

ORPHANS' COURT - 06

MISSION AND SERVICES

Mission - The Orphans' Court provides supervision of decedents' estates and children's property to the beneficiaries in order to protect decedents' and children's assets.

Core Services -

- Administration of decedents' estates, primarily through probate hearings; determination of the validity of wills and claims against estates for the benefit of the heir(s) of the estate
- Administration of children's property, including appointing and supervising the guardianship of minors

Strategic Focus in FY 2014 -

The agency's top priorities in FY 2014 are:

- Increase the number of decedents' assets that are intact through having one sitting judge review caseload and dockets
- Increase the number of guardianships with assets intact through having one sitting judge review caseload and dockets

FY 2014 BUDGET SUMMARY

The FY 2014 approved budget for the Orphans' Court is \$407,700, an increase of \$1,000 or 0.2% over the FY 2013 approved budget.

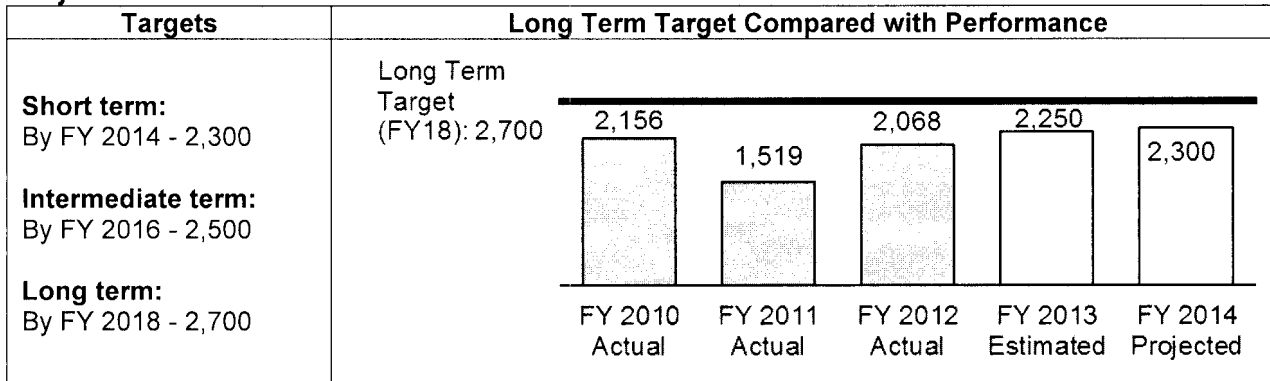
Budgetary Changes -

FY 2013 APPROVED BUDGET	\$406,700
Increase in the fringe benefits as a percentage of compensation changes from 25.9% to 28.2%	\$5,500
Shift of the Court Smart software expense from Circuit Court	\$2,800
Decrease in office automation charges	(\$1,000)
Decrease in compensation due to eliminating one-time bonus received in FY 2013	(\$6,300)
FY 2014 APPROVED BUDGET	\$407,700

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To monitor the property of a deceased resident of the County in order to carry out the wishes of the decedent and to ensure distribution to the beneficiaries.

Objective 1.1 - Increase the number of decedents' assets that are intact.



Trend and Analysis - The Orphans' Court workload and volume metrics are related directly to estate filings and are not tied to any economic or other traditional workload cycles.

Performance Measures –

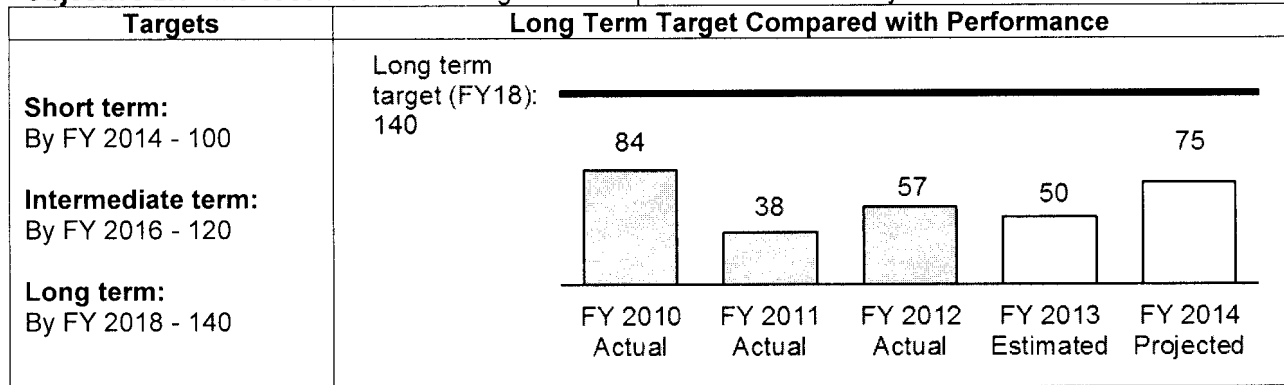
Measure Name	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Resources (input)					
Number of judges	3	3	3	3	3
Workload, Demand and Production (output)					
Number of hearings	1,749	1,696	2,142	2,200	2,350
Number of pleadings	3,664	5,019	6,428	6,400	6,500
Number of estates open	1,592	2,155	2,179	2,200	2,400
Number of hearing notices, orders and writs issued	1,564	2,569	2,503	2,300	2,500
Efficiency					
Average number of hearings per judge	583.0	565.3	714.0	733.3	783.3
Average number of pleadings per judge	1,221.3	1,673.0	2,142.7	2,133.3	2,166.7
Quality					
Percent of estate decisions upheld on appeal		100%	100%	100%	100%
Impact (outcome)					
Number of intact estates	2,156	1,519	2,068	2,250	2,300

