



ADOPTED ANNUAL BUDGET



THE HONORABLE ROGER D. EATON

Clerk of the Circuit Court and County Comptroller
Charlotte County, Florida

**BUDGET TO THE BOARD - GENERAL FUND
FOR FISCAL YEAR 2025 - 2026
ADOPTED SEPTEMBER 23, 2025**

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

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September 1, 2025

Honorable Chairman
Members of the County Commission
Residents of Charlotte Count

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 2025/2026 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 \$2,882,177 to fund our operations for the fiscal year ending September 30, 2026. This is a **decrease** of \$8,673. Our request for Board funding remains unchanged from the June 1, submittal. This is the eighth year in row that we are requesting a **decrease** in our overall budget with a nine-year savings to the citizens of Charlotte County of 12.5%

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, its 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 fines, 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 Clerk of the Court Trust Fund.

The residents of Charlotte County deserve effective and efficient service at the least possible cost, 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 & County Comptroller
Charlotte County, Florida
2025-2026 Adopted Budget
September 23, 2025

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ROGER D EATON
Clerk of the Circuit Court & County Comptroller
Charlotte County, Florida
2025-2026 Adopted Budget
General Fund & Court Related Allocations
September 23, 2025

Estimated Revenue

General Revenue	FY 2026 Adopted
Fees - Recording	\$ 1,153,565
Fees- Recording/ Signing/ Sealing	7,319
Recording - Indexing	9,568
Fees - Copies	8,336
Fees - Certifications	5,851
Fees - Home Solicitation Permits	-
Oth Fees - E-Certify	6,191
OGGC Fees - Other	13,420
Fees - Marriage Solomnizing	37,825
Fees - Marriage Ceremony	14,484
Fees - Notary Service	1,632
Fees - Passport	191,412
Fees - Passport Photo Service	59,160
Fees - Tax Deed Sales	137,879
Interest Earnings	406,585
Miscellaneous Revenue	26,753
Postage	44,172
Total User Fees and Service Charges	\$ 2,124,151
Transfer In - Court Related Allocations	978,928
Transfer In - Mod Trust Fund-Clerk Tech	468,369
Transfer In - Mod Trust Fund-BCC Tech	516,521
Transfer In - Civil Cases Filing Trust Fund	127,000
Transfer In - Documentary Stamps/Intangible Tax	169,585
Total General Revenue	\$ 4,384,554
General Fund Request to Board of County Commissioners	2,882,178
Total Funding	\$ 7,266,732

ROGER D EATON
Clerk of the Circuit Court & County Comptroller
Charlotte County, Florida
2025-2026 Adopted Budget
General Fund
September 23, 2025

		2025-2026 Adopted Budget		
		Clerk	Board	Total
Recording				
Full Time Equivalent Positions		11.0	-	11.0
Salaries	\$	578,071	\$ -	\$ 578,071
Employee Benefits		356,368	-	356,368
Contract Services		54,720	-	54,720
Purchased Services		17,750	-	17,750
Materials & Supplies		55,450	-	55,450
Total Recording	\$	<u>1,062,359</u>	\$ <u>-</u>	\$ <u>1,062,359</u>
Tax Deeds				
Full Time Equivalent Positions		1.0	-	1.0
Salaries	\$	47,314	\$ -	\$ 47,314
Employee Benefits		26,891	-	26,891
Contract Services		77,500	-	77,500
Purchased Services		86,300	-	86,300
Materials & Supplies		2,000	-	2,000
Total Tax Deeds	\$	<u>240,005</u>	\$ <u>-</u>	\$ <u>240,005</u>
Disaster Recovery Enhancement				
Full Time Equivalent Positions		0.0	-	0.0
Salaries	\$	-	\$ -	\$ -
Employee Benefits		2,400	-	2,400
Contract/Professional Services		3,500	-	3,500
Purchased Services		38,900	-	38,900
Materials & Supplies		1,000	-	1,000
Total Disaster Recovery	\$	<u>45,800</u>	\$ <u>-</u>	\$ <u>45,800</u>

ROGER D EATON
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Charlotte County, Florida
2025-2026 Adopted Budget
General Fund
September 23, 2025

		2025-2026 Adopted Budget		
		Clerk	Board	Total
Administration				
Full Time Equivalent Positions		3.6	0.4	4.0
Salaries	\$	384,889	\$ 47,330	\$ 432,219
Employee Benefits		240,097	20,983	261,080
Contract/Professional Services		20,200	39,300	59,500
Purchased Services		56,691	24,859	81,550
Materials & Supplies		26,269	7,739	34,008
Total Administration	\$	<u>728,146</u>	\$ <u>140,211</u>	\$ <u>868,357</u>
Minutes				
Full Time Equivalent Positions		-	2.0	2.0
Salaries	\$	-	\$ 87,499	\$ 87,499
Employee Benefits		-	47,436	47,436
Purchased Services		-	32,900	32,900
Materials & Supplies		-	3,500	3,500
Total Minutes	\$	<u>-</u>	\$ <u>171,335</u>	\$ <u>171,335</u>
Comptroller				
Full Time Equivalent Positions		3.8	10.2	14.0
Salaries	\$	220,079	\$ 699,851	\$ 919,930
Employee Benefits		139,528	367,261	506,789
Contract/Professional Services		35,300	13,500	48,800
Purchased Services		7,012	26,738	33,750
Materials & Supplies		5,312	18,788	24,100
Total Comptroller	\$	<u>407,231</u>	\$ <u>1,126,138</u>	\$ <u>1,533,369</u>
Employee Relations				
Full Time Equivalent Positions		1.6	0.4	2.0
Salaries	\$	111,524	\$ 27,882	\$ 139,406
Employee Benefits		53,671	11,177	64,848
Contract/Professional Services		-	1,690	1,690
Purchased Services		36,507	21,553	58,060
Materials & Supplies		3,120	1,380	4,500
Total Employee Relations	\$	<u>204,822</u>	\$ <u>63,682</u>	\$ <u>268,504</u>

ROGER D EATON
Clerk of the Circuit Court & County Comptroller
Charlotte County, Florida
2025-2026 Adopted Budget
General Fund
September 23, 2025

		2025-2026 Adopted Budget		
		Clerk	Board	Total
Internal Audit				
Full Time Equivalent Positions		1.2	1.8	3.0
Salaries	\$	118,240	\$ 126,273	\$ 244,513
Employee Benefits		55,974	48,683	104,657
Purchased Services		3,864	4,186	8,050
Materials & Supplies		2,695	3,105	5,800
Total Internal Audit	\$	<u>180,773</u>	\$ <u>182,247</u>	\$ <u>363,020</u>
Information Technology				
Full Time Equivalent Positions		1.0	2.2	3.2
Salaries	\$	50,070	\$ 221,669	\$ 271,739
Employee Benefits		23,965	109,836	133,801
Contract/Professional Services		50,000	-	50,000
Purchased Services		262,758	292,742	555,500
Materials & Supplies		8,971	19,729	28,700
Capital Outlay		1,875	4,125	6,000
Total Information Technology	\$	<u>397,639</u>	\$ <u>648,101</u>	\$ <u>1,045,740</u>
Court Automation				
Full Time Equivalent Positions		2.9	2.9	5.8
Salaries	\$	205,792	\$ 216,622	\$ 422,414
Employee Benefits		100,527	105,819	206,346
Contract/Professional Services		2,466	2,534	5,000
Purchased Services		120,209	126,071	246,280
Materials & Supplies		25,075	50,775	75,850
Capital Outlay		14,300	14,700	29,000
Total Court Automation	\$	<u>468,369</u>	\$ <u>516,521</u>	\$ <u>984,890</u>

ROGER D EATON
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Charlotte County, Florida
2025-2026 Adopted Budget
General Fund
September 23, 2025

