



# ADOPTED ANNUAL BUDGET



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

FOR FISCAL YEAR 2017 - 2018  
ADOPTED SEPTEMBER 26, 2017

**COMPTROLLER DIVISION**

350 E. Marion Ave. Punta Gorda, FL 33950 • 941.505.4716 • [www.CharlotteClerk.com](http://www.CharlotteClerk.com)



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

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

October 1, 2017

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 for the 2017/2018 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 1.9% overall decrease from the Fiscal Year 2017 amended budget.

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 granted by the Florida CCOC on September 15, 2017. Charlotte County's Budget Authority for Court Related functions was reduced by \$111,454 or 2.9% from our original request.

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-first year of operation.

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

Sincerely,

A handwritten signature in blue ink that reads "Roger D. Eaton". The signature is fluid and cursive, with the first name "Roger" and last name "Eaton" clearly legible.

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ROGER D EATON  
CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund & Court Related Allocations**  
**October 1, 2017**

**Estimated Revenue**

General Revenue	Amount
Fees - Recording	\$ 914,845
Fees- Recording/ Signing/ Sealing	2,500
Recording - Indexing	12,000
Commission - Tourist Dev Tax	-
Fees - Copies	31,000
Fees - Records Search	-
Fees - Certifications	18,800
Fees - Plat Copies	128
OGGC Fees - Other	15,000
Fees - Marriage Solomnizing	32,000
Fees - Marriage Ceremony	7,600
Fees - Notary Service	2,100
Fees - Passport	72,000
Fees - Passport Photo Service	2,000
Fees - Doc Stamp Commission	78,020
Fees - Intangible Tax Commission	11,000
Fees - Tax Deed Sales	90,000
Interest Earnings	8,700
Miscellaneous Revenue	12,054
Postage	50,000
 Total General Revenue	 \$ 1,359,747
 State Shared Revenues - Jury Reimbursement	 161,461
Court Related Revenues (excluding 10% fine monies)	3,177,679
Transfer In - IV-D Reimbursement Trust Fund	75,000
10% fine monies (court related revenues)	170,000
Total Revenues for Court Operations	3,584,140
 Total Revenues - GF & Court Related	 \$ 4,943,887
 <b>Summary</b> <hr/>	
Total User Fees and Service Charges	\$ 1,359,747
Total Revenues for Court Operations	3,584,140
 Total Available for Clerk's Office Operations	 \$ 4,943,887
 Board of County Commissioners Services Request	 3,198,640
 Total Revenue to support General Fund and Court Related Functions	 \$ 8,142,527

# **GENERAL FUND**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**Administration**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 364,098	\$ 136,444	\$ 500,542
Employee Benefits	172,942	55,467	228,409
Contract/Professional Services	28,000	-	28,000
Purchased Services	9,874	6,146	16,020
Materials & Supplies	8,211	2,539	10,750
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Administration	<u>\$ 583,125</u>	<u>\$ 200,596</u>	<u>\$ 783,721</u>

Full Time Equivalent Positions	4.2	1.3	5.5
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**Commission Minutes**

	<u>Clerk</u>		<u>Board</u>		<u>Total</u>
Salaries	\$ -	\$	132,445	\$	132,445
Employee Benefits	-		91,099		91,099
Purchased Services	-		25,300		25,300
Materials & Supplies	-		2,800		2,800
Capital Outlay	<u>-</u>		<u>-</u>		<u>-</u>
Total Commission Minutes	<u>\$ -</u>	<u>\$</u>	<u>251,644</u>	<u>\$</u>	<u>251,644</u>

Full Time Equivalent Positions	-	4.0	4.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**Finance**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 166,802	\$ 770,637	\$ 937,439
Employee Benefits	74,627	376,855	451,482
Purchased Services	4,394	20,706	25,100
Materials & Supplies	3,029	12,221	15,250
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Finance	<u>\$ 248,852</u>	<u>\$ 1,180,419</u>	<u>\$ 1,429,271</u>

Full Time Equivalent Positions	3.0	14.9	17.9
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**Employee Relations**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 68,895	\$ 30,953	\$ 99,848
Employee Benefits	31,280	18,238	49,518
Contract/Professional Services	1,725	775	2,500
Purchased Services	2,208	992	3,200
Materials & Supplies	2,235	1,004	3,239
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Employee Relations	<u>\$ 106,343</u>	<u>\$ 51,962</u>	<u>\$ 158,305</u>

Full Time Equivalent Positions	1.4	0.6	2.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**Internal Audit**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 121,564	\$ 171,862	\$ 293,426
Employee Benefits	42,752	63,152	105,904
Purchased Services	1,508	2,042	3,550
Materials & Supplies	1,592	2,158	3,750
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Internal Audit	<u>\$ 167,416</u>	<u>\$ 239,214</u>	<u>\$ 406,630</u>

Full Time Equivalent Positions	1.7	2.3	4.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**Recording - Punta Gorda**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 267,813	\$ -	\$ 267,813
Employee Benefits	152,727	-	152,727
Contract Services	4,500	-	4,500
Purchased Services	15,450	-	15,450
Materials & Supplies	7,400	-	7,400
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Recording - Punta Gorda	\$ <u>447,890</u>	\$ <u>-</u>	\$ <u>447,890</u>

Full Time Equivalent Positions	7.5	-	7.5
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**Recording - Murdock**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 89,168	\$ -	\$ 89,168
Employee Benefits	49,320	-	49,320
Contract Services	4,500	-	4,500
Purchased Services	50	-	50
Materials & Supplies	1,000	-	1,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Recording - Murdock	<u>\$ 144,038</u>	<u>\$ -</u>	<u>\$ 144,038</u>

Full Time Equivalent Positions	3.0	-	3.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**Tax Deeds Section**

	Clerk	Board	Total
Salaries	\$ 45,660	\$ -	\$ 45,660
Employee Benefits	18,594	-	18,594
Purchased Services	90,500	-	90,500
Materials & Supplies	2,000	-	2,000
Capital Outlay	-	-	-
Total Tax Deeds Section	\$ 156,754	\$ -	\$ 156,754

Full Time Equivalent Positions	1.0	-	1.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**General Services**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 29,946	\$ 23,529	\$ 53,475
Employee Benefits	19,535	24,030	43,565
Contract/Professional Services	-	-	-
Purchased Services	62,970	47,300	110,270
Materials & Supplies	3,913	4,337	8,250
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total General Services	<u>\$ 116,364</u>	<u>\$ 99,196</u>	<u>\$ 215,560</u>

Full Time Equivalent Positions	1.1	0.9	2.0
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**ROGER D EATON**  
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**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**Transfers & Reserves**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Transfer to Court Automation	\$ -	\$ \$ -	\$ -
Transfer to Disaster Recovery	43,950	-	43,950
Transfer to Information Technology	181,245	-	181,245
Transfer to DOR/CCoC	-	-	-
Reserve for Contingencies	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers & Reserves	<u>\$ 225,195</u>	<u>\$ -</u>	<u>\$ 225,195</u>



**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**General Fund Departmental Recap**

Departmental Totals	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Administration	\$ 583,125	\$ 200,596	\$ 783,721
Commission Minutes	-	251,644	251,644
Finance	248,852	1,180,419	1,429,271
Employee Relations	106,343	51,962	158,305
Internal Audit	167,416	239,214	406,630
Recording & Tax Deeds	748,682	-	748,682
General Services	116,364	99,196	215,560
Transfers & Reserves	<u>225,195</u>	<u>-</u>	<u>225,195</u>
<b>Total General Fund</b>	<b>\$ <u>2,195,977</u></b>	<b>\$ <u>2,023,031</u></b>	<b>\$ <u>4,219,008</u></b>

Full Time Equivalent Positions	22.9	24.0	46.9
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# **GENERAL FUND SUMMARY**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**General Fund**  
**October 1, 2017**

