



REPRESENTING  
**ALEX SINK**  
CHIEF FINANCIAL OFFICER  
STATE OF FLORIDA

**LEVY COUNTY**  
**CLERK OF CIRCUIT COURT**  
**BUDGET REVIEW**

REPORT DATE:  
December 15, 2008

---

## TABLE OF CONTENTS

INTRODUCTION	1
SUMMARY	1
SCOPE, OBJECTIVES AND METHODOLOGY	2
Scope	2
Objectives and Methodology	2
FINDINGS AND RECOMMENDATIONS	5
REVIEW TEAM	5
APPENDIX	
Budget Review Engagement Letter	A
Clerk's Response	B



# ALEX SINK

## CHIEF FINANCIAL OFFICER

### INTRODUCTION

The Department of Financial Services (DFS) has completed a review of the budget certifications made by the Levy County Clerk of Circuit Court's Office to the Clerks of Court Operations Corporation (CCOC), pursuant to Section 28.35(3)(b), Florida Statutes (F.S.). The scope of our review focused on validating the processes and methodologies utilized in the development of the Clerk's budgets for fiscal years 2005-2006 (FY 05-06), 2006-2007 (FY 06-07) and 2007-2008 (FY 07-08).

The Chief Financial Officer (CFO) has contracted with CCOC to establish a process for review and certification of court-related budgets submitted by the Clerks of Circuit Courts. The CCOC is responsible for calculating the maximum authorized annual budget, identifying budgets exceeding the maximum expenditure amounts for a standard list of court-related functions and identifying budgets that have insufficient revenues to cover court-related expenditures, pursuant to Section 28.36, F.S.

### SUMMARY

- The FY 05-06, FY 06-07 and FY 07-08 approved budgets were \$1,020,217, \$1,147,851 and \$1,318,429 respectively.
- Levy County has a population of 40,045 and had 19.43, 24.50, and 20.25 Full Time Employees (FTEs) budgeted to support court-related activities for FY 05-06, FY 06-07 and FY 07-08 respectively.
- Budgeted revenues and expenditures for FY 05-06 were \$850,000 and \$1,020,217 respectively, resulting in a budgeted deficit of \$170,217. Actual revenues and expenditures as reported by the Clerk for FY 05-06 detailed a surplus of \$146,018. The Clerk remitted the FY 05-06 surplus to the Department of Revenue (DOR) on January 18, 2007 for deposit in the General Revenue Fund, pursuant to the provisions of Section 28.37(4), F.S.
- Budgeted revenues and expenditures for FY 06-07 were \$850,000 and \$1,147,851 respectively, resulting in a budgeted deficit of \$297,851. Actual revenues and expenditures as reported by the Clerk for FY 06-07 detailed a surplus of \$245,579. The Clerk remitted the FY 06-07 surplus to DOR on December 26, 2007 for deposit in the General Revenue Fund, pursuant to the provisions of Section 28.37(4), F.S.

- Budgeted revenues and expenditures for FY 07-08 are \$908,000 and \$1,318,429 respectively, resulting in a \$410,429 budgeted deficit. Monthly payments from the Clerks of the Court Trust Fund are scheduled to fund the Clerk's projected deficit pursuant to CCOC directive.
- The Clerk has an internal system and reporting procedures for measuring and reporting on all required performance standards.

## **SCOPE, OBJECTIVES AND METHODOLOGY**

### **Scope**

The Scope of our review included an analysis of the development of the Clerk's FY 05-06, FY 06-07 and FY 07-08 budgets. Our review was conducted on July 22 - 24, 2008 at the Levy County Clerk of Circuit Court's Office.

