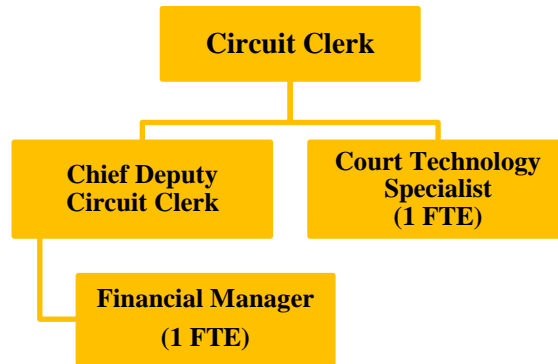


# Circuit Clerk Operation and Administrative Fund 630-030



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			2019	2020	2020	2021
			Actual	Original	Projected	Budget
341	10	COURT FEES AND CHARGES	\$183,218	\$175,000	\$225,000	\$250,000
		FEES AND FINES	\$183,218	\$175,000	\$225,000	\$250,000
361	10	INVESTMENT INTEREST	\$690	\$1,300	\$0	\$0
		MISCELLANEOUS	\$690	\$1,300	\$0	\$0
371	13	FROM COURT AUTOMTN FND613	\$0	\$67,484	\$67,484	\$67,484
		INTERFUND REVENUE	\$0	\$67,484	\$67,484	\$67,484
<b>REVENUE TOTALS</b>			<b>\$183,908</b>	<b>\$243,784</b>	<b>\$292,484</b>	<b>\$317,484</b>
511	3	REG. FULL-TIME EMPLOYEES	\$132,346	\$179,973	\$179,973	\$183,771
513	1	SOCIAL SECURITY-EMPLOYER	\$9,913	\$8,046	\$8,046	\$8,216
513	2	IMRF - EMPLOYER COST	\$7,779	\$7,688	\$7,688	\$7,378
513	4	WORKERS' COMPENSATION INS	\$859	\$978	\$978	\$506
513	5	UNEMPLOYMENT INSURANCE	\$466	\$233	\$233	\$233
513	6	EMPLOYEE HEALTH/LIFE INS	\$8,462	\$10,243	\$10,243	\$11,443
513	20	EMPLOYEE DEVELOPMNT/RECOG	\$556	\$0	\$0	\$0
		PERSONNEL	\$160,381	\$207,161	\$207,161	\$211,547
522	1	STATIONERY & PRINTING	\$21,349	\$15,000	\$20,000	\$15,500
522	2	OFFICE SUPPLIES	\$6,483	\$5,500	\$5,000	\$6,000
522	6	POSTAGE, UPS, FED EXPRESS	\$1,420	\$2,200	\$1,000	\$2,300
522	40	OFFICE EXPENSES	\$1,728	\$1,900	\$1,100	\$2,000
522	44	EQUIPMENT LESS THAN \$5000	\$8,333	\$15,000	\$6,500	\$15,500
		COMMODITIES	\$39,313	\$39,600	\$33,600	\$41,300
533	29	COMPUTER/INF TCH SERVICES	\$8,792	\$2,500	\$3,450	\$3,500
533	42	EQUIPMENT MAINTENANCE	\$4,120	\$1,900	\$8,000	\$4,000
533	70	LEGAL NOTICES,ADVERTISING	\$548	\$750	\$500	\$750
533	84	BUSINESS MEALS/EXPENSES	\$283	\$300	\$300	\$300
533	95	CONFERENCES & TRAINING	\$5,358	\$2,500	\$1,000	\$3,000
		SERVICES	\$19,101	\$7,950	\$13,250	\$11,550
<b>EXPENDITURE TOTALS</b>			<b>\$218,795</b>	<b>\$254,711</b>	<b>\$254,011</b>	<b>\$264,397</b>

**FUND BALANCE**

FY2019 Actual	FY2020 Projected	FY2021 Budgeted
\$23,890	\$62,363	\$115,450

The fund balance goal for this fund is \$250,000 – or an amount equal to one year’s worth of revenue. Part of the corrective plan is providing a transfer from the Courts Automation Fund in FY2021 to reimburse 50% of the Court Technology Specialist salary and fringe benefit costs.

***FULL TIME EMPLOYEE HISTORY***

<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
1	2	2	2	2