

# Louisiana Senate Finance Committee



## FY18 Executive Budget

**04-139 – Department of State**

May 2017

*Sen. John A. Alario, Jr., President*

*Sen. Eric LaFleur, Chairman*

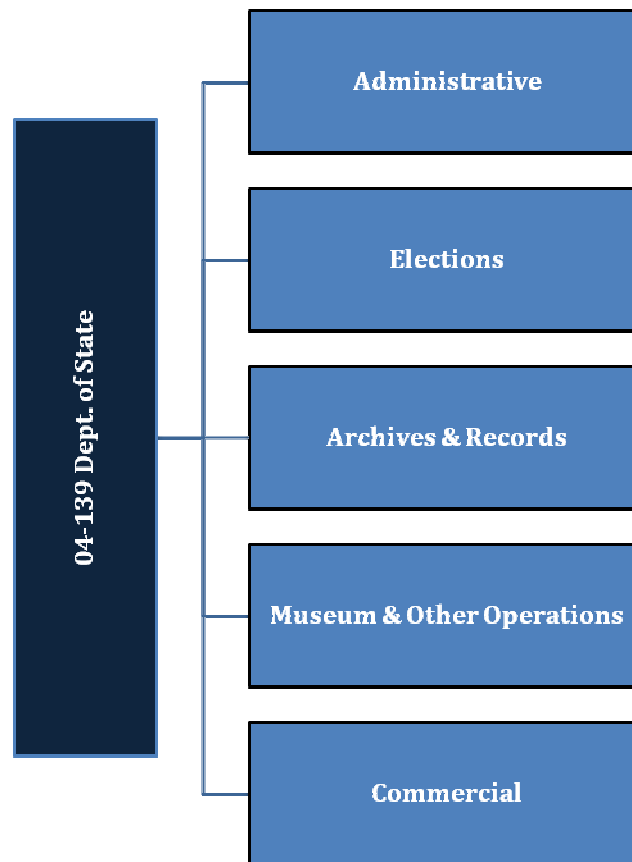




# FY18 Executive Budget

## Schedule 04-139 — Department of State

Departmental mission — The Department of State serves as the official keeper of the Great Seal of the State of Louisiana and the chief election officer and the archivist of the state, by preparing and certifying ballots for all elections, promulgating all election returns, and administering the election laws, including those relating to voter registration and custody of voting machines. The department countersigns and keeps an official registry of all commissions and is responsible for administering the state's corporation and trademark laws, as well as administering the Geaux Biz program, which gives current and potential business owners a single place to go for all the necessary licensing information to operate within the state.





# Department of State

## FY16, FY17, and FY18 Comparison

### Total Funding — All Means of Finance

Total Funding	FY16 Actual	FY17 Enacted	FY17 EOB as of 12-1-16	FY18 Recommended	FY18 Re-engrossed HB1	Difference FY18 Re-engrossed HB1 vs. FY17 EOB as of 12-1-16
Preamble	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative	\$ 11,146,658	\$ 10,725,182	\$ 10,994,602	\$ 11,516,215	\$ 11,516,215	\$ 521,613
Elections	\$ 53,929,120	\$ 53,205,593	\$ 53,321,759	\$ 52,543,718	\$ 52,543,718	\$ (778,041)
Archives & Records	\$ 3,417,566	\$ 3,807,069	\$ 3,807,069	\$ 3,883,388	\$ 3,883,388	\$ 76,319
Museum & Other Operations	\$ 3,109,339	\$ 3,105,543	\$ 2,953,042	\$ 3,259,321	\$ 3,259,321	\$ 306,279
Commercial	\$ 9,155,032	\$ 8,761,301	\$ 8,791,476	\$ 8,837,050	\$ 8,837,050	
<b>TOTAL</b>	<b>\$ 80,757,715</b>	<b>\$ 79,604,688</b>	<b>\$ 79,867,948</b>	<b>\$ 80,039,692</b>	<b>\$ 80,039,692</b>	<b>\$ 171,744</b>
Total Authorized FTEs	313	313	313	313	313	-

