

St. Johns County, Florida  
Clerk of the Circuit Court  
and Comptroller

Audit Report

September 30, 2019



St. Johns County, Florida Clerk of the Circuit Court and Comptroller  
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September 30, 2019

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## **INDEPENDENT AUDITORS' REPORT**

The Honorable Brandon Patty  
Clerk of the Circuit Court and Comptroller  
St. Johns County, Florida

### **Report on the Financial Statements**

We have audited the accompanying financial statements of each major fund and the aggregate remaining fund information of the St. Johns County, Florida Clerk of the Circuit Court and Comptroller (the "Office"), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Office'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 financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these 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 financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the 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 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 financial statements.

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

## **Opinions**

In our opinion, the 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 Office as of September 30, 2019, and the respective changes in financial position, where applicable, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As discussed in Note 1 to the financial statements, the financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial position, where applicable, of each major fund, and the aggregate remaining fund information, only for that portion of each major fund, and the aggregate remaining fund information, of St. Johns County, Florida, that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of St. Johns County, Florida, as of September 30, 2019, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to these matters.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, as listed in the table of contents, be presented to supplement the financial statements. Such information, although not a required part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Office's financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the 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 May 19, 2020, on our consideration of the Office'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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Office's 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 Office's internal control over financial reporting and compliance.

*Carr, Riggs & Ingram, L.L.C.*

St. Augustine, Florida  
May 19, 2020

St. Johns County, Florida Clerk of Courts and Comptroller  
Balance Sheet - Governmental Funds  
September 30, 2019

	General Fund	Court Modernization Fund	Records Modernization Trust Fund	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>					
Equity in pooled cash and equivalents	\$ 2,053,751	\$ 835,240	\$ 1,157,688	\$ 50,894	\$ 4,097,573
Due from other funds	8,270	-	-	-	8,270
Due from other county agencies	5,022	-	-	-	5,022
Due from other governments	792	-	-	35,032	35,824
	<u>\$ 2,067,835</u>	<u>\$ 835,240</u>	<u>\$ 1,157,688</u>	<u>\$ 85,926</u>	<u>\$ 4,146,689</u>
<b>Liabilities and fund balances</b>					
Liabilities:					
Accounts payable and accrued liabilities	\$ 246,155	\$ 120,866	\$ 104,736	\$ 7,181	\$ 478,938
Due to individuals	55,334	-	-	-	55,334
Deferred revenue	2,305	-	-	-	2,305
Due to other funds	-	-	-	8,270	8,270
Due to other county agencies	815,492	2,337	-	2,231	820,060
Due to other governments	948,549	-	-	-	948,549
	<u>2,067,835</u>	<u>123,203</u>	<u>104,736</u>	<u>17,682</u>	<u>2,313,456</u>
Fund balances:					
Restricted	<u>-</u>	<u>712,037</u>	<u>1,052,952</u>	<u>68,244</u>	<u>1,833,233</u>
	<u>\$ 2,067,835</u>	<u>\$ 835,240</u>	<u>\$ 1,157,688</u>	<u>\$ 85,926</u>	<u>\$ 4,146,689</u>

See accompanying notes.

St. Johns County, Florida Clerk of Courts and Comptroller  
Statement of Revenues, Expenditures and Changes in Fund Balances  
Governmental Funds  
Year Ended September 30, 2019

