

REGISTER OF WILLS

FY2015

BUDGET REQUEST

TO COUNTY COUNCIL

April 7, 2014

Register of Wills FY 15

MISSION

.....
To help the person responsible for settling an estate, to collect the assets, pay the creditors and deliver to the heirs the balance of the estate after all legitimate claims have been paid. To provide safekeeping facilities for those who choose to deposit their wills with the Register of Wills before death, and education outreach.

Register of Wills
Ciro Poppiti, III
FY 15

Total number of Authorized Position = 19 full time

FUNCTIONS

Probate

- Receives Wills
- Enter Probate Orders-
- Process Real Property title transfers.
- Audit, process Estate final documents.
- Collection on Old Estates
- Scanning Documents and Uploading to File and Serve Express for Pro se clients

Archives

- Assist public and professional offices with searches.
- Maintain archives

Safekeeping

- Provide public with Safekeeping for Wills

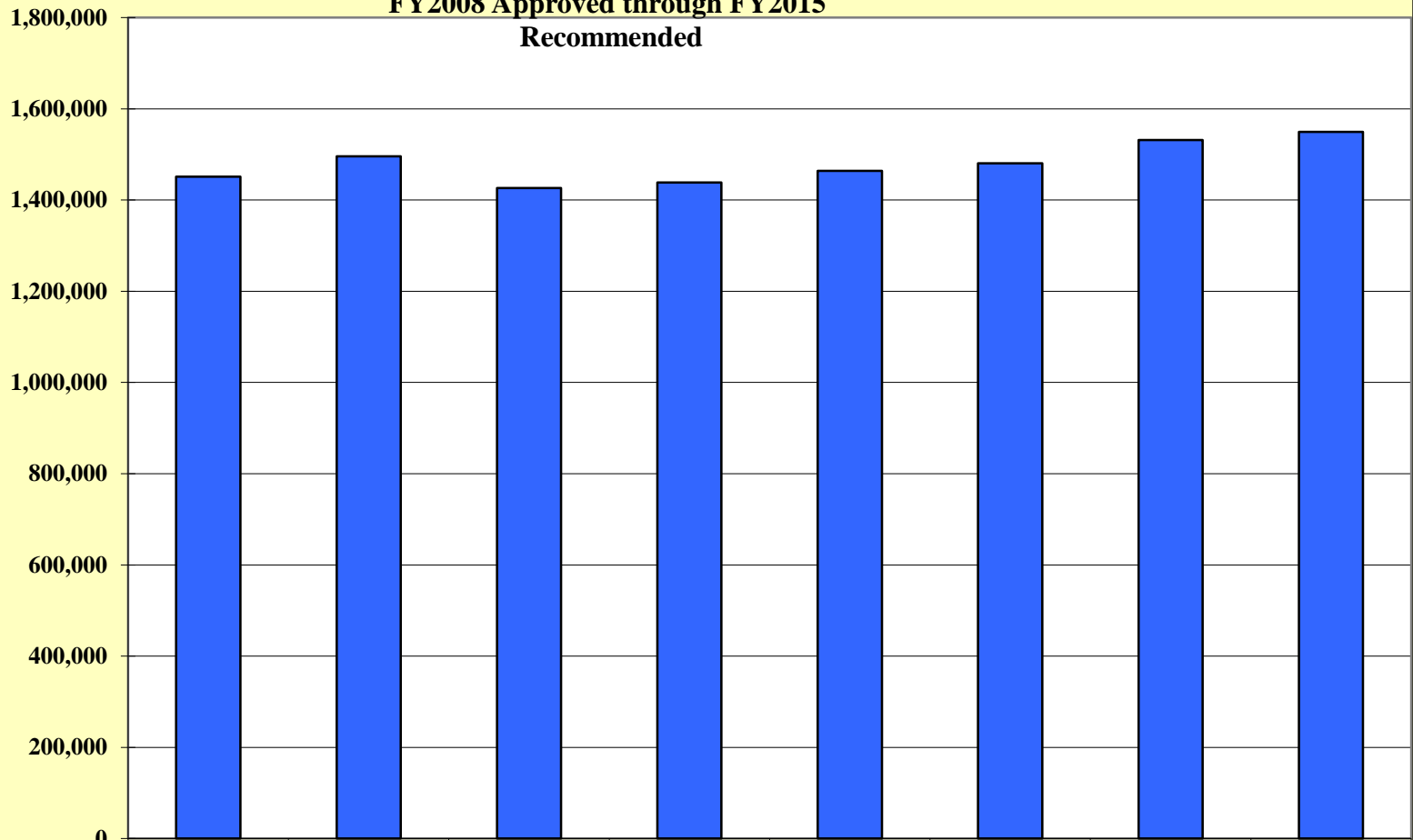
Court Related

- Liaison with Court of Chancery and State Agencies in reference to litigation in the Probate process

