



REPRESENTING
ALEX SINK
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

CHARLOTTE COUNTY
CLERK OF CIRCUIT COURT
BUDGET REVIEW

REPORT DATE:
January 28, 2009

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CHIEF FINANCIAL OFFICER

INTRODUCTION

The Department of Financial Services (DFS) has completed a review of the budget certifications made by the Charlotte 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 06-07 and FY 07-08 approved budgets were \$3,658,985 and \$4,110,937 respectively.
- Charlotte County has a population of 164,584 and had 69.71 and 74.60 Full Time Employees (FTEs) budgeted to support court-related activities for FY 06-07 and FY 07-08 respectively.
- Budgeted revenues and expenditures for FY 06-07 were \$3,705,571 and \$3,658,985 respectively, resulting in a budgeted surplus of \$46,586. Actual revenues and expenditures as reported by the Clerk for FY 06-07 resulted in a break even status.
- Budgeted revenues and expenditures for FY 07-08 are \$4,365,274 and \$4,110,937 respectively, resulting in a \$254,337 budgeted surplus. Monthly payments to the Clerks of the Court Trust Fund are scheduled to liquidate the Clerk's projected surplus 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 06-07 and FY 07-08 budgets. Our review was conducted on September 17 - 18, 2008 at the Charlotte 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 Charlotte County Clerk's Office applied a 48.54 percent cost allocation rate to the FY 06-07 certified annual budgets. A 53.28 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 Charlotte County Clerk's Office budgeted 69.71 of 143.60 and 74.60 of 140.00 FTEs for FY 06-07 and FY 07-08 respectively, to support court-related functions.
 - General Fund Expenditures – The final approved budget for FY 06-07 was \$3,658,985. Major expenditure categories were: Personal Services (\$3,333,114), Operating Expenses (\$318,811) and Capital (\$7,060). The final approved budget for FY 07-08 was \$4,110,937 which included a budget reserve of \$4,094. Major expenditure categories are: Personal Services (\$3,750,062), Operating Expenses (\$336,965) and Capital (\$19,816).
 - Revenue Forecasting – Budgeted revenues of \$3,705,571 and \$4,365,274 were calculated for 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 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 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 Charlotte 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 120 days past due.
- Charlotte County Clerk of Court was designated a "donor" office for FY 06-07 by CCOC based upon a budgeted surplus of \$46,586. Monthly remittances to the Clerks of the Court Trust Fund were scheduled to liquidate the Clerk's projected surplus pursuant to CCOC directive. The Clerk reported a break even status for FY 06-07 based on actual revenues and expenditures of \$4,437,184.
- Charlotte County Clerk of Court is designated a "donor" office for FY 07-08 by CCOC based upon a budgeted surplus of \$254,337. Projected revenues and expenditures for FY 07-08 are \$4,365,274 and \$4,110,937 respectively. Through the time of our review (based on report data through July 2008), the Clerk's Office reported a FY 07-08 surplus of \$316,182 based on revenues and expenditures of \$4,046,889 and \$3,730,707 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 36,352 new cases filed and 8,344 defendants during FY 06-07. The Clerk reported 18,108 new cases filed and 4,134 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 06-07. The Clerk reported meeting or exceeding 15 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 06-07. The Clerk reported meeting or exceeding 9 of 9 collections performance standards to CCOC through the third quarter of FY 07-08.
- Fiscal Management Measures – Fiscal Management Standards:
 - Status Report – The Clerk reported meeting or exceeding 9 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

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 Charlotte County Clerk’s Office is currently able to report on all required performance standards.

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*

APPENDIX

Appendix A



REPRESENTING
ALEX SINK
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA



June 24, 2008

The Honorable Barbara T. Scott
Clerk of Circuit Court
Charlotte County
350 East Marion Avenue
Punta Gorda, Florida 33951-1687

Dear Ms. Scott:

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 September 17 – 18, 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 and non-court-related activities.
3. Payroll subsidiary ledger for the most recent pay date and current annual salary listing by employee. Do not include Social Security Numbers on documentation.
4. Listing of General Ledger account codes (6xx.xx – 7xx.xx for expenditures, 348.xxx for revenues) as prescribed by the CFO's UASM Chart of Accounts.
5. General Ledger report of court-related revenues and expenditures for FY 06-07 and FY 07-08 (through July 2008).
6. Revenue and Expenditure Tracking Reports submitted to CCOC for FY 06-07 and FY 07-08 (through July 2008).
7. All 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
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Division of Accounting and Auditing • Bureau of Local Government
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Appendix A (continued)

The Honorable Barbara T. Scott

June 24, 2008

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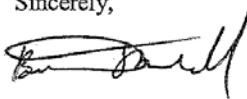
9. Contract, outstanding balance of accounts assigned, and supporting records for remittances by collection agency for FY 06-07 and FY 07-08 (through July 2008), if applicable.
10. Submissions of timeliness, collections and jurors performance measure data and any related supporting documentation to CCOC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

Please have the requested information available for fiscal years 2006-2007 and 2007-2008, as our review will cover these periods. Ms. Angie Lawson and Ms. Jessica Robinson 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 Ms. Priscilla Bailey-Brown as our primary point of contact at (850) 413-5592 or 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