

# **REVISED BUDGET FISCAL YEAR 2017-2018**



**ROBERT W. GERMAINE  
HIGHLANDS COUNTY  
CLERK OF COURTS**

**HIGHLANDS COUNTY CLERK OF COURTS  
REVISED BUDGET  
FISCAL YEAR 2017-2018**

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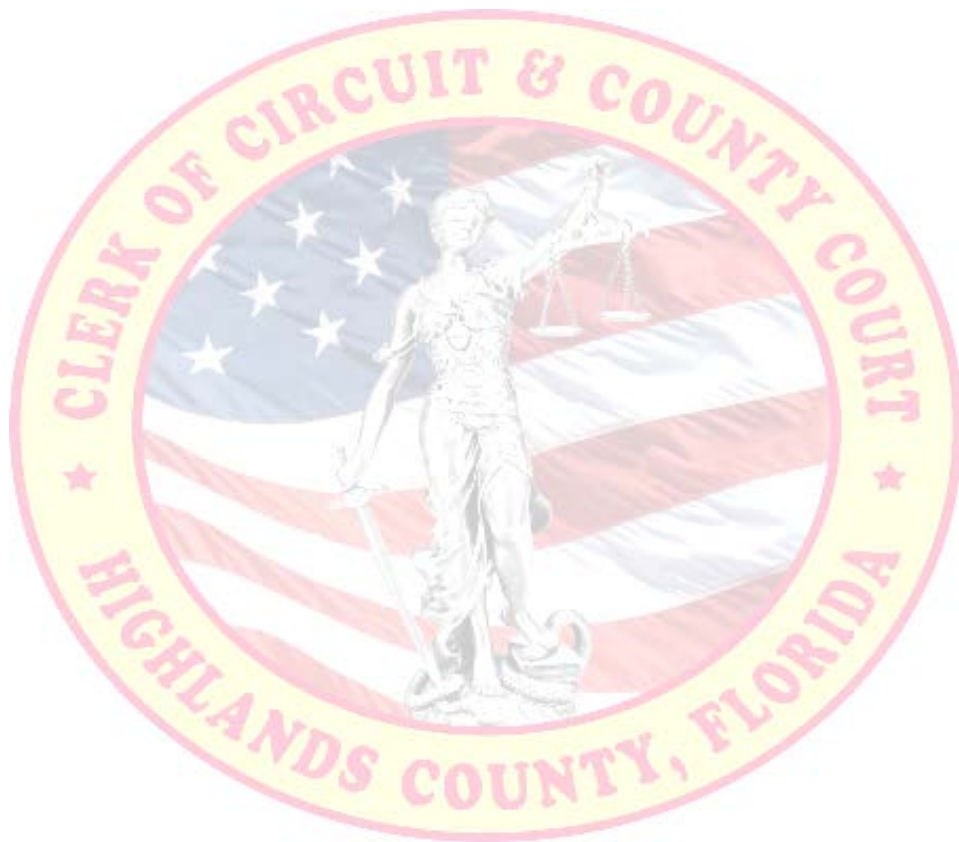
**Clerk of Courts**

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# ROBERT W. GERMAINE

Clerk of Courts – Highlands County, Florida  
Office Location: 430 South Commerce Avenue

**PLEASE REPLY TO:**

590 South Commerce Avenue  
Sebring, Florida 33870-3867  
Phone (863) 402-6564  
Suncom 742-6564  
FAX (863) 402-6768

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August 16, 2017

Honorable Don Elwell  
Highlands County Board of County Commissioners  
600 S. Commerce Ave.  
Sebring, FL 33870

Chairman Elwell:

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, 2017 through September 30, 2018.

My original budget request of \$3,870,683 (\$231,010, a 6.35% increase) has been reduced to \$3,839,558 (\$199,885, a 5.49% increase). This is a reduction of \$31,125 from my original proposed budget. This request includes only those expenditures necessary to operate the Clerk's non-court services for fiscal year 2017-2018.

This reduction was primarily due to a decrease in the IT operating budget.

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

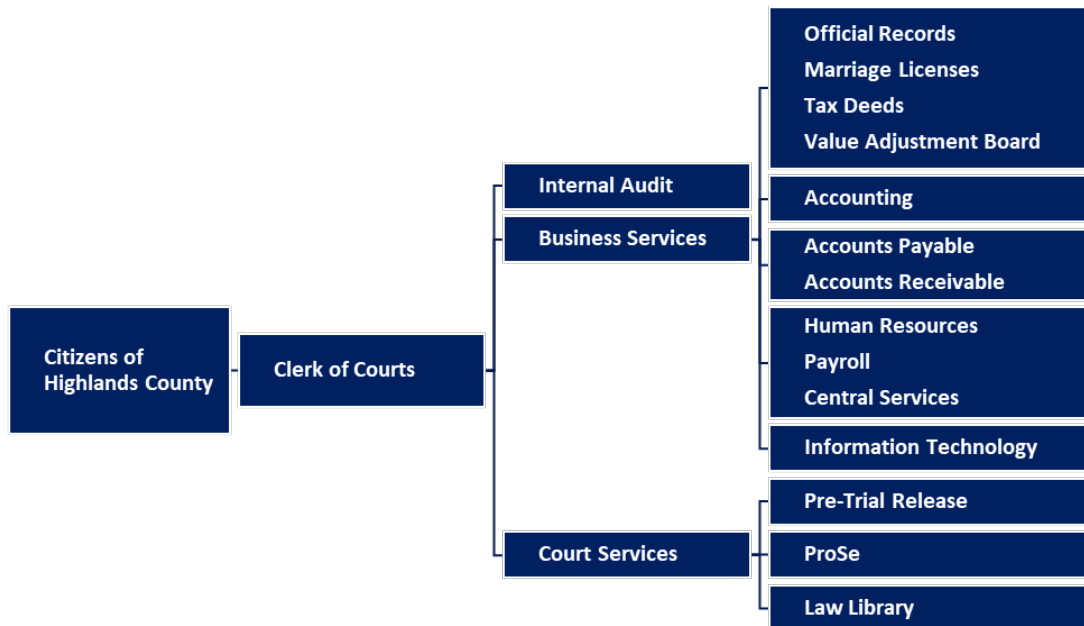
The mission of the Clerk of Courts is to provide courteous, efficient, and professional service while being a great steward of your tax dollars with conservative fiscal spending.

## 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 statute, 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.

## ORGANIZATION CHART



## 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.

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 14,883 invoices and processes and issues payroll for approximately 355 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 Clerk's non-court operations generated \$5,569,703 in revenue for the fiscal year ending September 30, 2016 of which:

- \$549,903 was deposited in accounts of the Board of County Commissioners
- \$4,976,272 in state stamps and intangible taxes were collected and forwarded to the State of Florida, Department of Revenue
- \$2,633 in marriage license fees were collected and forwarded to the Department of Health
- \$16,456 in marriage license fees were collected and forwarded to the Department of Child and Family Services
- \$4,059 in marriage license fees were collected and forwarded to the Department of Education
- \$13,530 in marriage license fees were collected and forwarded to the Office of the State Courts Administrator
- \$201 in marriage license fees were collected and forwarded to State General Revenue
- \$6,649 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 2015-2016 fiscal year:

Documents Recorded	38,805
E-Recording Documents Processed	6,921
Deeds Recorded	6,647
Mortgages Recorded	2,553
Tax Deeds Issued	599
Board Meetings Recorded	30
Marriage Licenses Issued	732
Board Invoices Paid	14,883
<b>Totaling</b>	<b>\$78,039,507</b>
Audits Issued	20
IT Work Orders Completed	8,919

**CLERK OF COURTS  
2017-2018  
BUDGET SUMMARY  
ALL CLERK NON-COURT SERVICES**

<b>COST CENTER</b>	<b>PERSONAL</b>	<b>OPERATING</b>	<b>CAPITAL</b>	<b>TOTAL</b>
<b>Financial and Administration</b>	<b>\$2,206,133</b>	<b>\$725,167</b>	<b>\$0</b>	<b>\$2,931,300</b>
<b>Other General Government Services</b>	<b>435,631</b>	<b>131,068</b>	<b>0</b>	<b>566,699</b>
<b>Pre-Trial Release</b>	<b>111,838</b>	<b>4,106</b>	<b>0</b>	<b>115,944</b>
<b>Pro Se Services</b>	<b>99,167</b>	<b>5,500</b>	<b>0</b>	<b>104,667</b>
<b>Public Law Library</b>	<b>56,596</b>	<b>5,875</b>	<b>48,477</b>	<b>110,948</b>
<b>Contingency</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
<b>GRAND TOTAL</b>	<b>\$2,909,365</b>	<b>\$871,716</b>	<b>\$48,477</b>	<b>\$3,839,558</b>