

# Wakulla County Clerk of Court

Brent X. Thurmond

Fiscal Year 2006-2007 Budget Proposal



# Table of Contents:

# Slide / Page:

- Organizational Review
  - Customers / Users 3
  - Departments / Functions 4
  - Organizational Chart 5
- Sources of Funding
  - Federal, State, Local 6
  - 05-06 & 06-07 Comparison 7
  - 05-06 & 06-07 Bar Chart 8
  - 06-07 Pie Chart 9
  - Court Revenue Rebasing Chart 10
- Expenditure Review
  - FTE Allocation Chart 11
  - By Department
  - Expenditure Pie Chart
- Performance Measures
  - Goals & Objectives
  - Inputs & Outputs
  - Outcomes

# Organizational Review:

## Customers / Users:

- Department-wide
  - Citizens
- Information Technology / RMTF
  - Employees, Government Agencies
- Maintenance
  - Employees, County & State Departments.
- Finance & Accounting
  - Board Members, County Departments, Federal & State Agencies
- Official Minutes
  - Board Members, County Departments & Various Agencies
- Recording / General Admin
  - State & Local Governments, Lending Institutions, Title Companies
- Circuit & County Court
  - Petitioner & Defendant, State & Private Counsel, Judges, State Agencies

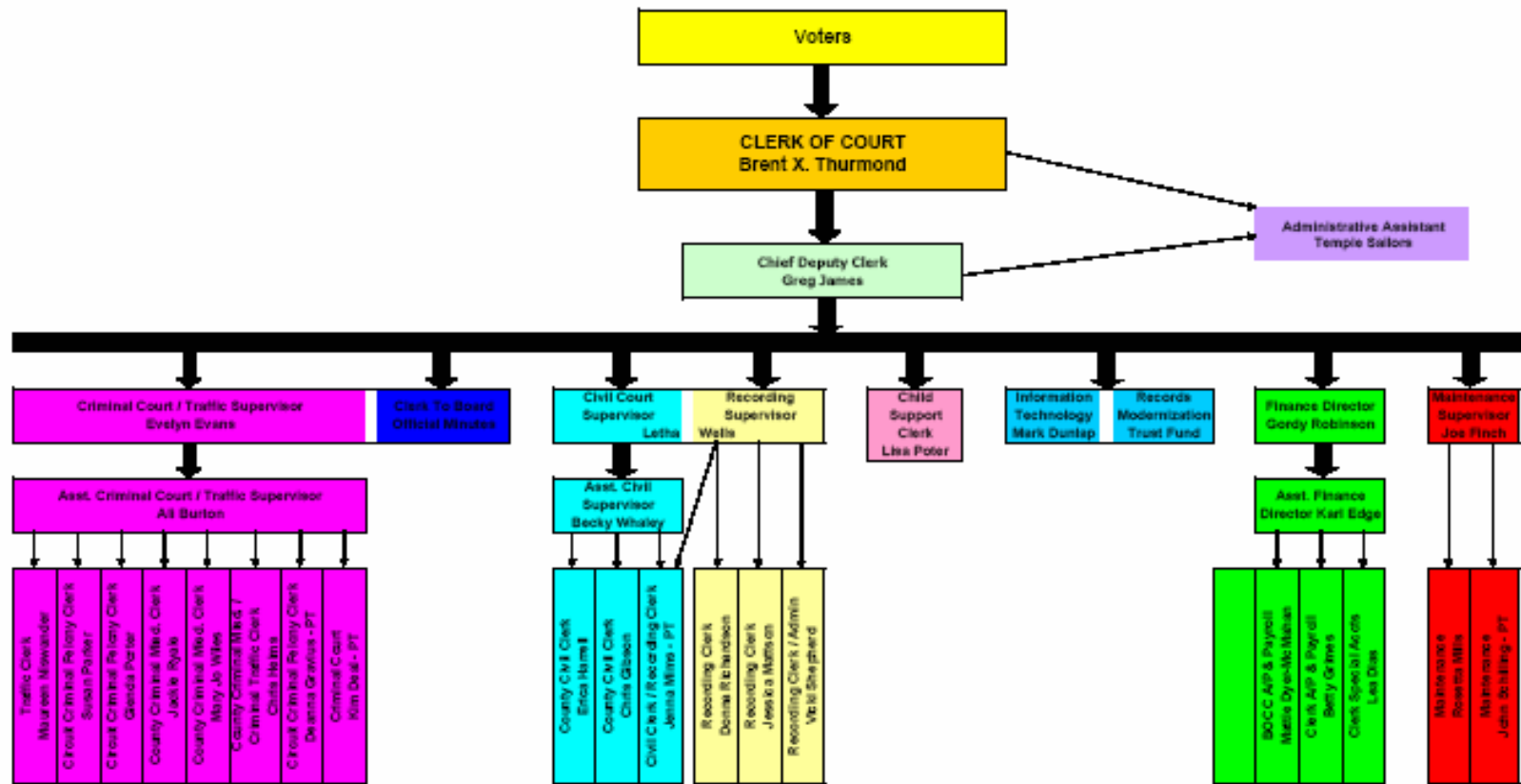
# Organizational Review:

## Departmental Functions:

- Department-wide
  - Provide assistance to all customers
- Information Technology / RMTF
  - Maintain hardware & software for departments to carry out duties
  - Provide support for sharing of information with various customers
- Maintenance
  - Maintain the appearance of the Courthouse
  - Provide janitorial services to all Courthouse offices
- Finance & Accounting\*
  - Provide accounting, auditing and custodial services to the BOCC
- Official Minutes \*
  - Record all Board Meetings, Custodian of Official Records and Minutes
- Recording / General Admin
  - County Recorder for all official documents
- Circuit & County Court\*
  - Provide clerical and ministerial services to the Circuit and County Court

\* Set by Florida Constitution

# Wakulla County Clerk's Office Organizational Chart



# Sources of Funding:

## Federal:

- Child Support IV-D cases reimbursed at 66%

## State:

- All court fines, fees, costs and service charges are State revenues
- The Clerk uses these revenues to cover the cost of court related activities
- Excess Court revenues are sent to the State at month end

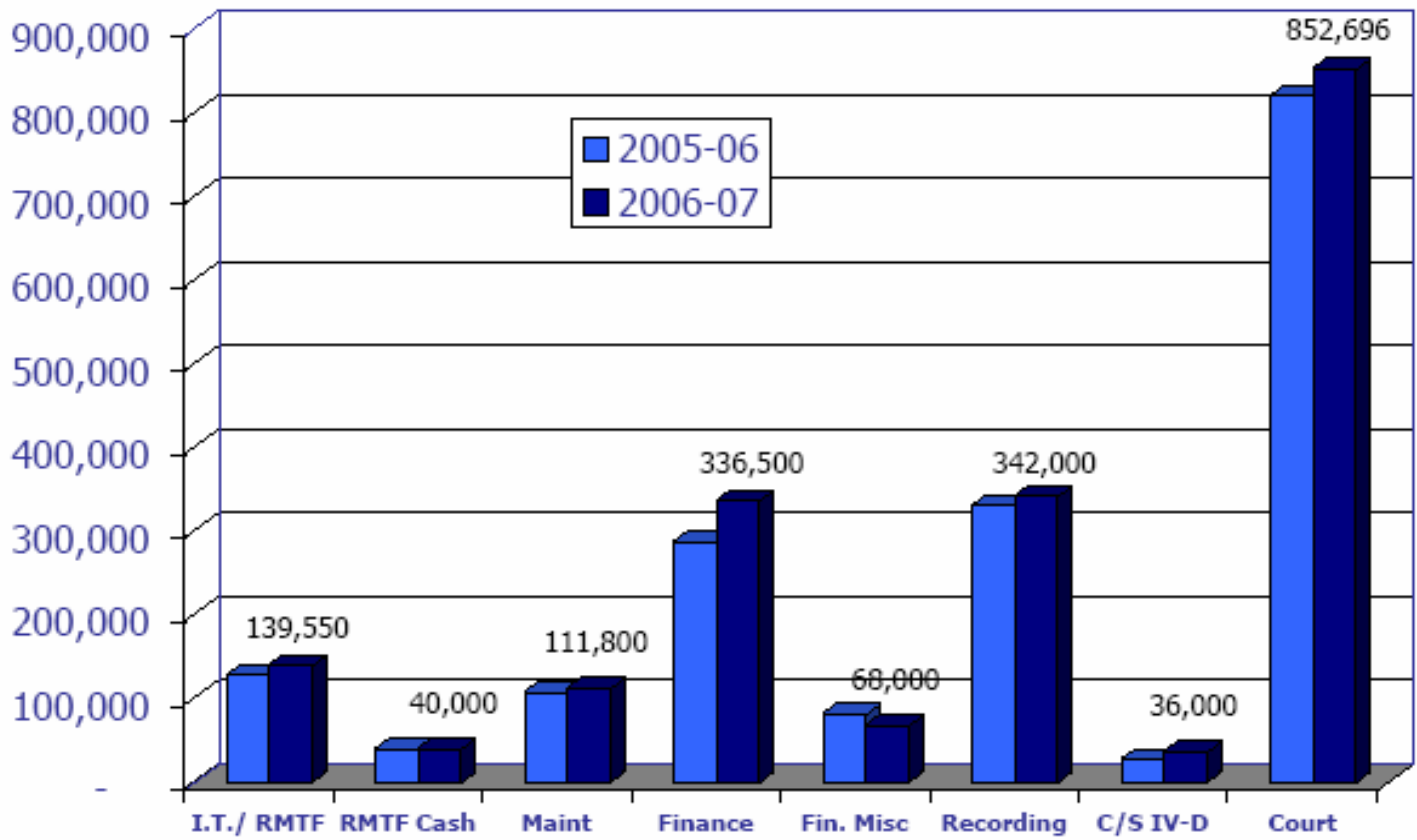
## Local:

- Finance and Maintenance is funded by the County
- I.T. and RMTF is funded by fees and balances are carried forward
- Recording is funded by fees, costs and service charges
- Excess Recording revenues are returned to the County at year end
  - Over last 7 year an average of \$120,000 has been returned annually

## Clerk of Court Revenue Sources:

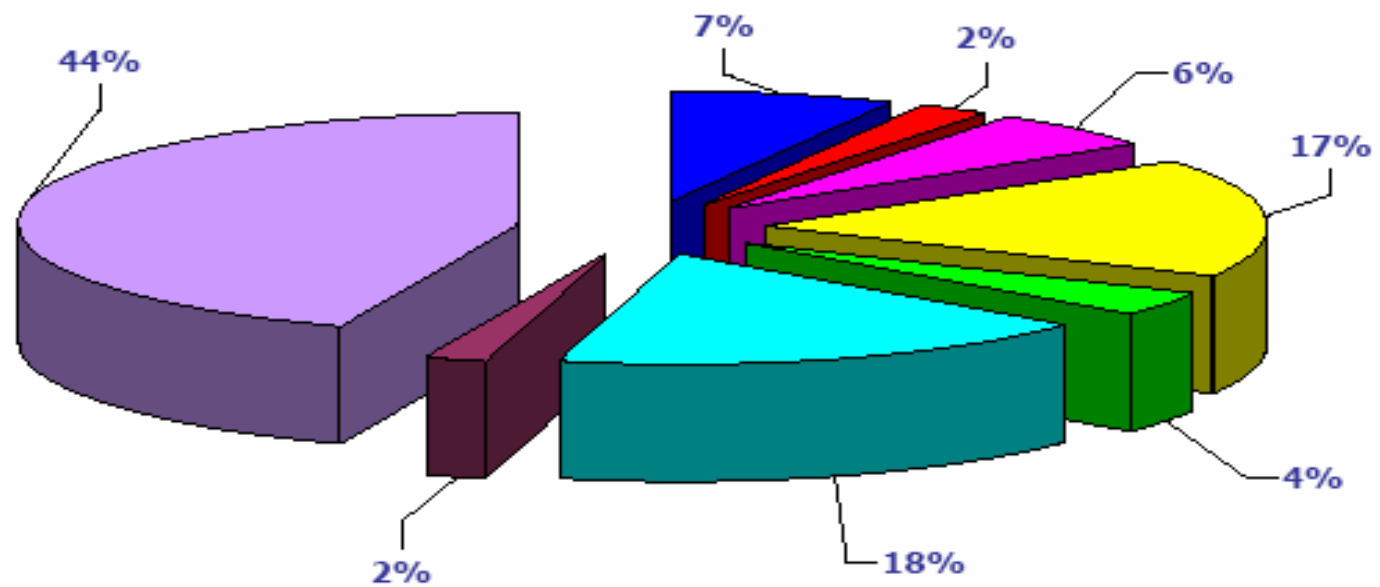
	Budget 05-06	Estimated 06-07	% Incr. on Last Yr Budget	
I.T./ RMTF	127,500	139,550	9.5%	5% increase in actual revenues
RMTF Cash	40,000	40,000	0.0%	
Maint	107,500	111,800	4.0%	
Finance	287,075	336,500	17.2%	includes a new position
Fin. Misc	81,000	68,000	-16.0%	05-06 actual lower than expected
Recording	330,500	342,000	3.5%	
C/S IV-D	26,862	36,000	34.0%	66% of direct & indirect costs
Court	819,900	852,696	4.0%	approved budget is \$639,126 estimated excess of \$213,570 #'s still depend on May & June Revenues
	<u>1,820,337</u>	<u>1,926,546</u>	5.8%	

