
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 16 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. In 2008 Clallam County Voter Registration began to coordinate with the statewide Voter Registration Data Base to provide more accurate voter registration information and more timely updating of changes and identification of errors.

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, reviews for accuracy passport applications. Accepts fees for passports along with all supporting documentation. Keeps up to date with the latest passport rules and regulations.

MARRIAGE LICENSING issues over 300 marriage licenses annually, 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 was 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.

Accomplishments in 2008:

Secured grant funding for digitizing and archiving recorded documents

We secured grant funding for ballot inserts instructing voters how to properly mark ballots and the availability of voting options for voters with disabilities.

Took over passport services from the clerk's office, trained four passport acceptance agents, and are successfully accepting passport applications.

We utilized the Washington Election Information program to improve the Auditor's website. By using this system it has improved the election division's ability to report election results more quickly, link our voter's guide to the State guide and provide more information to voters.

Compiled unclaimed warrant information per Washington Department of Revenue regulations including catch up for past 11 years.

Installed procedures to coordinate County Voter Registration with statewide Voter Registration Data Base.

Performance Indicators:

	2006 Actual	2007 Actual	6/30/08 Actual	2009 Goals
Annual Report completed and submitted	05/31/06	05/25/2007	05/23/2008	05/29/2009
Document recording turn-around time	13 days	13 days	< 10 days	5 days
Respond to public disclosure request	5 days	< 5 days	< 5 days	< 5 days

Workload Indicators:

	2006 Actual	2007 Actual	6/30/08 Actual	2009 Estimated
Accounts payable warrants processed	17,672	21,097	9,640	20,000
Number of registered voters	47,513	46,738	47,868	48,500
Number of active voters	43,483	43,297	44,105	45,100
Number of elections	3	4	2	3
Marriage licenses	405	437	184	375
Vehicle licensing transactions	81,011	81,503	44,476	82,000
Recording/Miscellaneous Licenses	21,431	20,394	11,182	20,000
Passports Issued			756	1,400

Staffing Level:

	2006 Actual	2007 Actual	6/30/08 Actual	2009 Budget
Full Time Equivalents	10.50	11.0	12.0	11.50

Operating Budget

Revenues:

	2006 Actual	2007 Actual	6/30/08 Actual	2009 Budget
Taxes	0	0	0	0
Licenses and Permits	3,256	3,496	1,472	3,000
Intergovernmental Revenues	286,091	73,722	136	5,000
Charges for Goods and Services	696,195	750,517	492,869	785,337
Miscellaneous Revenues	10,112	61,665	13,213	23,600
Other Financing Sources	0	0	0	0
General Tax Support	(238,483)	(63,177)	(67,453)	143,793
TOTAL	\$757,171	\$826,223	\$440,237	\$960,730

Expenditures:

	2006 Actual	2007 Actual	6/30/08 Actual	2009 Budget
Salaries and Wages	498,135	497,468	266,129	582,438
Personnel Benefits	83,499	154,374	86,095	197,230
Supplies	17,561	22,435	6,245	17,240
Other Services and Charges	97,390	139,673	81,763	158,522
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	60,586	173	5	250
Capital Outlay	0	12,100	0	5,050
TOTAL	\$757,171	\$826,223	\$440,237	\$960,730

Agency Structure:

