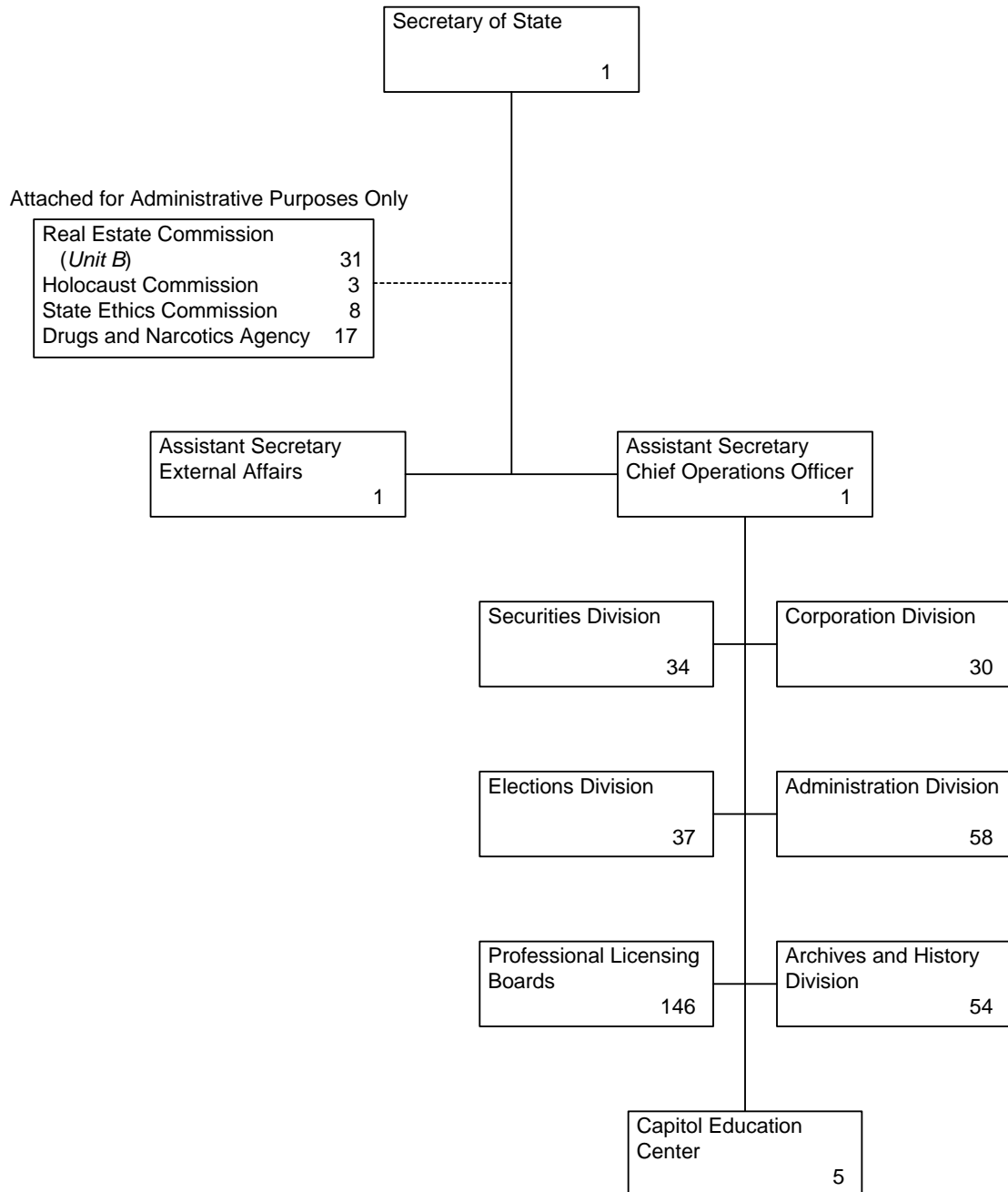


# OFFICE OF SECRETARY OF STATE

Total Budgeted Positions -- 426



**OFFICE OF SECRETARY OF STATE**  
**Financial Summary - Unit A - Office of Secretary of State**

**Expenditures, Current Budget, and Agency Requests**

Budget Classes / Fund Sources	FY 2001 Expenditures	FY 2002 Expenditures	FY 2003 Current Budget	FY 2004 Agency Requests		
				Adjusted Base	Enhancements	Totals
Personal Services	\$18,271,230	\$18,525,650	\$19,130,432	\$20,516,589		\$20,516,589
Regular Operating Expenses	3,769,546	4,212,101	4,708,833	4,158,613		4,158,613
Travel	384,168	365,947	424,424	432,347		432,347
Motor Vehicle Purchases	186,906	93,670	105,241	172,572		172,572
Equipment	59,579	47,993	73,782	78,920		78,920
Computer Charges	3,523,065	3,315,629	3,838,024	3,155,836		3,155,836
Real Estate Rentals	3,099,821	3,650,236	4,001,878	4,432,427		4,432,427
Telecommunications	1,012,524	1,058,008	1,017,577	1,041,545		1,041,545
Per Diem and Fees	1,117,853	652,188	355,721	170,526		170,526
Contracts	50,810	1,274,158	1,802,955	1,190,355		1,190,355
Capital Outlay	35,000	2,977,638				
Elections Expenses	620,900	492,546	591,503	389,335		389,335
Austerity Adjustments						
<b>Total Funds</b>	<b>\$32,131,402</b>	<b>\$36,665,764</b>	<b>\$36,050,370</b>	<b>\$35,739,065</b>		<b>\$35,739,065</b>
Less Federal & Other Funds:						
Federal Funds	\$53,188	\$28,850				
Other Funds	1,913,745	5,033,891	\$1,064,350	\$1,064,350		\$1,064,350
Governor's Emergency Funds	46,607	205,625				
<b>Total Federal &amp; Other Funds</b>	<b>\$2,013,540</b>	<b>\$5,268,366</b>	<b>\$1,064,350</b>	<b>\$1,064,350</b>		<b>\$1,064,350</b>
<b>TOTAL STATE FUNDS</b>	<b>\$30,117,862</b>	<b>\$31,397,398</b>	<b>\$34,986,020</b>	<b>\$34,674,715</b>		<b>\$34,674,715</b>
Positions	380	363	395	413		413
Motor Vehicles	86	71	86	92		92

**OFFICE OF SECRETARY OF STATE**  
**Financial Summary - Unit A - Office of Secretary of State**

**Current Budget and Governor's Recommendations**

Budget Classes / Fund Sources	FY 2003 Current Budget	FY 2004 Governor's Recommendations				
		Budget Reductions	Annualizers and Adjustments	Adjusted Base	Enhancements	Totals
Personal Services	\$19,130,432	(\$105,288)	\$694,217	\$19,719,361	\$122,202	\$19,841,563
Regular Operating Expenses	4,708,833	(376,417)	(929,310)	3,403,106	23500.00	3,426,606
Travel	424,424	(22,500)	(1,303)	400,621	9000.00	409,621
Motor Vehicle Purchases	105,241	(32,749)		72,492		72,492
Equipment	73,782	(8,763)		65,019		65,019
Computer Charges	3,838,024		(788,140)	3,049,884	82298.00	3,132,182
Real Estate Rentals	4,001,878		644,158	4,646,036		4,646,036
Telecommunications	1,017,577		10,000	1,027,577	7500.00	1,035,077
Per Diem and Fees	355,721	(184,195)	(1,000)	170,526	5500.00	176,026
Contracts	1,802,955	(117,500)	(750,000)	935,455		935,455
Capital Outlay						
Elections Expenses	591,503	(202,168)		389,335		389,335
Austerity Adjustments		(1,049,580)		(1,049,580)		(1,049,580)
<b>Total Funds</b>	<b>\$36,050,370</b>	<b>(\$2,099,160)</b>	<b>(\$1,121,378)</b>	<b>\$32,829,832</b>	<b>\$250,000</b>	<b>\$33,079,832</b>
Less Federal & Other Funds:						
Federal Funds						
Other Funds	\$1,064,350			\$1,064,350		\$1,064,350
Governor's Emergency Funds						
<b>Total Federal &amp; Other Funds</b>	<b>\$1,064,350</b>			<b>\$1,064,350</b>		<b>\$1,064,350</b>
<b>TOTAL STATE FUNDS</b>	<b>\$34,986,020</b>	<b>(\$2,099,160)</b>	<b>(\$1,121,378)</b>	<b>\$31,765,482</b>	<b>\$250,000</b>	<b>\$32,015,482</b>
Positions	395	0	(4)	391	3	394
Motor Vehicles	86	0	0	86		86

**OFFICE OF SECRETARY OF STATE**  
**Budget Summary - Unit A - Office of Secretary of State**

Governor's  
Recommendations

ADJUSTMENTS TO CURRENT BUDGET

FY 2003 STATE APPROPRIATIONS	\$34,986,020
BUDGET REDUCTIONS:	
<u>Internal Administration</u>	
1. Reduce regular operating expenses (\$17,500), personal services (\$9,000), per diem and fees (\$6,000), contracts (\$2,500), and travel (\$2,000).	(\$37,000)
<u>Archives</u>	
2. Decrease regular operating expenses (\$58,195), contracts (\$10,000), and per diem and fees (\$2,000).	(70,195)
<u>Business Services - Corporations and Securities</u>	
3. Reduce personal services (\$30,000), contracts (\$5,000), and per diem and fees (\$5,000), regular operating expenses (\$34,500), travel (\$10,500), equipment (\$8,763) and motor vehicle expenses (\$2,749).	(96,512)
<u>Elections</u>	
4. Decrease contracts used for election administration (\$100,000), Elections Expenses (\$202,168), and regular operating expenses (\$200,000), resulting from implementation of the uniform electronic voting system.	(502,168)
<u>Drugs and Narcotics</u>	
5. Reduce personal services.	(42,889)
<u>Ethics Commission</u>	
6. Decrease temporary help (\$14,084), regular operating expenses (\$2,792), and per diem and fees (\$200).	(17,076)
<u>Holocaust Commission</u>	
7. Decrease temporary help.	(9,315)
<u>Professional Licensing Boards</u>	
8. Reduce regular operating expenses (\$63,430), motor vehicle purchases (\$30,000), travel (\$10,000), and per diem and fees (\$170,995).	(274,425)
9. Allow for an austerity adjustment.	(1,049,580)
Subtotal	(\$2,099,160)
ANNUALIZERS AND OTHER ADJUSTMENTS:	
10. Reduce personal services to delete funding for DOAS insurance cost.	(\$48,190)
11. Reduce the authorized position count by 13, from 395 to 382.	Yes
12. Transfer \$225,190 from regular operating expenses to real estate rentals to fund a standard GBA rental rate of \$10.37 per rentable square footage.	Yes
13. Transfer \$788,140 from computer charges to personal services (\$764,140) for 9 additional positions, regular operating expenses (\$15,000), and telecommunications (\$9,000), to maintain various mainframe applications currently performed by GTA.	Yes
<u>Internal Administration</u>	
14. Transfer \$1,303 from travel to real estate rentals to cover projected expenses. Increase computer charges for various systems applications.	Yes 855,120
<u>Archives</u>	
15. Transfer \$78,805 from regular operating expenses to real estate rental to cover expenses.	Yes
16. Provide real estate rental increases for the new Archives facility.	412,098

OFFICE OF SECRETARY OF STATE - Unit A - Budget Summary

	<u>Governor's Recommendations</u>
20. Increase regular operating expenses for insurance coverage on the voting equipment housed by counties (\$33,000), and real estate rents (\$3,447) for warehouse leases.	36,447
21. Reduce computer charges for various system applications.	(693,649)
<u>Ethics Commission</u>	
22. Transfer \$1,000 from per diem and fees to telecommunications.	Yes
Subtotal	(\$1,121,378)
ADJUSTED BASE	\$31,765,482
ENHANCEMENT FUNDS	
ENHANCEMENTS	
<u>Ethics Commission</u>	
1. Increase personal services for 3 positions (\$122,202), regular operating expenses (\$23,500), travel (\$9,000), telecommunications (\$7,500), per diem and fees (\$5,500), and computer charges (\$82,298) to enhance the Commission's regulatory capability.	\$250,000
TOTAL ENHANCEMENT FUNDS	\$250,000
TOTAL FY 2004 STATE FUNDS	\$32,015,482

**OFFICE OF SECRETARY OF STATE**  
**Functional Budget Summary - Unit A - Office of Secretary of State**

Functional Budgets	FY 2003 Appropriations		FY 2004 Recommendations	
	Total	State	Total	State
1. Internal Administration	\$5,045,890	\$5,015,890	\$5,856,446	\$5,826,446
2. Archives and History	6,094,491	6,019,491	6,429,806	6,354,806
3. Capitol Education Center	416,019	416,019	415,409	415,409
4. Business Services - Securities	2,033,467	1,983,467	1,972,807	1,922,807
5. Business Services - Corporations	2,085,424	1,346,074	1,858,560	1,119,210
6. Elections and Campaign Disclosure	8,505,117	8,485,117	5,841,355	5,821,355
AUSTERITY ADJUSTMENTS			(697,982)	(697,982)
<u>ATTACHED AGENCIES:</u>				
7. Drugs and Narcotics	1,429,620	1,429,620	1,384,657	1,384,657
8. State Ethics Commission	569,203	569,203	801,151	801,151
9. Professional Licensing Boards	9,560,620	9,410,620	9,268,383	9,118,383
10. Holocaust Commission	310,519	310,519	300,838	300,838
AUSTERITY ADJUSTMENTS			(351,598)	(351,598)
TOTAL APPROPRIATIONS	\$36,050,370	\$34,986,020	\$33,079,833	\$32,015,482

RECOMMENDED APPROPRIATION: The Office of Secretary of State is the budget unit for which the following State Fund Appropriation is recommended for FY 2004: \$32,015,482.

**OFFICE OF SECRETARY OF STATE**  
**Financial Summary - Unit B - Real Estate Commission**

**Expenditures, Current Budget, and Agency Requests**

Budget Classes / Fund Sources	FY 2001 Expenditures	FY 2002 Expenditures	FY 2003 Current Budget	FY 2004 Agency Requests		
				Adjusted Base	Enhancements	Totals
Personal Services	\$1,412,216	\$1,442,745	\$1,443,924	\$1,601,395		\$1,601,395
Regular Operating Expenses	125,746	138,870	145,000	145,000		145,000
Travel	28,781	46,875	47,000	47,000		47,000
Motor Vehicle Purchases		14,345		17,000		17,000
Equipment	6,891	10,000	12,500	12,500		12,500
Computer Charges	288,126	214,172	245,845	213,935		213,935
Real Estate Rentals	172,487	172,268	181,000	181,000		181,000
Telecommunications	76,097	74,441	84,000	84,000		84,000
Per Diem and Fees	122,352	164,888	144,000	160,000		160,000
Contracts				50,000		50,000
Austerity Adjustments						
<b>Total Funds</b>	<b>\$2,232,696</b>	<b>\$2,278,604</b>	<b>\$2,303,269</b>	<b>\$2,511,830</b>		<b>\$2,511,830</b>
Less Federal & Other Funds:						
Other Funds	\$18,964	\$23,088				
Governor's Emergency Funds		40,000				
<b>Total Federal &amp; Other Funds</b>	<b>\$18,964</b>	<b>\$63,088</b>				
<b>TOTAL STATE FUNDS</b>	<b>\$2,213,732</b>	<b>\$2,215,516</b>	<b>\$2,303,269</b>	<b>\$2,511,830</b>		<b>\$2,511,830</b>
Positions	31	31	31	31		31
Motor Vehicles	13	13	13	12		12

**OFFICE OF SECRETARY OF STATE**  
**Financial Summary - Unit B - Real Estate Commission**

**Current Budget and Governor's Recommendations**

Budget Classes / Fund Sources	FY 2003 Current Budget	FY 2004 Governor's Recommendations				Totals
		Budget Reductions	Annualizers and Adjustments	Adjusted Base	Enhancements	
Personal Services	\$1,443,924		\$141,775	\$1,585,699		\$1,585,699
Regular Operating Expenses	145,000			145,000		145,000
Travel	47,000			47,000		47,000
Motor Vehicle Purchases						
Equipment	12,500			12,500		12,500
Computer Charges	245,845	(\$69,098)	37,188	213,935		213,935
Real Estate Rentals	181,000			181,000		181,000
Telecommunications	84,000			84,000		84,000
Per Diem and Fees	144,000		16,000	160,000		160,000
Contracts			50,000	50,000		50,000
Austerity Adjustments		(69,098)		(69,098)		(69,098)
<b>Total Funds</b>	<b>\$2,303,269</b>	<b>(\$138,196)</b>	<b>\$244,963</b>	<b>\$2,410,036</b>		<b>\$2,410,036</b>
Less Federal & Other Funds:						
Other Funds						
Governor's Emergency Funds						
<b>Total Federal &amp; Other Funds</b>						
<b>TOTAL STATE FUNDS</b>	<b>\$2,303,269</b>	<b>(\$138,196)</b>	<b>\$244,963</b>	<b>\$2,410,036</b>		<b>\$2,410,036</b>
Positions	31			31		31
Motor Vehicles	13	(1)		12		12

