

County Clerk-10

Budget Summary and Highlights:

The 2017 budget for the County Clerk is proposed at \$334,989 a \$31,000 decrease from 2016 due to health insurance decrease from a new employee being hired as half time a decrease in the election side of the budget due to only one election scheduled for 2017. Revenues are expected to bring in \$11,425 near the same as 2016, for a levy amount of \$323,564.



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The increase from the last similar budget in 2013 to the presented 2017 budget is only \$2,000 - \$3,000 which is a relatively modest increase considering salary increases and health insurance increases over a four-year span.

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 \$7975. We will also continue selling Passport Photos for \$8.

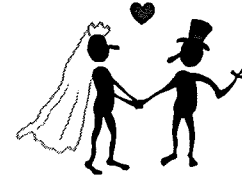
FUNCTION:

- 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.

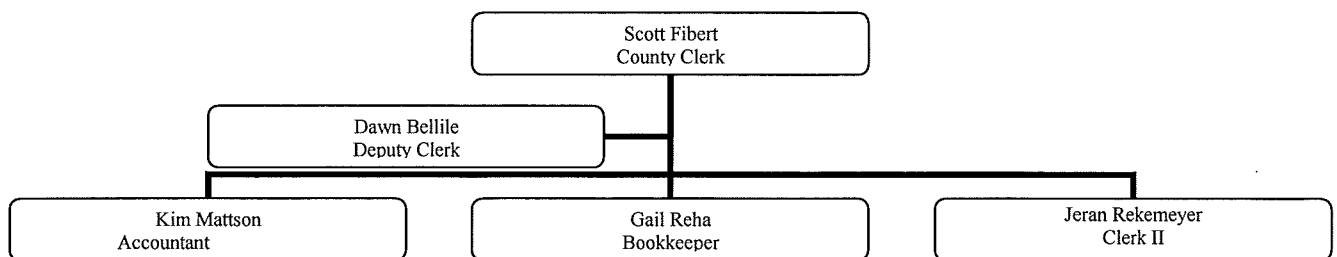
FY 2016 ACCOMPLISHMENTS:

- Still handle WISVOTE duties for 24 municipalities generating almost \$8,000.
- New hire Jeran Rekemeyer as half time person.
- 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 functionality.
- SVRIS module is now fully functional for marriage licenses.
- Continue to clean up many issues and the processes for the auditors.

- 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.
- Continue to implement the new Affordable Care Act changes as it pertains to Bayfield County and its employees and many payroll changes including WRS.
- 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.
- Worked with Administrator to allow my half time employee to float when not needed in my office.
- Continue to consolidate ads to save municipalities money for election notices.
- Enter labor accounts in budget for most departments.
- Scanning W-9's for vendors into New World
- Successfully transitioned from SVRS to WISVOTE.
- Lead municipalities in training to become WISVOTE certified for Absentee Voter tracking.

FY 2017 GOALS:

- Miscellaneous billing module webinar for those wanting to use it in New World.
- Authorization form for giving out payroll information to others that aren't employees.
- 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)
- Cutting Permits filed electronically on N: instead of hard copy
- 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.



