

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	FY 2026 Adopted
General Revenue	
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 Solemnizing	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

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

	<b>2025-2026 Adopted Budget</b>		
	<b>Clerk</b>	<b>Board</b>	<b>Total</b>
<b>Recording</b>			
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	<u>55,450</u>	<u>-</u>	<u>55,450</u>
 Total Recording	 <u>\$ 1,062,359</u>	 <u>\$ -</u>	 <u>\$ 1,062,359</u>
 <b>Tax Deeds</b>			
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	<u>2,000</u>	<u>-</u>	<u>2,000</u>
Total Tax Deeds	<u>\$ 240,005</u>	<u>\$ -</u>	<u>\$ 240,005</u>
 <b>Disaster Recovery Enhancement</b>			
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	<u>1,000</u>	<u>-</u>	<u>1,000</u>
Total Disaster Recovery	<u>\$ 45,800</u>	<u>\$ -</u>	<u>\$ 45,800</u>

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

	2025-2026 Adopted Budget		
	Clerk	Board	Total
<b>Administration</b>			
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>
<b>Minutes</b>			
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>
<b>Comptroller</b>			
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>
<b>Employee Relations</b>			
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**

	<b>2025-2026 Adopted Budget</b>		
	<b>Clerk</b>	<b>Board</b>	<b>Total</b>
<b>Internal Audit</b>			
Full Time Equivalent Positions		1.2	1.8
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
<b>Total Internal Audit</b>	<b>\$ 180,773</b>	<b>\$ 182,247</b>	<b>\$ 363,020</b>
<b>Information Technology</b>			
Full Time Equivalent Positions		1.0	2.2
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
<b>Total Information Technology</b>	<b>\$ 397,639</b>	<b>\$ 648,101</b>	<b>\$ 1,045,740</b>
<b>Court Automation</b>			
Full Time Equivalent Positions		2.9	2.9
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
<b>Total Court Automation</b>	<b>\$ 468,369</b>	<b>\$ 516,521</b>	<b>\$ 984,890</b>

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**2025-2026 Adopted Budget**  
**General Fund**  
**September 23, 2025**

	<b>2025-2026 Adopted Budget</b>		
	<b>Clerk</b>	<b>Board</b>	<b>Total</b>
<b>Records Center</b>			
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
<b>Total Records Center</b>	<b>\$ -</b>	<b>\$ 174,026</b>	<b>\$ 174,026</b>
<b>General Services</b>			
Full Time Equivalent Positions		0.8	0.2
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
<b>Total General Services</b>	<b>\$ 132,889</b>	<b>\$ 104,201</b>	<b>\$ 237,090</b>
<b>General Fund Departmental Recap</b>			
Full Time Equivalent Positions		26.9	22.2
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
<b>Total General Fund</b>	<b>\$ 3,868,033</b>	<b>\$ 3,126,462</b>	<b>\$ 6,994,495</b>

**ROGER D EATON**  
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**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	<u>104,201</u>
	<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	<u>132,889</u>
	<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	<u>(127,000)</u>
	<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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**2025-2026 Adopted Budget**  
**Court Related Expenditures Fund**  
**September 23, 2025**

**FY 2026**  
**Adopted**

**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** **\$ 272,237**

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**2025-2026 Adopted Budget**  
**September 23, 2025**

	<b>2025-2026 Adopted Budget</b>	<b>2024-2025 Adopted Budget</b>	<b>Increase/ (Decrease)</b>	<b>Percent</b>
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	
<b>Total Board Request</b>	<b>\$ 2,882,177</b>	<b>\$ 2,890,850</b>	<b>\$ -8,673</b>	<b>-0.3%</b>