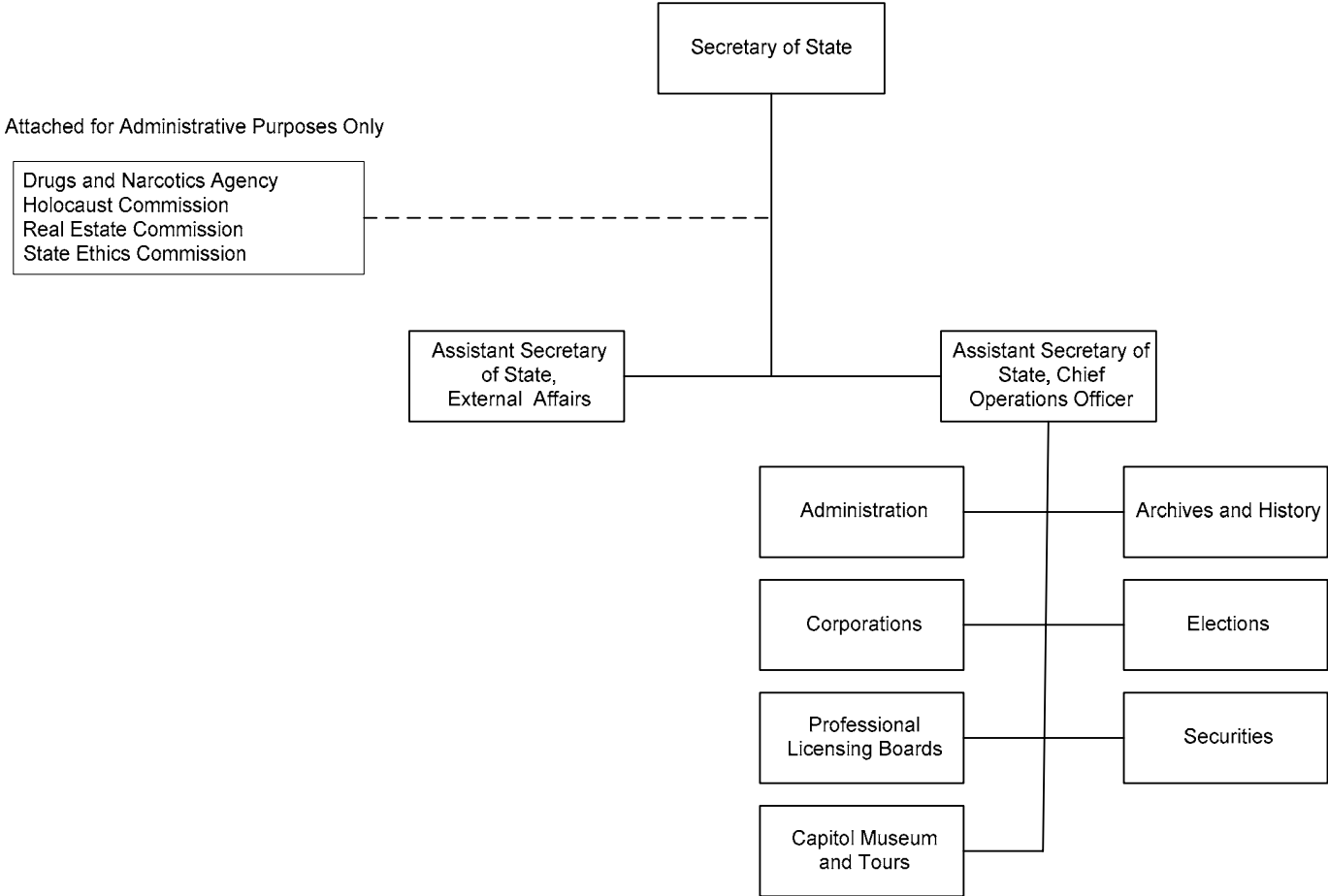


**SECRETARY OF STATE**  
**ORGANIZATIONAL CHART**

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# SECRETARY OF STATE

## ROLES AND RESPONSIBILITIES

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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 and 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 service marks.

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 Capitol 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 Capitol Tours 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**  
**PROGRAM BUDGET AND PERFORMANCE MEASURES - FY 2008**

DEPARTMENT BUDGET SUMMARY	FY 2007		FY 2008
	<u>Current Budget</u>	<u>Changes</u>	<u>Recommended</u>
State General Funds	\$37,264,162	\$1,460,019	\$38,724,181
<b>TOTAL STATE FUNDS</b>	<b>\$37,264,162</b>	<b>\$1,460,019</b>	<b>\$38,724,181</b>
Other Funds	1,498,265	2,018	1,500,283
<b>TOTAL FUNDS</b>	<b>\$38,762,427</b>	<b>\$1,462,037</b>	<b>\$40,224,464</b>

**BUDGET RECOMMENDATIONS BY DEPARTMENT (Information Only):**

**Statewide Budget Changes:**

1. Annualize the cost of the FY 2007 salary adjustment for the department (\$181,225) (Total Funds: \$183,243), Georgia Real Estate Commission (\$16,992), State Ethics Commission (\$5,281), Georgia Commission on the Holocaust (\$1,892) and Georgia Drugs and Narcotics Commission (\$10,966).	\$216,356
2. Provide for a general salary increase of 3% effective January 1, 2008 and provide for performance increases for the department (\$341,847), Georgia Real Estate Commission (\$38,785), State Ethics Commission (\$23,262), Georgia Commission on the Holocaust (\$3,781) and Georgia Drugs and Narcotics Agency (\$21,296).	428,971
3. Reflect an adjustment in the employer share of State Health Benefit Plan premiums from 16.713% to 22.843% for the department (\$886,065), Georgia Real Estate Commission (\$98,353), State Ethics Commission (\$57,453), Georgia Commission on the Holocaust (\$10,002) and Georgia Drugs and Narcotics Agency (\$54,661).	1,106,534
4. Reflect an adjustment in Workers' Compensation premiums for the department (\$133,043), Georgia Real Estate Commission (\$15,084), State Ethics Commission (\$4,981), Georgia Commission on the Holocaust (\$1,656) and Georgia Drugs and Narcotics Agency (\$8,097).	162,861
5. Increase the Georgia Building Authority (GBA) real estate rental rate for office space for the department (\$27,312) and State Ethics Commission (\$3,175).	30,487
Total Change	<u>\$1,945,209</u>

**BUDGET RECOMMENDATIONS BY PROGRAM:**

**ADMINISTRATION**

**Recommended Change:**

1. Fund statewide budget changes.	\$326,400
2. Realize CNG savings by reducing state funds \$694 and redistributing \$23,942 in state funds from the Administration program to the Securities program to fund maintenance costs and software licenses for L2K, Web Lookup, and My License.	(24,636)
Total Change	<u>\$301,764</u>

Program Budget:	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$4,882,454	\$5,184,218
Other Funds	30,000	30,000
Total Funds	<u>\$4,912,454</u>	<u>\$5,214,218</u>

**SECRETARY OF STATE**  
**PROGRAM BUDGET AND PERFORMANCE MEASURES - FY 2008**

**ARCHIVES**

**Purpose:** Assist state agencies in adequately documenting their activities, administering their records management programs, scheduling their records and transferring their non-current records to the State Records Center.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. Percentage of public customers using Archives services who rate the overall service "satisfactory"	98%	98%	98%	98%
2. Number of state agencies actively reformatting paper records to an electronic form or creating records electronically with the intent to reduce the amount of paper being stored at the State Records Center	0	3	10	10

**Recommended Change:**

1. Fund statewide budget changes (Total Funds: \$222,538).	\$220,528
2. Increase funding for real estate rental rate escalation.	13,047
3. Realize CNG savings by reducing state funds.	(1,859)
<b>Total Change</b>	<b>\$231,716</b>

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$5,972,322	\$6,204,038
Other Funds	508,753	510,771
<b>Total Funds</b>	<b>\$6,481,075</b>	<b>\$6,714,809</b>

**CAPITOL TOURS**

**Purpose:** Provide guided informational tours of the State Capitol.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. Number of tour visitors	94,604	95,000	55,000	55,000
2. Information provided through the media, internet and other publications about the State Capitol and state history	55,328	119,130	120,000	120,000

**Recommended Change:**

1. Fund statewide budget changes.	\$9,937
2. Realize CNG savings by reducing state funds.	(141)
<b>Total Change</b>	<b>\$9,796</b>

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$155,777	\$165,573
<b>Total Funds</b>	<b>\$155,777</b>	<b>\$165,573</b>

**SECRETARY OF STATE**  
**PROGRAM BUDGET AND PERFORMANCE MEASURES - FY 2008**

**CORPORATIONS**

**Purpose:** Accept and review findings made pursuant to statutes; issue certifications of records on file; and provide information to the public on all filed entities.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. Percentage of filings certified within 2 business days	95%	95%	95%	95%
2. Number of corporations filed	38,808	31,879	42,000	42,000

**Recommended Change:**

1. Fund statewide budget changes.	\$113,950
2. Realize CNG savings within the Corporations program (\$6,599) and savings from the Professional Licensing Boards program (\$14,382) to fund enhancement and maintenance of the proprietary computer system (\$20,981).	14,382
<b>Total Change</b>	<b>\$128,332</b>

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$1,197,789	\$1,326,121
Other Funds	739,512	739,512
<b>Total Funds</b>	<b>\$1,937,301</b>	<b>\$2,065,633</b>

