

**SARASOTA COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
AND COUNTY COMPTROLLER**

**SPECIAL-PURPOSE FINANCIAL STATEMENTS**

**YEAR ENDED SEPTEMBER 30, 2013**

**SARASOTA COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
Year Ended September 30, 2013**

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## INDEPENDENT AUDITORS' REPORT

Honorable Karen E. Rushing  
Clerk of the Circuit Court and County Comptroller  
Sarasota County, Florida

### **Report on the Special-Purpose Financial Statements**

We have audited the accompanying special-purpose financial statements of each major fund and the aggregate remaining fund information of the Sarasota County, Florida, Clerk of the Circuit Court and County Comptroller (the "Clerk"), as of and for the year ended September 30, 2013 and the related notes to the special-purpose financial statements, which collectively comprise the entity's financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these special-purpose financial statements in accordance with the basis of accounting practices specified by the Rules of the Auditor General, State of Florida for financial statements of constitutional officers. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of special-purpose financial statements that are free from material misstatement, whether due to error or fraud.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these special-purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Honorable Karen E. Rushing  
Clerk of the Circuit Court and County Comptroller  
Sarasota County, Florida

**Opinions**

In our opinion, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the Clerk, as of September 30, 2013 and the respective changes in financial position and budgetary comparison of each major fund thereof for the year then ended in accordance with the financial reporting provisions of the Rules of the Auditor General, State of Florida as described in Note 1.

**Basis of Accounting**

We draw attention to Note 1 of the special-purpose financial statements, which describes the basis of accounting. The special-purpose financial statements are prepared on the basis of the financial reporting provisions of the Rules of the Auditor General, State of Florida, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the requirements of the Rules of the Auditor General, State of Florida. Our opinion is not modified with respect to that matter.

**Other Matters**

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the special-purpose financial statements that collectively comprise the Clerk's financial statements. The special-purpose combining statements and schedules, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the special-purpose financial statements.

The special-purpose combining statements and schedules, as listed in the table of contents, are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the special-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the special-purpose financial statements or the special-purpose financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the special-purpose combining statements and schedules are fairly stated in all material respects in relation to the special-purpose financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

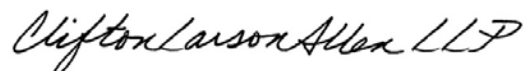
In accordance with *Government Auditing Standards*, we have also issued our report dated December 30, 2013 on our consideration of the Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk's internal control over financial reporting and compliance

**Restriction on Use**

This report is intended solely for the information and use of the Clerk and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.



**Shinn & Company LLC**  
Bradenton, Florida  
December 30, 2013



**CliftonLarsonAllen LLP**  
Tampa, Florida

## **Special Purpose Financial Statements**

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**SPECIAL-PURPOSE BALANCE SHEET – GOVERNMENTAL FUNDS**  
**September 30, 2013**

	Major Funds			Total Governmental Funds
	General Fund	Public Records Trust Fund	Court Related Functions	
<b>Assets</b>				
Cash and investments	\$ 1,779,338	\$ 2,673,159	\$ 1,361,037	\$ 5,813,534
Due from other funds	8,241	-	993	9,234
Due from other county governments	1,515	51	647	2,213
Due from other governments	60,592	-	-	60,592
<b>Total assets</b>	<b>\$ 1,849,686</b>	<b>\$ 2,673,210</b>	<b>\$ 1,362,677</b>	<b>\$ 5,885,573</b>
<b>Liabilities and fund balance</b>				
Liabilities:				
Accounts payable	\$ 180,863	\$ 166,142	\$ 61,859	\$ 408,864
Wages and benefits payable	235,160	5,605	313,343	554,108
Due to other county governments	1,348,431	-	3,935	1,352,366
Due to other governments	85,232	-	803,426	888,658
Deposits	-	-	37,727	37,727
Unearned revenue	-	-	112,444	112,444
<b>Total liabilities</b>	<b>1,849,686</b>	<b>171,747</b>	<b>1,332,734</b>	<b>3,354,167</b>
Fund balance:				
Restricted funds	-	2,501,463	29,943	2,531,406
<b>Total fund balance</b>	<b>-</b>	<b>2,501,463</b>	<b>29,943</b>	<b>2,531,406</b>
<b>Total liabilities and fund balance</b>	<b>\$ 1,849,686</b>	<b>\$ 2,673,210</b>	<b>\$ 1,362,677</b>	<b>\$ 5,885,573</b>

See notes to the financial statements.

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE – GOVERNMENTAL FUNDS**  
**Year Ended September 30, 2013**

	Major Funds			Total Governmental Funds
	General Fund	Public Records Trust Fund	Court Related Functions	
<b>Revenues:</b>				
Board of County Commissioners appropriations	\$ 6,110,776	\$ -	\$ -	\$ 6,110,776
State of Florida appropriations	-	-	5,944,815	5,944,815
Intergovernmental	366,769	-	-	366,769
Charges for services	2,790,078	1,179,501	1,714,330	5,683,909
Fines and forfeitures	-	373,360	329,843	703,203
Interest income	2,368	3,703	23,850	29,921
<b>Total revenues</b>	<b>9,269,991</b>	<b>1,556,564</b>	<b>8,012,838</b>	<b>18,839,393</b>
<b>Expenditures:</b>				
Current - general government:				
Personal services	5,730,636	183,403	6,799,368	12,713,407
Operating expenditures	1,955,585	1,424,805	1,162,456	4,542,846
Capital outlay	246,925	150,661	-	397,586
<b>Total expenditures</b>	<b>7,933,146</b>	<b>1,758,869</b>	<b>7,961,824</b>	<b>17,653,839</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>1,336,845</b>	<b>(202,305)</b>	<b>51,014</b>	<b>1,185,554</b>
<b>Other financing sources (uses):</b>				
Distribution of excess revenues:				
Board of County Commissioners	(1,336,845)	-	-	(1,336,845)
Department of Revenue	-	-	(375,836)	(375,836)
<b>Total other financing sources (uses)</b>	<b>(1,336,845)</b>	<b>-</b>	<b>(375,836)</b>	<b>(1,712,681)</b>
<b>Net change in fund balance</b>	<b>-</b>	<b>(202,305)</b>	<b>(324,822)</b>	<b>(527,127)</b>
<b>Fund balance, beginning of year</b>	<b>-</b>	<b>2,703,768</b>	<b>354,765</b>	<b>3,058,533</b>
<b>Fund balance, end of year</b>	<b>\$ -</b>	<b>\$ 2,501,463</b>	<b>\$ 29,943</b>	<b>\$ 2,531,406</b>

See notes to the financial statements.

