

**Fiscal Year 2022 Budget
adopted on December 6, 2021**



Clerk's Office



Fiscal Year 2022 Budget Overview

General (Current Expense) Fund No. 001

County Clerk of the Superior Court (001.400)

Responsible Elected Official: County Clerk (of the Superior Court)

The County Clerk of the Superior Court has specific and special duties assigned by statute and court rules. The duties are administrative in nature, and quasi-judicial in some cases, but the County Clerk is best described as the administrative and financial officer of the Superior Court in Pacific County.

Some of the general duties of the office include receiving filings for all types of Superior Court level litigation, maintaining files, court exhibits and depositions, recording all documents required, certifying records, preparing dockets, receiving, filing and approving certain bonds. The County Clerk also acts as a quasi-judicial officer for the issuance of writs, orders, subpoenas and related duties, draws and maintains jury panels, and is present or represented for all sessions of the Superior Court.

In addition, the County Clerk collects statutory fees for litigations and fines, holding them in a separate trust as directed by order of the court. They receive and disburse money on judgments, child support payments and restitution, and are required to maintain an efficient accounting system.

The Clerk's Office is supported by the following Special Revenue Funds:

- Special Revenue Fund No. 138 (Court Special Accounts)
- Special Revenue Fund No. 191 (BECCA Reserve)

Grand Total FY 2022 Budgeted Expenditures:	\$443,493.00
Grand Total FY 2022 Budgeted Full-Time Equivalents (FTEs):	4.70
Grand Total FY 2022 Budgeted Revenue:	\$162,502.00



Fiscal Year 2022 Budget Overview: Expenditures
General (Current Expense) Fund No. 001
County Clerk of the Superior Court (001.400)

BARS Code		FY 2020 Expenditures		FY 2021 Expenditures		FY 2022 Expenditures	
Expenditure Subobject (001.400.5**.**.**) # Description		Budget as adopted by the BOCC on November 26, 2019	Actual Spent January 1, 2020 through December 31, 2020	Budget as adopted by the BOCC on December 8, 2020	Actual Spent January 1, 2021 through September 30, 2021	Dept. Estimate submitted in accordance with RCW 36.40.010	Budget as adopted by the BOCC on December 6, 2021
10	Salaries & Wages	\$279,578.00	\$238,016.00	\$294,415.00	\$171,024.08	\$290,009.00	\$299,387.00
20	Personnel Benefits	\$118,261.00	\$93,509.42	\$121,603.00	\$66,750.63	\$118,749.00	\$127,956.00
31	Supplies for Consumption	\$5,511.00	\$9,089.40	\$5,000.00	\$1,871.98	\$5,000.00	\$5,000.00
41	Professional Services	\$222.00	\$358.00	\$1,000.00	\$45.17	\$1,000.00	\$1,000.00
42	Communication	\$643.00	\$622.45	\$650.00	\$501.70	\$650.00	\$650.00
43	Travel	\$1,837.00	-	\$1,900.00	\$63.84	\$2,500.00	\$2,500.00
45	Operating Rentals & Leases	\$4,082.00	\$2,848.28	\$4,000.00	\$1,799.61	\$4,000.00	\$4,000.00
46	Insurance	-	\$135.00	-	-	-	-
48	Repairs & Maintenance	\$2,551.00	\$1,726.90	\$2,500.00	\$1,189.10	\$2,500.00	\$2,500.00
49	Other Services	\$460.00	\$70.00	\$500.00	\$956.50	\$500.00	\$500.00
Total Expenditures:		\$413,145.00	\$346,375.45	\$431,568.00	\$244,202.61	\$424,908.00	\$443,493.00



Fiscal Year 2022 Budget Overview: Revenue
General (Current Expense) Fund No. 001
County Clerk of the Superior Court (001.400)

BARS Code		FY 2020 Revenue		FY 2021 Revenue		FY 2022 Revenue	
Revenue Type (001.400.3**.**.**) # Description		Budget as adopted by the BOCC on November 26, 2019	Actual Received January 1, 2020 through December 31, 2020	Budget as adopted by the BOCC on December 8, 2020	Actual Received January 1, 2021 through September 30, 2021	Dept. Estimate submitted in accordance with RCW 36.40.010	Budget as adopted by the BOCC on December 6, 2021
333	Federal Indirect Grants	\$23,000.00	\$11,059.00	\$14,000.00	\$1,664.00	\$14,000.00	\$14,000.00
334	State Grants	\$4,000.00	\$8,533.00	\$8,000.00	\$1,887.00	\$8,000.00	\$8,000.00
336	State Entitlements & Impact Payments	-	\$1,965.00	\$2,000.00	\$2,811.00	-	\$2,000.00
341	General Government	\$71,700.00	\$94,954.82	\$85,000.00	\$63,321.07	\$85,000.00	\$85,000.00
342	Public Safety	\$2,800.00	\$7,331.21	\$5,000.00	\$2,014.08	\$5,000.00	\$5,000.00
351	Superior Court Felony/Misdemeanor Penalties	\$10,150.00	\$7,572.56	\$10,000.00	\$2,739.20	\$8,000.00	\$8,000.00
357	Criminal Costs	\$11,900.00	\$13,953.84	\$12,000.00	\$5,825.14	\$12,000.00	\$12,000.00
361	Interest & Other Earnings	\$1,200.00	\$1,824.06	\$1,800.00	\$1,094.14	\$1,000.00	\$1,000.00
369	Other Misc. Revenue	-	\$70.00	-	\$275.00	-	-
397	Transfers in from Fund #131	\$17,912.00	\$17,912.00	\$17,226.00	-	\$23,335.00	\$24,502.00
397	Transfers in from Fund #191	\$7,000.00	\$3,500.00	\$4,000.00	-	\$3,000.00	\$3,000.00
Total Revenue:		\$149,662.00	\$168,675.49	\$159,026.00	\$81,630.63	\$159,335.00	\$162,502.00



Fiscal Year 2022 Budget Overview

Special Revenue Fund No. 138

Court Special Accounts

Responsible Elected Official: County Clerk (of the Superior Court)

Court Special Accounts Fund No. 138 was established by the Board of County Commissioners via Resolution No. 2007-067 for the purpose of accumulating and administering state-designated court revenues.

From time to time, the Washington State Legislature earmarks certain revenues for Superior Court and/or courts of limited jurisdiction for specifically designated purposes. These revenues originate from multiple sources, none of which are significant enough to warrant creation of an individual fund. Special Revenue Fund No. 138 was created for the accumulation and administration of these existing and future designated revenues.

Grand Total FY 2022 Budgeted Expenditures:	\$22,012.00
Grand Total FY 2022 Budgeted Full-Time Equivalents (FTEs):	0.30
Grand Total FY 2022 Budgeted Revenue:	\$7,000.00



Fiscal Year 2022 Budget Overview: Expenditures
Special Revenue Fund No. 138
Court Special Accounts

BARS Code		FY 2020 Expenditures		FY 2021 Expenditures		FY 2022 Expenditures	
Expenditure Subobject (138.***.5**.**.*)		Budget as adopted by the BOCC on November 26, 2019	Actual Spent January 1, 2020 through December 31, 2020	Budget as adopted by the BOCC on December 8, 2020	Actual Spent January 1, 2021 through September 30, 2021	Dept. Estimate submitted in accordance with RCW 36.40.010	Budget as adopted by the BOCC on December 6, 2021
#	Description						
00	Transfers-Out	-	-	-	-	-	-
10	Salaries & Wages	\$5,362.00	\$5,361.59	\$11,624.00	\$4,703.47	\$13,068.00	\$13,068.00
20	Personnel Benefits	\$2,337.00	\$2,445.28	\$6,161.00	\$2,245.15	\$6,927.00	\$6,927.00
41	Professional Services	\$1,021.00	-	\$1,021.00	-	\$1,000.00	\$1,000.00
46	Insurance	\$374.00	\$373.40	\$1,017.00	\$1,016.10	\$1,017.00	\$1,017.00
49	Other Services	-	\$300.00	-	\$300.00	-	-
Total Expenditures:		\$9,094.00	\$8,480.27	\$19,823.00	\$8,264.72	\$22,012.00	\$22,012.00



Fiscal Year 2022 Budget Overview: Revenue
Special Revenue Fund No. 138
Court Special Accounts

BARS Code		FY 2020 Revenue		FY 2021 Revenue		FY 2022 Revenue	
Revenue Type (138.***.3**.***)		Budget as adopted by the BOCC on November 26, 2019	Actual Received January 1, 2020 through December 31, 2020	Budget as adopted by the BOCC on December 8, 2020	Actual Received January 1, 2021 through September 30, 2021	Dept. Estimate submitted in accordance with RCW 36.40.010	Budget as adopted by the BOCC on December 6, 2021
#	Description						
341	General Government	\$14,000.00	\$11,870.80	\$3,000.00	\$4,872.55	\$3,000.00	\$5,000.00
346	Social Services	\$1,300.00	\$2,385.00	-	\$1,779.30	-	\$2,000.00
Total Revenue:		\$15,300.00	\$14,255.80	\$3,000.00	\$6,651.85	\$3,000.00	\$7,000.00



