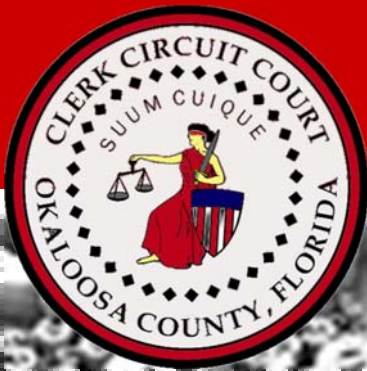




J.D. Peacock II, CPM
Clerk & Comptroller
Okaloosa County, Florida
2016-2017 Annual Budget



For the Fiscal Year October 1, 2016—September 30, 2017



JD PEACOCK II
CLERK OF CIRCUIT COURT & COMPTROLLER, OKALOOSA COUNTY, FLORIDA
FISCAL YEAR 2016 - 2017 OPERATING BUDGET

	Clerk's Office General Fund	Court Special Revenue	Public Records Trust Fund	Public Records TF - Courts	Public Records 10% Fine	Total
Fund	051	\$ 151	\$ 152	\$ 153	\$ 154	
Revenues						
Fines	\$ -	\$ 793,000	\$ -	\$ -	\$ 171,640	\$ 964,640
Filing Fees	\$ -	\$ 1,230,875	\$ -	\$ -	\$ -	\$ 1,230,875
Forfeitures	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Services Charges	\$ -	\$ 531,450	\$ -	\$ -	\$ -	\$ 531,450
Court Costs	\$ -	\$ 1,195,100	\$ -	\$ -	\$ -	\$ 1,195,100
<i>Less CCOC Trust Fund Distribution</i>	\$ -	\$ (624,361)	\$ -	\$ -	\$ -	\$ (624,361)
State Jury Reimbursement	\$ -	\$ 118,105	\$ -	\$ -	\$ -	\$ 118,105
Interest	\$ -	\$ -	\$ 800	\$ 1,200	\$ -	\$ 2,000
Service Fees	\$ 418,200	\$ -	\$ -	\$ -	\$ -	\$ 418,200
BCC General Fund	\$ 1,594,630	\$ -	\$ -	\$ -	\$ -	\$ 1,594,630
Grant-Title IV-D Child Support	\$ 760,000	\$ -	\$ -	\$ -	\$ -	\$ 760,000
Recording Fees	\$ 775,000	\$ -	\$ 110,000	\$ 340,000	\$ -	\$ 1,225,000
Fund Balance Forward	\$ -	\$ -	\$ 327,750	\$ 699,800	\$ 35,700	\$ 1,063,250
Total Revenues	\$ 3,547,830	\$ 3,274,169	\$ 438,550	\$ 1,041,000	\$ 207,340	\$ 8,508,889
Expenditures						
General Government	\$ 3,409,948	\$ -	\$ 135,000	\$ -	\$ -	\$ 3,544,948
Court Related		\$ 3,274,169	\$ -	\$ 275,000	\$ 207,340	\$ 3,756,509
Capital Outlay	\$ 33,400	\$ -	\$ 41,029	\$ 64,471	\$ -	\$ 138,900
Reserves	\$ 104,482	\$ -	\$ 262,521	\$ 701,529	\$ -	\$ 1,068,532
Total Expenditures	\$ 3,547,830	\$ 3,274,169	\$ 438,550	\$ 1,041,000	\$ 207,340	\$ 8,508,889

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2016 - 2017 Budget**

Clerk's Office All Funds

	FY 14-15 Actual	FY 15-16 Adopted	FY 16-17 Approved	FY 16-17 % +/-
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REVENUE

General Fund	3,495,819	3,476,758	3,547,830	2.0%
Court Special Revenue Fund	3,611,215	3,447,806	3,274,169	-5.0%
Public Records Modernization Trust Funds	3,109,355	2,109,140	1,686,890	-20.0%
Total Revenue	\$ 10,216,389	\$ 9,033,704	\$ 8,508,889	-5.8%

EXPENDITUES

General Fund	3,495,819	3,476,758	3,547,830	2.0%
Court Special Revenue Fund	3,611,216	3,447,806	3,274,169	-5.0%
Public Records Modernization Trust Funds	590,649	582,400	623,640	7.1%
PRMTF Reserve for Improvements, Carry Forward	2,518,705	1,526,740	1,063,250	-30.4%
Total Expenditures	\$ 10,216,389	\$ 9,033,704	\$ 8,508,889	-5.8%