EOB March 2017	FY18 Re-engrossed HB1	Difference
\$ 79,867,948	\$ 80,039,692	\$ 171,744
313	313	-

### Total State Effort — State General Fund, Dedicated Funds, and Fees and Self-generated Revenue

FY17 EOB as of 12-1-16	FY17 EOB as of March 2017 (Includes Attrition Adjustment)	Difference	FY18 Recommended	Difference	FY18 Re-engrossed HB1	Difference	Difference
<b>TOTAL STATE EFFORT</b>	<b>TOTAL STATE EFFORT</b>	<i>EOB 12-1-16 vs. EOB March 2017</i>	<b>TOTAL STATE EFFORT</b>	<i>EOB March 2017 vs. FY18 Recommended</i>	<b>TOTAL STATE EFFORT</b>	<i>EOB March 2017 vs. FY18 Re-engrossed</i>	<i>FY18 Recommended vs. FY18 Re-engrossed</i>
\$ 79,467,948	\$ 79,467,948	\$ -	\$ 79,818,192	\$ 350,244	\$ 79,818,192	\$ 350,244	\$ -

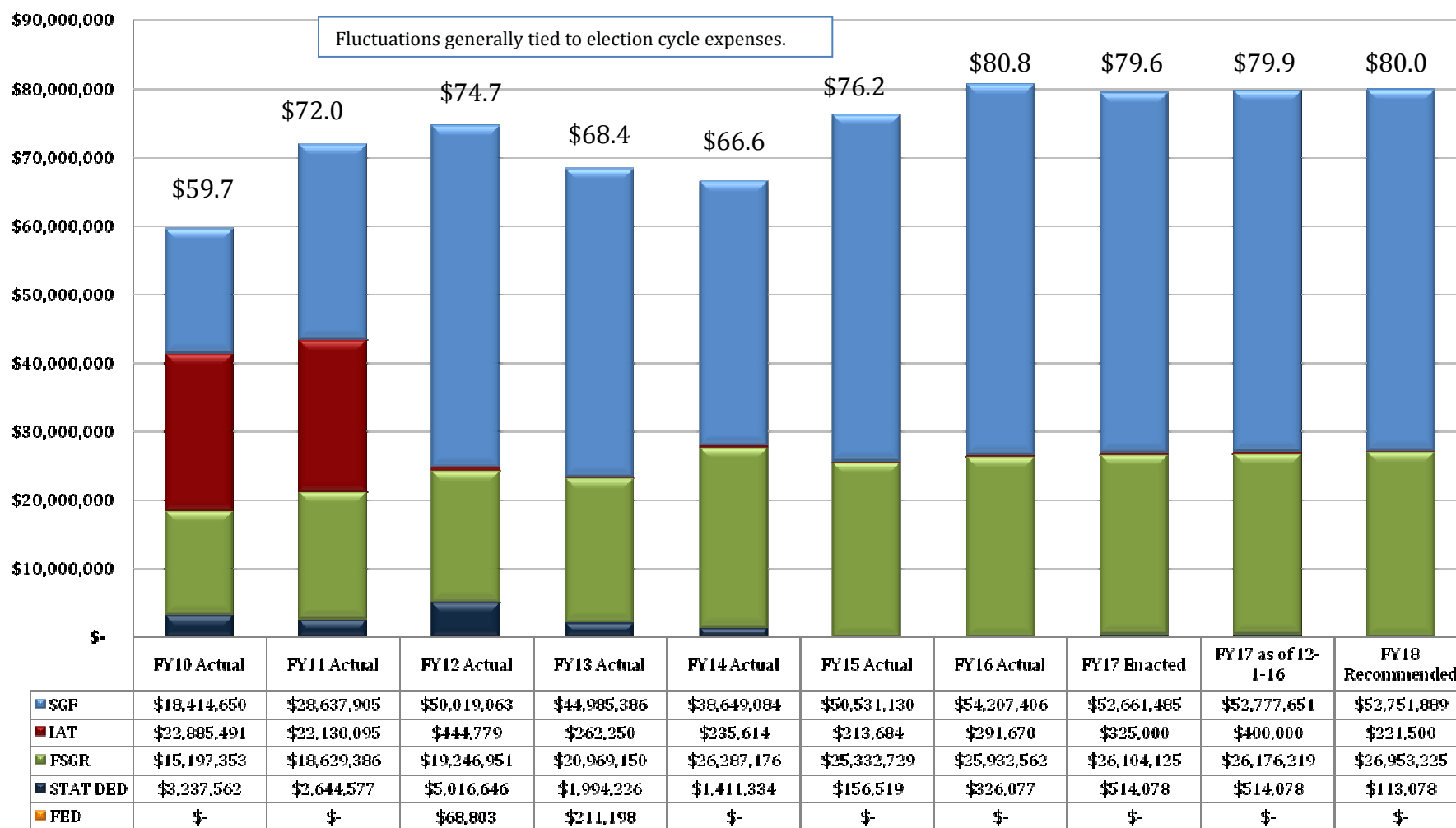


# Department of State

## Changes in Funding since FY10

**Total Budget by Fiscal Year and Means of Finance  
(in \$ millions)**

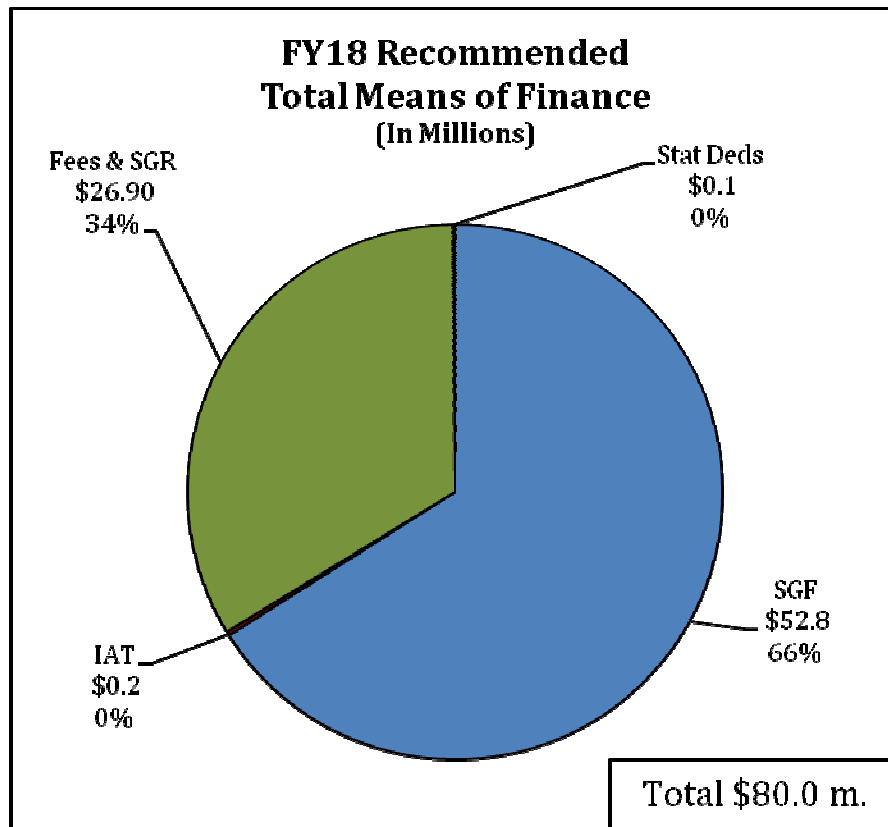
Change from FY10 to FY18 is +34%.







## FY18 Recommended Means of Finance



### Non-SGF Sources of Funding:

The primary source of non-SGF funding is **Fees and Self-generated Revenues**.

This includes (1) a \$75 filing fee relative to domestic corporations; (2) a \$125 filing fee relative to foreign corporations; (3) a \$30 filing fee for annual reports relative to domestic and foreign corporations, (4) charges for other services such as registering trademarks and partnerships, providing certificates of good standing, and providing certified copies of any requested documents.

The department also receives reimbursements from municipalities and other local governing authorities that call elections.



## Department of State Dedicated Funds FY16, FY17, and FY18

Dedicated Funds	Source of Funding	FY16 Actual	FY17 Enacted	FY18 Recommended
Help Louisiana Vote - Election Admin. Fund	Federal monies.	\$189,975	\$191,000	\$0
Help Louisiana Vote - Voting Access Account	Federal monies.	\$121,763	\$210,000	\$0
Shreveport Riverfront Convention Center & Independence Stadium Fund	State hotel/motel occupancy taxes	\$14,339	\$113,078	\$113,078
<b>TOTALS</b>		<b>\$326,077</b>	<b>\$514,078</b>	<b>\$113,078</b>

Dedicated Funds used to solve FY17 Mid-Year Deficits — Includes December and February Adjustments

Dedicated Fund	Amount
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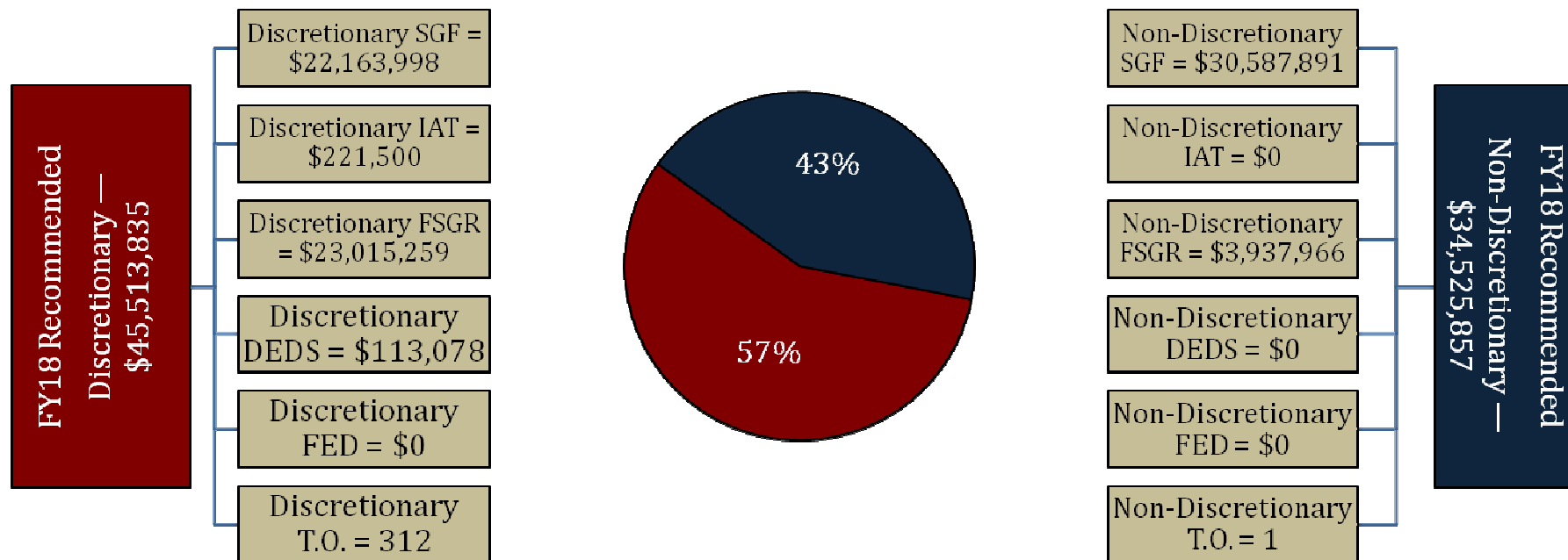
# Department of State Expenditures FY16, FY17, and FY18

Expenditure Category	FY16 Actual	FY17 Enacted	FY18 Recommended	Percent Change FY17 Enacted vs. FY18 Recommended
<b>Personal Services:</b>	<b>\$26,070,479</b>	<b>\$26,443,891</b>	<b>\$27,085,861</b>	<b>2.4</b>
Salaries	\$16,453,768	\$16,571,989	\$16,913,857	2.1
Other Compensation	\$556,577	\$535,017	\$517,694	(3.2)
Related Benefits	\$9,060,134	\$9,336,885	\$9,654,310	3.4
<b>Operating Expenses:</b>	<b>\$10,357,735</b>	<b>\$10,589,078</b>	<b>\$10,745,578</b>	<b>1.5</b>
Travel	\$117,232	\$157,345	\$157,345	-
Operating Services	\$9,422,656	\$9,590,435	\$9,726,935	1.4
Supplies	\$817,847	\$841,298	\$861,298	2.4
<b>Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>Other Charges:</b>	<b>\$44,204,865</b>	<b>\$41,952,719</b>	<b>\$40,358,253</b>	<b>(3.8)</b>
Other Charges	\$40,045,288	\$37,803,833	\$36,130,036	(4.4)
Debt Service	\$0	\$0	\$0	-
Interagency Transfers	\$4,159,577	\$4,148,886	\$4,228,217	1.9
<b>Acquisitions &amp; Major Repairs:</b>	<b>\$124,636</b>	<b>\$619,000</b>	<b>\$1,850,000</b>	<b>198.9</b>
Acquisitions	\$124,636	\$619,000	\$1,850,000	198.9
Major Repairs	\$0	\$0	\$0	-
<b>Total Expenditures</b>	<b>\$80,757,715</b>	<b>\$79,604,688</b>	<b>\$80,039,692</b>	<b>0.5</b>



# Department of State

## FY18 Discretionary/Non-Discretionary Comparison



Total Discretionary Funding by Office		
Administrative	\$ 10,565,393	23%
Elections	\$ 18,968,683	42%
Archives & Records	\$ 3,883,388	9%
Museum & Other Operations	\$ 3,259,321	7%
Commercial	\$ 8,837,050	19%
<b>Total Discretionary</b>	<b>\$ 45,513,835</b>	<b>100%</b>

Total Non-Discretionary Funding by Type		
Constitutional Requirements	\$ 18,443,968	53%
Constitutional Subject to Legislative Discretion	\$ 14,452,669	42%
Unavoidable Obligations	\$ 1,629,220	5%
<b>Total Non-Discretionary</b>	<b>\$ 34,525,857</b>	<b>100%</b>

*Constitutional Requirements-Administration of election laws.*

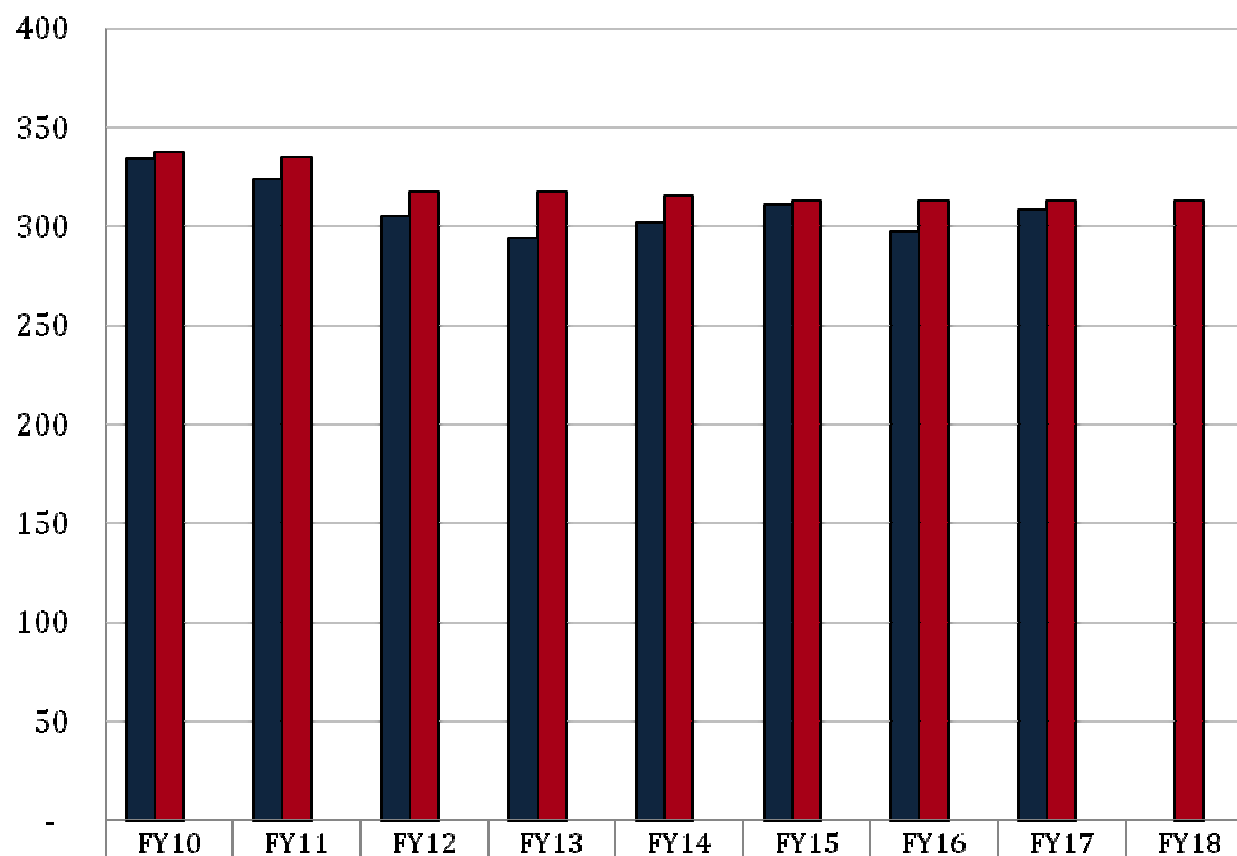
*Constitutional Subject to Legislative Discretion-Administration of election laws and salaries of Registrars of Voters and their assistants.*

*Unavoidable Obligations = Retirees Group Insurance; Legislative Auditor fees.*



# Department of State

## FTEs, Authorized Positions, and Other Charges Positions



■ Total FTEs (as of July 1 of each fiscal year)	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
■ Total Authorized Positions (Enacted)	334	324	305	294	302	311	297	308	-
■ Authorized Other Charges Positions	337	335	317	317	315	313	313	313	313
	-	-	-	-	-	-	-	-	-

### Notes:

Data for Total FTEs uses the first weekly employment report published by State Civil Service in July at the start of the named fiscal year.

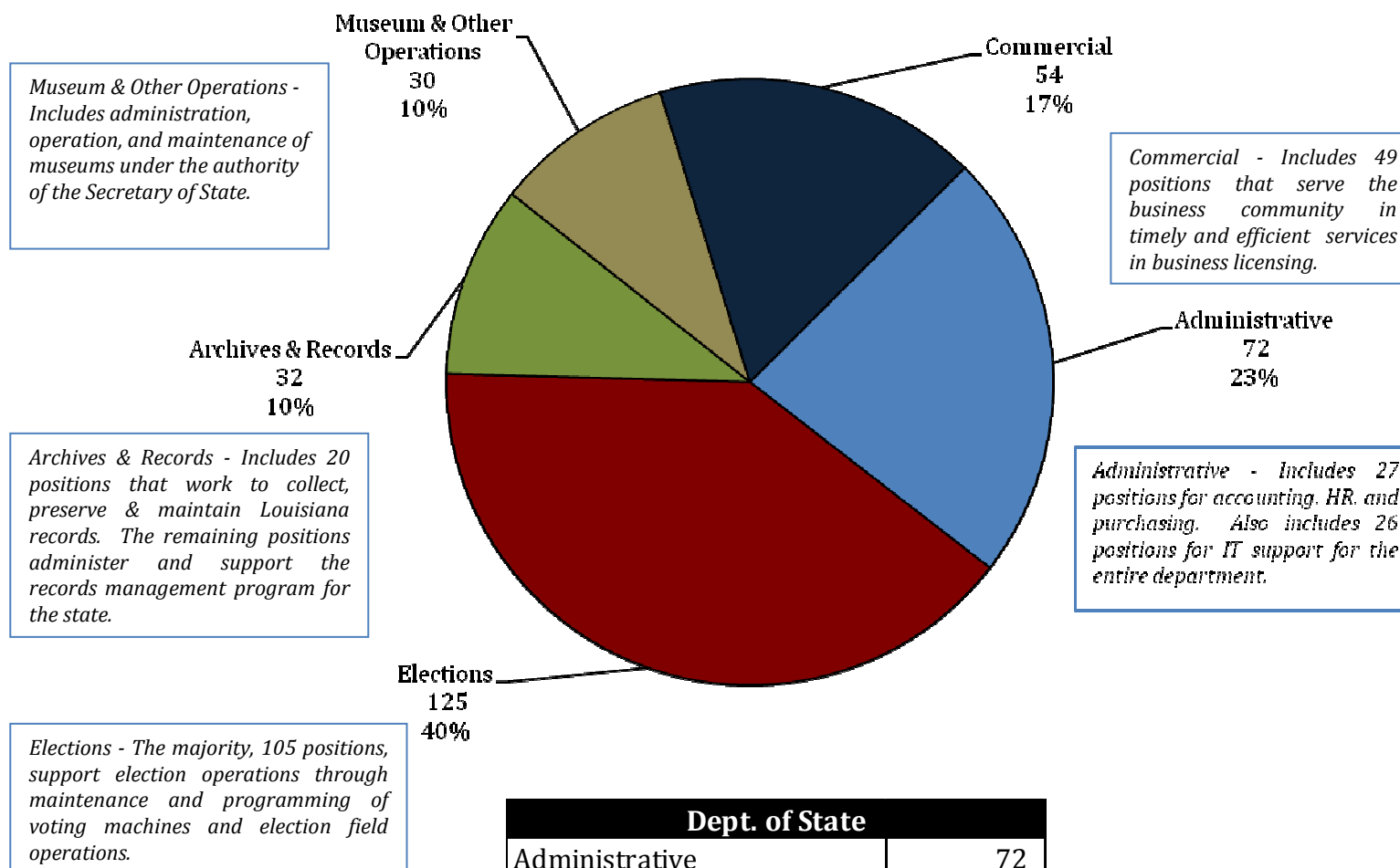
Data for Total Authorized Positions uses fiscal year enacted levels, except for FY18 Recommended.

Data for Other Charges Positions are reflected in the Executive Budget per Act 377 of the 2013 Regular Legislative Session (beginning in FY15).



# Department of State

## FY18 Recommended Total Authorized Positions by Agency



Dept. of State	
Administrative	72
Elections	125
Archives & Records	32
Museum & Other Operations	30
Commercial	54