**OFFICE OF SECRETARY OF STATE**  
**Budget Summary - Unit B - Real Estate Commission**

Governor's  
Recommendations

ADJUSTMENTS TO CURRENT BUDGET

FY 2003 STATE APPROPRIATIONS		\$2,303,269
BUDGET REDUCTIONS:		
1. Reduce computer charges by postponing strategic plan initiatives.		(\$69,098)
2. Decrease the authorized vehicle count by 1, from 13 to 12.		Yes
3. Allow for an austerity reduction.		(69,098)
	Subtotal	(\$138,196)
ANNUALIZERS AND OTHER ADJUSTMENTS:		
4. Reduce personal services to delete funding for DOAS insurance cost.		(\$3,782)
5. Increase personal services.		145,557
6. Restore computer based initiatives and comply with legal mandate that the agency's direct and indirect costs must approximate revenue collections.		37,188
7. Increase per diem and fees (\$16,000), and contracts (\$50,000) to enable the agency to enter into contracts for specialized investigative services.		66,000
	Subtotal	\$244,963
ADJUSTED BASE		\$2,410,036
TOTAL FY 2004 STATE FUNDS		\$2,410,036

RECOMMENDED APPROPRIATION: The Real Estate Commission is the budget unit for which the following State Fund Appropriation is recommended for FY 2004: \$2,410,036.

# OFFICE OF SECRETARY OF STATE

## Roles and Responsibilities

The Secretary of State is the keeper of the Great Seal of Georgia and custodian of the State flag. The Office of the Secretary of State provides many services for the public, businesses, state agencies, and city and county governments. These services include:

- Licensing the practice of over 65 professions and registration of other activities
- Election and voter registration, campaign finance disclosure
- Business activity monitoring and enforcement of many financial regulations
- Management and preservation of public records
- Educational programs on the Capitol

The office is comprised of Internal Administration, Archives and History, Elections and Campaign Disclosure, Corporations, Securities, State Professional Licensing Boards, and Capitol Education Center. The attached agencies are the Georgia Commission on the Holocaust, Georgia Drugs and Narcotics Agency, State Ethics Commission, and the Georgia Real Estate Commission and Appraisers Board.

### REGULATORY RESPONSIBILITIES

As a regulatory agency, the office offers education and examinations, issues licenses, collects fees for licenses, investigates complaints or violations of the law and orders reprimands. The Securities Division is responsible for regulating securities, and has the authority to adopt necessary rules to monitor the securities industry, including registration of brokers and securities. The division registers cemeteries, and audits perpetual care trusts and regulates perpetual care cemeteries, charitable organizations and paid solicitors.

The Corporations Division regulates foreign and domestic charters, nonprofit organizations and other types of corporate entity activities. In addition, the division registers and renews trademarks and servicemarks.

The Professional Licensing Boards Division manages 35 occupational and professional regulatory boards. The duties include reviewing and approving applications to practice, scheduling examinations, issuing licenses, maintaining records, investigating violations and resolution of complaints.

The Georgia Drugs and Narcotics Agency supports the Georgia Board of Pharmacy, enforces State laws governing controlled substances, poisons, and the sale and distribution of these drugs by licensed registrants. The agency performs inspections and investigations of pharmacies.

The Georgia Commission on the Holocaust teaches the lessons of the Holocaust to present and future generations of Georgians in order to create an awareness of the enormity of the crimes of prejudice and inhumanity and a vigilance to prevent their recurrence.

The Real Estate Commission regulates real estate brokers and salespersons and provides administrative support for a board, which administers the Real Estate Appraiser Licensing and Certification Act.

### STATE ELECTIONS ACTIVITY

The Office of the Secretary of State monitors all activities related to officials and elections. The Elections Division's primary function is to perform all activities related to federal, state, county and municipal elections and campaign and financial disclosure, including authorization of election results.

The State Ethics Commission is granted the authority to administer the Ethics in Government Act to ensure integrity of the democratic process. As part of the requirements, lobbyists and officials are mandated to submit financial and expenditure disclosure statements.

### MANAGEMENT OF PUBLIC RECORDS

The Division of Archives and History collects, manages, and preserves official records of Georgia from 1732 to the present. The division administers the state records management program under the direction of the State Records Committee, Chaired by the Secretary of State, and a record center for the storage and maintenance of non-permanent records of state agencies.

### EDUCATIONAL PROGRAMS

The Capitol Education Center provides tours of the capitol and serves as an education center for visitors. The center holds public events throughout the year and is a focal point for informing citizens about the legislative process during the annual sessions of the General Assembly.