## Clerk Revenue Comparison





## Clerk 2006-07 Revenue Sources



■ I.T./ RMTF   ■ RMTF Cash   ■ Maint   ■ Finance   ■ Fin. Misc   ■ Recording   ■ C/S IV-D   ■ Court

**REBASED FY 2005-06 BUDGET CAP WORKSHEET**

County: Wakulla

**SFY 2004-05 Actual Revenues**

		Actual Local Article V Revenues Collected Monthly	
State FY 2004-05	Jul-04	\$	60,749
	Aug-04	\$	65,082
	Sep-04	\$	60,268
	Oct-04	\$	52,649
	Nov-04	\$	61,781
	Dec-04	\$	59,292
	Jan-05	\$	60,510
	Feb-05	\$	59,510
	Mar-05	\$	65,905
	Apr-05	\$	61,426
	May-05	\$	65,464
	Jun-05	\$	85,804
	<b>Annual Total</b>	\$	<b>758,440</b>

**Revenue Growth Rates**

Growth Rate Used Below	Annual Revenue Growth Rate	Based on Data From:	To:
	7.99%	First 8 months of State FY 04-05	First 8 months of State FY 05-06
	9.14%	First 9 months of State FY 04-05	First 9 months of State FY 05-06
	8.16%	First 10 months of State FY 04-05	First 10 months of State FY 05-06
	7.39%	First 11 months of State FY 04-05	First 11 months of State FY 05-06
<b>X</b>	<b>3.90%</b>	<b>ALL 12 months of State FY 04-05</b>	<b>ALL 12 months of State FY 05-06</b>

**SFY 2005-06 Actual Revenues**

		Actual Local Article V Revenues Collected Monthly	
State FY 2005-06	Jul-05	\$	63,484
	Aug-05	\$	64,125
	Sep-05	\$	56,639
	Oct-05	\$	61,096
	Nov-05	\$	62,658
	Dec-05	\$	52,820
	Jan-06	\$	79,260
	Feb-06	\$	78,119
	Mar-06	\$	77,405
	Apr-06	\$	61,088
	May-06	\$	65,669
	Jun-06	\$	65,669
	<b>Annual Total</b>	\$	<b>788,032</b>

**FY 2005-06 Rebased Expenditure Budget Cap**

FY 04-05 Approved Budget, adjusted*	x	[ 100% +	Annual Revenue Growth Rate - State FY	] +	FY 05-06 Expenditure Authority for Additional Judges	=	FY 2005-06 Rebased Expenditure Budget Cap	\$ 614,544 <b>FINAL</b> <sup>1</sup>
\$ 591,467			3.90%		\$ -			

\* Comes from Part II of Exh. A of Clerk's approved 2005-06 budget submission

vs.