Personnel

	FY 14-15 Actual	FY 15-16 Adopted	FY 16-17 Approved	FY 16-17 Diff.
General Fund	35.46	36.38	43.84	7.46
Courts Special Revenue Fund	75.54	75.62	55.16	(20.46)
Public Records Modernization Funds			6	6.00
Total Office	111	112	105	(7)

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2016 - 2017 Budget**

Clerk's Office General Fund (051)

Florida Statutes, Section 218.35 governs the preparation, adoption, and administration of the annual budget for the Clerk of the Courts and Comptroller. The Clerk establishes an annual budget for his office which clearly reflects the revenues available to the office and the functions for which money is expended beginning October 1 of a Fiscal Year. County Fiscal Years begin October 1 and end September 30. The annual budgetary data reported for the governmental fund types are adopted on a basis consistent with generally accepted accounting principles in the United States. Expenditures are controlled by appropriations in accordance with budget requirements set forth in the Florida Statutes. Budgets are adopted for General and Special Revenues Funds. Budget control is exercised at the fund level and any changes within the fund are made at the discretion of the Clerk.

	FY 14-15 Actual	FY 15-16 Adopted	FY 16-17 Approved	FY 16-17 % +/-
<u>REVENUE</u>				
Recording Fees ¹	804,732	795,831	775,000	-2.6%
Grant-Title IV-D Child Support	902,160	753,423	760,000	0.9%
Miscellaneous Fees	427,039	386,115	418,200	8.3%
Fund Transfer (BCC) ²	1,433,219	1,541,258	1,594,630	3.5%
Total Revenue	3,567,150	3,476,627	3,547,830	2.0%

EXPENDITUES

Executive	67,782	92,131	107,959	17.2%
Administration	237,896	382,610	367,398	-4.0%
Information Technology	226,603	237,693	202,572	-14.8%
Clerk to BCC	98,798	126,005	149,688	18.8%
BCC Finance	1,206,147	1,122,457	1,102,631	-1.8%
Inspector General	-	149,443	163,350	9.3%
Article V Court IT	421,432	237,078	388,970	64.1%
Official Records	771,126	769,375	675,330	-12.2%
Records Management	79,996	94,749	142,396	50.3%
Domestic Relations	276,698	264,674	247,536	-6.5%
Excess Fees to County	180,673	412	-	
Total Expenditures	3,567,150	3,476,627	3,547,830	2.0%

NOTES

1 Recording Fees collected in the General Fund are pursuant to Florida Statutes 28.24

2 Transfer from BCC General Fund appropriation for Board Responsibilities.

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2016 - 2017 Budget**

Operational Metrics (General Fund)

<u>Personnel (FTE)</u>	FY 14-15 Actual	FY 15-16 Adopted	FY 16-17 Approved	FY 16-17 Diff.
Clerk	0.32	0.32	0.39	0.07
Administration	0.32	0.32	0.39	0.07
Clerk Finance	1.28	1.3	1.56	0.26
Human Resources	0.64	0.32	0.78	0.46
Information Services	2.3	2	4	2.00
Records Management	12.6	11.12	15.22	4.10
BCC Finance	13	13.5	14	0.50
Clerk to BCC	1	1.5	2	0.50
Inspector General	0	2	2.5	0.50
Child Support (Primary Assignment)	4	4	5	1.00
Total FTE	35.46	36.38	45.84	9.46
Total Office	111	112	105	(7)

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2016 - 2017 Budget**

Clerk's Board of County Commission Responsibilities

The budget relating to the responsibilities of the Clerk as the Ex Officio Clerk to the Board, County Auditor, County Recorder, and Custodian or Treasurer of all County funds and other county-related duties, and for Chapter 29 obligations. An appropriation is received from the Board of County Commissioners for these obligations. Additional funding is provided from fee revenue.

	FY 14-15 Actual	FY 15-16 Adopted	FY 16-17 Approved	FY 16-17 % +/-
REVENUE				
Okaloosa County General Fund	1,433,219	1,541,258	1,594,630	
Clerk's General Fund	408,429	210,477	388,970	
Total Revenue	1,841,648	1,751,735	1,983,600	13.2%

EXPENDITURES

Clerk to the Board of County Commissioners

Personal Services	97,640	108,100	137,578	
Operating	3,945	3,650	3,800	
Capital	-	-	-	
Total	101,585	111,750	141,378	26.5%

BCC Finance Department

Personal Services	969,035	970,730	993,631	
Operating	256,640	142,628	99,000	
Capital	11,850	19,272	10,000	
Total	1,237,525	1,132,630	1,102,631	-2.6%

Inspector General

Personal Services	-	87,495	148,195	
Operating	-	61,095	12,655	
Capital	-	700	2,500	
Total		149,290	163,350	9.4%

