



Auditor  
00100.221.

## Mission Statement

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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

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- The Finance Division maintains, audits, and issues expenditure disbursements for the county and prepares warrants for 16 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 one or two special elections held each year in February and/or April 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 a variety of documents of importance to our citizens such as deeds, mortgages, and surveys 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

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1. Send recorded documents and maps to State Archives
2. Continue to improve our website and online services
3. Prepare for automated document recording.
4. Prepare for anticipated retirements in the finance group.

## Workload Indicators

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	2015 Actual	2016 Actual	6/30/17 Actual
Accounts payable warrants processed	16,808	16,317	8,609
Number of registered voters	52,174	53,767	54,279
Number of active voters	47,513	50,830	51,173
Number of elections	3	4	1
Marriage licenses	404	428	198
Vehicle licensing transactions	73,858	72,886	37,499
Recording/miscellaneous licenses	15,157	15,957	8,352
Passport issued	547	623	482

## Grant Funding Sources

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Small amounts from HAVA

## Revenues

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	2015 Actual	2016 Actual	6/30/17 Actual	2018 Budget
Taxes	0	0	0	0
Licenses and Permits	3,232	3,424	1,584	3,000
Intergovernmental Revenues	1,724	2,415	0	1
Charges for Goods and Services	752,512	941,297	460,261	718,000
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	8,547	5,815	3,007	4,000
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	313,033	258,445	55,204	507,331
Total	\$1,079,048	\$1,211,396	\$520,056	\$1,232,332

## Expenditures

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	2015 Actual	2016 Actual	6/30/17 Actual	2018 Budget
Salaries and Wages	626,976	687,887	325,949	710,794
Personnel Benefits	223,162	242,658	116,820	279,410
Supplies	13,348	11,069	6,351	16,704
Other Services and Charges	215,562	269,782	70,936	225,424
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$1,079,048	\$1,211,396	\$520,056	\$1,232,332

## Staffing

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	2015 Budget	2016 Budget	2017 Budget	2018 Budget
Full Time Equivalents	11.50	12.00	12.00	12.00