

**SECRETARY OF STATE (0063)  
FISCAL YEAR 2013**

**I) AGENCY SUMMARY & REVENUE SOURCES**

**Mission**

The Secretary of State is responsible for: 1) Incorporations of any entity, foreign or domestic, that wishes to operate a business in the State of Arkansas, 2) Collection of corporate franchise tax, 3) Registration of trademarks, service marks, and trade names, 4) Registration of homebuilders if the city in which the builder is seeking to acquire a building permit has adopted an ordinance to require registration, 5) Articles of incorporation or certificates of authority under the various cooperatives or association acts, 6) Applications for and registration of all Notary Publics, 7) Maintain records on state and district elections and implementation of the National Voter Registration Act, 8) Maintain the State Capitol, the Capitol Hill Building, and 40 acres within the Capitol Complex, 9) Providing police patrol for the Capitol Complex, and 10) Maintain records of Legislative acts and Gubernatorial proclamations.

**Total Appropriation**

The total appropriation for fiscal year 2013 is \$25,484,744.

**Funding Source**

The Secretary of State is funded by the State Central Services Fund, Federal Funds and Cash Funds.

**II) SIGNIFICANT CHANGES OVER FY2012**

The agencies Central Operations and Support Operations Appropriations were combined into one operations appropriation for FY2013.

**Operations Appropriation-State Central Services**

- Regular Salaries line item \$123,655 less than FY2012 due to adjustments to line item maximum salary levels.
- Personal Services Matching line item \$44,271 less than FY2012 due to adjustments to line item maximum salary levels.
- Operating Expense line item \$130,000 less than FY2012 due to desktop licensing and upgrading messaging system in FY2012
- Extra Help line item increase of \$48,303 over FY2012 due to additional extra help positions.
- Professional Fee line item \$92,500 less than FY2012 due to more training needed in FY2012
- \*Petition Verification line item \$150,000 less than FY2012 due to better allocating of funds each fiscal year
- \*Publish Legal Notice line item \$200,000 more than FY2012 due to better allocating of funds each fiscal year
- Capital Outlay \$115,200 less than FY2012.
- Capitol Grounds Improvement line item \$25,730 more than FY2012 for replacement of equipment in FY2013

\*These were formally biennial funding with carry forward the agency receives the same amount in total funding for biennium as in the past but has reallocated amount to better reflect seasonal need.

Parking Appropriation-Cash

- Increase of \$75,000 in appropriation over FY2012 for various parking, major emergencies and security expenses.

Reapportionment Appropriations-State Central Services

- Expenses totaling \$583,543 were not included in FY2013 due to reapportionment concluding in FY2012.

**III) ADDITIONAL POSITIONS**

Total positions FY2013:162

Total positions FY2012:163

(-1) Program Coordinator-Reapportionment

Note: There were numerous position title changes and adjustments to line item maximum salary levels for FY2013.

**IV) SPECIAL LANGUAGE**

Reimbursement. Provides that the Miscellaneous Revolving Fund shall be reimbursed in the manner provided by law.

State Capitol Police. Provides that if Secretary of State determines that there are sufficient revenues, then additional salary payments may be made to those employees who have attained law enforcement certification above the basic certification level, as defined by the Arkansas Commission on Law Enforcement Standards.

Transfer Provision. Allows transfer between line items in the Operations appropriation.