

# SECRETARY OF STATE

## Enabling Laws

Act 275 of 2005  
Act 1891 of 2005  
Act 268 of 2005  
Act 112 of 2005  
Constitution of Arkansas, Article 6

## History and Organization

The primary mission of the Office of the Secretary of State is to maintain official records of the State of Arkansas as authorized and required by State law. The Secretary of State's Office was established upon adoption of the Constitution of the State of Arkansas September 7, 1874. The Office is a branch of the Executive Department as set forth in Article Six of the Constitution. The duties of the Secretary of State include:

Legal custodian of the State Capitol Building, the Capitol grounds and all the furniture and fixtures therein and thereon belonging to the State. (A.C.A. §22-3-202, Act 150 of 1917)

- Filing, by an individual or firm, in order to protect a security interest, a financing statement and continuation, termination or assignment statement as set out in the Uniform Commercial Code. (Act 116 of 1973, amending Act 185 of 1961) The new act amplifies the filing of financing statements covering minerals, fixture filings, airplanes, commercial harvesting machinery and the like. Act 16 of the Second Extraordinary Session of 1986 requires the Secretary of State to maintain a centralized system for the filing of liens secured by growing crops. Act 439 of 1993 added a new chapter concerning leases to the Uniform Commercial Code. Act 655 of 1989 repealed the requirement that the Secretary of State maintain a centralized filing system of security interests in farm products. Act 1439 of 2001 made the Secretary of State the sole filing officer except for transactions involving agricultural products.
- Registration of trademarks in Arkansas. (Act 81 of 1967) The Secretary of State is appointed the agent for service of process and has the responsibility of maintaining the trademarks as a public record.

Recording of various filings of candidates in connection with primary, general and presidential elections as provided by A.C.A. §7-1-101 et seq. (Act 465 of 1969, as amended); certification of candidates for presidential, state and district positions, and constitutional amendments and issues to County Boards of Elections. Issuance of commissions to all elected officials.

- Distribution of individual copies of the official Acts of the General Assembly. (Act 81 of 1973)
- Collection of Corporate Franchise Tax, including the maintenance of the yearly tax reports. (Act 19 of 1987 transferred this responsibility from the Department of Finance and Administration) (Act 94 of 2003, 2nd Extraordinary Session).
- Filing of financial disclosure statements by committees formed or individuals who work to either promote or defeat any statewide initiative, referendum or measure. (Act 261 of 1989)
- Annual registration of persons operating health spas. (Act 264 of 1989)
- Registration of athlete agents and administration of remedies for violations committed by athlete agents. (Act 544 of 1989)
- Registration of, and reporting of expenditures by, lobbyists. (Act 719 of 1989)

- Filing of federal tax liens and notices on corporations, trusts and estates. (Act 835 of 1989)
- Maintain a registry of all qualified community development corporations in the state. (Act 989 of 1993)
- Filing of legal documents necessary for the formation of limited liability companies, a new business entity authorized by Act 1003 of 1993.
- Establish a signature imaging system in the Secretary of State's Office. (Act 1285 of 1993)
- Administer the planning, development, implementation, training and maintenance of a computerized voter registration system. (Act 691 of 1995)

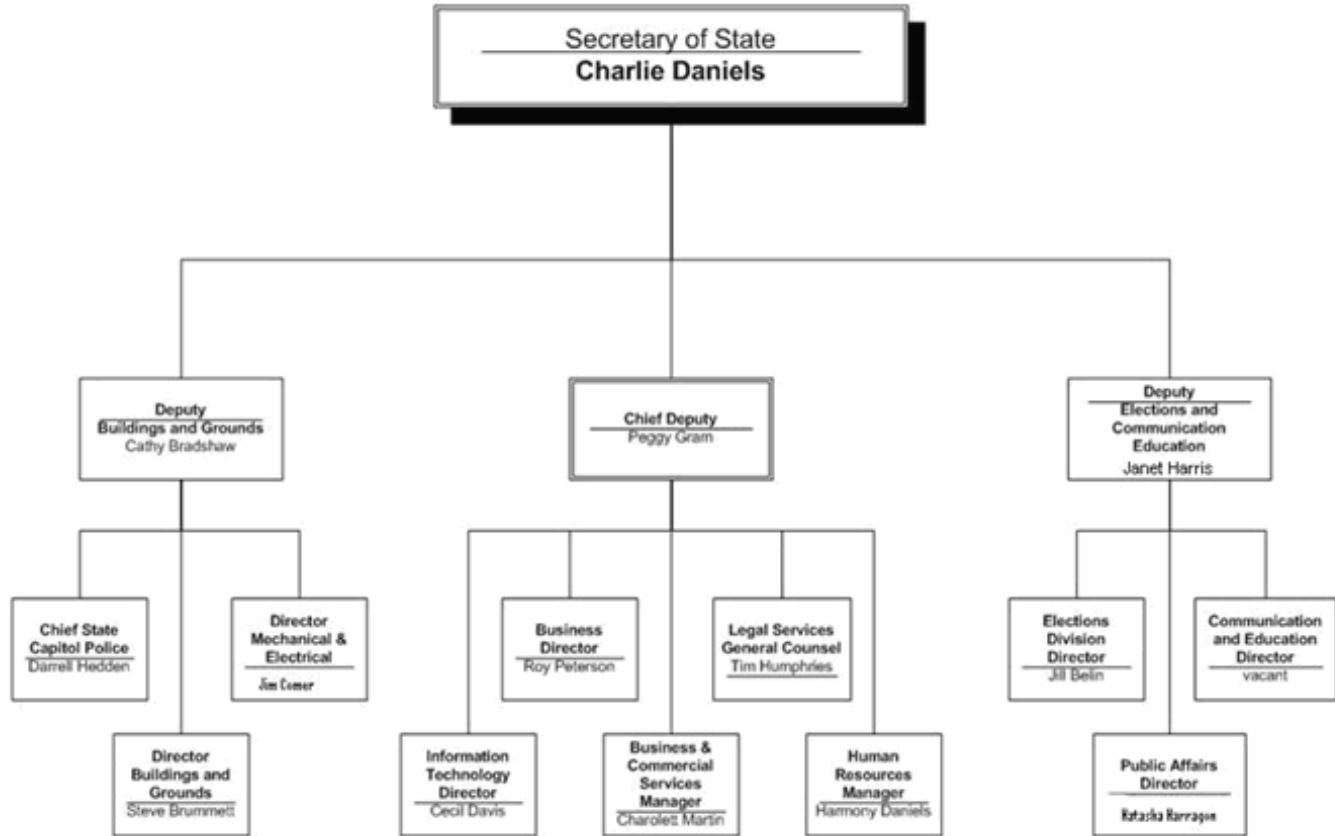
The Secretary of State is designated the Chief Election Official of the State of Arkansas, responsible for the coordination of state responsibilities under the National Voter Registration Act of 1993, as required by federal law. (Identical Acts 947 and 964 of 1995)

Implement Help America Vote Act - Act 2233 of 2005

Commission Notaries Public Act 2274 of 2005 (Amendment to earlier law)

Principal functions of the Office of the Secretary of State:

- Keeping records of the official acts and proclamations of the Governor.
- Affixing the Official Seal and attesting commissions and other official acts made by the Governor.
- Recording Acts of the General Assembly and certifying copies thereof; Custodian of official records of the General Assembly, including journals, bills, resolutions and proposed Constitutional Amendments.
- Keeping records of all domestic and foreign corporations; Articles of Incorporation; issuing Certificates of Authority for foreign corporations, their amendments, dissolutions and withdrawals; receiving annual license fees for cooperative corporations; recording and filing all summons served upon the Secretary of State by various attorneys in non-resident motorist cases, domestic and foreign corporations and other types of legal suits; collecting Corporate Franchise Tax; and establishing and maintaining a signature imaging system regarding voter registration.
- Issuing and recording commissions of state, district and county officials, members of boards and commissions, notaries public and Justices of the Peace.
- Performing the duties of Chief Election Official as provided for by federal and state law.
- Keeping complete records of all cash receipts collected from authorized charges for fees and from the sale of legal volumes.
- Keeping a complete record of all legal volumes and Acts of the Legislature disbursed by the Secretary of State, either by sales or by free issue as provided by law.



## Agency Commentary

### **Fund Center 003**

#### Personnel (5010000)

Our Business Office has experienced an overall increase in reconciliation demands due to the addition of the implementation of the lock box program, and increased web filing activity. As a result of this increased activity, we request to reclassify one (1) Accountant position to Assistant Finance Manager consistent with the duties and added supervisory responsibilities of this position. In addition, we request to elevate the salary of the Assistant Finance Manager to \$49,422 and \$51,893 for each year of the biennium.

We request to bring the Business Assistant to the same salary level as the Human Resource Assistant at \$38,141 and \$40,048 per year, as these positions mirror each other in the scope of their responsibilities. Furthermore, we request to reclassify one (1) Purchasing Assistant position to Business Assistant with a salary upgrade of \$38,141 and \$40,048, commensurate with the Business Assistant and Human Resource Assistant positions.

Within our Business & Commercial Services Division, we request that the position of Business and Commercial Services Director be elevated to \$67,915 and \$71,310 for each year of the biennium. We are making this request in an effort to make our positions more uniform and bring this Director to a salary level commensurate with the Public Affairs, Business, Com Ed, and Election Directors.

Within our Elections Division, we request that the position of Election Services Rep II be elevated

to the same salary level as the Election Services Reps at \$37,755 and \$39,642 for each year of the biennium. This request is being made in an effort to retain and attract quality personnel within this department including knowledge of various election laws and computer databases, as well as continued communication and assistance to county officials and staff.

In addition, we request that the (4) positions established for continuation of HAVA Title 1 procurements be added to the regular budgeted positions within Area 003, Cost Center 130401 as state funded positions and will include the following: (2) Election Coordinators; (1) Database Engineer; (1) Programmer Analyst II. These positions were created under the Help America Vote Act (HAVA). Funding was provided by federal HAVA funds through fiscal year 2007. However, personnel funding will end as of June 30, 2007. We request not to continue federal appropriation 1NJ into the next biennium.

Within our Communications and Education Department, we are requesting to upgrade the Capitol Historian's position to a level more commensurate with the Archivist and Historian positions of the History Commission. We are requesting to elevate the salary of this position to \$49,550 and \$52,027 per year. This position requires extensive knowledge of history with regard to politics, state government, and the Arkansas State Capitol. Furthermore, it requires strong communication and presentation skills.

In addition, we are requesting to reclassify the Capitol Tour Coordinator position to Outreach Coordinator with a salary increase to \$49,550 and \$52,027 per year. The scope of responsibilities of this position has greatly changed and encompasses more than tour duties. Additional job duties, including supervisory responsibilities have been added. We are requesting to place the salary of this position on the same level as other coordinators within this department that earn \$50,000.

#### Extra Help Salary Increase Request (5010001)

Our agency's demand for extra help employees has increased each fiscal year. Within our Business and Commercial Services Division, we have been able to utilize more extra help employees at lower pay rates, rather than requesting additional authorized budgeted positions at higher pay rates. In addition, we have been able to save training costs each year by rehiring the same employees, already trained and with a good working knowledge of the processes and systems. In an effort to retain qualified, trained, personnel during franchise tax season, our agency is requesting an increase of \$13,000 in extra help salaries for each year of the biennium.

#### Maintenance and Operations (5020002)

In maintenance and operations costs we are requesting an increase of \$38,000 each year in travel expense due to the continued increases in fuel costs over the price levels encountered at the beginning of the current biennium, and an increase in common carrier rates and hotel costs over that period. While we do not expect prices to fluctuate as widely over the two-year biennium, the overall trend is expected to remain flat to modestly increase over time therefore, these requests are to cover increased costs only.

We are requesting an increase of \$92,000 in printing costs for each year of the biennium. This increase is the result of additional printing projects coordinated by the Communications/Education and the Elections departments. Demand for education kits requested by teachers statewide has increased, as well as voter education materials related to new voting systems under the federal Help America Vote Act (HAVA). These projects are expected to increase over the biennium.

We are requesting an increase of \$21,000 per year to cover additional postage costs attributed to a recent postal rate increase and for increases in overall mail volume. Further, we are requesting an increase of \$61,000 for the first year of the biennium and \$26,000 in the second year for ongoing

software training costs related to systems upgrades; and \$95,000 for the first year of the biennium and \$33,000 for the second year of the biennium, each for low value equipment costs associated with computer equipment upgrades.

#### Out of State Travel (5050009)

We are requesting an increase of \$13,800 in travel expenses for both years of the biennium. These requests are made in response to recent increases in fuel costs and associated increases in common carrier fees and surcharges, vehicle rental rates, and hired transportation rates, over those rates and fees encountered at the beginning of the current biennium.

#### Professional Fees (5060010)

For both years of the biennium, we are requesting an increase of \$16,750 in professional fees to cover professional data processing services.

#### Data Processing (5090012)

We are requesting an increase in Data Processing of \$5,134 for each year of the biennium. These costs are represented by fees charged by the developer, Information Network of Arkansas (INA), for utilization of the current system of online filing for franchise taxes and for increases in lockbox fees. The agency has succeeded in increasing usage of the online franchise tax filing option each year and has utilized a lockbox system to improve internal controls over franchise tax filing receipts and to substantially reduce the time it has historically taken to deposit those receipts into the state treasury.

#### Capital Outlay (5120011)

We are requesting a funding level equivalent to the FY2006-2007 biennium, which was \$165,908. This will enable us to replace existing equipment which has been damaged or excessively used. An additional \$5,000 each year is needed for furniture and additional equipment purchases bringing the total Capital Outlay expenses to \$170,908 each year of the biennium.

#### Motor Voter Costs (5900046)

In the area of Motor Voter Costs, where most of the state's ongoing costs associated with the federal Help America Vote Act (HAVA) are recorded, we are requesting funding for maintenance costs of \$342,019 for the first year of the biennium and \$260,041 for the second year of the biennium. These costs are directly related to software maintenance contracts required for the statewide voter registration system installed during the current biennium under HAVA's requirements. These costs will allow us to perform the required transition of this project into the software maintenance phase.

We are requesting \$24,000 for each year of the biennium for fees associated with interagency database "hits" to or from the Department of Motor Vehicles, the Department of Health, and the Department of Community Punishment. Cross-referencing costs to Voter Registration lists are estimated to be about \$8,000 per year for each agency. This cross-referencing system is a requirement of HAVA to keep Voter Registration data as up-to-date as possible.

We are requesting funding for the ongoing upkeep of systems under Motor Voter and HAVA requirements. We are requesting \$100,000 for each year of the biennium for the upkeep of county hardware under these programs.

Each of these costs represents new costs associated with the state's ongoing maintenance of the mandates under HAVA. Federal funding provided the initial development and/or purchase of these systems and the requests are for the maintenance of software and hardware systems.

## **Fund Center 687**

### Personnel (5010000)

Within our Building & Grounds Division, we request that the position of Master Trades Director be elevated to \$67,915 and \$71,310 for each year of the biennium. We are making this request in an effort to make our positions more uniform and bring this director to the same salary level as the Building and Grounds Director.

### Maintenance and Operations (5020002)

In maintenance and operations costs we are requesting an increase of \$178,000 in utility costs per year for the ongoing operations at the Capitol campus. This is due to continued and anticipated increases in electric, water, and gas utility rates since the beginning of the current biennium.

We are requesting an increase of \$2,000 for each year of the biennium for anticipated increases in vehicle insurance according to interviews with the state insurance department.

We are requesting an increase in fuel costs for operations of the Capitol campus maintenance operations of \$24,000 each year due primarily to continued increases in fuel costs over the price levels encountered at the beginning of the current biennium.

### Capital Outlay (5120011)

In Capitol Building and Grounds programs, we anticipate an increase in Capital Outlay of \$56,961 for each year of the biennium for a total request of \$258,940 each year. Specific requests include: \$25,000 for mower replacements, \$45,000 for a new shuttle bus and \$60,000 for 3 new trucks; \$27,000 for an outdoor boom lift. The remaining outlay is for anticipated equipment replacement.

