

**Agency Summary And Certification**

**FY 2023 Request**

**Agency:** Secretary of State

130

In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

**Signature of Department Director:**

Lawrence Denney

**Date:** 08/25/2021

Appropriation Unit	FY 2021 Total Appropriation	FY 2021 Total Expenditures	FY 2022 Original Appropriation	FY 2022 Estimated Expenditures	FY 2023 Total Request
Secretary of State	3,680,400	3,670,900	3,562,700	3,562,700	4,031,905
<b>Total</b>	3,680,400	3,670,900	3,562,700	3,562,700	4,031,905

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**Signature of Department Director:** Lawrence Denney **Date:** 08/25/2021

By Fund Source			FY 2021 Total Appropriation	FY 2021 Total Expenditures	FY 2022 Original Appropriation	FY 2022 Estimated Expenditures	FY 2023 Total Request
G	10000	General	3,680,400	3,670,900	3,562,700	3,562,700	4,031,905
<b>Total</b>			3,680,400	3,670,900	3,562,700	3,562,700	4,031,905

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**Signature of Department Director:**

Lawrence Denney

**Date:** 08/25/2021

<b>By Account Category</b>	<b>FY 2021 Total Appropriation</b>	<b>FY 2021 Total Expenditures</b>	<b>FY 2022 Original Appropriation</b>	<b>FY 2022 Estimated Expenditures</b>	<b>FY 2023 Total Request</b>
Operating Expense	1,302,900	1,233,500	1,140,100	1,140,100	1,610,100
<b>Total</b>	<b>1,302,900</b>	<b>1,233,500</b>	<b>1,140,100</b>	<b>1,140,100</b>	<b>1,610,100</b>

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	<b>FY 2021 Total Appropriation</b>	<b>FY 2021 Total Expenditures</b>	<b>FY 2022 Original Appropriation</b>	<b>FY 2022 Estimated Expenditures</b>	<b>FY 2023 Total Request</b>
<b>By Account Category</b>					
Trustee/Benefit	0	67,300	0	0	0
Personnel Cost	2,377,500	2,370,100	2,422,600	2,422,600	2,421,805
<b>Total</b>	<b>2,377,500</b>	<b>2,437,400</b>	<b>2,422,600</b>	<b>2,422,600</b>	<b>2,421,805</b>
FTP Positions	30.00	30.00	30.00	30.00	29.00
<b>Total</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>29.00</b>

# Idaho Secretary of State

Authorized FTP – 30

Vacant FTP as of 8/24/2021 – 3.76

**SECRETARY OF STATE**  
**Lawrence Denney**

Chief Deputy Secretary of State  
1 FTP - Chad Houck

Deputy Secretary of State  
2 FTP - Foster Cronyn & Jason Hancock

IT Division

Database Admin Analyst  
1 FTP

Software Engineer II  
2 FTP

Operations & Support Analyst  
2 FTP

Cyber Security Analyst  
2 FTP (1 Vacant)

Cyber Security Specialist  
1 FTP

Elections Division Manager  
1 FTP - (Vacant)

Elections/Sunshine Record Specialist  
4 FTP

Director of Government Services  
1 FTP - Lisa Mason

Administrative Assistant  
.75 FTP

Financial Specialist  
1 FTP - Kathy Abbott

Financial Technician Sr  
1 FTP

Financial Technician  
1 FTP

Business Director  
1 FTP - Kim Hunter

Customer Service Rep2  
7.25 FTP (1.76 Vacant)

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

Reporting Agency/Department: Secretary of State  
Contact Person/Title: Kathy Abbott / Financial Specialist

STARS Agency Code: 130  
Contact Phone Number: (208) 332-2824

Fiscal Year: 2023  
Contact Email: [kathy\\_abbott@sos.idaho.gov](mailto:kathy_abbott@sos.idaho.gov)