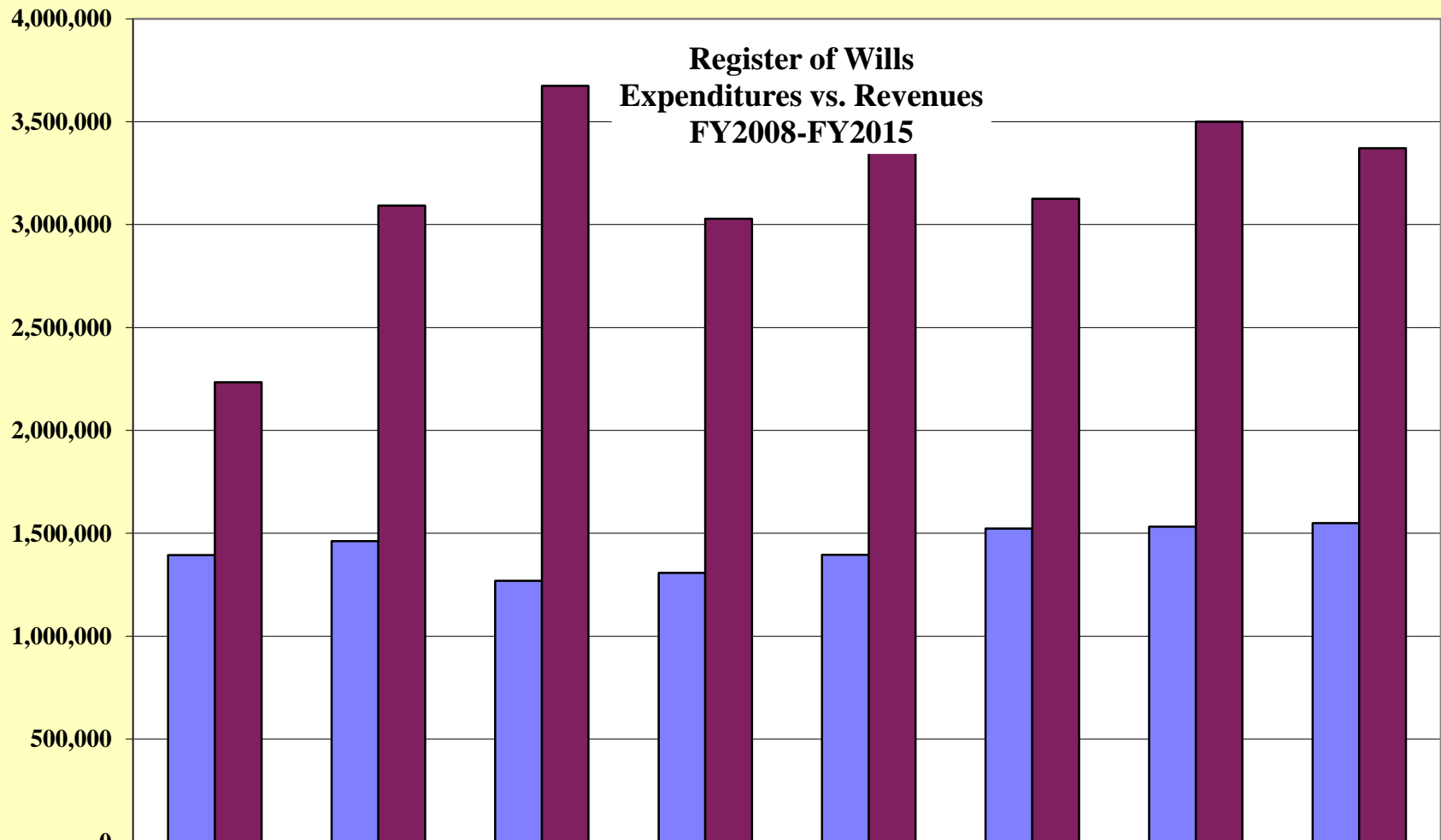
Education & Outreach

- Increase public awareness of Probate process thru workshops

**Register of Wills
Budget History
FY2008 Approved through FY2015
Recommended**

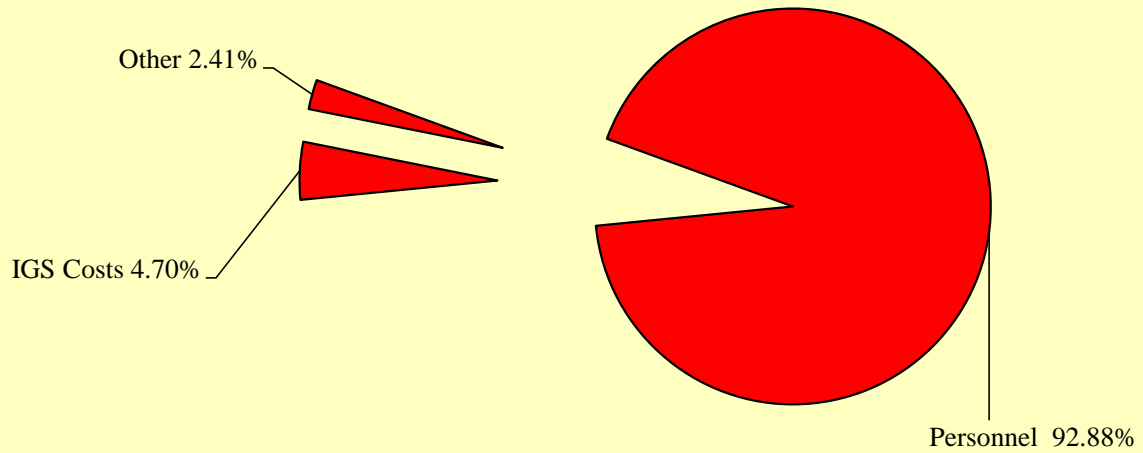


	FY2008 Approved	FY2009 Approved	FY2010 Approved	FY2011 Approved	FY2012 Approved	FY2013 Approved	FY2014 Approved	FY2015 Recommended
■ Expenditures	1,451,098	1,495,766	1,426,700	1,438,841	1,463,891	1,480,888	1,531,850	1,549,760
% Change	2.52%	3.08%	-4.62%	0.85%	1.74%	1.16%	3.44%	1.17%



	FY2008 Actual	FY2009 Actual	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 Estimated	FY2015 Recommended
■ Expenditures	1,394,587	1,461,426	1,269,562	1,308,160	1,395,935	1,523,089	1,531,850	1,549,760
■ Revenue	2,234,032	3,092,205	3,674,668	3,028,014	3,392,975	3,125,410	3,500,000	3,371,450

