

# 24 Criminal Court Clerk-At a Glance

**Mission** The Criminal Court Clerk of Nashville, Davidson County, Tennessee is responsible to perform the clerical duties for the operation of the criminal courts, both General Sessions Court and State Trial Court. The Clerk is responsible for record management, both hard copy and electronic, and prepares the minutes (official record) for the Criminal Trial Court. Upon conclusion of cases, the Clerk calculates court costs and begins the collection of them, as required by statute. The Clerk prepares all cases under appeal for the Court of Criminal Appeals. The Criminal Court Clerk is also the custodian of all evidence submitted in the State Trial Courts.

**Budget Summary**

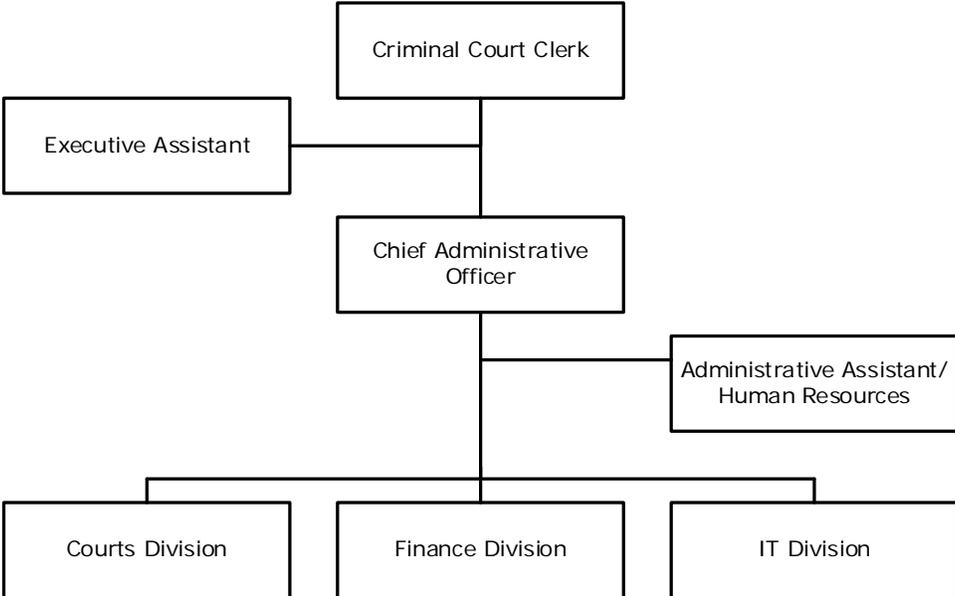
	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<b>Expenditures and Transfers:</b>			
GSD General Fund	\$ 5,366,900	\$ 5,526,600	\$ 5,847,800
Special Purpose Fund	305,000	327,100	221,400
<b>Total Expenditures and Transfers</b>	<u>\$ 5,671,900</u>	<u>\$ 5,853,700</u>	<u>\$ 6,069,200</u>
<b>Revenues and Transfers:</b>			
Program Revenue			
Charges, Commissions, and Fees	\$ 2,455,000	\$ 2,242,100	\$ 2,035,700
Other Governments and Agencies	1,813,000	1,338,500	785,000
Other Program Revenue	0	0	0
<b>Total Program Revenue</b>	<u>\$ 4,268,000</u>	<u>\$ 3,580,600</u>	<u>\$ 2,820,700</u>
Non-program Revenue	2,525,100	2,706,300	2,402,600
Transfers From Other Funds and Units	0	0	0
<b>Total Revenues</b>	<u>\$ 6,793,100</u>	<u>\$ 6,286,900</u>	<u>\$ 5,223,300</u>
<b>Expenditures Per Capita</b>	\$ 8.60	\$ 8.75	\$ 8.94

<b>Positions</b>	Total Budgeted Positions	82	82	85
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## Organizational Structure



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## Programs

### Administration

Administration  
Non-allocated Financial Transactions

### Computerization

Computerization

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## Budget Changes and Impact Highlights

Recommendation			Impact
<b>Staff Increase</b>			
Collections Deputy Clerk	GSD	\$95,400 2.00 FTEs	Increase in staff to assist with the internal collection of court costs, fines, and fees
<b>Staff Increase</b>			
Collections Cashier	GSD	47,700 1.00 FTE	Increase in staff to assist with receipting all funds collected by collection agency
<b>Criminal Court Clerk Computerization Fund</b>			
Adjustment in Funding	SPF**	(84,700)	To adjust budget to match projected revenues for Computerization Fund with no impact on performance
<b>Victims Assistance Fund</b>			
Family & Victim Assistance	SPF	(21,000)	To adjust budget to match projected revenues for Victim Assistance with no impact on performance
<b>Non-allocated Financial Transactions</b>			
Fringe Benefit Savings	GSD	(76,100)	Savings realized through reduced cost for fringe benefits
Internal Service Charges*	GSD	13,700	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property
Pay Plan Adjustment	GSD	240,500	Supports the hiring and retention of a qualified workforce
<b>General Services District Total</b>		\$321,200 3.00 FTEs	
<b>Special Purpose Funds Total</b>		\$(105,700)	
<b>TOTAL</b>		\$215,500 3.00 FTEs	

\* See Internal Service Charges section for details

\*\* SPF – Special Purpose Funds