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CFDA#/Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	Grant title	Description	Date of Expiration - If Known	Total Grant Amount	Pass Through Federal Money From Other State Agency	FY 2021 Available Funds	FY 2021 Actual Expenditures	FY 2022 Estimated Available Funds	FY 2023 Estimated Available Funds	State Approp [Y] Yearly or [C] Continuous	MOE or MOU (67-1917(1)(d)) requirement s? [Y] Yes or [N] No If Yes answer question 2.	Known Reductions; Plan for 10% or More Reduction	Will this Grant be reduced by 50% or more from the previous years funding? [Y] Yes or [N] No If yes then answer question 3.
CFDA 90.404 / Agreement # ID20101001-01	O - Matching	U.S. Election Assistance Commission	HAVA Election Security Grant	Grant to improve the administration of elections for Federal office, enhance election technology, and make election security improvements to the systems, equipment, & processes used in federal elections	N/A	\$6,854,176.00	0	\$5,232,076.00	\$1,760,286.00	\$3,471,790.00	\$2,100,000.00	C	N	Funds set aside for training and system upgrades will be re-allocated	N
CFDA 90.404 / Agreement # ID20101CARES	O - Matching	U.S. Election Assistance Commission	2020 HAVA CARES Act Grant	Grant to prevent, prepare for, and respond to the Coronavirus for the 2020 Federal election cycle	12/31/2020	\$3,404,276.00	0	\$2,850,565.00	\$2,850,233.00	\$0.00	\$0.00	C	N	Grant Completed	Y
<b>Total</b>								<b>\$8,082,641.00</b>	<b>\$4,610,519.00</b>	<b>\$3,471,790.00</b>	<b>\$2,100,000.00</b>				

**Total FY 2021 All Funds Appropriation (DU 1.00)** **\$3,858,300**  
**Federal Funds as Percentage of Funds** **209.49%**

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

2. Identify below for each grant any obligations, agreements, joint exercise of powers agreements, maintenance of efforts agreements, memoranda of understanding that may be impacted by federal or state decisions regarding federal receipts, include any state matching requirements.

CFDA#/Cooperative Agreement # /Identifying #	Agreement Type	Explanation of agreement including dollar amounts.

3. Provide a plan for each grant if notice of a reduction in federal funding of 50% of more from the previous year's funding to either reduce or eliminate the services provided through the grant or to continue the services without a shift to state resources.

CFDA#/Cooperative Agreement # /Identifying #	Plan for reduction or elimination of services.
CFDA 90.404 / Agreement #ID20101CARES	Grant end date has passed, funds no longer available

**Division Description**

**Request for Fiscal Year:** 2023

**Agency:** Secretary of State

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**Division:** Secretary of State

SS1

**Statutory Authority:** 67-903

The Secretary of State is one of seven constitutional officers in Idaho. The officeholder's constitutional and statutory responsibilities include membership on the State Board of Land Commissioners and the Board of Examiners. There are two budgeted programs and one continuously appropriated program in the Office of the Secretary of State:

**ADMINISTRATION**

The Administration Program performs all the constitutional and statutory functions of the Office of the Secretary of State, including registering the official acts of the Legislature and the Governor; administering and certifying elections; maintaining a registry of tort claims, extraditions, deeds, official oaths, and gubernatorial appointments; administering the Sunshine Law; and maintaining and operating the Centralized Uniform Commercial Code as it relates to state, commercial, and farm product filings.

**COMMISSION ON UNIFORM STATE LAWS**

The Commission on Uniform State Laws is composed of four members who are appointed by the Governor.

The commission studies proposed uniform laws and drafts legislation for consideration by the Idaho Legislature where uniformity among state laws is desirable.

**IDAHO CODE COMMISSION**

The budget for the Idaho Code Commission is continuously appropriated. The three-member commission, of which the Secretary of State is the ex-officio secretary, is responsible for compiling the Idaho Code annually.

