

*Fiscal Year 2027
Recommended Budget
Presentation to County Council*

REGISTER OF WILLS



ACCOMPLISHMENTS AND GOALS

Register of Wills has completed and/or is anticipated to complete the following accomplishments Policy Number in Fiscal Year 2026:

1	Achieve \$3.7 million in revenue.	IV - Supporting Strategic and Sustainable Economic Development
2	Continued education training/seminars by transitioning library hours from Newark Library to Hockessin Library as Newark Library Renovations Proceed.	II - Building Healthy, Livable and Sustainable Communities
3	Partnership with Land Use to address tangled property titles to update parcel listings.	II - Building Healthy, Livable and Sustainable Communities
4	The Register Of Wills formally took over updating of property titles for probate estates from Tax and Assessment.	II - Building Healthy, Livable and Sustainable Communities

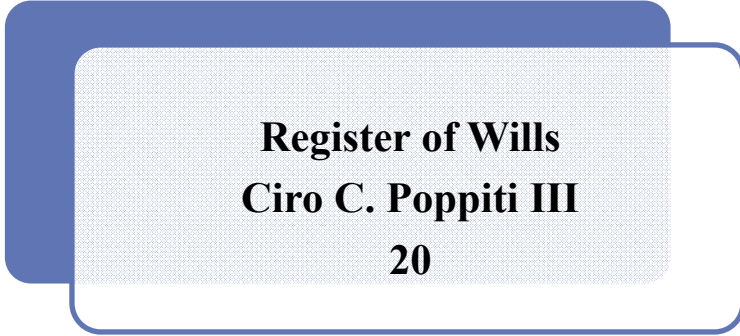
Register of Wills will achieve the following major goals in Fiscal Year 2027:

Policy Number

1	Implementation of Qless Client Appointment Software which will be used to assist with scheduling of client appointments, and also updating to a New Wills Software which will replace the current software utilized to open, close, and monitor the probate process of estates, along with all in office services provided to constituents.	II - Building Healthy, Livable and Sustainable Communities
2	Continue partnership with Land Use to resolve on-going title tangled properties to update parcel listings.	II - Building Healthy, Livable and Sustainable Communities
3	Continued education outreach events with constituents.	II - Building Healthy, Livable and Sustainable Communities

POSITION OVERVIEW

ORGANIZATIONAL CHART



Register of Wills
Ciro C. Poppiti III
20

MISSION: The mission of the Register of Wills office is to help the person responsible for settling an estate to collect the assets, pay the creditors and deliver to the heirs the balance of the estate after all legitimate claims have been paid; to provide safekeeping facilities for those who choose to deposit their wills with the Register of Wills before death; to maintain archives; and education outreach all while providing exceptional service.

The Register of Wills office is a branch of the Court of Chancery and performs clerk duties for the Court regarding wills and estates matters in accordance with both Title 12 of the Delaware State Code and the Rules of the New Castle County Court of Chancery. The office provides exceptional service to both attorneys and pro se (unrepresented) clients through the performance of five main functions: probate, maintaining archives, education and outreach, safekeeping wills, and a liaison role to other agencies regarding wills and estate litigation.

VACANCIES AS OF MAY 4, 2026

Division/Section	PCN	Position Title	Date Vacated	Anticipated Salary	Fund Source	Status	Plan to Fill
Register of Wills	100353	Clerk Typist	2/2/2026	\$ -	Unfund		

Total Vacancies:	1	\$ -
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Department Vacancy Rate:	5%
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County Vacancy Rate:	9%
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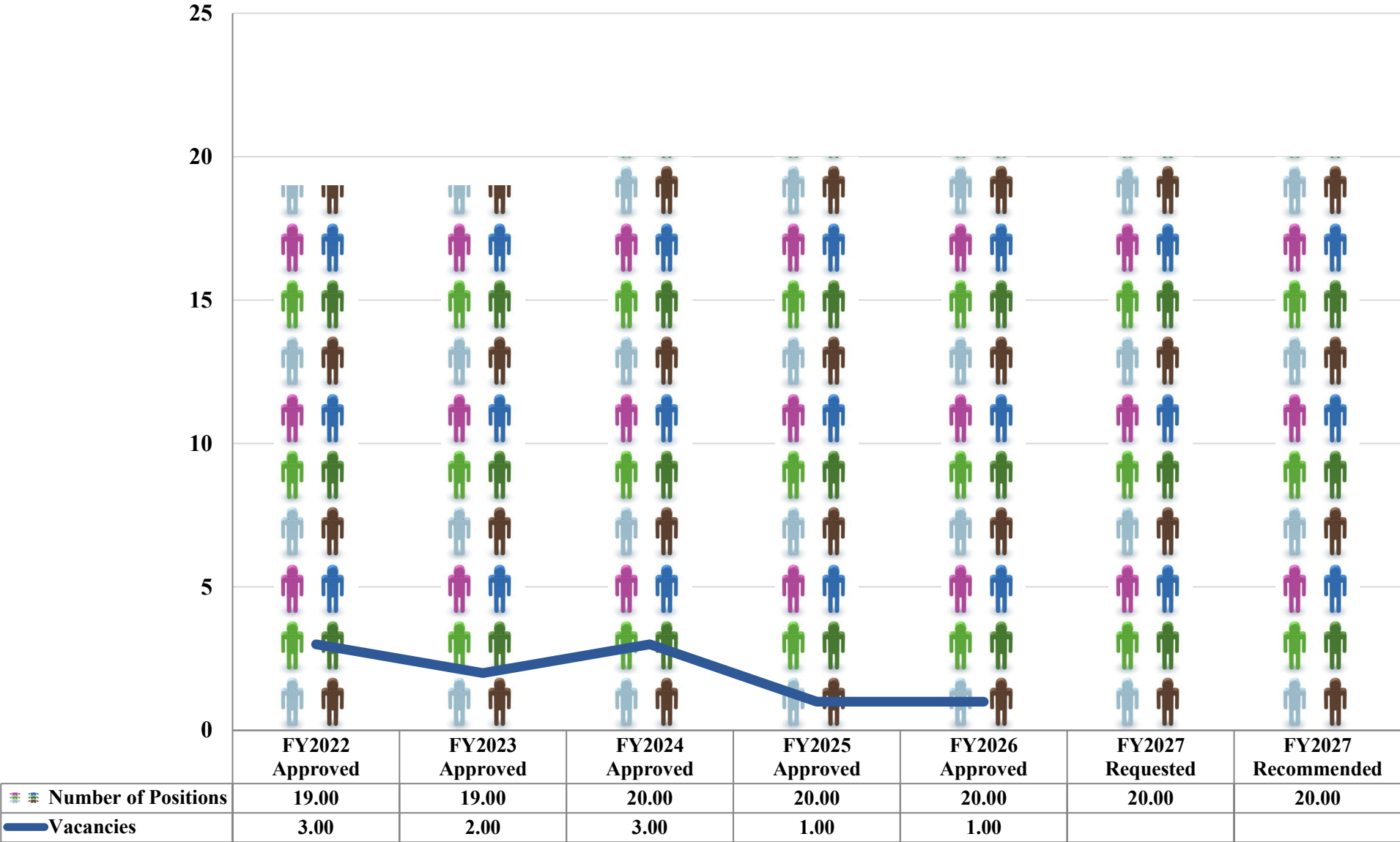
BUDGET OVERVIEW

POSITION/SALARY CHANGES

ORG Title	FUND	Position #	PG	Position Count	Position Title	Change Amount	Reason for Adjustment
Register of Wills	General					\$ 65,211	Merit Increases / Negotiated Wages
Register of Wills	General				Clerk Typist	\$ (35,598)	FY2027 Unfunded 1.0 Position
Register of Wills	General				Part-Time Budget	\$ (18,000)	FY2027 Reduction to Part-Time
				-	Total Position Adjustments	\$ 11,613	

20.00	Current Fiscal Year Positions
20.00	Recommended Fiscal Year Positions
0.00%	% Change over Current Fiscal Year Budget

POSITION HISTORY



FY2024 includes the transfer of one position from Recorder of Deeds to Register of Wills (Ordinance 23-087).
FY2027 reflects the unfunding of 1.0 position.

DIVERSITY SUMMARY

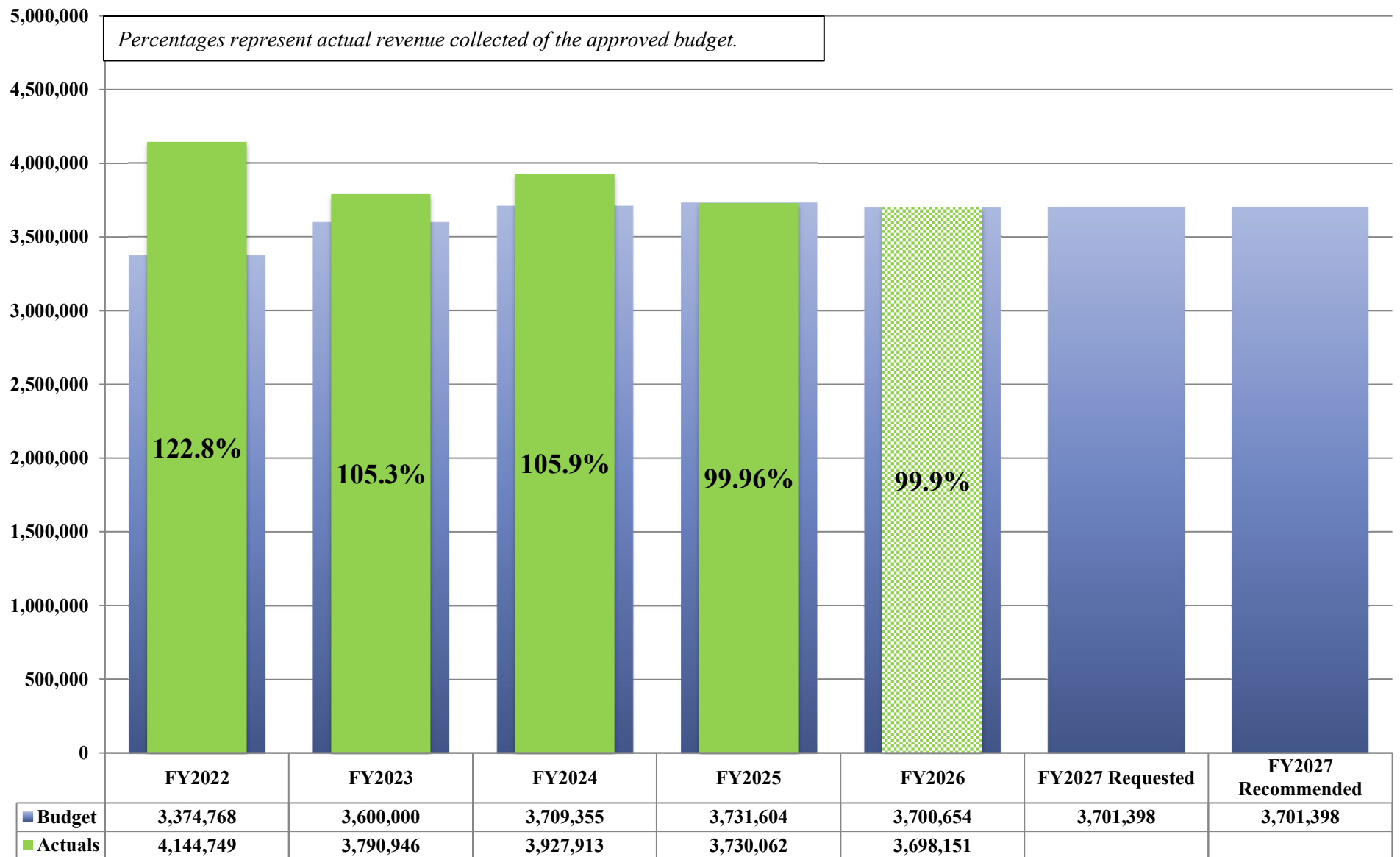
CALENDAR YEAR 2024-2025

JOB CATEGORIES	Calendar Year	NUMBER OF EMPLOYEES															Totals
		MALE							FEMALE								
		Hispanic or Latino	(Non-Hispanic or Latino)						Hispanic or Latino	(Non-Hispanic or Latino)							
			White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races		White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	Two or More Races		
Officials and Administrators	2025		1								1						2
	2024		1								1						2
Professionals	2025										1						1
	2024										1						1
Technicians	2025																0
	2024																0
Paraprofessionals	2025																0
	2024																0
Administrative Support	2025	2	3							1	4	3	1				14
	2024	2	2							2	3	3	2				14
Skilled Craft Workers	2025																0
	2024																0
Service-Maintenance	2025																0
	2024																0
Certain Elected/Appointed Officials	2025		1														1
	2024		1														1
TOTAL	2025	2	5	0	0	0	0	0		1	4	5	1	0	0	0	18
	2024	2	4	0	0	0	0	0		2	3	5	2	0	0	0	18

CY 2025				
Category	Males	Females	Total	
# Total	7	11	18	
% Total	39%	61%	100%	
# Non White	2	7	9	
% Non White	29%	64%	50%	

CY 2024				
Category	Males	Females	Total	
# Total	6	12	18	
% Total	33%	67%	100%	
# Non White	2	9	11	
% Non White	33%	75%	61%	

REVENUE HISTORY



Note: FY2026 Actuals reflect Departments projected revenue through June 2026.

BUDGET CHANGES

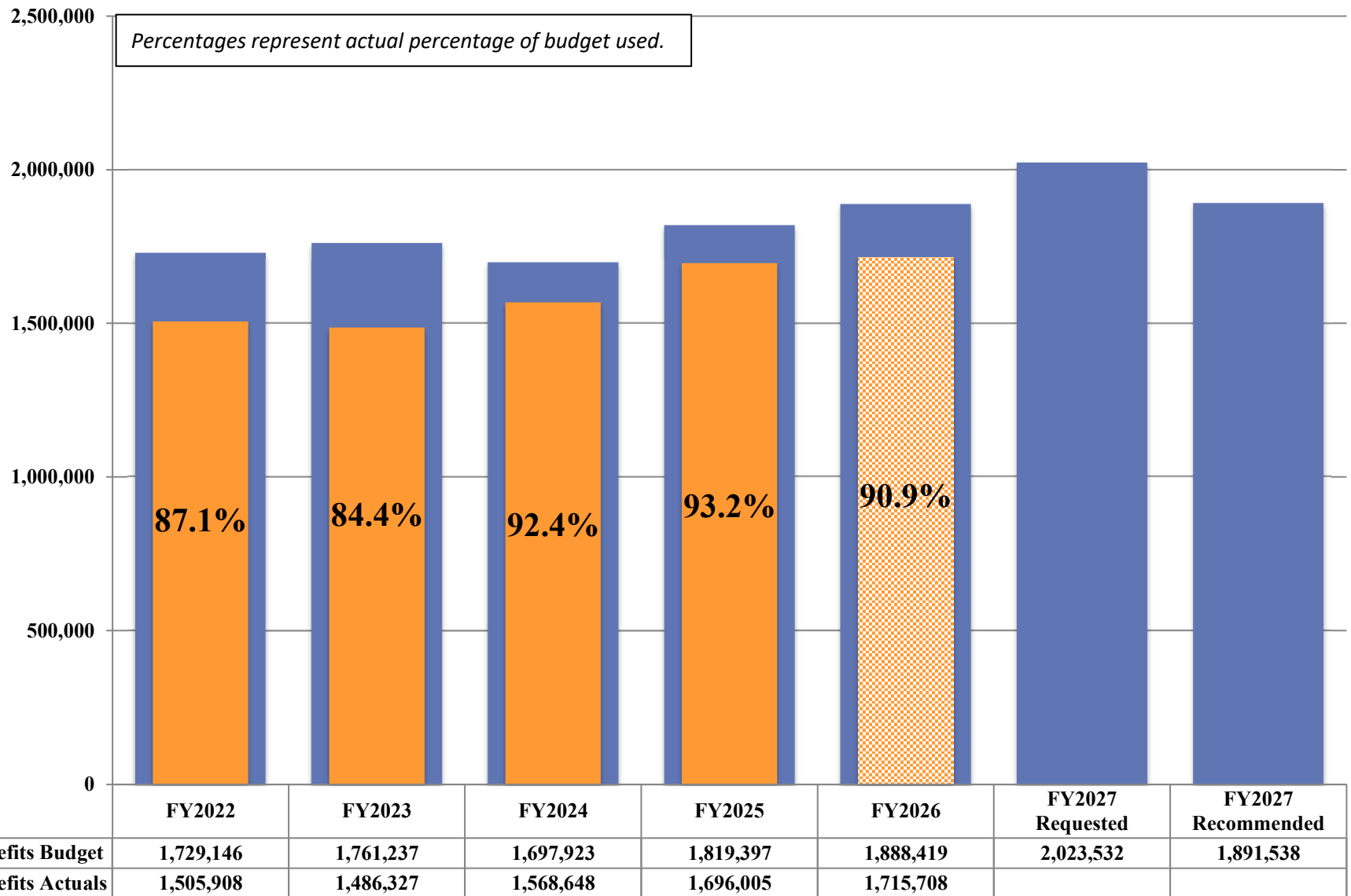
Division or Section	FUND	Amount	Reason for Adjustment
Register of Wills	General	\$ 65,211	Merit Increases / Negotiated Wages
Register of Wills	General	\$ 14,309	Benefit Rate Adjustment: Full-Time 54.147%; Part-Time 25.829%
Register of Wills	General	\$ 14,402	Operating Transfer Adjustments: VOIP (\$531); Print (\$250); Cellular (\$199); Information Systems \$15,382
Register of Wills	General	\$ (56,601)	FY2027 Unfunding 1.0 Position (Salaries \$35,598; Benefits \$21,003)
Register of Wills	General	\$ (19,800)	FY2027 Reduction for Part-Time (Salaries \$18,000; Benefits \$1,800)
		\$ 17,521	Total Adjustments to Budget

