



Auditor  
00100.221.

## Mission Statement

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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

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- 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

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1. Continue scanning backlog of historic documents.
2. Complete certification of all motor vehicle staff members.
3. Complete ADA compliance for elections.
4. Continue to enhance election department website.
5. Preparation for revised BARS manual implementation.

## Workload Indicators

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	2009 Actual	2010 Actual	6/30/11 Actual
Accounts payable warrants processed	20,852	19,818	9,784
Number of registered voters	47,375	48,308	48,801
Number of active voters	44,337	45,450	45,894

Number of elections	4	3	1
Marriage licenses	400	454	188
Vehicle licensing transactions	84,902	82,324	42,582
Recording/miscellaneous licenses	17,482	15,288	7,140
Passport issued	1,322	994	369

## Grant Funding Sources

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This fund does not receive any grant revenue.

## Revenues

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	2009 Actual	2010 Actual	6/30/11 Actual	2012 Budget
Taxes	0	0	0	0
Licenses and Permits	3,200	3,632	1,504	3,000
Intergovernmental Revenues	6,227	40,277	0	1
Charges for Goods and Services	877,470	724,376	358,072	714,968
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	26,276	22,388	15,517	20,450
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	60,919	197,417	65,265	297,031
Total	\$974,092	\$988,090	\$440,358	\$1,035,450

## Expenditures

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	2009 Actual	2010 Actual	6/30/11 Actual	2012 Budget
Salaries and Wages	570,920	586,828	287,357	612,672
Personnel Benefits	191,141	185,799	93,047	192,950
Supplies	13,747	15,546	3,373	19,754
Other Services and Charges	178,848	199,730	56,387	209,824
Intergovernmental Services	0	0	0	0
Capital Outlays	19,229	0	0	0
Interfund Payments for Services	207	187	194	250
Transfers Out	0	0	0	0
Total	\$974,092	\$988,090	\$440,358	\$1,035,450

## Staffing

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	2009 Budget	2010 Budget	2011 Budget	2012 Budget
Full Time Equivalents	11.50	11.50	11.50	12.00