
Auditor

Mission Statement:

The Clallam County Auditor's Office is committed to manage and optimize the County's financial affairs and provide professional, knowledgeable, and courteous service to County employees and citizens.

Functions:

AUDITOR is legally and personally accountable for the efficient and effective performance of departmental employees. She is accountable for the preparation of thorough and timely technical advice, analyses and reports which serve as the basis for sound financial decisions by the Board of Clallam County Commissioners. The Auditor is responsible to assure that all department activities are performed in accordance with the Revised Code of Washington and the Clallam County Charter. Errors in judgment and performance could have a major impact on County and State financial operations; therefore, she must have a thorough and complete knowledge of sound management and administrative principles and techniques.

FINANCE DIVISION maintains, audits, and issues disbursements for county expenditures for adherence to the Revised Code of Washington and the Clallam County Charter. We maintain expenditure records for 17 special taxing/purpose districts. The division prepares the county's Annual Report; the county's budget compilation process; and is a resource on financial, account, internal controls; performs management and performance audits; and is responsible for balancing and reporting the County's grant and physical inventories.

ELECTIONS AND VOTER REGISTRATION DIVISION administers all elections held in Clallam County. There are from one to four special elections held each year from February through May in addition to the primary and general held in September and November. The division is, also, responsible for maintaining the voter registration records; election history; and processing petitions. Our voter outreach program includes visiting the high schools; advertising on the local government television station and other such news media; presentations to service clubs and organizations; and publications.

MOTOR VEHICLE DIVISION is an agency for the Washington State Department of Licensing, issuing vehicle and vessel licenses and tabs, and processes title transfers. This department oversees the Sequim and Forks annex office.

RECORDING maintains and indexes official public records of real estate documents, deeds, and titles transacted in Clallam County dating from 1864. Marriage and various county business licenses are maintained in this division.

MAIL is sorted, gathered, and postage applied in this office; in addition to disbursing incoming mail.

Short Term Objectives:

Auditor

- Continue to increase efficiency by using technological improvements and expanding training opportunities for employees
- Continue to reevaluate services to our customers within budgetary restrictions
- Continue to audit departmental expenditures and instruct departments if expenditure is not within County Policies and Procedures, and RCW's
- Continue to review policies and procedures

Finance

- Develop and enhance a financial system that improves accountability by clearly tracking costs and presenting information in an understandable format to the public, elected officials, and department heads.

Elections & Voter Registration

- Review and improve web-site
- Cooperate in all efforts to promote updated election legislation
- Promote voter registration and election participation to the public
- Be an influential participant in choosing election and voter registration equipment that will be cost effective and assure the integrity of the public's vote.

Licensing

- Improve communications as an intermediary between the Washington State Department of Licensing and the public.

Recording

- Review fees to be consistent with cost to prepare same

Accomplishments in 2006:

- Extensive cross training for maximum efficiency
- The annual report was presented in a timely manner
- Bars accounts were reviewed and reconciled
- Two election certified staff members are proficient at conducting an election
- Precinct boundaries have been reviewed and adjusted
- All voters files have been reviewed for accuracy as to the correct precincts
- Voter Registration position has been cross trained
- Fees were updated as per Washington State statute and were presented to the Board of Clallam County Commissioners
- Marriage licenses are no longer written by hand but on a form designed by our office for a more professional look
- ADA requirements were reviewed and corrections made to our office
- Extensive voter outreach and education to the public

Performance Indicators:

	2003 Actual	2004 Actual	2005 Actual	2006 Goals
Annual Report completed and submitted	05/31/03	05/29/03	05/29/05	05/25/06
Examine all precincts to size and accuracy	Continuing	Continuing	Continuing	Continuing
Document recording turn-around time	14 days	10 days	13 days	10 days
Respond to citizen's request for information	5 days	5 days	5 days	5 days
Encourage 18 year olds to register to vote	Spring	Spring	Winter/Spring	Winter/Spring
Voter registration booth at high schools	Fall	No	Yes	Yes
Voter registration booth at fair	No	August	Yes	No
Voter registration booth at street fair	No	May/June/July	July/August	July/August

Workload Indicators:

	2003 Actual	2004 Actual	2005 Actual	2006 Estimated
Accounts Payable Number of warrants processed	21,032	18,136	18,659	18,446
Election & Voter Registration Number of registered voters	45,139	47,002	46,249	48,500
Number of Active voters	40,196	46,415	43,808	46,000
Percentage who vote via mail	100%	100%	100%	100%
Number of elections	4	5	4	3 - 5
Marriage Licenses	89	369	206	194
Vehicle Licensing	47,302	81,929	82,619	90,000
Recording/Licensing	24,605	22,736	23,972	25,000

Staffing Level:

	2003 Actual	2004 Actual	2005 Actual	2006 Budget
Full Time Equivalents	12.10	11.16	11.34	10.50

Operating Budget

Revenues:

	2003 Actual	2004 Actual	6/30/06 Actual	2007 Budget
Licenses and Permits	3,587	3,402	6,006	2,050
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	525,883	865,276	841,277	836,235
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	7,669	1,064	6,500	6,200
Other Financing Sources	0	0	0	0
General Tax Support	233,763	-82,894	147,814	52,196
TOTAL	\$770,902	\$786,84	\$1,001,597	\$792,289

Expenditures:

	2003 Actual	2004 Actual	6/30/06 Actual	2006 Budget
Salaries and Wages	532,723	493,410	481,130	493,031
Personnel Benefits	147,922	48,361	50,898	164,099
Supplies	73,688	17,377	13,935	22,490
Other Services and Charges	16,176	138,493	86,328	112,419
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	393	89,207	92,738	250
Capital Outlay	0	0	276,568	0
Other Uses	0	0	0	0
TOTAL	\$770,902	\$786,848	\$1,001,597	\$792,289

Agency Structure:

