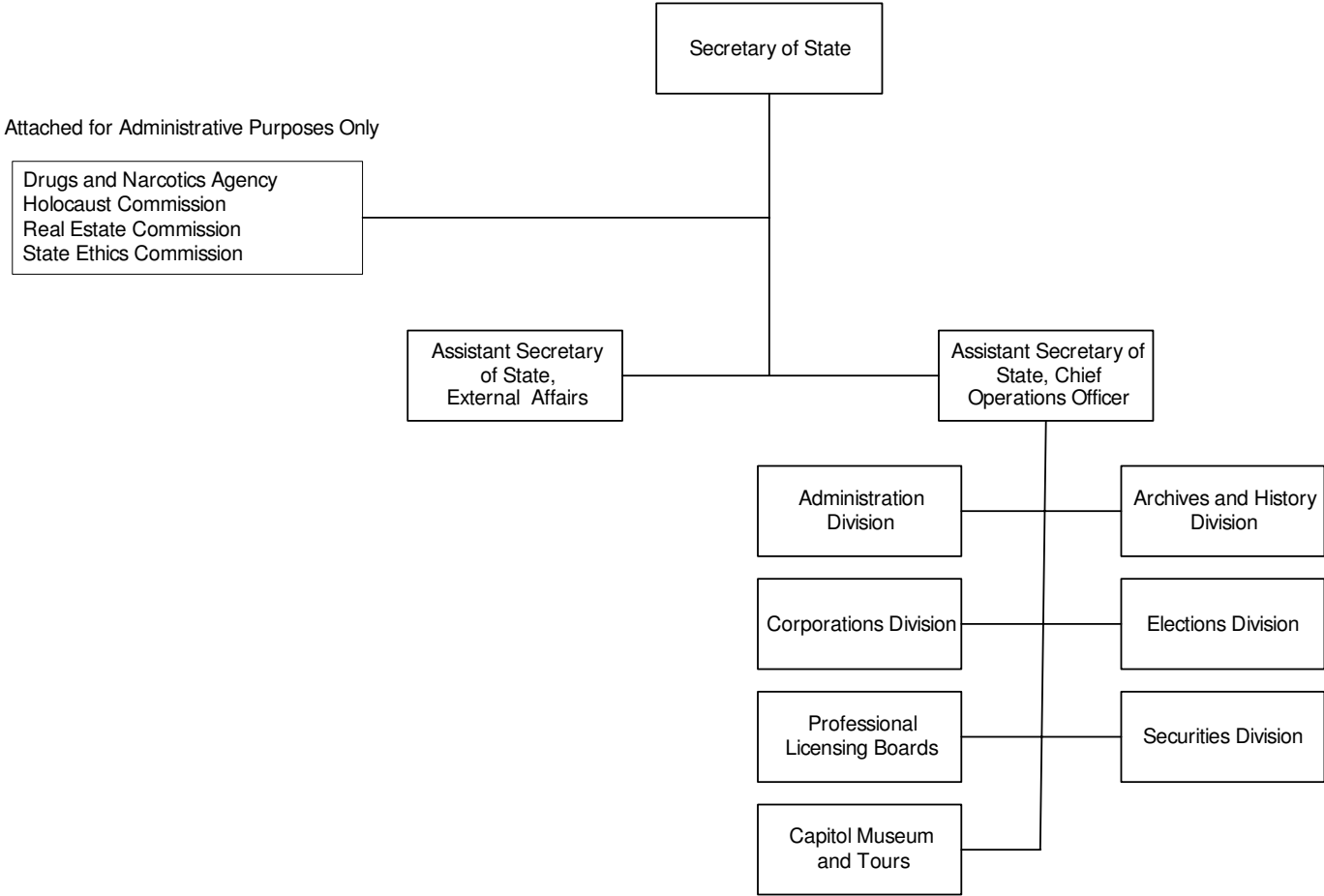


# SECRETARY OF STATE

## ORGANIZATIONAL CHART



# SECRETARY OF STATE

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## **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 66 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
- Museum and Tour programs in the Capitol

The office is comprised of Internal Administration, Archives and History, Elections, Corporations, Securities and Business Regulation, and State Professional Licensing Boards. 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 regulates perpetual care cemeteries, charitable organizations and paid solicitors.

