

# Secretary of State

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FY 2013 Revised  
FY 2014 Recommended  
Staff Presentation  
March 13, 2013

# Program Overview

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- Administration
- Corporations
- State Archives
- Elections and Civics
- State Library
- Office of Public Information
- Records Center

# Summary by Source

	FY 2013 Enacted	FY 2013 Revised	FY 2014 Governor	Change to Enacted
General Revenues	\$6,913,038	\$6,893,325	\$6,597,833	(\$315,205)
Federal Funds	-	2,566	-	-
Restricted Receipts	505,069	481,597	449,931	(55,138)
Total	\$7,418,107	\$7,377,488	\$7,047,764	(\$370,343)

# Summary by Category

	FY 2013 Enacted	FY 2013 Revised	FY 2014 Governor	Change to Enacted
Salaries & Benefits	\$5,150,026	\$5,102,991	\$5,445,507	\$295,481
Contracted Services	251,600	207,425	142,425	(109,175)
Operations	1,781,271	1,807,885	1,211,720	(569,551)
Grants	135,611	135,611	135,611	-
Capital	99,599	123,576	112,501	12,902
<b>Total</b>	<b>\$7,418,107</b>	<b>\$7,377,488</b>	<b>\$7,047,764</b>	<b>(\$370,343)</b>

# Budget Issues

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- Personnel
- Election Expenses
- State Archives
- Quick Start Program
- State House Tours
- Other Operations

# Salaries and Benefits

## *Full-Time Equivalent Positions*

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Full-Time Positions	FTEs	Change to Enacted
Enacted Authorized	57.0	-
FY 2014 Request	57.0	-
FY 2014 Governor	57.0	-
FY 2012 Average Filled	54.3	(2.7)
Filled as of March 9	54.0	(3.0)

# Personnel

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- FY 2013 Revised - \$5.1 million
  - \$47,035 less than enacted
  - Turnover Savings
    - Currently three vacancies
- FY 2014 - \$5.4 million
  - Governor recommends \$0.3 million more than enacted, largely consistent with the Office's request
  - No turnover included in recommendation or request

# Secretary of State's and Board of Elections' Role in Elections

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- Secretary of State's Elections & Civics Division and Board of Elections are charged with different responsibilities
  - Complementary tasks, many of which are mandated by Rhode Island General Laws



# Secretary of State's and Board of Elections' Role in Elections

Secretary of State	Board of Elections
<ul style="list-style-type: none"><li>• Provides municipalities with forms for candidates</li><li>• Certifies federal and state candidates for ballot placement</li><li>• Provides descriptions and explanations of state referenda in Voter Handbook</li></ul>	<ul style="list-style-type: none"><li>• Supervises all elections</li><li>• Prepares state and local referenda</li><li>• Instructs and certifies all election officials assigned to polls</li><li>• Prepares and distributes poll worker guides and related materials</li></ul>

# Secretary of State's and Board of Elections' Role in Elections

Secretary of State	Board of Elections
<ul style="list-style-type: none"><li>• Publishes guides for candidates, election officials, and voters</li><li>• Provides ballot information and polling place locations on website</li><li>• Prepares and prints ballots</li><li>• Maintains central voter registration system</li></ul>	<ul style="list-style-type: none"><li>• Prepares and delivers voting machines and supplies to polling places</li><li>• Conducts recounts</li><li>• Certifies election results to Secretary of State</li><li>• Conducts voter registration drives</li></ul>

# Election Expenses

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- FY 2013 Revised - \$1.8 million
  - \$0.1 million less than enacted
  - \$23,036 less than requested
    - Reductions to outside legal services and postage based on November 2012 election

# Election Expenses

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- FY 2014 - \$1.3 million
  - \$0.5 million less than enacted
  - Cyclical
  - \$50,423 less than requested
    - Reductions to postage and printing expenses primarily reflecting anticipated expenditures for absentee ballots

# State Archives

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- Comprehensive archives and records management services for all public records of the State
- Local government records program
  - Provides advisory and technical services to municipal governments regarding public records
- Funded primarily by Historical Records Trust Fund
  - Restricted receipt account
  - Fees collected by cities and towns for various land transactions and for probate filings

# State Archives

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- Governor recommends \$0.6 million from all funds in both years
  - \$8,549 less than requested for FY 2013 and \$9,680 less for FY 2014
- General revenues of \$90,836 for FY 2013 and \$131,705 for FY 2014
  - Reflects there are not enough restricted receipts to cover budgeted expenses

# State Archives

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## *Historical Records Trust Fund Receipts:*

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<i>FY 2007 Actual</i>	<i>\$277,171</i>
<i>FY 2008 Actual</i>	<i>\$407,961</i>
<i>FY 2009 Actual</i>	<i>\$441,365</i>
<i>FY 2010 Actual</i>	<i>\$445,765</i>
<i>FY 2011 Actual</i>	<i>\$451,586</i>
<i>FY 2012 Actual</i>	<i>\$428,160</i>
<i>FY 2013 Projected</i>	<i>\$439,347</i>
<i>FY 2014 Projected</i>	<i>\$449,931</i>

# Quick Start Program

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- Online master application where applicants can enter business and contact information just once
  - Information will be automatically entered on all forms the applicant needs to submit
- Some project delays and carry forward funding



# Quick Start Program

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- Governor recommends \$30,000 for FY 2013 for remaining work
  - Relates to integration of Quick Start and two other state agencies' operating systems
  - Consistent with the Office's request

# State House Tours

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- College student volunteers lead tours
- Johnson & Wales coordinates schedules and training
- Governor recommends \$12,750 in both years for a contract with Johnson & Wales to coordinate State House Tours
  - Consistent with Office's request
  - First year Governor has recommended funding
- Office spent an average of \$12,198 annually from FY 2007 to FY 2012

# Other Operations

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- \$0.7 million in FY 2013 and FY 2014
  - \$50,596 more than enacted for FY 2013 and \$43,441 more for FY 2014
- Includes \$23,977 in FY 2013 and \$12,902 in FY 2014 to consolidate printers and fax machines into multi-function copy machines
  - Lease-to-purchase agreement

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