



ADOPTED ANNUAL BUDGET



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

FOR FISCAL YEAR 2022 - 2023
ADOPTED SEPTEMBER 26, 2022

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, 2022

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 2022/2023 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 is requesting \$2,952,847 to fund our operations for the fiscal year ending September 30, 2023. This is a **decrease** of \$54,123 or 1.8%. Our request for Board funding remains unchanged from the June 1 submittal. This is the fifth year in a row that we are requesting a **decrease** in our overall budget with a six-year savings to the citizens of Charlotte County of 10%.

The Clerk is the Clerk to the Circuit Court and Ex Officio Clerk to the Board in the Florida Constitution and Statutes. This elected office provides functions for the State of Florida as well as the Board of County Commissioners. One of the varied functions of the Clerk is fulfilled by the Records Division, it's responsibilities are 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 Clerk also performs Court related functions which are supported by court related fine fees and costs. The Court related budget is a revenue-based budget, reviewed by Clerk of Courts Operations Corporation and approved by State Legislature. Any excess monies collected are remitted to the Department of Revenue for deposit into the Clerks of the Court Trust Fund.

The residents of Charlotte County deserve effective and efficient service at the least possible costs, which 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
2022-2023 Adopted Budget
October 1, 2022

TABLE OF CONTENTS

	<u>Pages</u>
Estimated Revenue General Fund and Court Related	1
General Fund	
Appropriations	2-5
Summary	6
Special Revenue Funds	
Court Related Expenditure Fund	7-8
Jury Management Fund	9
Budget Comparisons	
2021-2022 Adopted Budget to 2022-2023 Adopted Budget	10

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
General Fund & Court Related Allocations
October 1, 2022

Estimated Revenue

General Revenue	FY 2023 Adopted
Fees - Recording	\$ 1,223,249
Fees- Recording/ Signing/ Sealing	4,450
Recording - Indexing	10,274
Fees - Copies	10,873
Fees - Certifications	7,532
OGGC Fees - Other	12,903
Fees - Marriage Solomnizing	31,491
Fees - Marriage Ceremony	8,940
Fees - Notary Service	1,859
Fees - Passport	44,770
Fees - Passport Photo Service	18,837
Fees - Doc Stamp Commission	175,925
Fees - Intangible Tax Commission	30,649
Fees - Tax Deed Sales	122,525
Interest Earnings	8,694
Miscellaneous Revenue	30,006
Postage	49,513
Total User Fees and Service Charges	\$ 1,792,490
Transfer In - Court Related Allocations	823,230
Transfer In - Mod Trust Fund-Clerk Tech	528,924
Transfer In - Mod Trust Fund-BCC Tech	575,491
Transfer In - Civil Cases Filing Trust Fund	113,329
Total General Revenue	\$ 3,833,464
General Fund Request to Board of County Commissioners	2,952,847
Total Funding	\$ 6,786,311

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
General Fund
October 1, 2022

	FY 2023 Adopted		
	Clerk	Board	Total
Recording			
Full Time Equivalent Positions	11.0	-	11.0
Salaries	\$ 476,232	\$ -	\$ 476,232
Employee Benefits	334,142	-	334,142
Contract Services	25,000	-	25,000
Purchased Services	12,000	-	12,000
Materials & Supplies	27,200	-	27,200
Total Recording	\$ 874,574	\$ -	\$ 874,574
 Tax Deeds			
Full Time Equivalent Positions	1.0	-	1.0
Salaries	\$ 39,666	\$ -	\$ 39,666
Employee Benefits	23,954	-	23,954
Contract Services	70,000	-	70,000
Purchased Services	62,832	-	62,832
Materials & Supplies	7,100	-	7,100
Total Tax Deeds	\$ 203,552	\$ -	\$ 203,552
 Disaster Recovery Enhancement			
Full Time Equivalent Positions	1.0	-	1.0
Salaries	\$ 32,136	\$ -	\$ 32,136
Employee Benefits	35,163	-	35,163
Contract/Professional Services	-	-	-
Purchased Services	-	31,000	31,000
Materials & Supplies	-	6,000	6,000
Total Disaster Recovery	\$ 67,299	\$ 37,000	\$ 104,299

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
General Fund
October 1, 2022

	FY 2023 Adopted		
	Clerk	Board	Total
Administration			
Full Time Equivalent Positions	3.7	0.3	4.0
Salaries	\$ 369,937	\$ 15,616	\$ 385,553
Employee Benefits	226,788	11,234	238,022
Contract/Professional Services	45,200	7,800	53,000
Purchased Services	18,682	4,818	23,500
Materials & Supplies	9,320	2,680	12,000
Total Administration	\$ 669,927	\$ 42,148	\$ 712,075

Minutes			
Full Time Equivalent Positions	-	3.0	3.0
Salaries	\$ -	\$ 119,252	\$ 119,252
Employee Benefits	-	73,807	73,807
Purchased Services	-	34,150	34,150
Materials & Supplies	-	2,700	2,700
Total Minutes	\$ -	\$ 229,909	\$ 229,909

Comptroller			
Full Time Equivalent Positions	3.6	12.4	16.0
Salaries	\$ 175,378	\$ 676,123	\$ 851,501
Employee Benefits	105,920	365,918	471,838
Purchased Services	5,537	61,963	67,500
Materials & Supplies	5,051	18,199	23,250
Total Comptroller	\$ 291,886	\$ 1,122,203	\$ 1,414,089