2017 County Clerk Budget Year 2017



Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Administrator	2017 County Board	2017 Co Bd/2016 Adopted
Fund 100 - General								
REVENUE								
Department	10 - County Clerk							
46112	Garnishment Fees	204.00	263.00	150.00	200.00	200.00	200.00	133
46114	County Clerks Fees	3,049.14	2,762.63	3,000.00	2,750.00	2,750.00	2,750.00	92
47311	Voter Reg Svcs-Municipality Fees	7,975.00	8,275.00	7,975.00	7,975.00	7,975.00	7,975.00	100
48308	Sale of Co. Directories	5.00	.00	.00	.00	.00	.00	
48309	Sale of Maps and Plat Books	431.00	234.00	500.00	250.00	300.00	500.00	100
48900	All Other Revenue	38.53	21.00	.00	50.00	.00	.00	
	Department	\$11,702.67	\$11,555.63	\$11,625.00	\$11,225.00	\$11,425.00	\$11,425.00	98%
	REVENUE TOTALS	\$11,702.67	\$11,555.63	\$11,625.00	\$11,225.00	\$11,425.00	\$11,425.00	98%
EXPENSE								
Department 10 - County Clerk								
State Account 51421 - County Clerk								
50111	Department Head	62,255.96	63,456.12	64,656.00	64,656.00	65,950.00	65,950.00	102
50121	Full Time	113,341.71	117,072.29	141,113.00	141,113.00	143,637.00	143,637.00	102
50122	Part Time	14,579.98	15,850.77	19,598.00	19,598.00	17,034.00	17,034.00	87
50131	Sick Leave Pay	8,287.46	3,655.97	.00	.00	.00	.00	
50132	Vacation Pay	7,990.22	9,298.37	.00	.00	.00	.00	
50135	Overtime	3,825.46	2,463.29	500.00	.00	500.00	.00	
50138	Holiday Pay	6,223.46	6,097.53	.00	.00	.00	.00	
50151	Fica/Medicare	15,652.73	15,950.55	17,279.00	17,279.00	17,375.00	17,375.00	101
50152	Co. Share Retirement	15,496.28	15,352.10	15,941.00	15,941.00	15,899.00	15,899.00	100
50154	Health Insurance	46,143.88	46,690.44	49,082.00	49,082.00	43,893.00	43,893.00	89
50155	Life Insurance	53.44	62.32	77.00	77.00	85.00	85.00	110
50156	HRA	14,700.00	12,600.00	12,600.00	12,600.00	10,500.00	10,500.00	83
50225	Telephone	1,783.03	1,657.54	1,600.00	1,600.00	1,700.00	1,700.00	106
50310	Office Supplies	868.60	1,126.30	1,000.00	1,000.00	1,100.00	1,100.00	110
50311	Postage	1,519.75	1,494.95	2,000.00	2,000.00	2,000.00	2,000.00	100
50313	Printing & Duplication	449.86	595.97	500.00	500.00	500.00	500.00	100
50320	Publication,Subscriptions & Dues	352.33	345.98	500.00	500.00	500.00	500.00	100
50325	Registration Fees & Tuition	495.00	570.00	500.00	500.00	1,500.00	850.00	170
50332	Mileage	486.21	573.21	500.00	500.00	750.00	850.00	150
50335	Meals	77.02	141.72	100.00	100.00	100.00	100.00	100
50336	Lodging	350.00	440.00	500.00	500.00	750.00	750.00	150
	State Account	\$314,932.38	\$315,495.42	\$328,046.00	\$327,546.00	\$323,773.00	\$322,623.00	98%
	State Account 51441 - Election							
50140	Per Diem	200.00	50.00	300.00	300.00	200.00	200.00	67
50151	Fica/Medicare	15.32	4.37	16.00	23.00	16.00	16.00	100
50154	Health Insurance	11.49	.00	.00	.00	.00	.00	
50155	Life Insurance	.00	.24	.00	.00	.00	.00	

2017 County Clerk Budget Year 2017



Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Department	2017 Administrator	2017 County Board	2017 Co Bd/2016 Adopted
Fund 100 - General	EXPENSE								
Department 10 - County Clerk									
State Account 51441 - Election									
50290	Contractual Services	.00	.00	1,000.00	1,000.00	.00	.00	.00	100
50310	Office Supplies	776.27	1,092.60	500.00	500.00	500.00	500.00	500.00	70
50311	Postage	433.82	(265.70)	500.00	500.00	350.00	350.00	350.00	28
50313	Printing & Duplication	15,977.79	3,583.94	25,000.00	25,000.00	10,000.00	7,000.00	7,000.00	38
50320	Publication, Subscriptions & Dues	6,593.44	2,503.35	8,000.00	8,000.00	4,000.00	3,000.00	3,000.00	200
50325	Registration Fees & Tuition	.00	50.00	50.00	50.00	100.00	100.00	100.00	67
50332	Mileage	958.76	745.79	1,200.00	1,200.00	800.00	800.00	800.00	67
50335	Meals	60.00	82.93	150.00	150.00	100.00	100.00	100.00	100
50336	Lodging	70.00	216.00	300.00	300.00	300.00	300.00	300.00	33%
State Account 51441 - Election Totals		\$25,096.89	\$8,063.52	\$37,016.00	\$37,023.00	\$16,366.00	\$12,366.00	\$12,366.00	92%
Department 10 - County Clerk Totals		\$340,029.27	\$323,558.94	\$365,062.00	\$364,569.00	\$340,139.00	\$334,989.00	\$334,989.00	92%
EXPENSE TOTALS		\$340,029.27	\$323,558.94	\$365,062.00	\$364,569.00	\$340,139.00	\$334,989.00	\$334,989.00	92%
Fund 100 - General Totals		\$11,702.67	\$11,555.63	\$11,625.00	\$11,225.00	\$11,225.00	\$11,425.00	\$11,425.00	98%
REVENUE TOTALS		\$340,029.27	\$323,558.94	\$365,062.00	\$364,569.00	\$340,139.00	\$334,989.00	\$334,989.00	92%
EXPENSE TOTALS		(\$328,326.60)	(\$312,003.31)	(\$353,437.00)	(\$353,344.00)	(\$328,914.00)	(\$323,564.00)	(\$323,564.00)	92%
Net Grand Totals		\$11,702.67	\$11,555.63	\$11,625.00	\$11,225.00	\$11,225.00	\$11,425.00	\$11,425.00	98%
REVENUE GRAND TOTALS		\$340,029.27	\$323,558.94	\$365,062.00	\$364,569.00	\$340,139.00	\$334,989.00	\$334,989.00	92%
EXPENSE GRAND TOTALS		(\$328,326.60)	(\$312,003.31)	(\$353,437.00)	(\$353,344.00)	(\$328,914.00)	(\$323,564.00)	(\$323,564.00)	92%

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