

Office of the Probate Court Administrator

Fiscal Year 2010/2011 Budget

Agenda

- ▶ FY 2009/2010 Highlights
- ▶ Budget Committee Accomplishments
- ▶ FY 2010/2011 Budget
 - Initiatives
 - Cost savings
 - Investments required to implement restructuring
 - Revenue projections
 - Court budgets
 - PCA expenses
 - Uncertainties

2009/2010 Highlights

Accomplishments

- ▶ Restructuring Legislation
 - Redistricting plan adopted
 - General Fund support increased
- ▶ Financial Services Department
 - New Finance Director hired November 2009
 - Issued Request for Quote for payroll service provider
 - Final evaluation underway
- ▶ Technology Initiatives
 - Help desk launched
 - CMS upgraded
 - Probate website enhanced
 - E-mail implemented
- ▶ Regulations Update
- ▶ Assisted courts and municipalities in determining names, locations, and budgets for merging courts
- ▶ Records
 - Initiated project to scan index cards and records
 - Planning with state library to become central repository for historical records
- ▶ Consolidation Checklist
 - Regional meetings held in February and March for merging courts

2009/2010 Highlights

Cost Savings

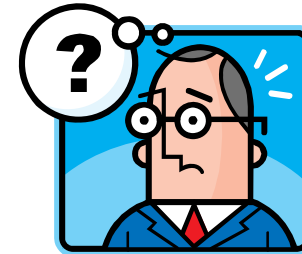
	Forecasted Savings
PCA:	
Professional services	107,000
Salary expense / furlough	75,000
Office overhead (postage, supplies, etc.)	30,000
Building maintenance	20,000
Computer equipment and services	18,000
Mileage, tolls, parking	15,000
Subtotal PCA	<u>265,000</u>
Courts:	
RCPC salaries and office expense	121,000
RCPC facility costs	100,000
Indigency expenses	108,000
Computer equipment	91,000
Special assignment judges	18,000
Subtotal Courts	<u>438,000</u>
Total	<u><u>703,000</u></u>

2009/2010 Highlights

Prior Year Budget Presentation

Calendar Year

	2010 <i>Estimated</i>
Probate Courts	
Gross Receipts	29,168,661
Court Expenses	
Staff Salaries	10,615,357
Judges Compensation	7,400,000
Other Court Expenses	3,327,068
Subtotal of Expenses	21,342,425
PAF Assessment	7,826,236
	FY10/11 ESTIMATED
PCA Revenue	
Court Assessments	8,418,764
Interest	-
Sale of Practice Manual	-
Reimbursements:	
Court Loan Repayments	130,000
Laser Fiche - Courts	-
Misc. Reimbursements	2,000
General Fund Appropriations:	
Regional Children's Court	2,500,000
Guardianship Pilot Program	100,000
Indigent	25,000
Probate Court Funding	8,750,000
Pass Through Funding:	
Children in Placement	51,396
Kinship/Respite Care	1,050,000
Total PCA Revenue	21,027,160
PCA Expenditures	
Administrative Expenses	3,141,285
Court Expenses:	
Regional Children's Courts	2,500,000
Court Health Insurance - Active	3,742,432
Court Health Insurance - Retirees	3,273,237
Indigent Costs	4,702,665
Pass Through Expenses	1,101,396
Guardianship Pilot Program	100,000
Other Court Costs	1,131,278
Retirement Funding	453,000
Subtotal - Court Expenses	17,004,007
Total PCA Expenditures	20,145,292
Net Income/(Loss)	881,868



