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**DIANE M. MATOUSEK**  
**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**ADOPTED BUDGET**  
**FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015**

**DIANE M. MATOUSEK  
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**FORMAT OF BUDGET DOCUMENT  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015**

The document is presented as follows:

Budget Letter from the Clerk of the Circuit Court

Budget Summary - All Funds

This schedule shows summary revenue and expenditure information for the General Fund and Special Revenue Funds.

General Fund - Budget Summary

This schedule shows summary revenue and expenditure information for the General Fund.

General Fund - Budget Revenues

This schedule shows the detail of revenues by the functional areas of Court and General Government.

General Fund Expenditure Budget Summary by Department

This schedule shows the detail of expenditures by the functional areas of court and noncourt.

Special Revenue Funds - Budget Summary

This schedule shows the detail of revenues and expenditures by the fund for special revenue funds.

General Fund - Divisional Budgets

These schedules show the detail of expenditures by account classification.

Budget Overview

The overview gives information on the Clerk's office and budget preparation practices.

Organization Chart

Budget FTE Schedule

This schedule shows the full time equivalent positions provided for in the budget as compared to the previous year.

**DIANE M. MATOUSEK**  
CLERK OF THE CIRCUIT COURT  
SEVENTH JUDICIAL CIRCUIT – VOLUSIA COUNTY, FLORIDA

August 22, 2014

Dear Members of the County Council:

In accordance with Section 218.35(3) of the Florida Statutes, I am pleased to present the Clerk of the Circuit Court budget for the fiscal year ending September 30, 2015. The activities of the Clerk include a wide range of recordkeeping, financial management, and information management services related to the court system and the public records of Volusia County.

**BUDGET PROCESS**

The General Fund budget of the Clerk is separated into Court-Related and General Government activities. The Clerk is required to submit the budget by September 1 each year. A separate budget is required for Court-related revenues and expenditures which is reviewed by the Florida Clerks of Court Operations Corporation and submitted to the legislature and the Supreme Court by August 1 each year.

Functions of the Clerk as relates to the Circuit and County Courts

- Maintains custody and control of all court files.
- Attends court sessions.
- Files indictments, pleadings and verdicts.
- Summons jurors, witnesses and defendants.
- Prepares the appellate record.
- Conducts mortgage foreclosure sales.
- Assists victims of abuse in completing the paperwork necessary to seek injunctions for protection.
- Assists plaintiffs in completing the paperwork necessary to file for a simplified divorce.
- Assists plaintiffs in completing the paperwork necessary to file a small claims lawsuit.
- Administers oaths.
- Compiles and reports statistical and financial data.

Clerk of the Circuit Court – Volusia County  
Budget for Fiscal Year Ending September 30, 2015

Functions of the Clerk as relates to General Government functions of County Recorder

- Records and indexes deeds, mortgages and real estate transactions.
- Processes tax deed applications and conducts tax deed sales.
- Records public defender liens and all judgments rendered by the court.
- Maintains public land records.
- Processes marriage licenses and passports.
- Performs marriage ceremonies.

Functions of the Clerk as relates to the support of the Criminal Justice Community

- Provide support warrant tracking software and hardware to VCSO.
- Provide support warrant service software and hardware to VCSO and other Volusia County Law Enforcement agencies.
- Provide and support Drug Court with case maintenance and integration software.
- Provide and support Pre-trial Services with case maintenance software.
- Provide and support the judiciary with electronic case file access.
- Support CJIS exchanges with the Sheriff, Jail, State Attorney, and Public Defender.

Special Revenue Funds

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures for specified purposes. The Clerk has three Special Revenue Funds which are governed by Chapter 28 of the Florida Statutes. They are the Modernization Trust Fund 10% Court Related, the Modernization Trust Fund Court Technology \$1.90, and the Modernization Trust Fund Public Records Modernization \$1.00.

Excess Fees and Unexpended Appropriations

The Clerk is required under Section 218.36 of the Florida Statutes to submit to the County of Volusia, all excess fees from general government operations by October 31<sup>st</sup> after the close of the fiscal year.

The Clerk is required to remit unexpended appropriations for the Court-Related activities to the State of Florida. The unexpended amount for the fiscal year ending September 30, 2015 must be remitted by January 25, 2016.

The Clerk does not have the opportunity to accumulate net assets in the general fund.

Clerk of the Circuit Court – Volusia County  
Budget for Fiscal Year Ending September 30, 2015

## **REVENUE HIGHLIGHTS**

The Court-Related activities are funded by revenues from fines, fees, and service charges. Distributions from the Clerk of Court Trust Fund will be made to fund Clerks with revenues insufficient to meet their approved budget expenditures. The Volusia Clerk is scheduled to receive \$2,725,103 for this purpose. This represents 24% of the total court budget.

Various factors were considered in preparing the budget for the 2015 fiscal year. The Clerk expects the recording fee revenues to remain stable for the coming fiscal year. The recording fees for 2014 are projected at \$1.8 million. The recording fees expected for the 2015 fiscal year are budgeted at \$1,850,000 million.

## **EXPENDITURE HIGHLIGHTS**

The General Fund budget expenditures for 2015 are \$16,200,530.09. The budget expenditures for 2014 were \$16,623,381.85. The \$422,851.76 decrease is largely attributable to a change in the presentation of transfers from the Modernization Trust Fund 10%. The 2014 budget included a \$550,000.00 transfer from the Modernization Trust Fund 10% which was included in budget revenues. For the 2015 budget, there is a \$600,000.00 transfer from the trust fund which shows as an expense reduction for the General Fund. After giving effect to this change in presentation, the Court-Related budget increased \$163,148.15 and the General Government budget decreased \$35,999.91.

The Volusia Clerk accepted a voluntary budget reduction of the 2014 state court budget for \$150,000.00 to assist the Florida Clerks of Court Operations Corporation in a revenue shortfall. The budget reduction was funded by a transfer from the Modernization Trust Fund 10%.

