

**318.18 (13) FLORIDA STATUTES
ASSESSMENT OF ADDITIONAL COSTS
INSTRUCTIONS**

Description – Please complete the quarterly summary form of funds collected and expended. The REVENUE section of this form must be completed by any county that has adopted, by ordinance: (a) 1. a surcharge, not to exceed \$30, for any traffic infraction or violation, or (a) 2. a surcharge for any infraction or violation for the exclusive purpose of securing payment of the principal and interest on bonds issued by the county before July 1, 2003, not to exceed an amount per violation calculated as the quotient of the maximum annual payment of the principal and interest on the bonds as of July 1, 2003, divided by the number of traffic citations for county fiscal year 2002-2003, or (a) 3. a surcharge for any infraction or violation for the exclusive purpose of securing payment of the principal and interest on bonds issued by the county on or after July 1, 2009, not to exceed an amount per violation calculated as the quotient of the maximum annual payment of the principal and interest on the bonds, divided by the number of traffic citations certified as paid by the clerk of the county on August 15 of each year. A county may not impose the surcharges concurrently. It is requested that, in addition to reporting on revenues collected, information on expenditures also be submitted. It is also requested that all counties submit this form even if they have not currently adopted the ordinance so that current status documentation is in place for each of the 67 counties.

Due Date – The quarterly report must be submitted no later than 30 days after the end of each quarter to the chief judge of the circuit, the Governor, the President of the Senate, the Speaker of the House of Representatives, and the Board of County Commissioners.

Chief Judge – Submit electronically via email to the Trial Court Administrator of your circuit.

Governor – mail to:
Office of Policy & Budget
Public Safety Unit
Suite 1802
The Capitol
402 South Monroe St.
Tallahassee, FL 32399-0001

President of the Senate – mail to:
President of the Senate
Reporting for F.S. 318.18 (13)
Suite 409
The Capitol
404 South Monroe St.
Tallahassee, FL 32399-1100

Speaker of the House of Representatives – mail to:
Speaker of the House of Representatives
Reporting for F.S. 318.18 (13)
Suite 420
The Capitol
402 South Monroe St.
Tallahassee, FL 32399-1300

Board of County Commissioners – submit locally to your county’s Board of County Commissioners.

Quarterly Summary Report – For part (a) 1. of the statute, report in the REVENUE section the revenue received from the surcharge during the quarter. In the EXPENDITURE section, report the court facility or local law library for which funds were expended and indicate the amount spent. Up to 100% of total funds received can be spent on court facilities and up to 25% of total funds received can be spent on local law libraries. For part (a) 2. of the statute, report in the REVENUE section the revenue received from the surcharge during the quarter. In the EXPENDITURE section, report the principal and interest on bonds for which the funds were expended. If revenues exceed debt service on the bonds, the surplus revenues may be used to pay down debt service on the bonds, fund other state-facility construction projects as may be certified by the chief judge or support local law libraries. Report the surplus revenues expended to pay down debt service on bonds or report the court facility or local law library for which funds were expended and indicate the amount spent. For part (a) 3. of the statute, report in the REVENUE section the revenue received from the surcharge during the quarter. In the EXPENDITURE section, report the principal and interest on bonds for which the funds were expended. If revenues exceed debt service on the bonds, the surplus revenues may be used to pay down debt service on the bonds, fund other state-facility construction projects as may be certified by the chief judge or support local law libraries. Report the surplus revenues expended to pay down debt service on bonds or report the court facility or local law library for which funds were expended and indicate the amount spent. NOTE: Shaded cells are formula driven and should calculate automatically.

Updated by the Office of the State Courts Administrator, September, 2009. Any questions regarding the forms or instructions should be referred to Court Services, Office of the State Courts Administrator, 500 S. Duval Street, Tallahassee, Florida 32399, at (850) 922-5094.