The Corporations Division serves as custodian of filings for 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.

## **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, including authorization of election results.

## **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 Museum and Tours Program provides tours of the Capitol.

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 Georgia Capitol Museum and Tour program; and the Administrative Procedures Section, responsible for administering the rules promulgation process pursuant to the Administrative Procedures Act for the State.

## **AUTHORITY**

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

# SECRETARY OF STATE

## DEPARTMENT BUDGET FINANCIAL SUMMARY BY PROGRAM - FISCAL YEAR 2007

Program / Fund Sources	FY 2007 Agency Request Total	FY 2007 Governor' s Recommendation						Total
		FY 2006 Current Budget	Redistribution	Reductions	Enhancements	Other Adjustments	Total Changes	
<b>Administration</b>								
Other Funds	\$30,000	\$30,000						\$30,000
State General Funds	4,680,684	4,642,318				\$165,136	\$165,136	4,807,454
<b>Total</b>	<b>4,710,684</b>	<b>4,672,318</b>				<b>165,136</b>	<b>165,136</b>	<b>4,837,454</b>
<b>Archives</b>								
Other Funds	506,085	504,234				4,519	4,519	508,753
State General Funds	5,919,128	5,856,020				116,302	116,302	5,972,322
<b>Total</b>	<b>6,425,213</b>	<b>6,360,254</b>				<b>120,821</b>	<b>120,821</b>	<b>6,481,075</b>
<b>Capitol Education Center</b>								
State General Funds	152,679	151,672				4,105	4,105	155,777
<b>Total</b>	<b>152,679</b>	<b>151,672</b>				<b>4,105</b>	<b>4,105</b>	<b>155,777</b>
<b>Corporations</b>								
Other Funds	739,350	739,350				162	162	739,512
State General Funds	1,145,335	1,312,934		(\$180,000)		64,855	(115,145)	1,197,789
<b>Total</b>	<b>1,884,685</b>	<b>2,052,284</b>		<b>(180,000)</b>		<b>65,017</b>	<b>(114,983)</b>	<b>1,937,301</b>
<b>Elections</b>								
Other Funds	20,000	20,000						20,000
State General Funds	5,058,083	5,545,164	(\$106,548)	(395,759)		66,806	(435,501)	5,109,663
<b>Total</b>	<b>5,078,083</b>	<b>5,565,164</b>	<b>(106,548)</b>	<b>(395,759)</b>		<b>66,806</b>	<b>(435,501)</b>	<b>5,129,663</b>
<b>Professional Licensing Boards</b>								
Other Funds	150,000	150,000						150,000
State General Funds	11,095,265	9,318,609			\$1,151,518	784,308	1,935,826	11,254,435
<b>Total</b>	<b>11,245,265</b>	<b>9,468,609</b>			<b>1,151,518</b>	<b>784,308</b>	<b>1,935,826</b>	<b>11,404,435</b>
<b>Securities</b>								
Other Funds	50,000	50,000						50,000
State General Funds	1,977,997	1,961,222				79,206	79,206	2,040,428
<b>Total</b>	<b>2,027,997</b>	<b>2,011,222</b>				<b>79,206</b>	<b>79,206</b>	<b>2,090,428</b>

# SECRETARY OF STATE

## DEPARTMENT BUDGET FINANCIAL SUMMARY BY PROGRAM - FISCAL YEAR 2007

Program / Fund Sources	FY 2007 Agency Request Total	FY 2007 Governor' s Recommendation						Total
		FY 2006 Current Budget	Redistribution	Reductions	Enhancements	Other Adjustments	Total Changes	
<b>ATTACHED AGENCIES:</b>								
<b>Georgia Real Estate Commission</b>								
State General Funds	3,187,922	2,891,088			298,732	63,576	362,308	3,253,396
Total	3,187,922	2,891,088			298,732	63,576	362,308	3,253,396
<b>State Ethics Commission</b>								
State General Funds	1,859,030	824,434	106,548			25,620	132,168	956,602
Total	1,859,030	824,434	106,548			25,620	132,168	956,602
<b>Georgia Commission on the Holocaust</b>								
State General Funds	242,988	245,915				7,497	7,497	253,412
Total	242,988	245,915				7,497	7,497	253,412
<b>Georgia Drugs and Narcotics Agency</b>								
State General Funds	1,326,517	1,288,769			31,540	42,575	74,115	1,362,884
Total	1,326,517	1,288,769			31,540	42,575	74,115	1,362,884
<b>TOTAL FUNDS</b>	<b>\$38,141,063</b>	<b>\$35,531,729</b>	<b>\$0</b>	<b>(\$575,759)</b>	<b>\$1,481,790</b>	<b>\$1,424,667</b>	<b>\$2,330,698</b>	<b>\$37,862,427</b>
<b>Less:</b>								
Other Funds	\$1,495,435	\$1,493,584				\$4,681	\$4,681	\$1,498,265
State General Funds	\$36,645,628	\$34,038,145		(\$575,759)	\$1,481,790	\$1,419,986	\$2,326,017	\$36,364,162
<b>TOTAL STATE FUNDS</b>	<b>\$36,645,628</b>	<b>\$34,038,145</b>	<b>\$0</b>	<b>(\$575,759)</b>	<b>\$1,481,790</b>	<b>\$1,419,986</b>	<b>\$2,326,017</b>	<b>\$36,364,162</b>

# SECRETARY OF STATE

## DEPARTMENT BUDGET FINANCIAL SUMMARY BY OBJECT CLASS - FISCAL YEAR 2007

Object Classes / Fund Sources	FY 2007 Agency Request Total	FY 2004 Expenditures	FY 2005 Expenditures	FY 2007 Governor' s Recommendations		
				FY 2006 Current Budget	Changes	Total
Personal Services	\$19,202,571	\$19,109,445	\$17,072,795	\$17,655,871	\$2,027,016	\$19,682,887
Regular Operating Expenses	3,426,090	4,796,471	5,176,958	3,523,073	(96,983)	3,426,090
Travel	428,949	284,525	291,278	356,754	72,195	428,949
Motor Vehicle Purchases	90,000	34,532			90,000	90,000
Equipment	21,904	69,694	84,038	54,404	(32,500)	21,904
Computer Charges	1,661,222	4,192,083	5,604,461	1,822,494	(161,272)	1,661,222
Real Estate Rentals	3,995,997	4,379,715	4,372,126	3,939,514	87,694	4,027,208
Telecommunications	648,567	1,065,276	1,103,344	865,271	(216,704)	648,567
Per Diem and Fees	178,167	1,821,992	766,404	173,003	5,164	178,167
Contracts	1,506,804	1,043,466	18,016,608	1,526,804	(20,000)	1,506,804
Election Expenses	364,335	641,276	406,521	364,335		364,335
<b>TOTAL FUNDS</b>	<b>\$31,524,606</b>	<b>\$37,438,475</b>	<b>\$52,894,532</b>	<b>\$30,281,523</b>	<b>\$1,754,610</b>	<b>\$32,036,133</b>
<u>Less:</u>						
Federal Funds		\$1,940,277	\$19,486,782			
Other Funds	\$1,495,435	3,557,596	3,248,120	\$1,493,584	\$4,681	\$1,498,265
Subtotal	<b>\$1,495,435</b>	<b>\$5,497,873</b>	<b>\$22,734,902</b>	<b>\$1,493,584</b>	<b>\$4,681</b>	<b>\$1,498,265</b>
State General Funds	\$30,029,171	\$31,940,602	\$30,159,630	\$28,787,939	\$1,749,929	\$30,537,868
<u>ATTACHED AGENCIES:</u>						
Georgia Real Estate Commission	\$3,187,922	\$2,347,420	\$2,710,187	\$2,891,088	\$362,308	\$3,253,396
State Ethics Commission	1,859,030		691,203	824,434	132,168	956,602
Georgia Commission on the Holocaust	242,988		323,210	245,915	7,497	253,412
Georgia Drugs and Narcotics Agency	1,326,517		1,354,997	1,288,769	74,115	1,362,884
<b>TOTAL STATE FUNDS</b>	<b>\$36,645,628</b>	<b>\$34,288,022</b>	<b>\$35,239,227</b>	<b>\$34,038,145</b>	<b>\$2,326,017</b>	<b>\$36,364,162</b>

