

Representative Cameron Henry
Chairman



Representative Franklin Foil
Vice Chairman

FY16-17 Executive Budget Review

SECRETARY OF STATE

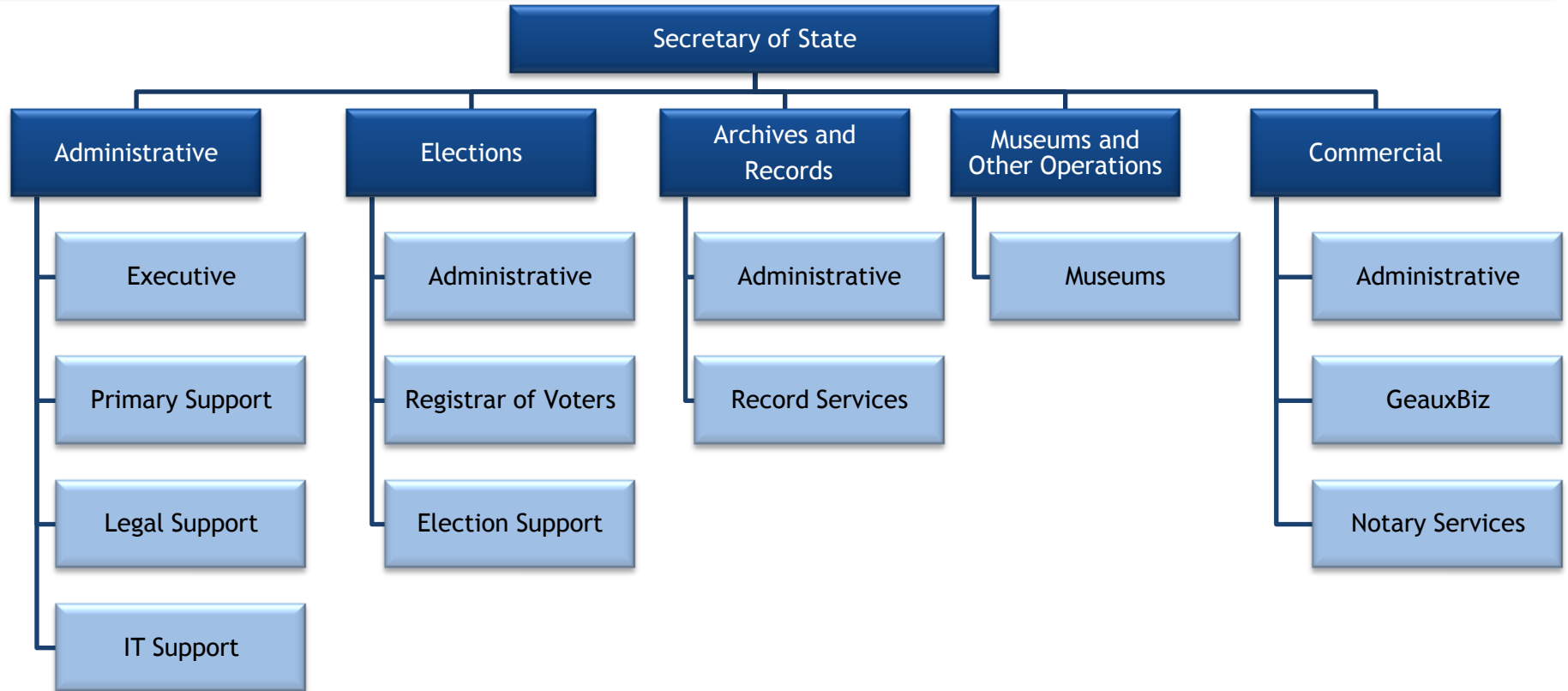
House Committee on Appropriations
by the House Fiscal Division

April 11, 2016

TABLE OF CONTENTS

Department Organization	3
Agency Programs	4
Elections	9
Budget History	10
Means of Finance	11
Sources of Revenue	12
Significant Adjustments	13
Expenditure Breakdown	14
Expenditure History	15
Discretionary/Non-discretionary Funding	16
Personnel Information	17
Department Contacts	18

DEPARTMENT ORGANIZATION



ADMINISTRATIVE

Executive Services

- This is the leadership and management function to ensure that the duties and responsibilities of the department are carried out in an effective and efficient manner.
- Includes the Secretary and his executive staff, as well public information and publication staff.

