

DIVORCE REFEREE



FY21 Budget Highlights**DEPARTMENT MISSION:**

To review and monitor all divorce complaints filed in Shelby County to assure compliance with local and state laws.

DESCRIPTION OF ACTIVITIES:

- Accepts and approves service of process on every Divorce Complaint, Complaint for Separate Maintenance, and Complaint for Annulment filed in Shelby County.
- Conducts hearings on pending and post-divorce issues (i.e. child support, alimony).
- Coordinates all activity with Judges, Attorneys, and service providers.
- Assists the Mediation section of the Memphis Bar Association by referring cases for mediation.
- Divorce referees do not represent or provide legal advice to either party in a divorce action. About 2,700 divorce filings and 1,500 modification hearings are handled annually.

REVENUE SOURCES:

The Divorce Referee's revenue sources are from fees charged at the time of filing the divorce through Circuit and Chancery Court (revenues are recorded in either accounts 4605 Chancery Court Fees or 4610 Circuit Court Clerk Fees). A fee of \$115.00 is included with the filing fee for a divorce; a fee of \$10.00 is for filing a Motion Pendente lite or a Motion to the Divorce Referee. Data processing fees are recorded in the General Fund.

General Fund 010 – Dept 7085

Summary	FY19 Actual	FY20 Amended *	FY21 Proposed	FY21-20 Var
Revenue	267,412	280,000	280,000	-
Total Personnel	706,537	726,655	704,868	(21,787)
O&M	4,601	7,587	12,275	4,688
Net Expenditures	(443,726)	(454,242)	(437,143)	17,099

**Excludes carry forwards and one time expenditures*

CHANGES TO MAJOR CATEGORIES:

- **Revenue:** Projected revenue from divorce filing fees in Chancery and Circuit Courts is consistent with prior years.
- **Personnel:** Decrease is based on county-wide reductions in the personnel budget through the elimination of vacant positions and reduction of variances between position budgets and actual salaries.
- **O&M:** Variance is based on county-wide reductions in operating expenditures combined with proposed increase to operating expenditures.

OTHER FUNDS:

- No other special revenue or grant funds.

GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	6.5	1.0	15.4%		
Base Salary	513,588	32,000	6.2%		
Fringe	210,943	2,608			
	<u>724,531</u>	<u>34,608</u>	4.8%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u> ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		674,126	715,217	733,256	721,822
Actual Under-spending		1,598	22,103	26,719	7,925
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		6.5	6.5	6.5	6.5
Monthly Average Vacancies		0.1	0.3	0.3	0.0
Actual Unspent as a % of Total Personnel		0.2%	3.1%	3.6%	1.1%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	5,579	4,074	4,074	6,074	9,974	3,900	64.2%
Amended Budget	4,074	4,074	4,674	7,587			
Actual	3,196	4,090	4,601	4,736			
Variance	878	(16)	73	2,851			
% Unspent O&M	21.6%	-0.4%	1.6%				
	% of O&M Budget Expended as of 3/31/20 ⁽³⁾				62.4%		

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 3/31/2020 Month-end close

(3) Normalized spend rate for 9 months = 75%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>			-	\$ -
	<i>Temporary</i>	1	32,000	2,608	\$ 34,608
	TOTAL SALARIES	1	32,000	2,608	\$ 34,608
OTHER COMPENSATION:					\$ -
O&M:					\$ 3,900
REVENUE: (subtract from cost)					\$ -
TOTAL FY21 NEW REQUEST:					\$ 38,508

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 Request
GENERAL FUND								
010	7085	Divorce Referee	5.5	6.5	6.5	6.5	6.5	1.0 34,608
FTE Changes				+1.0				+1.0 \$34,608

FY17 - 1.0 FTE transferred in from County Attorney.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	6.5	0.0	\$ -	\$ 1,598	\$ 1,598	0.2%
2018	6.5	0.0	\$ -	\$ 22,103	\$ 22,103	3.1%
2019	6.5	0.0	\$ -	\$ 26,719	\$ 26,719	3.6%
2020	6.5	0.0	\$ - <i>9mo alloc.</i>	\$ 7,925	\$ 7,925	1.1%
			\$ - <i>full year</i>			

FY2020 YTD as of 3/31/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.1
2018	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3
2019	0.0	0.5	1.0	1.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
10	7085	Divorce Referee	5,579	5,579	4,074	4,074	6,074	9,974
Operating & Maintenance Changes			-	-	(1,505)	-	2,000	3,900
FY18	(1,505)	General Fund budget cut, OPEB offset						
FY20	2,000	Increase to cover costs related to supplies, training, and travel						

Judicial - 70
Divorce Referee - 7085
Divorce Referee - 708501

As of 3/31/2020
General Fund

Budget Overview

Account	2017				2018				2019				2020				2020	2021	2020-2021	
	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	75%	Excl 1-Time	Preliminary	Variance	%
4601 - Fees & Permits	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	10,048	10,048	100%	-	-	-	0.0%
4605 - Chancery Court Fees	65,000	76,117	11,117	117%	70,000	80,191	10,191	115%	80,000	84,928	4,928	106%	80,000	43,522	(36,478)	54%	80,000	80,000	-	0.0%
4610 - Circuit Court Clerk Fees	210,000	191,996	(18,004)	91%	210,000	171,165	(38,835)	82%	200,000	182,484	(17,516)	91%	200,000	107,368	(92,632)	54%	200,000	200,000	-	0.0%
46 - Fines, Fees & Permits	275,000	268,113	(6,887)	97%	280,000	251,356	(28,644)	90%	280,000	267,412	(12,588)	96%	280,000	160,938	(119,062)	57%	280,000	280,000	-	0.0%
TOTAL REVENUE SOURCES	275,000	268,113	(6,887)	97%	280,000	251,356	(28,644)	90%	280,000	267,412	(12,588)	96%	280,000	160,938	(119,062)	57%	280,000	280,000	-	0.0%
TOTAL OTHER SOURCES	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
TOTAL APPROPRIATION SOURCES	275,000	268,113	(6,887)	97%	280,000	251,356	(28,644)	90%	280,000	267,412	(12,588)	96%	280,000	160,938	(119,062)	57%	280,000	280,000	-	0.0%
5102 - Salaries & Labor	469,407	467,864	(1,543)	100%	491,262	474,708	(16,554)	97%	505,999	488,576	(17,422)	97%	513,588	379,713	(133,875)	74%	513,588	501,627	(11,961)	-2.3%
51 - Salaries-Regular Pay	469,407	467,864	(1,543)	100%	491,262	474,708	(16,554)	97%	505,999	488,576	(17,422)	97%	513,588	379,713	(133,875)	74%	513,588	501,627	(11,961)	-2.3%
5266 - Longevity	2,124	2,096	(28)	99%	2,124	1,458	(666)	69%	2,124	1,458	(666)	69%	2,124	1,134	(991)	53%	2,124	2,075	(49)	-2.3%
52 - Salaries-Other Compensation	2,124	2,096	(28)	99%	2,124	1,458	(666)	69%	2,124	1,458	(666)	69%	2,124	1,134	(991)	53%	2,124	2,075	(49)	-2.3%
5510 - Retirement Benefits - County	79,189	79,282	93	100%	102,919	99,757	(3,163)	97%	116,278	112,610	(3,668)	97%	112,116	83,139	(28,978)	74%	112,116	110,860	(1,257)	-1.1%
5511 - Other Post Employment Benefits	29,760	29,796	35	100%	27,560	26,713	(847)	97%	18,823	18,229	(594)	97%	12,018	7,411	(4,607)	62%	12,018	5,819	(6,199)	-51.6%
5516 - Medicare Employer Contributions	6,806	6,212	(594)	91%	7,123	6,351	(772)	89%	7,337	6,568	(769)	90%	7,447	5,104	(2,343)	69%	7,447	7,274	(173)	-2.3%
5520 - Group Life Insurance Benefit	1,967	2,614	647	133%	3,458	2,536	(922)	73%	3,562	3,208	(354)	90%	4,314	2,650	(1,664)	61%	4,314	4,214	(100)	-2.3%
5542 - Group Health Insurance - HRA	15,018	15,462	444	103%	15,573	19,340	3,767	124%	20,051	14,918	(5,133)	74%	15,234	12,696	(2,538)	83%	15,234	19,839	4,605	30.2%
5543 - Group Health Insurance - HMO	64,762	64,157	(604)	99%	60,679	57,900	(2,779)	95%	54,933	56,845	1,912	103%	55,294	41,877	(13,417)	76%	55,294	48,747	(6,547)	-11.8%
5560 - Long Term Disability Benefit	1,502	1,463	(39)	97%	1,572	1,501	(71)	96%	1,619	1,680	61	104%	1,952	1,443	(508)	74%	1,952	1,906	(45)	-2.3%
5591 - On-Job-Injury Benefit Expense	2,816	2,807	(9)	100%	2,456	2,374	(82)	97%	2,024	1,954	(70)	97%	2,054	1,518	(536)	74%	2,054	2,007	(48)	-2.3%
