

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 11.502-03/22*

IN RE: FLOWER FUND

_____:

Pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. By agreement of the judges, a "flower fund" has been established. As the fund becomes depleted, each judge will be requested to make a donation to replenish the fund.
2. Expenditures from the fund shall be by check which shall require the signature of the chief judge and either the court administrator or the finance director. Expenditures from the flower fund shall be limited to "in-house" situations, e.g., expressions of sympathy, get-well or congratulations to judges, judicial assistants or other court staff as approved by the chief judge.
3. A list of the approved uses of the Flower Fund is attached as Exhibit "A".
4. **Upon request**, a judge shall be provided with an annual report listing all expenditures from the fund.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 8th day of March, 2022.



Glenn Kelley
Chief Judge

*supersedes admin. order 11.502- 12/14

The following recommendations are made with regard to the type of things the Flower Fund should be used for:

- Flowers for Judges who are ill
- Flowers for Judge's spouse who is ill
- Flowers for Court Administrator who is ill
- Flowers for Judge's family members who died
- Donations to Memorial Funds: Hospice, Church, Temple, Charity
- Get well cards
- Sympathy cards
- Law Clerk lunches (no more than 2 times a year)
- Retirement party for Judge (no more than 5 family members gratis)
- Retirement gifts for Judge and his or her Judicial Assistant (if also retiring)
- Retirement gift for Judicial Assistant (if served the courts more than 10 years)
- Breakfast, Lunch or Dinner for Legislative delegation
- Breakfast, Lunch or Dinner for County Commissioners or Administration (with purpose of obtaining funding or services for courts or Judicial needs)
- Breakfast, Lunch or Dinner for Media (with stated purpose to improve the relationship with the court or the Judiciary)
- Breakfast or Lunch for volunteers with the courts (no more than 1 time per year)

The following are the recommended amounts to be spent on the above:

- **\$75** for flowers plus whatever delivery charge there is
- **\$75.00** for donations to memorial funds
- Cost of the card
- **\$15.00 per Law Clerk** (which includes tip) for Law **Clerks'** lunch
- Discretion of Chief Judge for Breakfast, Lunch or Dinner for Legislative delegation, County Commissioner/Administration and Media Board
- **\$15.00 per volunteer** (which includes tip) for volunteer lunch or at the discretion of Chief Judge
- At the discretion of the Chief Judge for Retirement parties
- **\$150.00** for Retirement party gift for Judge
- **\$50.00** for Retirement party gift for Judicial Assistant

EXHIBIT "A"