

**Gulf County, Florida  
Clerk of the Circuit Court**



**Special Purpose  
Financial Statements**

**September 30, 2022**

**Gulf County, Florida  
Clerk of the Circuit Court**

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR’S REPORT**

**September 30, 2022**

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**LANIGAN & ASSOCIATES, P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS ADVISORS

**INDEPENDENT AUDITOR'S REPORT**

The Honorable Rebecca L. Norris  
Gulf County, Florida Clerk of the Circuit Court  
Gulf County, Florida

**Report on the Audit of the Financial Statements**

***Opinion***

We have audited the financial statements of each major fund and the remaining aggregate fund information of the Gulf County, Florida Clerk of the Circuit Court (the "Clerk"), as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the basic financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the each major fund and the remaining aggregate fund information of the Clerk as of September 30, 2022, and the respective changes in financial position thereof, and the respective budgetary comparison for each major fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Clerk and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Responsibilities of Management for the Financial Statements***

The Clerk's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Clerk's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Clerk's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Clerk's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Emphasis of a Matter***

As discussed in Note 1 to the financial statements, the financial statements referred to above were prepared solely for the purpose of complying with the *Rules of the Auditor General* of the State of Florida. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial position of each major fund, and the aggregate remaining fund information, only for that portion of the major funds, and the aggregate remaining fund information of Gulf County, Florida that is attributable to the Clerk. They do not purport to, and do not, present fairly the financial position of Gulf County, Florida as of September 30, 2022, and the changes in its financial position for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to these matters.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 25, 2023, on our consideration of the Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk's internal control over financial reporting and compliance.

Tallahassee, Florida  
May 25, 2023

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2022**

	Major Funds				Total Governmental Funds
	General Fund	State Court Operations Fund	Modernization Trust Fund	Administrative Order 86-12 Fund	
<b>ASSETS</b>					
Cash and cash equivalents	\$ 154,923	\$ 113,416	\$ 428,102	\$ 110,673	\$ 807,114
Accounts receivable	-	1,110	-	-	1,110
Due from other governments	60,103	16,797	-	-	76,900
Due from BOCC	25,929	2,500	-	-	28,429
	<u>240,955</u>	<u>133,823</u>	<u>428,102</u>	<u>110,673</u>	<u>913,553</u>
Total assets	<u>\$ 240,955</u>	<u>\$ 133,823</u>	<u>\$ 428,102</u>	<u>\$ 110,673</u>	<u>\$ 913,553</u>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Accounts payable and accrued expenses	\$ 65,758	\$ 8,129	\$ 860	\$ -	\$ 74,747
Due to other governments	-	125,694	-	-	125,694
Due to BOCC	175,197	-	-	-	175,197
	<u>240,955</u>	<u>133,823</u>	<u>860</u>	<u>-</u>	<u>375,638</u>
Total liabilities	<u>240,955</u>	<u>133,823</u>	<u>860</u>	<u>-</u>	<u>375,638</u>
Fund balance:					
Restricted	-	-	427,242	110,673	537,915
	<u>-</u>	<u>-</u>	<u>427,242</u>	<u>110,673</u>	<u>537,915</u>
Total liabilities and fund balance	<u>\$ 240,955</u>	<u>\$ 133,823</u>	<u>\$ 428,102</u>	<u>\$ 110,673</u>	<u>\$ 913,553</u>

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	Major Funds				Total Governmental Funds
	General Fund	State Court Operations Fund	Modernization Trust Fund	Administrative Order 86-12 Fund	
<b>REVENUES</b>					
Charges for services	\$ 177,591	\$ 172,627	\$ 70,736	\$ -	\$ 420,954
Intergovernmental revenue	90,640	378,039	-	-	468,679
Fines and forfeitures	-	74,302	-	-	74,302
Interest and other income	52,130	373	273	71	52,847
<b>Total revenues</b>	<b>320,361</b>	<b>625,341</b>	<b>71,009</b>	<b>71</b>	<b>1,016,782</b>
<b>EXPENDITURES</b>					
General government					
Personnel Services	594,428	-	-	-	594,428
Operating expenditures	143,331	-	6,740	-	150,071
Capital Outlay	8,325	-	-	-	8,325
Court related					
Personnel services	-	501,984	-	-	501,984
Operating expenditures	-	38,226	32,397	-	70,623
Capital outlay	-	4,391	-	-	4,391
<b>Total expenditures</b>	<b>746,084</b>	<b>544,601</b>	<b>39,137</b>	<b>-</b>	<b>1,329,822</b>
Excess (deficiency) of revenues over (under) expenditures	(425,723)	80,740	31,872	71	(313,040)
<b>OTHER FINANCING SOURCES</b>					
Transfers from BOCC	600,920	-	-	-	600,920
Transfers to BOCC	(175,197)	-	-	-	(175,197)
Remittance to State of Florida	-	(80,740)	-	-	(80,740)
<b>Total other financing sources</b>	<b>425,723</b>	<b>(80,740)</b>	<b>-</b>	<b>-</b>	<b>344,983</b>
Net changes in fund balances	-	-	31,872	71	31,943
Fund balances - beginning	-	-	395,370	110,602	505,972
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 427,242</u>	<u>\$ 110,673</u>	<u>\$ 537,915</u>

**GULF COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**BUDGET TO ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	Original	Final	Actual	Variance with Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Charges for services	\$ 131,881	\$ 177,591	\$ 177,591	\$ -
Intergovernmental revenue	65,000	90,640	90,640	-
Interest and other income	19,421	52,130	52,130	-
<b>Total revenues</b>	<b>216,302</b>	<b>320,361</b>	<b>320,361</b>	<b>-</b>
<b>EXPENDITURES</b>				
General government				
Personnel services	627,519	594,428	594,428	-
Operating expenditures	139,299	143,331	143,331	-
Capital outlay	50,404	8,325	8,325	-
<b>Total expenditures</b>	<b>817,222</b>	<b>746,084</b>	<b>746,084</b>	<b>-</b>
Excess (deficiency) of revenues over (under) expenditures	(600,920)	(425,723)	(425,723)	-
<b>OTHER FINANCING SOURCES</b>				
Transfers from BOCC	600,920	600,920	600,920	-
Transfers to BOCC	-	(175,197)	(175,197)	-
<b>Total other financing sources</b>	<b>600,920</b>	<b>425,723</b>	<b>425,723</b>	<b>-</b>
Net changes in fund balances	-	-	-	-
Fund balances - beginning	-	-	-	-
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**GULF COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**BUDGET TO ACTUAL - STATE COURT OPERATIONS FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	Original	Final	Actual	Variance with Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Charges for services	\$ 145,854	\$ 172,627	\$ 172,627	\$ -
Intergovernmental revenue	361,237	378,039	378,039	-
Fines and forfeitures	72,442	74,302	74,302	-
Interest and other income	105	373	373	-
<b>Total revenues</b>	<b>579,638</b>	<b>625,341</b>	<b>625,341</b>	<b>-</b>
<b>EXPENDITURES</b>				
Court related				
Personnel services	546,455	501,984	501,984	-
Operating expenditures	29,183	38,226	38,226	-
Capital outlay	5,000	4,391	4,391	-
<b>Total expenditures</b>	<b>580,638</b>	<b>544,601</b>	<b>544,601</b>	<b>-</b>
Excess (deficiency) of revenues over (under) expenditures	(1,000)	80,740	80,740	-
<b>OTHER FINANCING SOURCES</b>				
Transfers from BOCC	1,000	-	-	-
Remittance to State of Florida	-	(80,740)	(80,740)	-
<b>Total other financing sources</b>	<b>1,000</b>	<b>(80,740)</b>	<b>(80,740)</b>	<b>-</b>
Net changes in fund balances	-	-	-	-
Fund balances - beginning	-	-	-	-
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
BUDGET TO ACTUAL - MODERNIZATION TRUST FUND  
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

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	Original	Final	Actual	Variance with Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Charges for services	\$ 399,154	\$ 399,183	\$ 70,736	\$ (328,447)
Interest and other income	300	273	273	-
	399,454	399,456	71,009	(328,447)
<b>EXPENDITURES</b>				
General government				
Operating expenditures	40,000	41,740	6,740	35,000
Capital outlay	284,514	270,377	-	270,377
Court related				
Operating expenditures	74,940	87,339	32,397	54,942
	399,454	399,456	39,137	360,319
Excess (deficiency) of revenues over (under) expenditures	-	-	31,872	31,872
Net changes in fund balances	-	-	31,872	31,872
Fund balances - beginning	-	-	395,370	395,370
Fund balances - ending	\$ -	\$ -	\$ 427,242	\$ 427,242

