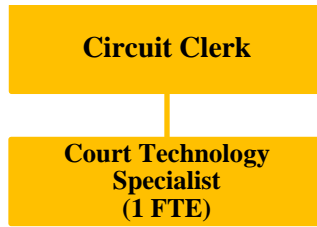


Circuit Clerk Operation and Administrative Fund 630-030



Circuit Clerk Operation and Administrative position: 1 FTE
 The FTE position of Financial Manager in 630-030 was eliminated in FY21.

MISSION STATEMENT

The Circuit Clerk Operation and Administrative Fund is to be used for expenses required to perform duties required by the office to collect and disburse funds to state and local government entities.

BUDGET HIGHLIGHTS

All revenue for this fund is derived from fees assessed in cases filed with the Clerk’s office. We were paying for two positions from this fund, starting in FY14 with the Financial Manager, and then in 2017 adding the salary of the Court Technology Specialist. Many Illinois counties are not paying for any salaries from this fund. As a cost-saving measure, the Financial Manager position was eliminated in FY2021.

Revenue is a major concern for the FY22 budget. This fund had projected revenues from operation and administrative fund fees of \$250,000 for FY21. However, along with the continuation of the Criminal Traffic Assessment Act, new legislation effective 7/1/21 will have a negative impact on revenue with the loss of the 10% Clerk’s fee from bail security deposits, and fines/fees from petty traffic offenses which will remain unpaid as the Secretary of State will no longer be suspending driver’s licenses for unpaid traffic tickets. In civil cases, the new civil fee schedule has not yet been published, so I cannot project the impact on revenue that will have. The legislature has not replaced this lost revenue with any other source of income for the Clerk’s office.

What have we done to cut costs for this fund? We eliminated the position of Financial Manager at the end of April 2021. We have instituted the Pay-It System for collection of monies paid at the office or on-line which will provide uniform collection across all case types and improve customer service.

FINANCIAL

Fund 630 Dept 030			2020	2021	2021	2022
			Actual	Original	Projected	Budget
341	10	COURT FEES AND CHARGES	\$281,763	\$250,000	\$280,592	\$265,824
		FEES AND FINES	\$281,763	\$250,000	\$280,592	\$265,824
361	10	INVESTMENT INTEREST	\$12	\$0	\$10	\$0
369	90	OTHER MISC. REVENUE	\$0	\$0	\$7,383	\$0
		MISCELLANEOUS	\$12	\$0	\$7,393	\$0
371	13	FROM COURT AUTOMTN FND613	\$0	\$67,484	\$0	\$0

Fund 630 Dept 030			2020	2021	2021	2022
			Actual	Original	Projected	Budget
		INTERFUND REVENUE	\$0	\$67,484	\$0	\$0
		REVENUE TOTALS	\$281,775	\$317,484	\$287,985	\$265,824
511	3	REG. FULL-TIME EMPLOYEES	\$178,341	\$183,771	\$107,388	\$106,978
513	1	SOCIAL SECURITY-EMPLOYER	\$7,908	\$8,216	\$8,216	\$8,184
513	2	IMRF - EMPLOYER COST	\$7,550	\$7,378	\$7,378	\$5,627
513	4	WORKERS' COMPENSATION INS	\$975	\$506	\$523	\$589
513	5	UNEMPLOYMENT INSURANCE	\$229	\$233	\$233	\$234
513	6	EMPLOYEE HEALTH/LIFE INS	\$8,824	\$11,443	\$11,443	\$11,520
		PERSONNEL	\$203,827	\$211,547	\$135,181	\$133,132
522	1	STATIONERY & PRINTING	\$25,765	\$15,500	\$7,566	\$14,000
522	2	OFFICE SUPPLIES	\$10,774	\$6,000	\$6,000	\$6,000
522	6	POSTAGE, UPS, FED EXPRESS	\$935	\$2,300	\$3,200	\$3,200
522	40	OFFICE EXPENSES	\$1,156	\$2,000	\$0	\$0
522	44	EQUIPMENT LESS THAN \$5000	\$6,882	\$15,500	\$8,000	\$59,018
		COMMODITIES	\$45,512	\$41,300	\$24,766	\$82,218
533	29	COMPUTER/INF TCH SERVICES	\$9,132	\$3,500	\$599	\$2,500
533	42	EQUIPMENT MAINTENANCE	\$8,688	\$4,000	\$4,000	\$4,000
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$750	\$0	\$0
533	84	BUSINESS MEALS/EXPENSES	\$0	\$300	\$0	\$0
533	95	CONFERENCES & TRAINING	\$391	\$3,000	\$0	\$0
		SERVICES	\$18,211	\$11,550	\$4,599	\$6,500
544	44	1601 E MAIN CONST/IMPROVE	\$0	\$0	\$10,400	\$0
		CAPITAL	\$0	\$0	\$10,400	\$0
		EXPENDITURE TOTALS	\$267,550	\$264,397	\$174,946	\$221,850

FUND BALANCE

FY2020 Actual	FY2021 Projected	FY2022 Budgeted
\$37,983	\$151,022	\$194,996

The fund balance has been decreasing over time, due in part to transfers to various funds to cover personnel costs, including \$193,145 to the General Fund between 2011 and 2016, and \$54,863 to Automation between 2015 and 2017. In addition to eliminating one of the positions under this fund, no such transfers have been utilized in 2021, nor are they budgeted for the future, allowing for fund balance increases in fiscal years 2021 and 2022.

FULL TIME EMPLOYEE HISTORY

FY2018	FY2019	FY2020	FY2021	FY2022
2	2	2	2	1