Primary Support Services

- Responsible for all support for the department, including accounting, purchasing, and human resources.

Legal Support Services

- The Legal Division reviews and approves all ballot provisions, home rule charter propositions, recall elections, and constitutional amendments. This division also drafts and reviews contracts.
- The Commission Division authenticates the signatures on various certificates, as well as provides advice and interpretation of multiple statutes.

Information Technology Support Services

- Assists with planning and implementing of the information technology hardware and software that the department uses.



ELECTIONS

Administrative Services

- Responsible for processing and qualifying candidates for state offices, as well as preparing ballots for elections.
- Directs, assists, and prescribes rules and regulations that are applied by each registrar of voter in the state.
- Encourages qualified Louisiana citizens to register to vote by providing educational programs for school-aged children and adults.
- Investigates reports of voter fraud.

Registrar of Voters

- Responsible for the payment of the state's share of salaries of the Registrar of Voters and their employees, as well as a prorated portion of the annual canvass costs. The canvass examines the validity of the addresses of record for the registered voters in Louisiana.
- The Registrar of Voters are also responsible for registering voters in the state, as well as updating registration data.

Election Support Services

- Responsible for the day to day maintenance and repair of the voting machines, including emergency repair on the day of elections.



ARCHIVES AND RECORDS

Administrative Services

- Identifies, collects, preserves, maintains, and makes available the records and artifacts of Louisiana's history at the Louisiana State Archives Building.
 - Over 2.2 million genealogical records are available online.

Record Services

- Provides services, information, and facilities necessary to promote and support the State's governmental records.
- Provides storage for business records and for state agencies.

Louisiana State Archives
Baton Rouge, LA



MUSEUMS AND OTHER OPERATIONS

Museum Services

- Responsible for presenting exhibits, education, and other programs to the public that emphasize the political, social, and economic influences, personalities, institutions, and events that are part of Louisiana's history and culture.
 - Acquires, refurbishes, and preserves artifacts and other historical relics.
-
- | | |
|--|-----------------------------------|
| ▪ Chennault Aviation & Military Museum | ▪ LA State Exhibit Museum |
| ▪ Delta Music Museum | ▪ LA State Oil and Gas Museum |
| ▪ Eddie G. Robinson Museum | ▪ Mansfield Female College Museum |
| ▪ Germantown Colony Museum | ▪ Old Arsenal Museum |
| ▪ Jean Lafitte Marine Fisheries Museum | ▪ Old State Capitol |
| ▪ LA Military Museum | ▪ Shreveport Water Works Museum |
| ▪ LA Military Hall of Fame and Museum | ▪ Spring Street Historical Museum |
| ▪ LA State Cotton Museum | ▪ Tioga Heritage Park & Museum |

Old State Capitol
Baton Rouge, LA



COMMERCIAL

Administrative Services

- Provides the business community timely and efficient services in business licensing, as well as collects fees and tracks annual reporting for businesses operating in Louisiana.
- Serves as the processing agent for the state on foreign filings and corporate filings, as well as for foreign insurance companies and out-of-state motorists involved in suits resulting from automobile accidents on Louisiana highways.
- Responsible for the Uniform Commercial Code (UCC) notification system.

GeauxBiz

- Operates a “one-stop shop” where business can register with a variety of required departments, including the Secretary of State, Louisiana Workforce Commission, and the Department of Revenue.
- Prepares a customized business license checklist tailored to any specific business license need.

