

**PICKENS COUNTY**

**REGISTER OF DEEDS**

**MISSION**

The mission of the Register of Deeds is to create and maintain a permanent record of county land transactions and collect the fees prescribed by SC law; also, provide assistance to citizens in person and over the phone.

**GOALS**

- For citizens to feel their needs are important and treated with respect.
- Continue to seek technology to reduce operating cost while improving efficiency and quality of operation.
- To comply with all requirements set forth by the SC Code of Laws.
- Continue to improve interdepartmental communications.
- Continue emphasis on safety skills and awareness.

**PRIOR YEAR ACCOMPLISHMENTS**

No accomplishments were submitted.

**BUDGET HIGHLIGHTS**

There are no significant changes in the FY 2007 budget.

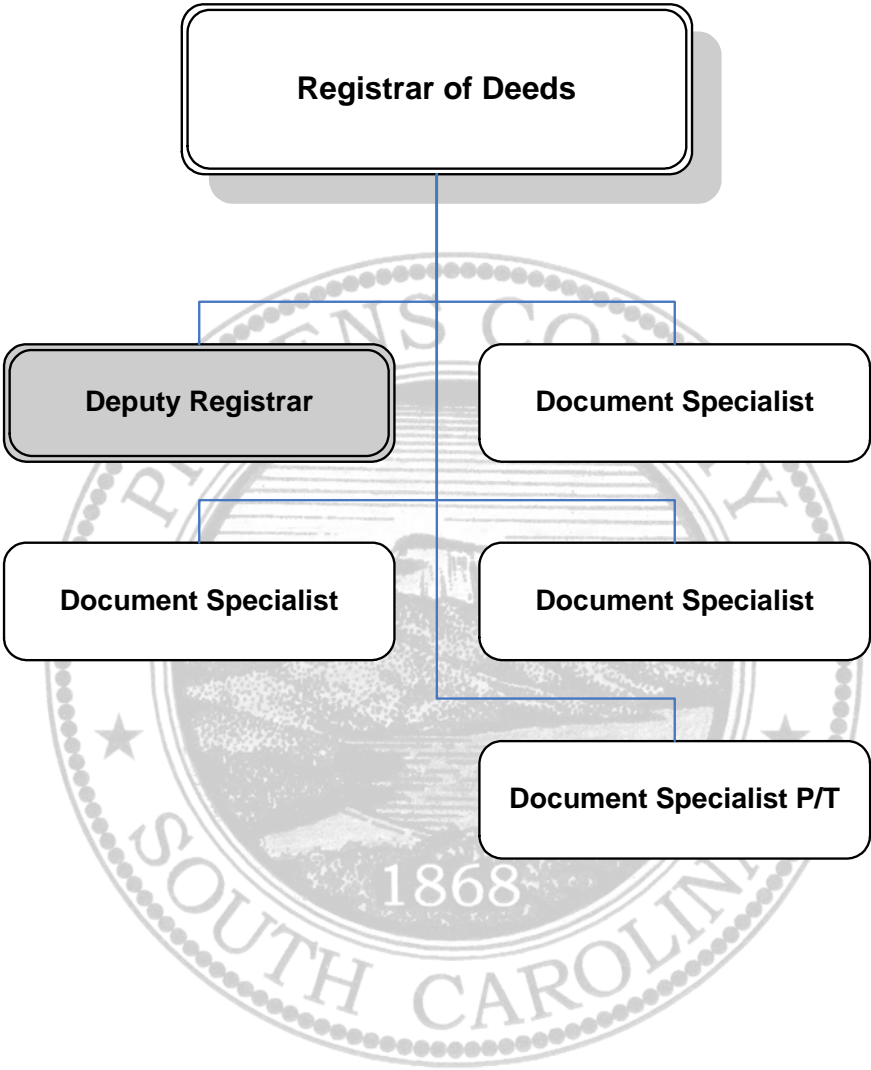
**WORKLOAD INDICATOR**

	<b>FY 2004 ACTUAL</b>	<b>FY 2005 ACTUAL</b>	<b>FY 2005 PROJECTED</b>	<b>FY 2006 PROJECTED</b>
Documentary Tax Collected for County	\$476,184	\$589,585	\$525,000	\$702,986
Document & Misc. Recording Fees	\$391,912	\$346,832	\$350,000	\$381,515
Actual County Revenue	\$868,096	\$936,417	\$875,000	1084,501
<b>Documents Filed:</b>				
Land Records	28,718	24,569	25,600	25,400
Liens	1,880	2,100	1,700	2,800
Uniform Commercial Codes	237	185	224	166
Bonds	0	9	7	9

**DEPARTMENT SUMMARY**

	<b>FY 2005 ACTUAL</b>	<b>FY 2005 BUDGET</b>	<b>FY 2006 BUDGET</b>	<b>FY 2007 BUDGET</b>
Personnel Services	\$ 204,486	\$ 208,804	\$ 227,546	\$ 234,840
Supplies & Materials	16,489	17,880	13,950	12,750
Contractual Services	114,696	118,070	119,822	118,938
Other	-	-	-	-
Capital	-	-	-	-
<b>Total</b>	<b>\$ 335,671</b>	<b>\$ 344,754</b>	<b>\$ 361,318</b>	<b>\$ 366,528</b>
<b>Total Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

REGISTER OF DEEDS



**PICKENS COUNTY**

**DELINQUENT TAX OFFICE**

**MISSION**

The mission of the Delinquent Tax Office is to continue to provide courteous, efficient service to all customers, whether taxpayers, tax sale bidders, legal professionals or county employees.

**GOALS**

- Within time and resource constraints, place special emphasis on problem resolution in areas of mobile homes and businesses.
- Strive for greater knowledge of an increasingly complex set of laws surrounding enforced collections of taxes and the resultant outcome that occurs with each proposed change in legislation.

**PRIOR YEAR ACCOMPLISHMENTS**

No accomplishments were submitted.

**BUDGET HIGHLIGHTS**

There are no significant changes in the FY 2007 budget.

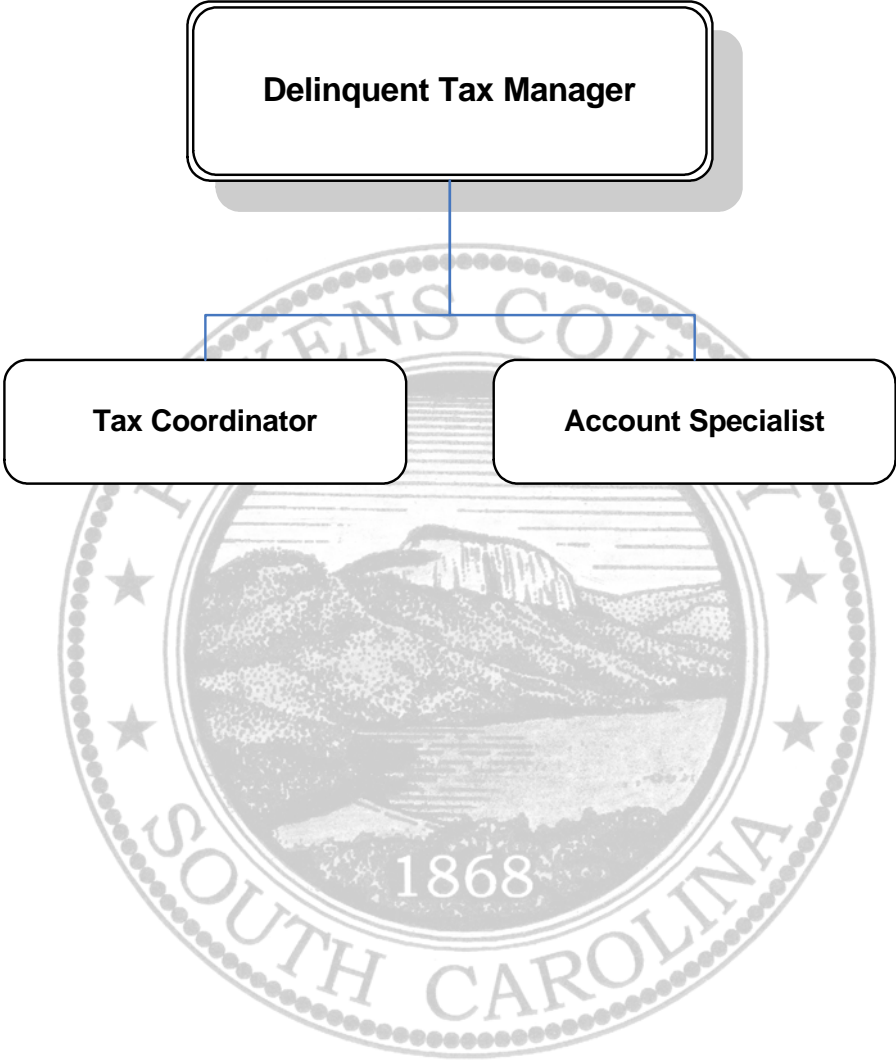
**WORKLOAD INDICATOR**

	<b>FY 2004 ACTUAL</b>	<b>FY 2005 ACTUAL</b>	<b>FY 2005 PROJECTED</b>	<b>FY 2006 PROJECTED</b>
Delinquent Billing	11,594	11,011	12,200	12,000
Bill Research Projects	790	815	820	830
Properties posted	504	447	575	525
Refunds calculated	810	1,019	850	1,000
Bankruptcy Cases handled	1,282	1,410	1,350	1,450
Sale Properties processed	1,680	1,792	1,750	1,800
Items checked on sale properties	67,200	78,800	70,000	72,000

**DEPARTMENT SUMMARY**

	<b>FY 2005 ACTUAL</b>	<b>FY 2005 BUDGET</b>	<b>FY 2006 BUDGET</b>	<b>FY 2007 BUDGET</b>
Personnel Services	\$ 138,518	\$ 155,448	\$ 156,871	\$ 157,236
Supplies & Materials	35,796	37,870	35,305	35,650
Contractual Services	73,133	51,424	55,450	60,596
Other	-	-	-	-
Capital	-	-	-	-
Total	\$ 247,447	\$ 244,742	\$ 250,082	\$ 253,482
Total Positions	3	3	3	3

DELINQUENT TAX OFFICE



**TREASURER’S OFFICE**

**MISSION**

The mission of the Treasurer’s Office is to receipt all county funds and collect property taxes in an efficient and reliable manner.

**GOALS**

- Maintain one of the most efficient offices in the state.
- Provide any necessary training for the staff including keeping up with new technology.
- Continue the friendly and efficient service that is provided.

**PRIOR YEAR ACCOMPLISHMENTS**

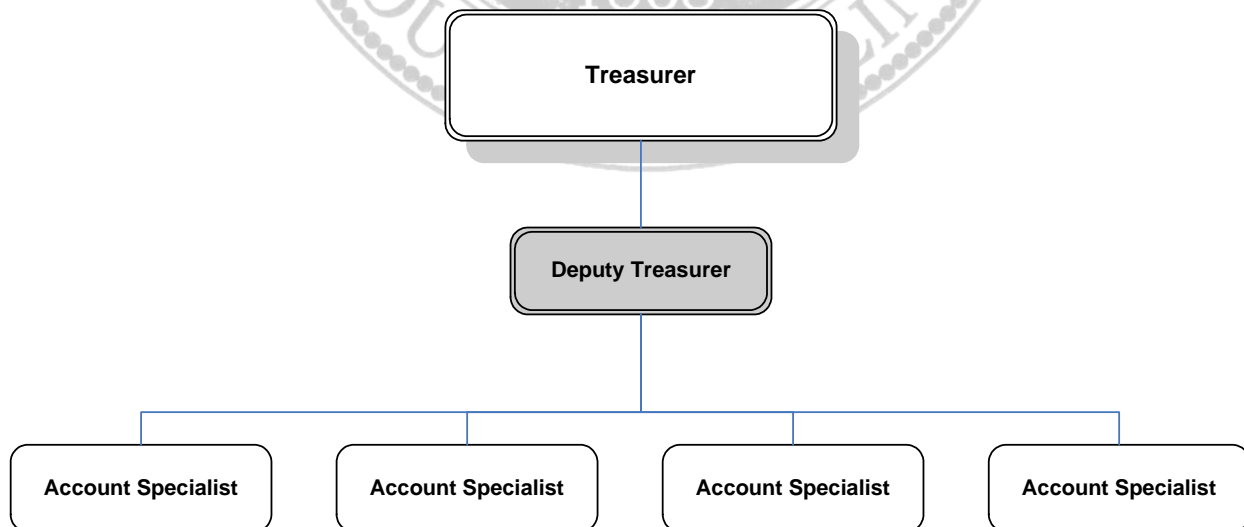
No accomplishments were submitted.

**BUDGET HIGHLIGHTS**

There are no significant changes in the FY 2007 budget.

**DEPARTMENT SUMMARY**

	<b>FY 2005 ACTUAL</b>	<b>FY 2005 BUDGET</b>	<b>FY 2006 BUDGET</b>	<b>FY 2007 BUDGET</b>
Personnel Services	\$ 253,327	\$ 255,228	\$ 276,351	\$ 286,956
Supplies & Materials	107,649	105,660	107,450	111,250
Contractual Services	6,127	6,330	6,675	6,636
Other	-	-	-	-
Capital	-	-	-	-
<b>Total</b>	<b>\$ 367,103</b>	<b>\$ 367,218</b>	<b>\$ 390,476</b>	<b>\$ 404,842</b>
<b>Total Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>



**AUDITOR'S OFFICE**

**MISSION**

The mission of the Auditor's Office is to assemble information of real estate and personal property ownership for the purposes of property tax billing and coordination.

**GOALS**

- Allow more forms to be readily accessible to taxpayers via the Internet.
- To continue to educate taxpayers about available exemptions and laws affecting them.
- To continue to search for county businesses that should file Business Personal Property returns in effort to meet the law requirements.
- To continue to clean up any inequities in the homestead history file and make sure no one is receiving more than one homestead.
- To continue to provide courteous and prompt service to taxpayers.

**PRIOR YEAR ACCOMPLISHMENTS**

- Kept taxpayers informed about reassessment and mailed all notices in a timely manner. Every effort was made to ensure that all taxpayers' questions and issues were handled timely and efficiently.
- Streamlined the Homestead Exemption records to ensure eligible taxpayers are receiving their full benefit and that records are deleted for deceased individuals.
- Implemented an Online Tax Estimator for both vehicles and real estate for the Internet.
- Implemented a High Mileage Application and Vehicle Tax Application via the Internet.

**BUDGET HIGHLIGHTS**

There are no significant changes in the FY 2007 budget.

**WORKLOAD INDICATOR**

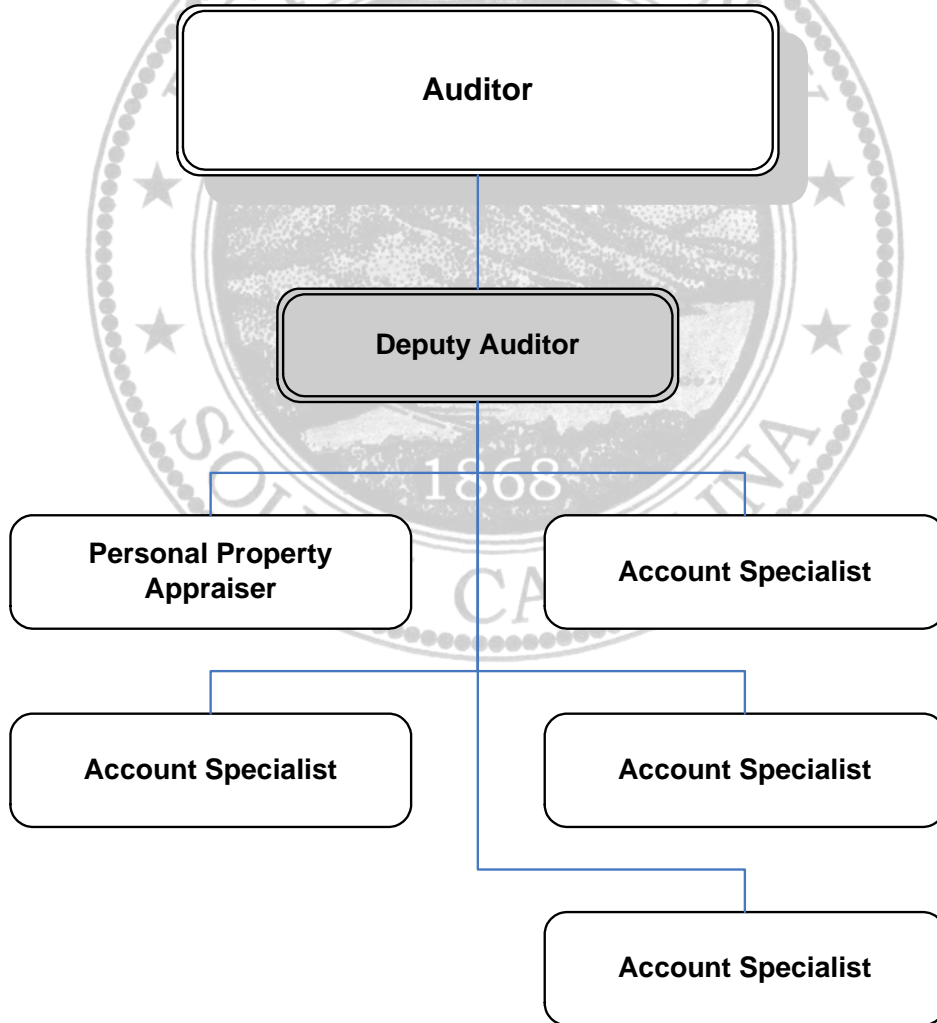
	<b>FY 2004 ACTUAL</b>	<b>FY 2005 ACTUAL</b>	<b>FY 2005 PROJECTED</b>	<b>FY 2006 PROJECTED</b>
Vehicle Bills processed	108,431	106,619	115,916	111,267
Vehicle Renewals processed	86,716	85,752	91,099	88,425
Over the Counter Walk-Ins	21,715	20,867	24,823	22,845
Dealers processed	7,158	7,157	6,892	7,514
Homestead Applications taken	824	1,157	850	1,233
Real Estate Reworks	4,775	7,329	4,680	6,607

