



Auditor
00100.221.

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.

Function

- The Finance Division maintains, audits, and issues expenditure disbursements for the county and 17 special purpose/taxing districts adhering to the Revised Code of Washington and the Clallam County Charter. 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 from one to three special elections held each year from February to May in addition to the primary and general held in August and November.
- 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.
- Recording maintains and indexes official public records of real estate documents, deeds, and titles transacted 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.
- 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. Continue scanning backlog of historic documents.
2. Complete certification of all motor vehicle staff members.
3. Installation of systems to accept credit/debit cards throughout the courthouse.
4. Continue to enhance election department website.

Workload Indicators

	2008 Actual	2009 Actual	6/30/10 Actual
Accounts payable warrants processed	20,695	20,852	9,960
Number of registered voters	49,337	47,375	49,271
Number of active voters	45,663	44,337	45,719
Number of elections	4	4	1
Marriage licenses	403	400	181

Vehicle licensing transactions	84,252	84,902	43,560
Recording/miscellaneous licenses	20,201	17,482	8,295
Passport issued	1,186	1,322	603

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2008 Actual	2009 Actual	6/30/10 Actual	2011 Budget
Taxes	0	0	0	0
Licenses and Permits	3,224	3,200	1,448	3,000
Intergovernmental Revenues	8,001	6,227	505	1
Charges for Goods and Services	833,959	877,470	413,320	759,200
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	23,679	26,276	10,454	20,349
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	128,829	60,919	30,936	238,371
Total	\$997,692	\$974,092	\$456,663	\$1,020,921

Expenditures

	2008 Actual	2009 Actual	6/30/10 Actual	2011 Budget
Salaries and Wages	546,035	570,920	284,835	594,842
Personnel Benefits	179,535	191,141	92,296	203,151
Supplies	17,999	13,747	3,440	16,190
Other Services and Charges	254,094	178,848	76,013	206,488
Intergovernmental Services	0	0	0	0
Capital Outlays	0	19,229	0	0
Interfund Payments for Services	29	207	79	250
Transfers Out	0	0	0	0
Total	\$997,692	\$974,092	\$456,663	\$1,020,921

Staffing

	2008 Budget	2009 Budget	2010 Budget	2011 Budget
Full Time Equivalents	11.50	11.50	11.50	11.50