



# ADOPTED ANNUAL BUDGET



**THE HONORABLE ROGER D. EATON**  
Clerk of the Circuit Court and County Comptroller  
Charlotte County, Florida

FOR FISCAL YEAR 2024 - 2025  
ADOPTED SEPTEMBER 24, 2024

**COMPTROLLER DIVISION**

350 E. Marion Ave. Punta Gorda, FL 33950 • 941.505.4716 • [CharlotteClerk.com](http://CharlotteClerk.com)



ROGER D. EATON  
Clerk of the Circuit Court and County Comptroller

350 E. Marion Ave. Punta Gorda, FL 33950 • 941.505.4716

August 30, 2024

Honorable Chairman  
Members of the County Commission  
Residents of Charlotte Count

Pursuant to Section 218.35 Florida Statutes, presented herewith is the adopted fee officer budget for the Charlotte County Clerk of the Circuit Court and County Comptroller for the 2024/2025 fiscal year. This statute requires the Clerk of the Circuit Court to prepare the budget in two parts: The budget necessary to perform Court Related functions as defined in F.S. 28.36 and the budget relating to the requirements of the Clerk as Clerk to the Board of County Commissioners, County Auditor, and custodian or treasurer of all County funds and other County related duties.

The Clerk's Office is requesting \$2,890,850 to fund our operations for the fiscal year ending September 30, 2025. This is a **decrease** of \$7,180 or .3%. Our request for Board funding remains unchanged from the May 31, submittal. This is the seventh year in row that we are requesting a **decrease** in our overall budget with an eight-year savings to the citizens of Charlotte County of 12.2%

The Clerk is the Clerk to the Circuit Court and Ex Officio Clerk to the Board in the Florida Constitution and Statutes. This elected office provides functions for the State of Florida as well as the Board of County Commissioners. One of the varied functions of the Clerk is fulfilled by the Records Division, its responsibilities are outlined in Chapter 28.222 F. S. which states "The Clerk of the circuit court shall be the recorder of all instruments that he or she may be required or authorized by law to record in the county where he or she is clerk." It also sets forth a fee schedule for service charges, which are used to support this function.

The Clerk also performs Court related functions which are supported by court related fines, fees, and costs. The Court related budget is a revenue-based budget, reviewed by Clerk of Courts Operations Corporation and approved by State Legislature. Any excess monies collected are remitted to the Department of Revenue for deposit into the Clerk of the Court Trust Fund.

The residents of Charlotte County deserve effective and efficient service at the least possible cost, which is reflected in this proposal.

Sincerely,

Roger D. Eaton  
Clerk of the Circuit Court and County Comptroller

**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**September 24, 2024**

**TABLE OF CONTENTS**

	<u>Pages</u>
<b>Estimated Revenue General Fund and Court Related</b>	1
<b>General Fund</b>	
Appropriations	2-5
Summary	6
<b>Special Revenue Funds</b>	
Court Related Expenditure Fund	7
Jury Management Fund	8
<b>Budget Comparisons</b>	
2023-2024 Adopted Budget to 2024-2025 Adopted Budget	9

**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**General Fund & Court Related Allocations**  
**September 24, 2024**

**Estimated Revenue**

General Revenue	FY 2025 Adopted
Fees - Recording	\$ 1,156,821
Fees- Recording/ Signing/ Sealing	5,224
Recording - Indexing	8,551
Fees - Copies	10,319
Fees - Certifications	7,256
Fees - Home Solicitation Permits	850
Oth Fees - E-Certify	4,845
OGGC Fees - Other	20,341
Fees - Marriage Solomnizing	33,881
Fees - Marriage Ceremony	11,220
Fees - Notary Service	2,431
Fees - Passport	148,266
Fees - Passport Photo Service	51,606
Fees - Tax Deed Sales	89,051
Interest Earnings	341,745
Miscellaneous Revenue	30,035
Postage	40,763
Total User Fees and Service Charges	\$ 1,963,203
Transfer In - Court Related Allocations	1,043,968
Transfer In - Mod Trust Fund-Clerk Tech	524,834
Transfer In - Mod Trust Fund-BCC Tech	573,942
Transfer In - Civil Cases Filing Trust Fund	116,729
Transfer In - Documentary Stamps/Intangible Tax	196,381
 Total General Revenue	 \$ 4,419,058
 General Fund Request to Board of County Commissioners	 2,890,850
Total Funding	\$ 7,309,908