	General Fund	Court Modernization Fund	Records Modernization Trust Fund	Other Governmental Funds	Total Governmental Funds
<b>Revenues</b>					
Intergovernmental revenues	\$ 456,564	\$ -	\$ -	\$ 207,585	\$ 664,149
Charges for services	2,775,886	643,388	209,768	46,676	3,675,718
Fines and forfeitures	3,184,995	-	-	-	3,184,995
Investment income	39,832	19,685	26,699	887	87,103
Miscellaneous revenue	3,392	-	-	-	3,392
<b>Total revenues</b>	<b>6,460,669</b>	<b>663,073</b>	<b>236,467</b>	<b>255,148</b>	<b>7,615,357</b>
<b>Expenditures</b>					
Current:					
General government services:					
Personal services	3,353,059	-	-	-	3,353,059
Operating expenditures	374,458	-	64,620	-	439,078
Capital outlay	12,501	-	130,932	-	143,433
Court related:					
Personal services	3,212,072	378,662	-	220,988	3,811,722
Operating expenditures	149,605	337,029	-	7,739	494,373
Capital outlay	1,506	139,143	-	-	140,649
<b>Total expenditures</b>	<b>7,103,201</b>	<b>854,834</b>	<b>195,552</b>	<b>228,727</b>	<b>8,382,314</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(642,532)</b>	<b>(191,761)</b>	<b>40,915</b>	<b>26,421</b>	<b>(766,957)</b>
<b>Other financing sources (uses)</b>					
Appropriation from Board of County Commissioners					
	2,170,450	-	-	-	2,170,450
Reversion to Board of County Commissioners					
	(763,057)	-	-	-	(763,057)
Reversion to Clerks of Court Trust Fund					
	(764,861)	-	-	-	(764,861)
<b>Total other financing sources (uses)</b>	<b>642,532</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>642,532</b>
<b>Net change in fund balances</b>	<b>-</b>	<b>(191,761)</b>	<b>40,915</b>	<b>26,421</b>	<b>(124,425)</b>
<b>Fund balances - October 1, 2018</b>	<b>-</b>	<b>903,798</b>	<b>1,012,037</b>	<b>41,823</b>	<b>1,957,658</b>
<b>Fund balances - September 30, 2019</b>	<b>\$ -</b>	<b>\$ 712,037</b>	<b>\$ 1,052,952</b>	<b>\$ 68,244</b>	<b>\$ 1,833,233</b>

See accompanying notes.

St. Johns County, Florida Clerk of Courts and Comptroller  
Statement of Fiduciary Net Position  
September 30, 2019

	<u>Agency Fund</u>
<b>Assets</b>	
Equity in pooled cash and equivalents	\$ 11,444,718
Accounts receivable	<u>6,190</u>
Total assets	<u>11,450,908</u>
<b>Liabilities</b>	
Assets held for others	11,303,654
Due to County	<u>147,254</u>
Total liabilities	<u>11,450,908</u>
<b>Net position</b>	<u><u>\$ -</u></u>

See accompanying notes.



**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the office of the St. Johns County, Florida Clerk of the Circuit Court and Comptroller (the “Office”) conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

***Reporting Entity***

The Clerk of the Circuit Court is an elected constitutional officer, whose office is established by Article VIII of the Constitution of the State of Florida and is governed by various provisions of state law.

The Office is an integral part of St. Johns County, Florida (the “County”), which is the primary government for financial reporting purposes.

***Basis of Presentation***

The Office’s financial statements have been prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (the “Rules”). These financial statements are the fund financial statements required by generally accepted accounting principles. However, these fund financial statements do not constitute a complete presentation because, in conformity with the Rules, the Office has not presented the government-wide financial statements, the reconciliations to those government-wide financial statements, management’s discussion and analysis, or the pension or other post-employment benefit related required supplementary information. Also, certain notes to the financial statements may supplement rather than duplicate the notes included in the County’s countywide financial statements. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial position, where applicable, of each major fund, and the aggregate remaining fund information, only for that portion of each major fund, and the aggregate remaining fund information of St. Johns County, Florida that is attributable to the Office. They do not purport to, and do not, present fairly the financial position of St. Johns County, Florida, as of September 30, 2019, and the changes in its financial position, where applicable, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

***Fund Accounting***

Accounts are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to, and accounted for in, individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The focus of fund financial statements is on major funds, each displayed in a separate column. All nonmajor funds are aggregated and displayed in a single column.

The Office reports the following major governmental funds:

*General Fund* – The General Fund is the primary operating fund. It is used to account for and report all financial resources not accounted for and reported in another fund. Those resources generated from court operations are to be used specifically as noted in FS 28.35(3)(a) and FS 28.37(2).

