

County Clerk



Budget Summary and Highlights:

The 2018 budget for the County Clerk is proposed at \$401,520 a \$66,531 increase from 2017 due to the addition of a ½ time staff and 2018 being an election year. Revenues are expected to bring in \$12,550, up slightly from 2017, for a levy amount of \$388,970. This increase is largely the result of an increase in the current half time position to full time and resultant health insurance costs. \$1000 is included for LaserFiche Scanning.

This addition will allow the accounting staff to focus on financial reports and the development of county financial statements as opposed to statements generated by the auditor which is noted as an exception in the annual county audit.

In the Capital Improvement Budget, funds are set aside to turn the current break area into an office for accounting staff. This will increase confidentiality as opposed to the current open air configuration.

Increases over the last four years have been, besides this increase in staff proposed in 2018.

County Clerk Revenues will remain the same. We will continue to retain a \$2 fee for selling and mailing plat books. WISVOTE support revenues will continue from municipalities in the amount of \$8275. We will also continue selling Passport Photos for \$8.


County Clerk 430 Fund has \$18300 - \$300 calculator, \$18,000 Financial remodeling efforts.

FUNCTION:

- Serves as Clerk of the Bayfield County Board of Supervisors;
- Administers Elections; WISVOTE for relying municipalities;
- Issues Marriage Licenses;
- Issue Domestic Partnerships
- Issues Passport photos;
- Serves as an information center for the public regarding County Board Resolutions, Minutes, and historical records;
- Responsible for maintaining time and payroll accounting;
- Responsible for purchasing; and
- Responsible for maintaining fixed assets.

MAIN RESPONSIBILITIES:

- **Board of Supervisors:** The County Clerk serves as the Clerk to the Bayfield County Board of Supervisors. Responsibilities include drafting agendas and publishing and posting the same, seeing that resolutions, from departments are in proper form, notifying the public of meeting dates, and typing up and certifying the County Board Minutes.

- **Election:** The County Clerk is responsible for administering elections on the County level, which includes coordinating elections with municipal clerks, and preparing ballots for each election. The election process is very serious and takes much time in preparation both for and after the election. Statewide Voter Registration (WISVOTE) is also a major function that the County Clerks Office is directly involved in. We will also now be the main point of contact for the optical scan ballots and the ES&S Automark HAVA compliant voting machine and M-100 Tabulator.
- **Marriage Licenses** are issued to both residents and non-residents. Same sex marriage is also now recognized in Wisconsin. The County Clerk is responsible for making sure all of the necessary documentation required by the State is presented at the time application is made for a marriage license. SVRIS statewide program for marriage licenses was put in effect in 2016.
 
- **Passport Photos** are issued at the County Clerk's office at a fee of \$8. This service is not offered in Bayfield County so the Clerks office decided to add this service for the public.
- **Domestic Partnership and Termination of Domestic Partnerships** are issued from the Office of the County Clerk starting August 3, 2009. The fees for the issuance of these certificates are the same as the fees for marriage licenses. These certificates are for same sex only. The State of Wisconsin now recognizes same sex marriage but Domestic Partnerships are still allowed.
- Clerks carry out a wide variety of other functions for the County, many of which are mandated by State Statutes and also maintain the historical records for the County.
- **Accounting for Receipts and Expenditures:** This is an area where strict controls are necessary. The various tasks involved should be assigned to several individuals so as to assure for a system of internal checks. The New World Accounting System is what we use to accomplish this.
- **Time and Payroll Accounting:** Payroll is perhaps the most controlled accounting function in the Clerk's office because of the Federal and State laws that regulate it. This is also an area in which the probability of error is very high.
- **Purchasing:** Strong controls are necessary in purchasing because it serves as a monitor and control of budgetary expenditures. Unauthorized purchases, encumbering for goods not received, mis-application of grant funds, and over expenditure of budgeted accounts are just some of the problems that can be eliminated with good controls.
- **Fixed Assets:** Generally accepted accounting principles and GASB34 require that a fixed asset group of accounts be maintained to properly disclose the true financial condition of the County. This is an area of accounting where a good system of procedures for coordination between the Departments, Committees, Purchasing, and Accounting can greatly reduce what might otherwise be a very time consuming and cumbersome job.

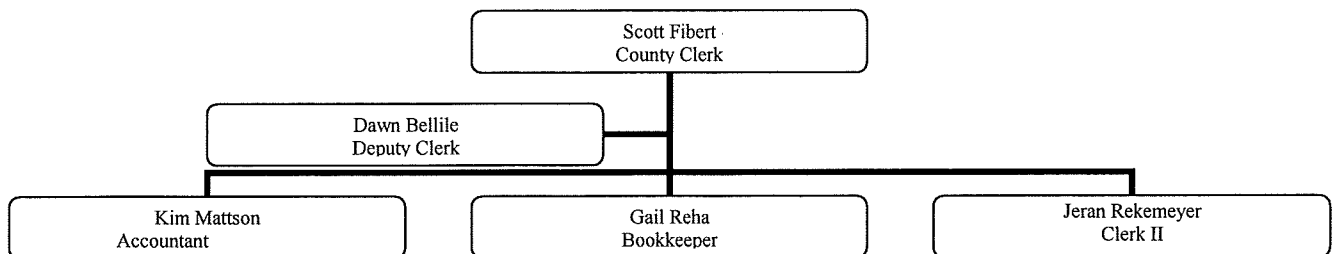
FY 2017 ACCOMPLISHMENTS:

- Still handle WISVOTE duties for 24 municipalities generating almost \$8,000.
- Flex scheduling working well in office.

- Continue taking Passport Photos.
- Scanning of all Fixed Asset purchases, contracts, credit card bills & Corp Counsel bills for our easy access for departments, Maximus and the auditors as well.
- Continue to enhance website information.
- SVRIS for marriage licenses is working well.
- Great accounting is decreasing the amount of journal entries for auditors.
- More timely grant information from departments.
- WEDC entry of GAB 190 – GAB 192 with cost data forms into WISVOTE as well as many other election management requirements entered into WISVOTE.
- Housing Rehab consortium was formed with 12 counties and we were granted \$1,933,000 Grant that will remain revolving funds when paid back through Douglas County. Old funds are revolving with Bayfield County.
- Emergency Management Hazmat reporting is done through WHOPRS system.
- Posting all election results to the Bayfield County website.
- Maintained great communication with municipal clerks through e-mail distribution list.
- New Dropbox system is working well with Ipads to get information to board members faster and using less paper.
- Photo i.d. law is in place for our election.
- Continue to consolidate ads to save municipalities money for election notices. Type D & E.
- Enter labor accounts in budget for most departments.
- Scanning W-9's for vendors into New World

FY 2018 GOALS:

- Miscellaneous billing module webinar for those wanting to use it in New World.
- Better usage of New World where possible instead of WISSIS, CHEMS & CHAMPS.
- Trainings on New World, Grants & Elections.
- Cleaning up spreadsheets for better efficiency (Lean Government)
- Continue back scanning signed resolutions.
- Continue working with towns on better election processes.
- Work with Human Services on transition from WISSIS.
- Work with highway on accounting numbers from CHEMS to better match New World.
- Potentially using Position Budgeting in New World but we need to stick with wage scale.
- Journal entries done by May 1st to help with audit.
- Work with H.S. to get CARS Reports on Kim's Single Audit list.
- Get delinquent tax report tied to New World.
- Get land database tied out to New World.





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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
Fund 100 - General								
REVENUE								
Department 10 - County Clerk								
46112	Garnishment Fees	263.00	315.00	200.00	250.00	200.00	300.00	150
46114	County Clerks Fees	2,762.63	2,926.40	2,750.00	2,500.00	2,500.00	3,000.00	109
47311	Voter Reg Svcs-Municipality Fees	8,275.00	8,275.00	7,975.00	9,300.00	8,275.00	9,000.00	113
48309	Sale of Maps and Plat Books	234.00	512.00	500.00	300.00	250.00	250.00	50
48900	All Other Revenue	21.00	51.37	.00	17.00	.00	.00	
Department 10 - County Clerk Totals		\$11,555.63	\$12,079.77	\$11,425.00	\$12,367.00	\$11,225.00	\$12,550.00	110%
REVENUE TOTALS		\$11,555.63	\$12,079.77	\$11,425.00	\$12,367.00	\$11,225.00	\$12,550.00	110%
EXPENSE								
Department 10 - County Clerk								
State Account 51421 - County Clerk								
50111	Department Head	63,456.12	64,656.02	65,950.00	65,950.00	67,269.00	67,269.00	102
50121	Full Time	117,072.29	119,323.56	143,637.00	143,637.00	147,869.00	183,066.00	127
50122	Part Time	15,850.77	15,074.75	17,034.00	17,034.00	17,599.00	.00	
50130	Funeral Leave	.00	372.38	.00	.00	.00	.00	
50131	Sick Leave Pay	3,655.97	3,958.53	.00	.00	.00	.00	
50132	Vacation Pay	9,298.37	10,323.07	.00	.00	.00	.00	
50135	Overtime	2,463.29	3,067.16	.00	.00	.00	.00	
50138	Holiday Pay	6,097.53	6,634.13	.00	.00	.00	.00	
50151	Fica/Medicare	15,950.55	16,353.69	17,375.00	17,375.00	17,805.00	19,151.00	110
50152	Co. Share Retirement	15,352.10	14,045.86	15,899.00	15,899.00	15,594.00	16,772.00	105
50154	Health Insurance	46,690.44	43,045.57	43,893.00	43,893.00	42,899.00	63,061.00	144
50155	Life Insurance	62.32	71.12	85.00	85.00	85.00	85.00	100
50156	HRA	12,600.00	12,600.00	10,500.00	12,000.00	12,000.00	16,800.00	160
50225	Telephone	1,657.54	1,626.60	1,700.00	1,700.00	1,800.00	1,800.00	106
50290	Contractual Services	.00	.00	.00	.00	3,275.00	1,000.00	
50310	Office Supplies	1,126.30	1,315.37	1,100.00	1,100.00	1,200.00	1,200.00	109
50311	Postage	1,494.95	1,536.01	2,000.00	2,000.00	2,000.00	1,500.00	75
50313	Printing & Duplication	595.97	1,315.62	500.00	800.00	600.00	600.00	120
50320	Publication,Subscriptions & Dues	345.98	210.00	500.00	500.00	500.00	350.00	70
50325	Registration Fees & Tuition	570.00	157.50	850.00	850.00	850.00	600.00	71
50332	Mileage	573.21	532.16	750.00	750.00	750.00	600.00	80
50335	Meals	141.72	134.46	100.00	103.00	100.00	100.00	100
50336	Lodging	440.00	500.00	750.00	750.00	750.00	600.00	80
State Account 51421 - County Clerk Totals		\$315,495.42	\$316,853.56	\$322,623.00	\$324,426.00	\$332,945.00	\$374,554.00	116%
State Account 51441 - Election								
50140	Per Diem	50.00	300.00	200.00	100.00	200.00	200.00	100
50151	Fica/Medicare	4.37	22.96	16.00	8.00	16.00	16.00	100
50155	Life Insurance	.24	.29	.00	.00	.00	.00	