### Capitol Grounds Improvement (5090005)

We are requesting an increase in our Capitol Grounds Improvement appropriation for the first year of the biennium in an amount of \$56,000, and \$10,000 for the second year. This request is due to the following: \$56,000 for Phase II project to upgrade security camera systems; \$2,000 for tool replacement, \$5,000 for repaving a road and parking area at the grounds maintenance building; \$3,000 to replace picnic tables.

### Special Maintenance (5120032)

For our Special Maintenance and repairs appropriation we are requesting an increase of \$134,000 in the first year of the biennium, and \$117,000 in the second year.

First year projects include the following; \$38,000 to upgrade plumbing fixtures; \$61,000 for an outside air intake filtration system project; \$35,000 in floor maintenance, replacement, and restoration projects.

Second year projects include, \$15,000 to install transparent safety film on first floor windows; \$10,000 for specialty tools; \$15,000 in floor maintenance, replacement, and restoration projects in the south end of basement of the main Capitol Building; \$42,000 to replace and update electrical distribution panels in the Capitol building, \$35,000 to retrofit Capitol grounds lighting to improve safety and the overall appearance of the campus.

### Building Insurance (5900046)

The Arkansas Insurance Department has indicated a likely increase in the annual premiums paid for coverage on the State Capitol Building and other insured locations. We are requesting an increase of \$6,500 for the first year of the biennium, and \$9,200 for the second year based on those estimates.

**833 - Capitol Building and Grounds Restoration**

We are requesting an appropriation of \$25,000 for each year of the biennium. Funding under area 833 is dependent upon donations, and as such, the level of actual funding is unknown at this time.

**2MJ - Capitol Grounds Monument and Memorial Preservation Fund**

We are requesting an increase in the appropriation of \$45,000 for fund TCG0000 (the Capitol Grounds Monument and Memorial Preservation Fund) for each year of the biennium. This fund was created by Act 1652 of 2001, and was established as a vehicle by which the office of Secretary of State can be assured of funding associated with the preservation and maintenance of memorials and monuments placed on the Capitol Grounds. The Capitol Grounds Monument and Memorial Preservation Fund is funded solely by special event fees collected for use of the Capitol Building and by a deposit of 10% of a new monument's total cost, made at the time the monument's construction begins and adjusted at its completion. We anticipate placement of one monument during this biennium.

**1NK - HAVA Title II**

We are requesting an appropriation at the estimated level of funding ending FY07 of \$2,000,000. (Act 1466 of 2003) This is a continuation of HAVA Title II procurements.

**2EK - Election Assistance for the Disabled**

We are requesting a continuation of this appropriation for \$135,225 each year of the biennium. This fund is in support of a Federal grant award to the office of the Secretary of State for Election Assistance for Individuals with Disabilities. The purpose of this grant is to make polling places accessible to individuals with disabilities. The purpose also includes training poll workers on how best to promote access and informing the general public about accessibility of polling places. This grant is 100% federally funded and we anticipate that the funding will be available at this funding level.

**B97 - Parking Facilities Maintenance**

We account for all parking activity within this fund. We are requesting an increase in this appropriation of \$60,000, for each year of the biennium. Adequate cash balances exist, or are anticipated, to fund this appropriation.

**378 - Corporation Fees and Refunds**

We are requesting a continuation of this appropriation at its current level of \$450,000. The purpose of this appropriation is to provide a mechanism that allows us to refund overpayments of various receipts processed by the Business/Commercial Services Division. Most of the refunds are from franchise tax overpayments.

**4JC - Fallen Firefighter Memorial Fund**

We are requesting an appropriation of \$15,000 for each year of the biennium for the Fallen Firefighter Memorial Fund. This fund was created by Act 28 of 2005, and receives its funding from a one-dollar (\$1.00) fee collected on the issuance of specialty license plates commemorating our fallen firefighters and from other means as allowed by law. Construction is expected to begin on the memorial during the first year of the biennium and the fund will be utilized to perform the initial maintenance of the site as it is prepared for visitors to the memorial and for ongoing maintenance of the memorial site.

## Audit Findings

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
SECRETARY OF STATE  
FOR THE YEAR ENDED JUNE 30, 2004

Findings	Recommendations
None	None

## Employment Summary

	Male	Female	Total	%
White Employees	65	49	114	75 %
Black Employees	13	21	34	22 %
Other Racial Minorities	3	1	4	3 %
			Total Minorities	25 %
			Total Employees	100 %

## Cash Fund Balance Description as of June 30, 2006

Fund Account	Balance	Type	Location
1350300	\$50,989	Checking	Regions Bank

### Statutory/Other Restrictions on use:

A.C.A. §22-3-401 et seq. authorizes the Secretary of State to collect parking fees and fines.

### Statutory Provisions for Fees, Fines, Penalties:

A.C.A. §22-3-401 et seq. authorizes the Secretary of State to collect parking fees and fines.

### Revenue Receipts Cycle:

Fees and fines are collected throughout the year. Interest on the balance is earned.

### Fund Balance Utilization:

Funds are used to properly regulate and control the flow of traffic on the State Capitol grounds and to provide parking facilities for use by the public.



**Publications**

**A.C.A 25-1-204**

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
Acts of Arkansas	A.C.A. §25-18-206, A.C.A. §25-18-225	N	N	500	Required by law. Provides needed references for State Officials.
Arkansas Register	A.C.A. §25-15-205 (Act 1478 of 2003)	N	N	2,600	Required by law.
Election Laws of Arkansas & State Constitution	A.C.A. §25-18-225	N	N	1,000	Required by law.
The Voter's Choice	Amendment 51 Section 8	N	N	2,500	Promote Voter awareness and increase voter turn-out.

## Department Appropriation Summary

		Historical Data						Agency Request and Executive Recommendation							
Appropriation		2005-2006		2006-2007		2006-2007		2007-2008				2008-2009			
		Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
003	Secretary of State Operations	6,748,386	86	7,407,952	88	7,379,974	88	11,931,525	92	0	0	8,909,927	92	0	0
1NJ	Help America Vote Act Expenses	1,559,282	3	284,406	4	282,704	4	0	0	0	0	0	0	0	0
1NK	HAVA Title 2 Match	6,326,820	0	0	0	0	0	2,000,000	0	0	0	2,000,000	0	0	0
2EK	Election Assist for the Disabled	77,800	0	135,225	0	300,000	0	135,225	0	0	0	135,225	0	0	0
2MJ	Cap Grnds Monument Perserv	3,536	0	5,000	0	25,000	0	50,000	0	0	0	50,000	0	0	0
378	Corporate Filing & Refund	173,214	0	450,000	0	450,000	0	450,000	0	0	0	450,000	0	0	0
4JC	Firefighters' Memorial Monument	0	0	0	0	0	0	15,000	0	0	0	15,000	0	0	0
687	SOS-Support Operations	4,691,342	65	5,152,658	68	5,132,897	68	6,112,314	68	0	0	5,894,834	68	0	0
833	SOS-Treasury Paying	203,929	0	2,695	0	5,300,000	0	25,000	0	0	0	25,000	0	0	0
B97	Cash	9,600	0	200,000	0	200,000	0	260,000	0	0	0	260,000	0	0	0
<b>Total</b>		<b>19,793,909</b>	<b>154</b>	<b>13,637,936</b>	<b>160</b>	<b>19,070,575</b>	<b>160</b>	<b>20,979,064</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>17,739,986</b>	<b>160</b>	<b>0</b>	<b>0</b>

Funding Sources			%		%		%		%		%		%
Fund Balance	4000005	358,748	1.8	247,726	1.8	87,320	0.4	0	0.0	82,320	0.5	0	0.0
Federal Revenue	4000020	7,963,902	39.7	419,631	3.1	2,135,225	10.1	0	0.0	2,135,225	12.0	0	0.0
Special Revenue	4000030	5,345	0.0	6,000	0.0	10,000	0.0	0	0.0	10,000	0.1	0	0.0
State Central Services	4000035	11,439,728	57.1	12,560,610	91.5	18,043,839	85.7	0	0.0	14,804,761	83.1	0	0.0
Non-Revenue Receipts	4000040	173,214	0.9	450,000	3.3	450,000	2.1	0	0.0	450,000	2.5	0	0.0
Cash Fund	4000045	99,898	0.5	36,289	0.3	285,000	1.4	0	0.0	285,000	1.6	0	0.0
Trust Fund	4000050	800	0.0	5,000	0.0	50,000	0.3	0	0.0	50,000	0.2	0	0.0
Total Funds		20,041,635	100.0	13,725,256	100.0	21,061,384	100.0	0	0.0	17,817,306	100.0	0	0.0
Excess Appropriation/(Funding)		(247,726)		(87,320)		(82,320)		0		(77,320)		0	
Grand Total		19,793,909		13,637,936		20,979,064		0		17,739,986		0	

No Executive Recommendation made on these appropriations.

**Agency Position Usage Report**

FY2004-2005						FY2005-2006						FY2006-2007					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
153	148	5	153	0	3.27%	160	154	6	160	0	3.75%	160	152	8	160	0	5.00%

## Appropriation Summary

**Appropriation:** 003 Secretary of State Operations  
**Funding Sources:** HSC - State Central Services

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	3,200,489	3,750,367	3,750,367	3,937,843	4,207,375	0	4,134,686	4,417,694	0
<b>#Positions</b>		<b>86</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>92</b>	<b>0</b>	<b>88</b>	<b>92</b>	<b>0</b>
Extra Help	5010001	71,430	84,725	84,725	84,725	97,725	0	84,725	97,725	0
<b>#Extra Help</b>		<b>0</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>0</b>
Personal Services Matching	5010003	1,001,042	1,103,620	1,075,642	1,175,570	1,247,954	0	1,215,432	1,290,543	0
Overtime	5010006	21	10,000	10,000	10,000	10,000	0	10,000	10,000	0
Operating Expenses	5020002	907,093	925,085	925,085	925,085	1,232,085	0	925,085	1,135,085	0
Conference & Travel Expenses	5050009	36,291	36,292	36,292	36,292	50,092	0	36,292	50,092	0
Professional Fees	5060010	10,476	44,136	44,136	44,136	60,886	0	44,136	60,886	0
Data Processing	5090012	93,866	99,866	99,866	99,866	105,000	0	99,866	105,000	0
Capital Outlay	5120011	110,967	165,908	165,908	0	170,908	0	0	170,908	0
Mandatory Publications	5900034	92,560	0	0	345,000	345,000	0	0	0	0
Petition Verification	5900035	66,224	0	0	475,000	475,000	0	0	0	0
Publish Legal Notices	5900036	48,781	0	0	950,000	950,000	0	0	0	0
Records Management	5900037	474,706	0	0	1,325,528	1,325,528	0	0	0	0
MV System Oper/Maint/Enh	5900046	630,174	1,006,703	1,006,703	1,006,703	1,472,722	0	1,006,703	1,390,744	0
Flags	5900048	4,266	181,250	181,250	181,250	181,250	0	181,250	181,250	0
<b>Total</b>		<b>6,748,386</b>	<b>7,407,952</b>	<b>7,379,974</b>	<b>10,596,998</b>	<b>11,931,525</b>	<b>0</b>	<b>7,738,175</b>	<b>8,909,927</b>	<b>0</b>
<b>Funding Sources</b>										
State Central Services	4000035	6,748,386	7,407,952		10,596,998	11,931,525	0	7,738,175	8,909,927	0
Total Funding		6,748,386	7,407,952		10,596,998	11,931,525	0	7,738,175	8,909,927	0
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		6,748,386	7,407,952		10,596,998	11,931,525	0	7,738,175	8,909,927	0

