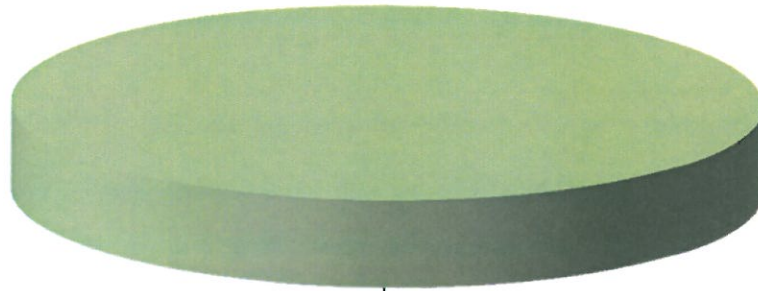


These programs and functions are funded by the Board of County Commissioners

**CLERK TO THE BOARD**

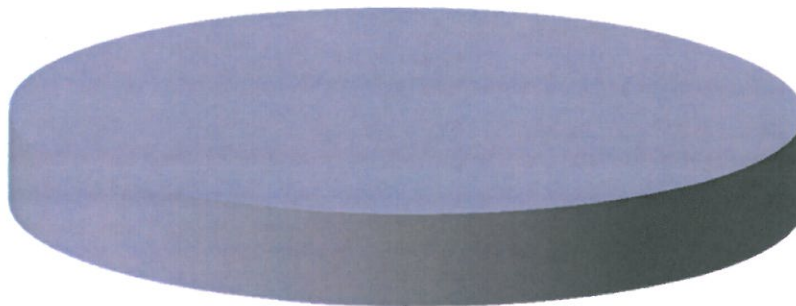
**REVENUE (SOURCES)**



Transfers - General  
Revenue  
100.00%

**ADOPTED BUDGET FY2016-2017  
\$2,040,000**

**EXPENDITURES (USES)**



Transfers  
100.00%

## CLERK TO THE BOARD SUMMARY

### MISSION STATEMENT:

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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:

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

##### BOARD FINANCE AND ACCOUNTING – MANDATED

- Financial Reporting
- Payment Processing
- Revenue Processing
- Investing County Funds

##### BOARD MINUTES AND RECORDS – MANDATED

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

##### *Accomplishments:*

- Implemented GASB Statement No 68, *Accounting and Financial Reporting for Pensions* and GASB Statement No 71, *Pension Transition for Contributions made Subsequent to the Measurement Date*.
- Worked with County departments in implementing a process of using scanned images for processing of accounts payable and cash receipt documents, thus being able to eliminate the courier service.
- Awarded the Certificate of Achievement for Excellence in Financial Reporting by the GFOA for the 34<sup>th</sup> consecutive year.

##### *Initiatives:*

N/A

##### *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 two years. The FY2017 budget does not reflect an increase over the FY2016 budget.

##### *Service Level Impacts:*

There are no major service level impacts for FY 2016 -2017 for the Clerk of Courts.

**CLERK TO THE BOARD: DEPARTMENT SUMMARY**

**PROGRAM REVENUES AND EXPENDITURES**

	Actual FY2014-2015	Final Budget FY2015-2016	Adopted Budget FY2016-2017	Difference	% Inc/(Dec)
<b>REVENUES:</b>					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$0	\$0	\$0	\$0	0.00%
Charges for Services	\$0	\$0	\$0	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues</i>	\$0	\$0	\$0	\$0	0.00%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$1,943,975	\$2,040,000	\$2,040,000	\$0	0.00%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$1,943,975	\$2,040,000	\$2,040,000	\$0	0.00%
<b>TOTAL REVENUES</b>	\$1,943,975	\$2,040,000	\$2,040,000	\$0	0.00%
<b>EXPENDITURES</b>					
Compensation and Benefits	\$0	\$0	\$0	\$0	0.00%
Operating Expenses	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$0	\$0	\$0	\$0	0.00%
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$1,943,975	\$2,040,000	\$2,040,000	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$1,943,975	\$2,040,000	\$2,040,000	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	\$1,943,975	\$2,040,000	\$2,040,000	\$0	0.00%
<b>PERSONNEL:</b>					
Full-time positions	20.90	27.00	27.00	0.00	0.00%
Part-time Positions	0.00	2.00	2.00	0.00	0.00%
Full-time Equivalent	20.90	28.50	28.50	0.00	0.00%
Temporary FTE	0.00	2.50	2.50	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%