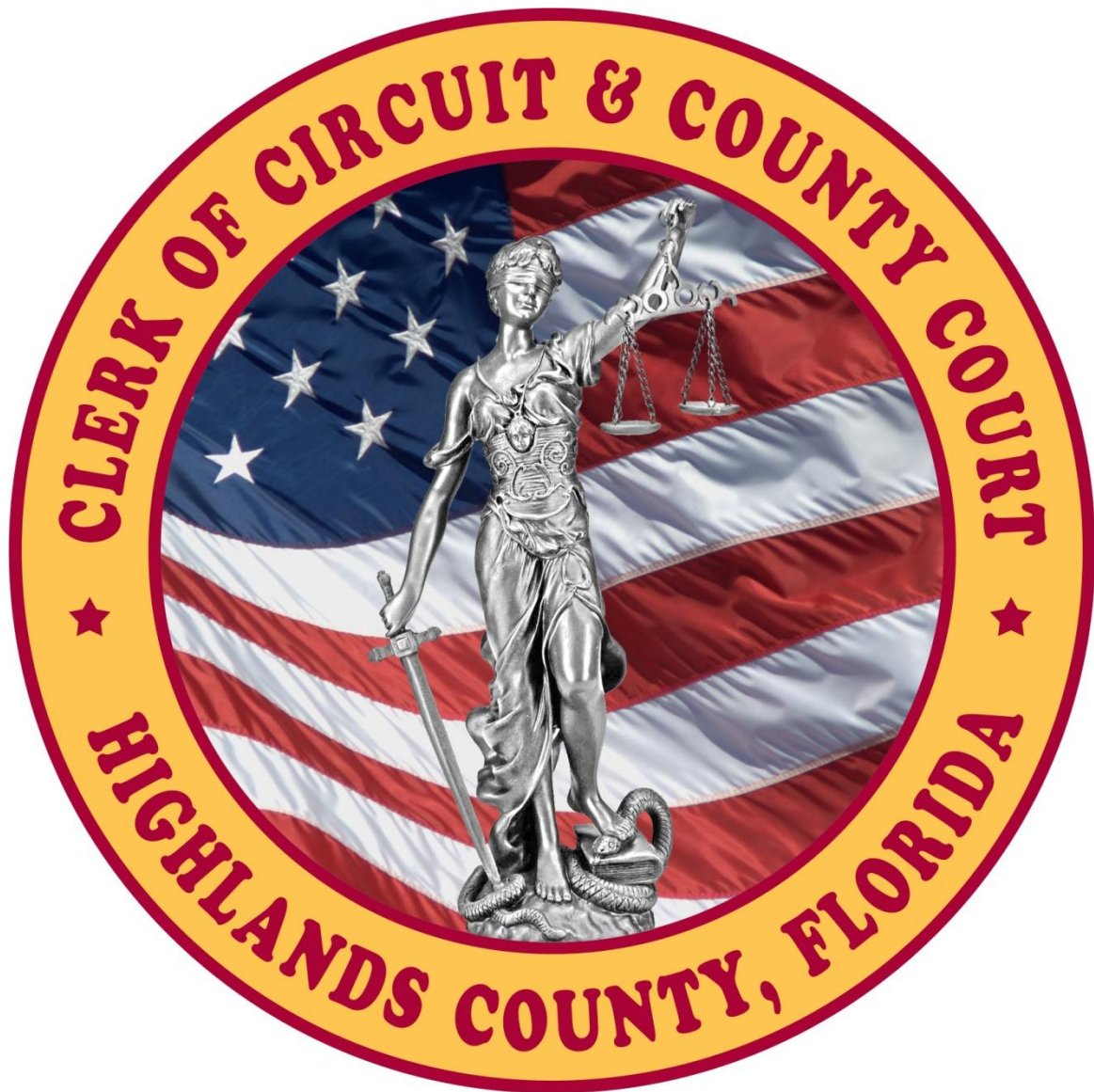


ROBERT W. GERMAINE

CLERK OF COURTS



**Proposed Budget (Revised)
Fiscal Year 2011-2012**

**Highlands County Clerk of Courts
Annual Budget
2011-2012 Fiscal Year**

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

PLEASE REPLY TO:

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

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

August 3, 2011

Honorable Barbara Stewart
Board of County Commissioners
Highlands County
600 S. Commerce Ave.
Sebring, FL 33870

Chairperson Stewart:

This budget document is being submitted as a revision to my May 25, 2011 proposed budget which was provided in accordance with the provisions of sections 129.03 and 218.35, Florida Statutes. This **revised** document outlines the operating budget for the Highlands County Clerk of Courts for October 1, 2011 through September 30, 2012.

My revised base budget of **\$3,196,568** for the 2011-2012 fiscal year represents only that portion of the Clerk's budget designated for submission to the Board for consideration. My staff and I have performed a detailed review of all budgeted expenditures, and I am confident that this budget submission constitutes only those expenditures necessary to operate the Clerk's non-court services for fiscal year 2011-2012.

My revised base budget reflects a **9.02% decrease** over fiscal year 2010-2011. As indicated in my original budget submission, my base budget includes funding for the Law Library and the EOC IT function, both of which have been transferred to the Clerk's Office from the Board of County Commissioners. The Law Library was transferred to my office during the fiscal year 2010-2011 and was a part of my 2010-2011 base budget. The EOC IT function and operational budget was funded under the Board in fiscal year 2010-2011 and subsequently transferred to my office in October 2010. The EOC IT function was not included in my 2010-2011 base budget. When the effect of this transfer is taken into consideration and included, my base budget for 2011-2012 reflects a 6.16% reduction. My office has been able to achieve this budget reduction while providing additional services and enhancing the level of service provided to the public and the Board. My budget submittal includes no new program issues.

It is important to note that we continue to successfully absorb increases in workloads while reducing staffing levels, through process re-engineering and the effective use of technology. My IT division continues to support all of the Board's technical needs, as well as implementing many new technology enhancements for the offices of both the Clerk and Board.

I am asking the Board to provide only those resources necessary for the base budget. Should there be any questions we are available at your convenience.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Robert W. Germaine', written over a horizontal line.

Robert W. Germaine
Clerk of Courts

cc: Commissioners
Rick Helms, County Administrator
June Fisher, Assistant County Administrator
Tim Mechling, Budget 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 the County Government. The Clerk is charged with 926 administrative responsibilities essential to the efficient accomplishment of the judicial and executive function of the office.

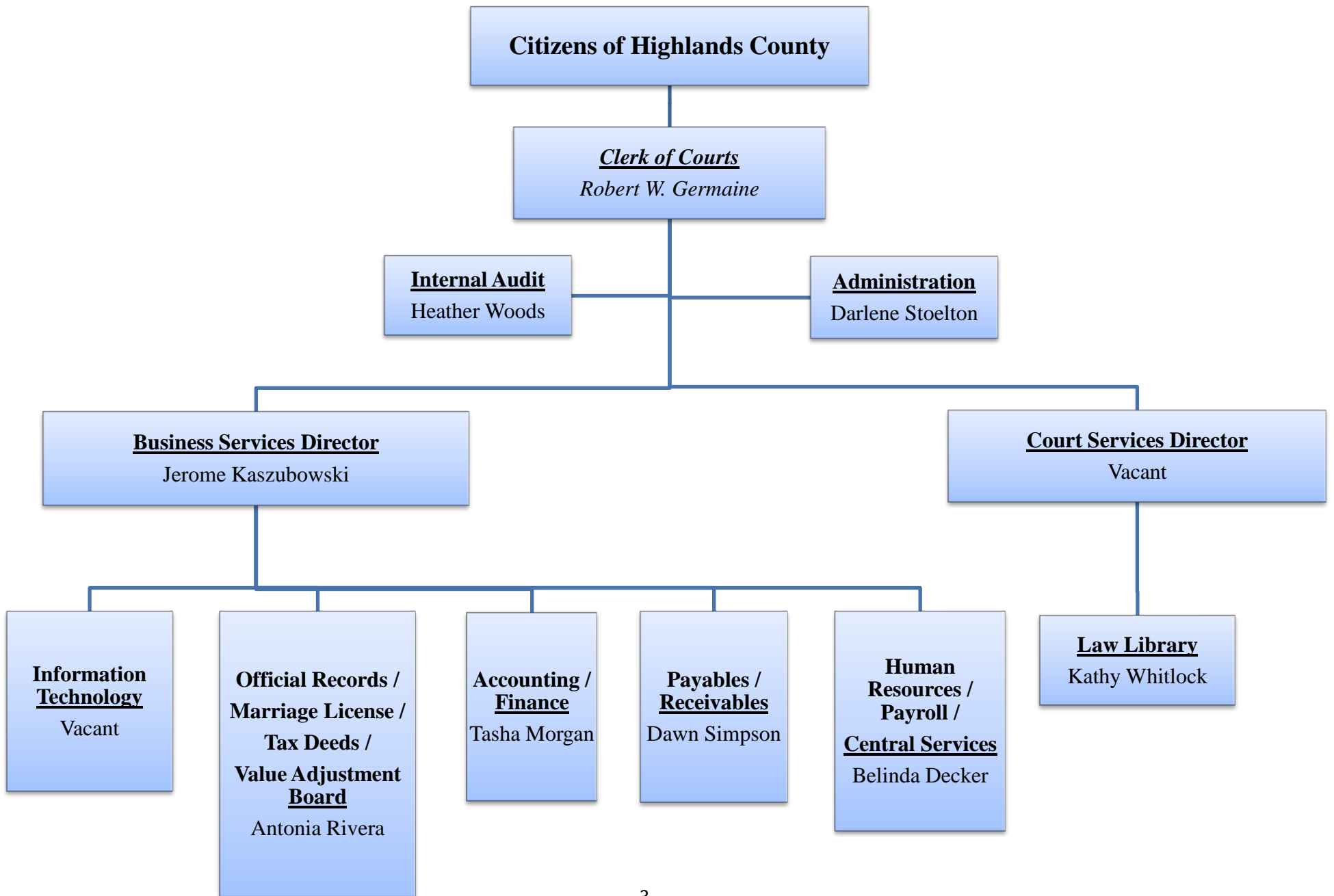
MISSION STATEMENT

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 public evaluation and restraint 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 of 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	
Fiscal Year Ending September 30, 2010	
Clerk of Courts	
Clerk Interest Remitted to Board Funds	\$ 1,149
	\$ 1,149
Board of County Commissioners Interest Earned on Board Funds	
Bank of America	\$ 193,366
Heartland National Bank - 90 Day CD	555
Highlands Independent Bank - 6 Month CD	1,627
State Board of Administration Interest Earned	32,987
Florida Local Government Investment Trust Interest Earned	733,359
	\$ 961,894
Total Investment Earnings	\$ 963,043

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 20,727 invoices and processes and issues payroll for approximately 370 Board of County Commissioners and other personal services employees. In addition, the Clerk's Office provides computer services, consisting of a broad variety of software applications and technology tools, to approximately 614 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 and Micrographics

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					
Fiscal Year Ending September 30, 2010					
Marriage License					
<i>Highlands County Board of County Commissioners</i>					
	Marriage License Fees	\$	35,501	General Fund	
	Notary Fees		171	General Fund	\$ 35,672
<i>State of Florida</i>					
	Department of Health	\$	2,348		
	Department of Child and Family Svcs.		14,677		
	Department of Education		3,586		
	State Courts Administrator		11,952		\$ 32,563
				Total Marriage License	\$ 68,235
Recording					
<i>Highlands County Board of County Commissioners</i>					
	Copies	\$	10,192	General Fund	
	MyFlorida Copies		796	General Fund	
	Overpayments		2,034	General Fund	
	Certified Mail Fees		11	General Fund	
	Recording Fees		260,919	General Fund	
	State Stamps - Mortgage		4,849	General Fund	
	State Stamps - Deeds		10,234	General Fund	
	Intangible Tax Class C		2,463	General Fund	\$ 291,498
	Court Technology	\$	111,972	Special Revenue Fund	\$ 111,972
<i>Florida Association of Court Clerks</i>					
	Comprehensive Case Information	\$	5,694	FACC	\$ 5,694
<i>State of Florida</i>					
	State Stamps - Mortgage	\$	964,426	Department of Revenue	
	State Stamps - Deeds		2,036,585	Department of Revenue	
	Intangible Tax Class C		490,227	Department of Revenue	\$ 3,491,238
				Total Recording	\$ 3,900,402
Tax Deed					
<i>Highlands County Board of County Commissioners</i>					
	Processing Fee	\$	30,563	General Fund	
	Bid Split		163,367	General Fund	\$ 193,930
				Total Tax Deed	\$ 193,930
TOTAL					\$ 4,162,567

The Clerk's non-court operations generated \$4,162,567 in revenue for the fiscal year ending September 30, 2010. Of this, \$633,072 was deposited in accounts of the Board of County Commissioners' for that fiscal year.

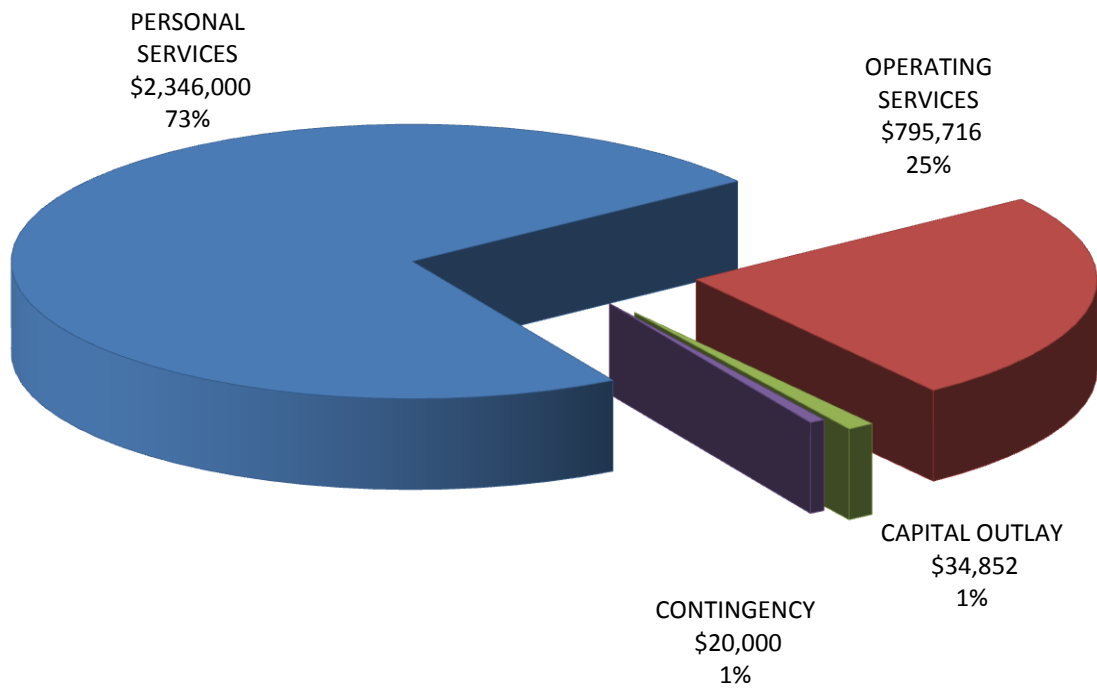
In addition to the non-court fees collected and deposited above, the Clerk also collects and forwards funds to the State of Florida, Department of Revenue. For the fiscal year ending September 30, 2010, the Clerk collected a total of \$3,491,238 in state stamps and intangible taxes. The non-court operations also provided \$2,348 to the Department of Health, \$14,677 to the Department of Child and Family Services, \$3,586 to the Department of Education, and \$11,952 to the Office of the State Courts Administrator.

The Clerk's non-court operations provided \$5,694 to the Florida Association of Court Clerks for the Comprehensive Case Information System for the fiscal year 2010.

The Clerk's non-court services issued 588 marriage license, performed 169 marriage ceremonies, and issued 547 tax deeds for the fiscal year ending September 30, 2010.

CLERK OF COURTS

2011-2012 BUDGET SUMMARY BY APPROPRIATION



**HIGHLANDS COUNTY - CLERK
DEPARTMENT EXPENDITURE DETAIL
FISCAL YEAR 11-12
ALL CLERK NON-COURT DIVISIONS**

	TOTAL
Personal Services	\$ 2,346,000
Operating Services	795,716
Capital Outlay	34,852
Contingency	20,000
TOTAL	\$ 3,196,568

**HIGHLANDS COUNTY - CLERK
DEPARTMENT EXPENDITURE DETAIL
FISCAL YEAR 11-12**

**Fund - 008 - General Fund
Function - 51000 - General Government Services
Activity - 51300 - Financial and Administrative**

	TOTAL
Personal Services	\$ 1,746,052
Operating Services	634,432
Capital Outlay	-
Contingency	-
TOTAL	\$ 2,380,484

**HIGHLANDS COUNTY - CLERK
DEPARTMENT EXPENDITURE DETAIL
FISCAL YEAR 11-12**

Fund - 008 - General Fund

Function - 51000 - General Government Services

Activity - 51900 - Other General Government Services

	TOTAL
Personal Services	\$ 554,128
Operating Services	157,919
Capital Outlay	-
Contingency	-
TOTAL	\$ 712,047

**HIGHLANDS COUNTY - CLERK
DEPARTMENT EXPENDITURE DETAIL
FISCAL YEAR 11-12**

Fund - 008 - General Fund

Function - 71000 - Court General Operations

Activity - 71900 - Other Operating Costs

	TOTAL
Personal Services	\$ 45,820
Operating Services	3,365
Capital Outlay	34,852
Contingency	-
TOTAL	\$ 84,037

**HIGHLANDS COUNTY - CLERK
DEPARTMENT EXPENDITURE DETAIL
FISCAL YEAR 11-12**

**Fund - 008 - General Fund
Function - 58000 - Other Uses**

	TOTAL
Personal Services	\$ -
Operating Services	-
Capital Outlay	-
Contingency	20,000
TOTAL	\$ 20,000

Year-to-Year Budget Comparison, New Programs

FY	Base Budget	Includes the following New Programs	Law Library	EOC IT	Adjusted Base
08/09	\$ 3,418,475	-	-	-	\$ 3,418,475
09/10	\$ 3,376,393	-	-	-	\$ 3,376,393
10/11	\$ 3,406,508	Law Library	\$ 100,411	-	\$ 3,306,097
11/12	\$ 3,196,568	Law Library & EOC IT	\$ 84,037	\$ 97,477	\$ 3,015,054

The above table is presented to provide a year-to-year comparison of the Clerk's budget. The "Base Budget" column includes funding for all Clerk functions, including the new functions/programs assumed by the Clerk's Office, and represents the Clerk's non-court services approved budget. The "Adjusted Base" column takes into consideration the effects of the new functions/programs which have been assumed by the Clerk's Office. When consideration is given to the increases recognized by the new functions/programs, the effect is a 12% reduction in the Clerk's budget since fiscal year 2008/2009.

