



Treasurer  
00100.231.

## Mission Statement

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The mission of the Clallam County Treasurer's Office is to administer its duties in a manner that assures public confidence in its accuracy, productivity, and fairness.

## Function

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The county treasurer holds a key position of public trust in the financial affairs of local government. Acting as the bank for the county, school, fire, and water districts with other units of local government. The treasurer's office receipts, disburses, invests and accounts for the funds of each of these entities. In addition, the treasurer is charged with the collection of various taxes that benefit a wide range of governmental units.

The major responsibilities of the county treasurer can be summarized in the following areas:

- Receipting and accounting of revenue
- Collection of taxes
- Disbursement of funds
- Cash management
- Debt management

## Trends/Events

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### Trends

Cost of service increases across the board has made it expensive to do business, as well as maintain staffing and adequate training. With retirements and staffing changes we have had to invest heavily in training to build a knowledgeable team. We have assumed an active role with our Associations, refreshing our networks and expanding our resources and support service options.

Interest rates have remained high over the past 12 months. With an upcoming presidential election and current world events, we anticipated the rates to drop by 4Q 2024 and into 2025. In order to combat against the market changes, we have strengthened by our approach to expand our buying options and increasing the amount of our investments. We have purchased securities in accordance with the policy update which has expanded our portfolio to carry treasuries, and increased our longevity, which will secure our rates for a longer period of time. In order to support our investment options, we created a TISC (treasurer's investment strategy committee) which meets in accordance with our maturity schedules. The TISC provides for input from our county cohorts, allowing the needs of the county to be discussed with finance and commissioner's office representatives.

We have begun the conversion of our investment records to SYMPRO (investment software) and will continue implementation until successfully complete.

We have maintained our abilities to accept partial payments, meeting the taxpayers requests. This allows us to bring funds in continuously over the year on accounts that may otherwise not been paid at all.

## Goals

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1. Continue to adopt applications that improve efficiency, accountability, and customer service.
2. Collaborate with County departments to update the County Administrative Policy 503 (Travel & Travel Reimbursement)
3. Work to update our investment policy and obtain certification from GIOA.
4. Work with junior taxing districts and prosecutor's office to complete agreements with the Treasurer's office pertaining to trust funds held and invested.
5. Add CSC recording as an option to expand our recording capabilities, once integration is available.
6. Have 2 staff members complete and obtain Certified Government Investment Professionals (CGIP) certification.
7. Continue to review and research the solicitation of a banking RFP.

## Workload Indicators

	2022 Actual	2023 Actual	6/30/24 Actual
Real and personal property receipts #	61,733	63,674	35,156
Average daily cash receipts (\$) (Eden)	352,577	563,048	668,673
Average daily tax receipts (\$) (PACS)	555,239	6,553	3,189
Miscellaneous receipts #	6,169	176,097,222	182,341,582
Investments (\$)	167,643,159	29,106	14,237
Warrant reconciliation items # (redeemed)	29,270	34,250	16,791
RID accounts #	1	74	55
Deposited Items (checks scanned)*	37,037	23,729	12,009
Returned Items (\$28fee/ea.)*	\$91	\$7,691	\$4,090
Parcels paid by Mortgage Company Import*	\$23,080	\$559	\$556
OPAY Postings (posted manually)*	\$11,676	\$1,278	\$4
In-Office Electronic Payments *(processed manually)	694	27	19
Invoice Cloud Imports **2/15 soft launch and 5/15 full		3,271	1,632
Public Records Requests Processed*	\$30	\$42,533	\$40,372
Name & Address changes complete	\$5,129	\$27,752	\$27,858
Individual tax statements # (all including name change)		\$26,387	\$26,255
Tax Statements - printed & mailed by Vendor*	29,238	3,477	1,988
Tax Statements - created & not mailed*	13,102	12,282	12,333
Tax Statements - printed & mailed in-house*	6,121	6,125	2,443
Tax Statements - created for mtg co's*		35	28
Delinquent Post Cards - printed & mailed by vendor*	5,970	2,817	1,305
Bankruptcies #	\$35		
Real estate excise tax transactions #	\$3,253		

\* indicates new for 2024 budget

## Grant Funding Sources

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This fund does not receive any grant revenue.

## Revenues

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	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Taxes	22,479,764	22,975,198	12,343,270	24,504,733
Licenses and Permits	231,789	224,901	152,164	204,680
Intergovernmental Revenues	4,343,520	5,456,804	2,855,444	4,575,301
Charges for Goods and Services	427,357	366,696	206,196	409,618
Fines and Forfeits*	199,682	138,188	87,554	150,000
Miscellaneous Revenues	1,253,083	2,945,314	1,450,481	3,259,616
Other Financing Sources	553,898	0	0	100,000
Transfers In	0	0	0	0
General Tax Support	-28,750,820	-31,335,179	-16,670,251	-32,324,653
Total	738,273	771,922	424,858	879,295

## Expenditures

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	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Salaries and Wages	426,087	443,400	237,866	507,724
Personnel Benefits	179,009	184,340	98,491	208,713
Supplies	7,227	8,712	4,457	10,395
Other Services and Charges	111,068	135,470	84,045	152,463
Intergovernmental Services	0	0	0	0
Capital Outlays	14,882	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	738,273	771,922	424,858	879,295

## Staffing

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	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Full Time Equivalents	6.40	6.40	6.40	6.80