**Agency Revenues**

Agency: Secretary of State

		FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimated Revenue	FY 23 Estimated Revenue	Significant Assumptions
<b>Fund</b>	10000 General Fund						
	410 License, Permits & Fees	3,982,200	4,837,100	6,023,700	6,250,000	6,500,000	
	441 Sales of Goods	5,700	7,000	6,700	7,000	7,000	
	470 Other Revenue	0	1,300	0	0	0	
	<b>General Fund Total</b>	<b>3,987,900</b>	<b>4,845,400</b>	<b>6,030,400</b>	<b>6,257,000</b>	<b>6,507,000</b>	
<b>Fund</b>	34827 Federal (Grant): Democracy Fund						
	410 License, Permits & Fees	3,229,900	7,012,500	16,000	0	0	No additional funds have been, or are planning on being awarded
	460 Interest	56,900	62,000	28,000	10,000	6,000	
	470 Other Revenue	0	0	2,100	0	0	
	<b>Federal (Grant): Democracy Fund Total</b>	<b>3,286,800</b>	<b>7,074,500</b>	<b>46,100</b>	<b>10,000</b>	<b>6,000</b>	
<b>Fund</b>	34933 Miscellaneous Revenue: Health Care Directive Registry Fund						
	460 Interest	600	600	100	100	0	
	<b>Miscellaneous Revenue: Health Care Directive Registry Fund Total</b>	<b>600</b>	<b>600</b>	<b>100</b>	<b>100</b>	<b>0</b>	
	<b>Agency Name Total</b>	<b>7,275,300</b>	<b>11,920,500</b>	<b>6,076,600</b>	<b>6,267,100</b>	<b>6,513,000</b>	



**Analysis of Fund Balances**

Request for Fiscal Year: 2023

Agency: Secretary of State

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Fund: Federal (Grant): Democracy Fund

34827

Sources and Uses:

The Help America Vote Act (P.L. 107-252, 116 Stat. 1666) was passed by Congress in 2002 and provides states with federal funding to accomplish the mandates of the Act. The Democracy Fund consists of all moneys appropriated by the Legislature, federal moneys that may be available for the purpose of improving Idaho's election system, county matching funds, and funds from any other source. The Democracy Fund is continuously appropriated and used to carry out certain election-related activities for which payments are made to the state under the Help America Vote Act. (IC 67-916)

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>0</b>	<b>2,565,900</b>	<b>8,036,800</b>	<b>3,472,100</b>	<b>2,110,300</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>0</b>	<b>2,565,900</b>	<b>8,036,800</b>	<b>3,472,100</b>	<b>2,110,300</b>
04. Revenues (from Form B-11)	3,286,800	7,074,500	46,100	10,000	6,000
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	1,500,000	0	0	0
<b>08. Total Available for Year</b>	<b>3,286,800</b>	<b>11,140,400</b>	<b>8,082,900</b>	<b>3,482,100</b>	<b>2,116,300</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	1,500,000	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	300	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, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	720,900	1,603,600	4,610,500	1,371,800	500,000
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>720,900</b>	<b>1,603,600</b>	<b>4,610,500</b>	<b>1,371,800</b>	<b>500,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>720,900</b>	<b>1,603,600</b>	<b>4,610,500</b>	<b>1,371,800</b>	<b>500,000</b>
<b>20. Ending Cash Balance</b>	<b>2,565,900</b>	<b>8,036,800</b>	<b>3,472,100</b>	<b>2,110,300</b>	<b>1,616,300</b>
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	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>2,565,900</b>	<b>8,036,800</b>	<b>3,472,100</b>	<b>2,110,300</b>	<b>1,616,300</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>2,565,900</b>	<b>8,036,800</b>	<b>3,472,100</b>	<b>2,110,300</b>	<b>1,616,300</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2023

Agency: Secretary of State

130

Fund: Miscellaneous Revenue: Health Care Directive Registry Fund

34933

Sources and Uses:

	FY 19 Actuals	FY 20 Actuals	FY 21 Actuals	FY 22 Estimate	FY 23 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>28,500</b>	<b>28,400</b>	<b>29,000</b>	<b>28,800</b>	<b>0</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>28,500</b>	<b>28,400</b>	<b>29,000</b>	<b>28,800</b>	<b>0</b>
04. Revenues (from Form B-11)	600	600	100	100	0
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>29,100</b>	<b>29,000</b>	<b>29,100</b>	<b>28,900</b>	<b>0</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions 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, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	700	0	300	28,900	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>700</b>	<b>0</b>	<b>300</b>	<b>28,900</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>700</b>	<b>0</b>	<b>300</b>	<b>28,900</b>	<b>0</b>
<b>20. Ending Cash Balance</b>	<b>28,400</b>	<b>29,000</b>	<b>28,800</b>	<b>0</b>	<b>0</b>
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	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>28,400</b>	<b>29,000</b>	<b>28,800</b>	<b>0</b>	<b>0</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>28,400</b>	<b>29,000</b>	<b>28,800</b>	<b>0</b>	<b>0</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

Agency: Secretary of State

130

Appropriation Unit: Secretary of State

SSAA

Decision Unit Number	12.01	Descriptive Title	Business System Software Update			
			General	Dedicated	Federal	Total
Operating Expense						
	590	Computer Services	200,000	0	0	200,000
Operating Expense Total			200,000	0	0	200,000
			200,000	0	0	200,000

**Explain the request and provide justification for the need.**

This request is for one-time appropriation of \$200,000 in General Fund for a major software upgrade to our business application system. Our office was given one-time appropriation in FY2017 to upgrade the system that runs the business entity office and manages filings for the corporate entities, Uniform Commercial Code, Notaries, Trademarks, and Apostilles. The new system was implemented in 2018 with a 5-year software plan. Fiscal year 2023 marks the end of that 5-year plan, and the vendor has developed the next generation of software that will include easier workflows for both the customer and internal staff, back-office web-based interfacing, updated receipting software, and a single point of configuration for when updates or modifications are needed.

**If a supplemental, what emergency is being addressed?**

N/A

**Specify the authority in statute or rule that supports this request.**

Idaho Code 67-906 gives the Secretary of State the ability to develop and implement a statewide electronic filing system to accommodate the electronic filing of records and documents that are required to be filed with their office.

**Indicate existing base of PC, OE, and/or CO by source for this request.**

Existing base OE appropriation for the business system is \$247,000. This includes costs associated with system maintenance, web hosting, infrastructure management, and licensing.

**What resources are necessary to implement this request?**

No additional resources will be necessary to implement this request.

**List positions, pay grades, full/part-time status, benefits, terms of service.**

**Will staff be re-directed? If so, describe impact and show changes on org chart.**

No

**Detail any current one-time or ongoing OE or CO and any other future costs.**

Ongoing costs associated with system maintenance, web hosting, infrastructure management, and licensing are already existing within our current OE base, as mentioned above.

**Describe method of calculation (RFI, market cost, etc.) and contingencies.**

Calculation was based on a cost proposal from the vendor, which includes hours of work performed and implementation.

**Provide detail about the revenue assumptions supporting this request.**

The Secretary of State's electronic filing system is the key tool used to generate the over \$6,000,000 in annual revenue provided to the General Fund by the operations of the Secretary of State.

**Who is being served by this request and what is the impact if not funded?**

Business owners, Notaries, and any individuals requiring the online and in-person filing services offered by the Secretary of State are ultimately the ones being served by this request. Technology and software are constantly evolving, and this request will allow our office to keep the business system secure and up to date. The potential impact if not funded would be software vulnerabilities as the vendor stops supporting the current software at end of life, as well as loss of efficiency that will slow processing of documents over time without this update.

Decision Unit Number	12.02	Descriptive Title	Election Initiatives	General	Dedicated	Federal	Total
Operating Expense							
	550	Communication Costs		300,000	0	0	300,000
		Operating Expense Total		300,000	0	0	300,000
				300,000	0	0	300,000

**Explain the request and provide justification for the need.**

Per Idaho Code, the Secretary of State is required to publish and send information to every household regarding all proposed Constitutional amendments and ballot initiatives. This request is for one-time appropriation of \$300,000 in General Fund for those costs associated with the FY 2023 Election cycle.

**If a supplemental, what emergency is being addressed?**

N/A

**Specify the authority in statute or rule that supports this request.**

Idaho Code 67-913 requires that all proposed Constitutional amendments be published in every newspaper in the State three times. Idaho Code 67-453 requires that all proposed Constitutional amendments be mailed to every household. Idaho Code 34-1812C requires that details of an initiative or referendum measure that is to be placed on the ballot be distributed to every household in the state via a voter pamphlet, which may be combined with the Constitutional amendment(s) noted above.

**Indicate existing base of PC, OE, and/or CO by source for this request.**

Funds have not been added to our base Operating due to our office only needing the funds every other year.

**What resources are necessary to implement this request?**

No additional resources are necessary as this is part of our role as Secretary of State to carry out every other year.

**List positions, pay grades, full/part-time status, benefits, terms of service.**

**Will staff be re-directed? If so, describe impact and show changes on org chart.**

Current Elections Staffing will be utilized for the pre-production, with printing and distribution handled by a contractor.

