

Mission

The mission of the Franklin County Probate Court is to resolve legal matters for all who appear before the court and all whom the court has a duty to protect, in a timely, impartial, and equitable fashion, within the bounds of Ohio law.

Strategic Focus

Primary Initiative: Modernize Court Functions and Services - Serve Franklin County by maintaining and improving services and embracing new technology.

Primary Issue: Make Data Driven Decisions about how to Better Serve Franklin County Residents - Review and continuously improve internal processes for court departments - Continue to review data collection and analysis, to monitor which innovations are working and which need to be iterated or expanded.

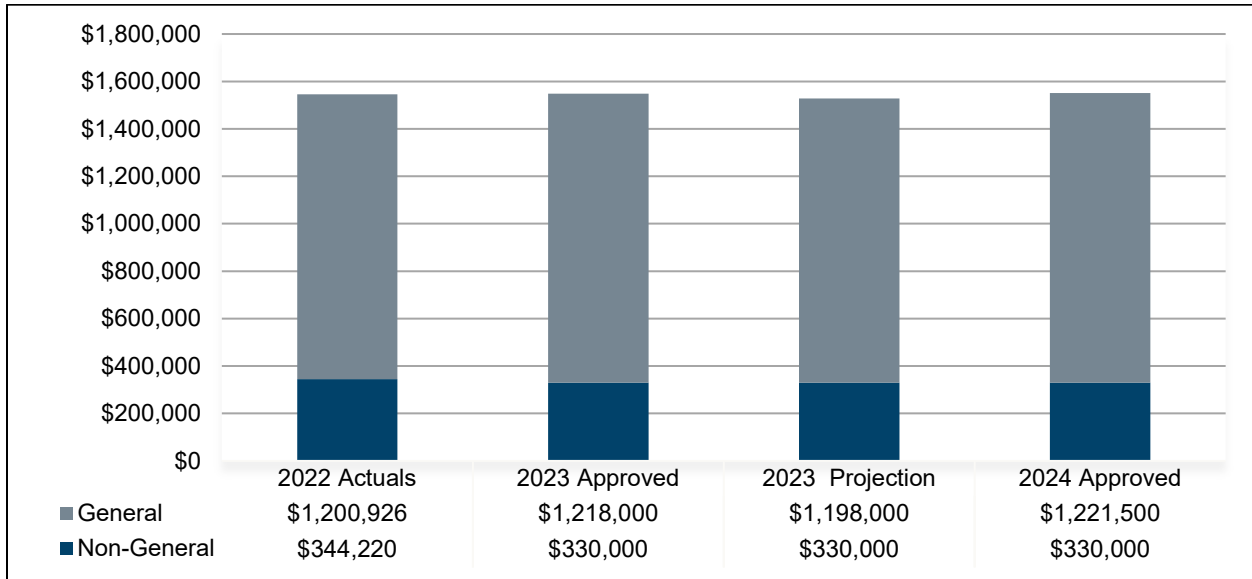
Performance Spotlight

Measure: Number of Probate filings

Program: Administration of Records

About this measure		Why it is important	
This is done through a review of data from the court case management system and internal recordkeeping.		This will be important in 2024 as the Probate Court continues its efforts to streamline processes and operations. Studying this measure will help Probate Court increase its access of services to customers, especially those who need additional assistance. This links with the Franklin County Core Principle to Provide Efficient, Responsive, and Fiscally Sustainable Government Operations.	
What is being done			
Full configuration of e-filing for all Probate case types is expected to be completed and implemented in 2024. Operationalization and process improvements by Court staff will continue through 2024. Additionally, Probate Court will review Court statistics to determine where gaps need to be filled. Data will drive decisions about what to communicate to the general public and what adjustments in personnel and services need to be made. Monitoring this measure will generate new ideas to improve and increase access to justice at the Probate Court.			
2022 Actual	2023 Budget	2023 Projected	2024 Budget
1,600,612	1,515,000	1,631,000	1,650,000

Budget Summary – Revenues



Primary Revenue Sources by Fund Type

Fund Type	Fund Name (Number)	Primary Revenue Sources
General	• General Fund (1000)	• Court Filing Fees • State reimbursement for mental health hearings and indigent adoption cases
Special	• Computerization Fund (2019) • Special Projects (2145)	• Court Computerization Fees • Court Fees
Debt	None	N/A
Capital	None	N/A
Enterprise /Internal	None	N/A

Comparison: 2023 Approved to 2023 Projection

	2023 Approved	2023 Projection	Variance	
			\$	%
General Fund	\$1,218,000	\$1,198,000	(\$20,000)	-1.6%
Non-General Fund	\$330,000	\$330,000	\$0	0.0%
Total	\$1,548,000	\$1,528,000	(\$20,000)	-1.3%

The \$20,000 decrease from the 2023 Approved Budget to the 2023 Projection is primarily attributed to:

- General Fund - Lower than anticipated state reimbursement now that the Court is mandated to provide counsel to indigent birth parents in contested adoption cases.