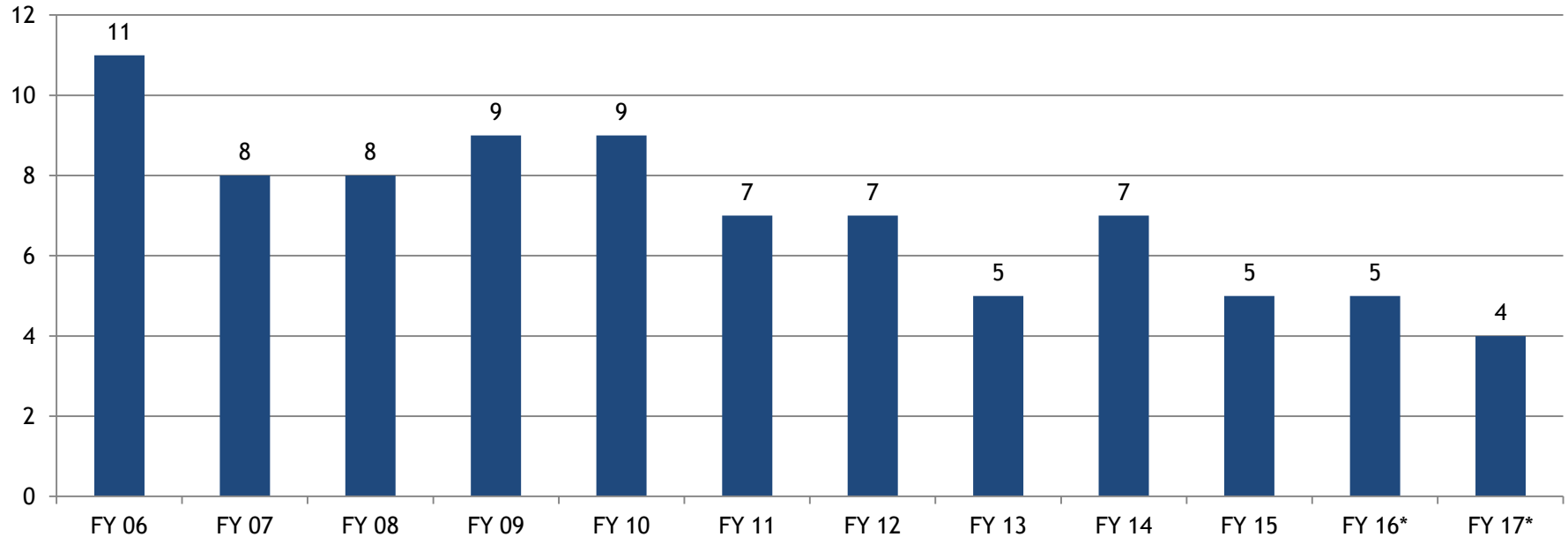
Notary Services

- Maintains a database on the notary publics registered in the state.
- Processes applications for the state notary exam.



