

Questions	Broward County	Palm Beach County	Hillsborough County	Orange County	Duval County	Pinellas County	Lee County	Polk County	Brevard County	Pasco County	Seminole County
Elected?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Response Received	Y	Y	Y	Y		Y	Y	Y			Y
Total Budgeted Full-Time Employees	650	691	690	359.5		537	325	44			202
Total Budgeted Part-Time Employees	0	7 5.2 FTEs	0	1		4	5	0			1
Are Clerk's Office employees considered County employees?	No	No	Yes	No		No. However, classified employees are part of a Unified Personnel System including 10 appointing authorities: County Administrator, Supervisor of Elections, Clerk of the Circuit Court and Comptroller, Tax Collector, Property Appraiser, Office of Human Rights, Human Resources, Business Technology Services, County Attorney and Forward Pinellas	The Clerk of Courts employees report to the Clerk of Courts, not the Board of County Commissioners (BoCC); however, the Constitutional Officers' Offices with the BoCC are collectively considered 'County' employees	No			No
Do Clerk employees belong to a bargaining unit(s)?	Yes. Federation of Public Employees	No	No	No		No	No	No			No
Total Adopted Budget	\$38,928,487	\$65,671,144	\$72,629,144	\$29,204,707		\$61,175,270.50 \$24,176,785 Court and Ops \$15,250,030 in Board Fund \$8,817,049.50 in Recording \$5,895,899.00 in Public Records Modernization Fund \$7,035,507.00 in Court Records Modernization Fund	\$39,197,503	\$4,175,265			Adopted Budget \$20,479,446 General Fund \$18,258,510 Special Revenue Fund \$2,220,936
Please describe the funding sources that fund your office	Clerks of Court Operations Corporation (CCOC)	Comptroller Support funded through County Appropriation County Recorder functions – Recording / Other Fees, Court related functions – Fines, Fees, Court Costs & Service Charges, Court Technology - \$1.90 of a \$4 recording fee	Court Fines & Fees, Title IV-D Grant, Recording Fees, Other County Recorder Fees (Marriage Licenses, Passports, etc), BOCC Appropriations	Fines and Fees		Appropriation from the Board of County Commissioners, Court Fines and Fees, Recording and Other Non-Court fees	BoCC/County, non-Court fees (mostly composed of Recording fees and Tourist Tax Collection fees), and an allocation from the Florida State Legislation approved by the CCOC	The BoCC fully funds these areas of the Clerk's Office and the Clerk's office bills them monthly 1/12 of the amount of the Clerk's requested budget for these areas			CCOC, Non-Court Revenue such as Recording fees, passports, marriage licenses, etc. and County Funding for Comptroller Function and other County related services
Is the cost of employees distributed based on their duties?	No	Yes, the Clerk's department structure is based on how the functions performed are funded where possible, when not possible, FTE allocations are based on time spent doing non-court/court function, overhead allocation based on direct allocations as a % of total	Yes. Most are funded directly in their funding source. Human Resources, Clerk's Accounting, Clerk's Administration are allocated based on FTEs	Child Support personnel is funded by the state		Employees serving Court and Non-Court functions are allocated accordingly	Yes we have a court which is funded by the state which is accounted for in a separate fund from the non-court budget, which is funded by the BoCC/County and fees	No			Yes. Employees that work solely on County related matters are 100% funded by the County. Employees that are 100% on court matters are funded by CCOC; employees funded by Recording Fees are funded by those fees. Other employees not directly related to one funding source is allocated using FTE count
Support Functions Received from the County	None	None	None, outside of Facilities & Employee Benefits (Health, Dental, Vision, Disability) Program Administration	Part of the county Benefits program		The Clerk retains a small IT department while county-wide infrastructure and county funded enterprise application systems are handled by the Business Technology Services. The Clerk does not have his own Human Resources Office, however, much of the traditional HR process are handled by department managers including onboarding and recruitment. Financial Administration is performed by Clerk and Comptroller staff	The County funds the functions to cover the costs of the Clerk's work on behalf of the County which include the following Departments/Offices: Finance, Minutes, Tax Deeds, Inspector General/Internal Audit, and IT. The Inspector general/Internal Audit and IT Departments are partially funded by the BoCC/County and partially with non-court fees	County IT supports the Integrated Accounting/Purchasing/HR/AR/AP/FA system			The only support functions provided by the County are participation in the County's self-funded Workers' Comp program and Property Liability insurance self-insured program

