
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 September and November. Starting in 2008 there will also be a presidential primary election in February. 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 annex offices.

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 maintained in this division.

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.

Recording

- Optimize the functionality of the new recording system purchased in 2007.

Accomplishments in 2007:

Completion of new office counters in Voter Registration and Recording.

Installation of new recording system with online document image access.

Conversion to cash basis financial reporting.

Application for grant to provide funding to scan marriage license archives.

New postage machine leased and installed.

Performance Indicators:

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Goals
Annual Report completed and submitted	05/29/05	05/31/06	05/25/07	05/26/08
Document recording turn-around time	13 days	13 days	13 days	7 days
Respond to public disclosure request	5 days	5 days	< 5 days	< 5 days

Workload Indicators:

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Estimated
Accounts payable warrants processed	18,659	18,974	8,464	19,000
Number of registered voters	46,249	47,513	46,538	47,700
Number of active voters	43,808	43,483	43,937	45,100
Number of elections	4	3	2	4
Marriage licenses	206	405	191	500
Vehicle licensing transactions	82,619	81,011	40,502	80,000
Recording/Miscellaneous Licenses	23,972	21,431	12,000	25,000

Staffing Level:

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Full Time Equivalents	11.10	10.50	11	11.50

Operating Budget

Revenues:

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Taxes	0	0	0	0
Licenses and Permits	6,006	3,256	1,632	3,000
Intergovernmental Revenues	0	286,091	24,749	3,000
Charges for Goods and Services	841,277	696,195	411,713	801,800
Miscellaneous Revenues	6,500	10,112	6,392	23,600
Other Financing Sources	0	0	0	0
General Tax Support	147,812	(238,483)	(82,059)	74,033
TOTAL	\$1,001,595	\$757,171	\$362,427	\$905,433

Expenditures:

	2005 Actual	2006 Actual	6/30/07 Actual	2008 Budget
Salaries and Wages	481,130	498,135	234,462	541,996
Personnel Benefits	50,897	83,499	72,885	184,075
Supplies	13,935	17,561	13,661	21,240
Other Services and Charges	86,328	97,390	41,320	157,872
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	92,738	60,586	99	250
Capital Outlay	276,567	0	0	0
TOTAL	\$1,001,595	\$757,171	\$362,427	\$905,433

Agency Structure:

