

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
- Promote a positive image for Pickens County

PRIOR YEAR ACCOMPLISHMENTS

- Added a new scanning station and a work station to meet ergonomic requirements and make operations more efficient

BUDGET HIGHLIGHTS

There are no significant changes in the FY 2006 budget.

WORKLOAD INDICATOR

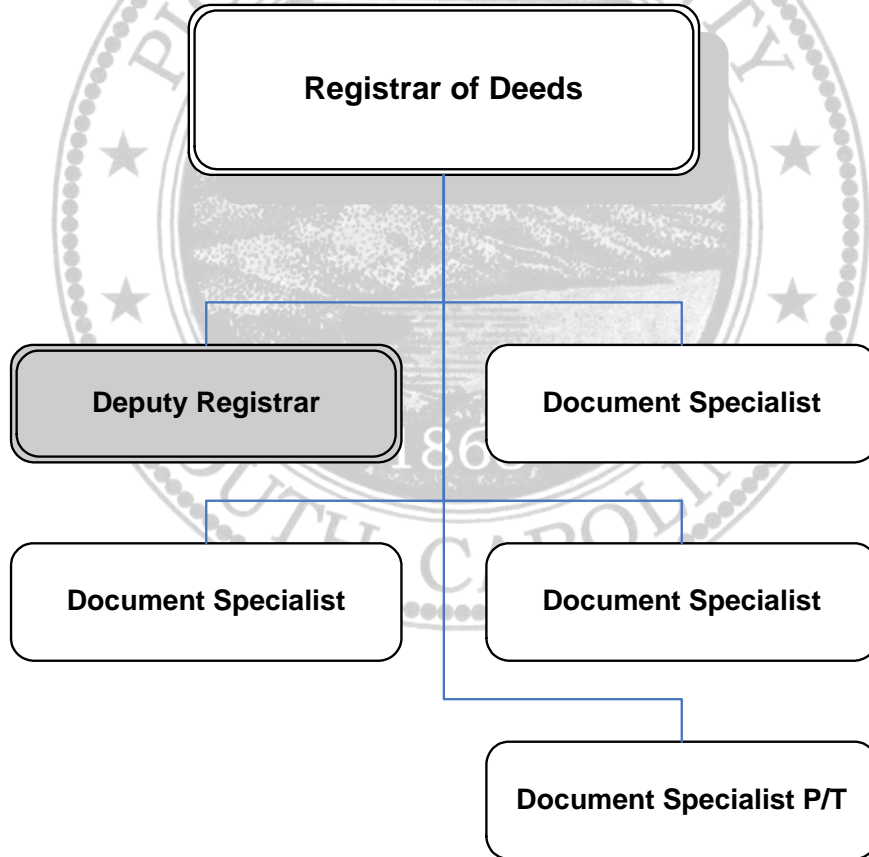
	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2004 PROJECTED	FY 2005 PROJECTED
Documentary Tax Collected for County	\$419,679	\$476,184	\$455,000	\$525,000
Document & Misc. Recording Fees	\$374,682	\$391,912	\$413,000	\$350,000
Actual County Revenue	\$794,361	\$868,096	\$868,000	\$875,000
Documents Filed:				
Land Records	28,162	28,718	30,000	25,600
Liens	2,429	1,880	2,550	1,700
Uniform Commercial Codes	264	237	200	224
Bonds	14	0	7	7

PICKENS COUNTY

REGISTER OF DEEDS

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 187,468	\$ 188,748	\$ 208,804	\$ 227,546
Supplies & Materials	13,711	10,250	17,880	13,950
Contractual Services	111,766	115,320	118,070	119,822
Other	-	-	-	-
Capital	19,276	19,055	-	-
Total	\$ 332,221	\$ 333,373	\$ 344,754	\$ 361,318
Total Positions	6	6	6	6



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 other 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

BUDGET HIGHLIGHTS

Funds have been included in the FY 2006 budget for a property lister to help during the delinquent tax sale process.

WORKLOAD INDICATOR

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2004 PROJECTED	FY 2005 PROJECTED
Delinquent Billing	11,425	11,594	12,000	12,200
Bill Research Projects	762	790	800	820
Properties posted	417	504	459	575
Refunds calculated	799	810	800	850
Bankruptcy Cases handled	1,104	1,282	1,200	1,350
Sale Properties processed	1,647	1,680	1,700	1,750
Items checked on sale properties	65,880	67,200	68,000	70,000

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 148,019	\$ 134,407	\$ 155,448	\$ 156,871
Supplies & Materials	29,550	35,565	37,870	35,305
Contractual Services	56,486	39,236	51,424	55,450
Other	-	-	-	-
Capital	-	-	-	-
Total	\$ 234,055	\$ 209,208	\$ 244,742	\$ 250,082
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
- Keep up with new technology
- Continue the friendly and efficient service that is provided

PRIOR YEAR ACCOMPLISHMENTS

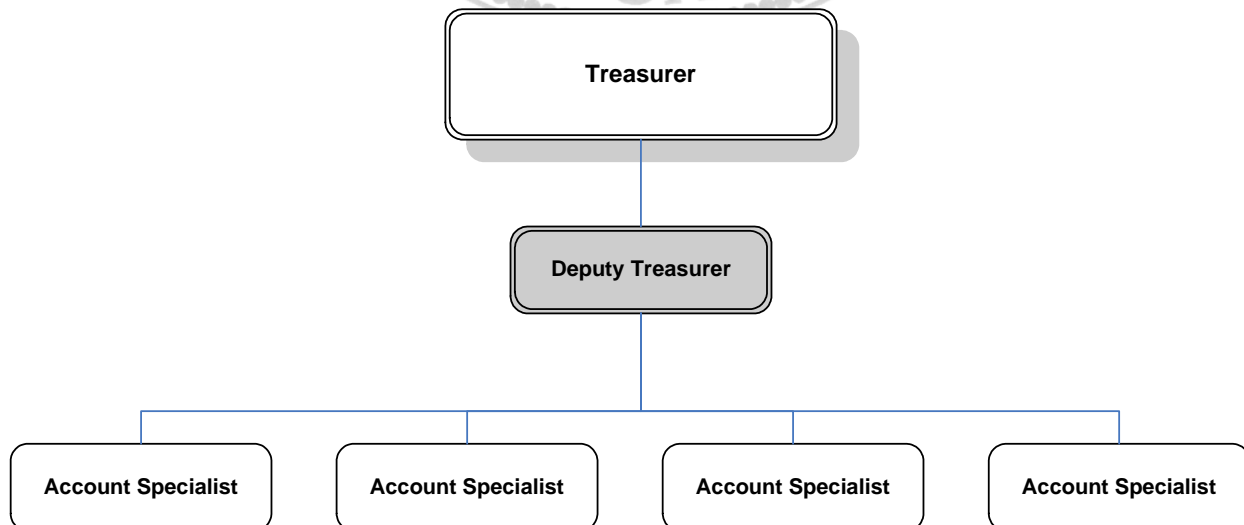
- Processed over 163,000 bills last calendar year
- Collected over \$14,800,000 in county taxes and fees last calendar year

BUDGET HIGHLIGHTS

There are no significant changes in the FY 2006 budget.

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 236,511	\$ 236,225	\$ 255,228	\$ 276,351
Supplies & Materials	103,971	103,260	105,660	107,450
Contractual Services	6,170	5,152	6,330	6,675
Other	-	-	-	-
Capital	-	-	-	-
Total	\$ 346,652	\$ 344,637	\$ 367,218	\$ 390,476
Total Positions	6	6	6	6



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

- To educate the taxpaying public about reassessment, keep them informed of how it will affect them and provide answers to their questions.
- Continue to search for businesses that should file Business Personal Property returns in effort to meet the law requirements.
- 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 the taxpayers

PRIOR YEAR ACCOMPLISHMENTS

- Provided courteous and prompt details of taxes to Pickens County citizens
- Developed a better accounting of four Tax Increment Financing Districts
- Reviewed and updated Homestead Exemption Files
- Employees were trained in the latest property tax laws
- Developed a system to better keep track of businesses required to file a Business Personal Property Return.

BUDGET HIGHLIGHTS

There are no significant changes in the FY 2006 budget.