**General Fund Summary**

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Board of Co Commissioners	\$ -	\$ 2,023,031	\$ 2,023,031
User Fees	1,359,747	-	1,359,747
Tourist Develop Tax Comm	-	-	-
Transfer In	<u>836,230</u>	<u>-</u>	<u>836,230</u>
<b>Total General Fund</b>	<b>\$ <u>2,195,977</u></b>	<b>\$ <u>2,023,031</u></b>	<b>\$ <u>4,219,008</u></b>

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 1,153,946	\$ 1,265,870	\$ 2,419,816
Employee Benefits	561,777	628,841	1,190,618
Contract/Professional Services	38,725	775	39,500
Purchased Services	186,954	102,486	289,440
Materials & Supplies	29,380	25,059	54,439
Capital Outlay	-	-	-
Transfers & Reserves	<u>225,195</u>	<u>-</u>	<u>225,195</u>
<b>Total General Fund</b>	<b>\$ <u>2,195,977</u></b>	<b>\$ <u>2,023,031</u></b>	<b>\$ <u>4,219,008</u></b>

Full Time Equivalent Positions	22.9	24.0	46.9
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**COURT RELATED  
EXPENDITURES FUND**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Circuit Court - Civil**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 241,674	\$ -	\$ 241,674
Employee Benefits	134,704	38,518	173,222
Purchased Services	27,000	-	27,000
Materials & Supplies	11,000	-	11,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit Court - Civil	<u>\$ 414,378</u>	<u>\$ 38,518</u>	<u>\$ 452,896</u>

Full Time Equivalent Positions	7.0	-	7.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**County Court - Civil**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 95,532	\$ -	\$ 95,532
Employee Benefits	47,581	14,017	61,598
Purchased Services	2,000	-	2,000
Materials & Supplies	4,750	-	4,750
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total County Court - Civil	\$ <u>149,863</u>	\$ <u>14,017</u>	\$ <u>163,880</u>

Full Time Equivalent Positions	3.0	-	3.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Probate & Guardianship**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 52,320	\$ -	\$ 52,320
Employee Benefits	24,912	10,572	35,484
Purchased Services	550	-	550
Materials & Supplies	3,200	-	3,200
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Probate & Guardianship	\$ <u>80,982</u>	\$ <u>10,572</u>	\$ <u>91,554</u>

Full Time Equivalent Positions	2.0	-	2.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Domestic Violence Services**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 52,320	\$ -	\$ 52,320
Employee Benefits	21,463	10,572	32,035
Purchased Services	900	-	900
Materials & Supplies	3,500	-	3,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Domestic Violence Svs.	\$ <u>78,183</u>	\$ <u>10,572</u>	\$ <u>88,755</u>

Full Time Equivalent Positions	2.0	-	2.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Jury Management**

	Clerk	Board	Total
Salaries	\$ 53,830	\$ -	\$ 53,830
Employee Benefits	25,112	7,169	32,281
Purchased Services	83,000	-	83,000
Materials & Supplies	4,350	-	4,350
Capital Outlay	-	-	-
<b>Total Jury Management</b>	<b>\$ 166,292</b>	<b>\$ 7,169</b>	<b>\$ 173,461</b>

Full Time Equivalent Positions	1.5	-	1.5
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Circuit Court - Civil - Support**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 53,222	\$ -	\$ 53,222
Employee Benefits	29,505	9,094	38,599
Purchased Services	2,000	-	2,000
Materials & Supplies	2,500	-	2,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit - Civil - Support	<u>\$ 87,227</u>	<u>\$ 9,094</u>	<u>\$ 96,321</u>

Full Time Equivalent Positions	2.0	-	2.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**County Court - Criminal**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 141,378	\$ -	\$ 141,378
Employee Benefits	71,499	28,270	99,769
Purchased Services	16,500	-	16,500
Materials & Supplies	10,000	-	10,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total County Court - Criminal	\$ <u>239,377</u>	\$ <u>28,270</u>	\$ <u>267,647</u>

Full Time Equivalent Positions	4.0	-	4.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Circuit Court - Criminal**

