



JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue · San Francisco, California 94102-3688
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REPORT TO THE JUDICIAL COUNCIL

For business meeting on: May 17, 2019

Title	Agenda Item Type
Trial Court Budget: 2018–19 \$10 Million Emergency Reserve Funding Request, Superior Court of Humboldt County	Action Required
Rules, Forms, Standards, or Statutes Affected	Effective Date
None	May 17, 2019
Recommended by	Date of Report
Judicial Branch Budget Committee Hon. David M. Rubin, Chair	April 22, 2019
	Contact
	Melissa Ng, 916-263-1754 melissa.ng@jud.ca.gov

Executive Summary

The Judicial Branch Budget Committee recommends that the Judicial Council approve the Superior Court of Humboldt County's application for emergency funding from the \$10 Million State-Level Reserve. Under the current policy adopted by the Judicial Council, courts that are projecting a current-year negative fund balance may apply for either a loan or one-time funding for unavoidable shortfalls, unforeseen emergencies, or unanticipated expenses for existing programs.

Recommendation

Based on actions taken at its March 18, 2019 meeting, the Judicial Branch Budget Committee recommends that the Judicial Council, effective May 17, 2019:

1. Approve the allocation and one-time distribution of \$117,124 to the Superior Court of Humboldt County, contingent upon a plan from the court to house original records and backup records in different facilities. This funding will allow the court to digitize over 1,800 reels of film and preserve court records that would otherwise be destroyed.

2. Waive the requirement that approved emergency funding be distributed as a cash advance loan. Current Judicial Council policy requires that emergency funding approved after April 1 be distributed as a cash advance.

Relevant Previous Council Action

On June 27, 2016, Government Code section 68502.5 was amended to require the Judicial Council to hold a reserve of \$10 million in the Trial Court Trust Fund (TCTF) to be available to trial courts for emergencies. The funding was to be administered by the Judicial Council. Any funding allocated was to be replenished on an annual basis from the trial court base allocations.

At its September 28, 2016 meeting, the Judicial Branch Budget Committee discussed options and recommendations brought forward by its Statewide Reserve Subcommittee to change the current Judicial Council–approved process for the allocation of the 2 percent state-level reserve in the TCTF into a \$10 million state-level reserve process in accordance with the new statute.

At its business meeting on October 28, 2016, the Judicial Council approved changes to the emergency funding request process to incorporate updates related to the new statute on the \$10 million reserve. The Judicial Council also approved the new application and instructions, including allowing Judicial Council Budget Services staff to make technical adjustments to the process, application, and instructions as necessary, to allow for changes to be made and distributed at a faster pace, without requiring approval at a scheduled Judicial Council meeting. Further, the Judicial Council approved the recommendation to add a second level of application review by an Ad Hoc Court Executives Working Group. (See Attachment A: *Trial Court Budget: \$10 Million State-Level Reserve Process.*)

Analysis/Rationale

In January 2018, the Superior Court of Humboldt County discovered that its acetate microfilm stock had started deteriorating and was becoming unusable. The court is requesting emergency funding in the amount of \$117,124 to expeditiously digitize 1,857 reels of film in order to avoid losing case file information. (See Attachment B: Superior Court of Humboldt County, Application for Emergency Funding.) The court has been operating with a structural budget deficit and cannot afford this additional unanticipated expense.

The application identifies the consequences to the public and access to justice of not receiving emergency funding. The Superior Court of Humboldt County indicates that if funding is not received, court records—which only exist on microfilm—will become unusable. These include, but are not limited to, adoption, parentage, change of name, probate, felony, and family law. The most frequently requested records are from the public, who are applying for social security benefits and need divorce records from years ago. Not having access to those records could have material effect on social security benefits. Other routinely accessed records include felony convictions, and without these records, historical convictions could not be proven, thereby resulting in delays of “strike” sentences.

The court's requested amount of \$117,124 is based on the winning bid on a Request for Proposal conducted for the project to digitize court records. A cash advance against the court's 2019–20 allocation was not considered because the court is projecting a 7% budget deficit for 2019–20 and would be unable repay the advance. Due to a 40 percent decrease in civil assessment revenue (approximately \$400,000) from 2014–15 to 2017–18, the court has been balancing its budget with salary savings and other one-time funding sources. The court also continues to operate under reduced hours of public service and has eliminated or held authorized positions vacant in order to offset cost of living adjustments.

Additionally, it is requested that the Judicial Council policy requiring that emergency funding approved after April 1 be distributed as a cash advance be waived when considering this request. Per policy, submission of a baseline budget (Schedule 1) must precede an emergency funding application. The allocation of \$75 million in discretionary funding provided in the Budget Act of 2018 was approved by the Judicial Council on September 21, 2018, which delayed the submission of Schedule 1 budgets by trial courts until November 7, 2018. Because of this, the court was unable to submit its emergency funding application in time to meet the deadlines to be considered by the Judicial Council before its business meeting of May 16–17, 2019.

The Ad Hoc Court Executives Working Group reviewed the Superior Court of Humboldt County's application for emergency funding and met twice to discuss the request. The working group initially raised concerns of whether the court has fully utilized its replacement of 2% automation fund allocation, and whether backup records were available and intact. The Humboldt court responded that the replacement of 2% automation funds has been fully reserved for costs related to its case management system in the current fiscal year. Additionally, funds allocated for replacement of 2% automation have been fully spent in previous years.

The court has also confirmed that both the backup film and originals are stored in the same facility, which has resulted in deterioration and potential loss of both sets. However, the court does understand the need for offsite storage of backup records and agrees that these records should be moved to a separate site. The court has also noted that they have already experienced some loss of court records that have become unreadable. Based on this information, the working group has determined that the Superior Court of Humboldt County has demonstrated the need for emergency funding in order to preserve court records that would otherwise be destroyed.

At its March 18, 2019 meeting, the Judicial Branch Budget Committee discussed the recommendation brought forward by its Ad Hoc Court Executives Working Group to approve the Superior Court of Humboldt County's request for funding from the \$10 Million Emergency Reserve. The court's executive officer was present to respond to questions from members. The committee concluded that the court met the criteria for emergency funding based on the council-approved policy, and unanimously approved both recommendations to the Judicial Council to (1) provide emergency funding of \$117,124, contingent upon a plan to house original records and backup records in different facilities; and (2) waive the requirement that approved emergency funding be distributed as a cash advance loan.

Policy implications

The Judicial Council–approved application process was established to allow courts that project a current-year negative fund balance to apply for emergency funding for unavoidable shortfalls unforeseen emergencies, or unanticipated expenses for existing programs. The Judicial Branch Budget Committee believes this recommendation is consistent with the emergency request process.

Comments

This item was not circulated for public comment; however, as required by the Judicial Council–adopted process for emergency funding requests, the Superior Court of Humboldt County was provided a preliminary version of this report for review and comment.

Alternatives considered

The committee did not consider alternatives because the Superior Court of Humboldt County demonstrated the need and met the criteria for requesting emergency funding from the \$10 Million State-Level Reserve.

Fiscal and Operational Impacts

The costs and operational impacts of granting the request would result in \$117,124 to be distributed to the Superior Court of Humboldt County in 2018–19. Funding allocated would be replenished from trial court base allocations in 2019–20.

Attachments and Links

1. Attachment A: *Trial Court Budget: \$10 Million State-Level Reserve Process*
2. Attachment B: Superior Court of Humboldt County, Application for Emergency Funding



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REPORT TO THE JUDICIAL COUNCIL

For business meeting on: October 27–28, 2016

Title	Agenda Item Type
Trial Court Budget: \$10 Million State-Level Reserve Process	Action Required
Rules, Forms, Standards, or Statutes Affected	Effective Date
None	October 27, 2016
Recommended by	Date of Report
Judicial Branch Budget Committee Hon. David M. Rubin, Chair	October 13, 2016
	Contact
	Lucy Fogarty, 415-865-7587 lucy.fogarty@jud.ca.gov

Executive Summary

Government Code section 68502.5(c)(2)(B) requires the Judicial Council to establish a process for trial courts to apply for emergency funding from the newly established \$10 million state-level reserve, which replaces the 2 percent state-level reserve. Government Code section 68502.5(c)(2)(C) requires a report to the Legislature, pursuant to section 9795, and to the Department of Finance no later than October 1 of each year detailing all requests and allocations made for the preceding year. The Judicial Branch Budget Committee recommends that the Judicial Council approve the updated process for requesting emergency funding.

Recommendation

The Judicial Branch Budget Committee is unanimously recommending that the Judicial Council adopt the following recommendations effective immediately:

1. **Emergency Funding Request Process.** The process, criteria, and required information for requesting emergency funding as developed from the previous Judicial Council–approved process for the 2 percent state-level reserve and incorporating updates as related to the new statute are as follows:

- a) Allow only trial courts that are projecting a current-year negative fund balance to apply for emergency funding;
- b) Define emergency funding as funding “for unavoidable shortfalls, unforeseen emergencies, or unanticipated expenses for existing programs;”
- c) Require that a request be for either a loan or one-time funding, but not for ongoing funding;
- d) Require the submission, review, and approval process to be:
 - i. All requests will be submitted to the council for consideration;
 - ii. Requests will be submitted to the Administrative Director, Judicial Council, by either the court’s presiding judge or court executive officer;
 - iii. The Administrative Director, Judicial Council, will forward the request to the Director of Budget Services, Judicial Council;
 - iv. Judicial Council Budget Services staff will review the application for completeness, submit the application to the ad hoc court executives’ work group for review and contact with the requesting court, and issue a report to the Judicial Branch Budget Committee;
 - v. The Judicial Branch Budget Committee will review the request and make a recommendation for Judicial Council consideration;
 - vi. The final report will be provided to the requesting court prior to the report being made publicly available on the California Courts website; and
 - vii. The requesting court may send a representative to the council meeting to present its request and respond to questions from the council.
- e) Authorize courts to submit requests for emergency funding only after a proposed baseline budget (Schedule 1) has been submitted by the court;
- f) Allow requests submitted to the Administrative Director, Judicial Council, to be considered at the next regularly scheduled council meeting following the time necessary to review the application;
- g) Require replenishment of the reserve to occur on an annual basis as a pro rata reduction to each trial courts’ beginning base allocation the following fiscal year;

- h) Require requests for emergency funding approved by the council after April 1 of any given fiscal year to be distributed to the court as a cash advance loan until the following fiscal year when the court, if necessary, could apply for emergency funding in the new fiscal year in order to repay the cash advance loan;
- i) Require the following information be submitted by courts when requesting emergency funding:
 - i. a description of what factors caused or are causing the need for funding;
 - ii. if emergency funding was received in the prior year, identify the amount and explain why funding is needed in the current year;
 - iii. if requesting a one-time distribution, an explanation of why a loan would not be appropriate;
 - iv. current status of court fund balance;
 - v. three-year history of year-end fund balances, revenues, and expenditures;
 - vi. current detailed budget projections for the current fiscal year (e.g., 2016–2017), budget year (e.g., 2017–2018), and budget year plus 1 (e.g., 2018–2019);
 - vii. measures the court has taken in the last three years regarding revenue enhancement and/or expenditure reduction, including layoffs, furloughs, reduced hours, and court closures;
 - viii. employee compensation practices (e.g., cost-of-living adjustments) and staffing levels for the past five years;
 - ix. description of the consequences to the court’s operations if the court does not receive funding;
 - x. description of the consequences to the public and access to justice if the court does not receive funding;
 - xi. what measures the court will take to mitigate the consequences to court operations, the public, and access to justice if funding is not approved;
 - xii. five years of filing and disposition numbers;
 - xiii. most recent audit history and remediation measures; and

- xiv. an expenditure/revenue enhancement plan that identifies how the court will resolve its ongoing funding issue if the request for emergency funding is not for a one-time concern.
 - j) Include the condition that the council will consider appropriate terms and conditions that courts must accept in order to receive emergency funding; and
 - k) Require courts that are allocated emergency funding to return the amount that is not needed, if a court determines during the fiscal year that some or all of the allocation is no longer needed due to changes in revenues and/or expenditures.
2. ***Application and Instructions for Emergency Funding.*** The amendment of the Application for Supplemental Funding Form (Attachment E) allowing trial courts to apply for cash advances, loans, and one-time emergency funding, and the corresponding Instructions for Applying for Supplemental Funding (Attachment F), to incorporate recommended changes as necessary, to include templates for each application requirement, and extend the application to include a requirement for courts to elaborate on why 57 courts should assist in funding the request through a pro rata base allocation deduction the following fiscal year.
 3. ***Ad Hoc Court Executives Working Group.*** The establishment of an ad hoc court executives working group, the membership of which will be the court executive officer member of the Judicial Branch Budget Committee, and two other court executive officers appointed by the Chief Justice. The working group will review completed applications and follow up with requesting courts as necessary prior to submitting a report to the Judicial Branch Budget Committee for review. In the event a court executive officer currently on the ad hoc working group is from a requesting court, then an alternate court executive officer will be appointed by the Chief Justice for the purposes of that review.
 4. ***Technical Adjustments and Reporting Requirements.*** Judicial Council Budget Services staff are to have the authority to make technical adjustments to the process and application for requesting emergency funding as needed, and draft and submit the required report to the Legislature following current processes in place by the October 1 deadline for all requests and allocations made in the preceding year.

