

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

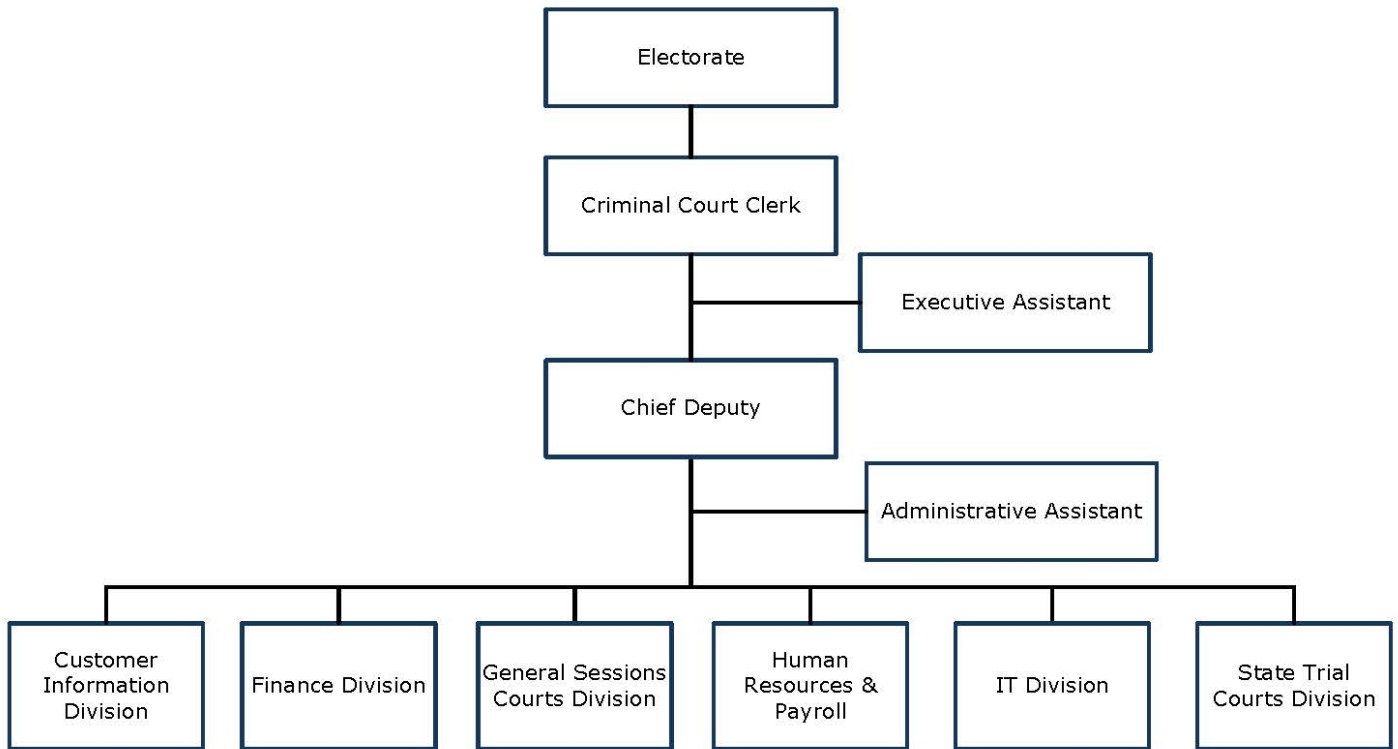
	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Expenditures and Transfers:			
GSD General Fund	\$7,507,900	\$8,122,000	\$8,836,400
Special Purpose Fund	266,400	266,400	266,400
Total Expenditures and Transfers	<u><u>\$7,774,300</u></u>	<u><u>\$8,388,400</u></u>	<u><u>\$9,102,800</u></u>
Revenue and Transfers:			
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
Total Revenue and Transfers	<u><u>\$2,377,500</u></u>	<u><u>\$2,211,500</u></u>	<u><u>\$2,368,200</u></u>
Expenditures per Capita	\$10.99	\$11.78	\$12.67

Position Total Budgeted Positions	91	91	91
--	----	----	----

Contacts	Criminal Court Clerk: Howard Gentry	email: hgentry@jnsnashville.gov
	Finance Director: Stephanie Patterson	email: spatterson@jnsnashville.gov
	408 2nd Avenue North Suite 2120 37201	Phone: 615-862-5601

24 Criminal Court Clerk – At A Glance

Organizational Structure



24 Criminal Court Clerk - At a Glance

Budget Changes and Impact Highlights

Recommendation			Impact
Non-Allocated Financial Transactions			
Pay Plan Allocation	GSD	\$727,900	Supports the hiring and retention of a qualified workforce.
Internal Service Charges*	GSD	101,000	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property.
Budget Adjustment Savings	GSD	(114,500)	Department's share of 1.41% Budget Adjustment Savings.
General Services District Total		\$714,400	
TOTAL		\$714,400	

GSD - General Services District

* See Internal Service Charges section for details

24 Criminal Court Clerk - Financial

GSD General Fund						
	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2025 Budget	FY24-FY25 Difference	FY24-FY25 % Change
OPERATING EXPENSE:						
PERSONNEL SERVICES	7,137,200	7,080,257	7,718,300	8,331,700	613,400	7.95%
OTHER SERVICES:						
Utilities	1,300	716	800	800	0	0.00%
Professional & Purchased Services	4,000	208	4,000	2,000	(2,000)	-50.00%
Travel Tuition and Dues	20,200	30,141	19,500	24,000	4,500	23.08%
Communications	92,300	81,893	93,800	99,800	6,000	6.40%
Repairs and Maintenance Services	1,000	2,739	1,700	1,700	0	0.00%
Internal Service Fees	193,600	193,600	226,600	327,600	101,000	44.57%
Other Expense	58,300	60,669	57,300	48,800	(8,500)	-14.83%
TOTAL OTHER SERVICES	370,700	369,967	403,700	504,700	101,000	25.02%
TOTAL OPERATING EXPENSES	7,507,900	7,450,223	8,122,000	8,836,400	714,400	8.80%
TRANSFERS TO OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL EXPENSES & TRANSFERS	7,507,900	7,450,223	8,122,000	8,836,400	714,400	8.80%
PROGRAM REVENUE:						
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%
TOTAL PROGRAM REVENUE	1,480,000	1,481,996	1,415,000	1,495,000	80,000	5.65%
NON-PROGRAM REVENUE:						
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%
TOTAL NON-PROGRAM REVENUE	822,000	763,179	722,000	796,700	74,700	10.35%
TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL REVENUE & TRANSFERS	2,302,000	2,245,175	2,137,000	2,291,700	154,700	7.24%
Expenditures Per Capita	\$10.61	\$10.53	\$11.40	\$12.30	\$0.90	7.89%

24 Criminal Court Clerk - Financial

Special Purpose Fund

	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2025 Budget	FY24-FY25 Difference	FY24-FY25 % Change
OPERATING EXPENSE:						
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	5,000	(35,000)	-87.50%
Travel Tuition and Dues	4,000	0	4,000	0	(4,000)	-100.00%
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	259,900	39,000	17.66%
TOTAL OTHER SERVICES	266,400	87,777	266,400	266,400	0	0.00%
TOTAL OPERATING EXPENSES	266,400	87,777	266,400	266,400	0	0.00%
TRANSFERS TO OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL EXPENSES & TRANSFERS	266,400	87,777	266,400	266,400	0	0.00%
PROGRAM REVENUE:						
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%
TOTAL PROGRAM REVENUE	25,000	33,744	24,000	26,000	2,000	8.33%
NON-PROGRAM REVENUE:						
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%
TOTAL NON-PROGRAM REVENUE	50,500	55,227	50,500	50,500	0	0.00%
TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0.00%
TOTAL REVENUE & TRANSFERS	75,500	88,970	74,500	76,500	2,000	2.68%
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
GSD General 10101										
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
10101 Total Positions & FTEs			91	90.11	91	90.11	91	90.11	0	0.00
Department Totals			91	90.11	91	90.11	91	90.11	0	0.00

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.