FY 13-14 Executive Budget Review
SECRETARY OF STATE

House Committee on Appropriations
by House Fiscal Division
March 13, 2013
Agenda

Budget Overview

– Department Structure 3
– Comparison to Total State Budget 4
– Means of Finance Comparison 5
– 10 Year Budget History 6
– Agency Budget Comparisons 7
– Major Sources of Revenues 8
– Expenditure Breakdown 9
– Expenditure History 10
– Significant Budget Adjustments 12
– Discretionary/Non-Discretionary Funding 13
– Salaries and Positions 15
– Agency Contacts 22
Department Structure

Secretary of State

- Administrative Program
- Elections Program
- Archives and Records Program
- Museum and Other Operations Program
- Commercial Program
Comparison to Total State Budget FY 13-14

<table>
<thead>
<tr>
<th>Means of Finance</th>
<th>Secretary of State</th>
<th>Total State Budget</th>
<th>% of Total State Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State General Fund</td>
<td>$38,547,477</td>
<td>$8,225,500,000</td>
<td>0.5%</td>
</tr>
<tr>
<td>Interagency Transfers</td>
<td>$334,980</td>
<td>$1,994,155,707</td>
<td>0.02%</td>
</tr>
<tr>
<td>Fees and Self-gen. Rev.</td>
<td>$20,175,665</td>
<td>$3,492,386,577</td>
<td>0.6%</td>
</tr>
<tr>
<td>Statutory Dedications</td>
<td>$2,011,078</td>
<td>$4,161,779,605</td>
<td>0.05%</td>
</tr>
<tr>
<td>Federal Funds</td>
<td>$0</td>
<td>$10,237,571,671</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TOTAL MOF</strong></td>
<td><strong>$61,069,200</strong></td>
<td><strong>$28,111,393,560</strong></td>
<td><strong>0.2%</strong></td>
</tr>
</tbody>
</table>

| Authorized Positions      | 315                | 56,339             | 0.6%                    |
### Means of Finance

<table>
<thead>
<tr>
<th>Means of Finance</th>
<th>Actual Expenditures FY 11-12</th>
<th>Existing Operating Budget FY 12-13 (12/1/12)</th>
<th>Executive Budget Recommended FY 13-14</th>
<th>Change from FY12-13 to FY13-14</th>
<th>Percent Change from FY12-13 to FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>State General Fund</td>
<td>$50,019,063</td>
<td>$45,776,632</td>
<td>$38,547,477</td>
<td>($7,229,155)</td>
<td>-15.8%</td>
</tr>
<tr>
<td>Interagency Transfers</td>
<td>$444,779</td>
<td>$384,870</td>
<td>$334,980</td>
<td>($49,890)</td>
<td>-13.0%</td>
</tr>
<tr>
<td>Fees and Self-Gen Rev</td>
<td>$19,246,951</td>
<td>$19,629,307</td>
<td>$20,175,665</td>
<td>$546,358</td>
<td>2.8%</td>
</tr>
<tr>
<td>Statutory Dedications</td>
<td>$5,016,646</td>
<td>$7,038,078</td>
<td>$2,011,078</td>
<td>($5,027,000)</td>
<td>-71.4%</td>
</tr>
<tr>
<td>Federal Funds</td>
<td>$63,803</td>
<td>$286,198</td>
<td>$0</td>
<td>($286,198)</td>
<td>-100%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$74,791,242</td>
<td>$73,115,085</td>
<td>$61,069,200</td>
<td>($12,045,885)</td>
<td>-16.5%</td>
</tr>
<tr>
<td>Authorized Positions</td>
<td>317</td>
<td>317</td>
<td>315</td>
<td>(2)</td>
<td>-0.6%</td>
</tr>
</tbody>
</table>

### Elections Division

- Funding for the 2012 Presidential Election was removed in FY13-14.

### Reduction of 2 positions

- The reduction of 2 authorized position is a cost savings of $203,000 including all related funding.
SECRETARY OF STATE
(Total Means of Finance)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Funding Amount (in millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 04-05</td>
<td>$48.0</td>
</tr>
<tr>
<td>FY 05-06</td>
<td>$64.9</td>
</tr>
<tr>
<td>FY 06-07</td>
<td>$72.7</td>
</tr>
<tr>
<td>FY 07-08</td>
<td>$78.1</td>
</tr>
<tr>
<td>FY 08-09</td>
<td>$77.2</td>
</tr>
<tr>
<td>FY 09-10</td>
<td>$74.8</td>
</tr>
<tr>
<td>FY 10-11</td>
<td>$73.1</td>
</tr>
<tr>
<td>FY 11-12</td>
<td>$72.0</td>
</tr>
<tr>
<td>FY 12-13 EOB</td>
<td>$61.1</td>
</tr>
</tbody>
</table>

Source: Executive Budget Supporting Documents

Pearce Cinman (225) 342-0474  Secretary of State  House Fiscal Division
**SoS Agency Budget Comparisons**

Total Means of Finance

<table>
<thead>
<tr>
<th>Programs</th>
<th>FY 12-13 EOB</th>
<th>FY 13-14 Ex. Rec.</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>$9,869,324</td>
<td>$9,493,784</td>
<td>($375,540)</td>
</tr>
<tr>
<td>Elections</td>
<td>$51,201,839</td>
<td>$39,391,062</td>
<td>($11,810,777)</td>
</tr>
<tr>
<td>Archives and Records</td>
<td>$3,521,370</td>
<td>$3,708,930</td>
<td>$187,560</td>
</tr>
<tr>
<td>Museums and Other Operations</td>
<td>$3,755,740</td>
<td>$3,523,574</td>
<td>($232,166)</td>
</tr>
<tr>
<td>Commercial</td>
<td>$4,766,812</td>
<td>$4,951,850</td>
<td>$185,038</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$73,115,085</strong></td>
<td><strong>$61,069,200</strong></td>
<td><strong>($12,045,885)</strong></td>
</tr>
</tbody>
</table>

**Major Reductions**

- Personnel Reductions
- Removal of excess funding for Major Repairs
- Removal of SGF for the 2012 Presidential Election and the cost of printing ballots
- Reduced Statutory Dedication budget authority – Help America Vote Act

Includes $12.8 million in support of parish Registrar of Voters.
Major Sources of Revenues FY 13-14

State General Fund - $38.5 million

• $34.9 million, or 90% of SGF is in the Election Division, and $15.2 million is Discretionary.

Self-generated Revenues - $20.2 million

• A $60 filing fee relative to domestic corporations
• A $100 filing fee relative to foreign corporations
• A $25 filing fee for annual reports relative to domestic and foreign corporations
• Charges for other services such as registering trademarks and partnerships, providing certificates of good standing, and providing copies, and certified copies of any requested documents.

Statutory Dedications - $2 million

• Help Louisiana Vote Fund - $1,973,000
• Shreveport Riverside Convention Center Fund - $38,078
### Expenditure Breakdown

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY 11-12 Actual Expenditures</th>
<th>FY 12-13 Existing Operating Budget (12/1/12)</th>
<th>FY 13-14 Executive Budget Recommendation</th>
<th>Change from FY 12-13 to FY 13-14</th>
<th>Percent Change from FY12-13 to FY13-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$16,014,909</td>
<td>$15,364,258</td>
<td>$15,604,972</td>
<td>$240,714</td>
<td>1.6%</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>$513,440</td>
<td>$501,715</td>
<td>$501,715</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Related Benefits</td>
<td>$6,885,311</td>
<td>$6,978,480</td>
<td>$7,364,552</td>
<td>$386,072</td>
<td>5.5%</td>
</tr>
<tr>
<td>Travel</td>
<td>$107,405</td>
<td>$186,070</td>
<td>$187,070</td>
<td>$1,000</td>
<td>0.5%</td>
</tr>
<tr>
<td>Operating Services</td>
<td>$8,737,449</td>
<td>$10,046,518</td>
<td>$9,086,349</td>
<td>($960,169)</td>
<td>-9.6%</td>
</tr>
<tr>
<td>Supplies</td>
<td>$822,122</td>
<td>$936,051</td>
<td>$928,797</td>
<td>($7,254)</td>
<td>-0.8%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Other Charges</td>
<td>$41,693,517</td>
<td>$38,767,104</td>
<td>$27,275,245</td>
<td>($11,491,859)</td>
<td>-29.6%</td>
</tr>
<tr>
<td>Acq/Major Repairs</td>
<td>$17,089</td>
<td>$334,889</td>
<td>$120,500</td>
<td>($214,389)</td>
<td>-64.0%</td>
</tr>
<tr>
<td>Unallotted</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>TOTAL EXP</td>
<td>$74,791,242</td>
<td>$73,115,085</td>
<td>$61,069,200</td>
<td>($12,045,885)</td>
<td>-16.5%</td>
</tr>
</tbody>
</table>

**Salaries:**
- Salaries increase in FY 14 to cover Civil Service training for Career Progression Group pay.

**Operating Services:**
- Reduced funding is primarily a result of the reduction to the elections Division because of no Statewide Elections in FY13-14.

**Other Charges:**
- Reduction of excess budget authority from the 2012 Presidential election expenses, including the cost of poll commissioner pay, ballot printing, and the expiration of Help America Vote Act funding.

Pearce Cinman (225) 342-0474  
Secretary of State  
House Fiscal Division
6-Year Expenditure History (in millions)

**Personal Services**
- 2008-2009: $22.6
- 2009-2010: $22.8
- 2010-2011: $23.1
- 2011-2012: $23.4
- 2012-2013: $22.8
- 2013-2014: $23.5

**Operating Expenses**
- 2008-2009: $9.8
- 2009-2010: $7.9
- 2010-2011: $9.3
- 2011-2012: $9.7
- 2012-2013: $11.2
- 2013-2014: $10.2

**Professional Services**
- 2008-2009: $4.2
- 2009-2010: $0.5
- 2010-2011: $0.6
- 2011-2012: $0.0
- 2012-2013: $0.0
- 2013-2014: $0.0

**Acquisitions & Major Repairs**
- 2008-2009: $0.1
- 2009-2010: $0.0
- 2010-2011: $0.1
- 2011-2012: $0.0
- 2012-2013: $0.3
- 2013-2014: $0.1
6-Year Expenditure History (in millions)

Source: Executive Budget Supporting Documents

*Existing Operating Budget as of 12/1/12
**Governor’s Executive Budget Recommendation
## Significant Adjustments

<table>
<thead>
<tr>
<th>Description</th>
<th>SGF</th>
<th>IAT</th>
<th>SGR</th>
<th>SD</th>
<th>FED</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduces funding in the Elections Division related to the 2012 Presidential</td>
<td>$(5,910,418)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$(5,910,418)</td>
</tr>
<tr>
<td>election, and the related ballot printing costs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduces the expired excess budget authority for services related to the</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$(5,027,000)</td>
<td>$(286,198)</td>
<td>$(5,313,198)</td>
</tr>
<tr>
<td>researching, and testing of the agency's Elections and Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Network.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduces funding in the Commercial Division associated with the completion of</td>
<td>$0</td>
<td>$0</td>
<td>$(402,500)</td>
<td>$0</td>
<td>$0</td>
<td>$(402,500)</td>
</tr>
<tr>
<td>upgrading the online business filing system.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduces funding related to the one-time purchase of printers and computers</td>
<td>$0</td>
<td>$0</td>
<td>$(214,389)</td>
<td>$0</td>
<td>$0</td>
<td>$(214,389)</td>
</tr>
<tr>
<td>in prior year.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduces funding associated with standard statewide adjustments (including</td>
<td>$(318,737)</td>
<td>$0</td>
<td>$163,247</td>
<td>$0</td>
<td>$0</td>
<td>$(155,490)</td>
</tr>
<tr>
<td>Civil Service Training Series, Risk Management, UPS Fees and computer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>service fees.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replaces State General Funds with Self-generated Revenue from cost recovery</td>
<td>$(1,000,000)</td>
<td>$0</td>
<td>$1,000,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>activities at the local level.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Discretionary/Nondiscretionary Funding in FY 13-14
Executive Budget

Secretary of State Total Budget
$61.1 Million

<table>
<thead>
<tr>
<th>Category</th>
<th>Nondiscretionary SGF Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>$193,750</td>
</tr>
<tr>
<td>Elections</td>
<td>$19,476,723</td>
</tr>
<tr>
<td>Archives and Records</td>
<td>$0</td>
</tr>
<tr>
<td>Museum and Other</td>
<td>$0</td>
</tr>
<tr>
<td>Operations</td>
<td>$0</td>
</tr>
<tr>
<td>Commercial</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$19,670,473</strong></td>
</tr>
</tbody>
</table>
Discretionary/Nondiscretionary Funding in FY 13-14
Executive Budget

<table>
<thead>
<tr>
<th>Activity</th>
<th>Discretionary SGF</th>
<th>Nondiscretionary SGF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>$200,220</td>
<td>$193,750</td>
</tr>
<tr>
<td>Elections</td>
<td>$15,272,698</td>
<td>$19,476,723</td>
</tr>
<tr>
<td>Archives and Records</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Museum and Other Operations</td>
<td>$3,404,086</td>
<td>$0</td>
</tr>
<tr>
<td>Commercial</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL SGF</td>
<td>$18,877,004</td>
<td>$19,670,473</td>
</tr>
</tbody>
</table>

**Primary Non-Discretionary items include the following:**

- Constitutional provisions related to elections and Registrar of Voter’s staff in each Louisiana parish.
- Rent and maintenance in state owned buildings, Legislative Auditor fees, and group insurance for Retirees.
- Secretary of State’s salary, and related benefits.
FY 13- 14 Salaries and Positions

- $16.1 million for Salaries and Other Compensation
- $7.4 million for Related Benefits
- Total Personnel Services = $23.5 million, 69.4% of the Secretary of State total Executive Budget Recommendation (excluding Other Charges)

- 315 Authorized Positions (303 classified and 12 unclassified)
- 0 Full-time non-T.O. positions

- As of 1/30/2013, the Secretary of State had 14 vacancies
TOTAL FULL-TIME EQUIVALENT (FTE) POSITIONS
(Includes Registrar of Voters employees)

source: State Civil Service Report on State Employment

Pearce Cinman (225) 342-0474  Secretary of State  House Fiscal Division
CLASSIFIED AVERAGE ANNUAL PAY PER FTE

Source: Louisiana State Integrated Statewide Information System

Pearce Cinman (225) 342-0474 Secretary of State House Fiscal Division
UNCLASSIFIED AVERAGE ANNUAL PAY PER FTE

source: Louisiana State Integrated Statewide Information System

Pearce Cinman (225) 342-0474  Secretary of State  House Fiscal Division
Elections

Number of Elections

FY 01  FY 02  FY 03  FY 04  FY 05  FY 06  FY 07  FY 08  FY 09  FY 10  FY 11  FY 12  FY 13  FY 14
12     11     9      6      12     11     8      8      9      9      8      6      4      0

source: Louisiana Secretary of State

Pearce Cinman (225) 342-0474  Secretary of State  House Fiscal Division
Special Election Days

2005 - 2010 Election Cycles
Southern Regional Average Comparison

* Does not include Oklahoma and Mississippi

source: Louisiana Legislative Auditor 2011 Elections Division Performance Audit Report

Pearce Cinman (225) 342-0474   Secretary of State

House Fiscal Division
Voter Registration Rate by State

2008 and 2010 Election Cycles
Southern Regional Average Comparison

source: 2013 Pew Center study on Election Initiatives
# Department Contacts

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Agency Head</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary of State</td>
<td>Tom Schedler</td>
<td>(225) 342-1125</td>
</tr>
<tr>
<td>1st Assistant</td>
<td>Kyle Ardoin</td>
<td>(225) 342-1125</td>
</tr>
<tr>
<td>Undersecretary</td>
<td>Joe Salter</td>
<td>(225) 342-1125</td>
</tr>
<tr>
<td>Fiscal Officer</td>
<td>Shanda Jones</td>
<td>(225) 922-1229</td>
</tr>
</tbody>
</table>