Previous Council Action

Before the enactment of Senate Bill 1021 (Stats. 2012, ch. 41) on June 27, 2012, Government Code section 77209(b) required the Judicial Council to set aside—in the Trial Court Improvement Fund until March 15—one half of the 1 percent transfer from the Trial Court Trust Fund (TCTF) for allocation only for “urgent needs.” At the Judicial Council’s meeting on October 28, 2011, the Supplemental Funding Working Group presented a recommendation to revise, update, and streamline the forms, processes, and criteria related to requests for supplemental funding for urgent needs then in effect. The working group recommended consolidating the process into a single form and revising the criteria for applying for

supplemental funding and evaluating the requests. The Judicial Council, effective October 28, 2011, adopted many of the recommendations to update the criteria and process for seeking urgent needs funding, and made several other decisions (Attachment A).

On June 27, 2012, the Governor signed into law Senate Bill 1021, which repealed the provisions in Government Code section 77209 related to urgent needs funding from the Trial Court Improvement Fund (TCIF) and added Government Code section 68502.5 (Attachment B), which required that the Judicial Council set aside as a reserve an amount equal to 2 percent of the TCTF appropriation in Program 45.10. The funds must be used to establish a state-level reserve fund that may be allocated to trial courts for unavoidable shortfalls, unforeseen emergencies, or unanticipated expenses for existing programs.

The Trial Court Budget Working Group (TCBWG) at its meeting on July 17, 2012, established the 2% State-level Reserve Subcommittee to address criteria and a process for allocating the reserve. The 2% State-Level Reserve Subcommittee developed a recommendation to revise the existing process, criteria, and required information for requesting supplemental funding for urgent needs under Government Code section 77209, so that it implemented the provision of Government Code section 68502.5. At its meeting on August 22, 2012, the TCBWG adopted the recommendation of the subcommittee and added several other recommendations for consideration by the Judicial Council. In response to this new statute, the Judicial Council, at its August 31, 2012 meeting, approved a policy with regard to the process, criteria, and required information for requesting supplemental funding from the reserve (Attachment C). This process modified what was approved by the council at its October 28, 2011 meeting as it related to requests for supplemental funding for urgent needs from the TCIF.

On June 27, 2014, the Judicial Council approved a 2015–2016 Budget Change Proposal (BCP) for changes to the statutory language regarding the 2 percent TCTF reserve. The Trial Court Budget Advisory Committee (TCBAC), formerly TCBWG, was to reevaluate the entire 2 percent TCTF reserve and allocation process. If the result of the evaluation was to recommend to the council that the process should be changed—for example, a change in the date for allocating the remaining funding to the courts—a BCP to change the language of the statute would need to be submitted to the Department of Finance (DOF).

On October 28, 2014, the Judicial Council approved changes to the Judicial Council–approved process for the allocation of the 2 percent state-level reserve in the TCTF in an effort to assist trial courts with cash management (Attachment D). In 2014–2015, approval was made to expedite the distribution of 75 percent of unexpended reserve funds to trial courts earlier in the fiscal year with the remainder distributed after March 15, to allow courts to apply for a cash advance loan for funding emergencies after the reserve funds have been distributed. The Judicial Council also approved the TCBAC recommendation to propose amendments to the statute that established the 2 percent state-level reserve for 2015–2016.

On June 27, 2016, Government Code section 68502.5 was amended to require the Judicial Council to hold a reserve of \$10 million in the TCTF to be available to trial courts for emergencies (Attachment B). The funding shall be administered by the Judicial Council, and any funding allocated shall be replenished on an annual basis from the trial court base allocations. In addition, the Judicial Council is required to report annually to the Legislature and the DOF, no later than October 1, all requests and allocations made for the preceding year.

Rationale for Recommendation

Recommendation 1: Emergency Funding Request Process

At its September 28, 2016 meeting, the Judicial Branch Budget Committee discussed options and recommendations brought forward by its Statewide Reserve Subcommittee to change the current Judicial Council–approved process for the allocation of the 2 percent state-level reserve in the TCTF into a \$10 million state-level reserve process in accordance with the new statute.

The process, criteria, and required information for requesting supplemental funding from the former 2 percent state-level reserve was looked upon in the development of a recommendation for the \$10 million state-level reserve in an effort to maintain as much consistency as possible while incorporating updates as related to the new statute. This includes keeping the definition for “urgent needs” (now “emergencies”) as unavoidable shortfalls, unforeseen emergencies, or unanticipated expenses for existing programs, allowing only trial courts projecting a current-year negative fund balance to apply for emergency funding, and requiring courts to justify to the Judicial Council why they are identifying a need for emergency funding.

The Judicial Branch Budget Committee chose not to further define what constitutes an “emergency” in order not to inadvertently omit an unknown situation and compromise a court’s ability to request funding, similar to previous action by the Trial Court Budget Working Group. The application deadline was omitted due to the change in statute: the earliest a court can submit a request now is after the court has submitted their proposed budget (Schedule 1). A slight extension was made to the last day a court can submit a request in a fiscal year in consideration of remaining scheduled council meetings and allowing courts an opportunity to obtain advanced information on potential replenishment costs. In addition, clarifying language was added regarding replenishment of the reserve to be clear that all 58 trial courts will have to replenish the \$10 million state-level reserve annually as a pro rata reduction to each courts’ beginning base allocation the following fiscal year.

In line with the Judicial Branch Budget Committee’s charge of assisting the Judicial Council in exercising its duties under rule 10.101 of the California Rules of Court with respect to the judicial branch budget, an additional level of application review by the Judicial Branch Budget Committee was established in order to meet its responsibility to review and make recommendations on the use of the statewide emergency funding for the judicial branch.