**PICKENS COUNTY**

**AUDITOR'S OFFICE**

**DEPARTMENT SUMMARY**

	<b>FY 2005 ACTUAL</b>	<b>FY 2005 BUDGET</b>	<b>FY 2006 BUDGET</b>	<b>FY 2007 BUDGET</b>
Personnel Services	\$ 276,637	\$ 279,934	\$ 306,092	\$ 307,743
Supplies & Materials	30,565	32,525	34,475	36,500
Contractual Services	8,329	9,542	7,248	8,349
Other	-	-	-	-
Capital	-	-	-	-
<b>Total</b>	<b>\$ 315,531</b>	<b>\$ 322,001</b>	<b>\$ 347,815</b>	<b>\$ 352,592</b>
<b>Total Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>



**TAX ASSESSOR'S OFFICE**

**MISSION**

The primary mission of the Tax Assessor's Office is to list and uniformly assess all real property as required by state law while providing courteous, efficient and economic delivery of services to citizens. The Assessor's mission is to provide new technology, which will have integrated databases, increased efficiency and online-public access to public records.

**GOALS**

- Providing assessment services in a professional and personal spirit of respect, honesty and fairness. To recruit, develop and retain a highly competent staff.
- Improving quality of work.
- Provide in-house training with the New Mobile Technology.
- Improving Assessor's web site.
- Improving customer service by providing personal-advanced training to each employee.

**PRIOR YEAR ACCOMPLISHMENTS**

- Implemented laser technology in measuring real property improvements.
- Implemented pocket PCs that automatically perform sketch functions as dimensions are obtained with laser measuring instruments.
- Processed digital photos of all improvements located in county.
- All office operations are being processed more timely and effectively. Customer service, building permits, mobile home permits, deeds, splits, objections and address changes are being processed faster and with more accuracy. Processed 4,540 appeals more efficiently by restructuring workflow.
- Implemented scanning process for an efficient tracking system of historical documents required by the state's retention policy. This will also reduce the overflow of hard copies stored in Archives.

**BUDGET HIGHLIGHTS**

There are no significant changes in the FY 2007 budget.

**WORKLOAD INDICATOR**

	<b>FY 2004 ACTUAL</b>	<b>FY 2005 ACTUAL</b>	<b>FY 2005 PROJECTED</b>	<b>FY 2006 PROJECTED</b>
Deeds and Building Permits	7,341	7,679	7,595	7,595
Manufacturing Housing–Mobile Homes	9,105	11,409	9,150	11,967
Forms processed	2,330	64,371	2,325	8,000
Notices, Objections & Appeals	3,005	4,540	66,100	600
Assessor's Web Site Count	1,681,000	2,568,900	2,561,000	3,456,800
Real Property Active Accounts	56,174	64,347	57,950	72,500



**PICKENS COUNTY**

**TAX ASSESSOR'S OFFICE**

**DEPARTMENT SUMMARY**

	<b>FY 2005 ACTUAL</b>	<b>FY 2005 BUDGET</b>	<b>FY 2006 BUDGET</b>	<b>FY 2007 BUDGET</b>
Personnel Services	\$ 809,504	\$ 825,565	\$ 805,047	\$ 850,160
Supplies & Materials	52,260	64,282	35,334	21,308
Contractual Services	21,971	16,981	16,699	22,712
Other	-	-	-	-
Capital	-	-	-	-
<b>Total</b>	<b>\$ 883,735</b>	<b>\$ 906,828</b>	<b>\$ 857,080</b>	<b>\$ 894,180</b>
<b>Total Positions</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>18</b>

