

**REGISTER OF DEEDS**

**MISSION**

The mission of the Register of Deeds is to record and maintain a permanent record of county land transactions, documents of public interest and collect the fees prescribed by South Carolina law; also, provide efficient and reliable service to all citizens.

**GOALS**

- To continue to comply with all codes and requirements set forth by the South Carolina Code of Laws
- Eliminate all antiquated equipment such as microfilm machines and make those records available electronically
- Continue to update the office in a manner that reflects Pickens County as a progressive county
- To continue to convert all state and federal tax liens from paper copies to electronic copies
- To continue to find new ways to provide better customer service
- Purge files containing documents that have passed their statute of limitations

**PRIOR YEAR ACCOMPLISHMENTS**

- Purchased new software that increased the efficiency and flow of recording documents
- Offered the service and functionality of accessing deeds and other records via online
- Lowered the overall expense of mailing recorded documents by returning them to the sender immediately after recording
- Lowered the overall cost of maintaining recorded documents by beginning the transition from a paper medium to an electronic medium

**BUDGET HIGHLIGHTS**

There are no significant changes in the FY 2009 budget.

**WORKLOAD INDICATOR**

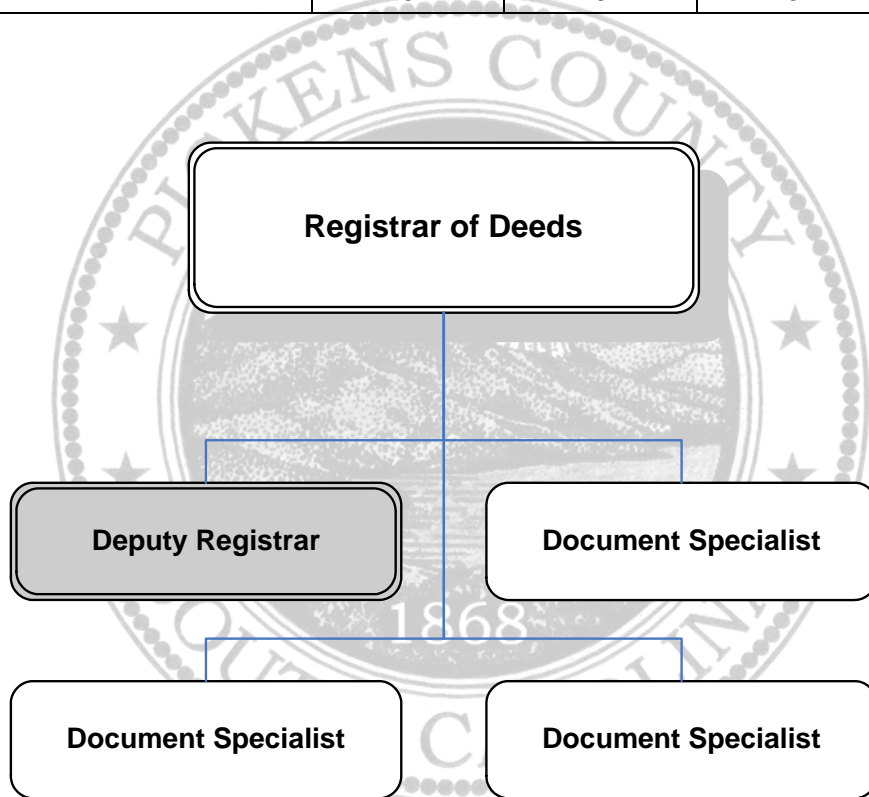
	<b>FY 2004 ACTUAL</b>	<b>FY 2005 ACTUAL</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>
Documentary Tax Collected for County	\$ 476,184	\$ 589,585	\$ 898,181	\$ 687,984
Document & Misc. Recording Fees	\$ 391,912	\$ 346,832	\$ 373,123	\$ 387,705
Actual County Revenue	\$ 868,096	\$ 936,417	\$1,271,304	\$1,075,689
<b>Documents Filed:</b>				
Land Records	28,718	24,569	25,857	23,837
Liens	1,880	2,100	3,336	3,108
Uniform Commercial Codes	237	185	171	62
Bonds	0	9	0	1

**PICKENS COUNTY**

**REGISTER OF DEEDS**

**DEPARTMENT SUMMARY**

	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 BUDGET</b>
Personnel Services	\$ 227,569	\$ 204,533	\$ 227,779	\$ 238,385
Supplies & Materials	14,880	12,260	188,590	10,175
Contractual Services	115,108	116,803	39,696	144,625
Other	-	-	-	-
Capital	-	-	-	-
Total	\$ 357,558	\$ 333,596	\$ 456,065	\$ 393,185
Total Positions	6	6	5	5



**PICKENS COUNTY**

**DELINQUENT TAX OFFICE**

**MISSION**

The mission of the Delinquent Tax Office is to conduct this office in a manner that assures public confidence in our accuracy, productivity and fairness. This office is committed to serving citizens in the most up-to-date, efficient and friendliest atmosphere possible; also, to add new technologies to enhance our ability to perform work in a professional and cost-effective manner.

