
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 process expenditures for 17 special taxing/purpose districts. The division prepares the county's Annual Report, is a resource on financial, account, internal controls, performs management and performance audits; and is responsible for maintaining and reporting the County's fixed asset 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 August and November. The division is also responsible for processing petitions and maintaining the voter registration records and election history. Our voter outreach program includes visiting high schools, advertising on the local government television station and other news media, and presentations to service clubs and organizations.

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 subagents.

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 issued and maintained through this division.

PASSPORTS accepts passport applications and reviews them for accuracy. It accepts fees and supporting documentation, and keeps up to date with the latest passport rules and regulations.

MARRIAGE LICENSING issues over 300 marriage licenses annually, and maintains and provides access to historical marriage information.

MAIL gathers, sorts, stamps outgoing 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 and update policies and procedures

Finance

- Continue to optimize the functionality of the new financial system purchased in 2006.

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
- Assure the integrity of the public's vote.

Licensing

- Improve communications as an intermediary between the Washington State Department of Licensing and the public, and improved oversight of sub-license agents.

Recording

- Optimize the functionality of the new recording system purchased in 2007.
- Determine feasibility of charging customers for digital record pages provided from County archives.

Accomplishments in 2009:

The Auditor's office now has 5 certified passport acceptance agents. We are the only facility on the Peninsula to accept passport applications without a required appointment.

Staff of the Auditor's office presented the Clallam County reserve policy at the annual finance conference. It has become a model for other counties.

The Auditor became co-chair of the Auditor's association licensing committee and meets regularly with the Department of Licensing to work on issues concerning customer service, policy changes and legislative implementation.

The election department successfully held the first Top-Two primary and the 2008 Presidential election. Many new laws and regulations made this a challenge. In the Spring of 2009 the William Shore Memorial Pool District election created the first new taxing district in Clallam County since 1987 when the Quillayute Valley Park & Recreation District was established.

After successfully completing a grant with the Washington State Archives to have 150 volumes digitally scanned and sent to storage, we were able to join in with the Washington State Digital Archives and send them our recorded images from 1996 to the present, along with all marriage licenses. This makes it easy for citizens to search one source for vital and land records.

Performance Indicators:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Goals
Annual Report completed and submitted	05/25/2007	05/23/08	05/22/09	05/28/10
Document recording turn-around time	13 days	13 days	10 days	10 days
Respond to public disclosure request	< 5 days	< 5 days	< 5 days	

Workload Indicators:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Estimated
Accounts payable warrants processed	21,097	20,695	10,391	21,000
Number of registered voters	46,738	49,337	48,250	49,000
Number of active voters	43,297	45,663	45,701	46,500
Number of elections	4	4	2	3
Marriage licenses	437	403	187	375
Vehicle licensing transactions	81,503	84,252	45,424	88,000
Recording/Miscellaneous Licenses	20,394	20,201	10,643	21,000
Passports Issued	1,954	1,186	728	1,400

Staffing Level:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Full Time Equivalents	11.00	12.00	12.00	11.50

Operating Budget

Revenues:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Taxes	0	0	0	0
Licenses and Permits	3,496	3,224	1,496	3,000
Intergovernmental Revenues	73,722	8,001	2,299	1
Charges for Goods and Services	750,517	833,959	374,181	766,500
Miscellaneous Revenues	61,665	23,678	13,795	25,598
Other Financing Sources	0	0	0	0
General Tax Support	(63,177)	128,830	52,204	162,342
TOTAL	\$826,223	\$997,692	\$443,975	\$957,441

Expenditures:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Budget
Salaries and Wages	497,468	546,035	279,459	596,867
Personnel Benefits	154,374	179,535	96,278	193,246
Supplies	22,435	17,999	2,833	17,190
Other Services and Charges	139,673	254,094	45,969	149,888
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	173	29	207	250
Capital Outlay	12,100	0	19,229	0
TOTAL	\$826,223	\$997,692	\$443,975	\$957,441

Agency Structure:

