

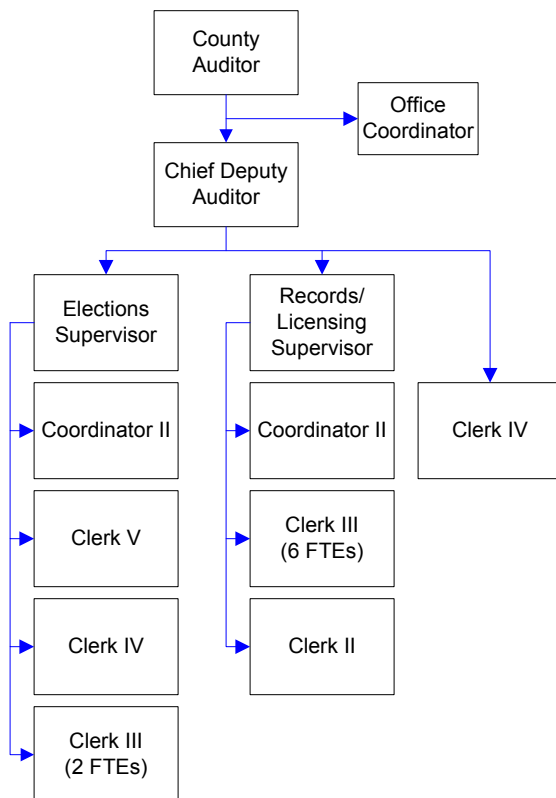
County Auditor's Office

An elected official, the County Auditor provides voter registration, conducts elections, records land documents, issues marriage licenses, motor vehicle, and vessel licenses. This office also performs an internal audit function for the organization.

FTEs for this department

Year	2007	2008	2009	*2010	*2011	*2012	*Budget
FTEs	22.00	22.00	21.00	21.00	19.00	19.00	

The chart below shows the organizational structure for 2011 only.



Mission & Objectives

Mission

The Whatcom County Auditor's Office is committed to excellence in public service, easy access to information and efficient operations in its key services of elections, recording, and licensing.

Objectives

Elections

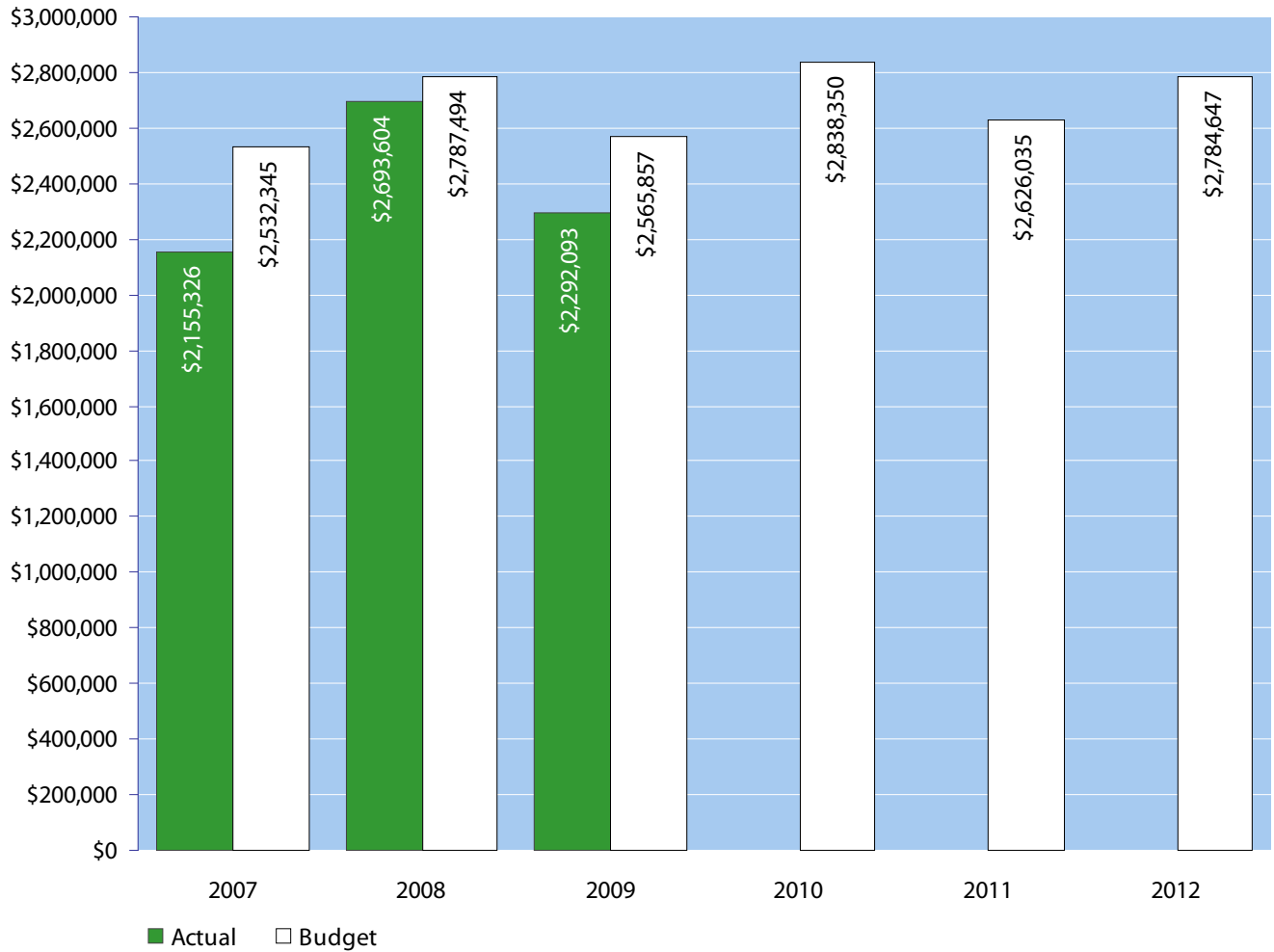
- Establish data entry expectations and measure performance within EIMS.
- Train two staff members in the use of GIS software and redistricting procedures to complete the required redistricting by spring of 2012. Coordinate utilization of election management system and ballot programming & counting systems to maximize efficiency.
- Complete writing of base policy & procedures for division, build links and deploy on office intranet.
- Continue to integrate the Washington Election Information (WEI) system, the Election Information Management System (EIMS) the Ballot Programming System (BPS) and the Ballot Tabulation System (WinEDS) to reduce duplication of input and programming.