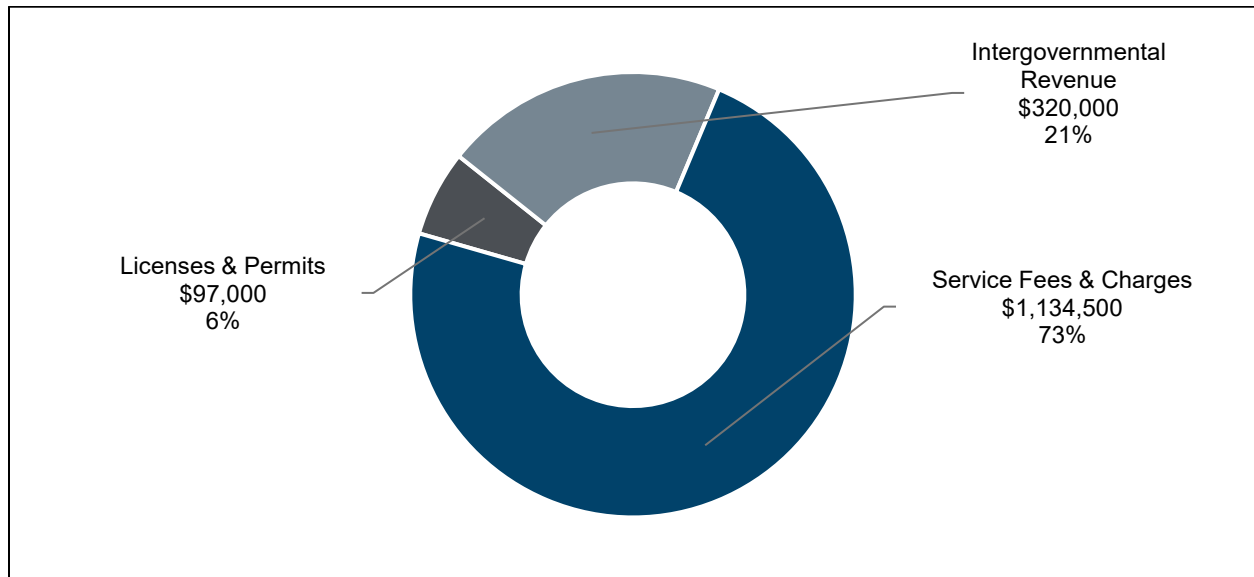
Comparison: 2023 Approved to 2024 Approved

	2023 Approved	2024 Approved	Variance	
			\$	%
General Fund	\$1,218,000	\$1,221,500	\$3,500	0.3%
Non-General Fund	\$330,000	\$330,000	\$0	0.0%
Total	\$1,548,000	\$1,551,500	\$3,500	0.2%

