

# SECRETARY OF STATE

## FINANCIAL SUMMARY

	FY 2006 EXPENDITURE	FY 2007 APPROPRIATION	GOVERNOR RECOMMENDED FY 2008
Administration	\$ 13,047,060	\$ 15,591,945	\$ 17,499,346
Elections	29,316,294	34,830,375	18,322,211
Record Preservation Programs	399,873	13,004,918	12,965,323
Missouri Library Programs	8,498,368	9,330,444	11,233,156
<b>TOTAL</b>	<b>\$ 51,261,595</b>	<b>\$ 72,757,682</b>	<b>\$ 60,020,036</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	6,747,201	7,119,841	7,542,438
Federal Funds	394,858	551,712	610,744
National Endowment for the Humanities Fund	0	228,060	234,902
Election Administration Improvement Fund	0	0	157,664
Secretary of State's Technology Trust Fund Account	80,362	84,141	238,844
Local Records Preservation Fund	866,315	953,431	1,012,152
Secretary of State's Investor Education Fund	200,506	377,324	388,643
State Document Preservation Fund	0	172,598	95,919
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	5,847,605	7,013,007	6,509,937
Federal Funds	791,587	830,487	830,487
National Endowment for the Humanities Fund	66,172	0	30,242
Election Administration Improvement Fund	4,807,466	3,749,990	5,499,990
Secretary of State's Technology Trust Fund Account	1,348,520	2,922,496	2,922,295
Local Records Preservation Fund	328,384	513,649	717,949
Secretary of State's Investor Education Fund	102,630	210,364	360,364
State Document Preservation Fund	0	25,000	25,000
Secretary of State - Wolfner State Library Fund	0	14,500	14,500
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	7,323,150	7,884,745	9,637,457
Federal Funds	1,851,702	2,362,087	2,362,087
Local Records Preservation Fund	314,878	400,000	400,000
Election Administration Improvement Fund	19,843,000	24,728,805	7,812,977
Election Administration Revolving Loan Fund	327,551	396,185	396,185
Investors Restitution Fund	19,708	55,000	55,000
Missouri State Archives - St. Louis Trust Fund	0	12,000,000	12,000,000
State Document Preservation Fund	0	164,260	164,260
<b>TOTAL</b>	<b>\$ 51,261,595</b>	<b>\$ 72,757,682</b>	<b>\$ 60,020,036</b>
General Revenue Fund	19,917,956	22,017,593	23,689,832
Federal Funds	3,038,147	3,744,286	3,803,318
National Endowment for the Humanities Fund	66,172	228,060	265,144
Election Administration Improvement Fund	24,650,466	28,478,795	13,470,631
Election Administration Revolving Loan Fund	327,551	396,185	396,185
Secretary of State's Technology Trust Fund Account	1,428,882	3,006,637	3,161,139
Local Records Preservation Fund	1,509,577	1,867,080	2,130,101
Investors Restitution Fund	19,708	55,000	55,000
Secretary of State's Investor Education Fund	303,136	587,688	749,007
Missouri State Archives - St. Louis Trust Fund	0	12,000,000	12,000,000
State Document Preservation Fund	0	361,858	285,179
Secretary of State - Wolfner State Library Fund	0	14,500	14,500
<b>Full-time equivalent employees</b>	<b>253.96</b>	<b>270.30</b>	<b>276.30</b>

## **ELECTED OFFICIALS SECRETARY OF STATE**

### **ADMINISTRATION**

The Office of the Secretary of State is organized as follows:

Administrative Services – provides central budgeting, payroll, human resources, accounting, supplies, and mailroom services for all areas of the office. Responsibilities also include publication of the official manual of the state of Missouri, the Constitution, corporation laws, securities laws, the uniform commercial code manual, notary public laws, trademark laws, primary election returns, and the state and general assembly roster.

Elections Services – prepares ballots, certifies candidates, canvasses election returns, certifies initiative petitions, and maintains the statewide voter registration database.

Record Services – provides for the maintenance, retention, preservation, and disposal of official records of the state and local governments of Missouri.

Administrative Rules and Legal Services – serves as the central filing office for all rules and regulations promulgated by departments of the state of Missouri.

Securities Services – works to protect Missouri investors from fraud and maintains an orderly securities market in the state. The Securities Commissioner administers the Missouri Uniform Securities Act.

Business Services – administers the laws and filings of corporations and non-profit organizations. The division is the central filing office and custodian of all filings on business and professional loans. Additionally, the division commissions public notaries.

Missouri State Library – supports or works in concert with public, academic, and institutional libraries of the state with grant support, consultant services, development of criteria for establishment of libraries, collection development, and resource sharing. The library serves as a research and reference library for state government and the legislature and as the central outlet for census data information.

Wolfner Library for the Blind and Physically Handicapped – provides a variety of Braille, large print books, talking books recorded on cassette and discs, as well as cassette and disc playback equipment for eligible blind, visually impaired, physically disabled, and learning disabled citizens. The federal government, through the National Library Service, provides production of the materials, equipment, and postal charges for their distribution. The state of Missouri pays for staffing and the cost of housing the collections of material and equipment for staff to operate the service.

### **Fiscal Year 2008 Governor's Recommendations**

- \$548,494 and six staff for the Missouri Digital Heritage Initiative, including \$204,400 general revenue.
- \$490,000 to publish the official manual as required by state statute.
- \$364,430 for equipment replacement.
- \$150,000 other funds for security enforcement and protection support.
- \$275,004 for pay plan, including \$210,697 general revenue.
- \$79,473 other funds reallocated from Record Preservation Programs.

### **ELECTIONS**

Initiative, Referendum, and Constitutional Amendments Expenses – funds are provided to allow for the publication of the texts of initiative petitions and referendums in newspapers prior to their consideration by the electorate of the state of Missouri. Payments are made in accordance with Chapter 125, RSMo, for constitutional amendments and Chapter 126, RSMo, for initiative petitions and referendums.

Absentee Ballots – funds are provided to allow for fees and costs for establishing and maintaining the business reply and postage-free mail for absentee envelopes returned by voters, in accordance with Section 115.285, RSMo.

**ELECTED OFFICIALS  
SECRETARY OF STATE**

**ELECTIONS (Continued)**

Election Printing and Federal Election Reform – provisional ballot envelopes must be provided for local election authorities to use in elections of federal candidates, statewide candidates, or statewide issues. In addition, the Elections Division must print and distribute voter registration applications in accordance with federal laws.

**Fiscal Year 2008 Governor's Recommendations**

- \$4,592 federal funds for pay plan.
- (\$15,012,756) federal funds core reduction from the Fiscal Year 2007 appropriation level for Federal election reform.
- (\$1,500,000) core reduction from the Fiscal Year 2007 appropriation level for publishing of initiative petitions for each statewide ballot measure.

**RECORD PRESERVATION PROGRAMS**

Local Records Grants – these funds are user fees designated for local records preservation. Missouri local governments submit proposals that address their specific needs in archive/records management. The Historical Records Advisory Board in concert with the Local Records Program Fiscal Grants Officer will establish priorities, implement, and audit the return of money to local governments.

Document Preservation – these funds are private donations designated for preservation of documents of legal, historical, and genealogical importance to the state of Missouri.

**Fiscal Year 2008 Governor's Recommendations**

- \$30,242 federal funds for grants to support the creation of a traveling civil war exhibit.
- \$9,636 federal and other funds for pay plan.
- (\$79,473) other funds reallocated to Administration.

**MISSOURI LIBRARY PROGRAMS**

State Aid for Public Libraries – the Missouri Constitution authorizes the state to support and aid public libraries. Consistent with this authority and the procedure set out in Section 181.060, RSMo, the Missouri State Library distributes funds to eligible public libraries on the basis of population served by the library district. A public library becomes eligible for participation if it has voted a local tax of at least ten cents per one hundred dollars assessed valuation. Local libraries use state funds to supplement local support.

Remote Electronic Access for Libraries – the Remote Electronic Access for Libraries (REAL) project is designed to connect all public libraries in Missouri to each other and the Internet through dedicated data connections. Library patrons will have quick access to resources beyond those available solely within their community.

Literacy Investment for Tomorrow – the Missouri State Library serves as fiscal agent for the state literacy resource center, Literacy Investment for Tomorrow (LIFT) in St. Louis. The center promotes and develops resources for organizations that provide literacy services.

Federal Aid for Public Libraries – the Missouri State Library administers federal grants under the federal Library Services and Construction Act. The library distributes funds to local public libraries for personnel, books, other library materials, and for general operating expenses to develop and improve library services. In addition, funds are available to local groups of libraries for improving local library cooperation. All costs for cooperative projects, except book purchases and building construction, are eligible for funding.

**Fiscal Year 2008 Governor's Recommendations**

- \$1,002,712 to increase state aid to public libraries.
- \$750,000 transferred to the Library Networking Fund pursuant to Section 143.183, RSMo.
- \$150,000 for increased funding to the Remote Electronic Access for Libraries (REAL) program.