**Detail any current one-time or ongoing OE or CO and any other future costs.**

This request is one-time and has been requested by our office every other year to cover the costs associated with the printing and distribution of proposed ballot initiatives and/or Constitutional amendments.

**Describe method of calculation (RFI, market cost, etc.) and contingencies.**

The amount requested is based on historical costs.

**Provide detail about the revenue assumptions supporting this request.**

**Who is being served by this request and what is the impact if not funded?**

The citizens of the State of Idaho are being served by this request. If this request is not funded, it will result in our office not being able to comply with Idaho Code sections referenced above and the citizens of Idaho not receiving the information they need regarding proposed ballot initiatives and/or Constitutional amendments.

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
<b>Agency:</b> Secretary of State									130
<b>Division:</b> Secretary of State									SS1
<b>Appropriation Unit:</b> Secretary of State									SSAA
<b>FY 2021 Total Appropriation</b>									
1.00	FY 2021 Total Appropriation								SSAA
	H634								
	10000	General	30.00	2,377,500	1,002,900	0	0	3,380,400	
OT	10000	General	0.00	0	300,000	0	0	300,000	
			<b>30.00</b>	<b>2,377,500</b>	<b>1,302,900</b>	<b>0</b>	<b>0</b>	<b>3,680,400</b>	
1.21	Account Transfers								SSAA
OT	10000	General	0.00	0	(67,300)	0	67,300	0	
			<b>0.00</b>	<b>0</b>	<b>(67,300)</b>	<b>0</b>	<b>67,300</b>	<b>0</b>	
1.61	Reverted Appropriation Balances								SSAA
OT	10000	General	0.00	(7,400)	(2,100)	0	0	(9,500)	
			<b>0.00</b>	<b>(7,400)</b>	<b>(2,100)</b>	<b>0</b>	<b>0</b>	<b>(9,500)</b>	
<b>FY 2021 Actual Expenditures</b>									
2.00	FY 2021 Actual Expenditures								SSAA
	10000	General	30.00	2,377,500	1,002,900	0	0	3,380,400	
OT	10000	General	0.00	(7,400)	230,600	0	67,300	290,500	
			<b>30.00</b>	<b>2,370,100</b>	<b>1,233,500</b>	<b>0</b>	<b>67,300</b>	<b>3,670,900</b>	
<b>FY 2022 Original Appropriation</b>									
3.00	FY 2022 Original Appropriation								SSAA
	S1184								
	10000	General	30.00	2,422,600	1,110,100	0	0	3,532,700	
OT	10000	General	0.00	0	30,000	0	0	30,000	
			<b>30.00</b>	<b>2,422,600</b>	<b>1,140,100</b>	<b>0</b>	<b>0</b>	<b>3,562,700</b>	
<b>FY 2022 Total Appropriation</b>									
5.00	FY 2022 Total Appropriation								SSAA
	10000	General	30.00	2,422,600	1,110,100	0	0	3,532,700	
OT	10000	General	0.00	0	30,000	0	0	30,000	
			<b>30.00</b>	<b>2,422,600</b>	<b>1,140,100</b>	<b>0</b>	<b>0</b>	<b>3,562,700</b>	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
<b>FY 2022 Estimated Expenditures</b>									
7.00	FY 2022 Estimated Expenditures								SSAA
	10000	General	30.00	2,422,600	1,110,100	0	0	3,532,700	
OT	10000	General	0.00	0	30,000	0	0	30,000	
			<b>30.00</b>	<b>2,422,600</b>	<b>1,140,100</b>	<b>0</b>	<b>0</b>	<b>3,562,700</b>	

**Base Adjustments**

8.41	Removal of One-Time Expenditures								SSAA
	This decision unit removes one-time appropriation for FY 2022.								
OT	10000	General	0.00	0	(30,000)	0	0	(30,000)	
			<b>0.00</b>	<b>0</b>	<b>(30,000)</b>	<b>0</b>	<b>0</b>	<b>(30,000)</b>	

8.51	Base Reductions								SSAA
	This decision unit provides a base reduction to our appropriated FTP.								
	10000	General	(1.00)	(11,700)	0	0	0	(11,700)	
			<b>(1.00)</b>	<b>(11,700)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(11,700)</b>	