**SARASOTA COUNTY, FLORIDA  
 CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
 SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGE IN FUND BALANCE –  
 BUDGET AND ACTUAL – GENERAL FUND  
 Year Ended September 30, 2013**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues:</b>				
Board of County Commissioners appropriations	\$ 5,714,712	\$ 6,110,776	\$ 6,110,776	\$ -
Intergovernmental	373,447	373,447	366,769	(6,678)
Charges for services	2,163,530	2,556,530	2,790,078	233,548
Interest income	1,229	1,229	2,368	1,139
<b>Total revenues</b>	<u>8,252,918</u>	<u>9,041,982</u>	<u>9,269,991</u>	<u>228,009</u>
<b>Expenditures:</b>				
Current - general government				
Personal services	6,350,366	6,093,216	5,730,636	362,580
Operating expenditures	1,848,094	2,614,159	1,955,585	658,574
Capital outlay	54,458	334,607	246,925	87,682
<b>Total expenditures</b>	<u>8,252,918</u>	<u>9,041,982</u>	<u>7,933,146</u>	<u>1,108,836</u>
<b>Excess of revenues over expenditures</b>	<u>-</u>	<u>-</u>	<u>1,336,845</u>	<u>1,336,845</u>
<b>Other financing sources (uses):</b>				
Distribution of excess revenues:				
Board of County Commissioners	-	-	(1,336,845)	(1,336,845)
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>-</u>	<u>(1,336,845)</u>	<u>(1,336,845)</u>
<b>Net change in fund balance</b>	-	-	-	-
<b>Fund balance, beginning of year</b>	-	-	-	-
<b>Fund balance, end of year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See notes to the financial statements.



**SARASOTA COUNTY, FLORIDA  
 CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
 SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGE IN FUND BALANCE –  
 BUDGET AND ACTUAL – PUBLIC RECORDS TRUST FUND  
 Year Ended September 30, 2013**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues:</b>				
Charges for services	\$ 821,881	\$ 1,090,713	\$ 1,179,501	\$ 88,788
Fines and forfeitures	371,700	371,700	373,360	1,660
Interest income	2,809	2,809	3,703	894
<b>Total revenues</b>	<u>1,196,390</u>	<u>1,465,222</u>	<u>1,556,564</u>	<u>91,342</u>
<b>Expenditures:</b>				
Current - General government				
Personal Services	415,262	206,141	183,403	22,738
Operating expenditures	1,752,851	2,583,104	1,424,805	1,158,299
Capital outlay	361,105	453,905	150,661	303,244
<b>Total expenditures</b>	<u>2,529,218</u>	<u>3,243,150</u>	<u>1,758,869</u>	<u>1,484,281</u>
<b>Net change in fund balance</b>	(1,332,828)	(1,777,928)	(202,305)	1,575,623
<b>Fund balance, beginning of year</b>	<u>2,703,768</u>	<u>2,703,768</u>	<u>2,703,768</u>	<u>-</u>
<b>Fund balance, end of year</b>	<u>\$ 1,370,940</u>	<u>\$ 925,840</u>	<u>\$ 2,501,463</u>	<u>\$ 1,575,623</u>

See notes to the financial statements.

**SARASOTA COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
SPECIAL-PURPOSE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGE IN FUND BALANCE –  
BUDGET AND ACTUAL – COURT RELATED FUNCTIONS FUND  
Year Ended September 30, 2013**

	<b>Budgeted Amounts</b>		<b>Actual Amounts</b>	<b>Variance with Final Budget Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>Revenues:</b>				
State of Florida appropriations	\$ 7,831,502	\$ 5,944,816	\$ 5,944,815	\$ (1)
Charges for services	-	-	-	-
Charges for services	715	1,631,430	1,714,330	82,900
Fines and forfeitures	-	-	329,843	329,843
Interest income	-	16,272	23,850	7,578
Miscellaneous	-	-	-	-
<b>Total revenues</b>	<b>7,832,217</b>	<b>7,592,518</b>	<b>8,012,838</b>	<b>420,320</b>
<b>Expenditures:</b>				
Current - General government				
Personal services	7,052,302	6,616,001	6,799,368	(183,367)
Operating expenditures	779,915	1,288,323	1,162,456	125,867
<b>Total expenditures</b>	<b>7,832,217</b>	<b>7,904,324</b>	<b>7,961,824</b>	<b>(57,500)</b>
<b>Excess of revenues over expenditures</b>	<b>-</b>	<b>(311,806)</b>	<b>51,014</b>	<b>362,820</b>
<b>Other financing sources (uses):</b>				
Distribution of excess revenues:				
State of Florida	-	-	(375,836)	(375,836)
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>(375,836)</b>	<b>(375,836)</b>
<b>Net change in fund balance</b>	<b>-</b>	<b>(311,806)</b>	<b>(324,822)</b>	<b>(13,016)</b>
<b>Fund balance, beginning of year</b>	<b>354,765</b>	<b>354,765</b>	<b>354,765</b>	<b>-</b>
<b>Fund balance, end of year</b>	<b>\$ 354,765</b>	<b>\$ 42,959</b>	<b>\$ 29,943</b>	<b>\$ (13,016)</b>

See notes to the financial statements.

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**SPECIAL-PURPOSE STATEMENT OF FIDUCIARY NET POSITION**  
**September 30, 2013**

	<b>Law Library Private-Purpose Trust Fund</b>	<b>Agency Funds</b>
<b>Assets</b>		
Cash and cash equivalents	\$ 277,530	\$ 18,863,243
Due from other county governments	5,194	16,518
Due from other governments	-	64,730
Other receivables	-	1,138
Office furniture and equipment	17,207	-
Less accumulated depreciation	(13,452)	-
	<b>286,479</b>	<b>\$ 18,945,629</b>
<b>Total assets</b>		
	<b>286,479</b>	<b>\$ 18,945,629</b>
<b>Liabilities</b>		
Accounts payable	4,551	\$ 16,065
Accrued payroll	2,135	-
Interest payable	-	6,328
Due to other county governments	4,522	401,506
Due to other governments	16	3,036,266
Deferred revenue	10,107	-
Due to other funds	-	9,234
Compensated absences	8,986	-
Due to individuals	-	133,139
Deposits	-	15,343,091
	<b>30,317</b>	<b>\$ 18,945,629</b>
<b>Total liabilities</b>		
	<b>30,317</b>	<b>\$ 18,945,629</b>
<b>Net position</b>		
Held in trust for law library	<b>\$ 256,162</b>	

See notes to the financial statements.

**SARASOTA COUNTY, FLORIDA  
 CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
 SPECIAL-PURPOSE STATEMENT OF CHANGES IN FIDUCIARY NET POSITION –  
 PRIVATE-PURPOSE TRUST FUND  
 Year Ended September 30, 2013**

	<u>Law Library Private-Purpose Trust Fund</u>
<b>Additions</b>	
Board of County Commissioners appropriations	\$ 92,478
Taxes	22,099
Charges for services	1,289
Fines	61
Interest income	358
Miscellaneous income	<u>6,847</u>
<b>Total additions</b>	<u>123,132</u>
 <b>Deductions</b>	
General government:	
Personal services	54,540
Operating expenditures	<u>50,690</u>
<b>Total deductions</b>	<u>105,230</u>
<b>Change in net position</b>	17,902
Net position, beginning of year	<u>238,260</u>
<b>Net position, end of year</b>	<u><u>\$ 256,162</u></u>

See notes to the financial statements.

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS**  
**September 30, 2013**

**Note 1 – Summary of significant accounting policies**

The following is a summary of the significant accounting principles and policies used in the preparation of these financial statements.

**Reporting Entity** – The Sarasota County, Florida Clerk of the Circuit Court and County Comptroller (the “Clerk”) is a separately elected county official established pursuant to the Constitution of the State of Florida and the Home Rule Charter of Sarasota County, Florida (the “County”). As part of the County’s Home Rule Charter, the Clerk’s General Fund budget is submitted to the Sarasota County Board of County Commissioners (the “Board”) for approval. The Board appropriates and distributes to the Clerk, on a monthly basis, funds necessary to operate the Clerk’s office.

The Clerk’s annual Court-Related Functions budget is submitted to the State of Florida for approval and certification. State court system funding is allocated between the state, counties and users of the courts. Funding for the court-related functions of the offices of clerks of the circuit and county courts is provided as a monthly appropriation of the State, for the period of October 1, 2012 to June 30, 2013.

As of July 1, 2013, all funding for the court-related functions of the offices of clerks of the circuit and county courts is to be provided by adequate and appropriate filing fees for judicial proceedings and services and costs for performing court-related functions. Cumulative excess of costs for performing court-related functions are returned to the Florida Department of Revenue no later than the 25<sup>th</sup> of January beginning in year 2015, and thereafter. If fees are not adequate to pay all costs related to performing court-related functions, the State may appropriate supplemental funding.

For financial reporting purposes, the Clerk is deemed to be a part of the primary government of the County and, therefore, is included as such in the Sarasota County, Florida Comprehensive Annual Financial Report. However, the Clerk’s financial statements do not purport to reflect the financial position or the results of operations of Sarasota County, Florida taken as a whole.

**Description of Funds** – The accounting records are organized on the basis of funds classified for reporting purposes into two basic fund types:

**Governmental Funds:**

- *The General Fund* – The General Fund is a governmental fund used to account for all revenues and expenditures applicable to the general operations of the Clerk that are not required either legally or by accounting principles generally accepted in the United States of America to be accounted for in another fund. The activity in this fund includes but is not limited to appropriations from the Board, recording fees, passports and marriage licenses fees as well as IV-D Child Support Grant.
- *Public Records Trust Fund* – The Public Records Trust Fund is a special revenue fund used to account for recording fees for record modernization and court-related technology needs of the Clerk. Additionally, 10 percent of all court-related fines collected by the clerk shall be deposited into the clerk’s Public Records Modernization Trust Fund.

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS**  
**September 30, 2013**

**Note 1 – Summary of significant accounting policies (continued)**

These funds are used exclusively for additional clerk court-related operational needs and program enhancements.

*Court-Related Functions Fund* – The Court-Related Functions Fund is a special revenue fund used to account for court-related charges for services, as well as expenditures for court functions.

**Fiduciary Funds:**

- *Law Library Fund* – The Law Library Fund is a private-purpose trust used to account for resources legally held in trust for the maintenance of a law library for use by individuals, private organizations and other governments. Pursuant to Section 82-32 of Sarasota County Ordinances, the Clerk is the custodian of these funds.
- *Agency Funds* – The Agency Funds are used to account for assets received and held by the Clerk in the capacity of an agent for the County, other governmental agencies, and prevailing parties based on a court's ruling. Agency funds are custodial in nature and do not involve measurement of changes in financial position. The Clerk has numerous agency funds for various purposes.

**Basis of Presentation, Accounting and Measurement Focus** – The Clerk's financial statements are prepared for the purpose of complying with Section 218.32 and 218.39(2), Florida Statutes, and Chapter 10.550, *Rules of the Auditor General - Local Government Entity Audits*, which require the Clerk to only present fund financial statements. Accordingly, due to the omission of government-wide financial statements and related disclosures, including management's discussion and analysis, these financial statements do not constitute a complete presentation of financial position of the Clerk as of September 30, 2013 and the changes in the financial position for the year then ended, in conformity with Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, but otherwise constitute financial statements prepared in conformity with accounting principles generally accepted in the United States of America.

All governmental and agency funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Clerk considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Certain other miscellaneous revenues are recognized as revenues when received because they are generally not measurable until actually received. Investment revenues are recorded as earned. Generally, expenditures are recorded when a liability is incurred. However, expenditures related to accumulated compensated absences and claims and judgments are recorded only when payments are due.

**SARASOTA COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS  
September 30, 2013**

**Note 1 – Summary of significant accounting policies (continued)**

The Law Library Fund is a private-purpose trust and uses the full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

**Fund Balance Reporting and Governmental Fund-Type Definitions** – Fund Balances are reported in classifications based on whether the amounts are nonspendable or spendable. Spendable amounts are further classified in a hierarchy based on the extent to which the Clerk is bound to honor constraints on the specific purpose for fund balances. The classifications are described as follows:

**Nonspendable Fund Balance Description**

- *Nonspendable fund balance* – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact. The Clerk had no nonspendable fund balance as of September 30, 2013.

**Spendable Fund Balance Descriptions**

- *Restricted fund balance* – Restricted fund balances are amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation. The Clerk had restricted fund balance of \$2,501,463 for records modernization and court-related technology needs and \$29,943 for court operations as of September 30, 2013.
- *Committed fund balance* – Committed fund balances are amounts constrained to specific purposes by the Clerk, using its highest level of decision-making authority. The Clerk had no committed fund balance as of September 30, 2013.
- *Assigned fund balance* – Assigned fund balances are amounts the Clerk intends to use for a specific purpose; intent can be expressed by the Clerk or by an official or body to which the Clerk delegates the authority. The Clerk had no assigned fund balance as of September 30, 2013.
- *Unassigned fund balance* – Amounts that are available for any purpose; these amounts are reported only in the general fund. Negative balances in other funds are reported as unassigned in those respective funds. The Clerk had no unassigned fund balance as of September 30, 2013.

**Distribution of “Excess Revenues”** – In the special-purpose financial statements of the Clerk, the receipts from the County, recording fees and non-court income are reflected as revenue. The Board requires the excess revenues over the Clerk’s General Fund expenditures be returned to the Board at the end of the fiscal year. The excess revenue is recorded as other financing uses.

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS**  
**September 30, 2013**

**Note 1 – Summary of significant accounting policies (continued)**

Similarly, any court-related state appropriations exceeding the court-related functions operating expenditures are required to be submitted to the State of Florida each year for the state fiscal year ended June 30. In addition, any excess appropriations over expenditures are recorded as other financing uses. As of July 1, 2013, if the clerk has collected fines, fees, service charges and costs in excess of the annual approved budget the clerk will remit such excess to the State of Florida.

Based on the legal opinion provided by Clerks of Court Operations general counsel of the provisions of Section 28.37(3), F.S., which was adopted as policy by the CCOC Finance and Budget Committee, all excess court-related funds have been included in a fund liability, Due to Other Governments.

**Budgetary Requirement** – On or before June 1 of each year, the Clerk submits a tentative budget for the ensuing fiscal year to the Board for its Board-related functions. The budget is adopted in the same manner as the budget of the Board.