ELECTIONS

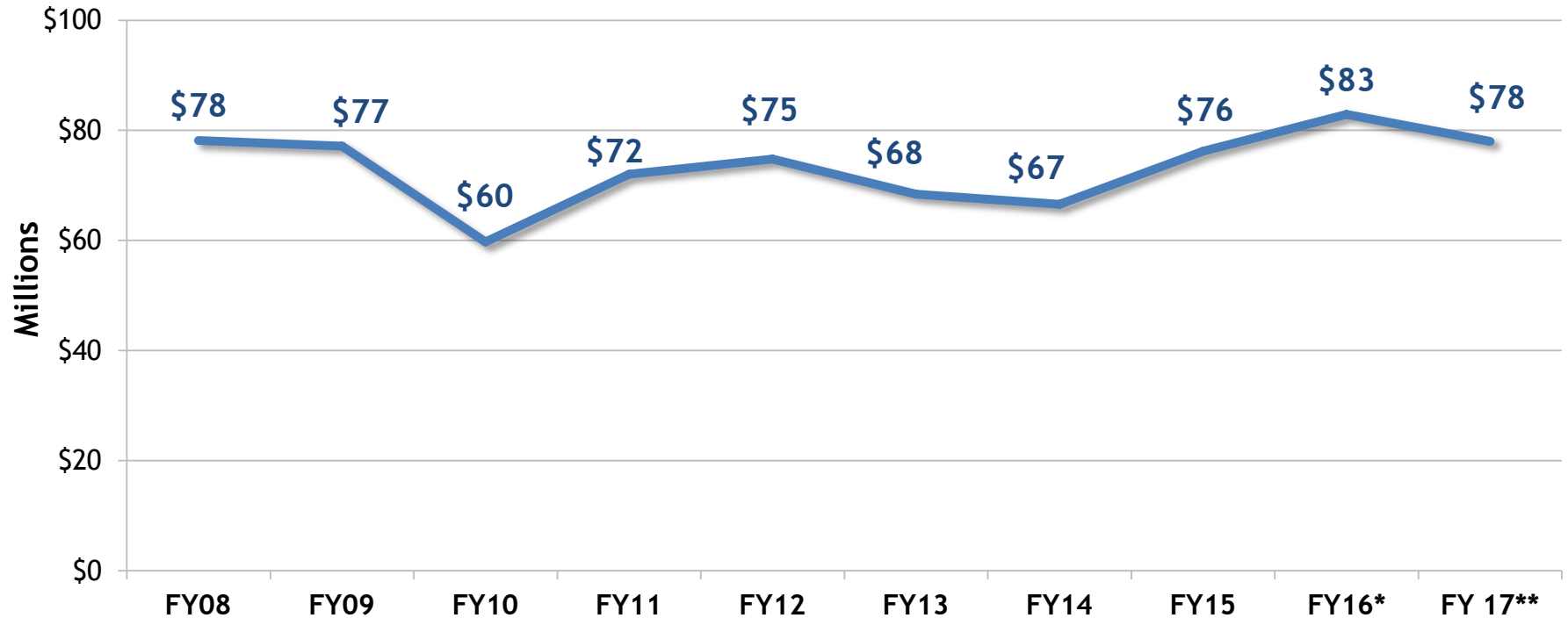
Number of Elections



Source: Executive Budget Supporting Documents

*Planned elections in FY 16 and FY 17.

BUDGET HISTORY



Source: Executive Budget Supporting Documents

*Existing Operating Budget as of 12/1/15
**Governor's Executive Budget Recommendation

MEANS OF FINANCE BREAKDOWN

Means of Financing	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
State General Fund	\$50,531,130	\$55,809,470	\$51,073,847	(\$4,735,623)	(8.5%)
Interagency Transfers	\$213,684	\$402,813	\$325,000	(\$77,813)	(19.3%)
Fees and Self-Gen Rev.	\$25,332,729	\$26,176,288	\$26,104,125	(\$72,163)	(0.3%)
Statutory Dedications	\$156,519	\$514,078	\$514,078	\$0	0.0%
Federal Funds	\$0	\$0	\$0	\$0	0.0%
Total Means of Finance	\$76,234,062	\$82,902,649	\$78,017,050	(\$4,885,599)	(5.9%)

The Division of Administration estimates that \$53.6 million in State General Fund is needed in FY 17 to fully fund projected normal operating costs and other priorities. Therefore, \$2.5 million additional SGF is needed to fully fund operations.

SOURCES OF REVENUE

Interagency Transfers \$325,000

The department's Interagency Transfers are payments from other state and local agencies for the microfilm services that the department provides. The largest amounts come from the following:

- Office of Group Benefits
- Eastern LA Mental Health System
- Department of Children and Family Services

Self-generated \$26.1 Million

The department's Self-generated Revenue comes from the fees for several services the department provides, in which the largest include the following:

- Annual Reports
- Limited Liability Corporations (LLC's)
- Election Expenses - Cost Recovery
- Uniform Commercial Code

Statutory Dedications \$514,078

There are three Statutory Dedications within the department:

- Help Louisiana Vote Fund, Election Administration
- Help Louisiana Vote Fund, Voting Access Account
- Shreveport Riverfront Convention Center & Independence Stadium Fund

SIGNIFICANT ADJUSTMENTS

(\$2.7 M)



SGF

Decrease is in election expenses due to one less statewide election; there are four statewide elections in FY17.

\$165,000



IAT

Decrease is for the nonrecurring of one-time funding for the Louisiana State Exhibit Museum (\$110,000) and the Louisiana State Oil and Gas Museum (\$55,000).

\$500,000



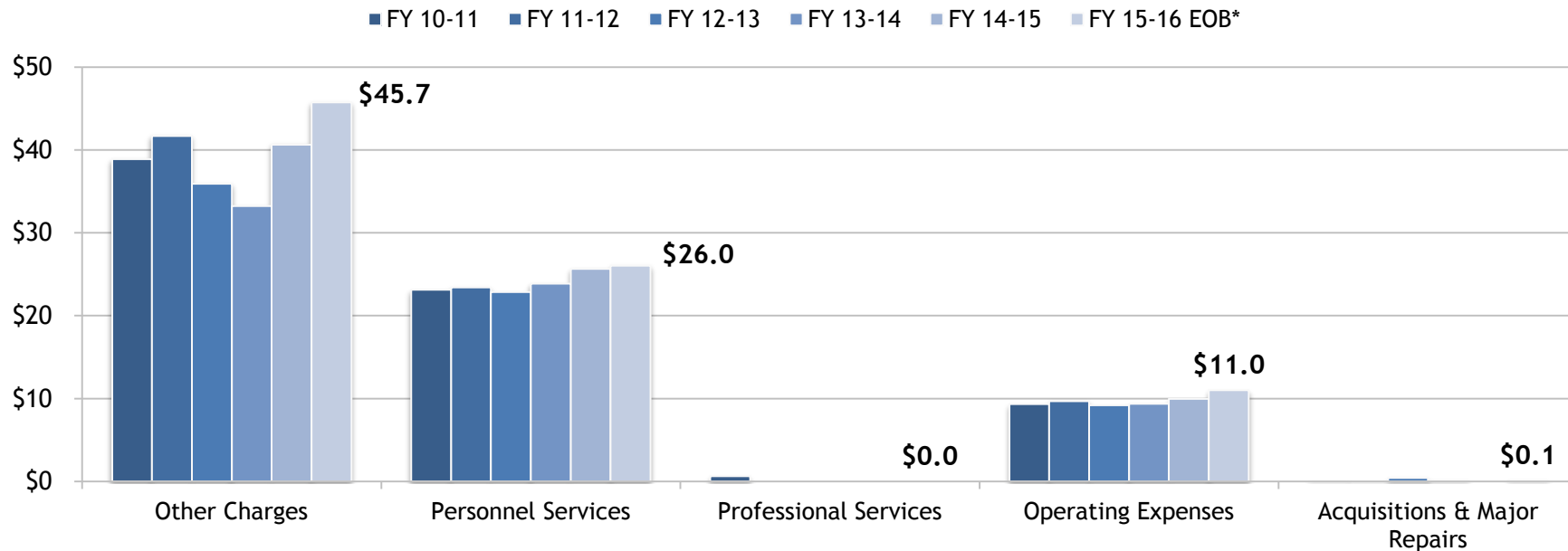
SGR

Increase is for an initial investment for the purchase or leasing of voting equipment and software.

EXPENDITURE BREAKDOWN

Expenditure	FY 14-15 Prior Year Actual Expenditures	FY 15-16 Existing Operating Budget	FY 16-17 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
Salaries	\$16,328,629	\$16,312,993	\$16,065,076	(\$247,917)	(1.5%)
Other Compensation	\$589,742	\$561,696	\$385,351	(\$176,345)	(31.4%)
Related Benefits	\$8,715,543	\$9,161,785	\$8,946,049	(\$215,736)	(2.4%)
Travel	\$89,982	\$159,345	\$156,197	(\$3,148)	(2.0%)
Operating Services	\$9,171,256	\$9,936,821	\$9,198,940	(\$737,881)	(7.4%)
Supplies	\$683,681	\$913,465	\$811,590	(\$101,875)	(11.2%)
Professional Services	\$0	\$0	\$0	\$0	0.0%
Other Charges	\$40,655,229	\$45,731,544	\$41,764,488	(\$3,967,056)	(8.7%)
Acq/Major Repairs	\$0	\$125,000	\$689,359	\$564,359	451.5%
Unallotted	\$0	\$0	\$0	\$0	0.0%
Total Expenditures	\$76,234,062	\$82,902,649	\$78,017,050	(\$4,885,599)	(5.9%)
Authorized Positions	313	313	313	0	0.0%

EXPENDITURE HISTORY (IN MILLIONS)



Other Charges largely includes election expenses, ballot printing, Registrar of Voter expenses, Geaux Biz Portal expenses, rent in state-owned buildings, Office of Telecommunication fees, IT costs for elections, and commercial support.

