Recap

Department Totals	Clerk	Board	Total
Circuit Court - Criminal	\$ 231,486	\$ 19,270	\$ 250,756
Circuit Court - Criminal - Juvenile	87,889	7,607	95,496
Circuit Court - Civil	441,008	34,040	475,048
Circuit Court - Civil - Support	99,630	10,967	110,597
Domestic Violence Services	101,293	6,299	107,592
Probate & Guardianship	89,889	7,607	97,496
County Court - Criminal	353,139	26,686	379,825
County Court - Civil	174,712	18,827	193,539
County Court - Traffic	249,611	23,394	273,005
Jury Management	179,039	6,288	185,327
Appeals	50,909	3,803	54,712
Trial Clerks	321,972	26,876	348,848
Central Intake Processing	462,517	50,012	512,529
Court Related Allocations/ Other	799,052	42,979	842,030
Total Court Expenditures	<u>\$ 3,642,146</u>	<u>\$ 284,655</u>	<u>\$ 3,926,800</u>

Full Time Equivalent Positions	47.5	-	47.5
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Court Related Expenditures Fund
October 1, 2019

Court Related Expenditure Fund Summary

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Court Related Funding	\$ 3,544,701	\$ -	\$ 3,544,701
Transfer In	<u>97,445</u>	<u>284,655</u>	<u>382,100</u>
Total General Fund	<u>\$ 3,642,146</u>	<u>\$ 284,655</u>	<u>\$ 3,926,800</u>

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 1,724,187	\$ -	\$ 1,724,187
Employee Benefits	880,812	241,676	1,122,488
Purchased Services	172,447	-	172,447
Materials & Supplies	65,648	-	65,648
Capital Outlay	-	-	-
Court Related Allocations/ Other	<u>799,052</u>	<u>42,979</u>	<u>842,030</u>
Total Court Related Expense	<u>\$ 3,642,146</u>	<u>\$ 284,655</u>	<u>\$ 3,926,800</u>

Full Time Equivalent Positions	47.5	-	47.5
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MODERNIZATION TRUST FUND

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
October 1, 2019

Modernization Trust Fund

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Fees - Records Trust	\$ 125,000	\$ -	\$ 125,000
Fees - Recording - Technology	343,120	361,200	704,320
Fund Balance - Tech - BCC	-	492,321	492,321
Fund Balance - Tech - Clerk	1,385,789	-	1,385,789
Fund Balance - 10% fines	-	-	-
Fund Balance - Modern	<u>445,980</u>	<u>-</u>	<u>445,980</u>
Total Estimated Revenue	\$ <u>2,299,889</u>	\$ <u>853,521</u>	\$ <u>3,153,410</u>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Purchases Services	\$ 105,658	\$ 30,624	\$ 136,282
Capital Outlay	34,934	-	34,934
Transfer Out - Court Auto	415,816	463,847	879,663
Transfer Out - Court Oper.	-	-	-
Reserves - Tech - BCC	-	359,050	359,050
Reserves - Tech - Clerk	1,274,001	-	1,274,001
Reserves - 10% fines	-	-	-
Reserves - Records Modern	<u>469,480</u>	<u>-</u>	<u>469,480</u>
Total Appropriations	\$ <u>2,299,889</u>	\$ <u>853,521</u>	\$ <u>3,153,410</u>

Full Time Equivalent Positions	N/A	N/A	N/A
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CIVIL CASES FILING FEE FUND

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
October 1, 2019

Civil Cases Filing Fee Trust Fund

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Beginning Fund Balance	<u>111,800</u>	<u>-</u>	<u>111,800</u>
Total Estimated Revenue	\$ <u><u>111,800</u></u>	\$ <u><u>-</u></u>	\$ <u><u>111,800</u></u>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Interfund Transfers	\$ 75,083	\$ -	\$ 75,083
Reserves	<u>36,717</u>	<u>-</u>	<u>36,717</u>
Total Appropriations	\$ <u><u>111,800</u></u>	\$ <u><u>-</u></u>	\$ <u><u>111,800</u></u>

Full Time Equivalent Positions	N/A	N/A	N/A
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IV-D REIMBURSEMENT TRUST FUND

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
October 1, 2019

IV-D Reimbursement Trust Fund

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Title IV-D Reimbursement	\$ 97,445	\$ -	\$ 97,445
Beginning Fund Balance	<u>159,788</u>	<u>-</u>	<u>159,788</u>
Total Estimated Revenue	<u>\$ 257,233</u>	<u>\$ -</u>	<u>\$ 257,233</u>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Transfer Out - Courts	\$ 97,445	\$ -	\$ 97,445
Reserve for Contingencies	<u>159,788</u>	<u>-</u>	<u>159,788</u>
Total Appropriations	<u>\$ 257,233</u>	<u>\$ -</u>	<u>\$ 257,233</u>

Full Time Equivalent Positions	N/A	N/A	N/A
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TOTAL ALL FUNDS

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
October 1, 2019

Grand Total of All Funds

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
General Fund	\$ 2,790,769	\$ 3,270,088	\$ 6,060,857
Court Related Fund	3,642,146	284,655	3,926,801
Modernization Trust Fund	2,299,889	853,521	3,153,410
Civil Cases Filing Fees Trust Fund	111,800	-	111,800
IV-D Reimbursement Trust Fund	257,233	-	257,233
Total Available for Appropriation	9,101,837	4,408,264	13,510,101
Less: Interfund Transfers	1,380,375	463,847	1,844,222
Less: Beginning Balances	2,103,357	492,321	2,595,678
Net Estimated Revenue	\$ <u>5,618,105</u>	\$ <u>3,452,096</u>	\$ <u>9,070,201</u>
Appropriations			
General Fund	\$ 2,790,769	\$ 3,270,088	\$ 6,060,857
Court Related Fund	3,642,146	284,655	3,926,801
Modernization Trust Fund	2,299,889	853,521	3,153,410
Civil Cases Filing Fees Trust Fund	111,800	-	111,800
IV-D Reimbursement Trust Fund	257,233	-	257,233
Gross Appropriations	9,101,837	4,408,264	13,510,101
Less: Interfund Transfers	1,380,375	463,847	1,844,222
Less: Reserves & Balances	1,939,986	359,050	2,299,036
Net Appropriations	\$ <u>5,781,476</u>	\$ <u>3,585,367</u>	\$ <u>9,366,843</u>
Total Full Time Equivalent Positions			
	74.3	30.7	105.0

