

## 24 Criminal Court Clerk - At A Glance

**Mission** The Criminal Court Clerk performs the clerical duties for the operation of the General Sessions and State Trial Courts. The Clerk is responsible for hard copy and electronic record management, and prepares the minutes (official record) for the Criminal Trial Courts.

### Budget Summary

	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
<b>Expenditures and Transfers:</b>			
GSD General Fund	\$7,507,900	\$8,122,000	\$8,122,000
Special Purpose Fund	266,400	266,400	266,400
<b>Total Expenditures and Transfers</b>	<u><u>\$7,774,300</u></u>	<u><u>\$8,388,400</u></u>	<u><u>\$8,388,400</u></u>
<b>Revenue and Transfers:</b>			
Program Revenue			
Charges, Commissions, and Fees	\$790,000	\$789,000	\$841,000
Other Governments and Agencies	715,000	650,000	680,000
Other Program Revenue	0	0	0
Total Program Revenue	<u>\$1,505,000</u>	<u>\$1,439,000</u>	<u>\$1,521,000</u>
Non-Program Revenue			
Transfers from Other Funds and Units	\$872,500	\$772,500	\$847,200
	0	0	0
<b>Total Revenue and Transfers</b>	<u><u>\$2,377,500</u></u>	<u><u>\$2,211,500</u></u>	<u><u>\$2,368,200</u></u>
<b>Expenditures per Capita</b>	\$10.99	\$11.78	\$11.68

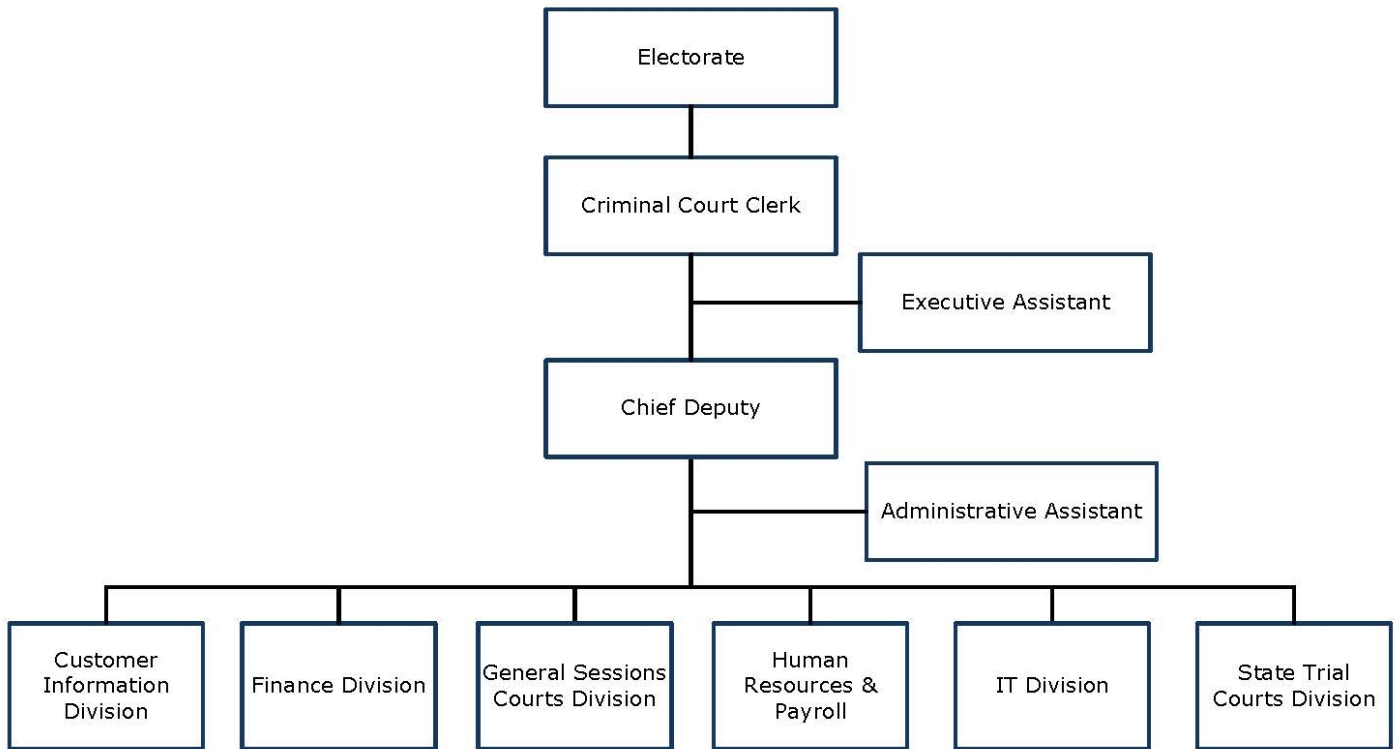
<b>Position</b> Total Budgeted Positions	91	91	91
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<b>Contacts</b>	Criminal Court Clerk: Howard Gentry Finance Director: Stephanie Patterson	email: hgentry@jnsnashville.gov email: spatterson@jnsnashville.gov
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This organization received a status quo budget for FY2025

