

Budget Presentation

Whatcom County Auditor's Office



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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.

Auditor's Office Mission

Auditor's Office Core Services

❖ Administration

- Division support
- Contract & grant management
- Annual report
- Accounts payable/accounts receivable

❖ Elections

- Administer federal, state, and county elections
- Local voters' pamphlet
- Voter outreach

❖ Recording

- Document recording
- Marriage licenses
- Preserve and protect historically significant permanent archival documents

- Help customers search recorded documents
- Register and reserve new plat and condominium names
- Register process servers

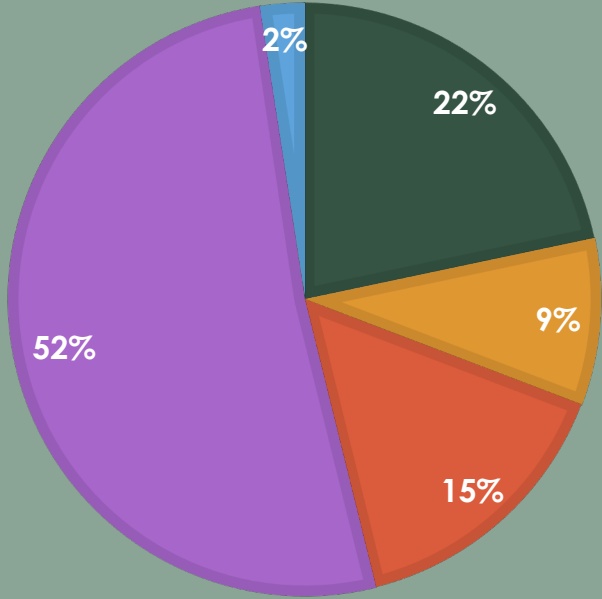
❖ Licensing

- Title and license vehicles and vessels in partnership with the Washington State Department of Licensing
- Inventory control
- Train, oversee, and audit six subagents
- Issue Disability Placards
- Collect tax on behalf of the Department of Revenue

