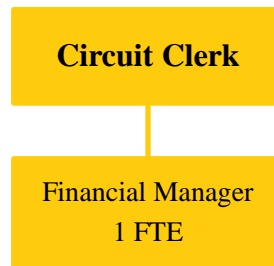


Circuit Clerk Operation and Administrative Fund 630-030



Circuit Clerk Operation and Administrative position: 1 FTE

The Circuit Clerk Operation and Administrative Fund is required by the Clerk of the Courts Act Section 27.3d, and it is “to be used to offset the costs incurred by the Circuit Court Clerk in performing the additional duties required to collect and disburse funds to entities of State and local government as provided by law” (705 ILCS 105/27.3d). The Operation and Administrative Fund receives its revenue as a percentage of certain State fees collected as dictated by law. For example, if a new \$50 state fee is created for specific court situations, 2% of that amount may go into this Fund. As more new state fees are passed into law, there could be additional sources of revenue for this Fund.

MISSION STATEMENT

The mission of the Office of the Clerk of the Circuit Court is to serve the citizens of Champaign County in a timely, efficient, and ethical manner. All services, information, and court records will be provided with courtesy and cost efficiency.

BUDGET HIGHLIGHTS

In the past this Fund has not supported personnel costs, but has rather provided a lump sum to the General Corporate Fund. After a review of the statute outlining how the Fund should be spent, it is the opinion of the Clerk that the Fund would be more appropriately spent on accounting department salaries. This does not represent a change in total expenditures, but more closely aligns with the intended purpose.

We began participating in the Illinois State Comptroller’s Local Debt Recovery Program in FY2014, and have continued to participate in FY2015 and FY2016. This program allows us to collect unpaid fines and fees through tax refunds, lottery winnings, and state employee and state contract employee wages. It has been an incredibly successful program, and has resulted in a significant increase in revenue to this fund.

FINANCIAL

Fund 630Dept 030			2015 Actual	2016 Original	2016 Projected	2017 Budget
341	10	COURT FEES AND CHARGES	\$217,914	\$275,000	\$290,315	\$282,500
		FEES AND FINES	\$217,914	\$275,000	\$290,315	\$282,500
361	10	INVESTMENT INTEREST	\$173	\$150	\$150	\$200

FY2017 Budget
Champaign County, Illinois

145

Circuit Clerk Operation and Administrative
Fund 630-030

Fund 630Dept 030			2015 Actual	2016 Original	2016 Projected	2017 Budget
MISCELLANEOUS			\$173	\$150	\$150	\$200
REVENUE TOTALS			\$218,087	\$275,150	\$290,465	\$282,700
511	3	REG. FULL-TIME EMPLOYEES	\$55,280	\$56,102	\$54,203	\$55,088
511	28	EMPLOYEE BONUS	\$0	\$150,000	\$12,500	\$0
513	1	SOCIAL SECURITY-EMPLOYER	\$4,127	\$4,292	\$4,292	\$4,131
513	2	IMRF - EMPLOYER COST	\$4,832	\$4,836	\$4,836	\$4,563
513	4	WORKERS' COMPENSATION INS	\$304	\$309	\$309	\$297
513	5	UNEMPLOYMENT INSURANCE	\$512	\$512	\$512	\$408
513	6	EMPLOYEE HEALTH/LIFE INS	\$7,429	\$8,291	\$8,291	\$9,763
		PERSONNEL	\$72,484	\$224,342	\$84,943	\$74,250
522	1	STATIONERY & PRINTING	\$30,152	\$50,000	\$25,500	\$20,000
522	2	OFFICE SUPPLIES	\$2,149	\$5,000	\$5,000	\$10,000
522	6	POSTAGE, UPS, FED EXPRESS	\$3,140	\$3,000	\$3,000	\$7,500
522	40	OFFICE EXPENSES	\$818	\$5,000	\$1,700	\$10,000
522	44	EQUIPMENT LESS THAN \$5000	\$2,172	\$7,500	\$20,300	\$60,000
		COMMODITIES	\$38,431	\$70,500	\$55,500	\$107,500
533	29	COMPUTER/INF TCH SERVICES	\$27,460	\$18,000	\$33,000	\$30,000
533	42	EQUIPMENT MAINTENANCE	\$2,260	\$250	\$250	\$18,000
533	84	BUSINESS MEALS/EXPENSES	\$167	\$1,000	\$1,000	\$1,500
533	95	CONFERENCES & TRAINING	\$1,738	\$2,000	\$2,000	\$5,000
		SERVICES	\$31,625	\$21,250	\$36,250	\$54,500
544	33	OFFICE EQUIPMENT & FURNIS	\$0	\$0	\$0	\$15,000
		CAPITAL	\$0	\$0	\$0	\$15,000
571	30	TO COURT AUTOMTN FUND 613	\$24,001	\$17,877	\$17,877	\$17,877
		INTERFUND EXPENDITURE	\$24,001	\$17,877	\$17,877	\$17,877
EXPENDITURE TOTALS			\$166,541	\$333,969	\$194,570	\$269,127

FUND BALANCE

FY2015 Actual	FY2016 Projected	FY2017 Budgeted
\$245,035	\$340,930	\$354,503

The fund balance goal for this fund is \$250,000 – or an amount equal to one year’s worth of revenue. This enables appropriate management of expenditure in years when revenues may not be as strong. In years leading up to periodic purchase of equipment or software, the fund balance will grow above the \$250,000 goal to allow for those expenditures.

FULL TIME EMPLOYEE HISTORY

FY2013	FY2014	FY2015	FY2016	FY2017
0	1	1	1	1