

Agency Summary And Certification

130 -- Secretary of State

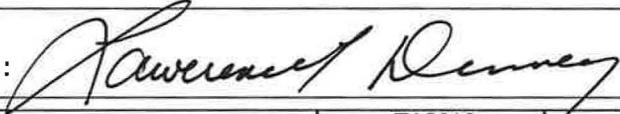
SEP 27 2016

Original Submission ___ or Rev No. ✓

FY2018 Request

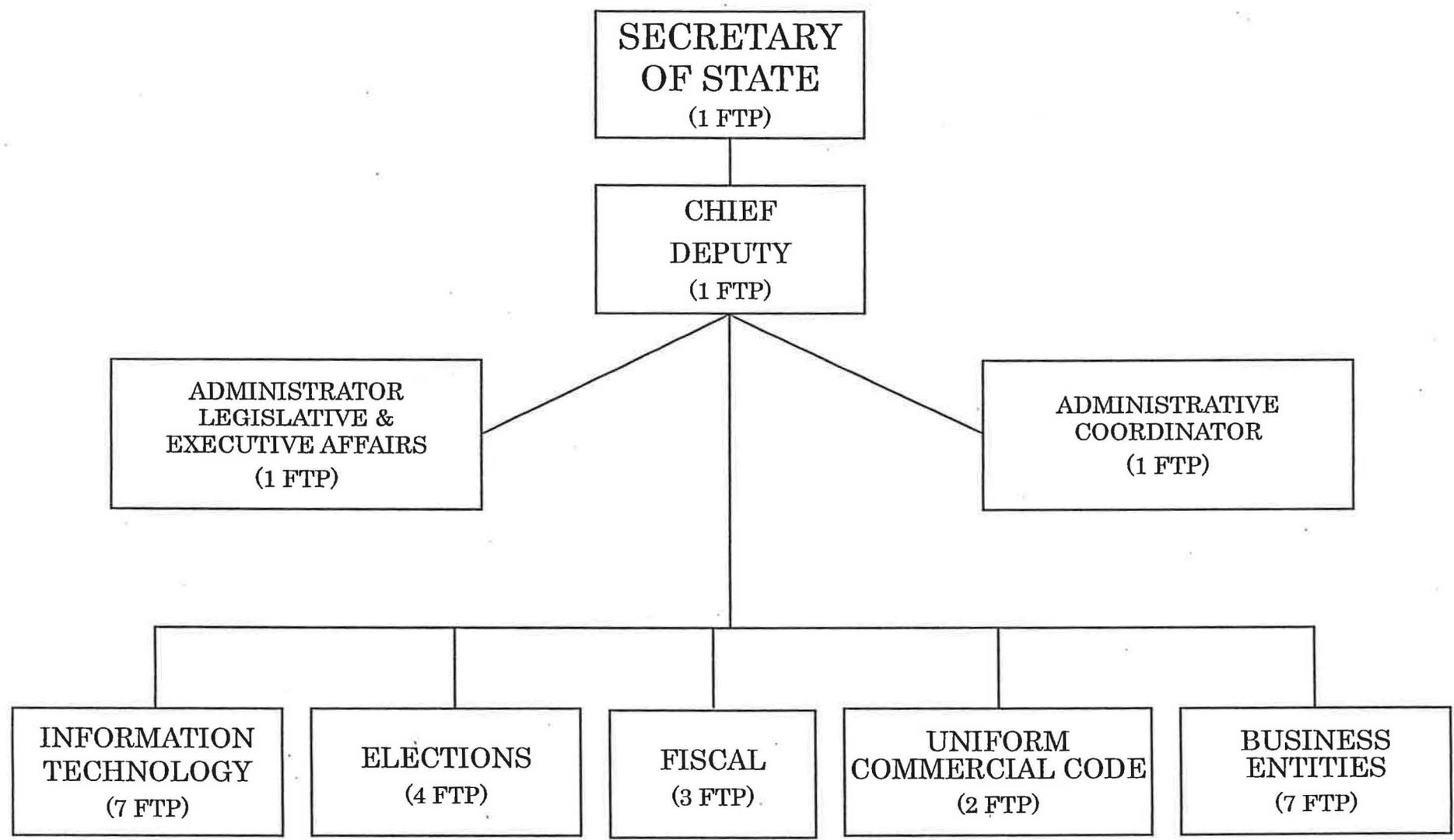
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In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director : 		Date: <u>9-23-16</u>			
Function/Activity	FY 2016 Total Appropriation	FY 2016 Total Expenditures	FY 2017 Original Appropriation	FY 2017 Estimated Expenditures	FY 2018 Total Request
Secretary of State	5,672,700	5,145,700	3,127,900	5,350,100	3,731,800
Total	5,672,700	5,145,700	3,127,900	5,350,100	3,731,800
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
G 0001-00 General Revenue Fund	5,672,700	5,145,700	3,127,900	5,350,100	3,731,800
Total	5,672,700	5,145,700	3,127,900	5,350,100	3,731,800
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	1,834,500	1,675,400	1,960,200	1,999,600	2,145,600
Operating Expenditures	1,838,200	1,524,800	1,167,700	3,350,500	1,586,200
Capital Outlay	0	0	0	0	0
Trustee And Benefit Payments	2,000,000	1,945,500	0	0	0
Lump Sum	0	0	0	0	0
Total	5,672,700	5,145,700	3,127,900	5,350,100	3,731,800
FTP Total	27.00	27.00	27.00	27.40	29.00