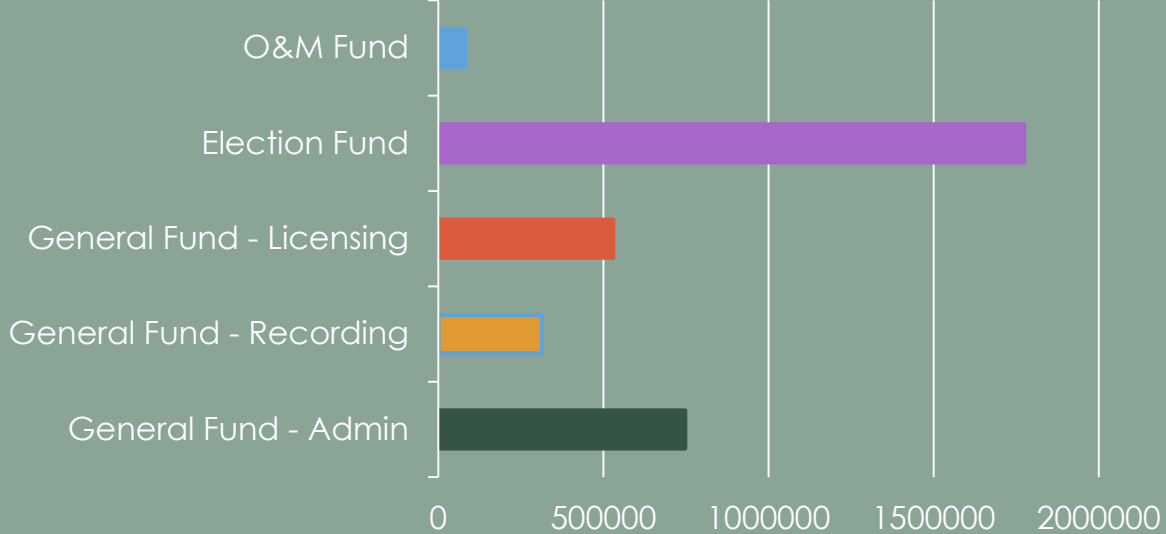
2025 Total Budget

2025

Admin Recording Licensing Elections O&M

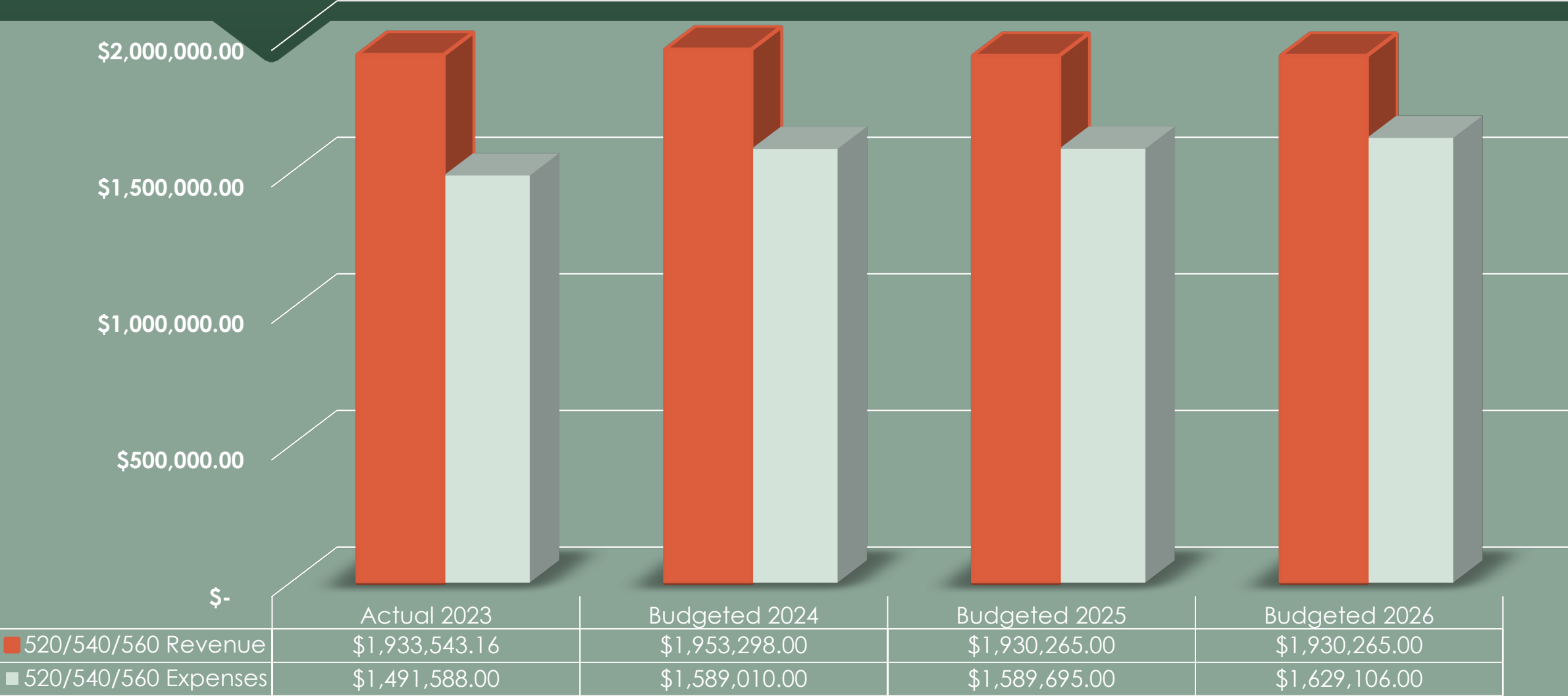


General Fund Dollars

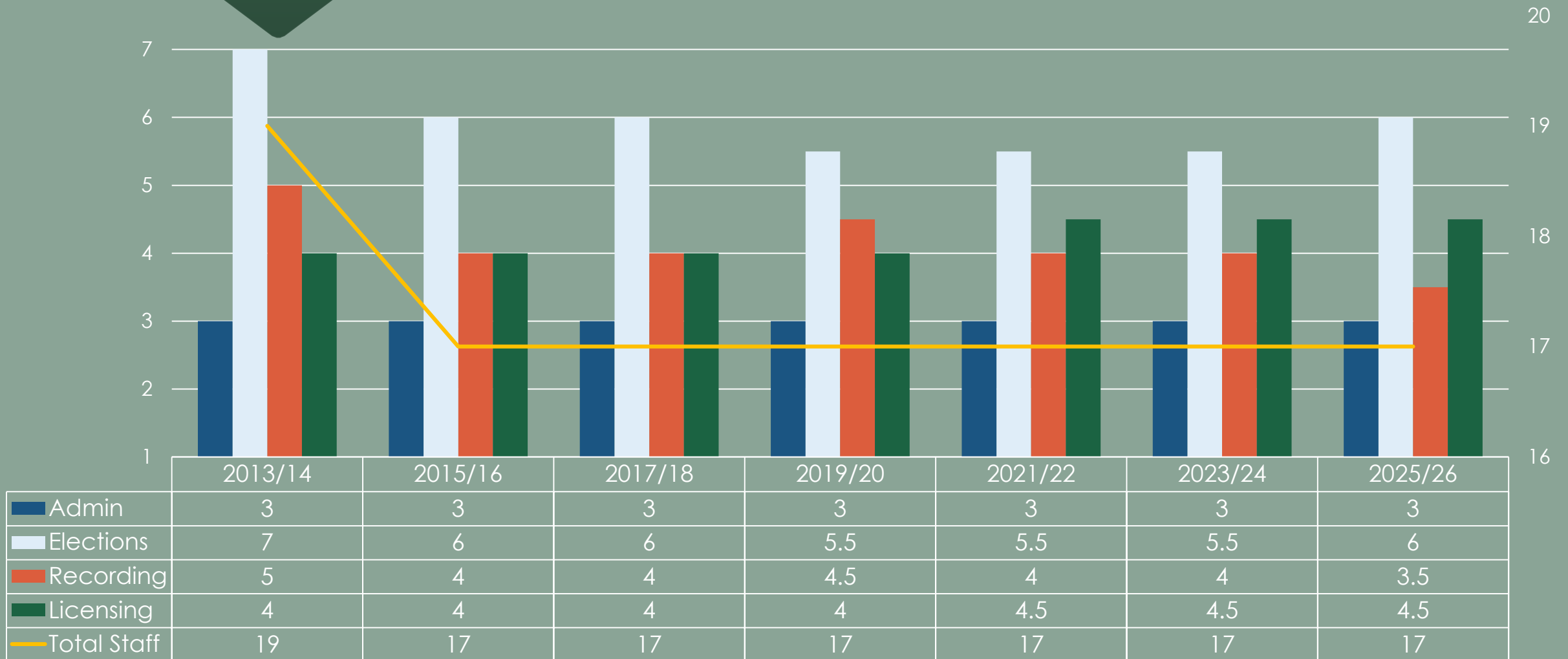


General Fund - Admin General Fund - Recording
General Fund - Licensing Election Fund
O&M Fund

General Fund Revenue and Expenses



Full Time Staff by Division



ASR's affecting General Fund

		2025	2026
ASR 2025-7500	Elimination of split position	-\$38,492.00	-\$44,848.00
ASR 2025-7094	Reclass Clerk 3 to Clerk 5	\$4,388.00	\$4,158.00
ASR 2025-7106	SKEP Program - Recording	\$8,219.00	\$10,527.00
ASR 2025-7107	SKEP Program - Licensing	\$1,227.00	\$9,929.00
Total to General Fund		-\$22,633.00	-\$18,208.00

SKEP ASR's 7106, 7107 and 7108

Requirements to move from a Clerk III to Clerk IV:

- ✓ 2 years in specific division
- ✓ Specialized training
- ✓ Passage of extensive test
- ✓ Auditor approval

Skill Enhancement Program (SKEP)

Position Reclass from Clerk III to Clerk V

Name of Request: **Position Reclass in Licensing division**

Costs:	Object	Object Description	2025 Amount	2026 Amount
	6110	Regular Salaries & Wages	\$3,770	\$3,746
	6210	Retirement	\$312	\$109
	6230	Social Security	\$289	\$287
	6255	Other H&W Benefits	\$12	\$11
	6269	Unemployment-Interfund	\$5	\$5
	Request Total		\$4,388	\$4,158

1. Description of Request:

a) Describe the proposed activity or service, and indicate whether it is a higher or lower priority than existing services in your department budget.

This request is to reclass a clerk III to a clerk V position to assist the Auditor's Office in meeting specific requirements of additional ongoing oversight duties and remain in compliance with contractual requirements with Washington State Department of Licensing (DOL). Beginning in 2025, the Auditor will be responsible for reviewing subagent's transactions completed by all of the 6 privately owned subagent offices under contract with the Whatcom County Auditor.

