

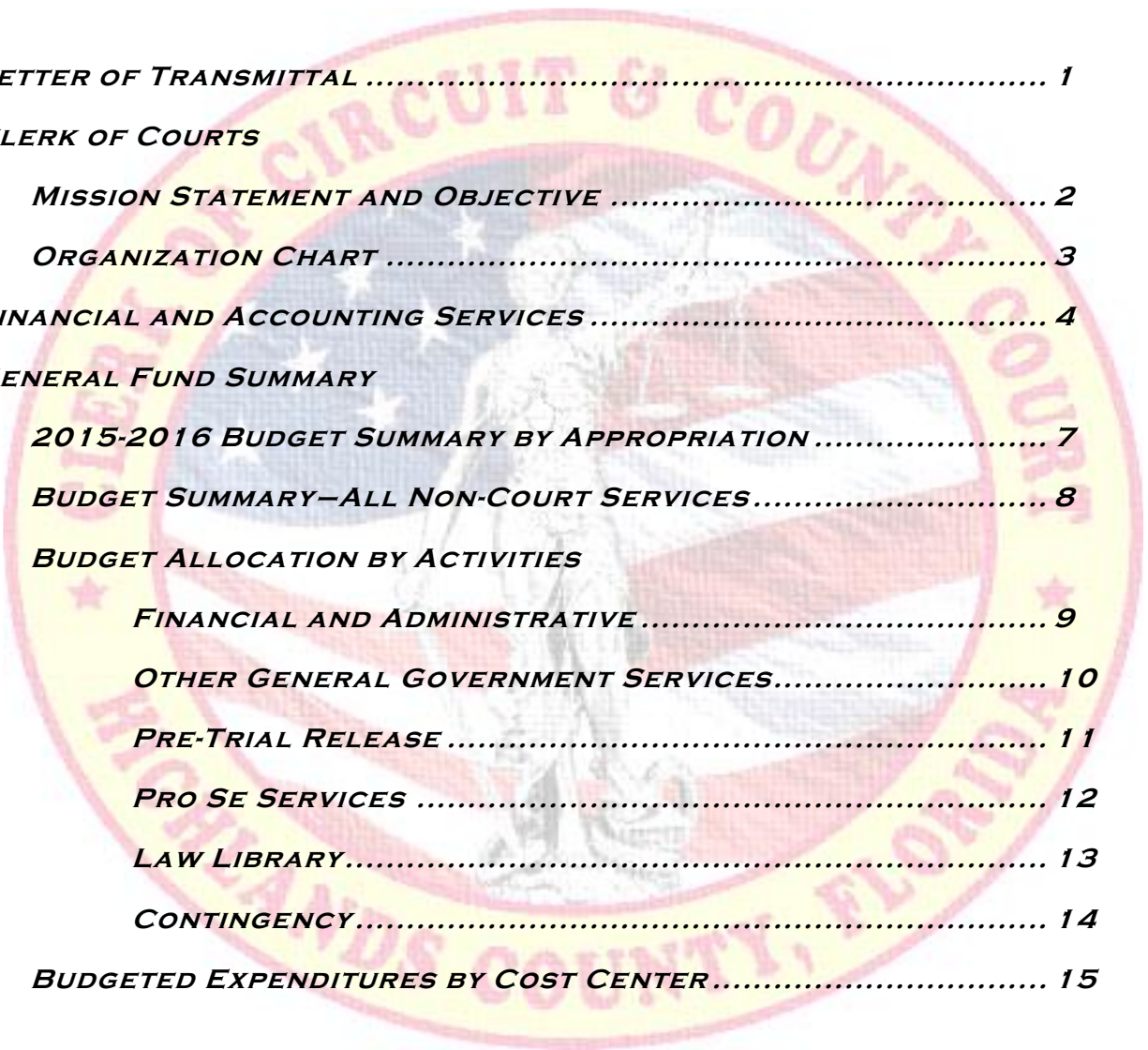
REVISED BUDGET
FISCAL YEAR 2016-2017



ROBERT W. GERMAINE
HIGHLANDS COUNTY
CLERK OF COURTS

HIGHLANDS COUNTY CLERK OF COURTS
REVISED ANNUAL BUDGET
FISCAL YEAR
2016-2017

TABLE OF CONTENTS



LETTER OF TRANSMITTAL 1

CLERK OF COURTS

MISSION STATEMENT AND OBJECTIVE 2

ORGANIZATION CHART 3

FINANCIAL AND ACCOUNTING SERVICES 4

GENERAL FUND SUMMARY

2015-2016 BUDGET SUMMARY BY APPROPRIATION 7

BUDGET SUMMARY—ALL NON-COURT SERVICES 8

BUDGET ALLOCATION BY ACTIVITIES

FINANCIAL AND ADMINISTRATIVE 9

OTHER GENERAL GOVERNMENT SERVICES 10

PRE-TRIAL RELEASE 11

PRO SE SERVICES 12

LAW LIBRARY 13

CONTINGENCY 14

BUDGETED EXPENDITURES BY COST CENTER 15



ROBERT W. GERMAINE

CLERK OF COURTS – HIGHLANDS COUNTY, FLORIDA
OFFICE LOCATION: 430 SOUTH COMMERCE AVENUE
THE COURTHOUSE

CLERK OF CIRCUIT COURT
CLERK OF COUNTY COURT
COUNTY AUDITOR
COUNTY RECORDER
CLERK TO THE BOARD OF COUNTY COMMISSIONERS

PLEASE REPLY TO:
590 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870-3867
PHONE (863) 402-6564
SUNCOM 742-6564
FAX (863) 402-6768

AUGUST 3, 2016

*HONORABLE JAMES BROOKS
HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
600 S. COMMERCE AVE.
SEBRING, FL 33870*

CHAIRMAN BROOKS:

IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 129.03 AND 218.35, FLORIDA STATUTES, I AM SUBMITTING MY PROPOSED BUDGET FOR THE HIGHLANDS COUNTY CLERK OF COURTS FOR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017.

*MY ORIGINAL BUDGET REQUEST OF \$3,672,964 (\$224,736, A 6.5% INCREASE) HAS BEEN REDUCED TO **\$3,639,673** (\$191,445, A 5.5% INCREASE). THIS IS A REDUCTION OF \$33,291 FROM MY ORIGINAL PROPOSED BUDGET. THIS REQUEST INCLUDES ONLY THOSE EXPENDITURES NECESSARY TO OPERATE THE CLERK'S NON-COURT SERVICES FOR FISCAL YEAR 2015-2016.*

THIS BUDGET REDUCTION WAS MADE POSSIBLE BY NOT INCLUDING EMPLOYEE COST OF LIVING ADJUSTMENTS, REDUCING OFFICE HOURS TO 32 HOURS PER WEEK FOR SOME EMPLOYEES, AND REDUCTION IN OPERATING CHARGES.

I AM ASKING THE BOARD TO PROVIDE ONLY THOSE RESOURCES NECESSARY TO ADEQUATELY FUND THE CLERK'S BOARD RELATED FUNCTIONS. SHOULD THERE BE ANY QUESTIONS REGARDING MY BUDGET SUBMITTAL I AM AVAILABLE TO DISCUSS AT YOUR CONVENIENCE.

RESPECTFULLY SUBMITTED,

*ROBERT W. GERMAINE
CLERK OF COURTS*

*CC: COMMISSIONERS
JUNE FISHER, COUNTY ADMINISTRATOR
RANDY VOSBURG, ASSISTANT COUNTY ADMINISTRATOR
TASHA MORGAN, DIRECTOR OF BUSINESS SERVICES
TIM MECHLING, OMB SENIOR MANAGER*

CLERK OF COURTS

THE CLERK OF COURTS IS AN ELECTED OFFICIAL MANDATED BY ARTICLE V, SECTION 16 OF THE CONSTITUTION OF THE STATE OF FLORIDA. THE OFFICE OF THE CLERK IS A COMPLEX ORGANIZATION THAT PERFORMS A WIDE RANGE OF RECORD KEEPING, INFORMATION MANAGEMENT AND FINANCIAL MANAGEMENT TASKS ON BEHALF OF THE JUDICIAL SYSTEM AND COUNTY GOVERNMENT. THE CLERK IS CHARGED WITH 926 ADMINISTRATIVE RESPONSIBILITIES ESSENTIAL TO THE EFFICIENT OPERATION OF THE JUDICIAL AND EXECUTIVE FUNCTION OF THE OFFICE.



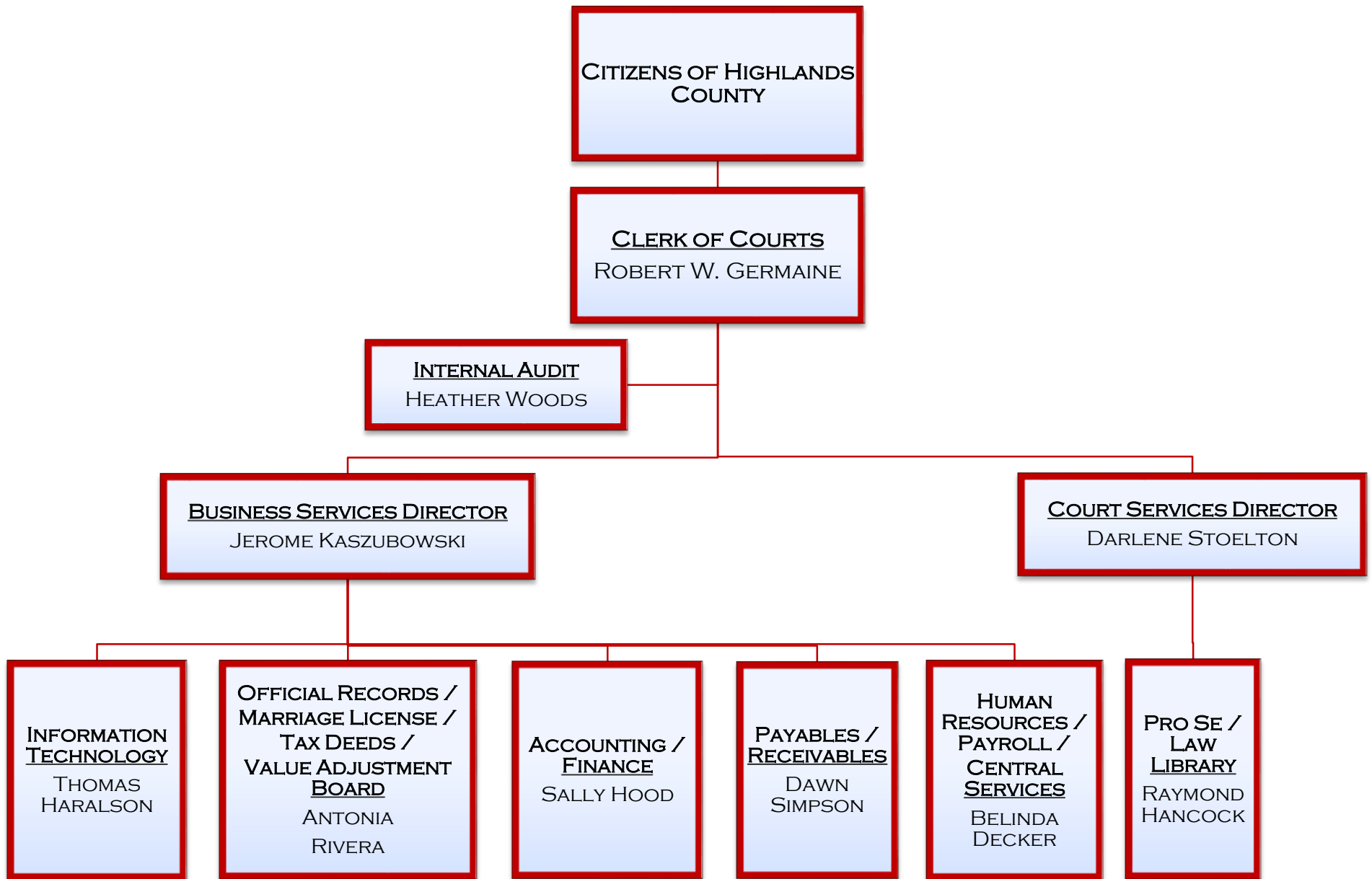
MISSION STATEMENT

THE MISSION OF THE CLERK OF COURTS IS TO PROVIDE COURTEOUS, EFFICIENT, AND PROFESSIONAL SERVICE WHILE BEING A GREAT STEWARD OF YOUR TAX DOLLARS WITH CONSERVATIVE FISCAL SPENDING.

OBJECTIVE

IN ACCORDANCE WITH THE MISSION STATEMENT, THE CLERK'S OBJECTIVE IS TO EXECUTE HIS DUTIES IN AN EFFICIENT, EFFECTIVE, PROFESSIONAL, AND COURTEOUS MANNER.

WHILE THE DUTIES OF THE CLERK ARE DICTATED BY STATUTES, THE STATUTES DO NOT STIPULATE HOW THEY ARE TO BE ACCOMPLISHED. THE CLERK'S APPROACH TO FULFILLING HIS DUTIES IS TO FORMULATE POLICIES, PROCEDURES, PROGRAMS AND TOOLS TO EFFICIENTLY AND EFFECTIVELY DISCHARGE HIS DUTIES TO THE PUBLIC AND PRIVATE SECTORS. BY MANDATE, ALL ACTIONS AND DECISIONS ARE SUBJECT TO RESTRAINT AND PUBLIC EVALUATION DUE TO THE VERY NATURE OF THE OFFICE. THE MOST IMPORTANT FUNCTION OF THE CLERK'S OFFICE IS SERVICE TO THE PUBLIC.



FINANCIAL AND ACCOUNTING SERVICES

AS BOTH THE COMPTROLLER AND FINANCE OFFICER FOR THE BOARD OF COUNTY COMMISSIONERS, THE CLERK OF COURTS ACTS AS THE CUSTODIAN OF ALL COUNTY FUNDS. AS SUCH, THE CLERK IS RESPONSIBLE FOR THE SAFE DEPOSITING AND INVESTMENT OF THESE FUNDS AND FOR THE PAYMENT OF AUTHORIZED EXPENDITURES IN ACCORDANCE WITH LAW AND PROPER BUDGETARY PRACTICES.

TABLE I	
INTEREST EARNED ON INVESTMENTS	
FOR FISCAL YEAR ENDING SEPTEMBER 30, 2015	
CLERK OF COURTS	
CLERK INTEREST REMITTED TO BOARD FUNDS	\$ 660
	<u>\$ 660</u>
BOARD OF COUNTY COMMISSIONERS INTEREST EARNED ON BOARD FUNDS	
TD BANK - CHECKING & CD	140,949
HEARTLAND NATIONAL BANK - CD	1,320
HARBOR COMMUNITY BANK - CD	2,346
WAUCHULA STATE BANK - CD	73,773
SEACOAST NATIONAL BANK - CD	11,637
FLORIDA PRIME / STATE BOARD OF ADMINISTRATION	95,358
FLORIDA LOCAL GOVERNMENT INVESTMENT TRUST	181,790
	<u>\$ 507,173</u>
TOTAL INVESTMENT EARNINGS	<u><u>\$ 507,833</u></u>

THE CLERK OF COURTS ALSO PROVIDES ACCOUNTING AND FINANCIAL SERVICES TO THE BOARD OF COUNTY COMMISSIONERS. THESE SERVICES INCLUDE THE RESPONSIBILITY FOR ALL FINANCIAL TRANSACTIONS INCLUDING PAYROLL, PAYABLES, RECEIVABLES, AND FINANCIAL REPORTING, WHICH INCLUDES THE PREPARATION AND ISSUANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR). DURING THE COURSE OF A YEAR, THE CLERK'S OFFICE PRE-AUDITS AND PROCESSES PAYMENTS ON APPROXIMATELY 16,931 INVOICES AND PROCESSES AND ISSUES PAYROLL FOR APPROXIMATELY 354 BOARD OF COUNTY COMMISSIONERS AND OTHER PERSONAL SERVICES EMPLOYEES. IN ADDITION, THE CLERK'S

OFFICE PROVIDES TECHNOLOGY SERVICES, CONSISTING OF A BROAD VARIETY OF SOFTWARE APPLICATIONS AND PRODUCTIVITY TOOLS, TO APPROXIMATELY 650 USERS COUNTY-WIDE. THE CLERK'S OFFICE ALSO PROVIDES FINANCIAL AND ACCOUNTING SERVICES OF VARIOUS LEVELS TO ALL OTHER CONSTITUTIONAL OFFICERS.



THE CLERK OF COURTS PROVIDES THE FOLLOWING NON-COURT SERVICES DIRECTLY TO THE PUBLIC:

- MARRIAGE LICENSES
- TAX DEEDS
- RECORDING

THESE SERVICES ARE SUPPORTED BY THE BOARD OF COUNTY COMMISSIONERS THROUGH THE CLERK'S NON-COURT BUDGET. THE FOLLOWING TABLE REPRESENTS THE COLLECTION AND DISBURSEMENT OF REVENUES GENERATED BY THE MARRIAGE LICENSE, TAX DEED, AND RECORDING DIVISION FOR THE LAST FISCAL YEAR:

TABLE II			
FEES COLLECTED AND REMITTED TO THE BOARD OF COUNTY COMMISSIONERS AND TO STATE AGENCIES FOR FISCAL YEAR ENDING SEPTEMBER 30, 2015			
LAW LIBRARY			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
MISCELLANEOUS CHARGES	\$ 11,230		\$ 11,230
			TOTAL LAW LIBRARY \$ 11,230
MARRIAGE LICENSE			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
MARRIAGE LICENSE FEES	\$ 35,353	GENERAL FUND	\$ 35,353
<i>STATE OF FLORIDA</i>			
DEPARTMENT OF HEALTH	\$ 2,357		
DEPARTMENT OF CHILD AND FAMILY SVCS.	\$ 14,729		
DEPARTMENT OF EDUCATION	\$ 3,571		
STATE COURTS ADMINISTRATOR	\$ 11,904		
GENERAL REVENUE	\$ 203		\$ 32,764
			TOTAL MARRIAGE LICENSE \$ 68,117
RECORDING			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
COPIES	\$ 9,392	GENERAL FUND	
NOTARY FEES	\$ 1,305	GENERAL FUND	
MYFLORIDA COPIES	\$ 1,190	GENERAL FUND	
OVERPAYMENTS	\$ 2,283	GENERAL FUND	
RECORDING FEES	\$ 299,910	GENERAL FUND	
STATE STAMPS - MORTGAGE	\$ 5,442	GENERAL FUND	
STATE STAMPS - DEEDS	\$ 17,246	GENERAL FUND	
INTANGIBLE TAX CLASS C	\$ 2,644	GENERAL FUND	\$ 339,412
COURT TECHNOLOGY	\$ 129,734	SPECIAL REVENUE FUND	\$ 129,734
<i>FLORIDA ASSOCIATION OF COURT CLERKS</i>			
COMPREHENSIVE CASE INFORMATION	\$ 6,502	FACC	\$ 6,502
<i>STATE OF FLORIDA</i>			
STATE STAMPS - MORTGAGE	\$ 1,072,992	DEPARTMENT OF REVENUE	
STATE STAMPS - DEEDS	\$ 3,393,211	DEPARTMENT OF REVENUE	
INTANGIBLE TAX CLASS C	\$ 526,109	DEPARTMENT OF REVENUE	
GENERAL REVENUE	\$ 1,059	DEPARTMENT OF REVENUE	\$ 4,993,371
			TOTAL RECORDING \$ 5,469,019
TAX DEED			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
PROCESSING FEE	\$ 62,119	GENERAL FUND	\$ 62,119
			TOTAL TAX DEED \$ 62,119
TOTAL			\$ 5,610,485

THE CLERK'S NON-COURT OPERATIONS GENERATED \$5,610,485 IN REVENUE FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015 OF WHICH:



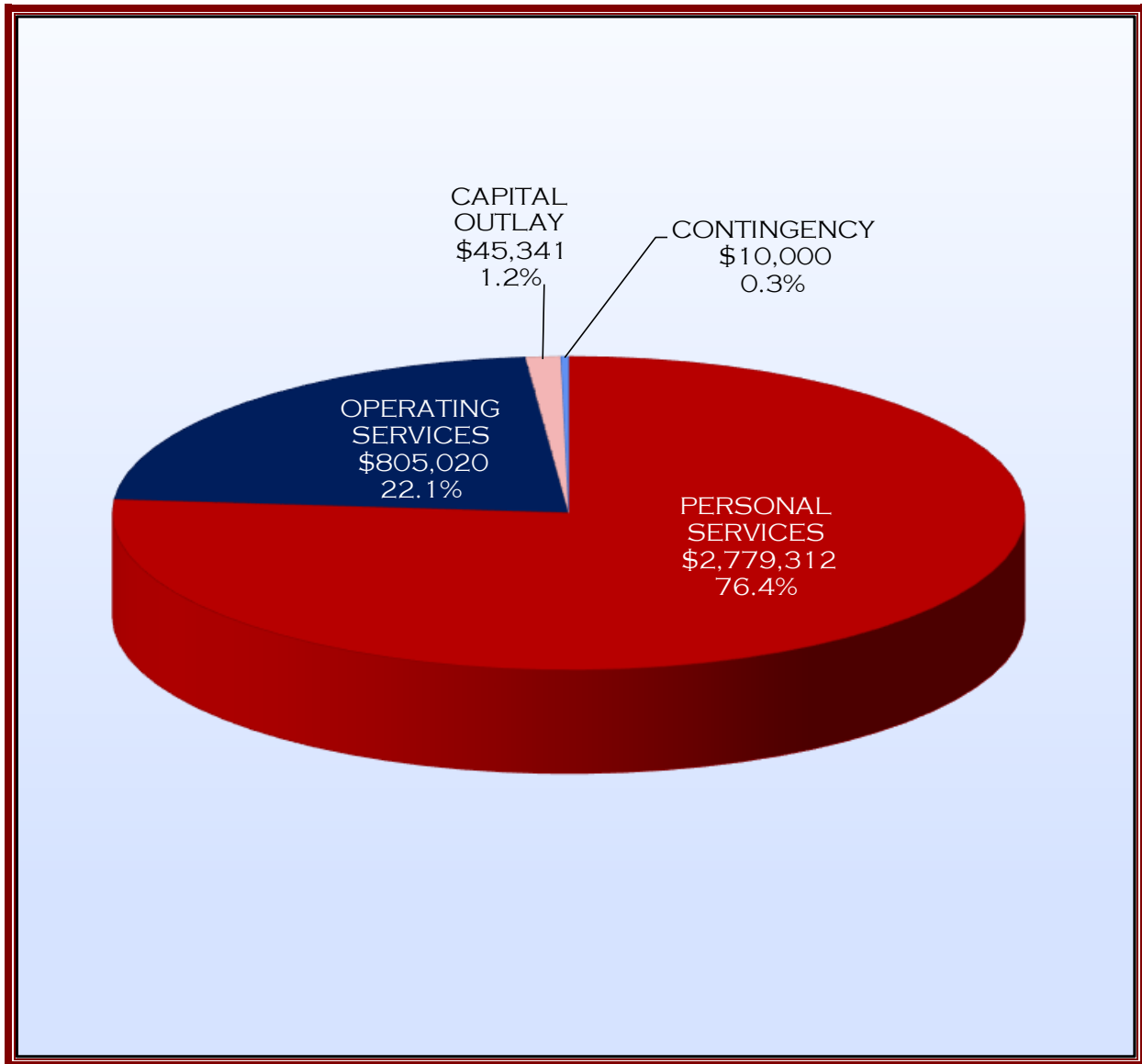
- \$577,848 WAS DEPOSITED IN ACCOUNTS OF THE BOARD OF COUNTY COMMISSIONERS
- \$4,993,371 IN STATE STAMPS AND INTANGIBLE TAXES WERE COLLECTED AND FORWARDED TO THE STATE OF FLORIDA, DEPARTMENT OF REVENUE
- \$2,357 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO THE DEPARTMENT OF HEALTH
- \$14,729 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO THE DEPARTMENT OF CHILD AND FAMILY SERVICES
- \$3,571 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO THE DEPARTMENT OF EDUCATION
- \$11,904 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO THE OFFICE OF THE STATE COURTS ADMINISTRATOR
- \$203 IN MARRIAGE LICENSE FEES WERE COLLECTED AND FORWARDED TO STATE GENERAL REVENUE
- \$6,502 IN RECORDING FEES WERE COLLECTED AND FORWARDED TO THE FLORIDA ASSOCIATION OF COURT CLERKS FOR THE COMPREHENSIVE CASE INFORMATION SYSTEM

THE CLERK'S NON-COURT FUNCTIONS PERFORMED THE FOLLOWING SERVICES DURING THE 2014-2015 FISCAL YEAR:

DOCUMENTS RECORDED	41,149
E-RECORDING DOCUMENTS PROCESSED	7,596
DEEDS RECORDED	6,686
MORTGAGES RECORDED	2,510
TAX DEEDS ISSUED	511
BOARD MEETINGS RECORDED	28
MARRIAGE LICENSES ISSUED	596
BOARD INVOICES PAID	16,931
TOTALING	\$ 73,201,674
AUDITS ISSUED	8
IT WORK ORDERS COMPLETED	9,775

CLERK OF COURTS

ERROR! NOT A VALID LINK. BUDGET SUMMARY BY APPROPRIATION

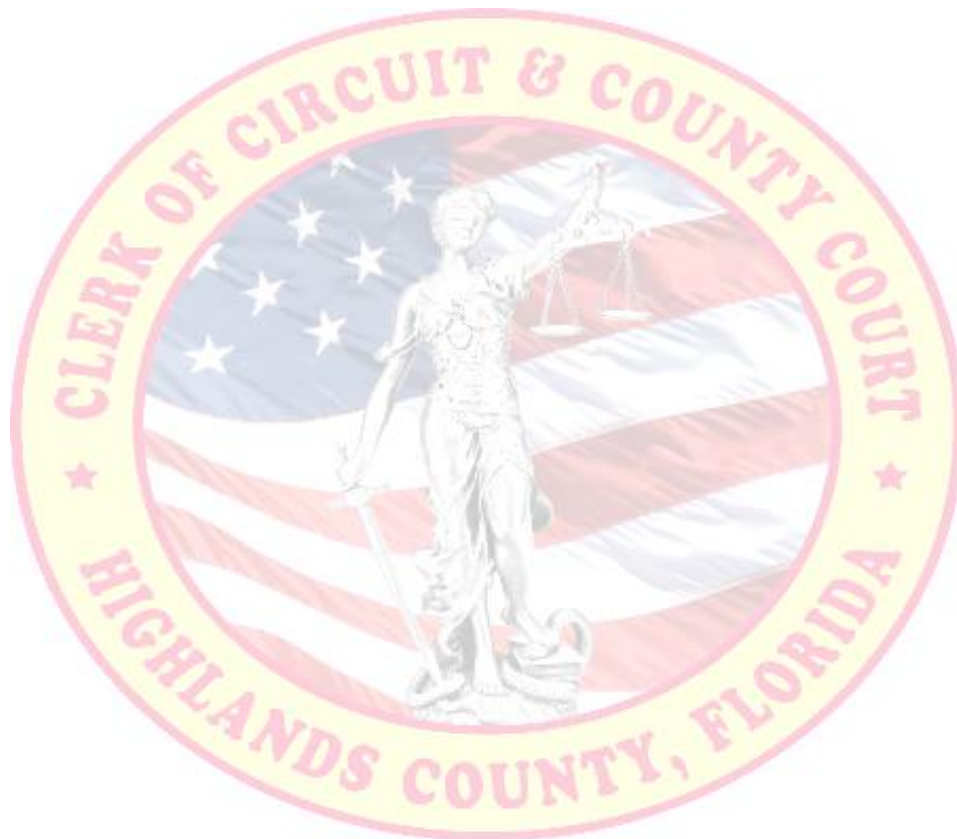


HIGHLANDS COUNTY CLERK OF COURTS

FISCAL YEAR 2016-2017

ALL CLERK NON-COURT SERVICES

	TOTAL
PERSONAL SERVICES	\$ 2,779,312
OPERATING SERVICES	805,020
CAPITAL OUTLAY	45,341
CONTINGENCY	10,000
TOTAL	\$ 3,639,673