# SECRETARY OF STATE

## PROGRAM BUDGET SUMMARY - FISCAL YEAR 2007

Program Budgets	FY 2006 Current Budget			FY 2007 Governor' s Recommendations		
	State Funds	Federal and Other Funds	Total	State Funds	Federal and Other Funds	Total
Administration	\$4,642,318	\$30,000	\$4,672,318	\$4,807,454	\$30,000	\$4,837,454
Archives	5,856,020	504,234	6,360,254	5,972,322	508,753	6,481,075
Capitol Education Center	151,672		151,672	155,777		155,777
Corporations	1,312,934	739,350	2,052,284	1,197,789	739,512	1,937,301
Elections	5,545,164	20,000	5,565,164	5,109,663	20,000	5,129,663
Professional Licensing Boards	9,318,609	150,000	9,468,609	11,254,435	150,000	11,404,435
Securities	1,961,222	50,000	2,011,222	2,040,428	50,000	2,090,428
Subtotal	\$28,787,939	\$1,493,584	\$30,281,523	\$30,537,868	\$1,498,265	\$32,036,133
 <u>ATTACHED AGENCIES:</u>						
Georgia Real Estate Commission	\$2,891,088		\$2,891,088	\$3,253,396		\$3,253,396
State Ethics Commission	824,434		824,434	956,602		956,602
Georgia Commission on the Holocaust	245,915		245,915	253,412		253,412
Georgia Drugs and Narcotics Agency	1,288,769		1,288,769	1,362,884		1,362,884
Subtotal	\$5,250,206	\$0	\$5,250,206	\$5,826,294	\$0	\$5,826,294
 <b>TOTAL FUNDS</b>	<b>\$34,038,145</b>	<b>\$1,493,584</b>	<b>\$35,531,729</b>	<b>\$36,364,162</b>	<b>\$1,498,265</b>	<b>\$37,862,427</b>

# SECRETARY OF STATE

## BUDGET SUMMARY - FISCAL YEAR 2007

Governor' s Recommended Adjustments to the Current Budget	Amounts
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**FY 2006 STATE GENERAL FUND APPROPRIATIONS** **\$34,038,145**

**Secretary of State**

- |  |           |
|--|-----------|
| 1. Annualize the cost of the FY 2006 salary adjustment (\$158,916) and provide for a salary increase in FY 2007 of up to 4% effective January 1, 2007 (\$183,243)  | \$342,159 |
| 2. Increase funds to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 14.20% to 16.713%.   | 267,765   |
| 3. Increase funds to reflect an adjustment in the Workers' Compensation premiums.  | 26,478    |
| 4. Provide funds for an adjustment to the Georgia Building Authority (GBA) real estate rental rate for office space.   | 87,694    |
| 5. Realign budgeted funds to meet projected expenditures by programs.  | Yes       |
| 6. Realign fund sources to meet projected expenditures by programs.  | Yes       |
| 7. Transfer remaining budget of the Elections Campaign and Financial Disclosure program to the Georgia Ethics Commission.  | (106,548) |
| 8. Reflect reductions in the Elections (\$395,759) and Corporations (\$180,000) divisions.   | (575,759) |
| 9. Annualize funding for the Residential and General Contractors Board in the Professional Licensing Boards Division.  | 556,622   |
| 10. Enable the Professional Licensing Boards (PLB) to fill critical support and inspection/investigativevacancies in the Consumer Services, Allied Health Fields, and Health and Consumer sections as well as in the Businesses and Professions and Health Care InvestigativeUnits (\$475,562); fund 12 new support and inspection/investigative positions for the following boards: Barber, Construction, Cosmetology, Dentistry, Engineers/Land Surveyors, Funeral Services, Registered Nurses, and Used Motor Vehicles and Parts Dealers (\$488,491) and related position start-up purchases and operating costs (\$132,900); and fund increase in PLB board member travel expenses (\$54,565). | 1,151,518 |

Subtotal

\$1,749,929

ATTACHED AGENCIES:

**Georgia Real Estate Commission**

- |  |          |
|--|----------|
| 1. Annualize the cost of the FY 2006 salary adjustment (\$16,102) and provide for a salary increase in FY 2007 of up to 4% effective January 1, 2007 (\$16,992). | \$33,094 |
| 2. Increase funds to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 14.20% to 16.713%.                                   | 27,739   |
| 3. Increase funds to reflect an adjustment in the Workers' Compensation premiums.  | 2,743    |
| 4. Realign budgeted funds to meet projected expenditures by programs.  | Yes      |
| 5. Fill 2 vacant positions, add 1 position and 1 vehicle, and meet increasing technology demands for investigative purposes.                                     | 298,732  |

Subtotal

\$362,308

# SECRETARY OF STATE

## BUDGET SUMMARY - FISCAL YEAR 2007

Governor' s Recommended Adjustments to the Current Budget	Amounts
<b>State Ethics Commission</b>	
1. Annualize the cost of the FY 2006 salary adjustment (\$4,106) and provide for a salary increase in FY 2007 of up to 4% effective January 1, 2007 (\$5,281).	\$9,387
2. Increase funds to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 14.20% to 16.713%.	9,643
3. Increase funds to reflect an adjustment in the Workers' Compensation premiums.	954
4. Provide funds for an adjustment to the Georgia Building Authority (GBA) real estate rental rate for office space.	5,636
5. Transfer remaining budget of the Elections Campaign and Financial Disclosure program, along with 3 positions, from the Secretary of State to the Ethics Commission.	106,548
Subtotal	\$132,168
<b>Georgia Commission on the Holocaust</b>	
1. Annualize the cost of the FY 2006 salary adjustment (\$1,991) and provide for a salary increase in FY 2007 of up to 4% effective January 1, 2007 (\$1,892)	\$3,883
2. Increase funds to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 14.20% to 16.713%.	3,289
3. Increase funds to reflect an adjustment in the Workers' Compensation premiums.	325
Subtotal	\$7,497
<b>Georgia Drugs and Narcotics Agency</b>	
1. Annualize the cost of the FY 2006 salary adjustment (\$9,812) and provide a salary increase in FY 2007 of up to 4% effective January 1, 2007 (\$10,966).	\$20,778
2. Increase funds to reflect an adjustment in the employer share of State Health Benefit Plan premiums from 14.20% to 16.713%.	17,878
3. Increase funds to reflect an adjustment in the Workers' Compensation premiums.	1,768
4. Provide additional funds to meet contractual rent obligations.	2,151
5. Increase funding to new technology initiatives.	31,540
Subtotal	\$74,115
<b>TOTAL NET STATE GENERAL FUND ADJUSTMENTS</b>	<b>\$2,326,017</b>
<b>TOTAL STATE GENERAL FUNDS RECOMMENDED</b>	<b>\$36,364,162</b>