OFFICE OF THE SECRETARY OF STATE



FORM B11: REVENUE

Agency/Department: Secretary of State
 Program (If applicable) _____

Request for Fiscal Year: 2018
 Agency Number: 130
 Budget Unit (If Applicable): SSAA
 Function/Activity Number (If Applicable): _____

Original Request Date: 09/01/16 Revision Request Date: 09/23/16

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Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0001		General Fund		1001	Corporation License	2,203,900	2,301,200	2,502,200	2,600,200	2,700,200
				1001	Notary Fees	137,300	140,500	141,600	155,100	175,000
				1001	Trademark Fees	12,800	13,000	16,600	17,000	17,100
				1001	UCC Lien Filing	301,900	286,900	297,900	300,200	300,400
				1001	Lobbyist	11,000	11,800	11,500	11,500	11,700
				1001	Elections	30,000	5,900	34,200	5,800	30,000
				1701	Blue Book	4,700	5,000	5,000	5,100	5,000
				3601	Miscellaneous Revenue		200			
0001		General Fund		FUND TOTAL		\$2,701,600	\$2,764,500	\$3,009,000	\$3,094,900	\$3,239,400
				FUND TOTAL		\$0	\$0	\$0	\$0	\$0
				FUND TOTAL		\$0	\$0	\$0	\$0	\$0
				GRAND TOTAL		\$2,701,600	\$2,764,500	\$3,009,000	\$3,094,900	\$3,239,400

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Secretary of State

Agency Number: 130

Original Request Date: September 1, 2016 or Revision Request Date: 09/23/16

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Sources and Uses:

FUND NAME:	Democracy Fund	FUND CODE:	0348-27	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				424,000	254,300	297,100	0	0
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				424,000	254,300	297,100	0	0
4. Revenues (from Form B-11)				131,300	143,400	51,900	0	0
5. Non-Revenue Receipts and Other Adjustments				1,061,600	1,344,600	351,200	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				1,616,900	1,742,300	700,200	0	0
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				50,700	21,200	1,200	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				1,311,900	1,424,000	699,000	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				1,311,900	1,424,000	699,000	0	0
20. Ending Cash Balance				254,300	297,100	0	0	0
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				254,300	297,100	0	0	0
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				1,311,900	1,424,000	699,000	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Secretary of State

Agency Number: 130

Original Request Date: September 1, 2016

or Revision Request Date: 09/23/16

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Sources and Uses:

FUND NAME:	Health Care Directive Registry	FUND CODE:	0349-33	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				36,200	33,500	32,140	30,340	30,440
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				36,200	33,500	32,140	30,340	30,440
4. Revenues (from Form B-11)				100	(60)	100	100	100
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:	Fund or Reference:			0	0	0	0	0
7. Operating Transfers in:	Fund or Reference:			0	0	0	0	0
8. Total Available for Year				36,300	33,440	32,240	30,440	30,540
9. Statutory Transfers Out:	Fund or Reference:			0	0	0	0	0
10. Operating Transfers Out:	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				2,800	1,300	1,900	0	0
17. Current Year Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				2,800	1,300	1,900	0	0
20. Ending Cash Balance				33,500	32,140	30,340	30,440	30,540
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				33,500	32,140	30,340	30,440	30,540
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				2,800	1,300	1,900	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

FORM B11: REVENUE

Agency/Department: Secretary of State
 Program (If applicable): _____

Request for Fiscal Year: 2018
 Agency Number: 130
 Budget Unit (If Applicable): SSAB
 Function/Activity Number (If Applicable): _____

Original Request Date: 09/01/16 Revision Request Date: 09/23/16

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Fund No.	Fund Detail No.	Fund Name	Significant Assumption Number	Summary Object Code	Revenue Source Description -Summary Level	FY 2014 Actual Revenue	FY 2015 Actual Revenue	FY 2016 Actual Revenue	FY 2017 Estimated Revenue	FY 2018 Estimated Revenue
0120	04	Consolidated Election								
		Not Applicable								
0120	04	Consolidated Election			FUND TOTAL	\$0	\$0	\$0	\$0	\$0
					FUND TOTAL	\$0	\$0	\$0	\$0	\$0
					FUND TOTAL	\$0	\$0	\$0	\$0	\$0
					FUND TOTAL	\$0	\$0	\$0	\$0	\$0
					FUND TOTAL	\$0	\$0	\$0	\$0	\$0
					GRAND TOTAL	\$0	\$0	\$0	\$0	\$0

FORM B12: ANALYSIS OF FUND BALANCES

Request for Fiscal Year : 2018

Agency/Department: Secretary of State

Agency Number: 130

Original Request Date: September 1, 2016

or Revision Request Date: 09/23/16

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Sources and Uses:

FUND NAME:	Consolidated Election	FUND CODE:	0120-04	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
1. Beginning Free Fund Balance				1,317,900	1,157,400	959,200	0	0
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				NA	NA	NA	0	0
3. Beginning Cash Balance				1,317,900	1,157,400	959,200	0	0
4. Revenues (from Form B-11)				0	0	0	0	0
5. Non-Revenue Receipts and Other Adjustments				0	0	0	0	0
6. Statutory Transfers in:		Fund or Reference:		0	0	0	0	0
7. Operating Transfers in:		Fund or Reference:		0	0	0	0	0
8. Total Available for Year				1,317,900	1,157,400	959,200	0	0
9. Statutory Transfers Out:		Fund or Reference:		0	0	0	0	0
10. Operating Transfers Out:		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Rescissions				1,317,900	1,157,400	959,200	0	0
15. Non-cogs, Receipts to Appropriation, etc				0	0	0	0	0
16. Reversions				0	0	0	0	0
17. Current Year Reappropriation				(1,157,400)	(959,200)	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				160,500	198,200	959,200	0	0
20. Ending Cash Balance				1,157,400	959,200	0	0	0
21. Prior Year Encumbrances as of June 30				0	0	0	0	0
22. Current Year Encumbrances as of June 30				0	0	0	0	0
22a. Current Year Reappropriation				NA	NA	0	0	0
23. Borrowing Limit				0	0	0	0	0
24. Ending Free Fund Balance				1,157,400	959,200	0	0	0
25. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)				160,500	198,200	959,200	0	0
26. Outstanding Loans (if this fund is part of a loan program)								

Notes:

**Federal Funds Inventory Form
As Required by Idaho Code 67-1917**

Reporting Agency/Department: Secretary of State

STARS Agency Code: 130

Fiscal Year: 2018

Contact Person/Title: Patty Schumacher / Fiscal Officer

Contact Phone Number: 332-2831

Contact Email: pschumacher@sos.idaho.gov

CFDA#/Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant title	Description	Pass Through Federal Money From Other State Agency	FY 2016 Available Funds	FY 2016 Actual Expenditures	FY 2017 Estimated Available Funds	FY 2018 Estimated Available Funds	State Approp [Y] Yearly or [C] Continuous	MOE requirement [Y] Yes or [N] No	Known Reductions; Plan for 10% or More Reduction
39.011	C	HAVA	Direct Payments	Election Improvements		647,200	647,200	0	0	C		
90.401	C	HAVA	Direct Payments	Election Improvements		0	0	0	0	C		
93.617	F	HHS	Formula Grant	Access for Disabilities		88,300	20,900	0	0	C		
Total						735,500	668,100	0	0			

Total FY 2016 All Funds Appropriation (DU 1.00)

Federal Funds as Percentage of Funds

*** Report must be submitted to the Division of Financial Management and Legislative Services Office as part of your budget request.