**FY 2023 Base**

9.00	FY 2023 Base								SSAA
	10000	General	29.00	2,410,900	1,110,100	0	0	3,521,000	
OT	10000	General	0.00	0	0	0	0	0	
			<b>29.00</b>	<b>2,410,900</b>	<b>1,110,100</b>	<b>0</b>	<b>0</b>	<b>3,521,000</b>	

**Program Maintenance**

10.12	Change in Variable Benefit Costs								SSAA
	Change in Variable Benefit Costs								
	10000	General	0.00	(8,392)	0	0	0	(8,392)	
			<b>0.00</b>	<b>(8,392)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,392)</b>	

10.61	Salary Multiplier - Regular Employees								SSAA
	Salary Adjustments - Regular Employees								
	10000	General	0.00	19,297	0	0	0	19,297	
			<b>0.00</b>	<b>19,297</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,297</b>	

**FY 2023 Total Maintenance**

11.00	FY 2023 Total Maintenance								SSAA
	10000	General	29.00	2,421,805	1,110,100	0	0	3,531,905	
OT	10000	General	0.00	0	0	0	0	0	
			<b>29.00</b>	<b>2,421,805</b>	<b>1,110,100</b>	<b>0</b>	<b>0</b>	<b>3,531,905</b>	

			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>Line Items</b>								
12.01	Business System Software Update							SSAA
One-time appropriation request for the Business system software upgrade.								
OT	10000	General	0.00	0	200,000	0	0	200,000
			<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
12.02	Election Initiatives							SSAA
OT	10000	General	0.00	0	300,000	0	0	300,000
			<b>0.00</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>300,000</b>
<b>FY 2023 Total</b>								
13.00	FY 2023 Total							SSAA
	10000	General	29.00	2,421,805	1,110,100	0	0	3,531,905
OT	10000	General	0.00	0	500,000	0	0	500,000
			<b>29.00</b>	<b>2,421,805</b>	<b>1,610,100</b>	<b>0</b>	<b>0</b>	<b>4,031,905</b>

Agency/Department:	Secretary of State	Agency Number:	130
Budgeted Division:	Secretary of State	Luma Fund Number	10000
Budgeted Program:	Secretary of State	Appropriation (Budget) Unit	SSAA
Original Request Date:	9/1/2021	Fiscal Year:	2023
Revision Date:		Fund Name:	General
Revision #:		Historical Fund #:	0001-00
		Budget Submission Page #	of

PCN	CLASS CODE	DESCRIPTION	Indicator Code	FTP	FY 2022 SALARY	FY 2022 HEALTH BENEFITS	FY 2022 VAR BENEFITS	FY 2022 TOTAL	FY 2023 CHG HEALTH BENEFITS	FY 2023 CHG VAR BENEFITS	TOTAL BENEFIT CHANGES
<b>Totals from Wage and Salary Report (WSR):</b>											
		Permanent Positions	1	24.24	1,422,933	279,600	296,533	1,999,066	0	(7,399)	(7,399)
		Board & Group Positions	2		0	0	0	0	0		
		Elected Officials & Full Time Commissioners	3	1.00	117,557	11,650	24,124	153,331	0	(35)	(35)
		<b>TOTAL FROM WSR</b>		<b>25.24</b>	<b>1,540,490</b>	<b>291,250</b>	<b>320,657</b>	<b>2,152,397</b>	<b>0</b>	<b>(7,435)</b>	<b>(7,435)</b>
		<b>FY 2022 ORIGINAL APPROPRIATION</b>			<b>2,422,600</b>	<b>30.00</b>	<b>1,733,877</b>	<b>327,812</b>	<b>360,911</b>	<b>2,422,600</b>	
		<b>Unadjusted Over or (Under) Funded:</b>	Est Difference		<b>4.76</b>		<b>193,387</b>	<b>36,562</b>	<b>40,254</b>	<b>270,203</b>	Calculated overfunding is 11.2% of Original Appropriation
<b>Adjustments to Wage &amp; Salary:</b>											
Add Funded / Subtract Unfunded - Vacant or Authorized - Positions:											
		<b>Retire Cd</b>	<b>Adjustment Description / Position Title</b>								
0036	01120	R1	1	1.00	37,440	11,650	7,867	56,957	0	(195)	(195)
0025	01120	R1	1	1.00	28,080	11,650	5,900	45,630	0	(146)	(146)
0043	22512	R1	1	1.00	56,160	11,650	11,800	79,610	0	(292)	(292)
0010	01733	R1	1	1.00	56,160	11,650	11,800	79,610	0	(292)	(292)
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
<b>Other Adjustments:</b>											
0025	01120	R1	1	(0.25)	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
				0.00	0	0	0	0	0	0	0
<b>Estimated Salary Needs:</b>											
		Permanent Positions	1	27.99	1,600,773	326,200	333,899	2,260,872	0	(8,324)	(8,324)
		Board & Group Positions	2	0.00	0	0	0	0	0	0	0
		Elected Officials & Full Time Commissioners	3	1.00	117,557	11,650	24,124	153,331	0	(35)	(35)
		<b>Estimated Salary and Benefits</b>		<b>28.99</b>	<b>1,718,330</b>	<b>337,850</b>	<b>358,023</b>	<b>2,414,203</b>	<b>0</b>	<b>(8,359)</b>	<b>(8,359)</b>
		<b>Adjusted Over or (Under) Funding:</b>	Orig. Approp	1.01	<b>6,000</b>	<b>1,200</b>	<b>1,200</b>	<b>8,400</b>	Calculated overfunding is .3% of Original Appropriation		
			Est. Expend	1.01	<b>6,000</b>	<b>1,200</b>	<b>1,300</b>	<b>8,500</b>	Calculated overfunding is .4% of Estimated Expenditures		
			Base	0.01	<b>6,000</b>	<b>(10,600)</b>	<b>1,300</b>	<b>(3,300)</b>	Calculated underfunding is (.1%) of the Base		
<b>Personnel Cost Reconciliation - Relation to Zero Variance ---&gt;</b>										You may not have sufficient funding or authorized FTP, and may need to make additional adjustments to finalize this form. Please contact both your DFM and LSO analysts.	