*Existing Operating Budget as of 12/1/15

Source: Executive Budget Supporting Documents

FY17 DISCRETIONARY/NON-DISCRETIONARY FUNDING

TOTAL BUDGET
\$78.0 Million

\$325,000 IAT
Double Count

**\$77.7
Million
Remaining**

Self Generated
Revenue
\$26.1 Million

Statutory
Dedications
\$514,078

State General Fund
\$51.1 Million

**Non Discretionary
\$31.5 Million**

**Discretionary
\$19.5 Million**

Administrative
\$27,481

Elections
\$31.5 Million

Archives & Records
\$0

Museums & Other Operations
\$0

Commercial
\$0

Administrative
\$106,309

Elections
\$18.1 Million

Archives & Records
\$0

Museums & Other Operations
\$1.3 Million

Commercial
\$0

PERSONNEL INFORMATION

10-Year Full Time Equivalent Positions VS. Average Salary

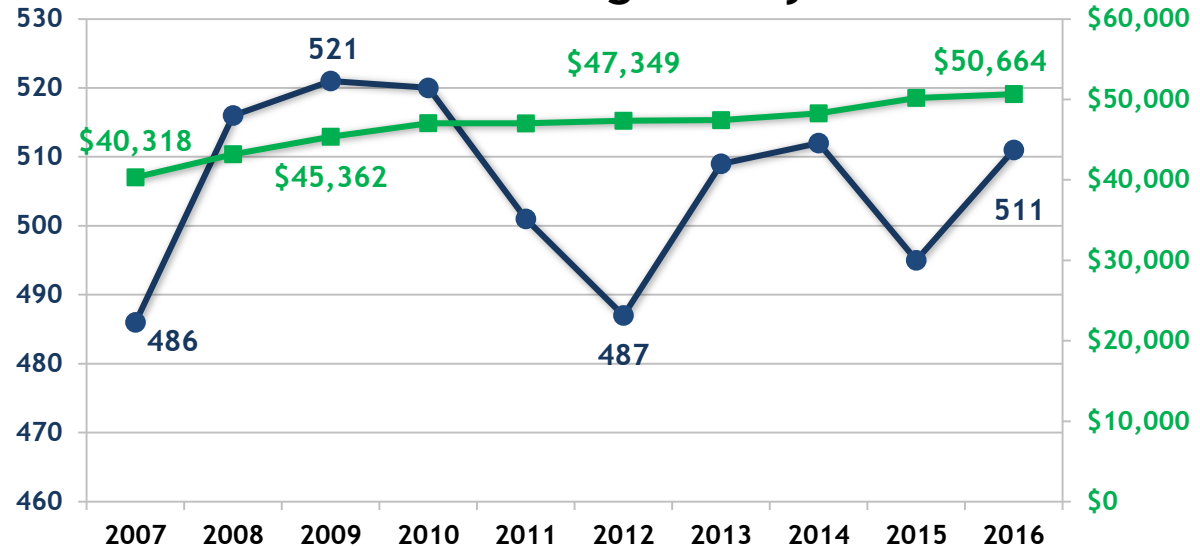
\$16.5 million Salaries and Other Compensation
\$8.9 million Related Benefits
\$25.4 million Total Personnel Services

- 70% of the Department's Total Executive Budget Recommendation (excluding Other Charges)

Authorized Positions

- 313 (298 classified and 15 unclassified)
- 0 full-time non-T.O. positions
- 0 Other Charges positions

*As of 1/29/2016, Secretary of State had 10 vacancies; no vacancies were eliminated in the Executive Budget.



Source: Prepared by House Fiscal Division staff using information from the Department of Civil Service.

DEPARTMENT CONTACTS



Secretary of State		
Tom Schedler	Secretary	(225) 922-2880
Joe Salter	Undersecretary	(225) 922-2880
Kyle Ardoin	First Assistant to the Secretary	(225) 922-2880