Recommendation 2: Application and Instructions for Emergency Funding

At its September 28, 2016 meeting, the Judicial Branch Budget Committee discussed updating the application for applying for emergency funding (Attachment E) and corresponding instructions (Attachment F) to incorporate process changes as well as require additional information when making a request. In requiring courts to elaborate on why 57 courts should assist in funding their request through a pro rata base allocation reduction the following fiscal year, courts are showing that they have considered the implications of their request carefully and thoroughly and have determined that a cash advance or a loan that does not impact all other courts was not an option. In addition, templates for each application requirement will help streamline the application and review process, and ensure consistency in how information is provided, reviewed, and interpreted.

Recommendation 3: Ad Hoc Court Executives Working Group

At its September 28, 2016 meeting, the Judicial Branch Budget Committee discussed adding a second level of application review by an ad hoc court executives working group. This working group, appointed by the Chief Justice, would provide a court administration perspective and may offer alternative methods in an effort to assist courts in finding other means for meeting their funding requirements. There was a discussion by the committee to utilize the ad hoc working group on an “as needed” basis; however, it was determined that all applications would go through this level of review prior to going to the Judicial Branch Budget Committee to allow for consistency and fairness in the funding request process.

Recommendation 4: Technical Adjustments and Reporting Requirements

At its September 28, 2016 meeting, the Judicial Branch Budget Committee discussed allowing Judicial Council Budget Services staff to make technical adjustments to the \$10 million state-level reserve process, the application for requesting supplemental funding for emergencies, and the application instructions as necessary. This will allow for changes to be made and distributed at a faster pace, without requiring approval at a scheduled Judicial Council meeting.

The reporting requirement to the Legislature will follow the process in place when reporting the 2 percent state-level reserve, but the new October 1 deadline will be followed according to statute.

Comments, Alternatives Considered, and Policy Implications

This item was not circulated for comment. Options were considered by the Judicial Branch Budget Committee and are discussed in the Rationale for Recommendations section of the report.

Implementation Requirements, Costs, and Operational Impacts

The implementation requirement for this new policy would include notifying courts and impacted Judicial Council staff of the changes in criteria for the application and review process for emergency funding requests.

There is a potential workload impact on Judicial Council Budget Services staff depending on the timing and number of applications received for review within the fiscal year.

Operational impacts will likely prove to be a relief for courts and Judicial Council staff, since the new \$10 million state-level reserve no longer requires a 2 percent reduction to courts for funding the reserve. The new process allows courts to maintain funds throughout the year and only has a beginning base allocation reduction the following fiscal year in the event of an emergency funding disbursement. It also eliminates the need to reallocate the 2 percent monies to courts two times within the fiscal year. In addition, this process also allows courts better budget-planning opportunities as courts will be informed of any base allocation reductions in the preceding fiscal year.

Relevant Strategic Plan Goals and Operational Plan Objectives

The recommended changes to the process for the \$10 million state-level reserve will address the strategic plan goals of Goal I, Access, Fairness, and Diversity; Goal II, Independence and Accountability; Goal III, Modernization of Management and Administration; Goal IV, Quality of Justice and Service to the Public; and Goal VI, Branchwide Infrastructure for Service Excellence.

Attachments and Links

1. Attachment A: Judicial Council Meeting Minutes, October 27–28, 2011, including Item M: *Trial Court Allocations: Process and Criteria for Supplemental Funding* at <http://www.courts.ca.gov/documents/jc-20111028-minutes.pdf>
2. Attachment B: Government Code section 68502.5(c)(2)(B), at page 9
3. Attachment C: Judicial Council Meeting Minutes, August 30–31, 2012, including Item M: *Trial Court Trust Fund Allocations: Process and Criteria for Allocating 2 Percent State-Level Reserve Funding* at <http://www.courts.ca.gov/documents/jc-20120831-minutes.pdf>
4. Attachment D: Judicial Council Meeting Minutes, October 27–28, 2014, including Item M: *Trial Court Budget: 2 Percent State-Level Reserve Process and Minimum Operating and Emergency Fund Balance Policy* at <http://www.courts.ca.gov/documents/jc-20141028-minutes.pdf>
5. Attachment E: Application for Supplemental Funding Form, at pages 10–11
6. Attachment F: Instructions for Applying for Supplemental Funding, at pages 12–16


Government Code section 68502.5(c)(2)(B) effective June 27, 2012

(B) Upon preliminary determination of the allocations to trial courts pursuant to subparagraph (A), the Judicial Council shall set aside 2 percent of the total funds appropriated in Program 45.10 of Item 0250-101-0932 of the annual Budget Act and these funds shall remain in the Trial Court Trust Fund. These funds shall be administered by the Judicial Council and be allocated to trial courts for unforeseen emergencies, unanticipated expenses for existing programs, or unavoidable funding shortfalls. Unavoidable funding shortfall requests for up to 1.5 percent of these funds shall be submitted by the trial courts to the Judicial Council no later than October 1 of each year. The Judicial Council shall, by October 31 of each year, review and evaluate all requests submitted, select trial courts to receive funds, and notify those selected trial courts. By March 15 of each year, the Judicial Council shall distribute the remaining funds if there has been a request from a trial court for unforeseen emergencies or unanticipated expenses that has been reviewed, evaluated, and approved. Any unexpended funds shall be distributed to the trial courts on a prorated basis.

Government Code section 68502.5(c)(2)(B) effective June 27, 2016

(B) The Judicial Council shall hold a reserve of ten million dollars (\$10,000,000) in the Trial Court Trust Fund to be available to trial courts for emergencies. The funding shall be administered by the Judicial Council, and any funding allocated shall be replenished on an annual basis from the trial court base allocations. The Judicial Council shall establish a process for trial courts to apply for emergency funding.

APPLICATION FOR SUPPLEMENTAL FUNDING FORM

Please check the type of funding that is being requested: <input type="checkbox"/> CASH ADVANCE (Complete Section I only.) <input type="checkbox"/> URGENT NEEDS (Complete Sections I through IV.) <input type="checkbox"/> ONE-TIME DISTRIBUTION <input type="checkbox"/> LOAN			
SECTION I: GENERAL INFORMATION			
SUPERIOR COURT: Click to enter County		PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer):	
CONTACT PERSON AND CONTACT INFO:			
DATE OF SUBMISSION: Click here to enter a date.	DATE FUNDING IS NEEDED BY: Click here to enter a date.	REQUESTED AMOUNT: \$	
REASON FOR REQUEST (Please briefly summarize the reason for this funding request, including the factors that contributed to the need for funding. If your court is applying for a cash advance, please submit a cash flow statement when submitting this application. Please use attachments if additional space is needed.)			
Section II through Section IV of this form is required to be completed if your court is applying for supplemental funding for urgent needs (unavoidable funding shortfall, unforeseen emergency or unanticipated expenses for existing programs). Please submit attachments to respond to Sections II through Section IV.			
SECTION II: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE			
<p>A. What would be the consequence to the public and access to justice if your court did not receive the requested funding?</p> <p>B. What would be the consequence to your court's operations if your court did not receive the requested funding?</p> <p>C. What measures will your court take to mitigate the consequences to access to justice and court operations if funding is not approved by the Judicial Council?</p> <p>D. Please provide five years of filing and termination numbers.</p>			