### **Objectives and Methodology**

The budget review was conducted with the following objectives:

- Each Clerk shall develop a budget funded from fees, services charges, court costs and fines, pursuant to Sections 28.35, 28.36 and 28.37, F.S. Clerks must provide detailed information on expenditures necessary for the performance of court-related functions using the court-related codes in the Uniform Accounting System Manual (UASM). The budget shall be submitted annually to CCOC for review and approval. The CCOC budget approval process focuses on the following key components:
  - Overhead Cost Allocation – The Levy County Clerk's Office applied a 57.14 and 66.67 percent cost allocation rate to the FY 05-06 and FY 06-07 certified annual budgets. A 57.86 percent cost allocation rate is being utilized for the FY 07-08 budget.
  - Our review of supporting documentation disclosed that the methodologies used to calculate and distribute overhead costs were reasonable.
  - Distribution of Court-Related FTEs – The Levy County Clerk's Office budgeted 19.43 of 34.00, 24.50 of 36.75 and 20.25 of 35.00 FTEs for FY 05-06, FY 06-07 and FY 07-08 respectively, to support court-related functions.
  - General Fund Expenditures – The final approved budget for FY 05-06 was \$1,020,217 which included a budget reserve of \$92,747. Major expenditure categories were: Personal Services (\$781,899), Operating Expenses (\$110,351) and Capital (\$35,220). The final approved budget for FY 06-07 was \$1,147,851 which included a budget reserve of \$104,350. Major expenditure categories were:

Personal Services (\$881,360), Operating Expenses (\$107,941) and Capital (\$54,200). The final approved budget for FY 07-08 was \$1,318,429 which included a budget reserve of \$119,857. Major expenditure categories are: Personal Services (\$898,780), Operating Expenses (\$249,292) and Capital (\$50,500).

- Revenue Forecasting – Budgeted revenues of \$850,000, \$850,000 and \$908,000 were calculated for FY 05-06, FY 06-07 and FY 07-08 respectively, based on prior period data and management’s assessment of future operational activities.
- Our review determined that the Clerk’s FY 05-06, FY 06-07 and FY 07-08 budgets were prepared pursuant to CCOC instructions and submitted in accordance with the provisions of Section 28.36, F.S.
- Expenditures during the review period were limited to court-related functions as specified in Section 28.35(4)(a), F.S.
- Revenues for fees, services charges, court costs and funding for court-related functions for FY 05-06 and FY 06-07 were assessed pursuant to the provisions of Chapter 28, F.S. The Clerk’s budget for FY 07-08 was based on projected revenues from the same sources, pursuant to Section 28.36, F.S.
- Clerks are required to maintain a partial fee payment system, pursuant to Section 28.246, F.S. The Levy County Clerk’s Office is currently utilizing an internal database system to account for partial fee payments. The Clerk is contracting with an external collection agency to assist with collecting delinquent accounts that are past due.
- Levy County Clerk of Court was designated a “recipient” office for FY 05-06 by CCOC based upon a budgeted deficit of \$170,217. Monthly remittances from the Clerks of the Court Trust Fund were scheduled to fund the Clerk’s projected deficit pursuant to CCOC directive. The Clerk reported a FY 05-06 surplus of \$146,018 based on actual revenues and expenditures of \$1,018,306 and \$872,288 respectively. The Clerk remitted the FY 05-06 surplus to DOR on January 18, 2007 for deposit in the General Revenue Fund, pursuant to the provisions of Section 28.37(4), F.S.
- Levy County Clerk of Court was designated a “recipient” office for FY 06-07 by CCOC based upon a budgeted deficit of \$297,851. Monthly remittances from the Clerks of the Court Trust Fund were scheduled to fund the Clerk’s projected deficit pursuant to CCOC directive. The Clerk reported a FY 06-07 surplus of \$245,579 based on actual revenues and expenditures of \$1,321,242 and \$1,075,663 respectively. The Clerk remitted the FY 06-07 surplus to DOR on December 26, 2007 for deposit in the General Revenue Fund, pursuant to the provisions of Section 28.37(4), F.S.

