



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

	2014 Actual	2015 Actual	6/30/16 Actual
Accounts payable warrants processed	17,504	16,808	8,070
Number of registered voters	50,289	52,174	53,727
Number of active voters	46,677	47,513	48,981
Number of elections	3	3	1
Marriage licenses	454	404	191
Vehicle licensing transactions	80,115	73,858	38,860
Recording/miscellaneous licenses	13,213	15,157	7,168
Passport issued	526	547	356

Grant Funding Sources

Small amounts from HAVA

Revenues

	2014 Actual	2015 Actual	6/30/16 Actual	2017 Budget
Taxes	0	0	0	0
Licenses and Permits	3,632	3,232	1,528	3,000
Intergovernmental Revenues	0	1,724	0	1
Charges for Goods and Services	714,027	752,512	500,660	719,001
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	1,819	8,547	2,226	4,000
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	361,540	313,033	21,613	463,641
Total	\$1,081,018	\$1,079,048	\$526,027	\$1,189,643

Expenditures

	2014 Actual	2015 Actual	6/30/16 Actual	2017 Budget
Salaries and Wages	661,415	626,976	329,330	701,047
Personnel Benefits	240,917	223,162	118,586	261,668
Supplies	7,725	13,348	5,705	16,704
Other Services and Charges	166,110	215,562	72,406	210,224
Intergovernmental Services	0	0	0	0
Capital Outlays	4,851	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$1,081,018	\$1,079,048	\$526,027	\$1,189,643

Staffing

	2014 Budget	2015 Budget	2016 Budget	2017 Budget
Full Time Equivalents	11.44	11.50	12.00	12.00