Support Functions Provided to the County by the Clerk	Clerk processes parking citations and performs passport functions	County Payroll, technical support of certain benefits administered within the Clerks HCM system, County/Municipal Ordinances. Also provide Passport Services	Clerk of the Board, Accountant & Custodian of County Funds, County Auditor, Mail Services	-	Print Shop, Records Retention, Dock Permitting, Minute taking for 20 boards and agencies in addition to the Board of County Commissioner and Value Adjustment Board meetings. The Clerk serves as a passport agent to its citizens	Passport Services are provided to the public by the Clerk. The Clerk handles all of the BoCC/County's financial and tax reporting, manages the Bocc/county's investment portfolio, pay the BoCC/County's employees, pay the BoCC/County's vendors, participate in the BoCC/County's debt issuance which includes continuing disclosure, compliance, and debt service, owns and maintains the BoCC/County's financial-related software, and takes the BoCC/County's meeting minutes	The Clerk's Office processes passports applications		Notice of Commencement services, Recording of Land Records, Passport, Administration of Value Adjustment Board petitions
Number of Satellite/Regional Offices:	3	7 total, 6 satellite	2	6	6	2	2		6
Explain the ownership of these facilities (owned by the County, owned by the Clerk, or privately leased) and their uses:	Owned by the County	All 7 sites are owned by the County. Their uses are administrative, finance & court operations	Owned by the County	Owned by the County	Owned by the County	The BoCC/County owns or leases all office space and per Article V, State of Florida Constitution, is required to provide space for the Clerk	County Owned		3 are County Owned, 3 are leased by the County
Who is responsible, operationally and financially, for the maintenance of these facilities?	The County	The County	The County	The County	The County	The County	The County		The County. Maintenance for records center is paid with Recording Fees
Which entity/entities perform security and law enforcement functions at Clerk facilities?	Sheriff's Office performs law enforcement functions and private security performs screening at the entrances to all courthouses	Palm Beach County Sheriff's Office	County and Sheriff's Office	Sheriff's Office	Pinellas County Sheriff Department and contracted security at some locations	Lee County Sheriff's Office	Board of County Commissioners		The Seminole County Sheriff's Office provides security for the courthouses. At night and weekends the courthouses are secured by a security company paid for by the County
Please describe any agreements, if any, with the County or municipalities in place to collect and disburse fines, fees and other charges		The Clerk's office collects/distributes fines and fees according to Florida statutes and the 2022 Distribution Schedule	None	-	This is determined by the Florida Statutes, and not by a separate contract with the different municipalities within the County	Clerk is responsible for collecting/disbursements all monies assessed in court cases. In addition to those costs, the Clerk collects/disburses the cost of supervision and restitution for County Probation and the monies required for mediation services	No agreements		Other than the duties Statutorily required, to the best of our knowledge there are no agreements in place with the County or municipalities to collect and disburse fines, fees and other charges
Are the fees collected through Recorder of Deeds functions retained solely by the Clerk?	No	The Clerk retains/distributes Recorder of Deed Fees per Florida Statute (see 2022 Distribution Schedule attached)	Yes	-	No, the fees are allocated according to statute with the Clerk retaining those allowed by law, refer to Florida Statute 28.24	Yes collected and retained by the Clerk as fees to fund the non-court and BoCC/County related functions of the Clerk's Office	Yes		The fees collected through Recorder of Deeds are in the Clerk's possession and used for operating expenditures for the Records Center. Unused Excess Fees are returned to the County by October 31st
Are the Clerk of the Board functions separately managed? (i.e., an ex-officio Clerk of the Board or are these functions under the direction of the Board of County Commissioners)	The BCC appoints a "County Administrator" position that oversees the Board functions	The Clerk serves as ex-officio Clerk of the Board in the role of documenting and maintaining the minutes, records and activities of County government meetings. The Clerk fulfills this role by maintaining all documents in perpetuity. The Clerk also serves as Clerk to the VAB	The function is managed by the Clerk	-	No, managed by the Clerk of the Circuit Court and Comptroller	Yes they are performed in the Clerk's Finance Department and Minutes Office. The Clerk handles all of the BoCC/County's financial and tax reporting, manages the Bocc/county's investment portfolio, pay the BoCC/County's employees, pay the BoCC/County's vendors, participate in the BoCC/County's debt issuance which includes continuing disclosure, compliance, and debt service, owns and maintains the BoCC/County's financial-related software, and takes the BoCC/County's meeting minutes. For non-court related collection, pursuant to County Ordinance, the Clerk collects and enforces the collection of Tourist Tax funds	No, The Clerk of the Board is under the direction and staff of the Clerk's Office		Clerk to the Board Functions are managed by the Clerk of Court's office
Have any of these functions (accountant/custodian) been delegated to the County?		No	No	-	No	No	No		No

Does the Clerk provide accounting services to any of the elected Constitutional Officers?	No	No	Supervisor of Elections, per Florida Statutes	N/A	Financial reporting rules include requirements to report the constitutional officers in the financial statements of the County as a whole. However, the constitutional officers prepare their own financial statements and the Clerk and Comptroller prepares the consolidation	No	The SOE participates in the Board's payroll and AP. So the Clerk's Comptroller employee's pay the SOE's accounts payable and payroll. They are part of the Board's general ledger and journals are prepared at yearend to segregate the SOE activity	Yes, the Clerk maintains the financial records of the Supervisor of Elections and perform their payroll and payment for Election Workers
What functions does the Clerk perform that directly supports County services (i.e., County Recorder, Clerk of the Board, and County Records Custodian)?	Effective 10/1/22, the Clerk will be the County Recorder	Clerk of the Circuit Court, County Recorder, Clerk of the BCC, Chief Financial Officer, Treasurer & Auditor / The Clerk monitors the County government's budget, revenue, debt and spending. Clerk functions supporting the County include: Auditing and paying County bills, processing payroll for County employees, assisting with the collection and recording of incoming revenue, managing the County's investment portfolio to earn investment income on taxpayer money and compiling and producing accurate County financial reports	All of the functions in the Constitution and Statute, as well as Mail Services	N/A	Chief Financial Officer, Clerk to the Board, Clerk to the Value Adjustment Board, Investment Officer, Records Management, Print Shop, and Inspector General and Internal Auditor	Recording Office, Tax Deeds Office, Inspector General/Internal Audit Office, Clerk to the Board of County Commissioners, Court services	Official Records of the County as the County recorder and as Clerk to the Board the Clerk maintains the County's official records. The Clerk's office also manages the courier service for the county to the satellite offices. The Clerk also staffs the Courthouse information desk	County Recorder, Clerk to the Board of County Commissioners, County Records Custodian and Custodian of the County's finances
How are investments of County funds managed? (i.e., is the Board or the County Administration consulted, either formally or informally)	The appointed County Administrator and Board of County Commissioners manage this function	As Treasurer the Clerk actively manages and invests the County's investment portfolio with internal staff. The County's Investment Policy Committee, created by County Ordinance, works with the Clerk's office to develop investment policies which must be formally adopted by the BCC. Additionally, the Clerk has an interlocal agreement with the PBSO for the investment management of Sheriff funds	By the Clerk, but there is an Investment Advisory Committee that includes 3 Clerk employees and 2 County Administration employees	N/A	The Clerk and Comptroller manages the County investments. However, the BCC adopted the investment policy by resolution. Communication is administered through monthly and annual reporting and an Investment Committee made up of representation including the Clerk, Clerk Finance staff, County Office of Management and Budget staff, Financial Advisor and Investment Advisor	The Clerk manages the BoCC/County's investment portfolio and provides a monthly report pursuant to Statute to the BoCC/County in their public meeting	The Board has an adopted investment policy. The Clerk manages the investment portfolio in accordance with the approved policy	The Clerk of Court and the Comptroller's Office staff, which are Clerk employees, work with an Investment Advisor retained by the County to invest the County's surplus funds