Strategies to Accomplish the Objective -

- **Strategy 1.1.1** - Have one sitting judge three days per week to review and rule on the case docket
- **Strategy 1.1.2** - Follow up on all rulings and applicable wills by reviewing a decedent's and heir's accounts to ensure decedent's assets are distributed within the law

GOAL 2 - To provide protection of children’s assets until they are legally adults (18 years of age) in order to ensure proper monetary distribution for their short-term and long-term needs.

Objective 2.1 - Increase the number of guardianships closed successfully with all assets intact.



Trend and Analysis - The Orphans’ Court workload and volume metrics are related directly to estate filings and are not tied to any economic or other traditional workload cycles.

Performance Measures -

Measure Name	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Resources (input)					
Number of judges	3	3	3	3	3
Workload, Demand and Production (output)					
Number of hearings	187	160	213	180	200
Number of pleadings	531	694	665	650	700
Number of guardianships open	85	126	108	125	125
Number of orders and writs issued	112	568	497	425	500
Efficiency					
Average number of hearings per judge	62.3	53.3	71.0	60.0	66.7
Average number of pleadings per judge	177.0	231.3	221.7	216.7	233.3
Quality					
Number of appeals	0	0	0	0	0
Impact (outcome)					
Number of intact guardianships	84	38	57	50	75

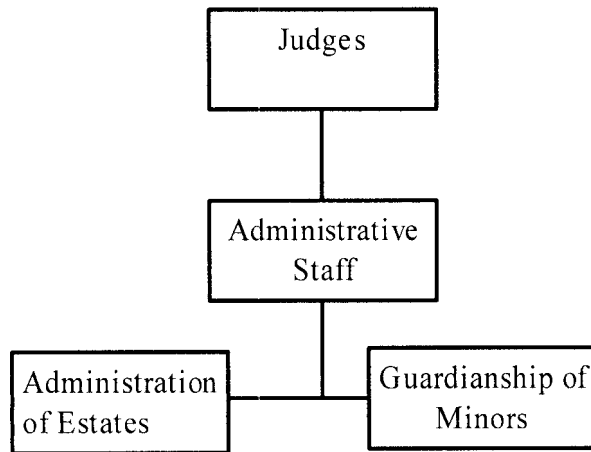
Strategies to Accomplish the Objective -

- **Strategy 2.1.1** - Have one sitting judge three days per week to review and rule on the case docket
- **Strategy 2.1.2** - Review accounts of guardianships to ensure withdraws are proper and important

FY 2013 KEY ACCOMPLISHMENTS

- Maintained an efficient and effective level of service to the public despite a long-term increase in the number of estate pleadings filed.
- Held quarterly meetings with Estates and Trusts Section of the Prince George's County Bar Association to discuss new laws, procedures or concerns of the Bar and its clients and any other matter relating to probate.
- The court began setting estate cases for status hearings when the case is two years or older to see what can be done to efficiently close these estates.
- The court worked closely with the Register of Wills office to condemn the bond (when needed) of a personal representative of an estate case in order to bring the estate to a close.