**FY2015
Recommended**

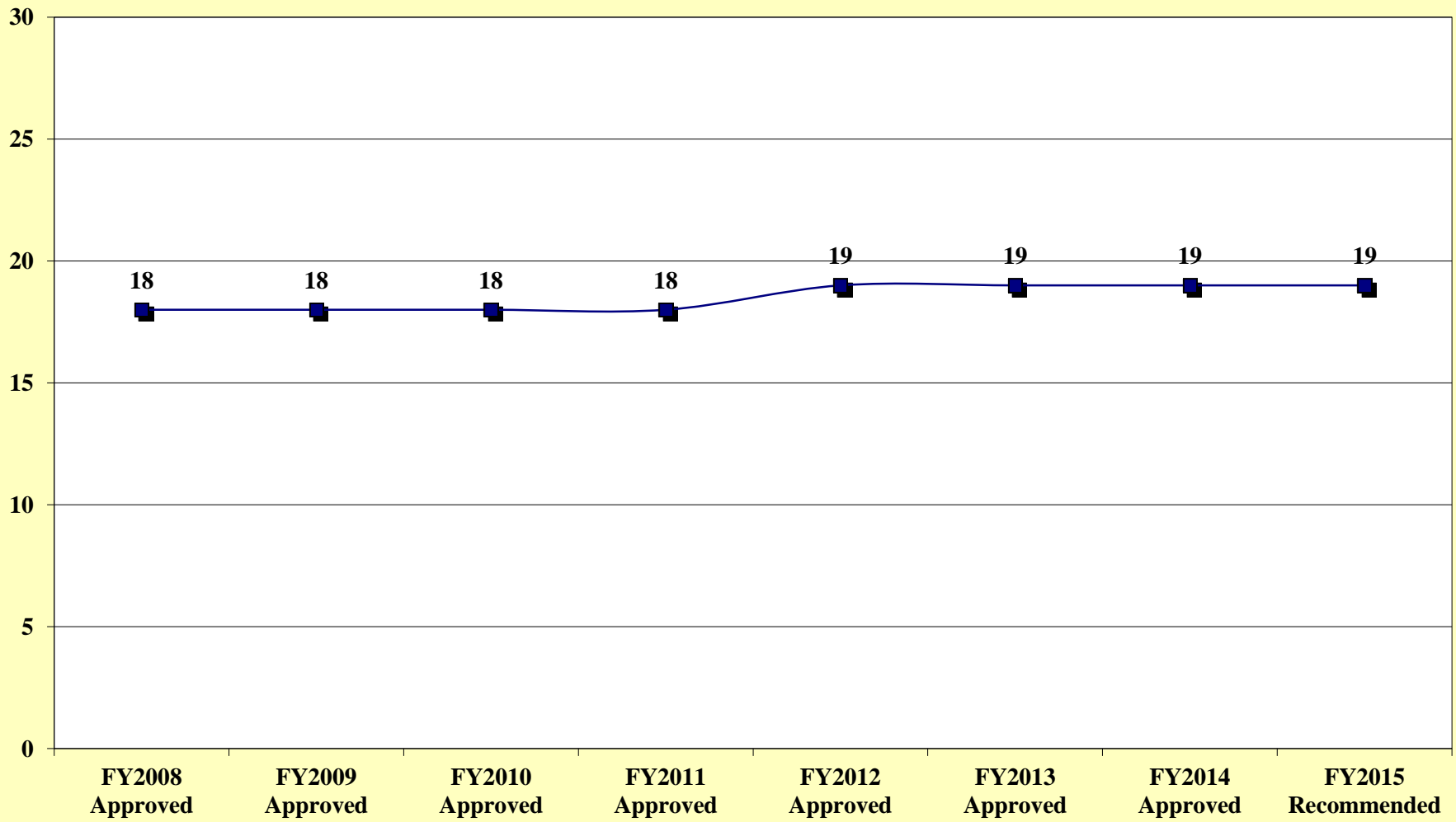


<u>Object Level</u>	<u>FY2015 Recommended</u>
Personnel	\$1,439,483
IGS Costs	\$72,895
Other	\$37,382
<u>Total Budget</u>	<u>\$1,549,760</u>

Other includes Training & Civic Affairs, Communication & Utilities, Materials & Supplies, Contractual Services and Equipment Replacement.



Register of Wills Position History Fiscal Years 2008 through 2015



**Register of Wills
Fiscal Year 2015 Budget Recommended**

DIVERSITYCOMPARISON CY 2011-2013

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		Overall Totals (Sum of Col. B-K)	MALE					FEMALE				
			White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
A	B	C	D	E	F	G	H	I	J	K		
Officials and Administrators	2011	0										
	2012	0										
	2013	0										
Professionals	2011	1					1					
	2012	1					1					
	2013	1					1					
Technicians	2011	0										
	2012	0										
	2013	0										
Protective Service Workers	2011	0										
	2012	0										
	2013	0										
Paraprofessionals	2011	0										
	2012	0										
	2013	0										
Administrative Support	2011	14			1		7	4	1	1		
	2012	15			1		8	4	1	1		
	2013	15			1		7	5	1	1		
Skilled Craft Workers	2011	0										
	2012	0										
	2013	0										
Service-Maintenance	2011	0										
	2012	0										
	2013	0										
Certain Elected/Appointed Officials	2011	3	1								2	
	2012	3	2								1	
	2013	3	2								1	
TOTAL	2011	18	1	0	1	0	0	8	4	1	3	0
	2012	19	2	0	1	0	0	9	4	1	2	0
	2013	19	2	0	1	0	0	8	5	1	2	0

State and Local Government Information (EEO-4) Report Format

COMMENTS:

The Register of Wills Office is committed to workforce diversity. Currently our numbers reflect gender and racial diversity. Diversity in our workforce is a top priority for the Register of Wills office.

