

Fiscal Year 2023 Budget adopted on December 5, 2022



Clerk's Office



Fiscal Year 2023 Budget Overview
General (Current Expense) Fund No. 001
County Clerk of the Superior Court (001.400)

Responsible Elected Official: County Clerk (of the Superior Court)

The County Clerk of the Superior Court has specific and special duties assigned by statute and court rules. The duties are administrative in nature, and quasi-judicial in some cases, but the County Clerk is best described as the administrative and financial officer of the Superior Court in Pacific County.

Some of the general duties of the office include receiving filings for all types of Superior Court level litigation, maintaining files, court exhibits and depositions, recording all documents required, certifying records, preparing dockets, receiving, filing and approving certain bonds. The County Clerk also acts as a quasi-judicial officer for the issuance of writs, orders, subpoenas and related duties, draws and maintains jury panels, and is present or represented for all sessions of the Superior Court.

In addition, the County Clerk collects statutory fees for litigations and fines, holding them in a separate trust as directed by order of the court. They receive and disburse money on judgments, child support payments and restitution, and are required to maintain an efficient accounting system.

The Clerk's Office is supported by the following Special Revenue Funds:

- Special Revenue Fund No. 138 (Court Special Accounts)
- Special Revenue Fund No. 191 (BECCA Reserve)

<u>GRAND TOTAL FY 2023 Budgeted Expenditures:</u>	<u>\$477,237.00</u>
FY 2023 Categorical Spending Limits for Salaries (Object Code 10-19) + Benefits (Object Code 20-29):	\$460,587.00
FY 2023 Categorical Spending Limits for Operating/Capital/Debt Service (All Other Object Codes):	\$16,650.00
GRAND TOTAL FY 2023 Budgeted Full-Time Equivalents (FTEs):	4.70
GRAND TOTAL FY 2023 Budgeted Revenue:	\$153,651.00



Fiscal Year 2023 Budget: Expenditures
General (Current Expense) Fund No. 001
County Clerk of the Superior Court (001.400)

BARS Code		FY 2021 Expenditures		FY 2022 Expenditures		FY 2023 Expenditures	
Expenditure Subobject (001.400.5**.**.**) # Description		Budget as adopted by the BOCC on December 8, 2020	Actual Spent January 1, 2021 through December 31, 2021	Budget as adopted by the BOCC on December 6, 2021	Actual Spent January 1, 2022 through October 31, 2022	Dept. Estimate submitted in accordance with RCW 36.40.010	Budget as adopted by the BOCC on December 5, 2022
10	Salaries & Wages	\$294,415.00	\$233,572.77	\$299,387.00	\$218,355.15	\$351,102.00	\$322,559.00
20	Personnel Benefits	\$121,603.00	\$89,706.27	\$127,956.00	\$81,883.43	\$151,036.00	\$138,028.00
31	Supplies for Consumption	\$5,000.00	\$4,970.43	\$5,000.00	\$4,089.01	\$5,000.00	\$5,000.00
41	Professional Services	\$1,000.00	\$45.17	\$1,000.00	\$200.75	\$1,000.00	\$1,000.00
42	Communication	\$650.00	\$635.60	\$650.00	\$504.43	\$650.00	\$650.00
43	Travel	\$1,900.00	\$63.84	\$2,500.00	\$1,313.74	\$2,500.00	\$2,500.00
45	Operating Rentals & Leases	\$4,000.00	\$2,405.77	\$4,000.00	\$130.00	\$4,000.00	\$4,000.00
48	Repairs & Maintenance	\$2,500.00	\$1,189.10	\$2,500.00	-	\$2,500.00	\$2,500.00
49	Other Services	\$500.00	\$1,391.50	\$500.00	\$531.50	\$1,000.00	\$1,000.00
70	Debt Service – Principal	-	-	-	\$1,734.84	-	-
Total Expenditures:		\$431,568.00	\$333,980.45	\$443,493.00	\$308,742.85	\$518,788.00	\$477,237.00



Fiscal Year 2023 Budget: Revenue
General (Current Expense) Fund No. 001
County Clerk of the Superior Court (001.400)