A budget is legally adopted by the Board only for the Board funded appropriations and is on a basis consistent with GAAP. Budgetary control is at the fund level. Budgetary changes within the fund are made at the discretion of the Clerk. The budget for the special revenue funds is subject to a “non-appropriated budget” review and approval process, which is outside the Board’s normal “appropriated budget” process. The Clerk’s recording and other non-court functions fund did not meet the requirements of GASB 54 for classification as a special revenue fund; therefore, the revenues and expenditures have been included in the general fund.

By June 1 of each year, the Clerk submits a tentative budget for the next fiscal year to the Clerk of Court Operations Corporation (the “CCOC”) for its court-related functions. The CCOC certifies the budget. Budgetary control is at the fund level. Budgetary changes within the fund are made at the discretion of the Clerk.

The excess of actual expenditures over budgeted expenditures in the Court Related Functions Fund is due to the impact of the State of Florida transitioning the fiscal year end for county court related functions from June 30 to September 30. The Court Related Functions Fund’s actual expenditures are comprised of appropriations received and revenues earned for the current fiscal year as well as unexpended appropriations from the previous fiscal year due to timing of the court related expenditures.

**Cash and Investments** – Balances held in banks earned interest at the rate of .40 percent during the fiscal year. Florida Statute 218.415(16) authorizes the Clerk to invest in the State Board of Administration’s Local Government Surplus Funds Trust Fund Investment Pool, certain obligations of the U.S. Treasury and U.S. Agencies, repurchase agreements, and interest-bearing time deposits and savings accounts held in banks and savings and loans. Investments are stated at fair value in accordance with GASB 31.

**Capital Assets** – Office furniture and equipment used in the law library activities are recorded at historical cost in the private-purpose trust fund, in accordance with Florida Statute 274.02. The current capitalization threshold is \$1,000. Depreciation has been provided on these assets using the straight-line method over useful lives of five years.

Amounts expended for maintenance and repairs are charged to expenditures as incurred. Upon sale or retirement of capital assets, the cost and related accumulated depreciation is removed from the respective accounts and any resulting gain or loss is included in the results of operations.



**SARASOTA COUNTY, FLORIDA**  
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**NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS**  
**September 30, 2013**

**Note 1 – Summary of significant accounting policies (continued)**

**Compensated Absences** – The Clerk’s policy permits employees to accumulate a limited amount of annual leave, which will be paid to employees upon termination of employment.

These include accumulated annual leave, and certain other salary-related costs associated with the payment. Compensated absences are reported in governmental funds only if they have matured (i.e., if unused reimbursable leave is outstanding at fiscal year-end following an employee’s resignation or retirement).

Accumulated annual leave, and certain other salary-related costs associated with the payment of annual leave, is accrued when earned in the private purpose trust fund financial statements. A liability for these amounts is reported in the private purpose trust fund on a full accrual basis.

**Encumbrances** – Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded as reservations of budget, is employed as an extension of the statutory required budgetary process. Outstanding encumbrances represent material purchase commitments for goods and services which were ordered, budgeted and appropriated but which had not been received or completed at that date. Encumbrances lapse at year-end. No encumbrances were outstanding at September 30, 2013.

**Use of Estimates** – The preparation of special-purpose financial statements in conformity with accounting principles generally accepted in the United States of America and with Chapter 10.550, *Rules of the Auditor General – Local Government Entity Audits*, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from these estimates.

**New Accounting Pronouncements** – For the year ended September 30, 2013, the special-purpose financial statements include the impact of adoption of *Governmental Accounting Standards Board Statement* (GASBS) numbers 62 and 63.

GASBS 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, supersedes GASBS 20. GASBS 20 gave governments the choice to elect to follow only the authoritative literature of the Governmental Accounting Standards Board (GASB) or to follow Financial Accounting Standards Board (FASB) and American Institute of Certified Public Accounts (AICPA) pronouncements that did not conflict with GASB pronouncements. Upon adoption of GASBS 62, all governmental accounting guidance is codified into the GASB literature.

GASBS 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, provides guidance on reporting deferred outflows and inflows of resources. It also renames the residual of all other amounts presented in the statement of financial position from “net assets” to “net position.” The special-purpose financial statements include the statement of position, which reports all assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position, as applicable.

**SARASOTA COUNTY, FLORIDA  
 CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
 NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS  
 September 30, 2013**

**Note 2 – Deposits**

Custodial Credit Risk

Custodial credit risk is defined as the risk that, in the event of failure of the counterparty, the Clerk will not be able to recover the value of its securities that are in the possession of an outside party. The Clerk's bank balances are comprised of insured deposits under Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for each banking relationship. In accordance with the Clerk's policy, the remaining balances are fully collateralized pursuant to Chapter 280 of the Florida Statutes. The Statutes provide that if a loss to public depositors is not covered by deposit insurance and the proceeds from the sale of securities pledged by the defaulting depository, the difference will be provided by an assessment levied against other qualified public depositories of the same type as the depository in default. At September 30, 2013, the Clerk's book balance was \$10,700 for petty cash and \$24,943,607 for deposits and the bank balance was \$27,310,448.

**Note 3 – Interfund Receivables, Payables, and Transfers**

The following is a schedule of interfund receivables and payables as of September 30, 2013:

**DUE TO/FROM OTHER FUNDS:**

Due to General Fund from:

Fiduciary funds	\$ 8,241
Total Due to General Fund	8,241

Due to Court Related Functions  
Fund from:

Fiduciary funds	993
Total Due to Court Related Functions Fund	993

<b>Total due to/from other funds</b>	<b>\$ 9,234</b>
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All amounts above are expected to be repaid within one year and resulted from amounts owed between elected official/agencies or amounts borrowed to cover cash deficits at year-end.

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS**  
**September 30, 2013**

**Note 4 – Capital Assets**

Tangible personal property used in the Clerk’s operations is recorded as expenditures in the governmental funds of the Clerk at the time assets are received and a liability is incurred. Purchased assets are capitalized at historical cost in the government-wide financial statements of the County. Capital assets related to the law library operations are capitalized directly in the private-purpose trust fund. The Clerk maintains custodial responsibility for the capital assets acquired by its office. Detailed information concerning capital assets is recorded and reported in the government-wide financial statements of the County.

The following is a summary of changes in capital assets for which the Clerk is custodian during fiscal year 2013:

<b>Capital Assets</b>	<b>Balance October 1, 2012</b>	<b>Additions and Transfers In</b>	<b>Deductions and Transfers Out</b>	<b>Balance September 30, 2013</b>
Capital assets being depreciated:				
Equipment	\$ 5,489,590	\$ 403,769	\$ 954,944	\$ 4,938,415
Software	554,586	-	-	554,586
Total assets depreciated	6,044,176	403,769	954,944	5,493,001
Less accumulated depreciation:				
Equipment	4,480,173	372,815	946,922	3,906,066
Software	277,293	110,917	-	388,210
Total accumulated depreciation	4,757,466	483,732	946,922	4,294,276
Total capital assets, net	<u>\$ 1,286,710</u>	<u>\$ (79,963)</u>	<u>\$ 8,022</u>	<u>\$ 1,198,725</u>

**Note 5 – Accumulated Compensated Absences**

The amount of vested accumulated compensated absences payable (related to governmental fund activities) based upon the Clerk’s paid-time-off (“PTO”) policy, is reported as a liability in the government-wide financial statements of the County. That liability includes earned but unused PTO as well as FICA taxes and retirement contributions related thereto. The accrued compensated absence liability related to the law library operations is recorded directly in the private-purpose trust fund. PTO is accrued based on length of employment up to a maximum of 320 hours. Non-vested amounts are not accrued and are not considered to be significant.