- Train staff member to take over the process of ballot reconciliation for election certification from Chief Deputy Auditor.

Public Services

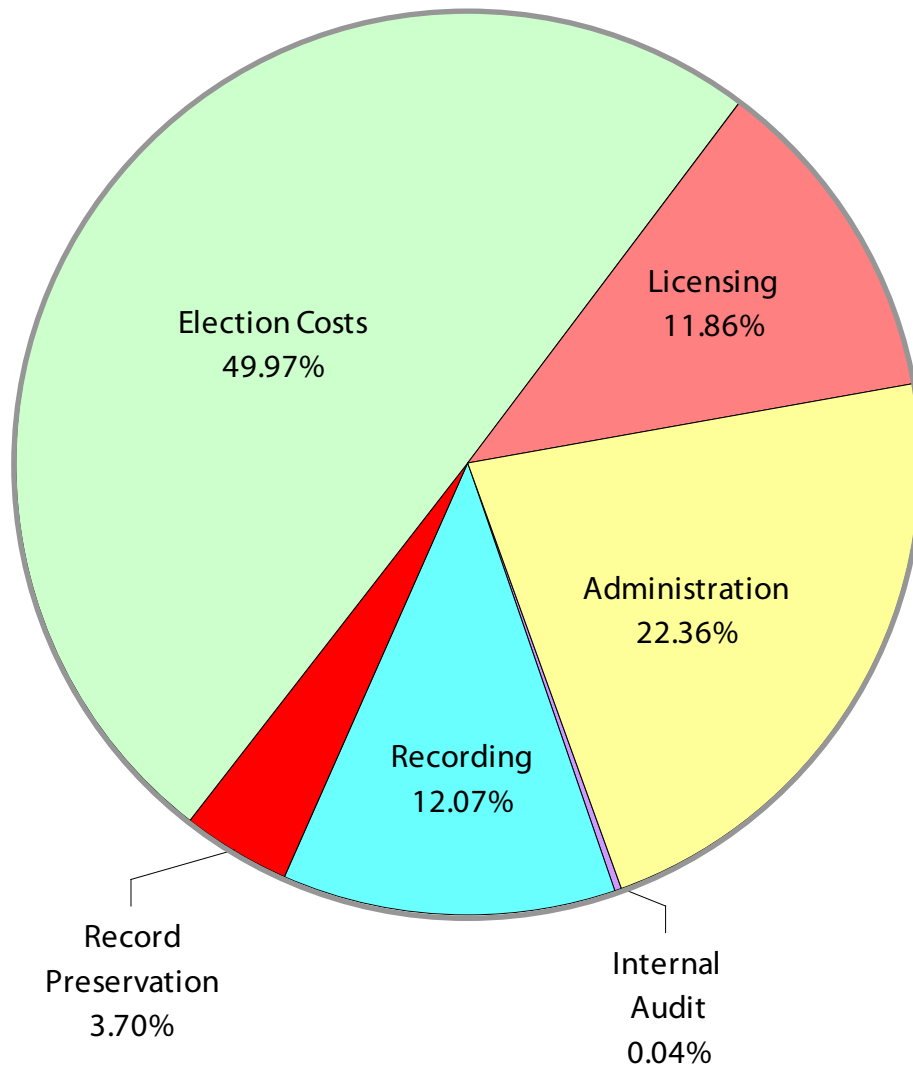
- Track recorded documents to ensure performance standards of scanning and indexing documents within 24 hours of receipt.
- Create data entry of official recording index for 1986 & 1987 and import this data into our current recording system.
- Review, scan, and import map images back to January 1981 with the exception of 1984 & 1985.
- Track licensing mail to ensure performance standards of processing licensing mail within 4 days of receipt.
- County Licensing Clerks will receive training and become certified under the new DOL Policy VEH 19 which will be administered through the Auditor's Office.
- County subagent clerks will receive training and become certified under the new DOL Policy VEH 19 which will be administered through the Auditor's Office.
- Implement DOL process for accepting credit cards for payment of licensing transactions.