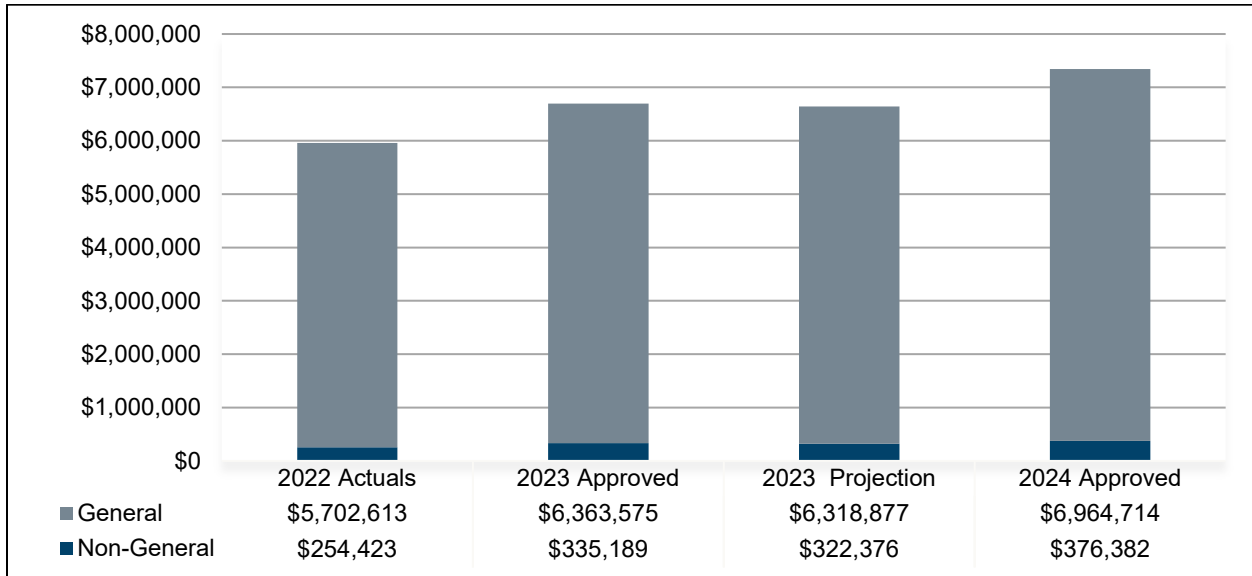
The \$3,500 increase from the 2023 Approved Budget to the 2024 Approved Budget is primarily attributed to:

- General Fund - A slight increase in marriage license revenue and general fees that is partially offset by an anticipated decrease in civil process fees.

**2024 Approved Budget
Revenues by Category**



Budget Summary – Expenditures



Significant items in the 2024 Approved Budget

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$6,281,255	85.6%
COURT/SPECIAL TRIAL EXPENSES	\$450,000	6.1%
LEGAL CONSULTANTS	\$175,453	2.4%
IT CONSULTANTS	\$87,200	1.2%
IT SOFTWARE SUBSCRIPTION AND MAINTENANCE	\$58,116	0.8%
IT COMPUTER STATIONS	\$50,150	0.7%
APPOINTED COUNSEL	\$40,000	0.5%
IT MICROSOFT LICENSES	\$37,422	0.5%
OFFICE MATERIALS & SUPPLIES	\$20,000	0.3%
TRAVEL & TRAINING	\$20,000	0.3%
<i>Other</i>	\$121,500	1.7%
Total	\$7,341,096	100.0%

Comparison: 2023 Approved to 2023 Projection

	2023 Approved	2023 Projection	Variance	
			\$	%
General Fund	\$6,363,575	\$6,318,877	(\$44,698)	-0.7%
Non-General Fund	\$335,189	\$322,376	(\$12,813)	-3.8%
Total	\$6,698,764	\$6,641,253	(\$57,511)	-0.9%

The \$57,511 decrease from the 2023 Approved Budget to the 2023 Projection is primarily attributed to:

- General Fund - Lower than anticipated Court/Special Trial Expenses and Appointed Counsel fees, partially offset by higher than anticipated term payouts for former employees.
- Non-General Fund - Lower than anticipated expenditures for Legal Consultants.

