# SECRETARY OF STATE

# **Enabling Laws**

Act 1314 of 2003
Act 888 of 2003
Act 1466 of 2003
Act 50 of 2003, 1st Extraordinary Session, Section 76 & 95
Act 93 of 2003, 2nd Extraordinary Session
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:

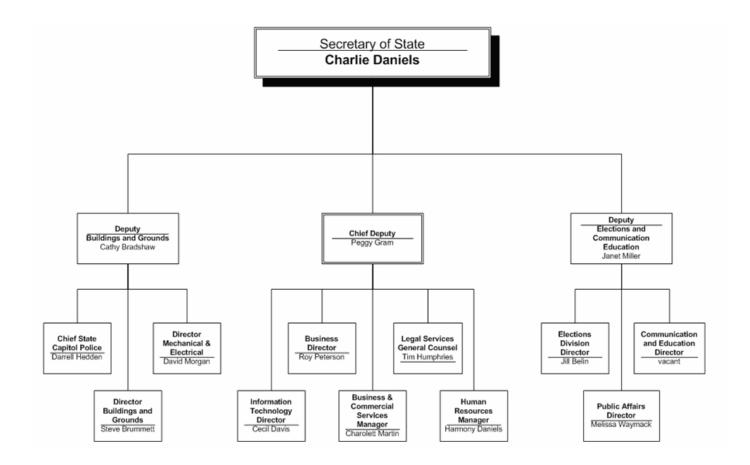
- Legal custodian of the State Capitol Building, the Capitol grounds and all the furniture and fixtures therein and thereon belonging to the state. (Section 22-3-202 of the Arkansas Code of 1998 annotated, Act 150 of 1917)
- Annual registration by owners and users of machine guns. (Act 80 of 1935)
- 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 Act 655 of 1989 repealed the requirement that the Secretary of State maintain a centralized filing system of security interests in farm products.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 Section 7-1-101 et seq. of the Arkansas codes of 1987 Annotated (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)
- 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)

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**

## **Maintenance and Operations Expenses**

Area 003 We are requesting an additional \$50,000 in printing costs which will include the Elect Newsletter, an effort to increase voter participation; expanding our activity packets we issue to all public schools in the state to include the Civics Alive materials; the Business & Commercial Services Newsletter that deals with changes in the corporations and UCC laws and franchise tax rates and collections, and a Walking Tour of the Capitol Grounds for the increased number of visitors we expect over the next few years due to the Clinton Library. We are requesting \$45,000 for an update in the census data study regarding school districts and precinct boundaries done for us two years ago by the UALR Census Data Center. We are requesting \$29,000 per year to cover additional postage costs as the quantity of mail has continued to increase, and \$10,000 annually for fees attached to the operation of a lock box service. The lockbox service has allowed us to improve cash management of and internal control over, franchise tax and other collections by significantly reducing the time to deposit and collect payments. These four amounts account for the \$134,000 requested in each year of the biennium.

**Area 687** In the Capitol building and grounds maintenance portion of the budget we are requesting an additional \$50,000 for each year of the biennium to cover increased utility costs encountered over the past two years and projected to continue to increase throughout the biennium. \$10,000 is requested to defray increases in the cost of cleaning products and materials. We are requesting an increase of \$5,000 in vehicle insurance and \$5,000 in increased gasoline/kerosene/butane costs.

We are also requesting an increase of \$175,000 to cover costs associated with operating the Capitol Hill apartments. We feel the rental revenue generated will cover the additional expenses for utilities, maintenance and repair, and improvements. Anticipated annual revenues are \$167,500 from the apartments, and \$7,500 from rental of the lobby facilities for meetings and other events.

#### **Motor Voter Costs**

In the Motor Voter appropriation (003), We are requesting a large increase for connectivity charges to the 75 counties (with 83 county seats). The county clerk's offices must have access to the new statewide voter registration program required by HAVA, which will be located on a server maintained by the Secretary of State.

We currently spend approximately \$120,000 per year on connectivity charges for these offices - most of which are slower 56K modem dial up connections. This slow speed will not be successful with the new system. The most viable option to rectify this situation is to work through the Department of Information Services to provide RLAN DSL lines to each of the county clerks' offices. The cost for this service would be approximately \$300,000 per year. The Department of Information Systems has informally endorsed this approach as a way to enhance statewide communication between state agencies and county offices and may allow the costs to be shared by other governmental users. We anticipate an increase of approximately 15% over the current contract with the vendor to support the voter registration software, which takes our cost from \$300,000 per year to \$345,000 per year, or an increase of \$45,000 per year. We are requesting an additional \$5,000 for each year of the biennium for get out the vote materials.

These three areas account for the requested increase of \$350,000 in Motor Voter costs.

This plan will require two additional IT staff members: a Network Administrator and a Security Administrator.

#### **Records Management Costs**

Within the 003 portion of the budget, we are requesting funds to change from the current Oracle based system utilized for our Business/Commercial Services Division for corporations filing, franchise tax payment and UCC filings. The software for the new system, SOSKB, is free from the state of North Carolina. The requested \$650,028 represents equipment and software modifications necessary to put the system to work. Under the Oracle based system, we have encountered high fees for necessary software modification and maintenance contracts which we do not believe will be the case with this new system. We are the last state still under a maintenance agreement with NIC for their services on the Oracle system. They indicate that they wish to discontinue support here. Therefore, we must move to a new vendor. Public users of the system should see no change, but over a period of even 2 to 3 years we believe that we will be saving thousands of dollars in hidden costs.

# Data Processing Area 003

Within the Data Processing area, we are requesting \$54,000 in the first year of the biennium; \$49,634 for computer purchases consisting of software upgrades and anti-virus upgrades and \$4,366 for firewall upgrades. In the second year of the biennium, we are requesting increases totaling

\$60,000; \$45,000 for Microsoft Office upgrades and \$15,000 for software upgrades.

# **Capital Grounds Improvement**

#### Area 687

During the first year of the biennium, \$60,000 is requested for cleaning the Capitol dome. The Capitol Dome was last cleaned in the mid 1980's.

## Building Insurance Area 687

The Arkansas Insurance Department has indicated an increase coming in the annual premiums paid for coverage on the State Capitol Building and other insured locations. Therefore we are requesting an increase of \$20,000 for each year of the biennium.

# **Legislative Portraits Area 910**

We are requesting a continuation of an appropriation to cover costs associated with the production and repair of legislative portraits. \$4,000.

# Capital Outlay Area 003

We are requesting a funding level equivalent to the FY2004-2005 biennium, which was \$153,908. This will enable us to replace existing equipment which has been damaged or excessively used. We are requesting an additional \$12,000 per year of the biennium for furniture and additional equipment purchases for a total of \$165,908 each year of the biennium.

## **Area 687**

We are requesting a funding level equivalent to the FY2004-2005 biennium, which was \$152,650. This will enable us to replace existing machinery which has been damaged or excessively used. In additional to this funding level, we are requesting increases of \$23,400 in the first year of the biennium for a Bobcast Loader and \$29,529 in the second year for a backhoe to replace equipment which continues to break down. It is no longer cost effective to continue to maintain current equipment. We are requesting \$6,000 for each year of the biennium to replace two of the butane powered floor buffers we utilize in maintaining the marble in the Capitol, as well as \$13,800 for each year to replace mowing equipment. We are also requesting \$65,000 in the first year to update the security camera system in State Capitol building utilized by the Capital Police.

This request will total \$260,850 in the first year of the biennium and \$201,979 in the second year of the biennium.

## Cash Funds Area 833

We are requesting to restore the cash fund appropriation to the 2004-2005 authorized level of funding (\$5,300,000) due to the fact that funding is dependent upon donations, and as such, the level of funding is unknown at this time. Presently, we are receiving funds from General Improvement for the Little Rock Nine Monument project, which is ongoing.

## Personnel Area 003

Our agency has experienced the largest turnover in Business/Commercial Services and the Elections Department. Within Business/Commercial Services, we've lost twelve (12) employees within the last nineteen (19) months. The highest paid employees of this department include our Lead Representatives positions, which earn \$29,948.00 per year. Our Corporation/UCC Representatives which earn \$25,110.00. Because of the highly technical nature of the job, it takes eighteen (18) months to train these employees. We have experienced problems keeping employees staffed due to the low salary amounts. In the past this department has required four (4) Lead Corporations Reps, two (2) Lead UCC Reps, fifteen (15) Corporation Reps, and six (6) UCC Reps. We are requesting that we be able to reclassify two (2) of the Lead Corporation Rep positions to Customer Services Coordinators in order to better manage the division. We are requesting across the board raises for the remaining positions so that we can attract and keep quality personnel in these positions. We are requesting that 3 UCC Representative positions be deleted in order to help defray these costs.

We request that the Governmental Affairs Director position be renamed to Public Affairs Director and placed on the same level with the Directors of the other departments at \$62,936 and \$64,681 for each year of the biennium. We request that the Louisiana Purchase Coordinator position be added to our regular 003 positions and reclassified as SOS Education Coordinator, as we requested in the last session. There is an on-going educational role to be played within the Secretary of State's office in the public schools as we work to keep our students informed about state history, including the Louisiana Purchase, state government, the elections process and the Arkansas State Capitol.

Within our Elections division, the nature of the job requires knowledge of myriad election laws, excellent communication skills, and a high level of knowledge of various computer databases. It is very difficult to fill these positions with qualified employees due to the low salary rates. Our Help Desk Reps who are responsible for assisting the county officials and staff with system problems earn \$28,616.00 per year. We are requesting increases for these positions to \$34,911 and \$35,958 for each year of the biennium.

We are requesting upgrades for our IT department positions in an effort to retain qualified personnel. We request additional positions within that division, as outlined above in the options of the Motor Voter area of this budget explanation, to monitor the issues affecting the statewide voter registration database.

Within our business office, we are requesting that the State Finance Manager position be elevated to \$50,774 and 52,288 for each year of the biennium to better reflect the duties and responsibilities of that position. Of the four Accountant positions we have, we are asking that two be elevated to Accountant II at a salary of \$45,000 and \$46,215 for each year of the biennium in an effort to obtain and retain higher education and certification levels within the accounting staff.

#### Area 687

We are requesting that the Assistant Chief position established in the interim be made a permanent part of the SOS personnel. We ask that the positions in the State Capitol Police Division be upgraded to correspond more closely with the Arkansas State Police and Arkansas Highway Police so that we can avoid our high level of turnover in these positions. We are also asking that the inmate guard

positions be raised to a level more commensurate with the corresponding Department of Corrections positions.

We request that the SOS Skilled Trades Manager position be renamed SOS Master Trades Director, and that the position be raised to same level as Bldg Grounds Director, as those positions mirror each other in the scope of their responsibilities. We are asking for an additional position at the level of the Skilled Trades Specialist, and that both be renamed as SOS Master Electrician and SOS Master Plumber. We are asking for a reduction of one position in what is now the three Skilled trades positions and that the remaining positions be renamed SOS Electrician and SOS Plumber. We are requesting two additional Maintenance Worker I positions for the Master Trades division.

We request that the 12 Custodian positions be elevated from Custodian I to Custodian II, at \$29,105 and 29,978 per year for each year of the biennium in order to retain quality employees.

## Fund TCG0000 Area 2MJ

We are requesting an appropriation in the amount of \$25,000 for fund TCG0000, the Capitol Grounds Monument and Memorial Preservation Fund. This fund was created by Act 1652 of 2001 and is currently un-appropriated. This fund was established as a vehicle by which the office of Secretary of State can be assured of reimbursement of costs associated with preserving and maintaining the monuments place on the Capitol Grounds. The current fund balance is approximately \$2,000 from fees raised for special events held in the State Capitol Building. We are anticipating approximately \$23,000 or more in funding due upon completion and placement of the Little Rock Nine monument, as required under Act 1652. This monument is scheduled for completion during the next biennium.

## Fund FSS0100 Area 1NJ

The appropriation being requested is at the current level of Funding. (Act 1466 of 2003) This is a continuation of HAVA Title I procurements. We are requesting to restore four supplemental positions originally established in area 1WW. We are requesting not to continue appropriation 1WW into the next biennium.

## Fund FSS0200 Area 1NK

The appropriation being requested is at the current level of funding. (Act 1466 of 2003) This is a continuation of HAVA Title II procurements.

## Fund 1350300 Area B97

We account for all parking activity within this fund. We request to continue the appropriation for \$200,000 that was established through the authority of the Cash Fund Holding account. Adequate cash balances exist to fund this appropriation.

# Fund MTA6300

#### **Area 378**

We are requesting a continuation of this appropriation. The purpose of this appropriation is to

provide a mechanism which allows us to refund overpayments of various receipts processed by the Business/Commercial Services Division. Most of the refunds are from franchise tax overpayments. \$450,000.

## Fund FSS0300 Area 2EK

We are requesting appropriation at the current level of funding for a Federal grant award to the Secretary of State office 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.

# **Audit Findings**

# DIVISION OF LEGISLATIVE AUDIT AUDIT OF: SECRETARY OF STATE FOR THE YEAR ENDED JUNE 30, 2002

**Findings** 

Recommendations

Beginning July 1, 2001, the State of Arkansas implemented, as its official accounting record, the Arkansas Administrative Statewide Information System (AASIS). With the implementation of this system came responsibilities for the Agency to review transactions and other information entered into this system and perform reconciliation procedures to assure the accuracy and completeness of the official accounting record.

During the audit, we found that the Agency failed to record transactions in AASIS relating to the deposits of revenues into bank accounts as well as changes in the status of investments. Revenues totaling \$78,164 were not recorded into AASIS when deposited into the Agency bank accounts. Investment income of \$24,934 and transfers of investment principal to other agencies of \$923,983 were not recorded in AASIS. Also, with the new system, there were numerous deposits made to the state treasury which were recorded in the wrong fund and/or general ledger account. Had the Agency performed minimal review or reconciliation procedures these oversights could have been identified and corrected at an earlier date.

In addition, we were made aware of retirement contribution differences of \$3,500.69 with the Arkansas Public Employees Retirement System that have not yet been resolved. The Agency's failure to reconcile payroll records to AASIS contributed to the failure to resolve these differences.

Implement review and reconciliation procedures necessary to assure the accuracy and completeness of the official accounting record.

# **Employment Summary**

	Male	Female	Total	%
White Employees	62	47	109	75 %
Black Employees	14	20	34	23 %
Other Racial Minorities	3	0	3	2 %
Total Minorities			37	25%
Total Employees	5		146	100 %

# Cash Fund Balance Description as of June 30, 2004

Fund Account Balance Type Location 1350300 \$72,059 Checking Regions

Statutory/Other Restrictions on use:

A.C.A 22-3-401/407 Authorizes agency to collect parking rates.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A 22-3-401/407 Authorizes agency to collect parking rates.

Revenue Receipts Cycle:

Parking rate collections as authorized and required by law are collected throughout the year.

Fund Balance Utilization:

Funds are deposited in these allocations but are not budgeted.