HIGHLANDS COUNTY CLERK OF COURTS

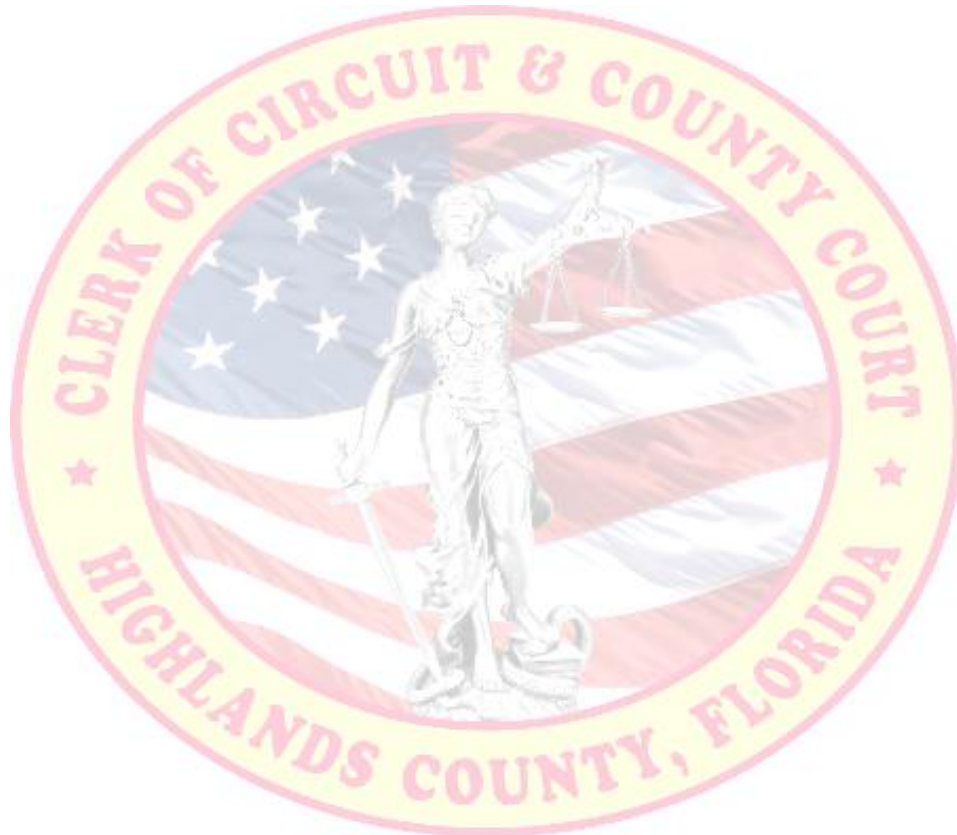
FISCAL YEAR 2016-2017

FUND - 008 - GENERAL FUND

FUNCTION - 51000 - GENERAL GOVERNMENT SERVICES

ACTIVITY - 51300 - FINANCIAL AND ADMINISTRATIVE

	TOTAL
PERSONAL SERVICES	\$ 2,038,787
OPERATING SERVICES	689,090
CAPITAL OUTLAY	-
TOTAL	\$ 2,727,877



HIGHLANDS COUNTY CLERK OF COURTS

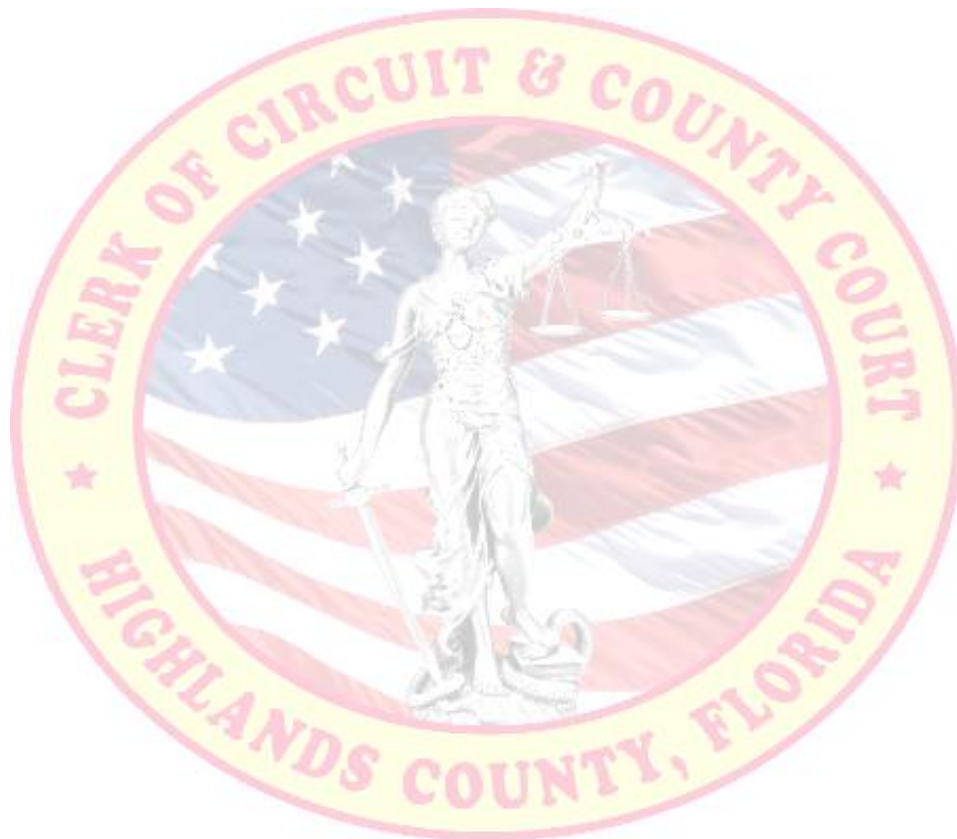
FISCAL YEAR 2016-2017

FUND - 008 - GENERAL FUND

FUNCTION - 51000 - GENERAL GOVERNMENT SERVICES

ACTIVITY - 51900 - OTHER GENERAL GOVERNMENT SERVICES

		TOTAL
PERSONAL SERVICES	\$	473,040
OPERATING SERVICES		101,855
CAPITAL OUTLAY		-
TOTAL	\$	574,895



HIGHLANDS COUNTY CLERK OF COURTS

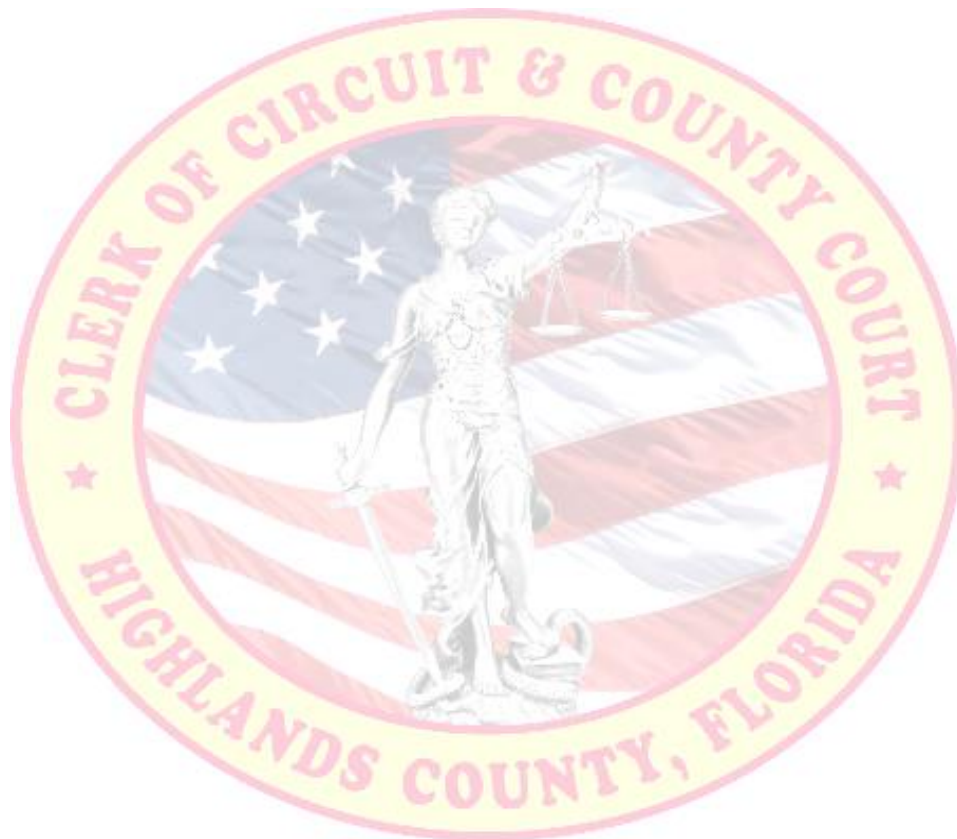
FISCAL YEAR 2016-2017

FUND - 008 - GENERAL FUND

FUNCTION - 62000 - CIRCUIT COURT - CRIMINAL

ACTIVITY - 62300 - PRE-TRIAL RELEASE

		TOTAL
PERSONAL SERVICES	\$	108,426
OPERATING SERVICES		3,850
CAPITAL OUTLAY		-
TOTAL	\$	112,276



HIGHLANDS COUNTY CLERK OF COURTS

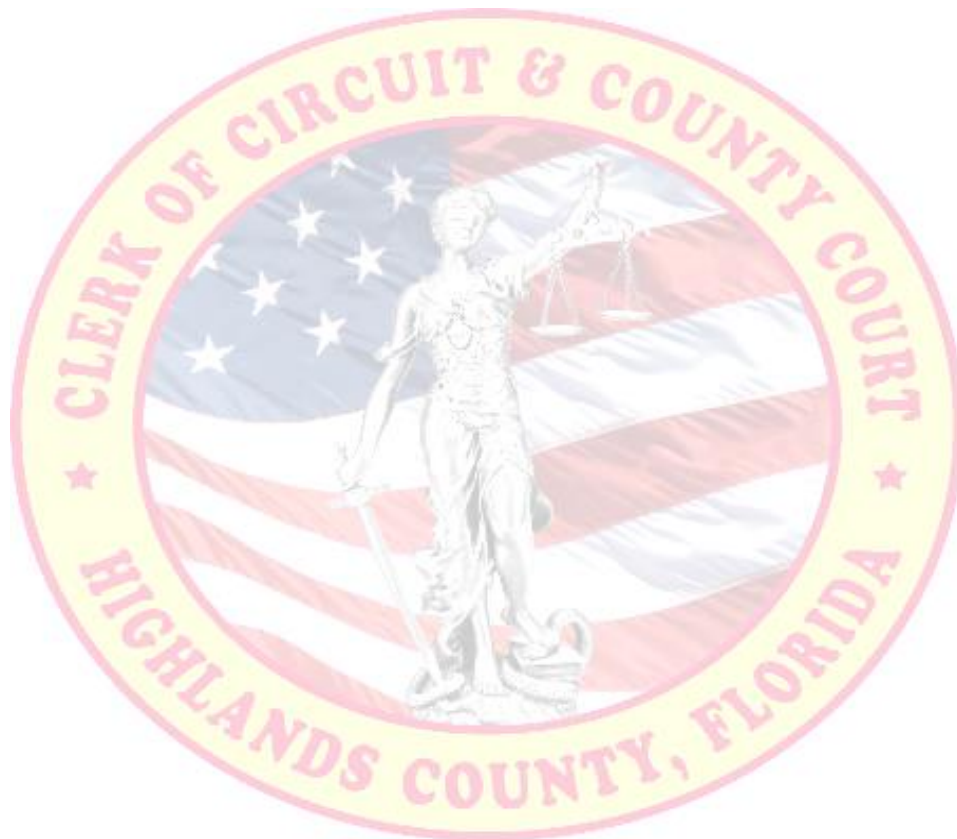
FISCAL YEAR 2016-2017

FUND - 008 - GENERAL FUND

FUNCTION - 66000 - CIRCUIT COURT - FAMILY