APPLICATION FOR SUPPLEMENTAL FUNDING FORM (Continued)

SECTION III: REVENUE ENHANCEMENT AND COST CONTROL MEASURES

- A. If supplemental funding was received in prior year, please identify amount received and explain why additional funding is again needed in the current fiscal year.
- B. If the request for supplemental funding is not for a one-time concern, the court must include an expenditure/revenue enhancement plan that identifies how the court will resolve its ongoing funding issue.
- C. What has your court done in the past three fiscal years in terms of revenue enhancement and/or expenditure reductions, including layoffs, furloughs, reduced hours, and court closures?
- D. Please describe the employee compensation changes (e.g. cost of living adjustments and benefit employee contributions) and staffing levels for past five fiscal years for the court.

SECTION IV: FINANCIAL INFORMATION

Please provide the following:

- A. Current detailed budget projections/estimates for the current fiscal year, budget year and budget year plus one (e.g., if current fiscal year is FY 2012-2013, then budget year would be FY 2013-2014 and budget year plus one would be FY 2014-2015).
- B. Current status of your court's fund balance.
- C. Three-year history of your court's year-end fund balances, revenues, and expenditures.
- D. If the trial courts' application is for one-time supplemental funding, please explain why a loan would not be appropriate.
- E. The most recent audit findings of fiscal issues and the remediation measures taken to address them.

Instructions for Applying for Supplemental Funding

To apply for supplemental funding for a cash advance or urgent needs, courts must submit a completed *Application for Supplemental Funding* form. Please see the detailed instructions for applying for each type of supplemental funding below.

Apply for a Cash Advance

Courts that are anticipating cash flow issues during the current fiscal year may apply for a cash advance. Whenever possible, the cash advance will be distributed from a court's remaining Trial Court Trust Fund (TCTF) allocation. It is recommended cash advance applications be submitted at least 30 days prior to the date the advance is needed.

Fill Out the Application Form

1. Check the Cash Advance box at the top of the form.
2. Complete only Section I: General Information.
 - a. **Superior Court:** Select your court by clicking in the cell and scrolling to the appropriate county.
 - b. **Person Authorizing Request:** Enter the name of your court's presiding judge or court executive officer. Only a presiding judge or court executive officer may request supplemental funding for a cash advance.
 - c. **Contact Person's Name and Information:** Enter the contact person's name, phone number, and e-mail address.
 - d. **Date of Submission:** Enter the date your court is submitting the request for a cash advance.
 - e. **Date Funding Is Needed By:** Enter the date by which the cash advance is needed.
 - f. **Requested Amount:** Enter the amount of the cash advance that is needed to address the cash flow issue.
 - g. **Reason for Request:** Complete the attached Cash Flow template demonstrating the timing and the amount of the cash deficit/shortfall to be bridged by the Cash Advance. Complete the attached Monthly Budget projection beginning with the Current Fiscal Year through full recovery of the Cash Advance. Include the receipt of the Cash Advance during the Current Fiscal Year and the monthly recovery amounts providing for full recovery in the shortest time possible, preferably within the current fiscal year. The Cash Advance must be fully recovered within two years of the date on which the Cash Advance was originally received (GC 68502.6). If recovery of the advance will cross fiscal years, please complete as necessary the Budget Year and Budget Year Plus One, in addition to the Current Fiscal Year (e.g., if current fiscal year is FY 2012-13, then budget year would be FY 2013-14 and budget year plus one would be FY 2014-15). Cash advance recovery will be made by netting the recovery amounts from the court's monthly State allocation.

Judicial Council Treasury and Budget Units can assist in completing the application and supporting templates. Treasury Services will complete the beginning actual cash balances and actual month-to-date cash flow information in the Cash Flow template, and the year-to-date actual monthly revenues and expenses on the Monthly Budget template. The requesting court will need to complete the projection information in both templates, including the proposed monthly recovery of the Cash Advance. As a starting point for the Monthly Budget projection, the template will have the projected months populated with the 1/12 of the court's annual budget.

Submit the Application Form, Decision Time Frame, and Receipt of Cash Advance

E-mail the application form and the cash flow and budget analysis to the Judicial Council's Finance

Instructions for Applying for Supplemental Funding

Director, who will render a decision within ten business days after receipt of the application form and analysis. Please note that if your court is requesting a cash advance to be received on a date different than the date of a TCTF monthly distribution, usually the 15th of each month, the cash advance will be sent by mail as a warrant from the State Controller's Office. Receipt of a GC68502.6 advance is subject to the State Controller's Office customary disbursement practices. As mentioned in the opening, it is highly recommended that the request is submitted 30 days prior to the date the cash is needed.

Instructions for Applying for Supplemental Funding

Apply for Urgent Needs Funding

Courts may request urgent needs funding *only* if they are projecting a negative fund balance (i.e., forecasted expenditures exceed forecasted revenues and beginning reserves) in the current fiscal year due to an unavoidable budget shortfall, unforeseen emergency or an unanticipated expense for an existing program.

Unavoidable Budget Shortfalls

Court requests for supplemental funding for urgent needs due to *unavoidable budget shortfalls* must be submitted to the Administrative Director, Judicial Council, by no later than October 1. Courts are encouraged to submit supplemental funding requests for urgent needs before the October 1 deadline, but no earlier than 60 days after the Budget Act is enacted into law. The council will consider supplemental funding requests for unavoidable funding shortfalls at a scheduled business meeting which will occur by October 31 of each fiscal year. The Judicial Council shall allocate up to 75 percent of the 2 percent state-level reserve fund by October 31 of each year to courts requesting supplemental funding for urgent needs due to unavoidable funding shortfalls.

Unforeseen Emergencies or Unanticipated Expenses for Existing Programs

After October 31 and by March 15 of each fiscal year, the Judicial Council shall allocate the remaining funds if there has been an approved request from a trial court(s) requesting supplemental funding for urgent needs due to *unforeseen emergencies or unanticipated expenses for existing programs*. In order for the request to be considered by the Judicial Council at a specific business meeting, it must be received by the Administrative Director of the Courts at least 25 business days before the date of that meeting.

