

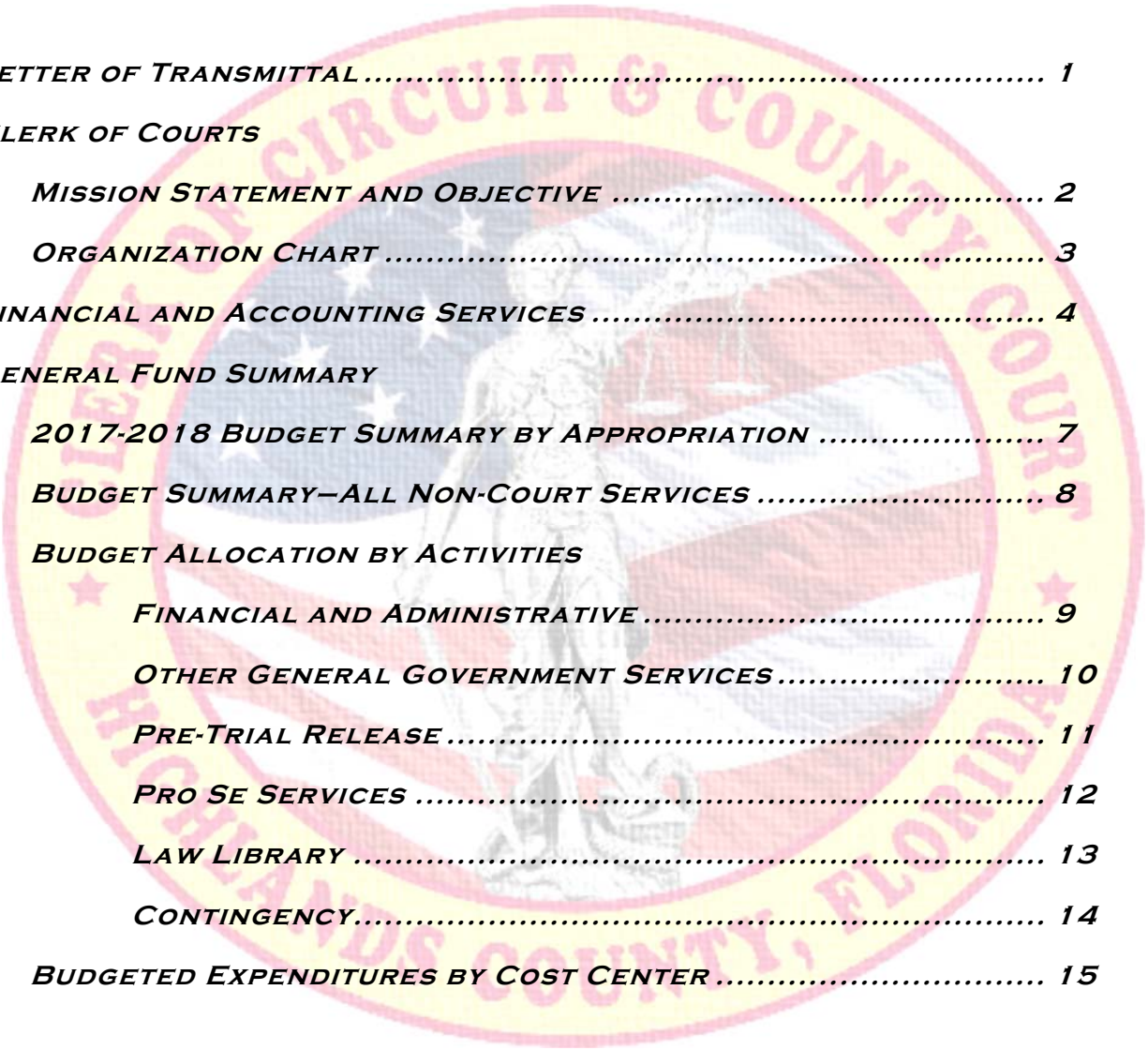
REVISED BUDGET  
FISCAL YEAR 2017-2018



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

HIGHLANDS COUNTY CLERK OF COURTS  
PROPOSED ANNUAL BUDGET  
FISCAL YEAR  
2017-2018

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## 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 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.



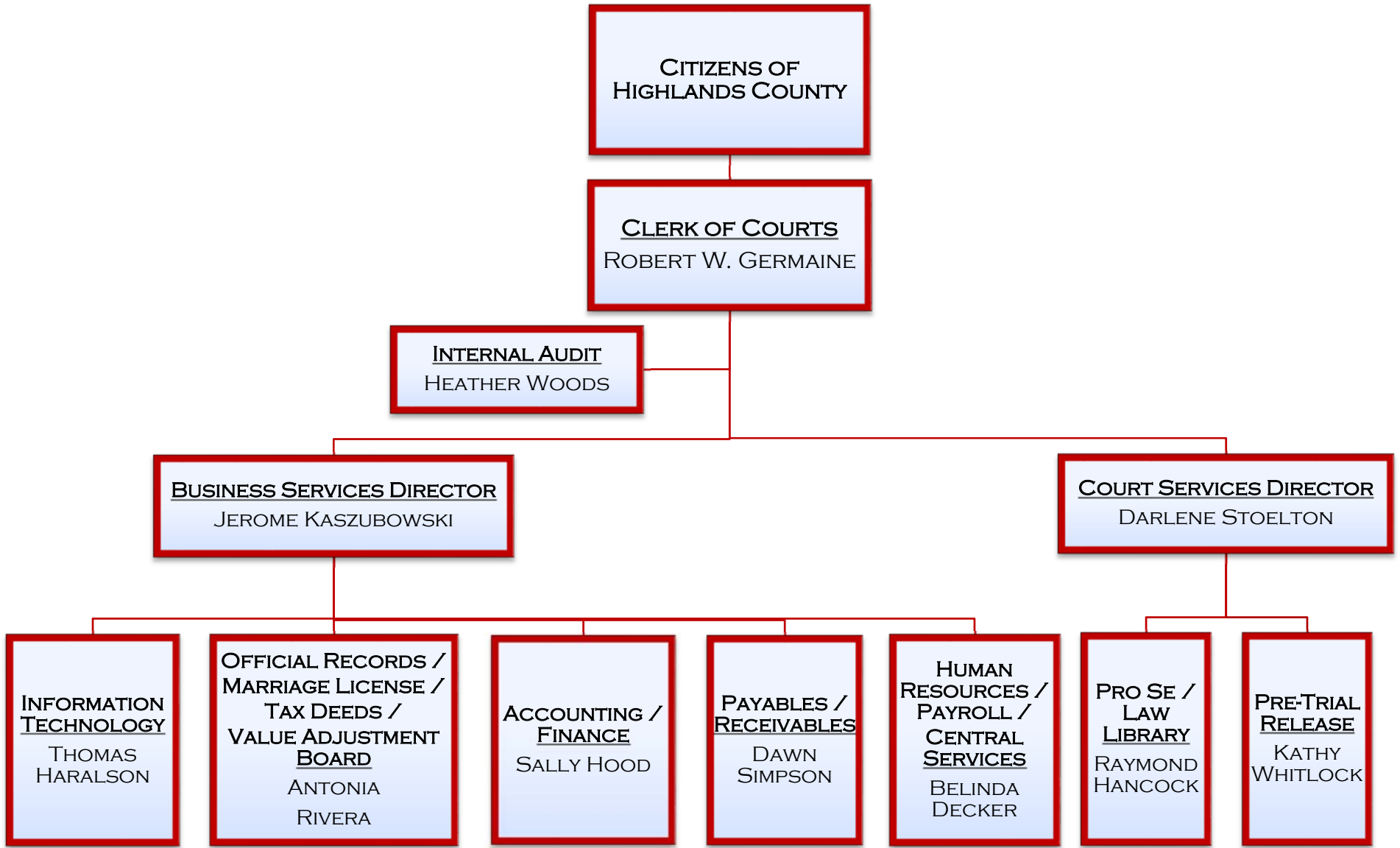
## MISSION STATEMENT

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.



# 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.

<b>TABLE I</b>	
<b>INTEREST EARNED ON INVESTMENTS</b>	
<b>FOR FISCAL YEAR ENDING SEPTEMBER 30, 2016</b>	
<b>CLERK OF COURTS</b>	
CLERK INTEREST REMITTED TO BOARD FUNDS	\$ 1,281
	<u>\$ 1,281</u>
<b>BOARD OF COUNTY COMMISSIONERS INTEREST EARNED ON BOARD FUNDS</b>	
TD BANK - CHECKING & CD	140,890
HEARTLAND NATIONAL BANK - CD	464
HARBOR COMMUNITY BANK - CD	8,037
WAUCHULA STATE BANK - CD	43,066
SEACOAST NATIONAL BANK - CD	-
FLORIDA PRIME / STATE BOARD OF ADMINISTRATION	72,348
FLORIDA LOCAL GOVERNMENT INVESTMENT TRUST	177,507
	<u>\$ 442,312</u>
<b>TOTAL INVESTMENT EARNINGS</b>	<u>\$ 443,593</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 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 FOLLOWING TABLE REPRESENTS THE COLLECTION AND DISBURSEMENT OF REVENUES GENERATED BY THE MARRIAGE LICENSE, TAX DEED, AND RECORDING DIVISION FOR THE LAST FISCAL YEAR:

<b>TABLE II</b>			
<b>FEES COLLECTED AND REMITTED TO THE BOARD OF COUNTY COMMISSIONERS AND TO STATE AGENCIES</b>			
<b>FOR FISCAL YEAR ENDING SEPTEMBER 30, 2016</b>			
<b>LAW LIBRARY</b>			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
MISCELLANEOUS CHARGES	\$	10,736	\$ 10,736
			<b>TOTAL LAW LIBRARY \$ 10,736</b>
<b>MARRIAGE LICENSE</b>			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
MARRIAGE LICENSE FEES	\$	39,728	GENERAL FUND \$ 39,728
<i>STATE OF FLORIDA</i>			
DEPARTMENT OF HEALTH	\$	2,633	
DEPARTMENT OF CHILD AND FAMILY SVCS.	\$	16,456	
DEPARTMENT OF EDUCATION	\$	4,059	
STATE COURTS ADMINISTRATOR	\$	13,530	
GENERAL REVENUE	\$	201	\$ 36,879
			<b>TOTAL MARRIAGE LICENSE \$ 76,607</b>
<b>RECORDING</b>			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
COPIES	\$	9,270	GENERAL FUND
NOTARY FEES	\$	1,185	GENERAL FUND
MYFLORIDA COPIES	\$	1,031	GENERAL FUND
OVERPAYMENTS	\$	1,476	GENERAL FUND
RECORDING FEES	\$	305,335	GENERAL FUND
STATE STAMPS - MORTGAGE	\$	6,509	GENERAL FUND
STATE STAMPS - DEEDS	\$	15,292	GENERAL FUND
INTANGIBLE TAX CLASS C	\$	3,145	GENERAL FUND \$ 343,244
COURT TECHNOLOGY	\$	132,906	SPECIAL REVENUE FUND \$ 132,906
<i>FLORIDA ASSOCIATION OF COURT CLERKS</i>			
COMPREHENSIVE CASE INFORMATION	\$	6,649	FACC \$ 6,649
<i>STATE OF FLORIDA</i>			
STATE STAMPS - MORTGAGE	\$	1,295,200	DEPARTMENT OF REVENUE
STATE STAMPS - DEEDS	\$	3,043,126	DEPARTMENT OF REVENUE
INTANGIBLE TAX CLASS C	\$	636,973	DEPARTMENT OF REVENUE
GENERAL REVENUE	\$	974	DEPARTMENT OF REVENUE \$ 4,976,272
			<b>TOTAL RECORDING \$ 5,459,071</b>
<b>TAX DEED</b>			
<i>HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS</i>			
PROCESSING FEE	\$	23,289	GENERAL FUND \$ 23,289
			<b>TOTAL TAX DEED \$ 23,289</b>
<b>TOTAL</b>			<b>\$ 5,569,703</b>

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

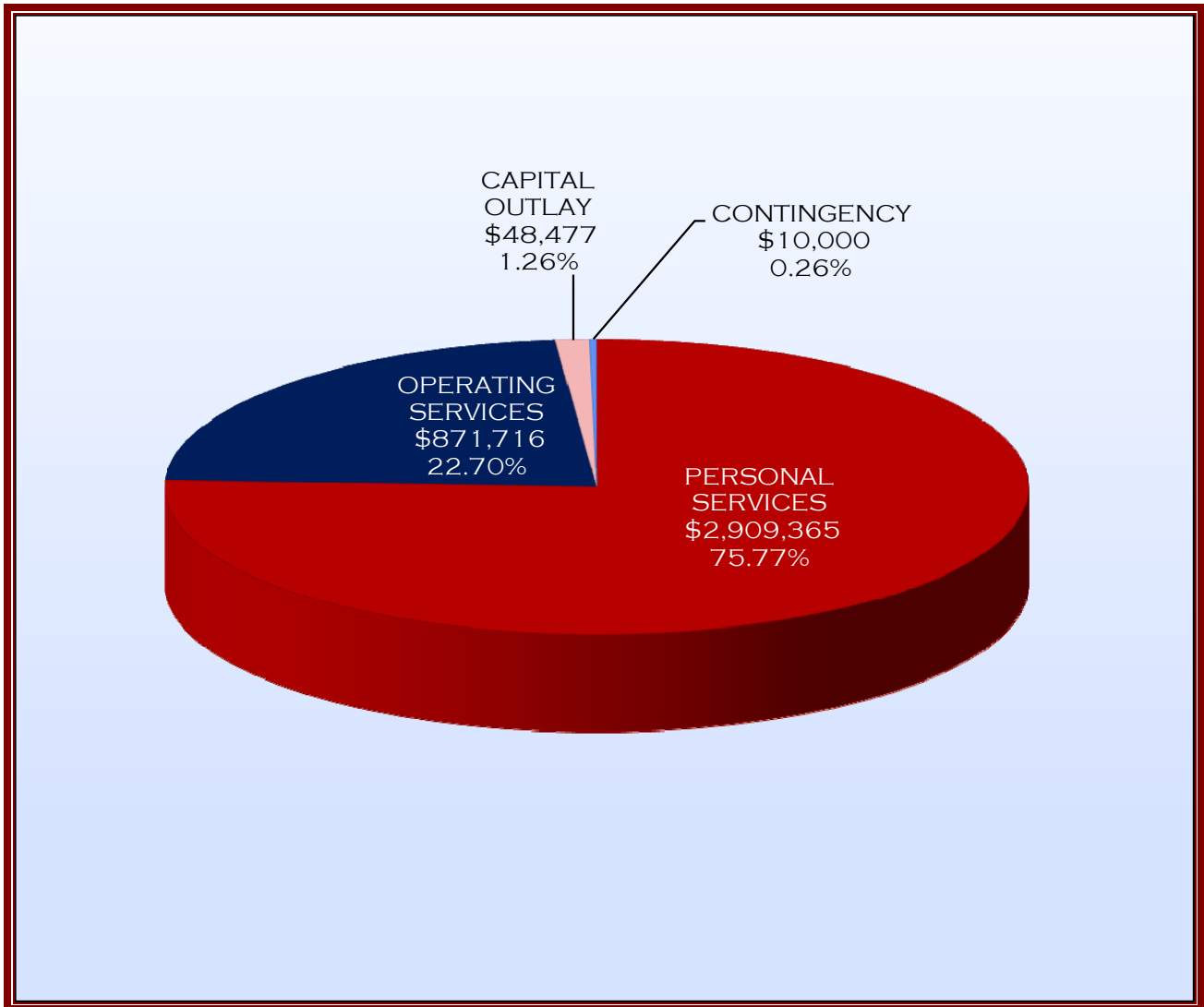
THE CLERK'S NON-COURT FUNCTIONS PERFORMED THE FOLLOWING SERVICES DURING THE 2015-2016 FISCAL YEAR:

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
TOTALING	\$ 78,039,507
AUDITS ISSUED	20
IT WORK ORDERS COMPLETED	8,919



# CLERK OF COURTS

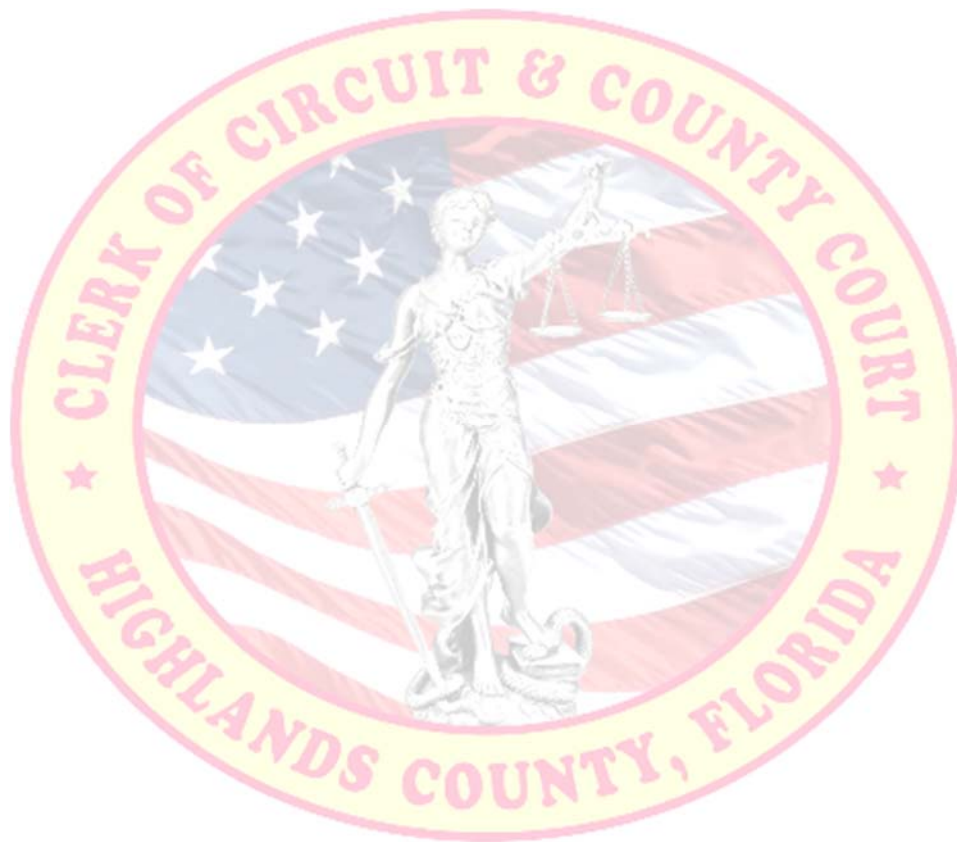
## 2017-2018 BUDGET SUMMARY BY APPROPRIATION



# HIGHLANDS COUNTY CLERK OF COURTS FISCAL YEAR 2017-2018

## ALL CLERK NON-COURT SERVICES

	TOTAL
PERSONAL SERVICES	\$ 2,909,365
OPERATING SERVICES	871,716
CAPITAL OUTLAY	48,477
CONTINGENCY	10,000
<b>TOTAL</b>	<b>\$ 3,839,558</b>



# HIGHLANDS COUNTY CLERK OF COURTS

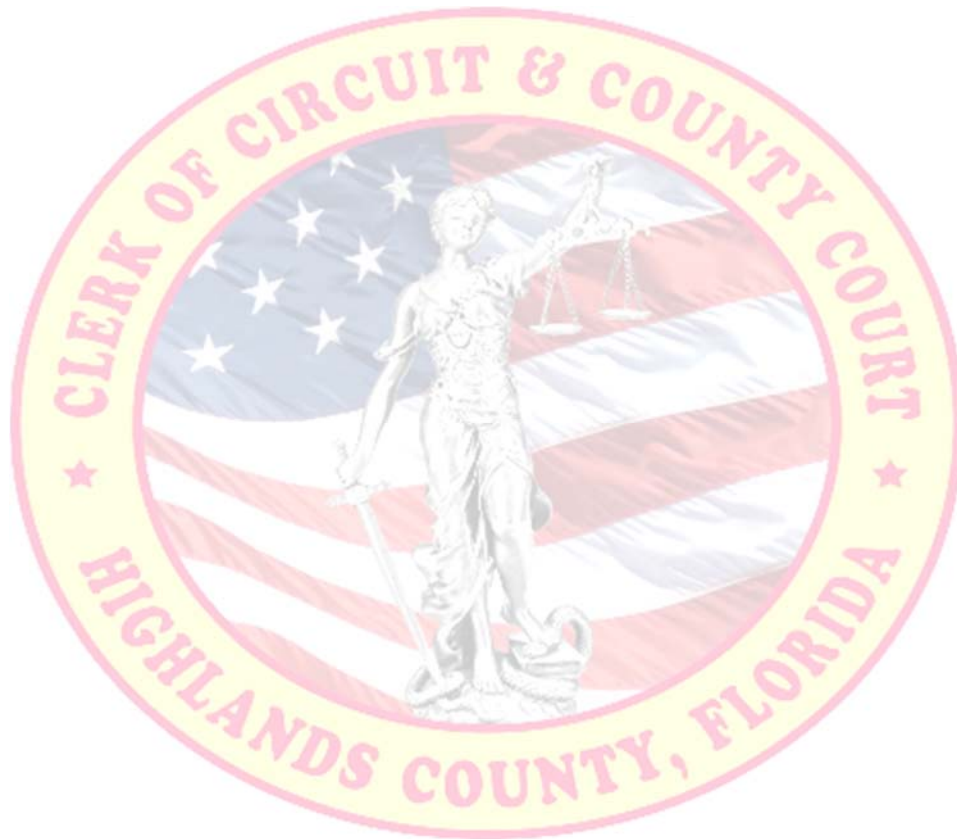
## FISCAL YEAR 2017-2018

**FUND - 008 - GENERAL FUND**

**FUNCTION - 51000 - GENERAL GOVERNMENT SERVICES**

**ACTIVITY - 51300 - FINANCIAL AND ADMINISTRATIVE**

	TOTAL
PERSONAL SERVICES	\$ 2,206,133
OPERATING SERVICES	725,167
CAPITAL OUTLAY	-
<b>TOTAL</b>	<b>\$ 2,931,300</b>



# HIGHLANDS COUNTY CLERK OF COURTS

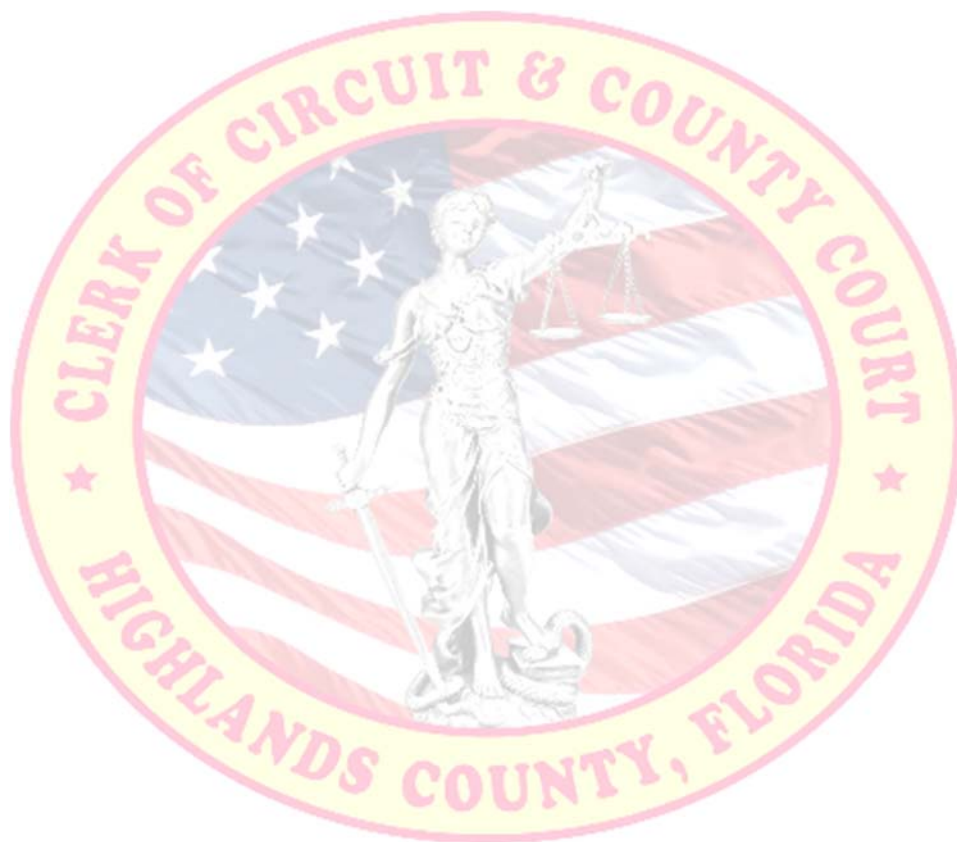
## FISCAL YEAR 2017-2018

**FUND - 008 - GENERAL FUND**

**FUNCTION - 51000 - GENERAL GOVERNMENT SERVICES**

**ACTIVITY - 51900 - OTHER GENERAL GOVERNMENT SERVICES**

		TOTAL
PERSONAL SERVICES	\$	435,631
OPERATING SERVICES		131,068
CAPITAL OUTLAY		-
<b>TOTAL</b>	<b>\$</b>	<b>566,699</b>



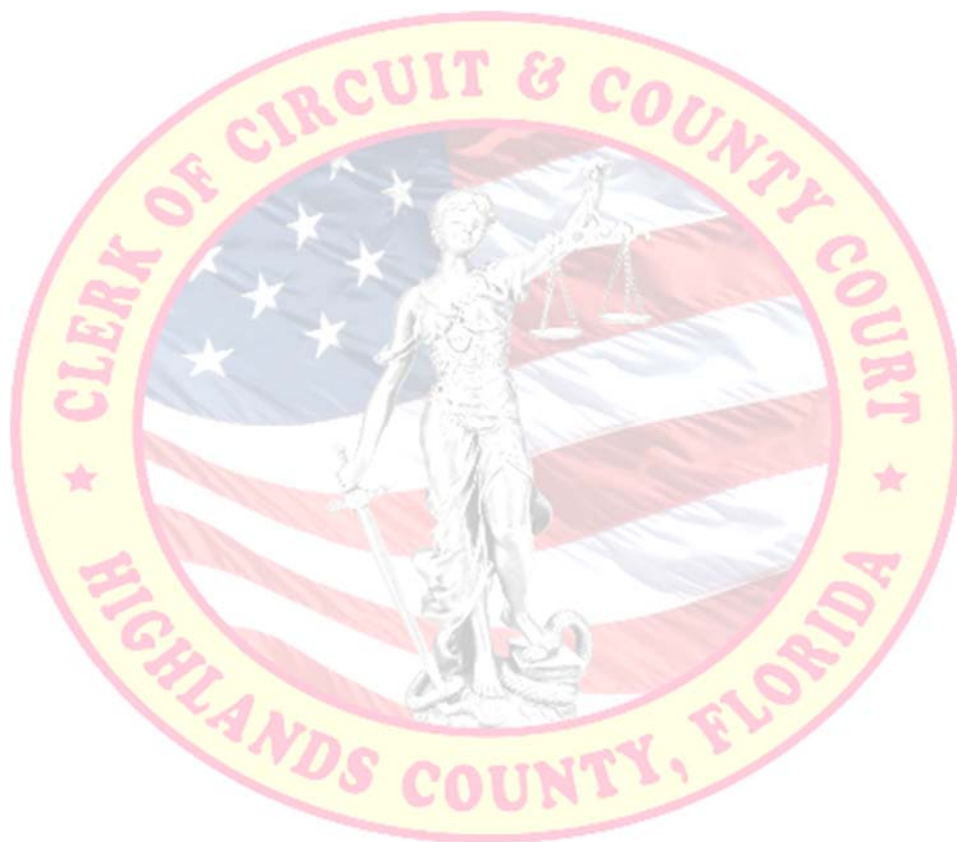
# HIGHLANDS COUNTY CLERK OF COURTS FISCAL YEAR 2017-2018

**FUND - 008 - GENERAL FUND**

**FUNCTION - 62000 - CIRCUIT COURT - CRIMINAL**

**ACTIVITY - 62300 - PRE-TRIAL RELEASE**

		<b>TOTAL</b>
<b>PERSONAL SERVICES</b>	<b>\$</b>	<b>111,838</b>
<b>OPERATING SERVICES</b>		<b>4,106</b>
<b>CAPITAL OUTLAY</b>		<b>-</b>
<b>TOTAL</b>	<b>\$</b>	<b>115,944</b>



