

## **CLERK TO THE BOARD SUMMARY**

### **MISSION STATEMENT:**

The Clerk of the Circuit Court is an elected County official mandated by Article V, Section 16, of the Constitution of the State of Florida. The Clerk performs the constitutional and statutory duties of the Circuit and County Courts in maintaining custody of court records and all pleadings filed therein. The Clerk is also the recorder of all instruments such as deeds, mortgages, leases, etc., which may be required or authorized by law to be recorded in the County. The Clerk also acts as ex-officio Clerk to the Board of County Commissioners, recorder and custodian of all County funds.

### **PROGRAMS AND SERVICES:**

#### **ACCOMPLISHMENTS, INITIATIVES, TRENDS AND ISSUES AND SERVICE LEVEL IMPACTS:**

- Working with Investment Advisor and Investment Committee in managing County Investments
- Worked with Financial Advisor and County Management in evaluating and refinancing debt
- Participated in several Lean Six Sigma projects

#### ***Board Finance and Accounting - Mandated:***

- Financial Reporting
- Vendor Payment and Payroll Processing
- Revenue Processing
- Investing County Funds
- Federal and State Grant reporting
- Bonds and Loan Compliance reporting

#### ***Board Minutes and Records - Mandated***

- Records and transcribes the minutes of the County Commission
- Coordinates, records and transcribes actions on the Value Adjustments Board and Special Masters
- Assist the public and others in accessing public records

#### ***Accomplishments:***

- Continued work with County departments in implementing the process of using scanned images for processing of accounts payable and cash receipt documents, with the elimination of the courier service
- Awarded the Certificate of Achievement for Excellence in Financial Reporting by the G F O A for the 37<sup>th</sup> consecutive year
- Preparation and completion of various financial information and reports in the required timeframes (Comprehensive Annual Financial Report, Annual Financial Audit, Annual Local Government Financial Report, 1099 reporting, W-2's, Bond/Debt reporting, and Investments)
- Working with County departments to comply with Federal and State grant requirements

#### ***Initiatives:***

- Working with County staff to help fiscally manage the Save Our Indian River Lagoon Project
- Working with County staff to help fiscally manage the \$105 million in Federal CARES act grant funds in response to the COVID-19 pandemic

#### ***Trends and Issues:***

The mission of the Clerk of the Courts is to provide superior customer services to the citizens of

Brevard County. The costs to provide the services have been consistent over the past four years. The Fiscal Year 2021 budget reflects a 1.32% increase from Fiscal Year 2020. This increase can be attributed to the increase in F R S rates.

***Service Level Impacts:***

Not Applicable

**CLERK TO THE BOARD: SUMMARY**

| <b>Clerk to the Board Revenue &amp; Expense Category</b> | <b>Actual<br/>F Y 2018-<br/>2019</b> | <b>Current Budget<br/>F Y 2019-2020</b> | <b>Requested<br/>Budget<br/>F Y 2020-2021</b> | <b>Difference</b> | <b>%<br/>Change</b> |
|--|--------------------------------------|---|---|-------------------|---------------------|
| Taxes Revenue  | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Permits, Fees & Special Assessment Revenue               | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Intergovernmental Revenue                                | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Charges for Services Revenue                             | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Fines and Forfeits Revenue                               | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Miscellaneous Revenue                                    | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Statutory Reduction                                      | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| <b>Total Operating Revenues</b>                          | <b>\$0</b>                           | <b>\$0</b>                              | <b>\$0</b>                                    | <b>\$0</b>        | <b>0.00%</b>        |
| Balance Forward Revenue                                  | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Transfers - General Revenue                              | \$2,070,000                          | \$2,070,000                             | \$2,100,000                                   | \$30,000          | 1.45%               |
| Transfers - Other Revenue                                | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Other Finance Source Revenue                             | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| <b>Total Non-Operating Revenues</b>                      | <b>\$2,070,000</b>                   | <b>\$2,070,000</b>                      | <b>\$2,100,000</b>                            | <b>\$30,000</b>   | <b>1.45%</b>        |
| <b>TOTAL REVENUES</b>                                    | <b>\$2,070,000</b>                   | <b>\$2,070,000</b>                      | <b>\$2,100,000</b>                            | <b>\$30,000</b>   | <b>1.45%</b>        |
| Compensation and Benefits Expense                        | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Operating Expense  | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Capital Outlay Expense                                   | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| <b>Operating Expenditures</b>                            | <b>\$0</b>                           | <b>\$0</b>                              | <b>\$0</b>                                    | <b>\$0</b>        | <b>0.00%</b>        |
| C I P Expense  | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Debt Service Expense                                     | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Reserves-Operating Expense                               | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Reserves - Capital Expense                               | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Reserves - Restricted Expense                            | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Grants and Aid Expense                                   | \$0                                  | \$0                                     | \$0   | \$0               | 0.00%               |
| Transfers Expense  | \$2,070,000                          | \$2,070,000                             | \$2,100,000                                   | \$30,000          | 1.45%               |
| <b>Total Non-Operating Expenses</b>                      | <b>\$2,070,000</b>                   | <b>\$2,070,000</b>                      | <b>\$2,100,000</b>                            | <b>\$30,000</b>   | <b>1.45%</b>        |
| <b>TOTAL EXPENDITURES</b>                                | <b>\$2,070,000</b>                   | <b>\$2,070,000</b>                      | <b>\$2,100,000</b>                            | <b>\$30,000</b>   | <b>1.45%</b>        |

**CLERK TO THE BOARD: BUDGET VARIANCES**

| <b>Clerk to the Board Revenue and Expense Category</b> | <b>Variance</b> | <b>% Variance</b> | <b>Explanation</b> |
|--|-----------------|-------------------|--------------------|
| Taxes Revenue  | \$0             | 0.00%             |                    |
| Permits, Fees & Special Assessments Revenue            | \$0             | 0.00%             |                    |
| Intergovernmental Revenue                              | \$0             | 0.00%             |                    |
| Charges for Services Revenue                           | \$0             | 0.00%             |                    |
| Fines and Forfeits Revenue                             | \$0             | 0.00%             |                    |
| Miscellaneous Revenue                                  | \$0             | 0.00%             |                    |
| Statutory Reduction                                    | \$0             | 0.00%             |                    |
| Balance Forward Revenue                                | \$0             | 0.00%             |                    |
| Transfers - General Revenue                            | \$30,000        | 1.45%             |                    |
| Transfers - Other Revenue                              | \$0             | 0.00%             |                    |
| Other Finance Source Revenue                           | \$0             | 0.00%             |                    |
| Compensation and Benefits Expense                      | \$0             | 0.00%             |                    |
| Operating Expense                                      | \$0             | 0.00%             |                    |
| Capital Outlay Expense                                 | \$0             | 0.00%             |                    |
| Grants and Aid Expense                                 | \$0             | 0.00%             |                    |
| C I P Expense  | \$0             | 0.00%             |                    |
| Debt Service Expense                                   | \$0             | 0.00%             |                    |
| Reserves-Operating Expense                             | \$0             | 0.00%             |                    |
| Reserves - Capital Expense                             | \$0             | 0.00%             |                    |
| Reserves - Restricted Expense                          | \$0             | 0.00%             |                    |
| Transfers Expense                                      | \$30,000        | 1.45%             |                    |