

FY 2018 REVENUE WORKSHEET

Fund	Budget Unit	Budget Unit Title	Account	Account Title	FY 16 Final Budget	FY 17 Current Actual	FY 17 Current Budget	FY 18 Requested Budget	Increase (Decrease)
100	2450	Probate Court	32.2400	Marriage Licenses	\$25,000	\$9,271	\$25,000	\$25,000	\$0
100	2450	Probate Court	32.2910	Pistol Permits	\$208,415	\$55,412	\$200,000	\$210,000	\$10,000
100	2450	Probate Court	34.1100	Court Costs, Fees & Charges	\$106,850	\$32,556	\$100,000	\$100,000	\$0
100	2450	Probate Court	34.1190	Other	\$15,500	\$5,785	\$21,000	\$21,000	\$0
100	2450	Probate Court	34.1200	Recording Legal Instruments	\$21,000	\$8,060	\$21,000	\$21,000	\$0
100	2450	Probate Court	34.1400	Printing & Duplicating	\$100	\$0	\$100	\$100	\$0
100	2450	Probate Court	34.2150	Sheriff Costs	\$14,000	\$3,575	\$17,000	\$17,000	\$0
100	2450	Probate Court	34.6400	Background Check Fee	\$3,710	\$1,345	\$51,000	\$51,000	\$0
100	2450	Probate Court	35.1150	Probate	\$558,400	\$227,647	\$550,000	\$555,000	\$5,000
100	2450	Probate Court	35.1210	County Jail	\$81,000	\$21,209	\$85,000	\$85,000	\$0
100	2450	Probate Court	36.1020	Interest - Probate	\$180	\$26	\$180	\$180	\$0
100	2450	Probate Court	38.9010	Misc. Revenue - Copies	\$84,000	\$6,734	\$51,000	\$51,000	\$0
100	2450	Probate Court	38.9020	Reimbursement - Expenses	\$500	\$0	\$500	\$500	\$0
100	2450	Probate Court	38.9090	Other	\$500	\$0	\$500	\$500	\$0
					\$1,119,155	\$371,620	\$1,122,280	\$1,137,280	\$15,000

FY 2018 EXPENSE WORKSHEET

Fund	Budget Unit	Budget Unit Title	Account	Account Title	FY 16 Final Budget	FY 17 Current Actual	FY 17 Current Budget	FY 18 Requested Budget	Increase (Decrease)
100	2450	Probate Court	51.1100	Regular Employees	\$357,104	\$142,251	\$362,205	\$428,947	\$66,742
100	2450	Probate Court	51.1200	Temporary Employee	\$0	\$0	\$0	\$0	\$0
100	2450	Probate Court	51.1300	Probate Court Overtime	\$42,233	\$16,328	\$35,640	\$35,640	\$0
100	2450	Probate Court	51.2100	Group Insurance	\$91,443	\$26,697	\$61,974	\$99,673	\$37,699
100	2450	Probate Court	51.2200	FICA Contribution	\$23,830	\$9,495	\$24,762	\$26,699	\$1,937
100	2450	Probate Court	51.2300	Medicare	\$5,574	\$2,221	\$5,791	\$6,244	\$453
100	2450	Probate Court	51.2410	Defined Contribution	\$33,813	\$26,897	\$35,435	\$51,048	\$15,613
100	2450	Probate Court	51.2700	Worker's Comp	\$883	\$590	\$1,206	\$1,522	\$316
100	2450	Probate Court	51.2910	Longevity	\$1,400	\$1,540	\$1,540	\$1,680	\$140
100	2450	Probate Court	52.1211	Indigent Defense	\$37,085	\$12,805	\$36,000	\$37,000	\$1,000
100	2450	Probate Court	52.1315	Translators	\$2,105	\$400	\$3,000	\$3,000	\$0
100	2450	Probate Court	52.2240	R & M - Service Agreements	\$719	\$1,293	\$2,000	\$5,600	\$3,600
100	2450	Probate Court	52.2250	R & M - Equipment	\$0	\$0	\$1,940	\$1,940	\$0
100	2450	Probate Court	52.3200	Communications	\$12,454	\$4,741	\$11,000	\$11,000	\$0
100	2450	Probate Court	52.3400	Printing & Binding	\$1,037	\$540	\$1,600	\$1,600	\$0
100	2450	Probate Court	52.3500	Travel	\$4,435	\$2,167	\$2,300	\$2,500	\$200
100	2450	Probate Court	52.3600	Dues & Fees	\$1,837	\$486	\$900	\$900	\$0
100	2450	Probate Court	52.3645	Ticket Transmission Fees	\$0	\$0	\$180	\$180	\$0
100	2450	Probate Court	52.3700	Education & Training	\$2,042	\$732	\$2,000	\$3,450	\$1,450
100	2450	Probate Court	52.3850	Contract Labor	\$1,000	\$3,000	\$0	\$0	\$0
100	2450	Probate Court	52.3916	Weapons Carry Permit Cost	\$24,989	\$8,946	\$20,000	\$25,000	\$5,000
100	2450	Probate Court	52.3917	Finger Print B/W License	\$116,025	\$23,885	\$80,000	\$80,000	\$0
100	2450	Probate Court	53.1100	General Supplies & Material	\$6,651	\$3,534	\$5,200	\$5,200	\$0
100	2450	Probate Court	53.1270	Gasoline / Diesel	\$822	\$183	\$703	\$703	\$0
100	2450	Probate Court	53.1400	Books & Periodicals	\$0	\$0	\$500	\$500	\$0
100	2450	Probate Court	53.1600	Small Equipment	\$2,898	\$513	\$4,000	\$4,000	\$0
100	2450	Probate Court	53.1605	Software Under \$20,000	\$4,535	\$0	\$5,000	\$5,000	\$0
100	2450	Probate Court	53.1700	Other - Uniforms	\$0	\$0	\$0	\$0	\$0
100	2450	Probate Court	53.1750	Vehicle/ Equipment	\$1,101	\$13	\$0	\$0	\$0
					\$776,015	\$289,257	\$704,876	\$839,026	\$134,150

**SIGNIFICANT ISSUES FACING THE DEPARTMENT
Fiscal Year 2018**

Fund:	100
Department Name :	PROBATE
Budget Unit:	2450

List out and briefly describe the issues facing the department in FY 2018 which could significantly impact your budget.

We really don't have any major issues facing our office. We are adequately staffed, thanks to Board of Commissioners. My main concern is employee retention. As the economy improves, so does the private work place. I fear that we could lose employees due to higher wages in the private sector. I strongly urge the Board of Commissioners to increase employees salaries as much as possible.

**Mission, Goals and Objectives
Fiscal Year 2018**

Fund:	100
Department Name :	PROBATE
Budget Unit:	2450

Mission Statement

The mission of Walton County Probate Court is to serve the citizens of Walton County by performing unique constitutional duties to given to the Probate Court, that is compassionate, impartial, professional and fiscally responsible.

Goals

To provide prompt, efficient and courteous service to the public on a daily basis while meeting those duties mentioned in the mission statement.

Objectives

To meet the estimated projection provided in FY 2018 performance measures.

**Accomplishments and Improvements
Fiscal Year 2018**

Fund:	<u>100</u>
Department Name :	<u>PROBATE</u>
Budget Unit:	<u>2450</u>

1. Describe the major accomplishments of your department in the past fiscal year.

We continue to be fiscally responsible in all service areas in regards to our budget. We were able to refund \$1,319.13 to the tax payers of Walton County from the FY-2016 budget.

2. Describe the major accomplishments of your department in the current fiscal year.

I am thrilled that we continue to remain under budget every year.

3. Describe the changes and improvements that you propose to make in the operations of your department in the next fiscal year.

There is always room for improvement and we continue to "test the waters" on different procedures to see what works best for our office and customers.

Performance Measures Fiscal Year 2018

Fund:	100
Department Name :	PROBATE
Budget Unit:	2450

Please list Performance Measures

Type of Measure	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Estimated
PASSPORTS	954	1,322	1,614	1,200	1,300
ESTATE FILINGS	475	850	956	950	950
MARRIAGE LICENSE	600	577	580	600	600
WEAPONS CARRY LICENSE	2309	3120	3138	3200	3100
TRAFFIC, GAME & FISH CASES	3779	3395	4467	4000	4000

**Scheduled Overtime
Fiscal Year 2018**

Fund: 100
 Department Name: PROBATE
 Budget Unit: 2450

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
Roads & Bridges Personnel for	3			34,640
Community Service Supervision				
Total Scheduled OT	3	0	0	34,640

Justification: Attach additional pages if necessary.
Probate Court pays for Roads & Bridges overtime supervision of Community Service workers every Saturday performing details such as picking up trash on county roads, and any other county government owned property that is needed.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Unscheduled Overtime
Fiscal Year 2018**

Fund: 100
Department Name: PROBATE
Budget Unit: 2450

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
PROBATE CLERK	1			1,000
Total Unscheduled OT				1,000

Justification: Attach additional pages if necessary.

This is needed for emergency cases that may last after 5:00 o'clock p.m.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Maintenance, Service, Lease Agreements and Contracts
Fiscal Year 2018**

Fund: 100
 Department Name: PROBATE
 Budget Unit: 2450

Type of Contract (service, maintenance, etc)	Vendor Name	New or Continuation for FY 2017	Number months in FY 2018	Total FY 2018 Amount	Description/Purpose of Agreement, Lease or Contract	Account #	Account Title
Maintenance	DECA	C	12	2,800	Contract	52.2240	R & M Service Agreements
Maintenance	COMNETIX	C	12	2,800	Contract	52.2240	R & M Service Agreements

Additional Details as needed:

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**WALTON COUNTY PROBATE COURT
ORGANIZATIONAL CHART**

PROBATE JUDGE	BRUCE E. WRIGHT
CHIEF CLERK	SHERRIE H. BEALL
SENIOR CLERK	ROBIN L. RAWLINS
SENIOR CLERK	ASHLEY F. REYES
SENIOR CLERK	BRITTANY M. SMITH
CLERK	STACY D. GEIGER
CLERK	LERA D. SHIPMAN
CLERK	SHARON M. BRICKLE
CLERK	NICOLE J. PETERS

Fund: 2450
 Department Name: Probate Court
 Budget Unit: 52.3500 and 52.3700

TRAVEL AND TRAINING

Name	Seminar	Tuition	Travel/Lodging/Food
Bruce E. Wright	Probate Judges' Training	\$410.00	\$0.00
G. Randolph Jeffery	Probate Judges' Training	\$410.00	\$0.00

Held in Macon GA. April 17-20, 2017. Mandatory judges training.

Sherrie H. Beall	CJIS/GCIC Conference	\$200.00	\$750.00
Stacy D. Geiger	CJIS/GCIC Conference	\$200.00	\$750.00

Held in Savannah in August, 2017. Mandatory training.

Robin L. Rawlins	Clerk Seminar	\$50.00	Unknown
Brittany M. Smith	Clerk Seminar	\$50.00	Unknown
Stacy D. Geiger	Clerk Seminar	\$50.00	Unknown
Lera D. Shipman	Clerk Seminar	\$50.00	Unknown
Sharon M. Brickle	Clerk Seminar	\$50.00	Unknown
Nicole J. Peters	Clerk Seminar	\$50.00	Unknown