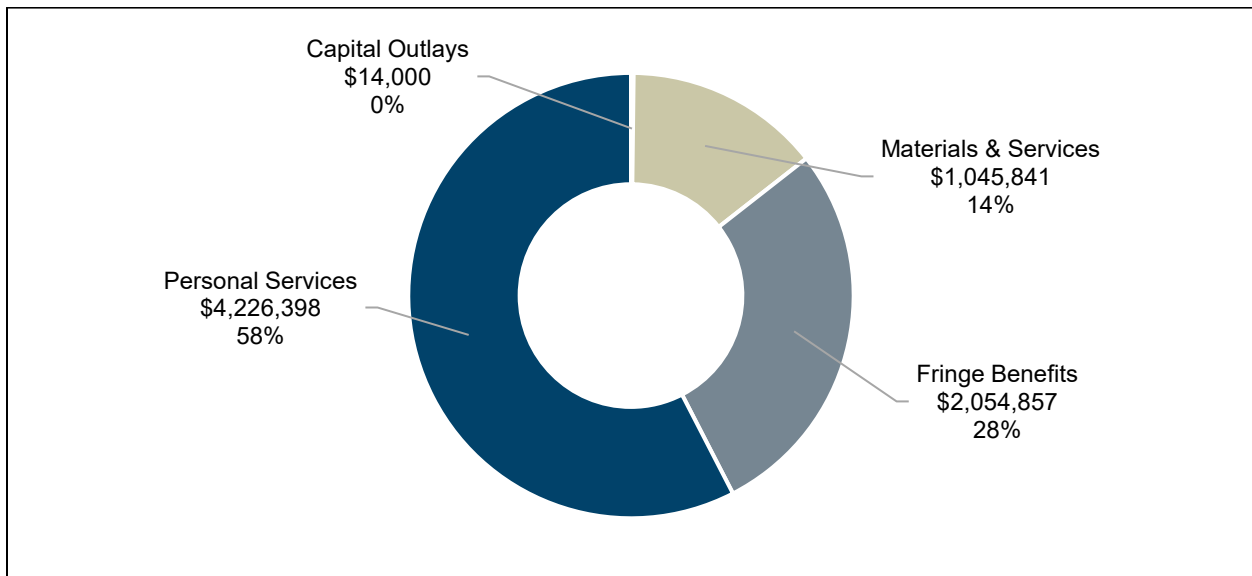
Comparison: 2023 Approved to 2024 Approved

	2023 Approved	2024 Approved	Variance	
			\$	%
General Fund	\$6,363,575	\$6,964,714	\$601,139	9.4%
Non-General Fund	\$335,189	\$376,382	\$41,193	12.3%
Total	\$6,698,764	\$7,341,096	\$642,332	9.6%

The \$642,332 increase from the 2023 Approved Budget to the 2024 Approved Budget is primarily attributed to:

- General Fund - An increase in staffing costs, due to the transfer of positions from the Court's outside funds, that is partially offset by a decrease in Court/Special Trial Expenses.
- Non-General Fund - Increases in Legal Consultants, various IT categories, and professional services, that are partially offset by the transfer of staffing costs to the General Fund.

**2024 Approved Budget
Expenditures by Category**



Budget Summary – FTEs

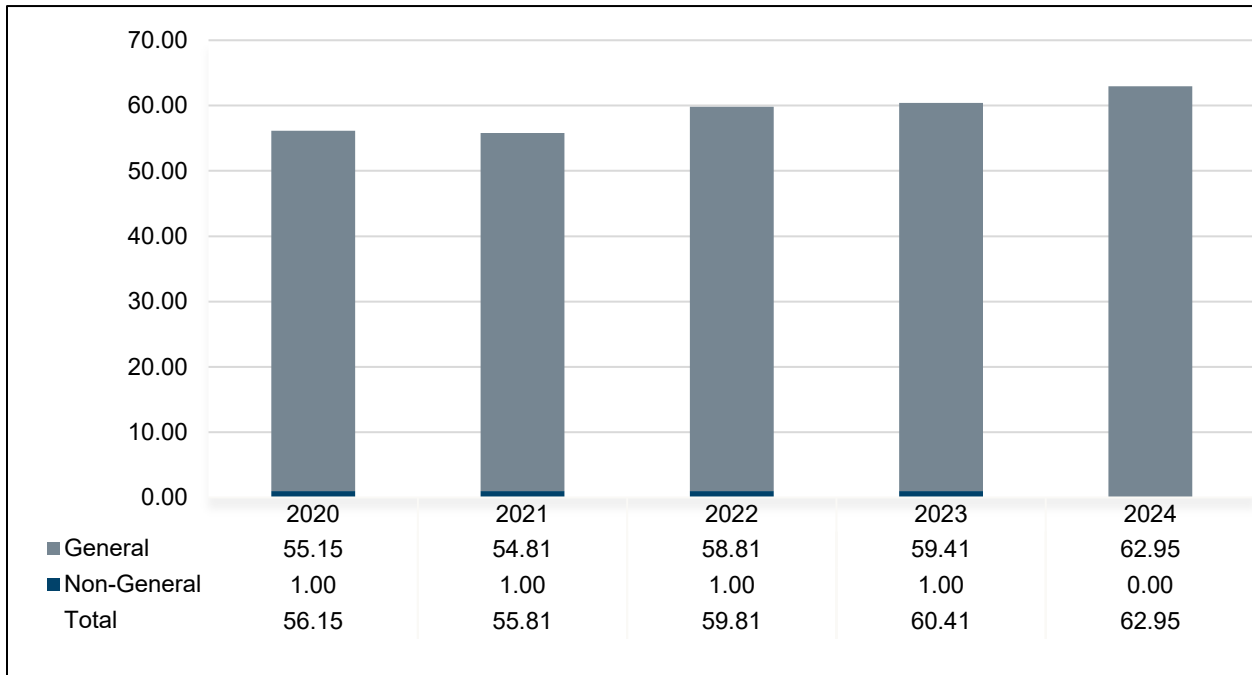
	2023 Budget	2024 Approved	Approved Budget as % of Total FTEs
General Fund	59.41	62.95	100.0%
Non-General Fund	1.00	0.00	0.0%
Total Agency FTEs	60.41	62.95	100.0%

