

# County Clerk - 10

## **Budget Summary and Highlights:**

The 2022 budget for the County Clerk is proposed at \$415,421 approximately a 4.9% increase from 2021. Revenues are expected to bring in \$53,690. The levy amount for 2022 is \$361,731, a drop of 6.1% from 2021.

In the 430 fund the Clerk's Office is requesting \$700.00 to replace the printer used to print AP checks and \$1,500 per municipality (\$42,000) to help with purchasing new election equipment. No funds have been requested for the gas pumps, but there needs to be discussion about their condition and future usage.

The Clerk will continue to retain a \$2 fee for selling and mailing plat books. WISVOTE support revenues will continue from municipalities, \$8,200.



## **FUNCTION:**

- Serves as Clerk of the Bayfield County Board of Supervisors.
- Administers Elections; WISVOTE for relying municipalities (24 Municipalities);
- Issues Marriage Licenses;
- Serves as an information center for the public regarding County Board Resolutions, Ordinances, Minutes, and historical records;
- Responsible for all accounting functions (financial statements, A/P, Payroll);
- Responsible for central purchasing; and
- Responsible for maintaining fixed assets,
- Responsible for county gas pump function.

## **MAIN RESPONSIBILITIES:**

- **Board of Supervisors:** The County Clerk serves as the Clerk to the Bayfield County Board of Supervisors. Responsibilities include drafting, posting and publishing agenda, minutes, resolutions and ordinances.
- **Election:** The County Clerk is the Chief Election Officer of the county and performs all of the duties necessary to conduct elections, which includes coordinating elections with municipal clerks, school district election staff and special district clerks. It also involves preparing and distributing all election materials (including ballots) to each municipality. We are responsible for canvassing all county, state and federal elections and referenda. In addition, we are responsible for entering all pre- and post-data into the Wisconsin Elections Commission database (WISVOTE) for each municipality. We are also the main point of contact for the HAVA compliant voting machines and the ballot tabulating machines. The election process is a very important function and requires an enormous amount of time both before and after each election.

- **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 of application, utilizing the SVRIS statewide program for issuing marriage licenses. This system was put into effect in 2016.
- **Termination of Domestic Partnerships:** Clerk's office is still responsible for Terminations of Domestic Partnerships. A marriage automatically terminates a Domestic Partnership.
- Clerks carry out a wide variety of other functions for the County, many of which are mandated by State Statutes and we 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 to assure for a system of internal checks. The New World Accounting System is used to help accomplish this goal.
- **Salary Certifications 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 an area of which accuracy is a must.
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- **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.
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- **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.

### **PURCHASE OF NEW ELECTION VOTING/TABULATION MACHINES:**

In 2005 a Federal mandate for HAVA (Help Americans to Vote Act) compliant voting machines. These machines were funded by the Federal Government for one machine per polling place. In Bayfield County we have 28 municipalities and one polling place per municipality. At present those 28 Automark machines are what makes Bayfield County HAVA compliant. The Automarks are now 16 years old and should be replaced. For the past 5 years municipal clerks have been requested to budget around \$1000 a year to be ready to purchase new HAVA compliant machines after the Spring Election in 2021. These machines are the responsibility of the municipality to purchase. At this point Election Systems and Software still supports the Automark and will for at least 5 more years. I still believe that this spring/early summer that we should move toward the purchase of new HAVA compliant voting machines. The Automark has served its purpose but it is hard to handle and there are more effective machines out there. The purchase of the machines is not the county's responsibility, but I think giving \$1,500 (or \$1,000) per municipality would be a great incentive for them to upgrade. That is why I have included the

\$42,000 in my budget. Some counties have bought the machines for all the municipalities, but I don't think that is necessary.

**FY 2021 ACCOMPLISHMENTS:**

- Conducted first two elections and canvasses without any issues.
- Had the best audit results to-date.
- AP & Payroll processes are going smoothly.
- SVRIS for marriage licenses is working well.
- Journal entries done by May 1<sup>st</sup> to help auditors.
- First two elections went very well.
- Posting all election results to the Bayfield County website.
- Maintained great communication with municipal clerks through e-mail distribution list.

**FY 2022 GOALS:**

- Continue training for elections.
- Tentatively begin scanning past County Board Minutes.
- Continue working with towns on better election processes.
- Utilize retention schedule for cleaning up our vault.
- New election machines for municipalities.
- Review and update our portion of website.
- Continue having audit entries done by May 1<sup>st</sup>