	Clerk	Board	Total
Salaries	\$ 132,811	\$ -	\$ 132,811
Employee Benefits	53,523	14,077	67,600
Purchased Services	500	-	500
Materials & Supplies	6,000	-	6,000
Capital Outlay	-	-	-
<b>Total Circuit Court - Criminal</b>	<b>\$ 192,834</b>	<b>\$ 14,077</b>	<b>\$ 206,911</b>

Full Time Equivalent Positions	4.0	-	4.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Circuit Court - Criminal - Juvenile**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 60,244	\$ -	\$ 60,244
Employee Benefits	26,147	7,186	33,333
Purchased Services	500	-	500
Materials & Supplies	1,000	-	1,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Circuit - Crim - Juvenile	<u>\$ 87,891</u>	<u>\$ 7,186</u>	<u>\$ 95,077</u>

Full Time Equivalent Positions	2.0	-	2.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Appeals**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 27,040	\$ -	\$ 27,040
Employee Benefits	19,365	3,446	22,811
Purchased Services	450	-	450
Materials & Supplies	1,850	-	1,850
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Appeals	\$ <u>48,705</u>	\$ <u>3,446</u>	\$ <u>52,151</u>

Full Time Equivalent Positions	1.0	-	1.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Trial Clerks**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 180,120	\$ -	\$ 180,120
Employee Benefits	100,571	34,764	135,335
Purchased Services	500	-	500
Materials & Supplies	1,500	-	1,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Trial Clerks	<u>\$ 282,691</u>	<u>\$ 34,764</u>	<u>\$ 317,455</u>

Full Time Equivalent Positions	6.0	-	6.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**County Court - Traffic**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 168,596	\$ -	\$ 168,596
Employee Benefits	73,343	23,405	96,748
Purchased Services	700	-	700
Materials & Supplies	3,605	-	3,605
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total County Court - Traffic	<u>\$ 246,244</u>	<u>\$ 23,405</u>	<u>\$ 269,649</u>

Full Time Equivalent Positions	5.0	-	5.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Central File Room**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 255,074	\$ -	\$ 255,074
Employee Benefits	130,241	48,782	179,023
Purchased Services	600	-	600
Materials & Supplies	750	-	750
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total Central File Room	<u>\$ 386,665</u>	<u>\$ 48,782</u>	<u>\$ 435,447</u>

Full Time Equivalent Positions	8.0	-	8.0
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Court Related Allocations & Other Operating Expenses**

	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Postage - Court Related	\$ 40,000	\$ -	\$ 40,000
Reimburse Administration	370,994	16,752	387,746
Reimburse Finance	212,854	14,955	227,809
Reimburse Human Resources	78,581	3,737	82,318
Reimburse General Services	59,836	4,863	64,699
Reimburse Internal Audit	113,965	5,558	119,523
Return to CCOC	183,840	-	183,840
Reserve for Contingency	62,738	-	-
Total Allocations & Other Expense	<u>\$ 1,122,808</u>	<u>\$ 45,865</u>	<u>\$ 1,105,935</u>

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Court Related Expenditure Departmental Recap**

Department Totals	Clerk	Board	Total
Circuit Court - Civil	\$ 414,378	38,518	\$ 452,896
County Court - Civil	149,863	14,017	163,880
Probate & Guardianship	80,982	10,572	91,554
Domestic Violence Services	78,183	10,572	88,755
Jury Management	166,292	7,169	173,461
Circuit Court - Civil - Support	87,227	9,094	96,321
County Court - Criminal	239,377	28,270	267,647
Circuit Court - Criminal	192,834	14,077	206,911
Circuit Court - Criminal - Juvenile	87,891	7,186	95,077
Appeals	48,705	3,446	52,151
Trial Clerks	282,691	34,764	317,455
County Court - Traffic	246,244	23,405	269,649
Central File Room	386,665	48,782	435,447
Court Related Allocations/ Other	1,122,808	45,865	1,168,673
<b>Total Court Expenditures</b>	<b><u>\$ 3,584,140</u></b>	<b><u>\$ 295,737</u></b>	<b><u>\$ 3,879,877</u></b>

Full Time Equivalent Positions	47.5	-	47.5
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Court Related Expenditures Fund**  
**October 1, 2017**