The Clerks of Court Operations Corporation submitted a proposed budget request for all Clerks in the State of Florida to the Legislative Budget Commission on August 1, 2014. The total proposed budget for all Clerks was \$444,400,000. The Volusia Clerk's budget represents 2.55% of this total.

The personal services costs for employee wages and benefits represent 92.6% of the total General Fund Budget. The Clerks of Court Operations Corporation did not provide funding to cover pay increases for Clerk staff in the 2015 budget request. The Clerks have borne within their existing budgets the increased costs of health insurance premiums and Florida Retirement System contributions. These inequities in the budget process are making it difficult for the Clerk to attract, hire, and retain a qualified and competent workforce through a competitive compensation package.

Clerk of the Circuit Court – Volusia County  
Budget for Fiscal Year Ending September 30, 2015

As we bring to close another budget development process, it is a privilege for me to present this budget for your perusal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Diane M. Matousek". The signature is fluid and cursive, with the first name "Diane" being more prominent.

Diane M. Matousek  
Clerk of the Circuit Court

**DIANE M. MATOUSEK  
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**BUDGET SUMMARY - ALL FUNDS  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015**

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>TOTALS</u>
Revenues	\$ 16,200,530.09	\$ 1,430,000.00	\$ 17,630,530.09
Transfers from Fund Balance	-	820,000.00	820,000.00
	<u>16,200,530.09</u>	<u>2,250,000.00</u>	<u>18,450,530.09</u>
 Expenditures	 16,200,530.09	 2,250,000.00	 18,450,530.09
TOTALS	<u>\$ 16,200,530.09</u>	<u>\$ 2,250,000.00</u>	<u>\$ 18,450,530.09</u>

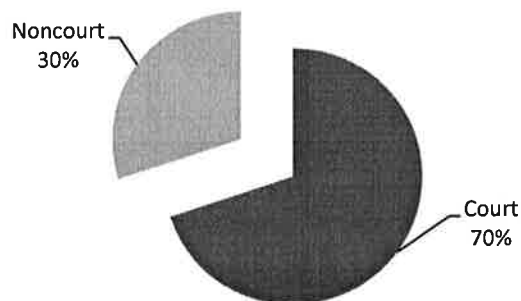
**DIANE M. MATOUSEK**  
**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**GENERAL FUND - BUDGET SUMMARY**  
**FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015**

	GENERAL FUND TOTALS	COURT BUDGET	GENERAL GOVERNMENT
Revenues	16,200,530.09	11,347,284.15	4,853,245.94
TOTALS	16,200,530.09	11,347,284.15	4,853,245.94
Expenditures	16,200,530.09	11,347,284.15	4,853,245.94
Excess fees to be transferred	-	-	-
TOTALS	16,200,530.09	11,347,284.15	4,853,245.94

The General Fund is the general operating fund of the Clerk. It is used to account for all financial resources, except those required to be accounted for in another fund.

**Budget Percentages by Category**





DIANE M. MATOUSEK  
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY  
**GENERAL FUND - BUDGET REVENUES**  
**FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015**

	GENERAL FUND TOTALS	COURT BUDGET	GENERAL GOVERNMENT
APPROPRIATION FROM COURT TRUST FUND	2,725,103.00	2,725,103.00	
FORECLOSURE BACKLOG FUNDING	-	-	
COUNTY CRIMINAL FILING FEES	27,682.80	27,682.80	
COUNTY CRIMINAL SERVICE CHARGES	89,517.42	89,517.42	
COUNTY CRIMINAL COURT COSTS	333,523.11	333,523.11	
COUNTY CRIMINAL FINES	86,949.04	86,949.04	
CIRCUIT CRIMINAL SERVICE CHARGES	29,763.87	29,763.87	
CIRCUIT CRIMINAL COURT COSTS	138,725.71	138,725.71	
CIRCUIT CRIMINAL FINES	127,867.96	127,867.96	
COUNTY CIVIL FILING FEES	1,513,445.40	1,513,445.40	
COUNTY CIVIL SERVICE CHARGES	37,304.40	37,304.40	
CIRCUIT CIVIL FILING FEES	1,451,665.94	1,451,665.94	
CIRUIT CIVIL SERVICE CHARGES	944,341.38	944,341.38	
CIRCUIT CIVIL FINES	110.16	110.16	
CHILD SUPPORT DEPOSITORY FEES	133,215.55	133,215.55	
TRAFFIC SERVICE CHARGES	528,805.64	528,805.64	
TRAFFIC COURT COSTS	1,559,828.31	1,559,828.31	
TRAFFIC FINES	1,070,768.22	1,070,768.22	
JUVENILE FILING FEES	795.60	795.60	
JUVENILE SERVICE CHARGES	6,206.78	6,206.78	
JUVENILE FINES	-	-	
PROBATE FILING FEES	473,844.04	473,844.04	
PROBATE SERVICE CHARGES	67,819.82	67,819.82	
RECORDING & INDEXING FEES	1,850,000.00		1,850,000.00
EXTRA INDEXING FEES	40,000.00		40,000.00
COPIES & CERTIFICATIONS	90,000.00		90,000.00
AFFIDAVIT SIGN & SEAL	10,000.00		10,000.00
OATH FEES - NONCOURT	500.00		500.00
RECORDING OVERAGES	5,000.00		5,000.00
SEARCHING OF RECORDS	700.00		700.00
MARRIAGE LICENSE FEES	100,000.00		100,000.00
MARRIAGE CEREMONY FEES	25,000.00		25,000.00
PASSPORT APPLICATION FEES	70,000.00		70,000.00
DOCUMENT STAMP COMMISSION	175,000.00		175,000.00
NOTARY FEES	200.00		200.00
NOTICE OF CONTEST OF LIEN	500.00		500.00
TAX DEED APPLICATION FEES	50,000.00		50,000.00
TAX DEED SURPLUS FEES	3,000.00		3,000.00
TAX DEED FORFEITURE DEPOSITS	5,000.00		5,000.00
TAX DEED TO COUNTY FEES	40,000.00		40,000.00
ONLINE TAX DEED SALE FEES	5,000.00		5,000.00
PASSPORT PHOTO FEES	8,000.00		8,000.00
BAD CHECK FEES	500.00		500.00
MICROGRAPHIC FEES	11,000.00		11,000.00
POSTAGE FEES - NONCOURT	40,000.00		40,000.00
MISCELLANEOUS FEES - NONCOURT	7,544.94		7,544.94
TITLE IV-D GRANT REIMBURSEMENT	530,911.00		530,911.00
INTEREST EARNINGS	1,000.00		1,000.00
SALE OF SURPLUS EQUIPMENT	10,000.00		10,000.00
TRANSFER FROM COUNTY OF VOLUSIA	1,774,390.00		1,774,390.00
TOTAL REVENUES	16,200,530.09	11,347,284.15	4,853,245.94