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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
Fund 100 - General								
EXPENSE								
Department 10 - County Clerk								
State Account 51441 - Election								
50310	Office Supplies	1,092.60	610.23	500.00	500.00	500.00	500.00	100
50311	Postage	(265.70)	551.40	350.00	350.00	550.00	550.00	157
50313	Printing & Duplication	3,583.94	22,215.79	7,000.00	7,500.00	17,000.00	17,000.00	243
50320	Publication,Subscriptions & Dues	2,503.35	9,676.63	3,000.00	2,500.00	7,000.00	7,000.00	233
50325	Registration Fees & Tuition	50.00	.00	100.00	100.00	100.00	100.00	100
50332	Mileage	745.79	744.65	800.00	600.00	1,200.00	1,200.00	150
50335	Meals	82.93	(4.58)	100.00	100.00	100.00	100.00	100
50336	Lodging	216.00	179.62	300.00	300.00	300.00	300.00	100
State Account 51441 - Election Totals		<u>\$8,063.52</u>	<u>\$34,296.99</u>	<u>\$12,366.00</u>	<u>\$12,058.00</u>	<u>\$26,966.00</u>	<u>\$26,966.00</u>	<u>218%</u>
Department 10 - County Clerk Totals		<u>\$323,558.94</u>	<u>\$351,150.55</u>	<u>\$334,989.00</u>	<u>\$336,484.00</u>	<u>\$359,911.00</u>	<u>\$401,520.00</u>	<u>120%</u>
EXPENSE TOTALS		<u>\$323,558.94</u>	<u>\$351,150.55</u>	<u>\$334,989.00</u>	<u>\$336,484.00</u>	<u>\$359,911.00</u>	<u>\$401,520.00</u>	<u>120%</u>
Fund 100 - General Totals								
REVENUE TOTALS		\$11,555.63	\$12,079.77	\$11,425.00	\$12,367.00	\$11,225.00	\$12,550.00	110%
EXPENSE TOTALS		\$323,558.94	\$351,150.55	\$334,989.00	\$336,484.00	\$359,911.00	\$401,520.00	120%
Fund 100 - General Totals		(\$312,003.31)	(\$339,070.78)	(\$323,564.00)	(\$324,117.00)	(\$348,686.00)	(\$388,970.00)	120%
Net Grand Totals								
REVENUE GRAND TOTALS		\$11,555.63	\$12,079.77	\$11,425.00	\$12,367.00	\$11,225.00	\$12,550.00	110%
EXPENSE GRAND TOTALS		\$323,558.94	\$351,150.55	\$334,989.00	\$336,484.00	\$359,911.00	\$401,520.00	120%
Net Grand Totals		<u>(\$312,003.31)</u>	<u>(\$339,070.78)</u>	<u>(\$323,564.00)</u>	<u>(\$324,117.00)</u>	<u>(\$348,686.00)</u>	<u>(\$388,970.00)</u>	<u>120%</u>

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