Employee Relations			
Full Time Equivalent Positions	1.5	0.5	2.0
Salaries	\$ 89,980	\$ 29,994	\$ 119,974
Employee Benefits	51,369	15,224	66,593
Contract/Professional Services	5,625	1,875	7,500
Purchased Services	8,502	8,655	17,157
Materials & Supplies	3,747	2,653	6,400
Total Employee Relations	\$ 159,223	\$ 58,401	\$ 217,624

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
General Fund
October 1, 2022

	FY 2023 Adopted		
	Clerk	Board	Total
Internal Audit			
Full Time Equivalent Positions	1.4	2.6	4.0
Salaries	\$ 96,514	\$ 162,335	\$ 258,849
Employee Benefits	44,264	65,480	109,744
Purchased Services	2,105	2,495	4,600
Materials & Supplies	3,787	5,013	8,800
Total Internal Audit	\$ 146,670	\$ 235,323	\$ 381,993
Information Technology			
Full Time Equivalent Positions	1.0	2.2	3.2
Salaries	\$ 42,203	\$ 216,393	\$ 258,596
Employee Benefits	21,924	113,183	135,107
Contract/Professional Services	7,812	17,188	25,000
Purchased Services	128,095	281,809	409,904
Materials & Supplies	15,061	33,139	48,200
Capital Outlay	-	-	-
Total Information Technology	\$ 215,095	\$ 661,712	\$ 876,807
Court Automation			
Full Time Equivalent Positions	3.3	3.5	6.8
Salaries	\$ 227,959	\$ 239,958	\$ 467,917
Employee Benefits	115,609	121,647	237,256
Contract/Professional Services	12,316	12,684	25,000
Purchased Services	132,544	136,498	269,042
Materials & Supplies	24,731	48,469	73,200
Capital Outlay	15,765	16,235	32,000
Total Court Automation	\$ 528,924	\$ 575,491	\$ 1,104,415

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
General Fund
October 1, 2022

	FY 2023 Adopted		
	Clerk	Board	Total
Records Center			
Full Time Equivalent Positions	-	2.0	2.0
Salaries	\$ -	\$ 79,747	\$ 79,747
Employee Benefits	-	41,787	41,787
Contract/Professional Services	-	6,000	6,000
Purchased Services	-	7,150	7,150
Materials & Supplies	-	8,750	8,750
Total Records Center	\$ -	\$ 143,434	\$ 143,434
 General Services			
Full Time Equivalent Positions	0.8	0.2	1.0
Salaries	\$ 32,821	\$ 7,205	\$ 40,026
Employee Benefits	17,730	3,891	21,621
Purchased Services	44,467	83,811	128,278
Materials & Supplies	5,805	3,695	9,500
Total General Services	\$ 100,823	\$ 98,602	\$ 199,425

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
General Fund
October 1, 2022

	FY 2023 Adopted		
	Clerk	Board	Total
General Fund Departmental Recap			
Full Time Equivalent Positions	28.3	26.7	55.0
Recording & Tax Deeds	\$ 1,078,126	\$ -	\$ 1,078,126
Disaster Recovery Enhancement	67,299	37,000	104,299
Administration	669,927	42,148	712,075
Commission Minutes	-	229,909	229,909
Comptroller	291,886	1,122,203	1,414,089
Employee Relations	159,223	58,401	217,624
Internal Audit	146,670	235,323	381,993
Information Technology	215,095	661,712	876,807
Court Automation	528,924	575,491	1,104,415
Records Center	-	143,434	143,434
General Services	100,823	98,602	199,425
Total General Fund	<u>\$ 3,257,973</u>	<u>\$ 3,204,223</u>	<u>\$ 6,462,196</u>

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
Court Related Expenditures Fund
October 1, 2022

	FY 2023 Adopted
Employee Benefits	
Full Time Equivalent Positions	-
Circuit Court - Criminal	\$ 25,416
Circuit Court - Criminal - Juvenile	4,268
Circuit Court - Civil	56,290
Circuit Court - Civil - Support	15,046
Domestic Violence Services	11,266
Probate & Guardianship	12,317
County Court - Criminal	25,779
County Court - Civil	8,537
County Court - Traffic	25,485
Appeals	6,998
Trial Clerks	33,602
Court Records	45,781
Total Courts - Employee Benefits	\$ 270,785

Court Related Allocations & Other Operating Expenses

Reimburse Administration	\$ 12,793
Reimburse Comptroller	16,370
Reimburse Human Resources	4,354
Reimburse General Services	2,006
Reimburse Internal Audit	5,499
Reserve for Contingency	-
Total Allocations & Other Expense	\$ 41,022

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
Court Related Expenditures Fund
October 1, 2022

FY 2023
Adopted

Total Court Expenditures

\$ 311,807

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
Jury Management Expenditures Fund
October 1, 2022

	<u>FY 2023 Adopted</u>
Jury Management	
Full Time Equivalent Positions	-
Appropriations	
Employee Benefits	\$ 12,308
Total Jury Management Expense	<u>\$ 12,308</u>

ROGER D EATON
Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida
2022-2023 Adopted Budget
October 1, 2022

	<u>2022-2023 Adopted Budget</u>	<u>2021-2022 Adopted Budget</u>	<u>Increase/ (Decrease)</u>	<u>Percent</u>
Clerk Operating	\$ 1,823,586	\$ 1,863,728	\$ (40,142)	
Information Technology	661,712	656,631	5,081	
Court Related	324,115	337,107	(12,992)	
Records Center	143,434	149,504	(6,070)	
Total Board Request	<u>\$ 2,952,847</u>	<u>\$ 3,006,970</u>	<u>\$ (54,123)</u>	<u>-1.80%</u>