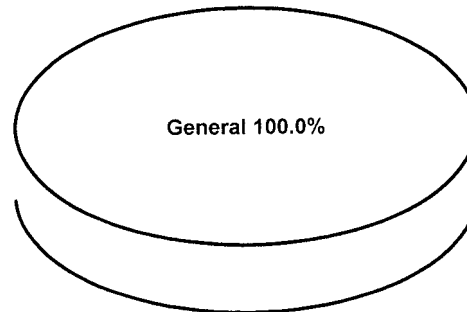
ORGANIZATIONAL CHART



	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
TOTAL EXPENDITURES	\$ 396,498	\$ 406,700	\$ 406,700	\$ 407,700	0.2%
EXPENDITURE DETAIL					
Orphans' Court	396,498	406,700	406,700	407,700	0.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 396,498	\$ 406,700	\$ 406,700	\$ 407,700	0.2%
SOURCES OF FUNDS					
General Fund	\$ 396,498	\$ 406,700	\$ 406,700	\$ 407,700	0.2%
Other County Operating Funds:					
TOTAL	\$ 396,498	\$ 406,700	\$ 406,700	\$ 407,700	0.2%

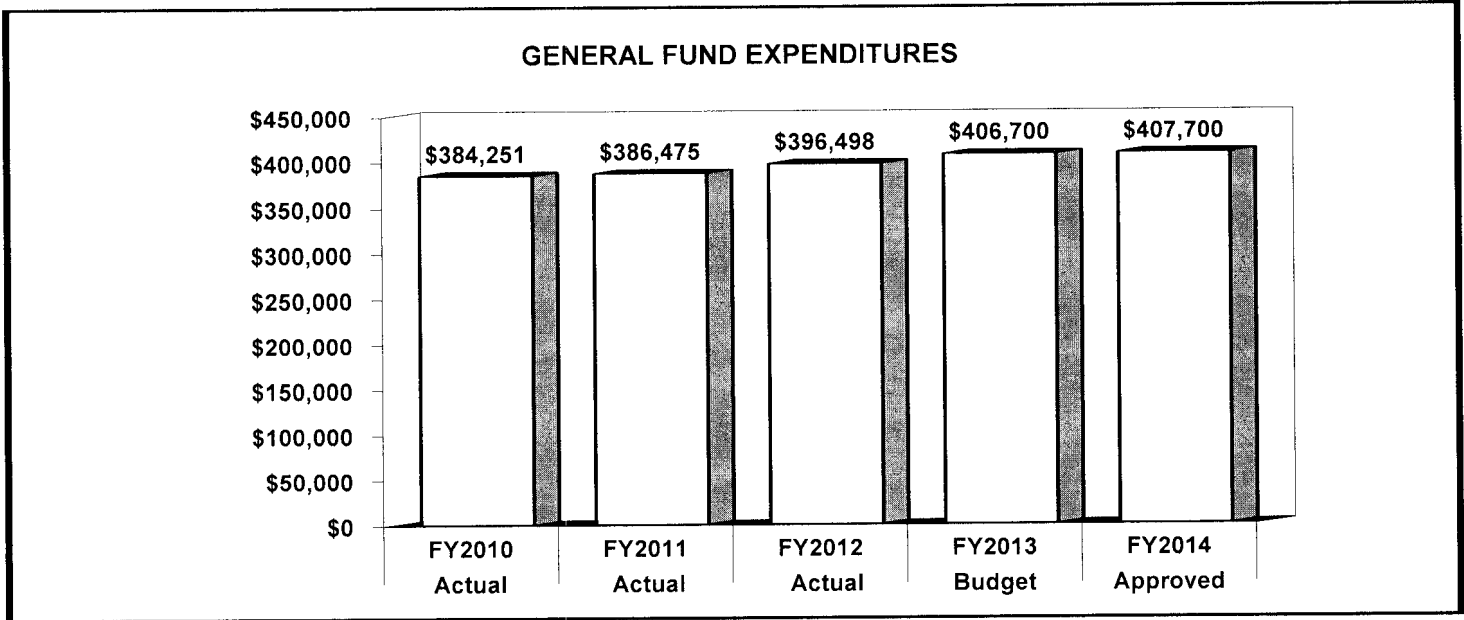
FY2014 SOURCES OF FUNDS

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

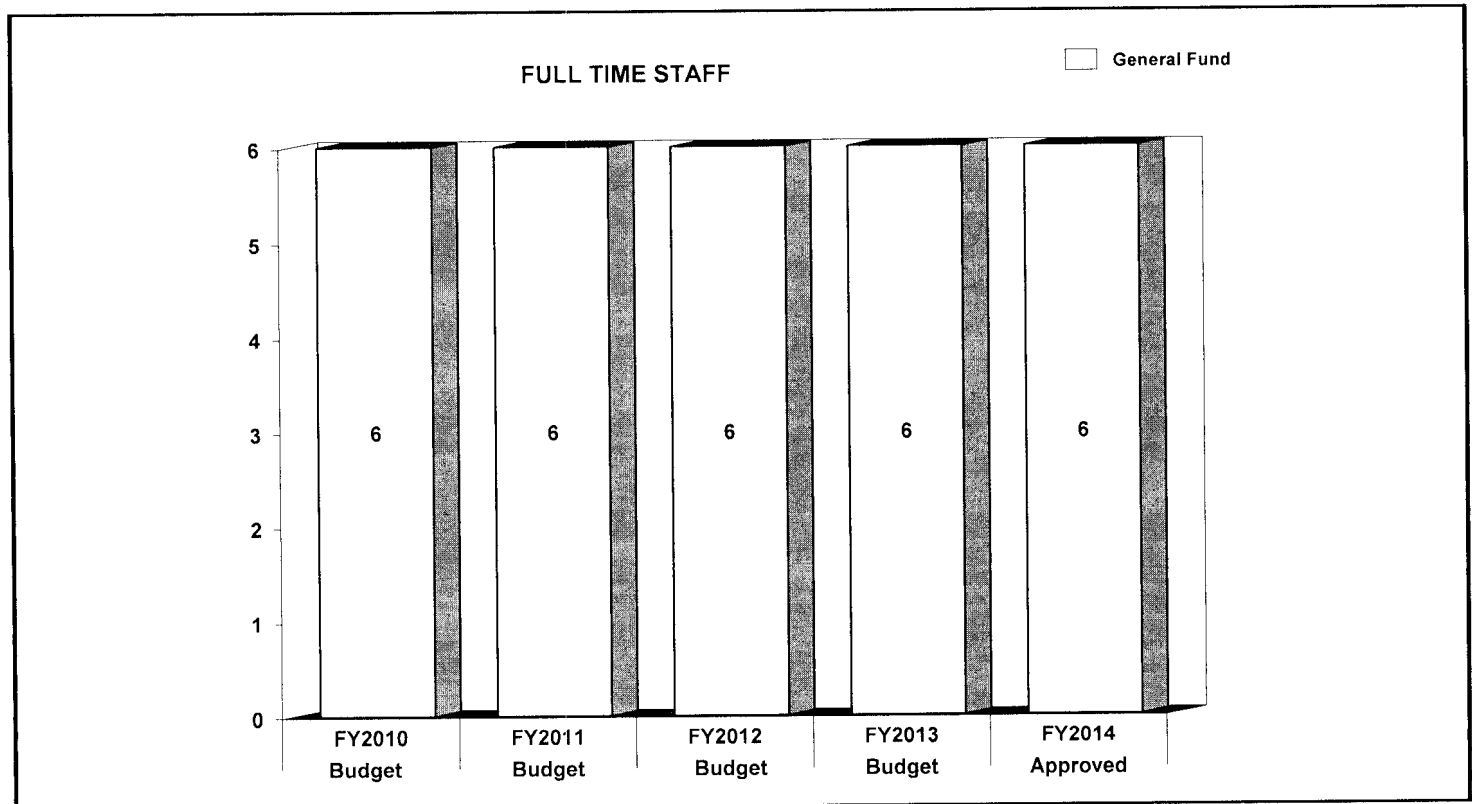


	FY2012 BUDGET	FY2013 BUDGET	FY2014 APPROVED	CHANGE FY13-FY14
GENERAL FUND STAFF				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - 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
TOTAL	6	0	0



The agency's expenditures increased 3.2% from FY 2010 to FY 2012. This increase is driven by compensation and fringe benefits. The FY 2014 approved budget is 0.2% more than the FY 2013 approved budget. This increase is driven by software needs and anticipated fringe benefits.