\$ 2,106,943	Current Fiscal Year Budget
\$ 2,266,978	Requested Fiscal Year Budget
\$ 2,124,464	Requested Fiscal Year Budget
0.83%	% Change over Current Fiscal Year Budget

BUDGET SUMMARY

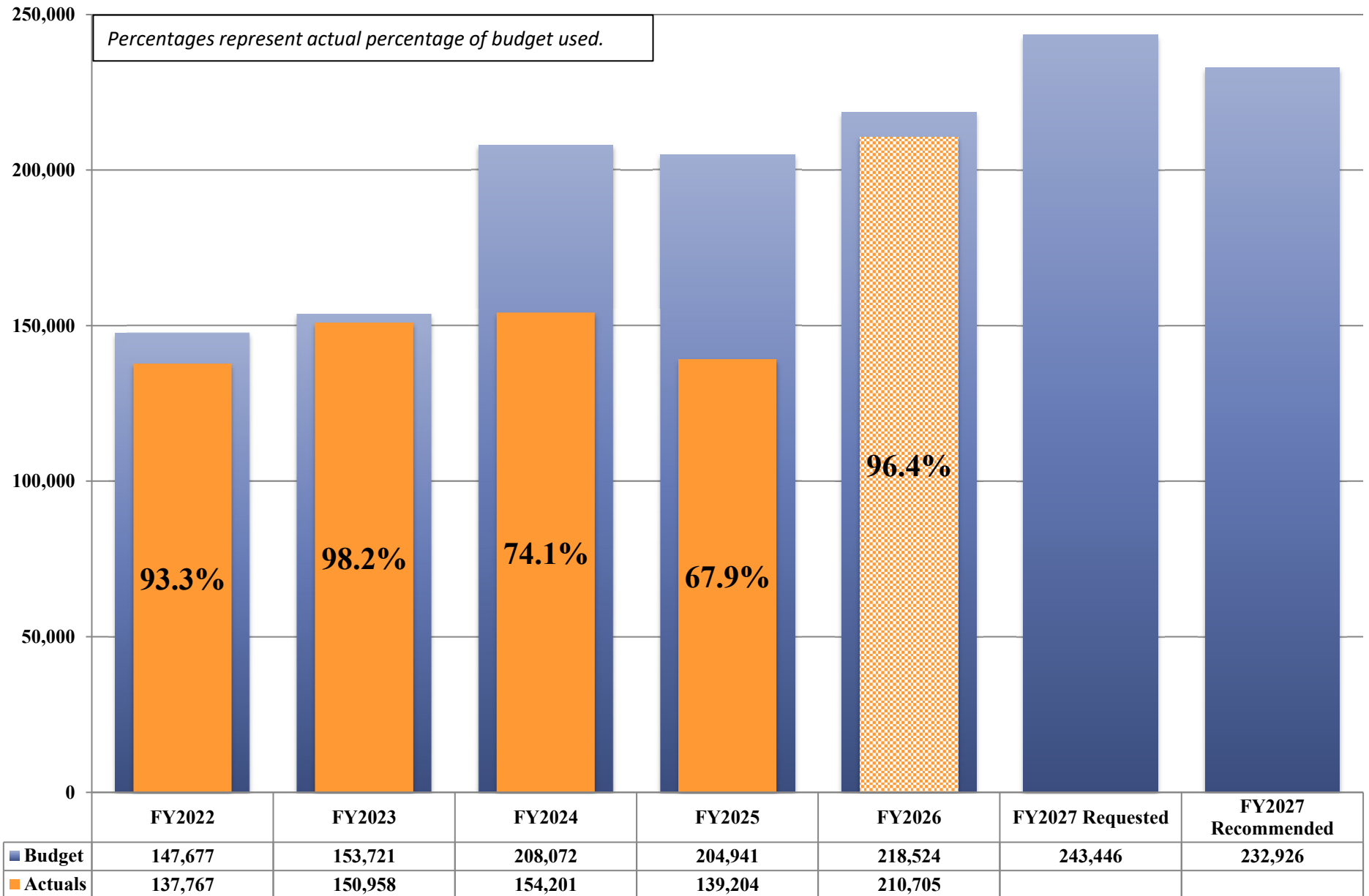
								FY2026 Approved vs.	% Increase/ (Decrease) over
Budget Category	FY2022 Actuals	FY2023 Actuals	FY2024 Actuals	FY2025 Actuals	FY2026 Approved	FY2027 Requested	FY2027 Recommended	FY2027 Recommended	FY2026 Approved
Salaries and Wages	\$ 965,542	\$ 958,826	\$1,006,780	\$1,081,614	\$1,219,161	\$1,284,372	\$ 1,230,774	\$ 11,613	0.95%
Employee Benefits	\$ 540,366	\$ 527,501	\$ 561,868	\$ 614,391	\$ 669,258	\$ 739,160	\$ 660,764	\$ (8,494)	(1.27%)
Training and Civic Affairs	\$ 30,955	\$ 30,614	\$ 34,025	\$ 32,331	\$ 34,950	\$ 34,950	\$ 34,950	\$ -	0.00%
Communication and Utilities	\$ 12,291	\$ 11,412	\$ 10,873	\$ 10,363	\$ 10,257	\$ 9,527	\$ 9,527	\$ (730)	(7.12%)
Materials and Supplies	\$ 7,404	\$ 7,916	\$ 8,602	\$ 7,702	\$ 10,053	\$ 10,053	\$ 10,053	\$ -	0.00%
Contractual Services	\$ 12,534	\$ 25,060	\$ 16,342	\$ 9,721	\$ 62,715	\$ 62,715	\$ 62,715	\$ -	0.00%
Equipment Replacement	\$ 8,517	\$ 1,539	\$ 4,945	\$ 2,613	\$ 2,800	\$ 2,800	\$ 2,800	\$ -	0.00%
Operating Transfer Charges	\$ 66,065	\$ 74,418	\$ 79,415	\$ 76,473	\$ 97,749	\$ 123,401	\$ 112,881	\$ 15,132	15.48%
Subtotal:	\$1,643,675	\$1,637,285	\$1,722,849	\$1,835,209	\$2,106,943	\$2,266,978	\$ 2,124,464	\$ 17,521	0.83%