# **Publications**

#### A.C.A 25-1-204

	Statutory	Requir	ed for	# Of	Reason (s) for Continued
Name	Authorization	Governor	General Copie Assembly		Publication and Distribution
Acts of Arkansas	25-18-206, 25-18-225	N	N	500	Required by law. Provides needed references for State Officials.
Arkansas Register	25-15-205 (Act 1478 of 2003)	N	N	2,600	Required by law.
Election Laws of Arkansas & State Constitution	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 / Program Summary**

#### **Historical Data**

# **Agency Request and Executive Recommendation**

		2003-200	)4	2004-200	2004-200	05	5 2005-2006					2006-	-2007		
App	ropriation / Program	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
003	SOS-Central Oprs	5,774,229	95	6,134,653	112	6,176,977	87	10,360,247	88	0	0	7,398,521	88	0	0
1NJ	HAVA Expenses	0	0	0	0	0	0	5,493,896	4	0	0	282,704	4	0	0
1NK	HAVA Title 2 Match	0	0	0	0	0	0	21,598,570	0	0	0	0	0	0	0
2EK	Election Assis Disab	0	0	177,920	0	0	0	300,000	0	0	0	300,000	0	0	0
2MJ	Cap Grnds Monument Preserv	0	0	0	0	0	0	25,000	0	0	0	25,000	0	0	0
378	Corp Filing & Refund	187,133	0	450,000	0	450,000	0	450,000	0	0	0	450,000	0	0	0
687	SOS-Support Oprs	3,741,909	65	3,992,914	70	3,862,202	65	5,460,393	68	0	0	5,109,770	68	0	0
833	SOS-Treas Paying	410,253	0	1,236,201	0	5,300,000	0	5,300,000	0	0	0	5,300,000	0	0	0
910	Legis Portraits	0	0	0	0	0	0	4,000	0	0	0	0	0	0	0
B97	Cash	0	0	200,000	0	0	0	200,000	0	0	0	200,000	0	0	0
NOT R	EQUESTED FOR THE BIENNIUM														
1NG	Home Inspector Oper	0	0	0	0	33,090	0	0	0	0	0	0	0	0	0
1WW	Help America Vote	266,428	0	0	0	0	0	0	0	0	0	0	0	0	0
265	Home Inspectors Regs	1,270	0	0	0	39,090	0	0	0	0	0	0	0	0	0
271	La Prchs Celebration	103,932	1	67,594	1	102,526	1	0	0	0	0	0	0	0	0
Total		10,485,154	161	12,259,282	183	15,963,885	153	49,192,106	160	0	0	19,065,995	160	0	0
Fund	ding Sources		%		%				%		%		%		%
Fund Ba		344,303	3.1	746,483	5.7			746,483	1.5	0	0.0	746,483	H	0	0.0
Federal	Revenue 4000020	266,428	2.4	177,920	1.4			27,392,466	54.9	0	0.0	582,704	2.9	0	0.0
State Ce	entral Services 4000035	9,620,070	85.7	10,195,161	78.4			15,824,640	31.7	0	0.0	12,508,291	63.1	0	0.0
Cash Fu	nd 4000045	812,433	7.2	1,436,201	11.0			5,500,000	11.0	0	0.0	5,500,000	27.8	0	0.0
Trust Fu	und 4000050	0	0.0	0	0.0			25,000	0.1	0	0.0	25,000	0.1	0	0.0
Fees	4000245	1,270	0.0	0	0.0			0	0.0	0	0.0	0	0.0	0	0.0
Refunds	4000415	187,133	1.6	450,000	3.5			450,000	0.8	0	0.0	450,000	2.3	0	0.0

Funding Sources		%		%		%		%		%		%
Total Funds	11,231,637	100.0	13,005,765	100.0	49,938,589	100.0	0	0.0	19,812,478	100.0	0	0.0
Excess Appropriation/(Funding)	(746,483)		(746,483)		(746,483)		0		(746,483)		0	
Grand Total	10,485,154		12,259,282		49,192,106		0		19,065,995		0	

No Executive Recommendation made on these Appropriations.

**Appropriation / Program:** 003 SOS-Central Oprs **Funding Sources:** HSC - State Central Services

## **Historical Data**

# Agency Request and Executive Recommendation

		2003-2004	2004-2005	2004-2005		2005-2006			2006-2007	
Commitment Ite	m [	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	2,699,359	3,279,052	3,211,792	3,406,303	3,658,902	0	3,506,211	3,765,911	0
#Positions		87	87	87	88	88	0	88	88	0
Extra Help	5010001	58,258	71,997	84,725	84,725	84,725	0	84,725	84,725	0
#Extra Help		8	25	25	25	25	0	25	25	0
Personal Services Matching	5010003	766,901	870,364	852,511	982,178	1,057,852	0	1,001,138	1,078,645	0
Overtime	5010006	2,466	10,000	10,000	10,000	10,000	0	10,000	10,000	0
Operating Expenses	5020002	662,100	791,085	905,794	791,085	925,085	0	791,085	925,085	0
Travel-Conference Fees	5050009	35,634	36,292	36,292	36,292	36,292	0	36,292	36,292	0
Professional Fees and Services	5060010	38,165	44,136	44,136	44,136	44,136	0	44,136	44,136	0
Data Processing	5090012	39,866	39,866	39,866	39,866	93,866	0	39,866	99,866	0
Capital Outlay	5120011	153,732	153,908	153,908	0	165,908	0	0	165,908	0
Mandatory Publications	5900034	128,723	0	0	345,000	345,000	0	0	0	0
Petition Verification	5900035	100,303	0	0	475,000	475,000	0	0	0	0
Publish Legal Notices	5900036	75,843	0	0	950,000	950,000	0	0	0	0
Records Management	5900037	318,864	0	0	675,500	1,325,528	0	0	0	0
MV System Oper/Maint/Enh	5900046	644,016	656,703	656,703	656,703	1,006,703	0	656,703	1,006,703	0
Flags	5900048	49,999	181,250	181,250	181,250	181,250	0	181,250	181,250	0
Total		5,774,229	6,134,653	6,176,977	8,678,038	10,360,247	0	6,351,406	7,398,521	0
Funding Sources										
State Central Services	4000035	5,774,229	6,134,653		8,678,038	10,360,247	0	6,351,406	7,398,521	0
Total Funding		5,774,229	6,134,653		8,678,038	10,360,247	0	6,351,406	7,398,521	0
Excess Appropriation/(Funding)	)	0	0		0	0	0	0	0	0
Grand Total		5,774,229	6,134,653		8,678,038	10,360,247	0	6,351,406	7,398,521	0

# **Change Level by Appropriation**

**Appropriation / Program:** 003-SOS-Central Oprs

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

# **Agency Request**

	Change Level	2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	8,678,038	88	8,678,038	100.0	6,351,406	88	6,351,406	100.0
C01	Existing Program	467,611	3	9,145,649	105.3	472,286	3	6,823,692	107.4
C03	Discontinue Program	(77,589)	(3)	9,068,060	104.4	(79,914)	(3)	6,743,778	106.1
C08	Technology	1,054,028	0	10,122,088	116.6	410,000	0	7,153,778	112.6
C10	Reclass	21,389	0	10,143,477	116.8	21,700	0	7,175,478	112.9
C14	Title Change	0	0	10,143,477	116.8	0	0	7,175,478	112.9
C15	Ex Salary Increase	216,770	0	10,360,247	119.3	223,043	0	7,398,521	116.4

**Appropriation / Program:** 1NJ HAVA Expenses Funding Sources: FSS - SOS Federal HAVA Title I

#### **Historical Data**

## **Agency Request and Executive Recommendation**

	2003-2004	2004-2005	2004-2005		2005-2006			2006-2007	
Commitment Item	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	0	0	0	0	217,570	0	0	223,850	0
#Positions	0	0	0	0	4	0	0	4	0
Personal Services Matching 5010003	0	0	0	0	57,634	0	0	58,854	0
HAVA Title I 5900046	0	0	0	5,218,692	5,218,692	0	0	0	0
Total	0	0	0	5,218,692	5,493,896	0	0	282,704	0
Funding Sources									
Federal Revenue 4000020	0	0		5,218,692	5,493,896	0	0	282,704	0
Total Funding	0	0		5,218,692	5,493,896	0	0	282,704	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	0		5,218,692	5,493,896	0	0	282,704	0

This is a biennial appropriation authorized for \$7,000,000. FY05 Budgeted amount for HAVA Expenses does not reflect carry forward balance. The agency is requesting to restore four supplemental positions originally established in 1WW. The appropriation 1WW is not requested to continue for the next biennium.

# **Change Level by Appropriation**

**Appropriation / Program:** 1NJ-HAVA Expenses

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

# **Agency Request**

	Change Level	2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	5,218,692	0	5,218,692	100.0	0	0	0	х
C06	Restored Position	275,204	4	5,493,896	105.2	282,704	4	282,704	Х
C14	Title Change	0	0	5,493,896	105.2	0	0	282,704	х

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

#### **Historical Data**

## **Agency Request and Executive Recommendation**

	2003-2004	2004-2005	2004-2005		2005-2006			2006-2007	
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
004	0	0	0	21,598,570	21,598,570	0	0	0	0
$\Box$	0	0	0	21,598,570	21,598,570	0	0	0	0
020	0	0		21,598,570	21,598,570	0	0	0	0
	0	0		21,598,570	21,598,570	0	0	0	0
	0	0		0	0	0	0	0	0
	0	0		21,598,570	21,598,570	0	0	0	0
	0004	0004 0	Actual         Budget           0004         0         0           0         0         0	Actual         Budget         Authorized           0004         0         0         0           0         0         0         0	Actual         Budget         Authorized         Base Level           0004         0         0         0         21,598,570           0         0         0         0         21,598,570           0020         0         0         21,598,570           0         0         0         21,598,570           0         0         0         0	Actual         Budget         Authorized         Base Level         Agency           0004         0         0         0         21,598,570         21,598,570           0         0         0         0         21,598,570         21,598,570           0020         0         0         0         21,598,570         21,598,570           0         0         0         0         0         0           0         0         0         0         0         0	Actual         Budget         Authorized         Base Level         Agency         Executive           0004         0         0         0         21,598,570         21,598,570         0           0         0         0         0         21,598,570         21,598,570         0           0020         0         0         0         21,598,570         21,598,570         0           21,598,570         21,598,570         21,598,570         0         0           0         0         0         0         0         0	Actual         Budget         Authorized         Base Level         Agency         Executive         Base Level           0004         0         0         0         21,598,570         21,598,570         0         0           0         0         0         21,598,570         21,598,570         0         0           0020         0         0         0         21,598,570         21,598,570         0         0           0         0         0         0         0         0         0         0           0         0         0         0         0         0         0         0	Actual         Budget         Authorized         Base Level         Agency         Executive         Base Level         Agency           0004         0         0         0         21,598,570         21,598,570         0         0         0         0           0020         0         0         0         21,598,570         21,598,570         0         0         0         0           0020         0         0         0         21,598,570         21,598,570         0         0         0         0           0         0         0         0         0         0         0         0         0         0