4.00%

Clerk  
Projected  
Revenue  
Growth  
Rate (04-05  
to 05-06)  
(County FY)

<sup>1</sup> Will change from "Estimate" to "FINAL" when all 24 months of revenues have been input for SFY 04-05 and SFY 05-06

# PRE FTE CALCULATION

COUNTY: Wakulla YEAR: 2006-2007

Department/Cost Center      604      Court Related      Non-Court      Non-Court      Overhead      Total  
     600-700      Related 513      Related 519

Executive					1.00	1.00
General Administration				4.60		4.60
Bocc Finance			4.85			4.85
Clerk Finance			1.70			1.70
Recording / Imaging				2.50		2.50
Criminal Circuit		2.50				2.50
Criminal County		2.75				2.75
Civil Circuit		0.95				0.95
Family Circuit		0.50				0.50
Civil County		1.50				1.50
Juvenile		0.70				0.70
Probate		0.25				0.25
Jury Mgmt		0.20				0.20
Traffic		1.55				1.55
Child Support		0.44	0.66			1.10
Court Support / General Court	0.35					0.35
Info Tech				1.00		1.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
<b>TOTAL:</b>	<b>0.35</b>	<b>11.34</b>	<b>7.21</b>	<b>8.10</b>	<b>1.00</b>	<b>28.00</b>

<u>Allocation</u>	<u>Overhead</u>
Court- Related:	11.69      43.3%
(513) Non-Court:	7.21      26.7%
(519) Non-Court:	8.10      30.0%
27.00	100.0%

check digit  
28.00

WAKULLA COUNTY CLERK OF COURTS			
FUND: 025		DEPARTMENT: 0205	
DIVISION: Information Technology		PROGRAM: Records Modernization Trust Fund	
ACCOUNT NUMBER: 520			
<b>PROGRAM DESCRIPTION:</b> Provide specialized computer and software services to the departments of Finance, Civil, Criminal and Recording.		<b>TRENDS AND ISSUES:</b> standard replacement cycle of computers record retention cycle space issue for all records  in-court processing expansion of financial software licenses expanded web-services	
<b>WORKLOAD MEASURES:</b>		<b>ESTIMATED</b>	<b>PROJ.</b>
		<b>FY 05/06</b>	<b>FY 06/07</b>
Budget is revenue based.			Estimated 5% increase in Recording revenues
<b>STAFFING TABLE:</b>		<b>ESTIMATED</b>	<b>PROJ.</b>
		<b>FY 05/06</b>	<b>FY 06/07</b>
MIS Specialist		1.00	1.00

WAKULLA COUNTY CLERK OF COURTS PROGRAM EXPENDITURES/STAFFING SUMMARY					
FUND: 025			DEPARTMENT: 0205		
DIVISION: Information Technology			ACCOUNT: 520		
			Requested	Proposed	Adopted Budget
Object		FY05/06	FY06/07	FY06/07	FY06/07
Code	Account Description	Budget	Estimated	Change	Total
120	Salary	28,000.00	28,922.40	1,250.00	29,250.00
210	Fica Tax	2,500.00	2,212.56	(250.00)	2,250.00
220	Retirement	2,500.00	2,128.83	(250.00)	2,250.00
230	Health	2,700.00	7,687.89	5,000.00	7,700.00
<b>SALARY SUBTOTAL:</b>		<b>35,700.00</b>	<b>40,951.69</b>	<b>5,750.00</b>	<b>41,450.00</b>
<b>% CHANGE:</b>		<b>16.1%</b>			
340	Contracted Services	1,500.00	1,177.57	150.00	1,650.00
400	Travel	1,500.00	1,500.00	150.00	1,650.00
410	Telephone	1,500.00	1,671.01	150.00	1,650.00
460	Maintenance	50,000.00	50,000.00	5,000.00	55,000.00
510	Office / Oper. Supplies	250.00	767.50	850.00	1,100.00
<b>OPERATING SUBTOTAL:</b>		<b>54,750.00</b>	<b>55,116.08</b>	<b>6,300.00</b>	<b>61,050.00</b>
<b>% CHANGE:</b>		<b>11.5%</b>			
640	RMTF Capital Outlay	30,000.00	30,000.00	-	30,000.00
641	RMTF \$1.90 Capital Outlay	47,050.00	47,050.00	-	47,050.00
<b>CAPITAL OUTLAY:</b>		<b>77,050.00</b>	<b>77,050.00</b>	<b>-</b>	<b>77,050.00</b>
<b>% CHANGE:</b>		<b>0.0%</b>			
<b>TOTAL EXPENSES:</b>		<b>167,500.00</b>	<b>173,117.77</b>	<b>12,050.00</b>	<b>179,550.00</b>
<b>% CHANGE:</b>		<b>7.2%</b>			