DIANE M. MATOUSEK, CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY  
GENERAL FUND EXPENDITURE BUDGET SUMMARY BY DEPARTMENT  
FOR THE FISCAL YEAR ENDING 9-30-2015

	GENERAL FUND TOTALS	COURT BUDGET	INDIRECT ADMINISTRATIVE	GENERAL GOVERNMENT
PERSONAL SERVICES:				
CLERK'S SALARY	145,645.00	-	145,645.00	-
SALARIES & WAGES	10,006,148.50	6,777,142.50	653,022.15	2,575,983.85
OVERTIME WAGES	355,000.00	350,000.00	-	5,000.00
COMPENSATED ABSENCES	50,000.00	-	50,000.00	-
SOCIAL SECURITY TAXES	629,411.25	418,699.01	49,517.37	161,194.87
MEDICARE TAXES	147,201.15	97,921.65	11,580.68	37,698.82
RETIREMENT CONTRIBUTIONS	910,637.71	549,983.96	123,003.27	237,650.48
HEALTH INSURANCE	2,681,919.95	1,960,862.62	118,025.77	603,031.56
LIFE INSURANCE	11,983.92	8,859.15	480.96	2,643.81
DISABILITY INSURANCE	15,664.61	11,580.11	628.68	3,455.82
WORKERS' COMPENSATION	-	-	-	-
UNEMPLOYMENT COMPENSATION	50,000.00	-	50,000.00	-
EMPLOYEE ASSISTANCE	4,530.00	3,360.55	180.00	989.45
TOTALS	15,008,142.09	10,178,409.55	1,202,083.88	3,627,648.66
Overhead Allocation	-	981,261.07	(1,202,083.88)	220,822.81
TOTAL PERSONAL SERVICES	15,008,142.09	11,159,670.62	-	3,848,471.47
OPERATING EXPENSES:				
LEGAL	40,000.00	-	30,000.00	10,000.00
ACCOUNTING & AUDITING	30,000.00	-	30,000.00	-
CONTRACT LABOR	355,000.00	-	5,000.00	350,000.00
OTHER CONTRACTUAL SERVICES	201,500.00	155,000.00	35,500.00	11,000.00
LODGING	24,950.00	9,500.00	9,800.00	5,650.00
MEALS	13,625.00	9,500.00	1,674.00	2,451.00
INCIDENTAL TRAVEL	490.00	-	300.00	190.00
MILEAGE	12,245.00	6,895.00	2,350.00	3,000.00
TRAVEL- PUBLIC TRANSPORTATION	500.00	-	500.00	-
TELEPHONE	-	-	-	-
NETWORKING SERVICES	50,000.00	-	-	50,000.00
FREIGHT	500.00	-	-	500.00
POSTAGE	244,330.00	-	244,330.00	-
BUILDING RENTAL	25,000.00	-	-	25,000.00
EQUIPMENT RENTAL	8,318.00	-	5,318.00	3,000.00
LIABILITY INSURANCE	-	-	-	-
PROPERTY INSURANCE	-	-	-	-
OFFICE EQUIP MAINTENANCE	147,442.77	4,400.00	55,835.00	87,207.77
OTHER MAINTENANCE - VEHICLES	20,000.00	-	-	20,000.00
PRINTING	78,895.00	16,000.00	62,395.00	500.00
TRAINING	11,000.00	-	3,500.00	7,500.00
REGISTRATION	7,795.00	-	5,750.00	2,045.00
LEGAL ADVERTISING	1,400.00	-	1,400.00	-
OTHER MISC. EXPENSES	7,500.00	5,500.00	2,000.00	-
OFFICE SUPPLIES	167,300.00	91,150.00	60,500.00	15,650.00
OFFICE EQUIPMENT < \$1000	25,050.00	1,800.00	2,500.00	20,750.00
COMPUTER SUPPLIES	101,000.00	1,000.00	-	100,000.00
OPERATING SUPPLIES	2,000.00	-	1,000.00	1,000.00
UNIFORMS	1,500.00	-	1,500.00	-
SOFTWARE	15,000.00	-	-	15,000.00
MICROGRAPHICS SUPPLIES	20,000.00	-	20,000.00	-
OTHER SUPPLIES	18,837.23	-	7,000.00	11,837.23
PUBLICATIONS	1,800.00	700.00	600.00	500.00
SUBSCRIPTIONS	2,450.00	500.00	1,250.00	700.00
MEMBERSHIPS	4,960.00	-	4,960.00	-
TOTALS	1,640,388.00	301,945.00	594,962.00	743,481.00
Overhead Allocation	-	485,668.53	(594,962.00)	109,293.47
TOTAL OPERATING EXPENSES	1,640,388.00	787,613.53	-	852,774.47
CAPITAL OUTLAY:				
OFFICE EQUIPMENT	152,000.00	-	-	152,000.00
FUNDED BY MTF 10%	(600,000.00)	(600,000.00)	-	-
GRAND TOTALS	\$ 16,200,530.09	\$ 11,347,284.15	\$ -	\$ 4,853,245.94