**SARASOTA COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS  
September 30, 2013**

**Note 5 – Accumulated Compensated Absences (continued)**

The change in accumulated compensated absences during the year is as follows:

	<u>Governmental Funds</u>	<u>Private-Purpose Trust Fund</u>	<u>Total</u>
Beginning Balance	\$ 672,430	\$ 4,587	\$ 677,017
Additions	1,025,475	4,260	1,029,735
Deductions	<u>(970,782)</u>	<u>139</u>	<u>(970,643)</u>
Ending Balance	<u>\$ 727,123</u>	<u>\$ 8,986</u>	<u>\$ 736,109</u>

The current portion of the above liability at September 30, 2013 is \$139,470.

**Note 6 – Retirement Plan**

**Plan description** – All full-time employees of the Clerk are eligible to participate in the State of Florida Retirement System (System), a cost-sharing multiple-employer public employee retirement system. The primary System is a defined benefit plan for all state, county, district school board, community college and university employees.

Most employees enrolled prior to July 1, 2011 are vested with 6 years of service and upon reaching age 62, or with completion of 30 years of service (age 55 or 25 years of service for special risk members). Most new members enrolling on or after July 1, 2011 are vested after 8 years of service and upon reaching age 65, or with completion of 33 years of service (age 60 with 8 years of special risk class service or age 57 with 30 years of combined special risk class service and military service). Employees who meet these requirements are entitled to a retirement benefit payable monthly for life equal to 1.6%-3.00%, depending on their service class, of their average final compensation for each year of credited service. Final average compensation for employees enrolled prior to July 1, 2011 is the employee's average of the five highest fiscal years of salary earned during credited service. Final average compensation for new members enrolling on or after July 1, 2011 is the employee's average of the eight highest fiscal years of salary earned during credited service. Vested employees may retire early and receive benefits that are reduced 5% for each year prior to normal retirement age or date. The System also provides death and disability benefits. Benefits are established by Chapter 121, Florida Statutes and Chapter 60S, Florida Administrative Code.

The Deferred Retirement Option Program ("DROP") is a program that provides an alternative method for payment of retirement benefits for a specified and limited period for members of the System, effective July 1, 1998. Under this program, the employee may retire and have their benefits accumulate in the Florida Retirement System Trust Fund, earning interest, while continuing to work for a System employer. The participation in the program does not change conditions of employment. When the DROP period ends, maximum of 60 months, employment must be terminated. At the time of termination of employment, the employee will receive payment of the accumulated DROP benefits, and begin receiving their monthly retirement benefit.

**SARASOTA COUNTY, FLORIDA**  
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**NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS**  
**September 30, 2013**

**Note 6 – Retirement Plan (continued)**

The State of Florida issues a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the State of Florida Division of Retirement, Department of Management Services, 2639 North Monroe Street, Building C, Tallahassee, FL 32399-1560; by calling (877) 377-1737; or by accessing their Internet site at [https://wwwrol.frs.state.fl.us/forms/2011-12\\_Annual\\_Report.pdf](https://wwwrol.frs.state.fl.us/forms/2011-12_Annual_Report.pdf).

**Funding Policy** – Effective July 1, 2011, all FRS Investment Plan and Pension Plan members (except those in DROP) are required to make 3% employee contributions on a pretax basis. Sarasota County is required to contribute an actuarially determined rate. The contribution requirements of Sarasota County are established and may be amended by the State of Florida. These rates, effective July 1, 2013 and July 1, 2012, respectively, were applied to employee salaries as follows: regular employees 6.95% and 5.18%, county elected officials 33.03% and 10.23%, senior management 18.31% and 6.30%, and DROP participants 12.84% and 5.44%. During the year ended September 30, 2013, the Clerk contributed an amount equal to 6.19% of covered payroll. The Clerk's contributions to the plan for the years ended September 30, 2013, 2012, and 2011 were \$591,760, \$482,180, and \$945,955 respectively, equal to the actuarially determined contribution requirements for each fiscal year.

**Note 7 – Deferred Compensation Plan**

The Clerk's employees can voluntarily participate in Sarasota County's Deferred Compensation Plan. The County offers a deferred compensation plan created in accordance with the Internal Revenue Code Section 457. The plan, available to all County and elected official employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

**Note 8 – Post Employment Benefits (Other than Pensions)**

In accordance with Florida Statutes Section 112.0801, the Clerk participates with Sarasota County in offering retiring employees the opportunity to continue participating in the group insurance and self-insurance plans. Retirees who do not choose to continue participation lose eligibility to participate in the future. The participating retirees pay 100% (employer and employee portion) of the premium cost applicable to an active employee. Expenditures for these benefits are recognized as claims and are reported as part of the County's financial statements. Costs for retiree claims are included with active employee participants in calculating premium and claim liability amounts.

In the County's latest actuarial plan dated September 30, 2013, the portion of the Actuarial Accrued Liability (AAL) for the County-wide plan applicable to the Clerk is \$321,000, Unfunded Actuarial Accrued Liability (UAAL) is \$115,000, and Annual Required Contribution (ARC) is \$31,000. The Clerk's employer-paid premiums, as paid to the County-wide self-insurance plan, include the portion related to Post Employment Benefits. The details of the plan, methodology and costs are more fully described in the County's Notes to Financial Statements.

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**NOTES TO SPECIAL-PURPOSE FINANCIAL STATEMENTS**  
**September 30, 2013**

**Note 9 – Risk Management**

The County has established various self-insurance funds, in which the Clerk participates. These funds are accounted for as internal service funds in the financial statements of the Board.

The County is also self-insured under sovereign immunity up to a maximum of \$200,000 per person, \$300,000 per occurrence for claims against the County involving negligence, including automobile and general liability. Negligence claims in excess of the statutory limits set forth in Section 768.28, Florida Statutes, can only be recovered through an act of the State of Florida Legislature. The County carries specific workers' compensation excess insurance for claims exceeding \$500,000. During the fiscal year ended September 30, 2013, the Clerk paid \$24,907 to the Board for workers compensation coverage.

Reserves have been established for both claims that have been reported but not paid, and for employee medical benefits claims incurred but not reported. Employee medical benefits claims exceeding \$500,000 per covered participant are covered with unlimited excess insurance. During the fiscal year ended September 30, 2013, the Clerk paid \$1,296,696 to the Board for medical coverage.

**Note 10 – Litigation**

From time to time, the office of the Clerk is involved as a defendant in certain claims, litigation, and various legal proceedings incidental to the ordinary course of its operation. The County is required to fund any claim payments arising from such actions, therefore, this would not materially affect the operations of the Clerk. At September 30, 2013, there is no pending or, to the knowledge of the County, any threatened litigation against the Clerk.