Fiscal Year

2009/2010 Highlights

Financial Forecast

	FY 2009	FY 2010	
	Actual	Budget	Forecast
SOURCES:			
Assessments	11,708,049	8,369,618	10,384,781
Pass-through funding	1,202,938	1,201,396	1,156,929
Indigency	25,000	25,000	25,000
Other	97,592	233,375	12,672
Subtotal Sources	<u>13,033,578</u>	<u>9,829,389</u>	<u>11,579,381</u>
USES:			
Court expenses	15,016,236	15,866,329	15,116,640
PCA expenses	2,868,284	3,020,668	2,782,743
Subtotal Uses	<u>17,884,521</u>	<u>18,886,997</u>	<u>17,899,383</u>
INCOME (LOSS) BEFORE GENERAL FUND APPROPRIATION	(4,850,942)	(9,057,609)	(6,320,002)
General Fund Appropriation:			
Probate courts	-	3,000,000	3,000,000
Regional children's courts	2,500,000	2,500,000	2,500,000
Subtotal General Fund Approp.	<u>2,500,000</u>	<u>5,500,000</u>	<u>5,500,000</u>
NET INCOME (LOSS)	<u>(2,350,942)</u>	<u>(3,557,609)</u>	<u>(820,002)</u>

Budget Committee

Accomplishments

- ▶ Budget Committee Meetings (November – March)
 - Established 2011 Staffing Levels
 - Benchmark
 - Transitional
 - Developed 2011 Compensation Plan
 - Outside consultant and Judicial Branch staff assistance
 - Position descriptions documented
 - Compensation ranges for each position
 - Defined Uniform Paid Time-Off Policies
 - Vacation
 - Sick Time
 - Personal Time
 - Holidays
 - Established 2011 Office Budgets



Budget Committee

Staffing

- ▶ The Budget Committee established 2011 staffing level plans for all courts
- ▶ Factors considered:
 - 2008 staff levels recalculated to Full-Time Equivalency (FTE)
 - Weighted Workload
 - Population
 - Other workload factors
 - Individual court proposals
- ▶ 2011 transitional staff levels avoid mandatory layoffs
- ▶ Benchmark staff levels to be achieved through voluntary attrition

Year	FTE
2008 Actual	237.4
2011 Benchmark	232.0
2011 Transitional	241.8

Budget Committee

Vacation Policy

Years of Service	Accrual Rate	Annualized Vacation Days
Zero to five	6.67 hours/month	10
Six to ten	10.00 hours/month	15
Eleven	10.67 hours/month	16
Twelve	11.33 hours/month	17
Thirteen	12.00 hours/month	18
Fourteen	12.67 hours/month	19
Fifteen to twenty-four	13.33 hours/month	20
Twenty-five or more	16.67 hours/month	25

Note: Prior years of service count towards total years of service

Budget Committee

Vacation Policy

- ▶ Accrual rates are based on a 40-hour work week and are pro-rated for employees working less than 40 hours
 - Accrues on a monthly basis, on the 1st of each month
 - Unused vacation time accumulates up to a max of 120 days
- ▶ Payment for unused vacation time is made after separation from employment by retirement, discharge, resignation, or death



Budget Committee

Vacation Policy

- ▶ Transition to accrual system
 - To ease the transition, incumbent staff will be given 5 days of vacation time on January 5, 2011 (annual accrual rates will be adjusted to account for this one-time allocation)

- ▶ Courts with written policies allowing unused time to carry forward, or an annual payout for unused time, required to settle these account balances by December 31, 2010



Budget Committee

Other Paid Time-Off Policies

▶ Sick Time

- 15 days per year
- Accrues on a monthly basis at 10 hours per month
 - Incumbent staff will be given 5 days of sick time on January 5, 2011 (annual accrual rates will be adjusted to account for this one-time allocation)
- Pro-rated for employees working less than 40 hours
- Unused time accumulates without limitation
- Accrued sick time paid upon retirement or death of employee (after completing 10 years of service), at the rate of one quarter of accrued balance up to a maximum of 60 days
- Bereavement leave covered under sick leave policy



Budget Committee

Other Paid Time–Off Policies

▶ Personal Time

- Three personal days each calendar year
- Pro-rated for employees working less than 40 hours
- Unused personal time does not accumulate



▶ Holidays

- 12 paid holidays, determined by each judge prior to the start of the calendar year

Budget Committee

Office Budgets

Description	Actual 2009 Annual Expenditures	FINAL Six Month Budget 2011
Workers Compensation	65,901	41,115
Travel/Mileage	69,967	-
Education/Seminars	20,747	10,800
Dues	101,231	94,083
Subscriptions	68,081	22,345
Accounting/Other Professional Fees	284,993	78,696
Temporary Help	56,605	18,660
Bank Fees	12,513	4,737
Coffee/Tea Expenses	15,499	7,500
Holiday/Special Occasion Expenses	19,470	10,000
Interpreters/Translators	11,557	-
Other Expenses	214,807	25,950
TOTAL EXPENSES	941,370	313,887

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* Funds to be budgeted centrally

2010/2011 Budget

Initiatives

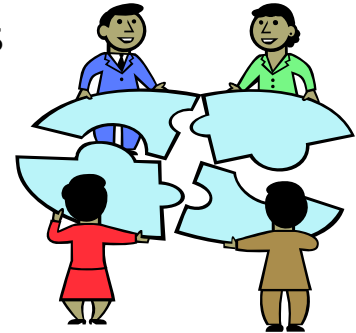
▶ Consolidation

- Assist courts in planning and executing physical moves
- Coordinate with municipalities for facilities and IT needs
- Communicate system changes and updated contact information

▶ Financial Services – Centralized Accounting

- Payroll/Time & Attendance
- Central banking depository
- Revenue reporting using CMS
- Expense reporting (office budgets)
- Evaluate workers compensation insurance (FY2011, 4Q)

▶ Document New Policies and Procedures



2010/2011 Budget

Initiatives

- ▶ IT Projects
 - Update CMS for central accounting requirements
 - CMS database consolidation for merging courts
 - Support for merging courts computer configuration/set-up
- ▶ Budget Committee
 - Ongoing review of Compensation and Benefits Plan
 - Evaluate merit pay increases
 - Court expense reviews
- ▶ Records
 - Complete Phase I of records scanning project and begin Phase II
 - Coordinate transfer of records to state library



2010/2011 Budget

Cost Savings

	Six Month Savings 2H 2011	Full Year Savings FY 2012
Judges' Compensation:		
- Salaries	968,904	2,100,000
- Payroll taxes	106,579	231,000
External accountants	63,500	285,000
Payroll services - external costs	7,000	14,000
Payroll services - internal costs	50,850	101,700
Subscriptions	11,500	23,000
Travel Reimbursement	8,000	16,000
Bank fees	-	13,000
PCA Overhead (postage, paper)	4,000	8,000
	<u>1,220,333</u>	<u>2,791,700</u>

2010/2011 Budget

Cost Increases

Court staff salaries	725,000
Payroll taxes	80,000
Health insurance	315,000
Retiree Health Insurance	280,000
Retirement Plan - Funding	<u>340,000</u>
	<u><u>1,740,000</u></u>

Update to comp study	229,958
Merit increase	160,305
COLA increase	106,870
Increased FTE	102,868
Grandfathering	62,500
Adjustment to minimum	<u>62,500</u>
	<u><u>725,000</u></u>

2010/2011 Budget

Investments Required to Implement Restructuring

One Time Costs

	FY 2010	FY 2011
Digital records retention project	40,000	140,000
Independent review of CMS	-	24,000
Customer satisfaction survey	-	18,000
Payroll Implementation	-	5,000
Contingency	-	550,000
	40,000	737,000

Recurring

Probate magistrates	-	50,000
Special assignment judges	-	100,000
Rental of storage space	-	44,000
	-	194,000

2010/2011 Budget

Revenue Projections

Source of Funds	FY 2010		FY 2011
	Budget	Forecast	Budget
Probate Court Revenue:			
Assessments	8,369,618	10,384,781	5,192,390
Probate court fees	-	-	15,800,000
General Fund Appropriations:			
Probate courts	3,000,000	3,000,000	8,750,000
Regional children's courts	2,500,000	2,500,000	2,500,000
Pass-Through Funding (CIP, K/R, Guardianship)	1,201,396	1,156,929	1,201,396
Reimbursements	132,000	-	-
Indigent	25,000	25,000	25,000
Interest	101,375	12,672	10,622
TOTAL REVENUE	15,329,389	17,079,381	33,479,408

