

# ORPHANS' COURT - 06

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## MISSION

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The purpose of the Orphans' Court is to provide for the most efficient and timely administration of decedent's estates pursuant to the law, the dictates of the decedents will, and the guardianship of minors and their property.

## CORE SERVICES:

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- Direct the conduct and disposition of estates of decedents, primarily through probate hearings.
- Determine the validity of wills, claims against estates, and the corresponding rights of parties and interested persons.
- Establish title on estate-related personal property valued at \$30,000 or less.
- Appoint and supervises the guardianship of minors' and their property.

## FY 2006 KEY ACCOMPLISHMENTS:

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- Maintained an efficient and effective level of service to the public despite an increase in the number of estate and guardianship cases.
- Worked with other Orphans' Courts to create a bench book for Orphans' Court judges to assist the judges while sitting on the bench.
- Held quarterly meetings with the Estates and Trusts Section of the Prince George's County Bar Association to discuss any new laws, procedures or concerns of the Bar and their clients, and any other discussions relating to probate.

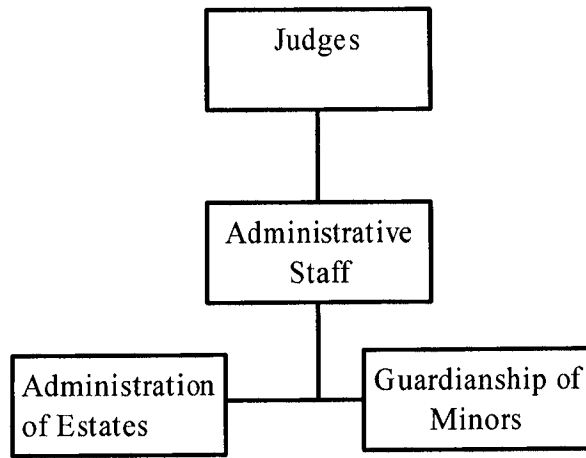
## FY 2007 FISCAL & STAFFING OVERVIEW:

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The FY 2007 approved budget for the Orphans' Court is \$370,600, an increase of \$34,200 or 10.2% increase from the FY 2006 approved budget. Major changes in the FY 2007 budget include:

- Cost of living adjustment and merit increases for eligible employees.
- Additional funding in operating expenses for office automation charges and operating equipment.

ORGANIZATIONAL CHART:



**PERFORMANCE MANAGEMENT:**

*FY 2007 Approved General Fund Budget: \$370,600*

*Change: 10.2%*

**GOAL** - To provide mediation services to the public in order to improve the probate process.

**OBJECTIVES**

- ✓ By FY 2007, increase cases sent to mediation by 40%.

Key Service Provided to Accomplish Objective	FY 07 Cost	FY 07 FTEs
Mediation Referral	65,982	3

- ✓ By FY 2008, increase cases sent to mediation by 60%.

Key Service Provided to Accomplish Objective	FY 08 Cost	FY 08 FTEs
Mediation Referral	10,200	2

**MEASURES**

INDICATORS	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Estimated	FY 2007 Projected
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**Input Measures**

Guardianship cases filed	169	343	450	550	700
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**Output Measures**

Guardianship hearings held	53	427	525	625	800
Percentage of cases before the Court directed to mediation				40%	40%
Home studies performed	0	0	0	20	20

**Outcome Measures**

Guardianship pleadings acted on	899	1,204	1,300	1,400	6,200
Percentage of cases resolved through mediation				50%	20%

**Efficiency Measures**

*Performance Measures have not yet been developed for this category.*

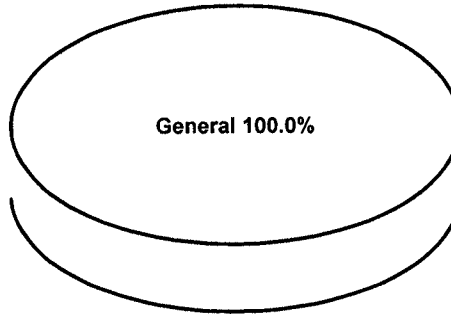
**Quality Measures**

*Performance Measures have not yet been developed for this category.*

	FY2005 ACTUAL	FY2006 BUDGET	FY2006 ESTIMATED	FY2007 APPROVED	CHANGE FY06-FY07
<b>TOTAL EXPENDITURES</b>	\$ 321,749	\$ 336,400	\$ 339,300	\$ 370,600	10.2%
<b>EXPENDITURE DETAIL</b>					
Orphans' Court	321,749	336,400	339,300	370,600	10.2%
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	\$ 321,749	\$ 336,400	\$ 339,300	\$ 370,600	10.2%
<b>SOURCES OF FUNDS</b>					
General Fund	\$ 321,749	\$ 336,400	\$ 339,300	\$ 370,600	10.2%
Other County Operating Funds:					
<b>TOTAL</b>	\$ 321,749	\$ 336,400	\$ 339,300	\$ 370,600	10.2%

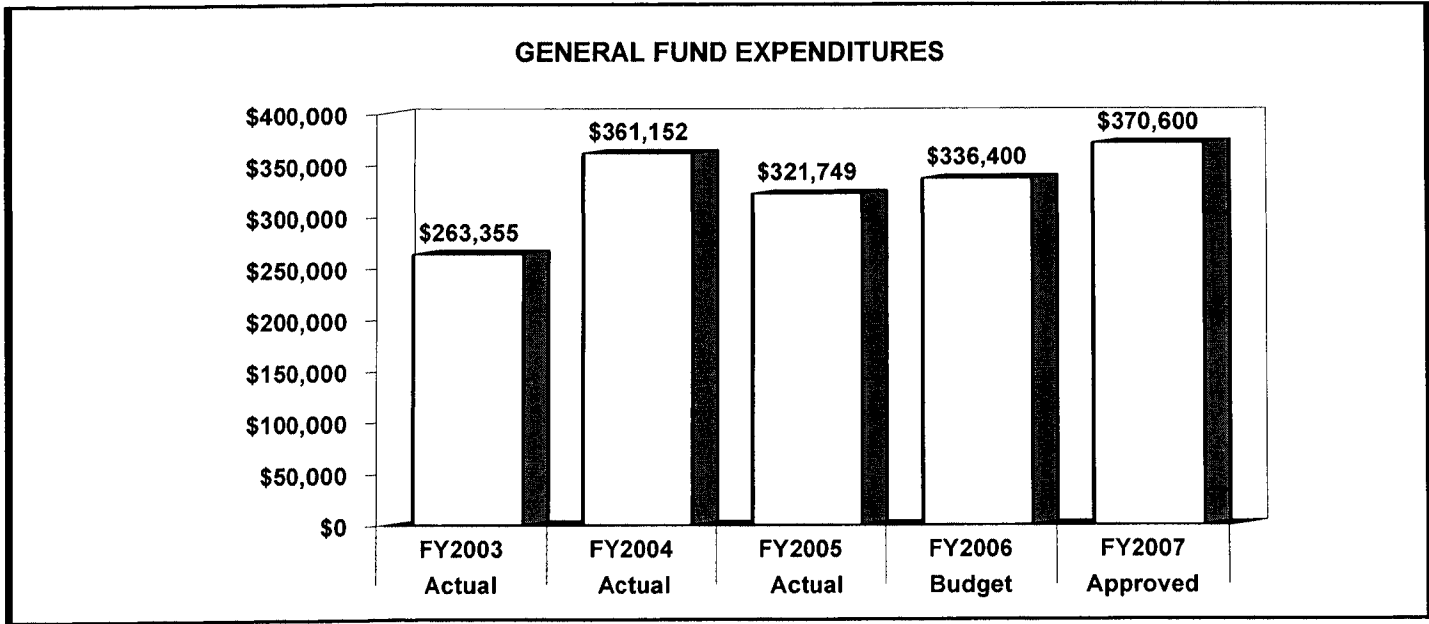
**FY2007 SOURCES OF FUNDS**

This agency's funding is derived solely from the County's General Fund.

