



Auditor  
00100.221.

## Mission Statement

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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

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- 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

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1. Send recorded documents and maps to State Archives
2. Increase efficiency in licensing
3. Continue to improve our website and online services
4. Prepare for continued elevated employee turnover to ensure continued quality of service.

## Workload Indicators

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	2012 Actual	2013 Actual	6/30/14 Actual
Accounts payable warrants processed	18,365	18,079	8,545
Number of registered voters	49,697	50,610	51,368
Number of active voters	46,983	46,248	47,127
Number of elections	3	3	1
Marriage licenses	428	455	198
Vehicle licensing transactions	89,784	79,636	42,837
Recording/miscellaneous licenses	15,649	16,470	6,015
Passport issued	706	602	325

## Grant Funding Sources

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Small amounts from HAVA

## Revenues

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	2012 Actual	2013 Actual	6/30/14 Actual	2015 Budget
Taxes	0	0	0	0
Licenses and Permits	3,424	3,640	1,584	3,000
Intergovernmental Revenues	20,137	2,708		1
Charges for Goods and Services	660,291	803,624	442,936	641,000
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	21,898	2,350	1,747	1,990
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	310,137	219,194	48,580	460,217
Total	\$1,015,887	\$1,031,516	\$494,847	\$1,106,208

## Expenditures

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	2012 Actual	2013 Actual	6/30/14 Actual	2015 Budget
Salaries and Wages	618,184	623,482	319,877	652,994
Personnel Benefits	183,069	199,037	110,762	225,086
Supplies	21,084	12,051	3,957	17,904
Other Services and Charges	186,076	188,192	55,400	210,224
Intergovernmental Services	0	0	0	0
Capital Outlays	5,327	8,754	4,851	0
Interfund Payments for Services	2,147	0	0	0
Transfers Out	0	0	0	0
Total	\$1,015,887	\$1,031,516	\$494,847	\$1,106,208

## Staffing

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	2012 Budget	2013 Budget	2014 Budget	2015 Budget
Full Time Equivalents	12.00	12.00	11.44	11.50