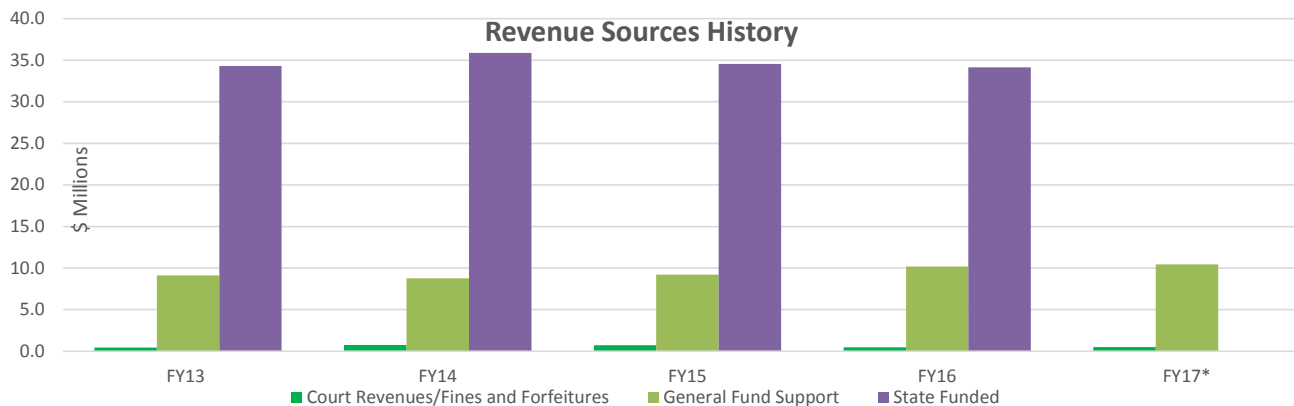
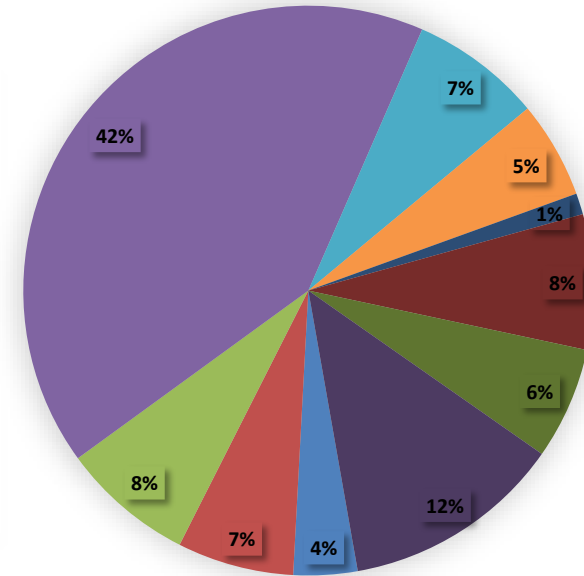


# CLERK OF THE CIRCUIT COURT AND COMPTROLLER

## FY17 Budget Request by Program



Clerk's Admin / Court & Operational Svcs	\$ 397,056
Printing Svcs - Printshop	\$ 723,504
Printing Svcs- Mailroom	\$ 823,879
Finance Division	\$ 4,549,166
Board Records	\$ 812,607
Records & Information Mgmt - BCC	\$ 603,117
Records & Information Mgmt - CCC	\$ 131,431
Clerk's Technology - Court & Operational Svcs	\$ 839,969
Clerk's Technology - Financial Services	\$ 697,300
Division of Inspector General	\$ 1,368,553



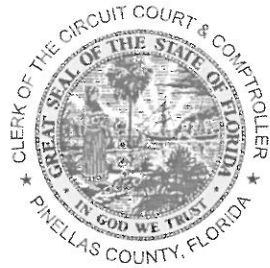
*\*The FY17 State-Funded budget is currently in development. These functions do not impact General Fund support of the Clerk's board functions.*

Approximately 76% of the Clerk of the Circuit Court and Comptroller's budget is funded by the State of Florida. Of the 24% that is funded by the County, dedicated revenue streams provide partial support for some programs. However, the County has statutory responsibilities, including support to the criminal justice information system, which require General Fund support. **For FY17, the Clerk of the Circuit Court and Comptroller is requesting \$50,000 over the established target for the applicable portion of their budget.** This additional request would support the investment management function within the Finance Division.

## CLERK OF THE CIRCUIT COURT AND COMPTROLLER

Pursuant to Revision 7 of Article V, the Clerk has three distinct functions - recording legal documents such as real estate transfers, performing statutorily mandated support for the court system and the legal community, and providing services to the Board of County Commissioners. The Clerk serves as Accountant and Clerk to the Board of County Commissioners, Custodian of county funds, Ex-Officio County Auditor and Clerk to the Water and Navigation Control Authority. Additionally, the Clerk provides printing services and mail services to County departments. The Clerk's varied court responsibilities are not reflected in the County budget, as they are a separate state budget responsibility, supported by fees. The recording function is also supported by fees, and if the revenues exceed expenditures the county receives excess fees from the Clerk.

Program Descriptions		FY17	
		Budget Request	FTEs
Finance Division	The Clerk serves as the accountant of the Board of County Commissioners pursuant to the Florida Constitution. The Finance Division is responsible for maintaining the official financial records and preparing reports for all monies received and disbursed by the Board. As custodian of county funds, the Clerk through the Finance Division ensures that County assets are safeguarded and that all transactions are properly recorded to facilitate the preparation of financial statements in accordance with generally accepted accounting principles and applicable laws and regulations.	4,549,166	49.3
Board Records	The Clerk serves as the recordkeeper of the Board of County Commissioners pursuant to the Florida Constitution. Board Records attends, records and prepare minutes of all meetings of the Board of County Commissioners and other designated County Boards and Committees. In the Clerk to Board capacity, the Clerk maintains legal custody of the Board seal and performs the attest functions for Board approved documents. Board Records maintains an automated repository of all of the official actions of the Board including ordinances, resolutions, contracts, etc.	812,607	11.0
Inspector General	The Division of Inspector General (IG) is an independent, objective and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The IG is responsible for auditing and investigating operations of the Board of County Commissioners, the Clerk of the Circuit Court and Comptroller, contractors doing business with the County, and County revenue sources.	1,368,553	12.0
Clerk's Administration / Court and Operational Services	Clerk's Administration is responsible for maintaining office wide policies and procedures, employment information and internal records for the entire Clerk's Office. Additionally, this department is responsible for the administrative oversight of all court, recording, branch office and records management, printing services and purchasing functions within the Clerk's Office. The budget here only reflects the prorata share related to the Board funded operations.	397,056	2.5
Records & Information Management - Board	The functions of the Records & Information Management Department include assisting departments and independent agencies under the Board of County Commissioners in handling their information in the most efficient and economical way possible, whether in paper or electronic format. Services provided include: training user agencies on the principles of sound records management, understanding and following the State of Florida's Public Records Retention Schedules, and evaluation of emerging office technologies. The department provides offsite storage and retrieval of documents upon request, conversion to electronic media, and coordination with the State Bureau of Archives and Records Management requiremens for destruction of records when retention has been met.	603,117	7.9
Records & Information Management - Clerk	The functions of the Records & Information Management Department include offering a variety of cost-effective services to Clerk's Departments and other associated areas such as: storage of semi /inactive records; microfilming; imaging; retrieval and delivery of records upon request; inventory and tracking of records; training in Records Management retention and file tracking; and coordination with the State Bureau of Archives and Florida Rules of Judicial Administration requirements for destruction or records when retention requirements have been met.	131,431	1.3
Clerk's Technology-Court and Operational Services	This department is responsible for providing Technology support for the criminal justice information system under the Clerk's responsibility as required under Article V, Revision 7 to be funded by the Board. Costs here also includes the prorata share of technology support to the board funded administrative and records management functions describe within this document.	839,969	5.7
Printing Services - Printshop	Clerk's Printing Services is responsible for providing low cost and high quality one, two and four color printing service and ancillary printing functions to all Pinellas County Government Agencies. The service includes the printing of forms, brochures, flyers, invitations, newsletters, labels, signs, door hangers, booklets, announcements, business cards, letterhead, note pads, envelopes and most any kind of paper printed product.	723,504	8.6
Printing Services - Mailroom	Clerk's Mail Services is responsible for sorting, distribution and processing of USPS incoming and outgoing mail, interoffice mail and other official court and county documents for the Clerk's Office, the county courts and most other county departments/agencies.	823,879	12.4
Clerk's Technology - Financial Services	Clerk's Technology Division provides functional and technical support for the Oracle eBusiness Suite of financial applications. Financial Application support is also provided for Oracle Business Intelligence Enterprise Edition (OBIEE). This support is provided in collaboration with Business Technology Services (BTS).	697,300	4.0
<b>TOTAL</b>		<b>10,946,582</b>	<b>114.7</b>



**OFFICE OF THE CLERK OF THE CIRCUIT COURT & COMPTROLLER  
PINELLAS COUNTY**

**CITIZENS OF PINELLAS COUNTY**

**KEN BURKE**  
**Clerk of the Circuit Court & Comptroller**