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Court Modernization Fund* – This fund is primarily used to account for and report additional service charges collected and associated expenditures used exclusively to fund the court-related technology needs of the Office.

*Records Modernization Trust Fund* – This fund is primarily used to account for and report the additional service charges required by Section 28.24, Florida Statutes, used exclusively to modernize the public records system of the Office.

The Office reports the following nonmajor funds:

*Title IV D Fund* – This fund is used to primarily account for and report Title IV D costs and related federal reimbursement.

*Teen Court Fund* – This fund is primarily used to account for and report the fines, surcharges and associated expenditures of the operations of Teen Court.

*Domestic Violence Fund* – This fund is primarily used to account for and report domestic violence staff costs and related federal reimbursement.

The Office also reports the following fiduciary fund:

*Agency Fund* - The Agency Fund is primarily used to account for and report resources held in a custodial capacity.

***Measurement Focus/Basis of Accounting***

All governmental funds are accounted for on a current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Their operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets and, accordingly, are said to present a summary of sources and uses of "available spendable resources" during a period.

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, principal and interest on long-term debt are recognized when due.

Agency fund assets and liabilities are accounted for on the accrual basis of accounting.

***Capital Assets and Long-Term Liabilities***

Capital assets used by the Office are recorded and accounted for by the St. Johns County, Florida Board of County Commissioners.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the financial statements of the County.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Equity in Pooled Cash and Equivalents***

The Office maintains a cash and cash equivalents pool that is available for use by all funds. Each fund's portion of this pool is displayed on the balance sheet as "Equity in Pooled Cash and Equivalents." If a fund overdraws its account in the pool, a liability and corresponding receivable (i.e., due to/from other funds) are reported on the balance sheet.

***Investments in FLGIT***

The Office has adopted an investment policy pursuant to Section 218.415, Florida Statutes, which allows for surplus funds to be invested in any intergovernmental investment pool (such as "FLGIT"); Securities and Exchange Commission registered money market funds; certificates of deposits and savings accounts in state-certified qualified public depositories; and direct obligations of the U.S. Treasury.

The Office has funds invested in the Florida Local Government Trust's ("FLGIT") Day-to-Day Fund. FLGIT is administered by the Florida Clerk of Courts and Comptrollers Association and the Florida Association of Counties. The office's investment in the Day-to-Day Trust is reported at amortized cost. The fair value of the position in the pool is equal to the value of the pool shares.

***Fund Balance***

The Office follows the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* to classify fund balances for governmental funds into specifically defined classifications. The classifications comprise a hierarchy based primarily on the extent to which the Office is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

Fund balance classifications are described below:

*Nonspendable Fund Balance* – Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

*Restricted Fund Balance* – Restricted fund balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed Fund Balance* – Committed fund balances are amounts that can only be used for specific purposes as a result of constraints imposed by formal action of the Office's highest level of decision-making authority, which is a policy of the Office. Committed amounts cannot be used for any other purpose unless the Office removes those constraints by taking the same type of action.

*Assigned Fund Balance* – Assigned fund balances are amounts that are constrained by the Office's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by (a) the constitutional officer or (b)

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

a body or official to which the constitutional officer has delegated the authority to assign amounts used for specific purposes.

*Unassigned Fund Balance* – Unassigned fund balance is the residual classification for the General Fund and the negative residual amount in other funds.

The Office’s policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.

***Use of Estimates***

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates. Actual results could differ from those estimates.

**NOTE 2 – FUND BALANCE CLASSIFICATIONS**

Balances of reported fund balance at September 30, 2019 are as follows:

	Court Modernization Fund	Records Modernization Trust Fund	Other Funds	Total
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Restricted for:				
Court operations	\$ -	\$ -	\$ 68,244	\$ 68,244
Court technology modernization	712,037	-	-	712,037
Records modernization	<u>-</u>	<u>1,052,952</u>	<u>-</u>	<u>1,052,952</u>
 Total fund balances	 <u>\$ 712,037</u>	 <u>\$ 1,052,952</u>	 <u>\$ 68,244</u>	 <u>\$ 1,833,233</u>

**NOTE 3 – DEPOSITS AND INVESTMENTS**

***Deposits***

All deposits of the Office are placed in a bank that qualifies as a public depository pursuant to the provisions of the Florida Security For Public Deposits Act. Every qualified public depository is required by this law to deposit with the Chief Financial Officer eligible collateral equal to, or in excess of, an amount to be determined by the Chief Financial Officer. The Chief Financial Officer is required to ensure that all funds are entirely collateralized throughout the fiscal year.

**NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)**

***Investments***

At year end, the Office's investments, included in pooled cash and equivalents in the accompanying financial statements consisted of \$4,059,299 invested in FLGIT's Day-to-Day Fund. The Office's investments expose it to credit risk and interest rate risks. The Office does not have a formal investment policy relating to these risks, which are hereafter described.

*Credit Risk* – The risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The FLGIT is rated by Standard and Poors and have a rating at September 30, 2019 of AAAM.

*Interest Rate Risk* – The risk that changes in interest rates will adversely affect the fair value of an investment.

The weighted average maturity (WAM) of FLGIT's Day-to-Day Fund at September 30, 2019 was 30.45 days.

**NOTE 4 – RISK MANAGEMENT**

For health insurance and worker's compensation, the Office participates in the risk management program established by the Board of County Commissioners to cover claims against the Board and Constitutional Officers. The risk management program is accounted for in the Board's financial statements as an Internal Service Fund, in accordance with requirements of GASB 10.

## Required Supplementary Information

St. Johns County, Florida Clerk of Courts and Comptroller  
Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - General Fund  
Year Ended September 30, 2019

	Budgeted Amounts		Actual
	Original	Final	
<b>Revenues</b>			
Intergovernmental revenues	\$ 460,254	\$ 460,254	\$ 456,564
Charges for services	2,416,875	2,417,225	2,775,886
Fines and forfeitures	2,626,072	2,624,972	3,184,995
Investment income (loss)	20,700	21,700	39,832
Miscellaneous revenue	2,550	2,300	3,392
Total revenues	<u>5,526,451</u>	<u>5,526,451</u>	<u>6,460,669</u>
<b>Expenditures</b>			
Current:			
General government services:			
Personal services	3,184,000	3,361,511	3,353,059
Operating expenditures	845,600	776,061	374,458
Capital outlay	7,500	14,150	12,501
Court related:			
Personal services	3,467,270	3,354,154	3,212,072
Operating expenditures	186,531	187,331	149,605
Capital outlay	6,000	6,000	1,506
Total expenditures	<u>7,696,901</u>	<u>7,699,207</u>	<u>7,103,201</u>
<b>Excess of revenues over (under) expenditures</b>	<u>(2,170,450)</u>	<u>(2,172,756)</u>	<u>(642,532)</u>
<b>Other financing sources (uses)</b>			
Appropriation from Board of County Commissioners	2,170,450	2,172,756	2,170,450
Reversion to Board of County Commissioners	-	-	(763,057)
Reversion to Clerks of Court Trust Fund	-	-	(764,861)
Total other financing sources (uses)	<u>2,170,450</u>	<u>2,172,756</u>	<u>642,532</u>
<b>Net change in fund balances</b>	-	-	-
<b>Fund balances - October 1, 2018</b>	-	-	-
<b>Fund balances - September 30, 2019</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Notes to Schedule:**

Pursuant to Section 28.36, Florida Statutes, the budget for court-related functions of the Office is subject to the General Appropriations Act of the Florida Legislature and is prepared on a basis that does not differ materially from generally accepted accounting principles. The State of Florida releases this appropriation on a monthly basis. The noncourt-related functions are funded by Board appropriations and user fees. The fund is the legal level of control.

St. Johns County, Florida Clerk of Courts and Comptroller  
Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - Court Modernization Fund  
Year Ended September 30, 2019

	Budgeted Amounts		Actual
	Original	Final	
<b>Revenues</b>			
Charges for services	\$ 610,000	\$ 610,000	\$ 643,388
Investment income (loss)	13,500	13,500	19,685
<b>Total revenues</b>	<b>623,500</b>	<b>623,500</b>	<b>663,073</b>
<b>Expenditures</b>			
Current:			
Court related:			
Personal services	309,700	379,070	378,662
Operating expenditures	206,000	350,630	337,029
Capital outlay	55,000	145,000	139,143
<b>Total expenditures</b>	<b>570,700</b>	<b>874,700</b>	<b>854,834</b>
<b>Excess of revenue over (under) expenditures</b>	<b>52,800</b>	<b>(251,200)</b>	<b>(191,761)</b>
<b>Fund balances - October 1, 2018</b>	<b>903,798</b>	<b>903,798</b>	<b>903,798</b>
<b>Fund balances - September 30, 2019</b>	<b>\$ 956,598</b>	<b>\$ 652,598</b>	<b>\$ 712,037</b>

**Notes to Schedule:**

The preparation, adoption, and amendment of the budgets is governed by Florida Statutes, and is prepared on a basis that does not differ materially from generally accepted accounting principles. The fund is the legal level of control.



St. Johns County, Florida Clerk of Courts and Comptroller  
Schedule of Revenues, Expenditures and Changes in Fund Balances - Records Modernization Trust  
Fund  
Year Ended September 30, 2019

	Budgeted Amounts		Actual
	Original	Final	
<b>Revenues</b>			
Charges for services	\$ 200,000	\$ 200,000	\$ 209,768
Investment income	15,500	15,500	26,699
<b>Total revenues</b>	<u>215,500</u>	<u>215,500</u>	<u>236,467</u>
<b>Expenditures</b>			
Current:			
General government services:			
Operating expenditures	87,500	87,500	64,620
Capital outlay	50,000	132,000	130,932
<b>Total expenditures</b>	<u>137,500</u>	<u>219,500</u>	<u>195,552</u>
<b>Excess of revenues over (under) expenditures</b>	78,000	(4,000)	40,915
<b>Fund balances - October 1, 2018</b>	<u>1,012,037</u>	<u>1,012,037</u>	<u>1,012,037</u>
<b>Fund balances - September 30, 2019</b>	<u>\$ 1,090,037</u>	<u>\$ 1,008,037</u>	<u>\$ 1,052,952</u>

**Notes to Schedule:**

The preparation, adoption, and amendment of the budgets is governed by Florida Statutes, and is prepared on a basis that does not differ materially from generally accepted accounting principles. The fund is the legal level of control.

## Supplementary Information

St. Johns County, Florida Clerk of Courts and Comptroller  
Combining Balance Sheet  
Nonmajor Governmental Funds  
September 30, 2019

	Title IV D Fund	Teen Court	Domestic Violence Grant	Total Nonmajor Governmental Funds
<b>Assets</b>				
Equity in pooled cash and equivalents	\$ 20,553	\$ 30,341	\$ -	\$ 50,894
Due from other governments	24,471	-	10,561	35,032
	<hr/>			
Total assets	\$ 45,024	\$ 30,341	\$ 10,561	\$ 85,926
<hr/>				
<b>Liabilities and fund balances</b>				
Liabilities:				
Accounts payable and accrued liabilities	\$ 3,948	\$ 1,293	\$ 1,940	\$ 7,181
Due to other funds	-	-	8,270	8,270
Due to other county agencies	1,181	699	351	2,231
	<hr/>			
Total liabilities	5,129	1,992	10,561	17,682
Fund balances:				
Restricted	39,895	28,349	-	68,244
	<hr/>			
Total liabilities and fund balances	\$ 45,024	\$ 30,341	\$ 10,561	\$ 85,926
	<hr/>			