Expenditure Trends



NOTE: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs.

2011-2012 Budget by Program



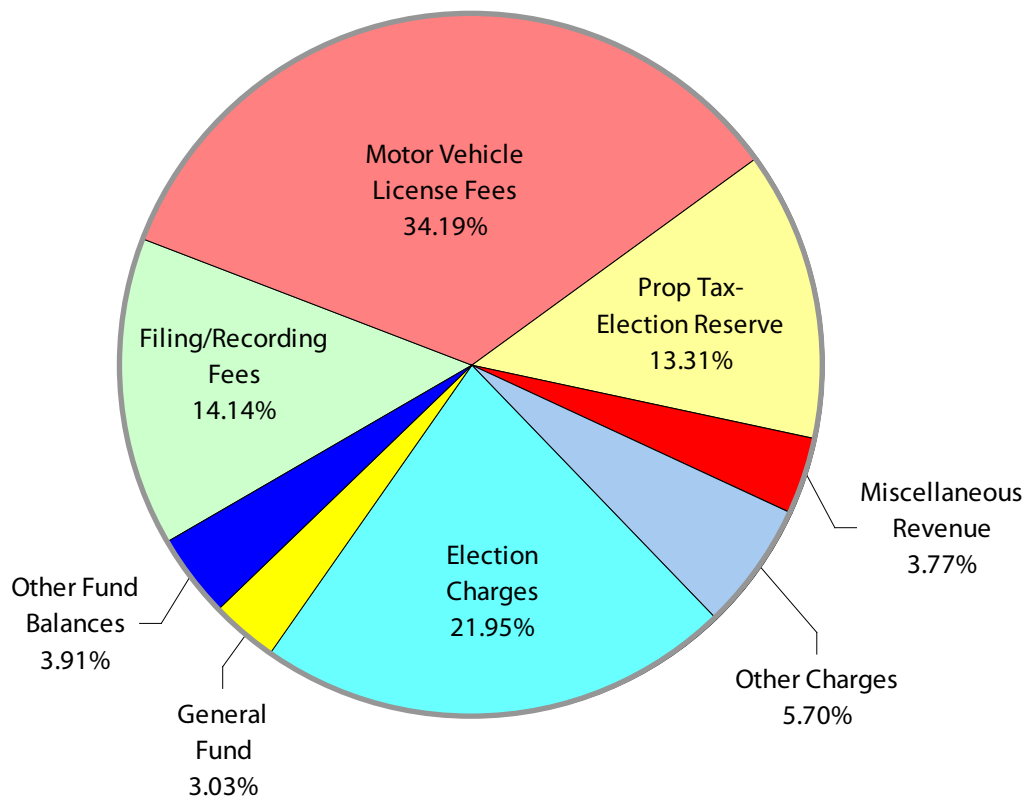
NOTE: Capital expenditures, and interfund operating and residual equity transfers are not shown to more accurately reflect ongoing operational costs.