- Levy County Clerk of Court is designated a “recipient” office for FY 07-08 by CCOC based upon a budgeted deficit of \$410,429. Projected revenues and expenditures for FY 07-08 are \$908,000 and \$1,318,429 respectively. Through the time of our review (based on report data through June 2008), the Clerk’s Office reported a FY 07-08 surplus of \$163,979 based on revenues and expenditures of \$1,045,946 and \$881,967 respectively.
- The following performance measures were adopted by CCOC, pursuant to Section 28.35, F.S., for FY 05-06, FY 06-07 and FY 07-08:
  - Outputs – The outputs consist of the number of civil cases filed and the number of criminal defendants handled, by Court Divisions, as identified by the Clerk’s Office. The Clerk reported 8,199 new cases filed and 3,946 defendants during FY 05-06. The Clerk reported 11,517 new cases filed and 3,961 defendants during FY 06-07. The Clerk reported 4,736 new cases filed and 1,850 defendants for the first half of FY 07-08.
  - Outcome Measures – Timeliness and Collection Rate:
    - Timeliness – New cases opened within a designated number of business days after the initial filing. The Clerk has the ability to collect data and report timeliness measures on new cases. The Clerk reported meeting or exceeding 19 of 20 performance standards to CCOC for FY 05-06. The Clerk reported meeting or exceeding 20 of 20 performance standards to CCOC for FY 06-07. The Clerk reported meeting or exceeding 20 of 20 performance standards to CCOC for the first half of FY 07-08.
    - Collection Rate – The collection rate is calculated by dividing collections by the adjusted assessments. The Clerk reported meeting or exceeding 8 of 9 collections performance standards to CCOC for FY 05-06. The Clerk reported meeting or exceeding 9 of 9 collections performance standards to CCOC for FY 06-07. The Clerk reported meeting or exceeding 9 of 9 collections performance standards to CCOC through the second quarter of FY 07-08.
  - Fiscal Management Measures – Fiscal Management Standards:
    - Status Report – The Clerk reported meeting or exceeding 8 of 9 fiscal management standards to CCOC for FY 05-06. The Clerk reported meeting or exceeding 9 of 9 fiscal management standards to CCOC for FY 06-07.
  - Jury Management Measures – Percentage of juror payments issued timely:
    - Jurors Report – The Clerk reported meeting or exceeding 100 percent of juror payments issued timely to CCOC for the first half of FY 07-08.

## FINDINGS AND RECOMMENDATIONS

### **Finding Number 1:**

Based upon our review, we found the Clerk's budgeting practices and expenditure and revenue methodologies for State funds to be efficient and accurate. We concluded the Levy County Clerk's Office is currently able to report on all required performance standards. However, Clerks are required to remit annual surplus funds to DOR for deposit in the General Revenue Fund by January 1<sup>st</sup> following the end of the fiscal year, pursuant to Section 28.37(4), F. S. The Levy County Clerk's Office remitted the FY 05-06 surplus on January 18, 2007, which did not meet the required deadline.

### **Recommendation Number 1:**

The Levy County Clerk's Office should closely adhere to and follow all remittance requirements prescribed by Section 28.37(4), F. S.

## REVIEW TEAM

Burton Marshall, *Chief, Bureau of Local Government*  
Priscilla Bailey-Brown, *Financial Administrator*  
Mark Gressel, *Professional Accountant Specialist*  
Angie Lawson, *Professional Accountant Specialist*  
Jessica Robinson, *Professional Accountant Specialist*  
Jeremy Smith, *Professional Accountant Specialist*  
Dariaen Brown, *Professional Accountant Specialist*

# APPENDIX



## Appendix A



REPRESENTING  
**ALEX SINK**  
CHIEF FINANCIAL OFFICER  
STATE OF FLORIDA

July 8, 2008

The Honorable Danny J. Shipp  
Clerk of Circuit Court  
Levy County  
Post Office Box 610  
Bronson, Florida 32621

Dear Mr. Shipp:

The Department of Financial Services (DFS) has scheduled a review of your budget processes in accordance with Section 28.35, Florida Statutes. The dates mutually selected for this review are July 22 – 24, 2008. Our review will encompass the following objectives: Analyze the methodologies used to develop both the current and prior fiscal years Clerks of Court Operations Corporation (CCOC) certified budget; review expenditures to ensure compliance with Florida Statutes; analyze projected and year-to-date revenues; and review methods used to collect and report data regarding performance measures.