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
October 1, 2019

Summary Total of All Funds

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Board of County Commissioners	\$ -	\$ 3,090,896	\$ 3,090,896
Clerk's Office Users' Fees	1,975,960	361,200	2,337,160
State Shared Revenues - Court	3,155,726	-	3,155,726
SSR - Courts - Jury Reimb & CCOC	388,975	-	388,975
Grants	97,445	-	97,445
Interfund Transfers	1,380,375	463,847	1,844,222
Beginning Fund Balances	<u>2,103,357</u>	<u>492,321</u>	<u>2,595,678</u>
Total Available for Appropriation	9,101,837	4,408,264	13,510,101
Less: Interfund Transfers	1,380,375	463,847	1,844,222
Less: Beginning Balances	<u>2,103,357</u>	<u>492,321</u>	<u>2,595,678</u>
Net Estimated Revenue	\$ <u>5,618,106</u>	\$ <u>3,452,096</u>	\$ <u>9,070,201</u>

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 3,100,143	\$ 1,687,332	\$ 4,787,475
Employee Benefits	1,593,365	1,180,033	2,773,397
Contract/Professional Services	176,467	17,133	193,600
Purchased Services	655,358	548,581	1,203,939
Materials & Supplies	187,920	130,643	318,563
Capital Outlay	68,223	21,645	89,868
Courts Reserve for Contingency	-	-	-
Transfers, Reserves, & Balances	<u>3,320,361</u>	<u>822,897</u>	<u>4,143,258</u>
Gross Appropriations	9,101,837	4,408,264	13,510,101
Less: Interfund Transfers	1,380,375	463,847	1,844,222
Less: Reserves & Balances	<u>1,939,986</u>	<u>359,050</u>	<u>2,299,036</u>
Net Appropriations	\$ <u>5,781,476</u>	\$ <u>3,585,367</u>	\$ <u>9,366,843</u>

Total Full Time Equivalent Positions	74.3	30.7	105.0
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ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
October 1, 2019

Interfund Transfers

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
General Fund	\$ 1,207,847	\$ 463,847	\$ 1,671,694
Court Related Expenditures fund	97,445	-	97,445
Modernization Trust Fund	-	-	-
Civil Cases Filing Fees Trust Fund	75,083	-	75,083
IV-D Reimbursement Trust Fund	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers In	\$ <u>1,380,375</u>	\$ <u>463,847</u>	\$ <u>1,844,222</u>

Appropriations			
General Fund	\$ -	\$ -	\$ -
Court Related Expenditures fund	792,030	-	792,030
Modernization Trust Fund	415,816	463,847	879,663
Civil Cases Filing Fees Trust Fund	75,083	-	75,083
IV-D Reimbursement Trust Fund	<u>97,445</u>	<u>-</u>	<u>97,445</u>
Total Transfers Out	\$ <u>1,380,375</u>	\$ <u>463,847</u>	\$ <u>1,844,222</u>

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
October 1, 2019

Reserves and Balances

Estimated Beginning Balances	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
General Fund	\$ -	\$ -	\$ -
Modernization Trust Fund	1,831,769	492,321	2,324,090
Civil Cases Filing Fees Trust Fund	111,800	-	111,800
IV-D Reimbursement Trust Fund	<u>159,788</u>	<u>-</u>	<u>159,788</u>
Total Beginning Balances	\$ <u>2,103,357</u>	\$ <u>492,321</u>	\$ <u>2,595,678</u>

Estimated Ending Balances			
Modernization Trust Fund	\$ 1,743,481	359,050	\$ 2,102,531
Civil Cases Filing Fees Trust Fund	36,717	-	36,717
IV-D Reimbursement Trust Fund	<u>159,788</u>	<u>-</u>	<u>159,788</u>
Total Reserves/Balances	\$ <u>1,939,986</u>	\$ <u>359,050</u>	\$ <u>2,299,036</u>

BUDGETARY COMPARISON

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2019-2020 Adopted Budget
Budgetary Comparison
October 1, 2019

2019- 2020 Proposed Budget compared to 2018-2019 Adopted Budget

General Fund Request	2019-2020 Proposed Submittal	2018-2019 Adopted Budget	Increase/ (Decrease)	Percent
Comptroller, Minutes, Audit	\$ 1,993,021	\$ 1,999,163	\$ (6,142)	-0.3%
Information Technology Division	603,451	614,408	(10,957)	-1.8%
Records Center	<u>209,769</u>	<u>260,277</u>	<u>(50,508)</u>	<u>-19.4%</u>
Total General Revenue Funded	\$ <u>2,806,241</u>	<u>2,873,848</u>	\$ <u>(67,607)</u>	<u>-2.4%</u>
Courts Health Insurance Supplement	284,655	262,375	22,279	8.5%
Total Board Request	<u><u>\$ 3,090,896</u></u>	<u><u>\$ 3,136,223</u></u>	<u><u>\$ (45,328)</u></u>	<u><u>-1.5%</u></u>