# HIGHLANDS COUNTY CLERK OF COURTS

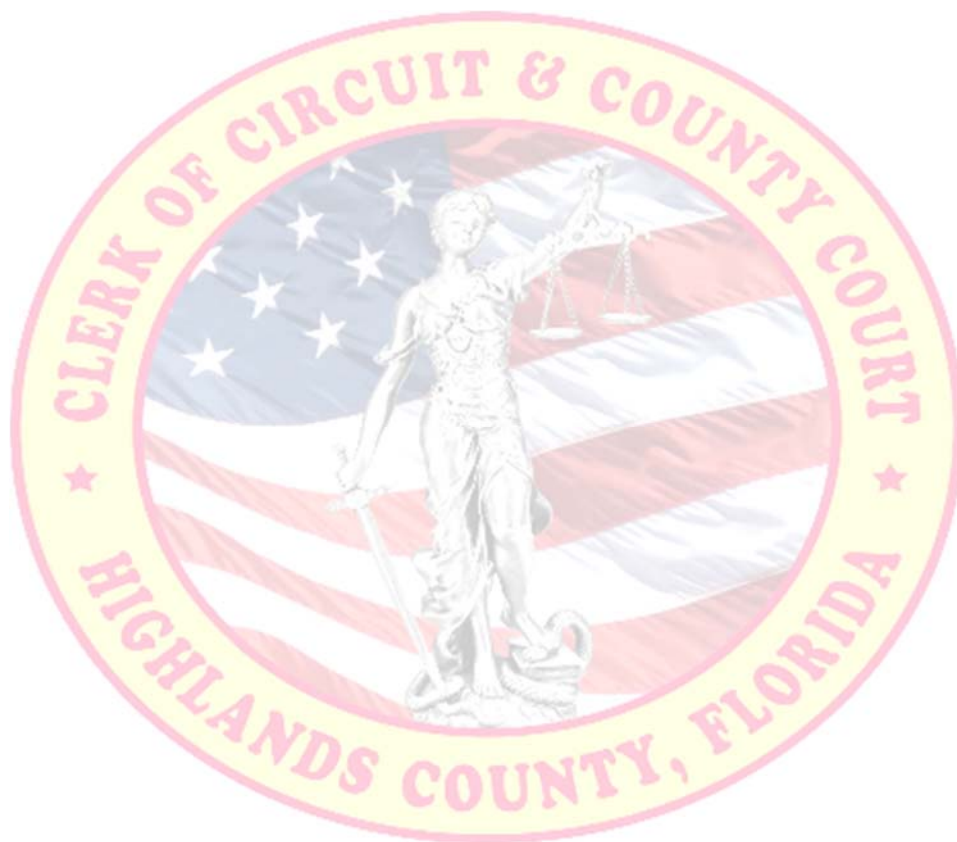
## FISCAL YEAR 2017-2018

**FUND - 008 - GENERAL FUND**

**FUNCTION - 66000 - CIRCUIT COURT - FAMILY**

**ACTIVITY - 66300 - PRO SE SERVICES**

		TOTAL
PERSONAL SERVICES	\$	99,167
OPERATING SERVICES		5,500
CAPITAL OUTLAY		-
<b>TOTAL</b>	<b>\$</b>	<b>104,667</b>



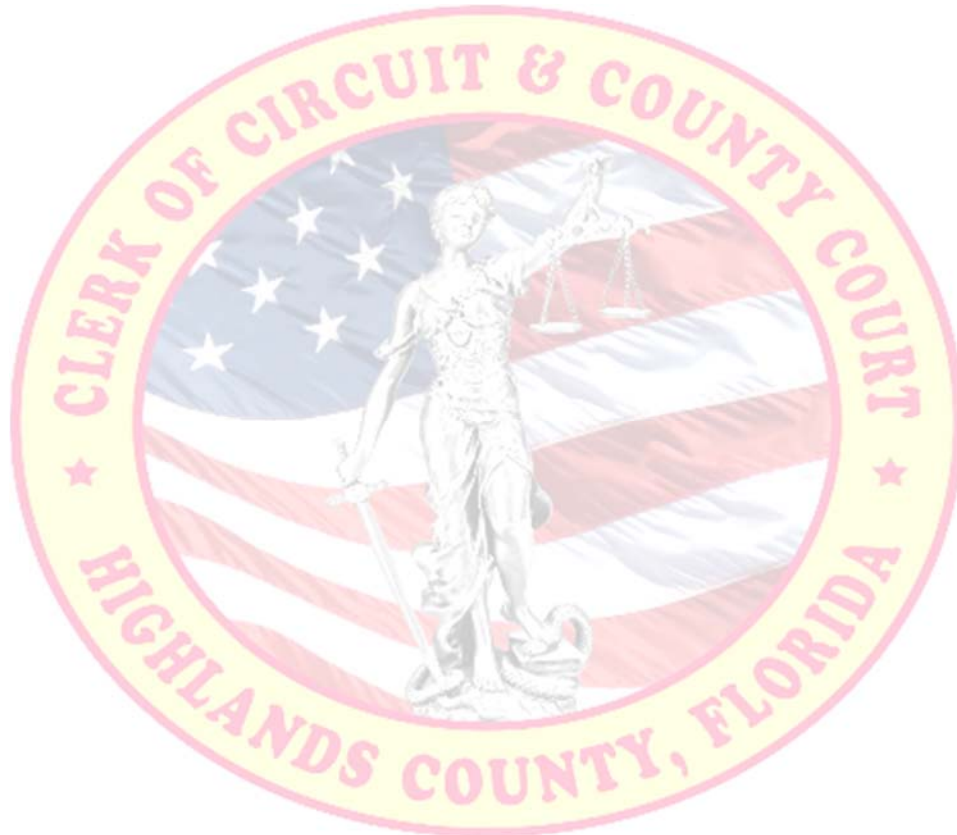
# HIGHLANDS COUNTY CLERK OF COURTS FISCAL YEAR 2017-2018

**FUND - 008 - GENERAL FUND**

**FUNCTION - 71000 - COURT GENERAL OPERATIONS**

**ACTIVITY - 71400 - LAW LIBRARY**

		TOTAL
PERSONAL SERVICES	\$	56,596
OPERATING SERVICES		5,875
CAPITAL OUTLAY		48,477
<b>TOTAL</b>	<b>\$</b>	<b>110,948</b>

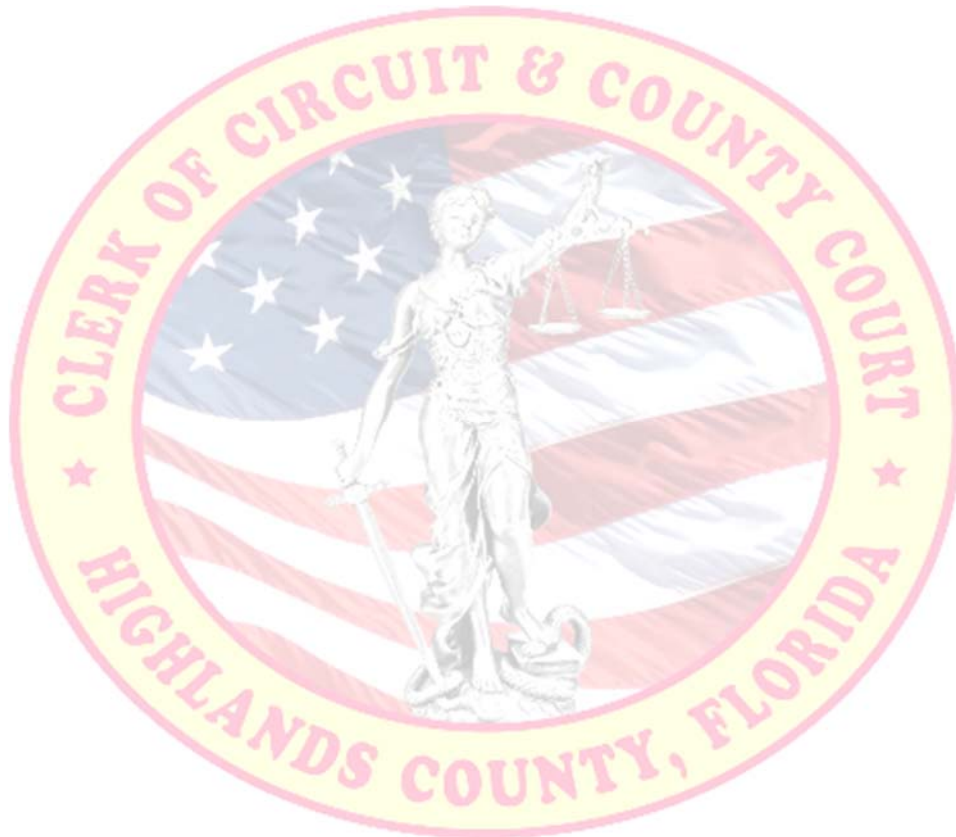


# HIGHLANDS COUNTY CLERK OF COURTS FISCAL YEAR 2017-2018

FUND - 008 - GENERAL FUND

FUNCTION - 58000 - OTHER USES

		<b>TOTAL</b>
CONTINGENCY	\$	10,000
<b>TOTAL</b>	<b>\$</b>	<b>10,000</b>





## BUDGETED EXPENDITURES BY COST CENTER

COST CENTER	PERSONAL	OPERATING	CAPITAL	TOTAL
2 CLERK OF COURT ADMIN - BCC	\$ 76,667	\$ 33,850	\$ -	\$ 110,517
7 PAYABLES & RECEIVABLES - BCC	221,444	3,826	-	225,270
8 PAYROLL - BCC	166,458	2,990	-	169,448
14 RECORDING - BCC	90,734	5,840	-	96,574
16 INFORMATION TECHNOLOGY - BCC	900,840	615,096	-	1,515,936
18 ACCOUNTING - BCC	318,143	6,730	-	324,873
19 COMPLIANCE & INTERNAL AUDIT - BCC	242,963	12,435	-	255,398
37 CENTRAL SERVICES - BCC	64,350	16,400	-	80,750
39 SENIOR DIRECTOR OF COURT SERVICES - BCC	15,779	-	-	15,779
90 SENIOR DIRECTOR OF BUSINESS SERVICES - BCC	108,756	28,000	-	136,756
<b>TOTAL FINANCIAL &amp; ADMINISTRATION</b>	<b>2,206,133</b>	<b>725,167</b>	<b>-</b>	<b>2,931,300</b>
43 MARRIAGE LICENSE / TAX DEEDS - OTHER	118,907	9,905	-	128,812
50 SENIOR DIRECTOR OF BUSINESS SERVICES - OTHER	28,306	290	-	28,596
52 PAYABLES & RECEIVABLES - OTHER	11,970	872	-	12,842
53 PAYROLL - OTHER	18,809	255	-	19,064
54 RECORDING - OTHER	186,020	25,220	-	211,240
56 INFORMATION TECHNOLOGY - OTHER	19,373	81,826	-	101,199
57 ACCOUNTING - OTHER	9,089	160	-	9,249
58 CLERK OF COURT ADMIN - OTHER	41,282	12,450	-	53,732
59 CENTRAL SERVICES - OTHER	1,876	90	-	1,966
<b>TOTAL OTHER GENERAL GOVERNMENT SERVICES</b>	<b>435,631</b>	<b>131,068</b>	<b>-</b>	<b>566,699</b>
96 PRE-TRIAL RELEASE	111,838	4,106	-	115,944
<b>TOTAL PRE-TRIAL RELEASE</b>	<b>111,838</b>	<b>4,106</b>	<b>-</b>	<b>115,944</b>
25 PRO SE SERVICES	99,167	5,500	-	104,667
<b>TOTAL PRO SE SERVICES</b>	<b>99,167</b>	<b>5,500</b>	<b>-</b>	<b>104,667</b>
95 LAW LIBRARY	56,596	5,875	48,477	110,948
<b>TOTAL PUBLIC LAW LIBRARY</b>	<b>56,596</b>	<b>5,875</b>	<b>48,477</b>	<b>110,948</b>
15 BUDGETARY EXPENDITURES (CONTINGENCY)	-	-	-	10,000
	<b>\$ 2,909,365</b>	<b>\$ 871,716</b>	<b>\$ 48,477</b>	<b>\$ 3,839,558</b>