The agency's staffing complement remained unchanged from FY 2010 to FY 2013. The FY 2014 staffing totals remain unchanged from FY 2013.

	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ESTIMATED	FY2014 APPROVED	CHANGE FY13-FY14
EXPENDITURE SUMMARY					
Compensation	\$ 311,737	\$ 312,100	\$ 312,100	\$ 305,800	-2%
Fringe Benefits	80,307	80,700	80,700	86,200	6.8%
Operating Expenses	4,454	13,900	13,900	15,700	12.9%
Capital Outlay	0	0	0	0	0%
	\$ 396,498	\$ 406,700	\$ 406,700	\$ 407,700	0.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 396,498	\$ 406,700	\$ 406,700	\$ 407,700	0.2%
STAFF					
Full Time - Civilian	-	6	-	6	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2014, compensation expenditures decrease 2.0% under the FY 2013 approved budget due to the removal of the one-time enhancement. Compensation costs include funding for six full-time employees. Fringe benefit expenditures increase 6.8% over the FY 2013 approved budget to reflect anticipated expenses.

Operating expenditures increase 12.9% over the FY 2013 budget due to the shift of cost for Court Smart software from the Circuit Court to the Orphans' Court.

MAJOR OPERATING EXPENDITURES FY2014	
Office Automation	\$ 11,000
Operating and Office Supplies	\$ 3,500
Telephones	\$ 1,200

