



# ADOPTED ANNUAL BUDGET



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

FOR FISCAL YEAR 2023 - 2024  
ADOPTED SEPTEMBER 19, 2023

**COMPTROLLER DIVISION**

350 E. Marion Ave. Punta Gorda, FL 33950 • 941.505.4716 • [CharlotteClerk.com](http://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, 2023

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 2023/2024 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 \$2,898,030 to fund our operations for the fiscal year ending September 30, 2024. This is a **decrease** of \$54,817 or 1.9%. Our request for Board funding remains unchanged from the June 1 submittal. This is the sixth year in a row that we are requesting a **decrease** in our overall budget with a seven-year savings to the citizens of Charlotte County of 11.9%.

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,

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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**  
**2023-2024 Adopted Budget**  
**September 19, 2023**

**TABLE OF CONTENTS**

	<u>Pages</u>
<b>Estimated Revenue General Fund and Court Related</b>	1
<b>General Fund</b>	
Appropriations	2-5
Summary	6
<b>Special Revenue Funds</b>	
Court Related Expenditure Fund	7-8
Jury Management Fund	9
<b>Budget Comparisons</b>	
2022-2023 Adopted Budget to 2023-2024 Adopted Budget	10

**ROGER D EATON**  
**Clerk of the Circuit Court and County Comptroller**  
**Charlotte County, Florida**  
**2023-2024 Adopted Budget**  
**General Fund & Court Related Allocations**  
**September 19, 2023**

**Estimated Revenue**

General Revenue	FY 2024 Adopted
Fees - Recording	\$ 1,115,288
Fees- Recording/ Signing/ Sealing	4,547
Recording - Indexing	7,991
Fees - Copies	13,502
Fees - Certifications	9,078
OGGC Fees - Other	17,336
Fees - Marriage Solomnizing	31,770
Fees - Marriage Ceremony	9,888
Fees - Notary Service	3,376
Fees - Passport	146,272
Fees - Passport Photo Service	44,719
Fees - Doc Stamp Commission	-
Fees - Intangible Tax Commission	-
Fees - Tax Deed Sales	117,035
Interest Earnings	272,250
Miscellaneous Revenue	44,414
Postage	44,513
Total User Fees and Service Charges	\$ 1,881,979
Transfer In - Court Related Allocations	931,651
Transfer In - Mod Trust Fund-Clerk Tech	497,424
Transfer In - Mod Trust Fund-BCC Tech	543,195
Transfer In - Civil Cases Filing Trust Fund	113,329
Transfer In - Documentary Stamps/Intangible Tax	149,700
 Total General Revenue	 \$ 4,117,278
 General Fund Request to Board of County Commissioners	 2,898,030
Total Funding	\$ 7,015,308

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**Charlotte County, Florida**  
**2023-2024 Adopted Budget**  
**General Fund**  
**September 19, 2023**

	FY 2024 Adopted		
	Clerk	Board	Total
<b>Recording</b>			
Full Time Equivalent Positions	11.0	-	11.0
Salaries	\$ 520,408	\$ -	\$ 520,408
Employee Benefits	364,914	-	364,914
Contract Services	70,000	-	70,000
Purchased Services	35,450	-	35,450
Materials & Supplies	24,200	-	24,200
Total Recording	\$ 1,014,972	\$ -	\$ 1,014,972
 <b>Tax Deeds</b>			
Full Time Equivalent Positions	1.0	-	1.0
Salaries	\$ 44,120	\$ -	\$ 44,120
Employee Benefits	26,677	-	26,677
Contract Services	82,500	-	82,500
Purchased Services	87,600	-	87,600
Materials & Supplies	6,000	-	6,000
Total Tax Deeds	\$ 246,897	\$ -	\$ 246,897
 <b>Disaster Recovery Enhancement</b>			
Full Time Equivalent Positions	1.0	-	1.0
Salaries	\$ 32,364	\$ -	\$ 32,364
Employee Benefits	10,296	-	10,296
Contract/Professional Services	-	-	-
Purchased Services	5,750	24,500	30,250
Materials & Supplies	-	4,000	4,000
Total Disaster Recovery	\$ 48,410	\$ 28,500	\$ 76,910

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**2023-2024 Adopted Budget**  
**General Fund**  
**September 19, 2023**

	FY 2024 Adopted		
	Clerk	Board	Total
<b>Administration</b>			
Full Time Equivalent Positions	3.7	0.3	4.0
Salaries	\$ 390,805	\$ 12,527	\$ 403,332
Employee Benefits	268,129	8,544	276,673
Contract/Professional Services	61,200	1,300	62,500
Purchased Services	32,668	9,132	41,800
Materials & Supplies	11,752	2,998	14,750
Total Administration	\$ 764,554	\$ 34,501	\$ 799,055

<b>Minutes</b>			
Full Time Equivalent Positions	-	2.0	2.0
Salaries	\$ -	\$ 85,301	\$ 85,301
Employee Benefits	-	56,702	56,702
Purchased Services	-	30,650	30,650
Materials & Supplies	-	1,700	1,700
Total Minutes	\$ -	\$ 174,353	\$ 174,353

<b>Comptroller</b>			
Full Time Equivalent Positions	3.6	11.4	15.0
Salaries	\$ 202,951	\$ 708,949	\$ 911,900
Employee Benefits	127,172	398,755	525,927
Purchased Services	5,150	33,600	38,750
Materials & Supplies	4,520	15,480	20,000
Total Comptroller	\$ 339,793	\$ 1,156,784	\$ 1,496,577

<b>Employee Relations</b>			
Full Time Equivalent Positions	1.5	0.5	2.0
Salaries	\$ 93,632	\$ 31,210	\$ 124,842
Employee Benefits	60,253	17,632	77,885
Contract/Professional Services	2,249	751	3,000
Purchased Services	9,485	9,764	19,249
Materials & Supplies	2,925	2,325	5,250
Total Employee Relations	\$ 168,544	\$ 61,682	\$ 230,226

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**Charlotte County, Florida**  
**2023-2024 Adopted Budget**  
**General Fund**  
**September 19, 2023**

	FY 2024 Adopted		
	Clerk	Board	Total
<b>Internal Audit</b>			
Full Time Equivalent Positions	1.1	2.9	4.0
Salaries	\$ 93,781	\$ 182,107	\$ 275,888
Employee Benefits	50,598	67,484	118,082
Purchased Services	1,908	2,441	4,349
Materials & Supplies	2,789	3,710	6,499
Total Internal Audit	\$ 149,076	\$ 255,742	\$ 404,818
<b>Information Technology</b>			
Full Time Equivalent Positions	1.1	2.3	3.4
Salaries	\$ 45,147	\$ 204,891	\$ 250,038
Employee Benefits	22,648	107,551	130,199
Contract/Professional Services	11,859	24,141	36,000
Purchased Services	150,291	305,957	456,248
Materials & Supplies	10,770	21,928	32,698
Capital Outlay	-	-	-
Total Information Technology	\$ 240,715	\$ 664,468	\$ 905,183
<b>Court Automation</b>			
Full Time Equivalent Positions	3.3	3.4	6.6
Salaries	\$ 225,498	\$ 237,373	\$ 462,871
Employee Benefits	117,452	123,596	241,048
Contract/Professional Services	7,386	7,614	15,000
Purchased Services	118,847	122,503	241,350
Materials & Supplies	19,377	42,973	62,350
Capital Outlay	8,864	9,136	18,000
Total Court Automation	\$ 497,424	\$ 543,195	\$ 1,040,619

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**Charlotte County, Florida**  
**2023-2024 Adopted Budget**  
**General Fund**  
**September 19, 2023**

	FY 2024 Adopted		
	Clerk	Board	Total
<b>Records Center</b>			
Full Time Equivalent Positions	-	2.0	2.0
Salaries	\$ -	\$ 85,399	\$ 85,399
Employee Benefits	-	46,525	46,525
Contract/Professional Services	-	6,000	6,000
Purchased Services	-	7,150	7,150
Materials & Supplies	-	4,000	4,000
Total Records Center	\$ -	\$ 149,074	\$ 149,074
 <b>General Services</b>			
Full Time Equivalent Positions	0.8	0.2	1.0
Salaries	\$ 36,476	\$ 8,006	\$ 44,482
Employee Benefits	19,977	4,386	24,363
Purchased Services	41,280	75,820	117,100
Materials & Supplies	5,965	4,035	10,000
Total General Services	\$ 103,698	\$ 92,247	\$ 195,945



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**Charlotte County, Florida**  
**2023-2024 Adopted Budget**  
**General Fund**  
**September 19, 2023**

	FY 2024 Adopted		
	Clerk	Board	Total
<b>General Fund Departmental Recap</b>			
Full Time Equivalent Positions	28.1	25.0	53.0
Recording & Tax Deeds	\$ 1,261,869	\$ -	\$ 1,261,869
Disaster Recovery Enhancement	48,410	28,500	76,910
Administration	764,554	34,501	799,055
Commission Minutes	-	174,353	174,353
Comptroller	339,793	1,156,784	1,496,577
Employee Relations	168,544	61,682	230,226
Internal Audit	149,076	255,742	404,818
Information Technology	240,715	664,468	905,183
Court Automation	497,424	543,195	1,040,619
Records Center	-	149,074	149,074
General Services	103,698	92,247	195,945
Total General Fund	\$ <u>3,574,083</u>	\$ <u>3,160,546</u>	\$ <u>6,734,629</u>

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**2023-2024 Adopted Budget**  
**Court Related Expenditures Fund**  
**September 19, 2023**

	FY 2024 Adopted
<b>Employee Benefits</b>	
Full Time Equivalent Positions	-
Circuit Court - Criminal	\$ 16,590
Circuit Court - Criminal - Juvenile	4,148
Circuit Court - Civil	43,271
Circuit Court - Civil - Support	14,620
Domestic Violence Services	8,295
Probate & Guardianship	8,295
County Court - Criminal	24,694
County Court - Civil	10,948
County Court - Traffic	19,312
Appeals	6,801
Trial Clerks	39,383
Court Records	39,030
Total Courts - Employee Benefits	\$ 235,387
 <b>Court Related Allocations &amp; Other Operating Expenses</b>	
Reimburse Administration	\$ 11,369
Reimburse Comptroller	16,184
Reimburse Human Resources	4,231
Reimburse General Services	1,949
Reimburse Internal Audit	5,343
Reserve for Contingency	-
Total Allocations & Other Expense	\$ 39,076
 <b>Total Court Expenditures</b>	 <b>\$ 274,463</b>

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**2023-2024 Adopted Budget**  
**Jury Management Expenditures Fund**  
**September 19, 2023**

FY 2024  
Adopted

**Jury Management**

Full Time Equivalent Positions

-

Appropriations

Employee Benefits

\$ 6,216

Total Jury Management Expense

\$ 6,216

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**2023-2024 Adopted Budget**  
**September 19, 2023**

	<u>2023-2024 Adopted Budget</u>	<u>2022-2023 Adopted Budget</u>	<u>Increase/ (Decrease)</u>	<u>Percent</u>
Clerk Operating	\$ 1,803,809	\$ 1,823,586	\$ (19,777)	
Information Technology	664,468	661,712	2,756	
Court Related	280,679	324,115	(43,436)	
Records Center	149,074	143,434	5,640	
<b>Total Board Request</b>	<u>\$ 2,898,030</u>	<u>\$ 2,952,847</u>	<u>\$ (54,817)</u>	<u>-1.9%</u>