Clerk/Auditor

Mission Statement

The Mission of the Clerk/Auditor is to protect the interests of Davis County citizens, in the receipt and disbursement of funds, the application of election laws and the maintenance of public records.

2018 Inputs/Outputs

FTE (2018): 32

Auditor:

- Recognized for the 25th consecutive year by the Government Finance Officers Association for exhibiting a spirit of financial transparency by exceeding the minimum requirements of generally accepted accounting principles in annual financial reporting.
- Oversaw the administration of the County budget including expenditures in excess of $190M and revenues of $198M.
- Issued the first Popular Annual Financial Report (PAFR) so that citizens could better understand Davis County financial operations.
- Administered:
  - 935 Tax Appeals Processed
  - 10,425 Abatement issued (Veteran, Circuit Breaker, Blind)
  - 81 Board of Equalization Hearing

Clerk:

- Successfully implemented a new election administration system to better serve Davis County Citizens.
- Administered:
  - 5,193 Passports Issued
  - 1,953 Marriage Licenses Issued
  - 73,440 Voter Registration Updates
  - 200 Online GRAMA Requests Processed
  - Over 360,000 Records Converted to Microfilm

Core Functions & Services

Davis County Auditor:

- **Function:** Countywide Administration of Budget, Finance/Accounting, Internal Audit & External Reporting
  Added Value: *Ensure that appropriate administration of taxpayer funds occurs in Davis County Government.*

- **Function:** Tax Administration
  Added Value: Ensure that an equitable tax system exists within Davis County as well as providing a fair appeal system is in place when grievances occur.

Davis County Clerk:

- **Function:** Countywide Administration of Elections
  Added Value: Ensure that all citizens and candidates have equal access to fair, transparent and secure elections.

- **Function:** Clerk of the Legislative Body
  Added Value: Keeps record of all proceedings of the Legislative Body. Maintains record and ensure transparent and open access to the records.

- **Function:** Issue Marriage Licenses & Act as a Passport Acceptance Agency
  Added Value: Provide citizens access to critical legal services in an efficient and friendly environment.

- **Function:** Records Chief Administrative Officer
  Added Value: Ensures proper administration preservation and public access to official records of the County.

Clerk/Auditor

2019 Projected Outcomes

The Auditing Staff has successfully implemented the first phase of the financial suite of the Tyler Munis Enterprise Resource Program (ERP). The implementation of this ERP has laid the foundation for future implementation of critical systems in the County including asset management, human resource management, payroll and time keeping and other systems that may be identified in the future that will benefit the citizens of the County. This process has also required that the County review and update policy and practices to better reflect current industry best practices. The success achieved in this project can largely be attributed to the tremendous effort and leadership provided by several County staff, but in particular Chief Deputy Auditor, Heidi Voordeckers.

In addition to this, the Auditor staff was tasked with the responsibility of taking over the day-to-day financial operations of the Davis County Sheriff's Office in April of 2018. Because of the dedicated efforts of several staff members, the financial operations and programs of DCSO have been updated and revised so that staff and functions can be transferred back to DCSO beginning January 1, 2020. This will result in greater efficiency while ensuring appropriate checks and balances have been established.

After years of work and significant effort by staff, the CDBG/SSBG program was brought back into substantial compliance and was transferred back to the Community and Economic Development Department on September 1, 2019.

The Clerk's Office has continued the incremental implementation of a new election administration system. Specifically, in 2019, the staff has implemented an electronic poll book system that provided real time data to ensure secure elections. Preparations for the 2020 Presidential Election continue, recognizing that Utah will participate in a Presidential Preference Election in March 2020 for the first time since 2008. This has and will continue to require significant efforts to deliver fair, transparent and secure elections to the citizens of Davis County.

In addition, the Records Department has taken on the assignment to provide better records indexing and preservation of the historic records of Davis County. The efforts of staff resulted in the award of matching State grant monies to assist in the efforts of staff to maintain the records.

2020 Budget Initiatives

- Continued implementation of Tyler ERP to recognize greater efficiencies in the County.
- Continued update and revision of financial policies, procedures and practices to implement industry best practices.
- Full launch of all new election administration systems in a Presidential Election cycle.
- Continued improvement of records management process to insure that the historic records of the County are appropriately cared for. Establish a countywide record index and county records repository.