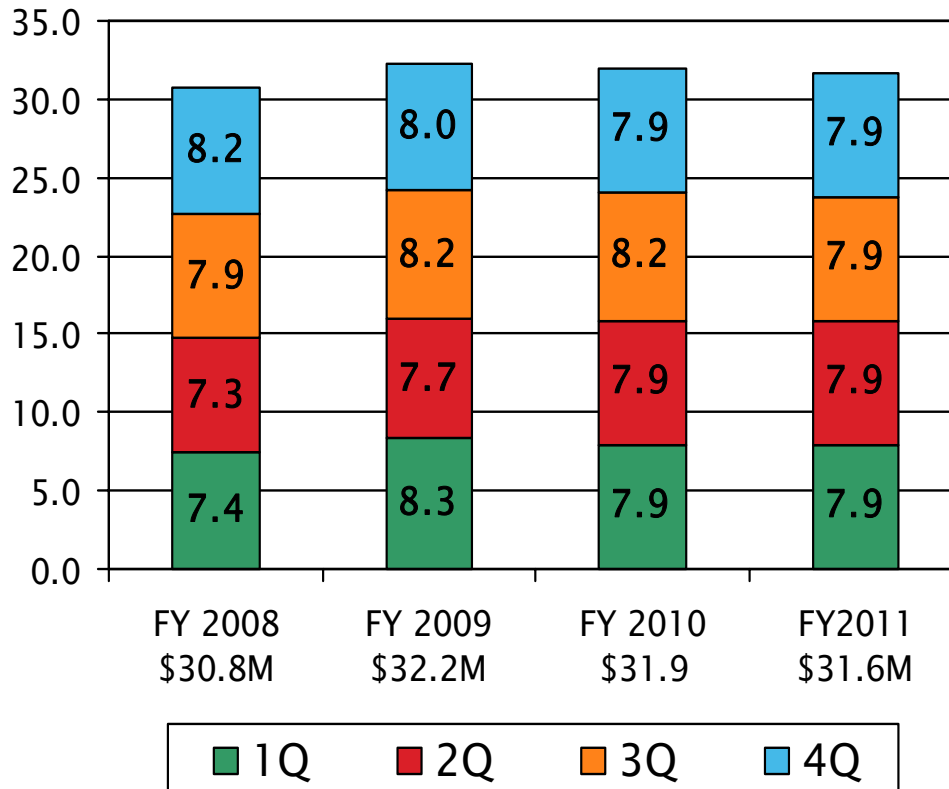
← July – Dec. 2010

← Jan. – June 2011

2010/2011 Budget

Revenue Projections – Gross Receipts by Quarter

(\$ in millions)