This is a biennial appropriation authorized for \$30,000,000. FY05 Budgeted amount for HAVA Title II Matching does not reflect carry forward balance.

**Appropriation / Program:** 2EK Election Assis Disab

**Funding Sources:** FSS - Election Assistance for Disabled - Federal

#### **Historical Data**

## **Agency Request and Executive Recommendation**

	2003-2004	2004-2005	2004-2005		2005-2006			2006-2007		
Commitment Item	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive	
Professional Fees and Services 5060010	0	10,500	0	0	0	0	0	0	0	
Grants and Aid 5100004	0	167,420	0	0	300,000	0	0	300,000	0	
Total	0	177,920	0	0	300,000	0	0	300,000	0	
Funding Sources										
Federal Revenue 4000020	0	177,920		0	300,000	0	0	300,000	0	
Total Funding	0	177,920		0	300,000	0	0	300,000	0	
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0	
Grand Total	0	177,920		0	300,000	0	0	300,000	0	

Appropriation was established through the authority of the Miscellaneous Federal Grant Holding Account.

# **Change Level by Appropriation**

**Appropriation / Program:** 2EK-Election Assis Disab

**Funding Sources:** FSS - Election Assistance for Disabled - Federal

# **Agency Request**

	Change Level	2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	0	0	0	x	0	0	0	х
C06	Restored Position	300,000	0	300,000	х	300,000	0	300,000	х

**Appropriation / Program:** 2MJ Cap Grnds Monument Preserv

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

#### **Historical Data**

## **Agency Request and Executive Recommendation**

2003-2004	2004-2005	2004-2005		2005-2006			2006-2007	
Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
05 0	0	0	0	25,000	0	0	25,000	0
0	0	0	0	25,000	0	0	25,000	0
50 0	0		0	25,000	0	0	25,000	0
0	0		0	25,000	0	0	25,000	0
0	0		0	0	0	0	0	0
0	0		0	25,000	0	0	25,000	0
	<u> </u>	Actual         Budget           005         0         0           0         0         0	Actual         Budget         Authorized           005         0         0         0           0         0         0         0	Actual         Budget         Authorized         Base Level           005         0         0         0         0           0         0         0         0         0	Actual         Budget         Authorized         Base Level         Agency           005         0         0         0         25,000           0         0         0         0         25,000           050         0         0         0         25,000           0         0         0         25,000           0         0         0         0         0           0         0         0         0         0         0	Actual         Budget         Authorized         Base Level         Agency         Executive           005         0         0         0         0         25,000         0           0         0         0         0         25,000         0           050         0         0         0         25,000         0           0         0         0         25,000         0           0         0         0         0         0           0         0         0         0         0	Actual         Budget         Authorized         Base Level         Agency         Executive         Base Level           005         0         0         0         0         25,000         0         0           050         0         0         0         25,000         0         0           050         0         0         0         25,000         0         0           0         0         0         25,000         0         0         0           0         0         0         0         0         0         0         0	Actual         Budget         Authorized         Base Level         Agency         Executive         Base Level         Agency           005         0         0         0         0         25,000         0         0         25,000           050         0         0         0         0         25,000         0         0         25,000           050         0         0         0         0         0         0         25,000           0         0         0         0         0         0         0         25,000           0         0         0         0         0         0         0         0         0           0         0         0         0         0         0         0         0         0

The agency is requesting an appropriation for the fund created pursuant to A.C.A §19-5-1123.

# **Change Level by Appropriation**

**Appropriation / Program:** 2MJ-Cap Grnds Monument Preserv

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

# **Agency Request**

Change Level	2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
C01 Existing Program	25,000	0	25,000	100.0	25,000	0	25,000	100.0

**Appropriation / Program:** 378 Corp Filing & Refund MTA - Miscellaneous Revolving Fund

## **Historical Data**

## **Agency Request and Executive Recommendation**

		2003-2004	2004-2005	2004-2005		2005-2006			2006-2007	
Commitment Ite	m	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Refund/Reimbursements	5110014	187,133	450,000	450,000	450,000	450,000	0	450,000	450,000	0
Total		187,133	450,000	450,000	450,000	450,000	0	450,000	450,000	0
Funding Sources										
Refunds	4000415	187,133	450,000		450,000	450,000	0	450,000	450,000	0
Total Funding		187,133	450,000		450,000	450,000	0	450,000	450,000	0
Excess Appropriation/(Funding)	)	0	0		0	0	0	0	0	0
Grand Total		187,133	450,000		450,000	450,000	0	450,000	450,000	0

**Appropriation / Program:** 687 SOS-Support Oprs **Funding Sources:** HSC - State Central Services

#### **Historical Data**

## **Agency Request and Executive Recommendation**

		2003-2004	2004-2005	2004-2005		2005-2006		2006-2007		
Commitment Iter	m [	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	1,896,575	2,091,075	1,989,112	2,154,642	2,615,961	0	2,218,421	2,689,849	0
#Positions		64	65	65	64	68	0	64	68	0
Extra Help	5010001	7,288	9,000	9,000	9,000	9,000	0	9,000	9,000	0
#Extra Help		1	5	5	5	5	0	5	5	0
Personal Services Matching	5010003	559,617	585,225	556,476	669,626	774,618	0	682,019	788,978	0
Overtime	5010006	14,052	23,000	23,000	23,000	23,000	0	23,000	23,000	0
Operating Expenses	5020002	594,755	618,100	618,100	618,100	863,100	0	618,100	863,100	0
Travel-Conference Fees	5050009	13,243	13,400	13,400	13,400	13,400	0	13,400	13,400	0
Professional Fees and Services	5060010	86,949	0	0	320,000	320,000	0	0	0	0
Capitol Grounds Improvement	5090005	44,997	75,000	75,000	75,000	135,000	0	75,000	75,000	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	146,832	152,650	152,650	0	260,850	0	0	201,979	0
Special Maintenance	5120032	250,010	294,250	294,250	294,250	294,250	0	294,250	294,250	0
Building Insurance	5900046	127,591	131,214	131,214	131,214	151,214	0	131,214	151,214	0
Total		3,741,909	3,992,914	3,862,202	4,308,232	5,460,393	0	4,064,404	5,109,770	0
Funding Sources										
State Central Services	4000035	3,741,909	3,992,914		4,308,232	5,460,393	0	4,064,404	5,109,770	0
Total Funding		3,741,909	3,992,914		4,308,232	5,460,393	0	4,064,404	5,109,770	0
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		3,741,909	3,992,914		4,308,232	5,460,393	0	4,064,404	5,109,770	0

Special Language provides for carry forward of appropriation. The amount of carry forward for FY05 was: Capital Outlay \$5,818 and Professional Fees & Services \$158,399.

FY05 Budgeted amounts in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary adjustments and matching rates during the 2003-05 biennium.

# **Change Level by Appropriation**

**Appropriation / Program:** 687-SOS-Support Oprs

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

# **Agency Request**

	Change Level	2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	4,308,232	64	4,308,232	100.0	4,064,404	64	4,064,404	100.0
C01	Existing Program	721,531	3	5,029,763	116.7	606,223	3	4,670,627	114.9
C06	Restored Position	70,721	1	5,100,484	118.3	72,527	1	4,743,154	116.7
C10	Reclass	97,127	0	5,197,611	120.6	100,049	0	4,843,203	119.1
C14	Title Change	0	0	5,197,611	120.6	0	0	4,843,203	119.1
C15	Ex Salary Increase	262,782	0	5,460,393	126.7	266,567	0	5,109,770	125.7

SOS-Treas Paying

**Appropriation / Program:** 833 **Funding Sources:** NSS NSS - Cash in Treasury

## **Historical Data**

# **Agency Request and Executive Recommendation**

		2003-2004	2004-2005	2004-2005		2005-2006			2006-2007	
Commitment Ite	m	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	295,839	800,000	1,300,000	1,300,000	1,300,000	0	1,300,000	1,300,000	0
Travel-Conference Fees	5050009	0	0	0	0	0	0	0	0	0
Professional Fees and Services	5060010	114,414	436,201	500,000	500,000	500,000	0	500,000	500,000	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	3,500,000	3,500,000	3,500,000	0	3,500,000	3,500,000	0
Total		410,253	1,236,201	5,300,000	5,300,000	5,300,000	0	5,300,000	5,300,000	0
Funding Sources	1									
Fund Balance	4000005	307,340	493,692		493,692	493,692	0	493,692	493,692	0
Cash Fund	4000045	596,605	1,236,201		5,300,000	5,300,000	0	5,300,000	5,300,000	0
Total Funding		903,945	1,729,893		5,793,692	5,793,692	0	5,793,692	5,793,692	0
Excess Appropriation/(Funding)	)	(493,692)	(493,692)		(493,692)	(493,692)	0	(493,692)	(493,692)	0
Grand Total	·	410,253	1,236,201		5,300,000	5,300,000	0	5,300,000	5,300,000	0

**Appropriation / Program:** 910 Legis Portraits **Funding Sources:** HSC - State Central Services

#### **Historical Data**

## **Agency Request and Executive Recommendation**

		2003-2004	2004-2005	2004-2005		2005-2006		2006-2007			
Commitment Item		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive	
Legislative Portraits	5900046	0	0	0	4,000	4,000	0	0	0	0	
Total		0	0	0	4,000	4,000	0	0	0	0	
Funding Sources											
State Central Services	4000035	0	0		4,000	4,000	0	0	0	0	
Total Funding		0	0		4,000	4,000	0	0	0	0	
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0	
Grand Total		0	0		4,000	4,000	0	0	0	0	

This is a biennial appropriation. FY05 Budgeted amount for Legislative Portraits does not reflect carry forward balance.

**Appropriation / Program:** B97 Cash

**Funding Sources:** 135 - Secretary of State - Cash

#### **Historical Data**

## **Agency Request and Executive Recommendation**

		2003-2004	2004-2005	2004-2005		2005-2006			2006-2007	
Commitme	ent Item	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Parking	5900046	0	200,000	0	0	200,000	0	0	200,000	0
Total		0	200,000	0	0	200,000	0	0	200,000	0
Funding So	ources									
Fund Balance	4000005	36,963	252,791		252,791	252,791	0	252,791	252,791	0
Cash Fund	4000045	215,828	200,000		0	200,000	0	0	200,000	0
Total Funding		252,791	452,791		252,791	452,791	0	252,791	452,791	0
Excess Appropriation/(	Funding)	(252,791)	(252,791)		(252,791)	(252,791)	0	(252,791)	(252,791)	0
Grand Total		0	200,000		0	200,000	0	0	200,000	0

Appropriation was established through the authority of the Cash Fund Holding Account.

# **Change Level by Appropriation**

**Appropriation / Program:** B97-Cash

**Funding Sources:** 135 - Secretary of State - Cash

# **Agency Request**

	Change Level	2005-2006	Pos	Cumulative	% of BL 2006-2007		Pos	Cumulative	% of BL
BL	Base Level	0	0	0	х	0	0	0	x
C01	Existing Program	200,000	0	200,000	х	200,000	0	200,000	Х

**Appropriation / Program:** 1NG **Funding Sources:** MHR Home Inspector Oper

MHR - Arkansas Home Inspectors Registration Fund

#### **Historical Data**

## **Agency Request and Executive Recommendation**

	2003-2004         2004-2005         2004-2005         2005-2006         2006-200						2006-2007		
Commitment Item	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Board Expenses/Website Dev 5900046	0	0	33,090	0	0	0	0	0	0
Total	0	0	33,090	0	0	0	0	0	0

This appropriation is not requested for the new biennium.

**Appropriation / Program:** 1WW Help America Vote Funding Sources: 1SS - SOS Federal Help America Vote

#### **Historical Data**

## **Agency Request and Executive Recommendation**

	2003-2004	2004-2005	2004-2005		2005-2006			2006-2007	
Commitment Item	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
HAVA Operating Expenses 5900046	266,428	0	0	0	0	0	0	0	0
Total	266,428	0	0	0	0	0	0	0	0
Funding Sources									
Federal Revenue 4000020	266,428	0		0	0	0	0	0	0
Total Funding	266,428	0		0	0	0	0	0	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	266,428	0		0	0	0	0	0	0

This appropriation is not requested for the new biennium.

**Appropriation / Program:** 265 Home Inspectors Regs

**Funding Sources:** MHR - Arkansas Home Inspectors Registration

#### **Historical Data**

## **Agency Request and Executive Recommendation**

	2003-2004	2004-2005	2004-2005		2005-2006		2006-2007			
Commitment Item	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive	
Operating Expenses 5020002	1,270	0	0	0	0	0	0	0	0	
Refunds/Reimburse/Operations 5900046	0	0	39,090	0	0	0	0	0	0	
Total	1,270	0	39,090	0	0	0	0	0	0	
Funding Sources										
Fees 4000245	1,270	0		0	0	0	0	0	0	
Total Funding	1,270	0		0	0	0	0	0	0	
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0	
Grand Total	1,270	0		0	0	0	0	0	0	

This appropriation is not requested for the new biennium. Act 1328 of 2003 created the Arkansas Home Inspector Registration Board and provided for it to become an independent state agency.

**Appropriation / Program:** 271 La Prchs Celebration **Funding Sources:** HSC - State Central Services

#### **Historical Data**

## **Agency Request and Executive Recommendation**

		2003-2004	2004-2005	2004-2005		2005-2006			2006-2007	
Commitment It	em	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	55,242	54,075	82,080	0	0	0	0	0	0
#Positions		1	1	1	0	0	0	0	0	0
Personal Services Matching	5010003	12,968	13,519	20,446	0	0	0	0	0	0
Project Expenses	5900046	35,722	0	0	0	0	0	0	0	0
Total		103,932	67,594	102,526	0	0	0	0	0	0
Funding Source	s									
State Central Services	4000035	103,932	67,594		0	0	0	0	0	0
Total Funding		103,932	67,594		0	0	0	0	0	0
Excess Appropriation/(Funding	g)	0	0		0	0	0	0	0	0
Grand Total		103,932	67,594		0	0	0	0	0	0

This appropriation is not requested for the new biennium.