



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 17 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 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. 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 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 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. Complete digitization of recorded documents
2. Encourage usage of online services in Licensing
3. Upgrade election software and begin replacement of election hardware
4. Continue to improve our website and online services
5. Increase the education and training opportunities for staff

Workload Indicators

	2010 Actual	2011 Actual	6/30/12 Actual
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Accounts payable warrants processed	19,818	19,777	9,157
Number of registered voters	48,308	49,309	40,019
Number of active voters	45,450	45,082	45,822
Number of elections	3	3	1
Marriage licenses	454	409	186
Vehicle licensing transactions	82,324	80,346	43,837
Recording/miscellaneous licenses	15,288	14,335	7,267
Passport issued	994	695	421

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2010 Actual	2011 Actual	6/30/12 Actual	2013 Budget
Taxes	0	0	0	0
Licenses and Permits	3,632	3,272	1,488	3,000
Intergovernmental Revenues	40,277	3,850	1,598	1
Charges for Goods and Services	724,376	705,862	372,185	784,250
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	22,388	13,984	10,736	1,200
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	197,417	238,994	70,351	283,336
Total	\$988,090	\$965,962	\$456,358	\$1,071,787

Expenditures

	2010 Actual	2011 Actual	6/30/12 Actual	2013 Budget
Salaries and Wages	586,828	584,351	301,269	641,316
Personnel Benefits	185,799	192,213	91,266	203,543
Supplies	15,546	10,800	8,925	16,854
Other Services and Charges	199,730	178,404	54,696	210,074
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	187	194	202	0
Transfers Out	0	0	0	0
Total	\$988,090	\$965,962	\$456,358	\$1,071,787

Staffing

	2010 Budget	2011 Budget	2012 Budget	2013 Budget
Full Time Equivalents	11.50	11.50	12.00	12.00