**Court Related Expenditure Fund Summary**

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Court Related Funding	\$ 3,339,140	\$ -	\$ 3,339,140
Transfer In	<u>245,000</u>	<u>295,737</u>	<u>540,737</u>
Total General Fund	<u>\$ 3,584,140</u>	<u>\$ 295,737</u>	<u>\$ 3,879,877</u>

Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 1,514,161	\$ -	\$ 1,514,161
Employee Benefits	757,966	249,872	1,007,838
Purchased Services	135,200	-	135,200
Materials & Supplies	54,005	-	54,005
Capital Outlay	-	-	-
Court Related Allocations/ Other	<u>1,122,808</u>	<u>45,865</u>	<u>1,168,673</u>
Total Court Related Expense	<u>\$ 3,584,140</u>	<u>\$ 295,737</u>	<u>\$ 3,879,877</u>

Full Time Equivalent Positions	47.5	-	47.5
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**MODERNIZATION TRUST  
FUND**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Modernization Trust Fund**

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Fees - Records Trust	\$ 125,000	\$ -	\$ 125,000
Fees - Recording - Technology	340,000	350,000	690,000
Fees - 10% Fines	170,000		170,000
Fund Balance - Tech - BCC	-	292,243	292,243
Fund Balance - Tech - Clerk	558,355	-	558,355
Fund Balance - 10% fines	-		-
Fund Balance - Modern	<u>333,254</u>	<u>-</u>	<u>333,254</u>
<b>Total Estimated Revenue</b>	<b>\$ <u>1,526,609</u></b>	<b>\$ <u>642,243</u></b>	<b>\$ <u>2,168,852</u></b>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Purchased Services	\$ 98,770	\$ 48,128	\$ 146,898
Capital Outlay	-	-	-
Transfer Out - Court Auto	438,040	455,772	893,812
Transfer Out - Court Oper.	170,000	-	170,000
Reserves - Tech - BCC	-	138,343	138,343
Reserves - Tech - Clerk	401,607	-	401,607
Reserves - 10% fines	-		-
Reserves - Records Modern	<u>418,192</u>	<u>-</u>	<u>418,192</u>
<b>Total Appropriations</b>	<b>\$ <u>1,526,609</u></b>	<b>\$ <u>642,243</u></b>	<b>\$ <u>2,168,852</u></b>

Full Time Equivalent Positions	N/A	N/A	N/A
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# **COURT AUTOMATION FUND**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Court Automation Fund**

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Transfer In - Records Tr Fd	<u>438,040</u>	<u>455,772</u>	<u>893,812</u>
Total Estimated Revenue	\$ <u>438,040</u>	\$ <u>455,772</u>	\$ <u>893,812</u>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 187,578	\$ 195,234	\$ 382,812
Employee Benefits	80,829	84,122	164,951
Purchased Services	122,178	127,063	249,241
Materials & Supplies	8,382	8,718	17,100
Capital Outlay	<u>39,073</u>	<u>40,635</u>	<u>79,708</u>
Total Appropriations	\$ <u>438,040</u>	\$ <u>455,772</u>	\$ <u>893,812</u>

Full Time Equivalent Positions	2.48	2.60	5.08
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**CIVIL CASES FILING FEES  
TRUST FUND**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Civil Cases Filing Fee Trust Fund**

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Filing Fees - County Court	\$ -	\$ -	\$ -
Filing Fees - Circuit Court	-	-	-
Filing Fees - Probate	-	-	-
Beginning Fund Balance	<u>74,065</u>	<u>-</u>	<u>74,065</u>
<b>Total Estimated Revenue</b>	<b>\$ <u>74,065</u></b>	<b>\$ <u>-</u></b>	<b>\$ <u>74,065</u></b>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Interfund Transfers	\$ 74,065	\$ -	\$ 74,065
Reserve for Contingencies	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Appropriations</b>	<b>\$ <u>74,065</u></b>	<b>\$ <u>-</u></b>	<b>\$ <u>74,065</u></b>

