

County Clerk - 10

Budget Summary and Highlights:

The 2023 budget for the County Clerk is proposed at \$428,730, approximately a 4.3% increase from 2022. This includes budgeting for two elections and an increase in hours from 37.50 per week to 40 hours per week for three of four employees. Revenues are expected to bring in \$31,900. The levy amount for 2023 is \$396,830 in the 100 fund.

In the 430 fund the Clerk's Office is requesting \$800, down 98% from 2022. No funds have been requested for the postage machine, but there needs to be discussion about the machine's condition and future usage.

WISVOTE support revenues will continue from municipalities in the amount of \$8,000.

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. 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.
- **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 2022 ACCOMPLISHMENTS:

- Conducted first three elections and canvasses without any issues.
- Completed 2021 SEFA for annual financial statements.
- AP & Payroll processes are going smoothly.
- SVRIS for marriage licenses is working well.
- Posting all election results to the Bayfield County website.
- Maintained great communication with municipal clerks through e-mail distribution list.

FY 2023 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.
- Continue to work with auditors in completing annual financial statements
- Review and update our portion of website.

Lynn Divine
County Clerk

Kim Mattson
Accountant

Gail Reha
Bookkeeper

Jeran Delaine
Deputy Clerk

Paige Terry
Clerk III