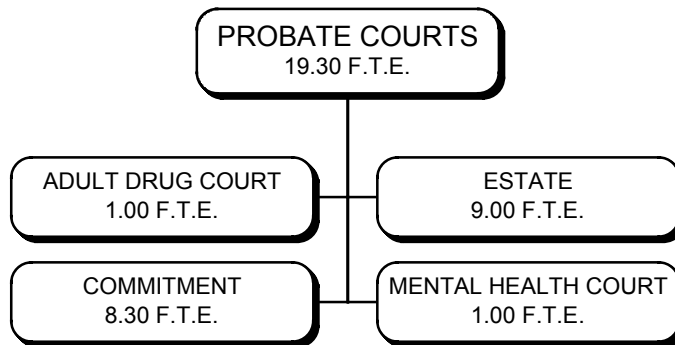


PROBATE COURTS



PROBATE COURTS

Mission: The Probate Courts provide assistance to the citizens of Charleston County through the Estate Division, the Marriage License Division, and the Commitment Division.

DEPARTMENTAL SUMMARY:	<u>FY 2001 Actual</u>	<u>FY 2002 Adjusted</u>	<u>FY 2003 Approved</u>	<u>FY 2004 Approved</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Positions/FTE	18.30	18.30	19.30*	19.30*	0.00	0.0
General Fund	\$ 715,310	\$ 729,506	\$ 719,275	\$ 863,575	\$ 144,300	20.1
Special Revenue Fund	<u>177,425</u>	<u>115,831</u>	<u>105,700</u>	<u>159,000</u>	<u>53,300</u>	50.4
TOTAL SOURCES	<u>\$ 892,735</u>	<u>\$ 845,337</u>	<u>\$ 824,975</u>	<u>\$ 1,022,575</u>	<u>\$ 197,600</u>	24.0
General Fund	\$ 988,288	\$ 994,750	\$ 1,152,141	\$ 1,221,284	\$ 69,143	6.0
Special Revenue Fund	<u>162,881</u>	<u>140,297</u>	<u>105,700</u>	<u>159,000</u>	<u>53,300</u>	50.4
TOTAL DISBURSEMENTS	<u>\$ 1,151,169</u>	<u>\$ 1,135,047</u>	<u>\$ 1,257,841</u>	<u>\$ 1,380,284</u>	<u>\$ 122,443</u>	9.7

*One of the positions is in the Mental Health Court Grant which is not rebudgeted in FY 2003 or FY 2004.

Sources: The sources for the Probate Court Division's FY 2004 budget represent a full-year of participant fees in the Adult Drug Court Program and a full-year of marriage license fees that were increased during FY 2003.

Disbursements: The Probate Court Division's FY 2004 budget reflects full-year funding for the Adult Drug Court Program.

PROBATE COURTS (continued)

SPECIAL REVENUE FUND

JUDICIAL

Objectives:

- Assist the general public in establishing conservatorships and guardianships.
- Monitor annual accountings and guardianship reports in active files to keep delinquencies below 3%.
- Provide a forum for the handling of involuntary commitments of alcohol and drug abuse, and mental illness cases.
- Ensure annual compliance with South Carolina Law in the sale of marriage licenses.
- Reply to certified marriage license requests within 24 hours
- Ensure completion of mandatory probate forms in statutory time periods for probating estates.
- Provide a forum for the resolution of disputes in estates consisting of creditors' claims, elective share cases, and will contests.
- Provide information and education to the general public through speeches and seminars to service organizations and educational groups.
- Lower the estate age for estates open by 5%.

Performance Measures:

MEASURE:	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Projected</u>
Output:			
Number of conservatorships and guardianships	180	215	190
Number of accountings and guardianship reports	750	735	740
Court cases filed	1,650	1,546	1,620
Marriage licences issued	4,442	3,884	3,900
Marriage licences executed	250	2,275	2,200
Mandatory probate forms completed	2,200	2,200	2,200
Cases scheduled for litigation	680	680	350
Speaking engagements	20	25	30
Efficiency:			
Average cases per clerk	n/a	500	500
Outcome:			
Percentage of delinquent accountings and guardianships	1.3%	2.6%	1.5%
South Carolina Law compliance	100%	100%	100%
Certified marriage license compliance	100%	100%	100%
Mandatory probate form compliance	100%	100%	100%
Estates Open:			
366 days to 455 days	150	160	150
456 days to 540 days	80	80	80
541 days to 720 days	100	100	100
721 days or more	300	350	350

PROBATE COURTS (continued)

SPECIAL REVENUE FUND

JUDICIAL

PROGRAM: Adult Drug Court

Mission: The Adult Drug Court promotes referral, treatment, and follow-up of adults involved in non-violent criminal behavior and substance abuse which with successful prevention and intervention efforts can have a significant impact on incarceration rates in Charleston County.

