



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 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

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

| | 2016 Actual | 2017 Actual | 6/30/18 Actual |
|-------------------------------------|-------------|-------------|----------------|
| Accounts payable warrants processed | 16,317 | 17,262 | 8,863 |
| Number of registered voters | 53,767 | 55,261 | 56,238 |
| Number of active voters | 50,830 | 50,856 | 51,872 |
| Number of elections | 4 | 3 | 1 |
| Marriage licenses | 428 | 464 | 184 |
| Vehicle licensing transactions | 72,886 | 70,735 | 38,172 |
| Recording/miscellaneous licenses | 15,957 | 16,682 | 8,505 |
| Passport issued | 623 | 808 | 563 |

Grant Funding Sources

Small amounts from HAVA

Revenues

| | 2016 Actual | 2017 Actual | 6/30/18 Actual | 2019 Budget |
|--------------------------------|-------------|-------------|----------------|-------------|
| Taxes | 0 | 0 | 0 | 0 |
| Licenses and Permits | 3,424 | 4,112 | 1,522 | 3,000 |
| Intergovernmental Revenues | 2,415 | 0 | 0 | 0 |
| Charges for Goods and Services | 941,297 | 900,651 | 562,795 | 813,975 |
| Fines and Forfeits | 0 | 0 | 0 | 0 |
| Miscellaneous Revenues | 5,815 | 5,993 | 6,285 | 4,050 |
| Other Financing Sources | 0 | 0 | 0 | 0 |
| Transfers In | 0 | 0 | 0 | 0 |
| General Tax Support | 258,445 | 236,485 | -26,610 | 587,642 |
| Total | \$1,211,396 | \$1,147,241 | \$543,992 | \$1,408,667 |

Expenditures

| | 2016 Actual | 2017 Actual | 6/30/18 Actual | 2019 Budget |
|---------------------------------|-------------|-------------|----------------|-------------|
| Salaries and Wages | 687,887 | 661,472 | 323,313 | 825,649 |
| Personnel Benefits | 242,658 | 239,905 | 123,636 | 349,740 |
| Supplies | 11,069 | 40,005 | 8,106 | 19,854 |
| Other Services and Charges | 269,782 | 205,859 | 88,937 | 213,424 |
| 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 | \$1,211,396 | \$1,147,241 | \$543,992 | \$1,408,667 |

Staffing

| | 2016 Budget | 2017 Budget | 2018 Budget | 2019 Budget |
|-----------------------|-------------|-------------|-------------|-------------|
| Full Time Equivalents | 12.00 | 12.00 | 12.00 | 13.25 |