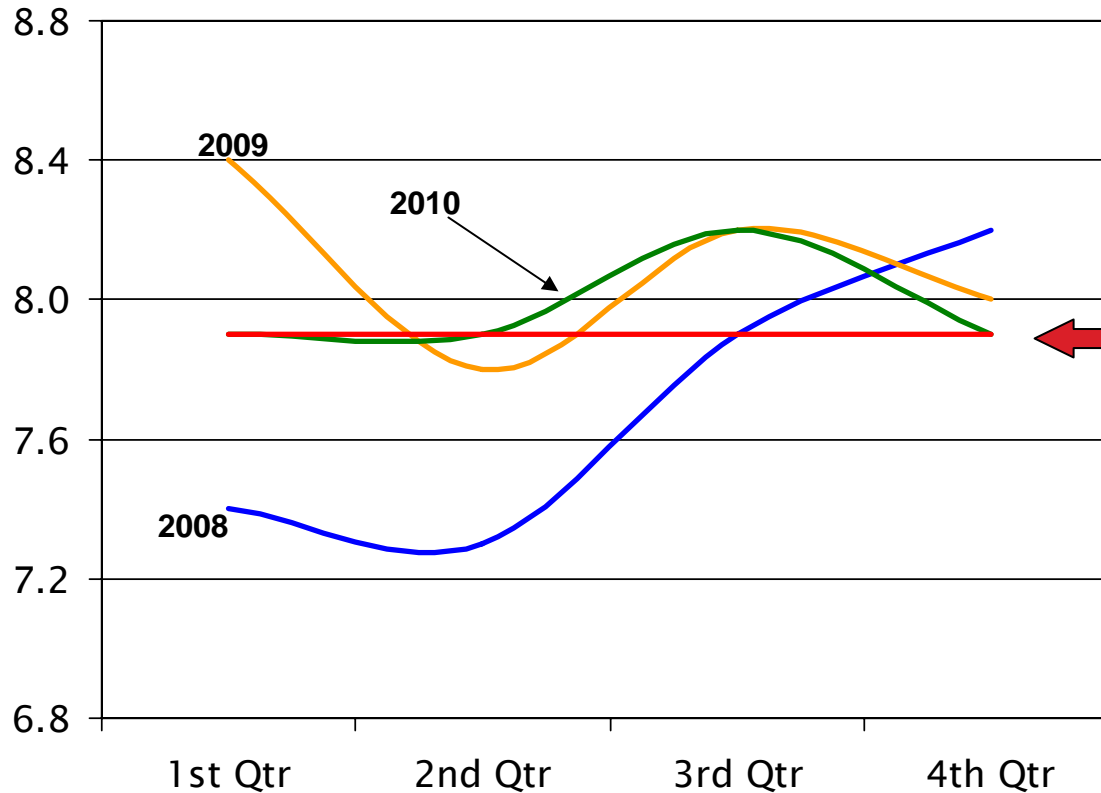
Assumptions

- FY 2008 and 2009 revenue based on gross receipts reported by courts
- FY 2010 estimate
 - 1Q, 2Q, 3Q gross receipts reported by courts
 - 4Q estimate is based on 2008/2009 average
- FY 2011
 - Based on a three year average (2008 – 2010)

2010/2011 Budget

Revenue Projections – Three Year Historical Trend Analysis

(\$ in millions)



(Fiscal Year Analysis)

FY 2011 Budget
three year average
\$7.9M per quarter

2010/2011 Budget

Court Budgets – Summary

Description	FY 2009 ACTUAL	FY 2010 BUDGET	FY 2010 FCST	FY 2011 BUDGET
Personnel Expenses:				
Salaries & Wages - Court Staff	0	0	0	6,069,460
Salaries & Wages - Judges	0	0	0	2,731,096
Health Insurance	3,318,358	3,424,000	3,324,928	3,073,796
Payroll Taxes	0	0	0	968,061
Vacation and Sick Time Payments	0	0	0	22,144
Retiree Health Insurance	2,702,807	2,889,000	2,962,332	3,810,754
Retirement Plan - Administration	91,401	75,000	85,000	88,000
Retirement Plan - Funding	0	125,986	125,986	453,000
Probate Magistrates	0	0	0	50,000
Special Assignment Judges	11,231	30,000	12,000	100,000
Work in Process Payments	0	0	0	150,000
Subtotal Personnel Expenses	6,123,797	6,543,986	6,510,247	17,516,311
Other Expenses:				
Computer Equipment and Services	270,448	321,479	229,997	420,000
Outside Payroll Services	0	0	0	37,250
Council on Probate Judicial Conduct	69,763	70,350	70,000	70,000
Probate Judicial Conduct Attorney Fees	0	0	0	50,000
Court Subsidies and Loans	226,793	450,000	250,000	125,000
Office Expense Budgets	0	0	0	315,000
Mileage, Tolls, Parking	0	0	0	30,000
Marshals and Newspaper Advertisement	0	0	0	15,000
Translators and Court Reporters	0	0	0	50,000
Rental of Records Storage Space	46,256	44,000	44,000	88,000
Contingency	0	0	0	550,000
Subtotal Other Expenses	613,261	885,829	593,997	1,750,250

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2010/2011 Budget

Court Budgets – Summary

(Continued from preceding page)