WORKLOAD INDICATOR

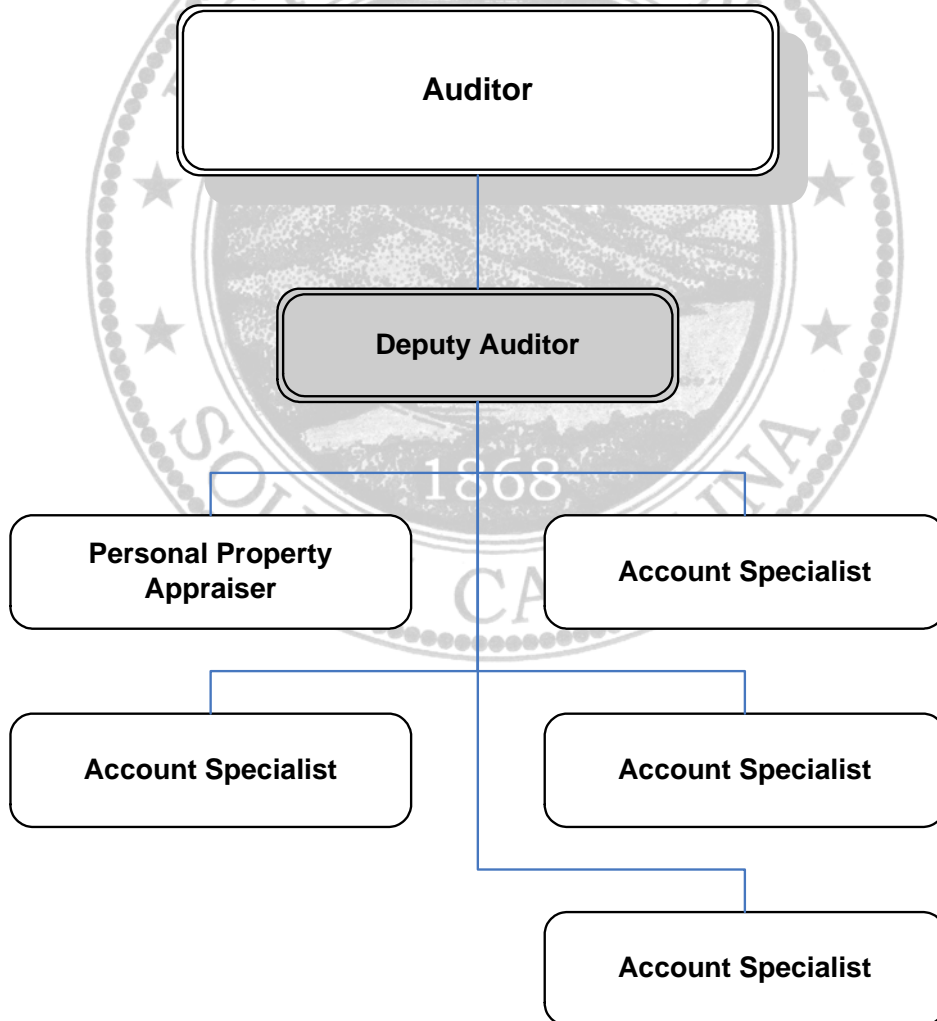
	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2004 PROJECTED	FY 2005 PROJECTED
Vehicle Bills processed	109,262	108,431	112,540	115,916
Vehicle Renewals processed	85,870	86,716	88,446	91,099
Over the Counter Walk-Ins	23,398	21,715	24,100	24,823
Dealers processed	6,496	7,158	6,691	6,892
Homestead Applications taken	800	824	825	850
Real Estate Reworks	4,412	4,775	4,544	4,680

PICKENS COUNTY

AUDITOR'S OFFICE

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 251,511	\$ 254,512	\$ 279,934	\$ 306,092
Supplies & Materials	33,800	34,775	32,525	34,475
Contractual Services	6,064	6,463	9,542	7,248
Other	-	-	-	-
Capital	-	-	-	-
Total	\$ 291,375	\$ 295,750	\$ 322,001	\$ 347,815
Total Positions	7	7	7	7



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 the 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
- Successfully implement the County-Wide Reassessment program while achieving a high degree of equity and uniformity
- Implement New Mobile Solutions 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 the Laser Measuring instruments
- Processed Digital Photos of all improvements located in Pickens County
- All operations of the assessor's office are being processed more timely and effectively. Customer service, building permits, mobile home permits, deeds, splits, objections, address changes are being processed faster and more accurate than ever before.
- Restructuring Deeds Process produced an error rate of less than ½ of 1%. Deeds are now processed within 1 to 2 days of the recording date.
- Implemented Scanning process. This enhancement provides the Assessor with a more efficient tracking system for historical documents, which is required by the State's Retention Policy. This will assist county with the overflow of hardcopies stored in Archives.

BUDGET HIGHLIGHTS

Two temporary property listers positions have been eliminated in FY 2006 since reassessment of all property located in the county will be completed by June 2005.

WORKLOAD INDICATOR

	FY 2003 ACTUAL	FY 2004 ACTUAL	FY 2004 PROJECTED	FY 2005 PROJECTED
Deeds and Building Permits	6,518	7,341	6,642	7,595
Manufacturing Housing–Mobile Homes	9,449	9,105	9,650	9,150
Forms processed	2,199	2,330	2,050	2,325
Notices, Objections & Appeals	3,506	3,005	79,110	66,100
Assessor's Web Site Count	873,500	1,681,000	1,410,000	2,561,000
Real Property Active Accounts	54,443	56,174	55,500	57,950

PICKENS COUNTY

TAX ASSESSOR'S OFFICE

DEPARTMENT SUMMARY

	FY 2004 ACTUAL	FY 2004 BUDGET	FY 2005 BUDGET	FY 2006 BUDGET
Personnel Services	\$ 750,007	\$ 747,843	\$ 825,565	\$ 805,047
Supplies & Materials	24,196	31,318	64,282	35,334
Contractual Services	21,307	16,161	16,981	16,699
Other	-	-	-	-
Capital	-	-	-	-
Total	\$ 795,510	\$ 795,322	\$ 906,828	\$ 857,080
Total Positions	20	20	20	18

