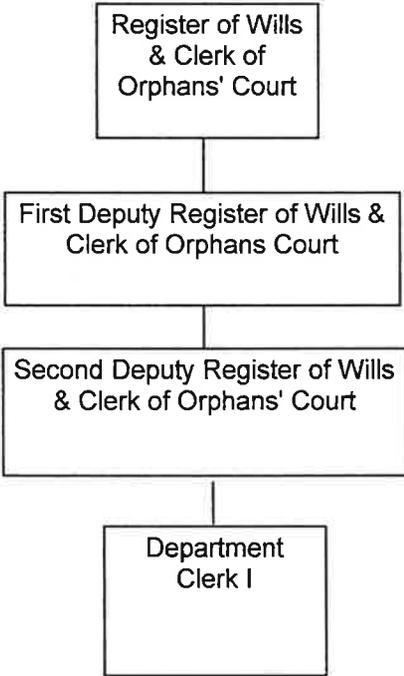


Register of Wills & Clerk of Orphans' Court



**CENTRE COUNTY GOVERNMENT
2016 BUDGET**

<p>Function: General Government - Judicial</p> <p>Fund Type: General Fund</p>	<p>Department: Register of Wills</p>
<p>Description:</p> <p>Under the duties of the Register of Wills Office we maintain, probate, record and file wills of persons residing in Centre County who have died. As Register of Wills, this office must qualify executors, executrices, administrators and administratrices of estates; grant letters testamentary (when someone dies with a will) and letters of administration (when someone dies without a will); prove witnesses signatures on wills; and issue short certificates showing who has the legal authority to settle an estate. The Register of Wills acts as Judge of the Probate Court and as agent for the Commonwealth of Pennsylvania, regarding collection of inheritance tax. Department of Revenue reports are processed and sent to the state monthly.</p> <p>As Clerk of Orphans' Court, the office is responsible for accepting marriage license applications, preparing petitions to waive the three-day waiting period, and recording information from the duplicate certificates after the marriage has taken place. Also, we process and maintain all guardianship papers for minors and incapacitated persons. Enforcement is now taking place on all of the files to ensure proper handling of the incapacitated person's estate. Guardianship reports are processed and sent to AOPC. All papers pertaining to adoptions are filed in this office and are kept confidential. Court approved abortions for minors are kept and are also confidential.</p>	<p>Highlights/Goals:</p> <ul style="list-style-type: none"> • Maintain, probate, record and file wills of persons residing in Centre County who have died. • Qualify executors, executrices, administrators and administratrices of estates, grant letters testamentary, and grant letters of administration. • Accept marriage license applications, issue certified copies, record out-of-state marriages. • Process and maintain all guardianship papers for minors and incapacitated persons. • All adoption papers are filed in this office and are kept confidential. • Process reports for AOPC and Department of Revenues. • Record court approved abortions for minors.

**CENTRE COUNTY GOVERNMENT
2016 PROGRAM SUMMARY**

	<u>STATUTORY AUTHORITY</u>	<u>COMMISSIONERS INITIATIVE</u>	<u>MANDATED PROGRAMS</u>
Register of Wills			
<u>PROGRAMS</u>			
Acts as Judge of the Probate Court	County Code		X
Counseling Fund Fee for Adoptions	County Code		X
Estates of Decedent	County Code		X
Issue Copies of Birth, Death, & Marriage Records	County Code		X
Issue, Process, & Maintain Marriage License	County Code		X
Marriage License Surcharges & Taxes	County Code		X
Monthly Reports to Commonwealth of PA	County Code		X
PA Inheritance Tax Collection	County Code		X
Process & Maintain Adoption Cases	County Code		X
Process & Maintain Guardianship Records	County Code		X

REGISTER OF WILLS

ACCT#	Account Title	2012 Actual	2013 Actual	2014 Actual	2015 Projected	2016 Budget
43110	FEES-SERVICE	\$196,543	\$199,023	\$178,311	\$189,384	\$190,000
43143	FEES-ADVERTISING	\$3,360	\$3,720	\$2,760	\$3,720	\$3,500
43166	FEES-ROW DATA AUTOMATION	\$5,320	\$5,200	\$5,280	\$5,360	\$5,200
43301	COMMISSIONS	\$58,455	\$63,024	\$55,987	\$51,500	\$55,000
44101	INTEREST INCOME	\$54	\$50	\$0	\$58	\$58
44866	USE OF FBR-ROW DATA AUTO	\$0	(\$1,900)	(\$42)	\$0	\$0
Total		\$263,732	\$269,117	\$242,296	\$250,022	\$253,758
65110	SALARIES AND WAGES-REG	\$151,263	\$149,956	\$159,942	\$178,155	\$165,720
65211	BENEFITS-FICA	\$11,236	\$11,175	\$11,933	\$13,629	\$12,678
65212	BENEFITS-RETIRMNT CONTRIB	\$16,120	\$16,301	\$14,389	\$12,916	\$14,645
65213	BENEFITS-GROUP INSURANCE	\$22,415	\$20,023	\$22,901	\$26,756	\$25,355
65214	BENEFITS-U/C INSURANCE	\$251	\$271	\$437	\$419	\$707
65215	BENEFITS-W/C INSURANCE	\$2,621	\$2,668	\$1,591	\$1,939	\$2,049
65330	CONTRACTED PROFESSIONAL	\$1,682	\$40,088	\$49,985	\$38,144	\$500
65410	PROFESSIONAL DUES	\$600	\$600	\$600	\$600	\$600
65420	PUBLICATIONS	\$52	\$375	\$52	\$146	\$250
65430	COURSES AND SEMINARS	\$0	\$0	\$0	\$0	\$1,000
66210	ADVERTISING	\$3,531	\$4,141	\$3,443	\$4,000	\$4,000
66220	TELEPHONE	\$438	\$381	\$461	\$438	\$500
66230	POSTAGE	\$2,088	\$2,319	\$2,418	\$2,232	\$2,500
66240	PRINTING	\$1,154	\$821	\$218	\$1,800	\$2,000
66250	PHOTOCOPY	\$387	\$319	\$330	\$400	\$400
66310	SUPPLIES-GENERAL OFFICE	\$2,072	\$1,978	\$2,386	\$1,000	\$2,500
66350	EQUIPMENT RENTAL	\$348	\$0	\$170	\$0	\$0
66410	STAFF TRAVEL	\$560	\$509	\$517	\$490	\$0
66411	STAFF MILEAGE REIMBURSMNT	\$0	\$0	\$0	\$0	\$500
66412	STAFF ALLOWBLE MEAL REIMB	\$0	\$0	\$0	\$0	\$280
66413	STAFF LODGING REIMBURSMNT	\$0	\$0	\$0	\$0	\$435
66415	STAFF TRAVEL-OTHER REIMB	\$0	\$0	\$0	\$0	\$200
66630	INSURANCE & BOND PREMIUM	\$1,032	\$874	\$739	\$1,019	\$1,049
68110	EQUIPMENT	\$0	\$772	\$0	\$0	\$700
88604	INT CHARGE DP USAGE	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600
88681	INT CHARGE IT INFRASTRCTR	\$5,040	\$5,040	\$5,040	\$4,620	\$4,620
Total		\$232,491	\$268,212	\$287,152	\$298,303	\$252,789
Net Use General Fund		(\$31,240)	(\$905)	\$44,856	\$48,281	(\$969)

Dept Number	<u>Department Name</u>		2016
224	Register of Wills		<u>Budget</u>
<u>Acct.No</u>	<u>Account Name</u>	<u>Description</u>	
43110	Fees - Services	Fees - Services	<u>190,000</u>
		TOTAL	190,000
43143	Fee - Advertising	Estate Account Advertising	<u>3,500</u>
		TOTAL	3,500
43166	Fee-ROW Data Automation	Data Automation Fees collected	<u>5,200</u>
		TOTAL	5,200
43301	Commissions	Inheritance Tax Commission	<u>55,000</u>
		TOTAL	55,000
44101	Interest Income	Interest earnings	<u>58</u>
		TOTAL	58
65330	Contract - Prof	Solicitor/Miller, III	<u>500</u>
		TOTAL	500
65410	Prof Dues	Register's Dues	<u>600</u>
		TOTAL	600
65420	Publications	Legal Journal/Supplemental Code Book	<u>250</u>
		TOTAL	250
65430	Courses and Seminars	Convention Registration Fees	<u>1,000</u>
		TOTAL	1,000
66210	Advertising	Centre Daily Times - Legal Journal	<u>4,000</u>
		TOTAL	4,000

Dept Number 224	<u>Department Name</u> Register of Wills		2016 <u>Budget</u>
<u>Acct.No</u>	<u>Account Name</u>	<u>Description</u>	
66220	Phone	Phone and Fax Machine	500
		TOTAL	500
66230	Postage	Postage	2,500
		TOTAL	2,500
66240	Printing - Dupl	Envelopes & certified copy forms for Marriage Licenses	2,000
		TOTAL	2,000
66250	Copies	Copies	400
		TOTAL	400
66310	Supplies	Department Supplies	2,500
		TOTAL	2,500
66411	Staff Mileage Reimbursement	Register Conference & Meetings, Bank Runs, Rockview	500
		TOTAL	500
66412	Staff Allowable Meal Reimbursement	Meals for Register's Conference & area meetings	280
		TOTAL	280
66413	Staff Lodging Reimbursement	Lodging for Register's Annual Conference	435
		TOTAL	435

Dept Number	<u>Department Name</u>			2016 Budget
224	Register of Wills			
<u>Acct.No</u>	<u>Account Name</u>	<u>Description</u>		
66415	Staff Other Travel Reimbursement	Parking, tolls related to Register's Conf.		200
			TOTAL	200
66630	Ins/Bond Prem	Insurance & Bonds (County)		1,049
			TOTAL	1,049
68110	Equipment	Typewriter Replacement, if needed during year		700
			TOTAL	700