To minimize disruptions to your daily operations, we request you have the following copies available upon our arrival:

1. Current organization chart.
2. Internal documentation of methodologies used to allocate FTEs to court-related activities.
3. Payroll subsidiary ledger for the most recent pay date and current annual salary listing by employee. Please do not include Social Security Numbers on documentation.
4. Listing of General Ledger codes (500-700 range) as prescribed by the DFS Uniform Accounting System Manual Chart of Accounts.
5. General Ledger report of court-related revenues and expenditures for FY 05-06, FY 06-07 and FY 07-08 (through May 2008).
6. Revenue and Expenditure Tracking Reports submitted to CCOC for FY 05-06, FY 06-07 and FY 07-08 (through May 2008).
7. Copies of monthly transmittals to the Department of Revenue for revenues remitted, pursuant to Sections 28.241(1)(a), 28.37(2) and 28.37(4), Florida Statutes.
8. Report detailing outstanding balance for each partial payment account.

FLORIDA DEPARTMENT OF FINANCIAL SERVICES  
Burton S. Marshall, CPA • Chief  
Division of Accounting and Auditing • Bureau of Local Government  
200 E. Gaines St. • Tallahassee, FL 32399-0354 • Tel. 850-413-5588 • Fax 850-413-5548  
Email • [Burton.Marshall@myfloridacfo.com](mailto:Burton.Marshall@myfloridacfo.com)  
Affirmative Action • Equal Opportunity Employer

## Appendix A (continued)

The Honorable Danny J. Shipp  
July 8, 2008  
Page 2

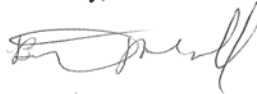
9. Contract, outstanding balance of accounts assigned, and supporting records for remittances by collection agency for FY 05-06, FY 06-07 and FY 07-08 (through May 2008), if applicable.
10. Submissions of timeliness and collections performance measure data and any related supporting documentation to CCOC for FY 05-06, FY 06-07 and FY 07-08 (through May 2008).
11. Any internal documentation used to complete a Budget Amendment Request(s) approved by CCOC, if applicable.
12. Management Letter from the Annual Audit Report for FY 05-06 and FY 06-07.
13. Fiscal Management Measures Status Report Form to CCOC for FY 05-06 and FY 06-07.
14. FY 07-08 Rebasing worksheets for Budget Submission to the CCOC.

Please have the requested information available for fiscal years 2005-2006, 2006-2007 and 2007-2008, as our review will cover these periods. Ms. Angie Lawson and Mr. Jeremy Smith will represent DFS during this review.

We ask that you provide workspace for DFS and a lead from your staff to assist in the review. It is not our intent to disrupt your operations. You may contact us to reschedule if, for any reason, the dates selected cannot be accommodated. Please use Mrs. Priscilla Bailey-Brown as our primary point of contact at (850) 413-5592 or [priscilla.bailey-brown@myfloridacfo.com](mailto:priscilla.bailey-brown@myfloridacfo.com).

Thank you for your advanced preparation. We look forward to working with you and your staff.

Sincerely,



Burton S. Marshall

BSM:cc

Appendix B

12/18/2008 11:04

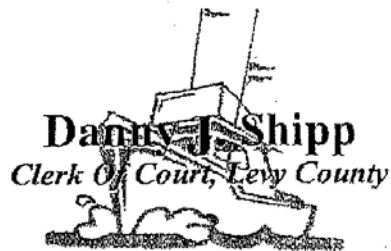
3524865166

LEVY COUNTY CLERK

PAGE 01/01



P.O. Drawer 610 • 355 South Court Street  
Bronson, Florida 32621-0610 • Phone: (352) 486-5266



November 24, 2008

Mr. Burton Marshall, CPA  
Division of Accounting & Auditing  
Bureau of Local Government  
200 E. Gaines St.  
Tallahassee, FL 32399

Dear Mr. Marshall,

In accordance with the Laws of Florida, I respectfully submit the following responses to the audit findings for the Levy County Clerk of Court for the fiscal year 05-06 as prepared by the Department of Financial Services.

1. The Levy County Clerk's Office remitted the FY 05-06 surplus on January 18, 2007, which did not meet the required deadline.

Surplus payment for FY 05-06 was late, however all subsequent surplus payments have been remitted timely.

If I can be of further assistance or provide additional information, please contact me at 352-486-5266.

Sincerely,

A handwritten signature in cursive script that reads "Danny J. Shipp".

Danny J. Shipp,  
Clerk of Circuit Court  
DJS/am