There is an increase of 2.54 FTEs from the 2023 Budget to the 2024 Approved Budget, due to the Court transferring positions from the Court’s outside funds to the General Fund to streamline operations.

New Positions

Position Title	# of Positions	Annual Salary	Source
<i>None</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>

Budgeted FTE History



Vacancy Credit

The vacancy credit process is designed to more accurately reflect the true expenditures for Personal Services and Fringe Benefits within the agency budget request. The calculations for the budget process begin with funding all approved positions for the entire year. Vacancy credits take into account that not all approved positions will be filled for the entire year. The methodology historically used by OMB to estimate an agency’s vacancy credit utilizes a four-year history of unused personnel budgets to estimate an appropriate vacancy credit. However, vacancy credits may vary from the four-year average due to staffing trends or the number of positions supported within a fund.

Salaries & Wages

	2023 Budget	Four-year Average	2024 Approved	% Point Change to:	
				PY Budget	Average
General Fund	1.1%	-0.7%	0.5%	-0.6%	1.2%
Special Projects	0.0%	7.5%	0.0%	0.0%	-7.5%

The 2024 Vacancy Credit for the Probate Court in Salaries & Wages is 0.5%, which is lower than the 2023 Budget. Overall, vacancy savings have been trending downwards.

Fringe Benefits

	2023 Budget	Four-year Average	2024 Approved	% Point Change to:	
				PY Budget	Average
General Fund	1.6%	4.2%	1.0%	-0.6%	-3.2%
Special Projects	0.0%	7.7%	0.0%	0.0%	-7.7%

The 2024 Vacancy Credit for the Probate Court in Fringe Benefits is 1.0%. Overall, vacancy savings have been trending downwards.

Administration of Records

Program Purpose

The purpose of the Administration of Records program is to provide Probate Court archive service to the public and to the Court so they can access accurate records within established time parameters to conduct business and administer justice.

Primary Services

- Provide Case filings
- Provide Docket Entries

Program Budget Overview

	2023 Approved	2024 Approved	Variance	
			\$	%
Personal Services	\$2,107,713	\$2,101,208	(\$6,505)	-0.3%
Fringe Benefits	\$1,144,944	\$1,174,320	\$29,376	2.6%
Materials & Services	\$258,830	\$306,120	\$47,290	18.3%
Capital Outlays	\$0	\$14,000	\$14,000	N/A
Total Expenditures	\$3,511,487	\$3,595,648	\$84,161	2.4%

Funding Source

- General Fund
- Computerization Fund

Core Principle and Linkage

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

The Court provides filing and records to all who seek these services in compliance with Ohio law and in an inclusive and respectful manner towards all residents.

Administration of Justice

Program Purpose

The purpose of the Administration of Justice program is to provide judicial services to the public so they can receive a fair and timely resolution of probate issues consistent with the law.

Primary Services

- Maintain cases
- Provide Judge and magistrate decisions

Program Budget Overview

	2023 Approved	2024 Approved	Variance	
			\$	%
Personal Services	\$1,692,278	\$2,125,190	\$432,912	25.6%
Fringe Benefits	\$788,418	\$880,537	\$92,119	11.7%
Materials & Services	\$706,581	\$739,721	\$33,140	4.7%
Total Expenditures	\$3,187,277	\$3,745,448	\$558,171	17.5%

Funding Source

- General Fund
- Special Projects
- Computerization Fund

Core Principle and Linkage

Provide Community Safety, Security & Effective Justice

The Court provides probate judicial services and case adjudication to the community through the lenses of equity and accessible for all residents.