

GENERAL REGISTRAR

Function: General Government Administration
Division: General Registrar
Fund – Account Code: 100-013200

Mission:

To provide the citizens of Caroline County with the opportunity to register and to vote and to answer any questions pertaining to any aspects of the election process.

The Registrar maintains all voting records in his office. All aspects of absentee voting are handled by the Registrar. The Registrar checks and files all forms for local candidates to run for office; verifies petitions as required by law, or requested by the candidate. In supervising elections, the Registrar instructs Election Officers in their duties and responsibilities, obtains and delivers forms and supplies to polling places, and advises voters of their polling places and of any changes in polling places that may occur.

Description:

The General Registrar of the County provides registration services to all qualified citizens who wish to become registered voters in the State of Virginia. The Registrar is appointed by the County Electoral Board for a term of four years. In fulfilling his/her duties, the Registrar maintains voter records, assists in voter registration drives, and supervises both primary and general election polling booths for local, state, and federal elections. The Registrar will also assist voters in moving their voter registration from one precinct or locality to another. In the election process, the Registrar registers all citizens who wish to vote.

Other duties may be assigned by the State Board of Elections or County Electoral Board. The General Registrar's Office is staffed by the General Registrar and one part-time assistant. The State Board of Elections establishes the salary for the General Registrar and annually reimburses the County for this expense.

Service Level/Performance Statistics:

Description	2003 Actual	2004 Actual	2005 Estimated	2006 Actual
New Registrations	672	544	996	265
Transferred In	529	432	901	504
Transferred Out	322	259	539	288
Re-registered	307	266	370	160
Deceased	136	109	110	121
Felony Convictions	27	23	16	20
Registered Out of State	14	13	24	36
Chg. Of Name, Address,	1,249	1,351	901	2,894

GENERAL REGISTRAR
(CON'T)

BUDGET
HIGHLIGHTS:

Budget Funding and Expenditures	FY 05-06 Adopted Budget	FY 06-07 Adopted Budget	FY 07-08 Proposed Budget	Change Amount	%
Funding Sources:					
General Local Revenue	\$ 34,237	\$ 29,322	\$ 30,794	\$ 1,472	5.0%
Permits, Fees & Charges	-	-	-	-	0
Categorical Aid: State	33,977	40,391	41,616	1,225	3.0%
Categorical Aid: Federal	-	-	-	-	0
Categorical Aid: Local	-	-	-	-	0
	<u>\$ 68,214</u>	<u>\$ 69,713</u>	<u>\$ 72,410</u>	<u>\$ 2,697</u>	<u>8.1%</u>
Expenditures:					
Personnel Services	\$ 49,451	\$ 50,836	\$ 52,500	\$ 1,664	3.3%
Employee Benefits	12,558	12,912	13,945	1,033	8.0%
Purchased Services	300	300	300	-	0.0%
Other Charges	4,405	4,165	4,165	-	0.0%
Materials & Supplies	1,500	1,500	1,500	-	0.0%
Capital Outlay	-	-	-	-	0
	<u>\$ 68,214</u>	<u>\$ 69,713</u>	<u>\$ 72,410</u>	<u>\$ 2,697</u>	<u>3.9%</u>