## **Supplementary Financial Information**

**SARASOTA COUNTY, FLORIDA  
 CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
 SPECIAL-PURPOSE COMBINING STATEMENT OF FIDUCIARY NET POSITION –  
 ALL AGENCY FUNDS  
 September 30, 2013**

	<u>Fines and Forfeitures Fund</u>	<u>Tax Deeds Application Trust Fund</u>	<u>Support Fund</u>	<u>Clerk's Fees Fund</u>	<u>Doc Stamps/ Intangible Tax Fund</u>
<b>Assets</b>					
Cash and investments	\$ 622,170	\$ 1,547,519	\$ 1,300	\$ 5,931,559	\$ 2,359,093
Due from other county governments	-	-	-	16,518	-
Due from other governments	-	-	-	64,730	-
Other receivables	-	-	-	-	-
<b>Total assets</b>	<u>\$ 622,170</u>	<u>\$ 1,547,519</u>	<u>\$ 1,300</u>	<u>\$ 6,012,807</u>	<u>\$ 2,359,093</u>
<b>Liabilities</b>					
Accounts payable	\$ 9,788	\$ -	\$ -	\$ 6,171	\$ 6
Interest payable	-	-	-	-	-
Due to other county governments	318,618	600	-	82,146	-
Due to other governments	262,681	40	-	30,067	2,350,846
Due to other funds	-	-	-	-	8,241
Due to individuals	-	-	-	-	-
Deposits	31,083	1,546,879	1,300	5,894,423	-
<b>Total liabilities</b>	<u>\$ 622,170</u>	<u>\$ 1,547,519</u>	<u>\$ 1,300</u>	<u>\$ 6,012,807</u>	<u>\$ 2,359,093</u>



**SARASOTA COUNTY, FLORIDA  
 CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
 SPECIAL-PURPOSE COMBINING STATEMENT OF FIDUCIARY NET POSITION –  
 ALL AGENCY FUNDS - CONTINUED  
 September 30, 2013**

	<u>Court Registry Fund</u>	<u>D.O.T. Registry Fund</u>	<u>Municipalities Registry Fund</u>	<u>Restitution Fund</u>	<u>Cash Bonds Fund</u>
<b>Assets</b>					
Cash and investments	\$ 5,987,641	\$ 550	\$ 105,967	\$ -	\$ 818,758
Due from other county governments	-	-	-	-	-
Due from other governments	-	-	-	-	-
Other receivables	-	-	-	1,018	120
<b>Total assets</b>	<u>\$ 5,987,641</u>	<u>\$ 550</u>	<u>\$ 105,967</u>	<u>\$ 1,018</u>	<u>\$ 818,878</u>
<b>Liabilities</b>					
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ 100
Interest payable	6,328	-	-	-	-
Due to other county governments	-	-	142	-	-
Due to other governments	-	8	-	-	-
Due to other funds	-	-	-	993	-
Due to individuals	-	-	-	-	-
Deposits	5,981,313	542	105,825	25	818,778
<b>Total liabilities</b>	<u>\$ 5,987,641</u>	<u>\$ 550</u>	<u>\$ 105,967</u>	<u>\$ 1,018</u>	<u>\$ 818,878</u>

**SARASOTA COUNTY, FLORIDA  
 CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
 SPECIAL-PURPOSE COMBINING STATEMENT OF FIDUCIARY NET POSITION –  
 ALL AGENCY FUNDS - CONTINUED  
 September 30, 2013**

	<u>State Fines Fees Differential</u>	<u>Unclaimed Funds</u>	<u>County Court Trust Fund</u>	<u>Circuit Court Trust Fund</u>	<u>State Jury Witness Fund</u>
<b>Assets</b>					
Cash and investments	\$ 172,384	\$ 133,139	\$ 151,176	\$ 800,265	\$ 11,482
Due from other county governments	-	-	-	-	-
Due from other governments	-	-	-	-	-
Other receivables	-	-	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total assets</b>	<u>\$ 172,384</u>	<u>\$ 133,139</u>	<u>\$ 151,176</u>	<u>\$ 800,265</u>	<u>\$ 11,482</u>
<b>Liabilities</b>					
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -
Interest payable	-	-	-	-	-
Due to other county governments	-	-	-	-	-
Due to other governments	172,384	-	-	-	-
Due to other funds	-	-	-	-	-
Due to individuals	-	133,139	-	-	-
Deposits	-	-	151,176	800,265	11,482
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total liabilities</b>	<u>\$ 172,384</u>	<u>\$ 133,139</u>	<u>\$ 151,176</u>	<u>\$ 800,265</u>	<u>\$ 11,482</u>

**SARASOTA COUNTY, FLORIDA  
 CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
 SPECIAL-PURPOSE COMBINING STATEMENT OF FIDUCIARY NET POSITION –  
 ALL AGENCY FUNDS - CONTINUED  
 September 30, 2013**

	<b>State Courts Revenue Fund</b>	<b>Total Agency Funds</b>
<b>Assets</b>		
Cash and investments	\$ 220,240	\$ 18,863,243
Due from other county governments	-	16,518
Due from other governments	-	64,730
Other receivables	-	1,138
	<b>\$ 220,240</b>	<b>\$ 18,945,629</b>
<b>Liabilities</b>		
Accounts payable	\$ -	\$ 16,065
Interest payable	-	6,328
Due to other county governments	-	401,506
Due to other governments	220,240	3,036,266
Due to other funds	-	9,234
Due to individuals	-	133,139
Deposits	-	15,343,091
	<b>\$ 220,240</b>	<b>\$ 18,945,629</b>

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**SPECIAL-PURPOSE COMBINING STATEMENT OF CHANGES IN**  
**FIDUCIARY NET POSITION – ALL AGENCY FUNDS**  
**Year Ended September 30, 2013**