The FY07 Budgeted amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2005-2007 biennium. Special Language provides for carry forward of appropriation. The amount of carry forward for FY07 was: Professional Fees \$33,659, Capital Outlay \$54,941, Mandatory Publications \$251,952, Petition Verification \$408,776, Publish Legal Notices \$902,219, Records Management \$850,822 and Motor Voter System \$376,529.

## Change Level by Appropriation

**Appropriation:** 003-Secretary of State Operations

**Funding Sources:** HSC - State Central Services

### Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>10,596,998</b>	<b>88</b>	<b>10,596,998</b>	<b>100.0</b>	<b>7,738,175</b>	<b>88</b>	<b>7,738,175</b>	<b>100.0</b>
C01	Existing Program	876,087	0	11,473,085	108.2	793,569	0	8,531,744	110.2
C03	Discontinue Program	(33,578)	0	11,439,507	107.9	(33,578)	0	8,498,166	109.8
C07	Agency Transfer	299,437	4	11,738,944	110.7	313,567	4	8,811,733	113.8
C08	Technology	151,105	0	11,890,049	112.2	54,645	0	8,866,378	114.5
C10	Reclass	22,671	0	11,912,720	112.4	23,805	0	8,890,183	114.8
C15	Ex Salary Increase	18,805	0	11,931,525	112.5	19,744	0	8,909,927	115.1

## Appropriation Summary

**Appropriation:** 1NJ Help America Vote Act Expenses  
**Funding Sources:** FSS - HAVA Title I - Federal

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	182,050	223,850	223,850	235,040	0	0	246,791	0	0
<b>#Positions</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>
Personal Services Matching 5010003	53,213	60,556	58,854	64,397	0	0	66,776	0	0
HAVA Title I 5900046	1,324,019	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1,559,282</b>	<b>284,406</b>	<b>282,704</b>	<b>299,437</b>	<b>0</b>	<b>0</b>	<b>313,567</b>	<b>0</b>	<b>0</b>
<b>Funding Sources</b>									
Federal Revenue 4000020	1,559,282	284,406		299,437	0	0	313,567	0	0
Total Funding	1,559,282	284,406		299,437	0	0	313,567	0	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	1,559,282	284,406		299,437	0	0	313,567	0	0

THIS APPROPRIATION IS NOT REQUESTED FOR THE NEW BIENNIUM. Positions and related Personal Services Matching are being requested to continue in 003 - Operations. The FY07 Budgeted amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 05-07 biennium. HAVA Title I (Character 46) is a biennial appropriation authorized for \$5,218,692. The amount of carry forward for FY07 was \$3,894,673.

**Change Level by Appropriation**

**Appropriation:** 1NJ-Help America Vote Act Expenses

**Funding Sources:** FSS - HAVA Title I - Federal

**Agency Request**

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	299,437	4	299,437	100.0	313,567	4	313,567	100.0
C07	Agency Transfer	(299,437)	(4)	0	0.0	(313,567)	(4)	0	0.0

**Appropriation Summary**

**Appropriation:** 1NK HAVA Title 2 Match  
**Funding Sources:** FSS - HAVA Title II - Federal

**Historical Data**

**Agency Request and Executive Recommendation**

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Grants and Aid 5100004	6,326,820	0	0	0	2,000,000	0	0	2,000,000	0
<b>Total</b>	<b>6,326,820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>
<b>Funding Sources</b>									
Federal Revenue 4000020	6,326,820	0		0	2,000,000	0	0	2,000,000	0
<b>Total Funding</b>	<b>6,326,820</b>	<b>0</b>		<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
<b>Grand Total</b>	<b>6,326,820</b>	<b>0</b>		<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>

This is a biennial appropriation in 2006-2007 authorized for \$21,598,570. The amount of carry forward for FY07 was \$15,271,750.



**Change Level by Appropriation**

**Appropriation:** 1NK-HAVA Title 2 Match

**Funding Sources:** FSS - HAVA Title II - Federal

**Agency Request**

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
C01	Existing Program	2,000,000	0	2,000,000	100.0	2,000,000	0	2,000,000	100.0

**Appropriation Summary**

**Appropriation:** 2EK Election Assist for the Disabled  
**Funding Sources:** FSS - Election Assistance for Disabled - Federal

**Historical Data**

**Agency Request and Executive Recommendation**

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Grants and Aid 5100004	77,800	135,225	300,000	135,225	135,225	0	135,225	135,225	0
<b>Total</b>	<b>77,800</b>	<b>135,225</b>	<b>300,000</b>	<b>135,225</b>	<b>135,225</b>	<b>0</b>	<b>135,225</b>	<b>135,225</b>	<b>0</b>
<b>Funding Sources</b>									
Federal Revenue 4000020	77,800	135,225		135,225	135,225	0	135,225	135,225	0
<b>Total Funding</b>	<b>77,800</b>	<b>135,225</b>		<b>135,225</b>	<b>135,225</b>	<b>0</b>	<b>135,225</b>	<b>135,225</b>	<b>0</b>
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
<b>Grand Total</b>	<b>77,800</b>	<b>135,225</b>		<b>135,225</b>	<b>135,225</b>	<b>0</b>	<b>135,225</b>	<b>135,225</b>	<b>0</b>

**Appropriation Summary**

**Appropriation:** 2MJ Cap Grnds Monument Perserv  
**Funding Sources:** TCG - Capitol Grounds Monument/Memorial Fund - Trust

**Historical Data**

**Agency Request and Executive Recommendation**

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Construction 5090005	3,536	5,000	25,000	5,000	50,000	0	5,000	50,000	0
Total	3,536	5,000	25,000	5,000	50,000	0	5,000	50,000	0
<b>Funding Sources</b>									
Fund Balance 4000005	3,457	721		721	721	0	721	721	0
Trust Fund 4000050	800	5,000		5,000	50,000	0	5,000	50,000	0
Total Funding	4,257	5,721		5,721	50,721	0	5,721	50,721	0
Excess Appropriation/(Funding)	(721)	(721)		(721)	(721)	0	(721)	(721)	0
Grand Total	3,536	5,000		5,000	50,000	0	5,000	50,000	0

**Change Level by Appropriation**

**Appropriation:** 2MJ-Cap Grnds Monument Perserv

**Funding Sources:** TCG - Capitol Grounds Monument/Memorial Fund - Trust

**Agency Request**

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	5,000	0	5,000	100.0	5,000	0	5,000	100.0
C01	Existing Program	45,000	0	50,000	1,000.0	45,000	0	50,000	1,000.0

**Appropriation Summary**

**Appropriation:** 378 Corporate Filing & Refund  
**Funding Sources:** MTA - Miscellaneous Revolving Fund

**Historical Data**

**Agency Request and Executive Recommendation**

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Refunds/Reimbursements 5110014	173,214	450,000	450,000	450,000	450,000	0	450,000	450,000	0
<b>Total</b>	173,214	450,000	450,000	450,000	450,000	0	450,000	450,000	0
<b>Funding Sources</b>									
Non-Revenue Receipts 4000040	173,214	450,000		450,000	450,000	0	450,000	450,000	0
<b>Total Funding</b>	173,214	450,000		450,000	450,000	0	450,000	450,000	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
<b>Grand Total</b>	173,214	450,000		450,000	450,000	0	450,000	450,000	0

**Appropriation Summary**

**Appropriation:** 4JC Firefighters' Memorial Monument  
**Funding Sources:** SFF- Fallen Firefighter's Fund

**Historical Data**

**Agency Request and Executive Recommendation**

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Construction 5090005	0	0	0	0	15,000	0	0	15,000	0
Total	0	0	0	0	15,000	0	0	15,000	0
<b>Funding Sources</b>									
Fund Balance 4000005	287	5,632		0	11,632	0	0	6,632	0
Special Revenue 4000030	5,345	6,000		0	10,000	0	0	10,000	0
Total Funding	5,632	11,632		0	21,632	0	0	16,632	0
Excess Appropriation/(Funding)	(5,632)	(11,632)		0	(6,632)	0	0	(1,632)	0
Grand Total	0	0		0	15,000	0	0	15,000	0

**Change Level by Appropriation**

**Appropriation:** 4JC-Firefighters' Memorial Monument

**Funding Sources:** SFF- Fallen Firefighter's Fund

**Agency Request**

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
C01	Existing Program	15,000	0	15,000	100.0	15,000	0	15,000	100.0

## Appropriation Summary

**Appropriation:** 687 SOS-Support Operations  
**Funding Sources:** HSC - State Central Services

Commitment Item	Historical Data			Agency Request and Executive Recommendation			2008-2009		
	2005-2006 Actual	2006-2007 Budget	2006-2007 Authorized	2007-2008			Base Level	Agency	Executive
Regular Salaries 5010000	2,170,185	2,578,844	2,578,844	2,707,759	2,708,697	0	2,843,115	2,844,100	0
<b>#Positions</b>	<b>65</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>0</b>	<b>68</b>	<b>68</b>	<b>0</b>
Extra Help 5010001	1,240	9,000	9,000	9,000	9,000	0	9,000	9,000	0
<b>#Extra Help</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>0</b>
Personal Services Matching 5010003	702,847	787,121	767,360	839,273	839,463	0	866,681	866,880	0
Overtime 5010006	720	23,000	23,000	23,000	23,000	0	23,000	23,000	0
Operating Expenses 5020002	922,687	958,100	958,100	958,100	1,162,100	0	958,100	1,162,100	0
Conference & Travel Expenses 5050009	10,193	13,400	13,400	13,400	13,400	0	13,400	13,400	0
Professional Fees 5060010	120,633	0	0	320,000	320,000	0	0	0	0
Capitol Grounds Improvement 5090005	92,900	75,000	75,000	75,000	131,000	0	75,000	85,000	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	192,566	201,979	201,979	0	258,940	0	0	258,940	0
Special Maintenance 5120032	347,013	355,000	355,000	355,000	489,000	0	355,000	472,000	0
Building Insurance 5900046	130,358	151,214	151,214	151,214	157,714	0	151,214	160,414	0
<b>Total</b>	<b>4,691,342</b>	<b>5,152,658</b>	<b>5,132,897</b>	<b>5,451,746</b>	<b>6,112,314</b>	<b>0</b>	<b>5,294,510</b>	<b>5,894,834</b>	<b>0</b>
<b>Funding Sources</b>									
State Central Services 4000035	4,691,342	5,152,658		5,451,746	6,112,314	0	5,294,510	5,894,834	0
<b>Total Funding</b>	<b>4,691,342</b>	<b>5,152,658</b>		<b>5,451,746</b>	<b>6,112,314</b>	<b>0</b>	<b>5,294,510</b>	<b>5,894,834</b>	<b>0</b>
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
<b>Grand Total</b>	<b>4,691,342</b>	<b>5,152,658</b>		<b>5,451,746</b>	<b>6,112,314</b>	<b>0</b>	<b>5,294,510</b>	<b>5,894,834</b>	<b>0</b>

