



**Caroline County, Virginia  
Fiscal Year 2006-2007 Adopted Budget**

**Function:** Judicial Administration  
**Department/Officer:** Clerk of the Circuit Court  
**Division:** Clerk of the Circuit Court

**Mission:**

The Clerk of the Circuit Court is a locally elected, State Constitutionally defined, official whose primary responsibilities are a) to serve as the Chief Administrative Officer the Caroline County Circuit Court and; b) to record and retain for public reference all essential legal documents and notices filed in the County.

**Budget Unit Description/Activities:**

The Clerk attends all sessions of the Court supervising administrative and logistical details, manages the Court's calendar, documents the proceedings of the Court and disseminates them as required, receipts and accounts for all fines levied by the Court and insures their distribution as legally required.

The Clerk maintains title records on all land parcels and receives documentary evidence of all ownership transfers and interests in property. Lawsuits and criminal actions before the Courts of the County are processed through the Clerk's Office and records associated with those actions are maintained there as well. Other duties include the probation and recording of wills, issuance of marriage licenses, and the recording of all adoptions, divorces, liens, corporations and other public legal documents.

**Fiscal Year 2006-2007 Goals/Objectives:**

Adjust operations of the Clerk's Office to new separated office space in the newly renovated Courthouse.

**Service Level/Performance Statistics:**

<u>Description</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Wills/Estates Initiated	179	181	187	189	70
Judgments/Admin Liens/Notices	1,122	1,095	1,107	1,313	1,548
Deeds Recorded	4,616	5,311	6,675	8,568	9,526
Financing Statements	326	267	101	36	77
Fictitious Names	48	41	40	36	33
Marriage Licenses	146	150	148	122	142
Concealed Hand Gun Permits	66	40	112	133	157

**Budget Highlights:**

Additional funding has been adopted in the Fiscal Year 2006-2007 Budget for an additional full-time Deputy Clerk and for contracted microfilming and digital recording service which will include making the Clerk's records available electronically.

**Budgeted Funding and Expenditures:**

	FY 2004-05 <u>Budget</u>	FY 2004-05 <u>Actual</u>	Amended <u>Budget</u>	Adopted <u>Budget</u>	Change <u>Amount</u>	<u>%</u>
<b><u>Funding Sources:</u></b>						
General Local Revenue	\$ 116,053	\$ 58,751	\$ (15,757)	\$ 45,114	\$ 60,871	-386.3%
Permits, Fees & Charges	\$ 69,927	\$ 137,863	\$ 195,910	\$ 200,000	\$ 4,090	2.1%
Categorical Aid: State	\$ 223,890	\$ 217,286	\$ 249,446	\$ 239,741	\$ (9,705)	-3.9%
Categorical Aid: Federal	\$ -	\$ -	\$ -	\$ -	\$ -	
Categorical Aid: Local	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 409,870</b>	<b>\$ 413,900</b>	<b>\$ 429,599</b>	<b>\$ 484,855</b>	<b>\$ 55,256</b>	<b>12.9%</b>
<b><u>Expenditures:</u></b>						
Personnel Services	\$ 242,134	\$ 240,435	\$ 263,300	\$ 290,938	\$ 27,638	10.5%
Employee Benefits	\$ 77,056	\$ 75,007	\$ 86,577	\$ 97,017	\$ 10,440	12.1%
Purchased Services	\$ 77,330	\$ 81,809	\$ 52,300	\$ 69,000	\$ 16,700	31.9%
Other Charges	\$ 5,250	\$ 8,743	\$ 9,650	\$ 11,400	\$ 1,750	18.1%
Materials & Supplies	\$ 6,600	\$ 7,906	\$ 7,100	\$ 10,000	\$ 2,900	40.8%
Capital Outlay	\$ 1,500	\$ -	\$ 10,672	\$ 6,500	\$ (4,172)	-39.1%
<b>Total</b>	<b>\$ 409,870</b>	<b>\$ 413,900</b>	<b>\$ 429,599</b>	<b>\$ 484,855</b>	<b>\$ 55,256</b>	<b>12.9%</b>