**REGISTER OF WILLS
BUDGET RECOMMENDATION
TO COUNTY COUNCIL**

Object Level	FY2014 Approved	FY2015 Recommended	FY14 Approved vs. FY15 Recommended	% Incr (Decr) over FY2014 Approved
Salaries and Wages	\$943,807	\$951,410	\$7,603	0.81%
Employee Benefits	480,398	488,073	7,675	1.60%
Training and Civic Affairs	3,567	3,682	115	3.22%
Communication and Utilities	8,600	8,485	-115	-1.34%
Materials and Supplies	8,400	11,000	2,600	30.95%
Contractual Services	16,015	13,415	-2,600	-16.23%
Equipment Replacement	800	800	0	0.00%
Fixed Charges	-	-	-	-
Land/Structures	-	-	-	-
Contingency	-	-	-	-
IGS Costs	70,263	72,895	2,632	3.75%
Intragov. Service Credits	-	-	-	-
Total:	\$1,531,850	\$1,549,760	\$17,910	1.17%

**NEW CASTLE COUNTY
REGISTER OF WILLS
FY2015 BUDGET DETAILS**

Object Level	FY2015 Recommended	\$ Change	% Change
Salaries and Wages :	\$951,410	\$7,603	0.81%
This increase in salary & wages is due to annual merit increases, less a 1% attrition rate.			
Employee Benefits:	\$488,073	\$7,675	1.60%
Reflects Employee Benefit rate of 51.3%.			
Training and Civic Affairs:	\$3,682	\$115	3.22%
Training and Civic Affairs expense increases \$115 due to reallocation of funds from Communication and Utilities. Parking Fees - \$2,280 Membership Dues - \$740 Seminar Fees - \$600 Mileage Reimbursement - \$62			
Communication and Utilities:	\$8,485	(\$115)	-1.34%
Communication and Utilities expense decreases \$115 due to increase in Training and Civic Affairs funding. Postage - \$5,600 Telephone Service - \$2,400 Cellular/wireless Data - \$485			
Materials and Supplies:	\$11,000	\$2,600	30.95%
Materials and Supplies increases \$2,600 due to anticipated funding needs Books and Subscriptions - \$750 Office Supplies - \$6,150 Computer Supplies - \$4,100			
Contractual Services:	\$13,415	(\$2,600)	-16.23%
Contractual Services decreases \$2,600 due to needed allocation increases in Materials and Supplies Major expenses include: Micrographics - \$1,500 Other Professional Services - \$2,500 Equipment Repair - \$2,365 Service Contracts - \$2,200 Printing - \$3,000			

**NEW CASTLE COUNTY
REGISTER OF WILLS
FY2015 BUDGET DETAILS**

Object Level	FY2015 Recommended	\$ Change	% Change
Equipment Replacement:	\$800	\$0	0.00%
Equipment Replacement expense includes: Office Equipment - \$800			
Fixed Charges:	\$0	\$0	0.00%
Land/Structures:	\$0	\$0	0.00%
Contingency:	\$0	\$0	0.00%
IGS Costs:	\$72,895	\$2,632	3.75%
IS Contrac - Data Processing - \$62,695 IS Contrac - Photocopies - \$7,700 IS Contrac - Printing & Duplication - \$2,500			

**REGISTER OF WILLS
FY2015 POSITION ADJUSTMENTS**

Position addition	Unfunded Positions	Position deletion	Position Swaps
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INCREASE	
#	Title
NONE	
0	TOTAL INCREASE

DECREASE	
#	Title
NONE	
0	TOTAL DECREASE

**NEW CASTLE COUNTY
REGISTER OF WILLS
FY 2015 NEW/DELETED PROGRAMS/ACCOMPLISHMENTS**

NEW PROGRAMS/SERVICES:

*Beginning December 1, 2012, Register of Wills began Court-mandated electronic filing, or e-filing, for both attorney and pro se clients. Use of this new way of filing documents will align our office with the Court of Chancery and enable us to stay on the forefront of technology.

DELETED PROGRAMS/SERVICES:

None

FY2014 SIGNIFICANT ACCOMPLISHMENTS

*Continued to provide courteous and prompt service for New Castle County residents during the probate process.

*Maintained monthly hours at the Middletown satellite office (considered a success by the public and this office alike).

*Continued to pursue delinquent estates and collect the resulting fees.

*Won national recognition from NACRO for drafting of electronic filing best practices.