BARS Code		FY 2021 Revenue		FY 2022 Revenue		FY 2023 Revenue	
Revenue Type (001.400.3**.**.*)		Budget as adopted by the BOCC on December 8, 2020	Actual Received January 1, 2021 through December 31, 2021	Budget as adopted by the BOCC on December 6, 2021	Actual Received January 1, 2022 through October 31, 2022	Dept. Estimate submitted in accordance with RCW 36.40.010	Budget as adopted by the BOCC on December 5, 2022
#	Description						
333	Federal Indirect Grants	\$14,000.00	\$8,622.00	\$14,000.00	\$8,705.00	\$14,000.00	\$14,000.00
334	State Grants	\$8,000.00	\$7,340.00	\$8,000.00	\$6,817.00	\$8,000.00	\$8,000.00
336	State Entitlements & Impact Payments	\$2,000.00	\$3,011.00	\$2,000.00	\$3,965.00	\$2,000.00	\$2,000.00
341	General Government	\$85,000.00	\$82,345.53	\$85,000.00	\$60,441.93	\$85,000.00	\$85,000.00
342	Public Safety	\$5,000.00	\$2,538.93	\$5,000.00	\$4,051.33	\$5,000.00	\$5,000.00
351	Superior Court Felony/Misdemeanor Penalties	\$10,000.00	\$2,884.91	\$8,000.00	\$2,036.52	\$3,000.00	\$3,000.00
357	Criminal Costs	\$12,000.00	\$7,462.03	\$12,000.00	\$4,660.85	\$6,000.00	\$6,000.00
361	Interest & Other Earnings	\$1,800.00	\$1,241.95	\$1,000.00	\$823.50	\$500.00	\$500.00
369	Other Misc. Revenue	-	\$275.00	-	-	-	-
397	Transfers in from Fund #131	\$17,226.00	-	\$24,502.00	-	\$24,388.00	\$27,151.00
397	Transfers in from Fund #191	\$4,000.00	-	\$3,000.00	-	\$3,000.00	\$3,000.00
Total Revenue:		\$159,026.00	\$115,721.35	\$162,502.00	\$91,501.13	\$150,888.00	\$153,651.00



Fiscal Year 2023 Budget Overview

Special Revenue Fund No. 138

Court Special Accounts

Responsible Elected Official: County Clerk (of the Superior Court)

Court Special Accounts Fund No. 138 was established by the Board of County Commissioners via Resolution No. 2007-067 for the purpose of accumulating and administering state-designated court revenues.

From time to time, the Washington State Legislature earmarks certain revenues for Superior Court and/or courts of limited jurisdiction for specifically designated purposes. These revenues originate from multiple sources, none of which are significant enough to warrant creation of an individual fund. Special Revenue Fund No. 138 was created for the accumulation and administration of these existing and future designated revenues.

GRAND TOTAL FY 2023 Budgeted Expenditures:	<u>\$23,582.00</u>
FY 2023 Categorical Spending Limits for Salaries (Object Code 10-19) + Benefits (Object Code 20-29):	\$21,949.00
FY 2023 Categorical Spending Limits for Operating/Capital/Debt Service (All Other Object Codes):	\$1,633.00
GRAND TOTAL FY 2023 Budgeted Full-Time Equivalents (FTEs):	0.30
GRAND TOTAL FY 2023 Budgeted Revenue:	\$5,000.00



Fiscal Year 2023 Budget: Expenditures
Special Revenue Fund No. 138
Court Special Accounts

BARS Code		FY 2021 Expenditures		FY 2022 Expenditures		FY 2023 Expenditures	
Expenditure Subobject (138.***.5**.*.**) # Description		Budget as adopted by the BOCC on December 8, 2020	Actual Spent January 1, 2021 through December 31, 2021	Budget as adopted by the BOCC on December 6, 2021	Actual Spent January 1, 2022 through October 31, 2022	Dept. Estimate submitted in accordance with RCW 36.40.010	Budget as adopted by the BOCC on December 5, 2022
10	Salaries & Wages	\$11,624.00	\$6,070.92	\$13,068.00	\$4,620.07	\$14,614.00	\$14,584.00
20	Personnel Benefits	\$6,161.00	\$2,852.39	\$6,927.00	\$1,754.66	\$7,712.00	\$7,365.00
31	Supplies for Consumption	-	-	-	\$1,000.00	-	-
41	Professional Services	\$1,021.00	-	\$1,000.00	-	-	-
46	Insurance	\$1,017.00	\$1,016.10	\$1,017.00	\$1,150.80	\$1,243.00	\$1,633.00
49	Other Services	-	\$300.00	-	-	-	-
Total Expenditures:		\$19,823.00	\$10,239.41	\$22,012.00	\$8,525.53	\$23,569.00	\$23,582.00



Fiscal Year 2023 Budget: Revenue
Special Revenue Fund No. 138
Court Special Accounts

BARS Code		FY 2021 Revenue		FY 2022 Revenue		FY 2023 Revenue	
Revenue Type (138.***.3**.***.***)		Budget as adopted by the BOCC on December 8, 2020	Actual Received January 1, 2021 through December 31, 2021	Budget as adopted by the BOCC on December 6, 2021	Actual Received January 1, 2022 through October 31, 2022	Dept. Estimate submitted in accordance with RCW 36.40.010	Budget as adopted by the BOCC on December 5, 2022
#	Description						
341	General Government	\$3,000.00	\$5,897.26	\$5,000.00	\$2,668.54	\$5,000.00	\$5,000.00
346	Social Services	-	\$2,470.50	\$2,000.00	\$1,553.70	-	-
Total Revenue:		\$3,000.00	\$8,367.76	\$7,000.00	\$4,222.24	\$5,000.00	\$5,000.00