**GULF COUNTY, FLORIDA**  
**CLERK OF THE CIRCUIT COURT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**BUDGET TO ACTUAL - ADMINISTRATIVE ORDER 86-12 FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	Original	Final	Actual	Variance with Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Interest and other income	\$ 150	\$ 229	\$ 71	\$ (158)
<b>EXPENDITURES</b>				
General government				
Capital outlay	83,507	83,507	-	83,507
Court related				
Operating expenditures	15,000	15,000	-	15,000
Total expenditures	98,507	98,507	-	98,507
Excess (deficiency) of revenues over (under) expenditures	(98,357)	(98,278)	71	98,349
<b>OTHER FINANCING SOURCES</b>				
Transfers from BOCC	110,357	110,278	-	(110,278)
Transfers to BOCC	(12,000)	(12,000)	-	12,000
Total other financing sources	98,357	98,278	-	(98,278)
Net changes in fund balances	-	-	71	71
Fund balances - beginning	110,507	110,507	110,602	95
Fund balances - ending	\$ 110,507	\$ 110,507	\$ 110,673	\$ 166

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
STATEMENT OF FIDUCIARY NET POSITION  
CUSTODIAL FUNDS  
SEPTEMBER 30, 2022**

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ASSETS	
Cash and cash equivalents	\$ 502,341
Accounts receivable	1,382
Due from other governments	120
Due from other funds	<u>10</u>
Total assets	<u>503,853</u>
LIABILITIES	
Due to other funds	37,600
Due to other governments	127,130
Due to BOCC	<u>14,376</u>
Total liabilities	<u>179,106</u>
NET POSITION	
Restricted	<u>\$ 324,747</u>

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
CUSTODIAL FUNDS  
SEPTEMBER 30, 2022**

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ADDITIONS	
Deposits/escrow/surplus	\$ 108,510
Service charges/general government	6,925,002
Court related	<u>2,524,915</u>
Total additions	<u>9,558,427</u>
DEDUCTIONS	
Deposits/escrow/surplus	72,470
Service charges/general government	6,926,516
Court related	<u>2,421,686</u>
Total deductions	<u>9,420,672</u>
Net change in fiduciary net position	137,755
Net position - beginning	<u>186,992</u>
Net position - ending	<u><u>\$ 324,747</u></u>

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022**

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**NOTE 1: *Summary of Significant Accounting Policies***

The accounting policies of the Gulf County, Florida Clerk of the Circuit Court (the “Clerk”) conform with generally accepted accounting principles (GAAP), as applicable to governments. The following is a summary of significant accounting principles and policies used in the preparation of these special purpose financial statements.

Reporting Entity

Gulf County, Florida (the “County”) is a political subdivision of the State of Florida. It is governed by an elected Board of County Commissioners (the Board). The Clerk is an elected official of the County pursuant to the Constitution of the State of Florida, Article VIII, Section 1(d).

The Clerk is a part of the primary government of the County. The Clerk is responsible for the administration and operation of the Clerk’s office, and the Clerk’s financial statements do not include the financial statements of the Board or the other Constitutional Officers of the County.

The Clerk funds non-court operations as a Budget Officer and a Fee Officer pursuant to Florida Statutes, Chapters 28, 129, and 218, respectively. As a Budget Officer, the operations of the Clerk are funded by the County general fund. The receipts from the County general fund are recorded as other financing sources on the Clerk’s general fund financial statements. Any excess of revenues and other financing sources received over expenditures of the general fund are remitted to the County general fund at year-end. The court-related operations of the Clerk are funded from fees and charges authorized under Chapter 2013-44, Laws of Florida and are reported in the court fund. Such provisions may be amended at any time by further action from the Florida Legislature. At year-end, any excess of revenues over court-related expenditures of the court fund are remitted to the State of Florida pursuant to Florida Statute 28.37.

Basis of Presentation

The Clerk’s financial statements are special purpose financial statements that have been prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (the “Rules”). These special purpose financial statements are the fund financial statements required by generally accepted accounting principles. However, these fund financial statements do not constitute a complete presentation because, in conformity with the Rules, the Clerk of Courts has not presented the government-wide financial statements, reconciliations to the government-wide financial statements, or management’s discussion and analysis. Also, certain notes to the financial statements may supplement rather than duplicate the notes included in the County’s county-wide financial statements.

<b>NOTE 1: <i>Summary of Significant Accounting Policies (Continued)</i></b>
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Basis of Presentation (Continued)

The financial transactions of the Clerk are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures.

These funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The Clerk reports the following major governmental funds:

Governmental Fund Types

- General Fund – The general fund is the general operating fund of the Clerk. It is used to account for all financial resources, except for those required to be accounted for in other funds.
- State Court Operations Fund – Used to account for state court operations.
- Modernization Trust Fund – The modernization trust fund, a special revenue fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.
- Administrative Order 86-12 Fund – This special revenue fund is used to account for additional court costs of traffic infractions to be used for administering traffic violations.

Fiduciary Fund Type

- Custodial Funds – The custodial funds are used to account for assets held by the Clerk as an agent for individuals, private organizations, other governments and/or other funds.

Measurement Focus/Basis of Accounting

All governmental funds are accounted for on a current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of “available spendable resources.” Their operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets and, accordingly, are said to present a summary of sources and uses of “available spendable resources” during a period. Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Revenues are considered to be available when they are collectable within the current period or soon enough thereafter to pay liabilities of the current period.

<b>NOTE 1: <i>Summary of Significant Accounting Policies (Continued)</i></b>
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Measurement Focus/Basis of Accounting (Continued)

For this purpose, the government considered revenues to be available if they are collected within 31 days of the end of the current fiscal period.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, principal and interest on long-term debt are recognized when due.

The custodial funds are accounted for using an economic resource measurement focus and accrual basis of accounting requiring a resource flow statement. Liabilities are recognized when an event occurs that compels the Clerk to disburse fiduciary resources, which is when a demand for resources has been made or when no further action, approval or condition is required to be taken or not by the beneficiary to release the assets.

Budget and Budgetary Accounting

Expenditures, other than those for certain agency funds, are controlled by appropriations in accordance with the budget requirements set forth in Florida Statutes. Budgets are adopted for governmental and special revenue funds. Budgetary control is exercised at the fund level. Budgetary changes within the fund are made at the discretion of the Clerk. Appropriations lapse at the end of the fiscal year to the extent they have not been expended. The budgeted revenues and expenditures in the accompanying budgetary comparison statement reflect all approved amendments.

Florida Statutes Chapter 218.35 governs the preparation, adoption, and administration of the Clerk's annual budget. The Clerk establishes an annual budget for the office which clearly reflects the revenues available to the office and the functions for which the money is to be expended.

The Clerk prepares the budget in three parts:

1. The budget relating to the requirements of the Clerk as the Ex Officio Clerk to the Board, County Auditor, County Recorder, and Custodian or Treasurer of all County funds and other county related duties, and for chapter 29 obligations;
2. The budget relating to the Florida court system, which is filed with the Clerk of Courts Operations Corporation (CCOC) by June 1 preceding the fiscal year of the budget, in the format required by the CCOC. Section 28.36, Florida Statutes, defines the maximum annual budget permitted; and
3. The budget for all other operations of the Clerk.

Cash and Cash Equivalents

The Clerk considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

<b>NOTE 1: <i>Summary of Significant Accounting Policies (Continued)</i></b>
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### Capital Assets

Capital assets purchased in the governmental fund type are recorded as expenditures (capital outlay) at the time of purchase. Assets acquired by the Clerk are reported as capital assets in the statement of net assets as part of the basic financial statement for Gulf County. The Clerk maintains custodial responsibility for the capital assets used by her office.

### Liability for Compensated Absences

Permanent full-time employees of the Clerk accrue sick leave based upon pay periods worked and earned vacation time related to length of employment with the Clerk's office. The vacation and sick time must be taken during the year earned and no payment for vacation or sick leave is made at termination.

### Related Organizations – Common Expenses

Certain expenditures, which are common to the Board and all Constitutional Officers, are reported as expenses of the Board and, therefore, are not budgeted by or allocated to the Clerk. These expenses relating to the Clerk's courthouse facilities are:

- Occupancy costs
- Janitorial services
- Utilities (except telephone)
- Property insurance

### Fund Balance Reporting

The Clerk has implemented the provisions of Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54), as required. The purpose of GASB 54 is to improve the consistency and usefulness of fund balance information to the financial statement user. The statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which the organization is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned, and unassigned:

- **Non-Spendable:** This component of fund balance consists of amounts that cannot be spent because: (a) they are not expected to be converted to cash, or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Clerk does not have any non-spendable funds.
- **Restricted:** This component of fund balances consists of amounts that are constrained either: (a) externally by third parties (creditors, grantors, contributors, or laws or regulations of other governments), or (b) by law through constitutional provisions or enabling legislation.
- **Committed:** This component of fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (e.g., policy, ordinance, or resolution) of the Clerk's governing authority.

## **NOTE 1: *Summary of Significant Accounting Policies (Continued)***

- Assigned: This component of fund balance consists of amounts that are constrained by a less-than formal action of the Clerk’s governing authority, or by an individual or body to whom the governing authority has delegated this responsibility. The Clerk has not delegated the responsibility to assign fund balances to any individual or body.
- Unassigned: This classification is used for: (a) negative unrestricted fund balances in any governmental fund, or (b) fund balances within the general fund that are not restricted, committed, or assigned.

When both restricted and unrestricted resources are available for use, it is the Clerk’s policy to use restricted resources first, then unrestricted resources (committed, assigned, and unassigned) as they are needed. When unrestricted resources (committed, assigned, and unassigned) are available for use, it is the Clerk’s policy to use committed resources first, then assigned, and then unassigned as needed.

### Distribution of Excess Revenues

Florida Statutes require that the Clerk distribute any excess of revenues over expenditures within the general fund to the board within 31 days following the end of the fiscal year. Accordingly, the amount of excess revenues distributed to the Board at the end of the year is presented in the accompanying special-purpose financial statements as “other financing uses.”

### Use of Estimates

The preparation of financial statements in accordance with GAAP requires management to make estimates and assumptions that affect the amounts reported and disclosed in the accompanying financial statements and notes. Actual results could differ from estimates.

### Subsequent Events

The Clerk of the Court evaluated subsequent events through May 25, 2023, the date which the financial statements were available to be issued. The Clerk of the Court did not have any subsequent events requiring disclosure or recording in these financial statements.

### Adoption of New Accounting Standard

During the year ended September 30, 2022, the Clerk adopted new accounting guidance by implementing the provisions of GASB Statement No. 87, *Leases*, which established criteria for identifying and reporting leases. Leases with an initial term of one year or less are recorded in Operating Expenses when incurred. Leases with non-cancellable terms greater than one year are evaluated for implementation based on materiality levels established by the County. Leases that qualify for reporting under the new standard are initially recognized as a Capital Outlay Expense and Other Financing Source in the year of inception of the lease. Subsequent payments on the lease are reported as debt service expenditures. A right-of-use asset and associated lease liability are recorded on the County-wide financial statements at the present value of the future lease payments including any residual value guarantees that are reasonably certain of being required or purchase options that are reasonably certain of being exercised. For the fiscal year ended September 30, 2022, the implementation of this standard was not deemed to be material to the Clerk’ financial statements.

**NOTE 2: *Interfund Transactions***

During the course of normal operations, numerous transactions occur between funds, such as expenditures or transfers of resources to provide services, service debt, or construct assets. The inter-fund transactions are not eliminated, and no interest is charged on such advances.

Inter-fund receivable and payable balances at September 30, 2022, were as follows:

	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
General Fund		
Board of County Commissioners	\$ 25,929	\$ 175,197
State Court Operations Fund		
Board of County Commissioners	<u>2,500</u>	<u>-</u>
Total	<u>\$ 28,429</u>	<u>\$ 175,197</u>

Operating transfers between funds during the year were as follows:

	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund		
Board of County Commissioners	<u>\$ 600,920</u>	<u>\$ 175,197</u>

**NOTE 3: *Retirement***

The entity participates in the Florida Retirement System (FRS), a multiple-employer, cost sharing defined public employee retirement system which covers all of the Office’s full-time employees. The System is administered by the State of Florida, Department of Administration, Division of Retirement to provide retirement and survivor benefits to participating public employees. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. The FRS is a single retirement system administered by the Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer retirement plans and other nonintegrated programs. These include a defined-benefit pension plan (Plan), with a Deferred Retirement Option Program (DROP), and a defined-contribution plan, referred to as the FRS Investment Plan (Investment Plan).

In addition, all regular employees of the entity are eligible to enroll as members of the Retiree Health Insurance Subsidy (HIS) Program. The HIS is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. For the fiscal year ended September 30, 2022, eligible retirees and beneficiaries received a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$5. The minimum payment is \$30 and the maximum payment is \$150 per month, pursuant to section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under one of the state-administered retirement systems must provide proof of eligible health insurance coverage, which can include Medicare.

**NOTE 3: Retirement (Continued)**

For financial reporting purposes, the Clerk is deemed to be part of the primary government of the County. A liability related to the Clerk's proportionate share of FRS retirement benefits, along with a detailed plan description, is reported in the financial statements of the County for the fiscal year ended September 30, 2022.

**NOTE 4: Changes in Long-Term Obligations**

Under the GASB 34 reporting model, long-term liabilities are not due and payable in the current period and accordingly are not reported as fund liabilities. All long-term liabilities for the Clerk are reported in the government-wide Statement of Net Position. The compensated absences of the Clerk are accounted for in the Statement of Net Position as follows:

	Balance October 1, 2021	Additions	Reductions	Balance September 30, 2022
Compensated absences	\$ 37,538	\$ 26,798	\$ (24,499)	\$ 39,837

**NOTE 5: Risk Management**

The Clerk is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors or omissions; injuries to employees and the public; or damage to property of others. The Clerk participates in the risk management program through the Gulf County Board of County Commissioners, which uses commercial insurance to cover certain risks from loss.

The Board obtained commercial insurance against losses for the following types of risk:

- Real and personal property damage
- Public employee's bond
- Workers' compensation
- General and automobile liability

***SUPPLEMENTARY INFORMATION***

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
COMBINING STATEMENT OF FIDUCIARY NET POSITION  
CUSTODIAL FUNDS  
SEPTEMBER 30, 2022**

	Clerk Fee/Tax Deed Holdings Account	Tax Deed Account	Jury and Witness Account	Alimony and Support Account
<b>ASSETS</b>				
Cash and cash equivalents	\$ 142,413	\$ 76,470	\$ 3,884	\$ 3,388
Accounts receivable	525	718	-	-
Due from other governments	-	-	120	-
Due from other funds	10	-	-	-
	<u>142,948</u>	<u>77,188</u>	<u>4,004</u>	<u>3,388</u>
Total assets				
<b>LIABILITIES</b>				
Due to other funds	20,494	-	3	148
Due to other governments	111,075	-	-	40
Due to BOCC	4,704	-	-	-
	<u>136,273</u>	<u>-</u>	<u>3</u>	<u>188</u>
Total liabilities				
<b>NET POSITION</b>				
Restricted	<u>\$ 6,675</u>	<u>\$ 77,188</u>	<u>\$ 4,001</u>	<u>\$ 3,200</u>

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
COMBINING STATEMENT OF FIDUCIARY NET POSITION  
CUSTODIAL FUNDS  
SEPTEMBER 30, 2022**

	Clerk's Bond Fund	Registry of the Court	Clerk's Trust Account	Total Custodial Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ 70,625	\$ 59,502	\$ 146,059	\$ 502,341
Accounts receivable	-	-	139	1,382
Due from other governments	-	-	-	120
Due from other funds	-	-	-	10
<b>Total assets</b>	<b>70,625</b>	<b>59,502</b>	<b>146,198</b>	<b>503,853</b>
<b>LIABILITIES</b>				
Due to other funds	-	-	16,955	37,600
Due to other governments	-	-	16,015	127,130
Due to BOCC	-	-	9,672	14,376
<b>Total liabilities</b>	<b>-</b>	<b>-</b>	<b>42,642</b>	<b>179,106</b>
<b>NET POSITION</b>				
Restricted	<u>\$ 70,625</u>	<u>\$ 59,502</u>	<u>\$ 103,556</u>	<u>\$ 324,747</u>

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
CUSTODIAL FUNDS  
SEPTEMBER 30, 2022**

	Clerk Fee/Tax Deed Holdings Account	Tax Deed Account	Jury and Witness Account	Alimony and Support Account
<b>ADDITIONS</b>				
Deposits/escrow/surplus	\$ -	\$ 108,510	\$ -	\$ -
Service charges/general government	6,925,002	-	-	-
Court related	-	-	5,049	83,469
<b>Total additions</b>	<b>6,925,002</b>	<b>108,510</b>	<b>5,049</b>	<b>83,469</b>
<b>DEDUCTIONS</b>				
Deposits/escrow/surplus	-	72,470	-	-
Service charges/general government	6,926,516	-	-	-
Court related	-	-	5,253	83,469
<b>Total deductions</b>	<b>6,926,516</b>	<b>72,470</b>	<b>5,253</b>	<b>83,469</b>
Net change in fiduciary net position	(1,514)	36,040	(204)	-
Net position - beginning	8,189	41,148	4,205	3,200
Net position - ending	<u>\$ 6,675</u>	<u>\$ 77,188</u>	<u>\$ 4,001</u>	<u>\$ 3,200</u>

**GULF COUNTY, FLORIDA  
CLERK OF THE CIRCUIT COURT  
COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
CUSTODIAL FUNDS  
SEPTEMBER 30, 2022**

	Clerk's Bond Fund	Registry of the Court	Clerk's Trust Account	Total Custodial Funds
<b>ADDITIONS</b>				
Deposits/escrow/surplus	\$ -	\$ -	\$ -	\$ 108,510
Service charges/general government	-	-	-	6,925,002
Court related	103,252	852,621	1,480,524	2,524,915
<b>Total additions</b>	<b>103,252</b>	<b>852,621</b>	<b>1,480,524</b>	<b>9,558,427</b>
<b>DEDUCTIONS</b>				
Deposits/escrow/surplus	-	-	-	72,470
Service charges/general government	-	-	-	6,926,516
Court related	64,877	796,619	1,471,468	2,421,686
<b>Total deductions</b>	<b>64,877</b>	<b>796,619</b>	<b>1,471,468</b>	<b>9,420,672</b>
Net change in fiduciary net position	38,375	56,002	9,056	137,755
Net position - beginning	32,250	3,500	94,500	186,992
Net position - ending	<u>\$ 70,625</u>	<u>\$ 59,502</u>	<u>\$ 103,556</u>	<u>\$ 324,747</u>

***INTERNAL CONTROL AND COMPLIANCE SECTION***

**LANIGAN & ASSOCIATES, P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS ADVISORS

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Honorable Rebecca L. Norris  
Gulf County, Florida Clerk of the Circuit Court  
Gulf County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of each major fund and remaining aggregate fund information of Gulf County, Florida Clerk of the Circuit Court (the “Clerk”) as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Clerk’s basic financial statements, and have issued our report thereon dated May 25, 2023.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Clerk’s internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Clerk’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Clerk’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Clerk's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the of financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Tallahassee, Florida  
May 25, 2023

LANIGAN & ASSOCIATES, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS ADVISORS

**INDEPENDENT AUDITOR'S  
MANAGEMENT LETTER**

The Honorable Rebecca L. Norris  
Gulf County, Florida Clerk of the Circuit Court  
Gulf County, Florida

***Report on the Financial Statements***

We have audited the financial statements of Gulf County, Florida Clerk of the Circuit Court (the "Clerk") as of and for the year ended September 30, 2022, and have issued our report dated May 25, 2023.

***Auditor's Responsibility***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Florida Auditor General.

***Other Reporting Requirements***

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Account's Reports on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated May 25, 2023 should be considered in conjunction with this management letter.

***Prior Audit Findings***

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding annual financial audit report.

***Official Title and Legal Authority***

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be

disclosed in this management letter, unless disclosed in the notes to the financial statements. This information is disclosed in Note 1 of the notes to financial statements.

***Financial Management***

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not note any such recommendations.

***Additional Matters***

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

***Purpose of this Letter***

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of County Commissioners, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Tallahassee, Florida  
May 25, 2023

**LANIGAN & ASSOCIATES, P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS ADVISORS

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH LOCAL GOVERNMENT INVESTMENT POLICIES, ARTICLE V  
REQUIREMENTS AND DEPOSITORY REQUIREMENTS OF SECTIONS  
218.415, 28.35, 28.36 AND 61.181, FLORIDA STATUTES**

The Honorable Rebecca L. Norris  
Gulf County, Florida Clerk of the Circuit Court  
Gulf County, Florida

***Report on Compliance***

We have examined the Gulf County, Florida Clerk of the Circuit Court's (the "Clerk") compliance with the local government investment policy requirements of Section 218.415, Florida Statutes, Article V requirements of Sections 28.35 and 28.36, Florida Statutes, and depository requirements for alimony transactions, support, maintenance and support payments of Section 61.181, Florida Statutes, for the year ended September 30, 2022. Management is responsible for the Clerk's compliance with those requirements. Our responsibility is to express an opinion on the Clerk's compliance based on our examination.

***Scope***

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Clerk's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Clerk's compliance with specified requirements.

***Opinion***

In our opinion, the Clerk complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2022.

Tallahassee, Florida  
May 25, 2023