	<u>Balance October 1, 2012</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance September 30, 2013</u>
<b>Fines and Forfeitures Fund</b>				
Assets:				
Cash and investments	\$ 1,140,496	\$ 12,893,405	\$ 13,411,731	\$ 622,170
Total assets	<u>\$ 1,140,496</u>	<u>\$ 12,893,405</u>	<u>\$ 13,411,731</u>	<u>\$ 622,170</u>
Liabilities:				
Accounts payable	\$ 13,032	\$ 489,314	\$ 492,558	\$ 9,788
Due to other county governments	259,439	4,355,029	4,295,850	318,618
Due to other governments	821,971	7,961,436	8,520,726	262,681
Deposits	46,054	87,626	102,597	31,083
Total liabilities	<u>\$ 1,140,496</u>	<u>\$ 12,893,405</u>	<u>\$ 13,411,731</u>	<u>\$ 622,170</u>
<b>Tax Deed Application Trust Fund</b>				
Assets:				
Cash and investments	\$ 1,930,737	\$ 1,430,016	\$ 1,813,234	\$ 1,547,519
Total assets	<u>\$ 1,930,737</u>	<u>\$ 1,430,016</u>	<u>\$ 1,813,234</u>	<u>\$ 1,547,519</u>
Liabilities:				
Due to other county governments	\$ -	\$ 640	\$ 40	\$ 600
Due to other governments	-	40	-	40
Deposits	1,930,737	1,429,336	1,813,194	1,546,879
Total liabilities	<u>\$ 1,930,737</u>	<u>\$ 1,430,016</u>	<u>\$ 1,813,234</u>	<u>\$ 1,547,519</u>
<b>Support Fund</b>				
Assets:				
Cash and investments	\$ 1,090	\$ 226,865	\$ 226,655	\$ 1,300
Total assets	<u>\$ 1,090</u>	<u>\$ 226,865</u>	<u>\$ 226,655</u>	<u>\$ 1,300</u>
Liabilities:				
Deposits	\$ 1,090	\$ 226,865	\$ 226,655	\$ 1,300
Total liabilities	<u>\$ 1,090</u>	<u>\$ 226,865</u>	<u>\$ 226,655</u>	<u>\$ 1,300</u>
<b>Clerk's Fees Fund</b>				
Assets:				
Cash and investments	\$ 4,234,787	\$ 730,069,834	\$ 728,373,062	\$ 5,931,559
Due from other county governments	16,090	20,496	20,068	16,518
Due from other governments	79,849	112,252	127,371	64,730
Total assets	<u>\$ 4,330,726</u>	<u>\$ 730,202,582</u>	<u>\$ 728,520,501</u>	<u>\$ 6,012,807</u>
Liabilities:				
Accounts payable	\$ -	\$ 672,995,405	\$ 672,989,234	\$ 6,171
Due to other county governments	79,691	1,104,518	1,102,063	82,146
Due to other governments	54,881	1,251,562	1,276,376	30,067
Deposits	4,196,154	54,851,097	53,152,828	5,894,423
Total liabilities	<u>\$ 4,330,726</u>	<u>\$ 730,202,582</u>	<u>\$ 728,520,501</u>	<u>\$ 6,012,807</u>

**SARASOTA COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER  
SPECIAL-PURPOSE COMBINING STATEMENT OF CHANGES IN  
FIDUCIARY NET POSITION – ALL AGENCY FUNDS - CONTINUED  
Year Ended September 30, 2013**

	<u>Balance October 1, 2012</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance September 30, 2013</u>
<b>State Tax - Doc Stamps/Intangible Tax Fund</b>				
Assets:				
Cash and investments	\$ 1,560,889	\$ 55,927,596	\$ 55,129,392	\$ 2,359,093
Total assets	<u>\$ 1,560,889</u>	<u>\$ 55,927,596</u>	<u>\$ 55,129,392</u>	<u>\$ 2,359,093</u>
Liabilities:				
Accounts payable	\$ -	\$ 86	\$ 80	\$ 6
Due to other governments	1,553,151	55,919,269	55,121,574	2,350,846
Due to other funds	7,738	8,241	7,738	8,241
Total liabilities	<u>\$ 1,560,889</u>	<u>\$ 55,927,596</u>	<u>\$ 55,129,392</u>	<u>\$ 2,359,093</u>
<b>Court Registry Fund</b>				
Assets:				
Cash and investments	\$ 3,923,112	\$ 65,841,640	\$ 63,777,111	\$ 5,987,641
Total assets	<u>\$ 3,923,112</u>	<u>\$ 65,841,640</u>	<u>\$ 63,777,111</u>	<u>\$ 5,987,641</u>
Liabilities:				
Interest payable	\$ 27,615	\$ 5,537	\$ 26,824	\$ 6,328
Deposits	3,895,497	65,836,103	63,750,287	5,981,313
Total liabilities	<u>\$ 3,923,112</u>	<u>\$ 65,841,640</u>	<u>\$ 63,777,111</u>	<u>\$ 5,987,641</u>
<b>D.O.T. Registry Fund</b>				
Assets:				
Cash and investments	\$ 549	\$ 1	\$ -	\$ 550
Total assets	<u>\$ 549</u>	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ 550</u>
Liabilities:				
Due to other governments	\$ 7	\$ 1	\$ -	\$ 8
Deposits	542	-	-	542
Total liabilities	<u>\$ 549</u>	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ 550</u>
<b>Municipalities Registry Fund</b>				
Assets:				
Cash and investments	\$ 106,088	\$ 142	\$ 263	\$ 105,967
Total assets	<u>\$ 106,088</u>	<u>\$ 142</u>	<u>\$ 263</u>	<u>\$ 105,967</u>
Liabilities:				
Due to other county governments	\$ 263	\$ 142	\$ 263	\$ 142
Deposits	105,825	-	-	105,825
Total liabilities	<u>\$ 106,088</u>	<u>\$ 142</u>	<u>\$ 263</u>	<u>\$ 105,967</u>

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**SPECIAL-PURPOSE COMBINING STATEMENT OF CHANGES IN**  
**FIDUCIARY NET POSITION – ALL AGENCY FUNDS - CONTINUED**  
**Year Ended September 30, 2013**

	<u>Balance October 1, 2012</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance September 30, 2013</u>
<b>Restitution Fund</b>				
Assets:				
Cash and investments	\$ -	\$ 20,722	\$ 20,722	\$ -
Other receivables	1,018	-	-	1,018
Total assets	<u>\$ 1,018</u>	<u>\$ 20,722</u>	<u>\$ 20,722</u>	<u>\$ 1,018</u>
Liabilities:				
Due to other funds	\$ 737	\$ 993	\$ 737	\$ 993
Deposits	281	19,729	19,985	25
Total liabilities	<u>\$ 1,018</u>	<u>\$ 20,722</u>	<u>\$ 20,722</u>	<u>\$ 1,018</u>
<b>Cash Bonds Fund</b>				
Assets:				
Cash and investments	\$ 1,054,002	\$ 837,435	\$ 1,072,679	\$ 818,758
Other receivables	120	-	-	120
Total assets	<u>\$ 1,054,122</u>	<u>\$ 837,435</u>	<u>\$ 1,072,679</u>	<u>\$ 818,878</u>
Liabilities:				
Accounts payable	\$ 100	\$ -	\$ -	\$ 100
Deposits	1,054,022	837,435	1,072,679	818,778
Total liabilities	<u>\$ 1,054,122</u>	<u>\$ 837,435</u>	<u>\$ 1,072,679</u>	<u>\$ 818,878</u>
<b>State Fines Differential Fund</b>				
Assets:				
Cash and investments	\$ 195,074	\$ 2,339,583	\$ 2,362,273	\$ 172,384
Total assets	<u>\$ 195,074</u>	<u>\$ 2,339,583</u>	<u>\$ 2,362,273</u>	<u>\$ 172,384</u>
Liabilities:				
Due to other governments	\$ 195,074	\$ 2,339,583	\$ 2,362,273	\$ 172,384
Total liabilities	<u>\$ 195,074</u>	<u>\$ 2,339,583</u>	<u>\$ 2,362,273</u>	<u>\$ 172,384</u>
<b>Unclaimed Funds</b>				
Assets:				
Cash and investments	\$ 126,374	\$ 54,461	\$ 47,696	\$ 133,139
Other receivables	200	-	200	-
Total assets	<u>\$ 126,574</u>	<u>\$ 54,461</u>	<u>\$ 47,896</u>	<u>\$ 133,139</u>
Liabilities:				
Accounts payable	\$ 70	\$ -	\$ 70	\$ -
Due to individuals	126,504	54,461	47,826	133,139
Total liabilities	<u>\$ 126,574</u>	<u>\$ 54,461</u>	<u>\$ 47,896</u>	<u>\$ 133,139</u>