Full Time Equivalent Positions	N/A	N/A	N/A
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**DISASTER RECOVERY  
ENHANCEMENT FUND**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Disaster Recovery Enhancement Fund**

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Fees - Micrographic Services \$	-	-	-
Interfund Transfers	<u>118,015</u>	<u>-</u>	<u>118,015</u>
Total Estimated Revenue \$	<u>\$ 118,015</u>	<u>\$ -</u>	<u>\$ 118,015</u>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries \$	36,780	-	36,780
Employee Benefits	5,925	-	5,925
Contract/Professional Services	3,520	-	3,520
Purchased Services	12,500	-	12,500
Materials & Supplies	17,710	-	17,710
Capital Outlay	<u>41,580</u>	<u>-</u>	<u>41,580</u>
Total Appropriations \$	<u>\$ 118,015</u>	<u>\$ -</u>	<u>\$ 118,015</u>

Full Time Equivalent Positions	1.0	-	1.0
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**INFORMATION  
TECHNOLOGY FUND**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Information Technology Fund**

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Transfer In - Clerk	\$ 181,245	\$ -	\$ 181,245
Transfer In - BCC	-	659,653	659,653
Total Estimated Revenue	\$ <u>181,245</u>	\$ <u>659,653</u>	\$ <u>840,898</u>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 41,956	\$ 242,240	\$ 284,196
Employee Benefits	22,588	96,939	119,527
Purchased Services	90,742	257,818	348,560
Materials & Supplies	8,459	10,158	18,617
Capital Outlay	<u>17,500</u>	<u>52,498</u>	<u>69,998</u>
Total Appropriations	\$ <u>181,245</u>	\$ <u>659,653</u>	\$ <u>840,898</u>

Full Time Equivalent Positions	1.2	2.7	3.9
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# **RECORDS CENTER FUND**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Records Center Fund**

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Transfer in - BCC	\$ -	\$ 266,084	\$ 266,084
Transfer in - Clerk	-	-	-
<b>Total Estimated Revenue</b>	<b>\$ -</b>	<b>\$ 266,084</b>	<b>\$ 266,084</b>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ -	\$ 118,004	\$ 118,004
Employee Benefits	-	96,910	96,910
Contract/Professional Services	-	-	-
Purchased Services	-	21,602	21,602
Materials & Supplies	-	5,000	5,000
Capital Outlay	-	24,568	24,568
<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ 266,084</b>	<b>\$ 266,084</b>

Full Time Equivalent Positions	-	4.0	4.0
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**IV-D REIMBURSEMENT  
TRUST FUND**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**IV-D Reimbursement Trust Fund**

Estimated Revenue	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Title IV-D Reimbursement	\$ 75,000	\$ -	\$ 75,000
Beginning Fund Balance	<u>151,845</u>	<u>-</u>	<u>151,845</u>
<b>Total Estimated Revenue</b>	<b>\$ <u>226,845</u></b>	<b>\$ <u>-</u></b>	<b>\$ <u>226,845</u></b>
Appropriations	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Transfer Out - Courts	\$ 75,000	\$ -	\$ 75,000
Reserve for Contingencies	<u>151,845</u>	<u>-</u>	<u>151,845</u>
<b>Total Appropriations</b>	<b>\$ <u>226,845</u></b>	<b>\$ <u>-</u></b>	<b>\$ <u>226,845</u></b>

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**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Grand Total of All Funds**

<b>Estimated Revenue</b>	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
General Fund	\$ 2,195,977	\$ 1,977,166	\$ 4,173,143
Court Related Fund	3,584,140	295,737	3,879,877
Modernization Trust Fund	1,526,609	642,243	2,168,852
Court Automation Fund	438,040	455,772	893,812
Civil Cases Filing Fees Trust Fund	74,065	-	74,065
Disaster Recovery Enhancement Fund	118,015	-	118,015
Information Technology Fund	181,245	659,653	840,898
Records Center Fund	-	266,084	266,084
IV-D Reimbursement Trust Fund	226,845	-	226,845
<b>Total Available for Appropriation</b>	<b>8,344,936</b>	<b>4,296,655</b>	<b>12,641,591</b>
Less: Interfund Transfers	1,818,530	455,772	2,274,302
Less: Beginning Balances	1,117,519	292,243	1,409,762
<b>Net Estimated Revenue</b>	<b>\$ 5,408,887</b>	<b>\$ 3,548,640</b>	<b>\$ 8,957,527</b>
<b>Appropriations</b>			
General Fund	\$ 2,195,977	\$ 1,977,166	\$ 4,173,143
Court Related Fund	3,584,140	295,737	3,879,877
Modernization Trust Fund	1,526,609	642,243	2,168,852
Court Automation Fund	438,040	455,772	893,812
Civil Cases Filing Fees Trust Fund	74,065	-	74,065
Disaster Recovery Enhancement Fund	118,015	-	118,015
Information Technology Fund	181,245	659,653	840,898
Records Center Fund	-	266,084	266,084
IV-D Reimbursement Trust Fund	226,845	-	226,845
<b>Gross Appropriations</b>	<b>8,344,936</b>	<b>4,296,655</b>	<b>12,641,591</b>
Less: Interfund Transfers	1,818,530	455,772	2,274,302
Less: Reserves & Balances	971,644	138,343	1,109,987
<b>Net Appropriations</b>	<b>\$ 5,554,762</b>	<b>\$ 3,702,540</b>	<b>\$ 9,257,302</b>

Total Full Time Equivalent Positions	75.2	33.3	108.5
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**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Summary Total of All Funds**

<b>Estimated Revenue</b>	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Board of County Commissioners	\$ -	\$ 3,198,640	\$ 3,198,640
Clerk's Office Users' Fees	1,994,747	350,000	2,344,747
State Shared Revenues - Court	3,177,679	-	3,177,679
Tourist Development Tax	161,461	-	161,461
Grants	75,000	-	75,000
Interfund Transfers	1,818,530	455,772	2,274,302
Beginning Fund Balances	<u>1,117,519</u>	<u>292,243</u>	<u>1,409,762</u>
<b>Total Available for Appropriation</b>	<b>8,344,936</b>	<b>4,296,655</b>	<b>12,641,591</b>
Less: Interfund Transfers	1,818,530	455,772	2,274,302
Less: Beginning Balances	<u>1,117,519</u>	<u>292,243</u>	<u>1,409,762</u>
<b>Net Estimated Revenue</b>	<b>\$ <u>5,408,887</u></b>	<b>\$ <u>3,548,640</u></b>	<b>\$ <u>8,957,527</u></b>

<b>Appropriations</b>	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
Salaries	\$ 2,934,421	\$ 1,821,348	\$ 4,755,769
Employee Benefits	1,429,085	1,156,684	2,585,769
Contract/Professional Services	42,245	775	43,020
Purchased Services	686,344	557,097	1,243,441
Materials & Supplies	117,936	48,935	166,871
Capital Outlay	98,153	117,701	215,854
Return Court XCESS fees	246,578	-	246,578
Transfers, Reserves, & Balances	<u>2,790,174</u>	<u>594,115</u>	<u>3,384,289</u>
<b>Gross Appropriations</b>	<b>8,344,936</b>	<b>4,296,655</b>	<b>12,641,591</b>
Less: Interfund Transfers	1,818,530	455,772	2,274,302
Less: Reserves & Balances	<u>971,644</u>	<u>138,343</u>	<u>1,109,987</u>
<b>Net Appropriations</b>	<b>\$ <u>5,554,762</u></b>	<b>\$ <u>3,702,540</u></b>	<b>\$ <u>9,257,302</u></b>

Total Full Time Equivalent Positions	75.1	33.3	108.4
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**SUPPLEMENTARY  
INFORMATION**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Interfund Transfers**