ACTIVITY - 66300 - PRO SE SERVICES

		TOTAL
PERSONAL SERVICES	\$	104,246
OPERATING SERVICES		5,100
CAPITAL OUTLAY		-
TOTAL	\$	109,346



HIGHLANDS COUNTY CLERK OF COURTS

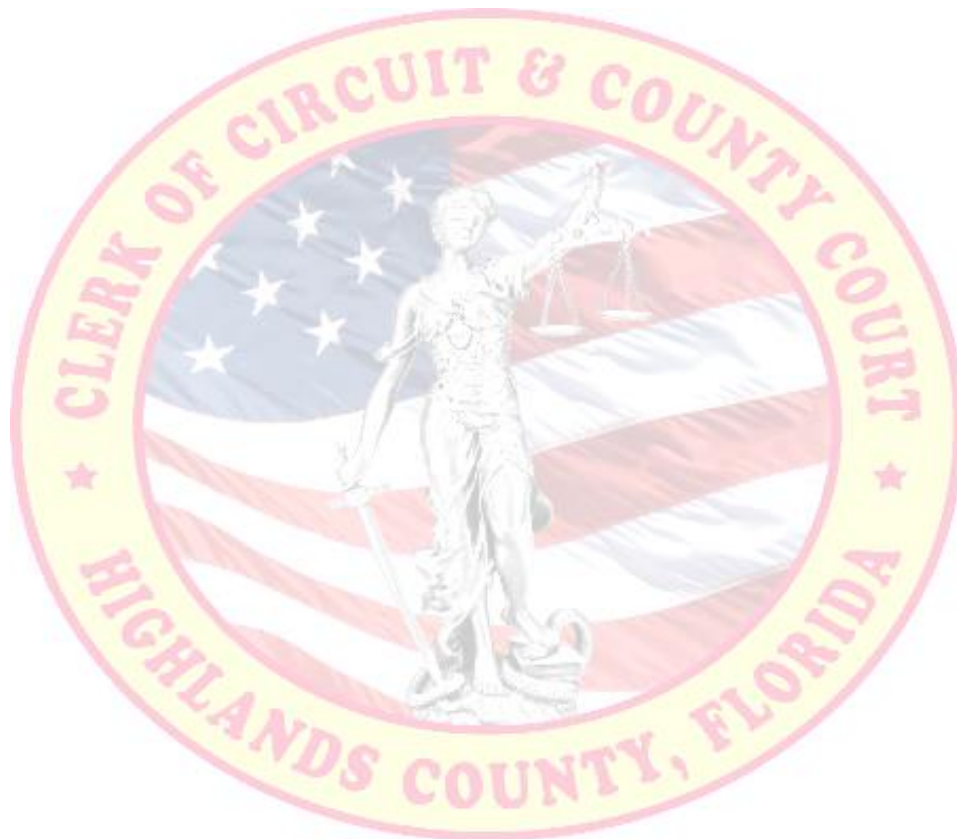
FISCAL YEAR 2016-2017

FUND - 008 - GENERAL FUND

FUNCTION - 71000 - COURT GENERAL OPERATIONS

ACTIVITY - 71400 - LAW LIBRARY

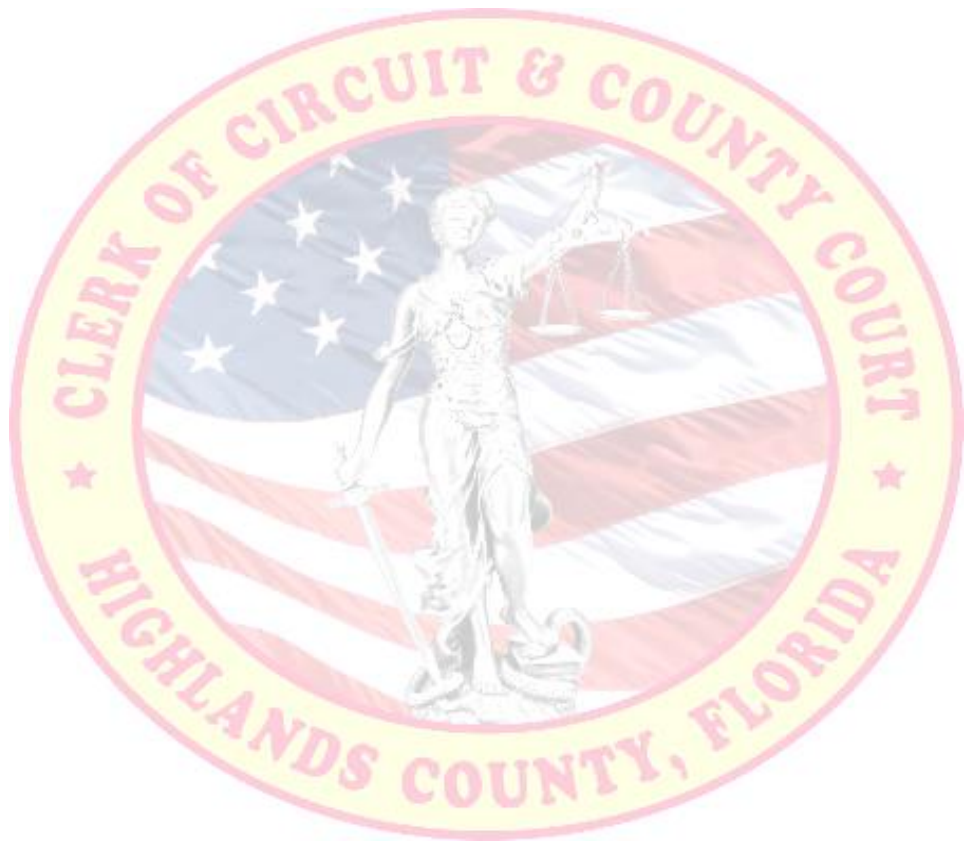
		TOTAL
PERSONAL SERVICES	\$	54,813
OPERATING SERVICES		5,125
CAPITAL OUTLAY		45,341
TOTAL	\$	105,279



HIGHLANDS COUNTY CLERK OF COURTS FISCAL YEAR 2016-2017

FUND - 008 - GENERAL FUND
FUNCTION - 58000 - OTHER USES

		TOTAL
CONTINGENCY	\$	10,000
TOTAL	\$	10,000



BUDGETED EXPENDITURES BY COST CENTER

COST CENTER		PERSONAL	OPERATING	CAPITAL	TOTAL
2	CLERK OF COURT ADMIN - BCC	\$ 76,558	\$ 33,850	\$ -	\$ 110,408
7	PAYABLES & RECEIVABLES - BCC	211,159	4,498	-	215,657
8	PAYROLL- BCC	158,710	3,190	-	161,900
14	RECORDING - BCC	43,899	5,840	-	49,739
16	INFORMATION TECHNOLOGY - BCC	842,615	577,582	-	1,420,197
18	ACCOUNTING - BCC	285,893	6,280	-	292,173
19	COMPLIANCE & INTERNAL AUDIT - BCC	236,770	12,000	-	248,770
37	CENTRAL SERVICES - BCC	64,687	25,900	-	90,587