Fill Out the Application Form

1. Check the Urgent Needs box, and then check either the One-Time Distribution or Loan box, located at the top of the form.
2. Complete Section I: General Information.
 - a. **Superior Court:** Select your court by clicking in the cell and scrolling to the appropriate county.
 - b. **Person Authorizing Request:** Enter the name of your court's presiding judge or court executive officer. Only a presiding judge or court executive officer may request supplemental funding for urgent needs.
 - c. **Contact Person's Name and Information:** Enter the contact person's name, phone number, and e-mail address.
 - d. **Date of Submission:** Enter the date your court is submitting the request for urgent needs funding.
 - e. **Date Funding Is Needed By:** Enter the date the by which supplemental funding is needed.

Instructions for Applying for Supplemental Funding

- f. **Requested Amount:** Enter the amount of supplemental funding needed.
 - g. **Reason for Request:** Enter a summary of the reason(s) supplemental funding is needed, including a discussion of the factors that contributed to the need for supplemental funding. Please use attachments if additional space is needed.
3. Using a separate attachment, provide the required information requested in Section II (Trial Court Operations and Access to Justice), Section III (Revenue Enhancement and Cost Control Measures), and Section IV (Financial Information).
 4. Before submitting, ensure that all the required information has been provided. If a request is missing information, the submission date will be revised to be the date that the court provided all the required information.

Submit the Application Form and the Judicial Council Report

E-mail the application form and the attachments to the Administrative Director, Judicial Council.

Before issuing a final report to the Judicial Council, staff will:

- Review the request and, if necessary, ask the court to provide any missing or incomplete information;
- Draft a preliminary report;
- Share a preliminary report with and solicit comments from the court; and
- Provide the final report to the court before it is made publicly available.

Assistance or Questions Regarding the Form

If you need assistance or have any questions, please contact Patrick Ballard, Supervising Budget Analyst at 818-558-3115 or patrick.ballard@jud.ca.gov


Instructions for Applying for Supplemental Funding

Deadlines for Submitting Applications for Supplemental Funding for Urgent Needs¹



Fiscal Year	Scheduled Judicial Council Business Meeting	Application Deadline
2014-2015	October 28, 2014	October 1, 2014
2014-2015	December 12, 2014	November 4, 2014
2014-2015	January 22, 2015	December 15, 2014
2014-2015	February 20, 2015	January 12, 2015

1. Applications for urgent needs due to *unavoidable funding shortfalls* must be received by the Administrative Director by no later than October 1 to be considered at the Judicial Council's October business meeting. Applications for urgent needs due to *unforeseen emergencies or unanticipated expenses for existing programs*, to be considered by the Judicial Council at a specific business meeting between November 1 and March 15, must be received by the Administrative Director, Judicial Council at least 25 business days before the date of that meeting.

APPLICATION FOR EMERGENCY FUNDING

Please check the type of funding that is being requested: <input type="checkbox"/> CASH ADVANCE (Complete Section I only.) <input checked="" type="checkbox"/> EMERGENCY NEEDS (Complete Sections I through IV.) <input checked="" type="checkbox"/> ONE-TIME DISTRIBUTION <input type="checkbox"/> LOAN	
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SECTION I: GENERAL INFORMATION

SUPERIOR COURT: Humboldt	PERSON AUTHORIZING REQUEST (<i>Presiding Judge or Court Executive Officer</i>):  Joyce D. Hinrichs (PJ)  Kim M. Bartleson (CEO)	
CONTACT PERSON AND CONTACT INFO: Kim M. Bartleson, 707-269-1201, Kimb@humboldtcourt.ca.gov		
DATE OF SUBMISSION: 12/11/2018	DATE FUNDING IS NEED BY: As soon as practical	REQUESTED AMOUNT: \$ 117,124

REASON FOR REQUEST (*Please briefly summarize the reason for this funding request, including the factors that contributed to the need for funding. If your court is applying for a cash advance, please submit a cash flow statement when submitting this application. Please use attachments if additional space is needed.*)

In January 2018, the Court discovered that its acetate microfilm stock was permeating an odor akin to vinegar. This indicates the film has begun to deteriorate and will soon be unusable. Some reels are already difficult to unroll. To avoid losing case file information, the Court must expeditiously digitize 1,355 reels of 16mm film and 502 reels of 35mm.

The Court requested emergency funding at the beginning of February 2018. The Court was told it was too late to request emergency funding and we needed to request a cash advance of the Court's FY2019-20 allocation. The Court is attempting to close a 7% budget deficit for FY2019-20 and cannot afford to add this expense.

The expense was added to the Court's Schedule 1 budget and the budget was balanced to a \$0.00 ending fund balance by also adding this emergency funding to the revenue section of the Court's Schedule 1 budget. Without this funding, the Court anticipates there will not be sufficient funds to convert the records. This would create a significant risk for the loss of case information.

The amount of this request is based on the winning bid from an RFP conducted for this project. Any funds not expended will be returned at the end of the project.

Section II through Section IV of this form is required to be completed if your court is applying for emergency funding. Emergency funding is defined as funding needed for unavoidable shortfalls, unforeseen emergencies or unanticipated expenses for existing programs. Please submit attachments to respond to Section II through Section IV.

SECTION II: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE**A. What would be the consequence to the public and access to justice if your court did not receive the requested funding?**

Court records that only exist on microfilm will be destroyed. These include but are not limited to adoption, parentage, change of name, probate, felony and family law. The most frequently requested records are from citizens who are applying for Social Security benefits and need divorce records from years ago. Lacking access to those records could have a material effect on their Social Security benefits. Other routinely accessed records are felony convictions. Without these records historical convictions could not be proven thereby resulting in delays of 'strike' sentences.

APPLICATION FOR EMERGENCY FUNDING

B. What would be the consequence to your court's operations if your court did not receive the requested funding?

Court staff will not be able to access and provide requested case information. When this occurs the Court will have to provide a certified explanation as to why the records are not available.

C. What measures will your court take to mitigate the consequences to access to justice and court operations if the Judicial Council does not approve funding?

The Court does not have the ability or resources to mitigate the consequences at all.

D. Please provide five years of filing and disposition numbers. (*table template provided*)

Information is in the attached table.