FY 2018 Agency Budget - Request

Line Item Report

Agency: 130 Secretary of State

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Decision Unit	Priority	Agency Request		
		FTP	General	Total
Secretary of State				
12.01 Business Entities IT Maintenance	0	0.00	18,500	18,500
12.02 Business Entities IT Maintenance	0	1.00	92,300	92,300
12.03 Elections Software Upgrade	0	0.00	660,000	660,000
12.04 Idaho Blue Book	0	0.00	40,000	40,000
		1.00	810,800	810,800

FY 2018 Agency Budget - Request

Agency: 130 - Secretary of State
Function: 01 - Secretary of State

	<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
FY 2016 Total Appropriation							
1.00 FY 2016 Total Appropriation							
SB 1125, SB 1178, HB 384, SB 1418							
0001-00 General	27.00	1,834,500	1,838,200	0	2,000,000	0	5,672,700
Total	27.00	1,834,500	1,838,200	0	2,000,000	0	5,672,700
1.21 Net Object Transfers							
0001-00 General	0.00	(158,500)	(158,500)	0	0	0	(317,000)
OT 0001-00 General	0.00	0	0	0	0	0	0
Total	0.00	(158,500)	(158,500)	0	0	0	(317,000)
1.61 Reverted Appropriation Balances							
0001-00 General	0.00	(600)	(154,900)	0	0	0	(155,500)
OT 0001-00 General	0.00	0	0	0	(54,500)	0	(54,500)
Total	0.00	(600)	(154,900)	0	(54,500)	0	(210,000)
FY 2016 Actual Expenditures							
0001-00 General	27.00	1,675,400	1,524,800	0	2,000,000	0	5,200,200
OT 0001-00 General	0.00	0	0	0	(54,500)	0	(54,500)
Total	27.00	1,675,400	1,524,800	0	1,945,500	0	5,145,700
FY 2017 Original Appropriation							
3.00 FY 2017 Original Appropriation							
HB 563							
0001-00 General	27.00	1,906,100	867,700	0	0	0	2,773,800
OT 0001-00 General	0.00	54,100	300,000	0	0	0	354,100
Total	27.00	1,960,200	1,167,700	0	0	0	3,127,900

FY 2018 Agency Budget - Request

Detail Report

Agency: 130 - Secretary of State
Function: 01 - Secretary of State

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
Appropriation Adjustments								
4.31 Business Entities IT Upgrade								
<p>The Secretary of State requests \$2,222,200 from the General Fund to begin an 18-month IT upgrade project for the Business Entities office to manage filings for corporate entities, UCCs, notaries, trademarks, and apostilles. The current system, designed prior to 2005, operates on hardware and software that is no longer supported. The upgrades will create new functionality allowing consumers to file online, and reduce both downtime and service interruption risks. The Secretary of State also requests to replace its existing unsupported phone system, move its software to a cloud-based system, and redesign its website to provide access to the new online functions. Costs include \$1,650,000 for development; \$300,000 for the associated software license; \$70,000 for web redesign and development; \$17,800 for phones; \$20,000 for cloud-based software migration; \$105,000 for a contract project manager; \$20,000 for a contract network architect; and 0.40 FTP and \$39,400 to hire a new IT manager for four months in FY 2017. Of the total amount requested, \$2,182,800 in operating expenditures is one-time and \$39,400 in personnel costs is ongoing. The Secretary of State expects this phase of the project to be completed during FY 2018 and plans to encumber portions of the one-time operating expenditures that are not expended during FY 2017. The annualized PC of this phase of the project are requested as a FY 2018 annualization.</p>								
	0001-00 General	0.40	39,400	0	0	0	0	39,400
	OT 0001-00 General	0.00	0	2,182,800	0	0	0	2,182,800
	Total	0.40	39,400	2,182,800	0	0	0	2,222,200
FY 2017 Total Appropriation								
	0001-00 General	27.40	1,945,500	867,700	0	0	0	2,813,200
	OT 0001-00 General	0.00	54,100	2,482,800	0	0	0	2,536,900
	Total	27.40	1,999,600	3,350,500	0	0	0	5,350,100
FY 2017 Estimated Expenditures								
	0001-00 General	27.40	1,945,500	867,700	0	0	0	2,813,200
	OT 0001-00 General	0.00	54,100	2,482,800	0	0	0	2,536,900
	Total	27.40	1,999,600	3,350,500	0	0	0	5,350,100
Base Adjustments								
8.41 Removal of One-Time Expenditures								
	OT 0001-00 General	0.00	(54,100)	(300,000)	0	0	0	(354,100)
	Total	0.00	(54,100)	(300,000)	0	0	0	(354,100)
8.42 Removal of One-Time Expenditures								
Business Entities IT Upgrade								
	OT 0001-00 General	0.00	0	(2,182,800)	0	0	0	(2,182,800)
	Total	0.00	0	(2,182,800)	0	0	0	(2,182,800)
FY 2018 Base								
	0001-00 General	27.40	1,945,500	867,700	0	0	0	2,813,200
	OT 0001-00 General	0.00	0	0	0	0	0	0
	Total	27.40	1,945,500	867,700	0	0	0	2,813,200