5592 - Unemployment Compensation Benefit	775	775	0	100%	491	476	(15)	97%	506	491	(15)	97%	514	381	(132)	74%	514	502	(12)	-2.3%
55 - Fringe Benefits	202,595	202,568	(27)	100%	221,832	216,948	(4,884)	98%	225,133	216,503	(8,630)	96%	210,943	156,220	(54,723)	74%	210,943	201,166	(9,777)	-4.6%
5635 - Restricted Salaries	-	-	-	0%	-	-	-	0%	-	-	-	0%	(4,833)	-	4,833	0%	-	-	-	0.0%
56 - Restricted Salaries	-	-	-	0%	-	-	-	0%	-	-	-	0%	(4,833)	-	4,833	0%	-	-	-	0.0%
TOTAL SALARIES	674,126	672,528	(1,598)	100%	715,217	693,114	(22,103)	97%	733,256	706,537	(26,719)	96%	721,822	537,066	(184,756)	74%	726,655	704,868	(21,787)	-3.0%
6016 - Computer Supplies	300	50	(250)	17%	400	600	200	150%	200	-	(200)	0%	600	242	(358)	40%	600	545	(55)	-9.2%
6026 - Expendable Furnishings & Equipment	-	-	-	0%	-	135	135	100%	-	287	287	100%	300	-	(300)	0%	300	272	(28)	-9.2%
6027 - Expendable Computer/Telecom Furnishings:	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	5,000	5,000	100.0%
6052 - Office Supplies	400	268	(132)	67%	500	216	(284)	43%	472	204	(268)	43%	572	803	231	140%	572	519	(53)	-9.2%
6054 - Paper Products	-	198	198	100%	322	318	(4)	99%	-	167	167	100%	400	390	(10)	98%	400	363	(37)	-9.2%
60 - Supplies & Materials	700	516	(184)	74%	1,222	1,270	48	104%	672	658	(14)	98%	1,872	1,435	(437)	77%	1,872	6,699	4,827	257.9%
6462 - Publications & Subscriptions	122	-	(122)	0%	122	-	(122)	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
6467 - Travel -Training Related	400	-	(400)	0%	400	340	(60)	85%	600	877	277	146%	1,200	-	(1,200)	0%	1,200	1,089	(111)	-9.2%
6469 - Training & Education - Local	100	-	(100)	0%	(182)	-	182	0%	300	-	(300)	0%	300	-	(300)	0%	300	272	(28)	-9.2%
64 - Services & Other Expenses	622	-	(622)	0%	340	340	-	100%	900	877	(23)	97%	1,500	-	(1,500)	0%	1,500	1,361	(139)	-9.2%
6850 - Copy Machines - Inside	300	1,280	980	427%	300	1,352	1,052	451%	1,300	1,288	(12)	99%	1,000	840	(160)	84%	1,000	1,000	-	0.0%
6852 - Printing - Inside	50	119	69	238%	50	30	(20)	60%	150	155	5	104%	150	-	(150)	0%	150	150	-	0.0%
6854 - Mail Services - Inside	50	98	48	197%	50	59	9	118%	100	103	3	103%	100	90	(10)	90%	100	100	-	0.0%
6860 - PC Replacement Installments	-	-	-	0%	-	-	-	0%	-	-	-	0%	1,513	1,513	-	100%	1,513	1,513	-	0.0%
6874 - Telecommunication Services - Inside	2,352	1,183	(1,170)	50%	2,112	1,040	(1,073)	49%	1,552	1,520	(33)	98%	1,452	858	(595)	59%	1,452	1,452	-	0.0%
68 - Interfund Services	2,752	2,680	(72)	97%	2,512	2,480	(32)	99%	3,102	3,066	(36)	99%	4,215	3,301	(914)	78%	4,215	4,215	-	0.0%

Budget Overview

Account	2017				2018				2019				2020				2020	2021	2020-2021	
	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	75%	Excl 1-Time	Preliminary	Variance	%
TOTAL OPERATING & MAINTENANCE	4,074	3,196	(878)	78%	4,074	4,090	16	100%	4,674	4,601	(73)	98%	7,587	4,736	(2,851)	62%	7,587	12,275	4,688	61.8%
TOTAL OTHER USES	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
TOTAL APPROPRIATED USES	678,200	675,723	(2,476)	100%	719,291	697,204	(22,087)	97%	737,930	711,138	(26,792)	96%	729,409	541,802	(187,607)	74%	734,242	717,143	(17,099)	-2.3%
BALANCE	(403,200)	(407,610)			(439,291)	(445,848)			(457,930)	(443,726)			(449,409)	(380,864)			(454,242)	(437,143)	17,099	