DIVISION SUMMARY:	FY 2001 <u>Actual</u>	FY 2002 <u>Actual</u>	FY 2003 <u>Adjusted</u>	FY 2004 <u>Approved</u>	Dollar <u>Change</u>	Percent <u>Change</u>
Positions/FTE	1.00	1.00	1.00	1.00	0.00	0.0
Intergovernmental	\$ 138,433	\$ 100,592	\$ 0	\$ 0	\$ 0	0.0
Charges and Fees	<u>24,492</u>	<u>15,239</u>	<u>13,000</u>	<u>20,000</u>	<u>7,000</u>	53.8
TOTAL REVENUES	162,925	115,831	13,000	20,000	7,000	53.8
Interfund Transfer In	<u>14,500</u>	<u>0</u>	<u>92,700</u>	<u>139,000</u>	<u>46,300</u>	49.9
TOTAL SOURCES	<u>\$ 177,425</u>	<u>\$ 115,831</u>	<u>\$ 105,700</u>	<u>\$ 159,000</u>	<u>\$ 53,300</u>	50.4
Personnel	\$ 126,466	\$ 124,107	\$ 31,818	\$ 48,883	\$ 17,065	53.6
Operating	36,415	16,190	73,882	110,117	36,235	49.0
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	<u>\$ 162,881</u>	<u>\$ 140,297</u>	<u>\$ 105,700</u>	<u>\$ 159,000</u>	<u>\$ 53,300</u>	50.4
Increase (Use) of Fund Balance	\$ 14,544	\$ (24,466)	\$ 0	\$ 0	\$ 0	0.0
Beginning Fund Balance	<u>19,815</u>	<u>34,359</u>	<u>9,893</u>	<u>0</u>	<u>(9,893)</u>	(100.0)
Ending Fund Balance	<u>\$ 34,359</u>	<u>\$ 9,893</u>	<u>\$ 9,893</u>	<u>\$ 0</u>	<u>\$ (9,893)</u>	(100.0)

Funding Adjustments for FY 2004 Include:

- Revenues reflect a full-year of participant fees for the program.
- Interfund transfer in reflects additional funds appropriated from the Probate Courts - Estate budget for the full-year effect of an increase in the marriage license fee during FY 2003.
- Personnel expenditures reflect the actual grade and step of the incumbent, increased fringe benefit costs, and a provision for a Cost of Living Adjustment (COLA).
- Operating expenditures reflect an increase in toxicology services and contracted services based on a full-year of funding.

PROBATE COURTS (continued)

SPECIAL REVENUE FUND

JUDICIAL

DIVISION - Commitment

Mission: The Commitment Division of the Probate Court assists the citizens of Charleston County in handling involuntary commitments for drug/alcohol abuse and mental illness, and appointing and supervising guardians and conservators for the protection of themselves and others.

DIVISION SUMMARY:	FY 2001 <u>Actual</u>	FY 2002 <u>Actual</u>	FY 2003 <u>Adjusted</u>	FY 2004 <u>Approved</u>	Dollar <u>Change</u>	Percent <u>Change</u>
Positions/FTE	8.30	8.30	8.30	8.30	0.00	0.0
Personnel	\$ 431,172	\$ 423,144	\$ 439,731	\$ 452,383	\$ 12,652	2.9
Operating	68,669	73,651	91,538	87,257	(4,281)	(4.7)
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	499,841	496,795	531,269	539,640	8,371	1.6
Interfund Transfer Out	<u>14,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL DISBURSEMENTS	<u>\$ 514,341</u>	<u>\$ 496,795</u>	<u>\$ 531,269</u>	<u>\$ 539,640</u>	<u>\$ 8,371</u>	1.6

Funding Adjustments for FY 2004 Include:

- Personnel expenditures reflect the actual grades and steps of the incumbents and increased fringe benefit costs.
- Operating expenditures reflect lower telephone costs based on historical and projected usage.

PROBATE COURTS (continued)

SPECIAL REVENUE FUND

JUDICIAL

DIVISION: Estate

Mission: The Estate Division of the Probate Court assists the citizens of Charleston County in probating estates, resolving disputes in estates and trusts, and obtaining marriage licenses in accordance with South Carolina law.

DIVISION SUMMARY:	<u>FY 2001 Actual</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Adjusted</u>	<u>FY 2004 Approved</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Positions/FTE	9.00	9.00	9.00	9.00	0.00	0.0
Licenses and Permits	\$ 79,785	\$ 78,247	\$ 167,700	\$ 212,000	\$ 44,300	26.4
Intergovernmental	1,575	1,575	1,575	1,575	0	0.0
Charges and Fees	633,901	649,684	550,000	650,000	100,000	18.2
Interest Revenues	<u>49</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL REVENUES	<u>\$ 715,310</u>	<u>\$ 729,506</u>	<u>\$ 719,275</u>	<u>\$ 863,575</u>	<u>\$ 144,300</u>	20.1
Personnel	\$ 384,135	\$ 406,275	\$ 416,941	\$ 427,574	\$ 10,633	2.6
Operating	89,812	91,013	111,231	115,070	3,839	3.5
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	473,947	497,288	528,172	542,644	14,472	2.7
Interfund Transfer Out	<u>0</u>	<u>667</u>	<u>92,700</u>	<u>139,000</u>	<u>46,300</u>	49.9
TOTAL DISBURSEMENTS	<u>\$ 473,947</u>	<u>\$ 497,955</u>	<u>\$ 620,872</u>	<u>\$ 681,644</u>	<u>\$ 60,772</u>	9.8

Funding Adjustments for FY 2004 Include:

- Revenues are reflective of the full-year effect of an increase in the marriage license fee from \$35 to \$70 during FY 2003.
- Personnel expenditures reflect the actual grades and steps of the incumbents and increased fringe benefit costs.
- Operating expenditures reflect higher copier and postage costs based on historical and projected usage.
- Interfund transfer out represents funds appropriated to the Adult Drug Court budget from marriage license fees.