St. Johns County Clerk of Courts and Comptroller  
Combining Statement of Revenues, Expenditures and Changes in Fund Balances  
Nonmajor Governmental Funds  
Year Ended September 30, 2019

	Title IV D Fund	Teen Court	Domestic Violence	Total Nonmajor Governmental Funds
<b>Revenues</b>				
Intergovernmental	\$ 154,893	\$ -	\$ 52,692	\$ 207,585
Charges for services	-	46,676	-	46,676
Investment income	10	877	-	887
<b>Total revenues</b>	<b>154,903</b>	<b>47,553</b>	<b>52,692</b>	<b>255,148</b>
<b>Expenditures</b>				
Current:				
Court related:				
Personal services	123,153	45,143	52,692	220,988
Operating expenditures	2,920	4,819	-	7,739
<b>Total expenditures</b>	<b>126,073</b>	<b>49,962</b>	<b>52,692</b>	<b>228,727</b>
<b>Excess of revenues over (under) expenditures</b>	<b>28,830</b>	<b>(2,409)</b>	<b>-</b>	<b>26,421</b>
<b>Fund balances - October 1, 2018</b>	<b>11,065</b>	<b>30,758</b>	<b>-</b>	<b>41,823</b>
<b>Fund balances - September 30, 2019</b>	<b>\$ 39,895</b>	<b>\$ 28,349</b>	<b>\$ -</b>	<b>\$ 68,244</b>

**Additional Elements Required by the  
Rules of the Auditor General**

## MANAGEMENT LETTER

The Honorable Brandon Patty  
Clerk of the Circuit Court and Comptroller  
St. Johns County, Florida

We have audited the financial statements of the office of the St. Johns County, Florida Clerk (the "Office"), as of and for the year ended September 30, 2019, and have issued our report thereon dated May 19, 2020.

### Auditors' Responsibility

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.

### Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated May 19, 2020, should be considered in conjunction with this management letter.

### Prior Audit findings

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 audit report. The finding 2018-001 reported in the preceding annual financial audit report is repeated as finding 2019-001 in the Schedule of Findings for 2019.

### Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

### Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate 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 note any such findings.

**Purpose of this Letter**

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, the St. Johns County, Florida Clerk, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

We wish to take this opportunity to thank you and your staff for the cooperation and courtesies extended to us during the course of the audit. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or other matters.

*Carly Riggs & Ingram, L.L.C.*

St. Augustine, Florida

May 19, 2020

**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***

The Honorable Brandon Patty  
Clerk of the Circuit Court and Comptroller  
St. Johns 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 financial statements of each major fund and the aggregate remaining fund information of the office of the St. Johns County, Florida Clerk of the Circuit Court and Comptroller (the "Office"), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Office's financial statements, and have issued our report thereon dated May 19, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Office'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 financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office'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 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 was not designed to 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 weaknesses may exist that have not been identified.



### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Office's financial statements are free from 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 results 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.

*Caru, Riggs & Ingram, L.L.C.*

St. Augustine, Florida  
May 19, 2020

## INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

The Honorable Brandon Patty  
Clerk of the Circuit Court and Comptroller  
St. Johns County, Florida

We have examined the office of the St. Johns County, Florida Clerk of the Circuit Court and Comptroller's (the "Office") compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2019. Management of the Office is responsible for the Office's compliance with the specified requirements. Our responsibility is to express an opinion on the Office's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Office complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Office complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

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

*Carr, Riggs & Ingram, L.L.C.*

St. Augustine, Florida  
May 19, 2020

## **INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH SECTIONS 28.35 AND 28.36, FLORIDA STATUTES**

The Honorable Brandon Patty  
Clerk of the Circuit Court and Comptroller  
St. Johns County, Florida

We have examined the office of the St. Johns County, Florida Clerk of the Circuit Court and Comptroller's (the "Office") compliance with the requirements of Section 28.35, Florida Statutes, *Florida Clerks of Court Operations Corporation*, and Section 28.36, Florida Statutes, *Budget Procedure*, during the year ended September 30, 2019. Management of the Office is responsible for the Office's compliance with the specified requirements. Our responsibility is to express an opinion on the Office's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Office complied in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Office complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019. However, we did note an immaterial instance of noncompliance as reported in the schedule of findings as item 2019-001.

