

# SECRETARY OF STATE

## FINANCIAL SUMMARY

	FY 2018 EXPENDITURE	FY 2019 APPROPRIATION	FY 2020 GOVERNOR RECOMMENDS
Administration	\$ 14,915,796	\$ 19,068,719	\$ 19,216,843
Elections	5,963,382	24,225,496	33,254,496
Record Preservation Programs	125,880	475,001	475,000
Missouri Library Programs	7,772,965	9,248,776	9,248,776
<b>TOTAL</b>	<b>\$ 28,778,023</b>	<b>\$ 53,017,992</b>	<b>\$ 62,195,115</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	7,597,038	7,675,948	7,864,610
Federal Funds	262,735	537,259	549,864
Other Funds	959,519	2,219,099	2,270,456
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	4,807,578	9,587,226	3,607,226
Federal Funds	2,775,051	5,976,841	8,476,841
Other Funds	2,808,300	4,535,613	4,481,113
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	5,881,715	7,420,777	12,995,777
Federal Funds	3,211,183	12,642,228	19,526,228
Other Funds	474,904	2,423,001	2,423,000
<b>TOTAL</b>			
General Revenue Fund	18,286,331	24,683,951	24,467,613
Federal Funds	6,248,969	19,156,328	28,552,933
Other Funds	4,242,723	9,177,713	9,174,569
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	218.12	269.30	269.30
Federal Funds	190.83	205.76	205.76
Other Funds	7.41	12.80	12.80
Other Funds	19.88	50.74	50.74

Article IV, Section 14 of the Missouri Constitution sets forth responsibilities of the Secretary of State.

### **ADMINISTRATION**

The Office of the Secretary of State provides services 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.

## **ELECTED OFFICIALS**

### **SECRETARY OF STATE**

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, audio books, and playback equipment for eligible citizens who are blind or have visual impairments, physical disabilities, or learning disabilities. 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 2020 Governor's Recommendations**

- \$157,907 for pay plan, including \$116,226 general revenue.
- \$94,717 for the remaining pay periods of the Fiscal Year 2019 approved pay plan, including \$72,436 general revenue.
- (\$104,500) core reduction for one-time expenditures, including (\$50,000) general revenue.

## **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.

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.

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 2020 Governor's Recommendations**

- \$14,884,000 for the 2020 presidential primary costs, including \$5,500,000 general revenue.
- \$4,284,000 for transfer into the Election Administration Improvements Fund, pursuant to SB 592 (2018).
- \$20,000 for reimbursement to local election authorities for absentee ballot return postage costs.
- (\$6,075,000) core reduction for one-time expenditures.
- (\$4,084,000) core reduction from the Fiscal Year 2019 appropriation level.

**ELECTED OFFICIALS  
SECRETARY OF STATE**

**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 establish and implement funding priorities 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 2020 Governor’s Recommendations**

- (\$1) Missouri State Archives-St. Louis Trust Fund core reduction from the Fiscal Year 2019 appropriation level.

**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.

Library Networking Fund – Section 143.183, RSMo, authorizes the transfer from general revenue of ten percent of the annual estimate of income taxes generated from nonresident athletes and entertainers to the Library Networking Fund for distribution to public libraries for the acquisition of library materials.

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 2020 Governor’s Recommendations**

Continue funding at the current level.