# Department of State

## Total Statewide Adjustments for FY18

<b>04A_DOS</b> <b>Secretary of State</b> <b>ADJUSTMENTS TO EXISTING OPERATING BUDGET</b> <b>Recommended</b>								
GEN. FUND	I.A.T.	SELF-GEN.	STAT. DED.	I.E.B.	FEDERAL	TOTAL	T.O.	DESCRIPTION
\$52,777,651	\$400,000	\$26,176,219	\$514,078	\$0	\$0	\$79,867,948	313	Existing Oper Budget as of 12/01/16
<b>A. STATEWIDE STANDARDS</b>								
(\$61,614)	\$0	\$0	\$0	\$0	\$0	(\$61,614)	0	State General Fund (SGF) reduction in accordance with the Louisiana Constitution, Article VII, Section 11(A).
\$37,662	\$0	\$47,306	\$0	\$0	\$0	\$84,968	0	Civil Service Training Series
\$106,755	\$0	\$5,102	\$0	\$0	\$0	\$111,857	0	Related Benefits Base Adjustment
\$143,347	\$0	\$182,669	\$0	\$0	\$0	\$326,016	0	Retirement Rate Adjustment
\$336,893	\$0	\$171,097	\$0	\$0	\$0	\$507,990	0	Salary Base Adjustment
(\$130,319)	\$0	(\$196,928)	\$0	\$0	\$0	(\$327,247)	0	Attrition Adjustment
\$0	\$0	\$350,000	\$0	\$0	\$0	\$350,000	0	Acquisitions & Major Repairs
\$0	\$0	(\$44,000)	\$0	\$0	\$0	(\$44,000)	0	Non-Recurring Acquisitions & Major Repairs
(\$116,166)	\$0	(\$72,094)	\$0	\$0	\$0	(\$188,260)	0	Non-recurring Carryforwards
\$55,480	\$0	\$15,402	\$0	\$0	\$0	\$70,882	0	Risk Management
\$0	\$0	\$2,739	\$0	\$0	\$0	\$2,739	0	Legislative Auditor Fees
(\$3)	\$0	\$0	\$0	\$0	\$0	(\$3)	0	Capitol Park Security
\$0	\$0	\$796	\$0	\$0	\$0	\$796	0	UPS Fees
\$0	\$0	\$1,742	\$0	\$0	\$0	\$1,742	0	Civil Service Fees
\$0	\$0	\$5,209	\$0	\$0	\$0	\$5,209	0	State Treasury Fees
\$0	\$0	\$31,227	\$0	\$0	\$0	\$31,227	0	Office of Technology Services (OTS)
\$0	\$0	(\$33,261)	\$0	\$0	\$0	(\$33,261)	0	Office of State Procurement
\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000	0	TOTAL NEW AND EXPANDED ADJUSTMENT
\$0	\$0	\$0	(\$401,000)	\$0	\$0	(\$401,000)	0	TOTAL NON-RECURRING OTHER ADJUSTMENT



# Department of State

## Total Statewide Adjustments for FY18

**04A\_DOS**  
**Secretary of State**  
**ADJUSTMENTS TO EXISTING OPERATING BUDGET**  
**Recommended**

GEN. FUND	I.A.T.	SELF-GEN.	STAT. DED.	I.E.B.	FEDERAL	TOTAL	T.O.	DESCRIPTION
<b>A. STATEWIDE STANDARDS</b>								
(\$1,945,185)	(\$178,500)	\$310,000	\$0	\$0	\$0	(\$1,813,685)	0	TOTAL OTHER ADJUSTMENTS ADJUSTMENT
\$47,388	\$0	\$0	\$0	\$0	\$0	\$47,388	0	TOTAL WORKLOAD ADJUSTMENT
<b>\$52,751,889</b>	<b>\$221,500</b>	<b>\$26,953,225</b>	<b>\$113,078</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,039,692</b>	<b>313</b>	<b>Total Budget</b>
(\$25,762)	(\$178,500)	\$777,006	(\$401,000)	\$0	\$0	\$171,744	0	Total Adjustments



## Department of State Significant Increases for FY18

Increase	Source	T.O.	Agency	Description
\$1,500,000	State General Fund	0	Elections	Increase in State General Fund for new voting equipment and voting software to replace early voting and election day equipment statewide.



## Department of State Significant Decreases for FY18

Decrease	Source	T.O.	Agency	Description
(\$61,614)	State General Fund	0	Dept. of State	Reduction in accordance with Louisiana Constitution, Article VII, Section 11(A).
(\$1,900,000)	State General Fund	0	Elections	Decrease in State General Fund due to adjustments in Election expenses.



## Department of State

### Significant Means of Financing Substitutions for FY18

MOF Swap	Source	T.O.	Agency	Description
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## Department of State

### Changes from FY18 Recommended to FY18 Re-engrossed

Changes from FY18 Recommended to FY18 Re- engrossed	Source	T.O.	Agency	Description
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# Department of State

## Changes from FY18 Recommended to FY18 Re-engrossed

### Major Issues:

#### Elections:

- The total estimated cost of election expenses, including ballot printing, in FY18 is \$15.6 million.
- There is an Open Primary/Orleans Municipal Primary, Open General/Orleans Municipal General, Municipal Primary, Municipal General, and a statewide special election for State Treasurer.