**GOALS**

- Continue to provide courteous, informative service in an expedient and judicious manner by pledging to faithfully execute the duties of this office as prescribed by law, in an honest fashion, by giving a full account of transactions processed
- Endeavor to provide citizens with professional, efficient and timely service regarding real or personal property issues in the areas of research, collections or any other related topic
- Recruit, develop and retain a highly competent staff

**PRIOR YEAR ACCOMPLISHMENTS**

No accomplishments were submitted.

**BUDGET HIGHLIGHTS**

There are no significant changes in the FY 2009 budget.

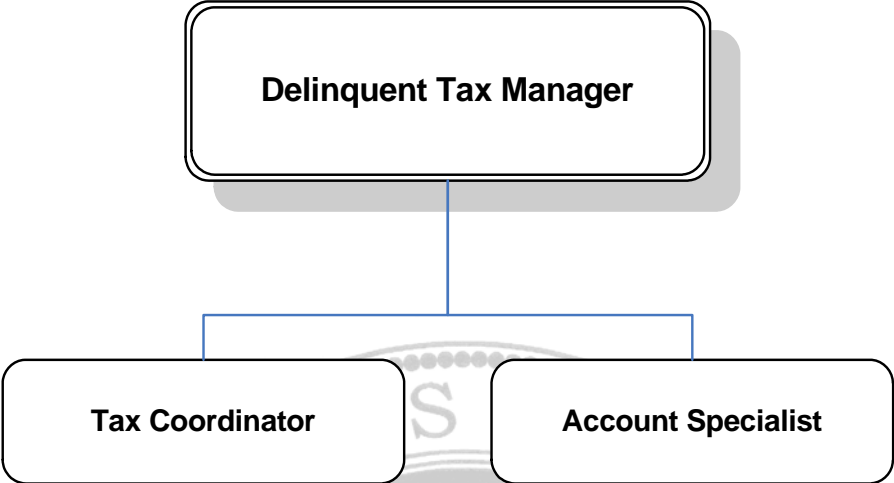
**WORKLOAD INDICATOR**

	<b>FY 2004 ACTUAL</b>	<b>FY 2005 ACTUAL</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>
<b>Delinquent Tax Revenue:</b>				
Mobile Home \$ collected	\$ 390,098	\$ 358,025	\$ 384,264	\$ 383,063
Real Property \$ collected	-	\$3,004,051	\$3,570,141	\$3,777,502
<b>Delinquent Properties Posted:</b>				
Total number of accounts	-	447	470	500
<b>Delinquent Tax Sale Count:</b>				
Properties sold at tax sale	117	57	123	142
Bankruptcy cases handled	-	1,410	1,398	1,400
Redemption cases	27	42	109	-

**DEPARTMENT SUMMARY**

	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 BUDGET</b>
Personnel Services	\$ 157,724	\$ 157,742	\$ 166,263	\$ 165,003
Supplies & Materials	34,491	35,669	37,065	42,336
Contractual Services	29,172	74,386	62,220	63,494
Other	-	-	-	-
Capital	-	-	-	-
<b>Total</b>	<b>\$ 221,287</b>	<b>\$ 267,797</b>	<b>\$ 265,548</b>	<b>\$ 270,833</b>
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

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
- Keep employee morale high
- Keep up with new technology and provide any necessary training for the staff
- Continue the friendly service that is provided