The Internal Administration Division, contains the general administrative support functions of accounting, purchasing, budgeting, human resources and information technology, as well as two non-internally focused activities: The Administrative Procedures Section is responsible for administering the rules promulgation process pursuant to the Administrative Procedures Act for the State; and The Georgia Capitol Museum.

### AUTHORITY

Titles 10, 14, 21, 28, 43, 44, 45 of the Official Code of Georgia; Public Law 93-443, 1993; Resolution Act 11, Georgia Laws 1993.

# OFFICE OF SECRETARY OF STATE

## Strategies and Services

### STATEWIDE UNIFORM ELECTRONIC VOTING

The Office of Secretary of State accomplished successful deployment and utilization of uniform electronic voting equipment during the 2002 general election. This effort established Georgia and the Secretary of State (SOS) as a national leader in adoption and use of technology to improvise service delivery and interaction with citizens everywhere. It included creation of the first center for training election officials in the state, and a system for on-going voter education and registration. The State's voter registration database was updated to reflect changes made with the 2002 legislative reapportionment. Further, all active registered voters were notified of their new voting districts. More than 3.8 million notification cards were printed and mailed prior to the primary elections. For 2002, more than 6,000 election officials were trained, over 19,000 voting machines were deployed, and more than 3.8 million voters received instructional materials on voting.

### PROFESSIONAL LICENSING BOARDS

The State Professional Licensing Boards Division provides administrative and investigative support to 35 licensing boards through a centralized location and staff. The boards regulate more than 700,000 licensees throughout the state. They play an integral role in consumer protection by regulating professionals and investigating violations of state law.

Renovations were initiated at the Macon facility to develop a new central testing center. This testing center will be used to conduct examinations for licenses and will be extremely convenient to all Georgians.

### ARCHIVES AND HISTORY

The Office of Secretary of State, in cooperation and leasehold with the Development Authority of Clayton County, is poised to relocate to the new state-of-the-art building located in the Gateway Village development adjacent to Clayton College and University. The new facility will be co-located with the National Archives and Records Administration, and has been constructed in partnership with the University Financing Foundation and Gateway Development Services, Incorporated.

### REAL ESTATE COMMISSION

The Georgia Real Estate Commission is the primary agency for licensing and regulating the real estate brokerage profession and administering support for the Georgia Real Estate Appraisers Board.

In order to serve its licensees more efficiently, regulated entities can renew licenses over the Internet. To encourage licensees to use the on-line program, the cost

savings associated with the renewal system is passed on to those users by discounting the renewal fee paid on-line. Another service feature that began in 2000 is the commission's new telephone system that allows access 24 hours a day to (1) licensee data status via a voice integrated response system and (2) a fax on demand system that allows persons to obtain applications without agency intervention. Beginning January 1, 2003, approved schools will electronically upload all continuing education courses completed by real estate licensees and appraisers directly into each licensee's database record. This process will eliminate the need for the school to produce completion certificates, licenses to keep the certificates until renewal time, and agency staff having to manually enter each education certificate.

### STATE ETHICS COMMISSION

In furtherance of the state's responsibility to protect the integrity of the Democratic process and to ensure fair elections, the Commission oversees Campaign Finance Disclosure and Personal Financial Disclosure for an estimated 6,000 public offices of the state, county and municipal governments in Georgia. The commission is charged with registration of lobbyists at both state and local levels of government, and the commission receives and maintains lobbyist disclosure reports filed by all registered lobbyists. The commission is also charged with vendor disclosure for the State of Georgia for those vendors who meet the requirements for filing. Vendor reports are received and maintained and penalties for late filing are collected.

### INFORMATION TECHNOLOGY

The information technology plan addresses the need for substantial upgrades of systems to meet the needs of Georgia citizens. Existing systems and business procedures throughout the office are being enhanced to improve their function and being changed to lower costs and improve performance in delivering information to the taxpayer. This includes the transfer, effective July 1, 2003, of application staff from the Georgia Technology Authority (GTA) to the agency for the continued maintenance of Secretary of State applications that run on GTA mainframe computers. Plans are underway to integrate digital image technology into information management and document delivery across a number of SOS operations.

Initiatives will focus on finding ways to move services closer to the taxpayer at less cost, increase opportunities for the agency to utilize e-commerce in transactions between citizens over the Internet, and expand use of digital imaging and electronic communication for the transfer of information among agencies and to the public.

[This page intentionally blank]