39	SENIOR DIRECTOR OF COURT SERVICES - BCC	15,993	-	-	15,993
90	SENIOR DIRECTOR OF BUSINESS SERVICES - BCC	102,503	19,950	-	122,453
TOTAL FINANCIAL & ADMINISTRATION		2,038,787	689,090	-	2,727,877
43	MARRIAGE LICENSE / TAX DEEDS - OTHER	108,657	9,905	-	118,562
50	SENIOR DIRECTOR OF BUSINESS SERVICES - OTHER	36,532	410	-	36,942
52	PAYABLES & RECEIVABLES - OTHER	16,017	727	-	16,744
53	PAYROLL - OTHER	17,807	305	-	18,112
54	RECORDING - OTHER	253,415	25,220	-	278,635
56	INFORMATION TECHNOLOGY - OTHER	9,087	53,127	-	62,214
57	ACCOUNTING - OTHER	11,464	161	-	11,625
58	CLERK OF COURT ADMIN - OTHER	18,673	11,250	-	29,923
59	CENTRAL SERVICES - OTHER	1,388	750	-	2,138
TOTAL OTHER GENERAL GOVERNMENT SERVICES		473,040	101,855	-	574,895
96	PRE-TRIAL RELEASE	108,426	3,850	-	112,276
TOTAL PRE-TRIAL RELEASE		108,426	3,850	-	112,276
25	PRO SE SERVICES	104,246	5,100	-	109,346
TOTAL PRO SE SERVICES		104,246	5,100	-	109,346
95	LAW LIBRARY	54,813	5,125	45,341	105,279
TOTAL PUBLIC LAW LIBRARY		54,813	5,125	45,341	105,279
15	BUDGETARY EXPENDITURES (CONTINGENCY)	-	-	-	10,000
		\$2,779,312	\$ 805,020	\$45,341	\$3,639,673