BUDGETED EXPENDITURES BY COST CENTER
(Including Historical Comparison)

COST CENTER		TOTAL BY COST CENTER			
		FY 08/09	FY 09/10	FY 10/11	FY 11/12
02	Clerk of Court Admin - BCC	\$ 122,908	\$ 127,088	\$ 111,338	\$ 97,611
05	Financial Reporting - BCC	159,904	-	-	-
07	Payables & Receivables - BCC	228,176	261,367	265,413	224,324
08	Payroll- BCC	79,882	123,063	126,788	123,860
14	Micrographics - BCC	20,496	55,692	44,128	43,956
16	Automated Services - BCC	1,141,204	1,119,051	1,115,306	1,108,758
18	Accounting - BCC	327,659	473,824	506,446	376,868
19	Compliance & Internal Audit - BCC	232,556	187,388	155,984	209,670
37	Central Services - BCC	33,509	72,712	74,697	75,681
39	Sr Director of Court Services - BCC	-	19,995	20,194	11,867
90	Sr Director of Business Services - BCC	108,237	104,219	112,772	107,889
Total Financial & Administration		\$ 2,454,531	\$ 2,544,399	\$ 2,533,066	\$ 2,380,484
43	Marriage License / Tax Deeds - Other	\$ 172,524	\$ 158,022	\$ 107,679	\$ 121,995
50	Sr Director of Business Services - Other	20,085	32,272	36,353	42,290
51	Financial Reporting - Other	5,133	-	-	-
52	Payables & Receivables - Other	58,822	59,872	60,330	46,891
53	Payroll - Other	14,605	625	625	500
54	Recording - Other	415,556	256,420	223,850	208,517
55	Micrographics - Other	88,023	68,014	66,899	66,187
56	Automated Services - Other	73,859	72,511	82,519	86,220
57	Accounting - Other	3,475	3,416	3,551	3,366
58	Clerk of Court Admin - Other	51,868	46,335	47,451	29,697
59	Central Services - Other	19,994	33,336	32,771	32,991
93	Sr Director of Court Services - Other	-	6,803	6,869	5,086
94	Public Records Digital Imaging - Other	-	74,368	84,134	68,307
Total Other General Gov't Services		\$ 923,944	\$ 811,994	\$ 753,031	\$ 712,047
95	Law Library	-	-	100,411	84,037
Total Other Operating Costs		\$ -	\$ -	\$ 100,411	\$ 84,037
15	Budgetary Expenditures	40,000	20,000	20,000	20,000
Total Other Uses		\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000
		\$ 3,418,478	\$ 3,376,393	\$ 3,406,508	\$ 3,196,568
				(A)	(B)

(A) FY 2010/11 Budget included the addition of the Law Library, which was transferred from the Board

(B) FY 2011/12 Budget includes the addition of the EOC IT function, which was transferred from the Board

BUDGETED EXPENDITURES BY COST CENTER
(Including Historical Comparison)

COST CENTER		PERSONAL SERVICES			
		FY 08/09	FY 09/10	FY 10/11	FY 11/12
02	Clerk of Court Admin - BCC	\$ 62,683	\$ 66,888	\$ 71,138	\$ 57,561
05	Financial Reporting - BCC	136,705	-	-	-
07	Payables & Receivables - BCC	224,047	257,375	261,457	220,392
08	Payroll- BCC	76,082	118,663	122,543	119,955
14	Micrographics - BCC	6,198	43,584	32,020	33,286
16	Automated Services - BCC	642,235	589,526	640,375	620,335
18	Accounting - BCC	319,211	441,431	488,867	361,964
19	Compliance & Internal Audit - BCC	212,906	168,513	139,249	191,757
37	Central Services - BCC	23,259	46,362	45,347	45,346
39	Sr Director of Court Services - BCC	-	19,995	20,194	11,867
90	Sr Director of Business Services - BCC	90,960	88,419	99,772	83,589
Total Financial & Administration		\$ 1,794,286	\$ 1,840,756	\$ 1,920,962	\$ 1,746,052
43	Marriage License / Tax Deeds - Other	129,524	131,072	80,729	91,345
50	Sr Director of Business Services - Other	19,594	31,777	35,858	41,795
51	Financial Reporting - Other	4,426	-	-	-
52	Payables & Receivables - Other	58,092	58,907	59,531	46,088
53	Payroll - Other	12,805	-	-	-
54	Recording - Other	365,156	217,970	188,150	179,317
55	Micrographics - Other	51,672	45,345	44,230	47,837
56	Automated Services - Other	21,759	20,911	22,819	21,920
57	Accounting - Other	3,374	3,354	3,410	3,225
58	Clerk of Court Admin - Other	41,068	35,535	36,651	22,897
59	Central Services - Other	13,944	29,136	28,571	28,541
93	Sr Director of Court Services - Other	-	6,803	6,869	5,086
94	Public Records Digital Imaging - Other	-	72,168	81,934	66,077
Total Other General Gov't Services		\$ 721,414	\$ 652,978	\$ 588,752	\$ 554,128
95	Law Library	-	-	62,194	45,820
Total Other Operating Costs		\$ -	\$ -	\$ 62,194	\$ 45,820
15	Budgetary Expenditures	-	-	-	-
Total Other Uses		\$ -	\$ -	\$ -	\$ -
		\$ 2,515,700	\$ 2,493,734	\$ 2,571,908	\$ 2,346,000

BUDGETED EXPENDITURES BY COST CENTER
(Including Historical Comparison)

COST CENTER		OPERATING			
		FY 08/09	FY 09/10	FY 10/11	FY 11/12
02	Clerk of Court Admin - BCC	\$ 60,225	\$ 60,200	\$ 40,200	\$ 40,050
05	Financial Reporting - BCC	23,199	-	-	-
07	Payables & Receivables - BCC	4,129	3,992	3,956	3,932
08	Payroll- BCC	3,800	4,400	4,245	3,905
14	Micrographics - BCC	14,298	12,108	12,108	10,670
16	Automated Services - BCC	498,969	529,525	474,931	488,423
18	Accounting - BCC	8,448	32,393	17,579	14,904
19	Compliance & Internal Audit - BCC	19,650	18,875	16,735	17,913
37	Central Services - BCC	10,250	26,350	29,350	30,335
39	Sr Director of Court Services - BCC	-	-	-	-
90	Sr Director of Business Services - BCC	17,277	15,800	13,000	24,300
Total Financial & Administration		\$ 660,245	\$ 703,643	\$ 612,104	\$ 634,432
43	Marriage License / Tax Deeds - Other	43,000	26,950	26,950	30,650
50	Sr Director of Business Services - Other	491	495	495	495
51	Financial Reporting - Other	707	-	-	-
52	Payables & Receivables - Other	730	965	799	803
53	Payroll - Other	1,800	625	625	500
54	Recording - Other	50,400	38,450	35,700	29,200
55	Micrographics - Other	36,351	22,669	22,669	18,350
56	Automated Services - Other	52,100	51,600	59,700	64,300
57	Accounting - Other	101	62	141	141
58	Clerk of Court Admin - Other	10,800	10,800	10,800	6,800
59	Central Services - Other	6,050	4,200	4,200	4,450
93	Sr Director of Court Services - Other	-	-	-	-
94	Public Records Digital Imaging - Other	-	2,200	2,200	2,230
Total Other General Gov't Services		\$ 202,530	\$ 159,016	\$ 164,279	\$ 157,919
95	Law Library	-	-	3,365	3,365
Total Other Operating Costs		\$ -	\$ -	\$ 3,365	\$ 3,365
15	Budgetary Expenditures	-	-	\$ -	-
Total Other Uses		\$ -	\$ -	\$ -	\$ -
		\$ 862,775	\$ 862,659	\$ 779,748	\$ 795,716