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FY 2018 Agency Budget - Request

Detail Report

Agency: 130 - Secretary of State

Function: 01 - Secretary of State

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/Benefit	Lump Sum	Total
Program Maintenance								
10.11	Change in Health Benefit Costs							
	0001-00 General	0.00	31,700	0	0	0	0	31,700
	Total	0.00	31,700	0	0	0	0	31,700
10.12	Change in Variable Benefit Costs							
	0001-00 General	0.00	100	0	0	0	0	100
	Total	0.00	100	0	0	0	0	100
10.51	Annualization							
	Funding is requested to cover the annualized personnel costs IT manager (\$59,000 and 0.60 FTP) positions requested as a supplemental for FY 2017. Secretary of State Salary Increase (\$1000)							
	0001-00 General	0.60	60,000	0	0	0	0	60,000
	Total	0.60	60,000	0	0	0	0	60,000
10.61	Salary Multiplier - Regular Employees							
	0001-00 General	0.00	15,000	0	0	0	0	15,000
	Total	0.00	15,000	0	0	0	0	15,000
10.63	Salary Multiplier - Elected Officials							
	SB 1395 Second half of FY2018 Elected Officials Salary Increase							
	0001-00 General	0.00	1,000	0	0	0	0	1,000
	Total	0.00	1,000	0	0	0	0	1,000
FY 2018 Total Maintenance								
	0001-00 General	28.00	2,053,300	867,700	0	0	0	2,921,000
	OT 0001-00 General	0.00	0	0	0	0	0	0
	Total	28.00	2,053,300	867,700	0	0	0	2,921,000
Line Items								
12.01	Business Entities IT Maintenance							
	This is a request for the ongoing costs associated with the Secretary of State's supplemental request to upgrade its Business Entities IT system. Total ongoing costs of the project amount to \$214,700 in ongoing operating expenditures from the General Fund, which include \$84,200 for system maintenance, \$71,200 for web hosting, \$52,800 for infrastructure management, and \$6,500 for licensing. Of this amount, however, only \$18,500 is needed in FY 2018, leaving the remaining ongoing amount of \$196,200 to be included as an annualization in the Secretary of State's FY 2019 budget request.							
	0001-00 General	0.00	0	18,500	0	0	0	18,500
	Total	0.00	0	18,500	0	0	0	18,500

FY 2018 Agency Budget - Request

Detail Report

Agency: 130 - Secretary of State

Function: 01 - Secretary of State

		<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
12.02 IT Support Staff								
Ongoing personnel costs in the amount of \$92,300 from the General Fund and 1.00 FTP are requested to hire a network administrator to provide staff support for the Secretary of State's technology projects.								
0001-00	General	1.00	92,300	0	0	0	0	92,300
Total		1.00	92,300	0	0	0	0	92,300

12.03 Elections Software Upgrade								
This request is for \$660,000 in operating expenditures from the General Fund to replace software modules used by the elections division for campaign finance reporting and lobbyist registration and management. According to the agency, the existing software was developed in-house but the new systems would be modifiable, off-the-shelf products that would increase turnaround time on reporting, decrease inputting time, and provide greater transparency for Idaho residents. Of the total amount requested, \$60,000 is ongoing for hosting, infrastructure management, and maintenance; and \$600,000 is one-time for the addition of modules for the elections division (\$300,000) and campaign finance reporting and lobbyist registration (\$300,000).								
0001-00	General	0.00	0	60,000	0	0	0	60,000
OT 0001-00	General	0.00	0	600,000	0	0	0	600,000
Total		0.00	0	660,000	0	0	0	660,000