Fiscal Year 2022 Budget Overview: **Fund Balance**
Special Revenue Fund No. 138
Court Special Accounts

	FY 2020 Budget as adopted by the BOCC November 26, 2019	FY 2020 Actuals January 1, 2020 through December 31, 2020	FY 2021 Amended Budget includes supplements/ amendments approved by the BOCC	FY 2021 Actuals January 1, 2021 through September 30, 2021	FY 2022 Dept. Estimates submitted in accordance with RCW 36.40.010	FY 2022 Budget as adopted by the BOCC on December 6, 2021
BEGINNING CASH <i>(FY2022 totals are estimated)</i>	\$47,648.54	\$47,648.54	\$53,424.07	\$53,424.07	\$36,601.07	\$36,601.07
<i>Plus</i> All Revenue	\$15,300.00	\$14,255.80	\$3,000.00	\$6,651.85	\$3,000.00	\$7,000.00
<i>Minus</i> All Expenditures	(\$9,094.00)	(\$8,480.27)	(\$19,823.00)	(\$8,264.72)	(\$22,012.00)	(\$22,012.00)
ENDING CASH <i>(FY2021 & FY2022 totals are estimated)</i>	\$53,854.54	\$53,424.07	\$36,601.07	\$51,811.20	\$17,589.07	\$21,589.07
Difference between beginning & ending cash:	13.0% \$6,206.00	12.1% \$5,775.53	-31.5% (\$16,823.00)	-3.0% (\$1,612.87)	-51.9% (\$19,012.00)	-41.0% (\$15,012.00)

Fiscal Year 2022 Budget Overview:
Staffing Plan
Pacific County Clerk's Office

Position	Fiscal Year 2022 Wage Breakdown at 1.0 Full-Time Equivalent (FTE)												Fund #001.400 County Clerk			Fund #138 Court Special Accounts			GRAND TOTALS COUNTY CLERK			
	Group	Grade	Step	Base Salary (Monthly)	Longevity (Monthly)	Total Salary (Monthly)	How Many Months at This Salary?	TOTAL SALARY (ANNUAL)	Estimated Benefit %	FTE	Salary	Benefits	FTE	Salary	Benefits	FTE	Salary	Benefits				
				at 1.0 FTE							percentage of base salary	base salary + longevity		rounded to nearest \$	relative to salary		(BARS Obj 10)	(BARS Obj 20)	(BARS Obj 10)	(BARS Obj 20)	(BARS Obj 10)	(BARS Obj 20)
											\$	\$		\$	\$		\$	\$				
Clerk	Elected	-	-	=	\$6,655.83	-	-	\$6,655.83	x	12	=	\$79,870	45%	1.00	\$79,870	\$35,942	-	-	-	1.00	\$79,870	\$35,942
Chief Deputy	Mgmt	14	8	=	\$5,787.00	\$462.96	8.0%	\$6,249.96	x	12	=	\$75,000	36%	1.00	\$75,000	\$27,000	-	-	-	1.00	\$75,000	\$27,000
Senior Deputy Clerk [1]	367-C	11	10	=	\$4,514.00	\$112.85	2.5%	\$4,626.85	x	12	=	\$55,523	49%	1.00	\$55,523	\$27,207	-	-	-	1.00	\$55,523	\$27,207
Senior Deputy Clerk [2]	367-C	11	10	=	\$4,514.00	\$361.12	8.0%	\$4,875.12	x	12	=	\$58,502	37%	1.00	\$58,502	\$21,646	-	-	-	1.00	\$58,502	\$21,646
Deputy Clerk	367-C	10 10	4 5	= =	\$3,576.00 \$3,684.00	- -	- -	\$3,576.00 \$3,684.00	x x	6 6	= =	\$43,560	53%	0.70	\$30,492	\$16,161	0.30	\$13,068	\$6,927	1.00	\$43,560	\$23,088
Total FY 2022 Budgeted FTEs, Salaries, and Benefits:												4.70	\$299,387	\$127,956	0.30	\$13,068	\$6,927	5.00	\$312,455	\$134,883		

Notes Regarding Fiscal Year 2022 Adopted Budget Appropriations:

- Monthly wages for the Pacific County Clerk in FY 2022 are set in accordance with the thresholds established within Section 1 of Board of County Commissioners' Ordinance No. 190. The FY 2022 base salary listed on this page for the Pacific County Clerk shall be the monthly wage for all twelve (12) months of calendar year 2022, with no further adjustments through December 31, 2022.