# 24 Criminal Court Clerk – At A Glance

## Organizational Structure



## 24 Criminal Court Clerk - Financial

<b>GSD General Fund</b>						
	<b>FY2023 Budget</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2025 Budget</b>	<b>FY24-FY25 Difference</b>	<b>FY24-FY25 % Change</b>
<b>OPERATING EXPENSE:</b>						
PERSONNEL SERVICES	7,137,200	7,080,257	7,718,300	7,718,300	0	0.00%
OTHER SERVICES:						
Utilities	1,300	716	800	800	0	0.00%
Professional & Purchased Services	4,000	208	4,000	4,000	0	0.00%
Travel Tuition and Dues	20,200	30,141	19,500	19,500	0	0.00%
Communications	92,300	81,893	93,800	93,800	0	0.00%
Repairs and Maintenance Services	1,000	2,739	1,700	1,700	0	0.00%
Internal Service Fees	193,600	193,600	226,600	226,600	0	0.00%
Other Expense	58,300	60,669	57,300	57,300	0	0.00%
TOTAL OTHER SERVICES	370,700	369,967	403,700	403,700	0	0.00%
<b>TOTAL OPERATING EXPENSES</b>	<b>7,507,900</b>	<b>7,450,223</b>	<b>8,122,000</b>	<b>8,122,000</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>7,507,900</b>	<b>7,450,223</b>	<b>8,122,000</b>	<b>8,122,000</b>	<b>0</b>	<b>0.00%</b>
<b>PROGRAM REVENUE:</b>						
Charges, Commissions, & Fees	765,000	880,326	765,000	815,000	50,000	6.54%
Federal (Direct & Pass Through)	0	0	0	0	0	0.00%
State Direct	715,000	599,832	650,000	680,000	30,000	4.62%
Other Government Agencies	0	0	0	0	0	0.00%
Other Program Revenue	0	1,838	0	0	0	0.00%
<b>TOTAL PROGRAM REVENUE</b>	<b>1,480,000</b>	<b>1,481,996</b>	<b>1,415,000</b>	<b>1,495,000</b>	<b>80,000</b>	<b>5.65%</b>
<b>NON-PROGRAM REVENUE:</b>						
Property Taxes	0	0	0	0	0	0.00%
Local Option Sales Tax	0	0	0	0	0	0.00%
Other Tax, Licenses & Permits	0	0	0	0	0	0.00%
Fines, Forfeits & Penalties	822,000	763,179	722,000	796,700	74,700	10.35%
Compensation from Property	0	0	0	0	0	0.00%
<b>TOTAL NON-PROGRAM REVENUE</b>	<b>822,000</b>	<b>763,179</b>	<b>722,000</b>	<b>796,700</b>	<b>74,700</b>	<b>10.35%</b>
<b>TRANSFERS FROM OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>2,302,000</b>	<b>2,245,175</b>	<b>2,137,000</b>	<b>2,291,700</b>	<b>154,700</b>	<b>7.24%</b>
Expenditures Per Capita	\$10.61	\$10.53	\$11.40	\$11.31	(\$0.09)	-0.79%

## 24 Criminal Court Clerk - Financial

### Special Purpose Fund

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2025 Budget	FY24-FY25 Difference	FY24-FY25 % Change
<b>OPERATING EXPENSE:</b>						
PERSONNEL SERVICES	0	0	0	0	0	0.00%
OTHER SERVICES:						
Utilities	0	0	0	0	0	0.00%
Professional & Purchased Services	40,000	0	40,000	40,000	0	0.00%
Travel Tuition and Dues	4,000	0	4,000	4,000	0	0.00%
Communications	1,500	0	1,500	1,500	0	0.00%
Repairs and Maintenance Services	0	0	0	0	0	0.00%
Internal Service Fees	0	0	0	0	0	0.00%
Other Expense	220,900	87,777	220,900	220,900	0	0.00%
<b>TOTAL OTHER SERVICES</b>	<b>266,400</b>	<b>87,777</b>	<b>266,400</b>	<b>266,400</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>266,400</b>	<b>87,777</b>	<b>266,400</b>	<b>266,400</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>266,400</b>	<b>87,777</b>	<b>266,400</b>	<b>266,400</b>	<b>0</b>	<b>0.00%</b>
<b>PROGRAM REVENUE:</b>						
Charges, Commissions, & Fees	25,000	24,748	24,000	26,000	2,000	8.33%
Federal (Direct & Pass Through)	0	0	0	0	0	0.00%
State Direct	0	0	0	0	0	0.00%
Other Government Agencies	0	0	0	0	0	0.00%
Other Program Revenue	0	8,996	0	0	0	0.00%
<b>TOTAL PROGRAM REVENUE</b>	<b>25,000</b>	<b>33,744</b>	<b>24,000</b>	<b>26,000</b>	<b>2,000</b>	<b>8.33%</b>
<b>NON-PROGRAM REVENUE:</b>						
Property Taxes	0	0	0	0	0	0.00%
Local Option Sales Tax	0	0	0	0	0	0.00%
Other Tax, Licenses & Permits	0	0	0	0	0	0.00%
Fines, Forfeits & Penalties	50,500	55,227	50,500	50,500	0	0.00%
Compensation from Property	0	0	0	0	0	0.00%
<b>TOTAL NON-PROGRAM REVENUE</b>	<b>50,500</b>	<b>55,227</b>	<b>50,500</b>	<b>50,500</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFERS FROM OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>75,500</b>	<b>88,970</b>	<b>74,500</b>	<b>76,500</b>	<b>2,000</b>	<b>2.68%</b>
Expenditures Per Capita	\$0.38	\$0.12	\$0.37	\$0.37	\$0.00	0.00%

## 24 Criminal Court Clerk - Financial

Title	Grade	Class	FY2023		FY2024		FY2025		Variance	
			Budgeted Pos.	Budgeted FTE	Budgeted Pos.	Budgeted FTE	Budgeted Pos.	Budgeted FTE	Pos.	FTE
<b>GSD General 10101</b>										
Chief Dpty Criminal Ct Clerk	NS	01061	1	1.00	1	1.00	1	1.00	0	0.00
Criminal Ct Clerk	NS	01358	1	1.00	1	1.00	1	1.00	0	0.00
Deputy Criminal Ct Clerk 1	NS	06502	7	7.00	7	7.00	7	7.00	0	0.00
Deputy Criminal Ct Clerk 2	NS	06503	3	3.00	3	3.00	3	3.00	0	0.00
Deputy Criminal Ct Clerk 3	NS	06504	19	19.00	19	19.00	19	19.00	0	0.00
Deputy Criminal Ct Clerk 4	NS	06505	28	28.00	28	28.00	28	28.00	0	0.00
Deputy Criminal Ct Clerk 5	NS	06506	32	31.11	32	31.11	32	31.11	0	0.00
<b>10101 Total Positions &amp; FTEs</b>			<b>91</b>	<b>90.11</b>	<b>91</b>	<b>90.11</b>	<b>91</b>	<b>90.11</b>	<b>0</b>	<b>0.00</b>
<b>Department Totals</b>			<b>91</b>	<b>90.11</b>	<b>91</b>	<b>90.11</b>	<b>91</b>	<b>90.11</b>	<b>0</b>	<b>0.00</b>

# **24 Criminal Court Clerk Program Purpose Statements**

## **Administration Line of Business**

### **Administration Program**

The purpose of the Administration Program is to provide clerical and record management duties for the operation of the criminal courts, both General Sessions and State Trial Courts.

## **Computerization Line of Business**

### **Computerization Program**

The purpose of the Computerization Program is to further technological advancement of the Criminal Court Clerk's Office and the criminal courts.