12.04 Idaho Blue Book								
Idaho Blue Book required by statute Idaho Code 67-915								
Decision unit provides spending authority to offset cost for The Idaho Blue Book it's a comprehensive reference of State civic history used by Schools, Citizens and Legislators.								
OT 0001-00	General	0.00	0	40,000	0	0	0	40,000
Total		0.00	0	40,000	0	0	0	40,000

FY 2018 Total								
0001-00	General	29.00	2,145,600	946,200	0	0	0	3,091,800
OT 0001-00	General	0.00	0	640,000	0	0	0	640,000
Total		29.00	2,145,600	1,586,200	0	0	0	3,731,800

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Secretary of State
 Function/Division: _____
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 130
 Function/Activity Number: _____
 Budget Unit: SSAA

Original Request Date: 09/01/16 Revision Request Date: 09/23/16

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Decision Unit Number: **4.31** Descriptive Title: _____

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS:					
1. Salaries IT Manger	39,400				\$39,400
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS:	\$39,400				\$39,400
OPERATING EXPENDITURES by summary object:					
1. Business Entities IT Upgrade	2,182,800				\$2,182,800
2.					
3.					
TOTAL OPERATING EXPENDITURES:	\$2,182,800				\$2,182,800
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$2,222,200				\$2,222,200

Secretary of State**FY 2018****B8.1 DU 4.31****Business Entities IT Upgrade**

The Secretary of State requests \$2,222,200 from the General Fund to begin an 18-month IT upgrade project for the Business Entities office to manage filings for corporate entities, UCCs, notaries, trademarks, and apostilles. The current system, designed prior to 2005, operates on hardware and software that is no longer supported. The upgrades will create new functionality allowing consumers to file online, and reduce both downtime and service interruption risks. The Secretary of State also requests to replace its existing unsupported phone system, move its software to a cloud-based system, and redesign its website to provide access to the new online functions. Costs include \$1,650,000 for development; \$300,000 for the associated software license; \$70,000 for web redesign and development; \$17,800 for phones; \$20,000 for cloud-based software migration; \$105,000 for a contract project manager; \$20,000 for a contract network architect; and 0.40 FTP and \$39,400 to hire a new IT manager for four months in FY 2017. Of the total amount requested, \$2,182,800 in operating expenditures is one-time and \$39,400 in personnel costs is ongoing. The Secretary of State expects this phase of the project to be completed during FY 2018 and plans to encumber portions of the one-time operating expenditures that are not expended during FY 2017. The annualized PC of this phase of the project are requested as a FY 2018 annualization.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Secretary of State
 Function/Division: _____
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 130
 Function/Activity Number: _____
 Budget Unit: SSAA

Original Request Date: _____
 Revision Request Date: 09/23/16

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Decision Unit Number: 12.01 **Descriptive Title:** _____

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. Business Entities IT Maintenance 2. 3.	18,500				\$18,500
TOTAL OPERATING EXPENDITURES:	\$18,500				\$18,500
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$18,500				\$18,500

Secretary of State**FY 2018****B8.1 DU 12.01****Business Entities IT Maintenance**

This is a request for the ongoing costs associated with the Secretary of State's supplemental request to upgrade its Business Entities IT system. Total ongoing costs of the project amount to \$214,700 in ongoing operating expenditures from the General Fund, which include \$84,200 for system maintenance, \$71,200 for web hosting, \$52,800 for infrastructure management, and \$6,500 for licensing. Of this amount, however, only \$18,500 is needed in FY 2018, leaving the remaining ongoing amount of \$196,200 to be included as an annualization in the Secretary of State's FY 2019 budget request.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Secretary of State
 Function/Division: _____
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 130
 Function/Activity Number: _____
 Budget Unit: SSAA

Original Request Date: 09/01/16 Revision Request Date: 09/23/16

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Decision Unit Number: 12.02 Descriptive Title: _____

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP)					
PERSONNEL COSTS:					
1. Salaries: IT Support Staff	65,000				\$65,000
2. Benefits	13,800				\$13,800
3. Group Position Funding	13,500				\$13,500
TOTAL PERSONNEL COSTS:	\$92,300				\$92,300
OPERATING EXPENDITURES by summary object:					
1.					
2.					
3.					
TOTAL OPERATING EXPENDITURES:					
CAPITAL OUTLAY by summary object:					
1.					
2.					
3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$92,300				\$92,300

4. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

Secretary of State

FY 2018

B8.1 DU 12.02

IT Support Staff

Ongoing personnel costs in the amount of \$92,300 from the General Fund and 1.00 FTP are requested to hire a network administrator to provide staff support for the Secretary of State's technology projects.