The FY07 Budgeted amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2005-2007 biennium. Special Language provides for carry forward of appropriation. The amount of carry forward for FY07 was: Professional Fees \$199,367 and Capital Outlay \$68,283. FY06 authorized appropriation in Capitol Grounds Improvement was \$135,000.



## Change Level by Appropriation

**Appropriation:** 687-SOS-Support Operations

**Funding Sources:** HSC - State Central Services

### Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>5,451,746</b>	<b>68</b>	<b>5,451,746</b>	<b>100.0</b>	<b>5,294,510</b>	<b>68</b>	<b>5,294,510</b>	<b>100.0</b>
C01	Existing Program	659,440	0	6,111,186	112.1	599,140	0	5,893,650	111.3
C15	Ex Salary Increase	1,128	0	6,112,314	112.1	1,184	0	5,894,834	111.3

**Appropriation Summary**

**Appropriation:** 833 SOS-Treasury Paying  
**Funding Sources:** NSS - Cash in Treasury

**Historical Data**

**Agency Request and Executive Recommendation**

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	142,752	2,695	1,300,000	2,695	25,000	0	2,695	25,000	0
Conference & Travel Expenses 5050009	0	0	0	0	0	0	0	0	0
Professional Fees 5060010	0	0	500,000	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	3,500,000	0	0	0	0	0	0
Little Rock Nine Sculpture 5900046	61,177	0	0	0	0	0	0	0	0
<b>Total</b>	<b>203,929</b>	<b>2,695</b>	<b>5,300,000</b>	<b>2,695</b>	<b>25,000</b>	<b>0</b>	<b>2,695</b>	<b>25,000</b>	<b>0</b>
<b>Funding Sources</b>									
Fund Balance 4000005	147,094	1,406		0	0	0	0	0	0
Cash Fund 4000045	58,241	1,289		2,695	25,000	0	2,695	25,000	0
<b>Total Funding</b>	<b>205,335</b>	<b>2,695</b>		<b>2,695</b>	<b>25,000</b>	<b>0</b>	<b>2,695</b>	<b>25,000</b>	<b>0</b>
Excess Appropriation/(Funding)	(1,406)	0		0	0	0	0	0	0
<b>Grand Total</b>	<b>203,929</b>	<b>2,695</b>		<b>2,695</b>	<b>25,000</b>	<b>0</b>	<b>2,695</b>	<b>25,000</b>	<b>0</b>

## Change Level by Appropriation

**Appropriation:** 833-SOS-Treasury Paying

**Funding Sources:** NSS - Cash in Treasury

### Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	2,695	0	2,695	100.0	2,695	0	2,695	100.0
C01	Existing Program	22,800	0	25,495	946.0	22,800	0	25,495	946.0
C03	Discontinue Program	(495)	0	25,000	927.6	(495)	0	25,000	927.6

**Appropriation Summary**

**Appropriation:** B97 Cash  
**Funding Sources:** 135 - Parking Lot - Cash

**Historical Data**

**Agency Request and Executive Recommendation**

Commitment Item	2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Parking 5900046	9,600	200,000	200,000	200,000	260,000	0	200,000	260,000	0
<b>Total</b>	<b>9,600</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>260,000</b>	<b>0</b>	<b>200,000</b>	<b>260,000</b>	<b>0</b>
<b>Funding Sources</b>									
Fund Balance 4000005	207,910	239,967		74,967	74,967	0	74,967	74,967	0
Cash Fund 4000045	41,657	35,000		200,000	260,000	0	200,000	260,000	0
<b>Total Funding</b>	<b>249,567</b>	<b>274,967</b>		<b>274,967</b>	<b>334,967</b>	<b>0</b>	<b>274,967</b>	<b>334,967</b>	<b>0</b>
Excess Appropriation/(Funding)	(239,967)	(74,967)		(74,967)	(74,967)	0	(74,967)	(74,967)	0
<b>Grand Total</b>	<b>9,600</b>	<b>200,000</b>		<b>200,000</b>	<b>260,000</b>	<b>0</b>	<b>200,000</b>	<b>260,000</b>	<b>0</b>

## Change Level by Appropriation

**Appropriation:** B97-Cash

**Funding Sources:** 135 - Parking Lot - Cash

### Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL	Base Level	200,000	0	200,000	100.0	200,000	0	200,000	100.0
C01	Existing Program	60,000	0	260,000	130.0	60,000	0	260,000	130.0