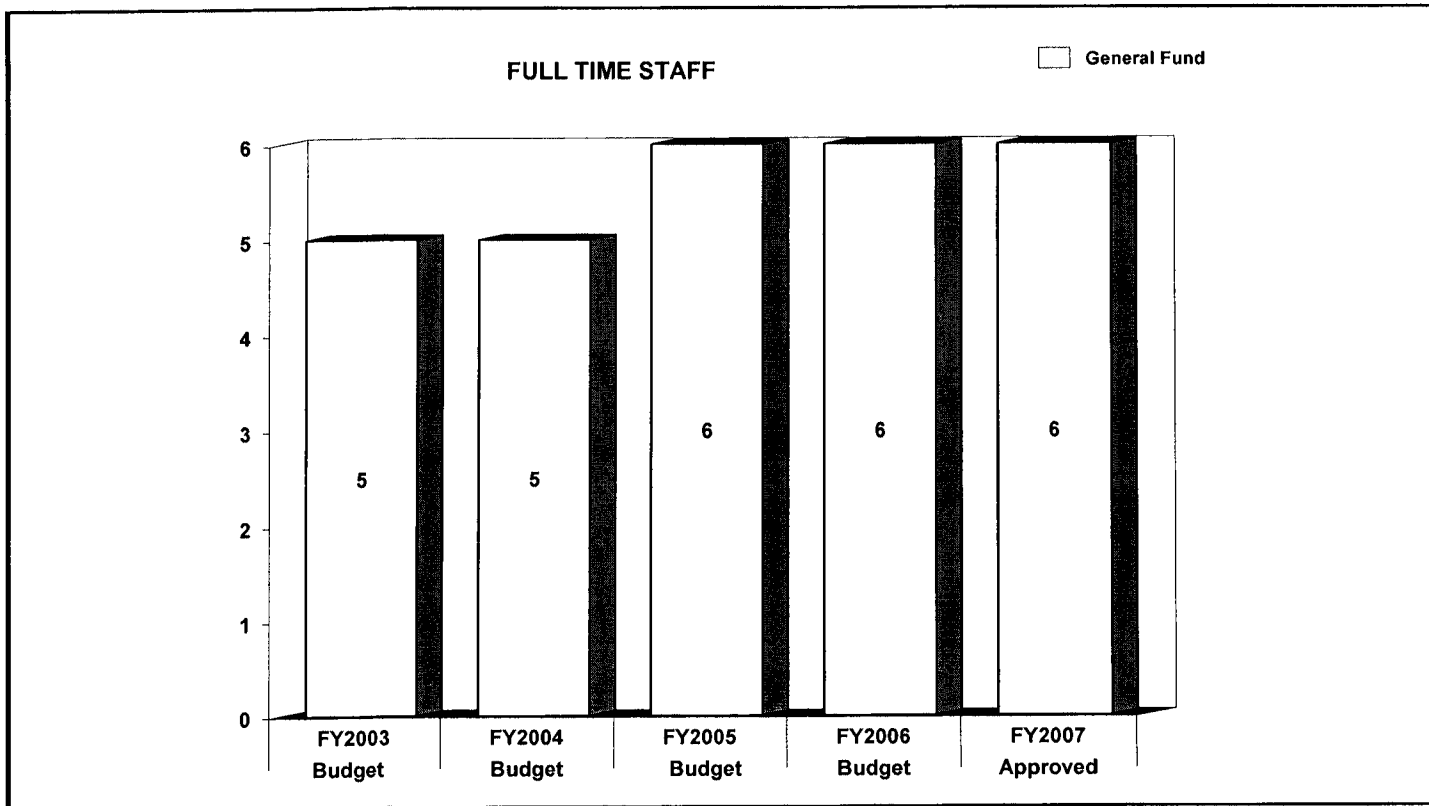


	FY2005 BUDGET	FY2006 BUDGET	FY2007 APPROVED	CHANGE FY06-FY07
<b>GENERAL FUND STAFF</b>				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
<b>OTHER STAFF</b>				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
<b>TOTAL</b>				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Judges	3	0	0
Administrative Assistant IV	1	0	0
Administrative Assistant I	1	0	0
General Clerk III	1	0	0
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>0</b>



The agency's expenditures have increased 22.2% from FY 2003 to FY 2005. This increase was primarily driven by compensation and fringe benefit costs including the addition of new staff. The FY 2007 approved budget is 10.2% more than the approved FY 2006 budget.



The agency's staffing complement increased by one position from FY 2003 to FY 2006. This increase is the result of a General Clerk added in FY 2005. The FY 2007 staffing will remain at the FY 2006 approved budget level.

	FY2005 ACTUAL	FY2006 BUDGET	FY2006 ESTIMATED	FY2007 APPROVED	CHANGE FY06-FY07
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 241,745	\$ 250,800	\$ 253,000	\$ 271,200	8.1%
Fringe Benefits	65,251	70,300	71,000	78,600	11.8%
Operating Expenses	14,753	15,300	15,300	20,800	35.9%
Capital Outlay	0	0	0	0	0%
	<b>\$ 321,749</b>	<b>\$ 336,400</b>	<b>\$ 339,300</b>	<b>\$ 370,600</b>	<b>10.2%</b>
Recoveries	0	0	0	0	0%
<b>TOTAL</b>	<b>\$ 321,749</b>	<b>\$ 336,400</b>	<b>\$ 339,300</b>	<b>\$ 370,600</b>	<b>10.2%</b>

<b>STAFF</b>					
Full Time - Civilian	-	6	-	6	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2007, compensation expenditures increase 8.1% over the FY 2006 budget due to COLA and merit increases. Compensation costs include funding for 6 full-time employees. Fringe expenditures will increase 11.8% over the FY 2006 budget due to increases in pension liabilities.

In FY 2007, operating expenditures increase by 35.9% over the FY 2006 budget due to an increase in office automation charges and the purchase of new printers.

MAJOR OPERATING EXPENDITURES FY2007	
Office Automation	\$ 6,300
Operating Equipment-Non-Capital	\$ 5,000
Telephones	\$ 3,600
Operating and Office Supplies	\$ 3,200
Memberships	\$ 2,200