Administrative Support¹

	94,109	147,588	187,271	26.9%
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Article V Court IT Costs²

Personal Services	321,060	93,100	235,150	
Operating	84,119	89,864	145,420	
Capital	3,250	27,513	8,400	
Total	408,429	210,477	388,970	84.8%

Total Expenditures	1,841,648	1,751,735	1,983,600	13.2%
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**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2016 - 2017 Budget**

NOTES

- 1 Administrative Support includes allocated Finance, Payroll, Human Resources and Information Services provided from other sections of the clerk's office.
- 2 In 2000, the State mandated that certain costs of the courts would be funded by the counties. The new chapter 29 defined the courts to include the costs for the circuit and county courts for the Clerk in addition to the judges and attorneys. Counties in accordance with F.S. 29.008 are required to fund the cost of communications services, existing radio systems, existing multiagency criminal justice information systems, and the cost of construction or lease, maintenance, utilities, and security of facilities. Each year, an audit is done of the expenditures and reported to the State of Florida's Chief Financial Officer.

Operational Metrics (BCC)

<u>Personnel (FTE)</u>	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Diff.
Clerk to BCC	1	2	2	0
BCC Finance Department	12	13	13	0
Inspector General (Internal Audit)	1	2	2	0
Article V Court Information Technology	4	4	4	0
Total FTE	18	20	20	0

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2016 - 2017 Budget**

Court Special Revenue Fund (151)

In accordance to s.14(b), Article V of the State Constitution, selected salaries, costs, and expenses of the Clerk of the Court's court-related functions shall be funded from a portion of revenues distributed from statutory fines, filing fees, service charges, and court costs collected by the Clerk. Beginning June 2013, all court revenues collected for the Clerk will be collected monthly and available for use in the month following collections. Such collections do not include funding received for the operation of the Title IV-D child support collections and disbursement program or any costs for communications services, existing radio systems, existing multiagency criminal justice information systems, and the cost of construction or lease, maintenance, utilities, and security of facilities. Any excess funds over budget authority issued by the Clerk of Courts Operations Corporation shall be remitted to the Department of Revenue.

	FY 14-15 Actual	FY 15-16 Adopted	FY 16-17 Approved	FY 16-17 % +/-
<u>REVENUE</u>				
Fines	791,710	801,419	793,000	-1.1%
Filing Fees	1,326,675	1,233,415	1,230,875	-0.2%
Forfeitures	50,618	57,929	30,000	-48.2%
Service Charges	622,153	494,787	531,450	7.4%
Court Costs	1,248,647	1,173,859	1,195,100	1.8%
<i>Less CCOC Trust Fund Distribution</i>	(462,830)	(335,509)	(624,361)	86.1%
CCOC Trust Fund (Foreclosure Backlog) ¹	34,241	-	-	
Justice Administrative Commission ²		21,907	118,105	439.1%
Total Revenue	3,611,215	3,447,806	3,274,169	-5.0%
<u>EXPENDITURES</u>				
Executive	141,030	113,928	107,959	-5.2%
Administration	354,366	230,126	385,020	67.3%
Foreclosure Backlog	34,241	-	-	
Court Divisions	2,924,086	2,932,739	2,438,100	-16.9%
Records Management	157,493	149,106	224,985	50.9%
Jury Management	-	21,907	118,105	439.1%
Total Expenditures	3,611,216	3,447,806	3,274,169	-5.0%

NOTES

1 Transfer from Clerk of Courts Operations Corporation for Foreclosure Backlog Project.

2 As per legislation approved in 2016 Jury costs are funded via state appropriation administered by JAC.

**Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2016 - 2017 Budget**

Operational Metrics (Court Special Revenue Fund)

<u>Personnel (FTE)</u>	FY 14-15 Actual	FY 15-16 Adopted	FY 16-17 Approved	FY 16-17 Diff.
Court Divisions	64	64.5	46	-18.5
Records Management Support	3.4	3.38	4.28	0.9
Court Information Technology	2.7	3	2	-1.0
Administration	5.44	4.74	6.38	1.6
Inspector General	0	0	0.5	0.5
	75.54	75.62	59.16	-16.5

Clerk of Circuit Court and Comptroller
Okaloosa County, Florida
Fiscal Year 2016 - 2017 Budget

Public Records Modernization Trust Funds (152,153,154)

In accordance with Florida Statutes 28.24 (12)(d), recording fees are collected to be held in trust and used only for equipment and maintenance of equipment, personnel training, and technical assistance in modernizing the public records system of the Clerk's office. This trust fund is called PRMTF 152.

In accordance with Florida Statutes 28.24 (12)(e), recording fees are collected to be held in trust and only used for court related technology needs of the Clerk. This trust fund is called PRMTF 153.