DU		Original Appropriation	FTP	FY 22 Salary	FY 22 Health Ben	FY 22 Var Ben	FY 2022 Total	FY 23 Chg Health Bens	FY 23 Chg Var Bens	Total Benefit Change
3.00	<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>2,422,600</b>	<b>30.00</b>	<b>1,724,307</b>	<b>339,025</b>	<b>359,268</b>	<b>2,422,600</b>			
	<b>Rounded Appropriation</b>		<b>30.00</b>	<b>1,724,300</b>	<b>339,000</b>	<b>359,300</b>	<b>2,422,600</b>			
4.11	Appropriation Adjustments:									
	Reappropriation		0.00	0	0	0	0			
4.31	Supplemental		0.00	0	0	0	0			0
5.00	<b>FY 2022 TOTAL APPROPRIATION</b>		<b>30.00</b>	<b>1,724,300</b>	<b>339,000</b>	<b>359,300</b>	<b>2,422,600</b>			



FORM B6: WAGE & SALARY RECONCILIATION

6.31	Expenditure Adjustments:								
	FTP or Fund Adjustment		0.00	0	0	0	0		0
6.51	Transfer Between Programs		0.00	0	0	0	0		0
<b>7.00</b>	<b>FY 2022 ESTIMATED EXPENDITURES</b>		<b>30.00</b>	<b>1,724,300</b>	<b>339,000</b>	<b>359,300</b>	<b>2,422,600</b>		
	Base Adjustments:								
8.31	Transfer Between Programs		0.00	0	0	0	0		0
8.41	Removal of One-Time Expenditures		0.00	0	0	0	0		0
8.51	Base Reduction		(1.00)		(11,700)		(11,700)		0
<b>9.00</b>	<b>FY 2023 BASE</b>		<b>29.00</b>	<b>1,724,300</b>	<b>327,300</b>	<b>359,300</b>	<b>2,410,900</b>		
10.11	Change in Health Benefit Costs				0		0		0
10.12	Change in Variable Benefits Costs					(8,400)	(8,400)		0
		Indicator Code							0
10.51	Annualization			0	0	0	0		0
10.61	CEC for Permanent Positions	1.00%		16,000		3,300	19,300		0
10.62	CEC for Group Positions	1.00%		0		0	0		0
10.63	CEC for Elected Officials & Commissioners			0		0	0		0
<b>11.00</b>	<b>FY 2023 PROGRAM MAINTENANCE</b>		<b>29.00</b>	<b>1,740,300</b>	<b>327,300</b>	<b>354,200</b>	<b>2,421,800</b>		
	Line Items:								
12.01									0
12.02									0
12.03									0
<b>13.00</b>	<b>FY 2023 TOTAL REQUEST</b>		<b>29.00</b>	<b>1,740,300</b>	<b>327,300</b>	<b>354,200</b>	<b>2,421,800</b>		