**DIANE M. MATOUSEK  
CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**SPECIAL REVENUE FUNDS BUDGETS  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015**

	TOTAL	10% Court Fund MTF 10%	Court Technology MTF \$1.90	Public Records MTF \$1.00
<b>REVENUES</b>				
Fees	1,428,000.00	400,000.00	698,000.00	330,000.00
Investment earnings	2,000.00		2,000.00	
<b>TOTAL REVENUES</b>	<b>1,430,000.00</b>	<b>400,000.00</b>	<b>700,000.00</b>	<b>330,000.00</b>
<b>EXPENDITURES</b>				
General Fund Transfers	600,000.00	600,000.00		
Equipment	400,000.00		200,000.00	200,000.00
Maintenance	400,000.00		200,000.00	200,000.00
Training	50,000.00	50,000.00		
Software	200,000.00		100,000.00	100,000.00
Technical Assistance	550,000.00		500,000.00	50,000.00
Support Staff	50,000.00	50,000.00		
<b>TOTAL EXPENDITURES</b>	<b>2,250,000.00</b>	<b>700,000.00</b>	<b>1,000,000.00</b>	<b>550,000.00</b>
Excess (deficiency) of revenues over expenditures	(820,000.00)	(300,000.00)	(300,000.00)	(220,000.00)
Fund Balance, beginning of year	2,996,800.00	337,600.00	2,048,670.00	610,530.00
Fund Balance, end of year	<u>2,176,800.00</u>	<u>37,600.00</u>	<u>1,748,670.00</u>	<u>390,530.00</u>

**PROGRAM DESCRIPTIONS**

**Modernization Trust Fund – 10% Court Related:**

The fund receives 10% of all court-related fines pursuant to F.S. 28.37(2) and the fund is to be used for court-related operational needs and program enhancements

**Modernization Trust Fund – Court Technology:**

The Clerk collects a \$1.90 service charge on certain recorded documents for the Modernization Trust Fund – Court Technology pursuant to Florida Statute 28.24(12)(e). This fund must be used exclusively for the court-related technology needs of the Clerk.

**Modernization Trust Fund – Public Records Modernization:**

The Clerk collects either a \$1.00 service charge or 50 cent service charge on certain recorded documents for the Modernization Trust Fund – Public Records pursuant to Florida Statute 28.24 (12) (d). The fund must be used exclusively for equipment and maintenance of equipment, personnel training, and technical assistance in modernizing the public records system of the Clerk.

GENERAL FUND - EXPENDITURES

DIVISIONAL BUDGETS

FISCAL YEAR ENDING 9/30/2015

CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY  
GENERAL FUND - DIVISIONAL BUDGETS  
FOR THE FISCAL YEAR ENDING 9-30-2015

		COURT TOTALS	COUNTY CIVIL	TRAFFIC	COUNTY CRIMINAL	PROBATE	CIRCUIT CIVIL
	<b>PERSONAL SERVICES:</b>						
5001101	CLERK'S SALARY	-	-	-	-	-	-
5001201	SALARIES & WAGES	6,777,142.50	530,949.40	1,219,482.26	652,747.99	334,438.89	958,229.68
5001400	OVERTIME WAGES	350,000.00		350,000.00			
5001900	COMPENSATED ABSENCES	-					
5002101	SOCIAL SECURITY TAXES	418,699.01	32,918.85	75,607.87	40,470.39	20,735.23	59,410.23
5002102	MEDICARE TAXES	97,921.65	7,698.78	17,682.50	9,464.86	4,849.37	13,894.33
5002200	RETIREMENT CONTRIBUTIONS	549,983.96	42,523.77	107,923.87	52,760.38	24,648.17	81,683.96
5002301	HEALTH INSURANCE	1,960,862.62	143,971.59	334,260.22	201,923.50	109,884.23	290,781.85
5002302	LIFE INSURANCE	8,859.15	641.28	1,643.28	881.76	480.96	1,282.56
5002303	DISABILITY INSURANCE	11,580.11	838.24	2,147.99	1,152.58	628.68	1,676.48
5002400	WORKERS' COMPENSATION	-					
5002500	UNEMPLOYMENT COMPENSATION	-					
5002900	EMPLOYEE ASSISTANCE	3,360.55	240.00	615.00	330.00	180.00	480.00
-	TOTAL	10,178,409.55	759,781.91	2,109,362.99	959,731.46	495,845.53	1,407,439.09

	<b>OPERATING EXPENSES:</b>						
5003101	LEGAL	-					
5003201	ACCOUNTING & AUDITING	-					
5003405	CONTRACT LABOR	-					
5003410	OTHER CONTRACT SERVICES	155,000.00					
5004001	LODGING	9,500.00					
5004002	MEALS	9,500.00					
5004003	INCIDENTAL TRAVEL	-					
5004004	MILEAGE	6,895.00	1,000.00	745.00	1,000.00		250.00
5004005	TRAVEL- PUBLIC TRANSPORTATION	-					
5004110	TELEPHONE	-					
5004140	NETWORKING SERVICES	-					
5004220	FREIGHT	-					
5004230	POSTAGE	-					
5004420	BUILDING RENTAL	-					
5004430	EQUIPMENT RENTAL	-					
5004510	LIABILITY INSURANCE	-					
5004520	PROPERTY INSURANCE	-					
5004660	OFFICE EQUIP MAINTENANCE	4,400.00		1,000.00	100.00	1,500.00	1,000.00
5004670	OTHER MAINTENANCE - VEHICLES	-					
5004701	PRINTING	16,000.00	2,000.00	2,000.00	2,000.00		
5004901	TRAINING	-					
5004902	REGISTRATION	-					
5004910	LEGAL ADVERTISING	-					
5004920	OTHER MISC. EXPENSES	5,500.00	500.00	500.00	500.00	500.00	500.00
5005101	OFFICE SUPPLIES	91,150.00	5,000.00	1,000.00	28,000.00	3,500.00	22,000.00
5005102	OFFICE EQUIPMENT < \$1000	1,800.00		400.00			500.00
5005103	COMPUTER SUPPLIES	1,000.00					
5005201	OPERATING SUPPLIES	-					
5005210	UNIFORMS	-					
5005240	SOFTWARE	-					
5005250	MICROGRAPHICS SUPPLIES	-					
5005299	OTHER SUPPLIES	-					
5005410	PUBLICATIONS	700.00			200.00		
5005420	SUBSCRIPTIONS	500.00					
5005430	MEMBERSHIPS	-					
-	TOTAL	301,945.00	8,500.00	5,645.00	31,800.00	5,500.00	24,250.00

	<b>CAPITAL OUTLAY:</b>						
5006410	OFFICE EQUIPMENT	-	-	-	-	-	-
-	TOTAL EXPENSES	10,480,354.55	768,281.91	2,115,007.99	991,531.46	501,345.53	1,431,689.09

## CLERK OF THE CIRCUIT COURT - VOLUSIA COUN'

## GENERAL FUND - DIVISIONAL BUDGETS

FOR THE FISCAL YEAR ENDING 9-30-2015

		CIRCUIT CRIMINAL	CRIMINAL INTAKE	JUVENILE	APPEALS	JURY MGMT.	UNIFIED FAMILY NON-IVD	NON IV-D GRANT FAMILY CHLD SUPPORT
	<b>PERSONAL SERVICES:</b>							
5001101	CLERK'S SALARY	-	-	-	-	-	-	-
5001201	SALARIES & WAGES	1,177,845.24	334,536.76	446,290.45	135,224.11	143,101.11	297,337.09	546,959.52
5001400	OVERTIME WAGES							-
5001900	COMPENSATED ABSENCES							-
5002101	SOCIAL SECURITY TAXES	73,026.41	20,741.27	27,670.03	8,383.90	8,872.28	18,434.91	32,427.64
5002102	MEDICARE TAXES	17,078.78	4,850.80	6,471.24	1,960.76	2,074.97	4,311.38	7,583.88
5002200	RETIREMENT CONTRIBUTIONS	90,271.13	26,769.84	34,346.76	11,882.51	12,710.95	24,857.53	39,605.09
5002301	HEALTH INSURANCE	335,132.83	88,749.44	147,869.23	39,933.82	19,966.91	80,994.84	167,394.16
5002302	LIFE INSURANCE	1,523.04	440.88	641.28	160.32	80.16	360.72	722.91
5002303	DISABILITY INSURANCE	1,990.82	576.29	838.24	209.56	104.78	471.51	944.94
5002400	WORKERS' COMPENSATION							-
5002500	UNEMPLOYMENT COMPENSATION							-
5002900	EMPLOYEE ASSISTANCE	570.00	165.00	240.00	60.00	75.00	135.00	270.55
-	TOTAL	1,697,438.25	476,830.28	664,367.23	197,814.98	186,986.16	426,902.98	795,908.69

	<b>OPERATING EXPENSES:</b>							
5003101	LEGAL							-
5003201	ACCOUNTING & AUDITING							-
5003405	CONTRACT LABOR							-
5003410	OTHER CONTRACT SERVICES					150,000.00		5,000.00
5004001	LODGING					9,500.00		-
5004002	MEALS					9,500.00		-
5004003	INCIDENTAL TRAVEL							-
5004004	MILEAGE	2,500.00	100.00	300.00				1,000.00
5004005	TRAVEL- PUBLIC TRANSPORTATION							-
5004110	TELEPHONE							-
5004140	NETWORKING SERVICES							-
5004220	FREIGHT							-
5004230	POSTAGE							-
5004420	BUILDING RENTAL							-
5004430	EQUIPMENT RENTAL							-
5004510	LIABILITY INSURANCE							-
5004520	PROPERTY INSURANCE							-
5004660	OFFICE EQUIP MAINTENANCE	600.00						200.00
5004670	OTHER MAINTENANCE - VEHICLES							-
5004701	PRINTING	10,000.00						-
5004901	TRAINING							-
5004902	REGISTRATION							-
5004910	LEGAL ADVERTISING							-
5004920	OTHER MISC. EXPENSES	500.00		500.00	500.00	500.00	500.00	500.00
5005101	OFFICE SUPPLIES	15,000.00		5,500.00	1,500.00	150.00		9,500.00
5005102	OFFICE EQUIPMENT < \$1000	200.00						700.00
5005103	COMPUTER SUPPLIES		1,000.00					-
5005201	OPERATING SUPPLIES							-
5005210	UNIFORMS							-
5005240	SOFTWARE							-
5005250	MICROGRAPHICS SUPPLIES							-
5005299	OTHER SUPPLIES							-
5005410	PUBLICATIONS	500.00						-
5005420	SUBSCRIPTIONS					500.00		-
5005430	MEMBERSHIPS							-
-	TOTAL	29,300.00	1,100.00	6,300.00	2,000.00	170,150.00	500.00	16,900.00

	<b>CAPITAL OUTLAY:</b>							
5006410	OFFICE EQUIPMENT	-	-	-	-	-	-	-
-	TOTAL EXPENSES	1,726,738.25	477,930.28	670,667.23	199,814.98	357,136.16	427,402.98	812,808.69

CLERK OF THE CIRCUIT COURT - VOLUSIA COUN  
GENERAL FUND - DIVISIONAL BUDGETS  
FOR THE FISCAL YEAR ENDING 9-30-2015

		INDIRECT ADMIN TOTALS	CLERK ADMINISTRATION	ACCOUNTING	COMBINED HR/PURCHASING	RECORDS MANAGEMENT	HUMAN RESOURCES	PURCHASING
	<b>PERSONAL SERVICES:</b>							
5001101	CLERK'S SALARY	145,645.00	145,645.00		-			
5001201	SALARIES & WAGES	653,022.15	291,440.65	247,348.97	114,232.53	-	114,232.53	-
5001400	OVERTIME WAGES	-			-			
5001900	COMPENSATED ABSENCES	50,000.00	50,000.00		-			
5002101	SOCIAL SECURITY TAXES	49,517.37	27,099.31	15,335.64	7,082.42	-	7,082.42	-
5002102	MEDICARE TAXES	11,580.68	6,337.74	3,586.57	1,656.37	-	1,656.37	-
5002200	RETIREMENT CONTRIBUTIONS	123,003.27	79,495.77	26,138.06	17,369.44	-	17,369.44	-
5002301	HEALTH INSURANCE	118,025.77	31,965.41	68,042.27	18,018.09	-	18,018.09	-
5002302	LIFE INSURANCE	480.96	160.32	240.48	80.16	-	80.16	-
5002303	DISABILITY INSURANCE	628.68	209.56	314.34	104.78	-	104.78	-
5002400	WORKERS' COMPENSATION	-			-			
5002500	UNEMPLOYMENT COMPENSATION	50,000.00	50,000.00		-			
5002900	EMPLOYEE ASSISTANCE	180.00	60.00	90.00	30.00	-	30.00	-
-	TOTAL	1,202,083.88	682,413.76	361,096.33	158,573.79	-	158,573.79	-

	<b>OPERATING EXPENSES:</b>							
5003101	LEGAL	30,000.00	30,000.00		-			
5003201	ACCOUNTING & AUDITING	30,000.00	30,000.00		-			
5003405	CONTRACT LABOR	5,000.00		5,000.00	-			
5003410	OTHER CONTRACT SERVICES	35,500.00	10,000.00	20,000.00	5,500.00	5,500.00		
5004001	LODGING	9,800.00	7,250.00	500.00	2,050.00	1,350.00	700.00	
5004002	MEALS	1,674.00	1,000.00	200.00	474.00	324.00	150.00	
5004003	INCIDENTAL TRAVEL	300.00	200.00	50.00	50.00		50.00	
5004004	MILEAGE	2,350.00	2,000.00	200.00	150.00		150.00	
5004005	TRAVEL- PUBLIC TRANSPORTATION	500.00	500.00		-			
5004110	TELEPHONE	-			-			
5004140	NETWORKING SERVICES	-			-			
5004220	FREIGHT	-			-			
5004230	POSTAGE	244,330.00	250.00	100.00	243,980.00			243,980.00
5004420	BUILDING RENTAL	-			-			
5004430	EQUIPMENT RENTAL	5,318.00			5,318.00			5,318.00
5004510	LIABILITY INSURANCE	-			-			
5004520	PROPERTY INSURANCE	-			-			
5004660	OFFICE EQUIP MAINTENANCE	55,835.00		3,500.00	52,335.00	28,105.00		24,230.00
5004670	OTHER MAINTENANCE - VEHICLES	-	-	-	-	-		-
5004701	PRINTING	62,395.00	1,000.00		61,395.00		1,500.00	59,895.00
5004901	TRAINING	3,500.00	1,000.00		2,500.00		2,500.00	
5004902	REGISTRATION	5,750.00	3,000.00		2,750.00	450.00	2,250.00	50.00
5004910	LEGAL ADVERTISING	1,400.00	1,000.00		400.00		250.00	150.00
5004920	OTHER MISC. EXPENSES	2,000.00	2,000.00		-			
5005101	OFFICE SUPPLIES	60,500.00	500.00	1,000.00	59,000.00	4,000.00	300.00	54,700.00
5005102	OFFICE EQUIPMENT < \$1000	2,500.00		1,000.00	1,500.00			1,500.00
5005103	COMPUTER SUPPLIES	-			-			
5005201	OPERATING SUPPLIES	1,000.00	1,000.00		-			
5005210	UNIFORMS	1,500.00			1,500.00			1,500.00
5005240	SOFTWARE	-			-			
5005250	MICROGRAPHICS SUPPLIES	20,000.00			20,000.00	20,000.00		
5005299	OTHER SUPPLIES	7,000.00	500.00	200.00	6,300.00	500.00	1,000.00	4,800.00
5005410	PUBLICATIONS	600.00	500.00	100.00	-			
5005420	SUBSCRIPTIONS	1,250.00	1,000.00		250.00		250.00	
5005430	MEMBERSHIPS	4,960.00	4,000.00	100.00	860.00	400.00	460.00	
-	TOTAL	594,962.00	96,700.00	31,950.00	466,312.00	60,629.00	9,560.00	396,123.00

	<b>CAPITAL OUTLAY:</b>							
5006410	OFFICE EQUIPMENT	-	-	-	-	-	-	-
-	TOTAL EXPENSES	1,797,045.88	779,113.76	393,046.33	624,885.79	60,629.00	168,133.79	396,123.00