**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**General Fund**  
**September 24, 2024**

	2024-2025 Adopted Budget		
	Clerk	Board	Total
<b>Recording</b>			
Full Time Equivalent Positions	11.0	-	11.0
Salaries	\$ 534,231	\$ -	\$ 534,231
Employee Benefits	368,747	-	368,747
Contract Services	106,720	-	106,720
Purchased Services	4,950	-	4,950
Materials & Supplies	<u>26,050</u>	<u>-</u>	<u>26,050</u>
Total Recording	<u>\$ 1,040,698</u>	<u>\$ -</u>	<u>\$ 1,040,698</u>
<b>Tax Deeds</b>			
Full Time Equivalent Positions	1.0	-	1.0
Salaries	\$ 43,582	\$ -	\$ 43,582
Employee Benefits	26,550	-	26,550
Contract Services	77,500	-	77,500
Purchased Services	81,600	-	81,600
Materials & Supplies	<u>2,000</u>	<u>-</u>	<u>2,000</u>
Total Tax Deeds	<u>\$ 231,232</u>	<u>\$ -</u>	<u>\$ 231,232</u>
<b>Disaster Recovery Enhancement</b>			
Full Time Equivalent Positions	1.0	-	1.0
Salaries	\$ 32,240	\$ -	\$ 32,240
Employee Benefits	10,266	-	10,266
Contract/Professional Services	3,500	-	3,500
Purchased Services	33,000	-	33,000
Materials & Supplies	<u>1,000</u>	<u>-</u>	<u>1,000</u>
Total Disaster Recovery	<u>\$ 80,006</u>	<u>\$ -</u>	<u>\$ 80,006</u>

**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**General Fund**  
**September 24, 2024**

	2024-2025 Adopted Budget		
	Clerk	Board	Total
<b>Administration</b>			
Full Time Equivalent Positions	3.7	0.3	4.0
Salaries	\$ 413,224	\$ 12,475	\$ 425,699
Employee Benefits	278,412	8,536	286,948
Contract/Professional Services	47,200	1,300	48,500
Purchased Services	44,314	13,636	57,950
Materials & Supplies	19,846	3,654	23,500
Total Administration	\$ 802,996	\$ 39,601	\$ 842,597
<b>Minutes</b>			
Full Time Equivalent Positions	-	2.0	2.0
Salaries	\$ -	\$ 80,446	\$ 80,446
Employee Benefits	-	55,552	55,552
Purchased Services	-	29,900	29,900
Materials & Supplies	-	3,500	3,500
Total Minutes	\$ -	\$ 169,398	\$ 169,398
<b>Comptroller</b>			
Full Time Equivalent Positions	3.6	11.4	15.0
Salaries	\$ 220,080	\$ 719,797	\$ 939,877
Employee Benefits	131,465	401,678	533,143
Contract/Professional Services	22,000	13,500	35,500
Purchased Services	6,870	25,380	32,250
Materials & Supplies	4,700	16,200	20,900
Total Comptroller	\$ 385,115	\$ 1,176,555	\$ 1,561,670
<b>Employee Relations</b>			
Full Time Equivalent Positions	1.5	0.5	2.0
Salaries	\$ 100,311	\$ 33,436	\$ 133,747
Employee Benefits	63,342	18,668	82,010
Contract/Professional Services	-	1,690	1,690
Purchased Services	34,591	2,969	37,560
Materials & Supplies	1,995	1,205	3,200
Total Employee Relations	\$ 200,239	\$ 57,968	\$ 258,207

**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**General Fund**  
**September 24, 2024**

	2024-2025 Adopted Budget		
	Clerk	Board	Total
<b>Internal Audit</b>			
Full Time Equivalent Positions	1.1	2.9	4.0
Salaries	\$ 96,197	\$ 183,961	\$ 280,158
Employee Benefits	51,439	68,253	119,692
Purchased Services	2,568	2,782	5,350
Materials & Supplies	2,518	3,082	5,600
Total Internal Audit	\$ 152,722	\$ 258,078	\$ 410,800
<b>Information Technology</b>			
Full Time Equivalent Positions	1.1	2.3	3.4
Salaries	\$ 47,578	\$ 222,406	\$ 269,984
Employee Benefits	23,285	112,047	135,332
Contract/Professional Services	50,000	-	50,000
Purchased Services	175,456	259,044	434,500
Materials & Supplies	9,455	19,245	28,700
Capital Outlay	1,976	4,024	6,000
Total Information Technology	\$ 307,750	\$ 616,766	\$ 924,516
<b>Court Automation</b>			
Full Time Equivalent Positions	3.3	3.4	6.6
Salaries	\$ 242,681	\$ 255,457	\$ 498,138
Employee Benefits	121,107	127,481	248,588
Contract/Professional Services	2,462	2,538	5,000
Purchased Services	119,757	123,443	243,200
Materials & Supplies	24,547	50,303	74,850
Capital Outlay	14,280	14,720	29,000
Total Court Automation	\$ 524,834	\$ 573,942	\$ 1,098,776