SECTION III: REVENUE ENHANCEMENT AND COST CONTROL MEASURES

A. If requesting a one-time distribution of emergency funding, please explain why a loan would not be appropriate.

The Court has been operating with a significant structural deficit and has been balancing its budget with salary savings and other one-time funding sources.

The Court's Civil Assessment revenue has dropped by ≈\$400,000 (≈40%) from three years ago. Psychological Evaluation costs have gone up by ≈\$100,000 (≈400%) from three years ago. This Half Million dollar swing in our finances constitutes an approximate 7% reduction to our general fund budget. This has contributed significantly to our structural deficit.

The Court must also convert its outdated CMS which has been funded through the BCP process.

B. If supplemental funding was received in prior year, please identify the amount of funding received and explain why additional funding is again needed in the current fiscal year.

Supplemental funding for prior years was always in the form of a cash advance to help the Court manage its cash flow. To my knowledge, the Court has not previously received supplemental funding in the form of a one-time distribution.

C. If the request for emergency funding is not for a one-time concern, the court must include an expenditure/revenue enhancement plan that identifies how the court will resolve its ongoing funding issue.

This request is for a one-time concern.

D. What has your court done in the past three fiscal years in terms of revenue enhancement and/or expenditure reductions, including layoffs, furloughs, reduced hours, and court closures? (*table template provided*)

The Court continues to operate under reduced hours of public service. The main clerk's office is only open from 9:00am to 2:00pm. One clerk's window is open for parties and attorneys in the hall between the courtrooms from 8:15am to 3:00pm.

The Court has eliminated or held some authorized and needed positions vacant. The Court has also not 'backfilled' some positions when staff members have been out on long-term leaves of absence. This is to offset modest cost of living adjustments after seven years without them.

The Court has delayed computer replacement and other IT needs, which are now critical.

APPLICATION FOR EMERGENCY FUNDING

The Court continuously evaluates revenue and expenditures to ensure that it is charging agencies when appropriate and not paying expenses that are the responsibility of the county. In addition, the Court is seeking reimbursement from the County of Humboldt for expenses that were erroneously paid by the Court back to 2006. The county is disputing the reimbursement billing and negotiations are ongoing.

E. Please describe the employee compensation changes (e.g. cost of living adjustments and benefit employee contributions) and staffing levels for past five fiscal years for the court. (table template provided)

Since FY08-09:

- No COLAs or salary increases for Seven Years from FY08-09 until FY15-16.
- FY13-14: One-time special pay of \$2,500 per employee (Fund Balance Reduction).
- FY15-16: One-time special pay of \$2,500 per employee.
- FY15-16: 2.5% Pay Equity for process clerks & 3.5% - 4% COLA for all staff.
- FY16-17: 3.35% for Reporters; 2.5% for all other staff.
- FY16-17: One-time special pay of \$300 per employee.
- FY17-18: 2.3% for Reporters; 1.5% for all other staff.
- The Court pays none of the employee portion of retirement costs.
- Monthly Dental Ins. Contribution increase from \$ 42.60 per employee to \$ 45.00 per employee.
- Monthly Health Ins. Contribution increase as follows:

Employee Only	from \$ 455.00	to \$ 727.00	(Reporters to \$637.00)
Employee +1	from \$ 650.00	to \$ 968.00	(Reporters to \$878.00)
Employee +>1	from \$ 760.00	to \$ 1,113.00	(Reporters to \$1,023.00)

Instituted a pre-paid medical Cafeteria 125 plan for ≈ \$900 per year.

F. Please explain why 57 courts should assist in funding the request through a pro rata base allocation deduction the following fiscal year.

This Court has assisted other Courts when they needed emergency funds during the 2% Reserve system. The public will be harmed if these permanent records are lost, and all 58 Courts serve the public.

It is a systemic problem due to the decade-long lack of adequate funding and the years-long restriction on the ability to reserve funds locally for unanticipated and emergent expenses. If we had the ability in previous years to set aside funds for unforeseen expenses, we would not be submitting this request. The \$10M reserve has replaced our ability to independently manage this type of situation. The \$10M reserve is the legislatively and gubernatorially mandated source of funding for this type of expense.

SECTION IV: FINANCIAL INFORMATION

APPLICATION FOR EMERGENCY FUNDING

Please provide the following:

- A. Current detailed budget projections/estimates for the current fiscal year, budget year and budget year plus one (e.g., if current fiscal year is FY 2016–2017, then budget year would be FY 2017–2018 and budget year plus one would be FY 2018–2019). *(table template provided)*

Information is in the attached table.

- B. Current status of your court’s fund balance. *(table template provided)*

Currently projected ending fund balance is \$0.00. If the Court incurs this expense without emergency funding, the Court’s projected ending fund balance will be a Negative -\$117,124. Please see the Court’s FY18-19 Schedule 1 for more detailed information.

- C. Three-year history of your court’s year-end fund balances, revenues, and expenditures. *(table template provided)*

	<u>FY15-16</u>	<u>FY16-17</u>	<u>FY17-18</u>
Beginning Balance	\$ 407,731	\$ 368,334	\$ 317,080
Total Revenue	\$ 8,537,369	\$ 8,516,079	\$ 8,636,243
Total Expenses	(\$ 8,576,766)	(\$ 8,567,333)	(\$ 8,856,764)
Ending Balance	\$ 368,334	\$ 317,080	\$ 96,559

- D. The most recent audit findings of fiscal issues and the remediation measures taken to address them.

The 2014 State Controller’s Office audit found no substantive exceptions.
The 2015 JCC Internal Audit found no significant financial exceptions.

APPLICATION FOR EMERGENCY FUNDING

A large, empty rectangular box with a black border, occupying the upper half of the page. It is intended for the applicant to provide details of their emergency funding request.