The Office's response to item 2019-001 is described in its accompany letter of response. The Office's response was not subjected to the examination procedures applied in the examination of compliance with Sections 28.35 and 28.36, Florida Statutes, and, accordingly, we express no opinion on it.

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

*Caru, Riggs & Ingram, L.L.C*

St. Augustine, Florida  
May 19, 2020

## INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH SECTION 61.181, FLORIDA STATUTES

The Honorable Brandon Patty  
Clerk of the Circuit Court and Comptroller  
St. Johns County, Florida

We have examined the office of the St. Johns County, Florida Clerk of the Circuit Court and Comptroller's (the "Office") compliance with the requirements of Section 61.181, Florida Statutes, *Depository for Alimony Transactions, Support, Maintenance, and Support Payments; Fees*, during the year ended September 30, 2019. Management of the Office is responsible for the Office's compliance with the specified requirements. Our responsibility is to express an opinion on the Office's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Office complied, in all material respects, with the specified requirements reference above. An examination involves performing procedures to obtain evidence about whether the Office complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Office's compliance with specified requirements.

In our opinion, the Office complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

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

*Carr, Riggs & Ingram, L.L.C.*

St. Augustine Florida  
May 19, 2020

Schedule of Findings

2019-001 **Criteria:** Section 28.35(2)(d), Florida Statutes, requires a uniform system of workload measures and performance standards which the clerks are charged to meet.

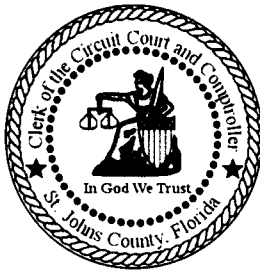
**Condition:** The Office did not achieve the following performance measure:

- Collections performance measures were below the standard for the Circuit Criminal Court for two quarters of the year.

**Cause:** There were higher than normal assessments due to external factors that caused the collection rate to not meet the standard.

**Effect:** Florida Clerks of Court Operations Corporation objectives were not achieved.

**Recommendation:** The Office should develop processes that will assist in meeting the performance standards for which it has the ability to control.



**Brandon J. Patty**  
**St. Johns County Clerk of the Circuit Court and Comptroller**  
4010 Lewis Speedway, Saint Augustine, Florida 32084  
Office: (904) 819-3600 Fax: (904) 819-3661

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May 19, 2020

The Honorable Sherill F. Norman  
Florida Auditor General  
PO Box 1735  
Tallahassee, FL 32302

RE: Corrective Action Plan for Current Audit Findings for the Fiscal Year Ended September 30, 2019

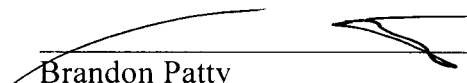
Dear Ms. Norman,

The following statement is submitted in response to the St. Johns County Clerk of the Circuit Court and Comptroller's (SJC CCOC) Audit Report for the fiscal year ending on September 30, 2019. This response is directly related to the numbering of the Schedule of Findings:

2019-001 Collections standards for Circuit Criminal were not met due to reasons beyond our control. Large assessments contributed to the decrease in the collection rate. Due to the economic climate, defendants were unable to pay the assessments in full, and most were incarcerated which resulted in an inability to pay. The SJC CCOC is increasing collection efforts to generate more revenue. These efforts include: (1) provide defendants an opportunity to set up a new payment plan on previously defaulted payment plans and (2) conduct an annual amnesty day for defendants whose fines have been remitted to a collection agency.

If your office has any further requests, please do not hesitate to contact my office at (904) 819-3600.

Thank you,

  
\_\_\_\_\_  
Brandon Patty  
St. Johns County Clerk of the Circuit Court and Comptroller