Description	FY 2009 ACTUAL	FY 2010 BUDGET	FY 2010 FCST	FY 2011 BUDGET
Program Expenses:				
RCPC - Central CT	387,781	494,107	360,025	405,714
RCPC - New Haven	962,301	954,173	933,540	959,053
RCPC - New London	388,106	391,001	400,746	418,056
RCPC - Northeast	277,394	252,485	249,665	283,992
RCPC - Waterbury	473,912	407,767	433,615	430,119
RCPC - General Facility Expansion Costs	377	100,000	0	0
Subtotal - RCPC	2,489,872	2,599,533	2,377,591	2,496,933
Indigency Expense - Appointed Counsel	2,220,999	2,231,756	2,066,649	2,169,981
Indigency Expense - Marshals/Ads	86,810	99,438	87,273	91,637
Indigency Expense - Waived Entry Fees	612,850	651,000	598,150	314,029
Indigency Expense - Conservators	1,508,854	1,496,534	1,619,000	1,699,950
Subtotal - Indigency Expenses	4,429,513	4,478,728	4,371,072	4,275,597
Pass-Through - Children in Placement	52,938	51,396	51,396	51,396
Pass-Through - Kinship and Respite Care	1,050,000	1,050,000	1,005,533	1,050,000
Pass-Through - Guardianship Pilot	100,000	100,000	100,000	100,000
Pass-Through - Middletown Youth-in-Crisis	0	0	(50,051)	0
Subtotal - Pass-Through Funding	1,202,938	1,201,396	1,106,878	1,201,396
Pilot - Mental Health and Truancy	156,856	156,856	156,856	191,856
Subtotal Program Expenses	8,279,179	8,436,513	8,012,396	8,165,782
Total Court Expenses	15,016,236	15,866,329	15,116,640	27,432,343

2010/2011 Budget

PCA Expenses

Description	FY 2009 ACTUAL	FY 2010 BUDGET	FY 2010 FCST	FY 2011 BUDGET
Personnel Expenses:				
Salaries & Wages	1,373,795	1,426,557	1,350,232	1,417,920
Fringe Benefits	763,110	757,087	810,139	850,752
Subtotal Personnel Expenses	2,136,904	2,183,644	2,160,371	2,268,672
Other Expenses:				
Professional Services	257,067	270,500	163,039	247,000
Computer Equipment and Services	211,539	217,700	200,130	210,000
Building Repairs, Maintenance, Utilities	62,866	70,000	50,000	70,000
Printing & Binding	11,270	25,000	18,000	18,000
Office Expense - Furniture and Fixtures	9,181	4,000	4,000	4,000
Office Expense - Equipment Leases	18,658	22,000	19,199	19,000
Office Expense - Supplies	17,292	21,525	14,307	13,000
Office Expense - Postage and Delivery	18,071	24,000	20,696	14,500
Office Expense - Telephone	21,763	24,000	20,000	20,000
Dues and Subscriptions	19,071	26,720	20,000	20,000
Mileage, Tolls, Parking	5,895	21,300	5,000	5,000
State Vehicle - Lease, Maintenance	11,758	18,000	8,000	8,000
Training & Education - PCA Staff	7,613	12,280	10,000	10,000
Training & Education - Judges & Clerks	59,334	50,000	50,000	50,000
Contingency - Statutory per §45a-84(c)	0	5,000	0	5,000
Contingency - Other	0	25,000	20,000	25,000
Subtotal Other Expenses	731,380	837,025	622,372	738,500
Total Administrative Expenses	2,868,284	3,020,668	2,782,743	3,007,172

2010/2011 Budget

Sources and Uses of Funds – Summary

	FY 2011 Budget
<u>SOURCES:</u>	
Probate court fees	15,800,000
Assessments	5,192,390
Pass-through funding	1,201,396
Indigency	25,000
Other	10,622
Subtotal Sources	<u>22,229,408</u>
<u>USES:</u>	
Court expenses	27,432,343
PCA expenses	3,007,172
Subtotal Uses	<u>30,439,515</u>
INCOME (LOSS) BEFORE GENERAL FUND APPROPRIATION	(8,210,107)
General Fund Appropriation:	
Probate courts	8,750,000
Regional children's courts	2,500,000
Subtotal General Fund Approp.	<u>11,250,000</u>
NET INCOME (LOSS)	<u><u>3,039,893</u></u>

2010/2011 Budget

Uncertainties

- ▶ Revenue forecasting based on historical average
 - Difficult to predict gross receipts
 - Inconsistent trends
- ▶ Court staffing assignments determined in November/December 2010 after elections
- ▶ Work-in-process payments
- ▶ Special Assignment Judges
- ▶ General Fund appropriations