BUDGET / ACTUALS HISTORY - SALARIES/BENEFITS



*Note: FY2026 Actuals reflect Departments projected expenditures through June 2026.
FY2027 reflects the unfunding of 1.0 position and reduction to Part-Time.*

BUDGET / ACTUALS HISTORY - EXCLUDING SALARIES/BENEFITS



NOTE: FY2026 Actuals reflect Departments projected expenditures through June 2026.

APPENDIX

SPECIAL EVENT - COST OF SERVICES

Name of Special Event	Anticipated Month/ Year of Event	Location	Attendance (Estimated)	NET COST TO NEW CASTLE COUNTY				
				FY2024 Actuals	FY2024 Actuals	FY2025 Actuals	FY2026 Estimated	FY2027 Requested
Register of Wills Seminar	Twice a month	Various locations in New Castle County	15-60 people	\$ (750)	\$ (750)	\$ (750)	\$ (750)	\$ (750)
				\$ (750)	\$ (750)	\$ (750)	\$ (750)	\$ (750)

PERFORMANCE METRICS AND STATISTICS

PERFORMANCE METRICS

Performance Measures	2023 Actual	2024 Actual	2025 Actual	2026 Projected	2027 Projected
Quantitative					
Files opened	3,150	2,964	3,341	3,000	3,000
Estates probated	1,792	1,700	1,826	1,700	1,700
Wills filed for safekeeping	408	430	370	400	400
Clients issued small estate affidavits	3,055	2,796	2,652	3,000	3,000
Revenue budget attained	3,790,946	3,709,355	4,417,884	3,700,654	N/A