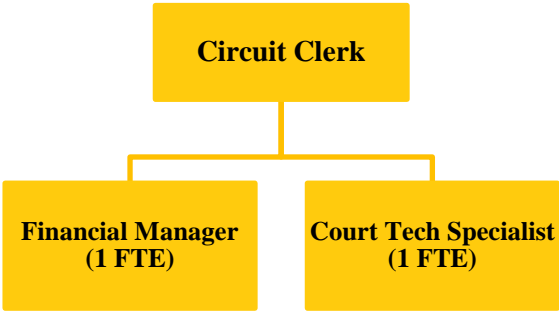


**Circuit Clerk Operation and Administrative  
Fund 630-030**



Circuit Clerk Operation and Administrative position: 2 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 each year since. 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.

This increased revenue allowed the Champaign County Circuit Clerk’s Office to purchase new financial software, bringing our office into compliance with state and federal accounting guidelines.

In FY 2014, the Circuit Clerk began paying the salary of the Financial Manager from this fund. In late 2017, the Circuit Clerk also began paying the salary for the Court Technology Specialist from this fund. With the new mandates for electronic filings, the Court Automation Fund Balance needs to be increase to allow for unexpected purchases.

## FINANCIAL

Fund 630 Dept 030			2017 Actual	2018 Original	2018 Projected	2019 Budget
341	10	COURT FEES AND CHARGES	\$177,389	\$211,000	\$235,000	\$245,500
		FEES AND FINES	\$177,389	\$211,000	\$235,000	\$245,500
361	10	INVESTMENT INTEREST	\$977	\$650	\$650	\$750
369	90	OTHER MISC. REVENUE	\$1,715	\$0	\$0	\$1,000
		MISCELLANEOUS	\$2,692	\$650	\$650	\$1,750
<b>REVENUE TOTALS</b>			<b>\$180,081</b>	<b>\$211,650</b>	<b>\$235,650</b>	<b>\$247,250</b>
511	3	REG. FULL-TIME EMPLOYEES	\$71,921	\$56,337	\$154,965	\$145,854
513	1	SOCIAL SECURITY-EMPLOYER	\$5,367	\$4,310	\$4,310	\$11,158
513	2	IMRF - EMPLOYER COST	\$5,912	\$4,642	\$4,642	\$8,635
513	4	WORKERS' COMPENSATION INS	\$396	\$310	\$310	\$948
513	5	UNEMPLOYMENT INSURANCE	\$248	\$248	\$248	\$496
513	6	EMPLOYEE HEALTH/LIFE INS	\$9,701	\$10,549	\$10,549	\$20,165
513	20	EMPLOYEE DEVELOPMNT/RECOG	\$258	\$0	\$0	\$0
		PERSONNEL	\$93,803	\$76,396	\$175,024	\$187,256
522	1	STATIONERY & PRINTING	\$23,461	\$7,500	\$7,828	\$7,500
522	2	OFFICE SUPPLIES	\$5,378	\$5,000	\$5,000	\$5,000
522	6	POSTAGE, UPS, FED EXPRESS	\$2,632	\$1,000	\$1,000	\$1,000
522	40	OFFICE EXPENSES	\$1,881	\$10,000	\$9,672	\$5,000
522	44	EQUIPMENT LESS THAN \$5000	\$18,231	\$20,000	\$20,000	\$15,000
		COMMODITIES	\$51,583	\$43,500	\$43,500	\$33,500
533	7	PROFESSIONAL SERVICES	\$4,710	\$0	\$0	\$0
533	29	COMPUTER/INF TCH SERVICES	\$1,166	\$2,500	\$2,500	\$2,500
533	33	TELEPHONE SERVICE	\$219	\$0	\$0	\$0
533	42	EQUIPMENT MAINTENANCE	\$1,873	\$30,000	\$30,000	\$20,000
533	84	BUSINESS MEALS/EXPENSES	\$277	\$1,500	\$1,500	\$1,500
533	95	CONFERENCES & TRAINING	\$7,555	\$10,000	\$10,000	\$1,000
		SERVICES	\$15,800	\$44,000	\$44,000	\$25,000
544	33	OFFICE EQUIPMENT & FURNIS	\$55,606	\$20,000	\$20,000	\$0
		CAPITAL	\$55,606	\$20,000	\$20,000	\$0
571	30	TO COURT AUTOMTN FUND 613	\$2,985	\$17,877	\$0	\$0
		INTERFUND EXPENDITURE	\$2,985	\$17,877	\$0	\$0
<b>EXPENDITURE TOTALS</b>			<b>\$219,777</b>	<b>\$201,773</b>	<b>\$282,524</b>	<b>\$245,756</b>

## FUND BALANCE

FY2017 Actual	FY2018 Projected	FY2019 Budgeted
\$99,765	\$52,891	\$54,385

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***

<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
1	1	1	2	2