**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**General Fund**  
**September 24, 2024**

	2024-2025 Adopted Budget		
	Clerk	Board	Total
<b>Records Center</b>			
Full Time Equivalent Positions	-	2.0	2.0
Salaries	\$ -	\$ 126,575	\$ 126,575
Employee Benefits	-	56,279	56,279
Contract/Professional Services	-	6,000	6,000
Purchased Services	-	10,650	10,650
Materials & Supplies	-	4,000	4,000
Total Records Center	\$ -	\$ 203,504	\$ 203,504
 <b>General Services</b>			
Full Time Equivalent Positions	0.8	0.2	1.0
Salaries	\$ 37,425	\$ 8,216	\$ 45,641
Employee Benefits	20,203	4,435	24,638
Purchased Services	55,290	84,510	139,800
Materials & Supplies	6,605	5,395	12,000
Total General Services	\$ 119,523	\$ 102,556	\$ 222,079
 <b>General Fund Departmental Recap</b>			
Full Time Equivalent Positions	28.1	24.9	53.0
Recording & Tax Deeds	\$ 1,271,930	\$ -	\$ 1,271,930
Disaster Recovery Enhancement	80,006	-	80,006
Administration	802,996	39,601	842,597
Commission Minutes	-	169,398	169,398
Comptroller	385,115	1,176,555	1,561,670
Employee Relations	200,239	57,968	258,207
Internal Audit	152,722	258,078	410,800
Information Technology	307,750	616,766	924,516
Court Automation	524,834	573,942	1,098,776
Records Center	-	203,504	203,504
General Services	119,523	102,556	222,079
Total General Fund	\$ 3,845,115	\$ 3,198,368	\$ 7,043,483



**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**General Fund Summary**  
**September 24, 2024**

Board	
Disaster Recovery	-
Administration	39,601
Minutes	169,398
Comptroller	1,176,555
Employee Relations	57,968
Internal Audit	258,078
Information Technology	616,766
Court Automation	573,942
Records Center	203,504
General Services	102,556
	<u>3,198,368</u>
Clerk - Non Court	
Recording	1,040,698
Tax Deeds	231,232
Disaster Recovery	80,006
Administration	802,996
Comptroller	385,115
Employee Relations	200,239
Internal Audit	152,722
Information Technology	307,750
Court Automation	524,834
General Services	119,523
	<u>3,845,115</u>
Total Expenditures	7,043,483
Less User Fees/Service Charges	(2,159,585)
Less Transfers In Court Related Allocations	(1,043,968)
Less Transfers In-Clerk Tech	(524,834)
Less Transfers In-BCC Tech	(573,942)
Less Transfers In - Civil Case Filing	(116,729)
	<u>2,624,425</u>
Court Related Health Ins	266,424
Total Board Request	<u><u>2,890,850</u></u>

**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**Court Related Expenditures Fund**  
**September 24, 2024**

	<u>FY 2025 Adopted</u>
<b>Employee Benefits</b>	
Full Time Equivalent Positions	-
Circuit Court - Criminal	\$ 16,590
Circuit Court - Criminal - Juvenile	4,148
Circuit Court - Civil	36,470
Circuit Court - Civil - Support	10,948
Domestic Violence Services	8,295
Probate & Guardianship	8,295
County Court - Criminal	21,022
County Court - Civil	10,948
County Court - Traffic	19,312
Appeals	6,801
Trial Clerks	35,711
Court Records	40,524
Total Courts - Employee Benefits	\$ <u>219,063</u>
 <b>Court Related Allocations &amp; Other Operating Expenses</b>	
Reimburse Administration	\$ 13,442
Reimburse Comptroller	16,184
Reimburse Human Resources	4,231
Reimburse Internal Audit	5,343
Reimburse General Services	1,949
Reserve for Contingency	-
Total Allocations & Other Expense	\$ <u>41,150</u>
 <b>Total Court Expenditures</b>	 \$ <u><u>260,213</u></u>

**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**Jury Management Expenditures Fund**  
**September 24, 2024**

	<u>FY 2025 Adopted</u>
<b>Jury Management</b>	
Full Time Equivalent Positions	-
Appropriations	
Employee Benefits	\$ 6,212
Total Jury Management Expense	<u>\$ 6,212</u>

**ROGER D EATON**  
**Clerk of the Circuit Court & County Comptroller**  
**Charlotte County, Florida**  
**2024-2025 Adopted Budget**  
**September 24, 2024**

	<u>2024-2025 Adopted Budget</u>	<u>2023-2024 Adopted Budget</u>	<u>Increase/ (Decrease)</u>	
Clerk Operating	\$ 1,804,156	\$ 1,803,809	\$ 347	
Information Technology	616,766	664,468	-47,702	
Court Related	266,424	280,679	-14,255	
Records Center	203,504	149,074	54,430	
<b>Total Board Request</b>	<u>\$ 2,890,850</u>	<u>\$ 2,898,030</u>	<u>\$ -7,180</u>	<u>-0.3%</u>