**PRIOR YEAR ACCOMPLISHMENTS**

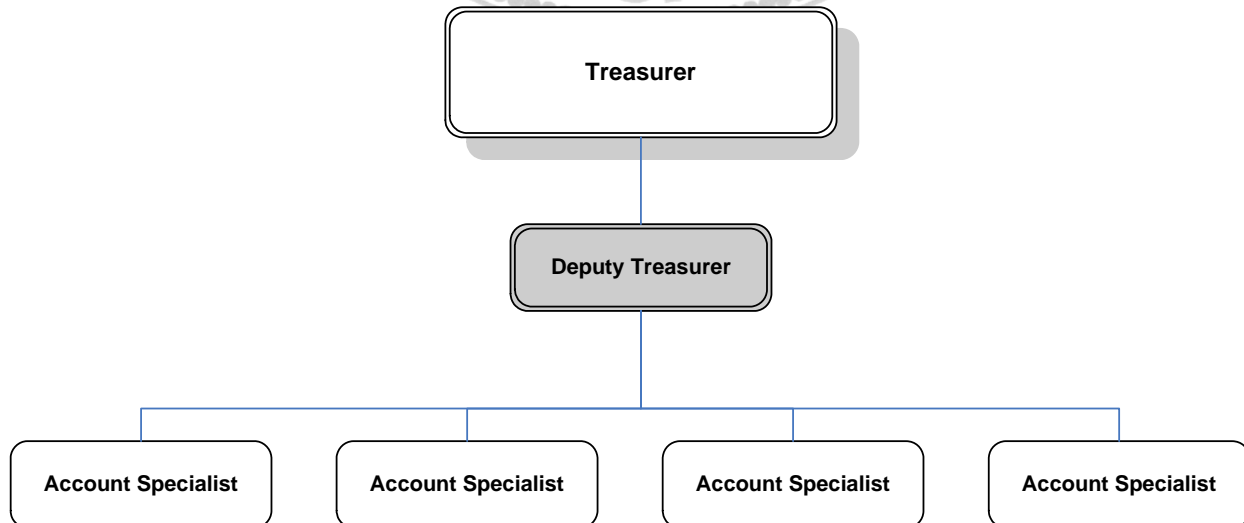
- Worked with other county departments to provide Internet service to the public
- Taxpayers can now pay taxes online.

**BUDGET HIGHLIGHTS**

There are no significant changes in the FY 2009 budget.

**DEPARTMENT SUMMARY**

	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 BUDGET</b>
Personnel Services	\$ 273,548	\$ 285,044	\$ 301,482	\$ 316,850
Supplies & Materials	103,783	106,753	113,067	111,300
Contractual Services	6,797	6,664	6,558	7,046
Other	-	-	-	-
Capital	-	-	-	-
<b>Total</b>	<b>\$ 384,127</b>	<b>\$ 398,461</b>	<b>\$ 421,107</b>	<b>\$ 435,196</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**

- To continue to educate taxpayers about new state property tax legislation
- To continue to inform owners of motor homes, boats and campers of the qualifications for 6% residential status
- To continue to search for businesses that should file Business Personal Property returns in effort to meet law requirements
- Implement new procedure of printing Business Personal Property returns on apartments and condos directly from Realware
- To continue to provide courteous and prompt service to taxpayers

**PRIOR YEAR ACCOMPLISHMENTS**

- Provided owners of motor homes, boats and campers with information about the qualifications for residential status
- Sent out Business Personal Property reminder letters to taxpayers who had not yet filed a return
- Began scanning and e-mailing documents in an effort to better serve the taxpayer. Examples include tax notices, estimates for rollback taxes and property tax returns
- Implemented a spreadsheet for campers to easily determine if the owner has signed up for residential status
- Provided an insert with the 2007 tax notices to help explain the impact of state property tax changes and the Pickens School District Facilities Bonds

**BUDGET HIGHLIGHTS**

There are no significant changes in the FY 2009 budget.

**WORKLOAD INDICATOR**

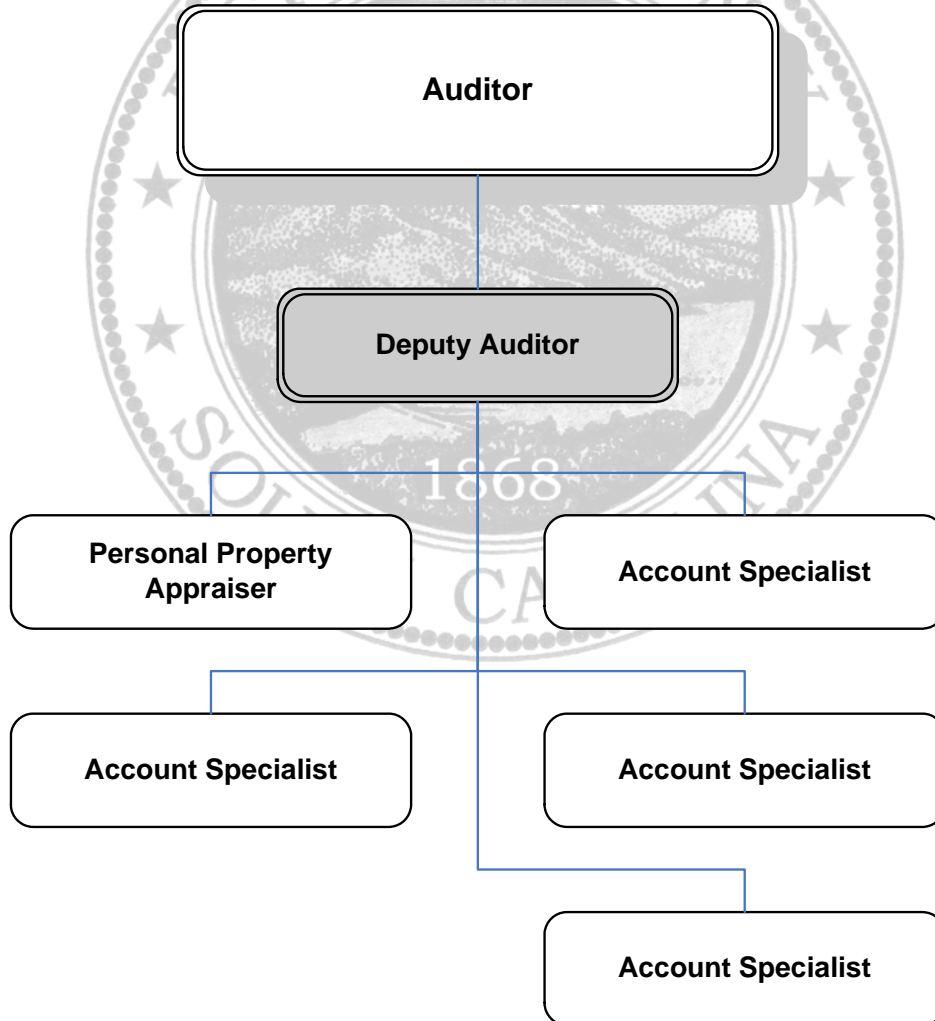
	<b>FY 2004 ACTUAL</b>	<b>FY 2005 ACTUAL</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>
Vehicle Bills processed	108,431	106,619	108,747	109,141
Vehicle Renewals processed	86,716	85,752	88,501	89,345
Over the Counter Walk-Ins	21,715	20,867	20,246	19,796
Dealers processed	7,158	7,157	7,391	7,051
Homestead Applications taken	824	1,157	970	923
Real Estate Reworks	4,775	7,329	6,059	3,747

**PICKENS COUNTY**

**AUDITOR'S OFFICE**

**DEPARTMENT SUMMARY**

	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 BUDGET</b>
Personnel Services	\$ 282,064	\$ 290,633	\$ 314,147	\$ 338,686
Supplies & Materials	31,272	28,200	35,750	35,650
Contractual Services	7,464	7,781	8,507	9,395
Other	-	-	-	-
Capital	-	-	-	-
<b>Total</b>	<b>\$ 320,800</b>	<b>\$ 320,800</b>	<b>\$ 358,404</b>	<b>\$ 383,731</b>
<b>Total Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>



**TAX ASSESSOR'S OFFICE**

**MISSION**

Our mission is to administer the Assessor's Office in a manner that assures public confidence in our accuracy, productivity and fairness. We are committed to serving citizens in the most up-to-date, efficient and friendliest atmosphere possible. We strive to add new technologies which enhance our abilities and perform our work in a professional and cost-effective manner.

**GOALS**

- Provide highest level of assistance to the public on all matters relating to real property assessment
- Make property valuation information more accessible and easier to understand
- Recruit, develop and retain a highly competent staff
- Implement in-house scanning of historical documents to provide a more efficient tracking system
- Implement wireless-notebook technology to increase work productivity and stabilize operating cost

**PRIOR YEAR ACCOMPLISHMENTS**

- County Assessor elected President of the South Carolina Assessor's Association
- Designed hundreds of MS Access Queries to generate user-defined reports for assessment staff
- Ownership changes are now processed within 24 hours of recording date

**BUDGET HIGHLIGHTS**

Moved Mobile Home Specialist to Building Codes.

**WORKLOAD INDICATOR**

	<b>FY 2004 ACTUAL</b>	<b>FY 2005 ACTUAL</b>	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>
Deeds and Building Permits	7,341	7,679	7,848	7,462
Combined Mobile Homes with Land	9,105	3,300	3,341	3,574
Mobile Home Accounts	2,330	8,069	8,055	7,786
Notices, Objections & Appeals	3,005	4,552	316	620
Assessor's Web Site Count	1,681,000	2,568,900	3,572,500	4,665,000
Total Real Property Accounts	56,174	64,347	65,343	66,532



**PICKENS COUNTY**

**TAX ASSESSOR'S OFFICE**

**DEPARTMENT SUMMARY**

	<b>FY 2006 ACTUAL</b>	<b>FY 2007 ACTUAL</b>	<b>FY 2008 BUDGET</b>	<b>FY 2009 BUDGET</b>
Personnel Services	\$ 802,875	\$ 763,479	\$ 839,655	\$ 790,284
Supplies & Materials	38,575	24,996	28,895	23,097
Contractual Services	18,287	22,006	25,989	27,678
Other	-	-	-	-
Capital	-	-	-	-
<b>Total</b>	<b>\$ 859,737</b>	<b>\$ 810,481</b>	<b>\$ 894,539</b>	<b>\$ 841,059</b>
<b>Total Positions</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>17</b>