## CLERK OF THE CIRCUIT COURT - VOLUSIA COUN

## GENERAL FUND - DIVISIONAL BUDGETS

## FOR THE FISCAL YEAR ENDING 9-30-2015

		GENERAL GOVERNMENT		MARRIAGE, TAX	RECORDING	RECORDS RET.	ALLOCATION	INFORMATION
		TOTALS	RECORDING	DEED, PASSPORTS	NONCOURT ADMIN	NON- COURT	IV-D REIMBURSEC	TECHNOLOGY
	<b>PERSONAL SERVICES:</b>							
5001101	CLERK'S SALARY	-					-	
5001201	SALARIES & WAGES	2,575,983.85	720,216.76	284,600.93	106,585.88	191,326.05	351,983.23	921,271.00
5001400	OVERTIME WAGES	5,000.00	5,000.00				-	
5001900	COMPENSATED ABSENCES	-					-	
5002101	SOCIAL SECURITY TAXES	161,194.87	44,653.44	17,645.26	6,608.32	11,862.22	23,306.82	57,118.81
5002102	MEDICARE TAXES	37,698.82	10,443.14	4,126.72	1,545.50	2,774.23	5,450.79	13,358.44
5002200	RETIREMENT CONTRIBUTIONS	237,650.48	73,452.00	20,975.08	9,836.27	18,291.26	28,465.48	86,630.39
5002301	HEALTH INSURANCE	603,031.56	170,698.35	89,136.38	20,920.98	64,144.63	120,311.67	137,819.55
5002302	LIFE INSURANCE	2,643.81	841.68	360.72	120.24	240.48	519.57	561.12
5002303	DISABILITY INSURANCE	3,455.82	1,100.19	471.51	157.17	314.34	679.15	733.46
5002400	WORKERS' COMPENSATION	-					-	
5002500	UNEMPLOYMENT COMPENSATION	-					-	
5002900	EMPLOYEE ASSISTANCE	989.45	315.00	135.00	45.00	90.00	194.45	210.00
-	TOTAL	3,627,648.66	1,026,720.56	417,451.60	145,819.36	289,043.21	530,911.16	1,217,702.77

	<b>OPERATING EXPENSES:</b>							
5003101	LEGAL	10,000.00		10,000.00			-	
5003201	ACCOUNTING & AUDITING	-					-	
5003405	CONTRACT LABOR	350,000.00					-	350,000.00
5003410	OTHER CONTRACT SERVICES	11,000.00			6,000.00		-	5,000.00
5004001	LODGING	5,650.00	1,350.00	300.00			-	4,000.00
5004002	MEALS	2,451.00	324.00	127.00			-	2,000.00
5004003	INCIDENTAL TRAVEL	190.00		40.00			-	150.00
5004004	MILEAGE	3,000.00					-	3,000.00
5004005	TRAVEL- PUBLIC TRANSPORTATION	-					-	
5004110	TELEPHONE	-					-	
5004140	NETWORKING SERVICES	50,000.00					-	50,000.00
5004220	FREIGHT	500.00	500.00				-	
5004230	POSTAGE	-					-	
5004420	BUILDING RENTAL	25,000.00				25,000.00	-	
5004430	EQUIPMENT RENTAL	3,000.00	3,000.00				-	
5004510	LIABILITY INSURANCE	-					-	
5004520	PROPERTY INSURANCE	-					-	
5004660	OFFICE EQUIP MAINTENANCE	87,207.77	55,467.77	1,740.00		20,000.00	-	10,000.00
5004670	OTHER MAINTENANCE - VEHICLES	20,000.00	20,000.00				-	
5004701	PRINTING	500.00	500.00				-	
5004901	TRAINING	7,500.00	5,000.00				-	2,500.00
5004902	REGISTRATION	2,045.00	670.00	125.00	250.00		-	1,000.00
5004910	LEGAL ADVERTISING	-					-	
5004920	OTHER MISC. EXPENSES	-					-	
5005101	OFFICE SUPPLIES	15,650.00	13,000.00	1,650.00			-	1,000.00
5005102	OFFICE EQUIPMENT < \$1000	20,750.00	10,000.00	750.00			-	10,000.00
5005103	COMPUTER SUPPLIES	100,000.00					-	100,000.00
5005201	OPERATING SUPPLIES	1,000.00					-	1,000.00
5005210	UNIFORMS	-					-	
5005240	SOFTWARE	15,000.00					-	15,000.00
5005250	MICROGRAPHICS SUPPLIES	-					-	
5005299	OTHER SUPPLIES	11,837.23	10,000.00	800.00			-	1,037.23
5005410	PUBLICATIONS	500.00					-	500.00
5005420	SUBSCRIPTIONS	700.00	200.00				-	500.00
5005430	MEMBERSHIPS	-					-	
-	TOTAL	743,481.00	120,011.77	15,532.00	6,250.00	45,000.00	-	556,687.23

	<b>CAPITAL OUTLAY:</b>							
5006410	OFFICE EQUIPMENT	152,000.00	152,000.00	-	-	-		
-	TOTAL EXPENSES	4,523,129.66	1,298,732.33	432,983.60	152,069.36	334,043.21	530,911.16	1,774,390.00



**DIANE M. MATOUSEK**

**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**

**Budget Overview - Fiscal Year Ending September 30, 2015**

**BACKGROUND INFORMATION**

The County of Volusia, Florida (the "County"), implemented a County Home Rule Charter on January 1, 1971, as provided by Section 125.60 of the Laws of Florida. The County operates under an elected County Council and provides services to its more than 500,000 residents. Section 503 of the Charter specifically excludes the office of the Clerk of the Circuit Court (the "Clerk") and its related activities, as it is a separate governmental unit governed by the Constitution and Laws of Florida. The Clerk's annual budget does not include the budget of the County Council Charter government (the "County of Volusia, Florida") representing the County Council, Supervisor of Elections, Sheriff and Property Appraiser.

**FUNDS REPORTED IN THIS BUDGET DOCUMENT**

**General Fund** – The General Fund is the general operating fund of the Clerk. It is used to account for all financial resources, except those required to be accounted for in another fund.

**Special Revenue Funds** – The special revenue funds are used to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures for specified purposes. The Clerk has three Special Revenue Funds: Modernization Trust Fund Public Records Modernization, Modernization Trust Fund Court Technology and the Modernization Trust Fund 10% Court Related.

**FUNDS NOT REPORTED IN THIS BUDGET DOCUMENT - FIDUCIARY FUNDS**

**Agency Funds** – Agency funds are used to account for assets held by the Clerk in a trustee capacity or as an agent for individuals, private organizations, other governments and/or funds. The Clerk has six agency funds. They are excluded from this budget because they are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Clerk's agency funds are: Court Registry, Documentary Stamps and Intangible Tax, Fine and Forfeiture, Miscellaneous Deposits, Juror and Witness Payments, Tax Deed Sales.