Application for Emergency Funding Template
Worksheet for Section 2D

Requesting Court: Humboldt

Prior five years of Filing and Disposition Numbers

Description	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	Total
Filing Numbers	27,183	29,317	26,747	24,008	Not Available	107,255
Disposition Numbers	26,400	27,915	25,671	23,493	Not Available	103,479

Waiting on JCC 2018 Court Statistics Report

Requesting Court: Humboldt

Court actions in the past three year in terms of revenue enhancement and/or expenditures reductions

Status Quo	FY 2015-16	FY 2016-17	FY 2017-18
GL Account	Description	Amount	Amount
N/A	FY14-15 focus on C.A. = incr. of \$100k to >\$1M FY16-17 Invoiced County for reimbursements	171,900	
900000	Salaries	36,022	(188,828)
910000	Staff Benefits	(64,779)	(253,645)
920001	General Expense		
924000	Printing		
925000	Telecommunications		
926000	Postage		
928000	Insurance		
929000	Travel in State		
931000	Travel Out of State		
933000	Training		
934000	Security	12,960	10,011
935000	Facilities Operations		
936000	Utilities		
938000	Contracted Services	186,929	41,270
940000	Consulting and Professional Services - County Provided		
943000	Information Technology (IT)	82,923	(59,123)
945000	Major Equipment		
950000	Other Items of Expense		
972000	Other		
973000	Debt Service		
983000	Court Construction		
990000	Distributed Administration & Allocation		
Net Revenue (Expense)		(254,055)	622,214
			377,493

Application for Emergency Funding Template
Worksheet for Section 3E

Requesting Court: Humboldt

Prior Five years of Employee Compensation Changes and Staffing Levels

Description	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
% Employee compensation change	-	-	Reporters = 4.0%; All others = 3.5%; LPCs = 2.5% P.E.; Crtm Clerk IIs = 0.4% P.E.	Reporters = 3.5%; All other staff = 2.5%.	Reporters = 2.3%; All other staff = 1.5%.	n/a
Number of Staffing	86.25	88.25	85.85	82.50	80.50	80.50

Application for Emergency Funding Template
Worksheet for Section 4A

Requesting Court:

Three year history of year end fund

Description	FY 2017-18									
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	FUNDS	
REVENUES										
State Financing Sources	6,468,764	708,071	546,252					7,176,835		
Grants								546,252		
Other Financing Sources	913,156							913,156		
TOTAL REVENUES	7,381,920	708,071	546,252	-	-	-	-	8,636,243		
EXPENDITURES										
Salaries	3,904,444	79,216	173,901					4,157,562		
Staff Benefits	2,177,387	33,062	76,262					2,286,712		
General Expense	231,755		119,467					351,222		
Printing	9,274							9,274		
Telecommunications	42,512							42,512		
Postage	53,179							53,179		
Insurance	2,251							2,251		
Travel in State	24,514							24,514		
Travel Out of State	-							-		
Training	3,071							3,071		
Security	151,942							151,942		
Facilities Operations	32,040							32,040		
Utilities										
Contracted Services	564,123	583,673						1,147,796		
Consulting and Professional Services										
- County Provided	-	12,120						12,120		
Information Technology (IT)	234,407		81,866					316,273		
Major Equipment	-		145,646					145,646		
Other Items of Expense	72							72		
Juror Costs	73,631							73,631		
Other	44,000							44,000		
Debt Service										
Court Construction										
Distributed Administration & Allocation	(45,448)		39,808					(5,640)		
Prior Year Expense Adjustment	8,588							8,588		
TOTAL EXPENDITURES	7,511,743	708,071	636,950	-	-	-	-	8,856,764		
Operating Transfers In (Out)	33,801	(124,500)	90,699					-		
Fund Balance (Deficit)										
Beginning Balance (Deficit)	142,580	174,500						-		
Ending Balance (Deficit)	46,559	50,000						-		

Application for Emergency Funding Template
Worksheet for Section 4A

Requesting Court:

Current detailed budget projection

Description	FY 2019-20		FUNDS						
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL	
REVENUES									
State Financing Sources	6,919,807	819,301	959,903					7,739,107	
Grants								959,903	
Other Financing Sources	840,550							840,550	
TOTAL REVENUES	7,760,357	819,301	959,903	-	-	-	-	9,539,560	
EXPENDITURES									
Salaries	3,848,897	83,180	543,927					4,476,004	
Staff Benefits	2,453,547	27,135	72,251					2,552,933	
General Expense	229,370		251,373					480,743	
Printing	17,200							17,200	
Telecommunications	41,960							41,960	
Postage	57,300							57,300	
Insurance	2,500							2,500	
Travel in State	42,000							42,000	
Travel Out of State	-							-	
Training	6,753							6,753	
Security	170,548							170,548	
Facilities Operations	34,700							34,700	
Utilities								-	
Contracted Services	564,648	699,186						1,263,834	
Consulting and Professional Services									
- County Provided	-	9,800						9,800	
Information Technology (IT)	243,673							243,673	
Major Equipment	-							-	
Other Items of Expense									
Juror Costs	92,161							92,161	
Other								-	
Debt Service								-	
Court Construction								-	
Distributed Administration & Allocation	(62,473)		109,924					47,451	
Prior Year Expense Adjustment									
TOTAL EXPENDITURES	7,742,784	819,301	977,476	-	-	-	-	9,539,560	
Operating Transfers in (Out)	(17,573)		17,573					-	
Fund Balance (Deficit)									
Beginning Balance (Deficit)	(0)	0						(0)	
Ending Balance (Deficit)	(0)	0						(0)	

Application for Emergency Funding Template
Worksheet for Section 4A

Requesting Court:

Current detailed budget projection

		FY 2020-21		FUNDS						
		▼		Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL		
REVENUES										
State Financing Sources	6,919,807	819,301						7,739,107		
Grants			338,649					338,649		
Other Financing Sources	840,550							840,550		
TOTAL REVENUES	7,760,357	819,301	338,649	-	-	-	-	8,918,307		
EXPENDITURES										
Salaries	3,848,897	83,180	189,885					4,121,962		
Staff Benefits	2,453,547	27,135	72,251					2,552,933		
General Expense	229,370		43,756					273,126		
Printing	17,200							17,200		
Telecommunications	41,960							41,960		
Postage	57,300							57,300		
Insurance	2,500							2,500		
Travel in State	42,000							42,000		
Travel Out of State								-		
Training	6,753							6,753		
Security	170,548							170,548		
Facilities Operations	34,700							34,700		
Utilities								-		
Contracted Services	564,648	699,186						1,263,834		
Consulting and Professional Services - County Provided		9,800						9,800		
Information Technology (IT)	243,673							243,673		
Major Equipment								-		
Other Items of Expense								-		
Juror Costs	92,161							92,161		
Other								-		
Debt Service								-		
Court Construction								-		
Distributed Administration & Allocation	(62,473)		50,330					(12,143)		
Prior Year Expense Adjustment								-		
TOTAL EXPENDITURES	7,742,784	819,301	356,222	-	-	-	-	8,918,307		
Operating Transfers in (Out)	(17,573)	-	17,573					-		
Fund Balance (Deficit)										
Beginning Balance (Deficit)	(0)	0						-		(0)
Ending Balance (Deficit)	(0)	0						-		(0)