*Held probate procedure seminars for the legal community, banks, and public to educate.

*Continued to improve the Register of Wills website by implementing necessary changes to policies and procedures while creating user-friendly forms and instructions for the layperson.

*Proactively continued work with Register of Wills offices in Kent and Sussex Counties in developing combined forms and uniform procedures.

* Performance Measures by June 30, 2014

Files Opened	2600 (Previously 2651)
Estates Probated	1550 (Previously 1351)
Wills filed for Safekeeping	110
Number of Small Estate Affidavits	1075

**NEW CASTLE COUNTY
REGISTER OF WILLS
FY 2015 CHALLENGES/GOALS/TECHNOLOGY**

FY2015 CHALLENGES/GOALS

- *This office will continue to provide state-mandated services and collect \$3,350,000 in delinquent and current probate fees by June 30, 2015.
- *Provide superior service to the public during the probate process.
- *Educate the constituents of New Castle County about the Register of Wills office and the probate process through seminars, outreach, and our website.
- *Continue to proactively pursue delinquent estates and collect old revenue where applicable.
- *Improve and streamline the File and Serve process.
- *Develop and complete the best practices procedure for electronic filing.
- *Continue to maintain the proper security and management of legal documents recorded in the Register of Wills office.
- *Begin searching for a new case management software package to replace the current Wills program.
- *Continue our ongoing commitment to the constituents of New Castle County by completing development of a Policies and Procedures manual to unify office procedures.
- *Streamline fee schedule to make it easier to understand and use.
- *Continue to pursue our ongoing project of converting older estate images to new electronic filing medium in order to keep full record of estate files in one place. At present, the cost for this is unknown.

FY2015 TECHNOLOGY ENHANCEMENT

- *The microfilm/microfiche conversion project, started on 7/1/2013, FY2014, is ongoing and will continue in FY2015.

I. CONTRACTUAL SERVICES

**New Castle County
Register of Wills**

FY2015 Contractual Services Details

Item #	OCA	OCA Title	Object Level	Object Level 3 Title	FY2015 Budgeted Amount	Explanation
1	250100	Register of Wills	5101	Equipment Repairs	\$ 2,365	Repairs to office equipment not under contract.
			5200	Service Contracts	\$ 2,200	Maintenance agreement for office equipment.
2			5300	Printing	\$ 3,000	Includes printing business cards, ledger sheets, estate folders, and brochures and pamphlets for distribution during Register of Wills-led workshops and to funeral homes, DMV, and other organizations as requested
3			5301	Micrographics	\$ 1,500	Converting microfiche and microfilm to imaged documents.
4			5406	Other Professional Services	\$ 2,500	
5			5414	Courier	\$ 1,500	\$1,500 daily deposit pickup
6			5810	Food	\$ 350	
				Subtotal Contractual Services	\$ 13,415	
7		IGS Costs	5900	IS Contract - Data Processing	\$ 62,695	
8			5901	IS Contract - Photocopies	\$ 7,700	
9			5902	IS Contract - Printing/Duplication	\$ 2,500	
				Subtotal IGS Costs	\$ 72,895	
Total Contractual Services					\$ 86,310	

II. BUDGET BY OBJECT CODE

Department:

Register of Wills

FY 2015 Recommended		
Object Level 1	Object Level 3	Grand Total
11 Salaries & Wages	1001 Salaries & Wages - Permanent	951,410
11 Salaries & Wages Total		\$ 951,410
15 Employee Benefits	1500 Emp. Bene. Regular Overhead	488,073
15 Employee Benefits Total		\$ 488,073
22 Training & Civic Affairs	2004 Mileage Reimbursements	62
	2006 Parking Fees	2,280
	2102 Seminar Fees	600
	2301 Membership Dues	740
22 Training & Civic Affairs Total		\$ 3,682
23 Communications & Utilities	3100 Postage	5,600
	3200 Telephone Services	2,400
	3300 Cellular/Wireless Data Service	485
23 Communications & Utilities Total		\$ 8,485
24 Materials & Supplies	4000 Books and Subscriptions	750
	4101 Office Supplies	6,150
	4104 Computer Supplies	4,100
24 Materials & Supplies Total		\$ 11,000
25 Contractual Services	5101 Equipment Repairs	2,365
	5200 Service Contracts-Other	2,200
	5300 Printing & Related Costs	3,000
	5301 Micrographics	1,500
	5406 Other Professional Services	2,500
	5414 Courier	1,500
	5810 Food	350
25 Contractual Services Total		\$ 13,415
26 Equipment	6160 Office Equipment	800
26 Equipment Total		\$ 800
30 IGS Costs	5900 IS Contrac-Data Processing	62,695
	5901 IS Contrac-Photocopies	7,700
	5902 IS Contrac-Printing & Dupli.	2,500
30 IGS Costs Total		\$ 72,895
Grand Total		\$ 1,549,760

III. PERFORMANCE MEASURES

FY 2015

REGISTER OF WILLS			
Performance Measures	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Files Opened	2516	2600	2550
Estate Probated	1351	1500	1450
Wills Filed for Safekeeping	184	110	120
Number of Small Estate Affidavits	1133	1075	1050

IV. VACANCIES

**NEW CASTLE COUNTY
REGISTER OF WILLS
VACANCIES**

Description	Date Vacated	Comments
None		
Total Vacancies:	0	

V. FEES

REGISTER OF WILLS OFFICE

FY 2015

Object Code	Revenue Source		Last Increase MM/YY	FY2015 Projected Revenue	Comparable Public/Private Fee							
		2013 1.00%			KENT	SUSSEX	CECIL	MONTGOM	PHILA	CHESTER	BUCKS	MERCER
209	Wills - Letters (open probate cost)	\$ 217	7/1/2007 (additional increases 7/1/09)	\$ 350,000	\$75 to \$120	\$50 - \$100	\$200-\$1000	\$ 100	\$438-1278	\$225-675	\$150-1050	\$200
210	Wills - Safekeeping	\$ 10	July 1, 2007	\$ 1,200	N/A	N/A	\$ 5	N/A	N/A	N/A	N/A	N/A
211	Wills - Settlements	1.75%	July 1, 2007	\$ 3,020,000	1.75%	1.25%	Inheritance Tax Schedule based on size of probate estate					
242	Computer Images pg. Microfiche/microfilm	1.13 2.25										
531	Interest Earned	0	0	\$ 250								
TOTAL				\$ 3,371,450								

*Kent, NCC, & Sussex counties Wills - Letters (Open Cost)s are listed at an average.

*Cecil, Montgomery, City of Philadelphia, Chester, Bucks, & Mercer counties - Probate flat fee costs are based on valuation of Gross Estate using a sliding scale. All Fees shown on this table are listed as a range of personal assets from \$50,000 to \$999,999.99.

7/1-11/30/13 - 599 estates opened for total revenue collected \$129,902.86. Average of \$217 per opening.

FEE SCHEDULE COMPARABLE REPORT FY 2015
REGISTER OF WILLS OFFICE
12/11/2013

STATE	COUNTY	#209 WILLS - LTR	#210 DEPOSIT	#211 SETTLEMENT	#242 Image download	#531 INTEREST	NOTES
DE	New Castle	\$150	\$10.00	1.75%	1.00 per page		#209 indicates average opening fees to probate an estate. #211 is a flat percentage based on the net personal estate. #211. Last fees increase in NCC was 7/1/09
	Kent	\$100	None	1.75%			
	Sussex	\$75	None	1.25%			
MD	Cecil	\$200-\$1,000	\$5.00	varies based on value of net probate estate			#209 Maryland's flat fee is based on valuation of Gross Assets at the opening period. A sliding fee scale is used to determine those fees. Additional fees, based on a sliding fee scale, are required at the end of Probate.
PA	Phila	\$438-\$1278	None	varies based on value of net probate estate			
	Chester	\$225-\$675	None				
	Bucks	\$150-1050	None				
	Montgomery	\$100					
NJ	Mercer, Salem	\$200 average	None	value of net probate estate			NJ counties all have the same fee scale. #211 - Both a flat fee and a percentage may be calculated on the net estate (e.g., in an estate exceeding \$200,000, flat fee of \$175 + 4/10 of 1% (not less than \$400).

Sources for Fee schedules for each of the counties/states listed above were data retrieved online. In analyzing the various schedules, note the differences among the states and within counties of the same state. An estimate of assets from \$50,000 to \$999,999.99 was used to obtain opening cost information.

A similarity among the various states is that a Sliding Fee Scale is used for determining opening costs as well as final Probate fees. A major difference among counties is that Inheritance tax exists in PA, NJ, & MD.