



Auditor 00100.221.

Mission Statement

The Clallam County Auditor's Office strives to provide excellent customer service to both the citizens of the county and our internal organization customers. Financial management, election integrity, recording accuracy and licensing customer service are our main areas of focus. We strive for perfection in our diverse responsibilities.

Function

- The Finance Division maintains, audits, and issues expenditure disbursements for the county and prepares warrants for 16 special purpose/taxing districts adhering to the Revised Code of Washington and the Clallam County Charter. The division also audits and prepares payroll for the County and several special purpose districts. The division prepares the county's Annual Report and the Cost Allocation Plan.
- The Elections and Voter Registration Division administers all elections held in Clallam County. There are one or two special elections held each year in February and/or April in addition to the primary and general held in August and November. A database of over 46,000 registered voters requires daily updating to keep records accurate and current.
- The Motor Vehicle Division is an agency for the Washington State Department of Licensing, issuing vehicle and vessel licenses and tabs, and processes title transfers. They manage two licensing subagents in Clallam County.
- Recording maintains and indexes a variety of documents of importance to our citizens such as deeds, mortgages, and surveys in the county dating from 1854. Marriage and various business licenses are issued and maintained through this division.
- Passport applications are accepted in this office under a contract with the US Dept. of State.
- We issue over 300 marriage licenses annually, and maintain and provide access to historical marriage information.
- This office is responsible for the gathering, sorting, and stamping of outgoing mail.

Goals

1. Send recorded documents and maps to State Archives
2. Increase efficiency in licensing
3. Relocate election staff into the auditor's office to increase efficiency
4. Continue to improve our website and online services
5. Prepare for the retirement of three senior staff members to ensure continued quality of service.

Workload Indicators

	2011 Actual	2012 Actual	6/30/13 Actual
Accounts payable warrants processed	19,777	18,365	8,956
Number of registered voters	49,309	49,697	50,032
Number of active voters	45,082	46,983	47,208
Number of elections	3	3	1
Marriage licenses	409	428	193
Vehicle licensing transactions	80,346	89,784	42,869
Recording/miscellaneous licenses	14,335	15,649	8,834
Passport issued	695	706	373

Grant Funding Sources

Small amounts from HAVA

Revenues

	2011 Actual	2012 Actual	6/30/13 Actual	2014 Budget
Taxes	0			
Licenses and Permits	3,272	3,424	1,544	3,000
Intergovernmental Revenues	3,850	20,137	241	1
Charges for Goods and Services	705,862	660,291	397,734	698,500
Fines and Forfeits	0			
Miscellaneous Revenues	13,984	21,898	13,789	2,000
Other Financing Sources	0			
Transfers In	0			
General Tax Support	238,994	310,137	87,047	411,207
Total	\$965,962	\$1,015,887	\$500,355	\$1,114,708

Expenditures

	2011 Actual	2012 Actual	6/30/13 Actual	2014 Budget
Salaries and Wages	584,351	618,184	307,499	657,832
Personnel Benefits	192,213	183,069	94,963	229,948
Supplies	10,800	21,084	3,111	16,854
Other Services and Charges	178,404	186,076	86,029	210,074
Intergovernmental Services	0			
Capital Outlays	0	5,327	8,753	
Interfund Payments for Services	194	2,147		
Transfers Out	0			
Total	\$965,962	\$1,015,887	\$500,355	\$1,114,708

Staffing

	2011 Budget	2012 Budget	2013 Budget	2014 Budget
Full Time Equivalents	11.50	12.00	12.00	11.44