Fiscal Year 2023 Budget: Fund Balance
Special Revenue Fund No. 138
Court Special Accounts

	FY 2021 Budget as adopted by the BOCC December 8, 2020	FY 2021 Actuals January 1, 2021 through December 31, 2021	FY 2022 Budget as adopted by the BOCC on December 6, 2021	FY 2022 Actuals January 1, 2022 through October 31, 2022	FY 2023 Dept. Estimates submitted in accordance with RCW 36.40.010	FY 2023 Budget as adopted by the BOCC on December 5, 2022
BEGINNING CASH <i>(italicized figures are estimated)</i>	\$53,424.07	\$53,424.07	\$51,552.42	\$51,552.42	\$36,540.42	\$36,540.42
<i>Plus</i> All Revenue	\$3,000.00	\$8,367.76	\$7,000.00	\$4,222.24	\$5,000.00	\$5,000.00
<i>Minus</i> All Expenditures	(\$19,823.00)	(\$10,239.41)	(\$22,012.00)	(\$8,525.53)	(\$23,569.00)	(\$23,582.00)
ENDING CASH <i>(italicized figures are estimated)</i>	\$36,601.07	\$51,552.42	\$36,540.42	\$47,249.13	\$17,971.42	\$17,958.42
Difference between beginning & ending cash:	-31.5% (\$16,823.00)	-3.5% (\$1,871.65)	-29.1% (\$15,012.00)	-8.3% (\$4,303.29)	-50.8% (\$18,569.00)	-50.9% (\$18,582.00)

Fiscal Year 2023 Budget: Staffing Plan

Pacific County Clerk's Office

Position	Fiscal Year 2023 Wage Breakdown at 1.0 Full-Time Equivalent (FTE)										Fund #001.400 County Clerk			Fund #138 Court Special Accounts			GRAND TOTALS COUNTY CLERK			
	Group	Grade	Step	Base	Longevity	Total	How Many Months at This Salary?	TOTAL	Estimated Benefit %	FTE	Salary (BARS Obj 10) \$	Benefits (BARS Obj 20) \$	FTE	Salary (BARS Obj 10) \$	Benefits (BARS Obj 20) \$	FTE	Salary (BARS Obj 10) \$	Benefits (BARS Obj 20) \$		
				Salary (Monthly) at 1.0 FTE		(Monthly) percentage of base salary		Salary (Monthly) base salary + longevity											SALARY (ANNUAL) rounded to nearest \$	
Clerk	Elected	-	-	=	\$6,772.30	n/a		\$6,772.30	x 12 =	\$81,268	40.00%	1.00	\$81,268	\$32,508	-	-	-	1.00	\$81,268	\$32,508
Chief Deputy	Mgmt	14	9	=	\$6,323.00	\$505.84 8.0%		\$6,828.84	x 12 =	\$81,947	32.91%	1.00	\$81,947	\$30,990	-	-	-	1.00	\$81,947	\$30,990
Senior Deputy Clerk [1]	367-C	17	9	=	\$4,897.00	\$122.43 2.5%		\$5,019.43	x 6 =	\$60,675	38.01%	1.00	\$60,675	\$31,371	-	-	-	1.00	\$60,675	\$31,371
		17	9	=	\$4,897.00	\$195.88 4.0%		\$5,092.88	x 6 =											
Senior Deputy Clerk [2]	367-C	17	9	=	\$4,897.00	\$489.70 10.0%		\$5,386.70	x 12 =	\$64,641	40.12%	1.00	\$64,641	\$24,778	-	-	-	1.00	\$64,641	\$24,778
Deputy Clerk	367-C	15	5	=	\$3,981.00	- -		\$3,981.00	x 6 =	\$48,612	50.00%	0.70	\$34,028	\$17,014	0.30	\$14,584	\$7,292	1.00	\$48,612	\$24,306
		15	6	=	\$4,121.00	- -		\$4,121.00	x 6 =											
Personnel Benefits (contingency)	-										-	-	\$1,367	-	-	\$73	-	-	\$1,440	
Total FY 2023 Budgeted FTEs, Salaries, and Benefits:											4.70	\$322,559	\$138,028	0.30	\$14,584	\$7,365	5.00	\$337,143	\$145,393	

Notes:

- Monthly wages for the Pacific County Clerk in FY 2023 are set in accordance with the thresholds established within Section 1 of Board of County Commissioners' Ordinance No. 190.
The FY 2023 base salary listed on this page for the Pacific County Clerk shall be the monthly wage for all twelve (12) months of calendar year 2023, with no further adjustments through December 31, 2023.