**PCF Detail Report**

Request for Fiscal Year: 2023

Agency: Secretary of State

130

Appropriation Unit: Secretary of State

SSAA

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Elected Officials & Full Time Commissioners	1.00	117,557	11,650	24,124	153,331
		Permanent Positions	24.24	1,422,933	279,600	296,535	1,999,068
		Total from PCF	<b>25.24</b>	<b>1,540,490</b>	<b>291,250</b>	<b>320,659</b>	<b>2,152,399</b>
		<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>30.00</b>	<b>1,727,677</b>	<b>340,060</b>	<b>354,863</b>	<b>2,422,600</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>4.76</b>	<b>187,187</b>	<b>48,810</b>	<b>34,204</b>	<b>270,201</b>
<b>Adjustments to Wage and Salary</b>							
1300010	01239	OFFICE SPECIALIST 2 R90	1.00	56,160	11,650	11,800	79,610
1300025	01239	OFFICE SPECIALIST 2 R90	.75	28,080	11,650	5,900	45,630
1300036	01120	CUSTOMER SVC REP 2 R90	1.00	37,440	11,650	7,867	56,957
1300043	01714	IT SOFTWARE ENGINEER I R90	1.00	56,160	11,650	11,800	79,610
<b>Estimated Salary Needs</b>							
		Permanent Positions	28.99	1,718,330	337,850	358,026	2,414,206
		<b>Estimated Salary and Benefits</b>	<b>28.99</b>	<b>1,718,330</b>	<b>337,850</b>	<b>358,026</b>	<b>2,414,206</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>1.01</b>	<b>9,347</b>	<b>2,210</b>	<b>(3,163)</b>	<b>8,394</b>
		<b>Estimated Expenditures</b>	<b>1.01</b>	<b>9,347</b>	<b>2,210</b>	<b>(3,163)</b>	<b>8,394</b>
		<b>Base</b>	<b>.01</b>	<b>(2,353)</b>	<b>2,210</b>	<b>(3,163)</b>	<b>(3,306)</b>

**PCF Summary Report**

Request for Fiscal Year: 202  
3

**Agency:** Secretary of State

130

**Appropriation Unit:** Secretary of State

SSAA

**Fund:** General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
<b>3.00</b>	<b>FY 2022 ORIGINAL APPROPRIATION</b>	<b>30.00</b>	<b>1,727,677</b>	<b>340,060</b>	<b>354,863</b>	<b>2,422,600</b>
<b>5.00</b>	<b>FY 2022 TOTAL APPROPRIATION</b>	<b>30.00</b>	<b>1,727,677</b>	<b>340,060</b>	<b>354,863</b>	<b>2,422,600</b>
<b>7.00</b>	<b>FY 2022 ESTIMATED EXPENDITURES</b>	<b>30.00</b>	<b>1,727,677</b>	<b>340,060</b>	<b>354,863</b>	<b>2,422,600</b>
8.51	Base Reductions	(1.00)	(11,700)	0	0	(11,700)
<b>9.00</b>	<b>FY 2023 BASE</b>	<b>29.00</b>	<b>1,715,977</b>	<b>340,060</b>	<b>354,863</b>	<b>2,410,900</b>
10.12	Change in Variable Benefit Costs	0.00	0	0	(8,392)	(8,392)
10.61	Salary Multiplier - Regular Employees	0.00	16,008	0	3,289	19,297
<b>11.00</b>	<b>FY 2023 PROGRAM MAINTENANCE</b>	<b>29.00</b>	<b>1,731,985</b>	<b>340,060</b>	<b>349,760</b>	<b>2,421,805</b>
<b>13.00</b>	<b>FY 2023 TOTAL REQUEST</b>	<b>29.00</b>	<b>1,731,985</b>	<b>340,060</b>	<b>349,760</b>	<b>2,421,805</b>