Program Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
OPERATIONS						
General Fund						
510 Internal Audit	80,810	87,333	89,387	101,829	1,000	1,000
520 Administration	421,758	445,220	524,111	563,887	594,401	615,471
540 Recording	354,590	342,730	297,526	371,426	318,177	335,089
560 Licensing	266,756	298,545	294,348	313,355	312,548	329,400
Election Reserve Fund	1,005,845	1,456,743	1,030,239	1,375,804	1,296,910	1,406,688
Auditor's O&M Fund	25,567	63,033	56,482	112,049	102,999	96,999
Total Auditor Operations	2,155,326	2,693,604	2,292,093	2,838,350	2,626,035	2,784,647
CAPITAL						
General Fund						
Election Reserve Fund Capital	-	-	21,787	23,597	15,000	-
Auditor's O&M Fund Capital	98,360	34,160	-	-	-	-
Total Auditor Capital	98,360	34,160	21,787	23,597	15,000	-
TRANSFERS						
Election Reserve Fund Transfers	-	171,217	-	-	-	-
Auditor's O&M Fund Transfers	87,550	90,146	140,586	126,521	120,413	130,977
Total Auditor Transfers	87,550	261,363	140,586	126,521	120,413	130,977
TOTAL AUDITOR	2,341,236	2,989,127	2,454,466	2,988,468	2,761,448	2,915,624
<i>Percent Change from Previous Year</i>	-5.0%	27.7%	-17.9%	21.8%	-7.6%	5.6%

2011-2012 Funding Sources

	2011	2012
Filing/Recording Fees	382,500	382,500
Motor Vehicle License Fees	925,000	925,000
Prop Tax - Election Reserve	360,000	360,000
Miscellaneous Revenue	103,293	100,900
Other Charges	154,400	154,000
Election Charges	641,480	546,200
General Fund	(20,475)	184,496
Other Fund Balances	79,837	131,551
Total Funding	2,626,035	2,784,647



Funding Sources continued

Filing/Recording

Fees collected on filing and recording of transactions, such as real property sales.

Motor Vehicle License

Fees received for vehicle license renewals and title transfers performed in Whatcom County by county and subagent staff.

Property Tax - Election Reserve

Property tax levy to fund the cost of voter registration and administration of regular and special state and county elections.

Miscellaneous Revenue

Small amounts of revenue collected from a variety of sources such as marriage license fees, miscellaneous taxes and state entitlements. State entitlements are as a result of fees collected in Whatcom County to fund document recording. The state receives fees on every recorded document. A portion of this fee is reallocated to the county.

Other Charges for Service

The county collects a fee on each document recorded. The revenue from these fees is used to acquire and maintain document recording

systems. The Auditor also receives various other fees for processing low income and homeless housing surcharges when documents are recorded, reimbursement for postage and copy fees.

Election Charges

The county is reimbursed by local jurisdictions for the cost of administering all elections in those jurisdictions and additionally, is reimbursed for costs of maintaining voter registration by cities. State reimbursement for elections occurs only in odd numbered years. The department also receives revenue from the sale of election publications, printing/duplicating and candidate filing fees.

General Fund

Undedicated General Fund resources. Negative amounts indicate additions rather than uses.

Fund Balances

Current year operations will result in decreases to the Auditor's O&M Fund of \$48,500 in 2011 and \$52,763 in 2012. Elections Reserves Fund will be decreased by \$31,337 in 2011 and \$78,788 in 2012.

Expenditures Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
GENERAL FUND						
510 Internal Audit						
Salaries & Wages	56,848	61,494	64,399	70,110	-	-
Benefits	18,619	20,633	21,579	24,069	-	-
Supplies	1,136	1,331	1,392	1,850	150	150
Other Services & Charges	4,207	3,875	2,017	5,800	850	850
<i>Total Internal Audit</i>	80,810	87,333	89,387	101,829	1,000	1,000
<i>Percent Change From Previous Year</i>	9.2%	8.1%	2.4%	26.0%	-99.0%	0.0%
520 Administration						
Salaries & Wages	196,119	207,628	216,309	232,600	232,492	238,373
Benefits	61,223	67,573	70,485	79,330	82,296	91,284
Other Services & Charges	164,416	170,019	237,317	251,957	279,613	285,814
<i>Total Administration</i>	421,758	445,220	524,111	563,887	594,401	615,471
<i>Percent Change From Previous Year</i>	8.4%	5.6%	17.7%	33.7%	5.4%	3.5%
540 Recording						
Salaries & Wages	209,555	198,393	185,527	227,950	202,044	206,946
Benefits	101,978	98,280	93,416	114,979	99,691	111,697
Supplies	4,953	5,499	5,043	6,042	5,842	5,842
Other Services & Charges	38,104	40,558	13,540	22,455	10,600	10,604
<i>Total Recording</i>	354,590	342,730	297,526	371,426	318,177	335,089
<i>Percent Change From Previous Year</i>	8.2%	-3.3%	-13.2%	4.7%	-14.3%	5.3%
560 Licensing						
Salaries & Wages	160,340	171,911	172,737	189,259	180,750	188,012
Benefits	64,205	69,420	71,118	81,359	81,761	91,351
Supplies	3,612	6,981	3,445	3,750	3,750	3,750
Other Services & Charges	38,599	50,233	47,048	38,987	46,287	46,287
<i>Total Licensing</i>	266,756	298,545	294,348	313,355	312,548	329,400
<i>Percent Change From Previous Year</i>	4.6%	11.9%	-1.4%	17.5%	-0.3%	5.4%
<i>Total General Fund</i>	1,123,914	1,173,828	1,205,372	1,350,497	1,226,126	1,280,960
<i>Percent Change From Previous Year</i>	7.5%	4.4%	2.7%	20.2%	-9.2%	4.5%
ELECTION RESERVE FUND						
10904, 10915-17 Election Costs						
Salaries & Wages	226,482	283,561	236,886	310,997	314,185	322,828
Benefits	80,383	95,979	88,672	118,288	117,515	130,677
Supplies	232,214	408,925	133,952	316,396	199,559	291,520
Other Services & Charges	254,859	437,385	339,019	395,387	440,902	431,014
Capital Outlay	-	-	-	-	15,000	-
<i>Total Election Costs</i>	793,938	1,225,850	798,529	1,141,068	1,087,161	1,176,039
<i>Percent Change From Previous Year</i>	-8.4%	54.4%	-34.9%	43.7%	-4.7%	8.2%

continued on next page

Expenditures Summary continued

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
10906 Registrations						
Salaries & Wages	64,931	87,097	99,590	87,336	93,245	96,859
Benefits	24,423	33,584	40,708	37,739	38,151	42,459
Supplies	7,111	4,894	1,720	5,050	5,050	5,050
Other Services & Charges	40,295	105,318	82,542	95,408	85,910	86,281
Capital Outlay	-	-	21,787	-	-	-
<i>Total Registrations</i>	136,760	230,893	246,347	225,533	222,356	230,649
<i>Percent Change From Previous Year</i>	9.0%	68.8%	6.7%	64.9%	-1.4%	3.7%
10908-09, 10913, 10918-20 Grants						
Supplies	1,859	-	15	9,203	-	-
Other Services & Charges	73,288	-	7,135	-	2,393	-
Capital Outlay	-	-	-	23,597	-	-
Operating Transfers	-	171,217	-	-	-	-
<i>Total Grants</i>	75,147	171,217	7,150	32,800	2,393	-
<i>Percent Change From Previous Year</i>	-51.6%	127.8%	-95.8%	-56.4%	-92.7%	-100.0%
<i>Total Election Reserve Fund</i>	1,005,845	1,627,960	1,052,026	1,399,401	1,311,910	1,406,688
<i>Percent Change From Previous Year</i>	-12.4%	61.8%	-35.4%	39.1%	-6.3%	7.2%
166 AUDITOR'S O&M FUND						
Salaries & Wages	679	-	-	4,000	4,000	4,000
Benefits	75	-	-	476	476	476
Supplies	8,789	8,784	-	2,400	2,400	2,400
Other Services & Charges	16,024	54,249	56,482	105,173	96,123	90,123
Capital Outlay	98,360	34,160	-	-	-	-
Operating Transfers	87,550	90,146	140,586	126,521	120,413	130,977
<i>Total Auditor's O&M Fund</i>	211,477	187,339	197,068	238,570	223,412	227,976
<i>Percent Change From Previous Year</i>	-22.0%	-11.4%	5.2%	12.8%	-6.4%	2.0%
TOTAL AUDITOR	2,341,236	2,989,127	2,454,466	2,988,468	2,761,448	2,915,624
<i>Percent Change From Previous Year</i>	-5.0%	27.7%	-17.9%	27.6%	-7.6%	5.6%

Services

Internal Audit

Evaluate, make recommendations and report on county operations.

Document Recording

The County Auditor is the official recorder of property and other records within the county. Deeds, mortgages and other property contracts are recorded in this office and an official copy is maintained for public research and historical purposes.

Marriage Licenses

Issue, record and maintain marriage licenses as public records.

Licensing

License and process title transfers for vehicles and vessels; monitor licensing subagents.

Election Management

Manage voter database and conduct elections held within Whatcom County and for all political subdivisions.