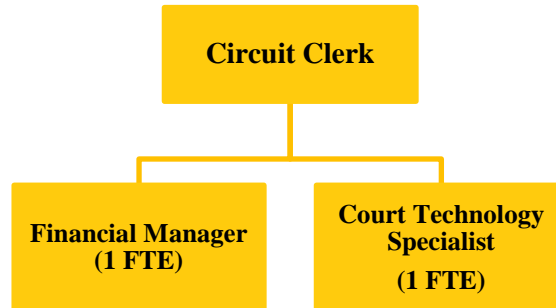


Circuit Clerk Operation and Administrative Fund 630-030



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. Following the passage of the Criminal and Traffic Assessment Act, the Circuit Clerk Operation and Administrative Fund will also be assessed at \$2 per case on most case types.

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

Over the past several years, this fund has absorbed commodities, services and personnel costs that - prior to the existence of this fund - were General Corporate Fund expenditures. We have now reached a point where the fees revenue does not cover the level of expenditure that has been assigned to the fund.

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.

Additionally, as the County Board has asked Department Heads to reduce commodities expenditures in General Corporate Fund, this fund has been increasingly used for everyday purchases, including general office supplies, which will not be sustainable in the long term.

FINANCIAL

Fund 630 Dept 030			2018 Actual	2019 Original	2019 Projected	2020 Budget
341	10	COURT FEES AND CHARGES	\$172,515	\$245,500	\$170,000	\$175,000
		FEES AND FINES	\$172,515	\$245,500	\$170,000	\$175,000
361	10	INVESTMENT INTEREST	\$1,243	\$750	\$1,330	\$1,300
369	90	OTHER MISC. REVENUE	\$0	\$1,000	\$0	\$0
		MISCELLANEOUS	\$1,243	\$1,750	\$1,330	\$1,300
371	13	FROM COURT AUTOMTN FND613	\$0	\$0	\$0	\$67,484
		INTERFUND REVENUE	\$0	\$0	\$0	\$67,484
REVENUE TOTALS			\$173,758	\$247,250	\$171,330	\$243,784
511	3	REG. FULL-TIME EMPLOYEES	\$127,822	\$145,854	\$132,359	\$179,973
513	1	SOCIAL SECURITY-EMPLOYER	\$9,592	\$11,158	\$10,126	\$8,046
513	2	IMRF - EMPLOYER COST	\$10,237	\$8,635	\$7,836	\$7,688
513	4	WORKERS' COMPENSATION INS	\$726	\$948	\$948	\$978
513	5	UNEMPLOYMENT INSURANCE	\$490	\$496	\$496	\$233
513	6	EMPLOYEE HEALTH/LIFE INS	\$12,844	\$20,165	\$13,893	\$10,243
		PERSONNEL	\$161,711	\$187,256	\$165,658	\$207,161
522	1	STATIONERY & PRINTING	\$10,444	\$7,500	\$24,000	\$15,000
522	2	OFFICE SUPPLIES	\$9,066	\$5,000	\$5,525	\$5,500
522	6	POSTAGE, UPS, FED EXPRESS	\$2,065	\$1,000	\$2,100	\$2,200
522	40	OFFICE EXPENSES	\$1,921	\$5,000	\$1,750	\$1,900
522	44	EQUIPMENT LESS THAN \$5000	\$13,277	\$15,000	\$10,000	\$15,000
		COMMODITIES	\$36,773	\$33,500	\$43,375	\$39,600
533	29	COMPUTER/INF TCH SERVICES	\$1,521	\$2,500	\$4,500	\$2,500
533	42	EQUIPMENT MAINTENANCE	\$1,775	\$20,000	\$1,850	\$1,900
533	51	EQUIPMENT RENTALS	\$12	\$0	\$0	\$0
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$0	\$550	\$750
533	84	BUSINESS MEALS/EXPENSES	\$0	\$1,500	\$250	\$300
533	95	CONFERENCES & TRAINING	\$2,220	\$1,000	\$2,500	\$2,500
		SERVICES	\$5,528	\$25,000	\$9,650	\$7,950
544	33	OFFICE EQUIPMENT & FURNIS	\$10,731	\$0	\$0	\$0
		CAPITAL	\$10,731	\$0	\$0	\$0
EXPENDITURE TOTALS			\$214,743	\$245,756	\$218,683	\$254,711

FUND BALANCE

FY2018 Actual	FY2019 Projected	FY2020 Budgeted
\$58,780	\$11,427	\$500

The fund balance goal for this fund is \$250,000 – or an amount equal to one year’s worth of revenue. The decline in fund balance in FY2019 and FY2020 is caused by flat revenues that do not keep pace with escalating personnel costs. Part of the corrective plan is providing a transfer from the Courts Automation Fund in FY2020 to reimburse 50% of the Courts Technology Specialist salary and fringe benefit costs.

FULL TIME EMPLOYEE HISTORY

FY2016	FY2017	FY2018	FY2019	FY2020
1	1	2	2	2