**BUDGETARY POLICIES**

The Clerk follows these procedures in establishing the budgetary data:

- (1) Section 218.35 of the Florida Statutes requires the Clerk, as a fee officer, to establish an annual budget reflecting resources available and function for which funds are to be expended.
- (2) The proposed budget is to be filed with the Clerk of the County Council by September 1st preceding the fiscal year of the budget.

- (3) The Clerk was required to submit a budget for court-related revenues and expenditures (for functions elaborated in Section 28.36 of the Florida Statutes) for the fiscal year ending September 30, 2015 by June 1, 2014. The budget was submitted to the Florida Clerks of Court Operations Corporation in accordance with Section 28.36 of the Florida Statutes. The corporation reviewed the budget request and made recommendations to the Legislative Budget Commission by August 1, 2014.
- (4) The Clerk can amend the General Government budget (Noncourt General Revenue Fund) and special revenue budgets as deemed necessary during the year. Budgetary control is at the total revenue and expenditure level.
- (5) The Clerk must request approval from the Florida Clerks of Court Operations Corporation in order to amend the court-related budget. Budgetary control is at the total revenue and expenditure level.
- (6) The Clerk must remit to the General Fund of the County of Volusia, Florida, the excess revenues over expenditures for general government operations in the Clerk's General Fund. This must be done by October 31st after the close of the fiscal year, in accordance with Section 218.36 of the Florida Statutes.
- (7) The Clerk must remit to the State of Florida General Revenue Fund the unexpended revenues for the period October 1, 2014 to September 30, 2015 by January 25, 2016.
- (8) Formal budgetary integration is employed as a management control device during the year for the Clerk's General Fund and Special Revenue Funds. Appropriations lapse at the close of the fiscal year.
- (9) The budgets for the Clerk's General and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles.

#### EXPLANATION OF BUDGET FUNDING SOURCES

**Court Operations:** The Florida Legislature is responsible for funding any shortfall in the Clerk's court-related budget. The court revenues are fees and service charges for court users. The County of Volusia retains the responsibility for funding some court-related costs including facilities, communications, and shared technology. The Legislature created the Clerks of Court Operations Corporation (CCOC) to assist the Clerks in the development of their budget and to approve those budgets within statutory guidelines.

**General Government:** The Clerk collects recording fees as well as tax deed and marriage fees that fund noncourt operations. In addition to the recording of official records, centralized administrative functions including human resources, purchasing, mail and general management are provided by Clerk's Administration. Unspent recording revenues are returned to the County as excess fees. The Clerk has approval authority for the noncourt budget.

**Title IV-D Grant Reimbursement:** Clerks are responsible for assisting in collecting court-ordered child support payments. The Clerk has entered into a contract whereby the Federal government reimburses the Clerk for the cost incurred in providing this service. These services are provided by employees in the

Child Support Department and Family Law Departments and their time is captured and expenses are not included in our court related budget. Grant revenues are classified as noncourt. The 2015 budgeted revenue from this grant is \$530,911.00

#### EXPENDITURE INFORMATION

Indirect administrative expenses benefit Court-Related and General Government operations. They are allocated according to the method used for State court budget reporting. The allocation percentages for the fiscal year ending September 30, 2015 are 81.63% to Court-Related and 18.37% to General Government.

# Volusia County Citizens

## Clerk of the Circuit Court

Chief Deputy / General Counsel

### Court Operations

### Administrative Services

### Human Resources

### Information Technology

### Fiscal Operations

General Civil

Official Records

Employee Relations

IT Support

Financial  
Reporting

Probate

Records  
Management

Benefits  
Administration

IT Infrastructure  
Implementation  
&  
Administration

Child Support

Family Law

Marriage License

Educational  
Programs

Application  
Development

Budget

Juvenile

Passports

Staffing

Application  
Development

Fixed Assets

Criminal

Tax Deeds

Payroll

Traffic

Purchasing

Accounts  
Payable

Jury  
Management

Mail Services

Accounts  
Receivable

**DIANE M. MATOUSEK**  
**CLERK OF THE CIRCUIT COURT - VOLUSIA COUNTY, FLORIDA**  
**Budget FTE Schedule - FISCAL YEAR ENDING 9/30/2015**

Code	DEPARTMENT	2015 FTE'S	2014 FTE'S	2013 FTE'S
1004	COUNTY CIVIL	16.00	15.00	21.00
1006	TRAFFIC	41.00	39.00	36.00
1007	COUNTY CRIMINAL	22.00	25.00	23.00
1008	PROBATE	12.00	10.00	8.00
1009	FAMILY LAW	23.00	25.00	25.00
1010	CIRCUIT CIVIL	32.00	32.00	20.00
1016	CIRCUIT CRIMINAL	38.00	38.00	32.00
1017	CRIMINAL INTAKE	11.00	7.00	12.00
1019	JUVENILE	16.00	15.00	12.00
1021	JURY MANAGEMENT	3.50	4.00	3.00
1022	APPEALS	4.00	4.00	4.00
1026	UNIFIED FAMILY	9.00	7.00	2.00
1030	CHILD SUPPORT	8.00	9.00	10.00
2012	RECORDING	21.00	21.00	21.00
2020	MARRIAGE, TAX DEED	9.00	10.00	10.00
2023	NONCOURT ADMINISTRATIVE	3.00	3.00	1.00
2025	NONCOURT RECORDS RETENTION	6.00	6.00	2.00
4001	CLERK ADMINISTRATION	4.00	4.00	5.00
4003	HUMAN RESOURCES	2.00	3.00	3.00
4011	RECORDS MANAGEMENT	-	5.00	18.50
4018	PURCHASING	-	-	3.00
4029	ACCOUNTING	6.00	7.00	6.00
6060	INFORMATION TECHNOLOGY	14.00	14.00	13.00
	TOTALS	300.50	303.00	290.50