Is there an agreement in place with the County to process accounts payable or is the work perform solely by Clerk staff?	The Clerk only processes accounts payable specific to clerk purchases. The County has its own finance division to handle their accounts payable	Performed solely by the Clerk	Performed by the Clerk	N/A	County departments approve the goods and services received and Clerk and Comptroller staff perform pre-audit, payment and reporting	No Agreement- the Clerk's Office solely performs the Accounts payable function and pays the BoCC/County's vendors	No agreement. Audited and paid by Clerk Office employees. Each division of the Board remits the invoice packet to the Clerk's Office Comptroller to the Board Division for AP to audit and payment	There is no agreement in place with the County to process Accounts Payable. Accounts payable is performed solely by Clerk staff
Is there an agreement in place with the County to process payroll or is the work perform solely by Clerk staff?	The Clerk only processes payroll specific to clerk employees. The County has its own finance division to handle their payroll functions	Performed solely by the Clerk	Performed by the Clerk	N/A	County departments approve time records and the Clerk and Comptroller staff perform pre-audit, payment and reporting	No agreement- the Clerk solely performs the BoCC/County's payroll functions and pays all of the BoCC/County's employees	The work is performed by Clerk staff dedicated to the Board's payroll solely there is no agreement because the Clerk's Office is responsible for the legal expenditure of County funds and therefore must audit requested expenditures before making payment. This includes payroll expenditures	There's no agreement in place. Payroll for both the County and Supervisor of Elections are performed solely by Clerk staff
Does the Clerk manage the financial system(s) used by the County?	No	Yes	Managed jointly	N/A	The Clerk manages the following ERP system modules: Cash Management, Accounts Receivable, Supplier Management, Accounts Payable, General Ledger, Fixed Assets, and Payroll. Human Resources manages the HR modules; County Procurement manages the Procurement module, and the OMB manages the Projects module	Yes. The Clerk is the main user of the ERP, Payroll, and document imaging software/systems thereby the Clerk owns and maintains the software and allows certain access to BoCC/County users	The Comptroller division maintains the general ledger, AP, AR, Payroll and fixed assets. However, since it is an integrated system that includes procurement, Recruiting, HR, etc the Board maintains the system from a technical standpoint, but the Comptroller has final decision over internal controls regarding who has access to what information	Yes, the Clerk manages the ERP application that is used for the County's financial records

Do the other constitutional officers utilize these same financial system(s) for their operations?	No	No	No	-	Some do. Some, not all, Sheriff grants are billed through the Projects Accounting module, but they do not use any other financial modules. Supervisor of Elections, Tax Collector and Property Appraiser are members in the Unified Personnel System, and manage their positions in the HR module, but do not utilize any other financial modules	No	No	Only the Supervisor of Elections
Have any of these functions (auditor) been delegated to the County?	All county auditor functions are the responsibility of the County	Palm Beach BCC have an Internal Auditor per Charter as well as contracts directly with the external auditors. PBC also has a Countywide IG	No	N/A	No	No	No	No
Are there other County entities, departments or offices that perform auditor-like functions?	N/A	The Clerk's office has an IG department that performs internal department audits, financial audits are also performed annually with external auditors	County Internal Auditor - Appointed by the BOCC, reviews functions of the County Administrator primarily through operational audits and consulting/advisory services	N/A	No	No	The County is responsible for Grant monitoring but are audited by the Clerk's inspector general's office and the external auditors as part of the single audit	No
If any, List Additional Functions Performed Beyond Statutory Duties:	N/A	N/A	Mail Services	-	Print Shop, additional minutes and record keeping for over 19 boards	None	See answer re: functions to support County services	Notice of Commencements are handled by the Clerk's Office at the various Clerk locations
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