

SUPERIOR COURT and CLERK OF THE COURT INSTRUCTIONS

SECTION 1:

PRIMARY BUDGET EXPENDITURES

Report **current fiscal year expenditures** from your "*primarybudget*" (from your County Board of Supervisors) for the categories described below. For all "*direct grant*" expenditures (those not already reported to A.O.C. program managers), see **Line 8, "Other"**, below.

1. **SALARIES:** gross salaries for **full-time and part-time permanent** employees. [Salaries for **temporary** employees are reported on **Line 4, "External Services"**. If "Fringe Benefits" cannot be separated from "Salaries" and are included here, please report that fact in a footnote.]
2. **FRINGE BENEFITS:** employee benefits, including FICA, personal insurance, unemployment insurance, worker's compensation, retirement, leave reserve accounts, deferred compensation, bonus/merit pay, and subsidies. [If "Fringe Benefits" cannot be separated from "Salaries" and are included in #1 above, please report that fact in a footnote.]
3. **OPERATIONS:** operating costs, including facilities, postage/mail, courier/armored car, data processing, consumable office supplies, document preparation/publication, memberships/subscriptions, office equipment (**non-capital**), uniforms/robes, food/kitchen supplies, vending, vehicle maintenance, and education/training. [This *excludes travel*, which is reported on **Line 5** below.]
4. **EXTERNAL SERVICES:** fees, transportation, per diem, lodging, transcriptions, reports, and other such expenses for **NON-OPERATIONS** services provided by individuals who are **NOT SALARIED EMPLOYEES** of your court, including adult indigent defense, juvenile defense, visiting judges/pro-tems, court reporting, jurors, arbitrators/mediators, expert witnesses, investigators, interpreters, psychiatric, counseling, medical/laboratory, auditing, collection agencies/credit bureaus, contracted detention services, and temporary personnel.
5. **TRAVEL:** transportation, per diem, and lodging for in and out-of-state travel costs of **salaried employees on court business**.
6. **CAPITAL:** expenses designated as "capital" in your jurisdiction. [Verification of the definition of "**capital**" in your jurisdiction is the subject of **Section 2.**]
7. **CHILD SUPPORT ENFORCEMENT:** net expenses for enforcement of child support collections in applicable courts. Net expenditures are calculated as follows: Expenditure of county fiscal funds - Federal reimbursements for the fiscal year = net expenditures. **THIS SECTION APPLIES TO CLERK OF THE COURT ONLY.**

For Superior Court, disregard this section and move on to H.

8. **OTHER:** expenses from the following accounts:
 - A. Child Support Automation Fund [ARS 12-284(E)]
 - B. Conciliation Court Fund [ARS 25-311.01(B)]
 - C. County Law Library Fund [ARS 12-305(A)]
 - D. Document Storage and Retrieval Fund [ARS 12-284.01(C)]
 - E. Expedited Child Support and Visitation Fund [ARS 12-284(D) & 25-412]

F. Probate Court Fund [ARS 14-5314, 14-5414]

G. Local JCEF Account [ARS 12-116(A)]

H. Local Alternative Dispute Resolution Fee [ARS 12-134(B), 12-135.01]

as well as any other purposes **not specified in Lines 1. - 8.**, including local **matching** funds for state or federal grants and totals of all "**direct grant**" expenses. Write the specific names of those expenses and their amounts on the lines provided in I. through K.

9. TOTAL EXPENDITURES: the **sums** of the amounts entered on **Lines 1 - 8** above.

SECTION 2:

"CAPITAL" EXPENDITURE DEFINITION

The definition of what constitutes a "**capital**" expenditure differs widely between the state, the counties, and the municipalities. It may be based on the **cost** of a purchase, such as all single items over \$500. It may depend up the **type** of purchase, such as all non-consumable goods. It may also be a **combination** of cost and type. If your definition of capital expenditures has not changed from last fiscal year and go on the Section 3. If your definition of capitol expenditures has changed, type in the new definition in the box provided.

SECTION 3: **FOR SUPERIOR COURT ONLY**

SELECTED SUB-TOTALS OF CERTAIN EXPENDITURES

Report last fiscal year expenditures from your "**primary budget**" (from your County Board of Supervisors) for the sub-categories described below.

1. OF "SALARIES" (SECTION 1, LINE 1), SUB-TOTAL FOR JUDICIAL SALARIES: gross salaries for **superior (including juvenile) court judges**. Do **NOT** include salaries of referees, commissioners, hearing officers, pro-tems, arbitrators, mediators, or others who hear cases.
2. OF "OPERATIONS" (SECTION 1, LINE 3), SUB-TOTAL FOR FACILITIES: portion of operating costs for facilities, including space rental/lease, janitorial, maintenance, gardening, electric, gas, water, telephone, FAX, and building taxes and insurance.
3. OF "EXTERNAL SERVICES" (SECTION 1, LINE 4), SUB-TOTAL FOR:
 - (A) ADULT INDIGENT DEFENSE: portion of external services costs paid to private attorneys for indigent defense of adults.
 - (B) JUVENILE DEFENSE: portion of external services costs paid to private attorneys for defense of juveniles.
4. OF "CAPITAL" (SECTION 1, LINE 6), SUB-TOTAL FOR FACILITIES: portion of capital costs for facilities, including buildings and equipment. Do **NOT** include expenditures of county bond funds which may appear in your budget for accounting purposes.

PLEASE ANSWER THE QUESTIONS CONCERNING STATE JUDICIAL SALARY CONTRIBUTIONS.

SECTION 3: FOR CLERK OF THE COURT ONLY

SELECTED SUB-TOTALS OF CERTAIN EXPENDITURES

Report last fiscal year expenditures from your "*primary budget*" (from your County Board of Supervisors) for the sub-categories described below.

1. OF "OPERATIONS" (SECTION 1, LINE 3), SUB-TOTAL FOR FACILITIES: portion of operating costs for facilities, including space rental/lease, janitorial, maintenance, gardening, electric, gas, water, telephone, FAX, and building taxes and insurance.
2. OF "CAPITAL" (SECTION 1, LINE 6), SUB-TOTAL FOR FACILITIES: portion of capital costs for facilities, including buildings and equipment. Do **NOT** include expenditures of county bond funds which may appear in your budget for accounting purposes.