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Secretary of State
 Function/Division: _____
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 130
 Function/Activity Number: _____
 Budget Unit: SSAA

Original Request Date: 09/01/16
 Revision Request Date: 09/23/16

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Decision Unit Number: 12.03 **Descriptive Title:** _____

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. Elections Software Upgrade 2. 3.	660,000				\$660,000
TOTAL OPERATING EXPENDITURES:	\$660,000				\$660,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$660,000				\$660,000

Secretary of State**FY 2018****B8.1 DU 12.03****Elections Software Upgrade**

This request is for \$660,000 in operating expenditures from the General Fund to replace software modules used by the elections division for campaign finance reporting and lobbyist registration and management. According to the agency, the existing software was developed in-house but the new systems would be modifiable, off-the-shelf products that would increase turnaround time on reporting, decrease inputting time, and provide greater transparency for Idaho residents. Of the total amount requested, \$60,000 is ongoing for hosting, infrastructure management, and maintenance; and \$600,000 is one-time for the addition of modules for the elections division (\$300,000) and campaign finance reporting and lobbyist registration (\$300,000).

FORM B8.1: PROGRAM REQUEST BY DECISION UNIT

Agency/Department: Secretary of State
 Function/Division: _____
 Activity/Program: _____

Request for Fiscal Year : 2018
 Agency Number: 130
 Function/Activity Number: _____
 Budget Unit: SSAA

Original Request Date: 09/01/16
 Revision Request Date: 09/23/16

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Decision Unit Number: 12.04 Descriptive Title: _____

Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1. Salaries 2. Benefits 3. Group Position Funding					
TOTAL PERSONNEL COSTS:					
OPERATING EXPENDITURES by summary object: 1. Elections Software Upgrade 2. 3.	40,000				\$40,000
TOTAL OPERATING EXPENDITURES:	\$40,000				\$40,000
CAPITAL OUTLAY by summary object: 1. 2. 3.					
TOTAL CAPITAL OUTLAY:					
T/B PAYMENTS:					
LUMP SUM:					
GRAND TOTAL	\$40,000				\$40,000

SECRETARY OF STATE

FY 2018

B8.1 DU 12.4 DETAIL

IDAHO BLUE BOOK

Idaho Blue Book required by statute Idaho Code 67-915

Decision unit provides spending authority to offset cost for The Idaho Blue Book it's a comprehensive reference of State civic history used by Schools, Citizens and Legislators.

FORM B6: WAGE & SALARY RECONCILIATION

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7.00		FY 2017 ESTIMATED EXPENDITURES	27.40	1,386,500	327,600	285,500	1,999,600
		Base Adjustments:					
8.31		Transfer Between Programs	0.00	0	0	0	0
8.41		Removal of One-Time Expenditures	0.00	(44,600)	0	(9,500)	(54,100)
8.51		Base Reduction	0.00	0	0	0	0
9.00		FY 2018 BASE	FTP	FY 18 Salary	FY18 Health Ben	FY 18 Var Ben	FY 2018 Total
			27.40	1,341,900	327,600	276,000	1,945,500
10.11		Change in Health Benefit Costs			31,700		31,700
10.12		Change in Variable Benefits Costs				100	100
		Subtotal CEC Base:	27.40	1,341,900	359,300	276,100	1,977,300
10.51		Annualization (Secretary of State pay)	3	800	0	200	1,000
10.51		Annualization 4.31	0.60	42,000	8,900	8,100	59,000
10.61		CEC for Permanent Positions	1.00%	12,400		2,600	15,000
10.62		CEC for Group Positions	1.00%	0		0	0
10.63		CEC for Elected Officials & Commissioners		800		200	1,000
11.00		FY 2018 PROGRAM MAINTENANCE	28.00	1,397,900	368,200	287,200	2,053,300
		Line Items:					
12.01							0
12.02		Network Administrator	1.00	65,000	13,900	13,400	92,300
12.03							0
13.00		FY 2018 TOTAL REQUEST	29.00	1,462,900	382,100	300,600	2,145,600

FORM B7: ONE-TIME OPERATING EXPENDITURES & ONE-TIME CAPITAL OUTLAY SUMMARY

Agency/Department: Secretary of State
 Program (If applicable) _____

Request for Fiscal Year: 2018
 Agency Number: _____
 Function/Activity Number: _____