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**SPECIAL-PURPOSE COMBINING STATEMENT OF CHANGES IN**  
**FIDUCIARY NET POSITION – ALL AGENCY FUNDS - CONTINUED**  
**Year Ended September 30, 2013**

	<u>Balance October 1, 2012</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance September 30, 2013</u>
<b>County Court Trust Fund</b>				
Assets:				
Cash and investments	\$ 144,505	\$ 7,554	\$ 883	\$ 151,176
Total assets	<u>\$ 144,505</u>	<u>\$ 7,554</u>	<u>\$ 883</u>	<u>\$ 151,176</u>
Liabilities:				
Deposits	\$ 144,505	\$ 7,554	\$ 883	\$ 151,176
Total liabilities	<u>\$ 144,505</u>	<u>\$ 7,554</u>	<u>\$ 883</u>	<u>\$ 151,176</u>
<b>Circuit Court Trust Fund</b>				
Assets:				
Cash and investments	\$ 885,263	\$ 1,394,386	\$ 1,479,384	\$ 800,265
Total assets	<u>\$ 885,263</u>	<u>\$ 1,394,386</u>	<u>\$ 1,479,384</u>	<u>\$ 800,265</u>
Liabilities:				
Deposits	\$ 885,263	\$ 1,394,386	\$ 1,479,384	\$ 800,265
Total liabilities	<u>\$ 885,263</u>	<u>\$ 1,394,386</u>	<u>\$ 1,479,384</u>	<u>\$ 800,265</u>
<b>State Jury Witness Fund</b>				
Assets:				
Cash and investments	\$ 13,321	\$ 18,307	\$ 20,146	\$ 11,482
Due from other governments	1,000	-	1,000	-
Total assets	<u>\$ 14,321</u>	<u>\$ 18,307</u>	<u>\$ 21,146</u>	<u>\$ 11,482</u>
Liabilities:				
Deposits	\$ 14,321	\$ 18,307	\$ 21,146	\$ 11,482
Total liabilities	<u>\$ 14,321</u>	<u>\$ 18,307</u>	<u>\$ 21,146</u>	<u>\$ 11,482</u>
<b>State Courts Revenue Fund</b>				
Assets:				
Cash and investments	\$ 389,378	\$ 3,864,880	\$ 4,034,018	\$ 220,240
Total assets	<u>\$ 389,378</u>	<u>\$ 3,864,880</u>	<u>\$ 4,034,018</u>	<u>\$ 220,240</u>
Liabilities:				
Due to other governments	\$ 389,378	\$ 3,864,880	\$ 4,034,018	\$ 220,240
Total liabilities	<u>\$ 389,378</u>	<u>\$ 3,864,880</u>	<u>\$ 4,034,018</u>	<u>\$ 220,240</u>

**SARASOTA COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT AND COUNTY COMPTROLLER**  
**SPECIAL-PURPOSE COMBINING STATEMENT OF CHANGES IN**  
**FIDUCIARY NET POSITION – ALL AGENCY FUNDS - CONTINUED**  
**Year Ended September 30, 2013**

	<u>Balance October 1, 2012</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance September 30, 2013</u>
<b>Total All Agency Funds</b>				
Assets:				
Cash and investments	\$ 15,705,665	\$ 874,926,827	\$ 871,769,249	\$ 18,863,243
Due from other county governments	16,090	20,496	20,068	16,518
Due from other governments	80,849	112,252	128,371	64,730
Other receivables	1,338	-	200	1,138
Total assets	<u>\$ 15,803,942</u>	<u>\$ 875,059,575</u>	<u>\$ 871,917,888</u>	<u>\$ 18,945,629</u>
Liabilities:				
Accounts payable	\$ 13,202	\$ 673,484,805	\$ 673,481,942	\$ 16,065
Interest payable	27,615	5,537	26,824	6,328
Due to other county governments	339,393	5,460,329	5,398,216	401,506
Due to other governments	3,014,462	71,336,771	71,314,967	3,036,266
Due to other funds	8,475	9,234	8,475	9,234
Due to individuals	126,504	54,461	47,826	133,139
Deposits	12,274,291	124,708,438	121,639,638	15,343,091
Total liabilities	<u>\$ 15,803,942</u>	<u>\$ 875,059,575</u>	<u>\$ 871,917,888</u>	<u>\$ 18,945,629</u>



**Supplementary Independent Auditors' Reports**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Karen E. Rushing  
Clerk of the Circuit Court and County Comptroller  
Sarasota County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the special-purpose financial statements of each major fund and the aggregate remaining fund information of the Sarasota County, Florida, Clerk of the Circuit Court and County Comptroller (the "Clerk") as of and for the year ended September 30, 2013, and the related notes to the special-purpose financial statements, which collectively comprise the Clerk's financial statements, and have issued our report thereon dated December 30, 2013.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the special-purpose financial statements, we considered the Clerk's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Clerk's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's special-purpose financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weakness may exist that have not been identified.

Honorable Karen E. Rushing  
Clerk of the Circuit Court and County Comptroller  
Sarasota County, Florida

**Compliance and Other Matters**

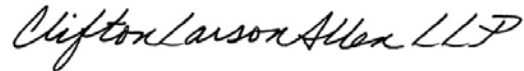
As part of obtaining reasonable assurance about whether the Clerk’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**Shinn & Company LLC**  
Bradenton, Florida



**CliftonLarsonAllen LLP**  
Tampa, Florida

December 30, 2013

## MANAGEMENT LETTER

Honorable Karen E. Rushing  
Clerk of the Circuit Court and County Comptroller  
Sarasota County, Florida

We have audited the special-purpose financial statements of the Clerk of the Circuit Court and County Comptroller, Sarasota County, Florida (the "Clerk"), as of and for the fiscal year ended September 30, 2013, and have issued our report thereon dated December 30, 2013.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, dated December 30, 2013, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports:

- Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such findings reported in the preceding annual financial audit report.
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Clerk complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.
- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

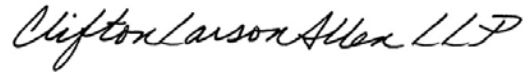
Honorable Karen E. Rushing  
Clerk of the Circuit Court and County Comptroller  
Sarasota County, Florida

- Section 10.554(1)(i)5., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been included in the notes to the financial statements.
- Section 10.554(1)(i)7., Rules of the Auditor General, requires a statement as to whether or not the Clerk of the Courts complied with the requirements of Sections 28.35 and 28.36, Florida Statutes. In connection with our audit, we determined that the Clerk complied with such requirements.

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.



**Shinn & Company LLC**  
Bradenton, Florida



**CliftonLarsonAllen LLP**  
Tampa, Florida

December 30, 2013