BUDGETED EXPENDITURES BY COST CENTER
(Including Historical Comparison)

COST CENTER		CAPITAL			
		FY 08/09	FY 09/10	FY 10/11	FY 11/12
02	Clerk of Court Admin - BCC	\$ -	\$ -	\$ -	\$ -
05	Financial Reporting - BCC	-	-	-	-
07	Payables & Receivables - BCC	-	-	-	-
08	Payroll- BCC	-	-	-	-
14	Micrographics - BCC	-	-	-	-
16	Automated Services - BCC	-	-	-	-
18	Accounting - BCC	-	-	-	-
19	Compliance & Internal Audit - BCC	-	-	-	-
37	Central Services - BCC	-	-	-	-
39	Sr Director of Court Services - BCC	-	-	-	-
90	Sr Director of Business Services - BCC	-	-	-	-
Total Financial & Administration		\$ -	\$ -	\$ -	\$ -
43	Marriage License / Tax Deeds - Other	\$ -	\$ -	\$ -	\$ -
50	Sr Director of Business Services - Other	-	-	-	-
51	Financial Reporting - Other	-	-	-	-
52	Payables & Receivables - Other	-	-	-	-
53	Payroll - Other	-	-	-	-
54	Recording - Other	-	-	-	-
55	Micrographics - Other	-	-	-	-
56	Automated Services - Other	-	-	-	-
57	Accounting - Other	-	-	-	-
58	Clerk of Court Admin - Other	-	-	-	-
59	Central Services - Other	-	-	-	-
93	Sr Director of Court Services - Other	-	-	-	-
94	Public Records Digital Imaging - Other	-	-	-	-
Total Other General Gov't Services		\$ -	\$ -	\$ -	\$ -
95	Law Library	-	-	34,852	34,852
Total Other Operating Costs		\$ -	\$ -	\$ 34,852	\$ 34,852
15	Budgetary Expenditures	-	-	-	-
Total Other Uses		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ 34,852	\$ 34,852

BUDGETED EXPENDITURES BY COST CENTER
(Including Historical Comparison)

COST CENTER		CONTINGENCY			
		FY 08/09	FY 09/10	FY 10/11	FY 11/12
02	Clerk of Court Admin - BCC	\$ -	\$ -	\$ -	\$ -
05	Financial Reporting - BCC	-	-	-	-
07	Payables & Receivables - BCC	-	-	-	-
08	Payroll- BCC	-	-	-	-
14	Micrographics - BCC	-	-	-	-
16	Automated Services - BCC	-	-	-	-
18	Accounting - BCC	-	-	-	-
19	Compliance & Internal Audit - BCC	-	-	-	-
37	Central Services - BCC	-	-	-	-
39	Sr Director of Court Services - BCC	-	-	-	-
90	Sr Director of Business Services - BCC	-	-	-	-
Total Financial & Administration		\$ -	\$ -	\$ -	\$ -
43	Marriage License / Tax Deeds - Other	\$ -	\$ -	\$ -	\$ -
50	Sr Director of Business Services - Other	-	-	-	-
51	Financial Reporting - Other	-	-	-	-
52	Payables & Receivables - Other	-	-	-	-
53	Payroll - Other	-	-	-	-
54	Recording - Other	-	-	-	-
55	Micrographics - Other	-	-	-	-
56	Automated Services - Other	-	-	-	-
57	Accounting - Other	-	-	-	-
58	Clerk of Court Admin - Other	-	-	-	-
59	Central Services - Other	-	-	-	-
93	Sr Director of Court Services - Other	-	-	-	-
94	Public Records Digital Imaging - Other	-	-	-	-
Total Other General Gov't Services		\$ -	\$ -	\$ -	\$ -
95	Law Library	-	-	-	-
Total Other Operating Costs		\$ -	\$ -	\$ -	\$ -
15	Budgetary Expenditures	40,000	20,000	20,000	20,000
Total Other Uses		\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000
		\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000