Original Request Date: 9/1/16
 Revision Request Date: 10/24/16

Page: _____ of _____

Priority Order	Program	DU	Fund	Sub-object Code	Item/Description	Mileage	Date Acquired	Quantity In Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost	
1	01	4.31	0001	5315	Software Development			0	1	1,650,000	1,650,000	
2	01	4.31	0001	5320	Software License			0	1	300,000	300,000	
3	01	4.31	0001	5306	Project Manager			0	1	105,000	105,000	
4	01	4.31	0001	5170	Contract Network Architect			0	1	20,000	20,000	
5	01	4.31	0001	5170	Website Development & Redesign			0	1	70,000	70,000	
6	01	4.31	0001	6416	Office Wide Phone System		2006	1	1	17,800	17,800	
7	01	4.31	0001	5306	0365 Migration (Tech)			0	1	20,000	20,000	
											0	
8	01	12.03	0001	5331	Software License Lobbyist Registration			0	1	300,000	300,000	
9	01	12.03	0001	5331	Software License Campaign Finance			0	1	300,000	300,000	
											0	
Grand Total by Program										Subtotal of filtered items	\$2,782,800	
	01										\$2,782,800	
											0	
Grand Total by Decision Unit										\$2,782,800		
		4.31									2,182,800	
		12.03									600,000	
											0	
Grand Total by Fund Source										\$2,782,800		
			0001								2,782,800	
											0	
Grand Total by Category										1	9	\$2,782,800
				5315	Software Development			0	1		1,650,000	
				5320	Software License			0	1		300,000	
				5306	Project Manager & 0365 Migration (Tech)			0	2		125,000	
				5170	Contract Network Architect			0	2		90,000	
					Website Development & Redesign			0	0		0	
				6416	Office Wide Phone System			1	1		17,800	
				5331	Software License Lobbyist Registration			0	2		600,000	
					Software License Campaign Finance			0	0		0	

FY 2018 Budget Request Revision for Statewide Cost Allocation

OCT 13 2016

Fiscal Year: 2018

Revision No. 1

Agency Code: 130

Agency: Secretary of State

Budget Unit	Program Name	Fund Number	Base	Attorney General	Risk Management	State Controller	State Treasurer	BU/Fund Total	Percent of Base	Percent of Fund
			SWCAP	DU 10.41	DU 10.45	DU 10.46	DU 10.47			
SSAA		0001	8,300	0	77,700	(200)	100	77,600	100.00%	100.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
			0					0	0.00%	0.00%
Decision Unit Total			8,300	0	77,700	(200)	100	77,600	100.00%	100.00%

I request that the FY 2018 Budget Request be revised to reflect the above adjustments for Attorney General fees, Risk Management fees, State Controller's fees, and State Treasurer fees.

Signed  Title Secretary of State Date 10/11/2016

Instructions
 Each year after the original budget submission deadline, the Division of Financial Management calculates the estimated amount of change from the current year to the budget year for certain Interagency Nonstandard Adjustment decision units related to the Statewide Cost Allocation Plan (SWCAP). It is your responsibility to distribute those changes equitably between programs (budget units) and fund sources.

- 1) Locate your agency on the Indirect Cost Recovery Budget Adjustments spreadsheet.
- 2) Sum the "FY Approp. Basis" columns for all categories (Treasurer, Controller Attorney General, Risk Management, and Facility Services) in cell E7.
- 3) Enter by budget unit and fund source the SWCAP appropriation basis in the column titled "Base SWCAP". The allocation should be the same as your actual expenditures by fund source for last year rounded to the nearest \$100.
- 4) Find "Request Adjustment" for each category noting "Statewide Accounting" and "Statewide Payroll" must be summed to calculate the Controller fees.
- 5) Identify the budget unit and fund source for each of the areas requiring adjustment.
- 6) Enter each budget unit in the column identified as Budget Unit. Flag any continuous budget units as "(Cont)". Repeat for each different fund.
- 7) In the column identified as Fund Number, place the number of the fund to which the increase or decrease in costs will be applied.
- 8) In the column identified as adjustment, place the dollar amount for each identified budget unit by fund. Round to nearest \$100.
- 9) Check that all totals match those on the Indirect Cost Recovery Budget Adjustment spreadsheet.
- 10) Sign and return a copy to each of your DFM and LSO analysts. *Thank you!*