Yearly Transactions by Location				
	2020	2021	2022	2023
3701 Whatcom County Auditor	53,718	40,969	40,712	37,272
3724 Valley Drug Licensing	20,743	20,170	20,030	20,834
3727 Lynden Food Pavilion Licensing	34,085	32,700	32,980	32,332
3728 Blaine Cost Cutter Licensing	18,056	16,881	17,649	17,912
3729 Northwest Licensing	64,156	60,014	49,862	48,272
3730 Auto Licensing of Ferndale	47,170	49,225	52,098	53,158
3731 Auto Licensing of Bellingham	73,371	83,953	83,231	84,987

Licensing Revenue 2020 - 2023

Licensing filing fees are set by RCW 46.17.005

When a licensing office issues a registration, the auditor's office retains \$4.50 filing fee

When a licensing office issues a title, the auditor's office retains \$5.50 filing fee

\$0.50 of each filing fee is remitted to DOL and quarterly disbursed back to all counties equally to support licensing services provided by auditor's offices

	Revenue from Auditor's Office	Revenue from Subagents	Quarterly Payments from DOL	Total Revenue to General Fund
2020	\$227,283	\$1,359,095	\$161,259	\$1,747,637
2021	\$175,298	\$1,398,448	\$143,375	\$1,717,121
2022	\$175,587	\$1,293,812	\$145,504	\$1,614,903
2023	\$159,721	\$1,289,909	\$128,019	\$1,577,649

Additional ASR's

Election Fund

ASR#	Description	2025	2026
7097	Software Maintenance	\$6,000	\$6,000
7104	Ballot Drop Box Maintenance & Equipment	\$6,000	\$7,500
7105	Position Reclass – Community Outreach	\$51,666	\$58,022

O&M Fund

ASR#	Description	2025	2026
7095	Scanning Equipment Replacement	\$25,000	\$-0-
7096	Software Maintenance	\$9,000	\$11,000
7124	Indexing Historical Documents	\$73,219	\$73,219

Questions