		2025-2026 Adopted Budget		
		Clerk	Board	Total
Records Center				
Full Time Equivalent Positions	-	2.0	2.0	
Salaries	\$ -	\$ 90,327	\$ 90,327	
Employee Benefits	-	48,049	48,049	
Contract/Professional Services	-	20,000	20,000	
Purchased Services	-	10,650	10,650	
Materials & Supplies	-	5,000	5,000	
Total Records Center	\$ -	\$ 174,026	\$ 174,026	
General Services				
Full Time Equivalent Positions	0.8	0.2	1.0	
Salaries	\$ 38,697	\$ 8,494	\$ 47,191	
Employee Benefits	20,062	4,402	24,464	
Purchased Services	61,525	85,910	147,435	
Materials & Supplies	12,605	5,395	18,000	
Total General Services	\$ 132,889	\$ 104,201	\$ 237,090	
General Fund Departmental Recap				
Full Time Equivalent Positions	26.9	22.2	49.0	
Recording & Tax Deeds	\$ 1,302,364	\$ -	\$ 1,302,364	
Disaster Recovery Enhancement	45,800	-	45,800	
Administration	728,146	140,211	868,357	
Commission Minutes	-	171,335	171,335	
Comptroller	407,231	1,126,138	1,533,369	
Employee Relations	204,822	63,682	268,504	
Internal Audit	180,773	182,247	363,020	
Information Technology	397,639	648,101	1,045,740	
Court Automation	468,369	516,521	984,890	
Records Center	-	174,026	174,026	
General Services	132,889	104,201	237,090	
Total General Fund	\$ 3,868,033	\$ 3,126,462	\$ 6,994,495	

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Charlotte County, Florida
2025-2026 Adopted Budget
General Fund Summary
September 23, 2025

Board	
Disaster Recovery	-
Administration	140,211
Minutes	171,335
Comptroller	1,126,138
Employee Relations	63,682
Internal Audit	182,247
Information Technology	648,101
Court Automation	516,521
Records Center	174,026
General Services	104,201
	<u>3,126,462</u>
 Clerk - Non Court	
Recording	1,062,359
Tax Deeds	240,005
Disaster Recovery	45,800
Administration	728,146
Comptroller	407,231
Employee Relations	204,822
Internal Audit	180,773
Information Technology	397,639
Court Automation	468,369
General Services	132,889
	<u>3,868,033</u>
 Total Expenditures	6,994,495
 Less User Fees/Service Charges	(2,293,736)
 Less Transfers In Court Related Allocations	(978,928)
Less Transfers In-Clerk Tech	(468,369)
Less Transfers In-BCC Tech	(516,521)
Less Transfers In - Civil Case Filing	(127,000)
	<u>2,609,941</u>
Court Related Health Ins	<u>272,237</u>
Total Board Request	<u><u>2,882,179</u></u>

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Charlotte County, Florida
2025-2026 Adopted Budget
Court Related Expenditures Fund
September 23, 2025

	FY 2026 <u>Adopted</u>
Employee Benefits	
Full Time Equivalent Positions	-
Circuit Court - Criminal	\$ 12,878
Circuit Court - Criminal - Juvenile	4,270
Circuit Court - Civil	41,751
Circuit Court - Civil - Support	11,272
Domestic Violence Services	8,540
Probate & Guardianship	8,540
County Court - Criminal	17,080
County Court - Civil	11,272
County Court - Traffic	19,881
Appeals	4,270
Trial Clerks	38,601
Court Records	49,805
Jury	4,295
Total Courts - Employee Benefits	\$ <u>232,455</u>
Court Related Allocations & Other Operating Expenses	
Reimburse Administration	\$ 12,928
Reimburse Comptroller	16,910
Reimburse Human Resources	2,429
Reimburse Internal Audit	5,508
Reimburse General Services	2,007
Reserve for Contingency	-
Total Allocations & Other Expense	\$ <u>39,783</u>
Total Court Expenditures	\$ <u><u>272,237</u></u>

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2025-2026 Adopted Budget
September 23, 2025

	<u>2025-2026 Adopted Budget</u>	<u>2024-2025 Adopted Budget</u>	<u>Increase/ (Decrease)</u>	<u>Percent</u>
Clerk Operating	\$ 1,787,813	\$ 1,804,156	\$ -16,343	
Information Technology	648,101	616,766	31,335	
Court Related	272,237	266,424	5,813	
Records Center	174,026	203,504	-29,478	
Total Board Request	<u>\$ 2,882,177</u>	<u>\$ 2,890,850</u>	<u>\$ -8,673</u>	<u>-0.3%</u>