**ELECTIONS**

**Purpose:** Administer all duties imposed upon the Secretary of State by providing all required filing and public information services, performing all certification and commissioning duties required by law and assisting candidates, local governments, and citizens in interpreting and complying with all election, voter registration and financial disclosure laws.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. Number of elections	843	435	750	840
2. Number of elections monitored or observed by the Secretary of State	300	50	600	600

**Recommended Change:**

1. Fund statewide budget changes.	\$127,864
2. Remove one-time funding associated with SB 500.	(50,000)
3. Realize CNG savings by reducing state funds \$23,598 and redirecting \$15,000 in state funds in the Elections program to fund the replacement of computers.	(23,598)
4. Provide funding for an independent audit of Georgia's elections procedures, guidelines and security measures.	100,000
<b>Total Change</b>	<b>\$154,266</b>

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$5,159,663	\$5,313,929
Other Funds	20,000	20,000
<b>Total Funds</b>	<b>\$5,179,663</b>	<b>\$5,333,929</b>

**SECRETARY OF STATE**  
**PROGRAM BUDGET AND PERFORMANCE MEASURES - FY 2008**

**PROFESSIONAL LICENSING BOARDS**

**Purpose:** Protect the public health and welfare by supporting all operations of Boards which license professions.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. Number of licensed professionals regulated by the Professional Licensing Boards	780,390	773,590	825,000	825,000
2. Number of license renewals supported by the operations support unit	127,734	140,000	150,000	150,000

**Recommended Change:**

1. Fund statewide budget changes.	\$618,668
2. Increase funding for real estate rental rate escalation.	13,047
3. Eliminate one-time funding for motor vehicle purchases.	(90,000)
4. Realize CNG savings by reducing state funds \$9,690 and redistributing \$14,382 in state funds from the Professional Licensing Boards program for the enhancement and maintenance of the proprietary computer system used by the Corporations program.	(24,072)
5. Provide funding for an independent audit of the Professional Licensing Boards to improve customer service.	100,000
<b>Total Change</b>	<b>\$617,643</b>

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$11,354,435	\$11,972,078
Other Funds	150,000	150,000
<b>Total Funds</b>	<b>\$11,504,435</b>	<b>\$12,122,078</b>

**SECURITIES**

**Purpose:** Provide for registration, compliance and enforcement of the provisions of the Georgia Codes, and to provide information to the public regarding subjects of such codes.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. Cemetery entities filings, inspections, closeouts, notifications, reports, and escrow actions processed	2,818	3,158	3,152	3,152
2. Charitable entities filings, inspections, closeouts, notifications, and reports processed	6,583	8,367	8,670	10,940

**Recommended Change:**

1. Fund statewide budget changes.	\$152,145
2. Realize CNG savings within the Securities program (\$1,058) and savings from the Administration program (\$23,942) to fund maintenance costs and software licenses for L2K, Web Lookup, and My License (\$25,000).	23,942
<b>Total Change</b>	<b>\$176,087</b>

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$2,040,428	\$2,216,515
Other Funds	50,000	50,000
<b>Total Funds</b>	<b>\$2,090,428</b>	<b>\$2,266,515</b>

**SECRETARY OF STATE**  
**PROGRAM BUDGET AND PERFORMANCE MEASURES - FY 2008**

**Agencies Attached for Administrative Purposes:**

**GEORGIA REAL ESTATE COMMISSION**

**Purpose:** Administer the license law for real estate brokers and salespersons and provide administrative support to the Georgia Real Estate Appraisers Board in their administration of the Real Estate Appraisal.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. Percentage of findings of negligence occurring in completed cases	13.7%	29.6%	33.0%	33.0%
2. Percentage of Georgia passing rates on qualifying examinations that are within 5 points of the average passing rates nationwide	11.2%	8.4%	5.0%	5.0%

**Recommended Change:**

1. Fund statewide budget changes.	\$169,214
2. Provide additional funding for 2 investigator positions.	97,426
3. Provide funds to replace 1 motor vehicle with mileage in excess of 135,000 miles.	17,272
<b>Total Change</b>	<b>\$283,912</b>

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$3,253,396	\$3,537,308
<b>Total Funds</b>	<b>\$3,253,396</b>	<b>\$3,537,308</b>

**STATE ETHICS COMMISSION**

**Purpose:** Protect the integrity of the democratic process and ensure compliance by candidates, public officials, non-candidate campaign committees, lobbyists and vendors with Georgia's Campaign and Financial Disclosure requirements.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. Number of cases brought before the Commission for review	115	38	62	72
2. Number of cases actually closed/removed from the docket	94	38	38	48

**Recommended Change:**

1. Fund statewide budget changes.	\$94,152
2. Reduce one-time operational funding (\$648,997) and realize CNG savings by reducing telecommunications (\$1,003).	(650,000)
<b>Total Change</b>	<b>(\$555,848)</b>

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$1,606,602	\$1,050,754
<b>Total Funds</b>	<b>\$1,606,602</b>	<b>\$1,050,754</b>

**SECRETARY OF STATE**  
**PROGRAM BUDGET AND PERFORMANCE MEASURES - FY 2008**

**GEORGIA COMMISSION ON THE HOLOCAUST**

**Purpose:** Teach 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.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. College courses coordinated, in-house training sessions conducted and permanent and traveling exhibits provided	28	25	25	25
2. Number of educators attending Commission programs and training sessions requesting materials to incorporate into their lesson plans	650	650	650	650

**Recommended Change:**

1. Fund statewide budget changes.	\$17,331
Total Change	\$17,331

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$278,412	\$295,743
Total Funds	\$278,412	\$295,743

**GEORGIA DRUGS AND NARCOTICS AGENCY**

**Purpose:** Protect the health, safety and welfare of the general public by providing an enforcement presence to oversee all laws and regulations pertaining to controlled substances and dangerous drugs.

<b>Performance Measures:</b>	FY 2005	FY 2006	FY 2007	FY 2008
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
1. Inspections conducted	1,980	1,874	2,100	2,100
2. Percentage of law enforcement agencies that rate the Georgia Drugs and Narcotics Agency services to be high quality	90%	90%	90%	90%

**Recommended Change:**

1. Fund statewide budget changes.	\$95,020
Total Change	\$95,020

<b>Program Budget:</b>	FY 2007	FY 2008
	<u>Current Budget</u>	<u>Recommended</u>
State General Funds	\$1,362,884	\$1,457,904
Total Funds	\$1,362,884	\$1,457,904

# SECRETARY OF STATE

## DEPARTMENT BUDGET FINANCIAL SUMMARY BY OBJECT CLASS - FY 2008

Object Classes / Fund Sources	FY 2005 Expenditures	FY 2006 Expenditures	FY 2007 Current Budget	FY 2008 Agency Request Total	FY 2008 Governor's Recommendation
Personal Services	\$17,072,795	\$17,526,920	\$19,814,491	\$19,997,734	\$21,358,689
Regular Operating Expenses	5,176,958	4,833,006	3,949,069	3,949,069	3,926,508
Travel	291,278	364,741			
Motor Vehicle Purchases		56,817	90,000		
Equipment	84,038	22,255	73,500	73,500	73,500
Computer Charges	5,604,461	2,636,397	315,057	315,057	333,438
Real Estate Rentals	4,372,126	3,944,867	4,056,400	4,056,400	4,109,806
Telecommunications	1,103,344	722,149	1,611,737	1,611,737	1,579,935
Per Diem and Fees	766,404	1,858,678			
Contractual Services	18,016,608	4,039,177	1,986,544	1,986,544	2,136,544
Elections Expenses	406,521	696,006	364,335	364,335	364,335
<b>SUBTOTAL FUNDS (Excludes Attached Agencies)</b>	<b>\$52,894,533</b>	<b>\$36,701,013</b>	<b>\$32,261,133</b>	<b>\$32,354,376</b>	<b>\$33,882,755</b>
<b><u>ATTACHED AGENCIES</u></b>					
Georgia Real Estate Commission	\$2,710,187	\$2,961,248	\$3,253,396	\$3,270,388	\$3,537,308
State Ethics Commission	691,203	1,281,115	1,606,602	1,611,883	1,050,754
Georgia Commission on the Holocaust	323,210	237,943	278,412	280,304	295,743
Georgia Drugs and Narcotics Agency	1,354,997	1,266,976	1,362,884	1,373,850	1,457,904
<b>TOTAL FUNDS</b>	<b>\$57,974,130</b>	<b>\$42,448,295</b>	<b>\$38,762,427</b>	<b>\$38,890,801</b>	<b>\$40,224,464</b>
<b><u>Less:</u></b>					
Federal Funds	\$19,486,782	\$2,608,518			
Other Funds	3,248,120	4,430,293	\$1,498,265	\$1,500,283	\$1,500,283
Subtotal	<b>\$22,734,902</b>	<b>\$7,038,811</b>	<b>\$1,498,265</b>	<b>\$1,500,283</b>	<b>\$1,500,283</b>
 State General Funds	 <b>\$35,239,228</b>	 <b>\$35,409,484</b>	 <b>\$37,264,162</b>	 <b>\$37,390,518</b>	 <b>\$38,724,181</b>
 <b>TOTAL STATE FUNDS</b>	 <b>\$35,239,228</b>	 <b>\$35,409,484</b>	 <b>\$37,264,162</b>	 <b>\$37,390,518</b>	 <b>\$38,724,181</b>
 Positions	 360	 371	 462	 462	 462
Motor Vehicles	71	71	76	76	76