<b>Estimated Revenue</b>	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
General Fund	\$ 836,230	\$ -	\$ 836,230
Court Related Expenditures fund	245,000	-	245,000
Modernization Trust Fund	-	-	-
Court Automation Fund	438,040	455,772	893,812
Civil Cases Filing Fees Trust Fund	-	-	-
Disaster Recovery Enhancement Fund	118,015	-	118,015
Information Technology Fund	181,245	-	181,245
Records Center Fund	-	-	-
IV-D Reimbursement Trust Fund	-	-	-
<b>Total Transfers In</b>	<b>\$ <u>1,818,530</u></b>	<b>\$ <u>455,772</u></b>	<b>\$ <u>2,274,302</u></b>

<b>Appropriations</b>			
General Fund	\$ 225,195	\$ -	\$ 225,195
Court Related Expenditures fund	836,230	-	836,230
Modernization Trust Fund	608,040	455,772	1,063,812
Court Automation Fund	-	-	-
Civil Cases Filing Fees Trust Fund	74,065	-	74,065
Disaster Recovery Enhancement Fund	-	-	-
Information Technology Fund	-	-	-
Records Center Fund	-	-	-
IV-D Reimbursement Trust Fund	75,000	-	75,000
<b>Total Transfers Out</b>	<b>\$ <u>1,818,530</u></b>	<b>\$ <u>455,772</u></b>	<b>\$ <u>2,274,302</u></b>

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**October 1, 2017**

**Reserves and Balances**

<b>Estimated Beginning Balances</b>	<u>Clerk</u>	<u>Board</u>	<u>Total</u>
General Fund	\$ -	\$ -	\$ -
Modernization Trust Fund	891,609	292,243	1,183,852
Court Automation Fund	-	-	-
Civil Cases Filing Fees Trust Fund	74,065	-	74,065
Disaster Recovery Enhancement Fund	-	-	-
Information Technology Fund	-	-	-
Records Center Fund	-	-	-
IV-D Reimbursement Trust Fund	<u>151,845</u>	<u>-</u>	<u>151,845</u>
<b>Total Beginning Balances</b>	<b>\$ <u>1,117,519</u></b>	<b>\$ <u>292,243</u></b>	<b>\$ <u>1,409,762</u></b>

<b>Estimated Ending Balances</b>			
Modernization Trust Fund	\$ 819,799	138,343	\$ 958,142
Court Automation Fund	-	-	-
Civil Cases Filing Fees Trust Fund	-	-	-
Disaster Recovery Enhancement Fund	-	-	-
Information Technology Fund	-	-	-
Records Center Fund	-	-	-
IV-D Reimbursement Trust Fund	<u>151,845</u>	<u>-</u>	<u>151,845</u>
<b>Total Reserves/Balances</b>	<b>\$ <u>971,644</u></b>	<b>\$ <u>138,343</u></b>	<b>\$ <u>1,109,987</u></b>



# **BUDGETARY COMPARISON**

**ROGER D EATON**  
**Clerk of the Circuit Court**  
**Charlotte County, Florida**  
**2017-2018 Adopted Budget**  
**Budgetary Comparison**  
**October 1, 2017**

**2017- 18 Proposed Budget compared to 2016-17 Amended Budget**

<b>BOARD FUNDING REQUEST</b>	<b><u>2017-2018 Proposed Submittal</u></b>	<b><u>2016-2017 Amended Budget</u></b>	<b><u>Increase/ (Decrease)</u></b>	<b><u>Percent</u></b>
General Fund	\$ 1,977,167	\$ 2,026,237	\$ (49,070)	-2.4%
Information Technology Fund	659,653	621,811	37,842	6.1%
Records Center Fund	<u>266,084</u>	<u>318,912</u>	<u>(52,828)</u>	<u>-16.6%</u>
Total General Revenue Funded	<b>\$ <u>2,902,904</u></b>	<b><u>2,966,960</u></b>	<b>\$ <u>(64,056)</u></b>	<b><u>-2.2%</u></b>
Courts Health Insurance Suppl	295,737	294,000	1,737	0.6%
Total Board Request	<b>\$ <u><u>3,198,641</u></u></b>	<b>\$ <u><u>3,260,960</u></u></b>	<b>\$ <u><u>(62,319)</u></u></b>	<b><u><u>-1.9%</u></u></b>