Ten Percent (10%) of all court-related fines collected by the Clerk, except for penalties or fines distributed to local governments under Florida Statute 316.0083(1)(b)3 or 318.18(15)(a) shall be deposited into the Clerk's Public Modernization Trust Fund to be used for additional clerk court-related operational needs and program enhancements in accordance with Florida Statutes 28.37(5). This trust fund is called PRMTF 154.

		FY 14-15 Actual	FY 15-16 Adopted	FY 16-17 Approved	FY 16-17 % +/-
<u>REVENUE</u>					
Fund #152	Recording Fees, FS 28.24(12)(d)	115,430	114,499	110,000	
	Balance Forward	850,705	618,500	327,750	
Fund #153	Recording Fees, FS 28.24(12)(e)	351,464	347,593	340,000	
	Balance Forward	1,168,000	865,900	699,800	
Fund #154	10% of Fines, FS 28.37(5)	208,818	187,318	171,640	
	Balance Forward	500,000	42,340	35,700	
	Interest (All PRMTFs)	2,679	1,864	2,000	
	Total Revenue	3,197,096	2,178,013	1,686,890	-22.5%
<u>EXPENDITURES</u>					
Fund #152	Records Modernization CIP	237,166	337,761	41,029	
	Contractual Software	108,094	131,629	135,000	
	Reserve for Improvement	620,875	312,950	262,521	
Fund #153	Court IT Personnel Costs	-	300,172	125,000	
	Court Records CIP	511,722	149,438	64,471	
	Contractual Software	139,296	154,566	150,000	
	Reserve for Improvement	917,595	584,156	701,529	
Fund #154	Court Operations	403,147	165,343	207,340	
	Court Program Enhancements	40,855	-	-	
	Jury Management	218,345	41,997	-	
	Total Expenditures	3,197,096	2,178,013	1,686,890	-22.5%

JD PEACOCK II
CLERK OF CIRCUIT COURT, OKALOOSA COUNTY, FLORIDA
FISCAL YEAR 2016 - 2017 BUDGET

	Clerk's General Fund Fund 051	Court Special Revenue 151	Public Records Trust Fund 152	Public Records TF - Courts 153	Public Records 10% Fine 154	Total
Account Description						
Executive Salary	64,941	64,941				\$ 129,882
Regular Salaries	2,097,759	2,166,655		125,000	207,340	\$ 4,596,754
Other Wages	1,850	2,850				\$ 4,700
Overtime	2,175	3,400				\$ 5,575
FICA	164,717	176,778				\$ 341,495
Retirement	242,512	216,940				\$ 459,452
Life & Health Insurance	349,589	471,360				\$ 820,949
Worker's Compensation	4,540	7,200				\$ 11,740
Unemployment Compensation	1,500	750				\$ 2,250
Personal Services Total	2,929,583	3,110,874		125,000	207,340	\$ 6,372,797
Advertising - Legal	1,150	200				
Audit - State Required/CPA	1,000					
Books & Publications	7,775	3,950				\$ 11,725
Clothing/Wearing Apparel	500					
Communications	34,200					\$ 34,200
Contractual Services	32,675	4,200				\$ 36,875
Current Charges - Other Misc.	4,250	3,150				\$ 7,400
Dues & Memberships	5,775	2,050				\$ 7,825
Fuel - Fleet Maintenance	6,000					
Insurance & Bond Premiums	22,510	19,185				\$ 41,695
Jury Expenses	-	34,100				\$ 34,100
Office Supplies	64,700	17,950				\$ 82,650

Postage	16,900	21,560			\$	38,460
Printing & Binding	6,300	7,575			\$	13,875
Professional Services	25,800	6,475			\$	32,275
Rentals & Leases	22,865	22,950			\$	45,815
Repair & Maintenance Services	61,900	2,650			\$	64,550
Reserve for Contingencies	104,482					
Reserve for Improvements			262,521	701,529		
Software Acquisition	26,600					
Software Maintenance	97,575		135,000	150,000	\$	382,575
Training & Education	16,170	6,100			\$	22,270
Travel & Per Diem	25,720	11,200			\$	36,920
Operation Expenditure Total	584,847	163,295	397,521	851,529	\$	1,997,192
Equipment	23,500		41,029	64,471	\$	129,000
Intangible Acquisition	9,900				\$	9,900
Vehicles						
Capital Software						
Capital Outlay Total	33,400		41,029	64,471	\$	138,900
TOTAL APPROVED BUDGET	3,547,830	3,274,169	438,550	1,041,000	207,340	\$ 8,508,889